

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

May 6, 2013
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBleck; Present 9, Absent 0.

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

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of April 15, Rice Hospital Board Minutes of April 17, Municipal Utilities Commission Minutes of April 22, Planning Commission Minutes of April 24, Accounts Payable through May 1, Mayoral Appointments - Mary Huesing, Pioneerland Library Board and Margaret Fleck, Planning Commission, Application for Exempt Permit - Pheasants Forever Kandiyohi County, Building Inspection Report for April, Willmar Lakes Area CVB Minutes of March 19, Kandiyohi Area Transit Operations Board Minutes of April 2, and Community Education/Recreation Joint Powers Board Minutes of April 26, 2013. Council Member Ahmann seconded the motion, which carried.

Mayor Yanish recognized Boy Scout Troop 227 leader Nick Polanch and several Scouts who were attending the Council meeting.

At 7:02 p.m. Mayor Yanish opened the assessment hearing for 2013 Improvement Projects. Jared Voge, Bolten and Menk, explained that the purpose of the hearing was to review and explain the proposed assessments and to obtain input from interested parties. He provided details for each reconstructed street with a \$70.50 lineal foot assessment and each mill and overlay street with a \$23.91 lineal foot assessment. Jerry Bulthuis, 918 Litchfield Avenue, requested details of access to his carpet business on the Highway 12 service road and the mode of payment. Upon hearing all those who wished to be heard, Mayor Yanish closed the hearing at 7:16 p.m.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2013 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$1,306,090.41, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands

named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1301.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2014, collectible with such taxes during the year 2014.

B. To the first installment shall be added interest at the rate of three and seventy-five hundredths (3.75) percent per annum on the entire principal amount of the assessment from the date of the bond sale, approximately July 1, 2013, until December 31, 2014. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2013, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 6th day of May, 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 Finance Committee Report for April 22, 2013, was presented to the Mayor and Council by Council Member Anderson. There were seven items for Council consideration.

Item No. 1 Chair Anderson acknowledged that no one present wished to address the Committee.

Item No. 2 Staff reviewed with the Committee current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust and stated that a decision must be made annually whether to waive the limits. If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Following discussion, the Committee was recommending the City not waive the statutory tort limits at this time. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Kathy Aho of Springsted, Inc., explained to the Committee that funds are available through the State of Minnesota's Public Facilities Authority (PFA) for the City of Willmar to obtain a WIF Grant for a portion of the Western Collector project. By accepting this grant, the City would be required to fund a reserve based on sewage flows and follow additional reporting requirements with PFA. It was being recommended that the City apply for the WIF Grant and proceed with the financing schedule. Current estimates show this project qualifies for a PFA loan of \$1,886,812 and a PFA Grant of \$763,205.

The Committee was recommending the Council accept the WIF Grant and borrow the lower amount. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Christianson seconding the motion, which carried.

The Committee further recommended the Council adopt the financing schedule for the Western Collector Project, introduce the ordinance, and order a public hearing for May 20, 2013. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

RESOLUTION CALLING FOR A PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE OF A
GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2013B

(For Resolution in its entirety, see City Council procedures file dated
May 6, 2013, located in the City Clerk's Office)

Item No. 4 Staff presented the Wastewater Utility Rate Study to the Committee and reviewed several financing alternatives have been explored. Capital expenditures, not operational costs, are driving the rate increases as well as a significant reduction in consumer usage. It was also reported that Eagle Lake rate issues have currently been resolved. Council Member Fagerlie asked about the possibility of increasing the meter charge to ensure more stable revenue. Following discussion, it was determined that Springsted, Inc., would update the rate information utilizing higher meter rates and bring the rate structure to the next Finance Committee meeting. This matter was for information only.

Item No. 5 Kathy Aho of Springsted, Inc., presented information to the Committee regarding the proposed 2013 Street Improvement Program financing. Bonds would be issued for \$1.95 million with

interest rates projected at approximately 1.5 percent. The Committee was recommending the Council pass a resolution to introduce the ordinance and call for a public hearing on May 20, 2013.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

RESOLUTION CALLING FOR A PUBLIC HEARING ON AN
ORDINANCE AUTHORIZING THE ISSUANCE OF
\$1,950,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2013A
AND LEVYING TAXES FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council procedures file dated
May 6, 2013, located in the City Clerk's Office)

Following review of a final budget for Project 1301 under the 2013 Street Improvement Program, Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

FINAL PROJECT NO. 1301 BUDGET

SUPPLIES:		RECEIVABLES:	
Postage	\$1,000.00	Property Owners	\$694,527.00
General Supplies	<u>\$500.00</u>	City (Com. Inv.)	\$633,871.00
TOTAL	\$1,500.00	State (MSA)	\$1,061,092.00
		City (MUC)	\$113,186.00
		City (WTP)	\$62,375.00
		Other-Prop Owners 1303)	<u>\$429,527.00</u>
		TOTAL	\$2,994,578.00
OTHER SERVICES:		FINANCING:	
Printing & Publishing	\$1,000.00	Bonds	\$1,328,398.00
Mtce. of Other Impr.	\$2,577,894.00	State (MSA)	\$1,061,092.00
Other Services	<u>\$128,895.00</u>	City (MUC)	\$113,186.00
TOTAL	\$2,707,789.00	City (WTP)	\$62,375.00
		Other (Bonds 1303)	<u>\$429,527.00</u>
		TOTAL	\$2,994,578.00
OTHER CHARGES:		GRAND TOTAL:	
Prof. Serv.	\$84,289.00		\$2,994,578.00
Advertising	\$1,000.00		
Adm. OH (Transfer)	<u>\$200,000.00</u>		
TOTAL	\$285,289.00		
GRAND TOTAL:	\$2,994,578.00		

Dated this 6th day of May, 2013.

/s/ Kevin Halliday
Attest: CITY CLERK

/s/ Frank Yanish
MAYOR

Following review of a final budget for Project 1303, Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

FINAL PROJECT NO. 1303 BUDGET

SUPPLIES;		RECEIVABLES;	\$621,640.00
Postage	\$1,000.00	Property Owners	\$323,589.00
General Supplies	<u>\$500.00</u>	State (MSA)	\$240,000.00
TOTAL	\$1,500.00	City (Gen./Cap. Imp.)	<u>\$429,527.00</u>
		Other (Transfer 1301)	<u>\$755,702.00</u>
		TOTAL:	
OTHER SERVICES;	\$1,000.00	FINANCING;	\$192,113.00
Printing & Publishing	\$657,132.00	Bonds	\$323,589.00
Mtce. of Other Impr.	<u>\$32,857.00</u>	State (MSA)	<u>\$240,000.00</u>
Other Services	\$690,989.00	City (Gen./Cap. Imp.)	\$755,702.00
TOTAL		TOTAL	
OTHER CHARGES;	\$13,213.00		
Prof. Serv.	<u>\$50,000.00</u>		
Adm. OH (Transfer)	\$63,213.00		
TOTAL			
GRAND TOTAL	\$755,702.00		

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Following review of a final budget for Project 1305, Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member DeBlicek, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

FINAL PROJECT NO. 1305 BUDGET

SUPPLIES;		RECEIVABLES;	\$166,165.00
Postage	<u>\$500.00</u>	State (MSA)	<u>\$232,875.00</u>
TOTAL	\$500.00	Other (Fed. RR)	<u>\$399,040.00</u>
		TOTAL	
OTHER SERVICES;	\$500.00	FINANCING;	\$166,165.00
Printing & Publishing	\$346,991.00	State (MSA)	<u>\$232,875.00</u>
Mtce. of Other Impr.	<u>\$17,350.00</u>	Other (Fed. RR)	\$399,040.00
Other Services	\$364,841.00	TOTAL	
TOTAL			
OTHER CHARGES;	\$19,375.00		
Prof. Serv.	\$1,000.00		
Advertising	<u>\$13,324.00</u>		
Adm. OH (Transfer)	\$33,699.00		
TOTAL			

GRAND TOTAL \$399,040.00

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee received from Staff information regarding the ten-year street program. Debt Service Funds are established to collect special assessments and disburse principal and interest payments. The Community Investment Fund was first established in 1990 to fund the City's portion of street work after special assessments are applied. The Public Works Fund was established in 2010 to be used for infrastructure/street work and is funded by a utility fee which is currently at \$4 per customer. It was also noted that the State Legislature is seeking to authorize cities to create Street Maintenance Districts and impose fees to plan and fund street upkeep. After considerable discussion, members noted that the current street assessment policy should be reviewed. This matter was for information only.

Item No. 7 The Committee received the following reports: 1st Quarter General Fund; 1st Quarter Investment & Interest Activity; 1st Quarter Rice Trust; and March, Rice Trust. It was noted that Staff was attempting to contact Bremer Bank regarding the possibility of the City receiving 2.6 percent interest on funds deposited there, similar to Library and County funds. This matter was taken for information only.

Item No. 8 Council Member Johnson asked about insuring against law enforcement violations of data privacy which has gained concern across the State. Administrator Stevens stated that Staff has taken steps to tighten up policy and procedures and educate employees to deter future violations. This matter was for information only.

The Finance Committee Report for April 22, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for April 23, 2013, was presented to the Mayor and Council by Council Member Nelsen. There were three items for Council consideration.

Item No. 1 Adam Arvidson presented to the Committee concepts for "gateways" to the Central Business District. These gateways were a specified element of the Downtown Plan. The gateway areas include 1st Street and Litchfield Avenue, 3rd Street and Highway 12, and the area between 7th Street and Benson Avenue on Highway 12.

Gateways to downtown Willmar are constrained by available right-of-way or public space. The ideas presented were a mix of parts or components, including linear elements or fences, vertical elements or columns, and pavement changes. Other components could be curb alternatives, murals on buildings, and the reduction of sign clutter.

Mr. Arvidson conceptually applied each of the components to the three gateways. Aerial photos were viewed showing how the components could be incorporated into each gateway. The 3rd Street and Highway 12 Gateway was viewed with three different concepts inspired by the railroad switching yards, the forest meeting the prairie, and the glacial lakes

The Committee offered comments regarding preferences. An unofficial favorite was the railroad concept, and the committee discussed possible materials and colors. The next step will be for Mr. Arvidson to refine drawings for each gateway showing the favored concept, along with estimates of cost. This will follow a public open house, Planning Commission review, and public viewing. This matter was for information only.

Item No. 2 Staff informed the Committee that the program to inspect sump pump systems in the Country Club Drive area and southwest Willmar is complete. One residence remains noncompliant, and a letter has been sent informing the property owner that a \$100/day penalty will begin as of May 1st in accordance with the Municipal Code. This matter was for information only.

Item No. 3 The Committee received an update from Staff on parking ticket statistics and offered a report on recent vehicle vandalism. Responding to a request from a Committee Member, Gary Geiger spoke briefly about past efforts to survey downtown businesses regarding future plans.

Pursuant to the completion of the assessment hearing of the 2013 Improvement Projects, the Council considered a number of Resolutions awarding contracts for the 2013 Improvement Projects.

Resolution No. 8 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duinick Inc. of Prinsburg, Minnesota for Project No. 1301-A is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$1,321,174.20.

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duinick Inc. of Prinsburg, Minnesota for Project No. 1301-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$1,241,718.95.

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duinick Inc. of Prinsburg, Minnesota for Project No. 1303-A is accepted, and be it

further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$283,861.51.

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 11 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 11

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duinick Inc. of Prinsburg, Minnesota for Project No. 1303-B is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$373,449.80.

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 12 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 12

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duinick Inc. of Prinsburg, Minnesota for Project No. 1305 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$88,241.00.

Dated this 6th day of May, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Public Works/Committee Report for April 23, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Christianson, and carried.

The Labor Relations Committee Report for April 24, 2013, was presented to the Mayor and Council by Council Member Ahmann. There was one item for information only.

Item No. 1 The meeting was closed at 4:48 p.m. pursuant to Minn. Stat. §13D.05, Subdivision 3(a) for the job performance evaluation of the City Administrator. The meeting was then reopened at 8:09 p.m. and adjourned.

Council Member Ahmann provided a verbal review of the evaluation and indicated that Ms. Stevens is appropriately performing the duties of a City Administrator.

The Labor Relations Committee Report for April 24, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

The Community Development Committee for April 25, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were two Items for Council consideration.

Item No. 1: There were no public comments.

Item No. 2 Staff presented to the Committee a City of Willmar business subsidy policy that was adopted in 2004 and amended in 2007. The policy is a statutory requirement for any community that grants business subsidies. The policy was used to guide recommendations for the recent Torgerson Project, as tax abatement is a form of business subsidy. It was noted that the policy currently sets a wage floor of \$11.00 for jobs created by businesses receiving business subsidies. Staff was recommending that the wage floor be adjusted to \$12.00 per hour based on the most recent median City and County hourly wage statistics.

The Committee was recommending the Council adjust the wage floor in the business subsidy policy to \$12.00 per hour. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

The Committee continued discussion of the policy with a brief review of the tax increment financing policies. The review criteria in the TIF policies were used in crafting a recommendation for the Torgerson project. With regard to a possible tax abatement policy, Staff recommended that any policy be flexible and follow State statutes. It was also recommended that the review criteria in the tax abatement policy be consistent with the TIF policy. The Committee Member discussed the need to have flexibility because of the wide range of projects the City could face and that it was a good idea to have an individual policy for tax abatement. Staff stated that written agreements, including subsidy goals and claw back provisions, are part of the current process and that a tax abatement policy would be drafted and return to Committee for review and comment.

Item No. 3 The Committee discussed the issue of security at the City Auditorium relative to graffiti, thefts, and unauthorized entrance. Staff told the Committee that the 2013 capital improvement budget included \$25,000 for doors. The door projects are being bid and it is hoped that there is money left over for security cameras and a card reader system. This matter was for information only.

Conditions at Regency East were also discussed, and Staff said that with the snow gone, it would be easier to tour the parks and write up violations.

It was requested that parking issues in the area of 11th Street South East and Willmar Avenue be referred to the Public Works/Safety Committee.

The Community Development Committee Report for April 25, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie seconded by Council Member Anderson and carried.

It was noted that the month of May is designated as Arbor Month, and Mayor Yanish read a Proclamation for Arbor Month.

Council Member Christianson presented an update on Kandiyohi County and City of Willmar Housing and Redevelopment Authority and the possibility of a fully-merged HRA. Pros of a full merger include reduced duplication of efforts, increased efficiency through reduced duplication and better utilization of staff, streamlined policies/practices and service to the customer and a potential for cost reductions. Cons included staff uncertainty, tedious merging process, questions/uncertainty regarding debt/asset transfers and one political entity will give up control. It was noted that a joint work group met in January, 2013 and recommended each HRA participate in merger discussions. This matter was for information only.

Council Member DeBlieck presented an update on Vision 2040. The steering team consists of representatives of the City of Willmar, Kandiyohi County, Willmar Public Schools, Chamber of Commerce, Economic Development Commission, Community Foundation, Ridgewater College, United Way, Affiliated Medical and Family Practice Medical Centers, MinnWest Campus, NeXT and the Latino and Somali Communities. The United Way is the fiscal host for efforts and Next Generation Consulting has been hired to facilitate the Vision 2040 efforts. The goal is to develop a roadmap for what kind of Community Willmar will be in the next 20 years. This matter was for information only.

Announcements for Council Committee meeting dates were as follows: Finance, May 13; Public Works/Safety, May 14; and Labor Relations, May 15, 2013.

Council Member Ahmann voiced concerns for the lost jobs discussion with EDC and wondered if the Council was interested in developing a plan of action for "loss of jobs" such as an "Action Alert" when businesses leave. This matter was for information only.

There being no further business to come before the Council, the meeting adjourned at 8:40 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MAY 8, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, May 8, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

** Members Absent: Andrew Engan, Bob Poe, and Nick Davis

** Others Present: Megan DeSchepper- Planner.

2. MINUTES: The minutes of the April 24, 2013 meeting were approved as presented.

3. ZONING ORDINANCE TEXT AMENDMENT- GARAGE DOOR HEIGHT- FILE NO. 13-3: Staff presented the Planning Commission initiated text amendment of Section 3 relating to accessory buildings/structures door height. At a previous meeting the Planning Commission discussed garage door heights in residential areas which are currently limited to 10'. The Commission talked about residential RV's and other recreational items sometimes need a slightly higher door height. It was a consensus that the Planning Commission would rather have an RV in a garage then parked in the yard. But at the same time the Commission didn't want to open up the regulations to allow commercial sized vehicles such as semis. 12' high doors were considered high enough to allow RV's with air conditioning units on top, but still low enough to keep commercial vehicles/equipment out. The Commission didn't want to over regulate the issue and keep the wording simple.

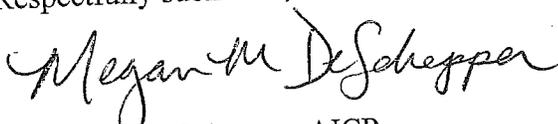
Mr. Oakes made a motion, seconded by Mr. Geiger, to approve a text amendment allowing door accesses in garages not to exceed 12' and forward it onto the City Council for a public hearing and ordinance adoption.

The motion carried.

4. MISCELLANY: Staff asked the Commission to think about storage pods. There has been some inquiry about storage pods in residential areas as storage sheds. And staff interpreted the Ordinance that the pods design, materials etc. neither match the residential homes nor intent of the Ordinance. The Commission agreed that the issue may become more of an issue in the future and will consider the matter for further discussion at an upcoming meeting.

5. There being no further business to come before the Commission, the meeting adjourned at 7:21 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager



WILLMAR MUNICIPAL UTILITIES

WMU Planning Committee Minutes Friday, April 26, 2013 - 11:00 a.m. WMU Auditorium

Present: Dan Holtz (Chair), Jerry Gesch, Jeff Nagel, Wesley Hompe, Rich Maxfield, Jeron Smith, Steve Wearda, Jeff Kimpling, Bart Murphy, Jon Folkedahl, Stacy Stien, Chris Carlson, Tim Hunstad, Mike Sangren & Janell Johnson.

Old Business:

1. College Water Tower work - scheduled for late May 3, 2013
2. Wellhead Protection meeting - completed in April
3. District Heating credit - first month complete, going through second month
4. Transformer rebuild - will be ready for recommendation at MUC meeting 5/13/13
5. MRO update - hired new Compliance Officer Janell Johnson 4/22/13; working on two current issues from 2012 self-certification - no fines possible for violations.
6. WAPA Power Supply7 Contract 2012-2050 - signed & on file
7. Pole Attachment Policy

New Business:

➤ Computer System Upgrade:

Tim Hunstad & Mike Sangren presented a PowerPoint on the need to secure consulting services to assist in upgrading the current PC/accounting computer software. It was estimated by Staff that the project could cost \$50,000 for the upgrade.

Following discussion, Commissioner Gesch made a motion to issue a Request for Proposals to hire the services of a computer consultant to assist in the computer system upgrade. Commissioner Nagel seconded the motion which carried by a vote of three ayes and zero nays.

➤ Northside Underground Electric Distribution System:

Jeff Kimpling & Rich Maxfield presented the Committee with an update and future direction of the Northside U/G Electric Distribution System. Topics discussed included: 1) definition of the area; 2) history & years of installation; 3) cable fault history; 4) recent system upgrades; and, 5) future direction and options for the area.

Next WMU Planning Committee Meeting: May 15th @ 10:00 a.m.

Topics to be discussed include:

1. Interconnection Agreement with Xcel
2. Purchase power activities:
 - a. GRE negotiations
 - b. CMMPA coalition
 - c. WMU Power Supply Study update

Adjournment:

Following discussion, Commissioner Holtz offered a motion to adjourn the meeting of the WMU Planning Committee at 12:20 p.m. Commissioner Gesch seconded, and the motion was carried by a vote of three ayes and zero nays.

General Manager Hompe informed the Commission that the final payment had been received for the mutual relief effort provided by WMU personnel (Line Department) following the Hurricane Sandy disaster. The total amount paid to WMU for their assistance was \$42,649.39.

General Manager Hompe reminded the Commissioners that due to the Memorial Day holiday, the second MUC meeting in May is scheduled to be held on Tuesday, May 28th beginning at 11:45 a.m.

General Manager Hompe reminded the Commissioners of upcoming meetings and conferences to note. These items include:

1. WMU Planning Committee Meeting - May 15th @ 10:00 a.m. (WMU Conference Room)
2. Strategic Planning Session - June 1st beginning at 9:00 a.m. (Willmar Conference Center)
3. APPA National Conference - June 14-19 in Nashville, TN

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Jerry Gesch, Secretary

single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Following discussion, Commissioner Schrupp offered a resolution to not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Gesch seconded.

RESOLUTION NO. 21

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04."

Dated this 13th day of May, 2013.

President

ATTEST:

Secretary

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

Director of Finance Hunstad along with Information Systems Manager Sangren reviewed with the Commission a Request for Proposal (RFP) for a software system conversion project manager. The submitted proposals for the software system upgrade will be evaluated based on demonstrated software system conversion experience, demonstrated municipal utility experience, and cost. Following discussion, Commissioner Holtz offered a motion to issue a RFP for a software system conversion project manager. Commissioner Nagel seconded the motion which carried by a vote of seven ayes and zero nays.

Two utility-related reports were presented for discussion at this time. General Manager Hompe reviewed with the Commission the March 2013 Power Supply Report, and Customer Service Stien presented the April 2013 Revenue Sales Report. These reports were for information only.

Commissioner Holtz (Planning Committee Chair) reviewed with the Commission minutes from the April 26th WMU Planning Committee Meeting. The two main items of discussion focused on the upgrading of the current computer/accounting system software and the status of the northside underground electrical distribution system. Following discussion, Commissioner Schrupp offered a motion to approve the minutes of the April 26th WMU Planning Committee Meeting. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays.

At this time, a recap of recently attended meetings was presented to the Commission. The first meeting reviewed was the April 24th CMMPA Membership Meeting held in Springfield (attendees: Hompe, Gesch, DeBlicke, Hunstad & Carlson), and the second meeting to be discussed was the MRES Annual Meeting held May 8-9 in Sioux Falls (attendees: Hompe, Salzer, Gesch & Hunstad).

