

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

September 16, 2013
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 Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Rick Fagerlie and Bruce DeBlieck; Present 7, Absent 2 – Council Members Jim Dokken and Tim Johnson were excused from the meeting.

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

The Council requested that the City Council Minutes of September 3, 2013, be removed from the Consent Agenda.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Work Session Minutes of September 9, Municipal Utilities Commission Minutes of September 9, Planning Commission Minutes of September 11, Accounts Payable Report through September 11, Building Inspection Report for August, and Community/Activity Center Council Minutes of September 3, 2013. Council Member Anderson seconded the motion, which carried.

Council Member Anderson noted a motion in the September 3, 2013, Council Minutes requiring Council approval of each \$10,000 and higher capital expenditure was premised on the discussion of the unwritten policy that items came to the Public Works/Safety Committee was not founded by his research and he was concerned that the misinformation may have led to a wrongful vote.

Council Member Anderson moved to reconsider the vote with Council Member Nelsen seconding the motion. Following a lengthy discussion, Council Member Anderson moved to close the debate. Council Member DeBlieck seconded the motion which resulted in an Ayes 3 and Noes 3 vote. Mayor Yanish cast the deciding “Yes” vote to end the debate. The motion to reconsider the vote resulted in an Ayes 3, Noes 3 vote. Mayor Yanish cased the deciding “No” vote. The Council Minutes of September 3, 2013, were approved and ordered placed on file in the City Clerk’s Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

Mayor Yanish acknowledged several individuals who had signed up to address the City Council during its scheduled Open Forum. Glen Negen spoke of the benefits of an indoor range and urged the City to do what is necessary to keep the range open. Eric Holien encouraged quick repair to support keeping business opportunities here. Bob Hogan stated he was a DNR Safety Instructor and kids must participate in shooting in order to obtain certificate. Stephen Deleski voiced concerns of closing down the gun range without notifying instructors.

The Finance Committee Report for September 9, 2013, was presented to the Mayor and Council by Council Member Anderson. There were five items for Council consideration.

Item No. 1 The Committee was informed by Staff that \$44,000 was budgeted under Professional Services for the Airport for 2013. There is an anticipated shortfall in that line item due to timing conflicts between adopting the 2013 budget and letting the contract for Eric’s Aviation. There are also anticipated

expenditures for required engineering services through Bolton & Menk. It is being requested that \$50,000 be transferred from the Capital Improvements budget earmarked for Airport tiling to cover this shortfall.

The Committee was recommending the Council authorize the transfer of \$50,000 from the 2013 Capital Improvements Airport Budget to the Airport Professional Services Budget. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, 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 2013 Airport Professional Services Budget to avert the anticipated shortfall as follows:

Increase:	2013 Airport Professional Services	\$50,000
Decrease:	2013 Capital Improvements/Airport Tiling	\$50,000

Dated this 16th day of September, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Staff presented to the Committee details regarding a parcel located within City limits forfeited to the State of Minnesota for non-payment of property taxes. The County has appraised the value of this property at \$3,000. Per Minnesota Statute 282.01, Kandiyohi County is requiring the City to either approve the parcel for public auction or request a conveyance to the City for public use. It was noted that this issue was discussed and tabled at the last Finance Committee meeting to enable Staff to research more information about this parcel. Council Member Anderson noted that County staff indicated the owner paid the County in full and that the matter was now closed.

Item No. 3 The Committee noted agenda items scheduled for September 23, 2013, include a presentation of the 2012 Audited Financial Statements, and discussion of Professional Services. Agenda items scheduled for September 30, 2013, include another Council Work Session to discuss Capital Improvements. This matter was for information only.

Item No. 4 There was no old business for the Committee to discuss.

Item No. 5 There was no new business for the Committee to discuss.

The Finance Committee Report for September 9, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for September 10, 2013, was presented to the Mayor and Council by Council Member Christianson. There were five items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 The Committee was reminded by Staff that construction of a salt storage facility was approved and budgeted in the 2013 Capital Improvement Plan at an estimated cost of \$200,000.00. Bids were solicited for the structure with only one received from Greystone Construction Co. in the amount of \$183,450.00. A bituminous pad for placement of the structure shall also be constructed under a separate

contract. Staff is in the process of receiving quotes, and the project is estimated at \$14,250.00. The structure will be placed on the south end of the Public Works Complex and expected to be completed this fall

The Committee was recommending the Council accept the bid of Greystone Construction Co. in the amount of \$183,450.00 and authorize the Mayor and City Administrator to execute the contract documents. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Greystone Construction Company of Shakopee, Minnesota for construction of a Salt Storage Facility is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$183,450.00.

Dated this 16th day of September, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff informed the Committee that they have met with Bollig Inc., engineering consultant for the Lakeland Drive Interceptor/MinnWest Lift Station Project, to evaluate and prepare various alternatives to the scope of the Project. A portion of the sanitary sewer lines has been televised indicating it is in reasonably good condition, except for several obstructions proposed to be removed, along with some repair work. If that is successful, the line will not need to be replaced in its entirety, and an overlay of Lakeland Drive can be considered, thereby deferring the complete reconstruction. The alternative of striping the roadway to a three-lane with a center turn can be explored at that time.

The Committee was recommending the Council proceed with the remainder of the televising, and revise the scope of the project to Phasing Option 2 (without the limited roadway reconstruction) at an estimated cost of approximately \$4.8 million. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Nelsen seconding the motion, which carried.

Item No. 4 Chief Wyffels reported the jail census at 102 and the report of calls for the last two weeks at 787.

The Committee received information from Staff and members of the Willmar Rifle and Pistol Club (WRPC) regarding HVAC modifications to the gun range in the lower level of the City Auditorium. The WRPC is volunteering their services to assist in lowering the cost of the improvements. The range is currently closed until the necessary cleaning and repairs can be made.

The Committee was recommending the Council proceed with a study to outline the necessary cleaning and bring the information back to Committee.

Council Member Christianson moved to proceed with a lead contaminate study and have the gun club come back after the study results are received. Council Member Anderson seconded the motion. Following discussion of the closing of the gun range, Council Member Christianson moved to amend his motion to allow the Willmar Rifle and Pistol Club to enter gun range and do their normal cleaning. Council Member Fagerlie seconded the motion.

Donovan Kuehl, President of the Willmar Rifle and Pistol Club, discussed the economic impact of the range. He offered his opinion on the ventilation repairs and offered the assistance of the Club to significantly reduce estimated repair costs. Mr. Kuehl noted a state statute that prohibited the closing of a gun range without proof that these problem areas exist.

City Attorney Scott stated he reviewed the law and he did not think the prohibition applied in this instance and he would defer to Staff's decision to close the range.

Council Member Nelsen voiced appreciation to the Club's intent to assist with required improvements but cautioned the Council on liability issues and stated her desire to follow Staff's recommendations.

Donovan Kuehl reiterated there are no complaints, no sicknesses reported. He further stated the Club has an agreement with the City which calls for cleaning the gun range and the club is prohibited from doing so. He was asking to have the lock removed immediately.

Council Member DeBlieck stressed that the gun range will not be open until the study is done.

Council Member Christianson questioned why he was not told about the closure and locking the doors and inquired as to who closed the gun range.

City Administrator Stevens explained that Fire Chief Hendrickson was working with SafeAssure on our property review when the ventilation issue was discovered. Staff quickly brought in Chappell Central and in their opinion the issues weren't going to be immediately repaired. Staff made the decision to close the gun range temporarily until they understood the ventilation repair needs and the lead dust testing was completed.

Upon roll call, the motion resulted in a roll call vote of Ayes 3, Noes 3 – Council Members Anderson, Nelsen and DeBlieck voted "No." Mayor Yanish chose to delay his vote and the City Clerk announced the vote failed without a majority.

Council Member Christianson inquired as to the time period when the Mayor could change his vote and said he didn't think the Mayor understood the motion. Council Member Nelsen objected saying Council Member Christianson was again trying to cue the Mayor, which she said was "totally inappropriate."

City Clerk Halliday stated that "changing a vote" is controlled by the Standard Code of Parliamentary Procedure and he would need additional time to review the procedure.

Mayor Yanish called for a recess at 8:26 p.m. and reconvened the meeting at 8:33 p.m.

City Clerk Halliday read the procedure detailing the rule on "Changing a Vote" which allows members to change their votes up to the time that the result of the vote is finally announced. Clerk Halliday noted the announcement was given and the vote is final. He noted the next option should be a motion to reconsider the failed amendment.

Council Member Christianson moved to reconsider the amending motion that failed on a tie vote allowing the Willmar Rifle and Pistol Club to enter the gun range to clean. Council Member Ahmann seconded the motion which resulted in roll call vote of Ayes 3, Noes 3 – Council Members Anderson, Nelsen and DeBlieck voted "No." Mayor Yanish casting the deciding "Yes" vote and the motion to reconsider carried.

Council Member Christianson moved to amend the main motion allowing the Willmar Rifle and Pistol Club to enter the range for contractual cleaning. Council Member Ahmann seconded the motion.

Council Member DeBlieck moved to close the City Auditorium with Council Member Nelsen seconding the motion. City Clerk Halliday informed the Mayor that the amendment was not germane to the amendment on the floor and therefore it is out of order and needs to be considered at a later time. The vote on the

amending motion resulted in roll call vote of Ayes 3, Noes 3 – Council Members Anderson, Nelsen and DeBlieck voted “No.” Mayor Yanish casting the deciding “Yes” vote and the motion carried.

The main motion as amended was called which resulted in a roll call vote of Ayes 3, Noes 3 – Council Members Anderson, Nelsen and DeBlieck voting “No.” Mayor Yanish cast the deciding “Yes” vote and the motion carried.

Council Member Nelsen moved to close the City Auditorium until the study is completed. Council Member DeBlieck seconded the motion which resulted in a roll call vote of Ayes 3, Noes 3 – Council Member Christianson, Ahmann and Fagerlie voted “No.” Mayor Yanish cast the deciding “No” vote and the motion failed.

Item No. 5 Council Member Ahmann conveyed the need to prioritize items within the Capital Improvement Program, railway crossings reconstructed into quiet zones, and questioned the inclusion of Downtown Gateways in the CIP. This matter was for information only.

The Public Works/Safety Committee Minutes for September 10, 2013, was approved as presented and ordered placed on file in the City Clerk’s Office upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried, Council Member DeBlieck voted “No.”

The Community Development Committee Report for September 12, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were five items for Council consideration.

Item No. 1 Clint Schwitters, rental property owner, appeared before the Committee to complain about citations he received for violations of the exterior storage and rental ordinances. Most of his concerns were addressed by Staff and the Committee. Many of the issues raised were related to tenant behavior and were ultimately the responsibility of the property owner. This matter was for information only.

Item No. 2 Mary Lou Arne, appeared before the Committee to present an idea to create neighborhood improvement groups to oversee exterior property conditions in the City. Her primary concern was the downtown area and City core, but the concept could be implemented City-wide, and suggested that neighborhood groups could select leaders, who could distribute pamphlets outlining issues and expectations for property maintenance. The contacts made as part of the program would encourage communication among neighbors and would direct property owners to maintain their properties, thereby reducing the enforcement burden on City staff.

The Committee thought the idea had merit, and Mrs. Arne asked them to take the lead in creating a structure within which such neighborhood groups could operate. This matter was for information only.

Item No. 3 Staff informed the Committee that, with the additional expansion to the Industrial Park planned for 2014, a program for land pricing was being developed. Initially, the market is being analyzed to determine a starting point for pricing. The pricing system to be proposed by Staff will include a process to write down the price of land based on tax base enhancement, job creation, and the provision of community benefits by property purchasers.

Steve Renquist, EDC Director, presented information from several other states that showed the impact of job creation on the local economy. Another handout dealt with economic multipliers and their use in economic development planning. This matter was for information only.

Item No. 4 As requested by Council Member DeBlieck, the Committee reviewed past Council action relative to activities at the fairgrounds. Past noise issues have primarily come from automobile racing and, to a lesser extent, from snowmobile racing. The most recent complaints about noise were the result of a concert that was held at the fairgrounds in late August. Prior to the next racing season, Fair Board representatives will be invited to a Community Development meeting to discuss the noise issue once again. This matter was for information only.

Item No. 5 The "Going Green" waste collection and recycling activities scheduled for September 14th were discussed by the Committee. Staff reminded them that the City had contributed \$6,000 to the effort. Past collection efforts have been very successful and have benefited the City by reducing the accumulation of unlawful products in residential areas, and by offering the citizens a low cost means of disposal for electronic items, appliances, metals, and hazardous materials. This matter was for information only.

The Community Committee Report for September 12, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Ahmann, and carried.

City Clerk Halliday presented to the Mayor and Council a list of property owners who have made application for agricultural land exemptions and met the criteria in the City's Assessment Policy. Following discussion, Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 3

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9301 and 9101, and certain sewer and water main improvements made under Projects No. 9701, 9303, 9202, 9002, and 7402.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater (complete list on file in the City Clerk's Office).

Dated this 16th day of September, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Council Member Ahmann requested an electronic copy of the Willmar Rifle and Pistol Club Agreement be remitted to each elected official.

The Council noted the volunteer service recently conducted and directed Staff that letters of appreciation be sent to Bethel, Vinje, Calvary and Paz y Esperanza Churches, thanking them for their participation in the ELCA Day of Service.

Announcements for Council Committee meeting dates were as follows: Labor Relations, September 17; Finance, September 23; and Finance Work Session, September 30, 2013.

There being no further business to come before the Council, the meeting adjourned at 9:06 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
SEPTEMBER 23, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, September 23, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Carol Laumer, Jerry Gesch, and Joe Gimse. Absent was Commissioner Jeff Nagel.

Others present at the meeting were: General Manager Wesley Hompe, Director of Water/Heating Bart Murphy, Director of Finance Tim Hunstad, Supervisor of Electric Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, Power Supply Broker Chris Carlson, Administrative Secretary Beth Mattheisen, Councilman Bruce DeBlieck, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little.

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

RESOLUTION NO. 38

"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 September 9, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 131709 to No. 131810 inclusive in the amount of \$2,622,880.12 including a MISO charge in the amount of \$30,428.25 and an Absaloka Coal payment in the amount of \$37,086.00.

Dated this 23rd day of September, 2013.

President

ATTEST:

Secretary

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

Director of Finance Hunstad informed the Commission that consideration should be given for the upcoming financial audit. Hunstad noted that last year (2012) was the final year of a three-year contract with Conway, Deuth & Schmiesing to conduct the WMU Financial Audits. Therefore, Staff was requesting the Commission to issue a Request for Proposal (RFP) for audit services for the years 2013-2015 (three-year contract). Submittal of the RFP's would be accepted until 4:00 p.m., October 9, 2013. Following discussion, Commissioner Holtz offered a motion to issue a RFP to conduct the audit services for WMU for the years 2013-2015. Commissioner Gesch seconded the motion which carried by a vote of six ayes and zero nays.

Supervisor of Electric Production Folkedahl addressed the Commission by requesting authorization to issue a call for bids to upgrade the current coal unloading system at the Power Plant. The current system consists of a mobile car hoe, and the upgrade would be a permanent, anchored structure to assist in the coal unloading procedure. Folkedahl noted that the proposed hydraulic unloading system would be more efficient and safer for the WMU personnel involved in the unloading process of the coal cars and was previously authorized by the WMU Planning Committee on June 12, 2013. Bids for the coal unloading system would be accepted at the WMU Office until 1:30 p.m., October 2, 2013. Following discussion, Commissioner Schrupp offered a motion to issue a call for bids for the coal car hydraulic unloading system. Commissioner Gesch seconded the motion which carried by a vote of six ayes and zero nays.

Supervisor of Electric Production Folkedahl discussed with the Commission a request for consulting services for two upcoming Power Plant related projects. The first project to be addressed would be the need for a Pacific Avenue Storm Water Management Plan. This plan is a requirement of our National Pollutant Discharge Elimination System – State Discharge System (NPDES) Permit. The purpose of the testing is to monitor the amount of pollutants from the Power Plant area that are sent into the storm sewer system. Through the analysis of collected storm water runoff near the Power Plant, the amount of suspended solids and iron involved is determined. Following discussion, Commissioner Schrupp offered a motion to authorize approval for consulting services with Wenck Associates to assist in creating a Pacific Avenue Storm Water Management Plan. Commissioner Laumer seconded the motion which carried by a vote of five ayes and zero nays with Commissioner Gimse abstaining due to a conflict of interest.

The next project Supervisor of Electric Production Folkedahl was requesting consulting services to conduct a study for repair work needed on the cooling towers located near the Power Plant. The requested study would assist in determining the best means to maintain the cooling capacity to support the Power Plant electrical generation capacity. Following discussion, Commissioner Holtz offered a motion to authorize approval for consulting services to conduct a study for necessary repair work needed on the cooling towers near the Power Plant. Commissioner Gesch seconded the motion which carried by a vote of six ayes and zero nays.

For information & review, a number of utility-related reports were presented by Staff to the Commission for discussion. Director of Finance Hunstad reported on the August 2013 Financial Report and the August 31, 2013 Investment Report. Customer Service Supervisor Stien next reviewed with the Commission the August 2013 Metered Sales & Revenue Report. Power Supply Carlson followed with discussion of the July 2013 Power Supply Report along with the August 2013 Peak Demand Management Report. Following discussion, General Manager Hompe expressed his appreciation to Staff for their thorough knowledge and comprehension of the data presented.

General Manager Hompe reviewed with the Commission a correspondence recently received from the Willmar Lakes Area Community Vision 2040 Steering Committee regarding the Joint Service Club Meeting scheduled for November 20, 2013 from 11:30 a.m. to 1:30 p.m. at the Willmar Conference Center. The results of the Vision 2040 project along with an activity report will be presented to help develop a vision for the Willmar Community for the future 20 years.

General Manager Hompe made a request to the Commission to schedule a meeting of the WMU Planning Committee. Among the topics to be discussed would include power supply issues facing WMU. Following discussion, it was the consensus of the Commission to conduct a meeting of the WMU Planning Committee on Monday, September 30th at 10:00 a.m.

General Manager Hompe reported to the Commission on an electrical power outage experienced on Saturday, September 21st beginning at approximately 4:30 a.m. The outage occurred due to

equipment failure on the transmission line. All WMU customers had their power restored within 2¼ hrs. A final report of the power outage will be presented to the Commission at their October 15th meeting.

General Manager Hompe gave a brief update of the status of the wind turbine generators. He informed the Commission that technicians from DeWind continue to work to repair the turbines and anticipate having both units operational in the near future. Hompe further stated that correspondence between WMU and DeWind continues in an effort to reach a warranty settlement for lost power generation (down time) of the turbines.

There being no further business to come before the Commission, Commissioner Gesch made a motion to adjourn the 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

Beth Mattheisen
Administrative Secretary

ATTEST:

Jerry Gesch, Secretary

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

SEPTEMBER 25, 2013

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Dr. Michael Gardner, Treasurer; Jenna Fischer, Secretary; and Directors Eric Weiberg and Dr. Lachlan Smith.

EXCUSED: Dr. Douglas Allen

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, Dale Hustedt, Wendy Ulferts, Teri Beyer, Sandy Roelofs

GUESTS: Dr. Fred Hund, Tim Johnson, Shirley Carter, Lynn Stier, Amber Chevalier, Kelly Tauber

Call to Order/Minutes: President Anfinson called the meeting to order at 5:32 pm. **ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the minutes of the August 21, 2013 meeting be approved as written.**

Patient Experience – Teri Beyer: This month's patient experience was taken from an Emergency Services Department (ESD) patient satisfaction survey form. The patient was a 34 year-old female who presented to the ESD. She had a long history of being afraid of medical check-ups, physicians, hospitals, clinics, etc. However, her Rice Hospital ESD experience was wonderful. Her doctor was very caring and listened to her needs. She was very appreciative of the care she received in the Rice ESD and wanted to thank all of the staff who was involved in her care.

Quality Report – Wendy Ulferts: A) Rice Hospital is accredited by The Joint Commission and surveyed at a minimum of every three years. The surveyors review patient care/patient records, work done in support departments, Human Resources files, etc. The next Hospital survey is scheduled for 2014. B) The administrative standards are reviewed by Dale Hustedt, Wendy Ulferts and Teri Beyer in order to make sure a structure is in place in order for the standards to be carried out. C) The standard being reviewed with the Board is in regard to Leadership/the Governing Body of the Hospital. D) The Hospital's policy and procedure on Patient Care Service Plan was reviewed with the Board. This policy is required by The Joint Commission but it also helps the Hospital define staffing, etc. **ACTION: A motion was made by Director Gardner, seconded by Director Smith and carried that the Rice Memorial Hospital Policy and Procedure number LD-51, Patient Care Service Plan, be approved as revised and recommended.**

Board Education: Lynn Stier, Kelly Tauber and Amber Chevalier presented an update to the Board on the Hospital's Re-YOU Wellness Program/Year 1 of the Grant, in regard to the following: A) Community Involvement: The ARC—People's first group was highlighted. B) Great community response to the program with over 470 participants which has exceeded the original goal of 300 screenings. Onsite screenings have been performed at over 25 different local businesses/organizations. Community screenings are booked through November. 77% of the screenings are women and 23% men, of which 88% are Caucasian. C) Participant Health Data. D) Family Manager Reports: 494 health accounts created with an average health score of 69. E) Health coaching statistics. F) Re-YOU Color Craze event was held on August 17 with over 1100 participants. \$20,000 was raised which will go toward sustainability of the program as well as future Re-YOU wellness projects/events. G) Year two focus: 1) Re-screens. 2) Program sustainability. 3) Employee/employer wellness solutions. 4) Collaboration with other local resources and wellness initiatives to strengthen wellness opportunities for the Willmar community.

July 31, 2013 Financial Report – Bill Fenske: A) Rice Hospital generated a profit of \$237,000 from operations in July compared to a budgeted operating loss of \$198,000 thus decreasing the year to date (YTD) budget deficit to \$2.6 million. B) Hospital revenues were higher than expected (6.6%) with expenses lower than budget (1%). C) Rice Care Center revenues were greater than budget by 7.4% due to increased therapy activity. D) Rice Home Medical sales were 7.7% greater than budget. E) Days in cash on hand have increased. F) Hospital revenues reflect a steady downward trend in outpatient activity while inpatient activity remains relatively flat with a slight trend upward.

Medical Staff Report: Dr. Hund reviewed the August 27, 2013 Executive Committee and Credentials Committee minutes in regard to: A) Dr. Jacob Prunuske, U of M Medical School, Duluth, spoke to the Medical Staff on "The Future of

Primary Care in the United States/Physician Supply Issues.” B) Board members were invited to attend the November 4 Medical Staff new physician reception which will be held prior to the Medical Staff meeting. Dr. Cindy Firkins Smith and Dave Renner, Director of State and Federal Legislation, will be presenting a Fall MMA update to the Medical Staff.

ACTION: A motion was made by Director Smith, seconded by Director Cederstrom, and carried that the minutes of the August 27, 2013 Medical Staff Executive and Credentials Committee meetings be approved as presented and recommended; and that the following appointments to the Hospital’s Medical Staff be approved as presented and recommended: **INITIAL APPLICATIONS:** **Active Staff:** **Transfer from Affiliate Staff to Active Staff:** Jefferson Brand, M.D., Orthopedics/Department of Surgery, Heartland Orthopedic Specialists, Alexandria, MN. Thomas Dudley, M.D., Orthopedics/Department of Surgery, Heartland Orthopedic Specialists, Alexandria, MN. Eric Nelson, M.D., Orthopedics/Department of Surgery, Heartland Orthopedic Specialists, Alexandria, MN. **Request for Additional Privileges:** Amy Ellingson, M.D. – Allergy and Immunology/Department of Internal Medicine. Allergy and Asthma Specialty Clinic, Willmar, MN. **Request for New Privilege:** Interpretation of Pediatric Pulmonary Function Tests. **Affiliate Staff:** Kevin Xie, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. **Transfer from Locum Tenens to Affiliate Staff:** Ammar Ali, M.D. – Psychiatry/Department of Psychiatry. University of South Dakota Residency Program, Sioux Falls, SD. **Locum Tenens:** Joseph Mayland, D.O. – Emergency Medicine/Department of Emergency Medicine. Jackson & Coker, Alpharetta, GA. Temporary privileges for start date: 8/24/2013. **Temporary Privileges:** Robert Lavey, M.D. – Radiation Oncology/Department of Internal Medicine. Cancer CarePoint, Atlanta, GA. Temporary privileges for start date of 8/8/2013. Albert Ndzengue, M.D. – Emergency Medicine/Department of Emergency Medicine. Ninline, San Diego, CA. Temporary privileges for start date: 8/18/2013. **Allied Health Staff:** Angela Beyerl, FNP-BC – Wound Ostomy Nurse Specialist-PICC Line Insertion Specialist. Rice Memorial Hospital, Willmar, MN. Responsible Physician: Kenneth Flowe, M.D. Jerome Pedersen, D.D.S. – Dentist/Department of Surgery. Hibbing Community College Dental Clinic, Hibbing, MN. Temporary privileges for start date of 8/15/2013. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** Dale Bays, M.D., D.D.S. – Oral Surgeon/Department of Surgery. Oral Facial Surgery, P.A., Willmar, MN. **Affiliate Staff:** Stephen Jameson, M.D. – Emergency Medicine/Department of Emergency Medicine, St. Cloud Hospital, St. Cloud, MN. Timothy Peterson, M.D. – General Surgery/Department of Surgery. Affiliated Community Medical Center, Litchfield, MN. **Allied Health Staff:** Linda Jackson, D.D.S. – Dentist/Department of Surgery. Rice Regional Dental Clinic, Willmar, MN. Jeremy Johnson, D.D.S. – Dentist/Department of Surgery. Private Practice, Willmar, MN. Kathleen Quarzenski, CNP-BC – Orthopedic Nurse Practitioner/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Dennis Weigel, M.D. Matthew Reinertson, ATC – Surgical Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Dr. Jefferson Brand. Aimee TeBrake, CCNS – Clinical Nurse Specialist/Department of Family Medicine. Family Practice Medical Center, Willmar, MN. Responsible Physician: Rachel Tollefsrud, M.D.

CEO Report – Mike Schramm:

- A. MNSure Program: The Hospital’s Business Office/billing staff is currently receiving education on the new Health Care Exchange program in terms of completing patient applications, etc. Educational sessions will be held in the Minneapolis area which our staff will be attending in order to become more knowledgeable in this area. Staff will also be attending an educational session on “Enrolling patients through MNSure” which is being offered through MHA and the Exchange Board. Two financial counselors and twelve HICP counselors will be assisting our patients with the new health care exchange program.
- B. SPCC Update: Another initiative beginning to move forward is Southern Prairie Community Care which is a collaboration between 12 counties located in Southwestern Minnesota. Their mission is to enhance the quality of life for our citizens through facilitating the integration of services and supports provided throughout our community. A meeting will be held with SPCC and Hospital Administration representatives in order to continue discussions about improving the health and wellness of our patients/residents.
- C. Building Project Updates were provided for the areas of Imaging, Rice Home Medical and Rice Care Center. The Board recently approved the bids for the Care Center’s proposed Project F. It is hopeful that Projects D and F will be able to begin in October.

D. Master Facility planning efforts continue at Rice with the firm, Perkins + Will. Typical facility planning efforts center on growth, but we are looking at rightsizing for Rice in an effort to work more efficiently within our current space/needs at Rice.

