

# 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 7<sup>th</sup> day of August, 2017

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
City Clerk



**WILLMAR CITY COUNCIL MEETING  
MONDAY, JULY 20, 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 July 6, 2020
  - B. Willmar Municipal Utilities Board Minutes of July 13, 2020
  - C. Accounts Payable Report for July 2 – July 15, 2020
  - Accept: D. Willmar Lakes Area CVB Board Minutes of May 19, 2020
  - Information: E. Invest in Willmar Board Minutes of June 10, 2020
6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Public Works/Safety Report of July 8, 2020
  - Action Item: A. Consideration of Robbins Island Beach Procedure
  - B. Resolution to Award Bid and Enter into Agreement with Duininck Inc. for Robbins Island Improvements
9. Finance Committee Report of July 9, 2020
  - Action Item: A. Resolution to Provide Early Forgiveness of the Small Cities Development Loan to the Willmar Community Theatre
10. Council Members' Announcements
11. Announcement of Council Committee Meeting Dates
12. Adjourn

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BY ELECTRONIC MEANS (GOTO MEETING)**

July 6, 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 Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, Park and Recreation Director Rob Baumgarn, Human Resource Director Samantha Beckman, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions to the agenda.

Council Member Fagerlie moved to approve the agenda, as presented. Council Member Schwantes 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 June 15, 2020
- B. Willmar Municipal Utilities Board Minutes of June 22, 2020
- C. Planning Commission Minutes of June 17, 2020
- D. Accounts Payable Report for June 11 – July 1, 2020
- E. Park and Recreation Board Minutes of June 17, 2020
- F. Building Report for the Month of June, 2020
- G. Main Street Board Minutes of June 23, 2020

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

The Finance Committee Report for June 18, 2020 was presented to the Mayor and Council by Council Member Nelsen. There were six items for consideration.

Item No. 1 Staff explained the 2020 Willmar Main Street Budget was reviewed and approved by the Willmar Main Street Board on February 18, 2020, and the City Council on March 2, 2020. Due to the COVID-19 Pandemic, Rethos/Minnesota Main Street chose to re-allocate anticipated programming grant dollars of \$4,000 directly to our local businesses instead of local main street programs. This grant money was anticipated to be used towards a downtown assessment project with Minnesota Main Street that would coordinate with the City's Comprehensive Plan efforts. The downtown assessment costs \$10,000 and was in our original budget. Willmar Main Street would like to appropriate \$4,000 in Main Street funds remaining from 2019 toward this project to make up for the unanticipated change in grant funding. Further, Blue Cross Blue Shield has offered a \$16,000 donation to erect a monument in downtown Willmar that would help visualize our welcoming promotion for the Artists on Main Street Program. It was noted that Willmar Main Street had \$15,323.70 left over from 2019 and anticipated utilizing these funds towards projects that increase downtown vitality this year. It was the recommendation of the Committee to approve a Resolution to amend the budget for Willmar Main Street to \$69,000 to include the \$16,000 Blue Cross Blue Shield donation and to appropriate additional City Funds of \$4,000.

**Resolution No. 2020-085 2020 Willmar Main Street Budget Amendment Total Cost \$69,000** was introduced by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.



Item No. 2 Carris Health Co-CEO Mike Schramm and CFO Andy Rolling explained the Lease and Affiliation Agreement between the City of Willmar and Carris Health stipulates the status of obligations and covenants be reported to the City of Willmar within 180 days of the year-end, or more frequently if requested. Mr. Schramm and Mr. Rolling presented that information to the Committee and explained all Rent Payments and Intergovernmental Transfer Payments are current. All Service Commitments are in compliance as substantially all services remain intact. Rice Home Medical continues to offer its products and services via leadership and direction through CentraCare Health. Capital Investments, since the inception of the Lease, are \$12.7 million with the expected average amount of capital investment to be \$8.0 million by June 3, 2020. Audited Financial Statements for their most recent fiscal year-end of June 30, 2019, have been completed and have been provided to the City of Willmar's Finance Director. Further work and questions are being answered based on conversations with the Finance Director. Based on this information, Carris Health believes it is in compliance with all obligations of the Lease and Affiliation Agreement. This item was received for information only.

Item No. 3 City Administrator Gramentz reported the Barn Theatre had obtained three loans through the Small Cities Development Program on June 12, 2014. One feature of one loan is after seven years, which would be June 21, 2021, the loan would be forgiven if the Theatre still owns the property. The balance of that loan is \$29,462.00. The Theatre has contacted the City of Willmar requesting early forgiveness of that loan to enable the Barn to sell the third floor of their building. Selling off this part of the building would enable them to get through the economic crisis caused by the Covid Pandemic. In order for that to happen, this loan would need to be forgiven about one year early. The two other loans have a remaining balance of \$1,600.00 and \$6,088.82 and could be paid off with the cash flow provided by the early forgiveness of the first loan. The City Attorney is researching which entities are authorized to provide early forgiveness. Staff will report back to the Committee as information is received. This item was received for information only.

Item No. 4 Finance Director Okins reported on the status of the 2020 Street Improvement Projects and the Local Option Sales Tax Bonding noting that local institutions have been contacted. Two of the Local Option Sales Tax projects, Robbins Island and Swansson Field, may potentially be included together for one bond issue. Further information will be provided at the next Finance Committee meeting. This item was received for information only.

Item No. 5 Finance Director Steve Okins and City Administrator Brian Gramentz reported no new information has been received from the State to-date. Chair Nelsen reported concerns expressed by several state organizations that the current special legislative session will not come to a decision on how to distribute the CARES funds before they adjourn. Once again it is hoped more information from the State will be available for the next Finance Committee meeting. This item was received for information only.

Item No. 6 It was also noted no new council requests have been received to-date. Sales Tax Status Reports and 2020 Street Project As-Bid Budgets will be presented at future meetings. This item was received for information only.

The Finance Committee Report of June 18, 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.

The Labor Relations Committee Report of June 22, 2020 was presented to the Mayor and Council by Council Member Mueske. There was one item for consideration.

Item No. 1 Staff presented the job description for the Recreation Assistant that was approved back in March but put on hold due to COVID-19. The employee who previously held the position retired at the end of April and the position has been vacant ever since. With the governor opening up more possibilities for recreation programming, this position will be needed as soon as possible. It was the recommendation of the Committee to post and fill the opening.

Council Member Mueske offered a motion to approve the Committee’s recommendation. Council Member Schwantes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 1. Council Member Fagerlie voted “no.”

The Labor Relations Committee Report of June 22, 2020, was approved and ordered placed on file in the City Clerk’s Office upon motion by Council Member Mueske. Council Member Schwantes seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Thompson presented a request to adopt a resolution appointing election judges for the 2020 Primary Election to be held August 11, 2020.

**Resolution No. 2020-086 A Resolution Appointing Election Judges** was introduced by Council Member Asmus. Council Member Mueske seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Member Alvarado offered the following comments: if anyone is in need of food assistance please contact Willmar Food Shelf 320-235-2641, or Second Harvest 800-365-0270; there are many good things to do outside; hoped everyone had a good 4<sup>th</sup> of July.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – Wednesday, July 8th at 5:00 p.m.; Finance Committee – Thursday, July 9th at 5:00 p.m.; Community Development Committee – no meeting scheduled at this time; and Labor Relations Committee – no meeting scheduled at this time.

Council Member Schwantes offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 7:22 p.m.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2020-085  
2020 WILLMAR MAIN STREET BUDGET AMENDMENT  
TOTAL COST \$69,000**

\*Budget Amounts are Essential

Motion By: Nelsen

Second By: Asmus

Code

**PERSONNEL SERVICES**

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

**TOTAL**

**\$0.00**

**RECEIVABLES**

Property Owners  
County  
State  
City \$32,500.00 ~~\$36,500.00~~  
Other (Grants/Donations\*) \$19,000.00 ~~\$31,000.00~~  
Other (Event Revenue) \$1,500.00

**TOTAL**

**\$69,000.00**

**SUPPLIES**

20* Office Supplies	
21* Small Tools	
22* Motor Fuels & Lubricants	
23* Postage	\$145.00
24 Mtce. of Equipment	
25 Mtce. of Structures	
26 Mtce. of Other Improvements	
27 Subsistence of Persons	\$2,500.00
28 Cleaning & Waste Removal	
29* General Supplies	
<b>TOTAL</b>	<b>\$2,645.00</b>

**OTHER SERVICES**

30 Communications	
31* Printing & Publishing	\$500.00
32 Utilities	
33* Travel-Conf.-Schools	\$5,000.00
34 Mtce. of Equipment	
35 Mtce. of Structures	
36* Mtce. of Other Impr.	
37 Subsistence of Persons	
38 Cleaning & Waste Removal	
39* Other Services	\$2,500.00
<b>TOTAL</b>	<b>\$8,000.00</b>

**OTHER CHARGES**

40 Rents	\$280.00
41 Insurance & Bonds	
42 Awards & Indemnities	\$13,500.00
43 Subscriptions/Memberships	\$2,375.00
44 Interest	
45 Licenses & Taxes	
46* Prof. Serv.	\$30,200.00
<del>\$15,200.00</del>	
47 Advertising	\$1,000.00
48 Admin OH (Transfer)	
49 Other Charges <del>\$10,000.00</del>	\$11,000.00
<b>TOTAL</b>	<b>\$58,355.00</b>
<b>GRAND TOTAL</b>	<b>\$69,000.00</b>

**FINANCING**

Bonds	
State	
City	
City	
Other	
<b>TOTAL</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$69,000.00</b>

Dated this 6<sup>th</sup> day of July, 2020

s/s Marv Calvin  
Mayor

**Attest:**

s/s Judy Thompson  
City Clerk

\*Grants:  
\$10,000 – Artists on Main Street  
\$5,000 – WACF Artists on Main Street  
~~\$4,000 – MN Main Street Project Funds~~  
\$16,000 - BCBS Monument Project

**RESOLUTION NO. 2020-086**

**A RESOLUTION APPOINTING ELECTION JUDGES**

Motion By: Asmus Second By: Mueske

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Primary Election in the City of Willmar on Tuesday, August 11, 2020:

WARD ONE

Precinct One:

Pat Morse  
Cheryl Retrum

Carl Shuldes  
Tina Harried  
Kent Skoglund  
Wallis Klause

Precinct Two:

Ardell Engwall  
Ramona Berg-Perry  
Carol Wegner  
Rita Dragt  
Samuela Heyer  
Darlene Estwick  
Bonnie Ogdahl

Precinct Three:

Lynn Shuldes  
Sharon Cruze  
Harold Kloster  
George Christensen  
Judith Hoffer  
Melissa Maas  
Anne Polta

WARD TWO

Precinct One:

Mary Louise Wallin  
Helen Behrends  
Karen Stern  
James Buisman  
Millicent Larsen  
Paul Borene  
Wes Stevens

Precinct Two:

Dan Reigstad  
James Halverson  
Patrick Curry  
Linda Dilly  
Clara DeRonde  
Marlene Vossen  
Marlene Adam

Precinct Three:

Donna Hillenbrand  
Duane Bock  
Les Heitke  
Mary Lorentzen  
Karen Kraemer  
Robert Bliss  
Jody Loseth

WARD THREE

Precinct One:

Kathryn Halldin  
John Dahl  
Susan Schiro  
G. Richard Huesing  
Anthony Ogdahl  
Jan Dahl  
Shelley Hedlund

Precinct Two: Kerry Johnson  
LeAnn Griepentrog  
Carol Laumer  
Barbara Borene  
Cheryl Baron  
Carolyn Stevens

Precinct Three: Sally McAdams  
Ken Nelson  
Susan Smith  
Joan Kuhn  
Charles Wattnem  
Denis Anderson

WARD FOUR

Precinct One: David Rogers  
Susan Brauchler  
Joan Glaesman  
Sandra George  
Janice Olson  
Jim Olson

Precinct Two: Dennis Krueger  
Marsha Butterfield  
Mary Huesing  
Mary Konieczny  
David Baron  
Richard Kuhn

Precinct Three: Suzanne Rogers  
Benjamin Maas  
Marlin Breems  
Judy Kloster  
Janice Krueger  
Sharon Olson

Dated this 6<sup>th</sup> day of July 2020.

s/s Marv Calvin

MAYOR

ATTEST:

s/s Judy Thompson  
CITY CLERK

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES OF JULY 13, 2020**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting via Zoom (teleconference service) on Monday, July 13, 2020 at 11:45 a.m. with the following Commissioners present: Justin Mattern, Carol Laumer (joining at 11:54 a.m.), 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, Finance & Office Services Supervisor Andrea Prekker, Staff Electrical Engineer Jeron Smith, Energy Services/Marketing Rep Michelle Marotzke, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, 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 Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

**RESOLUTION NO. 21**

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

- ❖ Minutes from the June 22, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20200902 to No. 20201011 and associated wire transfers inclusive in the amount of \$431,445.95.

Dated this 13<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

General Manager Harren presented the Commission with the May 2020 Financial Reports. 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. 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, Energy Services/Marketing Rep Marotzke and Staff Electrical Engineer Smith presented the Commission with an update of the financial impact the COVID-19 pandemic has had on our utility to date. The information provided contained a high-level overview of the commodity sales/revenues as it correlates to the current pandemic. The data was originally presented to the Commission at their April 13<sup>th</sup> meeting and again on May 26<sup>th</sup>. Among the data presented were: 1) late charges incurred from mid-February thru mid-May; 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-May 2019 vs 2020); 7) potential financial losses to date; and, 8) budgeted amounts differed by delaying specific projects. Potential revenue losses are estimated at \$3.025 million (projections consist of disconnect fees, late fees, bankruptcies, and reduced sales). The cost reduction of projects delayed (both Capital and O&M) is estimated at \$2.45 million. The difference of the loss in revenue versus delayed project costs would be made from the Catastrophic Fund Balance. It was noted that if the financial impact remains stable, there is the potential to move forward with a number of currently delayed projects (i.e. critical cable replacements). Staff will continue to monitor the situation and provide updates to the Commission as required.

Finance & Office Services Supervisor Prekker reviewed with the Commission the process schedule for the 2021 WMU Budget. Prekker stated that the WMU Planning Committee will be presented the preliminary budget for review in late August (tentatively). Final approval by the Commission will be requested at the September 14<sup>th</sup> MUC meeting. Following MUC approval, the 2021 WMU Budget will be presented to the City Council for approval (TBD).

Staff Electrical Engineer Smith presented the Commission with a transmission investment update. The transmission project of note is in conjunction with Otter Tail Power, Xcel, WMU and MRES to resolve long-term transmission concerns in the Benson area. Participation in the project required several Willmar-area improvements to be completed. A brief status update was provided of the Willmar and Priam Substation Projects (improvements). Smith further stated that the targeted in-service date for the project completion is spring 2022.

General Manager Harren requested the Commission to approve the Third Amendment to the Site Lease Agreement between WMU and AT&T/New Cingular Wireless PCS, LLC ("Tenant"). The original agreement which was entered into November 16, 2001 provided for AT&T to obtain the site lease on the Willmar Avenue Water Tower to mount antenna equipment. The Third Amendment to the agreement permits the construction of a mounting rail on the top of the water tower for additional antenna equipment. The cost of the mounting rail is the full responsibility of the Tenant. The annual rent for the lease agreement will increase to \$42,000/yr. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the Third Amendment to the Site Lease Agreement with AT&T/New Cingular Wireless as presented. Commissioner Laumer seconded.

#### **RESOLUTION NO. 22**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Third Amendment to the Site Lease Agreement by and between Willmar Municipal Utilities and New Cingular Wireless PCS, LLC ("Tenant"), allowing the Tenant to relocate antenna equipment to a higher elevation on the Willmar Avenue Water Tower (900 Willmar Ave. SW) through construction of an additional mounting rail be approved as presented. The construction would be at the total expense of the Tenant and the annual lease rate would increase to \$42,000/year."

Dated this 13<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

Facilities & Maintenance Supervisor Marti provided the Commission with an update of current repairs being conducted on Wind Turbine #3. On July 6<sup>th</sup>, Renew Energy (contractors) began blade repairs on the turbine. Repairs are expected to take approximately 4-5 days per blade. Once the blade repairs have been completed, WMU Maintenance staff will repair damage to the blade hub housing brackets and lightening protection. Weather permitting, Turbine #3 should be operational by the end of July. Turbine #4 remains available for production.

Facilities & Maintenance Supervisor Marti provided a status update of the decommissioning of the Power Plant. The rental boiler has been removed and is currently in route to Kentucky. While the facility has been secured, salvaging of equipment and parts will now proceed. Wenck Engineering is conducting the environmental studies and has compiled data, and anticipate completion of the report in August. Commissioner Mattern stated that while our utility has reached the end of an era, we are thankful to WMU staff for bringing this lengthy project to a final resolution. On behalf of the Commission, best wishes to all the WMU employees involved in the process.

General Manager Harren informed the Commission of the need to revise the current listing of signatories for WMU's official financial transactions. At this time, Harren requested the addition of Andrea Prekker to the current listing of signatories for WMU. Following discussion, Commissioner Laumer offered a resolution to approve the inclusion of Finance & Office Services Supervisor Andrea Prekker to join General Manager John Harren and Compliance/HR Manager Janell Johnson as official signatories of the Willmar Municipal Utilities effective immediately. Commissioner Mahboub seconded.

### **RESOLUTION NO. 23**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that Finance & Office Services Supervisor Andrea Prekker be designated as an official signatory (joining General Manager John Harren and Compliance HR Manager Janell Johnson) for all matters of financial concerns as a signatory effective immediately."

Dated this 13<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



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

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming (TBD). Tentative Labor Committee agenda item would include labor negotiations. Tentative Planning Committee agenda item(s) will include: update of commodity sales/revenues; delayed CIP/O&M projects; Willmar/Priam Ownership & Construction Agreement; and, Power Plant Substation Control Building.

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

- MMUA Annual Summer Conference: August 24-26 ("virtual event")

There being no further business to come before the Commission, Commissioner Mahboub offered a motion to adjourn. Commissioner DeBlieck seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:32 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Abdirizak Mahboub, Secretary

Report Selection:

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

INCLUSIONS:

Fund & Account.		thru
Check.. Date.....	07/02/2020	thru 07/15/2020
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
ALEX AIR APPARATUS INC			002061											
	59492	07/15/20	COMP. AIR QUALITY TEST	140.00		2945		D	N				PROFESSIONAL SER	101.42412.0446
AMAZON CAPITAL SERVICES			003557											
	59493	07/15/20	HARD DRIVE	23.88		1K6W-7MTW-7P4T		D	N				SMALL TOOLS	101.41409.0221
	59493	07/15/20	USB DRIVES	200.78		1MPV-Y4LQ-R6GX		D	N				SMALL TOOLS	101.42411.0221
	59493	07/15/20	WIFI POE INJECTOR	39.99		1WWW-DMXQ-MHTJ		D	N				SMALL TOOLS	101.41409.0221
	59493	07/15/20	WIFI POWER ADAPTER	88.97		1YQM-DJWC-6M4X		D	N				SMALL TOOLS	101.41409.0221
	59493	07/15/20	MOUSE FOR LAPTOP	118.47		11X1-V1JQ-R4VJ		D	N				REFUNDS AND REIM	101.42428.0882
	59493	07/15/20	RECEIPT PRINTER CABLE	8.99		11X1-V1JQ-R4XD		D	N				SMALL TOOLS	101.41409.0221
				481.08										
				481.08										
			VENDOR TOTAL	481.08										
AMERICAN WELDING & GAS I			000057											
	59494	07/15/20	HYDRO TEST FIRE EXT.	33.95		07147483		D	N				MTCE. OF EQUIPME	101.42411.0334
	59494	07/15/20	FIRE EXT. INSPECTION	449.00		07148593		D	N				MTCE. OF EQUIPME	230.43430.0334
	59494	07/15/20	FIRE EXT. INSPECTION	18.00		07151332		D	N				MTCE. OF EQUIPME	101.45437.0334
	59494	07/15/20	FIRE EXT. REFILL	54.40		07166706		D	N				MTCE. OF EQUIPME	101.42411.0334
	59494	07/15/20	WELDING GAS	50.25		07199582		D	N				GENERAL SUPPLIES	101.43425.0229
	59494	07/15/20	CYLINDER RENTAL	232.95		7184587		D	N				RENTS	101.43425.0440
				838.55										
				838.55										
			VENDOR TOTAL	838.55										
AMERIPRIDE LINEN & APPAR			000051											
	59495	07/15/20	TOWEL SERVICE	61.66		2801166199		D	N				CLEANING AND WAS	101.43425.0338
	59495	07/15/20	UNIFORM RENTAL	18.58		2801166199		D	N				RENTS	101.43425.0440
	59495	07/15/20	UNIFORM RENTAL	9.76		2801166200		D	N				RENTS	101.42412.0440
	59495	07/15/20	TOWEL SERVICE	53.05		2801168036		D	N				CLEANING AND WAS	101.43425.0338
	59495	07/15/20	UNIFORM RENTAL	18.58		2801168036		D	N				RENTS	101.43425.0440
	59495	07/15/20	UNIFORM RENTAL	9.76		2801168038		D	N				RENTS	101.42412.0440
	59495	07/15/20	TOWEL SERVICE	62.47		2801170453		D	N				CLEANING AND WAS	101.43425.0338
	59495	07/15/20	UNIFORM RENTAL	30.09		2801170453		D	N				RENTS	101.43425.0440
	59495	07/15/20	UNIFORM RENTAL	9.76		2801170455		D	N				RENTS	101.42412.0440
	59495	07/15/20	TOWEL SERVICE	49.93		2801172789		D	N				CLEANING AND WAS	101.43425.0338
	59495	07/15/20	UNIFORM RENTAL	51.50		2801172789		D	N				RENTS	101.43425.0440
	59495	07/15/20	UNIFORM RENTAL	9.76		2801172791		D	N				RENTS	101.42412.0440
	59495	07/15/20	TOWEL SERVICE	61.66		2801175168		D	N				CLEANING AND WAS	101.43425.0338
	59495	07/15/20	UNIFORM RENTAL	23.44		2801175168		D	N				RENTS	101.43425.0440
	59495	07/15/20	UNIFORM RENTAL	9.76		2801175171		D	N				RENTS	101.42412.0440
				479.76										
				479.76										
			VENDOR TOTAL	479.76										
ANGELMAN FOUNDATION			.02998											
	59496	07/15/20	SHELTER REFUND	300.00		071320		D	N				REFUNDS AND REIM	101.41428.0882
AT&T MOBILITY			000075											
	59497	07/15/20	PHONE SERV-JUN	1,197.58		X07032020		D	N				COMMUNICATIONS	101.41409.0330

