

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

September 3, 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, Tim Johnson, Rick Fagerlie and Bruce DeBlicek; Present 8, Absent 1 - Jim Dokken was 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, Fire Chief Gary Hendrickson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Council Members Ahmann and Christianson, and Mayor Yanish noted that they would have items under New Business.

The Council requested the August 20, 2013, Council Minutes be removed from the Consent Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of August 19, Rice Hospital Board Minutes of August 21, Municipal Utilities Commission Minutes of August 26, Planning Commission Minutes of August 28, Accounts Payable Report through August 28, Exempt Permit for Knights of Columbus, Community Education/Recreation Joint Power Board Minutes of August 23, and Airport Commission Minutes of August 23, 2013. Council Member Fagerlie seconded the motion, which carried.

Following discussion, the Special Council Minutes of August 20, 2013, were corrected with a clarification of the current structure and a desire to verify which organization chart was being used in the Study. A motion was made by Council Member Nelsen, seconded by Council Member Anderson, and carried to attach the organizational structure chart to the Minutes. Council Member Nelson moved that the August 20, 2013, Council Minutes be revised adding that the present structure has worked for "20 years," be approved and ordered placed on file in the City Clerk's Office. Council Member DeBlicek seconded the motion, which carried.

At 7:06 p.m. Mayor Yanish opened a scheduled hearing to consider special assessments for unpaid weed/grass mowing. City Clerk Halliday informed the Council that over the course of the summer, the City responded to numerous complaints regarding lack of timely mowing of lawns by certain property owners. Notices were sent to owners and in cases where there was no response, arrangements were made by the City to have the property mowed and a bill sent to cover the cost. The City has the authority to certify as special assessments those costs not reimbursed. No property owners appeared before the Council, and the Mayor closed the hearing at 7:07 p.m.

Following discussion, Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

**RESOLUTION NO. 1**

WHEREAS, Section 9-3 of the Willmar City Code states that such unpaid weed or grass mowing bills represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed/grass mowing charges totaling \$1,683.95 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 weed or grass charges be certified against the real property as follows: (Complete property list on file in the City Clerk's Office)

Dated this 3<sup>rd</sup> day of September, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

At 7:07 p.m. Mayor Yanish opened a scheduled hearing to consider special assessments for unpaid garbage removal charges. A notice has been sent to the property owner and there was no response. Therefore, arrangements were made by the City to have the garbage removed and a bill sent to cover the cost. The City has the authority to certify as special assessments those costs not reimbursed. The owner did not appear before the Council and the Mayor closed the hearing at 7:08 p.m.

Resolution No. 2 was introduced by Council Member Ahmann, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 2

WHEREAS, Section 9-1 of the Willmar City Code concerning the removal of nuisance conditions by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require.

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid garbage removal charges totaling \$402.50 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 garbage removal charges be certified against the real property as follows: (Property list on file in the City Clerk's Office)

Dated this 3<sup>rd</sup> day of September, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Mayor Yanish acknowledged Betty Knutson and Sue Quist who had signed up to address the City Council during its scheduled Open Forum. Ms. Knutson thanked individuals who had written letters in the West Central Tribune and urged the Council to set aside personal agendas. Ms. Quist thanked the Mayor and

certain Council Members for doing the best they can for the majority.

The Labor Relations Committee Report for August 21, 2013, was presented to the Mayor and Council by Council Member Ahmann. There were nine items for Council consideration.

Item No. 1 The meeting was called to order.

Item No. 2 There were no public comments offered at the meeting.

Item No. 3 The Committee went into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. This matter was for information only.

Item No. 4 The meeting was reopened at 5:31 p.m. This matter was for information only.

Item No. 5 Fire Chief Hendrickson presented the Committee with information regarding the current staffing of the Fire Department, as well as the total calls and response time. Chief Hendrickson discussed the challenges of staffing a volunteer department as well as potential retirements in the next two to three years. Chief Hendrickson proposed increasing the allowed roster from the current 35 to 40 firefighters.

The Committee was recommending the Council approve of the recommendation to increase the number of paid, On-call Firefighters from 35 to 40. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

Item No. 6 City Administrator Stevens presented a request to fill a vacancy created by a promotion in the Public Works Department. Ms. Stevens stated that two internal promotions had occurred for Public Works Superintendent, as well as Working Foreman, resulting in a vacancy for an operator, and further that the position be filled in order to fully staff the Department.

The Committee was recommending the Council fill the vacancy of Operator in Public Works. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Christianson seconding the motion, which carried.

Item No. 7 Chair Ahmann inquired about advertising for the positions approved by Council at the recent special session. Ms. Stevens responded that the advertisements for Public Works Director/City Engineer and Engineering Technician/Surveyor were ready to go and the position of Assistant Engineer would wait until the filling of the Director position.

Chair Ahmann also inquired as to the status of planning a retreat. Ms. Stevens stated that the Council needed to better define the purpose and goals of a retreat before one could be scheduled or a facilitator considered. The Committee agreed to have further discussion on the purpose and goals of a retreat. This matter was for information only.

Item No. 8 Chair Ahmann raised questions regarding the timeframe for preparation of agendas and supporting materials and placing items on the agenda. It was suggested that perhaps to test sending out agenda materials for Committees earlier as part of the electronic agenda pilot and determine if that provides more opportunity for review in advance of meetings. This matter was for information only.

Item No. 9 Chair Ahmann requested that the contract with the Convention and Visitors Bureau and the Director be reviewed at a future meeting. Council Member Anderson asked that the Committee consider a policy to address individuals serving on boards and commissions. Council Member Christianson stated that the goals and objectives for the City Administrator need to be finalized. This matter was for information only.

The Labor Relations Committee Report for August 21, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

The Finance Committee Report for August 26, 2013, was presented to the Mayor and Council by Council Member Nelsen. There were seven items for Council consideration.

Item No. 1 John Sullivan expressed the opinion that a Council Planning Retreat would not accomplish anything because Council Members can't agree to disagree. This matter was for information only.

Item No. 2 The Committee was informed by Staff that the City was notified about a parcel located within City limits that has been 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. Staff is not recommending conveyance to the City as it is a small corner lot with no public use.

Following discussion, it was determined that further information be brought back to the Committee, including the exact address, whether or not the property has been sold, and outstanding amount of back taxes. This matter was for information only.

Item No. 3 Staff informed the Committee that the local Disc Golf Club has requested the City install an additional nine holes of disc golf plus a practice hole. The project cost is estimated at \$2,859.89. The Disc Golf Club would like to make a donation of \$1,224.35 to the City to help offset these costs. Staff is requesting an increase to the 2013 Leisure Services Budget by \$1,224.35 in both Donations Revenue and Supplies Expenditures.

The Committee was recommending the Council accept the donation of \$1,224.35 from the Disc Golf Club as presented. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and carried on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

WHEREAS, the City of Willmar has received a donation of \$1,224.35 from the Willmar Area Disc Golfers for improvements to the disc golf facilities at Robbins Island;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from the Willmar Area Disc Golfers and the City Administrator be directed to express the community's appreciation.

Dated this 3<sup>rd</sup> day of September, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 Mayor Yanish is proposing reductions in budgeted expenditures for 2014. Three areas include: 1) Reductions in Travel and Training (50%), 2) Memberships and Dues (35%), and 3) Professional Services (35%). Committee Members raised questions regarding the methodology used for cutting these areas. The Mayor indicated these cuts would be across the board. The Committee requested Staff compile detail of the 2013 Budget, the 2013 actual Expenditures to date, and the 2012 actual Expenditures for Travel/Training, Memberships/Dues, and Professional Services, along with anticipated 2014 Expenditures, noting whether they are mandatory or only beneficial for productivity. The Committee will continue to review and discuss the proposed 2014 budget over the next several meetings prior to the

public hearing to be held in December, 2013. This matter was for information only.

Staff reviewed with the Committee the tax levy included in the Mayor's proposed 2014 Budget. Due to the Levy limit law being reinstated in 2013 for the 2014 tax year, the levy cannot be raised over the 2013 tax levy. The levy proposed of \$4,139,734 may be lowered but not raised after certification to the County Auditor's office.

The Committee was recommending the Council pass a Resolution setting the preliminary 2014 City of Willmar Property Tax Levy as proposed and schedule the public hearing on the 2014 Proposed Budget for December 2, 2013. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$4,139,734;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminary levied for the current year collectable in 2014, upon the taxable property in said City of Willmar for the following purposes:

General Fund	<u>\$4,139,734</u>
	\$4,139,734

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2014 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

FURTHER, pursuant to a request by the Housing and Redevelopment authority in and for the City of Willmar, for authorization to levy a special tax to be included as part of its fiscal year 2013 - 2014 Budget;

FURTHER, that the City Council of the City of Willmar, Minnesota, hereby authorizes the Housing and Redevelopment Authority to levy a special tax in the amount of \$170,000 pursuant to the powers vested under the Minnesota Statutes; and

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2014 proposed budget on December 2, 2013.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 3<sup>rd</sup> day of September, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The Committee received the 2<sup>nd</sup> Quarter Community Foundation Report and July, 2013, Rice Trust Report. This matter was for information only.

Item No. 6 There was no old business for the Committee to discuss.

Item No. 7 There was no new business for the Committee to discuss.

The Finance Committee Report for August 26, 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 August 27, 2013, was presented to the Mayor and Council by Council Member Nelsen. There were seven items for Council consideration.

Item No. 1 David Little commented on how well the construction of the Trott Avenue Quiet Zone turned out.

Item No. 2 The dangerous weapons ordinance was referred back to Committee by the Council from the hearing. Chief Wyffels researched ordinances of other cities similar to Willmar and found a variety of ways to regulate the issue of archery shooting. The Committee reviewed the wording of several ordinances and favored what is used by the City of Hutchinson, specifically "it is unlawful for any person to shoot a bow and arrow except in the physical education program in a school supervised by a member of its faculty, a community-wide supervised class or event specifically authorized by the Chief of Police, or a bow and arrow range authorized by the Council." The Committee also discussed possible locations to develop an approved archery range such as the former Wastewater Treatment Plant with the inclusion of archery groups in the development of the site.

Chief Wyffels stated that City Attorney Scott is requesting the word "embrace" be changed to "prohibit" in Sections 10-54 (c and d).

The Committee was recommending that the Ordinance be referred back to Staff to draft wording similar to that used by the City of Hutchinson, have the word "embrace" changed to "prohibit" in Sections 10-54 (c and d), and bring the sample ordinance back to committee for further review. Council Member Nelsen moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 Acting Public Works Director Peterson updated the Committee on the MinnWest Lift Station/Lakeland Drive Sanitary Sewer Project. Staff continues to meet with the design consultants on the project. The lift station design is going well and should be completed in time to include it, and the northerly force main, in the 2014 Projects.

In summary, the original cost estimates for replacing the sanitary sewer along Lakeland Drive and reconstructing the roadway became significantly higher than anticipated. Staff and the consultant evaluated just what needs to be completed at this time by entering into a contract to televise the sanitary sewer line. The overall condition of the line, viewed through televising, indicated it is in reasonably good condition, except for several impediments they are proposing be removed by cleaning. If that is successful, the line would not need to be replaced in its entirety. There would then be no need to proceed with the complete reconstruction of Lakeland Drive, and an overlay would be considered deferring the complete reconstruction.

The plans will continue for the trail and quiet zone construction, along with possible lane change improvements on Lakeland Drive from High to Trott Avenues to improve traffic flow. This matter was for information only.

Item No. 4 The Committee was informed that Staff recently met with Willmar Municipal Utilities personnel to discuss sewer credits for particularly large users of water that do not return proportionate amounts to the sanitary system due to the processes involved in their businesses. Examples given were J's Bait, Kandiyohi Bottled Water and several irrigators. It was noted that sprinkler use in the summer months is already built into the rate structure, as during the summer months consumers are charged for their sewer based on the average of their winter months. The Committee discussed the matter, and it was their consensus that a policy for staff to use to formulate credits should be developed in the future, possibly once a City Engineer is on staff. This matter is for information only.

Item No. 5 Staff met with representatives of Donohue and Associates to discuss the matter of effluent credits for phosphorous only. The City could sell credits to other cities within the watershed since the current plant is discharging water that is substantially below the maximum limit. Willmar is at a disadvantage though because the City is so far up the Minnesota River basin watershed. Cities seeking credits would have to be farther up. The Committee felt that the sale of effluent credits would be risky as future compliance limits are unknown. No action was taken.

Item No. 6 Under new business Chief Wyffels reported the jail census at 87 and the report of calls for the last two weeks at 832.

Item No. 7 Under old business Chief Wyffels informed the Committee he was contacted by a citizen with concerns for the pedestrian traffic that crosses Willmar Avenue in the vicinity of the football field at Kennedy School. He requested permission to pursue purchase of two foldable-type standards, three feet high by two feet wide, to place at 10<sup>th</sup> and 7 ½ Streets on the centerline to alert traffic. The Committee concurred with the purchase.

Council Member Ahmann brought up information on chemicals that may be purchased to clean the downtown sidewalks, and also mentioned the Garfield Neighborhood Watch Group and the potential promotion of more groups throughout the City.

Council Member DeBlieck questioned Staff on the report of lead contaminates in the gun range of the City Auditorium. Staff reported more information will be brought forward in the near future, including cost estimates for abatement and air handling; but until then the range will be closed.

The Public Works/Safety Committee Report for August 27, 2013, was approved as presented upon motion by Council Member Nelsen, seconded by Council Member Ahmann, and carried.

Council Member Ahmann informed the Mayor and Council that he along with Convention and Visitors Bureau Executive Director Beth Fischer, Council Member Audrey Nelsen, and Community Ed/Recreation Director Steve Brisendine, had met to discuss an outdoor archery range.

Mr. Brisendine commented that an archery range concept is included in the online Park study currently underway. This study will assist in the development of a 5-year to 15-year park plan.

Council Member Christianson moved to create a policy whereby "all expenditures over \$10,000 in the Vehicle/Equipment Replacement Program and the Capital Improvement Program be presented to the appropriate committee and that these expenditures then go to the full Council for approval prior to any checks being issued for items in the Vehicle/Equipment Replacement Program or the Capital Improvement Program." Council Member Ahmann seconded the motion. Council Member Anderson objected to the method as he was lead to believe it would be discussed during the budget process.

City Administrator Stevens explained the five-year Capital Improvement Plan, annually approved by the Council, that details the annual purchases plus four additional years. Council Member Johnson stated a reminder of the adopted improvements would be welcome.

Following discussion, Council Member DeBlieck moved to table the matter with Council Member Anderson seconding the motion which failed on a roll call vote of Ayes 3, Noes 4 – Council Members Christianson, Ahmann, Fagerlie and Johnson voted "No." The original motion then carried on a roll call of Ayes 4, Noes 3 – Council Members Anderson, Nelsen and DeBlieck voted "No."

Council Member Christianson moved that the Willmar City Council adopt a formal written policy that states: "The Labor Committee Chairperson or his/her appointee from the Labor Committee be on every hiring committee involving the hiring of department heads, supervisors, and confidential employees." Council Member Fagerlie seconded the motion.

Council Member Nelsen asked if the motion conflicts with the adopted Ordinance (No. 989) listing the City Administrator's duties. City Attorney Scott stated he was not prepared to give an opinion at this time.

Council Member Nelsen moved to table the matter with Council Member Anderson seconding the motion, which carried on a roll call vote of Ayes 4, Noes 2 – Council Member Christianson and Ahmann voted no, and Council Member Johnson abstained.

Council Member DeBlieck informed the Council that he has received complaints regarding the race track and directed staff to place it on the Community Development Committee Agenda to review minutes regarding number of events held.

Mayor Yanish informed the Council that he was recommending Kathy Schwantes be appointed to the Police Civil Service Commission. Council Member Ahmann moved to approve the appointment as presented with Council Member DeBlieck seconding the motion which carried, Council Member Christianson abstained.

Council Member Ahmann directed Staff to seek approval from the MPCA to utilize the old Wastewater Treatment Plant for an archery range.

Announcements for Council Committee meeting dates were as follows: Finance including full Council, September 9; Public Works/Safety, September 10; Community Development, September 12, and Labor Relations, September 17, 2013.

There being no further business to come before the Council, the meeting adjourned at 8:35 p.m. upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

Attest:

\_\_\_\_\_  
MAYOR

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

## CITY COUNCIL WORK SESSION

SEPTEMBER 9, 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, Police Chief Dave Wyffels, Fire Chief Gary Hendrickson, Willmar Design Center Treasurer John Christianson, West Central Integration Collaborative Executive Director Charley Leuze, Multi-Cultural Business Center Director Robert Valdez, Willmar Marketing Coalition Director Sam Bowen, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

The purpose of this council work session was to discuss requests from various community groups for funding under the Mayor's 2014 Proposed Budget.

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

**Item 2 - Community Group Funding Requests.** Representatives from four community organizations presented their funding requests to the City Council, beginning with the Willmar Design Center's Treasurer John Christianson. He explained that they received \$32,000 from the City in 2013. Their request for 2014 totals \$58,500 which is comprised of the 2013 amount plus \$25,000 for three projects being undertaken and \$1,500 to attend the Main Street National Conference. The three projects, which are the next steps needed to move the City's Downtown Plan forward, include the Glacial Lakes State Trail cooperative agreements to complete the extension to Selvig Park, Becker Avenue Implementation Funding Search, and Selvig Park Schematic Design for the anticipated influx of bikers from the Glacial Lakes Trail. Council Member Christianson asked if the contribution for the Willmar Design Center could be budgeted and paid from another fund, such as the Local Option Sales Tax Fund. Finance Chair Anderson requested staff to research this possibility.

Charly Leuze, of the West Central Integration Collaborative, explained to the Council that they are requesting \$21,000 for 2014. For the City and Community, the Collaborative provides interpretation services, assistance in de-escalating conflicts, cultural training for City staff (a few years ago), and assistance to the Community Education and Recreation department. Ms. Leuze noted that the Collaborative was originally established in 2002 serving three school districts. They are currently serving eight school districts utilizing funding received through these districts, besides their community efforts. Council Member Christianson was concerned City funds contributed to the Collaborative would be used for their work with other cities and school districts. Ms Leuze assured him that the amount the City has been funding has been entirely used for City work, such as interpretation services. It was noted that the Collaborative generally does not perform interpreting services for the Police Department. Council Member Johnson pointed out that it is required for the courts to utilize qualified interpreters. After considerable discussion, Finance Chair Anderson requested Ms. Leuze to prepare a detail of the various services the Collaborative has provided to the City, including hours spent.

Robert Valdez, of the Willmar Area Multi-Cultural Business Center, presented his request for \$20,000 from the City of Willmar. The Business Center provides business consulting, workforce

development, and borrowing opportunities for high risk applicants for business purposes. In response to Council Members' questions, Mr. Valdez stated that he assisted the Center Point Mall businesses with the termination notices they received recently by helping to find new locations to lease. He also stated that without the City's support, he would be unable to apply for several grants because part of their application criteria is evidence of a City contribution.

Sam Bowen, of the Willmar Marketing Coalition, was present earlier but needed to leave before his opportunity to speak was granted. Chair Anderson stated that he will be given another opportunity to address the Council at a later date and noted that the Coalition was requesting \$2,000 from the City in 2014.

Chair Anderson noted that the Mayor's 2014 Proposed Budget does not include a contribution to any of the above organizations.

Council Member Ahmann voiced support for a City contribution of \$5,000 to the local Archery Club to be used for constructing a berm on the eastside of the Kandi Mall in an area the Club would like to use. He stated they would be shooting from East to West and that this berm would act as a buffer between the Mall and the shooting range. Council Members Nelsen and Deblieck voiced concerns about a contribution to start up a new Archery Club when other existing Community Ed & Rec structures are in need of improvement, such as city parks and the gun range.

Chair Anderson declared the Council Work Session adjourned at 6:20 PM

Respectfully Submitted,



Carol Cunningham  
Accounting Supervisor

**Christianson &  
Associates, PLLP CPAs**

**302 – 5th Street SW**

**Willmar, MN 56201**

**Phone # 320-235-5937**

**Fax # 320-235-5962**

**E-mail: john@christiansoncpa.com**

## Memo

**To:** City of Willmar – Ms. Charlene Stevens, City Administrator  
**From:** John O. Christianson  
**CC:**  
**Date:** July 22, 2013  
**Re:** Willmar Design Center - 2014 budget application

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Good afternoon Ms Stevens:

I am the treasure for the Willmar Design Center (WDC) and have been tasked with preparing the budget request application for the City of Willmar. Attached is the requested budget application form and a copy of the WDC total budget and also the budget applicable to the City of Willmar funding.

You will notice the funding request has larger than what was received in 2013 when the City funded \$32,000 to the WDC. Our funding request is identical to what was received in 2013 with two exceptions:

1. The WDC is requesting \$25,000 for project services from Treeline - Adam Arvidson, Design consultant. A copy of his proposal is attached. The three projects identified are the logical next three steps in the City plan. These steps include:
  - a. Glacial Lakes State Trail facilitation
  - b. Becker Avenue implementation facilitation
  - c. Selvig Park Schematic Design

The WDC has included this design work in the annual budget as we are willing to assist the City in accomplishing these components of the City plan. If the City desires to contract directly with Adam Arvidson to pursue these projects and remove from the WDC budget, that is an option which is agreeable with the board as well. The main goal is to continue to move forward and make progress on the City plan.

2. The WDC is requesting \$1,500 to send one person to the Main Street National Conference. Several WDC people have attended the conference in past several years and have found it to be very beneficial. This conference represents the progressive cities

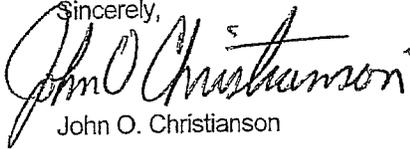
around the country that are impacting change and development in a very positive way. The exchange of ideas and learning how some of the cities are redeveloping, funding, and stimulating growth have been very valuable. This conference has generated ideas that we are deploying at the WDC today.

These two changes have increased what was received in 2013 to the budget request of \$58,500. The board of directors has a desire to strengthen the working relationship with the City administration and the City council members. We are always looking for ways to increase the exchange of information and ideas.

If you have any questions or need additional information, please feel free to contact me at any time.

Thank you for your consideration of this budget.

Sincerely,

A handwritten signature in cursive script that reads "John O. Christianson". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

John O. Christianson



**WILLMAR**

**CITY ADMINISTRATOR**

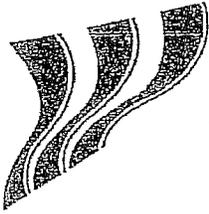
City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-235-4913  
FAX: 320-235-4917  
[www.ci.willmar.mn.us](http://www.ci.willmar.mn.us)

TO: Civic Organizations  
FROM: Charlene Stevens, City Administrator  
DATE: June 6, 2013  
RE: **2014 CITY BUDGET PREPARATION**

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The City of Willmar is in the process of preparing its 2014 Budget. Your organization received funds in 2013. If you would like to apply for funding in the coming year, please complete the attached form and return to my office as soon as possible. Please also include audited financial statements for the most recent completed year. Should you have questions or require additional information, feel free to contact me. Thank you.





Willmar  
★

## Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: 58,500
2. Agency: WILLMAR DESIGN CENTER
3. Program: \_\_\_\_\_
4. Name, Title, Address, and Phone Number of Contact Person: BEVERLY DOUGHERTY  
414 BECKER AVENUE, SW, WILLMAR, MN 56201  
 EMAIL: BEVERLYDOUGHERTY@GMAIL.COM
5. Agency Mission or Purpose:

"RESTORING THE HEART OF THE CITY"

6. 2011 Total Expenditures:	<u>89,804</u>	2011 City Funding:	<u>43,200</u>
2012 Total Expenditures:	<u>68,131</u>	2012 City Funding:	<u>25,000</u>
2013 Total Budget:	<u>60,900</u>	2013 City Request:	<u>32,000</u>
2014 Proposed Budget:	<u>90,500</u>	2014 City Request:	<u>58,500</u>

(Attach Schedules A and B)

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
State	_____	_____	_____	_____
City	_____	_____	_____	_____
Program Income	_____	_____	_____	_____
Other	_____	_____	_____	_____

**Willmar Design Center  
2014 Budget  
City of Willmar Application**

Budget form – page 2

8. **Description of Program to be paid for with City Funding:**  
Minnesota Main Street 4 Points and 8 Principles, attached. Willmar is a designated City and receives from \$10,000.00 - \$13,000.00 in Technical Assistance funds through our MMS membership. In 2012-2013, we assisted the City in moving forward the Downtown Plan, revision of downtown ordinances, Parking Assessment, Downtown Gateways and cooperative agreements for the Transportation Grant to extend the Glacial Lakes Trail to Becker and First Street.
9. **Program goals and objectives for the proposed year:**
- A. Continue the cooperative agreements to complete the trail extension all the way to Selvig Park.
  - B. Prioritize Funding search for Becker Avenue redesign.
  - C. Schematic designs of Selvig Park for the influx of bikers that the Trail extension will bring.
  - D. Move forward with Downtown Willmar Food System: design and build 2 greenhouses on leased Food Shelf property, secure property for local food aggregation, value-added processing facility.
  - E. Apply for historic designation for a downtown District.
  - F. Achieve 501(c)3 designation.
  - G. Continue to operate and improve Becker Market.
  - H. Grow Holiday celebration.
  - I. Completion of 2<sup>nd</sup> DEED Small Cities Grant.
10. **Measures of program outcomes (What do city taxpayers get for their investment in your program? Include results)**
- A. WDC will continue to follow the Downtown Plan adopted in 2011 to achieve goals determined by community meetings. Parking Assessment findings will be implemented, Downtown Gateways will be funded, work on the Glacial Lakes Trail will bring the Trail to Selvig Park, bike racks will be added at City parks. WDC has obtained \$2 Million dollars for commercial and rental housing renovation to date.
  - B. Apply for 3<sup>rd</sup> DEED Small Cities Grant.
  - C. Improvement and enforcement of Downtown ordinances.
  - D. Gateways design complete and ready for construction.
  - E. \$55,000 grant funding received in 2013; \$60,000 applied for 1<sup>st</sup> half 2013.
  - F. Projection to receive \$500,000 - \$1,000,000 funding for downtown food system in 2014-2015.
  - G. WDC became an accredited Minnesota Main Street City in 2013.
  - H. WDC raised \$12,950 and expecting an additional \$1,000 for a total of \$13,950 raised to date.

