

**WILLMAR CITY COUNCIL MEETING
MONDAY, JUNE 4, 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. City Council Minutes of May 21, 2012
 - B. City Council Work Session Minutes of May 24, 2012
 - C. Planning Commission Minutes of May 23, 2012
 - D. Municipal Utilities Commission Minutes of May 29, 2012
 - E. Accounts Payable through May 30, 2012
 - F. Exempt Permit Applications: Pheasants Forever Kandiyohi County #2, and Pennock Lions ClubAccept:
 - G. Kandiyohi Area Transit Operations Board Minutes of April 24, 2012
6. Items Removed from Consent Agenda
7. Scheduled Hearings:
 - 7:02 p.m.: Assessment Hearing, 2012 Street and Other Improvements
 - 7:10 p.m.: Proposed Business Subsidy/Tax Abatement, Lakeland Hotel Building
 - 7:11 p.m.: Ordinance Authorizing Issuance of \$1,460,000 General Obligation Improvement Bonds, Series 2012B
8. Willmar City Council Open Forum
9. Consideration Resolution Authorizing the Mayor and City Administrator to Execute FAA Land Release Letters Regarding the Former Municipal Airport Property
10. Public Works/Safety Committee Report for May 29, 2012
Action Items:
 - A. Consideration of Heart Safe Community Application
 - B. Consideration of Fowl Permits
 - C. Consideration of Participation in Towards Zero Death Grant
 - D. Consideration of Participation in Federal Bureau of Justice Assistance Grant
 - E. Consideration of Policy for False Alarm Fees
11. Community Development Committee Report for May 31, 2012
12. Consideration of Preliminary Plat: Fairacre Addition
13. Consideration of Preliminary Plat: Valley View Court Second Addition
14. Consideration of Preliminary/Final Plat: Minke Addition
15. Announcement of Council Committee Meeting Dates
16. Miscellany:
 - A.
 - B.
 - C.
17. Adjourn

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

May 21, 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, 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, City Attorney Robert Scott, and City Clerk Kevin Halliday.

The Agenda item, consideration of City Park Special Event Permit, was to be moved up on the Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of May 7, Special Council Minutes of May 7, Council Work Session Minutes of April 16, Rice Hospital Board Minutes of May 9, Planning Commission Minutes of May 9, Municipal Utilities Commission Minutes of May 14, Accounts Payable through May 2, Exempt Permit - Men's Auxiliary VFW Post 1639, authorization for Council Member DeBlieck to attend American Public Power Conference in Seattle, WA, June 18-20, and Housing and Redevelopment Authority Board Minutes of April 9, 10 and 23, 2012. Council Member Ahmann seconded the motion, which carried.

City Administrator Stevens read into the record a Proclamation recognizing May 20 through 26, 2012, as Minnesota Orchestra Week. Sarah Hicks, Conductor of the Minnesota Orchestra was present to receive the Proclamation and reviewed schedule of events.

Mayor Yanish recognized Willmar Fests Board Member Lori Tostenson, who introduced Shelly Sommers, Queen of Festivals, Alexandra Wodash, Aqua Princess, and Tiffany Sieu, International Princess. Ms. Tostenson presented a history of the City celebration, reviewed Board Members, and shared details of several pictures from the Willmar Fests current website. Ms. Tostenson thanked the Mayor and Council for their financial support. Following comments, Mayor Yanish thanked Ms. Tostenson and Willmar Fests royalty for representing the City of Willmar.

The Mayor and Council considered a City Park Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday informed the Mayor and Council that Dave Baker of Baker's Eagle Creek Eatery LLC, a current on-sale liquor license holder, is requesting authorization to hold a concert in Robbins Island Park and sell alcohol beverages at the event. The area proposed includes the beach parking lot with access to the beach restrooms to be coordinated with the times of the Willmar Fests Beach Party, Ski Show and Fireworks. Following discussion, Council Member Anderson moved to approve the City Park Special Event by On-Sale Liquor License Holder Permit as presented. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:21 p.m. Mayor Yanish opened a hearing the consideration of a proposed Downtown Plan. Planning and Development Services Director Peterson informed the Mayor and Council that following much public input and stakeholder involvement, a new Downtown Plan has been drafted, focusing on 19 plan elements. Following additional review by staff, the Steering Committee, Planning Commission, and Community Development Committee, the Plan is ready for adoption. The Plan features 19 elements

organized into five topics: A - Access, Movement and Parking; B - Open Space, Green Space and Trails; C - Building Conditions and Aesthetics; D - Business Mix and Redevelopment; and E - Housing.

Following discussions, Resolution No. 1 was introduced by Council Member Ahmann, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

ADOPTING A NEW WILLMAR DOWNTOWN PLAN AND REPEALING
CHAPTER 5, SECTION H, OF THE COMPREHENSIVE LAND USE PLAN

WHEREAS, the City Council of the City of Willmar did, in 2009, adopt a Comprehensive Land Use Plan; and

WHEREAS, the Comprehensive Land Use Plan included Chapter 5, Section H, stating goals, objectives and policies for downtown development/redevelopment; and

WHEREAS, a planning process has been conducted beginning in December, 2011, to draft a new, more relevant plan for the Downtown; and

WHEREAS, Staff, the Planning Commission, and the Community Development Committee of the Council, following considerable public outreach, research and review, has presented to the Council a recommendation to adopt a new Downtown Plan, including maps, figures, and appendices; and

WHEREAS, a public hearing was conducted by the City Council on May 21, 2012, to gather additional public comment.

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

1. That the new Willmar Downtown Plan, dated May 2012, be adopted.
2. That Chapter 5, Section H, of the Comprehensive Land Use Plan be repealed and replaced by the new Downtown Plan, dated May 2012.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish recognized John Sullivan and Carol Laumer who had signed up to address the Council during its scheduled Open Forum. Mr. Sullivan commented on an article that appeared in the West Central Tribune regarding the budget, Community Development Committee concerning a building inspection services agreement, and funding street improvements. Ms. Laumer expressed her appreciation for the Council approving the Downtown Plan.

The Labor Relations Committee Report for May 8, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were three items for Council consideration.

Item No. 1 Dave Baker, Municipal Utilities Commission Chair, provided the Committee with an update on the organizational analysis conducted by Springsted, Inc. as well as the MUC's desire to move forward with the hiring process for a General Manager. Mr. Baker shared copies of the proposed job description and profile for the position of General Manager and discussed the potential of using Springsted, Inc. to conduct the executive search for the Willmar Municipal Utilities. Mr. Baker discussed

the challenges in filling such a position and stated that a salary range could be from \$90,000 to \$140,000 or \$150,000.

Committee Members present expressed their support for the proposed hiring process, specifically the use of Springsted, Inc. to conduct a search and stated a preference that the City Administrator be included in the search process. This matter was for information only.

Item No. 2 Mr. Baker discussed with the Committee possible changes in the WMU operating structure, such as organizing by function rather than department. Mr. Baker also stated that the report had identified some possible opportunities for partnership between the City and WMU, such as human resources, information technology, accounting, safety or environmental compliance. Mr. Baker said that he hoped the City would be open to such discussions. This matter was for information only.

Item No. 3 City Administrator Stevens informed the Committee that Police Officer Del Wagner had given his retirement notice to the City and would be retiring at the end of June.

Ms. Stevens stated that she was also going to be clarifying how employees provide proper notice, in order to be eligible for the City's early retirement program. Ms. Stevens stated that open-ended notices would no longer be accepted.

Ms. Stevens updated the Committee on preparations for arbitration with LELS.

Council Member Anderson suggested that the City consider conducting an organizational analysis and utilize Springsted for the same, much like Kandiyohi County and Willmar Municipal Utilities. Ms. Stevens stated that she would develop a scope of work and obtain a cost estimate from Springsted and bring it back for further discussion. This matter was for information only.

The Labor Relations Committee Report for May 8, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Reese, and carried.

The Finance Committee Report for May 14, 2012, was presented to the Mayor and Council by Council Member Anderson. There were ten items for Council consideration.

Item No. 1 Staff explained to the Committee that with the change in retirement plans from the Firefighter Relief Association to the State PERA system, the City experienced a \$14,552 obligation in the transition period. As discussed during previous meetings, this annual cost should be reduced to zero until the year 2017. The 2012 Budget currently reflects \$25,000 appropriated for this expenditure. It is being requested that the 2012 budget be amended by reducing the amount allotted for this expenditure from \$25,000 to \$14,552 to more accurately reflect costs. Further, the budgeted difference should be transferred to Non-Departmental to be available for future budget issues that may surface.

The Committee was recommending the Council pass a resolution amending the 2012 Budget by reducing Fire Department Expenditures by \$10,448 and increasing Non-Departmental Expenditures. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, 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 Budget as follows:

Increase:	2012 Non-Departmental Expense	\$ 10,448.00
Decrease:	2012 Fire Department Pension Expense	\$ 10,448.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Rice Hospital CEO Mike Schramm and CFO Bill Fenske reported to the Committee that the first quarter of 2012 reflects a net loss of \$476,101. Hospital revenues were less than budgeted in part because inpatient services and surgeries were significantly lower than anticipated. Net expenses for the quarter were at budget. Debt service coverage was 2.0 which remains greater than the debt covenant requirement of 1.25. This matter was for information.

Item No. 3 MUC Interim Co-Manager Larry Heinen reported to the Committee that the first quarter of 2012 reflects a net income of \$965,109. Utility revenues have increased overall, yet water consumption continues to decline. Expenses also show a decrease to date in 2012. This matter was taken for information.

Item No. 4 HRA Executive Director Jill Bengtson explained to the Committee that the HRA has received a request from Bethesda Health and Housing to issue conduit bonds for the purpose of consolidating existing principal bond debt and saving interest expense. The HRA Board of Commissioners has formally approved this request and it was noted that since this is a refunding project, a public hearing is not required. Bethesda is looking to refinance 1998, 2004, and 2009 Nursing Home Revenue Bonds. This bond issue will not be an obligation of the City nor will it reduce the City's bonding capabilities.

The Committee was recommending the Council introduce a resolution approving the issuance of Nursing Home Revenue Refunding Notes for Bethesda in an amount not to exceed \$10,400,000. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

RESOLUTION APPROVING THE ISSUANCE OF NURSING HOME REVENUE REFUNDING NOTES UNDER MINNESOTA STATUTES, CHAPTERS 469.152 TO 469.1651 (BETHESDA PROJECT)

(Fore Resolution in its entirety, see City Council Proceedings file dated
May 21, 2012, located in the City Clerk's Office)

Item No. 5 Staff presented details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Staff was recommending to not waive the statutory tort limits at this time.

The Committee was recommending the Council pass a resolution stating the City will not waive the statutory tort limits. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee was informed by Staff that the City had planned to sell excess land and develop the old airport site during 2012. Local Option Sales Tax funding expires at the end of the year and land releases were anticipated. However, due to the delay in receiving the land releases and the time needed to develop the plan, the City and the project would be better served by delaying \$4,000,000 in Development Costs until 2013. Further, 2012 budgeted revenues would be reduced by \$756,711 for land sales and rental.

Following discussion, the Committee was recommending the Council pass a resolution amending the 2012 Industrial Development Fund Budget as presented. Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, 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 Industrial Development Fund Budget as follows:

Decrease:	2012 Land Sales Revenue	\$ 660,000.00
Decrease:	2012 Land Rent Revenue	\$ 96,711.00
Decrease:	2012 Development Costs	\$4,000,000.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 The Committee was informed by Staff that due to Council's determination to reassign vehicles, Labor Contracts require car allowance payments in lieu of vehicle use for affected employees. Historically, these payments have not been funded by the applicable department. Consequently, a budget amendment is required to reallocate \$12,983 from Non-Departmental to Police Department \$4,200, Fire Department \$4,261, and Engineering \$4,521. Following discussion, the Committee was recommending the Council pass a resolution amending the 2012 Budget as presented to meet car allowance obligations under the labor contract. Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, 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 Budget as follows:

Increase:	2012 Police Department Personal Services Expense	\$ 4,200.00
Increase:	2012 Fire Department Personal Services Expense	\$ 4,261.00
Increase:	2012 Engineering Personal Services Expense	\$ 4,521.00
Decrease:	2012 Non-Departmental Expense	\$ 12,983.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 8 Staff presented to the Committee the 2012 Street Improvements Budget per bids received for Street Project No. 1. The other projects in this Budget remain as Engineer's estimates until such time bids are let. The Committee was recommending the Council pass a resolution adopting the 2012 Street Improvements Budget as presented.

Resolution No. 7 was introduced by 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

PERSONNEL SERVICES		RECEIVABLES	
Overtime Reg. Employees	\$500.00	Property Owners	\$600,000.00
Salaries Temp. Employees	<u>\$1,000.00</u>	County	\$0.00
TOTAL	\$1,500.00	State	\$281,200.00
		City	\$315,500.00
SUPPLIES		City (MUC)	\$179,900.00
Office Supplies	\$500.00	LOST	\$31,300.00
Small Tools	\$500.00	City (WWTP)	<u>\$28,800.00</u>
Motor Fuels & Lubricants	\$2,000.00	TOTAL	\$1,436,700.00
Postage	\$1,000.00		
Subsistence of Persons	\$500.00	FINANCING	
General Supplies	<u>\$1,000.00</u>	Bonds	\$915,500.00
TOTAL	\$5,500.00	County	\$0.00
		State	\$281,200.00
OTHER SERVICES		City (MUC)	\$179,900.00
Subsistence of Persons	\$1,304,800.00	LOST	\$31,300.00
Other Services	<u>\$70,000.00</u>	City (WWTP)	<u>\$28,800.00</u>
TOTAL	\$1,374,800.00	TOTAL	\$1,436,700.00
OTHER CHARGES		GRAND TOTAL	\$1,436,700.00
Insurance & Bonds	\$2,000.00		
Professional Services	\$20,000.00		
Advertising	\$2,000.00		
Administrative OH (Transfer	\$15,900.00		
Other Charges	<u>\$15,000.00</u>		
TOTAL	\$54,900.00		

GRAND TOTAL \$1,436,700.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Staff presented the Street Improvements Budget for Project 1101-12 estimated at \$513,800 under which work began in 2011 in advance of funding due to unanticipated street malfunctions. The Committee was recommending the Council pass a resolution approving the Street Improvements Budget for Project 1101-12 in the amount of \$513,800 as presented. Resolution No. 8 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. 8

PERSONNEL SERVICES		RECEIVABLES	
Overtime Reg. Employees	\$500.00	Property Owners	\$291,100.00
Salaries Temp. Employees	\$1,000.00	City	\$219,700.00
Employer Pension Contr.		City (MUC)	<u>\$3,000.00</u>
Employer Ins. Contr.		TOTAL	\$513,800.00
TOTAL	\$1,500.00		
SUPPLIES		FINANCING	
Office Supplies	\$500.00	City (MUC)	\$3,000.00
Small Tools	\$500.00	PIR Fund	<u>\$510,800.00</u>
Motor Fuels & Lubricants	\$2,000.00	TOTAL	\$513,800.00
Postage	\$1,000.00	GRAND TOTAL	\$513,800.00
Mtce. of Other Improvements	\$500.00		
General Supplies	<u>\$1,000.00</u>		
TOTAL	\$5,500.00		
OTHER SERVICES			
Mtce of Other Services	\$446,800.00		
Other Services	<u>\$13,400.00</u>		
TOTAL	\$460,200.00		
OTHER CHARGES			
Insurance & Bonds	\$2,000.00		
Prof. Serv.	\$10,000.00		
Advertising	\$2,000.00		
Adm. OH (Transfer)	\$22,600.00		
Other Charges	<u>\$10,000.00</u>		
TOTAL	\$46,600.00		
GRAND TOTAL	\$513,800.00		

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Staff explained to the Committee that Council action is required to sell General Obligation Bonds to finance the 2012 Street Improvement Program and that a public hearing needs to be held for the proposed bond issue. The Committee was recommending the Council introduce an ordinance to sell General Obligation Bonds to finance the 2012 Street Improvement Program and set a public hearing for June 4, 2012 for consideration.

Resolution No. 9 was introduced by Council Member Anderson, seconded Dokken, seconded by Council Member Dokken, and carried on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,555,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B AND LEVYING TAXES FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council proceedings file dated
May 21, 2012, located in the City Clerk's Office)

Item No. 9 Administrator Stevens reported to the Committee that initial calculations show 2013 projected revenues are coming in flat and projected expenditures are not. Consequently, the 2013 budget schedule is being adjusted by delaying the department head presentations temporarily to allow more time to close the gap between revenues and expenditures. Areas being considered include Professional Services, Seasonal Employment, Community Organizations Funding, overall administrative structure, and contracting for services. The preliminary Capital Improvements Plan was also discussed which shows capital needs over the next five years. This matter was taken for information.

Item No. 10 Council Member Fagerlie raised a request that any City representative who attends conferences should present information obtained from those events to the Council, either in writing or as a presentation during a Council meeting. This matter was taken for information only.

The Finance Committee Report for May 14, 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 Fagerlie, and carried.

The Public Works/Safety Committee Report for May 15, 2012, was presented to the Mayor and Council by Council Member Reese. There were four items for Council consideration.

Item No. 1 The Committee considered the Watershed Management Plan presented by Barr Engineering at the City Council on May 7, 2012. It was the recommendation of Staff that the City adopt the plan in order to use it as the City's official guidance document for storm water management. The Storm Water Task Force and City Council will be receiving a copy of the plan in its entirety. A motion was made by Council Member Fagerlie and seconded by Council Member Christianson to adopt the plan as presented by Barr Engineering. Pursuant to discussion the motion was withdrawn. The Committee felt the document should be reviewed by the Storm Water Task Force prior to its adoption by the City. It will be brought back to the Committee at the second meeting in June. This matter was for information only.

Item No. 2 The Committee considered plans and specifications for Project No. 1202 - relocation of the existing 16" water main near the Minnesota Department of Transportation's facility in Willmar. It was noted that at the time of the construction of the Willmar High School, the City entered into an agreement with Mn/DOT for installation of the existing water main across their property. The

agreement states that should Mn/DOT add on to their facility, the water main would be relocated at the City's expense. The relocation will be a directional bore and is estimated to cost \$120,000 to be funded by Willmar Municipal Utilities in their capital expenditures budget. In order to proceed with the project, the plans and specifications need to be approved and a bid opening date set. An agreement similar to the first one will be forthcoming.

The Committee was recommending the Council approve plans and specifications for Project No. 1202 and authorize advertisement for bids to be opened June 20, 2012. 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

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1202 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 20th day of June, 2012, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee was informed by Staff that bids were opened April 24, 2012, for the 2012 Improvements. Staff has compared the costs for 2012 construction to 2011, and assessment rates have increased slightly for overlay increasing from \$25.46 per foot to \$26.08. The reconstruction assessed rate also increased as most of the reconstructed streets are avenues leaving less assessable footage due to address. In 2011 it was \$59.76 and this year is proposed at \$67.17. It was the recommendation of Staff to assign the rates for this year's road reconstruction as stated. The total for assessable footage to be collected is \$600,073.01 with the City's portion being \$617,859.12 not as a benefitted property owner.

The Committee was recommending the Council declare the cost to be assessed and order preparation of the assessment roll. 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

DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF
ASSESSMENT ROLL IN CONNECTION WITH 2012 STREET AND OTHER IMPROVEMENTS
(PROJECT NOS. 1201-A and 1201-B)

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 2012 in the City, to-wit: City Project Nos. 1201-A and 1201-B and;

WHEREAS, the total cost of said Street and Other Improvements of 2012 is \$1,217,932.13.

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

1. The City Council hereby determines that the City shall pay \$617,859.12 of said cost, exclusive of the amount it may pay as a property owner, and the sum of \$600,073.01 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

2. The Clerk-Treasurer, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and he shall file a copy of such assessment in his office for public inspection.

3. The Clerk-Treasurer shall, upon the completion of such assessment, notify the City Council thereof.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Public Works Director Wilson informed the Committee that Staff is in the process of preparing RFP's to include the design portion of the Lakeland Drive Interceptor Project. The interceptor would be placed in Lakeland Drive from Willmar Avenue to Civic Center Drive in conjunction with its reconstruction. The construction management portion will be solicited as a separate proposal at a later date. The RFP's will go out in July with design work taking place in 2012-2013 and construction beginning in 2014. This was for information only.

The Public Works/Safety Committee Report for May 15, 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 Community Development Committee Report for May 17, 2012, was presented to the Mayor and Council by Council Member Dokken. There were seven items for Council consideration.

Item No. 1 There were no public comments offered and this matter was for information only.

Item No. 2 City Administrator Stevens reviewed the history of the Lakeland Hotel owners. The current appraised value of the property is \$449,000 with \$12,000 annual property tax (\$2,900 City share). This project fits into the Downtown Comprehensive Plan and could cause positive momentum for future Downtown development. The Committee discussed the difference between Section 8 housing and affordable housing. The redevelopment of the Lakeland Hotel is estimated at \$3 million, which will be paid for with private money. An abatement hearing is scheduled for June 4th for a 15 year abatement request.

Steve Renquist, Director of the Economic Development Commission, offered comments regarding historic building tax credits and various vehicles used for redevelopment.

Item No. 3 City Administrator Stevens proposed entering into a Building Inspector Services agreement with Kandiyohi County due to a retirement at the County Offices. City Staff would offer up to eight hours per week of inspection or plan review, initially two - four hour morning sessions. Field inspections would be restricted to Willmar/Dovre/St. John's Townships. The agreement calls for an hourly rate for inspections of \$47.50 plus I.R.S. mileage costs. The Committee directed Ms. Stevens to proceed with the agreement, and this matter was for information only.

Item No. 4 City Planner Sauer reviewed the progress to date with the status of the Islamic Society purchase of the Lafayette School property. The parking plan has been approved by Public Works Director Wilson, and construction has begun. The Committee inquired why sprinkling of

the building is required as it wasn't needed when the facility was used as a daycare. Sauer informed the Committee that it was due to an occupancy change. Additional clarity was requested in the findings between exterior and interior amplified noise. This matter was for information only.

Item No. 5 The Committee was informed that the Planning Commission chair attended a Government Training Service Planning Seminar and remitted the "Planning and Zoning Discretion pyramid". The Committee discussed the various aspects of the pyramid and asked what special training is available for various boards and Planning Commission members. Ms. Sauer informed the Committee of the citizen planner handbook and discussed limited funding which allows only a couple of commissioners to attend a planning session. This matter was for information only.

Item No. 6 The Committee discussed an overflowing trash container in an alley in the Downtown area. The business utilizes a private company with regular pick-up, but occasionally exceeds the container limit. Staff acknowledged similar incidents throughout Willmar at rental complexes and residential areas. The Committee discussed installing cameras in problematic areas and the need for consistent enforcement. This matter was for information only.

Item No. 7 The Committee discussed some flooding issues around a piece of equipment at the Airport. Staff explained the localizer equipment cabinet is often surrounded by water. The FAA is concerned about their expensive equipment being damaged. Staff has been aware of the issue, however the tile outlet is higher than the area being flooded, and the easy fix of discharging to the ditch is not feasible due to agreements with the abutting property owner to not increase the ditch water. Staff had requested funding for tiling improvements for 2012 and was not funded; they have requested it again for 2013. This matter will be discussed at the Airport Commission meeting and was received for information only.

Council Member DeBlieck offered a motion allowing City Administrator Stevens to enter into a Memorandum of Understanding with Kandiyohi County for inspection services up to \$47.50 plus I.R.S. mileage expenses. Council Member Johnson seconded the motion, which carried.

The Community Development Committee Report for May 17, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Johnson, and carried.

Council Member Ahmann requested a review of plans and documents and asked Staff to schedule a tour of the Lakeland Hotel.

Announcements for Council Committee meeting dates were as follows: Council Work Session, May 24; Public Works/Safety, May 29; Community Development, May 31, 2012.

Council Member Johnson asked to be excused from the June 4, 2012, Council meeting.

There being no further business to come before the Council, the meeting adjourned at 9:00 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

City Council Work Session
Minutes of Meeting
City Offices
Willmar, Minnesota

May 24, 2012

The City Council Work Session was called to order by Mayor Yanish at 4:45p.m. Members present included Mayor Yanish, Council Members Tim Johnson, Steve Ahmann, Bruce DeBlieck, Denis Anderson, Doug Reese, Jim Dokken, and Ron Christianson. Charter Commission Members Shawn Mueske, Audrey Nelsen, Richard Falk, John Sullivan, Joe Thompson, Laura Becker, and Richard Hoglund. Council Member Rick Fagerlie and Charter Commission Member Ron Andreen and Robert Bonawitz were excused. Others present included City Administrator Charlene Stevens, City Clerk Kevin Halliday and David Little.

The Mayor and Council Members discussed *Section 4.02 Planning Commission* whereby City Administrator Charlene Stevens requested review and consideration of this charter requirement. Under current charter, the Planning Commission is charged with review of all Department requests for capital items. The Planning Commission has expressed reluctance to comment on the needs of each department for their equipment. City staff finds that this requirement places artificial deadlines on the development of a Capital Improvement Plan and separates the capital planning from the operating fund budgets.

Many Council Members expressed understanding of the Planning Commissions viewpoint. However, Commissioner Nelsen voiced a need for another set of eyes besides the department heads on the proposed capital requests. The consensus of the Council was that it could remain as is.

The Mayor and Council Members discussed *Section 4.03 Park & Leisure Services Board* noting that in February 2000 the City and School District entered into a Joint Powers Agreement for recreational and leisure services. The City and School District appointed a Joint Powers Board to oversee the efforts. The City of Willmar and the School District separately maintain their facilities, although they are jointly programmed by the Community Education and Recreation under the guidance of the Joint Powers Board.

The Charter Commission believes the promotion of parks has been diminished and seeks to re-establish a City Park Board with the task of focusing solely on City of Willmar parks.

The Joint Powers Board feels this would be a duplication of efforts.

Commission members voiced a strong position that a Park Board solely focused on the promotion and review of city parks was in Willmar's best interest. The consensus of the Council was to follow the Commission's proposal and appoint a Park Board.

The Mayor and Council Members discussed *Section 2.08 (Subd. 1 & 2)* regarding the appointive offices of City Administrator and City Attorney noting the Charter Commission's proposal to

include job tasks in the Charter was more restrictive for making any proposed changes. Any ordinance requires a similar hearing but only a majority vote and nearly immediate implementation versus the Charter amendment requiring eight affirmative votes and a 90 day waiting period for implementation. The Commission Members noted the major change was holding the appointive offices responsible for overseeing compliance with the Charter. Consensus was reached with the Commission that if the proposed Charter Amendments would simply address the appointive office titles the Council would proceed to amend the City Administrator Ordinance No. 989 adding the duty of overseeing compliance with the City Charter and to introduce a City Attorney ordinance with the similar duty.

The Mayor and Council Members discussed *Section 2.11 Procedure Subdivision 2, Rules of the Council*. The Charter Commission recommended that the City Charter be amended to include the adoption of the Minnesota Mayor's Association Rules of Order for City Councils as recommended by the League of Minnesota Cities. Commissioner Thompson noted the League could not answer how many cities use the rules or if they are effective. Current City Charter does have a requirement that the City Council adopt parliamentary rules. The Council could meet the current Charter requirements by simply adopting rules.

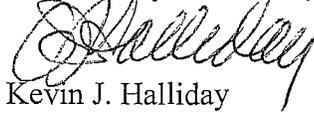
After an exchange of views by Council Members and Commissioners, a consensus was reached that the Charter proposal should be amended further to remove the stated recommendation in exchange for the words "adopt an authorized manual of parliamentary rules".

The Mayor and Council Members discussed the overriding powers of the Council addressed in Sections 4.02 / 4.04 / 4.05. Commissioner Mueske reported on the Commission's history of discussion ranging from removing that power to calling for a super majority vote of 6-2. Council Member Christianson adamantly opposed the proposal as it would handcuff the Council. Commissioner Thompson stated he has spoken against this change as it would make the elected officials jobs more difficult.

Commissioner Mueske questioned the inconsistency with the Mayor's veto override vote of six affirmative votes. Council Members expressed a tolerance of that vote stating the Mayor should have that advantage and it pressured the Council to think as a group. Commissioner Sullivan voiced the Commission's consensus that they want the Councils support for these amendments developed over a three year time period and by speculation if a vote was taken today by the Commission on this super majority amendment the outcome would possibly flip back to the current Charter requirement.

Meeting was adjourned at 6:08 p.m.

Respectfully Submitted,



Kevin J. Halliday
City Clerk-Treasurer

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WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MAY 23, 2012

MINUTES

1. The Willmar Planning Commission met on Wednesday, May 23, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Charlie Oakes, Gary Geiger, Randy Czarnetzki, Scott Thaden and Nick Davis.

** Members Absent: Bob Poe, Andrew Engan, Mark Klema, and Virgilio Aguirre Jr.

** Others Present: Gloria Batek, Alvin Blom, John Thell, Celeste Thell, Shirley Flatten, Larry & Beverly Wessels, Thomas Batek, Marion Larsen, Clinton Rierison, Clinton Moody, Tammy Barnes, Marilyn Goddertz, Elaine Frank, Gregory Doerr, Jeff Genser, Andrew Nelson, Don Williamson, Lloyd Tollefson, Sharron Rierison, Carol & Hanley Carlson, Myron Frank, Gary Peterson, W.V. Jansen, and Megan Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the May 9, 2012 meeting were approved as submitted.

3. VALLEY VIEW COURT CONDITIONAL USE PERMIT AMENDMENT- FILE NO. 12-2: The public hearing opened at 7:01 p.m. Jeff Genser, of New Design Properties, the builder, presented the request on behalf of the applicant Anjali Dahiya, for a conditional use permit for a planned unit development to allow a twin home on property described as: Lot 7, Block 1, Valley View Court First Addition (207 Valley View Dr. SE). Staff explained that the property was originally approved for a single family home and the amendment is required to allow the twin home. The property is zoned R-4 Medium Density Multiple Family Residential. Mr. Genser stated that they plan on building a rambler twin home with a basement lookout similar to the home to the west. If the request is not approved, they will build a single family home.

David Moody spoke on behalf of the homeowners association. He stated the home to the north is setback further from the street to allow views for the rest of the development, but that this twin home will block the view of the home to the west. A letter from Leila Nelson was read, regarding the obstruction of her view and her assumption the lot would have one single story home on it.

The radius of the cul-de-sac is currently at 45', the minimum for fire truck turnaround, so there is concern about on-street parking with a twin home at the end of the street.

Mr. Moody also explained that the homeowners association is concerned about a twin home going in and creating more snow storage issues. They currently pile snow in the

front yards of homes and on the empty lot. With a twin home there will be two additional driveways.

The Homeowners Association is also concerned about redoing the articles/covenants to describe the new proposed twin home legal description. 75% of the vote is required for approval by the membership; however the Association does not own the lot. Mr. Moody stated that there is an architectural control committee for the association and they will have to approve the façade of the building to ensure it fits into the neighborhood.