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BAKER PRINTING INK			002534											
	59498	07/15/20	SET UP WEBSITE-REC PRGRM	390.80		0620/148		D	N				PROFESSIONAL SER	101.45432.0446
BATTERY WHOLESALE INC			002860											
	59499	07/15/20	BATTERIES	46.00		148559WIL		D	N				MTCE. OF EQUIPME	651.48484.0224
BEACON ATHLETICS LLC			000096											
	59500	07/15/20	FIELD CHALKER	421.00		0519188-IN		D	N				SMALL TOOLS	101.43425.0221
BENSON LAUNDRY			003377											
	59501	07/15/20	CLEANING SUPPLIES	10.60		339123		D	N				CLEANING AND WAS	101.45433.0228
BME LAB AND SCIENCE			002850											
	59502	07/15/20	CALIBRATE LAB EQUIPMEN	1,096.99		52939		D	N				MTCE. OF EQUIPME	651.48484.0334
BORGERDING MANAGEMENT LL			003563											
	59503	07/15/20	CONCESSION SUPPLIES	937.68		202002001		D	N				GENERAL SUPPLIES	101.45433.0229
BOX INC			003259											
	59504	07/15/20	2020 AGENDA BOX LICENS	4,861.97		INV08048469		D	N				LICENSES AND TAX	101.41409.0445
BREMER BANK			000263											
	59505	07/15/20	2014 GO IMP BOND-I	1,141.42		070220		D	N				INTEREST	314.47100.0444
	59505	07/15/20	2019 GO IMP BOND-I	51,162.22		070220		D	N				INTEREST	319.47100.0444
				52,303.64										
			VENDOR TOTAL	52,303.64										
						*CHECK TOTAL								
BSE			001980											
	59506	07/15/20	T-HANGAR LAMPS	513.48		920224996		D	N				MTCE. OF STRUCTU	230.43430.0225
CARD SERVICES			002552											
	59507	07/15/20	ACTIVE SHOOTER TRNG-FOOD	13.99		062909		D	N				SUBSISTENCE OF P	101.42412.0227
CARRANZA/NORMA I			002542											
	59508	07/15/20	INTERPRETED 07/01/20	90.00		244		D	M	07			PROFESSIONAL SER	101.42411.0446
CARRIS HEALTH - RICE HOS			001166											
	59509	07/15/20	DRAW CHG-CASE 20007375	37.96		14988		D	N				PROFESSIONAL SER	101.42411.0446
CELLEBRITE INC			003329											
	59510	07/15/20	FORENSIC CERTIF. TESTING	389.00		Q-151475-1		D	N				TRAVEL-CONF.-SCH	101.42411.0333
CENTERPOINT ENERGY			000467											
	59511	07/15/20	NATURAL GAS-JUN	54.01		6072309/6-20		D	N				UTILITIES	101.45437.0332
CENTRACARE HEALTH SYSTEM			.02999											
	59512	07/15/20	5 PAGERS	500.00		CCHFIN249		D	N				COMMUNICATIONS	101.42412.0330

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHAMBERLAIN OIL CO			000154							
	59513	07/15/20	DISPOSABLE GLOVES	79.70		322472-00		D N	SUBSISTENCE OF P	651.48484.0227
	59513	07/15/20	OIL FOR GENERATOR	983.80		327336-00		D N	MOTOR FUELS AND	651.48484.0222
	59513	07/15/20	OIL BARREL DOLLY	99.20		327336-01		D N	SMALL TOOLS	651.48484.0221
				1,162.70						
			VENDOR TOTAL	1,162.70						
										*CHECK TOTAL
CHAPPELL CENTRAL INC			000156							
	59514	07/15/20	A/C MTCE-LABOR	145.80		00014185		D N	MTCE. OF STRUCTU	651.48484.0335
CHARTER COMMUNICATIONS			000736							
	59515	07/15/20	INTERNET SERV-JUL	184.97		0438138070220		D N	COMMUNICATIONS	101.41409.0330
CLARKE MOSQUITO CONTROL			002157							
	59516	07/15/20	MOSQUITO CNTL CHEMICAL	252.31		5091991		D N	GENERAL SUPPLIES	101.43425.0229
CODE 4 SERVICES INC			002984							
	59517	07/15/20	UPFIT NEW CAR 17-PARTS	644.24		5597		D N	MTCE. OF EQUIPME	101.42411.0224
	59517	07/15/20	UPFIT NEW CAR 17-LABOR	1,955.00		5597		D N	MTCE. OF EQUIPME	101.42411.0334
				2,599.24						
			VENDOR TOTAL	2,599.24						
										*CHECK TOTAL
COLEPAPERS INC			000170							
	59518	07/15/20	HAND SANITIZER/WIPES	80.54		9810286		D N	GENERAL SUPPLIES	101.41408.0229
COMMUNITY ELECTRIC INC			003451							
	59519	07/15/20	DUG TRENCH FOR WIRING	1,489.32		109072		D N	MTCE. OF OTHER I	101.43425.0226
	59519	07/15/20	DUG TRENCH FOR WIRING	2,802.00		109072		D N	MTCE. OF OTHER I	101.43425.0336
				4,291.32						
			VENDOR TOTAL	4,291.32						
										*CHECK TOTAL
CONCORDE BANK			002887							
	59520	07/15/20	2015 GO IMP BOND-I	840.00		070220		D N	INTEREST	315.47100.0444
	59520	07/15/20	2016 GO IMP BOND-I	912.50		070220		D N	INTEREST	316.47100.0444
	59520	07/15/20	2019 GO IMP BOND-I	1,610.00		070220		D N	INTEREST	319.47100.0444
	59520	07/15/20	2017 GO IMP BOND-I	3,363.75		070220		D N	INTEREST	397.47100.0444
				6,726.25						
			VENDOR TOTAL	6,726.25						
										*CHECK TOTAL
CONCRETE PRODUCTS NEW LO			000076							
	59521	07/15/20	CONCRETE FOR CURB REPAIR	410.76		00225361		D N	MTCE. OF OTHER I	101.43425.0226
CROW CHEMICAL & LIGHTING			000186							
	59522	07/15/20	CLEANING SUPPLIES	199.46		17720		D N	CLEANING AND WAS	101.43425.0228
	59522	07/15/20	NITRILE GLOVES	84.50		17841		D N	GENERAL SUPPLIES	101.43425.0229
	59522	07/15/20	TRUCK WASH SUPPLIES	97.00		17888		D N	GENERAL SUPPLIES	651.48484.0229
	59522	07/15/20	PLANT SUPPLIES	36.20		17923		D N	GENERAL SUPPLIES	651.48484.0229
	59522	07/15/20	BROOM/BOWL BRUSH	88.22		17925		D N	SMALL TOOLS	101.43425.0221
	59522	07/15/20	HAND TWL/SOAP DISPENSER	64.95		17925		D N	SMALL TOOLS	101.43425.0221
	59522	07/15/20	CLEANING SUPPLIES	170.10		17925		D N	CLEANING AND WAS	101.43425.0228



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FELT *PETTY CASH/JIM			000723							
			VENDOR TOTAL	245.85						
FERGUSON ENTERPRISES INC			000810							
59531	07/15/20	SEWER PLUG		6.77		7639890		D N	GENERAL SUPPLIES	101.43425.0229
59531	07/15/20	PLUMBING PARTS		170.78		7639928		D N	MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	177.55		*CHECK TOTAL				
FLAHERTY & HOOD P.A.			001449							
59532	07/15/20	LEGAL SERVICES-JUN		9,005.00		14848		D M 07	PROFESSIONAL SER	101.41406.0446
59532	07/15/20	LABOR/EMPL. CONSULT-JUN		337.50		14880		D M 07	PROFESSIONAL SER	101.41406.0446
			VENDOR TOTAL	9,342.50		*CHECK TOTAL				
FORUM COMMUNICATIONS COM			002269							
59533	07/15/20	AD FOR BIDS-PATH PROJECT		845.00		CL01762902		D N	ADVERTISING	490.48451.0447
59533	07/15/20	AD FOR BIDS-E SIDE DRNGE		331.50		CL01762993		D N	ADVERTISING	420.43418.0447
59533	07/15/20	AD FOR BIDS-PROJ. 2001		126.75		CL01763194		D N	ADVERTISING	490.48451.0447
			VENDOR TOTAL	1,303.25		*CHECK TOTAL				
FROM/DENNIS			02996							
59534	07/15/20	SHELTER REFUND		110.00		070620		D N	REFUNDS AND REIM	101.41428.0882
FUENTES/SARA			03000							
59535	07/15/20	SIGN PERMIT REF 2020-18		40.00		071320		D N	REFUNDS AND REIM	101.41428.0882
GENERAL MAILING SERVICES			000293							
59536	07/15/20	POSTAGE 06/08-06/12/20		12.05		54397		D N	POSTAGE	101.41401.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		4.25		54397		D N	POSTAGE	101.41402.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		5.20		54397		D N	POSTAGE	101.41403.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		11.70		54397		D N	POSTAGE	101.41405.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		49.40		54397		D N	POSTAGE	101.41424.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		3.65		54397		D N	POSTAGE	101.43425.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		1.30		54397		D N	POSTAGE	230.43430.0223
59536	07/15/20	POSTAGE 06/08-06/12/20		3.90		54397		D N	POSTAGE	651.48484.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		1.95		54449		D N	POSTAGE	101.41400.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		10.80		54449		D N	POSTAGE	101.41401.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		9.50		54449		D N	POSTAGE	101.41402.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		4.90		54449		D N	POSTAGE	101.41403.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		73.90		54449		D N	POSTAGE	101.41405.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		0.65		54449		D N	POSTAGE	101.41408.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		0.65		54449		D N	POSTAGE	101.41409.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		0.65		54449		D N	POSTAGE	101.41420.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		596.75		54449		D N	POSTAGE	101.41424.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		24.05		54449		D N	POSTAGE	101.42412.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		1.30		54449		D N	POSTAGE	101.43417.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		1.30		54449		D N	POSTAGE	101.45001.0223
59536	07/15/20	POSTAGE 06/15-06/19/20		3.25		54449		D N	POSTAGE	101.45432.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293														
	59536	07/15/20	POSTAGE 06/15-06/19/20	1.30		54449							D N POSTAGE	101.45433.0223
	59536	07/15/20	POSTAGE 06/15-06/19/20	1.30		54449							D N POSTAGE	101.45435.0223
	59536	07/15/20	POSTAGE 06/15-06/19/20	0.65		54449							D N POSTAGE	230.43430.0223
	59536	07/15/20	POSTAGE 06/15-06/19/20	8.45		54449							D N POSTAGE	651.48484.0223
	59536	07/15/20	POSTAGE	1,572.55		54586							D N POSTAGE	208.45006.0223
			VENDOR TOTAL	2,405.35									*CHECK TOTAL	
GUARDIAN TRACKING LLC 003341														
	59537	07/15/20	2021 SOFTWARE SUBSCRIP	1,243.67		2020-0691							D N PREPAID EXPENSES	101.128000
	59537	07/15/20	2020 SOFTWARE SUBSCRIP.	888.33		2020-0691							D N SUBSCRIPTIONS AN	101.42411.0443
			VENDOR TOTAL	2,132.00									*CHECK TOTAL	
HANNEMAN/BENJAMIN J 003042														
	59538	07/15/20	DRONE DEMO-LUNCH	14.00		070720							D N SUBSISTENCE OF P	101.42411.0227
HAUG-KUBOTA LLC 002609														
	59539	07/15/20	MOWER BLADES	52.20		15545							D N MTCE. OF EQUIPME	101.45433.0224
	59539	07/15/20	FUEL FILTERS	73.26		15634							D N INVENTORIES-MDSE	101.125000
	59539	07/15/20	O-RING/GASKET/BUSHINGS	88.62		15741							D N INVENTORIES-MDSE	101.125000
	59539	07/15/20	#192651-TIE ROD END	136.97		15755							D N INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	351.05									*CHECK TOTAL	
HAWKINS INC 000325														
	59540	07/15/20	FERRIC CHLORIDE	5,452.65		4745400							D N GENERAL SUPPLIES	651.48484.0229
HERITAGE BANK 000001														
	59541	07/15/20	2014 GO IMP BOND-I	1,141.42		070220							D N INTEREST	314.47100.0444
HIGH POINT NETWORKS INC 002299														
	59542	07/15/20	FIREWALL SUBSCRIP.-JUL	987.00		158773							D N SUBSCRIPTIONS AN	101.41409.0443
	59542	07/15/20	DATTO CLOUD STORAGE-JUL	259.00		158790							D N SUBSCRIPTIONS AN	101.41409.0443
	59542	07/15/20	ANTIVIRUS SUBSCRIP.-JUL	555.10		159143							D N SUBSCRIPTIONS AN	101.41409.0443
			VENDOR TOTAL	1,801.10									*CHECK TOTAL	
HILLYARD\HUTCHINSON 000333														
	59543	07/15/20	TRASH CANS/RUGS	698.00		603949271							D N SMALL TOOLS	101.45432.0221
	59543	07/15/20	TRASH BAGS	70.00		603949271							D N GENERAL SUPPLIES	101.45432.0229
	59543	07/15/20	CLEANING SUPPLIES	443.36		603949272							D N CLEANING AND WAS	101.45433.0228
			VENDOR TOTAL	1,211.36									*CHECK TOTAL	
HOME DEPOT CREDIT SERVIC 000058														
	59544	07/15/20	DIGITAL CLAMP METER	128.37		1103071							D N SMALL TOOLS	651.48485.0221



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HOME STATE BANK			003067											
	59545	07/15/20	2014 GO IMP BOND-I	1,141.42		070220		D	N				INTEREST	314.47100.0444
	59545	07/15/20	2015 GO IMP BOND-I	4,186.88		070220		D	N				INTEREST	315.47100.0444
	59545	07/15/20	2016 GO IMP BOND-I	4,575.00		070220		D	N				INTEREST	316.47100.0444
	59545	07/15/20	2019 GO IMP BOND-I	7,066.11		070220		D	N				INTEREST	319.47100.0444
			VENDOR TOTAL	16,969.41										
				16,969.41		*CHECK TOTAL								
HUMANE SOCIETY OF KANDIY			002110											
	59546	07/15/20	ANIMAL CARE SERV-3RD Q	9,700.00		8937		D	N				PROFESSIONAL SER	101.42411.0446
INDEPENDENT SCHOOL DIST			000348											
	59547	07/15/20	SCHL RETIREMENT PKG-JU	1,016.16		7593		D	N				PROFESSIONAL SER	101.45432.0446
JAGUSH/JEFFREY			003037											
	59489	07/13/20	MILEAGE 5/5-6/30/20	5.75		070220		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	59489	07/13/20	MILEAGE 5/5-6/30/20	5.18		070220		D	N				TRAVEL-CONF.-SCH	101.45435.0333
	59489	07/13/20	MILEAGE 5/5-6/30/20	92.86		070220		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	103.79										
				103.79		*CHECK TOTAL								
JET-BLACK			003342											
	59548	07/15/20	CRACK SEALING PROJ. 2	70,000.00		955498		D	N				MTCE. OF OTHER I	101.43425.0336
	59548	07/15/20	CRACK SEALING	2,364.00		962461		D	N				MTCE. OF OTHER I	101.43425.0336
			VENDOR TOTAL	72,364.00										
				72,364.00		*CHECK TOTAL								
JOHANNECK WTR CONDITIONI			003355											
	59549	07/15/20	COOLER RENTAL	1.00		CR1711-3-071		D	N				RENTS	651.48484.0440
	59549	07/15/20	COOLER RENTAL	2.00		CR1711-3-083		D	N				RENTS	651.48484.0440
	59549	07/15/20	COOLER RENTAL	2.00		ER1801-3-030		D	N				RENTS	101.41408.0440
	59549	07/15/20	R.O. SYSTEM RENTAL	39.00		ER1801-3-030		D	N				RENTS	101.41408.0440
	59549	07/15/20	DRINKING WATER	32.00		68108		D	N				GENERAL SUPPLIES	651.48484.0229
	59549	07/15/20	DRINKING WATER	18.00		68119		D	N				GENERAL SUPPLIES	651.48484.0229
	59549	07/15/20	SOFTENER SALT	49.20		68340		D	N				GENERAL SUPPLIES	101.45432.0229
	59549	07/15/20	DRINKING WATER	18.00		68341		D	N				GENERAL SUPPLIES	651.48484.0229
	59549	07/15/20	DRINKING WATER	38.00		68585		D	N				GENERAL SUPPLIES	651.48484.0229
	59549	07/15/20	DRINKING WATER	34.00		68836		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	233.20										
				233.20		*CHECK TOTAL								
JOHNSON CNTRLS FIRE PROT			003404											
	59550	07/15/20	ALARM SYSTEM REPAIR	1,174.10		86870663		D	N				MTCE. OF STRUCTU	651.48484.0225
	59550	07/15/20	ALARM SYSTEM REPAIR	3,270.40		86870663		D	N				MTCE. OF STRUCTU	651.48484.0335
			VENDOR TOTAL	4,444.50										
				4,444.50		*CHECK TOTAL								
K M FIRE PUMP SPECIALIST			000371											
	59551	07/15/20	#022446-AIR VALVE	96.08		7611		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	59551	07/15/20	PUMP TESTING	1,100.00		7611		D	M	07			PROFESSIONAL SER	101.42412.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
K M FIRE PUMP SPECIALIST			000371											
			VENDOR TOTAL	1,196.08										
													*CHECK TOTAL	
KANDIYOHI CO AUDITOR			000376											
59552	07/15/20	LEC ANNUAL PAYMENT		175,000.00		070120							D N BONDS	101.42411.0660
59552	07/15/20	LANDFILL CHARGES-JUN		45.20		436221							D N CLEANING AND WAS	101.43425.0338
59552	07/15/20	LANDFILL CHARGES-JUN		121.46		436286							D N CLEANING AND WAS	101.43425.0338
59552	07/15/20	LANDFILL CHARGES-JUN		42.10		436457							D N CLEANING AND WAS	651.48484.0338
			VENDOR TOTAL	175,208.76										
				175,208.76									*CHECK TOTAL	
KANDIYOHI CO-OP ELECTRIC			000375											
59553	07/15/20	WELCOME TO WILLMAR SIGN		54.92		STMT/7-20							D N UTILITIES	101.43425.0332
59553	07/15/20	CO RD 23/HWY 71 BYPASS		121.00		STMT/7-20							D N UTILITIES	101.43425.0332
59553	07/15/20	ELEC SERV-SECURITY LIGHT		38.00		STMT/7-20							D N UTILITIES	651.48486.0332
59553	07/15/20	ELEC SERV-LIFT STATIONS		978.00		STMT/7-20							D N UTILITIES	651.48487.0332
			VENDOR TOTAL	1,191.92										
				1,191.92									*CHECK TOTAL	
KENSINGTON BANK			003068											
59554	07/15/20	2014 GO IMP BOND-I		1,141.42		070220							D N INTEREST	314.47100.0444
59554	07/15/20	2015 GO IMP BOND-I		3,346.88		070220							D N INTEREST	315.47100.0444
59554	07/15/20	2016 GO IMP BOND-I		4,575.00		070220							D N INTEREST	316.47100.0444
59554	07/15/20	2019 GO IMP BOND-I		8,944.44		070220							D N INTEREST	319.47100.0444
59554	07/15/20	2017 GO IMP BOND-I		4,907.50		070220							D N INTEREST	397.47100.0444
			VENDOR TOTAL	22,915.24										
				22,915.24									*CHECK TOTAL	
KING'S ELECTRIC LLC			003138											
59555	07/15/20	REPL. BALLAST-PARTS		24.63		1348							D N MTCE. OF STRUCTU	101.41408.0225
59555	07/15/20	REPL. BALLAST-LABOR		75.00		1348							D N MTCE. OF STRUCTU	101.41408.0335
59555	07/15/20	SWITCH GEAR-TRANSFORMER		75.00		1349							D N OTHER SERVICES	651.48484.0339
59555	07/15/20	FIX DRIVERS ON GENERATOR		448.42		1350							D N MTCE. OF EQUIPME	651.48485.0224
59555	07/15/20	FIX DRIVERS ON GENERATOR		675.00		1350							D N MTCE. OF EQUIPME	651.48485.0334
			VENDOR TOTAL	1,298.05										
				1,298.05									*CHECK TOTAL	
KRISS PREMIUM PRODUCTS I			002122											
59556	07/15/20	COOLING TOWER TREATMENT		906.41		167459							D N GENERAL SUPPLIES	101.45433.0229
KRONOS			003457											
59557	07/15/20	WORKFORCE READY SFTWRE		2,512.11		11627199							D N SUBSCRIPTIONS AN	101.41420.0443
LAKE REGION BANK			002886											
59558	07/15/20	2014 GO IMP BOND-I		1,141.42		070220							D N INTEREST	314.47100.0444
59558	07/15/20	2015 GO IMP BOND-I		3,346.88		070220							D N INTEREST	315.47100.0444
59558	07/15/20	2016 GO IMP BOND-I		4,562.50		070220							D N INTEREST	316.47100.0444
59558	07/15/20	2019 GO IMP BOND-I		8,944.44		070220							D N INTEREST	319.47100.0444
59558	07/15/20	2017 GO IMP BOND-I		6,516.25		070220							D N INTEREST	397.47100.0444

