

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

February 19, 2013
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Denis Anderson, Steven Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 1 - Ron Christianson was excused from the meeting.

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

City Clerk Halliday, chief officer in charge of voting for the City of Willmar, presented to Council Member Audrey Nelsen a Certificate of Election. The Honorable Judge Don Spilseth, Judge of District Court, officiated the Swearing-in Ceremony of Council Member Nelsen and signing of the Oath of Office.

Council Member Ahmann noted that he would have an addition to the Agenda.

Council Member Dokken requested that the Planning Commission Minutes be removed from the Consent Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of February 4, Municipal Utilities Commission Minutes of February 11, Board of Canvass Minutes of February 15, Accounts Payable Report through February 12, Mayor Appointment – Kerry Johnson to the Housing and Redevelopment Authority Board, Application for Exempt Permit – Willmar Fests, Inc., Building Inspection Report for January, and Police Commission Minutes of February 4, 2013. Council Member Ahmann seconded the motion, which carried.

Council Member Dokken asked about the Planning Commission action to remove a condition from the Torgerson development project related to drainage agreements/easements. Staff explained that the agreements were not needed as the storm water issues had been addressed and the flow-off site would slightly increase but would follow the historical drainage pattern. The Planning Commission Minutes of February 13, 2013, were approved as presented upon motion by Council Member Dokken, seconded by Council Member Fagerlie, and carried.

At 7:09 p.m. Mayor Yanish opened a hearing on the Lakeland Drive Facilities Plan. Planning and Development Services Director Peterson offered a brief overview of the draft Environmental Information Worksheet and Facilities Plan. Mr. Peterson introduced Paul Jurek of Bollig Inc. who presented two alternatives with estimated project costs. It was Bollig's recommendation to go with Alternative 2, which would stay southerly by gravity feed whereby Alternative 1 diverted westerly to the old wastewater treatment facility. There being no one present to speak for or against the proposed Facilities Plan, Mayor Yanish closed the hearing at 7:17 p.m.

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

RESOLUTION NO. 1

APPROVAL OF THE LAKELAND DRIVE INTERCEPTOR FACILITY PLAN AMENDMENT

WHEREAS, after due Notice of Public Hearing on the draft Facility Plan Amendment for the Lakeland Drive Interceptor Project for the City of Willmar Minnesota, a hearing on said Facility Plan Amendment was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same; and

WHEREAS, it is necessary to submit to the Minnesota Pollution Control Agency a Facility Plan Amendment for the Lakeland Drive Interceptor Project, and said Facility Plan Amendment must be approved by the Minnesota Pollution Control Agency.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that City Staff, through agreement with Bollig Inc, is authorized to proceed with submitting the approved Lakeland Drive Interceptor Facility Plan Amendment to the Minnesota Pollution Control Agency and that the Mayor and City Administrator are authorized to execute the same.

Dated this 19th day of February 2013.

/s/ Frank Yanish
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At 7:31 p.m., Mayor Yanish opened the hearing on the 2013 Street Projects and Other Improvements. Planning and Development Services Director Peterson offered a brief overview of the proposed improvements and introduced Jared Voge of Bolton and Menk. Mr. Voge reviewed proposed 2013 reconstruction, overlay, new construction and miscellaneous items. It was noted the sources of funding for the proposed projects include monies from the Willmar Municipal Utilities, assessments, state aid, local option sales tax, and bond proceeds. The estimated total Cost for the 2013 Improvement Projects is \$5,288,021.00. Elizabeth Knutson, 722 2nd Street Southwest, spoke of storm water after heavy rain; and Ron Rein, 209 Havana Street NE, inquired about sewer connections to two residences. Upon hearing all those who wished to be heard, Mayor Yanish closed the hearing at 8:04 p.m.

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

RESOLUTION NO. 2

ORDERING 2013 STREET AND OTHER IMPROVEMENTS
(AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS)

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall

be known as 2013 Street and Other Improvements.

3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.

4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 19th day of February 2013.

/s/ Frank Yanish
Mayor

/s/ Kevin Halliday
Attest: City Clerk

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 February 11, 2013, was presented to the Mayor and Council by Council Member DeBlieck. There were four items for Council consideration.

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

Item No. 2 Paul Jurek of Bollig Inc. presented to the Committee the Facility Plan and Environmental Information Worksheet for the Lakeland Drive Interceptor Project. Both documents will be presented to the Minnesota Pollution Control Agency for review after the public hearing is held and public comments are received and are a prerequisite for PFA funding and qualify the City for placement on the priority list.

The plan proposes resizing the lift station on the MinnWest Technology Campus to allow for future expansion of the surrounding area. The interceptor line is proposed to be replaced in conjunction with the reconstruction of Lakeland Drive from the lift station south to Willmar Avenue. The size of the pipe will be increased to allow for added capacity. Two alternates are proposed, with the preferred being No. 2 at a lessor cost and less disturbance to the urban area surrounding Lakeland Drive. This matter was for information only.

Item No. 3 City Administrator Stevens presented an amendment to the ordinance governing the removal of snow, dirt, and rubbish from public sidewalks. The recommendation is to change 12 hours to 24 hours in Section 1(b) to be consistent with the remainder of the ordinance.

The Committee was recommending the Council introduce the Ordinance amendment for hearing. Council Member DeBlieck offered a motion to introduce the Ordinance Amending Chapter 13, Streets, Sidewalks and Other Public Property, Article III, Sidewalks and Other Public Property, Article III, Sidewalks, Section 70, Removal of Snow, Dirt and Rubbish and to schedule a public hearing for March 4, 2013. Council Member Dokken seconded the motion, which carried.

Item No. 4 Council Member DeBlieck expressed his appreciation to the Public Works Department for their fine job on snow removal. This matter was for information only.

The Public Works/Safety Committee Report for February 11, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member DeBlieck, seconded by Council Member Fagerlie, and carried.

The Labor Relations Committee Report for February 13, 2013, was presented to the Mayor and

Council by Council Member Ahmann. There were three items for Council consideration.

Item No. 1 Wayne Nelson addressed the Committee on behalf of Moving Willmar Forward. Mr. Nelson commended and thanked the Council for moving forward to address adoption of a code of parliamentary procedure for the City Council, full participation by the Council in the Vision 2040 initiative, engaging in an organizational study of the City and for considering a conflict of interest policy. Mr. Nelson also stated that the group remains willing to contribute \$5,000 towards the cost of the organizational study for the City. This matter was for information only.

John Sullivan, 508 13th Street, apologized to the City Administrator for his previous statement regarding the timeliness of materials sent to the City Council for meetings. This matter was for information only.

Item No. 2 City Administrator Stevens described two vacancies before the Council for their consideration and the history of the vacancies. City Clerk Halliday expanded on the vacancy in the Assessing Department, including the previous unsuccessful attempts to fill the position internally.

Committee Members had questions regarding the timeframe for training, certifications necessary and the future possibility of working with the County on a consolidated department. Following discussion, the Committee was recommending the Council authorize Staff to advertise for the position of Appraiser II. The Council discussed the upcoming organizational study and whether the City and County should again discuss the merging of City and County assessing departments. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Dokken seconding the motion, which carried.

Finance Director Okins reviewed the staffing needs in the Finance Department as it related to the vacancy of the payroll clerk. Mr. Okins stated he would continue to explore options, but the position also filled other rolls in the Department. Following a discussion of options for outsourcing payroll, the Committee was recommending the Council authorize Staff to advertise the position of Accounting Clerk. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Dokken seconding the motion, which carried.

Item No. 3 City Administrator Stevens reviewed the history for the Conflict of Interest Policy, stating it had been a goal of Chair Ahmann and was first discussed in December. Ms. Stevens explained that two policies were before the Committee, one to revise existing Personnel Policy 2.9 which applies to employees and a new policy that would apply to elected and appointed officials.

The Committee was recommending the Council amend and adopt Personnel Policy 2.9 as drafted by the City Attorney. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Dokken seconding the motion, which carried.

Following discussion, the Committee was recommending the Council adopt a Conflict of Interest Policy for Elected and Appointed Officials as drafted by the City Attorney. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Dokken seconding the motion, which carried.

The Labor Relations Committee Report for February 13, 2013, was approved was presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Dokken, and carried.

City Clerk Halliday presented to the Mayor and Council an Ordinance allowing multiple on-sale liquor licenses to be issued to the same owner. City Attorney Scott had prepared the draft ordinance as directed by the Council. This is an allowable option under Minnesota law, but a conflict with the current Municipal Code. The amendment will facilitate the dual licensure of the upcoming remodeling project of TPI Core Properties with the double restaurants (Green Mill Restaurant & Bar and Hurricane Grill and Wings). Following discussion, Council Member Anderson offered a motion to introduce the Ordinance

Amending Chapter 3, Alcoholic Beverages, Article III On-Premises Consumption, Division 2, License, Section 114, Persons Eligible for License and schedule a hearing on March 4, 2013. Council Member Fagerlie seconded the motion, which carried.

The Mayor and Council considered a Civic Center Arena Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday explained the Civic Center has rented space to the Willmar Curling Club who will hold a three-day Curling Bonspiel and plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the grounds. Baker's Eagle Creek Eatery LLC has applied for the permit with an on-site employee present. Council Member Anderson moved to approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Planning and Development Services Director Peterson presented to the Mayor and Council an Ordinance amending Section 9 of the Zoning Ordinance relating to appeals. The text amendment was initiated by the Planning Commission to further clarify appeals in the Zoning Ordinance and is intended to further clarify Section 9.C.1 regarding the Board of Zoning Appeals hearing appeals of actions/enforcement of the Zoning Administrator. Following discussion, Council Member Ahmann offered to introduce an Ordinance Amending No. 1060 known as the Willmar Zoning Ordinance by Amending Section 9 Relating to Appeals and schedule a public hearing for March 4, 2013. Council Member Fagerlie seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, March 25; Public Works/Safety, March 26; and Community Development, March 28, 2013.

Council Member Ahmann raised concerns regarding the Vision 2040 group and requested that minutes of meetings and updates be shared with the Council as well as budget details.

There being no further business to come before the Council, the meeting adjourned at 9:20 p.m. upon motion by Council Member Ahmann, seconded by Council Member DeBlieck, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

February 20, 2013

PRESENT: David Anfinson, President; Jenna Fischer, Secretary; Dr. Michael Gardner, Treasurer; Dr. Lachlan Smith, and Dr. Douglas Allen

EXCUSED: Steve Cederstrom, Vice President; Eric Weiberg, Director

ADMINISTRATIVE STAFF: Michael Schramm, Bill Fenske, Dale Hustedt, Teri Beyer, Wendy Ulferts, Dr. Ken Flowe, Sandy Roelofs

GUESTS: Joy Baker, Outreach/Community Relations; Shirley Carter, Rice Health Foundation; Jim Dokken, Willmar City Council; Mayor Frank Yanish

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Fischer, and carried that the minutes of the January 16, 2013 meeting be approved as written. **ACTION:** A motion was made by Director Gardner, seconded by Director Allen and carried that the Board of Directors hold a closed session following its regular business meeting in order to conduct the annual performance evaluation of its Chief Executive Officer as well as review the Board of Directors Leadership Self-Assessment for 2012.

Board Education: Joy Baker presented an educational session to the Board in regard to the redesign, details and aspects of Rice Memorial Hospital's website. She reviewed the following information on the updated website which now includes: A) My Rice Tools: 1) My Chart. 2) Pay Online. 3) Family Health Manager. 4) Find a Provider. 5) Events and Classes. 6) Health Library. B) Social media icons: 1) Rice's news blog. 2) Facebook. 3) Twitter. 4) Linked in. C) Banner Ads. D) Resources. E) Google Analytics: 1) Audience. 2) Traffic Sources.

Quality Report/Patient Experience – Teri Beyer: A) Patient Experiences: 1) She reviewed correspondence from a patient who was very appreciative/grateful for the Hospital's Rice Trust program which assisted her in paying her Hospital bill. 2) Correspondence was also reviewed from the family of a Hospice Patient who were very grateful to the Hospital's Ambulance and Hospice programs as well as the We Honor Veterans program. These services helped to make it possible for their Grandfather to be awarded a special commemorative pin of honor. B) Core Measure results for the third quarter of 2012 were reviewed in the areas of, 1) Pneumonia. 2) AMI. 3) Heart Failure. 4) Stroke. 5) Pediatric Asthma. 6) IMM. 7) Outpatient. 8) SCIP. 9) VTE. 10) ED measures.

Financial Report: Bill Fenske reviewed the Hospital's December, 2012 and fourth quarter, 2012 financial statements in regard to the following: A) Rice posted a profit of \$742,000 for the month. B) All 3 entities had positive operating margins for the month. C) Revenues increased for the month. D) Expenses were flat. E) Rice Hospital's current month and year-to-date financial performance was reviewed for Rice Hospital and Willmar Medical Services. F) Fourth quarter, 2012 operating income – approximately \$1.8 million.

Medical Staff Report: Dr. Lachlan Smith reviewed for the Board the January 22, 2013 Medical Staff Executive and Credentials Committee meetings. **ACTION:** A motion was made by Director Fischer, seconded by Director Allen and carried that the minutes of the January 22, 2013 Medical Staff Executive and Credentials Committee meetings be approved as presented and that the following appointments to the Rice Memorial Hospital's Medical Staff be approved as presented and recommended: **INITIAL APPLICATIONS:** **Locum Tenens Staff:** Sarah Archer, M.D. – Obstetrics-Gynecology/Department of OB-Gynecology. Weatherby Healthcare, Fort Lauderdale, FL and Affiliated Community Medical Center, Willmar, MN. Temporary privileges previously granted for start date: 10/19/2012. Alicia Frankwitz, D.O. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. **Allied Health Staff:** Kimberly Bacharach, PA-C – Physician Assistant/Department of Surgery. Central MN Neurosciences, Ltd., Sartell, MN. Responsible Physician: Jeffrey Gerdes, M.D. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** Kendall Bos, M.D. – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Frederick Hund, M.D. – Internal Medicine/Department of Internal Medicine. Affiliated

Community Medical Center, Willmar, MN. Maria Loerzel, M.D. – Family Medicine/Department of Family Medicine. Family Practice Medical Center, Willmar, MN. Affiliate Staff: Jefferson Brand, M.D. – Orthopedist/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Chad Erickson, M.D. – Psychiatrist/Department of Psychiatry. Sanford School of Medicine (4th year resident), Sioux Falls, SD. Alicia Harrison, M.D. – Orthopedics/Department of Surgery. University of Minnesota, Minneapolis, MN. Dennis Weigel, M.D. – Orthopedist/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Transfer to Affiliate Staff from Locum Tenens: William Bone, M.D. -- Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Stephanie Gillette, M.D. – Emergency Medicine/Department of Emergency Medicine. Delta Locum Tenens, Dallas, TX. Allied Health Staff: Stephanie Dillard, PA-C – Physician Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. Responsible Physician: Christopher Widstrom, M.D. Laura Fouquette, PA – Physician Assistant/Department of Internal Medicine. Allergy and Asthma Clinic, Willmar, MN. Responsible Physician: Amy Ellingson, M.D. Janet Scharmer, RN-CNP – Nurse Practitioner/Department of Emergency Medicine. Rice Memorial Hospital, Willmar, MN. Responsible Physician: Kenneth Flowe, M.D. Review/approval of Internal Medicine Department Criteria – The proposed Internal Medicine Department criteria was reviewed and approved as proposed with no changes recommended.

CEO Report – Mike Schramm:

- A. Strategic Plan Update: Work continues by the Executive Team on updating the Hospital's Strategic Plan, which will be brought to the Board for review and approval at the March or April meeting.
- B. Meaningful Use Program Update: 1) Work also continues on refining and functionality as it relates to the Hospital's Epic clinical information system. 2) The Hospital will be pursuing Phase 2 of the Meaningful Use Program. 3) Dr. Smith had served as the Chairman of the Hospital's Information Management Steering Committee. Dr. May will now be chairing the Committee. 4) One of the major issues the Committee has been working on is in regard to order interface.
- C. Physician Recruitment: Ongoing recruitment efforts and site visits have recently been held in the areas of: Obstetrics/Gynecology, Medical Oncology, Orthopedics and Family Medicine. An offer/contract has been extended to an Orthopedic Surgeon candidate.
- D. Anesthesia services: 1) Rice has entered into a new agreement with ACMC in terms of the provision of CRNA services through Rice to the Willmar Surgery Center. 2) Joint venture discussions are once again underway with ACMC in regards to providing Anesthesia Services at Rice and the Surgery Center.
- E. Healthy Communities Partnership Grant: 1) Two staff members have been hired and will be working on Wellness efforts at Rice and in the community. Kelly Tauber is the Program's Wellness Care Coordinator and Amber Chevalier is the Program's Wellness Care Guide. 2) They are in the process of scheduling free community health screenings.
- F. Rice Care Center (RCC): 1) Progress continues on the east wing portion of the RCC building project. 2) A State inspection will be held in the near future. 3) It is hopeful that the east wing portion will be completed this Spring. 4) Continue to review the project's plans and look at ultimately being able to provide all private rooms for our residents as well as provide additional rooms at therapy suites. Administration will be meeting with the Building & Facilities Committee in order to review and discuss the RCC project plans.
- G. Imaging Services: 1) Work continues on final touches for the scope of the Imaging Services remodeling project. 2) Interviews will be held in the near future in order to engage a medical space planning firm to assist with space planning needs for Rice Hospital as well as reviewing existing space. Members of the Building & Facilities Committee will be involved in the interviews which are scheduled for March 5. 3) The Willmar Surgery Center expansion project is scheduled to begin sometime this Spring.
- H. Rice Health Foundation: (RHF): 1) Fundraising activities continue by the Foundation for the Care Center's building project. A campaign launch for the RCC project will be held at 1:30 p.m. on February 28 at the Care Center/Therapy Suites. Slightly over one million dollars has been raised to date from key stakeholders, with a

fundraising goal set at two million dollars. 2) Work also continues by the Foundation Board on their strategic plan as well as a Planned Giving program for RHF.