The utilities were built for a single family home so hook-ups and any sewer capacity issues will be at the cost of the developer. Mr. Moody added that the homes were all constructed for accessibility and for older people. There is concern about added traffic and density at the end of the narrow street. He asked the Commission to deny the request and have a single family home constructed on the lot.

Tom Batek, the property owner to the north, explained that there is currently a berm on the empty lot that directs drainage to the east and the property owner's sump pump discharges to the east as well. He was concerned about drainage issues with the development of the lot.

Jeff Genser, the builder for the applicant, stated that the building elevation sample is just an example of his work, it does not depict what will be built on the site. They propose a one story rambler with a basement, and they will work with the Homeowners Association to make the home fit in well with the existing homes. The ridge height of the home will be no higher than the others in the development.

Mr. Genser stated that the Association would have to deal with the snow storage issue regardless of what got built on the lot. With a twin home they will collect two more dues each month to deal with costs. The utility hook ups and capacity issue costs will be borne by the applicant. The property will not drain onto anyone else's property anymore than it currently does; it will meet City requirements.

Mr. Moody countered that the twin home will affect views and thus negatively impact the abutting homes values. The association will likely have to pay to have snow hauled away which they've never encountered before. The Association asked the Planning Commission to deny the request.

With no further comments from the public, the hearing was closed at 7:31 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Commission talked about snow removal being necessary regardless of what type of home goes on the property; the homeowner association is responsible for plowing and snow removal. They also talked about the view being blocked, and that any structure on the lot is going to impede the view to the golf course. They also talked about the fact that in the original plan that lot was designated to be a single family home.

Mr. Czarnetski made a motion, seconded by Mr. Geiger, to deny the request for a conditional use permit amendment to allow the twin home.

The Commission reviewed the findings of fact as per Section 9.E.3.a.1-7:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City as the property is zoned R-4 Medium Density Multiple Family.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use as no appraisal value numbers were presented.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community as there is no significance to the lot in question.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been or are being, provided as the development is operational and any new services will be at the applicant's expense.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets as the private drive has already been in existence for some time.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood as there are many twin homes in the development and this home will have to meet the covenants for architectural appearance.

The Planning Commission came to the conclusion that the request meet all the affirmative findings of fact, and they could make no findings to the contrary.

Mr. Czarnetzki made a motion, seconded by Mr. Geiger, to remove the motion from the table.

Mr. Thaden made a motion, seconded by Mr. Davis to approve the conditional use permit planned unit development amendment to allow a twin home with the following conditions:

- A. The Association declarations/articles shall be amended/recorded to include the approved twin home change and a copy of said document shall be submitted to the City prior to issuance of a building permit.
- B. The applicant shall work with the Homeowners Association on aesthetics of the structure, snow storage, and drainage.
- C. The building plans shall come back for Planning Commission review prior to issuance of a building permit.
- D. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The motion carried.

4. VALLEY VIEW COURT SECOND ADDITION PRELIMINARY PLAT- FILE NO. 12-04: The public hearing opened at 7:50 p.m. Jeff Genser, presented the plat on behalf of the applicant Anjali Dahiya, Spicer, MN, for a two lot subdivision of a lot legally described as: Lot 7, Block 1, Valley View Court First Addition (207 Valley View Dr. SE). The lot split is to allow a twin home to be constructed on the property. The utilities etc. are private so any access/hook-ups will be at the developers cost.

David Moody, spoke on behalf of the homeowners association, and argued that the twin home will affect property values due to an impediment affecting scenic views if the home is a two story. There is a concern about increased density, traffic, parking, and additional snow removal. He asked that the Planning Commission deny the request.

Jeff Genser commented that with two new units in the development the Association will be collecting two more dues each month. They are not building a two story twin home; it will be a rambler with a basement. Any home on the lot would block some view from the abutting properties, but they will be no higher and match the homes in the area.

With no further comments from the public, the hearing was closed at 7:57 p.m.

Staff comments were reviewed and discussed (see Attachment A).

The Commission talked about the empty lot completing the development which was going to happen at some point in time. Snow removal changes and view obstruction would eventually occur as the Association did not own the lot.

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the preliminary plat with the following conditions:

- A. The utility easements shall be added as requested by the MUC.
- B. The Association declarations and articles shall be amended/recorded to include the newly created lots and a copy furnished to the City.
- C. The applicant shall work with the Homeowners Association on aesthetics of the structure, snow storage, and drainage.

The motion carried.

5. FAIRACRE ADDITION PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT- FILE NO. 12-3: The public hearing opened at 8:00 p.m. Don Williamson presented his proposal for a conditional use permit for a planned unit development of single family homes with a private drive on property described as: the W ½ of SW ¼ excluding the E 604.24' thereof, also excluding the S 540' thereof and also excluding the north 1365.50' thereof, Section 22, Township 119, Range 35 (2721 15th St. SW). Andy Nelson, of Bollig Inc., explained that the private street will be 32' wide. Mr. Williamson stated there will be a homeowners association to handle the declarations and articles, but they aren't sure yet which lots won't be in the association (as some lots front the public street).

No one spoke for or against the request and the public hearing was closed at 8:07 p.m. p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

Mr. Czarnetzki made a motion, seconded by Mr. Thaden, to approve the conditional use permit for a planned unit development with the following conditions:

- A. A homeowners association shall be set up and articles/declarations be submitted to the City prior to final plat signatures and be recorded with the plat.
- B. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The motion carried.

6. FAIRACRE ADDITION PRELIMINARY PLAT- FILE NO. 12-5: The public hearing opened at 8:10 p.m. Don Williamson presented the preliminary plat of an 11 lot single family home subdivision on property described as: the W ½ of the SW ¼ excluding the E 604.24' thereof, also excluding the S 540' thereof and also excluding the N 1,365.50' thereof, Section 22, Township 119, Range 35 (2721 15th St. SW). The property is zoned R-1 single family residential. They are proposing a private drive cul-de-sac and the lots well exceed the 10,000 sq. ft. minimum.

No one appeared to speak for or against the request and the public hearing was closed at 8:20 p.m.

Staff comments were reviewed and discussed (see Attachment A).

The Planning Commission asked how the stormwater was going to be dealt with on the property. Andy Nelson responded that due to the large lots they plan on rain gardens and infiltration systems onsite to deal with stormwater.

Staff commented that there will be no east/west street connections with that plat. The Planning Commission talked about the cul-de-sac and upscale homes planned for the development and that a traditional grid layout isn't a good fit.

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the preliminary plat with the following conditions:

- A. All easements shall be added as requested.
- B. All plans for street, sewer/water, and stormwater shall be submitted to the City Engineer for review and approval prior to final plat signatures.
- C. The homeowner association articles and declarations for the private street shall be submitted for Staff review prior to signature of the plat.

- D. Utility stub not at Fairacre Dr. location; moving it will be at the full cost of the developer.
- E. Private street shall meet Fire Department access/vehicle movement requirements.

The motion carried.

- 7. MINKE ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 12-6: The public hearing opened at 8:25 p.m. Staff presented the three lot combination on behalf of Ron Minke combining two platted lots and one metes and bounds lot legally described as follows: Outlots A and B, Home Depot Addition; AND part of the NW ¼ of NW ¼ commencing at NW corner of Section 26; then E 133' to easterly r-o-w of Hwy. 71; then S 63.13' to point of beginning; then continued S on r-o-w line 120' then E parallel to N-S Section line to County Ditch #23, then N 120', then W 484.08' to point of beginning excluding that part platted as the Home Depot Addition (2805 1st St. S.). The property includes the existing Sherwin Williams building and Mr. Minke wants to clean up the legal and get only one tax statement.

No one appeared to speak for or against the request and the public hearing closed at 8:30 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the plat with the following conditions:

- A. The utility easements shall be added as requested.
- B. List all the access easements and recording number on the final plat and/or give copies of documents to the City.

The motion carried.

- 8. There being no further business to come before the Commission, the meeting adjourned at 8:32 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION- MAY 23, 2012

STAFF COMMENTS

1. VALLEY VIEW COURT SECOND ADDITION CONDITIONAL USE PERMIT PLANNED UNIT DEVELOPMENT AMENDMENT- FILE NO. 12-2:

- The applicant is Anjali Dahiya, Spicer MN.
- She is requesting an amendment to the Valley View Court Second Addition to allow a twin home on a lot previously approved for a single family home on property described as: Lot 7, Block 1, Valley View Court First Addition (207 Valley View Court First Addition).
- The property is zoned R-4 Medium Density Multiple Family Residential.
- This is last lot that is undeveloped in the Planned Unit Development and was approved for a single family home.
- It is accessed via Valley View Court First Addition a private street.
- The property is part of a homeowners association and will have to adhere to their private covenants.
- The lot is 97.63' wide and with the proposed platting of the property each twin home would have 48.81 wide lots. This is slightly more narrow then the other twin home lots in the development which are at 53' in width.
- A variance was obtained for Lot 7, Block 1 for a 15' rear setback back in 2002.
- The side exterior setback (east) has to meet the 10' setback. But the front and interior side can match the existing homes in the Planned Unit Development.
- The builder has submitted a schematic of four plexes that he has constructed; this duplex would essentially be half of the submitted plan. The three bedroom two story home is slightly denser than the other homes in the development.

RECOMMENDATION: Approve the conditional use permit planned unit development amendment to allow a duplex on the above mentioned property with the following conditions:

- A. The lot is part of the homeowners association and will be responsible for dues for the private street, maintenance, etc. The new lot legal description once recorded shall be amended in the articles and declarations. And a copy submitted to the City.
- B. The use shall meet all applicable local, state, and federal laws and regulations at all times.

2. VALLEY VIEW COURT SECOND ADDITION PRELIMINARY PLAT- FILE NO. 12-04:

- The applicant is Anjali Dahiya, Spicer, MN.
- She is requesting a replat of a lot into two for a twin home on property described as: Lot 7, Block 1, Valley View Court First Addition (207 Valley View Dr. SE).
- The lot is 97.68' wide and being proposed to be split into two 48.81' wide lots.
- The lots are part of a planned unit development and there have been similarly sized lots created in other twin home developments such as Cambridge Second Addition most recently.
- It is a private development, street, water, etc. are private once they leave the City right-of-way and shall be controlled/maintained by the homeowners association.

- Parking is limited as the private street is narrow and only permitted on one side of the street.

City Engineer/Public Works Director Comments: We have reviewed the Valley View Court Second Addition plat prepared by Bonnema Surveys, Inc. and have no comments. The availability of utilities for the plat is unknown due to the fact that Valley View Dr. is a private street.

Assessor's Comments: Replat of 95-831-0360. Current parcel is part of an association with a private street, how would this affect property as far as access, dues and other association by-laws? Section 13, not 23.

Fire Chief/Marshal Comments: No parking fire lane. Fire hydrant as per City Policy.

MUC Comments: Add a 5' utility easement on the west property line of Lot 1, Block 1. Also, add a 10' utility easement at the north property line of lots 1 & 2, Block 1. The water is via an 8" main in Valley View Court.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. The utility easements shall be added as requested by the MUC.
- B. The association declarations and articles shall be amended/recorded to include the newly created lots. A copy shall be furnished to the City.

3. FAIRACRE ADDITION PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT- FILE NO. 12-3:

- The applicant is Don Williamson, Willmar MN.
- The applicant proposing a single family home development with a private street on property described as: the W ½ of SW ¼ excluding the E 604.24' thereof, also excluding the S 540' thereof and also excluding the north 1365.50' thereof, Section 22, Township 119, Range 35 (2721 15th St. SW).
- The property is zoned R-1 Single Family Residential.
- The private street requires the planned unit development conditional use permit.
- There will have to be a homeowners association and declarations/articles formulated to cover the private street, shared access, maintenance etc.
- Fairacre Drive shall be labeled an outlet.
- Outlet street to the east?
- The lots all greatly exceed the 10,000 sq. ft. lot size minimum so setbacks etc. will be easily met, no reduction in setbacks will be needed as in other dense planned unit developments.
- The utilities will be private once they leave the 15th St. SW r-o-w.

RECOMMENDATION: Approve the conditional use permit for a planned unit development with the following conditions:

- A. A homeowners association shall be set up and articles/declarations submitted to the City prior to final plat signatures and recorded with the plat.

4. FAIRACRE ADDITION PRELIMINARY PLAT FILE NO. 12-5:

- The applicant is Don Williamson, Willmar, MN.
- The applicant is proposing an 11 lot single family home subdivision on property described as: the W ½ of the SW ¼ excluding the E 604.24' thereof, also excluding the S 540' thereof and also excluding the N 1,365.50' thereof, Section 22, Township 119, Range 35 (2721 15th St. SW).
- The property is zoned R-1 Single Family Residential.
- The property is accessed via 15th St. SW, and the applicant proposed a private street cul-de-sac.
- Four of the proposed lots have direct access to 15th St. SW.
- Fairacre Dr. SW shall be labeled an Outlot on the plat.
- The lots well exceed the 10,000 sq. ft. lot area minimum for the R-1 district. The minimum lot widths are met as well.
- The private street shall be governed by a homeowners association, to ensure maintenance etc. of the shared access. (Only lots 2-8?)
- Cul-de-sac greater than 500'?
- Tapping fees/lift station fees?
- Parking on one side of street?
- Built width of street?
- Turning radius ok for Fire Trucks?
- Street connection/access to the east?

City Engineer/Public Works Director Comments: Currently, a 70' right-of-way is required for a public street. The utility stub off of 15th St. is not located at the proposed entrance to Fairacre Dr. A 20' storm sewer easement is required along the entire length of the north side of Block 1 for future storm water needs. A 6' utility easement should be required along the south and east boundaries of the plat. The 6' utility easement along the west boundary of the plat could be eliminated. A 5' tree planting easement is required along the west boundary of the plat adjacent to 15th St. SW. All plan designs for street, sewer/water, and stormwater shall be submitted to the City Engineer prior to final plat signatures.

Fire Chief/Marshal Comments: Fire hydrants as per City Policy. 45' clear radius in cul-de-sacs required. 20' of clear space for FD access on private streets.

MUC Comments: Electrical service is available but needs underground construction in the area. Water is available via a 12" main in 15th St. SW. A 6' utility easement shall be added along the north, east, and south property lines. 10' utility easement shall be along the proposed private street, not 6'. Since Fairacre Dr. SW is a private street, any lighting will also be private.

Assessor's Comments: Plat of parcel 95-922-8180. There is a garage structure currently on the property, shall be shown on the plat and setbacks from property lines noted.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. All easements shall be added as requested.
- B. All plans for street, sewer/water, and stormwater shall be submitted to the City Engineer for review and approval prior to final plat signatures.
- C. The homeowner association articles and declarations for the private street shall be submitted for Staff review prior to the signature of the final plat.
- D. Utility stub not at Fairacre Dr. location, moving it will be at the full cost of the developer.
- E. Private street shall meet Fire Department access/movement policies.
- F. Garage structure not noted on plat, verify location and setbacks.

5. MINKE ADDITION- PRELIMINARY/FINAL PLAT- FILE # 12-6:

- The applicant is Ron Minke, Willmar, MN.
- The applicant is requesting a lot combination of two platted parcels and one metes and bounds lot into one parcel and legal description on land legally described as follows: Outlots A and B, Home Depot Addition; AND part of the NW ¼ of NW ¼ commencing at NW corner of Section 26; then E 133' to easterly r-o-w of Hwy. 71; then S 63.13' to point of beginning; then continued S on r-o-w line 120' then E parallel to N-S section line to County Ditch #23, then N 120', then W 484.08' to point of beginning excluding that part platted as the Home Depot Addition (2805 1st St. S.).
- The property is zoned GB General Business.
- The whole purpose of platting the property is two combine the three parcels into one tax statement clean legal etc.
- The property is accessed via 28th Ave. SE. There is several access easements listed on the plat- surveyor please list all documents (give us copies of access easement documents?).

Assessor's Comments: Plat of 95-926-0040 also replat of 95-366-0020 and 95-366-0030 (Outlots A and B respectively). There is a structure on parcel 95-926-0040. The easements on preliminary plat should be included on final plat because there is no other street access to parcel.

Engineer/Public Works Director Comments: We have reviewed the Minke Addition plat prepared by O'Malley and Kron Land Surveyors, Inc. and have no comments.

Fire Chief/Marshall Comments: Fire hydrants as per City Policy.

MUC Comments: Water supply is available via 12" main in 28th Ave. Se and 12' main in 1st St. S. Add a 6' utility easement along the north property line.

RECOMMENDATION: Approve the plat with the following conditions:

- A. Add the utility easement as requested.
- B. List all the access easements and recording number on the final plat and/or give copies of documents to the City.

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MAY 29, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Tuesday, May 29, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer, and Dave Becker.

Others present at the meeting were: Interim Co-Manager Larry Heinen, Interim Co-Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Accounting Supervisor Tess Stoffel, Power Supply Broker Chris Carlson, Energy Service Representative Dave Opsahl, City Attorney Robert Scott, City Councilman Bruce DeBlieck, City Administrator Charlene Stevens, and WC Tribune Journalist David Little.

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

RESOLUTION NO. 28

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

- ❖ Minutes from the May 14, 2012 Commission meetings; and,
- ❖ Bills represented by vouchers No. 120811 to No. 120915 inclusive in the amount of \$1,488,547.95, with a MISO credit in the amount of \$11,243.81.

Dated this 29th day of May 2012.

President

ATTEST:

Secretary

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

The WMU Labor Committee Report for May 17, 2012 was presented to the Commission by Commissioner Schrupp (Chair). The first item of discussion was the proposal submitted by Springsted, Inc. (St. Paul) to conduct an executive search for the General Manager position. The recruitment plan would identify qualified candidates with proven leadership and management experience. Among the items contained in the proposal were the qualifications of Springsted to conduct the search, and the executive search process. The fee to conduct the executive search would be in an amount not to exceed \$15,500. Commissioner Schrupp also informed the Commission the availability of a supplemental firm to assist in the search. This firm would provide additional technical advice relating to the utility industry. The cost to Springsted to engage this

supplemental firm to assist in the search would be at a cost not to exceed \$2,000. Following discussion, Commissioner Schrupp offered a resolution to engage Springsted, Inc., to conduct an executive search for the General Manager's position at a cost not to exceed \$15,500, and to authorize Springsted to use a supplemental firm to assist in the search at a cost not to exceed \$2,000. Commissioner Salzer seconded.

RESOLUTION NO. 29

BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal submitted by Springsted, Inc. of St. Paul, Minnesota, to conduct an executive search for the General Manager position at a cost not to exceed \$15,500 and to authorize Springsted to use a supplemental firm with utility industry expertise to assist in the search at a cost not to exceed \$2,000 be approved."

Dated this 29th day of May 2012.

President

ATTEST:

Secretary

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

The WMU Labor Committee reviewed with the Commission the final report of the Organizational Assessment Study conducted by Springsted, Inc. The information contained in the report provided an objective assessment of the priorities facing Willmar Municipal Utilities both now and in the future. The top five priorities identified in the study were: 1) hire a General Manager; 2) establish a structure; 3) strengthen the culture; 4) develop the Team; and, 5) partnering with the City. Included in the study was the creation of a position profile for the General Manager position. Following a review of the profile, Commissioner Schrupp made a motion to approve the General Manager position profile as presented. Commissioner Laumer seconded, and the motion was carried by a vote of seven ayes and zero nays.

One item of interest noted by the WMU Labor Committee was the two proposed organizational charts for WMU included in the study (Appendix V). Commissioner Baker recommended that the new General Manager have input in the establishment of the organizational structure for the Utility. Following further discussion, Commissioner Baker offered a resolution to approve the Organizational Assessment Study submitted by Springsted, Inc. with the exclusion of the proposed organizational charts (Appendix V). Commissioner Schrupp seconded. The organizational chart will be included with the permanent General Manager's initial assignment.

RESOLUTION NO. 30

BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Organizational Assessment Study conducted by Springsted, Inc., of St. Paul, Minnesota, be approved with the exclusion of the proposed organizational charts (Appendix V)."

Dated this 29th day of May 2012.

President

ATTEST:

Secretary

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

Following discussion of the WMU Labor Committee Report, Commissioner Schrupp offered a motion to approve the minutes from the May 17th WMU Labor Committee Meeting as presented. Commissioner Gesch seconded, and the motion was carried by a vote of seven ayes and zero nays.

Manager of Electric Services Kimpling reviewed with the Commission proposed revisions for the WMU Personnel Policy & Procedures Manual. A number of revisions were initially introduced to meet the current requirements as recommended by our auditors during annual audits. Additional changes have been made to bring the Manual up to current practices. Following a review of the recommended revisions, Commissioner Schrupp offered a resolution to approve the WMU Personnel Policy & Procedures Manual as presented. Commissioner Holz seconded.

RESOLUTION NO. 31

BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed revisions to the WMU Personnel Policy & Procedures Manual be approved in its entirety as presented."

Dated this 29th day of May 2012.

President

ATTEST:

Secretary

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

The Commission expressed their concern regarding the need to include additional language to Section 2.8 "Complaint/Grievance Procedure". The need to have the Labor Committee consult with the City Attorney(s) regarding this item was discussed. Following discussion, Commissioner Laumer made a motion to instruct the WMU Labor Committee to contact our City Attorney(s) to discuss Section 2.8 "Compliant/Grievance Procedure" as found in the WMU Personnel Policy & Procedures Manual. Commissioner Holtz seconded, and the motion was carried by a vote of seven ayes and zero nays.

Interim Co-Manager Heinen reviewed with the Commission financial reports including the April 2012 Budget Report and the May 24, 2012 Investment Report. This was for information only.

Interim Co-Manager Heinen reviewed with the Commission the need to make a decision regarding the amount of liability limits they wish to set regarding the League of Minnesota Liability Insurance renewal. Staff was recommending that the Willmar Municipal Utility does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. If the Utilities does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the WMU waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Following discussion, Commissioner Schrupp offered a resolution to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Salzer seconded.

RESOLUTION NO. 32

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

Dated this 29th day of May 2012.

President

ATTEST:

Secretary

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

At this time, Energy Services Representative Opsahl presented the Commission with a report on WMU's Energy Services Department. Included in his presentation was a listing of the fifteen various energy conservation programs offered by WMU (Interruptible Load Credit, Heat Pump Credit, Load Share, Off Peak Storage Heat, Energy Star Rebates, etc.). It was noted that in 2010, Minnesota utilities were mandated to save 1.5% of their gross KWH sales and to spend at least 1.5% of their gross operating revenue on Conservation Improvement Programs (C.I.P.)

Manager of Electric Services Kimpling informed the Commission that the second trial demonstration for LED street lighting has been completed. Following the conclusion of the test, it was the recommendation of Staff to purchase three LED street lights to be located in different areas of town to conduct a longer term testing (up to a year) of the LED lights. It was noted that financing to conduct the additional testing was included in the WMU 2012 Budget.

Interim Co-Manager Heinen informed the Commission that a joint meeting with the Mayor and City Council has been scheduled for Monday, June 4, 2012 at 6:00 p.m. to discuss legal strategy in the pending litigation of Bruce J. Gomm vs. City of Willmar/Municipal Utilities Commission. This closed session will be held in the WMU Auditorium.

Interim Co-Manager Hompe informed the Commission that the annual MMUA Summer Conference will be held August 20th – 22nd at Cragun's near Brainerd. Those wishing to attend should contact Beth Mattheisen for arrangements.

Interim Co-Manager Hompe informed the Commission that SAIC is planning to release a draft report of the power supply findings by the end of this week. He was requested that a meeting of the WMU Planning Committee be scheduled during the week of June 4-8.

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

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
AAA STRIPING SERVICE CO 33203 05/30/12	001114 STREET STRIPING	13,868.16		100423		D N	MTCE. OF OTHER I	101.43425.0336
ALLIED ELECTRONICS INC 33204 05/30/12	001479 REPLACEMENT BATTERIES	412.79		9000471591		D N	MTCE. OF EQUIPME	651.48474.0224
	33204 05/30/12	275.20		9000471591		D N	MTCE. OF EQUIPME	651.48475.0224
	VENDOR TOTAL	687.99	*CHECK TOTAL					
AMERICAN WELDING & GAS I 33205 05/30/12	000057 FIRE EXT. REFILL	20.58		01701733		D N	INVENTORIES-MDSE	101.125000
	33205 05/30/12	9.35		01730536		D N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	29.93	*CHECK TOTAL					
BACKES TELEPHONE SERVICE 33206 05/30/12	000087 INST. CAT 5E CABLE	45.53		10914		D N	MTCE. OF OTHER I	101.43425.0226
	33206 05/30/12	320.00		10914		D N	MTCE. OF OTHER I	101.43425.0336
	VENDOR TOTAL	365.53	*CHECK TOTAL					
BARR ENGINEERING COMPANY 33207 05/30/12	000092 WIRSHED MGMT PLAN UPDA	2,387.00		23341003.00-15		D N	PROFESSIONAL SER	417.43417.0446
BCA CJTE 33208 05/30/12	000095 NELSON-CONFERENCE REGIS.	75.00		1001		D N	TRAVEL-CONF.-SCH	101.42411.0333
	33208 05/30/12	75.00		1001		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	150.00	*CHECK TOTAL					
BENNETT OFFICE TECHNOLOG 33209 05/30/12	000099 WEBSITE HOSTING FEES	15.00		163873		D N	COMMUNICATIONS	208.45005.0330
BOESCHEN/MARK 33210 05/30/12	002260 USB FLASH DRIVES	51.96		305		D N	GENERAL SUPPLIES	101.41409.0229
BONNEMA SURVEYS 33211 05/30/12	001716 PROFESSIONAL SERVICES	333.00		12-243		D N	PROFESSIONAL SER	420.43451.0446
	33211 05/30/12	560.50		12-421		D N	PROFESSIONAL SER	420.43451.0446
	33211 05/30/12	560.50		12-424		D N	PROFESSIONAL SER	420.43451.0446
	VENDOR TOTAL	1,454.00	*CHECK TOTAL					
BROWN & BIGELOW 33212 05/30/12	002962 TOURISM WEEK T-SHIRTS	2,013.33		21003775		D N	OTHER CHARGES	208.45006.0449
	33212 05/30/12	2,000.00		21003775		D N	OTHER CHARGES	208.45010.0449
	VENDOR TOTAL	4,013.33	*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
BSE								
33213 05/30/12	DUCT SEAL	8.72		903940613		D N	MTCE. OF OTHER I	651.48475.0226
33213 05/30/12	FUSES-UV DISINFECTION	110.06		903941763		D N	MTCE. OF EQUIPME	651.48474.0224
33213 05/30/12	FUSES-UV DISINFECTION	54.21		903941763		D N	MTCE. OF EQUIPME	651.48475.0224
33213 05/30/12	PARK LIGHTING CONTROLS	426.94		903945178		D N	MTCE. OF OTHER I	101.45432.0226
33213 05/30/12	FUSES-OLD SITE	11.86		903949000		D N	MTCE. OF EQUIPME	651.48474.0224
33213 05/30/12	WIRES/CONDUIT REPAIR	79.48		903949000		D N	MTCE. OF OTHER I	651.48475.0226
33213 05/30/12	PARK LIGHTING CONTROLS	36.47		903968026		D N	MTCE. OF EQUIPME	101.45432.0334
33213 05/30/12	BATTERIES-EMERGENCY LT	33.02		903995606		D N	MTCE. OF STRUCTU	101.41408.0225
33213 05/30/12	BATTERIES-EMERGENCY LT	55.41		904027542		D N	MTCE. OF STRUCTU	101.41408.0225
33213 05/30/12	BATTERIES-EMERGENCY LT	55.40		904027542		D N	MTCE. OF STRUCTU	101.41408.0225
	VENDOR TOTAL	871.57	*CHECK TOTAL					
		871.57						
CABRERA/MONA								
33214 05/30/12	REFUND JERSEY DEPOSIT	30.00		052112		D N	REFUNDS AND REIM	101.41428.0882
CANON FINANCIAL SERVICES								
33215 05/30/12	COPIER LEASE AGRMT	26.59		11857152		D N	RENTS	101.43425.0440
CARD SERVICES								
33216 05/30/12	CITY SALES TAX	0.18		041111		D N	SALES TAX PAYABL	101.206000
33216 05/30/12	EXEC. COMMITTEE LUNCHES	7.20		041111		D N	TRAVEL-CONF.-SCH	101.41403.0333
33216 05/30/12	EXEC. COMMITTEE LUNCHES	35.98		041111		D N	TRAVEL-CONF.-SCH	208.45005.0333
	VENDOR TOTAL	43.36	*CHECK TOTAL					
		43.36						
CARRANZA/NOE								
33217 05/30/12	PROFESSIONAL SERVICES	100.00		052612		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY								
33218 05/30/12	NATURAL GAS CHARGES	12.82		6007936/5-12		D N	UTILITIES	101.43430.0332
33218 05/30/12	NATURAL GAS CHARGES	199.76		6007939/5-12		D N	UTILITIES	101.43425.0332
33218 05/30/12	NATURAL GAS CHARGES	12.82		6038773/5-12		D N	UTILITIES	101.43425.0332
33218 05/30/12	NATURAL GAS CHARGES	109.10		6048932/5-12		D N	UTILITIES	651.48474.0332
33218 05/30/12	NATURAL GAS CHARGES	72.73		6048932/5-12		D N	UTILITIES	651.48475.0332
33218 05/30/12	NATURAL GAS CHARGES	70.42		6061271/5-12		D N	UTILITIES	101.45432.0332
33218 05/30/12	NATURAL GAS CHARGES	14.01		6069198/5-12		D N	UTILITIES	101.45432.0332
33218 05/30/12	NATURAL GAS CHARGES	106.90		6084836/5-12		D N	UTILITIES	101.43425.0332
33218 05/30/12	NATURAL GAS CHARGES	239.83		6085332/5-12		D N	UTILITIES	101.45433.0332
33218 05/30/12	NATURAL GAS CHARGES	12.82		6093527/5-12		D N	UTILITIES	101.43425.0332
33218 05/30/12	NATURAL GAS CHARGES	160.76		6102726/5-12		D N	UTILITIES	101.42412.0332
33218 05/30/12	NATURAL GAS CHARGES	82.24		6725927/5-12		D N	UTILITIES	101.43430.0332
33218 05/30/12	NATURAL GAS CHARGES	12.82		7177865/5-12		D N	UTILITIES	101.43430.0332
33218 05/30/12	NATURAL GAS CHARGES	205.67		8512023/5-12		D N	UTILITIES	651.48477.0332
33218 05/30/12	NATURAL GAS CHARGES	1,401.57		8795475/5-12		D N	UTILITIES	651.48474.0332
33218 05/30/12	NATURAL GAS CHARGES	934.45		8795475/5-12		D N	UTILITIES	651.48474.0332
	VENDOR TOTAL	3,648.72	*CHECK TOTAL					
		3,648.72						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/30/2012 16:09:31