General Manager Hompe introduced Janell Johnson of Atwater who has joined the WMU Staff as the new Compliance Officer.

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MAY 13, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, May 13, 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, Director of Finance Tim Hunstad, Director of Electric Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, Information Systems Coordinator Mike Sangren, Compliance Officer Janell Johnson, City Attorney Robert Scott (via teleconference), Councilman Jim Dokken, and WC Tribune Journalist Dave Little.

President Salzer opened the meeting by requesting a resolution to approve the Consent Agenda. General Manager Hompe was requesting that items #4 (hydraulic coal car unloading system) and #7 (mobile substation repair project) be removed from the Agenda. He noted that prior to determining the direction of these projects, additional analysis/evaluation of data would be required. Following the removal of these two agenda items, Commissioner Holtz offered a resolution to approve the Consent Agenda as amended. Commissioner Laumer seconded.

RESOLUTION NO. 20

"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 April 22, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130711 to No. 130818 inclusive in the amount of \$894,113.42 including a MISO charge in the amount of \$254,106.73.

Dated this 13th day of May, 2013.

President

ATTEST:

Secretary

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

General Manager Hompe reviewed with the Commission the need to make a decision regarding the amount of liability limits they wish to set regarding the League of Minnesota Liability Insurance renewal. Staff was recommending that the Willmar Municipal Utility does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. If the Utilities does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the WMU waives the statutory tort limits and purchases excess liability coverage, a

Special Meeting

**RICE MEMORIAL HOSPITAL
BOARD OF DIRECTORS**

MINUTES

May 13, 2013

5:30 PM

Board Room

Board Members in Attendance: David Anfinson, President; Jenna Fischer, Secretary; Dr. Michael Gardner, Treasurer; and Directors Dr. Douglas Allen, Eric Weiberg, Dr. Lachlan Smith

Board Members Excused/Not in Attendance: Steve Cederstrom, Vice President

Administrative Staff in Attendance: Michael Schramm, Dale Hustedt, Bill Fenske, Wendy Ulferts, Teri Beyer, Dr. Ken Flowe

Guests in Attendance: Jim Dokken, Daniel McInerney

5:37 pm Motion by Director Gardner to close the meeting for strategic planning purposes under Minn. Stat. Sec. 144.581. Seconded by Director Smith. Motion carried.

Strategic planning discussion.

7:04 pm Motion by Director Gardner to come out of closed session. Seconded by Director Allen. Motion carried.

7:04 Meeting adjourned.

Submitted by:

Jenna Fischer
Secretary

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/16/2013 10:20:43

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 36280 05/16/13 SEPTIC PUMPING	330.00	21163		D N	CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I 000057 36281 05/16/13 WELDING SUPPLIES	296.77	02211029		D N	GENERAL SUPPLIES	101.43425.0229
36281 05/16/13 WELDING SUPPLIES	127.21	02211102		D N	SUBSISTENCE OF P	101.43425.0227
36281 05/16/13 WELDING FACE SHIELDS	2.08	02220542		D N	RENTS	101.43425.0440
36281 05/16/13 CYLINDER RENTAL	12.50	02220839		D N	RENTS	101.43425.0440
36281 05/16/13 CYLINDER RENTAL	438.56	*CHECK TOTAL				
VENDOR TOTAL						
AMERIPRIDE LINEN & APPAR 000051 36282 05/16/13 TOWEL SERVICE	26.72	2200365614		D N	CLEANING AND WAS	101.43425.0338
36282 05/16/13 TOWEL SERVICE	30.42	2200370724		D N	CLEANING AND WAS	101.43425.0338
36282 05/16/13 TOWEL SERVICE	57.14	*CHECK TOTAL				
VENDOR TOTAL						
ANDERSON LAW OFFICES 002954 36283 05/16/13 PROFESSIONAL SERVICES	9,573.54	STMT/4-13		D M 07	PROFESSIONAL SER	101.41406.0446
36283 05/16/13 PROFESSIONAL SERVICES	1,930.50	051413		D M 07	OTHER SERVICES	101.41428.0339
36283 05/16/13 SALE-FORFEITURE VEHICL	11,504.04	*CHECK TOTAL				
VENDOR TOTAL						
ANNUAL OUTDOORS 002672 36284 05/16/13 SNOW REMOVAL	330.00	495		D M 07	OTHER SERVICES	101.41409.0339
AT&T MOBILITY 000075 36285 05/16/13 WIRELESS INTERNET SERV.	40.65	X04252013		D N	COMMUNICATIONS	101.41402.0330
BAKER ELECTRIC SERVICES 000088 36286 05/16/13 REPLACED OUTLETS-PARTS	107.38	10876		D N	MTCE. OF STRUCTU	101.42412.0225
36286 05/16/13 REPLACED OUTLETS-PARTS	96.00	10876		D N	MTCE. OF STRUCTU	101.42412.0335
36286 05/16/13 REPLACED OUTLETS-LABOR	203.38	*CHECK TOTAL				
VENDOR TOTAL						
BAKER GRAPHICS 000917 36287 05/16/13 #128728-GRAPHICS	420.63	9863		D N	MACHINERY AND AU	450.42411.0553
BCA CJTE 000095 36288 05/16/13 MARKKANEN-SEMINAR REGIS.	75.00	1166		D N	TRAVEL-CONF.-SCH	101.42411.0333
36288 05/16/13 KING-SEMINAR REGIS.	75.00	1198		D N	TRAVEL-CONF.-SCH	101.42411.0333
36288 05/16/13 ANDERSON-SEMINAR REGIS.	75.00	1199		D N	TRAVEL-CONF.-SCH	101.42411.0333
36288 05/16/13 ANDERSON-SEMINAR REGIS.	225.00	*CHECK TOTAL				
VENDOR TOTAL						
BEACON ATHLETICS 000096 36289 05/16/13 FENCE GUARD-SUNRISE PA	1,108.00	0426572		D N	OTHER IMPROVEMEN	450.43425.0554

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
BECKER ARENA PRODUCTS IN 000097 36290 05/16/13 CLEANING SUPPLIES	267.95		00093805		D N	CLEANING AND WAS 101.45433.0228
BERNICK'S PEPSI-COLA CO 000103 36291 05/16/13 OFFICE COFFEE	39.48		5783		D N	GENERAL SUPPLIES 101.43425.0229
BOESCHEN/MARK 002260 36292 05/16/13 MILEAGE 01/15-05/10/13	84.19		051013		D N	TRAVEL-CONF.-SCH 101.41409.0333
BOLLIG INC 002999 36293 05/16/13 PROFESSIONAL SERVICES 2,374.17	2,374.17		2333		D N	OTHER SERVICES 413.48454.0339
BOLTON & MENK INC 001010 36294 05/16/13 INTERIM CITY ENG SERVICE 900.00	900.00		0156066		D N	PROFESSIONAL SER 101.41402.0446
36294 05/16/13 INTERIM CITY ENG SERVI 2,040.00	2,040.00		0156066		D N	PROFESSIONAL SER 101.43417.0446
36294 05/16/13 INTERIM CITY ENG SERVICE 180.00	180.00		0156066		D N	PROFESSIONAL SER 413.48454.0446
36294 05/16/13 4TH AVE SW IMPROVEMENT 6,334.50	6,334.50		0156068		D N	PROFESSIONAL SER 413.48452.0446
36294 05/16/13 WILLMAR AVE IMPROVEME 11,730.00	11,730.00		0156069		D N	PROFESSIONAL SER 413.48452.0446
VENDOR TOTAL	21,184.50		*CHECK TOTAL			
21,184.50						
BREMER BANK 000263 36295 05/16/13 2011 HOSP REV BOND-I 13,321.63	13,321.63		050113		D N	INTEREST 350.47402.0444
BSE 001980 36296 05/16/13 GBT LIMIT SWITCHES 313.19	313.19		905577247		D N	MTC. OF EQUIPME 651.48486.0224
36296 05/16/13 IND. BELT THICKENER-PRTS 70.20	70.20		905588403		D N	MTC. OF EQUIPME 651.48486.0224
36296 05/16/13 BULBS FOR ROWWAY LTS 205.31	205.31		905607554		D N	MTC. OF OTHER I 230.43430.0226
36296 05/16/13 FUSES FOR A/C UNIT 192.79	192.79		905609966		D N	MTC. OF STRUCTU 101.41408.0225
VENDOR TOTAL	781.49		*CHECK TOTAL			
781.49						
BSN SPORTS INC 003001 36297 05/16/13 SOFTBALLS 1,282.37	1,282.37		95238596		D N	GENERAL SUPPLIES 101.45432.0229
BUSINESSWARE SOLUTIONS 002776 36298 05/16/13 PRINT/PAGE COUNT 29.63	29.63		197400		D N	OFFICE SUPPLIES 101.41402.0220
36298 05/16/13 PRINT/PAGE COUNT 10.05	10.05		197400		D N	OFFICE SUPPLIES 101.41403.0220
36298 05/16/13 PRINT/PAGE COUNT 19.55	19.55		197400		D N	OFFICE SUPPLIES 101.41404.0220
36298 05/16/13 PRINT/PAGE COUNT 144.43	144.43		197400		D N	OFFICE SUPPLIES 101.41405.0220
36298 05/16/13 PRINT/PAGE COUNT 5.73	5.73		197400		D N	OFFICE SUPPLIES 101.41409.0220
36298 05/16/13 PRINT/PAGE COUNT 135.13	135.13		197400		D N	OFFICE SUPPLIES 101.42411.0220
36298 05/16/13 PRINT/PAGE COUNT 20.27	20.27		197400		D N	OFFICE SUPPLIES 101.43417.0220
36298 05/16/13 PRINT/PAGE COUNT 8.03	8.03		197400		D N	OFFICE SUPPLIES 101.43425.0220
36298 05/16/13 PRINT/PAGE COUNT 276.21	276.21		197400		D N	OFFICE SUPPLIES 101.45433.0220
36298 05/16/13 PRINT/PAGE COUNT 24.27	24.27		197400		D N	OFFICE SUPPLIES 101.45435.0220
36298 05/16/13 PRINT/PAGE COUNT 93.18	93.18		197400		D N	OFFICE SUPPLIES 651.48484.0220
36298 05/16/13 PRINT/PAGE COUNT 0.68	0.68		197400		D N	OFFICE SUPPLIES 651.48484.0220
VENDOR TOTAL	767.16		*CHECK TOTAL			
767.16						

Vendor Payments History Report
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ACS FINANCIAL SYSTEM
05/16/2013 10:20:43

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
CROW CHEMICAL & LIGHTING 000186 36313 05/16/13 CLEANING SUPPLIES 36313 05/16/13 CLEANING SUPPLIES 36313 05/16/13 CLEANING SUPPLIES 36313 05/16/13 CLEANING SUPPLIES 36313 05/16/13 WEED KILLER 36313 05/16/13 WEED KILLER	16.89 38.26 102.81 56.96 913.78 1,128.70		401577 401596 401610 401622 401626 *CHECK TOTAL		D N D N D N D N D N D N	CLEANING AND WAS 101.42412.0228 CLEANING AND WAS 101.43425.0228 CLEANING AND WAS 101.45433.0228 CLEANING AND WAS 101.43425.0228 GENERAL SUPPLIES 651.48484.0229
VENDOR TOTAL	1,128.70					
CULLIGAN STERLING WATER 000188 36314 05/16/13 SOFTENER SALT 36314 05/16/13 SOFTENER RENTAL	62.20 32.28 94.48		112508-9/4-13 112508-9/4-13 *CHECK TOTAL		D N D N	GENERAL SUPPLIES 101.45435.0229 RENTS 101.45435.0440
VENDOR TOTAL	94.48					
D. ERVASTI SALES CO 002899 36315 05/16/13 MOUND CLAY-BALLFIELDS	4,217.29		11843		D N	GENERAL SUPPLIES 101.43425.0229
DAN'S SHOP INC 002212 36316 05/16/13 FILTERS	87.83		59662		D N	INVENTORIES-MDSE 101.125000
DELL MARKETING LP 001747 36317 05/16/13 2 DELL WORK STATIONS 36317 05/16/13 EXTENDED WARRANTY	1,992.39 300.00 2,292.39		XJ47W9N47 XJ47W9N47 *CHECK TOTAL		D N D N	SMALL TOOLS 101.41409.0221 MTCE. OF EQUIPME 101.41409.0334
VENDOR TOTAL	2,292.39					
DEPT OF HUMAN SERVICES 000009 36318 05/16/13 CLEANING SERVICES 36318 05/16/13 CLEANING SERVICES	1,406.00 1,443.00 2,849.00		00000133229 00000138003 *CHECK TOTAL		D N D N	CLEANING AND WAS 101.45433.0338 CLEANING AND WAS 101.45433.0338
VENDOR TOTAL	2,849.00					
DEPT OF HUMAN SERVICES 002914 36319 05/16/13 #22 RICE CARE CENTER-	15,576.15		00000135127		D N	OTHER CHARGES 101.41428.0449
DIAMOND VOGEL PAINT CENT 000205 36320 05/16/13 PAINT FOR PLAY EQUIP	170.07		821053187		D N	MTCE. OF OTHER I 101.43425.0226
DOOLEY'S PETROLEUM INC 002163 36321 05/16/13 167 GALLONS UNLEADED 36321 05/16/13 460 GALLONS DIESEL 36321 05/16/13 FUEL TANK FILTERS	728.68 1,633.92 11.13 2,373.73		266406 266406 9398 *CHECK TOTAL		D N D N D N	MOTOR FUELS AND 651.48484.0222 MOTOR FUELS AND 651.48486.0222 MTCE. OF EQUIPME 651.48484.0224
VENDOR TOTAL	2,373.73					
DUININCK INC 000222 36322 05/16/13 SEWER ROCK	115.48		513828		D N	MTCE. OF OTHER I 651.48484.0226

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
DUININCK INC 36322 05/16/13 SEWER ROCK 000222 VENDOR TOTAL	369.48 484.96 484.96		513867 *CHECK TOTAL		D N	MTCE. OF OTHER I	651.48484.0226
ED DAVIS BUSINESS MACHIN 36323 05/16/13 NAME BADGE SUPPLIES 000229	106.06		123828		D N	OTHER CHARGES	208.45008.0449
ED'S SERVICE CENTER & SA 36324 05/16/13 TOWING CHARGES 000231	825.00		STMT/4-13		D N	OTHER SERVICES	101.42411.0339
ENGSTROM/JOYCE 36325 05/16/13 REFUND FOR OVERPAYMENT 01993	16.03		051513		D N	OTHER SERVICES	101.41428.0339
ERIC'S AVIATION SERVICES 36326 05/16/13 ON SITE MGMT SERV-MAY 002998	6,333.33		STMT/5-13		D N	PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES 36327 05/16/13 CABLE/ROPE CLIP/SUPPLIES 001567	226.84		182667		D M 07	GENERAL SUPPLIES	651.48484.0229
36327 05/16/13 RATCHET TOOL	62.40		182667		D M 07	SMALL TOOLS	651.48485.0221
36327 05/16/13 SCREWS	31.54		182667		D M 07	MTCE. OF EQUIPME	651.48485.0224
36327 05/16/13 PIPE PLUG	9.14		182667		D M 07	MTCE. OF STRUCTU	651.48486.0225
VENDOR TOTAL	329.92		*CHECK TOTAL				
FAMILY PRACTICE MED CENT 36328 05/16/13 DRUG TESTING 000245	84.50		45/5-13		D N	SUBSISTENCE OF P	101.43425.0337
FARNAM'S GENUINE PARTS 36329 05/16/13 ANTIFREEZE 000249	11.72		137-675138		D N	GENERAL SUPPLIES	101.45433.0229
FASHION NAILS 36330 05/16/13 SIGN DEPOSIT REFUND 01037	100.00		2013-05		D N	DEPOSITS-SIGN PE	101.230001
FASTENAL COMPANY 36331 05/16/13 CHAIR CART PARTS 001188	203.43		MNWILL103650		D N	MTCE. OF EQUIPME	101.45433.0224
36331 05/16/13 CHAIR CART PARTS	170.44		MNWILL103806		D N	MTCE. OF EQUIPME	101.45433.0224
36331 05/16/13 SMALL TOOLS	47.43		MNWILL104371		D N	SMALL TOOLS	101.42412.0221
36331 05/16/13 DRILL BIT	31.82		MNWILL104427		D N	SMALL TOOLS	651.48486.0221
VENDOR TOTAL	453.12		*CHECK TOTAL				
FELT/JAMES E 36332 05/16/13 PUBLIC DATA TRAINING 000993	5.59		189		D N	MOTOR FUELS AND	101.42411.0222
36332 05/16/13 FUEL REIMBURSEMENT	9.00		189		D N	MOTOR FUELS AND	101.42411.0222
VENDOR TOTAL	14.59		*CHECK TOTAL				

VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION

HARDWARE HANK EXPRESS 000452
36341 05/16/13 SMALL TOOLS
36341 05/16/13 ELECTRICAL PARTS
36341 05/16/13 WATER HOOKUP PARTS
36341 05/16/13 PAINT FOR BLDG
36341 05/16/13 32 GAL. TRASH CANS
36341 05/16/13 FLTRS-AIR HANDLING UNIT
36341 05/16/13 MISCELLANEOUS SUPPLIES
36341 05/16/13 TEFLON TAPE/HOSE WASHERS
36341 05/16/13 WATER HOOKUP PARTS
36341 05/16/13 BATTERIES
36341 05/16/13 PAPER TOWELS/SUPPLIES
36341 05/16/13 LADDER SCREW HOOK
36341 05/16/13 CLEANING SUPPLIES
36341 05/16/13 BATTERIES
36341 05/16/13 NUTS/BOLTS/FASTENERS
36341 05/16/13 MOUSE TRAPS
36341 05/16/13 GURI SHELTER MTCE-PARTS
VENDOR TOTAL

HARTLAND OFFICIALS ASSOC 002608

36342 05/16/13 PROFESSIONAL SERVICES 1,280.00

HAUG IMPLEMENT CO - JOHN 000324

36343 05/16/13 #05622D-BOLTS/WASHERS 2.25
36343 05/16/13 #073501-MOWER BLADES 278.75
36343 05/16/13 #073501-TIRES 340.93
36343 05/16/13 #096730 REPAIR-PARTS 1,133.07
36343 05/16/13 #096730 REPAIR-LABOR 534.00
36343 05/16/13 #073501-MOWER BLADES 19.91
36343 05/16/13 #010410-FILTERS 111.26
36343 05/16/13 #125025-HYD. HOSES/FITNGS 188.85
36343 05/16/13 #125025-HYD. HOSES/FITNGS 648.03
VENDOR TOTAL 3,257.05

HAUG-KUBOTA LLC

36344 05/16/13 #090164 REPAIR-PARTS 953.29
36344 05/16/13 #090164 REPAIR-LABOR 320.00
VENDOR TOTAL 1,273.29

HELGESON/JOSHUA

36345 05/16/13 FTO TRAINING 88.46

HENDRICKSON *PETTY CASH/ 002975

36346 05/16/13 TO REIMBURSE PETTY CASH 18.59

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
4.78	040113	040113		SMALL TOOLS	101.43425.0221
8.53	040213	040213		MTCE. OF STRUCTU	101.43425.0225
17.32	040413	040413		MTCE. OF STRUCTU	101.43425.0225
28.85	040413	040413		MTCE. OF STRUCTU	101.43425.0225
53.42	040513	040513		SMALL TOOLS	101.43425.0221
23.50	040813	040813		MTCE. OF STRUCTU	101.41408.0225
11.99	040813	040813		GENERAL SUPPLIES	101.41408.0225
35.32	041013	041013		GENERAL SUPPLIES	101.45432.0229
16.88	041813	041813		MTCE. OF STRUCTU	101.45432.0229
9.61	041913	041913		GENERAL SUPPLIES	101.43425.0225
15.99	041913	041913		GENERAL SUPPLIES	101.41408.0229
15.30	041913	041913		GENERAL SUPPLIES	101.41408.0229
4.26	042313	042313		MTCE. OF STRUCTU	101.43425.0225
21.36	042413	042413		CLEANING AND WAS	101.41408.0228
1.81	042413	042413		GENERAL SUPPLIES	101.41408.0229
1.38	043013	043013		GENERAL SUPPLIES	101.41408.0229
2.77	043013	043013		GENERAL SUPPLIES	101.41408.0229
273.07	*CHECK TOTAL			MTCE. OF STRUCTU	101.43425.0225
273.07					
050213				PROFESSIONAL SER	101.45432.0446
121384				MTCE. OF EQUIPME	101.43425.0224
122277				MTCE. OF EQUIPME	101.43425.0224
122278				MTCE. OF EQUIPME	101.43425.0224
122541				MTCE. OF EQUIPME	651.48486.0224
122748				MTCE. OF EQUIPME	651.48486.0334
122749				MTCE. OF EQUIPME	101.43425.0224
123422				MTCE. OF EQUIPME	101.43425.0224
124202				MTCE. OF EQUIPME	101.43425.0224
*CHECK TOTAL					
12979R				MTCE. OF EQUIPME	651.48484.0224
12979R				MTCE. OF EQUIPME	651.48484.0334
*CHECK TOTAL					
521				TRAVEL-CONF.-SCH	101.42411.0333
050713				OFFICE SUPPLIES	101.42412.0220

Vendor Payments History Report
 INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
 05/16/2013 10:20:43