- I. Legislative Update: A meeting was held on February 15 with Representative Sawatzky and Senator Koenen in regard to: 1) Critical Access designation for the Rice Regional Dental Clinic. 2) Legislation being introduced in regard to nurse staffing ratios.
- J. Mental Health Services: A meeting has been scheduled with County representatives for February 26 in order to review and discuss mental health services in and around our community.

New Business:

- A. Rice Home Medical Redwood Falls Store Project: Bill Fenske reviewed the building and business plans for the RHM Redwood Falls store in regard to the following: 1) Background. 2) Goal. 3) Renderings and drawings for the proposed store as well as floor plan. 4) Confirmation of business growth and strategic planning. The business climate is migrating to more cash business with reimbursement decline and high deductibles. 5) Financial projections. The budget estimate for the project is \$1.5 million. 6) Operational Objectives. 7) Unique qualifications to succeed. **ACTION: A motion was made by Director Smith, seconded by Director Gardner and carried that the proposed building and business plan for the Rice Home Medical Redwood Falls store be approved as presented and recommended which includes the commencement of construction documents as well as a public bidding process.**
- B. Rice Home Medical Alexandria Store Project: Bill Fenske reviewed the remodeling business plan for the RHM Alexandria store in regard to the following: 1) Background. 2) Goal. 3) Confirmation of business growth and strategic planning. With the strategic purchase of Marvelle's Apparel, the remodel recommendation is to incorporate Marvelle's physical inventory, sales and employees into the existing Alexandria store location as a "store within a store." 4) Financial Projections: The project has a projected cost of \$430,000 with a projected internal rate of return of 7.2%. 5) Operations objectives. 6) Unique qualifications to succeed. **ACTION: A motion was made by Director Allen, seconded by Director Fischer and carried that the proposed remodeling project and business plan for the Rice Home Medical Alexandria store be approved as presented and recommended which includes the commencement of construction documents as well as a public bidding process.**
- C. Willmar Lakes Area Chamber of Commerce (WLACC) Membership Resolution: The Hospital Board's Executive Committee recently met with Administration in regard to reviewing Rice's relationship with the WLACC in an effort to define the rationale for this membership. President Anfinson reviewed for the Board a proposed resolution reauthorizing the Hospital's membership in the Willmar Lakes Area Chamber of Commerce. DISCUSSION: 1) The recruitment of employees and physicians to the community is made possible through efforts and resources provided to Rice through its Chamber membership. 2) Interactions with the Willmar Chamber have been critical for physicians, their wives and families in assisting them and welcoming them into our community. 3) The proposed resolution was drafted by Robert Scott, City Attorney. 4) The Hospital's membership includes all of its entities. **ACTION: A motion was made by Director Allen, seconded by Director Smith and carried that the proposed Rice Memorial Hospital Board Resolution Reauthorizing Membership in the Willmar Lakes Area Chamber of Commerce be approved as presented and recommended; and that the Hospital will pay an annual membership to the Chamber in the amount of \$5,000.**
- D. Intergovernmental Transfer Payments: CEO Schramm and President Anfinson recently met with City Administration and members of its Council in regard to a proposed agreement for intergovernmental transfer payments between Rice Hospital and the City of Willmar. Bill Fenske reviewed the proposed agreement for the Board in regard to: 1) The proposed three year agreement was drafted by Robert Scott, City Attorney. 2) Methodology for the agreement agreed to by the City and Hospital leaders. 3) The calculation for the agreement is based on the Hospital's net assets. Once the 2012 audit process is complete for Rice Hospital, the amount transferred to the City of Willmar for the years 2013, 2014 and 2015 will be recalculated and agreed upon at that time. The estimated amount for 2013 is approximately \$500,000. DISCUSSION: 1) Debt service coverage ratio. 2) Mayor Yanish thanked the Board for their service on the Hospital Board and all that they do

for our community. **ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the proposed Agreement for Intergovernmental Transfer Payment By and Between Rice Memorial Hospital and the City of Willmar be approved as presented and recommended.**

Other Business:

- A. Rice Trust Annual Review: Bill Fenske presented to the Board of Directors the Cushman A. Rice Trust 2012 Annual Review for their information. Representatives from the Bremer Investment Management and Trust met with the Hospital's Finance Committee at its February 8 meeting and reviewed the 2012 annual report with them. President Anfinson stated that Director Fischer has been appointed to the Hospital Board's Rice Trust Committee, replacing Director Wayne Larson.
- B. Hospital Committee Reports:
1. February 4 Ethics Committee report was provided by Director Fischer.
 2. February 8 Finance Committee report was provided by Directors Allen and Fischer.
 3. January 24 Fund Development Committee report was provided by Dr. Smith in regard to: a) Work continues on the development of a plan to evaluate and seek physician input in an effort to gain better support from the Foundation. b) The Foundation Board will be holding a new physician welcome event as well as two "Grow with Rice" events over the next few weeks.
 4. January 14 Building & Facilities Committee report was provided by Director Gardner.
 5. The February 19 City Council Report was provided by Councilman Dokken and Mayor Yanish in regard to: a) Judge Spilseth was in attendance at the meeting in order to conduct the "oath of office" ceremony for Audrey Nelsen, newly elected City Council member representing the 4th ward. b) A public hearing was held in regard to street and other city improvements that will be made in 2013. c) A facilities plan was addressed by Bollig and Associates in regard to work being done on the sewer station on the MinnWest campus. d) The City of Willmar's organizational study will begin on February 25.

The Board of Directors recessed at 7:28 p.m.

At 7:34 p.m. the Board of Directors held a closed session in order to review and discuss a summary report of its annual Board leadership self-assessment process. The Board of Directors also completed the annual performance evaluation of Michael Schramm, Chief Executive Officer.

The Board of Directors went back into session at 8:23 p.m. **ACTION: The Board of Directors unanimously voted to provide Michael Schramm, Chief Executive Officer, an increase of 2% in his total compensation package for the calendar year of 2013. Motion made by Director Fischer, seconded by Director Gardner and carried. ACTION: The Board of Directors also voted to award Michael Schramm, CEO, 90% of his performance incentive. Motion was made by Director Smith, seconded by Director Gardner and carried. ACTION: A motion was made by Director Allen, seconded by Director Fischer and carried that the 2013 performance criteria for the Chief Executive Officer of Rice Memorial Hospital be approved as presented and recommended.**

Adjournment: There being no further business, the meeting was adjourned at 8:30 p.m.

Submitted by: Jenna Fischer, Secretary

**RICE MEMORIAL HOSPITAL BOARD
RESOLUTION**

**RESOLUTION REAUTHORIZING MEMBERSHIP IN THE WILLMAR LAKES AREA
CHAMBER OF COMMERCE**

WHEREAS, pursuant to Minn. Stat. § 144.581, Rice Memorial Hospital possesses the authority and legal capacity of a nonprofit corporation under Minn. Stat. Ch. 317A “relative to the delivery of health care services;” and

WHEREAS, Rice Memorial Hospital has been a member of the Willmar Lakes Area Chamber of Commerce since 1995.

NOW, THEREFORE, BE IT RESOLVED BY THE RICE MEMORIAL HOSPITAL BOARD, AS FOLLOWS:

1. That the Board finds that Rice Memorial Hospital’s continued membership in the Willmar Lakes Area Chamber of Commerce is related and beneficial to its delivery of healthcare services for the following reasons:
 - a. **The Chamber assists Rice Memorial Hospital in the recruitment of physicians, nurses, pharmacists, and other health care professionals.** The Chamber provides community tours and sets up meetings with school officials for candidates being recruited by Rice; prepares community packets for candidates, and makes arrangements for the spouses of candidates to meet and interview with business leaders as potential employers. These services are valuable recruitment activities that in some cases are not possible without the Chamber’s unique inside knowledge. Without continued membership Rice will not be granted the same level of ongoing attention and detail from the Chamber in its recruiting efforts.
 - b. **The Chamber supports and endorses new initiatives at Rice Memorial Hospital.** The Chamber has been visible supporter of many of Rice’s initiatives, including its \$52 million facility expansion, development of the Rice Regional Dental Clinic, and establishing the University of Minnesota Area Health Education Center regional headquarters on the Rice campus in Willmar. The Chamber endorsed Rice’s public referendum to fund its 2003 expansion, and strongly encouraged the community to vote in its favor. With ongoing membership Rice will continue to receive this kind of priority attention from the Chamber.
 - c. **The Chamber promotes community health initiatives which support Rice Memorial Hospital’s mission.** The Chamber’s active role in educating the community about health care issues, promoting access to health care, community diversity, and health care reform support Rice’s mission “To restore and promote the health and well being of the residents and communities of west-central Minnesota.” As an example, the Chamber maintains a strong relationship with the immigrant community, and because of Rice’s membership the Chamber has prioritized its efforts to educate the immigrant community how to properly access the health care system, resulting in reduced expenses to Rice operations.

**AGREEMENT FOR INTERGOVERNMENTAL TRANSFER PAYMENTS BY AND
BETWEEN RICE MEMORIAL HOSPITAL AND THE CITY OF WILLMAR**

This Agreement is made and entered into this ___ day of _____, _____, by and between the Rice Memorial Hospital, a public hospital and instrumentality of the City of Willmar (hereinafter referred to as "Rice Hospital"), and the City of Willmar, a Minnesota municipal corporation (hereinafter referred to as the "City"), WITNESSETH:

WHEREAS, Rice Hospital is a public hospital located at 301 Becker Avenue Southwest in the City and possesses the powers of a nonprofit corporation relative to its delivery of healthcare services pursuant to Minn. Stat. § 144.581;

WHEREAS, the real property upon which Rice Hospital's facilities in the City are located is exempt from paying real estate taxes;

WHEREAS, Rice Hospital and the City have previously entered into agreements whereby the Hospital would remit to the City annual negotiated intergovernmental transfer payments in consideration for the municipal services provided to Rice Hospital by the City; and

WHEREAS, the parties desire to continue the annual intergovernmental transfers pursuant to the terms and conditions outlined below;

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

1. Rice Hospital shall pay to the City an annual intergovernmental transfer payment equivalent to .80 percent of the Hospital's net assets (excluding Rice Health Foundation net assets) at the conclusion of the preceding calendar year in each of 2013, 2014 and 2015, provided that:
 - a. Except as may be required to comply with Paragraph (b) below, Rice Hospital shall not be obligated to pay any amount hereunder that would result in the reduction of its net revenues to a point where the debt coverage ratio is less than 1.25 times its debt service as stated in its bond covenants; and
 - b. At no time shall Rice Hospital's total intergovernmental transfer payment to the City for any calendar year covered by this Agreement be less than \$200,000.
2. Except as may be otherwise necessitated by Paragraph 1(a) above, Rice Hospital's annual transfer payments to the City shall be made in four equal installments in the amount of one quarter of the annual payment on March 30, June 30, September 30, and December 30 of each year.
3. The parties hereby agree that the terms and conditions of this Agreement shall remain in effect through December 31, 2015, and that this Agreement may only be modified by written amendment executed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in their corporate names and seals affixed thereto the day and year first above written.

CITY OF WILLMAR

By: _____
Mayor

By: _____
City Administrator

RICE MEMORIAL HOSPITAL

By: David Anderson
President

By: [Signature]
Chief Executive Officer

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 25, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, February 25, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Jerry Gesch, Dan Holtz, Carol Laumer, Jeff Nagel and Joe Gimse.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Finance Tim Hunstad, Director of Electric Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, Accounting Clerk Gwen Lipinski, City Councilmen Bruce DeBlieck & Jim Dokken, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little.

Commission President Salzer opened the meeting by requesting a resolution to approve the Consent Agenda. Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 6

"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 February 11, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130277 to No. 130362 inclusive in the amount of \$1,928,063.23 with a MISO credit in the amount of \$70,152.03 and an Absaloka Coal payment in the amount of \$52,896.40

Dated this 25th day of February, 2013.

President

ATTEST:

Secretary

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

Director of Finance Hunstad reviewed with the Commission the January 31, 2013 Investment Report. Hunstad noted that the upcoming investment report would include additional data regarding the MUC reserve funds.

Power Supply Broker Carlson presented the Commission with the December 2012 Power Supply Report. Data contained in Carlson's report illustrated the kilowatt/megawatt hours sold depicting how the economy and energy conservation efforts affect the overall usage.

General Manager Hompe made a request to the Commission seeking approval of a resolution to support membership with the Willmar Lakes Area Chamber of Commerce. Hompe informed the Commission that WMU has been a member of the Chamber since 1975 and that the membership has proven to be both advantageous and beneficial to both the Utility and its customers. The annual cost of membership in the Willmar Lakes Area Chamber of Commerce is \$1,000. One item of interest to note was that as a member of the Chamber, the Utility has a seat on the Chamber's Public Policy Committee. This representation keeps the WMU informed of public policy decisions being addressed that would affect the Utility. Following a review of the resolution to support membership in the Chamber, Commissioner Schrupp offered a resolution to approve the continued membership in the Chamber of Commerce. Commissioner Holtz seconded.

During discussion, Commissioner Gimse offered a motion to amend the resolution to include a requirement that the General Manager or a designated representative of the Utilities be present at all Chamber Public Policy Committee meetings. Commissioner Schrupp seconded the motion which carried by a vote of seven ayes and zero nays.

It was also the recommendation of City Attorney Scott that the Chamber membership renewal be addressed annually.

Following further discussion, the resolution in support of membership with the Willmar Lakes Area Chamber of Commerce be approved incorporating the amendment to require representation at all meetings of the Chamber's Public Policy Committee and to annually review the membership.

RESOLUTION NO. 7

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

General Manager Hompe reviewed with the Commission the minutes from the WMU Planning Committee held on February 12th. Topics of interest discussed included current and future WMU projects. All items discussed were for informational purposes with no action being taken at this time related to the matters discussed. Following discussion, Commissioner Holtz made a motion to approve the minutes from the February 12th MUC Planning Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

General Manager Hompe and Commissioner Schrupp (Labor Committee Chair) reviewed with the Commission minutes from the February 19th teleconference between the WMU Labor Committee and Attorney Frank Madden. This teleconference was conducted to discuss issues and strategies concerning a number of labor-related issues facing the WMU. Following a review of the minutes, Commissioner Schrupp made a motion to approve the minutes of the February 19th WMU Labor Committee meeting (teleconference) as presented. Commissioner Holtz seconded the motion which carried by a vote of seven ayes and zero nays.

General Manager Hompe along with Commissioners Gesch & Laumer recapped their recent attendance at the MMUA Legislative Rally held February 13-15. Among the topics discussed were: solar energy, net metering/customer generation, municipal bonds (tax exemption status), water supply safety, etc.

General Manager Hompe informed the Commission that WMU is in the process of developing a Wellhead Protection Plan for its drinking water supply wells. Part I of the development of this mandated plan has been concluded and approved of by the MN Department of Health. As part of the Wellhead Protection Rule, a public informational meeting will be held on March 11th at 12:15 p.m. in the WMU Auditorium. This informational meeting will be held during the regular MUC meeting.

General Manager Hompe reminded the Commissioners of a number of upcoming meetings/conferences to note. These events include the MRES Risk Management Workshop (Feb. 27) and the APPA Legislative Conference (March 11-13).

General Manager Hompe requested the Commission to schedule a meeting of the WMU Planning Committee to discuss a conflict of interest policy. It was the consensus of the Commission to conduct a meeting of the WMU Planning Committee on Tuesday, March 5th from 10:00 a.m.–noon.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Jerry Gesch, Secretary

**WILLMAR MUNICIPAL UTILITIES COMMISSION
RESOLUTION NO. 7**

**AUTHORIZING MEMBERSHIP IN THE
WILLMAR LAKES AREA CHAMBER OF COMMERCE**

WHEREAS, pursuant to Minn. Stat. § 453.51; § 453.54, subd. 21; and § 453.58, subd. 1, Willmar Municipal Utilities is authorized to exercise all powers not inconsistent with the state and federal constitutions, so long as such authority is reasonably necessary or appropriate for or incidental to carrying out its purpose of securing an adequate, economical, and reliable supply of energy, water and heat for the community.

WHEREAS, Willmar Municipal Utilities Commission has been a member of the Willmar Lakes Area Chamber of Commerce since 1975.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLMAR MUNICIPAL UTILITIES COMMISSION, AS FOLLOWS:

1. That the Commission finds that Willmar Municipal Utilities continued membership in the Willmar Lakes Area Chamber of Commerce is related and beneficial to its delivery of utility services for the following reasons:
 - a. **The Chamber provides Willmar Municipal Utilities with direct access to the business community.** The Chamber is the only organization in Willmar Municipal Utilities' service area that effectively provides direct access to the business community. This can be especially valuable when communicating services to existing or potential businesses or working to obtain business support for an initiative.
 - b. **The Chamber provides Willmar Municipal Utilities with a seat at the table for public policy.** The Chamber's Public Policy Committee provides WMU with the opportunity to communicate to the local business community about how various public policy decisions will affect their utility. This forum helps to form business community support for WMU's positions. The WMU General Manager or a designated representative will be present at all Chamber Public Policy Committee meetings.
 - c. **The Chamber provides opportunities for development of Willmar Municipal Utilities leaders.** The Chamber's Leadership Perspectives program allows managers at WMU an understanding of how various components of the community fit together by getting first-hand education from community leaders, resulting in a more effective manager for the utility. Through its membership, WMU enjoys a complimentary and discounted registration in the program. Without membership, WMU would incur thousands of dollars in registration fees annually to maintain the same level of participation.
 - d. **The Chamber provides Willmar Municipal Utilities with support of the goal competitive telecommunications provider.** The Chamber worked with WMU and other telecommunication providers and major telecommunication users to attract a new competitive telecommunications provider through the Kandi-Link effort. This effort led to the partnership that helped create En-Tel which also helped cause the

incumbent providers to upgrade their services and infrastructure for the City of Willmar.