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
CHAPTER COMMUNICATIONS 33219 05/30/12 MONTHLY PHONE SERVICE	174.56		3552/5-12		D N		COMMUNICATIONS	208.45005.0330
CLOUDNET 33220 05/30/12 DOMAIN NAME REGISTRATION	20.00		20120538787		D N		COMMUNICATIONS	208.45005.0330
COLEPAPERS INC 33221 05/30/12 CLEANING SUPPLIES	520.63		8745522		D N		CLEANING AND WAS	101.41408.0228
33221 05/30/12 AIR FRESHENER/SUPPLIES	135.47		8745522		D N		GENERAL SUPPLIES	101.41408.0229
33221 05/30/12 CLEANING SUPPLIES	172.16				D N		CLEANING AND WAS	101.45427.0228
828.26			*CHECK TOTAL					
VENDOR TOTAL	828.26							
CULLIGAN STERLING WATER 33222 05/30/12 SOFTENER RENTAL	30.99		112508-9/4-12		D N		RENTS	101.45435.0440
DELTA DENTAL OF MINNESOTA 33201 05/18/12 DENTAL INSURANCE-JUN	78.30		4857580		D N		RETIRED EMPLOYEE	101.41428.0818
DIAMOND VOGEL PAINT CENT 33223 05/30/12 PARTS FOR SPRAYER	191.31		821050406		D N		MTCE. OF EQUIPME	101.43425.0224
33223 05/30/12 FIELD MARKING PAINT	123.98		821050435		D N		GENERAL SUPPLIES	101.43425.0229
33223 05/30/12 TRAFFIC PAINT	1,070.89		821050467		D N		GENERAL SUPPLIES	101.43425.0229
33223 05/30/12 FIELD MARKING PAINT	126.22		821050489		D N		GENERAL SUPPLIES	101.43425.0229
33223 05/30/12 FIELD MARKING PAINT	247.95		821050532		D N		GENERAL SUPPLIES	101.43425.0229
33223 05/30/12 TRAFFIC PAINT	1,207.79		821050536		D N		GENERAL SUPPLIES	101.43425.0224
33223 05/30/12 PARTS FOR SPRAYER	1,301.12		821050606		D N		MTCE. OF EQUIPME	101.43425.0224
33223 05/30/12 TRAFFIC PAINT	1,081.58		821050645		D N		GENERAL SUPPLIES	101.43425.0229
4,079.84			*CHECK TOTAL					
4,079.84								
VENDOR TOTAL	4,079.84							
DIGICERT 33224 05/30/12 2013 SOFTWARE LICENSE	475.00		24626		D N		PREPAID EXPENSES	101.128000
33224 05/30/12 2014 SOFTWARE LICENSE	475.00		24626		D N		PREPAID EXPENSES	101.128000
33224 05/30/12 2015 SOFTWARE LICENSE	237.00		24626		D N		PREPAID EXPENSES	101.128000
33224 05/30/12 2012 SOFTWARE LICENSE	238.00		24626		D N		SUBSCRIPTIONS AN	101.41409.0443
1,425.00			*CHECK TOTAL					
VENDOR TOTAL	1,425.00							
DUININCK INC 33225 05/30/12 STREET/OTHER IMPROV.	98,546.91		1101-12/EST. 6		D N		MTCE. OF OTHER I	412.48451.0336
33225 05/30/12 STREET/OTHER IMPROV.	369,279.85		1101/EST. 6		D N		MTCE. OF OTHER I	411.48451.0336
467,826.76			*CHECK TOTAL					
VENDOR TOTAL	467,826.76							
DYNA SYSTEMS 33226 05/30/12 PAINT/WIRE ENDS	249.68		20575169		D N		INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ED'S SERVICE CENTER & SA 33227 05/30/12 TOWING CHARGES 33227 05/30/12 TOWING CHARGES VENDOR TOTAL	33.00 198.00 231.00 231.00		110694 110784 *CHECK TOTAL		D N D N	OTHER SERVICES OTHER SERVICES	412.48451.0339 101.42411.0339
EPA AUDIO VISUAL INC 33228 05/30/12 CABLE CAST PRO SERVER	9,395.38		178218		D N	FURNITURE AND EQ	450.45001.0552
ERICKSON/PATSY 33229 05/30/12 MAAO SUMMER SEMINAR 33229 05/30/12 MILEAGE 03/29-05/16/12 VENDOR TOTAL	104.46 26.03 130.49 130.49		052412 053012 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.41404.0333 101.41404.0333
ETTERMAN ENTERPRISES 33230 05/30/12 SMALL TOOLS 33230 05/30/12 SHOP TOWELS/SUPPLIES 33230 05/30/12 SMALL TOOLS 33230 05/30/12 SHOP TOWELS/SUPPLIES VENDOR TOTAL	53.11 70.42 35.40 46.94 205.87 205.87		183290 183290 183290 183290 *CHECK TOTAL		D M 07 D M 07 D M 07 D M 07	SMALL TOOLS GENERAL SUPPLIES SMALL TOOLS GENERAL SUPPLIES	651.48474.0221 651.48474.0221 651.48475.0221 651.48475.0221
FASHION NAILS 33231 05/30/12 SIGN DEPOSIT REFUND	100.00		2012-13		D N	DEPOSITS-SIGN PE	101.2300001
FASTENAL COMPANY 33232 05/30/12 1 1/4" MACHINE WASHERS	32.64		MNWIL93779		D N	INVENTORIES-MDSE	101.125000
FERGUSON ENTERPRISES INC 33233 05/30/12 PLUMBING PARTS	58.07		2443421		D N	MTCR. OF STRUCTU	101.43425.0225
FISCHER/BETH 33234 05/30/12 DOMAIN REGISTRATION	52.68		052912		D M 07	COMMUNICATIONS	208.45005.0330
FIVE-STAR PUMPING 33235 05/30/12 HAULED BIOSOLIDS 33235 05/30/12 HAULED BIOSOLIDS VENDOR TOTAL	1,643.00 1,643.00 3,286.00 3,286.00		3470 3470 *CHECK TOTAL		D N D N	RENTS RENTS	651.48478.0440 651.48479.0440
FRANCOTYP-POSTALIA INC 33236 05/30/12 POSTAGE METER RENTAL	186.19		RI101091423		D N	RENTS	101.42411.0440
G & K SERVICES 33237 05/30/12 CLEANING SERVICES	51.46		1007181698		D N	CLEANING AND WAS	101.43430.0338
GAME DAY ATHLETIC 33238 05/30/12 VELCRO CATCH SETS	210.92		39623		D N	GENERAL SUPPLIES	101.45432.0229

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
GATEWAY MAGAZINE 33239 05/30/12	ADVERTISING 002964	500.00		WLACVB		D N	OTHER CHARGES	208.45010.0449
GENERAL MAILING SERVICES 33240 05/30/12	TOURISM POSTAGE 000293	8.29		6067		D N	POSTAGE	208.45006.0223
33240 05/30/12	TOURISM POSTAGE	29.93		6068		D N	POSTAGE	208.45006.0223
33240 05/30/12	TOURISM POSTAGE	3,966.65		6102		D N	POSTAGE	208.45006.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	15.45		6169		D N	POSTAGE	101.41401.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	80.45		6169		D N	POSTAGE	101.41402.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	44.20		6169		D N	POSTAGE	101.41403.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	3.55		6169		D N	POSTAGE	101.41404.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	1.10		6169		D N	POSTAGE	101.41405.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	15.00		6169		D N	POSTAGE	101.41408.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	0.55		6169		D N	POSTAGE	101.41409.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	0.55		6169		D N	POSTAGE	101.41428.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	0.55		6169		D N	POSTAGE	101.41405.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	157.75		6169		D N	POSTAGE	101.41408.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	3.05		6169		D N	POSTAGE	101.43425.0223
33240 05/30/12	TOURISM POSTAGE 05/07 - 05/11/12	4.40		6169		D N	POSTAGE	101.43430.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	90.73		6198		D N	POSTAGE	101.45435.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	40.95		6198		D N	POSTAGE	101.41401.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	51.10		6198		D N	POSTAGE	101.41402.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	28.05		6198		D N	POSTAGE	101.41403.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	3.50		6198		D N	POSTAGE	101.41404.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	15.00		6198		D N	POSTAGE	101.41405.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	2.80		6198		D N	POSTAGE	101.43417.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	34.40		6198		D N	POSTAGE	101.43425.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	1.10		6198		D N	POSTAGE	101.43430.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	1.30		6198		D N	POSTAGE	101.45432.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	2.40		6198		D N	POSTAGE	101.45433.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	13.20		6198		D N	POSTAGE	101.45435.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	87.10		6198		D N	POSTAGE	412.48451.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	2.70		6198		D N	POSTAGE	651.48474.0223
33240 05/30/12	TOURISM POSTAGE 05/14 - 05/18/12	1.80		6198		D N	POSTAGE	651.48475.0223
	VENDOR TOTAL	4,707.60		*CHECK TOTAL				
		4,707.60						
GREEN MILL 33241 05/30/12	EXEC. COMMITTEE LUNCHES 001985	7.97		7509		D N	TRAVEL-CONF.-SCH	101.41403.0333
33241 05/30/12	EXEC. COMMITTEE LUNCHES	7.97		7509		D N	TRAVEL-CONF.-SCH	101.45433.0333
33241 05/30/12	EXEC. COMMITTEE LUNCHES	103.61		7509		D N	TRAVEL-CONF.-SCH	208.45005.0333
33241 05/30/12	MN ORCHESTRA LUNCHEON	30.00		7603		D N	OTHER CHARGES	208.45008.0449
	VENDOR TOTAL	149.55		*CHECK TOTAL				
		149.55						
HACH COMPANY 33242 05/30/12	LAB SUPPLIES 000316	109.72		7753139		D N	GENERAL SUPPLIES	651.48474.0229
33242 05/30/12	LAB SUPPLIES	73.15		7753139		D N	GENERAL SUPPLIES	651.48475.0229
	VENDOR TOTAL	182.87		*CHECK TOTAL				
		182.87						

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
HANSEN ADVERTISING SPECI 000321 33243 05/30/12 PROMO ITEMS-MSAE EXPO 33243 05/30/12 PROMO CLOTHING-EXPOS 33243 05/30/12 PROMO CLOTHING-SPRTS SHO 446.00 1,232.70 VENDOR TOTAL 1,232.70	340.70 446.00 446.00		30076 30114 30114 *CHECK TOTAL		D N D N D N	OTHER CHARGES OTHER CHARGES OTHER CHARGES	208.45008.0449 208.45008.0449 208.45010.0449
HAUG-KUBOTA LLC 002609 33244 05/30/12 MOWER DECK CASTER BSHNGS 132.01 33244 05/30/12 FILTERS 217.70 33244 05/30/12 MOWER BLADES/BEARINGS 196.72 546.43 VENDOR TOTAL 546.43	1400 1412 1485 *CHECK TOTAL		1400 1412 1485 *CHECK TOTAL		D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000 101.125000
HAWKINS INC 000325 33245 05/30/12 FERRIC CHLORIDE 4,936.03	4,936.03		3338660 RI		D N	GENERAL SUPPLIES	651.48475.0229
HEWLETT-PACKARD COMPANY 002160 33246 05/30/12 HP FORENSICS UNIT SERV 7,490.08	7,490.08		51133906		D N	FURNITURE AND EQ	800.42411.0552
hour MEDIA 002697 33247 05/30/12 AAA LIVING AD MAY/JUNE 738.40 33247 05/30/12 AAA LIVING AD MAY/JUNE 784.80 1,523.20 VENDOR TOTAL 1,523.20	738.40 784.80 1,523.20 1,523.20		5-12-AAA1082 5-12-AAA1082 *CHECK TOTAL		D N D N	ADVERTISING OTHER CHARGES	208.45006.0447 208.45010.0449
HYDRITE CHEMICAL CO 002837 33248 05/30/12 ANTIFOAM 853.60 33248 05/30/12 MAGNESIUM HYDROXIDE 8,869.20 9,722.80 VENDOR TOTAL 9,722.80	853.60 8,869.20 9,722.80		01485325 01487279 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48475.0229 651.48475.0229
INDEPENDENT SCHOOL DIST 000348 33249 05/30/12 AUCTION PROCEEDS 342.00 33249 05/30/12 FEB 2012 CER 5,508.86 33249 05/30/12 MAR 2012 CER 7,321.51 13,172.37 VENDOR TOTAL 13,172.37	342.00 5,508.86 7,321.51 13,172.37 13,172.37		052112 052212 052212 *CHECK TOTAL		D N D N D N	OTHER SERVICES DUE TO SCHOOL - DUE TO SCHOOL -	101.41428.0339 101.223002 101.223002
ISTOCKPHOTO LP 002960 33250 05/30/12 PROFESSIONAL SERVICES 418.00	418.00		21200		D N	PROFESSIONAL SER	101.41409.0446
JOHNSON FEED INC 002920 33251 05/30/12 ROAD SALT 2,088.47 33251 05/30/12 ROAD SALT 2,108.80 4,197.27 VENDOR TOTAL 4,197.27	2,088.47 2,108.80 4,197.27 4,197.27		63262 63263 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	101.43425.0229 101.43425.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO ATTORNEY 33252 05/30/12 AUCTION PROCEEDS 001842	723.66		051712		D N	OTHER SERVICES	101.41428.0339
KANDIYOHI CO AUDITOR 33253 05/30/12 LONG DISTANCE-APRIL 000376	18.88		052112		D N	COMMUNICATIONS	101.42411.0330
KANDIYOHI CO FAMILY SERV 33254 05/30/12 REFUND SHELTER DEPOSIT .02175	50.00		052112		D N	DEPOSITS	101.230000
KANDIYOHI CO-OP ELECTRIC 33255 05/30/12 ELEC SERV-SECURITY LIGHT 000375	15.50		128238001/5-12		D N	UTILITIES	651.48478.0332
33255 05/30/12 ELEC SERV-SECURITY LIGHT	15.50		128238001/5-12		D N	UTILITIES	651.48478.0332
33255 05/30/12 WELCOME TO WILLMAR SIGN	92.00		128238002/5-12		D N	UTILITIES	101.43425.0332
33255 05/30/12 WELCOME TO WILLMAR SIGN	49.84		128238003/5-12		D N	UTILITIES	101.43425.0332
33255 05/30/12 ABBOTT DR LIFT STATION	70.00		128238007/5-12		D N	UTILITIES	651.48476.0332
33255 05/30/12 CO RD 23/HWY 71 BYPASS	115.00		128238009/5-12		D N	UTILITIES	101.43425.0332
33255 05/30/12 ELEC SERV-LIFT STATIONS	751.00		1878367/5-12		D N	UTILITIES	651.48476.0332
VENDOR TOTAL	1,108.84		*CHECK TOTAL				
VENDOR TOTAL	1,108.84						
LINCOLN FINANCIAL GROUP 33256 05/30/12 LIFE INSURANCE-JUNE 002789	43.31		M251		D N	EMPLOYER INSUR.	101.41400.0114
33256 05/30/12 LIFE INSURANCE-JUNE	43.75		M251		D N	EMPLOYER INSUR.	101.41402.0114
33256 05/30/12 LIFE INSURANCE-JUNE	17.50		M251		D N	EMPLOYER INSUR.	101.41403.0114
33256 05/30/12 LIFE INSURANCE-JUNE	26.25		M251		D N	EMPLOYER INSUR.	101.41404.0114
33256 05/30/12 LIFE INSURANCE-JUNE	35.00		M251		D N	EMPLOYER INSUR.	101.41405.0114
33256 05/30/12 LIFE INSURANCE-JUNE	8.75		M251		D N	EMPLOYER INSUR.	101.41408.0114
33256 05/30/12 LIFE INSURANCE-JUNE	17.50		M251		D N	EMPLOYER INSUR.	101.41409.0114
33256 05/30/12 LIFE INSURANCE-JUNE	2.19		M251		D N	EMPLOYER INSUR.	101.41424.0114
33256 05/30/12 LIFE INSURANCE-JUNE	28.00		M251		D N	RETIRED EMPLOYEE	101.41428.0818
33256 05/30/12 LIFE INSURANCE-JUNE	1,466.70		M251		D N	INS. PASS THROUGH	101.41428.0819
33256 05/30/12 LIFE INSURANCE-JUNE	1,297.50		M251		D N	EMPLOYER INSUR.	101.42411.0114
33256 05/30/12 LIFE INSURANCE-JUNE	26.25		M251		D N	EMPLOYER INSUR.	101.42412.0114
33256 05/30/12 LIFE INSURANCE-JUNE	39.38		M251		D N	EMPLOYER INSUR.	101.43417.0114
33256 05/30/12 LIFE INSURANCE-JUNE	175.00		M251		D N	EMPLOYER INSUR.	101.43425.0114
33256 05/30/12 LIFE INSURANCE-JUNE	17.50		M251		D N	EMPLOYER INSUR.	101.45432.0114
33256 05/30/12 LIFE INSURANCE-JUNE	35.00		M251		D N	EMPLOYER INSUR.	101.45433.0114
33256 05/30/12 LIFE INSURANCE-JUNE	4.37		M251		D N	EMPLOYER INSUR.	101.45437.0114
33256 05/30/12 LIFE INSURANCE-JUNE	17.50		M251		D N	EMPLOYER INSUR.	207.45001.0114
33256 05/30/12 LIFE INSURANCE-JUNE	78.75		M251		D N	EMPLOYER INSUR.	651.48484.0114
33256 05/30/12 LIFE INSURANCE-JUNE	8.75		M251		D N	EMPLOYER INSUR.	651.48485.0114
33256 05/30/12 LIFE INSURANCE-JUNE	8.75		M251		D N	EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL	2,397.70		*CHECK TOTAL				
VENDOR TOTAL	2,397.70						
LIVINGOOD/ROSS 33257 05/30/12 BASIC SWAT TRAINING 002380	123.07		187		D N	TRAVEL-CONF. -SCH	101.42411.0333

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
MADISON NATIONAL LIFE 002249							
33258 05/30/12 LTD PREMIUM-JUNE	36.28		191		D N	EMPLOYER INSUR.	101.41400.0114
33258 05/30/12 LTD PREMIUM-JUNE	85.65		191		D N	EMPLOYER INSUR.	101.41402.0114
33258 05/30/12 LTD PREMIUM-JUNE	35.85		191		D N	EMPLOYER INSUR.	101.41403.0114
33258 05/30/12 LTD PREMIUM-JUNE	43.43		191		D N	EMPLOYER INSUR.	101.41404.0114
33258 05/30/12 LTD PREMIUM-JUNE	58.73		191		D N	EMPLOYER INSUR.	101.41405.0114
33258 05/30/12 LTD PREMIUM-JUNE	7.76		191		D N	EMPLOYER INSUR.	101.41408.0114
33258 05/30/12 LTD PREMIUM-JUNE	27.25		191		D N	EMPLOYER INSUR.	101.41409.0114
33258 05/30/12 LTD PREMIUM-JUNE	4.05		191		D N	EMPLOYER INSUR.	101.41424.0114
33258 05/30/12 LTD PREMIUM-JUNE	546.05		191		D N	EMPLOYER INSUR.	101.42411.0114
33258 05/30/12 LTD PREMIUM-JUNE	44.28		191		D N	EMPLOYER INSUR.	101.42412.0114
33258 05/30/12 LTD PREMIUM-JUNE	68.59		191		D N	EMPLOYER INSUR.	101.43417.0114
33258 05/30/12 LTD PREMIUM-JUNE	265.43		191		D N	EMPLOYER INSUR.	101.43425.0114
33258 05/30/12 LTD PREMIUM-JUNE	26.54		191		D N	EMPLOYER INSUR.	101.45432.0114
33258 05/30/12 LTD PREMIUM-JUNE	42.06		191		D N	EMPLOYER INSUR.	101.45433.0114
33258 05/30/12 LTD PREMIUM-JUNE	6.45		191		D N	EMPLOYER INSUR.	101.45437.0114
33258 05/30/12 LTD PREMIUM-JUNE	13.48		191		D N	EMPLOYER INSUR.	101.45437.0114
33258 05/30/12 LTD PREMIUM-JUNE	124.57		191		D N	EMPLOYER INSUR.	207.45001.0114
33258 05/30/12 LTD PREMIUM-JUNE	12.90		191		D N	EMPLOYER INSUR.	651.48484.0114
33258 05/30/12 LTD PREMIUM-JUNE	13.48		191		D N	EMPLOYER INSUR.	651.48485.0114
33258 05/30/12 LTD PREMIUM-JUNE	1,462.83		*CHECK TOTAL		D N	EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL	1,462.83						
MAGNUSON SHEET METAL INC 001121							
33259 05/30/12 A/C REPAIR-PARTS	104.28		116305		D N	INVENTORIES-MDSE	101.125000
33259 05/30/12 A/C REPAIR-LABOR	120.00		116305		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	224.28		*CHECK TOTAL				
MAXIMUM CRUISE AVIATION 002675							
33260 05/30/12 ON SITE MGMT SERV-MAY	1,666.66		052912		D N	PROFESSIONAL SER	101.43430.0446
MCFOA 001460							
33261 05/30/12 MEMBERSHIP DUES	17.50		052912		D N	PREPAID EXPENSES	101.128000
33261 05/30/12 MEMBERSHIP DUES	17.50		052912		D N	SUBSCRIPTIONS AN	101.41403.0443
VENDOR TOTAL	35.00		*CHECK TOTAL				
MENARDS 000449							
33262 05/30/12 PAINTERS PLASTIC/SUPPL.	50.72		39897		D N	GENERAL SUPPLIES	101.43425.0229
33262 05/30/12 BLEACH LINE SUPPLIES	4.83		41000		D N	GENERAL SUPPLIES	651.48474.0229
33262 05/30/12 BLEACH LINE SUPPLIES	2.38		41000		D N	GENERAL SUPPLIES	651.48475.0229
33262 05/30/12 OIL ROOM SHELVING	140.93		41577		D N	SMALL TOOLS	651.48474.0221
33262 05/30/12 OIL ROOM SHELVING	93.96		41577		D N	SMALL TOOLS	651.48475.0221
33262 05/30/12 SELVIG FOUNTAIN PARTS	18.29		41697		D N	MTCE. OF OTHER I	101.43425.0226
33262 05/30/12 SELVIG FOUNTAIN PARTS	43.74		41697		D N	MTCE. OF OTHER I	101.43425.0226
33262 05/30/12 SELVIG FOUNTAIN PARTS	53.33		41927		D N	MTCE. OF OTHER I	101.43425.0226
33262 05/30/12 SELVIG FOUNTAIN PARTS	408.18		41927		D N	MTCE. OF OTHER I	101.43425.0226
VENDOR TOTAL	408.18		*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENDOZA/ANN 33263	05/30/12 REFUND SHELTER DEPOSIT .01827	50.00		052112		D N	DEPOSITS	101.230000
MINNEAPOLIS FINANCE DEPA 33264	05/30/12 PROFESSIONAL SERVICES 000466	150.00		400413002962		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE 175 05/18/12	SALES TAX-APRIL 000492	1,099.00		STMT/4-12		M N	SALES TAX PAYABL	101.206000
175 05/18/12	USE TAX-APRIL	1.07CR		STMT/4-12		M N	SALES TAX PAYABL	101.206000
175 05/18/12	USE TAX-APRIL	0.34CR		STMT/4-12		M N	SALES TAX PAYABL	101.206000
175 05/18/12	USE TAX-APRIL	1.32CR		STMT/4-12		M N	SALES TAX PAYABL	101.206000
175 05/18/12	USE TAX-APRIL	241.71		STMT/4-12		M N	SMALL TOOLS	101.42411.0221
175 05/18/12	USE TAX-APRIL	37.00		STMT/4-12		M N	MOTOR FUELS AND	101.42411.0222
175 05/18/12	USE TAX-APRIL	3.03		STMT/4-12		M N	MICE. OF EQUIPME	101.42411.0224
175 05/18/12	USE TAX-APRIL	4.49		STMT/4-12		M N	GENERAL SUPPLIES	101.42411.0229
175 05/18/12	USE TAX-APRIL	5.58		STMT/4-12		M N	SMALL TOOLS	101.43425.0221
175 05/18/12	USE TAX-APRIL	54.58		STMT/4-12		M N	MOTOR FUELS AND	101.43425.0222
175 05/18/12	DIESEL FUEL TAX-APRIL	95.89		STMT/4-12		M N	MOTOR FUELS AND	101.43425.0222
175 05/18/12	USE TAX-APRIL	80.24		STMT/4-12		M N	MICE. OF EQUIPME	101.43425.0224
175 05/18/12	USE TAX-APRIL	31.44		STMT/4-12		M N	GENERAL SUPPLIES	101.43425.0229
175 05/18/12	USE TAX-APRIL	266.13		STMT/4-12		M N	GENERAL SUPPLIES	101.45432.0229
175 05/18/12	USE TAX-APRIL	29.39		STMT/4-12		M N	MOTOR FUELS AND	101.45433.0224
175 05/18/12	USE TAX-APRIL	5.26		STMT/4-12		M N	MICE. OF EQUIPME	101.45433.0224
175 05/18/12	USE TAX-APRIL	47.64		STMT/4-12		M N	GENERAL SUPPLIES	651.48475.0229
175 05/18/12	USE TAX-APRIL	597.22		STMT/4-12		M N	MOTOR FUELS AND	651.48476.0222
175 05/18/12	DIESEL FUEL TAX-APRIL	54.05		STMT/4-12		M N	MOTOR FUELS AND	651.48476.0222
175 05/18/12	DIESEL FUEL TAX-APRIL	83.23		STMT/4-12		M N	MOTOR FUELS AND	651.48476.0222
175 05/18/12	DIESEL FUEL TAX-APRIL	83.23		STMT/4-12		M N	MOTOR FUELS AND	651.48476.0222
	VENDOR TOTAL	2,818.40		*CHECK TOTAL				
	VENDOR TOTAL	2,818.40						
MN LODGING ASSOCIATION 33265	05/30/12 MEMBERSHIP DUES 002391	95.81		40506		D N	PREPAID EXPENSES	208.128000
33265	05/30/12 MEMBERSHIP DUES	134.19		40506		D N	SUBSCRIPTIONS AN	208.45005.0443
	VENDOR TOTAL	230.00		*CHECK TOTAL				
	VENDOR TOTAL	230.00						
MN TRAILS 33266	05/30/12 ADVERTISING 001462	600.00		7279		D N	ADVERTISING	208.45006.0447
33266	05/30/12 ADVERTISING	369.00		7279		D N	OTHER CHARGES	208.45010.0449
	VENDOR TOTAL	969.00		*CHECK TOTAL				
	VENDOR TOTAL	969.00						
MONSON CORPORATION 33267	05/30/12 MIX FOR STREET PATCHIN 000126	6,092.84		1415SU		D N	MTCE. OF OTHER I	101.43425.0226
MVTL LABORATORIES INC 33268	05/30/12 PROFESSIONAL SERVICES 000544	213.60		604870		D N	PROFESSIONAL SER	651.48474.0446

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
OFFICE SERVICES 33274 05/30/12	000589 COPIES-APRIL	92.30		STMT/4-12		D N	OFFICE SUPPLIES	101.41403.0220
33274 05/30/12	PHOTO	50.78		STMT/4-12		D N	OFFICE SUPPLIES	101.41404.0220
33274 05/30/12	PHOTO	54.19		STMT/4-12		D N	OFFICE SUPPLIES	101.41404.0220
33274 05/30/12	PHOTO	30.45		STMT/4-12		D N	OFFICE SUPPLIES	101.41405.0220
33274 05/30/12	PHOTO	14.46		STMT/4-12		D N	OFFICE SUPPLIES	101.41405.0220
33274 05/30/12	PHOTO	0.90		STMT/4-12		D N	OFFICE SUPPLIES	101.41409.0220
33274 05/30/12	PHOTO	3.35		STMT/4-12		D N	OFFICE SUPPLIES	101.41409.0220
33274 05/30/12	PHOTO	76.65		STMT/4-12		D N	OFFICE SUPPLIES	101.43417.0220
33274 05/30/12	PHOTO	95.42		STMT/4-12		D N	OFFICE SUPPLIES	101.43425.0220
33274 05/30/12	PHOTO	51.68		STMT/4-12		D N	OFFICE SUPPLIES	101.43425.0220
33274 05/30/12	PHOTO	6.08		STMT/4-12		D N	OFFICE SUPPLIES	101.43430.0220
33274 05/30/12	PHOTO	1.79		STMT/4-12		D N	OFFICE SUPPLIES	101.43430.0220
33274 05/30/12	PHOTO	13.58		STMT/4-12		D N	OFFICE SUPPLIES	101.45432.0220
33274 05/30/12	PHOTO	24.26		STMT/4-12		D N	OFFICE SUPPLIES	410.48451.0220
33274 05/30/12	PHOTO	2.52		STMT/4-12		D N	OFFICE SUPPLIES	651.48474.0220
33274 05/30/12	PHOTO	1.49		STMT/4-12		D N	OFFICE SUPPLIES	651.48474.0220
33274 05/30/12	PHOTO	2.91		STMT/4-12		D N	OFFICE SUPPLIES	651.48475.0220
33274 05/30/12	PHOTO	0.99		STMT/4-12		D N	OFFICE SUPPLIES	651.48475.0220
33274 05/30/12	PHOTO	159.94		STMT/5-12		D N	OFFICE SUPPLIES	101.41400.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	21.29		STMT/5-12		D N	OFFICE SUPPLIES	101.41401.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	57.51		STMT/5-12		D N	OFFICE SUPPLIES	101.41402.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	15.12		STMT/5-12		D N	OFFICE SUPPLIES	101.41403.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	46.40		STMT/5-12		D N	OFFICE SUPPLIES	101.41404.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	21.98		STMT/5-12		D N	OFFICE SUPPLIES	101.41405.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	16.68		STMT/5-12		D N	OFFICE SUPPLIES	101.41408.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	140.24		STMT/5-12		D N	OFFICE SUPPLIES	101.41409.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	2.55		STMT/5-12		D N	OFFICE SUPPLIES	101.42411.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	35.06		STMT/5-12		D N	OFFICE SUPPLIES	101.42412.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	17.84		STMT/5-12		D N	OFFICE SUPPLIES	101.43417.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	186.54		STMT/5-12		D N	OFFICE SUPPLIES	101.43425.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	66.82		STMT/5-12		D N	OFFICE SUPPLIES	651.48474.0220
33274 05/30/12	OFFICE SUPPLIES-APRIL	44.55		STMT/5-12		D N	OFFICE SUPPLIES	651.48475.0220
		2,503.25		*CHECK TOTAL				
		2,503.25						
VENDOR TOTAL								
PETERSON SHOE STORE	000608							
33275 05/30/12	MOLACEK-SAFETY BOOTS	125.00		139293		D N	SUBSISTENCE OF P	101.43425.0227
33275 05/30/12	ROSENDAHL-SAFETY BOOTS	125.00		139295		D N	SUBSISTENCE OF P	101.43425.0227
33275 05/30/12	DAMHOF-SAFETY BOOTS	125.00		139310		D N	SUBSISTENCE OF P	101.43425.0227
33275 05/30/12	KING-SAFETY BOOTS	75.00		139377		D N	SUBSISTENCE OF P	651.48474.0227
33275 05/30/12	KING-SAFETY BOOTS	50.00		139377		D N	SUBSISTENCE OF P	651.48475.0227
33275 05/30/12	RUECKERT-SAFETY BOOTS	93.49		139394		D N	SUBSISTENCE OF P	101.43425.0227
		593.49		*CHECK TOTAL				
		593.49						
VENDOR TOTAL								

