

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

October 15, 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, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and Administrative Assistant Audrey Peterson.

Additions to the Agenda included the City's Accounts Payable Report to the Consent Agenda.

Council Member Dokken offered a motion adopting the Consent Agenda which included the following: City Council Minutes of October 1, Municipal Utilities Commission Report of October 9, Planning Commission Minutes of October 10, Donations to the Willmar Disc Golf course from Minnesota Frisbee Association and Willmar Disc Golf Club, Accounts Payable Report through October 11, Building Inspection Report for September, Charter Commission Minutes of August 13 and Community Education/ Recreation Joint Powers Board Minutes of September 28, 2012. Council Member Christianson seconded the motion, which carried.

Mary Catherwood and Russ Bennett appeared before the Mayor and Council to present information on the Community-Owned Grocery (COG), a proposed full-service grocery. As a cooperative, COG focuses on local foods for a vibrant economy and sustainable community. With the use of a slideshow, Ms. Catherwood and Mr. Bennett explained the progress to date and the three phases. Phase one was to obtain 300 members, that was accomplished in September. COG is now in Phase two, which involves site selection and 600 members. If a suitable site could be identified, the Downtown area is preferred. In Phase 3, the group will start construction and hire a general manager and staff. Following discussion with the Council, Mayor Yanish thanked Ms. Catherwood and Mr. Bennett for the presentation.

Mayor Yanish acknowledged David Herzer who had signed up to address the City Council during its scheduled Open Forum. Mr. Herzer expressed his appreciation to the Mayor and Council and commended them on their service to the City of Willmar.

Mayor Yanish expressed his appreciation to the Willmar Community Foundation.

The Finance Committee Report for October 8, 2012, was presented to the Mayor and Council by Council Member Anderson. There were six items for Council consideration

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

Item No. 2 Rice C.E.O Mike Schramm presented the Committee with an overview of Rice Memorial Hospital's five-year Financial Plan which establishes specific balance sheet and profitability targets along with projected capital expenditures through 2017. C.F.O Bill Fenske reviewed key financial and statistical indicators used to prepare the five-year plan as well as projected financial statements. It was noted that as new or enhanced programs and services are considered, their financial impact on this five-year plan will be addressed. This matter was for information only

Item No. 3 Staff explained to the Committee that originally, the Council was to take action on a resolution on October 1, 2012, for the West Central Industries (WCI) Conduit Financing request. This has been postponed until the Council meeting on October 15, 2012, due to illness of WCI Executive Director Charlie Oakes. In 2005, WCI obtained a Private Revenue Note for \$1.1 million through Conduit Financing and are now requesting to refinance the remaining balance of \$500,000. This new note will reduce their interest rate to 2.35 percent and shorten the term by approximately five years. This matter was for information only.

Item No. 4 The Committee reviewed the following September 30, 2012, Reports: Local Option Sales Tax, WRAC-8 and Convention and Visitors Bureau. This matter was for information only.

Item No. 5 Agenda items for the October 22, 2012, Council Work Session include: 1) Capital Improvement Program; 2) HRA Budget Presentation; and 3) Fund Balance. Agenda items scheduled for November 26, 2012, include budget presentations by Rice Hospital and MUC. Chair Anderson suggested that a Council Work Session be held prior to an upcoming Council Meeting to discuss the Waste Treatment Plant Rate Study once all the information has been prepared. This matter was for information only.

Item No. 6 Chair Anderson explained to the Committee that the Payment In Lieu Of Taxes Agreement with the Willmar Municipal Utilities is expiring at the end of 2012 and needs to be renegotiated. In the past, the Finance Committee Chair and City Administrator have negotiated this agreement with the MUC. It was the consensus of the Committee that this same process be followed for negotiating the new agreement. This matter was for information only.

Finance Director Okins reviewed with the Committee the recent changes acted on by the Council affecting the 2013 Budget. The proposed increase to the Mayor/Council Salaries of \$13,500 has been deducted. Offsetting that reduction, \$13,000 was added for the contribution to the Baseball Boosters and \$500 has been added to the Mayor/Council Travel Budget. The Library's Funding Request was reduced by \$5,500 of which \$500 has been reallocated to the Mayor/Council Travel Budget as well. As a result, \$5,000 remains for reallocation. Other items not yet factored into the 2013 Budget include revenue for the Building Inspection Services Contract with Kandiyohi County which could total approximately \$15,000; and the expenditure of \$5,000 for contribution to the 2040 Vision Planning. Council Member Fagerlie also pointed out that it has not yet been decided if the contribution to the Historical Society will be \$5,000 in 2013 or \$1,000 per year for five years. Mayor Yanish commented that contracted airport management services are being considered; consequently, there may be changes to the 2013 Airport budget as well. This matter was for information only.

The Finance Committee Report for October 8, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

Mayor Yanish inquired about future Committee/Council meetings regarding the budget and was informed that of the following meetings: October 22, Work Session followed by a Finance Committee meeting; November 26, Work Session; December 3, Council meeting (Truth-in-Taxation hearing) with the budget certified to the State by December 15, 2012.

The Public Works/Safety Committee Report for October 9, 2012, was presented to the Mayor and Council by Council Member Reese. There were five items for Council consideration.

Item No. 1 Jared Voge of Bolton and Menk presented to the Committee results of the September 20, 2012, bid opening for improvements at the Willmar Municipal Airport. Bids were initially opened in August with only one bid received. In September the bid was rejected and authorization was granted to re-advertise, separating the improvements into two projects.

Three bids were received for the crack seal project, and Mr. Voge recommended accepting the low base bid plus Phase I and II from Fahrner Asphalt Sealers, LLC of Eau Claire, Wisconsin, in the amount of \$81,996.80.

No bids were received for the turf establishment and quotes were solicited with two responses. The low quote received was from Kuechle Underground of Kimball, MN in the amount of \$72,480.01.

The funding source for the Airport Improvements is 70 percent State and 30 percent local funds, which are budgeted in the 2012 Capital Improvements. In order to use State monies, the project must be under contract in 2012, although construction can be completed in 2013.

The Committee was recommending the Council accept the bid of Fahrner Asphalt Sealers, LLC as presented for the crack seal improvements and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Fahrner Asphalt Sealers, LLC of Eau Claire, Wisconsin for Crack Seal Improvements at the Willmar Municipal Airport is accepted.

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$81,996.80, which includes the base bid plus Phase I and Phase II.

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee was recommending the Council accept the quote of Kuechle Underground for turf establishment as presented and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. Resolution No. 2 was introduced by Council Member Reese, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the quote of Kuechle Underground of Kimball, Minnesota for Runway Turf Establishment is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$72,480.01.

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Josh Halvorson of Donohue and Associates presented to the Committee a bid tabulation and contract recommendation for Project No. 1110, Western Interceptor Sewer Connection. This pipe connects to the existing sewer at 30th Street and 30th Avenue SW and proceeds north along 30th Street, crosses 19th Avenue SW and continues north along the west side of County Road No. 5 crossing Highway 12 and up to First Avenue NW in Vos Park. Seven bids were received in June, 2012 with the low bid being that of Geislinger & Sons, Inc. from Watkins, MN. All bids were evaluated for conformance and qualifications to perform the work. The low bidder was also established by references, financial data and previous experience. Donohue is also recommending award of the alternate bid, which is the inclusion of the storm sewer, for an additional cost of \$505,769.00 for a total contract of \$3,575,354.25, which is under the Engineer's Estimate. It was noted that no construction would be allowed on the former airport site until the Phase II land release was finalized.

The Committee was recommending the Council award the contract for Project No. 1110 to Geislinger & Sons, Inc. as presented and authorize the Mayor and City Administrator to enter into a contract on behalf of the City. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member DeBlieck reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Geislinger & Sons, Inc. of Watkins, Minnesota for Project No. 1110 – Western Interceptor Sewer Connection is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$3,575,354.25.

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Staff informed the Committee that proposals for engineering services to design the construction of the Lakeland Drive Interceptor/MinnWest Lift Station were received from six firms with costs ranging from \$320,261.00 to \$515,436.00. The project includes the reconstruction of Lakeland Drive to an urban section. Four Staff members reviewed and scored the proposals and the three highest scoring firms were interviewed. It was Staff's recommendation to accept the proposal of Donohue and Associates.

The Committee discussed the scoring and evaluation process at length. It was noted this particular scoring system has been used by the City in the past for selecting an engineering firm. A motion was made by Council Member Reese to approve Staff's recommendation of Donohue and Associates. The motion failed for lack of a second. This item is brought before the full Council without a recommendation. A request was made to see the scoring results of the interview process. Staff will make this information available upon approval of the City Attorney/City Clerk-Treasurer.

City Administrator Stevens explained the process used and that Donohue had a better understanding and capacity to do the project, had a past experience with City projects/procedures, and the best combination of price, technical capacity and ability to deliver the product. Council Member Christianson stated that he has been struggling with the issue and wanted to hear from Bollig. Brian Bollig said his firm looks at the best quality product for clients and that the firm AE2S of Grand Forks, N.D., will collaborate with Bollig on the sewer part of the project.

Josh Halvorson of Donohue stated the firm is well qualified and has worked on past City projects, and that the evaluation process is not new and Donohue is the most technically suited professional service at the best price.

Following a lengthy discussion which included discussion of the evaluation procedures and expertise of the firms, Council Member Johnson called for the question. Resolution No. 4, awarding the Lakeland Drive Interceptor/MinnWest Lift Station contract to Bollig, Inc., was introduced by Council Member Dokken, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

Whereas the City of Willmar desires to retain a firm to provide engineering services for design of the Lakeland Drive Interceptor Sewer, street reconstruction and MinnWest Lift Station; and

Whereas a proposal has been made by, and an agreement prepared to retain, the firm of Bollig Inc. of Willmar, Minnesota in a not to exceed amount of \$320,261.00 for said services;

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

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Planning and Development Services Director Peterson reviewed the source of funding, which will initially be funded by P.I.R., and reimbursed with P.F.A. financing and state aid. Following discussion, Resolution No. 5 was introduced by Council Member Reese, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar that the consultant contract for the Lakeland Drive Interceptor/MinnWest Lift Station Project shall be paid from P.I.R. in the amount of \$8,419,000.00.

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 6 was introduced by Council Member Reese, seconded by Council Member Reese, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UN THE INTERNAL REVENUE CODE

(Resolution in its entirety see, City Council Proceedings file dated October 15, 2012, located in the City Clerk's Office)

Item No. 4 Staff reviewed with the Committee correspondence from the Minnesota Department of Transportation for renewal of an agreement whereby the Commissioner of Transportation is appointed as agent of the City of Willmar to accept Federal aid funds. The agreement covers all Federal projects the City is designated funding for. The Willmar Avenue crossing and the Robbins Island-to-Downtown Trail are both projects that would fall into this type of funding in 2013. Staff recommended acceptance of the agreement which has been approved by the City Attorney.

The Committee was recommending the Council accept the agency agreement and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 7 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO 7

BE IT RESOLVED, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Willmar to accept as its agent, federal aid funds which may be made available for eligible transportation-related projects.

BE IT FURTHER RESOLVED, the Mayor and City Administrator are hereby authorized and directed for and on behalf of the City to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 99928," a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 The Committee discussed parking enforcement in the Downtown and requested information related to the revenue and expenditures be brought before the Committee at a future meeting. This matter was for information only.

The Public Works/Safety Committee Report for October 9, 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 October 11, 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 The Committee reviewed photos of the deteriorating home at 515 NW 7th Street. The property is in foreclosure and the deed is currently held by Fannie Mae. Research has determined that the property is on the National Register of Historic Places, but there is no evidence that a preservation easement has ever been recorded. In discussing the situation with the City Attorney, it was recommended that the Council issue a formal repair order as a preliminary step to a hazardous building declaration.

The Committee was recommending the Council direct Staff to file formal correction orders for exterior repairs and to allow 45 days to complete the work.

Council Member Anderson inquired what would happen if the owners of the property fails to comply. Council Member DeBlieck asked who is responsible to pay for the demolition. City Attorney

Scott stated that the courts will decide and expenses would be assessed back to the owner. Council Member Fagerlie suggested that with Fannie Mae property, the City should not take over the property but rather wait to see what happens.

Council Member Dokken moved to approve the recommendation of the Community Development Committee with Council Member Christianson seconding the motion, which carried; Council Member Fagerlie voted "No."

Item No. 3 The Committee received an update from City/Economic Development Commission staff regarding recent and proposed projects. City Staff presented a list of 2012 commercial/industrial projects that was accompanied by an explanatory memo and location map. It was noted that 2012 projects will exceed \$11 million dollars, and there is \$24 million dollars' worth of commercial/industrial work already anticipated for 2013. Steve Renquist, Economic Development Commission Director, presented a handout of EDC projects and explained the relationship of the projects to EDC goals. This matter was for information only.

Item No. 4 Council Member Ahmann inquired about downtown plan progress and the revision of development financing policies. Staff indicated that the Downtown Planning Committee was scheduled to meet on October 17, 2012, but that work had not yet begun on the revisions to the development financing policies. This matter was for information only.

The Community Development Committee Report for October 11, 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 Ahmann, and carried.

The Mayor and Council considered an agricultural land exemption of special assessments. Finance Director Okins reviewed the City policy to temporarily exempt from assessments certain lands currently used for agricultural purposes. It was Staff's recommendation to adopt the Resolution exempting qualifying agricultural land owners of the special assessments. Resolution No. 8 was introduced by Council Member Fagerlie, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, 9301 and 9101, and certain sewer and water main improvements made under Projects No. 9701, 9303, 9202, 9002, 7402, and 7206.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater: (complete list on file in the City Clerk's Office).

Dated this 15th day of October, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Mayor and Council considered a request/application from West Central Industries for Conduit Financing from the City. City Administrator Stevens explained that in 2005 the City acted as a conduit to issue debt for West Central Industries, a Non Profit 501©3, doubling the size of a licensed commercial kitchen to serve the Meals-on-Wheels Program. At that time financing was \$1,100,000 for 20 years at 5.338 percent interest. Due to the decline in interest rates, West Central Industries has applied to the City to act again as a conduit to refinance a portion of the outstanding balance and shorten the term of their outstanding debt. The request is to issue a Commercial Development Revenue Note in the amount of not to exceed \$500,000 for seven years at 2.35 percent.

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

RESOLUTION NO. 9

RESOLUTION APPROVING THE ISSUANCE AND SALE OF A COMMERCIAL
DEVELOPMENT REVENUE REFUNDING NOTE, SERIES 2012 AND
AUTHORIZING THE EXECUTION OF DOCUMENTS RELATING THERETO
(WEST CENTRAL INDUSTRIES, INC. PROJECT)

(For Resolution in its entirety, see City Council proceedings file dated
October 15, 2012, located in the City Clerk's Office)

The Mayor and Council considered a final plat of Fairacre Addition owned by Don Williamson. Planning and Development Services Director Peterson reviewed details of the final plat to subdivide an 11-lot single family home subdivision on property at 2721 15th Street SW. The property is currently zoned R-1 (One Family Residential) and proposed to have a private cul-de-sac. A conditional use permit for a planned unit development was approved by the Planning Commission for the private street. Declarations and private covenants will be recorded congruous with the plat. Following discussion on utilities and right-of-way, Council Member Christianson to approve the Fairacre Addition final plat as presented with Council Member Reese seconding the motion, which carried.

The Mayor and Council considered a preliminary plat for Quinn Addition as requested by Kvam Implement. Planning and Development Services Director Peterson explained the property is owned by Kvam Implement and the Ivan Kvam Trust, and there are several buildings already existing on four of the lots being created. This is a boundary line adjustment to clean up titles and shift property lines. If the one vacant lot being created is developed, the service road and storm water ponding will need to be developed to current requirements at the cost of the developer. The Planning Commission approved the plat with conditions of easements being added and improvement requirements at the time of development. Council Member Anderson moved to approve the preliminary plat for Quinn Addition as presented with Council Member Ahmann seconding the motion, which carried.

City Administrator Stevens informed the Mayor and Council that with the General Election scheduled for November 6, 2012, it is necessary to schedule the Board of Canvass. Following discussion, Council Member Anderson moved to schedule the Board of Canvass for November 9, 2012, at 3:00 p.m. in Conference Room No. 1 at the City Office Building. Council Member Fagerlie seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Council Work Session/Finance, October 22; Public Works/Safety, October 30; and Community Development, November 1, 2012.

Council Member Dokken informed the Council of a Minnesota Disabled Veterans' conference held in Willmar.

There being no further business to come before the Council, the meeting adjourned at 8:50 p.m. upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

Attest:

MAYOR

ACTING SECRETARY TO COUNCIL

CITY COUNCIL WORK SESSION

October 22, 2012

The Willmar City Council Work Session was called to order in the Willmar Municipal Utilities Auditorium at 4:45 p.m. by Finance Committee Chair Denis Anderson. Those present included Mayor Frank Yanish, Council Members Doug Reese, Ron Christianson, Jim Dokken, Steve Ahmann, and Bruce Deblieck. Also present were City Administrator Charlene Stevens, City Clerk Kevin Halliday, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, Acting Fire Chief Jeff Gilbertson, David Herzer, HRA Representatives Nikki Ilgen and Kelly Zuidema, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

The purpose of this council work session was to receive the HRA's budget and to discuss segments of the Mayor's 2013 Proposed Budget.

Item 1 – HRA Budget Presentation. Housing Programs Supervisor Nikki Ilgen and Fiscal Manager Kelly Zuidema presented the HRA's Fiscal Year End June 30, 2013, Budget to the Council. It was noted that revenue increases are attributed to the 2012 Small Cities Development Program startup and the Kandiyohi County HRA fees for Willmar HRA staff assistance. Expenditures reflect a substantial increase in payroll costs and contracted labor expenses over 2012 as a result of hiring a full-time office assistance, anticipating wage adjustments for some staff positions, and increased contracted rehab staff time due to the new Small Cities Program.

The Willmar HRA and Kandiyohi County HRA continue to work together and are entering into another one-year contract for shared Executive Director services. This also involves reorganizing other staff duties between the two agencies. Currently, the HRA's bill each other for the staff time provided; however, both Boards continue to discuss merging the two agencies. This next year will be spent evaluating the past year of staff sharing and determining the extent of merging going forward. Comments by the Council included pursuing the merger and the matter of the HRA being exempt from paying street assessments.