E. Rice Health Foundation: A) Rice Care Center (RCC) Capital Campaign: Fund raising efforts continue for the RCC building project. Private meetings have been scheduled with some of the Foundation's major donors. B) The RHF Board will be attending a planned giving seminar on September 27. C) A RHF physician event was held last month and went well. It is important to continue to build relationships with the Hospital's Medical Staff.

F. Medical Staff: Rice Hospital's new physicians will be honored/introduced at the November Medical Staff Meeting reception on November 4.

G. 2% Cost Reduction Plan: The Hospital's Department Directors have worked hard on identifying 2% cost reductions for their departments/the Hospital. As a result of their hard work, a celebration is being planned for sometime this Fall in an effort to recognize and thank our staff for their work in doubling our 2% cost reduction goal at Rice.

New Business:

A. Rice Home Medical (RHM) Alexandria Store Renovation – Bill Fenske: 1) As an initiative in the RHM Strategic Plan, increasing revenues through service line enhancements is a critical components to the growth of Home Medical. 2) In 2012, Rice purchased Marvelle's Apparel which is anticipated to significantly enhance the Women's Health service line. 3) It was determined that moving Marvelle's into the current Home Medical store in Alexandria was the preferred option in order to enhance operational efficiency and cross-selling of products and services. 4) Plans have been developed to move the store, drawings finalized and cost estimates projected. A financial analysis was also prepared. 5) It was projected that Rice would renovate the existing Alexandria store and move Marvelle's into this location. Discussion followed by the Board. **ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom and carried to authorize Rice Memorial Hospital Administration to proceed with construction documents and bid the Rice Home Medical Alexandria Store Renovation project with a proposed construction start date of January, 2014; and that the projected/current estimated cost of the project is approximately \$430,000; and that bids for the project will be brought back to the Board of Directors for review and approval.**

Committee Reports:

- A. Finance Committee: In attendance at the September 12 meeting were Directors Gardner, Allen, Anfinson, and Fischer.
- B. Building & Facilities Committee: In attendance at the September 23 meeting were Directors Weiberg and Gardner.
- C. Medical Staff Executive & Credentials Committee: In attendance at the August 27 meetings was Director Smith.
- D. Executive Board Committee: In attendance at the September 16 and 25 meetings were Directors Cederstrom, Anfinson and Gardner.
- E. City Council Report – Councilman Tim Johnson: Work continues on the City of Willmar's 2014 budget process on the Council level.

Adjournment: There being no further business, the meeting was adjourned at 6:48 p.m.

Submitted by:

Jenna Fischer, Secretary

Sr

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, SEPTEMBER 25, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, September 25, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charles Oakes, Nick Davis, Randy Czarnetzki, Scott Thaden, Andrew Engan, and Margaret Fleck.

** Members Absent: Gary Geiger, and Bob Poe.

** Others Present: Warren Erickson, Bruce Mulder, Nancy Patock, Dave Moen, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the September 11, 2013 meeting were approved with the following amendments: the motion carried with all voting aye except for Mr. Oakes voting nay.

3. PASSION PROPERTIES ASSISTED LIVING BUILDING ADDITION CONDITIONAL USE PERMIT- FILE NO. 13-05: The public hearing opened at 7:01 p.m. Warren Erickson of Energy Concepts, and Nancy Patock Housing Manager for Passion Properties, presented plans for a conditional use permit for a building addition of four additional bedrooms on the five bedroom assisted living facility on property legally described as: Lots 1, 2, and the northerly 5' of Lot 3, Trentwood Estates, Block 3 (1000 Cottonwood Dr. NE). The five bedroom facility built several years ago required plan review in the R-2 (One and Two Family Residential) and now that an additional four bedrooms enlarges the facility to require full conditional use permit review.

Mr. Erickson explained that each bedroom has its own private bathroom. The same shingles, roofline, brickwork etc. will be used on the addition to match the current structure. The site plan depicted a 6 space parking area to the north of the addition for staff and visitors. There is also an attached garage and driveway on the site. The landscaping and drainage will tie into the existing facility and the adjacent stormwater holding pond.

Ms. Patock added that 2-3 people work at the site and that will not increase with the addition and they are licensed by the State and County. The employees work on eight hour shifts and the residents do not have vehicles on site and are mostly 55 plus.

Bruce Mulder, a nearby property owner voiced concerns about the facility adding more units in the future and becoming more commercial. He was worried about the future of the property once it is sold or if this business stops operations what will the future uses of the property be.

Dave Moen, a property owner across the street, talked about his concern with the area being single family and twin homes and that this is a larger facility. He said the current property owners are great neighbors, but he is concerned on what could operate out of the facility in the future, once they add onto the structure it'd be much more difficult to revert back to a single family home. Mr. Moen suggested the applicant build on a nearby commercial lot that would have less impact on the residential area.

With no further comments from the public, the hearing was closed at 7:21 p.m.

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

The Commission talked about architectural changes that could be made to have the structure look smaller, but at the same time considered some of the existing twin homes in the area are just as large. Development along Lakeland Dr. NE was discussed, staff noted that residential facilities with assisted living are not permitted in commercial areas and for example Bethesda and Rice Care are both zoned R-2.

The what if scenario's were brought up again and the Commission stated they have to act on the current request. The facility could be turned into a twin home in the future, but it is clearly designed for assisted living use. The off-street parking being planned is good to get vehicles out of the way for plowing, but again is more commercial in nature.

Mr. Oakes made a motion, seconded by Mr. Thaden, to approve the conditional use permit with the following condition:

- A. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The following affirmative findings of fact were made for the conditional use permit as per Section 9.E.3.a.1-7:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City as assisted living facilities are permitted in the R-2 with a conditional use permit.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use as no testimony was given regarding assisted living facilities impact on values.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community as there is no known importance to the property.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned as the development is partially developed already.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided as it's an already improved property.

6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets as they have added additional off-street parking.
7. That the conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood as it is a slab on grade residential structure similar to other homes in the neighborhood.

The motion carried with all voting aye except for Mr. Thaden who voted nay.

4. TEXT AMENDMENT DRAFT DISCUSSION CONTINUED: The Planning Commission continued discussion regarding the possibility of amending the zoning ordinance to allow a duplex in an R-1 District with a conditional use permit and updated those that had missed previous meetings discussions. Staff drafted text as per direction from the Planning Commission that would limit an owner occupied dwelling unit plus one (1) ancillary rental unit in a single structure with at least 50% of the required off-street parking within a garage and maintaining the character of a single-family residence.

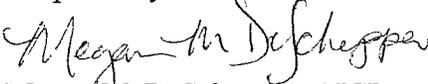
The Commission discussed at length how equitable the process would be for every applicant and as long as they met conditions and findings of fact there would be no way the Commission would be able to deny the request. The discussion led to do they wish to preserve the R-1 that exists in the community.

Ms. Fleck made a motion, seconded by Mr. Thaden, that after thorough investigation into the matter of allowing a duplex in the R-1 district as a conditional use permit the Planning Commission decided to not to pursue amending the Zoning Ordinance and leave the text as it is.

The motion carried.

5. There being no further business to come before the Commission, the meeting adjourned at 8:02 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-SEPTEMBER 25, 2013

STAFF COMMENTS

1. PASSION PROPERTIES ASSISTED LIVING BUILDING ADDITION CONDITIONAL USE PERMIT- FILE NO. 13-05:

- Passion Properties LLC applied for a conditional use permit to add four bedrooms onto the existing five bedroom assisted living facility on property described as: lots 1, 2, and the northerly 5' of Lot 3, Trentwood Estates, Block 3 (1000 Cottonwood Dr. NE).
- The property is zoned R-2 (One and Two Family Residential). When the facility was originally built it only required plan review as it was only a five resident facility. Once additional rooms were proposed it triggered the conditional use permitting process.
- The facility is a Class F Home Care Provider. They provide services and the vast majority of their tenants are 55 plus. They have two to three staff persons on shift.
- Each bedroom has its own bathroom facility.
- The addition will be 38' x 58'.
- Setbacks for the proposed addition meet the requirements for the planned unit development conditional use permit.
- The elevation drawings depict a building that will match the existing facility and the neighborhood aesthetics quite well.
- There is an existing driveway and garage on the site and none of the residents have vehicles. The applicant does propose adding a parking lot on the property to the north that will allow for off-street parking of staff as well as visitors.
- The site drains to the holding pond to the east.
- Landscaping will continue on the site around the addition.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. The use shall meet all applicable local, state, and federal laws and regulations at all times.

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 (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name **Willmar Curling Club** Previous gambling permit number **X-92195**

Minnesota tax ID number, if any **8977860** Federal employer ID number (FEIN), if any **20-2429190**

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address **PO Box 3046** City **Willmar** State **MN** Zip code **56201** County **Kandiyohi**

Name of chief executive officer [CEO] **Susie Czarnetzki** Daytime phone number **320-403-3398** E-mail address **sq@uhd23.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.
Willmar Civic Center

Address [do not use PO box] **2707 Arena Dr** City or township **Willmar** Zip code **56201** County **Kandiyohi**

Date[s] of activity. For raffles, indicate the date of the drawing.
03/22/2014

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 9-19-2013

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 the 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 [Signature] Date 9/19/13

Print name Suzie Czarnetzki

REQUIREMENTS

- 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 (non refundable). 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.

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
ACCESSORIES 4 TRUCKS UNL 000329 37550 10/02/13 #128728-HITCH	207.34		036533		D N	MACHINERY AND AU	450.42411.0553
AMERICAN FOUNDATION FOR .01775 37551 10/02/13 REFUND SHELTER DEPOSIT	50.00		092313		D N	DEPOSITS	101.230000
AMERICAN WELDING & GAS I 000057 37552 10/02/13 WELDING GAS 37552 10/02/13 WELDING GAS	100.69 12.92 113.61		02379718 02391341 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0229 101.43425.0229
VENDOR TOTAL	113.61						
ANCOM TECHNICAL CENTER 003027 37553 10/02/13 RADIO REPAIR-PARTS 37553 10/02/13 RADIO REPAIR-LABOR	12.85 101.75 114.60		40253 40253 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0224 101.42412.0334
VENDOR TOTAL	114.60						
ARC OF KANDIYOHI COUNTY .00713 37554 10/02/13 REFUND SHELTER DEPOSIT	50.00		092313		D N	DEPOSITS	101.230000
ASPEN MILLS 003008 37555 10/02/13 FIRE FIGHTER UNIFORMS	55.27		139195		D N	SUBSISTENCE OF P	101.42412.0227
BACKES TECHNOLOGY SERVIC 000087 37556 10/02/13 CK LINES AT CITY GARAGE	85.00		12171		D N	MTCE. OF STRUCTU	101.43425.0335
BATTERY WHOLESALE INC 002860 37557 10/02/13 L.S. UPS BATTERIES	86.89		16695		D N	MTCE. OF EQUIPME	651.48485.0224
BLUE TARP FINANCIAL 003013 37558 10/02/13 COLLECTION MAGNETS	51.04		29087986		D N	SMALL TOOLS	651.48485.0221
BOLTON & MENK INC 001010 37559 10/02/13 INTERIM CITY ENG SERVI 2,880.00 37559 10/02/13 INTERIM CITY ENG SERVICE 300.00 37559 10/02/13 INTERIM CITY ENG SERVICE 180.00 37559 10/02/13 WILLMAR AVE IMPROVEMENT 3,495.00 37559 10/02/13 4TH AVE SW IMPROVEMENT 3,589.79	10,444.79 10,444.79		0159440 0159440 0159440 0159441 0159442 *CHECK TOTAL		D N D N D N D N D N	PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER	101.43417.0446 413.48451.0446 413.48452.0446 413.48452.0446 413.48452.0446
VENDOR TOTAL	10,444.79						
BONNEMA SURVEYS 001716 37560 10/02/13 PROFESSIONAL SERVICES 2,269.00	2,269.00		13-422		D N	PROFESSIONAL SER	205.43451.0446
BRIMEYER FURSMAN LLC 003011 37545 09/27/13 PROFESSIONAL SERVICES 7,500.00	7,500.00		082613		D N	PROFESSIONAL SER	101.41401.0446

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
BSE 37561 10/02/13 LIGHT BULBS 001980	139.65		906071907		D N	MTCE. OF STRUCTU	101.45433.0225
37561 10/02/13 FIBERGLASS STEP LADDER	149.61		906082712		D N	SMALL TOOLS	101.45435.0221
37561 10/02/13 LIGHT BULBS	97.73		906082712		D N	MTCE. OF STRUCTU	101.45435.0225
37561 10/02/13 ELEC PARTS FOR BLDG	234.53		906163467		D N	MTCE. OF STRUCTU	101.43425.0225
37561 10/02/13 ELEC PARTS FOR BLDG	13.28		906163467		D N	MTCE. OF STRUCTU	101.43425.0225
37561 10/02/13 ELEC PARTS FOR BLDG	2.03		906169242		D N	MTCE. OF STRUCTU	101.43425.0225
37561 10/02/13 ELEC PARTS FOR BLDG	27.22CR		906180244		D N	MTCE. OF STRUCTU	101.43425.0225
37561 10/02/13 SAFETY LOCKOUT DEVICES	43.46		906211866		D N	MTCE. OF OTHER I	651.48484.0226
37561 10/02/13 BULBS FOR RUNWAY LTS	529.05		906215055		D N	MTCE. OF OTHER I	230.43430.0226
37561 10/02/13 SUPPLIES	67.52		906239615		D N	GENERAL SUPPLIES	101.45433.0229
37561 10/02/13 ELEC PARTS-PARK SHELTER	443.48		906247312		D N	MTCE. OF STRUCTU	101.43425.0225
37561 10/02/13 ELEC PARTS-PARK SHELTER	151.17		906252387		D N	MTCE. OF STRUCTU	101.43425.0225
VENDOR TOTAL	1,844.29		*CHECK TOTAL				
BUSINESSWARE SOLUTIONS 002776							
37562 10/02/13 PRINT/PAGE COUNT	32.80		204676		D N	OFFICE SUPPLIES	101.41402.0220
37562 10/02/13 PRINT/PAGE COUNT	14.67		204676		D N	OFFICE SUPPLIES	101.41403.0220
37562 10/02/13 PRINT/PAGE COUNT	14.23		204676		D N	OFFICE SUPPLIES	101.41404.0220
37562 10/02/13 PRINT/PAGE COUNT	89.55		204676		D N	OFFICE SUPPLIES	101.41405.0220
37562 10/02/13 PRINT/PAGE COUNT	3.05		204676		D N	OFFICE SUPPLIES	101.41409.0220
37562 10/02/13 PRINT/PAGE COUNT	91.66		204676		D N	OFFICE SUPPLIES	101.42411.0220
37562 10/02/13 PRINT/PAGE COUNT	20.29		204676		D N	OFFICE SUPPLIES	101.43417.0220
37562 10/02/13 PRINT/PAGE COUNT	23.70		204676		D N	OFFICE SUPPLIES	101.43425.0220
37562 10/02/13 PRINT/PAGE COUNT	33.29		204676		D N	OFFICE SUPPLIES	101.45433.0220
37562 10/02/13 PRINT/PAGE COUNT	8.55		204676		D N	OFFICE SUPPLIES	101.45435.0220
37562 10/02/13 PRINT/PAGE COUNT	135.19		204676		D N	OFFICE SUPPLIES	651.48484.0220
37562 10/02/13 PRINT/PAGE COUNT	467.20		204676		D N	OFFICE SUPPLIES	651.48484.0220
VENDOR TOTAL	467.20		*CHECK TOTAL				
CANON FINANCIAL SERVICES 002336							
37563 10/02/13 COPIER LEASE AGRMT	26.59		13081596		D N	RENTS	101.43425.0440
CARDMEMBER SERVICE 002365							
37546 09/27/13 MEMBERSHIP DUES	156.00		STMT/8-13		D N	PREPAID EXPENSES	101.128000
37546 09/27/13 STEVENS-HOTEL DEPOSIT	296.43		STMT/8-13		D N	TRAVEL-CONF.-SCH	101.41400.0333
37546 09/27/13 LATE FEE/INTEREST	60.53		STMT/8-13		D N	OTHER SERVICES	101.41400.0339
37546 09/27/13 PETERSON-SEMINAR REGIS.	265.00		STMT/8-13		D N	TRAVEL-CONF.-SCH	101.41402.0333
37546 09/27/13 SOFTWARE LICENSING	145.00		STMT/8-13		D N	LICENSES AND TAX	101.41403.0445
37546 09/27/13 MOTOROLA POWER ADAPTER	39.60		STMT/8-13		D N	SMALL TOOLS	101.41409.0221
37546 09/27/13 TRAINING VIDEO SERIES	37.50		STMT/8-13		D N	TRAVEL-CONF.-SCH	101.41409.0333
37546 09/27/13 BROADCASTER SUBSCRIP.	49.00		STMT/8-13		D N	SUBSCRIPTIONS AN	101.41409.0443
37546 09/27/13 PROFESSIONAL SERVICES	25.00		STMT/8-13		D N	PROFESSIONAL SER	101.41409.0446
37546 09/27/13 PROFESSIONAL SERVICES	93.33		STMT/8-13		D N	PROFESSIONAL SER	101.41409.0446
37546 09/27/13 SWAT TEAM CLOTHING	133.93		STMT/8-13		D N	SUBSISTENCE OF P	101.42411.0227
37546 09/27/13 NOW HIRING BANNER	213.69		STMT/8-13		D N	SMALL TOOLS	101.42412.0221

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
CROW CHEMICAL & LIGHTING 37570 10/02/13 CLEANING SUPPLIES	70.43	401860			D N		CLEANING AND WAS	101.45433.0228
DELL MARKETING LP 37571 10/02/13 DELL 19" MONITOR	165.89	XJ72TJ154			D N		SMALL TOOLS	101.41409.0221
DELTA DENTAL OF MINNESOTA 37547 09/27/13 DENTAL INSURANCE-SEP/OCT	53.10	5251834			D N		RETIRED EMPLOYEE	101.41428.0818
DENGERUD/BRIANNA 37572 10/02/13 REFUND SHELTER DEPOSIT	50.00	092313			D N		DEPOSITS	101.230000
DEPT OF HUMAN SERVICES 37573 10/02/13 CLEANING SERVICES	1,628.00	00000164871			D N		CLEANING AND WAS	101.45433.0338
DEPT OF HUMAN SERVICES 37574 10/02/13 #22 RICE CARE CENTER-	19,447.91	00000164607			D N		OTHER CHARGES	101.41428.0449
DESCHNEIDER/MEGAN 37575 10/02/13 MN APA CONFERENCE	570.16	092413			D N		TRAVEL-CONF. -SCH	101.41402.0333
DONOHUE & ASSOCIATES 37576 10/02/13 WESTERN COLLECTOR SEW	12,036.11	11678-34			D N		PROFESSIONAL SER	432.48503.0446
37576 10/02/13 SPERRYVILLE L.S.	1,240.00	12466-6			D N		PROFESSIONAL SER	432.48506.0446
VENDOR TOTAL	13,276.11	*CHECK TOTAL						
DOOLEY'S PETROLEUM INC 37577 10/02/13 6,000 GALLONS UNLEADE	18,509.81	78585			D N		INVENTORIES-MDSE	101.125000
DUININCK INC 37578 10/02/13 WATER MAIN/STORM SEW	171,840.46	1301B/EST. 1			D N		MTCE. OF OTHER I	413.48451.0336
37578 10/02/13 BIT. MILLING/CURB/GU	107,963.97	1303A/EST. 3			D N		MTCE. OF OTHER I	413.48453.0336
37578 10/02/13 BIT. MILLING/CURB/GU	282,178.68	1303B/EST. 3			D N		MTCE. OF OTHER I	413.48453.0336
VENDOR TOTAL	561,983.11	*CHECK TOTAL						
DUININCK/EMILY 37579 10/02/13 OFFICE SUPPLIES	54.34	091813			D N		OFFICE SUPPLIES	101.41404.0220
ELECTRIC PUMP INC 37580 10/02/13 L.S. WASHERS	101.69	0050826			D N		MTCE. OF EQUIPME	651.48485.0224
ENVIRONMENTAL RESOURCE A 37581 10/02/13 LAB SUPPLIES	200.52	698805			D N		GENERAL SUPPLIES	651.48484.0229
ERIC'S AVIATION SERVICES 37582 10/02/13 ON SITE MGMT SERV-OCT	6,333.33	STMT/10-13			D N		PROFESSIONAL SER	230.43430.0446

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
EXPRESSIONS BY DEBORAH 37583 10/02/13	FLWR BSKTS FOR DOWNTOW 003012	3,200.00		093013		D N	PROFESSIONAL SER	101.41401.0446
FAMILY PRACTICE MED CENT 37584 10/02/13	DRUG TESTING 000245	94.00		45/9-13		D N	SUBSISTENCE OF P	101.43425.0337
37584 10/02/13	DRUG TESTING	23.50		45/9-13		D N	SUBSISTENCE OF P	101.45435.0337
37584 10/02/13	DRUG TESTING	84.50		45/9-13		D N	SUBSISTENCE OF P	651.48484.0337
		202.00	*CHECK TOTAL					
	VENDOR TOTAL	202.00						
FERGUSON ENTERPRISES INC 37585 10/02/13	7 HYDRANTS 000810	16,580.57		0039676		D N	GENERAL SUPPLIES	101.43425.0229
37585 10/02/13	PLUMBING PARTS	5.99		2879442		D N	MTCE. OF STRUCTU	101.45433.0225
		16,586.56	*CHECK TOTAL					
	VENDOR TOTAL	16,586.56						
FISCHER/BETH 37586 10/02/13	OFFICE SUPPLIES 002484	52.64		091013		D M 07	OFFICE SUPPLIES	208.45005.0220
37586 10/02/13	POSTAGE STAMPS	9.20		091013		D M 07	POSTAGE	208.45005.0223
37586 10/02/13	CELL PHONE-SEPTEMBER	14.77		091013		D M 07	COMMUNICATIONS	208.45005.0330
37586 10/02/13	PUBLIC POLICY MEETING	10.99		091013		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	PIPESTONE BUS TOUR-LUNCH	10.99		091013		D M 07	OTHER CHARGES	208.45009.0449
37586 10/02/13	BIKING EVENT SUPPLIES	56.03		091013		D M 07	OTHER CHARGES	208.45011.0449
37586 10/02/13	BIKING EVENT SUPPLIES	50.36		091013		D M 07	OTHER CHARGES	208.45011.0449
37586 10/02/13	CELL PHONE-OCTOBER	14.77		100213		D M 07	COMMUNICATIONS	208.45005.0330
37586 10/02/13	UMCVB CONF-BAGGAGE CK	25.00		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	UMCVB CONF-MEALS	10.95		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	UMCVB CONF-MEALS	57.83		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	UMCVB CONF-MEALS	10.97		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	UMCVB CONF-MEALS	19.05		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	UMCVB CONF-BAGGAGE CK	25.00		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	AIRPORT PARKING EXPENSE	88.00		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
37586 10/02/13	LEISURE COMMITTEE MTG	22.24		100213		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
		478.79	*CHECK TOTAL					
	VENDOR TOTAL	478.79						
FISHER SCIENTIFIC 37587 10/02/13	OXYGEN METER/PROBE 000269	1,975.11		6285230		D N	SMALL TOOLS	651.48484.0221
FLAHERTY & HOOD P.A. 37588 10/02/13	PROFESSIONAL SERVICES 001449	10,797.05		6597		D M 07	PROFESSIONAL SER	101.41406.0446
FLEETPRIDE 37589 10/02/13	#98TCCW-BRAKE CLEVIS KIT 002973	14.25		56380851		D N	MTCE. OF EQUIPME	101.43425.0224
FREEMAN/LE ANNE 37590 10/02/13	MILEAGE 7/1-7/31/13 000937	207.92		092413		D N	TRAVEL-CONF.-SCH	101.45437.0333
37590 10/02/13	MILEAGE 8/1-8/31/13	202.84		092413		D N	TRAVEL-CONF.-SCH	101.45437.0333
		410.76	*CHECK TOTAL					
	VENDOR TOTAL	410.76						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FUENTES/ANA 37591	10/02/13 REFUND SHELTER DEPOSIT .02067	50.00		092313		D N	DEPOSITS	101.230000
G & K SERVICES 37592	10/02/13 CLEANING SERVICES 002465	56.62		1043520253		D N	CLEANING AND WAS	230.43430.0338
GALLS 37593	10/02/13 REPLACEMENT BULBS 000288	51.40		000963077		D N	MTCE. OF EQUIPME	101.42411.0224
GEISLINGER & SON'S INC 37594	10/02/13 WESTERN INTERCEPTOR 003005	475,495.02		1110/EST. 6		D N	MTCE. OF OTHER I	432.48503.0336
37594	10/02/13 CHECK VOID	475,495.02CR		1110/EST. 6		M N	MTCE. OF OTHER I	432.48503.0336
		0.00		*CHECK TOTAL				
37684	10/02/13 WESTERN INTERCEPTOR	475,495.02		1110/EST. 6		D N	MTCE. OF OTHER I	432.48503.0336
	VENDOR TOTAL	475,495.02						
GENERAL MAILING SERVICES 000293								
37595	10/02/13 POSTAGE 09/16 - 09/20/13	16.12		10013		D N	POSTAGE	101.41401.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	22.40		10013		D N	POSTAGE	101.41402.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	107.26		10013		D N	POSTAGE	101.41403.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	12.88		10013		D N	POSTAGE	101.41404.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	2.24		10013		D N	POSTAGE	101.41405.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	15.00		10013		D N	POSTAGE	101.41408.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	1.12		10013		D N	POSTAGE	101.41409.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	8.92		10013		D N	POSTAGE	101.43417.0223
37595	10/02/13 POSTAGE 09/16 - 09/20/13	49.32		10013		D N	POSTAGE	101.43425.0223
37595	10/02/13 CHECK VOID	0.56		10013		D N	POSTAGE	101.45435.0223
37595	10/02/13 CHECK VOID	16.12CR		10013		M N	POSTAGE	101.41401.0223
37595	10/02/13 CHECK VOID	22.40CR		10013		M N	POSTAGE	101.41402.0223
37595	10/02/13 CHECK VOID	107.26CR		10013		M N	POSTAGE	101.41403.0223
37595	10/02/13 CHECK VOID	12.88CR		10013		M N	POSTAGE	101.41404.0223
37595	10/02/13 CHECK VOID	2.24CR		10013		M N	POSTAGE	101.41405.0223
37595	10/02/13 CHECK VOID	15.00CR		10013		M N	POSTAGE	101.41408.0223
37595	10/02/13 CHECK VOID	1.12CR		10013		M N	POSTAGE	101.41409.0223
37595	10/02/13 CHECK VOID	8.92CR		10013		M N	POSTAGE	101.43417.0223
37595	10/02/13 CHECK VOID	49.32CR		10013		M N	POSTAGE	101.43425.0223
37595	10/02/13 UPS/SPEEDEE DELIVERY	39.94		9784		M N	POSTAGE	101.45435.0223
37595	10/02/13 UPS/SPEEDEE DELIVERY	11.57		9784		D N	POSTAGE	101.42412.0223
37595	10/02/13 CHECK VOID	39.94CR		9784		D N	POSTAGE	651.48484.0223
37595	10/02/13 CHECK VOID	11.57CR		9784		M N	POSTAGE	651.48484.0223
37595	10/02/13 POSTAGE	109.09		9912		D N	POSTAGE	208.45005.0223
37595	10/02/13 CHECK VOID	109.09CR		9912		M N	POSTAGE	208.45005.0223
37595	10/02/13 POSTAGE	1,489.41		9913		D N	POSTAGE	208.45006.0223
37595	10/02/13 CHECK VOID	1,489.41CR		9913		M N	POSTAGE	208.45006.0223
37595	10/02/13 POSTAGE 09/02 - 09/06/13	31.07		9944		D N	POSTAGE	101.41401.0223
37595	10/02/13 POSTAGE 09/02 - 09/06/13	15.68		9944		D N	POSTAGE	101.41402.0223