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HENDRICKSON *PETTY CASH/ 36346 05/16/13 TO REIMBURSE PETTY CASH 36346 05/16/13 TO REIMBURSE PETTY CASH VENDOR TOTAL	002975 002975 002975	15.98 19.00 53.57	050713 050713 *CHECK TOTAL	050713 050713 050713		D N D N D N	SUBSISTENCE OF P TRAVEL-CONF.-SCH	101.42412.0227 101.42412.0333
HERITAGE BANK 36347 05/16/13 2011 HOSP REV BOND-I	000001 000001	12,294.19	050113	050113		D N	INTEREST	350.47402.0444
HILLYARD FLOOR CARE SUPP 36348 05/16/13 VACUUM BAGS 36348 05/16/13 CLEANING SUPPLIES 36348 05/16/13 CLEANING SUPPLIES 36348 05/16/13 TOILET TISSUE 36348 05/16/13 HAND TOWELS 36348 05/16/13 FLOOR SCRUBBER REPAIR 36348 05/16/13 FLOOR SCRUBBER REPAIR 36348 05/16/13 FLOOR SWEEPER REPAIR 36348 05/16/13 FLOOR SWEEPER REPAIR VENDOR TOTAL	000333 000333 000333 000333 000333 000333 000333 000333 000333	24.98 140.05 97.85 88.88 40.05 355.57 243.00 208.27 121.50 1,320.15	600672713 600672713 600672713 600684325 600684325 700079925 700079925 700079926 700079926 *CHECK TOTAL	600672713 600672713 600672713 600684325 600684325 700079925 700079925 700079926 700079926 *CHECK TOTAL		D N D N D N D N D N D N D N D N D N D N	GENERAL SUPPLIES CLEANING AND WAS CLEANING AND WAS GENERAL SUPPLIES GENERAL SUPPLIES MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME *CHECK TOTAL	101.41408.0229 101.43425.0228 101.45427.0228 101.41408.0229 101.41408.0229 101.45427.0229 101.45433.0224 101.45433.0334 101.45433.0224 101.45433.0334
HOLIDAY INN OF ST CLOUD 36349 05/16/13 GAUER-LODGING EXPENSE	000893 000893	86.53	47806	47806		D N	TRAVEL-CONF.-SCH	651.48486.0333
HOLME/MICHAEL 36350 05/16/13 FUEL REIMBURSEMENT 36350 05/16/13 FTO TRAINING VENDOR TOTAL	002511 002511 002511	43.02 91.84 134.86 134.86	522 522 *CHECK TOTAL	522 522 *CHECK TOTAL		D N D N	MOTOR FUELS AND TRAVEL-CONF.-SCH	101.42411.0222 101.42411.0333
HOME DEPOT CREDIT SERVIC 36351 05/16/13 LIGHTS FOR THE ARMORY 36351 05/16/13 AIR COMPRESSOR/HOSE VENDOR TOTAL	000058 000058 000058	89.58 338.77 428.35 428.35	1022694 4582757 *CHECK TOTAL	1022694 4582757 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU SMALL TOOLS	101.42411.0225 101.42411.0221
hour MEDIA 36352 05/16/13 AAA LIVING AD MAY/JUN	002697 002697	760.00	5-13-AAA1115	5-13-AAA1115		D N	OTHER CHARGES	208.45010.0449
HYDRITE CHEMICAL CO 36353 05/16/13 MAGNESIUM HYDROXIDE 36353 05/16/13 ANTIFOAM VENDOR TOTAL	002837 002837 002837	9,157.20 871.20 10,028.40 10,028.40	01589088 01592402 *CHECK TOTAL	01589088 01592402 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229
INDEPENDENT SCHOOL DIST 36354 05/16/13 MAR CER	000348 000348	795.82	050113	050113		D N	DUE TO SCHOOL -	101.223002

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VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
INDIGO SIGNWORKS INC			.01994							
36355	05/16/13	MESSAGE BRD REPAIR-PARTS	124.00		SC6189		D N		MTCE. OF OTHER I	101.42412.0226
36355	05/16/13	MESSAGE BRD REPAIR-LABOR	172.50		SC6189		D N		MTCE. OF OTHER I	101.42412.0336
		VENDOR TOTAL	296.50		*CHECK TOTAL					
INFRATECH TECHNOLOGIES I										
36356	05/16/13	SENSOR FOR GAS MONITOR	173.26		1300134		D N		MTCE. OF EQUIPME	651.48484.0224
INTERSTATE POWER SYSTEMS										
36357	05/16/13	HONEYWAGON PARTS	388.80		558289 RI		D N		MTCE. OF EQUIPME	651.48486.0224
JOHNSON/TIM										
36358	05/16/13	AUCTIONEER COMMISSIONS	5,664.73		051513		D M 07		OTHER SERVICES	101.41428.0339
KANDIYOHI AREA TRANSIT										
36359	05/16/13	AUCTION PROCEEDS	11.70		051513		D N		OTHER SERVICES	101.41428.0339
KANDIYOHI CO										
36276	05/13/13	EXCEL SEMINAR REGIS.	44.00		051313		D N		TRAVEL-CONF.-SCH	101.41404.0333
36276	05/13/13	EXCEL SEMINAR REGIS.	132.00		051313		D N		TRAVEL-CONF.-SCH	101.42411.0333
36276	05/13/13	EXCEL SEMINAR REGIS.	22.00		051313		D N		TRAVEL-CONF.-SCH	101.43425.0333
36276	05/13/13	CHECK VOID	44.00		051313		M N		TRAVEL-CONF.-SCH	101.41404.0333
36276	05/13/13	CHECK VOID	132.00		051313		M N		TRAVEL-CONF.-SCH	101.41404.0333
36276	05/13/13	CHECK VOID	22.00		051313		M N		TRAVEL-CONF.-SCH	101.42411.0333
		VENDOR TOTAL	0.00		*CHECK TOTAL					
KANDIYOHI CO ATTORNEY										
36360	05/16/13	SALE-FORFEITURE VEHICL	2,574.00		051513		D N		OTHER SERVICES	101.41428.0339
KANDIYOHI CO AUDITOR										
36277	05/13/13	REAL ESTATE TAX-PAYABLE	100.00		118		D N		LICENSES AND TAX	101.41408.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	50.00		118		D N		LICENSES AND TAX	101.41409.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	201.00		118		D N		LICENSES AND TAX	101.42412.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	3,144.34		118		D N		LICENSES AND TAX	101.43425.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	151.00		118		D N		LICENSES AND TAX	101.45427.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	1,005.00		118		D N		LICENSES AND TAX	101.45433.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	100.00		118		D N		LICENSES AND TAX	101.45435.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	503.00		118		D N		LICENSES AND TAX	101.45437.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	4,327.24		118		D N		LICENSES AND TAX	101.45437.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	36,791.16		118		D N		LICENSES AND TAX	205.41001.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	9,303.00		118		D N		LICENSES AND TAX	230.43430.0445
36277	05/13/13	REAL ESTATE TAX-PAYABLE	555.02		118		D N		LICENSES AND TAX	651.48484.0445
		VENDOR TOTAL	56,230.76		*CHECK TOTAL					
36361	05/16/13	2013 REPAIR LIENS	18,799.14		042413		D N		MTCE. OF OTHER I	101.43425.0336
36361	05/16/13	2013 REPAIR LIENS	8,582.92		042413		D N		MTCE. OF OTHER I	230.43430.0336

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ACS FINANCIAL SYSTEM
05/16/2013 10:20:43

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
KANDIYOHI CO AUDITOR 000376 36361 05/16/13 2013 REPAIR LIENS 36361 05/16/13 LANDFILL CHARGES VENDOR TOTAL	34,088.41 36,88 61,507.35 117,738.11	042413 296715 *CHECK TOTAL		D N D N	MTCE. OF OTHER I 651.48484.0338 CLEANING AND WAS 101.43425.0338
KANDIYOHI CO PUBLIC HEAL 000378 36362 05/16/13 IMMUNIZATIONS	141.00	955		D N	SAFETY PROGRAM 101.42428.0817
KANDIYOHI CO SHERIFF'S D 001507 36363 05/16/13 AUCTION PROCEEDS	3,285.00	051513		D N	OTHER SERVICES 101.41428.0339
KANDIYOHI CO TREASURER 000385 36272 05/06/13 #133877-LICENSE 36272 05/06/13 #133877-TAX	35.75 1,169.06 1,204.81	050613 050613 *CHECK TOTAL		D N D N	LICENSES AND TAX 101.43425.0445 MACHINERY AND AU 450.43425.0553
36278 05/13/13 #135285-LICENSE 36278 05/13/13 #135285-TAX VENDOR TOTAL	35.75 1,867.62 1,903.37 3,108.18	051313 051313 *CHECK TOTAL		D N D N	LICENSES AND TAX 101.43425.0445 MACHINERY AND AU 450.43425.0553
KANDIYOHI CO-OP ELECTRIC 000375 36364 05/16/13 WELCOME TO WILLMAR SIGN 36364 05/16/13 WELCOME TO WILLMAR SIGN 36364 05/16/13 CO RD 23/HWY 71 BYPASS 36364 05/16/13 ELEC SERV-LIFT STATIONS 36364 05/16/13 ABBOTT DR LIFT STATION 36364 05/16/13 ELEC SERV-SECURITY LIGHT VENDOR TOTAL	99.00 49.94 110.00 781.00 70.00 36.00 1,145.94 1,145.94	STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 STMT/5-13 *CHECK TOTAL		D N D N D N D N D N D N	UTILITIES 101.43425.0332 UTILITIES 101.43425.0332 UTILITIES 101.43425.0332 UTILITIES 651.48485.0332 UTILITIES 651.48485.0332 UTILITIES 651.48486.0332
KUJAWA/JOANNE 002895 36365 05/16/13 CSO PATCHES	20.00	050913		D M 07	SUBSISTENCE OF P 101.42411.0227
LAKE REGION BANK 002886 36366 05/16/13 2011 HOSP REV BOND-I	3,073.81	050113		D N	INTEREST 350.47402.0444
LANGE/CEAIG 002000 36367 05/16/13 MOTORCYCLE GANG TRNG	46.00	520		D N	TRAVEL-CONF.-SCH 101.42411.0333
LEAGUE OF MN CITIES 000412 36368 05/16/13 CITY OFFICIALS DIRECTORY	56.32	050613		D N	GENERAL SUPPLIES 101.41401.0229
LINCOLN FINANCIAL GROUP 002789 36273 05/06/13 LIFE INSURANCE-MAY 36273 05/06/13 LIFE INSURANCE-MAY 36273 05/06/13 LIFE INSURANCE-MAY	55.60CR 47.06 48.75	M262 M262 M262		D N D N D N	COBRA INS PREMIU 101.120001 EMPLOYER INSUR. 101.41400.0114 EMPLOYER INSUR. 101.41402.0114

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP			002789							
36273	05/06/13	LIFE	INSURANCE-MAY	19.50	M262			D N	EMPLOYER INSUR.	101.41403.0114
36273	05/06/13	LIFE	INSURANCE-MAY	19.50	M262			D N	EMPLOYER INSUR.	101.41404.0114
36273	05/06/13	LIFE	INSURANCE-MAY	29.25	M262			D N	EMPLOYER INSUR.	101.41405.0114
36273	05/06/13	LIFE	INSURANCE-MAY	9.75	M262			D N	EMPLOYER INSUR.	101.41408.0114
36273	05/06/13	LIFE	INSURANCE-MAY	29.25	M262			D N	EMPLOYER INSUR.	101.41409.0114
36273	05/06/13	LIFE	INSURANCE-MAY	2.44	M262			D N	EMPLOYER INSUR.	101.41424.0114
36273	05/06/13	LIFE	INSURANCE-MAY	1,508.95	M262			D N	INS. PASS THROUGH	101.41428.0819
36273	05/06/13	LIFE	INSURANCE-MAY	370.50	M262			D N	EMPLOYER INSUR.	101.42411.0114
36273	05/06/13	LIFE	INSURANCE-MAY	29.25	M262			D N	EMPLOYER INSUR.	101.42412.0114
36273	05/06/13	LIFE	INSURANCE-MAY	24.38	M262			D N	EMPLOYER INSUR.	101.43417.0114
36273	05/06/13	LIFE	INSURANCE-MAY	195.00	M262			D N	EMPLOYER INSUR.	101.43425.0114
36273	05/06/13	LIFE	INSURANCE-MAY	19.50	M262			D N	EMPLOYER INSUR.	101.45432.0114
36273	05/06/13	LIFE	INSURANCE-MAY	39.00	M262			D N	EMPLOYER INSUR.	101.45433.0114
36273	05/06/13	LIFE	INSURANCE-MAY	4.87	M262			D N	EMPLOYER INSUR.	101.45437.0114
36273	05/06/13	LIFE	INSURANCE-MAY	87.75	M262			D N	EMPLOYER INSUR.	651.48484.0114
36273	05/06/13	LIFE	INSURANCE-MAY	9.75	M262			D N	EMPLOYER INSUR.	651.48485.0114
36273	05/06/13	LIFE	INSURANCE-MAY	2,448.60	M262			D N	EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,448.60	*CHECK TOTAL					

LOGE SEED FARM

36369	05/16/13	STRAW FOR TREE PLANTING	40.00	4475				D M 07	GENERAL SUPPLIES	101.43425.0229
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MACQUEEN EQUIPMENT INC

36370	05/16/13	#05622D-BROOM	529.03	2132557				D N	MICE. OF EQUIPME	101.43425.0224
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MADISON NATIONAL LIFE

36371	05/16/13	LTD PREMIUM-JUNE	48.42	203				D N	EMPLOYER INSUR.	101.41400.0114
36371	05/16/13	LTD PREMIUM-JUNE	87.32	203				D N	EMPLOYER INSUR.	101.41402.0114
36371	05/16/13	LTD PREMIUM-JUNE	34.59	203				D N	EMPLOYER INSUR.	101.41403.0114
36371	05/16/13	LTD PREMIUM-JUNE	59.61	203				D N	EMPLOYER INSUR.	101.41404.0114
36371	05/16/13	LTD PREMIUM-JUNE	8.19	203				D N	EMPLOYER INSUR.	101.41405.0114
36371	05/16/13	LTD PREMIUM-JUNE	41.80	203				D N	EMPLOYER INSUR.	101.41408.0114
36371	05/16/13	LTD PREMIUM-JUNE	1.71	203				D N	EMPLOYER INSUR.	101.41409.0114
36371	05/16/13	LTD PREMIUM-JUNE	584.36	203				D N	EMPLOYER INSUR.	101.41424.0114
36371	05/16/13	LTD PREMIUM-JUNE	19.88	203				D N	EMPLOYER INSUR.	101.42411.0114
36371	05/16/13	LTD PREMIUM-JUNE	34.06	203				D N	EMPLOYER INSUR.	101.42412.0114
36371	05/16/13	LTD PREMIUM-JUNE	269.10	203				D N	EMPLOYER INSUR.	101.43417.0114
36371	05/16/13	LTD PREMIUM-JUNE	13.68	203				D N	EMPLOYER INSUR.	101.43425.0114
36371	05/16/13	LTD PREMIUM-JUNE	42.44	203				D N	EMPLOYER INSUR.	101.45432.0114
36371	05/16/13	LTD PREMIUM-JUNE	9.76	203				D N	EMPLOYER INSUR.	101.45433.0114
36371	05/16/13	LTD PREMIUM-JUNE	9.80	203				D N	EMPLOYER INSUR.	101.45435.0114
36371	05/16/13	LTD PREMIUM-JUNE	122.42	203				D N	EMPLOYER INSUR.	101.45437.0114
36371	05/16/13	LTD PREMIUM-JUNE	13.09	203				D N	EMPLOYER INSUR.	101.48484.0114
36371	05/16/13	LTD PREMIUM-JUNE	13.68	203				D N	EMPLOYER INSUR.	651.48485.0114
			1,446.39	203				D N	EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,446.39	*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MATHESON TRI-GAS INC 36372 05/16/13 WELDING SUPPLIES 002898	81.39		06795305		D N	GENERAL SUPPLIES	101.45433.0229
36372 05/16/13 CYLINDER RENTAL	43.00		06868857		D N	RENTS	101.45433.0440
36372 05/16/13 VENDOR TOTAL	124.39	*CHECK TOTAL					
MENARDS 36373 05/16/13 BATTERIES 000449	25.99		20435		D N	GENERAL SUPPLIES	101.43425.0229
36373 05/16/13 SMALL TOOLS	5.87		20465		D N	SMALL TOOLS	651.48484.0221
36373 05/16/13 LANDSCAPING MATERIALS	211.46		20574		D N	MICE. OF OTHER I	651.48484.0226
36373 05/16/13 PLUMBING PARTS	13.85		20629		D N	MICE. OF STRUCTU	101.43425.0225
36373 05/16/13 GARBAGE BAGS	19.22		20629		D N	GENERAL SUPPLIES	101.43425.0229
36373 05/16/13 TOASTER OVEN	64.11		20648		D N	SMALL TOOLS	651.48485.0221
36373 05/16/13 TRASH BAGS	61.40		20665		D N	GENERAL SUPPLIES	101.43425.0229
36373 05/16/13 PARK SHELTER MICE-PARTS	17.60		20736		D N	MICE. OF STRUCTU	101.43425.0225
36373 05/16/13 PLUMBING PARTS	31.16		20819		D N	MICE. OF STRUCTU	101.43425.0225
36373 05/16/13 TRIM BOARD	119.50		20869		D N	MICE. OF EQUIPME	651.48485.0224
36373 05/16/13 TRASH PUMP HARDWARE	77.91		21030		D N	MICE. OF STRUCTU	101.43425.0225
36373 05/16/13 PLUMBING PARTS	17.44		21223		D N	MICE. OF STRUCTU	101.43425.0225
36373 05/16/13 PLUMBING PARTS	10.13		21233		D N	MICE. OF STRUCTU	101.43425.0225
36373 05/16/13 PVC PIPE/BOLTS	34.83		21254		D N	MICE. OF OTHER I	651.48484.0226
36373 05/16/13 SUPPLIES	74.99		21438		D N	GENERAL SUPPLIES	101.45433.0229
36373 05/16/13 VENDOR TOTAL	785.46	*CHECK TOTAL					
METRO FIRE 36374 05/16/13 LEATHER FRONT 000450	48.36		47152		D N	SUBSISTENCE OF P	101.42412.0227
METRO SALES INC 36375 05/16/13 COPIER MICE 4/24-7/24 003016	230.85		520065		D N	MICE. OF EQUIPME	101.42411.0334
MIKE'S SMALL ENGINE CENT 36376 05/16/13 STIHL BACKPACK SPRAYER 002699	673.26		100613		D N	SMALL TOOLS	101.43425.0221
MILLER SANITATION 36377 05/16/13 GARBAGE SERVICE-MAY 002936	197.39		1298/5-13		D N	CLEANING AND WAS	101.45433.0338
36377 05/16/13 GARBAGE SERVICE-MAY	46.22		1299/5-13		D N	CLEANING AND WAS	101.45433.0338
36377 05/16/13 GARBAGE SERVICE-MAY	52.70		1300/5-13		D N	CLEANING AND WAS	101.42412.0338
36377 05/16/13 GARBAGE SERVICE-MAY	64.74		1301/5-13		D N	CLEANING AND WAS	101.41408.0338
36377 05/16/13 GARBAGE SERVICE-MAY	64.74		1301/5-13		D N	CLEANING AND WAS	101.45427.0338
36377 05/16/13 GARBAGE SERVICE-MAY	251.31		1302/5-13		D N	CLEANING AND WAS	101.43425.0338
36377 05/16/13 GARBAGE SERVICE-MAY	24.34		1303/5-13		D N	CLEANING AND WAS	651.48484.0338
36377 05/16/13 GARBAGE SERVICE-MAY	48.67		1304/5-13		D N	CLEANING AND WAS	651.48484.0338
36377 05/16/13 GARBAGE SERVICE-MAY	161.04		1305/5-13		D N	CLEANING AND WAS	651.48484.0338
36377 05/16/13 GARBAGE SERVICE-MAY	49.67		1378/5-13		D N	CLEANING AND WAS	101.45435.0338
36377 05/16/13 GARBAGE SERVICE-MAY	58.64		1378/5-13		D N	CLEANING AND WAS	101.43425.0338
36377 05/16/13 GARBAGE SERVICE-MAY	616.55		1378/5-13		D N	CLEANING AND WAS	101.43425.0338
36377 05/16/13 GARBAGE SERVICE-MAY	251.60		1388/5-13		D N	CLEANING AND WAS	101.43425.0338

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
MILLER SANITATION 36377 05/16/13 GARBAGE SERVICE-MAY 36377 05/16/13 GARBAGE SERVICE-MAY VENDOR TOTAL	83.60 78.84 2,050.05 2,050.05		1389/5-13 1456/5-13 *CHECK TOTAL		D N D N	CLEANING AND WAS 101.43425.0338 CLEANING AND WAS 101.45437.0338
MINI BIFF LLC 36378 05/16/13 TOILET RENTALS 36378 05/16/13 TOILET RENTALS 36378 05/16/13 TOILET RENTALS VENDOR TOTAL	77.59 38.80 77.59 193.98 193.98		A-56049 A-56050 A-56052 *CHECK TOTAL		D N D N D N	RENTS 101.43425.0440 RENTS 101.43425.0440 RENTS 101.43425.0440
MN DEPT OF LABOR & INDUS 36379 05/16/13 AIR COMPRESSOR INSP. 36379 05/16/13 BOILER LICENSE VENDOR TOTAL	20.00 10.00 30.00 30.00		ABR0068641I ABR0068641I *CHECK TOTAL		D N D N	LICENSES AND TAX 651.48484.0445 LICENSES AND TAX 651.48484.0445
MN MUNICIPAL UTILITIES A 36380 05/16/13 DRUG TESTING CONSORTIUM MONSON CORPORATION 36381 05/16/13 WINTER SAND 36381 05/16/13 WINTER SAND VENDOR TOTAL	806.00 337.36 874.41 1,211.77 1,211.77		41029 1813CC 1834CC *CHECK TOTAL		D N D N D N	STATE MANDATES/D 101.43428.0337 GENERAL SUPPLIES 101.43425.0229 GENERAL SUPPLIES 101.43425.0229
MUNICIPAL UTILITIES 36382 05/16/13 UTILITIES FOR APRIL 36382 05/16/13 ADMIN FEE 36382 05/16/13 UTILITIES FOR APRIL VENDOR TOTAL	2,925.63 490.96 839.90 5,015.70 1,651.37 5,438.34 935.87 85.99 2,840.08 38,292.38 1,500.00 4,669.50 64,685.72 64,685.72		4/13 4/13 4/13 4/13 4/13 4/13 4/13 4/13 4/13 4/13 4/13 4/13 *CHECK TOTAL		D N D N	UTILITIES 101.41408.0332 UTILITIES 101.41409.0332 UTILITIES 101.42412.0332 UTILITIES 101.43425.0332 UTILITIES 101.45427.0332 UTILITIES 101.45433.0332 UTILITIES 101.45435.0332 UTILITIES 101.45437.0332 UTILITIES 230.43430.0332 UTILITIES 651.48484.0332 PROFESSIONAL SER 651.48484.0446 UTILITIES 651.48485.0332
MVTL LABORATORIES INC 36383 05/16/13 PROFESSIONAL SERVICES 36383 05/16/13 PROFESSIONAL SERVICES 36383 05/16/13 PROFESSIONAL SERVICES VENDOR TOTAL	67.00 39.00 385.00		652192 652769 653190		D N D N D N	PROFESSIONAL SER 651.48484.0446 PROFESSIONAL SER 651.48484.0446 PROFESSIONAL SER 651.48486.0446

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City of Willmar
Financial System

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 000589							
36385 05/16/13 PHOTO COPIES-APRIL	5.17		STMT/4-13		D N	OFFICE SUPPLIES	651.48484.0220
36385 05/16/13 PHOTO COPIES-APRIL	1.80		STMT/4-13		D N	OFFICE SUPPLIES	651.48484.0220
VENDOR TOTAL	2,298.57		*CHECK TOTAL				
VENDOR TOTAL	2,298.57						
PERKINS LUMBER CO INC 000604							
36386 05/16/13 PARK SHLTR REPAIR-PARTS	183.83		371048		D N	MTCE. OF STRUCTU	101.43425.0225
36386 05/16/13 PARK SHLTR REPAIR-PARTS	196.53		371269		D N	MTCE. OF STRUCTU	101.43425.0225
36386 05/16/13 PARK SHLTR REPAIR-PARTS	41.90		371290		D N	MTCE. OF STRUCTU	101.43425.0225
36386 05/16/13 PARK SHLTR REPAIR-PARTS	9.39		371610		D N	MTCE. OF STRUCTU	101.43425.0225
VENDOR TOTAL	431.65		*CHECK TOTAL				
VENDOR TOTAL	431.65						
PEST PRO II 001968							
36387 05/16/13 PROFESSIONAL SERVICES	38.48		12752		D N	PROFESSIONAL SER	101.45435.0446
PETE'S COMMUNICATIONS 000610							
36388 05/16/13 CABLE	6.41		0052280		D N	GENERAL. SUPPLIES	101.43425.0229
36388 05/16/13 SMALL TOOLS	291.77		0052326		D N	SMALL TOOLS	101.42411.0221
VENDOR TOTAL	298.18		*CHECK TOTAL				
VENDOR TOTAL	298.18						
QUICK SIGNS 001093							
36389 05/16/13 VEHICLE LETTERING	64.13		168907		D N	MTCE. OF EQUIPME	101.43425.0224
36389 05/16/13 SIGNS	163.52		168918		D N	MTCE. OF OTHER I	101.43425.0226
VENDOR TOTAL	227.65		*CHECK TOTAL				
VENDOR TOTAL	227.65						
QUILL CORPORATION 000635							
36390 05/16/13 OFFICE SUPPLIES	139.24		2207433		D N	OFFICE SUPPLIES	101.42411.0220
RAILROAD MANAGEMENT CO I 002582							
36391 05/16/13 STORM SWR PIPELINE LEA	1,094.83		296947		D N	RENTS	101.43425.0440
RAMBOW INC 000639							
36392 05/16/13 SUMMER STAFF T-SHIRTS	320.50		504320		D N	GENERAL SUPPLIES	101.45432.0229
RICE HOSPITAL 001166							
36393 05/16/13 PROFESSIONAL SERVICES	32.25		2390		D N	PROFESSIONAL SER	101.42411.0446
ROTARY CLUB OF WILLMAR 000829							
36394 05/16/13 QUARTERLY MEALS	123.00		617		D N	SUBSISTENCE OF P	101.41400.0227
36394 05/16/13 QUARTERLY DUES APR-JUN	35.00		617		D N	SUBSCRIPTIONS AN	101.41400.0443
VENDOR TOTAL	158.00		*CHECK TOTAL				
VENDOR TOTAL	158.00						
RULE TIRE SHOP 000665							
36395 05/16/13 TIRE REPAIR-LABOR	15.00		60180		D N	MTCE. OF EQUIPME	101.43425.0334

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
RULE TIRE SHOP 36395 05/16/13	000665 TIRE REPAIR-LABOR	20.00		60482		D	N	MTCE. OF EQUIPME	101.43425.0334
36395 05/16/13	FLAT REPAIR-LABOR	20.00		60558		D	N	MTCE. OF EQUIPME	101.43425.0334
	VENDOR TOTAL	55.00		*CHECK TOTAL					
SERVICE CENTER/CITY 36396 05/16/13	OF W 000685 GAS-66.5 GALLONS	230.59		STMT/4-13		D	N	MOTOR FUELS AND	101.41402.0222
36396 05/16/13	GAS-10.5 GALLONS	36.75		STMT/4-13		D	N	MOTOR FUELS AND	101.41408.0222
36396 05/16/13	GAS-1723.4 GALLONS	5,961.64		STMT/4-13		D	N	MOTOR FUELS AND	101.42411.0222
36396 05/16/13	DIESEL-79.5 GALLONS	265.21		STMT/4-13		D	N	MOTOR FUELS AND	101.42412.0222
36396 05/16/13	GAS-67.7 GALLONS	234.66		STMT/4-13		D	N	MOTOR FUELS AND	101.43417.0222
36396 05/16/13	GAS-41.1 GALLONS	143.85		STMT/4-13		D	N	MOTOR FUELS AND	101.43425.0222
36396 05/16/13	DIESEL-2831.9 GALLONS	9,455.48		STMT/4-13		D	N	MOTOR FUELS AND	101.43425.0222
36396 05/16/13	GAS-737 GALLONS	2,548.86		STMT/4-13		D	N	MOTOR FUELS AND	101.45433.0222
36396 05/16/13	GAS-62.3 GALLONS	730.19		STMT/4-13		D	N	MOTOR FUELS AND	651.48485.0222
36396 05/16/13	DIESEL-221.3 GALLONS	39.10		STMT/4-13		D	N	MOTOR FUELS AND	101.42411.0222
36396 05/16/13	EQUIPMENT REPAIR-OIL	287.71		STMT/4-13		D	N	MTCE. OF EQUIPME	101.42412.0222
36396 05/16/13	EQUIPMENT REPAIR-PARTS	46.80		STMT/4-13		D	N	MOTOR FUELS AND	101.42412.0222
36396 05/16/13	EQUIPMENT REPAIR-OIL	30.92		STMT/4-13		D	N	MTCE. OF EQUIPME	101.43417.0222
36396 05/16/13	EQUIPMENT REPAIR-OIL	10.20		STMT/4-13		D	N	MOTOR FUELS AND	101.43417.0222
36396 05/16/13	EQUIPMENT REPAIR-OIL	8.20		STMT/4-13		D	N	MTCE. OF EQUIPME	101.43425.0222
36396 05/16/13	EQUIPMENT REPAIR-OIL	141.80		STMT/4-13		D	N	MOTOR FUELS AND	101.43425.0222
36396 05/16/13	EQUIPMENT REPAIR-PARTS	152.49		STMT/4-13		D	N	MTCE. OF EQUIPME	101.43425.0222
36396 05/16/13	EQUIPMENT REPAIR-PARTS	20,536.02		*CHECK TOTAL					
	VENDOR TOTAL	20,536.02							
SERVICEMASTER PROF. 36397 05/16/13	000687 SERV. BLDG MAINTENANCE	97.52CR		99745		D	N	PROFESSIONAL SER	101.42412.0446
36397 05/16/13	PROF. BLDG MAINTENANCE	507.12		99909		D	N	PROFESSIONAL SER	101.42412.0446
36397 05/16/13	PROF. BLDG MAINTENANCE	422.69		99909		D	N	PROFESSIONAL SER	101.43425.0446
36397 05/16/13	PROF. BLDG MAINTENANCE	1,690.41		99909		D	N	PROFESSIONAL SER	101.45435.0446
36397 05/16/13	PROF. BLDG MAINTENANCE	84.44		99909		D	N	PROFESSIONAL SER	651.48484.0446
36397 05/16/13	PROF. BLDG MAINTENANCE	3,114.26		99909		D	N	PROFESSIONAL SER	651.48485.0446
	VENDOR TOTAL	3,114.26		*CHECK TOTAL					
SIMPLEX GRINNELL 36398 05/16/13	001411 STATE 5 YEAR INSPECTIO	1,790.00		68866123		D	N	MTCE. OF STRUCTU	101.45433.0335
36398 05/16/13	SPRINKLER SYSTEM INSP.	639.07		76133312		D	N	MTCE. OF STRUCTU	101.45433.0335
	VENDOR TOTAL	2,429.07		*CHECK TOTAL					
SMEBY/ROSS 36399 05/16/13	002570 MILEAGE 4/1-4/30/13	143.51		050113		D	N	TRAVEL-CONF.-SCH	101.41409.0333
SMITH & WESSON 36400 05/16/13	001061 FLATTEN-SEMINAR REGIS.	325.00		1936984		D	N	TRAVEL-CONF.-SCH	101.42411.0333

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TAHER INC 36407 05/16/13 000623 FOLEY-WELCOME COFFEE	58.62		3065		D N	SUBSISTENCE OF P	101.41405.0227
TDS METROCOM 36408 05/16/13 000758 MONTHLY SERVICE	231.92		241		D N	COMMUNICATIONS	101.42412.0330
36408 05/16/13 MONTHLY SERVICE	49.16		241		D N	COMMUNICATIONS	101.43425.0330
36408 05/16/13 MONTHLY SERVICE	281.08		*CHECK TOTAL				
VENDOR TOTAL	281.08						
TERMINAL SUPPLY CO 36409 05/16/13 001974 BACKUP ALARM	66.24		22484-01		D N	INVENTORIES-MDSE	101.125000
TOWMASTER 36410 05/16/13 002674 SPRINGS FOR TRAILER	31.08		348053		D N	MTCE. OF EQUIPME	101.43425.0224
TRELLINE 36411 05/16/13 002942 PROFESSIONAL SERVICES	1,912.50		1240C-1304		D N	PROFESSIONAL SER	101.41401.0446
VANDER HAGEN/DUSTIN 36412 05/16/13 002316 FUEL REIMBURSEMENT	41.90		190		D N	MOTOR FUELS AND	101.42411.0222
36412 05/16/13 FUEL REIMBURSEMENT	46.00		190		D N	TRAVEL-CONF.-SCH	101.42411.0333
36412 05/16/13 MOTORCYCLE GANG TRNG	87.90		*CHECK TOTAL				
VENDOR TOTAL	87.90						
VERIZON WIRELESS 36413 05/16/13 002915 CELLULAR PHONE USAGE	20.73		STMT/4-13		D N	COMMUNICATIONS	101.45432.0330
VIEHMAN/DAN 36414 05/16/13 01992 PRGRM SHIPPING CHARGES	184.00		042413		D N	POSTAGE	101.41409.0223
VIKING COCA-COLA BOTTLIN 36415 05/16/13 000777 CONCESSION SUPPLIES	17.25		1108377		D N	GENERAL SUPPLIES	101.45433.0229
36415 05/16/13 CONCESSION SUPPLIES	283.50		1113406		D N	GENERAL SUPPLIES	101.45433.0229
36415 05/16/13 CONCESSION SUPPLIES	300.75		*CHECK TOTAL				
VENDOR TOTAL	300.75						
VISTAR CORPORATION 36416 05/16/13 002566 CONCESSION SUPPLIES	569.11		36352219		D N	GENERAL SUPPLIES	101.45433.0229
WEST CENTRAL SANITATION 36417 05/16/13 000805 GARBAGE SERVICE-MAY	27.58		6806100/5-13		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE 36418 05/16/13 000807 AUCTION NOTICE PUBLISHED	137.05		CL03051063		D N	OTHER SERVICES	101.41428.0339
36418 05/16/13 CITY CNCL WORK SESSION	82.65		CL03051282		D N	PRINTING AND PUB	101.41401.0331
36418 05/16/13 COUNCIL PROCEEDINGS PUB.	624.15		CL03051283		D N	PRINTING AND PUB	101.41401.0331
36418 05/16/13 CITY CNCL WORK SESSION	68.40		CL03051284		D N	PRINTING AND PUB	101.41401.0331
36418 05/16/13 COUNCIL PROCEEDINGS PUB.	76.95		CL03051285		D N	PRINTING AND PUB	101.41401.0331

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VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION

WEST CENTRAL TRIBUNE 000807

36418 05/16/13 NOTICE PUBLISHED 79.80
36418 05/16/13 AUCTION NOTICE PUBLISHED 535.80
36418 05/16/13 WILLMAR YOUTH HOCKEY AD 68.00
VENDOR TOTAL 1,672.80
1,672.80

WILLMAR AUTO VALUE 002689

36419 05/16/13 DUCT TAPE 34.18
36419 05/16/13 HOSE CLAMPS 27.89
36419 05/16/13 SHOP SUPPLIES 12.59
36419 05/16/13 BRAKE PARTS CLEANER 37.06
36419 05/16/13 WIPER BLADES 8.54
36419 05/16/13 PLANT SUPPLIES 38.45
36419 05/16/13 DIST. CAP/ROTOR 56.38
36419 05/16/13 #98TCCW-FUEL HOSE 12.31
36419 05/16/13 SHOP SUPPLIES 51.18
VENDOR TOTAL 278.58
278.58

WILLMAR CHAMBER OF COMME 000812

36420 05/16/13 DIRECTOR SALARY 3,917.74
36420 05/16/13 ASSISTANT SALARY 350.62
36420 05/16/13 FICA & INSURANCE 634.56
36420 05/16/13 IRA CONTRIBUTION 117.54
36420 05/16/13 PHOTO COPIES-APRIL 70.88
36420 05/16/13 PAYROLL/FLEX FEE 41.33
36420 05/16/13 OFFICE RENT-APRIL 626.61
VENDOR TOTAL 5,759.28
5,759.28

WILLMAR COMMUNITY ED & R 001243

36421 05/16/13 EXCEL SEMINAR REGIS. 44.00
36421 05/16/13 EXCEL SEMINAR REGIS. 132.00
36421 05/16/13 EXCEL SEMINAR REGIS. 22.00
VENDOR TOTAL 198.00
198.00

WILLMAR ELECTRIC SERVICE 000816

36422 05/16/13 ALARM MONITORING FEE 75.31
36422 05/16/13 ALARM MONITORING FEE 226.08
VENDOR TOTAL 301.39
301.39

WILLMAR PUBLIC SCHOOLS 000827

36423 05/16/13 AUCTION PROCEEDS 477.90

WILLMAR STINGERS BASEBAL 002814

36424 05/16/13 FOX SPORTS NORTH ADV. 400.00

AMOUNT CLAIM INVOICE PO# F S 9 BX M ACCOUNT NAME ACCOUNT

CL03051286
DI03097245
36787/4-13
*CHECK TOTAL

22042310
22043505
22043537
22043616
22043780
22044492
22044767
22044897
22044908
*CHECK TOTAL

STMT/4-13
STMT/4-13
STMT/4-13
STMT/4-13
STMT/4-13
STMT/4-13
STMT/4-13
*CHECK TOTAL

44.00
132.00
22.00
198.00
198.00

22718
22718
*CHECK TOTAL

75.31
226.08
301.39
301.39

477.90

400.00

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INVENTORIES-MDSE 101.125000
INVENTORIES-MDSE 101.125000
GENERAL SUPPLIES 651.48484.0229
GENERAL SUPPLIES 651.48484.0229
MICE. OF EQUIPME 651.48484.0224
SMALL TOOLS 651.48484.0221
INVENTORIES-MDSE 101.125000
MICE. OF EQUIPME 101.43425.0224
GENERAL SUPPLIES 651.48484.0229

208.45005.0110
208.45005.0110
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208.45005.0113
208.45005.0113
208.45005.0220
208.45005.0339
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208.45005.0113
208.45005.0113
208.45005.0113
208.45005.0220
208.45005.0339
208.45005.0440

101.41404.0333
101.42411.0333
101.43425.0333

101.128000
101.43425.0335

101.41428.0339

208.45011.0449

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WINDSTREAM	002100							
36425	05/16/13 MONTHLY SERVICE-APR	44.39		STMT/4-13		D N	COMMUNICATIONS	101.41406.0330
36425	05/16/13 MONTHLY SERVICE-APR	369.93		STMT/4-13		D N	COMMUNICATIONS	101.41408.0330
36425	05/16/13 MONTHLY SERVICE-APR	39.00		STMT/4-13		D N	COMMUNICATIONS	101.42411.0330
36425	05/16/13 MONTHLY SERVICE-APR	41.99		STMT/4-13		D N	COMMUNICATIONS	101.43425.0330
36425	05/16/13 MONTHLY SERVICE-APR	293.34		STMT/4-13		D N	COMMUNICATIONS	101.45433.0330
36425	05/16/13 MONTHLY SERVICE-APR	129.41		STMT/4-13		D N	COMMUNICATIONS	101.45435.0330
36425	05/16/13 MONTHLY SERVICE-APR	31.78		STMT/4-13		D N	COMMUNICATIONS	101.45437.0330
36425	05/16/13 MONTHLY SERVICE-APR	237.89		STMT/4-13		D N	COMMUNICATIONS	230.43430.0330
36425	05/16/13 MONTHLY SERVICE-APR	139.80		STMT/4-13		D N	COMMUNICATIONS	651.48484.0330
36425	05/16/13 MONTHLY SERVICE-APR	1,327.53		*CHECK TOTAL				
	VENDOR TOTAL	1,327.53						
WYFFELS, POLICE CHIEF/DA	002851							
36426	05/16/13 SALE-FORFEITURE VEHIC	10,741.50		051513		D N	OTHER SERVICES	101.41428.0339
ZEE MEDICAL SERVICE	000839							
36427	05/16/13 FIRST AID SUPPLIES	289.56		54169257		D N	SUBSISTENCE OF P	101.45433.0227

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FUND RECAP:	
FUND	DESCRIPTION
101	GENERAL FUND
205	INDUSTRIAL DEVELOPMENT
208	CONVENTION & VISITORS BUREAU
230	WILLMAR MUNICIPAL AIRPORT
350	RICE HOSPITAL DEBT SERVICE
409	S.A.B.F. - #2009
413	S.A.B.F. - #2013
450	CAPITAL IMPROVEMENT FUND
651	WASTE TREATMENT
TOTAL ALL FUNDS	

BANK RECAP:	
BANK NAME	DISBURSEMENTS
HERT HERITAGE BANK	637,746.65
TOTAL ALL BANKS	637,746.65

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: (If more than one, please number in order of choice - Applications are kept on file for two years)

- Airport Commission (meets monthly)
- Community Education & Advisory Board (meets monthly)
- City/County Economic Development Operations Board (meets monthly)
- Housing and Redevelopment Authority (meets monthly)
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Joe Hartmann Date of Application: 04/29/13

Address: 1800 Becker Avenue SE #109 Phone No. 651-343-3590
(must be a resident of the City of Willmar)

Email: hartm242@gmail.com

What prompted you to make application for a citizen committee? advice from peers, co-workers

Briefly tell us why you want to serve on this Board/Committee/Commission:

I'd like to become an urban planner or geographer

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

Receiving OSHA Certified Person Training 5/14/13

List your educational background: B.A. Environmental Studies from University of Minnesota Morris w/ a minor in Biology

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Ameri Corps Volunteer in Service to America (VISTA), National Wildlife Federation Campus Ecology Fellow

If you are employed, please provide the name and address of your employer and your position:

Habitat For Humanity WCM, 619 Benson Ave SW

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

Willmar Design Center

Restoring the Heart of the City

414 Becker Avenue SW, Willmar, MN 56201

Phone: 320-222-2020

info@willmardesigncenter.com

Willmar Design Center Board of Directors--Board Meeting --April 16, 2013
Christianson & Associates 2nd Floor Board Room--4:45 PM

Board Member Present:

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

Liaisons present:

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

Staff Present: Beverly Dougherty (excused), Kristin Anderson-Rosetti

1. **Call to Order, Jana Palmquist**
-Meeting called to order at 4:45
2. **Introductions**
-None
3. **Additions to Agenda**
-None
4. **Treasurer's Report, John Christianson**
-Period Feb 22- March 22. \$6184.15 is revenue from stakeholder campaign.
-Expenses are operating expenses (\$11,358.53).
-Question is \$12,489 Rice and EDC total, or just Rice half? That is half.
-On second page, payment requests is request to City of Willmar. Did have \$975 grant writers fees included in that (all things submitted were part of the budget).
-Motion to approve, seconded, approved.
5. **Standing Committee Reports**
 - a. **Connections (did not meet in April due to snow), Carol Laumer (excused)**
-No report
 - b. **Commons-Promotions, Jana Palmquist**
-Wrapping up stakeholder campaign. Next Tuesday, at Christianson's 11-12 we will have a call campaign. We need about 10 people to come and make phone calls to people who have not been called. To date \$9,850 (at 39% of our goal).
-Please sign up to make calls (passing around a sign-up sheet)

c. Infrastructure-Development, Dale Hustedt

-Went through goals. Parking study was completed, went to city council, study data is on the city website. There will be another meeting May 8.

-Talked about downtown gateways, April 24th at City Hall from 5-7 there will be a public meeting to get public input about the gateways.

-Also discussion about downtown housing. 156 units downtown for housing. Megan Sauer will put together a map. Next month we will go through that map. Because the city has some information, but others have more information

-Discussed retail, restaurant development: Steve Renquist gave some updates. He said there is a push for some to be downtown, but its not always a good fit. Pursuing Buffalo Wild Wings (maybe downtown), maybe also Olive Garden. Also a possibility of Aldi coming to Willmar (between Willmar Ave and 28th).

-Committee is a good size, but are looking at a few new members. Dick Arne will talk to someone at the county; Lance will also pursue someone at the county.

-Committee moving meeting location, to EDC board room.

-ACTION: attend meeting about downtown gateways, April 24th at City Hall from 5-7.

d. Historical Preservation-Design, Richard Engan

-Did get the grant for someone to write the assessment on historical district downtown. David Moody is writing an RFP for proposals.

-At May meeting (2nd Monday), Catherine Sandlund, Historic Preservation Specialist (MN Historical Society) works on reviewing and approving tax credit applications, will be in Willmar. Open meeting 5pm, Monday May 13. This is a good opportunity for people downtown to learn more about benefits. After the meeting, we will need to have meetings to explain

-with Dick Hoglund, there is interest in doing oral histories

-Hope to have these proposals in before the next meeting

6. Event Committee Reports

a. Becker Market, Kristin Anderson-Rosetti

-Will be approaching businesses/nonprofits to sponsor a Becker Market with volunteers. Becker Market committee still meeting to prepare for season.

b. COG, Jana Palmquist

-409 members. Several community events. Helpful to get face time.

c. Bounty of the County (forming in May)

7. Unfinished Business

-none

8. Report from Adam on upcoming dates

-see report

-Talked about trail grant
-will be in town April 23-24 for meetings, including with
April 24th at City Hall from 5-7 there will be a public meeting to get public
input about the gateways.

-June 3 targeted date for presentation to City Council about gateways

9. Report from Project Coordinator

-see report

-

-

10. Announcements

a) City Council Meetings--1st and 3rd Mondays, 7:00 PM

b) 1st Tuesday--scheduled for May 7th--we need a host!

c) National Main Street Conference--April 13 - 16, 2013

d) 1st Becker Market: Thursday, June 6th. New Hours: 2:00 PM - 5:30 PM

e) City Open House to review and discuss concepts for downtown
gateways. Adam will present. All Board members urged to
attend. April 24th-- 5:00 - 7:00 PM at City Hall. Presentation
to City Council tentatively scheduled for June 3rd.

f) Tentative schedule for Parking Assessment at City Council--July 1st.

g) Next WDC Board Meeting--May 21, 2013, 4:45 PM, Christianson's

Notes submitted by Kristin Anderson-Rosetti

Since we met last:

1. I participated in a focus group with the consultants working on the City organizational study
2. Becker Market Committee is meeting weekly and opens 1st week in June!
Grants from Southwest Partnership is providing funding including a new local foods online ordering system.
My class this afternoon in New Orleans is about the importance of local food in Main Street communities.
3. We are in the midst of Stakeholder Fundraising. Don is providing great leadership and we are gaining several first-time donations to "Restoring the Heart of the City". Please help!! My class yesterday tells me Willmar is ready for 3-year commitments!
4. Bounty of the County planning begins in May. Celebration is scheduled for Thursday, August 1st. Mark your calendars!
5. I had dinner with Catherine Sandlund last night (new Exec. director of Minnesota Historic Preservation). She will be in Willmar with us 2nd Monday in May for Open House reception--5:00 pm, location TBD. She is working on our startup plan of education for preserving downtown buildings.
6. Two grants have been submitted, winners notified this month. Minnesota Dept. of Agriculture and Willmar Area Community Foundation. Currently in search of downtown grants for greenhouses, sustainable practices, cultural activities and other specific uses. We have been invited to submit again to West Central Partnership. Very exciting, I meet with them next week.

Beverly Dougherty
Project Coordinator

4-12-13

Board Report--Adam

1. **Trail Grant:** The last agreement, including a general design concept has been reached for the trail link from Litchfield Avenue to Becker Avenue, making way for the cooperative development agreement.

2. **April 23-24**

I will be in town on April 23 and 24 for a variety of meetings associated with the Gateways project, including a meeting with the mayor, public works committee, and planning commission (on the 24th). You should make all the committees aware of this, and encourage your downtown network to attend. The City will also be advertising the event.

As part of the implementation of the Willmar Downtown Plan, the city is hosting an public open house to view and discuss concepts for downtown gateways. Landscape architect Adam Arvidson will present three options for the three downtown gateways, and the public will have the opportunity to make comments, and suggest new ideas.

I will be available during this trip from 11 AM to 4 PM on the 23rd and until 4 PM on the 24th. If there is a committee that meets on Thursday morning, I could consider staying over to see them on the 25th.

3. **May 8**

I'll be in town for just this one day for a ParkingTAC meeting, and will be available before 10 and from noon to 2:30.

4. **May 28-30**

I MAY come to town during this stretch, if the city wants the gateways to go back to committee. My schedule isn't known, but let me know if there are committee meetings I can/should attend, and that will affect my decision to travel.

5. **June 3**

This is the targeted presentation date of the gateways to City Council. I'd pencil this one in, and let your applicable committees know to do so also. As with the July 1 date, not set in stone, but likely.

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A
GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES
2013B.

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to acquire and construct approximately 13,000 linear feet of gravity sewer pipe and associated structures (collectively, the "Western Interceptor Project").

2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Sewer Revenue Note, Series 2013B, to finance a portion of the costs of the Western Interceptor Project in an approximate aggregate principal amount not to exceed \$1,886,812 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: May 6, 2013

This Ordinance published on: May 10, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,950,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES
2013A AND THE LEVYING OF TAXES TO SECURE PAYMENT
THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2013 Improvements (Projects 1301 and 1303)	\$3,750,280	\$1,950,000	\$1,316,167

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,950,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there is hereby levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefore as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

This Ordinance introduced by Council Member: Anderson

This Ordinance introduced on: May 6, 2013

This Ordinance published on: May 10, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF WILLMAR, MINNESOTA

HELD: May 20, 2013

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Kandiyohi County, Minnesota, was duly held at the Municipal Utilities Building in said City on the 20th day of May, 2013, at 7:00 o'clock P.M. for the purpose in part of authorizing the competitive negotiated sale of the \$1,950,000 General Obligation Improvement Bonds, Series 2013A of said City.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED
SALE OF \$1,950,000
GENERAL OBLIGATION IMPROVEMENT BONDS,
SERIES 2013A

A. WHEREAS, the City Council of the City of Willmar, Minnesota, has heretofore determined that it is necessary and expedient to issue its \$1,950,000 General Obligation Improvement Bonds, Series 2013A (the "Bonds") to finance the costs of various street improvement projects within the City; and

B. WHEREAS, the City has retained Springsted Incorporated, in Saint Paul, Minnesota ("Springsted"), as its independent financial advisor and is therefore authorized to sell these obligations by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

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

1. Authorization; Findings. The City Council hereby authorizes Springsted to solicit bids for the competitive negotiated sale of the Bonds.

2. Meeting; Bid Opening. This City Council shall meet at the time and place specified in the Terms of Proposal attached hereto as Exhibit A for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. The Clerk, or his designee, shall open bids at the time and place specified in such Terms of Proposal.

3. Terms of Proposal. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Proposal" attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with said competitive negotiated sale, the Clerk and other officers or employees of the City are hereby authorized to cooperate with Springsted and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City's \$1,950,000 General Obligation Improvement Bonds, Series 2013A.

WITNESS my hand this ____ day of _____, 2013.

Clerk

EXHIBIT A

TERMS OF PROPOSAL

\$1,950,000*

CITY OF WILLMAR, MINNESOTA

GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2013A

(BOOK ENTRY ONLY)

Proposals for the Bonds and the Good Faith Deposit ("Deposit") will be received on Monday, July 1, 2013, until 10:00 A.M., Central Time, at the offices of Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at 7:00 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Springsted will assume no liability for the inability of the bidder to reach Springsted prior to the time of sale specified above. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the Proposal is submitted.

(a) **Sealed Bidding.** Proposals may be submitted in a sealed envelope or by fax (651) 223-3046 to Springsted. Signed Proposals, without final price or coupons, may be submitted to Springsted prior to the time of sale. The bidder shall be responsible for submitting to Springsted the final Proposal price and coupons, by telephone (651) 223-3000 or fax (651) 223-3046 for inclusion in the submitted Proposal.

OR

(b) **Electronic Bidding.** Notice is hereby given that electronic proposals will be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all Bids submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic Bid in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

* Preliminary; subject to change.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
 Customer Support: (212) 849-5000

DETAILS OF THE BONDS

The Bonds will be dated July 15, 2013, as the date of original issue, and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2014. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts* as follows:

2015	\$210,000	2019	\$195,000	2023	\$190,000
2016	\$200,000	2020	\$195,000	2024	\$185,000
2017	\$200,000	2021	\$190,000		
2018	\$195,000	2022	\$190,000		

* *The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread is the differential between the price paid to the City for the new issue and the prices at which the securities are initially offered to the investing public.*

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth above. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the Proposal form.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The purchaser, as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR

The City will name the registrar which shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2022, and on any day thereafter, to prepay Bonds due on or after February 1, 2023. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All prepayments shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge special assessments against benefitted properties. The proceeds will be used to finance various street improvement projects within the City.

BIDDING PARAMETERS

Proposals shall be for not less than \$1,950,000 (Par) plus accrued interest, if any, on the total principal amount of the Bonds.

No proposal can be withdrawn or amended after the time set for receiving proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. Rates are not required to be in level or ascending order; however, the rate for any maturity cannot be more than 1.5% lower than the highest rate of any of the preceding maturities. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

GOOD FAITH DEPOSIT

Proposals, regardless of method of submission, shall be accompanied by a Deposit in the amount of \$19,500, in the form of a certified or cashier's check, a wire transfer, or Financial Surety Bond and delivered to Springsted Incorporated prior to the time proposals will be opened. Each bidder shall be solely responsible for the timely delivery of their Deposit whether by check, wire transfer or Financial Surety Bond. Neither the City nor Springsted Incorporated have any liability for delays in the transmission of the Deposit.

Any Deposit made by **certified or cashier's check** should be made payable to the City and delivered to Springsted Incorporated, 380 Jackson Street, Suite 300, St. Paul, Minnesota 55101.

Any Deposit sent via **wire transfer** should be sent to Springsted Incorporated as the City's agent according to the following instructions:

Wells Fargo Bank, N.A., San Francisco, CA 94104
ABA #121000248
for credit to Springsted Incorporated, Account #635-5007954
Ref: Willmar, MN Series 2013A Good Faith Deposit

Contemporaneously with such wire transfer, the bidder shall send an e-mail to bond_services@springsted.com, including the following information; (i) indication that a wire transfer has been made, (ii) the amount of the wire transfer, (iii) the issue to which it applies, and (iv) the return wire instructions if such bidder is not awarded the Bonds.

Any Deposit made by the successful bidder by check or wire transfer will be delivered to the City following the award of the Bonds. Any Deposit made by check or wire transfer by an unsuccessful bidder will be returned to such bidder following City action relative to an award of the Bonds.

If a **Financial Surety Bond** is used, it must be from an insurance company licensed to issue such a bond in the State of Minnesota and pre-approved by the City. Such bond must be submitted to Springsted Incorporated prior to the opening of the proposals. The Financial Surety Bond must identify each underwriter whose Deposit is guaranteed by such Financial Surety Bond. If the Bonds are awarded to an underwriter using a Financial Surety Bond, then that underwriter is required to submit its Deposit to the City in the form of a certified or cashier's check or wire transfer as instructed by Springsted Incorporated not later than 3:30 P.M., Central Time on the next business day following the award. If such Deposit is not received by that time, the Financial Surety Bond may be drawn by the City to satisfy the Deposit requirement.

The Deposit received from the purchaser, the amount of which will be deducted at settlement, will be deposited by the City and no interest will accrue to the purchaser. In the event the purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's Proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Bonds. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

SETTLEMENT

Within 40 days following the date of their award, the Bonds will be delivered without cost to the purchaser through DTC in New York, New York. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the purchaser shall be liable to the City for any loss suffered by the City by reason of the purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of an Official Statement containing pertinent information relative to the Bonds, and said Official Statement will serve as a nearly final Official Statement within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, Minnesota 55101, telephone (651) 223-3000.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Bonds, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect to the Bonds, as that term is defined in Rule 15c2-12. By awarding the Bonds to any underwriter or underwriting syndicate submitting a proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Bonds are awarded up to 25 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Bonds are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter delivering a proposal with respect to the Bonds agrees thereby that if its proposal is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Bonds for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated May 20, 2013

BY ORDER OF THE CITY COUNCIL

/s/ Kevin J. Halliday
City Clerk-Treasurer

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, MAY 13, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, May 13, 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
	Charlene Stevens	City Administrator
	Steve Okins	City Finance Director

Others present included Kathy Aho of Springsted, Inc., Matt Schrupp of Jennie-O Turkey Store, West Central Tribune Journalist David Little and Accounting Supervisor Carol Cunningham.

Item No. 2 – Public Comment

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

Item No. 3 – Rice Memorial Hospital 03/31/13 Financial Report

Staff explained that representatives from Rice Hospital were unable to attend tonight's meeting due to another conflict. This item will be rescheduled for a future Finance Committee meeting.

Item No. 4 – Waste Treatment Rate Discussion

Kathy Aho of Springsted, Inc., presented to the Committee the revised Waste Treatment Rate Study reflecting a proposed start date of July 1, 2013. At the last Finance Committee meeting, it was suggested to increase the meter charges by \$1 in an effort to see a more stable revenue source. Ms. Aho explained that she reviewed that option but found it would provide an additional \$100,000 annually. Since the increase was minimal, the higher meter charge was not incorporated into the revised Study. After considerable discussion, it was the consensus of the Committee that Springsted, Inc., should once again rework the waste treatment rates by incorporating a more significant increase of \$10 to \$15 in meter charges along with an adjustment to the Tier 1 and Tier 2 volume rates so as not to disproportionately impact one group of users. These latest revisions to the rate structure will be brought back to the Finance Committee at its next meeting.

Item No. 5 – 2014 Budget Calendar

Staff reviewed with the Committee the proposed 2014 Budget Calendar. A few of the dates noted include: the Development of Capital Improvement Program Items Submitted by May 24th; Peer Review May 24th through June 7th; Completed Department Heads' estimates must be returned and reviewed with the City Administrator in June; Planning Commission will review the Capital Improvements Program in July; the Mayor meets with the City Administrator and Finance Director in July; notices to be published in the newspaper in July; and the Mayor will present his proposed budget to the Finance Committee during the 1st meeting in August. Chair Anderson suggested that a Facilities Plan be developed as well as the Capital Improvement Plan. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson, and passed to make the following:

RECOMMENDATION: to make a motion approving the 2014 Budget Calendar as presented.

Item No. 6 - Future Agenda Items

It was noted that future agenda items include the Seven-Year Local Option Sales Tax Report, the Airport Project Report, and the Waste Treatment Plant Report.

Item No. 7 – Old Business (Information)

A) Idle Cash Investments

Staff informed the Committee that the City Clerk is scheduled to meet with representatives from Bremer Bank this week regarding the possibility of the City receiving 2.6% interest on funds deposited there, similar to Library and County funds. This matter was taken for information only.

Item No. 8 – New Business (Information)

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

There being no further business to come before the Committee, the meeting was adjourned at 5:30 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: 4
Meeting Date: May 13, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

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

Originating Department: Finance

Agenda Item: Waste Treatment Rates

Recommended Action: Review and give staff direction on setting the Waste Treatment rates sufficient to cover operations and debt service for the City's Waste Water Treatment Fund.

Background/Summary: Since the completion of the new Waste Treatment Plant, staff, Committee, and Council have been reviewing and discussing different proposals to adjust the Waste Treatment rates. Increases are projected to cover the operational and debt service costs of the Waste Treatment Fund.

Alternatives: Different variations of rate increases.

Financial Considerations: Increase in rates to cover operations/debt service at the Waste Treatment Plant.

Preparer: Steve Okins, Finance Director

Signature:

Comments:



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

MEMORANDUM

TO: Finance Committee
Charlene Stevens, City Administrator
Steve Okins, Finance Director

FROM: Kathleen Aho

DATE: May 10, 2013

SUBJECT: Wastewater Treatment Proposed Rate Increases

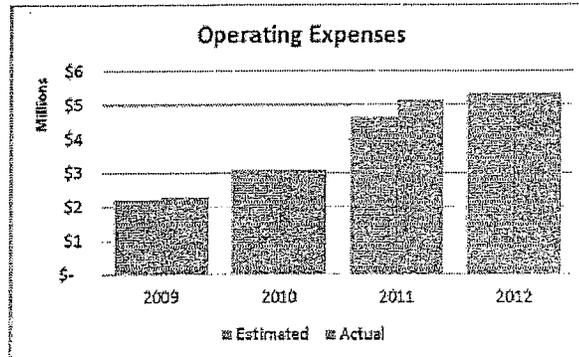
The City Council has under consideration implementation of new, increased sewer rates. The impetus for this change is the significant drop in consumption that has caused system revenues to drop in turn. No rate increase is easy to impose; however, the ongoing operation of the system relies on maintenance of adequate operating and debt coverage. Fund balance has dropped over each of the last three years and without near-term action, City residents will face an even sharper increase to bring the system back into balance.

The three primary factors influencing net operating income are system revenues, operating expenses, and debt service costs.

System Revenues: The rate structure for the utility is largely based on consumption. The table below shows the consumption levels over the last four years. The financing for the wastewater treatment plant occurred in 2008 and the finance plan on which the rate structure was established relied on fairly constant consumption figures with projected increases of only 1.5% annually. Instead, system consumption has dropped by 16% although the number of metered users has remained fairly constant. The result, of course, is a drop in revenues.

Consumption (cu ft)	2008	2009	2010	2011
RCPLI	115,495,455	109,624,400	104,809,100	100,959,400
JOTS	70,965,107	62,281,700	60,382,400	55,993,300
Overall	186,460,830	171,906,100	165,191,500	156,952,700

Operating Expenses: Because it is a brand new plant, no historical operating data was available when rates were originally projected and the projections had to rely on engineering estimates. At the writing of our report, 2012 actual figures were not available and the chart to the right relies on 2012 budget figures. As you can see, 2011 figures exceeded the original projections, but this could be related to start-up timing or unanticipated expenses.

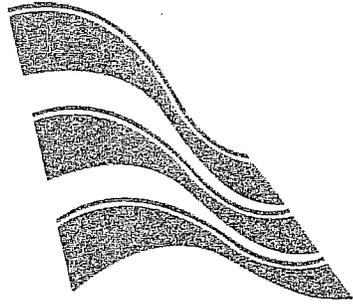


Debt Service: The original projections included a single, large bond transaction as the source of funding for the new plant. In reality, a portion of the original loan was rewritten and several other changes have occurred that are different than the original plan. Despite this, and the expectation of additional infrastructure needs for the system, the total debt service cost within the plan is now at or slightly below that originally included in the projections.

As a result of these observations, you can see that the primary contributing factor to the need for a rate increase appears to be that users have reduced their consumption. If a significant growth in users was expected near-term, rate increases could be mitigated, but that is not the case.

A question has been asked about moving more of the rate to meter charges. Within general user revenue of nearly \$6 million, a \$1 additional meter fee will raise approximately \$100,000. A rather significant change would be needed to have a material effect.

I will be in attendance at the Finance Committee meeting on Monday and will bring with me an update to the presentation made to the Council last November. As time passes, the rate increase needed to generate the same amount of revenue increases also due to the loss of time over which it can be collected. The changes to the November report are largely to reflect an expected July 1 increase versus the January 1 increase originally projected.



City of Willmar, Minnesota

Wastewater Utility Rate Study

May 2013 Revision

Wastewater Utility Rate Study

- Purpose of Study
- Assumptions
- Recent Financial Performance
- Recommendations
- Financial Projections
- Sample Bills
- Conclusions



Purpose of Study

- Review financial performance
- Recommend rate structure to generate revenues sufficient for:
 - Operating expenses
 - Capital maintenance and replacement
 - Debt service
 - Cash reserves

Assumptions

- 6,310 accounts
- 8,575 meters
- Sewer Volume
 - 56.0 million cubic feet/year from JOTS
 - 4.3 million cubic feet/year from Eagle Lake
 - 88.8 million cubic feet/year from RCPLI
 - 7.5% lower than total water sales



Assumptions (cont.)

- Most expenses increase 3% per year
 - Benefits increase 5% per year
- \$9.1 million in capital outlay over 5 years
- Existing debt service of \$4.8 million annually
 - Includes Western Interceptor debt payments

Recent Financial Performance

- Operating income is positive
- Net income is negative
 - \$2.3 million interest payments on debt
 - Net loss of (\$1.67 million) in 2011
 - Net loss budgeted (\$1.44 million) in 2012
- Cash position is worsening
 - \$9.0 million in 2010
 - \$6.4 million in 2012 based on budget

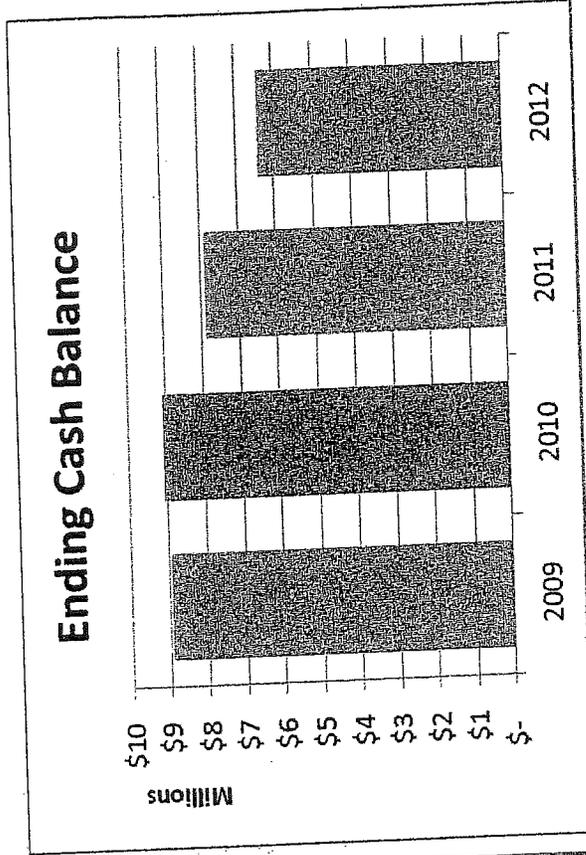
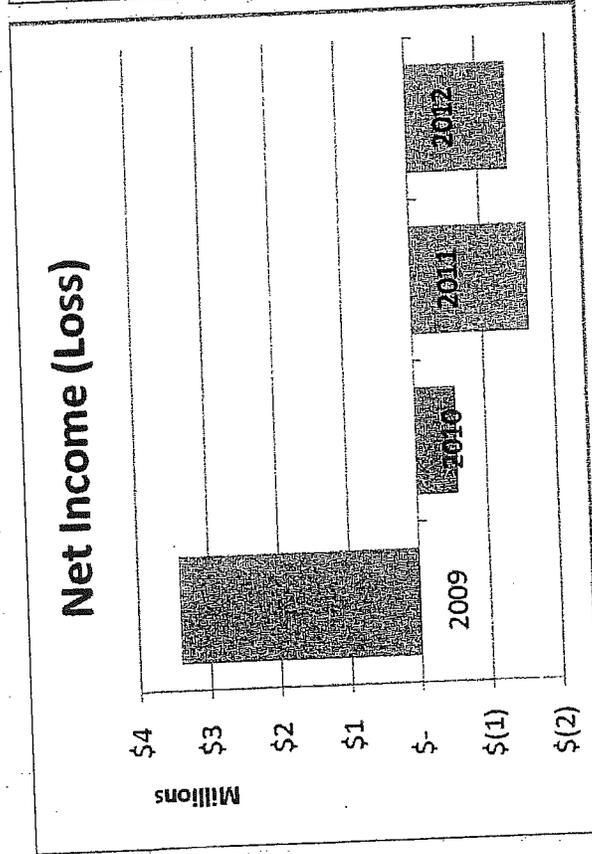


Recent Financial Performance (cont.)

	2009	2010	2011	2012
Total Operating Revenue	\$ 3,576,202	\$ 4,139,101	\$ 5,670,166	\$ 6,751,345
Total - Personal Services	\$ 905,654	\$ 950,855	\$ 945,389	\$ 957,093
Total - Supplies	\$ 131,241	\$ 275,966	\$ 481,454	\$ 757,550
Total - Other Services and Charges	\$ 1,180,672	\$ 1,851,491	\$ 3,209,440	\$ 3,655,050
Total Operating Expenses	\$ 2,217,567	\$ 3,078,312	\$ 4,636,283	\$ 5,369,693
Operating Income (Loss)	\$ 1,358,635	\$ 1,060,789	\$ 1,033,883	\$ 1,381,652
Total Non Operating Revenues (Expenses)	\$ 2,307,617	\$ (1,398,915)	\$ (2,034,795)	\$ (2,257,345)
Transfers (Out)	\$ (250,000)	\$ (250,000)	\$ (665,616)	\$ (560,200)
Net Income (Loss)	\$ 3,416,252	\$ (588,126)	\$ (1,666,528)	\$ (1,435,893)
Ending Cash Balance	\$ 8,954,947	\$ 9,070,148	\$ 7,886,546	\$ 6,410,390



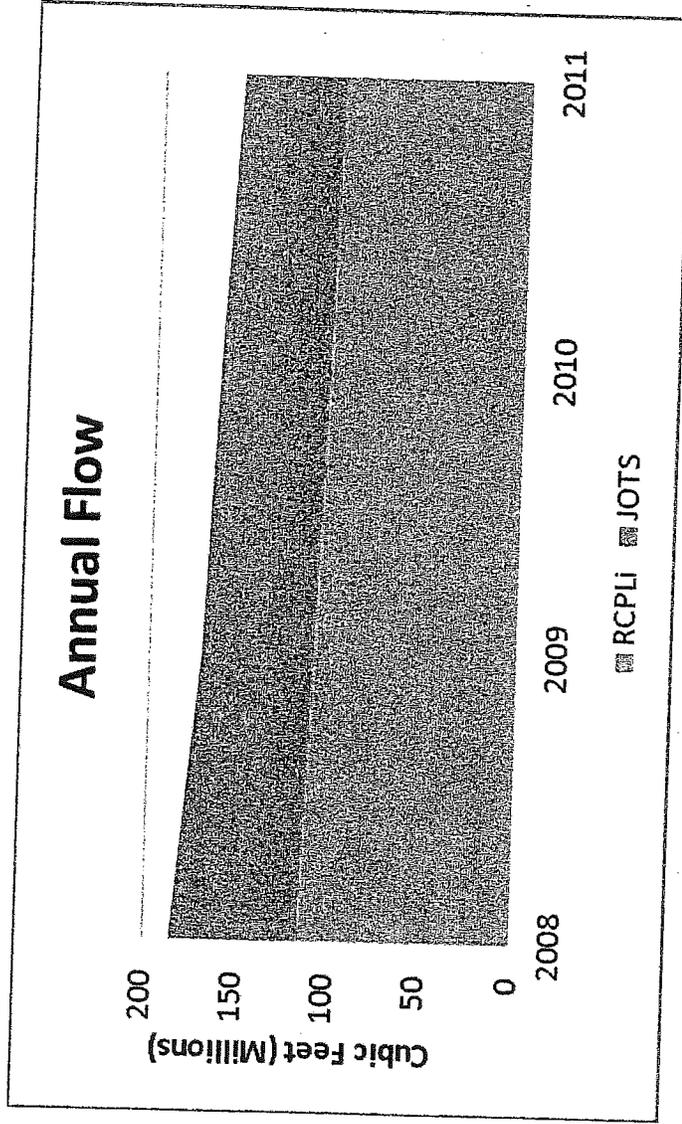
Recent Financial Performance (cont.)



- Need to recover an additional \$1.5 million annually



Usage Trends



Consumption (cu ft)	2008	2009	2010	2011
RCPLI	115,495,455	109,624,400	104,809,100	100,959,400
JOTS	70,965,107	62,281,700	60,382,400	55,993,300
Overall	186,460,830	171,906,100	165,191,500	156,952,700

Estimated Rate Structure vs. Actual

2008 Estimated need for 2012

Actual 2012 Rates

- | | | | |
|-----------------------|---------|-----------------------|---------|
| • Admin/Billing | \$ 2.54 | • Admin/Billing | \$ 2.54 |
| • Utility Improvement | 4.00 | • Utility Improvement | 4.00 |
| • Meter Charge (5/8") | 18.00 | • Meter Charge (5/8") | 18.00 |
| • Tier 1 Volume | 2.90 | • Tier 1 Volume | 2.17 |
| • Tier 2 Volume | 4.45 | • Tier 2 Volume | 3.33 |



Rate Recommendations – Revised to a July 1, 2013 start

	2012	2013	2014	2015	2016	2017
Admin/Billing Charge	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Tier 1 Volume (per 100 cu ft)	\$ 2.17	\$ 2.60	\$ 3.07	\$ 3.50	\$ 3.75	\$ 4.01
Tier 2 Volume (per 100 cu ft)	\$ 3.33	\$ 4.00	\$ 4.72	\$ 5.38	\$ 5.76	\$ 6.16

- Admin/Billing projected to grow 3% annually
- Meter charges unchanged (\$1 per meter ≈ \$100,000/year)
- Volume-based rates must rise to generate necessary revenues

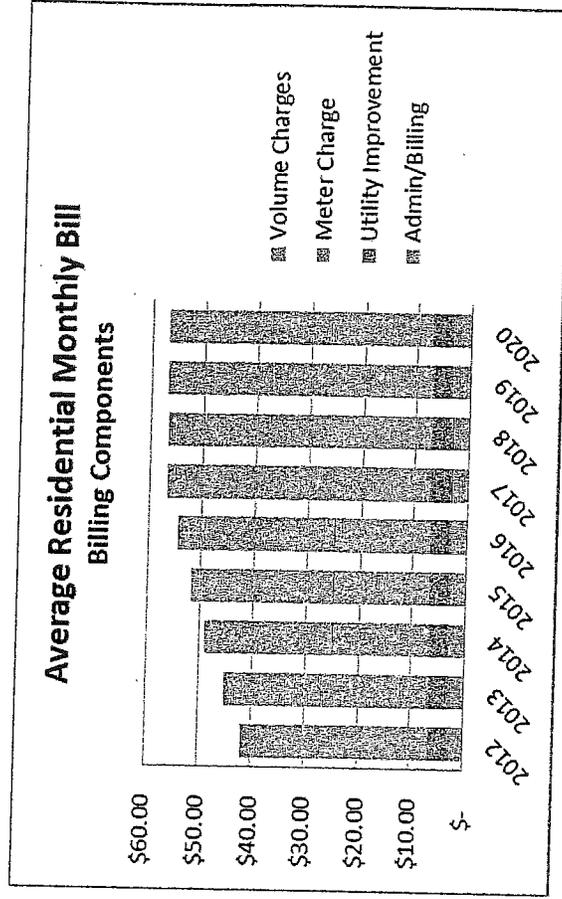
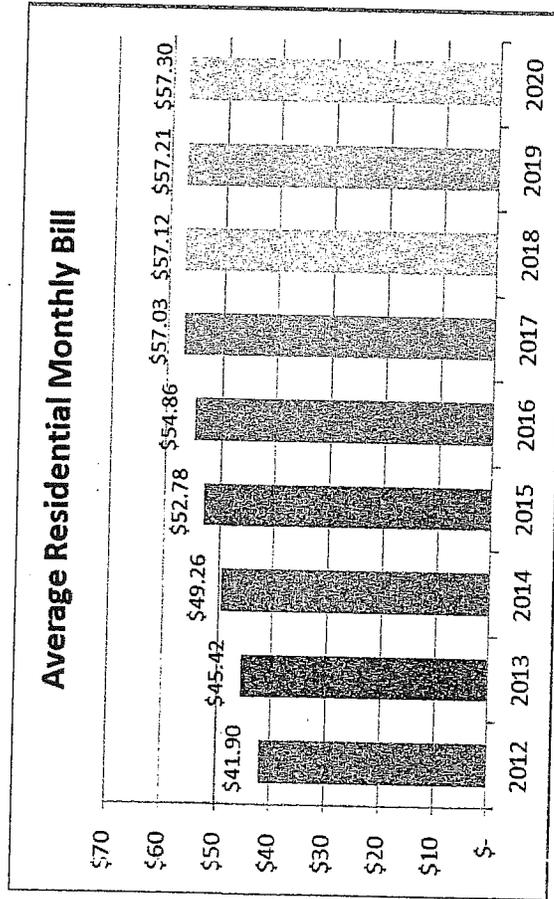
Financial Projections

	2012	2013	2014	2015	2016	2017
Beginning Cash & Investments	7,886,546	6,410,390	5,435,469	5,177,847	5,268,514	5,622,045
Net Income	(1,435,893)	(24,668)	86,405	653,694	1,142,838	1,695,821
Depreciation	2,400,000	2,280,000	2,227,595	2,264,315	2,177,630	2,082,556
Amortization	-	-	-	-	-	-
Acquisition and Construction of Assets	(1,971,812)	(3,075,717)	(7,176,000)	(783,000)	(100,000)	(308,500)
Proceeds from New Long-Term Debt	1,886,812	2,312,512	7,176,000	783,000	100,000	308,500
Payments on New Long-Term Debt	-	-	(15,843)	(193,206)	(226,373)	(235,082)
Payments on Existing Long-Term Debt	(2,355,263)	(2,467,048)	(2,555,780)	(2,634,137)	(2,740,563)	(2,859,630)
Ending Cash Balance	6,410,390	5,435,469	5,177,847	5,268,514	5,622,045	6,305,711
Minimum Cash Balance						
For ongoing operations (months)	1,342,423	1,336,199	1,347,662	1,382,222	1,386,775	1,390,104
For debt service	4,770,210	4,830,347	5,140,557	5,212,717	5,247,950	4,983,672
Minimum Cash Balance Required	6,112,634	6,166,546	6,488,219	6,594,939	6,634,725	6,373,776
Amount Over (Under) Minimum	297,757	(731,077)	(1,310,372)	(1,326,425)	(1,012,680)	(68,065)
WIF Capital Replacement Reserve Accumulation			86,220	172,440	258,660	344,880

- Positive net income in 2014
- Cash reserves rebuilt by 2017

Sample Bill – Residential

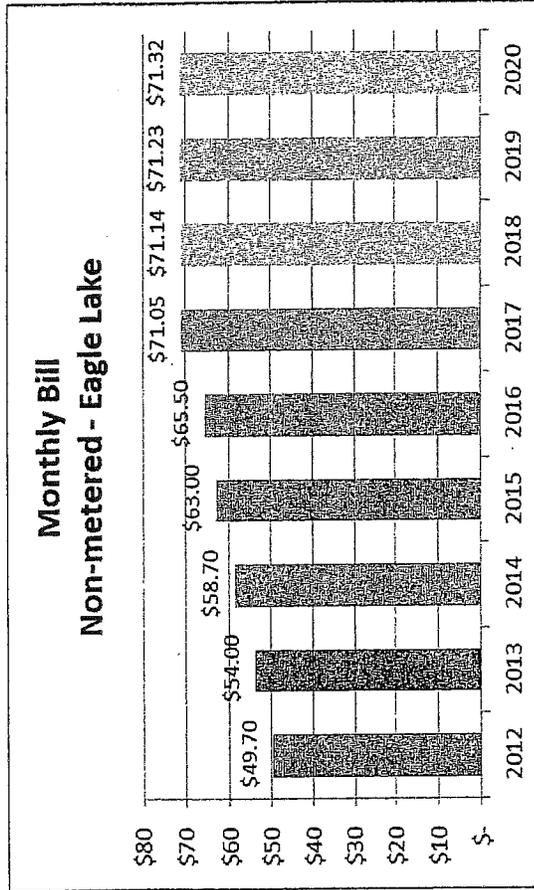
Average Residential User (5/8" meter and 800 cu ft (5,984 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Volume Charge (800 cu ft)	\$ 17.36	\$ 20.80	\$ 24.56	\$ 28.00	\$ 30.00	\$ 32.08	\$ 32.08	\$ 32.08	\$ 32.08
Total Monthly Charges	\$ 41.90	\$ 45.42	\$ 49.26	\$ 52.78	\$ 54.86	\$ 57.03	\$ 57.12	\$ 57.21	\$ 57.30



Sample Bill – Eagle Lake

Non-Metered Eagle Lake User (1,000 cu ft (7,480 gal) per month and 1.5x residential meter charge)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Meter Charge (residential x 1.5)	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00
Volume Charge (1,000 cu ft)	\$ 21.70	\$ 26.00	\$ 30.70	\$ 35.00	\$ 37.50	\$ 40.10	\$ 40.10	\$ 40.10	\$ 40.10
Total Monthly Charges	\$ 49.70	\$ 54.00	\$ 58.70	\$ 63.00	\$ 65.50	\$ 71.05	\$ 71.14	\$ 71.23	\$ 71.32

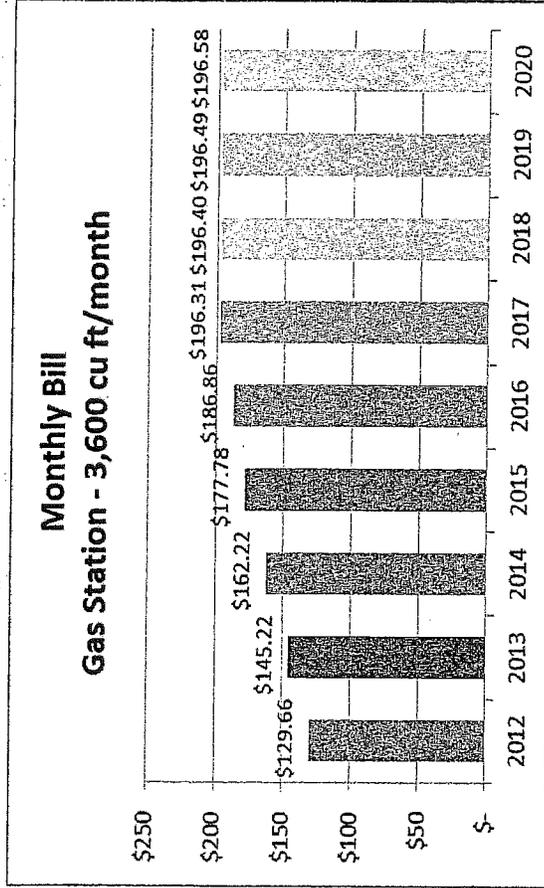
* Eagle Creek agreement expires in 2016; assume that Admin charges start in 2017



Sample Bill -- Gas Station

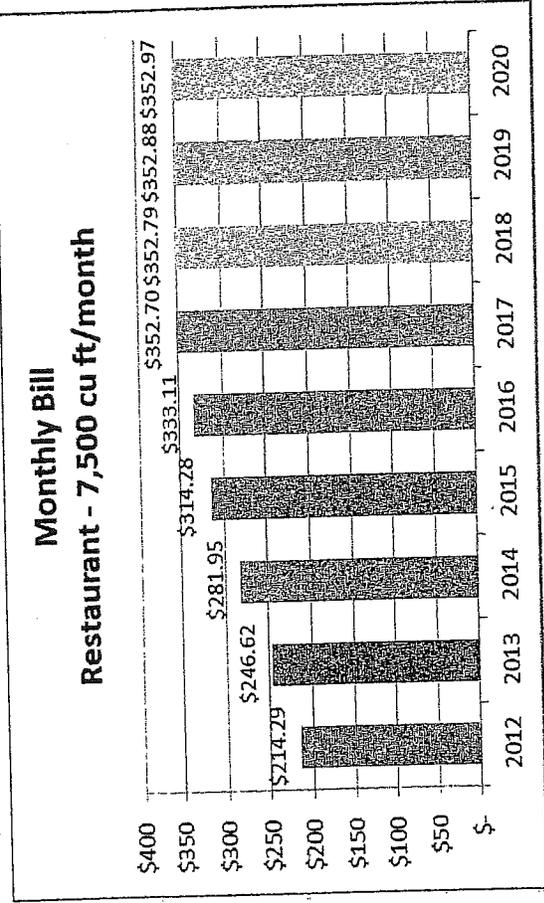
Gas Station - 1" meter and 3,600 cu ft (26,928 gallons) per month

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (1" meter)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Volume Charge (3,600 cu ft)	\$ 78.12	\$ 93.60	\$ 110.52	\$ 126.00	\$ 135.00	\$ 144.36	\$ 144.36	\$ 144.36	\$ 144.36
Total Monthly Charges	\$ 129.66	\$ 145.22	\$ 162.22	\$ 177.78	\$ 186.86	\$ 196.31	\$ 196.40	\$ 196.49	\$ 196.58



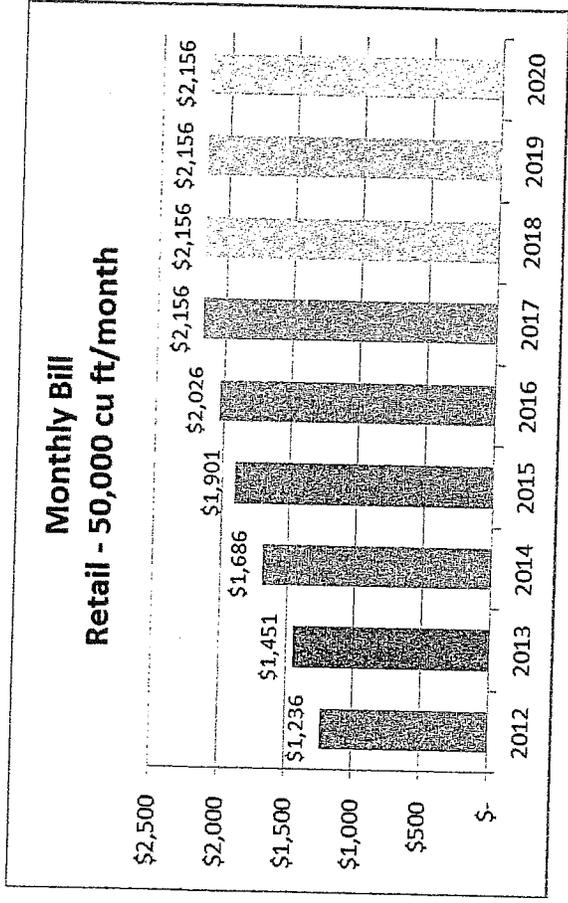
Sample Bill - Restaurant

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Restaurant - 1" meter and 7,500 cu ft (56,100 gallons) per month									
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (1" meter)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Volume Charge (7,500 cu ft)	\$ 162.75	\$ 195.00	\$ 230.25	\$ 262.50	\$ 281.25	\$ 300.75	\$ 300.75	\$ 300.75	\$ 300.75
Total Monthly Charges	\$ 214.29	\$ 246.62	\$ 281.95	\$ 314.28	\$ 333.11	\$ 352.70	\$ 352.79	\$ 352.88	\$ 352.97



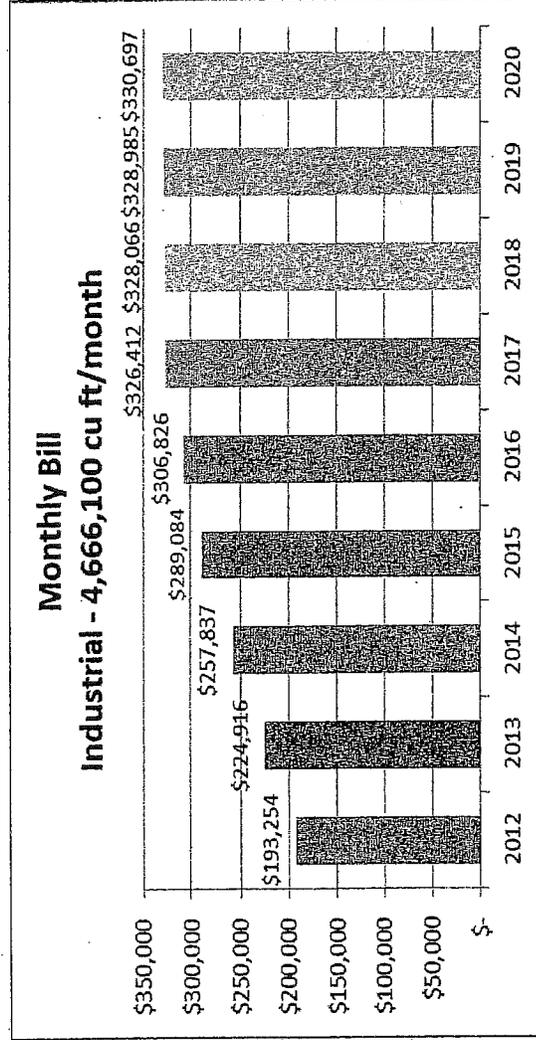
Sample Bill - Retail

Retail User - 2" meter and 50,000 cu ft (374,000 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (2" meter)	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00
Volume Charge (50,000 cu ft)	\$ 1,085.00	\$ 1,300.00	\$ 1,535.00	\$ 1,750.00	\$ 1,875.00	\$ 2,005.00	\$ 2,005.00	\$ 2,005.00	\$ 2,005.00
Total Monthly Charges	\$ 1,235.54	\$ 1,450.62	\$ 1,685.70	\$ 1,900.78	\$ 2,025.86	\$ 2,155.95	\$ 2,156.04	\$ 2,156.13	\$ 2,156.22



Sample Bill – Industrial

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Industrial User - 12 meters and 4,666,100 cu ft (34,902,500 gallons) per month									
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge (x12)	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00
Meter Charge (12 various meters)	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302
Volume Charge (4,666,100 cu ft)	\$ 149,315	\$ 179,322	\$ 211,611	\$ 241,204	\$ 258,256	\$ 276,188	\$ 276,188	\$ 276,188	\$ 276,188
Industrial Surcharges	\$ 39,587	\$ 41,241	\$ 41,873	\$ 43,527	\$ 44,217	\$ 45,871	\$ 47,525	\$ 48,444	\$ 50,156
Total Monthly Charges	\$ 193,254	\$ 224,916	\$ 257,837	\$ 289,084	\$ 306,826	\$ 326,412	\$ 328,066	\$ 328,985	\$ 330,697



BUDGET CALENDAR

CALENDAR

PROPOSED ACTION

MAY 2013

MAY	<p>Mayor, City Administrator, Finance Committee Chair and Finance Director to meet on establishing the Budget Calendar.</p> <p>Finance Director to compile information on budget forms pertaining to prior and current year expenditures and prepare preliminary revenue estimates. Send out forms and instructions for annual Budget preparation to Department Heads.</p> <p>Development of Capital Improvement Program Items submitted, May 24th Peer Review – May 24th-June 7th.</p>
JUNE	<p>Council Work Session (June 3rd @ 6 p.m.)</p> <p>Completed Department Heads' estimates must be returned and reviewed with the City Administrator.</p>
JULY	<p>Planning Commission reviews Capital Improvements Program.</p> <p>Mayor meets with the City Administrator and Finance Director to prepare the Mayor's Proposed Budget.</p> <p>Publish a notice in paper telling the public both the proposed Operating and Capital Improvement Budgets are on file and open for inspection.</p>
AUGUST 12th	<p>Mayor presents Proposed Budget and CIP to Finance Committee. (Broadcast live on WRAC-8)</p>
AUGUST 26th	<p>Finance Committee action on Mayor's Proposed Tax Levy.</p>
SEPTEMBER 3 rd or 9th	<p>Adopt and certify proposed Levy to County Auditor for the Truth-in-Taxation requirements. A special meeting on September 9th could be necessary.</p>
OCTOBER-NOVEMBER	<p>Council Workshops (as necessary) Gather citizen/public input and Program Requests. MUC and Rice Hospital Budget Presentations. Publish notice in paper telling the public both the Operating and Capital Improvement Budgets will be discussed at the Truth-in-Taxation Hearing.</p>
DECEMBER 2 nd .	<p>City Council shall hold Truth-in-Taxation Hearing to study the Proposed Budget. Date determined by County and School District Hearings. Adoption of the Budget</p>
BY DECEMBER 31 st	<p>Certification of the Tax Levy to the County.</p>

PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-08
CITY OF WILLMAR
TUESDAY, MAY 14, 2013

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, May 14, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Audrey Nelsen, Bruce DeBlieck, and Steve Ahmann. Also present were: Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Kevin Halliday, City Clerk; Josh Halvorson, Donohue and Associates; John Arnold, Arnold's of Willmar, Nick Davis, and David Little, "West Central Tribune."

1. CONSIDERATION OF ESTABLISHMENT OF AN ON-SALE BREWER TAPROOM LICENSE CATEGORY:

Staff presented a request to create a new category of liquor license for brewer tap rooms. Current City ordinance does not allow for this type of establishment and requires significant food sales. A tap room would not be required to meet the food requirement. Nick Davis, a local beer aficionado, spoke in support of the ordinance change, and saw it as an economic development effort. The Willmar Zoning Ordinance currently does not provide for brewer tap rooms in any zoning district. If the new license category is created, the Planning Commission will need to study the matter and amend the zoning ordinance. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

RECOMMENDATION:

To direct the City Attorney, in consultation with the Police Chief, to draft an ordinance amendment to create licensing provisions for brewer tap rooms.

2. CONSIDERATION OF REQUEST FOR MUNICIPAL WATER SERVICE BY ARNOLD'S OF WILLMAR:

Staff presented a request by Arnold's of Willmar to allow the extension of municipal water service to their property outside the City limits for the purpose of providing water for a fire sprinkler system. John Arnold said the request was the best solution to the fire sprinkler requirement for their proposed expansion. Current policy does not provide for the extension of municipal utilities beyond the City limits. The committee discussed current policy and its relationship to the comprehensive plan urban growth boundary. Comments from the City Engineer and Willmar Municipal Utilities were requested. A motion was made by Council Member Nelsen, seconded by Council Member Ahmann and passed for the following

RECOMMENDATION:

That the Council give preliminary approval to the concept contingent upon City Engineer and Willmar Municipal Utilities support.

3. CONSIDERATION OF CHANGE ORDER NO. 1 TO THE WESTERN INTERCEPTOR CONTRACT:

The Council previously authorized Donohue and Associates to complete the design and contract amendment documents for the construction of the Airport LS Sewer to include Change Order No. 1 as an amendment to the contract with Geislinger & Sons, Inc. for the work. Contract quantities and pricing associated with the work amount to \$238,251.25. Donohue and staff recommend executing the change order to complete the construction. A motion was made by Council Member DeBlieck, seconded by Council Member Nelsen, and passed for the following

RECOMMENDATION:

Approve Change Order No. 1 to Project No. 1110 in the amount of \$238,251.25 and authorize the City Administrator to execute the document. (Resolution)

4. CONSIDER AMENDMENT NO. 2 TO DONOHUE CONTRACT FOR WESTERN INTERCEPTOR ENGINEERING SERVICES:

With the approval of Change Order No. 1 to the Western Interceptor Project No. 1110, construction services are needed to complete the work. The City currently is under contract with Donohue and Associates for the project. A contract amendment to provide the additional professional services was provided in the amount of \$23,620.00. A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Approve the contract amendment with Donohue and Associates in the amount of \$23,620.00 and authorize the Mayor and City Administrator to execute the document. (Resolution)

5. **APPROVE PLANS AND SPECIFICATIONS AND ADVERTISEMENT FOR BIDS FOR THE ROBBINS ISLAND-TO-BRIDGE TRAIL PROJECT NO. 1304:**

Plans and specifications have been prepared by Bollig Inc. for the improvement of the trail from First Street to Robbins Island and approved by the Minnesota Department of Transportation. Staff is requesting approval and authorization to advertise for bids to be opened June 18, 2013. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen and passed for the following

RECOMMENDATION:

Approve plans and specifications for Project No. 1304 and authorize advertisement for bids to be opened June 18, 2013. (Resolution)

6. **DISCUSSION OF PARKING ISSUES - WILLMAR AVENUE BUSINESSES/FACILITIES (FOR INFORMATION ONLY):**

The committee briefly discussed ongoing issues with parking in the areas of Willmar Avenue and 11th Street SE and Willmar Avenue and 4th Street SW. Both locations have busy institutions adjacent to residential neighborhoods. Police Chief Wyffels said no safety issues have been identified at those locations. Council Member Nelsen said that visibility is sometimes a problem, and asked if additional yellow curbing could be provided to keep vehicles back from the intersection.

7. **APPROVE PLANS AND SPECIFICATIONS AND ADVERTISEMENT FOR BIDS FOR PROJECT NO. 1302-A (WILLMAR AVENUE SW):**

The City Council has authorized the preparation of plans and specifications for improvements to Willmar Avenue SW between 22nd Avenue SW and CSAH 5. The improvements include a new railroad crossing to accommodate a quiet zone. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

RECOMMENDATION:

Approve plans and specifications for Project No. 1302-A and authorize advertisement for bids to be opened June 18, 2013. (Resolution)

8. **APPROVE PLANS AND SPECIFICATIONS AND ADVERTISEMENT FOR BIDS FOR PROJECT NO. 1302-B (4TH AVENUE SW):**

The City Council has authorized the preparation of plans and specifications for construction of a new street and utilities in Industrial Park. As requested by Council, the project includes bid alternates for bituminous and concrete surfacing. A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Approve plans and specifications for Project No. 1302-B and authorize advertisement for bids to be opened June 18, 2013. (Resolution)

9. **NEW BUSINESS:**

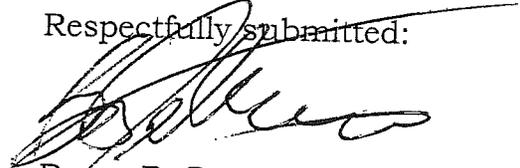
Police Chief Wyffels provided a brief report on police activities.

Council Member Ahmann requested that the Engineering Department review street conditions on 7th Avenue from Lakeland Drive to 19th Street SE. He also requested that the Finance Committee discuss the issue of assessment policies for HRA and other similar properties.

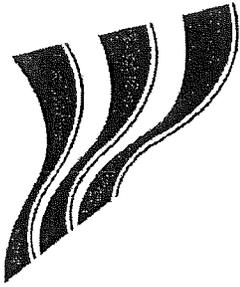
Council Member Christianson spoke of the need for the Council to reopen discussion on contracting for street sweeping.

There being no further business to come before the committee, the meeting adjourned at 6:20 p.m.

Respectfully submitted:



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



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration to Establish an On-Sale Brewer Taproom License Category

Recommended Action: Direct the City Attorney to draft a new Ordinance to amend City Code Chapter 3 to establish an on-sale brewer taproom liquor license category.

Background/Summary:

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

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

However, under current City Code, the City restricts on-sale intoxicating liquor licenses to hotels and restaurants. Therefore, in order to obtain an on-sale license under the current code, a license would need to have a significant percentage of their gross sales derived from food. This is in contrast to the business model a taproom / brewer would be seeking. They simply want to have the ability for patrons to consume their on-premise brewed product.

The City Council is asked to consider whether there is support to create a special category of on-sale brewery taproom license; a category that would exempt them from the food requirement. It should be noted that the concept behind having a food requirement in conjunction with an on-sale liquor license is to avoid the types of establishments that are considered and/or marketed as, a 'bar' or 'nightclub'. The distinction being made is that Willmar does NOT have bars, but rather we have restaurants that serve alcohol to complement the meal. Granting a "taproom" request would arguably blur this distinction.

If the Council is generally agreeable to creating this new on-sale liquor license category, then it would be appropriate to have the City Attorney draft an Ordinance and hold a public hearing to amend the City Code.

As noted above, the authority to establish an on-sale brewer taproom license can be found in MN Statute 340A.301, subd. 6b. If established, this category will for the first time, allow for the consumption of alcohol on the premises without an accompanying food sales requirement.

The Council may also want to discuss other considerations such as hours of operation when deciding whether to create this new on-sale license category. This would ensure that the on-sale component would merely compliment a "taproom" primary focus. The State approved "Brewers" license would allow sales for consumption off premise.

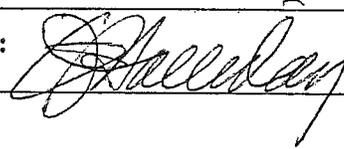
The Council could place other restrictions as well such as no bands or other musical performances to avoid any potential 'night club' atmosphere.

Alternatives: Deny

Financial Considerations: Not Applicable

Preparer: City Clerk-Treasurer

Signature:

A handwritten signature in cursive script, appearing to read "Shelley", written over a horizontal line.

Comments:

340A.301 Subd. 6b. Brewer taproom license.

(a) A municipality may issue the holder of a brewer's license under subdivision 6, clause (c), (i), or (j), a brewer taproom license. A brewer taproom license authorizes on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer. Nothing in this subdivision precludes the holder of a brewer taproom license from also holding a license to operate a restaurant at the brewery. Section 340A.409 shall apply to a license issued under this subdivision. All provisions of this chapter that apply to a retail liquor license shall apply to a license issued under this subdivision unless the provision is explicitly inconsistent with this subdivision.

(b) A brewer may only have one taproom license under this subdivision, and may not have an ownership interest in a brewery licensed under subdivision 6, clause (d).

(c) A municipality may not issue a brewer taproom license to a brewer if the brewer seeking the license, or any person having an economic interest in the brewer seeking the license or exercising control over the brewer seeking the license, is a brewer that brews more than 250,000 barrels of malt liquor annually or a winery that produces more than 250,000 gallons of wine annually.

(d) The municipality shall impose a licensing fee on a brewer holding a brewer taproom license under this subdivision, subject to limitations applicable to license fees under section 340A.408, subdivision 2, paragraph (a).

(e) A municipality shall, within ten days of the issuance of a license under this subdivision, inform the commissioner of the licensee's name and address and trade name, and the effective date and expiration date of the license. The municipality shall also inform the commissioner of a license transfer, cancellation, suspension, or revocation during the license period.

340A.301 Subd. 6. Fees.

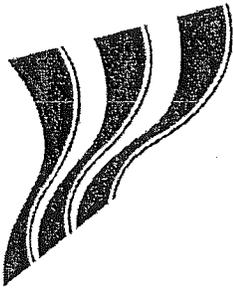
The annual fees for licenses under this section are as follows:

- (c) Brewers who manufacture more than 3,500 barrels of malt liquor in a year \$ 4,000

- (d) Brewers who also hold one or more retail on-sale licenses and who manufacture fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises, the entire production of which is solely for consumption on tap on any licensed premises owned by the brewer, or for off-sale from those licensed premises as permitted in subdivision 7. A brewer licensed under this clause must obtain a separate license for each licensed premises where the brewer brews malt liquor. A brewer licensed under this clause may not be licensed as an importer under this chapter \$ 500

- (i) Brewers who manufacture fewer than 2,000 barrels of malt liquor in a year \$ 150

- (j) Brewers who manufacture 2,000 to 3,500 barrels of malt liquor in a year \$ 500



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

Agenda Item Number: _____

Meeting Date: May 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

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

Originating Department: **Planning & Development Services**

Agenda Item: **Consideration of Request for Municipal Water Service by Arnold's of Willmar**

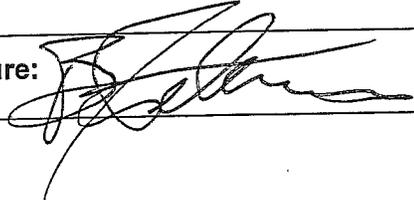
Recommended Action: **Discuss relative to City policy.**

Background/Summary: **Arnold's of Willmar, located south of the City on Highway 71, has requested municipal water service for their fire sprinkler system. City policy restricts municipal water to properties within City limits.**

Alternatives: **1. Disallow, consistent with policy.
2. Allow, as an exception to the policy.**

Financial Considerations: **All costs would be paid by Arnold's.**

Preparer: **Bruce D. Peterson**

Signature: 

Comments:

ARNOLD'S

CASE III

AGRICULTURE

ARNOLD'S OF KIMBALL, INC.
701 STATE HWY 55 EAST
PO BOX 388
KIMBALL, MN 55353
TEL: (320) 398-3800
Fax: (320) 398-6900

ARNOLD'S OF WILLMAR, INC.
4773 HWY 71 SOUTH
WILLMAR, MN 56201
TEL: (320) 235-4898
FAX: (320) 235-2755

ARNOLD'S OF GLENCOE, INC.
655 LINDBERGH TRAIL
GLENCOE, MN 55336
TEL: (320) 864-5531
FAX: (320) 864-5533

ARNOLD'S OF ST. MARTIN, INC.
374 INDUSTRIAL DRIVE
PO BOX 304
ST. MARTIN, MN 56376
TEL: (320) 548-3285
FAX: (320) 548-3346

ARNOLD'S OF MANKATO, INC.
1715 HOWARD DRIVE
NO. MANKATO, MN 56003
TEL: (507) 387-5515
FAX: (507) 387-6449

ARNOLD'S OF ALDEN, INC.
110 NORTH STAR ROAD
ALDEN, MN 56009
TEL: (507) 874-3400
FAX: (507) 874-3434

Bruce Peterson, AICP
City Office Building
333 SW 6th Street
Willmar, Minn. 56301

Dear Mr. Peterson,

We want to thank you for the opportunity to discuss our proposed project. This summer the planning phase for a new building structure at our current location will be under way. Our business location borders the city of Willmar on Hwy 71. If possible, we would like to share our plans and a project obstacle at your May 14 city planning meeting.

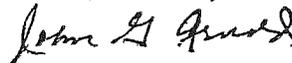
In order to efficiently grow our company and increase our employee base, we need to expand the implement repair portion of our facilities. With the demand for larger equipment by farm producers, it is imperative that this area be a clear spanned open space. The project will add 15,000 sq. ft. of building on the north end of the current structure. Unfortunately, with our type of usage, Minnesota 2006 building code only allows 12,000 sq. ft. without fire suppression. We are in process of researching all fire suppression options.

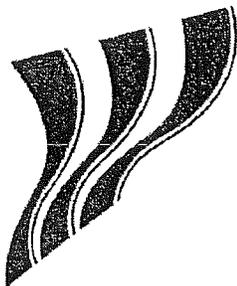
One option, which would be the least complicated and most economical, would be to connect to the city of Willmar's water system. We are aware that city policy does not allow for extending services to non-city entities. However, we would appreciate consideration to an exception to this policy for the following reasons:

- The entire expense of hook up would be incurred by the owner.
- If this project goes forward, there will be additional real estate taxes collected. This revenue will benefit the local county, city, school district and HRA.
- If in the event this property is annexed, this service has been already provided at no city expense.
- With this expansion, our employment will increase.
- For city fire personnel protection and property reasons, the owner will extend the fire suppression system throughout the existing service area.
- We will install a fire hydrant safely assessable for firefighting near our structure.
- It is our hope that this water source will never be needed. It is just for fire protection.

In conclusion, as business owners in Willmar since 1993, we have never requested or received any form of community financial assistance. We pride ourselves on being a quality long-term Willmar employer. (Current employment is 38 local jobs.) Likewise, we continue to invest in our physical presence as can be seen by entering the city on 71 south. As a member of the Willmar business community, we want to add to the business climate and appeal to all visitors.

Once again, thank you for your time and consideration.


John G. Arnold



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

Agenda Item Number: _____

Meeting Date: May 20, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Engineering

Agenda Item: Western Interceptor Sewer – Change Order #1

Recommended Action:

Approve Change Order #1 to the Western Interceptor Sewer Contract.

Background/Summary:

Council authorized Donohue & Associates to complete the design and contract amendment documents for the construction of the Airports LS Sewer 03/04/13. Documents have been completed and Change Order #1 is an amendment to the Western Interceptor Sewer Contract to incorporate the construction of the Airport LS Sewer into the contract.

Alternatives:

Do not complete the construction of the Airport LS Sewer and decommissioning of the Lift Station.

Financial Considerations:

Change Order #1 will result in an increase to the Western Interceptor Sewer Contract of \$238,251.25.

Preparer: Joshua Halvorson, PE

Signature:

Comments:

CHANGE ORDER NO. 1

CHANGE ORDER
DATE OF ISSUANCE May 08, 2013

COMMENCEMENT OF
CONTRACT TIME November 12, 2012

OWNER City of Willmar

CONTRACTOR Geislinger & Sons, Inc.

PROJECT Western Interceptor Sewer CONTRACT NO. 1110

ENGINEER Donohue & Associates, Inc.

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

DESCRIPTION:

Amend the original Western Interceptor Sewer Contract to include the construction of the Airport LS Sewer by adjusting the contract quantities and pricing in the construction contract per the attachments.

REASON FOR CHANGE ORDER:

The Contractor has accepted the additional work to perform the Airport LS Sewer proposed by the Owner.

ATTACHMENTS: The following will be made part of the Contract – Construction Plan Sheet No.'s 54 – 60, Change Order #1 Quantity, Price, & Contract Adjustment dated 05/08/13 prepared by Donohue & Associates.

CHANGE IN CONTRACT PRICE
Original Contract Price: \$ <u>3,069,585.25</u>
Net increase (decrease) from previous Change Orders: \$ <u>0.00</u>
Net increase (decrease) of this Change Order: \$ <u>238,251.25</u>
Revised Contract Price: \$ <u>3,307,836.50</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: <i>(days or dates)</i> Substantial Completion: <u>September 1, 2013</u> Ready for Final Payment: <u>November 1, 2013</u>
Net increase (decrease) from previous Change Orders: <i>(days)</i> Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u>
Net increase (decrease) of this Change Order: <i>(days)</i> Substantial Completion: <u>30</u> Ready for Final Payment: <u>30</u>
Revised Contract Times: <i>(days or dates)</i> Substantial Completion: <u>October 1, 2013</u> Ready for Final Payment: <u>December 1, 2013</u>

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL
STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

RECOMMENDED:

APPROVED:

ACCEPTED:

By: _____
ENGINEER *(signature)*

By: _____
OWNER *(signature)*

By: _____
CONTRACTOR *(signature)*

Date: _____

Date: _____

Date: _____



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

Agenda Item Number: _____

Meeting Date: May 20, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Engineering

Agenda Item: CRS Amendment #2 to Donohue Contract

Recommended Action:

Approve an amended agreement for professional services to perform the construction related services on the airport lift station sewer change order of the Western Interceptor Project.

Background/Summary:

With approval of the Western Interceptor Sewer change order #1, construction services are needed to complete the project. The City currently holds a CRS contract with Donohue & Associates for the Western Interceptor Sewer. Approval of the amendment will provide these services and continuity for the completion of the additional work on the project.

Alternatives:

Financial Considerations:

Approval of contract amendment results in a \$23,620 increase (attached) in professional design services for Donohue & Associates paid thru the local option sales tax (LOST) fund.

Preparer: Bruce Peterson

Signature:

Comments:

DONOHUE CRS FEE ESTIMATE

Prepared By:
Client:
Date:

JJH
City of Willmar
05/08/13

WESTERN INTERCEPTOR CRS AMENDMENT #2 - AIRPORT LS CRS SERVICES

Hourly Charge-Out Schedule (\$/hr.)

90
Joshua Halvorson
Engineer II

SCOPE OF WORK

Task	Hour	Total
6. Airport LS CRS Services		
6.1 Construction Services		
Management & Administration	8	\$ 720
Site Observation, Meetings, Tests, Inspections	160	\$ 14,400
CCR, RFI, FO, CO, WO	3	\$ 270
Submittals & Substitutes	7	\$ 630
Applications for Payment	8	\$ 720
Record Drawings	12	\$ 1,080
Expenses		\$ 950
Totals	198	\$ 18,770

Hourly Charge-Out Schedule (\$/hr.)

115

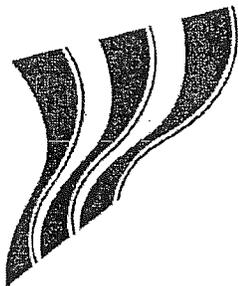
6.2 Program Management

Management & Administration	2	\$ 230
Asset Management	6	\$ 690
Meetings	4	\$ 460
File Management	8	\$ 920
Expenses		\$ 200
Totals	20	\$ 2,500

6.3 Project Closeout

Management & Meetings	8	\$ 920
Bonds, Warranties, Insurance, Material Cert., Lien Waivers	8	\$ 920
Punch Lists	4	\$ 460
Expenses		\$ 50
Totals	20	\$ 2,350

AMENDMENT #2 - AIRPORT LS CRS SERVICES TOTAL	238	\$ 23,620
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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

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

Originating Department: Engineering

Action Requested: Approve Plans and Specifications and Call for Bids for Robbins Island-to-Bridge Trail Project

Recommended Action: Approve plans and specifications and call for bids.

Background/Summary: The trail project plans and specifications have been completed and approved by MnDOT.

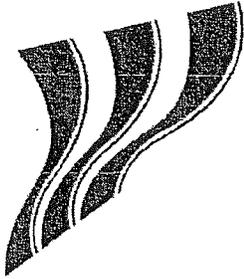
Alternatives: 1. Call for bids
2. Do not call for bids

Financial Considerations: The trail grant is for 75% of the project cost, with a maximum of about \$130,000.00

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Planning & Development Services

Agenda Item: Parking Issues - Willmar Avenue Businesses/Facilities

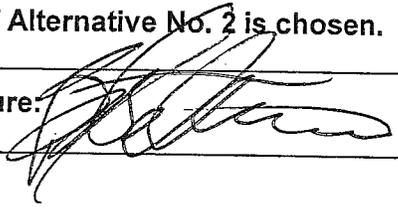
Recommended Action:

Background/Summary: Residents on 4th Street SW and 11th Street SE have expressed concern about employee/visitor parking in front of their residences, with the parking demand created by Willmar Avenue businesses/facilities.

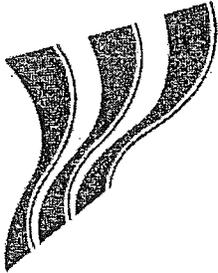
Alternatives: 1. Make no change to on-street parking.
2. Sign the area for no parking.

Financial Considerations: The cost of the signs and labor if Alternative No. 2 is chosen.

Preparer: Bruce D. Peterson

Signature: 

Comments:



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

Agenda Item Number: _____
Meeting Date: May 14, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

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

Originating Department: Engineering

Action Requested: Approve Plans and Specifications and authorize Engineer to advertise for bids for the 2013 Willmar Avenue Improvements, Project No. 1302-A.

Recommended Action: Approve Plans and Specifications, and authorize advertisement for bids be opened on June 18th.

Background/Summary: The City Council authorized the preparation of plans and specifications for improvements to Willmar Avenue between 22nd Avenue SW and CSAH 5. The improvements consist of a new railroad crossing with improvements to accommodate a Quiet Zone. The project plans and specifications have been completed and approved by MnDOT.

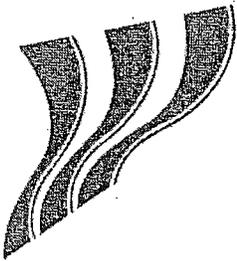
- Alternatives:**
1. Approve project plans and call for bids
 2. Delay the advertisement of the project until a future date

Financial Considerations: The funding associated with the project includes State Aid Funds, Kandiyohi County State Aid Funds, and Local Option Sales Tax Funds.

Preparer: Jared Voge, P.E., Interim City Engineer

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: May 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 20, 2013

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

Originating Department: Engineering

Action Requested: Approve Plans and Specifications, and authorize Engineer to advertise for bids for 4th Avenue SW Improvements, Project No. 1302-B.

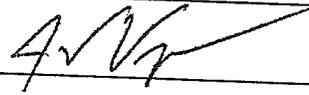
Recommended Action: Approve Plans and Specifications and authorize advertisement for bids to be opened on June 18th.

Background/Summary: The City Council authorized the preparation of plans and specifications for the construction of the new street and utilities. As requested by Council, the project includes bid alternates for bituminous and concrete surfacing.

- Alternatives:
1. Approve project plans and call for bids
 2. Delay the advertisement of the project until a future date

Financial Considerations: The funding associated with the project is from Local Option Sales Tax monies.

Preparer: Jared Voge, P.E., Interim City Engineer

Signature: 

Comments:

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, May 15, 2013, in the Council Chambers located at the Willmar Municipal Utilities Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Member
	Denis Anderson	Member
	Ron Christianson	Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish; Council Members Audrey Nelsen, Rick Fagerlie, and Bruce DeBlieck; Consultant Richard Fursman and City Administrator Charlene Stevens. Council Member Tim Johnson was absent. Other City Staff present included Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Fire Chief Gary Hendrickson, Police Chief Dave Wyffels and Director of Community Development and Planning Bruce Peterson.

Item No. 1 The meeting was called to order by Council Member Ahmann a 4:45 p.m.

Item No. 2 Chair Ahmann asked if there was any public comment and there was none.

Item No. 3 Organizational Assessment

Richard and Irina Fursman, Brimeyer-Fursman, presented the Council with the preliminary report of the Organizational Assessment. Mr. Fursman reviewed the process used including interviews with all members of Council; 45 Staff interviews; focus groups with business, East Africans, and Latinos; interviews with individual community members; and a survey completed by 76 members of City Staff and Council.

Mr. Fursman reviewed the organizational strengths of a committed City Council, dedicated Staff and examples of exceptional cooperation among City Staff and Departments. Mr. Fursman also discussed the concerns including the organizational culture, leadership, lack of a clear future and vision, and City structure of external and internal services.

Ms. Fursman reviewed the results of the survey and how well the City performed in the areas of Adaptability, Mission, Consistency and Employee Involvement.

Some Council Members provided feedback regarding the need for vision and goals and to move the organization forward. Other Council Members questioned the lack of vision and expressed concerns that only the negative was being reported.

It was suggested that more community conversation was needed, as well as adherence to the Home Rule Charter. There was discussion regarding lack of trust and the effect on decision making and productivity. Privatizing additional services was suggested.

Mr. Fursman also reviewed two options for restructuring the areas of Public Works, Planning and Engineering. Mr. Fursman reviewed one model that included an overall division director for "External Services", which would combine Planning, Engineering, Public Works and Facilities functions into a

larger division or super department, as well as include filling the vacant City Engineer position, Surveying position, and creating new positions for GIS and Facilities Management. Mr. Fursman recommended that the Facilities Management potentially come as a promotion from Public Works. In this option, Mr. Fursman stated that the City Engineer would not be a Department Director, but a front-line supervisor and have more opportunity to actually do engineering work in house.

Mr. Fursman presented a second option that was similar to the City's previous alignment of positions, but fully staffed the Department, as well as adding Facilities Maintenance and Environmental Management. Mr. Fursman cautioned that in this model, the City would need to rely more on consulting engineers.

The Council discussed the two options, but no decisions were made and it was suggested to perhaps discuss it further in Committee or at a future work session.

Mr. Fursman stated that there was still additional scope of work to complete, such as looking at Internal Services, Succession Planning, Assessing and underutilized County services. This matter was for information only.

Item No 3: Custodial Maintenance

City Administrator Stevens stated that contracted custodial services had been tried for just over one year at the following facilities: Willmar Community and Activity Center, Airport, Public Works, Fire and Wastewater Treatment Plant. Ms. Stevens stated the cost of the service during the same period was \$51,419 and the service had not been satisfactory. Ms. Stevens stated staff had exhausted all remedies with the current vendor and additionally had contacted other vendors and the potential costs of a new vendor were estimated to be \$47,000. Ms. Stevens stated that based upon the lack of cost savings and poor quality of service, the recommendation was to hire a custodian at the entry level range, with estimated costs of \$35,900-\$45,640.

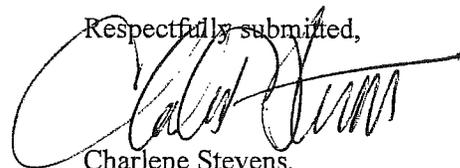
Mr. Merle Knutson, of the Willmar Community Activity Center Advisory Board, addressed the Committee regarding the concerns for the service level at the WCAC with the current vendor and stated support for hiring a custodial position.

Following discussion, a motion was made by Council Member Anderson, seconded by Council Member Dokken, to hire a custodian at the range I level. The motion carried with Council Member Christianson in opposition.

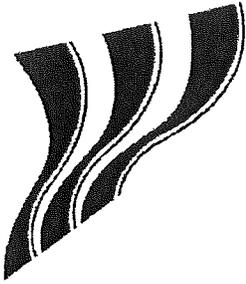
Mr. Pat Curry addressed the Committee to say that he thought the Council and City Administrator were doing a good job.

There being no further business, the meeting was adjourned at 7:00 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken, and carried

Respectfully submitted,



Charlene Stevens,
City Administrator



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

Agenda Item Number: 4
Meeting Date: May 15, 2013
Attachments: X Yes No

CITY COUNCIL ACTION

Date:

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| <input type="checkbox"/> Other | |

Originating Department: Administration

Agenda Item: Custodial Maintenance Services

Recommended Action: Proceed with the hiring of a custodial maintenance position and terminate the contract with Service Master.

Background/Summary: The City's contract with Service Master for facilities cleaning has been in place for just over one year. The total cost of the contract for that period was \$51,419. Staff has not been satisfied with the level and quality of service. The City has looked at other potential vendors and those costs are estimated to be approximately \$47,000.

Hiring a Range 1 custodian would cost the City \$35,906 - \$45,640, inclusive of benefits. If a custodian were hired at Range 3, the costs would be from \$41,517 - \$51,273.

The City attempted to contract the service in good faith, but the quality of the service has not been achieved nor the cost savings.

Alternatives: Continue with a contract service.

Financial Considerations: The costs to the City would range from \$35,906 to \$51,273 depending on range of hire and benefits selected, i.e. family vs. single coverage. In any case, the internal costs would be lower than the contracted costs and would provide the City with a better level of consistency and control of services.

Preparer: C. Stevens

Signature:

Comments:



WILLMAR



PLANNING AND DEVELOPMENT SERVICES

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

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

FAX: 320-235-4917

MEMORANDUM

TO: Charlene Stevens, City Administrator

FROM: Bruce D. Peterson, ^{EDP} Director of Planning and Development Services

DATE: April 9, 2013

RE: FACILITIES CLEANING REVIEW, OPTIONS, AND RECOMMENDATIONS

The City's contract with Service Master for facilities cleaning has been in place for just over one year. The total cost to engage Service Master for that 12 month period was \$51,419. \$48,597 was paid for contract cleaning, with an additional \$2,822 paid for carpet shampooing and window washing. The services provided by Service Master have been inconsistent and of marginal quality. There has been no deep cleaning of hard flooring surfaces and at times the overall quality of cleaning including bathrooms has been unacceptable. These deficiencies have been brought to the attention of Service Master and discussed at length. A plan for communications, using a log book at various sites, was put into practice, but has not proven to be the solution for improving communication and results. This dissatisfaction with current services prompted staff to look at other options.

Staff contacted West Central Industries to get a quote for cleaning services. Their cleaning proposal is detailed on the attachment and totals \$47,640 per year including taxes. The proposal follows the RFP used last year, and does not include deep cleaning, stripping of floors, carpet shampooing, or window cleaning.

Additionally, the option to engage a full-time City employee was also evaluated and costs calculated. The wages and benefits for an individual hired at Range One would be \$35,906 per year with single insurance coverage, or \$45,602 with family coverage. If an employee was hired at Range Three, the wages and benefits would total \$41,517 for single coverage, or \$51,273 for family coverage.



Following review of the services provided by Service Master this past year and after analyzing other options, it is my recommendation that the City move to hire a full-time City employee to provide building custodial and maintenance services. Further, it is my recommendation that the employee be hire at a Range One. Reasons for recommending a change from contracted services is that the track record established by our current contractor has not provided the results that are needed to keep our City buildings clean, presentable to the public and employees, and that serve to maintain their long-term value. Also, there has been no demonstrated cost saving. The City would maintain greater control over the custodial/cleaning functions by hiring another City employee, and the additional staff would provide much needed flexibility in the case of sick leave, vacation, or other downtime. We owe it to the employees and public to better clean, maintain, and preserve our municipal facilities.

I am available to discuss this matter at your convenience.

Willmar
1300 SW 22nd Street
P.O. Box 813
Willmar, MN 56201
Phone: 320-235-5310
Fax: 320-235-5376



Hutchinson
900 Highway 15 South
Hutchinson, MN 55350
Phone: 320-234-7515
Fax: 320-234-7317

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2-22-13

Director/City Engineer
Public Works Department
City of Willmar
333 SW 6th Street
Willmar, MN 56201

Dear Director,

West Central Industries is pleased to have been contacted to submit a proposal for cleaning services for 5 facilities for the City of Willmar.

Our proposal is in response to the "Request for Proposal, Custodial Services City of Willmar Public Facilities"

Our proposal is as follows:

-We acknowledge, will comply with and will submit documentation for the items noted in the first 3 paragraphs of this REP.

1. Public Works Garage located at 801 Industrial Drive SW in Willmar. We will provide cleaning services as noted. Cleaning would be done twice a week. No services would be provided in the garage areas, except for the rest room. \$382.00 month, + tax.
2. Old Wastewater Treatment Facility located at 1400 7th Street SE in Willmar. We will provide cleaning services as noted. Cleaning would be done once a week. No service would be provided in the garage area or Archive Room. \$190.00 month + tax.
3. New Wastewater Treatment Facility located at 3000 75th Street SW, Willmar. We will provide cleaning services as noted. Cleaning would be done twice a week. No services would be provided in the garage area. \$763.00 month + tax.
4. Fire Department located at 515 2nd Street SW in Willmar. We will provide cleaning services as noted. Cleaning would be done twice a week. No services would be provided in the garage area. \$477.00 month + tax.



MN Relay Service: 1-800-627-3529

www.westcentralindustries.com

EEO/AA



5. Willmar Community and Activity Center located at 624 Highway 71 N in Willmar. We will provide cleaning services as noted as: daily, weekly, bi-weekly and monthly tasks. \$1907.00 month + tax.

Summary: 1. \$382.00
2. \$190.00
3. \$763.00
4. \$477.00
5. \$1907.00

Total \$3719.00 month + tax.

Our proposal pricing is not dependent on WCI cleaning all the facilities. The City of Willmar may separate areas as they see fit.

General note: We will provide the necessary labor, equipment and supplies required to complete the tasks indicated in the RFP. There are site specific supplies that WCI will not be providing, such as: paper towels, toilet paper and hand soap. We will replenish the containers with the facilities supplies. We will notify the facility manager of needed supplies.

Point of Contact:

-Our crew supervisor will be determined later. Different sites may have a different supervisor.

-Ben Nelson is our Lead Crew Supervisor. His cell # is 320-297-3395. Ben would be the primary contact for the operations.

-Dan Hanson is our Production and Sales Manager. His office # is 320-235-5310 ext. 206. His cell # is 320262-6778.

Dan would be the secondary contact if Ben is unavailable or if there are any other concerns or questions.

Please note: This proposal is valid for 60 days from the date of submittal. We are reserving the right to re-evaluate this proposal if our government increases the minimum wage.

Please do not hesitate to contact me with any questions or concerns that you may have.

Respectfully submitted,

Daniel Hanson
Production and Sales Manager
320-235-5310 ext. 206
danh@wciservices.org
320-262-6778 cell



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1300 SW 22nd Street
P.O. Box 813
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Phone: 320-234-7515
Fax: 320-234-7317

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References for Cleaning Services provided by WCI:

1. Paul Tinkelberg
City of Willmar Auditorium
333 6th St SW.
Willmar, MN 56201
320-979-0260
2. Christie Kurth
Executive Director
Willmar Area Food Shelf
624 Pacific Ave. SW
Willmar, MN 56201
320-235-2641
Christie@willmarafs.org
3. Rich Olson
Health and Safety Director
Willmar School District #347
611 SW 5th St.
Willmar, MN 56201
320-231-8530
olsonr@willmar.k12.mn.us



MN Relay Service: 1-800-627-3529

www.westcentralindustries.com

EEO/AA



May 8, 2013

TO: Steve Ahmann-Labor Relations Chair/Committee Members

This letter is being written on behalf of the Willmar Community/Activity Center (WCAC) Council in regards to the custodial issues at this facility. We understand that city staff is proposing that the city replace the Service Master contract with a custodial position to be hired by the city. We whole heartedly endorse this action.

We have worked with Service Master on the cleaning issues related to this facility over the last year and we are still not getting the service level that should be expected or we received when the city had a custodian assigned to this facility. The WCAC Committee along with LeAnne Freeman created a document that outlined the daily, weekly and monthly tasks that need to be done so this facility is cleaned to the standard expected by users of this facility. Given the subpar performance by Service Master it is our belief the city should hire staff to complete these tasks.

The WCAC Council would also ask that the Labor Relations Committee and City Council consider the following:

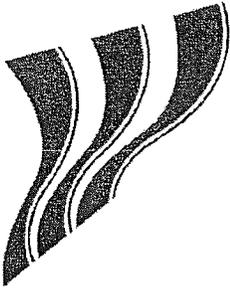
1. Usage of WCAC: Over the last five years rental of the WCAC has averaged 1,129 rentals. Using a modest average of 20 people per rental means that we have about 22,000 Citizens utilizing this facility through rentals.
2. There are also the other community members that show up daily to play pool, use the computers, the exercise room, the library, the woodshop, play cards or just visit.
3. With all the rentals and other usage the WCAC must not only be kept clean, there is also set up work that must be done for the rentals and the maintenance issues that must be taken care of such as: changing light bulbs, doing minor repair work on plumbing, appliances, touch up painting, repairs in the woodshop and much more. This work falls on LeAnne's shoulders to get done or to hire out. With an experienced custodian this work would be taken care of, automatically leaving more time for LeAnne to devote to the WCAC, Aquatic Center and Auditorium. The heavy usage of an older building requires a skilled custodian to help this facility operate efficiently and keep it attractive to the community.

We urge you to hire city staff to maintain this facility moving forward. Thank you for considering this request.

Sincerely,


Cathy Johnson
WCAC Committee Chair

Committee members are; Steve Ahmann, Jim Dokken, Dennis Anderson and Ron Christianson



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

Agenda Item Number: _____

Meeting Date: May 20, 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: Planning & Development
Services

Agenda Item: Introduction of an Ordinance for a text amendment regarding garage door heights

Recommended Action: Staff recommends that the ordinance be introduced for a public hearing on June 3, 2013.

Background/Summary: The Planning Commission initiated the text amendment which changes garage door height maximums from 10' to 12'. This amendment allows for RV's and some other recreational vehicles to be stored within garages instead of in yards etc., but limits the storage of commercial sized vehicles.

Alternatives: Not amend the text.

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060
KNOWN AS THE WILLMAR ZONING ORDINANCE
BY AMENDING SECTION 3 RELATING TO
GARAGE DOOR HEIGHT

The City Council of City of Willmar does ordain as follows:

SECTION 6. Ordinance 1060 is hereby amended by adding to SECTION 3.E.6. so as to read as follows:

6. Garages. Only one (1) detached garage with a maximum gross area of one thousand (1,000) square feet shall be permitted in residential districts. No door or other access opening shall exceed ~~ten~~ (10) *twelve (12)* feet in height. The exterior color, design, and materials shall be similar to the principal structure. If not constructed at time of the principal structure, the future garage plans shall be indicated on the general site plan.

EFFECTIVE DATE. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____