Item 2 - Capital Improvement Program. City Administrator Stevens reviewed the Proposed Five-Year Capital Improvement Plan for 2013 – 2017, explaining that this is the first year of the new process for budgeting capital improvements. Considered as a working document, this plan will continually be reviewed as priorities change. Capital improvements proposed for 2013 total \$7,663,245. Council discussed the Local Option Sales Tax Program with staff noting that a portion of the LOST funds will be used for part of the western interceptor located within the boundaries of the Industrial Park. Council Member Deblieck asked if the City was still considering purchasing the Swan Lake property under the Local Option Sales Tax Program. Planning and Development Services Director Peterson explained that due to changes in MN DOT requirements, it is no longer an option to purchase the property for \$1, consequently, that project is no longer viable. The status of state aid funding and 2012 Capital Expenditures were also discussed.

Item 3 – Departmental Reductions. City Administrator Stevens reviewed with the Council some of the major reductions proposed for the 2013 Budget. These proposed reductions include: 1) Public Works totaling \$47,000 for Overtime (\$30,000), Tree Planting (\$9,000) and Seasonal Employees (\$8,000); 2) Leisure Services totaling \$15,150 for elimination of Robbins Island Life Guards (\$3,200), reduction of Wading Pool Hours (\$740), elimination of skating rink attendants

at Hilltop and Lincoln (\$3,300), reduction of Garfield Rink hours (\$2,160), reduction of seasonal summer staff and Intern (\$5,000), and Supplies (\$750); and 3) Police Overtime \$24,000.

Council comments included raising recreation fees, aging wading pool repairs or replacement, and needs for a part-time employee at the Community Center.

Item 4 – WRAC-8 Consolidation with General Fund. To date, WRAC-8 has been established as a separate special revenue fund for accounting purposes as directed by past Council. As recommended by the City's independent auditor, staff is proposing to consolidate WRAC-8 into the General Fund beginning with 2013. This would mean that budgeted General Fund revenues would increase by \$240,000 and expenditures would increase by \$229,845 as a result of the transfer from the WRAC-8 budget. Further, \$215,380, which is the projected WRAC-8 Fund Balance at the end of 2012, would also be transferred to the General Fund Capital Expenditures Fund Balance. It was the consensus of the Council to put this on the next Finance Agenda.

Item 5 – Miscellany. Mayor Yanish stated that further reductions to the Proposed 2013 Budget should include removing \$1,000 from the City Administrator's Travel Budget. After discussion, the Council took no action on the request.

Other issues discussed included requiring the various community groups requesting funding from the City to provide information showing their applicable need. Council Member Christianson requested information on the 2011 Capital Expenditures as well as items not funded in 2011. Further, unspent funds for Capital Expenditures should be considered for street improvements.

There being no further business, the Work Session adjourned at 6:23 p.m. upon motion by Member Christianson, second by Member Ahmann, and which carried.

Respectfully Submitted,



Carol Cunningham
Accounting Supervisor

Rice Memorial Hospital

Board of Directors

October 10, 2012

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Michael Gardner, DDS, Treasurer; Robert Kruger, M.D., Secretary; and Director Eric Weiberg

EXCUSED: Directors Wayne Larson and Jenna Fischer

ADMINISTRATIVE STAFF: Michael Schramm, Bill Fenske, Dale Hustedt, Teri Beyer, Wendy Ulferts, and Sandy Roelofs

GUESTS: Dr. Lee Cafferty, Jim Dokken, Shirley Carter

Call to Order/Minutes: President Anfinson called the meeting to order at 5:35 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the minutes of the September 12, 2012 meeting be approved as written.

Quality Report/Patient Experience: A) Patient Experiences: 1) Teri Beyer shared a note received from a health care provider in a nearby community, who thanked Rice for the outstanding care she recently received. She stated that the care she received from the physicians and nursing staff at Rice went far beyond expectations in order to make her and her family feel comfortable. She praised the Hospital staff for making a horrible experience seem not so bad. 2) One of the unique programs that Rice Hospice offers is "We Honor Veterans," in an effort to provide care and support that reflect important contributions made by our Veterans. As a result of the program, Rice Hospice is better able to accompany and guide Veterans and their families toward a more peaceful ending. A recent Korean War Veteran/Hospice patient experience was reviewed in regard to a pinning ceremony held in the Veteran's honor in a neighboring community park. The ceremony was very important to him, and was held just three days before the patient's death. The patient was very proud of being a Veteran as well as being able to serve his country.

Financial Report: Bill Fenske reviewed the Hospital's financial report for the period ending August 31, 2012, in regard to the following: A) Rice Hospital generated a profit of \$102,000 from operations compared to budgeted operating income of \$285,000. B) The August balance sheet showed an increase in net assets of \$1.5 million. Total assets decreased \$1.3 million while total liabilities decreased \$2.9 million. C) Cash and general investments increased \$18,000 since December 31 with days of cash at 113 days. D) The overall net operating income was \$102,000 compared to a budgeted operating income of \$285,000 and compared to last year's operating income of \$42,000. E) Net expenses were \$8.6 million which was \$199,000 (2.4%) greater than budget. Expenses were mixed for the month with salaries \$72,000 (1.9%) less than budget due to decreased activity and vacancies which was offset by contract labor which was \$146,000 greater than budget. Benefits were \$21,000 (1.8%) less than budget due to lower salaries. Supplies were \$23,000 (2.2%) less than budget due to lower Home Medical activity. Drugs were \$193,000 (34.5%) greater than budget due to Medical Oncology activity purchased through Rice. F) Non-operating income was \$22,000 less than budget due to a loss on equipment disposals. G) The Hospital generated an operating loss of \$44,000 compared to budgeted operating income of \$208,000 and last year's operating income of \$175,000. H) Care Center activity generated operating income of \$134,000 compared to expected operating income of \$30,000 and last year's operating loss of \$25,000. I) Home Medical activity generated operating income of \$12,000 compared to budgeted operating income of \$46,000 and last year's operating loss of \$107,000. **ACTION:** A motion was made by Director Gardner, seconded by Director Kruger and carried to approve the August 31, 2012 financial statements for Rice Memorial Hospital as presented.

Medical Staff Report: Dr. Lee Cafferty reviewed the September 25, 2012 Medical Staff Executive and Credentials Committee meeting minutes in regard to the following: A) At the OB/Pediatric Department meeting on September 6, Jan Maxfield presented information on a new program which was approved and is now being implemented at Rice, the Critical Congenital Heart Defect (CCHD) screening of newborns. B) Dr. Vanderwerf recommended that changes be made to the Guidelines on Requesting an Autopsy of the Medical Staff Rules and Regulations in accordance with a current MN Statute. The guideline changes, in regard to contacting the coroner, were approved and have now been expanded.

ACTION: A motion as made by Director Cederstrom, seconded by Director Gardner and carried that the minutes of the September 25, 2012 Medical Staff Executive and Credentials Committee meeting be approved; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved as presented: **INITIAL APPLICATIONS:** Active Staff: Temporary Privileges: Nasser Kazmouz, M.D., Emergency Medicine Department, Rice Memorial Hospital, Willmar. Temporary privileges for start date of 10/1/12. Affiliate Staff: Scott Schultz, M.D., Obstetrics & Gynecology Department, Affiliated Community Medical Center (ACMC), Litchfield, MN. Temporary privileges for start date of 10/1/12. Locum Tenens Staff: Evan Friese, M.D., Obstetrics & Gynecology Department, ACMC, Willmar, MN & Allina Medical Staff, Ramsey, MN. Temporary privileges for start date of 9/21/12. Transfer from Locum Tenens to Affiliate Staff Status: Stephen Jameson, M.D., Emergency Medicine Department, Independent Practitioner, St. Cloud Hospital, St. Cloud, MN. Amy Kvidera, M.D., Emergency Medicine Department, Alliance Recruiting, Kingswood, TX. Transfer from Active Staff to Affiliate Staff Status: Bhanuprakash Kolla, M.D., Department of Psychiatry, ACMC, Willmar, MN. **REAPPOINTMENT APPLICATIONS:** Active Staff: Steven Shelver, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, New London, MN. Affiliate Staff: Gregory Hatfield, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Michael Heaney, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Lanning Houston, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Matthew Hwang, M.D. – Orthopedist/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. David Jose, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Patrick Juenemann, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Suzanne Moffit, D.O. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. John Olsen, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Gregory Phelan, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Brian Sullivan, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Allied Health Staff: Delores Alleckson, PMHNP-BC – Nurse Practitioner/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. Responsible physician: Daniel Scott, M.D. Andrea Bobis, PA-C – Physician Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. Responsible Physician: Matthew Hwang, M.D. Kristi Phillips, PSYD, LP – Psychologist/Department of Psychiatry. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: David Newcomer, M.D. **Family Medicine Clinical Privileges: Change in Admission Requirement:** The revised wording of the admission requirement on the Family Medicine privilege form be approved as written and recommended.

CEO Report – Mike Schramm:

- A. Recruitment activity: 1) Dr. Ken Flowe, CMO, will be joining Rice's Administrative staff effective December 10.
- 2) Recent physician recruitment visits to Rice/ACMC included the specialty areas of : a) Orthopedics. b) Medical Oncology. c) OB/GYN. d) Pediatrics. e) Psychiatry. f) Nephrology. 3) Dr. Richard Wehseler is now responsible for recruitment activities at ACMC. 4) Family Practice Medical Center held a recruitment visit with a Family Practice physician earlier in the week. 5) CentraCare has been working with us to schedule a Cardiology recruitment visit for later in October/early November. 6) Dr. Kazmouz, ER physician, began his work in the Rice ESD on October 1.

- B. Epic Clinical Information System (CIS): We continue to work on Epic system improvements for Rice as well as for other providers/facilities.
- C. Revenue Cycle: The McGladrey consultant's report has been received and recommendations reviewed with the Executive Team. Works continues by the Team on any necessary changes that need to be put in place in regard to the Hospital's Revenue cycle.
- D. Building Projects: The Board's Building Committee met recently and reviewed plans/progress being made on the Hospital's following projects: 1) Rice Home Medical (RHM) Willmar store renovation. 2) RHM Redwood Falls store . 3) Rice Care Center (RCCC) building and expansion project. Fund raising activities continue by the Rice Health Foundation (RHF) for the RCC building project. Key stakeholders from the Foundation and Hospital Boards will be contacted in regard to participating in this endeavor. Proceeds from the Foundation's Holiday Festival will be donated this year to RCC for their renovation project, which includes their Activities Center, with a fund raising goal set at \$100,000.
- E. Healthy Communities Partnership Grant: The grant application for the Health Communities grant, made possible through Allina & the George Foundation, has been submitted. 2) Work continues with community stakeholders on the program in an effort to make a difference/impact the health of our community.
- F. Meaningful Use Program: 1) Federal dollars are attached to this program which will help to offset the cost of the Epic Clinical Information System. 2) Rice has successfully completed the 25 individual items required/identified nationally that must be attested to in order to meet stage 1 requirements of the meaningful use program. This was completed in September, and Rice Hospital should be receiving its check from CMS within one to two months.

New Business:

- A. Rice Home Medical (RHM) Willmar Store Renovation – Mike Schramm/Bill Fenske: 1) Part of RHM's strategic plan includes increasing revenues through service line enhancements which is critical to its growth. 2) In order to grow and further develop RHM's equipment repair business, the Willmar Store would need to be renovated and administrative services moved out of the store. 3) This would provide a growth opportunity related to wheelchair and rehab equipment repair, as well as a display area for home modification equipment. 4) Rice recently purchased Marvelle's Apparel, out of Alexandria, MN in an effort to significantly grow this business and further develop "Women's Health" stores in Willmar and Redwood Falls in addition to combining the stores in Alexandria. 5) The RHM renovation was a budgeted item in the 2012 capital budget, but it was only an estimated amount at the time the budget was developed. As a result of further development of enhancements in RHM's service lines and Women's Health programs the \$350,000 budgeted amount has increased to \$803,000. 6) A financial analysis was prepared that projected new revenues and expenses related to this project. Based on the capital investment, an internal rate of return of 12.4% is projected based on new revenues from the repair business, home modification, Women's Health, and a general increase in stores sales with proposed store changes included in the renovation. 7) TSP Architects has provided the current renovation cost estimates. Rice has also consulted with the City Attorney since the project will be publically bid. Discussion was held by the Board in regard to: a) Growing RHM's service lines/business. b) The proposed renovation/addition to the existing RHM building in lieu of the construction of a new building/RHM store.
ACTION: A motion was made by Director Gardner, seconded by Director Kruger and carried that Rice Hospital Administration be authorized to proceed with construction documents and the bid process for the proposed Rice Home Medical Willmar store renovation project with a proposed construction start date of January 1, 2013; and that the bids for the project be brought back to the Board of Directors for review and final approval.

Hospital Committee Reports:

- A. Directors Weiberg : 1) The Board's Building & Facilities Committee met recently with the focus primarily on the proposed Rice Home Medical Willmar Store renovation.

- B. Director Cederstrom: The Board's Executive Committee met on October 5. In attendance were Directors Anfinson and Cederstrom.
- C. Director Kruger reported on the October 1 Ethics Committee meeting. Discussion was held on a case review in regard to Hospice care provided to an illegal alien and ramifications involved in this case.
- D. Director Anfinson reported on the Willmar Medical Services Board Meeting which was held on September 25.
- E. City Council Report – Jim Dokken: 1) Mike Schramm and Bill Fenske attended the October 8 City Finance Committee, and presented the Hospital's five-year financial plan. 2) The Hospital's proposed 2013 budget will be presented to the City's Finance Committee on November 26. 3) Councilmen Dokken and Anderson will be participating in a League of Minnesota Cities webinar on key health care reform policy issues for 2013 and beyond.

Adjournment: There being no further business, the Board of Directors' meeting was adjourned at 6:50 p.m.

Submitted by:

Robert Kruger, M.D.

Secretary

sr

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
OCTOBER 22, 2012

On Monday, October 22, 2012, the Municipal Utilities Commission met at 11:15 a.m. to begin an informational tour of Municipal Utilities' facilities. Stops along the route included the following: 1) Power Plant; 2) South Substation; 3) East Substation; 4) NE Water Treatment Plant; 5) Service Center; 6) Power Plant Switching Yard/Power Transformer; and, 7) return to WMU office. Following the facilities tour, the Municipal Utilities Commission conducted its regular scheduled meeting in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Jerry Gesch, Carol Laumer, and Jeffrey Nagel. Absent were Commissioners Steve Salzer, Matt Schrupp, and Dan Holtz. (Note: The meeting was called to order prior to the beginning of the tour.)

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Supt. Water/Heating Bart Murphy, Supervisor of Power Production Jon Folkedahl, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, City Attorney Robert Scott (via teleconference), City Councilman Bruce DeBlieck, City Administrator Charlene Stevens (tour only), and WC Tribune Journalist David Little.

Due to the absence of Commission Secretary Schrupp, President Baker opened the meeting by appointing Commissioner Laumer to serve as Acting Secretary. Following the appointment, President Baker requested a resolution to approve the Consent Agenda. Following a review, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Gesch seconded.

RESOLUTION NO. 51

"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 9, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 121764 to No. 121848 inclusive in the amount of \$182,551.53 with a MISO payment in the amount of \$18,959.69 and an Absaloka Coal payment in the amount of \$191,242.86."

Dated this 22nd day of October 2012.

President

ATTEST:

Acting Secretary

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

General Manager Hompe reviewed with the Commission a number financial reports. These reports included the 2012 Third Quarter Financial Statement, the September 2012 Budget Report, and the October 19, 2012 Investment Report. These were for information only.

General Manager Hompe recapped for the Commission the annual Customer Appreciation Dinner/Open House held on Thursday, October 11th at the Willmar Civic Center. (This event is in conjunction with Public Power Week.) Once again, the Open House was a success with nearly 1500 customers attending. The following eight customers were the recipients of \$50 utility bill credits: Jackie Plemmons, Mary Solbrekken, Ruth VanHome, Karen Sell, Kevin Barnes, Curtis Radunz, Adrian Jimenez, and Harlan Dragt.

General Manager Hompe requested the Commission to schedule a meeting of the WMU Planning Committee. The main topic of discussion would focus on the preliminary 2013 WMU Budget. Following discussion, it was the consensus of the Commission to schedule a meeting of the WMU Planning Committee for the last week in October.

Manager of Electric Services Kimpling informed the Commission that a fourth trial of LED street lighting is currently being conducted. The four LED street lights currently erected are located at: 820 7th Street NW, 815 Monongalia Avenue SW, 400 23rd Street SE, and 500 23rd Street SE (map had been distributed). WMU will be conducting a one-year test program of the LED street lights. Public comments would be greatly appreciated.

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Carol Laumer, Acting Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 24, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, October 24, 2012, at 7:00 p.m. at the Willmar Municipal Utilities (Council Chambers).

** Members Present: Mark Klema, Charlie Oakes, Andrew Engan, Nick Davis, Bob Poe, Virgilio Aguirre, Jr., and Randy Czarnetzki.

** Members Absent: Scott Thaden, and Gary Geiger.

** Others Present: Trudy Jones, Martin & Dorothy Shockley, Robert Friederich, Al Gregerson, Bruce D. Peterson, Director of Planning and Development Services, and Megan M. Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the October 10, 2012 meeting were approved as submitted.

3. CITY INITIATED REZONE FROM GB/LB TO CBD- FILE NO. 12-06: The public hearing opened at 7:01 p.m. Staff presented the rezone initiated by the Planning Commission of several blocks abutting the Central Business District (CBD) based off of the Down Town Plan adopted earlier in 2012 from the current zoning which is General Business (GB) or Limited Business (LB) to CBD on the following legally described property: 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 (see file map).

Staff explained that the proposed rezone is an action step in the Downtown Plan to spur dense development and expand the core of the City with retail/residential spaces. The plan process verified that many people consider the Downtown larger than the actual CBD. There are some areas ripe for development and just outside the CBD. This is just a proactive process to make the area more developable for the private sector with the denser more flexible standards.

