

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

July 1, 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 Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlicke; Present 8, Absent 1 – Council Member Anderson was excused from the meeting.

Also present were City Administrator Charlene Stevens, Police Captain James Felt, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, Fire Chief Gary Hendrickson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of June 17, City Council Special Meeting Minutes of June 24, Rice Hospital Board Minutes of June 19, Municipal Utilities Commission Minutes of June 24, Planning Commission Minutes of June 26, Accounts Payable Report through June 26, Convention and Visitor's Bureau Minutes of May 21, and Zoning Appeals Board Minutes of June 17, 2013. Council Member Christianson seconded the motion, which carried.

Mayor Yanish recognized Andrew Bjur who presented a report on GreenStep Cities Award. At the League of Minnesota Cities Annual Conference held last week Willmar was recognized for completing step two of the GreenStep Cities program. Willmar has completed 12 of the 24 best practices. Mr. Bjur highlighted local efforts to be "dark sky" compliant, utilization of LED traffic lights, transportation mobility with bike trails, parking lot landscape buffer zones, green business options, buy local campaign, Tree City activities, locally-grown food, wind turbines, and a host of "green" opportunities. The GreenStep report was received for information and Mayor Yanish thanked Mr. Bjur and all the other volunteers on the committee.

Kathy Aho, Springsted Incorporated, informed the Mayor and Council that Moody's Investor Service conducted a credit rating which resulted in downgrading the City to an Aa3 rating. Rice Hospital received a negative outlook due to the health care industry. A 5 – 10 basis point increase was the effect of the lower rating. Ms. Aho stated that four bids were received, with UMB Bank receiving the bid with a 2.2526 percent and \$1,910,000 bonds were sold.

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

**RESOLUTION NO. 1**

RESOLUTION ACCEPTING OFFER ON THE SALE OF \$1,910,000 GENERAL OBLIGATION  
IMPROVEMENT BONDS, SERIES 2013A, PROVIDING FOR THEIR ISSUANCE  
AND LEVYING A TAX FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council Proceedings dated  
July 1, 2013, located at the City Clerk's Office)

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

The Public Works/Safety Committee Report for June 25, 2013, was presented to the Mayor and Council by Council Member Christianson. There were five items for Council consideration.

Item No. 1 The Committee was informed by staff that bids were opened on June 18, 2013, for the improvements to Willmar Avenue SW between 22<sup>nd</sup> Street SW and CSAH 5. The project includes a new railroad crossing with a quiet zone. One bid was received from Duininck Inc. in the amount of \$1,068,195.47, which is approximately 11 percent above the engineer's estimate. The unit prices received for aggregate base, bituminous and storm sewer have increased 10 to 20 percent since bids were received earlier this year. Funding sources for the project include State Aid Funds from both the City and Kandiyohi County and Local Option Sales Tax. It was the recommendation of Jarod Voge, Interim City Engineer, to award the bid to Duininck Inc.

The Committee was recommending the Council accept the bid of Duininck Inc. as presented and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

#### RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. of Prinsburg, Minnesota for Project No. 1302-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$1,068,195.47.

Dated this first day of July, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 2 Staff informed the Committee that bids were also opened for improvements to 4<sup>th</sup> Avenue SW in Industrial Park. As requested by the City Council, the project includes a base bid and bid alternates for concrete and bituminous surfacing. The low bidder out of four was Kuechle Underground of Kimball, MN at a base bid plus Alternate "A" (concrete) at \$513,618.02 and Alternate "B" (bituminous) at \$491,395.92. The bid was below engineer's estimate. The life cycle cost based on the unit prices received is approximately equal for concrete and bituminous pavement, and Mr. Voge stated this street would be a good location to try concrete paving.

The Committee was recommending the Council accept the base bid and Alternate "A" from Kuechle Underground as presented, and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, 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 bid of Kuechle Underground, Inc. of Kimball, Minnesota for Project No. 1302-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract consisting of the Base Bid plus Alternate A in the amount of \$513,618.02.

Dated this first day of July, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Staff informed the Committee that in June of 2011, a contract was executed with Bolton and Menk to perform sump pump inspections in two different areas of the City, Ortenblad and Country Club Drive. Barry Glienke, the Project Manager for the Sump Pump Inspection Program, was before the Committee to give the final report. A total of 581 units were inspected. The inspections resulted in 70 new winter discharge permits at \$50.00/year, increasing revenue by \$3,500.00.

Mr. Glienke stated he also reviewed the City's current ordinance and it was found to be up-to-date with recent law. The \$10.00 per month charge for a winter discharge permit was found to be an adequate amount to cover the costs of treating the water, as discharge is much less during these months. The report was received for information only.

Item No. 4 The Committee discussed the preferred concept for downtown gateways. Adam Arvidson of Treeline presented illustrative views of three gateways and included a mixture of three effects from the preliminary concepts, linear, columnar, and pavement.

Mayor Yanish called on Adam Arvidson who expounded on the Willmar Downtown Gateways concept design. A concept of using the "rail" fencing, a blue column representing "water" that possibly would be more transparent and glow at night, along with pavement color changes were noted. The issue of how the fencing may affect the ingress/egress of businesses in the gateway was brought up and it was noted these issues would be discussed in the final design phase of the project.

The Committee was recommending the Council approve the Willmar Downtown Gateways concept as presented and initiate plans for funding and final design. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlick seconding the motion, which carried.

Item No. 5 The Committee considered a request to purchase an easement from Wanda Stallman in the amount of \$2,875.00. The Sperryville Lift Station is scheduled to be replaced this summer, and the design includes relocating the lift station farther to the west with abandonment of the former structure. The amount of compensation is based on the assessed value, plus damages. Formal approval has been made by the Planning Commission and an easement drafted for the property owner.

The Committee was recommending the Council approve the easement in the amount of \$2,875.00 and authorize the Mayor and City Administrator to execute the document. Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

AUTHORIZATION TO EXECUTE LIFT STATION EASEMENT

WHEREAS, an easement has been prepared for relocation of the Sperryville Lift Station to construct, operate and maintain such lift station on or under the described lands; and

WHEREAS, an agreement has been prepared for the terms and conditions of easement with compensation to the landowner in the amount of \$2,875.00;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that the Mayor and City Administrator are hereby authorized to sign said easement on behalf of the City.

Dated this first day of July, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

The Public Works/Safety Committee Report for June 25, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

The Labor Relations Committee Report for June 26, 2013, was presented to the Mayor and Council by Council Member Ahmann. There were five items for Council consideration.

Item No. 1 There was no one present for public comment. Council Member Dokken referenced an article regarding meeting minutes and questioned whether minutes of closed sessions should be available. Attorney Madden explained the exceptions within the Open Meetings Law for closed sessions. Council Member DeBlieck stated that the City otherwise has minutes appropriately approved by the City Council and signed by the Mayor and City Clerk. This matter was for information only.

Item No. 2 It was moved and seconded that the Labor Relations Committee go into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. The motion carried and the meeting was closed at 4:52 p.m. The meeting was reopened at 5:35 p.m. This matter was for information only.

Item No. 3 Chair Ahmann and Attorney Madden reviewed the proposed terms of the contract settlement with LELS. Attorney Madden noted that LELS had met and approved the contract terms which were arrived at in mediation conducted on June 18, 2013.

The Committee was recommending the Council approve the contract settlement with LELS as outlined by Attorney Madden. Council Member Ahmann stated the wage increase for 2013 is a 1.5 percent increase, with a 2 percent wage increase in 2014, and that insurance increases will be shared 50/50 between the City and employee. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Christianson seconding the motion, which carried.

Item No. 4 Council Member Christianson asked about electronic agendas. Administrator Stevens responded that Council Members DeBlieck and Johnson had agreed to test a system and it was hoped that would begin with the 2<sup>nd</sup> Council Meeting in July.

Chair Ahmann asked if a date had been set for the retreat. Ms. Stevens responded that one had not yet been set, but she would be contacting Council Members to determine potential dates. Chair Ahmann also asked about a nepotism policy. Ms. Stevens responded the City does have a policy and is also attempting to update personnel policies as time and staffing allows. This matter was for information.

The Labor Relations Committee Report for June 26, 2013, was approved as presented upon motion by Council Member Ahmann, seconded by Council Member Dokken, and carried.

The Community Development Committee Report for June 27, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were four items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Due to a number of recent complaints regarding garbage storage and collection in the Central Business District, Staff researched a variety of other regional centers to find out how they handled garbage and waste. Megan DeSchepper, City Planner reported briefly on the following cities: *Worthington* - employs a neighborhood service officer that can write citations for garbage. Appeals are heard by a hearing officer; *Brainerd* - Administrative citations are issued to the owners of properties where violations occur. They use an administrative hearing officer to hear appeals; and *Hutchinson and Faribault*- ordinances allow the city to abate the offense and assess costs against the property for those cases where it is a threat to health or safety.

The question was asked, "how can enforcement be done easier and more successfully?" Staff stated that under the current ordinances it is a challenge, as exterior storage violations are petty misdemeanors, though violations of the Municipal Code are misdemeanors.

Stephen Deleski of West Central Printing said he believes the biggest problems are the frequency of collection and the size of containers. Animal and produce waste should be double bagged and should be picked up daily, according to the Municipal Code. He said that if collection frequency was increased, the size of the containers could be reduced.

Roger Olson, from Diamond Vogel Paints, said he sees the garbage pile up across the street in the alley and in the lot behind the store. He has been corresponding with their corporate office to discuss relocating the store. The big issues seem to be the smell during the summer months and the fact that it piles up and blows around in the winter.

Council Member Johnson suggested that the Community Service Officers doing downtown parking enforcement also enforce the City's garbage ordinances. He suggested that a task force be created to review and revise the ordinance and enforcement procedures.

Council Member Dokken said the City needs to get some results so the Downtown is cleaner and the Downtown Plan can be implemented.

It was suggested that the following topics be considered by a task force: Container size, Screening of containers, Bagging of waste, Frequency of pickup and CSO enforcement.

Stephen Deleski presented Downtown garbage problem area pictures to the Council noting container size concerns, pickup regularity and illegal dumping and the use of locked containers.

The Committee was recommending that Mayor Yanish appoint a task force to study the garbage issue and offer recommendations for improved storage and collection. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member DeBleck seconding the motion, which carried.

Item No. 3 Staff presented a brief analysis of zoning enforcement procedures to the Committee, noting that it was a difficult process and it took a lot of time to get compliance with some properties. The Council acknowledged that there were a number of areas of the community where these violations seem to be more prevalent. Staff said that a meeting was to be held with the City Administrator, Police Chief and City Attorney to discuss the enforcement process for most neighborhood zoning violations. The Committee decided to wait until the Council meeting and get a report from staff regarding the outcome of that meeting. This matter was for information only.

Item No. 4 The Committee asked Staff about the status of the Rule Tire Building. The response was that Habitat for Humanity had decided that they were not interested in purchasing or acquiring any of the property. They seem to be content to use the one building at the south end of the property. The Committee discussed the various possible outcomes if the City chooses not to accept the property as a gift. The most likely option would be to declare it as an unsafe building and order its removal. In that case, the

City would probably end up removing the building and assessing it against the property owner or placing a lien on the property. It was suggested that it might be in the City's best interest to pursue the property as a gift. Staff told the Committee the owners of the property seemed to withdraw their offer to pay the delinquent property taxes. It was a consensus of the Committee that Staff pursue the acquisition of the property as a gift, and that the delinquent tax matter be negotiated. Staff said they would try to negotiate an agreement in principle and bring a proposal back to the Committee for review and consideration. This matter was for information only.

The Community Development Committee Report for June 27, 2013, was approved as presented upon motion by Council Member Fagerlie, seconded by Council Member Johnson, and carried.

The Mayor and Council considered a one to four day Temporary On-Sale Liquor License requested by FOE Aerie 2334 dba Willmar Fraternal Order of Eagles to host outdoor liquor sales/consumption on their rear parking lot, which is fenced in. This event is a picnic for members, family and guests only. A State approved one to four Day Temporary One-Sale Liquor License is required to hold the event on July 14, 2013. A prior permit approved with no concerns from the Willmar Police Department. Council Member Ahmann moved to approve the a one to four day Temporary On-Sale Liquor License requested by FOE Aerie 2334 dba Willmar Fraternal Order of Eagles as presented. Council Member Christianson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, July 8; and Public Works/Safety, July 9, 2013.

There being no further business to come before the Council, the meeting adjourned at 8:44 p.m. upon motion by Council Member DeBlieck, seconded by Council Member Fagerlie, and carried.

Attest:

\_\_\_\_\_  
MAYOR

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

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JULY 8, 2013**

The Municipal Utilities Commission met in its regular meeting on Monday, July 8, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Jerry Gesch, Jeff Nagel, and Joe Gimse. Absent were Commissioners Steve Salzer and Carol Laumer.

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, Councilman Jim Dokken, City Attorney Robert Scott (via teleconference), and League of MN Cities Attorney Jason Kuboushek.

Due to the absence of President Salzer, Vice President Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

**RESOLUTION NO. 28**

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

- ❖ Minutes from the June 24, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 131180 to No. 131266 inclusive in the amount of \$312,860.76 with a MISO credit in the amount of \$33,345.59.

Dated this 8<sup>th</sup> day of July, 2013.

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Vice President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Schrupp stated that the next agenda item for discussion was pending litigation in the matter of Nefi Ibarra vs. City of Willmar and the Willmar Municipal Commission Court file number 12-3027.

Commissioner Schrupp stated that the regular meeting of the Municipal Utilities Commission would be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b) under the attorney/client privilege exception to the Minnesota Open Meeting Law.

The Commission's need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- Absolute confidentiality is necessary so that the Municipal Utilities Commission, City Council and legal counsel can have a candid and open discussion to determine the available legal options to handle the pending litigation, including strategy and any possible areas of resolution.
- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine the legal options for handling the referenced pending litigation.
- The only business to be discussed in this meeting is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals involved in the litigation.
- A closed session would benefit the public because the ultimate outcome of the litigation may impact the finances of the Utilities Commission.

At this time, Commissioner Schrupp informed the Commission that he would entertain a motion to close the meeting. Commissioner Holtz made a motion to close the meeting to discuss the matter. Commissioner Gimse seconded, and the motion was carried by a vote of five ayes and zero nays to close the meeting at 11:50 a.m. Those attending the closed portion of the meeting were: Commissioners Schrupp, Gesch, Holtz, Nagel, & Gimse, General Manager Hompe, Councilman Dokken, and League of MN Cities Attorney Kuboushek.

At 11:51 a.m., Commissioner Gesch made a motion to open the closed session. Commissioner Holtz seconded, and the motion was carried by a vote of five ayes and zero nays.

At 12:43 p.m., Commissioner Gimse made a motion to close the closed portion of the meeting. Commissioner Gesch seconded, and the motion was carried by a vote of five ayes and zero nays.

At 12:45 p.m., Commissioner Nagel made a motion to open the regular Commission meeting. Commissioner Holtz seconded, and the motion was carried by a vote of five ayes and zero nays.

General Manager Hompe reviewed with the Commission proposed revisions for the WMU Personnel Policy & Procedures Manual. Three revisions were introduced to bring the Personnel Policy up to current standards. The proposed revisions are:

- 1) Longevity Pay: Adjust the amount of longevity pay to reflect consistency with the union contract and actual practice.
- 2) PDO/Severance Payout at Retirement: The policy for the three employee groupings payout at retirement would be as follows:

Employee Grouping	% Contributed to VEBA or HSA	% To be received as Cash Payout
Union (based on yrs. of service)		1-4 yrs. 50% 5-9 yrs. 75% 10 or more yrs. 100%
Clerical/Support	60%	40%
Supervisors/Dept. Heads	90%	10%

3) Pre-Placement Physical Examination. A pre-placement medical exam may be required if it is determined that the employee must perform essential functions of the position with or without reasonable accommodations.

Following a review of the recommended revisions, Commissioner Nagel offered a resolution to approve the proposed revisions to the WMU Personnel Policy & Procedures Manual as presented. Commissioner Gimse seconded.

**RESOLUTION NO. 29**

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

Dated this 8<sup>th</sup> day of July, 2013.

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Vice President

ATTEST:

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Secretary

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

General Manager Hompe reminded the Commissioners of an upcoming meeting/conference to note. This event would be:

1. MMUA Summer Conference – August 19-21 (Madden’s Resort – Brainerd)

City Councilman Dokken expressed concerns to the Commission regarding the downtime of the WMU’s wind turbine generators. Director of Electric Production Folkedahl stated that Turbine #4 has experienced an issue for which parts needed to be ordered. He also noted that he is expecting the unit to be repaired and operational in the near future.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Jeff Kimpling  
Manager of Electric Services

ATTEST:

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Jerry Gesch, Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JULY 10, 2013**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, July 10, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Andrew Engan, Nick Davis, Randy Czarnetzki, Gary Geiger, and Margaret Fleck.

\*\* Members Absent: Mark Klema, Bob Poe, Charles Oakes, and Scott Thaden.

\*\* Others Present: Calvin Nielsen, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the June 26, 2013 meeting were approved as presented.

3. NIELSEN ZONING DISCUSSION: Staff explained that the City received a rental housing license application from Calvin Nielsen for property legally described as Lots 26 and 27, Block 2, Pheasant Run (600 23<sup>rd</sup> St. SE) for a duplex on a property that is zoned R-1 (Single Family Residential). Mr. Nielsen lives in the home and wants to rent out the basement level as an apartment. Staff brought the issue to the Commission to get their opinion on if Mr. Nielsen should apply for a rezone for just his property, or if the Commission would rather rezone the area of the development that is R-1 to R-2 (One and Two Family Residential) as much of Pheasant Run is a mix of single family and multiple family units.

