

**WILLMAR CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 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 August 20, 2012
 B. Rice Hospital Board Minutes of August 15, 2012
 C. Planning Commission Minutes of August 22, 2012
 D. Municipal Utilities Commission Minutes of August 27, 2012
 E. Municipal Utilities Commission Minutes, Special Session, August 27, 2012
 F. Exempt Permit Applications: Let's Go Fishing and Knights of Columbus
 G. Accounts Payable through August 29, 2012
Accept: H. Willmar Design Center Minutes of June 13 and August 8, 2012
 I. Kandiyohi Area Transit Board Operations Minutes of July 24, 2012
 J. Community Ed/Recreation Joint Powers Board Minutes of August 24, 2012
6. Items Removed from Consent Agenda
7. Scheduled Hearings:
7:04 p.m.: Special Assessments for Unpaid Weed/Grass Mowing
7:05 p.m.: Special Assessments for Unpaid Garbage Removal
8. Presentation "Safe Cities Designation:" Brad Hanson, Willmar Ambulance Service
9. Willmar City Council Open Forum
10. Finance Committee Report for August 27, 2012
11. Public Works/Safety Committee Report for August 28, 2012
12. Labor Relations Committee Report for August 29, 2012
13. Community Development Committee Report for August 30, 2012
14. Consideration of Preliminary Plat: Mills Properties
15. Consideration of Nomination of Richard Halterman to Charter Commission
16. Consideration of 3.2% Malt Liquor License: Hoja Incorporated dba Hoja Restaurant

17. Announcement of Council Committee Meeting Dates

18. Miscellany:

A.

B.

C.

19. Adjourn

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

August 20, 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, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 8, Absent 1 - Bruce DeBlieck was excused from the meeting.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of August 6, Municipal Utilities Commission Minutes of August 13, Accounts Payable through August 15, Exempt Permit Application for Church of St. Mary, Building Inspection Report for August, Community Education/Recreation Joint Powers Board Minutes for July 27, and Charter Commission Minutes for August 2, 2012. Council Member Reese seconded the motion, which carried.

Renee Nolting, Executive Director of the United Way, presented to the Mayor and Council the "United Way - Impact on the City of Willmar." Ms. Nolting explained that the United Way of West Central Minnesota expanded in 2009 and now serves the needs of 28 communities. Four impact areas that the United Way is focusing on are education, basic needs, health and income. Following questions from the Council, Mayor Yanish thanked Ms. Nolting for her presentation.

At 7:45 p.m. Mayor Yanish opened the scheduled hearing on an Ordinance Amending Willmar Ordinance 1060, Known as the Willmar Zoning Ordinance. Planning and Development Services Director Peterson reviewed the text amendment Zoning Ordinance Section 7 regarding nonconforming structures damage or destruction and text amendment Zoning Ordinance Section 9 regarding variance standards. Mayor Yanish closed the hearing at 7:45 p.m.

Council Member Christianson moved to adopt, assign a number and order final publication of the Ordinance Amending Willmar Ordinance 1060, Known as the Willmar Zoning Ordinance. Council Member Anderson seconded the motion which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Yanish acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for August 13, 2012, was presented to the Mayor and Council by Council Member Anderson. There were three items for Council consideration.

Item No. 1 Mayor Yanish presented his proposed 2013 Budget totaling \$34,974,785. Of the total budget \$15,090,918 is for General Operating; \$5,051,245 is for Capital Improvements; \$919,636 is for Special Revenue/Internal Services; \$2,456,760 is for Debt Service; and \$8,258,736 is for the Wastewater Treatment Plant. It was noted that the General Operating portion of the budget includes \$1,817,611 in transfers for Capital Improvements. The Mayor is proposing an increase of \$240,000 in the property tax levy for a total estimate of \$4,232,734 as part of his budget. The amount of this increase is not for General Operations, but will be dedicated for infrastructure improvements. An overview of the estimated revenues and expenditures was presented. Revenues are relatively stable with no fee increases proposed at this time. Changes in budgeted expenditures include: 1) personnel costs; 2) increases in Mayor/Council salaries; 3) reinstating the government relations contract; 4) increase funding

for KAT and Library; 5) reductions in overtime for Public Works and Police - in seasonal employees, tree planting and community partner funds; and 6) Transfer of funds from General Operating to the Capital Improvement Program.

The Committee will review the proposed 2013 budget over the next several meetings prior to the public hearing to be held in December, 2012. It was noted that any Council pay increases may only be instituted by ordinance and that ordinance must be adopted prior to the elections in November, 2012. Council Member Dokken requested a discussion of the City's investment portfolio at a future Finance Committee meeting. This matter was for information only.

Item No. 2 Staff presented to the Committee a request to reallocate funds in the 2012 Police Department Budget from full-time salaries and part-time salaries to small tools in the amount of \$55,000 for the purchase of bulletproof vests and rifles. Equipment purchases have been deferred for some years to reduce budgetary costs as requested. An opportunity exists to replace some of the equipment needed to protect the safety of the officers. The current bulletproof vests for the SWAT team are now two years beyond the manufacturer's warranty. The existing rifles are also in need of replacement. The salary savings from two employee vacancies would allow for the reallocation of funds and the purchase of the needed vests and rifles without negatively impacting the approved 2012 Police Department Budget.

The Committee was recommending the Council introduce a resolution amending the 2012 Police Department Budget by reallocating \$55,000 from full-time and part-time Salaries to Small Tools for the purchase of vests and rifles. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, and carried on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED, by the City Council of the City of Willmar, to authorize the Finance Director to amend the 2012 Police Department Budget for the purpose of purchasing bulletproof vests and rifles, as follows:

Increase:	2012 Small Tools	\$55,000.00
Decrease:	2012 Full-Time Salaries	\$50,000.00
Decrease:	2012 Part-time Salaries	\$ 5,000.00

Dated this 20th day of August, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee reviewed the 2nd Quarter Investment Activity, 2nd Quarter Interest/Dividends, June 30th Cash/Investment Portfolio, June 30th Rice Trust, 2nd Quarter Willmar Arts Fund, July 31st LOST Financial Reports, July 31st CVB Financial Reports, and the July 31st WRAC-8 Financial Reports. This matter was for information only.

The Finance Committee Report for August 13, 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 Community Development Committee Report for August 16, 2012, was presented to the Mayor and Council by Council Member Dokken. There were five items for Council consideration.

Item No. 1 There were no public comments offered at this meeting.

Item No. 2 Staff provided the Committee with an update on the Phase II Airport land release.

It was noted that all documents have been submitted to the FAA, and Staff is completing the third submittal of the National Register application for the terminal building and site. The third draft contains an expanded narrative and bibliography, as well as several new photos and maps to satisfy Department of the Interior and SHPO requirements. It is anticipated that the Phase II release should be obtained within the next 30 days or less.

Pat Curry and Steve NedreLOW from the Airport Commission were present to discuss issues at the new airport relative to the crosswind runway.

The Committee was recommending that the inclusion of crosswind/grass runway improvements in the 2013 budget be referred to the Finance Committee. Staff informed the Council that the improvements were a joint project with crack sealing and the recent bids would likely be rebid to obtain separate project bids. This matter was for information only.

Item No. 3 Andrew Bjur, Willmar Green Step Cities program coordinator, presented an update on program activities. The City has been designated a Step 1 Green Step City. Mayor Yanish and the City were recognized at the League of Minnesota Cities Conference in June. The Step 2 designation is anticipated in early 2013, with the final Step 3 to be completed that same year. This matter was for information only.

Item No. 4 Staff distributed copies of a memo from the City Attorney that offered an analysis of options regarding the draft animal ordinance. The Committee discussed the proposed ordinance. It was agreed that the matter would be placed on the August 30, 2012, Community Development agenda to allow the Committee additional time to review the Attorney's memo. This matter was for information only.

Item No. 5 Discussion of neighborhood issues was deferred until the August 30, 2012, meeting. This matter was for information only.

Item No. 6 It was noted that funds were included in the preliminary 2013 budget to work with Lakeland Broadcasting on a clean-up effort in 2013. Full discussion of this matter was deferred until the August 30, 2012, meeting. This matter was for information only.

The Community Development Committee Report for August 16, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon a motion by Council Member Dokken, seconded by Council Member Ahmann, and carried.

City Clerk Halliday presented to the Mayor and Council a list of properties that have not paid the charges for weed and grass mowing. Pursuant to Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass and in the case of noncompliance, such work is to be performed by the City or its agent. The costs thereof can be certified as a special assessment against the property in question. Following discussion, Council Member Anderson moved to set a public hearing for 7:04 p.m. on September 4, 2012, to consider objections to the proposed assessment for the mowing costs incurred. Council Member Ahmann seconded the motion, which carried.

City Clerk Halliday presented to the Mayor and Council a list of properties that have not paid the charges for garbage removal. Pursuant to Municipal Code, Chapter 13, Article I concerning the removal of garbage and in the case of non-payment of the charge against each separate lot, the person liable of said cost of service to be certified for collection. Following discussion, Council Member Reese moved to set a public hearing for 7:05 p.m. on September 4, 2012, to consider objections to the proposed assessment for the garbage removal costs incurred. Council Member Dokken seconded the motion, which carried.

Following discussion of the first meeting in September, Council Member Reese moved to reschedule the first meeting in September from Monday, September 3, to Tuesday, September 4, 2012, due to the Labor Day Holiday. Council Member Christianson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, August 27; Public Works/Safety, August 28; Labor Relations, August 29; and Community Development, August 30, 2012.

There being no further business to come before the Council, the meeting adjourned at 8:13 p.m. upon motion by Council Member Christianson, seconded by Council Member Reese, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

AUGUST 15, 2012

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Michael Gardner, DDS, Treasurer; and Directors Wayne Larson, Eric Weiberg and Jenna Fischer

EXCUSED: Robert Kruger, M.D., Secretary

ADMINISTRATIVE STAFF: Michael Schramm, Dale Hustedt, Teri Beyer, Bill Fenske, and Sandy Roelofs

GUESTS: Dr. Lee Cafferty, Shirley Carter, Jackie Hinderks, Kathy Dillon, Sharon Ratliff-Crain, Dorie Larsen, and Anne Polta

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 pm. **ACTION: A motion was made by Director Cederstrom, seconded by Director Gardner, and carried that the minutes of the July 11, 2012 meeting be approved as written.**

Patient Experience: Teri Beyer reviewed a letter written to the Cardiac Rehab Department from one of their recent patients. He expressed his thanks to all of the Cardiac Rehab staff for taking care of him and the excellence service they provided.

Quality Report/Board Education – Epic Clinical Information System (CIS): A) Kathy Dillon reviewed information in regard to the Hospital's Epic Clinical Information System as follows: 1) The Journey: a) The road map of/for the project. b) A multidisciplinary selection team was identified to continue the work of decision making around the new CIS. c) Epic system has a prominent presence in Minnesota healthcare facilities. d) Recommendation made to Rice Board on 12/15/10 to proceed with an affiliate relationship with St. Cloud CentraCare to utilize Epic as the CIS for Rice Hospital. e) Implementation date of 2/1/12 was achieved. B) Sharon Ratliff-Crain reviewed information relative to: 1) The Epic CIS Surgery patient status board. 2) Rice did go live with physician order entry for patients. 3) Physicians also have access to the system remotely at home, in the clinic, etc. 4) Order entry piece – about 130 order sets were set up for physicians on the Epic system. C) Dorie Larsen reviewed information in regard to: 1) Nursing staff patient active orders. 2) Chart review. 3) Order reconciliation/medications. D) Kathy Dillon also reviewed for the Board information on: 1) Successes of the Epic CIS project. 2) Future/ongoing efforts being made with the Epic system.

Miscellaneous Reports:

- A. Attorney General Report/Agreement: Jackie Hinderks presented the Attorney General's report to the Board. It is a requirement that the Board and Administration review the Hospital's collection activities on an annual basis. The following information was provided. 1) The Hospital's agreements with third party collection agencies are consistent with prior years—no changes have been made. 2) 2010 discount based off of the ten-month settlement with Blue Cross & Blue Shield of Minnesota is 31%. 3) Litigation pursued against hospital patients by law firm appeared to be in line with Attorney General requirements. 4) Debt collection activity review: a) There were three complaints received by JCC in 2011. b) There were two complaints filed for Collection Resources in 2011. 5) All review of the billing and collection process shows that Rice Hospital understands the policies in the Attorney General's agreement and adheres to the policies. 6) There was one case in which the Attorney General was contacted regarding Rice accounts. **ACTION: A motion was made by Director Larson, seconded by Director Gardner and carried that the 2011 Attorney General Annual Report be approved as presented.**
- B. Rice Hospital Community Benefits: Jackie Hinderks reviewed information from the 2011 Community Benefits Report for Rice Hospital in regard to: 1) Rice's Mission Vision and Values. 2) What are community benefits? 3) Minnesota contributions. 4) Community Benefits: Rice's contributions. 5) Total cost of community benefits --\$8.8 million or 8.2% of operating expenses. 6) Other community contributions. 7) Total community benefits

and contributions - \$20.7 million or 19% of operating expenses. 8) Achieving Rice's mission. 9) Examples were shared of Rice's community benefit programs and activities. 10) Personal stories from the community were also reviewed.

Financial Report: Bill Fenske reviewed the financial statements for Rice Hospital for the period ending June 30, 2012 as well as the 2nd quarter 2012 financial reports, as follows: A) June was a very positive month due to improved volumes and the one-time Medicare settlement. B) Rice generated a profit of \$1.1 million from operations compared to budgeted operating income of \$237,000. C) Volumes and revenues were up with expenses only slightly higher. D) In addition Rice received a \$500,000 settlement from Medicare related to a class action lawsuit that Rice joined three to four years ago. This will benefit Rice approximately \$110,000 per year, going forward. E) All three Rice entities made a profit in June. F) Cash and general investments have decreased \$458,000 since December 31st with days of cash increasing to 110 days. G) Audit proposal: As a result of discussion at the August 3 Finance Committee meeting, RPF's were solicited from several accounting firms for the Hospital's audit process. The Finance Committee met today to review the proposals submitted and narrowed the search from seven firms to three. Interviews with the three firms selected will be held on September 7. All Board members will be invited to attend the audit firm interviews. The selection of an audit firm to complete the Hospital's 2012 audit process will take place at the Board's September meeting.

Medical Staff Report: Dr. Cafferty reviewed the minutes of the July 24, 2012 Medical Staff Executive and Credentials Committee meetings as follows: A) Shirley Carter has been attending Medical Staff Department meetings in order to introduce herself to the physicians and review and discuss ongoing fund raising activities for the Rice Health Foundation. **ACTION:** A motion was made by Director Fischer, seconded by Director Cederstrom and carried that the minutes of the July 24, 2012 Executive and Credentials Committee meetings be approved; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved as presented: **INITIAL APPLICATIONS:** **Locum Tenens Staff:** **Paul Mittlestadt, M.D.** – Emergency Services/Department of Emergency Services. Delta Locum Tenens, Dallas, TX. Expected start date: 8/16/2012. Previous affiliation with Rice: 1993-2006. **Allied Health Staff:** **Charlene Ackerman, ATC** – Surgical Assistant/Department of Surgery. Heartland Orthopedic Associates, Alexandria, MN. **Responsible Physician:** Thomas Dudley, M.D. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** **Jessica Baitani, M.D.**, Hospitalist/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Robert Kaiser, M.D.** – Family Medicine/Department of Family Medicine. Affiliated Community Medical Center, Willmar, MN. **Julie Meyer, M.D.** – Family Medicine/Department of Family Medicine. Affiliated Community Medical Center, Willmar, MN. **Dennis Peterson, M.D.** – Family Medicine/Department of Family Medicine. Family Practice Medical Center, Willmar, MN. **Alan Roiseland, M.D.** – Family Medicine/Department of Family Medicine. Family Practice Medical Center, Willmar, MN. **Timothy Swanson, M.D.** – Pediatrician/Department of Pediatrics. Affiliated Community Medical Center, Willmar, MN. **Gabrielle Vencel Olson, M.D.** – Family Medicine/Department of Family Medicine. Affiliated Community Medical Center, Willmar, MN. **Richard Wehsele, M.D.** – Family Medicine/Department of Family Medicine. Affiliated Community Medical Center, New London, MN. **Affiliate Staff:** **Jacob Dutcher, M.D.** – Interventional Cardiology/Department of Internal Medicine. CentraCare Clinic – River Campus, St. Cloud, MN. **Nicolette Myers, M.D.** – Pulmonary Disease/Department of Internal Medicine. Park Nicollet Clinic – Meadowbrook, St. Louis Park, MN. **Scott Nielsen, M.D.** – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. **James Parmele, M.D.** – Anesthesiology/Department of Anesthesiology. Center for Pain Management, Sartell, MN. **Matthew Putnam, M.D.** – Orthopedics/Department of Surgery. University of Minnesota Physicians, Minneapolis, MN. **Beverly Ricker, M.D.** – Pediatrics/Department of Pediatrics. Staff Care, Irving, TX. **Mary Tahnk-Johnson, M.D.** – Nephrology/Department of Internal Medicine. Park Nicollet Medical Center-Meadowbrook, St. Louis Park, MN. **Charles Watts, M.D.** – Neurosurgeon/Department of Surgery. Spine and Brain Clinic of Fairview Southdale Hospital, Edina, MN. **Mevan Wijetunga, M.D.** – Cardiac Electrophysiology/Department of Internal Medicine. CentraCare Clinic – River Campus/Heart & Vascular Center, St. Cloud, MN. **Howard Zimring, M.D.** – Interventional Cardiology/Department of Internal Medicine. CentraCare Clinic – River Campus, St. Cloud, MN. **Allied Health Staff:** **Nelva McAdams, RN-CNP** – Nurse Practitioner/Department of Psychiatry. Independent Practitioner, Sioux Falls, SD. **Responsible Physician:** Daniel Scott, M.D. **Andrea Nelson, ATC** – Surgical Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. **Responsible Physician:** Jefferson Brand, M.D. **Ann Nelson, RN-CRNA** – Nurse Anesthetist/Department of Anesthesiology. Willmar Medical Services, Willmar, MN. **Eric Peterson, RN-CRNA** – Nurse Anesthetist/Department of Anesthesia. Willmar Medical Services, Willmar, MN. **Daniel Tysver, CO/P** – Orthotist/Department of Rehabilitation. Great Steps O & P Solutions,

Sartell, MN. Paul Westberg, ATC – Surgical Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Jefferson Brand, M.D.

CEO Report – Mike Schramm:

A. Administrative Recruitment: A recruitment visit was held with a Chief Medical Officer (CMO) candidate on July 18. A more formal interview process has been scheduled for August 22 and 23. Key Physicians, Executives, Directors, and Clinic Leaders will be invited to participate in the CMO candidate interview process.

B. Physician Recruitment: 1) A contract has been signed with a new Emergency Services physician who will be starting at Rice this Fall. 2) VPCI and Allina are working with us in the recruitment of a Medical Oncologist for the Hospital and Cancer Center. A Medical Oncology recruitment visit has been scheduled for sometime in September. 3) Recruitment efforts continue in the area of Orthopedics. Rice continues to work with ACMC on potential orthopedic candidate leads.

C. Rice Health Foundation: 1) The Foundation's focus continues on fund raising efforts for the Rice Care Center's building project. 2) A meeting was held today with representatives from the Central Minnesota Community Foundation. 3) A fund raising goal of Two million dollars has been set for the RCC project. 4) Shirley Carter continues to work with the Foundation Board on fund raising activities as well as continues to assess any possible/necessary changes which need to be made in the Foundation Office.

D. Rice Regional Dental Clinic: We continue to have conversations with the University of Minnesota Dental Clinic in an effort to stress the importance of diversity of grant/funding sources for the Dental Clinic as well as keeping the Clinic sustainable.

E. Financial Report: 1) Volumes continue to vary. 2) June's financial performance showed improvement however, the July financial performance was not as strong.

F. Mental Health Services: 1) Work continues on the assessment of Rice's mental health services in an effort to streamline services within the community. 2) There are some duplications within the community with Woodland Centers, as well as other facilities/agencies, and Rice continues to work with these agencies in assessing overall services provided.

G. Epic Presentation: 1) CEO Schramm thanked the Information System staff for their presentation to the Board on the Hospital's new Epic Clinical Information System. They have worked hard on the implementation of the new system along with other staff members throughout the organization, the Medical Staff, and Wendy Ulferts and Teri Beyer from Administration. 2) Ongoing work continues on the assessment of the Epic system. 3) One thing staff is currently working on is the order interface for Imaging Services.

H. Rice's 75th Anniversary celebration held on August 2-4 went very well. All three events were well attended with a lot of positive feedback received. CEO Schramm thanked the Committee as well as all staff and volunteers who assisted in making our celebration a success.

New Business:

Five Year Financial Plan: CFO Fenske reviewed the proposed 2012 five-year financial plan with projections through 2017, in regard to the following: A) The plan's purpose is to set financial targets for the next five years with specific balance sheet and profitability targets. B) General assumptions and thresholds were reviewed including a 2% minimal operating margin, a 45% ceiling on debt/capitalization ratio, an increase of days of cash at 10-12 days per year, and a cash/debt ratio of 100% by 2017. Discussion by the Board followed. **ACTION: A motion was made by Director Cederstrom, seconded by Director Fischer and carried that the Five Year Financial Plan for Rice Memorial Hospital be approved as presented and recommended by the Rice Hospital Board's Finance Committee.**

Other Business:

A. Committee Reports:

1. Finance Committee: a) The Finance Committee met on August 3 to review the June, 30th and second quarter financial statements as well as review the proposed five-year financial plan for the Hospital. Members in attendance included Directors Gardner, Anfinson, Larson, and Weiberg. b) The Committee also met on August 15 to review the rating criteria and process utilized to evaluate the seven audit proposals received. Members in attendance included Directors Gardner, Anfinson, Larson, Fischer, and Weiberg.
2. Ethics Committee – Director Fischer. The Committee met on August 6. Discussion was held in regard to end-of-life issues, as well as assisted suicide and caring for someone who has attempted suicide and failed.
3. Board Executive Committee: The Committee met on July 25 with Directors Anfinson, Cederstrom and Gardner in attendance. Discussion was held on strategic planning efforts/initiatives.
4. City Council Report: Jim Dokken provided the following information from the August 6 City Council meeting: a) Christie Kurth, Executive Director, presented a report on behalf of the Willmar Area Food Shelf. b) Marv Calvin has resigned as Fire Chief and Jeff Gilbertson has been appointed as the Acting Fire Chief. Applications for the Fire Chief/Fire Marshall position are currently being accepted. c) 2012 National neighborhood Night Out.

Adjournment: There being no further business, the meeting was adjourned at 7:15 p.m.

Submitted By:

Sandy Roelofs, Acting Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 22, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 22, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charlie Oakes, Scott Thaden, Virgilio Aguirre, and Bob Poe.

** Members Absent: Andrew Engan, Randy Czarnetzki, Gary Geiger, and Nick Davis.

** Others Present: Bruce Buxton, Doug Leckband, Mike Angland, Bruce D. Peterson- Director of Planning & Development Services, and Megan M. Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the July 25, 2012 meeting were approved as submitted.

3. MILLS SECOND ADDITION TO WILLMAR PRELIMINARY PLAT- FILE NO. 12-7:
The public hearing opened at 7:01 p.m. Bruce Buxton, of Widseth, Smith, and Nolting, presented the preliminary plat on behalf of the applicant Mills Properties Inc. of Brainerd, MN for a three lot plat legally described as follows: part of the NE ¼ of the SE ¼, Section 27, Township 119, Range 35 (Highway 71 S). Mr. Buxton explained that they are platting off some of their metes and bounds described land to have lots for development of a car dealership, car wash, future convenience store, and developable lot. The utilities and storm retention calculations/ponds were all done years previous and designed for all of the Mills Properties ultimate build-out, including a Mills Fleet Farm store. Lots 1 and 2 have a shared access and thus a shared easement agreement will be drafted and recorded. The existing water and storm lines to the lots are not in public right-of-way. Mr. Buxton stated that if the City wanted easement over them, they will gladly give easements, as Mills would prefer the line to be public.

With no one to appear for or against the request, the public hearing closed at 7:11 p.m.

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

The Planning Commission discussed the development-wide storm water retention plans. The existing utility services were previously installed by Mills after annexation ten years ago.

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

- A. The developer shall install a gate valve shut off at right-of-way for the water line.
- B. The access easement agreement shall be submitted for City Staff review, and recorded/listed on the plat to ensure tracking.

The motion carried.

4. MILLS AUTO CENTER PLAN REVIEW- FILE NO. 12-7: Doug Leckband, of Widseth, Smith, and Nolting, presented the plans on behalf of Mills Automotive Group, Baxter, MN, for an automotive center and car wash on property described as follows: part of the N ½ of the SE ¼ Section 27, Township 119, Range 35 (Highway 71 S). Mr. Leckband explained that the automotive center will include an array of car companies, and each has a specific style and branding requirement. As such the building layout and design is as per the three car corporations standards. All setbacks are met on the proposed automotive center and car wash. The properties are accessed via 40th Ave. SE. The landscape layout and architectural style of the building are appropriate for the commercial use and corridor of the area.