Al Gregerson a condo owner in the Phoenix on 5th building (520 5th St. SW) stated he and others in the building are most concerned about parking. The CBD doesn't have off-

street parking requirements and he's concerned the streets would have more cars and take away spots for the condo owners guests (many of whom are elderly).

Staff stated that via the Downtown Plan a parking study is also in the works for the whole CBD and solutions for any parking problems will be dealt with.

With no further comments from the public the hearing was closed 7:21 p.m.

The Planning Commission talked about liking being proactive and following through with a community developed plan for the CBD. These properties will also be available for Downtown Development Grants and other incentives to draw private development. They understand the parking concerns, but it will be a rarity to have the churches and WEAC filling all the streets with vehicles.

Mr. Oakes made a motion, seconded by Mr. Davis, to approve the zoning amendment and forward it onto the City Council for a hearing and Ordinance adoption.

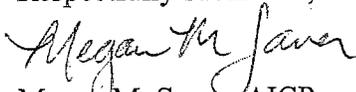
The motion carried.

4. DISCUSSION OF POSSIBLE REZONE OF PROPERTY ALONG BUSINESS HWY. 71: Staff discussed a possible reuse of the Viking Hotel property on Business 71. An interested party would like to turn the hotel into efficiency apartments with some major rehab of the building. However, the property is commercially zoned and all the abutting properties are also commercially zoned.

The Planning Commission talked about not liking the idea of spot zoning the property and having an island of residential amongst the commercial properties. Staff added the possibility of amending the Zoning Ordinance to allow multi-family housing in the GB district with a conditional use permit. The Commission discussed that option, but also considered they'd be opening up that option to any and all GB properties in the City. The Commission asked for time to think about the options, peruse the commercial areas in town, and further discuss the matter at an upcoming meeting.

5. There being no further business to come before the Commission, the meeting adjourned at 7:55 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION- OCTOBER 24, 2012

STAFF COMMENTS

1. CITY INITIATED REZONE FROM GB/LB TO CDB- FILE NO. 12-06:

- The Planning Commission initiated the rezone of several blocks abutting the Central Business District (CBD) based off of the Down Town Plan adopted earlier in 2012 from the current zoning which varies from General Business (GB) and Limited Business (LB) legally described as follows: 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, 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; and ALL of Block 41 City of Willmar (see file map).
- The abutting properties are varied from Industrial to commercial to R-4
- One of the guiding elements of the Down Town Plan was D1 Revise the Central Business Zoning district boundary. The meaning behind the rezoning is to include targeted redevelopment properties that currently lie near but outside the CBD boundaries to allow certain benefits to the types of business with the flexible and denser development standards etc.
- The element of rezoning the properties was an action step to be carried out by the City of Willmar as a short term goal.
- This is to allow future development to occur, not push out or negatively affect current land owners and uses. Those that are wishing to continue their current use in place will be able to do so.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AMERICAN MESSAGING 34598 10/31/12 PAGER SERVICE 34598 10/31/12 PAGER SERVICE VENDOR TOTAL	164.49 54.84 219.33 219.33		D2080981MJ D2080981MJ *CHECK TOTAL		D N D N	PREPAID EXPENSES COMMUNICATIONS	101.128000 101.42411.0330
AMERICAN WELDING & GAS I 34599 10/31/12 7 FIRE EXTINGUISHERS 34599 10/31/12 FIRE EXT. INSPECTION 34599 10/31/12 5 FIRE EXTINGUISHERS 34599 10/31/12 FIRE EXT. INSPECTION VENDOR TOTAL	813.85 65.00 614.53 5.00 1,498.38 1,498.38		01923175 01923175 01924846 01924846 *CHECK TOTAL		D N D N D N D N	SMALL TOOLS MTCE. OF EQUIPME SMALL TOOLS MTCE. OF EQUIPME	101.45427.0221 101.45427.0334 101.45435.0221 101.45435.0334
AQUA LOGIC INC 34600 10/31/12 POOL MTCE-PARTS	230.44		39481		D N	MTCE. OF OTHER I	101.45437.0226
BACKES TELEPHONE SERVICE 34601 10/31/12 VERIFY LINES/ALARMS	765.00		11346		D N	MTCE. OF EQUIPME	101.41409.0334
BAKER ELECTRIC SERVICES 34602 10/31/12 REPL. BALLAST	46.00		10479		D N	MTCE. OF STRUCTU	101.41408.0335
BECKER ARENA PRODUCTS IN 34603 10/31/12 FLOOR ANCHORS	147.82		00090982		D N	MTCE. OF STRUCTU	101.45433.0225
BERNICK'S PEPSI-COLA CO 34604 10/31/12 OFFICE COFFEE	78.96		6881		D N	GENERAL SUPPLIES	101.43425.0229
BONNEMA/MEGAN 34605 10/31/12 MBPTA CONFERENCE	67.57		341		D N	TRAVEL-CONF. -SCH	101.41402.0333
BOUND TREE MEDICAL LLC 34606 10/31/12 DEFIB. ELECTRODES	164.20		80898716		D N	GENERAL SUPPLIES	101.41408.0229
BSE 34607 10/31/12 CONTROLS FOR RINK LTS 34607 10/31/12 SMALL TOOLS 34607 10/31/12 PARTS FOR L.S. PUMPS 34607 10/31/12 PARTS FOR RINK LIGHTS 34607 10/31/12 LIGHT BULBS FOR BLDG 34607 10/31/12 LIGHT BULBS FOR BLDG VENDOR TOTAL	556.41 8.04 1,133.22 114.21 476.59 317.73 2,606.20 2,606.20		904597033 904597034 904661061 904690815 904776426 904776426 *CHECK TOTAL		D N D N D N D N D N D N	MTCE. OF OTHER I SMALL TOOLS MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45432.0226 101.43425.0221 101.48476.0226 101.43425.0226 101.48474.0225 101.48475.0225
C D & T INC AUTO PARTS 34608 10/31/12 COUPLER/HYD. FITTING 34608 10/31/12 COUPLER/FITTING VENDOR TOTAL	17.40 13.90 31.30 31.30		916738 916921 *CHECK TOTAL		D N D N	INVENTORIES-MDSE MTCE. OF EQUIPME	101.125000 101.45437.0224

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CANON FINANCIAL SERVICES			002336											
34609	10/31/12		COPIER LEASE AGRMT	26.59		12210017		D	N				RENTS	101.43425.0440
CARDMEMBER SERVICE			002365											
34592	10/17/12		STEVENS-PUB. POLICY MIG	11.00		STMT/9-12		D	N				SUBSISTENCE OF P	101.41400.0227
34592	10/17/12		SHUTTLE SERV-ICMA CONF.	22.00		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.41400.0333
34592	10/17/12		TONER	56.89		STMT/9-12		D	N				OFFICE SUPPLIES	101.41402.0220
34592	10/17/12		ROSEMEIER-SEMINAR REGIS.	85.00		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.41402.0333
34592	10/17/12		KARDELL-SEMINAR REGIS.	85.00		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.41402.0333
34592	10/17/12		PETERSON-LODGING EXPENSE	211.62		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.41402.0333
34592	10/17/12		SAUER-LODGING EXPENSE	211.62		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.41402.0333
34592	10/17/12		PROFESSIONAL SERVICES	29.00		STMT/9-12		D	N				PROFESSIONAL SER	101.41409.0446
34592	10/17/12		RIFLE SLINGS/MAGAZINES	1,356.15		STMT/9-12		D	N				SMALL TOOLS	101.42411.0221
34592	10/17/12		LED FLASHLIGHTS	1,636.18		STMT/9-12		D	N				SMALL TOOLS	101.42411.0221
34592	10/17/12		SMALL TOOLS	75.15		STMT/9-12		D	N				SMALL TOOLS	101.42411.0221
34592	10/17/12		SMALL TOOLS	51.50		STMT/9-12		D	N				SMALL TOOLS	101.42411.0221
34592	10/17/12		ABD BATTERY PACK	175.50		STMT/9-12		D	N				MTCE. OF EQUIPME	101.42411.0224
34592	10/17/12		SHERIFF'S DEPT/P.D. MTG	79.06		STMT/9-12		D	N				SUBSISTENCE OF P	101.42411.0229
34592	10/17/12		RIFLE LIGHTS/BATTERIES	117.47		STMT/9-12		D	N				GENERAL SUPPLIES	101.42411.0227
34592	10/17/12		LIVINGOOD-LODGING EXP.	208.94		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.42411.0333
34592	10/17/12		WITTMAN-SEMINAR REGIS.	115.00		STMT/9-12		D	N				TRAVEL-CONF -SCH	101.43417.0333
34592	10/17/12		ADVERTISING	436.25		STMT/9-12		D	N				ADVERTISING	420.43451.0447
			VENDOR TOTAL	4,963.33		*CHECK TOTAL								
CARRANZA/NOE			002547											
34610	10/31/12		PROFESSIONAL SERVICES	50.00		092312		D	M	07			PROFESSIONAL SER	101.42411.0446
34610	10/31/12		PROFESSIONAL SERVICES	100.00		101312		D	M	07			PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	150.00		*CHECK TOTAL								
CDW GOVERNMENT INC			001845											
34611	10/31/12		MOUSE	133.25		R168472		D	N				SMALL TOOLS	101.41409.0221
34611	10/31/12		PATROL LAPTOP PORT HUB	18.59		R277477		D	N				GENERAL SUPPLIES	101.42411.0229
34611	10/31/12		PATROL LAPTOP PORT HUB	37.19		R476842		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	189.03		*CHECK TOTAL								
CENTERPOINT ENERGY			000467											
34612	10/31/12		NATURAL GAS CHARGES	12.82		6007936/10-12		D	N				UTILITIES	101.43430.0332
34612	10/31/12		NATURAL GAS CHARGES	164.96		6007939/10-12		D	N				UTILITIES	101.43425.0332
34612	10/31/12		NATURAL GAS CHARGES	12.82		6038773/10-12		D	N				UTILITIES	101.43425.0332
34612	10/31/12		NATURAL GAS CHARGES	108.80		6048932/10-12		D	N				UTILITIES	651.48474.0332
34612	10/31/12		NATURAL GAS CHARGES	72.53		6048932/10-12		D	N				UTILITIES	651.48475.0332
34612	10/31/12		NATURAL GAS CHARGES	124.10		6061271/10-12		D	N				UTILITIES	101.45433.0332
34612	10/31/12		NATURAL GAS CHARGES	16.82		6069198/10-12		D	N				UTILITIES	101.43425.0332
34612	10/31/12		NATURAL GAS CHARGES	173.83		6084836/10-12		D	N				UTILITIES	101.45435.0332
34612	10/31/12		NATURAL GAS CHARGES	137.78		6085332/10-12		D	N				UTILITIES	101.45433.0332

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 34612 10/31/12 NATURAL GAS CHARGES 000467	12.82		6093527/10-12		D N	UTILITIES	101.43425.0332
34612 10/31/12 NATURAL GAS CHARGES	103.33		6102726/10-12		D N	UTILITIES	101.42412.0332
34612 10/31/12 NATURAL GAS CHARGES	145.40		6725927/10-12		D N	UTILITIES	101.43430.0332
34612 10/31/12 NATURAL GAS CHARGES	12.82		7177865/10-12		D N	UTILITIES	101.43430.0332
34612 10/31/12 NATURAL GAS CHARGES	125.52		8503501/10-12		D N	UTILITIES	651.48477.0332
34612 10/31/12 NATURAL GAS CHARGES	248.17		8512023/10-12		D N	UTILITIES	651.48477.0332
34612 10/31/12 NATURAL GAS CHARGES	2,036.68		8795475/10-12		D N	UTILITIES	651.48474.0332
34612 10/31/12 NATURAL GAS CHARGES	1,357.79		8795475/10-12		D N	UTILITIES	651.48475.0332
4,866.99			*CHECK TOTAL				
4,866.99							
VENDOR TOTAL							
CHAPPELL CENTRAL INC 000156	451.25		00050656		D N	MTCE. OF STRUCTU	101.45435.0335
34613 10/31/12 A/C REPAIR-LABOR	142.50		00051022		D N	MTCE. OF STRUCTU	101.41408.0335
34613 10/31/12 CHECKED RADIATOR-LABOR	69.88		00051119		D N	MTCE. OF STRUCTU	101.45427.0225
34613 10/31/12 PUMP REPAIR-PARTS	95.00		00051119		D N	MTCE. OF STRUCTU	101.45427.0335
34613 10/31/12 PUMP REPAIR-LABOR	758.63		*CHECK TOTAL				
758.63							
VENDOR TOTAL							
CHARTER COMMUNICATIONS 000736	79.99		1251/10-12		D N	COMMUNICATIONS	101.43425.0330
34593 10/17/12 MONTHLY PHONE SERVICE	153.96		5168/10-12		D N	COMMUNICATIONS	101.41409.0330
34614 10/31/12 MONTHLY PHONE SERVICE	233.95						
VENDOR TOTAL							
CIVIL AIR PTRL MAGAZINE .01472	145.00		DK 2702489		D N	ADVERTISING	101.42411.0447
34615 10/31/12 ADVERTISING	659.36		743		D N	MACHINERY AND AU	450.42411.0553
CODE 4 SERVICES LLC 002984	2,791.60		751		D N	MACHINERY AND AU	450.42411.0553
34616 10/31/12 CAR 11 VEHICLE UP-FIT	2,634.73		752		D N	MACHINERY AND AU	450.42411.0553
34616 10/31/12 CAR 2 VEHICLE UP-FIT	6,085.69		*CHECK TOTAL				
34616 10/31/12 CAR 7 VEHICLE UP-FIT	6,085.69						
VENDOR TOTAL							
COLEPAPERS INC 000170	350.34		8780909		D N	CLEANING AND WAS	101.45435.0228
34617 10/31/12 CLEANING SUPPLIES	44.60		213280		D N	MTCE. OF EQUIPME	101.42412.0334
COPIER BUSINESS SOLUTION 001934	112.43		401072		D N	GENERAL SUPPLIES	101.45437.0229
34618 10/31/12 COPIER MTCE CHARGE	32.28		112508-9/9-12		D N	RENTS	101.45435.0440
CROW CHEMICAL & LIGHTING 000186							
34619 10/31/12 D-LIME FOR POOL							
CULLIGAN STERLING WATER 000188							
34620 10/31/12 SOFTENER RENTAL							

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
DELL MARKETING LP 34621 10/31/12	001747 REPL. BATTERY CARTRIDGE	268.77		XFXK34F92		D	N	MTCE. OF EQUIPME	101.41409.0224
DELTA DENTAL OF MINNESOTA 34594 10/23/12	002867 DENTAL INSURANCE-NOV	25.40		4969884		D	N	RETIRED EMPLOYEE	101.41428.0818
DEPT OF HUMAN SERVICES 34622 10/31/12 34622 10/31/12 34622 10/31/12	000009 CLEANING SERVICES CLEANING SERVICES CLEANING SERVICES	67.50 67.50 1,332.00		00000098729 00000103061 00000103063		D	N	CLEANING AND WAS	101.45435.0338
	*CHECK TOTAL	1,467.00						CLEANING AND WAS	101.45433.0338
	VENDOR TOTAL	1,467.00							
DIAMOND VOGEL PAINT CENT 34623 10/31/12 34623 10/31/12 34623 10/31/12 34623 10/31/12 34623 10/31/12	000205 TRAFFIC PAINT PAINT FOR BLDG TRAFFIC PAINT PAINT FOR SHOP FLOORS BAKER FLOOR PAINT	216.32 49.35 324.31 53.32 155.37		821051754 821051766 821051775 821051815 821051903		D	N	GENERAL SUPPLIES	101.43425.0229
	*CHECK TOTAL	798.67						MTCE. OF STRUCTU	101.45433.0225
	VENDOR TOTAL	798.67						GENERAL SUPPLIES	101.43425.0225
DOOLEY'S PETROLEUM INC 34595 10/23/12 34595 10/23/12	002163 3,800 GALLONS UNLEADE 3,801 GALLONS DIESEL	12,722.40 14,276.55 26,998.95		227056 227056		D	N	INVENTORIES-MDSE	101.125000
	*CHECK TOTAL	26,998.95						INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	26,998.95							
DYNA SYSTEMS 34624 10/31/12	000223 ELECTRICAL CORD ENDS	63.91		20614757		D	N	MTCE. OF EQUIPME	101.43425.0224
ED DAVIS BUSINESS MACHIN 34625 10/31/12 34625 10/31/12 34625 10/31/12	000229 NAME BADGE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	251.08 50.84 143.08		118911 118968 119402		D	N	OTHER CHARGES	208.45008.0449
	*CHECK TOTAL	445.00						OFFICE SUPPLIES	741.48001.0220
	VENDOR TOTAL	445.00							
ERICKSON/DANIEL 34626 10/31/12	001924 NIGHT EVOC/PIT SCHOOL	7.58		165		D	N	TRAVEL-CONF.-SCH	101.42411.0333
ETTERMAN ENTERPRISES 34627 10/31/12 34627 10/31/12 34627 10/31/12 34627 10/31/12	001567 PLANT SUPPLIES PLANT SUPPLIES SMALL TOOLS LOCKNUTS	24.22 16.14 59.34 21.94		188447 188447 188815 188815		D	M	GENERAL SUPPLIES	651.48474.0229
	*CHECK TOTAL	143.57						SMALL TOOLS	651.48475.0229
	VENDOR TOTAL	143.57						MTCE. OF EQUIPME	651.48478.0224