Mr. Nielsen explained that the home was built with two garages and entrances and the basement had a kitchenette in it. Due to the size of the home, it was natural to separate the basement for a rental space when they acquired it.

The Planning Commission talked about the mixture of homes further north and south in Pheasant Run that are single family, twin homes, and four-plexes. Mr. Nielsen's property directly abuts R-1 zoned properties except for the golf course property to the west is also zoned R-2. The Commission doesn't support spot zoning, but in this instance the intensity of uses between R-1 and R-2 is nearly imperceptible. The Planning Commission discussed having concerns with recommending rezoning the other properties. They saw no issue with Mr. Nielsen's request, but saw no reason to initiate the rezone of a few blocks from R-1 to R-2.

Ms. Fleck made a motion, seconded by Mr. Czarnetzki, to recommend to Mr. Nielsen to apply for a rezone of his property only.

The motion carried.

4. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED: Staff distributed drafts of Section 7-Nonconforming Structures/Uses and Section 8-Performance Standards from the Zoning Ordinance as well as other community's ordinance regarding similar subject matter. It was noted that most of the nonconforming structures/uses section had already been updated to meet State Statute. The Commission discussed possible additional performance standards such as vibration, glare, heat, flammable materials etc. and discussed a need for measurable regulations. The Commission asked for time to review the documents and will discuss them more fully at the next meeting.
5. There being no further business to come before the Commission, the meeting adjourned at 7:41 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACS	000131							
36813 07/11/13	AS400 HARDWARE MTCE	751.67		921454		D N	PREPAID EXPENSES	101.128000
36813 07/11/13	AS400 SOFTWARE MTCE	607.52		921454		D N	PREPAID EXPENSES	101.128000
36813 07/11/13	AS400 HARDWARE MTCE	1,052.33		921454		D N	MTCE. OF EQUIPME	101.41409.0334
36813 07/11/13	AS400 SOFTWARE MTCE	850.53		921454		D N	MTCE. OF EQUIPME	101.41409.0334
	VENDOR TOTAL	3,262.05		*CHECK TOTAL				
		3,262.05						
AFFORDABLE PUMPING SERVI	002404							
36814 07/11/13	SEPTIC PUMPING	330.00		21704		D N	CLEANING AND WAS	230.43430.0338
AMERIPRIDE LINEN & APPAR	000051							
36815 07/11/13	TOWEL SERVICE	27.46		2200386405		D N	CLEANING AND WAS	101.43425.0338
36815 07/11/13	TOWEL SERVICE	27.46		2200391105		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	54.92		*CHECK TOTAL				
		54.92						
ANCOM TECHNICAL CENTER	003027							
36816 07/11/13	RADIO REPAIR-PARTS	47.67		38769		D N	MTCE. OF EQUIPME	101.42412.0224
36816 07/11/13	RADIO REPAIR-LABOR	114.00		38769		D N	MTCE. OF EQUIPME	101.42412.0334
	VENDOR TOTAL	161.67		*CHECK TOTAL				
		161.67						
ANDERSON LAW OFFICES	002954							
36817 07/11/13	PROFESSIONAL SERVICES	9,546.76		STMT/6-13		D M 07	PROFESSIONAL SER	101.41406.0446
ANDERSON/MICHAEL	001828							
36818 07/11/13	TALKING HANDS TRAINING	9.00		530		D N	TRAVEL-CONF. -SCH	101.42411.0333
AT&T MOBILITY	000075							
36819 07/11/13	WIRELESS INTERNET SERV.	40.65		X06252013		D N	COMMUNICATIONS	101.41402.0330
BATTERY WHOLESALR INC	002860							
36820 07/11/13	BATTERY	101.24		15249		D N	INVENTORIES-MDSE	101.125000
36820 07/11/13	BATTERIES	69.51		15575		D N	MTCE. OF EQUIPME	651.48484.0224
	VENDOR TOTAL	170.75		*CHECK TOTAL				
		170.75						
BENNETT OFFICE TECHNOLOG	000099							
36821 07/11/13	OFFICE SUPPLIES	20.84		187254		D N	OFFICE SUPPLIES	651.48484.0220
BERG/ANDY	02017							
36822 07/11/13	REFUND SHELTER DEPOSIT	50.00		071013		D N	DEPOSITS	101.230000
BERNICK'S PEPSI-COLA CO	000103							
36823 07/11/13	OFFICE COFFEE	39.48		5296		D N	GENERAL SUPPLIES	101.43425.0229
BERT'S TRUCK EQUIP OF MO	003028							
36824 07/11/13	BRAKE PARTS	615.07		S 61691		D N	MTCE. OF EQUIPME	651.48485.0224

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BOLTON & MENK INC 36825 07/11/13	001010 PROFESSIONAL SERVICES	7,670.00		0157368		D N	PROFESSIONAL SER	230.43430.0446
BSE 36826 07/11/13	001980 LIGHT BULBS	83.47		905755967		D N	MTCE. OF STRUCTU	101.45437.0225
36826 07/11/13	ETHERNET CONNECTION PRTS	26.33		905807431		D N	MTCE. OF STRUCTU	651.48484.0225
36826 07/11/13	ELECTRICAL TAPE/SUPPL.	72.13		905848655		D N	GENERAL SUPPLIES	101.45433.0225
36826 07/11/13	COMPRESSOR PARTS	17.23		905849351		D N	MTCE. OF EQUIPME	101.45433.0225
	VENDOR TOTAL	199.16		*CHECK TOTAL				
		199.16						
BUSINESSWARE SOLUTIONS 36827 07/11/13	002776 PRINT/PAGE COUNT	31.49		200277		D N	OFFICE SUPPLIES	101.41402.0220
36827 07/11/13	PRINT/PAGE COUNT	9.71		200277		D N	OFFICE SUPPLIES	101.41403.0220
36827 07/11/13	PRINT/PAGE COUNT	6.12		200277		D N	OFFICE SUPPLIES	101.41404.0220
36827 07/11/13	PRINT/PAGE COUNT	114.74		200277		D N	OFFICE SUPPLIES	101.41405.0220
36827 07/11/13	PRINT/PAGE COUNT	4.54		200277		D N	OFFICE SUPPLIES	101.41409.0220
36827 07/11/13	PRINT/PAGE COUNT	273.40		200277		D N	OFFICE SUPPLIES	101.42411.0220
36827 07/11/13	PRINT/PAGE COUNT	21.53		200277		D N	OFFICE SUPPLIES	101.43417.0220
36827 07/11/13	PRINT/PAGE COUNT	23.29		200277		D N	OFFICE SUPPLIES	101.43425.0220
36827 07/11/13	PRINT/PAGE COUNT	54.32		200277		D N	OFFICE SUPPLIES	101.45433.0220
36827 07/11/13	PRINT/PAGE COUNT	31.86		200277		D N	OFFICE SUPPLIES	101.45435.0220
36827 07/11/13	PRINT/PAGE COUNT	113.98		200277		D N	OFFICE SUPPLIES	651.48484.0220
	VENDOR TOTAL	1.57		*CHECK TOTAL				
		686.55						
		686.55						
C D & T INC AUTO PARTS 36828 07/11/13	000145 SPARK PLUGS	4.81		921796		D N	INVENTORIES-MDSE	101.125000
36828 07/11/13	VALVE	5.33		921844		D N	INVENTORIES-MDSE	101.125000
36828 07/11/13	MOWER PARTS	13.84		921856		D N	MTCE. OF EQUIPME	651.48484.0224
36828 07/11/13	MIRROR FOR GATOR	13.84		922026		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	37.82		*CHECK TOTAL				
		37.82						
CARD SERVICES 36829 07/11/13	002552 HANNEMAN-COFFEE PARTY	38.20		061212		D N	SUBSISTENCE OF P	101.42411.0227
36829 07/11/13	LATE PAYMENT FEE	12.50		061212		D N	OTHER CHARGES	101.45433.0449
36829 07/11/13	POOL B-DAY PARTY SUPPL.	15.15		61413		D N	GENERAL SUPPLIES	101.45437.0229
	VENDOR TOTAL	65.85		*CHECK TOTAL				
		65.85						
CDW GOVERNMENT INC 36830 07/11/13	001845 APPLE IPAD SMART CASES	199.00		DB92880		D N	GENERAL SUPPLIES	101.41409.0229
36830 07/11/13	1 APPLE IPAD	645.35		DD14453		D N	SMALL TOOLS	101.41409.0221
36830 07/11/13	3 APPLE IPADS	1,936.06		DG57838		D N	SMALL TOOLS	101.41409.0221
	VENDOR TOTAL	2,780.41		*CHECK TOTAL				
		2,780.41						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY			000467								
36831	07/11/13	NATURAL GAS CHARGES		12.82		6038773/6-13		D	N	UTILITIES	101.43425.0332
36831	07/11/13	NATURAL GAS CHARGES		70.08		6048932/6-13		D	N	UTILITIES	651.48484.0332
36831	07/11/13	NATURAL GAS CHARGES		17.16		6059198/6-13		D	N	UTILITIES	101.43425.0332
36831	07/11/13	NATURAL GAS CHARGES		2,914.92		6072309/6-13		D	N	UTILITIES	101.45437.0332
36831	07/11/13	NATURAL GAS CHARGES		12.82		6093527/6-13		D	N	UTILITIES	101.43425.0332
		VENDOR TOTAL		3,027.80		*CHECK TOTAL					
		VENDOR TOTAL		3,027.80							
CENTRAL LAKES COOPERATIV			001259								
36832	07/11/13	PROPANE-STREET PATCHING		84.21		052263		D	N	MTCE. OF OTHER I	101.43425.0226
CHAMBERLAIN OIL CO			000154								
36833	07/11/13	OIL		1,304.97		113657		D	N	INVENTORIES-MDSE	101.125000
36833	07/11/13	DRUM RETURN		40.00CR		113657		D	N	INVENTORIES-MDSE	101.125000
36833	07/11/13	OIL		199.05		114137		D	N	INVENTORIES-MDSE	101.125000
		VENDOR TOTAL		1,464.02		*CHECK TOTAL					
		VENDOR TOTAL		1,464.02							
CHARTER COMMUNICATIONS			000736								
36834	07/11/13	MONTHLY PHONE SERVICE		172.82		3552/6-13		D	N	COMMUNICATIONS	208.45005.0330
36834	07/11/13	MONTHLY PHONE SERVICE		172.68		3552/7-13		D	N	COMMUNICATIONS	208.45005.0330
36834	07/11/13	MONTHLY PHONE SERVICE		114.68		3941/7-13		D	N	COMMUNICATIONS	101.41409.0330
36834	07/11/13	LONG DISTANCE CHARGES		6.99		4184/7-13		D	N	COMMUNICATIONS	101.41409.0330
36834	07/11/13	MONTHLY PHONE SERVICE		73.24		4972/7-13		D	N	COMMUNICATIONS	101.41409.0330
		VENDOR TOTAL		540.41		*CHECK TOTAL					
		VENDOR TOTAL		540.41							
CHRISTENSON/LYNETTE			002735								
36835	07/11/13	OFFICE SUPPLIES		36.79		071013		D	N	OFFICE SUPPLIES	101.45433.0220
CIT TECHNOLOGY FIN SERV			002556								
36836	07/11/13	COPIER LEASE AGRMT		169.93		23563134		D	N	RENTS	101.41405.0440
CLARKE MOSQUITO CONTROL			002157								
36837	07/11/13	MOSQUITO CNTL CHEMICAL		3,903.35		5056541		D	N	GENERAL SUPPLIES	101.43425.0229
CROW CHEMICAL & LIGHTING			000186								
36838	07/11/13	CLEANING SUPPLIES		16.35		401723		D	N	CLEANING AND WAS	101.43425.0228
36838	07/11/13	CLEANING SUPPLIES		120.12		401729		D	N	CLEANING AND WAS	101.43425.0228
36838	07/11/13	CLEANING SUPPLIES		16.13		401736		D	N	CLEANING AND WAS	101.43425.0228
		VENDOR TOTAL		152.60		*CHECK TOTAL					
		VENDOR TOTAL		152.60							
DAN'S SHOP INC			002212								
36839	07/11/13	FILTERS		180.17		60160		D	N	INVENTORIES-MDSE	101.125000
36839	07/11/13	FILTERS		86.10		60289		D	N	INVENTORIES-MDSE	101.125000
		VENDOR TOTAL		266.27		*CHECK TOTAL					
		VENDOR TOTAL		266.27							

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
DELL MARKETING LP 36840 07/11/13 REPL. BATTERY CARTRIDGE	161.77		XJ5P81281		D	N	MTCE. OF EQUIPME	101.41409.0224
DEPT OF HUMAN SERVICES 36841 07/11/13 CLEANING SERVICES	1,628.00		00000143015		D	N	CLEANING AND WAS	101.45433.0338
DIAMOND VOGEL PAINT CENT 36842 07/11/13 TRAFFIC PAINT	458.49		821053616		D	N	GENERAL SUPPLIES	101.43425.0229
36842 07/11/13 TIP FOR PAINT MACHINE	28.86		821053635		D	N	MTCE. OF EQUIPME	101.45432.0224
36842 07/11/13 TRAFFIC PAINT	865.26		821053671		D	N	GENERAL SUPPLIES	101.43425.0229
36842 07/11/13 TRAFFIC PAINT	1,391.30		821053737		D	N	GENERAL SUPPLIES	101.43425.0229
36842 07/11/13 PAINTING SUPPLIES	2,786.97		821053820		D	N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	2,786.97		*CHECK TOTAL					
DONOHUE & ASSOCIATES 36843 07/11/13 WESTERN COLLECTOR SEW	16,142.74		11678-31		D	N	PROFESSIONAL SER	432.48503.0446
36843 07/11/13 SPERRYVILLE L.S.	14,297.50		12466-3		D	N	PROFESSIONAL SER	432.48506.0446
VENDOR TOTAL	30,440.24		*CHECK TOTAL					
DOOLEY'S PETROLEUM INC 36844 07/11/13 400 GALLONS DIESEL	876.10		266599		D	N	MOTOR FUELS AND	651.48484.0222
36844 07/11/13 200 GALLONS UNLEADED	1,424.80		266599		D	N	MOTOR FUELS AND	651.48486.0222
VENDOR TOTAL	2,300.90		*CHECK TOTAL					
DOOLEY'S PETROLEUM INC 36845 07/11/13 4,001 GALLONS UNLEADE	12,471.20		307573		D	N	INVENTORIES-MDSE	101.125000
36845 07/11/13 4,002 GALLONS DIESEL	9,656.93		307573		D	N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	22,128.13		*CHECK TOTAL					
DUEMINCK INC 36846 07/11/13 BIT. MILLING/CURB/GUT	24,039.23		1303A/EST. 1		D	N	MTCE. OF OTHER I	413.48453.0336
36846 07/11/13 BIT. MILLING/CURB/GUT	41,659.21		1303B/EST. 1		D	N	MTCE. OF OTHER I	413.48453.0336
36846 07/11/13 CRUSHED CONCRETE	75.81		514224		D	N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	65,774.25		*CHECK TOTAL					
ED DAVIS BUSINESS MACHIN 36847 07/11/13 CORNER BOOKCASE	214.25		124563		D	N	SMALL TOOLS	101.42412.0221
36847 07/11/13 DESK HUTCH	604.30		124563		D	N	SMALL TOOLS	101.42412.0221
VENDOR TOTAL	818.55		*CHECK TOTAL					
ELMQUIST JEWELERS 36848 07/11/13 GILBERTSON-CLOCK/ENGRAV.	214.36		92108		D	N	GENERAL SUPPLIES	101.41401.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ENGAN ASSOCIATES P.A. 36849 07/11/13 PROFESSIONAL SERVICES 000240	2,500.00		296.13-2		D N	PROFESSIONAL SER	101.45432.0446
ENGINEERING AMERICA INC 36850 07/11/13 UV SYSTEM PARTS 002940	267.19		11486		D N	MTCE. OF EQUIPME	651.48484.0224
ERBERTS AND GERBERTS 36851 07/11/13 LEISURE COMMITTEE LNCHS 003000	88.05		20002-060313		D N	TRAVEL-CONF.-SCH	208.45005.0333
ERICKSON/PATSY 36852 07/11/13 AD FOR JOB POSTING 000952	100.00		070913		D N	ADVERTISING	101.41404.0447
EVANS/JASON 36853 07/11/13 UNDERCOVER OPER. TRNG 002177	9.00		531		D N	TRAVEL-CONF.-SCH	101.42411.0333
EXPLORE MN TOURISM 36854 07/11/13 2014 MN TRAVEL GUIDE A 002245	1,470.00		WLACVB		D N	PREPAID EXPENSES	208.128000
36854 07/11/13 2014 MN TRAVEL GUIDE A	1,800.00		WLACVB		D N	PREPAID EXPENSES	208.128000
36854 07/11/13 2014 MN TRAVEL GUIDE A	3,270.00		*CHECK TOTAL				
VENDOR TOTAL	3,270.00						
FARNAM'S GENUINE PARTS 36855 07/11/13 BRAKE PARTS 000249	238.64		137-678550		D N	INVENTORIES-MDSE	101.125000
36855 07/11/13 BRAKE PARTS	51.95		137-679306		D N	INVENTORIES-MDSE	101.125000
36855 07/11/13 BRAKE PARTS	238.64		137-679352		D N	INVENTORIES-MDSE	101.125000
36855 07/11/13 CLEANING SUPPLIES	13.36		137-679359		D N	CLEANING AND WAS	101.45433.0228
36855 07/11/13 #030074-BRAKE HOSE	14.80		137-679542		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	557.39		*CHECK TOTAL				
FASSTENAL COMPANY 36856 07/11/13 PLANT SUPPLIES 001188	25.00		MNWill105648		D N	GENERAL SUPPLIES	651.48484.0229
36856 07/11/13 MUD VALVE REPAIR	16.36		MNWill105730		D N	MTCE. OF STRUCTU	651.48484.0225
36856 07/11/13 GARBAGE BAGS	81.30		MNWill105764		D N	GENERAL SUPPLIES	101.42412.0229
36856 07/11/13 CONCRETE BIT	19.42		MNWill105789		D N	SMALL TOOLS	651.48484.0221
36856 07/11/13 PLANT SUPPLIES	27.37		MNWill105906		D N	GENERAL SUPPLIES	651.48484.0229
VENDOR TOTAL	169.45		*CHECK TOTAL				
FLATTEN/CHRISTOPHER 36857 07/11/13 UNDERCOVER OPER. TRNG 002647	18.00		528		D N	TRAVEL-CONF.-SCH	101.42411.0333
FLEXIBLE PIPE TOOL CO 36858 07/11/13 FLUSHER PRESSURE GAUGES 000273	138.94		16410		D N	INVENTORIES-MDSE	101.125000
FUENTES/VICKI 36859 07/11/13 REFUND SHELTER DEPOSIT .01193	50.00		070813		D N	DEPOSITS	101.230000