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

The Planning Commission inquired about sand filters at the car wash. Mr. Leckband explained that they have full sand interceptors and a system where they can recycle and reuse water to reduce their usage to have a more green operation.

Mr. Oakes made a motion, seconded by Mr. Thaden, to approve the plan review with the following conditions:

- A. All requirements/comments from the City Engineer shall be met and adhered to prior to issuance of a building permit.
- B. The use shall meet all applicable, local, state, and federal laws and regulations.

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

The motion carried.

5. MISCELLANY: The Planning Commission continued their discussion of the duration and frequency of garage and rummage sales compared with typical residential neighborhood activity. Staff shared some information and ordinance examples from the League of Minnesota Cities. The Commission talked about limiting garage sales to not more than three consecutive days for sales and to a total of four sales for the entire year. They also talked about requiring 30 day breaks between sales. These issues would be dealt with by staff on a complaint basis when a neighborhood is being affected by an offending garage/rummage sale.
6. There being no further business to come before the Commission, the meeting adjourned at 7:51 p.m.

Respectfully submitted,


Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION-August 22, 2012

STAFF COMMENTS

1. MILLS SECOND ADDITION TO WILLMAR PRELIMINARY PLAT- FILE NO. 12-7:

- The applicant is Mills Properties, Inc. Brainerd, MN.
- The applicant is proposing a three lot subdivision on property legally described as: part of the NE ¼ of the SE ¼, Section 27, Township 119, Range 35 (Highway 71 S).
- The property is zoned General Business (GB).
- The property is accessed via 40th Ave. SW.
- Each proposed lot exceeds the GB lot area and width minimum requirements.
- Lot 1 has Highway 71 S. frontage, but is only accessible via 40th Ave. SW; the applicant proposes a 51.34' leg on the lot (flag shaped lot) to gain access. A future street is proposed to the north that would also gain access to proposed Lot 1. There is also a proposed access easement agreement across Lot 2 to Lot 1, this easement shall be submitted and recorded congruous with the final plat (and depicted on the plat) and a copy submitted to the City for record keeping.
- The lot layout is slightly altered since the first layout, so some services may not align with the new access drives etc.
- Once the water/storm lines leave the City right of way it is assumed the lines become private utilities. As such a shutoff valve shall be added.

MUC Comments: Water installed already by Mills in 2004 12" mains within Mills property are private; see as built 2004. If the lines are going to remain private a gate valve shall be added at the right-of-way.

Kandi-Power Co-Op: Ok no comments.

Fire Marshall Comments: Any changes must meet Willmar Fire Marshall Policy on hydrants.

Assessor's Comments: There are existing assessments that will be paid off with the 2012 real estate taxes. The access easement shall be listed on the final plat, and want it verified that this is for ingress/egress to Lot 2.

Engineering/Public Works Comments: There is no access easement for Lot 3. Easements are required for the existing 12" public watermain. Easements are not shown for the utilities, therefore, they will all be considered private.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. The developer shall install a gate valve shut off at right-of-way for the water line.

- B. An access easement agreement draft shall be submitted for City Staff review, and recorded/listed on the plat to ensure tracking.

2. MILL AUTO CENTER PLAN REVIEW- FILE NO. 12-7:

- The applicant is Mills Automotive Group, Baxter, MN.
- The applicant is requesting plan review of a new auto dealership and car wash on property legally described as: part of the N ½ of the SE ¼ Section 27, Township 119, Range 35 (Highway 71 South).
- The applicant is proposing a 53,375 sq. ft. auto center building and an adjacent 5,080 sq. ft. car wash. If/when the c-store building is pursued a conditional use permit will be required for that portion of the project, as all gas station sales and storage require further review.
- The properties are accessed via 40th Ave. SW. The lot proposed for the auto center has two accesses one via the car wash lot, a cross access easement is proposed. The easement shall be recorded congruous with the plat for tracking purposes.
- There are 170 proposed parking spaces on site, which well exceeds the Zoning Ordinance parking requirements.
- The utilities were put in in 2004 and they are private, buildings will not be over the existing utilities.
- The parking lot/landscape plan shows delineated curbed islands with a mix of plantings and greenery.
- The elevation drawings depict a typical commercial building suitable for automotive sales and will fit in well with surrounding commercial uses.
- Sign approvals and permits shall be ancillary from plan review.

Engineering/Public Works Comments: Silt fence to be installed shall be identified. A construction stormwater permit will be required. Details referenced in the drawings were not included with the plan set. Plan set should be reviewed by Bart Murphy at Willmar Municipal Utilities.

RECOMMENDATION: Approve the site plan with the following conditions:

- A. All requirements/comments from City Engineer shall be met adhered to prior to issuance of a building permit.
- B. The use shall meet all applicable local, state, and federal laws and regulations.

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 27, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, August 27, 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, and Carol Laumer. Absent was Commissioner Dave Becker.

Others present at the meeting were: Interim Manager Wes Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Director of Electrical Production Jon Folkedahl, City Attorney Robert Scott, City Councilman Bruce DeBlicke, Mayor Frank Yanish, Dave Unmacht of Springsted, Inc., and WC Tribune Journalist David Little.

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

RESOLUTION NO. 43

"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 August 13, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 121488 to No. 121583 inclusive in the amount of \$1,823,584.05, with a MISO payment in the amount of \$15,433.04 and an Absaloka Coal payment in the amount of \$40,716.80."

Dated this 27th day of August 2012.

President

ATTEST:

Secretary

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

Interim Manager Hompe reviewed with the Commission the July 2012 Budget Report and the August 23, 2012 Investment Report. These were for information only.

Commissioners Baker & Gesch and Interim Manager Hompe recapped for the Commission their recent attendance at the MMUA Annual Summer Meeting held on August 20-22. Among the topics of interest discussed were: EPA regulations effecting municipalities such

as RICE rules (APPA), transmission purchasing, municipal/cooperative buyouts, water & sewer rates, service territory developments, and state & national legislative developments.

Commissioners Gesch, Salzer & Laumer and Interim Manager Hompe attended a Legislative Energy Forum sponsored by the Kandiyohi Power Cooperative at their office on August 23rd. Among the issues discussed were the farm bill, renewable energy sources, and retrofitting of buildings to conserve energy.

Commissioner Baker requested the Commission to schedule a meeting with the WMU Planning Committee. The main issue to be discussed by the Planning Committee would be upcoming budget schedule/process. Following discussion, it was the consensus of the Commission to schedule a meeting of the WMU Planning Committee for September 10th at 10:00 a.m. to be held in the WMU Conference Room.

At 12:15 p.m., Commissioner Schrupp offered a motion to recess the current Commission meeting for 15 minutes, and to reconvene the meeting at 12:30 p.m. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays.

At 12:34 p.m., the regular Commission meeting was reopened. At this time, Dave Unmacht from the firm of Springsted, Inc., instructed the Commission on the process and procedures to follow while conducting the interviews of the final two candidates for the position of General Manager. The two finalists are Wesley Hompe currently serving as the Interim Manager of WMU, and Melrose City Public Works Director John Harren. The two-tiered interviewing process will be held during a special WMU Commission meeting today at 1:00 p.m. The two groups conducting the interviews will be: 1) the Commission; and, 2) a four-person citizen/community panel. Following the completion of the interviews of both candidates, the two interviewing parties will join for a debriefing session. Mr. Unmacht also instructed the Commission of the potential options to be considered upon the conclusion of the interview process.

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 27, 2012

The Municipal Utilities Commission met in a special scheduled meeting on Monday, August 27, 2012 at 1:00 p.m. in the Municipal Utilities Auditorium for the purpose of conducting interviews for the position of General Manager with the possibility of determining a decision on the matter. The following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, and Carol Laumer. Absent was Commissioner Dave Becker:

Others present at the meeting were: Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, City Councilman Bruce DeBlieck, Dave Unmacht of Springsted, Inc., and WC Tribune Journalist David Little.

Citizen/Community Panel participants present were: City Administrator Charlene Stevens, Ken Warner, President of Willmar Lakes Area Chamber of Commerce, Pat Solheid, Vice President of Human Resources and Administration for Jennie-O Turkey Store, and Dale Hustedt, Rice Hospital Chief Administrative Officer.

The Commission and the Citizen Panel began the process of simultaneously interviewing the two final candidates for the position of General Manager. At 1:00 p.m., John Harren was interviewed by the Commission. At 2:00 p.m., the Wes Hompe was interviewed by the Commission. Following the individual interviews, the Commission meeting was recessed at 2:50 p.m. At 3:25 p.m., the Commission meeting was called back to order. Mr. Hunsted, who served as spokesperson for the Citizen Panel, delivered the comments and opinions of the group pertaining to both applicants.

Mr. Unmacht again reviewed the four available options the Commission has in making their decision. The options would be: 1) choose neither candidate; 2) request additional information; 3) delay the decision at this time; and 4) make a determination today for the General Manager position.

Following discussion by the Commissioners and Councilman DeBlieck, Commissioner Salzer offered a resolution to offer the position of General Manager to Wes Hompe and instructed the Labor Committee to begin preparation of required employment documents. Commissioner Gesch seconded.

RESOLUTION NO. 44

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the position of General Manager be offered to Wesley K. Hompe the current Interim Manager of the Willmar Municipal Utilities while instructing the WMU Labor Committee to begin the preparation of required employment documentation."

Dated this 27th day of August 2012.

President

ATTEST:

Secretary

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

Commissioner Baker and Mr. Unmacht will present Mr. Hompe and Mr. Harren with the Commission decision.

Commissioner Baker requested the Commission to schedule a meeting of the WMU Labor Committee. The issues pertaining to the General Manager position to be discussed would include a transition plan, compensation, goals, and employment. Following discussion, it was the consensus of the Commission to schedule a meeting of the WMU Labor Committee for Thursday, August 30th at 11:00 a.m.

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

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

ORGANIZATION INFORMATION

Organization name: **Let's Go Fishing of MN** Previous gambling permit number: **34779**

Minnesota tax ID number, if any: **EIN 7466913 Tax Exemt 41183** Federal employer ID number (FEIN), if any: **48-1259413**

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: **1025 19th Ave SW** City: **Willmar** State: **MN** Zip code: **56201** County: **Kandiyohi**

Name of chief executive officer [CEO]: **Joseph C. Holm** Daytime phone number: **320-235-8448** E-mail address: **joe@lgfws.com**

NONPROFIT STATUS

Attach a copy of ONE of the following for 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., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of both of the following:
 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.
1025 19th Avenue SW, Willmar, MN 56201 Kandiyohi

Address [do not use PO box]: **1025 19th Avenue SW** City or township: **Willmar** Zip code: **56201** County: **Kandiyohi**

Date[s] of activity. For raffles, indicate the date of the drawing.
December 21, 2012 at noon

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 8-27-2012

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP -If required by county. On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

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 that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date _____

Print name Joseph C. Holm CEO

Print form and have CEO sign

REQUIREMENTS

Reset form

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- a copy of your proof of nonprofit status, and
- application fee. 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 event 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 the application. Your organization's name and address will be public information when received by the Board.

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

LG220 Application for Exempt Permit Fee is \$50 for each event

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.

For Board Use Only

Check # _____ \$ _____

ORGANIZATION INFORMATION

Organization name <i>Knights of Columbus Council 2764</i>	Previous gambling permit number <i>30005</i>			
Type of nonprofit organization. Check one. <input checked="" type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> Other nonprofit organization				
Mailing address <i>1900 6th St. S.W. Willmar</i>	City <i>Willmar</i>	State <i>Mn.</i>	Zip Code <i>56201</i>	County <i>Kandiyohi</i>
Name of chief executive officer (CEO) <i>Kevin Savchuk</i>	Daytime phone number <i>(320) 235-5895</i>	Email address <i>Savchuk.K@vaheo.com</i>		

Attach a copy of ONE of the following for proof of nonprofit status. Check one.

Do not attach a sales tax exempt status or federal ID employer numbers 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

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.

^{ch} File
IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 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.

IRS - proof previously submitted to Gambling Control Board
 If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)
Fraternal Order of Eagles

Address (do not use PO box) <i>136 S.W. 6th St.</i>	City <i>Willmar</i>	Zip Code <i>Mn. 56201</i>	County <i>Kandiyohi</i>
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Date(s) of activity (for raffles, indicate the date of the drawing)
June 12, 2013 to June 13, 2013

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo*
 Raffles
 Paddlewheels*
 Pull-Tabs*
 Tipboards*

* 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.

Also complete
Page 2 of this form.

Fill-in & Print Form

Reset Form

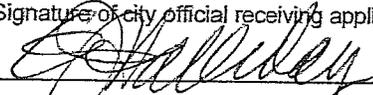
To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

If the gambling premises is within city limits, a city official must check (X) 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 official receiving application


Title City Clerk/Treasurer Date 8/29/2012

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

- 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 official receiving application _____

Title _____ Date ____/____/____

(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within 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 that 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 Kerrin J. Dorochuk Date 8/30/12

Complete a separate application for each gambling activity:

- 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 \$50 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. 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 651-639-4076.

Fill-in & Print Form

Reset Form

Data privacy. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data 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, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are 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 consent.

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
ACCESSORIES 4 TRUCKS UNL 000329 34087 08/29/12 GRIP STEPS AND GUARDS	679.98	033789		D N	MACHINERY AND AU	450.45433.0553
ALEX AIR APPARATUS INC 002061 34088 08/29/12 FOAM	400.78	22238		D N	GENERAL SUPPLIES	101.42412.0229
APPERT'S FOOD SERVICE 002526 34089 08/29/12 CONCESSION SUPPLIES	820.06	1773624		D N	GENERAL SUPPLIES	101.45437.0229
34089 08/29/12 CONCESSION SUPPLIES	407.83	1775499		D N	GENERAL SUPPLIES	101.45437.0229
34089 08/29/12 CONCESSION SUPPLIES	47.75CR	1775741		D N	GENERAL SUPPLIES	101.45437.0229
34089 08/29/12 CONCESSION SUPPLIES	372.79	1777594		D N	GENERAL SUPPLIES	101.45437.0229
34089 08/29/12 CONCESSION SUPPLIES	5.96	1779674		D N	GENERAL SUPPLIES	101.45437.0229
34089 08/29/12 CONCESSION SUPPLIES	61.20	1780151		D N	GENERAL SUPPLIES	101.45437.0229
VENDOR TOTAL	1,620.09	*CHECK TOTAL				
AQUA LOGIC INC 002243 34090 08/29/12 POOL CHEMICALS	3,329.36	39409		D N	GENERAL SUPPLIES	101.45437.0229
AUTOLIV ELECTRONICS 01055 34091 08/29/12 3 NIGHT VISION CAMERA	10,860.00	1200637		D N	FURNITURE AND EQ	450.42411.0552
BACKES TELEPHONE SERVICE 000087 34092 08/29/12 INST. CIRCUIT BOARD-PRTS	187.03	11000		D N	MTCE. OF EQUIPME	101.41408.0224
34092 08/29/12 INST. CIRCUIT BOARD-LABR	80.00	11000		D N	MTCE. OF EQUIPME	101.41408.0334
34092 08/29/12 CHECKED PHONE LINE-LABR	80.00	11000		D N	MTCE. OF EQUIPME	651.48474.0334
34092 08/29/12 REMOVED OLD WIRING/EQUIP	127.50	11171		D N	MTCE. OF EQUIPME	651.48474.0334
VENDOR TOTAL	474.53	*CHECK TOTAL				
BRODIN STUDIOS INC 002769 34093 08/29/12 CALVIN-BADGE PLAQUE	65.00	6497		D N	AWARDS AND INDEM	101.42412.0442
BSE 001980 34094 08/29/12 EMERGENCY EXIT LIGHTS	324.97	904313743		D N	MTCE. OF STRUCTU	207.45001.0225
34094 08/29/12 EMERGENCY EXIT LIGHTS	19.96	904320011		D N	MTCE. OF STRUCTU	207.45001.0225
VENDOR TOTAL	344.93	*CHECK TOTAL				
CANON FINANCIAL SERVICES 002336 34095 08/29/12 COPIER LEASE AGRMT	26.59	12069273		D N	RENTS	101.43425.0440
CARDMEMBER SERVICE 002365 34084 08/21/12 STEVENS-CONFERENCE REG.	350.00	STMT/7-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34084 08/21/12 STEVENS-MEAL EXPENSES	5.18	STMT/7-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34084 08/21/12 STEVENS-MEAL EXPENSES	7.90	STMT/7-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34084 08/21/12 STEVENS-MEAL EXPENSES	9.00	STMT/7-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
34084 08/21/12 STEVENS-LODGING EXPENSE	195.58	STMT/7-12		D N	TRAVEL-CONF.-SCH	101.41400.0333

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE	002365							
34084 08/21/12	YANISH-CONFERENCE REGIS.	310.00		STMT/7-12		D N	TRAVEL-CONF--SCH	101.41401.0333
34084 08/21/12	YANISH-MEAL EXPENSES	16.50		STMT/7-12		D N	TRAVEL-CONF--SCH	101.41401.0333
34084 08/21/12	YANISH-MEAL EXPENSES	17.01		STMT/7-12		D N	TRAVEL-CONF--SCH	101.41401.0333
34084 08/21/12	YANISH-LODGING EXPENSE	195.58		STMT/7-12		D N	TRAVEL-CONF--SCH	101.41401.0333
34084 08/21/12	WEBSTREAM VIDEO SUBSCRIP.	49.00		STMT/7-12		D N	SUBSCRIPTIONS AN	101.41409.0443
34084 08/21/12	WEBSITE HOSTING FEES	251.35		STMT/7-12		D N	PROFESSIONAL SER	101.41409.0446
34084 08/21/12	PROFESSIONAL SERVICES	29.95		STMT/7-12		D N	PROFESSIONAL SER	101.41409.0446
34084 08/21/12	PROFESSIONAL SERVICES	29.00		STMT/7-12		D N	PROFESSIONAL SER	101.41409.0446
	VENDOR TOTAL	1,466.05		*CHECK TOTAL				
		1,466.05						
CARLSON/CHAD	.01901							
34096 08/29/12	REFUND JERSEY DEPOSIT	60.00		082312		D N	REFUNDS AND RHIM	101.41428.0882
CARRANZA/NOE	002547							
34097 08/29/12	PROFESSIONAL SERVICES	50.00		072712		D M 07	PROFESSIONAL SER	101.42411.0446
CARRANZA/NORMA I	002542							
34098 08/29/12	PROFESSIONAL SERVICES	50.00		070412		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY	000467							
34099 08/29/12	NATURAL GAS CHARGES	12.82		6007936/8-12		D N	UTILITIES	101.43430.0332
34099 08/29/12	NATURAL GAS CHARGES	49.25		6007939/8-12		D N	UTILITIES	101.43425.0332
34099 08/29/12	NATURAL GAS CHARGES	12.82		6038773/8-12		D N	UTILITIES	101.43425.0332
34099 08/29/12	NATURAL GAS CHARGES	51.48		6061271/8-12		D N	UTILITIES	101.45433.0332
34099 08/29/12	NATURAL GAS CHARGES	15.59		6069198/8-12		D N	UTILITIES	101.43425.0332
34099 08/29/12	NATURAL GAS CHARGES	54.78		6084836/8-12		D N	UTILITIES	101.45435.0332
34099 08/29/12	NATURAL GAS CHARGES	52.03		6085332/8-12		D N	UTILITIES	101.45433.0332
34099 08/29/12	NATURAL GAS CHARGES	50.89		6102726/8-12		D N	UTILITIES	101.42412.0332
34099 08/29/12	NATURAL GAS CHARGES	47.59		6725927/8-12		D N	UTILITIES	101.43430.0332
34099 08/29/12	NATURAL GAS CHARGES	12.82		7177865/8-12		D N	UTILITIES	101.43430.0332
34099 08/29/12	NATURAL GAS CHARGES	14.26		8503501/8-12		D N	UTILITIES	651.48477.0332
34099 08/29/12	NATURAL GAS CHARGES	63.27		8512023/8-12		D N	UTILITIES	651.48477.0332
34099 08/29/12	NATURAL GAS CHARGES	461.35		8795475/8-12		D N	UTILITIES	651.48474.0332
34099 08/29/12	NATURAL GAS CHARGES	307.56		8795475/8-12		D N	UTILITIES	651.48475.0332
	VENDOR TOTAL	1,206.51		*CHECK TOTAL				
		1,206.51						
COLEPAPERS INC	000170							
34100 08/29/12	CLEANING SUPPLIES	150.84		8771776		D N	CLEANING AND WAS	101.45435.0228
COPIER BUSINESS SOLUTION	001934							
34101 08/29/12	COPIER MTCE CHARGE	51.91		211511		D N	MTCE. OF EQUIPME	101.41405.0334
DELL MARKETING LP	001747							
34102 08/29/12	DELL LATITUDE E6430	1,146.74		XFW2N61C6		D N	SMALL TOOLS	101.41409.0221
34102 08/29/12	DELL LATITUDE E6430	1,146.74		XFW2N61C6		D N	SMALL TOOLS	101.41409.0221

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DELL MARKETING LP 34102 08/29/12 001747 34102 08/29/12 DELL LATITUDE E6430 34102 08/29/12 EXTENDED WARRANTY VENDOR TOTAL	1,146.74 450.00 3,890.22 3,890.22		XFW2N61C6 XFW2N61C6 *CHECK TOTAL		D N D N	SMALL TOOLS MTCE. OF EQUIPME	101.41409.0221 101.41409.0334
DELTA DENTAL OF MINNESOT 34085 08/21/12 002867 DENTAL INSURANCE-SEP	78.30		4925122		D N	RETIRED EMPLOYEE	101.41428.0818
DEPT OF HUMAN SERVICES 34103 08/29/12 000009 CLEANING SERVICES 34103 08/29/12 000009 CLEANING SERVICES VENDOR TOTAL	90.00 1,258.00 1,348.00 1,348.00		0000091269 0000091272 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.45435.0338 101.45433.0338
DIAMOND VOGEL PAINT CENT 34104 08/29/12 000205 TRAFFIC PAINT 34104 08/29/12 FIELD MARKING PAINT 34104 08/29/12 TRAFFIC PAINT VENDOR TOTAL	648.95 1,070.89 432.63 324.47 576.70 216.10 432.42 3,702.16 3,702.16		821051210 821051227 821051230 821051282 821051352 821051389 821051405 *CHECK TOTAL		D N D N D N D N D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	101.43425.0229 101.43425.0229 101.43425.0229 101.43425.0229 101.43425.0229 101.43425.0229 101.43425.0229
DIGITAL-ALLY INC 34105 08/29/12 002509 BATTERY PACK/ANTENNA	115.00		1050024		D N	MTCE. OF EQUIPME	101.42411.0224
DUININCK CONCRETE 34106 08/29/12 000151 CONCRETE-SIDEWALK REPAIR 34106 08/29/12 000151 NON-SHRINK GROUT VENDOR TOTAL	418.02 35.54 453.56 453.56		48071 48956 *CHECK TOTAL		D N D N	MTCE. OF OTHER I MTCE. OF STRUCTU	101.43425.0226 101.43425.0225
ED DAVIS BUSINESS MACHIN 34107 08/29/12 000229 OFFICE SUPPLIES	97.17		117552		D N	OFFICE SUPPLIES	741.48001.0220
FANCY COATS 34108 08/29/12 002172 PROFESSIONAL SERVICES 34108 08/29/12 PROFESSIONAL SERVICES VENDOR TOTAL	245.83 245.83 491.66 491.66		77353 77700 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	101.42411.0446 101.42411.0446
FARNAM'S GENUINE PARTS 34109 08/29/12 000249 FILTER/OIL 34109 08/29/12 TRACTOR PARTS 34109 08/29/12 BRAKE ROTORS	30.88 34.19 322.72		653761 654507 654608		D N D N D N	INVENTORIES-MDSE MTCE. OF EQUIPME INVENTORIES-MDSE	101.125000 101.45433.0224 101.125000