- e. **The Chamber provides timely educational and informational opportunities such as the Fuel America briefing.** These business based informational briefings and seminars open to members help WMU personnel in the performance of the utility business.

- f. **The Chamber helps WMU assimilate new residences and cultures to Willmar through multilingual information.** All residences and businesses in the City of Willmar are customers of the WMU. The Chamber provides multilingual information that describes rules, policies and laws new arrivals need to know to be able to connect new electric, water, and heating services provided by WMU. This service enhances the WMU purpose by reducing the need for interpreters on staff or on call to the WMU.

- 2. That the Commission hereby reauthorizes Willmar Municipal Utilities membership in the Willmar Lakes Area Chamber of Commerce.

Dated this 25th day of February, 2013.

President

ATTEST:

Secretary

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization name: Eagles Auxiliary 2334 Fraternal Order of Eagles
Previous gambling permit number: XB-05997-12-002
Minnesota tax ID number, if any:
Federal employer ID number (FEIN), if any:

Type of nonprofit organization. Check one.

[X] Fraternal [] Religious [] Veterans [] Other nonprofit organization

Mailing address: 136 SW 12th St.
City: Willmar State: Mn Zip code: 56201 County: Kandiyohi

Name of chief executive officer [CEO]: Charlotte Voerl
Daytime phone number: 320-444-4311
E-mail address:

NONPROFIT STATUS

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

[X] Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

[] IRS income tax exemption [501(c)] letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

[] IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

If your organization falls under a parent organization, attach copies of both of the following:

- a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

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

2. The proposed bingo event will be:

[X] one of four or fewer bingo events held this year. Dates: 3-22-13, 11-22-13

OR

[] conducted on up to 12 consecutive days in connection with a:

- [] county fair. Dates:
[] civic celebration. Dates:
[] Minnesota state fair. Dates:

3. Person in charge of bingo event: Valora Carlson Daytime phone: 320-894-3916

4. Name of premises where bingo will be conducted: Willmar Eagles Club

5. Premises street address: 136 SW 12th St.

6. City: Willmar If township, township name: County: Kandiyohi

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-639-4000. Be sure to complete page 2

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Charlotte Ruth Voelz Date 2-13-13
Print name Charlotte Ruth Voelz

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL for a gambling premises located within city limits

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

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 2-15-2013

Local unit of government must sign

COUNTY APPROVAL for a gambling premises located in a township

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

Print county name

Signature of county personnel

Title Date

TOWNSHIP - If required by the approving county.

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

Print township name

Signature of township officer

Title Date

MAIL APPLICATION AND ATTACHMENT

Send the application and a copy of your proof of nonprofit status to: Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

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

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

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

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

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
A.T.O.M. 001438								
35660	02/27/13 HELGESSON-TRAINING REGIS.	450.00		022013		D N	TRAVEL-CONF.-SCH	101.42411.0333
35660	02/27/13 HAY-TRAINING REGIS.	450.00		022013		D N	TRAVEL-CONF.-SCH	101.42411.0333
35660	02/27/13 HOLME-TRAINING REGIS.	450.00		022013		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	1,350.00	*CHECK	TOTAL				
	VENDOR TOTAL	1,350.00						
AFFILIATED MED CENTERS 000028								
35661	02/27/13 HANNEMAN-EMPL. PHYSICA	1,921.60		491300/2-13		D N	SUBSISTENCE OF P	101.42411.0337
AMERICAN WELDING & GAS I 000057								
35662	02/27/13 CYLINDER RENTAL	12.92		02096074		D N	RENTS	101.43425.0440
AMERIPRIDE LINEN & APPAR 000051								
35663	02/27/13 TOWEL SERVICE	30.42		2200329976		D N	CLEANING AND WAS	101.43425.0338
35663	02/27/13 TOWEL SERVICE	27.82		2200334420		D N	CLEANING AND WAS	101.43425.0338
35663	02/27/13 TOWEL SERVICE	30.42		2200339538		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	88.66	*CHECK	TOTAL				
	VENDOR TOTAL	88.66						
ARROWOOD - A RADISON RE 000069								
35664	02/27/13 LARSON-LODGING EXPENSE	233.00		264916		D N	TRAVEL-CONF.-SCH	101.42412.0333
35664	02/27/13 MCGILLIVRAY-LODGING EXP.	233.00		264917		D N	TRAVEL-CONF.-SCH	101.42412.0333
35664	02/27/13 KOOSTRA-LODGING EXPENSE	233.00		264919		D N	TRAVEL-CONF.-SCH	101.42412.0333
35664	02/27/13 CARLSON-LODGING EXPENSE	233.00		264921		D N	TRAVEL-CONF.-SCH	101.42412.0333
	VENDOR TOTAL	932.00	*CHECK	TOTAL				
	VENDOR TOTAL	932.00						
ASCAP 001253								
35665	02/27/13 LICENSE FEE	327.00		500578878/13		D N	LICENSES AND TAX	101.45433.0445
ASPEN MILLS 003008								
35666	02/27/13 HENDRICKSON-UNIFORMS	706.10		131562		D N	SUBSISTENCE OF P	101.42412.0227
BLOOMQUIST AND/GORDIE 01535								
35667	02/27/13 OMAHA SPORTS SHOW EXP.	1,219.49		022413		D N	TRAVEL-CONF.-SCH	208.45006.0333
BOLTON & MENK INC 001010								
35668	02/27/13 WILLMAR AVE IMPROVEME	19,587.50		0153764		D N	PROFESSIONAL SER	413.48452.0446
35668	02/27/13 4TH AVE SW IMPROVEMENT	4,865.00		0153765		D N	PROFESSIONAL SER	413.48452.0446
	VENDOR TOTAL	24,452.50	*CHECK	TOTAL				
	VENDOR TOTAL	24,452.50						
BSE 001980								
35669	02/27/13 LIGHT BALLAST	91.68		905187374		D N	MTCE. OF STRUCTU	101.42412.0225
35669	02/27/13 PVC CONDUIT	11.30CR		905205045		D N	MTCE. OF OTHER I	651.48486.0226
35669	02/27/13 SUPPLIES	44.36		905232393		D N	GENERAL SUPPLIES	101.45433.0229
35669	02/27/13 LIGHT BULBS FOR BLDG	612.26		905244971		D N	MTCE. OF STRUCTU	101.45433.0225

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BSE	35669	02/27/13	EXIT LIGHTS	85.97		905251033		D	N				MTCE. OF STRUCTU	101.45433.0225
	35669	02/27/13	BULBS FOR RUNWAY LTS	218.39		905277820		D	N				MTCE. OF OTHER I	230.43430.0226
			VENDOR TOTAL	1,041.36		*CHECK TOTAL								
				1,041.36										
CALVARY LUTHERAN CHURCH			001980											
35670	02/27/13	CUSTODIAL SERVICES	000136	30.00		021213		D	N				RENTS	101.41424.0440
CANON FINANCIAL SERVICES			002336											
35671	02/27/13	COPIER LEASE AGRMT		26.59		12533569		D	N				RENTS	101.43425.0440
CARD SERVICES			002552											
35672	02/27/13	COFFEE		23.56		010311		D	N				SUBSISTENCE OF P	101.41408.0227
35672	02/27/13	COFFEE FILTERS		2.58		010311		D	N				GENERAL SUPPLIES	101.41408.0229
35672	02/27/13	HENDRICKSON-WLCM COFFEE		67.37		010710		D	N				SUBSISTENCE OF P	101.42412.0227
35672	02/27/13	CONCESSION SUPPLIES		37.90		011016		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		80.14		011212		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		21.89		011516		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		19.92		011516		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		44.16		011910		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		19.13		012211		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		18.33		012216		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	CONCESSION SUPPLIES		94.71		012415		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	SPECIAL EVENT SUPPLIES		23.32		012514		D	N				GENERAL SUPPLIES	101.45432.0229
35672	02/27/13	CONCESSION SUPPLIES		120.16		012916		D	N				GENERAL SUPPLIES	101.45433.0229
35672	02/27/13	COFFEE		49.70		013013		D	N				SUBSISTENCE OF P	101.41408.0227
			VENDOR TOTAL	622.87		*CHECK TOTAL								
				622.87										
CARDMEMBER SERVICE			002365											
35658	02/21/13	STEVENS-PUB. POLICY MTG		10.99		STMT/1-13		D	N				TRAVEL-CONF.-SCH	101.41400.0333
35658	02/21/13	VHS TO DVD CONVERTER		35.00		STMT/1-13		D	N				SMALL TOOLS	101.41409.0221
35658	02/21/13	ATOMIC WALL CLOCK		106.75		STMT/1-13		D	N				SMALL TOOLS	101.41409.0221
35658	02/21/13	3-PORT ROUTER		109.00		STMT/1-13		D	N				SMALL TOOLS	101.41409.0221
35658	02/21/13	USTREAM VIDEO SUBSCRIP.		49.00		STMT/1-13		D	N				SUBSCRIPTIONS AN	101.41409.0443
35658	02/21/13	PROFESSIONAL SERVICES		29.00		STMT/1-13		D	N				PROFESSIONAL SER	101.41409.0446
			VENDOR TOTAL	339.74		*CHECK TOTAL								
				339.74										
CENTERPOINT ENERGY			000467											
35673	02/27/13	NATURAL GAS CHARGES		12.82		6007936/2-13		D	N				UTILITIES	230.43430.0332
35673	02/27/13	NATURAL GAS CHARGES		3,342.46		6007939/2-13		D	N				UTILITIES	101.43425.0332
35673	02/27/13	NATURAL GAS CHARGES		105.23		6038773/2-13		D	N				UTILITIES	101.43425.0332
35673	02/27/13	NATURAL GAS CHARGES		1,914.68		6061271/2-13		D	N				UTILITIES	101.45433.0332
35673	02/27/13	NATURAL GAS CHARGES		155.71		6069198/2-13		D	N				UTILITIES	101.43425.0332
35673	02/27/13	NATURAL GAS CHARGES		787.96		6084836/2-13		D	N				UTILITIES	101.45435.0332
35673	02/27/13	NATURAL GAS CHARGES		2,513.03		6085332/2-13		D	N				UTILITIES	101.45433.0332

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 35673 02/27/13 NATURAL GAS CHARGES 000467	1,026.84		6102726/2-13		D N	UTILITIES	101.42412.0332
35673 02/27/13 NATURAL GAS CHARGES	594.86		6725927/2-13		D N	UTILITIES	230.43430.0332
35673 02/27/13 NATURAL GAS CHARGES	12.82		7177865/2-13		D N	UTILITIES	230.43430.0332
35673 02/27/13 NATURAL GAS CHARGES	474.17		8503501/2-13		D N	UTILITIES	651.48485.0332
35673 02/27/13 NATURAL GAS CHARGES	777.18		8512023/2-13		D N	UTILITIES	651.48485.0332
35673 02/27/13 NATURAL GAS CHARGES	10,784.32		8795475/2-13		D N	UTILITIES	651.48484.0332
VENDOR TOTAL	22,502.08	*CHECK TOTAL					
CES IMAGING 35674 02/27/13 BOND PAPER 002988	147.66		283099		D N	OFFICE SUPPLIES	101.43417.0220
CHAPPELL CENTRAL, INC 35675 02/27/13 SERVICED ROOFTOP UNIT 000156	118.75		00052764		D N	MTC. OF STRUCTU	101.45435.0335
35675 02/27/13 SERVICED ROOFTOP UNIT	570.00		00052955		D N	MTC. OF EQUIPME	651.48484.0334
VENDOR TOTAL	688.75	*CHECK TOTAL					
CHARTER COMMUNICATIONS 35676 02/27/13 MONTHLY PHONE SERVICE 000736	44.97		0594/2-13		D N	COMMUNICATIONS	101.41409.0330
35676 02/27/13 MONTHLY PHONE SERVICE	157.23		1251/2-13		D N	COMMUNICATIONS	101.41409.0330
35676 02/27/13 MONTHLY PHONE SERVICE	173.52		3552/2-13		D N	COMMUNICATIONS	208.45005.0330
VENDOR TOTAL	375.72	*CHECK TOTAL					
COALITION OF GREATER MN 35677 02/27/13 STEVENS-LEGIS. ACTION 000168	65.00		022613		D N	TRAVEL-CONF.-SCH	101.41400.0333
35677 02/27/13 ANDERSON-LEGIS. ACTION	65.00		022613		D N	TRAVEL-CONF.-SCH	101.41401.0333
VENDOR TOTAL	130.00	*CHECK TOTAL					
COLEPAPERS INC 35678 02/27/13 CLEANING SUPPLIES 000170	166.67		8827777		D N	CLEANING AND WAS	101.45435.0228
COMMISSIONER OF TRANSPOR 35679 02/27/13 DUE TO THE STATE 000171	50,785.19		175-153-001		D N	DUE TO OTHER GOV	450.222000
COPIER BUSINESS SOLUTION 35680 02/27/13 COPIER MTC CHARGE 001934	62.59		217303		D N	MTC. OF EQUIPME	230.43430.0334
35680 02/27/13 COPIER MTC CHARGE	39.75		218888		D N	MTC. OF EQUIPME	101.41405.0334
VENDOR TOTAL	102.34	*CHECK TOTAL					
CROW CHEMICAL & LIGHTING 35681 02/27/13 DISPOSABLE GLOVES 000186	370.32		401433		D N	GENERAL SUPPLIES	651.48484.0229
CULLIGAN STERLING WATER 35682 02/27/13 SOFTENER SALT 000188	44.89		112508-9/1-13		D N	GENERAL SUPPLIES	101.45435.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
CULLIGAN STERLING WATER 35682 02/27/13 SOFTENER RENTAL	32.28		112508-9/1-13				
VENDOR TOTAL	77.17	*CHECK	TOTAL		D N	RENTS	101.45435.0440
D.E. WILLIAMS SHIELDS 35683 02/27/13 HELMET SHIELDS	151.00		2008537				
DEPT OF HUMAN SERVICES 35684 02/27/13 CLEANING SERVICES	1,554.00		00000123495				
DLT SOLUTIONS INC 35685 02/27/13 SUBSCRIPTION RENEWAL	2,842.98		SI213308				
35685 02/27/13 SUBSCRIPTION RENEWAL	2,842.98		SI213308				
35685 02/27/13 SUBSCRIPTION RENEWAL	2,842.98		SI213308				
35685 02/27/13 SOFTWARE LICENSING	3,745.86		SI213308				
VENDOR TOTAL	12,274.80	*CHECK	TOTAL		D N	PREPAID EXPENSES	101.128000
DOOLEY'S PETROLEUM INC 35659 02/21/13 3,000 GALLONS UNLEADE	10,647.09		625809				
35659 02/21/13 5,000 GALLONS DIESEL	17,725.08		625809				
VENDOR TOTAL	28,372.17	*CHECK	TOTAL		D N	INVENTORIES-MDSE	101.125000
ED'S SERVICE CENTER & SA 35686 02/27/13 TOWING CHARGES	66.00		112805				
ETTERMAN ENTERPRISES 35687 02/27/13 PLUG-HONEYWAGON TIRE	35.04		192679				
FAMILY PRACTICE MED CENT 35688 02/27/13 DRUG TESTING	23.50		45/2-13				
FIRST BAPTIST CHURCH 35689 02/27/13 CUSTODIAL SERVICES	30.00		021213				
FISCHER/BETH 35690 02/27/13 THANK YOU CARD	3.20		022613				
35690 02/27/13 OFFICE SUPPLIES	31.52		022613				
35690 02/27/13 CELL PHONE-FEBRUARY	14.77		022613				
35690 02/27/13 MPLS-EMT CONFERENCE	325.42		022613				
35690 02/27/13 MILEAGE 1/1-2/25/13	215.27		022613				
35690 02/27/13 SPORTS SHOW-TABLE RENTAL	92.22		022613				
35690 02/27/13 SPORTS SHOW-ELECTRICITY	55.00		022613				
VENDOR TOTAL	738.40	*CHECK	TOTAL		D M 07	OFFICE SUPPLIES	208.45005.0220
					D M 07	OFFICE SUPPLIES	208.45005.0220
					D N	COMMUNICATIONS	208.45005.0330
					D M 07	TRAVEL-CONF.-SCH	208.45005.0333
					D M 07	TRAVEL-CONF.-SCH	208.45005.0333
					D M 07	TRAVEL-CONF.-SCH	208.45006.0333
					D M 07	TRAVEL-CONF.-SCH	208.45006.0333
					D N	OTHER SERVICES	101.42411.0339
					D M 07	MICE. OF EQUIPME	651.48486.0224
					D N	SUBSISTENCE OF P	651.48484.0227
					D N	RENTS	101.41424.0440