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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS 000452							
36865 07/11/13 PLUNGERS	18.15		061413		D N	GENERAL SUPPLIES	101.41408.0229
36865 07/11/13 GARBAGE BAGS	21.36		061413		D N	GENERAL SUPPLIES	101.43425.0229
36865 07/11/13 PAINT FOR BLDG	23.69		061813		D N	MTCE. OF STRUCTU	101.41408.0225
36865 07/11/13 PVC COUPLING	3.53		061813		D N	GENERAL SUPPLIES	101.43425.0229
36865 07/11/13 PAINT FOR BLDG	21.25		061813		D N	MTCE. OF STRUCTU	101.45427.0225
36865 07/11/13 MISCELLANEOUS SUPPLIES	40.32		061813		D N	GENERAL SUPPLIES	101.45433.0229
36865 07/11/13 PADLOCKS	150.95		061913		D N	GENERAL SUPPLIES	101.43425.0229
36865 07/11/13 STYROFOAM CUPS	5.32		062213		D N	GENERAL SUPPLIES	101.41409.0229
36865 07/11/13 PLUMBING PARTS	14.93		062413		D N	MTCE. OF STRUCTU	101.43425.0225
36865 07/11/13 GORILLA TAPE	27.77		062513		D N	GENERAL SUPPLIES	230.43430.0229
36865 07/11/13 WORK BLDG HOSE	39.53		062613		D N	SMALL TOOLS	101.43425.0221
36865 07/11/13 PLUMBING PARTS	66.58		062713		D N	MTCE. OF STRUCTU	101.43425.0225
36865 07/11/13 PLUMBING PARTS	5.87		062813		D N	MTCE. OF STRUCTU	101.43425.0225
VENDOR TOTAL	685.92	*CHECK TOTAL					
685.92							
HAUC-KUBOTA LLC 002609							
36866 07/11/13 MOWER PARTS	26.32		3184		D N	MTCE. OF EQUIPME	651.48484.0224
HAWK PUBLISHING INC 002439							
36867 07/11/13 TENNIS TOURNAMENT AD	103.50		35591		D N	OTHER CHARGES	208.45011.0449
HAWKINS INC 000325							
36868 07/11/13 SODIUM HYPOCHLORITE	395.05		3483077 RI		D N	GENERAL SUPPLIES	651.48484.0229
36868 07/11/13 FERRIC CHLORIDE	4,896.68		3484916 RI		D N	GENERAL SUPPLIES	651.48484.0229
VENDOR TOTAL	5,291.73	*CHECK TOTAL					
5,291.73							
HERITAGE BANK 000001							
36869 07/11/13 #144 2003 GO IMP BOND-	1,127.50		071013		D N	INTEREST	303.47100.0444
36869 07/11/13 #153 2007 GO IMP BOND	31,062.50		071013		D N	INTEREST	307.47100.0444
36869 07/11/13 #155 2008 GO IMP BOND	17,067.50		071013		D N	INTEREST	308.47100.0444
36869 07/11/13 #157 2010 GO IMP BOND	16,993.75		071013		D N	INTEREST	310.47100.0444
36869 07/11/13 #159 2011 GO IMP BOND	15,760.00		071013		D N	INTEREST	311.47100.0444
36869 07/11/13 #161 2012 GO IMP BOND	14,196.88		071013		D N	INTEREST	312.47100.0444
36869 07/11/13 #154 2007 GO IMP BOND	17,800.00		071013		D N	INTEREST	327.47100.0444
36869 07/11/13 #160 2012 HCSP REV B 787	362.50		071013		D N	INTEREST	350.47400.0444
36869 07/11/13 #146 2004 WTP REV BON	12,712.50		071013		D N	INTEREST	651.48484.0444
VENDOR TOTAL	914,083.13	*CHECK TOTAL					
914,083.13							
HERNANDEZ/LETICIA .02019							
36870 07/11/13 REFUND SHELTER DEPOSIT	50.00		070813		D N	DEPOSITS	101.230000
HERZOG/ZACHARY 002315							
36871 07/11/13 UNDERCOVER OPER. TRNG	15.97		534		D N	TRAVEL-CONF. -SCH	101.42411.0333



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LAKESIDE PRESS 36884 07/11/13 BUDGET COVERS 001646	25.12		3093		D	N	OFFICE SUPPLIES	101.41405.0220
36884 07/11/13 FISCHER-BUSINESS CARDS	62.33		3126		D	N	PRINTING AND PUB	208.45005.0331
36884 07/11/13 5,000 9X12 ENVELOPES	977.00		3132		D	N	PRINTING AND PUB	208.45005.0331
36884 07/11/13 5,000 WINDOW ENVELOPES	337.73		3197		D	N	OFFICE SUPPLIES	101.41403.0220
36884 07/11/13 5,000 REGULAR ENVELOPES	322.22		3197		D	N	OFFICE SUPPLIES	741.48001.0220
VENDOR TOTAL	1,724.40		*CHECK TOTAL					
1,724.40								
LEAGUE OF MN CITIES INS 000983								
36885 07/11/13 CLAIM #C0023025-TONE	1,428.06		C0023025		D	N	INSURANCE DEDUCT	101.41428.0882
LEAGUE OF MN CITIES INS 001189								
36886 07/11/13 WORKERS COMP PREMIUM	262.59		25440		D	N	EMPLOYER INSUR.	101.41400.0114
36886 07/11/13 WORKERS COMP PREMIUM	50.62		25440		D	N	EMPLOYER INSUR.	101.41401.0114
36886 07/11/13 WORKERS COMP PREMIUM	483.79		25440		D	N	EMPLOYER INSUR.	101.41402.0114
36886 07/11/13 WORKERS COMP PREMIUM	186.72		25440		D	N	EMPLOYER INSUR.	101.41403.0114
36886 07/11/13 WORKERS COMP PREMIUM	242.58		25440		D	N	EMPLOYER INSUR.	101.41404.0114
36886 07/11/13 WORKERS COMP PREMIUM	321.75		25440		D	N	EMPLOYER INSUR.	101.41405.0114
36886 07/11/13 WORKERS COMP PREMIUM	151.75		25440		D	N	EMPLOYER INSUR.	101.41409.0114
36886 07/11/13 WORKERS COMP PREMIUM	65.92		25440		D	N	EMPLOYER INSUR.	101.41409.0114
36886 07/11/13 WORKERS COMP PREMIUM	9.24		25440		D	N	EMPLOYER INSUR.	101.41424.0114
36886 07/11/13 WORKERS COMP PREMIUM	151.64		25440		D	N	EMPLOYER INSUR.	101.42411.0114
36886 07/11/13 WORKERS COMP PREMIUM	7,515.64		25440		D	N	EMPLOYER INSUR.	101.42412.0114
36886 07/11/13 WORKERS COMP PREMIUM	385.64		25440		D	N	EMPLOYER INSUR.	101.43417.0114
36886 07/11/13 WORKERS COMP PREMIUM	12,093.86		25440		D	N	EMPLOYER INSUR.	101.43425.0114
36886 07/11/13 WORKERS COMP PREMIUM	1,324.90		25440		D	N	EMPLOYER INSUR.	101.45427.0114
36886 07/11/13 WORKERS COMP PREMIUM	1,329.28		25440		D	N	EMPLOYER INSUR.	101.45432.0114
36886 07/11/13 WORKERS COMP PREMIUM	790.68		25440		D	N	EMPLOYER INSUR.	101.45433.0114
36886 07/11/13 WORKERS COMP PREMIUM	469.32		25440		D	N	EMPLOYER INSUR.	230.43430.0114
36886 07/11/13 WORKERS COMP PREMIUM	5,399.03		25440		D	N	EMPLOYER INSUR.	651.48484.0114
36886 07/11/13 WORKERS COMP PREMIUM	46,632.25		25440		D	N	EMPLOYER INSUR.	651.48485.0114
VENDOR TOTAL	46,632.25		*CHECK TOTAL					
LEENSTRA/JOE 02022								
36887 07/11/13 REFUND TOURNAMENT FEE	125.00		070113		D	N	REFUNDS AND REIM	101.41428.0882
LINCOLN FINANCIAL GROUP 002789								
36809 07/03/13 LIFE INSURANCE-JULY	34.40		M264		D	N	COBRA INS PREMIU	101.120001
36809 07/03/13 LIFE INSURANCE-JULY	47.06		M264		D	N	EMPLOYER INSUR.	101.41400.0114
36809 07/03/13 LIFE INSURANCE-JULY	48.75		M264		D	N	EMPLOYER INSUR.	101.41402.0114
36809 07/03/13 LIFE INSURANCE-JULY	19.50		M264		D	N	EMPLOYER INSUR.	101.41403.0114
36809 07/03/13 LIFE INSURANCE-JULY	48.75		M264		D	N	EMPLOYER INSUR.	101.41404.0114
36809 07/03/13 LIFE INSURANCE-JULY	9.75		M264		D	N	EMPLOYER INSUR.	101.41405.0114
36809 07/03/13 LIFE INSURANCE-JULY	29.25		M264		D	N	EMPLOYER INSUR.	101.41408.0114
36809 07/03/13 LIFE INSURANCE-JULY	2.44		M264		D	N	EMPLOYER INSUR.	101.41409.0114



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METRO SALES INC 36894 07/11/13	003016 COPIER MTCE CHARGE-JUN	293.48		532500		D N	MTCE. OF EQUIPME	741.48001.0334
MIKE'S SMALL ENGINE CENT 36895 07/11/13	002699 PUSH MOWER WHEEL	28.80		101169		D N	MTCE. OF EQUIPME	101.43425.0224
36895 07/11/13	RECOIL ROPE	5.34		102753		D N	MTCE. OF EQUIPME	101.43425.0224
36895 07/11/13	CHAIN/PARTS	52.74		102849		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	86.88		*CHECK TOTAL				
MILLER SANITATION 36896 07/11/13	002936 GARBAGE SERVICE-JULY	93.90		1298/7-13		D N	CLEANING AND WAS	101.45433.0338
36896 07/11/13	GARBAGE SERVICE-JULY	46.22		1299/7-13		D N	CLEANING AND WAS	101.45433.0338
36896 07/11/13	GARBAGE SERVICE-JULY	52.70		1300/7-13		D N	CLEANING AND WAS	101.42412.0338
36896 07/11/13	GARBAGE SERVICE-JULY	64.74		1301/7-13		D N	CLEANING AND WAS	101.41408.0338
36896 07/11/13	GARBAGE SERVICE-JULY	64.74		1301/7-13		D N	CLEANING AND WAS	101.45427.0338
36896 07/11/13	GARBAGE SERVICE-JULY	251.31		1302/7-13		D N	CLEANING AND WAS	101.43425.0338
36896 07/11/13	GARBAGE SERVICE-JULY	24.34		1302/7-13		D N	CLEANING AND WAS	101.48484.0338
36896 07/11/13	GARBAGE SERVICE-JULY	48.67		1304/7-13		D N	CLEANING AND WAS	651.48484.0338
36896 07/11/13	GARBAGE SERVICE-JULY	161.04		1304/7-13		D N	CLEANING AND WAS	651.48484.0338
36896 07/11/13	GARBAGE SERVICE-JULY	49.67		1305/7-13		D N	CLEANING AND WAS	651.48484.0338
36896 07/11/13	GARBAGE SERVICE-JULY	58.64		1378/7-13		D N	CLEANING AND WAS	101.45435.0338
36896 07/11/13	GARBAGE SERVICE-JULY	61.60		1379/7-13		D N	CLEANING AND WAS	101.43425.0338
36896 07/11/13	GARBAGE SERVICE-JULY	51.60		1379/7-13		D N	CLEANING AND WAS	101.43425.0338
36896 07/11/13	GARBAGE SERVICE-JULY	251.60		1388/7-13		D N	CLEANING AND WAS	101.43425.0338
36896 07/11/13	GARBAGE SERVICE-JULY	83.60		1389/7-13		D N	CLEANING AND WAS	101.43425.0338
36896 07/11/13	GARBAGE SERVICE-JULY	78.84		1456/7-13		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	2,008.16		*CHECK TOTAL				
MILLS AUTOMOTIVE GROUP 36897 07/11/13	000432 RUNNING BOARDS/BRACKETS	353.62		2004118		D N	MTCE. OF EQUIPME	101.43425.0224
36897 07/11/13	TRAILER MODULE/KIT	249.66		2005044		D N	MTCE. OF EQUIPME	101.43425.0224
36897 07/11/13	BRAKE PARTS	62.32		2008431		D N	INVENTORIES-MDSE	101.125000
36897 07/11/13	BRAKE PARTS	68.55		2008434		D N	INVENTORIES-MDSE	101.125000
36897 07/11/13	BRAKE PARTS	62.32		2008830		D N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	796.47		*CHECK TOTAL				
MINI BIFF LLC 36898 07/11/13	001805 TOILET RENTALS	77.59		A-57547		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	155.18		A-57548		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	77.59		A-57549		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	77.59		A-57551		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	77.59		A-57554		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	77.59		A-57555		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	77.59		A-57556		D N	RENTS	101.43425.0440
36898 07/11/13	TOILET RENTALS	77.59		A-57558		D N	RENTS	101.43425.0440

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC 36898 07/11/13 TOILET RENTALS 001805 VENDOR TOTAL	77.59 775.90 775.90	*CHECK	A-57559 TOTAL		D N	RENTS	101.43425.0440
MN DEPT OF LABOR & INDUS 36899 07/11/13 2ND QTR SURCHARGE PYMT 000522	9,416.77		070813		D N	OTHER CHARGES	101.41402.0449
MN SCREEN PRINT 36900 07/11/13 SONSHINE STAFF T-SHIRTS 000515	93.80		23209-13		D N	GENERAL SUPPLIES	101.45433.0229
MONOPRICE INC 36901 07/11/13 COMPUTER CABLES 002794	14.21		8374829		D N	GENERAL SUPPLIES	101.41409.0229
MONSON CORPORATION 36902 07/11/13 MIX FOR STREET PATCHIN 000126	4,142.07		1679SB		D N	MTCE. OF OTHER I	101.43425.0226
36902 07/11/13 MIX FOR STREET PATCHIN VENDOR TOTAL	1,058.94 5,201.01 5,201.01	*CHECK	1694SB TOTAL		D N	MTCE. OF OTHER I	101.43425.0226
MS&E 36903 07/11/13 MEMBERSHIP DUES 000538	160.00		6021263		D N	PREPAID EXPENSES	208.128000
36903 07/11/13 MEMBERSHIP DUES VENDOR TOTAL	160.00 320.00 320.00	*CHECK	6021263 TOTAL		D N	SUBSCRIPTIONS AN	208.45005.0443
MUNICIPAL UTILITIES 36904 07/11/13 UTILITIES FOR JUNE 000541	2,633.28		6/13		D N	UTILITIES	101.41408.0332
36904 07/11/13 UTILITIES FOR JUNE	463.62		6/13		D N	UTILITIES	101.41409.0332
36904 07/11/13 UTILITIES FOR JUNE	780.70		6/13		D N	UTILITIES	101.42412.0332
36904 07/11/13 UTILITIES FOR JUNE	7,892.04		6/13		D N	UTILITIES	101.43425.0332
36904 07/11/13 UTILITIES FOR JUNE	1,290.17		6/13		D N	UTILITIES	101.45427.0332
36904 07/11/13 UTILITIES FOR JUNE	2,873.37		6/13		D N	UTILITIES	101.45433.0332
36904 07/11/13 UTILITIES FOR JUNE	1,019.50		6/13		D N	UTILITIES	101.45435.0332
36904 07/11/13 UTILITIES FOR JUNE	2,515.69		6/13		D N	UTILITIES	101.45437.0332
36904 07/11/13 UTILITIES FOR JUNE	2,388.25		6/13		D N	UTILITIES	230.43430.0332
36904 07/11/13 UTILITIES FOR JUNE	45,832.78		6/13		D N	UTILITIES	651.48484.0332
36904 07/11/13 ADMIN FEE	1,500.00		6/13		D N	PROFESSIONAL SER	651.48484.0446
36904 07/11/13 UTILITIES FOR JUNE VENDOR TOTAL	2,087.59 71,276.99 71,276.99	*CHECK	6/13 TOTAL		D N	UTILITIES	651.48485.0332
MVTL LABORATORIES INC 36905 07/11/13 PROFESSIONAL SERVICES 000544	478.00		660412		D N	PROFESSIONAL SER	651.48484.0446
36905 07/11/13 PROFESSIONAL SERVICES VENDOR TOTAL	39.00 517.00 517.00	*CHECK	661566 TOTAL		D N	PROFESSIONAL SER	651.48484.0446