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PLAY IT AGAIN SPORTS & F 33276 05/30/12 SOFTBALLS 000617	1,080.00		160		D N	GENERAL SUPPLIES	101.45432.0229
PRO COLOR GRAPHICS 33277 05/30/12 MN ORCHESTRA SIGNS 002719	200.20		2379		D M 07	OTHER CHARGES	208.45008.0449
QUILL CORPORATION 33278 05/30/12 OFFICE SUPPLIES 000635	177.52		3063792		D N	OFFICE SUPPLIES	101.42411.0220
33278 05/30/12 OFFICE SUPPLIES	24.30		3111197		D N	OFFICE SUPPLIES	101.42411.0220
33278 05/30/12 OFFICE SUPPLIES	201.82		*CHECK TOTAL				
VENDOR TOTAL	201.82						
RAILROAD MANAGEMENT CO I 33279 05/30/12 WATER PIPELINE LEASE 002582	120.79		286217		D N	RENTS	101.43425.0440
33279 05/30/12 WATER PIPELINE LEASE	120.79		286218		D N	RENTS	101.43425.0440
33279 05/30/12 WATER PIPELINE LEASE	241.58		*CHECK TOTAL				
VENDOR TOTAL	241.58						
REMODELERS LLC/THE 33280 05/30/12 PROFESSIONAL SERVICES .01829	135.00		052112		D N	PROFESSIONAL SER	101.42411.0446
RICOH USA INC 33281 05/30/12 COPIER MTCE CHARGE 002951	280.58		5022865597		D N	MTCE. OF EQUIPME	741.48001.0334
RULE TIRE SHOP 33282 05/30/12 #040582-TIRES 000665	623.79		51718		D N	MTCE. OF EQUIPME	101.43425.0224
33282 05/30/12 INST. TIRES-LABOR	68.00		51718		D N	MTCE. OF EQUIPME	101.43425.0224
33282 05/30/12 MOWER TIRES/TUBES	853.18		52407		D N	INVENTORIES-MDSE	101.125000
33282 05/30/12 TIRE REPAIR-PARTS	4.54		52751		D N	MTCE. OF EQUIPME	101.43425.0224
33282 05/30/12 TIRE REPAIR-LABOR	25.00		52751		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	1,574.51		*CHECK TOTAL				
1,574.51	1,574.51						
RUNNING'S SUPPLY INC 33283 05/30/12 BALLFIELD EDGER PARTS 001418	8.32		2878356		D N	MTCE. OF EQUIPME	101.43425.0224
33283 05/30/12 AIR TREATMENT KIT	33.65		2879816		D N	MTCE. OF STRUCTU	651.48474.0225
33283 05/30/12 AIR TREATMENT KIT	16.57		2879816		D N	MTCE. OF STRUCTU	651.48474.0225
33283 05/30/12 TREE GUARDS	76.93		2880410		D N	GENERAL SUPPLIES	101.43425.0229
33283 05/30/12 TREE PRUNERS	20.29		2884398		D N	SMALL TOOLS	101.43425.0221
33283 05/30/12 SPACE HEATER	42.73		2892640		D N	GENERAL SUPPLIES	101.41408.0229
33283 05/30/12 TUBE FOR MOWER TIRE	13.89		2893039		D N	MTCE. OF EQUIPME	101.45433.0224
33283 05/30/12 BOOT SCRUBBER	20.83		2893189		D N	GENERAL SUPPLIES	101.41408.0229
VENDOR TOTAL	233.21		*CHECK TOTAL				
233.21	233.21						
SCHWANKE TRACTOR & TRUCK 33284 05/30/12 QUICK HITCH 000681	134.67		698		D N	SMALL TOOLS	651.48474.0221
33284 05/30/12 QUICK HITCH	89.77		698		D N	SMALL TOOLS	651.48474.0221
33284 05/30/12 QUICK HITCH	224.44		*CHECK TOTAL				
VENDOR TOTAL	224.44						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
SEPULVEDA/ARTHUR 33285 05/30/12	REFUND SHELTER DEPOSIT .01272	50.00		052112		D N	DEPOSITS	101.230000
SERVICE CENTER/CITY OF W 33286 05/30/12	EQUIPMENT REPAIR-OIL 000685	101.20		SIMT/4-12		D N	MOTOR FUELS AND	101.42412.0222
33286 05/30/12	EQUIPMENT REPAIR-PARTS	125.82		SIMT/4-12		D N	MTCE. OF EQUIPME	101.42412.0224
33286 05/30/12	EQUIPMENT REPAIR-OIL	199.20		SIMT/4-12		D N	MOTOR FUELS AND	101.43425.0222
33286 05/30/12	EQUIPMENT REPAIR-PARTS	256.72		SIMT/4-12		D N	MTCE. OF EQUIPME	101.43425.0224
33286 05/30/12	EQUIPMENT REPAIR-OIL	18.60		SIMT/5-12		D N	MOTOR FUELS AND	101.42411.0222
33286 05/30/12	EQUIPMENT REPAIR-PARTS	285.01		SIMT/5-12		D N	MTCE. OF EQUIPME	101.42411.0224
33286 05/30/12	EQUIPMENT REPAIR-OIL	517.50		SIMT/5-12		D N	MOTOR FUELS AND	101.43425.0222
33286 05/30/12	EQUIPMENT REPAIR-PARTS	552.98		SIMT/5-12		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	2,057.03		*CHECK TOTAL				
SHORT ELLIOT HENDRICKSON 33287 05/30/12	MISC TRAFFIC SERVICES 001987	1,578.74		255910		D N	PROFESSIONAL SER	101.43417.0446
SMEBY/ROSS 33288 05/30/12	MILEAGE 5/1-5/24/12 002570	113.78		102		D N	TRAVEL-CONF. -SCH	101.41409.0333
SPRINGSTED INCORPORATED 33289 05/30/12	PROFESSIONAL SERVICES 000705	144.30		000862.106/2		D N	PROFESSIONAL SER	101.41401.0446
33289 05/30/12	PROFESSIONAL SERVICES	3,636.90		000862.114/1		D N	PROFESSIONAL SER	101.41401.0446
	VENDOR TOTAL	3,781.20		*CHECK TOTAL				
STAR TRIBUNE 33290 05/30/12	SUBSCRIPTION RENEWAL 000710	85.80		7986818/6-12		D N	SUBSCRIPTIONS AN	101.41402.0443
STATE TREASURER'S OFFICE 33291 05/30/12	AUCTION PROCEEDS 001451	240.33		051712		D N	OTHER SERVICES	101.41428.0339
STATEWIDE DISTRIBUTING I 33292 05/30/12	TOILET TISSUE 000718	56.43		094538		D N	GENERAL SUPPLIES	101.43425.0229
33292 05/30/12	CLEANING SUPPLIES	29.93		094555		D N	CLEANING AND WAS	101.43430.0228
	VENDOR TOTAL	86.36		*CHECK TOTAL				
SUPERIOR COATING SPECIAL 33293 05/30/12	SEAL/WATERPROOF BRIDGE 002961	4,591.40		12156		D N	OTHER SERVICES	412.48451.0339
TASC 33202 05/18/12	ADMIN FEE 002856	418.00		3200097295		D N	REFUNDS AND REIM	101.41428.0882
THOMPSON/JUDY 33294 05/30/12	MAAO SUMMER SEMINAR 000949	88.81		052412		D N	TRAVEL-CONF. -SCH	101.41404.0333

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TIGER OAK PUBLICATIONS I 002283 33295 05/30/12 MN MTGS & EVENTS AD	147.50		2012-79992		D N	OTHER CHARGES	208.45008.0449
TRAVEL GUIDES FREE 002717 33296 05/30/12 TRAVEL GUIDE AD	297.99		14714		D N	OTHER CHARGES	208.45010.0449
UNCOMMON USA INC 001286 33297 05/30/12 USA & POW/MIA FLAGS	235.20		0699706		D N	GENERAL SUPPLIES	101.43425.0229
UNIVERSAL PRINTING CO 000765 33298 05/30/12 COLORED PAPER	179.20		7707		D N	OFFICE SUPPLIES	101.41404.0220
US CAVALRY 001424 33299 05/30/12 SWAT EQUIP/CLOTHING	440.63		SI 1908544		D N	SUBSISTENCE OF P	101.42411.0227
USA WEEKEND 002813 33300 05/30/12 USA WEEKEND AD	1,600.00		W0225893		D N	OTHER CHARGES	208.45010.0449
VEGA/MARTHA 01828 33301 05/30/12 REFUND SHELTER DEPOSIT	50.00		052112		D N	DEPOSITS	101.230000
VENENGA/JAMES A 002324 33302 05/30/12 FTO TRAINING	82.09		153		D N	TRAVEL-CONF.-SCH	101.42411.0333
VIGIL/RUDY 000951 33303 05/30/12 EQUIPMENT CHECK MTG	14.43		051712		D N	TRAVEL-CONF.-SCH	207.45001.0333
33303 05/30/12 DO YOU KNOW SHOW-MILEAGE	4.44		052112		D N	TRAVEL-CONF.-SCH	207.45001.0333
33303 05/30/12 DO YOU KNOW SHOW-MILEAGE	4.44		052312		D N	TRAVEL-CONF.-SCH	207.45001.0333
	23.31		*CHECK TOTAL				
	23.31						
VENDOR TOTAL							
VIKING PAINTS INC 002965 33304 05/30/12 PAINT FOR BRIDGE	2,961.90		35666		D N	OTHER SERVICES	412.48451.0339
WEST CENTRAL COMMUNICATI 000796 33305 05/30/12 WCC FILING FEE	36.00		072878S		D N	LICENSES AND TAX	651.48474.0445
33305 05/30/12 WCC FILING FEE	24.00		072878S		D N	LICENSES AND TAX	651.48475.0445
	60.00		*CHECK TOTAL				
	60.00						
VENDOR TOTAL							
WEST CENTRAL TRIBUNE 000807 33306 05/30/12 COUNCIL PROCEEDINGS PUB.	309.12		CL03037401		D N	PRINTING AND PUB	101.41401.0331
33306 05/30/12 NOTICE PUBLISHED	22.08		CL03037469		D N	PRINTING AND PUB	101.41401.0331
33306 05/30/12 NOTICE PUBLISHED	253.92		CL03037576		D N	ADVERTISING	412.48451.0447
33306 05/30/12 NOTICE PUBLISHED	35.88		CL03037577		D N	PRINTING AND PUB	101.41401.0331
33306 05/30/12 NOTICE PUBLISHED	49.68		CL03037701		D N	PRINTING AND PUB	101.41401.0331
33306 05/30/12 NOTICE PUBLISHED	102.12		CL03037980		D N	PRINTING AND PUB	101.41401.0331
33306 05/30/12 RESOLUTION PUBLISHED	215.28		DI03067744		D N	PRINTING AND PUB	101.41401.0331

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
WEST CENTRAL TRIBUNE 33306 05/30/12	000807 RESOLUTION PUBLISHED	662.40		DI03067745		D N	PRINTING AND PUB	101.41401.0331
	VENDOR TOTAL	1,650.48	*CHECK TOTAL					
WILLMAR CHAMBER OF COMME 33307 05/30/12	000812 WORKER'S COMP INSURANCE	542.93	36280			D N	EMPLOYER INSUR.	208.45005.0114
33307 05/30/12	SYMANTEC PROTECT RENEWAL	57.97	36395			D N	COMMUNICATIONS	208.45005.0330
33307 05/30/12	MAIL PICKUP FEE-APRIL	50.00	36396			D N	POSTAGE	208.45005.0223
	VENDOR TOTAL	650.90	*CHECK TOTAL					
WILLMAR DESIGN CENTER 33308 05/30/12	002348 EXPENSE REIMBURSEMENT	1,800.00	052512			D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR WATER & SPAS 33309 05/30/12	000831 WTR PURIFIER RENTAL-APR	37.41	12-04			D N	RENTS	101.41408.0440
33309 05/30/12	WTR PURIFIER RENTAL-MAY	37.41	12-05			D N	RENTS	101.41408.0440
33309 05/30/12	DRINKING WATER	13.36	25890			D N	SUBSISTENCE OF P	101.41408.0227
33309 05/30/12	DRINKING WATER	7.00	25918			D N	SUBSISTENCE OF P	101.41408.0227
33309 05/30/12	SOFTENER SALT	4.38	26066			D N	GENERAL SUPPLIES	101.43430.0229
33309 05/30/12	SOFTENER SALT	17.53	26284			D N	GENERAL SUPPLIES	101.43430.0229
33309 05/30/12	DRINKING WATER	7.00	26284			D N	SUBSISTENCE OF P	101.41408.0227
33309 05/30/12	DRINKING WATER	8.76	26284			D N	GENERAL SUPPLIES	101.41408.0229
33309 05/30/12	SOFTENER SALT	8.76	26525			D N	GENERAL SUPPLIES	101.41408.0229
	VENDOR TOTAL	141.61	*CHECK TOTAL					
WYFFELS, POLICE CHIEF/DA 33310 05/30/12	002851 AUCTION PROCEEDS	4,139.31	051712			D N	OTHER SERVICES	101.41428.0339

ACS FINANCIAL SYSTEM
05/30/2012 16:09:31

GL540R-V07.20 PAGE 16
CITY OF WILLMAR

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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REPORT TOTALS:

621,273.24

RECORDS PRINTED - 000384

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05/30/2012 16:09:31

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	82,646.21
207	W.R.A.C. - 8	113.37
208	CONVENTION & VISITORS BUREAU	15,801.52
410	S.A.B.F. - #2010	2.52
411	S.A.B.F. - #2011	369,279.85
412	S.A.B.F. - #2012	106,474.23
417	C.P. - SURFACE WATER	2,387.00
420	LOCAL OPT SALES TAX PROJECTS	1,454.00
450	CAPITAL IMPROVEMENT FUND	9,395.38
651	WASTE TREATMENT	25,948.50
741	OFFICE SERVICES	7,280.58
800	LAW ENFORCEMENT FORFEITURE	7,490.08
TOTAL ALL FUNDS		621,273.24

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	621,273.24
TOTAL ALL BANKS		621,273.24

LG220 Application for Exempt Permit

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

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

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION					Check# _____ \$ _____
Organization name Pheasant's Forever Kandiyohi County #2			Previous gambling permit number x-03697-12-001		
Minnesota tax ID number, if any		Federal employer ID number, if any			
Type of nonprofit organization. Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization					
Mailing address Box 732	City Willmar	State MN	Zip Code 56201	County Kandiyohi	
Name of chief executive officer (CEO) Kevin Ochsendorf (Pres)		Daytime phone number 320-212-2412		Email address kjochs@yahoo.com	
Attach a copy of ONE of the following for proof of nonprofit status.					
Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.					
<input checked="" type="checkbox"/> <i>on file already</i> Nonprofit Articles of Incorporation OR a current Certificate of Good Standing . Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803					
<input type="checkbox"/> IRS income tax exemption [501(c)] letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.					
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of <u>both</u> of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.					
GAMBLING PREMISES INFORMATION					
Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place. Holiday Inn Conference Center					
Address (do not use PO box) 2100 E. Highway 12		City or township Willmar		Zip Code County 56201 Kandiyohi	
Date(s) of activity (for raffles, indicate the date of the drawing) April 6, 2013					
Check the box or boxes that indicate the type of gambling activity your organization will conduct:					
Bingo* <input checked="" type="checkbox"/>		Raffles <input checked="" type="checkbox"/>		Paddlewheels* <input type="checkbox"/>	
				Pull-Tabs* <input type="checkbox"/>	
				Tipboards* <input type="checkbox"/>	
<p>* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.</p> <p>To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.</p>					

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

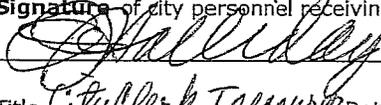
If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print city name City of Willmar

On behalf of the city, I acknowledge this application.
Signature of city personnel receiving application


Title City Clerk Treasurer Date 5-3-2012

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. **A township official is not required to sign the application.**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print county name _____

On behalf of the county, I acknowledge this application.
Signature of county personnel receiving application

Title _____ Date _____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]

Print township name _____

Signature of township official acknowledging application

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Kevin A. O'Brien Date 5-3-2012

Complete a separate application for each gambling event:

- one day of gambling activity
- two or more consecutive days of gambling activity
- each day a raffle drawing is held

Send application with:

- a copy of your proof of nonprofit status, and
- application fee for each event

Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No fee

ORGANIZATION INFORMATION

Organization name <u>Pennock Lions Club</u>	Previous gambling permit number
Minnesota tax ID number, if any	Federal employer ID number, if any <u>41-0880598</u>

Type of nonprofit organization. Check (✓) one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address <u>PO Box 281</u>	City <u>Pennock</u>	State Zip Code <u>MN 56279</u>	County <u>Kandiyohi</u>
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ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

★ Do not attach a sales tax exempt status or federal ID employer number as they are not proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

Internal Revenue Service - IRS income tax exemption [501(c)] letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

1. No Yes Has your organization held a bingo event in the current calendar year?
If yes, list the dates when bingo was conducted _____

2. The proposed bingo event for which we are applying will be:
 one of four or fewer bingo events held this year. Dates _____
OR
 conducted up to 12 consecutive days in connection with a:
X county fair. Dates Aug 9, 10, 11, 2012
civic celebration. Dates _____
Minnesota state fair. Dates _____

3. Person in charge of bingo event Chuck Diederich Daytime phone 320-599-4787

4. Name of premises where bingo will be conducted Kandiyohi County Fairgrounds

5. Premises street address 801 7th St. NW

6. City Willmar, MN If township, name of township _____ County _____

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be purchased from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.

LG240B Application to Conduct Excluded Bingo

Chief Executive Officer's Signature _____ **Print form and have CEO sign**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature Charles D. D'Amico Phone number 320 220-1305

Name (please print) Charles D'Amico Date _____

Local Unit of Government Acknowledgment and Approval

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction. Print city name City of Willmar

[Signature]
Signature of city personnel receiving application

Title City Clerk Treasurer Date 5-21-2012

If the gambling premises is located in a township, only the county is required to sign this application.

For the county: On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction. Print county name _____

Signature of county personnel receiving application

Title _____ Date _____

For the township: On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (Township signature is not required)
Print township name _____

A township has no statutory authority to approve or deny an application (Minn. Stat. 349.166, Subd. 2). Signature of township official acknowledging application

Title _____ Date _____

Mail Application and Attachment(s)

Send the application and proof of nonprofit status to:
**Gambling Control Board
Suite 300 South
1711 W. County Rd. B
Roseville, MN 55113**
Or, you may fax it to 651-639-4832.

You will receive a document from the Gambling Control Board with your excluded permit number for the gambling activity. Your organization must keep its bingo records for 3-1/2 years.
Questions? Contact the Gambling Control Board at 651-639-4000.
This form will be made available in alternative format (i.e. large print, Braille) upon request.
Reset Form

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MEETING MINUTES
Operations Board
Kandiyohi Area Transit

Tuesday, April 24, 2012 – 10:00 a.m.
KAT Office, Willmar, MN

Members Present: Darrell Ruch, Michelle Prah, Pam Meinert, Chad Christianson, Kevin Halliday, Terri Fehn

Members Absent: LeAnne Freeman, Kristi Maahs, Deb Buffington, Bunne Frost-Johnston

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operation's Coordinator; Darla Kimpling, Office Coordinator

Ex-Officio Members

Absent: Bev Herfindahl

Guest(s): None

*****This meeting was for information/discussion only*****

Introductions

No introductions were needed.

Approval of Minutes

Committee members reviewed minutes from March 6, 2012. Due to not enough members for a quorum, the minutes were not able to be approved and will be on the agenda for the May meeting.

Director's Update

Financials – Tiffany reviewed the March financials. Revenues should be at 75% remaining. Farebox is at 75.2% remaining. Local revenues should have some grant monies coming in within the next couple of weeks. In the expenditures, personnel is at 76.8% remaining and administration is at 79.5% remaining. Tiffany and Darla have been working on the advertising/marketing expenditures to correct a coding error for amounts that should be in the JARC Program. Vehicles charges are at 86.3% remaining. The last fuel bill was at \$3.49 per gallon and \$3.50 is what is budgeted for. Operations charges are at 85% remaining. There was an insurance payment in February and the next payment will be in June. A dividend of approximately \$1,700 was received from work comp. General Transportation had revenues at

72.3% remaining and expenses at 76.6% remaining. This program is about 1 ½ months behind in billing and payments. The Elderly/Disabled program collected \$538 in revenue. Basic expenses have been paid out. The insurance paid in February is a onetime payment for the year. The JARC had farebox revenues of 90.2% remaining. The 1st quarter payment from the federal grant should be coming soon. The amount of \$855 in line item 1220 should be in line item 1210 for March. The auditors from Westberg & Eischens will be coming on May 8 & 9 to do the audit.

Workshops and meetings – Tiffany talked about the workshops and meetings that she had attended and will be attending. She had attended a 3 day business planning training with Bev Herfindahl in St. Cloud. Other transit systems from the area were also there. A business plan draft was done and will be brought to the Administration Committee to talk about. Tiffany had also attended the spring workshop in Mankato. There were updates regarding technology and vehicles as far as how long they should last, how long they are lasting and how long they are not lasting. Tiffany will be attending a 2 day Technology workshop and is hoping to learn more about dispatching software.

Transit related legal representation update – Tiffany reported that there are a few transit legal representatives in the twin cities area. Most transit systems in out state Minnesota use local representatives. The League of Minnesota can also be very helpful and Tiffany stated that she has had good experiences with them. There is not cost for the League of Minnesota legal representative. It's a possibility to have MnDOT's representative look over things.

Ridership – Doug Sweeter reviewed the March ridership graphs. March numbers were down. Total rides for March were 10,227. With the nice weather passengers are walking or riding bikes. The average daily ridership was 464.86 for March. The 5310 had 22 passengers and Doug said that he has been talking to daycares regarding group rides and is working on different things. The price increase has affected this ridership. Some budgets for groups were already set when the price increase went into effect. The JARC had 445 passengers which was up from last month. Saturday ridership has been good and was 313 for March. The Monday evening ridership has been stable and had 52 passengers. Sr. Transportation is down, but trying to get it back up again. Ridership for March was 379. Tiffany stated that MnDOT wants to improve access and not focus so much on ridership. It has always been ingrained to look at ridership numbers. It may not be daily, but at least to have access to the whole service area.

2008 Vehicle update – Tiffany stated that she had been working with the Joint Powers Board to get direction on what to do regarding this vehicle. It's a 2008 with just over 100,000 miles on it. The cost to replace the motor is \$11,841 which includes \$5,000 towards a warranty from Ford. It was decided to move ahead with replacing the motor. This vehicle also has the 6.0 motor that KAT has had trouble with. The new motor was the best alternative. This bus is not due for replacement until 2015. A 500 series bus is scheduled for replacement next year. There are 3 large buses currently in the fleet. A 2011 vehicle with between 290,000-300,000 miles needs injector seals, is in the shop and will cost \$2,000 to repair it. Bus #89 is the buses that up for replacement but want to keep it as a backup. The JARC bus is starting to show the same signs

and hopefully can be done while it's still under warranty. Maintenance issues are not the problem; it's the motor that is the problem. Nolan Baker hooked up a computer to the motor and it has 6,800 hours on it which based on 40 mph translates to 265,000 miles. The cost for the new motor has increase by \$2,000 since last year. Tiffany has talked to MnDOT and might get some help after July if there are some funds available. Compared to other transit systems KAT's repair costs are right in line. The cost of the new motor and the repair cost for Bus #80 will be split between line items 1234 and 1236.

Committee Updates

Administration – Kevin Halliday reviewed the minutes from March 20, 2012. Life Connections was well attended. A volunteer driver, Tom Batek, had helped at this event. He is very enthusiastic about being a volunteer driver. KAT had conducted its annual tornado drill which was a challenge with no direct phone communication.

Expansion – Pam Meinert reviewed the minutes from March 13, 2012. Tiffany is still working with Trish Appledorn and not sure how the grant money would come out of St. Paul. It would be better used for real services rather than a computer in the VA office. Michelle PrahI reviewed the minutes from April 17, 2012.

Three "C's" – This plan was developed by a committee. The guidelines were talked about at the spring workshop. All transit systems are being encouraged to reach out to surrounding transit systems – what can be shared, consolidated or coordinated. Start with coordination to make things more efficient. Willmar is a hub with people coming into Willmar. Meeker county is bringing in people for shopping, Renville is bringing in people for medical and work and Prairie 5 Rides is bringing people in on the Hwy 12 and Hwy 23 corridor. KAT could use another stall to store a bus and Meeker County has the extra stall so that could possibly be a place to start. That bus could possibly be used to bring people to Willmar from Litchfield, Grove City, Atwater and Kandiyohi. Prairie 5 Rides is coming to Willmar up to five times a day through Pennock. That drive has a layover while in Willmar and could be used to help KAT while in Willmar. Sharing buses would help when having maintenance issues. A pool of drivers could also be used to draw from when needed. KAT needs dispatching software and Meeker County has it. A starting point would be to open up the lines of communication and break down the boundaries/barriers to work together. MnDOT is going to look more at access and how much of the three "C's" are being done. Tiffany said that she would welcome ideas from anyone and would like to hear them. Prairie 5 Rides is close to getting dispatching technology. Tiffany has been told that dispatching software has to be implemented in at least 2 counties, not just 1 county. MnDOT wants to see the number of contracts cut down drastically. There have been no specific directions on how to do these things. Tiffany stated that she has a good relationship with other transit systems. Transit Directors are being invited to other transit system board meetings. These directors could provide helpful information about how things are done in their systems. Tri-Cap also brings people to Willmar from Elrosa, Brooten, Belrade and Paynesville once a month.

Survey update – Tiffany reviewed both the Business Customer Satisfaction Survey and Volunteer Programs Customer Satisfaction Survey. The additional comments are listed on the last page of the surveys. 160 business surveys had been sent out with 52 returned for a 32% return rate. 84 volunteer driver surveys had been sent out with 30 returned for a 36% return rate.

Meeting Set Up/Dates

The meetings for May are as follows:

Operations Board – May 22, 2012 @ 10:00 a.m.

Expansion/Systems Committee – May 8, 2012 @ 1:00 p.m.

Administration Committee – May 15, 2012 @ 10:00 a.m.

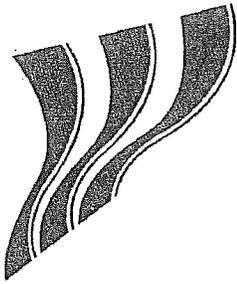
Joint Powers Board – TBA

Adjourn Meeting

Meeting adjourned at 11:30 a.m.

Submitted by,

Darla Kimpling
Office Coordinator



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: NA
Attachments: Yes No

CITY COUNCIL ACTION

Date: June 4, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Adopt Assessment Roll

Guiding Principle: M.S. 429.031 subd. 1(b)

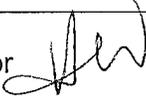
Introduction: As required by State Statute, an assessment hearing is being held for the 2012 Street and Other Improvements.

Background/Justification: A Public Hearing on the proposed 2012 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties.

Fiscal Impact: Sources of funding for the 2012 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, state aid and bond proceeds. The estimated total cost for the 2012 Improvement Project is \$2,737,000.00

Alternatives: 1. Amend the assessment 2. Approve the roll as presented

Staff Recommendation: Adopt the assessment and if no objections are heard award the contract to Duinink Inc.

Reviewed by: Holly Wilson, Public Works Director 

Preparer: Janell Sommers, Public Works Secretary

Signature: 

Comments:

RESOLUTION NO. _____

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2012 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$596,042.81, 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 1201.

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 three and ninety hundredths (3.90) percent per annum on the entire principal amount of the assessment from the date of the bond sale, approximately July 2, 2012, 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.

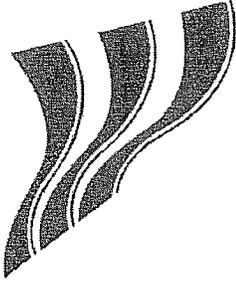
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 4th day of June, 2012.

MAYOR

ATTEST:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: June 4, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Action Requested: Adoption of 2 resolutions following public hearing.

1. Supporting the SWMHP Lakeland Hotel project
2. Approving 15-year tax abatement

Guiding Principle: Public/private partnerships for development

Introduction: SWMHP has requested City support and tax abatement for the rehab of the Lakeland Hotel building.

Background/Justification: Rehabilitation of the former hotel would be a significant step for downtown revitalization. Cost to the City is low, and results in downtown stabilization, improved housing conditions, and future increased tax base. The project is consistent with the recently-adopted Willmar Downtown Plan.

Fiscal Impact: Cost to City estimated to average \$4,000/year for 15 years ranging from around \$2,100 in 2013 to \$5,300 in 2027. The cost is more than offset by increased tax revenue from expiring abatements, which is estimated to exceed \$450,000 over the next 15 years.

Alternatives: 1. Do nothing.
2. Seek other redevelopment proposals.

Staff Recommendation: Adopt the resolutions as presented.

Reviewed by:

Preparer: Bruce D. Peterson, AICP

Signature:

Comments:

RESOLUTION NO. _____

RESOLUTION APPROVING PROPERTY TAX ABATEMENT

BE IT RESOLVED by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.
 - a. Lakeland Hotel Limited Partnership (the "Developer") proposes to redevelop residential and commercial space in the Lakeland Hotel building (the "Project"). The Developer has requested that the City provide financial assistance to the Developer for the project. The City proposes to use tax abatement for the purposes provided for in the Abatement Law (as hereinafter defined), including the Project. The proposed term of the abatement will be fifteen years. The abatement will apply to 100% of the City's share of the property taxes (the "Abatement") derived from the value of the Project at 302 4th Street Southwest (parcel number 95-003-4960).
 - b. On June 4, 2012, the Council held a public hearing on the question of the Abatement, with proper notice being duly given.
 - c. The Abatement is authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").
2. Findings for the Abatement. The City Council hereby makes the following findings:
 - a. The Council expects the benefits to the City of the Abatement to at least equal or exceed the costs to the City thereof.
 - b. Granting the abatement is in the public interest because it will increase or preserve the tax base of the City and provide housing and business opportunities in the City.
 - c. The Property is not located in a tax increment financing district.
 - d. In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed greater of ten percent (10%) of the current levy or \$200,000.
3. Terms of Abatement. The abatement is hereby approved.
 - a. The Abatement shall be for fifteen (15) years and shall apply to the taxes payable in the years 2013 through 2027 inclusive.
 - b. The City will abate 100% of the City's share of property tax amount derived from the Project which the City receives from the Property.