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
FLAHERTY & HOOD P.A. 35691 02/27/13 PROFESSIONAL SERVICES 13,533.50	13,533.50	6228		D M 07	PROFESSIONAL SER	101.41406.0446
FLEXIBLE PIPE TOOL CO 35692 02/27/13 SWITCH-AIR CONVEYANCE	73.43	16003		D N	MTCE. OF EQUIPME	651.48485.0224
FRANCOTYP-POSTALIA INC 35693 02/27/13 POSTAGE METER RENTAL	174.21	RI101449075		D N	RENTS	101.42411.0440
FREEMAN/LE ANNE 35694 02/27/13 INTERGENERATIONAL PRGRM	15.56	020713		D N	GENERAL SUPPLIES	101.45435.0229
G & K SERVICES 35695 02/27/13 CLEANING SERVICES	51.46	1007365876		D N	CLEANING AND WAS	230.43430.0338
GENERAL MAILING SERVICES 35696 02/27/13 TOURISM POSTAGE	602.58	8184		D N	POSTAGE	208.45006.0223
35696 02/27/13 TOURISM POSTAGE	3.30	8484		D N	POSTAGE	208.45005.0223
35696 02/27/13 TOURISM POSTAGE	1,209.09	8485		D N	POSTAGE	208.45006.0223
35696 02/27/13 POSTAGE	4.56	9001		D N	POSTAGE	651.48484.0223
VENDOR TOTAL	1,819.53	*CHECK TOTAL				
GRAINGER INC 35697 02/27/13 FURNACE MOTOR	109.49	9060389286		D N	MTCE. OF STRUCTU	101.45433.0225
35697 02/27/13 SMALL TOOLS	22.02	9944666933		D N	SMALL TOOLS	101.45433.0221
VENDOR TOTAL	131.51	*CHECK TOTAL				
GREEN MILL 35698 02/27/13 EXEC. COMMITTEE LUNCHES	9.50	8199		D N	TRAVEL-CONF. -SCH	101.41403.0333
35698 02/27/13 EXEC. COMMITTEE LUNCHES	37.98	8199		D N	TRAVEL-CONF. -SCH	208.45005.0333
VENDOR TOTAL	47.48	*CHECK TOTAL				
HACH COMPANY 35699 02/27/13 LAB SAMPLER PARTS	1,361.54	8161460		D N	MTCE. OF EQUIPME	651.48484.0224
HALLIDAY *PETTY CASH/KE 35700 02/27/13 TO REIMBURSE PETTY CASH	2.99	021313		D N	GENERAL SUPPLIES	101.41401.0229
35700 02/27/13 TO REIMBURSE PETTY CASH	9.00	021313		D N	POSTAGE	101.41424.0223
35700 02/27/13 TO REIMBURSE PETTY CASH	166.75	021313		D N	LICENSES AND TAX	101.42411.0445
VENDOR TOTAL	178.74	*CHECK TOTAL				
HARTLAND OFFICIALS ASSOC 35701 02/27/13 PROFESSIONAL SERVICES	940.00	022513		D N	PROFESSIONAL SER	101.45432.0446

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
HAWKINS INC 35703 02/27/13 FERRIC CHLORIDE	4,892.53		3436497 RI		D N	INSURANCE DEDUCT	101.41428.0822
HEGLUND CATERING 35704 02/27/13 CVB BOARD LUNCHES	8.30		3408		D N	TRAVEL-CONF.-SCH	101.41403.0333
35704 02/27/13 CVB BOARD LUNCHES	8.30		3408		D N	TRAVEL-CONF.-SCH	101.45433.0333
35704 02/27/13 CVB BOARD LUNCHES	116.14		3408		D N	TRAVEL-CONF.-SCH	208.45005.0333
VENDOR TOTAL	132.74		*CHECK TOTAL				
HENDRICKSON *PETTY CASH/ 35705 02/27/13 TO REIMBURSE PETTY CASH	17.14		243		D N	TRAVEL-CONF.-SCH	101.42412.0333
HERZOG/ZACHARY 35706 02/27/13 DMT TRAINING	26.32		177		D N	TRAVEL-CONF.-SCH	101.42411.0333
HILLYARD FLOOR CARE SUPP 35707 02/27/13 CLEANING SUPPLIES	67.95		600564498		D N	CLEANING AND WAS	101.45433.0228
HOLME/MICHAEL 35708 02/27/13 DMT TRAINING	31.16		180		D N	TRAVEL-CONF.-SCH	101.42411.0333
INDEPENDENT SCHOOL DIST 35709 02/27/13 DEC CER	3,145.55		021913		D N	DUE TO SCHOOL -	101.223002
INTERSTATE POWER SYSTEMS 35710 02/27/13 TRACKLESS MOWER BELTS	330.56		546932 RI		D N	MTCE. OF EQUIPME	101.43425.0224
35710 02/27/13 WATER HOSE	133.59		548922 RI		D N	SMALL TOOLS	101.43425.0221
35710 02/27/13 BEARINGS	134.03		549207 RI		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	598.18		*CHECK TOTAL				
JMD MANUFACTURING INC 35711 02/27/13 SHUT-OFF VALVE	135.47		84272		D N	MTCE. OF OTHER I	101.43425.0226
KANDIYOHI CO-OP ELECTRIC 35712 02/27/13 WELLCOME TO WILLMAR SIGN	120.00		STMT/2-13		D N	UTILITIES	101.43425.0332
35712 02/27/13 WELLCOME TO WILLMAR SIGN	53.16		STMT/2-13		D N	UTILITIES	101.43425.0332
35712 02/27/13 CO RD 23/HWY 71 BYPASS	146.00		STMT/2-13		D N	UTILITIES	101.43425.0332
35712 02/27/13 ELEC SERV-LIFT STATIONS	703.00		STMT/2-13		D N	UTILITIES	651.48485.0332
35712 02/27/13 ABBOTT DR LIFT STATION	68.00		STMT/2-13		D N	UTILITIES	651.48485.0332
35712 02/27/13 ELEC SERV-SECURITY LIGHT	36.00		STMT/2-13		D N	UTILITIES	651.48486.0332
VENDOR TOTAL	1,126.16		*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE 184 02/20/13	000492 SALES TAX-JANUARY	682.00		STMT/1-13		M N		SALES TAX PAYABL	101.206000
184 02/20/13	USE TAX-JANUARY	0.12CR		STMT/1-13		M N		SALES TAX PAYABL	101.206000
184 02/20/13	USE TAX-JANUARY	0.34CR		STMT/1-13		M N		SALES TAX PAYABL	101.206000
184 02/20/13	USE TAX-JANUARY	427.62		STMT/1-13		M N		SALES TAX PAYABL	101.206000
184 02/20/13	USE TAX-JANUARY	12.23		STMT/1-13		M N		OFFICE SUPPLIES	101.41401.0220
184 02/20/13	USE TAX-JANUARY	11.00		STMT/1-13		M N		PRINTING AND PUB	101.41401.0331
184 02/20/13	DIESEL FUEL TAX-JANUARY	6.26		STMT/1-13		M N		MOTOR FUELS AND	101.42411.0222
184 02/20/13	DIESEL FUEL TAX-JANUARY	246.44		STMT/1-13		M N		MOTOR FUELS AND	101.43425.0222
184 02/20/13	USE TAX-JANUARY	215.00		STMT/1-13		M N		MOTOR FUELS AND	101.43425.0222
184 02/20/13	USE TAX-JANUARY	38.38		STMT/1-13		M N		MOTOR FUELS AND	230.43430.0222
184 02/20/13	USE TAX-JANUARY	98.58		STMT/1-13		M N		GENERAL SUPPLIES	651.48484.0229
184 02/20/13	DIESEL FUEL TAX-JANUARY	18.34		STMT/1-13		M N		MOTOR FUELS AND	651.48485.0222
184 02/20/13	USE TAX-JANUARY	607.65		STMT/1-13		M N		GENERAL SUPPLIES	651.48485.0229
	VENDOR TOTAL	2,363.04		*CHECK TOTAL					
MN POLLUTION CONTROL AGE 35730 02/27/13	001064 ANNUAL PERMIT FEE	345.00		4400106181		D N		LICENSES AND TAX	101.43425.0445
MONSON CORPORATION 35731 02/27/13	000126 WINTER SAND	1,640.39		4209CC		D N		GENERAL SUPPLIES	101.43425.0229
35731 02/27/13	SNOW HAULING	1,800.00		5008CC		D N		OTHER SERVICES	101.43425.0339
	VENDOR TOTAL	3,440.39		*CHECK TOTAL					
MORTON SALT INC 35732 02/27/13	002997 ROAD SALT	2,149.83		5400088871		D N		GENERAL SUPPLIES	101.43425.0229
35732 02/27/13	ROAD SALT	2,173.86		5400093681		D N		GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	4,323.69		*CHECK TOTAL					
MVTL LABORATORIES INC 35733 02/27/13	000544 PROFESSIONAL SERVICES	356.00		643432		D N		PROFESSIONAL SER	651.48484.0446
35733 02/27/13	PROFESSIONAL SERVICES	39.00		644011		D N		PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	395.00		*CHECK TOTAL					
NEUBAUER/SAMUEL 35734 02/27/13	002554 DMT TRAINING	31.43		176		D N		TRAVEL-CONF.-SCH	101.42411.0333
NEXTEL COMMUNICATION 35735 02/27/13	000578 CELLULAR PHONE USAGE	59.02		317498885-057		D N		COMMUNICATIONS	101.41400.0330
35735 02/27/13	CELLULAR PHONE USAGE	59.02		317498885-057		D N		COMMUNICATIONS	101.41402.0330
35735 02/27/13	CELLULAR PHONE USAGE	59.02		317498885-057		D N		COMMUNICATIONS	101.41403.0330
35735 02/27/13	CELLULAR PHONE USAGE	177.06		317498885-057		D N		COMMUNICATIONS	101.41405.0330
35735 02/27/13	CELLULAR PHONE USAGE	59.02		317498885-057		D N		COMMUNICATIONS	101.41409.0330
35735 02/27/13	CELLULAR PHONE USAGE	327.85		317498885-057		D N		COMMUNICATIONS	101.42411.0330

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STATEWIDE DISTRIBUTING I			000718											
	35743	02/27/13	HAND TOWELS	40.08		095996							GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	240.18		*CHECK TOTAL								
STOLL/TIMOTHY M			.01974											
	35744	02/27/13	ASBESTOS INSPECTION	250.00		022013							PROFESSIONAL SER	101.42412.0446
SW - WEST CNTRL SERVICES			000892											
	35657	02/15/13	HEALTH INSURANCE-MAR	4,061.00		C261							EMPLOYER INSUR.	101.41400.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	5,303.50		C261							EMPLOYER INSUR.	101.41402.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	3,244.29		C261							EMPLOYER INSUR.	101.41403.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	3,458.50		C261							EMPLOYER INSUR.	101.41404.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	3,764.00		C261							EMPLOYER INSUR.	101.41405.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	1,428.00		C261							EMPLOYER INSUR.	101.41408.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	1,436.50		C261							EMPLOYER INSUR.	101.41409.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	214.21		C261							EMPLOYER INSUR.	101.41424.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	12,150.00		C261							RETIRED EMPLOYEE	101.41428.0818
	35657	02/15/13	HEALTH INSURANCE-MAR	29,691.50		C261							INS. PASS THROUG	101.41428.0819
	35657	02/15/13	HEALTH INSURANCE-MAR	45,064.50		C261							EMPLOYER INSUR.	101.42411.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	7,304.00		C261							EMPLOYER INSUR.	101.42412.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	4,172.50		C261							EMPLOYER INSUR.	101.43417.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	22,658.50		C261							EMPLOYER INSUR.	101.43425.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	5,766.60		C261							EMPLOYER INSUR.	101.45432.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	5,501.50		C261							EMPLOYER INSUR.	101.45433.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	454.80		C261							EMPLOYER INSUR.	101.45435.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	865.60		C261							EMPLOYER INSUR.	101.45437.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	13,328.50		C261							EMPLOYER INSUR.	651.48484.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	1,428.00		C261							EMPLOYER INSUR.	651.48485.0114
	35657	02/15/13	HEALTH INSURANCE-MAR	1,428.00		C261							EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	167,724.00		*CHECK TOTAL								
TDS METROCOM			000758											
	35745	02/27/13	MONTHLY SERVICE	231.92		238							COMMUNICATIONS	101.42412.0330
	35745	02/27/13	MONTHLY SERVICE	49.16		238							COMMUNICATIONS	101.43425.0330
			VENDOR TOTAL	281.08		*CHECK TOTAL								
TOSHIBA FINANCIAL SERVIC			000218											
	35746	02/27/13	COPIER LEASE AGRMT	120.77		022613							RENTS	101.42412.0440
TOWMASTER			002674											
	35747	02/27/13	HYD. VALVE CARTRIDGES	197.94		345605							MTCE. OF EQUIPME	101.43425.0224
TRAVEL GUIDES FREE			002717											
	35748	02/27/13	TRAVEL GUIDE AD	349.46		16406							OTHER CHARGES	208.45010.0449

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ULINE 35749 02/27/13 DISPOSABLE GLOVES 002687	222.77		49120636		D N	GENERAL SUPPLIES	101.42411.0229
UNIFORMS UNLIMITED 35750 02/27/13 TASER BATTERY 000762 35750 02/27/13 TASER BATTERY VENDOR TOTAL	46.90 48.70 95.60 95.60		152303 153613 *CHECK TOTAL		D N D N	GENERAL SUPPLIES	101.42411.0229
UV DOCTOR LAMPS LLC 35751 02/27/13 UV SYSTEM-PARTS 002968 35751 02/27/13 UV SYSTEM-PARTS VENDOR TOTAL	792.04 379.04 1,171.08 1,171.08		6392 6410 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48484.0224 651.48484.0224
VERIZON WIRELESS 35752 02/27/13 CELLULAR PHONE USAGE 002915	30.74		STMT/1-13		D N	COMMUNICATIONS	101.45432.0330
VIGIL/RUDY 35753 02/27/13 SD SNOW FESTIVAL 000951 35753 02/27/13 DO YOU KNOW SHOW-MILEAGE VENDOR TOTAL	9.63 32.77 42.40 42.40		011013 011013 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.41409.0333 101.41409.0333
VIKING COCA-COLA BOTTLIN 35754 02/27/13 CONCESSION SUPPLIES 000777 35754 02/27/13 CONCESSION SUPPLIES 35754 02/27/13 CONCESSION SUPPLIES 35754 02/27/13 CONCESSION SUPPLIES VENDOR TOTAL	107.00 165.00 313.00 500.00 1,085.00 1,085.00		1065246 1065364 1071275 550826 *CHECK TOTAL		D N D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229
WAL-MART COMMUNITY 35755 02/27/13 BATTERIES 000789 35755 02/27/13 COFFEE 35755 02/27/13 BATTERIES/SUPPLIES 35755 02/27/13 OFFICE SUPPLIES 35755 02/27/13 COFFEE 35755 02/27/13 PLANT SUPPLIES VENDOR TOTAL	23.45 35.92 35.98 30.96 31.92 28.77 187.00 187.00		011413 012213 012213 012313 012313 012313 *CHECK TOTAL		D N D N D N D N D N D N	GENERAL SUPPLIES SUBSISTENCE OF P GENERAL SUPPLIES OFFICE SUPPLIES SUBSISTENCE OF P GENERAL SUPPLIES	101.42411.0229 101.42411.0227 101.42411.0229 651.48484.0220 651.48484.0227 651.48484.0229
WEST CENTRAL PRINTING 35756 02/27/13 HANNEMAN-BUSINESS CARDS 000803 35756 02/27/13 PREPTY INVENTORY SHEETS VENDOR TOTAL	44.95 289.49 334.44 334.44		16698 16705 *CHECK TOTAL		D N D N	OFFICE SUPPLIES OFFICE SUPPLIES	101.42411.0220 101.42411.0220

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL SANITATION	000805													
35757	02/27/13	GARBAGE SERVICE	JAN-DEC	199.29		2664300/1-13		D	N				CLEANING AND WAS	101.41409.0338
35757	02/27/13	GARBAGE SERVICE	FEBRUARY	33.83		6806100/2-13		D	N				CLEANING AND WAS	230.43430.0338
			VENDOR TOTAL	233.12		*CHECK TOTAL								
WEST CENTRAL TRIBUNE	000807													
35758	02/27/13	NOTICE PUBLISHED		296.40		CL03049078		D	N				PRINTING AND PUB	413.48451.0331
35758	02/27/13	NOTICE PUBLISHED		17.10		CL03049102		D	N				PRINTING AND PUB	101.41401.0331
35758	02/27/13	NOTICE PUBLISHED		102.60		CL03049110		D	N				PRINTING AND PUB	101.41401.0331
35758	02/27/13	COUNCIL PROCEEDINGS	PUB.	564.30		CL03049146		D	N				PRINTING AND PUB	101.41401.0331
35758	02/27/13	ORDINANCE PUBLISHED		91.20		CL03049445		D	N				PRINTING AND PUB	101.41401.0331
35758	02/27/13	ORDINANCE PUBLISHED		114.00		CL03049446		D	N				PRINTING AND PUB	101.41401.0331
35758	02/27/13	ORDINANCE PUBLISHED		91.20		CL03049447		D	N				PRINTING AND PUB	101.41401.0331
35758	02/27/13	WRAC-8 ON DEMAND AD		255.43		36787/1-13		D	N				ADVERTISING	101.41409.0447
			VENDOR TOTAL	1,532.23		*CHECK TOTAL								
WEST CENTRAL TROPHIES	000808													
35759	02/27/13	BASKETBALL TROPHIES		160.31		17438		D	N				AWARDS AND INDEM	101.45432.0442
35759	02/27/13	GLANZER-PLAQUE/ENGRAVING		53.44		17439		D	N				AWARDS AND INDEM	101.42412.0442
35759	02/27/13	NAME PLATE-A. NELSEN		16.03		17458		D	N				GENERAL SUPPLIES	101.41401.0229
			VENDOR TOTAL	229.78		*CHECK TOTAL								
WEST PAYMENT CENTER	001227													
35760	02/27/13	ANNUAL SUBSCRIPTION		40.82		826646481		D	N				PREPAID EXPENSES	101.128000
35760	02/27/13	ANNUAL SUBSCRIPTION		449.68		826646481		D	N				SUBSCRIPTIONS AN	101.42411.0443
			VENDOR TOTAL	490.50		*CHECK TOTAL								
WILLMAR BUS SERVICE	000813													
35761	02/27/13	BUS SERVICE-LIONS CONV.		150.00		13-0021		D	N				OTHER CHARGES	208.45008.0449
WILLMAR CHAMBER OF COMME	000812													
35762	02/27/13	DIRECTOR SALARY		3,917.74		STMT/1-13		D	N				SALARIES-REG. EM	208.45005.0110
35762	02/27/13	ASSISTANT SALARY		2,266.31		STMT/1-13		D	N				SALARIES-REG. EM	208.45005.0110
35762	02/27/13	FICA & INSURANCE		966.75		STMT/1-13		D	N				EMPLOYER PENSION	208.45005.0113
35762	02/27/13	IRA CONTRIBUTION		185.53		STMT/1-13		D	N				EMPLOYER PENSION	208.45005.0113
35762	02/27/13	PHOTO COPIES-JAN		230.56		STMT/1-13		D	N				OFFICE SUPPLIES	208.45005.0220
35762	02/27/13	PAYROLL/FLEX FEE		171.69		STMT/1-13		D	N				OTHER SERVICES	208.45005.0339
35762	02/27/13	OFFICE RENT-JAN		626.61		STMT/1-13		D	N				RENTS	208.45005.0440
35762	02/27/13	2013 D & O INSURANCE		375.00		37901		D	N				INSURANCES AND B	208.45005.0441
			VENDOR TOTAL	8,740.19		*CHECK TOTAL								
WILLMAR DESIGN CENTER	002348													
35763	02/27/13	EXPENSE REIMBURSEMENT		2,316.33		022213		D	N				DOWNTOWN ITEMS	101.41428.0820