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FARNAM'S GENUINE PARTS 000249							
34109 08/29/12 BRAKE ROTORS	24.30		654991		D N	MTC. OF EQUIPME	101.45433.0224
34109 08/29/12 TRACTOR PARTS	11.64		655155		D N	MTC. OF EQUIPME	101.45433.0224
34109 08/29/12 #073699-SWITCH	21.47		655209		D N	MTC. OF EQUIPME	101.43425.0224
VENDOR TOTAL	445.20		*CHECK TOTAL				
FERGUSON ENTERPRISES INC 000810							
34110 08/29/12 PLUMBING PARTS	94.68		2526949		D N	MTC. OF STRUCTU	101.43425.0225
FIRST CHOICE FOOD & BEVE 000775							
34111 08/29/12 CONCESSION SUPPLIES	122.88		93072		D N	GENERAL SUPPLIES	101.45437.0229
34111 08/29/12 CONCESSION SUPPLIES	120.48		93076		D N	GENERAL SUPPLIES	101.45437.0229
34111 08/29/12 CONCESSION SUPPLIES	275.76		93087		D N	GENERAL SUPPLIES	101.45437.0229
VENDOR TOTAL	519.12		*CHECK TOTAL				
FLEETPRIDE .01902							
34112 08/29/12 AIR BRAKE FITTINGS	15.47		49299230		D N	INVENTORIES-MDSE	101.125000
FOREMOST PROMOTIONS .01864							
34113 08/29/12 FIRE PREVENTION MATL'S	185.94		169887		D N	GENERAL SUPPLIES	101.42412.0229
FORMS & SYSTEMS OF MN .01899							
34114 08/29/12 CITATIONS	1,301.86		128239		D N	OFFICE SUPPLIES	101.42411.0220
FREEMAN/LE ANNE 000937							
34115 08/29/12 SPECIAL EVENT SUPPLIES	5.99		072912		D N	GENERAL SUPPLIES	101.45432.0229
G & K SERVICES 002465							
34116 08/29/12 CLEANING SERVICES	51.46		1007241195		D N	CLEANING AND WAS	101.43430.0338
GALLS 000288							
34117 08/29/12 3 16-HEAD LED LT BARS	3,700.00		512351576		D N	MACHINERY AND AU	450.42411.0553
GAUER/JIM 000989							
34118 08/29/12 SAFETY GLASSES	150.00		438		D N	SUBSISTENCE OF P	651.48474.0227
34118 08/29/12 SAFETY GLASSES	100.00		438		D N	SUBSISTENCE OF P	651.48475.0227
VENDOR TOTAL	250.00		*CHECK TOTAL				
GENERAL MAILING SERVICES 000293							
34119 08/29/12 UPS CHARGES	17.98		6914		D N	POSTAGE	101.41401.0223
34119 08/29/12 FED EX CHARGES	13.51		6914		D N	POSTAGE	651.48474.0223
34119 08/29/12 FED EX CHARGES	9.01		6914		D N	POSTAGE	651.48475.0223
34119 08/29/12 POSTAGE 07/30 - 08/03/12	29.51		6954		D N	POSTAGE	101.41401.0223
34119 08/29/12 POSTAGE 07/30 - 08/03/12	32.10		6954		D N	POSTAGE	101.41402.0223
34119 08/29/12 POSTAGE 07/30 - 08/03/12	4.45		6954		D N	POSTAGE	101.41403.0223

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293								
34119 08/29/12	POSTAGE 07/30 - 08/03/12	2.35		6954		D N	POSTAGE	101.41404.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	1.10		6954		D N	POSTAGE	101.41405.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	15.00		6954		D N	POSTAGE	101.41408.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	3.85		6954		D N	POSTAGE	101.41428.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	2.75		6954		D N	POSTAGE	101.42411.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	4.95		6954		D N	POSTAGE	101.42412.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	21.35		6954		D N	POSTAGE	101.43425.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	13.75		6954		D N	POSTAGE	101.43430.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	15.40		6954		D N	POSTAGE	101.45432.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	3.85		6954		D N	POSTAGE	208.45005.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	1.26		6954		D N	POSTAGE	651.48474.0223
34119 08/29/12	POSTAGE 07/30 - 08/03/12	0.84		6954		D N	POSTAGE	651.48475.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	22.00		6981		D N	POSTAGE	101.41401.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	31.10		6981		D N	POSTAGE	101.41402.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	106.00		6981		D N	POSTAGE	101.41403.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	2.20		6981		D N	POSTAGE	101.41404.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	5.15		6981		D N	POSTAGE	101.41405.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	15.00		6981		D N	POSTAGE	101.41408.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	1.50		6981		D N	POSTAGE	101.41428.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	0.55		6981		D N	POSTAGE	101.42411.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	4.15		6981		D N	POSTAGE	101.42412.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	1.75		6981		D N	POSTAGE	101.43417.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	6.70		6981		D N	POSTAGE	101.43425.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	2.75		6981		D N	POSTAGE	101.43430.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	1.40		6981		D N	POSTAGE	101.45432.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	5.79		6981		D N	POSTAGE	651.48474.0223
34119 08/29/12	POSTAGE 08/06 - 08/10/12	3.86		6981		D N	POSTAGE	651.48475.0223
34119 08/29/12	POSTAGE 08/06 - 08/17/12	49.08		7019		D N	POSTAGE	101.41401.0223
34119 08/29/12	POSTAGE 08/06 - 08/17/12	43.25		7019		D N	POSTAGE	101.41402.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	3.40		7019		D N	POSTAGE	101.41403.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	1.55		7019		D N	POSTAGE	101.41404.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	7.15		7019		D N	POSTAGE	101.41405.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	15.00		7019		D N	POSTAGE	101.41408.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	0.55		7019		D N	POSTAGE	101.42411.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	7.65		7019		D N	POSTAGE	101.42412.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	10.20		7019		D N	POSTAGE	101.43417.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	0.75		7019		D N	POSTAGE	101.43425.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	1.29		7019		D N	POSTAGE	101.43430.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	0.86		7019		D N	POSTAGE	651.48474.0223
34119 08/29/12	POSTAGE 08/13 - 08/17/12	544.29		7019		D N	POSTAGE	651.48475.0223
	VENDOR TOTAL	544.29		*CHECK TOTAL				
		544.29						
GRAINGER INC 000786								
34120 08/29/12	AIR FILTERS-PLANT BLDG	99.34		9903292127		D N	MTCE. OF STRUCTU	651.48474.0225
34120 08/29/12	AIR FILTERS-PLANT BLDG	66.23		9903292127		D N	MTCE. OF STRUCTU	651.48475.0225
	VENDOR TOTAL	165.57		*CHECK TOTAL				
		165.57						

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS 34121 08/29/12	000452 BATTERIES	31.39		070212		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	TRASH BAGS	51.26		070312		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	KEYS FOR TENNIS SHED	8.71		070912		D N	MTC. OF STRUCTU	101.45433.0225
34121 08/29/12	MISCELLANEOUS SUPPLIES	6.40		071012		D N	GENERAL SUPPLIES	207.45001.0229
34121 08/29/12	HARDWARE FOR PARK SIGN	5.12		071112		D N	MTC. OF OTHER I	101.43425.0226
34121 08/29/12	IRRIGATION PARTS	19.84		071112		D N	MTC. OF OTHER I	101.43425.0226
34121 08/29/12	PLUMBING PARTS	14.28		071112		D N	MTC. OF STRUCTU	101.45433.0225
34121 08/29/12	DUOFAST STAPLES	4.69		071312		D N	GENERAL SUPPLIES	101.45433.0225
34121 08/29/12	AIR FRESHENER	19.62		071312		D N	GENERAL SUPPLIES	207.45001.0229
34121 08/29/12	SUPER GLUE	4.69		071612		D N	GENERAL SUPPLIES	101.41408.0229
34121 08/29/12	CANS FOR TREE WATERING	42.73		071612		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	BATTERIES	28.61		071712		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	TARP	11.75		071812		D N	SMALL TOOLS	101.45427.0221
34121 08/29/12	SMALL TOOLS	2.34		071812		D N	SMALL TOOLS	101.45427.0224
34121 08/29/12	BATTERIES	16.55		071912		D N	MTC. OF EQUIPME	101.43425.0221
34121 08/29/12	BROOM	13.88		071912		D N	SMALL TOOLS	101.45433.0224
34121 08/29/12	COMPRESSOR PARTS	55.66		072012		D N	MTC. OF OTHER I	101.43425.0226
34121 08/29/12	IRRIGATION PARTS	25.97		072012		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	TRASH BAGS	76.89		072312		D N	GENERAL SUPPLIES	207.45001.0229
34121 08/29/12	WALL PLATE/SWITCH	1.15		072412		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	SUPPL. TO COVER SIGNALS	32.04		072612		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	SUPPL. TO COVER SIGNALS	26.70		072612		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	SUPPL. TO COVER SIGNALS	36.70		072712		D N	GENERAL SUPPLIES	101.43425.0229
34121 08/29/12	BOX FAN	32.04		073012		D N	SMALL TOOLS	207.45001.0221
	VENDOR TOTAL	559.01		*CHECK TOTAL				
		559.01						
HAUG IMPLEMENT CO - JOHN 34122 08/29/12	000324 KEY STOCK	6.93		101170		D N	MTC. OF STRUCTU	651.48474.0225
HAUG-KUBOTA LLC 34123 08/29/12	002609 BLADES/FILTERS/BUSHINGS	359.35		1960		D N	INVENTORIES-MDSE	101.125000
34123 08/29/12	SPINDLE COVERS/PARTS	52.58		1984		D N	INVENTORIES-MDSE	101.125000
34123 08/29/12	KUBOTA TRACTOR/MWR DE	14,962.50		2194		D N	MACHINERY AND AU	450.45433.0553
	VENDOR TOTAL	15,374.43		*CHECK TOTAL				
		15,374.43						
HAWKINS INC 34124 08/29/12	000325 FERRIC CHLORIDE	4,907.04		3374920 RI		D N	GENERAL SUPPLIES	651.48475.0229
HENDRICKSON/KEITH 34125 08/29/12	001976 RESEARCH GATOR PURCHASE	9.00		490		D N	TRAVEL-CONF. -SCH	101.45433.0333
HERITAGE BANK 34126 08/29/12	000001 INVESTMENT	968,000.00		082912		D N	INVESTMENTS	101.109000
34126 08/29/12	INVESTMENT	5,000.00		082912		D N	INVESTMENTS	208.109000
34126 08/29/12	INVESTMENT	10,000.00		082912		D N	INVESTMENTS	220.109000

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HERITAGE BANK 34126 08/29/12 INVESTMENT 000001	7,000.00	082912		D N	INVESTMENTS	295.109000
34126 08/29/12 INVESTMENT	1,000.00	082912		D N	INVESTMENTS	296.109000
34126 08/29/12 INVESTMENT	1,000.00	082912		D N	INVESTMENTS	302.109000
34126 08/29/12 INVESTMENT	6,000.00	082912		D N	INVESTMENTS	305.109000
34126 08/29/12 INVESTMENT	1,000.00	082912		D N	INVESTMENTS	307.109000
34126 08/29/12 INVESTMENT	1,000.00	082912		D N	INVESTMENTS	330.109000
34126 08/29/12 INVESTMENT	1,000,000.00	082912		D N	INVESTMENTS	450.109000
2,000,000.00		*CHECK TOTAL				
VENDOR TOTAL	2,000,000.00					
HILLYARD FLOOR CARE SUPP 000333						
34127 08/29/12 TOILET TISSUE	88.88	600357276		D N	GENERAL SUPPLIES	101.41408.0229
34127 08/29/12 GYM FLOOR FINISH	1,162.05	600357276		D N	MTC. OF STRUCTU	101.45427.0225
34127 08/29/12 CARPET SANITIZER	1,100.55	600357276		D N	CLEANING AND WAS	207.45001.0338
1,351.48		*CHECK TOTAL				
VENDOR TOTAL	1,351.48					
HOME DEPOT CREDIT SERVIC 000058						
34128 08/29/12 SMALL TOOLS	298.16	22820		D N	SMALL TOOLS	101.45433.0221
34128 08/29/12 SMALL TOOLS	66.12	3010762		D N	SMALL TOOLS	101.45433.0221
34128 08/29/12 BALLASTS/LIGHT BULBS	73.71	3010762		D N	MTC. OF STRUCTU	101.45433.0225
34128 08/29/12 DUCT TAPE	8.60	4010492		D N	GENERAL SUPPLIES	101.42411.0229
34128 08/29/12 BLDG PAINT	139.55	4070792		D N	MTC. OF STRUCTU	101.45433.0225
34128 08/29/12 SHOVEL	27.76	6073866		D N	SMALL TOOLS	101.45433.0221
34128 08/29/12 BLDG PAINT	24.49	7010682		D N	MTC. OF STRUCTU	101.43425.0225
34128 08/29/12 PLYWOOD FOR TARGET STNDS	25.56	7010935		D N	GENERAL SUPPLIES	101.42411.0229
34128 08/29/12 BLDG MTC-PARTS	190.86	7021903		D N	MTC. OF STRUCTU	101.45433.0225
34128 08/29/12 SELF LEVELING SEALANT	13.84	71409		D N	MTC. OF STRUCTU	101.43425.0225
34128 08/29/12 CITY SALES TAX	4.29	8021861		D N	SALES TAX PAYABL	101.206000
34128 08/29/12 MOSQUITO CNTL CHEMICAL	53.28	8021861		D N	GENERAL SUPPLIES	651.48474.0229
926.22		*CHECK TOTAL				
VENDOR TOTAL	926.22					
HYDRITE CHEMICAL CO 002837						
34129 08/29/12 MAGNESIUM HYDROXIDE	8,842.60	01513154		D N	GENERAL SUPPLIES	651.48475.0229
INTERSTATE POWER SYSTEMS 001699						
34130 08/29/12 IND CLARIFIER PARTS	53.16	531095 RI		D N	MTC. OF EQUIPME	651.48475.0224
34130 08/29/12 MUNI. CLARIFIER PARTS	37.86	532181 RI		D N	MTC. OF EQUIPME	651.48474.0224
34130 08/29/12 PLANT BELTS	53.03	532181 RI		D N	MTC. OF EQUIPME	651.48474.0224
34130 08/29/12 PLANT BELTS	35.36	532181 RI		D N	MTC. OF EQUIPME	651.48475.0224
179.41		*CHECK TOTAL				
VENDOR TOTAL	179.41					
ISLAMIC SOCIETY OF WLMR .01903						
34131 08/29/12 STREET CLOSURE PERMIT	50.00	082812		D N	DEPOSITS	101.230000

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JONES/CINA 34132 08/29/12	REFUND JERSEY DEPOSIT .01904	30.00		082212		D N	REFUNDS AND REIM	101.41428.0882
KANDI PLUMBING 34133 08/29/12	SINK REPAIR-PARTS 001635	40.06		3961		D N	MTCF. OF STRUCTU	101.45435.0225
34133 08/29/12	SINK REPAIR-LABOR	137.56		3961		D N	MTCF. OF STRUCTU	101.45435.0335
	VENDOR TOTAL	137.56		*CHECK TOTAL				
KANDI STEEL CO 34134 08/29/12	SHOP SUPPLIES 000867	12.85		7331		D N	GENERAL SUPPLIES	101.45433.0229
34134 08/29/12	SHOP SUPPLIES	71.46		7347		D N	GENERAL SUPPLIES	101.45433.0229
	VENDOR TOTAL	84.31		*CHECK TOTAL				
KANDIYOHI CO AUDITOR 34135 08/29/12	LONG DISTANCE CHARGES 000376	25.49		081512		D N	COMMUNICATIONS	101.42411.0330
KLUNDT/DEAN 34136 08/29/12	REFUND JERSEY DEPOSIT .01217	30.00		082812		D N	REFUNDS AND REIM	101.41428.0882
KOPACEK/NANCY 34137 08/29/12	REFUND JERSEY DEPOSIT .01218	60.00		082212		D N	REFUNDS AND REIM	101.41428.0882
LATIMER/GEORGE 34138 08/29/12	PROFESSIONAL SERVICES 002970	4,250.00		12-PN-0441		D N	LABOR NEGOTIATOR	101.41428.0806
LINCOLN FINANCIAL GROUP 34139 08/29/12	LIFE INSURANCE-SEPTEMBER 002789	43.31		M254		D N	EMPLOYER INSUR.	101.41400.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	43.75		M254		D N	EMPLOYER INSUR.	101.41400.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	17.50		M254		D N	EMPLOYER INSUR.	101.41403.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	17.50		M254		D N	EMPLOYER INSUR.	101.41404.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	35.00		M254		D N	EMPLOYER INSUR.	101.41405.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	8.75		M254		D N	EMPLOYER INSUR.	101.41408.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	17.50		M254		D N	EMPLOYER INSUR.	101.41409.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	2.19		M254		D N	EMPLOYER INSUR.	101.41424.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	57.75		M254		D N	RETIRED EMPLOYEE	101.41428.0818
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	442.50		M254		D N	INS. PASS THROUGH	101.41428.0819
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	288.75		M254		D N	EMPLOYER INSUR.	101.42411.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	17.50		M254		D N	EMPLOYER INSUR.	101.42412.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	30.63		M254		D N	EMPLOYER INSUR.	101.43417.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	175.00		M254		D N	EMPLOYER INSUR.	101.43425.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	17.50		M254		D N	EMPLOYER INSUR.	101.45432.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	35.00		M254		D N	EMPLOYER INSUR.	101.45433.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	4.37		M254		D N	EMPLOYER INSUR.	101.45437.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	17.50		M254		D N	EMPLOYER INSUR.	207.45001.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	78.75		M254		D N	EMPLOYER INSUR.	651.48484.0114
34139 08/29/12	LIFE INSURANCE-SEPTEMBER	8.75		M254		D N	EMPLOYER INSUR.	651.48485.0114

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP 34139 08/29/12	002789 LIFE INSURANCE-SEPTEMBER	8.75		M254		D	N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	2,368.25		*CHECK TOTAL					
MADDEN, GALANTER, HANSON 34140 08/29/12	000429 PROFESSIONAL SERVICES	2,752.20		080112		D	N	LABOR NEGOTIATOR	101.41428.0806
	VENDOR TOTAL	2,968.74		*CHECK TOTAL					
MADISON NATIONAL LIFE 34141 08/29/12	002249 LTD PREMIUM-SEPTEMBER	36.32		194		D	N	EMPLOYER INSUR.	101.41400.0114
	LTD PREMIUM-SEPTEMBER	86.22		194		D	N	EMPLOYER INSUR.	101.41402.0114
	LTD PREMIUM-SEPTEMBER	35.85		194		D	N	EMPLOYER INSUR.	101.41403.0114
	LTD PREMIUM-SEPTEMBER	32.28		194		D	N	EMPLOYER INSUR.	101.41404.0114
	LTD PREMIUM-SEPTEMBER	58.73		194		D	N	EMPLOYER INSUR.	101.41405.0114
	LTD PREMIUM-SEPTEMBER	7.76		194		D	N	EMPLOYER INSUR.	101.41408.0114
	LTD PREMIUM-SEPTEMBER	27.25		194		D	N	EMPLOYER INSUR.	101.41409.0114
	LTD PREMIUM-SEPTEMBER	4.05		194		D	N	EMPLOYER INSUR.	101.41424.0114
	LTD PREMIUM-SEPTEMBER	566.10		194		D	N	EMPLOYER INSUR.	101.42411.0114
	LTD PREMIUM-SEPTEMBER	19.39		194		D	N	EMPLOYER INSUR.	101.42412.0114
	LTD PREMIUM-SEPTEMBER	58.23		194		D	N	EMPLOYER INSUR.	101.43417.0114
	LTD PREMIUM-SEPTEMBER	265.43		194		D	N	EMPLOYER INSUR.	101.43425.0114
	LTD PREMIUM-SEPTEMBER	26.54		194		D	N	EMPLOYER INSUR.	101.45432.0114
	LTD PREMIUM-SEPTEMBER	42.06		194		D	N	EMPLOYER INSUR.	101.45433.0114
	LTD PREMIUM-SEPTEMBER	6.45		194		D	N	EMPLOYER INSUR.	101.45437.0114
	LTD PREMIUM-SEPTEMBER	124.57		194		D	N	EMPLOYER INSUR.	207.45001.0114
	LTD PREMIUM-SEPTEMBER	12.90		194		D	N	EMPLOYER INSUR.	651.48484.0114
	LTD PREMIUM-SEPTEMBER	13.48		194		D	N	EMPLOYER INSUR.	651.48485.0114
	VENDOR TOTAL	1,437.09		*CHECK TOTAL					
MARCUS/JEREMY 34142 08/29/12	002495 RESEARCH GATOR PURCHASE	9.00		490		D	N	TRAVEL-CONF. -SCH	101.45433.0333
MATHESON TRI-GAS INC 34143 08/29/12	002898 SAFETY EYEWEAR	13.90		05253336		D	N	SUBSISTENCE OF P	101.45433.0227
MAXIMUM CRUISE AVIATION 34144 08/29/12	002675 ON SITE MGMT SERV-AUG	1,666.66		082812		D	N	PROFESSIONAL SER	101.43430.0446
MENARDS 34145 08/29/12	000449 SILICONE CAULK	25.59		58853		D	N	MTCE. OF STRUCTU	101.43425.0225
	POOL CHEMICALS	26.70		61172		D	N	GENERAL SUPPLIES	101.45437.0229
	WALL REPAIR-MATERIALS	37.59		66580		D	N	MTCE. OF STRUCTU	101.45433.0225
	LIGHTS FOR BLDG	123.23		66688		D	N	MTCE. OF STRUCTU	101.43425.0225

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MENARDS 000449						
34145 08/29/12 SMALL TOOLS	22.41	67042		D N	SMALL TOOLS	101.45433.0221
34145 08/29/12 FLOOR REPAIR-MATERIALS	333.21	67042		D N	MTCE. OF STRUCTU	101.45433.0225
34145 08/29/12 SUPPLIES	12.80	67043		D N	GENERAL SUPPLIES	101.45433.0229
34145 08/29/12 SUPPLIES	11.28	67698		D N	GENERAL SUPPLIES	101.45433.0229
34145 08/29/12 RUST STAIN REMOVER	23.61	68235		D N	GENERAL SUPPLIES	651.48474.0229
34145 08/29/12 RUST STAIN REMOVER	15.74	68235		D N	GENERAL SUPPLIES	651.48474.0229
34145 08/29/12 FLOOR REPAIR-MATERIALS	358.93	68511		D N	MTCE. OF STRUCTU	101.45433.0225
VENDOR TOTAL	991.09	*CHECK TOTAL				
	991.09					
MES - MIDAM 002918						
34146 08/29/12 FIREFIGHTER BOOTS	343.23	00335594		D N	SUBSISTENCE OF P	101.42412.0227
34146 08/29/12 FIREFIGHTER GLOVES	373.50	00336186		D N	SUBSISTENCE OF P	101.42412.0227
VENDOR TOTAL	716.73	*CHECK TOTAL				
	716.73					
MILLS AUTOMOTIVE GROUP 000432						
34147 08/29/12 AIR CLEANER ASSY.	316.60	1878522		D N	INVENTORIES-MDSE	101.125000
34147 08/29/12 REAR BUMPER COVER	380.82	1880098		D N	INVENTORIES-MDSE	101.125000
34147 08/29/12 LAMP ASSY.	151.83	2113056		D N	INVENTORIES-MDSE	101.125000
34147 08/29/12 A/C CONDENSER	242.63	2114675		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	1,091.88	*CHECK TOTAL				
	1,091.88					
MN DEPT OF REVENUE 000492						
178 08/17/12 SALES TAX-JULY	3,635.00	STMT/7-12		M N	SALES TAX PAYABL	101.206000
178 08/17/12 USE TAX-JULY	0.17CR	STMT/7-12		M N	SALES TAX PAYABL	101.206000
178 08/17/12 USE TAX-JULY	1.94CR	STMT/7-12		M N	SALES TAX PAYABL	101.206000
178 08/17/12 USE TAX-JULY	1.57CR	STMT/7-12		M N	SALES TAX PAYABL	101.206000
178 08/17/12 USE TAX-JULY	2.17CR	STMT/7-12		M N	SALES TAX PAYABL	101.206000
178 08/17/12 USE TAX-JULY	205.33	STMT/7-12		M N	SALES TAX PAYABL	101.206000
178 08/17/12 DIESEL FUEL TAX-JULY	5.19	STMT/7-12		M N	SMALL TOOLS	101.206000
178 08/17/12 DIESEL FUEL TAX-JULY	9.34	STMT/7-12		M N	MOTOR FUELS AND	101.42411.0221
178 08/17/12 DIESEL FUEL TAX-JULY	2.79	STMT/7-12		M N	GENERAL SUPPLIES	101.42411.0222
178 08/17/12 DIESEL FUEL TAX-JULY	117.69	STMT/7-12		M N	MOTOR FUELS AND	101.43425.0222
178 08/17/12 USE TAX-JULY	114.15	STMT/7-12		M N	MOTOR FUELS AND	101.43425.0222
178 08/17/12 USE TAX-JULY	12.92	STMT/7-12		M N	MTCE. OF STRUCTU	101.43425.0222
178 08/17/12 USE TAX-JULY	5.86	STMT/7-12		M N	MOTOR FUELS AND	101.43425.0222
178 08/17/12 USE TAX-JULY	1.66	STMT/7-12		M N	MOTOR FUELS AND	101.43430.0222
178 08/17/12 USE TAX-JULY	4.82	STMT/7-12		M N	MOTOR FUELS AND	101.45433.0222
178 08/17/12 USE TAX-JULY	15.73	STMT/7-12		M N	GENERAL SUPPLIES	101.45433.0229
178 08/17/12 USE TAX-JULY	10.40	STMT/7-12		M N	GENERAL SUPPLIES	651.48474.0229
178 08/17/12 DIESEL FUEL TAX-JULY	31.43	STMT/7-12		M N	MOTOR FUELS AND	651.48474.0229
VENDOR TOTAL	4,166.46	*CHECK TOTAL				
	4,166.46					
MN DEPT OF TRANSPORTATIO 000497						
34148 08/29/12 MATERIAL SAMPLE TESTS	13.12	P00000442		D N	OTHER SERVICES	411.48451.0339

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF TRANSPORTATIO 34148 08/29/12 MATERIAL SAMPLE TESTS 34148 08/29/12 MATERIAL SAMPLE TESTS 34148 08/29/12 MATERIAL SAMPLE TESTS VENDOR TOTAL	000497 000497 000497 000497	13.12 39.37 333.29 398.90		P00000442 P00000442 P00000442 *CHECK TOTAL		D N D N D N	OTHER SERVICES OTHER SERVICES OTHER SERVICES	412.48451.0339 412.48451.0339 412.48454.0339
MN FIRE SERVICE CERTIF. 34149 08/29/12 FIREFIGHTER I RE-TEST	000018 000018	25.00		1556		D N	TRAVEL-CONF.-SCH	101.42412.0333
MN HWY SAFETY & RESEARCH 34150 08/29/12 WALLACE-SEMINAR REGIS. 34150 08/29/12 CARLSON-SEMINAR REGIS. VENDOR TOTAL	000352 000352 000352	396.00 396.00 792.00 792.00		629430-2952 629430-2952 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.42411.0333 101.42411.0333
MN STATE FIRE CHIEFS ASS 34151 08/29/12 WEB AD	000520	85.00		081612		D N	ADVERTISING	101.42412.0447
MN WEST-CVI RECERTIFICAT 34152 08/29/12 WRIGHT-CVI RECERTIF.	002972	90.00		082812		D N	PREPAID EXPENSES	101.128000
MONOPRICE INC 34153 08/29/12 ADAPTER/MOLDED CABLE	002794	32.35		6569690		D N	GENERAL SUPPLIES	207.45001.0229
MONSON CORPORATION 34154 08/29/12 MIX FOR STREET PATCHIN 34154 08/29/12 CRUSHED CONCRETE VENDOR TOTAL	000126 000126	1,661.00 230.85 1,891.85 1,891.85		1504SU 3176CC *CHECK TOTAL		D N D N	MICE. OF OTHER I MICE. OF OTHER I	101.43425.0226 101.43425.0226
MVTL LABORATORIES INC 34155 08/29/12 PROFESSIONAL SERVICES 34155 08/29/12 PROFESSIONAL SERVICES 34155 08/29/12 PROFESSIONAL SERVICES 34155 08/29/12 PROFESSIONAL SERVICES 34155 08/29/12 PROFESSIONAL SERVICES VENDOR TOTAL	000544 000544 000544 000544 000544	39.00 26.00 291.60 194.40 39.00 590.00		618652 618652 619336 619336 619723 *CHECK TOTAL		D N D N D N D N D N	PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER	651.48474.0446 651.48475.0446 651.48474.0446 651.48475.0446 651.48475.0446
NELSON/AMY 34156 08/29/12 REFUND SHELTER DEPOSIT	.01905	50.00		082212		D N	DEPOSITS	101.230000
NELSON/ANITA 34157 08/29/12 PROFESSIONAL SERVICES	002823	130.00		082212		D M 07	PROFESSIONAL SER	101.45437.0446
NEXTEL COMMUNICATION 34158 08/29/12 CELLULAR PHONE USAGE	000578	58.98		317498885-051		D N	COMMUNICATIONS	101.41400.0330

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NEXTTEL COMMUNICATION										
34158	08/29/12	000578	CELLULAR PHONE USAGE	58.98		317498885-051		D N	COMMUNICATIONS	101.41402.0330
34158	08/29/12		CELLULAR PHONE USAGE	58.98		317498885-051		D N	COMMUNICATIONS	101.41403.0330
34158	08/29/12		CELL PHONE	199.99		317498885-051		D N	SMALL TOOLS	101.41409.0221
34158	08/29/12		CELLULAR PHONE USAGE	149.12		317498885-051		D N	COMMUNICATIONS	101.41409.0330
34158	08/29/12		CELLULAR PHONE USAGE	314.88		317498885-051		D N	COMMUNICATIONS	101.42411.0330
34158	08/29/12		CELLULAR PHONE USAGE	180.77		317498885-051		D N	COMMUNICATIONS	101.42412.0330
34158	08/29/12		CELLULAR PHONE USAGE	34.96		317498885-051		D N	COMMUNICATIONS	101.43417.0330
34158	08/29/12		CELLULAR PHONE USAGE	67.96		317498885-051		D N	COMMUNICATIONS	101.43425.0330
34158	08/29/12		CELLULAR PHONE USAGE	54.17		317498885-051		D N	COMMUNICATIONS	101.45432.0330
34158	08/29/12		CELLULAR PHONE USAGE	15.44		317498885-051		D N	COMMUNICATIONS	101.45433.0330
34158	08/29/12		CELLULAR PHONE USAGE	58.98		317498885-051		D N	COMMUNICATIONS	207.45001.0330
34158	08/29/12		CELLULAR PHONE USAGE	28.15		317498885-051		D N	COMMUNICATIONS	651.48474.0330
34158	08/29/12		CELLULAR PHONE USAGE	18.76		317498885-051		D N	COMMUNICATIONS	651.48475.0330
34158	08/29/12		CELLULAR PHONE USAGE	8.63		317498885-051		D N	COMMUNICATIONS	651.48476.0330
VENDOR TOTAL				1,308.75		*CHECK TOTAL				
VENDOR TOTAL				1,308.75						
NORTHERN SAFETY TECHNOLO										
34159	08/29/12	002807	HALO REFLECTOR PARTS	56.92		31085		D N	MTCE. OF EQUIPME	101.42412.0224
OFFICE SERVICES										
34160	08/29/12	000589	OFFICE SUPPLIES-JUL/AUG	66.76		STMT/8-12		D N	OFFICE SUPPLIES	101.41400.0220
34160	08/29/12		OFFICE SUPPLIES-JUL/AUG	46.68		STMT/8-12		D N	OFFICE SUPPLIES	101.41401.0220
34160	08/29/12		PHOTO COPIES-AUGUST	62.66		STMT/8-12		D N	OFFICE SUPPLIES	101.41401.0220
34160	08/29/12		PHOTO COPIES-AUGUST	287.40		STMT/8-12		D N	OFFICE SUPPLIES	101.41401.0220
34160	08/29/12		OFFICE SUPPLIES-JUL/AUG	55.59		STMT/8-12		D N	OFFICE SUPPLIES	101.41402.0220
34160	08/29/12		PHOTO COPIES-AUGUST	107.54		STMT/8-12		D N	OFFICE SUPPLIES	101.41402.0220
34160	08/29/12		PHOTO COPIES-AUGUST	106.28		STMT/8-12		D N	OFFICE SUPPLIES	101.41402.0220
34160	08/29/12		PHOTO COPIES-AUGUST	33.34		STMT/8-12		D N	OFFICE SUPPLIES	101.41403.0220
34160	08/29/12		PHOTO COPIES-AUGUST	59.88		STMT/8-12		D N	OFFICE SUPPLIES	101.41403.0220
34160	08/29/12		PHOTO COPIES-AUGUST	12.00		STMT/8-12		D N	OFFICE SUPPLIES	101.41403.0220
34160	08/29/12		OFFICE SUPPLIES-JUL/AUG	10.48		STMT/8-12		D N	OFFICE SUPPLIES	101.41404.0220
34160	08/29/12		PHOTO COPIES-AUGUST	13.49		STMT/8-12		D N	OFFICE SUPPLIES	101.41404.0220
34160	08/29/12		PHOTO COPIES-AUGUST	37.73		STMT/8-12		D N	OFFICE SUPPLIES	101.41404.0220
34160	08/29/12		OFFICE SUPPLIES-JUL/AUG	16.23		STMT/8-12		D N	OFFICE SUPPLIES	101.41405.0220
34160	08/29/12		PHOTO COPIES-AUGUST	2.32		STMT/8-12		D N	OFFICE SUPPLIES	101.41405.0220
34160	08/29/12		PHOTO COPIES-AUGUST	265.58		STMT/8-12		D N	OFFICE SUPPLIES	101.41405.0220
34160	08/29/12		PHOTO COPIES-AUGUST	4.92		STMT/8-12		D N	OFFICE SUPPLIES	101.41405.0220
34160	08/29/12		PHOTO COPIES-AUGUST	9.55		STMT/8-12		D N	OFFICE SUPPLIES	101.41409.0220
34160	08/29/12		PHOTO COPIES-AUGUST	11.55		STMT/8-12		D N	OFFICE SUPPLIES	101.41409.0220
34160	08/29/12		PHOTO COPIES-AUGUST	36.07		STMT/8-12		D N	OFFICE SUPPLIES	101.41409.0220
34160	08/29/12		PHOTO COPIES-AUGUST	0.08		STMT/8-12		D N	OFFICE SUPPLIES	101.42412.0220
34160	08/29/12		PHOTO COPIES-AUGUST	5.61		STMT/8-12		D N	OFFICE SUPPLIES	101.42412.0220
34160	08/29/12		PHOTO COPIES-AUGUST	49.56		STMT/8-12		D N	OFFICE SUPPLIES	101.43417.0220
34160	08/29/12		PHOTO COPIES-AUGUST	54.53		STMT/8-12		D N	OFFICE SUPPLIES	101.43417.0220
34160	08/29/12		PHOTO COPIES-AUGUST	36.92		STMT/8-12		D N	OFFICE SUPPLIES	101.43425.0220
34160	08/29/12		PHOTO COPIES-AUGUST	0.83		STMT/8-12		D N	OFFICE SUPPLIES	101.43425.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES			000589									
34160	08/29/12	PHOTO COPIES-AUGUST		10.95		STMT/8-12		D N			OFFICE SUPPLIES	101.43425.0220
34160	08/29/12	PHOTO COPIES-AUGUST		4.85		STMT/8-12		D N			OFFICE SUPPLIES	101.43430.0220
34160	08/29/12	PHOTO COPIES-AUGUST		0.30		STMT/8-12		D N			OFFICE SUPPLIES	101.43430.0220
34160	08/29/12	PHOTO COPIES-AUGUST		56.61		STMT/8-12		D N			OFFICE SUPPLIES	101.45432.0220
34160	08/29/12	PHOTO COPIES-AUGUST		67.73		STMT/8-12		D N			OFFICE SUPPLIES	101.45432.0220
34160	08/29/12	OFFICE SUPPLIES-JUL/AUG		24.06		STMT/8-12		D N			OFFICE SUPPLIES	207.45001.0220
34160	08/29/12	PHOTO COPIES-AUGUST		0.62		STMT/8-12		D N			OFFICE SUPPLIES	207.45001.0220
34160	08/29/12	PHOTO COPIES-AUGUST		1.44		STMT/8-12		D N			OFFICE SUPPLIES	651.48474.0220
34160	08/29/12	PHOTO COPIES-AUGUST		0.96		STMT/8-12		D N			OFFICE SUPPLIES	651.48475.0220
		VENDOR TOTAL		1,561.10		*CHECK TOTAL						
		VENDOR TOTAL		1,561.10								
OHLIN SALES INC			002301									
34161	08/29/12	PAGER BATTERIES		94.06		00260237		D N			MTCE. OF EQUIPME	101.42412.0224
ORIENTAL TRADING COMPANY			002421									
34162	08/29/12	INTERGENERATIONAL PRGRM		31.00		652402634-01		D N			GENERAL SUPPLIES	101.45435.0229
34162	08/29/12	SPECIAL EVENT SUPPLIES		140.74		652402634-01		D N			GENERAL SUPPLIES	101.45437.0229
		VENDOR TOTAL		171.74		*CHECK TOTAL						
OROZCO/STEPHANIE			.01906									
34163	08/29/12	REFUND SHELTER DEPOSIT		50.00		082812		D N			DEPOSITS	101.230000
PECHACEK/KATIE			.01900									
34164	08/29/12	POOL PARTY SUPPLIES		9.69		080512		D N			GENERAL SUPPLIES	101.45437.0229
PLAY IT AGAIN SPORTS & F			000617									
34165	08/29/12	PLAYGROUND BALLS		21.36		173		D N			GENERAL SUPPLIES	101.45432.0229
34165	08/29/12	WIFFLE BALLS		23.28		174		D N			GENERAL SUPPLIES	101.45432.0229
		VENDOR TOTAL		44.64		*CHECK TOTAL						
		VENDOR TOTAL		44.64								
PUBLIC SAFETY EQUIPMENT			002909									
34166	08/29/12	RADAR CALIBRATION		456.00		3470		D N			PROFESSIONAL SER	101.42411.0446
R & R SPECIALTIES INC			000636									
34167	08/29/12	COMPRESSOR PARTS		123.44		0050403		D N			MTCE. OF EQUIPME	101.45433.0224
34167	08/29/12	ICE PAINT		1,885.28		0050403		D N			GENERAL SUPPLIES	101.45433.0229
34167	08/29/12	BLADE SHARPENING		224.00		0050403		D N			MTCE. OF EQUIPME	101.45433.0334
		VENDOR TOTAL		2,232.72		*CHECK TOTAL						
		VENDOR TOTAL		2,232.72								
RICOH USA INC			002101									
34168	08/29/12	COPIER LEASE AGRMT		675.45		87570113		D N			RENTS	741.48001.0440
RICOH USA INC			002951									
34169	08/29/12	COPIER MTCE CHARGE		249.49		5023491348		D N			MTCE. OF EQUIPME	741.48001.0334

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
RIDGEWATER COLLEGE 34170 08/29/12	001136 STRUCTURE LIVE BURN TR	1,075.00		00159961		D N	TRAVEL-CONF.-SCH	101.42412.0333
RULE TIRE SHOP								
34171 08/29/12	WESTERN SNOW PLOW	4,319.89		52573		D N	MACHINERY AND AU	450.45433.0553
34171 08/29/12	SPARE TRAILER TIRE/RIM	155.26		54963		D N	MTCE. OF EQUIPME	101.43425.0224
34171 08/29/12	TIRES	338.79		55003		D N	MTCE. OF EQUIPME	101.43425.0224
34171 08/29/12	TIRES/BAL. WHEELS	19.98		55003		D N	MTCE. OF EQUIPME	101.43425.0334
34171 08/29/12	TIRES	757.79		55167		D N	MTCE. OF EQUIPME	101.43425.0224
34171 08/29/12	REMOVE/INST. TIRES	80.00		55167		D N	MTCE. OF EQUIPME	101.43425.0334
34171 08/29/12	TIRES	685.45		55260		D N	MTCE. OF EQUIPME	101.43425.0224
34171 08/29/12	REMOVE/INST. TIRES	39.96		55260		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	6,397.12		*CHECK TOTAL				
		6,397.12						
S.E.W. ENTERPRISES								
34172 08/29/12	UMBRELLA REPAIR-LABOR	50.00		7324		D M 07	MTCE. OF EQUIPME	101.45437.0334
SAND ELECTRIC								
34173 08/29/12	REPL. BALLASTS-PARTS	132.86		2810		D N	MTCE. OF STRUCTU	101.45435.0225
34173 08/29/12	REPL. BALLASTS-LABOR	100.00		2810		D N	MTCE. OF STRUCTU	101.45435.0225
	VENDOR TOTAL	232.86		*CHECK TOTAL				
		232.86						
SHERWIN WILLIAMS CO								
34174 08/29/12	TRAFFIC PAINT	1,041.92		8380-1		D N	GENERAL SUPPLIES	101.43425.0229
34174 08/29/12	PAINT-R. ISLAND GAZEBO	219.29		8853-7		D N	MTCE. OF OTHER I	101.43425.0226
	VENDOR TOTAL	1,261.21		*CHECK TOTAL				
		1,261.21						
SPRINGSTED INCORPORATED								
34175 08/29/12	PROFESSIONAL SERVICES	13,747.19		000862.116-1		D N	PROFESSIONAL SER	412.48451.0446
STAHL/HALLEY								
34176 08/29/12	POOL PARTY SUPPLIES	13.96		080312		D N	GENERAL SUPPLIES	101.45437.0229
34176 08/29/12	POOL PARTY SUPPLIES	19.98		080912		D N	GENERAL SUPPLIES	101.45437.0229
	VENDOR TOTAL	33.94		*CHECK TOTAL				
		33.94						
STAR TRIBUNE								
34177 08/29/12	SUBSCRIPTION RENEWAL	85.80		7986818/8-12		D N	SUBSCRIPTIONS AN	101.41402.0443
STEIN'S INC								
34178 08/29/12	TOILET TISSUE/HAND TWLS	203.18		645849		D N	GENERAL SUPPLIES	101.45437.0229
34178 08/29/12	CLEANING SUPPLIES	174.15		645858		D N	CLEANING AND WAS	101.45437.0228
34178 08/29/12	DISPOSABLE GLOVES	126.28		645858		D N	GENERAL SUPPLIES	101.45437.0229
34178 08/29/12	CLEANING SUPPLIES	40.08		646328		D N	CLEANING AND WAS	101.45437.0228
34178 08/29/12	CLEANING SUPPLIES	344.14		646329		D N	CLEANING AND WAS	101.45437.0228

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
STEIN'S INC			000720								
	34178	08/29/12	DISPOSABLE GLOVES	126.28CR		646329		D N		GENERAL SUPPLIES	101.45437.0229
	34178	08/29/12	CLEANING SUPPLIES	250.94		647326		D N		CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	324.21		*CHECK TOTAL					
STULEN/DEBORAH			.00479								
	34179	08/29/12	MILEAGE 4/27-8/8/12	61.16		081712		D N		TRAVEL-CONF.-SCH	101.41403.0333
SUNDER/RICK			01907								
	34180	08/29/12	REFUND JERSEY DEPOSIT	30.00		082312		D N		REFUNDS AND REIM	101.41428.0882
TASC			002856								
	34086	08/21/12	ADMIN FEE	418.00		3200132029		D N		REFUNDS AND REIM	101.41428.0882
TERMINAL SUPPLY CO			001974								
	34181	08/29/12	BACKUP ALARM ELEC PARTS	149.06		60284-00		D N		INVENTORIES-MDSE	101.125000
THOMAS TOOL AND SUPPLY I			001530								
	34182	08/29/12	2 HARD HATS	25.54		264281		D N		SUBSISTENCE OF P	101.41402.0227
UNIVERSITY OF MINNESOTA			001658								
	34183	08/29/12	LEDEBOER-WORKSHOP REGIS.	50.00		082812		D N		TRAVEL-CONF.-SCH	101.43425.0333
	34183	08/29/12	DELEEUW-WORKSHOP REGIS.	50.00		082812		D N		TRAVEL-CONF.-SCH	101.43425.0333
			VENDOR TOTAL	100.00		*CHECK TOTAL					
VIGIL/RUDY			000951								
	34184	08/29/12	DO YOU KNOW SHOW	326.94		081412		D N		TRAVEL-CONF.-SCH	207.45001.0333
WAL-MART COMMUNITY			000789								
	34185	08/29/12	MOUSE/LED MONITOR	119.43		071712		D N		SMALL TOOLS	207.45001.0221
	34185	08/29/12	BATTERIES	14.11		080112		D N		GENERAL SUPPLIES	101.42411.0229
	34185	08/29/12	COFFEE	12.88		080312		D N		GENERAL SUPPLIES	101.45435.0229
	34185	08/29/12	BATTERIES	11.89		080312		D N		GENERAL SUPPLIES	101.45437.0229
	34185	08/29/12	WIPER BLADES/SUPPLIES	15.47		080612		D N		GENERAL SUPPLIES	651.48474.0229
	34185	08/29/12	WIPER BLADES/SUPPLIES	10.31		080612		D N		GENERAL SUPPLIES	651.48475.0229
	34185	08/29/12	CITY SALES TAX	0.91		080712		D N		SALES TAX PAYABL	101.206000
	34185	08/29/12	BATTERIES/SUPPLIES	17.14		080712		D N		GENERAL SUPPLIES	651.48474.0229
	34185	08/29/12	BATTERIES/SUPPLIES	11.42		080712		D N		GENERAL SUPPLIES	651.48475.0229
			VENDOR TOTAL	213.56		*CHECK TOTAL					
WALLACE/TIMOTHY			002971								
	34186	08/29/12	EVOC TRAINING-ST CLOUD	9.00		191		D N		TRAVEL-CONF.-SCH	101.42411.0333
WEST CENTRAL COMMUNICATI			000796								
	34187	08/29/12	AVIATION MOBILE RADIO	1,520.18		0723905		D N		SMALL TOOLS	101.43430.0221

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL COMMUNICATI			000796											
34187	08/29/12	REPROGRAMMED RADIOS	150.00	073214S				D	N				MTCE. OF EQUIPME	651.48474.0334
34187	08/29/12	REPROGRAMMED RADIOS	100.00	073214S				D	N				MTCE. OF EQUIPME	651.48475.0334
34187	08/29/12	MICROPHONE REPAIR-LABOR	17.50	073215S				D	N				MTCE. OF EQUIPME	101.42411.0334
34187	08/29/12	WCC FILING FEE	60.00	073240S				D	N				LICENSES AND TAX	651.48474.0445
		VENDOR TOTAL	1,847.68	*CHECK TOTAL										
WEST CENTRAL INDUSTRIES			000801											
34188	08/29/12	LAWN MAINTENANCE	76.95	00034567				D	N				MTCE. OF OTHER I	101.45437.0336
34188	08/29/12	LAWN MAINTENANCE	76.95	0034826				D	N				MTCE. OF OTHER I	101.45437.0336
		VENDOR TOTAL	153.90	*CHECK TOTAL										
WEST CENTRAL INTEGRATION			002168											
34189	08/29/12	1ST QTR OPERATIONAL B	10,500.00	2272071				D	N				REFUNDS AND REIM	101.41428.0882
34189	08/29/12	2ND QTR OPERATIONAL B	10,500.00	2272071				D	N				REFUNDS AND REIM	101.41428.0882
34189	08/29/12	3RD QTR OPERATIONAL B	10,500.00	2272071				D	N				REFUNDS AND REIM	101.41428.0882
		VENDOR TOTAL	31,500.00	*CHECK TOTAL										
WEST CENTRAL PRINTING			000803											
34190	08/29/12	INSPECTION RECORDS	304.53	16334				D	N				PRINTING AND PUB	101.41402.0331
WEST CENTRAL SANITATION			000805											
34191	08/29/12	GARBAGE SERVICE-JULY	17.26	2664300/7-12				D	N				CLEANING AND WAS	207.45001.0338
WEST CENTRAL TRIBUNE			000807											
34192	08/29/12	COUNCIL PROCEEDINGS PUB.	298.08	CL03042037				D	N				PRINTING AND PUB	101.41401.0331
34192	08/29/12	COUNCIL PROCEEDINGS PUB.	380.88	CL03042039				D	N				PRINTING AND PUB	101.41401.0331
34192	08/29/12	ORDINANCE PUBLISHED	380.88	CL03042273				D	N				PRINTING AND PUB	101.41401.0331
34192	08/29/12	NOTICE PUBLISHED	24.84	CL03042418				D	N				PRINTING AND PUB	101.41401.0331
		VENDOR TOTAL	1,084.68	*CHECK TOTAL										
WEST CENTRAL TROPHIES			000808											
34193	08/29/12	PLAQUES-SOFTBALL LEAGUES	216.42	17033				D	N				AWARDS AND INDEM	101.45432.0442
WESTAFF			00903											
34194	08/29/12	SIGN DEPOSIT REFUND	100.00	082712				D	N				DEPOSITS-SIGN PE	101.230001
WILLMAR AUTO VALUE			002689											
34195	08/29/12	SMALL TOOLS	10.68	22018163				D	N				SMALL TOOLS	101.45433.0221
34195	08/29/12	SUPPLIES	15.30	22018163				D	N				GENERAL SUPPLIES	101.45433.0229
34195	08/29/12	#030074-BOLT BIT/GASKETS	61.21	22018524				D	N				MTCE. OF EQUIPME	101.43425.0224
34195	08/29/12	#030074-MANIFOLD MOUNT	13.46	22019136				D	N				MTCE. OF EQUIPME	101.43425.0224
34195	08/29/12	PLANT SUPPLIES	47.56	22019398				D	N				GENERAL SUPPLIES	651.48474.0229
34195	08/29/12	PLANT SUPPLIES	31.70	22019398				D	N				GENERAL SUPPLIES	651.48475.0229

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE 34195 08/29/12	#98TCCW-LIGHT 002689	4.80		22019444		D N	MTCE. OF EQUIPME	101.43425.0224
34195 08/29/12	FILTERS	101.00		22019736		D N	MTCE. OF EQUIPME	651.48476.0224
34195 08/29/12	FILTERS	8.20		22019753		D N	MTCE. OF EQUIPME	651.48476.0224
34195 08/29/12	FILTERS	8.60		22019913		D N	GENERAL SUPPLIES	101.45433.0229
34195 08/29/12	SUPPLIES	6.60		22020104		D N	INVENTORIES-MDSE	101.125000
34195 08/29/12	A/C SEALS	0.28		22020104		D N	SALES TAX PAYABL	101.206000
34195 08/29/12	CITY SALES TAX	309.39		22020104		D N		
	VENDOR TOTAL	309.39	*CHECK TOTAL					
WILLMAR CURLING CLUB 34196 08/29/12	ADVERTISING	350.00		116		D N	ADVERTISING	101.45433.0447
WILLMAR DESIGN CENTER 34197 08/29/12	EXPENSE REIMBURSEMENT	1,986.36		082212		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR ELECTRIC SERVICE 34198 08/29/12	SIGNAL REPAIR-PARTS	41.28		20366		D N	MTCE. OF OTHER I	101.43425.0226
34198 08/29/12	SIGNAL REPAIR-LABOR	138.00		20366		D N	MTCE. OF OTHER I	101.43425.0336
	VENDOR TOTAL	179.28	*CHECK TOTAL					
WILLMAR FORKLIFT INC 34199 08/29/12	EQUIPMENT REPAIR-PARTS	19.12		25590		D N	MTCE. OF EQUIPME	651.48474.0224
34199 08/29/12	EQUIPMENT REPAIR-LABOR	54.00		25590		D N	MTCE. OF EQUIPME	651.48474.0334
34199 08/29/12	EQUIPMENT REPAIR-PARTS	12.74		25590		D N	MTCE. OF EQUIPME	651.48475.0224
34199 08/29/12	EQUIPMENT REPAIR-LABOR	36.00		25590		D N	MTCE. OF EQUIPME	651.48475.0334
	VENDOR TOTAL	121.86	*CHECK TOTAL					
WILLMAR PET HOSPITAL 34200 08/29/12	K-9 MEDICATION	101.00		0038119		D N	GENERAL SUPPLIES	101.42411.0229
WILLMAR WATER & SPAS 34201 08/29/12	WTR PURIFIER RENTAL-AUG	37.41		12-08		D N	RENTS	101.41408.0440
34201 08/29/12	BOTTLED WATER	97.10		27963		D N	GENERAL SUPPLIES	651.48474.0229
34201 08/29/12	BOTTLED WATER	64.73		27963		D N	GENERAL SUPPLIES	651.48475.0229
34201 08/29/12	SOFTENER SALT	8.76		28004		D N	GENERAL SUPPLIES	101.43430.0229
34201 08/29/12	DRINKING WATER	7.00		28073		D N	SUBSISTENCE OF P	101.41408.0227
34201 08/29/12	SOFTENER SALT	8.76		28073		D N	GENERAL SUPPLIES	101.41408.0229
34201 08/29/12	DRINKING WATER	12.50		28232		D N	SUBSISTENCE OF P	651.48474.0227
	VENDOR TOTAL	236.26	*CHECK TOTAL					
X-BERGON 34202 08/29/12	WASP KILLER	136.84		20602099		D N	GENERAL SUPPLIES	651.48474.0229
34202 08/29/12	WASP KILLER	91.22		20602099		D N	GENERAL SUPPLIES	651.48475.0229
	VENDOR TOTAL	228.06	*CHECK TOTAL					

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08/29/2012 13:28:12

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS.