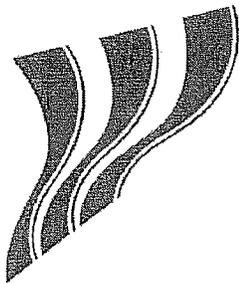
- c. The Abatement shall be subject to all the terms and limitation of the Abatement Law and the Tax Abatement and Business Subsidy Agreement by and between the City of Willmar, Minnesota and Lakeland Hotel Limited Partnership.
 - d. The Abatement may not be modified or changed during its term.
4. Execution of Tax Abatement/Business Subsidy Agreement. The Mayor and Administrator are hereby authorized to execute the required Agreement on behalf of the City.

Dated this 4th day of June, 2012.

MAYOR

ATTEST:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: June 4, 2012
Attachments: Yes No

CITY COUNCIL ACTION

Date: June 4, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance Director

Action Requested: Adoption of Ordinance Authorizing the Issuance of \$1,460,000 General Obligation Bonds and Resolution Providing for the Competitive Negotiated Sale of the Bonds.

Introduction: Source of financing for 2012 Street Improvement Program.

Background/Justification: As part of the Street Improvement Financing Program the City needs to sell General Obligation Improvement Bonds to help finance a portion of the project costs. The Bonds plus interest would be repaid through the combination of assessments and funds from the Community Investment Fund.

Financial Impact: Reduction of Community Investment Funds available for future eligible costs.

Alternatives: Provide for alternative source of funding or not do the necessary improvements to the streets.

Staff Recommendation: Adopt the Ordinance and Order Final Publication, and Introduce the Resolution Providing for the Competitive Negotiated Sale of the G.O. Improvement Bonds.

Reviewed by: Springsted Incorporated

Preparer: Steve Okins, Finance Director

Signature:

Comments:

City of Willmar, Minnesota

Recommendations for Issuance of Bonds

\$1,460,000 General Obligation Improvement Bonds, Series 2012B

The Council has under consideration the issuance of bonds to fund various street improvement projects within the City. This document provides information relative to the proposed issuance.

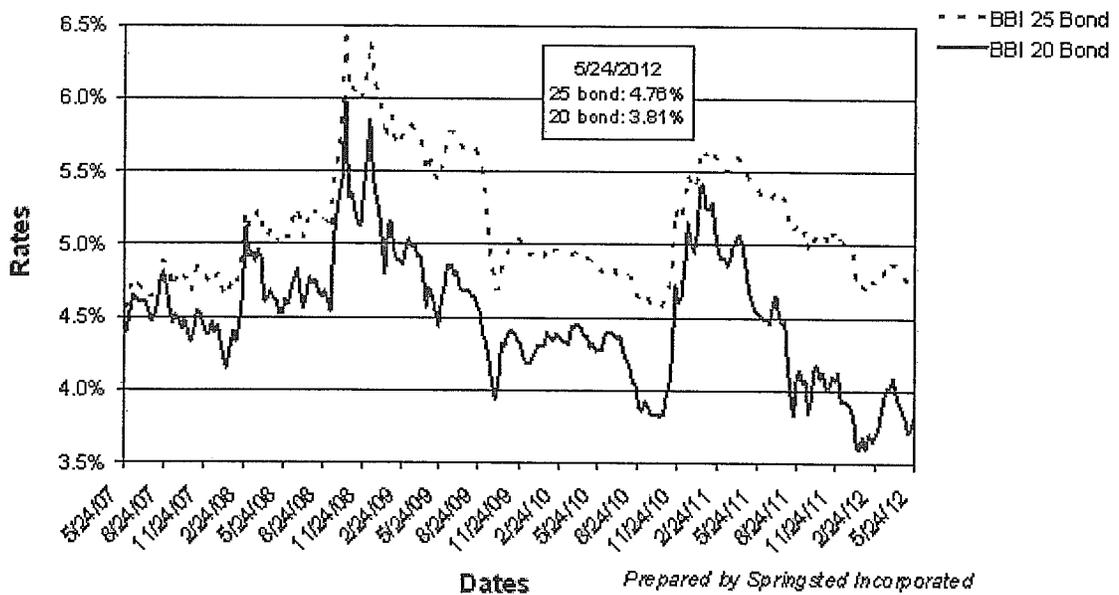
KEY EVENTS: The following summary schedule includes the timing of some of the key events that will occur relative to the bond issuance.

June 4, 2012	Council sets sale date and terms
Week of June 25, 2012	Rating conference is conducted
July 2, 2012, 10:00 a.m.	Competitive bids are received
July 2, 2012, 7:00 p.m.	Council considers award of bonds
Early August, 2012	Proceeds are received

RATING: An application will be made to Moody's Investors Service for a rating on the Bonds. The City's general obligation debt is currently rated "Aa2" by Moody's.

THE MARKET: Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds (the BBI 20 Bond Index) and the 30th year for revenue bonds (the BBI 25 Bond Index). The following chart illustrates these two indices over the past five years.

**BBI 25-bond (Revenue) and 20-bond (G.O.) Rates for 5 Years
Ending 5/24/2012**



POST ISSUANCE COMPLIANCE:

The issuance of these bonds will result in post-issuance compliance responsibilities. The responsibilities lie in two primary areas: i) compliance with federal arbitrage requirements and ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as your issue has been structured. Post-issuance compliance responsibilities for your tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In very general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. The arbitrage rules provide an exception from rebate provisions for available construction proceeds if at least 75% of the proceeds are used for construction purposes and if such proceeds are spent within 24 months in accordance with certain spending criteria. The City expects to meet the 24-month spending exception. Gross proceeds that meet the test will qualify for an exception to rebate. Certain proceeds may remain subject to rebate and yield restriction provisions will still apply to the debt service fund and any proceeds that remain unspent after three years. These funds should be monitored throughout the life of the issue.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Springsted currently provides arbitrage and continuing disclosure compliance services to the City under separate contracts. Contract amendments adding this issue will be provided to City staff.

SUPPLEMENTAL INFORMATION AND BOND RECORD:

Supplementary information will be available to staff including detailed terms and conditions of sale, comprehensive structuring schedules and information to assist in meeting post-issuance compliance responsibilities.

Upon completion of the financing, a bond record will be provided that contains pertinent documents and final debt service calculations for the transaction.

PURPOSE:

The City undertakes an annual street improvement project that systematically improves City streets. The improvements consist of grading, gravel base, bituminous paving, curb and gutter, storm sewer, sanitary sewer, water main, tiling, service lines, sidewalks, street lighting and turf establishment.

Proceeds of the Bonds along with \$534,200 of various State, City and utility funds and \$95,000 of prepaid assessments will finance reimbursement of approximately \$653,000 of 2011 street improvement projects and construction of \$1,436,200 of 2012 street improvement projects.

AUTHORITY:

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429 and 475 and the City's Home Rule Charter.

SECURITY AND SOURCE OF PAYMENT:

The Bonds will be general obligations of the City, secured by its full faith and credit and taxing power.

The Bonds will be repaid with a combination of special assessments levied against benefited properties and general ad valorem property taxes. Assessments for the 2011

projects in the principal amount of \$323,100 were filed in 2011 for first collection in 2012. Of that amount, the City has received \$95,000 in prepaid assessments which have been used to reduce the size of the issue. The remaining balance of \$228,100 to be collected over time. Assessments for the 2012 projects in the principal amount of \$600,000 are expected to be filed in the fall of 2012 for first collection in 2013. All assessments will be spread over a term of 10 years with equal payments of principal. Interest on the unpaid balance will be charged at a rate of 4.20% for the 2011 projects and a rate of 2.0% over the true interest cost of the Bonds for the 2012 projects, estimated at 3.78% for structuring purpose.

The City will be required to levy taxes to pay a portion of the debt service on the Bonds. The City will make their first levy in 2012 for collection in 2013. The portion of the principal and interest payment due on February 1, 2013 not covered by assessments will be made with available City funds. Thereafter, each year's collection of taxes and assessments will be used to pay the August 1 interest payment due in the collection year and the February 1 principal and interest in the following year.

STRUCTURING SUMMARY:

Per direction from City staff, the Bonds have been structured around the projected assessment income to result in a level annual levy requirement (or City funds) over a term of 10 years for each portion.

SCHEDULES ATTACHED:

Schedules attached include sources and uses of funds, debt service schedules for the Bonds as a whole and by 2011/2012 project, and assessment income schedules.

RISKS/SPECIAL CONSIDERATIONS:

The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

SALE TERMS AND MARKETING:

Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure to customize the issue once the price and interest rates are set on the day of sale.

Prepayment Provisions: Bonds maturing on or after February 1, 2022 may be prepaid at a price of par plus accrued interest on or after February 1, 2021.

Bank Qualification: With the issuance of the Bonds, the city will exceed the \$10 million bank qualification limit in 2012. Therefore, the Bonds are not designated as bank qualified

Assessment Prepayments: Additional prepayments of assessments may be collected after the Bonds have sold. Since assessments are pledged to the payment of debt service, any such prepayments must be deposited into the debt service fund and applied to pay debt service on the Bonds. Prepayments may be applied to debt service in the following ways; (i) applied on a current basis to pay debt service on the assessment portion of the Bonds and the City share (levy), resulting in an increase in the City's share in subsequent years, (ii) held in the debt service fund and not invested at the bond yield, resulting in an increase in the City's share in subsequent years, or (ii) held in the debt service fund and invested above the bond yield, resulting in the potential for the Bonds to become arbitrage bonds.

The City should plan adequately for the potential impact that assessment prepayments may have on the City's share (levy) of debt service and/or adherence of the yield restriction provisions applicable to the debt service fund.

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,460,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B
AND THE LEVYING OF TAXES TO SECURE PAYMENT -
THEREFOR.

The City of Willmar hereby ordains:

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

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2012 Street Improvements	\$2,089,200	\$1,460,000	\$923,100

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,460,000.

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

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefore as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Councilmember _____

This Ordinance introduced on _____

This Ordinance published on _____

This Ordinance given a hearing on _____

This Ordinance adopted on _____

This Ordinance published on _____

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

HELD: June 4, 2012

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Kandiyohi County, Minnesota, was duly held at the Municipal Utilities Building in said City on the 4th day of June, 2012, at 7:00 o'clock P.M. for the purpose in part of authorizing the competitive negotiated sale of the \$1,460,000 General Obligation Improvement Bonds, Series 2012B of said City.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED
SALE OF \$1,460,000
GENERAL OBLIGATION IMPROVEMENT BONDS,
SERIES 2012B

A. WHEREAS, the City Council of the City of Willmar, Minnesota, has heretofore determined that it is necessary and expedient to issue its \$1,460,000 General Obligation Improvement Bonds, Series 2012B (the "Bonds") to finance the costs of various improvement projects within the City; and

B. WHEREAS, the City has retained Springsted Incorporated, in Saint Paul, Minnesota ("Springsted"), as its independent financial advisor and is therefore authorized to sell these obligations by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

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

1. Authorization; Findings. The City Council hereby authorizes Springsted to solicit bids for the competitive negotiated sale of the Bonds.

2. Meeting; Bid Opening. This City Council shall meet at the time and place specified in the Terms of Proposal attached hereto as Exhibit A for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. The Clerk, or his designee, shall open bids at the time and place specified in such Terms of Proposal.

3. Terms of Proposal. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Proposal" attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with said competitive negotiated sale, the Clerk and other officers or employees of the City are hereby authorized to cooperate with Springsted and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the City upon its completion.

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City's \$1,460,000 General Obligation Improvement Bonds, Series 2012B.

WITNESS my hand this _____ day of _____, 2012.

Clerk

TERMS OF PROPOSAL

THE CITY HAS AUTHORIZED SPRINGSTED INCORPORATED TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

\$1,460,000*

CITY OF WILLMAR, MINNESOTA

GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B

(BOOK ENTRY ONLY)

Proposals for the Bonds and the Good Faith Deposit ("Deposit") will be received on Monday, July 2, 2012, until 10:00 A.M., Central Time, at the offices of Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at 7:00 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Springsted will assume no liability for the inability of the bidder to reach Springsted prior to the time of sale specified above. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the Proposal is submitted.

(a) **Sealed Bidding.** Proposals may be submitted in a sealed envelope or by fax (651) 223 3046 to Springsted. Signed Proposals, without final price or coupons, may be submitted to Springsted prior to the time of sale. The bidder shall be responsible for submitting to Springsted the final Proposal price and coupons, by telephone (651) 223 3000 or fax (651) 223 3046 for inclusion in the submitted Proposal.

OR

(b) **Electronic Bidding.** Notice is hereby given that electronic proposals will be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all Bids submitted to PARITY®. Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic Bid in a timely manner and in compliance with the requirements of the Terms of Proposal. Neither the City, its agents nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents nor

PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000
DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery, as the date of original issue, and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2013. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts* as follows:

2013	\$ 60,000
2014	\$155,000
2015	\$150,000
2016	\$150,000
2017	\$145,000
2018	\$145,000
2019	\$145,000
2020	\$140,000
2021	\$140,000
2022	\$145,000
2023	\$ 85,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the maturity amounts offered for sale. Any such increase or reduction will be made in multiples of \$5,000 in any of the maturities. In the event the principal amount of the Bonds is increased or reduced, any premium offered or any discount taken by the successful bidder will be increased or reduced by a percentage equal to the percentage by which the principal amount of the Bonds is increased or reduced.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption and must conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the Proposal Form.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR

The City will name the registrar which shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2021, and on any day thereafter, to prepay Bonds due on or after February 1, 2022. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge special assessments against benefited properties. The proceeds will be used to finance various street improvement projects within the City.

BIDDING PARAMETERS

Proposals shall be for not less than \$1,447,590 and accrued interest on the total principal amount of the Bonds.

No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to

another date without award of the Bonds having been made. Rates shall be in integral multiples of 5/100 or 1/8 of 1%. Rates are not required to be in level or ascending order; however, the rate for any maturity cannot be more than 1% lower than the highest rate of any of the preceding maturities. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

GOOD FAITH DEPOSIT

Proposals, regardless of method of submission, shall be accompanied by a Deposit in the amount of \$14,600, in the form of a certified or cashier's check, a wire transfer, or Financial Surety Bond and delivered to Springsted Incorporated prior to the time proposals will be opened. Each bidder shall be solely responsible for the timely delivery of their Deposit whether by check, wire transfer or Financial Surety Bond. Neither the City nor Springsted Incorporated have any liability for delays in the transmission of the Deposit.

Any Deposit made by **certified or cashier's check** should be made payable to the City and delivered to Springsted Incorporated, 380 Jackson Street, Suite 300, St. Paul, Minnesota 55101.

Any Deposit sent via **wire transfer** should be sent to Springsted Incorporated as the City's agent according to the following instructions:

Wells Fargo Bank, N.A., San Francisco, CA 94104
ABA #121000248
for credit to Springsted Incorporated, Account #635-5007954
Ref: Willmar, MN Series 2012B Good Faith Deposit

Contemporaneously with such wire transfer, the bidder shall send an e-mail to bond_services@springsted.com, including the following information; (i) indication that a wire transfer has been made, (ii) the amount of the wire transfer, (iii) the issue to which it applies, and (iv) the return wire instructions if such bidder is not awarded the Bonds.

Any Deposit made by the successful bidder by check or wire transfer will be delivered to the City following the award of the Bonds. Any Deposit made by check or wire transfer by an unsuccessful bidder will be returned to such bidder following City action relative to an award of the Bonds.

If a **Financial Surety Bond** is used, it must be from an insurance company licensed to issue such a bond in the State of Minnesota and pre-approved by the City. Such bond must be submitted to Springsted Incorporated prior to the opening of the proposals. The Financial Surety Bond must identify each underwriter whose Deposit is guaranteed by such Financial Surety Bond. If the Bonds are awarded to an underwriter using a Financial Surety Bond, then that underwriter is required to submit its Deposit to the City in the form of a certified or cashier's check or wire transfer as instructed by Springsted Incorporated not later than 3:30 P.M., Central Time on the next business day following the award. If such Deposit is not received by that time, the Financial Surety Bond may be drawn by the City to satisfy the Deposit requirement.

The Deposit received from the purchaser, the amount of which will be deducted at settlement, will be deposited by the City and no interest will accrue to the purchaser. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the underwriter, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the Bonds. Any increased costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the purchaser.

Failure of the municipal bond insurer to issue the policy after Bonds have been awarded to the purchaser shall not constitute cause for failure or refusal by the purchaser to accept delivery on the Bonds.

CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

SETTLEMENT

On or about August 1, 2012, the Bonds will be delivered without cost to the purchaser through DTC in New York, New York. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its

agents, the purchaser shall be liable to the City for any loss suffered by the City by reason of the purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

On the date of actual issuance and delivery of the Bonds, the City will execute and deliver a Continuing Disclosure Undertaking (the "Undertaking") whereunder the City will covenant for the benefit of the owners of the Bonds to provide certain financial and other information about the City and notices of certain occurrences to information repositories as specified in and required by SEC Rule 15c2-12(b)(5).

OFFICIAL STATEMENT

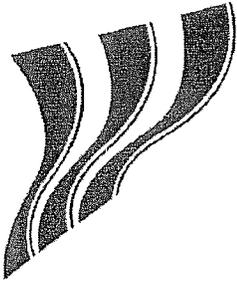
The City has authorized the preparation of an Official Statement containing pertinent information relative to the Bonds, and said Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101, telephone (651) 223 3000.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. By awarding the Bonds to any underwriter or underwriting syndicate submitting a proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Bonds are awarded 60 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter delivering a proposal with respect to the Bonds agrees thereby that if its proposal is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated June 4, 2012

BY ORDER OF THE CITY COUNCIL

/s/ Kevin J. Halliday
City Clerk-Treasurer



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9
Meeting Date: June 4, 2012
Attachments: Yes No

CITY COUNCIL ACTION

Date: June 4, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Administrator

Action Requested: Approve the resolution and authorize the Mayor and City Administrator to execute all documents necessary for the former airport land release

Introduction: The resolution is required in order to allow the final execution of documents for the land release.

Background/Justification:

In December of 2011, the City entered into a Memorandum of Agreement (MOA) with the FAA regarding the former airport lands and the required actions of the City and FAA to secure the land releases for the City. The City has completed all activities referenced in the first milestone of the MOA and the FAA has reviewed and agreed to release the first 90 acres of land.

The resolution will provide the necessary authorization for the Mayor and City Administrator to complete the Phase I land release, as well as subsequent phases as necessary.

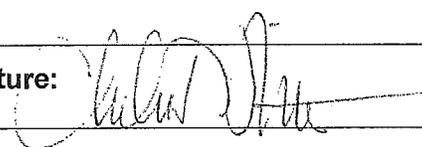
Fiscal Impact: There is no fiscal impact to adopting the resolution. Failure to execute the resolution and land release will have a negative impact on the City's finances as the land will not be made available to the City for future projects.

Alternatives: N/A.

Staff Recommendation: Approve the resolution.

Reviewed by: C. Stevens

Preparer: C. Stevens

Signature: 

Comments: N/A.

**CITY OF WILLMAR, MINNESOTA
RESOLUTION NO. ____**

**RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO
EXECUTE FAA LAND RELEASE LETTERS REGARDING THE FORMER
MUNICIPAL AIRPORT PROPERTY**

WHEREAS, the City of Willmar (City) entered into a Memorandum of Understanding with the Federal Aviation Administration (FAA) dated December 2, 2011 pursuant to which the FAA agreed to release the City from its obligation to maintain the land upon which the former municipal airport was located for airport purposes in three phases, upon the City's satisfaction of certain terms and conditions outlined therein;

WHEREAS, the FAA notified the City in a letter dated May 29, 2012 that the City has satisfied the terms and conditions necessary for the FAA to release the City from its obligation to maintain the Phase I former municipal airport property for airport purposes on the condition that the City impose certain restrictions in any instrument conveying an interest in such property designed to ensure that any future uses of such property not interfere with the operations of the new Municipal Airport;

WHEREAS, the FAA's May 29, 2012 Land Release Approval letter to the City requires representatives of the City to sign the letter in acknowledgment of the City's agreement with the FAA's conditions of the land release, and return the same to the FAA; and

WHEREAS, the City anticipates receiving similar land release letters from the FAA upon the City's satisfaction of the terms and conditions required for the FAA's release of the Phase II and Phase III former airport property.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the Mayor and City Administrator are hereby authorized to execute the FAA's May 29, 2012 Land Release Approval letter and all such further documents as are necessary to complete the land release approval process with respect to the entirety of the former municipal airport property pursuant to the City's December 2, 2011 Memorandum of Understanding with the FAA.

Dated this 4th day of June, 2012.

MAYOR

Attest: CITY CLERK

PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-06
CITY OF WILLMAR
TUESDAY, MAY 29, 2012

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, May 29, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Tim Johnson (substituting for Ron Christianson), Bruce DeBlieck, and Rick Fagerlie. Also present were: Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Marv Calvin, Fire Chief; Brad Hanson, Willmar Ambulance Service, Mr. Greene and his 8th Grade Earth Science Class of Community Christian School; David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

1. COMMUNITY CHRISTIAN SCHOOL EIGHTH GRADE EARTH SCIENCE CLASS PRESENTATION (FOR INFORMATION ONLY):

Mr. Greene and his 8th Grade Earth Science Class of Community Christian School gave a presentation to the committee containing information they collected from soil and water samples in three areas of Ramblewood Slough. They used technical equipment obtained through a grant. The soil was sampled at the surface level, 6 inches, and if accessible, at 2.5 to 3 feet below the surface. They also recorded external data related to weather conditions and the specific location with GPS. The committee received the information and thanked the class for their efforts stating that it would be interesting to use this data as a baseline for future years.

2. APPROVE APPLICATION FOR HEART SAFE COMMUNITY:

Brad Hanson of the Willmar Ambulance presented information related to the City applying to become a Heart Safe Community. The program promotes community awareness for sudden cardiac arrest. Willmar currently assists businesses with purchases of AED's and CPR training and it would be nice to be recognized for the efforts. The designation would identify Willmar as a Heart Safe Community and would allow the City to place signs at the entrances of the City. The program provides two signs and any additional signs can be purchased for \$35 each at a cost to the City. A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Approve the application for Willmar to become a Heart Safe Community and authorize the City Administrator to sign on behalf of the City. (Resolution)

3. CONSIDERATION OF FOWL PERMITS:

612 SW 15th Street: The City has received an application from Maria Hernandez to keep ten chickens in a cage behind her residence at 612 SW 15th Street. Staff has spoken with neighbors on both sides and received no objections and therefore recommends approval. A motion was made by Council Member Fagerlie, seconded by Council Member Johnson, and passed for the following

RECOMMENDATION:

Approve the fowl permit at 612 SW 15th Street for a period of one year.
(Motion)

805 SW 11th Street: A second application for a fowl permit was received from Carey Hodapp to keep three chickens at 805 SW 11th Street. The fowl would be kept in a fenced in area outside of their yard fence by the road. When staff checked with neighbors neither were in favor of the request stating that other pets are allowed to run free into their back yards. Based on their comments, Chief Wyffels felt the request be denied. A motion was made by Council Member Fagerlie, seconded by Council Member Johnson and passed for the following

RECOMMENDATION:

To deny the request for a fowl permit at 612 SW 15th Street. (Motion)

1001 SW 18th Street: A third application for a fowl permit was received from Heather King to keep three chickens at 1001 SW 18th Street. The fowl will be housed in an enclosed shed with a fenced outside area in the northeast corner of the backyard. One neighbor was contacted and they had no problem with the request. A motion was made by Council Member Johnson, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATIONS:

Approve the fowl permit at 1001 SW 18th Street for a period of one year.
(Motion)

4. **CONSIDERATION OF PARTICIPATION IN THE TOWARDS ZERO DEATH GRANT:**

Police Chief Wyffels presented a request for the Willmar Police Department to participate in the Toward Zero Death (TZD) grant which is obtained and managed by the Kandiyohi County Sheriff's Department and in effect from October, 2012 through September, 2014. This grant allows the Willmar Police to participate in multi-jurisdictional targeted traffic enforcement waves within the community and surrounding area. In past years this grant was better known as Safe and Sober and Willmar has participated in it for over ten years. The participating agencies receive money back for the officers' time spent enforcing traffic laws. After a short discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Grant permission to the Willmar Police Department to participate with surrounding law enforcement agencies in the Towards Zero Death grant obtained and managed by Kandiyohi County Sheriff's Department. (Resolution)

5. **CONSIDERATION OF PARTICIPATION IN THE FEDERAL BUREAU OF JUSTICE ASSISTANCE GRANT:**

Police Chief Wyffels requested approval for the Willmar Police Department to apply for, and if awarded, participate in a Federal Bureau of Justice Assistance (BJA) grant which reimburses 50% of the cost to purchase bulletproof vests for police officers. This grant has been an ongoing grant in which the department has participated in for more than 15 years. Participation reduces the amount that would otherwise be incurred to maintain bulletproof vests for officers. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck and passed for the following

RECOMMENDATION:

Grant permission to allow the Willmar Police Department to apply for and participate in the Federal Bureau of Justice Assistance grant for the fiscal year 2012 bullet proof vest program. (Resolution)

6. CONSIDERATION OF POLICY TO SET FEES FOR FALSE ALARMS:

Fire Chief Calvin presented the committee with a proposed policy to incorporate into a new ordinance for false fire alarms. The previous ordinance was rescinded as it was outdated due to current technology. Staff recommended a new ordinance be drafted based on this policy.

The previous ordinance charged false alarm fees of \$250 after five false alarms per fiscal year. The Fire Department is proposing a similar policy to be put into place effective January 1, 2013, which would allow three false alarms per address per calendar year. After three, \$250 fee would be charged. An application for a Fire Alarm Permit would also be required every three years at a cost of \$30 for all UL listed alarm systems. This permit would be a tool to the department giving them information of key holders to contact in the event a problem is found on the premises.

The committee discussed the false alarm policy as it was presented and concurred with staff with the exception of the fee charged. Some committee members felt a fee of \$500 after three false alarms was more adequate as it costs the Fire Department over \$2,000 for each fire call. A motion was made by Council Member Fagerlie, seconded by Council Member Johnson, and passed for the following

RECOMMENDATION:

Direct staff to draft an ordinance with the City Attorney for false alarms based on the policy drafted and the charge of \$500 to be brought back to committee for review. (Motion)

7. MISCELLANEOUS ITEMS:

Council Member Fagerlie questioned the runoff of the new parking lot on the east side of the former Washington School building recently purchased by Affiliated Medical Centers. Public Works Director Wilson explained that during plan review, the contractor was required to divert as much runoff as possible into the grassy area.

There being no further business to come before the committee, the meeting adjourned at 6:03 p.m.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Holly Wilson".

Holly Wilson, PE
Public Works Director

Janell Sommers
Recording Secretary

Appendix #6 - Intake Site

External Data Collection

	1 st Trial	2 nd Trial
Barometric Pressure	////////////////	////////////////
Manually (©Benchmark)	29.00 Hg	28.5 Hg
Electronically (Lab Quest)	29.24 Hg	29.123 Hg
Relative Humidity	////////////////	////////////////
Electronically (Lab Quest)	59%	49.22%
Wind Speed (Manually)	<5 mph	0
Wind Direction Manually)	NE	0
Sky – Cloud Cover	<5 %	20%

Soil

	1 st Trial		2 nd Trial					
GPS Location (Intake Pond Soil)	////////////////		////////////////					
Electronically (Garmin Extrex)	N 45° 6.390 W95° 3.556		N 45° 6.390 W 95° 3.553					
Electronically (Lab Quest)	N45° 6.23292 W95° 3.3312		N 45° 6.39450 W 95° 3.55179					
Temperature	////////////////		////////////////					
Manually (Soil Thermometer)	20°C		18° C					
Electronically (Lab Quest)	22.2°C		15.4° C					
Soil Moisture (10 meters from pond)	12.3%		26.2 %					
Soil Testing (Manually)	Soil pH		Nitrogen		Phosphorous		Potassium	
Intake Pond Soil (Under Water Surface)	7	7	<40 ppa	8lb ppa	< 8 ppa	<8 ppa	80 ppa	160 lbppa
Soil Moisture Site (Surface to 6")	7	7	0 ppa	40lb ppa	< 8 ppa	8lb ppa	160ppa	160lbppa
Soil Moisture Site (2.5' to 3.0')	7	7	0 ppa	40lb ppa	0 ppa	8lb ppa	8 ppa	160lbppa
Soil Testing (Manually)	Magnesium		Manganese		Iron-sulfate		Aluminum	
Intake Pond Soil (Under Water Surface)	Low	medium	Very low	low	<5 ppa	<5ppa	Very/Very Low	Very low
Soil Moisture Site (Surface to 6")	med	medium	low	low	<5 ppa	<5 ppa	Veryvery Low	Very low
Soil Moisture Site (2.5' to 3.0')	Very low	medium	low	low	<5 ppa	<5 ppa	Very veryLow	Very low
Soil Testing (Manually)	Calcium		Chloride		Ammonia		Nitrite-nitrogen	
Intake Pond Soil (Under Water Surface)	1000ppm	<150ppm	25 ppm	<150ppm	1 ppm	0 ppm	0 ppm	0 ppm
Soil Moisture Site (Surface to 6")	2800ppm	<150ppm	100 ppm	<25ppm	5 ppm	0 ppm	0 ppm	0ppm
Soil Moisture Site (2.5' to 3.0')	1400ppm	<150ppm	25 ppm	<25ppm	10 ppm	0 ppm	0 ppm	1 ppm

Air

	1 st Trial	2 nd Trial
GPS (Same as intake Pond Soil)	////////////////	////////////////
Temperature	////////////////	////////////////
Manually (Thermometer)	22° C	20° C
Electronically (Hydro-Thermometer)	23°C	19° C
Electronically (Lab Quest)	22.6° C	16.6° C

NTU – Nephelometric Turbidity Units 0-50 – the lower the number, the clearer the water.