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
WILLMAR ELECTRIC SERVICE 000816 35764 02/27/13 SIGNAL REPAIR-LABOR	55.00		22154		D N	MTCE. OF OTHER I	101.43425.0336
WILLMAR OVERHEAD DOOR SA 000825 35765 02/27/13 OVERHEAD DR REPAIR-PARTS	141.24		0045330		D N	MTCE. OF STRUCTU	101.45433.0225
35765 02/27/13 OVERHEAD DR REPAIR-LABOR	294.00		0045330		D N	MTCE. OF STRUCTU	101.45433.0335
VENDOR TOTAL	435.24	*CHECK TOTAL					
WITMER PUBLIC SFTY GROUP .01970 35766 02/27/13 FIRE HELMET	219.99		E1045570.001		D N	SUBSISTENCE OF P	101.42412.0227
10,000 LAKES CHAPTER 001346 35767 02/27/13 KARDELL-SEMINAR REGIS.	250.00		022513		D N	TRAVEL-CONF.-SCH	101.41402.0333

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
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REPORT TOTALS:

389,356.00

RECORDS PRINTED - 000311

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	259,661.50
208	CONVENTION & VISITORS BUREAU	13,340.15
230	WILLMAR MUNICIPAL AIRPORT	1,025.15
413	S.A.B.F. - #2013	24,748.90
420	LOCAL OPT SALES TAX PROJECTS	750.00
450	CAPITAL IMPROVEMENT FUND	50,785.19
651	WASTE TREATMENT	39,045.11
TOTAL ALL FUNDS		389,356.00

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	389,356.00
TOTAL ALL BANKS		389,356.00

Willmar Design Center

Restoring the Heart of the City

414 Becker Avenue SW, Willmar, MN 56201 Phone: 320-222-2020

Minutes --WDC Board Meeting--Tuesday, February 19, 2013

4:45 PM--Christianson & Associates Board Room

Board Members Present:

Jana Palmquist, Dale Hustedt, Warren Hagen, John Christianson, Richard Engan, Shawn Mueske (new board member), Carol Laumer (new board member), Tom Amberg
Excused: Gary Geiger, Don Williamson, Allen Hillstrom

Liaisons present:

Doug Reese (County Commissioners)

Staff Present:

Beverly Dougherty
Kristin Anderson-Rosetti

Guests: none

1. Call to Order, Jana Palmquist. Jana called the meeting to order at 4:50 PM

a. Introductions

Shawn Mueske was introduced

b. Additions to Agenda

None

c. Approval of Minutes 1-11-13

Approved.

2. Treasurer's Report, John Christianson

-See hand out. 12/20/12-1/25/13 operating budget. Will have more revenue, but through grants. Those monies are already earmarked per the grant requests. Revenue from city of Willmar.

Motion to approve the report. Approved.

3. Unfinished Business

a. MMS Accreditation Report, Beverly

- Beverly has the final report, we are accredited through MMS (see email attachment from Beverly). Need to change the way the grant writer is paid. We have \$1600 from the city for grant writing, so can make that change.

Two other areas need attention

-1. barely met requirement for operating budget (see report); need to have excess funds (designated funds), diversified sources

-2. ongoing training for staff and volunteers. We are required to send volunteers/staff to 4 MMS trainings annually (attend and report back). There are 4 in MN throughout the year, plus the national meeting.

ACTION: send people to these four events

-JC: what will this accreditation ultimately do for the design center? BD: if we are accredited for

2 years in a row, we are eligible to apply to become one of 10 nationally-recognized cities each year-- and this is a big deal. The evaluation means we are fulfilling the guidelines, which gives us more credibility as we look for more grant money. We are getting technical assistance grants through MMS and can be awarded additional dollars if another city doesn't use their funds. We have always used ours.

3. (unrelated to MMS) – Bev wrote a grant for Willmar Area Community Foundation Grant, for additional equipment for Becker market (freezers, tents, etc). The grant would leverage Southwest Minnesota Partnership \$20,400. grant just received for education and promotion of local foods.

b. National Main Street Conference, All

Registration, Airfare, Room

-Beverly's \$355 registration fee has been paid by MMS. Additional costs will be hotel \$205 (a night for 4 nights), airfare \$250. Total 1,070.

Red Wing is not sending anyone, so MMS is paying Carol's registration fee also (Carol will cover all her other expenses).

There was not a line item for this in the budget. We can re allocate funds per John.

Motion to pay Beverly's expenses). Seconded. Approved.

4. New Business

a. Election of 2 new Board Members, Jana

Resignation of one member

-Laura Borgerding cannot make this meeting time, is resigning. Will stay on Commons-Promotion committee.

-Two nominees Carol Laumer (filling the last year of Laura's three year term), Shawn Mueske (new three year term).

Motion to approve 2 new board members. Approved

b. Donation of \$100 to Community Marketing Coalition, Beverly

- Community Marketing Coalition (includes every entity in the City) plus other major players (ex Tribune and the radio stations). WDC is now on it. They are creating a marketing plan for all of the city, including downtown. Ken Warner asked if WDC can contribute \$100 because we are a part of it.

Motion, approved.

c. Stakeholder Fundraising 2013, Don Williamson (absent)

-(Jana, Beverly) Commons promotion committee working on this; working to make it simpler, easier.

Next steps - Beverly presented a list of people we are asking and passed the list around the table.

ACTION: each board member take at least 3 people on the list to call on and sign the letter with your name. Goal of \$25,000. In the letter state that your donation will help us meet our operating budget of \$60,900. If you see others that should be added, please add them to the list.

-Will create a signboard to use publicly with a list of all the supporters (ex to put out at Becker market)

ACTION: the letter out is a DRAFT, please make corrections BY FRIDAY. Timeline: letters out by Friday.

d. Other - none

5. Standing Committee Reports

a. Infrastructure-Development, Dale Hustedt

-met last week, went through progress. Followed Gary Geiger's instructions to set goals for committee. Parking study is underway; Adam A was at the meeting and he has put together the technical advisory committee, timeline 6-30-13 including presentation to City Council. Talked about gateways, Adam is working on that, a design will be put together and pricing before the end of June. it is then incumbent upon WDC and others continuing to move the project forward. Also talked about downtown housing assessment, Bev is taking the lead on that. Also talked about retail and restaurants, Steven Renquist will put together a committee to get ideas, potential businesses for downtown. Municipal Utilities is on the committee (Jeff Kimpling).

b. Connections, Carol Laumer

-met Feb14. Carol will chair this year. We welcome additional members for the committee.

-Glacial Lakes trail will be ready to promote, would like to do an event in warmer weather.

-ACTION: Would like the board to thank Andy Bjur and Laura Borgerding for their work (Andy Bjur has resigned as Chair of Connections but has agreed to work on special projects).

ACTION: need committee members, if you know people, please speak to them or refer to Carol.

c. Commons-Promotion, Don

ACTION: New committee members needed

d. Historical Preservation-Design, Richard Engan

-Grant application for establishing an historic district has been submitted.. Have not heard anything yet. Still want to research what some other communities are doing (ex New Ulm, Red Wing). A citizens committee would be established by the City Council. Most cities Willmar's size do have one of these.

-oral histories; Shawn is looking into someone from the college to help with oral history.

-want to have public meetings to communicate what we are trying to do.

-ACTION: do we have someone interested in attending the State Preservation conference pertaining to historical preservation.

-Shawn Mueske – we can get historical photos (high definition scans) from the Kandiyohi County Historical Society.

6. Event Committee Reports

a. Becker Market, Beverly

-Work is being done on the grant, including renting greenhouse space at MnWest, with plans to rent the entire greenhouse (and bring the bio mass heater and solar panels back into use) by 2014. Will bring a Minneapolis restaurant owner (Birchwood Cafe) to Willmar to consult with 2 restaurants interested in sourcing local food for their menus

b. COG Report, Jana

-Up to 382 members. Site selection committee still working. More COG events planned for February, March, including foodie films and cooking courses.

7. Urban Planner Report--Adam Arvidson, Beverly

-construction will start this year on trail (widened, planted with wild flowers, etc).
State Transportation Grant: in process of designing three gateways per the
Downtown Plan (Technical assistance funds (from MMS), and Parking Assessment Technical
assistance funds (from MMS).

8. Project Coordinator Report, Beverly

-website – giving Nick updated information on committees, events, etc.
-two paypal events going onto WDC website – 1. WDC fundraising, 2. Bethel
Church, Cantus group coming (in March), just completed
assisting Habitat sell their SouperBowl for Habitat online.
-Emily Northy from MMS is in Litchfield tonight at city council, proposing that
Litchfield start a Main Street program and hire FT coordinator

ANNOUNCEMENTS:

1. City Council Meetings--1st and 3rd Mondays, 7:00 PM
2. Foodie Film Series--The Barn Theatre--Thursday, February 28--"Fresh"
3. 1st Tuesday: March 5th at Building 330, Tom Amberg--5:00 - 7:00 PM
4. Main Street Training: March 28 and 29 in Winona, MN.
5. National Main Street Conference: April 13-16 in New Orleans

Minutes submitted by Kristin Anderson-Rosetti

**CER JOINT POWERS BOARD MEETING
FEBRUARY 22, 2013**

Members Present: Patti Johnson, Tim Johnson, Ross Magnuson, Mike Miller, Bonnie Pehrson, Audrey Nelsen, Rachel Smith, Liz VanDerBill

Staff Present: Steve Brisendine, Brad Bonk, Kevin Madsen, Becky Sorenson

In the absence of Chairman Eric Banks, Steve presided over the meeting and asked new members Ross Magnuson and Audrey Nelsen to introduce themselves. Steve informed the Board that Matt Dawson has also joined the Board but was unable to make this meeting. Pablo Obregon and Bill Borth are interested in joining the Board. Presently there is one School opening, with another City opening in March. Steve asked Tim Johnson and Audrey Nelsen to present Pablo Obregon's name to the mayor as being an interested resident in joining the Joint Powers Board.

Park Planning: Steve mentioned that Don Winkler & Matt Johnson from Mid Minnesota Development Commission are putting together a proposal to create a park plan for the Community that will be presented at the March meeting. The hope is that this plan would be completed by the end of summer to utilize for 2014 and beyond. Steve said that Bruce Peterson would like to see a park plan in place that he can present to developers of new housing additions. Patti Johnson asked if there was a policy or by-law requiring new developers to dedicate space for a park in their development. Steve responded that currently there is not to his knowledge. Patti also asked if there was a minimum size that parks are required to be. Steve said there is no requirement, mentioning Canigo Park (one of our smallest) as an example of a very small park.

Liquor License – Curling Bonspiel : Steve introduced Mike Miller, who presented the Willmar Curling Club's request for a liquor license for the upcoming Mixed Nationals Curling tournament which the Civic Center Arena is hosting in March. The opening ceremonies are March 16, with games Sunday thru Wednesday. The semi –finals start Thursday March 21 with the championship game on Saturday the 23rd of March. Kevin Madsen stated that Brady Clark, captain of the National Men's Champion will be present to represent Washington during the Mixed tournament. Patti Johnson made a motion to approve the request for the liquor license for the mixed doubles national curling Bonspiel . The motion was seconded by Bonnie Pehrson and carried.

Steve said that the amphitheatre project is going to the Community Development Committee for approval of enlisting the services of Engan and Associates to prepare a scope of services for that project.

Civic Center Capital Improvements: There are three approved projects for 2013. The first is replacing the dasher boards in the Blue Line Arena before the next ice season.

**JOINT POWERS BOARD MEETING
FEBRUARY 22, 2013, PAGE 2**

The Blue Line Center was built in 1998 and the boards that were installed at that time were 20+ years old. The plan is to move the dasher boards from the Cardinal Arena to the Blue Line Arena and purchase new boards for the Cardinal Arena. Staff is recommending this project enlist the services of Becker Arena Products to purchase and install the new dasher boards. This will allow compatibility between the two Arenas, thus reducing the number of replacement glass partitions needed to be on hand for repairs. This project will hopefully be done in April/May for the Blue Line Arena and late September for the Cardinal Arena. The amount budgeted is \$155,000 (\$125,000 for the new boards and \$14,500 to move existing boards to the Blue Line Arena is the quote received to date.)

The second project is the replacement of the cedar shakes on the slanted roof portion at the front of the building which are original to the building and starting to leak. The plan is to go with a steel product which will lower insurance costs (due to replacing the cedar). Kevin is in the process of getting estimates on the cost of the job.

The third project is the wheelchair lift for the Blue Line Arena. An area is set aside as the most suitable for the lift. The hope is to get this project done within the year thus putting us in compliance with ADA regulations on accessibility.

Brad Bonk talked about wrapping up the winter leagues. He is working on building the spring schedules. The Women's Volleyball Tournament is scheduled for March 2 and has 22 teams registered. He has a Co-Rec Volleyball Tournament scheduled for March 16. Brad also mentioned he is going to offer a wood bat softball league this summer if enough interest is generated.

In Rob Baumgarn's absence, Brad talked about plans to re-vamp summer programs, making better use of part-time staff. The main issue has been to decrease staff costs due to the cuts the City Council has made. Steve mentioned that he would come back to the Council with budget revisions due to the increase in income we have generated.

Kevin mentioned that the Figure Skating Show is coming up this weekend. They will be taking out ice next week in the Cardinal Arena getting ready for dry floor events.

Liz VanDerBill stated that the School District Strategic plan is being compiled and should be unveiled in the very near future.

As there was no further business, the meeting adjourned. The next meeting will be March 22.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR
CODE CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS

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

Section 1. City Code Chapter 8, Licenses, Permits and Business Regulations is hereby amended to add a new Article VII, Fire Alarm Systems, as follows:

Sec. 8-281. – Intent.

- (a) This Article provides for regulating the use of fire alarms, establishes users' fees, and establishes a system of administration.
- (b) The purpose of this Article is to provide maximum possible services to fire alarm users and protect the public safety services of the city from misuse.
- (c) Installation and use of fire alarms are a personal or business decision, and the City's regulation of fire alarm systems does not create an obligation for city response.

Sec. 8-282. – Definitions.

The following definitions apply for the purpose of this ordinance.

Automatic dialing device means a device that is inter-connected to a telephone line or system and programmed to select a pre-determined telephone number and transmit by voice, message, or coded emergency signal a need for response of fire personnel.

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

City means the City of Willmar.

False alarm means an alarm message or signal initiated and transmitted either automatically or manually through a fire alarm system directly or indirectly through an underwriters' laboratory listed monitoring system to the public safety answering point (PSAP) that summons a response by fire personnel when no emergency exists, and/or the failure or refusal of a fire alarm user or authorized designee to respond upon request to the activated alarm system location to assist public safety personnel, whether or not an emergency exists. *False alarm* does not include:

1. an alarm caused by climatic conditions, tornadoes, thunderstorms, utility line mishaps, violent conditions of nature, or other conditions which are

determined by the fire chief to be beyond the control of the alarm manufacturer, installer, owner or user.

2. an alarm that has been canceled if the cancellation has been received by the PSAP before fire personnel arrive at the alarm location.

Fire alarm system means a mechanical or electronic device installed in a building or on real property which is designed or used for alerting others of a fire within a building, structure or facility by emitting a sound or transmitting a signal or message when actuated that directly or indirectly summons fire personnel, including but not limited to automated dialing devices, audible alarms and proprietor alarms.

Fire alarm user means a person, owner, occupant, tenant, firm, partnership, association, corporation, company or other organization on whose premises, building, structure, or facility a fire alarm system is maintained.

Fire personnel means people authorized to respond to fire emergencies in the City.

Public safety answering point (PSAP) is the City and/or Kandiyohi County facility used to receive emergency requests for police, fire, and medical service or other information from the public used to dispatch fire personnel.

Sec. 8-283. – Administration.

The Fire Chief and/or designee is responsible for administering this Article, and determining whether a false alarm has occurred. The Fire Chief may promulgate rules deemed necessary for the implementation and administration of this Article.

Sec. 8-284. – Registration.

(a) *Registration Required.* It shall be unlawful for any a person, owner, occupant, tenant, firm, partnership, association, corporation, company or other organization to maintain a fire alarm system on any premises or in any building, structure, or facility within the City without first registering the same with the City under this section. Registrations will be valid for a period of three years from the date a complete registration application is accepted by the City under Paragraph (b) of this Section.