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NORTHERN BUSINESS PRODU 36906 07/11/13 OFFICE SUPPLIES 002322	54.06		593391-0		D N	OFFICE SUPPLIES	741.48001.0220
36906 07/11/13 OFFICE SUPPLIES	82.70		595774-0		D N	OFFICE SUPPLIES	741.48001.0220
36906 07/11/13 OFFICE SUPPLIES	23.61		595774-1		D N	OFFICE SUPPLIES	741.48001.0220
	160.37		*CHECK TOTAL				
VENDOR TOTAL	160.37						
O'MALLEY & KRON LAND SUR 002329	860.00		243		D N	PROFESSIONAL SER	432.48503.0446
36907 07/11/13 PROFESSIONAL SERVICES	150.00		256		D N	PROFESSIONAL SER	651.48485.0446
36907 07/11/13 PROFESSIONAL SERVICES	1,010.00		*CHECK TOTAL				
VENDOR TOTAL	1,010.00						
OFFICE SERVICES 000589	28.24		STMT/6-13		D N	OFFICE SUPPLIES	101.41401.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	72.59		STMT/6-13		D N	OFFICE SUPPLIES	101.41401.0220
36908 07/11/13 PHOTO COPIES-JUNE	532.88		STMT/6-13		D N	OFFICE SUPPLIES	101.41401.0220
36908 07/11/13 PHOTO COPIES-JUNE	56.67		STMT/6-13		D N	OFFICE SUPPLIES	101.41401.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	43.22		STMT/6-13		D N	OFFICE SUPPLIES	101.41402.0220
36908 07/11/13 PHOTO COPIES-JUNE	12.92		STMT/6-13		D N	OFFICE SUPPLIES	101.41403.0220
36908 07/11/13 PHOTO COPIES-JUNE	82.88		STMT/6-13		D N	OFFICE SUPPLIES	101.41403.0220
36908 07/11/13 PHOTO COPIES-JUNE	16.05		STMT/6-13		D N	OFFICE SUPPLIES	101.41403.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	2.84		STMT/6-13		D N	OFFICE SUPPLIES	101.41404.0220
36908 07/11/13 PHOTO COPIES-JUNE	12.62		STMT/6-13		D N	OFFICE SUPPLIES	101.41404.0220
36908 07/11/13 PHOTO COPIES-JUNE	30.15		STMT/6-13		D N	OFFICE SUPPLIES	101.41404.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	22.94		STMT/6-13		D N	OFFICE SUPPLIES	101.41405.0220
36908 07/11/13 PHOTO COPIES-JUNE	0.23		STMT/6-13		D N	OFFICE SUPPLIES	101.41405.0220
36908 07/11/13 PHOTO COPIES-JUNE	6.45		STMT/6-13		D N	OFFICE SUPPLIES	101.41405.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	1.36		STMT/6-13		D N	OFFICE SUPPLIES	101.41409.0220
36908 07/11/13 PHOTO COPIES-JUNE	4.49		STMT/6-13		D N	OFFICE SUPPLIES	101.41409.0220
36908 07/11/13 PHOTO COPIES-JUNE	8.10		STMT/6-13		D N	OFFICE SUPPLIES	101.41409.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	91.47		STMT/6-13		D N	OFFICE SUPPLIES	101.42411.0220
36908 07/11/13 PHOTO COPIES-JUNE	33.91		STMT/6-13		D N	OFFICE SUPPLIES	101.43417.0220
36908 07/11/13 PHOTO COPIES-JUNE	46.65		STMT/6-13		D N	OFFICE SUPPLIES	101.43417.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	4.40		STMT/6-13		D N	OFFICE SUPPLIES	101.43425.0220
36908 07/11/13 PHOTO COPIES-JUNE	7.05		STMT/6-13		D N	OFFICE SUPPLIES	101.43425.0220
36908 07/11/13 PHOTO COPIES-JUNE	36.30		STMT/6-13		D N	OFFICE SUPPLIES	101.43425.0220
36908 07/11/13 PHOTO COPIES-JUNE	173.08		STMT/6-13		D N	OFFICE SUPPLIES	101.45432.0220
36908 07/11/13 PHOTO COPIES-JUNE	350.70		STMT/6-13		D N	OFFICE SUPPLIES	101.45432.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	1.70		STMT/6-13		D N	OFFICE SUPPLIES	101.45435.0220
36908 07/11/13 OFFICE SUPPLIES-JUNE	0.70		STMT/6-13		D N	OFFICE SUPPLIES	101.45435.0220
36908 07/11/13 PHOTO COPIES-JUNE	0.84		STMT/6-13		D N	OFFICE SUPPLIES	101.45437.0220
36908 07/11/13 PHOTO COPIES-JUNE	0.75		STMT/6-13		D N	OFFICE SUPPLIES	651.48484.0220
VENDOR TOTAL	1,682.18		*CHECK TOTAL				
1,682.18							
OLSON/JERRY 02023	50.00		070813		D N	DEPOSITS	101.230000
36909 07/11/13 REFUND SHELTER DEPOSIT							

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
PERKINS LUMBER CO INC 36910 07/11/13 000604 36910 07/11/13 PARK SHLTR REPAIR-PARTS 36910 07/11/13 CONCRETE MIX 36910 07/11/13 CONCRETE MIX VENDOR TOTAL	178.94 55.44 29.85 264.23 264.23		376279 376620 376640 *CHECK TOTAL		D N D N D N		MTCE. OF STRUCTU MTCE. OF OTHER I MTCE. OF OTHER I	101.43425.0225 101.43425.0226 101.43425.0226
PETE'S COMMUNICATIONS 36911 07/11/13 000610 36911 07/11/13 PUT CONNECTOR ON MIC	48.00		0052460		D N		MTCE. OF EQUIPME	101.42411.0334
PLUMBING & HEATING OF WI 36912 07/11/13 000618 36912 07/11/13 SINK REPAIR-PARTS 36912 07/11/13 SINK REPAIR-LABOR VENDOR TOTAL	9.00 70.00 79.00 79.00		16140 16140 *CHECK TOTAL		D N D N		MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45427.0225 101.45427.0335
PRINT MASTERS 36913 07/11/13 000624 36913 07/11/13 1,000 REGULAR ENVELOPES	102.60		75481		D N		OFFICE SUPPLIES	101.42411.0220
QUICK SIGNS 36914 07/11/13 001093 36914 07/11/13 COROPLAST SIGNS	34.20		169071		D N		GENERAL SUPPLIES	101.43425.0229
ROOF 1 - RBR INC 36915 07/11/13 002649 36915 07/11/13 ROOF REPAIR-LABOR	634.98		13147		D N		MTCE. OF STRUCTU	101.42412.0335
RUFFRIDGE-JOHNSON EQUIP 36916 07/11/13 000664 36916 07/11/13 #975223-PUMP PACKING KIT	156.99		C63765		D N		MTCE. OF EQUIPME	101.43425.0224
RULE TIRE SHOP 36917 07/11/13 000665 36917 07/11/13 TIRES	8,745.95		61442		D N		MTCE. OF EQUIPME	101.42411.0224
SANTEBEL INC 36918 07/11/13 001492 36918 07/11/13 CVB BOARD LUNCHES 36918 07/11/13 CVB BOARD LUNCHES 36918 07/11/13 CVB BOARD LUNCHES 36918 07/11/13 CVB BOARD LUNCHES VENDOR TOTAL	8.34 8.34 8.34 75.02 100.04 100.04		1061 1061 1061 1061 *CHECK TOTAL		D N D N D N D N		TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	101.41401.0333 101.41403.0333 101.45433.0333 208.45005.0333
SCHWANKE TRACTOR & TRUCK 36919 07/11/13 000681 36919 07/11/13 TIRE REPAIR-PARTS 36919 07/11/13 TIRE REPAIR-LABOR VENDOR TOTAL	9.90 85.00 94.90 94.90		1945 1945 *CHECK TOTAL		D N D N		MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48486.0224 651.48486.0334
SERVICE CENTER/CITY OF W 36920 07/11/13 000685 36920 07/11/13 GAS-53.6 GALLONS 36920 07/11/13 GAS-9.2 GALLONS	195.76 33.03		SITMT/6-13 SITMT/6-13		D N D N		MOTOR FUELS AND MOTOR FUELS AND	101.41402.0222 101.41408.0222

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W 000685									
36920 07/11/13	DIESEL-12.2 GALLONS	38.67		STMT/6-13		D N		MOTOR FUELS AND	101.42411.0222
36920 07/11/13	GAS-2101.8 GALLONS	7,807.57		STMT/6-13		D N		MOTOR FUELS AND	101.42411.0222
36920 07/11/13	DIESEL-141.6 GALLONS	450.35		STMT/6-13		D N		MOTOR FUELS AND	101.42412.0222
36920 07/11/13	GAS-76 GALLONS	281.41		STMT/6-13		D N		MOTOR FUELS AND	101.42412.0222
36920 07/11/13	GAS-55.5 GALLONS	206.45		STMT/6-13		D N		MOTOR FUELS AND	101.43417.0222
36920 07/11/13	DIESEL-1810.2 GALLONS	5,766.37		STMT/6-13		D N		MOTOR FUELS AND	101.43425.0222
36920 07/11/13	GAS-1176.2 GALLONS	4,369.73		STMT/6-13		D N		MOTOR FUELS AND	101.43425.0222
36920 07/11/13	DIESEL-21.9 GALLONS	69.86		STMT/6-13		D N		MOTOR FUELS AND	101.45433.0222
36920 07/11/13	GAS-22.8 GALLONS	87.32		STMT/6-13		D N		MOTOR FUELS AND	101.45433.0222
36920 07/11/13	DIESEL-22 GALLONS	70.40		STMT/6-13		D N		MOTOR FUELS AND	230.43430.0222
36920 07/11/13	DIESEL-115.5 GALLONS	367.68		STMT/6-13		D N		MOTOR FUELS AND	651.48485.0222
36920 07/11/13	DIESEL-5.9 GALLONS	18.88		STMT/6-13		D N		MOTOR FUELS AND	651.48486.0222
	VENDOR TOTAL	19,763.48		*CHECK TOTAL					
		19,763.48							
SERVICEMASTER PROF. SERV 000687									
36921 07/11/13	PROF. BLDG MAINTENANCE	66.89		100348		D N		PROFESSIONAL SER	101.41409.0446
36921 07/11/13	PROF. BLDG MAINTENANCE	24.32		100348		D N		PROFESSIONAL SER	101.43425.0446
36921 07/11/13	PROF. BLDG MAINTENANCE	194.60		100348		D N		PROFESSIONAL SER	101.45435.0446
36921 07/11/13	PROF. BLDG MAINTENANCE	225.00		100348		D N		PROFESSIONAL SER	651.48484.0446
36921 07/11/13	PROF. BLDG MAINTENANCE	97.31		100348		D N		PROFESSIONAL SER	651.48485.0446
	VENDOR TOTAL	608.12		*CHECK TOTAL					
		608.12							
SIMPLEX GRINNELL 001411									
36922 07/11/13	FIRE ALARM INSPECTION	1,960.09		76238964		D N		MTCE. OF EQUIPME	651.48484.0334
SMEBY/ROSS 002570									
36923 07/11/13	MILEAGE 6/1-6/30/13	177.98		071013		D N		TRAVEL-CONF.-SCH	101.41409.0333
SOMMERS/JANELL 00646									
36924 07/11/13	STATE AID SEMINAR	64.98		062713		D N		TRAVEL-CONF.-SCH	101.43417.0333
ST CROIX RECREATION CO I 000673									
36925 07/11/13	PLAY EQUIP REPAIR-PARTS	705.38		17740		D N		MTCE. OF OTHER I	101.43425.0226
STACY'S NURSERY INC 000706									
36926 07/11/13	SHADE TREES	9,813.84		7639		D N		MTCE. OF OTHER I	101.43425.0226
STALLMAN/WANDA M 003026									
36810 07/03/13	PERM. UTILITY EASEMENT	2,875.00		062713		D N		OTHER CHARGES	432.48506.0449
STATEWIDE DISTRIBUTING I 000718									
36927 07/11/13	GARBAGE BAGS	235.34		096756		D N		GENERAL SUPPLIES	101.43425.0229
STEIN'S INC 000720									
36928 07/11/13	CLEANING SUPPLIES	103.28		670517		D N		CLEANING AND WAS	101.43425.0228

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
STEIN'S INC 36928 07/11/13 DISPOSABLE GLOVES 000720 VENDOR TOTAL	47.99 151.27 151.27	*CHECK	672356-1 TOTAL		D N	GENERAL SUPPLIES	101.43425.0229
STUECKRATH/MICHAEL 36929 07/11/13 HAZMAT ENDORSEMENT 001389	86.50		0711113		D N	LICENSES AND TAX	101.43425.0445
TAHER INC 36930 07/11/13 VALIANT-FAREWELL COFFEE 000623 36930 07/11/13 GILBERTSON-RETIREMENT 241.54 273.49 VENDOR TOTAL	31.95 241.54 273.49 273.49	*CHECK	3174 3180 TOTAL		D N D N	SUBSISTENCE OF P GENERAL SUPPLIES	101.42411.0227 101.43425.0229
TEVALAN PEREZ/JAMIE 36931 07/11/13 REFUND SHELTER DEPOSIT .02024	50.00		070813		D N	DEPOSITS	101.230000
THANE HAWKINS POLAR CHEV 36932 07/11/13 3 2013 CHEVY IMPALAS 002607 61,354.35	61,354.35		D1261852		D N	MACHINERY AND AU	450.42411.0553
TIRES PLUS 36933 07/11/13 REMOVE/INST. TIRE-PARTS 000747 36933 07/11/13 REMOVE/INST. TIRE-LABOR 54.00 36933 07/11/13 REMOVE/INST. TIRE-LABOR 54.00 118.64 VENDOR TOTAL	10.64 54.00 54.00 118.64 118.64	*CHECK	237450 237450 237659 TOTAL		D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42411.0224 101.42411.0334 101.42411.0334
TRAVEL GUIDES FREE 36934 07/11/13 TRAVEL GUIDE AD 002717	313.83		17297		D N	OTHER CHARGES	208.45010.0449
TREELINE 36935 07/11/13 PROFESSIONAL SERVICES 002942 1,912.50	1,912.50		1240C-1306		D N	PROFESSIONAL SER	101.41401.0446
TREVINO/VICTORIA 36936 07/11/13 REFUND SHELTER DEPOSIT .02018	50.00		071013		D N	DEPOSITS	101.230000
TWIN CITY STRIPING 36937 07/11/13 STREET STRIPING 000756 13,160.90	13,160.90		070113		D N	MTCE. OF OTHER I	101.43425.0336
UNCOMMON USA INC 36938 07/11/13 US FLAGS 001286	283.96		700655		D N	GENERAL SUPPLIES	101.43425.0229
US BANK 36939 07/11/13 #144 GO IMP BOND-SC 000264	431.25		3359553		D N	OTHER CHARGES	303.47100.0449
VENENGA/JAMES A 36940 07/11/13 TALKING HANDS TRAINING 002324	9.00		529		D N	TRAVEL-CONF. -SCH	101.42411.0333

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
VOIDED CHECK 36811 07/08/13 VOID 002681		070813		M N	OTHER CHARGES 101.41428.0449
36812 07/08/13 VOID VENDOR TOTAL	0.00	070813		M N	OTHER CHARGES 101.41428.0449
WEST CENTRAL COMMUNICATI 36941 07/11/13 RADIO REPAIR-LABOR 36941 07/11/13 #135285-INST. RADIO	30.00 151.37 181.37	075643S 075645S		D N D N	MTCE. OF EQUIPME 101.43425.0334 MTCE. OF EQUIPME 101.43425.0334
VENDOR TOTAL	181.37	*CHECK TOTAL			
WEST CENTRAL INDUSTRIES 36942 07/11/13 LAWN MAINTENANCE	79.09	00038421		D N	MTCE. OF OTHER I 101.45437.0336
WEST CENTRAL PRINTING 36943 07/11/13 BUSINESS CARDS	159.76	17022		D N	OFFICE SUPPLIES 101.42411.0220
WEST CENTRAL SANITATION 36944 07/11/13 GARBAGE SERVICE-JULY	27.45	6806100/7-13		D N	CLEANING AND WAS 230.43430.0338
WEST CENTRAL TRIBUNE 36945 07/11/13 COUNCIL PROCEEDINGS PUB. 36945 07/11/13 COUNCIL WORK SESSION 36945 07/11/13 COUNCIL PROCEEDINGS PUB. 36945 07/11/13 TENNIS TOURNAMENT AD	387.60 68.40 513.00 136.80 684.00 684.00 239.40 235.00 2,948.20 2,948.20	CL03053253 CL03053254 DI03103687 DI03103688 DI03103689 DI03103696 DI03103697 DI03103697 35008/6-13 *CHECK TOTAL		D N D N D N D N D N D N D N D N D N	PRINTING AND PUB 101.41401.0331 PRINTING AND PUB 101.41401.0331 OTHER CHARGES 208.45011.0449
VENDOR TOTAL	2,948.20				
WILLMAR AUTO VALUE 36946 07/11/13 HVAC BELT 36946 07/11/13 AIR HANDLER BELT 36946 07/11/13 RETURNED BELT 36946 07/11/13 PLANT SUPPLIES 36946 07/11/13 SUPPLIES 36946 07/11/13 LIGHTS	12.28 11.21 12.39CR 37.06 45.10 26.81 120.07 120.07	22049652 22049840 22049841 22050550 22051484 22051932 *CHECK TOTAL		D N D N D N D N D N D N D N	MTCE. OF EQUIPME 651.48484.0224 MTCE. OF EQUIPME 651.48484.0224 MTCE. OF EQUIPME 651.48484.0224 GENERAL SUPPLIES 651.48484.0229 GENERAL SUPPLIES 101.45433.0229 INVENTORIES-MDSE 101.125000
VENDOR TOTAL	295.14				
WILLMAR CHAMBER OF COMME 36947 07/11/13 DIRECTOR SALARY 36947 07/11/13 ASSISTANT SALARY 36947 07/11/13 FICA & INSURANCE 36947 07/11/13 IRA CONTRIBUTION	7,917.74 1,920.00 1,074.76 295.14	STMT/6-13 STMT/6-13 STMT/6-13 STMT/6-13		D N D N D N D N	SALARIES-REG. EM 208.45005.0110 SALARIES-REG. EM 208.45005.0110 EMPLOYER PENSION 208.45005.0113 EMPLOYER PENSION 208.45005.0113