Vendor Payments History Report
 INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
 11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
FASTENAL COMPANY 34628 10/31/12 BOLTS 001188	13.46	MNWIL98273		D N	MTCE. OF EQUIPME 101.45433.0224
FERGUSON ENTERPRISES INC 34629 10/31/12 BOILER GAUGE 000810	17.48	2581960		D N	MTCE. OF EQUIPME 651.48478.0224
34629 10/31/12 BOILER GAUGE	17.47	2581960		D N	MTCE. OF EQUIPME 651.48479.0224
34629 10/31/12 ADAPTERS	48.12	2592030		D N	MTCE. OF OTHER I 101.43425.0226
VENDOR TOTAL	83.07	*CHECK TOTAL			
FISCHER/BETH 34630 10/31/12 OFFICE SUPPLIES 002484	23.57	102612		D M 07	OFFICE SUPPLIES 208.45005.0220
34630 10/31/12 CELL PHONE-OCTOBER	14.77	102612		D M 07	COMMUNICATIONS 208.45005.0330
34630 10/31/12 PUBLIC POLICY MTG-MEAL	11.00	102612		D M 07	TRAVEL-CONF. -SCH 208.45005.0333
34630 10/31/12 HEARTLAND MTG-MEALS	18.91	102612		D M 07	TRAVEL-CONF. -SCH 208.45005.0333
34630 10/31/12 COMMERCIAL CLUB MTG	10.82	102612		D M 07	TRAVEL-CONF. -SCH 208.45005.0333
34630 10/31/12 TOURISM ASSN GIFT BASKET	46.83	102612		D M 07	OTHER CHARGES 208.45010.0449
34630 10/31/12 CURLING NATIONALS MTG	55.05	102612		D M 07	OTHER CHARGES 208.45011.0449
34630 10/31/12 ZOMBIE RUN SUPPLIES	33.37	102612		D M 07	OTHER CHARGES 208.45011.0449
VENDOR TOTAL	214.32	*CHECK TOTAL			
FIVE-STAR PUMPING 34631 10/31/12 HAULED BIOSOLIDS 000234	4,554.00	3496		D N	RENTS 651.48478.0440
34631 10/31/12 HAULED BIOSOLIDS	4,554.00	3496		D N	RENTS 651.48479.0440
34631 10/31/12 HAULED BIOSOLIDS	343.12	3499		D N	RENTS 651.48478.0440
34631 10/31/12 HAULED BIOSOLIDS	343.13	3499		D N	RENTS 651.48479.0440
34631 10/31/12 HAULED BIOSOLIDS	752.50	3501		D N	RENTS 651.48478.0440
34631 10/31/12 HAULED BIOSOLIDS	752.50	3501		D N	RENTS 651.48479.0440
34631 10/31/12 HAULED BIOSOLIDS	15,076.17	3502		D N	RENTS 651.48478.0440
34631 10/31/12 HAULED BIOSOLIDS	15,076.16	3502		D N	RENTS 651.48479.0440
VENDOR TOTAL	41,451.58	*CHECK TOTAL			
FLAHERTY & HOOD P.A. 34632 10/31/12 PROFESSIONAL SERVICES 001449	5,997.47	5994		D N	PROFESSIONAL SER 101.41406.0446
FLEXIBLE PIPE TOOL CO 34633 10/31/12 HOSE NOZZLE EXTENSION 000273	270.44	15724		D N	MTCE. OF EQUIPME 651.48485.0224
FRANCOTYP-POSTALIA INC 34634 10/31/12 INK CARTRIDGE 001791	127.49	RI101258936		D N	OFFICE SUPPLIES 101.42411.0220
FREEMAN/LE ANNE 34635 10/31/12 MILEAGE 07/01-07/31/12 000937	203.13	0712		D N	MOTOR FUELS AND 101.45437.0222
G & K SERVICES 34636 10/31/12 CLEANING SERVICES 002465	51.46	1007280885		D N	CLEANING AND WAS 101.43430.0338

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
GENERAL MAILING SERVICES 34637 10/31/12	000293 POSTAGE	16.20		7352		D	N	POSTAGE	208.45005.0223
34637 10/31/12	TOURISM	174.90		7353		D	N	POSTAGE	208.45006.0223
34637 10/31/12	POSTAGE	82.38		7382		D	N	POSTAGE	101.42411.0223
34637 10/31/12	SPEEDIE DELIVERY	14.25		7382		D	N	POSTAGE	101.42412.0223
34637 10/31/12	POSTAGE	32.45		7427		D	N	POSTAGE	101.41401.0223
34637 10/31/12	POSTAGE	45.90		7427		D	N	POSTAGE	101.41402.0223
34637 10/31/12	POSTAGE	86.25		7427		D	N	POSTAGE	101.41403.0223
34637 10/31/12	POSTAGE	11.00		7427		D	N	POSTAGE	101.41404.0223
34637 10/31/12	POSTAGE	3.30		7427		D	N	POSTAGE	101.41405.0223
34637 10/31/12	POSTAGE	15.00		7427		D	N	POSTAGE	101.41408.0223
34637 10/31/12	POSTAGE	8.25		7427		D	N	POSTAGE	101.41424.0223
34637 10/31/12	POSTAGE	3.85		7427		D	N	POSTAGE	101.41428.0223
34637 10/31/12	POSTAGE	1.10		7427		D	N	POSTAGE	101.42411.0223
34637 10/31/12	POSTAGE	0.55		7427		D	N	POSTAGE	101.42412.0223
34637 10/31/12	POSTAGE	1.90		7427		D	N	POSTAGE	101.43417.0223
34637 10/31/12	POSTAGE	2.90		7427		D	N	POSTAGE	101.43425.0223
34637 10/31/12	POSTAGE	2.20		7427		D	N	POSTAGE	101.43430.0223
34637 10/31/12	POSTAGE	12.65		7427		D	N	POSTAGE	101.45432.0223
34637 10/31/12	POSTAGE	15.35		7427		D	N	POSTAGE	101.45433.0223
34637 10/31/12	POSTAGE	1.10		7427		D	N	POSTAGE	101.45435.0223
34637 10/31/12	POSTAGE	0.48		7427		D	N	POSTAGE	651.48474.0223
34637 10/31/12	POSTAGE	0.32		7427		D	N	POSTAGE	651.48475.0223
34637 10/31/12	POSTAGE	168.17		7516		D	N	POSTAGE	101.41401.0223
34637 10/31/12	POSTAGE	10.45		7516		D	N	POSTAGE	101.41402.0223
34637 10/31/12	POSTAGE	15.55		7516		D	N	POSTAGE	101.41403.0223
34637 10/31/12	POSTAGE	13.75		7516		D	N	POSTAGE	101.41404.0223
34637 10/31/12	POSTAGE	0.55		7516		D	N	POSTAGE	101.41405.0223
34637 10/31/12	POSTAGE	15.00		7516		D	N	POSTAGE	101.41408.0223
34637 10/31/12	POSTAGE	2.15		7516		D	N	POSTAGE	101.43417.0223
34637 10/31/12	POSTAGE	1.80		7516		D	N	POSTAGE	101.43425.0223
34637 10/31/12	POSTAGE	0.55		7516		D	N	POSTAGE	101.43430.0223
34637 10/31/12	POSTAGE	0.55		7516		D	N	POSTAGE	101.45432.0223
34637 10/31/12	POSTAGE	1.68		7516		D	N	POSTAGE	101.45433.0223
34637 10/31/12	POSTAGE	1.12		7516		D	N	POSTAGE	651.48474.0223
34637 10/31/12	POSTAGE	1.12		7516		D	N	POSTAGE	651.48475.0223
34637 10/31/12	POSTAGE	5.80		7550		D	N	POSTAGE	101.41400.0223
34637 10/31/12	POSTAGE	45.85		7550		D	N	POSTAGE	101.41401.0223
34637 10/31/12	POSTAGE	17.30		7550		D	N	POSTAGE	101.41402.0223
34637 10/31/12	POSTAGE	58.00		7550		D	N	POSTAGE	101.41403.0223
34637 10/31/12	POSTAGE	4.70		7550		D	N	POSTAGE	101.41404.0223
34637 10/31/12	POSTAGE	3.55		7550		D	N	POSTAGE	101.41405.0223
34637 10/31/12	POSTAGE	15.00		7550		D	N	POSTAGE	101.41408.0223
34637 10/31/12	POSTAGE	1.65		7550		D	N	POSTAGE	101.42411.0223
34637 10/31/12	POSTAGE	1.10		7550		D	N	POSTAGE	101.42412.0223
34637 10/31/12	POSTAGE	6.95		7550		D	N	POSTAGE	101.43417.0223
34637 10/31/12	POSTAGE	1.65		7550		D	N	POSTAGE	101.43430.0223
34637 10/31/12	POSTAGE	0.55		7550		D	N	POSTAGE	101.45433.0223

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 34637 10/31/12 POSTAGE 10/15 - 10/19/12 34637 10/31/12 POSTAGE 10/15 - 10/19/12	000293 10/15 - 10/19/12 10/15 - 10/19/12	0.75 0.50 917.50 917.50	7550 7550 *CHECK TOTAL			D N D N	POSTAGE POSTAGE	651.48474.0223 651.48475.0223
VENDOR TOTAL								
GODIN TECHNOLOGIES 34638 10/31/12 PAGER REPAIR-LABOR	002615	180.95	1680			D N	MTCE. OF EQUIPME	101.42412.0334
GRAINGER INC 34639 10/31/12 SMALL TOOLS 34639 10/31/12 PUMP 34639 10/31/12 PUMP	000786 SMALL TOOLS PUMP PUMP	22.02 13.42 8.95 44.39 44.39	9944666925 9950472937 9950472937 *CHECK TOTAL			D N D N D N	SMALL TOOLS SMALL TOOLS SMALL TOOLS	101.45433.0221 651.48474.0221 651.48475.0221
VENDOR TOTAL								
GRAND PRIX VENDING 34640 10/31/12 CONCESSION SUPPLIES	001803	92.00	2118			D N	GENERAL SUPPLIES	101.45433.0229
HACH COMPANY 34641 10/31/12 D.O. PROBE/CAP 34641 10/31/12 D.O. PROBE/CAP	000316 D.O. PROBE/CAP D.O. PROBE/CAP	1,246.55 831.04 2,077.59 2,077.59	8001533 8001533 *CHECK TOTAL			D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0224 651.48475.0224
VENDOR TOTAL								
HALLIDAY *PETTY CASH/KE 34642 10/31/12 TO REIMBURSE PETTY CASH 34642 10/31/12 TO REIMBURSE PETTY CASH 34642 10/31/12 TO REIMBURSE PETTY CASH 34642 10/31/12 TO REIMBURSE PETTY CASH	000318 TO REIMBURSE PETTY CASH TO REIMBURSE PETTY CASH TO REIMBURSE PETTY CASH TO REIMBURSE PETTY CASH	15.00 6.52 11.89 74.50 107.91 107.91	102312 102312 102312 102312 *CHECK TOTAL			D N D N D N D N	SUBSISTENCE OF P SUBSISTENCE OF P GENERAL SUPPLIES LICENSES AND TAX	101.41400.0227 101.41401.0227 101.41401.0229 101.42411.0445
VENDOR TOTAL								
HARDWARE HANK EXPRESS 34643 10/31/12 PAINT THINNER 34643 10/31/12 BATTERIES 34643 10/31/12 SMALL TOOLS 34643 10/31/12 MASKING TAPE 34643 10/31/12 BOLTS/CHAIN 34643 10/31/12 PAINT THINNER 34643 10/31/12 KEY FOR GUN RANGE 34643 10/31/12 BATTERIES 34643 10/31/12 LIGHT BULB FOR BLDG 34643 10/31/12 NUTS/BOLTS 34643 10/31/12 MASKING TAPE 34643 10/31/12 PAINT ROLLERS 34643 10/31/12 SMALL TOOLS 34643 10/31/12 CABLE	000452 PAINT THINNER BATTERIES SMALL TOOLS MASKING TAPE BOLTS/CHAIN PAINT THINNER KEY FOR GUN RANGE BATTERIES LIGHT BULB FOR BLDG NUTS/BOLTS MASKING TAPE PAINT ROLLERS SMALL TOOLS CABLE	11.75 5.01 10.45 72.60 39.76 23.49 8.71 4.16 2.45 4.92 9.61 12.59 1.74 35.22	090412 090512 090512 090612 091112 091312 091412 091712 091812 091812 091812 091812 092412 092512			D N D N	GENERAL SUPPLIES GENERAL SUPPLIES SMALL TOOLS GENERAL SUPPLIES MTCE. OF EQUIPME GENERAL SUPPLIES MTCE. OF STRUCTU GENERAL SUPPLIES MTCE. OF STRUCTU MTCE. OF EQUIPME GENERAL SUPPLIES GENERAL SUPPLIES SMALL TOOLS GENERAL SUPPLIES	101.45427.0229 101.41408.0229 101.45432.0221 101.45433.0229 101.45433.0224 101.45433.0229 101.45427.0225 101.41408.0225 101.41408.0225 101.43425.0224 101.45427.0229 101.45427.0229 101.43430.0221 101.45433.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS 000452							
34643 10/31/12 BATTERIES	18.57		092512		D N	GENERAL SUPPLIES	101.45433.0229
34643 10/31/12 ADAPTERS	13.12		092512		D N	MTCHE. OF EQUIPME	101.45437.0224
34643 10/31/12 METAL BOX COVER	0.91		092512		D N	GENERAL SUPPLIES	207.45001.0229
34643 10/31/12 MISCELLANEOUS SUPPLIES	1.12		092512		D N	GENERAL SUPPLIES	207.45001.0229
VENDOR TOTAL	276.18	*CHECK TOTAL					
HAUG IMPLEMENT CO - JOHN 000324							
34644 10/31/12 TRACTOR PARTS	14.39		108938		D N	MTCHE. OF EQUIPME	101.45433.0224
34644 10/31/12 TRACTOR PARTS	27.35		108966		D N	MTCHE. OF EQUIPME	101.45433.0224
VENDOR TOTAL	41.74	*CHECK TOTAL					
HAUG-KUBOTA LLC 002609							
34645 10/31/12 KUBOTA CAB/BLWR/SWEEP	11,756.25		K2248		D N	MACHINERY AND AU	450.45433.0553
HAWKINS INC 000325							
34646 10/31/12 FERRIC CHLORIDE	4,898.75		3395523 RI		D N	GENERAL SUPPLIES	651.48475.0229
34646 10/31/12 FERRIC CHLORIDE	4,685.40		3397788 RI		D N	GENERAL SUPPLIES	651.48474.0229
34646 10/31/12 FERRIC CHLORIDE	4,908.90		3399635 RI		D N	GENERAL SUPPLIES	651.48475.0229
VENDOR TOTAL	14,493.05	*CHECK TOTAL					
HAY/JASON 002690							
34647 10/31/12 NIGHT EVOC/PIT SCHOOL	10.06		185		D N	TRAVEL-CONF. -SCH	101.42411.0333
HERITAGE BANK 000001							
34597 10/25/12 INVESTMENT	111,000.00		102512		D N	INVESTMENTS	101.109000
34597 10/25/12 INVESTMENT	10,000.00		102512		D N	INVESTMENTS	208.109000
34597 10/25/12 INVESTMENT	211,000.00		102512		D N	INVESTMENTS	220.109000
34597 10/25/12 INVESTMENT	7,000.00		102512		D N	INVESTMENTS	295.109000
34597 10/25/12 INVESTMENT	1,000.00		102512		D N	INVESTMENTS	296.109000
34597 10/25/12 INVESTMENT	1,000.00		102512		D N	INVESTMENTS	305.109000
34597 10/25/12 INVESTMENT	4,000.00		102512		D N	INVESTMENTS	306.109000
34597 10/25/12 INVESTMENT	2,000.00		102512		D N	INVESTMENTS	308.109000
34597 10/25/12 INVESTMENT	5,000.00		102512		D N	INVESTMENTS	311.109000
34597 10/25/12 INVESTMENT	119,000.00		102512		D N	INVESTMENTS	312.109000
34597 10/25/12 INVESTMENT	3,000.00		102512		D N	INVESTMENTS	327.109000
34597 10/25/12 INVESTMENT	268,000.00		102512		D N	INVESTMENTS	350.109000
34597 10/25/12 INVESTMENT	258,000.00		102512		D N	INVESTMENTS	651.109000
VENDOR TOTAL	1,000,000.00	*CHECK TOTAL					
HILLYARD FLOOR CARE SUPP 000333							
34648 10/31/12 TOILET TISSUE/HAND TWLS	150.67		600433010		D N	GENERAL SUPPLIES	101.41408.0229
34648 10/31/12 CLEANING SUPPLIES	68.27		600446722		D N	CLEANING AND WAS	101.45427.0228
34648 10/31/12 TOILET TISSUE	44.44		600446722		D N	GENERAL SUPPLIES	101.45427.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
HILLIARD FLOOR CARE SUPP 34648 10/31/12 SCRUDDER REPAIR-PARTS 000333	6.41	700050634		MTCE. OF EQUIPME	101.45427.0224
34648 10/31/12 SCRUDDER REPAIR-LABOR	78.00	700050634		MTCE. OF EQUIPME	101.45427.0334
34648 10/31/12 SCRUDDER REPAIR-PARTS	298.76	700050635		MTCE. OF EQUIPME	101.45427.0224
34648 10/31/12 SCRUDDER REPAIR-LABOR	195.00	700050635		MTCE. OF EQUIPME	101.45427.0334
34648 10/31/12 SCRUDDER REPAIR-PARTS	4.81	700050636		MTCE. OF EQUIPME	101.45427.0224
34648 10/31/12 VACUUM REPAIR-LABOR	58.50	700050637		MTCE. OF EQUIPME	101.45427.0224
34648 10/31/12 VACUUM REPAIR-PARTS	4.81	700050637		MTCE. OF EQUIPME	101.45427.0334
34648 10/31/12 VACUUM REPAIR-LABOR	58.50	700050638		MTCE. OF EQUIPME	101.45427.0224
34648 10/31/12 SHAMPOOER REPAIR-PARTS	4.81	700050638		MTCE. OF EQUIPME	101.45427.0334
34648 10/31/12 SHAMPOOER REPAIR-LABOR	58.50	700050638		MTCE. OF EQUIPME	101.45427.0224
34648 10/31/12 SHAMPOOER REPAIR-LABOR	1,031.48	*CHECK TOTAL			
VENDOR TOTAL	1,031.48				
HUMANE SOCIETY OF KANDIY 34649 10/31/12 ANIMAL CARE SERV-4TH Q 002907	6,950.00	2888		OTHER SERVICES	101.42411.0339
HYDRITE CHEMICAL CO 34650 10/31/12 ANTI-FOAM 002837	871.20	01534333		GENERAL SUPPLIES	651.48475.0229
34650 10/31/12 MAGNESIUM HYDROXIDE	8,831.20	01534728		GENERAL SUPPLIES	651.48475.0229
34650 10/31/12 MAGNESIUM HYDROXIDE	9,702.40	*CHECK TOTAL			
VENDOR TOTAL	9,702.40				
JAHNKE/MICHAEL J 34651 10/31/12 TOWARD ZERO DEATH CONF. 001737	42.14	164		TRAVEL-CONF.-SCH	101.42411.0333
JMD MANUFACTURING INC 34652 10/31/12 LOADOUT FAN REPAIR 001898	68.72	83760		MTCE. OF EQUIPME	651.48478.0224
34652 10/31/12 LOADOUT FAN REPAIR	68.72	83760		MTCE. OF EQUIPME	651.48479.0224
34652 10/31/12 LOADOUT FAN REPAIR	137.44	*CHECK TOTAL			
VENDOR TOTAL	137.44				
JOHNSTONE SUPPLY 34653 10/31/12 FREON 002855	3,441.38	165688		GENERAL SUPPLIES	101.45433.0229
34653 10/31/12 COMPRESSOR CONTROL	3,112.56	166070		MTCE. OF EQUIPME	101.45433.0224
34653 10/31/12 COMPRESSOR CONTROL	3,553.94	*CHECK TOTAL			
VENDOR TOTAL	3,553.94				
K M FIRE PUMP SPECIALIST 34654 10/31/12 #052633 REPAIR-PARTS 000371	246.97	5747		MTCE. OF EQUIPME	101.42412.0224
34654 10/31/12 #052633 REPAIR-LABOR	375.00	5747		MTCE. OF EQUIPME	101.42412.0334
34654 10/31/12 #052633 REPAIR-PARTS	596.96	5748		MTCE. OF EQUIPME	101.42412.0224
34654 10/31/12 #991481 REPAIR-LABOR	187.50	5748		MTCE. OF EQUIPME	101.42412.0334
34654 10/31/12 #991481 REPAIR-LABOR	1,406.43	*CHECK TOTAL			
VENDOR TOTAL	1,406.43				
KANDIYOHI CO-OP ELECTRIC 34655 10/31/12 WELLCOME TO WILLMAR SIGN 000375	102.00	STMT/10-12		UTILITIES	101.43425.0332