## Operating Budget Information - Schedule A

Agency: WILLMAR DESIGN CENTER

	2011 Actual	2012 Actual	2013 Estimate	2014 Proposed	% Change 2013 to 2014
Salaries	33,600	21,600	29,440	29,600	.005%
Benefits					
Office Supplies	1134	1477	1,000	1,000	0%
Printing					
Postage					
Telephone	333	353	360	400	11%
Electricity & Gas					
Rent	5914	1,800	1800	1,800	0%
Building Maintenance					
Insurance	1003	1,100	1100	1,100	0%
Training					
Mileage	1794	- 0 -	0	0	
Subscriptions/Dues			2,000	2,000	0%
Other CITY PROJECTS	39,526	39,234	22,400	50,200	124%
OTHER OPERATING	6500	2,567	2800	4,400	57%
Total	89,864	68,131	60,900	90,500	49%

## Schedule of Positions and Salaries - Schedule B

Agency: WILLMAR DESIGN CENTER

Position Title (List each position and its FTE, 1.0 for full time, 0.5 for half time, 0.25 for 1/4 time)	2012 Actual		2013 Current		2014 Proposed	
	% FTE	Amount	% FTE	Amount	% FTE	Amount
PROJECT COORDINATOR	.50	21,600	.50	21,600	.50	21,600
ADMINISTRATIVE ASSIST	0	-0-	.75	7,840	.75	8,000
<b>TOTALS</b>	.50	21,600	.75	29,440	.75	29,600

# WILLMAR DESIGN CENTER

## Operating Budget - City of Willmar 2014

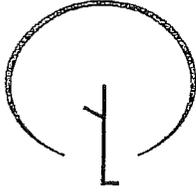
	<u>2013 Budget</u>	<u>2014 Budget</u>
<b>REVENUE:</b>		
City of Willmar	<u>32,000</u>	<u>58,500</u>
<b>Total Revenue</b>	<u><u>32,000</u></u>	<u><u>58,500</u></u>
<b>EXPENSES:</b>		
<b>City Plan: - Adam Arvidson contract</b>		
Glacial Lakes State Trail		3,500
Becker Avenue Implementation		3,500
Selvig Park Schematic Design		<u>18,000</u>
<b>Total project costs</b>		<u>25,000</u>
<b>Insurance</b>		
Liability Insurance	1,100	1,100
<b>Office Expenses:</b>		
Rent           \$150/mos	1,800	1,800
<b>Operating Expenses:</b>		
Project Coordinator Contract	21,600	21,600
Administrative Services	2,400	2,400
Marketing/Advertising	600	600
Main Street National Conference		1,500
Grant Writer Fees	<u>1,600</u>	<u>1,600</u>
<b>Total Office/Operating Costs</b>	<u>29,100</u>	<u>30,600</u>
<b>Total Operating Budget</b>	<u><u>32,000</u></u>	<u><u>58,500</u></u>

## WILLMAR DESIGN CENTER

### Operating Budget

2014

	2013 Budget	2014 Budget	Budget Change
<b>Fundraising:</b>			
Fundraising - Becker Market	4,000	4,500	(500.00)
Fundraising - Stakeholders	7,500	10,000	(2,500.00)
Fundraising - Holiday	6,000	5,500	500.00
Bounty of the County	5,000	4,500	500.00
Willmar Blend	-	-	-
General Fundraising	22,500	24,500	(2,000.00)
<b>Designated Funds and Grants</b>			
MN Main Street - Tech Consulting	6,400	7,500	(1,100.00)
Total Designated Funds and Grants	6,400	7,500	(1,100.00)
<b>Total Fundraising, Designated Funds and Grants</b>	<b>28,900</b>	<b>32,000</b>	<b>(3,100.00)</b>
City of Willmar	32,000	58,500	(26,500.00)
<b>TOTAL REVENUE</b>	<b>60,900</b>	<b>90,500</b>	<b>(29,600.00)</b>
 <b>COMMITTEE BUDGETS:</b>			
<b>Fundraising:</b>			
Becker Market	2,500	3,000	(500.00)
Holiday	6,000	5,000	1,000.00
Bounty of the County	4,000	4,500	(500.00)
Willmar Blend	-	-	-
Total Fundraising	12,500	12,500	-
<b>Designated Funds and Grants</b>			
MN Main Street - Tech Consulting	6,400	7,500	(1,100.00)
City Plan - Adam Arvidson contract	-	-	-
Glacial Lakes State Trail	-	3,500	(3,500.00)
Becker Avenue Implementation	-	3,500	(3,500.00)
Selvig Park Schematic Design	-	18,000	(18,000.00)
Total Designated Funds and Grants	6,400	25,000	(25,000.00)
<b>Total Fundraising, Designated Funds and Grants</b>	<b>18,900</b>	<b>45,000</b>	<b>(26,100.00)</b>
<b>Marketing &amp; Publicity</b>			
Advertising	3,500	5,200	(1,700.00)
Total committee budgets	22,400	50,200	(27,800.00)
 <b>OFFICE OPERATING COSTS:</b>			
<b>Insurance</b>			
Liability Insurance	1,100	1,100	-
Total Insurance	1,100	1,100	-
<b>Office Expenses</b>			
Rent (\$150/mo)	1,800	1,800	-
Phone (\$25/mo)	360	400	(40.00)
Total Office Expenses	2,160	2,200	(40.00)
<b>Operating</b>			
Project Coordinator Contract	21,600	21,600	-
Administrative Services	7,840	8,000	(160.00)
Meetings	1,000	1,000	-
License and Fees	200	300	(100.00)
Office Supplies	1,000	1,000	-
Main Street National Conference	-	1,500	(1,500.00)
Grant Writer Fees	1,600	1,600	-
Memberships	2,000	2,000	-
Total Operating Costs	35,240	37,000	(1,760.00)
<b>TOTAL OPERATING BUDGET</b>	<b>60,900</b>	<b>90,500</b>	<b>\$(29,600.00)</b>



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4348 Nokomis Avenue, Minneapolis, MN 55406  
612-968-9298 PHONE 866-859-7593 FAX adam@treeline.biz

7/11/2013

Willmar Design Center Board

Dear WDC Board:

I am pleased to submit this proposal for consulting work in the fiscal year 2013-2014. The projects here are the logical next steps for implementing several long-awaited projects and moving the overall Downtown Plan forward. As always, please contact me if you have any questions on scope, schedule, or fees.

Sincerely,

Adam Arvidson, FASLA, president  
Treeline

PROPOSAL: 2013/2014 Willmar Projects

- Project 1: Glacial Lakes State Trail Facilitation* \$3,500
- Reconvene the WDC / DNR / City working group, now that a consensus concept has been accepted for the First Street Trail Link
  - Work with DNR and a City Council Member to draft, revise, negotiate, and shepherd a cooperative development agreement between the city and DNR for trail implementation
  - Convene and attend meetings as necessary
  - Prepare graphics, exhibits, estimates, etc., as necessary

- Project 2: Becker Avenue Implementation Facilitation* \$3,500
- Revisit funding options for Becker Avenue and strategize the best way to move forward
  - Devise a timeline for implementation, with funding sources, construction years, and fundraising goals
  - Work with the city, MnDOT, DNR, and other agencies and organizations to envision full funding package and implementation timeline
  - Convene and attend meetings as necessary
  - Prepare graphics, exhibits, estimates, etc., as necessary

- Project 3: Selvig Park Schematic Design* \$18,000
- Develop schematic design for a completely new Selvig Park, to include the existing park land and some or all of the adjacent parking lot.
  - Schematic Design drawings shall include:
    - o Overall layout of park, including seating, lighting, walls, fountains, and other features
    - o A generalized planting plan
    - o A generalized grading plan, with spot elevations and any necessary stairs and ramps denoted
    - o A preliminary materials palette for all park elements
    - o Consideration of the trailhead function of the park
  - Schematic design drawings shall be in CAD and can be easily translated into construction drawings with some further refinement
  - Facilitation of a public involvement process and an advisory committee to provide input into the design
  - (NOTE: this process would be similar to the recent downtown gateways project, though this schematic design will be more final with more detail provided on project elements. It will bring the park closer to construction than the gateways "concept design" process did.)

All estimates include reimbursable expenses.  
All projects could be complete by June 2014.



Willmar  
★

## Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: \$21,000.00
2. Agency: West Central Integration Collaborative
3. Program: Cultural Competency
4. Name, Title, Address, and Phone Number of Contact Person: Idalia "Charly" Leuze  
Executive Director, 611 5th Street SW; Willmar, MN 56201

5. Agency Mission or Purpose:

The WCIC is a multicultural, multidisciplinary Collaborative that works within the spheres of education, health, and business. It focuses on promoting the development of multicultural and culturally sensitive school and community projects. It also centers on the promotion of cultural integration in the education, health, and business systems, for the betterment of the community.

- |                             |                       |                    |                    |
|-----------------------------|-----------------------|--------------------|--------------------|
| 6. 2011 Total Expenditures: | <u>\$1,253,407.21</u> | 2011 City Funding: | <u>\$42,000.00</u> |
| 2012 Total Expenditures:    | <u>\$1,241,774.98</u> | 2012 City Funding: | <u>\$42,000.00</u> |
| 2013 Total Budget:          | <u>\$1,244,303.09</u> | 2013 City Request: | <u>\$21,000.00</u> |
| 2014 Proposed Budget:       | <u>\$1,365,779.00</u> | 2014 City Request: | <u>\$21,000.00</u> |

(Attach Schedules A and B)

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
State	<u>\$1,253,407</u>	<u>\$1,241,774</u>	<u>\$1,244,303</u>	<u>\$1,365,779.</u>
City	<u>\$42,000</u>	<u>\$42,000</u>	<u>\$21,000</u>	<u>\$21,000</u>
Program Income	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Other	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

**OUTCOME FORM**

Attachment 1

**NEED:** Language and Communication Services  
 East African refugees and new Latino immigrants report a need for increased clear understanding of City of Willmar services. Language and effective communication services are essential so that all of Willmar citizens are fully aware of its services and resources.

**OUTCOME:** # 1  
 West Central Integration Collaborative will provide translation and interpretation services to City of Willmar departments and will be a resource for new immigrants and City of Willmar staff.

**OUTCOME MEASURE:** # 1.1  
 100 new residents will demonstrate the ability to independently find and locate essential city services.

**OUTCOME MEASURE:** # 1.2  
 West Central Integration Collaborative will reach at least 100 new immigrants with City of Willmar information in 2014;

ACTION STEPS	COMPLETION DATE
1. Translate documents such as City Ordinances, Tax information, and assist with Utility issues, new immigrants and/or non-English speakers.	January 2014 to December 31, 2014
2. Provide 50 hours of one-on-one oral communications with new immigrants and/or non-English speaking residents.	Jan. 2014 and on-going
3. WCIC will track new immigrants/refugees assisted for the City of Willmar reports.	Jan. 2014 and on-going

West Central Integration Collaborative 2014

8. Description of Program proposed to be paid for with City funding: Cultural Competency Services

WCIC proposes to partner with the City of Willmar to effectively communicate with new and existing immigrant population as well as Non-English speakers regarding City of Willmar services.

WCIC has the capacity to provide language translations both oral and written to various minority populations in the City of Willmar. WCIC will be a resource for city department staff so that effective communication can take place with non-English speaking populations.

9. Program Goals and Objectives for the proposed year (specific and measureable):

See Outcome Form 1 and 2

10. Measure of Program Outcomes: (What do city taxpayers get for their investment in your program? Include results from 2012, 2013 operations.

WCIC provided interpretation sessions of 20 hours to respective City of Willmar residents who received letter from City Offices concerning the followings:

Street Assessments, neighborhood meetings, Permits from the Engineering and assessment departments, request from the City concerning garbage removal and lawn care, up to code requirement letters, and building permits.

WCIC provided written translations in the amount of 100 hours from various City of Willmar Departments, Fire, Police, etc.

The two most requested language services are Spanish and Somali and soon Karen (language of Burmese people from Burma).

**OUTCOME FORM**

**Attachment 2**

**NEED: Cultural Competency Services**

West Central Integration Collaborative is the resource for newcomers in the City of Willmar for minority populations. City staff contact WCIC as the minority resource agency when the city is in need of gathering minority people for various community events, focus groups, leadership trainings, etc.

**OUTCOME: # 2**

West Central Integration Collaborative will provide the City of Willmar with assistance to arrange focus groups, distribute community event information to respective minority communities.

**OUTCOME MEASURE: # 2.1**

WCIC will assist City of Willmar with the recruitment of minority residents to participate in (3 or 4) major community events and/or initiatives. (Blandin Leadership recruitment, city commissions, committees)

**OUTCOME MEASURE: # 2.2**

West Central Integration Collaborative will reach at least 50 minority persons of minority identity to participate in matters that pertain to the City of Willmar commissions, committees, and boards.

ACTION STEPS	COMPLETION DATE
1. Continue to grow the Latino Service Providers Network list and share City of Willmar information with those members.	January 2014 to December 31, 2014
2. Provide 40 hours of recruitment time, this includes phone calls, one to one communication with potential committee members to address the needs of minority representation of committees.	Jan. 2014 and on-going
3. WCIC will track minority member representation on City of Willmar commissions, committees, etc.	Jan. 2014 and on-going

Schedule of Position and Salaries - Schedule B (2010-2011 Actual)

Agency: West Central Integration Collaborative

Name	Position	Annual Salary	Monthly Salary	Hourly Rate	Days	Total Salary	Total Benefits	Total Salary and Benefits	Days	Total Salary and Benefits
Campbell, Leann	FLES Teacher	\$205.10	\$39,995	\$19,054	195	\$68,049			1.0	
Fernandez, Kathryn	FLES Teacher	\$228.26	\$22,826	\$3,191	100	\$26,017			0.5	
Hagstrom, Shane	Cultural Teacher	\$228.26	\$41,087	\$14,111	180	\$55,197			1	
Hollen, Rhonda	FLES Teacher	\$224.40	\$25,808	\$3,608	115	\$29,414			0.5	
Oregon, Erika	FLES Teacher	\$235.98	\$23,598	\$10,543	100	\$34,141			0.5	
Oregon, Erika	Files Coordinator	\$235.98	\$23,598	\$10,543	100	\$34,141			0.5	
Svoboda Opeta, Christena	FLES Teacher	\$197.38	\$24,476	\$3,422	124	\$27,897			0.66	
Valdez, Kristen	FLES Teacher	\$201.24	\$37,632	\$11,816	187	\$49,248			1	
Canto de Miley, Sany	Interpreter/Translator	\$15.54	\$16,224	\$2,532	1044	\$18,756			261	0.5
Dylla, Brenda	School Success Coordinator	\$18.84	\$39,338	\$16,887	8	\$56,235			261	1.0
Estrada, Laura	Interpreter/Translator	\$15.14	\$15,806	\$2,467	4	\$18,273			261	0.5
Hassan, Mohamed	School Success Coordinator	\$17.34	\$36,206	\$10,826	8	\$48,832			261	1.0
Kelly, Leslie	Integration Coordinator	\$19.44	\$40,651	\$7,343	8	\$47,934			261	1.0
Lara, Jill	School Success Coordinator	\$16.74	\$23,034	\$3,594	8	\$28,629			172	1.0
Oehlers, Jeanette	School Success Coordinator	\$17.84	\$37,459	\$11,626	8	\$49,084			261	1.0
Olow, Abdullahi	School Success Coordinator	\$16.44	\$31,581	\$9,888	7.36	\$41,469			261	0.8
Saulsbury, Jacklyn	Administrative Assistant	\$14.48	\$7,559	\$1,180	2	\$8,738			261	0.2
Smith, Denise	School Success Coordinator	\$20.64	\$43,086	\$18,297	8	\$61,383			261	1.0
Valdez, Roberto	WAMM Coordinator	\$21.84	\$45,802	\$12,924	8	\$58,726			261	1.0
Vega, Pablo	School Success Coordinator	\$17.94	\$37,459	\$16,568	8	\$54,027			261	1.0
Anshur, Abdurahman	Bilingual Paraprofessional	\$12.32	\$18,061	\$9,943	8	\$27,904			183	1
Bross, Elsa	Bilingual Paraprofessional	\$12.32	\$6,468	\$1,009	3	\$7,477			175	0.38
Ibrahim, Farhiyo	Bilingual Paraprofessional	\$12.32	\$7,417	\$1,167	3.5	\$8,574			172	0.44
Ramirez, Erika	Bilingual Paraprofessional	\$12.32	\$12,836	\$2,019	6	\$14,955			175	0.75
Shatal, Mohamed	Bilingual Paraprofessional	\$12.32	\$7,648	\$1,225	3.5	\$8,873			182	0.44
Leuze, Iballa	PROG SPEC (W/PERA)	\$65,255	\$65,255	\$12,424	1	\$77,679				
Marquez, Rebecca	PROG SPEC (W/PERA)	\$59,765	\$44,824	\$21,317		\$66,141				0.75

## West Central Integration Collaborative Timeline

2002-03 Start up of the West Central Integration Collaborative and the following districts were its members: Willmar, ACGC, and New London-Spicer (21% minority student enrollment)  
Currently, we serve 8 school districts: ACGC, BOLD, KMS, MACCRAY, Montevideo, KMS, RCW, NL-S and Willmar; 2013; WPS is at about 37% minority student enrollment;

Minnesota Department of Education required Willmar Schools to develop an Integration Plan to increase student interracial contact through classroom activities, cultural understanding provided by Cultural Liaisons, Foreign Language Teachers, School Success Coordinators to assist students to stay in school.  
Integration Revenue is to be used for K-12 Students Only!

### City and Community Work:

2003 Vision 2020 and community members participated in a survey conducted by Campbells where it stated that Willmar residents scored low on Cultural understanding.  
Members of the Vision 2020 and minority community members felt that the time was right to think about how the City would best meet the needs of a growing Latino population.  
Idea of opening a Welcome Center where ALL Newcomers could go and get all the information they would need regarding the City of Willmar and its services. Welcome Center idea was short lived due to the time commitment and the fundraising that would have to take place.  
Blandin Foundation; Applied for a grant through Blandin because they were seeking applications from entities that were willing to partner to provide services in a unique manner.  
Blandin gave \$75K grant to WCIC and the City to help establish a partnership and to access the resources of the West Central Integration Collaborative since WCIC had the most ethnically diverse staff and resources to assist in matters of dealing with new immigrants, newcomers, etc.  
Blandin Foundation made it clear that the City should continue to fund for the Cultural Liaison project due to increasing ethnic population in Willmar;  
Willmar's Latino population: Almost 21% (2010 census 20.90%).  
African/Black: 5% (2010 Census 4.8%)

### Benefits to the City of Willmar due to its partnership with WCIC:

Connect new immigrants to city services and address resettlement needs!  
Bridge the communication gap between new immigrants, minority community and the larger mainstream community  
Interpretation and language services at below market rate  
WCIC de-escalates conflicts between minority and larger community

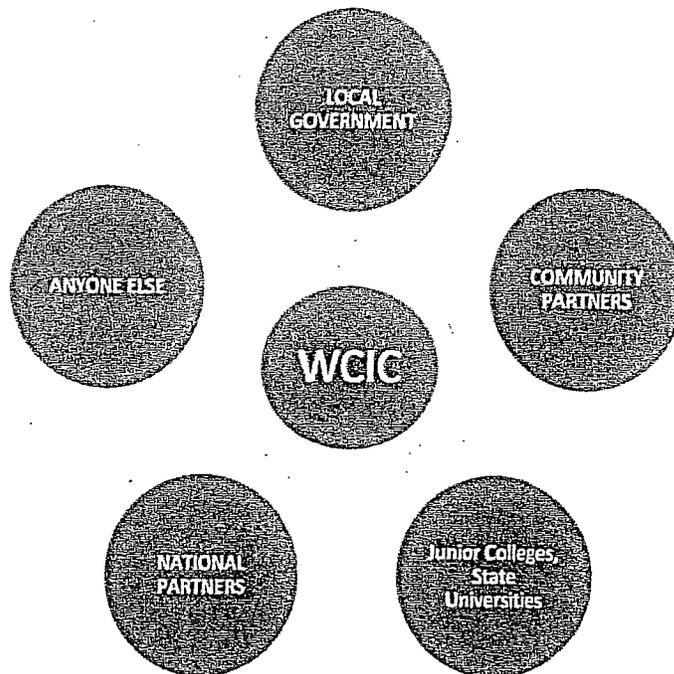
**Benefits:**

Celebration of Cultures; promote cultural understanding through the arts, food, etc. (last held in 2009);  
Cultural Trainings for city staff, community organizations, school staff, etc.  
Assist Police and Fire departments with recruitment of minority applicants to diversify its workforce;  
Assist and help get the word out about public safety needs;  
Assisted the started up of the Willmar Area Multicultural Business Center  
Parks and Recreation offer cultural activities (Soccer program)  
Increase the participation of minority persons on commissions, committees, etc. (work closely with City Administrator);

**What will tell us that we have arrived?**

To become the entity that provides equal access and equal preparation to all people in our community to be successful in the global and local economy. Moreover, to plan the opening of a Cultural Community Welcome Center where all people will be welcomed to learn and develop their academic and social skills.

**Stakeholder Analysis (Who's interested/impacted by WCIC's work?)**





## Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: \$20,000.00
2. Agency: Willmar Area Multicultural Business Center
3. Program: Job Creation, Economic Development, Micro-lending
4. Name, Title, Address, and Phone Number of Contact Person: Roberto Valdez  
Executive Director tor, 214 4th ST SW, Willmar, (320) 262-3799

5. Agency Mission or Purpose:  
***Our Mission***  
 Help Establish and promote new and culturally diverse business among the Willmar area through support and training.  
***Our Vision***  
 To be recognized and accepted at the premier assets building resource in West Central Minnesota for cultural diverse business development and economic stability.  
***Our Core Values***  
 In pursuit of our mission it is WAM-BC's belief that:
  - Inherent entrepreneurial sprit exists in everyone
  - Immigrants are risk takers by nature
  - The American Dream can still be achieved through hard work and dedication
  - Diversity must be respected and valued
  - Connecting people to the right resources makes a difference
  - Equity can be achieved through economic stability
  - Equal opportunity benefits all

In summary, it is our belief that everybody's contribution matters.

6.	2011 Total Expenditures:	\$ 132,509.27	2011 City Funding:	\$0.00
	2012 Total Expenditures:	\$ 93,886.57	2012 City Funding:	\$0.00
	2013 Total Budget:	\$ 265,841.21	2013 City Request:	\$0.00
	2014 Proposed Budget:	\$ 231,827.78	2014 City Request:	\$20,000.00

(Attach Schedules A and B)

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	\$ 9,400.85	\$ 32,968.31	\$ 68,780.31	_____
State	_____	_____	_____	\$ 50,000.00
City	_____	_____	_____	_____
Program Income	\$ 832.47	\$ 13,476.85	\$ 16,512.00	\$ 22,000.00
Other	\$ 701.76	\$ 110,220.89	\$ 75,000.00	\$ 75,000.00

## Operating Budget Information - Schedule A

Agency: Willmar Area Multicultural Business Center

	2011 Actual	2012 Actual	2013 Estimate	2014 Proposed	% Change 2013 to 2014
Salaries	\$ 47,153.00	\$ 59,153.00	\$ 83,153.00	\$ 133,817.00	62.14%
Benefits	\$ 13,725.00	\$ 13,725.00	\$ 13,725.00	\$ 24,412.00	56.22%
Office Supplies	\$ 1,130.78	\$ 2,090.63	\$ 2,285.11	\$ 2,325.12	1.72%
Printing	\$ 680.34	\$ 594.23	\$ 510.33	\$ 496.55	-2.78%
Postage					
Telephone	\$ 4,348.48	\$ 3,855.60	\$ 3,942.15	\$ 4,001.23	1.48%
Electricity & Gas	\$ 7,261.66	\$ 10,540.96	\$ 11,220.18	\$ 12,008.60	6.57%
Rent	\$ 18,536.33	\$ 15,000.00	\$ 15,600.00	\$ 16,200.00	3.71%
Building Maintenance	\$ 442.21	\$ 275.00	\$ 301.21	\$ 293.56	-2.61%
Insurance	\$ 3,486.86	\$ 1,609.48	\$ 3,458.23	\$ 3,652.02	5.31%
Training	\$ 9,224.06	\$ 11,058.18	12,624.22	\$ 12,865.25	1.88%
Mileage	\$ 682.73	\$ 6.00	\$ 408.85	\$ 393.54	-3.89%
Subscriptions/Dues	\$ 350.00	\$ 400.00	\$ 350.00	\$ 350.00	0.00%
Other					
<b>Total</b>	<b>\$ 107,021.45</b>	<b>\$ 118,308.08</b>	<b>\$ 134,954.06</b>	<b>\$ 210,814.87</b>	

**WILLMAR AREA MULTICULTURAL MARKET  
(A NON-PROFIT CHARITABLE CORPORATION)**

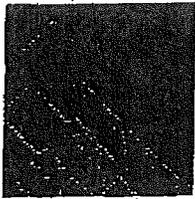
**FINANCIAL STATEMENTS**

**Year Ended December 31, 2009**

**JAMES M. RUFF, INC.**  
**Certified Public Accountant and Consultants**  
**Willmar, Minnesota**

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**JAMES M.  
RUFF, INC.**

*CERTIFIED PUBLIC ACCOUNTANT & CONSULTANT*

American Institute  
of Certified Public  
Accountants

Minnesota Society  
of Certified Public  
Accountants

**INDEPENDENT AUDITOR'S REPORT**

To The Board of Directors  
Willmar Area Multicultural Market  
Willmar, Minnesota

We have audited the accompanying statement of financial position of Willmar Area Multicultural Market (a nonprofit charitable corporation) as of December 31, 2009, and the related statements of activities, cash flows, and functional expenses for the year then ended. These financial statements are the responsibility of the management of Willmar Area Multicultural Market. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Willmar Area Multicultural Market as of December 31, 2009, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*James M. Ruff, Inc.*

JAMES M. RUFF, INC.