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION
ZEE MEDICAL SERVICE	000839		
34203	08/29/12	FIRST AID SUPPLIES	
5 STAR WALT'S LLC	000790		
34204	08/29/12	CAR WASH	
34204	08/29/12	CAR WASH	
VENDOR TOTAL			

AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
503.17		54168547		D N	SUBSISTENCE OF P	101.43425.0227
8.20		710820		D N	MTCE. OF EQUIPME	101.41404.0334
8.25		710838		D N	MTCE. OF EQUIPME	101.42411.0334
16.45		*CHECK TOTAL				
16.45						

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
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REPORT TOTALS: 2,165,338.05

RECORDS PRINTED - 000463

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Vendor Payments History Report

CITY OF WILLMAR
 GL060S-V07.20 RECAPPAGE
 GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	1,064,964.03
207	W.R.A.C. - 8	1,115.31
208	CONVENTION & VISITORS BUREAU	5,003.85
220	LOCAL OPTION SALES TAX	10,000.00
295	COMMUNITY INVESTMENT	7,000.00
296	PUBLIC WORKS RESERVE	1,000.00
302	D.S. - 2002 BOND	1,000.00
305	D.S. - 2005 BOND	6,000.00
307	D.S. - 2007A BOND	1,000.00
330	D.S. - 2004C BOND AIRPORT	1,000.00
411	S.A.B.F. - #2011	13.12
412	S.A.B.F. - #2012	14,132.97
450	CAPITAL IMPROVEMENT FUND	1,034,522.37
651	WASTE TREATMENT	17,564.29
741	OFFICE SERVICES	1,022.11
TOTAL ALL FUNDS		2,165,338.05

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,165,338.05
TOTAL ALL BANKS		2,165,338.05

Willmar Design Center
Board of Directors Meeting - Wednesday, June 13, 2012, 7:30 AM
414 Becker Ave, 2nd Floor Gallery

Board Members Present: Don Williamson Laura Borgerding Chris Roering Richard Larson (County)
Gary Geiger Richard Engan John Christianson
Jana Palmquist Tom Amberg Lance Peterson (WLACC)

Excused Absence: Yusef Ahmed Rod Hanson Zak Mahboub Warren Hagen
Dale Hustedt Rhonda Otteson Steve Ahmann (City)

Staff: Beverly Dougherty, Project Coordinator

Guests: Nick Davis Steve Renquist
David Little

President Richard Engan called the meeting to order at 7:29 AM.

Introductions were made.

The May 9, 2012 minutes were approved as submitted - M/S/C.

The Treasurer's Report was presented - M/S/C.
Becker Market grant received.

Old Business:

- a. Lakeland Hotel Update
Project is on hold - financial means necessary didn't happen, significant differences exist in revenue available and expenses needed. Get Lakeland on the Sights Worth Saving list. Have the plans already for 2nd and 3rd floor. Prospects on other developers. 11% drop in tax credit - .85 to .74
- b. Approval of Board Handbook
Motion to adopt handbook as presented on Google docs - Don, Gary - M/S/C
- c. WDC Committee Structure
 - 1) Beginning Draft
Task: Everyone review responsibilities and see if you are where you are most interested
- d. Update on Glacial Lakes Trail
Ready to go in 2013. Driving lanes on bridge will be reduced 1 foot to follow state regulations. There will be an extra 2 ft between pedestrian lane and driving lanes. Doing striping in 2012 but widening of surface will be in 2013.

New Business:

- a. Next Steps Downtown Plan Report
Identified what's next on downtown plan. Request made by the City to use MMS funds for Adam on Gateway work instead of parking study. Motion made to use TA funds of \$5,000 on Gateway, City will match, and \$3,500 for Trail Link (trail extension from 1st St bridge to Becker Ave) - M/S/C
- b. Identification of Historic Properties-draft
List of 17 possibilities identified, still working on qualification of a district - one block area
- c. Proposal of 2012 Technical Assistance Funds (MMS):
 - 1) Site Redesign-Heritage Bank/Glacial Lakes Trail - see a. above
 - 2) Parking Study - see a. above
 - 3) Travel Reimbursables

d. New WDC Website

Nick Davis working on complete redesign of website - freshened up look and added new color, reorganized information for easier use, plans to add business directory, business section added for business news downtown, anyone can edit website or make blog post. WDC.famousdavispro.com to check it out. Nick has donated his time. Should be live by July 1.

e. Other

- 1) New junction box covers - City finished recovering
- 2) Red Wing, MN trip 6.15.12 - Beverly is attending - focus is on bringing in businesses we want

Standing Committee Reports

a. Development

Need to double down on DEED grant - have 17 rental units to find with Lakeland falling out; have received the funding but need to be able to use it to get more in future; need to identify upper units in downtown buildings needing fixing; increase in CBD could provide more opportunities.

b. Connections

- 1) Update: Glacial Lakes Trail Extension

Cooperation of Holly Wilson made lane size change possible - see rest above.

c. Commons-Promotion

Becker Ave is long-term and ongoing; downtown amenities is ongoing; website redesign is goal for year; stakeholder fundraising is annually - earlier start this year; downtown codes updated and redefined is goal for year. Will look at promises made on stakeholder fundraising and how to follow through for current year stakeholders.

d. Infrastructure

First meeting is Monday, June 18 at Heritage Bank

e. Historic Preservation-Design

Organizational meeting TBD - will be soon

Event Committee Reports

a. Becker Market--COG--e-Coop

First cooking class this week at Becker Market - all ingredients purchased from Becker Market vendors. New vendors this year. Getting cheese from Cokato at wholesale to resell and make some additional money. Looking at other opportunities to buy items at wholesale to make additional money. E-coop is up and running - vendor profiles are available to view to know who you are buying from. Intern from UofM will be at the market every week helping out.

b. Bounty of the County

Have St Paul design center here to see what we've done - August 2, 1st Thursday

c. Holiday

Will start getting sponsors in July

Announcements:

- a. Becker Market every Thursday. Block Party 6.21.12!
- b. WDC Board Meeting: 7.11.12

Meeting was adjourned at 8:34 AM

Submitted by Jana Palmquist, Secretary

Willmar Design Center
Board of Directors Meeting - Wednesday, August 8, 2012, 7:30 AM
414 Becker Ave, 2nd Floor Gallery

Board Members Present: Don Williamson Warren Hagen Dale Hustedt Richard Larson (County)
Gary Geiger Richard Engan Steve Ahmann (City)
Jana Palmquist Tom Amberg

Excused Absence: Yusef Ahmed Rod Hanson Zak Mahboub John Christianson
Rhonda Otteson Laura Borgerding Lance Peterson (WLACC)

Staff: Beverly Dougherty, Project Coordinator

President Richard Engan called the meeting to order at 7:36 AM.

The June 13, 2012 minutes will be approved at next meeting. No meeting in July.

The Treasurer's Report was presented - M/S/C.

Old Business:

- a. Adam's MMS projects
Working on the trail link - block connecting 1st street bridge to Becker Ave; downtown gateway design and work will be in 2013.

New Business:

- a. Identification of Historic Properties-draft
Solicited by state preservation office - 17 properties identified to be checked for eligibility.
- b. Minnesota Preservation Award
Willmar won for Downtown Facades - banquet is Sept 20 in Minneapolis; need to furnish photographs of DEED grant projects - Jacinda Davis was contacted and will do for \$625. Motion made to approve funds for Jacinda to do the photography project - M/S/C.
- c. Downtown Plan Status
Nothing has happened since last meeting.

Standing Committee Reports

- a. Development
No meeting due to Bounty of County
- b. Connections
Working on bike racks at schools and parks and other necessary places
- c. Commons-Promotion
Don Williamson elected chair and Andy Engan elected co-chair. Working on gathering data of CBD. Website redesign done by Nick Davis; anyone can maintain. Downtown codes have been ongoing - building material types, signs, facades. Stakeholder fundraising - delivering on promises for this year; start in Sept for next year fundraising. Mayor Yanish attended meeting to discuss downtown flowers and other items.
Downtown flower watering project complete and to be reviewed.
- d. Infrastructure
No meeting due to Bounty of County
- e. Historic Preservation-Design
Not yet convened

Event Committee Reports

a. Becker Market--COG--e-Coop

E-coop is working, need more vendors and products. Would like to continue online ordering system - looking for additional funds from WACF to continue year-round. COG is at 270 members - memberships keep coming in. Potential COG presentation at City Council suggested by Steve Ahmann. Becker Market vendors are having their best year so far.

b. Bounty of the County

85 people were served - down slightly from last year but still profitable.

c. Holidaze

Committee has met twice - co-chairs are Kelly Gardner and Cliff Nystrom. New ideas for this year - big slide, curling, giant snow globe, ice rink. Committee will be going out to look for sponsors.

Announcements:

a. Becker Market every Thursday

b. Next WDC Board Meeting: Wednesday, 9.12.12, 7:30AM

c. Becker Market Café at Celebrate Art-Celebrate Coffee, Saturday, 9.15.12

d. Holidaze 2012: Saturday, November 17, 2012

Meeting was adjourned at 8:24 AM

Submitted by Jana Palmquist, Secretary

MEETING MINUTES
Operations Board
Kandiyohi Area Transit

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

Members Present: Darrell Ruch, Michelle Prah, Kevin Halliday, Pam Meinert, Kristi Maahs, Bunne Frost-Johnston, Terri Fehn, Chad Christianson, LeAnne Freeman

Members Absent: Debra Buffington

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Manager; Darla Kimpling, Office Coordinator

Ex-Officio Members

Absent: Bev Herfindahl

Guest(s): Donna Anderson, Director, Meeker County Public Transit
Rachel Schneiderman, Transit Director, Renville County Heartland Express

Introductions

Introductions were made for the benefit of the guests and the board members.

Approval of Agenda

Tiffany stated that she did not have any changes.

Approval of Minutes

Kevin Halliday made a motion to approve the minutes from March 6, 2012. Chad Christianson seconded the motion, which carried.

Director's Update

Financials – Tiffany reviewed the financials for June 30, 2012. Revenues should be at 50%. Title III fares are a little behind which is a reflection of the lower ridership. \$71,809 has just been received from the federal grant. The 3rd quarter Minnesota grant has also been received in the amount of \$109,080. Expenditures should be at 50%. Personnel is at 54.7%. A new maintenance coordinator started last week and his name is Gaylen Thompson. The Volunteer Driver Coordinator position has not been filled yet and Doug is currently doing those duties. Administration is at 56.8%. The invoice for the audit has not been received yet. It will be higher due to having a Single Audit performed. Vehicle charges for June were very expensive. Repairs

were needed on air conditioning, brakes and interlock systems. The General Transportation revenues are at 37.4% remaining and the expenses are at 39.9% remaining. The Elder/Disabled program has been slow up until June. The bus has been being used as an STS Provider for students going to the Minnewaska Day Treatment program. This group started with 13 and now is down to 7-9 of which 2 are being transported by a volunteer driver. Revenue from this group for June will be \$5,600. This program runs through August. Other buses are being used to provide outings for groups. The JARC program has revenues at 66.4% remaining. The 2nd quarter federal grant should be coming in soon. The grant amount is based on expenses, subtracting revenues and then 50% of that amount is funded.

Ridership – Doug presented the ridership stats for the board. June ridership was 9,376. June this year had one less in service day than in 2011. The daily average ridership of 446.48 was good. Ridership of 371 for the 5310 program was also good. Some of the Let's Go Fishing groups had cancelled due to the hot weather. The JARC route has been pretty consistent. A few passengers have been lost on this route and it's hard to get them back. Work at Jennie-O is down which affects this route. The Saturday route has been really good averaging between 70-80 passengers. Sr. Transportation is down a little at 427. KAT will be providing free rides to the Kandiyohi County Fair again this year. The fair board pays per person for whoever rides the bus to the fair. Groups are to schedule a week ahead of time.

2013 MnDOT Management Plan Budget

This budget was recommended by the Administration Committee to bring to the Operations Board. This budget includes a 2% increase for personnel across the board. The drivers' wages are lower due to a new formula that Tiffany used and staff turnover has lowered the average hourly rate. There is 1 long time employee step increase this year and that is a part time individual. In the benefits breakdown Tiffany had used a 5% increase to the portion that KAT pays for each employee. Kevin Halliday said that it would be more like 8% and it was suggested to use 10%. Tiffany will recalculate this using a 10% increase. Tiffany went through the Administration Costs and reviewed each section. Some of the things highlighted are listed below:

- Dispatch software would result in using less paper
- Could take radios out of bus if using dispatching software
- Increase for roof repairs and other general building maintenance
- Use 5% increase to estimate insurance costs
- Purchasing one 25 passenger bus with diesel engine at a cost of \$134,000. If after doing some research it is found that a gas vehicle would work better, the cost for a small bus would be less. Both the City of Willmar and Kandiyohi County are planning on providing a local share of \$13,000 each.
- Have not received fuel rate for 2013 from MnDOT
- Dropped miles and kept reimbursement the same for the volunteer drivers

Kristi Maahs made a motion to approve the 2013 MnDOT Management Plan Budget with minor changes and move to the Joint Powers Boards. Kevin Halliday seconded the motion, which carried.

2013 JARC Budget

Tiffany reviewed the 2013 JARC budget by line item for the board. Tiffany stated that she is not sure if KAT will receive this grant this year. There has been discussion about moving the JARC hours into the general transportation program which is 80% funded.

Michelle Prahl made a motion to approve the 2013 JARC Budget and to move to the Joint Powers Board. Bunne Frost-Johnston seconded the motion, which carried.

2013 Proposed Operation Hours

Tiffany explained that after the Expansion Committee had reviewed the surveys, it was decided to add two more hours (5:00 p.m. – 7:00 p.m.) to the proposed budget, Monday through Friday. MnDOT had directed Tiffany to use the same hours that were used in 2010. The proposed summer hours total 402.75 and the 9 month hours total 420.25. Both of these total due include the extra two hours.

Kevin Halliday made a motion to approve the 2013 Proposed Operations Hours and move to the Joint Powers Board. Michelle Prahl seconded the motion, which carried.

Dispatch Software/MDT Presentation/Recommendation

A power point presentation was done showing the process that KAT is currently using to schedule rides, keep track of schedules and what the driver is using to complete the rides. A needs assessment and cost estimate for dispatching software was included in the packet. There is funding available for 2012 with an 80%/20% split. The cost proposal of 3 users (computers)/12 vehicles is \$39,455. The cost proposal for 12 tablets (MDT) with installation and maintenance would be \$38,252. An optional module for a Flex Deviation Module that would be used for the City Route would be an additional cost of \$9,500. The subtotal for these three is \$87,207 and added to that would be \$7,071 for the web hosting for 3 years and \$9,000 for maintenance for 2 years. The total cost would be \$103,278 of which 80% would be covered by the grant. There was discussion regarding the yearly fee which is about \$5,000 and this cost would not be incurred until after 3 years and that there will be more expense on cell phones and computers. Any added buses would need to pay extra for tablet, mounting bracket and possibly some license fees. A recommendation of up to \$105,000 would cover the cost estimate. In addition, KAT would like to work together with Renville County on this purchase. Renville County Transit's estimated cost is \$63,000 which can be rounded up to \$65,000. A memorandum of understanding would be needed between Kandiyohi Area Transit and Renville County Family Services regarding financial responsibility and who would work with the vendor. Rachel Schneiderman said that Renville County Heartland Express is under Renville County. They have buses everyday in Willmar and this would be a good way to start working together as MnDOT has suggested with the Three "C's". This dispatching software is web based and the server is in Georgia. Donna Anderson from Meeker County Public Transit said that the support service has been very good. They are using the 7" MDT which are a Samsung Galaxy. Each MDT is mounted in the bus and is taken out of the buses every night. KAT staff would like to

recommend the purchase Route Match dispatching software in the amount of \$105,000 and submit this grant request to MNDOT for the 80% funding.

Kevin Halliday made a motion to recommend the purchasing of the dispatching software up to \$105,000 and move to the Joint Powers Board. Kristi Maahs seconded the motion, which carried.

Kevin Halliday made a motion to move to the Joint Powers Board a memorandum of understanding between Kandiyohi Area Transit and Renville County Human Services. Michelle Prah seconded the motion, which carried.

Title III Application Discussion

Tiffany stated that KAT is applying for \$31,000 for the Title III grant. There are new government demands and are very tedious. The mandates are getting to be really difficult to follow. By 2013 a cost sharing implementation to get gross annual income from passengers will be put into effect. It will be difficult to keep track of this information. \$31,000 does not cover the drivers' cost reimbursement. Rachel Schneiderman said that Renville County has decided not to apply for this grant. Tiffany said that a policy and procedures will have to be written up for this.

Bus Ad Rate Discussion

Darla explained the proposed changes to the bus advertising rates. It is the addition of setting a cost for side ads on the buses and to change the amount of the cost that is subsidized to the new vendor that is placing the ad on the bus. The charge for the side ads for a 1 year contract would be \$100.00 per month and the seasonal contract would be \$120.00. The amount to be subsidized would be up to \$200.00.

Pam Meinert made a motion to approve the changes to the Bus Advertising Rates to be moved to the Joint Powers Board. Michelle Prah seconded the motion, which carried.

Committee Updates

Darrell Ruch asked if there were any questions regarding the committee minutes. There were no questions or discussion.

Meeting Set Up/Dates

The upcoming meeting dates are as follows:

Operations Board – August 28, 2012

Exp/Systems Committee – August 14, 2012

Administration Committee – August 21, 2012

Joint Powers Board – August 10, 2012

Adjourn Meeting

Kevin Halliday made a motion to adjourn the meeting, Chad Christianson seconded the motion, which carried.

Submitted by,

Darla Kimpling
Office Coordinator

WCER Joint Powers Board Meeting
August 24, 2012

Members Present: Eric Banks, Dan Croonquist, Dan Halldin, Tim Johnson, Bonnie Pehrson, Rachel Smith

Staff Present: Brad Bonk, LeAnne Freeman, Kevin Madsen, Becky Sorenson, Jena Tollefson

Chairman Eric Banks greeted everyone and asked Brad Bonk and LeAnne Freeman to talk about the Ride for the Trails event happening on September 15. The registration fee is \$20 if paid by September 1 and \$25 after that date. Last year the amount raised, after expenses, was \$2,000. This year, Jena Tollefson is assisting with the silent auction. The trail ride will consist of three distances, 5, 10 and 18 miles.

Bonnie Pehrson asked what the money raised will be used for. LeAnne responded that the plan is to build a kiosk, ending either at Robbins Island or Swansson. Trail maintenance was brought up. Brad said that Steve Brisendine had told him there is some money set aside for trail maintenance in the 2013 City Budget. Since Robbins Island area trails has the lowest score, maintenance or repair would be the top priority. Eric Banks asked if there were any maps on the trail routes, showing trail locations and/or destinations. At this time, there are not, but that is a good idea to pursue.

The temporary employee budget salary reduction was the next item on the agenda. Brad stated that Steve wanted to table this discussion. The requested reduction in the proposed is 16% for the Leisure Service budget and 9% for the Aquatic budget.

Park Planning was next on the list. The question is how do we prioritize needs at the various parks. Brad handed out a report on the park development plan. Most of the priority projects from 2005 have been completed. The next job is to create a new priority list.

Eric asked for department updates. Kevin Madsen reported that the Curling Club has won the bid to host the 2013 Mixed Nationals March 16-23, 2013. The Arena will be hosting the Shrine Circus and an area wide garage sale shortly. He reported that the heat exchanger needs repair, it had leaks last spring.

Brad talked about fall softball, he has 30 teams between Men's and Co-Rec. Four years ago, he had 70 teams for the summer league, this past year there were 103 teams registered. The adult hockey registration forms are out, league starts October 31.

LeAnne stated this coming Sunday is the last day the Aquatic Center is open. Directly after closing time on Sunday, the Hockey Association is renting the facility.

As there was no further business, the meeting adjourned. The next meeting will be September 28.

CITY OF WILLMAR

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: September 4, 2012

AGENDA ITEM: Hearing on Special Assessments for Unpaid Weed/Grass Mowing	AGENDA SECTION:
PREPARED BY: Kevin Halliday, City Clerk 	AGENDA ITEM NO.:
ATTACHMENTS:	APPROVED BY:

Over the course of the summer, the City has responded to numerous complaints regarding lack of timely mowing by certain property owners. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the property mowed. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

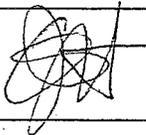
95-250-0300	Joseph A Citterman	715 5 th Street SE	\$118.11
95-540-0390	Federal National Mortgage Association c/o Fannie Mae	511 7 th Street NW	\$343.60
95-400-0030	Minnesota Housing Finance Agency c/o US Bank Home Mortgage	369 14 th Street SE	\$198.64
95-006-3480	LHS Properties, LLC.	710 6 th Street SW	\$118.11
95-616-0210	James House c/o Gary Van Eps	3045 1 st Avenue NW	\$144.96
95-616-0220		3047 1 st Avenue NW	
95-616-0230		3049 1 st Avenue NW	
95-740-0710	Dale N Joel & Julie Halla-Joel	400 2 nd Street SE	\$144.96
95-730-1200	Wei Lin Zhang	113 Hawaii Street NE	\$118.11
95-280-1610	Robert & Jennifer Leadens	1224 3 rd Street SW	\$118.11
95-220-0090	B & B Properties of MN	609 Litchfield Avenue SE	\$133.89
95-730-0480	Maria C Pedraza	201 Havana Street NE	\$144.96
95-009-0050	Danny D & Cara A Hoover	1317 Campbell Ave	\$118.11
	Alejandro Vargas Jr.	Parkview Estates Blk 1, Lot 47	\$133.89
95-125-0190	Alejandro Vargas Sr.	90 33 rd Street NW	\$289.92
95-668-0160	Deutsche Bank Nat'l Trust Co. c/o American Home	312 23 rd Street SE	\$118.11
95-650-0100	Dianne Wiloth	1312 Willmar Ave SW	\$263.07

COUNCIL CONSIDERATION: Adopt a Resolution certifying the amount of unpaid weed/grass mowing charges to the County Auditor for collection in 2013.

CITY OF WILLMAR

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: September 4, 2012

AGENDA ITEM: Hearing on Special Assessments for Unpaid Garbage Removal	AGENDA SECTION:
PREPARED BY: Kevin Halliday, City Clerk 	AGENDA ITEM NO.:
ATTACHMENTS:	APPROVED BY:

Occasionally the City has responded to problems regarding garbage on private property, abandoned homes, or fire damaged property. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the garbage removed. Garbage was removed from the below listed properties. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-006-3480	LHS Properties, LLC.	710 6 th Street SW	\$116.59
95-730-0480	Maria C Pedraza	201 Havana Street NE	\$379.26

COUNCIL CONSIDERATION: Adopt a Resolution certifying the amount of unpaid garbage removal charges to the County Auditor for collection 2013.

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, AUGUST 27, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, August 27, 2012, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Rick Fagerlie	Vice Chair
	Tim Johnson	Member
	Doug Reese	Member
	Charlene Stevens	City Administrator
	Kevin Halliday	City Clerk-Treasurer

Others present included Council Member Ron Christianson; Public Works Director Holly Wilson; Economic Development Commission Executive Director Steve Renquist; and Carol Cunningham, Accounting Supervisor.

Item No. 1 – Public Comment (Information)

Chair Anderson acknowledged that no one was present to address comments to the Committee.

Item No. 2 – Investment Policy/Portfolio (Resolution)

City Clerk Kevin Halliday explained to the Committee that the U.S. Treasury will be phasing out Fannie Mae and Freddie Mac instruments as viable options for local government investment purposes. This will prevent City staff from complying with the 40% diversification rule as stated in the Investment Policy. As the U.S. Government continues to overhaul housing lending systems, diversification options will dwindle. In the City’s current Investment Policy, Section 11.0 Diversification, it states:

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

It is staff’s recommendation that the 40% limitation by institution or broker/dealer should remain in the policy but that the 40% limitation by single security type should be removed due to the shortage of investment options. It was noted that diversification by security type will still be pursued to the extent possible. Following discussion, it was moved by Council Member Johnson, seconded by Council Member Fagerlie and passed to make the following:

RECOMMENDATION: to introduce a resolution amending the Investment Policy by deleting the following language: “(No more than 40% of the City’s total deposits will be invested) *in a single security type*...”

The Committee also reviewed the Investment Portfolio Year-End Balances over the last 10 years as well as interest and dividends earned each year. This was for information only.

Item No. 3 – EDC Proposed Tax Levy (Motion)

Steve Renquist, EDC Executive Director, reviewed the EDC 2013 Budget with the Committee. Anticipated revenue for 2013 includes the County Tax Levy of \$455,000, which has not changed in four years, plus \$11,603 in other miscellaneous revenue. The EDC is also proposing to utilize \$40,104 from the Agency's reserves as a funding source. The overall budgeted expenditures remain flat for 2013 totaling \$506,707. Mr. Renquist stated that any salary increase for the EDC will be the blended rate of approved City and County salary increases. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to make a motion approving the EDC 2013 Budget and Tax Levy as proposed.

Item No. 4 – Review of Prior Year's Budget and Staffing Reductions (Information)

Staff reviewed actions taken by the City of Willmar since it began experiencing Local Government Aid reductions in 2009. Since 2008, staffing has been reduced by 7.2 FTEs across the organization. In addition, there are currently five vacant positions for which the City is in the process of filling two – Wastewater Treatment Operator and Fire Chief/Fire Marshal.

Since 2009, the City has deferred \$600,000 in capital expenditures. In 2012 the City analyzed its fleet and reduced the number of vehicles and equipment by 15 resulting in a one time savings of \$281,652. The City faces many challenges with its aging infrastructure and is now trying to rebuild a five-year Capital Improvement Program beginning in 2013 with a proposal to transfer \$1.8 million from the General Fund to Capital Reserve to start catching up on our needs. Also in 2013, the City has proposed reductions in overtime for police and public works, some reductions in seasonal employees and some reductions in funding to community groups to offset other increased costs. This matter was for information only.

Item No. 5 – Mayor's Proposed 2013 Budget, Proposed Levy Increase (Resolution)

Staff reviewed with the Committee the tax levy included in the Mayor's proposed 2013 Budget. Under the Mayor's proposal, the property tax levy would increase to \$4,232,734 with the entire levy increase of \$240,000 designated for public works infrastructure. Information was provided on the impact \$240,000 will have on street projects. It was noted that the effect on property owners would equate to an approximate increase of \$25.47 per year on a \$115,000 home.

Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson, and passed to make the following:

RECOMMENDATION: To introduce a resolution setting the preliminary 2013 City of Willmar Property Tax Levy at \$4,232,734 and scheduling the public hearing on the 2013 Proposed Budget for December 3, 2012.

Item No. 6 – Reports (Information)

The Committee reviewed the July 31st Rice Trust Report. This matter was for information only.

Item No. 7 – Future Agenda Items (Information)

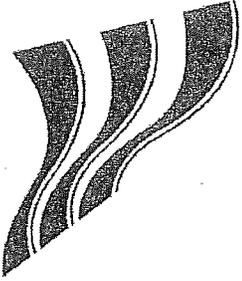
Future agenda items scheduled for September 10, 2012, at the MUC Auditorium include: 1) Council Budget Workshop on Community Groups/Capital Improvement Program discussion; and 2) West Central Industries request for Conduit Financing. Agenda items scheduled for September 24, 2012, include the Fund Balance Policy Discussion.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: August 27, 2012

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: September 4, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Amend the Investment Policy Regarding Diversification

Guiding Principle: Investment Policy

Agenda Item: Reconsideration of Investment Policy: 40% Investment Rule

Background/Justification:

Congress has called for an end to the two taxpayer-owned companies, Fannie Mae, based in Washington, and Freddie Mac of McLean, Virginia, which now own or guarantee about 60 percent of U.S. home loans. Treasury Secretary Timothy F. Geithner has said he will propose a plan to overhaul housing finance that will include dismantling or altering Fannie Mae and Freddie Mac.

This new federal direction and the inability to purchase these agency notes will soon prevent city staff from complying with the 40% diversification rule and it should be removed or at the least become a less binding threshold. Diversification options will be fewer and fewer while the U.S. Government overhauls the borrowing of money for America's housing needs.

Current Investment Policy
Section 11.0 Diversification:

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

Proposed Amendment to the Investment Policy
Section 11.0 Diversification:

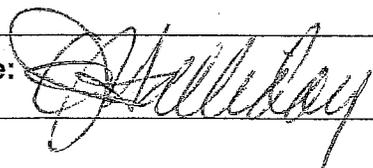
The City will diversify its investments by security type and institution. No more than 40% of the City's total deposits will be invested in ~~a single security type or with~~ a single financial institution or broker/dealer on the day of purchase.

Fiscal Impact:

Alternatives: Deny

Staff Recommendation: Approve the Amendment to the Policy

Preparer: City Clerk-Treasurer

Signature: 

INVESTMENT PORTFOLIO BALANCE PER YEAR

	Year 2011	Year 2010	Year 2009	Year 2008	Year 2007	Year 2006	Year 2005	Year 2004	Year 2003	Year 2002
Total Portfolio	54,304,215	53,924,605	51,436,014	49,346,546	49,818,856	48,803,348	43,285,337	41,973,221	41,345,240	40,954,116

INTEREST AND DIVIDENDS EARNED PER YEAR

	Year 2011	Year 2010	Year 2009	Year 2008	Year 2007	Year 2006	Year 2005	Year 2004	Year 2003	Year 2002
Total Earnings	1,059,168	1,279,510	1,680,765	1,999,904	2,428,757	1,650,716	1,396,962	1,208,648	1,359,201	1,709,099

CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2011

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-36959HAX5	01/31/2012	0.010%	\$ 2,000,000.00	\$ 1,999,940.00
2	MSSB	CD-36959HFT9	06/27/2012	0.300%	1,000,000.00	998,250.00
3	MSSB	CD-05568PND5	12/31/2012	3.600%	96,000.00	98,178.24
4	MSSB	CD-591557DP5	10/07/2013	1.150%	245,000.00	243,716.20
5	MSSB	CD-70153RGY8	10/15/2013	1.250%	245,000.00	244,132.70
6	MSSB	CD-02580VDA0	12/24/2013	4.750%	96,000.00	101,686.08
7	MSSB	CD-02586TDA9	12/24/2013	4.750%	96,000.00	101,686.08
8	MSSB	CD-36159CGN0	12/30/2013	4.100%	96,000.00	100,511.04
9	MSSB	CD-381426XZ3	12/31/2013	4.000%	96,000.00	100,216.32
10	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	99,682.56
11	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	99,380.16
12	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	99,402.24
13	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	149,794.50
14	MSSB	CD-36159CUU8	10/08/2014	1.700%	150,000.00	149,592.00
15	Wells Fargo	FHLB-313375AB3	03/02/2015	1.150%	1,000,000.00	1,000,017.00
16	Wells Fargo	FNMA-3136FTPC7	11/28/2016	1.000-4.000%	2,000,000.00	2,000,316.00
17	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	148,258.50
18	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	240,438.10
19	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	147,904.50
20	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	147,903.00
21	MSSB	FNMA-3136FPTT4	10/29/2018	2.000-5.500%	1,000,000.00	1,000,930.00
22	Wells Fargo	FNMA-3136FPCL9	08/25/2020	2.250-5.000%	1,000,000.00	1,001,992.00
23	Wells Fargo Advisors	FHLB-313371E85	10/29/2020	2.000-10.000%	3,500,000.00 *	3,499,265.00
24	Wells Fargo	FFCB-31331KQ94	11/09/2020	2.800%	2,000,000.00	2,004,066.00
25	Wells Fargo Advisors	FNMA-3136FREX7	04/12/2021	3.250-6.500%	2,250,000.00 *	2,261,767.50
26	Wells Fargo Advisors	FNMA-3136FRL76	08/24/2021	2.000-6.000%	1,000,000.00	1,000,150.00
27	Wells Fargo Advisors	FHLB-313375DV6	09/09/2021	2.000-10.000%	1,000,000.00	1,000,190.00
28	Wells Fargo	FHLB-313375JV0	09/23/2021	2.250-8.000%	1,750,000.00	1,753,458.00
29	UBS	FHLMC-3134G2H47	09/30/2021	2.250-6.000%	2,000,000.00	2,002,100.00
30	UBS	FHLMC-3134G2H47	09/30/2021	2.250-6.000%	3,000,000.00	3,003,150.00
31	Wells Fargo Advisors	FHLB-313375TN7	10/12/2021	2.000-8.000%	2,000,000.00	2,004,840.00
32	MSSB	FHLMC-3134G2U75	10/25/2021	2.250-8.000%	4,000,000.00	4,008,360.00
33	Wells Fargo Advisors	FHLMC-3134G2U75	10/25/2021	2.250-8.000%	3,000,000.00 *	3,010,560.00
34	UBS	FHLMC-3134G2Y97	10/26/2021	2.000-8.000%	1,000,000.00	1,005,760.00
35	UBS	FNMA-3136FTGF0	10/27/2021	2.000-6.000%	1,000,000.00	1,003,520.00
36	Wells Fargo Advisors	FHLB-313376BX2	11/23/2021	2.000-6.000%	4,000,000.00 *	4,000,560.00
37	Wells Fargo Advisors	FHLMC-3134G24B5	11/23/2021	2.500-5.000%	2,000,000.00 *	2,002,020.00
38	UBS	FHLMC-3134G3AJ9	12/13/2021	2.500-6.000%	2,000,000.00	2,005,120.00
39	Wells Fargo	FHLMC-3134G3AJ9	12/13/2021	2.500-6.000%	1,000,000.00	1,002,559.00
TOTAL INVESTMENT					\$ 46,753,000.00	\$ 46,841,372.72
40	Heritage Bank	Low Activity Ckg	None	0.200%	7,801,331.83	7,801,331.83 *
41	Heritage Bank	Small Bus Ckg/L.Forf	None	0.100%	53,742.92	53,742.92 *
42	Heritage Bank	Small Bus Ckg/Cafet.	None	0.100%	5,003.60	5,003.60
43	Heritage Bank	Commercial Ckg	None	0.100%	(397,226.10)	(397,226.10) *
TOTAL PORTFOLIO FOR DECEMBER 31, 2011					\$ 54,215,852.25	\$ 54,304,224.97

* Par Value is not equal to Purchase Amount

* Cash Balance Provided to committee 4/9/2012

INVESTMENT BREAKDOWN

12/31/2011

12/31/2011 Investment Breakdown By Fund After Fair Market Value Adjustment

\$ -

RECEIPT BREAKDOWN:

\$ -

Code: ***.109000

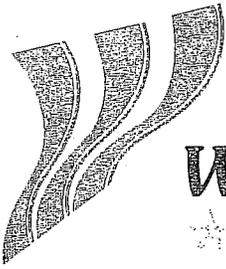
	Investment Balance	Additional Investment	Cashed-In Investment	Fair Market Value Loss	Fair Market Value Gain	Investment Balance
101 General	\$ 9,738,460.80					\$ 9,738,460.80
200 Economic Develop Rev.	\$ 76,778.31					\$ 76,778.31
207 W.R.A.C. - 8	\$ 524,537.50					\$ 524,537.50
208 Conv. & Visitor's	\$ 226,011.30					\$ 226,011.30
220 Local Option Sales Tax	\$ 3,723,406.32					\$ 3,723,406.32
234 Library Improvement Res	\$ 209,024.35					\$ 209,024.35
295 Community Investment	\$ 8,942,209.98					\$ 8,942,209.98
296 Public Works Reserve	\$ 415,333.53					\$ 415,333.53
301 D.S.-2001 Bond	\$ 170,288.01					\$ 170,288.01
302 D.S.-2002 Bond	\$ 418,213.07					\$ 418,213.07
303 D.S.-2003 Bond	\$ 100,155.53					\$ 100,155.53
304 D.S.-2004 Bond	\$ 180,842.29					\$ 180,842.29
305 D.S.-2005 Bond	\$ 297,801.54					\$ 297,801.54
306 D.S.-2006 Bond	\$ 17,590.00					\$ 17,590.00
307 D.S.-2007A Bond	\$ 1,124,632.52					\$ 1,124,632.52
308 D.S.-2008 Bond	\$ 328,992.99					\$ 328,992.99
309 D.S.-2009 Bond	\$ 129,042.59					\$ 129,042.59
310 D.S.-2010 Bond	\$ 469,288.82					\$ 469,288.82
311 D.S.-2011 Bond	\$ 270,876.93					\$ 270,876.93
312 D.S.-2012 Bond	\$ 99,242.38					\$ 99,242.38
27 D.S.-2007B Bond	\$ 84,407.08					\$ 84,407.08
50 Hospital Debt Service	\$ 5,856,208.36					\$ 5,856,208.36
11 C.P.-2011 S.A.B.F.	\$ 289,632.13					\$ 289,632.13
17 C.P.- Surface Water	\$ 200,270.14					\$ 200,270.14
27 C.P.- 2007B S.A.B.F.	\$ 1,423,219.88					\$ 1,423,219.88
30 C.P.-Airport Developmt	\$ 684,341.84					\$ 684,341.84
50 Capital Improvements	\$ 3,382,216.76					\$ 3,382,216.76
51 W.T.P.	\$ 6,342,843.30					\$ 6,342,843.30
41 Office Services	\$ 137,620.54					\$ 137,620.54
42 P.I.R.	\$ 938,684.37					\$ 938,684.37
11 Trust & Agency	\$ 39,199.56					\$ 39,199.56
Total	\$ 46,841,372.72	\$ -	\$ -	\$ -	\$ -	\$ 46,841,372.72

Interest Earnings 101.38351.3002
 Interest Prepaid/Rcvble 101.137000
 Capital Gains 101.38351.3015
 Fair Market Value Incr. 101.38351.3017
 Fair Market Value Decr 101.41428.0884

\$ - \$ -

* Fair Mkt Value Adj Not Applicable As of 09/30/11 for this fund.

Fair Mkt Value Adj for these funds should be applied to Fund 10



WILLMAR

FINANCE

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4984
FAX: 320-235-4917

2011 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2011 Year-To-Date</u>	<u>2010 Year-To-Date</u>
Franklin Templeton	\$ -	\$ -	\$ -	\$ 1,878.50	\$ 23,621.50
Heritage Bank	\$ 2,367.67	\$ 1,953.56	\$ 1,445.47	\$ 13,998.88	\$ 27,192.00
Morgan Stanley Smith Barney	\$ 15,542.65	\$ -	\$ 4,572.50	\$ 181,452.71	\$ 243,563.83
UBS	\$ 22,500.00	\$ -	\$ -	\$ 227,763.89	\$ 220,749.90
Wells Fargo	\$ -	\$ 39,000.00	\$ 22,500.00	\$ 229,750.00	\$ 386,411.11
Wells Fargo Advisors	\$ 81,562.50	\$ 20,000.00	\$ -	\$ 404,323.79	\$ 377,971.94
Totals	\$ 121,972.82	\$ 60,953.56	\$ 28,517.97	\$ 1,059,167.77	\$ 1,279,510.28

Kandiyohi County City of Willmar Economic Development Commission
2013 Proposed Budget Compared to 2012

Date Printed: 8/27/2012

	2013 Proposed Budget	2012 Budget
Levy	\$ 455,000	\$ 455,000
Other Revenues:		
Reserve Fund		\$ 53,508
Loan Application Fees	\$ 200	
Conference Registrations		
Ag Conference		
Finance Seminar		
Refunds and Reimbursements	\$ 1,000	
Insurance Reimbursements (dividends)	\$ 3,000	
Interest on investments		
Heritage Bank savings account	\$ 1,496	
Concorde Bank (Revolving Loan Fund savings account)	\$ 118	
Citizens Alliance Bank 36-month CD \$100,000 at 1%	\$ 1,000	
North American State Bank 23-month CD \$100,000 at 1.15%	\$ 1,150	
United Prairie Bank 17-month CD \$100,000 at 1.09%	\$ 1,090	
US Bank CD (Tourism Development Account)	\$ 225	
Interest on Revolving Loan Fund loans	\$ 2,324	
Total Revenues	\$ 466,603	\$ 508,508
Director's Salary (1.5% increase from 2011)	\$ 79,431	\$ 79,822
Director's Auto Allowance	\$ 6,300	\$ 6,300
Director's health insurance (\$579.75 p/mo.)	\$ 7,000	\$ 7,000
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%, social security and state taxes)	\$ 6,627	\$ 6,627
Director's pension (PERA) 2011 employer rate is 7.25%	\$ 5,787	\$ 5,787
	\$ 105,145	\$ 105,536
Assistant Director's Salary (1.5% increase from 2011)	\$ 60,984	\$ 61,285
Asst Director's health insurance (\$579.75 p/mo.)	\$ 7,000	\$ 7,000
Assistant Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%, social security and state taxes)	\$ 4,794	\$ 4,794
Assistant Director's pension (PERA) 2011 employer rate is 7.25%	\$ 4,443	\$ 4,443
	\$ 77,221	\$ 77,522
Workers' compensation insurance (2013 MCIT estimate for 3 \$736)	\$ 491	\$ 1,600
	\$ 182,857	\$ 184,658
MCIT property/casualty insurance (2013 estimate \$2,794)	\$ 4,000	\$ 4,000
Meals not for a committee	\$ 2,500	\$ 2,500
Memberships, dues, subscriptions	\$ 4,000	\$ 4,000
Professional services:		
Auditor per bid	\$ 6,300	\$ 6,300
Bookkeeping	\$ 3,600	\$ 3,600
Legal	\$ 2,000	\$ 2,000
Seminars and Promotions	\$ 2,500	\$ 2,500
Travel, conference, school	\$ 6,000	\$ 6,000
Depreciation		
	\$ 30,900	\$ 30,900

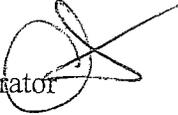
Kandiyohi County City of Willmar Economic Development Commission

2013 Proposed Budget Compared to 2012

Date Printed: 8/27/2012

	2013 Proposed Budget	2012 Budget
Finance		\$ 2,000
Marketing	\$ 300	
Meals	\$ 600	
Seminars	\$ 300	
Professional services (administrative/legal)	\$ 600	
Other Charges (filing fees)	\$ 200	
Subtotal:	\$ 2,000	\$ 2,000
Marketing & Public Relations		\$ 33,000
Meals	\$ 600	
Media	\$ 5,050	
Memberships (James J. Hill)	\$ 550	
Printing and Publishing	\$ 5,000	
Professional services		
General administrative	\$ 2,800	
REDstar	\$ 7,000	
Special projects	\$ 12,000	
Subtotal:	\$33,000	\$33,000
Tourism/CVB Leisure Travel Committee		
CVB Tourism Partnership Agreement	\$ 34,000	\$ 34,000
Subtotal:	\$ 34,000	\$ 34,000
Total Committee Expense	\$ 145,000	\$ 145,000
Southwest Initiative Foundation	\$ 5,000	\$ 5,000
	\$ 18,000	\$ 18,000
	\$ 23,000	\$ 23,000
EDC Joint Powers Board (includes meals/administrative time)	\$ 1,000	\$ 1,000
EDCOB (includes meals/administrative time)	\$ 2,000	\$ 2,000
SCORE (cell phone and email account)	\$ 500	\$ 500
Other operating expenses	\$ 2,500	\$ 2,500
Loan write-offs and Allowances		
	\$ 6,000	\$ 6,000
Animal Science Conference & Venture Forum 8/9/2012	\$ 10,000	\$ 3,500
Community Marketing Coalition		\$ 1,500
Minnesota BEST Robotics program 6/14/2012		\$ 5,000
	\$ 10,000	\$ 10,000
Undesignated Funds		
Contribution to Reserve Fund		
	\$ 506,707	\$ 508,508

MEMORANDUM

DATE: August 27, 2012
TO: Finance Committee
FROM: Charlene Stevens, City Administrator 
RE: Review of Prior Year's Budget and Staffing Reductions

A number of times, questions have come regarding the City's financial condition and the "new normal." This memo will serve to review the number of actions the City has undertaken since it began experiencing Local Government Aid Reductions in 2009.

Staffing:

Since 2008, the City has reduced staffing by 7.2 FTEs across the organization. The City has eliminated the following positions from its staffing table:

Position	Department	Year of Vacancy	Reason
Airport Manager	Public Works	2008	Vacancy due to separation
Assistant Engineer	Public Works	2010	Vacancy due to promotion
Operator	Public Works	2010	Vacancy due to separation
Police Officer	Police	2011	Vacancy due to separation
Police Officer	Police	2011	Vacancy due to separation
Clerical	Appraiser	2011	Vacancy due to promotion
Maintenance	Public Works	2011	Vacancy due to separation
Clerical	Fire Department	2010	Reduction in hours.

The City has five current vacancies, Assessing, Engineering Technician, Patrol Officer, Fire Chief/Fire Marshal and Wastewater Treatment Operator. The City is in the process of filling two positions – Wastewater Treatment Operator and Fire Chief/Fire Marshal.

Service reductions have been made accordingly.

Employee Wages:

General wage adjustments were 0% for 2010 and 2011 for AFSCME units. For 2012 and 2013, wage general wage increases for AFSCME are 1% plus a lump sum payment of \$660 for 2012 and 1.5% general wage increase for 2013.

For LELS, a general wage freeze was in place for 2010 and a recent arbitration award provided 1% wage adjustments for patrol officers and 2% for sergeants for 2011 and 2012.

Contracts remain unsettled for Department Head, Confidential and Supervisory Employees.

Capital Expenditures

The City of Willmar developed a three phased plan to attempt to deal with un-allotments of LGA and other revenue reductions. Since 2009, the City has deferred \$600,000 in capital expenditures. In 2010, an additional reduction of \$34,569 was made and finally in 2011, the City deferred another \$395,059 in capital expenditures to help balance the budget.

The City faces many challenges with its aging infrastructure. The City is now trying to rebuild a five year CIP and I have proposed a \$1.8 million dollar transfer from the General Fund to Capital Reserve to begin to catch up on our needs.

In 2012, the City also analyzed its fleet and reduced the number of vehicles and equipment by 15 resulting in a one time savings of \$281,652.

Summary:

The City of Willmar has taken a number of pro-active step to manage its financial resources and adjust to reductions in LGA, interest earnings and building fees. Those reductions also come with a reduction in service level in most cases. For 2013, the City has proposed reductions in overtime for police and public works, some reductions in seasonal employees and some reductions in funding to community groups to offset other increased costs.

Increased costs come from personnel; however the City is also impacted by utility rate increases, fuel increases and other commodity costs.



**Investment Management
& Trust**

RICE CUSHMAN A CHAR TR

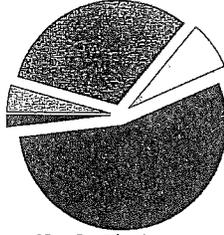
Account 180205

Market Value Reconciliation

	Since 07/01/2012 (\$)	Year to Date (\$)
Beginning Market Value	2,520,485.90	2,466,271.51
Disbursements		
Withdrawals	-11,000.00	-58,822.87
Expenses	0.00	-520.00
Fees	-1,635.39	-11,553.57
Total Disbursements	-12,635.39	-70,896.44
Income		
Investment Income	5,196.79	32,197.21
Other Income	500.07	500.07
Total Income	5,696.86	32,697.28
Value on Jul 31, 2012	2,533,864.93	2,533,864.93
Total Change in Portfolio Value	20,317.57	105,792.59

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	103,912.82	4.10
Fixed Income	805,226.48	31.78
Alternative	191,575.96	7.56
Equity	1,386,517.35	54.72
Other	46,632.33	1.84
Total	\$2,533,864.93	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	5,196.79	32,197.21
Total Income Summary	5,196.79	32,197.21

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	-70.91	824.45
Long-term	-854.81	-7,384.93
Total Gain/Loss Summary	-925.72	-6,560.48

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.



Investment Management
& Trust

Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 07/31/2012

Sector	Market Value	1 Month	Year to Date (7 Months)
Total Fund	2,495,298	1.21	5.95
Total Fd Net Fee	2,495,298	1.14	5.46
Fixed Income	811,898	.91	2.97
BarCap Int Aggregate Bd		.92	2.92
Domestic Equity	1,108,328	1.66	9.15
S&P 500 Index		1.39	11.00
Russell 2000 Index		-1.38	7.04
Intl. Equity	279,584	.96	7.07
MSCI EAFE (US\$ & Net) Index		1.13	4.12
Short Term Cash	103,571	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	191,576	.63	1.84
Citigroup 3 Month Treas Bill		.01	.04
Uninvested Cash	342	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.

PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-09
CITY OF WILLMAR
TUESDAY, AUGUST 28, 2012

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, August 28, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, and Tim Johnson (substituting for Ron Christianson). Also present were: Mayor Frank Yanish; Charlene Stevens, City Administrator; Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Jared Voge, Bolton and Menk; and Janell Sommers, Recording Secretary.

1. CONSIDERATION OF AIRPORT IMPROVEMENTS:

Jared Voge of Bolton and Menk addressed the committee and presented the results of the August 9, 2012 bid opening for airport improvements that include crack seal and turf re-establishment. Only one bid was received in the amount of \$223,495, although there were multiple plan holders for the project. The Engineer's Estimate is \$190,500. Mr. Voge contacted the other plan holders following the bid opening and they indicated that due to time constraints, they were not confident that the work could be completed. Since only one bid was received for the project, Mr. Voge of Bolton and Menk and Public Works Director Wilson recommended that the bid be rejected and the project re-advertised. After some discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Reject the bid of Interstate Improvement of Faribault, MN for the airport project. (Motion)

Mr. Voge then proposed the project be divided into two bid requests. One being the restoration of the turf runway with seeding and fertilizing; and the other the bituminous crack and joint repair of the runway, taxiways and various areas around the buildings. Proceeding in this manner would allow the project to be completed by May 20, 2013 and presumably the City would receive better bid prices as contractors specializing in one or the other can bid as a general contractor. The improvements are to be funded by 70% State monies and 30% local funds with \$45,000 budgeted in the 2012 Capital Improvements. After some discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Approve the plans and specifications for the airport improvements and authorize advertisement for bids to be opened September 20, 2012.
(Resolution)

2. REVIEW OF BARKING DOG ORDINANCE (FOR INFORMATION ONLY):

Review of the barking dog ordinance was requested to be brought before the committee. The current ordinance was developed in 2001. A violation exists if the dog habitually barks, bays or howls for at least three minutes with less than one minute of interruption and must be audible outside of the premises. The first and second violation the owner is typically issued a warning and the third time they must appear in court.

The committee discussed the ordinance briefly and Chief Wyffels stated he will look into it further to see if any other similar ordinances can be found that offer improvements regarding the handling of barking dog issues. Chief Wyffels will bring the findings back before the committee at a later date.

3. CONSIDERATION OF ILLCIT DISCHARGE AND CONNECTION ORDINANCE:

Public Works Director Wilson presented a draft Illicit Discharge and Connection Storm Water Ordinance for committee consideration. An ordinance is required by the Minnesota Pollution Control Agency as part of the City's future compliance with the MS4 Permit. The ordinance mostly pertains to discharge into catch basins and the gutter. Staff drafted the proposed ordinance from other examples including one provided from the Minnesota Pollution Control Agency. It was staff's recommendation to refer the proposed ordinance to the City Attorney for review prior to holding a hearing.

A motion was made by Council Member Fagerlie, seconded by Council Member Johnson, and passed for the following

RECOMMENDATION:

Refer the ordinance to the City Attorney for review.

4. **CONSIDERATION OF FOWL PERMIT:**

801 SW 5th Street: The City received an application for a fowl permit from Frank Johannes to keep three chickens at 801 SW 5th Street. Chief Wyffels recommended denying the permit based on issues that have already arisen. Mr. Johannes has knowingly violated the City ordinance by raising chickens without the permit and has been issued a citation to appear in court on the matter. The citation was prompted by a citizen complaining of noisy roosters at the residence. In checking no fowl permit was issued. A motion was made by Council Member DeBlieck, seconded by Council Member Johnson, and passed for the following

RECOMMENDATION:

To deny the request for a fowl permit at 801 SW 5th Street. (Motion)

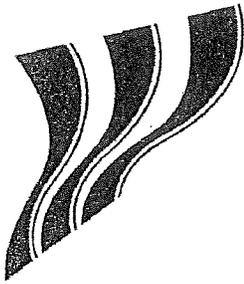
There being no further business to come before the committee, the meeting adjourned at 5:13 p.m.

Respectfully submitted:



Holly Wilson, PE
Public Works Director

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: August 28, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 4, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Action Requested: Reject bid and authorize re-advertisement of Bids for Mn/DOT SP 3401-63 – Airport Improvements,

Guiding Principle: The City Engineer hereby submits to the City Council that the bid received for the Airport Improvements project be rejected and authorization given to re-advertise for bids.

Introduction: One bid for the Airport Improvements Project was received on August 9, 2012.

Background/Justification: The City Council authorized the Mayor and City Administrator to execute Work Order No. 1 to the Professional Services Contract for Design, Bidding, and Construction Services for the Airport Improvements. Work Order No. 1 was executed May 25, 2012. The plans and specifications for the improvements were approved by the City Council on July 16, 2012 and granted authorization for advertisement for bids. On August 9, 2012, one bid was received for the project although there were multiple plan holders for the project. The other plan holders were contacted following the bid opening and indicated that due to the time of year and corresponding completion dates, they were not confident that the work could be completed. Since only one bid was received for the project we recommend that the bid be rejected and the project re-advertised.

Fiscal Impact: The funding source for the Airport Improvements is 70% State monies and 30% local funds budgeted in 2012 Capital Improvements. In order to use state monies, the project must be under contract in 2012 although construction can be completed in 2013.

Alternatives: N/A

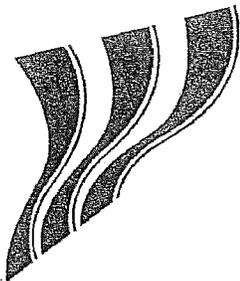
Staff Recommendation: Reject the bid received on August 9, 2012 for the Airport Improvements and authorize re-advertisement for bids to be opened September 20, 2012.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: August 28, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 4, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Refer Illicit Discharge and Connection Ordinance to City Attorney for Review

Guiding Principle: City of Willmar's – MS4 Permit

Introduction: A proposed ordinance for illicit discharge to the stormwater system is requested to be prepared by the City Attorney for further adoption.

Background/Justification: As part of the City's future compliance with the MS4 Permit, an ordinance related to illicit discharge is required by the MPCA.

Fiscal Impact: N/A

Alternatives: Make revisions to proposed language and refer to the City Attorney.

Staff Recommendation: None

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

ORDINANCE NO. ____

AN ORDINANCE ADOPTING REGULATIONS TO GOVERN ILLICIT DISCHARGE AND CONNECTION IN THE CITY OF WILLMAR

WHEREAS, the City Council proposes to adopt the Illicit Discharge and Connection Stormwater Ordinance in accordance with actions identified in the City's Stormwater Pollution Prevention Plan and to fulfill requirements of the City's National Pollutant Discharge Elimination System General Permit for Municipal Separate Storm Sewer Systems.

SECTION I - PURPOSE

(A) The general purpose of this ordinance is to provide for the health, safety, and general welfare of the public through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the MS4 permit issued to the City of Water by the Minnesota Pollution Control Agency (MPCA) under the National Pollutant Discharge Elimination System (NPDES) permit process. The objections of this ordinance are:

- (1) To regulate the contribution of pollutants to the MS4 by storm water discharges by any user;
- (2) To prohibit illicit connections and discharges to the MS4;
- (3) To establish legal authority to carry out all inspection, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with this ordinance.

SECTION 2 - APPLICABILITY

(A) This ordinance shall apply to all water entering the storm drainage system generated on any developed and undeveloped lands unless explicitly exempted by Section 7 (A) (1) (a – d) of this Ordinance.

SECTION 3 - DEFINITIONS

The following words and phrases, when used in this Ordinance, unless the context clearly indicates otherwise, shall have the meanings ascribed to them in this section.

3.01 Best Management Practices ("BMPs"). Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to storm water, receiving waters, or storm water conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

- 3.02 Clean Water Act. The Water Pollution Control Act (33 U.S.C. § 1251 et seq.), as amended from time to time.
- 3.03 Construction Activity. Activities subject to NPDES Construction Permits. These include construction projects resulting in land disturbance of one acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.
- 3.04 Department. The City of Willmar Public Works Department or any other part, division, bureau, sub-unit, or branch of the City authorized by the City Council to carry out or enforce any provision of a City Ordinance.
- 3.05 EPA. The United States Environmental Protection Agency.
- 3.06 Hazardous Materials. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.
- 3.07 Illegal Discharge. Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 7 of this Ordinance.
- 3.08 Illicit Connections. An illicit connection is defined as either of the following:
- (1) Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to any conveyances that allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system.
 - (2) Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by the Department.
- 3.09 Industrial Activity. Activities subject to NPDES Permits as defined in 40 CFR, Section 122.26 (b) (14).
- 3.10 MPCA. The Minnesota Pollution Control Agency.
- 3.11 Maximum Extent Practicable. A standard for water quality that applies to all MS4 operators regulated under the NPDES program.
- 3.12 Municipal Separate Storm Sewer System ("MS4"). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by City of Willmar and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.
- 3.13 National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit (NPDES Permit). A permit issued by EPA or the MPCA that regulates the discharge of pollutants

to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

3.14 Non-Storm Water Discharge. Any discharge to the storm drain system that is not composed entirely of storm water.

3.15 Person. Any human being, any municipality or other governmental or political subdivision or other public agency, any public or private corporation, partnership, firm, association, or other organization, any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing, or any other legal entity.

3.16 Pollutant. Any substance which, when discharged has potential to or does any of the following:

- Interferes with state designated water uses;
- Obstructs or causes damage to Waters of the State;
- Changes water color, odor, or usability as a drinking water source through causes not attributable to natural stream processes affecting surface water or subsurface processes affecting groundwater;
- Adds an unnatural surface film on the water;
- Adversely changes other chemical, biological, thermal, or physical condition, in any surface water or stream channel;
- Degrades the quality of ground water; or
- Harms human life, aquatic life, or terrestrial plant and wildlife.

Pollutant includes but is not limited to dredged soil, solid waste, incinerator residue, garbage, wastewater sludge, chemical waste, biological materials, radioactive materials; rock, sand, dust, industrial waste, sediment, nutrients, toxic substance, pesticide, herbicide, trace metal, automotive fluid, petroleum-based substance, and oxygen-demanding material.

3.17 Pollute. The discharge of pollutants into Waters of the State.

3.18 Pollution. The direct or indirect distribution of pollutants into Waters of the State.

3.19 Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

3.20 Storm Drainage System. Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

3.21 Storm Water. Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

3.22 Storm water Pollution Prevention Plan ("SWPPP"). A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to

Storm Water, Storm Water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

3.23 Wastewater. Any water or other liquid, other than uncontaminated storm water, discharged from a facility.

3.24 Waters of the State. All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the State of Minnesota or any portion thereof.

SECTION 4 - RESPONSIBILITY FOR ADMINISTRATION

- (A) The City of Willmar shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the City of Willmar may be delegated in writing by the City Administrator to persons or entities acting in the beneficial interest of or in the employ of the City.

SECTION 5 - COMPATIBILITY WITH OTHER REGULATIONS

- (A) This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

SECTION 6 - ULTIMATE RESPONSIBILITY

- (A) The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend or imply that compliance by any person will ensue that there will be no contamination, pollution, or unauthorized discharge of pollutants:

SECTION 7 - DISCHARGE PROHIBITIONS

- (A) Prohibition of Illegal Discharges.
 - (1) No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 any pollutants or waters containing any pollutants, other than storm water. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:
 - a) The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing, landscape irrigation, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and

wetlands, street wash water, de-chlorinated swimming pool water, and any other water source not containing a pollutant.

- (i) For swimming pool discharges, water shall sit seven (7) days without the addition of chlorine to allow for chlorine to evaporate before discharge.
 - (ii) Discharge of swimming pools, crawl spaces, sump pumps, footing drains and other sources that may be determined to contain sediment or other forms or pollutants may NOT be discharged directly to a gutter or storm sewer. This discharge must be allowed to flow over a vegetated area to allow filtering of pollutants, evaporation of chemicals and infiltration of water consistent with the storm water requirements of the City of Willmar.
- b) Discharges or flow from firefighting, and other discharges specified in writing by the City of Willmar as being necessary to protect public health and safety.
 - c) Discharges associated with dye testing; however this activity requires a written notification to the City of *Willmar* prior to the time of the test.
 - d) The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the MPCA, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

(B) Prohibition of Illicit Connections.

- (1) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- (2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- (3) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
- (4) Improper connections in violation of this ordinance must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the City of Willmar.
- (5) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City of Willmar requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the City of Willmar.

SECTION 8 - WATERCOURSE PROTECTION

- (A) Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, yard waste, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

SECTION 9 - INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES

- (A) Submission of Notice of Intent (NOI) to the City of Willmar.
- (1) Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit is required in a form acceptable to the City of *Willmar* prior to the allowing of discharges to the MS4.
 - a) Industrial activity includes activities subject to NPDES Industrial Storm Water Permits as defined in 40 CFR, Section 122.26 (b) (14).
 - b) Construction activity includes activities subject to NPDES Construction Permits. These include construction projects resulting in land disturbance of one acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.
 - (2) The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial activity shall submit a copy of the NOI to the City of Willmar at the same time the operator submits the original NOI to the EPA as applicable.
 - (3) The copy of the NOI must be delivered to the City of Willmar either in person or by mailing it to: Notice of Intent to Discharge Storm Water, City of Willmar Public Works Director, 333 SW 6th Street, Willmar, MN 56201
 - (4) A person commits an offense if the person operates a facility that is discharging storm water associated with industrial activity without having submitted a copy of the NOI to do so to the City of Willmar.

SECTION 10 - REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES

- (A) The City of Willmar will adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the United States. The owner or operator of such activity, operation, or facility shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs.

Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this ordinance. These BMPs shall be part of a storm water management plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

SECTION 11 - NOTIFICATION OF SPILLS

- (A) Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the City of Willmar in person or by phone no later than the next business day. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Failure to provide notification of a release as provided above is a violation of this ordinance.

SECTION 12 - RIGHT OF ENTRY

- (A) The City of Willmar shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance, including the right to set up, or require facilities owner to set up devices necessary to conduct monitoring and/or sampling of the facilities storm water discharge.

SECTION 13 - ENFORCEMENT

(A) Enforcement

- (1) The City of Willmar shall be responsible for enforcing this ordinance.

(B) Penalties

- (1) Any person, firm or corporation failing to comply with or violating any of the provisions of this ordinance, shall be deemed guilty of a misdemeanor, and each day during which any violation of any of the provisions of this ordinance is committed, continued or permitted, shall constitute a separate offense.

(C) Emergency Cease and Desist Orders

- (1) When the City of Willmar finds that any person has violated, or continues to violate, any provision of this ordinance; or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the state which

reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City of Willmar may issue an order to the violator directing it immediately to cease and desist all such violations.

(D) Suspension Due to the Detection of Illicit Discharge

- (1) Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. Such suspension may also be imposed if it is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger.

(E) Violations Deemed a Public Nuisance

- (1) In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense; and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

SECTION 14 - SEVERABILITY

- (A) The provisions of this ordinance are severable. If any provision of this ordinance or the application of any provision of this ordinance to any circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance, which can be given effect without the invalid provision or application.

SECTION 15 - AUTHORITY

This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2012.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

INTEROFFICE MEMORANDUM

DATE: August 28, 2012
TO: City Clerk Kevin Halliday
FROM: Chief Wyffels
SUBJECT: Fowl Permit Request – 801 SW 5th St.

Frank Johannes has requested a permit to raise fowl at his residence located at 801 SW 5th St., Willmar, MN.

Normal procedure is for the Chief of Police to sign off on permit requests of this nature and pass it on to the Public Works/Public Safety Committee for their review and approval with the final destination of appearing before the full City Council for their review and approval.

As Chief of Police, I am not willing to sign off on this permit due to the issues that have already risen on this matter. I understand that the PW/PS Committee may still vote in favor of allowing the permit as can the Council and Mr. Johannes can still receive a permit to raise fowl even without the approval from the Chief. My reasons for not approving this permit is as follows:

1. Mr. Johannes has knowingly violated the law by raising chickens without prior permit approval already.
2. Mr. Johannes stated that he is raising the chickens without a permit to prove a point and has issue with the City's current animal ordinance.
3. Mr. Johannes is requesting this permit simply because the Willmar Police Department was pushed to the point of taking enforcement action against Mr. Johannes and have subsequently already issued a citation to appear in court on the matter. It has nothing to do with his desire to conform with the regulations imposed by the City of Willmar through it's ordinances.

The background on Mr. Johannes is this:

August 17, 2012 (Friday):

- A citizen called City Office and complained of noisy roosters at 801 SW 5th St.
- A check showed no fowl permit being issued in that area of town.

- A CSO was sent to the address to verify the presence of chickens and advise the owner of proper ordinance compliance. A number of chickens were present in the yard.
- Mr. Johannes was identified as the owner of the chickens. Roosters were also present.
- Mr. Johannes was belligerent with the CSO when asked about having a permit. He stated he did not have one and was going to refuse getting a permit until the new animal ordinance was passed.
- The CSO told Mr. Johannes that he would give him until Monday, August 20th to comply with getting a permit. Mr. Johannes' told the CSO that the Police Department could spend its money trying to enforce the ordinance. He would make sure the courts would be forced to step in and it would be a cost to us, not him.

August 20, 2012 (Monday):

- Mr. Johannes went to City Office and began filling out the permit at City Office. He was rude and demeaning to City Staff who were attempting to help him with the permit and explain the reason for needing a permit. Mr. Johannes was arguing about the cost, refunds, etc. Mr. Johannes became so upset that he stopped filling out the permit and left the building. He took the permit application with him.

August 24, 2012 (Friday):

- Mr. Johannes still had not filled the permit with City Office. A CSO was sent the residence to verify the presence of the chickens. Mr. Johannes was seen walking in the downtown area by the CSO.

August 27, 2012 (Monday):

- Mr. Johannes still had not filled the permit with City Office. An officer was sent to the residence and cited Mr. Johannes for violation of the city ordinance on keeping fowl without a permit. Mr. Johannes went down to City Office and filed a permit only after receiving the citation.

I believe Mr. Johannes' actions have clearly shown that he has already elected to act in an irresponsible manner as it relates to the raising of fowl. I believe if I approve his permit request, he would treat any approach at enforcement efforts in the same manner with disregard for the ordinances that other citizens are expected to abide by.

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, August 29, 2012, in Conference Room #1 at the City Office Building. The meeting was called to order by Chair Steve Ahmann.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Doug Reese	Member
	Tim Johnson	Member
	Charlene Stevens	City Administrator

Others present included Council Members Jim Dokken and Ron Christianson; Mayor Frank Yanish; Labor Attorney Frank Madden; and David Little of the "West Central Tribune."

Item No. 1 Public Comment (Information Only)

There was no one present for public comment.

Item No. 2. Close Meeting for Attorney/Client Privilege for LELS Arbitration Award

At 4:46 p.m., Council Member Anderson made a motion to go into closed session under Minnesota Statute 13 D.05, subdivision 3 (b) under the attorney/client privilege exception to the Minnesota Open Meeting Law. The motion was seconded by Council Member Reese, and carried.

Item No 3 Close Meeting to Discuss Contract Negotiation Strategies

A closed session was also held to discuss contract negotiation strategies.

Item No. 4 Open Session

At 5:40 p.m. the meeting was reopened and City Clerk Kevin Halliday and City Assessor Pat Erickson joined the meeting.

Item No. 5 Assessing Department Vacancy (Motion)

Mr. Halliday reviewed the state requirements for conducting property assessments and the work he had done on alternatives to filling the vacancy. Mr. Halliday stated that a

partnership with the County was not viable at this time and he had contacted private appraisers who had indicated that they would not be interested in obtaining the necessary certifications to conduct mass appraisals for the City.

Mr. Halliday recommended that the City post the position internally and try to promote someone within the organization and then not fill that subsequent open position. Mr. Halliday also stated that in 2013, the seasonal clerical position for Assessing would be eliminated.

If promoting from within was not viable, Mr. Halliday stated he would return to the Committee with some further options, such as reductions in services.

In response to a question from Chair Ahmann regarding changes in assessing, Ms. Erickson stated that over the years it has become more complex and the desire of citizens to have a better product has increased the demands on staff.

Council Member Anderson made a motion, seconded by Council Member Reese, to approve a promotion within and a restructuring of any subsequent vacancy. The motion carried.

Item No. 6 - Miscellany (Information Only)

City Administrator Stevens distributed a report on overtime to date from the Police, Fire and Public Works Departments as requested by the Chairman Ahmann. In the interest of time, discussion was saved for a future meeting.

There being no further business, the meeting was adjourned at 6:00 p.m. on a motion by Council Member Anderson, seconded by Council Member Johnson, and carried.

Respectfully submitted,



Charlene Stevens,
City Administrator

MEMORANDUM

TO: Charlene Stevens
City Administrator

FROM: Kevin Halliday 
City Clerk-Treasurer

DATE: August 24, 2012

RE: Assessing Department Vacancy

City Staff have explored options to complete the Minnesota Department of Revenue rules for assessing municipal properties. As you have been informed in prior memos each municipality is responsible for carrying out these responsibilities, not the local County.

The County has explored conducting the statutory tasks and billing the City for those services. They have refused City requests to also manage special assessments and monitor all the deferred assessments. At this time however, the County officials are working on other issues and will not consider assisting the City.

The private sector was considered as an option but when it was learned that private appraisers need to have municipal assessing experience and take all the various levels of Minnesota Department of Revenue classes and successfully pass each one, the likelihood of a company pursuing that avenue is nullified.

The Willmar options appear to be hiring a qualified Minnesota appraiser which appears to be highly unlikely, but not yet verified, or to advance staff from within the organization and begin the training and testing program offered by the State of Minnesota.

Further variables of accomplishing uncompleted tasks under the current shortfall of staff would be to send some workload to different departments such as accounting for our special assessments.

Sue Torison clearly indicated that as she leaves on the scheduled timetable at the start of November (part-time job from April to November) she will not be returning in April 2013. We question if we can find anyone with that skillset who is strong in legal description knowledge and high math skills with available hours.

Recommendation is to fill the assessing position, advancing someone from within and shift some workload to different departments.

KH:ds

MEMORANDUM

TO: Kevin Halliday, City Clerk
FROM: Pat Erickson, City Assessor
DATE: August 23, 2012
RE: Summary of tasks being completed and of tasks on hold

The following is a list of tasks being completed:

1. Processing Sales
 - a. New Owner
 - b. Land Splits where Necessary
2. Following up on Classification Changes
 - a. Homesteads
 - b. Mid-Year Homesteads
 - c. New Tax Exemptions
 - d. Loss of Tax Exemption
 - e. Disabled Vet Classification
 - f. Blind & Disabled Classifications
 - g. Preferential Commercial Classification
 - h. Misc. Other Types of Classification Changes
 - i. Following Up on Duplicate Homestead List
3. Sales Ratio Studies
 - a. Department of Revenue
 - b. Local Study
4. Special Assessments
 - a. Administering New Specials Assessment
 - b. Prepayment of Existing Special Assessments
 - c. Assessment Certificates
5. New Building Permits
 - a. Transferring Monthly Permit Reports
 - b. Going on Building Finals with Inspectors
6. New Plats
 - a. Setting up New Plats
 - b. Splitting Values
7. Fall Abstracts
 - a. Balancing Before Submitting to DOR
 - b. Running Edit Listing and Verifying Changes Made

The following is a list of tasks NOT being completed:

1. Property Viewing – 20% Annual Requirement
 - a. No Appointments Have Been Made

- b. No Viewing Has Been Done
 - c. No Updates Have Been Done to Property Records
- 2. New Construction Permits
 - a. No Permits Have Been Pulled
 - b. No New Construction Has Been Viewed
 - c. No Updated Have Been Done to Property Records
- 3. New Values for 2013
 - a. No Analysis Has Been Done of Current Year Sales
 - b. No Determination Has Been Done for New Year Values
- 4. Special Projects
 - a. None Have Been Completed this Year
 - b. Computer Aided Valuation of Coml/Indl was to be Done This Year

MEMORANDUM

TO: Pat Erickson, City Assessor

FROM: Judy Thompson, Appraiser

DATE: July 20, 2012

RE: REGION VI MEETING

● * * * * *

At the region meeting that I attended today in Glenwood, one of the topics our Department of Revenue Representative, Steve Hurni commented on was the annual monitoring of the Assessor's Offices by the Department of Revenue. He mentioned that the following topics are some of the items that are on the list that will be monitored on a rotating basis:

- Local Board paperwork, procedures, etc. (mandatory annual monitoring)
- Blind & Disabled
- Quintile
- Special Ag
- Ag
- Green Acres
- Exempt
- Sales Chasing
- Licensing levels of staff & # of parcels per person

He did not indicate, at this time, which topic will be administered this year.