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC 34655 10/31/12 000375	WELLCOME TO WILLMAR SIGN	49.75		STMT/10-12		D N	UTILITIES	101.43425.0332
34655 10/31/12	CO RD 23/HWY 71 BYPASS	117.00		STMT/10-12		D N	UTILITIES	101.43425.0332
34655 10/31/12	ELEC SERV-LIFT STATIONS	712.00		STMT/10-12		D N	UTILITIES	651.48476.0332
34655 10/31/12	ABBOTT DR LIFT STATION	68.00		STMT/10-12		D N	UTILITIES	651.48476.0332
34655 10/31/12	ELEC SERV-SECURITY LIGHT	15.50		STMT/10-12		D N	UTILITIES	651.48478.0332
34655 10/31/12	ELEC SERV-SECURITY LIGHT	15.50		STMT/10-12		D N	UTILITIES	651.48479.0332
	VENDOR TOTAL	1,079.75		*CHECK TOTAL				
KENT'S AUTO BODY 34656 10/31/12 002764	REPAIR-PARTS	34.00		3319		D N	MTCE. OF EQUIPME	101.42412.0224
34656 10/31/12 #052633	REPAIR-LABOR	56.00		3319		D N	MTCE. OF EQUIPME	101.42412.0334
	VENDOR TOTAL	90.00		*CHECK TOTAL				
KITCHEN FAIR INC 34657 10/31/12 002981	DISPLAY CASE REPAIR	135.00		3537		D N	MTCE. OF EQUIPME	101.42411.0334
KUSTOM SIGNALS INC 34658 10/31/12 000396	BATTERY PACK	143.32		471198		D N	MTCE. OF EQUIPME	101.42411.0224
LARSON FENCE COMPANY 34596 10/23/12 000405	SIDELINE/OUTFIELD FEN	16,755.00		101412		D M 07	OTHER IMPROVEMEN	450.45431.0554
LAW ENFORCEMENT TECHNOLO 34659 10/31/12 002844	MTCE AGREMT 10/1-12/31/	1,430.95		12815		D N	MTCE. OF EQUIPME	101.42411.0334
LEAGUE OF MN CITIES 34660 10/31/12 000412	ANDERSON-SEMINAR REGIS.	15.00		169177		D N	TRAVEL-CONF.-SCH	101.42411.0333
34660 10/31/12	NELSON-SEMINAR REGIS.	15.00		169177		D N	TRAVEL-CONF.-SCH	101.42411.0333
34660 10/31/12	LANGE-SEMINAR REGIS.	15.00		169179		D N	TRAVEL-CONF.-SCH	101.42411.0333
34660 10/31/12	ANNUAL STORMWATER FEE	506.64		170639		D N	PREPAID EXPENSES	101.128000
34660 10/31/12	ANNUAL STORMWATER FEE	253.36		170639		D N	SUBSCRIPTIONS AN	101.43425.0443
	VENDOR TOTAL	805.00		*CHECK TOTAL				
LEAGUE OF MN CITIES INS 34661 10/31/12 000983	CLAIM #11076236-HUBERS	1,000.00		11076236		D N	INSURANCE DEDUCT	101.41428.0822
LET'S PLAY INC 34662 10/31/12 002760	HOCKEY TOURNAMENT AD	535.00		111155		D N	OTHER CHARGES	208.45011.0449
LINCOLN FINANCIAL GROUP 34663 10/31/12 002789	LIFE INSURANCE-NOVEMBER	43.31		M256		D N	EMPLOYER INSUR.	101.41400.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	43.75		M256		D N	EMPLOYER INSUR.	101.41402.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	17.50		M256		D N	EMPLOYER INSUR.	101.41403.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	17.50		M256		D N	EMPLOYER INSUR.	101.41404.0114

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP 34663 10/31/12	002789 LIFE INSURANCE-NOVEMBER	35.00		M256		D N	EMPLOYER INSUR.	101.41405.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	8.75		M256		D N	EMPLOYER INSUR.	101.41408.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	17.50		M256		D N	EMPLOYER INSUR.	101.41409.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	2.19		M256		D N	EMPLOYER INSUR.	101.41424.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	56.00		M256		D N	RETIRED EMPLOYEE	101.41428.0818
34663 10/31/12	LIFE INSURANCE-NOVEMBER	435.15		M256		D N	INS. PASS THROUGH	101.41428.0819
34663 10/31/12	LIFE INSURANCE-NOVEMBER	306.25		M256		D N	EMPLOYER INSUR.	101.42411.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	17.50		M256		D N	EMPLOYER INSUR.	101.42412.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	3.77CR		M256		D N	EMPLOYER INSUR.	101.43417.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	175.00		M256		D N	EMPLOYER INSUR.	101.43425.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	17.50		M256		D N	EMPLOYER INSUR.	101.45432.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	35.00		M256		D N	EMPLOYER INSUR.	101.45433.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	4.37		M256		D N	EMPLOYER INSUR.	101.45437.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	17.50		M256		D N	EMPLOYER INSUR.	101.45437.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	70.00		M256		D N	EMPLOYER INSUR.	207.45001.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	8.75		M256		D N	EMPLOYER INSUR.	651.48484.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	8.75		M256		D N	EMPLOYER INSUR.	651.48485.0114
34663 10/31/12	LIFE INSURANCE-NOVEMBER	8.75		M256		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	2,333.50		*CHECK TOTAL				
		2,333.50						
LIVINGOOD/ROSS 34664 10/31/12	002380 NIGHT EVOC/PIT SCHOOL	9.95		184		D N	TRAVEL-CONF.-SCH	101.42411.0333
MACTA 34665 10/31/12	000428 2013 MEMBERSHIP DUES	675.00		4694481		D N	PREPAID EXPENSES	207.128000
34665 10/31/12	MACTA ANNUAL CONFERENCE	195.00		4694492		D N	TRAVEL-CONF.-SCH	207.45001.0333
	VENDOR TOTAL	870.00		*CHECK TOTAL				
		870.00						
MACVB 34666 10/31/12	001218 FISCHER-MACVB MEETING	25.00		MACVB2012		D N	TRAVEL-CONF.-SCH	208.45005.0333
MADISON NATIONAL LIFE 34667 10/31/12	002249 LTD PREMIUM-NOVEMBER	36.32		196		D N	EMPLOYER INSUR.	101.41400.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	86.22		196		D N	EMPLOYER INSUR.	101.41402.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	36.13		196		D N	EMPLOYER INSUR.	101.41403.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	32.28		196		D N	EMPLOYER INSUR.	101.41404.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	58.94		196		D N	EMPLOYER INSUR.	101.41405.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	7.76		196		D N	EMPLOYER INSUR.	101.41408.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	27.70		196		D N	EMPLOYER INSUR.	101.41409.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	4.05		196		D N	EMPLOYER INSUR.	101.41424.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	555.53		196		D N	EMPLOYER INSUR.	101.42411.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	19.39		196		D N	EMPLOYER INSUR.	101.42412.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	33.79		196		D N	EMPLOYER INSUR.	101.43417.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	265.43		196		D N	EMPLOYER INSUR.	101.43425.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	26.54		196		D N	EMPLOYER INSUR.	101.45432.0114
34667 10/31/12	LTD PREMIUM-NOVEMBER	42.06		196		D N	EMPLOYER INSUR.	101.45433.0114

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MINN WEST TECHNOLOGY CAM 34673 10/31/12 2ND 1/2 TAX ABATEMENT	002565 1/2 TAX ABATEMENT	16,085.29	FT000426			D N	REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA 34674 10/31/12 PROFESSIONAL SERVICES	000466 PROFESSIONAL SERVICES	129.00	400413003297			D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE 180 10/18/12 SALES TAX-SEPTEMBER	000492 SALES TAX-SEPTEMBER	570.00	STMT/9-12			M N	SALES TAX PAYABL	101.206000
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	276.34	STMT/9-12			M N	SALES TAX PAYABL	101.206000
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	0.79CR	STMT/9-12			M N	SALES TAX PAYABL	101.206000
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	7.25	STMT/9-12			M N	SALES TAX PAYABL	101.206000
180 10/18/12 DIESEL FUEL TAX-SEP	DIESEL FUEL TAX-SEP	11.05	STMT/9-12			M N	MOTOR FUELS AND	101.42411.0222
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	102.42	STMT/9-12			M N	GENERAL SUPPLIES	101.42411.0229
180 10/18/12 DIESEL FUEL TAX-SEP	DIESEL FUEL TAX-SEP	84.12	STMT/9-12			M N	MOTOR FUELS AND	101.43425.0222
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	5.80	STMT/9-12			M N	MOTOR FUELS AND	101.43425.0222
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	7.64	STMT/9-12			M N	MOTOR FUELS AND	101.43425.0222
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	49.00	STMT/9-12			M N	MOTOR FUELS AND	101.43430.0232
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	0.50	STMT/9-12			M N	MOTOR FUELS AND	101.43430.0232
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	5.68	STMT/9-12			M N	MOTOR FUELS AND	101.45433.0222
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	610.94	STMT/9-12			M N	GENERAL SUPPLIES	651.48474.0229
180 10/18/12 USE TAX-SEPTEMBER	USE TAX-SEPTEMBER	59.62	STMT/9-12			M N	GENERAL SUPPLIES	651.48475.0229
180 10/18/12 DIESEL FUEL TAX-SEP	DIESEL FUEL TAX-SEP	1,789.29	STMT/9-12			M N	MOTOR FUELS AND	651.48476.0222
	VENDOR TOTAL	1,789.29	*CHECK TOTAL					
MN HWY SAFETY & RESEARCH 34675 10/31/12 SEMINAR REGISTRATIONS	000352 SEMINAR REGISTRATIONS	2,702.00	629430-3040			D N	TRAVEL-CONF. -SCH	101.42411.0333
MN UC FUND 34676 10/31/12 UNEMPLOYMENT BENEFITS	000524 UNEMPLOYMENT BENEFITS	359.88	07977283/10-12			D N	RE-EMPLOYMENT IN	101.41428.0815
MONSON CORPORATION 34677 10/31/12 MIX FOR STREET PATCHIN	000126 MIX FOR STREET PATCHIN	1,259.54	1558SU			D N	MTCE. OF OTHER I	101.43425.0226
34677 10/31/12 MIX FOR STREET PATCHIN	MIX FOR STREET PATCHIN	1,662.54	1561SU			D N	MTCE. OF OTHER I	101.43425.0226
34677 10/31/12 EXCAVATION-201 HAVANA	EXCAVATION-201 HAVANA	5,908.34	3412CC			D N	OTHER CHARGES	101.41402.0449
34677 10/31/12 WINTER SAND	WINTER SAND	1,921.81	3423CC			D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	10,752.23	*CHECK TOTAL					
MSPN INC 34678 10/31/12 DESTINATIONS AD	001685 DESTINATIONS AD	380.00	10058			D N	ADVERTISING	208.45006.0447
34678 10/31/12 DESTINATIONS AD	DESTINATIONS AD	380.00	10058			D N	OTHER CHARGES	208.45010.0449
	VENDOR TOTAL	760.00	*CHECK TOTAL					
MVTL LABORATORIES INC 34679 10/31/12 PROFESSIONAL SERVICES	000544 PROFESSIONAL SERVICES	230.40	627803			D N	PROFESSIONAL SER	651.48474.0446
34679 10/31/12 PROFESSIONAL SERVICES	PROFESSIONAL SERVICES	153.60	627803			D N	PROFESSIONAL SER	651.48475.0446

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC 34679 10/31/12 PROFESSIONAL SERVICES 34679 10/31/12 PROFESSIONAL SERVICES	39.00 39.00 462.00 462.00		628200 629436 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	651.48475.0446 651.48475.0446
VENDOR TOTAL							
NCL OF WISCONSIN INC 34680 10/31/12 LAB SUPPLIES 34680 10/31/12 LAB SUPPLIES	935.29 623.52 1,558.81 1,558.81		311789 311789 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48474.0229 651.48475.0229
VENDOR TOTAL							
NELSON/CHAD 34681 10/31/12 NIGHT EVOC/PIT SCHOOL	8.44		163		D N	TRAVEL-CONF.-SCH	101.42411.0333
NEW LIFE COMMUNICATIONS 34682 10/31/12 SERVICED MONITOR-LABOR	237.80		103261		D N	MTCE. OF EQUIPME	207.45001.0334
NEXTEL COMMUNICATION							
34683 10/31/12 CELLULAR PHONE USAGE	58.98		317498885-052		D N	COMMUNICATIONS	101.41400.0330
34683 10/31/12 CELLULAR PHONE USAGE	58.98		317498885-052		D N	COMMUNICATIONS	101.41402.0330
34683 10/31/12 CELLULAR PHONE USAGE	58.98		317498885-052		D N	COMMUNICATIONS	101.41403.0330
34683 10/31/12 CELLULAR PHONE USAGE	199.99		317498885-052		D N	SMALL TOOLS	101.41405.0221
34683 10/31/12 CELLULAR PHONE USAGE	117.07		317498885-052		D N	COMMUNICATIONS	101.41405.0330
34683 10/31/12 CELLULAR PHONE USAGE	117.96		317498885-052		D N	COMMUNICATIONS	101.41409.0330
34683 10/31/12 CELLULAR PHONE USAGE	308.59		317498885-052		D N	COMMUNICATIONS	101.42411.0330
34683 10/31/12 CELLULAR PHONE USAGE	117.34		317498885-052		D N	COMMUNICATIONS	101.42412.0330
34683 10/31/12 CELLULAR PHONE USAGE	41.93		317498885-052		D N	COMMUNICATIONS	101.43417.0330
34683 10/31/12 CELLULAR PHONE USAGE	117.96		317498885-052		D N	COMMUNICATIONS	101.43425.0330
34683 10/31/12 CELLULAR PHONE USAGE	28.15		317498885-052		D N	COMMUNICATIONS	101.45432.0330
34683 10/31/12 CELLULAR PHONE USAGE	58.98		317498885-052		D N	COMMUNICATIONS	101.45433.0330
34683 10/31/12 CELLULAR PHONE USAGE	42.64		317498885-052		D N	COMMUNICATIONS	207.45001.0330
34683 10/31/12 CELLULAR PHONE USAGE	28.44		317498885-052		D N	COMMUNICATIONS	651.48474.0330
34683 10/31/12 CELLULAR PHONE USAGE	8.63		317498885-052		D N	COMMUNICATIONS	651.48475.0330
34683 10/31/12 CELLULAR PHONE USAGE	59.09		317498885-053		D N	COMMUNICATIONS	101.41402.0330
34683 10/31/12 CELLULAR PHONE USAGE	59.09		317498885-053		D N	COMMUNICATIONS	101.41403.0330
34683 10/31/12 CELLULAR PHONE USAGE	66.79		317498885-053		D N	COMMUNICATIONS	101.41409.0330
34683 10/31/12 CELLULAR PHONE USAGE	118.18		317498885-053		D N	COMMUNICATIONS	101.42411.0330
34683 10/31/12 CELLULAR PHONE USAGE	307.07		317498885-053		D N	COMMUNICATIONS	101.42412.0330
34683 10/31/12 CELLULAR PHONE USAGE	115.98		317498885-053		D N	COMMUNICATIONS	101.43417.0330
34683 10/31/12 CELLULAR PHONE USAGE	29.80		317498885-053		D N	COMMUNICATIONS	101.43425.0330
34683 10/31/12 CELLULAR PHONE USAGE	118.18		317498885-053		D N	COMMUNICATIONS	101.45432.0330
34683 10/31/12 CELLULAR PHONE USAGE	24.06		317498885-053		D N	COMMUNICATIONS	101.45433.0330
34683 10/31/12 CELLULAR PHONE USAGE	12.43		317498885-053		D N	COMMUNICATIONS	207.45001.0330
34683 10/31/12 CELLULAR PHONE USAGE	59.09		317498885-053		D N	COMMUNICATIONS	651.48474.0330
34683 10/31/12 CELLULAR PHONE USAGE	34.20		317498885-053		D N	COMMUNICATIONS	