June 24, 2010

**WILLMAR AREA MULTICULTURAL MARKET**  
**STATEMENT OF FINANCIAL POSITION**  
**December 31, 2009**

	2009
<b>ASSETS</b>	
<b>CURRENT ASSETS</b>	
Cash and cash equivalents	\$ 43,817
Accounts receivable, net of \$0 allowance for bad debt	3,333
<b>TOTAL CURRENT ASSETS</b>	<b>47,150</b>
<b>PROPERTY AND EQUIPMENT, at cost</b>	
Equipment and leasehold improvements - community kitchen	28,914
Less: Accumulated Depreciation	(2,065)
<b>TOTAL PROPERTY AND EQUIPMENT</b>	<b>26,849</b>
<b>TOTAL ASSETS</b>	<b>\$ 73,999</b>
<b>LIABILITIES AND NET ASSETS</b>	
<b>CURRENT LIABILITIES</b>	
Accounts Payable	\$ 440
<b>TOTAL CURRENT LIABILITIES</b>	<b>440</b>
<b>NET ASSETS</b>	
Unrestricted net assets	
Operations	46,710
Fixed assets	26,849
	<b>73,559</b>
Temporarily restricted net assets	
<b>TOTAL NET ASSETS</b>	<b>73,559</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 73,999</b>

The accompanying notes are an integral part of these financial statements.

**WILLMAR AREA MULTICULTURAL MARKET**  
**STATEMENT OF ACTIVITIES**  
**Year Ended December 31, 2009**

	2009		
	Unrestricted	Temporarily Restricted	Total
<b>SUPPORT AND REVENUE</b>			
Contributions in Cash	\$ 250	\$ -	\$ 250
Contributions - Non-Cash	-	-	-
Grants - NW Area Foundation	-	85,000	85,000
Grants - LEDC	-	10,000	10,000
Cinco de Mayo - vendors and sales	7,091	-	7,091
Cinco de Mayo - cash contribution	7,471	-	7,471
Reimbursements	-	-	-
Interest Income	39	-	39
Other Designated Donations	-	-	-
Satisfaction of Purpose Restrictions	(95,000)	(95,000)	-
<b>Total Support, Revenues, and Gains</b>	<u>109,851</u>	<u>-</u>	<u>109,851</u>
<b>EXPENSES</b>			
Program services	73,162	-	73,162
Support services - General & Administrative	13,744	-	13,744
Fundraising services	-	-	-
<b>Total Expenses</b>	<u>86,906</u>	<u>-</u>	<u>86,906</u>
<b>CHANGE IN NET ASSETS</b>	22,947	-	22,947
<b>NET ASSETS, Beginning of year</b>	<u>50,612</u>	<u>-</u>	<u>50,612</u>
<b>NET ASSETS, End of year</b>	<u>\$ 73,559</u>	<u>\$ -</u>	<u>\$ 73,559</u>

The accompanying notes are an integral part of these financial statements.

**WILLMAR AREA MULTICULTURAL MARKET**  
**STATEMENT OF CASH FLOWS**  
Year Ended December 31, 2009

	2009
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 22,947
Adjustments to reconcile change in net assets to cash flows:	
Non-cash long-term items:	
Depreciation	2,065
Non-Cash Donations	
Changes in components of working capital:	
(Increase) decrease in current assets:	
Accounts receivable	33,992
Prepaid expenses	
Increase (decrease) in current liabilities:	
Accounts payable and payroll liabilities	(7,028)
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<b>51,976</b>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of property and equipment	(28,914)
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>	<b>(28,914)</b>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>23,062</b>
 <b>CASH AND CASH EQUIVALENTS</b>	
Beginning of year	20,755
End of year	\$ 43,817
 <b>SUPPLEMENTAL DISCLOSURES</b>	
Interest expense paid in cash	\$ -
Income taxes paid in cash	\$ -

The accompanying notes are an integral part of these financial statements.

**WILLMAR AREA MULTICULTURAL MARKET**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**Year Ended December 31, 2009**

FUNCTIONAL EXPENSES	December 31, 2009			
	Program Services	General & Administrative	Fundraising	Total
Payroll Expense	\$ 42,391	\$ -	\$ -	\$ 42,391
Admin. Salary Expense	1,481	-	-	1,481
Vehicle Expense	-	-	-	-
Staff Expenses	-	-	-	-
Repairs and Maintenance	185	-	-	185
Depreciation	2,065	-	-	2,065
Rents	11,650	-	-	11,650
Telephone & Internet	-	3,749	-	3,749
Utilities	1,218	411	-	1,629
Professional Fees	-	2,807	-	2,807
Programs and Services	624	-	-	624
Supplies	-	210	-	210
Office Supplies & Expense	-	2,106	-	2,106
Travel Expense	-	3,455	-	3,455
Advertising	-	638	-	638
Community Kitchen	-	-	-	-
Cinco De Mayo	13,548	-	-	13,548
Bank Charges	-	123	-	123
Miscellaneous - Uncategorized	-	245	-	245
<b>TOTAL EXPENSES</b>	<b>\$ 73,162</b>	<b>\$ 13,744</b>	<b>\$ -</b>	<b>\$ 86,906</b>

The accompanying notes are an integral part of these financial statements.

**WILLMAR AREA MULTICULTURAL MARKET**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2009**

**NOTE A: NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities** – Willmar Area Multicultural Market (WAMM) is a non-profit corporation recognized by the Internal Revenue Service as a 501(c)(3) charity. Its mission is to create an entrepreneurial training ground to encourage and grow entrepreneurial activity among minority cultures, and at the same time provide goods and services to meet the needs and wants of our culturally diverse population. The organization supports Latino's in the community, has developed a community commercial kitchen, and mentors minority owned businesses.

**Accounting Method** – The Organization uses the accrual basis method of accounting for financial reporting purposes. The accrual method records income as earned and expenses as incurred.

**Basis of Presentation** – Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Accounting Standards (SFAS) No. 117, *Financial Statements of Not-For-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. A description of the three net asset categories follows:

- **Unrestricted.** Net assets that are not subject to donor-imposed restrictions. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors.
- **Temporarily Restricted.** Net assets whose use by the Organization is subject to donor-imposed restrictions that can be fulfilled by actions of the Organization pursuant to those restrictions or that expire by the passage of time.
- **Permanently Restricted.** Net assets subject to donor-imposed restrictions that they be maintained permanently by the Organization.

**Promises to Give** – Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Organization uses the allowance method to determine uncollectible promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

**Contributed Services** – No amounts have been reflected in the financial statements for donated services. The Organization generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization in fulfilling its mission, but these services do not meet the criteria for recognition as contributed services.

**Use of Estimates** – The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**WILLMAR AREA MULTICULTURAL MARKET**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2009**

**NOTE A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Cash and Cash Equivalents** - Cash equivalents are defined as cash and cash investments with a maturity of three months or less when acquired by the Organization.

**Accounts Receivable and Allowances for Doubtful Accounts** - Accounts receivable are stated at amounts management expects to collect on balances outstanding at year end. Revenues are recognized as earned when services are provided under the various contracts and agreements. The Organization uses its historical collection experience and reviews the status of accounts receivable at year-end in computing its allowance for doubtful accounts. At December 31, 2009, the allowance for doubtful accounts was \$0.

**Property and Equipment** - Purchased property and equipment are recorded at acquisition cost. Depreciation is determined based upon straight-line and accelerated methods over the estimated useful lives of the assets as follows:

	<u>Years</u>
Equipment & Furniture	7
Leasehold Improvements	7

Depreciation expense for the year ended December 31, 2009 was \$2,065.

Expenditures for maintenance and repairs are charged to expense as incurred, whereas expenditures for renewals and betterments are capitalized. The organizations policy is to capitalize property and equipment additions over \$500. When an asset is sold or otherwise disposed of, the related cost and accumulated depreciation are removed from the respective accounts and any gain or loss is recognized in earnings.

**Income Taxes** - Willmar Area Multicultural Market is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible charitable contributions as provided in Section 170(b)(1)(A)(vi).

**Functional Expenses** - The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Advertising** - The organization expenses all advertising costs as they are incurred. Advertising expense was \$638 for 2009.

**NOTE B: CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of grant and trade receivables, and cash in banks. Receivables are generated in the normal course of business, including the extension of credit.

The Organization places its cash balances at two financial institutions. These institutions are insured by the Federal Deposit Insurance Corporation up to \$250,000 per bank for funds on deposit.

**WILLMAR AREA MULTICULTURAL MARKET**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2009**

**NOTE C: DONATED SUPPLIES, MATERIALS, AND SERVICES**

Throughout the year the Organization may receive donations of supplies, materials and services. These donations are utilized in the various programs of WAMM. Although important to the success of WAMM, the Organization does not maintain a record of the individuals making these donations or the corresponding fair market value of the donations.

**NOTE D: DESCRIPTION OF LEASING ARRANGEMENTS**

**Commercial Kitchen Lease.** - Lease commencing August 2009 and terminating April 30, 2010, requiring nine monthly payments of \$300. The lease can be extended for two years at \$1,200 per month, and an additional three years with a 3.5% increase per year.

**Office Lease** - Lease commencing September 2009 and terminating April 30, 2010, requiring eight monthly payments of \$250. The lease can be extended for two years at \$400.00 per month, and an additional three years with a 3.5% increase per year.

The Organization is responsible for utilities, general operating repairs, and maintenance of the leased premises. These leases may be terminated within 60 days if lack of ongoing funding or financial instability exists.

**NOTE E: EVALUATION OF SUBSEQUENT EVENTS**

The Organization has evaluated subsequent events through June 24, 2010, the date the financial statements were available to be issued.

**JAMES M.  
RUFF, INC.**

*CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS*

American Institute  
of Certified Public  
Accountants

Minnesota Society  
of Certified Public  
Accountants

June 4, 2010

Board of Directors  
Willmar Area Multicultural Market

We are engaged to audit the financial statements of Willmar Area Multicultural Market for the year ended December 31, 2009. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 3, 2010, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

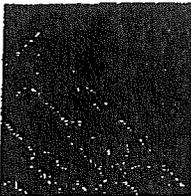
Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors; (2) fraudulent financial reporting; (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the Organization. We will communicate our significant findings at the conclusion of the audit.

We expect to begin our audit on approximately June 7, 2010 and issue our report on approximately June 30, 2010.

This information is intended solely for the use of the Board of Directors and management of Willmar Area Multicultural Market and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*James M. Ruff, Inc.*  
James M. Ruff, Inc.



**JAMES M.  
RUFF, INC.**

CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS

American Institute  
of Certified Public  
Accountants

Minnesota Society  
of Certified Public  
Accountants

June 28, 2010

Board of Directors  
Willmar Area Multicultural Market

We have audited the financial statements of Willmar Area Multicultural Market for the year ended December 31, 2009, and have issued our report thereon dated June 24, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 4, 2010. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Willmar Area Multicultural Market are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2009. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was (were):

Management's estimate of the reserve for bad debts and depreciable lives of equipment are based on management's opinion as to collect ability of outstanding receivable and the useful lives of equipment and leasehold improvements. We evaluated the key factors and assumptions used to develop the bad debt reserve and depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was (were):

The disclosure of accounting policies in Note A to the financial statements.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 24, 2010.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

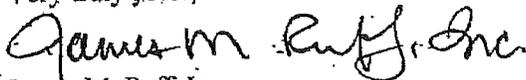
*Other Audit Finding or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Information in Documents Containing Audited Financial Statements*

This information is intended solely for the use of the Board of Directors and management of Willmar Area Multicultural Market and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



James M. Ruff, Inc.

**JAMES M.  
RUFF, INC.**

*CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS*

American Institute  
of Certified Public  
Accountants

Minnesota Society  
of Certified Public  
Accountants

To the Board of Directors  
Willmar Area Multicultural Market

In planning and performing our audit of the financial statements of Willmar Area Multicultural Market (WAMM) as of and for the year ended December 31, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered WAMM's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we did note areas in which internal control may be improved as discussed in the following memorandum.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

*James M. Ruff, Inc.*

James M. Ruff, Inc.  
Willmar, MN  
June 24, 2010

◆ Accounting & Auditing ◆ Tax Planning & Preparation ◆ Retirement, Financial, & Estate Planning ◆

◆ QuickBooks & Peachtree Support ◆ Payroll & Employee Benefits ◆ Agribusiness & Farm ◆ Business Consulting ◆

◆ P.O. Box 1056 ◆ 2015 1st Street S. ◆ Willmar, Minnesota 56201 ◆ Phone: (320) 235-1002 ◆ Fax: (320) 235-3809 ◆

**WILLMAR AREA MULTICULTURAL MARKET**  
**MEMORANDUM REGARDING STRENGTHENING INTERNAL CONTROL**  
**DECEMBER 31, 2009**

**Condition:**

Lack of segregation of duties for accounting function.

**Context:**

The Organization has a single bookkeeper responsible for handling all receipt, disbursements, and bank reconciliations. Errors and irregularities could occur without notice.

**Recommendation:**

Bank reconciliations be performed by other individuals or a member of the Board of Directors or reviewed and approved monthly by someone other than the fiscal manager.

Board minutes should acknowledge and approve paid bills for the period as well as the balance sheet and statement of revenues and expenses for the period.

Checks and disbursements should utilize two party signatures with an additional signature coming from a member of management or the Board.

**Condition:**

Missing authorizations and Board approval for significant actions.

**Context:**

Several monthly minutes were either missing or otherwise not available for review. Board responsibilities, meetings and actions thereof should be documented.

**Recommendation:**

Board meetings should be documented affirming and approving prior minutes of meetings, review and approval of financials and paid bills, and identify the voting and passage of significant actions such as contracts, leases, and major expenditures.

**Condition:**

Timeliness of accounting data.

**Context:**

It was noted that bank reconciliations were not complete and that certain disbursements were posted into the accounting software at a time different than when written.

**Recommendation:**

Bank reconciliations should be performed monthly, disbursements should be recorded in the same period as the check is written. The Organization should consider laser checks vs. handwritten checks which will record the accounting data contemporaneously with the processing of the cash disbursement.

**WILLMAR AREA MULTICULTURAL MARKET  
MEMORANDUM REGARDING STRENGTHENING INTERNAL CONTROL  
DECEMBER 31, 2009**

**Condition:**

Conflict of interest and related party transactions.

**Context:**

The Organization has acquired non-employee services from an employee.

**Recommendation:**

All business or financial activities with members of the board, employees, volunteers or other advisors should be documented within the Board minutes, noting the abstention from voting if the activity relates to a member of management or the Board of Directors.

## **8. Description of Program proposed to be paid for with City Funding:**

Funding from the City of Willmar will assist us in building on the current momentum that has been gained through the Community Economic Development (CED) program under the Department of Health and Human Service (HHS) which has allowed us to invest in minority owned business gain financial capability to plan for, and accomplish, their long-term financial goals. This has created a solid tax base for the City of Willmar and astonishing success rate for minority owned businesses of 76%, compared to the national rate of failure of all small businesses in the U.S. of more than 80%.

City of Willmar funding will assist WAM-BC leverage additional state and federal funding opportunities to continue to provide programming in the City of Willmar. WAM-BC offers Economic Development strategies to assist minority-owned businesses and entrepreneurs. Services are provided through individual consultation and group workshop curriculum in both English and Spanish and other languages. Our focus areas of service include: access to capital, business assessment, business planning, financial projections and contingency planning. Through the use of our on-site incubator kitchen, WAM-BC trains and certifies aspiring caterers and restaurant entrepreneurs. WAM-BC also manages a microloan program to assist business with job creation and formalization.

Since WAM-BC has a vested interest in assuring that minority businesses in Willmar remain at the forefront of innovation and act as a model of success for others, WAM-BC will assure that all businesses being funded are located within the City of Willmar and contribute to a healthy community. WAM-BC will encourage member business to actively pursue a civic and social commitment in the community serve.

**9. Program Goals and Objectives for the proposed year (specific and measurable):**

**Program's Goals:**

WAM-BC seeks this funding because low-income minorities have a pressing need for economic opportunities and jobs, as well as a supportive and structured method of connecting to these economic opportunities. City of Willmar funds would be invested: 1) to provide Technical Assistance to low-income minority owned businesses and innovative entrepreneurs to increase opportunities and jobs in rural Minnesota.

WAM-BC core goal is to increase organizational capacity to continue to build on the current momentum that has been gained through the Community Economic Development (CED) program under the Department of Health and Human Service (HHS) which has allowed us to invest in minority owned businesses gain financial capability to plan for, and accomplish, their long-term financial goals.

City of Willmar funds will have a direct impact on program overall goals of assisting minority owned businesses expand and hire a total of 5-10 full-time employees. These positions will be important steps for people hoping to advance in the job market, a launching point from which to take advantage of wage growth opportunities to help families meet their basic needs.

**Objectives to meet goals:**

- Offer 1,800 hours of direct technical assistance to new and existing underserved businesses in the City of Willmar during the funding period.
- Administer 2 Microloan for qualified applicants in the City of Willmar.
- Promote the expansion of 5 new and existing businesses which will result in a minimum of 5-10 jobs created for low-income individuals.

**10. Measures of Program Outcomes (What do City Taxpayers get for their investment in your program? Includes results 2012 operations and projections for 2013 and 2014.)**

The taxpaying citizens of Willmar will be investing in fellow community members by supporting WAM-BC's mission to help establish and promote new and culturally diverse businesses among the Willmar area through support and training. In 2012 alone WAM-BC provided four \$10,000 loans and created 26 full-time jobs. These loans were packaged with over 400 hours of direct technical assistance to each loan recipient. Along with successful job creation, WAM-BC's technical assistance has developed 7 corporations, 4 new business expansion, increased sales revenues to surpass sales projections, and captured new markets through intensive implementation of marketing strategies.

Program Outcomes:

- Willmar community will foster entrepreneurs and new minority business growth
- Expand job creation and retention.
- Minority workers possess the skills needed for "living wage" employment.
- Broader inclusion
- Willmar will increase awareness and understanding of diverse assets.
- Community leadership reflects community demographics.
- All community members experience the Willmar community as welcoming.
- The Willmar community will actively engage and capitalize on diversity.
- Educational attainment
- Achievement gaps reduced.
- More constructive, informed engagement between school systems and communities.

Program Indicators to evaluate the program's effectiveness:

- Offer 1,800 hours of direct technical assistance to new and existing underserved businesses in the City of Willmar during the funding period.
- Administer 2 Microloan for qualified applicants in the City of Willmar.
- Promote the expansion of 5 new and existing businesses which will result in a minimum of 5-10 jobs created for low-income individuals.
- Continue to establish strong partnerships at the local, state, and national level so WAM-BC is able to carry out desired outcome of viewing diversity as an impactful community asset.

## Schedule of Positions and Salaries - Schedule B

Agency: Willmar Area Multicultural Business Center

Position Title (List each position and its FTE, 1.0 for full time, 0.5 for half time, 0.25 for 1/4 time)	2012 Actual		2013 Current		2014 Proposed	
	% FTE	Amount	% FTE	Amount	% FTE	Amount
Executive Director	1	\$ 47,153	1	\$ 47,153.00	1	\$ 47,153.00
Contract Business Consultant	0.5	\$ 24,000	0.75	\$ 36,000.00	1	\$ 43,332.00
Admin Assistant					0.25	\$ 13,065.00
<b>TOTALS</b>		\$ 71,153		\$ 83,153		\$ 103,550

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**SEPTEMBER 9, 2013**

The Municipal Utilities Commission met in its regular meeting on Monday, September 9, 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, Jeff Nagel, and Joe Gimse.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Director of Finance Tim Hunstad, Director 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. General Manager Hompe informed the Commission that two invoices (NSP & Ottertail Power) had been received and was requesting that payment of both be included in the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda incorporating the additional payments to NSP & OTP. Commissioner Gimse seconded.

**RESOLUTION NO. 35**

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

- ❖ Minutes from the August 26, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 131628 to No. 131708 inclusive in the amount of \$104,091.52 including a MISO credit in the amount of \$3,732.12, an Absaloka Coal payment in the amount of \$84,337.22, a Northern States Power payment in the amount of \$29,952.00, and an Ottertail Power payment in the amount of \$13,840.00.

Dated this 9<sup>th</sup> day of September, 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

General Manager Hompe and Director of Electric Production Folkedahl opened discussion with the Commission on the performance of Willmar's two wind generation turbines. The wind turbines which are located just to the north of the Willmar High School were constructed and installed by DeWind, Co. The original warranty (dated August 2008) covered the turbines for the first two years of operation starting with the commissioning date of September 6, 2009 (09/06/09 to 09/05/11). A warranty extension agreement was added for an additional three years (Sept. 6, 2011 to Sept. 5, 2014). Under these agreements the wind turbines are warranted to be operational in producing power 95% of the time. When the turbine(s) is/are not operational, a calculation is used to determine the extent of the liquidated damages due to Willmar Utilities under the warranty agreement. In recent months, Wind Turbine Generator (WTG) #4 experienced a breaker failure. The parts required for repair of the turbine originate in Germany (DeWind's base) delaying the repair process. Subsequently, WTG #3 experienced a breaker failure, also. Parts for the repair

work have been received and DeWind technicians continue to work to restore the operation of the turbines. (Note: These parts/materials are covered under the warranty.) Following the calculation of liquid damages to the Utilities, a notice has issued to DeWind stating that the amount due to Willmar Municipal Utilities under the warranty is in the amount of \$254,354.81. It was noted that a list of suppliers/vendors (located in the USA) was being created to assist in future service & repair work as required.

Customer Service Supervisor Stien reviewed with the Commission the 2013 First Half Bad Debt Write Off Report. Accounts identified on this listing have had no activity for three months past the final due date. Stien informed the Commission that through extensive efforts to collect customer payments which are 30, 60 & 90 days past due, the Bad Debt Write Off amount is significantly lower than in previous years. In fact, through the first half of 2013, the total Write Off amount is \$9,102.49. Efforts continue to collect on these accounts through collection agencies and the lien process. On behalf of the Commission, President Salzer expressed the sincere appreciation of the Commission to Customer Service Supervisor Stien for her time and effort spent in making this collection effort a success.

General Manager Hompe and Customer Service Supervisor Stien reviewed with the Commission a resolution requesting that the Willmar City Council place liens on properties for unpaid utility bills. It was noted that the grand total of the thirty-five properties was in the amount of \$26,702.68. Following a review of the listing, Commissioner Gimse offered a resolution to request the Willmar City Council place liens on these properties for unpaid utility bills. Commissioner Holtz seconded.

#### **RESOLUTION NO. 36**

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

General Manager Hompe made a request to the Commission to consider making contributions to two area heating assistance programs. The two programs are Heartland Community Action Energy Assistance and the Salvation Army HeatShare Program. Since WMU does not have a policy to assist low-income customers in paying their heating bills, it was being recommended that a donation of \$4,000 to each program be approved to support these programs. Following discussion, Commissioner Schrupp offered a resolution to approve an annual contribution in the amount of \$4,000 to support both the Heartland Community Action Energy Assistance Program and the Salvation Army HeatShare Program. Commissioner Gesch seconded.

#### **RESOLUTION NO. 37**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a contribution in the amount of \$4,000 be approved to both Heartland Community Action Energy Assistance Program and the Salvation Army HeatShare Program to assist with their low-income customer programs."

Dated this 9<sup>th</sup> day of September, 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Salzer informed the Commission that after nearly 41 years of service, Manager of Electric Services Jeff Kimpling will be retiring from the Utilities. General Manager Hompe along with the Commission expressed their sincere gratitude and appreciation to Jeff for his years of service and dedication to the Utilities. Congratulations!

General Manager Hompe informed the Commission that there will be two new additions to the employee staffing at WMU. Joining the Line Department personnel will be Nick Danielson (beginning 09/09/13) and Dylan Berg (beginning 09/16/13).

General Manager Hompe reminded the Commission of the annual Open House to be held October 8<sup>th</sup> at the Willmar Civic Center from 4:00-6:30 p.m. The Open House is in observance of Public Power Week (October. 6-12).

General Manager Hompe informed the Commission that WMU will be participating in the area "Going Green - A Clean-Up Your City & Recycling Day" scheduled for Saturday, September 14<sup>th</sup> from 8:00 a.m. to 1:00 p.m. The event will be held at the Kandiyohi County Recycling Center and the Bill Taunton Stadium parking lot. This community effort gives area residents the opportunity to recycle and dispose of many household appliances and items.

General Manager Hompe requested the Commission to schedule a meeting of the WMU Labor Committee. Following discussion, it was the consensus of the Commission to hold a meeting of the WMU Labor Committee on Friday, September 20<sup>th</sup> at 10:00 a.m.

There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned by a vote of seven ayes and zero nays.