Vendor Payments History Report  
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME			000812											
36947	07/11/13	STATE UNEMPLOYMENT TAX	119.07		STMT/6-13			D	N				EMPLOYER PENSION	208.45005.0113
36947	07/11/13	FEDERAL UNEMPLOYMENT TAX	28.37		STMT/6-13			D	N				EMPLOYER PENSION	208.45005.0113
36947	07/11/13	MN WORKFORCE FEE	25.27		STMT/6-13			D	N				EMPLOYER PENSION	208.45005.0113
36947	07/11/13	PHOTO COPIES-JUNE	76.32		STMT/6-13			D	N				OFFICE SUPPLIES	208.45005.0220
36947	07/11/13	PAYROLL/FLEX FEE	40.47		STMT/6-13			D	N				OTHER SERVICES	208.45005.0339
36947	07/11/13	OFFICE RENT-FEE	626.61		STMT/6-13			D	N				RENTS	208.45005.0440
36947	07/11/13	MAIL PICKUP FEE-MAY	50.00		38491			D	N				POSTAGE	208.45005.0223
36947	07/11/13	WORKERS COMP AUDIT	25.02		38492			D	N				EMPLOYER INSUR.	208.45005.0114
36947	07/11/13	INTERNET-2ND QUARTER	125.16		38532			D	N				COMMUNICATIONS	208.45005.0330
36947	07/11/13	MAIL PICKUP FEE-JUN	50.00		38546			D	N				POSTAGE	208.45005.0330
		VENDOR TOTAL	12,373.93		*CHECK TOTAL									
			12,373.93											
WILLMAR ELECTRIC SERVICE			000816											
36948	07/11/13	ALARM REPAIR-PARTS	61.23		23062			D	N				MTCE. OF STRUCTU	230.43430.0225
36948	07/11/13	ALARM REPAIR-LABOR	55.00		23062			D	N				MTCE. OF STRUCTU	230.43430.0335
36948	07/11/13	SIGNAL REPAIR-LABOR	137.50		23071			D	N				MTCE. OF OTHER I	101.43425.0336
		VENDOR TOTAL	253.73		*CHECK TOTAL									
			253.73											
WILLMAR LAKES ROTARY			001557											
36949	07/11/13	QUARTERLY MEALS	96.00		1065			D	N				SUBSISTENCE OF P	101.45432.0227
36949	07/11/13	QUARTERLY DUES	35.94		1065			D	N				SUBSISTENCE AN	101.45432.0443
		VENDOR TOTAL	131.94		*CHECK TOTAL									
			131.94											
WILLMAR WATER & SPAS			000831											
36950	07/11/13	BOTTLED WATER	26.00		E1051			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	35.75		E128			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	29.50		E1342			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	32.25		E1578			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	32.25		E1960			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	18.75		E2018			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	DRINKING WATER	11.38		E2209			D	N				SUBSISTENCE OF P	101.41408.0227
36950	07/11/13	BOTTLED WATER	23.25		E2214			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	36.75		E405			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	48.12		E743			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	BOTTLED WATER	37.25		E787			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	WTR PURIFIER RENTAL-JUL	37.41		13-7			D	N				RENTS	651.48484.0229
36950	07/11/13	BOTTLED WATER	121.00		34320			D	N				GENERAL SUPPLIES	651.48484.0229
36950	07/11/13	SOFTENER SALT	13.15		67494			D	N				GENERAL SUPPLIES	651.48484.0229
		VENDOR TOTAL	502.81		*CHECK TOTAL									
			502.81											
WINDSTREAM			002100											
36951	07/11/13	MONTHLY SERVICE-JUNE	44.39		STMT/6-13			D	N				COMMUNICATIONS	101.41406.0330
36951	07/11/13	MONTHLY SERVICE-JUNE	370.12		STMT/6-13			D	N				COMMUNICATIONS	101.41408.0330

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
WINDSTREAM 36951 07/11/13	002100 MONTHLY SERVICE-JUNE	39.00		STMT/6-13		D N	COMMUNICATIONS	101.42411.0330
36951 07/11/13	MONTHLY SERVICE-JUNE	41.99		STMT/6-13		D N	COMMUNICATIONS	101.43425.0330
36951 07/11/13	MONTHLY SERVICE-JUNE	293.34		STMT/6-13		D N	COMMUNICATIONS	101.45433.0330
36951 07/11/13	MONTHLY SERVICE-JUNE	129.41		STMT/6-13		D N	COMMUNICATIONS	101.45435.0330
36951 07/11/13	MONTHLY SERVICE-JUNE	31.78		STMT/6-13		D N	COMMUNICATIONS	101.45437.0330
36951 07/11/13	MONTHLY SERVICE-JUNE	237.89		STMT/6-13		D N	COMMUNICATIONS	230.43430.0330
36951 07/11/13	MONTHLY SERVICE-JUNE	139.80		STMT/6-13		D N	COMMUNICATIONS	651.48484.0330
	VENDOR TOTAL	1,327.72		*CHECK TOTAL				
YANISH/FRANK 36952 07/11/13	002874 LMC ANNUAL CONFERENCE	150.56		512		D N	TRAVEL-CONF. -SCH	101.41401.0333

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CITY OF WILLMAR

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

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

1,943,331.89

RECORDS PRINTED - 000463

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	379,797.03
208	CONVENTION & VISITORS BUREAU	19,905.18
230	WILLMAR MUNICIPAL AIRPORT	11,481.17
303	D.S. - 2003 BOND	1,558.75
307	D.S. - 2007A BOND	31,062.50
308	D.S. - 2008 BOND	17,067.50
310	D.S. - 2010 BOND	16,993.75
311	D.S. - 2011 BOND	15,760.00
312	D.S. - 2012 BOND	14,196.88
327	D.S. - 2007B BOND	17,800.00
350	RICE HOSPITAL DEBT SERVICE	787,362.50
413	S.A.B.F. - #2013	65,698.44
432	C.P. - WASTE TREATMENT	405,244.34
450	CAPITAL IMPROVEMENT FUND	61,354.35
651	WASTE TREATMENT	97,273.43
741	OFFICE SERVICES	776.07
TOTAL ALL FUNDS		1,943,331.89

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,943,331.89
TOTAL ALL BANKS		1,943,331.89

# City of Willmar, Minnesota Building Inspection Report

From 06/01/2013 To 06/30/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21527	6/28/2013	GURLEY FOODS 1118 HIGHWAY 12 E	95-914-1930 L; B S 14; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$79,000.00	\$795.50
21529	6/5/2013	TORGERSON PROPERTIES 2100 HIGHWAY 12 E	95-913-1010 L; B S 13; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	3RD FLOOR ADDN/ MAJOR RENOVATIONS	\$8,000,000.00	\$44,932.71
21532	6/18/2013	MILLS PROPERTIES INC. 3800 HIGHWAY 71 S	95-507-1010 L 2; B 1 MILLS 2ND ADDITION	Commercial New Commercial	CONSTRUCT NEW 4 BAY CARWASH	\$800,000.00	\$7,267.71
21546	6/3/2013	RICE HOSPITAL CITY OF WILLMAR 301 BECKER Avenue SW	95-003-5970 L 1 - 14/ 1 - 10; B 48 / 49 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL RADIOLOGY DEPARTMENT	\$2,300,000.00	\$15,318.96
21554	6/12/2013	PRESBYTERIAN FAMILY HOMES 1500 10TH Street SE	95-671-0340 L 4; B 3 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Residential/Alteration	CONVERT GARAGE INTO BEDROOMS	\$19,500.00	\$411.90
21556	6/4/2013	DAVID DOYLE 2403 6TH Street NE	95-137-0226 L 4; B 4 COUNTRY CLUB TERRACE	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,500.00	\$32.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21558	6/3/2013	RAFAEL ZELAYA 1004 IRENE Avenue SE	95-665-0160 L 6; B 2 PERKIN'S 5TH ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,500.00	\$51.25
21560	6/10/2013	DAVID H PETERSON 1304 12TH Street SE	95-672-0070 L 7; B 1 PLEASANT VIEW 3RD ADDN	Residential Add/Alter Porch	PORCH ADDITION ON EXISTING DECK	\$7,273.80	\$195.79
21561	6/4/2013	NATHAN PITT 1005 6TH Street SW	95-090-1720 L 12 & PT OF 11; B L BOOTH'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$1,800.00	\$50.90
21562	6/18/2013	BRUCE MELCHERT 900 MEADOW Lane SW	95-590-0310 L PT OF 1&3; B 3 NYQUIST'S NO. ORCHARD	Residential Add/Alter Garage	ADD TRUSSES TO AN EXISTING GARAGE	\$14,975.00	\$322.14
21563	6/5/2013	DENNIS THORPE 1305 9TH Street SE	95-670-0270 L 7; B 2 PLEASANT VIEW ADDITION	Residential Add/Alter Deck	FRONT DECK W / LANDING & STAIRS	\$10,896.00	\$250.10
21564	6/11/2013	DENNIS KRINGEN 1805 4TH Street NE	95-467-1140 L 3; B 3 LAKEWOOD 7TH ADDITION	Garage/Shed Accessory Building	CONSTRUCT 12' X 16' GARDEN SHED	\$7,758.72	\$196.03
21565	6/4/2013	OSAEEL FLORES TOEGO 916 19TH Avenue SE	95-138-0030 L 3; B 1 COUNTRYSIDE ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$663.96	\$37.43

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21566	6/4/2013	LUIS ENRIQUE DEJESUS 630 OAK Lane NW	95-300-0100 L 10; B 000 HARRIS SUBDV. OF SEMINAR	Garage/Shed Garage	CONSTRUCT 6' X 24' ADDN TO EXISTING GARAGE	\$5,819.04	\$160.06
21567	6/11/2013	TERESA HOLWERDA 801 1ST Street S	95-250-2100 L PT OF 20; B 9 GLARUM'S ADDITION	Apartment Addition	COMMERCIAL ADDITION	\$14,106.88	\$377.89
21568	6/12/2013	KANDIYOHI COUNTY 1801 TECHNOLOGY Drive NE	95-508-0560 L 0; B 0 MINNWEST TECH. CAMPUS C	Commercial Add/Alter Commercial/Alteration	ADD H.C. RESTROOM ON EXISTING PLUMBING	\$1,000.00	\$57.84
21569	6/5/2013	TODD IVERSON 1141 RAMBLEWOOD Avenue SW	95-690-1600 L 10; B 8 RAMBLEWOOD ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE	\$6,000.00	\$83.00
21570	6/5/2013	KIMBERLY DAVIS 411 13TH Street SW	95-006-7065 L 8 & PT OF 9; B 110 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21571	6/11/2013	KELLY WELCH 1304 23RD Street SE	95-786-0360 L 7; B 1 SUNRISE ESTATES 2ND ADD	Residential Add/Alter Addition	PORCH ADDITION OVER EXISTING PATIO	\$10,344.96	\$249.82
21572	6/26/2013	KANDI MALL 1999,LLC SKYLARK MALL 1605 1ST Street S	95-923-8640 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL 2 EXISTING COMMERCIAL SPACES	\$143,941.00	\$1,898.93

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21574	6/11/2013	JOYCE MALVIN 521 14TH Street SW	95-320-0360 L 6; B 3 HIGHLAND PLACE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,812.00	\$31.91
21575	6/11/2013	HARVEY NELSON 702 MONONGALIA Avenue SW	95-006-2330 L PT OF 6-7; B 73 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,200.00	\$31.60
21576	6/18/2013	ARBY'S 2415 1ST Street S	95-923-8840 L ; B S 23; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$22,000.00	\$323.25
21577	6/18/2013	HARVEY ANDERSON FUNERAL HOM RSN PROPERTIES, LLC 1000 19TH Avenue SW	95-922-8017 L ; B S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL GARAGE INTO FAMILY ROOM	\$19,500.00	\$483.71
21579	6/18/2013	ISD #347 WILLMAR MIDDLE SCHOOL 209 WILLMAR Avenue SE	95-914-1600 L ; B S 14; T 119N; R 35W	Churches/Schools Commercial/Alteration	REMODEL CLASSROOMS	\$29,800.00	\$651.39
21580	6/18/2013	EUNICE H PEARSON 501 12TH Street NW	95-820-1330 L PT OF 2; B 7 THORPE & LIEN'S ADDITION	Residential Add/Alter Deck	RESIDENTIAL DECK	\$1,500.00	\$68.65
21581	6/12/2013	KANDIYOHI COUNTY FAIR BOARD 801 7TH Street NW	95-210-0010 L 0; B 0 FAIRGROUNDS ADDITION	Commercial New Commercial	CONSTRUCT 24' X 32' BUILDING (SHELL ONLY)	\$64,389.12	\$1,135.22

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21583	6/12/2013	DENNIS & JANET CLARK 2500 8TH Street SW	95-682-0510 L 1; B 5 PORTLAND ACRES 2ND ADD	Garage/Shed Storage Shed	MOVE IN A DAKOTA SHED	\$13,577.76	\$303.94
21590	6/18/2013	ANTHONY & BONNIE OGD AHL 912 WALNUT Place SW	95-600-0330 L 3; B 3 ORCHARD HILL	Residential Add/Alter Remodel	INSTALL PATIO DOOR	\$1,500.00	\$68.65
21591	6/18/2013	RALPH ENGEL R & j TOURS 1408 WILLMAR Avenue SE	95-382-0030 L 3; B 1 INDEPENDENCE PLACE	Commercial New Commercial	CONSTRUCT 7382 SF OFFICE BLDG.	\$770,016.42	\$7,049.36
21598	6/20/2013	CRAIG & LORI HOLMGREN 2213 COUNTRY CLUB Drive NE	95-137-0124 L PT OF 14-15; B 1 COUNTRY CLUB TERRACE	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$15,000.00	\$37.50
21599	6/20/2013	COMMUNITY CHRISTIAN SCHOOL 1300 19TH Avenue SW	95-922-7580 L ; B S 22; T 119; R 35	Churches/Schools Commercial/Alteration	REMODEL EXISTING PRESCHOOL AREA	\$8,235.00	\$251.21
21600	6/20/2013	ISD #347 WILLMAR HIGHSCHOOL 2701 30TH Street NE	95-901-0100 L ; B S 1; T 119N; R 35W	Churches/Schools Commercial/Alteration	REROOF POOL AREA	\$85,765.00	\$842.63
21601	6/18/2013	WILL SMITH 315 12TH Street SW	95-006-5980 L PT OF 11-12; B 102 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,800.00	\$31.40

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21602	6/18/2013	MARY MERLIN 1712 HANSEN Drive SW	95-864-0040 L 4 & PT OF 3; B 1 WEST PARK 5TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$13,000.00	\$36.50
21603	6/18/2013	MICK & HEATHER MOYER 728 17TH Street SW	95-760-0050 L 5; B 0 SUMMIT ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,600.00	\$30.80
21605	6/26/2013	ISCO, INC. 2500 AIRPORT Drive SW	95-870-0300 L ; B 2 WILLMAR INDUSTRIAL PARK	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$98,344.78	\$930.17
21611	6/26/2013	ISD #347 KENNEDY ELEMENTARY SCHOOL 824 7TH SW	95-090-0100 L 0; B B BOOTH'S ADDITION	Churches/Schools Commercial/Alteration	REMODEL KITCHEN	\$100,000.00	\$1,513.96
21612	6/20/2013	APPLETREE PLAZA WILLMAR 10 INVESTORS 1601 HIGHWAY 12 E	95-914-1650 L ; B S 14; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF (OVERLAY)	\$40,000.00	\$504.75
21613	6/26/2013	WILLMAR HIRA 300 7TH Street NW	95-440-0050 L 5-9; B LAKE FRONT ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REOOF	\$1,750.00	\$30.88
21614	6/28/2013	JIM WADSWORTH 1308 27TH Street NW	95-135-1090 L 29; B 5 COLLEGE VIEW ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,500.00	\$32.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21615	6/20/2013	WILLOW RUN APARTMENTS 400 15TH Avenue SW	95-922-6050 L ; B S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REROOF BUILDING A	\$31,470.00	\$428.49
21616	6/26/2013	VIRGIL & MARY WALLIN TRUST 710 14TH Street SW	95-070-0120 L 2; B B BONHAM'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REOOF	\$3,500.00	\$31.75
21618	6/28/2013	SANDRA M FERNELIUS 2115 19TH Avenue SW	95-921-5520 L ; B S 21; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,550.00	\$32.28
21619	6/28/2013	LEROY A SANDERS 1115 13TH Avenue SW	95-690-0640 L PT OF 13-14; B 4 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
21621	6/28/2013	DAVE MIKKELSON WILLMAR FORKLIFT 2425 OXFORD Drive SE	95-468-0150 L 6; B 2 LANDMARK BUSINESS PARK	Commercial New Commercial	CONSTRUCT 4800 S.F. STORAGE BLDG.	\$181,872.00	\$2,228.15
21624	6/28/2013	KEVIN HALLIDAY 620 ANN Street SE	95-222-0770 L 6; B 5 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
21627	6/28/2013	JUSTIN BRAEGELMAN 1208 29TH Street NW	95-135-0230 L 3; B 2 COLLEGE VIEW ADDITION	Residential Add/Alter Residential/Alteration	ADD DOOR AND WINDOW TO EXISTING GARAGE	\$300.00	\$29.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21628	6/28/2013	STEVE & JILL GROVE 1701 15TH Avenue SW	95-862-0120 L 2; B 1 WEST PARK 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
21632	6/28/2013	GREGG SCHILLING 912 2ND Street SW	95-280-2040 L 4; B 12 HANSON'S ADDITION	Move/Raze Demolition	DEMO DETACHED GARAGE	\$0.00	\$30.00
<b>Current Year Current Month Totals</b>						\$12,965,561.44	\$89,986.91
<b>Previous Year Current Month Valuation</b>						\$799,866.58	
<b>Current YTD Valuation From 01/01/2013 To 06/30/2013</b>						\$32,116,912.65	
<b>Previous YTD Valuation</b>						\$8,848,279.75	

**JOINT POWERS BOARD MEETING  
MAY 31, 2013**

**Members Present:** Eric Banks, Bill Borth, Matt Dawson, Ross Magnuson, Mike Miller, Bonnie Pehrson, Rachel Smith, Darin Strand

**Staff Present:** Steve Brisendine, Rob Baumgarn, Brad Bonk, Kevin Madsen, Tammy Rudningen, Becky Sorenson, Jena Tollefson & Intern Sam Esboldt

Steve welcomed everyone to the meeting and asked Sam to introduce himself to the Board. Chairman Eric Banks called the meeting to order.