Vendor Payments History Report
 INCLUDED ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
 11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION 34683 10/31/12	000578 CELLULAR PHONE USAGE	22.80	317498885-053		D N	COMMUNICATIONS 651.48475.0330
34683 10/31/12	CELLULAR PHONE USAGE	8.66	317498885-053		D N	COMMUNICATIONS 651.48475.0330
	VENDOR TOTAL	2,471.23	*CHECK TOTAL			
		2,471.23				
NORTHERN FACTORY SALES 34684 10/31/12	000583 2ND HALF TAX ABATEMENT	579.00	1302785-00		D N	REFUNDS AND REIM 101.41428.0882
O'REILLY AUTOMOTIVE INC 34685 10/31/12	000650 SUPPLIES	12.17	1528-174789		D N	GENERAL SUPPLIES 101.43425.0229
34685 10/31/12	WIPER BLADES	18.15	1528-176057		D N	MTCE. OF EQUIPME 101.42411.0224
34685 10/31/12	CITY SALES TAX	0.13	1528-177362		D N	SALES TAX PAYABL 101.206000
34685 10/31/12	VALVE STEM	1.33	1528-177362		D N	MTCE. OF EQUIPME 101.43425.0224
	VENDOR TOTAL	31.78	*CHECK TOTAL			
		31.78				
OFFICE SERVICES 34686 10/31/12	000589 OFFICE SUPPLIES-SEP/OCT	29.21	STMT/10-12		D N	OFFICE SUPPLIES 101.41400.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	1.88	STMT/10-12		D N	OFFICE SUPPLIES 101.41400.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	178.66	STMT/10-12		D N	OFFICE SUPPLIES 101.41401.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	1,577.63	STMT/10-12		D N	OFFICE SUPPLIES 101.41401.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	1,175.49	STMT/10-12		D N	OFFICE SUPPLIES 101.41402.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	66.01	STMT/10-12		D N	OFFICE SUPPLIES 101.41402.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	263.93	STMT/10-12		D N	OFFICE SUPPLIES 101.41403.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	127.97	STMT/10-12		D N	OFFICE SUPPLIES 101.41403.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	11.70	STMT/10-12		D N	OFFICE SUPPLIES 101.41403.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	48.08	STMT/10-12		D N	OFFICE SUPPLIES 101.41404.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	111.88	STMT/10-12		D N	OFFICE SUPPLIES 101.41404.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	11.67	STMT/10-12		D N	OFFICE SUPPLIES 101.41404.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	64.65	STMT/10-12		D N	OFFICE SUPPLIES 101.41405.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	82.90	STMT/10-12		D N	OFFICE SUPPLIES 101.41405.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	398.78	STMT/10-12		D N	OFFICE SUPPLIES 101.41408.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	42.01	STMT/10-12		D N	OFFICE SUPPLIES 101.41409.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	11.08	STMT/10-12		D N	OFFICE SUPPLIES 101.41409.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	10.76	STMT/10-12		D N	OFFICE SUPPLIES 101.41409.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	14.03	STMT/10-12		D N	OFFICE SUPPLIES 101.41409.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	6.66	STMT/10-12		D N	OFFICE SUPPLIES 101.41409.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	215.28	STMT/10-12		D N	OFFICE SUPPLIES 101.42411.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	9.71	STMT/10-12		D N	OFFICE SUPPLIES 101.42411.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	20.72	STMT/10-12		D N	OFFICE SUPPLIES 101.43417.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	133.58	STMT/10-12		D N	OFFICE SUPPLIES 101.43417.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	139.63	STMT/10-12		D N	OFFICE SUPPLIES 101.43425.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	72.38	STMT/10-12		D N	OFFICE SUPPLIES 101.43425.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	26.03	STMT/10-12		D N	OFFICE SUPPLIES 101.43425.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	14.18	STMT/10-12		D N	OFFICE SUPPLIES 101.43425.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	0.15	STMT/10-12		D N	OFFICE SUPPLIES 101.43430.0220

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	67.97		STMT/10-12		D N	OFFICE SUPPLIES	101.45432.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	19.95		STMT/10-12		D N	OFFICE SUPPLIES	101.45432.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	128.36		STMT/10-12		D N	OFFICE SUPPLIES	101.45432.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	116.68		STMT/10-12		D N	OFFICE SUPPLIES	207.45001.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	20.50		STMT/10-12		D N	OFFICE SUPPLIES	409.48451.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	15.30		STMT/10-12		D N	OFFICE SUPPLIES	651.48474.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	8.62		STMT/10-12		D N	OFFICE SUPPLIES	651.48474.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	11.43		STMT/10-12		D N	OFFICE SUPPLIES	651.48474.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	0.53		STMT/10-12		D N	OFFICE SUPPLIES	651.48475.0220
34686 10/31/12	OFFICE SUPPLIES-SEP/OCT	5.75		STMT/10-12		D N	OFFICE SUPPLIES	651.48475.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	7.62		STMT/10-12		D N	OFFICE SUPPLIES	651.48475.0220
34686 10/31/12	PHOTO COPIES-SEP/OCT	0.35		STMT/10-12		D N	OFFICE SUPPLIES	651.48475.0220
	VENDOR TOTAL	4,318.75	*CHECK	TOTAL				
ORIENTAL TRADING COMPANY 34687 10/31/12	002421 CARNIVAL SUPPLIES	590.62		653420108-01		D N	GENERAL SUPPLIES	101.45432.0229
PEST PRO II 34688 10/31/12	001968 PROFESSIONAL SERVICES	38.48		11797		D N	PROFESSIONAL SER	101.45435.0446
PETERSON SHOE STORE 34689 10/31/12	000608 HALVORSON-SAFETY BOOTS	125.00		142743		D N	SUBSISTENCE OF P	101.43425.0227
34689 10/31/12	HATZINGER-SAFETY BOOTS	75.00		142802		D N	SUBSISTENCE OF P	651.48474.0227
34689 10/31/12	HATZINGER-SAFETY BOOTS	50.00		142802		D N	SUBSISTENCE OF P	651.48475.0227
34689 10/31/12	HEIN-SAFETY BOOTS	125.00		142842		D N	SUBSISTENCE OF P	101.43425.0227
	VENDOR TOTAL	375.00	*CHECK	TOTAL				
PITZEN/ED 34690 10/31/12	.01931 REFUND JERSEY DEPOSIT	30.00		101512		D N	REFUNDS AND REIM	101.41428.0882
PLUMBING & HEATING OF WI 34691 10/31/12	000618 REPAIR LEAK BY WTR HTR	7.54		15269		D N	MTCE. OF STRUCTU	101.41408.0225
34691 10/31/12	REPAIR LEAK BY WTR HTR	70.00		15269		D N	MTCE. OF STRUCTU	101.41408.0335
	VENDOR TOTAL	77.54	*CHECK	TOTAL				
POWER PLAN OIB 34692 10/31/12	000342 #010410-BOARD INSERTS	150.88		P27178		D N	MTCE. OF EQUIPME	101.43425.0224
PRICE CHOPPER INC 34693 10/31/12	002434 WRIST BANDS	783.73		140595		D N	GENERAL SUPPLIES	101.45437.0229
PRINT MASTERS 34694 10/31/12	000624 FALL BROCHURES	100.46		73703		D N	PRINTING AND PUB	101.45435.0331
34694 10/31/12	MAPS-RIDE FOR THE TRAILS	66.80		73790		D N	GENERAL SUPPLIES	101.45432.0229
	VENDOR TOTAL	167.26	*CHECK	TOTAL				

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
PRO ACTION 34695 10/31/12	30 WATT SIREN SYSTEM 001782	288.62		1881		D N	MACHINERY AND AU	450.42412.0553
QUAM CONSTRUCTION CO INC 34696 10/31/12	REMOVE/REPLACE HYDRANT 000634	6,912.00		1257		D N	INSURANCE DEDUCT	101.41428.0822
QUICK SIGNS 34697 10/31/12	DECALS-RIDE FOR THE TRLS 001093	21.38		168308		D N	GENERAL SUPPLIES	101.45432.0229
R & R SPECIALTIES INC 34698 10/31/12	ICE PAINT 000636	367.65		0050781		D N	GENERAL SUPPLIES	101.45433.0229
RICK'S CYCLING & SPORTS 34699 10/31/12	TREADMILL/AIRDYNE REPAIR 000651	387.94		20814		D N	MTCE. OF EQUIPME	101.45435.0224
	TREADMILL/AIRDYNE REPAIR	150.00		20814		D N	MTCE. OF EQUIPME	101.45435.0334
	TREADMILL/AIRDYNE REPAIR	537.94						
	VENDOR TOTAL	537.94	*CHECK TOTAL					
RICOH USA INC 34700 10/31/12	COPIER LEASE AGRMT 002101	675.45		87911725		D N	RENTS	741.48001.0440
RICOH USA INC 34701 10/31/12	COPIER MTCE CHARGE 002951	230.69		5023985740		D N	MTCE. OF EQUIPME	741.48001.0334
ROTARY CLUB OF WILLMAR 34702 10/31/12	QUARTERLY MEALS 000829	123.50		462		D N	SUBSISTENCE OF P	101.41400.0227
	QUARTERLY MEALS	35.00		462		D N	SUBSCRIPTIONS AN	101.41400.0443
	QUARTERLY MEALS	158.50						
	VENDOR TOTAL	158.50	*CHECK TOTAL					
RULE TIRE SHOP 34703 10/31/12	#052444-TIRES 000665	1,829.14		56164		D N	MTCE. OF EQUIPME	101.43425.0224
RUNNING'S SUPPLY INC 34704 10/31/12	COMPRESSOR DR PANELS 001418	42.70		2979744		D N	MTCE. OF EQUIPME	101.45433.0224
	POOL PUMP	256.49		2980566		D N	MTCE. OF EQUIPME	101.45437.0224
	WEED KILLER	626.20		2985439		D N	GENERAL SUPPLIES	101.43425.0229
	STUECKRATH-SAFETY BOOTS	104.99		2987216		D N	SUBSISTENCE OF P	101.43425.0227
	SMALL TOOLS	28.86		2990389		D N	SMALL TOOLS	651.48474.0221
	SMALL TOOLS	19.23		2990389		D N	SMALL TOOLS	651.48475.0221
	INSECT FOGGER/RAT BAIT	103.06		2998119		D N	GENERAL SUPPLIES	101.45433.0229
	YELLOW TAGS	25.64		2998119		D N	MTCE. OF EQUIPME	101.43425.0224
	TREE WATERING TANK-PARTS	77.93		2999287		D N	MTCE. OF EQUIPME	101.43425.0224
	PLANT SUPPLIES	27.79		3002685		D N	GENERAL SUPPLIES	651.48474.0229
	PLANT SUPPLIES	18.52		3002685		D N	GENERAL SUPPLIES	651.48475.0229
	PLANT SUPPLIES	0.97		3002685		D N	GENERAL SUPPLIES	651.48474.0229
	SAND TUBES	7.20		3006180		D N	GENERAL SUPPLIES	651.48478.0229
	SAND TUBES	7.20		3006180		D N	GENERAL SUPPLIES	651.48479.0229

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
RUNNING'S SUPPLY INC 34704 10/31/12 #995536-WINCH/STRAP	001418	80.14		3008649		D N	MICE. OF EQUIPME	101.43425.0224
34704 10/31/12 CUSHMAN PARTS		105.37		3008755		D N	MICE. OF EQUIPME	101.45433.0224
34704 10/31/12 #995536-WINCH STRAP END		24.14		3008891		D N	MICE. OF EQUIPME	101.43425.0224
34704 10/31/12 CUSHMAN PARTS		18.30		3011181		D N	MICE. OF EQUIPME	101.45433.0224
VENDOR TOTAL		1,574.73		*CHECK TOTAL				
		1,574.73						
SAND ELECTRIC 34705 10/31/12 CONDENSING UNIT REPAIR	000678	100.00		2938		D N	MICE. OF STRUCTU	101.45433.0335
SERVICEMASTER PROF. SERV. 34706 10/31/12 PROF. BLDG MAINTENANCE	000687	1,690.41		84171		D N	PROFESSIONAL SER	101.41408.0446
34706 10/31/12 PROF. BLDG MAINTENANCE		1,690.41		84171		D N	PROFESSIONAL SER	101.45435.0446
34706 10/31/12 PROF. BLDG MAINTENANCE		1,416.09		84267		D N	PROFESSIONAL SER	101.41408.0446
34706 10/31/12 PROF. BLDG MAINTENANCE		1,280.36		84578		D N	PROFESSIONAL SER	101.41408.0446
VENDOR TOTAL		6,077.27		*CHECK TOTAL				
		6,077.27						
SPORT SYSTEMS UNLIMITED 34707 10/31/12 NETS FOR GOALS	002982	924.47		0035990		D N	GENERAL SUPPLIES	101.45433.0229
SPRINGSTED INCORPORATED 34708 10/31/12 PROFESSIONAL SERVICES	000705	8,003.21		000862.115-1		D N	PROFESSIONAL SER	651.48484.0446
STATEWIDE DISTRIBUTING I 34709 10/31/12 TOILET TISSUE/HAND TOWLS	000718	90.61		095345		D N	GENERAL SUPPLIES	651.48474.0229
34709 10/31/12 TOILET TISSUE/HAND TOWLS		60.40		095345		D N	GENERAL SUPPLIES	651.48475.0229
VENDOR TOTAL		151.01		*CHECK TOTAL				
		151.01						
STEIN'S INC 34710 10/31/12 AUTO WASH	000720	71.20		651322		D N	CLEANING AND WAS	101.42412.0228
34710 10/31/12 LIQUID ICE MELT		196.89		651322		D N	GENERAL SUPPLIES	101.42412.0229
34710 10/31/12 LIQUID ICE MELT		98.44		651322-1		D N	GENERAL SUPPLIES	101.42412.0229
VENDOR TOTAL		366.53		*CHECK TOTAL				
		366.53						
STREICHER'S 34711 10/31/12 10 BALLISTIC VESTS SW	000722	10,434.99		1967487		D N	SMALL TOOLS	101.42411.0221
TDS METROCOM 34712 10/31/12 MONTHLY SERVICE	000758	231.92		234		D N	COMMUNICATIONS	101.42412.0330
34712 10/31/12 MONTHLY SERVICE		49.16		234		D N	COMMUNICATIONS	101.43425.0330
VENDOR TOTAL		281.08		*CHECK TOTAL				
		281.08						
TERMINAL SUPPLY CO 34713 10/31/12 STROBE LIGHT	001974	146.47		72557-00		D N	INVENTORIES-MDSE	101.125000

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TIGER OAK PUBLICATIONS I 002283 34714 10/31/12 MN MIGS & EVENTS AD	147.50		2012-79993		D N	OTHER CHARGES	208.45008.0449
TOWMASTER 002674 34715 10/31/12 TAILGATE AIR CYL.	105.27		342903		D N	MICE. OF EQUIPME	101.43425.0224
TRAVEL GUIDES FREE 002717 34716 10/31/12 TRAVEL GUIDE AD	398.00		156666		D N	OTHER CHARGES	208.45010.0449
TREELINE 002942 34717 10/31/12 PROFESSIONAL SERVICES	600.00		1240D		D N	PROFESSIONAL SER	101.41401.0446
TREVINO/CLAUDIA 002983 34718 10/31/12 ZUMBA INSTRUCTOR	400.00		100		D N	SUBSISTENCE OF P	101.45437.0337
USA BLUE BOOK 001258 34719 10/31/12 L.S. PLUG BALL/HOSE	282.20		791105		D N	SMALL TOOLS	651.48476.0221
VAN'S ELECTRIC LLC 002934 34720 10/31/12 REPL. EXHAUST FAN-PARTS	210.00		429		D N	MICE. OF STRUCTU	101.41408.0225
34720 10/31/12 REPL. EXHAUST FAN-LABOR	55.00		429		D N	MICE. OF STRUCTU	101.41408.0335
34720 10/31/12 REPL. EXHAUST FAN-LABOR	265.00		*CHECK TOTAL				
VENDOR TOTAL	265.00						
VANDER HAGEN/DUSTIN 002316 34721 10/31/12 TZD CONF/DRE RECERT.	41.36		182		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENENGA/JAMES A 002324 34722 10/31/12 NIGHT EVOC/PIT SCHOOL	8.55		186		D N	TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS 002915 34723 10/31/12 CELLULAR PHONE USAGE	24.58		STMT/9-12		D N	COMMUNICATIONS	101.45432.0330
VIGIL/RUDY 000951 34724 10/31/12 ALPHA VIDEO TECH EXPO	240.50		102312		D N	TRAVEL-CONF.-SCH	207.45001.0333
34724 10/31/12 GWAC MEETING	188.90		102512		D N	TRAVEL-CONF.-SCH	207.45001.0333
34724 10/31/12 GWAC MEETING	429.40		*CHECK TOTAL				
34724 10/31/12 GWAC MEETING	429.40						
VENDOR TOTAL	429.40						
VIKING COCA-COLA BOTTLIN 000777 34725 10/31/12 CONCESSION SUPPLIES	1,615.20		25425651		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	253.50CR		25425651		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	360.75CR		25425652		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	1,293.95CR		25426047		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	154.70		25426487		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	78.30		25426563		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	247.40		25426566		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	250.00		4494		D N	GENERAL SUPPLIES	101.45433.0229
34725 10/31/12 CONCESSION SUPPLIES	437.40		*CHECK TOTAL				
34725 10/31/12 CONCESSION SUPPLIES	437.40						
VENDOR TOTAL	437.40						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WAL-MART COMMUNITY 34726 10/31/12	000789 2 HEADLIGHTS	17.06		092312		D N	MTCE. OF EQUIPME	101.42411.0224
34726 10/31/12	CITY SALES TAX	0.62		092712		D N	SALES TAX PAYABL	101.206000
34726 10/31/12	COFFEE	47.88		092712		D N	SUBSISTENCE OF P	651.48474.0227
34726 10/31/12	PLANT SUPPLIES	29.62		100112		D N	GENERAL SUPPLIES	651.48474.0229
34726 10/31/12	COFFEE	26.94		100112		D N	SUBSISTENCE OF P	101.42411.0227
34726 10/31/12	BATTERIES	48.38		101212		D N	GENERAL SUPPLIES	101.42411.0229
34726 10/31/12	TRAIL CAM BATTERIES	42.03		101212		D N	GENERAL SUPPLIES	101.42411.0229
	VENDOR TOTAL	212.53		*CHECK TOTAL				
WALMART VISION CENTER 34727 10/31/12	.01933 HATZINGER-SAFTEY GLASSES	149.94		1013436		D N	SUBSISTENCE OF P	651.48474.0227
34727 10/31/12	HATZINGER-SAFTEY GLASSES	99.96		1013436		D N	SUBSISTENCE OF P	651.48475.0227
	VENDOR TOTAL	249.90		*CHECK TOTAL				
WCFC INC 34728 10/31/12	002738 COMPLETE PETROFUND APPL.	250.00		67174		D N	PROFESSIONAL SER	651.48474.0446
WEF 34729 10/31/12	000147 THOMPSON-MEMBERSHIP DUES	39.60		102412		D N	PREPAID EXPENSES	651.128000
34729 10/31/12	THOMPSON-MEMBERSHIP DUES	26.40		102412		D N	PREPAID EXPENSES	651.128000
34729 10/31/12	THOMPSON-MEMBERSHIP DUES	3.60		102412		D N	SUBSCRIPTIONS AN	651.48474.0443
34729 10/31/12	THOMPSON-MEMBERSHIP DUES	2.40		102412		D N	SUBSCRIPTIONS AN	651.48475.0443
	VENDOR TOTAL	72.00		*CHECK TOTAL				
WEST CENTRAL COMMUNICATI 34730 10/31/12	000796 CHARGERS FOR PAGERS	36.34		073919S		D N	SMALL TOOLS	101.42412.0221
WEST CENTRAL INDUSTRIES 34731 10/31/12	000801 LAWN MAINTENANCE	76.95		00034976		D N	MTCE. OF OTHER I	101.45437.0336
34731 10/31/12	LAWN MAINTENANCE	38.48		00035230		D N	MTCE. OF OTHER I	101.45437.0336
	VENDOR TOTAL	115.43		*CHECK TOTAL				
WEST CENTRAL TRIBUNE 34732 10/31/12	000807 NOTICE PUBLISHED	122.55		CL03044710		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	342.00		DI03081988		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081989		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081990		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081991		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081992		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081993		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081994		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081995		D N	PRINTING AND PUB	101.41401.0331
34732 10/31/12	ORD. AMENDING CHARTER	684.00		DI03081995		D N	PRINTING AND PUB	101.41401.0331
	RIDE FOR THE TRAILS AD	886.79		36787/9-12		D N	ADVERTISING	101.45432.0447

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE 34732 10/31/12	000807 CONCESSION SUPPLIES	19.74	98044			D N	GENERAL SUPPLIES	101.45433.0229
	VENDOR TOTAL	6,159.08	*CHECK TOTAL					
WEST CENTRAL TROPHIES 34733 10/31/12	000808 4 SOFTBALL PLAQUES	98.33	17163			D N	SUBSCRIPTIONS AN	101.45432.0443
WESTBERG, EISCHEMS PLLP 34734 10/31/12	000809 AUDIT AT 12/31/11	24,000.00	15927			D N	PROFESSIONAL SER	101.41405.0446
WILLIAMS/JIM 34735 10/31/12	.01932 REFUND JERSEY DEPOSIT	30.00	101512			D N	REFUNDS AND REIM	101.41428.0882
WILLMAR CHAMBER OF COMME 34736 10/31/12	000812 DIRECTOR SALARY	6,185.26	STMT/9-12			D N	SALARIES-REG. EM	208.45005.0110
	ASSISTANT SALARY	1,961.85	STMT/9-12			D N	SALARIES-REG. EM	208.45005.0110
	FICA & INSURANCE	1,204.92	STMT/9-12			D N	EMPLOYER PENSION	208.45005.0113
	IRA CONTRIBUTION	235.56	STMT/9-12			D N	EMPLOYER PENSION	208.45005.0113
	STATE UNEMPLOYMENT TAX	64.94	STMT/9-12			D N	EMPLOYER PENSION	208.45005.0113
	FEDERAL UNEMPLOYMENT TAX	5.61	STMT/9-12			D N	EMPLOYER PENSION	208.45005.0113
	MN WORKFORCE FEE	13.40	STMT/9-12			D N	EMPLOYER PENSION	208.45005.0113
	PHOTO COPIES-SEPTEMBER	32.40	STMT/9-12			D N	OFFICE SUPPLIES	208.45005.0339
	PAYROLL/FLEX FEE	44.11	STMT/9-12			D N	OTHER SERVICES	208.45005.0440
	OFFICE RENT-SEPTEMBER	626.61	STMT/9-12			D N	RENTS	208.45005.0330
	SERVER MICE	72.53	37072			D N	COMMUNICATIONS	208.45005.0330
	SUPREME COURT	15.00	37104			D N	TRAVEL-CONF-SCH	208.45005.0333
	EVENING W/SUPREME COURT	15.00	37107			D N	SUBSISTENCE OF P	101.41401.0227
	VENDOR TOTAL	10,477.19	*CHECK TOTAL					
WILLMAR DESIGN CENTER 34737 10/31/12	002348 EXPENSE REIMBURSEMENT	1,800.00	102512			D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR WATER & SPAS 34738 10/31/12	000831 WTR PURIFIER RENTAL-OCT	37.41	12-10			D N	RENTS	101.41408.0440
	LAB WATER	86.55	28789			D N	GENERAL SUPPLIES	651.48474.0229
	LAB WATER	57.70	28789			D N	GENERAL SUPPLIES	651.48475.0229
	DRINKING WATER	25.00	28815			D N	SUBSISTENCE OF P	101.42412.0227
	SOFTENER SALT	18.17	28815			D N	GENERAL SUPPLIES	101.42412.0229
	DRINKING WATER	7.00	28908			D N	SUBSISTENCE OF P	101.41408.0227
	DRINKING WATER	8.76	28908			D N	GENERAL SUPPLIES	101.41408.0229
	DRINKING WATER	12.50	29062			D N	SUBSISTENCE OF P	651.48474.0227
	SOFTENER SALT	8.76	29224			D N	GENERAL SUPPLIES	101.43430.0229
	VENDOR TOTAL	261.85	*CHECK TOTAL					
WINDSTREAM 34739 10/31/12	002100 MONTHLY SERVICE-SEP	87.88	STMT/9-12			D N	COMMUNICATIONS	101.41402.0330

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WINDSTREAM	002100							
34739 10/31/12	MONTHLY SERVICE-SEP	134.57		STMT/9-12		D N	COMMUNICATIONS	101.41403.0330
34739 10/31/12	MONTHLY SERVICE-SEP	41.59		STMT/9-12		D N	COMMUNICATIONS	101.41404.0330
34739 10/31/12	MONTHLY SERVICE-SEP	41.59		STMT/9-12		D N	COMMUNICATIONS	101.41405.0330
34739 10/31/12	MONTHLY SERVICE-SEP	42.58		STMT/9-12		D N	COMMUNICATIONS	101.41406.0330
34739 10/31/12	MONTHLY SERVICE-SEP	363.00		STMT/9-12		D N	COMMUNICATIONS	101.41408.0330
34739 10/31/12	MONTHLY SERVICE-SEP	37.53		STMT/9-12		D N	COMMUNICATIONS	101.42411.0330
34739 10/31/12	MONTHLY SERVICE-SEP	175.81		STMT/9-12		D N	COMMUNICATIONS	101.42412.0330
34739 10/31/12	MONTHLY SERVICE-SEP	91.04		STMT/9-12		D N	COMMUNICATIONS	101.43417.0330
34739 10/31/12	MONTHLY SERVICE-SEP	359.65		STMT/9-12		D N	COMMUNICATIONS	101.43425.0330
34739 10/31/12	MONTHLY SERVICE-SEP	223.17		STMT/9-12		D N	COMMUNICATIONS	101.43430.0330
34739 10/31/12	MONTHLY SERVICE-SEP	218.84		STMT/9-12		D N	COMMUNICATIONS	101.45433.0330
34739 10/31/12	MONTHLY SERVICE-SEP	119.67		STMT/9-12		D N	COMMUNICATIONS	101.45435.0330
34739 10/31/12	MONTHLY SERVICE-SEP	91.31		STMT/9-12		D N	COMMUNICATIONS	101.45437.0330
34739 10/31/12	MONTHLY SERVICE-SEP	78.17		STMT/9-12		D N	COMMUNICATIONS	651.48474.0330
34739 10/31/12	MONTHLY SERVICE-SEP	51.22		STMT/9-12		D N	COMMUNICATIONS	651.48475.0330
	VENDOR TOTAL	2,157.62		*CHECK TOTAL				
WYCOM	002204							
34740 10/31/12	SERVICE AGREEMENT	642.60		15922/13		D N	PREPAID EXPENSES	101.128000
ZIMMERMAN/WADE	.01934							
34741 10/31/12	REFUND-CANCELLED HOCKEY	100.00		103112		D N	REFUNDS AND REIM	101.41428.0882
5 STAR WALT'S LLC	000790							
34742 10/31/12	CAR WASH	8.25		717851		D N	MTCE. OF EQUIPME	101.42411.0334
34742 10/31/12	CAR WASH	8.25		717881		D N	MTCE. OF EQUIPME	101.42411.0334
34742 10/31/12	CAR WASH	8.25		717902		D N	MTCE. OF EQUIPME	101.41402.0334
	VENDOR TOTAL	24.75		*CHECK TOTAL				

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
11/01/2012 11:57:38

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
---------------------------------------	-------------	--------	-------	---------	-----	-------------------------	---------

1,318,384.65

REPORT TOTALS:

RECORDS PRINTED - 000599

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	290,408.92
207	W.R.A.C. - 8	1,708.78
208	CONVENTION & VISITORS BUREAU	22,984.19
220	LOCAL OPTION SALES TAX	211,000.00
295	COMMUNITY INVESTMENT	7,000.00
296	PUBLIC WORKS RESERVE	1,000.00
305	D.S. - 2005 BOND	1,000.00
306	D.S. - 2006 BOND	4,000.00
308	D.S. - 2008 BOND	2,000.00
311	D.S. - 2011 BOND	5,000.00
312	D.S. - 2012 BOND	119,000.00
327	D.S. - 2007B BOND	3,000.00
350	RICE HOSPITAL DEBT SERVICE	268,000.00
409	S.A.B.F. - #2009	15.30
420	LOCAL OPT SALES TAX PROJECTS	436.25
450	CAPITAL IMPROVEMENT FUND	34,885.56
651	WASTE TREATMENT	345,845.59
741	OFFICE SERVICES	1,100.06
	TOTAL ALL FUNDS	1,318,384.65

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,318,384.65
	TOTAL ALL BANKS	1,318,384.65

Minnesota Lawful Gambling LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION Check # _____ \$ 50.00

Organization name Safe Avenues Previous gambling permit number _____

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address City State Zip Code County
P.O. Box 568 Willmar MN 56201 Kandiyohi

Name of chief executive officer (CEO) Daytime phone number Email address
Connie Schmoll 320-235-0475 c.schmoll@willmarshelter.com

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

- Do not attach a sales tax exempt status or federal ID employer numbers as they are not proof of nonprofit status.
- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803
 - IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
 - IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.
 - IRS - proof previously submitted to Gambling Control Board
 If you previously submitted proof of nonprofit status from the IRS, no attachment is required.

GAMBLING PREMISES INFORMATION

Name of premises where gambling activity will be conducted (for raffles, list the site where the drawing will take place)
Willmar Conference Center

Address (do not use PO box) City Zip Code County
2100 E Hwy 12 Willmar 56201 Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing)
04-12-13

Check the box or boxes that indicate the type of gambling activity your organization will conduct:
 Bingo* Raffles Paddlewheels* Pull-Tabs* Tipboards*

* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4076.

Also complete Page 2 of this form.

Print Form

Reset Form

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT	
<p>If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print city name <u>City of Willmar</u> On behalf of the city, I acknowledge this application.</p> <p>Signature of city official receiving application <u>[Signature]</u></p> <p>Title <u>City Clerk Treasurer</u> Date <u>10/16/2012</u></p>	<p>If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. A township official is not required to sign the application.</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print county name _____ On behalf of the county, I acknowledge this application.</p> <p>Signature of county official receiving application _____</p> <p>Title _____ Date ____/____/____</p> <hr/> <p>(Optional) TOWNSHIP: On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within township limits. [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166]]</p> <p>Print township name _____</p> <p>Signature of township official acknowledging application _____</p> <p>Title _____ Date ____/____/____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the date of our gambling activity.

Chief executive officer's signature [Signature] Date 10/15/2012

Complete a separate application for each gambling activity:

- one day of gambling activity,
- two or more consecutive days of gambling activity,
- each day a raffle drawing is held

Send application with:

- a copy of your proof of nonprofit status; and
- application fee for each event.

Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us. Within 30 days of the activity date, complete and return the financial report form to the Gambling Control Board.

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4076.

Data privacy. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your qualifications to be involved in lawful gambling activities in Minnesota. You have the right to refuse to supply the information requested; however, if you refuse to supply this information, the Board may not be able to determine your qualifications and, as a consequence, may refuse to issue you a permit. If you supply the information requested,

the Board will be able to process your application. Your name and your organization's name and address will be public information when received by the Board. All the other information you provide will be private data until the Board issues your permit. When the Board issues your permit, all of the information provided to the Board will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your name and your organization's name and address which will remain public. Private data are available to: Board members,

Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Finance, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies that are specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this Notice was given; and anyone with your consent.

**WCER JOINT POWERS BOARD MEETING
OCTOBER 26, 2012**

Members Present: Eric Banks, Dan Halldin, Patty Johnson, Mike Miller, Lynn Peterson, Rachel Smith, Darin Strand, Dan Croonquist

Staff Present: Rob Baumgarn, Christine Hilbert, Tammy Rudningen, Brad Bonk, Jim Nicholson, Steve Brisendine

Chairman Eric Banks called the meeting to order.

First agenda item was a report from staff on the 5 goals that WCER staff created during a summer retreat led by Bruce Miles-Big River Group. The WCER team has created 5 sub-committees to lead the work related to the 5 goals that were developed.

Tammy Rudningen/Brad Bonk reported on Goal 1, which reads; identify vision, mission of WCER and promote it via media beginning this fall. After much research on options to achieve this goal the team has decided to work with Lakeland Broadcasting on a monthly media blitz beginning November 1, 2012. The team is working with Lakeland on the jingle that will stay consistent for the year long campaign but the monthly message will change to highlight different aspects of our department. The first month will be an introduction to WCER and will begin in early November.

Christine Hilbert represented the team working on Goal 2, which reads; create an evaluation tool that provides meaningful feedback on appropriateness, program quality and cost effectiveness. We plan on evaluation programs, facilities and staff with this ongoing process. Christine shared the tools to be used to gather data and discussed how the team wants to use the data moving forward. The goal of this team is to begin evaluating all aspects of WCER beginning November 1, 2012.

Steve Brisendine reported on Goal 3, which reads; every group will prepare and present their roles/programs to the entire team. The belief of this team is that our department will be stronger if every team member knows what each other is responsible for. We are starting the work of this goal by using the JLC/WCER team meetings to share with each other the work they do. Once the team has been informed we plan on expanding this to include the CER Joint Powers Board and other entities around town along with the media blitz discussed in goal 1.

Jim Nicholson reported on Goal 4, which reads; each program identifies at least three groups to share our key message with by December 1, 2012. This goal speaks to the many collaborations our department has and needs to nurture. In addition we hope to clarify our mission with our partners while identifying any gaps in the community that we are not working with and address those gaps moving forward

**JOINT POWERS BOARD MINUTES
OCTOBER 26, 2012, PAGE 2**

Brad Bonk reported on Goal 4, which reads; Pick one event the whole department will rally around and make it a signature event for the community. The thought process behind this goal was that we are a fairly big department that has a very common goal but because of our silo programming we very seldom sponsor an event that all of us work together on. We hope to develop more team chemistry while providing the community with a quality program that the whole department will rally behind. The event chosen for the next year is the Ride for the Trails activity. We have offered that program for three years and in order for it to grow we think more involvement was necessary. The team working on this goal has set up an organizational structure that involves more team members and the hope is that we will double the number of participants next year.

The team is very satisfied with the progress on these goals and hope it makes a difference for the department moving forward.

Agenda item number 2 was Park Planning/Maintenance. Steve Brisendine provided a handout created by Public Works staff. The handout lists all of the parks and the playground equipment in the parks. The equipment was all rated using a scale of 1-10. Any equipment not receiving at least a 1 was removed by staff. After reviewing this document the board had a good discussion on the parks and how this rating system and an overall park plan will assist the city in budgeting for park enhancements.

Brisendine discussed his plan to hire a firm to assist the city with creating a park plan that will provide the blueprint for the city on future park investments. Some items to look for in a plan would include the number of parks in the city, placement of parks, amenities in the parks, maintenance/useful life plans and a budget schedule. Having this information in a plan will allow the city to allocate the resources to meet the needs of our park system.

In response to a discussion at last month's meeting Brisendine will send a letter to the Superintendent of Schools identifying the need for the ball fields that are a part of the school system to be groomed to a higher standard for summer use.

The next Board meeting will be December 7. Agenda items will include information on a proposed Amphitheatre at Robbins Island and more discussion on a park plan.

As there was no further business, the meeting was adjourned.

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 hasve 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 a chief financial officer 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 _____

**NOTICE OF HEARING ON ASSESSMENTS FOR
ABATEMENT COSTS INCURRED IN ENFORCING THE HAZARDOUS
BUILDING ORDER TO THE PROPERTY LOCATED AT
201 HAVANA STREET NORTHEAST, WILLMAR, MN**

NOTICE IS HEREBY GIVEN that the City Council of the City of Willmar, Minnesota, will meet in the Council Chambers, Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota, on the 5th day of November, 2012, at 7:05 p.m. to consider objections to the proposed assessments for abatement costs incurred in enforcing the Hazardous Building Order for the property located at 201 Havana Street Northeast, Willmar, MN.