µS – Microsiemens or the units that conductance in a liquid are measured.

ppm – Parts per million

ppa – Pounds per acre

Data Collection for Our Pond

Collection Date ____/____/____

Mr. Greene

8th Grade Earth Science

Air Testing (Manually & Electronically)	Nitrogen		Sulfur Dioxide		Carbon Monoxide		Sulfide	
Air at Intake	0 ppm	0 ppm	.06 ppm	.06 ppm	0 ppm	0 ppm	0 ppm	0 ppm
Air Testing (Manually & Electronically)	Lead		Chlorine		Ammonia			
	0 mg/M ³	0 mg/M ³	0 ppm	0 ppm	0 ppm	0 ppm	//////////	

Water

1st Trial

2nd Trial

GPS (Same as Intake Pond Soil)	//////////	//////////
Temperature	//////////	//////////
Manually (Water Thermometer)	18° C	16° C
Electronically (Lab Quest)	19° C	16.2° C
Water Testing (Manually)	//////////	//////////
Alkalinity	Total or M - 0 P - 0	Total or M - 0 P - 0
Ammonia Nitrogen	0	0
Calcium, Magnesium Hardness	C - 164ppm, M - 84ppm Total - 248ppm	C - 200ppm, M - 400ppm Total - 200ppm
Free Carbon Dioxide	30 ppm	20ppm
Chloride	32 ppm	75ppm
Chlorine	0	0
Chromium	0	< .5 ppm
Copper	.1 ppm	.2 ppm
Cyanide	.02 ppm	0
Iron	.4 ppm	0
Nitrate	Trace	0
pH	7	8
Phosphorus	Trace	0
Salinity	.12 ppt	0
Sulfide	0	0
Water Testing (Electronically)	//////////	//////////
Ammonium (Ion-Selective Electrode)	0 mg/L	0 mg/L
Calcium (Ion-Selective Electrode)	0 mg/L	0 mg/L
Chloride (Ion-Selective Electrode)	0 mg/L	0 mg/L
Nitrate (Ion-Selective Electrode)	0 mg/L	mg/L
Dissolved Oxygen (ISE)	7.0 mg/L	7.0 mg/L
In O ₂ Saturated Distilled Water	6.3 mg/L	5.5 mg/L
minus O ₂ in sample	Difference .7	Difference 1.5
pH (Lab Quest)	7.11	7.08
Turbidity (Lab Quest)	15.5 NTU's*	12.5 NTU's*
Conductivity (Lab Quest)	280.6 mg/L	278.6 mg/L
Salinity Sensor (Lab Quest)	0 μS*	0 μS*
Flow Rate (Lab Quest)	N/A m/s	N/A m/s

NTU – Nephelometric Turbidity Units 0-50 – the lower the number, the clearer the water.
 μS – Microsiemens or the units that conductance in a liquid are measured.
 ppm – Parts per million
 ppa – Pounds per acre

Appendix #7 - Outtake Site

External Data Collection

	1 st Trial	2 nd Trial
Barometric Pressure	////////////////	////////////////
Manually (©Benchmark)	29.00 Hg	28.5 Hg
Electronically (Lab Quest)	29.24 Hg	29.123 Hg
Relative Humidity	////////////////	////////////////
Electronically (Lab Quest)	59%	55.00%
Wind Speed (Manually)	<5 mph	0
Wind Direction Manually)	NE	0
Sky – Cloud Cover	<5 %	20%

Soil

	1 st Trial	2 nd Trial						
GPS Location (Outtake Pond Soil)	////////////////	////////////////						
Electronically (Garmin Extrex)	N 45° 6.422 W 95° 3.317	N 45° 6.424 W 95° 3.318						
Electronically (Lab Quest)	N 45° 6.43 W 95° 3.32	N 45° 6.42480 W 95° 3.31979						
Temperature	////////////////	////////////////						
Manually (Soil Thermometer)	21°C	15° C						
Electronically (Lab Quest)	22.5°C	13.2° C						
Soil Moisture (10 meters from pond)	17.7 %	11.7 %						
Soil Testing (Manually)	Soil pH	Nitrogen	Phosphorous	Potassium				
Outtake Pond Soil (Under Water Surface)	7	7	0 ppa	8 lb ppa	20 ppa	8 lbppa	8 ppa	160lbppa
Soil Moisture Site (Surface to 6")	7	7	0 ppa	<40lbppa	20 ppa	8 lbppa	6 ppa	160lbppa
Soil Moisture Site (2.5' to 3.0')	NA	NA	NA	NA	NA	NA	NA	NA
Soil Testing (Manually)	Magnesium	Manganese	Iron-sulfate	Aluminum				
Outtake Pond Soil (Under Water Surface)	Med.	Very low	low	low	<5lbs ppa	<5lbsppa	Very,Very Low	Very Low
Soil Moisture Site (Surface to 6")	low	Very low	Low	Low	<5lbs ppa	<5 ppa	Very Low	Very low
Soil Moisture Site (2.5' to 3.0')	NA	NA	NA	NA	NA	NA	NA	NA
Soil Testing (Manually)	Calcium	Chloride	Ammonia	Nitrite-nitrogen				
Outtake Pond Soil (Under Water Surface)	1000ppm	350ppm	100ppm	500ppm	1 ppm	0ppm	0 ppm	0ppm
Soil Moisture Site (Surface to 6")	1000ppm	350 ppm	700ppm	725ppm	5 ppm	0 ppm	1 ppm	0 ppm
Soil Moisture Site (2.5' to 3.0')	NA	NA	NA	NA	NA	NA	NA	NA

Air

	1 st Trial	2 nd Trial
GPS (Same as Outtake Pond Soil)	////////////////	////////////////
Temperature	////////////////	////////////////
Manually (Thermometer)	22°	15° C
Electronically (Hydro-Thermometer)	23°	16° C

NTU – Nephelometric Turbidity Units 0-50 – the lower the number, the clearer the water.
 μS – Microsiemens or the units that conductance in a liquid are measured.
 ppm – Parts per million
 ppa – Pounds per acre

Data Collection for Our Pond

Collection Date ____/____/____

Mr. Greene

8th Grade Earth Science

Electronically (Lab Quest)	22.6 °		15° C				
Air Testing (Manually & Electronically)	Nitrogen		Sulfur Dioxide	Carbon Monoxide		Sulfide	
Air at Outtake	0 ppm	0 ppm	.06 ppm	0 ppm	0 ppm	0 ppm	.02 ppm
Air Testing (Manually & Electronically)	Lead		Chlorine		Ammonia		
	0 mg/M ³	0 mg/M ³	0 ppm	0 ppm	0 ppm	0 ppm	////////////////

Water

1st Trial

2nd Trial

GPS (Same as Outtake Pond Soil)	////////////////	////////////////
Temperature	////////////////	////////////////
Manually (Water Thermometer)	20°	15° C
Electronically (Lab Quest)	20°	16.1° C
Water Testing (Manually)	////////////////	////////////////
Alkalinity	Total or M- 0 P- 0	Total or M- 0 P- 0
Ammonia Nitrogen	0	0
Calcium, Magnesium Hardness	C-140ppm M-88ppm Total- 228ppm	C-230ppm M-410ppm Total- 180ppm
Free Carbon Dioxide	37 ppm	30 ppm
Chloride	32 ppm	170 ppm
Chlorine	0	0
Chromium	0	< .5 ppm
Copper	.325 ppm	.25 ppm
Cyanide	.05 ppm	1 ppm
Iron	.4 ppm	0
Nitrate	Trace	0
pH	7	8
Phosphorus	Trace	0
Salinity	.12 ppt	0
Sulfide	0	0
Water Testing (Electronically)	////////////////	////////////////
Ammonium (Ion-Selective Electrode)	0 mg/L	0 mg/L
Calcium (Ion-Selective Electrode)	0 mg/L	0 mg/L
Chloride (Ion-Selective Electrode)	0 mg/L	0 mg/L
Nitrate (Ion-Selective Electrode)	0 mg/L	mg/L
Dissolved Oxygen (ISE) In O ₂ Saturated Distilled Water minus O ₂ in sample	7.0 mg/L	7.0 mg/L
	6.5 mg/L	5.7 mg/L
	Difference .5	Difference 1.3
pH (Lab Quest)	7.25	7.38
Turbidity (Lab Quest)	12.5 NTU's*	21.5 NTU's*
Conductivity (Lab Quest)	278.0 mg/L	285 mg/L
Salinity Sensor (Lab Quest)	0 μS*	0 μS*
Flow Rate (Lab Quest)	N/A m/s	m/s

NTU – Nephelometric Turbidity Units 0-50 – the lower the number, the clearer the water.
 μS – Microsiemens or the units that conductance in a liquid are measured.
 ppm – Parts per million
 ppa – Pounds per acre

Appendix #8 - Pond & Eastside Site

External Data Collection	1 st Trial	2 nd Trial
Barometric Pressure	////////////////	////////////////
Manually (©Benchmark)	29.25Hg	28.5 Hg
Electronically (Lab Quest)	29.24 Hg	29.123 Hg
Relative Humidity	////////////////	////////////////
Electronically (Lab Quest)	59%	61.00%
Wind Speed (Manually)	<5 mph	0
Wind Direction Manually)	NE	0
Sky – Cloud Cover	<5 %	20%

Soil	1 st Trial	2 nd Trial	1 st Trial	2 nd Trial				
GPS Location (Center Pond Soil)	////////////////	////////////////						
Electronically (Garmin Extrex)	Not Available	Not Available						
Electronically (Lab Quest)	Not Available	Not Available						
GPS Location (Eastside of Pond)	////////////////	////////////////						
Electronically (Garmin Extrex)	N 45° 6.300 W 95° 3.337	N 45° 6.2940 W 95° 3.3420						
Electronically (Lab Quest)	N 45° 6.29999 W 95° 3.33000	N 45° 6.294 W 95° 3.342						
Temperature	Center Pond	Center Pond	Eastside	Eastside				
Manually (Soil Thermometer)	NA	NA	19°	11° C				
Electronically (Lab Quest)	////////////////	////////////////	19.8°	13.7° C				
Soil Moisture (10 meters from pond)	13.4 %	16.2%						
Soil Testing (Manually)	Soil pH		Nitrogen		Phosphorous		Potassium	
Center Pond Soil (Under Water Surface)	NA	NA	NA	NA	NA	NA	NA	NA
Soil Moisture Site (Surface to 6")	7	7	0 ppa	<40lbppa	8 ppa	8 lb ppa	160ppa	160 lbppa
Soil Moisture Site (2.5' to 3.0')	7	7	0 ppa	<40 lbppa	20 ppa	8 lbppa	8 ppa	160 lbppa
Soil Testing (Manually)	Magnesium		Manganese		Iron		Aluminum	
Center Pond Soil (Under Water Surface)	NA	NA	NA	NA	NA	NA	NA	NA
Soil Moisture Site (Surface to 6")	low	low	low	low	<5 ppa	<5ppm	VeryVery Low	Very low
Soil Moisture Site (2.5' to 3.0')	Very low	Medium	low	medium	<5 ppa	<5ppm	Very Very Low	Very low
Soil Testing (Manually)	Calcium		Chloride		Ammonia		Nitrite-nitrogen	
Center Pond Soil (Under Water Surface)	NA	NA	NA	NA	NA	NA	NA	NA
Soil Moisture Site (Surface to 6")	2800ppm	<150	25 ppm	<25	5 ppm	0 ppm	1 ppm	0 ppm
Soil Moisture Site (2.5' to 3.0')	2800ppm	150ppm	100 ppm	50ppm	10 ppm	0	1 ppm	0 ppm

Air	1 st Trial	2 nd Trial
GPS (Same as Eastside Pond Soil)	////////////////	////////////////
Temperature (Westside Site)	////////////////	////////////////
Manually (Thermometer)	22°	14° C
Electronically (Hydro-Thermometer)	23°	15° C

NTU – Nephelometric Turbidity Units 0-50 – the lower the number, the clearer the water.

µS – Microsiemens or the units that conductance in a liquid are measured.

ppm – Parts per million

ppa – Pounds per acre

Electronically (Lab Quest)	22.6 °		13.5°					
Air Testing (Manually & Electronically)	Nitrogen		Sulfur Dioxide		Carbon Monoxide		Sulfide	
Air at Eastside Site	0 ppm	0 ppm	.06 ppm	0 ppm	0 ppm	10 ppm	.02 ppm	0 ppm
Air Testing (Manually & Electronically)	Lead		Chlorine		Ammonia			
Air at Eastside Site	0 mg/M ³	0 mg/M ³	0 ppm	0 ppm	0 ppm	0 ppm	////////////////////	

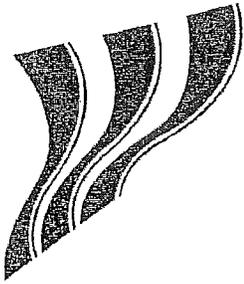
Water

1st Trial

2nd Trial

GPS (Same as Center Pond Soil)	////////////////////	////////////////////
Temperature	////////////////////	////////////////////
Manually (Water Thermometer)	Not Available	Not Available
Electronically (Lab Quest)	Not Available	Not Available
Water Testing (Manually)	////////////////////	////////////////////
Alkalinity	Not Available	Not Available
Ammonia Nitrogen	Not Available	Not Available
Calcium, Magnesium Hardness	Not Available	Not Available
Free Carbon Dioxide	Not Available	Not Available
Chloride	Not Available	Not Available
Chlorine	Not Available	Not Available
Chromium	Not Available	Not Available
Copper	Not Available	Not Available
Cyanide	Not Available	Not Available
Iron	Not Available	Not Available
Nitrate	Not Available	Not Available
pH	Not Available	Not Available
Phosphorus	Not Available	Not Available
Salinity	Not Available	Not Available
Sulfide	Not Available Not Available	Not Available Not Available
Water Testing (Electronically)	////////////////////	////////////////////
Ammonium (Ion-Selective Electrode)	Not Available	Not Available
Calcium (Ion-Selective Electrode)	Not Available	Not Available
Chloride (Ion-Selective Electrode)	Not Available	Not Available
Nitrate (Ion-Selective Electrode)	Not Available	Not Available
Dissolved Oxygen (ISE)	Not Available	Not Available
In O ₂ Saturated Distilled Water	Not Available	Not Available
minus O ₂ in sample	Not Available	Not Available
pH (Lab Quest)	Not Available	Not Available
Turbidity (Lab Quest)	Not Available	Not Available
Water Clarity (LaMotte Secchi Disk)	Not Available	Not Available
Conductivity (Lab Quest)	Not Available	Not Available
Salinity Sensor (Lab Quest)	Not Available	Not Available
Flow Rate, if any (Lab Quest)	Not Available	Not Available

NTU – Nephelometric Turbidity Units 0-50 – the lower the number, the clearer the water.
 μS – Microsiemens or the units that conductance in a liquid are measured.
 ppm – Parts per million
 ppa – Pounds per acre



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 29, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 6, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Fire

Action Requested: Accept the information for a Heart Safe Community and adopt a resolution supporting the application.

Guiding Principle: N/A

Introduction: Willmar Ambulance Service is requesting permission to apply for the Heart Safe Communities Designation based on the recommendations of Allina Hospitals/Clinics and the American Heart Association.

Background/Justification: The City of Willmar has been a leader in training for citizen CPR and AED placement within the community. This designation would identify Willmar as a Heart Safe Community and we would have the opportunity to place signs at the entrances of our City identifying this.

Fiscal Impact: \$35 per sign placed at entrances to the City

Alternatives: N/A

Staff Recommendation:

Adopt Willmar Ambulance Service's recommendation for the application of a Heart Safe Community and have the Mayor and City Administrator sign the resolution in support of this.

Reviewed by:

Brad Hanson, Willmar Ambulance Director; Marv Calvin, Willmar Fire Chief; Kandiyohi County AED Coalition

Preparer: Marv Calvin, Fire Chief

Signature:

Comments:

Community Designation Kit



IN PARTNERSHIP WITH
American Heart Association
MN Sudden Cardiac Arrest
Survivors Network



TABLE OF CONTENTS

Information on Heart Safe Communities	5
Frequently Asked Questions	6-7
Application Information	8
Steps to Becoming a Heart Safe Community	9-11
Resources	12
Heart Safe Requirements	12-13
Calculate your Communities Heartbeats	14-20
Heart Safe Community Formal Application	21-22
Heart Safe Community Update Application	23

Information on Heart Safe Communities

WHAT IS A HEART SAFE COMMUNITY?

If someone in your community suffers a sudden cardiac arrest tomorrow, how likely is he or she to survive due to rapid access to life-saving treatment?

Now that all cities and towns in Minnesota have enhanced 9-1-1, how many residents and public safety officials in your community can recognize the symptoms of cardiac arrest and know how to get help "on the way, right away"?

Who knows CPR in your community and is prepared to administer it when necessary?

Where are automated external defibrillators (AEDs) located, and who has been trained to use them appropriately?

The answers to these questions could determine whether or not your community qualifies as a *Heart Safe Community*.

Allina Hospitals & Clinics Heart Safe Communities, with the support of the American Heart Association, aim to help cities and towns improve the chances that anyone suffering a sudden cardiac arrest will have the best possible chance for survival.

Through the *Heart Safe Community* program, communities can strengthen what the American Heart Association has called the "chain of survival," which has five critical steps:

1. EARLY ACCESS TO EMERGENCY CARE

- Bystanders recognize the symptoms of cardiac arrest and call 9-1-1 immediately.
- EMS dispatchers are equipped with instructions for the caller and can get an Advanced Life Support response vehicle to the scene quickly.

2. EARLY CPR

- CPR, when properly administered, buys precious minutes until a defibrillator is available.
- Public knowledge and awareness must be increased so that those trained in CPR will actually use it when it is needed.

3. EARLY DEFIBRILLATION

- Defibrillation is the delivery of electric shock to restore the heart's normal rhythm.
- Early defibrillation is considered to be the most critical link in the chain of survival.
- New AEDs are light-weight, sturdy, and easy to use by anyone who has been trained.
- AEDs should be accessible and organizations should have defibrillation training programs that have medical oversight and are coordinated with EMS.

4. EARLY ADVANCED CARE

- Advanced care is delivered by an Advanced Life Support response vehicle staffed by paramedics.
- Medications and oxygen therapy delivered by paramedics can be critical to the survival of cardiac arrest victims.

5. POST-CARDIAC ARREST CARE

- SCA patients should be transported to hospitals that provide a comprehensive, structured, integrated, multidisciplinary system of post-cardiac arrest care
- Treatment should include cardiopulmonary and neurologic support including therapeutic hypothermia and percutaneous coronary interventions

Frequently Asked Questions

♥ Who can apply to be a designated Heart Safe Community?

Any municipality, county or organization located within the borders of Minnesota or WI Allina service areas is eligible to apply for the Heart Safe designation. Applicants can be determined by geographic locations or organization size. Geographic locations are cities, townships or counties. Organizational applicants are determined by campus size and average daily population.

♥ Is there an application fee?

While there is no application fee, there are costs associated with meeting the criteria to becoming Heart Safe Community.

♥ What are the costs?

The cost will vary depending on the communities size and needs (i.e. CPR training and AED placement). There are several resources online (websites attached) including a promotional store where communities can purchase items to celebrate the Heart Safe Community.

♥ Why should my community be a designated Heart Safe Community?

To make the community a safer place to live, work and play by being prepared to reduce the number of deaths and disabilities associated with Sudden Cardiac Arrest.

♥ When are Heart Safe Community applications due?

Applications can be submitted to Allina Hospitals & Clinics Heart Safe Communities Program at anytime. They are reviewed semi-annually and must be received by January 1st and August 1st. Applications are reviewed and referred for designation. Communities will receive a response within 60 days of the deadline submitted.

♥ How long is the Heart Safe designation valid?

The designation is valid for two years. At that time an update application can be filled out to remain a Heart Safe Community.

♥ Who decides if a community has met the criteria to be designated as Heart Safe?

A committee of Allina's Heart Safe Communities Program, Take Heart Anoka County, Take Heart St. Cloud, the MN Sudden Cardiac Arrest Survivors Network and (MN designee – EMSRB or Dept of Health).

♥ Will an AED always resuscitate someone in Cardiac Arrest?

The AED will look at the electrical activity of the heart. If the electrical activity is "chaotic" and needs a "restart" the unit will charge and be ready to shock. If someone is in cardiac arrest and the AED does not indicate a shock is needed, CPR should be initiated immediately.

♥ Is the AED safe to use?

Absolutely! An AED is safe to use by anyone. If you can turn it on, you can use it. They are designed with multiple safeguards and warnings. You can receive training by attending most CPR classes or specific unit training if there is an AED at a site you frequent.

♥ Is there any protection for public bystanders that administer CPR/AED?

Minnesota Statute 604A.01 defines the two main subdivisions : the duty to act and general immunity from liability. The general immunity from liability covers the basic care rendered at an emergency scene and includes the use of an AED.

♥ Can anyone buy an AED?

Yes. However, AEDs are manufactured and sold under guidelines approved by the FDA. Current FDA rules require a physician's prescription to purchase most AEDs.

♥ How much does an AED cost?

There are a variety of brands and models available for purchase. Some are designed more specifically for medical providers and are higher prices, but many are designed to be used by the general public. Public access defibrillators can cost approximately \$1400 - \$2200 depending on the model chosen. Contacting your local EMS can help you with the process of reviewing the various AEDs and may have resources to help financially. Websites and contacts are listed in the Resource section of this document.

♥ What do we get for becoming a Heart Safe Community?

In addition to a healthier community that is able to respond quickly and effectively to cardiac emergencies and save lives, communities that attain the Heart Safe Community designation will receive public recognition. An award along with two road signs identifying the communities Heart Safe status will be presented at a public celebration. Additionally, the community will have access to public service announcements and media releases, certificates for posting in public areas, items to purchase for community participants, and other information designed to promote the communities involvement in ongoing Heart Safe activities.

Application Information

Overview

Allina Hospitals & Clinics Heart Safe Communities Program and the American Heart Association (AHA) encourage and promote community awareness of the potential for saving the lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and increased public access to defibrillation. The Heart Safe Communities project is a replicable model that seeks to strengthen the four links in the Chain of Survival, which has been documented to increase survival rates for cardiac arrest victims.

Communities achieve the Heart Safe Community designation by developing and implementing a community action plan that includes: providing CPR with Automated External Defibrillator (AED) training, helping community members recognize the warning signs and symptoms of heart attack, activating community members to call 911 and use CPR/AED, as medically appropriate. Designated Heart Safe Communities will place AEDs in strategic public locations where they are readily available to use in a cardiac emergency, and develop a community emergency response plan that furthers the goal of saving lives from cardiac arrest.

How to Apply for the Heart Safe Community Designation

Any municipality, county or organization located within the borders of Minnesota or WI Allina service areas is eligible to apply for the Heart Safe designation.

The outlined steps are suggestions for successfully completing the application process:

- 1) Review application materials to become a Heart Safe Community
- 2) Identify a Heart Safe Community Champion
- 3) Identify a Heart Safe Community Team and Partners
- 4) Define your communities need to achieve the requirements for Heart Safe designation
- 5) Develop an action plan to achieve the Heart Safe designation
- 6) Complete and submit the Heart Safe Community application and submit by the deadline
- 7) Gain and celebrate recognition as a Heart Safe Community

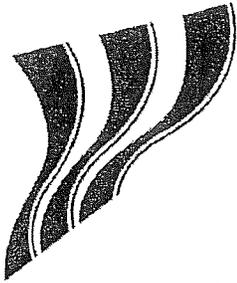
For questions or to request technical assistance contact: Allina Hospitals & Clinics Heart Safe Communities program or email at _____.

Acknowledgements

This document was prepared by Heart Safe Community, a community benefit program of Allina Hospitals and Clinics. We would like to acknowledge the following contributors and extend to them our sincere thanks: HeartSafe Kansas, Physio-Control's HeartSafe Communities guidelines, and the American Heart Association.

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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 29, 2012

Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: June 4, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve the One Year Permit to Keep Fowl

Guiding Principle: Willmar Municipal Code Section 4-1

Agenda Item: Consideration of Keeping of Livestock, Swine, or Fowl Permit

Background/Justification: We received an application from Maria Hernandez to keep fowl at 612 SW 15th Street within the city limits. The fowl will be housed in a fenced in chicken coop.

Fiscal Impact: \$30.00

Alternatives: Deny Permit

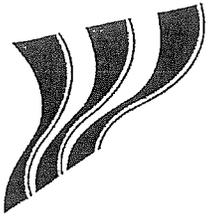
Staff Recommendation: Approve a One Year Fowl Permit for Chickens

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature: 

Comments:



APPLICATION FOR THE KEEPING OF LIVESTOCK, SWINE OR FOWL WITHIN WILLMAR CITY LIMITS

Municipal Code Sec. 4-1

APPLICANTS NAME: Maria Consuelo Hernandez PHONE NO: 320-212-3105
First Middle Last

APPLICANTS ADDRESS: 61215th St SW
Willmar, MN 56201

TYPE OF ANIMAL TO BE KEPT: fenced in cage in back yard

NUMBER OF ANIMALS: 10 Chickens

DESCRIBE TYPE OF SHELTER THAT ANIMAL (S) WILL BE KEPT IN: it is a fenced in cage where the chickens are kept in. opened only to feed & water & remove eggs. it's in the back yard.

THIS APPLICATION IS FOR A ONE-YEAR TIME PERIOD FROM THE DATE OF CITY COUNCIL APPROVAL.

PERMIT APPROVAL

FEE:	\$5.00 per animal not to exceed \$30.00		Initials	Date
FEE PAID	<u>\$30</u>	<u>5/15/12</u>	<u>D/W.</u>	<u>5-18-12</u>
	Amount	Date	Police Dept.	
			Public Works	<u>5-21-12</u>
			City Council	
RECEIPT NO.	<u>92061</u>		City Clerk	

DD Memo

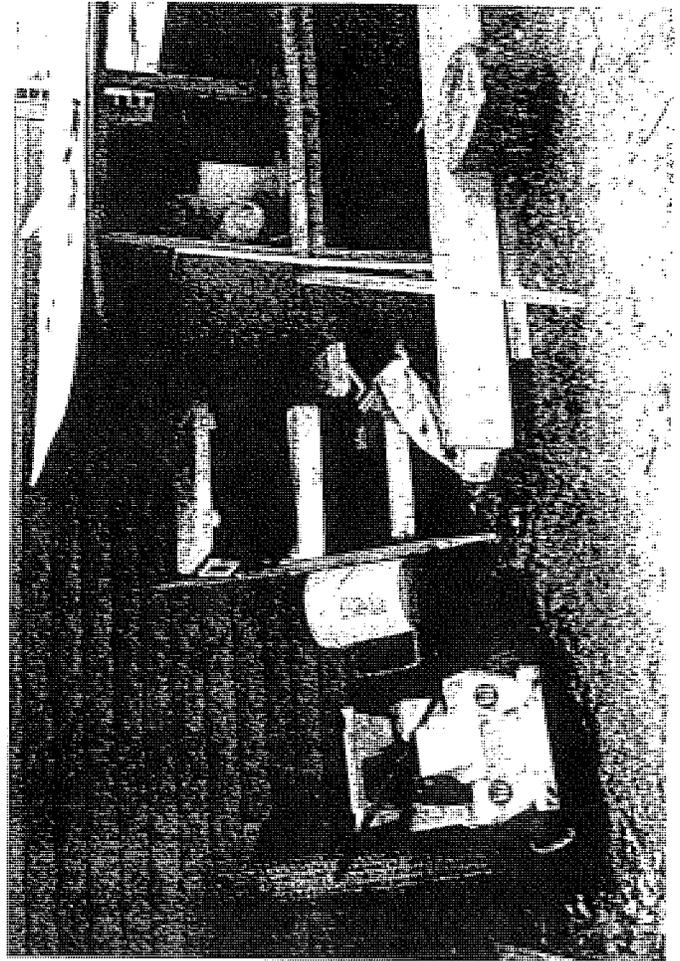
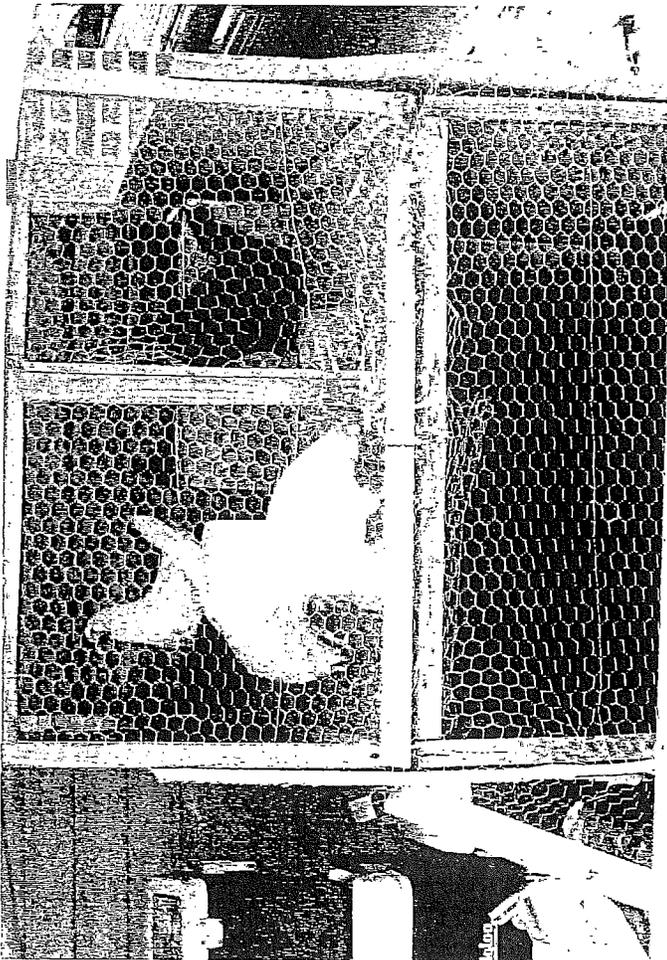
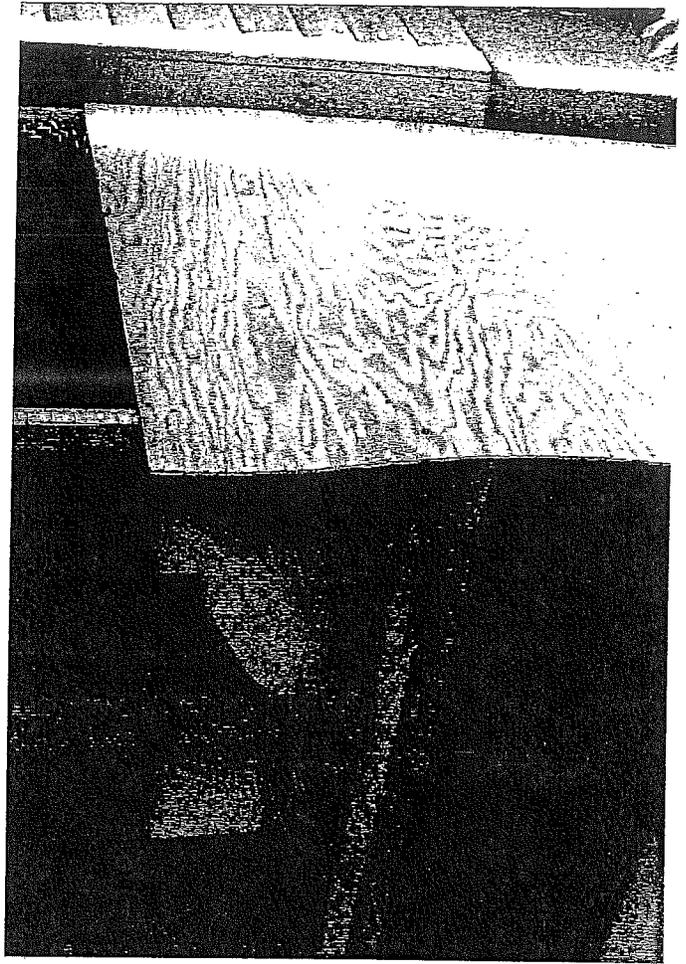
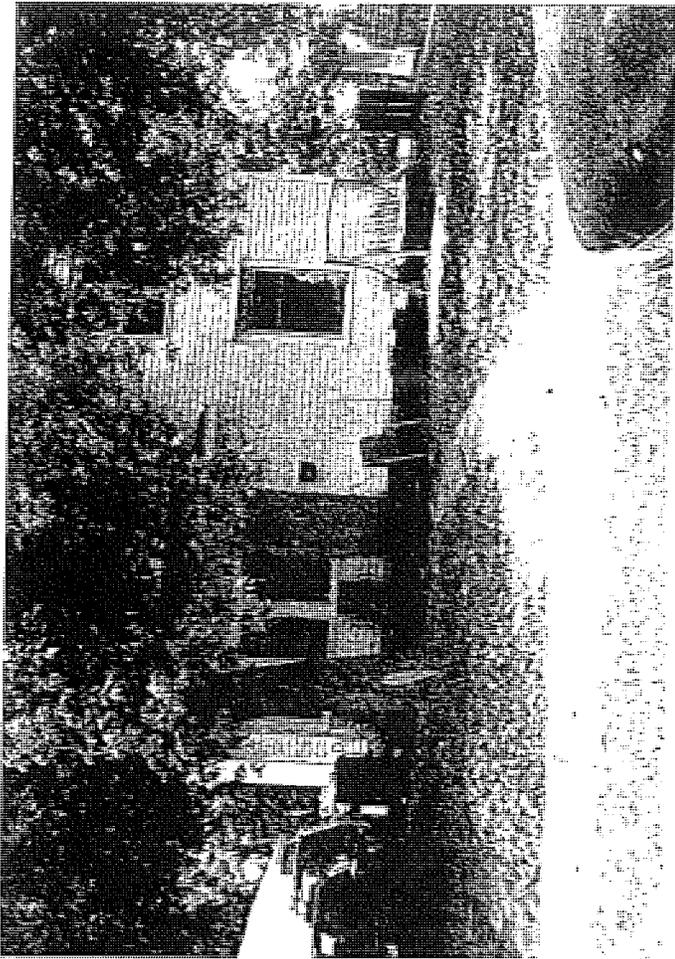
INTEROFFICE MEMORANDUM

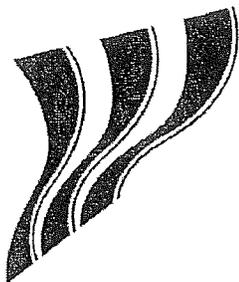
DATE: May 18, 2012
TO: City Clerk Kevin Halliday
FROM: Chief David Wyffels *DW*
SUBJECT: **Fowl Permit – Maria Hernandez – 612 15th St. SW**

We have reviewed the residence of 612 15th St. SW in regards to an application to raise fowl (10 chickens). This permit was applied for by the renter, Maria Consuelo Hernandez. We determined the following:

- Ms. Hernandez is already raising 10 chickens at this residence and has been for some time without a permit.
- Neighbors were contacted on both sides of 612 15th St. SW. The resident at #616 was ok with Ms. Hernandez raising chickens. The resident at #608 was an over-the-road truck driver who is moving from 608 SW 15th St. next month and he did not really care either.
- The chicken coop is rather small in size for the 10 large chickens being raised.
- There is no fence surrounding the property but the chickens are not allowed outside the coop.
- Ralph and Lori Wersinger are the owners of the property.