The first item on the agenda is the 2014 Five Year Capital Improvement Plan. Steve informed the Board of the various items on the plan. The ranking system will be for the entire five years, not yearly. Due to reduced government aid, capital projects have taken a big hit.

**PARKS – 2014 –** Haz Mat Storage at the Aquatic Center. We cannot continue to store the amount of chemicals needed for the pool in the existing facility so another building is needed.

Taunton/Baker – Currently the Stingers are bringing in their own storage facility. We are looking at building an office and storage facility at Taunton.

Swansson – lights need replacement – plan to have the lights re-aimed and replaced in the next five years – Baker first in 2017 with others following. Fences need repair.

Bike paths – more signage to better mark trails.

Tennis Courts – resurface Rice and Sperry and look at Miller and Hilltop – review if they should be resurfaced or re-purposed.

Swansson Orange – Till up and re-do at the end of 2014 baseball season.

Westwind - \$100,000 to install equipment.

Build two asphalt basketball courts south of Aquatic Center.

Concession Stand – Build in the SE corner of the Aquatic Center so it would be of use not only to pool patrons but also basketball and soccer participants.

**CITY AUDITORIUM** - roof needs some major work, probably replacement.

**COMMUNITY CENTER** – A new sign, preferably lighted and/or electronic is needed.

Install an irrigation system at the Community Gardens.

Replace flooring

Replace windows on the south side of the building

Replace some furniture

**JOINT POWERS BOARD MEETING  
MAY 31, 2013, PAGE 2**

**CIVIC CENTER ARENA** – Replace doors in 2014.

Replace north driveway

2015 – HAVAC and refrigeration units need replacement. Currently we only have half a heating unit working. Approximately \$1,000,000 to replace.

The school budget will be met this year. We will be starting the City process the first couple of weeks in June.

The next item on the agenda was the Amphitheatre Project. Steve said he, Bob Mathiasen and Andrew Bjur had toured various towns to visit their amphitheatres. Andrew is working on some drawings to be presented at the next meeting.

Steve mentioned that there should be a chairman, vice chairman, secretary and treasurer for this Board. Charlene Stevens is okay with no secretary or treasurer but feels a vice chairman is necessary. Currently, Steve has been running the meeting in the absence of Eric Banks. Steve asked for any volunteers. Since no one volunteered, Steve asked everyone to think about the possibility and to let him know.

**STAFF UPDATES**

Kevin talked about getting ready for Sonshine.

Maintenance is doing some OSHA required retro-fits

Rob stated he is gearing up for summer programs. Last night all the youth teams were at the Stingers Baseball for team pictures. June 19 is the Hershey Track Meet.

Brad said he has wrapped up the first month of adult softball. This past Sunday, the Adult Soccer League started under our supervision. There are eight teams so far. Next Tuesday is the Dairy Days Track Meet.

Jena stated they are gearing up for Summer at Cardinal Place.

Steve said that CER will be taking the lead in Special Olympics (bowling, basketball, track & field).

In other business, Eric Banks asked about the City Auditorium roof and ceiling tiles. Steve responded that \$27,000 has been budgeted for total replacement of the roof and hopefully ceiling tiles, electrical fixtures, security cameras, key card system.

**JOINT POWERS BOARD MEETING  
MAY 31, 2013, PAGE 3**

Eric also expressed concern that only Baker Field was being readied for games during wet conditions and games on the other fields were being cancelled. Steve said he would talk to Ron Gilbertson regarding this.

Concerns were expressed by numerous Board Members regarding budget cuts affecting services and parks.

Bill Borth asked if girls/women could join Noon Basketball. Brad responded that they could but no one has.

As there was no further business, the meeting adjourned. Next meeting will be June 28.

Willmar Design Center  
Restoring the Heart of the City  
Board of Directors--MEETING--Tuesday, June 18, 2013  
Christianson & Associates--2nd Floor Board Room  
4:45 PM

Board Member Present:

Tom Amberg,  John Christianson,  Richard Engan (excused),  Gary Geiger,  
 Warren Hagen,  Allen Hillstrom,  Dale Hustedt (excused)  Carol Laumer,  Shawn  
Mueske,  Jana Palmquist,  Don Williamson,  Rod Larson,  Roberto Valdez

Liaisons present:

Doug Reese (County Commissioners),  Steven Ahmann (City Council)

Staff Present:  Beverly Dougherty,  Kristin Anderson-Rosetti

Guests: Jeff Madsen, Zack Liebl

**1. Call to Order, Gary Geiger**

-called to order 4:45pm

**2. Introductions**

**3. Additions to Agenda**

**4. Treasurer's Report, John Christianson**

A. Approve both May and June financials: motion, passed

**5. Standing Committee Reports**

**A. Connections, did not meet, no report.**

Carol – will meet in July. Progress is going on downtown trail to Robbins Island. Also working on Community Rec and Education looking at creating a bike repair place at Lincoln Park Shelter (in process). Would like to see 4th Avenue connection to downtown. We are focusing on biking and walking, how can we help and push those along.

Beverly - Clarification from Adam: RFP for trail grant native grasses includes management-upkeep for 3 years following planting. Scheduled for construction this year.

**B. Commons-Promotions, Jana Palmquist**

Stakeholder campaign total \$12,950. Thoughts for next year, may need a separate fundraising task force (people skilled in fundraising). May send thank you card in December to stakeholders (those who contributed \$250+ for the last three years).

Carol: can we send thank you with packet, at the same time?

Jana: we did try that, thought maybe it was too busy at that time, could get overlooked.

Gary: what about Thanksgiving.

Jana: would like to designate \$500 to purchase mugs for stakeholders "Willmar

Stakeholder 2013”, commission local artists. Committee members would personally deliver those. Bev will talk w Janet.

Planning a brew fest first Saturday in October (\$30 a ticket, sold in advance, some new people working on this, see notes). WDC could get the license for the event. Would need to recruit bartenders/servers for the event. Need to sell 500 tickets to make the event work, so there would be a drop-dead date, need a number of tickets sold to make sure the event can go ahead.

**MOTION to designate up to \$500 for mugs, seconded, passed.**

**MOTION to approve going forward with planning brew fest, seconded, passed.**

### **C. Infrastructure-Development, Beverly, Zack Liebl**

-Digital File requested from Adam for 3 Gateways

-Zack Liebl: at last meeting discussed diagonalizing parking.

-Discussion about different perceptions of parking, people wanting parking on same block where they are going. Heaviest parking is 2 blocks east of Christianson's (80% occupancy is when it starts to become a problem, that area is upper 70s, other areas downtown are 40-60% occupancy).

-Downtown housing breakdown: will give a report next month (171 city-inspected housing units downtown, there are others). Very little vacancy, 5 buildings.

### **D. Historical Preservation-Design Standards, Beverly**

-Awarded to Daniel Hoisington, part of that will be a walking video, with stories. Could show at Barn Theatre, could show on WRAC 8. Sent photos from Jacinda Davis to Dan. Talking about interpretation grants. Suggestion of doing Thursday historical walks downtown in conjunction with Becker Market in the month of September.

## **6. Event Committee Reports**

### **A. Becker Market, Kristin Anderson Rosetti**

-market has begun, this week is Block Party. Working toward branding and launch of the Hive, on-line ordering system.

### **B. COG, Jana**

-449 member-owners. Annual meeting July 9. Carol Laumer asked if she is still on the site selection committee. Jana will check.

## **7. Unfinished Business**

### **A. Election to WDC Board--Roberto Valdez, Beverly**

-(approved by email vote). Welcome back Roberto.

### **B. Board member attendance: Bylaws, Section 7 Attendance:**

“A director attending fewer than seventy-five percent (75%) of the regular meetings (including the annual meeting) held by the Board of Directors per year may be removed from the Board by a vote of a majority of the Directors then in office.”

### **C. 501(c)3 Filing, approved by email vote, Update—John**

-John has been talking with Minnesota Main Street. Keith was impressed with the legal references. Cost of applying will be \$2750-3000 (\$750 IRS application fee for 501c3 + plus legal fees). Beverly: we do have technical assistance funds that can be used to file for a 501(c)3 per Emily Northey.

-Approval time will be about 6 months; we understand we can use “applied for” in grants if application is process (there is still question if this is accurate). (Later information: According to information from Bush Foundation informational session, this is not true. We would need to ask a host with a 501(c) 3 to apply.

-Have \$11,000 of technical funds that we haven't used.

**-MOTION to approve up to \$3000 for the application process, seconded, approved.**

#### **D. 2013 Contract--Project Coordinator, Gary**

-Time for renewal. Only thing changed is date, crossed out marketing, under #8 removed reference to marketing.

**-MOTION to move forward with contract, seconded, approved.**

### **8. New Business**

#### **A. FoundationSearch.com Proposal (10 minutes), Beverly**

-Beverly learned about FoundationSearch.com from WAM-BC. It is mostly an on-line database that you subscribe to – become a member – with membership you also get other benefits. The service is user-friendly and aims to help you connect with foundation grant money applicable to your organizations.

-Video conference with Natascha McGregor of FoundationSearch. Database holds information on 112,00 foundations, \$8million grants. Natascha led us on a tour of the grant search on their website. Did a search for restoration/historical projects, located 156 grants totaling over \$6 million dollars, of grants received. Less than 10% of foundations have a web presence. The site gives foundation profiles, regularly updated with foundation information, funding priorities etc. Hyperlinks on peoples names allow you to see if people are on other boards, foundations, etc. More tools let you see graphs of funds given, grants by category, total dollars given etc. (Foundations have to give up 5% of their assets, can do that on an annual basis or every 5 years).

-When you buy a membership – there are 3 basic parts to the package: 1. foundation search site 2. bigonline (includes other resources, for example includes example letters of inquiry) 3. education program (online course to write grants). There is also unlimited customer support, training to use the database (and “My Prospect Manager”). Also gives you access to brand new foundations that most of the public does not know about.

Pricing: membership options, 1 year – 5 year choices. Most people generally look for funding over a 5 year period. There is a special sale, this month only (June) – 5 year membership with 2 users is \$7,995. 1-year membership with 1 user is \$3,995.

-money back guarantee: if you do not receive any funding using their resources, after 6 months you get the full amount back. They have a 99.7% success rate.

-Questions: John: when you do a query does it give you access to deadlines? Yes.

-Carol: we will need more time to talk about this. Can we get an extension on sale price?

-Gary: Can we get extension until the day after our next board meeting, July 17.

-They can provide references, testimonials and do have a page on their site about this. See also their “Client Advisory Board” section on the site.

-Bev: part of the reason this is good timing is because we have money to match, especially with the \$45,000 we now have from SWRSDP.

-Roberto: I am skeptical, but once I saw the easy use and I looked up WAM-BC on there

and the numbers were correct. If we could team up and do it with WDC, we would be interested. It is a good software, the question for us is can we afford it.

**-ACTION: Beverly will wait for response from Natasha re extension on sale price, and will call the executive committee together to discuss.** (Richard, Jana, and Bev did already meet to discuss.)

#### **9. Project Coordinator Report, Beverly**

-Beverly (and Kristin) is attending Bush foundation information session in Willmar tomorrow.

-We did get more money from SWRSDP, totaling \$45,000 to create a vision for food system in Willmar.

**-MOTION TO SUPPORT downtown food systems project, seconded, approved**

#### **10: Announcements**

A. City Council Meetings--1st & 3rd Mondays--7:00 PM

B. 1st Tuesdays--begin again in September.

C. Becker Market Block Party--Thursday, June 20th.

No Becker Market July 4th

D. Gateways: Presentation to City Council on final design

E. Parking Assessment--Schedule to be determined

F. Next WDC Board Meeting--Tuesday, July 16, 2013

**FINANCE COMMITTEE REPORT  
CITY OF WILLMAR  
MONDAY, JULY 8, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, July 8, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	.....	Chair
	Tim Johnson	.....	Vice-Chair
	Rick Fagerlie	.....	Member
	Audrey Nelsen	.....	Member
	Kevin Halliday	.....	City Clerk-Treasurer

Others present included Planning & Development Services Director Bruce Peterson, Police Chief David Wyffels, Mayor Frank Yanish, Grizzly’s Grill N’ Saloon Representatives Peter Poepping and Chris Minor, El Tapatio Mexican Restaurant Representative Omar Valencia, and Accounting Supervisor Carol Cunningham.

**Item No. 1 – Public Comment**

Chair Anderson acknowledged that no one present wished to address the Committee at this time.

**Item No. 2 – “Shop With a Cop” Grant ( Resolution )**

Police Chief Dave Wyffels explained to the Committee that the Willmar Police Department has participated in the Wal-Mart Foundation’s Local Community Contribution Grant Program since 2004. Willmar’s grant has always been used for the “Shop With A Cop” Christmas gifting program through which officers volunteer time assisting needy children in the selection and wrapping of Christmas gifts for family members and loved ones. Normally, there is an application process for this grant which will be opening soon for 2013. However, during a recent store promotion, Wal-Mart representatives contacted the Willmar Police Department to express their intent to award the grant again this year, prior to the opening of the grant process. Consequently, it is being requested that the Council accept the \$1,000 donation from Wal-Mart for the purpose of continuing the “Shop With A Cop” program and to complete the online grant application portion when it becomes available. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution authorizing the Willmar Police Department to apply for and receive a Wal-Mart Foundation Local Community Contribution of \$1,000 for the “Shop With A Cop” program.

**Item No. 3 – Liquor License Violations ( Information )**

Pursuant to a June 13, 2013, liquor compliance check conducted by the Willmar Police Department, staff presented to the Committee the list of retail liquor establishments that violated Municipal Code Sec. 3-2 Selling or Giving Intoxicating Liquor to Persons to Whom Sale is Prohibited. Two establishments incurred their first violation for which representatives were present to explain measures being taken to eliminate future violations, including enrolling all employees in compliance check training programs annually. The two establishments involved were Grizzly’s Grill N’ Saloon, represented by Owner Peter Poepping and Manager Chris Minor;

and El Tapatio Mexican Restaurant, represented by Omar Valencia. This matter was for information only.

**Item No. 4 – WCER Adult Soccer League Budget Amendment - ( Resolution )**

Staff explained to the Committee that Community Ed & Rec has established a new Adult Soccer League. Subsequently, the Leisure Services 2013 Budget needs to be amended to reflect additional expenses required to run this new league for an estimated total of \$7,619. It is being proposed that the budget be increased by \$6,424 for Temporary Employees, \$195 for General Supplies, and \$1,000 for Awards/Indemnities. Concerns were raised requesting cost center accounting by program under the Leisure Services Department. 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 amending the 2013 Leisure Services Budget in the amount of \$7,619 to reflect an increase in Temporary Employees Salaries/Benefits of \$6,424, in General Supplies of \$195, and in Awards/Indemnities of \$1,000.

**Item No. 5 – Reappropriate Capital Funds for Signal Cabinet/Controller Equipment – (Resolution)**

Staff presented a request to re-appropriate Capital Funds for the Signal Cabinet and Controller Equipment at 19<sup>th</sup> Avenue and 1<sup>st</sup> Street South estimated at \$30,000. This equipment was replaced earlier this year with the intent to bond for the cost with the street program. However, it has been determined that using bond funds would not be cost effective. It is anticipated that actual costs for the Stormwater Improvements for the old Wastewater Treatment Plant Retrofit Project will be substantially less than budgeted. Subsequently, it is proposed that \$30,000 be transferred from excess funds budgeted for that project to cover the additional amount needed for the Cabinet/Controller Equipment at 19<sup>th</sup> Avenue and 1<sup>st</sup> Street. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution authorizing the reappropriation of excess funds from the Stormwater Improvements for the Old Wastewater Treatment Plant Retrofit Project to the Signal Cabinet/Controller Equipment replacement at 19<sup>th</sup> Avenue and 1<sup>st</sup> Street in the amount of \$30,000.