Respectfully Submitted,  
WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jerry Gesch, Secretary

**RESOLUTION NO. 36**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Municipal Utilities Commission requests that the City Council place liens on the following properties for non-payment of utility bills:

<b>Account</b>	<b>Address</b>	<b>Amount</b>
1 284.02	521 9th St NW	\$493.69
1 666.07	1417 Gorton Ave NW	\$262.63
2 34.02	721 8th St SW	\$247.06
2 594.01	704 13th St SW	\$388.75
2 820.03	708 16th St SW	\$809.67
3 76.08	1005 7th St SW	\$582.24
6 68.04	703 3rd St SW	\$551.64
6 181.02	902 1st St SW	\$307.21
7 126.06	609 2nd St SE	\$493.75
7 138.09	723 2nd St SE	\$246.74
7 204.07	417 3rd St SE	\$510.79
7 242.00	928 4th St SE	\$336.66
7 339.06	705 4th St SE	\$362.56
7 425.00	711 6th St SE	\$120.06
7 655.01	521 Ann St SE	\$172.52
8 65.26	121 Benson Ave SE	\$1591.19
9 40.03	916 19th Ave SE	\$363.18
9 40.26	916 19th Ave SE #A	\$1536.74
9 116.04	1601 10th St SE	\$173.35
9 147.04	1500 11th St SE	\$279.77
9 260.02	1205 Dana Dr SE	\$217.73
10 175.02	1316 Elizabeth Ave SE	\$118.36
10 247.05	1200 Trott Ave SE	\$350.00
10 441.02	1101 Olena Ave SE	\$265.39
11 429.65	2215 10th Ave SE	\$421.28
13 298.82	1600 Richland Ave SW	\$537.68
14 60.14	1202 7 1/2 St SW	\$137.99
14 124.05	1207 7th St SW	\$472.72
14 842.00	1401 5th St SW	\$6170.46
14 942.00	1409 5th St SW	\$6434.94
17 33.03	620 Benson Ave SW #2	\$568.80
17 699.02	1300 HWY 12 E	\$306.80
23 121.01	312 VOS Park Dr NW	\$532.11
24 2839.01	1291 40th Ave NE	\$132.97
25 81.00	610 Parkview Rd SW	\$205.25

Dated this 9<sup>th</sup> day of September, 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 11, 2013**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, September 11, 2013, at 7:00 p.m. at the MinnWest Technology Campus Conference Room.

\*\* Members Present: Mark Klema, Charles Oakes, Randy Czarnetzki, Scott Thaden, Gary Geiger, and Bob Poe.

\*\* Members Absent: Andrew Engan, Margaret Fleck, and Nick Davis.

\*\* Others Present: Megan DeSchepper- Planner.

2. MINUTES: The minutes of the August 28, 2013 meeting were approved as presented.

3. TWO UNITS IN AN R-1 WITH A CONDITIONAL USE PERMIT DISCUSSION: The Planning Commission reviewed and discussed other community's ordinances that allow two units in an R-1. They talked about the only way to regulate how the use functioned and looked like an R-1 (single family residential) property would be with conditions. The affirmative findings of fact would be made like any other conditional use permit.

They discussed the legality of having the conditional use permit sunset, or be for the applicant property owner only and terminate upon sale of the property. The Commission talked about college students, Stingers players, and room and board living arrangements that already likely occur in R-1. Mother-in-law apartments and multi-generational family living was discussed.

The Commission talked about specific minimum standards that would have to be met for a property in an R-1 to have two units. Only owner occupied homes would be allowed a second unit was one requirement they fettered out assuming it would be legal. They discussed one sample ordinance parking requirement that for homes in an R-1 with two units that they require 50% of the parking be within a garage. They considered the character of a single family home and not wanting the house to look like a duplex or twin home.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, for staff to draft ordinance language for a conditional use permit in the R-1 District for a two family dwelling containing the following stipulations to be reviewed and further discussed at the next meeting:

- A. The property must be owner occupied (with a sunset?).
- B. Two off-street parking spaces shall be provided per unit with not less than 50% provided in a garage.
- C. No more than two total dwelling units.

D. Maintain single family home character.

The motion carried.

4. There being no further business to come before the Commission, the meeting adjourned at 7:52 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 37422 09/11/13 SEPTIC PUMPING	330.00		22457		D N	CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I 000057 37423 09/11/13 WELDING GAS	12.92		02391637		D N	GENERAL SUPPLIES	101.43425.0229
AMERIPRIDE LINEN & APPAR 000051 37424 09/11/13 TOWEL SERVICE	27.46		2200411592		D N	CLEANING AND WAS	101.43425.0338
37424 09/11/13 TOWEL SERVICE	32.16		2200411593		D N	CLEANING AND WAS	101.43425.0338
37424 09/11/13 TOWEL SERVICE	27.46		2200416187		D N	CLEANING AND WAS	101.43425.0338
37424 09/11/13 TOWEL SERVICE	34.76		2200416189		D N	CLEANING AND WAS	101.43425.0338
	121.84	*CHECK TOTAL					
	121.84						
VENDOR TOTAL							
ANDERSON LAW OFFICES 002954 37425 09/11/13 PROFESSIONAL SERVICES	9,488.21		SITMT/8-13		D M 07	PROFESSIONAL SER	101.41406.0446
APPERT'S FOOD SERVICE 002526 37426 09/11/13 CONCESSION SUPPLIES	474.22		1978463		D N	GENERAL SUPPLIES	101.45437.0229
37426 09/11/13 CONCESSION SUPPLIES	65.00CR		1983048		D N	GENERAL SUPPLIES	101.45437.0229
	409.22	*CHECK TOTAL					
	409.22						
VENDOR TOTAL							
AQUA LOGIC INC 002243 37427 09/11/13 POOL MTCE-PARTS	70.42		41095		D N	MTCE. OF OTHER I	101.45437.0226
BANNON/CATHY .02060 37428 09/11/13 EAGLE SCOUT PROJECT	272.34		090413		D N	MTCE. OF OTHER I	101.45435.0226
BENNETT OFFICE TECHNOLOG 000099 37429 09/11/13 TONER	555.75		189478		D N	OFFICE SUPPLIES	208.45005.0220
37429 09/11/13 WEBSITE HOSTING FEES	80.00		190460		D N	PREPAID EXPENSES	208.128000
37429 09/11/13 WEBSITE HOSTING FEES	40.00		190460		D N	COMMUNICATIONS	208.45005.0330
37429 09/11/13 COMPUTER REPAIR-LABOR	224.44		190650		D N	COMMUNICATIONS	208.45005.0330
	900.19	*CHECK TOTAL					
	900.19						
VENDOR TOTAL							
BERNICK'S PEPSI-COLA CO 000103 37430 09/11/13 OFFICE COFFEE	39.48		5443		D N	GENERAL SUPPLIES	101.43425.0229
BICYCLING AROUND MN .02062 37431 09/11/13 EVENT BID AGREEMENT	100.00		091013		D N	OTHER CHARGES	208.45008.0449
BOLLIG INC 002999 37432 09/11/13 PROFESSIONAL SERVICES	795.25		2417		D N	OTHER SERVICES	413.48451.0339
37432 09/11/13 PROFESSIONAL SERVICES	1,613.54		2417		D N	OTHER SERVICES	413.48455.0339
37432 09/11/13 PROFESSIONAL SERVICES	1,104.66		2449		D N	OTHER SERVICES	413.48451.0339
	3,513.45	*CHECK TOTAL					
	3,513.45						
VENDOR TOTAL							

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC 37433 09/11/13	001010 WILLMAR AVE IMPROVEME	54,770.00		0155047		D	N	PROFESSIONAL SER	413.48452.0446
37433 09/11/13	4TH AVE SW IMPROVEMEN	16,100.00		0155048		D	N	PROFESSIONAL SER	413.48452.0446
37433 09/11/13	4TH AVE SW IMPROVEMENT	4,522.50		0158384		D	N	PROFESSIONAL SER	413.48452.0446
37433 09/11/13	WILLMAR AVE IMPROVEME	14,999.50		0158400		D	N	PROFESSIONAL SER	413.48452.0446
	VENDOR TOTAL	90,392.00		*CHECK TOTAL					
		90,392.00							
BOMMERSBACH/JAMIE 37434 09/11/13	.01857 REFUND JERSEY DEPOSIT	30.00		090913		D	N	REFUNDS AND REIM	101.41428.0882
BSE 37435 09/11/13	001980 ELECTRICAL CONTACTORS	1,671.53		906005248		D	N	MTCE. OF EQUIPME	651.48484.0224
37435 09/11/13	REPL. STREET/EXT. LTS	187.12		906169553		D	N	MTCE. OF OTHER I	230.43430.0226
37435 09/11/13	REPL. STREET/EXT. LTS	573.82		906170146		D	N	MTCE. OF OTHER I	230.43430.0226
37435 09/11/13	REPL. STREET/EXT. LTS	197.08		906177592		D	N	MTCE. OF OTHER I	230.43430.0226
	VENDOR TOTAL	2,629.55		*CHECK TOTAL					
		2,629.55							
BUSINESSWARE SOLUTIONS 37436 09/11/13	002776 PRINT/PAGE COUNT	24.47		203186		D	N	OFFICE SUPPLIES	101.41402.0220
37436 09/11/13	PRINT/PAGE COUNT	9.96		203186		D	N	OFFICE SUPPLIES	101.41403.0220
37436 09/11/13	PRINT/PAGE COUNT	14.52		203186		D	N	OFFICE SUPPLIES	101.41404.0220
37436 09/11/13	PRINT/PAGE COUNT	217.36		203186		D	N	OFFICE SUPPLIES	101.41405.0220
37436 09/11/13	PRINT/PAGE COUNT	3.80		203186		D	N	OFFICE SUPPLIES	101.41409.0220
37436 09/11/13	PRINT/PAGE COUNT	130.13		203186		D	N	OFFICE SUPPLIES	101.42411.0220
37436 09/11/13	PRINT/PAGE COUNT	16.60		203186		D	N	OFFICE SUPPLIES	101.43417.0220
37436 09/11/13	PRINT/PAGE COUNT	18.06		203186		D	N	OFFICE SUPPLIES	101.43425.0220
37436 09/11/13	PRINT/PAGE COUNT	41.94		203186		D	N	OFFICE SUPPLIES	101.45433.0220
37436 09/11/13	PRINT/PAGE COUNT	15.17		203186		D	N	OFFICE SUPPLIES	101.45435.0220
37436 09/11/13	PRINT/PAGE COUNT	149.03		203186		D	N	OFFICE SUPPLIES	651.48484.0220
37436 09/11/13	PRINT/PAGE COUNT	0.58		203186		D	N	OFFICE SUPPLIES	651.48484.0220
	VENDOR TOTAL	641.62		*CHECK TOTAL					
		641.62							
C D & T INC AUTO PARTS 37437 09/11/13	000145 BANDIT CLAMPS	130.82		922939		D	N	MTCE. OF EQUIPME	101.43425.0224
37437 09/11/13	FITTINGS	63.40		923043		D	N	MTCE. OF EQUIPME	101.43425.0224
37437 09/11/13	#073639-HYD. HOSES	65.44		923221		D	N	MTCE. OF EQUIPME	101.43425.0224
37437 09/11/13	SMALL TOOLS	11.70		923322		D	N	SMALL TOOLS	101.43425.0221
	VENDOR TOTAL	271.36		*CHECK TOTAL					
		271.36							
CARD SERVICES 37438 09/11/13	002552 PLANT-PAULSON FUNERAL	42.74		081312		D	N	GENERAL SUPPLIES	101.41401.0229
37438 09/11/13	ADAPTIVE SWIM EVENT	66.69		081513		D	N	GENERAL SUPPLIES	101.45437.0229
37438 09/11/13	POOL B-DAY PARTY SUPPL.	4.99		081713		D	N	GENERAL SUPPLIES	101.45437.0229
37438 09/11/13	POOL B-DAY PARTY SUPPL.	7.47		081815		D	N	GENERAL SUPPLIES	101.45437.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARD SERVICES 37438 09/11/13 COFFEE 002552	29.58		082909		D N	SUBSISTENCE OF P	101.41408.0227
37438 09/11/13 FORKS/PAPER TOWELS	10.14		082909		D N	GENERAL SUPPLIES	101.41408.0229
VENDOR TOTAL	161.61	*CHECK	TOTAL				
CENTERPOINT ENERGY 37439 09/11/13 NATURAL GAS CHARGES 000467	65.77		6048932/8-13		D N	UTILITIES	651.48484.0332
37439 09/11/13 NATURAL GAS CHARGES	67.38		6061271/8-13		D N	UTILITIES	101.45433.0332
37439 09/11/13 NATURAL GAS CHARGES	1,393.92		6072309/8-13		D N	UTILITIES	101.45437.0332
37439 09/11/13 NATURAL GAS CHARGES	53.50		6084836/8-13		D N	UTILITIES	101.45435.0332
37439 09/11/13 NATURAL GAS CHARGES	130.40		6085332/8-13		D N	UTILITIES	101.45433.0332
37439 09/11/13 NATURAL GAS CHARGES	13.82		6093527/8-13		D N	UTILITIES	101.43425.0332
VENDOR TOTAL	1,724.79	*CHECK	TOTAL				
CENTRAL MN DUST CONTROL 002890 37440 09/11/13 DUST CNTL APPLICATION	474.50		1975		D N	MTCE. OF OTHER I	651.48486.0336
CHAMBERLAIN OIL CO 000154 37441 09/11/13 OIL	4,493.19		116364		D N	INVENTORIES-MDSE	101.125000
37441 09/11/13 DRUM RETURN	80.00CR		116364		D N	INVENTORIES-MDSE	101.125000
37441 09/11/13 BARREL PUMP RETURN	98.33CR		116699		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	4,314.86	*CHECK	TOTAL				
CHAPPELL CENTRAL INC 000156 37442 09/11/13 REPL. CONDENSATE PUMP	77.35		00055482		D N	MTCE. OF STRUCTU	101.45427.0225
37442 09/11/13 REPL. CONDENSATE PUMP	95.00		00055482		D N	MTCE. OF STRUCTU	101.45427.0335
37442 09/11/13 REPL. ECONOMIZER DAMPER	424.00		00055496		D N	MTCE. OF STRUCTU	101.45427.0225
37442 09/11/13 REPL. ECONOMIZER DAMPER	95.00		00055496		D N	MTCE. OF STRUCTU	101.45427.0335
37442 09/11/13 A/C MTCE-PARTS	2,549.06		00055508		D N	MTCE. OF STRUCTU	651.48484.0225
37442 09/11/13 A/C MTCE-LABOR	1,045.00		00055508		D N	MTCE. OF STRUCTU	651.48484.0335
37442 09/11/13 A/C MTCE-PARTS	1,496.25		00055509		D N	MTCE. OF STRUCTU	651.48484.0225
37442 09/11/13 A/C MTCE-LABOR	207.77		00055509		D N	MTCE. OF STRUCTU	651.48484.0335
VENDOR TOTAL	5,989.43	*CHECK	TOTAL				
CHARTER COMMUNICATIONS 000736 37443 09/11/13 MONTHLY PHONE SERVICE	23.14		3941/9-13		D N	COMMUNICATIONS	101.41409.0330
CIT TECHNOLOGY FIN SERV 002556 37444 09/11/13 COPIER LEASE AGRMT	169.93		23872884		D N	RENTS	101.41405.0440
CODE 4 SERVICES LLC 002984 37445 09/11/13 #149279-SETUP SQUAD CA	2,968.48		1113		D N	MACHINERY AND AU	450.42411.0553
COLEPAPERS INC 000170 37446 09/11/13 CLEANING SUPPLIES	57.92		8894272		D N	CLEANING AND WAS	101.43425.0228

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
COLEPAPERS INC 37446 09/11/13	000170 CLEANING SUPPLIES	57.91		8894272		D	N	CLEANING AND WAS	101.45435.0228
	VENDOR TOTAL	115.83	*CHECK	TOTAL					
COMPSOURCE INC 37447 09/11/13	002872 SMALL TOOLS	242.00		SI-156510		D	N	SMALL TOOLS	101.41409.0221
CROW CHEMICAL & LIGHTING 37448 09/11/13	000186 EMERGENCY EYE WASH	68.23		401895		D	N	SUBSISTENCE OF P	101.45435.0227
DAN'S SHOP INC 37449 09/11/13	002212 FILTERS	7.21		60932		D	N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	106.88	*CHECK	TOTAL				INVENTORIES-MDSE	101.125000
DELL MARKETING LP 37450 09/11/13	001747 CANON DIGITAL CAMERA	893.54		XJ711R438		D	N	SMALL TOOLS	101.41409.0221
	VENDOR TOTAL	1,055.31	*CHECK	TOTAL				MTCE. OF EQUIPME	101.41409.0224
DEPT OF HUMAN SERVICES 37451 09/11/13	000009 CLEANING SERVICES	112.00		00000156647		D	N	CLEANING AND WAS	101.45435.0338
DIAMOND VOGEL PAINT CENT 37452 09/11/13	000205 PAINT FOR SIGNS	46.04		821054154		D	N	MTCE. OF OTHER I	101.43425.0226
	VENDOR TOTAL	3,087.43	*CHECK	TOTAL				GENERAL SUPPLIES	101.43425.0229
DONOHUE & ASSOCIATES 37453 09/11/13	002293 WESTERN COLLECTOR SEW	22,390.86		11678-32		D	N	PROFESSTONAL SER	432.48503.0446
	VENDOR TOTAL	59,072.47	*CHECK	TOTAL				PROFESSTONAL SER	432.48506.0446

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC 37420 09/10/13 002163 37420 09/10/13 3,802 GALLONS UNLEADED 37420 09/10/13 3,801 GALLONS DIESEL		12,991.31 12,433.16 25,424.47		334510 334510 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
37454 09/11/13 149 GALLONS UNLEADED 37454 09/11/13 FUEL PUMP NOZZLE		539.39 85.50 624.89		266917 8727 *CHECK TOTAL		D N D N	MOTOR FUELS AND MTCE. OF OTHER I	651.48484.0222 651.48484.0226
VENDOR TOTAL		26,049.36						
DUININCK CONCRETE 37455 09/11/13 000151 37455 09/11/13 CONCRETE CURING AGENT 37455 09/11/13 GLOVES 37455 09/11/13 CONCRETE MIX 37455 09/11/13 CONCRETE		147.68 11.22 421.19 747.48 1,327.57 1,327.57		56367 56367 56368 56609 *CHECK TOTAL		D N D N D N D N	MTCE. OF OTHER I GENERAL SUPPLIES MTCE. OF OTHER I MTCE. OF OTHER I	101.43425.0226 101.43425.0229 101.43425.0226 101.43425.0226
VENDOR TOTAL		1,327.57						
DUININCK INC 37456 09/11/13 000222 37456 09/11/13 KANDIYOHI AVE SW IMP		586,272.64		1301A/EST. 3		D N	MTCE. OF OTHER I	413.48451.0336
DYNA SYSTEMS 37457 09/11/13 000223 37457 09/11/13 TAPERED DRILL BIT		350.58		20706089		D N	SMALL TOOLS	101.43425.0221
ED DAVIS BUSINESS MACHIN 37458 09/11/13 000229 37458 09/11/13 OFFICE SUPPLIES		166.00		126446		D N	OFFICE SUPPLIES	741.48001.0220
ED'S SERVICE CENTER & SA 37459 09/11/13 000231 37459 09/11/13 TOWING CHARGES		627.00		STMT/8-13		D N	OTHER SERVICES	101.42411.0339
ELECTRIC PUMP INC 37460 09/11/13 000788 37460 09/11/13 L.S. SEALS		52.37		0050727		D N	MTCE. OF EQUIPME	651.48485.0224
ER PORTAL SOFTWARE GROUP 37461 09/11/13 002945 37461 09/11/13 MADE SOFTWARE CHANGES		3,750.00		150820		D N	MTCE. OF EQUIPME	651.48484.0334
FARNAM'S GENUINE PARTS 37462 09/11/13 000249 37462 09/11/13 BRAKE PARTS 37462 09/11/13 #066413-CALIPER 37462 09/11/13 CORE RETURN 37462 09/11/13 SUPPLIES 37462 09/11/13 #101303-A/C OIL 37462 09/11/13 SMALL TOOLS 37462 09/11/13 TRAILER HITCH/BALL 37462 09/11/13 PRE-MIXED ANTIFREEZE		622.31 99.29 29.39 71.94 9.05 142.07 67.31 9.53 992.11 992.11		137-683151 137-683208 137-683217 137-683412 137-683665 137-683826 137-684774 137-684793 *CHECK TOTAL		D N D N D N D N D N D N D N D N D N	INVENTORIES-MDSE MTCE. OF EQUIPME MTCE. OF EQUIPME GENERAL SUPPLIES MOTOR FUELS AND SMALL TOOLS INVENTORIES-MDSE MTCE. OF EQUIPME	101.125000 101.43425.0224 101.43425.0224 101.45433.0229 101.43425.0222 101.45433.0221 101.125000 101.43425.0224
VENDOR TOTAL		992.11						



VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293								
37472 09/11/13 POSTAGE 08/05 - 08/09/13	6.50		1016		D N		POSTAGE	230.43430.0223
37472 09/11/13 POSTAGE 08/05 - 08/09/13	4.87		1016		D N		POSTAGE	651.48484.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	62.24		9729		D N		POSTAGE	101.41401.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	4.48		9729		D N		POSTAGE	101.41402.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	4.17		9729		D N		POSTAGE	101.41403.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	0.56		9729		D N		POSTAGE	101.41404.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	15.00		9729		D N		POSTAGE	101.41408.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	0.56		9729		D N		POSTAGE	101.42411.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	1.27		9729		D N		POSTAGE	101.42412.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	23.05		9729		D N		POSTAGE	101.43417.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	1.68		9729		D N		POSTAGE	101.43425.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	0.81		9729		D N		POSTAGE	101.45432.0223
37472 09/11/13 POSTAGE 08/12 - 08/16/13	2.39		9729		D N		POSTAGE	230.43430.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	26.92		9763		D N		POSTAGE	651.48484.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	48.46		9763		D N		POSTAGE	101.41401.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	100.57		9763		D N		POSTAGE	101.41402.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	12.57		9763		D N		POSTAGE	101.41403.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	7.84		9763		D N		POSTAGE	101.41404.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	15.00		9763		D N		POSTAGE	101.41405.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	1.68		9763		D N		POSTAGE	101.41408.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	0.56		9763		D N		POSTAGE	101.41409.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	0.56		9763		D N		POSTAGE	101.42411.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	12.75		9763		D N		POSTAGE	101.42412.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	43.46		9763		D N		POSTAGE	101.43417.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	2.08		9763		D N		POSTAGE	101.43425.0223
37472 09/11/13 POSTAGE 08/19 - 08/23/13	2.03		9763		D N		POSTAGE	230.43430.0223
37472 09/11/13 UPS CHARGES/POSTAGE	102.84		9852		D N		POSTAGE	651.48484.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	44.25		9874		D N		POSTAGE	101.42411.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	28.00		9874		D N		POSTAGE	101.41401.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	17.81		9874		D N		POSTAGE	101.41402.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	5.23		9874		D N		POSTAGE	101.41403.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	0.56		9874		D N		POSTAGE	101.41404.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	15.00		9874		D N		POSTAGE	101.41405.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	1.12		9874		D N		POSTAGE	101.41408.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	2.80		9874		D N		POSTAGE	101.42411.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	6.61		9874		D N		POSTAGE	101.42412.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	188.72		9874		D N		POSTAGE	101.43417.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	25.20		9874		D N		POSTAGE	101.43425.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	1.12		9874		D N		POSTAGE	101.45432.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	0.56		9874		D N		POSTAGE	101.45433.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	3.05		9874		D N		POSTAGE	208.45005.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	1.68		9874		D N		POSTAGE	230.43430.0223
37472 09/11/13 POSTAGE 08/26 - 08/30/13	1,061.86		9874		D N		POSTAGE	651.48484.0223
VENDOR TOTAL	1,061.86							
*CHECK TOTAL	1,061.86							



VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP 000333 37477 09/11/13 GYM FLOOR FINISH 37477 09/11/13 MOP BUCKETS 37477 09/11/13 MOP BUCKETS 37477 09/11/13 HAND TOWELS 37477 09/11/13 GYM FLOOR FINISH	1,345.52 122.91 245.81 80.09 53.27 2,374.33		600815934 600826118 600826118 600830696 600838857 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF STRUCTU CLEANING AND WAS CLEANING AND WAS GENERAL SUPPLIES MTCE. OF STRUCTU	101.45427.0225 101.41408.0228 101.45427.0228 101.45427.0229 101.45427.0225
VENDOR TOTAL	2,374.33						
HOME DEPOT CREDIT SERVIC 000058 37478 09/11/13 SUPPLIES	88.39		3024189		D N	GENERAL SUPPLIES	101.45433.0229
IN CONTROL INC 002486 37479 09/11/13 PROFESSIONAL SERVICES	1,297.38		13020KB01		D N	PROFESSIONAL SER	651.48484.0446
INTERSTATE POWER SYSTEMS 001699 37480 09/11/13 BELTS	31.56		570304 RI		D N	MTCE. OF EQUIPME	651.48484.0224
I/O SOLUTIONS INC .02052 37481 09/11/13 OFFICER TESTS	462.00		C29958A		D N	OFFICE SUPPLIES	101.42412.0220
JAGUSH/JEFFREY 003037 37482 09/11/13 MILEAGE 8/2-8/29/13 37482 09/11/13 MILEAGE 8/2-8/29/13	46.05 46.05 92.10 92.10		090413 090413 *CHECK TOTAL		D N D N	TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	101.43425.0333 651.48484.0333
VENDOR TOTAL							
JORGENSEN/JULIE .02061 37483 09/11/13 REFUND BASEBALL JERSEY	30.00		090413		D N	REFUNDS AND REIM	101.41428.0882
KANDIYOHI CO AUDITOR 000376 37484 09/11/13 LANDFILL CHARGES	22.50		305922		D N	CLEANING AND WAS	101.43425.0338
LAW ENFORCEMENT TECHNOLO 002844 37485 09/11/13 GPS ANTENNA REPLACEMENT	120.60		14226		D N	MTCE. OF EQUIPME	101.42411.0224
LEAGUE OF MN CITIES 000412 37486 09/11/13 2014 MEMBERSHIP DUES 37486 09/11/13 2013 MEMBERSHIP DUES	9,986.64 4,993.36 14,980.00 14,980.00		187158 187158 *CHECK TOTAL		D N D N	PREPAID EXPENSES SUBSCRIPTIONS AN	101.128000 101.41401.0443
VENDOR TOTAL							
LINCOLN FINANCIAL GROUP 002789 37419 09/06/13 LIFE INSURANCE-SEPTEMBER 37419 09/06/13 LIFE INSURANCE-SEPTEMBER 37419 09/06/13 LIFE INSURANCE-SEPTEMBER 37419 09/06/13 LIFE INSURANCE-SEPTEMBER 37419 09/06/13 LIFE INSURANCE-SEPTEMBER	34.40 47.06 48.75 19.50 9.75		M266 M266 M266 M266 M266		D N D N D N D N D N	COBRA INS PREMIU EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR. EMPLOYER INSUR.	101.120001 101.41400.0114 101.41402.0114 101.41403.0114 101.41404.0114



VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
METRO SALES INC 37495 09/11/13	COPIER MTCE CHARGE-AUG 003016	232.49		544901		D N	MTCE. OF EQUIPME	741.48001.0334
MIKE'S SMALL ENGINE CENT 37496 09/11/13	#100666 REPAIR-PARTS 002699	52.32		101594		D N	MTCE. OF EQUIPME	101.43425.0224
37496 09/11/13	CHAINS	17.41		101613		D N	MTCE. OF EQUIPME	101.43425.0224
37496 09/11/13	PAINT SPRAYER AIR FILTER	17.05		103779		D N	MTCE. OF EQUIPME	101.43425.0224
37496 09/11/13	TRIMMER REPAIR-PARTS	10.63		4096841		D N	MTCE. OF EQUIPME	101.43425.0224
37496 09/11/13	TRIMMER REPAIR-LABOR	19.50		4096841		D N	MTCE. OF EQUIPME	101.43425.0334
	VENDOR TOTAL	136.91		*CHECK TOTAL				
		136.91						
MILLER SANITATION 37497 09/11/13	GARBAGE SERVICE-SEPT 002936	93.90		1298/9-13		D N	CLEANING AND WAS	101.45433.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	46.22		1299/9-13		D N	CLEANING AND WAS	101.45433.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	52.70		1300/9-13		D N	CLEANING AND WAS	101.42412.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	64.74		1301/9-13		D N	CLEANING AND WAS	101.41408.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	64.74		1301/9-13		D N	CLEANING AND WAS	101.45427.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	251.31		1302/9-13		D N	CLEANING AND WAS	101.43425.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	24.34		1303/9-13		D N	CLEANING AND WAS	651.48484.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	48.67		1304/9-13		D N	CLEANING AND WAS	651.48484.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	161.04		1304/9-13		D N	CLEANING AND WAS	651.48484.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	49.67		1305/9-13		D N	CLEANING AND WAS	101.45435.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	58.64		1378/9-13		D N	CLEANING AND WAS	101.43425.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	616.55		1379/9-13		D N	CLEANING AND WAS	101.43425.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	61.60		1379/9-13		D N	CLEANING AND WAS	101.43425.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	251.60		1388/9-13		D N	CLEANING AND WAS	101.43425.0338
37497 09/11/13	GARBAGE SERVICE-SEPT	83.60		1389/9-13		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	1,929.32		*CHECK TOTAL				
		1,929.32						
MN DEPT OF LABOR & INDUS 37498 09/11/13	ELECTRICAL INSPECTION 000094	40.00		091113		D N	MTCE. OF OTHER I	101.43425.0336
MN DEPT OF TRANSPORTATIO 37499 09/11/13	MATERIAL SAMPLE TESTS 000497	507.54		P00001981		D N	OTHER SERVICES	413.48453.0339
37499 09/11/13	MATERIAL SAMPLE TESTS	253.77		P00001981		D N	OTHER SERVICES	413.48455.0339
	VENDOR TOTAL	761.31		*CHECK TOTAL				
		761.31						
MN SPORTS FEDERATION 37500 09/11/13	TEAM MEMBERSHIP FEES 000517	40.00		090413		D N	OTHER CHARGES	101.45432.0449
MN TRAILS 37501 09/11/13	ADVERTISING 001462	684.00		8018		D N	OTHER CHARGES	208.45010.0449
MONSON CORPORATION 37502 09/11/13	MIX FOR STREET PATCHIN 000126	3,264.48		1771SB		D N	MTCE. OF OTHER I	101.43425.0226

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES 37503 09/11/13	000541 UTILITIES FOR AUGUST	3,014.84		8/13		D	N	UTILITIES	101.41409.0332
37503 09/11/13	UTILITIES FOR AUGUST	602.85		8/13		D	N	UTILITIES	101.41409.0332
37503 09/11/13	UTILITIES FOR AUGUST	864.80		8/13		D	N	UTILITIES	101.42412.0332
37503 09/11/13	UTILITIES FOR AUGUST	6,914.99		8/13		D	N	UTILITIES	101.43425.0332
37503 09/11/13	UTILITIES FOR AUGUST	1,433.80		8/13		D	N	UTILITIES	101.45427.0332
37503 09/11/13	UTILITIES FOR AUGUST	6,668.47		8/13		D	N	UTILITIES	101.45433.0332
37503 09/11/13	UTILITIES FOR AUGUST	1,293.64		8/13		D	N	UTILITIES	101.45435.0332
37503 09/11/13	UTILITIES FOR AUGUST	2,918.34		8/13		D	N	UTILITIES	101.45437.0332
37503 09/11/13	UTILITIES FOR AUGUST	2,725.43		8/13		D	N	UTILITIES	230.43430.0332
37503 09/11/13	UTILITIES FOR AUGUST	45,811.32		8/13		D	N	UTILITIES	651.48484.0332
37503 09/11/13	ADMIN FEE	1,500.00		8/13		D	N	UTILITIES	651.48484.0332
37503 09/11/13	UTILITIES FOR AUGUST	3,867.64		8/13		D	N	PROFESSIONAL SER	651.48484.0446
37503 09/11/13	UTILITIES FOR AUGUST	77,616.12	*CHECK	TOTAL		D	N	UTILITIES	651.48485.0332
	VENDOR TOTAL	77,616.12							
MVTL LABORATORIES INC 37504 09/11/13	000544 PROFESSIONAL SERVICES	39.00		669971		D	N	PROFESSIONAL SER	651.48484.0446
NCL OF WISCONSIN INC 37505 09/11/13	001627 LAB SUPPLIES	761.64		326350		D	N	GENERAL SUPPLIES	651.48484.0229
NEW LIFE COMMUNICATIONS 37506 09/11/13	000574 CABLES/CONNECTORS	82.86		104399		D	N	GENERAL SUPPLIES	101.41409.0229
O'REILLY AUTOMOTIVE INC 37507 09/11/13	000650 V-BELTS	17.66		1528-238907		D	N	MTCE. OF EQUIPME	101.42412.0224
37507 09/11/13	LIGHT BULBS	6.41		1528-239306		D	N	MTCE. OF EQUIPME	101.42412.0224
37507 09/11/13	CORD REEL	131.45		1528-241817		D	N	SMALL TOOLS	101.42412.0221
37507 09/11/13	CORD REEL	131.45		1528-241818		D	N	SMALL TOOLS	101.42412.0221
37507 09/11/13	BATTERY	240.46		1528-242006		D	N	INVENTORIES-MDSE	101.125000
37507 09/11/13	FLOOR MATS	41.67		1528-242386		D	N	GENERAL SUPPLIES	101.42411.0229
	VENDOR TOTAL	569.10	*CHECK	TOTAL					
OFFICE SERVICES 37508 09/11/13	000589 OFFICE SUPPLIES-AUGUST	33.61		STMT/8-13		D	N	OFFICE SUPPLIES	101.41401.0220
37508 09/11/13	PHOTO COPIES-AUGUST	1,159.28		STMT/8-13		D	N	OFFICE SUPPLIES	101.41401.0220
37508 09/11/13	PHOTO COPIES-AUGUST	1,163.39		STMT/8-13		D	N	OFFICE SUPPLIES	101.41401.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	73.77		STMT/8-13		D	N	OFFICE SUPPLIES	101.41402.0220
37508 09/11/13	PHOTO COPIES-AUGUST	44.26		STMT/8-13		D	N	OFFICE SUPPLIES	101.41402.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	3.69		STMT/8-13		D	N	OFFICE SUPPLIES	101.41403.0220
37508 09/11/13	PHOTO COPIES-AUGUST	47.10		STMT/8-13		D	N	OFFICE SUPPLIES	101.41403.0220
37508 09/11/13	PHOTO COPIES-AUGUST	26.06		STMT/8-13		D	N	OFFICE SUPPLIES	101.41403.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	10.18		STMT/8-13		D	N	OFFICE SUPPLIES	101.41404.0220
37508 09/11/13	PHOTO COPIES-AUGUST	40.20		STMT/8-13		D	N	OFFICE SUPPLIES	101.41404.0220
37508 09/11/13	PHOTO COPIES-AUGUST	30.24		STMT/8-13		D	N	OFFICE SUPPLIES	101.41404.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	23.24		STMT/8-13		D	N	OFFICE SUPPLIES	101.41405.0220

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 000589								
37508 09/11/13	PHOTO COPIES-AUGUST	30.00		STMT/8-13		D N	OFFICE SUPPLIES	101.41405.0220
37508 09/11/13	PHOTO COPIES-AUGUST	68.84		STMT/8-13		D N	OFFICE SUPPLIES	101.41405.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	3.92		STMT/8-13		D N	OFFICE SUPPLIES	101.41409.0220
37508 09/11/13	PHOTO COPIES-AUGUST	1.95		STMT/8-13		D N	OFFICE SUPPLIES	101.41409.0220
37508 09/11/13	PHOTO COPIES-AUGUST	17.90		STMT/8-13		D N	OFFICE SUPPLIES	101.41409.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	30.49		STMT/8-13		D N	OFFICE SUPPLIES	101.42412.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	11.02		STMT/8-13		D N	OFFICE SUPPLIES	101.43417.0220
37508 09/11/13	PHOTO COPIES-AUGUST	82.43		STMT/8-13		D N	OFFICE SUPPLIES	101.43417.0220
37508 09/11/13	PHOTO COPIES-AUGUST	130.61		STMT/8-13		D N	OFFICE SUPPLIES	101.43417.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	127.32		STMT/8-13		D N	OFFICE SUPPLIES	101.43425.0220
37508 09/11/13	PHOTO COPIES-AUGUST	52.20		STMT/8-13		D N	OFFICE SUPPLIES	101.43425.0220
37508 09/11/13	PHOTO COPIES-AUGUST	15.60		STMT/8-13		D N	OFFICE SUPPLIES	101.43425.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	56.09		STMT/8-13		D N	OFFICE SUPPLIES	101.45432.0220
37508 09/11/13	PHOTO COPIES-AUGUST	16.28		STMT/8-13		D N	OFFICE SUPPLIES	101.45432.0220
37508 09/11/13	PHOTO COPIES-AUGUST	42.71		STMT/8-13		D N	OFFICE SUPPLIES	101.45432.0220
37508 09/11/13	OFFICE SUPPLIES-AUGUST	0.23		STMT/8-13		D N	OFFICE SUPPLIES	101.45437.0220
37508 09/11/13	PHOTO COPIES-AUGUST	3.45		STMT/8-13		D N	OFFICE SUPPLIES	651.48484.0220
37508 09/11/13	PHOTO COPIES-AUGUST	33.15		STMT/8-13		D N	OFFICE SUPPLIES	651.48484.0220
	*CHECK TOTAL	2,379.21						
	VENDOR TOTAL	2,379.21						
OXYGEN SERVICE COMPANY 002223								
37509 09/11/13	BAND SAW BLADE	75.33		07708861		D N	SMALL TOOLS	101.43425.0221
37509 09/11/13	BAND SAW BLADE	140.18		07708862		D N	SMALL TOOLS	101.43425.0221
	*CHECK TOTAL	215.51						
	VENDOR TOTAL	215.51						
PERKINS LUMBER CO INC 000604								
37510 09/11/13	CATCH BASIN REPAIR	93.90		382929		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	CONCRETE FRAMING MAT'L	28.05		383019		D N	GENERAL SUPPLIES	101.43425.0229
37510 09/11/13	CATCH BASIN REPAIR	22.41		383056		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	CATCH BASIN REPAIR	38.35		383551		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	BLDG MTCE-PARTS	71.82		383561		D N	MTCE. OF STRUCTU	101.43425.0225
37510 09/11/13	CATCH BASIN REPAIR	88.15		383597		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	CATCH BASIN REPAIR	29.43		383772		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	POINTING TROWEL	1.00		383980		D N	SMALL TOOLS	101.43425.0221
37510 09/11/13	CATCH BASIN REPAIR	17.06		383980		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	CATCH BASIN REPAIR	25.59		384296		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	CATCH BASIN REPAIR	38.35		384319		D N	MTCE. OF OTHER I	101.43425.0226
37510 09/11/13	DECK REPAIR-MATERIALS	98.34		384932		D N	MTCE. OF STRUCTU	101.43425.0225
	*CHECK TOTAL	552.45						
	VENDOR TOTAL	552.45						
PETE'S COMMUNICATIONS 000610								
37511 09/11/13	CHECKED ANTENNA-LABOR	68.40		0052607		D N	MTCE. OF EQUIPME	101.42412.0334
PETERSON SHOE STORE 000608								
37512 09/11/13	TEMPLE-SAFETY BOOTS	125.00		150341		D N	SUBSISTENCE OF P	651.48485.0227

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PETERSON SHOE STORE 37512 09/11/13 QUAM-SAFETY BOOTS VENDOR TOTAL	97.74 222.74 222.74	*CHECK	150567 TOTAL		D N	SUBSISTENCE OF P	101.43425.0227
PHOTOGRAPHY BY ALYSSA 37421 09/10/13 PROFESSIONAL SERVICES	150.00		090513		D N	PROFESSIONAL SER	101.42412.0446
POWER PLAN OIB 37513 09/11/13 #006586-LATCH 37513 09/11/13 CUTTING EDGES VENDOR TOTAL	39.86 1,630.51 1,670.37 1,670.37		P31434 P31523 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.43425.0224
PRC COLOR GRAPHICS 37514 09/11/13 BIKING AROUND MN SIGNS	47.93		2926		D M 07	OTHER CHARGES	208.45008.0449
Q102 - FM 37515 09/11/13 GOING GREEN ADS 37515 09/11/13 FIREFIGHTER RADIO AD VENDOR TOTAL	6,000.00 558.00 6,558.00 6,558.00		537076 537231 *CHECK TOTAL		D N D N	CIVIC PROMOTION ADVERTISING	101.45428.0812 101.42412.0447
RAMBOW INC 37516 09/11/13 BIKING EVENT T-SHIRTS	198.35		508577		D N	OTHER CHARGES	208.45011.0449
RICE HOSPITAL 37517 09/11/13 JAGUSH-BACK SCREENING	165.00		500094671/9-13		D N	SUBSISTENCE OF P	101.45435.0337
RICE HOSPITAL 37518 09/11/13 JAGUSH-BLOOD TYPING	20.00		2832		D N	SUBSISTENCE OF P	101.45435.0337
RICK'S CYCLING & SPORTS 37519 09/11/13 CLOTH FOR POOL TABLES	299.25		080913		D N	GENERAL SUPPLIES	101.45435.0229
RULE TIRE SHOP 37520 09/11/13 TIRE TUBES 37520 09/11/13 TIRE REPAIR-PARTS 37520 09/11/13 TIRE REPAIR-LABOR 37520 09/11/13 TRAILER/KUBOTA TIRES 37520 09/11/13 TRAILER TIRES 37520 09/11/13 TIRES 37520 09/11/13 INST. TIRES-LABOR 37520 09/11/13 TIRE REPAIR-PARTS 37520 09/11/13 TIRE REPAIR-LABOR 37520 09/11/13 TIRE REPAIR-LABOR VENDOR TOTAL	85.07 13.50 65.00 589.44 453.11 765.02 68.00 12.29 45.00 25.00 2,121.43 2,121.43		62471 62802 62802 62947 62961 63198 63198 63398 63398 63423 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME *CHECK TOTAL	101.43425.0224 101.43425.0224 101.43425.0334 101.43425.0224 101.43425.0224 101.43425.0224 651.48485.0224 651.48485.0334 101.43425.0224 101.43425.0334 101.43425.0334



VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
STRATEGIC EQUIPMENT 37528 09/11/13 DISHWASHER SOAP 002595	402.42		2085442		D N	CLEANING AND WAS	101.45435.0228
SURPLUS WAREHOUSE INC 37529 09/11/13 PLANT SUPPLIES 000728	12.80		081513		D N	GENERAL SUPPLIES	651.48484.0229
37529 09/11/13 PLANT SUPPLIES	21.35		090413		D N	MTC. OF EQUIPME	651.48484.0224
37529 09/11/13 TRAILER TAIL LIGHTS	34.15		*CHECK TOTAL				
VENDOR TOTAL	34.15						
SW - WEST CNTRL SERVICES 000892							
37530 09/11/13 HEALTH INSURANCE-OCTOB	4,061.50		C268		D N	EMPLOYER INSUR.	101.41400.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	5,303.50		C268		D N	EMPLOYER INSUR.	101.41402.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	3,244.29		C268		D N	EMPLOYER INSUR.	101.41403.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	3,458.50		C268		D N	EMPLOYER INSUR.	101.41404.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	5,489.00		C268		D N	EMPLOYER INSUR.	101.41405.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	1,428.00		C268		D N	EMPLOYER INSUR.	101.41408.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	6,731.50		C268		D N	EMPLOYER INSUR.	101.41409.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	214.21		C268		D N	EMPLOYER INSUR.	101.41424.0114
37530 09/11/13 HEALTH INSURANCE-OCTOB	8,667.00		C268		D N	EMPLOYER INSUR.	101.41428.0818
37530 09/11/13 HEALTH INSURANCE-OCTO	29,268.10		C268		D N	EMPLOYER INSUR.	101.42411.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	45,536.50		C268		D N	EMPLOYER INSUR.	101.42412.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	4,723.90		C268		D N	EMPLOYER INSUR.	101.43417.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	4,172.50		C268		D N	EMPLOYER INSUR.	101.43425.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	22,263.60		C268		D N	EMPLOYER INSUR.	101.43425.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	766.60		C268		D N	EMPLOYER INSUR.	101.45432.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	5,501.50		C268		D N	EMPLOYER INSUR.	101.45433.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	1,482.60		C268		D N	EMPLOYER INSUR.	101.45435.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	865.60		C268		D N	EMPLOYER INSUR.	101.45437.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	12,918.10		C268		D N	EMPLOYER INSUR.	651.48484.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	1,428.00		C268		D N	EMPLOYER INSUR.	651.48485.0114
37530 09/11/13 HEALTH INSURANCE-OCTO	168,952.00		C268		D N	EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL	168,952.00		*CHECK TOTAL				
TACTICAL SOLUTIONS 003040							
37531 09/11/13 RADAR CALIBRATION	124.00		3949		D N	PROFESSIONAL SER	101.42411.0446
TREVINO/CLAUDIA 002983							
37532 09/11/13 AQUA ZUMBA INSTRUCTOR	400.00		101		D N	PROFESSIONAL SER	101.45437.0446
US BANK 000264							
37533 09/11/13 #157 GO IMP BOND-SC	425.00		3476938		D N	OTHER CHARGES	310.47100.0449
VIKING COCA-COLA BOTTLIN 000777							
37534 09/11/13 CONCESSION SUPPLIES	108.21		129525		D N	GENERAL SUPPLIES	101.45437.0229
37534 09/11/13 CONCESSION SUPPLIES	49.50		129971		D N	GENERAL SUPPLIES	101.45437.0229
VENDOR TOTAL	157.71		*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL INDUSTRIES 37535 09/11/13	000801 LAWN BUNDLES LAWN MAINTENANCE	71.29 79.09 150.38		00039035 00039190 *CHECK TOTAL		D N D N	GENERAL SUPPLIES MTCCE. OF OTHER I	101.42412.0229 101.45437.0336
	VENDOR TOTAL	150.38						
WEST CENTRAL TRIBUNE 37536 09/11/13	000807 NOTICE PUBLISHED	17.10		CL03055636		D N	PRINTING AND PUB	101.41401.0331
37536 09/11/13	NOTICE PUBLISHED	19.95		CL03056152		D N	PRINTING AND PUB	101.41401.0331
37536 09/11/13	ANNUAL SUBSCRIPTION	129.96		177838472/9-13		D N	PREPAID EXPENSES	101.128000
37536 09/11/13	ANNUAL SUBSCRIPTION	43.32		177838472/9-13		D N	SUBSCRIPTIONS AN	101.43425.0443
37536 09/11/13	BIKING FOR BABIES AD	235.00		35008/8-13		D N	OTHER CHARGES	208.45011.0449
	VENDOR TOTAL	445.33		*CHECK TOTAL				
WEST CENTRAL TROPHIES 37537 09/11/13	000808 SOCCER AWARDS/ENGRAVING	534.38		17979		D N	AWARDS AND INDEM	101.45432.0442
WILLMAR AUTO VALUE 37538 09/11/13	002689 PARTS FOR L.S. TRUCK	33.98		22055583		D N	MTCCE. OF EQUIPME	651.48485.0224
37538 09/11/13	SMALL TOOLS	15.46		22055746		D N	SMALL TOOLS	651.48486.0221
37538 09/11/13	#101303-BELT	10.68		22056736		D N	MTCCE. OF EQUIPME	101.43425.0224
37538 09/11/13	MINIATURE LAMPS	2.12		22057156		D N	MTCCE. OF EQUIPME	651.48484.0224
37538 09/11/13	#101303-AC DRYER/COMP.	444.34		22057197		D N	MTCCE. OF EQUIPME	101.43425.0224
37538 09/11/13	#088184-BRAKE PARTS	346.21		22057306		D N	MTCCE. OF EQUIPME	101.43425.0224
37538 09/11/13	#088184-BRAKE PARTS	83.36CR		22057352		D N	MTCCE. OF EQUIPME	101.43425.0224
37538 09/11/13	SUPPLIES	61.98		22057942		D N	GENERAL SUPPLIES	101.45433.0229
37538 09/11/13	PREON	115.30		22058159		D N	INVENTORIES-MDSE	101.125000
37538 09/11/13	PUSH LOC HOSE	20.52		22058437		D N	MTCCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	967.23		*CHECK TOTAL				
WILLMAR BUS SERVICE 37539 09/11/13	000813 INTERGENERATIONAL PRGRM	100.00		13-0107		D N	OTHER CHARGES	101.45435.0449
WILLMAR CHAMBER OF COMME 37540 09/11/13	000812 DIRECTOR SALARY	3,917.74		STMT/8-13		D N	SALARIES-REG. EM	208.45005.0110
37540 09/11/13	ASSISTANT SALARY	2,112.00		STMT/8-13		D N	SALARIES-REG. EM	208.45005.0110
37540 09/11/13	FICA & INSURANCE	788.18		STMT/8-13		D N	EMPLOYER PENSION	208.45005.0113
37540 09/11/13	IRA CONTRIBUTION	180.90		STMT/8-13		D N	EMPLOYER PENSION	208.45005.0113
37540 09/11/13	PHOTO COPIES-AUGUST	133.84		STMT/8-13		D N	OFFICE SUPPLIES	208.45005.0220
37540 09/11/13	PAYROLL/FLEX FEE	61.69		STMT/8-13		D N	OTHER SERVICES	208.45005.0339
37540 09/11/13	OFFICE RENT-AUGUST	626.61		STMT/8-13		D N	RENTS	208.45005.0440
37540 09/11/13	MAIL PICKUP FEE-JULY	50.00		38809		D N	POSTAGE	208.45005.0223
	VENDOR TOTAL	7,870.96		*CHECK TOTAL				
WILLMAR FORKLIFT INC 37541 09/11/13	002705 EQUIPMENT RENTAL	203.06		30523		D N	RENTS	101.45427.0440



VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT	NAME	ACCOUNT
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REPORT TOTALS: 1,958,407.65

RECORDS PRINTED - 000496

ACS FINANCIAL SYSTEM  
09/11/2013 12:31:54

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.23 RECAPPAGE  
GL540R

FUND RECAP:  
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FUND DESCRIPTION  
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101 GENERAL FUND  
208 CONVENTION & VISITORS BUREAU  
230 WILLMAR MUNICIPAL AIRPORT  
310 D.S. - 2010 BOND  
413 S.A.B.F. - #2013  
432 C.P. - WASTE TREATMENT  
450 CAPITAL IMPROVEMENT FUND  
651 WASTE TREATMENT  
741 OFFICE SERVICES  
TOTAL ALL FUNDS

DISBURSEMENTS  
297,593.60  
10,748.69  
4,772.55  
425.00  
680,939.40  
857,306.02  
2,968.48  
103,255.42  
398.49  
1,958,407.65

BANK RECAP:  
-----  
BANK NAME  
-----  
HERT HERITAGE BANK  
TOTAL ALL BANKS

DISBURSEMENTS  
1,958,407.65  
1,958,407.65

# City of Willmar, Minnesota Building Inspection Report

From 08/01/2013 To 08/31/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21169	8/7/2013	MARY BRILL 724 14TH Street SW	95-070-0150 L 5; B B BONHAM'S SUBDIVISION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,500.00	\$33.25
21584	8/22/2013	RICK WAYNE CARROTHERS REGENCY PARK 401 30TH Street NW LOT E-5	95-980-0700 L E-5; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - S1134 - '73 ROSEWOOD 14X70 BLUE/WHITE	\$0.00	\$25.00
21637	8/26/2013	LANE ALBRECHT 2305 WILLIAMS Parkway SW	95-715-1710 L 1; B 5 SOUTHGATE 3RD ADDITION	Garage/Shed Accessory Building	CONSTRUCT 16' X 24' STORAGE BLDG ON SKIDS	\$15,517.44	\$332.15
21659	8/22/2013	ABIGAIL REYES REGENCY PARK 401 30TH Street NW H-10	95-980-1100 L H-10; B WILLMAR REGENCY WEST M	Mobile Home In/Out Demolition	DEMO - #26795, '73 MARSHFIELD 14X70 GREEN/WHITE	\$0.00	\$25.00
21695	8/19/2013	FIRST COVENANT CHURCH 801 WILLMAR Avenue SW	95-750-0750 L PT. OF 29, ALL 30-33; B SUBDIVISION N1/2 NE 1/4	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 12,373 SF MULTI PURPOSE ADDN	\$1,392,118.96	\$10,750.26
21695	8/19/2013	BRANT J GROEN 1601 ELLA Avenue NW	95-916-3056 L; B S 16; T 119; R 35	Garage/Shed Garage	RESIDENTIAL GARAGE	\$41,379.84	\$724.54

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21698	8/19/2013	COMMUNITY CHRISTIAN SCHOOL 1300 19TH Avenue SW	95-922-7580 L ; B S 22; T 119; R 35	Churches/Schools Commercial/Alteration	CONSTRUCT 29381 SF, 2 STORY ADDN	\$3,079,434.92	\$19,787.93
21700	8/1/2013	CLAY VEN OSDEL 3204 1ST Avenue NW	95-835-0260 L 3; B 2 VOS PARK ADDITION	Garage/Shed Garage	DETACHED GARAGE	\$27,155.52	\$541.03
21702	8/2/2013	HEARTLAND ORTHOPEDICS SPECIA 2800 1ST Street S	95-927-0020 L ; B S 27; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	NEW TENANT IMPROVEMENT	\$290,434.00	\$3,184.93
21703	8/1/2013	ROB FLEGEL 1505 COLLEGE PARK Circle NW	95-134-0090 L 9; B 0 COLLEGE PARK ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
21704	8/2/2013	TRAVIS MCCLEARY 704 26TH Avenue SW	95-683-0230 L 3; B 2 PORTLAND ACRES 3RD ADD	Residential Add/Alter Deck	12 X 18 DECK	\$2,231.00	\$105.77
21708	8/6/2013	JEFF LARSON 373 13TH Street SE	95-160-0090 L 9; B 1 EAST PARK ADDITION	Garage/Shed Garage	DETACHED GARAGE ADDITION	\$2,909.52	\$106.10
21709	8/26/2013	LORNA HAYES VERLIN SWEEP 1126 PAR Lane SE	95-836-0200 L 6; B 0 VILLAGE ON GREEN CONDO	Commercial Add/Alter Deck	REPLACE FRONT LANDING & STAIRS	\$2,000.00	\$103.71

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21710	8/19/2013	JOHN DEAN 1700 15TH Avenue SW	95-861-0250 L 5; B 2 WEST PARK 2ND ADDITION	Residential Add/Alter Drainage system	INTERIOR DRAINAGE SYSTEM	\$3,850.00	\$124.08
21711	8/19/2013	CARLSON PROPERTIES OF WILLMAR 322 2ND Street SW	95-003-5330 L 5 & PT OF 6; B 45 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REROOF/RESIDE OFFICE AND REPLACE BACK PORCH	\$50,000.00	\$973.34
21712	8/7/2013	RAFAEL FLORES JR 209 AUGUSTA Avenue SE	95-020-0110 L pt of 7; B 2 FIFTH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21713	8/19/2013	SHIRLEY MARTIN 409 19TH Street SE	95-095-0320 L 2; B 1 BOULDER RIDGE 3RD ADDT	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,200.00	\$34.60
21714	8/19/2013	DON JACOBSON TRUST 411 19TH Street SE	95-095-0310 L 1; B 1 BOULDER RIDGE 3RD ADDT	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,200.00	\$34.60
21715	8/7/2013	DONALD RINKE 1521 15TH Street SW	95-922-7510 L; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$400.00	\$30.20
21716	8/7/2013	ADRIAN JIMENEZ 413 LITCHFIELD Avenue SE	95-630-0790 L 19; B 4 PAULSON'S/SUNDE'S ADDN	Residential Add/Alter Deck	CONSTRUCT DECK AND STAIRS	\$300.00	\$29.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21717	8/19/2013	WILLMAR TEN INVESTORS 309 LAKELAND Drive SE SUITE 3	95-445-0030 L UNIT #3; B 000 LAKELAND PROFESSIONAL C	Commercial Add/Alter Commercial/Alteration	REPLACE ROOF DAMAGED BY FIRE	\$129,593.00	\$1,776.26
21719	8/19/2013	COTY LERUD 2205 21ST Street SW	95-885-0070 L 7; B 1 YORKTOWN ESTATES	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,500.00	\$33.75
21720	8/19/2013	MARCOS M SERNA 410 20TH Street NW	95-460-0060 L 6; B 1 LAKESIDE COURT ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$800.00	\$30.40
21728	8/19/2013	DIVINE HOUSE 2401 6TH Street SW	95-680-0840 L 14, PTS. OF 15; B 4 PORTLAND ACRES ADDITION	Residential Add/Alter Deck	REPLACE EXISTING DECK	\$8,000.00	\$196.15
21729	8/19/2013	SCOTT DANIELSON 2702 8TH Street SW	95-684-0315 L PT OF 1; B 3 PORTLAND ACRES 4TH ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,800.00	\$30.90
21730	8/21/2013	TORGERSON PROPERTIES 225 28TH Street SE	95-913-1160 L ; B S 13; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REAR ENTRY ADDN	\$24,000.00	\$568.46
21734	8/19/2013	ANN SCHENDEL 1006 HILL Road SW	95-600-0650 L PT OF 5; B 4 ORCHARD HILL, NURSERY A	Residential Add/Alter Remodel	INTERIOR REMODEL - MOVE BATHROOM	\$4,000.00	\$124.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21737	8/22/2013	JOHN SORDAHL 604 34TH Street NW	95-833-0790 L 18 & 19; B 5 VALLEY BROOK ESTATES	Residential Add/Alter Addition	RESIDENTIAL ADDITION & RESIDING	\$6,500.00	\$177.90
21738	8/26/2013	MITCH HJELLE 1224 7TH Street SW	95-780-0130 L 13, 14 & VACANT STRE; B 1 SUNNYSIDE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,800.00	\$32.40
21739	8/19/2013	JON SAUNDERS 820 13TH Street SW	95-570-0810 L PT OF 2; B 5 NURSERY ADDITION	Residential Add/Alter Deck	2ND FLOOR LANDING & STAIRS	\$3,600.00	\$123.95
21741	8/21/2013	MARY RICE 513 19TH Street SE	95-095-0180 L 8; B 1 BOULDER RIDGE 1ST ADDT	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,000.00	\$34.50
21742	8/21/2013	RAY HYSER 515 19TH Street SE	95-095-0190 L 9; B 1 BOULDER RIDGE 1ST ADDT	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,000.00	\$34.50
21744	8/21/2013	FORREST ROHDE 1213 TROTT Avenue SE	95-184-0760 L PT OF 6-7; B 5 ERICKSON'S 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,300.00	\$31.65
21751	8/23/2013	GRIZZLYS RESTAURANT PETE POEPPING 2207 1ST Street S	95-923-8920 L ; B S 23; T 119; R 35	Commercial Add/Alter Commercial/Alteration	MINOR INTERIOR REMODEL FOR NEW ROTO ROOM	\$55,000.00	\$1,027.40

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21754	8/23/2013	RICHARD WARD 719 4TH Street SE	95-250-0100 L 10; B 1 GLARUM'S ADDITION	Residential Add/Alter Siding	RESIDE GARAGE	\$1,100.00	\$50.55
21756	8/23/2013	MARIA ZIERDEN 211 GRACE Avenue SW	95-280-2370 L 16 & PT OF 15; B 13 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
21757	8/23/2013	KANDI MALL 1605 1ST Street S	95-923-8640 L ; B S 23; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REROOF PORTION - KANDI MALL	\$255,632.00	\$1,795.07
21758	8/21/2013	TOM SCHUELLER 313 33RD Street NW	95-833-1220 L 12; B 7 VALLEY BROOK ESTATES	Residential Add/Alter Addition	RESIDENTIAL ADDITION	\$11,487.60	\$267.89
21759	8/26/2013	STEVE BRISTLE 420 13TH Street NW	95-009-0610 L 13 & PT OF 12; B 128 SECOND ADDITION	Move/Raze Demolition	DEMO GARAGE	\$0.00	\$30.00
21761	8/26/2013	SHAWN FABER 933 3RD Street SE	95-250-1220 L 12; B 6 GLARUM'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,980.00	\$32.99
21762	8/29/2013	ALLAN KOBILANSKY 1211 BECKER Avenue SE	95-006-7010 L PT OF 1-2; B 110 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21763	8/27/2013	RACHELLE MULDER 369 14TH Street SE	95-400-0030 L 3; B 1 JACOBSON ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$600.00	\$33.55
21765	8/30/2013	THOMAS RADTKE 1406 WESTWOOD Court NW	95-562-0050 L 5; B 1 NORTHWOOD ESTATES 2ND	Garage/Shed Accessory Building	CONSTRUCT 14' X 24' DETACHED STORAGE BUILDING	\$13,577.76	\$303.94
21766	8/29/2013	COREY SPENCER 309 18TH Avenue NE	95-467-1160 L 5; B 3 LAKEWOOD 7TH ADDITION	Garage/Shed Accessory Building	CONSTRUCT 10' X 16' STORAGE BULDING	\$6,465.60	\$177.88
21767	8/27/2013	BERNARDINO MARTINEZ 513 9TH Street NW	95-820-0980 L PT OF 4; B 5 THORPE & LIEN'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,600.00	\$30.80
21768	8/29/2013	LINDA MORGAN 1400 17TH Street SW	95-510-0325 L PT OF 11; B 3 MOLENAAR'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$5,000.00	\$52.50
21771	8/29/2013	RANDY NOVAK 625 3RD Street SE	95-740-1880 L 8; B 12 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
21773	8/29/2013	KIRK DAVIS 1605 7TH Street SW	95-140-0050 L PT OF 5; B 1 CURTIS ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,250.00	\$32.13

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee	
21774	8/30/2013	GABRIEL BECERRA 703 3RD Street SE	95-770-0010 L 1-2; B 1 SUNDT'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,100.00	\$31.05	
21775	8/30/2013	CHARLES STERN 908 WALNUT Place SW	95-600-0340 L 4 & PT OF 5; B 3 ORCHARD HILL, NURSERY A	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,925.00	\$35.96	
<b>Current Year Current Month Totals</b>							<b>50</b>	<b>\$5,532,242.16</b>
<b>Previous Year Current Month Valuation</b>							<b>\$1,531,375.74</b>	
<b>Current YTD Valuation From 01/01/2013 To 08/31/2013</b>							<b>\$38,429,919.69</b>	
<b>Previous YTD Valuation</b>							<b>\$10,986,590.68</b>	

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL  
REGULAR MEETING  
Tuesday Sept. 3, 2013

Members Present: Loren Luschen, Cathy Johnson, Jim Collier, Jordan Larson, Earl Knutson, Carol Laumer and LeAnne Freeman

Members Absent: Tim Johnson, Lori Park-Smith and Steve Brisendine

The meeting was called to order at 11:00am by Chairperson Cathy Johnson

1. **Introduction of New Custodian:** LeAnne Freeman introduced the new custodian for the City, his name is Jeff Jagush. Jeff will be cleaning at the WCAC and Public Works and the two Waste Water Treatment Plants.
2. **High Ave Community Garden:** LeAnne Freeman reported the garden is in full harvest and that some of the harvest has gone to the Willmar Food Shelf. The closing of the garden will take place on Saturday, Oct 12 at 8am; this will be a work day for all the gardeners to close all the plots. We will be also working on the perennial garden, as it has been neglected this summer. A letter will be going out to all the gardeners about clean-up day and where to dispose of their plants.

The "Let's Grow a Garden" program was never completed, the program was canceled after the fourth week. The kids that we were working with (Cardinal Place) canceled the next four weeks due to summer camps and transportation. I canceled the program at that point as it was a ten week program and it would have been hard to make up all those weeks. The intern was not a good fit for this program, so I will re-evaluate this program for next summer.

3. **Parking Lot Project:** LeAnne Freeman reported that the parking lot will be completed by Friday, September 20. Some of the council members were concerned with the Willmar Noon Lions having a fundraiser on Saturday, September 21. LeAnne will talk with the engineering department to check on the time line for the completion of the parking lot.
4. **Woodshop Update:** LeAnne Freeman and Loren Luschen reported on the progress of the woodshop. LeAnne gave a brief summary of what has taken place since June, after the pre-OSHA inspection. The woodshop committee went through the shop and cleaned the room and the tools, got rid of equipment that wasn't any good and found missing guards for equipment. The woodshop committee then worked on what equipment was needed for a basic woodshop, design lay-out, volunteers who would work the woodshop and a membership fee. In July the committee meet and discussed how to fund the project, the Senior Citizens club was approached for a donation of \$2,000.00 of the \$4,000.00 needed if the City of Willmar would find the remaining \$2,000.00. The Sr. Club Board turned down our request, then at the end of July the Sr. Club presented LeAnne with a letter of intent to donate \$2,000.00 if the City would fund the remaining \$2,000.00.

Loren talked about the plans for the woodshop, and if funding from the City came through we would like to have the woodshop ready by January 1, 2014. The

woodshop would only be open when a volunteer was on duty, there would be a membership fee to help replace tools and equipment in the shop and the program committee would work on programs and fundraising projects for the Center. LeAnne will look into the budget and talk with the finance dept. regarding the funding to get the woodshop up and operating. Then LeAnne and Loren will work with the woodshop committee and program committee to get the shop ready.

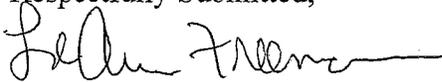
5. **2014 Rental Agreement:** LeAnne Freeman reported that it was time to look at the 2014 rental agreement for the Willmar Community & Activity Center. LeAnne wanted input from the Center Council as three members would be going off the Council in October. After reviewing the budget and 2013 agreement, the Council would like the finance and maintenance committee to look at 5% increase for one time users and a 2% increase for long term renters. This committee will meet in September 17 and will come back with a recommendation for the full Center Council at the October meeting.

6. **Miscellaneous:**

- a. Next WCAC Council Meeting Tuesday October 1 at 11am.
- b. Set committee meeting dates  
Program Committee-Monday Oct 14 at 2:30-Deidra's  
Finance/Maintenance Committee-Tuesday, Sept 17 at 1:30-WCAC  
Marketing and PR Committee-Tuesday, Sept 24 at 3:00-The Goodness
- c. New council representative's suggestions-One new Council representative will be joining the WCAC Council at the November meeting.
- d. Concern regarding Councilman Tim Johnson and his lack of attendance at these meetings. He has not attended a meeting since being appointed to this council.

As there was no further business, the meeting adjourned at 11:57am.

Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

**FINANCE COMMITTEE REPORT  
CITY OF WILLMAR  
MONDAY, SEPTEMBER 9, 2013**

The Finance Committee of the Willmar City Council met at 6:20 p.m. on Monday, September 9, 2013, in the Willmar Municipal Utilities Auditorium. Chair Denis Anderson called the meeting to order.

Members Present: Denis Anderson ..... Chair  
Tim Johnson ..... Vice-Chair  
Rick Fagerlie ..... Member  
Audrey Nelsen ..... Member  
Charlene Stevens ..... City Administrator  
Steve Okins ..... City Finance Director

Others present included Police Chief Dave Wyffels, Fire Chief Gary Hendrickson, West Central Tribune Journalist David Little; and Accounting Supervisor Carol Cunningham.

**Item No. 1 – Airport Capital Fund Re-Appropriation Request ( Resolution )**

Staff explained to the Committee 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. Concerns were raised about not completing the tiling project this year; however, since it has been a drier year to date, flooding hasn’t been an issue. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

**RECOMMENDATION:** to introduce a resolution authorizing the \$50,000 transfer from the 2013 Capital Improvements Airport Budget to the Airport Professional Services Budget.

**Item No. 2 – Tax Forfeited Property Update ( Motion )**

Staff explained to the Committee that the City was notified about a parcel located within city limits that has been 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. This is a small corner lot that has no public use, therefore, staff is not recommending conveyance to the City. 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. The street address is 500 13<sup>th</sup> Street SW, the property has not yet been sold, the individuals improving the property are aware that it is in State forfeiture, and the outstanding amount of back taxes totals \$4,000. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed to make the following:

**RECOMMENDATION:** to make a motion to authorize the Mayor and City Administrator to execute the form approving the parcel for public auction.

**Item No. 3 – Future Agenda Items ( Information )**

Future agenda items scheduled for September 23, 2013, include: 1) Presentation of the 2012 Audited Financial Statements; and 2) Discussion of Professional Services. Agenda items scheduled for September 30, 2013, include another Council Work Session to discuss Capital Improvements

**Item No. 4 – Old Business ( Information )**

Chair Anderson acknowledged there was no old business for the Committee to discuss at this time.

**Item No. 5 – New Business ( Information )**

Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

There being no further business to come before the Committee, the meeting was adjourned at 6:28 p.m. upon motion by Council Member Fagerlie, second by Council Member Nelsen, and carried.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Airport

Agenda Item: Re-appropriation Capital of funds (from 230.43430.0554 to 230.43430.0446) for contracted professional services.

Recommended Action: To re-appropriate funds for contracted professional services for maintenance and operation contract from unspent capital dollars in the amount of \$50,000 (2013 tiling improvements can be supported from previous year's unspent capital funds).

Background/Summary: The maintenance and operations contract with Eric's Aviation was approved by Council in December of 2012 (see attached resolution) however the professional services line item was not increased to the approved contract as the budget had already been adopted. The funds are being moved from the airport capital improvements as there are funds reserved from previous years for the monies designated for drainage improvements.

Alternatives: N/A

Financial Considerations: The expenditures are part of the overall 2013 capital budget.

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

Signature: *Megan M. DeSchepper*

Comments:

Dated this 3<sup>rd</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 2 The Committee reviewed future agenda items including the Western Interceptor Final Budget, updated 1995 Contribution Policy, and LELS 2012 Budget Amendment. This matter was for information only.

The Finance Committee Report for November 26, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for November 27, 2012, was presented to the Mayor and Council by Council Member Reese. There were five items for Council consideration.

Item No. 1 Planning and Development Services Director Peterson presented a scope of work from Donohue and Associates for additional consulting services for the Western Interceptor. The original agreement with the consulting engineer did not include construction management services for the storm sewer work that was bid as an alternate. The scope of services includes an additional fee of \$17,060.00 for this task. Staff recommended entering into a contract amendment with Donohue and Associates to perform construction management services on the alternate bid.

The Committee was recommending the City enter into a contract amendment with Donohue and Associates in the amount of \$17,060.00 and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Donohue and Associates for the Western Interceptor. The amendment increases the not-to-exceed figure for the contract approved on December 19, 2011 by \$17,060.00.

Dated this 3<sup>rd</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 2 Staff was directed by the Council to pursue RFP's for Airport Operations Supervisor at the municipal airport. This contract would be separate from the responsibilities of the Fixed Based Operator. Two parties responded and both were interviewed. After further consideration and follow-up, it was narrowed to one entity proposing to perform the tasks for \$76,000 a year. It was noted that current janitorial work the City pays \$6,000 per year for would be included in this proposal, along with all the mowing that is currently done by the Public Works Department. It was staff's recommendation to approve the proposal of Eric's Aviation Services for a term of two years.

It was noted that the work performed under this contract would be eligible for State reimbursement. Following discussion, the Committee was recommending the Council enter into a two-

City Council Minutes  
December 3, 2012  
Budget Amendment?

year Airport Operations Supervisor contract with Eric's Aviation Service Inc. as presented and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

Whereas the City of Willmar desires to retain a firm to provide on-site airport management and maintenance for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain Eric's Aviation Services, Inc. for a not to exceed amount of \$76,000.00 annually for two years for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 3<sup>rd</sup> day of December, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Loren Engelby, Kandiyohi County Ditch Manager, addressed the Committee concerning the upcoming hearing for redetermination of ditch benefits. It is at this time that the City may choose to take over the responsibility of that portion of the County Ditch 23 system within City limits. The City is currently charged at a rate of 52% of the costs for ditch maintenance within the overall system. If the City were to take over responsibility of the ditch outlined on the map, it is estimated the City's rate would be decreased to approximately 26% with a \$5,000-\$10,000/year savings. Mr. Engelby also informed the members that a contractor has been hired to clean out a section of County Ditch 23 that runs just east of 5<sup>th</sup> Street SE from the area of the Bus Barn to 19<sup>th</sup> Avenue Southeast. This would be completed prior to the transfer of benefits at no extra cost to the City.

Discussion was held pertaining to redetermination costs for viewing and the establishment of the 16 1/2' buffer strip. It was noted the City can assume responsibility of any or all portions of the ditch. The possibility of using a section of Ditch 23 near the former Wastewater Treatment Plant for expansion into a storm water holding pond was discussed.

The Committee was recommending to the Council that the City assume responsibility of that portion of the County Ditch 23 system lying within City limits as outlined on the map. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconded the motion, which carried.

Item No. 4 Planning and Development Services Director Peterson explained to the Committee that during rain events the City is receiving excess flow into the Eagle Lake Lift Stations, and there have been incidents of backup into homes. The City has performed home inspections within City limits, but not in the Eagle Lake Sewer District. Upon review of the contract it doesn't appear the City has the authority to enforce compliance by property owners in the district. It is Staff's recommendation at this time to meet with the Chair of the Eagle Lake Sewer District and explain the situation hoping for voluntary compliance. When the term of the current contract expires in 2016, they City will incorporate language allowing authority to enforce penalties on violators. This matter was for information only.

Item No. 5 Jan Franklin, a City resident bitten by a dog running at large in September, addressed the Committee. Ms. Franklin's immediate concern was if the dog was current with its vaccinations. When the Police Department responded to her call, they found the dog was within its

Resolution No. 4

Whereas the City of Willmar desires to retain a firm to provide on-site airport management and maintenance for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain Eric's Aviation Services, Inc. for a not to exceed amount of \$76,000.00 annually for two years for said services;

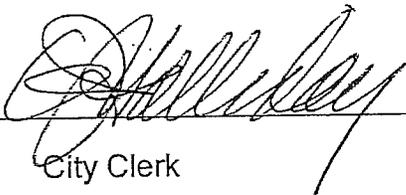
Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 3rd day of December, 2012

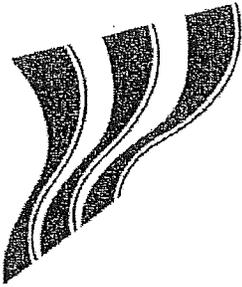


\_\_\_\_\_  
Mayor

Attest:

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

	ANNUAL BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
230 WILLMAR MUNICIPAL AIRPORT						
43430 AIRPORT						
PERSONAL SERVICES	0.00	0.00	469.32	940.34	940.34	9999
0114 EMPLOYER INSUR. CONTR.	0.00	0.00	469.32	940.34	940.34	9999
TOTAL: PERSONAL SERVICES	0.00	0.00	469.32	940.34	940.34	9999
SUPPLIES						
0220 OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00	0
0221 SMALL TOOLS	100.00	0.00	0.00	0.00	100.00	0
0222 MOTOR FUELS AND LUBRICANTS	3,000.00	0.00	72.69	247.50	2,752.50	8
0223 POSTAGE	800.00	0.00	19.58	114.81	185.19	38
0224 MICE. OF EQUIPMENT	800.00	0.00	0.00	0.00	800.00	0
0225 MICE. OF STRUCTURES	800.00	0.00	61.23	180.23	619.77	22
0226 MICE. OF OTHER IMPROVE.	5,000.00	0.00	0.00	357.38	4,642.62	7
0228 CLEANING AND WASTE REMOVAL	400.00	0.00	29.92	111.22	288.78	27
0229 GENERAL SUPPLIES	400.00	0.00	104.83	227.17	172.83	56
TOTAL: SUPPLIES	10,900.00	0.00	288.25	1,238.31	9,661.69	11
OTHER SERVICES						
0330 COMMUNICATIONS	3,000.00	0.00	237.89	1,428.66	1,571.34	47
0332 UTILITIES	40,000.00	0.00	2,465.88	21,483.20	18,516.80	53
0333 TRAVEL-CONF.-SCHOOL	500.00	0.00	0.00	0.00	500.00	0
0334 MICE. OF EQUIPMENT	300.00	0.00	109.08	221.67	78.33	73
0335 MICE. OF STRUCTURES	2,000.00	0.00	140.00	280.00	1,720.00	14
0336 MICE. OF OTHER IMPROVE.	20,000.00	0.00	0.00	9,057.21	10,942.79	45
0338 CLEANING AND WASTE REMOVAL	6,000.00	0.00	640.69	3,413.20	2,586.80	56
TOTAL: OTHER SERVICES	71,800.00	0.00	3,593.54	35,883.94	35,916.06	49
OTHER CHARGES						
0441 INSURANCES AND BONDS	11,000.00	0.00	0.00	0.00	11,000.00	0
0443 SUBSCRIPTIONS AND MEMBERSHIP	100.00	0.00	0.00	150.00	50.00	150
0444 INTEREST	44,855.00	0.00	0.00	0.00	44,855.00	0
0445 LICENSES AND TAXES	40,000.00	0.00	0.00	36,791.16	3,208.84	91
0446 PROFESSIONAL SERVICES	44,041.00	0.00	20,093.83	64,427.14	20,386.14	146
0449 OTHER CHARGES	850.00	0.00	0.00	0.00	850.00	0
TOTAL: OTHER CHARGES	140,846.00	0.00	20,093.83	101,368.30	39,477.70	71
CAPITAL OUTLAY						
0554 OTHER IMPROVEMENTS	50,000.00	0.00	0.00	0.00	50,000.00	0
TOTAL: CAPITAL OUTLAY	50,000.00	0.00	0.00	0.00	50,000.00	0
DEBT REDEMPTION						
0660 BONDS	135,000.00	0.00	0.00	0.00	135,000.00	0
TOTAL: DEBT REDEMPTION	135,000.00	0.00	0.00	0.00	135,000.00	0
TOTAL: AIRPORT	408,546.00	0.00	24,444.94	139,430.89	269,115.11	34
TOTAL: WILLMAR MUNICIPAL AIRPORT	408,546.00	0.00	24,444.94	139,430.89	269,115.11	34



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: August 26, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 3, 2013

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Tax Forfeiture Property

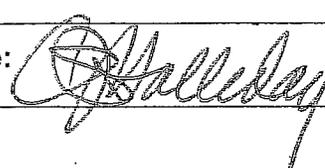
**Recommended Action:** There is no City "use" for the described property and no need for conveyance of property to City, simply sign the County form to allow property to move on to the public auction.

**Background/Summary:** The City has received notification of a parcel of property which was forfeited to the State of Minnesota for nonpayment of property taxes. As required under M.S. 282.01, Kandiyohi County requests the City approved the parcel for public auction or request a conveyance to the City for public use. This is a small corner lot that has no public use, therefore conveyance is not recommended.

**Alternatives:** 1. Deny conveyance of the property  
2. Convey the property to the City

**Financial Considerations:** NA.

Preparer: Kevin Halliday, City Clerk-Treasurer

Signature: 

Comments:

## Steve Okins

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**From:** Kevin Halliday  
**Sent:** Thursday, September 05, 2013 9:45 AM  
**To:** Steve Okins  
**Cc:** Charlene Stevens  
**Subject:** 500 13th St SW Forfeiture house

The Eden Valley couple (non-minority near my age) has not paid the taxes due and ***have been informed*** that they are repairing (door/windows) a home that the State of Minnesota owns. They can redeem the house up to the Board meeting whereby the Commissioners add the house to the auction sale. October date not yet set for that item, but it is at a regularly scheduled commissioner meeting.

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-15**  
**CITY OF WILLMAR**  
**TUESDAY, SEPTEMBER 10, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, September 10, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Audrey Nelsen, Bruce DeBlicek, and Steve Ahmann. Also present were: Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Gary Hendrickson, Fire Chief; Steve Brisendine, Community Education and Recreation Director; Brian Bollig and Paul Jurek, Bollig Inc.; Donovan Kuehl and numerous other members of the Willmar Rifle and Pistol Club; David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

**1. PUBLIC COMMENT:**

There were no public comments.

**2. SALT STORAGE FACILITY BID:**

The 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. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

**RECOMMENDATION:**

To 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)

**3. LAKELAND DRIVE INTERCEPTOR/MINNWEST LIFT STATION SCOPE CLARIFICATION:**

Staff and Bollig Inc., engineering consultant for the project, have met to evaluate and prepare various alternatives to the scope of the Lakeland Drive

Interceptor/MinnWest Lift Station Project. A portion of the sanitary sewer lines have 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 consultant submitted four options relating to the scope of the project, a summary of these are detailed in their attached correspondence. The committee discussed the options presented, and a motion was made by Council Member Nelsen, seconded by Council Members DeBlieck and Ahmann, and passed for the following

**RECOMMENDATION:**

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. (Motion)

**4. OLD BUSINESS:**

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. A motion was made by Council Member Nelsen, seconded by Council Member Ahmann, and seconded for the following

**RECOMMENDATION:**

Proceed with a study to outline the necessary cleaning and bring the information back to committee.

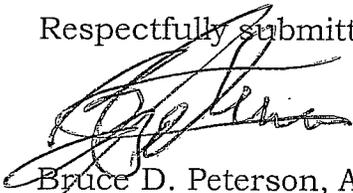
Council Member Christianson presented a letter from Bob Hogan, MN DNR Firearms Instructor, pertaining to the closing of the range for the committee's consideration.

5. **NEW BUSINESS:**

Council Member Ahmann conveyed the need to prioritize items within the Capital Improvement Program and also when particular railway crossings are reconstructed into quiet zones. Also questioned was the inclusion of Downtown Gateways in the CIP.

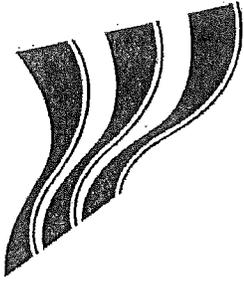
There being no further business to come before the committee, the meeting adjourned at 6:03 p.m.

Respectfully submitted:



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

Janell Sommers  
Recording Secretary



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

Agenda Item Number: \_\_\_\_\_

Meeting Date: September 10, 2013

Attachments:  Yes  No

**CITY COUNCIL ACTION**

Date: September 16, 2013

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

Originating Department: Public Works

Agenda Item: Approval of bids for construction of salt storage facility

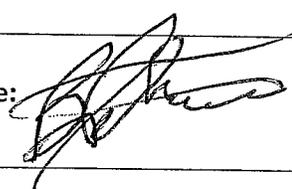
Recommended Action: To approve the bid of Greystone Construction Company and to authorize the Mayor and Administrator to execute the necessary documents.

Background/Summary: The salt storage facility was an approved expenditure in the 2013 Capital Improvements Plan. Bids were solicited. Only one bid was received, that bid was from Greystone Construction Company in the amount of \$183,450. Adding bituminous surfacing in the amount of \$14,500 still brings the project in under the \$200,000 budget.

Alternatives: 1. Construct as proposed  
2. Delay construction

Financial Considerations: The project will cost roughly \$200,000 and is part of the approved 2013 Budget.

Preparer: Bruce D. Peterson, AICP  
Acting Public Works Director

Signature: 

Comments:

**CITY OF WILLMAR  
SALT STORAGE SHED  
BID TABULATION**

***Bids Close: September 3, 2013 at 1:00 p.m.***

<u>BIDDER</u>	<u>BID TOTAL</u>	<u>BID SECURITY</u>	<u>REMARKS</u>
DUININCK INC PRINSBURG, MN			
GREYSTONE CONST. CO. SHAKOPEE, MN	\$183,450.00	Bond	
KUE CONTRACTORS INC. WATKINS MN			

## **Bruce Peterson**

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**From:** Scott Ledeboer  
**Sent:** Tuesday, September 03, 2013 3:26 PM  
**To:** Bruce Peterson  
**Subject:** Salt Storage Shed

Bruce, the single bid for the 72' X 96' Salt Storage Shed was Grey Stone Construction Company from Shakopee Minnesota for \$183,450.00  
Curly's estimated cost of the bituminous surface is \$14,500.00

The 2013 Public Works Capital Improvement Budget has included \$200,000.00 for the Salt Storage Shed.

**Scott Ledeboer**  
Public Works Superintendent  
City of Willmar  
801 Industrial Dr. SW  
Willmar, MN 56201  
Phone: (320) 235-3827  
Cell: (320) 212-0456  
Fax: (320) 235-4917  
E-mail: [sledeboer@ci.willmar.mn.us](mailto:sledeboer@ci.willmar.mn.us)

**Salt Storage Shed Bituminous Pad**

60.5' x92'

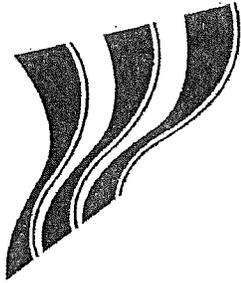
9/3/2013

**Engineers Estimate**

<u>ITEM</u>	<u>UNIT</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT BID</u>	<u>TOTAL</u>
F&I Bituminous Material For Tack	GAL	62	INCIDENTAL	
F&I Type SPI2.5 Non Wearing Course Mixture (3")	TON	110	\$75.00	\$8,250.00
F&I Type SPI2.5 Wearing Course Mixture (2")	TON	75	\$80.00	\$6,000.00
		<b>TOTAL</b>		<b>\$14,250.00</b>

**GRAND TOTAL**

**\$14,250.00**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: September 10, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 16, 2013

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Public Works

Agenda Item: Lakeland Drive Interceptor/Minn West Lift Station Project - Scope Clarification

Recommended Action: To approve a change in project scope.

**Background/Summary:** Since the engineering and design for this project began earlier this year, a number of questions have come up regarding the capacity and condition of the sanitary sewer that runs from the force main south to Olena Avenue on Lakeland Drive. New information regarding the condition and capacity of this line suggests it may be necessary to adjust the scope of the project. Staff and the Engineer have met on several occasions to discuss options and those are detailed on the attachment.

**Alternatives:** 1. To adjust the scope of the project.  
2. Maintain the original scope of the project.  
3. Review for additional changes.

**Financial Considerations:** The options range in cost from \$1,871,000 to 10,276,000.

Preparer: Bruce D. Peterson, AICP  
Acting Public Works Director

Signature: 

Comments:

## Memorandum

**To:** Bruce Peterson  
Director of Planning and Development Services  
City of Willmar, Minnesota

**From:** Brian F. Bollig, P.E.

**Re:** **Lakeland Drive Interceptor/MinnWest Lift Station Project -  
Scope Clarification**

**Date:** September 4, 2013

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The purpose of this memo is to summarize and document the various alternatives and scope for the MinnWest Lift Station/Lakeland Drive Interceptor project and obtain Council authorization to proceed as originally planned or to provide an opportunity for the Council to select a different alternative. Regardless of the path forward, the Bollig Inc/AE2S team requests Council clarification to our scope of work to enable us to proceed with our tasks.

The original scope included replacement of the State Hospital Lift Station, forcemain, and gravity interceptor along Lakeland Drive. Along with these sewer improvements, Lakeland Drive was to be reconstructed with a new quiet zone and bike path. On May 6, 2013, the Council authorized Bollig Inc/AE2S to investigate the feasibility of extending gravity sewer to replace the State Hospital Lift Station. The gravity study revealed a slight costs savings in both immediate and future costs over the original lift station option. Leary of the overall project costs, Staff authorized Bollig/AE2S to explore phasing options to better manage against proposed sewer rate increases.

To provide a basis for phasing discussions, a hydraulic analysis and condition assessment of the existing gravity interceptor was completed on August 23, 2013 (See Tech Memo #2). Findings in Tech Memo #2 documented that existing forcemain was undersized for near future flows and portions of the gravity interceptor had limited but adequate hydraulic capacity for short-term development. In July 2013, Visu-Sewer was contracted by the City to inspect the interior surface of the existing gravity interceptor. The original interceptor was believed to be installed in the mid to late 1950s and the condition of the pipe was unknown. Approximately 57.3 percent of the existing pipe was videotaped. Construction debris prevented inspection of the remaining pipe length. Most of the pipe along Lakeland Drive appeared to be in relatively good to fair condition;

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yet, with spalls, infiltration locations, deposits, taps, and other issues not uncommon for pipe with this length of use. Several pipe segments showed exposed rebar; unfortunately, video inspection was limited in these areas due to the construction debris. It is recommended the construction debris be removed and videotaping of the entire pipe be completed to fully document existing conditions.

However, based on the limited condition assessment and assuming future videotaping does not reveal worsening pipe conditions; project phasing may be considered. Assuming the remaining televising does not reveal worse pipe conditions, the Lakeland Interceptor appears to be in sufficiently good condition to be responsibly utilized for one "mill and overlay" cycle.

A summary of the four most viable alternatives and costs are summarized below:

Alternative	Description	Cost Estimate
<b>Original Scope</b>	Lift Station, Forcemain, Gravity Interceptor, Roadway Reconstruction, Bike Path & Quiet Zone	\$10,276,000
<b>Gravity Option</b>	Replace MinnWest Lift Station and Forcemain by extending gravity sewer from Olena Ave	\$9,835,000 <sup>1</sup>
<b>Phasing Option 1</b>	Replace Lift Station & Forcemain Only	\$1,871,000
<b>Phasing Option 2</b>	Replace Lift Station & Forcemain Only with limited roadway reconstruction, remaining mill & overlay, bike path, signal and quiet zone improvements	\$5,863,000

<sup>1</sup>An additional \$30,000 per year in annual savings could be realized through elimination of the MinnWest Lift Station.

If the Council wishes for Bollig/AE2S to proceed as originally authorized, we will need re-affirmation for the originally planned scope of work by September 16, 2013 to avoid delay of the original project bid date. This schedule would allow us to meet the originally planned completion milestones as shown on the attached project schedule. If the Council wishes to proceed with an alternative scope, the schedule would need to be re-determined.

September 10, 2013

Willmar Public Works / Safety Committee

Dear Sirs,

Due to the recent closure of the indoor shooting range at the Willmar City Auditorium I would like to address the Public Works Committee. I am unable to attend your meeting in person but would like this letter to be read aloud the members.

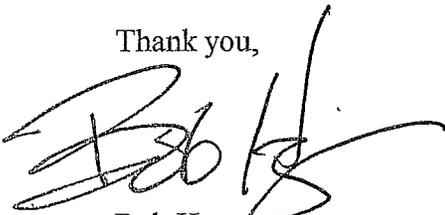
I would like to bring to your attention what a wonderful facility the city has in this shooting range and what a benefit it is to our community. I have been a Minnesota DNR Safety Instructor for over 25 years. The DNR youth firearms safety classes have been taught in this facility since before I was involved in the program. Throughout the 1990's and into the 2000's I was the coordinator for all of these programs in partnership with the Willmar Recreation Department and the Willmar Rifle and Pistol Club. These classes for 11 and 12 year olds is mandatory for anyone who wants to hunt in our state. Furthermore, any adult born after 1979 is also mandated to attend these classes before they are permitted to hunt in any state.

A large part of the class curriculum is to participate in shooting actual firearms in a class setting. The year round availability to guide a student on their initial shooting experience formulates their safe habits using firearms throughout their life. The range in Willmar has been an invaluable tool to offer these classes. Over the years that I coordinated these classes I personally graduated over 1500 youth and many more adults. Many surrounding communities also use this facility hold their youth firearms classes.

In addition to the youth firearms classes, the open range hours offered to the citizens of this city is a recreational asset that has as much usage as a city park.

I understand there may be some environmental concerns with the range facility but I urge the city to work with the Willmar Rifle and Pistol Club to make necessary improvements to keep this facility open to continue to educate and promote safe, responsible, firearm activities.

Thank you,



Bob Hogan  
MN DNR Firearms Instructor  
NRA Certified Range Safety Officer  
NRA Certified Firearms Instructor

**COMMUNITY DEVELOPMENT COMMITTEE  
CITY OF WILLMAR, MINNESOTA  
THURSDAY, SEPTEMBER 12, 2013**

**MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, September 12, 2013, in Conference Room No.1 at the City Office Building. Chair Fagerlie called the meeting to order at 4:45pm.

**Present:**

Rick Fagerlie	Chair
Audrey Nelsen	Council Member
Tim Johnson	Council Member
Bruce DeBlieck	Council Member
Bruce Peterson	Director of Planning and Development Services

**Others present:** Mary Lou Arne, Clint Schwitters, Steve Renquist – EDC Director

**1. PUBLIC COMMENTS (FOR INFORMATION ONLY)**

Clint Schwitters, rental property owner, appeared 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.

**2. NEIGHBORHOOD IMPROVEMENT GROUPS (FOR INFORMATION ONLY)**

Mary Lou Arne, presented an idea to create neighborhood improvement groups to oversee exterior property conditions in the City of Willmar. Her primary concern was the downtown area and the City core, but the concept could be implemented City-wide. She expressed concern that the deteriorating conditions were contagious and that they stemmed from a lack of education and respect for property. She 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.

3. **INDUSTRIAL PARK LAND PRICING (FOR INFORMATION ONLY)**

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 (See Attachments).

4. **FAIRGROUND NOISE (FOR INFORMATION ONLY)**

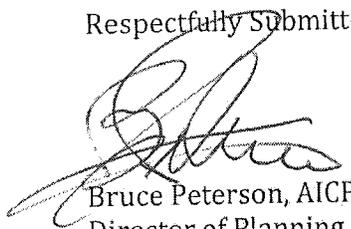
As requested by Council Member DeBlieck, the Committee reviewed past Council action relative to activities at the fairgrounds. Past noise issues have primarily come from automobile racing and, to a lesser extent, from snowmobile racing. The most recent complaints about noise were the result of a concert that was held at the fairgrounds in late August. A letter from Fred Cogelow was distributed (See Attachment). Prior to the next racing season, fair board representatives will be invited to a Community Development meeting to discuss the noise issue once again.

5. **GOING GREEN (FOR INFORMATION ONLY)**

The "Going Green" waste collection and recycling activities scheduled for September 14<sup>th</sup> 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.

6. There being no further business to come before the Committee, the meeting adjourned at 6:10pm.

Respectfully Submitted,



Bruce Peterson, AICP  
Director of Planning and Development Services

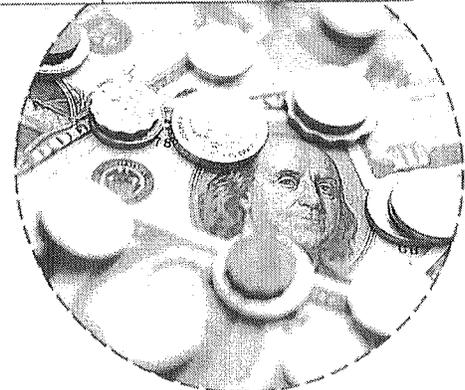
## FactSheet} Economic Impact of 100 Jobs

The value of a job to Kentucky's economy varies meaningfully by industry within the state. Jobs that are based on significant capital investment have a tendency to create the greatest values for the state's economy. These capital-intensive jobs (*i.e.*, utilities, coal mining, steel production, and motor vehicle production) also command above average salaries and significant benefits for those employed in these industries. Jobs requiring less human capital and physical capital have a tendency to create less economic value for the state's economy. These jobs have a propensity to occur in employment areas located in retail sales, agriculture, and some of the lower skilled manufacturing and construction areas. Lower salary levels generally correspond with these categories of employment.

<i>Estimated Value Added: 2011</i>				
<i>Economic Impact of Adding 100 New Jobs in Kentucky</i>				
Industrial Sector	Direct	Indirect	Induced	Total
Accommodation and Food Services	\$3,000,000	\$956,000	\$953,000	\$4,909,000
Agriculture, Forestry, Fishing, and Hunting	\$2,555,000	\$856,000	\$717,000	\$4,128,000
Arts, Entertainment, and Recreation	\$2,155,000	\$985,000	\$868,000	\$4,008,000
Construction	\$5,071,000	\$1,287,000	\$1,971,000	\$8,329,000
Finance and Insurance	\$11,317,000	\$4,215,000	\$2,826,000	\$18,358,000
Health and Social Services	\$5,854,000	\$1,479,000	\$2,246,000	\$9,579,000
Information	\$13,079,000	\$6,305,000	\$3,301,000	\$22,685,000
Manufacturing	\$12,072,000	\$8,492,000	\$4,064,000	\$24,628,000
Mining	\$14,773,000	\$6,460,000	\$3,860,000	\$25,093,000
Professional, Scientific, and Technical Services	\$7,515,000	\$1,535,000	\$2,479,000	\$11,529,000
Retail Trade	\$4,375,000	\$879,000	\$1,235,000	\$6,489,000
Transportation and Warehousing	\$8,112,000	\$2,188,000	\$2,518,000	\$12,818,000
Utilities	\$37,990,000	\$9,148,000	\$5,817,000	\$52,955,000
Wholesale Trade	\$11,659,000	\$1,950,000	\$2,945,000	\$16,554,000

Note: Not comparable with previous years.

Economic impact modeling captures the direct impact of an employment expenditure on the economy.



## FactSheet} Economic Impact of 100 Jobs

<i>Estimated Jobs Created: 2011</i> <i>Economic Impact of Adding 100 New Jobs in Kentucky</i>				
Industrial Sector	Direct	Indirect	Induced	Total
Accommodation and Food Services	100	12.4	14.1	126.5
Agriculture, Forestry, Fishing, and Hunting	100	13.4	10.6	124.0
Arts, Entertainment, and Recreation	100	16.1	12.8	128.9
Construction	100	18.8	29.1	147.9
Finance and Insurance	100	50.6	41.7	192.3
Health and Social Services	100	19.4	33.2	152.6
Information	100	88.5	48.8	237.3
Manufacturing	100	108.3	60.1	268.4
Mining	100	75.4	57.0	232.4
Professional, Scientific, and Technical Services	100	23.0	36.6	159.6
Retail Trade	100	11.0	18.2	129.2
Transportation and Warehousing	100	31.9	37.2	169.1
Utilities	100	122.1	85.9	308.0
Wholesale Trade	100	26.7	43.5	170.2

Note: Not comparable with previous years.

<i>Estimated State and Local Taxes: 2011</i> <i>Created Economic Impact of Adding 100 New Jobs in Kentucky</i>				
Industrial Sector	Direct	Indirect	Induced	Total
Accommodation and Food Services	\$416,000	\$87,000	\$91,000	\$594,000
Agriculture, Forestry, Fishing, and Hunting	\$152,000	\$34,000	\$28,000	\$214,000
Arts, Entertainment, and Recreation	\$254,000	\$72,000	\$61,000	\$387,000
Construction	\$361,000	\$79,000	\$122,000	\$562,000
Finance and Insurance	\$649,000	\$281,000	\$242,000	\$1,142,000
Health and Social Services	\$401,000	\$89,000	\$143,000	\$633,000
Information	\$930,000	\$606,000	\$327,000	\$1,863,000
Manufacturing	\$1,461,000	\$1,267,000	\$658,000	\$3,386,000
Mining	\$1,453,000	\$830,000	\$569,000	\$2,852,000
Professional, Scientific, and Technical Services	\$435,000	\$94,000	\$151,000	\$680,000
Retail Trade	\$741,000	\$113,000	\$169,000	\$1,023,000
Transportation and Warehousing	\$535,000	\$157,000	\$182,000	\$874,000
Utilities	\$4,748,000	\$2,593,000	\$1,771,000	\$9,112,000
Wholesale Trade	\$1,800,000	\$383,000	\$604,000	\$2,787,000

Notes: Local education taxes are excluded. Tax estimates are inclusive of corporate, business and household taxes.



## FactSheet} Economic Impact of 100 Jobs

### Economic Impacts

Economic impacts are a mathematical method of specifying the economic relationships among all businesses/ industries and between businesses/industries and consumers. Input-output (I/O) modeling is one of the most commonly utilized methods to assess the economic outcomes of job creation or reduction. Economic impact modeling captures the direct impact of an employment expenditure (jobs with wages, salaries, and benefits) on the economy. Additionally, the secondary (indirect) effect on the economy is captured and the consumer based (induced) effects are calculated by the model.

Economic impact analysis typically utilizes an economic model input-output (I/O) which traces the flow of goods and services, income, and employment among related sectors of the economy. The I/O model generates a mathematical depiction of the flow of economic activity. In other words, final demand changes on the industrial sector producing the good/service (output) purchases inputs from other industrial sectors, which in turn purchase inputs from other sectors. These industrial sectors purchase additional labor inputs. Employees of these industries use their compensation to purchase goods and services from the economy. Linkages between industries in a region create an economic ripple effect as a result of changes in demand for products. Strong linkages can lead to a healthier economy, as capital flows through the economy rather than out of it.

**Direct Effects:** Direct effects are the changes in economic activity during the first round of spending at the original project (initial employment and wage effect).

**Indirect Effects:** Indirect effects are the impact of local industries buying goods and services from other Kentucky industries. The cycle of spending works its way backward through the supply chain until all money leaks from the Kentucky economy, either through imports or by payments to value added. Indirect effects are the changes in sales, income, or employment within the region in backward-linked industries supplying goods and services. These represent the impacts (e.g. change in employment) caused by the iteration of industries purchasing from industries resulting from direct final demand changes. New jobs will be created outside of the primary industry/direct impact industry.

**Induced Effects:** Induced effects are the response by an economy to an initial change (direct effect) that occurs through re-spending of income received. This money is recirculated through the household spending patterns causing further local economic activity. New jobs created in the areas of food services, plumbing, medical/ dental care, barbershops, clothing sales, police & fire protection, lawn care, legal services, financial services, real estate, merchandise stores, automobile dealers, service stations, etc., are due to the direct and indirect effects of the initial creation of jobs.

**Value Added:** Indicates the total economic value (impact) attributable to Kentucky's workers and industries. (Data consistent with Kentucky's Gross State Product [GSP] is not identical.)

Source: *MIG, Inc.* 2011 databases and *IMPLAN 3.0* matrices are utilized in the computation of economic impact estimates.

*The information provided herein by the Office of Research and Public Affairs, Cabinet for Economic Development is believed to be accurate but is not warranted and is for informational purposes only. Any estimates, projections, or information provided to make estimates or projections are provided without assurances or warranties and should not be relied upon as fact. Users of the information should perform their own due diligence in drawing conclusions from the information provided.*

*Fact: Input-output modeling is one of the most commonly utilized methods to assess the economic outcomes of job creation or reduction.*

April 2013

# Economic Multipliers: How Communities Can Use Them for Planning

Wayne P. Miller  
Professor - Community  
and Economic  
Development

The economic structure of rural communities in Arkansas is changing. Rural Arkansas communities have lost manufacturing, farm and forestry jobs. This has resulted in declining populations, which has caused ripple effects throughout rural Arkansas. Some leaders are revitalizing their communities by diversifying their local economies. Economic multipliers help leaders predict the "ripple effects" of new and expanding, as well as declining, industry.

A new or expanding industry can have economic impacts beyond the jobs and income generated by the original project. Often community leaders do not have the time or expertise to obtain and decipher complex economic data to evaluate the benefits and costs of using tax dollars to encourage industry to locate or expand. A multiplier is a single number which summarizes the total economic benefits resulting from a change in the local economy.

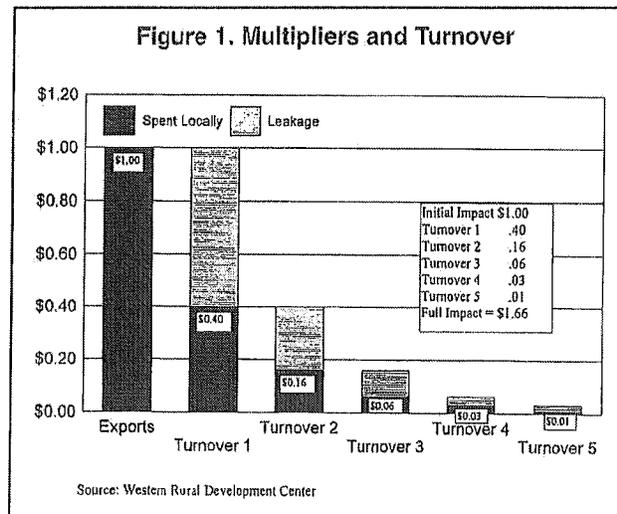
If used wisely, multipliers provide planners and community leaders with estimates of employment, gross sales and income that will result from new economic activity. Comparison of the alternatives can help communities decide where to invest time and resources to get the greatest benefit.