I have attached photos of the residence, chickens and coop.





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____
Meeting Date: May 29, 2012
Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: June 4, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Deny Permit

Guiding Principle: Willmar Municipal Code Section 4-1

Agenda Item: Consideration of Keeping of Livestock, Swine, or Fowl Permit

Background/Justification: We received an application from Carey Hodapp to keep fowl at 805 11th Street SW within the city limits. The fowl will be housed in an enclosed shed with a fenced outside area.

The Chief of Police Dave Wyffels did not sign this permit due to the neighbors not being in favor of this request.

Fiscal Impact: \$15.00

Alternatives: Approve Permit

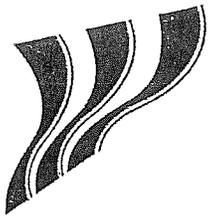
Staff Recommendation: Deny the One Year Fowl Permit for Chickens.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments:



**APPLICATION FOR THE KEEPING OF
LIVESTOCK, SWINE OR FOWL
WITHIN WILLMAR CITY LIMITS**

Municipal Code Sec. 4-1

APPLICANTS NAME: Carey D. Hodapp PHONE NO: 320-444-7396
First Middle Last

APPLICANTS ADDRESS: 805 11th St SW
Willmar MN 56201

TYPE OF ANIMAL TO BE KEPT: chicken

NUMBER OF ANIMALS: 3

DESCRIBE TYPE OF SHELTER THAT ANIMAL (S) WILL BE KEPT IN:
enclosed chicken wire - with lock - attached
to enclosed shed for protection

THIS APPLICATION IS FOR A ONE-YEAR TIME PERIOD FROM THE DATE OF CITY COUNCIL APPROVAL.

PERMIT APPROVAL

FEE:	\$5.00 per animal not to exceed \$30.00	Initials	Date
FEE PAID	<u>15.00</u>	<u>4/29/12</u>	Police Dept.
<u>CK 15.00</u>	Amount	Date	Public Works
RECEIPT NO.	<u>91927</u>		City Council
			City Clerk

Memo PD

INTEROFFICE MEMORANDUM

DATE: May 1, 2012
TO: City Clerk Kevin Halliday
FROM: Chief Wyffels
SUBJECT: **Fowl Permit Requests – 1001 SW 18th St / 805 SW 11th ST**

Our department has checked on the permit requests of allowing three chickens to be raised at the following two locations.

1. Location #1 - 1001 SW 18th St.- Applicant = Heather King - Request was made to house three (3) chickens in a "coop with a fence all contained within a fenced in yard".
2. Location #2 - 805 SW 11th St. – Applicant = Carey Hodapp - Request was made to house three (3) chickens in an "enclosed chicken wire with a lock attached and an enclosed shed for protection".

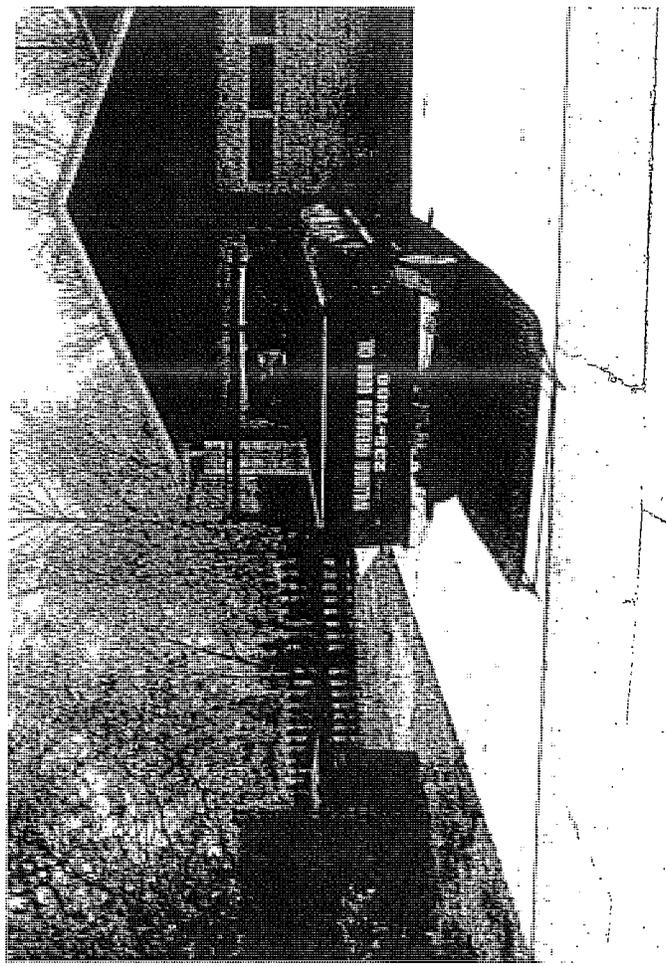
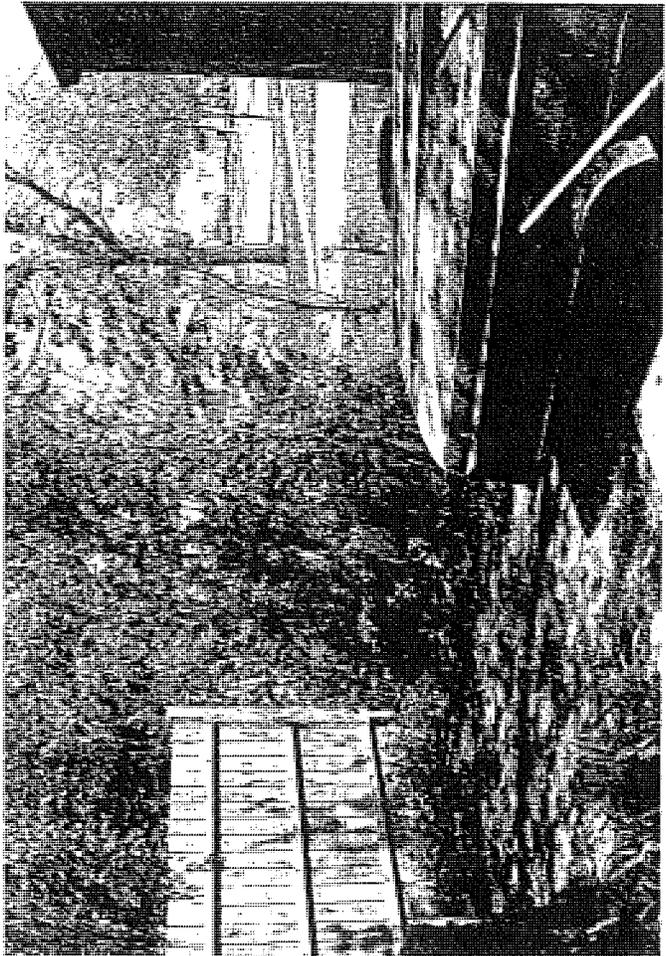
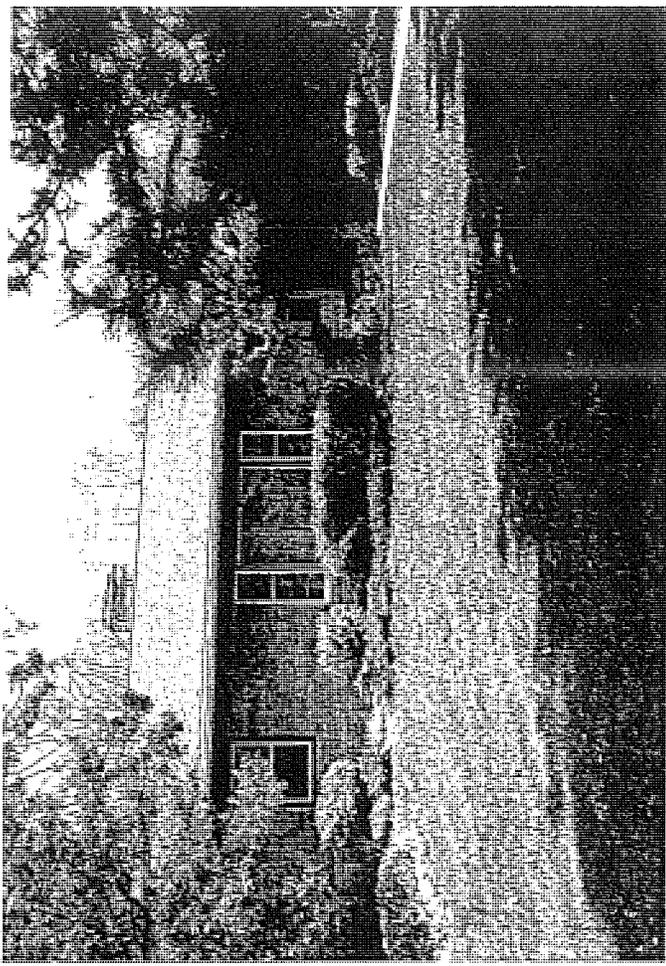
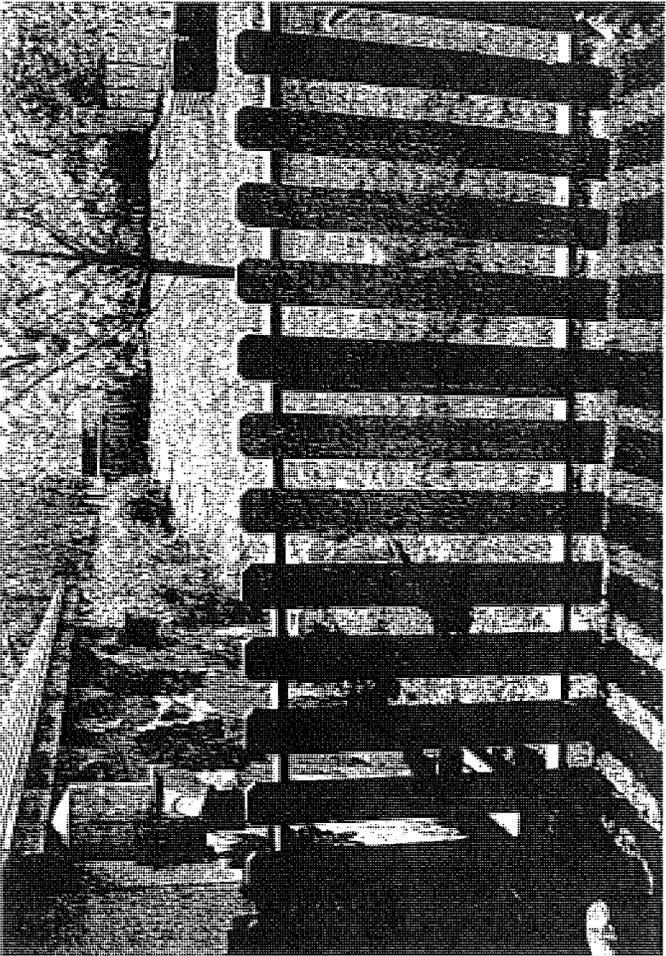
The site locations were inspected and attempts were made to contact the neighbors to each side to determine if there were any concerns. Additionally, photos were taken of the back yard where the chickens are intended to be kept. These are the findings.

Location #1: Owners will have a coop for the chickens along with a fence around the coop. The backyard is clean and completely fenced in as well. The coop would be situated in the northeast corner of the back yard. We were able to contact one neighbor at 901 18th St. SW and they had no problem with Ms. King's request. I have signed approval of the permit.

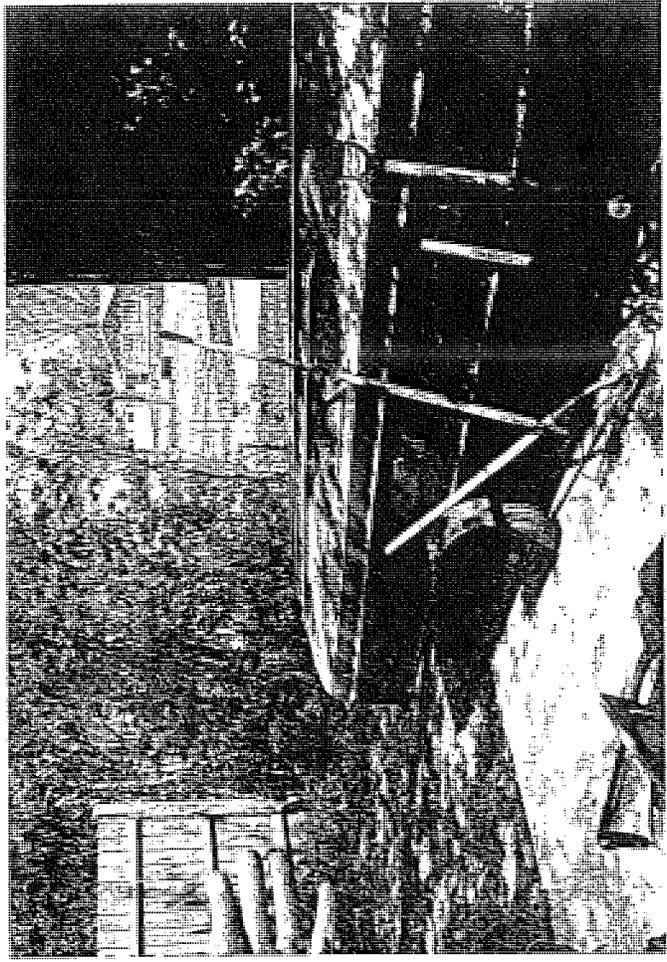
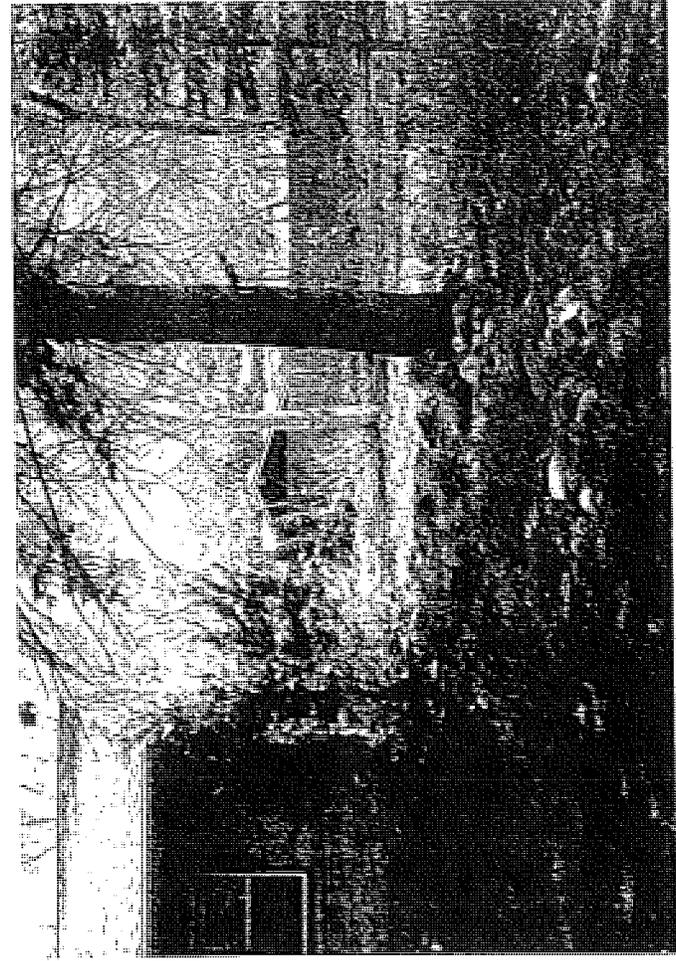
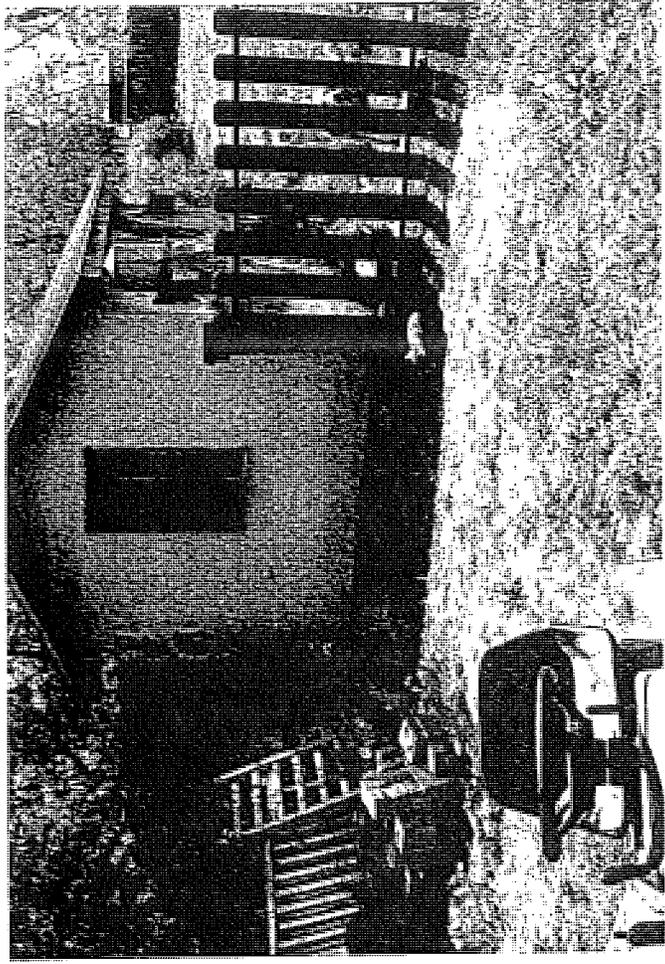
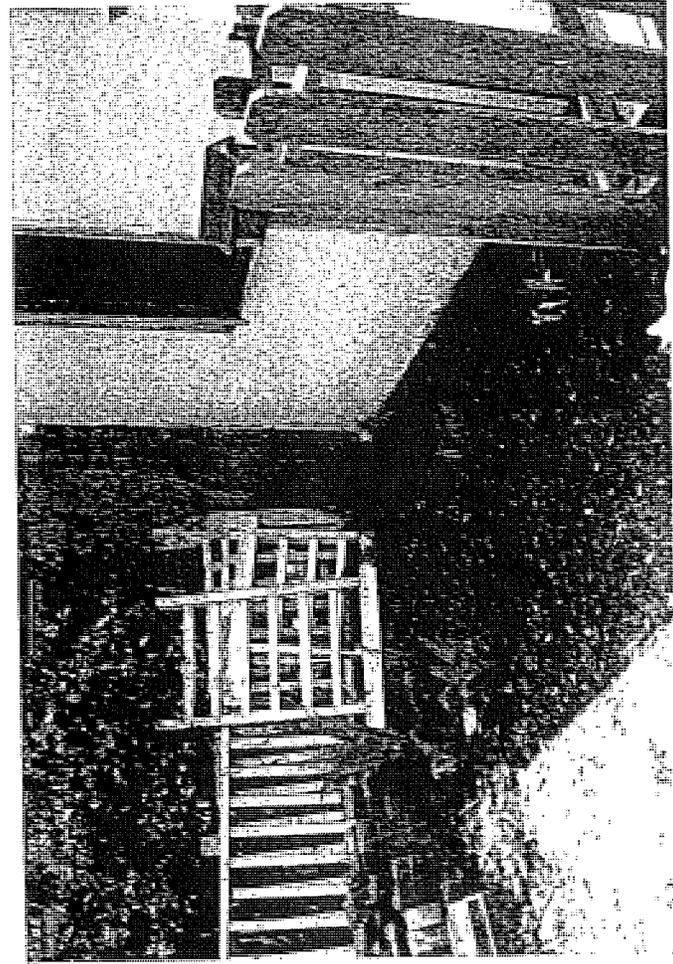
Location #2: Owners would fence in an area outside of their yard fence by the road. They would use either wire or wood. We were able to contact two neighbors and both were not in favor of Ms. Hodapp's request stating that other pets are allowed to run free and leave feces in their back yards. It should be noted the Hodapps meet permit requirements otherwise. I did not sign the permit.

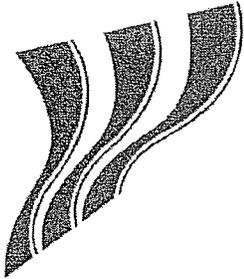
According to city ordinance section 4-1, the permit applications shall now be submitted to the city council for its consideration and the council may either grant or deny such applications. Photos were taken of the properties and are attached to this memo.

805 SW 11th St.



805 SW 11th ST.





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 29, 2012

Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: June 4, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve

Guiding Principle: Willmar Municipal Code Section 4-1

Agenda Item: Consideration of Keeping of Livestock, Swine, or Fowl Permit

Background/Justification: We received an application from Heather King to keep fowl at 1001 18th Street SW within the city limits. The fowl will be housed in a coop with a fence within a fenced yard.

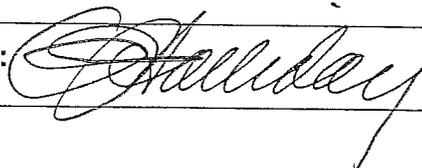
Fiscal Impact: \$15.00

Alternatives: Deny Permit

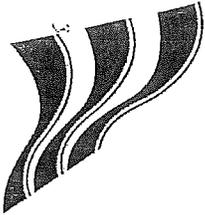
Staff Recommendation: Approve a One Year Fowl Permit for Chickens.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature: 

Comments:



**APPLICATION FOR THE KEEPING OF
LIVESTOCK, SWINE OR FOWL
WITHIN WILLMAR CITY LIMITS**

Municipal Code Sec. 4-1

APPLICANTS NAME: Heather J King PHONE NO: 262-3411
First Middle Last Cell (651) 334-9692

APPLICANTS ADDRESS: 1001-18th St SW

TYPE OF ANIMAL TO BE KEPT: Chickens

NUMBER OF ANIMALS: 3

DESCRIBE TYPE OF SHELTER THAT ANIMAL(S) WILL BE KEPT IN: Coop with fence within a fenced yard

THIS APPLICATION IS FOR A ONE-YEAR TIME PERIOD FROM THE DATE OF CITY COUNCIL APPROVAL.

PERMIT APPROVAL

FEE:	\$5.00 per animal not to exceed \$30.00	Initials	Date
FEE PAID	<u>1500</u>	<u>DW</u>	<u>5-2-12</u>
	Amount	Police Dept.	<u>5-8-12</u>
	Date	Public Works	
RECEIPT NO.	<u>91940</u>	City Council	
		City Clerk	<u>5-3-2012</u>

DD memo

INTEROFFICE MEMORANDUM

DATE: May 1, 2012
TO: City Clerk Kevin Halliday
FROM: Chief Wyffels
SUBJECT: Fowl Permit Requests – 1001 SW 18th St / 805 SW 11th ST

Our department has checked on the permit requests of allowing three chickens to be raised at the following two locations.

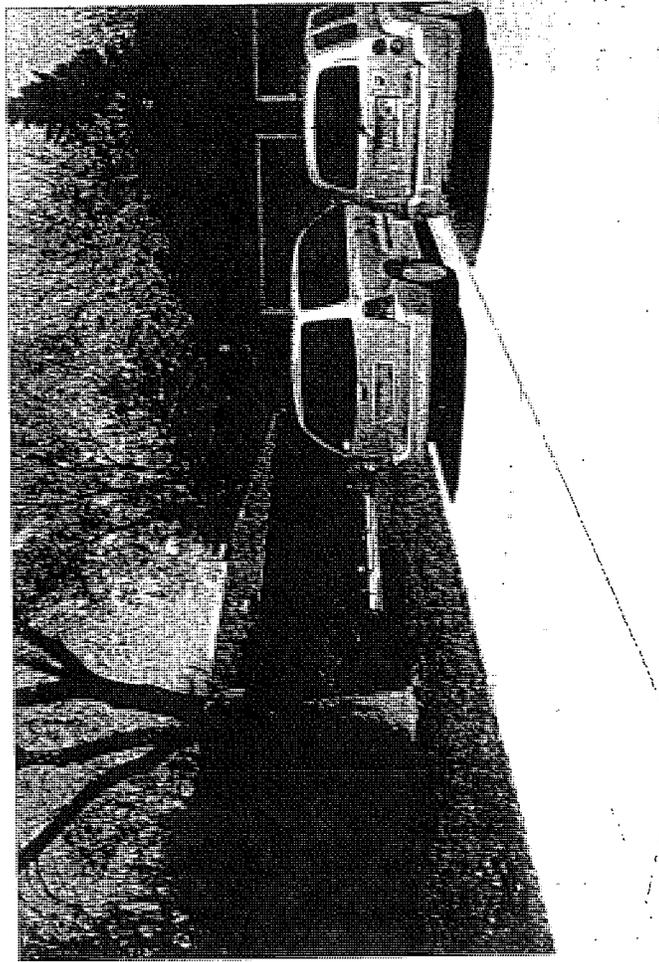
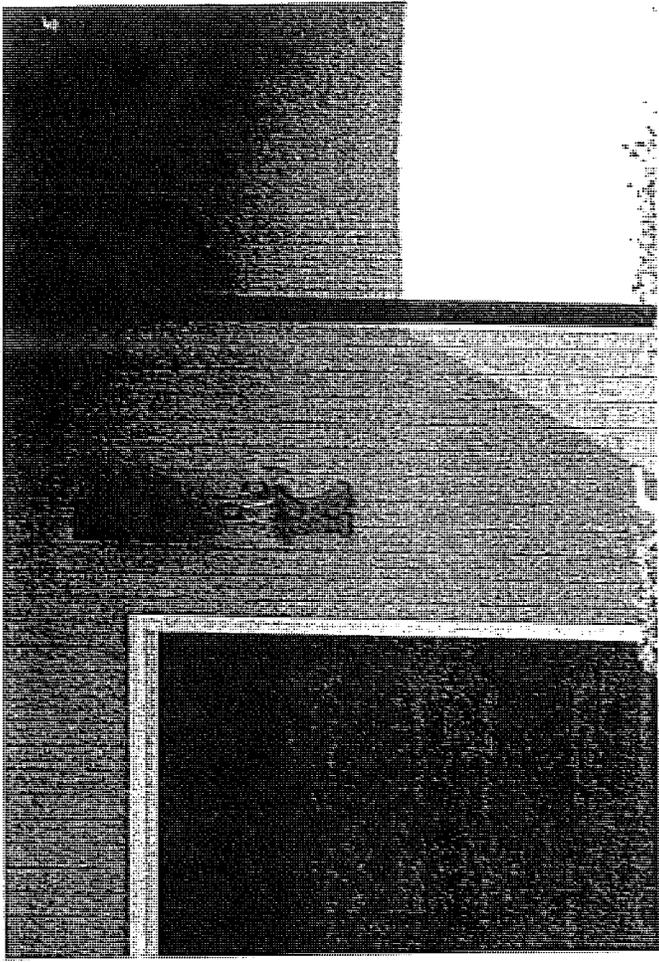
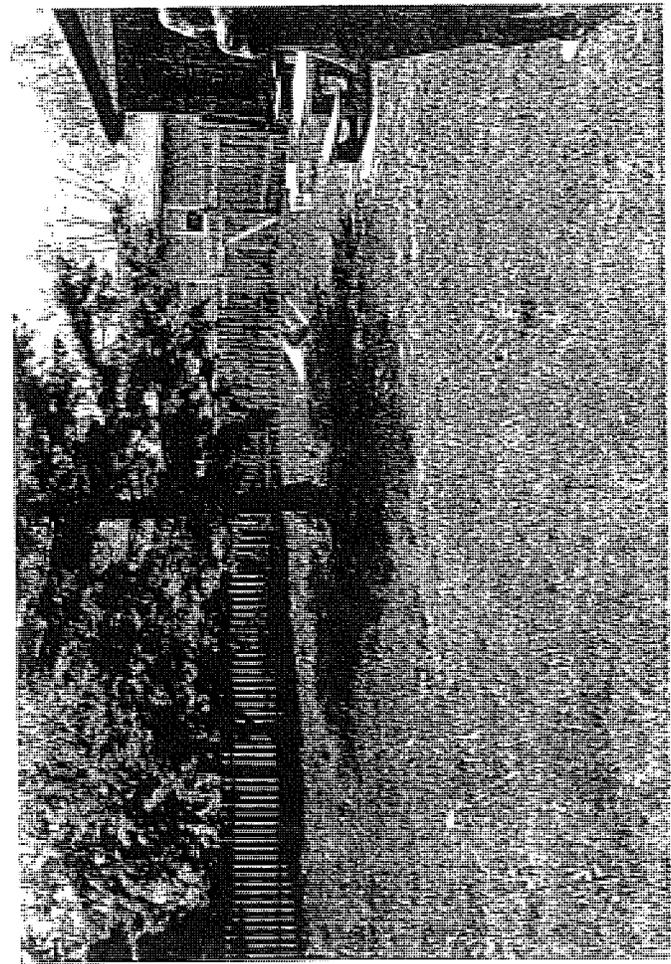
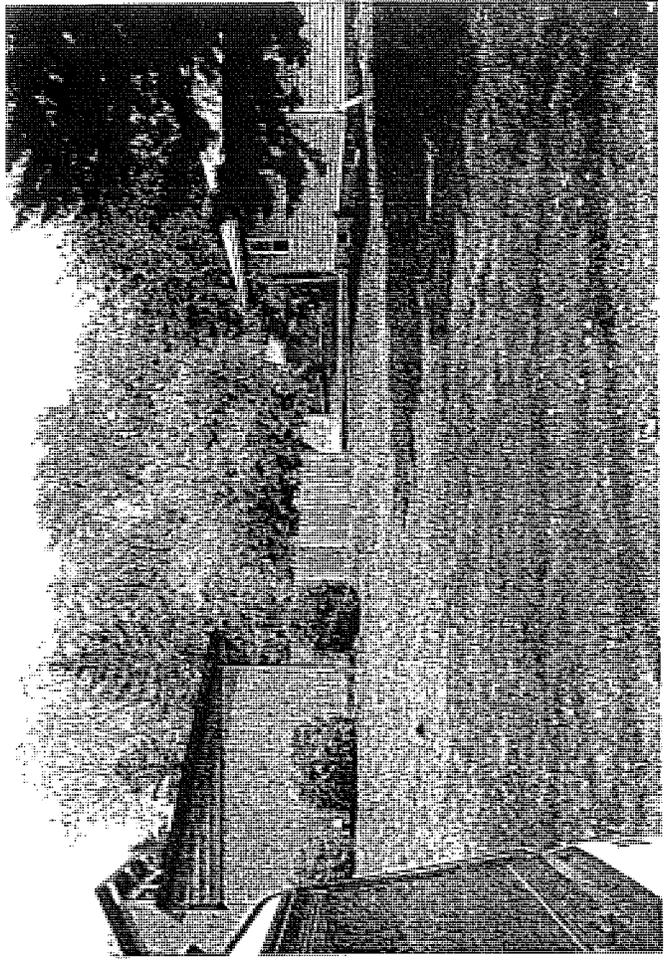
1. Location #1 - 1001 SW 18th St.- Applicant = Heather King - Request was made to house three (3) chickens in a “coop with a fence all contained within a fenced in yard”.
2. Location #2 - 805 SW 11th St. – Applicant = Carey Hodapp - Request was made to house three (3) chickens in an “enclosed chicken wire with a lock attached and an enclosed shed for protection”.

The site locations were inspected and attempts were made to contact the neighbors to each side to determine if there were any concerns. Additionally, photos were taken of the back yard where the chickens are intended to be kept. These are the findings.

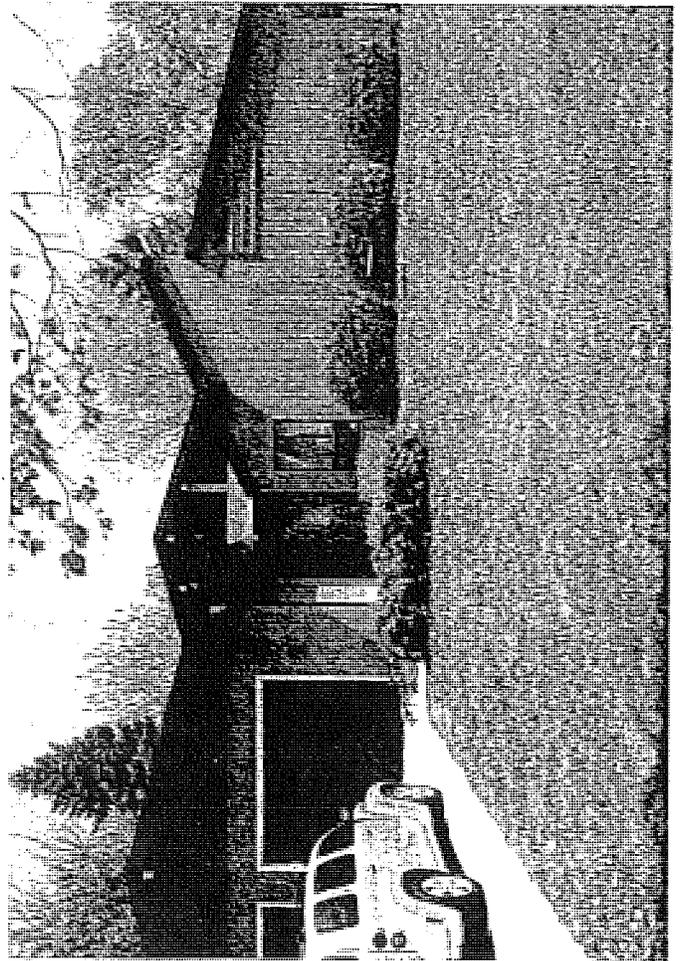
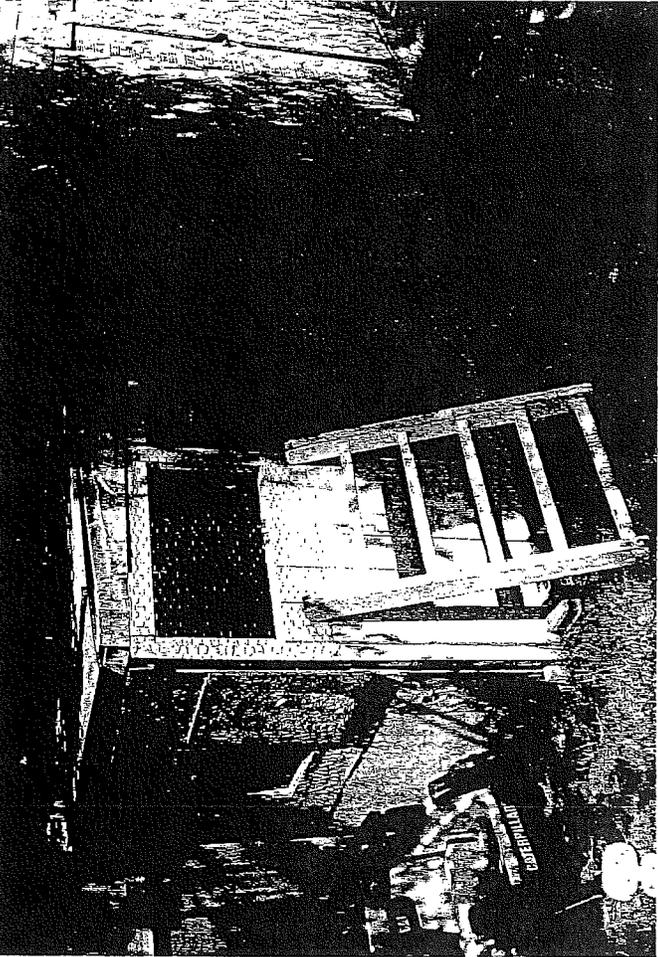
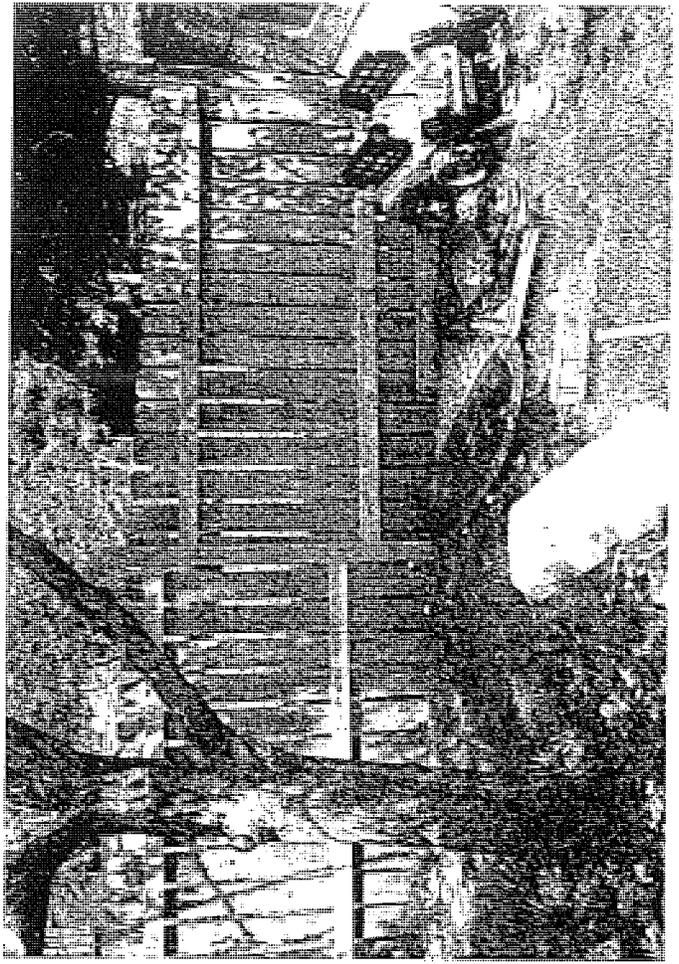
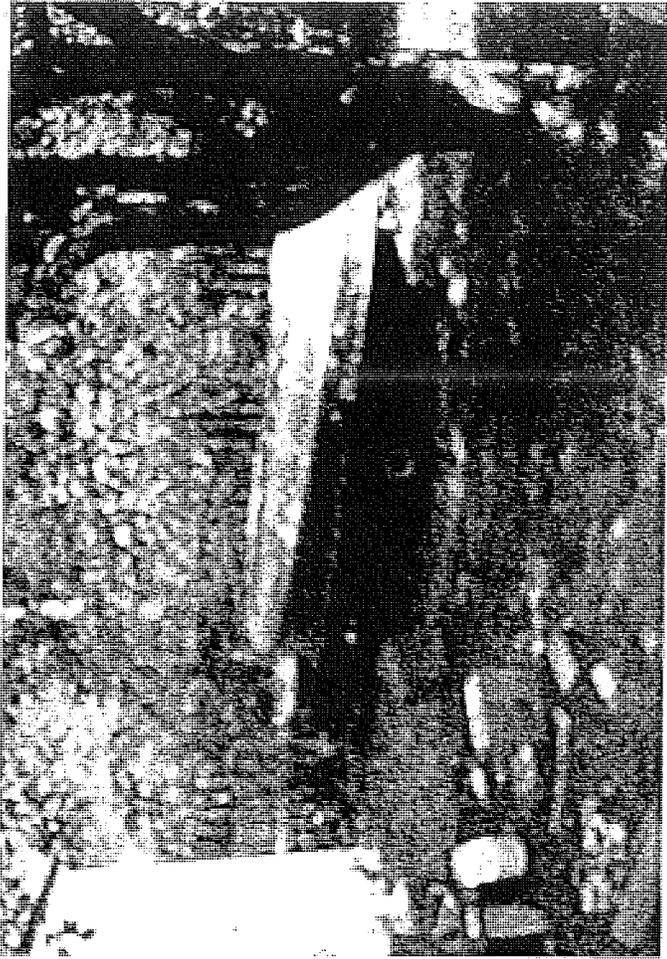
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Location #2: Owners would fence in an area outside of their yard fence by the road. They would use either wire or wood. We were able to contact two neighbors and both were not in favor of Ms. Hodapp’s request stating that other pets are allowed to run free and leave feces in their back yards. It should be noted the Hodapps meet permit requirements otherwise. I did not sign the permit.

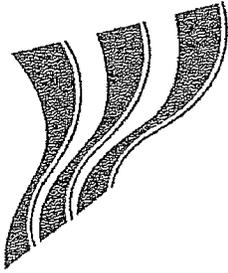
According to city ordinance section 4-1, the permit applications shall now be submitted to the city council for its consideration and the council may either grant or deny such applications. Photos were taken of the properties and are attached to this memo.



1001 S.W. 10th St.



1001 SW 18 01



CITY OF WILLMAR, MINNESOTA
REQUEST FOR PW/PS COMMITTEE
ACTION

Agenda Item Number:

Meeting Date: May 29, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Police Department

Action Requested: Request approval allowing the Willmar Police Department to participate in the Toward Zero Death (TZD) which is obtained and managed by the Kandiyohi County Sheriff's Department and would be in effect from October, 2012 thru September, 2014.

Guiding Principle: *This grant allows the Willmar Police to participate in multi-jurisdictional targeted traffic enforcement waves within the community and surrounding area.*

Introduction: This grant is offered through the Office of Traffic Safety. Currently the grant is known as Towards Zero Death (TZD) but is probably better known by the past title of Safe and Sober. In the past, the grant was awarded on a yearly basis but the new application is based on a 2 year grant period that extends from October, 2012 thru September, 2014.

Background/Justification:

The Office of Traffic Safety identifies and determines specific statewide traffic problems such as "DUI", "seat-belt use", "distracted driving", "speeding", etc. Grant money is then awarded to the participating agencies covering the cost of officer time spent enforcing targeted traffic problems identified by the Office of Traffic Safety in statewide enforcement waves.

The Willmar Police Department has participated in this grant for more than 10 years. The grant is applied for and managed by the Kandiyohi County Sheriff's Department with the understanding in the grant application that local law enforcement agencies (Atwater PD and Willmar PD) will participate as well. The participating counties and municipalities essentially receive money back for the officers time spent enforcing traffic laws which have been identified as helpful in reducing problematic driving behavior by the general public which results in less accidents and safer roadways.

Fiscal Impact: There are no negative costs to the City of Willmar. Participation is revenue neutral (officers time is a cost to the city but that time is reimbursed by the grant). The additional positive is that the City of Willmar would benefit from the additional traffic enforcement efforts and the associated results (better traffic law compliance by citizens, reduced accidents and safer roadways) with no cost.

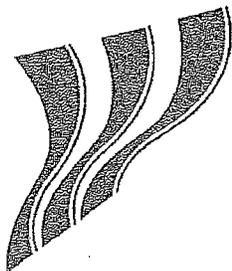
Alternatives: To not accept grant funding and pay the costs with City of Willmar General Funds.

Staff Recommendation: Adopt a resolution allowing the Willmar Police Department to participate with surrounding law enforcement agencies in the Towards Zero Death (TZD) grant obtained and managed by Kandiyohi County Sheriff's Department.

Reviewed by: Charlene Stevens, City Administrator

Preparer: David Wyffels, Chief of Police

Signature:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR PW/PS COMMITTEE
ACTION

Agenda Item Number:

Meeting Date: May 29, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Police Department

Action Requested: Request approval allowing the Willmar Police Department to apply for and if awarded participate in a Federal Bureau of Justice Assistance (BJA) grant process that allows police departments' to realize a partial reimbursement towards the purchase of bullet proof vests worn by officers through the bulletproof vest program (BVP) fiscal year (FY) 2012 funding mechanism.

Guiding Principle: *To enable the continuation of Willmar Police officers to wear bullet proof vests.*

Introduction: This grant assists the Willmar Police Department in maintaining and replacing the personal bulletproof vests worn by officers which is determined by the manufacturer five year warranty periods. It also assists in the reduction of costs towards the purchase of vests for new officers.

Background/Justification:

This has been on ongoing grant which the Willmar Police Department has participated in for more than 15 years.

Applications for FY 2012 BVP funds will be accepted beginning Wednesday, May 16, 2012. All applications must be submitted online at <http://www.ojp.usdoj.gov/bvpbas/> by 6:00 pm (e.d.t.), Wednesday, June 27, 2012.

FY 2012 BVP funds may only be used toward the purchase of vests ordered on or after April 1, 2012.

Each vest purchased with FY 2012 funds must meet National Institute of Justice (NIJ) standards on the date it was ordered and must be American-made.

To draw down FY 2012 BVP funds, vests must be received and the request for payment submitted to the BVP system by August 31, 2014.

Fiscal Impact: There are no negative costs to the City of Willmar. Participation reduces the amount of expenditures that would otherwise be required by the City of Willmar to maintain bulletproof vests for its officers.

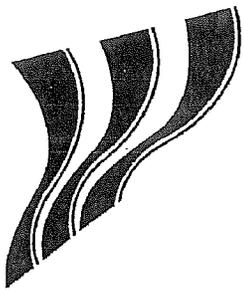
Alternatives: To not accept grant funding and pay the costs with City of Willmar General Funds.

Staff Recommendation: Adopt a resolution allowing the Willmar Police Department to apply for and participate in the Federal Bureau of Justice Assistance (BJA) grant, FY 2012 bulletproof vest program.

Reviewed by: Charlene Stevens, City Administrator

Preparer: David Wyffels, Chief of Police

Signature:



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

Agenda Item Number: _____

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire

Action Requested:

Approve a Fire Department policy regarding false alarm fees.

Guiding Principle:

To provide cost recovery for false fire alarms.

Introduction:

The Willmar Fire Department is proposing a false fire alarm fee policy which allows 3 false alarms per location.

Background/Justification:

Until recent Council action, the fire department had charged false alarm fees of \$250 per the Municipal Code. Each address was allowed 5 false alarms per fiscal year, July 1 to June 30, and was charged the fee once this number was exceeded. This had brought in upwards of \$3,000 in revenue in past years.

The Fire Department is proposing a similar policy to be put into place effective January 1, 2013. The proposed policy would allow 3 false alarms per address per calendar year. Any alarms exceeding this number would be charged at \$250 each.

Fiscal Impact: Possible revenues of up to \$6,000 per year.

False Alarm Comparisons

Calendar Year 2011

<i>5 Alarms Allowed (Past Practice)</i>			<i>3 Alarms Allowed (Proposed)</i>		
Locations	Alarms Charged	Total Fees	Locations	Alarmed Charged	Total Fees
4	15	\$ 3,750	6	25	\$ 6,250

Alternatives:

- 1) Adjust number of allowed false fire alarms.
- 2) Adjust fee per false alarm.
- 3) Continue with current policy of not charging for false alarms

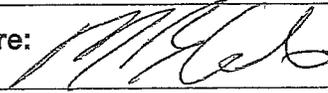
Staff Recommendation: Establish by Ordinance a new false alarm fee schedule and enforcement.

Reviewed by:

Charlene Stevens, City Administrator
Robert Scott, Flaherty & Hood, City Attorney

Preparer: Marv Calvin, Fire Chief

Signature:



Comments:

RULES AND REGULATIONS WILLMAR FIRE DEPARTMENT BY ORDER OF THE FIRE CHIEF	Date Issued 5/7/12	Number
	Date Effective	Pages
TO ALL FIRE DEPARTMENTS MEMBERS		Retention Indefinite
SUBJECT FALSE FIRE ALARM FEE		Approval

I. PURPOSE

This policy was established to provide direction for false fire alarm fees.

II. DEFINITIONS

A. Alarm system means any mechanical or electrical device which is designed or used for alerting others of a fire within a building, structure or facility by emitting a sound or transmitting a signal or message when actuated. Alarm systems include, but are not limited to, direct dial telephone devices, audible alarms and proprietor alarms. False alarm means an alarm signal necessitating response by the fire department where an emergency situation does not exist.

B. Calendar year means the period of time from January 1 of each year through December 31 of the same year.

C. Permit holder means:

- o Any business whose alarm system is monitored by a private individual or business that notifies the communications center by telephone that the alarm has been activated; or
- o Any business having an audible fire alarm which, when set off, results in the fire department responding to the alarm, by hearing the alarm or by being notified of the alarm by a person calling it to the attention of the fire department or communications center.

III. CHARGES FOR EXCESSIVE FALSE ALARMS OR FAILURE TO OBTAIN AN ALARM PERMIT

A. Each permit holder shall be allowed three (3) false alarms at the physical address of the permit holder's place of business in each calendar year without charge from the City. Each false alarm after three (3) at any one (1) business physical location and in any one (1) calendar year shall result in a charge in the amount of \$250.

- B. Each permit holder shall receive a written notice from the Fire Chief when the permit holder has had three (3) false alarms in one (1) calendar year
- C. A permit holder shall be given written notice after failing to pay within a ninety-day period that all amounts due the City in accordance with *subsection (A.)* of this section may be sued for payment in small claims court.
- D. A business who fails to obtain an alarm permit for a specific business location which results in a fire response to an alarm at that address location will be assessed the same fee and subject to the same action that is applied to valid permit holders who have had more than three (3) false alarms in one calendar year. This fee will apply to each subsequent alarm responded to by the fire department after the first alarm was received or until the business obtains a valid permit.

A letter notifying the business of the requirements along with a permit application will be sent to the non-permitted business by the fire department. This notice will be sent through the use of general mail and shortly after a first alarm occurred providing the business with opportunity to comply with permit requirements.

IV. PROCESS FOR OBTAINING AN ALARM PERMIT

- A. Alarm permit applications can be obtained by contacting City Offices and requesting the application form. Completed applications along with the permit fee shall be submitted to City Offices at the address indicated on the permit form. The City Clerk will be responsible for accepting and recording the permit fee.

A copy of the permit application will then be forwarded to the fire department and reviewed. Upon approval, the information will be entered into a shared database. This same database will keep record of current permits along with date, time and number of false alarm calls that the fire department has responded to per location. It will also track business locations that have not obtained a permit but have required a fire response.

- B. An alarm permit shall cost a permit holder \$30.00 and shall remain valid for a period of three (3) years from the date the permit is approved. At that time a new permit must be applied for and completed.
- C. Once an alarm permit has been approved, the agency signing the approval will mail a signed and dated copy of the approved permit back to the business making the application.
- D. Whenever a permit holder wishes to update information on an existing, valid, non-expired permit there shall be no fee associated in doing so. They need only submit another application form, check the update box and indicate the new information. Since permits are based on address location, when selling a building, the permit goes with the location and a new application is not

required. A new owner can simply submit a permit application with the updated information indicated and the permit will remain valid until the original three year life has expired.

Marvin B. Calvin
Fire Chief

Date
Updated and approved

**City of Willmar
Application for Fire Alarm Permit**

A permit is required for all fire alarm systems in the City of Willmar.

Submit to: Willmar City Office / Attn: City Clerk
P/O Box 755
333 SW 6th St.
Willmar, MN 56201

New Application _____ Keyholder Update _____

Part 1: Alarm Location

Alarm Address: _____

Business - (Permit Holder Name): _____

Phone: _____

Part 2: Alarm System

Fire Alarm U.L. Certification: _____

Part 3. Alarm Monitoring Service

Business name: _____

Address: _____

Phone: _____

Part 4. Area Being Monitored

_____ Office _____ Multi-Family _____ Commercial _____ Industrial

Part 5: Emergency Contact Person(s) / Keyholder(s)

Please include key holder information in the event a problem is found on the premises.

Owner/Manager/Resident: _____ Phone: _____

Home address: _____ Phone: _____

Second home: _____ Phone: _____

Cell phone, pager: _____

Work: _____ Phone: _____

Continued

First contact: _____ Phone: _____ Work: _____

Second contact: _____ Phone: _____ Work: _____

Other persons authorized access to property:

Part 6. Notification of changes

Changes and updated information should be forwarded in writing to the City Clerk's address listed on the first page of this application. Make sure you mark as "Information Update".

Part 7. Request

I request that an alarm permit be issued for the above-described premises.

Applicant Signature: _____ Date: _____

Title: _____

Below for Office Use Only

Part 8: Application Received

Application/Fee Received by: _____ Date: _____

Part 9: Permit Approval

Reviewed by (*circle one*): Fire Chief or City Clerk Date: _____

Approved: _____ Denied: _____ Permit Valid Until: _____

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, MAY 31, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, May 31, 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
Steve Ahmann	Council Member
Bruce DeBlieck	Council Member
Tim Johnson	Council Member
Bruce Peterson	Director Planning and Development Services
Charlene Stevens	City Administrator

Others present: Frank Yanish – Mayor, Steve Renquist – EDC Director, David Little – West Central Tribune, Laura Becker.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. LAKELAND HOTEL PROJECT (FOR INFORMATION ONLY)

Steve Renquist, EDC Director, presented information on federal tax incentives for historic building rehabilitation. It was noted that federal historic preservation tax credits are a public instrument sold to the private sector. The Committee discussed whether historic tax credits should be considered as a private investment.

It was suggested that if the City is going to participate in the hotel project, the project should give something back to the City in exchange for the tax abatement. Staff suggested that the project was beneficial to the redevelopment of the Central Business District. Mr. Renquist offered his view of project benefits and stated that the project leverages private investment through public participation.

Council member Ahmann asked for more information about project costs, qualifying developer expenses, developer fees, contracts, and agreements for tax credits.

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

Staff presented a memo from the Building Official addressing progress on the John's Supper Club building. There has been very little activity as of late and the project seems to have stalled.

4. CITY/COUNTY INSPECTIONS (FOR INFORMATION ONLY)

City Administrator Charlene Stevens reiterated the history of the County approaching the City for assisting with building inspections services. City and County staff met and worked out a tentative agreement for limited assistance. City assistance will be primarily for plan review, with some inspections in adjacent townships. Sometime later this year the City will evaluate its participation in the County's inspection program.

5. MISCELLANY

Chair Dokken read a letter from the builders association regarding building code (International Residential Code) revisions, specifically, fire sprinkler requirements for residential construction. The letter included a request that the City adopt a resolution supporting homeowner choice relative to residential sprinkler systems. Council member DeBlieck asked for more information from the Fire Chief, insurance agents, and ISO representative.

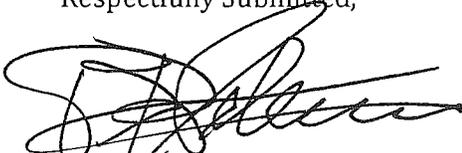
A motion was made by Council member Johnson, seconded by Council member DeBlieck and passed for the following:

RECOMMENDATION: To refer the matter to staff for review and consideration prior to the next legislative session.

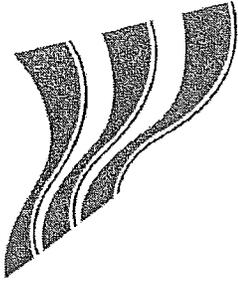
Council member DeBlieck informed the Committee that the Willmar Municipal Utilities is buying three LED street lights for a test, and will evaluate their performance and cost over the next year.

6. There being no further business to come before the Committee, the meeting adjourned at 6:00pm.

Respectfully Submitted,



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



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date: June 4, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Action Requested: Fairacre Addition Preliminary Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Don Williamson is requesting an 11 lot single family home subdivision on property at 2721 15th St. SW.

Background/Justification: Fairacre Addition is zoned R-1 (One Family Residential) and is proposed to have a private cul-de-sac. A conditional use permit for a planned unit development was approved by the Planning Commission for the private street. All utilities will be private but the plans will be submitted for review and approval to the City Engineer.

Fiscal Impact: N/A

Alternatives: N/A

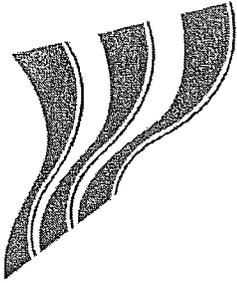
Staff Recommendation: Staff recommends approval of the preliminary plat.

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:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: June 4, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

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

Originating Department: Planning and Development Services

Action Requested: Valley View Court Second Addition Preliminary Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Anjali Dahiya requested to subdivide a single lot into two to build a twin home at 207 Valley View Dr. SE.

Background/Justification: Valley View Court is a planned unit development with a private street and all the homes in the development except for one are twin homes. The lot was approved for a single family home in 2000 and an amendment to the conditional use permit to allow a twin home on the property was approved by the Planning Commission as well.

Fiscal Impact: N/A

Alternatives: N/A

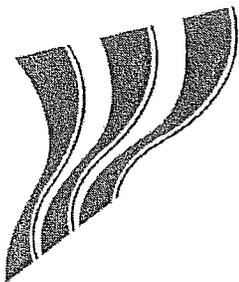
Staff Recommendation: Staff recommends approval of the preliminary plat.

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:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting Date: June 4, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

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

Originating Department: Planning and Development Services

Action Requested: Minke Addition Preliminary/Final Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Ron Minke is requesting a lot combination of three parcels into one on property at 2805 1st St. S.

Background/Justification: Two of the parcels are platted and one is a metes and bounds legal description. Mr. Minke wishes to clean up the legals and get one single tax statement for the properties. The two platted outlots that he is combining would be unbuildable parcels as they are currently platted due to their extremely small size. The Planning Commission approved the plat with the condition that all the utility easements be added as requested.

Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: Staff recommends approval of the preliminary/final plat.

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: