

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

November 5, 2012
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 Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Jim Dokken, and Tim Johnson; Present 8, Absent 1 – Rick Fagerlie was excused from the meeting.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Planning and Development Services Director Bruce Peterson, City Attorney Chris Hood, and City Clerk Kevin Halliday.

Additions to the Agenda included consideration of a Stipulation Agreement of LELS Arbitration Award of 2011 and 2012, and Federal Aviation Administration approval of Phase 2, Airport Property Release.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of October 15 and Work Session Minutes of October 22, Rice Hospital Board Minutes of October 10, Municipal Utilities Commission Minutes of October 22, Planning Commission Report for October 24, Accounts Payable Report through October 31, Safe Avenues Exempt Permit Application, and Community Education/Recreation Joint Powers Board Minutes of October 26, 2012. Council Member Anderson seconded the motion, which carried.

At 7:03 p.m. Mayor Yanish opened the hearing on an Ordinance Amending the Charter of the City of Willmar. Shawn Mueske, Chair of the Charter Commission, highlighted the amended sections presented since the Commission began its review in March of 2009. The noted points included a preamble, the form of government, rules of order, and the powers of Mayor. Further noted were the Sections no longer included which were advanced in earlier discussions. Those specific sections no longer proposed in this amending Ordinance included the veto authority vote count of six and the earlier proposed additions to Section 2.08 covering the City Administrator and a proposed subdivision defining the duties of the City Attorney. Upon hearing all those who wished to be heard, Mayor Yanish closed the hearing at 7:11 p.m.

City Attorney Hood informed the Mayor and Council that the Ordinance Amending the Charter requires eight affirmative votes and with only seven Council Members present, Mr. Hood suggested the Council take no action until such time that all eight Council Member are present.

At 7:15 p.m., Mayor Yanish opened an Assessment Hearing for abatement costs incurred in enforcing the hazardous building order to the property located at 201 Havana Street Northeast. Planning and Development Services Director Peterson explained the costs totaling \$10,557.23 were for repairing, razing, correcting and removing the hazardous building.

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

RESOLUTION NO. 1

RESOLUTION ADOPTING SPECIAL ASSESSMENT FOR ABATEMENT COSTS
INCURRED IN ENFORCING THE HAZARDOUS BUILDING ORDER FOR THE PROPERTY
LOCATED AT 201 HAVANA STREET NORTHEAST

WHEREAS, pursuant to Minn. Stat. § 463.21 and the Kandiyohi County District Court's June 18, 2012 Findings of Fact, Conclusions of Law, Order for Judgment and Judgment in Court File No. 34-CV-12-373, the City has kept an accurate account of the costs it has incurred in conducting the repairs, razing, correction and removal of the hazardous building located at 201 Havana Street Northeast in the City, which real property is legally described as follows:

The South Half of Lot 7 and all of Lot 8 in Block 4 of Sperry's Addition to the City of Willmar (the "subject property")

WHEREAS, pursuant to Minn.Stat. §463.21, the City is entitled to impose a lien in the amount of the costs it has incurred in repairing, razing, correcting and removing the hazardous building on the subject property.

WHEREAS, documentation to support the costs incurred by the City in repairing, razing, correcting and removing the hazardous building on the subject property are attached to this resolution as Exhibit A (

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

1. That the following expenses were incurred in carrying out and enforcing the hazardous building proceeding against the property located at 201 Havana Street Northeast:

Asbestos Inspection Fee	\$250.00
Building Permit (Demolition)	\$75.00
Live Burn Actual Costs incurred	\$4,323.89
Demolition and Site Restoration	\$4,887.37
Debris Disposal (landfill charges)	\$1,020.97
TOTAL:	\$10,557.23

2. That the amount of the costs incurred by the City in repairing, razing, correcting and removing the hazardous building on the subject property totaling \$10,557.23 be imposed as a special assessment against the subject property.

3. That the special assessment against the subject property in the amount of \$10,557.23 be certified to the County Auditor to be extended on the tax rolls of the subject property in the same manner as other taxes for collecting in 2013 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes.

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish acknowledged Conrad Bostran who had signed up to address the City Council during its scheduled Open Forum. Mr. Bostran, Chairman of the Home Front Connection, reviewed the Yellow Ribbon organization and extended an invitation for an event on December 7, 2012, at the Evangelical Free Church in Willmar.

The Finance Committee Report for October 22, 2012, was presented to the Mayor and Council by Council Member Anderson. There were five items for Council consideration.

Item No. 1 Chair Anderson acknowledged that no one was present to address the Committee at this time.

Item No. 2 Staff explained to the Committee that there are two parcels with similar issues in which previous family sales of property have failed to clear the senior citizen deferments of special assessments that were due and payable. Neither owner has made any attempt to pay the balance due. Previous conversations with the City Attorney state that they are due and payable to the tax payers immediately upon the sale of the property. Staff recommends that Parcel Nos. 95-921-5480 in the amount of \$7,029.00 and 95-006-4030 in the amount of \$14,137.10 be certified for collection in the 2013 tax year.

The Committee was recommending the Council introduce a Resolution certifying previously deferred special assessments for Parcel Nos. 95-921-5480 in the amount of \$7,029.00 and 95-006-4030 in the amount of \$14,137.10 for collection in the 2013 tax year.

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

RESOLUTION NO. 2

WHEREAS, the City Council of the City of Willmar, did adopt assessments for the 1990 Street Improvements; and

WHEREAS, the Council offered the option to property owners to defer their adopted assessments pursuant to Minnesota Statutes, Section 435.193 to 435.195 which provides tax relief to persons who are over 65 years of age or retired because of total and permanent disability; and

WHEREAS, certain property owners made application to the City for delayed payment of special assessments agreeing that the deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible, or b) the property or a portion of the property is sold, transferred, or subdivided, or c) the property loses its homestead status, or d) the City determines that to require immediate or partial payment would not create a hardship; and

WHEREAS, Parcel 95-921-5480, described as Section 21, Township 119, Range 35, part of Northeast Quarter of Southwest Quarter; Commencing at point where Southerly right-of-way line of Hwy 23 intersects center line of Section 21, distance South on and along center line of Section 79.2 feet from center of Section A distance of 150 feet, thence West and parallel with South right-of-way line of Hwy 23 435.5 feet to point of beginning, thence West 150 feet, North 150 feet East 150 feet, thence South 150 feet to point of beginning, owned in 1990 by Lawrence and Florence Caskey has been sold or transferred to Todd and Timothy Thunstedt and the assessment of \$7,029.10 has not been remitted to the City; and

NOW, THEREFORE, BE IT RESOLVED, that the amounts heretofore listed be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2013 and collected by the County Treasurer, and paid to the city Clerk-Treasurer along with other taxes.

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and carried on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

WHEREAS, the City Council of the City of Willmar, did adopt assessments for the 2001 Street Improvements ; and

WHEREAS, the Council offered the option to property owners to defer their adopted assessments pursuant to Minnesota Statutes, Section 435.193 to 435.195 which provides tax relief to persons who are over 65 years of age or retired because of total and permanent disability; and

WHEREAS, certain property owners made application to the City for delayed payment of special assessments agreeing that the deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible, or b) the property or a portion of the property is sold, transferred, or subdivided, or c) the property loses its homestead status, or d) the City determines that to require immediate or partial payment would not create a hardship; and

WHEREAS, Parcel 95-006-4030, described as Section 15, Township 119, Range 35, Block 85, First Addition to the City of Willmar Lots 8 and 9, owned in 2001 by Judith A. Agesen, has been sold or transferred to Tracy and Lisa Bengtson and the assessment of \$14,137.10 has not been remitted to the City,

NOW, THEREFORE, BE IT RESOLVED, that the amounts heretofore listed be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2013 and collected by the County Treasurer, and paid to the city Clerk-Treasurer along with other taxes.

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee reviewed the following reports: September Rice Trust, 3rd Quarter Interest/Dividends, 3rd Quarter Investment Activity, and September 30th Investment/Cash Balances. This matter was for information only.

Item No. 4 Future agenda items scheduled for the Finance Committee meeting on November 26, 2012, at 4:00 p.m. include budget presentations by Rice Hospital and MUC. Other future agenda items include Fund Balance discussion. This matter was for information only.

Item No. 5 The Committee discussed the option of consolidating the WRAC-8 special revenue fund into the General Fund as recommended by the auditors of Westberg & Eischens. As discussed during the Council Work Session held immediately prior to this Committee meeting, absorbing WRAC-8 into the General Fund would effectively streamline accounting practices. Following discussion, the Committee was recommending the Council consolidate the WRAC-8 fund with the General Fund to be effective 2013. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Christianson seconding the motion, which carried.

City Clerk Halliday explained to the Committee that Parcel No. 95-450-0060 has become a State of Minnesota Tax Forfeiture. As such, Kandiyohi County has valued this parcel at \$408. The Committee was recommending the Council approve the County's valuation of tax forfeited properties. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council

Member Dokken seconding the motion, which carried.

The Committee considered a list of parcels with deferred special assessments remaining from the 1972 Bond. City Clerk Halliday explained the life of water and sewer improvements is 40 years, and subsequently, these special assessments are required to be written off in accordance with that policy. The Committee was recommending the Council introduce a resolution writing off the outstanding water and sewer special assessments deferred from parcels included in the 1972 Bond totaling \$93,002.54.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

WHEREAS, the City of Willmar has assessments which have not been previously collected because the benefitted property lies outside of the City limits of the City of Willmar; and

WHEREAS, the City's Comprehensive Assessment Policy provides a stated useful life of forty (40) years for watermains, sanitary sewer lines, and lift stations; and

WHEREAS, forty (40) years has passed since the 1972 Projects: Project 7204 Sanitary Sewer, Project 7205 Watermain, and Project 7206 Lift Station have been completed.

NOW, THEREFORE, BE IT RESOLVED that the following pending assessments (a subset of the recorded Exhibit A (on file in the City Clerk's Office) of July 1, 1987, microfilm 325330) be and hereby are removed and that this action be recorded in the records of the City of Willmar and the County of Kandiyohi.

	<u>7206</u> <u>Lift</u> <u>Station</u>	<u>7204</u> <u>Sanitary</u> <u>Sewer</u>	<u>7205</u> <u>Watermain</u>	<u>Total</u>
James Larson 33-003-0040	\$5,008.34			\$5,008.34
State of Minnesota 33-004-0055		\$14,375.92		\$14,375.92
Diane L. Montgomery pt 33-004-0060	\$11,764.59			\$11,764.59
Caroline Kreps Living Trust 33-020-0010			\$32,053.33	\$32,053.33
Magellan Pipeline Company 33-021-0130		\$3,005.00	\$27,213.28	\$30,218.28
Henry & Alyce Hoting 33-021-0170			\$2,804.66	\$2,804.66
Elm Farms, Inc. 33-021-0370			\$2,554.25	\$2,554.25
Darold Hamann Trust 33-021-0380			\$2,238.50	\$2,238.50
Thomas & Jayne Svobodny 33-021-0400			\$1,853.08	\$1,853.08
Thomas & Jayne Svobodny 33-021-0400			\$500.84	\$500.84
Paul & Linda U'Ren 33-021-0410			\$1,502.50	\$1,502.50
Marvin & Alice Aasen 33-021-0420			\$1,502.50	\$1,502.50
Dann C. & Karen J. Dahlseid 33-021-0430			<u>\$1,001.67</u>	<u>\$1,001.67</u>
	\$16,772.93	\$17,380.92	\$73,224.61	\$107,378.46

BE IT FURTHER RESOLVED that Project 7204 parcel 33-004-0055 re-identified as parcel 95-904-0040, described as the South 150' of East 900' of the Southwest Quarter of Section 4, Township 119, Range 35, owned by the State of Minnesota, and annually qualifying for the City agricultural deferment option, totaling \$14,375.92 be and hereby are also removed.

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Council Member Christianson raised the issue of making a one-time payment to Community

Organizations requesting donations from the City versus annual installments. This matter was for information only.

The Finance Committee Report for October 22, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Dokken, and carried.

The Public Works/Safety Committee Report for October 30, 2012, was presented to the Mayor and Council by Council Member Reese. There were four items for Council consideration.

Item No. 1 Chief Wyffels presented an informational report detailing Downtown Parking Enforcement. The Community Service Officers (CSO's) are the primary enforcement agents for the daily, downtown, time-limit parking violations. The CSO's normally spend approximately four hours a day on parking enforcement. Clerical staff maintains the parking ticket records and handling customer-related parking issues. The report contains the revenue generated from the tickets along with the expenditures of the employees and supplies. Upon review of the information, it was noted that maximum expenditures for enforcement when compared to the revenue generated, are slightly more or close to being the same. This item was received for information only.

Item No. 2 Jared Voge of Bolton and Menk addressed the Committee presenting information relating to a proposed amendment to Work Order No. 1 for the Airport Improvements Project. Initially the project included only the crack seal improvements to the main runway. In the process of preparing the contract documents, MnDOT informed the City that the turf runway must be closed due to its condition.

The project was initially designed to include improvements to both runways with only one bid received. The Council rejected that bid and authorized the improvements be split and rebid as two projects. When the second set of bids came in, none were received for the turf runway contract and quotes were solicited. The Council then awarded the low quote for the turf runway in October, 2012. The Addendum to work Order No. 1 includes the costs associated with including the turf runway improvements into the contract documents, re-advertisement, and estimated construction observation costs. All costs are eligible through the MnDOT grant with 30 percent being local funds budgeted in the 2012 Capital Improvements.

The Committee was recommending the Council approve Amendment No. 1 to Work Order No. 1 with Bolton and Menk in the amount of \$7,100.00 and authorize the City Administrator to sign on behalf of the City. Resolution No. 5 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator of the City of Willmar is hereby authorized to enter into Amendment No. 1 to the professional services contract between the City of Willmar and Bolton and Menk, Inc. The amendment increases the not-to-exceed figure for the contract approved on June 18, 2012 by \$7,100.00.

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 At the request of a concerned citizen at a Council meeting, the traffic at the intersection of 11th Street and Gorton Avenue NW was monitored for speed and a possible increase in

counts. Staff conducted traffic counts on both streets and found the numbers on Gorton Avenue to be the same as they were in 2010 and that 11th Street had similar results. The speed trailer was placed in the area and no excess speeds were indicated. Staff will follow-up with correspondence to the citizen. This matter was for information only.

Item No. 4 The Committee briefly discussed the traffic accident that caused a power outage at the intersection of 19th Avenue and 5th Street SW and the update from Willmar Municipal Utilities.

The improvements to the 10th Street NW railroad crossing are in progress. Burlington Northern Santa Fe Railroad has informed the City that the crossing will be closed on Monday, November 5, through Thursday, November 8, 2012, for the improvements. It is anticipated to be open the morning of Friday, November 9, 2012. This matter was for information only.

The Public Works/Safety Committee Report for October 30, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Community Development Committee Report for November 1, 2012, was presented to the Mayor and Council by Council Member Dokken. There were four items for Council consideration.

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

Item No. 2 Superintendent of Schools Dr. Jerry Kjergaard was present to update the Committee on the status of Lincoln and Garfield Schools. A closing date of November 16, 2012, has been set for the sale of Lincoln School. It is being sold to a group who intends to use it as a church. Staff noted that the change in use will require zoning approvals. Dr. Kjergaard said a tract of land remaining east of the sale parcel could be available to the City to link 9th Street Southeast and to expand the park land to the east. Dr. Kjergaard concluded by saying that the School District plans to maintain Garfield School as the home of the Alternative Learning Center, and there are no changes anticipated for that building in the near future. This matter was for information only.

Item No. 3 Staff presented an update on a recent meeting to discuss progress on Downtown Plan goals. The following issues were discussed at the meeting: parking study, Robbins Island-to-Downtown Trail, gateways, Central Business District zoning boundary expansion, and Central Business District design standards. The Committee raised questions about Downtown development and public funding of projects. This matter was for information only.

Item No. 4 The Committee discussed the following: status of Goodwill and Mills Auto projects, status of the airport land release, and future use of the local option sales tax to fund infrastructure. This matter was for information only.

The Community Development Committee Report for November 1, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Anderson, and carried.

The Mayor and Council considered deferred special assessments for senior citizens or disabled citizens. City Clerk Halliday explained that the City Comprehensive Assessment Policy offers the option to defer special assessments to individuals meeting certain income guidelines. The 2012 Street and Other Improvements Project received five qualifying applicants. Following discussion, Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of

certain streets during the year 2012 (Project 1201); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability; and

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2013 through 2022 with interest at the annual rate of Three and Ninety hundredths (3.90%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship. (Complete list of property owners on file in the City Clerk's Office)

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

City Clerk Halliday informed the Mayor and Council that the City has received notification from the Minnesota Department of Commerce of two applications, Mr. Darrell K. Sunvolvd, d.b.a. Quick Funds, Inc. and Bennett Ventures, Inc. d.b.a. Checks Cashed and Payday Loans to renew Currency Exchange Licenses. Under Minnesota Statutes the City is required to render a decision regarding the renewal of the license within 60 days. Following discussion, Council Member Anderson moved to schedule hearings for Quick Funds, Inc. and Checks Cashed and Payday Loans on November 19, 2012. Council Member Ahmann seconded the motion, which carried.

Planning and Development Services Director Peterson reviewed with the Mayor and Council an element of the Downtown Plan to revise the Central Business District boundary. The rezone process is based off of the Plan and many community meetings and public input. The expansion can bring benefits to certain types of business looking for the more dense relaxed development standards. Rezoning the property will achieve one of the actions steps of the Plan. It was Staff's recommendation to introduce an Ordinance to Rezone from GB/LB to CBD. Following discussion, Council Member Ahmann offered a motion to introduce an Ordinance Amending Municipal Ordinance No. 1060, the Willmar Zoning Ordinance, and schedule a public hearing for November 19, 2012. Council Member Dokken seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Labor Relations, November 8; Public Works/Safety, November 13; Finance, November 14; and Community Development, November 15, 2012.

Council Member Ahmann informed the Mayor and Council that the City has received a stipulation agreement and partial implementation of the LELS Arbitration Award for 2011 and 2012. The Arbitrator George Latimer awarded a wage increase of 1 percent for patrol officers and 2 percent for sergeants, effective January 1, 2011, and awarded the same increase for patrol officers and sergeants, effective January 1, 2012. The award also included changes to the health insurance, which portion of the award the City has chosen to appeal. Council Member Ahmann stated the agreement was the result of binding

arbitration and the outcome was a non-negotiable issue. Following discussion, Resolution No. 7 was introduced by Council Member Ahmann, seconded by Council Member Johnson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 7

RESOLUTION APPROVING PARTIAL IMPLEMENTATION OF INTEREST
ARBITRATION AWARD, BMS CASE NO. 12-PN-0441,
BY AND BETWEEN CITY OF WILLMAR
AND LAW ENFORCEMENT LABOR SERVICES INC.

WHEREAS, the City of Willmar (the "City") and the Law Enforcement labor Services, Inc. (the "Union") have received an interest arbitration award dated August 13, 2012 and amended September 11, 2012, BMS Case No. 12-PN-0441 (the "arbitration award"); and

WHEREAS, the arbitration award contains the arbitrator awarded 2011 and 2012 wage increases for the job classifications in the police bargaining unit, respectively; and

WHEREAS, the arbitrator awarded wage increases for the police bargaining unit are as follows:

- Wages 2011: Patrol Officers will receive a 1% wage increase, effective January 1, 2011
Sergeants will receive a 2% wage increase, effective January 1, 2011.
Wages 2012: Patrol Officers will receive a 1% wage increase, effective January 1, 2012
Sergeants will receive a 2% wage increase, effective January 1, 2012; and

WHEREAS, the Employer and Union have agreed and stipulated to partially implement the wage portion of the above-referenced arbitration award at this time (the "Stipulation of the Parties") staying implementation of the portion of the award pertaining to health insurance for 2012 pending further review thereof by the Employer through a motion to vacate or in the alternative to modify that portion of the above-referenced arbitration award; and

WHEREAS, the "Stipulation of the Parties," dated October 31, 2012, is attached hereto and incorporated herein by reference as Exhibit A (on file in the City Clerk's Office).

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willmar, County of Kandiyohi, State of Minnesota:

1. Does hereby approve the attached Stipulation of the Parties implementing the wages portion of the above-referenced arbitration award; and
2. Does hereby direct that the entirety of the above-referenced arbitration award be implemented in the future through ratification of a collective bargaining agreement by and between the Employer and Union for the period of January 1, 2011 through December 31, 2012 following a final decision and order, including any appeals, regarding Employer's motion to vacate or in the alternative to modify that portion of the above-referenced arbitration award pertaining to health insurance for 2012.

Dated this 5th day of November, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish requested that the Labor Relations Committee consider a resolution for a creative

process to reach out to surrounding municipal governments. Council Member Ahmann moved to approve a Resolution to collaborate with surrounding cities with Council Member Christianson seconding the motion. Following discussion, Council Member Ahmann withdrew his motion and Council Member Christianson withdrew his second. This matter will be further considered for future action.

There being no further business to come before the Council, the meeting adjourned at 8:25 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
WILLMAR CITY OFFICE BUILDING
WILLMAR, MINNESOTA

November 9, 2012
4:30 p.m.

The Board of Canvass was called to order by Mayor Frank Yanish. Members present on a roll call were Mayor Heitke; Council Members Douglas Reese, Ron Christianson, Denis Anderson, Steve Ahmann, and Bruce DeBlieck; Present 7, Absent 2 – Council Member Jim Dokken and Rick Fagerlie were excused from the meeting.

Also present was Administrative Assistance Audrey Peterson.

The Board met for the purpose of canvassing the ballots from the November 6, 2012, General Election. Following review of the election results, Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Ahmann, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City Council of the City of Willmar, Minnesota, has officially canvassed the ballots for the General Election held on November 6, 2012, in and for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED, that the candidates and figures listed below are a full and true canvass of the General Election:

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT ANDERSON	ABSENTEE BALLOTS ANDERSON	TOTAL ANDERSON	
Ward 1, Precinct 1	476	87	563	0
Ward 1, Precinct 2	353	33	386	0
Ward 1, Precinct 3	439	25	464	0
TOTAL:	1268	145	1413	0

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT JOHNSON	PRECINCT COUNT BJUR	ABSENTEE BALLOTS JOHNSON	ABSENTEE BALLOTS BJUR	TOTAL JOHNSON	TOTAL BJUR
Ward 2, Precinct 1	353	234	36	29	389	263
Ward 2, Precinct 2	491	214	78	31	569	245
Ward 2, Precinct 3	524	265	66	27	590	292
TOTAL	1368	713	180	87	1548	800

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT AHMANN	ABSENTEE BALLOTS AHMANN	TOTAL AHMANN	
Ward 3, Precinct 1	613	88	701	0
Ward 3, Precinct 2	338	25	363	0
Ward 3, Precinct 3	418	38	456	0
TOTAL:	1369	151	1520	0

COUNCIL MEMBER FOUR-YEAR TERM	PRECINCT COUNT		ABSENTEE BALLOTS		TOTAL	
	DOKKEN	LAWTON	DOKKEN	LAWTON	DOKKEN	LAWTON
Ward 4, Precinct 1	236	142	81	16	317	158
Ward 4, Precinct 2	248	171	48	21	296	192
Ward 4, Precinct 3	380	265	31	26	411	291
TOTAL:	864	578	160	63	1024	641

Dated this 9th day of November, 2012.

COUNCIL MEMBERS:

/s/ Bruce DeBlieck
/s/ Steve Ahmann
/s/ Ron Christianson

/s/ Denis B. Anderson
/s/ Douglas Reese
/s/ Tim Johnson

/s/ Frank Yanish
Mayor

/s/ Audrey Peterson
ATTEST: Administrative Assistant

There being no further business to come before the Board of Canvass, the meeting adjourned at 3:25 p.m. upon motion by Council Member Ahmann, seconded by Council Member Reese, and carried.

Attest:

MAYOR

ACTING SECRETARY TO COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES

**MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 13, 2012**

The Municipal Utilities Commission met in its regular scheduled meeting on Tuesday, November 13, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, and Jeffrey Nagel. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/District Heating Bart Murphy, Director of Finance Tim Hunstad, Customer Service Supervisor Stacy Stien, Power Supply Broker Chris Carlson, Supervisor of Power Production Jon Folkedahl, City Attorney Christopher Hood (via teleconference), and WC Tribune Journalist David Little.

President Baker opened the meeting by introducing and welcoming Timothy Hunstad. Tim is the new Director of Finance for the Willmar Municipal Utilities.

Following the introduction, President Baker requested a resolution to approve the Consent Agenda. Following a review, Commissioner Gesch offered a resolution to approve the Consent Agenda as presented. Commissioner Salzer seconded.

RESOLUTION NO. 52

"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 October 22, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 121957 to No. 122029 inclusive in the amount of \$120,116.1 with a MISO payment in the amount of \$86,647.95 and an Absaloka Coal payment in the amount of \$273,540.38."

Dated this 13th day of November, 2012.

President

ATTEST:

Secretary

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

General Manager Hompe discussed with the Commission the need to approve signatories to represent the WMU relating to all financial transactions that require responsible authorization. It was noted that the former responsible signatories are no longer employed at WMU therefore new signatories are required. Following discussion, Commissioner Holtz offered a resolution to appoint General Manager Hompe and Director of Finance Hunstad to serve as authorized signatories for the Willmar Municipal Utilities relating to financial transactions and documentation. Commissioner Schrupp seconded.

RESOLUTION NO. 53

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

General Manager Hompe discussed with the Commission the Agreement for Payment of Intergovernmental Transfer to the City. The previous three-year agreement will expire at the end of 2012. The new two-year agreement with the City would be for the years 2013 and 2014. This new agreement would be 4.90% (previously 4.80%) of the Municipal Utilities audited net assets at the beginning of the previous year, but not to exceed a 4% increase in the amount of the intergovernmental transfer payment of the previous year. The annual transfer payments shall be made in equal quarterly installments on March 30, June 30, September 30, and December 30, of each year. The Commission expressed their concern regarding the continuing percentage increase of the agreement (currently .10% increase). Following discussion, Commissioner Baker offered a resolution to approve the two-year Agreement for Payment of Intergovernmental Transfer with the City as presented. Commissioner Salzer seconded.

RESOLUTION NO. 54

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the two-year Agreement for Payment of Intergovernmental Transfer with the City of Willmar be approved as presented.”

Dated this 13th day of November, 2012.

President

ATTEST:

Secretary

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

WMU Planning Committee Chair Salzer reviewed with the Commission the minutes from the November 2nd Planning Committee meeting. The main focus of the meeting was to

review the proposed 2013 WMU Budget. Included in the review were a summary of the 2013 Capital Improvement projects, a detail listing of all 2013 Capital Improvement projects, and the Operations & Maintenance Budgets for 2013. Following discussion, Commissioner Nagel offered a motion to approve the 2013 WMU Budget incorporating minor changes. Commissioner Gesch seconded the motion which carried by a vote of six ayes and zero nays.

General Manager Hompe proceeded to request the Commission to approve the amended 2013 WMU Budget in its entirety. The proposed budget included both the Operating Budgets and the Five-Year Capital Improvement Budget. Following discussion and a review of the proposed budget, Commissioner Salzer offered a resolution to approve the 2013 WMU Budget incorporating the recommended changes. Commissioner Schrupp seconded.

RESOLUTION NO. 55

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2013 Willmar Municipal Utilities Budget be approved incorporating the recommended changes."

Dated this 13th day of November, 2012.

President

ATTEST:

Secretary

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

General Manager Hompe presented the Commission with a status update on WMU Linemen Dick Thynes & Casey Jenny who are currently participating in the relief effort following the aftermath of Hurricane Sandy. The Linemen have been providing mutual aid and assistance in the Long Island (New York) area. They are planning to begin their return trip on Wednesday (November 15th) and anticipate arriving home late Friday.

General Manager Hompe presented the Commission with the monthly Midwest Reliability Organization (MRO) status report. He noted that a preliminary draft of the job description for the required Compliance Officer position has been completed.

General Manager Hompe informed the Commissioners of a number of future conferences to note. These conferences include: 1) MMUA Legal Seminar - 11/30/2012; 2) MMUA Legislative Conference - 02/13-15/2013; and, 3) APPA Legislative Conference - 03/11-13/2013. Anyone interested in attending is asked to please contact Beth Mattheisen.

General Manager Hompe made a request to schedule a meeting of the WMU Labor Committee early next week. Committee members will be contacted to schedule the meeting.

With no other business to come before the Commission, Commissioner Salzer made a motion to adjourn the meeting. Commissioner Schrupp seconded the motion, and the meeting was adjourned by a vote of six ayes and zero nays.

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

RESOLUTION NO. 53

**SIGNATORY AUTHORIZATION FOR
FINANCIAL TRANSACTIONS & DOCUMENTATION**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities engages in financial transactions that require responsible authorized signatures; and,

WHEREAS, the former responsible signatories, Accounting Supervisor Tess Stoffel and former General Manager Bruce Gomm, are no longer employed at WMU; and,

WHEREAS, the present responsible parties of the Willmar Municipal Utilities are Wesley K. Hompe, General Manager, and Timothy Hunstad, Director of Finance.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, that Wesley K. Hompe, General Manager, and Timothy Hunstad, Director of Finance, are duly authorized to sign financial documents including but not limited to deposits, withdrawals, checks, investment authorizations, and other financial instruments for the benefit of the Willmar Municipal Utilities."

Dated this 13th day of November, 2012.

President

ATTEST:

Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, NOVEMBER 14, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, November 14, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Charlie Oakes, Andrew Engan, Gary Geiger, Bob Poe, and Scott Thaden.

**** Members Absent:** Randy Czarnetzki, Nick Davis, and Virgilio Aguirre, Jr.

**** Others Present:** Bethany Hardy, John Hafner, Jeff Huston, Gabe Olson, Bruce Peterson- Director of Planning and Development Services, and Megan M. Sauer-Planner/Airport Manager.

2. MINUTES: The minutes of the October 24, 2012 meeting were approved as submitted.

3. WILLMAR LEGACY PROPERTIES PLAN REVIEW-FILE NO. 12-10: Bethany Hardy of Cities Edge Architects presented the remodel/refranchise plans, on behalf of Torgerson Properties, for the Willmar Legacy Properties (Willmar Holiday Inn/Conference Center/Green Mill) on property legally described as: part of the NE ¼ of the NW ¼, commencing at the NE corner of the NW ¼ then west 557', for point of beginning then W 400', then south 1000', east 1000', to point of beginning along with easement for service road (2100 Hwy. 12 E.). The entire complex will be remodeled/refranchised. The existing Comfort Inn will be refranchised to a Holiday Inn Express and a third floor will be added onto the building adding twelve rooms, seventy-three rooms total. The current Holiday Inn will be refranchised to a Best Western Plus. The Green Mill restaurant will be remodeled and a portion of the front of the building will be remodeled to a Hurricane Grill and Wings restaurant. The Conference Center will be updated on the exterior façade, as well as inside. Parking lots will be resurfaced and reconfigured and will actually be adding some additional spaces from the number that is currently on the site.

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

Staff talked about some of the Interim Engineer's comments regarding site drainage, access easement to the property to the west, and the northern most access being shifted closer to Hwy 12 E on 23rd St. SE. Staff added that the applicant should contact MNDOT regarding the adjusted access proximity to the highway, as well as some drainage areas near the highway right-of-way.

The Commission talked about onsite way finding, as well as islands at the end of parking lanes to help delineate and add landscaping within the parking areas. The façade

improvements and updates will blend in well with the surrounding commercial properties.

Mr. Oakes made a motion, seconded by Mr. Geiger, to approve the plan review with the following conditions:

- A. The documentation of the access easement agreement with the abutting property to the west for City records.
- B. Signage/stripping shall be added to assist in way finding on site for the various businesses within the complex (signage review/permitting shall be ancillary to plan review).
- C. The curbed island shall be landscaped and added to the parking on the south and north end of the property, not just striping as per the landscape ordinance.
- D. All the Interim City Engineer's comments shall be added to the construction documents for final review and approval prior to issuance of a building permit.
- E. The property owner shall receive easements or permission/permits to drain pits onto abutting property.
- F. MNDOT approvals shall be obtained for the relocation of the northernmost access off of 23rd St. SE.
- G. The use shall meet all applicable local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

4. VIKING MOTEL PROPERTY ZONING/USE DISCUSSION-CONTINUED: The Planning Commission continued a discussion regarding the Viking Motel property at 616 Business Highway 71 N. Jeff Huston and Gabe Olson, possible purchasers of the property, asked the Commission to guide them as to the best way to develop the property for efficiency apartments. After much discussion the Commission was of the opinion that rezoning the property to residential would be spot zoning, which is poor planning. And they weren't comfortable amending the General Business District to allow apartments in major commercial areas. The Comprehensive Plan wouldn't support it and they didn't see this to be a good use of the property. Mr. Huston talked about an extended stay upgrade which may be an option after looking into licensing requirements etc. The Commission said the concept is admirable, but not in this specific location.
5. QUINN ADDITION FINAL PLAT- FILE NO. 12-8: Staff presented the final plat of Quinn Addition on behalf of Kvam Implement, Willmar, MN. The four lot subdivision is intended to clean up legal descriptions and some minor boundary adjustments on property legally described as: Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Gov't Lots 1 and 2, Section 16, Township 119N, Range 35W. The property is zoned I-1 General Industry and no additional development of the property is planned. The easements had been added as requested by Willmar Municipal Utilities.

Staff comments were reviewed and discussed by the Planning Commission (see Attachment A).

Mr. Thaden made a motion, seconded by Geiger, to approve the final plat with the following conditions:

- A. Any development of the lots would require street improvements of the service drive and stormwater ponding at the cost of the developer.
- B. When Trott Service Drive is improved it shall meet Fire Marshall Policy for hydrants and access.

The motion carried.

- 6. MISCELLANY: Mr. Geiger asked that it be noted that he did not attend the previous Planning Commission meeting held on October 24, 2012 as the public hearing was for a rezoning of some property that he has a vested interest in. Mr. Geiger did not want to appear to have any influence over the process and felt it was a conflict of interest for him to even attend the meeting.
- 7. There being no further business to come before the Commission, the meeting adjourned at 8:12 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION-NOVEMBER 14, 2012

STAFF COMMENTS

1. WILLMAR LEGACY PROPERTIES PLAN REVIEW- FILE NO. 12-10:

- The applicant is Cities Edge Architects, on behalf of Torgerson Properties, Willmar, MN.
- The applicant requests plan review for a hotel/restaurant remodel and addition on property legally described as: part of the NE ¼ of the NW ¼, commencing at the NE corner of the NW ¼ then west 557', for point of beginning then W 400', then south 1000', east 1000', to point of beginning along with easement for service road (2100 Hwy. 12 E).
- The property is zoned General Business (GB).
- The property is accessed via several points off of 23rd St. SE and a Highway 12 service drive. A private access easement agreement shall be furnished to the City regarding the westerly access point.
- The parking setback is met on the north, south, and west sides of the property, the east parking area is 10' from property line ordinance stipulates 15'.
- The Holiday Inn portion of the building is becoming a Best Western Plus, the Comfort Inn is becoming a Holiday Inn Express and a third level is being added on, and the Green Mill will be reconfigured and a Hurricane Grill restaurant will be added.
- The existing parking lot has 510 spaces and the proposed parking layout will 536 spaces.
- Onsite signage shall be added to help with wayfinding and locating various parts of the complex (all sign permits shall be approved ancillary from the plan review).
- The exterior façade upgrades will blend in well with the surrounding commercial properties.
- As per the landscape ordinance, the curbed islands within the parking lot shall have landscaping and plantings. Curbed islands shall be added to the rear parking area as well to help delineate traffic areas and parking areas. Are all the trees along 23rd St. SW to remain? Fencing around garbage corral and fencing along the south remaining? (screening from residences?)

Engineering Comments: See attached comments from Jared Voge, P.E. Interim City Engineer.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. Submit the documentation of the access easement agreement with the abutting property to the west for City records.
- B. Signage/stripping shall be added to assist in wayfinding on site for the various businesses within the complex.
- C. The curbed islands shall be landscaped and landscaped islands shall be added to the parking on the south and north end of the property not just stripping as per the landscape ordinance.
- D. All the Interim City Engineers comments shall be added to the construction documents

for final review and approval prior to issuance of a building permit.

E. The property owner shall receive easements or permission/permits to drain pits onto abutting property.

F. MNDOT approvals shall be obtained for the relocation of the northernmost access off of 23rd St. SE.

G. The use shall meet all applicable local, state, and federal laws and regulations.

2. QUINN ADDITION FINAL PLAT- FILE NO. 12-8:

- The Applicant is Kvam Implement, Willmar, MN.
- The applicant is requesting a four lot subdivision on property legally described as: Lot 5, Lot 6, Lot 7, Lot 8, and Lot 9 of State Subdivision of Gov't Lots 1 and 2, Section 16, Township 119N, Range 35-W.
- The property is currently zoned I-1 (General Industry) and will remain as such.
- The lots exceed the minimum lot sq. ft. and width requirements.
- The property is accessed via Industrial Dr. SW, Highway 12 SW, Trott Ave. SW, and Trott Service Drive.
- This is currently five separate parcels and some of the lines are being shifted to enlarge lots. The setbacks are existing, so no new or increased non-conformities are being created.
- All easements have been added as requested by the MUC.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. Any development of the lots would require street improvements of the service drive and stormwater ponding at the cost of the developer.
- B. When Trott Service Drive is improved it shall meet Fire Marshall Policy for hydrants and access.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

November 5, 2012

Megan Sauer, Planner
City of Willmar
333 6th Street Southwest
P.O. Box 755
Willmar, MN 56201

RE: Willmar Legacy Properties
City of Willmar
Project No.: W18.105587

Dear Megan:

I have reviewed the preliminary project documents submitted for the above referenced project and have the following comments.

1. The applicant shall be responsible for obtaining an NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the City for our files.
2. The applicant shall be responsible for obtaining a Minnesota Department of Transportation Work Within the Right of Way Permit. Sheet C-300 of the preliminary documents indicates that work will take place within US TH 12 right of way.
3. A Stormwater Pollution Prevention Plan shall be submitted for review and approval prior to construction.
4. It should be noted that the proposed northernmost site access to 23rd Street Southeast will be relocated to approximately 80 feet south of US Trunk Highway 12. This is north of the existing property access.
5. The applicant shall provide clarification regarding the property ownership, or existence of an easement on the service road access to the northwest corner of the site. Improvements are proposed outside of the existing property boundaries.
6. The applicant shall be responsible for the cost of all repairs required to 23rd Street Southeast as a result of construction.
7. The applicant must submit drainage calculations for the proposed improvements.
8. Tracer wire shall be installed on the proposed sanitary sewer service scheduled for replacement. Tracer wire should be brought to the surface at all manhole and cleanout locations for locating purposes.
9. The applicant shall provide additional information regarding traffic flow at the northwest access to the site. Such additional information shall include but not be limited to striping, signage, and median dimensions.

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DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer.



Willmar Legacy Properties
November 5, 2012
Page 2

10. The proposed truck pavement shall be extended to the western extents of the proposed northwest access improvements.
11. The applicant shall consider the addition of truck pavement to the second access south of Trunk Highway 12, and west through the proposed loading dock area, and southern drive aisle to the west side of the building.
12. Rock construction entrances shall be provided at all construction accesses to the site and shall be constructed to the full width of the construction access.
13. Inlet protection and other applicable Best Management Practices (BMP's) shall be installed on 23rd Street Southeast. Stormwater conveyance structures exist within 23rd Street Southeast and shall be protected from sedimentation during construction.
14. The Willmar Municipal Utilities shall be provided with the opportunity to review the construction plans prior to a building permit being issued for the site to ensure that all proposed gate valves, water services, and fire hydrants comply with their requirements.
15. All construction shall be in accordance with the City of Willmar standards.

I recommend that the applicant submit final construction documents incorporating the above referenced comments and additional requested information for the review and approval of City staff prior to a building permit being issued for the site.

If you have any questions on the above please call.

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
Interim City Engineer

JV/kg

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
AFFORDABLE PUMPING SERVI 002404 34747 11/14/12 SEPTIC PUMPING	170.00		20387		D N	CLEANING AND WAS	101.43430.0338
ALEX AIR APPARATUS INC 002061 34748 11/14/12 SMALL TOOLS	198.10		22637		D N	SMALL TOOLS	101.42412.0221
AMERICAN SCIENTIFIC SERV 002512 34749 11/14/12 PROFESSIONAL SERVICES	360.00		147		D M 07	PROFESSIONAL SER	651.48474.0446
34749 11/14/12 PROFESSIONAL SERVICES	240.00		147		D M 07	PROFESSIONAL SER	651.48475.0446
VENDOR TOTAL	600.00		*CHECK TOTAL				
AMERICAN WELDING & GAS I 000057 34750 11/14/12 CYLINDER RENTAL	7.86		01975782		D N	RENTS	101.43425.0440
AMERIPRIDE LINEN & APPAR 000051 34751 11/14/12 TOWEL SERVICE	27.46		2200299099		D N	CLEANING AND WAS	101.43425.0338
34751 11/14/12 TOWEL SERVICE	30.10		2200299100		D N	CLEANING AND WAS	101.43425.0338
34751 11/14/12 TOWEL SERVICE	29.24		2200304012		D N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	86.80		*CHECK TOTAL				
ANDERSON LAW OFFICES 002954 34752 11/14/12 PROFESSIONAL SERVICES	9,140.09		STMT/10-12		D N	PROFESSIONAL SER	101.41406.0446
ASMUS/JULIE 001221 34753 11/14/12 TZD CONFERENCE	18.09		170		D N	TRAVEL-CONF.-SCH	101.42411.0333
BCA CJTE 000095 34754 11/14/12 LIVINGOOD-CONF REGIS.	125.00		317		D N	TRAVEL-CONF.-SCH	101.42411.0333
BENNETT VENTURES INC 001323 34755 11/14/12 LOCK REPAIR-LABOR	20.00		10901		D N	MTCE. OF STRUCTU	101.43425.0335
BIG COUNTRY 100.1 FM 002853 34756 11/14/12 ADVERTISING	187.50		33209		D N	ADVERTISING	101.45433.0447
BIRCHARD/AMY 01936 34757 11/14/12 REC HOCKEY EQUIPMENT	161.04		110912		D N	GENERAL SUPPLIES	101.45433.0229
BRAD'S PLUMBING 001896 34758 11/14/12 CK BACKFLOW PREVENTORS	105.00		3210		D N	MTCE. OF EQUIPME	651.48474.0334
34758 11/14/12 CK BACKFLOW PREVENTORS	70.00		3210		D N	MTCE. OF EQUIPME	651.48475.0334
VENDOR TOTAL	175.00		*CHECK TOTAL				
BREMER BANK 000263 34759 11/14/12 2011 HOSP REV BOND-I	13,567.06		110112		D N	INTEREST	350.47402.0444

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
BROWNELLS INC 34760 11/14/12 GUN SUPPLIES 001441	36.33		08039947.00		D N	GENERAL SUPPLIES	101.42411.0229
BSE 34761 11/14/12 BLDG LT REPAIR-PARTS 001980	94.64		904802038		D N	MTCE. OF STRUCTU	651.48474.0225
34761 11/14/12 BLDG LT REPAIR-PARTS	63.09		904802038		D N	MTCE. OF STRUCTU	651.48475.0225
34761 11/14/12 BULBS FOR RUNWAY LTS	11.80		904822502		D N	MTCE. OF OTHER I	101.43430.0226
	169.53		*CHECK TOTAL				
	169.53						
VENDOR TOTAL							
BUSINESSWARE SOLUTIONS 002776							
34762 11/14/12 PRINT/PAGE COUNT	23.46		189098		D N	OFFICE SUPPLIES	101.41402.0220
34762 11/14/12 PRINT/PAGE COUNT	12.70		189098		D N	OFFICE SUPPLIES	101.41403.0220
34762 11/14/12 PRINT/PAGE COUNT	12.62		189098		D N	OFFICE SUPPLIES	101.41404.0220
34762 11/14/12 PRINT/PAGE COUNT	155.58		189098		D N	OFFICE SUPPLIES	101.41405.0220
34762 11/14/12 PRINT/PAGE COUNT	4.81		189098		D N	OFFICE SUPPLIES	101.41409.0220
34762 11/14/12 PRINT/PAGE COUNT	106.67		189098		D N	OFFICE SUPPLIES	101.42411.0220
34762 11/14/12 PRINT/PAGE COUNT	15.64		189098		D N	OFFICE SUPPLIES	101.43417.0220
34762 11/14/12 PRINT/PAGE COUNT	14.67		189098		D N	OFFICE SUPPLIES	101.43425.0220
34762 11/14/12 PRINT/PAGE COUNT	13.67		189098		D N	OFFICE SUPPLIES	101.45435.0220
34762 11/14/12 PRINT/PAGE COUNT	49.04		189098		D N	OFFICE SUPPLIES	651.48474.0220
34762 11/14/12 PRINT/PAGE COUNT	0.53		189098		D N	OFFICE SUPPLIES	651.48474.0220
34762 11/14/12 PRINT/PAGE COUNT	32.70		189098		D N	OFFICE SUPPLIES	651.48475.0220
	442.09		*CHECK TOTAL				
	442.09						
VENDOR TOTAL							
CANON FINANCIAL SERVICES 002336							
34763 11/14/12 COPIER LEASE AGRMT	26.59		11998769		D N	RENTS	101.43425.0440
CARD SERVICES 002552							
34743 11/07/12 SYMPATHY CARDS	9.60		100811		D N	GENERAL SUPPLIES	101.41408.0229
34743 11/07/12 PLANT-RUTER FUNERAL	39.81		100908		D N	GENERAL SUPPLIES	651.48474.0229
34743 11/07/12 CITY SALES TAX	0.23		101708		D N	SALES TAX PAYABL	101.206000
34743 11/07/12 UNITED WAY REFRESHMENTS	29.55		101708		D N	SUBSISTENCE OF P	101.41400.0227
34743 11/07/12 COFFEE	50.17		101711		D N	SUBSISTENCE OF P	101.41408.0227
	129.36		*CHECK TOTAL				
	129.36						
VENDOR TOTAL							
CARLSON/HOWARD 001049							
34744 11/07/12 STATE FIRE CHIEFS CONV.	713.66		233		D N	TRAVEL-CONF. -SCH	101.42412.0333
CDW GOVERNMENT INC 001845							
34764 11/14/12 APC POWER SAVE BACK-UPS	196.96		S138719		D N	SMALL TOOLS	101.41409.0221
34764 11/14/12 FLASH DRIVE	33.08		S185368		D N	GENERAL SUPPLIES	101.41409.0229
	230.04		*CHECK TOTAL				
	230.04						
VENDOR TOTAL							
CENTERPOINT ENERGY 000467							
34765 11/14/12 NATURAL GAS CHARGES	45.96		6072309/10-12		D N	UTILITIES	101.45437.0332

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
CENTRAL LAKES COOPERATIVE 001259 34766 11/14/12 PROPANE-STREET PATCHING 34766 11/14/12 OIL 34766 11/14/12 OIL VENDOR TOTAL	108.26 418.69 418.69 945.64 945.64	051041 35089 35089 *CHECK TOTAL		D N D N D N	MTCE. OF OTHER I MOTOR FUELS AND MOTOR FUELS AND	101.43425.0226 651.48478.0222 651.48479.0222
CHAPPELL CENTRAL INC 34767 11/14/12 FILTERS	323.20	00122628		D N	MTCE. OF STRUCTU	101.41408.0225
CHARTER COMMUNICATIONS 000736 34768 11/14/12 MONTHLY PHONE SERVICE	153.96	5168/11-12		D N	COMMUNICATIONS	101.41409.0330
CIT TECHNOLOGY FIN SERV 002556 34769 11/14/12 COPIER LEASE AGRMT	169.93	22318001		D N	RENTS	101.41405.0440
CODE 4 SERVICES LLC 002984 34770 11/14/12 CONSOLES FOR SQUAD CARS	721.11	758		D N	MACHINERY AND AU	450.42411.0553
COMPUTER PROF. UNLIMITED 000065 34771 11/14/12 CAMA MONTHLY SUPPORT-NOV	138.00	STMT/11-12		D N	MTCE. OF EQUIPME	101.41404.0334
CONCORDE BANK 002887 34772 11/14/12 2011 HOSP REV BOND-I	2,086.75	110112		D N	INTEREST	350.47402.0444
CONTINENTAL RESEARCH COR 000178 34773 11/14/12 CREEPER LUBE 34773 11/14/12 CREEPER LUBE VENDOR TOTAL	152.99 102.00 254.99 254.99	377652-CRC-1 377652-CRC-1 *CHECK TOTAL		D N D N	MOTOR FUELS AND MOTOR FUELS AND	651.48474.0222 651.48475.0222
COPIER BUSINESS SOLUTION 001934 34774 11/14/12 COPIER MTCE CHARGE 34774 11/14/12 COPIER MTCE CHARGE VENDOR TOTAL	32.07 18.01 50.08 50.08	214586 214670 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0334 101.41405.0334
CROW CHEMICAL & LIGHTING 000186 34775 11/14/12 CLEANING SUPPLIES 34775 11/14/12 CLEANING SUPPLIES 34775 11/14/12 TRUCK BRUSH 34775 11/14/12 VEHICLE WASH 34775 11/14/12 TRUCK BRUSH 34775 11/14/12 VEHICLE WASH VENDOR TOTAL	46.17 30.78 19.27 60.92 12.85 40.61 210.60 210.60	401143 401143 401144 401144 401144 401144 *CHECK TOTAL		D N D N D N D N D N D N	CLEANING AND WAS CLEANING AND WAS SMALL TOOLS CLEANING AND WAS SMALL TOOLS CLEANING AND WAS	651.48474.0228 651.48475.0228 651.48474.0221 651.48474.0228 651.48475.0221 651.48475.0221
DAN'S SHOP INC 002212 34776 11/14/12 FILTERS	117.81CR	56060		D N	INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DAN'S SHOP INC			002212						
34776	11/14/12	FILTERS		28.57	56424		D N	INVENTORIES-MDSE	101.125000
34776	11/14/12	FILTERS		51.96	57026		D N	INVENTORIES-MDSE	101.125000
34776	11/14/12	FILTERS		187.55	57119		D N	INVENTORIES-MDSE	101.125000
34776	11/14/12	FILTERS		106.97	57239		D N	INVENTORIES-MDSE	101.125000
34776	11/14/12	FILTERS		34.95	57286		D N	INVENTORIES-MDSE	101.125000
34776	11/14/12	FILTERS		57.54	57339		D N	INVENTORIES-MDSE	101.125000
			*CHECK TOTAL	349.73					
			VENDOR TOTAL	349.73					
DELL MARKETING LP			001747						
34777	11/14/12	APC BACK UPS		213.18	XJ11M73F7		D N	SMALL TOOLS	101.41409.0221
DEPT OF HUMAN SERVICES			002914						
34778	11/14/12	#22 RICE CARE CENTER-	15,576.15		00000104325		D N	OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT			000205						
34779	11/14/12	PAINTING SUPPLIES		1.70	821052009		D N	GENERAL SUPPLIES	101.43425.0229
34779	11/14/12	PAINT FOR BLDG		103.78	821052078		D N	MICE. OF STRUCTU	101.45433.0225
34779	11/14/12	PAINT FOR BLDG		28.48	821052109		D N	MICE. OF STRUCTU	101.45433.0225
			*CHECK TOTAL	133.96					
			VENDOR TOTAL	133.96					
DOOLEY'S PETROLEUM INC			000212						
34780	11/14/12	80 GALLONS UNLEADED		323.20	265057		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	80 GALLONS UNLEADED		323.20	265057		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	54 GALLONS DIESEL		216.11	265072		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	54 GALLONS DIESEL		216.11	265072		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	180 GALLONS DIESEL		720.36	265074		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	120 GALLONS DIESEL		480.24	265074		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	118 GALLONS UNLEADED		479.08	317012		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	73 GALLONS DIESEL		304.56	317024		D N	MOTOR FUELS AND	651.48478.0222
34780	11/14/12	73 GALLONS DIESEL		304.56	317024		D N	MOTOR FUELS AND	651.48478.0222
			*CHECK TOTAL	3,367.42					
			VENDOR TOTAL	3,367.42					
DOOLEY'S PETROLEUM INC			002163						
34781	11/14/12	4,001 GALLONS UNLEADE		12,631.16	12320		D N	INVENTORIES-MDSE	101.125000
34781	11/14/12	4,000 GALLONS DIESEL		13,794.00	12320		D N	INVENTORIES-MDSE	101.125000
			*CHECK TOTAL	26,425.16					
			VENDOR TOTAL	26,425.16					
DUININCK CONCRETE			000151						
34782	11/14/12	CONCRETE-SIDEWALK REPAIR	847.25		51311		D N	MICE. OF OTHER I	101.43425.0226
DUININCK INC			000222						
34783	11/14/12	PAVING/CURB & GUTTER	229,573.21		1201-B/EST. 5		D N	MICE. OF OTHER I	412.48451.0336

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
ED'S SERVICE CENTER & SA 000231 34784 11/14/12 TOWING CHARGES 34784 11/14/12 TOWING CHARGES VENDOR TOTAL	1,275.00 33.00 1,308.00 1,308.00	STMT/10-12 112219 *CHECK TOTAL		D N D N	OTHER SERVICES OTHER SERVICES	101.42411.0339 101.42411.0339
ELLINGSON DRAINAGE INC 002974 34785 11/14/12 RELOCATION OF WTR MAI	30,243.99	1202/EST. 2		D N	MTCE. OF OTHER I	412.48451.0336
ERBERTS AND GERBERTS .01438 34786 11/14/12 CVB BOARD LUNCHES 34786 11/14/12 CVB BOARD LUNCHES VENDOR TOTAL	11.37 34.08 45.45 45.45	20001-090412 20001-090412 *CHECK TOTAL		D N D N	TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	101.41403.0333 208.45005.0333
FARNAM'S GENUINE PARTS 000249 34787 11/14/12 HOSE CLAMP/CONNECTORS 34787 11/14/12 COMBO BALL MOUNT 34787 11/14/12 BRAKE PADS/ROTORS 34787 11/14/12 BELT-AIR EXCHANGE UNIT VENDOR TOTAL	26.59 30.98 396.89 7.90 462.36 462.36	137-660329 137-660338 137-660444 137-662133 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME INVENTORIES-MDSE MTCE. OF STRUCTU	101.42412.0224 101.42412.0224 101.125000 101.43425.0225
FASTENAL COMPANY 001188 34788 11/14/12 WIRE BRUSHES 34788 11/14/12 SAFETY GLASSES VENDOR TOTAL	82.93 54.84 137.77 137.77	MNWIL98889 MNWIL98889 *CHECK TOTAL		D N D N	SMALL TOOLS SUBSISTENCE OF P	101.43425.0221 101.43425.0227
FERGUSON ENTERPRISES INC 000810 34789 11/14/12 IRRIGATION PARTS	2.67	2602411		D N	MTCE. OF OTHER I	101.43425.0226
FIRE FIGHTER & DETECT AL. 002012 34790 11/14/12 ALARM MONITORING FEE	80.16	NOV14		D N	PREPAID EXPENSES	101.128000
FIRST COVENANT CHURCH 002537 34791 11/14/12 SIGN DEPOSIT REFUND	100.00	2012-24		D N	DEPOSITS-SIGN PE	101.230001
FISCHER *CVB PETTY CASH 002987 34792 11/14/12 CITY SALES TAX 34792 11/14/12 TO REIMBURSE PETTY CASH 34792 11/14/12 TO REIMBURSE PETTY CASH VENDOR TOTAL	0.22 9.56 38.27 48.05 48.05	111212 111212 111212 *CHECK TOTAL		D N D N D N	SALES TAX PAYABL TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	101.206000 101.41403.0333 208.45005.0333
FISCHER/BETH 002484 34793 11/14/12 POSTAGE 34793 11/14/12 CELL PHONE-NOVEMBER	10.50 14.77	111212 111212		D M 07 D M 07	POSTAGE COMMUNICATIONS	208.45005.0223 208.45005.0330

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FISCHER/BETH 34793 11/14/12	002484 HEARTLAND MTG-LODGING	148.49		111212		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
34793 11/14/12	SPICER COMM. CLUB MTG	8.50		111212		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
34793 11/14/12	LEISURE COMM. MTG-MEALS	14.25		111212		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
34793 11/14/12	MSAE CONFERENCE-MEALS	5.84		111212		D M 07	OTHER CHARGES	208.45008.0449
34793 11/14/12	MSAE CONFERENCE-LODGING	211.62		111212		D M 07	OTHER CHARGES	208.45008.0449
	VENDOR TOTAL	413.97		*CHECK TOTAL				
FLAHERTY & HOOD P.A. 34794 11/14/12	001449 PROFESSIONAL SERVICES	8,263.85		6061		D N	PROFESSIONAL SER	101.41406.0446
FLEXIBLE PIPE TOOL CO 34795 11/14/12	000273 WATER PRESSURE GAUGE	79.61		15792		D N	MTCE. OF EQUIPME	651.48476.0224
FREEMAN/LE ANNE 34796 11/14/12	000937 MILEAGE 08/01-08/31/12	177.05		110712		D N	MOTOR FUELS AND	101.45437.0222
G & K SERVICES 34797 11/14/12	002465 CLEANING SERVICES	51.46		1007290823		D N	CLEANING AND WAS	101.43430.0338
34797 11/14/12	CLEANING SERVICES	51.46		1007300781		D N	CLEANING AND WAS	101.43430.0338
	VENDOR TOTAL	102.92		*CHECK TOTAL				
GALLS 34798 11/14/12	000288 FLASHLIGHT BATTERY PKS	77.29		000119318		D N	GENERAL SUPPLIES	101.42411.0229
GENERAL MAILING SERVICES 34799 11/14/12	000293 POSTAGE 10/22 - 10/26/12	30.45		7601		D N	POSTAGE	101.41401.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	12.65		7601		D N	POSTAGE	101.41402.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	4.95		7601		D N	POSTAGE	101.41403.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	151.80		7601		D N	POSTAGE	101.41404.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	1.65		7601		D N	POSTAGE	101.41405.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	15.00		7601		D N	POSTAGE	101.41408.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	1.65		7601		D N	POSTAGE	101.43417.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	2.70		7601		D N	POSTAGE	101.43425.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	24.20		7601		D N	POSTAGE	101.43430.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	0.33		7601		D N	POSTAGE	651.48474.0223
34799 11/14/12	POSTAGE 10/22 - 10/26/12	0.22		7601		D N	POSTAGE	651.48475.0223
34799 11/14/12	TOURISM POSTAGE-OCTOBER	211.90		7675		D N	POSTAGE	208.45006.0223
	VENDOR TOTAL	457.50		*CHECK TOTAL				
GILBERTSON/JEFFREY 34745 11/07/12	001393 STATE FIRE CHIEFS CONV.	491.86		232		D N	TRAVEL-CONF.-SCH	101.42412.0333
34745 11/07/12	LAKE REGION MEETING	10.00		238		D N	TRAVEL-CONF.-SCH	101.42412.0333
34745 11/07/12	COUNTY CHIEFS MEETING	10.00		239		D N	TRAVEL-CONF.-SCH	101.42412.0333
	VENDOR TOTAL	511.86		*CHECK TOTAL				

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GOOGLE INC 34800 11/14/12 GMAIL ACCT INFO REQUEST	25.00		110512		D N	OTHER SERVICES	101.42411.0339
GRAINGER INC 34801 11/14/12 AIR FILTERS	29.63		9961330850		D N	MTCB. OF STRUCTU	101.45433.0225
34801 11/14/12 HOSE NOZZLES	18.91		9962394012		D N	SMALL TOOLS	651.48474.0221
34801 11/14/12 HOSE NOZZLES	12.60		9962394012		D N	SMALL TOOLS	651.48475.0221
VENDOR TOTAL	61.14	*CHECK TOTAL					
GREEN MILL 34802 11/14/12 EXHC. COMMITTEE LUNCHES	7.98		8012		D N	TRAVEL-CONF.-SCH	101.41403.0333
34802 11/14/12 EXEC. COMMITTEE LUNCHES	31.88		8012		D N	TRAVEL-CONF.-SCH	208.45005.0333
VENDOR TOTAL	39.86	*CHECK TOTAL					
HANSEN ADVERTISING SPECI 34803 11/14/12 RIDE FOR TRLS T-SHIRTS 1,016.00	1016.00		30417		D N	SUBSISTENCE OF P	101.45432.0227
HANSON/FRANK 34804 11/14/12 COUNTY CHIEFS MEETING	10.00		277		D N	TRAVEL-CONF.-SCH	101.42412.0333
34804 11/14/12 STATE FIRE CHIEFS MTG	20.88		277		D N	TRAVEL-CONF.-SCH	101.42412.0333
VENDOR TOTAL	30.88	*CHECK TOTAL					
HAUG IMPLEMENT CO - JOHN 34805 11/14/12 #125025-HOSES/FITTINGS	435.75		105985		D N	MTCB. OF EQUIPME	101.43425.0224
34805 11/14/12 #125025-HITCH PINS/GAUGE	40.53		107451		D N	MTCB. OF EQUIPME	101.43425.0224
34805 11/14/12 #125025-HYD. HOSES/FTNGS	95.30		108967		D N	MTCB. OF EQUIPME	101.43425.0224
34805 11/14/12 #125025-PTO SHAFT	128.61		109836		D N	MTCB. OF EQUIPME	101.43425.0224
VENDOR TOTAL	700.19	*CHECK TOTAL					
HEGLUND CATERING 34806 11/14/12 CVB BOARD LUNCHES	9.55		6167		D N	TRAVEL-CONF.-SCH	101.41401.0333
34806 11/14/12 CVB BOARD LUNCHES	9.55		6167		D N	TRAVEL-CONF.-SCH	101.41403.0333
34806 11/14/12 CVB BOARD LUNCHES	9.55		6167		D N	TRAVEL-CONF.-SCH	101.45433.0333
34806 11/14/12 CVB BOARD LUNCHES	95.54		6167		D N	TRAVEL-CONF.-SCH	208.45005.0333
VENDOR TOTAL	124.19	*CHECK TOTAL					
HERITAGE BANK 34807 11/14/12 2011 HOSP REV BOND-I	12,521.56		110112		D N	INTEREST	350.47402.0444
HOME DEPOT CREDIT SERVIC 34808 11/14/12 CITY SALES TAX	0.75		4025593		D N	SALES TAX PAYABL	101.206000
34808 11/14/12 BLDG PAINT	141.97		4025593		D N	MTCB. OF STRUCTU	101.45433.0225
34808 11/14/12 SUPPLIES	21.36		8025333		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	164.08	*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HOVE DESIGN WORKS 34809 11/14/12	5K RUN MARKETING LOGO .01938	200.00		DH92412		D N	OTHER CHARGES	208.45011.0449
JOHNSON/RICHARD E 34810 11/14/12	STATE FIRE CHIEFS MTG 001026	18.88		237		D N	TRAVEL-CONF.-SCH	101.42412.0333
KANDIYOHI CO AUDITOR 34811 11/14/12	ARNER RADIO SYSTEM D. 000376	47,764.93		110112		D N	OTHER CHARGES	101.42411.0449
34811 11/14/12	LANDFILL CHARGES	57.11		289171		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	47,822.04		*CHECK TOTAL				
		47,822.04						
KANDIYOHI CO PUBLIC HEAL 34812 11/14/12	IMMUNIZATIONS 000378	230.00		918		D N	SAFETY PROGRAM	101.42428.0817
KANDIYOHI CO PUBLIC WORK 34813 11/14/12	PROFESSIONAL SERVICES 000381	837.99		110612		D N	PROFESSIONAL SER	412.48451.0446
KANDIYOHI CO RECORDER'S 34814 11/14/12	RECORDING FEES 000382	46.00		605032		D N	PROFESSIONAL SER	101.41401.0446
KDJS AM-FM 34815 11/14/12	ADVERTISING 000388	112.50		4933-1		D N	ADVERTISING	101.45433.0447
34815 11/14/12	ADVERTISING	180.00		4933-2		D N	ADVERTISING	101.45433.0447
34815 11/14/12	ADVERTISING	585.00		4933-3		D N	ADVERTISING	101.45433.0447
	VENDOR TOTAL	877.50		*CHECK TOTAL				
		877.50						
KWLM - AM 34816 11/14/12	ADVERTISING 000398	191.50		55162		D N	ADVERTISING	101.45433.0447
LAKE REGION BANK 34817 11/14/12	2011 HOSP REV BOND-I 002886	3,130.13		110112		D N	INTEREST	350.47402.0444
LEAGUE OF MN CITIES 34818 11/14/12	WORKERS COMP PREMIUM 001189	262.59		23828		D N	EMPLOYER INSUR.	101.41400.0114
34818 11/14/12	WORKERS COMP PREMIUM	15.35		23828		D N	EMPLOYER INSUR.	101.41401.0114
34818 11/14/12	WORKERS COMP PREMIUM	443.65		23828		D N	EMPLOYER INSUR.	101.41402.0114
34818 11/14/12	WORKERS COMP PREMIUM	233.65		23828		D N	EMPLOYER INSUR.	101.41403.0114
34818 11/14/12	WORKERS COMP PREMIUM	217.18		23828		D N	EMPLOYER INSUR.	101.41404.0114
34818 11/14/12	WORKERS COMP PREMIUM	382.82		23828		D N	EMPLOYER INSUR.	101.41405.0114
34818 11/14/12	WORKERS COMP PREMIUM	202.22		23828		D N	EMPLOYER INSUR.	101.41406.0114
34818 11/14/12	WORKERS COMP PREMIUM	301.79		23828		D N	EMPLOYER INSUR.	101.41408.0114
34818 11/14/12	WORKERS COMP PREMIUM	177.58		23828		D N	EMPLOYER INSUR.	101.41409.0114
34818 11/14/12	WORKERS COMP PREMIUM	52.99		23828		D N	EMPLOYER INSUR.	101.41424.0114
34818 11/14/12	WORKERS COMP PREMIUM	18,414.71		23828		D N	EMPLOYER INSUR.	101.42411.0114
34818 11/14/12	WORKERS COMP PREMIUM	6,836.18		23828		D N	EMPLOYER INSUR.	101.42412.0114
34818 11/14/12	WORKERS COMP PREMIUM	3,351.35		23828		D N	EMPLOYER INSUR.	101.43417.0114

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LEAGUE OF MN CITIES INS			001189										EMPLOYER INSUR.	101.43425.0114
34818	11/14/12	WORKERS COMP PREMIUM		15,463.75		23828		D	N				EMPLOYER INSUR.	101.43430.0114
34818	11/14/12	WORKERS COMP PREMIUM		471.02		23828		D	N				EMPLOYER INSUR.	101.43430.0114
34818	11/14/12	WORKERS COMP PREMIUM		1,529.08		23828		D	N				EMPLOYER INSUR.	101.45433.0114
34818	11/14/12	WORKERS COMP PREMIUM		781.81		23828		D	N				EMPLOYER INSUR.	101.45433.0114
34818	11/14/12	WORKERS COMP PREMIUM		131.66		23828		D	N				EMPLOYER INSUR.	101.45435.0114
34818	11/14/12	WORKERS COMP PREMIUM		82.06		23828		D	N				EMPLOYER INSUR.	207.45001.0114
34818	11/14/12	WORKERS COMP PREMIUM		4,437.25		23828		D	N				EMPLOYER INSUR.	651.48484.0114
34818	11/14/12	WORKERS COMP PREMIUM		1,039.31		23828		D	N				EMPLOYER INSUR.	651.48485.0114
		VENDOR TOTAL		51,828.00		*CHECK TOTAL								
LEGAL & ADMIN ASSISTANTS			000413										PROFESSIONAL SER	101.42411.0446
34819	11/14/12	PROFESSIONAL SERVICES		45.00		11680		D	N					
LILLEMO ENTERPRISES INC			.01113										DEPOSITS-SIGN PE	101.230001
34820	11/14/12	SIGN DEPOSIT REFUND		100.00		2012-23		D	N					
MAAO/REGION VI			001271										PREPAID EXPENSES	101.128000
34821	11/14/12	MEMBERSHIP DUES		125.00		110212		D	N				PREPAID EXPENSES	101.128000
34821	11/14/12	MEMBERSHIP DUES		125.00		110212		D	N				PREPAID EXPENSES	101.128000
		VENDOR TOTAL		250.00		*CHECK TOTAL								
MADSEN/KEVIN			001127										GENERAL SUPPLIES	101.45433.0229
34822	11/14/12	REC HOCKEY EQUIPMENT		107.35		00474		D	N					
MAGNUSON SHEET METAL INC			001121										MTCE. OF STRUCTU	207.45001.0225
34823	11/14/12	AIR FILTERS		26.00		118634		D	N				MTCE. OF STRUCTU	207.45001.0335
34823	11/14/12	HTG SYSTEM MTCE-LABOR		75.00		118634		D	N				MTCE. OF STRUCTU	207.45001.0335
34823	11/14/12	HTG SYSTEM MTCE-PARTS		71.40		118635		D	N				MTCE. OF STRUCTU	207.45001.0335
34823	11/14/12	HTG SYSTEM MTCE-LABOR		420.00		118635		D	N				MTCE. OF STRUCTU	207.45001.0335
34823	11/14/12	HTG SYSTEM MTCE-LABOR		105.00		118636		D	N				MTCE. OF STRUCTU	207.45001.0335
		VENDOR TOTAL		697.40		*CHECK TOTAL								
MANUEL/AUNDRIA			.01935										SALARIES-REG. EM	101.41428.0110
34746	11/07/12	2011 BACKPAY-TIM MANUEL		63.66		411109		D	N				OVERTIME-REG. EM	101.41428.0111
34746	11/07/12	2011 BACKPAY-TIM MANUEL		4.48		411109		D	N					
		VENDOR TOTAL		68.14		*CHECK TOTAL								
MARC			000435										INVENTORIES-MDSE	101.125000
34824	11/14/12	SILICONE RELEASE AGENT		2,650.68		0481356		D	N					
MATHESON TRI-GAS INC			002898										RENTS	101.45433.0440
34825	11/14/12	CYLINDER RENTAL		44.26		05750919		D	N					

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MENARDS 34826 11/14/12 000449 LAWN & LEAF BAGS	18.78		7254		D	N	GENERAL SUPPLIES	101.43425.0229
34826 11/14/12 SMALL TOOLS	25.63		7257		D	N	SMALL TOOLS	651.48474.0221
34826 11/14/12 SMALL TOOLS	17.08		7257		D	N	SMALL TOOLS	651.48475.0221
34826 11/14/12 ADAPTER	1.20		7464		D	N	MTCE. OF STRUCTU	101.45433.0225
34826 11/14/12 LED CHRISTMAS LIGHTS	288.46		7830		D	N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	351.15		*CHECK TOTAL					
351.15								
MIKE'S SMALL ENGINE CENT 34827 11/14/12 002699 AIR BLOWER REPAIR-PARTS	22.34		3880395		D	N	MTCE. OF EQUIPME	101.43425.0224
34827 11/14/12 AIR BLOWER REPAIR-LABOR	65.00		3880395		D	N	MTCE. OF EQUIPME	101.43425.0334
34827 11/14/12 TRIMMER REPAIR-PARTS	90.47		3880452		D	N	MTCE. OF EQUIPME	101.43425.0224
34827 11/14/12 TRIMMER REPAIR-LABOR	39.00		3880452		D	N	MTCE. OF EQUIPME	101.43425.0334
34827 11/14/12 LEAF BLOWER END	10.63		98733		D	N	MTCE. OF EQUIPME	101.43425.0224
34827 11/14/12 LEAF BLOWER PARTS	10.63		98757		D	N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	238.07		*CHECK TOTAL					
238.07								
238.07								
MILLER SANITATION 34828 11/14/12 002936 GARBAGE SERVICE-NOVEMBER	93.90		1298/11-12		D	N	CLEANING AND WAS	101.45433.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	46.22		1299/11-12		D	N	CLEANING AND WAS	101.45433.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	52.70		1300/11-12		D	N	CLEANING AND WAS	101.42412.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	64.74		1301/11-12		D	N	CLEANING AND WAS	101.41408.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	64.74		1301/11-12		D	N	CLEANING AND WAS	101.45427.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	251.31		1302/11-12		D	N	CLEANING AND WAS	101.43425.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	29.20		1303/11-12		D	N	CLEANING AND WAS	651.48474.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	19.47		1303/11-12		D	N	CLEANING AND WAS	651.48475.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	29.20		1304/11-12		D	N	CLEANING AND WAS	651.48474.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	161.04		1304/11-12		D	N	CLEANING AND WAS	651.48474.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	19.47		1304/11-12		D	N	CLEANING AND WAS	651.48475.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	49.67		1305/11-12		D	N	CLEANING AND WAS	101.45435.0338
34828 11/14/12 GARBAGE SERVICE-NOVEMBER	38.46		1306/11-12		D	N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	920.12		*CHECK TOTAL					
920.12								
MILLS AUTO CENTER 34829 11/14/12 001384 SIGN DEPOSIT REFUND	100.00		2012-25		D	N	DEPOSITS-SIGN PE	101.230001
MILLS AUTOMOTIVE GROUP 34830 11/14/12 000432 #057537 REPAIR-PARTS	117.51		225918		D	N	MTCE. OF EQUIPME	101.42411.0224
34830 11/14/12 #057537 REPAIR-LABOR	139.45		225918		D	N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	256.96		*CHECK TOTAL					
256.96								
MINI BIFF LLC 34831 11/14/12 001805 TOILET RENTALS	130.15		A-53912		D	N	RENTS	101.43425.0440
34831 11/14/12 TOILET RENTALS	65.08		A-53913		D	N	RENTS	101.43425.0440

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MINI BLFF LLC			001805											
34831	11/14/12	TOILET RENTALS	65.08	A-53914				D	N				RENTS	101.43425.0440
34831	11/14/12	TOILET RENTALS	130.15	A-53915				D	N				RENTS	101.43425.0440
34831	11/14/12	TOILET RENTALS	65.08	A-53916				D	N				RENTS	101.43425.0440
34831	11/14/12	TOILET RENTALS	65.08	A-53917				D	N				RENTS	101.43425.0440
34831	11/14/12	TOILET RENTALS	77.59	A-54268				D	N				RENTS	101.43425.0440
34831	11/14/12	TOILET RENTALS	77.59	A-54269				D	N				RENTS	101.43425.0440
34831	11/14/12	TOILET RENTALS	77.59	A-54272				D	N				RENTS	101.43425.0440
		VENDOR TOTAL	753.39	*CHECK TOTAL										
		VENDOR TOTAL	753.39											
MN DEPT OF TRANSPORTATIO			000497											
34832	11/14/12	MATERIAL SAMPLE TESTS	442.99	P00000757				D	N				OTHER SERVICES	412.48451.0339
MN STATE FIRE DEPARTMENT			000519											
34833	11/14/12	MEMBERSHIP DUES	360.00	2013				D	N				PREPAID EXPENSES	101.128000
MONSON CORPORATION			000126											
34834	11/14/12	WINTER SAND	769.24	3463CC				D	N				GENERAL SUPPLIES	101.43425.0229
34834	11/14/12	WINTER SAND	679.55	3476CC				D	N				GENERAL SUPPLIES	101.43425.0229
34834	11/14/12	WINTER SAND	640.46	3517CC				D	N				GENERAL SUPPLIES	101.43425.0229
		VENDOR TOTAL	2,089.25	*CHECK TOTAL										
		VENDOR TOTAL	2,089.25											
MUNICIPAL UTILITIES			000541											
34835	11/14/12	UTILITIES FOR OCTOBER	2,613.87	10/12				D	N				UTILITIES	101.41408.0332
34835	11/14/12	UTILITIES FOR OCTOBER	586.09	10/12				D	N				UTILITIES	101.42412.0332
34835	11/14/12	UTILITIES FOR OCTOBER	5,000.02	10/12				D	N				UTILITIES	101.43425.0332
34835	11/14/12	UTILITIES FOR OCTOBER	2,362.63	10/12				D	N				UTILITIES	101.43430.0332
34835	11/14/12	UTILITIES FOR OCTOBER	1,928.46	10/12				D	N				UTILITIES	101.45427.0332
34835	11/14/12	UTILITIES FOR OCTOBER	5,213.19	10/12				D	N				UTILITIES	101.45433.0332
34835	11/14/12	UTILITIES FOR OCTOBER	1,278.28	10/12				D	N				UTILITIES	101.45435.0332
34835	11/14/12	UTILITIES FOR OCTOBER	386.58	10/12				D	N				UTILITIES	101.45437.0332
34835	11/14/12	UTILITIES FOR OCTOBER	22,918.01	10/12				D	N				UTILITIES	207.45001.0332
34835	11/14/12	UTILITIES FOR OCTOBER	900.00	10/12				D	N				PROFESSIONAL SER	651.48474.0332
34835	11/14/12	UTILITIES FOR OCTOBER	15,278.67	10/12				D	N				PROFESSIONAL SER	651.48474.0446
34835	11/14/12	UTILITIES FOR OCTOBER	600.00	10/12				D	N				PROFESSIONAL SER	651.48475.0332
34835	11/14/12	UTILITIES FOR OCTOBER	1,166.58	10/12				D	N				PROFESSIONAL SER	651.48475.0446
34835	11/14/12	UTILITIES FOR OCTOBER	1,806.12	10/12				D	N				UTILITIES	651.48476.0332
34835	11/14/12	GOPHER ONE LINE LOCATES	457.76	12263				D	N				PROFESSIONAL SER	101.43417.0446
34835	11/14/12	GOPHER ONE LINE LOCATES	457.76	12263				D	N				PROFESSIONAL SER	101.43417.0446
		VENDOR TOTAL	62,111.51	*CHECK TOTAL										
		VENDOR TOTAL	62,111.51											
MVIL LABORATORIES INC			000544											
34836	11/14/12	PROFESSIONAL SERVICES	39.00	630239				D	N				PROFESSIONAL SER	651.48475.0446

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
NELSON INTERNATIONAL 34837 11/14/12 #039839 REPAIR-PARTS 34837 11/14/12 #039839 REPAIR-LABOR 34837 11/14/12 #052443-BRAKE CHAMBER VENDOR TOTAL	434.82 1,203.84 67.67 1,706.33 1,706.33	306205 306205 592437 *CHECK TOTAL		D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.43425.0334 101.43425.0224
NEW LONDON FINE ART FEST 34838 11/14/12 SPECIAL PROJECTS FUNDING 500.00	500.00	101612		D N	OTHER CHARGES	208.45013.0449
NEW LONDON GUITAR CHALLE 34839 11/14/12 SPECIAL PROJECTS FUNDING 250.00	250.00	101612		D N	OTHER CHARGES	208.45013.0449
NORTHERN BUSINESS PRODUC 34840 11/14/12 OFFICE SUPPLIES 1,651.22	1,651.22	511250-0		D N	OFFICE SUPPLIES	741.48001.0220
NORTHERN STATES SUPPLY 000585						
34841 11/14/12 CUSHMAN PARTS	60.43	10-500134		D N	MTCE. OF EQUIPME	101.45433.0224
34841 11/14/12 CUSHMAN PARTS	7.46	10-500161		D N	MTCE. OF EQUIPME	101.45433.0224
34841 11/14/12 BOLTS	68.98	10-500211		D N	MTCE. OF EQUIPME	101.45433.0224
34841 11/14/12 BOLTS	21.80	10-500216		D N	MTCE. OF EQUIPME	101.45433.0224
34841 11/14/12 SIGN PARTS	10.73	10-500226		D N	MTCE. OF OTHER I	101.43425.0226
34841 11/14/12 HYDRANT SUPPLIES	133.50	10-500445		D N	GENERAL SUPPLIES	101.43425.0229
34841 11/14/12 PLIERS	30.07	10-500610		D N	SMALL TOOLS	101.43425.0221
34841 11/14/12 CABLE TIES	18.53	10-500610		D N	GENERAL SUPPLIES	101.43425.0229
34841 11/14/12 #088960-CASTER WHEELS	55.21	10-500611		D N	MTCE. OF EQUIPME	101.43425.0224
34841 11/14/12 FLOOR REPAIR ANCHORS	90.08	896513		D N	MTCE. OF STRUCTU	101.45433.0225
34841 11/14/12 LOCATE MARKING PAINT	61.56	900393		D N	GENERAL SUPPLIES	101.43425.0229
34841 11/14/12 #125025-BOLTS/NUTS	11.20	901104		D N	MTCE. OF EQUIPME	101.43425.0224
34841 11/14/12 FENCE REPAIR-PARTS	57.77	901115		D N	MTCE. OF OTHER I	101.43425.0226
34841 11/14/12 PLAY EQUIP REPAIR-PARTS	8.27	901787		D N	MTCE. OF OTHER I	101.43425.0226
34841 11/14/12 SMALL TOOLS	6.00	901873		D N	SMALL TOOLS	101.43425.0221
VENDOR TOTAL	641.59	*CHECK TOTAL				
OTTERTAIL CO SHERIFF'S O 002986						
34842 11/14/12 CARLSON-SEMINAR REGIS.	20.00	110812		D N	TRAVEL-CONF.-SCH	101.42411.0333
34842 11/14/12 WALLACE-SEMINAR REGIS.	20.00	110812		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	40.00	*CHECK TOTAL				
OVERCASH/MERICA .01939						
34843 11/14/12 REFUND BASEBALL JERSEY	30.00	111312		D N	REFUNDS AND REIM	101.41428.0882
PERKINS LUMBER CO INC 000604						
34844 11/14/12 CONCRETE FRAMING MAT'L	90.52	359843		D N	GENERAL SUPPLIES	101.43425.0229
34844 11/14/12 LUMBER-CBD BENCHES	12.31	361379		D N	MTCE. OF OTHER I	101.43425.0226
VENDOR TOTAL	102.83	*CHECK TOTAL				

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PETE'S COMMUNICATIONS 34845 11/14/12 EMERGENCY SIREN REPAIR 000610	232.60		00511190		D N	CIVIL DEFENSE	101.42428.0809
34845 11/14/12 RE-INST. BUMPER LIGHTS	96.00		0051811		D N	MTCE. OF EQUIPME	101.42411.0334
34845 11/14/12 STROBE LT/WIGWAG REPAIR	39.40		0051843		D N	MTCE. OF EQUIPME	101.42411.0224
34845 11/14/12 STROBE LT/WIGWAG REPAIR	128.00		0051843		D N	MTCE. OF EQUIPME	101.42411.0334
34845 11/14/12 EMERGENCY SIREN REPAIR	2,229.71		0051852		D N	CIVIL DEFENSE	101.42428.0809
VENDOR TOTAL	2,725.71	*CHECK TOTAL					
PETERSON SHOE STORE 000608	110.49		143536		D N	SUBSISTENCE OF P	101.43425.0227
34846 11/14/12 NELSON-SAFETY BOOTS							
PLUMBING & HEATING OF WI 000618	147.22		15313		D N	MTCE. OF STRUCTU	101.45427.0225
34847 11/14/12 RESTROOM REPAIR-PARTS	140.00		15313		D N	MTCE. OF STRUCTU	101.45427.0335
34847 11/14/12 RESTROOM REPAIR-LABOR	287.22	*CHECK TOTAL					
VENDOR TOTAL	287.22						
POWER PLAN OIB 000342	171.44		P27420		D N	MTCE. OF EQUIPME	101.43425.0224
34848 11/14/12 #059968-LIGHTS							
Q102 - FM 000630	66.65		535087		D N	OTHER CHARGES	208.45011.0449
34849 11/14/12 ADVERTISING-5K RUN	233.15		535141		D N	OTHER CHARGES	208.45011.0449
34849 11/14/12 ADVERTISING-5K RUN	500.00		535141		D N	OTHER CHARGES	208.45011.0449
34849 11/14/12 ADVERTISING	233.00		535303		D N	ADVERTISING	101.45433.0447
VENDOR TOTAL	1,032.80	*CHECK TOTAL					
RICE HOSPITAL 002761	12.00		1431		D N	PROFESSIONAL SER	651.48474.0446
34850 11/14/12 BLOOD TYPING	8.00		1431		D N	PROFESSIONAL SER	651.48475.0446
34850 11/14/12 BLOOD TYPING	20.00	*CHECK TOTAL					
VENDOR TOTAL	20.00						
ROTH CHEVROLET 000662	105.19		04082		D N	MTCE. OF EQUIPME	101.42411.0224
34851 11/14/12 #090639 REPAIR-PARTS	144.00		04082		D N	MTCE. OF EQUIPME	101.42411.0334
34851 11/14/12 #090639 REPAIR-LABOR	249.19	*CHECK TOTAL					
VENDOR TOTAL	249.19						
RUFFRIDGE-JOHNSON EQUIP 000664	1,396.00		C62163		D N	MTCE. OF EQUIPME	101.43425.0224
34852 11/14/12 #975223-HEATING ELEMEN							
SCHMIDT/SHANE .01940	132.00		110812		D N	TRAVEL-CONF. -SCH	101.41400.0333
34853 11/14/12 MILEAGE REIMBURSEMENT							
SCOTT SWANSON'S EQUIPMEN 000683	134.49		38011		D N	MTCE. OF EQUIPME	101.43425.0224
34854 11/14/12 PRESSURE WASHER HOSES							

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SERVICE CENTER/CITY OF W			000685							
34855	11/14/12	GAS-61.1	GALLONS	209.34		STMT/10-12		D N	MOTOR FUELS AND	101.41402.0222
34855	11/14/12	GAS-25.2	GALLONS	86.30		STMT/10-12		D N	MOTOR FUELS AND	101.41408.0222
34855	11/14/12	GAS-1646.5	GALLONS	5,642.57		STMT/10-12		D N	MOTOR FUELS AND	101.42411.0222
34855	11/14/12	DIESEL-95.2	GALLONS	364.62		STMT/10-12		D N	MOTOR FUELS AND	101.42412.0222
34855	11/14/12	GAS-71.6	GALLONS	245.40		STMT/10-12		D N	MOTOR FUELS AND	101.43417.0222
34855	11/14/12	GAS-74.5	GALLONS	255.34		STMT/10-12		D N	MOTOR FUELS AND	101.43425.0222
34855	11/14/12	DIESEL-2224.2	GALLONS	8,518.69		STMT/10-12		D N	MOTOR FUELS AND	101.43430.0222
34855	11/14/12	GAS-843.6	GALLONS	2,891.24		STMT/10-12		D N	MOTOR FUELS AND	101.45433.0222
34855	11/14/12	DIESEL-22.1	GALLONS	84.64		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	GAS-82.3	GALLONS	282.09		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	DIESEL-218.2	GALLONS	835.71		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-OIL		35.70		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-PARTS		290.40		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-OIL		19.20		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-PARTS		44.13		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-OIL		117.50		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-PARTS		717.05		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-OIL		82.50		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
34855	11/14/12	EQUIPMENT REPAIR-PARTS		69.20		STMT/9-12		D N	MOTOR FUELS AND	651.48476.0222
		VENDOR TOTAL		20,791.62		*CHECK TOTAL				
				20,791.62						
SERVICEMASTER PROF. SERV			000687							
34856	11/14/12	PROF. BLDG MAINTENANCE		1,690.41		84842		D N	PROFESSIONAL SER	101.41408.0446
34856	11/14/12	PROF. BLDG MAINTENANCE		1,690.41		84842		D N	PROFESSIONAL SER	101.45435.0446
34856	11/14/12	PROF. BLDG MAINTENANCE		1,068.75		84898		D N	PROFESSIONAL SER	101.41408.0446
34856	11/14/12	PROF. BLDG MAINTENANCE		4,791.57		84898		D N	PROFESSIONAL SER	101.41408.0446
		VENDOR TOTAL		4,791.57		*CHECK TOTAL				
SMEBY/ROSS			002570							
34857	11/14/12	MILEAGE 10/1-10/31/12		113.78		110112		D N	TRAVEL-CONF. -SCH	101.41409.0333
SPRINGSTED INCORPORATED			000705							
34858	11/14/12	PROFESSIONAL SERVICES		6,040.40		000862.108/2		D N	PROFESSIONAL SER	101.41401.0446
STATEWIDE DISTRIBUTING I			000718							
34859	11/14/12	1 CASE TOILET TISSUE		56.43		095525		D N	GENERAL SUPPLIES	101.43425.0229
SW - WEST CNTRL SERVICES			000892							
34860	11/14/12	HEALTH INSURANCE-DEC		27,529.76		C258		D N	INS. PASS THROUG	101.41428.0819
34860	11/14/12	HEALTH INSURANCE-DEC		3,152.63		C258		D N	EMPLOYER INSUR.	101.41400.0114
34860	11/14/12	HEALTH INSURANCE-DEC		4,749.00		C258		D N	EMPLOYER INSUR.	101.41402.0114
34860	11/14/12	HEALTH INSURANCE-DEC		3,103.50		C258		D N	EMPLOYER INSUR.	101.41403.0114
34860	11/14/12	HEALTH INSURANCE-DEC		3,103.50		C258		D N	EMPLOYER INSUR.	101.41404.0114
34860	11/14/12	HEALTH INSURANCE-DEC		6,207.00		C258		D N	EMPLOYER INSUR.	101.41405.0114
34860	11/14/12	HEALTH INSURANCE-DEC		1,302.00		C258		D N	EMPLOYER INSUR.	101.41408.0114

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SW - WEST CNTRL SERVICES	000892							
34860 11/14/12	HEALTH INSURANCE-DEC	3,103.50		C258		D N	EMPLOYER INSUR.	101.41409.0114
34860 11/14/12	HEALTH INSURANCE-DEC	450.37		C258		D N	EMPLOYER INSUR.	101.41424.0114
34860 11/14/12	HEALTH INSURANCE-DEC	10,964.00		C258		D N	RETIRED EMPLOYEE	101.41428.0818
34860 11/14/12	HEALTH INSURANCE-DEC	41,655.50		C258		D N	EMPLOYER INSUR.	101.42411.0114
34860 11/14/12	HEALTH INSURANCE-DEC	2,841.00		C258		D N	EMPLOYER INSUR.	101.42412.0114
34860 11/14/12	HEALTH INSURANCE-DEC	3,754.50		C258		D N	EMPLOYER INSUR.	101.43417.0114
34860 11/14/12	HEALTH INSURANCE-DEC	20,511.50		C258		D N	EMPLOYER INSUR.	101.43425.0114
34860 11/14/12	HEALTH INSURANCE-DEC	1,224.50		C258		D N	EMPLOYER INSUR.	101.45432.0114
34860 11/14/12	HEALTH INSURANCE-DEC	4,954.00		C258		D N	EMPLOYER INSUR.	101.45433.0114
34860 11/14/12	HEALTH INSURANCE-DEC	651.00		C258		D N	EMPLOYER INSUR.	101.45437.0114
34860 11/14/12	HEALTH INSURANCE-DEC	2,227.24		C258		D N	EMPLOYER INSUR.	207.45001.0114
34860 11/14/12	HEALTH INSURANCE-DEC	10,204.50		C258		D N	EMPLOYER INSUR.	651.48484.0114
34860 11/14/12	HEALTH INSURANCE-DEC	1,302.00		C258		D N	EMPLOYER INSUR.	651.48485.0114
34860 11/14/12	HEALTH INSURANCE-DEC	1,302.00		C258		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	154,293.00		*CHECK TOTAL				
TAHER INC	000623							
34861 11/14/12	CVB BOARD LUNCHES	9.36		2638		D N	TRAVEL-CONF. -SCH	101.41401.0333
34861 11/14/12	CVB BOARD LUNCHES	9.36		2638		D N	TRAVEL-CONF. -SCH	101.41403.0333
34861 11/14/12	CVB BOARD LUNCHES	102.85		2638		D N	TRAVEL-CONF. -SCH	101.45433.0333
34861 11/14/12	CVB BOARD LUNCHES	130.93				D N	TRAVEL-CONF. -SCH	208.45005.0333
	VENDOR TOTAL	130.93		*CHECK TOTAL				
TANKNOLOGY INC	001762							
34862 11/14/12	FUEL PUMP LEAK DETECTION	250.00		947717		D N	MTCE. OF EQUIPME	101.43425.0334
34862 11/14/12	MPCA TANK TESTING	532.60		948575		D N	MTCE. OF OTHER I	101.43425.0336
	VENDOR TOTAL	782.60		*CHECK TOTAL				
TERMINAL SUPPLY CO	001974							
34863 11/14/12	BEACON	184.93		72557-01		D N	INVENTORIES-MDSE	101.125000
TIRES PLUS	000747							
34864 11/14/12	FLAT REPAIR-PARTS	1.07		227475		D N	MTCE. OF EQUIPME	101.42411.0224
34864 11/14/12	FLAT REPAIR-LABOR	12.00		227475		D N	MTCE. OF EQUIPME	101.42411.0334
	VENDOR TOTAL	13.07		*CHECK TOTAL				
TOWMASTER	002674							
34865 11/14/12	PLOW/BOX CONTROLLER	504.32		343029		D N	MTCE. OF EQUIPME	101.43425.0224
34865 11/14/12	BOX AIR CYLINDER	105.27		343128		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	609.59		*CHECK TOTAL				
TRAVEL GUIDES FREE	002717							
34866 11/14/12	TRAVEL GUIDE AD	227.70		15856		D N	OTHER CHARGES	208.45010.0449

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
VERIZON WIRELESS 34867 11/14/12	002915 CELLULAR PHONE USAGE	32.20		STMT/10-12		D N	COMMUNICATIONS	101.454332.0330
VIKING COCA-COLA BOTTLIN 34868 11/14/12	000777 CONCESSION SUPPLIES	3.00CR		25426737		D N	GENERAL SUPPLIES	101.45433.0229
34868 11/14/12	CONCESSION SUPPLIES	276.20		25427021		D N	GENERAL SUPPLIES	101.45433.0229
34868 11/14/12	CONCESSION SUPPLIES	17.25		4641		D N	GENERAL SUPPLIES	101.45433.0229
	VENDOR TOTAL	290.45		*CHECK TOTAL				
		290.45						
VISTAR CORPORATION 34869 11/14/12	002566 CONCESSION SUPPLIES	419.49		35117003		D N	GENERAL SUPPLIES	101.45433.0229
WALHOF/ED 34870 11/14/12	.01941 DOUBLE PAID INV. #31318	7.46		31318		D N	REFUNDS AND REIM	208.45005.0882
WEST CENTRAL COMMUNICATI 34871 11/14/12	000796 INST. RADIO-LABOR	65.33		0732220S		D N	MICE. OF EQUIPME	101.43425.0224
34871 11/14/12	INST. RADIO-LABOR	184.50		0732220S		D N	MICE. OF EQUIPME	101.43425.0334
34871 11/14/12	INST. RADIO-LABOR	46.10		0732221S		D N	MICE. OF EQUIPME	101.43425.0224
34871 11/14/12	INST. RADIO-LABOR	184.50		0732221S		D N	MICE. OF EQUIPME	101.43425.0334
34871 11/14/12	INST. RADIO-LABOR	120.00		0736883S		D N	MICE. OF EQUIPME	101.43425.0224
34871 11/14/12	REMOVED/INST. RADIO	39.96		073894S		D N	MICE. OF EQUIPME	101.43425.0224
34871 11/14/12	REMOVED/INST. RADIO	45.00		073894S		D N	MICE. OF EQUIPME	101.43425.0334
34871 11/14/12	INST. RADIO-LABOR	57.40		073895S		D N	MICE. OF EQUIPME	101.43425.0224
34871 11/14/12	INST. RADIO-LABOR	110.00		073895S		D N	MICE. OF EQUIPME	101.43425.0334
	VENDOR TOTAL	852.79		*CHECK TOTAL				
		852.79						
WEST CENTRAL SANITATION 34872 11/14/12	000805 GARBAGE SERVICE-OCTOBER	17.56		2664300/10-12		D N	CLEANING AND WAS	207.45001.0338
WEST CENTRAL STEEL INC 34873 11/14/12	000806 #125025-MOLD BOARD/PLATE	176.34		1021558		D N	MICE. OF EQUIPME	101.43425.0224
WEST CENTRAL TRIBUNE 34874 11/14/12	000807 SAMPLE BALLOT	1,303.50		36787/10-12		D N	PRINTING AND PUB	101.41424.0331
34874 11/14/12	PUMPKIN PATCH CARNIVAL	1,072.83		36787/10-12		D N	ADVERTISING	101.45432.0447
34874 11/14/12	SCHEDULE OF EVENTS	3,792.00		36787/10-12		D N	ADVERTISING	101.45433.0447
	VENDOR TOTAL	3,168.33		*CHECK TOTAL				
		3,168.33						
WESTMOR FLUID SOLUTIONS 34875 11/14/12	001640 FUEL PUMP PARTS	407.82		400107		D N	MICE. OF OTHER I	101.43430.0226
WILLMAR AUTO VALVE 34876 11/14/12	002689 PLANT SUPPLIES	4.47		22024566		D N	GENERAL SUPPLIES	651.48474.0229
34876 11/14/12	BATTERY TERMINAL CLEANER	7.82		22025439		D N	MICE. OF EQUIPME	101.43425.0224

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR AUTO VALUE 002689							
34876 11/14/12 PLANT SUPPLIES	25.14		22025970		D N	GENERAL SUPPLIES	651.48474.0229
34876 11/14/12 AIR FILTER	113.55		22026007		D N	INVENTORIES-MDSE	101.125000
34876 11/14/12 WIPER BLADES	12.80		22026740		D N	INVENTORIES-MDSE	101.125000
34876 11/14/12 CITY SALES TAX	0.53		22026740		D N	SALES TAX PAYABL	101.206000
VENDOR TOTAL	164.31	*CHECK	TOTAL				
WILLMAR CHAMBER OF COMME 000812							
34877 11/14/12 DIRECTOR SALARY	5,385.26		STMT/10-12		D N	SALARIES-REG. EM	208.45005.0110
34877 11/14/12 ASSISTANT SALARY	2,191.41		STMT/10-12		D N	SALARIES-REG. EM	208.45005.0110
34877 11/14/12 FICA & INSURANCE	1,161.17		STMT/10-12		D N	EMPLOYER PENSION	208.45005.0113
34877 11/14/12 IRA CONTRIBUTION	211.56		STMT/10-12		D N	EMPLOYER PENSION	208.45005.0113
34877 11/14/12 PHOTO COPIES-OCTOBER	131.20		STMT/10-12		D N	OFFICE SUPPLIES	208.45005.0220
34877 11/14/12 PAYROLL/FLEX FEE	46.89		STMT/10-12		D N	OTHER SERVICES	208.45005.0339
34877 11/14/12 OFFICE RENT-OCTOBER	626.61		STMT/10-12		D N	RENTS	208.45005.0440
34877 11/14/12 MAIL PICKUP FEE-SEP	50.00		37160		D N	POSTAGE	208.45005.0423
34877 11/14/12 FISCHER-PLANNING CONF.	75.00		37219		D N	TRAVEL-CONF.-SCH	208.45005.0333
34877 11/14/12 FISCHER-CANDIDATE FORUM	15.00		37241		D N	TRAVEL-CONF.-SCH	208.45005.0333
34877 11/14/12 STEVENS-CANDIDATE FORUM	15.00		37252		D N	TRAVEL-CONF.-SCH	101.41400.0333
34877 11/14/12 MAIL PICKUP FEE-OCT	50.00		37270		D N	POSTAGE	208.45005.0223
VENDOR TOTAL	9,959.10	*CHECK	TOTAL				
WILLMAR LAKES ROTARY 001557							
34878 11/14/12 MEALS-1ST & 2ND QUARTER	200.00		249		D N	SUBSISTENCE OF P	101.45432.0227
34878 11/14/12 SEMI ANNUAL DUES	71.88		249		D N	SUBSCRIPTIONS AN	101.45432.0443
VENDOR TOTAL	271.88	*CHECK	TOTAL				
WILLMAR OVERHEAD DOOR SA 000825							
34879 11/14/12 OVERHEAD DR REPAIR-PARTS	316.47		0044665		D N	MICE. OF STRUCTU	101.43425.0225
34879 11/14/12 OVERHEAD DR REPAIR-LABOR	189.00		0044665		D N	MICE. OF STRUCTU	101.43425.0335
VENDOR TOTAL	505.47	*CHECK	TOTAL				
106.5 THE TRAIN 002449							
34880 11/14/12 ADVERTISING	147.50		7796		D N	ADVERTISING	101.45433.0447

ACS FINANCIAL SYSTEM
11/14/2012 15:09:17

CITY OF WILLMAR
GL540R-V07.20 PAGE 18

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
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REPORT TOTALS:
757,430.76

RECORDS PRINTED - 000408

ACS FINANCIAL SYSTEM
11/14/2012 15:09:18

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	378,814.34
207	W.R.A.C. 8	2,814.44
208	CONVENTION & VISITORS BUREAU	12,857.55
350	RICE HOSPITAL DEBT SERVICE	31,305.50
412	S.A.B.F. - #2012	261,098.18
450	CAPITAL IMPROVEMENT FUND	721.11
651	WASTE TREATMENT	68,168.42
741	OFFICE SERVICES	1,651.22
TOTAL ALL FUNDS		757,430.76

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	757,430.76
TOTAL ALL BANKS		757,430.76

City of Willmar, Minnesota Building Inspection Report

From 10/01/2012 To 10/31/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21119	10/19/2012	CITY OF WILLMAR 2707 Arena Drive NE	95-901-0200 L ; B S 1; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REPLACE GLASS WALL PANELS/EXTEND WALLS	\$13,225.00	\$356.82
21121	10/15/2012	STEVE KURTZBEIN 3519 Eagle Ridge Drive W	95-148-0400 L 7; B 2 Eagles Landing	Residential Add/Alter Deck	RESIDENTIAL DECK	\$6,000.00	\$160.15
21125	10/2/2012	ROBERT LARSON 705 2ND Street SE	95-410-0320 L 2; B 2 Johnson's Subdivision	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,267.00	\$32.63
21126	10/8/2012	ISLAMIC SOCIETY OF WILLMAR 1112 Lake Avenue NW	95-009-1400 L ; B 135 Second Addition	Commercial Add/Alter Fire Sprinkler	INSTALL FIRE SPRINKLER SYSTEM	\$46,000.00	\$911.94
21128	10/1/2012	JULIE SCHMIDT 619 15TH Street SW	95-570-1150 L PT OF 2; B 8 Nursery Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,000.00	\$30.50
21129	10/5/2012	MICHAEL CLARK 1208 6TH Street SW	95-480-0230 L 3-4; B 2 Leary's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,600.00	\$31.80

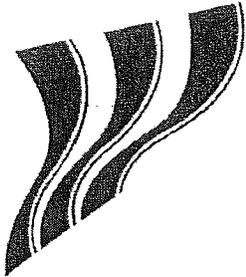
No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21130	10/5/2012	KEVIN ROELOFS 1404 18TH Street SW	95-510-0560 L 6; B 4 MOLENAAR'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,000.00	\$34.00
21131	10/3/2012	GABE HEILING 725 5TH Street SW	95-006-3780 L 8 & PT OF 9; B 83 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,250.00	\$30.63
21133	10/8/2012	GOSPEL HALL 421 13TH Street SE	95-184-0580 L 8-11; B 4 ERICKSON'S 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$10,000.00	\$35.00
21134	10/11/2012	KIM LARSEN 433 13TH Street NW	95-009-0330 L PT OF 1; B 127 Second Addition	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE	\$2,918.00	\$81.46
21135	10/5/2012	JUANITA & EVARISTO SORIANO 316 VOS PARK Drive NW	95-835-0100 L 10; B 1 VOS PARK ADDITION	Residential Add/Alter Garage	FINISH AN ATTACHED GARAGE	\$200.00	\$29.50
21136	10/3/2012	RICE CARE CENTER 1801 WILLMAR Avenue SW	95-921-5710 L; B S 21; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 2778 SF ADDN/ 6829 SF RENOVATION	\$2,000,000.00	\$13,807.71
21139	10/15/2012	LUCILLE JOHNSON 2608 9TH Street SW	95-686-0110 L 5; B 1 Prairie View Estates 1st	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21140	10/15/2012	CAROL FOSTERVOLD 2610 9TH Street SW	95-686-0120 L 6; B 1 Prairie View Estates 1st	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
21141	10/15/2012	MICHELLE WENBERG 1315 Kandiyohi Avenue SW	95-570-0780 L PT OF 1; B 5 Nursery Addition	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,800.00	\$80.35
21144	10/12/2012	NANCY BOONSTRA 1119 Campbell Avenue NW	95-009-1040 L 5 & PT OF 6; B 132 Second Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
21147	10/9/2012	CORY D & STACEY R JORSCHUMB 1109 13TH Avenue SW	95-690-0650 L 15 & PT OF 14; B 4 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,700.00	\$31.85
21148	10/9/2012	JAY & KATHY MESSERER 2007 10TH Street SW	95-132-0180 L 12; B 2 Chief Addition	Residential Add/Alter Residential/Alteration	20' INTERIOR DRAINTILE	\$1,790.00	\$80.35
21151	10/12/2012	JASON HULSTEIN 809 25TH Avenue SW	95-867-0420 L 2; B 2 WEST PORTLAND ACRES 2N	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,800.00	\$31.90
21153	10/12/2012	RUSS BENNETT 916 Litchfield Avenue SW	95-003-3930 L 5 - 9; B 35 Original City	Commercial Add/Alter Commercial/Alteration	MINOR INTERIOR REMODEL	\$1,500.00	\$80.78

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21154	10/17/2012	BARBARA J BURGMEIER 318 10TH Street NW	95-003-0360 L PT OF 10-12; B 3 Original City	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
21159	10/19/2012	MATT SAVIG 402 12TH Street SW	95-006-7000 L PT OF 1-2; B 110 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$629.45	\$30.31
21160	10/17/2012	LENNOY RORVIG 909 TROTT Avenue SW	95-006-0170 L PT OF 1-2; B 58 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,252.00	\$34.13
21163	10/22/2012	WILLMAR MUNICIPAL UTILITIES 700 LITCHFIELD Avenue SW	95-003-3660 L 1-6; B 33 Original City	Commercial Add/Alter Commercial/Alteration	REROOF MUC OFFICE BUILDING	\$37,922.00	\$485.71
21165	10/26/2012	MINNWEST TECHNOLOGY 1707 18TH Street NE	95-508-0230 L Unit # 16; B 000 MinnWest Tech. Campus C1C	Commercial Add/Alter Commercial/Alteration	INSTALL 2 DOORS IN NURSURY	\$1,500.00	\$80.78
21168	10/24/2012	WAYNE MITCHELL 2001 Country Club Drive NE	95-465-0030 L 3; B 1 Lakewood 1st Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$13,000.00	\$36.50
21196	10/24/2012	ADRIAN & JOANNE JIMENEZ 603 7TH Street NW	95-540-0020 L PT OF 1 & 2; B PT OF 1 & 3 Nelson's Addition	Residential Add/Alter Addition	CONSTRUCT ROOF @ FRONT ENTRY	\$800.00	\$41.35

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee	
21241	10/31/2012	JOHN WOODMAN 1001 4TH Street SW	95-280-1340 L 14; B 7 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50	
Current Year Current Month Totals							\$2,192,653.45	\$16,716.40
Previous Year Current Month Valuation							\$562,186.25	
Current YTD Valuation From 01/01/2012 To 10/31/2012							\$15,564,950.79	
Previous YTD Valuation							\$12,330,266.05	

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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7 Meeting

Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 19, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve

Guiding Principle: Minnesota Statute 53A.04

Agenda Item: Consideration of Currency Exchange Licenses of Quick Funds, Inc. and Checks Cashed and Payday Loans

Background/Justification:

The City is in receipt of an application for a Currency Exchange License submitted by **Darrell K. Sunvold dba Quick Funds, Inc.** to operate a currency exchange business at 222 SW 3rd Street. The first application was received for the 2005 calendar year. Minnesota Statutes Chapter 53A.04 requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons at tonight's hearing.

7:02 p.m. Quick Funds, Inc. hearing

The City is in receipt of an application for a Currency Exchange License submitted by **Bennett Ventures, Inc. dba Checks Cashed and Payday Loans** to operate a currency exchange business at 312 24th Avenue SW, Suite 2. The first application was received for the 2000 calendar year. Minnesota Statutes Chapter 53A.04 requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons at tonight's hearing.

7:03 p.m. Checks Cashed and Payday Loans hearing

Fiscal Impact: No Fiscal Impact

Alternatives: Deny License and Allow Department of Commerce to Act on License

Staff Recommendation: Approve License Upon Satisfactory Testimony at Hearing

Preparer: City Clerk-Treasurer

Signature:



85 7th Place East, Suite 500
St. Paul, Minnesota 55101-2198
www.commerce.state.mn.us
651.296.4026 FAX 651.297.1959
An equal opportunity employer

September 26, 2012

Mr. Kevin Halliday, City Clerk
City of Willmar
333 6th St SW
P.O. Box 755
Willmar, MN 56201

CERTIFIED MAIL

RE: Quick Funds – License #20506019
Currency Exchange License Renewal for 2013

Dear Mr. Halliday:

The above-named currency exchange licensee has made application to renew its currency exchange license to operate at:

222 3rd Street SW
Willmar, MN 56201

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2013, and the \$550 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please contact Lynne at 651-296-2297 and it will be forwarded to you.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the municipality in which the currency exchange conducts business. The law further requires the governing body of the municipality to render a decision regarding the renewal of the license within 60 days. Your cooperation in forwarding this information to the proper unit within your organization is appreciated. Your reply must be received within 60 days of receipt of this letter. If you have any questions, please contact me at the telephone number listed below.

Very truly yours,

Robin H. Brown
Financial Institutions Division
651-282-9855
651-296-8591 (Fax)



85 7th Place East, Suite 500
St. Paul, Minnesota 55101-2198
mn.gov/commerce/
651.296.4026 FAX 651.297.1959
An equal opportunity employer

October 29, 2012

Mr. Kevin Halliday, City Clerk
City of Willmar
333 6th St SW
P.O. Box 755
Willmar, MN 56201

CERTIFIED MAIL

RE: Bennett Ventures, Inc. – License #20207486
Currency Exchange License Renewal for 2013

Dear Mr. Halliday:

The above-named currency exchange licensee has made application to renew its currency exchange license to operate at:

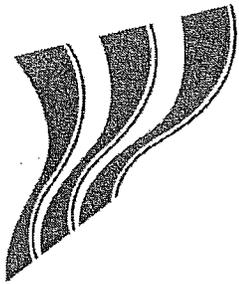
312 24th Avenue SW, Suite 2
Willmar, MN 56201

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2013, and the \$550 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please contact Lynne at 651-296-2297 and it will be forwarded to you.

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Very truly yours,

Robin H. Brown
Financial Institutions Division
651-282-9855
651-296-8591 (Fax)



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

Agenda Item Number: _____

Meeting Date: November 19,
2012

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 and Development
Services

Action Requested: Public hearing on an Ordinance to Rezone from GB/LB to CBD

Guiding Principle: Downtown Plan

Introduction: The downtown plan includes an element to revise the Central Business District Boundary

Background/Justification: The City is listed as the element champion to initiate the rezone process based off of the plan and many community meetings and public input. The expansion can bring benefits to certain types of business looking for the more dense relaxed development standards. Rezoning the property will achieve one of the action steps of the plan; it was a short term implementation step of the plan adopted earlier this year.

Fiscal Impact: N/A

Alternatives: Not rezone the property

Staff Recommendation: Staff recommends that the Ordinance be adopted, assigned a number, and published.

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

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

Signature: *Megan M. Sauer*

Comments:

N ↑



ORDINANCE NO. _____

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from LB Limited Business/GB General Business to CBD Central Business District:

ALL of Block 26, City of Willmar; ALL of Block 27, City of Willmar; ALL of Common Interest Community Number 23, A Planned Community, Heritage Plaza; ALL of Common Interest Community Number 23, A Planned Community, Heritage Plaza, First Amended Common Interest Community Plat; Common Interest Community Number 23, a Planned Community, Heritage Plaza, First Supplemental Common Interest Community Plat; East Half of Block 47, City of Willmar; the East half of Block 66, City of Willmar; ALL of Block 65, First Addition to the City of Willmar; ALL of Block 64, First Addition to the City of Willmar; ALL of Block 63, First Addition to the City of Willmar; ALL of Block 52, City of Willmar; ALL of Block 41 City of Willmar.

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Ahmann

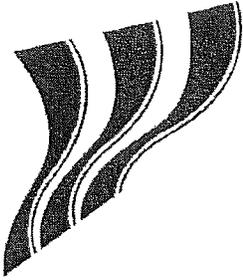
This Ordinance introduced on: November 5, 2012

This Ordinance published on: November 10, 2012

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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

Agenda Item Number: 8

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 19, 2012

- | | |
|-----------------------------------|---------------------------------|
| <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

Action Requested: Vote on the Amending Ordinance

Guiding Principle: Minnesota Statute 410.12

Agenda Item: Consideration of Amending Ordinance to the Willmar Charter

Background/Justification:

The hearing on the Ordinance Amending the City Charter was held on November 5, 2012. Noting that eight (8) affirmative votes are needed by the Council to adopt City Charter Amendments, and having only seven Council Members in attendance, the City Attorney advised the Council to vote on the matter at a subsequent Council meeting.

Minnesota Statute 410.12 Subd. 7 states within one month of the public hearing, the City Council must vote on the proposed Charter Amendment Ordinance.

Fiscal Impact: None

Alternatives: Deny

Staff Recommendation: Vote on the Amending Ordinance

Preparer: City Clerk-Treasurer

Signature:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER
OF THE CITY OF WILLMAR

The Willmar City Council does ordain as follows:

Section 1. Preamble. The Charter is amended by adding the following preamble:

We the people of the City of Willmar, pursuant to the laws of our state, do adopt the Charter in order to secure the benefits of local self-government and we confer upon the City the following powers, subject to the following restrictions, procedures, and governmental structure. We hereby secure the benefits of home rule and thereby affirm the values of representative democracy.

Section 2. Form of Government. The Charter is amended by adding an additional section as follows:

Section 1.03. Form of Government.

The City of Willmar intends to follow the form of government known as the "Weak Mayor-Council" form.

Section 3. Amendment of Section 2.02, Eligibility of Council Members. Section 2.02 of the Charter is amended to read as follows:

Section 2.02. Eligibility of Council members.

Any individual, 21 years of age or older, residing in each Ward shall be eligible to hold the office of Council member for that Ward. ~~For the purpose of this section said individual need not have registered.~~

Section 4. Amendment of Section 2.04, Prohibitions, Incompatible Offices. Section 2.04 of the Charter is amended to read as follows:

Section 2.04. Prohibitions; incompatible offices.

Except where authorized by law or this Charter, a Council members shall not hold any other City office or City employment during the term of office for which they were elected. No Council members or former Council members shall be appointed to or hold any compensated appointive City office or employment which was created or the benefits of which were increased during the term for which they were elected, until the expiration of one year from the expiration of the term to which they were elected. A Council members shall not hold any office which is by law or by this Charter incompatible with the office of Council member and the acceptance of such office shall be a prohibition which shall result in the forfeiture of their office as a Council members.

Section 5. Amendment of Section 2.05, Forfeiture of Office. Section 2.05 Subdivisions 1, 2, 3, 4 and 5 of the Charter are amended to read as follows:

Section 2.05. Forfeiture of office.

Subdivision 1. Grounds of forfeiture. A Council members shall forfeit their office if they

- (A) lack at any time during their term of office any qualification for the office prescribed by this Charter or by law;
- (B) violate any express prohibition of this Charter;
- (C) are convicted of a crime involving moral turpitude;
- (D) fail to attend three (3) consecutive regular meetings of the Council without being excused by the Council;
- (E) fail without good cause to perform the duties of office for a period of 90 consecutive days: or
- (F) terminate residency in the city.

A Council members shall not forfeit their office as Council member when the geographic boundaries of his/her Ward are changed so as to change the Ward that they reside in. If a Council members moves their residence to a Ward other than the Ward they were elected in and if there is more than one (1) year left in their term when they move, their terms shall expire on the first Monday after the first Tuesday of the first January immediately following the next general election occurring after their change of residence.

Subdivision 2. Procedure, uncontested. The Mayor, City Attorney or any Council member may make complaint to the Council that any member of the Council has forfeited the right to office. The complaint shall be in writing, shall be verified under oath and shall be filed with the City Clerk. The City Clerk shall cause a copy thereof to be served forthwith, in the manner of the service of a summons in the District Court, upon the charged Council member. If the charged Council members shall not have filed an answer thereto and made a demand for a hearing following the expiration of ten (10) days from the date of service, the City Clerk shall lay before the Council the complaint, evidence of service, and a certificate that no answer and demand for hearing has been received. The Council shall thereupon proceed to consider the matter and shall by resolution make its determination thereon. Its determination shall include specific findings and, if it finds that the Council members have forfeited their office, it shall so state and the grounds on which its decision is based. The office of the Council members shall be vacant upon the filing of the resolution with the City Clerk.

Subdivision 3. Procedure, contested. If the Council members shall answer, the Council shall forthwith at its next regular meeting, set a date for the hearing of the matter, and give notice thereof to the affected Council members by causing a notice of the hearing to be served upon him/her in the manner of the service of a summons in District Court and by publishing the said notice in the official newspaper of the City at least ten (10) days before the said hearing. At the hearing, the Council members shall have the right to appear and be represented by counsel and present witnesses and evidence in their own behalf, but they shall not participate as a members of the Council. After the hearing, the Council shall proceed to consider the matter and to make its decision and findings as provided in Subdivision 2 hereinabove.

Subdivision 4. Appeal. If the Council determines that the office of a Council member shall be forfeited, the Council member shall have the right to appeal to the District Court. The appeal shall be perfected upon the filing of a Notice of Appeal with the Clerk of the District Court and by copy with the City Clerk within twenty (20) days of the filing of the Resolution of the Council with the City Clerk. Upon filing of the copy of Notice of Appeal, the City Clerk shall forthwith certify to the District Court the complete record of the proceedings before the City Council, including a certified copy of the resolution of the Council. The matter in District Court shall be heard by the Court, ~~without a jury~~, and the Court shall have the right to determine the matter upon the record submitted or at its discretion on the taking of additional evidence.

Subdivision 5. Reasonable attorney's fees chargeable to City, when. If the determination, either by the Council or by the Court, is in favor of the Council members, the reasonable attorney's fees incurred by ~~them~~ a Council member shall be the obligation of the City, and the Council shall appropriate funds for the payment thereof.

Section 6. Amendment of Section 2.06, Vacancies. Section 2.06 is amended to read as follows:

Section 2.06. Vacancies.

Subdivision 1. Determination of vacancy. The office of a Council members shall become vacant upon their death, ~~resignation, removal from office in any manner authorized by law or forfeiture of their office.~~ A vacancy also automatically occurs when an incumbent submits a written resignation to the City Council. The vacancy will be created on the date specified in the written resignation, or if one is not specified, on the date of submittal to the City Council. If the date of submittal is unknown, then the vacancy will occur on the date the City Council receives the written resignation.

A vacancy in an office of Council member also exists in the following situations:

- (A) failure of an elected person to qualify on or before the first Monday after the first Tuesday of January immediately following a general election;
- (B) termination of residency in the city;
- (C) termination of a ward council member's residency in the ward from which elected except when a ward boundary change places a ward council member's residence in a different ward, the council member will continue in office until the next general municipal election, at which time the office must be filled for the remainder of that term;
- (D) continuous absence from the city for more than 90 days;
- (E) conviction of a felony either before or after qualification for office;
- (F) loss of qualifications for the elective office; or
- (G) failure without good cause to perform the duties of office for a period of 90 consecutive days.

~~Subdivision 2. Vacancy occurring more than one year before end of term. If the vacancy occurs more than one (1) year before the expiration of the vacant term, it shall be filled by election. On learning of the vacancy, the City Clerk shall certify that fact to the next general or special meeting of the Council, which shall be resolution at said meeting fix the date for the holding of such election, which date shall be fixed so that the election may be held pursuant to the provisions as to elections set forth in this Charter, and as soon as may be permitted thereunder, and the election shall be held pursuant to such provisions. If the election date fixed pursuant hereto should result in a special election being held two (2) months or less prior to the next ensuing general election, the Council, in its discretion, may fix the date of said general election as the date of said election.~~

~~Subdivision 3. Vacancy occurring one year or less prior to end of term. If the vacancy occurs one (1) year or less prior to the expiration of the vacant term, the vacancy shall be filled by appointment. On learning of the vacancy, the City Clerk shall certify that fact to the Council at its next general or special meeting, and the Council shall proceed to fill the vacancy. If the Council is unable to agree upon a successor at the general meeting next succeeding that at which said certification of vacancy was made, it shall meet from time to time, at least once each week, until the vacancy is filled. The successor Council member so appointed shall assume office immediately on qualifying and serve for the remainder of the term.~~

~~(Ord. No. 1027, § 1, 7 15 92)~~

Subdivision 2. The Council must on its own motion declare by resolution that a vacancy exists when a vacancy occurs for a reason other than death or resignation. If the Council fails to act or is unaware of a vacancy, a resident who is an eligible voter in the city may submit a written verified request with supporting facts to the City Clerk, asking the Council to declare a vacancy. A written verified request submitted within 90 days after another request for the same Council position will not be considered under this section. The Council must act on the written verified request within 21 days after submission to the City Clerk, unless a vote approved by 75% of the Council members present authorizes an additional 21 days. If the Council fails to act within the required time, the Mayor has seven days to act on the written verified request. If the Council and Mayor fail to act within the required time, a vacancy automatically occurs.

Subdivision 3. Within 45 days after the effective date of any vacancy on the Council, the Council must either (1) appoint an eligible person to fill the vacancy on an interim basis as more fully provided in this Section; or (2) schedule a special election to be held within 90 days to fill the vacancy for the unexpired portion of the term.

Subdivision 4. If the Council fills the vacancy through an interim appointment under Subdivision 3, a special election to elect a permanent replacement to serve for the unexpired portion of the term must be held at the next regular municipal election when each of the following conditions exist on the effective date of the vacancy:

- (a) more than two years remain in the unexpired term; and
- (b) the first day to file affidavits of candidacy for the next regular municipal election has not yet occurred.

If a special election is not required under this Subdivision, a Council member appointed on an interim basis under Subdivision 3 will serve until expiration of the position's term.

Subdivision 5. The term of a Council member elected at a special election begins as soon as the election results have been certified and the person has qualified for office.

Subdivision 6. For a special election held at a time other than a regular municipal election,

(a) candidates must file for office no later than four weeks before the election,

(b) no primary will be held,

(c) the candidate receiving the highest number of votes is elected, and

(d) the election must be held on a Tuesday.

Section 7. Amendment of Section 2.09, Independent Audit and Financial Reporting. Section 2.09 of the Charter is amended to read as follows:

Section 2.09. Independent Audit and Financial Reporting.

The Council shall provide for an independent annual audit of all City accounts and may provide for such more frequent audits as it deems necessary. The ~~accounts~~ of Rice Memorial Hospital and the ~~Willmar Municipal Utilities Commission~~ shall be audited at least annually. Such audits shall be made by a certified public accountant or firm of such accountants who have no direct interest in the fiscal affairs of the City government or any of its officers. The annual audit of the City, the Willmar Municipal Utilities and Rice Memorial Hospital shall be certified by the accountant preparing the annual audit. Except as provided herein with respect to audits of Rice Memorial Hospital and the Willmar Municipal Utilities, the Council may, without requiring competitive bids, designate such accountant or firm ~~annually or~~ for a period not exceeding three (3) years, provided that the designation for any particular fiscal year shall be made no later than thirty (30) days after the beginning of such fiscal year. If the State makes such an audit, the Council may accept it as satisfying the requirements of this Section. The Rice Memorial Hospital Board and the Willmar Municipal Utilities Commission may select their respective certified public accountant ~~on approval of the City Council.~~ Rice Memorial Hospital and the Willmar Municipal Utilities shall each pay their own audit fees incurred for the audits required by this Section. Copies of each annual audit of Rice Memorial Hospital and the Willmar Municipal Utilities shall be submitted to the Mayor, the City Council and the City Finance Director.

In addition to the annual audits herein provided for, the Willmar Municipal Utilities and the Rice Memorial Hospital Board shall prepare ~~quarterly~~ monthly statements, prepared on an accrual basis, and submit said statements to the City Council, the Mayor and the City Finance Director on or before the twenty-fifth (25th) day of the ~~quarter~~ month following the month for which the statement was prepared. The annual audits of the City, the Willmar Municipal Utilities and the Rice Memorial Hospital shall be submitted to the Mayor, the City Council and the City Finance Director within One Hundred Twenty (120) days of the end of each year. The Willmar Municipal Utilities and the Rice Memorial Hospital Board shall submit financial statements to the City Council on a more frequent basis than is herein provided for when requested to do so by the City Council.

Section 8. Amendment of Section 2.10, Investigations. Section 2.10 of the Charter is amended to read as follows:

Section 2.10. Investigations.

The Council may make audits and investigations into the affairs of the City and the conduct of any City department, office, agency, board or commission and for such purpose may employ such personnel as it deems necessary therefore. It may subpoena witnesses, administer oaths, take testimony and require the production of evidence. Any person who is found, by a court of competent jurisdiction, to have failed or refused, fails or refuses, without lawful excuse, to obey comply with an order of the Council in the exercise of this investigative power shall be guilty of a misdemeanor as defined in the Minnesota Criminal Code.

Section 9. Amendment of Section 2.11, Procedure. Section 2.11 of the Charter is amended to read as follows:

Section 2.11. Procedure.

Subdivision 1. Meetings. On the first Monday after the first Tuesday of each January immediately following a general election, the Council shall meet for its biennial organizational meeting and the terms of Council members whose terms expire shall terminate at the opening of such meeting. The Council shall meet regularly at least twice in every month at such times and places as the Council shall prescribe by resolution at such biennial organizational meeting. Special meetings may be held on the call of the Mayor or of four (4) or more members of the Council, or by decision of the Council made at a regular or special meeting, upon no less than twelve (12) hours notice to each member. All meetings shall be public.

Subdivision 2. Rules and journal. The Council shall adopt, at the meeting prescribed in Subd. 1, an authorized set of parliamentary rules, ie. "Robert's Rules of Order", "Mason's Manual", Thomas Jefferson's "A Manual of Parliamentary Practice", Alice Sturgis' "Rules of Order", or "Minnesota Mayor's Association Rules of Order for City Councils" ~~its own rules and order of business~~ and shall provide for a journal of its proceedings, which journal shall be a public record. The rules adopted by the City Council are applicable to all Commissions, Boards, and Committees.

Subdivision 3. Voting and quorum. ~~Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be recorded in the journal.~~ Five (5) members of the Council shall constitute a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the Council.

Section 10. Amendment of Section 2.12, Ordinances and Resolutions. Section 2.12, Subdivisions 1(E), (F) and (G) and Subdivision 2(D) and Subdivision 6 of the Charter are amended to read as follows:

Section 2.12. Ordinances and resolutions.

Subdivision 1. Action requiring an ordinance. In addition to other acts required by law or by specific provisions of this Charter to be done by ordinance, those acts of the Council shall be by ordinance which:

- (E) Regulate the rates charged for its utility services by a public utility the Willmar Municipal Utilities and City of Willmar;
- (F) Authorize the borrowing of money, incurring indebtedness, or authorizing of capital leases;
- (G) Authorize the conveyance of any lands of the City, provided, however, that leases and utility easements be excepted from this provision;

Subdivision 2. Ordinances in general.

- (D) Vote required for adoption of ordinance. Except as provided by law, Ordinances shall require the affirmative votes of five (5) members of the Council for adoption.

Subdivision 6. Special ordinances. Ordinances of limited application such as zoning and annexation ordinances, or of current interest only, or which by their terms will expire within a definite period of time and emergency ordinances shall be classified for purposes of identification and codification as special ordinances and shall not be codified. They shall, however, have the full force and effect of general as all other ordinances, and the City Clerk shall index and record them so that they can be at all times readily inspected by the public. The City Clerk shall provide copies thereof to the public at a reasonable price fixed by the Council.

Section 11. Amendment of Section 3.01, Chief Executive Officer. Section 3.01 of the Charter is amended to read as follows:

Section 3.01. Chief executive officer.

The Mayor shall be the chief executive of the City ~~with~~ and enjoy the powers given to the Mayor by this Charter and the laws of the state of Minnesota.

Section 12. Amendment of Section 3.02, Election and Qualification. Section 3.02 of the Charter is amended to read as follows:

Section 3.02. Election and qualification.

Residents, 21 years of age or older, of the City shall be eligible to hold the office of the Mayor. For the purposes of this section said resident need not ~~have~~ be registered to vote. The Mayor shall be elected at the regular City election held every even-numbered year by the direct vote of the people for a term of four (4) years to begin on the first Monday after the first Tuesday of the year following the Mayor's election, but the incumbent Mayor shall continue to serve until a new Mayor has been elected and has qualified.

Section 13. Amendment of Section 3.03, Mayor's Messages to the Council. Section 3.03 of the Charter is amended to read as follows:

Section 3.03. Mayor's messages to the Council.

The Mayor shall, at the beginning of each calendar year, and may at other times, give present to the Council the state of the city message, providing information as to the affairs of the City and recommend measures he/she considers necessary and desirable.

Section 14. Amendment of Section 3.04, Powers and Duties. Section 3.04 (C), (D), (E) and (F) of the Charter is amended to read as follows:

Section 3.04. Powers and duties.

~~The Mayor shall see that all the laws and ordinances are enforced and the peace and order of the City are kept.~~ The Mayor shall, in conjunction with the Council, supervise the administration of City affairs. The Mayor shall:

- (C) Prepare or cause to be prepared and submit ~~an~~ the Mayor's annual budget and capital improvements program to the Council; and for this purpose all personnel of the City shall furnish to the Mayor such information as requested for the discharge of this duty;
 - ~~(D) Submit or cause to be submitted to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;~~
 - ~~(E) Make such other reports as the Council may require concerning the operations of the City departments, offices and agencies, and for this purpose all personnel of the City shall furnish to the Mayor such information as requested for the discharge of the Mayor's duties;~~
 - ~~(F) D~~Keep the Council fully advised as to the financial condition and future needs of the City and make such recommendations to the Council concerning the affairs of the City as ~~the Mayor deems desirable~~ including those recommendations which may be suggested by the City Administrator;
 - ~~(G) E~~Be recognized as the official head of the City for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the Governor of the State for the purposes of martial law;
 - ~~(H) F~~In instances when the City Council cannot meet, the Mayor shall have the authority to expend public funds, without Council approval, during the time of a natural disaster, riot, civil disorder, enemy attack or any public emergency that affects a substantial number of residents in the City of Willmar.
- (Ord. No. 1027, § 1, 7-15-92)

Section 15. Amendment of Section 3.05, Mayor's Power to Veto Legislation. Section 3.05 of the Charter is amended to read as follows:

Section 3.05. Mayor's power to veto legislation.

Within ~~ninety-six (96) hours~~ seven (7) days after the adjournment of any Council meeting the City Clerk shall present to the Mayor the record of proceedings of the meeting and all ordinances ~~and~~, resolutions, ~~and~~ motions adopted at the meeting. The Mayor, within ~~seven (7)~~ four (4) days of receipt of an ordinance or resolution, shall return it to the City Clerk with approval or with veto. If the Mayor does not return said ordinance ~~and~~, resolutions, ~~and~~ motion within ~~seven (7)~~ four (4) days after receipt or returns it without a veto, it shall be considered approved, which fact shall be noted in any publication required thereof. If an ordinance ~~and~~, resolutions, ~~or~~ motion is vetoed, the Mayor shall attach a written statement

explaining the reason for the veto. Ordinances and, resolutions, or motions vetoed by the Mayor shall be considered at the next regular meeting of the Council, and the Council may pass the ordinance and, resolution, or motion over the veto by the affirmative vote of six (6) of its members. In the publication of an ordinance and, resolution, or motion passed over the Mayor's veto, the publication shall recite the fact of the veto, and the vote by which the veto was overridden. The Mayor's veto power shall extend to disapproving or reducing individual appropriation items in the budget or any ordinance and, resolution, or motion, except appropriations for auditing or investigating any part of the executive branch or for a zoning or land use decision. The Mayor shall not have the power to veto any emergency ordinance, nor any ordinance repealing an emergency ordinance.

Section 16. Amendment of Section 3.07, Prohibitions, Incompatible Offices, Forfeitures of Office. Section 3.07, Subdivision 2 of the Charter is amended to read as follows:

Subdivision 2. Forfeiture of office. The Mayor shall forfeit the office if he/she

- (A) lacks at any time during his/her term of office any qualifications for the office prescribed by this Charter or by law;
- (B) violates any express prohibition of this Charter; or
- (C) is convicted of a crime involving moral turpitude;
- (D) fails to attend three (3) consecutive regular meetings of the Council without being excused by the Council;
- (E) is continuously absent from the city for more than 90 days;
- (F) fails without good cause to perform the duties of office for a period of 90 consecutive days; or
- (G) terminates his/her residency in the city.

Upon written complaint being filed with the City Clerk alleging that the Mayor has forfeited the right to office and stating the grounds therefore, the Council shall immediately convene and proceed to determine the matter. The procedure for determination, procedure and appeal shall be the same as that provided in Section 2.05 of Article II with respect to a Council member, except that the sessions of the Council shall be presided over by the District Judge or a duly licensed attorney at law appointed by the Judge.

Section 17. Amendment of Section 4.01, General Provisions (Boards and Commissions). Section 4.01 of the Charter is amended to read as follows:

Section 4.01. General provisions.

There shall be established such boards and commissions as are provided in this Article and the Council may establish or activate such other boards and commissions as may be authorized by law. The Council shall have the authority to establish by ordinance such other advisory or administrative boards as it shall from time to time determine and to regulate and

control and abolish the same insofar as permitted by law. The Council shall also have the authority to establish by resolution such committees as it may determine, of its own members or otherwise, and to provide for their regulation and control. All boards and commissions shall keep a public record of all its actions, both written and audio recordings and video recordings where practical, and shall transmit to the Council promptly after each meeting true copies of its minutes and of all resolutions adopted by it. Members appointed to boards and commissions established by this Charter shall be appointed as provided in this Charter and otherwise as provided in the ordinance or resolution establishing the board or committee. Members appointed to specific terms shall not be subject to recall or suspension except for cause, and then only upon evidence of malfeasance, misfeasance, or nonfeasance presented at a hearing before the appointing power on notice to the member. If any member of a board or commission fails to attend three (3) consecutive regular meetings of the board or commission, without being excused by the board or commission, the City Council may remove said member by an affirmative vote of five (5) members of the Council. Vacancies shall be filled by the appointing power. With the exception of the licensed physician representing the Hospital Board, members shall be residents of the City and shall serve without pay, except as specifically provided in the Charter, ordinance, or resolution establishing the board, commission or committee. All appointees to boards and commissions shall, before undertaking to serve thereon, file with the City Clerk a written acceptance and oath of office. The required forms shall be available in the City Clerk's office.

Section 18. Amendment of Section 4.02, The Planning Commission. Section 4.02, Subdivisions 1, 3, 4, 5, 7, 9 and 10 of the Charter are amended to read as follows:

Section 4.02. The Planning Commission.

Subdivision 1. Members, qualifications, term. There shall be a City Planning Commission of nine (9) members, appointed for terms of three (3) years in such manner so that the terms of three (3) members expire each year, none of whom shall hold any other office or position in the City government. The Commission shall elect a chairman, vice-chairman and a secretary and such other officers as it shall from time to time determine. The officers shall be members of the Commission, ~~provided that with the approval of the Council, the Commission may hire a recording secretary to keep the minutes and the records of the Commission, and such recording secretary may, but need not be, a member of the Commission.~~ No member shall serve more than two (2) consecutive terms on the Board. The serving of a term of two (2) years or more shall be considered a full term for purposes of the preceding sentence.

Subdivision 3. The Comprehensive Land Use Plan; official map. The Commission shall review the Comprehensive Land Use Plan and the official City map annually, and shall at least once in every three (3) years, make a report to the Council containing any changes or revisions therein. The Commission shall promote public interest in and understanding of said map and plan, of planning, of zoning and of the physical development of the City.

Subdivision 4. Recommended capital improvements. The Commission shall prepare and submit annually to the Council and to the ~~official or agency charged with the duty of submitting the annual budget~~ Rice Memorial Hospital Board and Municipal Utilities Commission where appropriate, a recommended capital improvements report which shall contain recommended capital improvements which in the opinion of the Commission are

necessary or desirable in the forthcoming five (5) year period. The report shall include estimated budget requirements for such improvements, and it may contain a priority list and an arrangement of such improvements with respect to the year they are recommended to be begun.

Subdivision 5. Zoning ordinance and codes. The Commission shall review ~~from time to time~~ annually, the zoning ordinance and the codes of the City and shall upon request of the Council make report thereon with respect to proposed revisions and amendments.

Subdivision 7. Powers to secure information and data. The Commission shall have power to require information to be furnished within a reasonable time from applicants and other boards, commissions and officials of the City and shall have the power to enter upon any land and make examinations and surveys as necessary to assist in their decisions.

~~Subdivision 9. Public utilities. No water, power, light, heat, gas or other commonly designated public utility service whether publicly or privately owned shall be constructed, extended, vacated or rerouted until the same shall have been submitted to and approved by the Commission. In the event that the Commission shall affirmatively disapprove the same or shall determine to attach conditions thereon, the action thereon shall be by resolution setting forth its findings with respect thereto and its specific reasons for such disapproval, and a copy of the resolution shall forthwith be sent to the public utility concerned. In the event that the Commission shall have failed to act thereon within a period of sixty (60) days after the same shall have been presented to it, the proposal shall be deemed to have been approved as submitted. The Commission shall have the power and the duty to submit the proposal to other public utilities which may be affected by the proposal. Unless the proposal shall have been originated by the Willmar Municipal Utilities, the secretary of the Planning Commission shall immediately on receipt of the proposal forward a copy of it to that Commission. This subdivision shall not be construed so as to require approval of connections and service lines to individual private properties.~~

Subdivision ~~10~~ 9. Over-riding power of the Council. Any resolution or other action by the Commission may be overruled by the Council by the affirmative votes of five (5) members of the Council at any time within a period of thirty (30) days from the date of the regular Council meeting next following the receipt by the City Clerk of the copy of the motion, resolution or action of the Commission in question.

Section 19. Amendment of Section 4.03, Park and Leisure Services Board. Section 4.03 of the Charter is amended to read as follows:

Section 4.03. Park and Leisure Services Board.

There shall be an advisory board known as the Park and Leisure Services Board of ~~nine (9)~~ six (6) members appointed for terms of three (3) years, and so that the terms of no more than ~~three (3)~~ two (2) members thereof shall expire each year. ~~The Board shall include a representative of the School District as a voting member.~~ The Board shall advise and assist the Council in the development and maintenance of a park and recreation program for the City and its people, including acquisition of land for leisure activities. The Board shall, at the request of the Planning Commission, prepare a five (5) year park and leisure services plan, and shall submit written copies of said plan to the Planning Commission and the City

Council. The Board shall have such powers and duties as the Council shall from time to time by ordinance give it. No member shall serve more than two (2) consecutive terms on the Board. The serving of a term of two (2) years or more shall be considered a full term for purposes of the preceding sentence.

Section 20. Amendment of Section 4.04, Rice Memorial Board. Section 4.04, Subdivisions 1, 3 and 5 of the Charter are amended to read as follows:

Section 4.04. Rice Memorial Board.

Subdivision 1. Members, qualifications, term, officers. There shall be a Rice Memorial Hospital Board of seven (7) members appointed for terms of three (3) years, and so the terms of no more than three (3) members thereof shall expire each year, none of whom shall hold any other office or position in the City government. One of the seven (7) members of the Rice Hospital Board shall be a licensed physician authorized to practice at Rice Memorial Hospital and whose primary practice is within the City of Willmar. ~~There shall be a Hospital Board appointed Advisory Committee representing the Hospital Service Area.~~ The Board shall elect from its membership a Chair, Vice-Chair, Secretary, Treasurer and such other officers as it shall from time to time determine. The Chief of the Medical Staff of Rice Memorial Hospital or a representative appointed from time to time may attend all meetings of the Board and participate therein in a consultative capacity. No member shall serve more than three (3) consecutive terms on the Board. The serving of a term of two (2) years or more shall be considered a full term for purposes of the preceding sentence. After serving three (3) consecutive terms on the Board, a member may again be appointed to the Board when one (1) year has elapsed from the date of expiration of the member's most recent term.

Subdivision 3. Fiscal accounting. ~~The Treasurer of the Board, or a person or persons shall designated by the Treasurer in writing approved by the Board~~ a chief financial officer and who shall be bonded in the amount determined by the Board, and who shall collect all funds received in the operation of the said Hospital and shall deposit the same in a legal depository to the account of the said Hospital. The Treasurer of the Board chief financial officer shall keep, or cause to be kept, a complete set of books and accounts, and make report thereon as required by and to the Board, the Mayor and the Council. All such monies shall be kept and retained in the Hospital account by the Treasurer of the Board chief financial officer and disbursed only upon appropriate orders signed by the Chair chief executive officer and the Treasurer of the Board chief financial officer. All proceeds from the sale of bonds and revenue warrants shall be collected by the City Clerk and deposited in the account(s) of Rice Memorial Hospital, and shall be disbursed only upon appropriate orders of the Rice Memorial Hospital Board. The financial records of the Hospital shall be open to inspection at all times by the Mayor and the Council, and shall be subject to the provisions of Sections 2.09 and 2.10 of Article II.

Subdivision 5. Over-riding power of the Council. The Council shall have the power to overrule by the affirmative vote of at least five (5) members thereof any action of the Board with the exception of personnel appointments, other than the appointment of the ~~Chief Executive Officer~~ at the Council meeting next following the receipt by the City Clerk of the minutes of the Board containing such action. If the Council fails or refuses to overrule such action at the said meeting, the action shall be absolute; provided, however, that if the

Council desires to consider the matter further, it may by resolution defer action on the matter for a period not to exceed thirty (30) days or to the next scheduled City Council meeting. No such action shall be deemed to have been presented to the Council unless it shall have included in the minutes of a duly constituted meeting of the Board and the text of any resolution, rule or regulation attached thereto in full. It shall be the duty of the City Clerk to transmit such minutes, resolutions, rules and regulations to the Council at the Council meeting next following receipt thereof.

Section 21. Amendment of Section 4.05, Municipal Utilities Commission. Section 4.05, Subdivision 1, Subdivision 2(E), Subdivision 3 and Subdivision 5 of the Charter are amended to read as follows:

Section 4.05. Municipal Utilities Commission.

Subdivision 1. Members, qualifications, term, officers. There shall be a Municipal Utilities Commission of seven (7) members, appointed for terms of three (3) years, and so that the terms of no more than three (3) members thereof shall expire each year, none of whom shall hold any other office or position in the City government. The Commission shall elect from its membership a Chair, Vice-Chair, Secretary, Treasurer and such other officers as it shall from time to time determine. No member shall serve more than three (3) consecutive terms on the Commission. The serving of a term of two (2) years or more shall be considered a full term for the purposes of the preceding sentence. After serving three (3) consecutive terms on the Commission, a member may again be appointed to the Commission when one (1) year has elapsed from the date of expiration of the member's most recent term.

Subdivision 2. Powers and duties. The Commission shall have, subject to the over-riding power of the Council hereinafter provided, full control of the operation and management of the electric, water and district heating systems of the City and such other utilities as it may acquire; the full power of ownership and control of which in the City is hereby confirmed; and the employment of a General Manager. The Commission shall at the request of the Planning Commission prepare a five (5) year capital improvement budget and shall submit written copies of said budget to the Planning Commission and the City Council. It shall have the power to:

(E) Determine upon the qualifications of the General Manager; ~~However, at all times the Willmar Municipal Utilities shall have a graduate electrical engineer registered under Chapter 326 of Minnesota Statutes on its staff as a full-time employee;~~

Subdivision 3. Fiscal accounting. ~~The Treasurer of the Municipal Utilities Commission, or a person or persons~~ shall designated by the Treasurer in writing approved by the Commission ~~and who shall be bonded in the amount determined by the Commission, and who shall collect all funds received in the operation of the utilities under the control of the Willmar Municipal Utilities and shall deposit the same in a legal depository to the account of the said Willmar Municipal Utilities. The Treasurer of the Commission~~ chief financial officer shall keep, or cause to be kept, a complete set of books and accounts and make a report thereon as required by and to the Commission, the Mayor and the Council. All such monies shall be kept and retained in the Willmar Municipal Utilities account by the ~~Treasurer of the Commission~~ chief financial officer and disbursed only upon appropriate

orders signed by the ~~Chair~~ chief executive officer and ~~Treasurer of the Commission~~ the chief financial officer. All proceeds from the sale of bonds and revenue warrants shall be collected by the City Clerk and deposited in the account(s) of the Willmar Municipal Utilities, and shall be disbursed only upon appropriate orders of the Municipal Utilities Commission. The financial records of the Willmar Municipal Utilities shall be open to inspection at all times by the Mayor and Council and shall be subject to the provisions of Sections 2.09 and 2.10 of Article II.

Section 22. Amendment of Sections 5.07 and 5.08, Financial Procedures. Section 5.07, Subdivisions 2, 5 and 6, and Section 5.08 of the Charter are amended to read as follows:

Section 5.07. Amendments after adoption.

Subdivision 2. Contingency ~~fund~~ Reserve. The Council shall be authorized to ~~include in the budget~~ have a reserve fund which shall be called a contingency ~~fund~~ reserve in an amount not to exceed ten (10) percent of the current and subsequent budget, excluding such contingency ~~fund~~ reserve. In the event that any appropriation from any other fund shall be, in the judgment of the Council, insufficient to meet the demands of the City with respect to the program or budget item affected and provide for the orderly administration of the City, the Council by a vote of six (6) members thereof may transfer out of the contingency ~~fund~~ reserve to such ~~other~~ fund such sums as it shall determine shall be reasonably necessary to effect the purpose.

Subdivision 5. Emergency appropriations; tax anticipation certificates. To meet a public emergency affecting life, health, property or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of Subdivision 3 of Section 2.12 of Article II of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriation, the Council may by such emergency ordinance, authorize issuance of tax anticipation certificates in accordance with the provisions of law. Such tax anticipation certificates shall be paid not later than ~~the last day of the fiscal year next~~ two (2) years succeeding that in which the emergency appropriation was made.

Subdivision 6. Limitations; effective date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.
(Ord. No. 1027, § 1, 7-15-92)

Section 5.08. Lapse of appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if ~~three (3) years pass without any~~ no disbursement or encumbrance of the appropriation is completed by the close of the third fiscal year following the fiscal year in which the funds were appropriated.

(Ord. No. 1027, § 1, 7-15-92)

Section 23. Amendment of Article VI, Nominations and Elections. Article VI of the Charter is repealed in its entirety as follows:

ARTICLE VI. ~~NOMINATIONS AND ELECTIONS~~ Save for Future Reference

~~Section 6.01. Regular municipal election.~~

~~The regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year.~~

~~(Ord. No. 1027, § 1, 7-15-92)~~

~~Section 6.02. Primary election.~~

~~On the first Tuesday after the second Monday in September preceding any regular municipal election an election of nominees, designated as the "primary election," shall be held for the selection of candidates for all elective offices of the City of Willmar to be filled at said regular election.~~

~~(Ord. No. 1027, § 1, 7-15-92; Ord. No. 1070, § 1, 10-4-95)~~

~~Section 6.03. Special elections.~~

~~The Council may call special elections in the manner provided by law.~~

~~(Ord. No. 1027, § 1, 7-15-92)~~

~~Section 6.04. Conduct of elections.~~

~~All City elections shall be held and conducted and the votes canvassed in the manner provided by law.~~

Section 24. Amendment of Section 7, Initiative, Referendum and Recall. Sections 7.03(b) and 7.05(b) of the Charter are amended to read as follows:

Section 7.03(b). The initiative measure.

Any resolution or ordinance proposed for the initiative shall be set forth in such form as is consistent with the forms of resolutions and ordinances in current use at the time the same is filed and shall conform to the provisions of law, this Charter and any ordinance or resolution governing the formulation of resolutions and ordinances. ~~If the effect of the resolution is to repeal any resolution previously adopted by the Council, it shall identify such resolution and specify the amendment or repeal thereof or any part thereof affected.~~ Proposals for ordinances shall be formulated in accordance with the provisions of Section 2.12 of Article II of this Charter.

Section 7.05(b). The recall measure.

The committee seeking the recall of any official elected under the provisions of this Charter shall formulate in clear and concise language a statement, not more than two hundred fifty (250) words, of its reasons for proposing the recall and which shall state that it intends to bring about his/her recall. The statement must clearly set out the alleged malfeasance or nonfeasance of the officeholder being proposed for recall.

Section 25. Amendment of Section 9.01, Procedure for Vacating Streets, Utility Easements, and Public Grounds. Section 9.01, Subdivision 4 of the Charter is amended to read as follows:

~~Subdivision 4. Proceedings on initiation by property owners. —A property owner desiring to vacate any street, alley, road, highway, parkway, public ground or utility easement shall cause to be prepared, in triplicate, a petition therefor, which petition shall describe the area sought to be vacated and shall have attached thereto a map of the area proposed to be vacated and of the area extending out therefrom in all directions a distance of six hundred (600) feet and a list of the property owners within the said total area, together with their addresses and the legal descriptions of the property owned by each of such owners. The petition shall be signed by a majority of the owners of land or by the owners of a majority of the land, measured in feet fronting on the easement, abutting on the street, alley, road, highway, parkway or public ground, or in, on or through which the utility easement exists, and it shall be verified by one of them. For the purposes of determining the validity of the petition, multiple owners of a tract shall be considered as one owner and all such multiple owners of a tract must sign the petition to be counted as a signer. The petition shall be filed with the City Clerk, who together with the City Attorney and the City Engineer shall determine its validity. Upon determination of its validity and at the next regular or special meeting of the Council, the Clerk shall transmit the same to the Council, which shall by motion refer the same in duplicate to the Planning Commission, and the Planning Commission shall consider the same in the manner and within the time provided in proceedings initiated by the Council.~~

(A) Municipal Utilities Commission and City of Willmar specific use easements to-wit: those easements acquired for electric distribution/transmission, water mains, sanitary sewer lines, storm sewer lines, and district heating lines. Proceedings by property owner to vacate an easement in total or in part. Anyone desiring to vacate all or any portion of a specific use easement being used by the Municipal Utilities Commission to provide a utility service shall prepare, in triplicate, a petition requesting the vacation, which petition shall describe the area sought to be vacated and shall have attached thereto a map of the area proposed to be vacated. The petition shall be signed by all of the owners of the land subject to the easement sought to be vacated. The petition shall be filed with the Municipal Utilities Commission General Manager, who together with the City Attorney shall determine its validity. Upon determination of its validity, at the next regular meeting of the Municipal Utilities Commission, the General Manager shall present the petition. Upon approval of the Municipal Utilities Commission, the petition shall be forwarded to the City Council. The Council shall at its next regular meeting consider the petition. If the Council determines to proceed, it shall adopt a resolution approving the vacation request. The City Clerk shall prepare and file a certified copy of the Resolution in the office of the Kandiyohi County Recorder. A request for vacation of a specific use easement being used by the City of Willmar to provide a utility service shall be initiated in the same manner except the petition shall be filed with the City Clerk who shall forward the petition to the City Engineer and City Attorney. Upon approval of the petition by the City Engineer and City Attorney the petition shall be forwarded to the Public Works/Public Safety Committee. After consideration by the committee, the

petition shall be forwarded to the City Council for approval. The costs incurred by the Municipal Utilities Commission and City of Willmar to review a petition and record a resolution shall be paid by the petitioner.

- (B) Proceedings by property owner to vacate a street, alley, road, highway, parkway or public ground. Anyone desiring to vacate any street, alley, road, highway, parkway or public ground shall cause to be prepared, in triplicate, a petition therefor, which petition shall describe the area sought to be vacated and shall have attached thereto a map of the area proposed to be vacated and of the area extending out therefrom in all directions a distance of six hundred (600) feet and a list of the property owners within the said total area, together with their addresses and the legal descriptions of the property owned by each of such owners. The petition shall be signed by a majority of the owners of land or by the owners of a majority of the land, measured in feet fronting the easement, abutting on the street, alley, road, highway, parkway or public ground, and it shall be verified by one of them. For the purposes of determining the validity of the petition, multiple owners of a tract shall be considered as one owner and all such multiple owners of a tract must sign the petition to be counted as a signer. The petition shall be filed with the City Clerk, who together with the City Attorney and the City Engineer shall determine its validity. Upon determination of the validity and at the next regular or special meeting of the Council, the Clerk shall transmit the same to the Council, which shall by motion refer the same in duplicate to the Planning Commission, and the Planning Commission shall consider the same in the manner and within the time provided in proceedings initiated by the Council.

Section 26. Amendment of Section 9.03, Prohibitions (Activities Prohibited). Section 9.03 of the Charter is amended to read as follows:

Section 9.03. Prohibitions.

The following activities shall be prohibited:

- (A) No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any City position or appointive position because of race, sex, political or religious opinions or affiliations, or other protected class.
- (B) No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment under the provisions of this Charter, or the rules and regulations made thereunder, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such provisions, rules and regulations.
- (C) No person who seeks appointment or promotion with respect to any City position or appointive position shall directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in connection with their test, appointment, proposed appointment, promotion or proposed promotion.

Any person who by himself/herself or with others has been found, by a court of competent jurisdiction, ~~willfully~~ to have violated any of the provisions of this section shall be guilty of a misdemeanor as defined in the Minnesota Criminal Code.

Any person who is found, by a court of competent jurisdiction, to have failed or refused, ~~fails or refuses~~ without lawful excuse, to obey ~~comply with~~ an order of the Council in the exercise of this investigative power shall be guilty of a misdemeanor as defined in the Minnesota Criminal Code.

Section 27. Amendment of Section 9.04, Oath of Office. Section 9.04 of the Charter is amended to read as follows:

Section 9.04. Oath of office.

Every Council member, elected or appointed official, and board and commission member shall, before entering upon the duties of their office take and subscribe an oath of office in the following form: "I do solemnly swear (or affirm) that I will support the Constitutions of the United States and of the state of Minnesota, and the Willmar City Charter and that I will discharge faithfully the duties of the office of the City of Willmar to the best of my judgment and ability."

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

This Ordinance introduced by Councilman Ahmann

This Ordinance introduced on September 17, 2012

This Ordinance published on October 12, 2012

This Ordinance given a hearing on _____

This Ordinance adopted on _____

This Ordinance published on _____

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Thursday, November 8, 2012, in Conference Room #1 at the City Office Building. The meeting was called to order by Council Member DeBlieck at 4:55 p.m.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Doug Reese	Member
	Bruce DeBlieck	Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish.

Item No. 1 Public Comment (Information Only)

There was no one present for public comment.

Item No. 2 Consideration of Mayor's Resolution (Information Only)

The Committee reviewed a Resolution proposed by Mayor Yanish at the Council meeting of November 5, 2012, regarding working with other municipalities in Kandiyohi County.

Chair Ahmann asked if such a meeting should be convened by the County. Council Member Anderson asked if townships would also be included in the discussion. Council Member DeBlieck suggested that perhaps there could be some opportunities with State agencies such as MNDOT or the MCPA.

The Committee concurred that it was be a good idea to reach out to neighboring communities sometime after the first of the year to see if there were opportunities for partnership. The Committee also concurred that it was important to continue the efforts to work with and dialog with Kandiyohi County and the Willmar Area Public Schools. The Committee felt that the City could move forward without any formal resolution being adopted. This matter was for information only.

Item No 3 Consideration of Appointment of Fire Chief (Motion)

City Administrator Stevens informed the Committee that five candidates had been interviewed for the position of Fire Chief/Fire Marshal for the City of Willmar. Ms. Stevens stated that the panel conducting the interviews included the City Administrator, Police Chief, Director of Willmar Ambulance Service, a firefighter

from the Department and a recently retired Fire Chief from Alexandria.

Ms. Stevens stated that the City had received over thirty applicants and the applicant pool was very strong. Ms. Stevens recommended the appointment of Gary Hendrickson as Fire Chief for the City of Willmar effective January 7, 2013, at an annual salary of \$75,000 and also with an assignment of a vehicle and a \$3,000 relocation allowance.

Ms. Stevens stated that Mr. Hendrickson had passed all the background checks and reference checks and his credentials had been verified.

The Committee discussed the merits and precedence of a relocation allowance.

Council Member Anderson made a motion, seconded by Council Member DeBlieck, to recommend to the Council the appointment of Gary Hendrickson as Fire Chief for the City of Willmar effective January 7, 2013, at an annual salary of \$75,000 with an assigned vehicle, and \$3,000 relations allowance. The motion carried unanimously.

Item No. 4 Consideration of Council's Rules of Order (Information Only)

City Administrator Stevens provided a brief summary of the five options that appear possible for the Council to adopt based upon the proposed Charter amendments. After some discussion, the Committee agreed to further review the Minnesota Mayor's Association Rules of Order for City Councils and Alice Sturgis' "Rules or Order." This matter was for information only.

Item No. 5 Miscellany

There were no items of miscellany

The meeting adjourned at 5:40 p.m. on a motion by Council Member Reese, seconded by Council Member DeBlieck, and carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Charlene Stevens", written in black ink. The signature is fluid and extends across the width of the text area below it.

Charlene Stevens,
City Administrator



WILLMAR



CITY ADMINISTRATOR

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

MEMORANDUM

TO: Labor Relations Committee

FROM: City Administrator Charlene Stevens 

DATE: November 8, 2012

RE: Proposed Resolution

Attached you will find a resolution proposed by the Mayor at the November 5, 2012, City Council meeting. The City currently has an Intergovernmental Planning and Communications Committee with the Willmar School District and Kandiyohi County. Currently participating from the City is the Mayor, City Administrator, Finance Director and Council Member Anderson.



This is my proposal from Monday evening at the Council Meeting.

My Statement-

The election has much to do with different approaches to fiscal management and government service delivery.

Likewise in Willmar, at a different level, we have been saying we need to face innovation and consideration of new ways of doing business.

I would like to put forth the notion that our Council, who seemingly is ready for change, energize the process by considering a Resolution to state:

Resolution-

“Be it resolved, that in recognition of the need for prudent preparation for the future, we hereby state a goal and create a process to reach out to surrounding municipalities and other government bodies to indicate our willingness to meet to discuss and identify opportunities for innovative change that would be in our mutual beneficial interest. And further, this Council hereby creates a Committee to pursue this purpose, comprised of the Mayor, City Administrator, and the chair or designee of the Labor Committee.”

Further Comment-

I am advocating this effort begin now because while some may only describe the differences in viewpoint among Council members, I see all members valuing the same goals with however, different paths to reach them. This Resolution, stating a Policy and establishing a process for consideration of collaboration, is what can advance Willmar from the talking phase of theory to the tangible avenue of planning, approvals, and implementation.

As we go forward and this committee reports back to this Council need for consideration of a Consultants blessing of our work may or may not emerge. We will cross that bridge when we get there.

I am asking for your support and it would be great if this resolution would receive your approval at this meeting.

Frank Yanish
Mayor – City of Willmar



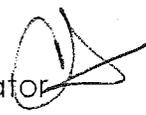
WILLMAR



CITY ADMINISTRATOR

City Office Building
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MEMORANDUM

TO: Labor Relations
FROM: Charlene Stevens, City Administrator 
DATE: November 8, 2012
RE: **FIRE MARSHAL/FIRE CHIEF VACANCY**

Five Candidates were interviewed for the position of Fire Chief/Fire Marshal for the City of Willmar. The interview panel included the City Administrator, Chief of Police, Brad Hanson, Willmar Ambulance, Gaiwin Koostra, Willmar Fire Department and Shane Schmidt, a retired Fire Chief from Alexandria, MN.

It is my recommendation to hire Gary Hendrickson as the next Fire Chief for the City of Willmar at an annual salary of \$75,000. The advertised range was \$73,000-85,000. Chief Calvin was earning \$91,555 when he retired.

Mr. Hendrickson's is currently the Assistant Director of Emergency Management for the University of Minnesota. He has also served with two paid on-call departments in Brooklyn Park and Plymouth, holding officer positions with both.

Mr. Hendrickson's start date would be January 7, 2013. His resume is attached.

I feel that Mr. Hendrickson is the best candidate to fit Willmar's needs as a Fire Chief, as well as serving in the role of Director of Emergency Management and Safety Coordinator for the City.

Please contact me with any questions.



FIRE CHIEF/MARSHAL

Position Title: Fire Chief/Marshal
Department: Fire
Department Head: Fire Chief
Immediate Supervisor: City Administrator
Pay Range: 12 **FLSA Status:**

<i>APPROVED:</i>	<u>April 5, 2000</u>
<i>REVISED:</i>	<u>August 10, 2012</u>
<i>REVISED:</i>	

Purpose

Serves as Department Director with primary responsibility for departmental administration and coordinating the daily activities of the Fire Department to provide fire protection, suppression and prevention for the City and contracting jurisdictions. Trains and supervises firefighters to ensure an effective and efficient operation; surveys building, grounds and equipment to determine departmental needs; and investigate and determines cause of fires. Coordinates City's emergency management plan.

Organizational Relationships

Communicates with: *Internally* - Police Chief and other department directors, police department personnel, Planning and Development Services Department personnel, and the City Attorney;
Externally - Other fire chiefs and fire marshals, MnSCU fire program, state and federal disaster and fire service agencies, state law enforcement agencies, prosecutors, developers and architects and the general public.

Supervises: Building and Equipment Maintenance Worker, Clerk-Typist and paid-on-call firefighters.

ESSENTIAL FUNCTIONS

1. Perform administrative activities
 - A. Plan, coordinate, supervise and evaluate Fire Department programs.
 - B. Create and manage department budget and review with City Administrator for approval by City Council.
 - C. Plan the staffing, organization and function of department's human resources to ensure an efficient and effective program for fire prevention and protection.
 - D. Evaluate the Fire Department training program.
 - E. Establish and maintain mutual aid agreements with neighboring fire departments to ensure adequate response for emergency situations.
 - F. Establish and implement a public information program that is appropriate for both adult and youth regarding fire safety, prevention and emergency activities.
 - G. Establish policies and procedures for the Fire Department in order to implement directives from the City Administrator.
 - H. Work with other City Departments and organizations to plan for the orderly growth of the City.
 - I. Maintain and manage the department's current ISO rating.

FIRE CHIEF/MARSHAL

ESSENTIAL FUNCTIONS (continued)

2. Fire Suppression
 - A. Maintain department in a continual state of readiness in order to deal with emergency situations effectively.
 - B. Direct firefighters at scene of fires and emergencies.
 - C. Evaluate fire prevention and control policies by keeping abreast of new methods and incorporate appropriate new methods in department's operation.
 - D. Maintain appropriate records on fire occurrences, equipment, personnel, training, ISO and all items relating to the Fire Department.
 - E. Investigate fire code complaints and issue corrective orders when appropriate.
3. Enforce Related Codes and ordinances
 - A. Coordinate with the building and zoning department the enforcement of state and local fire codes when building permits are issued.
 - D. Investigate fire code complaints and issue corrective orders when appropriate.
 - C. Coordinate any changes in the fire department and fire code ordinances with the City Administrator.
4. Perform Inspection Activities
 - A. Conduct and/or oversee code enforcement and maintenance inspections of multi-family, commercial and industrial buildings, properties and fire protection systems.
 - B. Perform fire pump, standpipe and sprinkler plan reviews and tests.
5. Coordinate City's Emergency Preparedness Plan
 - A. Establish procedures to respond to hazardous material and technical rescue emergencies.
 - B. Coordinate duties and responsibilities with the City Administrator in order to effectively respond to an emergency situation.
 - C. Work with County Emergency Management Director to maintain and monitor the emergency warning sirens to ensure adequate coverage in case of an emergency.
 - D. Maintain the City's Emergency Operation Plan.
 - E. Maintain the City's Emergency Resource Manual.
6. Perform Budget and Financial Activities
 - A. Compile, prepare and recommend to the City Administrator the overall budget for the Fire Department.
 - B. Monitor and control overall departmental expenditures.

FIRE CHIEF/MARSHAL

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of fire fighting equipment practices, principles, methods and techniques.

Knowledge of fire codes, building and mechanical codes, ISO, and fire prevention laws and regulations.

Ability to prepare and implement operating and capital improvement budgets.

Ability to effectively communicate with the public, departmental personnel, City staff, City Council and other governmental agencies.

Ability to prepare technical reports and present reports to the City staff and City Council.

Ability to provide leadership and promote morale among the firefighters.

Ability to develop cooperative relations with the public.

Ability to use a computer.

Ability to train and supervise subordinate personnel.

MINIMUM QUALIFICATIONS

Associate's degree and ten years training and experience with a paid on-call fire department including five years at the rank of Deputy Chief or above. An equivalent amount of training and experience may be considered.

Preferred Qualifications

Bachelor's Degree in Fire Science, Public Administration or closely related field. Preferred certifications include: fire officer, fire instructor, operations level hazardous materials, fire code inspections, and fire investigation. Candidate shall be a licensed firefighter or have the ability to obtain a license within 90 days of appointment and must live within a 10-minute response time to the fire station.

Working Conditions

Works indoors at fire station and outdoors while traveling and conducting inspections and investigations. Operates a vehicle for regular transportation needs. Sits, stands and performs a variety of physical movements to conduct fire investigations, building inspections, and training. Exposure to irritants/fumes, hazardous chemicals, fire and smoke, noise, and electric shock. Performs some manual digging. Uses vision and all types of senses.

Gary A. Hendrickson

5034 Greenwood Ave
Rockford, MN 55373

763.458.4013
ghendrickson3@gmail.com

Objective: To obtain the position of Fire Chief with the community of Willmar, MN.

WORK EXPERIENCE

UNIVERSITY OF MINNESOTA

Assistant Director of Emergency Management

Minneapolis, Minnesota

March, 2009 - Present

- Manage and direct University Emergency Medical Services Operations.
- Conduct building and emergency operations planning.
- Instruct National Incident Management Systems courses to university employees.

CITY OF PLYMOUTH

Paid on Call Firefighter/Hazardous Materials Coordinator

Plymouth, Minnesota

February, 1995 - Present

- Firefighter 1995 - Present, Hazardous Materials Coordinator 1998 - 2000, Lieutenant 1999 - 2003, Captain 2003 - 2007.

CITY OF BROOKLYN PARK

Paid on Call Firefighter

Brooklyn Park, Minnesota

February, 2010 - Present

- Firefighter 2010-Present, Lieutenant 2011

STATE OF MINNESOTA DEPARTMENT OF PUBLIC SAFETY

Division of Homeland Security and Emergency Management

State Emergency Response Asset Coordinator

Saint Paul, Minnesota

September, 2003 - April, 2009

- Managed the State of Minnesota Chemical Assessment Team.
- Supervised a working budget of over \$2,000,000.
- Oversaw Minnesota's Task Force One Structural Collapse Team.
- Managed four Regional Bomb Squads.

EDUCATION

Columbia Southern University

Major: Fire Science

Degree: Bachelor's of Science Degree

Anticipated Graduation September, 2012

HENNEPIN TECHNICAL COLLEGE

Major: Fire Science

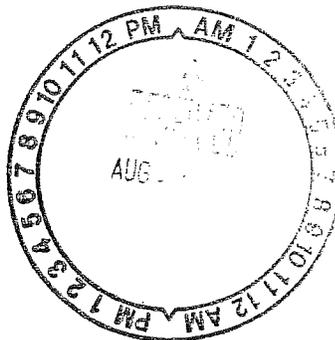
Degree: Associates of Applied Science

Graduation: December, 2008

ADDITIONAL CERTIFICATES & LICENSES

All certifications and licenses are current

- Firefighter I & II
- State Certified Emergency Manager
- NFPA Fire Officer I
- Hazardous Materials Technician
- Emergency Medical Technician Basic
- Instructor I
- NIMS ICS: 700,800,100,200,300,400



Gary A. Hendrickson
50034 Greenwood Ave
Rockford, MN 55373
763.458.4013

Friday August 24, 2012

City Administrator
Charlene Stevens
333 SW 6th Street,
P.O. Box 755,
Willmar, MN 56201.

Dear Ms. Stevens,

Please accept this letter of intent and attached resume for the posted position of Fire Chief. As you can see from my enclosed resume, I am currently employed at the University of Minnesota where I work as the Assistant Director of Emergency Management. Within this position, my responsibilities include a wide range of Emergency Management operations, educational, and prevention tasks as outlined in my attached resume.

Prior to my employment with the University of Minnesota, I was employed through the State of Minnesota Department of Public Safety Division of Homeland Security and Emergency Management in the capacity of Emergency Response Asset Coordinator. This position allowed me to gain a well rounded knowledge of budget management, the organization and oversight of several state and regional emergency response teams, as well as in-depth knowledge of multi-jurisdictional emergency response and command.

In addition to the daily operations and duties of my Emergency Management employment, I have also had the privilege of serving the community of Plymouth, Minnesota as a Fire Captain where I oversaw 30 paid on call firefighters until relocating out of the City of Plymouth in May of 2007. Although, I do not currently reside within the city of Plymouth, I continue to be an active firefighter and informal leader.

I believe that in order to be a well rounded firefighter, an individual must possess the knowledge, skills, and abilities necessary to provide leadership in several diverse facets. In preparation for advancement, I continue to enhance my formal education through the attendance at Columbia Southern University, where I am currently enrolled in their Bachelor's of Science Degree in Fire Science where I will graduate in September.

In conclusion, it is my belief my, fire department experience, emergency management experience, education, and dedicated work ethic, would be a great asset to the City of Willmar by serving as the Fire Chief. I look forward to the opportunity of being involved in the interview process, where I will be able to expound upon my background and education, which makes me an ideal candidate for this position.

Sincerely,


Gary A. Hendrickson



WILLMAR



CITY ADMINISTRATOR

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

TO: Labor Relations Committee
FROM: Charlene Stevens, City Administrator 
DATE: November 7, 2012
RE: **COUNCIL RULES OF ORDER**

.....
At the November 5th City Council meeting, Council Member Ahmann raised the issue of Rules of Order in light on the potential changes in the City Charter and asked staff to gather some additional information.

The proposed Charter suggests the following sets of parliamentary rules:

- Robert's Rules of Order
- Mason's Manual
- Thomas Jefferson's "A Manual of Parliamentary Practice"
- Alice Sturgis' "Rules of Order"
- Minnesota Mayor's Association Rules of Order for City Councils.

Some very quick, preliminary research suggests that Mason's Manual , which is for state legislatures, would not be appropriate for the City Council. As well, Thomas Jefferson's "A Manual of Parliamentary Practice" is for the US Senate and would also likely be too cumbersome.

Alice Sturgis's "Rules of Order" appears to be a simplified version of Robert's Rules. Robert's Rules is used by municipalities, including the Willmar School District and Kandiyohi County. However, it can be cumbersome. The Council may wish to also consider how such rules will influence the other boards and commissions, such as the Airport Commission, Joint Powers Board, etc. Those boards and commissions are all volunteer positions.

The two options that the Council may wish to consider further are Alice Sturgis's "Rules of Order" and/or Minnesota Mayor's Association Rules of Order of City Councils."

Please let me know how you wish to proceed.



**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, NOVEMBER 14, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Wednesday, November 14, 2012, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

Others present included Mayor Frank Yanish, Council Member Steve Ahmann, Council Member Bruce Deblieck, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

Chair Anderson acknowledged that no one was present to address the committee at this time.

Item No. 2 – Accept Project 1202 and Authorize Final Payment (Resolution)

Staff explained to the Committee that Project 1202, which was for the relocation of the water main at MN/DOT Headquarters, has been completed. Engineering staff has reviewed the construction on the project for conformance to the contract and has received the project closeout material to issue final payment on the project. It was noted that the Willmar Municipal Utilities will be reimbursing the City for the entire amount of the project. Staff recommends accepting Project 1202 and authorizing final payment to Ellingson Drainage, Inc. in the amount of \$30,243.99. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution to accept Project 1202 and authorize the final payment to Ellingson Drainage, Inc., in the amount of \$30,243.99.

Item No. 3 – LELS 2011 Back Pay Appropriation (Resolution)

Staff explained to the Committee that an interest arbitration award was received in August, 2012, for the Law Enforcement Labor Services, Inc., (LELS) and the City of Willmar for contract years 2011 and 2012. On November 5, 2012, the City Council approved by resolution the implementation of that wage award. As a result, the 2012 budget needs to be adjusted for the 2011 portion of wages/overtime in the amount of \$22,538.19 and staff is recommending appropriating this amount from Uncompensated Absences Fund Balance to 2012 Non-Departmental Wages/Overtime Expenses. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution appropriating \$22,538.19 from Uncompensated Absences Fund Balance to the 2012 NonDepartmental Wages/Overtime Budget for the 2011 portion of police officers' back pay.

Item No. 4 – Approve Willmar Municipal Utilities Agreement (Resolution)

Staff explained to the Committee that the current Intergovernmental Transfer Agreement with the Willmar Municipal Utilities (WMU), which required a transfer of 4.8% of the audited WMU net assets with an annual increase not to exceed 4%, expires December 31, 2012. The Finance Committee Chair, City Administrator and Finance Director have negotiated a new agreement for 2013 and 2014. This new agreement calls for a 4.9% transfer payment based upon the WMU's audited net assets as of January 1 of the previous year, with a cap not to exceed a 4% increase over the amount of the intergovernmental transfer for the previous year. Council Member Fagerlie inquired about the amount that WMU would be paying in property taxes as opposed to making this payment in lieu of taxes. Staff will research this information. Council Member Dokken had concerns about raising the rate. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed, with Council Member Dokken abstaining, to make the following:

RECOMMENDATION: to introduce a resolution authorizing the Mayor and City Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and the Willmar Municipal Utilities for 2013 and 2014 as presented with the rate of 4.9% of audited net assets.

Items No. 5 and 6 – Willmar Baseball Boosters and Kandiyohi County Historical Society Allocations (Motion)

Staff reported to the Committee that the City Council has acted to fund the Baseball Boosters request for \$13,000 in the 2013 Budget and the Kandiyohi Historical Society request in the amount of \$1,000 per year for five years beginning in 2013. Council members have also proposed funding all or part of either or both allocations from the 2012 budget, thereby reducing costs in 2013 and eliminating on-going payments and tracking of the obligation. There are sufficient funds within the 2012 budget due to unspent funds, such as for salaries and/or professional services, that could be utilized to pay the allocations should the Finance Committee and City Council wish to make that recommendation. If both obligations were paid in full in 2012, the total cost would be \$18,000. Obligations could also be split over 2012 and 2013. Staff is looking for direction from the Finance Committee prior to the November 26th Budget Workshop. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to make a motion to approve the full amount be paid as applicable to both organizations in 2012 for a total of \$18,000, which, broken down, constitutes \$13,000 to the Baseball Boosters and \$5,000 to the Historical Society.

Item No. 7 – Public Improvement Revolving Fund Possible Consolidation (Resolution)

Staff explained to the Committee that the Public Improvement Revolving (PIR) Fund was originally established many years ago with the intent to temporarily finance projects until such time as bond financing could be completed for the applicable project. As a result of the 2011 audit, it was a recommendation of Westberg & Eischens to consolidate this fund into the Community Investment Fund, thereby establishing a designated reserve for these PIR funds. Following discussion, it was moved by Council Member Johnson, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution to abolish the Public Improvement Revolving Fund and designate it as a fund balance reserve in the Community Investment Fund.

Item No. 8 – Reports (Information)

The Committee reviewed the following reports for October 31, 2012: Local Option Sales Tax, CVB, and WRAC-8. This matter was for information only.

Item No. 9 – Future Agenda Items (Information)

Future agenda items scheduled for the Finance Committee Meeting on November 26, 2012, at 4 PM, include budget presentations by Rice Hospital and MUC. Other future agenda items include Fund Balance Discussion. A reminder also was given of the Council Work Session scheduled for 6 PM on Monday, November 19, 2012.

Item No. 10 – Miscellany

Senior Citizen Deferral Collections. Staff requested direction from the Finance Committee regarding the two parcels with unpaid senior citizen deferrals that the Council previously voted for collection. There were concerns whether to send a notice now to each property owner that the deferrals are due and payable or if the real estate tax statements sent in 2013 were adequate notice. It was the consensus of the Finance Committee that a notice should be sent.

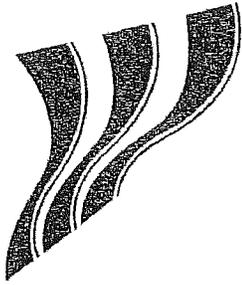
Other. Council Member Fagerlie inquired about the project occurring on 10th Street at the railroad tracks. Railroad ties are being replaced and bituminous is being put down. Council Member Fagerlie also inquired about the pending election for the vacant seat in Ward 4. Staff explained that the applicable process to be followed in this circumstance is scheduled to be discussed at the November 19, 2012, Council Meeting. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:25 p.m. upon motion by Council Member Fagerlie, second by Council Member Dokken, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: November 14, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 19, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Action Requested: Accept Project No. 1202 and Authorize Final Payment to Ellingson Drainage, Inc.

Guiding Principle: Staff hereby submits to the City Council the final pay request to Ellingson Drainage, Inc.

Introduction: Ellingson Drainage, Inc. has finished all work on the project. City Engineering staff has reviewed the construction on the project for conformance to the contract and has received the project closeout material to issue final payment on the project.

Background/Justification: The City Council entered into an agreement with Ellingson Drainage, Inc. on July 11, 2012 for the relocation of the water main at Mn/DOT Headquarters. The final pay request with quantities has been submitted to the City for consideration. The final contract amount came in under the original amount due to liquidated damages for construction completed beyond the completion date.

Fiscal Impact:

ORIGINAL CONTRACT AMOUNT:	\$124,740.00
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$125,429.58
Less Liquidated Damages	\$4,200.00
Less Previous Payment	\$90,985.59
FINAL PAYMENT DUE CONTRACTOR:	\$30,243.99

Alternatives: N/A

Staff Recommendation: Accept Project No. 1202 and authorize final payment to Ellingson Drainage, Inc. in the amount of \$30,243.99.

Reviewed by: Lynden Wittman, Senior Engineering Technician

Preparer: Janell Sommers, Engineering Secretary

Signature:

Comments:

CONTRACTOR'S ESTIMATE NO. 2 (FINAL)
PROJECT NO. 1202

CONTRACTOR: ELLINGSON DRAINAGE, INC.
BOX 68
WEST CONCORD, MN 55985

CONSTRUCTION OF: RELOCATION OF WATER MAIN

LOCATION: MnDOT DISTRICT 8 HEADQUARTERS, TRANSPORTATION DRIVE NE

DATE: OCTOBER 25, 2012

HONORABLE MAYOR AND CITY COUNCIL
CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH ELLINGSON DRAINAGE, INC.
I HEREWITH PRESENT THE FOLLOWING ESTIMATE

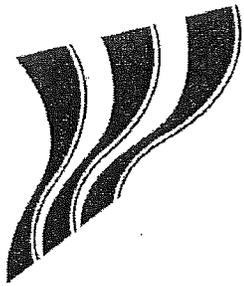
1202

ITEM NO.	ITEM	UNIT	QUANTITY	BID	TOTAL
2104.501	Remove Concrete Curb/Curb and Gutter	LF	69.6	\$4.75	\$330.60
2104.505	Remove Bituminous Pavement	SY	239.4	\$4.75	\$1,137.15
2504.603	16" Water Main Open Cut	LF	11.2	\$96.00	\$1,075.20
2504.603	16" Water Main HDPE Directionally Drilled	LF	716.3	\$120.00	\$85,956.00
2504.602	F&I 16" Buterfly Valve And Box	EA	2	\$3,500.00	\$7,000.00
2504.602	1" Corporation Stop	EA	1	\$50.00	\$50.00
2504.602	1" Tapping Saddle	EA	1	\$500.00	\$500.00
2504.608	Water Main Fittings	LB	1,755	\$5.65	\$9,915.75
2451.602	Granular Foundation / Bedding	TON	32.80	\$32.00	\$1,049.60
2451.602	Rock Stabilization	TON	58.13	\$40.00	\$2,325.20
2211.501	F&I Aggregate Base (Class 5)	TON	107.13	\$16.00	\$1,714.08
2360.501	Type SP 12.5 Wearing Course Mixture (B)	TON	40.67	\$160.00	\$6,507.20
2360.502	Type SP 12.5 Non Wearing Course Mixture (B)	TON	37.37	\$160.00	\$5,979.20
2357.502	Bituminous Material For Tack	GAL	20	\$4.00	\$80.00
2531.501	Concrete Curb and Gutter, Design B624	LF	69.6	\$26.00	\$1,809.60
	TOTAL PROJECT 1202				\$125,429.58
	(Price includes all applicable sales and use taxes)				
	LESS LIQUIDATED DAMAGES (SEE ATTACHED CALENDER)				\$4,200.00
	SUBTOTAL:				\$121,229.58
	LESS PREVIOUS ESTIMATE #1				\$90,985.59
	LESS PREVIOUS ESTIMATE #2				
	LESS PREVIOUS ESTIMATE #3				
	LESS PREVIOUS ESTIMATE #4				
	AMOUNT DUE CONTRACTOR THIS ESTIMATE:				\$30,243.99

APPROVED: _____
CITY ENGINEER

APPROVED: _____
CONTRACTOR

CONTRACT AMOUNT: \$124,740.00
BUDGET NO.: 412.48451.0336



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: November 19, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 19, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Administrator

Action Requested: Approve LELS 2011 Back Pay Appropriation.

Background/Justification:

In August of 2012, the City of Willmar received an interest arbitration award for the Law Enforcement Labor Services, In.c and City of Willmar for the contract years 2011 and 2012. On November 5, 2012, the City Council approved by resolution the implementation of the wage award. The wage award is as follows.

- 2011: Patrol Officers, 1%; Sergeants 2%, effective January 1, 2011.
- 2012: Patrol Officers, 1%; Sergeants 2%, effective January 1, 2012.

Fiscal Impact: The back wages and overtime adjustments for 2011 total \$22,538.19. No benefits are included. The recommendation is to appropriate \$21,146.78 from police department wages to non-departmental wages and \$1,391.41 to non-departmental overtime.

Alternatives: Failure to implement an arbitration award is grounds for an unfair labor practice. The City must implement the award.

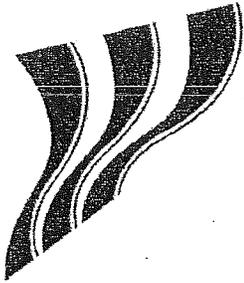
Staff Recommendation: Approve the LELS Back Pay Appropriation and allocate funds in the amount of \$22,583.19 from to non-departmental wages and non-departmental overtime.

Reviewed by: C. Stevens

Preparer: C. Stevens

Signature:

Comments: N/A.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: November 19, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 19, 2012

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

Originating Department: **City Administrator**

Action Requested: Approve the Intergovernmental Transfer Agreement between the City of Willmar and Willmar Municipal Utilities for 2013 and 2014.

Background/Justification:

The current intergovernmental agreement with the WMU expires at the end of December 2012. The Finance Committee Chairman, City Administrator and Finance Director have negotiated a new agreement for 2013 and 2014. The agreement calls for a 4.9% transfer payment based upon the WMU's audited net worth, with a cap not to exceed a 4% increase over the amount of the intergovernmental transfer for the previous year.

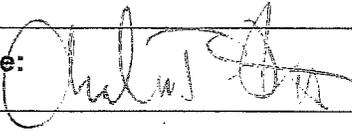
Fiscal Impact: The City will realize a revenue increase of approximately \$76,753.

Alternatives: Renew the agreement at the current rate of 4.8% and/or change the term of the agreement.

Staff Recommendation: Approve Intergovernmental Transfer Agreement between the City of Willmar and the WMU for 2013 and 2014 at the recommended 4.9% of audited net worth and authorize the Mayor and City Administrator to sign.

Reviewed by: C. Stevens

Preparer: C. Stevens

Signature: 

Comments: N/A.

**AGREEMENT FOR PAYMENT
OF INTERGOVERNMENTAL TRANSFER**

THIS AGREEMENT made and entered into this ____ day of _____, 2012, by and between the City of Willmar (hereinafter referred to as City) and the Municipal Utilities Commission of the City of Willmar (hereinafter referred to as MUC), WITNESSETH:

WHEREAS, the City and MUC have previously entered into agreements whereby MUC would remit to the City annually negotiated payments referred to as an intergovernmental transfer; and

WHEREAS, the parties are desirous of extending the terms and conditions for establishing the amount of annual intergovernmental transfers;

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

- A. The 2013 and 2014 transfer payments shall be 4.90 percent of the Municipal Utilities audited net assets as of January 1 of the previous year, but not to exceed a 4 percent increase in the amount of the intergovernmental transfer payment of the previous year.
- B. Annual transfer payments shall be made in full to the City provided the Utilities net revenues will not be reduced to a point where the debt coverage ratio is less than 1.25 times debt service as may be stated in bond covenants.
- C. Equal installments in the amount of one quarter of the annual payment shall be made on March 30, June 30, September 30, and December 30, of each year.
- D. The parties hereby agree that the terms and conditions shall be in effect through December 31, 2014, and that no provisions of this agreement shall be amended without the written consent of both parties. The parties agree that the terms and conditions shall be in effect each year thereafter until such time the parties shall reach a new agreement.

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

CITY OF WILLMAR

MUNICIPAL UTILITIES COMMISSION

By: _____
Mayor

By: _____
President

By: _____
City Administrator

By: _____
Secretary



WILLMAR

CITY ADMINISTRATOR

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

MEMORANDUM

TO: Finance Committee
FROM: Charlene Stevens, City Administrator 
DATE: November 8, 2012
RE: **PAYMENTS TO BASEBALL BOOSTERS AND HISTORICAL SOCIETY**

The Willmar City Council has acted to fund the Baseball Boosters in the amount of \$13,000 in the 2013 Budget and the Kandiyohi Historical Society in the amount of \$1,000 per year for five years beginning in 2013.

Council Members have also proposed funding all or a part of either or both allocations from the 2012 budget, thereby reducing costs in 2013 and eliminating on-going payments and tracking of the obligation.

There are sufficient funds within the 2012 budget, due to unspent funds, such as salary and/or professional services that could be utilized to pay the allocations should the Finance Committee and City Council wish to make that recommendation.

If both obligations were paid in full in 2012, the total cost would be \$18,000: \$13,000 for Willmar Baseball Boosters Association and \$5,000 for the Kandiyohi Historical Society. Obligations could also be split over 2012 and 2013. Staff is looking for direction from the Finance Committee prior to the November 26th Budget Workshop.

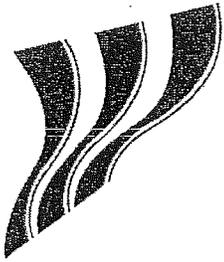


2013

PUBLIC IMPROVEMENT REVOLVING FUND

This fund was established to provide financing to other City funds when needed. These loans have to be repaid within five years.

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	<u>2013 Adopted</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	947,771	925,324	925,324	925,324	925,324
Revenues	33,756		27,791		
Expenditures	(56,203)		(27,791)		
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>925,324</u>	<u>925,324</u>	<u>925,324</u>	<u>925,324</u>	<u>925,324</u>



**City of Willmar
Local Option Sales Tax
Balance Sheet As of October 31, 2012
As of 11/05/12**

Assets

Cash	\$ 2,734.92
Investments	7,902,535.79
Taxes Receivable	-
Due From C.P.-Airport	-
Interest Receivable	-
Total Assets	\$ 7,905,270.71

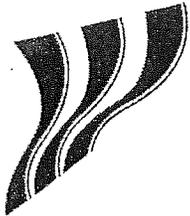
Liabilities

Due to C.P. LOST	\$ -
Due to Other Governmental Units	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance	7,905,270.71
Restricted Fund Balance - LOST	-
Restricted Fund Balance - EDA	-
Total Fund Balance	7,905,270.71

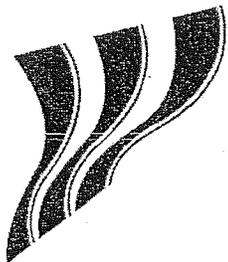
Total Liabilities and Fund Balance \$ 7,905,270.71



City Of Willmar
Local Option Sales Tax
Comparative Income and Expense Statement
For the Period Ending October 31, 2012
(As of 11/05/12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<u>Revenues</u>			
Sales/Use Tax	\$ 1,800,000.00	\$ 1,197,695.06	\$ 1,110,593.13
Excise Tax	50,000.00	35,440.00	38,550.00
Interest Earnings	75,000.00	70,367.36	49,610.47
Market Value Adjustment	-	20,419.89 *	72,561.02 *
Refunds/Reimbursements	-	160.00 *	-
Transfer In - C.P. Airport	-	330,716.00 *	-
Total Revenues	\$ 1,925,000.00	\$ 1,654,798.31	\$ 1,271,314.62
<u>Expenditures</u>			
Other Charges	\$ -	\$ 19,067.57 *	\$ 16,653.21 *
Transfer Out - Industrial Dev.	5,868,889.00	-	-
Transfer Out - C.P. 2010	-	-	-
Refunds/Reimbursements	-	160.00 *	-
Market Value Adjustment	-	13,290.42 *	17,203.66 *
Total Expenditures	\$ 5,868,889.00	\$ 32,517.99	\$ 33,856.87
Net Income (Loss)	\$ (3,943,889.00)	\$ 1,622,280.32	\$ 1,237,457.75
Fund Balance January 1	6,282,990.39	6,282,990.39	2,416,756.29
Prior Period Adjustment	-	-	-
Fund Balance October 31	\$ 2,339,101.39	\$ 7,905,270.71	\$ 3,654,214.04

* Indicates Over Budget



City of Willmar
Local Option Sales Tax Capital Projects Fund
Balance Sheet As of October 31, 2012
(As of 11/05/12)

Assets

Cash	\$ 15,638.81
Due From LOST Special Revenue Fund	-
Due From Other Governmental Units	-
Total Assets	\$ 15,638.81

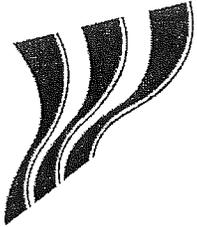
Liabilities

Deferred Revenue	\$ -
Total Liabilities	-

Fund Balance

Designated - Civic Center Connection	3,675.14
Assigned Fund Balance	11,963.67
Total Fund Balance	15,638.81

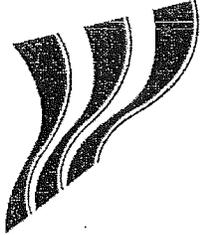
Total Liabilities and Fund Balance **\$ 15,638.81**



City Of Willmar
Local Option Sales Tax Capital Projects Fund
Comparative Income and Expense Statement
For the Period Ending October 31, 2012
(As of 11/05/12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<u>Revenues</u>			
Interest Earnings	\$ -	\$ -	\$ -
Refunds & Reimbursements	-	-	-
Transfer In - L.O.S.T.	-	-	-
Total Revenues	\$ -	\$ -	\$ -
<u>Expenditures</u>			
Airport Development	\$ -	\$ -	\$ -
Industrial Park Development	-	2,498.25 *	-
Civic Center Annex	-	-	-
Land Development	-	-	-
Bike Path Projects	-	-	-
Total Expenditures	\$ -	\$ 2,498.25	\$ -
Net Income (Loss)	\$ -	\$ (2,498.25)	\$ -
Fund Balance January 1	18,137.06	18,137.06	(48,621.94)
Prior Period Adjustment	-	-	-
Fund Balance October 31	\$ 18,137.06	\$ 15,638.81	\$ (48,621.94)

* Indicates Over Budget



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of October 31, 2012
(As of 11/05/12)

Assets

Cash	\$	855.09
Petty Cash		50.00
Investments		187,087.94
Taxes Receivable		-
Accounts Receivable		-
Prepaid Expenses		9,319.17
Interest Receivable		-
Total Assets	\$	197,312.20

Liabilities

Accounts Payable	\$	-
Due to General Fund		-
Due to Capital Improvements		-
Total Liabilities		-

Fund Balance

Restricted Fund Balance - CVB		13,319.41
Committed Fund Balance - CVB		31,193.62
Assigned Fund Balance - Petty Cash/CVB		50.00
Assigned Fund Balance - CVB		152,749.17
Total Fund Balance		197,312.20

Total Liabilities & Fund Balance **\$ 197,312.20**



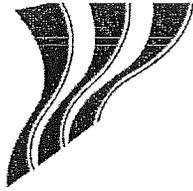


City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended October 31, 2012
 (As of 11/05/12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
Revenues			
Lodging Receipts	\$ 140,000.00	\$ 126,640.26	\$ 122,195.11
State Tourism Grant	-	4,922.16 *	6,462.36 *
Kandiyohi County	15,000.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	4,000.00	2,653.50	-
Miscellaneous	-	1,105.00 *	233.95 *
Interest Earnings	6,000.00	2,428.87	3,853.46
Market Value Increase (Decr)	-	651.07 *	5,374.53 *
Refunds & Reimbursements	-	2,514.91 *	1,096.45 *
Total Revenues	200,000.00	174,915.77	173,215.86
Expenditures			
Operating			
Full Time Exec Director Salary	81,000.00	53,868.10	47,090.51
Temporary Employee Salaries	-	-	1,762.91 *
Benefits and Taxes	19,000.00	11,894.90	10,689.01
Office Supplies/Copies	2,900.00	1,943.16	1,572.05
Small Tools	-	751.59 *	483.18 *
Postage	1,100.00	866.12	129.88
Mtce. of Equipment	1,000.00	-	52.50
General Supplies	1,800.00	350.92	2,338.72
Telephone/Fax	3,900.00	3,037.03	2,219.58
Printing & Publishing	2,000.00	1,453.70	668.80
Travel/Lodging/Dues	4,700.00	4,689.06	3,695.33
Mtce. of Equipment	-	-	-
Other Services	-	722.03 *	196.49 *
Rents	8,000.00	5,639.49	5,012.88
Insurances & Bonds	350.00	355.00 *	330.00
Awards & Indemnities	200.00	256.50 *	456.50 *
Subscription/Membership	1,500.00	1,562.19 *	2,752.78 *
Professional Services	2,400.00	2,598.00 *	2,050.00
Advertising/Marketing	-	-	-
Other Charges			
Contingency Fund	5,300.00	4,105.07	12.50
City Transfer (5%)	7,000.00	-	-
Transfer Out Capital Improvement	-	-	-
Refunds and Reimbursements	-	39.32 *	410.00 *
Market Value Adjustment	-	574.43 *	2,168.31 *
Tourism Expenses	34,000.00	37,793.34 *	29,142.70
Ad Development & Revisions	250.00	-	-
Conference & Convention	21,000.00	14,448.12	14,546.11
Group Tour Promotions	2,000.00	1,972.00	3,972.46 *
Leisure Travel	21,000.00	25,990.08 *	8,614.57
Fall/Winter Promotions	6,000.00	2,992.05	1,560.32
Spring/Summer Promotions	-	-	-
Special Projects	7,000.00	4,500.00	4,250.00
Strategic Marketing	6,000.00	3,123.52	5,326.15
Total Expenditures	239,400.00	185,525.72	151,504.24
Net Income (Loss)	(39,400.00)	(10,609.95)	21,711.62
Fund Balance January 1	207,922.15	207,922.15	211,651.32
Prior Period Adjustment	-	-	-
Fund Balance October 31	\$ 168,522.15	\$ 197,312.20	\$ 233,362.94

* Indicates Over Budget





WILLMAR
Finance

City of Willmar
W.R.A.C - 8
Balance Sheet as of October 31, 2012
(As of 11/05/2012)

Assets

Cash	\$ 3,051.39
Investments	219,318.01
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	675.00
Interest Receivable	-
Total Assets	\$ 223,044.40

Liabilities

Accounts Payable	\$ -
Accrued Wages Payable	-
Due to S.A.B.F. 2011	-
Due to Capital Improvements Fund	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance	1,777.69
Committed Fund Balance	39,701.00
Assigned Fund Balance	181,565.71
Total Fund Balance	223,044.40

Total Liabilities & Fund Balance **\$ 223,044.40**





CITY OF WILLMAR
W.R.A.C. - 8
COMPARATIVE INCOME STATEMENT
For the Period Ending October 31, 2012
(As of 11-05-12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<u>Revenues</u>			
Franchise Fees	\$ 225,000.00	\$ 113,046.14	\$ 115,682.86
Interest Earnings	12,000.00	4,513.20	8,561.99 *
Sale of Materials	-	69.85 *	132.25 *
Market Value Increase	-	1,105.96 *	12,403.76 *
Refunds/Reimbursements	-	-	-
Telephone Reimbursement	-	15.80 *	25.92 *
Miscellaneous	-	-	-
Total Revenues	237,000.00	118,750.95	136,806.78
<u>Expenditures</u>			
Operating			
Full Time Salaries	76,968.00	54,700.03	57,425.10
Overtime Salaries	5,000.00	1,830.66	1,545.78
Temporary Salaries	5,700.00	9,214.00 *	8,719.00 *
Benefits and Taxes	44,315.00	34,338.46	36,869.44
Office Supplies/Copies	950.00	88.86	288.74
Small Tools	3,400.00	1,851.02	3,031.58
Postage	100.00	3.78	41.28
Mtce. of Equipment	200.00	1,061.70 *	314.70 *
Mtce. of Structures	400.00	1,223.40 *	318.46
Mtce. Of Other Improvements	-	-	-
Subsistence of Persons	80.00	-	-
Cleaning & Waste Removal	-	-	-
General Supplies	2,900.00	1,052.87	3,178.04 *
Telephone/Fax	1,200.00	1,029.24	1,469.79 *
Printing & Publishing	-	-	-
Utilities	4,200.00	4,985.92 *	4,681.73 *
Travel/Lodging/Dues	2,500.00	2,568.80 *	1,926.89
Mtce. of Equipment	1,400.00	1,032.80	653.29
Mtce. of Structures	500.00	528.14 *	353.75
Subsistence of Persons	-	-	-
Cleaning & Waste Removal	560.00	338.93	493.56
Other Services	75.00	-	240.00 *
Rents	800.00	480.00	320.00
Insurances & Bonds	300.00	300.06 *	217.00
Awards & Indemnities	-	-	40.00 *
Subscription/Membership	2,500.00	1,760.19	2,249.92
Licenses and Taxes	-	50.00 *	50.00 *
Professional Services	-	-	-
Advertising	1,000.00	365.56	270.75
Other Charges	-	-	-
Buildings & Equipment	-	-	-
Furniture & Equip	15,995.00	-	-
Transfer Out-Capital Improve	-	-	-
Transfer Out-General Fund	75,000.00	-	-
Refunds/Reimbursements	-	-	-
Market Value Adjustment	-	1,325.45 *	4,070.10 *
Total Expenditures	246,043.00	120,129.87	128,768.90
Net Income (Loss)	(9,043.00)	(1,378.92)	8,037.88
Fund Balance January 1	224,423.32	224,423.32	480,079.27
Prior Period Adjustment	-	-	-
Fund Balance October 31	\$ 215,380.32	\$ 223,044.40	\$ 488,117.15

* Indicates Over Budget



**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, NOVEMBER 15, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, November 15, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

Present:

Jim Dokken	Chair
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Steve Ahmann	Council Member
Bruce Peterson	Director of Planning and Development Services

Others present: Frank Yanish- Mayor, Pat Curry – Airport Commission Chair

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. FORMER AIRPORT COMPLIANCE (FOR INFORMATION ONLY)

The Committee discussed compliance issues at the new airport relative to FAA entitlements. Staff presented an update on the status of efforts to achieve compliance. The compliance issues are focused on easements granted in the course of the land acquisition process. They didn't become an issue until several years after the airport opened. Staff continues to work closely with the property owners and the FAA to bring about a resolution to this matter.

Staff also provided information on the City's entitlement payments and the fact that expenditures and additions to the Cities entitlement funds have been frozen by the FAA.

Pat Curry, Chair of the Airport Commission, asked about future entitlements. Mr. Curry talked about a recent process to select a firm to oversee operations at the new airport. Council member Ahmann suggested that the City Council be involved in all RFP processes. Council member DeBlieck disagreed, stating it should be a staff function.

3. COMMUNITY CLEAN-UP (FOR INFORMATION ONLY)

Chair Dokken inquired as to the scheduled date for the community clean-up. Staff indicated that it would probably occur in early September of 2013 and that funds are included in the proposed 2013 budget.

4. MNDOT GRANT AGREEMENT (RESOLUTION)

The Committee considered a proposed grant agreement to offset the cost of runway crack sealing and turf runway improvements. This is a standard agreement with MnDOT that allocates 70% of the cost to the State and 30% to the City. The projects were previously approved for construction by the Council.

A motion was made by Council member Ahmann, seconded by Council member DeBlieck and passed for the following:

RECOMMENDATION: That the Council adopt the resolution accepting the funds and authorizing the City Administrator and Mayor to execute the grant agreement.

5. DESIGN CENTER (FOR INFORMATION ONLY)

Council member Ahmann asked about efforts by the Design Center to create a Historic Preservation Commission and a committee to deal with downtown infrastructure. He offered the opinion that those were functions better left to the City. Staff was asked to invite Design Center representatives to the November 29th Committee meeting.

6. 2040 PLAN (MOTIONS)

Council member Ahmann expressed concern over how the planning process was proposed to be funded. Because Willmar taxpayers are part of the County and the EDC, he offered the opinion that there was a disproportion burden placed on City taxpayers. Council member Ahmann recommended that the Council rescind the Chamber of Commerce contribution so that a better strategy can be developed for the use of the money.

A motion was made by Council member Ahmann, seconded by Council member Christianson and passed for the following:

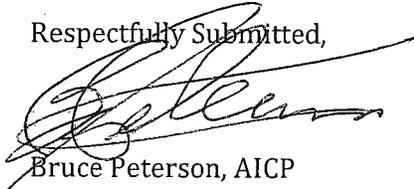
RECOMMENDATION: That the Council rescind the payment made to the Chamber of Commerce for the 2040 planning process and repay it to the general fund. Also, that the matter of developing a policy on contributions to outside, nongovernmental organizations be referred to the Finance Committee.

A motion was made by Council member Ahmann, seconded by Council member Christianson and passed for the following:

RECOMMENDATION: That the Council reconsider participation in the 2040 planning process and request that Chamber of Commerce representatives appear at a future Council meeting to discuss alternatives to the process.

7. There being no further business to come before the Committee, the meeting adjourned at 5:40pm.

Respectfully Submitted,



Bruce Peterson, AICP

Director of Planning and Development Services

Memo of Understanding November 15, 2012

The official date that the Willmar Airport was placed in non-compliance was October 9, 2009.

Therefore, the Airport could not use any of the entitlement money they had available for 2010, 2011, 2012 and now 2013.

Each fiscal year (Oct 1 - Sept 30) an airport like the Willmar Airport receives \$150,000 in entitlements.

They can either use the money for airport related projects or bank the money for future projects.

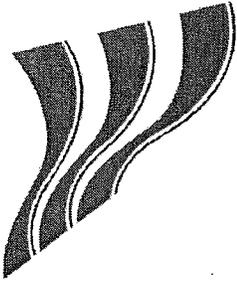
They can only save entitlements for three years before the funds expire.

When the Willmar Airport was placed in non-compliance, they had money in their "account".

These funds started expiring in 2011.

Jim L. Dokken

Chair, Community Development Committee



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: November 15, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 19, 2012

- Approved Denied
- Amended Tabled
- Other

Originating Department: Airport

Action Requested: Resolution authorizing acceptance and signature of MNDOT Grant Agreement

Guiding Principle: MNDOT Grant Agreement process as specified in MN State Statute 360.015 (Subd. 13 & 14) and 360.305

Introduction: On October 15, 2012 the City Council accepted the bids and quotes and awarded the contracts for MN/DOT SP 3401-63; Agreement #02306 – Airport Improvements

Background/Justification: In May 2012 the City entered into a Professional Services Contract for Design, Bidding, and Construction Services for the Airport Improvements. The plans and specs were approved by the City Council on July 16, 2012 and granted authorization for advertisement for bids. On August 9, 2012, one bid was received for the project. At the September 4, 2012 City Council meeting the bid was rejected and authorization was granted by the City Council to re-advertise the project. On September 20, 2012 bids were received for the project. Of the three bids received, no bids included costs for runway 03/21 turf establishment. Since no bids were received for the turf project, three quotes were then solicited. On October 5, 2012 two quotes were received for the turf portion. And finally on October 15, 2012 the City Council accepted the bids and quotes and awarded the contracts.

Fiscal Impact: The funding source for the Airport Improvements is 70% State monies and 30% local funds budgeted in 2012 Capital Improvements. In order to use the state monies, the project must be under contract in 2012 although construction will be completed in 2013. City's share is \$52,799.64 which will be paid out of the 2012 Capital Improvement Airport budget.

Alternatives: N/A

Staff Recommendation: City Council adopt the resolution accepting and signing MNDOT Grant Agreement SP 3401-63; Agreement #02306

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

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

Signature: *Megan M Sauer*

Comments:

**GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation (“State”), and the City of Willmar (“Recipient”).

WHEREAS, the Recipient desires the financial assistance of the State for an airport improvement project (“Project”) as described in Article 2 below; and

WHEREAS, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

WHEREAS, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until **June 30, 2016**.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
Pavement Crack Sealing and Turf Runway Re-Establishment	0%	70%	30%

3. The Project costs will not exceed **\$ 175,991.81**. The proportionate shares of the Project costs are: Federal: **\$ 0.00**, State: **\$ 123,194.27**, and Recipient: **\$ 52,797.54**. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.
4. The Recipient will designate a registered engineer (the “Project Engineer”) to oversee the Project work. If, with the State’s approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the “Project Engineer” will apply to such responsible person.
5. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State’s Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
6. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
 - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.
 - b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).

- c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
 - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
 - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
7. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
 8. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
 9. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
 10. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
 11. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
 12. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.
 13. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.

14. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
15. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
16. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
17. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
18. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
19. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
20. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 49 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800. The Catalog of Federal Domestic Assistance (CFDA) number for the federal Airport Improvement Program is 20.106.
21. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
22. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: _____

Date: _____

SWIFT Purchase Order: _____

Recipient

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

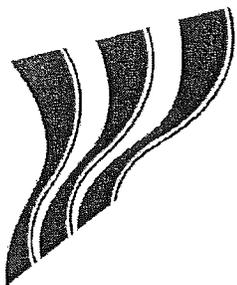
Date: _____

Mn/DOT Contract Management

as to form & execution

By: _____

Date: _____



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

Agenda Item Number: 12

Meeting Date: November 19,
2012

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 and Development Services

Action Requested: Quinn Addition Final Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Kvam Implement requested to subdivide their five parcels into four lots on the Kvam Implement property on the corner of Highway 12 SW and Industrial Drive SW as well as Trott Ave. SW.

Background/Justification: The property is currently owned by Kvam Implement and the Ivan Kvam Trust, and there are several buildings already existing on four of the lots being described. This is a boundary line adjustment to clean up some titles and shift some property lines. If/when the one vacant lot being created is developed, the service road and stormwater ponding will need to be developed to current requirements at the cost of the developer. The easements were added as requested by the MUC.

Fiscal Impact: N/A

Alternatives: N/A

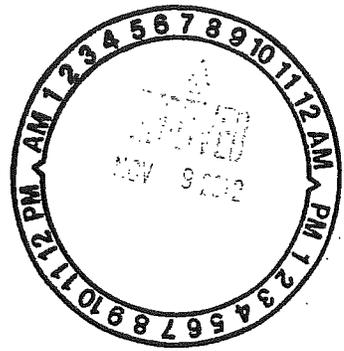
Staff Recommendation: Staff recommends approval of the final plat.

Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

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

Signature: *Megan M. Sauer*

Comments:

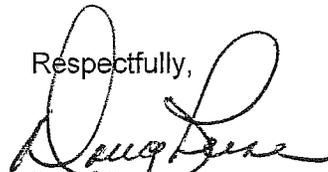


November 9, 2012

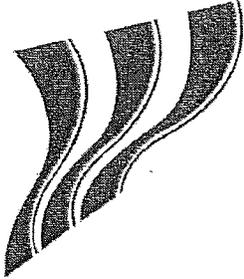
Mayor Yanish and
City Council Members

Due to the fact that I have been elected to the Kandiyohi County Board of Commissioners, effective December 31, 2012, I hereby resign as Council Member for the Fourth Ward of the City of Willmar.

Respectfully,



Doug Reese



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14 Meeting

Date:

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: November 19, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve

Guiding Principle: Minnesota Statute 206.57 Subd. 5 and 5A

Agenda Item: Consideration of Declaring Vacancy and Setting Special Election Date.

Background/Justification:

Pursuant to the vacancy on the Council that exceeds a one year time period of the remaining term, a special election to fill the vacancy must be held.

City elections are required to use the voting equipment pursuant to Minnesota Statutes, section 206.57, subd. 5 and 5A:

"In federal and state elections held after December 31, 2005; in county, city, and school district elections held after December 31, 2007; and, except as provided in subdivision 5a, in township elections held after December 31, 2009, the voting method used in each polling place must include a voting system that is accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired in a manner that provides the same opportunity for access and participation, including privacy and independence, as for other voters.

These regulations require hard stock paper ballots like the last general election, along with programming the AutoMark and the M-100.

It is staff's recommendation that we call for a special election to be held on February 12, 2013, with *filing for the office* dates of December 4, 2012, through December 18, 2012, (5:00 p.m. closing).

Fiscal Impact: \$6,000.00

Alternatives: None

Staff Recommendation: Declare a Vacancy Exists Effective December 31, 2012, and Set a Special Election Date

Preparer: City Clerk-Treasurer

Signature: 