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	B	X	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES															
37595	10/02/13	09/02	POSTAGE	59.36	9944	9944		D	N					POSTAGE	101.41403.0223
37595	10/02/13	09/02	POSTAGE	1.68	9944	9944		D	N					POSTAGE	101.41405.0223
37595	10/02/13	09/02	POSTAGE	15.00	9944	9944		D	N					POSTAGE	101.41408.0223
37595	10/02/13	09/02	POSTAGE	4.59	9944	9944		D	N					POSTAGE	101.41409.0223
37595	10/02/13	09/02	POSTAGE	2.24	9944	9944		D	N					POSTAGE	101.42412.0223
37595	10/02/13	09/02	POSTAGE	0.56	9944	9944		D	N					POSTAGE	101.43417.0223
37595	10/02/13	09/02	POSTAGE	26.32	9944	9944		D	N					POSTAGE	101.43425.0223
37595	10/02/13	09/02	POSTAGE	2.24	9944	9944		D	N					POSTAGE	101.45432.0223
37595	10/02/13	09/02	POSTAGE	7.23	9944	9944		D	N					POSTAGE	230.43430.0223
37595	10/02/13	09/02	POSTAGE	2.69	9944	9944		D	N					POSTAGE	651.48484.0223
37595	10/02/13	09/02	CHECK VOID	31.07CR	9944	9944		M	N					POSTAGE	101.41401.0223
37595	10/02/13	09/02	CHECK VOID	15.68CR	9944	9944		M	N					POSTAGE	101.41402.0223
37595	10/02/13	09/02	CHECK VOID	59.36CR	9944	9944		M	N					POSTAGE	101.41403.0223
37595	10/02/13	09/02	CHECK VOID	1.68CR	9944	9944		M	N					POSTAGE	101.41405.0223
37595	10/02/13	09/02	CHECK VOID	15.00CR	9944	9944		M	N					POSTAGE	101.41408.0223
37595	10/02/13	09/02	CHECK VOID	4.59CR	9944	9944		M	N					POSTAGE	101.41409.0223
37595	10/02/13	09/02	CHECK VOID	2.24CR	9944	9944		M	N					POSTAGE	101.42412.0223
37595	10/02/13	09/02	CHECK VOID	0.56CR	9944	9944		M	N					POSTAGE	101.43417.0223
37595	10/02/13	09/02	CHECK VOID	26.32CR	9944	9944		M	N					POSTAGE	101.43425.0223
37595	10/02/13	09/02	CHECK VOID	2.24CR	9944	9944		M	N					POSTAGE	101.45432.0223
37595	10/02/13	09/02	CHECK VOID	7.23CR	9944	9944		M	N					POSTAGE	230.43430.0223
37595	10/02/13	09/02	CHECK VOID	2.69CR	9944	9944		M	N					POSTAGE	651.48484.0223
37595	10/02/13	09/02	POSTAGE	39.38	9984	9984		D	N					POSTAGE	101.41401.0223
37595	10/02/13	09/02	POSTAGE	37.72	9984	9984		D	N					POSTAGE	101.41402.0223
37595	10/02/13	09/02	POSTAGE	131.77	9984	9984		D	N					POSTAGE	101.41403.0223
37595	10/02/13	09/02	POSTAGE	4.14	9984	9984		D	N					POSTAGE	101.41404.0223
37595	10/02/13	09/02	POSTAGE	1.12	9984	9984		D	N					POSTAGE	101.41405.0223
37595	10/02/13	09/02	POSTAGE	15.00	9984	9984		D	N					POSTAGE	101.41408.0223
37595	10/02/13	09/02	POSTAGE	0.56	9984	9984		D	N					POSTAGE	101.41409.0223
37595	10/02/13	09/02	POSTAGE	12.19	9984	9984		D	N					POSTAGE	101.42412.0223
37595	10/02/13	09/02	POSTAGE	3.35	9984	9984		D	N					POSTAGE	101.43417.0223
37595	10/02/13	09/02	POSTAGE	1.68	9984	9984		D	N					POSTAGE	101.43425.0223
37595	10/02/13	09/02	POSTAGE	15.68	9984	9984		D	N					POSTAGE	101.45432.0223
37595	10/02/13	09/02	POSTAGE	0.56	9984	9984		D	N					POSTAGE	101.45433.0223
37595	10/02/13	09/02	POSTAGE	2.19	9984	9984		D	N					POSTAGE	651.48484.0223
37595	10/02/13	09/02	POSTAGE	39.38CR	9984	9984		M	N					POSTAGE	101.41401.0223
37595	10/02/13	09/02	POSTAGE	37.72CR	9984	9984		M	N					POSTAGE	101.41402.0223
37595	10/02/13	09/02	POSTAGE	131.77CR	9984	9984		M	N					POSTAGE	101.41403.0223
37595	10/02/13	09/02	POSTAGE	4.14CR	9984	9984		M	N					POSTAGE	101.41404.0223
37595	10/02/13	09/02	POSTAGE	1.12CR	9984	9984		M	N					POSTAGE	101.41405.0223
37595	10/02/13	09/02	POSTAGE	15.00CR	9984	9984		M	N					POSTAGE	101.41408.0223
37595	10/02/13	09/02	POSTAGE	0.56CR	9984	9984		M	N					POSTAGE	101.41409.0223
37595	10/02/13	09/02	POSTAGE	12.19CR	9984	9984		M	N					POSTAGE	101.42412.0223
37595	10/02/13	09/02	POSTAGE	3.35CR	9984	9984		M	N					POSTAGE	101.43417.0223
37595	10/02/13	09/02	POSTAGE	1.68CR	9984	9984		M	N					POSTAGE	101.43425.0223
37595	10/02/13	09/02	POSTAGE	15.68CR	9984	9984		M	N					POSTAGE	101.45432.0223
37595	10/02/13	09/02	POSTAGE	0.56CR	9984	9984		M	N					POSTAGE	101.45433.0223

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION
GENERAL MAILING SERVICES 000293
37595 10/02/13 CHECK VOID

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
37595	10/02/13	CHECK VOID	2.19CR		9984		M	N				POSTAGE	651.48484.0223
			0.00	*CHECK TOTAL									
37685	10/02/13	POSTAGE 09/16 - 09/20/13	16.12		10013		D	N				POSTAGE	101.41401.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	22.40		10013		D	N				POSTAGE	101.41402.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	107.26		10013		D	N				POSTAGE	101.41403.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	12.88		10013		D	N				POSTAGE	101.41404.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	2.24		10013		D	N				POSTAGE	101.41405.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	15.00		10013		D	N				POSTAGE	101.41408.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	1.12		10013		D	N				POSTAGE	101.41409.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	8.92		10013		D	N				POSTAGE	101.43417.0223
37685	10/02/13	POSTAGE 09/16 - 09/20/13	49.32		10013		D	N				POSTAGE	101.43425.0223
37685	10/02/13	UPS/SPEEDEE DELIVERY	0.56		9784		D	N				POSTAGE	101.45435.0223
37685	10/02/13	UPS/SPEEDEE DELIVERY	39.94		9784		D	N				POSTAGE	101.42412.0223
37685	10/02/13	POSTAGE	11.57		9912		D	N				POSTAGE	651.48484.0223
37685	10/02/13	POSTAGE	109.09		9912		D	N				POSTAGE	208.45005.0223
37685	10/02/13	POSTAGE	1,489.41		9944		D	N				POSTAGE	208.45006.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	31.07		9944		D	N				POSTAGE	101.41401.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	15.68		9944		D	N				POSTAGE	101.41402.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	59.36		9944		D	N				POSTAGE	101.41403.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	1.68		9944		D	N				POSTAGE	101.41405.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	15.00		9944		D	N				POSTAGE	101.41408.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	4.59		9944		D	N				POSTAGE	101.41409.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	2.24		9944		D	N				POSTAGE	101.42412.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	0.56		9944		D	N				POSTAGE	101.43417.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	26.32		9944		D	N				POSTAGE	101.43425.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	2.24		9944		D	N				POSTAGE	101.45432.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	7.23		9944		D	N				POSTAGE	230.43430.0223
37685	10/02/13	POSTAGE 09/02 - 09/06/13	2.69		9944		D	N				POSTAGE	651.48484.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	39.38		9984		D	N				POSTAGE	101.41401.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	37.72		9984		D	N				POSTAGE	101.41402.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	131.77		9984		D	N				POSTAGE	101.41403.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	4.14		9984		D	N				POSTAGE	101.41404.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	1.12		9984		D	N				POSTAGE	101.41405.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	15.00		9984		D	N				POSTAGE	101.41408.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	0.56		9984		D	N				POSTAGE	101.41409.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	12.19		9984		D	N				POSTAGE	101.42412.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	3.35		9984		D	N				POSTAGE	101.43417.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	1.68		9984		D	N				POSTAGE	101.43425.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	15.68		9984		D	N				POSTAGE	101.45432.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	0.56		9984		D	N				POSTAGE	101.45433.0223
37685	10/02/13	POSTAGE 09/09 - 09/13/13	2.19		9984		D	N				POSTAGE	651.48484.0223
		VENDOR TOTAL	2,319.83										
		VENDOR TOTAL	2,319.83										

GODFATHER'S EXTERMINATIN 002536
37596 10/02/13 PROFESSIONAL SERVICES 293.91

D N PROFESSIONAL SER 651.48484.0446

63602

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GODFATHER'S EXTERMINATIN 37596 10/02/13 CHECK VOID 002536	293.91 0.00	*CHECK	63602 TOTAL		M N	PROFESSIONAL SER	651.48484.0446
37686 10/02/13 PROFESSIONAL SERVICES VENDOR TOTAL	293.91 293.91		63602		D N	PROFESSIONAL SER	651.48484.0446
GRAINGER INC 37597 10/02/13 COMPRESSOR PUMP PARTS 000786	71.46 71.46	*CHECK	9244634839 TOTAL		D N M N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.45433.0224 101.45433.0224
37597 10/02/13 CHECK VOID	0.00	*CHECK	TOTAL				
37687 10/02/13 COMPRESSOR PUMP PARTS VENDOR TOTAL	71.46 71.46		9244634839		D N	MTCE. OF EQUIPME	101.45433.0224
HALLIDAY *ASSESSING/KEY 000319	47.48		092013		D N	OFFICE SUPPLIES	101.41404.0220
37598 10/02/13 TO REIMBURSE PETTY CASH	13.72		092013		D N	GENERAL SUPPLIES	101.41404.0229
37598 10/02/13 TO REIMBURSE PETTY CASH	47.48		092013		M N	OFFICE SUPPLIES	101.41404.0220
37598 10/02/13 CHECK VOID	13.72		092013		M N	GENERAL SUPPLIES	101.41404.0229
37598 10/02/13 CHECK VOID	0.00	*CHECK	TOTAL				
37688 10/02/13 TO REIMBURSE PETTY CASH	47.48		092013		D N	OFFICE SUPPLIES	101.41404.0220
37688 10/02/13 TO REIMBURSE PETTY CASH	13.72	*CHECK	092013		D N	GENERAL SUPPLIES	101.41404.0229
VENDOR TOTAL	61.20		TOTAL				
HANNEMAN/BENJAMIN J 003042	17.22		544		D N	TRAVEL-CONF. -SCH	101.42411.0333
37599 10/02/13 FIELD SOBRIETY COURSE	17.22		544		M N	TRAVEL-CONF. -SCH	101.42411.0333
37599 10/02/13 CHECK VOID	0.00	*CHECK	TOTAL				
37689 10/02/13 FIELD SOBRIETY COURSE VENDOR TOTAL	17.22 17.22		544		D N	TRAVEL-CONF. -SCH	101.42411.0333
HANSEN ADVERTISING SPECI 000321	467.00		31748		D N	SUBSISTENCE OF P	101.45432.0227
37600 10/02/13 RIDE FOR TRLS T-SHIRTS	467.00		31748		M N	SUBSISTENCE OF P	101.45432.0227
37600 10/02/13 CHECK VOID	0.00	*CHECK	TOTAL				
37690 10/02/13 RIDE FOR TRLS T-SHIRTS VENDOR TOTAL	467.00 467.00		31748		D N	SUBSISTENCE OF P	101.45432.0227
HAUG-KUBOTA LLC 002609	111.64		3564		D N	MTCE. OF EQUIPME	651.48484.0224
37601 10/02/13 MOWER BLADES	111.64		3564		M N	MTCE. OF EQUIPME	651.48484.0224
37601 10/02/13 CHECK VOID	953.92		3596		D N	MTCE. OF EQUIPME	101.43425.0224
37601 10/02/13 #115465-STEERING MOTOR	953.92		3596		M N	MTCE. OF EQUIPME	101.43425.0224
37601 10/02/13 CHECK VOID	953.92		3596		M N	MTCE. OF EQUIPME	101.43425.0224

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
HAUG-KUBOTA LLC 37601 10/02/13 #115465-OIL GAUGE/BSHNGS 37601 10/02/13 CHECK VOID	201.11 201.11CR 0.00	3621 3621 *CHECK TOTAL		D N M N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.43425.0224
37691 10/02/13 MOWER BLADES 37691 10/02/13 #115465-STEERING MOTOR 37691 10/02/13 #115465-OIL GAUGE/BSHNGS VENDOR TOTAL	111.64 953.92 201.11 1,266.67 1,266.67	3564 3596 3621 *CHECK TOTAL		D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48484.0224 651.48484.0224 651.48484.0224
HAWKINS INC 37602 10/02/13 FERRIC CHLORIDE 37602 10/02/13 CHECK VOID 37602 10/02/13 FERRIC CHLORIDE 37602 10/02/13 CHECK VOID	4,884.25 4,884.25CR 4,890.46 4,890.46CR 0.00	3511236 RI 3511236 RI 3517431 RI 3517431 RI *CHECK TOTAL		D N M N D N M N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229 651.48484.0229 651.48484.0229
37692 10/02/13 FERRIC CHLORIDE 37692 10/02/13 FERRIC CHLORIDE VENDOR TOTAL	4,884.25 4,890.46 9,774.71 9,774.71	3511236 RI 3517431 RI *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229
HENDRICKSON *PETTY CASH/ 37603 10/02/13 TO REIMBURSE PETTY CASH 37603 10/02/13 TO REIMBURSE PETTY CASH 37603 10/02/13 CHECK VOID 37603 10/02/13 CHECK VOID	6.11 36.30 6.11CR 36.30CR 0.00	091813 091813 091813 091813 *CHECK TOTAL		D N D N M N M N	POSTAGE SUBSISTENCE OF P POSTAGE SUBSISTENCE OF P	101.42412.0223 101.42412.0227 101.42412.0223 101.42412.0227
37693 10/02/13 TO REIMBURSE PETTY CASH 37693 10/02/13 TO REIMBURSE PETTY CASH VENDOR TOTAL	6.11 36.30 42.41 42.41	091813 091813 *CHECK TOTAL		D N D N	POSTAGE SUBSISTENCE OF P	101.42412.0223 101.42412.0227
HILLYARD FLOOR CARE SUPP 37604 10/02/13 FLOOR WAX 37604 10/02/13 CHECK VOID	407.67 407.67CR 0.00	600823758 600823758 *CHECK TOTAL		D N M N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45435.0225 101.45435.0225
37694 10/02/13 FLOOR WAX VENDOR TOTAL	407.67 407.67	600823758		D N	MTCE. OF STRUCTU	101.45435.0225
HOUR MEDIA 37605 10/02/13 AAA LIVING AD SEP/OCT 37605 10/02/13 CHECK VOID	760.00 760.00CR 0.00	9-13-AAA1071 9-13-AAA1071 *CHECK TOTAL		D N M N	ADVERTISING ADVERTISING	208.45006.0447 208.45006.0447

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HOOR MEDIA 37695 10/02/13 AAA LIVING AD SEP/OCT VENDOR TOTAL	760.00 760.00	9-13-AAA1071		D N	ADVERTISING	208.45006.0447
HYDRITE CHEMICAL CO 37606 10/02/13 MAGNESIUM HYDROXIDE 37606 10/02/13 CHECK VOID	9,075.30 9,075.30CR 0.00	01633056 01633056 *CHECK TOTAL		D N M N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229
37696 10/02/13 MAGNESIUM HYDROXIDE VENDOR TOTAL	9,075.30 9,075.30	01633056		D N	GENERAL SUPPLIES	651.48484.0229
IMAN/ANIS 37607 10/02/13 SOCCER TRNMNT-1ST PLACE	300.00	092413		D N	AWARDS AND INDEM	101.45432.0442
INNOVATIVE OFFICE SOLJUTI 37608 10/02/13 WET FLOOR SIGNS	19.41	IN0357734		D N	SMALL TOOLS	101.42412.0221
INTERSTATE POWER SYSTEMS 37609 10/02/13 METRIC POWER BELTS	88.80	571611 RI		D N	MICE. OF EQUIPME	651.48484.0224
ISS INC 37610 10/02/13 AIR CONVEYANCE SWITCH	44.27	3052633		D N	MICE. OF EQUIPME	651.48485.0224
JAGUSH/JEFFREY 37611 10/02/13 MILEAGE 9/3-9/13/13 37611 10/02/13 MILEAGE 9/3-9/13/13 37611 10/02/13 MILEAGE 9/17-9/27/13 37611 10/02/13 MILEAGE 9/17-9/27/13 VENDOR TOTAL	22.60 22.60 22.60 22.60 90.40 90.40	091313 091313 100213 100213 *CHECK TOTAL		D N D N D N D N	TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	101.43425.0333 101.43425.0333 651.48484.0333 101.43425.0333 101.45435.0333
K M FIRE PUMP SPECIALIST 37612 10/02/13 PUMP TESTING	1,050.00	5952		D M 07	PROFESSIONAL SER	101.42412.0446
KANDI STEEL CO 37613 10/02/13 SUPPLIES 37613 10/02/13 SUPPLIES VENDOR TOTAL	40.01 24.06 64.07 64.07	8736 8741 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0229 101.45433.0229
KANDIYOHI CO AUDITOR 37614 10/02/13 SPECIAL ASSESSMENT CARDS 37614 10/02/13 SPECIAL ASSESSMENT CAR 37614 10/02/13 13 AIR CARDS JUL-SEP VENDOR TOTAL	290.00 6,400.00 1,014.00 7,704.00	082813 082813 100113 *CHECK TOTAL		D N D N D N	OTHER SERVICES OTHER SERVICES COMMUNICATIONS	411.48451.0339 412.48451.0339 101.42411.0330

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC 37615 10/02/13 000375	WELCOME TO WILLMAR SIGN	96.00		STMT/9-13		D N	UTILITIES	101.43425.0332
37615 10/02/13	WELCOME TO WILLMAR SIGN	44.74		STMT/9-13		D N	UTILITIES	101.43425.0332
37615 10/02/13	CO RD 23/HWY 71 BYPASS	113.00		STMT/9-13		D N	UTILITIES	101.43425.0332
37615 10/02/13	ELEC SERV-LIFT STATIONS	795.00		STMT/9-13		D N	UTILITIES	651.48485.0332
37615 10/02/13	ABBOTT DR LIFT STATION	72.00		STMT/9-13		D N	UTILITIES	651.48485.0332
37615 10/02/13	ELEC SERV-SECURITY LIGHT	35.00		STMT/9-13		D N	UTILITIES	651.48485.0332
	VENDOR TOTAL	1,155.74		*CHECK TOTAL				
		1,155.74						
KEEPRS INC 37616 10/02/13 001905	CHEMICAL MUNITIONS	3,001.38		220475		D N	GENERAL SUPPLIES	101.42411.0229
37616 10/02/13	MINI FLASHBANGS	371.28		220475-01		D N	GENERAL SUPPLIES	101.42411.0229
	VENDOR TOTAL	3,372.66		*CHECK TOTAL				
		3,372.66						
KENNEDY & GRAVEN, CHARTE 37617 10/02/13 002520	PROFESSIONAL SERVICES	436.61		116134		D N	PROFESSIONAL SER	432.48483.0446
LAKESIDE PRESS 37618 10/02/13 001646	LEDEBER-BUSINESS CARDS	45.93		3467		D N	PRINTING AND PUB	101.43425.0331
37618 10/02/13	MANZER-BUSINESS CARDS	45.93		3467		D N	PRINTING AND PUB	101.43425.0331
37618 10/02/13	DESCHPEPER-BUS. CARDS	61.88		3469		D N	PRINTING AND PUB	101.41402.0331
	VENDOR TOTAL	153.74		*CHECK TOTAL				
		153.74						
LANGE/CRAIG 37619 10/02/13 002000	GANG TRAINING	44.71		543		D N	TRAVEL-CONF.-SCH	101.42411.0333
LEAL/MARIA 37620 10/02/13 01768	REFUND SHELTER DEPOSIT	50.00		091913		D N	DEPOSITS	101.230000
LET'S PLAY INC 37621 10/02/13 002760	HOCKEY TOURNAMENT AD	535.00		12110		D N	OTHER CHARGES	208.45011.0449
LINCOLN FINANCIAL GROUP 37622 10/02/13 002789	LIFE INSURANCE-OCTOBER	34.40		M267		D N	COBRA INS PREMIU	101.120001
37622 10/02/13	LIFE INSURANCE-OCTOBER	47.06		M267		D N	EMPLOYER INSUR.	101.41400.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	48.75		M267		D N	EMPLOYER INSUR.	101.41402.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	19.50		M267		D N	EMPLOYER INSUR.	101.41403.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	19.50		M267		D N	EMPLOYER INSUR.	101.41404.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	29.25		M267		D N	EMPLOYER INSUR.	101.41405.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	9.75		M267		D N	EMPLOYER INSUR.	101.41408.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	58.50		M267		D N	EMPLOYER INSUR.	101.41409.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	2.44		M267		D N	EMPLOYER INSUR.	101.41424.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	1,508.95		M267		D N	INS. PASS THROUG	101.41428.0819
37622 10/02/13	LIFE INSURANCE-OCTOBER	351.00		M267		D N	EMPLOYER INSUR.	101.42411.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	29.25		M267		D N	EMPLOYER INSUR.	101.42412.0114

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP 37622 10/02/13	002789 LIFE INSURANCE-OCTOBER	24.38		M267		D N	EMPLOYER INSUR.	101.43417.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	181.35		M267		D N	EMPLOYER INSUR.	101.43425.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	19.50		M267		D N	EMPLOYER INSUR.	101.45432.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	39.00		M267		D N	EMPLOYER INSUR.	101.45433.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	17.55		M267		D N	EMPLOYER INSUR.	101.45435.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	4.87		M267		D N	EMPLOYER INSUR.	101.45437.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	93.60		M267		D N	EMPLOYER INSUR.	651.48484.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	9.75		M267		D N	EMPLOYER INSUR.	651.48485.0114
37622 10/02/13	LIFE INSURANCE-OCTOBER	2,558.10		M267		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	2,558.10		*CHECK TOTAL				
LOFFLER 37623 10/02/13	002593 COPIER MICE CHARGE	42.64		1.620868		D N	MICE. OF EQUIPME	101.43425.0334
MACVB 37624 10/02/13	001218 MEMBERSHIP DUES	288.73		37		D N	PREPAID EXPENSES	208.128000
37624 10/02/13	MEMBERSHIP DUES	96.27		37		D N	SUBSCRIPTIONS AN	208.45005.0443
	VENDOR TOTAL	385.00		*CHECK TOTAL				
MADISON NATIONAL LIFE 37548 09/27/13	002249 LTD PREMIUM-NOVEMBER	48.42		208		D N	EMPLOYER INSUR.	101.41400.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	87.58		208		D N	EMPLOYER INSUR.	101.41402.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	34.59		208		D N	EMPLOYER INSUR.	101.41403.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	43.53		208		D N	EMPLOYER INSUR.	101.41404.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	50.12		208		D N	EMPLOYER INSUR.	101.41405.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	8.19		208		D N	EMPLOYER INSUR.	101.41408.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	52.39		208		D N	EMPLOYER INSUR.	101.41409.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	1.71		208		D N	EMPLOYER INSUR.	101.41424.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	594.14		208		D N	EMPLOYER INSUR.	101.42411.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	40.19		208		D N	EMPLOYER INSUR.	101.42412.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	34.61		208		D N	EMPLOYER INSUR.	101.43417.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	272.12		208		D N	EMPLOYER INSUR.	101.43425.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	13.68		208		D N	EMPLOYER INSUR.	101.45432.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	42.44		208		D N	EMPLOYER INSUR.	101.45433.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	13.87		208		D N	EMPLOYER INSUR.	101.45435.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	9.80		208		D N	EMPLOYER INSUR.	101.45437.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	122.79		208		D N	EMPLOYER INSUR.	651.48484.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	13.09		208		D N	EMPLOYER INSUR.	651.48485.0114
37548 09/27/13	LTD PREMIUM-NOVEMBER	13.68		208		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	1,496.94		*CHECK TOTAL				
MADSEN/KEVIN 37625 10/02/13	001127 MIAMA FALL. CONFERENCE	616.00		301		D N	TRAVEL-CONF. -SCH	101.45433.0333

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MATHESON TRI-GAS INC 37626 10/02/13 CYLINDER RENTAL 002898 37626 10/02/13 CYLINDER RENTAL	46.53 298.00 344.53	07597272 07719539 *CHECK TOTAL		D N D N		RENTS RENTS	101.45433.0440 101.45433.0440
VENDOR TOTAL	344.53						
MAYA 37627 10/02/13 MEMBERSHIP DUES 002475 37627 10/02/13 MEMBERSHIP DUES	30.00 30.00 60.00	092413 092413 *CHECK TOTAL		D N D N		PREPAID EXPENSES SUBSCRIPTIONS AN	101.128000 101.45435.0443
VENDOR TOTAL	60.00						
MBFTA 37628 10/02/13 BONNEMA-SEMINAR REGIS. 001749	75.00	091613		D N		TRAVEL-CONF. -SCH	101.41402.0333
MENARDS 37629 10/02/13 PLUMBING PARTS 000449 37629 10/02/13 SUPPLIES 37629 10/02/13 PLANT SUPPLIES 37629 10/02/13 SUPPLIES 37629 10/02/13 SUPPLIES 37629 10/02/13 BLDG MTCE - PARTS 37629 10/02/13 SUPPLIES	39.64 47.37 14.11 26.64 55.40 193.26 455.98	30524 31197 31662 31935 32561 32637 32775 *CHECK TOTAL		D N D N D N D N D N D N D N		MTCE. OF STRUCTU GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES MTCE. OF STRUCTU GENERAL SUPPLIES	101.45433.0225 101.45433.0229 651.48484.0229 651.48484.0229 101.45433.0229 101.45433.0225 101.45433.0225
VENDOR TOTAL	455.98						
MES - MIDAM 37630 10/02/13 JOHNSON-SAFETY BOOTS 002918	125.00	00442557		D N		SUBSISTENCE OF P	101.42412.0227
METRO SALES INC 37631 10/02/13 COPIER MTCE CHARGE-SEP 003016	294.18	552247		D N		MTCE. OF EQUIPME	741.48001.0334
MINI BIFF LLC 37632 10/02/13 TOILET RENTALS 001805 37632 10/02/13 TOILET RENTALS 37632 10/02/13 TOILET RENTALS	77.59 155.18 77.59 77.59 77.59 77.59 77.59 77.59	A-59352 A-59353 A-59354 A-59356 A-59358 A-59360 A-59361 A-59365 *CHECK TOTAL		D N D N D N D N D N D N D N D N		RENTS RENTS RENTS RENTS RENTS RENTS RENTS RENTS	101.43425.0440 101.43425.0440 101.43425.0440 101.43425.0440 101.43425.0440 101.43425.0440 101.43425.0440 101.43425.0440
VENDOR TOTAL	775.90						
MINNEAPOLIS FINANCE DEPA 37633 10/02/13 PROFESSIONAL SERVICES 000466	197.10	400413004235		D N		PROFESSIONAL SER	101.42411.0446