(b) *Registration Process.*

1. Registration applications shall be made to the City Clerk upon forms proscribed by the City, which shall be available to the public at the City's administrative offices, and which shall require, at a minimum, the following information:

- a. The name, address and telephone number of the registrant;
 - b. The place where the fire alarm system will be, or has been, installed and maintained;
 - c. The type of fire alarm system to be installed or already in place;
 - d. A list of the names and phone numbers of people who have the ability to control the fire alarm system; and
 - e. A declaration that the registrant has been shown by an alarm company representative how to use the fire alarm system.
2. Registrations shall remain in effect for a period of three years from the date a complete registration form is accepted by the City, at which time a new registration application must be submitted.
 3. A registration fee of \$30.00 shall apply to all registration applications under this Section and shall be submitted to the City Clerk with the registration application.
 4. Following the submission of a complete registration application and the registration application fee, the City Clerk shall forward the same to the Fire Department, which shall enter the information into a shared database keeping record of registered systems along with the date, time and number of false alarm calls that the Fire Department has responded to per location. This same database shall also track locations that have required a fire response but for which no registered fire alarm system exists.
 5. Whenever a registered fire alarm user wishes to update information on an existing, valid, non-expired registration there shall be no fee imposed to do so. Under such circumstances the fire alarm user need only submit another application form, check the update box and provide the updated information.
 6. A valid fire alarm system registration shall remain in effect following a change in ownership or occupancy of a registered premises, building, structure, or facility for the duration of the registration period set forth in Paragraph 2 of this subsection, however a new owner or occupant shall submit an updated registration form as provided for in Paragraph 5 of this subsection.

Sec. 8-285. – Prohibited Acts.

- (a) *Testing of equipment.* A person must not test or demonstrate a fire alarm system designated to summon public safety personnel without first notifying the PSAP. The unannounced testing of equipment that results in a response by fire personnel will be in violation of this Article and designated as a false alarm.

- (b) *False alarm.* A person must not intentionally activate a false alarm or make or cause to be made a call or request for service from public safety personnel knowing or having reason to know that there is no basis or need for the request.
- (c) *Tampering.* A person must not tamper or interfere with any element of a fire alarm system except as authorized by the fire alarm user.

Sec. 8-286. – False Alarm Fees.

- (a) *Fees.* Fees must be paid by a fire alarm user to the City for each false alarm resulting in fire response. The fee for each false alarm is \$500. The City must first attempt to obtain voluntary payment of the fees by submitting a letter or invoice to the fire alarm user. Fees imposed pursuant to this Section become delinquent after thirty days from the date of the City's notice of imposition of the fee to the fire alarm user, and a late payment penalty of \$25.00 shall be assessed and interest on the entire balance owing under this Section shall accrue at a rate of 3 percent per annum. If efforts to obtain voluntary payment fail, all payment of fees and penalties may be enforced by civil action. In addition, unpaid fees, late payment penalties and interest incurred under this Section constitute a lien against the property which was the subject of the false alarms and may be collected by certifying the amounts against the property in the same manner as the collection of delinquent utility fees provided in Sec. 16-127.
- (b) *Exemptions.* A fire alarm user whose fire alarm system is validly registered pursuant to the requirements of Sec. 8-284 shall be exempt from the fees imposed in subsection (a) of this Section upon submitting to the Fire Chief written verification that the fire alarm system that communicated the false alarm was serviced and/or repaired after the date of the false alarm, or at the discretion of the Fire Chief for other good cause shown if the circumstances of the false alarm do not indicate that any problems with the proper functioning of the fire alarm system that communicated the false alarm exist. For purposes of this paragraph, written verification of service and/or repair of a fire alarm system shall be deemed sufficient if it is on the letterhead of an alarm repair company or similar service provider and is submitted to the Fire Chief within five business days of the date of the false alarm.

Sec. 8-287. – Appeal Process.

- (a) A fire alarm user who has been charged with a false alarm fee may appeal in writing to the Fire Chief within 10 days after notice was mailed. The Fire Chief shall issue a decision in writing.
- (b) A fire alarm user may appeal the decision of the Fire Chief to the city council by submitting a request in writing to the City Administrator within 10 days after notice of the Fire Chief's decision was mailed.

Sec. 8-288. – Liability of City.

The regulation of fire alarms does not constitute acceptance by the city of liability to maintain equipment, to answer alarms, or to respond to alarms in any particular manner. The city has no responsibility for any consequential damage resulting from the city's failure to respond to an alarm.

Sec. 8-289—8-290. – Reserved.

Section 2. This Ordinance shall be effective from and after January 1, 2013.

This Ordinance introduced by Council Member: Christianson

This Ordinance introduced on: February 4, 2013

This Ordinance published on: February 22, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER
OF THE CITY OF WILLMAR

The Willmar City Council does ordain as follows:

Section 1. Appointive offices of the Council. The Charter is amended by amending Section 2.08 as follows:

Section 2.08. Appointive Offices of the Council.

Subdivision 1. [City Administrator.] The City Council shall appoint an officer of the City who shall be called the City Administrator and shall approve the appointments of other Department Head positions that from time to time may be deemed appropriate. Such person shall perform the duties required by the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision 2. [City Attorney.] The City Council shall appoint a licensed attorney(s) who shall be an officer of the City and shall be called the City Attorney(s). Alternately, the City Council may contract for legal services with a licensed individual or law firm. Such attorney(s) shall perform the duties required of the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision-2 3 . Votes required for appointments. All appointments, ~~except City Department Heads,~~ shall require the affirmative votes of at least five (5) members of the Council. ~~The appointment of City Administrator shall require the affirmative votes of at least five (5) members of the Council.~~

This Ordinance shall be effective 90 days after its adoption and second publication.

This Ordinance introduced by Councilman _____ Christianson _____

This Ordinance introduced on _____ February 4, 2013 _____

This Ordinance published on _____ February 22, 2013 _____

This Ordinance given a hearing on _____

This Ordinance adopted on _____

This Ordinance published on _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 13, STREETS, SIDEWALKS
AND OTHER PUBLIC PROPERTY, ARTICLE III, SIDEWALKS,
SECTION 70, REMOVAL OF SNOW, DIRT AND RUBBISH

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 13-70. Willmar Municipal Code Section 13-70 is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

(b) Removal by owner. The owner and the occupant of any property adjacent to a public sidewalk shall use due diligence to keep such walk safe for pedestrians. No such owner or occupant shall allow snow, ice dirt or rubbish to remain on the walk longer than ~~twelve (12)~~ twenty-four (24) hours after its deposit thereon.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: DeBlicek

This Ordinance introduced on: February 19, 2013

This Ordinance published on: February 23, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 3, ALCOHOLIC BEVERAGES, ARTICLE III
ON-PREMISES CONSUMPTION, DIVISION 2, LICENSE, SECTION 114, PERSONS
ELIGIBLE FOR LICENSE

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

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 3-114. Willmar Municipal Code Section 3-114 is hereby amended to read as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

(a) No license shall be granted to or held by any person:

- ~~(6) Who is directly or indirectly interested in any other establishment in the city to which either an on-sale or off-sale license has been issued. No person shall own an interest, as defined in subsection (c) of this section, in more than one (1) establishment or business for which either an on-sale or off-sale license has been granted to any person, or any person who owns an interest in a business or establishment licensed under this division.~~
- (76) Who, if a corporation, does not have a manager who is eligible under the provisions of this section.
- (87) Who is the spouse of a person ineligible for a license under the provisions of subsection (3), (5) or (6) of this section or who, in the judgment of the city council, is not the real party in interest or beneficial owner of the business operated or to be operated under the license.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: February 19, 2013

This Ordinance published on: February 23, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, FEBRUARY 25, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, February 25, 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
	Jim Dokken	Member
	Charlene Stevens	City Administrator
	Steve Okins	City Finance Director

Others present included Mayor Frank Yanish and West Central Tribune Journalist David Little.

Item No. 1 – Public Comment

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

Item No. 2 – Moving Willmar Forward Donation Acceptance (Resolution)

Staff explained to the Committee that the group, Move Willmar Forward, approached the City Council in December, 2012, offering to contribute \$5,000 toward the cost of an organizational study for the City of Willmar. In January, 2013, the City of Willmar engaged Brimeyer-Fursmann of Maplewood, MN, to conduct the organizational assessment at a cost of approximately \$25,000. Move Willmar Forward wishes to contribute \$5,000 to the City for these efforts and would like to make the presentation at the March 4, 2013, City Council meeting. A couple of concerns were raised by Members present that, while these funds will be put towards the organizational assessment, further limitations by Move Willmar Forward will not be placed on the use of their contribution. City Administrator Stevens assured the members that there are no further limitations other than to apply the donation to the organizational assessment costs. Secondly, there was a question of the legal ramification of accepting the donation. After considerable discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed to make the following:

RECOMMENDATION: to introduce a resolution to accept the donation from Moving Willmar Forward of \$5,000 to be used toward the City of Willmar’s organizational assessment costs subsequent to City Attorney review and to express appreciation to them for their contribution.

Council Member Johnson arrived at this time.

Item No. 3 – Rice Memorial Hospital Intergovernmental Transfer Agreement (Resolution)

Staff explained that the current intergovernmental transfer agreement with Rice Memorial Hospital expired at the end of December, 2012. The Finance Committee Chair, City Administrator and Finance Director have negotiated a new agreement for 2013 through 2015 establishing an annual amount based on .80% of the Hospital’s audited net assets with a floor of \$200,000. It was noted that the rate in the previous agreement was .75% of net assets with the same minimum. 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 to approve the Intergovernmental Transfer Agreement with Rice Memorial Hospital as presented.

Item No. 4 – Willmar Township Fire Contract (Resolution)

Staff reviewed with the Committee the proposed Fire Protection Contract with Willmar Township. The formula used to calculate the amount due from the Township is based on information from the previous year which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Willmar Township. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$33,704.96.

Item No. 5 – Reports (Information)

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

Item No. 6 – Future Agendas (Information)

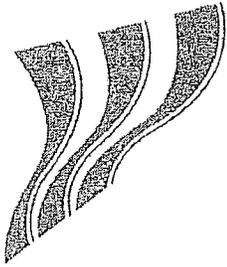
Staff noted that future agendas included further discussion of Waste Treatment Rates and review of the City's Donation Policy. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:04 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 25, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Administrator

Action Requested: Acceptance of \$5,000 donation from Move Willmar Forward.

Background/Justification:

In December, a citizens group, Move Willmar Forward, approached the City Council and offered to contribute \$5,000 towards the cost of an organizational study for the City of Willmar. In January, the City of Willmar engaged Brimeyer-Fursman of Maplewood, MN to conduct the organizational assessment at a cost of approximately \$25,000.

Move Willmar Forward wishes to contribute \$5,000 to the City for these efforts and wishes to make the presentation at the March 4th City Council meeting.

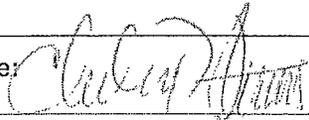
Fiscal Impact: The City will realize a savings of \$5,000 by accepting the donation from Move Willmar Forward.

Alternatives: Decline the donation and pay the full costs of the study from City of Willmar general funds..

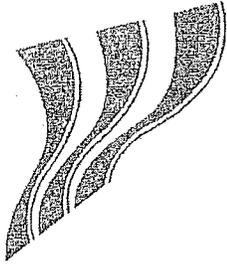
Staff Recommendation: Accept the donation.

Reviewed by: C. Stevens

Preparer: C. Stevens

Signature: 

Comments: N/A.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 25, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: **City Administrator**

Action Requested: Approve the Intergovernmental Transfer Agreement between the City of Willmar and Rice Memorial Hospital for the years 2013-2015.

Background/Justification:

The current intergovernmental agreement with Rice Memorial Hospital expired at the end of December 2012. The Finance Committee Chairman, City Administrator and Finance Director have negotiated a new agreement for 2013 -2105. The agreement calls for a .80% transfer payment based upon the Hospital's audited net worth, with a floor of no less than \$200,000.

The agreement has been approved by the Rice Memorial Hospital Board of Directors on February 20, 2013.

The City of Willmar and Rice Memorial Hospital first entered into such an agreement in July of 1997. Subsequent agreements were also approved in 2003, 2007 and 2010.

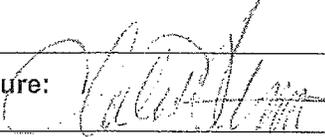
Fiscal Impact: The City currently receives in \$451,545.77 in revenue at the current rate of .75%. The change will increase that revenue by approximately \$30,000 annually.

Alternatives: Renew the agreement at the current rate of .75% and/or change the term of the agreement.

Staff Recommendation: Approve Intergovernmental Transfer Agreement between the City of Willmar and the Rice Memorial Hospital at the recommended .80% of audited net worth and authorize the Mayor and City Administrator to sign.

Reviewed by: C. Stevens

Preparer: C. Stevens

Signature: 

Comments: N/A.

**AGREEMENT FOR INTERGOVERNMENTAL TRANSFER PAYMENTS BY AND
BETWEEN RICE MEMORIAL HOSPITAL AND THE CITY OF WILLMAR**

This Agreement is made and entered into this ___ day of _____, _____, by and between the Rice Memorial Hospital, a public hospital and instrumentality of the City of Willmar (hereinafter referred to as "Rice Hospital"), and the City of Willmar, a Minnesota municipal corporation (hereinafter referred to as the "City"), WITNESSETH:

WHEREAS, Rice Hospital is a public hospital located at 301 Becker Avenue Southwest in the City and possesses the powers of a nonprofit corporation relative to its delivery of healthcare services pursuant to Minn. Stat. § 144.581;

WHEREAS, the real property upon which Rice Hospital's facilities in the City are located is exempt from paying real estate taxes;

WHEREAS, Rice Hospital and the City have previously entered into agreements whereby the Hospital would remit to the City annual negotiated intergovernmental transfer payments in consideration for the municipal services provided to Rice Hospital by the City; and

WHEREAS, the parties desire to continue the annual intergovernmental transfers pursuant to the terms and conditions outlined below;

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

1. Rice Hospital shall pay to the City an annual intergovernmental transfer payment equivalent to .80 percent of the Hospital's net assets (excluding Rice Health Foundation net assets) at the conclusion of the preceding calendar year in each of 2013, 2014 and 2015, provided that:
 - a. Except as may be required to comply with Paragraph (b) below, Rice Hospital shall not be obligated to pay any amount hereunder that would result in the reduction of its net revenues to a point where the debt coverage ratio is less than 1.25 times its debt service as stated in its bond covenants; and
 - b. At no time shall Rice Hospital's total intergovernmental transfer payment to the City for any calendar year covered by this Agreement be less than \$200,000.
2. Except as may be otherwise necessitated by Paragraph 1(a) above, Rice Hospital's annual transfer payments to the City shall be made in four equal installments in the amount of one quarter of the annual payment on March 30, June 30, September 30, and December 30 of each year.
3. The parties hereby agree that the terms and conditions of this Agreement shall remain in effect through December 31, 2015, and that this Agreement may only be modified by written amendment executed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in their corporate names and seals affixed thereto the day and year first above written.

CITY OF WILLMAR

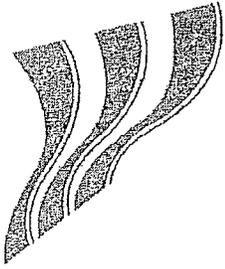
RICE MEMORIAL HOSPITAL

By: _____
Mayor

By: _____
President

By: _____
City Administrator

By: _____
Chief Executive Officer



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____
Meeting Date: February 25, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: March 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to approve the agreement with Willmar Township for fire suppression services from April 1, 2013 to March 31, 2014.

Guiding Principle: Service contracts must be approved by the Willmar City Council

Agenda Item: Consideration of Fire Contract for Willmar Township

Background/Justification:

Willmar Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

Fiscal Impact: \$33,704.96 for the Townships fiscal year.

Alternatives: Discontinue Fire Suppression Services for Township area.

Staff Recommendation: Approve the contract with Willmar Township and authorize the Mayor and City Administrator to execute the contract.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments: Approve the agreement for 2013 fire services

WILLMAR TOWNSHIP - 2013

FIRE COST FORMULA

$$S = [(C \times 1.05) + E/20 + P/50] \frac{(U + V)}{2}$$

- S = Cost of fire service for one year.
- C = 2012 actual operating cost of the Fire Department.
- E/20 = Cost of apparatus used for township fires depreciated for 20 years.
- P/50 = Cost of physical plant depreciated over 50 years.
- 1.05 = A number that when C is multiplied by it, the answer will be C plus an additional 5 percent charge for administration and accounting.
- U = Percent of Fire Fighting hours used by contracting unit in 2012.
- V = Percent market valuation of buildings and mobile home personal property for the area of the contracting unit being served as to the total market value of buildings and mobile home personal property in the area served by the Fire Department.
- C = \$581,766.02 (2012 Fire Department costs).
- E/20 = \$35,931.65 (cost of apparatus sent to township \$718,633.00)
[units (5258) \$197,015 + (5257) \$181,013 + (5276) \$315,942 + (5296) \$24,663]
- P/50 = \$3,888.85 (cost of building to maintain trucks \$194,442.50).

Payment for Actual Fire Calls

Protection

U = Use of Fire Department by Firefighter Hours 2012 V = Market Value of buildings in Fire Service 2012

<u>Unit</u>	<u>Firefighter Hours</u>	<u>Percent of Total</u>	<u>Unit</u>	<u>Market Value</u>	<u>Percent of Total</u>
City of Willmar	5,717	.9068	City of Willmar	\$827,956,900	.9059
Willmar Township	408	.0647	Willmar Township	35,674,100	.0390
Dovre	180	.0285	Dovre	50,291,400	.0551
TOTAL	6,305	1.0000	TOTAL	\$913,922,400	1.0000

U = .0647

V = .0390

S = [(\$581,766.02 x 1.05) + \$35,931.65 + \$3,888.85] x $\frac{.0647 + .0390}{2}$

S = \$650,674.82 x .0518

S = \$33,704.96

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this ____ day of _____, 2013, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Willmar, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

WHEREAS, the City has authorized its Mayor and City Administrator to enter into a contract with the Township for the furnishing of said services;

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing April 1, 2013, and terminating March 31, 2014, the Fire Department of the City will answer fire calls within the Township of Willmar which the City is requested to answer by the township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of THIRTY-THREE THOUSAND, SEVEN HUNDRED FOUR DOLLARS AND NINETY-SIX CENTS (\$33,704.96) payable SIXTEEN THOUSAND, EIGHT HUNDRED FIFTY-TWO DOLLARS AND FORTY-EIGHT CENTS, (\$16,852.48) on April 1, 2013, and SIXTEEN THOUSAND, EIGHT HUNDRED FIFTY-TWO DOLLARS AND FORTY-EIGHT CENTS, (\$16,852.48) on October 1, 2013.

IT IS FURTHER UNDERSTOOD AND AGREED that at times weather and road conditions through the seasons of the year demand for City's firefighters and equipment to be used at a fire within the City, or other special circumstances, may interfere in the rendering of the service contemplated herein, and in the event, failure to furnish the service herein agreed upon shall not be a breach of this Agreement. In an event whereby equipment and firefighters can not leave the City, Willmar Fire Command will activate mutual aid to render service to the township. Failure of the City to provide the services herein contracted for shall not result in the City being liable to Township or its residents for actual or consequential damages or for any other damages.

IT IS FURTHER UNDERSTOOD AND AGREED that the City will submit a billing statement to the Township within five (5) working days subsequent to a fire call listing the number of firefighters involved, firefighter hours, vehicles in use, and other data pertinent to assisting the township in making a "bill for services rendered" to the property owner receiving fire assistance. It shall be further understood that the sum total of the billings will not necessarily equal the annual contract price between the City and Township due to various formula charges such as building and/or vehicle

depreciation costs and administration and training costs which will not be a part of the individual billing statements.

IT IS FURTHER UNDERSTOOD AND AGREED that in the event of a hazardous materials incident the City reserves the right to exclude the call from the annual Funding Formula and bill the cost of the services rendered for special hazardous materials equipment and related costs directly to the owner of the property.

Township does hereby guarantee to the City that it is an equal opportunity employer and that it meets all United States Government and State of Minnesota Equal Opportunity Employment Requirements or that they are exempt from these provisions.

This Agreement may be terminated upon thirty (30) calendar days written notice by either party or the other party, and the cost of services prorated to the time of termination.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the respective officers thereof, and the respective seals of the parties have been affixed thereto.

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____

FRANK YANISH, MAYOR

(S E A L)

BY: _____

CHARLENE STEVENS, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF WILLMAR

BY: _____

DONAVON C. MONSON, CHAIRMAN

(S E A L)

BY: _____

DUWAYNE A. UNDERTHUN, SUPERVISOR

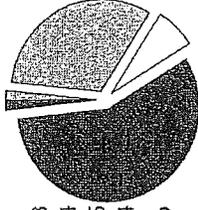
(S E A L)

Market Value Reconciliation		
	Since 01/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,616,990.01	2,616,990.01
Disbursements		
Withdrawals	-20,002.36	-20,002.36
Expenses	-55.00	-55.00
Fees	-1,691.43	-1,691.43
Total Disbursements	-21,748.79	-21,748.79

Income		
Investment Income	3,119.47	3,119.47
Total Income	3,119.47	3,119.47

Value on Jan 31, 2013	2,676,647.20
Total Change in Portfolio Value	78,286.51

Asset Allocation		
Asset Category	Market Value	% Total
Cash & Money Markets	46,474.62	1.74
Fixed Income	862,640.77	32.23
Alternative	188,340.45	7.04
Equity	1,532,559.03	57.26
Other	46,632.33	1.74
Total	\$2,676,647.20	100.00%



Income Summary	
	Year to Date (\$)
Taxable Income	3,119.47
Total Income Summary	3,119.47

Gain/Loss Summary	
	Year to Date (\$)
Long-term	2,842.50
Total Gain/Loss Summary	2,842.50

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: 01/31/2013

Sector	Market Value	1 Month	Year to Date (1 Month)
Total Fund	2,637,206	3.17	3.17
Total Fd Net Fee	2,637,206	3.10	3.10
Fixed Income	868,830	-11	-11
BarCap Int Aggregate Bd		-41	-41
Domestic Equity	1,213,155	6.28	6.28
S&P 500 Index		5.18	5.18
Russell 2000 Index		6.26	6.26
Intl. Equity	320,405	3.50	3.50
MSCI EAFE (US\$ & Net) Index		5.27	5.27
Short Term Cash	46,265	.00	.00
Citigroup 1 Month Treas Bill		.00	.00
Alternative Investments	188,340	-18	-18
Citigroup 3 Month Treas Bill		.01	.01
Uninvested Cash	210	.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 13-04
CITY OF WILLMAR
TUESDAY, FEBRUARY 26, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, February 26, 2013, by Vice Chair Audrey Nelsen at the City Office Building. Members present were: Council Members Bruce DeBlieck, Tim Johnson and Steve Ahmann. Also present were: Bruce Peterson, Planning and Development Services Director; Josh Halvorson, Donohue and Associates; Jared Voge, Bolton and Menk; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY):

There were no public comments offered at this time

2. CONSIDERATION OF ENGINEERING PROPOSAL TO AMEND AGREEMENT FOR DESIGN SERVICES OF THE WESTERN INTERCEPTOR PROJECT:

Planning and Development Services Director Peterson presented an amendment to the City's agreement with Donohue and Associates for design services. The scope of services includes the design work to decommission the airport lift station and continue the sewer piping from the County Road 5 right-of-way to the lift station location. The airport lift station was originally constructed in 1963, and is in need of replacement. Incorporating this into the Western Interceptor Project will save money in professional services, contractor material and mobilization costs, along with lift station operation and maintenance fees. The City Attorney agrees this work can be added to the contract the City currently has with Geislinger. The amendment would increase the professional design services contract with Donohue and Associates by \$19,675.00, and may be funded through the local option sales tax fund.

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

RECOMMENDATION:

Approve the amendment to the Western Interceptor Project No. 1110 Design Services Contract with Donohue and Associates in the amount of \$19,975.00.
(Resolution)

3. **REQUEST FOR SUBMITTAL OF RFP'S FOR SPERRYVILLE LIFT STATION:**

Staff requested permission to solicit RFP's for engineering design and construction-related services for the demolition and replacement of the Sperryville lift station. In the 2007 Infrastructure Management Plan for the Wastewater Treatment Facility prepared by Donohue and Associates, it was suggested to replace the lift station in 2010 due to safety, operational, and atmospheric concerns. The 2013 WWTF Collections Budget includes money in professional services, and the lift station construction would be funded by 2012 CIP Funds.

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

RECOMMENDATION:

Authorize staff to proceed with soliciting RFP's for design and construction-related services for the replacement of the Sperryville lift station. (Motion)

4. **ENGINEERING PROPOSAL FOR DESIGN AND CONSTRUCTION-RELATED SERVICES FOR THE WILLMAR AVENUE AND 4TH AVENUE SW PROJECTS:**

Staff presented costs estimates for Bolton and Menk to perform design, project management, construction observation, and staking for both the Willmar Avenue SW and 4th Avenue SW projects. Willmar Avenue consists of the completion of the street across the former airport, including the quiet zone. Fourth Avenue SW is a new cul-de-sac in the Industrial Park which will include an alternate for a concrete roadway. After some discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Johnson and passed for the following

RECOMMENDATION:

Approve both agreements with Bolton and Menk for services as detailed in their scope of services and authorize the Mayor and City Administrator to sign on behalf of the City. (Resolutions - 2)

5. COOPERATIVE CONSTRUCTION AGREEMENT WITH KANDIYOHI COUNTY:

Staff informed the committee of a Cooperative Construction Agreement that has been prepared for the City to act as agent of the County in the award and administration of the contract for the construction of Willmar Avenue SW from 22nd Street SW to Industrial Drive SW. The County agrees to reimburse the City for the cost of County-related construction items. Staff recommended acceptance of the agreement as presented. A motion was made by Council Member DeBlieck, seconded by Council Member Johnson, and passed for the following

RECOMMENDATION:

Approve the agreement as presented and authorize the Mayor and City Administrator to enter into the agreement on behalf of the City. (Resolution)

6. APPROVE PLANS AND SPECIFICATIONS FOR 2013 IMPROVEMENT PROJECTS:

Engineering staff and consulting firms have prepared the plans and specifications for the 2013 Projects as directed by the City Council. The total estimated cost of the projects is approximately \$5.3 million, payable from a variety of sources. Staff is requesting authorization to proceed with advertisement for bids to be opened in multiple packages starting at 1:00 p.m., April 2, 2013. A motion was made by Council Member Ahmann, seconded by Council Member Johnson, and passed for the following

RECOMMENDATION:

To approve the plans and specifications for the 2013 Improvement Projects and authorize advertisement for bids. (Resolution)

7. MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):

Council Member Ahmann brought up the Barr Report and the progress of storm water improvements. Staff will be reviewing the report with Interim Engineer Voge for inclusion of incremental improvements that may be implemented in the next budgeting discussions. Council Member Ahmann also requested staff initiate discussions with the appropriate officials involved in the Grass Lake Project. These items were for information only.

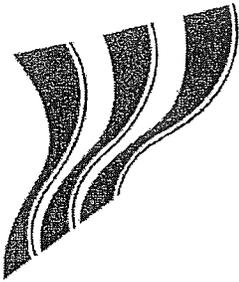
There being no further business to come before the committee, the meeting adjourned at 5:32 p.m.

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: February 26, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 4, 2013

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

Originating Department: Engineering

Action Requested: Approve an amended agreement for the design services of the airport LS decommissioning and connecting sewer to the Western Interceptor Project.

Guiding Principle: Airport LS on City's CIP list and for the existing sewer service and future development of the Industrial park.

Introduction: The City currently holds a design contract with Donohue & Associates for the Western Interceptor Project. The amended scope of design work for the airport LS and connecting sewer has direct continuity to the Western Interceptor Project.

Background/Justification: (Refer to attached Proposed Amendment Figure)

The current Western Interceptor Project ends the sanitary piping at the R/W on the east side of CR 5. The action requested includes the design and contract incorporation of the continuation of sewer piping from the CR 5 R/W to the Airport LS to facilitate its decommissioning.

The Airport LS was originally constructed in 1963 and is in need of replacement. The connecting sewer will provide existing and future service to the Industrial park. Incorporating the project into the Western Interceptor Project will incur saving the City in professional services from contract preparation and the public bidding process, contractor material and mobilization costs, and LS operation and maintenance fees.

Fiscal Impact: Approval of contract amendment results in a \$19,675 increase (attached) in professional design services for Donohue & Associates paid thru the local option sales tax (LOST) fund.

Alternatives: Do nothing. Construct project independently.

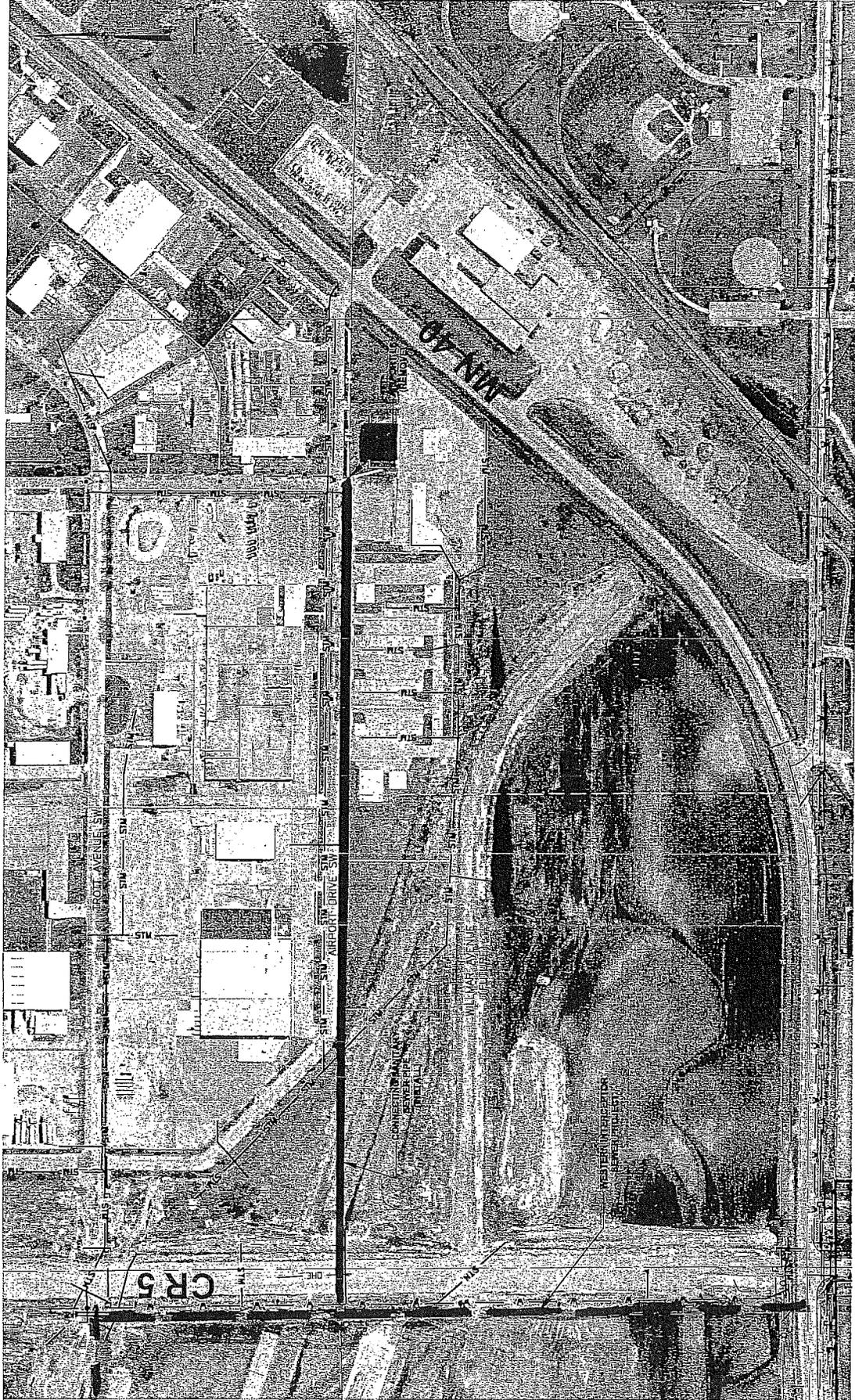
Staff Recommendation: Approve proposed amendment for design services.

Reviewed by: *Bruce D. Peterson*

Preparer: Joshua Halvorson, P.E., Project Manager

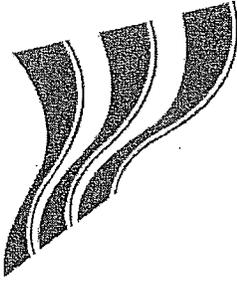
Signature: *[Handwritten Signature]*

Comments:



PROPOSED AMENDMENT FIGURE
AIRPORT LS REMOVAL & SEWER EXTENSION
CITY OF WILLMAR
WESTERN INTERCEPTOR SEWER
WILLMAR PROJECT NO. 1110





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

CITY COUNCIL ACTION

Agenda Item Number: _____

Date: March 4, 2013

Meeting Date: February 26, 2013

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

Attachments: Yes No
2013 Collection Budget, Draft RFP, 2012
CIP and excerpts from 2007 Technical
Memorandum (TM)-Lift Station
Improvement Recommendations

Originating Department: Wastewater

Action Requested: Approval to call for consultant RFP's for engineering design and construction-related services (CRS) for the demolition and replacement of the Sperryville Lift Station. (See attached DRAFT RFP)

Guiding Principle: In 2007 Donohue prepared an Infrastructure Management Plan for the WWTF. In the Plan the "TM-Lift Station Improvement Recommendations" suggested replacement of the Sperryville Lift Station in 2010 due to safety and atmospheric concerns. (See attached excerpts from Technical Memorandum-Lift Station Improvement Recommendations)

Introduction: Staff deems it necessary to implement the recommendation from the 2007 Donohue Technical Memorandum-Lift Station Improvement Recommendations for the following reasons as indicated below.

Background/Justification: The lift station was built in the 50's or earlier and is one of the original custom dry-pit stations. The lift station has several deficiencies: safety; outdated pumps and equipment (lack of parts); and doesn't meet electrical code (wet well vents into the control and pump room areas).