In this fact sheet we define multipliers and show how they are calculated, explain how to interpret them and identify their limitations. We also provide an example to illustrate the use of multipliers.

## Multiplier

A multiplier summarizes the total impact that can be expected from change in a given economic activity. For example, a new manufacturing facility or an increase in exports by a local firm are economic changes which can spur ripple effects or spin-off activities. Multipliers measure the economic impact of these new exports, including the resulting spin-off activities.

Figure 1 illustrates the multiplier concept. One dollar is received into the local economy from export sales of a commodity.<sup>1</sup> Of this \$1, 40 cents



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<sup>1</sup> By export we do not necessarily mean international export, rather, sales beyond the community borders.

is spent for goods and services within the community. The firms and individuals who receive this 40 cents spend 16 cents within the community. Of the 16 cents, only 6 cents is spent locally, and so on. The total amount of money received by local firms and residents as a result of the initial \$1 in added export earnings is \$1.66. Therefore, the multiplier is 1.66.

## Types of Multipliers

Change may be measured in several ways. Some community leaders may be primarily concerned with employment or income while others may want to estimate the total value added to the local economy. Since multipliers are simple ratios of total to initial change, numerous economic multipliers are easy to calculate (see Appendix). Four multipliers are commonly used to assess impacts of an initial increase in production resulting from an increase in sales, usually called final demand in multiplier analysis. The four are: (1) Output, (2) Employment, (3) Income and (4) Value Added Multipliers.

### Output Multiplier

The output multiplier estimates the total change in local sales, including the initial \$1 of sales outside the area, resulting from a \$1 increase in sales outside of the study area (final demand). Multiplying the increase in sales of the exporting industry by the output multiplier provides an estimate of the total increase in sales for the study area, including the \$1 export sales. The output multiplier is used to assess the interdependence of sectors in the local economy.

To illustrate the use of multipliers, consider the following hypothetical situation. Lumberland Inc., a sawmill operation in Wilburn County, gets an order from a Japanese furniture manufacturer for an additional \$1 million lumber products.

Using this example, an output multiplier of 1.9 indicates that for every \$1 of lumber exported to Japan, an additional \$0.90 of output is produced in the local economy. If Lumberland sells \$1 million of lumber to Japan, then \$900,000 of additional output is produced locally to supply Lumberland Inc., other affected industries and consumers. If most of the supplies and services are purchased outside the local community, the output multiplier would be considerably lower, such as 1.4, or 40 cents for every dollar of export sales.

### Employment Multiplier

Communities often wish to know the number of jobs that will be created as a result of a new economic activity. The employment multiplier measures the total change in employment resulting from an initial change in employment of an exporting

industry. The additional employment in the new activity multiplied by the employment multiplier for the industry provides an estimate of the total new jobs created in the area of study (i.e., county, district, state or region).

Consider the example of Lumberland hiring 300 new employees if the employment multiplier for sawmills is 2.1. In this scenario, an additional 330 jobs (630 - 300) would be created as a result of the 300 new jobs in Lumberland.

### Income Multiplier

The income multiplier measures the total increase in income in the local economy resulting from a \$1 increase in income received by workers in the exporting industry. Multiplying the initial change in income by the income multiplier for the industry provides an estimate of the increase in income for all individuals in the study area resulting from the initial growth of one industry.

Consider the Lumberland sawmill example. If it is known that Lumberland will pay out new wages and salaries of \$350,000 and the income multiplier is 2.0, then the resulting increase in income in all sectors is \$700,000 ( $\$350,000 \times 2.0$ ). For every \$100 in wages Lumberland pays, an additional \$100 in wages will be added to the total payroll of the study area.

### Value Added Multiplier

The value added multiplier provides an estimate of the additional value added to the product as a result of this economic activity. Value added includes employee compensation, indirect business taxes, proprietary and other property income.

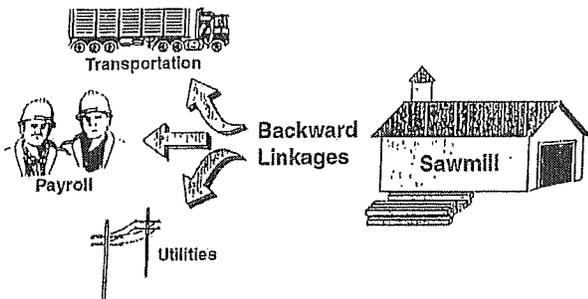
Consider again the situation of Lumberland which is to produce \$1 million worth of lumber products to be exported to Japan. The total value added that is generated from the production of the lumber products can be calculated by multiplying the value added to the lumber products times the multiplier. If the value added to the \$1 million of lumber products is \$360,000 and the value added multiplier is 2.2, then \$432,000 ( $\$360,000 \times 1.2$ ) of "value" is added to products in other industries affected by the increase in lumber sales.

## Geographic Area and Multipliers

Everyone, especially economic development workers, likes to show that the new firm being recruited or the existing industry being expanded will have large spin-off effects (i.e., high multipliers). Multipliers usually range between 1.0 and 3.0 and vary by the amount of economic activity within an

Inc. with raw materials and services must increase their production to meet Lumberland's needs. Likewise, the increase in sales of Lumberland's suppliers generates more business for the firms that supply them. These effects are referred to as "indirect effects" and occur in the backward-linked industries (see figure 3). Indirect effects result from production changes in industries that supply the firm where the change was initiated.

Figure 3. Indirect Effects



Each dollar of employee income earned in the direct and indirect activities triggers an additional chain of spending. This spin-off effect is referred to as an "induced effect," which is sometimes called the consumption effect. The workers hired by Lumberland to fill the order for Japan earn new income as do the new workers hired to supply Lumberland's increased needs.

Induced effects occur as households spend some of their additional income on goods and services in the local community. The increased production of lumber generates additional income, some of which is spent on goods and services within the community, thus increasing the multiplier effect.

### Type I and Type II Multipliers

A multiplier is a simple ratio. Most multipliers are calculated as:

$$\text{Multiplier} = \frac{\text{Total Change}}{\text{Initial Change}}$$

You will most often hear or read of Type I and Type II multipliers. This is economic jargon for identifying which effects are included when calculating the multiplier. Type I multipliers include the direct and indirect effects. The indirect effects are those associated with changes in the backward-linked industries due to an increase in demand from the directly affected industry. Therefore, Type I multipliers are calculated as follows:

$$\text{Type I Multiplier} = \frac{(\text{Direct} + \text{Indirect Effects})}{\text{Direct Effects}}$$

A Type II multiplier (sometimes referred to as Type III) includes the direct, indirect and induced effects. It includes the effect on the backward-linked industries as well as the induced or consumption effect. Type II multipliers are similar to Type III multipliers, except the method of calculating the induced effects is different. Type II (and Type III) multipliers are calculated as follows:

$$\text{Type II Multiplier} = \frac{(\text{Direct} + \text{Indirect} + \text{Induced Effects})}{\text{Direct Effects}}$$

The reader may find it helpful to remember and interpret multipliers as simple ratios. Economic multipliers provide estimates of the total impact resulting from an initial change in economic output (final demand). The higher the multiplier, the greater the effect on the local economy.

Acknowledgment is given to Tracy Armbruster, former Extension associate, as co-author of the original fact sheet.

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area and by the interaction of industries within the area. The more inputs purchased locally and the more consumer expenditures at local shops, the higher the multiplier. The larger the area, the more economic activity will likely occur within the area.

Figure 2 illustrates this concept. The output multiplier for poultry processing increases as we expand the area. The multiplier increases from 1.3 for Howard County to 1.5 for the Southwest Planning and Development District and is 2.3 for Arkansas. It would be inappropriate to use the state multiplier of 2.3 to estimate the economic impact on Howard County.

Figure 2. Output Multipliers

Type of Industry	Howard Co.	Southwest PDD	Arkansas
Poultry Processing	1.3	1.5	2.3

The area included when computing multipliers should be large enough to serve as a functional economic unit. However, it would be inappropriate to use a state or multi-state multiplier to analyze the economic impact on a county's local economy. As you expand the geographic area to include more of the backward-linked industries and businesses that supply goods and services, you increase the size of the multiplier. A state multiplier will reflect all interactions between businesses and industry throughout the state and not the economic interrelationships within a county or region within the state.

### Danger in Generalization

Multipliers vary widely from industry to industry depending on where input purchases are made. In Arkansas, poultry processing plants have an output multiplier of 2.3, whereas the canned fruit and

vegetable industry has a multiplier of 1.6. Increasing sales (final demand) by \$1 in the poultry processing industry increases production and sales in other sectors of the economy by \$1.30. This compares with an increase of only 60 cents for every \$1 increase in sales in the canned fruit and vegetable industry.

Using the average multiplier for manufacturing, which is 2.0, would overestimate the impact of the canned fruit and vegetable industry and underestimate the impact in the poultry processing industry. Using an industry specific multiplier provides more accurate estimates of economic impacts.

### Multipliers Versus Turnover

**Turnover refers to the number of times some of the initial dollar, that is received from outside the community, changes hands within the community.** Turnover is sometimes incorrectly used interchangeably with multiplier. When money is received from outside the community, only part of the money remains in the community when it changes hands. Therefore, turnover is the number of times some portion of the money changes hands within the community. A multiplier, however, reveals how much of each dollar turns over in the community.

Figure 1 illustrates the difference between turnover and multiplier. In the example, \$1 received from exports changes hands five times within the local economy. The multiplier is 1.66, although some portion of the initial dollar turns over five times.

During each exchange of money for goods or services, some of the original dollar leaves the local economy, which reduces the amount spent locally during the next exchange. Multipliers measure the full impact of a dollar on the local economy, whereas turnover merely indicates the number of times some of the initial dollar is spent locally.

## APPENDIX

### Computing Multipliers

#### Direct, Indirect and Induced Effects

To understand how multipliers are calculated, knowing the meaning of direct, indirect and induced effects is essential.

- **Direct effects** are those occurring to the firm that exports additional goods or services.
- **Indirect effects** occur to industries in the backward-linked industries that supply the exporting firm.
- **Induced effects** result from households spending some of the additional income they receive in the local area.

To illustrate the three effects, the Lumberland sawmill example will be further developed.

Lumberland gets an order from a Japanese furniture manufacturer for an additional \$1 million of lumber products. Because of the new contract, Lumberland must add workers and spend additional dollars for transportation services, utilities and other production needs. Lumberland's expenditures for the additional production inputs used in manufacturing the Japanese order are referred to as "direct effects." "Direct effects" are production changes required to produce the product.

Lumberland's additional spending triggers a series of chain reactions, or spin-off effects. Logging companies and businesses which supply Lumberland

8 September, 2013

To Whom It May Concern:

As a schedule conflict prevents my attendance at the Thursday meeting called to address certain use of the fairgrounds issues, I submit the following statement:

My name is Fred Cogelow, and college years excepted, i have spent all but one of my 64 years in the the family home originally constructed by my great grandfather in 1900 on property which he had inhabited since 1888. That one year's absence was the one during which my wife Doris and I extensively remodeled and updated the structure (it was, incidentally, during the hiatus from weekly auto racing...). In the years since, i believe that i have done more than most in service to the neighborhood, and hence the community at large, through assisting neighbors in need of a hand, scooping considerable amounts (somewhere's in excess of 1.5 cubic yards) of clay and sand that regularly washed out of the fairgrounds and onto the street, picking up racers' litter both within and without the fairgrounds, and redeveloping as a quality single family property a parcel which otherwise would have gone to parties that would have set upon it three homes (of questionable value to the neighborhood). We have been anchors and stabilizers in our neighborhood, helping to make it one in which others are happy to stay as long as possible (providing they are not overwhelmed by the weekly racing noise and exhaust...). The city has reaped considerable benefit from that commitment to the neighborhood.

You are likely aware that i have also established a reputation as one of the best sculptors in wood on this continent. Given the paucity of competition in that category, it may not be much to crow about, yet the distinct possibility remains that my work may be far more esteemed in future years than at present (who is to say what direction art appreciation will take?), and the indications are that a good many people in this community will show no hesitation in claiming my work as a product of this community.

This year has seen far more than the usual amount of promotion. In mid-August our return from a sculpture show in Loveland, CO was followed by more travels on family matters and the usual catching up. It takes a while to get back in the spirit and stride of production, but as the month was ending things were finally cooking, when suddenly, at 4:30 on a Friday afternoon, the bass line i was hearing was coming from something other than the Springsteen song that was playing. In short order, the entire studio was quaking and shaking, and i headed out to see what was amiss. Once outside, the cause was immediately apparent. There happened to be a deputy sheriff parked across the street, so i headed over to voice objection to him, even if it wasn't his bailiwick. He wasn't particularly sympathetic, perhaps on account of his own lack of hearing, or of the background noise in and acoustics of his vehicle, but my neighbor Bob Salonek, a retired policeman with a high tolerance for bass, came charging out a minut or so later exclaiming, "What the heck was that?!!!"

I made a number of the usual complaints, but was told that Dave Baker had sought and received the proper permits for "an event" at the fairgrounds and that there was nothing, beyond a polite appeal to Baker for consideration and whatever moderation, that they or i could do. That included any of the carving planned for the balance of the evening, as i was too tired, and there would be no fine focus.

Most of the evening was not as bad as the initial soundcheck. After doing some weeding and recycling, i retired to the livingroom to watch some TV with my wife. That went okay until about 9:30, when the background thumping became too irritating to continue. I went to the garage, did some maintenance on a chainsaw, and observed that this band "Slimeball" had some technically very competent musicians, and that the Jimi Hendrix version of the Star-Spangled Banner still required the same skill and esthetic obtuseness as before. Finally i retreated to the basement for sundry housekeeping duties there until the racket mercifully ended.

There have since been reports of neighbors about equally split between those that liked the music and sat outside and those who found it quite to very aggravating and those who didn't notice it at all. One neighbor, 3/4 of a block closer to the action, said they really enjoyed it and that it wasn't all that loud but that, when she went into her garage, "the ladder was thumping and jumping like crazy." Two others, on Seventh Street and Olaf and in the far reaches of Oak Lane, said they barely noticed.

Much of that is to be expected. During the civil war, many of the pitched battles were loud enough that they were deafening some fifteen miles from the action, yet it was often reported that some two miles from the fight people would find it was so quiet that the birds could clearly be heard singing. Add to that the fact that some people, owing either to particular bumps in their hearing range and/or brain damage, are simply more affected by bass. Finally, it is the case that certain sounds are transmitted thru the soil as well as the air, and that certain structures (i would suspect those with balloon framing and certain window types) can actually become subwoofers.

I fully accept that individual interests must at times be compromised for the sake of the public good, but there is also the matter of balance and fairness. It seems to be the policy and attitude of many associated with the fair-

grounds and use thereof that anyone residing in its vicinity should either accept any and all escalation of its uses or move elsewhere. I have no problem with musical performances in the fairgrounds, but having a permit for such should not mean that the upper decibel limits will be determined solely by the technological capacity and the permittee's desires, rather than by balanced considerations.

It is my understanding that the Slimeball concert was somehow associated with benefitting the school football programs and enhancing the player/parent/staff *esprit de corps*. It is often said that participation in football programs builds character, teaching participants the meaning of discipline, coordinated cooperation, effort and sacrifice. The papers over the past decade have likewise featured football programs that have inculcated or advanced thuggery, mysogyny and gang rape. I would like to think that the local programs build the former values, but it worries me when it advances its ends with utter disregard for either the aural health of concert attendees or the right of neighbors to enjoy their own property. How do we teach kids to keep the auto sound systems at respectful levels when their parents organize events designed to shake loose all the nearby siding nails and sheetrock screws?

I am uncertain as to how such events (and it should be added the soundcheck phase of the event with the fire-trucks and ambulances in the fairgrounds was also unreasonably loud...) mesh with such precepts as "first do no harm" and the golden rule, or with the established principle that citizens of this country are not to be deprived of their property nor of the reasonable enjoyment thereof without due compensation. When the fairgrounds resumed racing two decades (or whatever) ago, board president Denny Baker pleaded with the nearby residents to give them a chance to prove that they could race and yet be good neighbors. There followed, without any permitting process or hearings—but with city acquiescence—an extensive revamping of the facility and alteration of the weekly events. On evenings which are still or have a modest breeze from the northwest, the pollution levels are such that any fool who remains outside for long risks his long term health (...did the exhaust from the cars lined up to race just across the fence from my sister have a role in her development of fatal brain cancer...)? Unless there is work which absolutely must be done, the racket drives me from the place anyway, limiting our personal exposure. (It should be noted, if the breeze is very light from the south, and the exhaust and dust gets too much for the grandstand crowd, races will end early. ...It should also be noted that the racers have a quiet period for eating and schmoozing and bonding, much like the jerk with the loud car sound system turns it down when he wishes to take a phone call. If racing noise is not that bad, or in fact enjoyable, the racers should be required to play recordings of racing racket while they try to communicate. ...and all forms of hearing protection should also be banned from the fairgrounds during racing events!)

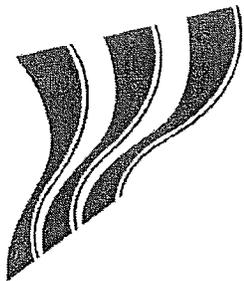
Forgive the digression, i simply wish to satate that that the escalation of fairground noise (which now includes their "improved" sound system) has deprived me of a considerable amount of enjoyment of my own property over the years, and has negatively affected both the quantity and quality of my work to a significant though unquantifiable extent, which may well, in the long term, have deprived the city as well. The Slimeball incident alone set my progress off by a week, aggravating not only as an event, but more broadly as an escalation and a portent of things to come. What particularly bothers me is that, while i am doing the best work of my career, i have a rapidly closing window of opportunity to make the most of my skills, and these disruptions are increasingly costly.

While my case presents some longterm downsides to the city if this nuisance continues, it does not diminish the regard which ought be shown for others who simply wish for peaceful enjoyment of their homes. Many of my other neighbors find themselves likewise detrimentally affected, all justified by a purported economic return to the city which is more fantasy than reality (and how one justifies such pollution extravaganzas in the face of such firghful concerns about climate change is absolutely and utterly beyond me...). There comes a time to give suckers an even break. Set decibel limits on the concerts as a minimum, and if attendees are not satisfied without bass levels which are detrimental to their health, have them hold their concerts in the ice arena.

fred cogelow, 904 Olaf Av NW, Willmar, MN

addendum: Some years ago, when i protested the droning hum of the snow-making machines that kept me from sleeping in my own bed at night, the previous mayor, in an underhanded attempt to diminish the stature of my complaint, waited until i had used up my allotted speaking time before the council ere stating that he had sent administrator Mick Schmidt out to check the irritation level for himself. Mick reported that he had driven to the intersection of Park and Ninth around noon, got out of his car, and found that he "really couldn't hear nothing." I was not allowed to point out that our bed was not in that intersection, nor at that elevation, and that my attempt to sleep was at an hour in which atmospheric stratification was liable to much more pronounced. There was further no chance to point out that proximity is not the sole factor, nor even a consistant one in determining loudness. There was no opportunity to point out that Schmidt's ears were not my own, that he hadn't had his examined ere the endeavor to use them as scientific instruments, or, for that matter, that his exercise had nothing whatever to do with scientific method. Not one councilman stepped to my defense, presumably from failure to reflect on what had just transpired.

I will be most disappointed if those attending to this matter fail to conduct their inquiry with greater intellectual rigor than was manifest on that occasion.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11  
Meeting Date: September 16, 2013  
Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 16, 2013

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Agricultural Land Exemption of Special Assessments

Recommended Action: Motion to Adopt the Resolution Exempting Qualifying Agricultural Land Owners of Special Assessments

Background/Summary:

It is the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. Granting an approval for agricultural exemption, the Council shall consider the following: the likelihood of the property being developed in the reasonably foreseeable future, the current use of the property, the ownership/management structure of the property, the size of the property, and other factors deemed pertinent.

Attached is a resolution listing the property owners who have made application for Agricultural Land Exemptions and have met the criteria contained in the City's Comprehensive Assessment Policy.

Alternatives: Deny Exemption and Assess All Listed Deferments Against Parcels as Listed

Financial Considerations: \$504,382.93 in Deferred Collections

Preparer: City Clerk-Treasurer

Signature:

Comments:

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

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:

1.	Hawkinson Land, LLC	95-924-0020	
	4655 104 <sup>th</sup> Avenue NE	Project 9202	\$13,005.00
	Spicer	Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

*Section 24, Township 119, Range 35*

*That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)*

2.	Hawkinson Land, LLC	95-913-0040	
	4655 104 <sup>th</sup> Avenue NE	Project 9202	\$12,095.00
	Spicer	Project 9002	8,255.00
		Project 0501	31,715.79

*Section 13, Township 119, Range 35*

*Southwest Quarter of Southwest Quarter except the South 685 feet of West 468.8 feet of Southwest Quarter of Southwest Quarter and except part for plat of Pheasant Run. (32 acres)*

- |    |   |   |                                       |
|----|---|---|---------------------------------------|
| 3. | Gesch Properties LLC c/o LeAnn Isaacson<br>10785 46 <sup>th</sup> Place N<br>Plymouth | 95-914-2610<br>Project 9002<br>Project 9303<br>Project 0501 | \$39,731.66<br>20,130.42<br>77,504.80 |
|----|---|---|---------------------------------------|

*Section 14, Township 119, Range 35*

*South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins 5<sup>th</sup> Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows: Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning. (88.36 acres)*

- |    |   |                             |          |
|----|---|-----------------------------|----------|
| 4. | Mildred Thorpe<br>501 28 <sup>th</sup> Avenue SW<br>Willmar | 95-908-0130<br>Project 7402 | 3,517.00 |
|----|---|-----------------------------|----------|

*Section 8, Township 119, Range 35*

*West 309.7 feet of East 929.2 feet of North 400 feet of South 470 feet and West 854.2 feet of East 929.2 feet of North 300 feet of South 770 feet of Southeast Quarter of Northeast Quarter. (5.88 acres)*

- |    |  |                             |             |
|----|--|-----------------------------|-------------|
| 5. | Jean Langsjoen-Hogan Trust<br>and Carter Family<br>1950 E Welco<br>St. Peter | 95-903-0010<br>Project 0501 | \$93,012.00 |
|----|--|-----------------------------|-------------|

*Section 3, Township 119, Range 35*

*Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition. (64.13 acres)*

6. Word of Faith Family Church 95-908-0140  
 3010 7<sup>th</sup> Ave NW Project 9301 \$27,495.00  
 Willmar

*Section 8, Township 119, Range 35  
 West 854.2 feet of East 929.2 feet of North 400 feet of South 470 feet of  
 East Half of Northeast Quarter excluding part platted into West Pump Station  
 Addition. (3.88 acres)*

7. Bernard Revocable Trust Etal 95-912-0970  
 c/o William Bernard  
 520 Litchfield Ave SW Project 9701 \$12,119.04  
 Willmar

*Section 12, Township 119, Range 35  
 North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.  
 (60 acres)*

8. J & C Enterprises of Central MN  
 c/o Stephen Jennings Project 8606 \$17,869.51  
 PO Box 639  
 Richmond Hidden Valley Estates

- 95-308-0010 Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
- 95-308-0020 Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
- 95-308-0030 Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
- 95-308-0040 Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
- 95-308-0050 Sect-08 TWP -119 Rang-35 Lot-005 Blk-001
- 95-308-0060 Sect-08 TWP -119 Rang-35 Lot-006 Blk-001
- 95-308-0070 Sect-08 TWP -119 Rang-35 Lot-007 Blk-001
- 95-308-0080 Sect-08 TWP -119 Rang-35 Lot-008 Blk-001
- 95-308-0090 Sect-08 TWP -119 Rang-35 Lot-009 Blk-001
- 95-308-0100 Sect-08 TWP -119 Rang-35 Lot-010 Blk-001
- 95-308-0110 Sect-08 TWP -119 Rang-35 Lot-011 Blk-001
- 95-308-0120 Sect-08 TWP -119 Rang-35 Lot-012 Blk-001
- 95-308-0130 Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
- 95-308-0140 Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
- 95-308-0150 Sect-08 TWP -119 Rang-35 Lot-015 Blk-001
- 95-308-0160 Sect-08 TWP -119 Rang-35 Lot-016 Blk-001
- 95-308-0170 Sect-08 TWP -119 Rang-35 Lot-017 Blk-001
- 95-308-0200 Sect-08 TWP -119 Rang-35 Lot-001 Blk-002
- 95-308-0210 Sect-08 TWP -119 Rang-35 Lot-002 Blk-002
- 95-308-0220 Sect-08 TWP -119 Rang-35 Lot-003 Blk-002
- 95-308-0230 Sect-08 TWP -119 Rang-35 Lot-004 Blk-002
- 95-308-0300 Sect-08 TWP -119 Rang-35 Lot-001 Blk-003
- 95-308-0310 Sect-08 TWP -119 Rang-35 Lot-002 Blk-003
- 95-308-0320 Sect-08 TWP -119 Rang-35 Lot-003 Blk-003

95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003  
95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003  
95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003  
95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003  
95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003  
95-308-0380 Sect-08 TWP -119 Rang-35 Lot-009 Blk-003  
95-308-0390 Sect-08 TWP -119 Rang-35 Lot-010 Blk-003  
95-308-0400 Sect-08 TWP -119 Rang-35 Lot-001 Blk-004  
95-308-0410 Sect-08 TWP -119 Rang-35 Lot-002 Blk-004  
95-308-0420 Sect-08 TWP -119 Rang-35 Lot-003 Blk-004  
95-308-0430 Sect-08 TWP -119 Rang-35 Lot-004 Blk-004  
95-308-0500 Sect-08 TWP -119 Rang-35 Lot-001 Blk-005  
95-308-0510 Sect-08 TWP -119 Rang-35 Lot-002 Blk-005  
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95-308-0530 Sect-08 TWP -119 Rang-35 Lot-004 Blk-005  
95-308-0540 Sect-08 TWP -119 Rang-35 Lot-005 Blk-005  
95-308-0550 Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 16<sup>th</sup> Day of September, 2013.

Mayor \_\_\_\_\_

Attest:

City Clerk-Treasurer \_\_\_\_\_