**Item No. 6 – Reappropriate Capital Funds for Fuel System Dispenser Project (Resolution)**

Staff presented a request to re-appropriate Capital Funds for the Fuel System Dispenser Installation and Repair at the Public Works Garage estimated at \$21,612. This equipment was originally budgeted in 2013 for \$30,000. However, staff obtained quotes and it was discovered that the original estimates were too low. A front-end loader was purchased earlier this year for an amount substantially less than budget. It is being proposed that the additional \$21,612 required for the Fuel System be reappropriated from the excess funds available from the front-end loader purchase. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

**RECOMMENDATION:** to introduce a resolution authorizing the reappropriation of excess funds from the front-end loader purchase to the Fuel System Dispenser Installation and Repair in the amount of \$21,612.

**Item No. 7 – Reports ( Information )**

The Committee received the May, 2013, Rice Trust Report. This matter was taken for information only.

**Item No. 9 – Old Business (Information)**

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

**Item No. 10 – New Business (Information)**

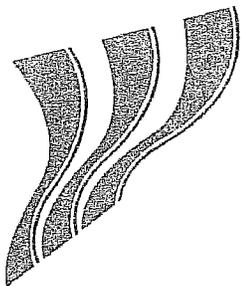
Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

There being no further business to come before the Committee, Chair Anderson declared the meeting adjourned at 5:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham".

Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date:

Attachments:  Yes No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Willmar Police

Agenda Item: "Shop With A Cop" Grant

**Recommended Action:** Request approval allowing the Willmar Police Department to apply for and receive a Wal-Mart Foundation's Local Community Contribution (LCC) grant/contribution in the amount of \$1000.00.

**Background/Summary:**

The Willmar Police Department has applied for, received, and participated in the Wal-Mart Foundation's Local Community Contribution (LCC) grant since 2004. The grant has always been used for the "Shop-With-A-Cop" Christmas gifting program for many years. This is a program where officers volunteer time assisting needy children in the selection and wrapping of Christmas gifts for family members and loved ones. The source of funding for the gifts is through the Wal-Mart grant.

The grant application is an "online" process. Wal-Mart will be soon be opening the 2013 application process but recently during a store promotional event on June 21, 2013, Wal-Mart contacted the Willmar Police Department stating they liked the program so much that they wished to award of \$1000.00 to the Willmar Police Department ahead of time during their promotion for this program and did so.

Recognizing a normal process for Council approval of grants, the Willmar Police Department is requesting to be allowed to accept the \$1000.00 donation from Wal-Mart for the purpose of continuing the "Shop-with-a-Cop" program and completing the online grant application portion of this award when it becomes available to do so. Amounts funded through the grant in the past have been \$1000.00 for the Shop-With-a-Cop program.

**Alternatives:** Decline the \$1000.00 offered by Wal-Mart designated to be spent on the "Shop-with-a-Cop" program.

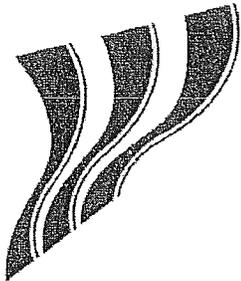
**Financial Considerations:** None. All money is received from Wal-Mart and goes directly back to Wal-Mart in the form of purchases for qualifying families. Officers participating in the shopping event often provide additional monies of their own to allow participating children to get a gift for themselves in addition to the purchase made for family members receiving gifts. However, no money is ever spent from public funds.

Preparer: Chief of Police David Wyffels

Signature:

*David F. Wyffels*

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4  
Meeting Date: July 8, 2013  
Attachments: Yes X No

CITY COUNCIL ACTION

Date: July 15, 2013

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Liquor License Violations

Recommended Action: Receive Testimony to Make Recommendation to Full Council.

Background/Summary:

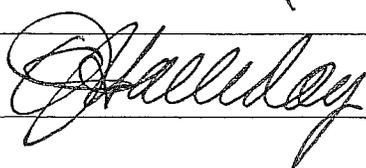
Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in two (2) violations of On-Sale establishments.

- 1) A first violation for license holders **Grizzly's Grill N' Saloon and El Tapatio Mexican Restaurant** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.

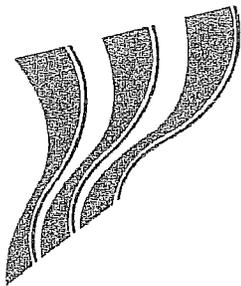
Alternatives:

Financial Considerations: Not Applicable

Preparer: City Clerk-Treasurer

Signature: 

Comments:



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

**Agenda Item Number:** 5

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** WCER-Leisure Services

**Agenda Item:** Adjust Leisure Service budget to reflect new program Adult Soccer League

**Recommended Action:** To adjust the Leisure Service Budget to address the additional expenses created to run this new soccer league that was not in place when our budget was created. We are asking for the following;

Temporary Employees budget to be increased by \$6,424.00

General Supply budget to be increased by \$195.00

Awards and Indemnities to be increased by \$1,000.00

**Alternatives:** The alternative that would take place is to go over the budgeted resources in those line items.

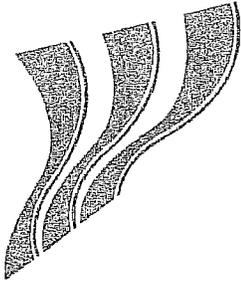
**Financial Considerations:** \$7,619.00

**Preparer:** Steve Brisendine-WCER Director

**Signature:**

*Steve Brisendine*

**Comments:**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: July 8, 2013

Attachments: Yes  No

CITY COUNCIL ACTION

Date: July 15, 2013

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

Agenda Item: Re-appropriation of Capital Funds for Signal Cabinet and Controller Equipment.

Recommended Action: To re-appropriate funds for the cabinet and controller from Stormwater Improvements – Old WWTP Retrofit in the amount of \$30,000.00

Background/Summary: The signal cabinet and controller at 19<sup>th</sup> Avenue and 1<sup>st</sup> Street South were scheduled for replacement in 2013, with funding to come from bonds. The work is complete, but funding was not included in the bond sale. It is necessary to re-appropriate capital funds to cover the \$29,501.85 spent to complete the work.

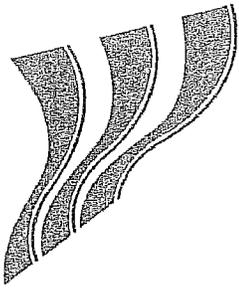
Alternatives: 1. Re-appropriate funds  
2. Look for another financing source

Financial Considerations: The expenditures were budgeted for 2013

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:



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

Agenda Item Number: 7

Meeting Date: July 8, 2013

Attachments:  Yes  No

**CITY COUNCIL ACTION**

Date: \_\_\_\_\_

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

Originating Department: Public Works

Agenda Item: Re-appropriation of capital funds for fuel system dispenser installation and repair.

**Recommended Action:** To re-appropriate funds to cover excess costs for fuel system dispenser installation and repair from unspent capital dollars (from the prior purchase of the front end loader) in the amount of \$21,612.00.

**Background/Summary:** The fuel dispensing system was budgeted in the 2013 capital budget. When staff took quotes on it, it was discovered that the original estimates were too low. This is work that needs to be done, and the unspent front end loader funds are a logical source for re-appropriation of capital dollars.

**Alternatives:** 1. Re-appropriate funds  
2. Look for another financing source

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

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:

# Memorandum

**TO:** Charlene Stevens, City Administrator  
**FROM:** Bruce Peterson, Planning and Development Services Director  
**DATE:** May 28, 2013  
**RE:** Public Work Garage Fuel System Dispenser Installation and Repair

Staff is in the process of proceeding with the installation and repair of the fuel dispensing system at the Public Works Garage.

I am requesting approval to accept the quote from Westmor Industries for \$51,562.00 to install (2) new submersible pump man ways at the tank, (2) new man way covers, 100' of new 1.5" double wall flex piping over to the islands, electronic line leak on piping, (2) new dispenser man ways, (2) 4' X 6' islands, and (2) new Gasboy dispensers. Westmor Industries has estimated the down time on fuel system repairs and installation to be about two weeks. The 2013 Public Works Capital Outlay Program has included \$30,000.00 for these repairs. Staff is requesting \$21,612.00 be transferred from unused funds after the prior purchase of a Front End Loader in the 2013 Capital Outlay Program.



**Investment Management  
& Trust**

**ACTIVITY SUMMARY AS OF 5/31/2013**

**RICE CUSHMAN A CHAR TR**

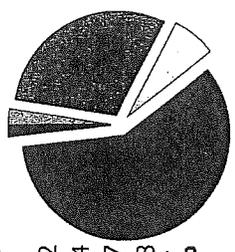
**Account 180205**

**Market Value Reconciliation**

	Since 05/01/2013 (\$)	Year to Date (\$)
<b>Beginning Market Value</b>	<b>2,750,921.62</b>	<b>2,616,990.01</b>
<b>Disbursements</b>		
Withdrawals	0.00	-31,002.36
Expenses	-275.00	-498.75
Fees	-1,740.62	-8,610.17
<b>Total Disbursements</b>	<b>-2,015.62</b>	<b>-40,111.28</b>
<b>Income</b>		
Investment Income	2,217.87	19,066.01
<b>Total Income</b>	<b>2,217.87</b>	<b>19,066.01</b>
<b>Value on May 31, 2013</b>	<b>2,770,238.89</b>	<b>2,770,238.89</b>
<b>Total Change in Portfolio Value</b>	<b>19,115.02</b>	<b>174,294.15</b>

**Asset Allocation**

Asset Category	Market Value	% Total
Cash & Money	66,157.82	2.39
Markets		
Fixed Income	834,459.87	30.12
Alternative	192,257.12	6.94
Equity	1,630,731.76	58.87
Other	46,632.33	1.68
<b>Total</b>	<b>\$2,770,238.89</b>	<b>100.00%</b>



**Income Summary**

	This Period (\$)	Year to Date (\$)
Taxable Income	2,217.87	19,066.01
<b>Total Income Summary</b>	<b>2,217.87</b>	<b>19,066.01</b>

**Gain/Loss Summary**

	This Period (\$)	Year to Date (\$)
Short-term	0.00	138.65
Long-term	6,404.05	9,100.16
<b>Total Gain/Loss Summary</b>	<b>6,404.05</b>	<b>9,238.81</b>

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



*Investment Management  
& Trust*

**Selected Period Performance**  
**RICE CUSHMAN A CHAR TR**  
 Account 180205  
 Period Ending: 05/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (5 Months)</u>
Total Fund	2,729,761	.85	7.52
Total Fd Net Fee	2,729,761	.78	7.17
Fixed Income	839,472	-1.02	.19
BarCap Int Aggregate Bd		-1.26	-.53
Domestic Equity	1,308,217	2.57	15.13
S&P 500 Index		2.34	15.38
Russell 2000 Index		4.00	16.46
Intl. Equity	323,738	-.38	4.57
MSCI EAFE (US\$ & Net) Index		-2.41	7.94
Short Term Cash	65,757	.00	.00
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	192,257	.00	1.90
Citigroup 3 Month Treas Bill		.01	.04
Uninvested Cash	321	.00	.00

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

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-11**  
**CITY OF WILLMAR**  
**TUESDAY, JULY 9, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, July 9, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Audrey Nelsen and Bruce DeBlieck. Also present were: Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Josh Halvorson, Donohue and Associates; Pat Curry, Mary Lou Arne, and Janell Sommers, Recording Secretary.

**1. PUBLIC COMMENT – WILLMAR AREA LAKES:**

Mary Lou Arne, a resident of Willmar, came before the committee to inquire if something can be done to make the lakes in Willmar more visible, specifically asking for removal of the trees and brush along the lake shore. It was noted that the Department of Natural Resources restricts vegetation removal within 1,000 feet of the water for erosion control purposes.

**2. ACCEPT BID AND AWARD CONTRACT FOR DOWNTOWN TO ROBBINS ISLAND TRAIL IMPROVEMENTS:**

Bids were opened on June 18, 2013 for the improvements to the trail from the Downtown to Robbins Island. The project included a base bid for the main trail improvements with alternates for widening the concrete across the First Street Bridge and planting and maintenance of prairie grasses. Duininck Inc. submitted the only bid with a base amount of \$251,896.00, which was much higher than the estimated costs. Because the project includes a state grant, approval was needed from MnDOT to proceed. They have agreed to provide an additional \$66,453.00 to cover their share of the base bid only. This in turn increases the City's share by \$8,379.00 to be paid by additional LOST funds.

It was staff's recommendation to award the base bid to Duininck Inc. A motion was made by Council Member DeBlieck, seconded by Council Member Nelsen, and passed for the following

**RECOMMENDATION:**

Accept the base bid of Duininck Inc. in the amount of \$251,896.00, and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. (Resolution)

3. **APPROVE PLANS AND SPECS AND CALL FOR BIDS FOR SPERRYVILLE LIFT STATION:**

The Council entered into a contract with Donohue and Associates to complete the design and contract documents for the construction of the Sperryville lift station in April, 2013. The plans and specifications are complete and ready for approval. The proposed schedule allows for construction to begin early fall with substantial completion in December and finalization by the end of May, 2014. A motion was made by Council Member Nelsen, seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

Approve the plans and specifications and authorize advertisement for bids to be opened August 7, 2013. (Resolution)

4. **AIRPORT COMPASS ROSE UPDATE (FOR INFORMATION ONLY):**

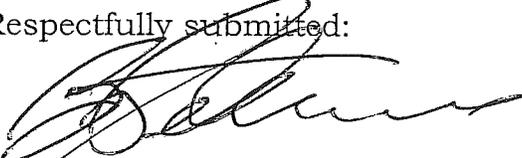
Pat Curry updated the committee with the timeline for painting a compass rose at the Willmar Municipal Airport. The project will be done by the Minnesota Chapter of Ninety-Nine Women Pilots at a cost of approximately \$400-\$700 for paint. MnDOT Aviation will share in the cost. The measurement of the compass from north to south is approximately 75 feet. The project will start on July 26 with taping and one paint color, and be completed the next day with the other.

5. **MISCELLANEOUS ITEMS:**

Police Chief Wyffels informed the committee that the Dangerous Weapons Ordinance is nearly complete and will be brought to committee for final review at the next meeting. Various areas of potholes and catch basin failure were brought to the attention of staff who are in the process of taking quotes for repair. Council Member DeBlieck asked staff to check into storm water practices at the fairgrounds.

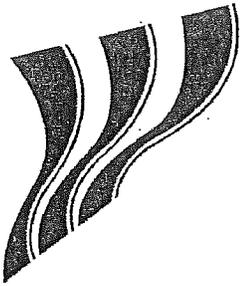
There being no further business to come before the committee, the meeting adjourned at 5:27 p.m.

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:** July 9, 2013  
**Attachments:** X Yes No

**CITY COUNCIL ACTION**

**Date:** July 15, 2013

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

**Originating Department:** Engineering

**Agenda Item:** Robbins Island – Bridge Trail – Approve Bid and Authorize Agreement

**Recommended Action:** Approve the base bid in the amount of \$251,896.00 and authorize execution of the agreement with Duinick Inc.

**Background/Summary:** Bids were received and opened on June 18, 2013. The low and only bid was submitted by Duinick, Inc. with the alternates. The bid was far in excess of estimates. Because the project includes a state grant, the original City share was to be \$42,000.00. Mn/DOT has agreed to provide an additional \$66,453.00 in federal dollars to cover 80% of the higher base bid. The new City share will be \$50,379.00.

**Alternatives:**

1. Approve the base bid
2. Approve the base bid plus alternates
3. Reject the bid

**Financial Considerations:** \$42,000.00 was budgeted in the 2013 CIP. An additional \$8,379.00 of LOST financing is needed for the base bid.