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX	M	ACCOUNT NAME	ACCOUNT
MONSON CORPORATION			000126									
37638	10/02/13	MIX FOR STREET PATCHING	641.86		1789SB		D	N			MTCE. OF OTHER I	101.43425.0226
37638	10/02/13	MIX FOR STREET PATCHING	1,663.16		1795SB		D	N			MTCE. OF OTHER I	101.43425.0226
37638	10/02/13	MIX FOR STREET PATCHING	1,467.95		1806SB		D	N			MTCE. OF OTHER I	101.43425.0226
37638	10/02/13	MIX FOR STREET PATCHING	626.42		1828SB		D	N			MTCE. OF OTHER I	101.43425.0226
		VENDOR TOTAL	4,399.39		*CHECK TOTAL							
		VENDOR TOTAL	4,399.39									
MVTL LABORATORIES INC			000544									
37639	10/02/13	PROFESSIONAL SERVICES	317.00		670711		D	N			PROFESSIONAL SER	651.48484.0446
37639	10/02/13	PROFESSIONAL SERVICES	1,737.00		671425		D	N			PROFESSIONAL SER	651.48484.0446
37639	10/02/13	PROFESSIONAL SERVICES	439.00		671919		D	N			PROFESSIONAL SER	651.48484.0446
37639	10/02/13	PROFESSIONAL SERVICES	468.00		671920		D	N			PROFESSIONAL SER	651.48484.0446
37639	10/02/13	PROFESSIONAL SERVICES	39.00		672549		D	N			PROFESSIONAL SER	651.48484.0446
		VENDOR TOTAL	3,000.00		*CHECK TOTAL							
		VENDOR TOTAL	3,000.00									
NELSON INTERNATIONAL			000568									
37640	10/02/13	#069956 REPAIR-PARTS	269.80		310955		D	N			MTCE. OF EQUIPME	651.48486.0224
37640	10/02/13	#069956 REPAIR-LABOR	412.46		310955		D	N			MTCE. OF EQUIPME	651.48486.0334
37640	10/02/13	#052445-BRAKE DIAPHRAGM	10.36		606711		D	N			MTCE. OF EQUIPME	101.43425.0224
		VENDOR TOTAL	692.62		*CHECK TOTAL							
		VENDOR TOTAL	692.62									
NEXTEL COMMUNICATION			000578									
37641	10/02/13	CELLULAR PHONE USAGE	58.99		317498885-064		D	N			COMMUNICATIONS	101.41400.0330
37641	10/02/13	CELLULAR PHONE USAGE	62.99		317498885-064		D	N			COMMUNICATIONS	101.41402.0330
37641	10/02/13	CELLULAR PHONE USAGE	58.99		317498885-064		D	N			COMMUNICATIONS	101.41403.0330
37641	10/02/13	CELLULAR PHONE USAGE	58.99		317498885-064		D	N			COMMUNICATIONS	101.41405.0330
37641	10/02/13	CELLULAR PHONE USAGE	320.37		317498885-064		D	N			COMMUNICATIONS	101.41409.0330
37641	10/02/13	CELLULAR PHONE USAGE	316.86		317498885-064		D	N			COMMUNICATIONS	101.42411.0330
37641	10/02/13	CELLULAR PHONE USAGE	175.23		317498885-064		D	N			COMMUNICATIONS	101.42412.0330
37641	10/02/13	CELLULAR PHONE USAGE	51.62		317498885-064		D	N			COMMUNICATIONS	101.43417.0330
37641	10/02/13	CELL PHONE	99.99		317498885-064		D	N			SMALL TOOLS	101.43425.0221
37641	10/02/13	CELLULAR PHONE USAGE	148.31		317498885-064		D	N			COMMUNICATIONS	101.43425.0330
37641	10/02/13	CELLULAR PHONE USAGE	34.03		317498885-064		D	N			COMMUNICATIONS	101.45432.0330
37641	10/02/13	CELLULAR PHONE USAGE	16.98		317498885-064		D	N			COMMUNICATIONS	101.45433.0330
37641	10/02/13	CELLULAR PHONE USAGE	56.09		317498885-064		D	N			COMMUNICATIONS	651.48484.0330
37641	10/02/13	CELLULAR PHONE USAGE	64.47		317498885-064		D	N			COMMUNICATIONS	651.48485.0330
		VENDOR TOTAL	1,523.91		*CHECK TOTAL							
		VENDOR TOTAL	1,523.91									
NORTHERN STATES SUPPLY			000585									
37642	10/02/13	TURN BUCKLES	48.18CR		10-508616		D	N			MTCE. OF EQUIPME	101.43425.0224
37642	10/02/13	SURVEY PAINT	12.01		10-508912		D	N			GENERAL SUPPLIES	413.48451.0229
37642	10/02/13	SURVEY PAINT	62.50		10-508912		D	N			GENERAL SUPPLIES	413.48451.0229
37642	10/02/13	WOOD SHOP SUPPLIES	56.08		10-508929		D	N			GENERAL SUPPLIES	101.45435.0229
37642	10/02/13	CABLE TIES	12.35		10-508939		D	N			MTCE. OF EQUIPME	101.43425.0224

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
NORTHERN STATES SUPPLY 000585 37642 10/02/13 COPPER ANTI-SRIZE	26.34		10-508955		D N	GENERAL SUPPLIES	101.45433.0229
37642 10/02/13 WELDING GLOVES	6.30		10-509050		D N	GENERAL SUPPLIES	101.43425.0229
37642 10/02/13 MARKING PAINT	36.04		10-509149		D N	MTCE. OF STRUCTU	101.43425.0225
37642 10/02/13 SURVEY PAINT	59.37		10-509165		D N	GENERAL SUPPLIES	413.48451.0229
37642 10/02/13 SUPPLIES	14.79		10-509260		D N	GENERAL SUPPLIES	101.43425.0229
37642 10/02/13 ZAMBONI PARTS	33.51		10-509394		D N	MTCE. OF EQUIPME	101.45433.0224
37642 10/02/13 SURVEY PAINT	62.50		10-509423		D N	GENERAL SUPPLIES	413.48451.0229
37642 10/02/13 #088959-CASTOR WHEELS	280.33		136508		D N	MTCE. OF EQUIPME	101.43425.0224
	613.94		*CHECK TOTAL				
VENDOR TOTAL	613.94						
PACIFIC CASCADE CORPORAT 002482 37643 10/02/13 TELESCOPING CHALK HLD R	102.75		18963		D N	SMALL TOOLS	101.42411.0221
PEST PRO II 001968 37644 10/02/13 PROFESSIONAL SERVICES	38.48		14105		D N	PROFESSIONAL SER	101.45435.0446
PLAYPOWER LT FARMINGTON 002492 37645 10/02/13 PLAY EQUIP REPAIR-PARTS	275.74		1400176726		D N	MTCE. OF OTHER I	101.43425.0226
PLUMBING & HEATING OF WI 000618 37646 10/02/13 PLUMBING PARIS	11.22		16493		D N	MTCE. OF STRUCTU	101.43425.0225
R & R SPECIALTIES INC 000636 37647 10/02/13 REPL. ZAMBONI BATTERIE	9,298.13		0052825		D N	MTCE. OF EQUIPME	101.45433.0224
RICCH USA INC 002101 37648 10/02/13 COPIER LEASE AGRMT	675.45		90840680		D N	RENTS	741.48001.0440
ROSEVILLE VISITORS ASSN 02071 37649 10/02/13 UMCVB CONF-CAB RIDE EXP.	15.50		093013		D N	TRAVEL-CONF.-SCH	208.45005.0333
RULE TIRE SHOP 000665 37650 10/02/13 #066337-TIRES	856.41		63540		D N	MTCE. OF EQUIPME	651.48484.0224
37650 10/02/13 INST. TIRES-LABOR	39.96		63540		D N	MTCE. OF EQUIPME	651.48484.0334
37650 10/02/13 TIRES	656.97		63815		D N	INVENTORIES-MDSE	101.125000
37650 10/02/13 JD GATOR-TIRES	203.06		63877		D N	MTCE. OF EQUIPME	651.48486.0224
	1,756.40		*CHECK TOTAL				
VENDOR TOTAL	1,756.40						
RUNNING'S SUPPLY INC 001418 37651 10/02/13 LINBO-SAFETY BOOTS	125.00		3177204		D N	SUBSISTENCE OF P	101.43425.0227
37651 10/02/13 1.5 QT HAND SPRAYER	21.35		3210974		D N	SMALL TOOLS	101.43425.0221
37651 10/02/13 GLOVES	8.98		3211661		D N	GENERAL SUPPLIES	101.45437.0229
37651 10/02/13 AIR COMPRESSOR PARTS	48.08		3213709		D N	MTCE. OF EQUIPME	101.43425.0224
37651 10/02/13 WEED KILLER	25.64		3215014		D N	GENERAL SUPPLIES	101.43425.0229
37651 10/02/13 TUBE FOR CART	13.88		3218275		D N	MTCE. OF EQUIPME	101.43425.0224

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC 001418														
37651	10/02/13	10/02/13	SUPPLIES	27.22		3219188		D	N				GENERAL SUPPLIES	101.45433.0229
37651	10/02/13	10/02/13	WEED KILLER	619.82		3219518		D	N				GENERAL SUPPLIES	101.43425.0229
37651	10/02/13	10/02/13	ZAMBONI PARTS	49.57		3224407		D	N				MTCE. OF EQUIPME	101.45433.0224
37651	10/02/13	10/02/13	SUPPLIES	74.55		3228286		D	N				GENERAL SUPPLIES	101.45433.0229
37651	10/02/13	10/02/13	PLANT SUPPLIES	98.24		3230065		D	N				SMALL TOOLS	651.48484.0229
37651	10/02/13	10/02/13	PLANT SUPPLIES	14.95		3230093		D	N				GENERAL SUPPLIES	101.43425.0221
37651	10/02/13	10/02/13	WEED KILLER	277.73		3230185		D	N				GENERAL SUPPLIES	101.43425.0229
37651	10/02/13	10/02/13	SUPPLIES	34.98		3230613		D	N				GENERAL SUPPLIES	101.45433.0229
37651	10/02/13	10/02/13	WEED KILLER	21.36		3230744		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	1,461.35		*CHECK TOTAL								
				1,461.35										
RUTER/DOUGLAS H 002288														
37652	10/02/13	10/02/13	PLANT SUPPLIES	93.38		447		D	N				GENERAL SUPPLIES	651.48484.0229
SCHWANKE TRACTOR & TRUCK 000681														
37653	10/02/13	10/02/13	BATTERIES	423.12		1497		D	N				MTCE. OF EQUIPME	651.48484.0224
SCHWEGMAN'S CLEANERS 000682														
37654	10/02/13	10/02/13	UNIFORM ALTERATIONS	12.88		434951		D	N				PROFESSIONAL SER	101.42412.0446
SERVICE CENTER/CITY OF W 000685														
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-PARTS	100.49		STMT/9-13		D	N				MTCE. OF EQUIPME	101.41402.0224
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-OIL	34.00		STMT/9-13		D	N				MOTOR FUELS AND	101.42411.0222
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-PARTS	336.02		STMT/9-13		D	N				MTCE. OF EQUIPME	101.42411.0224
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-OIL	11.90		STMT/9-13		D	N				MOTOR FUELS AND	101.42412.0222
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-PARTS	11.20		STMT/9-13		D	N				MTCE. OF EQUIPME	101.42412.0224
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-OIL	22.10		STMT/9-13		D	N				MOTOR FUELS AND	101.43417.0222
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-PARTS	673.37		STMT/9-13		D	N				MOTOR FUELS AND	101.43417.0224
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-OIL	350.50		STMT/9-13		D	N				MOTOR FUELS AND	101.43425.0222
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-PARTS	340.44		STMT/9-13		D	N				MTCE. OF EQUIPME	101.43425.0224
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-OIL	95.70		STMT/9-13		D	N				MOTOR FUELS AND	651.48485.0222
37655	10/02/13	10/02/13	EQUIPMENT REPAIR-OIL	52.85		STMT/9-13		D	N				MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	2,028.57		*CHECK TOTAL								
				2,028.57										
SOS TECHNOLOGIES 003032														
37656	10/02/13	10/02/13	DEFIBRILLATOR BATTERIES	224.15		65054		D	N				SAFETY PROGRAM	101.42428.0817
SPECIAL OPERATIONS TRNG 001388														
37657	10/02/13	10/02/13	LIVINGOOD-TACTICAL TRNG	625.00		89947-42604440		D	N				TRAVEL-CONF. -SCH	101.42411.0333
37657	10/02/13	10/02/13	NEUBAUER-TACTICAL TRNG	625.00		89947-42604440		D	N				TRAVEL-CONF. -SCH	101.42411.0333
			VENDOR TOTAL	1,250.00		*CHECK TOTAL								
				1,250.00										
ST CLOUD FIRE EQUIPMENT 003021														
37658	10/02/13	10/02/13	ALARM MONITORING FEE	80.16		71963		D	N				MTCE. OF STRUCTU	101.41408.0335

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
STAR TRIBUNE 37659 10/02/13 MN EXPLORER AD 000710	285.00		A13837457		D	N	OTHER CHARGES	208.45010.0449
STATEWIDE DISTRIBUTING I 37660 10/02/13 CONCESSION SUPPLIES 000718	44.00		097129		D	N	GENERAL SUPPLIES	101.45433.0229
37660 10/02/13 CLEANING SUPPLIES	40.08		097156		D	N	CLEANING AND WAS	651.48484.0228
37660 10/02/13 CONCESSION SUPPLIES	55.40		097169		D	N	GENERAL SUPPLIES	101.45433.0229
	139.48		*CHECK TOTAL					
	139.48							
VENDOR TOTAL								
STOEN'S HYDROSTATIC SERV 37661 10/02/13 REBUILD 2 HYD. MOTORS 002739	597.00		41837		D	N	MTCE. OF EQUIPME	101.43425.0334
SURPLUS WAREHOUSE INC 37662 10/02/13 PAINTING SUPPLIES 000728	37.25		091713		D	N	GENERAL SUPPLIES	101.43425.0229
TAHER, INC 37663 10/02/13 DUININCK-WELCOME PARTY 000623	42.65		3253		D	N	GENERAL SUPPLIES	101.41404.0229
TDS METROCOM 37664 10/02/13 MONTHLY SERVICE 000758	231.92		245		D	N	COMMUNICATIONS	101.42412.0330
37664 10/02/13 MONTHLY SERVICE	49.16		245		D	N	COMMUNICATIONS	101.43425.0330
	281.08		*CHECK TOTAL					
	281.08							
VENDOR TOTAL								
TORRES/LUIS DANIEL 37665 10/02/13 SOCCER TRNMNT-2ND PLACE .02070	100.00		092413		D	N	AWARDS AND INDEM	101.45432.0442
TRAVEL GUIDES FREE 37666 10/02/13 TRAVEL GUIDE AD 002717	215.82		17751		D	N	OTHER CHARGES	208.45010.0449
UNIFORMS UNLIMITED 37667 10/02/13 TASER PARTS 000762	48.70		177591		D	N	MTCE. OF EQUIPME	101.42411.0224
VANDER HAGEN/DUSTIN 37668 10/02/13 GANG TRAINING 002316	54.10		615		D	N	TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS 37669 10/02/13 CELLULAR PHONE USAGE 002915	32.93		STMT/8-13		D	N	COMMUNICATIONS	101.45432.0330
VISIT BEMIDJI 37670 10/02/13 UMCVB CONF-CAB RIDE EXP. .02072	18.75		093013		D	N	TRAVEL-CONF.-SCH	208.45005.0333
VISTAR CORPORATION 37671 10/02/13 CONCESSION SUPPLIES 002566	540.23		37555506		D	N	GENERAL SUPPLIES	101.45433.0229
WAL-MART COMMUNITY 37672 10/02/13 SUPPLIES FOR SWAT BUS 000789	15.92		090313		D	N	GENERAL SUPPLIES	101.42411.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
WAL-MART COMMUNITY 000789 37672 10/02/13 BATTERY WATER 37672 10/02/13 COFFEE 37672 10/02/13 FILTERS/BATTERIES 37672 10/02/13 HAND SANITIZER VENDOR TOTAL	7.92 33.92 13.20 12.73 83.69 83.69		090513 090613 090613 090913 *CHECK TOTAL		D N D N D N D N D N	GENERAL SUPPLIES SUBSISTENCE OF P GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 101.42411.0227 101.42411.0229 101.42411.0229
WEST CENTRAL INDUSTRIES 000801 37673 10/02/13 LATH BUNDLES	35.64		00039395		D N	GENERAL SUPPLIES	101.42412.0229
WEST CENTRAL SANITATION 000805 37674 10/02/13 GARBAGE SERVICE-SBP	27.45		6806100/9-13		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE 000807 37675 10/02/13 NOTICE PUBLISHED 37675 10/02/13 COUNCIL PROCEEDINGS PUB. 37675 10/02/13 COUNCIL PROCEEDINGS PUB. 37675 10/02/13 COUNCIL PROCEEDINGS PUB. 37675 10/02/13 NOTICE PUBLISHED VENDOR TOTAL	65.55 410.40 116.85 99.75 22.80 715.35 715.35		CL03056390 CL03056528 CL03056582 CL03056583 CL03056727 *CHECK TOTAL		D N D N D N D N D N D N	PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB	101.41401.0331 101.41401.0331 101.41401.0331 101.41401.0331 101.41401.0331
WESTMOR INDUSTRIES LLC 001640 37676 10/02/13 FUEL SYSTEM PEDESTAL	766.64		1020735 RI		D N	MTCE. OF OTHER I	101.43425.0226
WILLMAR AUTO VALUE 002689 37677 10/02/13 MASTER CYLINDER	85.49		22059405		D N	INVENTORIES-MDSE	101.125000
WILLMAR CHAMBER OF COMME 000812 37678 10/02/13 DIRECTOR SALARY 37678 10/02/13 ASSISTANT SALARY 37678 10/02/13 FICA & INSURANCE 37678 10/02/13 IRA CONTRIBUTION 37678 10/02/13 STATE UNEMPLOYMENT TAX 37678 10/02/13 FEDERAL UNEMPLOYMENT TAX 37678 10/02/13 MN WORKFORCE FEE 37678 10/02/13 PHOTO COPIES-SEPTEMBER 37678 10/02/13 PAYROLL/FLEX FEE 37678 10/02/13 OFFICE RENT-SEPTEMBER 37678 10/02/13 MAIL PICKUP FEE-AUGUST 37678 10/02/13 INTERNET-3RD QUARTER 37678 10/02/13 PROACTIVE IT ON SERVER VENDOR TOTAL	3,917.74 2,016.00 780.85 178.02 45.53 9.40 16.08 73.92 40.23 626.61 50.00 125.16 36.10 7,915.64 7,915.64		STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 STMT/9-13 38941 38953 38954 *CHECK TOTAL		D N D N	SALARIES-REG. EM SALARIES-REG. EM EMPLOYER PENSION EMPLOYER PENSION EMPLOYER PENSION EMPLOYER PENSION EMPLOYER PENSION OFFICE SUPPLIES OTHER SERVICES RENTS POSTAGE COMMUNICATIONS COMMUNICATIONS	208.45005.0110 208.45005.0110 208.45005.0113 208.45005.0113 208.45005.0113 208.45005.0113 208.45005.0113 208.45005.0220 208.45005.0440 208.45005.0223 208.45005.0330 208.45005.0330
WILLMAR DESIGN CENTER 002348 37679 10/02/13 EXPENSE REIMBURSEMENT	3,144.58		092013		D N	DOWNTOWN ITEMS	101.41428.0820

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR ELECTRIC SERVICE 37680 10/02/13	000816 ALARM MONITORING FEE	200.91		23735		D N	PREPAID EXPENSES	230.128000
37680 10/02/13	ALARM MONITORING FEE	100.48		23735		D N	MTCE. OF STRUCTU	230.43430.0335
37680 10/02/13	BOOTED ALARM PANEL	69.47		23879		D N	MTCE. OF STRUCTU	230.43430.0335
	VENDOR TOTAL	370.86	*CHECK TOTAL					
WILLMAR FORKLIFT INC 37681 10/02/13	002705 FORKLIFT REPAIR-PARTS	10.68		30460		D N	MTCE. OF EQUIPME	101.45433.0224
37681 10/02/13	FORKLIFT REPAIR-PARTS	49.17		30460		D N	MTCE. OF EQUIPME	101.45433.0334
	VENDOR TOTAL	59.85	*CHECK TOTAL					
WILLMAR H.R.A. 37549 09/27/13	000341 CDAP REQ #1 OWNER REH	12,500.00		091313		D N	OTHER SERVICES	212.46441.0339
37549 09/27/13	CDAP REQ #1 GEN ADMIN	21,888.00		091313		D N	OTHER SERVICES	212.46441.0339
	VENDOR TOTAL	34,388.00	*CHECK TOTAL					
WILLMAR WATER & SPAS 37682 10/02/13	000831 LAB WATER	38.50		E4923		D N	GENERAL SUPPLIES	651.48484.0229
37682 10/02/13	SOFTENER SALT	4.38		E5160		D N	GENERAL SUPPLIES	101.41408.0229
37682 10/02/13	BOTTLED WATER	31.00		E5164		D N	GENERAL SUPPLIES	651.48484.0229
37682 10/02/13	BOTTLED WATER	38.50		E5537		D N	GENERAL SUPPLIES	651.48484.0229
37682 10/02/13	BOTTLED WATER	18.75		E5584		D N	SUBSISTENCE OF P	651.48484.0227
37682 10/02/13	SOFTENER SALT	4.38		E5809		D N	GENERAL SUPPLIES	101.41408.0229
37682 10/02/13	BOTTLE DEPOSIT	6.00	CR	E5809		D N	RENTS	101.41408.0440
37682 10/02/13	BOTTLED WATER	36.75		E5813		D N	GENERAL SUPPLIES	651.48484.0229
37682 10/02/13	BOTTLED WATER	29.50		E6116		D N	GENERAL SUPPLIES	651.48484.0229
37682 10/02/13	SOFTENER SALT	4.38		E6235		D N	GENERAL SUPPLIES	230.43430.0229
37682 10/02/13	WTR PURIFIER RENTAL-OCT	37.41		13/10		D N	RENTS	101.41408.0440
37682 10/02/13	SERVICED WTR SOFTENER	168.33		68104		D N	MTCE. OF EQUIPME	101.45427.0224
37682 10/02/13	SERVICED WTR SOFTENER	80.00		68104		D N	MTCE. OF EQUIPME	101.45427.0224
	VENDOR TOTAL	485.88	*CHECK TOTAL					
WW GOETSCH ASSOCIATES IN 37683 10/02/13	000785 ICE PUMP REPAIR-PARTS	184.24		91181		D N	MTCE. OF EQUIPME	101.45433.0224
37683 10/02/13	ICE PUMP REPAIR-PARTS	585.89		91300		D N	MTCE. OF EQUIPME	101.45433.0224
	VENDOR TOTAL	770.13	*CHECK TOTAL					

ACS FINANCIAL SYSTEM
10/02/2013 15:57:02

CITY OF WILLMAR
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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
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REPORT TOTALS:
1,290,461.38

RECORDS PRINTED - 000576

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	135,497.62
205	INDUSTRIAL DEVELOPMENT	2,269.00
208	CONVENTION & VISITORS BUREAU	12,380.68
212	COMMUNITY DEVELOPMENT	34,388.00
230	WILLMAR MUNICIPAL AIRPORT	7,406.48
411	S.A.B.F. - #2011	290.00
412	S.A.B.F. - #2012	6,400.00
413	S.A.B.F. - #2013	570,284.24
432	C.P. - WASTE TREATMENT	489,207.74
450	CAPITAL IMPROVEMENT FUND	207.34
651	WASTE TREATMENT	31,160.65
741	OFFICE SERVICES	969.63
TOTAL ALL FUNDS		1,290,461.38

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,290,461.38
TOTAL ALL BANKS		1,290,461.38

City of Willmar, Minnesota Building Inspection Report

From 09/01/2013 To 09/30/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21731	9/23/2013	MILLS PROPERTIES INC 4100 HIGHWAY 71 S	95-507-0010 L 1; B 1 MILLS ADDITION	Commercial Add/Alter Commercial/Alteration	RECONSTRUCT NEW ENTRY FOR CHRYSLER	\$120,000.00	\$1,688.96
21733	9/16/2013	SHANNON LIPPERT 149 HIGH Avenue NE	95-730-1190 L PT 7-8; B 8 SPERRY'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,189.00	\$32.59
21753	9/11/2013	REDEEMER LUTHERAN CHURCH 1401 6TH Street SW	95-922-6000 L : B S 22; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	ENLARGE EXISTING BALCONY	\$29,858.00	\$666.27
21760	9/13/2013	STEVE BRISTLE 309 AUGUSTA Avenue SE	95-180-0080 L PT OF 7; B 1 ERICKSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,800.00	\$30.90
21772	9/9/2013	RANDY AUGUSTIN 1113 18TH Street SW	95-350-0120 L 12; B 0 HOAGLUND'S SUBDIVISION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,000.00	\$34.50
21776	9/11/2013	HABITAT FOR HUMANITY 3112 3RD Avenue NW	95-835-0150 L 15; B 1 VOS PARK ADDITION	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$162,733.59	\$1,764.52