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LAKE REGION BANK			002886											
			VENDOR TOTAL	24,511.49		*CHECK TOTAL								
LAKELAND BROADCASTING IN			002187											
	59559	07/15/20	KOLV ADVERTISING	106.40		INB-1200613925		D	N				OTHER CHARGES	208.45010.0449
	59559	07/15/20	KQIC ADVERTISING	462.60		INQ-1200611376		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	569.00		*CHECK TOTAL								
LAKESIDE PRESS			001646											
	59560	07/15/20	LARGE ENVELOPES	1,005.00		9622		D	N				PRINTING AND PUB	208.45005.0331
	59560	07/15/20	WATER TRAILS MAPS	395.00		9622		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	1,400.00		*CHECK TOTAL								
LEAGUE OF MN CITIES			INS 000983											
	59561	07/15/20	MUNICIPAL LIABILITY IN	9,101.00		40000823/20		D	N				INSURANCES AND B	101.41402.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	212.00		40000823/20		D	N				INSURANCES AND B	101.41402.0441
	59561	07/15/20	PROPERTY INS PREMIUM	1,353.00		40000823/20		D	N				INSURANCES AND B	101.41408.0441
	59561	07/15/20	PROPERTY INS PREMIUM	500.00		40000823/20		D	N				INSURANCES AND B	101.41408.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	505.00		40000823/20		D	N				INSURANCES AND B	101.41408.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	71.00		40000823/20		D	N				INSURANCES AND B	101.41408.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	100.00		40000823/20		D	N				INSURANCES AND B	101.41408.0441
	59561	07/15/20	PROPERTY INS PREMIUM	448.00		40000823/20		D	N				INSURANCES AND B	101.41409.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	116.00		40000823/20		D	N				INSURANCES AND B	101.41409.0441
	59561	07/15/20	PROPERTY INS PREMIUM	66.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	2.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	MOBILE PROPERTY PREMIU	5,458.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	MUNICIPAL LIABILITY IN	9,947.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	MUNICIPAL LIABILITY IN	6,721.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	MUNICIPAL LIABILITY IN	9,183.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	MUNICIPAL LIABILITY I	30,387.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	28.00		40000823/20		D	N				INSURANCES AND B	101.41428.0441
	59561	07/15/20	PROPERTY INS PREMIUM	296.00		40000823/20		D	N				INSURANCES AND B	101.42411.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	103.00		40000823/20		D	N				INSURANCES AND B	101.42411.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	13,728.00		40000823/20		D	N				INSURANCES AND B	101.42411.0441
	59561	07/15/20	PROPERTY INS PREMIUM	1,001.00		40000823/20		D	N				INSURANCES AND B	101.42412.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	413.00		40000823/20		D	N				INSURANCES AND B	101.42412.0441
	59561	07/15/20	MOBILE PROPERTY PREMIUM	252.00		40000823/20		D	N				INSURANCES AND B	101.42412.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	1,252.00		40000823/20		D	N				INSURANCES AND B	101.42412.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	300.00		40000823/20		D	N				INSURANCES AND B	101.43417.0441
	59561	07/15/20	PROPERTY INS PREMIUM	24,483.00		40000823/20		D	N				INSURANCES AND B	101.43425.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	1,763.00		40000823/20		D	N				INSURANCES AND B	101.43425.0441
	59561	07/15/20	MOBILE PROPERTY PREMIUM	663.00		40000823/20		D	N				INSURANCES AND B	101.43425.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	4,584.00		40000823/20		D	N				INSURANCES AND B	101.43425.0441
	59561	07/15/20	PROPERTY INS PREMIUM	1,825.00		40000823/20		D	N				INSURANCES AND B	101.45427.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	632.00		40000823/20		D	N				INSURANCES AND B	101.45427.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	100.00		40000823/20		D	N				INSURANCES AND B	101.45432.0441
	59561	07/15/20	PROPERTY INS PREMIUM	3,328.00		40000823/20		D	N				INSURANCES AND B	101.45433.0441

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES			INS			000983								
	59561	07/15/20	EQUIPMENT INS PREMIUM	1,671.00		40000823/20		D	N				INSURANCES AND B	101.45433.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	112.00		40000823/20		D	N				INSURANCES AND B	101.45433.0441
	59561	07/15/20	PROPERTY INS PREMIUM	1,185.00		40000823/20		D	N				INSURANCES AND B	101.45435.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	220.00		40000823/20		D	N				INSURANCES AND B	101.45435.0441
	59561	07/15/20	PROPERTY INS PREMIUM	3,828.00		40000823/20		D	N				INSURANCES AND B	101.45437.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	323.00		40000823/20		D	N				INSURANCES AND B	101.45437.0441
	59561	07/15/20	PROPERTY INS PREMIUM	11,545.00		40000823/20		D	N				INSURANCES AND B	230.43430.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	500.00		40000823/20		D	N				INSURANCES AND B	230.43430.0441
	59561	07/15/20	PROPERTY INS PREMIUM	27,735.00		40000823/20		D	N				INSURANCES AND B	651.48485.0441
	59561	07/15/20	MOBILE PROPERTY PREMIUM	196.00		40000823/20		D	N				INSURANCES AND B	651.48485.0441
	59561	07/15/20	AUTO LIAB/PHYS DAMAGE	932.00		40000823/20		D	N				INSURANCES AND B	651.48485.0441
	59561	07/15/20	EQUIPMENT INS PREMIUM	10,631.00		40000823/20		D	N				INSURANCES AND B	651.48486.0441
	59561	07/15/20	PROPERTY INS PREMIUM	885.00		40000823/20		D	N				INSURANCES AND B	816.41402.0441
			VENDOR TOTAL	188,684.00									*CHECK TOTAL	
				188,684.00										
LOFFLER COMPANIES						002593								
	59562	07/15/20	CONTRACT USAGE-MAY	195.71		3438659		D	N				MTCE. OF EQUIPME	101.41405.0334
	59562	07/15/20	CONTRACT USAGE-JUN	125.43		3463171		D	N				MTCE. OF EQUIPME	101.41405.0334
			VENDOR TOTAL	321.14									*CHECK TOTAL	
				321.14										
MACQUEEN EQUIPMENT INC						000427								
	59563	07/15/20	ELGIN STREET SWEEPER	295,788.44		E00942		D	N				MACHINERY AND AU	450.43425.0553
MAGNUSON SHEET METAL INC						001121								
	59564	07/15/20	FILTERS	852.64		138329		D	N				GENERAL SUPPLIES	101.43425.0229
MARCO TECHNOLOGIES LLC						000437								
	59565	07/15/20	PAGE/PRINT COUNT	114.28		INV7540253		D	N				OFFICE SUPPLIES	101.42411.0220
MARCO TECHNOLOGIES LLC						001838								
	59490	07/13/20	COPIER LEASE-JUL	225.00		417902855		D	N				RENTS	101.42412.0440
MARCUS CONSTRUCTION CO I						000438								
	59566	07/15/20	SIGN PERMIT REF 2020-19	50.00		071320		D	N				REFUNDS AND REIM	101.41428.0882
MAVERICK DRONE SYSTEMS						003601								
	59567	07/15/20	MAVIC 2 ENT. DUAL DRON	4,764.98		7423		D	N				SMALL TOOLS	101.42411.0221
MENARDS						000449								
	59568	07/15/20	PLUMBING PARTS	68.26		00420		D	N				MTCE. OF STRUCTU	101.45433.0225
	59568	07/15/20	SOFTENER SALT	77.88		00420		D	N				GENERAL SUPPLIES	101.45433.0229
	59568	07/15/20	PVC PIPE/CEMENT	15.72		00654		D	N				GENERAL SUPPLIES	101.45435.0229
	59568	07/15/20	LAB WATER	157.92		00744		D	N				GENERAL SUPPLIES	651.48484.0229
	59568	07/15/20	LARGE PICTURE STRIPS	13.76		00785		D	N				GENERAL SUPPLIES	101.43425.0229
	59568	07/15/20	DEADBOLT LOCKS/PUTTY	44.51		00787		D	N				MTCE. OF STRUCTU	101.45433.0225
	59568	07/15/20	MASKS/ANTIFREEZE/MULCH	56.00		00787		D	N				GENERAL SUPPLIES	101.45433.0229

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MENARDS			000449											
	59568	07/15/20	FURNITURE DOLLY	43.96		00801		D	N				SMALL TOOLS	101.45433.0221
	59568	07/15/20	RAZOR BLADES/BROOM	15.18		01131		D	N				SMALL TOOLS	101.45437.0221
	59568	07/15/20	GRIT	5.89		01131		D	N				GENERAL SUPPLIES	101.45437.0229
	59568	07/15/20	PAINTING SUPPLIES	48.74		01138		D	N				GENERAL SUPPLIES	101.45433.0229
	59568	07/15/20	PAINTING SUPPLIES	113.46		01227		D	N				GENERAL SUPPLIES	101.45433.0229
	59568	07/15/20	DOOR LOCKS	71.87		01285		D	N				MTCE. OF STRUCTU	101.45433.0225
	59568	07/15/20	ICE PAINT SUPPLIES	7.70		01285		D	N				GENERAL SUPPLIES	101.45433.0229
	59568	07/15/20	PLUMBING PARTS	13.94		01320		D	N				MTCE. OF STRUCTU	101.45437.0225
	59568	07/15/20	SCREWS	6.99		01320		D	N				GENERAL SUPPLIES	101.45437.0229
	59568	07/15/20	WATER FOR BRUSH SITE	29.05		01322		D	N				SUBSISTENCE OF P	101.43425.0227
	59568	07/15/20	SPRAY BTLs/HND SANITIZER	53.45		99836		D	N				GENERAL SUPPLIES	101.41408.0229
	59568	07/15/20	BATTERIES	49.35		99836		D	N				GENERAL SUPPLIES	101.41408.0229
	59568	07/15/20	SHELF BRACKET/BOLT	57.68		99836		D	N				REFUNDS AND REIM	101.42428.0882
	59568	07/15/20	1/2" VINYL BUMPERS	20.61		99836		D	N				REFUNDS AND REIM	101.42428.0882
	59568	07/15/20	ZIP TIES/PVC	73.62		99917		D	N				GENERAL SUPPLIES	101.45432.0229
			VENDOR TOTAL	1,045.54		*CHECK TOTAL								
				1,045.54										
MIKE'S SMALL ENGINE CENT			002699											
	59569	07/15/20	WEED TRIMMER PARTS	29.90		INV-16674		D	N				MTCE. OF EQUIPME	101.45433.0224
MN DEPT OF LABOR & INDUS			000522											
	59570	07/15/20	2ND QTR SURCHARGE PYMT	2,878.87		070820		D	N				OTHER CHARGES	101.41402.0449
MOTOROLA SOLUTIONS INC			001797											
	59571	07/15/20	MOTOROLA 800 MHZ RADIO	4,383.00		8280982878		D	N				SMALL TOOLS	101.42411.0221
	59571	07/15/20	MOTOROLA 800 MHZ RADIO	4,383.00		8280982878		D	N				SMALL TOOLS	101.42411.0221
			VENDOR TOTAL	8,766.00		*CHECK TOTAL								
				8,766.00										
MUNICIPAL EMERGENCY SERV			000197											
	59572	07/15/20	FIREFIGHTER GLOVES	128.47		IN1473609		D	N				SUBSISTENCE OF P	101.42412.0227
MUNICIPAL UTILITIES			000541											
	59573	07/15/20	UTILITIES FOR JUN	2,652.24		6/20		D	N				UTILITIES	101.41408.0332
	59573	07/15/20	UTILITIES FOR JUN	4,208.50		6/20		D	N				UTILITIES	101.43425.0332
	59573	07/15/20	UTILITIES FOR JUN	1,283.62		6/20		D	N				UTILITIES	101.43425.0332
	59573	07/15/20	UTILITIES FOR JUN	16.05		6/20		D	N				UTILITIES	101.45432.0332
	59573	07/15/20	UTILITIES FOR JUN	204.96		6/20		D	N				UTILITIES	101.45432.0332
	59573	07/15/20	UTILITIES FOR JUN	12,972.40		6/20		D	N				UTILITIES	101.45433.0332
	59573	07/15/20	UTILITIES FOR JUN	2,684.85		6/20		D	N				UTILITIES	101.45437.0332
	59573	07/15/20	UTILITIES FOR JUN	897.85		6/20		D	N				UTILITIES	651.48484.0332
	59573	07/15/20	UTILITIES FOR JUN	6,664.19		6/20		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	31,584.66		*CHECK TOTAL								
				31,584.66										
MVTL LABORATORIES INC			000544											
	59574	07/15/20	LAB TESTING	45.00		1039335		D	N				PROFESSIONAL SER	651.48484.0446

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MWOA			001466											
	59575	07/15/20	STEELE-2020 MBRSHD DUES	15.00		071520		D	N				SUBSCRIPTIONS AN	651.48484.0443
NELSON INTERNATIONAL			000568											
	59576	07/15/20	SERVICED #192741-PARTS	337.74		R101022724:01		D	N				MTCE. OF EQUIPME	651.48486.0224
	59576	07/15/20	SERVICED #192741-LABOR	173.25		R101022724:01		D	N				MTCE. OF EQUIPME	651.48486.0334
	59576	07/15/20	#088960-REPL. INJECTOR	4,382.52		R101023010:01		D	N				INVENTORIES-MDSE	101.125000
	59576	07/15/20	#119287 REPAIR-PARTS	773.73		R101023069:01		D	N				MTCE. OF EQUIPME	651.48485.0224
	59576	07/15/20	#119287 REPAIR-LABOR	655.50		R101023069:01		D	N				MTCE. OF EQUIPME	651.48485.0334
			VENDOR TOTAL	6,322.74		*CHECK TOTAL								
NORTHERN BUSINESS PRODUC			002322											
	59577	07/15/20	ELECTIONS-HAND SANITIZ	1,821.24		507736-0		D	N				REFUNDS AND REIM	101.42428.0882
	59577	07/15/20	OFFICE SUPPLIES	71.84		511717-0		D	N				OFFICE SUPPLIES	101.41410.0220
	59577	07/15/20	OFFICE SUPPLIES	13.78		511717-1		D	N				OFFICE SUPPLIES	101.41410.0220
	59577	07/15/20	ELECTIONS-PENS	19.56		512200-0		D	N				REFUNDS AND REIM	101.42428.0882
	59577	07/15/20	COPY PAPER	1,519.60		514036-0		D	N				OFFICE SUPPLIES	101.41410.0220
	59577	07/15/20	COPY PAPER	40.99		514849-0		D	N				OFFICE SUPPLIES	101.45432.0220
			VENDOR TOTAL	3,487.01		*CHECK TOTAL								
NORTHERN STATES SUPPLY			000585											
	59578	07/15/20	CABLE TIES	12.07		10-582496		D	N				GENERAL SUPPLIES	101.43425.0229
	59578	07/15/20	EAR/EYE PROTECTION	100.66		10-582515		D	N				SUBSISTENCE OF P	101.43425.0227
	59578	07/15/20	DRILL BIT/CHISEL POINT	4.63		10-582538		D	N				SMALL TOOLS	101.43425.0221
	59578	07/15/20	CABLE TIES	4.02		10-582538		D	N				GENERAL SUPPLIES	101.43425.0229
	59578	07/15/20	THREADED ROD	32.07		10-582539		D	N				MTCE. OF EQUIPME	101.43425.0224
	59578	07/15/20	BATTERIES	21.36		10-582547		D	N				GENERAL SUPPLIES	101.43425.0229
	59578	07/15/20	MARKING PAINT/SUPPLIES	156.77		10-582816		D	N				GENERAL SUPPLIES	101.43417.0229
	59578	07/15/20	CABLE TIES	28.27		10-582961		D	N				GENERAL SUPPLIES	101.43425.0229
	59578	07/15/20	WET/DRY VACUUM	136.45		10-583018		D	N				SMALL TOOLS	101.43425.0221
	59578	07/15/20	CUT OFF WHEELS	13.98		10-583018		D	N				SMALL TOOLS	101.43425.0221
	59578	07/15/20	WASHERS	4.14		10-583222		D	N				MTCE. OF EQUIPME	101.43425.0224
	59578	07/15/20	DRILL BIT	8.80		10-583239		D	N				SMALL TOOLS	101.43425.0221
	59578	07/15/20	SCREWS	4.32		10-583322		D	N				MTCE. OF EQUIPME	101.43425.0224
	59578	07/15/20	MARKING PAINT	53.73		10-583329		D	N				GENERAL SUPPLIES	101.43417.0229
	59578	07/15/20	BOLTS	31.60		1430437		D	N				MTCE. OF EQUIPME	101.43425.0224
	59578	07/15/20	BOLTS	32.46		1430438		D	N				MTCE. OF EQUIPME	101.43425.0224
	59578	07/15/20	HAND CLEANER	86.47		1430438		D	N				GENERAL SUPPLIES	101.43425.0229
	59578	07/15/20	MEASURING WHEEL	170.00		1432725		D	N				SMALL TOOLS	101.43417.0221
			VENDOR TOTAL	901.80		*CHECK TOTAL								
O'REILLY AUTOMOTIVE INC			000650											
	59579	07/15/20	#090639-TEMP CONTROL	35.33		1528-270916		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	#103516-A/C COMPRESSOR	308.29		1528-271040		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	#103516-AIR FILTER	21.16		1528-271043		D	N				INVENTORIES-MDSE	101.125000



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
O'REILLY AUTOMOTIVE INC			000650											
	59579	07/15/20	A/C COMP. CORE RETURN	10.00	CR	1528-271889		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	#073639-OIL SEAL	10.74		1528-273391		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	MUFFLER CLAMP	1.59		1528-273659		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	#184898-REFLEX SHOCK	94.12		1528-274074		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	#114532-FILTER	17.72		1528-274644		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	#168300-BRK PADS/ROTORS	99.99		1528-274932		D	N				INVENTORIES-MDSE	101.125000
	59579	07/15/20	CRIMPER	33.99		1528-275303		D	N				SMALL TOOLS	651.48484.0221
	59579	07/15/20	HEAT SHRINK	14.99		1528-275303		D	N				GENERAL SUPPLIES	651.48484.0229
				627.92										
			VENDOR TOTAL	627.92										
														*CHECK TOTAL
PERKINS LUMBER CO INC			000604											
	59580	07/15/20	SCREWS	36.73		2006-062596		D	N				MTCE. OF EQUIPME	101.43425.0224
	59580	07/15/20	REBAR FOR CONCRETE WORK	62.86		2006-062678		D	N				MTCE. OF OTHER I	101.43425.0226
	59580	07/15/20	CATCH BASIN REPAIR-MAT'L	139.74		2006-062753		D	N				MTCE. OF OTHER I	101.43425.0226
	59580	07/15/20	CAULK	77.88		2006-063571		D	N				GENERAL SUPPLIES	101.43425.0229
	59580	07/15/20	LUMBER	6.54		2006-063818		D	N				GENERAL SUPPLIES	101.43425.0229
	59580	07/15/20	CATCH BASIN REPAIR-MAT'L	14.97		2006-064400		D	N				GENERAL SUPPLIES	101.43425.0229
	59580	07/15/20	PICNIC TBL FRAMES/LUMBER	358.27		2006-066021		D	N				MTCE. OF EQUIPME	101.45435.0224
	59580	07/15/20	PICNIC TBL FRAMES/LUMBER	286.72		2006-066025		D	N				MTCE. OF EQUIPME	101.45435.0224
				983.71										
			VENDOR TOTAL	983.71										
														*CHECK TOTAL
PREMIUM WATERS INC			000374											
	59581	07/15/20	DRINKING WATER	25.50		329949/6-20		D	N				SUBSISTENCE OF P	101.42412.0227
	59581	07/15/20	DRINKING WATER	8.00		803211/6-20		D	N				SUBSISTENCE OF P	101.45435.0227
				33.50										
			VENDOR TOTAL	33.50										
														*CHECK TOTAL
PUMP & METER SERVICE INC			000627											
	59582	07/15/20	FUEL PUMP REPAIR-PARTS	840.00		502007		D	N				MTCE. OF OTHER I	101.43425.0226
	59582	07/15/20	FUEL PUMP REPAIR-LABOR	493.00		502007		D	N				MTCE. OF OTHER I	101.43425.0336
				1,333.00										
			VENDOR TOTAL	1,333.00										
														*CHECK TOTAL
QUICK SIGNS			001093											
	59583	07/15/20	RECYCLABLES ONLY DECALS	25.00		177258		D	N				MTCE. OF OTHER I	101.43425.0226
RILEY BROS CONSTRUCTION			000653											
	59584	07/15/20	MIX FOR STREET PATCHING	463.54		P31318		D	N				MTCE. OF OTHER I	101.43425.0226
S.W. VAC			003076											
	59585	07/15/20	CLEANED JOTS L.S.	980.90		062920		D	N				CLEANING AND WAS	651.48485.0338
SAFE SEATING & ATHLETIC			003403											
	59586	07/15/20	GUARD RAIL FOR BLEACHE	4,340.00		030420		D	N				BUILDINGS AND ST	450.45433.0551







Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
WM CORPORATE SERVICES IN 003587									
	59607 07/15/20	GARBAGE SERVICE-JUL	251.31		13001/7-20		D N	CLEANING AND WAS	101.43425.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	24.35		33004/7-20		D N	CLEANING AND WAS	651.48484.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	48.67		43002/7-20		D N	CLEANING AND WAS	651.48484.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	161.04		43002/7-20		D N	CLEANING AND WAS	651.48484.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	49.68		63000/7-20		D N	CLEANING AND WAS	101.45435.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	52.70		63005/7-20		D N	CLEANING AND WAS	101.42412.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	64.74		73000/7-20		D N	CLEANING AND WAS	101.41408.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	64.74		73000/7-20		D N	CLEANING AND WAS	101.45427.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	132.05		83008/7-20		D N	CLEANING AND WAS	101.45433.0338
	59607 07/15/20	GARBAGE SERVICE-JUL	92.31		93009/7-20		D N	CLEANING AND WAS	101.43425.0338
			941.59						
		VENDOR TOTAL	941.59						
								*CHECK TOTAL	
5 STAR WALT'S LLC 000790									
	59608 07/15/20	FUEL FOR CHAIN SAWS	14.17		WILCIT/6-20		D N	MOTOR FUELS AND	101.43425.0222
	59608 07/15/20	FUEL FOR TRIMMERS	13.24		WILCIT/6-20		D N	MOTOR FUELS AND	101.43425.0222
			27.41						
		VENDOR TOTAL	27.41						
								*CHECK TOTAL	
8 X 8 INC 003556									
	59609 07/15/20	SIP LINE-JUN	234.80		2702062		D N	COMMUNICATIONS	101.41409.0330

ACS FINANCIAL SYSTEM  
07/15/2020 13:34:26

Vendor Payment History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.14 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,186,045.17										

RECORDS PRINTED - 000399

ACS FINANCIAL SYSTEM  
07/15/2020 13:34:26

Vendor Payment History Report

CITY OF WILLMAR  
GL060S-V08.14 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	539,631.10
208	CONVENTION & VISITORS BUREAU	13,833.45
230	WILLMAR MUNICIPAL AIRPORT	13,227.85
314	D.S. - 2014 BOND	5,707.10
315	D.S. - 2015 BOND	11,720.64
316	D.S. - 2016 BOND	14,625.00
318	D.S. - 2018B BOND	500.00
319	D.S. - 2019 BOND	84,793.32
338	D.S.-R22 REFRIGERATION 2018A	500.00
397	D.S. - 2017 BOND	14,787.50
420	LOCAL OPT SALES TAX PROJECTS	331.50
450	CAPITAL IMPROVEMENT FUND	300,128.44
490	S.A.B.F. - #2020	117,593.80
651	WASTE TREATMENT	67,780.47
816	BIOSCIENCE GRANT	885.00
TOTAL ALL FUNDS		1,186,045.17

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,186,045.17
TOTAL ALL BANKS		1,186,045.17

**Willmar Lakes Area CVB Board Meeting**  
**Go To Meeting**  
**Tuesday, May 19, 2020 @ 12:00 Noon**

**Members Present:** Janet Demuth, Sabrina Lere, Sue Steinert, Ken Warner, Audrey Nelsen, Doug Kuehnast, Judy Thompson, Dave Baker, Corky Berg, Rob Baumgarn, and David Feist

**Members Excused:** Dave Henle

**Members Absent:** Denny Baker, RJ Linder, Art Benson, John Dahl, and Michelle Olson

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:00pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
  
- II. **Approve Minutes from the April 21, 2020 Meeting:** It was MSC (m/Thompson; s/ Kuehnast) to approve the minutes from the April 21, 2020 meeting.
  
- III. **Financial Report:** Fischer presented the financial report and reviewed the lodging tax revenues report year to date. She shared that the GFO expenses haven't been moved since the last meeting, but Finance has been notified. She explained a little bit about the decrease expected from lodging tax for April. Two expenses have been added to the GFO account including the Growler ad and website updating. It was MSC (m/Kuehnast; s/Baker) to approve transfer of GFO restricted funds to GFO/Marketing to cover the \$17,915.50 expenses. It was MSC (m/Kuehnast, s/Feist) to approve the financial report as it was presented. There was a 41% decrease for the month of March in lodging tax revenues.
  
- IV. **Committee Reports/Updates:**
  - a. **Sports:** Baumgarn shared that all communities are all in a gray area with the restrictions. They are planning to hire summer staff and working on cleaning procedures and opening the rink. The NL-S Parks and Recreation will be postponing all their events for the month of June. They have posted a lot of virtual activities on Social Media to help keep people busy. Fischer shared that the Willmar Baseball Association did cancel the Youth Baseball Tournament scheduled for June.
  - b. **Leisure:** Fischer said that the group met over GoToMeeting. They went over the monthly inquiry report, talked about website updates, and looked at new opportunities for advertising. The Sioux Falls and Northwest Sport shows were cancelled. The CVB will be receiving credit for the two shows. The New London Water Days will decide on their event on June 9<sup>th</sup> and Spicer is waiting till June 4<sup>th</sup>. PWELC cancelled 60 programs in April and May, but they did receive a grant for fat bikes.
  - c. **Meetings & Conventions:** No new business to report.
  - d. **Visitor Guide:** Steinert shared that the committee went over the current guide to see which pages or elements could be condensed if advertisers aren't forthcoming. The next meeting is in a couple weeks and everyone feels it's important to continue some form of the Visitor Guide for next year. Fischer shared a phased process in cutting back on the guide depending on advertising. Baker asked if the CVB would consider some sort of discount to those that advertised in the 2020 visitor guide. Steinert will bring it up at the next Visitor Guide meeting.
  
- V. **Affiliated Partnership Updates/Reports (if applicable):**
  - a. **Spicer Commercial Club:** Feist said that they are trying to have some sort of celebration for 4<sup>th</sup> of July and to include fireworks. A decision will be made on June 4<sup>th</sup>.
  - b. **New London:** No report was received from Dahl.
  
- VI. **Marketing Discussion:** Fischer shared a few of the things they've already done including 12 Days of Giving, Share Your Photo from Fishing Opener Weekend, and Bike Bingo. All prizes were gift cards to local businesses

and restaurants. For Tourism Week they participated in the Nationwide Twitter promotion and created a collage sign picture to encourage those to visit when they are ready. Some marketing ideas for June included: a Hashtag Challenge for the month of June, adding itineraries to the website and blog, creating packages with a hotel stay, restaurant allowance and free activity such as free bike or kayak rental. Fischer shared that she explored packaging golf with hotel stays, but at this point the golf courses cannot accommodate that idea.

**VII. Executive Director Report:** Fischer submitted three different convention proposals. One has booked, one told us verbally that they will book and the third one we haven't heard back from. She provided information for the bid to host the 2023 State Amateur Baseball Tournament. The host site would be NLS and Paynesville if awarded and Willmar would be the back-up location for weather delays. The Willmar Youth Baseball tournament cancelled. All other events have been cancelled through July other than one. She has attended a lot of industry meetings. CCT busses will now have bike racks on them. Glacial Ridge Trail is looking at doing scavenger hunts. A complete copy of the Executive Director's Report is available upon request from the CVB office.

**VIII. Other Business:**

a. **Preparedness Plan:** Steinert asked if everyone looked through the plan. The CVB Executive Committee has approved it. It was MSC (m/Kuehnast, s/Nelsen) to approve the Preparedness Plan.

b. **Word Around the Community:**

- i. **Berg:** At the County Board meeting today, they contracted to do single sort recycling in Kandiyohi County. They will deliver a 95 gallon can for each house in the county totally 15,000. Campgrounds will open June 1<sup>st</sup>. Filing for office opens today and goes through June 5<sup>th</sup>.
- ii. **Nelsen:** At last night's City Council meeting it was decided to go ahead with the road and parking lot projects only at Robbins Island. They will pause all architects working on all the other projects. There will be a LOST meeting on Wednesday to go over the projects. It was decided to stop the planning of the City Hall project until a funding source is determined, but they will go ahead with the street proposals.
- iii. **Baker:** The Big Kahuna Fun Park will open for mini golf later this week. The Legislative work is done; however, the bonding bill did not get done. June 12-13 they will go back to wrap up everything. They are trying to get Minnesota back to work as quickly and safely as possible. Green Lake Cruises will open June 1<sup>st</sup> with a self-contained menu.
- iv. **Feist:** They reopened the Hampton Inn and the Best Western Plus.
- v. **Demuth:** Country Inn & Suites will open up on June 1<sup>st</sup>.
- vi. **Kuehnast:** They have been very busy with SBA programs.
- vii. **Thompson:** Filing for public office opened up today until 5:00pm on June 2<sup>nd</sup>. Contact the City or the County if you're interested in running for office. They are having a problem finding enough election judges. They are working on putting together safety procedures for the election sites. Baker shared that there is an election bill passed to help with that.
- viii. **Warner:** Busy with phone calls from businesses opening and sharing the preparedness plan. Shelly Munyon will be the new finance manager.
- ix. **Lere:** Golf is open with tee time only. Please make your tee times in advance as they are quite busy. The Oaks has signed on with Chow Now for curbside menu. DoorDash hopefully starting on Thursday. They are working on 6-foot distancing for the restaurant. Eagle's Nest tent is set up for grilled food options and beverages with limited times of 11am-6pm.
- x. **Steinert:** Covid standards are ready. Redid some landscaping on the north side.

c. **Other:**

**IX. Adjournment:** Steinert adjourned the meeting at 1:16pm.

Respectfully Submitted by,

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



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of May 31, 2020**  
(As of 06/01/20)

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

**Assets**

Cash	\$ 25,379.98
Bremer Wealth Money Market	474.67
Petty Cash	50.00
Investments	252,196.09
Taxes Receivable	-
Accounts Receivable	-
Due From Governor's Fishing Opener	-
Prepaid Expenses	325.40
Prepaid Expenses - GFO Marketing	991.68
Interest Receivable	17.18
<b>Total Assets</b>	<b>\$ 279,435.00</b>

**Liabilities**

Accounts Payable	\$ -
<b>Total Liabilities</b>	<b>-</b>

**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	198,163.19
<b>Total Fund Balance</b>	<b>279,435.00</b>

**Total Liabilities & Fund Balance** **\$ 279,435.00**



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	\$ 4,588.16
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	\$ 20,539.68	\$ 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	\$ 28,880.56	\$ 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	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	\$ 17,588.17	\$ 19,325.13	\$ 21,137.60	\$ 23,002.47	\$ 22,999.10	
		\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*										
November	\$ 6,602.76	\$ 6,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.28	\$ 13,727.63	\$15,342.87	\$14,726.67	\$17,698.50	\$17,729.37	
	\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,856.75	\$14,785.45	\$15,497.95	\$15,862.70	\$16,275.30	\$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	\$ 161,869.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 255,509.76	\$ 228,372.11	\$ 242,798.37	\$ 259,108.46	\$ 251,258.57	\$ 43,088.26



**INVEST IN WILLMAR BOARD  
MEETING SUMMARY**

Approved: 7-8-20

The Invest in Willmar Board met at 4:00 p.m. Wednesday, June 10, 2020 via GoTo teleconference.

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

Also present were: Council Member Julie Asmus, Recreation Director Rob Baumgarn, Finance Director Steve Okins, Journalist Shelby Lindrud, Gretchen Otness Rec Center Chair, Andrew Lundquist and Janell Sommers, Administrative Assistant.

The meeting was called to order at 4:00 p.m. by Chair Dawson. A motion was made by Matt Dawson, seconded by Jon Konold and passed to approve the minutes of the May 20, 2020 meeting.

Chair Dawson reviewed the agenda. An update on the Local Option Sales Revenue was requested to be added. A motion was made by Shawn Mueske, seconded by Jon Konold and passed to add as No. 4.

Council Member Julie Asmus updated the Board on the status of the Community Center Project. She noted the subcommittee toured eight facilities in June of 2019. She joined the City Hall tours in the fall of which some had community centers attached. In September the committee formulated a list of needs and wants in a new facility. This was followed up with selection of the architect for the City Hall/Community Center. It was left at this point awaiting meetings with the architect to discuss how the shared space may work and how the community center would fit. The architect selected is BKV Architects.

Gretchen Otness, Event Center Chair, presented an update on their project. Their plan is to have the building be as multi-use and large as possible encompassing all that was voted on and have chosen not to combine with the Recreation Fields project. With having \$2 million allocated at this time, their priorities are the locker room expansion and meeting room/office addition. The remainder of the projects would be on hold until funding is available. She clarified they would be incorporating a catering kitchen, not a commercial kitchen. The last piece of the project would be the outdoor covered skating rink. A facility master plan drawing has been developed by LSE Architects and was made available to the Board (see attached).

Ms. Otness addressed the curling facility with the understanding they are moving forward. The subcommittee has discussed it being in conjunction with the Event Center and outdoor skating rink. If all moves forward as discussed, their facility would be connect to the Event Center and utilize a hallway-type connection. The cost breakdown provided was: Rec/Event Center itself \$5.6 million including contingency, site work and general conditions and the lobby remodel, the meeting room/office addition at \$201,000, the covered outdoor rink just under \$1 million without the site work etc. Eventually part of the project would include linking to the dome for \$85,000. They discussed a two-station event center versus three and decided on two with potential for a third as well as visitor locker rooms for \$201,000 and a locker mezzanine in the future.

City Administrator Gramentz updated the board on curling facility discussions. In conversation with them they are waiting for the Invest in Willmar Board to decide what project are going to be occurring so they can tie in with future plans at the Event Center. They are currently looking at buildings and are at the point in funding where they can begin design.

Jon Konold presented a Recreation Fields update. They have identified mandatory pieces of the total project with prices to include: 1. Softball Complex: \$750,000 (4 fields w/ irrigation and fencing, dugouts to be fenced in, and a shed for concessions/storage. 2. Two Turf Fields: \$2.5 million, 3. Grade Beam for the bubble to attach to and alternates to include: lights for turf fields, bathrooms at softball fields, championship field dugouts, scoreboards, netting, batting cages and bullpens and bleachers. For future 2020 and beyond a membrane and parking lot for the bubble. Questions relating to amenities were addressed.

City staff was asked on to present a quick update on the local option sales tax revenue. Finance Director Okins stated the report from the Department of Revenue for the month of March, which would have included a half month of shutdown due to COVID, totaling \$163,000. The average for the first six months from October through March was about \$161,000 a month. The timing process from the Department of Revenue takes ten weeks from the end of the month to reconcile and give actual numbers with the shutdown, the City will not know the actual numbers for April and May until the second week of August. June will be September as there is a ten week lag.

Chair Dawson ran through a concept of priorities for the Invest in Willmar Projects to formally adopt and present to the City Council. He overviewed the list noting it is contingent on funding:

Priority List to Fund \$13 Million of the \$30 million:

- 1. Robbins Island \$3 Million (Approved)
- 2. Swansson \$2 Million (Approved)
- 3. Recreation Fields \$6 Million
- 4. Event Center - Eligible to access \$2 Million of the \$10 Million in this first funding phase. (See flyer attached)

**Total: \$13 Million**

\*\*\*\$7 Million Stormwater fund when staff projects call for funding.

\*\*\*The order to fund above is our direction.

\*\*\*All projects moving forward are contingent on financing recommendation by staff and funding has to be approved by the City Council

**Total: \$20 Million**

\$10 Million of the \$30 Million funding below (direct the two committees) to a holding position until further notice.

- Community Center 2 Million funding.
- Event Center \$8 Million funding

These projects move to a holding pattern for the following reasons:

\*\*\*They are expensive to build.

\*\*\*They add operational costs to the city.

\*\*\*They add staffing costs to the city.

\*\*\*They are indoor spaces during a pandemic era we feel would not be prudent.

The Board discussed the priority list at length noting operational costs will be considered by the Council prior to projects moving forward. City Administrator Gramentz suggested having the next one or two projects designed and ready to go should money become available. He stated having a plan setting forth the board's intentions as ultimately they will be requesting the council to allow the architects to move forward with all of the projects. It was noted that by August or September the City should know the revenue numbers and able to authorize the architects to move forward.

Tony Amon offered a motion to adopt the priority list to be sent to the City Council. Jon Konold seconded the motion for discussion. Following discussion, a request was made to take a vote to stop the debate. That motion passed.

Audrey Nelsen requested the motion be read for clarification. Chair Dawson stated the motion is to adopt the priority list as presented to be brought to the Council. The motion passed by a roll call vote of 6 Ayes and 0 Nays.

The next meeting day was set at July 8th at 4:00 p.m.

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

Respectfully submitted,

Janell Sommers  
Administrative Assistant

**PUBLIC WORKS/SAFETY COMMITTEE  
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, July 8, 2020 by electronic means on GoTo Meeting teleconference.

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

Others present: Public Works Director Sean Christensen; Fire Chief Frank Hanson; Police Chief Jim Felt; Engineering Administrative Assistant Kelsi Delbosque; Shelby Lindrud “West Central Tribune”.

Item No. 1            Call to Order

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

Item No. 2            Public Safety Updates (Information)

Staff brought forth, for information, the public safety statistics for the month of June.

Item No. 3            Robbins Island Beach Safety Procedure (Motion)

A motion was made by Council Member Alvarado, seconded by Council Member Asmus to approve the Robbins Island Beach Safety Procedure. Wastewater tests the beach every Monday (except holidays - test on Tuesdays). They send the test result to the Parks and Recreation Director within 24 hours. If the fecal count is over 200, the Parks and Recreation Director notifies City Administrator, Public Works Director, Public Works Staff and IT Department to close the beach. Staff puts out signs and post messages on City website and social media. Wastewater then retests the water and send in results to Parks and Recreation Director. If test results are below, we reopen the beach; if not, the beach remains closed until the count is under 200. Staff has recommended removing the current signage that goes on the beach when the threshold is met and implementing a flag safety procedure. A green flag will be flown when the water is under the threshold and a red flag flown when it is over the safety limit. Information will be posted on the City website and social media and signage will be placed at the beach explaining the details of why the water is tested and general safety information. The motion carried.

Item No. 4            Robbins Island Parking and Watermain Improvements Project Bid Award (Resolution)

A motion was made by Council Member Alvarado, seconded by Council Member Nelsen to adopt the resolution awarding the Robbins Island Parking and Watermain Improvements project to Duinick, Inc. in the amount of \$1,179,553.45 and authorize signatures on the contract. Bolton and Menk was hired by the City to oversee the Robbins Island improvements funded by the half cent Local Option Sales Tax. Bids were opened for the parking and watermain improvements on June 23<sup>rd</sup>. Three bids were received; Crow River Construction in the amount of \$1,567,534, Riley Bros. Construction, Inc. in the amount of \$1,295,061 and Duinick, Inc. in the amount of \$1,179,553.45. After review, Bolton and Menk is recommending award of the contract to Duinick, Inc. The motion carried.

Item No. 5            Guri Shelter Discussion (Information)

Staff brought forth, for information, the discussion of the future of the Guri Shelter at Robbins Island. The shelter has been moved at least three times according to records, the last time being from 19<sup>th</sup> Avenue SW to its current location in 1993 for a cost of \$3,500. When the move took place, the shelter was valued at \$10,000. The City, along with donations by the Legion, then spent \$1,500 on a new foundation, \$1,000 for sewer and water utilities installation, and \$3,000 on an interior remodel. Currently, the windows and patio door need to be replaced and the siding and shingles have approximately less than 10 years of lifespan left. It will be brought back to the Robbins Island Subcommittee for discussion of options.

There being no further business to come before the Committee, the meeting was adjourned at 6:23 p.m. by Chair Plowman.

Respectfully submitted,



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

# WILLMAR FIRE DEPARTMENT

## *MONTHLY CALLS FOR SERVICE*

Title	June 2019	June 2020
Alarm Activations	3	18
Cooking Fires / Burnt Food	3	2
Building Fires-	1	1
Dumpster Fires	0	2
Vehicle Fires	0	1
Trash Fires	1	1
Grass Fires	1	3
Smoke Scares / Removal	4	1
Sprinkler Activation	1	2
Medical Assist	0	1
Natural Gas Leak	1	2
Vehicle Crashes	7	2
Elevator Rescue	1	0
Carbon Monoxide Alarms	0	1
Water Rescue	1	0
Hazardous Materials Investigation	0	1
Electrical Fires / Shorts	0	1
Severe Weather Watch	1	1
Water Leaks	1	0

Current Month CFS: 40

2020 YTD Calls for Service: 150

2019 Calls for service thru June: 146

### **June 2020 Training:**

June 4 – Business Meeting – GoTo Meeting

June 9, 10, 11 – Truck and Equipment training -

June 18 – Off

June 25 – Officers meeting

June response time Average: 6:17

YTD response time average: 5:50

# Willmar Police Department

## *Monthly Calls for Service Statistics*

Title	June 2019	June 2020
911 Hang Up	16	13
Abandoned Vehicles	65	170
Agency Assist	57	41
Alarm	41	39
Alcohol Offense	9	13
Animal	103	61
Assault	15	14
Burglary	4	3
Child Custody Dispute	12	16
Crash	57	49
Criminal Damage To Property	41	36
Disorderly	21	34
Domestic	42	55
Drugs	8	7
Family Service	50	65
Fight	8	7
Fraud	19	21
Gun Permits	20	23
Harassment	30	26
Information	16	11
K-9 Assist	0	1
Lost And Found	58	51
Mental Issues	4	15
Missing Person	24	18
Motorists Assist	16	15
Neighborhood Disturbance	30	40
Public Assist	206	236
School Related Incidents	0	2
Sex Crimes	7	4
Sudden Death/Bodies Found	1	4
Suicidal Person	13	5
Suspicious	83	110
Theft	39	50
Traffic Complaint	69	54
Traffic Stop	263	326
Trespass	1	8
Warrant Service	26	12

Current Month CFS:

1753

YTD Calls for Service:

9087

2019 Month CFS:

1545

(Some minimal CFS categories not shown)



### City Council Action Request

<b>Council Meeting Date:</b>	July 20, 2020	<b>Agenda Item Number:</b>	8.A.
<b>Agenda Section:</b>	PW/PS Committee	<b>Originating Department:</b>	Parks & Recreation
<b>Resolution</b>	No	<b>Prepared by:</b>	Rob Baumgarn, Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	PW/PS Committee
<b>No. of Attachments</b>	1	<b>Presented By:</b>	Andrew Plowman
<b>Item:</b>	<b>Robbins Island Beach Safety Procedure</b>		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve the Robbins Island Beach Safety Procedure

**COMMITTEE/BOARD/COMMISSION RECOMMENDATION:**

Motion to approve the Robbins Island Beach Safety Procedure

**OVERVIEW:**

There was never a formal policy made for closing the beach. In the past, Community Ed/Rec staff would receive notification from Wastewater staff stating that the fecal count was over 200. This was the threshold that previous staff put into place to close the beach down. This is the recommendation from the EPA on when to close public beaches. Some of the reasons for high test results can come from heavy rains and high temperatures. Testing is not required by the State.

Wastewater tests the beach every Monday (except holidays - test on Tuesdays). They send the test result to the Parks and Recreation Director within 24 hours. If the fecal count is over 200, the Parks and Recreation Director notifies City Administrator, Public Works Director, Public Works Staff and IT Department to close the beach. Staff puts out signs and post messages on City website and social media. Wastewater then retests the water and send in results to Parks and Recreation Director. If test results are below, we reopen the beach; if not, the beach remains closed until the count is under 200.

It is staff recommendation to continue testing the water but remove the current signage that goes onto the beach when the threshold is met. The new procedure would implement a flag safety procedure. A green flag will be flown when the water is under the threshold. A red flag is flown when the threshold is over the safety limit and it not recommended to use the water. Participates can determine if they choose to use the facility or not. Information can be posted on the City website and social media to advise the community on the status of the water conditions. Signage will be placed at the beach explaining the details of why the water is tested and general water safety information.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

1. Don't test the water-follow Kandiyohi County Guidelines.
2. Different signage to inform the public on water quality.



**BUDGETARY/FISCAL ISSUES:**

A current flag pole is currently in inventory that can be used  
Cost of 4 x 6 foot double sided sign is \$888.00. Does not include installation.  
Public Works would install flag pole and signage

**ATTACHMENTS:**

Beach Signage information



**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: July 8th , 2020</b>
<b>From: Rob Baumgarn Parks and Recreation Director</b>	<b>Subject: Robbins Island Beach Safety Procedure</b>

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve the Robbins Island Beach Safety Procedure.

**DETAILS:** There was never a formal policy made for closing the beach. In the past, Community Ed/Rec staff would receive notification from Wastewater staff stating that the fecal count was over 200. This was the threshold that previous staff put into place to close the beach down. This is the recommendation from the EPA on when to close public beaches. Some of the reasons for high test results can come from heavy rains and high temperatures. Testing is not required by the State.

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**FINANCIAL IMPACT:**

A current flag pole is currently in inventory that can be used  
Cost of 4 x 6 foot double sided sign is \$888.00. Does not include installation.  
Public Works would install flag pole and signage

**ALTERNATIVES:**

1. Don't test the water-follow Kandiyohi County Guidelines.
2. Different signage to inform the public on water quality.

**REVIEWED BY:** Brian Gramentz, City Administrator

**COMMITTEE MEETING DATE:** July 8th, 2020

**COUNCIL MEETING DATE:** July 20<sup>th</sup>, 2020



 Flag Pole and Sign  
**LEGEND**  
 PROPOSED IMPROVEMENT  
 REMOVAL  
 STAYING IN PLACE  
 PROPOSED WATERMAIN

0' 100' 200'  
 HORIZ SCALE  
 FEET  
 DATE: 11/11/2014  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]  
 PROJECT: [Signature]



2040 HIGHWAY 1 EAST  
 WILLMAR, MINNESOTA 56384  
 PHONE: (507) 234-1000  
 FAX: (507) 234-1001  
 WWW.BOLTON-MENK.COM

NO.	DESCRIPTION	DATE

CITY OF WILLMAR, MINNESOTA  
 ROBINS ISLAND PARKING & WATERMAIN IMPROVEMENTS  
 LOCATION PLAN

SHEET  
 G2.01



# HEALTH ADVISORY



**SWIMMING AND WADING  
ARE NOT RECOMMENDED**

Monitoring results indicate high levels of bacteria may be present,  
which increases the risk of getting sick from swimming or wading.

**m** DEPARTMENT  
OF HEALTH

For more information:  
[MNBeaches.org](http://MNBeaches.org)  
218-725-7724



### City Council Action Request

<b>Council Meeting Date:</b>	July 20, 2020	<b>Agenda Item Number:</b>	8.B.
<b>Agenda Section:</b>	PW/PS Committee	<b>Originating Department:</b>	Parks & Recreation
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Rob Baumgarn, Parks & Recreation Director
<b>Ordinance</b>	No	<b>Reviewed By:</b>	PW/PS Committee
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Andrew Plowman PW/PS Committee Chair
<b>Item:</b>	From the Public Works/Safety Committee recommending adoption of the resolution awarding the Robbins Island Parking and Watermain Improvements project to Duininck, Inc. in the amount of \$1,179,553.45 and authorizing signatures on the contract.		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt the resolution awarding the Robbins Island Parking and Watermain Improvements project to Duininck, Inc. in the amount of \$1,179,553.45 and authorize signatures on the contract.

**COMMITTEE/BOARD/COMMISSION RECOMMENDATION:**

Adopt the resolution awarding the Robbins Island Parking and Watermain Improvements project to Duininck, Inc. in the amount of \$1,179,553.45 and authorize signatures on the contract.

**OVERVIEW:**

The City of Willmar passed a half cent local option sales tax in the fall of 2018. A Robbins Island Subcommittee was developed and a plan was created to redo the roads, parking lots and water main at Robbins Island. Bolton and Menk has been hired to oversee the design of the total project and opened bids on the parking and watermain improvements June 23rd. Three bids were received; Crow River Construction in the amount of \$1,567,534, Riley Bros. Construction, Inc. in the amount of \$1,295,061 and Duininck, Inc. in the amount of \$1,179,553.45. After review, Bolton and Menk is recommending award of the contract to Duininck, Inc. The Invest in Willmar Committee has also been presented the information on the bids and seeking their recommendation on the project award.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

1. Hold off on the project to a later date.
2. Don't do the project.

**BUDGETARY/FISCAL ISSUES:**

\$3,000,000 was approved by the voters for Robbins Island. Costs were estimated at:  
Parking and Water main Improvements Estimated Construction Cost: \$1,905,500.00  
Shelter Add Alternate #1 Estimated Construction Cost: \$ 250,000.00

Shelter Add Alternate #2 Estimated Construction Cost: \$ 225,000.00  
Estimated Construction Cost: \$2,380,500.00  
Construction Contingency (10%): \$ 238,050.00  
Admin, A/E, Testing (15%): \$ 357,075.00  
Total Estimated Project Cost: \$2,975,625.00

**ATTACHMENTS:**

Bid Recommendation Letter- Bolton and Menk, Inc.  
Resolution



**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: July 8, 2020</b>
<b>From: Rob Baumgarn Parks and Recreation Director</b>	<b>Subject: Robbins Island Parking &amp; Watermain Improvements Bid Award</b>

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt the resolution awarding the Robbins Island Parking and Watermain Improvements project to Duininck, Inc. in the amount of \$1,179,553.45 and authorize signatures on the contract.

**DETAILS:**

The City of Willmar passed a half cent local option sales tax in the fall of 2018. A Robbins Island Subcommittee was developed and a plan was created to redo the roads, parking lots and water main at Robbins Island. Bolton and Menk has been hired to oversee the design of the total project and opened bids on the parking and watermain improvements June 23rd. Three bids were received; Crow River Construction in the amount of \$1,567,534, Riley Bros. Construction, Inc. in the amount of \$1,295,061 and Duininck, Inc. in the amount of \$1,179,553.45. After review, Bolton and Menk is recommending award of the contract to Duininck, Inc. The Invest in Willmar Committee (April 8<sup>th</sup>) has also been presented the information on the bids and seeking their recommendation on the project award.

**FINANCIAL IMPACT:**

\$3,000,000 was approved by the voters for Robbins Island. Costs were estimated at:  
Parking and Water main Improvements Estimated Construction Cost: \$1,905,500.00  
Shelter Add Alternate #1 Estimated Construction Cost: \$ 250,000.00  
Shelter Add Alternate #2 Estimated Construction Cost: \$ 225,000.00  
Estimated Construction Cost: \$2,380,500.00  
Construction Contingency (10%): \$ 238,050.00  
Admin, A/E, Testing (15%): \$ 357,075.00  
Total Estimated Project Cost: \$2,975,625.00

**ALTERNATIVES:**

1. Hold off on the project to a later date.
2. Don't do the project.

**REVIEWED BY:** Brian Gramentz, City Administrator

**COMMITTEE MEETING DATE:** July 8, 2020

**COUNCIL MEETING DATE:** July 20, 2020

**Resolution No. \_\_\_\_\_**

**A RESOLUTION AWARDING THE ROBBINS ISLAND PARKING AND WATERMAIN IMPROVEMENTS PROJECT IN  
THE AMOUNT OF \$1,179,553.45.**

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 Duininck, Inc. of Prinsburg, MN for the Robbins Island Parking and Watermain Improvements Project is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$1,179,553.45.

Dated this 20th day of July, 2020

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk






**BOLTON  
& MENK**

Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com

## MEMORANDUM

**Date:** June 25, 2020  
**To:** Rob Baumgarn  
Parks and Recreation Director  
City of Willmar  
**From:**  Jared Voge, P.E.  
Principal Engineer  
Bolton & Menk, Inc.  
**Subject:** Robbins Island Parking & Watermain Improvements  
City of Willmar, Minnesota  
Project No.: W18.120095

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On June 23, 2020 three bids were received on the above referenced project. They ranged from a low bid in the amount of \$1,179,553.45 to a high bid in the amount of \$1,567,564.00. The low bid was submitted by Duininck, Inc. of Prinsburg, Minnesota. After reviewing the bids submitted, we recommend awarding a contract to Duininck, Inc. of Prinsburg, Minnesota. A bid abstract has been enclosed for your information.

If you have any questions on the above, please call.

JAV/kg

Enclosure

# ABSTRACT OF BIDS

ROBBINS ISLAND IMPROVEMENTS  
CITY OF WILLMAR, MINNESOTA  
BMI PROJECT NO. W18.120095

Date: 6/23/2020

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	1		2		3	
				Duininck, Inc. Prinsburg, MN		Riley Bros. Construction, Inc. Morris, MN		Crow River Construction New London, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	MOBILIZATION	1	LUMP SUM	\$8,000.00	\$8,000.00	\$55,000.00	\$55,000.00	\$30,000.00	\$30,000.00
2	BUILDING REMOVAL	1	LUMP SUM	\$2,300.00	\$2,300.00	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00
3	CLEARING	160	SQ YD	\$5.00	\$800.00	\$5.00	\$800.00	\$15.00	\$2,400.00
4	CLEARING	79	TREE	\$215.00	\$16,985.00	\$215.00	\$16,985.00	\$250.00	\$19,750.00
5	GRUBBING	79	TREE	\$100.00	\$7,900.00	\$100.00	\$7,900.00	\$100.00	\$7,900.00
6	REMOVE PIPE CULVERT (STORM)	52	LIN FT	\$15.50	\$806.00	\$8.00	\$416.00	\$15.00	\$780.00
7	REMOVE SIGN	17	EACH	\$35.00	\$595.00	\$35.00	\$595.00	\$110.00	\$1,870.00
8	SALVAGE SIGN	16	EACH	\$35.00	\$560.00	\$35.00	\$560.00	\$220.00	\$3,520.00
9	SALVAGE BENCH	3	EACH	\$110.00	\$330.00	\$350.00	\$1,050.00	\$250.00	\$750.00
10	REMOVE CONCRETE PAVEMENT	80	SQ YD	\$8.00	\$640.00	\$4.00	\$320.00	\$10.00	\$800.00
11	REMOVE BITUMINOUS PAVEMENT (STREET & WALK)	22,590	SQ YD	\$1.16	\$26,204.40	\$1.25	\$28,237.50	\$2.00	\$45,180.00
12	REINSTALL SIGN	16	EACH	\$150.00	\$2,400.00	\$150.00	\$2,400.00	\$220.00	\$3,520.00
13	REINSTALL BENCH	3	EACH	\$150.00	\$450.00	\$350.00	\$1,050.00	\$400.00	\$1,200.00
14	SUBGRADE EXCAVATION (EV)	12,830	CU YD	\$4.80	\$61,584.00	\$9.00	\$115,470.00	\$5.00	\$64,150.00
15	SELECT GRANULAR BORROW (CV)	12,830	CU YD	\$14.20	\$182,186.00	\$13.50	\$173,205.00	\$6.00	\$76,980.00
16	SITE GRADING	1	LUMP SUM	\$20,000.00	\$20,000.00	\$11,500.00	\$11,500.00	\$344,000.00	\$344,000.00
17	GEOTEXTILE FABRIC TYPE V	26,550	SQ YD	\$1.40	\$37,170.00	\$1.00	\$26,550.00	\$2.00	\$53,100.00
18	AGGREGATE SURFACING, CLASS 5 (CV)	20	CU YD	\$45.00	\$900.00	\$23.25	\$465.00	\$25.00	\$500.00
19	AGGREGATE BASE, CLASS 5 (CV)	7,380	CU YD	\$16.30	\$120,294.00	\$23.25	\$171,585.00	\$25.00	\$184,500.00
20	3" BITUMINOUS PATH	2,390	SQ YD	\$15.49	\$37,021.10	\$15.50	\$37,045.00	\$17.00	\$40,630.00
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	2,065	TON	\$67.08	\$138,520.20	\$67.60	\$139,594.00	\$70.00	\$144,550.00
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	3,445	TON	\$66.67	\$229,678.15	\$64.50	\$222,202.50	\$70.00	\$241,150.00
23	PIPE RAILING	125	LIN FT	\$189.00	\$23,625.00	\$189.00	\$23,625.00	\$250.00	\$31,250.00
24	SWING GATE LOCKABLE BOLLARD	4	EACH	\$3,100.00	\$12,400.00	\$2,650.00	\$10,600.00	\$1,000.00	\$4,000.00
25	BULKHEAD (WATERMAIN)	2	EACH	\$750.00	\$1,500.00	\$3,000.00	\$6,000.00	\$300.00	\$600.00
26	8" PVC WATERMAIN, C-900	590	LIN FT	\$48.00	\$28,320.00	\$44.00	\$25,960.00	\$45.00	\$26,550.00
27	16" PVC WATERMAIN, C-901	5	LIN FT	\$400.00	\$2,000.00	\$60.00	\$300.00	\$100.00	\$500.00
28	8" GATE VALVE AND BOX	2	EACH	\$2,300.00	\$4,600.00	\$1,900.00	\$3,800.00	\$2,250.00	\$4,500.00
29	WATERMAIN FITTINGS	596	POUND	\$10.00	\$5,960.00	\$11.00	\$6,556.00	\$12.00	\$7,152.00
30	CONNECT TO EXISTING WATERMAIN	2	EACH	\$1,600.00	\$3,200.00	\$1,700.00	\$3,400.00	\$1,000.00	\$2,000.00
31	15" RC PIPE ARPON	2	EACH	\$1,300.00	\$2,600.00	\$725.00	\$1,450.00	\$1,000.00	\$2,000.00
32	15" RC PIPE SEWER, CLASS V	58	LIN FT	\$110.00	\$6,380.00	\$61.00	\$3,538.00	\$85.00	\$4,930.00
33	CONSTRUCT DRAINAGE STRUCTURE, DES H	6	LIN FT	\$500.00	\$3,000.00	\$627.00	\$3,762.00	\$2,400.00	\$14,400.00
34	6" CONCRETE WALK	1,220	SQ FT	\$6.50	\$7,930.00	\$8.30	\$10,126.00	\$9.00	\$10,980.00
35	CONCRETE CURB & GUTTER DESIGN B612	1,800	LIN FT	\$16.00	\$28,800.00	\$17.40	\$31,320.00	\$18.00	\$32,400.00
36	7" CONCRETE VALLEY GUTTER	90	SQ YD	\$87.00	\$7,830.00	\$102.00	\$9,180.00	\$105.00	\$9,450.00
37	TRUNCATED DOMES	48	SQ FT	\$59.00	\$2,832.00	\$62.00	\$2,976.00	\$68.00	\$3,264.00
38	RAISE / LOWER EXISTING MANHOLE	2	LIN FT	\$380.00	\$760.00	\$150.00	\$300.00	\$400.00	\$800.00
39	ADJUST FRAME & RING CASTING	2	EACH	\$430.00	\$860.00	\$350.00	\$700.00	\$400.00	\$800.00

# ABSTRACT OF BIDS

ROBBINS ISLAND IMPROVEMENTS  
CITY OF WILLMAR, MINNESOTA  
BMI PROJECT NO. W18.120095

Date: 6/23/2020

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	1		2		3	
				Duininck, Inc. Prinsburg, MN		Riley Bros. Construction, Inc. Morris, MN		Crow River Construction New London, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
40	ADJUST VALVE BOX	2	EACH	\$225.00	\$450.00	\$150.00	\$300.00	\$250.00	\$500.00
41	CASTING ASSEMBLY (STORM CATCH BASIN)	2	EACH	\$800.00	\$1,600.00	\$150.00	\$300.00	\$1,100.00	\$2,200.00
42	RANDOM RIP RAP CLASS III	8	CU YD	\$125.00	\$1,000.00	\$75.00	\$600.00	\$50.00	\$400.00
43	TRAFFIC CONTROL	1	LUMP SUM	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00	\$2,500.00	\$2,500.00
44	INSTALL SIGN (HANDICAP)	5	EACH	\$300.00	\$1,500.00	\$300.00	\$1,500.00	\$165.00	\$825.00
45	INSTALL SIGN (HADICAP W/VAN ACCESSIBLE)	6	EACH	\$300.00	\$1,800.00	\$300.00	\$1,800.00	\$180.00	\$1,080.00
46	INSTALL SIGN (PEDESTRIAN CROSSING WITH ARROW)	4	EACH	\$300.00	\$1,200.00	\$300.00	\$1,200.00	\$165.00	\$660.00
47	CONCRETE WASH OUT	1	EACH	\$2,000.00	\$2,000.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00
48	STORM DRAIN INLET PROTECTION	9	EACH	\$110.00	\$990.00	\$110.00	\$990.00	\$100.00	\$900.00
49	SILT FENCE, TYPE MS	2,510	LIN FT	\$2.50	\$6,275.00	\$2.50	\$6,275.00	\$2.50	\$6,275.00
50	FLOTATION SILT CURTAIN TYPE STILL WATER	100	LIN FT	\$18.00	\$1,800.00	\$18.00	\$1,800.00	\$15.00	\$1,500.00
51	SEDIMENT CONTROL LOG, TYPE STRAW	660	LIN FT	\$2.50	\$1,650.00	\$2.50	\$1,650.00	\$2.50	\$1,650.00
52	SEDIMENT CONTROL LOG, TYPE ROCK	40	LIN FT	\$3.50	\$140.00	\$3.50	\$140.00	\$5.00	\$200.00
53	STABILIZED CONSTRUCTION EXIT	2	EACH	\$1,200.00	\$2,400.00	\$1,500.00	\$3,000.00	\$500.00	\$1,000.00
54	FILTER BERM TYPE 4	2,000	LIN FT	\$2.89	\$5,780.00	\$1.50	\$3,000.00	\$12.00	\$24,000.00
55	DITCH CHECK - BLANKET FOLD	13	EACH	\$30.00	\$390.00	\$30.00	\$390.00	\$400.00	\$5,200.00
56	TOPSOIL BORROW (LV)	1,620	CU YD	\$21.00	\$34,020.00	\$15.00	\$24,300.00	\$15.00	\$24,300.00
57	EROSION CONTROL BLANKET, CATEGORY 3N	7,400	SQ YD	\$1.67	\$12,358.00	\$1.67	\$12,358.00	\$2.50	\$18,500.00
58	TEMPORARY MULCH, TYPE HYDRAULIC MULCH	19,360	SQ YD	\$0.90	\$17,424.00	\$0.90	\$17,424.00	\$0.50	\$9,680.00
59	TURF ESTABLISHMENT	8.8	ACRE	\$4,550.00	\$40,040.00	\$4,550.00	\$40,040.00	\$3,500.00	\$30,800.00
60	4" SOLID LINE PAINT	6,330	LIN FT	\$0.42	\$2,658.60	\$0.70	\$4,431.00	\$0.60	\$3,798.00
61	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL)	11	EACH	\$65.00	\$715.00	\$65.00	\$715.00	\$85.00	\$935.00
62	PAVEMENT MESSAGE PAINT (NO PARKING)	5	EACH	\$28.00	\$140.00	\$65.00	\$325.00	\$85.00	\$425.00
63	CROSSWALK (MULTI COMP)	300	SQ FT	\$8.34	\$2,502.00	\$15.00	\$4,500.00	\$8.00	\$2,400.00
				<u>\$1,179,553.45</u>		<u>\$1,295,061.00</u>		<u>\$1,567,534.00</u>	



# Guri Endresen Shelter





GURI





















































PUBLIC WORKS DEPARTMENT

CITY OFFICE BUILDING  
BOX 755, WILLMAR, MN 56201  
612-235-4252  
Fax: 612-235-4917

# **\*\*Memo\*\***

**TO:** Steve Okins, Finance Director  
**FROM:** Dale S. Johnson, Director of Public Works  
**DATE:** October 30, 1992  
**RE:** Robbins Island Building Project

\*\*\*\*\*

Please establish a project code number for the \$8,720.24 funds given to the City by the Legion.

**Estimated Project Costs:**

Moving Expenses -	\$3,500.00
Foundation -	\$1,500.00 -
Sewer and Water Utilities -	\$1,000.00
Interior Remodeling -	\$3,000.00

Thank you for your assistance.

DS/js

*Rev* 38-351-30-06  
9

*EXP* 38-433-0226  
38-433-0446 -

**BUILDING & GROUNDS**  
801 W. HWY 40, 235-1954  
**CIVIC CENTER ARENA**  
2707 ARENA DR., 235-1454

**LEISURE SERVICES**  
311 SW 6 ST., 235-1854  
**SENIOR CITIZEN COMM CENTER**  
624 N. HWY 71, 235-0711

**STREETS, HIGHWAYS & SERVICE CENTER**  
801 W. HWY 40, 235-3827  
**WASTE WATER TREATMENT**  
1400 SE 7 ST., 235-4760

# MOVING AGREEMENT AND HOLD HARMLESS

READ CAREFULLY. THIS AGREEMENT IS LEGALLY BINDING.

WHEREAS, Thru Moving Co, hereinafter the "Building Mover" has in consideration of these agreements agreed to undertake the moving of the owner's building, or other property, more or less specifically described as 56 x 40 shed, and

WHEREAS, prior to the movers moving said building, or other property, the building mover and the owner have discussed charges to be made by the building mover, and

WHEREAS, the building mover has indicated to the owner that it is necessary before he undertake any work that this agreement be reduced to writing and to include terms set forth herein, and

WHEREAS, the building mover and the owner agree the value of said building or other property is:

1. Building Value 10,000.00
2. Value of contents, if any, in above building None
3. Value of other property to be moved None

IT IS AGREED BY AND BETWEEN the building mover and the owner that in consideration of the building movers moving the building, or other property, set forth above

1. That the owner agrees to pay to the building mover the sum of 3150.00 ~~3150.00~~ 3400.00

2. The owner agrees to indemnify and save harmless and free from any claim of damage, loss or any liability of any kind or nature whatsoever, for which the building mover is not insured, arising out of or in any manner connected with any acts of the building mover, his agents, servants or employees, while in and upon any premises while moving any building, or other property, of the owner, regardless of the manner in which the same may happen or occur. It is further understood that this indemnity agreement is intended to apply to losses for which the building mover is not insured, including any applicable deductible amount under its insurance policy, any loss of use of the building or other property by the owner, and other consequential damages. It is also further understood that this indemnity shall apply to the building or any contents contained in the building regardless of the manner in which same may be caused. It is further understood that this indemnity agreement includes and is intended to cover any claims of damage by third persons, parties, fire, flood or any acts of God.

\$50.00 NA

WHEREFORE, the parties have hereunto set their hands and seals this 27 day of April, 1992.

Shawna Shinn  
Building Mover

Ronald J. Wilkerson  
Owner

Witness \_\_\_\_\_

- NOTE:**
1. Any structure purchased within the last 12 months will be insured for no more than the purchase price plus moving costs incurred.
  2. There is a \$500.00 deductible in the insurance form.
  3. Cracking is not covered unless as a result of violent forceful injury to the property insured.
  4. Maguire Agency, Inc. - 645-5751 - Local  
1-800-666-9393

38-351-30-06

**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee Meeting of the City of Willmar met at 5:00 p.m. on Thursday, July 9, 2020, via TeleConference.

Present:	Audrey Nelsen	.....	Chairman
	Rick Fagerlie	.....	Member
	Andrew Plowman	.....	Member
	Julie Asmus	.....	Member

Others on the teleconference: Council Member Vicki Davis, Finance Director Steve Okins, Parks & Rec Director Rob Baumgarn, Barn Theater Representative Gary Geiger, Glacial Ridge Curling Facility Chair Tom Amberg, EDC Executive Director Aaron Backman, EDC Assistant Connie Schmoll, West Central Tribune Reporter Shelby Lindrud.

**Item No. 1    Call to Order**

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

It was moved by Councilmember Asmus, seconded by Councilmember Fagerlie and passed to move two of the topics under No. 3 Discussion Items to No. 2 Action Items as requested: c. Barn Theatre Loan Forgiveness and d. Curling Club Request.

**Item No. 2    Action Items for the Council**

**Barn Theatre Loan Forgiveness - Resolution**

Staff reviewed information with the Committee regarding the Barn Theatre loans obtained through the Small Cities Development Program on June 12, 2014. Barn Theatre Representative Gary Geiger explained that one feature of one loan is that after seven years, which would be June 21, 2021, the loan would be forgiven if the Theatre still owns the property. The balance of that loan is \$29,462.00. The Theatre is requesting early forgiveness of that loan to enable the Barn to sell the third floor of their building. Selling off this part of the building would enable them to get through the economic crisis caused by the Covid Pandemic. In order for that to happen, this loan would need to be forgiven about eleven months early. The two other loans have a remaining balance of \$1,600.00 and \$6,088.82 and could be paid off with the cash flow provided by the early forgiveness of the first loan. The City Attorney has researched the required process for this to occur and has determined that the City of Willmar would need to adopt a resolution recommending to the Willmar HRA that early forgiveness of the loan in question be provided to the Barn Theatre.

It was moved by Councilmember Asmus, seconded by Councilmember Plowman and passed to recommend a Resolution to provide early forgiveness of the Small Cities Development Program Loan to the Willmar Community Theatre by the Willmar Housing and Redevelopment Authority.

## **Curling Club Request**

### **i. Resolution to Extend Agreement by 2 Years**

Parks & Rec Director Rob Baumgarn explained that the Glacial Ridge Curling Club has been curling in the Blue Line Arena for many years. They are working towards building a dedicated Curling facility at the Civic Center location. An agreement was signed in August, 2018, between the Club and the City for construction and lease of a new curling facility. With the emergence of the Invest in Willmar-Event/Rec Center Project, LSE Architects, and COVID-19, the curling project has been delayed. The Curling Club is requesting an extension to continue planning and fundraising for the facility.

In the Agreement between the Club and the City, it currently states in Section 4.1.1 First Donation: "GRC shall make its First Donation to the City as soon as reasonably practical following GRC's raising sufficient funds therefore, but in no event later than the date which is four years after the Effective Date. GRC's failure to make its first donation by such date will constitute a Default Event and permit the City to proceed with terminating the Agreement pursuant to Section 11.1 of the Agreement." The Curling Club is requesting to amend this section to "...six years after the Effective Date...".

It was moved by Councilmember Asmus, seconded by Councilmember Plowman and passed to recommend a Resolution to amend Section 4.1.1 in the Glacial Ridge Curling Agreement to six years.

### **ii. Resolution to Authorize Architect Negen & Associates Agreement**

Mr. Baumgarn explained that the Glacial Ridge Curling Club is currently fundraising for the new curling facility and, per the Agreement between the Club and the City, the Club needs to donate funds to the City to hire the architect. Choosing an architect will allow the Curling Club to seek additional fundraising opportunities for this project. The Club is ready to donate the amount required for the City to hire Negen Associates for services. The cost of basic services for design development and construction documents would be \$66,500. In addition, an hourly service fee will be applied for bidding/negotiating and construction administration. Reimbursable expenses are also not part of the basic service. The Club will be donating to the City \$66,500 plus reimbursement of any additional costs for the hourly service fees and reimbursable expenses.

It was moved by Councilmember Asmus, seconded by Councilmember Plowman and passed to recommend a Resolution to approve the scope of services and contract price of \$66,500 plus hourly services and reimbursable expenses as proposed by Lon Negen of Negen and Associates for the design and preparation of plans, specifications, and bid package for a dedicated curling facility on the Civic Center property, and to authorize the Mayor and City Administrator to sign the agreement.

## **Item No. 3 Discussion Items for the Council**

### **2020 Bond Pricing Committee Rate**

Finance Director Okins explained that the Bond Pricing Committee has met with Bremer Bank, which is the lead lending institution for financing the 2020 Improvement Bond. Criteria set by the Council established the financing amount not to exceed \$1,965,000, interest costs not to exceed 3%, and maturity not to exceed 2031. Final determinations for financing include participation of

Bremer Bank for \$984,000 and Lake Region Bank, Kensington Bank, and Home State Bank each for \$327,000 for a total of \$1,965,000. The maturity date is February 1, 2031 and the final interest rate agreed upon is 1.75%. It was noted that this will lower the anticipated interest rate on assessments to property owners from 4% to 3.75%.

In regard to Sales Tax Project financing, staff is exploring the possibility of initially utilizing a construction loan with final financing to occur later for the Robbins Island and Swansson Field projects.

This matter was for information only.

### **Coronavirus Relief Fund Certification Form Application**

Finance Director Okins reported that the Mayor has submitted the Relief Fund Certification Form as required and explained that council action was not needed for this submission. It was noted that specific criteria need to be followed by the City to qualify for reimbursement. These criteria include expenditures that are: Necessary due to the public health emergency with respect to Covid-19, Were not accounted for in the budget most recently approved as of March 27, 2020, and Were or will be incurred and expended during the period that begins on March 1, 2020, and ends on December 1, 2020.

To date the City has incurred expenditures of approximately \$25,000 for sanitation supplies and for computer equipment for employees working remotely. The Finance Department is working with the Human Resources Department regarding the Emergency Paid Sick Leave which allows up to 80 hours per employee to be used as a result of self-quarantining due to the Coronavirus. To date, 40 out of 108 full-time employees have incurred this cost.

The Minnesota Department of Revenue has allocated CARES Funds totaling a little over \$1.5 million to the City of Willmar. EDC Executive Director Aaron Backman reported that Kandiyohi County's allocation is \$5,236,000. County Administrator Larry Kleindl is looking at establishing five to six teams of people to discuss the needs and usage for these County funds. Those teams include: an HHS Team, a Public Safety Team, a Business and Nonprofit Team, a COVID Expense Team, and an Employee Team. It was noted that the EDC would be part of the Business and Nonprofit Team. Mr. Kleindl is recommending that 20% of the County's funds be funneled thru the EDC, specifically its finance committee for review of disbursing emergency loans.

This matter was for information only.

### **State Financial Information Update**

Finance Director Steve Okins reported that no formal information has been received from the State to date; however, there is a preliminary indication that state funding may not be affected until 2021.

### **Future Agendas**

Councilmember Davis had submitted a request for a future discussion on filing fees and costs involved for special elections. An updated Sales Tax Status Report, Final budgets for the 2020 Street Projects, and the June 30, 2020, financial report will be presented at the next finance committee



meeting. Two other items, Sales Tax Project Financing and Possible Carris Health Debt Refinancing will be discussed at a future finance committee meeting.

There being no further business to come before the Committee, the meeting was adjourned at 5:47 p.m. by Chair Nelsen.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham".

Carol Cunningham  
Accounting Coordinator



### City Council Action Request

<b>Council Meeting Date:</b>	July 20, 2020	<b>Agenda Item Number:</b>	9.A.
<b>Agenda Section:</b>	Finance Committee	<b>Originating Department:</b>	City Administrator and Finance Department
<b>Resolution</b>	Yes	<b>Prepared by:</b>	Finance Department
<b>Ordinance</b>	No	<b>Reviewed By:</b>	Finance Committee
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Councilmember Nelsen
<b>Item:</b>	Finance Committee recommending a resolution to provide early forgiveness of the SCDP Loan to the Willmar Community Theatre by the Willmar HRA		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to adopt a resolution to provide early forgiveness of the Small Cities Development Program Loan to the Willmar Community Theatre by the Willmar Housing and Redevelopment Authority.

**COMMITTEE/BOARD/COMMISSION RECOMMENDATION:**

At the July 9, 2020, Finance Committee meeting, it was moved by Councilmember Asmus, seconded by Councilmember Plowman and passed to recommend a Resolution to provide early forgiveness of the Small Cities Development Program Loan to the Willmar Community Theatre by the Willmar Housing and Redevelopment Authority.

**OVERVIEW:**

The Barn Theatre obtained loans through the Small Cities Development Program on June 12, 2014. Barn Theatre Representative Gary Geiger explained that one feature of one loan is that after seven years, which would be June 21, 2021, the loan would be forgiven if the Theatre still owns the property. The balance of that loan is \$29,462.00. The Theatre is requesting early forgiveness of that loan to enable the Barn to sell the third floor of their building. Selling off this part of the building would enable them to get through the economic crisis caused by the Covid Pandemic. In order for that to happen, this loan would need to be forgiven about eleven months early. The two other loans have a remaining balance of \$1,600.00 and \$6,088.82 and could be paid off with the cash flow provided by the early forgiveness of the first loan. The City Attorney has researched the required process for this to occur and has determined that the City of Willmar would need to adopt a resolution recommending to the Willmar HRA that early forgiveness of the loan in question be provided to the Barn Theatre.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

Not approve early forgiveness.

**BUDGETARY/FISCAL ISSUES:**

None

**ATTACHMENTS:**

- Barn Theatre Request Letter
- Proposed Resolution



321 4<sup>th</sup> Street SW \* P.O. Box 342 \* Willmar, MN 56201 \* (320)235-9500 \* [www.thebarntheatre.com](http://www.thebarntheatre.com)

June 15, 2020

Brian Gramentz  
Willmar City Administrator  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

The Willmar Community Theatre a/k/a The Barn Theatre (BARN) has loans under the Small Cities Development Program. This loan was issued 6/12/14. One feature of one loan is that after seven years 6/21/2021 the loan will be forgiven if the Theatre still owns the property. (See attached loan documents)

The BARN due to Covid 19 has been required to shut down. This has caused two plays to be cancelled. The potential lost revenue was up to \$88,000 and we don't know when we will be able to reopen. Another play was scheduled in August. This is a serious financial crisis for the BARN.

The BARN has a buyer for the condos on the third floor of the theatre building. The BARN had to lease it instead of selling due to the above mentioned loan's forgiveness clause. The sale price was \$113,000 which would help carry the BARN through this crisis.

The BARN loans are as follows

Document 593660: Loan would need to be paid in full to be satisfied. Remaining amount is \$1,600.00.

Document 619888: Has a lien on the property until 6/21/2021 when it will be forgiven \$29,462.00.

Document 619889: Loan would have to be paid in full to be satisfied. Remaining amount \$6,088.82.

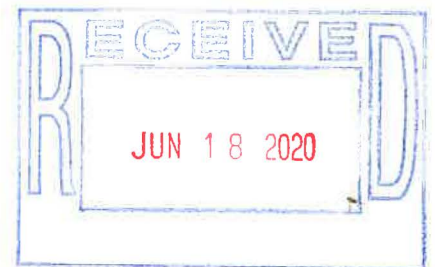
The BARN would like to request the City of Willmar consider early forgiveness so the condos could be sold giving the BARN revenue to make it through this shut down period.

You can contact the Barn Theatre representatives at:

Brian Stenholm  
320-894-6654  
[stenholb@csp.edu](mailto:stenholb@csp.edu)

or

Gary Geiger  
320-212-7416  
[Ggeiger56201@gmail.com](mailto:Ggeiger56201@gmail.com)



Sincerely,

Brian Stenholm- Board Chair

Gary Geiger – Board Member

## Steve Okins

---

**From:** Alissa M Harrington <amharrington@flaherty-hood.com>  
**Sent:** Thursday, July 2, 2020 10:11 AM  
**To:** Brian Gramentz  
**Cc:** Steve Okins; Robert Scott  
**Subject:** RE: papers from loan folders-HRA

Brian:

It certainly does. For the finance committee, a motion for early forgiveness of the loan would be appropriate.

For Council, we will certainly need a resolution, but I would hold off on drafting it until I hear back from Ms. Vang on what other types of documentation might be necessary.

Thanks,

Alissa M. Harrington  
[amharrington@flaherty-hood.com](mailto:amharrington@flaherty-hood.com)  
(651) 259-1901

---

**From:** Brian Gramentz <bgramentz@willmarmn.gov>  
**Sent:** Thursday, July 2, 2020 8:56 AM  
**To:** Alissa M Harrington <amharrington@flaherty-hood.com>  
**Cc:** Steve Okins <sokins@willmarmn.gov>; Robert Scott <rtscott@flaherty-hood.com>  
**Subject:** papers from loan folders-HRA

Alissa:

That begs the question, what is the appropriate documentation. A resolution approving the early forgiveness from the City Council based upon their determinations? Please let me know what is needed to be prepared and appropriate motion for the Finance committee and City Council.

Brian

---

**From:** Alissa M Harrington <amharrington@flaherty-hood.com>  
**Sent:** Thursday, July 2, 2020 8:31 AM  
**To:** Brian Gramentz <bgramentz@willmarmn.gov>  
**Cc:** Robert Scott <rtscott@flaherty-hood.com>  
**Subject:** RE: papers from loan folders-HRA

Good morning, Brian,

Robert asked me to provide you an update on where we are. I have reached out to the DEED contact to determine what kind of documentation will be needed for the City to forgive the loan early. While I haven't heard back, her earlier email with Ms. Lindemann was clear the City could forgive it as long as the appropriate documentation was provided to DEED.

Given this, I am confident you can move forward with bringing the forgiveness of the loan to committee next week. It will just be a matter of getting the appropriate information to DEED. Hopefully, I will hear back from Ms. Vang soon about the needed documentation.

Please let me know if you have any questions.

Thanks!

Alissa M. Harrington  
[amharrington@flaherty-hood.com](mailto:amharrington@flaherty-hood.com)  
(651) 259-1901

**From:** Brian Gramentz <[bgramentz@willmarmn.gov](mailto:bgramentz@willmarmn.gov)>  
**Sent:** Thursday, June 25, 2020 3:45 PM  
**To:** Alissa M Harrington <[amharrington@flaherty-hood.com](mailto:amharrington@flaherty-hood.com)>  
**Subject:** RE: papers from loan folders-HRA

Alissa:

Yes, I have the folders (2) but... the first one is for the pre-application in 2012, and the other has all the loan documents, backup materials, payroll, waivers, etc... The documents I sent are the only documents that describe the work in general terms. So unless the City has plans and specs from the project someplace... Or there are documents in a file at City Hall... the Community Theater has not been forthcoming on any documents other than the loan forms we have, and it took 3 attempts by me to get the right loan paperwork.

It may be that we just go with what we have. I think I sent you the email that the HRA had a conversation with DEED and they were OK with the change. They may not need any rationale, just the City Council request.

Let me know what you think, and we can adjust or just continue forward.

Brian Gramentz  
Willmar City Administrator  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Office: 320-214-5160  
[bgramentz@willmarmn.gov](mailto:bgramentz@willmarmn.gov)

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**From:** Alissa M Harrington <[amharrington@flaherty-hood.com](mailto:amharrington@flaherty-hood.com)>  
**Sent:** Thursday, June 25, 2020 3:33 PM  
**To:** Brian Gramentz <[bgramentz@willmarmn.gov](mailto:bgramentz@willmarmn.gov)>  
**Cc:** David Ramstad <[dramstad@willmarmn.gov](mailto:dramstad@willmarmn.gov)>; Sarah Swedburg <[sswedburg@willmarmn.gov](mailto:sswedburg@willmarmn.gov)>  
**Subject:** RE: papers from loan folders-HRA

Hi Brian:

To confirm, are these the papers Sarah referenced would be coming from Jill?

Thank you,

Alissa M. Harrington  
[amharrington@flaherty-hood.com](mailto:amharrington@flaherty-hood.com)  
(651) 259-1901

**From:** Brian Gramentz <[bgramentz@willmarmn.gov](mailto:bgramentz@willmarmn.gov)>

**Sent:** Thursday, June 25, 2020 3:31 PM

**To:** Alissa M Harrington <[amharrington@flaherty-hood.com](mailto:amharrington@flaherty-hood.com)>

**Cc:** David Ramstad <[dramstad@willmarmn.gov](mailto:dramstad@willmarmn.gov)>; Sarah Swedburg <[sswedburg@willmarmn.gov](mailto:sswedburg@willmarmn.gov)>

**Subject:** papers from loan folders-HRA

Alissa:

Attached are the first section of papers from the HRA loan folders. Pretty sketchy on description of the project. I will continue to look for anything we might have at City Hall. Particularly Building permit plans, etc... I know you have received some info from Sarah.

Brian Gramentz  
Willmar City Administrator  
333 SW 6th Street  
Willmar, MN 56201  
Office: 320-214-5160  
[bgramentz@willmarmn.gov](mailto:bgramentz@willmarmn.gov)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA  
RECOMMENDING THE EARLY FORGIVENESS  
OF THE SMALL CITIES DEVELOPMENT PROGRAM LOAN TO WILLMAR COMMUNITY THEATRE  
BY THE KANDIYOHI COUNTY HOUSING AND REDEVELOPMENT AUTHORITY**

Motion By \_\_\_\_\_

Second By \_\_\_\_\_

**WHEREAS**, on June 12, 2014 the Housing and Redevelopment Authority for the City of Willmar, MN (“the HRA”) approved a forgivable, Deferred Loan in the amount of \$29,462.00, funded through the Small Cities Development Program administered by the State of Minnesota’s Department of Employment and Economic Development, to Willmar Community Theater, Inc. for the purpose of rehabilitating the Barn Theatre located at 321 4<sup>th</sup> Street SW, Willmar, MN (“the SCDP loan”); and

**WHEREAS**, the terms of the SCDP loan, as set forth in that certain Small Cities Development Program Repayment Agreement SCDP Commercial, dated June 12, 2014 (the “Loan Agreement”), allowed the forgiveness of the SCDP loan in its entirety after seven years, so long as the Willmar Community Theater, Inc. did not sell, transfer, or otherwise convey the real estate at 321 4<sup>th</sup> Street SW, Willmar, MN; and

**WHEREAS**, the Willmar Community Theater, Inc. did rehabilitate the building and continues to operate the Barn Theatre located within a mixed-use structure on real property at 321 4<sup>th</sup> Street SW, Willmar, MN (the “Property”); and

**WHEREAS**, if the Willmar Community Theater, Inc. retained full ownership of the Property until June 12, 2021, the entirety of the SCDP loan balance would be forgiven under the terms of the Loan Agreement; and

**WHEREAS**, the COVID-19 pandemic has resulted in the suspension of all in-person performances at the Barn Theatre beginning in March 2020, the curtailing of classes, and the cancelling of all other uses of the facility, pursuant to a series of Minnesota Executive Orders limiting in-person gatherings; and

**WHEREAS**, the loss of revenue from performances, classes, and private events has substantially impacted Willmar Community Theater, Inc.’s finances; and

**WHEREAS**, the COVID-19 pandemic is not yet contained, and it is unclear when the Barn Theatre will be allowed to reopen to audiences, classes, and private events; and

**WHEREAS**, Willmar Community Theater, Inc. desires to sell a portion of the mixed-use building on the Property currently used as apartments as condominiums in order to replace some of its lost revenues; and

**WHEREAS**, the sale of the apartments before June 12, 2021 would trigger the repayment of the entire amount of the SCDP loan under the terms of the Loan Agreement; and

**WHEREAS**, the COVID-19 pandemic is an unprecedented event with far reaching economic consequences, particular for live performance venues like the Barn Theatre; and

**WHEREAS**, Willmar Community Theater, Inc. has requested that the SCDP loan be forgiven prior to June 12, 2021, the date of forgiveness under the Loan Agreement, in order that it may sell the residential units in the building on the Property as condominiums as soon as possible to generate revenues in partial replacement of its losses attributable to the COVID-19 pandemic.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, makes the following findings of fact:

1. The City of Willmar desires to provide support to local organizations harmed by the economic disruption caused by the COVID-19 pandemic.
2. The City of Willmar finds that Willmar Community Theater, Inc.'s request for early forgiveness of the loan is reasonable for the following reasons:
  - a. Willmar Community Theater, Inc. has suffered significant financial harm solely attributable to the COVID-19 pandemic and the restrictions on in-person gatherings imposed pursuant to a series of Minnesota Executive Orders in response thereto.
  - b. Willmar Community Theatre, Inc. has fulfilled the purpose of the loan by rehabilitating the mixed-use building on the Property and operating the Barn Theatre therein, which is an invaluable cultural asset to the Willmar community.
  - c. There is a short time remaining (less than a year) before the loan is scheduled to be forgiven.
  - d. Willmar Community Theatre, Inc. proposes only to sell the residential units located in the mixed-use building on the Property, and intends to retain ownership of the portion of the Property in which the Barn Theatre is located and to continue operating the Barn Theatre as soon as it is determined safe to do so.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Willmar recommends that the Willmar Housing and Redevelopment Authority act at its earliest convenience to approve Willmar Community Theatre, Inc.'s application for early forgiveness of its SCDP loan in its entirety.

Dated this 20th day of July, 2020

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK





**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: July 20<sup>th</sup>, 2020</b>
<b>From: Rob Baumgarn Parks and Recreation Director</b>	<b>Agenda Item: Glacial Ridge Curling Club amendment</b>

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve amendment in section 4.1.1 in the Glacial Ridge Curling agreement to 6 years.

**HISTORY:** The Club has been curling in the Blue Line Arena for many years. They are working towards building a dedicated Curling facility at the Civic Center location. An agreement was signed in August 2018 between the Club and City for construction and lease of a new curling facility. With the emergence of the Invest in Willmar- Event/Rec Center project, 292 Consultation and COVID 19, the curling project has been delayed. The Curling Club is requesting the extension to continue planning and fundraising for the facility.

4.1.1 First Donation: GRC shall make its First Donation to the City as soon as reasonably practical following GRC’s raising sufficient funds therefore, but in no event later than the date which is four years after the Effective Date. GRC’s failure to make its first donation by such date will constitute a Default Event and permit the City to proceed with terminating the Agreement pursuant to Section 11.1 of this agreement

**FINANCIAL IMPACT:** None

**ALTERNATIVES:**

1. Don’t approve the extension
2. Extend it for one year only
3. Extend the agreement more than 2 years

**REVIEWED BY:** Brian Gramentz, City Administrator

**COMMITTEE MEETING DATE:** Finance Committee July 9<sup>th</sup>, 2020

**COUNCIL MEETING DATE:** July 20<sup>th</sup>, 2020



## GLACIAL RIDGE CURLING

PO Box 3046 • Willmar, MN 56201

glacialridgecurling@gmail.com

320-403-5254 • www.glacialridgecurling.org

WELCOME TO OUR HOUSE!

Glacial Ridge Curling would like to amend 4.1.1 in the original agreement with the city of Willmar from 4 years to 6 years.

We feel that our project has been on hold due to 292 Group and Invest in Willmar Committee delays. We do want to make sure this project is done right and be an asset for the City of Willmar at the Civic Center Complex.. The planning for this project goes back to August 2018 with the agreement signing – planning for our agreement starting Fall of 2017

GRC is now ready to hire Negen & Associates as our Architect and need your approval to do so. We feel that City of Willmar Staff and Glacial Ridge Curling Committee have the same vision of what the building will look like. With the help of building plans / design we feel will make our fundraising efforts more viable in the future.

A handwritten signature in blue ink, appearing to read "Tom Amberg", is written over a horizontal line.

Tom Amberg

Facility Chairman

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION AUTHORIZING**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar to approve amendment in section 4.1.1 in the Glacial Ridge Curling agreement to 6 years.

Dated this 21<sup>st</sup> of July, 2020

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

- 3.2.5 Whenever any Event of Default occurs and if the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of GRC under this Agreement, and the City prevails in such action, GRC agrees that it shall, within ten business days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.
- 3.2.6 GRC shall promptly advise the City in writing of all litigation or claims affecting any part of the Property and all written complaints and charges made by any governmental authority materially affecting the Property or materially affecting GRC or its activities.
- 3.2.7 GRC has the resources and capability to satisfy its Fundraising Obligation and thereafter to operate and maintain the Premises as required herein.
- 3.2.8 GRC acknowledges the City's contributions to the Project and to thereafter maintaining the Curling Center during the offseason and as otherwise specified in this Agreement, and further warrants that GRC will not to seek subsidies or other financial assistance from the City to cover any such Project or operational expenses made the responsibility of GRC hereunder.

**ARTICLE FOUR**  
**Project Funding**

- 4.1 **GRC Donations:** GRC shall diligently undertake efforts to raise funds sufficient to satisfy its Fundraising Obligation, and shall donate such funds to the City as follows:
  - 4.1.1 **First Donation:** GRC shall make its First Donation to the City as soon as reasonably practical following GRC's raising sufficient funds therefore, but in no event later than the date which is four years after the Effective Date. GRC's failure to make its First Donation by such date will constitute a Default Event and permit the City to proceed with terminating this Agreement pursuant to Section 11.1 of this Agreement.
  - 4.1.2 **Second Donation:** GRC shall make its Second Donation to the City as soon as reasonably practical following GRC's raising of sufficient funds above the amount of the First Donation therefore, but no later than the date or schedule of dates mutually agreed to by the Parties on or before the date the City awards a contract for construction of the Curling Center to a general contractor, as necessary for the City to timely make any payments on any bonds issued by the City to finance a portion of the Project pursuant to Section 4.2.4 with GRC's donated funds (to the extent of GRC's Fundraising Obligation). The scheduled date or dates to be agreed to by the Parties for the Second Donation under this

## ARTICLE ELEVEN

### Termination

- 11.1 Termination: Notwithstanding the foregoing, this Agreement may be terminated; (i) by mutual agreement of the parties at any time; (ii) by either Party in the event they fail to agree on the Final Design pursuant to Section 5.1.6; (iii) by either Party in the event they fail to agree to modifications of the Final Design pursuant to Section 5.2.3 following GRC's disapproval of the lowest responsible bid; (iv) by the City in the event GRC fails to satisfy its Fundraising Obligation requirements; (v) by either Party, upon 60 days' written notice to the other Party, if the conditions to the issuance of bonds pursuant to Section 4.2.4 are not satisfied and the Parties are unable to agree to an alternative means of funding the construction of the Project; (vi) by the City in the event GRC loses its tax exempt 501(c)(3) status during the term of any tax exempt bond issued to fund any portion of the Project; or (vii) by either Party for default of the Other Party, upon 60 days' written notice to the other Party.
- 11.2 Personal Property Upon Termination: If this Agreement is terminated or not renewed for any reason, GRC shall remove its personal property from the Premises and the Curling Center within the 60 day notice period. Failure of GRC to remove its personal property within 60 days of written notification shall constitute a waiver of GRC's right and the items may then be disposed of or used at the discretion of the City. If the items are disposed of by the City, the costs of disposal shall be the responsibility of GRC.

## ARTICLE TWELVE

### Default and Remedies

- 12.1 GRC Default: If GRC shall default in the payment of any installment of the Rent or in the payment of any other sum required to be paid by GRC under this Agreement, including GRC's First Donation and Second Donation, and such default shall continue for 15 days after written notice to GRC, or if GRC shall default in the observance or performance of any of the other covenants, obligations or conditions in this Agreement, which GRC is required to observe or perform, and such default shall continue for 30 days after written notice to GRC, or if GRC loses its tax-exempt 501(c)(3) status while any tax-exempt bonds issued by the City pursuant to Section 4.2.4 remain outstanding or otherwise takes any action that could cause any such tax-exempt bonds issued by the City to no longer be tax exempt, or if a default involves a Hazardous Material and is not cured by GRC immediately upon written notice to GRC, or if the interest of GRC in this Agreement shall be levied upon under execution or other legal process, or if any voluntary petition in bankruptcy or for corporate reorganization or any similar relief shall be filed by GRC, or if any involuntary petition in bankruptcy shall be filed against GRC under any federal or state bankruptcy or insolvency act and shall not have been dismissed within 30 days following the filing thereof, or if a receiver shall be appointed for GRC or any of the property of GRC by any court and such receiver shall not be dismissed within



**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: July 20<sup>th</sup>, 2020</b>
<b>From: Rob Baumgarn Parks and Recreation Director</b>	<b>Agenda Item: Glacial Ridge Curling Club Agreement with Negen Associates</b>

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, to approve the scope of services and contract price proposed by Lon Negen of Negen and Associates for the design and preparation of plans, specifications and bid package for a dedicated curling facility on the Civic Center property, and to authorize the Mayor and City Administrator to sign the agreement.

**HISTORY:** The Club has been curling in the Blue Line Arena for many years. The Club has been working towards building a dedicated facility on the Civic Center property. The Club is currently fundraising for this project. An agreement was signed in August 2018 between the Club and City for construction and lease of new curling facility. As part of the agreement, the Club needs to donate funds to the City to hire the architect. Choosing an architect will allow the Curling Club to seek additional fundraising opportunities for this project. The Club is ready to donate the amount required for the City to hire Negen Associates for services.

**FINANCIAL IMPACT:**

The cost of basic services for design development and construction documents would be \$66,500, with hourly service fee being applied for bidding/negotiating and construction administration. Reimbursable expenses are not part of the basic service. The Club, will be donating the \$66,500 back to the City for this expense.

**ALTERNATIVES:**

1. Do not approve the contract with Negen Associates
2. Seek other architectural firms for services

**REVIEWED BY:** Brian Gramentz, City Administrator

**COMMITTEE MEETING DATE:** Finance Committee July 9<sup>th</sup>, 2020

**COUNCIL MEETING DATE:** July 20<sup>th</sup>, 2020

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION AUTHORIZING**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar to approve the scope of services and contract price proposed by Lon Negen of Negan and Associates for the design and preparation of plans, specifications and bid package for a dedicated curling facility on the Civic Center property, and authorize the Mayor and City Administrator to sign the agreement.

Dated this 21st of July, 2020

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK





720 4th Avenue North  
St. Cloud, Minnesota 56301  
320.234.1100  
www.negensolutions.com

**PROPOSAL TO:** Rob Baumgard  
Parks & Recreation Director  
City of Willmar  
Willmar, MN 56201

**DATE:** February 20, 2020

**PROJECT:** Glacial Ridge Curling  
Willmar, MN

### **Proposed Project Description**

Proposed project includes a 20,000 square foot curling facility in Willmar, MN. Facility to include 4 curling lanes, spectating area, kitchen/bar, locker rooms and cold storage with a mezzanine. Concepts provided by Marcus Construction.

### **Design Services**

The proposal includes complete design services and specifications for the following disciplines:

- Architectural
- Structural
- Mechanical, Electrical & Plumbing  
(refrigeration system design by Owner)

### **Phases of Design – Basic**

Basic Services shall include the following Design Phases:

**Design Development Phase (DD):** Design Development refines the site plan, floor plan, and building design with attention to special features.

- Preliminary drawings are created in the drafting software.
- Finish materials are determined, casework designed, and engineering consultants start the systems designs.
- Interior and exterior elevations are developed for presentation to the Owner.
- Regular meetings with the project team continue through this Phase.
- We will coordinate with City and code officials as needed for regulatory approvals.
- Design Development drawings are approved before moving to the next phase.
- Major design changes that occur after approval of Design Development drawings would be considered "Additional Services".

**Construction Documents Phase (CD):** Construction Documents include the drawings and specifications from all disciplines that detail the final design for construction.

- The Architect and engineering consultants will work through the technical aspects of the project and coordinate their designs for the building.
- Finishes and fixtures are selected and scheduled, and technical information is added so a contractor has a complete set of instructions to build the Project as designed.
- Meetings with the project team may occur at the midway point of this Phase to explore options, alternates, or other enhancements that would positively impact the overall cost of the Project.



### **Phases of Design – Hourly**

Negen and Associates will provide the following Design Phases as Hourly Services:

**Bidding and Negotiation (BN):** The timeframe when the Contractor solicits bids from sub-contractors and vendors to determine the project cost.

- Prepare responses to questions from the Contractor and/or bidders, and provide clarifications and interpretations of the Contract Documents via Addenda.
- Review and approve requests for product substitutions.

**Construction Administration (CA):** During construction, we act as a resource to the Contractor for questions or issues that may arise, and observe the work for general conformance with the Construction Documents.

- Evaluate and respond to requests for information from the Contractor when conditions change or issues arise during construction.
- Review shop drawings and product submittals for building components in our scope of Design Services.
- Conduct substantial completion inspection to verify all components of the building structure and exterior site work comply with the Construction Documents.

### **Compensation**

#### **Basic Services**

Basic Services shall be a lump sum fee for the following Design Services:

	<u>Fee</u>
Design Development Construction Documents	\$58,500.00

#### **Hourly Services**

Hourly Services are provided for the following Design Services, and are in addition to the Basic Services Fee:

	<u>Fee</u>
Bidding and Negotiating	Hourly
Construction Administration	Hourly

Hourly service rates are indicated on the "Negen and Associates 2019 Fee Schedule".

#### **Reimbursable Expenses**

Reimbursable expenses such as printing, mileage, postage, etc., are not included in the Basic Services Fee and will be billed as incurred. Refer to the "Negen and Associates 2019 Fee Schedule".

#### **Progress Billing**

Basic Services Fees will be billed monthly on a percent complete basis throughout the course of the Project. All invoices are due within 30 days of invoice date. Past due accounts will be charged a late fee of 1.5%.

The fee breakdown for Basic Services shall be as follows:

Design Development Phase:	40%
Construction Document Phase:	60%
Bidding and Negotiation	0%
Construction Administration Phase:	0%
	<u>100%</u>

**Additional Services**

Additional Services are not included in the Basic Services Fee but may be required for the Project. We shall notify you prior to the need to perform any Additional Services, and will proceed only after approval. Refer to the "Negen and Associates 2019 Fee Schedule" for rates used for Additional Services.

**Exclusions**

- Additional structures as part of the site development are not part of the Basic Services Fee.
- Site survey or any survey work required is not included in the Basic Services Fee.
- Geotechnical data and soil boring costs are not included in the Basic Services Fee.
- Production of Record Drawings is not included in the Basic Services Fee.

**Acceptance of Proposal**

*This Agreement entered into as of the date written below.*

Submitted by:

Accepted by:



Lon Negen, AIA, CID, LEED AP  
Principal  
Negen and Associates

Signature

Title:

Date:

*This proposal is valid for thirty days (30) from the date issued.*



750 4th Avenue South  
St. Paul, Minnesota 55102  
612 251 3554  
www.negenarchitect.com

**Negen and Associates 2019 Fee Schedule**

\* Reimbursable Expenses and Additional Services

<u>Description</u>	<u>Charge</u>
<b>Professional Fees</b>	
Architect	\$175.00 / hour
Designer	\$ 95.00 / hour
Project Manager	\$ 95.00 / hour
Drafting Technician	\$ 85.00 / hour
Clerical	\$ 75.00 / hour
<b>Travel Expenses</b>	
Mileage	\$ 0.58 / mile
Parking	Actual
Meals	Actual
Lodging	Actual
<b>Documents/Supplies</b>	
<u>Copies</u>	
8.5 x 11 B&W	\$ 0.15 / each
8.5 x 11 Color	\$ 0.55 / each
11 x 17 B&W	\$ 0.25 / each
11 x 17 Color	\$ 0.75 / each
<u>Large Format</u>	
24 x 36 B&W	\$ 1.25 / each
24 x 36 Color	\$ 1.75 / each
30 x 42 B&W	\$ 1.75 / each
30 x 42 Color	\$ 2.25 / each
<u>Specification Manual</u>	
1-200 images	\$ 63.38 / each
201-350 images	\$ 77.23 / each
351-500 images	\$ 94.15 / each
<u>Other</u>	
AIA Contract Documents	\$ 1.50 / unit
Documents on CD	\$ 20.00 / each
Postage/Shipping	Actual

CITY OF WILLMAR, MINNESOTA

\$1,965,000 General Obligation Improvement Bonds,  
Series 2020A

CERTIFICATE OF PRICING COMMITTEE

July 6, 2020

Pursuant to a Resolution adopted by the City of Willmar, Minnesota (the “City”) on June 1, 2020 (the “Resolution”), relating to the \$1,965,000 General Obligation Improvement Bonds, Series 2020A (the “Bonds”), the City delegated to a Pricing Committee consisting of the Mayor (or a City Council member designated by the Mayor), the City Administrator and the City Finance Director of the City to (i) review proposals for the sale of the Bonds; (ii) award the sale of the Bonds to the prospective purchasers 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 Improvement Bonds.

1. Principal Amount of Bonds. The offer of Bremer Bank National Association, Lake Region Bank, Kensington Bank and Home State Bank (collectively, the “Purchasers”) is hereby found and determined to be a reasonable offer within the parameters of the Resolution. The Purchasers have agreed to purchase the Bonds at the rates of interest hereinafter set forth, and to pay therefor the aggregate sum of \$1,965,000. The aggregate principal amount of the Bonds is \$1,965,000, which does not exceed \$1,965,000. The Bonds shall be purchased by the Purchasers in the following principal amounts:

<u>Name of Bank</u>	<u>Participation Interest</u>
Bremer Bank National Association	\$984,000
Lake Region Bank	327,000
Kensington Bank	327,000
Home State Bank	327,000

2. Interest Rate and Payment Schedule. The final maturity date of the Bonds is February 1, 2031 which is not later than February 1, 2031. The aggregate payment schedule for the Bonds is as follows:

<u>February 1</u>	<u>Installment</u>	<u>February 1</u>	<u>Installment</u>
2022	\$181,000	2027	\$198,000
2023	186,000	2028	203,000
2024	187,000	2029	205,000
2025	192,000	2030	209,000
2026	193,000	2031	211,000

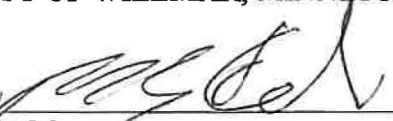
The Bonds shall bear interest at the rate of 1.75%. The true interest cost of the Bonds is 1.7499926%, which does not exceed 3.00%. Interest is payable commencing February 1, 2021 and each February 1 and August 1 thereafter.

3. Tax Levy. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrevocable ad valorem tax 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 tax levy will be in the years and amounts as follows as set forth in **Exhibit A**.

4. Prepayment. The City may elect on February 1, 2025, and on any day thereafter to prepay principal installments of the Bonds due on or after February 1, 2026. 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.

(The remainder of this page is intentionally left blank.)

CITY OF WILLMAR, MINNESOTA

By   
Its Mayor

By Brian Gramentz  
Its Administrator

By   
Its Finance Director

Certificate of Pricing Committee

**Exhibit A**

<u>YEAR *</u>	<u>TAX LEVY</u>
2021	\$135,652.39
2022	137,576.52
2023	135,208.76
2024	137,022.64
2025	134,544.64
2026	136,248.27
2027	137,860.01
2028	136,229.89
2029	136,663.01
2030	134,922.65

*\* Year tax levy collected.*





## Memo

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To: Steve Okins, Finance Director

From: Doug Green, Director

Date: June 22, 2020

Subject: G.O. Improvement Bonds, Series 2020A

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### **Purpose**

The purpose of this memorandum is to update the City on the interest rate for the City's General Obligation Improvement Bonds, Series 2020A and to estimate the difference between a public offering of bonds and a private placement with one or more local banks.

### **Method of Sale**

The City again chose to sell bonds to local banks to finance a portion of the annual street and utility improvement projects. (Bremer Bank is serving as the lead bank on the transaction and will coordinate with other banks within the City.) Selling bonds to local banks eliminates the need to produce an offering document (Official Statement) or obtain a credit rating, which lowers overall financing costs. In addition, it ensures the investment benefits local banking institutions, whereas in a public sale of bonds, the bondholders are unknown and more than likely not likely located in the region.

Most often, issuers obtain lower interest rates but incur higher fees by selling the bonds in a public market. Conversely, bonds placed directly with banks typically have higher interest rates and lower fees. While the interest rates for each method of sale are generally correlated, they can diverge at times depending on market conditions and the demand for municipal bonds from either banks or individual bond holders.

### **Interest Rate Comparison**

When the City Council authorized the sale of the Series 2020A Bonds on June 1, 2010, Bremer Bank was estimating a fixed rate of 2.0%. Over the last three weeks, interest rates for municipal bonds with comparable credit profiles to the City of Willmar have fallen. Bremer Bank has agreed to reduce the interest rate on the Series 2020A Bonds to 1.75%.

As of June 19, 2020, Baker Tilly estimates the break-even interest rate which would result in approximately the same total debt service between a public offering and a private placement is 1.77%. This calculation account for various financing terms, such as financing costs. Therefore, Baker Tilly estimates the total debt service for each method of sale is approximately the same based on current market conditions.

The revised debt service schedules based on the new interest rate is attached.

**\$1,965,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2020A**  
**Issue Summary**

**Total Issue Sources And Uses**

**Dated 07/29/2020 | Delivered 07/29/2020**

	Bremer Bank	Home State Bank	Kensington Bank	Lake Region Bank	Issue Summary
<b>Sources Of Funds</b>					
Par Amount of Bonds.....	\$984,000.00	\$327,000.00	\$327,000.00	\$327,000.00	\$1,965,000.00
Municipal State Aid.....	587,614.74	195,274.42	195,274.42	195,274.42	1,173,438.00
Waste Treatment.....	119,801.61	39,812.13	39,812.13	39,812.13	239,238.00
Utilities Commission.....	32,806.00	10,902.00	10,902.00	10,902.00	65,512.00
<b>Total Sources.....</b>	<b>\$1,724,222.35</b>	<b>\$572,988.55</b>	<b>\$572,988.55</b>	<b>\$572,988.55</b>	<b>\$3,443,188.00</b>
<b>Uses Of Funds</b>					
Deposit to Project Construction Fund.....	1,711,540.52	568,774.16	568,774.16	568,774.16	3,417,863.00
Costs of Issuance.....	12,681.83	4,214.39	4,214.39	4,214.39	25,325.00
<b>Total Uses.....</b>	<b>\$1,724,222.35</b>	<b>\$572,988.55</b>	<b>\$572,988.55</b>	<b>\$572,988.55</b>	<b>\$3,443,188.00</b>



# Coronavirus Relief Fund Certification Form

The Coronavirus Relief Fund (CRF) Certification Form must be submitted prior to disbursement of the funds.  
 Submit by email to [proptax.admin@state.mn.us](mailto:proptax.admin@state.mn.us) or by mail to Property Tax Division, Mail Station 3340, St. Paul, MN 55146

Name of Local Government (if city or town include county) <b>City of Willmar, Kandiyohi</b>	SWIFT Supplier ID # (if known) <b>197727</b>	Phone Number <b>320-235-4913</b>
Name and Title of Person Filling Out Form <b>Marvin Calvin - Mayor</b>		Email Address <b>mcalvin@willmarmn.gov</b>

**By submitting this application, the above-named local government ("local government") certifies that it will honor all commitments in the statements below and the Information and Requirements document.**

1. The distributed funds will be used by the local government only to cover those costs that:
  - a. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) ("necessary expenditures"), as described and defined by official federal guidance on section 601(d) of the Social Security Act, as added by section 5001 of Public Law 116-136 ("federal guidance");
  - b. Were not accounted for in the budget most recently approved as of March 27, 2020, for the local government; and
  - c. Were or will be incurred during the period that begins on March 1, 2020, and ends on December 1, 2020. A cost is incurred when the local government has expended funds to cover the cost.
2. The funds distributed pursuant to this certification will not be used by the local government in any manner contrary to federal guidance. This includes, but is not limited to:
  - a. As a revenue replacement for lower than expected tax or other revenue collections; and
  - b. For expenditures for which the local government has received other emergency COVID-19 supplemental funding for that same expense, regardless of the funding source.
3. The local government is responsible for repayment of any funds used by the local government in any manner contrary to federal or State of Minnesota guidance.
4. The local government will periodically report expenditures from the Coronavirus Relief Fund as required by Minnesota Management and Budget.
5. Any aid amount remaining unexpended by an eligible city or town on November 15, 2020, must be sent to the home county in which the city or town is located. For cities located in Hennepin County the funds must be transferred to Hennepin County Medical Center or granted to another hospital in the county's boundaries. For the cities or towns located in Ramsey County the funds must be granted to Regions Hospital or another hospital in the county's boundaries. The transfer must be made no later than November 20, 2020. Any amount of aid remaining unexpended by an eligible county by December 1, 2020 must be returned to Minnesota Management and Budget by December 10, 2020.
6. The local government will maintain copies of any agreements to share Coronavirus Relief Funds pursuant to a joint powers agreement under Minn. Stat. § 471.59. Copies of such agreements and accounting records must be sufficient to document the funds distributed to other local governments.
7. The local government is responsible for FEMA nonfederal share, increased workers compensation costs, and costs of supporting its Community Health Board COVID-19 response, and should not anticipate additional state funds for these purposes.
8. The local government understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

***I certify that I have the authority to complete this certification on behalf of the local government.***

Signature of Chief Executive of Local Government 	Title <b>Mayor</b>	Date <b>6-30-2020</b>
---	-----------------------	--------------------------

Federal Award Name and CFDA Number: 601(d) of the Social Security Act (CARES Act) CFDA Number 21.019



### City Council Action Request

<b>Council Meeting Date:</b>	July 20, 2020	<b>Agenda Item Number:</b>	
<b>Agenda Section:</b>	Finance	<b>Originating Department:</b>	Park and Recreation
<b>Resolution</b>	No	<b>Prepared by:</b>	Rob Baumgarn
<b>Ordinance</b>	No	<b>Reviewed By:</b>	NA
<b>No. of Attachments</b>	2	<b>Presented By:</b>	Brian Gramentz
<b>Item:</b>	Glacial Ridge Curling Club Agreement amendment and Architect Action request by Glacial Ridge Curling (GRC)		

**RECOMMENDED ACTION:**

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_, (No action is necessary)

**COMMITTEE/BOARD/COMMISSION RECOMMENDATION:**

The Finance Committee had recommended approval on the two GRC requests.

**OVERVIEW:**

In reviewing the action of the Finance Committee at their July 9, 2020 meeting, it was noted the Council had previously amended Section 4.1.1 on June 6, 2019 whereby the Glacial Ridge Club would make its first donation to the City 30 days after the competitive bids are due to be submitted to the City (4 year timeline removed) and the contract to hire Negan and Associates was approved by resolution on August 19, 2019.

**PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:**

NA

**BUDGETARY/FISCAL ISSUES:**

NA

**ATTACHMENTS:**

Resolutions and supporting information for both previous Council actions.

RESOLUTION NO. 19-082

AUTHORIZING FIRST AMENDMENT WITH GLACIAL RIDGE CURLING CLUB FOR THE  
BUILD-TO-SUIT LEASE AGREEMENT

Motion By: Nelsen

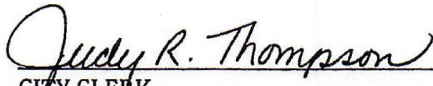
Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar to approve an amendment to the agreement with Glacial Ridge Curling Club for the build-to-suit agreement.

Dated this 6<sup>th</sup> of June 2019

  
MAYOR

Attest:

  
CITY CLERK



**FIRST AMENDMENT TO  
CURLING CENTER BUILD-TO-SUIT LEASE AGREEMENT**

**THIS FIRST AMENDMENT TO CURLING CENTER BUILD-TO-SUIT LEASE AGREEMENT** (the “**Amendment**”), is entered into as of this 6<sup>th</sup> day of June, 2019, by and among the **CITY OF WILLMAR**, a municipal corporation under the laws of the State of Minnesota (the “**City**”), and **GLACIAL RIDGE CURLING**, a Minnesota nonprofit organization formed pursuant to Minn. Stat. § 317A (“**GRC**”); (individually, the City and GRC may be referred to as a “**Party**”; collectively, as the “**Parties**”).

**PREAMBLE**

**WHEREAS**, the Parties entered into that certain Curling Center Build-to-Suit Lease Agreement (the “**Agreement**”) on August 23, 2018, under which the City agreed to design, construct and thereafter lease to GRC a dedicated curling facility to be funded primarily by donations made by GRC to the City on the terms and conditions set forth in the Agreement; and

**WHEREAS**, the Parties have determined that it is in their best interests to revise certain obligations set forth in the Agreement.

**NOW, THEREFORE**, in consideration of the premises and mutual covenants and conditions contained herein, the Parties agree that the Agreement is amended as follows:

1. Article One is hereby amended to include new Sections 1.27 and 1.28 as follows:

1.27 “**Design Professionals**” means the architect, together with such other professional consultants as required or convenient to successfully complete the architectural and engineering design of the Project, to be retained by the City in consultation with GRC pursuant to Section 5.1.1 to complete the Final Design.

1.28 “**Design Services Donation**” means a one-time lump sum cash donation to be made by GRC to the City in an amount equal to the total amount of the prices quoted in the signed proposal(s) for professional design services required in Section 5.1.1, plus five percent.

2. Section 1.11 is hereby amended as follows:

“**First Donation**” means a one-time lump sum cash donation in the an amount of \$1,320,000.00 ~~(calculated to be equal to 60 percent of GRC’s maximum anticipated Fundraising Obligation)~~ the lowest responsible bid pursuant to Section 5.2.2, to be made by GRC to the City pursuant to Section 4.1.1.

3. Section 4.1.1 is hereby amended as follows:

First Donation: GRC shall make its First Donation to the City ~~as soon as reasonably practical following GRC’s raising sufficient funds therefore, but in no event later than the date which is four years after the Effective Date~~ 30 days after the competitive bids for the



Project are due to be submitted to the City pursuant to Section 5.2.1. GRC's failure to make its First Donation by such date will constitute a Default Event and permit the City to proceed with terminating this Agreement pursuant to Section 11.1 of this Agreement.

4. Section 5.1.1 is hereby amended as follows:

Conditions Precedent: The City's obligations to ~~select a design professional~~ retain the Design Professionals or otherwise commence work to design the Project under this Section 5.1 shall be subject to the conditions precedent that the City first ~~receives (1)~~ receives a signed proposal from each firm proposed by GRC to be selected by the City as the Design Professionals, which proposal(s) shall be attached to the Agreement as Exhibit G, and which shall contain such information describing the services to be performed as reasonably required by the City and the price to be charged for such services; (2) determines, in its sole discretion, that the firm(s) proposed by GRC to be selected by the City as the Design Professionals is fully qualified and capable designing the Project to a high standard of quality; and (3) receives GRC's First Donation Design Services Donation, in full.

5. Section 5.1.2 is hereby deleted in its entirety and replaced with the following:

Design Professionals Engagement: Upon satisfaction of the conditions precedent pursuant to Section 5.1.1, the City shall retain the Design Professionals to timely complete the architectural and engineering design of the Project pursuant to the signed proposal(s) for professional design services attached to the Agreement as Exhibit G, by entering into a contract(s) for professional services with the Design Professionals in a form satisfactory to the City.

6. Section 5.1.3 is hereby amended as follows:

Final Design: Upon satisfaction of the conditions precedent pursuant to Section 5.1.1 and the City's engagement of the Design Professionals pursuant to Section 5.1.2, the City shall exercise all reasonable diligence to cause complete ~~complete~~ the architectural and engineering design of the Project to be completed as soon as practicable thereafter. The City shall provide GRC copies of any concept drawings, schematics, and plans for the Curling Center for GRC's review and comment. Upon receipt of such documents, GRC shall consult and cooperate with the City and the City's consultants and provide any comments or requests it may have regarding the same. The City shall take GRC's comments and requests into consideration in developing the design documents, and the Parties shall mutually agree on the Final Design. To the extent the City incurs expenses in connection with the architectural and engineering design of the Project in excess of the amount of GRC's Design Services Donation, the City shall invoice GRC for all such reasonable expenses and GRC shall pay such invoiced amounts to the City no later than 30 days after GRC's receipt of said invoice.

7. Section 5.2 is hereby amended as follows:

Project Construction: Upon (1) the Parties' written agreement on the date or schedule of dates on which GRC shall make its Second Donation to the City in accordance with



Section 4.1.2, and (2) GRC's payment of any invoice(s) issued by the City pursuant to Section 5.1.3, the City shall enter into a contract with a general contractor and thereby cause the Project to be constructed in accordance with the Final Design, pursuant to the following requirements:

8. Section 5.2.4 is hereby amended as follows:

Conditions Precedent: The City's obligations to award the contract(s) for construction of the Project and to cause the Project to be constructed under this Section 5.2 shall be subject to the conditions precedent that (i) the City shall have first received, in full, GRC's Design Services Donation pursuant to Section 5.1.1 and First Donation pursuant to Section 4.1.1; (ii) the Parties have agreed on the Final Design in accordance with Section 5.1.3; (iii) the Parties have first agreed, in writing, on the itemization of the City-requested components included in the Final design in accordance with Section 5.1.5; (iv) the City have first received GRC's approval of the lowest responsible bid pursuant to Section 5.2.3; ~~and~~(v) that the Parties have first agreed, in writing, on the date or schedule of dates on which GRC shall make its Second Donation to the City in accordance with Section 4.1.2; and (vi) the City shall have first received GRC's payment(s), in full, of any amount(s) invoiced by the City pursuant to Section 5.1.3.

9. All other provisions of the Agreement shall remain in full force and effect.

[Signature page to follow]

IN TESTIMONY WHEREOF, the Parties have executed and entered into this Amendment effective as of the date first above written.

**GLACIAL RIDGE CURLING**

By: Don Nelson  
Don Nelson, President

Date: 6/5/19

**CITY OF WILLMAR**

By: Marvin Calvin  
Marvin Calvin, Mayor

Date: 6/6/19

ATTEST:

Isaac Holland  
Isaac Holland, City Administrator

Date: 6 June 19

RESOLUTION NO. 19 - 111

RESOLUTION AUTHORIZING HIRING OF ARCHITECT FOR THE CURLING CENTER

Motion By: Asmus

Second By: Alvarado

WHEREAS, the Parties entered into that certain Curling Center Build-to-Suit Lease Agreement on August 23, 2018, under which the City agreed to design, construct and thereafter lease to Glacial Ridge Curling ("GRC") a dedicated curling facility to be funded primarily by donations made by GRC to the City on the terms and conditions set forth in the Agreement; and


WHEREAS, the Parties entered into the First Amendment to the Curling Center Build-to-Suit Lease Agreement on June 6, 2019 (collectively the Build-to-Suit Lease Agreement and First Amendment are referred to herein as the "Agreement") in order to, among other things, accelerate the timing of the City's hiring of the architect and such other professional consultants as required or convenient to successfully complete the architectural and engineering design of the Project, as that term is defined in the Agreement, entirely with funds donated to the City by GRC; and

WHEREAS, GRC has provided the City with a proposal by Lon Negen of Negan and Associates for a portion of the Design Professionals' services to be performed pursuant to the Agreement, specifically including the design and preparation of plans, specifications and bid package for the Curling Center, as that term is defined in the Agreement, but excluding the refrigeration system design, which proposal is appended to this Resolution (the "Negen proposal").

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the scope of services and contract price proposed is hereby approved, and the Mayor and City Administrator are hereby authorized to sign a contract retaining Negan and Associates on the City's behalf in a form satisfactory to the City Administrator and City Attorney, and consistent with Agreement, subject to the following conditions precedent:

1. The City shall first receive from GRC a donation, in an amount equal to the amount of the Basic Services fee stated in the Negen proposal plus five percent;
2. The City shall receive written confirmation from GRC that the amount donated to the City by GRC pursuant to Paragraph 1 above shall constitute a portion of the "Design Services Donation," as defined in the Agreement, and that the remainder of the Design Services Donation necessary to fund the professional services required to complete the architectural and engineering design of the Curling Center, as defined in the Agreement, including but not limited to the design of the Curling Center's refrigeration system, will be donated to the City prior to the City's approval of and entry into any contract(s) for such additional professional architectural or engineering services, in the same manner in which the Negen proposal was approved herein.

Dated this 19th of August, 2019

  
MAYOR

Attest:

  
CITY CLERK





**WILLMAR**

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

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: August 7, 2019</b>
<b>From: Rob Baumgarn, Parks and Recreation Director</b>	<b>Subject: Glacial Ridge Curling Club</b>

**AGENDA ITEM:** Glacial Ridge Curling Club

**INTRODUCTION/REQUEST:** The Glacial Ridge Curling Club is requesting to hire Lon Negen as the architect to design the new curling facility.

**HISTORY:** The club has been curling in the Blue Line Arena for many years. They are working towards building their own Curling facility next to the Blue Line Arena.

**CURRENT CIRCUMSTANCE:** The club is currently fundraising for this project. Choosing an architect will allow the curling club to seek additional fundraising opportunities for this project. (Club will be able to show drawings of the facility for potential donors)

**RECOMMENDATION:** It's the recommendation from the Parks and Recreation Board for the curling club to hire Lon Negen for architect service.

**ISSUES:** None

**FINANCIAL IMPACT:** None

**ALTERNATIVES:**

1. Seek other architect.

**RECOMMENDED MOTION:** It's the recommendation from the Parks and Recreation Board for the curling club to hire Lon Negen for architect service.

**REVIEWED BY:** Brian Gramentz, City Administrator

**COMMITTEE MEETING DATE:** August 7, 2019

**COUNCIL MEETING DATE:** August 19, 2019



701 41st Avenue North  
St. Cloud, Minnesota 56201  
920.551.8451  
www.nengen.com

**PROPOSAL TO:** Lane Kleist  
Marcus Construction  
2580 Hwy 12 E.  
Willmar, MN 56201

**DATE:** April 24, 2019

**PROJECT:** Glacial Ridge Curling  
Willmar, MN

### **Proposed Project Description**

Proposed project includes a 20,000 square foot curling facility in Willmar, MN. Facility to include 4 curling lanes, spectating area, kitchen/bar, locker rooms and cold storage with a mezzanine. Concepts provided by Marcus Construction.

### **Design Services**

The proposal includes complete design services and specifications for the following disciplines:

- Architectural
- Mechanical, Electrical & Plumbing  
(refrigeration system design by Owner)
- Structural

### **Phases of Design – Basic**

Basic Services shall include the following Design Phases:

**Design Development Phase (DD):** Design Development refines the site plan, floor plan, and building design with attention to special features.

- Preliminary drawings are created in the drafting software.
- Finish materials are determined, casework designed, and engineering consultants start the systems designs.
- Interior and exterior elevations are developed for presentation to the Owner.
- Regular meetings with the project team continue through this Phase.
- We will coordinate with City and code officials as needed for regulatory approvals.
- Design Development drawings are approved before moving to the next phase.
- Major design changes that occur after approval of Design Development drawings would be considered "Additional Services".

**Construction Documents Phase (CD):** Construction Documents include the drawings and specifications from all disciplines that detail the final design for construction.

- The Architect and engineering consultants will work through the technical aspects of the project and coordinate their designs for the building.
- Finishes and fixtures are selected and scheduled, and technical information is added so a contractor has a complete set of instructions to build the Project as designed.
- Meetings with the project team may occur at the midway point of this Phase to explore options, alternates, or other enhancements that would positively impact the overall cost of the Project.

## Phases of Design – Hourly

Negen and Associates will provide the following Design Phases as Hourly Services:

**Bidding and Negotiation (BN):** The timeframe when the Contractor solicits bids from sub-contractors and vendors to determine the project cost.

- Prepare responses to questions from the Contractor and/or bidders, and provide clarifications and interpretations of the Contract Documents via Addenda.
- Review and approve requests for product substitutions.

**Construction Administration (CA):** During construction, we act as a resource to the Contractor for questions or issues that may arise, and observe the work for general conformance with the Construction Documents.

- Evaluate and respond to requests for information from the Contractor when conditions change or issues arise during construction.
- Review shop drawings and product submittals for building components in our scope of Design Services.
- Conduct substantial completion inspection to verify all components of the building structure and exterior site work comply with the Construction Documents.

## Compensation

### Basic Services

Basic Services shall be a lump sum fee for the following Design Services:

	Fee
Design Development	\$66,500.00
Construction Documents	

### Hourly Services

Hourly Services are provided for the following Design Services, and are in addition to the Basic Services Fee:

	Fee
Bidding and Negotiating	Hourly
Construction Administration	Hourly

Hourly service rates are indicated on the "Negen and Associates 2019 Fee Schedule".

### Reimbursable Expenses

Reimbursable expenses such as printing, mileage, postage, etc., are not included in the Basic Services Fee and will be billed as incurred. Refer to the "Negen and Associates 2019 Fee Schedule".

### Progress Billing

Basic Services Fees will be billed monthly on a percent complete basis throughout the course of the Project. All invoices are due within 30 days of invoice date. Past due accounts will be charged a late fee of 1.5%.

The fee breakdown for Basic Services shall be as follows:

Design Development Phase:	40%
Construction Document Phase:	60%
Bidding and Negotiation	0%
Construction Administration Phase:	0%
	100%





700 41st Avenue North  
St. Cloud, Minnesota 56301  
320.261.3334  
www.negenandassociates.com

## Negen and Associates 2019 Fee Schedule

\* Not to be used for estimating purposes.

<u>Description</u>	<u>Charge</u>
<b>Professional Fees</b>	
Architect	\$175.00 / hour
Designer	\$ 95.00 / hour
Project Manager	\$ 95.00 / hour
Drafting Technician	\$ 85.00 / hour
Clerical	\$ 75.00 / hour
<b>Travel Expenses</b>	
Mileage	\$ 0.58/ mile
Parking	Actual
Meals	Actual
Lodging	Actual
<b>Documents/Supplies</b>	
<u>Copies</u>	
8.5 x 11 B&W	\$ 0.15 / each
8.5 x 11 Color	\$ 0.55 / each
11 x 17 B&W	\$ 0.25 / each
11 x 17 Color	\$ 0.75 / each
<u>Large Format</u>	
24 x 36 B&W	\$ 1.25 / each
24 x 36 Color	\$ 1.75 / each
30 x 42 B&W	\$ 1.75 / each
30 x 42 Color	\$ 2.25 / each
<u>Specification Manual</u>	
1-200 images	\$ 63.38 / each
201-350 images	\$ 77.23 / each
351-500 images	\$ 94.15 / each
<u>Other</u>	
AIA Contract Documents	\$ 1.50 / unit
Documents on CD	\$ 20.00 / each
Postage/Shipping	Actual

**Additional Services**

Additional Services are not included in the Basic Services Fee but may be required for the Project. We shall notify you prior to the need to perform any Additional Services, and will proceed only after approval. Refer to the "Negen and Associates 2019 Fee Schedule" for rates used for Additional Services.

**Exclusions**

- Additional structures as part of the site development are not part of the Basic Services Fee.
- Site survey or any survey work required is not included in the Basic Services Fee.
- Geotechnical data and soil boring costs are not included in the Basic Services Fee.
- Production of Record Drawings is not included in the Basic Services Fee.

**Acceptance of Proposal**

*This Agreement entered into as of the date written below.*

Submitted by:

Accepted by:



\_\_\_\_\_  
Lon Negen, AIA, CID, LEED AP  
Principal  
Negen and Associates

\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*This proposal is valid for thirty days (30) from the date issued.*

requiring a Construction Manager at Risk and Architect. Their recommendation is to direct staff to prepare a Proposal (RFP) for these professional services or direct staff to prepare a Proposal for each project individually. It was the Committee's recommendation to direct staff to prepare a Proposal (RFP) for a Construction Manager at Risk and Architect for the Events Center, Athletic Fields, Swansson Field and Community Center as an alternate.

Invest in Willmar member Tony Amon presented a brief update and summary to the Mayor and Council.

Council Member Asmus offered a motion to approve the Construction Manager at Risk and Architect for the Events Center, Athletic Fields, Swansson Field, and Robbins Island. Council Member Nelsen seconded the motion.

Following further discussion, Council Member Asmus offered an amendment to the motion to include the Community Center as an alternate. Council Member Nelsen seconded the motion.

The original motion, as amended, then carried.

Item No. 4 Staff brought forth, for approval, the request of the Glacial Ridge Curling Club, with prior approval from the Parks and Recreation Board, to hire Lon Negen of Negen and Associates as the architect to design the new curling facility. The club is currently fundraising for the project and choosing an architect will allow the curling club to seek additional fundraising opportunities by showing drawings of the facility for potential donors. It was the recommendation of the Committee to authorize the Glacial Ridge Curling Club to hire Lon Negen of Negen and Associates as the architect to design the new curling facility.

City Attorney Robert Scott offered clarification to the amended contract with the Curling Club.

Following clarification, Council Member Asmus introduced **Resolution No. 19-111 Authorizing Hiring of Architect for the Curling Center**. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 5 Staff brought forth, for approval, the purchase of three squad car replacements. The 2019 CIP includes three squad car replacements authorized at \$48,000 each. This cost includes the vehicle, upfitting, replacing any equipment which cannot be converted from a former squad car and decommission costs of outgoing cars. Quotes were obtained from MN State Bid from Mills Automotive and Atwater Ford, with Atwater Ford being the low bidder of two Ford Interceptors and one Ford Hybrid Interceptor. It was the recommendation of the Committee to authorize the purchase of three replacement squad vehicles from Atwater Ford.

**Resolution No. 19-112 Approving the Purchase of Three Patrol Vehicles from Atwater Ford** was introduced by Council Member Asmus. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Item No. 6 Staff brought forth, for approval, the renewal of the City and School Facility Use Agreement. After the separation of the Willmar Community Education and Recreation department, the City and School developed a facility use agreement for the use of each other's facilities free of charge besides consumables. The agreement has expired and it is the recommendation from the Parks and Recreation Board to approve the renewal for two years. It was the recommendation of the Committee to approve the Facility Use Agreement between the City of Willmar and Willmar Public Schools for two years.

**Resolution No. 19-113 Approving an Agreement Between Willmar Public Schools and Willmar Parks and Recreation Department** was introduced by Council Member Asmus. Council Member Alvarado seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.