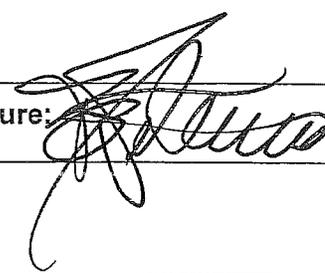
Fiscal Impact: The 2013 WWTF Collections Budget includes \$54,100 in professional services line item 651.48485.04.46 for both, design and CRS. There is also \$275,000 in line item 651.48485.05.52 for construction of the lift station. (See attached 2013 Budget and 2012 CIP)

Alternatives: None

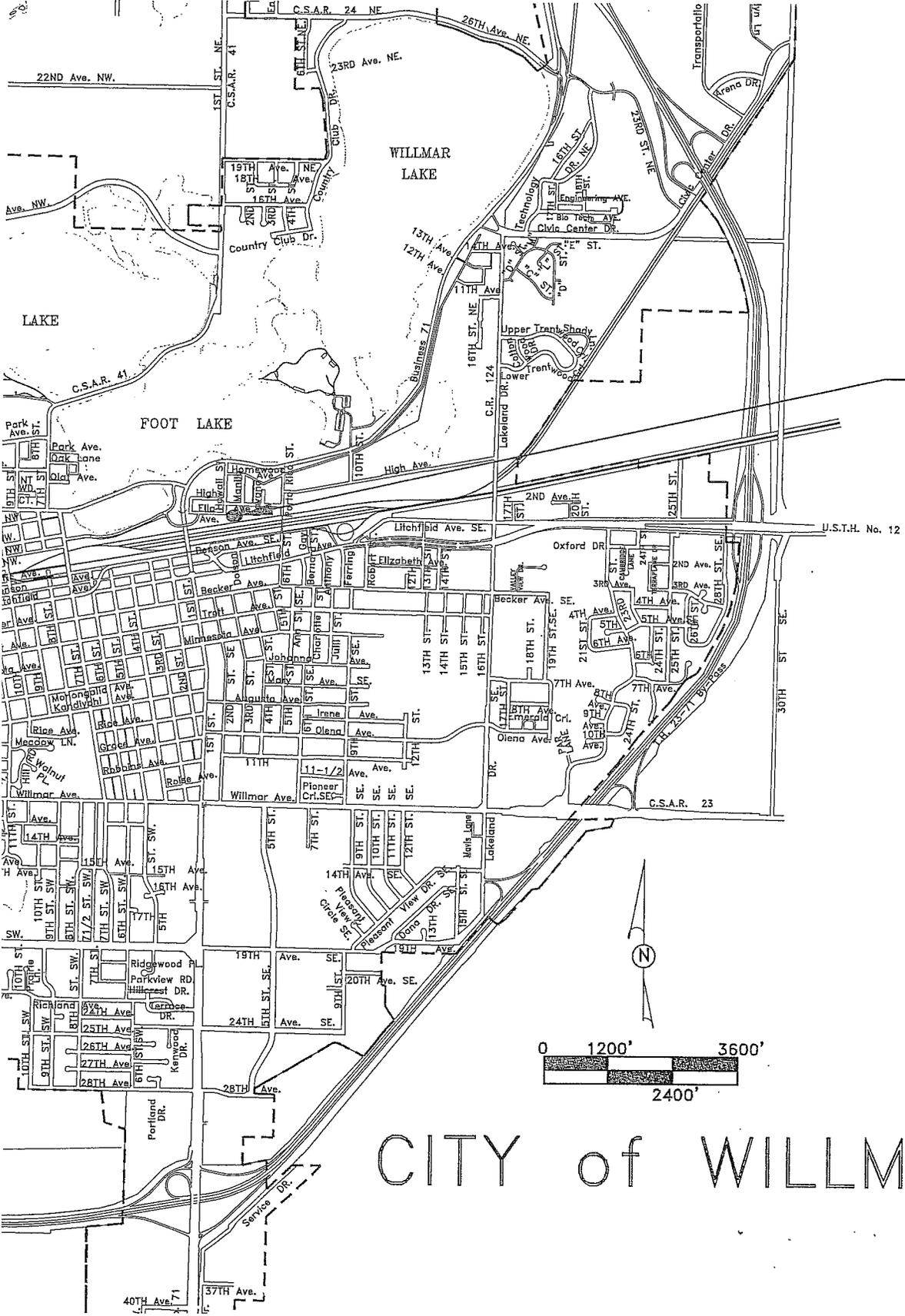
Staff Recommendation: Solicit RFP's for engineering design and construction-related services for the demolition and replacement of the Sperryville Lift Station.

Reviewed by: Bruce D. Peterson

Preparer: Colleen Thompson, WWTF Supt.

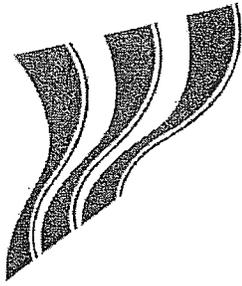
Signature: 

Comments:



Project Location

CITY of WILLMAR



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 26, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Approve an agreement with Bolton & Menk for design and construction related services for the Willmar Avenue and 4th Avenue Southwest projects.

Guiding Principle: Completion of airport redevelopment related infrastructure.

Introduction: Work is scheduled for 2013 for the completion of Willmar Avenue across the former airport, including the quiet zone and construction of the 4th Avenue cul-de-sac.

Background/Justification: Willmar Avenue has been partially constructed through the old airport. The new construction would allow the connection between 22nd Street Southwest and that portion of Willmar Avenue constructed west of Industrial Drive. Fourth Avenue is platted and in the 2013 improvement project. The local option sales tax funds are available for these projects.

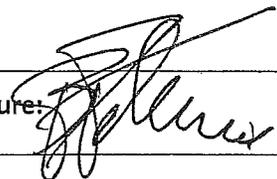
Fiscal Impact: Approval of the agreement would obligate the City to a maximum of \$47,000 in design and CRS services for 4th Avenue cul-de-sac and \$115,000 for design and CRS for Willmar Avenue.

Alternatives: 1. Do nothing
 2. Delay construction

Staff Recommendation: Approve the agreement with Bolton & Menk for design, project management, and CRS services as presented.

Reviewed by:

Preparer: Bruce D. Peterson

Signature: 

Comments:

AGREEMENT

THIS AGREEMENT, made and signed this _____ day of _____, 2013 by and between the City of Willmar, County of Kandiyohi, State of Minnesota, hereinafter called the "OWNER" and Bolton and Menk, Inc. of Willmar, MN hereinafter called the "CONTRACTOR."

THIS AGREEMENT WITNESSETH, that the Owner and the Contractor, for the consideration hereinafter stated, agree as follows:

ARTICLE I. The Contractor hereby covenants and agrees to perform and execute all the provisions of the proposal letter dated January 28, 2013, as approved by the City of Willmar for work identified as: 4th Avenue Southwest Improvements, Design, Project Management, Construction Observation, and Construction Staking.

ARTICLE II. The Owner agrees to pay on an hourly basis and the Contractor agrees to receive and accept payment in accordance with the prices as set forth in the fee schedule included with the proposal letter dated January 28, 2013, which prices shall conform to those in the accepted Contractor's proposal on file in the office of the City Clerk of Willmar, Minnesota, the aggregate of which prices, based on scope of work is estimated at \$47,000.

ARTICLE IV. In consideration of the agreements of Owner herein set out, Contractor does hereby agree to indemnify and hold Owner harmless from all claims or causes of action arising from injury or death to persons or from damage to property resulting from Contractor's negligent performance of this agreement. In addition to indemnifying and holding Owner harmless from any causes of action or claims, Contractor agrees to pay the costs Owner shall incur in defending itself against any action brought against it by any person claiming loss by injury or death or by damage to property. In the event that any such action is brought against Owner, Owner shall notify Contractor and Contractor shall have the opportunity to provide legal counsel and fully defend Owner. In the event that Contractor shall fail to provide an attorney and defend Owner, or in the event the attorney selected by Contractor is not approved by Owner and its insurance carrier, then Owner shall be entitled to hire its own attorney and Contractor shall pay the cost of Owner's entire defense. This paragraph shall not apply to any cause of action arising from the negligence of Owner.

ARTICLE V. This agreement, together with the documents hereinbefore mentioned in Article I, form the contract, and all documents are as fully a part of the contract as if attached hereto or herein repeated.

IN WITNESS WHEREOF, the parties of this agreement have hereunto set their hands and seals as of the day and year first above written.

(SEAL)

CITY OF WILLMAR:

By: _____
Mayor

Attest: _____
City Administrator

CONTRACTOR:

In the Presence of:

By: _____

Title

AGREEMENT

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ARTICLE II. The Owner agrees to pay on an hourly basis and the Contractor agrees to receive and accept payment in accordance with the prices as set forth in the fee schedule included with the proposal letter dated January 28, 2013, which prices shall conform to those in the accepted Contractor's proposal on file in the office of the City Clerk of Willmar, Minnesota, the aggregate of which prices, based on scope of work is estimated at \$115,000.

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(SEAL)

CITY OF WILLMAR:

By: _____
Mayor

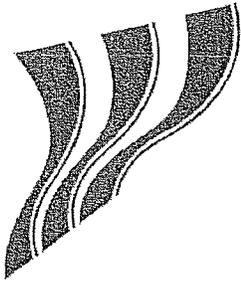
Attest: _____
City Administrator

CONTRACTOR:

In the Presence of:

By: _____

Title



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 26, 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: Engineering

Action Requested: Approval of a Cooperative Construction Agreement for the Willmar Avenue Southwest improvement project.

Guiding Principle: Completion of projects listed in the 2013 improvement project.

Introduction: Design of the Willmar Avenue project has begun and in the course of constructing the project, it is necessary to have a shared agreement for costs between the City and the County.

Background/Justification: The current Willmar Avenue project extends across the former airport property. The connecting link between 22nd Street and Industrial Drive is part of the 2013 project. There are construction related items that are eligible for cost sharing with the County and it is necessary to enter into a Cooperative Construction Agreement with the County for those costs. The new portion of Willmar Avenue will be added to the County State Aid System.

Fiscal Impact: City cost for the project will be reduced due to the County's participation.

Alternatives: City can do the project without the agreement and assume all costs.

Staff Recommendation: Approve the Cooperative Construction Agreement for Willmar Avenue SW.

Reviewed by:

Preparer: Bruce D. Peterson

Signature: 

Comments:

**CITY OF WILLMAR & KANDIYOHI COUNTY
COOPERATIVE CONSTRUCTION AGREEMENT
SAP 34-623-27 AND SAP 175-080-005 (WILLMAR AVENUE SW)
IMPROVEMENT PROJECTS**

THIS AGREEMENT, made this _____ Day of _____, 2013, by and between the CITY OF WILLMAR, MINNESOTA, party of the first part, hereinafter known as CITY and the COUNTY OF KANDIYOHI, MINNESOTA, a party of the second part, hereinafter known as COUNTY, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, the CITY for itself, and the COUNTY for itself, as follows:

State Aid Project (SAP) No. 34-623-27 and State Aid Project (SAP) 175-080-005, Improvement Projects

THIS agreement shall apply only to improvement of that part of County State Aid Highway No. 23 from 22nd Street SW to Industrial Drive SW as detailed in the SAP No. 34-623-27 and SAP No. 175-080-005 Improvement Plans for said project.

Administration of the Project

The COUNTY agrees that the CITY shall hereafter act as the agent of the COUNTY in the award and administration of the contract for the SAP No. 34-623-27 and SAP No. 175-080-005 Improvement Plans.

Estimated Construction Costs

Estimated pre-bid construction costs incurred by the respective parties of this agreement are as shown in **Exhibit A**, which is attached to and made part of this agreement. If the contract bid price costs for the COUNTY exceed the pre-bid estimate by more than five percent (5%), the CITY shall re-submit the revised cost estimate to the COUNTY for approval before awarding the contract.

City Costs

The CITY agrees to finance, with its own funds, all items shown on the plan for SAP No. 34-623-27 and SAP No. 175-080-005, but excluding the cost of county construction items as provided in the following paragraph and itemized in attached **Exhibit A**. The City also agrees to provide with its own funds for design and construction engineering services for County and City.

County Costs and Payments

The COUNTY agrees to reimburse the CITY for the cost of the furnishing and/or installing, removal of bituminous pavement, common excavation, topsoil borrow, geotextile fabric, salvaged aggregate, aggregate base class 5, bituminous material for tack coat, Type SP 12.5 wearing course mix and Type SP 12.5 non-wearing course mix, and other related county construction items as itemized in attached **Exhibit A**.

The COUNTY further agrees that upon presentation of reimbursable costs certified to the COUNTY by a CITY generated Request for Payment; the COUNTY shall make payment to the CITY within 30 days.

Designated CITY/COUNTY Representatives

The City of Willmar Public Works Director shall be the designated CITY representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or a change in the work requiring a Change Order. The Kandiyohi County Public Works Director shall be the designated COUNTY representative to approve any needed modification of the Plans affecting County costs requiring a Change Order.

CITY AND COUNTY APPROVAL

IN TESTIMONY WHEREOF, the County of Kandiyohi, by the authority of the Board of Commissioners, and the City of Willmar, by the authority of the of the City Council, have caused this agreement to be enacted, the day and year first written above.

CITY OF WILLMAR

Date: _____

BY: _____
City Mayor

BY: _____
City Administrator

Approved as to Form and Execution this _____ day of _____, 2013

_____, City Attorney

COUNTY OF KANDIYOHI

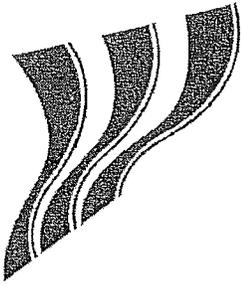
Date: _____

By: _____
Chairman of County Board

BY: _____
County Auditor/ Treasurer

Approved as to Form and Execution this _____ day of _____, 2013

_____, County Attorney



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 26, 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: Engineering

Action Requested: Approval of plans and specifications for the 2013 improvement project and call for bids.

Guiding Principle: Completion of projects listed in the 2013 improvement project.

Introduction: Plans and specs have been completed for the 2013 projects as directed by the Council.

Background/Justification: The improvements were ordered by the Council on February 19, 2013. The next step in the process is to approve plans and specs and call for bids.

Fiscal Impact: Total estimated cost of the projects is approximately \$5.3 million, payable from a variety of sources.

Alternatives: 1. Do nothing
2. Delay

Staff Recommendation: Approve the plans and specifications for the 2013 improvement projects and call for bids.

Reviewed by:

Preparer: Bruce D. Peterson

Signature:

Comments:

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, FEBRUARY 28, 2013**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, February 28, 2013, in Conference Room No.1 at the City Office Building. Chair Fagerlie called the meeting to order at 4:45pm.

Present:

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

Others present: Audrey Nelsen - Council Member, Bob Mathieson, Andrew Bjur, and Steve Brisendine - Director of Community Ed and Rec

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments.

2. AMPHITHEATER PROPOSAL (MOTION)

Bob Mathieson presented preliminary information for a potential amphitheater project. An amphitheater would provide a venue for a variety of family oriented events and is a recreational amenity lacking in the community. The Committee reviewed a conceptual drawing of a structure that is low maintenance. The intent is for the project to be entirely privately funded. A variety of sites at Robbins Island have been given preliminary consideration for the amphitheater, but other sites have not been ruled out.

The Committee discussed facility needs, size, materials, costs, and future maintenance. Mr. Mathieson asked for \$5,000 from the City to conduct a feasibility and planning study. It is the intention of the group to reimburse the City the \$5,000 in the course of private fundraising.

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

RECOMMENDATION: To support the proposal and provide \$5,000 for a feasibility and planning study (the study is to include discussion of maintenance and operating costs).

3. DOWNTOWN PLAN UPDATE (FOR INFORMATION ONLY)

Staff provided an update on the parking study and gateway design effort. These are both actions called for in the adopted Downtown Plan.

4. RULE TIRE PROPERTY (FOR INFORMATION ONLY)

The Committee continued its discussion of the offer by the Rule Family to donate the former Rule Tire property to the City. Staff has gathered costs for demolition and back taxes. It was the decision of the Committee to withhold action on the proposed gift pending additional consideration.

5. PLAT CORRECTION (MOTION)

Staff presented a request from Bonnema Surveys for a plat correction on the City of Willmar Interceptor Sewer Right of Way Plat #12. Since the plat had been filed, a minor numerical error had been discovered. It was a recommendation of staff that the plat correction be approved.

A motion was made by Council member DeBlicek, seconded by Council member Dokken and passed for the following:

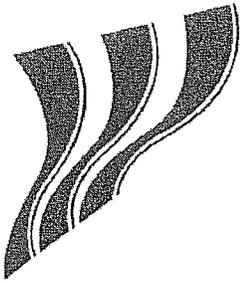
RECOMMENDATION: To approve the plat correction and authorize the Mayor to sign the certificate.

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

Respectfully Submitted,



Bruce Peterson, AICP
Director of Planning and Development Services



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

Agenda Item Number: 12
Meeting Date: March 4, 2013
Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: March 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Willmar Municipal Code Section 3-5

Agenda Item: Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

Background/Justification: The Civic Center has rented space to the Willmar Curling Club who will hold an 8 day National Curling Bonspiel. March 16, through March 23, 2013, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC has applied for this permit with on-site employee listed as David Baker.

Fiscal Impact: \$100

Alternatives: None

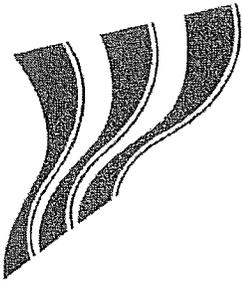
Staff Recommendation: Approve the Permit on a roll call vote

Reviewed by: Community Education & Recreation Board (approval on 2/22/2013)

Preparer: City Clerk-Treasurer

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: March 4, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: **City Administrator**

Action Requested: Adoption of the Standard Code of Parliamentary Procedure as the Willmar City Council's Official Rules of Order.

Background/Justification:

The recently adopted amendments to the City of Willmar's Charter make it necessary for the Willmar City Council to formally adopt a set of parliamentary procedures. Of the standards suggested, the Standard Code of Parliamentary Procedure written by Alice Sturgis appears to best meet the needs of the City. Copies of the manual have been purchased and distributed to each member of the City Council and appropriate staff. Copies have also been purchased for the chairpersons of the various boards and commissions.

Staff has also met Scott Thaden, a trainer in parliamentary procedure, to conduct at least two trainings for the City Council and others on March 18th and April 1st at 6:00 p.m.

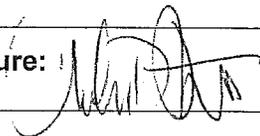
Fiscal Impact: The City's only expenditure has been the cost of the publications, which is less than \$200 at this time.

Alternatives: Adopt an alternative code of Parliamentary Procedure.

Staff Recommendation: Adopt the Standard Code of Parliamentary Procedure by Alice Sturgis as the Willmar City Council's Official Rules of Order.

Reviewed by: C. Stevens

Preparer: Kevin Halliday, City Clerk/Treasurer

Signature: 

Comments: N/A.