**Preparer:** Bruce D. Peterson, AICP

**Signature:**

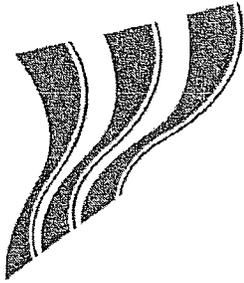
**Comments:**

**1304 BID TABULATION**  
**Downtown-Robbins Island Connection Trail**

	ITEM	UNIT	ESTIMATED		Duininck Inc	
			QUANTITY	PRICE	TOTAL	
2021.501	Mobilization	LS	1	\$10,900.00	\$10,900.00	
2101.511	Clearing & Grubbing	LS	1	\$2,500.00	\$2,500.00	
2104.501	Remove Concrete Curb/Curb and Gutter	LF	85	\$6.00	\$510.00	
2104.503	Remove Concrete Walk	SF	3,652	\$2.00	\$7,304.00	
2104.509	Remove Bituminous Pavement	SY	50	\$15.00	\$750.00	
2104.513	Sawing Bituminous Pavement	LF	112	\$6.00	\$672.00	
2105.501	Common Excavation (P)	CY	600	\$12.00	\$7,200.00	
2105.523	Common Borrow (From Stockpile) (CV) (P)	CY	2,330	\$15.00	\$34,950.00	
2211.501	Aggregate Base Class 5	TON	1,020	\$20.00	\$20,400.00	
2331.604	Bituminous Pavement Reclamation	SY	2,440	\$5.00	\$12,200.00	
2360.501	Type SP 9.5 Wearing Course Mix (2,B)	TON	670	\$98.00	\$65,660.00	
2521.501	6" Concrete Walk	SF	610	\$10.00	\$6,100.00	
2531.501	Concrete Curb, Design D412 (Modified)	LF	100	\$35.00	\$3,500.00	
2531.602	Pedestrian Curb Ramp	EA	6	\$2,000.00	\$12,000.00	
2531.618	Truncated Domes	SF	140	\$70.00	\$9,800.00	
2563.601	Traffic Control	LS	1	\$10,000.00	\$10,000.00	
2573.502	Silt Fence, Type Machine Sliced	LF	3,570	\$2.00	\$7,140.00	
2573.530	Storm Drain Inlet Protection	EA	6	\$250.00	\$1,500.00	
2573.602	Temporary Rock Entrance	EA	2	\$750.00	\$1,500.00	
2575.501	Seeding	AC	1.40	\$1,200.00	\$1,680.00	
2575.502	Seed Mixture 260	LB	140	\$3.00	\$420.00	
2575.523	Erosion Control Blanket Category 1	SY	2,208	\$1.50	\$3,312.00	
2575.532	Fertilizer Type 3	LB	280	\$1.10	\$308.00	
2575.560	Hydraulic Soil Stabilizer Type 8	LB	4,900	\$1.40	\$6,860.00	
2564.537	Sign Panels Type C	SF	4.00	\$100.00	\$400.00	
2564.537	Install Sign Type D	EA	2.00	\$300.00	\$600.00	
2565.602	Adjust Handhole	EA	7	\$600.00	\$4,200.00	
2565.202	NMC Loop Detector 6' x 6'	EA	2	\$1,500.00	\$3,000.00	
2565.616	Revise Signal System	SYS	1	\$15,000.00	\$15,000.00	
2582.503	Crosswalk Marking Paint	SF	510	\$3.00	\$1,530.00	
	<b>1304 Base Bid</b>			<b>TOTAL BASE</b>	<b>\$251,896.00</b>	
	<b>(Price includes all applicable sales and use taxes)</b>					

**1304 BID TABULATION**  
**Downtown-Robbins Island Connection Trail**

	ITEM		ESTIMATED	Duininck Inc	
	<b>1304 Base Bid Modification</b>				
	<b>Add Alternate A</b>				
2104.501	Remove Striping	L F	1,925	\$1.50	\$2,887.50
2104.503	Remove Concrete Walk	SF	1,985	\$5.00	\$9,925.00
2104.511	Sawing Concrete Pavement	L F	955	\$5.50	\$5,252.50
2521.501	8" Concrete Walk Special (Colored)	SF	1,985	\$32.25	\$64,016.25
2582.502	4" Broken Line White-Epoxy	L F	400	\$0.60	\$240.00
2582.502	6" Solid Line White-Epoxy	L F	2,200	\$0.67	\$1,474.00
2582.502	4" Solid Line Yellow-Epoxy	L F	740	\$0.60	\$444.00
2582.502	4" Double Solid Line Yellow-Epoxy	L F	800	\$1.20	\$960.00
	<b>1304 Add Alternate A Bid</b>		<b>TOTAL A</b>		<b>\$85,199.25</b>
	<b>1304 Base Bid Modification</b>				
	<b>Add Alternate B</b>				
2575.605	Rototilling	AC	10.00	\$5,500.00	\$55,000.00
2575.501	Seeding Special	AC	10.00	\$10,000.00	\$100,000.00
2575.502	Seed Mixture Special	LB	150	\$300.00	\$45,000.00
	<b>1304 Add Alternate B Bid</b>		<b>TOTAL B</b>		<b>\$200,000.00</b>



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

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

Meeting Date: July 15, 2013

Attachments: Yes  No

CITY COUNCIL ACTION

Date: July 15, 2013

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Engineering

Agenda Item: Sperryville Lift Station – Authorization to seek bids.

**Recommended Action:**

Approve plans & specifications for the Sperryville LS - Project #1311 and allow advertisement for bids.

**Background/Summary:**

Council authorized Donohue & Associates to complete the design and contract documents for the construction of the Sperryville LS on 04/01/13. Bidding documents have been completed and ready for disbursement. The project schedule is as follows:

- Council authorization for bids – 07/15/13
- Open bids – 08/07/13
- Council Award – 08/19/13
- Notice to proceed – 09/16/13
- Substantial completion – 12/15/13
- Final completion – 05/30/14

**Alternatives:**

Do not authorize and delay project.

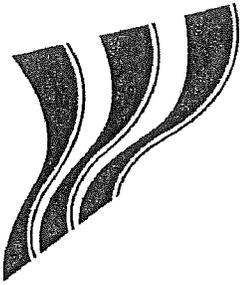
**Financial Considerations:**

This project is a Wastewater Treatment Capital Improvement Project and is financed thru the WWTF Maintenance Improvements Budget. The estimated project cost is \$247,000.

Preparer: Joshua Halvorson, PE

Signature: \_\_\_\_\_

Comments:



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

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

**Meeting Date:** July 9, 2013

**Attachments:** Yes  No

**CITY COUNCIL ACTION**

**Date:** July 15, 2013

Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Planning and Development Services

**Agenda Item:** Compass Rose Update

**Recommended Action:** For information only.

**Background/Summary:** Pat Curry of the Airport Commission will provide an update of volunteer efforts to have a compass rose painted on the main ramp at the airport.

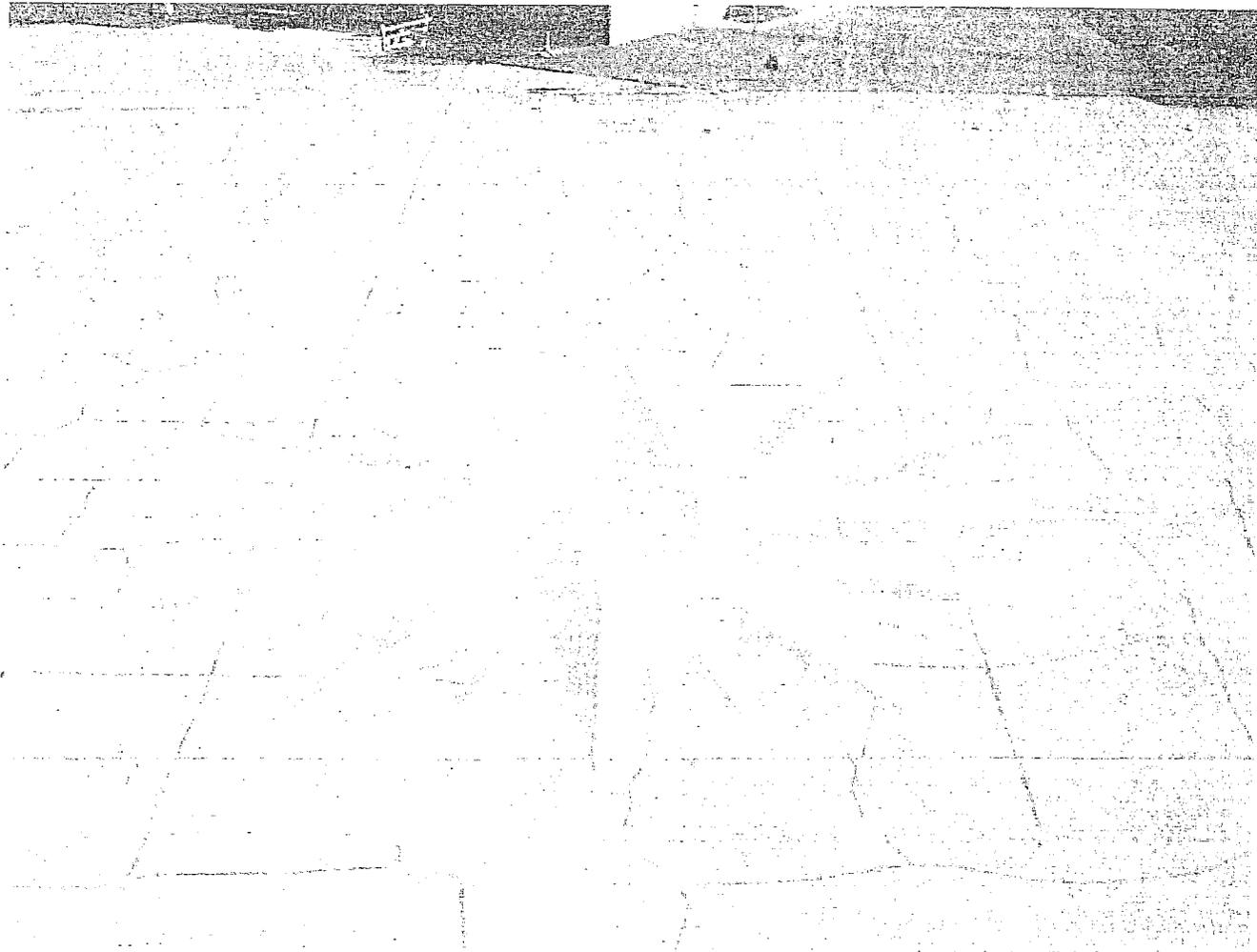
**Alternatives:** NA

**Financial Considerations:** None

**Preparer:** Bruce D. Peterson, AICP

**Signature:**

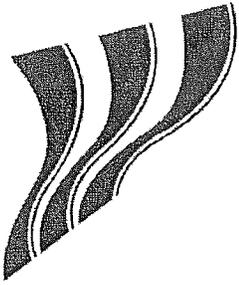
**Comments:**



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

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

**Meeting Date:** July 15, 2013

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** July 15, 2013

Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of an Ordinance Establishing an On-Sale Brewer Taproom Liquor License Category and Amending Off-Sale Malt Liquor Sales for the Licensed Brewer

**Recommended Action:** Call for the Hearing

**Background/Summary:**

The City has received a request to create a new category of liquor licenses to accommodate the unique retailing venue of breweries/brew pubs in the city. This new category is requested following the Minnesota Statutes that were created in 2011.

The Minnesota Legislature established a new law that allows municipalities to create a special on-sale category for breweries/brew pubs called a taproom license which would allow them to sell their on-site brewed products for consumption on the premises. (No person may directly or indirectly manufacture or sell at wholesale intoxicating liquor or 3.2 percent malt liquor without obtaining an appropriate license from the Commissioner of the Liquor Control Division). The authority to establish this license category can be found in MN State Statute 340A.301, sub. 6b.

The Council was previously agreeable to creating this new on-sale liquor license category. The City Attorney has drafted an Ordinance that accomplishes the request and now allows for the same licensed brewer to make off-premise sales of the brewed malt liquor.

The Council should now call for a public hearing on August 5, 2013, to consider this new Ordinance.

**Alternatives:** Deny

**Financial Considerations:** A Resolution Setting the Annual Fee Should Follow the Action on the Ordinance.

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 3, ALCOHOLIC BEVERAGES, ARTICLE II, SALE OF ALCOHOLIC BEVERAGES, DIVISION 2, LICENSE, SECTION 3-48, LICENSE FEE AND ARTICLE III, SALE OF INTOXICATING LIQUOR FOR ON-PREMISES CONSUMPTION, DIVISION 2, LICENSE, SECTION 3-117, LICENSE FEE—GENERALLY, AND ADOPTING A NEW SECTION 3-58, “OFF-SALE” MALT LIQUOR LICENSES, AND A NEW SECTION 3-137, BREWER TAPROOM LICENSES

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 3-48. Chapter 3, Article II, Division 2, Section 3-48 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 3-48. - License fee.**

- (b) *Amount.* The annual fee for off-sale licenses shall be in such amount as kept on file in the office of the city clerk-treasurer. The fee for a license granted after the commencement of the license year shall be prorated on a monthly basis, with each part of a month constituting a full month.
- (c) *Payment.* ~~All of t~~The license fee may shall be paid upon application, ~~or the applicant may pay one half of the fee at the time of application and the remaining balance on or before the last day of the sixth month following the issuance of the license.~~ All fees shall be paid into the general fund of the city, and shall be paid in cash or by certified check.

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 3-117. Chapter 3, Article III, Division 2, Section 3-117 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 3-117. - License fee—Generally.**

- (b) *Payment.* All of the license fee ~~may~~ shall be paid upon application, ~~or the applicant may pay one half of the fee at the time of application and the remaining balance on or before the last day of the sixth month following the issuance of the license.~~ All fees shall be paid into the general fund of the city and shall be paid in cash or by certified check.

Section 3. ENACTMENT OF NEW MUNICIPAL CODE SECTION 3-58. Chapter 3, Article II, Division II of the Willmar Municipal Code is hereby amended to include a new Section 3-58 to read as follows:

**Sec. 3-58.—“Off-Sale” Malt Liquor Licenses**

A brewer licensed under Stat. § 340A.301, Subd. 6(d), (i), or (j) may be licensed for the "off-sale" of malt liquor produced and packaged on the licensed premises in accordance with Minn. Stat. § 340A.301, Subd. 7(b), subject to the following conditions:

- (a) The annual license fee for an off-sale malt liquor license, as established in the fee schedule kept on file in the office of the city clerk-treasurer, shall be paid.
- (b) The investigating fee established in section 3-49 of this code shall be paid.
- (c) Off-sale of malt liquor may only be made during the hours that "off-sale" of liquor may be made;
- (d) The malt liquor shall be packaged in sixty-four-ounce containers commonly known as "growlers" or in seven hundred fifty (750) milliliter bottles;
- (e) The malt liquor sold at "off-sale" must be removed from the licensed premise before the applicable closing time at exclusive liquor stores;
- (f) The "growler" must be sealed in such a manner that the seal must be broken in order to open the container and the seal must bear the name and address of the brewer, and the legend "Not for Consumption in Public" must be prominently displayed on the seal.
- (g) All other provisions of this article shall be applicable to such licenses and licensees unless inconsistent with the provisions of this section.

Section 4. ENACTMENT OF NEW MUNICIPAL CODE SECTION 3-137. Chapter 3, Article III, Division 2 of the Willmar Municipal Code is hereby amended to include a new Section 3-137 to read as follows:

**Sec. 3-137.—Brewer Taproom Licenses**

- (a) *Definition.* A brewer taproom license shall mean a license authorizing the on-sale of malt liquor produced by a brewer for consumption on the premises of or adjacent to one (1) brewer location owned by the brewer.
- (b) *Issuance of license; fee; conditions of license.* Brewer taproom licenses may be issued to the holder of a brewer's

license under Minn. Stat. § 340A.301, subd. 6(c), (i) or (j). Said license may be issued without regard to the limitations contained in sections 3-113 and 3-114 and are subject to the following conditions:

- (1) The annual license fee for a taproom license, as established in the fee schedule kept on file in the office of the city clerk-treasurer, shall be paid.
- (2) The investigating fee established in section 3-120 of this code shall be paid.
- (3) The license shall be valid on all days of the week consistent with the hours of sale provided in section 3-83 of this code.
- (4) A brewer may only hold one (1) brewer taproom license under this section.
- (5) The only alcoholic beverages sold or consumed on the premises of the taproom will be malt liquor produced by the brewer upon the brewery premises.
- (6) No taproom shall be located across a public right-of-way such as a street or alley from the brewery location.
- (7) All other provisions of this article shall be applicable to such licenses and licensees unless inconsistent with the provisions of this section.

(c) Nothing in this section shall preclude the holder of a brewer taproom license from also holding a license to operate a restaurant at the taproom location.

Section 5. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this \_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

\_\_\_\_\_  
Kevin Halliday, City Clerk

\_\_\_\_\_  
Frank Yanish, Mayor

VOTE: \_\_\_\_\_ AHMANN \_\_\_\_\_ ANDERSON \_\_\_\_\_ CHRISTIANSON  
\_\_\_\_\_ DEBLIECK \_\_\_\_\_ DOKKEN \_\_\_\_\_ FAGERLIE \_\_\_\_\_ JOHNSON \_\_\_\_\_ NELSEN

This Ordinance introduced by Council Member: \_\_\_\_\_

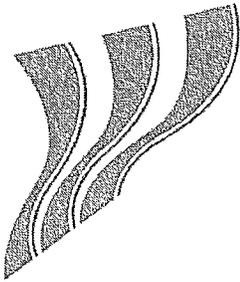
This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

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

Meeting Date: \_\_\_\_\_

Attachments: Yes  No

CITY COUNCIL ACTION

Date: July 15, 2013

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: City Clerk

**Agenda Item:** Set Hearing for Critical Care Services, Inc. – Issuance of Bonds Used to Purchase Helicopters With One located at the Willmar Municipal Airport

**Recommended Action:** Set hearing date for August 5, 2013

**Background/Summary:**

Critical Care Services, Inc., a Minnesota nonprofit corporation, has requested that the Public Finance Authority in the State of Wisconsin issue its Revenue Bonds (Critical Care Services, Inc. Project) Series 2013 in an amount not to exceed \$18,600,000 to finance the acquisition of six (6) helicopters for medical use to be located in Alexandria, Minnesota; Hibbing, Minnesota; Willmar, Minnesota; Blaine, Minnesota; and in Rice Lake, Wisconsin; and costs of issuance of the Bonds.

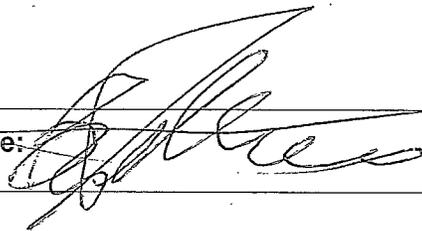
The Borrower has advised the City that one or more of the financed helicopters will be housed at the Borrower's facility located at the Willmar Municipal Airport, 6600 Highway 40 West, Willmar, Minnesota 56201. The Project will be initially owned and operated by the Borrower and the Bonds or a portion thereof will be "private activity bonds" and "qualified 501(c)(3) bonds" for purposes of the Internal Revenue Code of 1986.

Pursuant to Section 147(f) of the Code, prior to their issuance, the Bonds are required to be approved by the "applicable elected representative" of a governmental unit having jurisdiction over the area in which the Project is located, after a public hearing held following reasonable public notice.

**Alternatives:**

**Financial Considerations:** No cost to the City.

Preparer: Bruce D. Peterson, AICP

Signature: 

**Comments:**