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21779	9/9/2013	CAROL JASPERSON 613 24TH Avenue SW	95-682-0250 L 5; B 3 PORTLAND ACRES 2ND ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$12,000.00	\$36.00
21790	9/9/2013	WILLMAR TEN INVESTORS 309 LAKELAND Drive SE	95-445-0010 L : B LAKELAND PROFESSIONAL C	Commercial Add/Alter Commercial/Alteration	REPAIRS TO WALLS AND CEILING'S FROM FIRE	\$61,004.00	\$1,102.59
21791	9/11/2013	ROBERT LANE 1112 OLENA Avenue SE	95-665-0520 L 12; B 3 PERKIN'S 5TH ADDITION	Garage/Shed Garage	CONSTRUCT 24' X 28' DET. GARAGE	\$27,155.52	\$537.43
21792	9/9/2013	PAUL LAUMER 1513 HANSEN Drive SW	95-864-0140 L 14; B 1 WEST PARK 5TH ADDITION	Residential Add/Alter Deck	REPLACE 17' X 10' DECK	\$4,000.00	\$124.15
21793	9/9/2013	BYRON ROSZELL 405 21ST Street SE	95-668-0460 L 6; B 3 PHEASANT RUN	Residential Add/Alter Deck	CONSTRUCT DECK	\$3,000.00	\$106.15
21796	9/9/2013	CLINT SCHWITTERS 512 ANN Street SE	95-222-0530 L 3; B 4 FERRING'S 2ND ADDITION	Move/Raze Demolition	DEMO GARAGE	\$0.00	\$30.00
21797	9/16/2013	ELAINE MOE 521 RUSSELL Street NW	95-820-1175 L PT OF 4; B 6 THORPE & LIENS ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21803	9/11/2013	JOHN SORDAHL 604 34TH Street NW	95-833-0790 L 0; B 5 VALLEY BROOK ESTATES	Garage/Shed Garage	CONSTRUCT 26' X 40' DETACHED GARAGE	\$42,026.40	\$737.46
21804	9/11/2013	MARIA PATINO 1000 19TH Avenue SE	95-138-0020 L 2; B 1 COUNTRYSIDE ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$2,600.00	\$105.95
21805	9/23/2013	ENERGY CONCEPTS 1802 UPPER TRENTWOOD Circle NE	95-828-1110 L 12; B 2 TRENTWOOD ESTATES, 2ND	New Single-Family Dwelling New Residence	ONE UNIT OF A TWIN HOME	\$213,945.24	\$2,147.12
21806	9/23/2013	ENERGY CONCEPTS 1806 UPPER TRENTWOOD Circle NE	95-828-1100 L 11; B 2 TRENTWOOD ESTATES	New Single-Family Dwelling New Residence	ONE UNIT OF A TWIN HOME	\$211,894.08	\$2,132.10
21807	9/16/2013	DANIEL J & DIANE C F CLARKE 216 MANILA Street NE	95-730-0530 L 13; B 4 SPERRY'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$17,780.00	\$58.39
21808	9/19/2013	AEHD 921 6TH Street SW	95-090-1100 L 10; B H BOOTH'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$3,000.00	\$51.50
21809	9/19/2013	AEHD 326 7TH Street NW	95-440-0020 L PT OF 1-2; B LAKE FRONT ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21810	9/26/2013	DARRELL THORPE 915 3RD Street SW	95-280-2100 L 10; B 12 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,500.00	\$32.25
21811	9/13/2013	DONALD HECK 600 15TH Avenue SW	95-040-0200 L 1; B 4 BARNSTAD'S ADDITION	Garage/Shed Garage	CONSTRUCT 13' X 34' DETACHED GARAGE	\$17,861.22	\$376.08
21812	9/16/2013	RONALD ERPLDING 701 4TH Street SW	95-006-3950 L 14 & PT OF 13; B 84 FIRST ADDITION	Residential Add/Alter Residential/Alteration	INTERIOR DRAINTILE	\$4,000.00	\$89.25
21814	9/16/2013	JUSTIN & RIKKA SHARPE 524 10TH Street SW	95-006-0070 L 7; B 57 FIRST ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,000.00	\$52.00
21815	9/13/2013	CARY PETERS 1117 RAMBLEWOOD Avenue SW	95-690-1640 L 14; B 8 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF - GARAGE	\$200.00	\$30.10
21817	9/13/2013	DONALD G RINKE 1521 15TH Street SW	95-922-7510 L ; B S 22; T 119; R 35	Move/Raze Demolition	DEMO HOME AND BARN	\$0.00	\$105.00
21820	9/16/2013	ROSALIE JOHNSON 1117 TROTT Avenue SE	95-500-0120 L 12 & PT OF 11; B MARLOW'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF - GARAGE	\$400.00	\$30.20

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21821	9/17/2013	KRISTI MORALES 409 9TH Street SW	95-003-6650 L 12 & PT OF 13; B 54 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21827	9/23/2013	KEVIN B & RONDA M MUND AHL 712 27TH Avenue SW	95-684-0280 L 8; B 2 PORTLAND ACRES 4TH ADD	Residential Add/Alter Sliding	RESIDENTIAL RESIDE	\$2,300.00	\$51.15
21830	9/26/2013	ERIC GRIEGER 521 13TH Street SW	95-006-7250 L 9; B 111 FIRST ADDITION	Residential Add/Alter Residential/Alteration	CONSTRUCT 282 SF ADDN.	\$26,995.86	\$528.35
21832	9/24/2013	GLENN TRANTHAM 1120 BECKER Avenue SW	95-006-5970 L PT OF 8, 9, 10; B 102 FIRST ADDITION	Residential Add/Alter Addition	ENTRY ADDITION	\$4,595.04	\$141.95
21834	9/23/2013	CASEY'S RETAIL COMPANY 2300 HIGHWAY 12 E	95-913-1014 L ; B S 13; T 119N; R 35W	Commercial New Commercial	CONSTRUCT NEW CASEYS STORE	\$1,300,000.00	\$11,391.46
21835	9/30/2013	WELLS FARGO BANK 201 HAVANA Street NE	95-730-0480 L 8 & pt of 7; B 4 SPERRY'S ADDITION	Move/Raze Demolition	DEMO GARAGE	\$0.00	\$30.00
21836	9/30/2013	COLLEEN THORPE 1429 7TH Street SW	95-750-0480 L PT OF 21-22; B SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Residential/Alteration	INTERIOR 44' DRAIN TILE	\$3,921.00	\$124.11

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21851	9/30/2013	TOMMY HOLMQUIST 1216 BECKER Avenue SW	95-184-0720 L PT OF 1-3; B 5 ERICKSON'S 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21856	9/30/2013	MEL ODENS 2700 15TH Street SW	95-868-0040 L 4; B 1 WESTWIND ESTATES	Residential Add/Alter Siding	RESIDENTIAL RESIDING & WINDOW REPLACEMENT	\$18,000.00	\$59.00

Current Year Current Month Totals 36 \$2,329,758.95 \$24,555.98

Previous Year Current Month Valuation \$2,385,706.66

Current YTD Valuation From 01/01/2013 To 09/30/2013 \$40,759,678.64

Previous YTD Valuation \$13,372,297.34

Joint Powers Board Meeting

September 27, 2013

In Attendance: Eric Banks, Patti Johnson, Tim Johnson, Pablo Obregon, Bill Borth, Lynn Peterson, Liz VanDerBill, Ross Magnuson, Audrey Nelson, Mike Miller, Matt Dawson, Darrin Strand

WCER Staff: Steve Brisendine, Jena Tollefson, Kevin Madsen, Rob Baumgarn, Tammy Rudningen

Agenda Items:

Special Guest - Andy Boersma, who is looking at filling a spot on the Joint Powers Board.

Steve updated the group on the finalized agreement for the organizational study with Roger Warner. Becky will contact everyone to set up an interview time.

Steve updated the group on the Park Plan Survey. Survey will stay open this week. As of Friday there are over 600 responses. Survey is showing 60% of respondents are using our parks on at least a weekly basis. Most popular parks include-Dorothy Olson Aquatic Center, Robbin's Island, and Rice Park. Many other amenities that are highly used are shelters, ball fields, and playground equipment. There is a high interest in a splash pad, amphitheater, and destination playground. The quality of Willmar Parks is rated at an average of 6. There are pages and pages of open ended comments available if anyone is interested in seeing them.

The Park Committee will start going out and looking at the parks. The goal is to wrap up the park study by Thanksgiving. Don Winkler has been looking at the opportunity to create 2 regional park systems in Willmar. One would be Robbins Island, Flags of Honor, Sperry, and Rau Park. Another would be Swanson Field, Taunton Stadium, Dorothy Olson Aquatic Center, and Lions Park. This would open up the opportunity to get more grant dollars to create these opportunities for our community.

Eric Banks stated his concern regarding the low response for some parks (even though that may not be an accurate representation). Would that have any impact on elimination of parks or what receives or doesn't receive attention? Steve responded that the hope is to not eliminate anything but build a blue print to get the best bang for our buck with limited resources. All JPB members are encouraged to send the Park Survey out to their contact lists.

The gun range has been closed due to the chance that there is lead contamination being pumped throughout the building due to an ineffective air system. A company from Green Bay is coming in on Saturday to conduct a swipe test to show if there is lead infiltration into the whole building or if it is being contained in the gun range. Safe Assure made staff aware of the red flags brought up by the HVAC system in the gun range. Chappell Central is also in on the talks of a new HVAC system. Staff thought it best to close the gun range until issues have been addressed. Safety is the number one concern. The Green Bay company is hoping to have the test results available in a week.

**JOINT POWERS BOARD MINUTES
SEPTEMBER 27, 2013, PAGE 2**

Willmar Civic Center has been chosen to host the 2016 Junior Curling National Championship. It is a great opportunity for people from all over the curling world to come to Willmar and see our community, support businesses, and see what an awesome job Willmar Curling is doing at the Civic Center.

Ice time schedules and ice season prep is underway. Boards and rinks are being set up and improved.

Kevin presented the Revised Capital Improvement Plan for the Willmar Civic Center. An estimated project cost of \$1,500,000. A new HVAC system is needed in the Cardinal Arena, along with new refrigeration plants for both arenas, and engineering study to solve system support issues. Extensive research has been done to look into the best options for the Civic Center. The refrigerant that has been used has been banned. Scientists thought they had an easy fix for the ban but are now becoming aware that it is not working as well in large applications. We need an engineering study done to show if the building can support a bigger system. With aging equipment in the Civic Center, they need to be able to start moving forward in this process so nothing catastrophic happens or they will not be able to continue with operations as usual.

Also parts for the scoreboards in the arenas are no longer available and, if something happens to any of them, they are no longer usable. They need 3 scoreboards at \$6,000 a piece and 1 scoreboard at \$12,000 plus \$5,000 for wiring and installation. Kevin pointed out this is not a dire need but should complications arise, there would be no scoring system available. Patti Johnson suggested having the Hockey Association do fundraising to help offset the cost of new scoreboards. Darrin Strand made a motion to pass the Revised Capital Improvement Plan for the Civic Center onto the City Council for approval. Rachel Smith seconded the motion. It passed unanimously.

Cardinal Place is looking to expand into the Middle School and provide a different type of programming than what it usually provides. Feedback from current families has shown an interest in needing options for a safe place to be afterschool and academic assistance. Cardinal Place is looking to find their niche in WMS and provide a more 'afterschool club' type feel that kids want to come to versus daycare for 6th-8th graders. After meeting with Steve and Mark Miley, we were made aware of other options they currently provide and not wanting to have duplicate programming. Interest survey will be given to WMS administration to be sent out to their email list. Any comments or ideas can be directed to Jena Tollefson.

As there was no further business, the meeting adjourned.

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Tuesday, September 17, 2013, in Conference Room #1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Audrey Nelsen	Member
	Denis Anderson	Member
	Ron Christianson	Member
	Charlene Stevens	City Administrator

Others present included Frank Yanish, Mayor; Bruce Deblieck, Council Member; Kevin Halliday, City Clerk; Steve Okins, Finance Director; Ken Warner, Willmar Lakes Area Chamber of Commerce; Beth Fischer, David Feist, Janet Demuth and Susan Steinert, Convention and Visitors Bureau; and David Little of the West Central Tribune.

Item No. 1 Call to Order

The meeting was called to order Council Member Christenson at 4:47 p.m.

Item No. 2 Public Comment

There were no public comments offered at the meeting.

Item No. 3 Council Planning Retreat.

Committee Members discussed what they hoped to accomplish with a planning retreat. Suggestions included holding the retreat offsite, a review of roles and responsibilities, review of the City Charter, additional training for Council Members, and a personality profile, such as the Meyers-Briggs assessment.

Chair Ahmann arrived at this point in the meeting.

Carl Neu was suggested as a facilitator. It was also suggested to try to hold the retreat in late October or November if possible.

Later in the meeting it was suggested that following the rollout of the Vision 2040 plan, it might be also appropriate to meet in January to consider a long-term plan for the City.

Staff was directed to return with additional information. This matter was for information only.

Item No. 3 Review of Contract for Convention and Visitors Bureau.

Chair Ahmann stated that he requested that the Convention and Visitors Bureau contract be placed on the agenda as a periodic review of contracts. Mr. Warner was invited to address the Committee regarding the history of the contract. Mr. Warner and City Clerk Halliday reviewed the contract between the City and Chamber of Commerce for the purposes of Convention and Visitors' services, as well as how the employees of the CVB are compensated. Ms. Fischer reviewed the various services provided by the CVB and some of the annual goals.

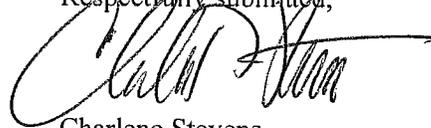
A few suggestions were made with regards to updating some language in the contract. This matter was for information only.

Item No. 4 Discussions of Goals and Objectives for City Administrator.

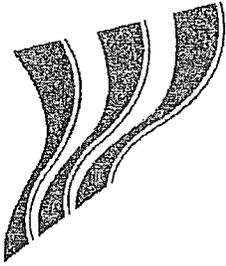
City Administrator Stevens reviewed some goals and progress on the same to date based upon previous discussions with the City Council. After some discussion, it was suggested that the goals could be refined as the year went on, but that it was a good starting point. This matter was for information only.

There being no further business, the meeting was adjourned at 5:45 p.m. on a motion by Council Member Anderson, seconded by Council Member Christenson, and carried

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Charlene Stevens', with a long horizontal flourish extending to the right.

Charlene Stevens,
City Administrator



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

Agenda Item Number: _____

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

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

Originating Department: Administration

Agenda Item: Review of contract for services with Convention and Visitors' Bureau and Chamber of Commerce

Recommended Action:

Committee Chair Ahmann has requested a review of the contract between the City and the Chamber of Commerce for the purposes of the Convention and Visitors' Bureau.

Background/Summary: The City has had a contract with the Chamber of Commerce since 1990 when the lodging tax was established to provide Convention and Visitors services to the City. A copy is attached.

Alternatives: n/a

Financial Considerations: Budget is attached.

Preparer: _____

Signature: 

Comments:

AGREEMENT

BETWEEN THE CITY OF WILLMAR AND
THE WILLMAR AREA CHAMBER OF COMMERCE

THIS AGREEMENT, made and entered into this 6th day of May, 1994, by and between the City of Willmar, a municipal corporation (hereinafter "City") and the Willmar Area Chamber of Commerce (hereinafter "Chamber of Commerce") conducting and operating a division of the Chamber of Commerce known as the Convention and Visitors Bureau (hereinafter "CVB").

WHEREAS, the laws of the State of Minnesota, Minnesota Statute Section 469.190 (1989), authorizes the City to impose a tax on the gross receipts of the furnishing of certain lodging; and

WHEREAS, the City, through the adoption of Ordinance No. 967 established a mechanism for imposition and collection of the tax as authorized by law; and

WHEREAS, the purpose of the collection of said tax is to establish a source of funds to be expended by the City for the advertising and promoting of the City as a visitor and convention center; and

WHEREAS, the CVB has been established as a division of the Chamber of Commerce and has staff, facility and experience to carry out these objectives;

NOW, THEREFORE, BE IT RESOLVED by the parties as follows:

- I. FINANCES. All money received less five (5%) percent administrative fee shall be placed in a special operating fund of the City and shall be designated for the operation and activities of CVB. The City shall establish and maintain separate books and records for the operation and activities of CVB. All CVB transactions shall be processed through City's CVB books and records. The Chamber President or designee shall present monthly expenses to be approved for payment to the City. No unbudgeted obligations or expenses shall be incurred and no money appropriated without prior approval of the City. The fiscal year shall begin January 1 and end December 31. All bank instruments must be co-signed by the Mayor and City Clerk.
- II. SERVICES RENDERED BY CHAMBER. The Chamber shall furnish to the City, within eighteen (18) months (and regularly thereafter) of the implementation of the lodging tax, the following services:
 - A. A CVB Executive Director, with organization management and sales skills to develop the community's hospitality industry.
 - B. Support clerical staff to provide informational services in answering inquiries about the community via mail, telephone and personal contact.

- C. Free conference planning and coordination assistance to organizations and businesses within the City of Willmar, Minnesota.
 - D. Registration personnel to service conventions held in the City of Willmar, Minnesota.
 - E. Supply of convention materials: name badges, City maps, City brochures, signs and attractions list, typewriters, accommodations list.
 - F. Prepare and present audiovisual presentations to groups to attract visitors to the City of Willmar, Minnesota.
 - G. Distribute free brochures, maps and guides of the City of Willmar, Minnesota, to potential visitors and meeting planners.
 - H. Presentations at trade shows, conventions and exhibits to attract new visitors to the City of Willmar, Minnesota.
 - I. Promote the City of Willmar as a convention center for Minnesota by regional advertising of local hospitality, industry and attractions.
- III. ANNUAL REPORT. The City shall distribute an annual financial report during the first quarter of each year.
- IV. HOLD HARMLESS. Any and all employees of the Chamber of Commerce or CVB, or any other persons, while engaged in the performance of any service required by the Chamber of Commerce under this agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees or other persons while so engaged, and any and all claims made by the third party as a consequence of any act or omission on the part of the Chamber, or its agents or employees or other persons while so engaged in any of the services provided to be rendered herein, shall in no way be the obligation or the responsibility of the City. And in connection therewith, the Chamber of Commerce, hereby agrees to indemnify, save and hold harmless, defend the City and all its agents and employees thereof, from any and all claims, demands, actions, or causes of action of whatever nature or character arising out of or by reason of actions of the President or the performances of the services provided in accordance with this agreement, excepting therefrom City duties relating to the collection of taxes.
- V. BUDGET. The Willmar Convention and Visitors Bureau shall submit its annual operating budget to the Willmar Chamber of Commerce Board of Directors for approval. Such budget shall then be presented to the Mayor by the Willmar Chamber of Commerce for approval. Such budget shall detail with specificity the uses to which monies received shall be spent to provide the services rendered. The City shall administer the budget.

VI. EXPENDITURES. The Chamber shall not expend for services rendered under this agreement a sum in excess of ninety-five (95%) percent of the revenue collected by the City under Ordinance No. 967. Five (5%) percent of the gross tax will be transferred to the City to cover administration.

VII. TERM. Either party can terminate this agreement at any time, upon ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

CITY OF WILLMAR

Dated: 5-6-1994

By: Lester J. Heitzke
LESTER HEITZKE
MAYOR PRO TEMPORE

Dated: May 6, 1994

By: Michael Schmit
MICHAEL SCHMIT
CITY ADMINISTRATOR

WILLMAR AREA CHAMBER OF COMMERCE

Dated: 5-12-94

By: Ken Warner
KEN WARNER
PRESIDENT

Dated: 5-12-94

By: Greg Peterson
CHAIR OF THE BOARD

CONVENTION & VISITOR'S BUREAU FUND

45005-CONVENTION & VISITOR'S BUREAU

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 PROPOSED	2013 ADOPTED	
PERSONAL SERVICES						
0110	SALARIES-REG. EMPLOYEES	69,658	73,244	81,000	84,240	84,240
0111	OVERTIME-REG. EMPLOYEES	---	---	---	---	---
0112	SALARIES-TEMP. EMPLOYEES	---	1,763	---	---	---
0113	EMPLOYER PENSION CONTR.	11,850	11,442	14,000	14,500	14,500
0114	EMPLOYER INSUR. CONTR.	579	4,222	5,000	5,000	5,000
	TOTAL PERSONAL SERVICES	82,088	90,671	100,000	103,740	103,740
SUPPLIES						
0220	OFFICE SUPPLIES	2,885	3,791	2,900	3,400	3,400
0221	SMALL TOOLS	1,161	483	---	---	---
0222	MOTOR FUELS & LUBRICANTS	---	---	---	---	---
0223	POSTAGE	483	607	1,100	1,300	1,300
0224	MTCE. OF EQUIPMENT	226	53	1,000	1,000	1,000
0225	MTCE. OF STRUCTURES	---	---	---	---	---
0226	MTCE. OF OTHER IMPROVE.	---	---	---	---	---
0227	SUBSISTENCE OF PERSONS	---	---	---	---	---
0228	CLEANING & WASTE REMOVAL	---	---	---	---	---
0229	GENERAL SUPPLIES	1,814	2,348	1,800	2,200	2,200
	TOTAL SUPPLIES	6,569	7,282	6,800	7,900	7,900
OTHER SERVICES						
0330	COMMUNICATIONS	2,548	3,100	3,900	4,200	4,200
0331	PRINTING & PUBLISHING	2,161	1,835	2,000	2,000	2,000
0332	UTILITIES	---	---	---	---	---
0333	TRAVEL-CONF.-SCHOOL	4,702	6,221	4,700	5,000	5,000
0334	MTCE. OF EQUIPMENT	508	---	---	---	---
0335	MTCE. OF STRUCTURES	---	---	---	---	---
0336	MTCE. OF OTHER IMPROVE.	---	---	---	---	---
0337	SUBSISTENCE OF PERSONS	---	---	---	---	---
0338	CLEANING & WASTE REMOVAL	---	---	---	---	---
0339	OTHER SERVICES	933	447	---	---	---
	TOTAL OTHER SERVICES	10,852	11,603	10,600	11,200	11,200

CONVENTION & VISITOR'S BUREAU FUND

45005-CONVENTION & VISITOR'S BUREAU (CONTINUED)

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 PROPOSED	2013 ADOPTED
OTHER CHARGES					
0440 RENTS	7,519	7,519	8,000	8,000	8,000
0441 INSURANCES & BONDS	330	330	350	355	355
0442 AWARDS & INDEMNITIES	155	456	200	200	200
0443 SUBSCRIPTIONS & MEMBERSHIPS	1,385	2,849	1,500	1,600	1,600
0444 INTEREST	---	---	---	---	---
0445 LICENSES & TAXES	---	---	---	---	---
0446 PROFESSIONAL SERVICES	2,407	2,098	2,400	2,400	2,400
0447 ADVERTISING	770	---	---	---	---
0449 OTHER CHARGES	88	13	5,300	1,300	1,300
TOTAL OTHER CHARGES	12,654	13,265	17,750	13,855	13,855
CAPITAL OUTLAY					
0550 LAND	---	---	---	---	---
0551 BUILDINGS & STRUCTURES	---	---	---	---	---
0552 FURNITURE & EQUIPMENT	---	---	---	---	---
0553 MACHINERY & AUTO	---	---	---	---	---
0554 OTHER IMPROVEMENTS	---	---	---	---	---
TOTAL CAPITAL OUTLAY	0	0	0	0	0
DEBT REDEMPTION					
0660 BONDS	---	---	---	---	---
0661 CONTRACTS	---	---	---	---	---
TOTAL DEBT REDEMPTION	0	0	0	0	0
TRANSFERS OUT					
0701 TRANSFER OUT-GENERAL	7,250	7,000	7,000	7,500	7,500
0731 TRANSFER OUT-C.P. CIVIC CT.	---	---	---	---	---
0745 TRANSFER OUT-CAP. IMPROVE.	---	2,500	---	---	---
TOTAL TRANSFERS OUT	7,250	9,500	7,000	7,500	7,500
OTHER DISBURSEMENTS					
0882 REFUNDS & REIMBURSEMENTS	---	410	---	---	---
0884 MARKET VALUE ADJUSTMENT	3,536	2,250	---	---	---
TOTAL OTHER DISBURS.	3,536	2,660	0	0	0
TOTAL CVB GENERAL EXP.	122,949	134,981	142,150	144,195	144,195

CVB Executive Director's Report – September 2013

- September 20-21: New London Fall Festival
- September 21: Fall Festival 5K Run / Walk
- September 21: Celebrate Art! Celebrate Coffee!
- September 21: Ride for the Trails
- September 20-22: Girlfriend Getaway Group
- September 30 - Oct 1: Animal Science Conference
- October 12: MN BEST Mall Day
- October 18-19: MN BEST Competition Days
- October 26: Red Carpet Event – Nicholas David
- October 26: Zombies Bite 5K
- November 4-6: Motor Sports of Willmar Dealer Meeting
- November 22-24: SW MN Synod – Jr. High Youth Gathering
- November 23: Holiday Parade
- November 28: Turkey Leg 5K
- December 6-8: Bantam Hockey Tournament
- December 13-15: Girls 10UB & 12 UB Hockey Tournament

Advertising:

- Submitted ad for the fall issue of MN Getaways.
- Submitted ad for the American Legion State Baseball Division II Tournament book. The event was held in Bird Island, with participants staying in Willmar at area hotels.
- Submitted ad listing for the Fall MN Explorer.
- Submitted ad for the fall MN Bike issue of AAA Living.
- Submitted hockey ads & tournament listings to Let's Play Hockey.
- Submitted Mayor's Bike Ride ads to the Lakes Area Review & West Central Tribune.
- Submitted ad and editorial content to MN Trails for the fall issue.
- Submitted Biking for Babies Ad to the West Central Tribune.
- Submitted ad for Minnesota Snowmobiling Destinations
- Submitted listing for MN Group Tour publication.
- Submitted two B2B articles.
- Interviews with Lakes Area Review, West Central Tribune, Lakeland Broadcasting on a variety of different topics including to Sonshine Music Festival, Mayor's Bike Ride, Biking for Babies, BAM and MN Parks & Trails Labor Day Weekend Bike Ride.

Proposals/Conference Assistance:

- Submitted bid to host the 2015 MN State Bowling Open Championships. We lost this bid to Monticello & Buffalo.
- Submitted bid to host the Independent Order of Odd Fellows 2015 Convention.
- Submitted bid to host the 2015 MN 4-H Adult Volunteers Convention. Since submitting the bid, I have met with the organizer and she is very interested in holding the convention in Willmar.
- Submitted bid to host the 2014 & 2016 MN Habitat for Humanity Convention. Met with and provided site visit to Director.
- Willmar Lakes Area lost our bid to the MN DAV. The convention was awarded to a metro location. They will come back to our part of the state in 2016.
- Willmar Lakes Area lost our bid to NAPUS. The convention was awarded to Mankato.
- Willmar Lakes Area lost or NARFE bid to the Kelly Inn in St. Cloud.

- Met with the organizer for the Willmar Lakes Area 100. It will be held on January 18, 2014. I have set up room blocks at area hotels and made the arrangements for their registration at the Willmar Conference Center and their banquet at The Oaks at Eagle Creek.
- Met with the organizer for the I-500 Snowmobile Race. It will be held February 4-7, 2015. The ride will start in Winnipeg and end in Willmar. I have set up room blocks at area hotels and arranged for the banquet to be held at the Willmar Conference Center.
- Met with meeting organizer for the MN State Elks Bowling Tournament that will be held in Willmar in February 2014. We are currently working on a map and flyer for the organizer to send out to participants. Room blocks have been set up at area hotels for the tournament that takes place over four weekends.
- We hosted the first annual Mayor's Bike Ride with the communities of New London, Spicer and Willmar. We had over 70 participants. The event was a huge success. Plans are underway for the next event, which will be held on May 16, 2014.
- We hosted the second annual Willmar Lakes Area Biking for Babies Bike Ride. Riders came from the Twin Cities, New Prague, Walker and Luverne areas, as well as several local communities.
- Assisted several different individuals with Bicycling Around Minnesota (BAM) on a variety of different items for their August bike tour. Some of the items the CVB assisted them with include: shuttle buses, social activities (Little Crow Ski Team Show, Glacial Ridge Winery & New London Fine Art Festival/Downtown Shopping), luggage handlers, room blocks, campground site & facilities, meals, Mayor welcome and information booth at event. Overall, the event was a huge success and they enjoyed their time in the area. They are interested in returning to our area in the future.
- Assisted organizers of Buckingham Blitz with several details for their July event in Raymond. The CVB set up room blocks in Willmar, provided welcome bags and also entry numbers for them. The event was well attended and the organizers were pleased with the services provided by the CVB. They have already expressed interest in holding this event again in 2014.
- Provided welcome presentation to two group tour buses from a Metro Bank Club. They spent the day in our area, enjoying Mr. B Chocolates, a Green Lake Houseboat Cruise and lunch at The Oaks at Eagle Creek.
- Assisted Valdres Samband with their Stevne. The CVB provided welcome bags and registration assistance.
- Assisting Animal Science Conference meeting planner on details for the Sept/Oct event. The CVB will be providing name badges and registration assistance.
- Provided welcome bags & visitor guides to the Green Lake Triathlon & Kids Triathlon. Also, helped with the Green Lake Triathlon.
- Assisted the Willmar Area Tennis Association with registrations for the Cardinal Classic Tournament. Sent information to MN High School Coaches & Athletic Directors on the event. We also provided a welcome banner for the association.
- Met with Pat Curry to discuss activities at the airport and the Compass Rose project. CVB provided exposure to the Compass Rose project on social media.
- Met with Little Crow Archers regarding their events, leagues and the possibility of hosting a state event in our area in upcoming years. Following our meeting, the Little Crow Archers have decided to submit a bid to host the State 3D Tournament in August.
- Met with MN Ducks Unlimited regarding their 2014 Convention in the Willmar Lakes Area. The CVB will be providing name badges, welcome bags, registration assistance and assistance with youth activities.
- Assisted the Parks & Trails Council of MN with a variety of different items for the Labor Day Weekend Bike Ride. We assisted with volunteers, caterers and designated stops on the routes. Also, volunteered on multiple dates for the ride. The event was very successful and

organizers were very pleased with both the CVB and the Sibley State Park Improvement Association.

- Assisted the Pipestone Bus Tour Group organizer with several details for their August trip to the area. I prepared her itinerary and arranged for all of her stops on the route. Stops included the Kandiyohi County Historical Society Museum, The Oaks at Eagle Creek, Mr. B Chocolates, Three Sisters Furnishings, downtown New London, Bill Gossman Pottery and a Houseboat ride on Green Lake. The organizer was very pleased with her trip to the area, and services provided by the CVB. She plans to bring future trips to our area, and share her positive experience with other Group Tour Operators.
- Assisting MN BEST with a variety of items for their October events including volunteers, marketing and judging.
- Working with Motor Sports of Willmar on a dealer meeting they will be having in Willmar in November. The CVB will be providing welcome bags, notepads and registration assistance.
- Continue to work with and support the Willmar Hockey Association on a variety of items related to their 2013-2014 tournaments. We have prepared and submitted their ads, tournament listings, arranged for room blocks and we are assisting them with marketing components related to their tournament program. We mailed their tournament registration form to all Hockey Associations within 150 miles of Willmar and plan to email the registration form as a follow-up in an effort to bring more teams to the area.
- Met with Central MN Series Competition planning group to discuss 2014 Series. Willmar's event is confirmed and will take place on January 11, 2014. Arranged for room blocks at local hotels for the event.
- Provided welcome bags for the Run Around Raymond 5K and the Dan Baker Memorial Golf Tournament.
- Assisted several groups with facility arrangements for smaller day meetings and completed a variety of sales calls.

Misc:

- Attended the Upper Midwest CVB Conference. The conference was in Chicago, and continues to be one of the best conferences in regards to education for CVB Executive Directors. I shared a room with the Executive Director from Thief River Falls to reduce expenses.
- Met with Willmar City Council Member Steve Ahmann regarding an Archery Park in Willmar. Following our meeting, I arranged for a meeting with the Little Crow Archers, Willmar City Council Members Steve Ahmann & Audrey Nelson, Mayor Frank Yanish, Steve Brisendine, Brad Bonk and myself to discuss the possibility of an Archery Park in Willmar.
- Participated in a Site visit at the Civic Center with Community Ed & Rec and Marshall, MN.
- Attended the MN Heartland Marketing Committee Meeting & Board Meeting
- Attended the MN Association of CVB's Tourism Summit
- Assisted with a variety of Willmar Fests items.
- Assisted with the 4th of July Parade in Spicer.
- Submitted 2014 Budget to the City of Willmar.
- Attended the Glacial Ridge Trail Meeting.
- Attended the Public Policy Meetings.
- Attended the Connections Meeting.
- Attended the Spicer 4th of July Wrap-Meeting & Spicer Commercial Club Board Meeting.
- Participated in a Vision 2040 meeting.
- Submitted restaurant listings to Explore MN Tourism.
- Continue to market the Willmar Lakes Area via Facebook, Twitter as well as through weekly fishing reports.

CITY FINANCE COMMITTEE/COUNCIL WORK SESSION

SEPTEMBER 30, 2013

The Willmar City Council Work Session was called to order in the Willmar Municipal Utilities Auditorium at 4:45 p.m. by Finance Committee Chair Denis Anderson. Those present included Mayor Frank Yanish, Council Members Rick Fagerlie, Tim Johnson, Audrey Nelsen, Ron Christianson, Steve Ahmann, and Bruce Deblieck. Also present were City Administrator Charlene Stevens, Finance Director Steve Okins, City Clerk-Treasurer Kevin Halliday, Planning and Development Services Director Bruce Peterson, Police Chief Dave Wyffels, Fire Chief Gary Hendrickson, Community Ed & Rec Supervisor LeAnne Freeman, Civic Center Manager Kevin Madsen, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

The purpose of this council work session was to discuss the Mayor's Proposed 2014 Budget and to receive a funding request from the Willmar Lakes Area Community Marketing Coalition.

Item 1 – Public Comments. Chair Anderson acknowledged that no one present wished to address the Council at this time.

Item 2 - 2014 Mayor's Proposed Budget Discussion. Council Members were provided a written report reflecting detail by department of the Travel/Training, Subscriptions/Memberships, and Professional Services expenses incurred to date in 2013, the department requests for 2014 and the Mayor's proposed reductions for 2014. City Department Directors also reviewed the detail of these expenses with the Council. Council Member Christianson questioned whether or not the City can legally pay for the Community Ed & Rec Director's membership in the Rotary Club. The City Attorney will be consulted in this matter. Council Member Deblieck asked for the amount of the Safe Assure contract. Staff will provide this information.

The Capital Improvements Plan for 2014 through 2018 was presented to the Council. A staff committee reviews all proposed projects, using specific criteria to rank and prioritize them. It was noted that these projects are funded through bonding, State Aid, cash, and special revenue funds such as Local Option Sales Tax. Council Member Christianson raised several questions, including a concern about spending \$200,000 for Downtown Gateways. He also asked if the City could perform the Facilities Study in-house rather than contracting it out. Concerns were raised about the lack of a canine unit in the police department. Chair Anderson requested that the canine unit be a specific discussion at the November Budget meeting. Council Member Ahmann suggested that the City contact professional commercial building inspectors to address the Public Works garage issues.

The Vehicle Replacement Policy was presented to the Council. Council Members Christianson and Ahmann raised a concern about the life of vehicles used. Council Member Christianson also felt lawn mowing at the waste treatment plant could be contracted with outside sources rather than purchasing a new mower for use at the plant.

Item 3 - Community Group Funding Request. The Council reviewed a funding request of \$2,000 from the Willmar Lakes Area Community Marketing Coalition for 2014. These dollars would be used for advertising campaigns promoting the Willmar Lakes Area, such as the banners

recently placed on light poles along First Street. Chair Anderson again noted that the Mayor's 2014 Proposed Budget does not include contributions to community groups.

Item 4 – Future Meetings. The agenda for the October 14, 2013, Finance Committee meeting will include the EDC, HRA, and 2012 Audit Presentation.

Item 5 – Old Business. Council members were provided with further information from the West Central Integration Collaborative regarding hours of translation services provided to the City of Willmar to date for 2013. Council Member Christianson requested this same information for the past three years as well.

Item 6 – New Business. There was no new business to discuss at this time.

Chair Anderson declared the Council Work Session adjourned at 6:41 PM

Respectfully Submitted,



Carol Cunningham
Accounting Supervisor



WILLMAR

CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
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Memo

To: Finance Committee

From: Charlene Stevens, City Administrator 

Re: Mayor's 2014 Budget Reductions and Impacts

Date: September 27, 2013

Mayor Yanish has proposed a 50% reduction in travel and training, as well as memberships and subscriptions by 35%. The Finance Committee asked for additional information on how that would impact departments and services.

For context, the total Dollars City wide for travel and training for 2013 were \$74,090 for the General Fund or .48% and \$9,400 in the Wastewater Treatment Fund. For 2014, Mayor Yanish's proposal would leave only \$57,308 for travel and training or .36% of the General Fund. The Police Department represents \$30,000 of the overall training budget and has not been reduced.

The total Dollars City wide for memberships and subscriptions in 2013 were \$72,317 for the General Fund or .48% and \$4,100 in the Wastewater Treatment Fund. For 2014, the Mayor has proposed reducing all departments by 35%. The dues for the League of Minnesota Cities, National League of Cities and Coalition of Greater Minnesota Cities represented approximately \$48,000 in 2013 or 66% of the overall budget for Dues and Subscriptions.

Each department has provided a summary of the impact to its staff and services which are attached to this memorandum.

Information is also included on how professional services would be impacted.





Memorandum

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

TO: Finance Committee
FROM: Charlene R. Stevens, City Administrator 
DATE: September 27, 2013
RE: Mayor's Requested Budget Reductions



The Mayor's request to cut 35-50% of expenses for dues, subscriptions, travel/training, and professional services would have a negative impact on training and continuing education. Below you will find an up to date breakdown of the city administrator's 2013 adopted budget and the 2014 proposed budget for the above categories.

Subscriptions & Memberships

2013 Adopted \$1,500

2014 Requested \$2,000

MCMA \$95	MCMA \$95
ICMA \$950	ICMA \$950
Rotary Club of Willmar \$140	Rotary Club of Willmar \$140

The funding of memberships was something agreed to as part of my employment with the City. The memberships provide me with valuable resources for training, both technical and management. The memberships also allow me to network and connect with managers from around the state and county.

Prior to my arrival at the City, the City supported employee memberships in civic organizations, such as Rotary. I continued that practice.

Travel/Training

2013 Adopted \$3,000

2014 Requested \$3,200



Coalition of Greater Minnesota Cities \$500	Coalition of Greater Minnesota Cities \$750
LMC \$500	LMC \$500
MCMA \$500	MCMA \$500
ICMA \$1500	ICMA \$1500

When hired by the City Council I discussed the importance of on-going professional development and training. The employment agreement states that the City of Willmar will budget for membership and attendance at the Minnesota City/County Managers' Association Conference (MCMA) and at the International City/County Managers' Association (ICMA). Both conferences are valuable to me and the City of Willmar. Both the statewide and national conference offer the latest in local government management and leadership trends.

Participation in the League of Minnesota Cities and the Coalition of Greater Minnesota Cities' is to represent the City of Willmar in those two organizations and to have access to legislative and public policy information. As a regional center, Willmar should be seen as an active leader in policy that affects rural Minnesota and local governments of our size.

The increase in budget request is nominal, but would allow attendance at both of the CGMC Spring and Fall conferences, as well as the legislative event. The IMCA conference varies in travel costs depending on the location. In 2012, I was able to reduce the hotel costs by sharing a room with a colleague. Unfortunately, I was not able to do that in 2013.

With the reductions, travel and training would be limited and the City would not be providing adequate opportunities for professional development or opportunities to represent the City at LMC or CGMC.



WILLMAR

PLANNING AND DEVELOPMENT SERVICES

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

MEMO

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

FAX: 320-235-4917

TO: Charlene Stevens, City Administrator

FROM: Bruce D. Peterson, AICP – Director of Planning and Development Services/Acting Public Works Director

DATE: September 6, 2013

RE: Employee Training/Memberships/Certifications

The attached forms detailing the expenditure needs for the various budgets I am responsible for show that there is a significant amount of mandatory spending required. The mandatory spending primarily focuses on education and training to maintain professional certifications that are required to perform the work staff was hired to do. It is extremely important that our staff keep up-to-date on changes and trends in their respective fields. The necessity of maintaining State/National or professionally-required certifications cannot be overstated.

Our Personnel Policy encourages employees to join and participate in associations that can enhance our ability to do our jobs. It also states that the City will pay for dues if the membership is directly related to our jobs. It is my experience that this spending has not been done frivolously. Rather, employees have used the funds in the budgets to improve their professional skills and better serve the community. As far as conference attendance goes, very often that is a major source of continuing education or certification maintenance credits that are necessary to maintain our professional certifications. Conferences also allow us to connect with our peers to gain insight into what other communities do, and try to bring back some of those best practices to the City of Willmar.

Historically, a very minimal portion of budgets are directed towards travel, conferences, subscriptions or memberships. Yet, these are expenditures that help the City provide core functions by keeping the necessary certifications in place so that skilled personnel are in place to do the jobs. I believe that reducing spending in these categories will have a negative impact on staff being able to maintain required certifications. It also restricts our ability to adapt to change, and to learn more ways to improve efficiencies and economies of operation.



Budget: **Planning and Development Services**
2013 Adopted \$3,500/ 2014 requested \$3,800

.0333 Travel/Training

Mandatory

MnAPA Conference (for certification) x2	\$1,150
AMBO Code Training (for certification) x2	\$1,200
MnBldg. Permit Tech Classes (for certification)	\$440

Best Practice

GTS Land Use Seminar x2	\$200
SW Chapter Seminar	\$240
Planning Commissioner Training	\$300

Voluntary

Misc. Code Seminar	\$200
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Total - \$3,730

Budget: **Planning and Development Services**
2013 Adopted \$1,800/ 2014 requested \$2,000

.0443 Subscription/Memberships

Mandatory

Amer. Planning/AICP Certification Director	\$525
Amer. Planning/AICP Certification Planner	\$385
Assoc. of MN Bldg. Officials x2	\$200
Intl. Code Council	\$65
MnDept. Of Labor & Industry certification x2	\$50
MN Bldg. Permit Tech Assoc.	\$50

Best Practice

SW Chapter MN Bldg. Officials x2	\$200
Star Tribune subscription for business section	\$380

Voluntary

Total - \$1,855

Budget: **Engineering**

2013 Adopted \$4,000/ 2014 requested \$4,000

.0333 Travel/Training

Mandatory

Construction Certification Training x3	\$360
Mileage for above	\$330
Engineers Certification Maintenance	\$600
Expenses for above	\$500

Best Practice

MnDOT Seminar x3	\$300
Mileage for above	\$110
City Engineers Conference x2	\$600
Mileage from above	\$220
Expenses for above	\$500
Public Works Workshops x2	\$220
Expenses for above	\$200

Voluntary

Total - \$3,940

Budget: **Engineering**

2013 Adopted \$6,500/ 2014 requested \$6,000

.0443 Subscriptions/Memberships

Mandatory

Auto Cad Software Subscription	\$4,800
City Engineer Assoc. of MN x2	\$200

Best Practice

Construction Bulletin	\$250
MN Transportation Alliance	\$500

Voluntary

Engineering MN	\$25
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Total - \$5,775

Budget: **Public Works**

2013 Adopted \$1,500/ 2014 requested \$1,500

.0333 Travel/Training

Mandatory

Trec Inspector Training	\$120
Pesticide Application Training	\$150
Pool License Training	\$150

Best Practice

Sweeper Operator Training	\$150
Supervisory Management Training	\$300
Computer Classes	\$100

Voluntary

Total - \$970

Budget: **Public Works**

2013 Adopted \$1,000/ 2014 requested \$1,000

.0443 Subscriptions/Memberships

Mandatory

Tree Inspector Certification	\$100
Pesticide Certifications	\$250
Pool Licenses	\$150
DOT Vehicle Inspector Certification	\$100
HAZMAT CDL endorsements	\$200

Best Practice

MN Park and Sports Turf Mgn. Assoc.	\$50
Arbor Day Foundation	\$25
Magazine subscriptions	\$50

Voluntary

Total - \$925

Budget: **Waste Water- Treatment Collections Bio-Solids**
2013 Adopted \$9,400/ 2014 requested \$9,400

.0333 Travel/Training

Mandatory

Waste Water License Training	\$3,200
Electrical School	\$250
Mileage	\$1,500

Best Practice

Seminar – MPCA rural water, Wastewater Operators, Collection System Operators, misc.	\$500
Software Training	\$3,000
Safety Training – specialized	\$1,000

Voluntary

Total - \$9,450

Budget: **Waste Water- Treatment Collections Bio-Solids**
2013 Adopted \$4,100/ 2014 requested \$4,100

.0443 Subscriptions/Memberships

Mandatory

MN Wastewater Operator Assoc.	\$250
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Best Practice

MN Environmental Science/Economic Review Bd.	\$5,250
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Voluntary

Water Environment Federation	\$100
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Total - \$5,600

Budget: Airport

2013 Adopted \$500/ 2014 requested \$500

.0333 Travel/Training

Mandatory

Best Practice

MN Council of Airports Conference	\$250
Air TAP conference	\$250

Voluntary

Total - \$500

Budget: Airport

2013 Adopted \$100/ 2014 requested \$100

.0443 Subscriptions/Memberships

Mandatory

Best Practice

MN Council of Airports	\$150
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Voluntary

Total - \$150

INTEROFFICE MEMORANDUM

DATE: September 2, 2013

TO: City Administrator Charlene Stevens

FROM: Chief Wyffels

SUBJECT: 2014 Budget - Requested Expenditure Breakdown

Subscriptions & Memberships

2013 Adopted \$2,000.00

2014 Requested \$2,000.00

Thompson West Minnesota Criminal Law Books - \$450	Same memberships and subscriptions as 2013 with anticipated slightly higher costs plus one additional membership if the canine program is resurrected.
Mid-States Organized Crime Membership - \$200	
International Chiefs Association - \$120	USPCA – Canine Association - \$40
MN Chiefs of Police Association - \$420	
Region VI Chiefs Association - \$40	
International Conference of Police Chaplains - \$65	
American Sniper Association - \$100	
SOTA (Special Operations Training) Association - \$100	
Subscription to "Forum" for ad placement on Police Officer Hires - \$110	
West Central Tribune - \$159	

The police department's 2014 requested budget for subscriptions and memberships remained the same as the 2013 budget request.

As an organization, it is vital to have the ability to look up the current laws and statutes to ensure proper enforcement. The Thompson Law books provide us with that information.

Mid-States Organized Crime Membership (MOCIC) allows us access to the free use of surveillance technology and other law enforcement equipment that is used on an infrequent basis and too cost prohibitive to purchase as an agency. It also provides us with access to

law enforcement database information on crimes identifying groups that cross interstate boundaries which may enter your jurisdiction.

The funding of memberships to the various associations provides our department with outside resources for training, technical and management issues. It offers a forum for networking between police agencies to discuss trends and ideas between departments, allows staff to stay on top of the current technologies, trends, and overall direction of law enforcement within the country whether you are from a small rural department or a large metropolitan department.

We will be facing a hiring situation in 2014 and expenditure for ad placement is necessary to attract good candidates from outside areas in what will become a competitive market.

Local newspaper subscription keeps officers and administration abreast of community happenings and concerns to better target those areas that are getting local attention. We no longer maintain membership to local civic organizations and have dropped membership with the Minnesota Crime Prevention Association to assist in controlling and maintaining the same budget costs.

We may also be starting a collaborative canine program with the Sheriff's office in 2014 which will require membership with a Canine organization to maintain dog certification.

Travel/Training

Training costs were rounded up/down to the nearest dollar amount.

2012 Adopted - \$30,000			2013 Adopted - \$30,000			2014 Requested - \$30,000		
Mandated Training								
2012			2013 (To Date Only)			2014 (Anticipated)		
Emergency Vehicle Operation \$4,499			Emergency Vehicle Operation \$3,168			Same training needs and costs as 2013 with anticipated slightly higher costs of \$800 for new hires which require one additional Emergency Vehicle course initially.		
Use of Force – \$750			Use of Force – \$					
OSHA Safe Assure covers HAZMAT and Blood borne Pathogens - City Contract - \$0			OSHA Safe Assure covers HAZMAT and Blood borne Pathogens - City Contract - \$0					
EMT/First Responder/N95 Mask \$2,400			EMT/First Responder/N95 Mask \$					
Training with Certification Requirements								
2012			2013 (To Date Only)			2014 (Anticipated)		
TASER Instructor Recertification - \$365			TASER Instructor Recertification - \$200			Same training needs and costs as 2013 with anticipated slightly higher costs due to rising		
SFST / OPUE / DTID - \$338			SFST / OPUE / DTID - \$600					

Drug Recognition Expert Recertification - \$8	Defensive Tactics Instructor Recertification - \$750	inflationary costs of training, plus additional costs if the canine program is resurrected.
Region 18 Narcotic Canine Certification - \$60	Firearms Instructor Recertification - \$200	
	DMT Operators (Breath Testing) Recertification - \$2,552	Canine Certification of new dog - \$5,000
	Chemical Delivery Weapons Certification - \$300	
	Evidence Technician Certification - \$200	
	Child Seat Safety Inspection Certification - \$75	
	DARE Officer Certification - \$731	
Best Practices Training (To Date in 2013)		
2012	2013 (To Date Only)	2014 (Anticipated)
Basic SWAT Course - \$1,508	Criminal Street Gang Identification and Interdiction - \$607	Same training needs and costs as 2013 with anticipated slightly higher costs due to rising inflationary costs of training.
CLEO Command and Academy - \$450	Excel Computer Training - \$132	
Performance Under Stress - \$40	Report Writing Refresher - \$46	
Understanding the People of Somalia - \$18	Talking Hands - \$27	
Tactical Considerations for Terrorist Incidents - \$26	Undercover Operations - \$42	
MN Juvenile Officers Conference - \$473	MN Juvenile Officers Conference - \$493	
Grant Writing 101 - \$35	Dignitaries and Close Protection Details - 54	
MN Crash Mapping Analysis Tool - \$9	Warrantless Searches of Vehicles - \$85	
Dealing with the Media - \$57	Background Investigations for Public Sector Employees - \$200	
Computer Forensics Technician - \$10,148	VALOR – Law Enforcement Response to Violent Encounters - \$142	
MN Chiefs Annual Conference - \$636	Cyberbullying / Internet Safety - \$30	
Basic FTO Certification School - \$807	Basic FTO Certification School - \$2,320	
MN Chiefs – Leadership	SWAT Team Leader	

Academy - \$450	Development - \$900
Basic Fire and Arson Investigation - \$111	Tactical High Risk Traffic Stops - \$17
Safety and Loss Control Workshop - \$60	Safety and Loss Control Workshop - \$40
MN Emergency Chaplain Services - \$77	Street Officers Response to Civil Disputes - \$280
Professional Peace Officer Education Project - \$77	Special Operations Training Conference - \$1,097
BCA Death Investigation Conference - \$260	Midwest Gang Investigations Summit - \$1660
Somali Culture and Somali Gangs - \$105	Executive Training Institute - \$721
Basic Narcotics Investigation - \$166	Professional Law Enforcement Assistant Training - \$375
Criminal Interdiction Through Traffic Enforcement - \$54	Advanced Tactics for Criminal Patrol - \$746
Reading a Crime Scene and Bringing it into the Interrogation Room - \$38	Basic Sexual Assault Investigations - \$168
RMS Refresher Training - \$382	Public Records and Open Meetings Training - \$344
Leadership Perspectives - \$350	Smith and Wesson Armorer - \$650
Police Leadership in the New Normal - \$45	Outlaw Motorcycle Gangs – MN and Canada - \$241
Missing and Unidentified Persons - \$334	Incident Command Structure for Law Enforcement Incidents - \$225
MN Towards Zero Death Conference - \$102	

Minnesota Statute 626.8452 requires law enforcement training in the use of force.

Minnesota POST Board controls licensure for officers and sets many standards relating to the continuing education of police officers. All licensed officers must maintain at least 48 credit hours every three years to remain licensed. In addition, there are seventeen (17) mandated policies each agency must maintain and provide training for. As laws change, the policies change as well requiring further updates and training.

All training that can be done in Willmar is done here. If the training cannot be done in Willmar, we look for the closest place in Minnesota that can provide the training which is

usually Granite Falls, Marshall, St. Cloud or the metro area. Training provided to Willmar officers generally falls into four categories.

Mandated training is training that we cannot avoid and are mandated by law to participate in.

Certification training is training given to meet specific standards that allow an officer to perform certain functions such as running the breathalyzer testing device (DMT), perform safety checks on child passenger seats, etc.

Additionally, we create our own instructors within the department for various mandated training needs which allows us to reduce the yearly overall budget costs of mandated training. As an example:

- We spend approximately \$200 for "*recertification*" of a TASER instructor which allows him/her to train officers "in-house" and avoids having to add the approximate cost of \$3,400 to the use of force mandated training costs by sending all officers to another agency to receive this mandated training. We do this in as many areas as possible.

Standard Field Sobriety Training (SFST) / Occupational (OPUE) / Drugs That Impair Driving (DTID) certified training is a cross between mandated and certified training. While technically not "mandated" if officers do not participate in these training courses they are by grant language not allowed to participate in the Toward Zero Deaths (TZD) grant which Willmar city officials approved participation in. TZD is the enforcement of traffic laws relating to alcohol, seatbelt enforcement, etc. and the City receives grant reimbursement for the time officers spend targeting those enforcement initiatives.

Though not mandated by law, certification training is an absolute must to avoid potential lawsuits while performing certain expected police functions but not being able to show "certify" that the officer performing the action was properly trained to engage in the action.

"Best practices" training is training that is not mandated nor provides necessary certification to allow an officer to perform their job. However, it is training that is vital to the overall function and performance of the police agency. Instead, it is training which allows officers to maintain a skill level and a continued proficiency to do their job properly.

Best practices training covers a whole gamut of training needs affecting the level of professional services an officer is expected to deliver to the public at large. As examples:

- An officer is assigned a patrol vehicle with different/new equipment installed (radar, computer system, camera, etc.). The officer should receive training on how to use the equipment even though it is not mandated by law or requires certification to use.
- An officer is assigned to the Detective Unit and as such would primarily spend most of their time interviewing persons. It is a good practice to send this person to a variety of classes that improves their interview techniques and detective skills.

However, the training the officer is given certainly is not mandated nor does it require certification, but would be what is considered to be "best practices training" to ensure officer capability is maximized to deliver expected services to the public.

- A new legislative session ends and many laws were changed affecting how the police must do business. The new laws do not mandate that police officers receive training on how to enforce the laws nor is certification required to enact the way we conduct business. However, it is essential that all officers receive training on the changes and are further instructed on how to properly conduct law enforcement business as it relates to the changes. This training could be anything related to new laws affecting something as simple as the towing of vehicles, or involve more significant action resulting in the enhancement of crimes, forfeiture action, domestic abuse victim notification requirements, conducting blind photo line-ups, etc. The list of training needs is almost unlimited.
- Training a person to be a firearms armorer allows us to repairs our own weapons (other than parts cost) instead of paying a gunsmith the minimum of \$75.00 an hour labor costs. An armorer can repair both the rifles and handguns issued to each officer.

Newly hired officers, officers assigned to a new position (Gang Enforcement, Detective, School Resource Officer, SWAT, etc.), and officers who are promoted to Sgt. or Captain always require a great deal more of "best practices training" which is not mandated training but very necessary to "get them up to speed" to correctly perform their jobs. Seasoned officers remaining in a current assignment only receive this type of training on an "as needed" basis.

Professional enhancement training is training the City of Willmar provides to city employees and is regulated by City policy. It is known as the Willmar Employee Educational Program which began in 1994. It also includes training given to officers per their request which fosters employee growth in their area of law enforcement career interests. Employees who elect to receive this training are reimbursed by money coming from within the department training budget. Under this program a request can be made any time.

Officers in the past (but none in the past three years) have used the City of Willmar Employee Educational program to enhance their career academic levels to obtain greater college degrees. Examples of this are: Retired Chief Kulset, Retired Detective Sgt. John Kappers, Captain James Felt, Sgt. Julie Asmus, and Officer Bridget Coit.

Training Conclusion

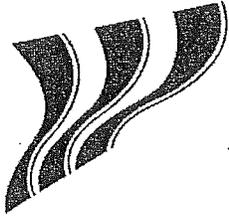
The Willmar Police training budget has remained flat for many years. 2014 costs were kept constant as well. To counteract inflationary training costs, money previously used toward "professional enhancement training" and "best practices" training is instead applied towards any inflationary increases in the mandated training and certification training section rather

than ask for additional funding. It is this shifting of training dollars that has allowed the Department to work with a flat training budget over the years.

For the past three years, professional enhancement training has not been provided.

It is not recommended that what appears to excess training funds (essentially funds used for best practices training) be reduced. It is this money that allows the City of Willmar and its citizens to enjoy the professional competence and service of their police department.

Expenditures needed within the various training categories fluctuate depending on how often certain officers require recertification, the programs the department is involved with, new hires and promotions, all of which directly affect the amount of training costs in any given year. This fluctuation is handled by redirection of training dollars from one training category to another but allows us overall to remain budgetary stable.



WILLMAR
★

WILLMAR FIRE DEPARTMENT
FIRE CHIEF
515 SW 2ND ST

WILLMAR, MN 56201-0932
320-235-1354

Memorandum

TO: Charlene Stevens, City Administrator
FROM: Gary Hendrickson, Fire Chief
DATE: September 25, 2013
RE: Mayor's Requested Budget Reductions



The Mayor's request to cut 35-50% of expenses for dues, subscriptions, travel/training, and professional services would have a catastrophic impact on our budget needs. Below you will find an up to date breakdown of the fire department's 2013 adopted budget and the 2014 proposed budget for the above categories.

Each category has been carefully reviewed to assure we have adequate funding to meet the annual testing and inspection requirements outlined by the National Fire Protection Agency (NFPA), MNOSHA and the Minnesota State Training Board and have not been artificially inflated to accommodate unneeded luxury items. If you have any questions please do not hesitate to contact me!

Subscriptions & Memberships

2013 Adopted \$4,100.00

2014 Requested \$4,100.00

NFPA Codes and Standards Membership \$1500.00	NFPA Codes and Standards Membership \$1500.00
Kandiyohi County Fire Chiefs \$55.00	Kandiyohi County Fire Chiefs \$55.00
Minnesota State Fire Chiefs Association \$1050.00	Minnesota State Fire Chiefs Association \$1050.00
International Association of Fire Chiefs \$468.00	International Association of Fire Chiefs \$468.00
Association of MN Emergency Managers \$100.00	Association of MN Emergency Managers \$100.00
Magazine Subscriptions \$100.00	Magazine Subscriptions \$100.00

The fire departments 2014 requested budget for subscriptions and memberships has remained static. The subscriptions and memberships outlined here are significant to the fire department for numerous reasons. As the Fire Marshall for the city it is imperative I have the ability to look up the current fire code addressing conditions hazardous to life and property from fire, explosion, handling or use of hazardous materials and the use and occupancy of building and premises. The NFPA codes and standards membership provides this information electronically and is updated regularly and assures me I can maintain the public health and safety throughout our community. Without the availability of this resource I cannot guarantee the safety of our community.

The funding of memberships for the department provides the department with an outside resource for training, technical and management issues. More importantly it offers a forum for networking between fire chiefs to discuss trends and ideas between departments whether you are from a small rural department or a large metropolitan department.

Travel/Training

2013 Adopted \$15,300

2014 Requested \$25,000.00

Firefighter I&II Class for new F.F. \$3000.00	Firefighter I&II Class for new F.F. \$10,500.00
General Firefighter training \$10,000.00	General Firefighter training \$11,150.00
Outside State Training Conferences \$1300.00	Outside State Training Conferences \$1900.00
MN State Training Certification \$400.00	MN State Training Certification \$400.00
State Certification for new F.F. \$600.00	State Certification for new F.F. \$1050.00

Outside of the part-time salaries, training for firefighters is of utmost importance. The fire department is required to adhere to strict standards governed by the Minnesota Fire Service Certification Board. The standards specify each newly hired firefighter must be trained and certified at a minimum to National Firefighters Protection Agency (NFPA) 1001, 2008 Edition, Firefighter I & Firefighter II along with NFPA 472, 2008 Professional Competence to Hazardous Materials Incidents at the Operations Level along with becoming a First Responder licensed by the State of Minnesota Emergency Medical Services Board (EMSRB).

After the initial training of a firefighter it is the policy of the Minnesota Fire Service Certification Board to recertify all firefighters every three years. The certification board requires each firefighter to attend a minimum of 24 hours of continuing education each year in order to maintain their State of Minnesota Firefighter Certification. Additionally the EMSRB requires each firefighter to attend a minimum of 8 hours of training to keep their First Responders License. Hence the fire departments budget must be able to financially support initial certification and recertification of each of its firefighters. Without this financial support the fire department will not be in compliance with State regulations.

Professional Services

2013 Adopted \$10,360

2014 Requested \$16,500

Fire station alarm monitoring \$450.00	Fire station alarm monitoring \$450.00
LETG support \$500.00	LETG support \$500.00
Image trend support \$500.00	Image trend support \$500.00
Hose testing \$3000.00	Hose testing \$3000.00
UL ladder testing \$1100.00	UL ladder testing \$2200.00
UL aerial testing \$1500.00	UL aerial testing \$2000.00
Air compressor air quality testing \$550.00	Air compressor air quality testing \$550.00
Fire extinguisher annual test/Inspection \$600.00	Fire extinguisher annual test/Inspection \$600.00
Hydro testing of SCBA \$2500.00	Hydro testing of SCBA \$1200.00
Pump testing \$2000.00	Pump testing \$2500.00
SCBA flow-testing \$3000.00	SCBA flow-testing \$3000.00

The professional services budget for the fire department is paramount to the safety of each firefighter. Numerous agencies such as the NFPA, Minnesota Occupational Safety and Health Administration (MNOSHA) along with the Underwriters Laboratory (UL) require the fire department to hire a 3rd party contractor to test and measure various pieces of equipment used by firefighters to ensure they are operating correctly, thus assuring their safety when operating at the scene of an emergency or during training.

Each item requested within our professional services budget covers the cost associated with each required test. One example of the 3rd party tests required by NFPA 1962 requires the fire department pressure test each section of fire hose to assure it will not burst during an emergency or training evolution. This year the fire department tested 13,500 feet of fire hose and found 2800 feet that did not pass the requirements outlined by NFPA. Because the fire department does not have the proper equipment or training to pressure test each section of hose we are required to hire a professional service to conduct our testing. Therefore without the requested professional services budget the fire department would not be able to provide fire suppression to the community.

Leisure Services

Travel/Conference/School	\$2,000.00	2013 Budget
Expended to Date	\$316.82	Mileage Expenses for Staff
Upcoming Expenses		
MRPA Conference	\$1,230.00	Steve Brisendine, Brad Bonk, LeAnne Freeman
Mileage	\$465.00	Anticipated Staff Mileage
Budget 2014	\$2,000.00	Much the same expenses expected

2014 Remains the same; if reduction takes place we will not be able to attend the MRPA Conference to hear best practices in our field. Mileage expenses will consume our whole budget. Mileage expense has increased due to downsizing vehicle fleet and eliminating CER Van. The attendance at MRPA Conferences has been an invaluable tool for many years.

Subscriptions/Memberships	\$2,000.00	2013 Budget
Willmar Lakes Rotary	\$144.00	Steve Brisendine
MRPA	\$790.00	Steve Brisendine, Brad Bonk & LeAnne Freeman
Budget 2014	\$2,000.00	Can reduce membership to NRPA

We decided not to join the National Recreation Parks Association this year to save money in our budget (\$450). Due to other reductions in this budget we did not know what our overall budget would look like thus we curtailed this expense for 2013. For 2014 if a reduction takes place we will again not join NRPA, which I think has provided us some valuable information for years.

Professional Services	\$10,000.00	2013 Budget
Affinity Solutions	\$2,200.00	Annual fee for On-Line Registration Program
Hartland Officials Association	\$4,000.00	Adult league officials not paid via Temp Employee Code
EZ Leagues	\$1,200.00	Tournament/League Scheduling Program
Minnesota Sports Federation	\$1,000.00	Team Registrations Statewide Organization
Engan Associates	\$5,000.00	Amphitheatre Design Work
Budget 2014	\$10,000.00	Many of the same expenses plus payment to MMDC

2014 this budget is necessary to do day to day work of the WCER including computer assisted programs. In addition we will be paying MMDC for the work they completed on our Master Park Plan.

Civic Center

Travel/Conference/School	\$1,000.00	2013 Budget
Various Committee Lunches	\$108.00	Kevin Madsen attends many lunch mtg as Mgr of CC
MIAMA	\$315.00	Arena Manager Conferences-Kevin Madsen
State of MN	\$100.00	Training for food prep license-Kevin Madsen
Misc. Lodging Expenses	\$300.00	Lodging for Kevin Madsen to attend MIAMA Conf.
2014	\$1,000.00	Many of the same expenses as this year
Subscriptions/Memberships	\$145.00	
MIAMA	\$145.00	Arena Managers Membership-Kevin Madsen
Professional Services	\$1,000.00	
To date we have not expended any of these resources in 2013. Given the age of the facility it is appropriate to have resources budgeted in case a service is needed that staff cannot handle.		
Budget 2014	\$1,000.00	Same as this year if services are needed.

Community Center

Travel/Conference/School	\$300.00	2013 Budget
Mileage	\$300.00	Mileage for supervisor due to van being sold.
Budget 2014	\$500.00	We have already spent the 2013 allotment so we needed to increase this budget for 2014 in order for staff to do their job effectively.
Subscriptions/Memberships	\$300.00	2013 Budget
To date we have not expended any resources in this category opting instead to use the Leisure Service budget to pay for LeAnne Freeman's MRPA membership.		
2014 Budget	\$150.00	Reduced budget by 50% already
Professional Services	\$600.00	2013 Budget
Pest Pro II	\$480.00	Spraying for insect control expenses for 2013
2014 Budget	\$600.00	Same as 2013

DOAC

Travel/Conference School	\$100.00	2013 Budget
Ridgewater College	\$250.00	Employee training opportunity
Mileage	\$198.32	Mileage for LeAnne Freeman
2014 Budget	\$100.00	Will not have the training need next year
Subscriptions/Memberships	\$100.00	2014 Budget
No expenses to date		
2014 Budget	\$0	Reflects our lack of need for resources
Professional Services	\$2,000.00	2013 Budget
Van's Electric Service	\$67.00	
Did not hold anticipated Lifeguard Training Class as thought		
2014 Budget	\$1,000.00	Reduced 50% and plan to hold Lifeguard Training Class

MEMO

Date: September 4, 2013

To: Kevin Halliday
City Clerk

From: Pat Erickson
City Assessor

Subject: Subscriptions/Memberships & Travel/Conf/School

The following is a summary of the items budgeted for 2013 & 2014 under the above referenced items:

Subscriptions/Memberships:

2013 Adopted - \$600

Annual Membership MAAO (Minnesota Association Assessing Officers) -- \$ 240

Annual Membership Region 6 -- \$330

2014 Requested - \$600

Annual Membership MAAO (Minnesota Association Assessing Officers) -- \$250

Annual Membership Region 6 -- \$350

MAAO provides education for assessors on an annual basis at the summer and fall conferences and at week long courses in the summer and fall. Also at the summer and fall conferences the State Department of Revenue holds a general meeting for all assessors to discuss property tax law changes and other items relating to property tax laws.

All assessors are required to be licensed by State Board of Assessors. There are 4 different licensure levels and each level requires a different level of education which is provided through MAAO. Also, MAAO provides the continuing education all assessors must maintain in order to get re-licensed every four years.

Region 6 is a regional group of assessors that meet on a monthly basis along with the Region 6 Representative from the Department of Revenue to discuss issues and matters within the Region.

Travel/Conf/School:

2013 Adopted - \$ 3,300

MAAO (Minnesota Association Assessing Officers) Summer Conference - \$720

MAAO (Minnesota Association Assessing Officers) Fall Conference - \$720

MAAO (Minnesota Association Assessing Officers) Week Class (2) - \$1500

Computer Meetings - \$160

2014 Requested - \$3500

MAAO (Minnesota Association Assessing Officers) Summer Conference - \$730

MAAO (Minnesota Association Assessing Officers) Fall Conference - \$730

MAAO (Minnesota Association Assessing Officers) Week Class (2) - \$1600

Computer Meetings - \$180

PACE Class/Assessor - \$260

MAAO Summer & Fall Conferences are for maintaining current licenses as required by state statute. PACE is the week long class required every four years of Senior Accredited Assessors. Computer meetings are held quarterly by the property tax system vender to update assessors on new items within the tax system that are necessary due to legislative or administrative changes by the Department of Revenue. The two MAAO week long courses are for a new employee who will need to be licensed within three years of being hired.



WILLMAR

FINANCE

Memo

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

To: Charlene Stevens, City Administrator
From: Steve Okins, City Finance Director 
Date: September 27, 2013
Re: Finance Department Travel/Conferences, Subscriptions/Memberships and Professional Services

Travel/Conferences

Travel is primarily used for my participation in the Coalition of Greater Minnesota Cities, Fiscal Futures Policy Committee and the Annual League of Minnesota Cities meetings. It is also used to cover annual training for three finance staff on accounting and payroll software in St. Cloud. More will be needed in the Fall of 2013 or Spring of 2014 for the new accounting clerk once hired. The total budget of \$1,000 was almost entirely used in 2011. In 2012, funds from this line item were used to cover the increase in audit costs.

Subscriptions/Memberships

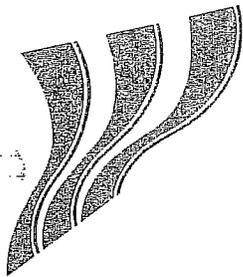
Government Finance Officers Association membership in the Minnesota Chapter is \$60 and the National Chapter is \$190. The Kiplinger Financial Newsletter subscription is \$100.

Professional Services

Independent Audit costs, required by State Statute, budgeted for 2013 is \$23,000. This amount is directly affected by the amount of grant and project activity during the year.



	2013 Adopted	2014 Dept Budget	2014 Mayor Budget	Status	Description	Steps Taken if Modified
Information Systems Travel-Conf-School						
Travel to troubleshoot computer problems	\$ 2,400.00	\$ 2,400.00	\$ 1,200.00	Required	To fulfill our job duties to fix computers, we need to be on-site <i>Effect: Severly conserve trips, driving response time high and service level low.</i>	Reduce trips
Travel around town to create WRAC TV programs	\$ 2,500.00	\$ 2,900.00	\$ 1,450.00	Voluntary	Travel to create TV productions for shows about Willmar and for Willmar citizens. <i>Effect: Some shows would be taken off the air due to necessity of filming on-location</i>	Reduce trips
Books for training	\$ 500.00	\$ 500.00	\$ 250.00	Voluntary	Training materials to further job knowledge <i>Effect: May be necessary to consult to complete project due to lack of necessary knowledge</i>	Purchase fewer training materials
Subscriptions and Memberships Website Security	\$ 262.00	\$ 607.00	\$ 303.00	Best Practice	Secures data to and from our website <i>Effect: Data would not be secured transferring to website. Due to best practice, the website would not be able to be updated.</i>	Remove security
WFAC MACTA membership	\$ 2,500.00	\$ 2,500.00	\$ 1,250.00	Best Practice	Telecommunication Organization of Community Professionals <i>Effect: MACTA works on government regulations for local access channels. Could effect quality of service to no service at all.</i>	Not renew membership
Council Live Stream	\$ 600.00	\$ 600.00	\$ 300.00	Required	Allows ability to watch Council and other meetings live on our website. <i>Effect: No live meetings would be available on our website.</i>	Remove ability to watch live meetings on our website
Professional Services Website	\$ 1,200.00	\$ 1,200.00	\$ 600.00	Best Practice	Website Hosting <i>Effect: Website would not be available</i>	Website would be removed
Translating services for WRAC and Website	\$ -	\$ 2,800.00	\$ 1,400.00	Best Practice	Translate WRAC shows and website content into other languages <i>Effect: Fewer multiple-language programs</i>	Less content translation



Memo

To: Finance Committee

From: Staff

Re: Mayor's 2014 Budget Reductions and Impacts.

City staff have been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of 50% in funding for Travel and Training; 35% reduction for Memberships and Dues and 35% for Professional Services:

Professional Services: The total dollars spent City wide for Professional Services for 2013 was \$ 412,010 for the General Fund or 2.7%, \$ 44,041 for the Airport and \$ 107,000 in the Wastewater Treatment Fund. For 2014, after reclassifications for Janitorial services and proposed reductions by the City Administrator, the Mayor has proposed reducing all departments by 35%, leaving only \$ 246,415 for Professional Services or 1.59% of the General Fund. The Legal Services represents \$ 140,400 of the overall Professional Service budget.

The remaining departments would be impacted as follows:

Mayor and Council: The recording of Council documents, downtown gateway redesign work, pay equity updating and retreat facilitators.

City Clerk: Municipal Code Updating.

Finance Department: Due to the increase in Grant activity and the large projects the City has been doing, there would be a negative impact, and possible a shortage to cover the independent auditing costs.

Legal Fees: The ability to have legal review of required Council and staff actions would be negatively impacted.

Information Technology: Funds are used for outside services for some of the specialty programs.

Leisure Services: Referee and Umpiring services would be impacted.

Police: Costs for interpretive services, Willmar Pet Hospital for impounding and automated pawn registration, and Rice Hospital services are all charged and accounted in this area.

Fire Department: The professional services budget is paramount to the safety of each firefighter. Numerous agencies such as the NFPA, Minnesota Occupational Safety and Health Administration (MNOSHA) along with the Underwriters Laboratory (UL) require the fire department to hire a 3rd party contractor to test and measure various pieces of equipment used by firefighters to ensure they are operating correctly, thus assuring their safety when operating at the scene of an emergency of training.

Airport: Without an onsite City employee the contract for management services is would not be able to be covered and have to be renegotiated.

Waste Treatment: All outside required testing by Minnesota Testing Lab. would be impacted.

Summary: The reductions in Professional Services would severely impact the ability to cover legal, auditing, interpretive and required testing and inspection services by independent 3rd parties.



Professional Services Budget and Expenditures By Year By Department

		Budget	Actual
General Fund			
City Administrator	2010	-	140.00
	2011	-	16,206.00
	2012	-	46.00
	Actual as of 08/31/13	-	10.00
	Dept/Adm & Mayor Prop. 2014	-	-
Mayor/Council	2010	5,000.00	4,973.60
	2011	25,000.00	10,366.54
	2012	10,000.00	14,979.86
	Actual as of 08/31/13	34,200.00	34,650.00
	Dept/Adm & Mayor Prop. 2014	34,200.00	22,230.00
Planning & Development	2010	4,000.00	1,428.50
	2011	3,000.00	1,033.00
	2012	3,000.00	1,437.28
	Actual as of 08/31/13	3,000.00	1,350.00
	Dept/Adm & Mayor Prop. 2014	3,000.00	1,950.00
City Clerk Treasurer	2010	2,000.00	1,144.47
	2011	2,000.00	1,955.51
	2012	2,000.00	1,878.63
	Actual as of 08/31/13	2,000.00	3,547.43
	Dept/Adm & Mayor Prop. 2014	3,000.00	1,950.00
Assessing	2010	1,000.00	164.71
	2011	1,000.00	-
	2012	1,000.00	5,218.92
	Actual as of 08/31/13	1,000.00	5,020.00
	Dept/Adm & Mayor Prop. 2014	1,000.00	650.00
Finance	2010	22,000.00	21,250.00
	2011	22,000.00	21,990.00
	2012	22,500.00	24,000.00
	Actual as of 08/31/13	23,000.00	-
	Dept/Adm & Mayor Prop. 2014	24,000.00	15,600.00
Legal	2010	20,000.00	20,000.00
	2011	20,000.00	20,000.00
	2012	20,000.00	152,897.45
	Actual as of 08/31/13	216,000.00	135,732.16
	Dept/Adm & Mayor Prop. 2014	216,000.00	140,400.00
City Hall	2010	350.00	386.96
	2011	300.00	208.40
	2012	300.00	25,338.82
	Actual as of 08/31/13	16,750.00	251.85
	Dept/Adm & Mayor Prop. 2014	-	-
Information Technology	2010	5,000.00	251.35
	2011	2,500.00	251.35
	2012	1,200.00	1,356.30
	Actual as of 08/31/13	1,200.00	710.14
	Dept/Adm & Mayor Prop. 2014	4,000.00	2,600.00
Cultural Diversity	2010	-	-
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop. 2014	-	-
Elections	2010	-	-
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	7,400.00	-
	Dept/Adm & Mayor Prop. 2014	-	-

General Fund (Continued)		Budget	Actual
Non-Departmental	2010	27,000.00	54,000.00
	2011	27,000.00	53,494.52
	2012	-	-
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop. 2014	-	-
Police Department	2010	20,000.00	28,795.45
	2011	18,000.00	9,303.30
	2012	18,000.00	10,518.18
	Actual as of 08/31/13	18,000.00	5,563.54
	Dept/Adm & Mayor Prop. 2014	13,000.00	8,450.00
Fire Protection	2010	10,000.00	6,630.00
	2011	11,075.00	11,349.09
	2012	10,500.00	9,769.85
	Actual as of 08/31/13	10,360.00	12,649.71
	Dept/Adm & Mayor Prop. 2014	6,500.00	4,225.00
Transit System	2010	-	-
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop. 2014	-	-
Engineering	2010	60,000.00	4,304.84
	2011	35,000.00	45,145.72
	2012	50,000.00	6,619.00
	Actual as of 08/31/13	65,000.00	20,684.12
	Dept/Adm & Mayor Prop. 2014	62,000.00	40,300.00
Public Works	2010	500.00	14,069.19
	2011	500.00	1,923.65
	2012	500.00	741.67
	Actual as of 08/31/13	500.00	3,123.73
	Dept/Adm & Mayor Prop. 2014	500.00	325.00
Airport	2010	20,400.00	22,643.60
	2011	23,200.00	17,402.21
	2012	-	33,314.92
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop. 2014	-	-
Library	2010	-	-
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop. 2014	-	-
Auditorium	2010	250.00	166.72
	2011	250.00	208.40
	2012	250.00	250.08
	Actual as of 08/31/13	200.00	251.85
	Dept/Adm & Mayor Prop. 2014	300.00	195.00
Leisure Services	2010	6,000.00	8,051.79
	2011	7,000.00	10,175.47
	2012	7,000.00	8,153.07
	Actual as of 08/31/13	10,000.00	9,071.64
	Dept/Adm & Mayor Prop. 2014	10,000.00	6,500.00
Civic Center	2010	2,000.00	-
	2011	1,750.00	-
	2012	1,200.00	-
	Actual as of 08/31/13	1,000.00	-
	Dept/Adm & Mayor Prop. 2014	-	-

		Budget	Actual
General Fund (Continued)			
Community Center	2010	400.00	400.88
	2011	400.00	250.88
	2012	400.00	16,455.34
	Actual as of 08/31/13	400.00	12,181.39
	Dept/Adm & Mayor Prop.	2014	600.00
Aquatic Center	2010	-	2,276.76
	2011	-	-
	2012	-	540.00
	Actual as of 08/31/13	2,000.00	67.00
	Dept/Adm & Mayor Prop.	2014	1,000.00
Special Revenue Funds			
Industrial Development	2010	-	-
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	-	750.00
	Dept/Adm & Mayor Prop.	2014	-
Convention & Visitors B.	2010	4,000.00	2,656.87
	2011	3,800.00	2,098.00
	2012	3,400.00	4,968.83
	Actual as of 08/31/13	3,400.00	48.00
	Dept/Adm & Mayor Prop.	2014	3,600.00
Airport	2010	-	-
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	44,041.00	73,757.97
	Dept/Adm & Mayor Prop.	2014	100,000.00
Waste Treatment Plant			
Treatment/Municipal	2010	-	-
	2011	25,200.00	19,772.24
	2012	24,200.00	17,483.08
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop.	2014	-
Treatment/Industrial	2010	-	-
	2011	16,800.00	8,908.05
	2012	16,800.00	12,303.38
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop.	2014	-
Treatment/Combined	2010	22,000.00	62,231.10
	2011	-	7,543.00
	2012	-	8,003.21
	Actual as of 08/31/13	46,000.00	23,438.85
	Dept/Adm & Mayor Prop.	2014	71,500.00
Collections/Municipal	2010	-	-
	2011	-	22,869.00
	2012	56,000.00	752.50
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop.	2014	-
Collections/Industrial	2010	-	-
	2011	-	63.00
	2012	-	-
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop.	2014	-
Collections/Combined	2010	-	21,940.67
	2011	-	46.00
	2012	-	-
	Actual as of 08/31/13	54,000.00	15,022.84
	Dept/Adm & Mayor Prop.	2014	30,000.00

		Budget	Actual
Waste Treatment Plant (Continued)			
Biosolids/Municipal	2010	-	-
	2011	3,500.00	1,936.50
	2012	3,500.00	2,366.50
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop.	-	-
Biosolids/Industrial	2010	-	-
	2011	3,500.00	1,936.50
	2012	3,500.00	2,366.50
	Actual as of 08/31/13	-	-
	Dept/Adm & Mayor Prop.	-	-
Biosolids/Combined	2010	2,000.00	1,013.00
	2011	-	-
	2012	-	-
	Actual as of 08/31/13	7,000.00	2,981.00
	Dept/Adm & Mayor Prop.	7,000.00	4,550.00

CITY OF WILLMAR

VEHICLE/EQUIPMENT REPLACEMENT POLICY

Scope

This policy applies to all vehicles and equipment attached to a vehicle which is owned by the City of Willmar.

Objective

It will be the objective of this policy to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.

Procedure

The procedure of replacing, transferring to another department, deleting or requesting additional equipment or altering the replacement schedule is to submit a written justification to the Vehicle/Equipment Committee prior to the annual budgeting process. This request shall include specifications, estimated vehicle costs, funding source and completion of the *Vehicle/Equipment Change Request Form*.

All vehicles/equipment replaced will be available to other departments by schedule priority. If the vehicle/equipment being replaced is better than one scheduled to be replaced at a later date, then other departments would be able to exchange the equipment, allowing a department to have the best equipment available until such time as its vehicle/equipment would normally be scheduled to be replaced.

Equipment reaching its useful life but not replaced due to non-appropriation, refurbishment or usage allowance shall cause the Vehicle Replacement Committee to reconvene and revise the schedule as priorities, maintenance and funding allows.

Any vehicle not assigned a critical function and/or in use shall be made available for general usage and identified as a "general purpose vehicle". After use, a general purpose vehicle must be fueled to $\frac{3}{4}$ tank minimum and cleaned appropriately. Scheduling of all general usage vehicles shall be done thru Outlook Calendar established and maintained by IT.

Joint purchasing agreements should be considered when possible (i.e., state contract, consortium purchase, cooperative purchasing ventures, etc.).

Review

An annual review of all city vehicles will be done during the annual budget process by the Vehicle/Equipment Committee and submitted to the City Administrator at the same time as the annual budget. Modifications would be done through the approval of the Finance Committee.

Financing

The amount needed to finance the replacement program shall be funded through the normal budgeting process.

General Allocation Schedules

<u>Vehicle Type</u>	<u>Recommended Useful Life (Years)</u>
Air Compressors	20
Cars	
<i>Squad Cars</i>	3
<i>Specialty</i>	5
<i>Other Cars</i>	8
Fire Apparatus	
<i>Aerial Trucks</i>	25
<i>Pumpers</i>	25
<i>Tankers</i>	25
<i>Quint</i>	25
Heavy Equipment	
<i>Graders</i>	20
<i>Loaders</i>	15
<i>Rollers</i>	15
<i>Sweepers</i>	8
Light Equipment	
<i>Mowers</i>	4
<i>Mt Trackless</i>	8
<i>Skid Loaders</i>	10
<i>UTVs</i>	7
Pickups (up to ¾ Ton)	10
<i>CSO Pickup</i>	5
Snow Blowers	15
Specialty Equipment	
<i>Bucket Trucks</i>	15
<i>Flusher Trucks</i>	10
<i>Hot Box</i>	15
<i>R-Vac</i>	10

<i>Rodder/Tar Dist.</i>	20
<i>Semi Tractors</i>	10
<i>Speed Trailers</i>	15
<i>SWAT Bus</i>	20
SUV/Suburbans/Vans	10
Tractors	20
Trucks (1 Ton)	12
<i>Dump Truck</i>	10

Vehicle Replacement/Additions/Deletions/Transfer Request Procedure

For purposes of this policy the following terms when used have the assigned meaning:

- Chairperson – means the person the City Administrator has identified as the Chair for the Vehicle Replacement Committee.
- Vehicle – refers to a motor vehicle, tractor, or trailer capable of being pulled by a vehicle. Only trailers in which the initial purchase price of the trailer was more than \$5000.00 should be counted as a vehicle.
- Vehicle/Equipment – refers to equipment that is attached to the vehicle for the life of the vehicle or is repeatedly mounted and then removed from a vehicle as an accessory attachment which allows then allows the vehicle to be used for its intended functions (ie. buckets, mower decks, snow plows, etc.).
- Vehicle Addition (Added) – means a vehicle was will be added to increase the overall number of vehicles in a department's fleet and is not replacing an existing vehicle.
- Vehicle Deletion (Deleted) – means a vehicle which is being removed from the overall number of vehicles listed in the department's fleet with no intention to have the vehicle replaced.
- Vehicle Replacement (Replaced) – means a vehicle that has reached its useful life and will be sold, traded, or transferred with the planned purchase of another vehicle to take its place.
- Vehicle Transfer (Transferred) – means a vehicle that has reached the maximum useful life in one city department but may serve a purpose for another department which was scheduled to replace a similar vehicle. (Mowers might be an example of this).

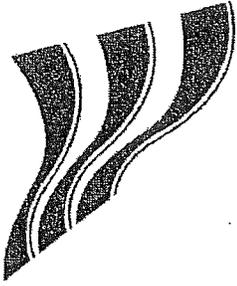
1. During the first week of January of each year, the current Chairperson of the Vehicle/Equipment Committee shall (by email) distribute the following to each Department Head within the City:
 - a. A working list of vehicles managed and maintained within the various departments in an excel spreadsheet format.
 - b. The most current copy of the Vehicle/Equipment Replacement Policy. (This document.)
 - c. The most current copy of the Vehicle/Equipment Change Request form. (Also found within this document).
2. After receiving the spreadsheet each Department Head (or his/her designee) will review the vehicle(s) listed for their department. They will compare the list against the actual inventory being kept and maintained within their department and within two (2) weeks notify the Chairperson

receiving the spreadsheet of all differences between the listed vehicles and actual inventory so the spreadsheet can be properly updated by the Chairperson.

3. The Chairperson will make corrections as notified no later than the end of January and then resend the updated spreadsheet back to all Department Heads by email and indicate in that email the date as to when Department Heads need to submit Vehicle/Equipment Change Requests back to the Chairperson.
4. Each Department Head (or his/her designee) will then review the updated list for accuracy as it relates to their own department(s). They will determine which fleet vehicle(s) need replacement or need to have the replacement schedule adjusted. They will also consider their needs for any deletions, additions or re-assignments to their fleet. They will consider vehicles being replaced by other Departments and make the necessary contact with the Department head to determine if a vehicle being replaced within that Department may or may not fit their own replacement needs.
5. If the Department Head (or his/her designee) wishes to make any fleet additions, deletions, transfers or replacements they will then fully complete a Vehicle/Equipment Change Request form (with a photo attached) for each vehicle addition, deletion, replacement, re-assignment or replacement they wish to enact to the acting Chairperson by the date indicated in the email.
6. The Chairperson will consolidate the information received from Department Heads, update the spreadsheet and convene a meeting with other Vehicle Replacement committee members. The Committee is responsible for:
 - Discussing the changes received from each Department Head and approves or denies those requests as agreed upon.
 - Reviewing the current policy and forms for effectiveness and modify as necessary to meet current practices and needs.
7. The Chairperson is responsible for:
 - Setting up committee meetings as needed.
 - Maintaining the digital history either through Microsoft Word or Excel of each vehicle change and action being requested by the various city departments heads. This will enable future committees to:
 - i. Better track department requests and changes.
 - ii. Track overall fleet inventory numbers being maintained within the various city departments along with additions or deletions in a fleet.
 - iii. Track the overall use and the actual service life of different vehicle types being maintained within the city.

- Developing committee agendas for the replacement committee to follow and track the outcome of the committee's decisions on those agenda items.
 - Keeping the City Administrator informed of the action being taken by the committee.
8. In the event where a vehicle request is denied the Chairperson will schedule a future meeting date with committee members present and the affected Department Head (and/or staff member) to discuss the committee's denial. The affected Department spokesperson can at that time present any additional information regarding the denied request for further committee consideration.
9. After all change requests have been approved or denials have been fully vetted by the Committee, the Chairperson will forward the Committee findings to the City Administrator for the final approval or denial.
10. If the City Administrator approves a submitted request the Administrator will:
- Indicate the approval or denial on the request form along with signing and dating the form.
 - Give the original request form back to the Chairperson.
11. Within five (5) days of the approval or denial, the Chairperson will:
- Give the original copy of approved requests to the City Clerk.
 - Provide a copy of all approvals or denials to both the affected Department Head and Finance Director to assist future fleet planning and purchasing purposes.
 - Reconvene the committee if necessary to discuss any additional budgetary considerations made known by the City Administrator regarding the denied requests.
12. If a vehicle cannot be purchased under State Contract or through other approved purchasing consortiums and the purchase cost will be in excess of \$100,000.00 then the City Clerk will notify the Department Director to obtain quotes and start the bidding process. The City Clerk and/or Department Director will accept the bids along with obtaining the City Administrator's approval for purchase. Approved bids require agreements signed by Mayor and City Administrator. For all vehicles that do not need to be purchased through the bidding process the approval to purchase in the budgeted year is granted by the City Administrator's signature on the vehicle request form.
13. The Department Director will order, receive, and accept the vehicle.
14. After receiving the vehicle the Department Director submits the following paperwork to the City Clerk:
- Original completed fixed asset sheet for the vehicle.
 - Original Sales receipt/invoice.
 - Certificate of Origin for a Vehicle. (MSO)
 - Copy of the Application to Title/Register a motor vehicle.
 - A copy of the check issued if one was required upon delivery of the vehicle.
 - Color photo copy of front, side, odometer reading and VIN # of the vehicle.

15. The City Clerk is responsible to license and insure the vehicle. He/she will then forward the original completed fixed asset sheet to the Finance Director along with a request for payment if a check was not already previously issued.



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

Agenda Item Number: 4

Meeting Date: September 30, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 7, 2013

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

Originating Department: Finance

Agenda Item: Community Groups Funding Request – Willmar Lakes Area Community Marketing Coalition

Recommended Action: Receive and discuss funding request from the Willmar Lakes Area Community Marketing Coalition.

Background/Summary: This request was tabled from the September 9, 2013, Council Work Session/Finance Committee Meeting.

Alternatives: 1) Discuss funding options;
2) Fund the request; or
3) Do not fund the request.

Financial Considerations: None recommended.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

Willmar Lakes Area Community Marketing Coalition

Funding Request to the City of Willmar

September 2013



Mission of the Community Marketing Coalition

To promote a positive image of the Willmar Lakes Area.

History of the Willmar Lakes Area Community Marketing Coalition

The Willmar Lakes Area Community Marketing Coalition was formed in 1998. Community leaders came together to address concerns about Willmar's image in light of several negative incidents that were making news across Minnesota. The CMC was formed with the simple mission of promoting a positive image of the Willmar Lakes Area, which remains our mission today. Members of the CMC utilized research conducted regarding the community through a Lakeland Broadcasting community survey to analyze people's thoughts about their community and set out to address those specific concerns.

On two different occasions, the CMC employed further research to measure the success of their efforts. The research clearly indicated that crime and violence had taken a back seat to other concerns. Noting the positive response to our efforts, CMC Board members have made the decision every year since then that, although we have come a long way, there is more work to be done, and we have continued to take a proactive stance to ensuring that the Willmar Lakes Area is seen in a positive light.

Over the years, the committee has undertaken many marketing campaigns, mainly through local mass media outlets, aimed at reminding people that the Willmar Lakes Area is a great place to live, work, learn, play, and do business. In addition, the group has also provided funds to community groups working to beautify the community, along with sponsoring local events and campaigns relevant to our mission.

Examples of marketing activities undertaken by the CMC:

- Numerous advertising campaigns on regional radio, newspaper and television outlets.
- Purchase of street banners.
- Funding assistance for the establishment of county entrance monument signs.
- Hosting and organization of community events, such as "Understanding the Somali Culture".
- Design and purchase of Willmar Lakes Area brochures to be used to welcome visitors, new residents, etc.
- Purchase of promotional items such as pens, etc.

Operation of the Community Marketing Coalition

The Community Marketing Coalition is wholly funded by organizations and businesses who are passionate about ensuring that the Willmar Lakes Area is recognized for the outstanding community that it is. Through cash and in-kind contributions, the organization has been able to operate successfully; conducting multi-faceted annual marketing campaigns. These campaigns have primarily targeted the 7-county region, of which Willmar is the economic and cultural hub.

Current partners in the Community Marketing Coalition include:

- City of Willmar
- Kandiyohi County
- Willmar Public Schools
- Ridgewater College
- Jennie-O Turkey Store
- West Central Tribune
- Lakeland Broadcasting
- Kandiyohi Broadcasting
- MinnWest Technology Campus
- City of Willmar and Kandiyohi County EDC
- Willmar Design Center
- Willmar Area Multicultural Market
- Willmar Lakes Area Chamber of Commerce
- Willmar Lakes Area Convention and Visitors Bureau

City of Willmar Contributions (2007-Current)

2007	\$15,000
2008	\$15,000
2009	\$15,000
2010	none
2011	none
2012	none
2013	\$1,500

2014 Request

The Willmar Lakes Area Community Marketing Coalition respectfully requests a **\$2,000 cash contribution** to aid in the group's efforts to promote a positive image of the Willmar Lakes Area.

Rationale

Although the City of Willmar is one of many organizations contributing to the efforts of the Community Marketing Coalition, it reaps the greatest reward. As the economic and cultural hub of the region, our efforts to help ensure that Willmar is recognized for all the positive aspects it has to offer work to achieve many goals. This holds true for the city, its residents, businesses, schools, etc.

This small financial investment, when combined with the contributions of other organizations, can pay very large dividends. The Mayor and City Council have made it clear that they desire to be good stewards of the taxpayers' dollar, and this small investment in marketing has proven itself to be very beneficial.

Just as a well-designed marketing campaign can grow the bottom line for a well-run business, the Community Marketing Coalition can set the foundation for wonderful growth in the community. Therefore I believe that our request is more of a small investment in the city's future.

The CMC is confident in the successful pursuit of our mission to promote a positive image of the Willmar Lakes Area, and we are looking at several innovative new approaches to spreading the word. We will continue to work in harmony with local businesses, organizations, and business entities to promote our mission and ensure that everyone sees the true beauty of the Willmar Lakes Area – and we look forward to the continued involvement of the City of Willmar.

Thank you for your consideration.

Prepared By

Sam Bowen
2013 Chair of the Willmar Lakes Area Community Marketing Coalition

EXPECT



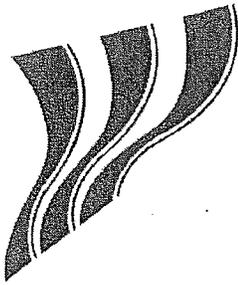
THINGS

Willmar
Lakes Area
willmar.com

WCIC/City of Willmar
 REPORT OF PAST PERFORMANCE

1. Project Title: <u>Cultural Liaison - Transition to Community</u> Applicant: <u>West Central Integration Collaborative</u>	
Project Year: <u>01.01.2013 - 12.31.2013</u> <u>01/01/2013 to 09/30/2013</u>	
2. OUTCOMES AND MEASURES <i>Enter Outcomes and Measures Here</i>	RESULTS <i>(Include activities conducted, measure results, etc.)</i> Outcome 1: 400 hours (10 weeks) of written translations were provided to both Spanish and Somali speaking City of Willmar residents. (See page 2 for specific forms translated). 77 hours, (1.92 weeks) oral translations were provided to assist Spanish and Somali speaking persons with explanation of City Services. (See page 2 for specific explanation)

PRIMARY SERVICE (List)	(Goal 1 – Persons Served)	(Goal 1 – Written and Oral Translations in hours) (Actual as of 9-30-2013)
<p>3. NUMBER OF UNDUPLICATED PERSONS SERVED</p> <p>City of Willmar Services</p>	<p>97</p>	<p>477 hours</p>
<p>4. TYPES OF SERVICES PROVIDED:</p> <p>Written and Oral Translations Notice of Hearing for Proposed Zoning Planning and Development Services Department Public Works (street improvements, disease trees) Appeal for Variance Conditional Use Permit Stormwater Utility Easement Proposed Rezoning Mowing of Private Property Within City Limits Request Subdivide Property City Parking Violations Housing Issues Waste Taskforce/Downtown Garbage Issues Economic Empowerment for low income and minority communities.</p>		
<p>Total Hours: 477</p>		
<p>5. TOTAL UNIT COST: \$33 per hour</p>	<p>\$15,741</p>	



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

Agenda Item Number: 10

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 7, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Certification of Unpaid Utility Charges as a Lien

Recommended Action: Adopt the Resolution

Background/Summary:

Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment. After holding that meeting, the Willmar Municipal Utilities Commission has adopted Resolution No. 36 on September 9, 2013, requesting that the Willmar City Clerk-Treasurer certify the unpaid utility charges as a lien on the real property.

The City Council should adopt the resolution for the unpaid utility charges totaling \$26,584.32 and direct staff to certify to the County Auditor for collection along with other taxes

Alternatives: Deny

Financial Considerations: \$26,584.32

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

WHEREAS, Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and

WHEREAS, the Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment; and

WHEREAS, the Willmar Municipal Utilities Commission has adopted Resolution No. 36 on September 9, 2013, requesting the Willmar City Clerk-Treasurer to certify the unpaid utility charges as a lien on the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid utility charges totaling \$26,584.32 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2014 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid utility charges be certified against the real property as follows:

1. Parcel No. 95-820-1000
Located at 521 9th Street NW \$493.69
Described as Section 10, Township 119, Range 35, Block 5
THORPE & LIENS ADDITION TO THE CITY OF WILLMAR
THE S 50' OF N 150' OF E 218' OF LOT 4
2. Parcel No. 95-916-3150
Located at 1417 Gorton Avenue NW \$262.63
Described as Section 16, Township 119, Range 35
THE N 150', OF THE E 75' OF THE W 498.5' OF LOT 4
OF STATE SUBDIVISION OF GOVERNMENT LOTS 1 AND 2
AND OF THE SE1/4 OF NE1/4
3. Parcel No. 95-006-3390
Located at 721 8th Street SW \$247.06
Described as Section 15, Township 119, Range 35, Lot 9, Block 80
FIRST ADDITION TO THE CITY OF WILLMAR
4. Parcel No. 95-006-7790
Located at 704 13TH Street SW \$388.75
Described as Section 15, Township 119, Range 35, Block 116
FIRST ADDITION TO THE CITY OF WILLMAR
W 50' OF LOT 1; LOT 2
5. Parcel No. 95-042-0440
Located at 708 16TH Street SW \$809.67
Described as Section 16, Township 119, Range 35, Block 1
BARNSTAD'S SECOND ADDITION TO THE CITY OF WILLMAR
N'LY 69' OF LOT 21 EXC. W 150' & S'LY 16' OF LOT 22
EXC. W 150'

6. Parcel No. 95-090-1530
Located at 1005 7th Street SW \$582.24
Described as Section 15, Township 119, Range 35, Lot 13
BOOTH'S ADDITION TO WILLMAR
BLOCK K
7. Parcel No. 95-006-4070
Located at 703 3rd Street SW \$551.64
Described as Section 15, Township 119, Range 35, Block 85
FIRST ADDITION TO THE CITY OF WILLMAR
LOT 13 & N1/2 OF LOT 12
8. Parcel No. 95-280-3010
Located at 902 1ST Street S \$307.21
Described as Section 15, Township 119, Range 35, Block 17
HANSON'S ADDITION TO WILLMAR
LOT 1 & 2 EXC THE E'LY 6' & N1/2 OF LOT 3 EXC
THE E'LY 6' THEREOF
9. Parcel No. 95-740-2120
Located at 609 2nd Street SE \$493.75
Described as Section 14, Township 119, Range 35, Block 13
SPICER'S ADDITION TO WILLMAR
LOT 12 & N 10' OF LOT 11
10. Parcel No. 95-020-0170
Located at 723 2nd Street SE \$246.74
Described as Section 14, Township 119, Range 35, Lot 10, Block 2
FIFTH ADDITION TO THE CITY OF WILLMAR
11. Parcel No. 95-740-0410
Located at 417 3rd Street SE \$510.79
Described as Section 14, Township 119, Range 35, Block 3
SPICER'S ADDITION TO WILLMAR
W1/2 OF LOT 10; N 9' OF W1/2 OF LOT 9 & S1/2 OF LOT 11
12. Parcel No. 95-250-1180
Located at 928 4th Street SE \$336.66
Described as Section 14, Township 119, Range 35, Block 6
GLARUM'S ADDITION TO WILLMAR
LOT 8 & N1/2 OF LOT 9
13. Parcel No. 95-250-0130
Located at 705 4th Street SE \$362.56
Described as Section 14, Township 119, Range 35, Lot 13, Block 1
GLARUM'S ADDITION TO WILLMAR
14. Parcel No. 95-810-0070
Located at 711 6th Street SE \$120.06
Described as Section 14, Township 119, Range 35, Block 1
THIRD EASTERN ADDITION TO THE CITY OF WILLMAR
N 5' OF LOT 7 & 8 & S 55' OF LOTS 5 & 6

15. Parcel No. 95-222-0360
 Located at 521 Ann Street SE \$172.52
 Described as Lot 6, Block 3
 FERRING'S 2ND ADDITION

16. Parcel No. 95-012-0030
 Located at 121 Benson Avenue SE \$1591.19
 Described as Section 15, Township 119, Range 35
 THIRD ADDITION TO THE CITY OF WILLMAR
 BLOCK A LOT 3 EXC THAT PART DESC AS FLWS:
 BEG AT THE NE COR OF SD LOT 3, TH S'LY 28' TH
 NW'LY TO A PT ON W LINE OF SD LOT 3, 6' S OF
 NW COR OF SD LOT 3, TH N'LY 6' TO NW COR OF
 SD LOT 3, TH E'LY TO PT OF BEG

17. Parcel No. 95-138-0030
 Located at 916 19th Avenue SE \$363.18
 916 19th Avenue SE, #A \$1536.74
 Described as Section 23, Township 119, Range 35, Lot 3, Block 1
 COUNTRYSIDE ADDITION

18. Parcel No. 95-671-0180
 Located at 1601 10th Street SE \$173.35
 Described as Section 23, Township 119, Range 35, Lot 8, Block 2
 PLEASANT VIEW SECOND ADDITION

19. Parcel No. 95-671-0140
 Located at 1500 11th Street SE \$279.77
 Described as Section 23, Township 119, Range 35, Lot 4, Block 2
 PLEASANT VIEW SECOND ADDITION

20. Parcel No. 95-142-0110
 Located at 1205 Dana Drive SE \$217.73
 Described as Section 23, Township 119, Range 35, Lot 11, Block 1
 DANA HEIGHTS

21. Parcel No. 95-100-0020
 Located at 1200 Trott Avenue SE \$350.00
 Described as Section 14, Township 119, Range 35, Lot 2
 BOWER ADDITION

22. Parcel No. 95-665-0260
 Located at 1101 Olena Avenue SE \$265.39
 Described as Section 14, Township 119, Range 35, Lot 16, Block 2
 PERKINS' FIFTH ADDITION

23. Parcel No. 95-617-0140
 Located at 2215 10th Avenue SE \$421.28
 Described as Section 13, Township 119, Range 35
 FIRST SUPPLEMENTAL CONDOMINIUM PLAT OF
 CONDOMINIUM NO.12, PARK AVENUE, A CONDOMINIUM
 UNIT #4

24. Parcel No. 95-868-0510
 Located at 1600 Richland Avenue SW \$537.68
 Described as Section 21, Township 119, Range 35, Lot 8, Block 3
 WESTWIND ESTATES SECOND ADDITION
25. Parcel No. 95-780-0210
 Located at 1202 7 1/2 Street SW \$137.99
 Described as Section 22, Township 119, Range 35, Block 2
 SUNNYSIDE ADDITION OF THE SUBDIVISION OF
 PART OF NORTH HALF OF NE1/4 22-119-35
 LOTS 1 & 2 & N 10' OF LOT 3
26. Parcel No. 95-480-0310
 Located at 1207 7th Street SW \$472.72
 Described as Section 22, Township 119, Range 35, Lot 11, Block 2
 LEARY'S ADDITION TO WILLMAR
27. Parcel No. 95-922-6080
 Located at 1401 5th Street SW \$6170.46
 Described as Section 22, Township 119, Range 35
 PART OF NE1/4 OF NE1/4, COM AT SE COR, TH W 730.68'
 TO PT OF BEG, W 306.52', TH N 625.91', E 250.57',
 S 153.57', E 56.4', S 471.31' TO PT OF BEG
28. Parcel No. 95-922-6080
 Located at 1409 5th Street SW \$6434.94
 Described as Section 22, Township 119, Range 35
 PART OF NE1/4 OF NE1/4, COM AT SE COR, TH W 730.68'
 TO PT OF BEG, W 306.52', TH N 625.91', E 250.57',
 S 153.57', E 56.4', S 471.31' TO PT OF BEG
29. Parcel No. 95-003-2180
 Located at 620 Benson Avenue SW, #2 \$568.80
 Described as Section 15, Township 119, Range 35, Block 21
 CITY OF WILLMAR
 PART OF LOTS 11 & 12: COM. AT SW COR. OF LOT 12, N
 50' E 32.25' S 50' W 32.25'
30. Parcel No. 95-914-2350
 Located at 1300 Hwy 12 E \$306.80
 Described as Section 14, Township 119, Range 35
 THAT PART OF SOLVERSON'S OUTLOT LYING S OF U.S. HWY
 #12, THE W BDRY LINE BEING 173.27', S BDRY LINE 297';
 E BDRY LINE 159.5'
31. Parcel No. 95-835-0110
 Located at 312 Vos Park Drive NW \$532.11
 Described as Section 8, Township 119, Range 35, Lot 11, Block 1
 VOS PARK

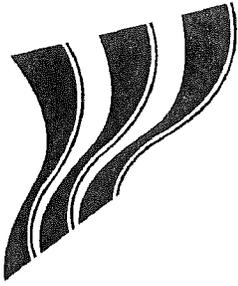
32. Parcel No. 13-460-0040
Located at 1291 40th Avenue NE \$132.97
Described as Section 35, Township 120, Range 35, Block 1
TALLAKSON SWAN LAKE ADDITION
LOT 4 & THE W 125' OF LOT 5
33. Parcel No. 95-922-7960
Located at 610 Parkview Road SW \$205.25
Described as Section 22, Township 119, Range 35
W 75' OF E 1505' OF S 125' OF N 800' OF SE1/4

Dated this 7th day of October, 2013.

Mayor

Attest:

City Clerk-Treasurer



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: October 1, 2013

Attachments: X Yes No

CITY COUNCIL ACTION

Date: October 7, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Authorize the Engineer to prepare a feasibility report for street and utility work referred to as the 2014 Improvements.

Recommended Action: Authorize the Engineer to prepare the report by executing the enclosed resolution.

Background/Summary: The 2014 Improvements include street and utility construction in multiple locations throughout the city. The areas were selected based on the 5-year CIP as well as input from Engineering Staff and Municipal Utility Commission Staff. A map illustrating the project areas is attached for your information.

Alternatives: 1. Execute the enclosed Resolution.
2. Delay execution of the resolution until a future date

Financial Considerations: The funding associated with the project includes Special Assessments, Local Funds, LOST monies, and State Aid Funds.

Preparer: Bruce Peterson, Acting Public Works Director

Signature: 

Comments:

RESOLUTION NO. _____

**RESOLUTION ORDERING PREPARATION OF
REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to construct the following improvements under the 2014 Improvement Projects:

grading, aggregate base, curb and gutter, edge drain, sump pump connections, milling, bituminous pavement, sidewalk, service lines, sanitary sewer, storm sewer, and watermain

And to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to Bolton & Menk, Inc. for study, and that Bolton & Menk, Inc. is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 7th day of October, 2013.

Mayor

Attest: City Clerk

Implementation Schedule: B

PROPOSED SCHEDULE	
Council Authorize Feasibility Report	October 7, 2013
Present Preliminary Engineering Report to Council for Consideration	October 21, 2013
Council Call for Public Hearing for the Project	October 21, 2013
Publish Notice for Hearing	October 25, November 1, 2013
Mail Notice for Hearing	October 23, 2013
Hold Public Hearing for the Project	November 4, 2013
Council Authorize Preparation of Plans and Specifications	November 4, 2013
Present Plans and Specifications to Council for Authorization to Advertise	March 3, 2014
Advertise for Bids	March 5, 12 2014
Open Bids	March 28, 2014
Declare Costs to be Assessed	April 21, 2014
Call for Assessment Hearing	April 21, 2014
Publish Notice of Assessment Hearing	May 2, 2014
Mail Notice of Assessment Hearing	May 2, 2014
Assessment Hearing	May 19, 2014
Award Contract and Adopt Assessment Roll	May 19, 2014
Begin Construction	June, 2014
Construction Substantially Complete	November, 2014
Complete Construction	June, 2015