MN State Board of Assessors

CMA REQUIREMENTS CHECKLIST :

_____ (Name)

_____ (License Number)

Traditional Method:

- Assessment Laws and Procedures with Ethics
- Residential Appraisal Principles
- Residential Appraisal Procedures
- Mass Appraisal Basics
- One year (12 full months) of assessment experience*
- Application and fee

Completion Date:

Alternative Method I – Appraiser License:

- Assessment Laws and Procedures with Ethics
- Mass Appraisal Basics
- **An appraiser license** is considered an alternate for the 2 residential appraisal courses. You must supply a copy of the license in addition to the course completion certificates.
- One year (12 full months) of assessment experience* (or 2 years of appraisal experience)*
- Application and fee

Alternative Method II – 4 Year Real Estate Degree:

- Assessment Laws and Procedures with Ethics
- Mass Appraisal Basics
- **The 4-year real estate degree** is considered an alternate for the 2 residential appraisal courses.
- One year (12 full months) of assessment experience*
- A copy of the transcript is required
- Application and fee

* Assessment Experience-

- An individual can work under another's license for no more than three years – by then they must be licensed. An individual can be hired in a district (other than a county or a first class city) that requires one license level higher than what the person holds, and they have one year to obtain that higher license level.
- A person working under another assessor's license cannot contract to do the assessment in any district – only a licensed assessor may contract with a district.
- The year of experience has been held to be a 12 month time period, recognizing that some local assessors will not be putting in 40 hour weeks all year: The expectation is that the apprentice will be exposed to the full gamut expected of the assessor (reviewing sales in a district, formulating what needs to be done to adjust for the sales ratio, picking up new construction, maintaining the quintile, and participating in the Board of Appeal & Equalization.)

The Board does not act on applications until ALL requirements have been met.

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, AUGUST 30, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, August 30, 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
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Bruce Peterson	Director of Planning and Development Services
Charlene Stevens	City Administrator

Others present: Mayor Frank Yanish and David Little – West Central Tribune.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. ANIMAL ORDINANCE (MOTION)

Chair Dokken reviewed with the Committee the memorandum prepared by the City Attorney regarding the regulation of animals in the City. Discussion focused on whether or not chickens should be allowed in residential areas, and on placing limits on the number of animals allowed. It was a consensus of the Committee that chickens not be allowed in residential areas, but still be allowed in agricultural and industrial areas. Also, that the number of rabbits allowed be reduced to 6 per property and pigeons reduced to 30 per property. It was also agreed that premises currently licensed for chickens will be allowed to retain the chickens until current licenses expires.

Following discussion, a motion was made by Council member DeBlieck, seconded by Council member Ahmann, and passed for the following:

RECOMMENDATION: That the proposed changes be made to the draft ordinance and that the City Attorney be directed to prepare a new ordinance for hearing (see attachment).

3. NEIGHBORHOOD ISSUES (FOR INFORMATION ONLY)

This agenda item was deferred pending further research by Chair Dokken.

4. CITY WIDE CLEAN-UP (FOR INFORMATION ONLY)

It was noted that there was \$6,000 in the proposed 2013 budget to be used by the City to partner in a community clean-up effort. It is anticipated that the City will again work with Lakeland Broadcasting staff to plan for and carry out the event.

5. MISCELLANY (MOTION)

Council Member Ahmann asked the Committee to consider several matters. He first suggested that the City require developers to give assurances to protect taxpayers in projects with City financial participation. He recommended that the City be able to withhold financial participation if the project reaches a specified level of profitability. Council Member Ahmann also proposed that boards and commissions, and groups or agencies receiving City financial assistance, be required to adopt a conflict of interest policy. The Committee discussed the two matters before offering the following motion.

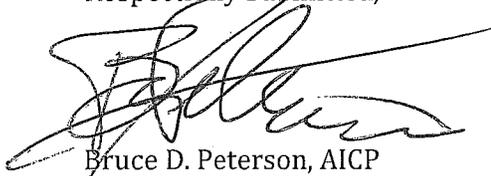
A motion was made by Council member Ahmann, seconded by Council member Christianson, and passed for the following:

RECOMMENDATION: To refer the developer assurance and conflict of interest issues to staff for follow-up.

Council member Christianson asked staff to invite the County Sanitarian to a future meeting to explain what he and his department do.

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

Respectfully Submitted,



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



Attachment
8-30-12

MEMORANDUM

To: Bruce Peterson, Planning and Development Director

cc: Charlene Stevens, City Administrator
Community Development Committee
Mayor Frank Yanish

From: Robert T. Scott and Christopher M. Hood

Date: August 15, 2012

Re: Animal Ordinance Options

VIA EMAIL ONLY

The following memorandum presents our analysis of the options available to the City of Willmar (City) City Council (Council) regarding the draft animal ordinance amendment (draft ordinance amendment) that the City Council voted to return to the Community Development Committee (Committee) at its August 6, 2012 regular meeting, a copy of which is attached hereto as Appendix A for ease of reference.

Introduction and Background

The City's current animal ordinance, City Code Ch. 4, establishes a permitting scheme for livestock, fowl or swine (Sections 4-1-4-2), and a separate regulatory and licensing scheme for cats and dogs (Sections 4-26-4-46). With respect to the permitting scheme for livestock, fowl or swine, the City's ordinance lacks objective criteria for staff and the Council to apply in evaluating permit applications, providing only as follows:

A person desiring to keep cattle, horses, sheep, goats, fowl or swine within the city shall obtain a permit, which shall include such conditions of shelter and maintenance as may be prescribed by the city. If the designated city officer, after viewing the premises and the conditions, approves such permit for the keeping and harboring of animals or fowl within the city, the application for the permit shall be submitted to the city council for its consideration, and the council may either grant or deny such application. If granted, the permit shall permit the keeping and harboring of the animals or fowl within the city only at the pleasure of, in the discretion of, and until the further order of the council.

City Code § 4-1(b).

The lack of objective standards in this ordinance has caused confusion among City staff and the Council in considering permit applications thereunder, and at the Council's request and staff's recommendation, the Committee approved the draft ordinance amendment. The draft ordinance amendment would repeal the entirety of Sections 4.1—4.2, including the permitting scheme for livestock, fowl or swine, and replace these sections with more extensive regulations of all animals, excepting household cats and dogs which would remain subject to the regulations and licensing requirements of Sections 4-26—4-46.

Specifically, the draft ordinance amendment would generally make it “unlawful to introduce, permit, harbor, keep, care for, feed or shelter any animal” (Section 4-3), but then exempts certain animals in certain quantities and under certain conditions from the general prohibition pursuant to the objective criteria in Section 4-6. The Council appeared uneasy with the types and quantities of animals exempted in Section 4-6 (and thus allowed in the City) in voting at its August 6 meeting to send the draft ordinance amendment back to the Committee.

Analysis

The Council has broad authority to regulate animals by adopting an ordinance under their police powers. *See e.g.* Minn. Stat. 412.221, subd. 21 (“(t)he council shall have power by ordinance to regulate the keeping of animals, to restrain their running at large, to authorize their impounding and sale or summary destruction, and to establish pounds, and to license and regulate riding academies”). Accordingly, the Council has wide discretion to determine the needs of the City and regulate animals in any manner it chooses to serve the City's needs so long as it does not do so arbitrarily or unreasonably.

With specific respect to the draft ordinance amendment, the most obvious option available to the Council would be to simply change the quantities and/or types of animals that are excluded from the general prohibition on keeping animals (and thus allowed in the City) in Section 4-6. For example, if the Council determines that ten chickens are too many to be kept in a residential district, or that 50 chickens are excessive for an industrial or agricultural district, it could adjust these quantities as it sees fit. It could also change the maintenance requirements or prohibit chickens altogether from one or more zoning district (by removing chickens from the list of animals in Section 4-6 that are excluded from the general prohibition on keeping animals) if it determines that the needs of the community require it. Obviously, this approach is available to the Council for any animal specified in Section 4-6.

One complication with this approach could arise if the Council elects to prohibit a type of animal that it previously issued a permit to under the current ordinance. In general, the law treats animals as personal property. *See Corn v. Sheppard*, 229 N.W. 869 (Minn. 1930); *Soucek v. Banham*, 524 N.W.2d 478 (Minn. Ct. App. 1995); Minn. Stat. § 609.52. Therefore animal owners have the same rights with regard to their animals as with other personal property. Both the federal and state constitutions provide that no person may be deprived of their property without due process of law, which generally entails 1) notice to interested parties, and 2) a meaningful opportunity to be heard by a person or group who has the authority to make a decision on the matter. U.S. Const. amendments V and XIV; Minn. Const. art. 1, § 7; *Mathews v. Eldridge*, 424 U.S. 319, 96 S. Ct. 893 (1976). In order to avoid violating the due process rights of residents who own animals under a permit issued by the City, we recommend

allowing any animals currently in existence that are kept pursuant to a valid permit issued by the City to continue to be kept so long as the permit is valid.

Alternatively, the Council could elect to continue administering a permitting scheme, although we strongly recommend that the Council adopt objective standards and criteria that must be satisfied in order for a permit to issue if it chooses to pursue this option. We do not recommend continuing indefinitely under the existing ordinance, as the lack of substantive and objective criteria for granting permits increases the likelihood that animals will be permitted or prohibited arbitrarily and/or unreasonably.

Conclusion and Recommendation

The Council has wide discretion to determine the needs of the City and regulate animals in any manner it chooses to serve the City's needs so long as it does not do so arbitrarily or unreasonably. However, the current ordinance lacks the objective standards necessary for a fair and effective permitting scheme and needs to be updated. We recommend that the Committee first attempt to reach consensus on whether the Council's concerns with the draft ordinance amendment can be addressed simply by adjusting the quantities and/or types of animals that are allowed in the City in Section 4-6, and if so, provide specific direction to staff and the City Attorney to make such changes for introduction at an upcoming Council meeting. If the Committee would prefer to continue issuing permits, we recommend that the Committee identify objective criteria for the issuance of such permits for staff and the City Attorney to incorporate into an updated draft ordinance amendment to be presented to the Committee at a future Committee meeting.

Should you have any questions or require additional information, please contact me at (651) 225-8840.

RTS-CMH

APPENDIX A

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING CITY CODE CHAPTER 4, ANIMALS, ARTICLE I, IN GENERAL

The City Council of the City of Willmar hereby ordains as follows:

Section 1. City Code Chapter 4, Animals, Article I, In General shall be repealed in its entirety, and replaced with the following:

Sec. 4-1. - Intent

The City of Willmar recognizes a need to balance the desire of persons to introduce, harbor, own, keep, care for, feed, or shelter an animal within the boundaries of the city limits against the general safety, health, peace, and repose of the general population of the city. It is with this intent that the following regulations are imposed.

Sec. 4-2. - Definitions

The following definitions apply for the purpose of this ordinance.

Animal shall mean any living animal, domesticated, semi-domesticated, captive-wild or wild which is not specifically named or having been identified as meeting one of the conditions listed under the "Exclusions" section of this ordinance.

At large shall mean off of lands owned or possessed by the owner and upon the public streets, sidewalks, alleys or other public or private property.

Owner shall mean any person owning, harboring or keeping an animal.

Sec. 4-3. - Keeping of animals declared a nuisance.

It is unlawful to introduce, permit, harbor, keep, care for, feed, or shelter any animal in the city of Willmar except as otherwise provided under Sec. 4-6; doing so constitutes a public nuisance.

Sec. 4-4. - Allowing animals to run at large.

It shall be unlawful for any owner or any person having the control of any animal, including those listed in Sec. 4-6, to allow or permit the same to run at large within the city.

Sec. 4-5. - Animals found to be in violation.

Animals found in violation of this ordinance shall be confiscated, held for five regular business days and summarily destroyed if not claimed. If the owner of an animal found in violation of this ordinance can be determined, the owner shall be notified of the City's possession of the animal and the date on which the animal will be destroyed pursuant to this Section. During those five regular business days an owner may arrange for the care and shelter of the animal outside the city limits of Willmar, in which case the City shall release the animal to the owner upon proof that satisfactory arrangements have been made. The owner shall pay for all costs incurred for the care, shelter and keep of the animal during the impoundment period prior to the release of the animal. In addition, the owner may also be charged with violation of this ordinance.

Sec. 4-6. – Allowable Exclusions

- (a) Animals may be kept temporarily in a designated stockyard or farm produce establishment or processing plant while awaiting further transportation or slaughter.
- (b) Animals may be introduced, harbored, kept, cared for, fed, and sheltered in connection with and during parade, county fair or circus events. The animal(s) must remain in proximity and under the control of the owner in regards to where the event is being held.
- (c) Animals may be introduced, harbored, kept, and cared for, fed, and sheltered, within the confines of a licensed pet store or licensed veterinarian business.
- (d) Dogs and household cats are regulated elsewhere under other city ordinances and shall be excluded from Sec. 4-1 through Sec. 4-6.
- (e) The following animals specifically listed under this subsection are allowed. Any person may introduce, permit, harbor, transport, keep, care for, feed, or shelter these animals but only when in compliance with the further restrictions imposed.
 - 1. Fish, reptiles, exotic birds, spiders, rats, mice, hedge hogs, guinea pigs, and hamsters are allowed with the following additional restrictions:
 - a. These animals shall remain at and contained within the actual dwelling in which the owner or caretaker resides.
 - b. If a dwelling is rented, permission from the landlord or owner to maintain animals must be obtained.
 - c. Proper care and treatment of the animal(s) are provided.

d. There are no restrictions as to the number of these animals kept.

2. Rabbits, pigeons and chickens are allowed with the following additional restrictions:

Location:

- a. These animals may only be kept in areas zoned R1, R2, AG or Industrial within the city, *depending on the type of animal.*
- b. These animals must be kept outside the family dwelling.
- c. If the property is rented, permission from the property owner to maintain animals must be obtained.
- d. All shelters or attached fenced enclosures must have a minimum setback of ten (10) feet from the rear property line and ten (10) feet from the side property line.
- e. No structure or fenced animal yard shall be closer than twenty-five (25) feet to any residential dwelling on the adjacent lots.
- f. No structures or fenced animal yards will be allowed in the resident's front yard.

Shelter:

- g. These animals must be provided proper shelter that is fully enclosed with a well-ventilated roof and a source to maintain adequate livable temperatures during extreme heat or cold conditions.
- h. The floors of the structure shall be kept clean and sanitary with body excretions collected daily and removed from the structure.
- i. If a fenced animal yard enclosure is erected, the fenced-in area shall share a common wall of the structure, be securely constructed in a manner complying with all other city fencing ordinances, prevent predators from getting into the fenced area, prevent the animal from escaping the fenced area and be well drained so there is no accumulation of moisture.

Care and Treatment:

- j. No animal shall be allowed outside of either the shelter or properly

fenced area.

- k. Food materials shall be in closed sealable containers stored inside the structure of the provided shelter.
- l. Animals shall maintain all required vaccinations.

Number and Type of Animals Allowed with Minimum Square Footage of Each:

- m. Chickens – No roosters will be allowed. ~~No more than ten (10) chickens shall be kept in areas zoned R1 or R2.~~ No more than fifty (50) chickens shall be kept in areas zoned AG or Industrial. Chickens (Bantam size) shall be given a minimum of 2 sq. feet inside structure space for each chicken weighing less than two (2) pounds; (medium size) a minimum of 3.5 sq. feet for each chicken weighing two to four (2-4) pounds; and (large size) a minimum of 5 sq. feet for each chicken weighing more than four (4) pounds.
- n. Pigeons - No more than ~~sixty (60)~~ ^{thirty (30)} pigeons may be kept. Pigeons shall be given a minimum of 1 sq. feet of space for each pigeon.
- o. Rabbits - No more than ~~ten (10)~~ ^{five (5)} rabbits may be kept. Rabbits shall be given space with a minimum height of 14 inches with 1.5 sq. feet floor space for each rabbit weighing less than 4 lbs. (small), 3 sq. feet floor space for each rabbit weighing 4-8 lbs (medium size); and a minimum of 4 sq. feet floor space for each rabbit weighing more than 11 lbs. (large size).

No chickens will be allowed except as specified.

Secs. 4-7-4-25.- Reserved.

Section 2. This Ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2012.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ DEBLIECK _____ DOKKEN _____ FAGERLIE _____ JOHNSON _____ REESE

This Ordinance introduced by Council Member: _____

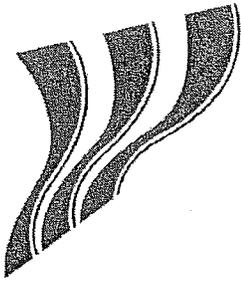
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: September 4, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning & Development Services

Action Requested: Mills Second Addition Preliminary Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Mills Properties wishes to subdivide a portion of their property into three commercial lots.

Background/Justification: The property owned by Mills Properties is proposed for platting so that different parent companies within their corporation can own each parcel, such as their automotive group etc. The lot sizes and frontage well exceed Zoning Ordinance minimums. Two conditions were placed on the plat per Planning Commission approval regarding a water valve shut off and an access easement agreement.

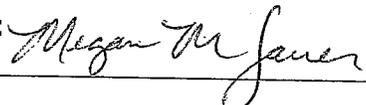
Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: Staff recommends approval of the preliminary plat.

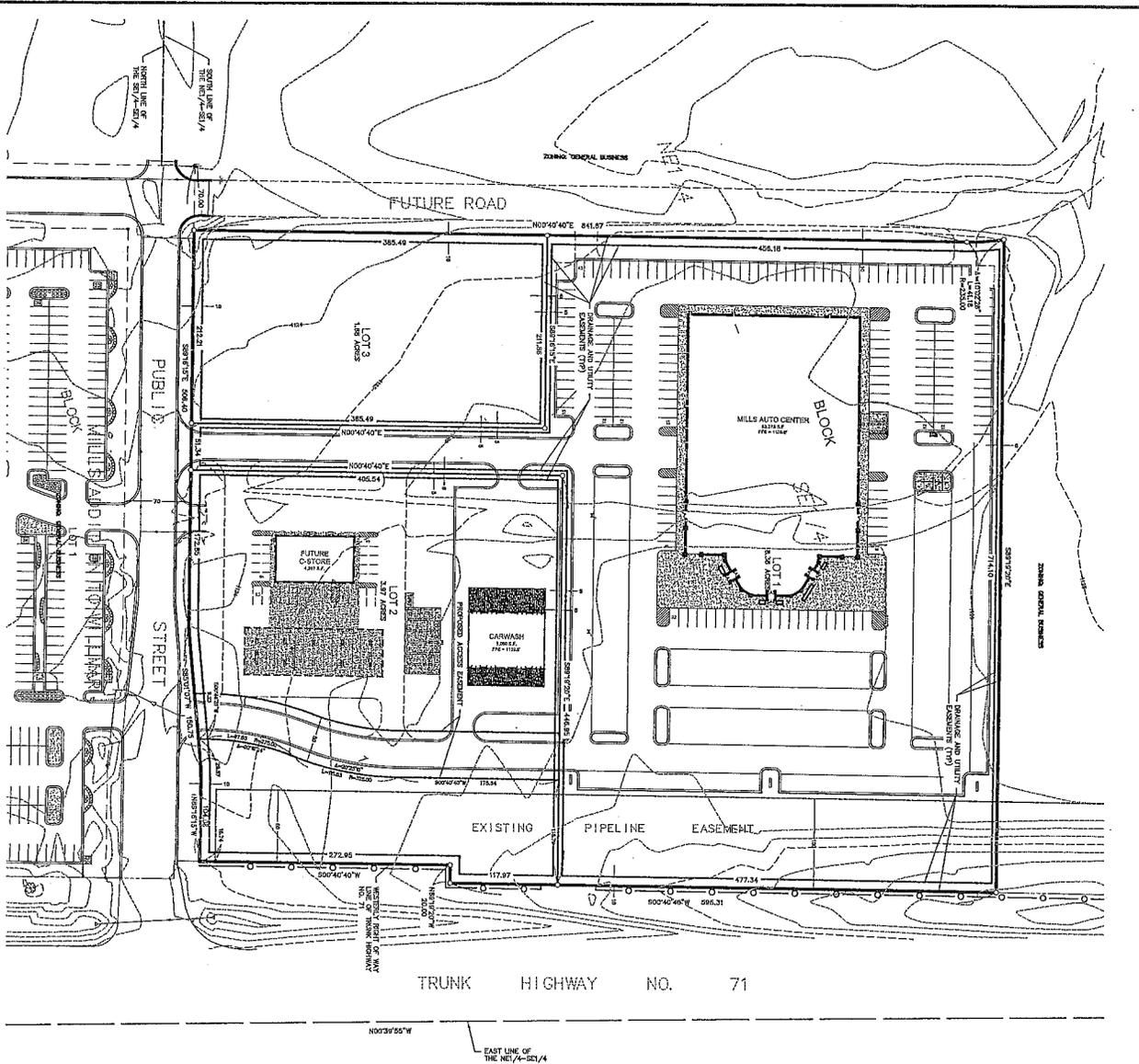
Reviewed by:  Bruce D. Peterson, AICP, Director of Planning and Development Services

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

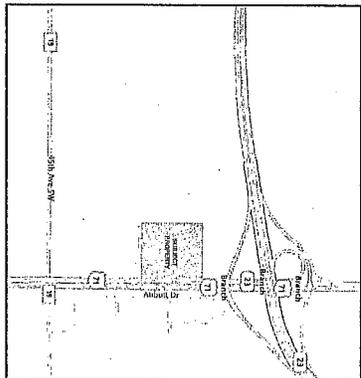
Signature: 

Comments:

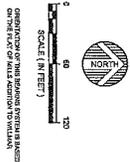
MILLS SECOND ADDITION TO WILLMAR



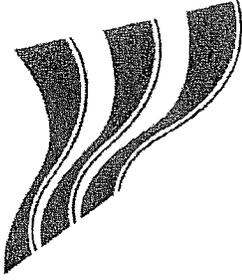
DESCRIPTION:	PART OF THE NE/4-SE/4 SEC.27, T.19N., R.35W. KANDIYOH COUNTY, MN.
OWNER/DEVELOPER:	MILLS PROPERTIES INC. 512 LAUREL ST. BRAINERD, MN.
SURVEYOR:	WILSON SMITH SURVEYING 7904 INDUSTRIAL PARK RD BAXTER, MN.
AREA:	14.21 ACRES, MORE OR LESS
DATE:	AUGUST 6, 2012
REVISION:	
ZONING:	GENERAL BUSINESS



VICINITY MAP
PART 1 OF 2



WILLMAR ENVIRONMENTAL SERVICES, INC.
 ARCHITECTS ENGINEERS SURVEYORS
 ENVIRONMENTAL LAND SURVEYORS
 WATER RESOURCES



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: _____

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: September 4, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to submit the nomination of Richard Halterman to the Charter Commission

Guiding Principle: MN Statute 410

Agenda Item: Consideration of nomination to the Charter Commission

Background/Justification:

Charter Commission Member Bob Bonawitz tendered his letter of resignation at the last Commission meeting. His letter of resignation has been advanced to the Chief Judge of the District Court.

The statutory process for recommending candidates to fill a vacancy on the Charter Commission is either the City Council or the Charter Commission may submit names to the Chief Judge, leaving it to the Chief Judge to determine which recommendation to appoint.

Mayor Yanish is proposing the appointment of Richard Halterman to the Commission. The City Council must vote on the nomination, as the statute identifies the City Council as the body that may submit names to the Chief Judge. By Statute the District Judge would not be bound by the City Council's recommendation, but I would expect it would carry a lot of weight.

City Attorney Scott will petition the District Court with your nomination.

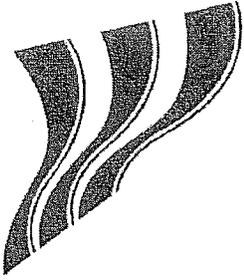
Fiscal Impact: No effect

Alternatives: Search for another citizen

Staff Recommendation: Approve nomination of Richard Halterman

Preparer: City Clerk-Treasurer

Signature: 



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

Agenda Item Number: _____ **Meeting**

Date: N/A

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: September 4, 2012

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion for Approval

Guiding Principle: Willmar Municipal Code Section 3-201

Agenda Item: Consideration of 3.2% Malt Liquor License

Background/Justification: The Current owners of Hoja Incorporated dba Hoja Restaurant located at 1704 1st Street South have applied for a 3.2% Liquor License. The Willmar Police Department has completed the background check of the manager Yang Li. Her criminal history check and driving record were clear and favorable.

Staff recommends granting a 3.2% Malt Liquor License through the fiscal year ending April 25, 2013.

Fiscal Impact: \$150 application fees

Alternatives: Deny

Staff Recommendation: Approve the 3.2% Malt Liquor License

Preparer: City Clerk-Treasurer

Signature: