

**WILLMAR CITY COUNCIL MEETING
MONDAY, APRIL 2, 2012, 7:00 P.M.
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:
Approve:
 - A. Special City Council Minutes of March 8, 2012
 - B. City Council Minutes of March 19, 2012
 - C. Municipal Utilities Commission Minutes of March 26, 2012
 - D. Mayoral Appointments: Municipal Utilities Commission – David Becker; Community Education and Recreation Advisory Board – Lynn Peterson; and Airport Commission – Donald Cole
 - E. Accounts Payable through March 28, 2012
6. Items Removed from Consent Agenda
7. Consideration of Resolution Approving the Contract with Flaherty and Hood for City Attorney Services and Appoint Chris Hood and Robert Scott as Primary Legal Counsel for the City
8. Consideration of Resolution Approving the Contract with Anderson Law Offices and Appoint Tom Anderson as City Prosecutor for the City.
9. Scheduled Hearings:
7:02 p.m.: City's Application for Small Cities Development Program Funding through MN-DEED
 - A) Resolution in Support of Small Cities Development Program
 - B) Resolution Approving Cooperative Agreement Between the City of Willmar and City of Raymond
 - C) Resolution SCDP Grant Condition Findings
7:15 p.m.: Consideration of Petition to Vacate Harold Avenue NW
10. Willmar City Council Open Forum
11. Community Development Committee Report for March 29, 2012
12. Consideration of Fire Contract with Willmar Township
13. Consideration of Liquor License Renewals of Off-Sale, On-Sale, Club On-Sale, Wine and On-Sale 3.2% Malt Liquor Licenses
14. Announcement of Council Committee Meeting Dates
15. Miscellany:
 - A.
 - B.
 - C.
16. Adjourn

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

March 8, 2012

4:45 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 7, Absent 2 - Denis Anderson and Rick Fagerlie.

Also present were City Administrator Charlene Stevens, City Attorney Richard Ronning, Director of Planning and Development Bruce Peterson, City Clerk Kevin Halliday and David Little of the West Central Tribune.

Mayor Yanish called the meeting to order at 4:45 p.m. and asked City Administrator Stevens to review the interview process. Following the review of the process, Mr. Chris Hood and Mr. Robert Scott of Flaherty and Hood introduced themselves.

Mayor Yanish asked Mr. Hood and Mr. Scott to provide a brief presentation on the services that they would offer to the City if selected as City Attorney. Mr. Hood stated that his firm only provides legal services to communities in Greater Minnesota and also serves communities of a similar size to Willmar, such as Northfield and Winona. Mr. Hood reviewed the experience that he and Mr. Scott would bring in terms of civil litigation, employment law, land use, data practices and open meetings.

Mr. Hood stated that he and/or Mr. Scott would be willing to attend in person any meetings requested by the City Council, City Staff or Municipal Utilities Commission. However, Mr. Hood also offered the option of attending meetings electronically, such as by conference call if that would be acceptable and/or a more desirable economic model for the City.

Mr. Hood also stated his firm would be amenable to discussions regarding a retainer versus simply an hourly charge for service.

In response to a question regarding criminal prosecution services, Mr. Hood stated that the firm had considered the possibility and did provide this service to the City of Winona, however without a local attorney in place, they did not feel they could make that commitment at this time, but would certainly be willing to work with the City on an acceptable arrangement.

The Mayor and Council thanked Mr. Hood and Mr. Scott for coming to the meeting and their interest in serving as City Attorney for the City of Willmar.

Mr. Jon Saunders and Ms. Sara Klaassen were present on behalf of Anderson Larson Hanson and Saunders. Mr. Saunders introduced Ms. Klassen who gave an overview of her experiences with criminal prosecution services with the cities of Bird Island, Renville and Hector before excusing herself for another commitment.

Mr. Saunders stated that his firm was interested in serving as the City Attorney for Willmar because of their local knowledge and experience. He also reviewed his experience as City Attorney for Renville, Bird Island and Hector. Mr. Saunders stated that his firm did not have employment or labor experiences, but was experienced in all other civil matters.

Mr. Saunders reviewed his commitment to cap the first year of services at \$196,000 per year and then review the actual hours spent for services. The Mayor and Council thanked Mr. Saunders for his and Ms. Klassen's time and interest.

The Mayor then asked City Administrator Stevens to review the proposal received from the County Attorney's office. Ms. Stevens stated that the County would be willing to contract with the City for criminal prosecution services at the annual cost of \$115,898 for the first year with an approximate 5% increase for 2013 and 2014.

Council Members asked City Attorney Ronning to clarify the percentage of time that he currently spends on criminal prosecution versus civil matters.

There was a question regarding the County's intent to hire an additional attorney to handle the City's prosecution.

Ms. Stevens asked if the City Council wanted to interview the County Attorney regarding the County's proposal. It was the consensus of the Council that it was not necessary as the County Attorney is an elected position.

Following further discussion it was moved by Council Member Christianson, seconded by Council Member Dokken, to continue the meeting until 5:00 p.m. on Monday, March 19, 2012, in the Conference Room adjacent to the Council Chambers and to request Ms. Stevens gather additional information from the law firm of Anderson Larson Hanson and Saunders regarding separate costs for civil matters. The motion carried unanimously.

On Monday, March 19, 2012, at 5:00 p.m. Mayor Yanish called the Special Council Meeting of March 8, 2012 back to order with the following Council Members present: Bruce DeBlieck, Jim Dokken, Denis Anderson, Doug Reese, Rick Fagerlie, and Ron Christianson. Also present were City Attorney Rich Ronning, City Administrator Charlene Stevens, Fire Marshal Marv Calvin, Public Works Director Holly Wilson, Police Chief Dave Wyffels and David Little of the West Central Tribune.

Mayor Yanish asked if there was any discussion.

Council Member Anderson stated that he had reviewed the audio of the March 8, 2012, meeting, so that he felt he had a good understanding of the two firms.

Council Member Dokken cautioned against rushing a decision.

Council Member Christianson asked if City Attorney Ronning would be willing to stay on longer. City Attorney Ronning stated that while he was willing to assist a few days for the purposes of transition, he had already filed his retirement notice.

Mayor Yanish asked City Administrator to review the time frame. Ms. Stevens reviewed the RFP process that started in February with interviews of firms scheduled for March 8th and the recommendation that a decision should be made, if possible, within the next week, in order to allow sufficient time to get contracts in place with the individuals and/or firms selected.

Council Member Christianson made a motion, seconded by Council Member Johnson, to interview Mr. Tom Anderson of Anderson Law Offices regarding his response to the proposal.

Council Member DeBlieck questioned the timing of the proposal from Anderson Law Offices.

Council Member Christianson asked if the Council had any leeway for professional services contracts. City Attorney Ronning stated the process could be changed for professional services without adherence to strict deadlines.

Council Member Reese stated that he wanted to do what was in the best interest of the City and was disappointed that Anderson, Larson, Hanson and Saunders had indicated they were not willing to provide only civil attorney services to the City.

There being no further discussion the motion to interview Mr. Tom Anderson of Anderson Law Offices carried 4-3.

At this point in the meeting Council Member Ahmann arrived.

Ms. Stevens recommended that the Mayor and Council continue the meeting until 4:45 p.m. on Thursday, March 22, 2012, in Conference Room #1 of City Hall.

Council Member Christianson made a motion, seconded by Council Member Dokken to continue the meeting until 4:45 p.m. on Thursday, March 22, 2012, in Conference Room #1 at the City Office Building. The motion carried unanimously.

On Thursday, March 22, 2012 at 5:00 p.m., Mayor Yanish continued the meeting of March 8, 2012. The following Council Members were present: Denis Anderson, Steve Ahmann, Bruce DeBlieck, Ron Christenson, Jim Dokken, Tim Johnson, Doug Reese. Absent: Rick Fagerlie.

Also present were Charlene Stevens, City Administrator, Rich Ronning, City Attorney and David Little, West Central Tribune.

Mayor Yanish asked Mr. Tom Anderson to introduce himself and provide a brief overview of his proposal to serve as City Attorney for the City of Willmar.

Mr. Anderson reviewed his qualifications for City Attorney emphasizing his previous experience in criminal defense. Mr. Anderson also highlighted his service with the Willmar Lakes Area Chamber of Commerce and as a Board Member of Eagle Creek Golf Club. Mr. Anderson stated that if he were selected he would provide an even handed approach, work closely with law enforcement and probation services, as well as victims.

Mr. Anderson stated he had more limited civil experience, but he was aware of the multiple resources available and he would work to quickly familiarize himself with the issues before the City of Willmar.

Following discussion, Council Member Reese made a motion, seconded by Council Member Ahmann to appoint Flaherty and Hood as City Attorney for all civil matters effective April 1, 2012 and to direct Mr. Ronning to prepare the necessary contracts for City Council approval. The motion carried 5-2.

Council Member Reese made a motion, seconded by Council Member Anderson, to appoint Anderson Law Offices (Mr. Tom Anderson) as City Prosecutor for criminal matters. The motion carried 7-0.

Council Member Ahmann stated he enjoyed the process that was utilized and look forward to working with the new attorneys. Council Member Johnson concurred.

There being no further business, Council Member Ahmann made a motion, seconded by Council Member Reese, to adjourn the meeting at 6:20 p.m. The motion carried unanimously.

Attest:

MAYOR

CITY ADMINISTRATOR

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

March 19, 2012
7:00 p.m.

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

Also present were City Administrator Charlene Stevens, City Attorney Richard Ronning, Police Chief David Wyffels, Fire Chief Marv Calvin, Public Works Director Holly Wilson, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, and City Clerk Kevin Halliday.

Additions to the Agenda included an appointment to the Housing and Redevelopment Authority Board and Item #15, City Attorney Appointment, was deleted from the Agenda.

The Council requested that the Rice Hospital Board and Planning Commission Minutes be removed from the Consent Agenda.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: City Council Minutes of March 5, Municipal Utilities Commission Minutes of March 12; Lawful Gambling Permits for Eagles Auxiliary 2334 and Blue Line Club; Mayoral Appointments: Housing and Redevelopment Authority Board, Ryan Tillemans; GreenStep Cities Task Force: Andrew Bjur, Andy Engan, Donn Winckler, George Christensen, Cory Christensen, and Beverly Dougherty; Accounts Payable through March 15; Building Inspection Report for February; Kandiyohi Area Transit Operations Board Minutes of January 24; and Housing and Redevelopment Authority Minutes of February 23, 2012. Council Member DeBlieck seconded the motion, which carried.

The Council discussed the Rice Hospital Board Minutes and a similar item in the Planning Commission Minutes and questioned the liability of the Hospital if a lender requires it to be on a mortgage guarantee for a separate corporation. Council Member Christianson moved to approve the Rice Hospital Board Minutes of March 14, and the Planning Commission Minutes of March 14, 2012, with Council Member Dokken seconding the motion, which carried.

At 7:14 p.m. Mayor Yanish opened a hearing on an Ordinance Amending Willmar Municipal Code Section 2-147 through 2-150 Adjusting the Boundaries of the Wards and Precincts in the City of Willmar. City Clerk Halliday explained that the ward boundaries are established by dividing equal population counts as near as practicable due to the requirements of following the boundaries of contiguous census blocks in each precinct. City Clerk Halliday discussed the population changes in each precinct. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:14 p.m.

Council Member DeBlieck offered a motion to adopt, assign a number, and order final publication of the Ordinance Amending Willmar Municipal Code Section 2-147 through 2-150 Adjusting the Boundaries of the Wards and Precincts in the City of Willmar. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Yanish recognized Carol Laumer who had signed up to address the Council during its scheduled Open Forum. Ms. Laumer spoke favorably of the proposed Rice Home Medical Store in Redwood Falls.

The Finance Committee Report for March 12, 2012, was presented to the Mayor and Council by Council Member Anderson. There were four items for Council consideration.

Item No. 1 Staff presented to the Committee several proposed amendments to the 2012 Budget:

- A) Previous Council action approved the reduction in Vehicle/Equipment Replacements in the amount of \$241,625, which is being proposed to be reallocated for part of the Storm Sewer portion of the Western Collector Project.

The Committee was recommending the Council introduce a resolution reallocating \$241,625 from the 2012 Budget for Vehicle/Equipment Replacements to the Storm Sewer portion of the Western Collector Project. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Budget as follows:

Increase:	Transfer Out - Storm Water	\$241,625.00
Decrease:	2012 Capital Projects - Vehicle/Equipment	\$241,625.00

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

- B) Prior to 2012, the City directly received PERA State Aid funds for the Firemen’s Retirement Plan which was then paid to the Firemen’s Relief Association. Since the retirement plan for Willmar’s Fire Department is now through PERA, the State will now be remitting those funds directly to PERA. Consequently, there will be a reduction in both State Aid revenue received and Fire Department pension expenditures in the amount of \$66,394.

The Committee was recommending the Council to introduce a resolution amending the 2012 Budget by decreasing State Aid revenue and decreasing the Fire Department pension expenditures in the amount of \$66,394. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Dokken, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Fire Department Budget as follows:

Decrease:	2012 State Aid Revenue	\$63,000.00
Decrease:	2012 Pension Expense	\$66,394.00
Increase:	2012 Non-Departmental Expense	(\$3,394.00)

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

- C) Under the previous Firemen's Retirement Plan, the City allocated funds to cover possible shortfalls that may occur in that Plan. Since 2012 is the first year that the Firemen are under the new PERA Plan, funding for any possible shortfall would not be expended until next year. Consequently, the \$25,000 budgeted for 2012 is no longer needed. Staff is proposing to transfer this amount from the 2012 Fire Department pension expenditures to Non-Departmental for future funding needs.

The Committee was recommending the Council introduce a resolution amending the 2012 Budget by decreasing Fire Department pension expenditures and increasing Non-Departmental expenditures in the amount of \$25,000. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Dokken seconding the motion. Following discussion, this matter was tabled.

- D) An employee in the Finance Department requires changes in health insurance coverage from single to family. Staff is proposing to transfer \$12,381 from Non-Departmental Expenditures to the Finance Department insurance expenditures.

The Committee was recommending the Council introduce a resolution amending the 2012 Budget by decreasing Non-Departmental expenditures and increasing Finance Department insurance expenditures in the amount of \$12,381. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Budget as follows:

Increase:	2012 Finance Department Insurance Expense	\$12,381.00
Decrease:	2012 Non-Departmental Expense	\$12,381.00

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

- E) An employee in the Finance Department requires changes in health insurance coverage from single to family but an employee in the Public Works Department requires changes in health insurance coverage from family to single. As a result, it is being proposed that the amount of \$9,036 which is no longer needed for insurance in Public Works be transferred to the insurance budget in Finance.

The Committee was recommending the Council was recommending the Council introduce a resolution amending the 2012 Budget by decreasing Public Works Insurance Expense and increasing Finance Insurance Expense in the amount of \$9,036. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Budget as follows:

Increase:	2012 Finance Department Insurance Expense	\$9,036.00
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Decrease: 2012 Public Works Department Insurance Expense \$9,036.00

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

- F) Pursuant to the Council repealing the False Alarm Ordinance, the 2012 Budget needs to be reduced by \$8,000 which was the amount estimated for 2012 for False Alarm Revenue. It is being proposed that the Other Services Expenditures Budget be reduced by \$5,000 for the Police Department and \$3,000 for the Fire Department to offset this reduction of revenue.

Following discussion, The Committee was recommending the Council introduce a resolution amending the 2012 Budget by decreasing False Alarm Revenues in the amount of \$8,000 and by decreasing Police Department Other Services Expenditures in the amount of \$5,000 and Fire Department Other Services Expenditures in the amount of \$3,000. Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Public Safety Budget as follows:

Decrease: 2012 False Alarm Revenue \$8,000.00
Decrease: 2012 Police Department Other Services Expense \$5,000.00
Decrease: 2012 Fire Department Other Services Expense \$3,000.00

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee considered a request from Staff to appropriate \$8,700 from the Storm Water Fund to complete and publish the City's Watershed Management Plan. The Phase III Flood Mitigation study and recommendations, which substantially include the issues at 10th Street SW and Kandiyohi Avenue, will be incorporated into the existing plan which will then be presented to the City Council.

The Committee was recommending the Council introduce a resolution appropriating \$8,700 from the Storm Water Fund to update the City's Watershed Management Plan with the Phase III Flood Mitigation study and recommendations, and to publish the completed Plan. Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Public Budget as follows:

Increase: 2012 Engineering Dept. Professional Services \$8,000.00
Increase: 2012 Transfer In - Storm Water Fund \$8,000.00

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff explained to the Committee that the 2012 City Auditorium Capital Outlay Budget includes \$8,000 for replacement of door frames on the exterior of the building. It is being requested that the Council redesignate this \$8,000 to complete HVAC upgrades at the Auditorium which have recently become a higher priority for 2012.

Following discussion, the Committee was recommending the Council introduce a resolution redesignating \$8,000 from the 2012 Auditorium Capital Outlay Budget for replacement of exterior door frames to complete needed HVAC upgrades at the Auditorium. Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 City Auditorium Capital Outlay Budget as follows:

Increase:	2012 Capital Projects/HVAC Upgrade	\$8,000.00
Decrease:	2012 Capital Projects/Door Frames Replacements	\$8,000.00

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee considered the January Rice Hospital and Rice Trust reports. This matter was for information only.

The Finance Committee Report for March 12, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Dokken, and carried.

The Public Works/Safety Committee Report for March 13, 2012, was presented to the Mayor and Council by Council Member Reese. There were four items for Council consideration.

Item No. 1 The Committee was approached by Wayne Emberland in October of 2011 requesting permission to install lighting improvements to the Flags of Honor Memorial Park. At that time the Committee raised questions of light pollution and wanted further information. Mr. Emberland was present to give an explanation of the project and answer any questions. The proposed improvements include removal of ten light poles and installation of 250-watt metal lights to 18" concrete pedestals. The lights would shine up at a 30 degree angle and create less light pollution than the existing 1000 watt lights and use 75 percent less energy. The proposal includes all new underground wiring in conduit and replacing the wooden main control box with metal. One light near the monument would shine upward as it does now. The local group is requesting permission to perform the improvements on the City's property.

Following discussion the Committee was recommending the Council grant permission to construct lighting improvements as presented at the City's Flags of Honor Memorial Park. Council Member Reese offered a motion that Mr. Wayne Emberland be granted permission to install lighting

improvements to the Flags of Honor Memorial Park. Council Member Christianson seconded the motion, which carried.

Item No. 2 Staff reviewed with the Committee Project No. 1102, the construction of 7th Street SW from 19th Avenue SW to Willmar Avenue. The project was completed last year in coordination with Kandiyohi County by fiscal agreement. The project has been finalized out between the County and Duinick Inc. The County is requesting the City's share in the amount of \$41,306.51. The project is being funded by state aid monies.

The Committee was recommending the Council accept Project No. 1102 as constructed and authorize final payment to Kandiyohi County as presented. Resolution No. 8 was introduced by Council Member Reese, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

WHEREAS, a fiscal agreement was entered into with Kandiyohi County in May 2011 for the construction of 7th Street SW from 19th Avenue SW to Willmar Avenue SW; and

WHEREAS, the project was completed by Duinick Inc. and approved for final payment by Kandiyohi; and

WHEREAS, the final pay request has been received from Kandiyohi County for the City's portion of the project;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Willmar to accept Project No. 1102 as constructed and approve final payment to Kandiyohi County in the amount of \$41,306.51.

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee considered plans and specifications for Project No. 1201 as presented by Staff. The 2012 street improvements will be split into two projects: 1201-A will be the state aid streets consisting of mill and overlay with a completion date in August; and 1201-B will be reconstructed streets, sidewalk and path with a completion date in November. It was noted the project does not include Willmar Avenue which was removed from the list at the Improvement Hearing. In order to proceed with the improvements the plans and specifications need to be approved and a bid opening date set.

Following discussion, the Committee was recommending the Council approve plans and specifications for Project No. 1201-A and B and authorize advertisement for bids to be opened April 24, 2012. Resolution No. 9 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1201 A and B for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that: Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith

authorized. Bids will be publicly opened and read at 1:00 p.m. on the 24th day of April, 2012, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff reviewed with the Committee Project No. 1105, the installation of street lighting on Pleasant View Drive SE which was completed in 2011. The only owners of the affected lots are West Central Minnesota YFC (Youth for Christ) and the City of Willmar. West Central Minnesota YFC signed the Waiver of Notice of Hearing and Consent to Special Assessment which allows for adoption of the assessment roll without a hearing. Staff recommended adopting the roll for a total amount of \$4,737.26.

Following discussion, the Committee was recommending the Council adopt the assessment roll for Project No. 1105 as presented. Resolution No. 10 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to receiving a Waiver of Notice and Consent to Special Assessments of 100% of affected property owners for Project No. 1105 - Pleasant View Drive SE Street Lighting;

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

1. Such proposed assessment, the sum of \$4,737.26, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1105.
2. Such assessments shall be as follows:
 - A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2013, collectible with such taxes during the year 2013.
 - B. To the first installment shall be added interest at the rate of four and twenty hundredths (4.20) percent per annum on the entire principal amount of the assessment from the date of this adopted resolution, until December 31, 2013. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.
 - C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2012, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

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

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Public Works/Safety Committee Report for March 13, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Mayor and Council considered a request to vacate Harold Avenue NW. Planning and Development Services Director Peterson explained to the Mayor and Council that the street is through the center of North Side Park and a resident has their driveway/access to the garage/property through the right-of-way. The Planning Commission approved the request to vacation as presented. Resolution No. 11 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 11

RESOLUTION STTING A PUBLIC HEARING TO CONSIDER A
PETITION TO VACATE A STREET

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:02 p.m. on Monday, April 2, 2012, in the Council Chambers at the Municipal Utilities Commission Building, 700 SW Litchfield Avenue, Willmar, Minnesota.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a street vacation initiated by the City described as: the North 41.5' of Lots 3 and 4, Block 6, Thorpe and Lien's Addition, AND the South 18.5' of Lots 1 and 2, Block 6 Thorpe and Lien's Addition (Harold Avenue NW).

BE IT RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 19th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Mayor and Council considered a Civic Center Arena Event by On-sale Liquor License Holder - Kandi Entertainment Center. City Clerk Halliday presented details of the request from West Central Builders Association who has rented the Civic Center for a two-day show on March 31 and April 1, 2012. On March 31st the WCBA plans to offer free alcohol to their members after closing hours and all patrons have gone home. A Civic Center Arena Special Event Permit is required to distribute/consume alcohol on the grounds. The Kandi Entertainment Center has applied for this permit with an on-site employee listed. Council Member Anderson moved to approve the Civic Center Arena Event by On-sale Liquor License Holder - Kandi Entertainment Center as presented. Council Member Reese seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Yanish acknowledged that this Council meeting was the final meeting for City Attorney Rich Ronning, who would be retiring on March 30, 2012. On behalf of the City Council and community,

Mayor Yanish expressed his sincere appreciation to Mr. Ronning for his many years of public service and wished him well in his retirement.

Announcements for Council Committee meeting dates were as follows: Community Development, March 29, 2012.

There being no further business to come before the Council, the meeting adjourned at 7:50 p.m. upon motion by Council Member Anderson, seconded by Council Member Reese, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

*SUBJECT TO FINAL APPROVAL OF THE
MUNICIPAL UTILITIES COMMISSION*

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 26, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, March 26, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Doug Lindblad, and Carol Laumer. Absent was Commissioner Jerry Gesch.

Others present at the meeting were: City Attorney Rich Ronning, Interim Co-Manager Larry Heinen, Interim Co-Manager Wes Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Accounting Supervisor Tess Stoffel, Power Supply Broker Chris Carlson, Director of Electric Production Jon Folkedahl, Mayor Frank Yanish, City Councilmen Bruce DeBlieck & Jim Dokken, WC Tribune Journalist David Little, CDS Auditors Darrin Ogdahl & Wendy Martin, and Iverson Reuvers Attorney Paul Reuvers.

President Baker opened the meeting by requesting a resolution to approve the Consent Agenda as presented. Following a review, Commissioner Salzer offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 19

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 March 12, 2012 Commission meetings;
- ❖ Bills represented by vouchers No. 120419 to No. 120502 inclusive in the amount of \$2,034,763.54, with a MISO credit in the amount of \$7,842.31 and an Absaloka Coal payment in the amount of \$50,809.05.

Dated this 26th day of March 2012.

President

ATTEST:

Secretary

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

At this time, Commission President Baker introduced CPA Darrin Ogdahl & Senior Auditor Wendy Martin from the accounting firm of Conway, Deuth & Schmiesing, PLLP. Mr. Ogdahl was in attendance to present the Commission with a report summarizing the 2011 Financial Statements & Accountants' Report for the Willmar Municipal Utilities. Mr. Ogdahl informed the Commission that

following a thorough review of the financial statements and reporting records of the Willmar Municipal Utilities, it was determined that the WMU was in compliance with the provisions of laws, regulations, contracts, and grant agreements. It was noted that a number of policy issues should be addressed and updated. Following discussion, Commissioner Lindblad offered a motion to accept the 2011 Financial Statements & Accountants' Report as presented. Commissioner Holtz seconded, and the motion was carried.

Accounting Supervisor Stoffel reviewed with the Commission the March 21, 2012 Investment Report. She informed the Commission that while \$2 million in bonds had been called, she was able to obtain an interest rate of 3% on the reinvestment of the bonds.

Power Supply Broker Carlson reviewed with the Commission the January 2012 Power Supply Report. This was for information only.

At this time, Commission President Baker presented Commissioner Lindblad and City Attorney Ronning with plaques of recognition and appreciation for their years of service and dedication. Commissioner Lindblad had served on the WMU Commission from 2005-2012. City Attorney Ronning has served as the Attorney for the City of Willmar from 1975-2012. Thank you for a job well done gentlemen!

Inter Co-Manager Hompe along with Councilman DeBlieck recapped their recent attendance at the APPA Legislative Rally held in Washington, DC. (Mayor Yanish and Commissioner Gesch also attended.) While at the rally, they were able to meet with a number of significant individuals including DC lobbyist David Turch, Bob Jablon of the firm Spiegel & Mcdiarmid, and numerous legislative officials. Major issues addressed included captive rail, tax exempt financing, and Western Area Power Administration (WAPA).

Interim Co-Manager Heinen informed the Commission that the annual APPA National Conference will be held this year from June 16-20 in Seattle, WA. As in the past, there will also be the opportunity to participate in the Public Power Day of Giving scheduled for June 15th. Anyone interested in the attending the annual conference should contact Beth at the WMU office so that arrangements may be made in a timely fashion.

Interim Co-Manager Heinen provided the Commission with a status up date of the current Organizational Assessment Study being conducted by Springsted, Inc. He noted that 26 individual interviews had been conducted. The next step in the study is to conduct an all-employee survey to ensure that this study reflects the perspective of all WMU employees. The surveys are to be closed by April 1st.

Interim Co-Manager Heinen informed the Commission that discussions will be held with the law firm of Flaherty & Hood, P.A. of St. Paul, MN, regarding their attendance at the regular scheduled MUC meetings. This was for information only.

Interim Co-Manager Heinen opened discussion with the Commission on a non-union wage adjustment. He noted that at the 03/12/12 MUC meeting, the Commission had approved the labor contract between WMU union employees and IBEW Local Union #160. The three-year settlement would include 0% for 2011, a \$660 non-base lump sum payment with a 1% wage increase in 2012, and a 1½% wage increase in 2013. Staff and the WMU Labor Committee were recommending to approve the same agreement with the WMU non-union employees. Following discussion, Commissioner Schrupp offered a resolution to approve the three-year contract agreement with the non-union employees as presented. Commissioner Salzer seconded.

RESOLUTION NO. 20

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a three-year wage adjustment agreement for all WMU non-union employees for the years 2011, 2012 and 2013 incorporating 0% for 2011, a \$660 non-base lump sum payment with a 1% wage increase in 2012, and a 1½% wage increase in 2013 be approved as presented.”

Dated this 26th day of March 2012.

President

ATTEST:

Secretary

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

At this time, Commissioner Schrupp made a motion to close the meeting to discuss the pending litigation of Bruce Gomm vs. WMU and the City of Willmar (attorney-client privilege Minn. Stat. § 13D.05, sub. 3b). Commissioner Lindblad seconded, and the motion was approved by a vote of six ayes and zero nays. Following the closed portion of the meeting, Commissioner Schrupp made a motion to reopen the regular meeting. Commissioner Laumer seconded, and the motion was approved by a vote of six ayes and zero nays.

With no other business to come before the Commission, Commissioner Schrupp made a motion to adjourn the meeting. Commissioner Lindblad seconded the motion, and the meeting was adjourned by a vote of six ayes and zero nays.

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

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

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

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

Applicant Information

Name: David Becker Date of Application: 3/28/2012

Address: 1010 Kandiyohi Avenue SW Phone No. (320) 905-0545
(must be a resident of the City of Willmar)

Email: dave.becker@charter.net

What prompted you to make application for a citizen committee? Desire to serve

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

My desire is to serve the citizens of Willmar in the best manner that I can. My experience in
in management will benefit this position.

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

25+ years of management experience

List your educational background: Business Management, University of Minnesota

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

None

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

Self-employed, insurance sales serving the Medicare and senior market

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

Applicant Information

Name: Lynn Peterson Date of Application: 3/28/12

Address: 603 SE 3rd Street Phone No. (320) 235-8143
(must be a resident of the City of Willmar)

Email: LDPeterson@charter.net

What prompted you to make application for a citizen committee? Mayor Yanish

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

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

 Taught elementary physical education, Willmar Public School District for 32 years

List your educational background: Graduate Moorhead High School and Moorhead State College

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

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

Retired

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Donald Cole Date of Application: 3/29/2012

Address: Willmar, MN Phone No. 231-7151
(must be a resident of the City of Willmar)

Email: dgcole@j-ots.com

What prompted you to make application for a citizen committee? Interest in local advancement

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

To improve/enhance opportunities in the area

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

Past member of the Industrial Foundation in Marshall, MN

List your educational background: B.S. Production Management, Kansas State University

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

Rotary

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

Jennie-O Turkey Store, Vice President of Operations

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 32660 03/28/12 SEPTIC PUMPING 002404	250.00		18347		D N	CLEANING AND WAS	101.43430.0338
AMERICAN PUBLIC WORKS AS 32661 03/28/12 MEMBERSHIP DUES 000054	62.09		151293		D N	PREPAID EXPENSES	101.128000
32661 03/28/12 MEMBERSHIP DUES	124.16		151293		D N	SUBSCRIPTIONS AN	101.43425.0443
32661 03/28/12 MEMBERSHIP DUES	186.25		*CHECK TOTAL				
VENDOR TOTAL	186.25						
ANDRESON/NORM 32662 03/28/12 REFUND RANGE RENTAL FEE .01812	81.00		032612		D N	REFUNDS AND REIM	101.41428.0882
APA-MN ADMINISTRATORS 32654 03/20/12 PETERSON-SEMINAR REGIS. .01811	80.00		032012		D N	TRAVEL-CONF.-SCH	101.41402.0333
BATTERY WHOLESALE INC 32663 03/28/12 BATTERIES-TRASH PUMPS 002860	104.18		7075		D N	MTCE. OF EQUIPME	651.48476.0224
BERNICK'S PEPSI-COLA CO 32664 03/28/12 CONCESSION SUPPLIES 000103	253.30		4022		D N	GENERAL SUPPLIES	101.45433.0229
32664 03/28/12 CONCESSION SUPPLIES	49.69CR		9278		D N	GENERAL SUPPLIES	101.45433.0229
32664 03/28/12 CONCESSION SUPPLIES	203.61		*CHECK TOTAL				
VENDOR TOTAL	203.61						
BLACK DOG PETS INC 32665 03/28/12 SIGN DEPOSIT REFUND .01361	100.00		2012-04		D N	DEPOSITS-SIGN PE	101.230001
BNSF RAILWAY COMPANY 32655 03/20/12 PERMIT FEE 000129	2,500.00		11-42623		D N	LICENSES AND TAX	432.48503.0445
32658 03/20/12 PERMIT FEE	2,500.00		11-42624		D N	LICENSES AND TAX	432.48503.0445
32659 03/20/12 PERMIT FEE	2,500.00		11-42625		D N	LICENSES AND TAX	432.48503.0445
VENDOR TOTAL	7,500.00						
BOUND TREE MEDICAL LLC 32666 03/28/12 AED REPLACEMENT BATTERY 002833	419.94		80733354		D N	MTCE. OF EQUIPME	101.41408.0224
32666 03/28/12 AED REPLACEMENT BATTERY	171.70		80733354		D N	MTCE. OF EQUIPME	101.45432.0224
32666 03/28/12 AED REPLACEMENT BATTERY	419.95		80733354		D N	MTCE. OF EQUIPME	101.45435.0224
32666 03/28/12 AED REPLACEMENT BATTERY	187.31		80734050		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	1,198.90		*CHECK TOTAL				
BRAD'S PLUMBING 32667 03/28/12 WTR HEATER VENT REPAIR 001896	265.00		2336		D N	MTCE. OF EQUIPME	101.45435.0334
BSE 32668 03/28/12 SUPPLIES 001980	13.63		903668656		D N	GENERAL SUPPLIES	101.45433.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
BSE 001980								
32668 03/28/12 YELLOW WIRING-RETURNED	55.16	CR	903688798		D	N	MTCE. OF OTHER I	651.48474.0226
32668 03/28/12 YELLOW WIRING-RETURNED	36.78	CR	903688798		D	N	MTCE. OF OTHER I	651.48474.0226
32668 03/28/12 GARAGE DOOR SENSOR	31.16		903692116		D	N	MTCE. OF STRUCTU	101.45433.0225
32668 03/28/12 GARAGE DOOR WIRE STRAPS	6.24		903692132		D	N	MTCE. OF STRUCTU	101.45433.0225
32668 03/28/12 SUPPLIES	88.72		903693078		D	N	GENERAL SUPPLIES	101.45433.0225
32668 03/28/12 WELSHIRE L.S.-RELAYS	77.06		903693190		D	N	MTCE. OF EQUIPME	651.48474.0224
32668 03/28/12 PHOTO EYE	9.97		903698459		D	N	MTCE. OF STRUCTU	651.48474.0225
32668 03/28/12 GARAGE DOOR SENSOR	10.75	CR	903707633		D	N	MTCE. OF STRUCTU	101.45433.0225
32668 03/28/12 BULBS FOR EMERG. LIGHTS	48.93		903717159		D	N	MTCE. OF STRUCTU	101.45433.0225
32668 03/28/12 PARK LT REPAIR-PARTS	82.80		903721849		D	N	MTCE. OF OTHER I	101.43425.0226
32668 03/28/12 REPAIRS TO DROP CORDS	422.81		903734566		D	N	MTCE. OF EQUIPME	101.45433.0224
32668 03/28/12 LED PANEL LIGHT	12.97		903737919		D	N	MTCE. OF STRUCTU	651.48474.0225
32668 03/28/12 LED PANEL LIGHT	8.64		903737919		D	N	MTCE. OF STRUCTU	651.48474.0225
32668 03/28/12 PARK LT REPAIR-PARTS	166.67		903743652		D	N	MTCE. OF OTHER I	101.43425.0226
32668 03/28/12 LIGHT BULBS	342.94		903749536		D	N	MTCE. OF STRUCTU	101.45427.0225
VENDOR TOTAL	1,209.85		*CHECK TOTAL					
BUSINESSWARE SOLUTIONS 002776								
32669 03/28/12 MONITOR-FORENSICS COMP.	212.68		179011		D	N	FURNITURE AND EQ	800.42411.0552
C D & T INC AUTO PARTS 000145								
32670 03/28/12 HYDRAULIC HOSE	16.73		912405		D	N	INVENTORIES-MDSE	101.125000
32670 03/28/12 FILTERS	12.77		912487		D	N	INVENTORIES-MDSE	101.125000
32670 03/28/12 AIR FILTERS	20.27		912662		D	N	MTCE. OF STRUCTU	101.43425.0225
32670 03/28/12 SUPPLIES	18.14		912688		D	N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	67.91		*CHECK TOTAL					
CANON FINANCIAL SERVICES 002336								
32671 03/28/12 COPIER LEASE AGRMT	26.59		11714412		D	N	RENTS	101.43425.0440
CARDMEMBER SERVICE 002365								
32656 03/20/12 FD CHARGE-TO BE CREDITED	325.00		STMT/2-12		D	N	REFUNDS AND REIM	101.41428.0882
32656 03/20/12 OFFICE SUPPLIES	19.23		STMT/2-12		D	N	OFFICE SUPPLIES	101.42412.0220
32656 03/20/12 VACUUM REPAIR-PARTS	78.50		STMT/2-12		D	N	MTCE. OF EQUIPME	101.42412.0224
32656 03/20/12 AIR COMPRESSOR GAUGE	107.77		STMT/2-12		D	N	MTCE. OF EQUIPME	101.42412.0224
32656 03/20/12 FIREFIGHTER UNIFORMS	286.94		STMT/2-12		D	N	SUBSISTENCE OF P	101.42412.0227
32656 03/20/12 COFFEE	48.63		STMT/2-12		D	N	SUBSISTENCE OF P	101.42412.0227
32656 03/20/12 FIREFIGHTER BOOTS	999.64		STMT/2-12		D	N	SUBSISTENCE OF P	101.42412.0227
32656 03/20/12 SCSA MASK BAGS	65.87		STMT/2-12		D	N	SUBSISTENCE OF P	101.42412.0227
32656 03/20/12 FOAM	456.23		STMT/2-12		D	N	GENERAL SUPPLIES	101.42412.0229
32656 03/20/12 AIRFARE-FDIC CONFERENCE	419.00		STMT/2-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32656 03/20/12 FDIC CONF. REGISTRATION	940.00		STMT/2-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32656 03/20/12 SEMINAR REGISTRATIONS	780.00		STMT/2-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32656 03/20/12 FIRE SCHOOL-MEAL EXP.	72.03		STMT/2-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32656 03/20/12 FIRE SCHOOL-MEAL EXP.	63.39		STMT/2-12		D	N	TRAVEL-CONF--SCH	101.42412.0333

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE 32656 03/20/12 FIRE SCHOOL-LODGING EXP. 002365	931.92		STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42412.0333
32656 03/20/12 LIVE BURN REVIEW-MEALS	13.53		STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42412.0333
32656 03/20/12 LIVE BURN REVIEW-LODGING	163.12		STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42412.0333
32656 03/20/12 BIGERT-SEMINAR REGIS.	199.00		STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42412.0333
32656 03/20/12 EMS REFRESHER COURSE	925.00		STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42412.0333
32656 03/20/12 COPIER MICE CHARGE	49.80		STMT/2-12		D N	MICE. OF EQUIPME	101.42412.0334
32656 03/20/12 VACUUM REPAIR-LABOR	58.50		STMT/2-12		D N	MICE. OF EQUIPME	101.42412.0334
32656 03/20/12 MEMBERSHIP DUES	379.00		STMT/2-12		D N	SUBSCRIPTIONS AN	101.42412.0443
32656 03/20/12 PPE-COAT REPAIR.	111.73		STMT/2-12		D N	PROFESSIONAL SER	101.42412.0446
32656 03/20/12 GEAR REPAIR	100.30		STMT/2-12		D N	PROFESSIONAL SER	101.42412.0446
VENDOR TOTAL	7,594.33	*CHECK TOTAL					
CENTERPOINT ENERGY 000467							
32672 03/28/12 NATURAL GAS CHARGES	12.82		6007936/3-12		D N	UTILITIES	101.43430.0332
32672 03/28/12 NATURAL GAS CHARGES	1,941.13		6007939/3-12		D N	UTILITIES	101.43425.0332
32672 03/28/12 NATURAL GAS CHARGES	44.18		6038773/3-12		D N	UTILITIES	101.43425.0332
32672 03/28/12 NATURAL GAS CHARGES	786.53		6061271/3-12		D N	UTILITIES	101.45433.0332
32672 03/28/12 NATURAL GAS CHARGES	117.98		6069198/3-12		D N	UTILITIES	101.43425.0332
32672 03/28/12 NATURAL GAS CHARGES	458.07		6084836/3-12		D N	UTILITIES	101.45435.0332
32672 03/28/12 NATURAL GAS CHARGES	1,879.39		6085332/3-12		D N	UTILITIES	101.45433.0332
32672 03/28/12 NATURAL GAS CHARGES	585.45		6102726/3-12		D N	UTILITIES	101.42412.0332
32672 03/28/12 NATURAL GAS CHARGES	470.77		6725927/3-12		D N	UTILITIES	101.43430.0332
32672 03/28/12 NATURAL GAS CHARGES	12.82		7177865/3-12		D N	UTILITIES	101.43430.0332
32672 03/28/12 NATURAL GAS CHARGES	602.97		8512023/3-12		D N	UTILITIES	651.48476.0332
32672 03/28/12 NATURAL GAS CHARGES	4,877.03		8795475/3-12		D N	UTILITIES	651.48476.0332
32672 03/28/12 NATURAL GAS CHARGES	3,251.36		8795475/3-12		D N	UTILITIES	651.48476.0332
VENDOR TOTAL	15,040.50	*CHECK TOTAL					
CHAPPELL CENTRAL INC 000156							
32673 03/28/12 CHECKED HYDRONICS SYSTEM	285.00		00048531		D N	MICE. OF STRUCTU	101.41408.0335
32673 03/28/12 CHECKED AIR HNDLING UNIT	190.00		00048532		D N	MICE. OF STRUCTU	101.41408.0335
32673 03/28/12 INSTALLED BEARING ASMBLY	771.72		00048533		D N	MICE. OF STRUCTU	101.41408.0225
32673 03/28/12 INSTALLED BEARING ASMBLY	712.50		00048533		D N	MICE. OF STRUCTU	101.41408.0335
32673 03/28/12 CHECKED EXHAUST FANS	902.50		00048534		D N	MICE. OF STRUCTU	101.45427.0335
VENDOR TOTAL	2,861.72	*CHECK TOTAL					
CHIEF SUPPLY CORPORATION 000885							
32674 03/28/12 CHEMICAL AGENTS	549.99		468388		D N	GENERAL SUPPLIES	101.42411.0229
CHRISTENSEN/GEORGE 01481							
32675 03/28/12 SAW BLADE FOR WOODSHOP	19.53		032312		D N	GENERAL SUPPLIES	101.45435.0229
CHRISTENSEN/LYNETTE 002735							
32676 03/28/12 OFFICE SUPPLIES	63.41		032712		D N	OFFICE SUPPLIES	101.45433.0220

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COLEPAPERS INC 32677 03/28/12	000170 CLEANING SUPPLIES	355.84		8722949		D N	CLEANING AND WAS	101.41408.0228
32677 03/28/12	SPOONS/FORKS/CUPS/SUPPL.	386.56		8722949		D N	GENERAL SUPPLIES	101.41408.0229
32677 03/28/12	SUPPLIES	166.09		8722949		D N	GENERAL SUPPLIES	101.45427.0229
32677 03/28/12	CLEANING SUPPLIES	120.79		8723432		D N	CLEANING AND WAS	101.45435.0228
	VENDOR TOTAL	1,029.28		*CHECK TOTAL				
		1,029.28						
CROW CHEMICAL & LIGHTING 32678 03/28/12	000186 POOL CHEMICALS	22.71		400579		D N	GENERAL SUPPLIES	101.45437.0229
CULLIGAN STERLING WATER 32679 03/28/12	000188 SOFTENER SALT	28.05		112508-9/2-12		D N	GENERAL SUPPLIES	101.45435.0229
32679 03/28/12	SOFTENER RENTAL	30.99		112508-9/2-12		D N	RENTS	101.45435.0440
	VENDOR TOTAL	59.04		*CHECK TOTAL				
		59.04						
DELTA DENTAL OF MINNESOTA 32657 03/20/12	002867 DENTAL INSURANCE-APR	52.90		4816361		D N	RETIRED EMPLOYEE	101.41428.0818
DEPT OF HUMAN SERVICES 32680 03/28/12	000009 CLEANING SERVICES	67.50		00000059143		D N	CLEANING AND WAS	101.45435.0338
32680 03/28/12	CLEANING SERVICES	67.50		00000063861		D N	CLEANING AND WAS	101.45435.0338
32680 03/28/12	CLEANING SERVICES	1,184.00		00000063870		D N	CLEANING AND WAS	101.45433.0338
	VENDOR TOTAL	1,319.00		*CHECK TOTAL				
		1,319.00						
DIGITAL INTELLIGENCE INC 32681 03/28/12	002349 WRITE BLOCKERS	724.62		24203		D N	FURNITURE AND EQ	800.42411.0552
DOKKEN/JAMES L 32682 03/28/12	000265 LMC CONFERENCE	257.12		314		D N	TRAVEL-CONF.-SCH	101.41401.0333
DONOHUE & ASSOCIATES 32683 03/28/12	002293 WESTERN COLLECTOR SEW	16,771.96		11678-17		D N	CONTRACTS PAYABL	651.207000
ELMQUIST JEWELERS 32684 03/28/12	000236 THOLE-RETIREMENT GIFT	250.50		87796		D N	OTHER SERVICES	101.41401.0339
32684 03/28/12	RONNING-RETIREMENT GIFT	250.49		87796		D N	GENERAL SUPPLIES	101.41406.0229
	VENDOR TOTAL	500.99		*CHECK TOTAL				
		500.99						
ENDLESS SUMMER TANNING 32685 03/28/12	.01369 SIGN DEPOSIT REFUND	100.00		2012-07		D N	DEPOSITS-SIGN PE	101.230001
ETTERMAN ENTERPRISES 32686 03/28/12	001567 BANDSAW BLADE	42.33		181022		D M 07	SMALL TOOLS	651.48474.0221
32686 03/28/12	PLANT SUPPLIES	21.59		181022		D M 07	GENERAL SUPPLIES	651.48474.0229

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ETTERMAN ENTERPRISES 001567 32686 03/28/12 BANDSAW BLADE 32686 03/28/12 PLANT SUPPLIES VENDOR TOTAL	28.22 14.39 106.53 106.53		181022 181022 *CHECK TOTAL		D M 07 D M 07	SMALL TOOLS GENERAL SUPPLIES	651.48475.0221 651.48475.0229
EXCEL OVERHEAD DOOR 002443 32687 03/28/12 DOOR SAFETY LT UPGRADE 32687 03/28/12 DOOR SAFETY LT UPGRADE VENDOR TOTAL	399.72 138.00 537.72 537.72		17273 17273 *CHECK TOTAL		D N D N	MICE. OF STRUCTU MICE. OF STRUCTU	101.45433.0225 101.45433.0335
FARNAM'S GENUINE PARTS 000249 32688 03/28/12 BRAKE PARTS 32688 03/28/12 BRAKE PARTS 32688 03/28/12 OIL/LUBE VENDOR TOTAL	474.46 77.47 38.35 590.28 590.28		642729 642946 643632 *CHECK TOTAL		D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE MOTOR FUELS AND	101.125000 101.125000 101.45433.0222
FASTENAL COMPANY 001188 32689 03/28/12 HONEYWAGON PARTS 32689 03/28/12 HONEYWAGON PARTS 32689 03/28/12 HONEYWAGON PARTS 32689 03/28/12 HONEYWAGON PARTS VENDOR TOTAL	10.87 10.87 41.15 41.14 104.03 104.03		MNWIL92036 MNWIL92036 MNWIL92108 MNWIL92108 *CHECK TOTAL		D N D N D N D N	MICE. OF EQUIPME MICE. OF EQUIPME MICE. OF EQUIPME MICE. OF EQUIPME	651.48478.0224 651.48478.0224 651.48478.0224 651.48478.0224
FERGUSON ENTERPRISES INC 000810 32690 03/28/12 PVC CLEAR CEMENT 32690 03/28/12 WATER HOOKUP PARTS 32690 03/28/12 WATER HOOKUP PARTS VENDOR TOTAL	13.05 87.72 28.69 129.46 129.46		2396405 2403186 2403195 *CHECK TOTAL		D N D N D N	MICE. OF STRUCTU MICE. OF STRUCTU MICE. OF STRUCTU	101.43425.0225 101.43425.0225 101.43425.0225
FIRST CHOICE FOOD & BEVE 000775 32691 03/28/12 COFFEE SUPPLIES VENDOR TOTAL	125.00 125.00		92663		D N	GENERAL SUPPLIES	101.45435.0229
FISCHER LASER EYE CENTER 000244 32692 03/28/12 MARCUS-SAFETY GLASSES 32692 03/28/12 MARCUS-SAFETY GLASSES VENDOR TOTAL	146.40 97.60 244.00 244.00		021612 021612 *CHECK TOTAL		D N D N	SUBSISTENCE OF P SUBSISTENCE OF P	651.48474.0227 651.48475.0227
FISCHER/BETH 002484 32693 03/28/12 OFFICE SUPPLIES 32693 03/28/12 OFFICE SUPPLIES 32693 03/28/12 MILEAGE 1/31-3/23/12 32693 03/28/12 ELECTRICITY-SPORTS SHOW VENDOR TOTAL	52.77 5.14 315.24 127.00 530.15		032612 032612 032612 032612		D M 07 D M 07 D M 07 D M 07	OFFICE SUPPLIES OFFICE SUPPLIES TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	208.45005.0220 208.45005.0220 208.45005.0333 208.45006.0333

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
FISCHER/BETH	32693	03/28/12	002484 DRAPE/TABLE-SPORTS SHOW	162.42		032612		D	M	07	TRAVEL-CONF.-SCH 208.45006.0333
			VENDOR TOTAL	662.57	*CHECK TOTAL						
FREEMAN/LE ANNE	32694	03/28/12	000937 PROGRAM SUPPLIES	7.98		032312		D	N		GENERAL SUPPLIES 101.45435.0229
G & K SERVICES	32695	03/28/12	002465 CLEANING SERVICES	49.00		1007132186		D	N		CLEANING AND WAS 101.43430.0338
G & S STAFFING SERVICES	32696	03/28/12	000286 TEMP PERSONNEL	103.94		27242		D	N		SALARIES-TEMP. E 101.45435.0112
GENERAL MAILING SERVICES	32697	03/28/12	000293 UPS CHARGES	28.99		5591		D	N		POSTAGE 101.42411.0223
GOODIN COMPANY	32698	03/28/12	002835 WASH BASIN MODIFIC.	27.38		05676771-00		D	N		MTCE. OF OTHER I 651.48474.0226
GOVCONNECTION INC	32699	03/28/12	.01813 BATTERY BACKUP	176.29		48819935		D	N		FURNITURE AND EQ 800.42411.0552
GRAINGER INC	32700	03/28/12	000786 RADIAL BALL BEARING	15.11		9724577912		D	N		MTCE. OF EQUIPME 101.45433.0224
	32700	03/28/12	FREIGHT ADJ ON PARTS	16.17	CR	9730270759		D	N		MTCE. OF EQUIPME 101.45433.0224
	32700	03/28/12	EYEWASH DUST CAP	12.85		9761966416		D	N		GENERAL SUPPLIES 101.45433.0229
			VENDOR TOTAL	11.79	*CHECK TOTAL						
GREENSPRING MEDIA GROUP	32701	03/28/12	001504 MIDWEST VACATION GUIDE	1,295.00		MM72283		D	N		OTHER CHARGES 208.45010.0449
HACH COMPANY	32702	03/28/12	000316 LAB SUPPLIES	322.32		7658638		D	N		GENERAL SUPPLIES 651.48474.0229
	32702	03/28/12	LAB SUPPLIES	214.88		7658638		D	N		GENERAL SUPPLIES 651.48475.0229
			VENDOR TOTAL	537.20	*CHECK TOTAL						
HALLIDAY/KEVIN	32703	03/28/12	000931 MCFOA CONFERENCE	308.68		032012		D	N		TRAVEL-CONF.-SCH 101.41403.0333
HARMS/DUSTIN	32704	03/28/12	002944 STATE FIRE SCHOOL	196.94		214		D	N		TRAVEL-CONF.-SCH 101.42412.0333
HARTLAND OFFICIALS ASSOC	32705	03/28/12	002608 PROFESSIONAL SERVICES	830.00		030512		D	N		PROFESSIONAL SER 101.45432.0446

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP 000333 32712 03/28/12 CLEANING SUPPLIES 32712 03/28/12 TOILET TISSUE 32712 03/28/12 SCRUBBER PARTS VENDOR TOTAL	1,312.11 88.88 86.25 1,487.24 1,487.24		6001500041 600154186 700019756 *CHECK TOTAL		D N D N D N	CLEANING AND WAS GENERAL SUPPLIES MTCE. OF EQUIPME	101.45433.0228 101.41408.0229 101.45433.0224
HUSKY FARM EQUIPMENT 32713 03/28/12 HONEYWAGON PARTS 32713 03/28/12 HONEYWAGON PARTS 32713 03/28/12 HONEYWAGON PARTS 32713 03/28/12 HONEYWAGON PARTS VENDOR TOTAL	13.67 13.66 1,150.24 1,150.23 2,327.80 2,327.80		218729 218729 218847 218847 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48478.0224 651.48479.0224 651.48478.0224 651.48479.0224
HYDRITE CHEMICAL CO 32714 03/28/12 ANTIFOAM 002837	853.60		01468720		D N	GENERAL SUPPLIES	651.48475.0229
IKON OFFICE SOLUTIONS 32715 03/28/12 COPIER LEASE AGRMT 002101	675.45		86698423		D N	RENTS	741.48001.0440
IKON OFFICE SOLUTIONS 32716 03/28/12 COPIER MTCE CHARGE 002292	229.97		5022440605		D N	MTCE. OF EQUIPME	741.48001.0334
INDEPENDENT SCHOOL DIST 32717 03/28/12 OVERPAID OCT 2011 CER 000348	4,456.79		031512		D N	DUE FROM SCHOOL-	101.123002
INTERSTATE POWER SYSTEMS 32718 03/28/12 WEMCO BELTS 001699 32718 03/28/12 WEMCO BELTS 32718 03/28/12 HONEYWAGON PARTS 32718 03/28/12 HONEYWAGON PARTS VENDOR TOTAL	299.43 199.62 78.54 78.53 656.12 656.12		514425 RI 514425 RI 515264 RI 515264 RI *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48478.0224 651.48479.0224 651.48478.0224 651.48479.0224
KANDIYOHI CO PUBLIC HEAL 32719 03/28/12 HEPATITIS B SHOT ADMIN 000378	94.00		864/3-12		D N	SUBSISTENCE OF P	101.42412.0337
KANDIYOHI CO PUBLIC WORK 32720 03/28/12 BITUMINOUS SURFACING 000381	41,306.51		1102/FINAL		D N	MTCE. OF OTHER I	411.48451.0336
KDJS AM-FM 32721 03/28/12 SIGN DEPOSIT REFUND 000388	100.00		2012-09		D N	DEPOSITS-SIGN PE	101.230001
LAKESIDE PRESS 32722 03/28/12 1,500 LETTERHEAD 001646 32722 03/28/12 5,000 WINDOW ENVELOPES 32722 03/28/12 5,000 REGULAR ENVELOPES VENDOR TOTAL	64.77 320.09 320.09 704.95 704.95		1122 1122 1122 *CHECK TOTAL		D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	101.41400.0220 101.41403.0220 741.48001.0220

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LAPATKA/ANTHONY J 32723 03/28/12 TASER COURSE 001431	6.07		143		D N	TRAVEL-CONF.-SCH	101.42411.0333
LEAGUE OF MN CITIES 32724 03/28/12 WOSMEK-WORKSHOP REGIS. 000412	20.00		164729		D N	TRAVEL-CONF.-SCH	101.42411.0333
32724 03/28/12 LAPATKA-WORKSHOP REGIS.	20.00		164732		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	40.00		*CHECK TOTAL				
LEAGUE OF MN CITIES INS 32725 03/28/12 CLAIM #11052748-ACKER 000983	38,029.04		11052748		D N	INSURANCE DEDUCT	101.41428.0822
LIFE CONNECTIONS XIII 32726 03/28/12 BOOTH SPACE RENTAL .00532	175.00		032112		D N	RENTS	101.45435.0440
LINCOLN FINANCIAL GROUP 32727 03/28/12 LIFE INSURANCE-APRIL 002789	43.31	M249			D N	EMPLOYER INSUR.	101.41400.0114
32727 03/28/12 LIFE INSURANCE-APRIL	43.75	M249			D N	EMPLOYER INSUR.	101.41402.0114
32727 03/28/12 LIFE INSURANCE-APRIL	17.50	M249			D N	EMPLOYER INSUR.	101.41403.0114
32727 03/28/12 LIFE INSURANCE-APRIL	26.25	M249			D N	EMPLOYER INSUR.	101.41404.0114
32727 03/28/12 LIFE INSURANCE-APRIL	35.00	M249			D N	EMPLOYER INSUR.	101.41405.0114
32727 03/28/12 LIFE INSURANCE-APRIL	17.50	M249			D N	EMPLOYER INSUR.	101.41406.0114
32727 03/28/12 LIFE INSURANCE-APRIL	8.75	M249			D N	EMPLOYER INSUR.	101.41408.0114
32727 03/28/12 LIFE INSURANCE-APRIL	17.50	M249			D N	EMPLOYER INSUR.	101.41409.0114
32727 03/28/12 LIFE INSURANCE-APRIL	2.19	M249			D N	EMPLOYER INSUR.	101.41424.0114
32727 03/28/12 LIFE INSURANCE-APRIL	65.50	M249			D N	RETIRED EMPLOYEE	101.41428.0818
32727 03/28/12 LIFE INSURANCE-APRIL	1,297.50	M249			D N	INS. PASS THROUG	101.41428.0819
32727 03/28/12 LIFE INSURANCE-APRIL	26.25	M249			D N	EMPLOYER INSUR.	101.42411.0114
32727 03/28/12 LIFE INSURANCE-APRIL	39.38	M249			D N	EMPLOYER INSUR.	101.42412.0114
32727 03/28/12 LIFE INSURANCE-APRIL	175.00	M249			D N	EMPLOYER INSUR.	101.43417.0114
32727 03/28/12 LIFE INSURANCE-APRIL	35.00	M249			D N	EMPLOYER INSUR.	101.43425.0114
32727 03/28/12 LIFE INSURANCE-APRIL	4.37	M249			D N	EMPLOYER INSUR.	101.45432.0114
32727 03/28/12 LIFE INSURANCE-APRIL	17.50	M249			D N	EMPLOYER INSUR.	101.45433.0114
32727 03/28/12 LIFE INSURANCE-APRIL	87.50	M249			D N	EMPLOYER INSUR.	101.45437.0114
32727 03/28/12 LIFE INSURANCE-APRIL	8.75	M249			D N	EMPLOYER INSUR.	207.45001.0114
32727 03/28/12 LIFE INSURANCE-APRIL	8.75	M249			D N	EMPLOYER INSUR.	651.48484.0114
VENDOR TOTAL	2,532.45		*CHECK TOTAL				651.48486.0114
LOCATORS & SUPPLIES INC 32728 03/28/12 VEST STYLE HARNESS 002162	157.65		0200803		D N	SUBSISTENCE OF P	101.43425.0227
MADDEN, GALANTER, HANSON 32729 03/28/12 PROFESSIONAL SERVICES 000429	2,502.58		030112		D N	LABOR NEGOTIATOR	101.41428.0806
MADISON NATIONAL LIFE 32730 03/28/12 LTD PREMIUM-APRIL 002249	36.28		189		D N	EMPLOYER INSUR.	101.41400.0114

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MN DEPT OF REVENUE 32734 03/28/12	THERMAL IMAGING CAMERA	8,141.19		43361		D	N	FURNITURE AND EQ	450.42412.0552
173 03/20/12	SALES TAX-FEBRUARY	503.00		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	0.15CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	0.34CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	1.45CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	0.03CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	0.50CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	0.89CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	0.33CR		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	228.20		STMT/2-12		M	N	SALES TAX PAYABL	101.206000
173 03/20/12	USE TAX-FEBRUARY	1.88		STMT/2-12		M	N	GENERAL SUPPLIES	101.41409.0229
173 03/20/12	USE TAX-FEBRUARY	30.94		STMT/2-12		M	N	OFFICE SUPPLIES	101.42411.0220
173 03/20/12	USE TAX-FEBRUARY	2.97		STMT/2-12		M	N	MOTOR FUELS AND	101.42411.0222
173 03/20/12	USE TAX-FEBRUARY	14.16		STMT/2-12		M	N	MOTOR FUELS AND	101.42411.0222
173 03/20/12	USE TAX-FEBRUARY	10.86		STMT/2-12		M	N	SMALL TOOLS	101.42412.0221
173 03/20/12	USE TAX-FEBRUARY	4.24		STMT/2-12		M	N	SUBSISTENCE OF P	101.42412.0227
173 03/20/12	DIESEL FUEL TAX-FEBRUARY	270.18		STMT/2-12		M	N	MOTOR FUELS AND	101.43425.0222
173 03/20/12	USE TAX-FEBRUARY	121.83		STMT/2-12		M	N	MOTOR FUELS AND	101.43425.0222
173 03/20/12	USE TAX-FEBRUARY	7.04		STMT/2-12		M	N	GENERAL SUPPLIES	101.45432.0229
173 03/20/12	USE TAX-FEBRUARY	24.03		STMT/2-12		M	N	GENERAL SUPPLIES	651.48474.0229
173 03/20/12	USE TAX-FEBRUARY	1,218.54		STMT/2-12		M	N	GENERAL SUPPLIES	651.48475.0229
173 03/20/12	DIESEL FUEL TAX-FEBRUARY	31.38		STMT/2-12		M	N	MOTOR FUELS AND	651.48476.0222
	VENDOR TOTAL	2,465.56		*CHECK TOTAL					
MN POLLUTION CONTROL AGE 32735 03/28/12	LICENSE RENEWAL FEE	13.80		020812		D	N	LICENSES AND TAX	651.48474.0445
32735 03/28/12	LICENSE RENEWAL FEE	9.20		020812		D	N	LICENSES AND TAX	651.48475.0445
	VENDOR TOTAL	23.00		*CHECK TOTAL					
MN POLLUTION CONTROL AGE 32736 03/28/12	LINDAHL-SEMINAR REGIS.	100.00		032712		D	N	TRAVEL-CONF. -SCH	651.48478.0333
32736 03/28/12	LINDAHL-SEMINAR REGIS.	100.00		032712		D	N	TRAVEL-CONF. -SCH	651.48479.0333
	VENDOR TOTAL	200.00		*CHECK TOTAL					
MN POLLUTION CONTROL AGE 32737 03/28/12	NPDES PERMIT FEE	8,610.00		4400096256		D	N	LICENSES AND TAX	651.48474.0445
32737 03/28/12	NPDES PERMIT FEE	5,740.00		4400096256		D	N	LICENSES AND TAX	651.48475.0445
	VENDOR TOTAL	14,350.00		*CHECK TOTAL					
MONSON CORPORATION 32738 03/28/12	SNOW HAULING	2,500.00		776CC		D	N	OTHER SERVICES	101.43425.0339

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC 000544							
32739 03/28/12 PROFESSIONAL SERVICES	255.00	594859		D	N	PROFESSIONAL SER	651.48474.0446
32739 03/28/12 PROFESSIONAL SERVICES	170.00	594859		D	N	PROFESSIONAL SER	651.48475.0446
32739 03/28/12 PROFESSIONAL SERVICES	190.80	595260		D	N	PROFESSIONAL SER	651.48474.0446
32739 03/28/12 PROFESSIONAL SERVICES	127.20	595260		D	N	PROFESSIONAL SER	651.48475.0446
32739 03/28/12 PROFESSIONAL SERVICES	66.00	595650		D	N	PROFESSIONAL SER	651.48474.0446
32739 03/28/12 PROFESSIONAL SERVICES	39.00	595650		D	N	PROFESSIONAL SER	651.48475.0446
32739 03/28/12 PROFESSIONAL SERVICES	44.00	595650		D	N	PROFESSIONAL SER	651.48475.0446
892.00 *CHECK TOTAL	892.00						
VENDOR TOTAL	892.00						
NAT'L LEAGUE OF CITIES 000556							
32740 03/28/12 2012 MEMBERSHIP DUES	1,489.00	81996		D	N	SUBSCRIPTIONS AN	101.41401.0443
NCL OF WISCONSIN INC 001627							
32741 03/28/12 LAB SUPPLIES	453.28	301194		D	N	GENERAL SUPPLIES	651.48474.0229
32741 03/28/12 LAB SUPPLIES	302.19	301194		D	N	GENERAL SUPPLIES	651.48475.0229
755.47 *CHECK TOTAL	755.47						
VENDOR TOTAL	755.47						
NEW LONDON FINE ART FEST 002866							
32742 03/28/12 SPECIAL PROJECTS FUNDING	500.00	032612		D	N	OTHER CHARGES	208.45013.0449
NEXTEL COMMUNICATION 000578							
32743 03/28/12 CELLULAR PHONE USAGE	59.11	317498885-046		D	N	COMMUNICATIONS	101.41400.0330
32743 03/28/12 CELLULAR PHONE USAGE	59.11	317498885-046		D	N	COMMUNICATIONS	101.41402.0330
32743 03/28/12 CELLULAR PHONE USAGE	41.79	317498885-046		D	N	COMMUNICATIONS	101.41403.0330
32743 03/28/12 CELLULAR PHONE USAGE	103.18	317498885-046		D	N	COMMUNICATIONS	101.41409.0330
32743 03/28/12 CELLULAR PHONE USAGE	409.36	317498885-046		D	N	COMMUNICATIONS	101.42411.0330
32743 03/28/12 CELLULAR PHONE USAGE	225.05	317498885-046		D	N	COMMUNICATIONS	101.42412.0330
32743 03/28/12 CELLULAR PHONE USAGE	9.56	317498885-046		D	N	COMMUNICATIONS	101.43417.0330
32743 03/28/12 CELLULAR PHONE USAGE	61.01	317498885-046		D	N	COMMUNICATIONS	101.43425.0330
32743 03/28/12 CELLULAR PHONE USAGE	29.40	317498885-046		D	N	COMMUNICATIONS	101.45432.0330
32743 03/28/12 CELLULAR PHONE USAGE	8.67	317498885-046		D	N	COMMUNICATIONS	101.45433.0330
32743 03/28/12 CELLULAR PHONE USAGE	59.11	317498885-046		D	N	COMMUNICATIONS	207.45001.0330
32743 03/28/12 CELLULAR PHONE USAGE	36.22	317498885-046		D	N	COMMUNICATIONS	651.48474.0330
32743 03/28/12 CELLULAR PHONE USAGE	24.14	317498885-046		D	N	COMMUNICATIONS	651.48475.0330
32743 03/28/12 CELLULAR PHONE USAGE	8.67	317498885-046		D	N	COMMUNICATIONS	651.48476.0330
1,134.38 *CHECK TOTAL	1,134.38						
VENDOR TOTAL	1,134.38						
OAKS AT EAGLE CREEK 000113							
32744 03/28/12 VB TOURNAMENT PRIZES	150.00	022412		D	N	AWARDS AND INDEM	101.45432.0442
PC MALL GOV 002894							
32745 03/28/12 BATTERY-FORENSICS COMP.	60.76	S71987530101		D	N	FURNITURE AND EQ	800.42411.0552
PENNOCK CO/THE 002943							
32746 03/28/12 PROFESSIONAL SERVICES	888.59	004297		D	N	PROFESSIONAL SER	101.41403.0446

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PEST PRO II 32747 03/28/12 PROFESSIONAL SERVICES 001968	38.48	10751		D N	PROFESSIONAL SER	101.45435.0446
PETERSON SHOE STORE 32748 03/28/12 KOTZENMACHER-SFTY BOOTS 000608	125.00	137516		D N	SUBSISTENCE OF P	101.43425.0227
32748 03/28/12 LARSON-SAFETY BOOTS	125.00	137546		D N	SUBSISTENCE OF P	101.43425.0227
32748 03/28/12 DELEUW-SAFETY BOOTS	125.00	137613		D N	SUBSISTENCE OF P	101.43425.0227
VENDOR TOTAL	375.00	*CHECK TOTAL				
PLUMBING & HEATING OF WI 32749 03/28/12 CLEANED FLR DRAINS-PARTS 000518	79.81	14430		D N	MTCE. OF STRUCTU	101.41408.0225
32749 03/28/12 CLEANED FLR DRAINS-LABOR	140.00	14430		D N	MTCE. OF STRUCTU	101.41408.0335
32749 03/28/12 PLUMBING PARTS	38.33	14464		D N	MTCE. OF STRUCTU	651.48478.0225
32749 03/28/12 PLUMBING PARTS	38.33	14464		D N	MTCE. OF STRUCTU	651.48478.0225
VENDOR TOTAL	296.47	*CHECK TOTAL				
QUALITY FLOW SYSTEMS INC 32750 03/28/12 L.S. SEALS 000633	1,970.75	24701		D N	MTCE. OF EQUIPME	651.48476.0224
QUICK SIGNS 32751 03/28/12 VINYL LETTERS FOR SIGN 001093	16.03	167772		D N	MTCE. OF OTHER I	101.43425.0226
SCHUELER/ALLEN 32752 03/28/12 WASTEWATER CONFERENCE 002142	95.93	435		D N	TRAVEL-CONF.-SCH	651.48478.0333
32752 03/28/12 WASTEWATER CONFERENCE	95.92	435		D N	TRAVEL-CONF.-SCH	651.48478.0333
VENDOR TOTAL	191.85	*CHECK TOTAL				
SCHUELER/AMBER 32753 03/28/12 SIOUX FALLS SPORTS SHOW .01656	184.26	032612		D N	TRAVEL-CONF.-SCH	208.45006.0333
SERVICE CENTER/CITY OF W 32754 03/28/12 EQUIPMENT REPAIR-OIL 000685	10.20	STMT/2-12		D N	MOTOR FUELS AND	101.41402.0222
32754 03/28/12 EQUIPMENT REPAIR-PARTS	8.04	STMT/2-12		D N	MTCE. OF EQUIPME	101.41402.0224
32754 03/28/12 EQUIPMENT REPAIR-OIL	34.00	STMT/2-12		D N	MOTOR FUELS AND	101.42411.0222
32754 03/28/12 EQUIPMENT REPAIR-PARTS	297.53	STMT/2-12		D N	MTCE. OF EQUIPME	101.42411.0222
32754 03/28/12 EQUIPMENT REPAIR-OIL	11.90	STMT/2-12		D N	MOTOR FUELS AND	101.42412.0222
32754 03/28/12 EQUIPMENT REPAIR-PARTS	8.04	STMT/2-12		D N	MTCE. OF EQUIPME	101.42412.0222
32754 03/28/12 EQUIPMENT REPAIR-OIL	250.40	STMT/2-12		D N	MOTOR FUELS AND	101.43425.0222
32754 03/28/12 EQUIPMENT REPAIR-PARTS	6,937.92	STMT/2-12		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	7,558.03	*CHECK TOTAL				
STATEWIDE DISTRIBUTING I 32755 03/28/12 CONCESSION SUPPLIES 000718	113.10	094196		D N	GENERAL SUPPLIES	101.45433.0229
32755 03/28/12 CONCESSION SUPPLIES	42.68	094234		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	155.78	*CHECK TOTAL				

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
STREICHER'S 32756 03/28/12 AMMUNITION 000722	795.41		I913892		D N	GENERAL SUPPLIES	101.42411.0229
TREELINE 32757 03/28/12 PROFESSIONAL SERVICES 002942	760.03		1230-1202		D N	PROFESSIONAL SER	101.41401.0446
32757 03/28/12 PROFESSIONAL SERVICES	760.03		1230-1202		D N	PROFESSIONAL SER	101.41402.0446
VENDOR TOTAL	1,520.06	*CHECK TOTAL					
VIGIL/RUDY 32758 03/28/12 VM 771-VIDEO ALC 000951	42.00		032212		D N	SMALL TOOLS	207.45001.0221
32758 03/28/12 AUDIO TELEPHONE INTERFAC	213.75		496		D N	SMALL TOOLS	207.45001.0221
32758 03/28/12 MAXELL VHS TAPES	59.00		496		D N	GENERAL SUPPLIES	207.45001.0229
32758 03/28/12 DO YOU KNOW SHOW-MILEAGE	15.54		496		D N	TRAVEL-CONF.-SCH	207.45001.0333
32758 03/28/12 BUS PASS-NAB CONVENTION	20.00		496		D N	TRAVEL-CONF.-SCH	207.45001.0333
32758 03/28/12 TRI-CASTER TRAINING	79.49		496		D N	TRAVEL-CONF.-SCH	207.45001.0333
VENDOR TOTAL	429.78	*CHECK TOTAL					
VIKING COCA-COLA BOTTLIN 000777	529.10		0025423726		D N	GENERAL SUPPLIES	101.45433.0229
32759 03/28/12 CONCESSION SUPPLIES	441.75		0025423820		D N	GENERAL SUPPLIES	101.45433.0229
32759 03/28/12 CONCESSION SUPPLIES	272.00		0025423963		D N	GENERAL SUPPLIES	101.45433.0229
32759 03/28/12 CONCESSION SUPPLIES	180.00		4218		D N	GENERAL SUPPLIES	101.45433.0229
32759 03/28/12 CONCESSION SUPPLIES	382.75		4250		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	1,805.60	*CHECK TOTAL					
WAL-MART COMMUNITY 000789	28.44		021412		D N	SUBSISTENCE OF P	101.42411.0227
32760 03/28/12 COFFEE	12.13		021412		D N	GENERAL SUPPLIES	101.42411.0229
32760 03/28/12 FILTERS/STACKER TOTE	19.18		022112		D N	GENERAL SUPPLIES	101.42411.0229
32760 03/28/12 BATTERIES	43.53		022112		D N	GENERAL SUPPLIES	101.45435.0229
32760 03/28/12 CRAFT SUPPLIES	96.12		022412		D N	GENERAL SUPPLIES	207.45001.0229
32760 03/28/12 DVD'S	1.15		022912		D N	SALES TAX PAYABL	101.206000
32760 03/28/12 CITY SALES TAX	71.58		022912		D N	OFFICE SUPPLIES	651.48474.0220
32760 03/28/12 TONER FOR PRINTER	10.63		030812		D N	GENERAL SUPPLIES	101.42411.0229
32760 03/28/12 HAND WASH	282.76		030812		D N	GENERAL SUPPLIES	101.42411.0229
VENDOR TOTAL	282.76	*CHECK TOTAL					
WALMART STORES INC .01814	49.80		2012-05288		D N	PROFESSIONAL SER	101.42411.0446
32761 03/28/12 PROFESSIONAL SERVICES							
WEST CENTRAL PRINTING 000803	143.20		15978		D N	OFFICE SUPPLIES	101.42411.0220
32762 03/28/12 BUSINESS CARDS							
WEST CENTRAL STEEL INC 000806	64.60		991862		D N	MTCE. OF OTHER I	651.48474.0226
32763 03/28/12 STEEL							

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL STEEL INC 32763 03/28/12 STEEL	43.06		991862		D N	MTCE. OF OTHER I	651.48475.0226
VENDOR TOTAL	107.66	*CHECK TOTAL					
WEST CENTRAL TRIBUNE 32764 03/28/12 AUCTION NOTICE PUBLISHED	57.96		CL03034289		D N	OTHER SERVICES	101.41428.0339
32764 03/28/12 NOTICE PUBLISHED	66.24		CL03034389		D N	PRINTING AND PUB	101.41401.0331
32764 03/28/12 NOTICE PUBLISHED	63.48		CL03034695		D N	PRINTING AND PUB	101.41401.0331
32764 03/28/12 ORDINANCE PUBLISHED	110.40		CL03034783		D N	PRINTING AND PUB	101.41401.0331
VENDOR TOTAL	298.08	*CHECK TOTAL					
WEST CENTRAL TROPHIES 32765 03/28/12 VB/BB TROPHIES	66.26		16657		D N	AWARDS AND INDEM	101.45432.0442
WESTAFF 32766 03/28/12 SIGN DEPOSIT REFUND	100.00		2012-03		D N	DEPOSITS-SIGN PE	101.230001
32767 03/28/12 BUS SERVICE	93.20		12-0031		D N	OTHER CHARGES	101.45435.0449
WILLMAR CHAMBER OF COMME 32768 03/28/12 STEVENS-CHMBR MTG/EVENT	20.00		36145		D N	TRAVEL-CONF.-SCH	101.41400.0333
32769 03/28/12 EXPENSE REIMBURSEMENT	2,250.00		032212		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR DESIGN CENTER 32770 03/28/12 ALARM MONITORING FEE	250.09		18843		D N	MTCE. OF STRUCTU	101.45433.0335
WILLMAR FESTS 32771 03/28/12 DONATION	25,000.00		032512		D N	CIVIC PROMOTION	101.45428.0812
WILLMAR H.R.A. 32772 03/28/12 ANNUAL AUDIT FEES	150.00		031612		D N	PROFESSIONAL SER	101.43425.0446
WILLMAR LAKES ROTARY 32773 03/28/12 MEALS-3RD & 4TH QUARTER	208.00		210		D N	SUBSISTENCE OF P	101.45432.0227
32773 03/28/12 SEMI ANNUAL DUES	71.88		210		D N	SUBSCRIPTIONS AN	101.45432.0443
VENDOR TOTAL	279.88	*CHECK TOTAL					
WILLMAR WATER & SPAS 32774 03/28/12 WTR PURIFIER RENTAL-MAR	37.41		12-03		D N	RENTS	101.41408.0440
32774 03/28/12 SOFTENER SALT	8.76		25360		D N	GENERAL SUPPLIES	101.43430.0229
32774 03/28/12 SOFTENER SALT	149.63		25421		D N	GENERAL SUPPLIES	101.45433.0229
32774 03/28/12 DRINKING WATER	12.50		25530		D N	SUBSISTENCE OF P	651.48474.0227

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
WILLMAR WATER & SPAS			000831											
	32774	03/28/12	LAB WATER	79.05		25555		D	N				GENERAL SUPPLIES	651.48474.0229
	32774	03/28/12	LAB WATER	52.70		25555		D	N				GENERAL SUPPLIES	651.48475.0229
	32774	03/28/12	DRINKING WATER	14.00		25557		D	N				SUBSISTENCE OF P	101.41408.0227
	32774	03/28/12	SOFTENER SALT	8.76		25557		D	N				GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	362.81		*CHECK TOTAL								
WOSMEK/JARED			000093											
	32775	03/28/12	TASER TRAINING	8.52		142		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ZIMMER/BILL			002745											
	32776	03/28/12	WALLETS-PEOPLE ON WATCH	50.00		030712		D	M	07			GENERAL SUPPLIES	101.42411.0229

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CITY OF WILLMAR
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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

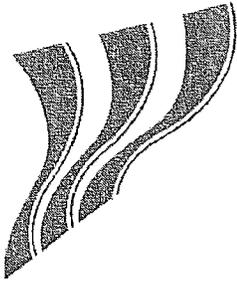
VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
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2,253,526.05

REPORT TOTALS:
RECORDS PRINTED - 000385

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	918,160.82
207	W.R.A.C. - 8	25,615.99
208	CONVENTION & VISITORS BUREAU	17,742.73
220	LOCAL OPTION SALES TAX	405,000.00
295	COMMUNITY INVESTMENT	6,000.00
301	D.S. - 2001 BOND	51,000.00
302	D.S. - 2002 BOND	23,000.00
304	D.S. - 2004 BOND	3,000.00
305	D.S. - 2005 BOND	16,000.00
306	D.S. - 2006 BOND	88,000.00
307	D.S. - 2007A BOND	84,000.00
308	D.S. - 2008 BOND	46,000.00
310	D.S. - 2010 BOND	48,000.00
311	D.S. - 2011 BOND	2,000.00
327	D.S. - 2007B BOND	29,000.00
350	RICE HOSPITAL DEBT SERVICE	278,000.00
411	S.A.B.F. - #2011	41,306.51
432	C.P. - WASTE TREATMENT	7,500.00
450	CAPITAL IMPROVEMENT FUND	8,141.19
651	WASTE TREATMENT	153,658.95
741	OFFICE SERVICES	1,225.51
800	LAW ENFORCEMENT FORFEITURE	1,174.35
TOTAL ALL FUNDS		2,253,526.05

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,253,526.05
TOTAL ALL BANKS		2,253,526.05



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

Agenda Item Number: 7

Meeting Date: April 2, 2012

Attachments: Yes

CITY COUNCIL ACTION

Date: April 2, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Administrator

Action Requested: Motion to approve a contract with Flaherty and Hood, PA of St. Paul, Minnesota for City Attorney services for the City of Willmar, MN and authorize the Mayor and City Administrator to execute the contract.

Guiding Principle: Professional Services contracts in excess of \$20,000 must be approved by the City Council.

Introduction: Consideration of Contract with Flaherty and Hood, PA for City Attorney services.

Background/Justification: On January 26, 2012 the City issued RFPs for City Attorney Services. The City received five responses and the City Council interviewed three of the proposers. On March 22, 2012, the City Council approved the appointment of Flaherty and Hood, PA of St. Paul, Minnesota as City Attorney and directed the City Administrator and retiring City Attorney, Rich Ronning to finalize a contract with Flaherty and Hood.

Financial Impact:
The hourly rate for General Municipal Matters will be \$105/hour. A full schedule of fees is listed on page 2 of the contract. The City has a budget of \$197,000 available for legal services for 2012.

Alternatives: Without a contract, the City would be without adequate legal counsel.

Staff Recommendation: Approve the contract with Flaherty and Hood for City Attorney Services and appoint Chris Hood and Robert Scott as primary legal counsel for the City and to authorize the Mayor and City Administrator to execute the contract (Resolution).

Reviewed by: Charlene Stevens

Preparer: Charlene Stevens

Signature:

Comments: N/A

CONTRACT FOR CIVIL CITY ATTORNEY LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF WILLMAR, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and FLAHERTY & HOOD, P.A. (hereinafter "FIRM").

W I T N E S S E T H

WHEREAS, CITY has need for the professional civil legal services with the particular training, ability, knowledge, and experience possessed by FIRM; and

WHEREAS, CITY solicited proposals for civil legal services on January 25, 2012; and

WHEREAS, FIRM submitted a proposal to provide civil legal services to CITY on February 17, 2012; and

WHEREAS, at a duly called regular meeting of the City Council held on March 22, 2012, the City Council of CITY determined that FIRM be engaged as City Attorney with Christopher M. Hood and Robert T. Scott of FIRM serving as primary legal counsel for CITY and directing and authorizing the Mayor and City Administrator to negotiate and execute an agreement between FIRM and CITY setting forth the terms and conditions of the engagement; and

WHEREAS, CITY has determined that FIRM is qualified and capable of performing the legal services as CITY does hereinafter require, under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. CITY ATTORNEY APPOINTMENT: CITY appoints FIRM as City Attorney with Christopher M. Hood and Robert T. Scott acting as primary legal counsel for CITY. Christopher M. Hood, as the designated and appointed City Attorney, will perform, supervise and be responsible to CITY for the legal services provided to CITY by FIRM.
 - 1.1 Services Provided by FIRM Attorneys Other Than Hood and Scott. In the event CITY shall not be satisfied with, for any reason, the services provided by a FIRM attorney other than Christopher M. Hood or Robert T. Scott, then FIRM and CITY shall promptly meet to attempt to achieve a resolution to the dissatisfaction. In the event a resolution is not achieved, FIRM shall assign another FIRM attorney to complete the service being provided by the attorney that is unsatisfactory to CITY.

2. AUTHORIZED CITY CONTACT PERSONS: The City Administrator or his/her designated representative shall be the primary contact person between CITY and FIRM to request legal services from FIRM.
3. COUNCIL, STAFF AND OTHER MEETINGS: FIRM and CITY agree to have the City Attorney or his designated representative attend certain City Council, staff or other meetings upon request of CITY.
4. COMMUNICATION: FIRM and CITY will establish a regular communication process between the primary legal counsel and the City Administrator in order to communicate legal issues and discuss timing for FIRM to provide and complete services to CITY.
5. INSTITUTIONAL HISTORY: FIRM shall familiarize itself over time with the City Code and City ordinances and will work with the City Administrator and the Mayor and City Council to develop and expand FIRM's knowledge of CITY's legal issues as well as the history of the community. CITY shall make reasonable efforts to facilitate FIRM's said familiarity.
6. LEGAL SERVICES TO BE PROVIDED. FIRM will provide civil legal services to CITY upon request of the City Council or City Administrator or the City Council's or City Administrator's designated representative.
7. COMPENSATION, BILLING AND PAYMENT PROCEDURES:

7.1. Rates. The following table contains the applicable hourly rates to be billed by FIRM and paid by CITY for civil legal services.

Hourly Fees		2012
<i>General Municipal Matters</i> All civil legal services provided to the City by Flaherty & Hood not otherwise listed as Other Civil, Litigation or Third Party Reimbursed matters.	Attorneys	\$105/hr.
	Other Legal	\$50/hr.
<i>Other Civil Matters</i> Advise and represent the City in real estate transactions, and labor relations, employment law and human resources matters.	Attorneys	\$125/hr.
	Other Legal	\$60/hr.
<i>Litigation Matters</i> Advise and represent the City in all contested matters, where no insurance coverage is otherwise available, including but not limited to: state or federal district court or appellate civil litigation; mediation; arbitration; eminent domain; administrative proceedings before state or federal agencies; and like proceedings.	Attorneys	\$145/hr.
	Other Legal	\$70/hr.

<i>Third Party Reimbursed Matters</i> Matters where legal services provided to the City by Flaherty & Hood will be reimbursed to the City by a third party. This provision shall not apply to litigation matters.	Attorneys	\$165/hr.
	Other Legal	\$80/hr.
<i>Minimum Increment of Time Billed for Services</i>		15 min.

7.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for all expenses FIRM incurs in performing services for CITY pursuant to the following schedule:

Travel time	50% of the applicable hourly rate – When the travel involves more than one category of billable service, the travel time shall be 50% of the lowest hourly rate
Mileage.....	Applicable I.R.S. rate
Black and white copies.....	15 cents/per page
Color copies	75 cents/per page
Fax.....	15 cents/per page
Westlaw.....	As applicable to required usage
Long distance	Actual cost
Parking	Actual cost
Postage	Actual cost
Messenger	Actual cost
Court costs/fees	Actual cost
Arbitration cost/fees	Actual cost
Contested case costs/fees	Actual cost
Expert costs/fees.....	Actual cost

There shall be no charge for email transmissions of any type.

7.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with this Agreement. FIRM will submit monthly bills to CITY for services rendered in the prior month in addition to expenses incurred to the date of billing. Bills will include statements itemizing legal services rendered by category for the prior month, along with associated expenses. CITY will pay the bill of FIRM within thirty (30) days or less of its receipt by CITY.

Certain expenses incurred in a respective month may not be known to FIRM until after the monthly bill for legal services has been prepared and mailed to CITY for payment. For example, long distance telephone charges may not be received until after the time for the corresponding legal services has been billed and paid. FIRM

and CITY agree that FIRM may seek reimbursement of expenses in subsequent billing cycles as necessary.

- 7.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Christopher M. Hood at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes. The amount in dispute shall be held in suspension until such time as the dispute is resolved. The amount held in dispute shall not accrue interest. If a dispute arises with respect to interpretation or implementation of this Agreement, the parties likewise pledge their mutual good faith in resolving such disputes. In the event the dispute is not resolved by the parties within thirty (30) days, both parties agree to promptly submit the dispute to mediation. The parties shall mutually agree on the mediator and each party shall pay half the cost of the mediation.
- 7.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged. If CITY determines that it will be necessary to deviate from that payment schedule, then CITY will notify FIRM thereof. An interest rate of eight (8) percent per annum will be charged to CITY if CITY does not pay any bill of FIRM within thirty (30) days or less of its receipt by CITY with such arrangement subject to change as may be mutually agreed between the parties.
- 7.6. Alternative Fee Arrangement. FIRM and CITY may discuss and enter into alternative fee arrangements, including a monthly retainer.
- 7.7. Rate Adjustments. FIRM may adjust its hourly rates or monthly retainer, as applicable, annually with 90 days written notice to CITY.
8. MATTERS COVERED BY INSURANCE: CITY will be responsible for submitting claims for insurance coverage to various insurance carriers. FIRM shall assist CITY in representing its interests before the insurance carrier and in selecting legal counsel should the insurance carrier request CITY'S assistance in selecting counsel.
9. TERM AND TERMINATION: This Agreement shall commence March 19, 2012 or as sooner directed by CITY and shall continue in effect until such time as either party terminates this Agreement. This Agreement may be terminated by CITY at any time or by FIRM upon 90 days written notice, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement. On or about December 31 of each year, the parties may at their option mutually evaluate the usage of legal services during the prior year of this Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.
10. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:

- 10.1. Notice to CITY shall be mailed or delivered to City Administrator, City of Willmar, 333 SW 6th St., P.O. Box 755, Willmar, MN 56201.
- 10.2. Notice to FIRM shall be delivered to Christopher M. Hood, Flaherty & Hood, P.A., 525 Park Street, Suite 470, St. Paul, MN 55103.
11. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.
12. DATA PRACTICES: All data collected, created, received, maintained or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.
13. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, subd. 5, FIRM agrees that CITY, the State Auditor, or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM. If either CITY or FIRM requests that the State Auditor conduct such an examination, then CITY shall be liable for the costs of the examination unless such examination discloses irregularities on the part of FIRM in which case FIRM shall pay for the examination.
14. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify and hold harmless CITY, its officers and employees against any and all liability, loss, costs, damages and expenses which CITY, its officers or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during

the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than \$1,000,000 per claim.

CITY agrees it will defend, indemnify and hold harmless FIRM, its officers and employees against any and all liability, loss, costs, damages and expenses which FIRM, its officers or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

15. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.
16. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.
17. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God or other similar circumstance normally deemed outside the control of well-managed businesses.
18. GOVERNING LAW: This Agreement is made pursuant to, and shall be construed in accordance with the laws of the State of Minnesota.
19. HEADINGS AND CAPTIONS: Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement.
20. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.
21. MODIFICATION: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.
22. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.
23. CITY APPROVAL: The City Council has approved FIRM's retainer to provide legal services for CITY during the term of this Agreement. The signing of this Agreement will be ministerial and the FIRM is authorized to commence performing services April 1, 2012 or as sooner directed by CITY.

24. AGREEMENT NOT ASSIGNABLE. Except relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.
25. AGREEMENT NOT EXCLUSIVE. Notwithstanding this Agreement, CITY retains the right to hire other legal representation for CITY for any legal matter, which FIRM has a conflict of interest or which is not covered under the scope of this Agreement or for which CITY chooses to use other legal representation such as, but not limited to, issuance of bonds, cable franchising issues, employment law and employee relations. CITY will discuss with FIRM its intention to hire other legal counsel on a matter and will seek input and advice from FIRM regarding selection of an attorney.
26. WORK PRODUCTS. All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement and it is effective on the latest date affixed to the signatures hereto.

CITY OF WILLMAR

FLAHERTY & HOOD, P.A.

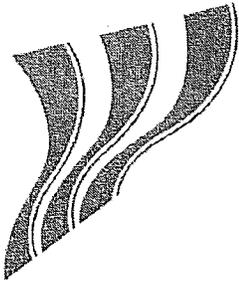
By: _____
Frank Yanish, Its Mayor

By: _____
Christopher M. Hood

By: _____
Charlene Stevens,
Its City Administrator

Date: _____

Date: _____



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

Agenda Item Number: 8

Meeting Date: April 2, 2012

Attachments: Yes

CITY COUNCIL ACTION

Date: April 2, 2012

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

Originating Department: City Administrator

Action Requested: Motion to approve a contract with Anderson Law Offices of Willmar, MN for City Prosecution services for the City of Willmar, MN and authorize the Mayor and City Administrator to execute the contract.

Guiding Principle: Professional Services contracts in excess of \$20,000 must be approved by the City Council.

Introduction: Consideration of Contract with Anderson Law Offices of Willmar, MN.

Background/Justification: On January 26, 2012 the City issued RFPs for City Attorney Services. The City received five responses and the City Council interviewed three of the proposers. On March 22, 2012, the City Council approved the appointment of Anderson Law Offices of Willmar, Minnesota as City Prosecutor and directed the City Administrator and retiring City Attorney, Rich Ronning to finalize a contract with Anderson Law Offices of Willmar, Minnesota.

Financial Impact: For the period April 1, 2012 through December 31, 2012, the fees are \$8,917.00/mo. A full schedule of fees is listed on page 2 of the contract. The City has a budget of \$197,000 for legal services for 2012.

Alternatives: Without a contract, the City would be without prosecution services.

Staff Recommendation: Approve the contract with Anderson Law Offices and appoint Tom Anderson of Anderson Law Offices as City Prosecutor and authorize the Mayor and City Administrator to execute the contract (Resolution).

Reviewed by: Charlene Stevens

Preparer: Charlene Stevens

Signature:

Comments: N/A

CONTRACT FOR CITY PROSECUTOR LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF WILLMAR, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and ANDERSON LAW OFFICES (hereinafter "FIRM").

W I T N E S S E T H

WHEREAS, CITY has need for the professional criminal prosecution legal services with the particular training, ability, knowledge, and experience possessed by FIRM; and

WHEREAS, CITY solicited proposals for legal services on January 25, 2012; and

WHEREAS, FIRM submitted a proposal to provide legal services to CITY on March 12, 2012; and

WHEREAS, at a duly called regular meeting of the City Council held on March 22, 2012, the City Council of CITY determined that FIRM be engaged as City Prosecutor with Thomas M. Anderson of FIRM serving as criminal prosecution legal counsel for CITY and directing and authorizing the Mayor and City Administrator to negotiate and execute an agreement between FIRM and CITY setting forth the terms and conditions of the engagement; and

WHEREAS, CITY has determined that FIRM is qualified and capable of performing the criminal prosecution legal services as CITY does hereinafter require, under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. CITY PROSECUTOR APPOINTMENT: CITY appoints FIRM as City Criminal Prosecutor with Thomas M. Anderson acting as criminal prosecution legal counsel for CITY. Thomas M. Anderson, as the designated and appointed City Criminal Prosecutor, will perform, supervise and be responsible to CITY for the criminal prosecution legal services provided to CITY by FIRM.
2. AUTHORIZED CITY CONTACT PERSONS: The City Administrator and the Chief of Police or her/his designated representative shall be the primary contact person between CITY and FIRM.
3. COUNCIL, STAFF AND OTHER MEETINGS: The City Criminal Prosecutor or his designated representative shall attend certain City Council, staff or other meetings at the request of CITY.

4. COMMUNICATION: FIRM and CITY will establish a regular communication process between the Criminal Prosecutor and the City Administrator/Chief of Police in order to communicate issues and discuss resolution of such issues.

5. LEGAL SERVICES TO BE PROVIDED. FIRM will provide criminal prosecution legal services to CITY including, but not limited to prosecution of all ordinance violations, petty misdemeanors, misdemeanors and gross misdemeanors which by law are the responsibility of the City to prosecute. FIRM shall also represent CITY in all forfeiture proceedings arising out of criminal cases that FIRM is prosecuting for CITY. FIRM shall also represent CITY in all appeals to the Minnesota Court of Appeals and Minnesota Supreme Court arising out of cases prosecuted by FIRM. FIRM shall provide criminal legal consultation to the Willmar Police Department as requested, including training sessions. Consultation to the Police Department shall be available 24/7. FIRM shall be responsible for providing, at FIRM'S expense, competent criminal legal counsel to provide all of the above services to CITY when Thomas M. Anderson is out of town or otherwise unavailable or when Thomas M. Anderson has a conflict of interest.

6. COMPENSATION, BILLING AND PAYMENT PROCEDURES:

6.1. Rates. The following shall be the applicable fee to be billed by FIRM and paid by CITY for criminal prosecution legal services:

For the period April 1, 2012 through December 31, 2012	\$8,917.00/mo.
For the period January 1, 2013 through December 31, 2013	\$9,333.00/mo.
For the period January 1, 2014 through December 31, 2014	\$9,542.00/mo.
For the period January 1, 2015 through December 31, 2015	\$9,750.00/mo.

6.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for the following expenses FIRM incurs in performing services for CITY pursuant to the following schedule:

Mileage.....	Applicable I.R.S. rate
Photocopies	7 cents/per page
Fax.....	10 cents/per page
Westlaw.....	Actual cost
Court fees	Actual cost
Subpoena fees.....	Actual cost
Postage	Actual cost
Long distance	Actual cost
Criminal Law Handbook.....	Actual cost/one per calendar year
Criminal Justice Seminar	Actual cost/one per calendar year

The total annual amount of reimbursement for these expenses shall not exceed \$2,500.00. For the time period April 1, 2012 through December 31, 2012, the amount shall not exceed \$1,875.00.

- 6.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with this Agreement. FIRM will submit monthly bills to CITY for services rendered in the prior month in addition to expenses incurred to the date of billing. Bills will include statements itemizing the reimbursable expenses. CITY will pay the bill of FIRM within thirty (30) days or less of its receipt by CITY.
- 6.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Thomas M. Anderson at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes. The amount in dispute shall be held in suspension until such time as the dispute is resolved. The amount held in dispute shall not accrue interest.
- 6.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged.
7. TERM AND TERMINATION: This Agreement shall commence April 1, 2012 or as soon as directed by CITY and shall continue in effect until such time as either party terminates this Agreement. This Agreement may be terminated by CITY at any time or by FIRM upon 90 days written notice, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement. On or about December 31 of each year, the parties may at their option mutually evaluate the usage of criminal prosecution legal services during the prior year of this Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.
8. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:
 - 8.1. Notice to CITY shall be mailed or delivered to City Administrator, City of Willmar, 333 SW 6th St., P.O. Box 755, Willmar, MN 56201.
 - 8.2. Notice to FIRM shall be delivered to Thomas M. Anderson, Anderson Law Offices, 1001 South First Street, Suite B, P.O. Box 1123, Willmar, MN 56201.
9. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this

Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.

10. DATA PRACTICES: All data collected, created, received, maintained or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.
11. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, subd. 5, FIRM agrees that CITY, the State Auditor, or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM. If either CITY or FIRM requests that the State Auditor conduct such an examination, then CITY shall be liable for the costs of the examination unless such examination discloses irregularities on the part of FIRM in which case FIRM shall pay for the examination.
12. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify and hold harmless CITY, its officers and employees against any and all liability, loss, costs, damages and expenses which CITY, its officers or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than \$1,000,000 per claim.

CITY agrees it will defend, indemnify and hold harmless FIRM, its officers and employees against any and all liability, loss, costs, damages and expenses which FIRM, its officers or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

13. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other

person or entity that may pose a conflict of interest. FIRM agrees not to provide criminal defense services to any person or entity whose case is venued in Kandiyohi County.

14. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.
15. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God or other similar circumstance normally deemed outside the control of well-managed businesses.
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18. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.
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22. AGREEMENT NOT ASSIGNABLE. Except relating to conflicts of interest and except when Thomas M. Anderson is out of town or otherwise unavailable to provide criminal prosecution legal services, the rights and obligations created by this Agreement may not be assigned by either party.
23. WORK PRODUCTS. All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement and it is effective on the latest date affixed to the signatures hereto.

CITY OF WILLMAR

ANDERSON LAW OFFICES

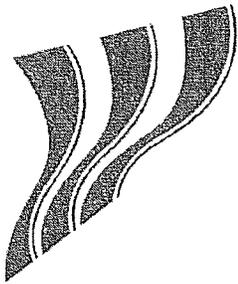
By: _____
Frank Yanish, Its Mayor

By: _____
Thomas M. Anderson

By: _____
Charlene Stevens,
Its City Administrator

Date: _____

Date: _____



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

Agenda Item Number: 9

Meeting Date: April 2, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 2, 2012

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

Originating Department: Housing and
Redevelopment Authority

Action Requested: Following the public hearing consideration of:
A. Resolution in Support of Small Cities Development Program
B. Resolution Approving Cooperative Agreement Between City of Willmar and Raymond
C. Resolution SCDP Grant Condition Findings

Guiding Principle: A public hearing is required to receive information on proposed project and grant application; and to offer citizen comment.

Introduction: The matching funds require City Council approval. The grant funds are used with other public and private funds for property improvements and maintaining or increasing property values. The City has a long history of receiving Small Cities funding. A combined \$1,347,890.00 was received in the 2007 and 2009 applications to rehab 26 owner-occupied homes in Willmar, 10 owner-occupied homes in Atwater, 8 owner-occupied homes in Pennock and 11 commercial/renter-occupied properties in Willmar.

Background/Justification: The project proposed will be to develop rehabilitation programs for the following:

1. Owner-occupied housing for a targeted area in the City of Willmar (Pacific Avenue SW to First Street to Willmar Avenue to 7th St SW to Kandiyohi Avenue to 10th St SW)
2. Owner-occupied housing for the City of Raymond
3. Commercial rehabilitation for a targeted area in the City of Willmar (Pacific Avenue SW to First Street to Trott Avenue to 7th Street SW)
4. Rental rehabilitation for a targeted area in the City of Willmar (same as owner-occupied)

The application will be submitted as a joint application between the City of Willmar and City of Raymond.

Fiscal Impact: \$1,076,162.00. No matching funds are required from the City of Willmar.

Alternatives: To not apply for the grant funding and therefore lose the opportunity for rehabilitation of housing and commercial property.

Staff Recommendation: Conduct the public hearing and consider for Small Cities Development Program funding through the Minnesota Department of Employment and Economic Development (Resolutions).

Reviewed by: Jill Bengston, Housing and Redevelopment Director for Kandiyohi County

Preparer: City Administrator Charlene Stevens

Signature:

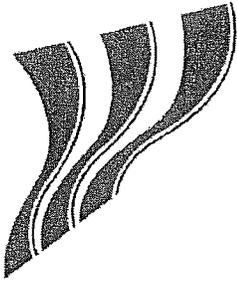
Comments:



■ Small Cities Program Target Area

■ Commercial Target Area (Pacific Ave, 7th Street SW, Trott Ave, First Street)

□ Commercial Target Area (Pacific Ave, 7th Street SW, Trott Ave, First Street)



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: 4-2-2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning And Development Services

Action Requested: Consideration of a request to Vacate Harold Ave. NW

Guiding Principle: City Charter

Introduction: The City discovered an old right-of-way abutting Russell St. NW that was never improved and is still owned by the City of Willmar.

Background/Justification: The Street is through the center of north side park and a resident has their driveway/access to their garage/property through the right-of-way. The street is not planned to ever be built, and the ownership has been assumed by the abutting property owners for years. The Planning Commission approved a resolution to proceed with vacation of the street right-of-way.

Fiscal Impact: N/A

Alternatives: retain the right-of-way for unforeseeable future

Staff Recommendation: Staff recommends adoption of a resolution granting the vacation as proposal.

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

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

Signature: *Megan M. Sauer*

Comments:

RESOLUTION NO. _____

VACATING A PORTION OF A PUBLIC STREET ROW

WHEREAS, the vacation of those portions of dedicated street as described below was initiated by the City:

The North 41.5' of Lots 3 and 4, Block 6, Thorpe and Lien's Addition, AND the South 18.5' of Lots 1 and 2, Block 6 Thorpe and Lien's Addition (Harold Ave. NW).

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

WHEREAS, published notice and mailed notice of the proposed vacation and the hearing thereon have been given as provided by Subdivision 6 of Section 9.01 of Article IX of the Willmar City Charter; and

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said streets on April 2, 2012; and

WHEREAS, the City Council of Willmar finds that it is in the best interests of the City of Willmar to vacate that portion of said streets;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated streets be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after April 9, 2012.

Dated this 2nd day of April, 2012.

MAYOR

Attest:

CITY CLERK

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, MARCH 29, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, March 29, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

Present:

Jim Dokken	Chair
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Tim Johnson	Council Member
Bruce Peterson	Director of Planning and Development Services
Charlene Stevens	City Administrator

Others present: Frank Yanish – Mayor, Jill Bengtson – HRA Director, Steve Renquist – EDC Director

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. SMALL CITIES DEVELOPMENT PROGRAM APPLICATION (FOR INFORMATION ONLY)

Jill Bengtson, HRA Director, presented information about the latest Small Cities Development Program grant application. The program is intended to be a continuation of the 2009 grant, which provided commercial/residential rehabilitation in the target area shown on Attachment A. The current application anticipates the following activities within the City of Willmar: 8 commercial rehabilitations, 14 owner-occupied residential rehabilitations, and 17 rental rehabilitations. Additionally, the application provides for activities in the City of Raymond which would include 18 owner-occupied residential rehabilitations. There was no action required of the Committee because the Council is scheduled to conduct a public hearing at the April 2nd meeting. It was noted that program funding has decreased from \$20 million to \$13.8 million. The State anticipates funding 25-30 of the 73 applications being considered. In 2009, the grant award was \$800,000. The current application is for \$1,076,000. The Committee briefly discussed the process for determining the boundaries of the target area.

3. EDC FUNDING REQUEST POLICY (FOR INFORMATION ONLY)

Steve Renquist, EDC Director, was present to explain their guidelines for handling funding requests (See Attachment B). The EDC budgets \$10,000 annually for community activities. All requests receive committee review. If recommended for approval, the request is considered by the EDC Operations Board. It was noted that in the past \$5,000 annually had been contributed by the EDC to the Community Marketing Coalition.

4. DOWNTOWN PLAN UPDATE (FOR INFORMATION ONLY)

Staff provided an update on the downtown planning process. A revised draft plan is nearing completion. The Committee reviewed the proposed plan elements (See Attachment C). The anticipated project schedule moving forward is as follows: Planning Commission review - April 11th, public meeting to discuss the plan - April 18th, Community Development Committee review - April 26th, Council review and ordinance introduction - May 7th, public hearing to adopt the ordinance - May 21st.

5. JOHN'S SUPPER CLUB (FOR INFORMATION ONLY)

Staff presented the most recent inspection report for the John's Supper Club rehabilitation project (See Attachment D). It has been obvious for some time that Mr. Kidrowski would not meet the Council imposed deadline of March 31st. Staff said they would continue to push Mr. Kidrowski to complete the project in a timely and workmanlike fashion.

6. MISCELLANY (FOR INFORMATION ONLY)

Council member Johnson informed the Committee that he was aware of banks renting foreclosed homes to their former owners. It is not known if these properties are being registered in the rental housing inspection program. Staff said they would prepare a document notifying local banks of rental program responsibilities. Due to the number of loans sold on the secondary market, there are many mortgage holders that don't have local ties and notification would be extremely difficult.

Council member Christianson offered some comments about the Planning Commission meeting of March 28th. He expressed concern about the hearing process conducted to consider the Islamic Society mosque request. He suggested that the Planning Commission post their review criteria so that those in attendance have the ability to structure their arguments. He also asked that the Commission Chair explain notification requirements to the individuals in attendance at the hearings.

7. There being no further business to come before the Committee, the meeting adjourned at 5:45pm.

Respectfully submitted,



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

Attachment A

3-29-11



Small Cities Program Target Area

Commercial Target Area (Pacific Ave, 7th St SW, Trott Ave, First Street)

Attachment B
3-29-12

Kandiyohi County
& City of Willmar
Economic Development Commission



FUNDING REQUEST GUIDELINES

1. All requests for funding through the Kandiyohi County and City of Willmar Economic Development Commission (EDC) must be by written application in a form that can be obtained from the EDC Office, 333 Litchfield Avenue SW, Suite 100, P.O. Box 1783, Willmar, MN 56201, telephone 320-235-7370, edc@kandiyohi.com, along with a proposal and project budget.
2. Once a funding application is received by the EDC, an EDC staff member will review the application with the applicant and, if appropriate, forward the request to an EDC standing committee for consideration.
3. Funds contributed by the EDC must be matched dollar-for-dollar by funds from the requesting organization making the application, which funds may be raised through other organizations.
4. Applications, if approved, may receive the full funding requested or a portion thereof as determined by an EDC standing committee or the EDC Joint Operations Board.
5. An organization may request funding twice in a five-year period, except in the case of an emergency, which will be determined by the EDC Joint Operations Board. The second time a funding request is made, half of the original financial support may be offered and must be matched.
6. For profit corporations are ineligible for funding from the EDC.
7. Applications will be assessed on the following basis:
 - a. Does the application relate to an EDC standing committee's goals and the EDC's goals and overall mission?
 - b. Does the application detail the use of the funds requested?
 - c. Does the request duplicate efforts and work already being done by another entity?
 - d. Does the request show significant evidence of cooperation and collaboration with other entities?
 - e. Is the request within the reviewing committee's budget limits or the EDC's community contribution line item?
8. If the above criteria can be positively answered and an EDC standing committee approves the funding request by a majority vote, the committee's recommendation will be presented to the EDC Joint Operations Board for consideration at its next monthly meeting.
9. If the request is for more than an EDC standing committee's budget allows and the committee approves the request, the committee may request the EDC Joint Operations Board to allocate additional funds.
10. All funding requests for tourism-related activities will be forwarded to the Willmar Lakes Area Convention & Visitors Bureau (CVB) for consideration and determination.

B.L.

11. If the CVB deems the funding request appropriate, the CVB may make an additional request for funding from the EDC to fund unique tourism-related events. If approved by the EDC Joint Operations Board, additional funds will be transferred to the CVB and the CVB will be responsible for how those monies are spent.
12. If a funding request is not appropriate to be referred to an EDC standing committee, EDC staff will review the funding request and, if deemed appropriate, present it to the EDC Joint Operations Board for consideration at its next monthly meeting.
13. In no event, will an approved funding request be used to fund personnel unless the request is for a feasibility study.
14. If a request is for a one-time unique request, the EDC Joint Operations Board may consider using its reserve funds.

Adopted by EDC Joint Operations Board 3/8/2012

Ratified by EDC Joint Powers Board ___/___/2012

Attachment C
3-29-12

**Willmar Downtown Plan
ELEMENT CHAMPIONS
(listed by champion)**

City of Willmar

- A1: Establish Downtown Gateways and Improve Vehicular Access
- A2: Improve Pedestrian Environment and Connections
- A4 / B1: Becker Avenue Plan
- B2: Extend Glacial Lakes State Trail into Downtown
- B3: Create Downtown Trailhead at Selvig Park
- B4: Improve the Urban Forest
- C1: Adopt Downtown Design Standards
- C4: Update and Improve Lighting
- D1: Support and Maintain Cultural, Governmental, and Institutional Uses
Downtown
- E2: Promote Higher Density Development at CBD Fringe

Willmar Design Center

- A3: Perform Downtown Parking Study
- A4 / B1: Becker Avenue Plan
- B2: Extend Glacial Lakes State Trail into Downtown
- B3: Create Downtown Trailhead at Selvig Park
- C2: Facilitate Façade Improvements
- C3: Encourage Historic Preservation and Restoration
- D2: Encourage Restaurant and Retail Development
- D3: Encourage Redevelopment on Targeted Sites
- E1: Analyze Existing Downtown Housing
- E3: Increase and Improve Downtown Housing

Economic Development Commission

- D2: Encourage Restaurant and Retail Development
- D3: Encourage Redevelopment on Targeted Sites
- E3: Increase and Improve Downtown Housing

HRA

- E3: Increase and Improve Downtown Housing



Attachment D
3-29-12

PLANNING AND DEVELOPMENT SERVICES

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

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

MEMO

TO: Bruce Peterson, Director of Planning and Development Services

FROM: Randy Kardell, Building Official *RK*

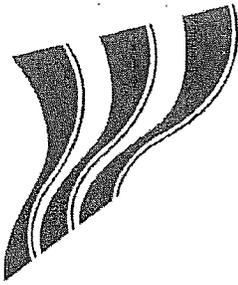
DATE: March 22, 2012

RE: John's Supper Club Update

An inspection was conducted on the above referenced property on March 22, 2012 by Tom Rosemeier, Building Inspector and myself. The mechanical contractor has completed the first floor furnace and second floor mechanical room furnace. Both are installed and insulated. I would speculate that 50% of the heating and ventilation systems are now installed. On March 21, 2012 the fire sprinkler contractor started work. The apartments are semi-finished, with no ceiling grids. The plumbing system is close to 75% installed.

I have enclosed pictures of the commercial office space, handi cap apartment, second floor rental unit, mechanical rooms, corridor and hallway, and entrance.





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date: April 2, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 2, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to approve the agreement with Willmar Township for fire suppression services from April 1, 2012 to March 31, 2013.

Guiding Principle: Service contracts must be approved by the Willmar City Council

Agenda Item: Consideration of Fire Contract for Willmar Township

Background/Justification:

Willmar Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

Fiscal Impact: \$20,540.54 for the Townships fiscal year.

Alternatives: Discontinue Fire Suppression Services for Township area.

Staff Recommendation: Approve the contract with Willmar Township and authorize the Mayor and City Administrator to execute the contract.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments: Approve the agreement for 2012 fire services

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this _____ day of _____, 2012, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Willmar, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

WHEREAS, the City has authorized its Mayor and City Administrator to enter into a contract with the Township for the furnishing of said services;

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing April 1, 2012, and terminating March 31, 2013, the Fire Department of the City will answer fire calls within the Township of Willmar which the City is requested to answer by the township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of TWENTY THOUSAND, FIVE HUNDRED FORTY DOLLARS AND FIFTY-FOUR CENTS (\$20,540.54) payable TEN THOUSAND, TWO HUNDRED SEVENTY DOLLARS AND TWENTY-SEVEN CENTS, (\$10,270.27) on April 1, 2012, and TEN THOUSAND, TWO HUNDRED SEVENTY DOLLARS AND TWENTY-SEVEN CENTS, (\$10,270.27) on October 1, 2012.

IT IS FURTHER UNDERSTOOD AND AGREED that at times weather and road conditions through the seasons of the year demand for City's firefighters and equipment to be used at a fire within the City, or other special circumstances, may interfere in the rendering of the service contemplated herein, and in the event, failure to furnish the service herein agreed upon shall not be a breach of this Agreement. In an event whereby equipment and firefighters can not leave the City, Willmar Fire Command will activate mutual aid to render service to the township. Failure of the City to provide the services herein contracted for shall not result in the City being liable to Township or its residents for actual or consequential damages or for any other damages.

IT IS FURTHER UNDERSTOOD AND AGREED that the City will submit a billing statement to the Township within five (5) working days subsequent to a fire call listing the number of firefighters involved, firefighter hours, vehicles in use, and other data pertinent to assisting the township in making a "bill for services rendered" to the property owner receiving fire assistance. It shall be further understood that the sum total of the billings will not necessarily equal the annual contract price between the City and Township due to various formula charges such as building and/or vehicle

depreciation costs and administration and training costs which will not be a part of the individual billing statements.

IT IS FURTHER UNDERSTOOD AND AGREED that in the event of a hazardous materials incident the City reserves the right to exclude the call from the annual Funding Formula and bill the cost of the services rendered for special hazardous materials equipment and related costs directly to the owner of the property.

Township does hereby guarantee to the City that it is an equal opportunity employer and that it meets all United States Government and State of Minnesota Equal Opportunity Employment Requirements or that they are exempt from these provisions.

This Agreement may be terminated upon thirty (30) calendar days written notice by either party or the other party, and the cost of services prorated to the time of termination.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the respective officers thereof, and the respective seals of the parties have been affixed thereto.

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____
FRANK YANISH, MAYOR

(S E A L)

BY: _____
CHARLENE STEVENS, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF WILLMAR

BY: _____
DONAVON C. MONSON, CHAIRMAN

(S E A L)

BY: _____
DUWAYNE A. UNDERTHUN, SUPERVISOR

(S E A L)

March 27, 2012

Market Value "Building" Totals Only

CITY OF WILLMAR (95)	\$790,900,600
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WILLMAR TOWNSHIP (33)	\$ 33,652,00
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DOVRE TOWNSHIP

All of Section 34	\$2,437,500
All of Section 35	\$13,309,000
All of Section 36	\$4,354,700
All of Section 27	\$1,198,000
All of Section 26	\$8,842,400
All of Section 25	\$19,615,000

\$49,756,600

2011 Rural/City Hours

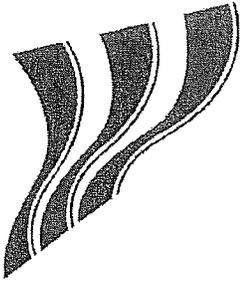
Willmar Township						
Date	Location	Description	Firefighters Responding	Call Hours	Hours Paid	
2/22/2011	SW Highway 23 & Co. Rd. 5	Vehicle Accident, General Cleanup	15	2	2	21
2/22/2011	2121 NW 45th ST	Vehicle Fire	17	2	2	34
10/24/2011	SW 19th Ave. & Co. Rd. 5	Cancelled Enroute	14	1	1	14
12/5/2011	700 19th Ave. SE	Motor Vehicle Accident w/ Injuries	15	2	2	21

90

Dovre Township						
Date	Location	Description	Firefighters Responding	Call Hours	Hours Paid	
1/30/2011	N Highway 71 & 48th Ave.	Cancelled Enroute	20	1	1	20
2/9/2011	387 NE 57th Ave.	Building Fire	21	2	2	42
8/11/2011	2580 47th Ave. NE	Detector Activation, no fire	18	1	1	18
9/16/2011	4820 Highway 71 NE	Cancelled Enroute	14	1	1	14

94

Total CITY firefighting hours for 2011: 6,376



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: April 2, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 2, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Action Requested: Motion to approve all liquor license renewals from April 25, 2012 to April 25, 2013.

Guiding Principle: Willmar Municipal Code Section 3-130

Agenda Item: Consideration of Liquor License Renewals of Off-Sale, On-Sale, Club On-Sale, Wine and On-Sale 3.2% Malt Liquor Licenses

Background/Justification:

The following establishments are requesting renewal of their current liquor licenses:

On-Sale

- American Legion 167
- Applebee's Grill & Bar
- El Tapatio
- Grizzly's Grill N' Saloon
- Holiday Inn/Green Mill
- Kandi Entertainment Center
- The New Fireside
- The Oaks at Eagle Creek
- VFW 1639

Club On-Sale

- Willmar Elks Lodge
- Willmar Frat. Order of Eagles

On-Sale 3.2% Malt Liquor

- Café Persepolis
- Golden Palace
- Valley Golf
- Willmar Stingers

Off-Sale

- Cash Wise Liquor
- Cub Foods
- Gerry's Liquor
- Sunray Spirits
- Wal-Mart Super Center #1470
- West Side Liquor

Wine

- Café Persepolis
- Golden Palace
- The Barn Theatre
- Willmar Stingers

Fiscal Impact: \$43,700.00

Alternatives: Refuse renewals to discontinue alcohol sales.

Staff Recommendation: Approve all licenses by roll call vote

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments:

MEMORANDUM

DATE: March 29, 2012
TO: City Clerk Kevin Halliday
FROM: Police Chief David Wyffels *DJW*
SUBJECT: LIQUOR LICENSE RENEWAL APPLICATIONS

Attached is a memo from Detective Chad Nelson reference the liquor license checks he did on the 22 attached renewal applications. The establishments include: Applebee's, American Legion Post 167, El Tapatio, Grizzly's, Holiday Inn/Green Mill, the Kandi Entertainment Center, The New Fireside, The Oaks at Eagle Creek, VFW Post 1639, Valley Golf, Café Persepolis, Golden Palace, Willmar Stingers, the Elks Lodge, Fraternal Order of Eagles, The Barn Theatre, Cashwise Liquor off-sale, Cub Foods Liquor off-sale, Gerry's Liquors off-sale, Wal-Mart Super Center #1470 off-sale, Westside Liquor off-sale, and Sunray Spirits off-sale.

As you can see in Detective Nelson's memo, all of the paperwork was in order for the 22 license applications he checked. There is nothing that would prohibit any of these establishments from renewing their liquor license.

If you have any questions, please contact me.

DJW:sae

Attachments

INTEROFFICE MEMORANDUM

DATE: March 28, 2012
TO: Chief David Wyffels
FROM: Detective Chad Nelson *clw*
SUBJECT: LIQUOR LICENSE RENEWALS

The Willmar Police Department conducted checks on the following businesses regarding their liquor license renewals:

On-Sale Establishments

Ronald S. Igarashi, DOB: 08/31/61, c/o Apple Minnesota LLC, doing business as Applebee's Neighborhood Grill & Bar, 2901 S First Street, Willmar, MN 56201. The on-site manager is Michelle Mae Solberg, DOB: 10/14/83, and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 12 calls for police service to this address in the past 12 months.

Candyce Darlene Skaro, DOB: 01/22/75, c/o American Legion Post 167, 220 19th Avenue SW, Willmar, MN 56201. The on-site manager is Candyce Skaro and her criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 24 calls for police service to this address in the past 12 months.

Sergio Aguirre, DOB: 10/07/69, c/o El Tapatio, Inc., doing business as El Tapatio Mexican Restaurant, 1111 South First Street, Willmar, MN 56201. The on-site manager is Juan Alvarez Valencia, DOB: 02/23/76, and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 17 calls for police service to this address in the past 12 months. On 05/06/2011 they had a failed compliance check.

Peter Thomas Poepping, DOB: 01/05/63, c/o Ringneck Restaurants, Inc., doing business as Grizzly's Grill N' Saloon, 2207 First Street S, Willmar, MN 56201. The on-site manager is Christopher Dennis Minor, DOB: 11/23/69, and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 13 calls for police service to this address in the past 12 months.

Chief David Wyffels

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March 23, 2011

Thomas Ray Torgerson, DOB: 11/23/57, c/o TPI Core, Inc., doing business as Holiday Inn/Green Mill, 2100 E Highway 12, Willmar, MN 56201. The on-site manager is Travis Edward Lohre, DOB: 04/28/76, and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 73 calls for police service to this address in the past 12 months. On 05/06/2011 they had a failed compliance check.

Keith Douglas Pattison, DOB: 05/23/58, c/o Kandi Entertainment Center, Inc., doing business as Kandi Entertainment Center, 500 SE 19th Avenue, Willmar, MN 56201. Pattison is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 51 calls for police service to this address in the past 12 months. On 11/11/2011 they had a failed compliance check.

Asim Javed Siddiqui, DOB: 11/02/55, c/o E-K-A Hospitality, Inc., doing business as The New Fireside, 1108 N Business Highway 71, Willmar, MN 56201. Siddiqui is the on-site manager, and his criminal history is clear. A check revealed property taxes and utilities are current and paid on time. There were 62 calls for police service to this address in the past 12 months.

Jennifer Michelle Chapin, DOB: 01/01/85, c/o Baker's Eagle Creek Eatery LLC, doing business as The Oaks at Eagle Creek, 1000 26th Avenue NE, Willmar, MN 56201. Chapin is the on-site manager and her criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 13 calls for police service to this address in the past 12 months.

Debra Lee Zeiner, DOB: 11/26/61, c/o Finstad-Week VFW Post 1639, 1108 E Highway 12, Willmar, MN 56201. Zeiner is the on-site manager and her criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 31 calls for police service to this address in the past 12 months.

Nicholas Elmer Ebnet, DOB: 09/17/61, c/o Valley Golf of Willmar, Inc., 1900 Becker Avenue SE, Willmar, MN 56201. Ebnet is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 2 calls for police service to this address in the past 12 months.

Jon Ehsanollah Emami, DOB: 02/17/45, c/o International Link, Inc., doing business as Café Persepolis, 145 Litchfield Avenue SW, Willmar, MN 56201. Emami is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 3 calls for police service to this address in the past 12 months. On 05/06/2011 they had a failed compliance check.

Wei Lin Zhang, DOB: 10/22/77, c/o Golden Palace Chinese Restaurant, 1605 S First Street, Willmar, MN 56201. Zhang is the on-site manager and on 11/11/2011 sold alcohol to person under 21 during a compliance check. A check revealed the property taxes and utilities are current and paid on time. There were 4 calls for police service to this address in the past 12 months.

Nicholas Keith McCallum, DOB: 12/05/85, c/o Willmar Baseball LLC, doing business as Willmar Stingers, 1401 22nd Street SW, Willmar, MN 56201. McCallum is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 4 calls for police service to this address in the past 12 months.

Jeanne Ruth Sondrol, DOB: 07/13/59, c/o BPOE Lodge 952, doing business as Willmar Elks Lodge, 426 Litchfield Avenue SW, P.O. Box 816, Willmar, MN 56201. Sondrol is the on-site manager and her criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 4 calls for police service to this address in the past 12 months.

Pamela Sue Hanson, DOB: 01/17/64, c/o FOE Aerie 2334, doing business as Willmar Fraternal Order of Eagles, 136 SW Sixth Street, Willmar, MN 56201. Hanson is the on-site manager and her criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 20 calls for police service to this address in the past 12 months.

Rand Lee Czarnetzki, DOB: 05/14/60, c/o Willmar Community Theatre, Inc., doing business as The Barn Theatre, 321 SW Fourth Street, Willmar, MN 56201. Czarnetzki is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 3 calls for police service to this address in the past 12 months.

Off-Sale Establishments

Pamela Kay Osborn, DOB: 07/24/61, c/o Coborn's, Inc., doing business as Cashwise Liquor, 1305 SW First Street, Willmar, MN 56201. The on-site manager is Kenneth Joseph Warzecha, DOB: 07/29/57, and his criminal history is clear. A check revealed the property taxes are current and paid on time. A check revealed the utilities are not current and it is the first time being late in last 12 months. There were 11 calls for police service to this address in the past 12 months.

Chief David Wyffels

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March 23, 2011

Todd N. Sheldon, DOB: 10/31/67, c/o Supervalu, Inc., doing business as Cub Foods, 2201 First Street S, Willmar, MN 56201. The on-site manager is Ross Randall Evink, DOB: 02/08/72, and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 45 calls for police service to this address in the past 12 months.

Duane Michael Rengel, DOB: 12/07/54, c/o Gerry's Liquors, Inc., 810 SW Litchfield Avenue, Willmar, MN 56201. Rengel is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 23 calls for police service to this address in the past 12 months. On 10/21/11 they had a failed compliance check.

Andrea Marie Lazenby, DOB: 11/03/82, c/o Wal-Mart Stores, Inc., doing business as Wal-Mart Super Center #1470, 700 19th Avenue SE, Willmar, MN 56201. The on-site manager is Roger Theodore Braun, DOB: 02/17/51, and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 236 calls for police service to this address in the past 12 months.

Steven Luther Wright, DOB: 11/21/58, c/o S & D Liquor, Inc., doing business as Westside Liquor, 1600 E Highway 12, Willmar, MN 56201. Wright is the on-site manager and his criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 30 calls for police service to this address in the past 12 months.

Douglas R. Sorensen, DOB: 07/27/54, c/o Coyote Commercial Ventures Inc., do business as Sunray Spirits, 3001 1st Avenue NW, Willmar, MN 56201. The on-site manager is Nadene Raqual Schliep, DOB: 10/01/1972, and her criminal history is clear. A check revealed the property taxes and utilities are current and paid on time. There were 42 calls for police service to this address in the past 12 months. On 11/11/2011 they had a failed compliance check.

CLN:sae