The proposed assessment is on file with the Clerk-Treasurer and open to public inspection, which totals \$10,557.23 for the repairing, razing, correcting and removing the hazardous building.

The property proposed to be assessed is located at 201 Havana Street Northeast in the City of Willmar, which real property is legally described as the South half of Lot 7 and all of Lot 8 in Block 4 of Sperry's Addition to the City of Willmar Parcel No. 95-730-0480.

Maria C. Pedraza
10508 - 448th Avenue
Veblen, SD 57270

Wells Fargo Bank NA
1 Home Campus
Des Moines, IA 50328

The special assessment against the subject property in the amount of \$10,557.23 will 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.

Written or oral objections will be considered at the hearing.

An owner of property to be assessed may appeal the assessment to the district court of Kandiyohi County pursuant to Minnesota Statutes, Section 429.061, by serving notice of the appeal upon the Mayor or Clerk-Treasurer of the City within 30 days after the adoption of the assessment and filing such notice with the district court within 10 days after service upon the Mayor or Clerk-Treasurer. No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk-Treasurer prior to the assessment hearing or presented to the presiding officer at the hearing in the manner prescribed by Minnesota Statutes, Section 429.061.

Dated this 18th day of October, 2012.

BY ORDER OF THE CITY COUNCIL

/s/ Kevin J. Halliday
City Clerk-Treasurer

**CITY OF WILLMAR
RESOLUTION NO. ____**

**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.

Adopted by the City Council of the City of Willmar on November 5, 2012.

Mayor

Attest:

City Clerk-Treasurer

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, OCTOBER 22, 2012**

The Finance Committee of the Willmar City Council met at 6:23 p.m. on Monday, October 22, 2012, in the Willmar Municipal Utilities Auditorium. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Jim Dokken	Member
	Ron Christianson	Member
	Steve Ahmann	Member
	Charlene Stevens	City Administrator
	Kevin Halliday	City Clerk-Treasurer

Others present included 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 – Certify Unpaid Senior Citizen Deferments (Resolution)

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. Following discussion, it was moved by Council Member Ahmann, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to 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.

Item No. 3 – Reports (Information)

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 (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.

Item No. 5 – Miscellany

WRAC-8 Consolidation. The Finance 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, it was moved by Council Member Christianson, seconded by Council Member Ahmann and passed to make the following:

RECOMMENDATION: to make a motion consolidating the WRAC-8 fund with the General Fund to be effective 2013.

Forfeited Lands Valuation. 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. It is required that the Council approve the County's valuation of tax forfeited properties. Following discussion, it was moved by Council Member Ahmann, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to make a motion approving Kandiyohi County's valuation of \$408 for Parcel No. 95-450-0060.

1972 Bond Debt Service Fund Deferred Special Assessments. City Clerk Halliday presented a list of parcels with deferred special assessments remaining from the 1972 Bond. The life of water and sewer improvements is 40 years. Subsequently, these special assessments are required to be written off in accordance with that policy. Following discussion, it was moved by Council Member Ahmann, seconded by Council Member Christianson and passed to make the following:

RECOMMENDATION: to introduce a resolution writing off the outstanding water and sewer special assessments deferred from parcels included in the 1972 Bond totaling \$93,002.54.

Other. 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.

There being no further business to come before the Committee, the meeting was adjourned at 6:45 p.m. upon motion by Council Member Dokken, second by Council Member Christianson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor

RESOLUTION NO. _____

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.

Attest:

MAYOR

CITY CLERK-TREASURER

RESOLUTION NO. _____

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. Aagesen, 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.

Attest:

MAYOR

CITY CLERK-TREASURER

Housing and Redevelopment Authority

In and For the City of Willmar, MN

Health & Human Services Building

2200 23rd Street NE Suite 2090 Willmar, MN 56201

Tel. (320) 235-8637 Fax (320) 235-7831 TDD 711, 320-235-8637

October 18, 2012

To: Willmar City Council
RE: Willmar HRA 2013 Budget
FROM: Jill Bengtson, Executive Director

On behalf of the Willmar HRA Board of Commissioners, it is my pleasure to submit to you the attached report on HRA projects/programs and the 2013 Budget. In addition to the HRA's standard program activity, a few 2012 highlights/ 2013 plans regarding operational changes:

- Willmar HRA and Kandiyohi County HRA continue to work together and are entering into another one-year contract for shared Executive Director services. This also involves reorganizing other staff duties between the two agencies. The HRAs bill each other for the staff time provided.
- The two HRA Boards continue to discuss the idea of merging the two agencies. This next year will be spent evaluating the past year of staff sharing and determining the extent of merging going forward.
- In order to streamline efficiencies internally, the Kandiyohi County HRA made a software change and is now using the same software program as the Willmar HRA. Over the next year, we will continue to look for internal efficiencies including incorporating more technology into our daily work. Ideas include 1) providing touchscreen tablet computers to inspectors and maintenance staff to receive and fill work orders; 2) incorporating banking technology to eliminate paper deposits and staff time/mileage to transport; 3) incorporating accounts payable processing to forward invoices electronically for staff approval.
- We will also look at staff duties to determine best use and cost of time and determine if there are opportunities for outsourcing.

A few comments on the 2013 budget:

- Revenue increases for the year are attributed to the 2012 Small Cities Development Program startup and Kandiyohi County HRA fees for Willmar HRA staff assistance.
- Large difference in employee and contracted labor expense from previous year due to decreased costs in 2012, wage adjustments and additional staff/contracted labor in 2013. Decreased 2012 costs are from delaying hiring of a full-time office assistant in 2012 pending budget review, less contracted rehab staff expense, less employee benefit cost than budgeted. Increases for 2013 include hiring a full-time office assistant, anticipating wage adjustments for some staff positions, increased Kandiyohi County HRA expense due to other staff sharing, increased contracted rehab staff time due to the new Small Cities Program.



Housing and Redevelopment Authority In and For the City of Willmar

2012 Activities Report / 2013 Tax Levy Request

Willmar City Council

October 22, 2012

Willmar HRA Board of Commissioners

Vera Novak, Chair
Luz Gonzalez
Ryan Tillemans
Vacant Appointed Commissioner
Vacant Appointed Resident Commissioner

Willmar City Council Liaisons

Ron Christianson
Jim Dokken

Willmar HRA Staff

Jill Bengtson, Executive Director
Nikki Ilgen, Housing Programs Supervisor
Kelly Zuidema, Fiscal Manager
Brad Hanson, Maintenance Supervisor
Dale Slagter, Rehab Inspector
Gabby Carranza, Public Housing Specialist
Paul Wells, Housing Programs Assistant

Gwen Chase, Rental Assistance Specialist
Sue Johnson, Rental Housing Specialist
Anastasia Toth, Administrative Assistant
Mark Hirman, FPH/WCMH/CV Caretaker
Antonio Diaz, Lakeview Caretaker
Dennis Eickhoff, Dana Heights/WCMH/CV Caretaker
Mike Rotherers, Highland Caretaker

HRA Vision Statement:

Continue to focus on the reason the HRAs exist – to care about fellow citizens and their quality of life; ensure affordable quality housing for all and engage in development and preservation programs to strengthen our communities. Conduct dynamic planning based on changing needs and issues in our communities, valuing input from all stakeholders and community members. Provide a variety of programs and housing options that lead to successful outcomes by working together to be resourceful, creative and fiscally responsible.

HRA Mission Statement:

To promote and provide housing and development opportunities to revitalize our communities and improve residents' quality of life.

Willmar HRA Owned Properties (258 Units)

Property Name Comments	Funding Source	Total Units	Unit Types	Tenant Eligibility	Tenant Rent	Income Limits
Lakeview Apartments Assisted living Available, Heartland provides supportive services, MN Extension monthly classes, Polling Site, Fire Dpt testing site	HUD Public Housing	127	126 - 1 bdrm 1 - 2 bdrm for onsite caretaker	Income based	30% of adjusted gross income	80% Median Income
Family Public Housing - Welshire	HUD Public Housing	29	13 - 2 bdrm 14 - 3 bdrm 2 - 4 bdrm	Income based	30% of adjusted gross income	50% Median Income
Family Public Housing - Scattered Single Family	HUD Public Housing	18	3 - 2 bdrm 12 - 3 bdrm 3 - 4 bdrm	Income based	30% of adjusted gross income	50% Median Income
Highland Assisted Living Available, Let's Go Fishing Trips, Polling Site	HUD Section 8 New Construction	78	78 - one bdrm	Income based, must be elderly or disabled	30% of adjusted gross income	80% Median Income
Country View Place Heartland provides supportive services.	HUD, MHFA, Bremer, SWMHHP, City of Willmar SCDP, Federal Home Loan Ban	6	2 - 2 bdrm 2 - 3 bdrm 2 - 4 bdrm	Income based, disability, chronically homeless with children	30% of adjusted gross income	80% Median Income

2012 Income Limits

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
	\$22,750	\$26,000	\$29,250	\$32,500	\$35,100	\$37,700	\$40,300	\$42,900
Very Low (50%) Income Limits	\$13,650	\$15,600	\$17,550	\$19,500	\$21,100	\$22,650	\$24,200	\$25,750
Extremely Low (30%) Income Limits	\$36,400	\$41,600	\$46,800	\$52,000	\$56,200	\$60,350	\$64,500	\$68,650
Low (80%) Income Limits								

Willmar HRA Managed Properties (Owned by Third Party – 88 Units)

Property Name Comments	Total Units	Unit Types	Tenant Eligibility	Tenant Rent	Income Limits
West Central Mental health Housing (scattered site single family housing)	12	10 – 1 bdrm 2 – 2 bdrm	Income based, mental illness	30% of adjusted gross income	50% Median Income
Dana Heights Apartments and Townhomes	48	4 – 1 bdrm 20 – 2 bdrm 24 – 3 bdrm	Income based	30% of adjusted gross income	60% Median Income
Westwind Townhomes	28	14 - 2 bdrm 14 – 3 bdrm	Income based. Any 6 units must be supportive housing for homeless households with children whose head of household has a disability.	2 bed - \$460 3 bed - \$626	60% Median Income

2012 Income Limits

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very Low (50%) Income Limits	\$22,750	\$26,000	\$29,250	\$32,500	\$35,100	\$37,700	\$40,300	\$42,900
Extremely Low (30%) Income Limits	\$13,650	\$15,600	\$17,550	\$19,500	\$21,100	\$22,650	\$24,200	\$25,750
Low (80%) Income Limits	\$36,400	\$41,600	\$46,800	\$52,000	\$56,200	\$60,350	\$64,500	\$68,650
Kandiyohi County								

Tenant-Based Rental Assistance Programs

Program	Number of Households Assisted Monthly	Average HRA total paid to private landlords per month	Unit Payment Standards	Tenant Rent Portion	Tenant Eligibility
Housing Choice Voucher Program (Section 8)	50	\$17,843	0 bdrm= \$521 1 bdrm= \$524 2 bdrm= \$706 3 bdrm= \$883 4 bdrm= \$1134	30% of adjusted gross income	Max 50% median income, eligible citizenship status, satisfactory criminal background.
Bridges Serves Kandiyohi, Lyon, McLeod, Meeker	12	\$4,174	Varies by County	30% of adjusted gross income	Max 50% median income, serious and persistent mental illness.
Bridges to Bridges Serves Chippewa, Cottonwood, Jackson, Kandiyohi, Lyon, McLeod, Meeker, Redwood, Renville, Swift, Rock	55	\$15,979	Varies by County	30% of adjusted gross income	Max 50% median income, meet criteria for assertive community treatment.
Shelter Plus Care I Serves Chippewa, Cottonwood, Jackson, Kandiyohi, Lyon, McLeod, Meeker, Redwood, Renville, Swift, Rock	6	\$1,078	Varies by County	30% of adjusted gross income	Max 50% median income, homeless single person with a disability and meet criteria for Assertive Community Treatment.
Shelter Plus II Serves Chippewa, Cottonwood, Jackson, Kandiyohi, Lyon, McLeod, Meeker, Redwood, Renville, Swift, Rock	10	\$5,405	Varies by County	30% of adjusted gross income	Max 50% median income, homeless single person with a disability and meet criteria for Assertive Community Treatment.

Property Improvement Programs

2009 Small Cities Development Program

Completed December 2011

Activity	SCDP Assistance Provided	Eligibility Requirements	# units assisted	Total Small Cities Dollars	Other Public Grant/Loan Dollars	Owner/Private funding	Total
Homeowner Occupied Rehab - Willmar	10 year deferred loans forgivable as long as the homeowner lives in the home for 10 years. Total amount is repaid if owner moves or transfers title prior to ten years.	Maximum household income of 80% Area Median Income	16	204,100	78,019	5,214	287,333
Homeowner Occupied Rehab - Pennock	10 year deferred loans forgivable as long as the homeowner lives in the home for 10 years. Total amount is repaid if owner moves or transfers title prior to ten years.	Maximum household income of 80% Area Median Income	7	109,900	23,604	16,322	149,826
Commercial Rehab - Willmar	Max per building limited to the lesser of 66% of rehab costs or \$40,000 from the combined loans: 1) 0%, 7 yr forgivable loans, max \$30,000 but not to exceed 50% of total rehab costs. 2) 0%, 10 yr loans, monthly payments, max \$12,000 but not to exceed 20% of total rehab costs.	Building must be located in downtown Willmar.	11	365,137	0	204,669.68	569,806.68
Rental Rehab - Willmar	Max per building limited to 75% of rehab costs or \$12,000 from the combined loans: 1) 0%, 10 yr forgivable loans, max \$8,000 per unit or 50% of rehab costs. 2) 0% 10 yr deferred loan, max \$4,000 per unit or 25% of rehab costs.	Building must be located in downtown Willmar. 51% of rental units in the structure must be occupied by household at or below 80% AMI. Property owner must agree to rent unit to LMI Households at affordable rent levels (Section 8 Payment Standards) for 10 years.	13	36,913	1,886.65	13,933.25	52,732.90
TOTAL			47	\$716,050	\$103,509.65	\$240,138.93	\$1,059,698.58

2012 Small Cities Development Program

Activity	SCDP Assistance Provided	Eligibility Requirements	Number of units to be assisted	Total Small Cities Dollars
Homeowner Occupied Rehab - Willmar	10 year deferred loans forgivable as long as the homeowner lives in the home for 10 years. Total amount is repaid if owner moves or transfers title prior to ten years.	Maximum household income of 80% Area Median Income	14	210,000
Homeowner Occupied Rehab - Raymond	10 year deferred loans forgivable as long as the homeowner lives in the home for 10 years. Total amount is repaid if owner moves or transfers title prior to ten years.	Maximum household income of 80% Area Median Income	18	270,000
Commercial Rehab - Willmar	Max per building limited to the lesser of 66% of rehab costs or \$40,000 from the combined loans: 1) 0%, 7 yr forgivable loans, max \$30,000 but not to exceed 50% of total rehab costs. 2) 0%, 10 yr loans, monthly payments, max \$12,000 but not to exceed 20% of total rehab costs.	Building must be located in downtown Willmar.	8	267,800
Rental Rehab - Willmar	Max per building limited to 75% of rehab costs or \$12,000 from the combined loans: 1) 0%, 10 yr forgivable loans, max \$8,000 per unit or 50% of rehab costs. 2) 0% 10 yr deferred loan, max \$4,000 per unit or 25% of rehab costs.	Building must be located in downtown Willmar. 51% of rental units in the structure must be occupied by household at or below 80% AML. Property owner must agree to rent unit to LMI Households at affordable rent levels (Section 8 Payment Standards) for 10 years.	17	196,350
TOTAL			57	\$944,150

Minnesota Housing Rehabilitation Loan Programs

Activity	Assistance Provided	Eligibility Requirements
<p>Homeowner Rehabilitation Loan Program</p>	<p>0%, 15 year forgivable loans to Kandiyohi County homeowners. Must occupy the property as principal place of residence for loan term in order to be forgiven.</p> <p>Maximum \$24,999 loan plus \$10,000 additional if lead hazard reduction needs to be completed.</p>	<p>Maximum household income of 80% Area Median Income.</p> <p>Must occupy property 6 months prior to loan application.</p> <p>Must be current on mortgage, taxes and insurance.</p> <p>Must be unable to obtain financing under equivalent terms elsewhere.</p> <p>Total assets of \$25,000 excluding value of structure to be improved after deducting outstanding indebtedness to assets.</p>
<p>Emergency and Accessibility Loan Program</p>	<p>0%, 15 year forgivable loans to Kandiyohi County homeowners. Must occupy the property as principal place of residence for loan term in order to be forgiven.</p> <p>Maximum \$15,000 loan, minimum \$1,000</p>	<p>Maximum household income of 80% Area Median Income.</p> <p>Funds must address emergency conditions in the home or essential accessibility needs for a disabled resident. Emergency conditions are defined as property damage beyond the homeowner's control or that are necessitated by a system or structural failure that has caused or could cause the home to be uninhabitable.</p> <p>Must occupy property 6 months prior to loan application.</p> <p>Must be current on mortgage, taxes and insurance.</p> <p>Must be unable to obtain financing under equivalent terms elsewhere.</p> <p>Total assets of \$25,000 excluding value of structure to be improved after deducting outstanding indebtedness to assets.</p>

Rural Development Intermediary Relending Program

Activity	Assistance Provided	Eligibility Requirements
Business Loan Program	<p>1% under prime, 3-10 year loans to businesses in or locating to the Central Business District to fund up to 10% of total eligible costs to a maximum of \$150,000. Use of funds is further restricted to: 1/3 Operating, 1/3 Equipment, 1/3 Building/Real Estate.</p> <p>Applications are reviewed by a loan committee representative of the Willmar Design Center, Main Street Willmar, City of Willmar, Kandiyohi County and City of Willmar Economic Development Commission, local bank.</p>	<p>Recipient must certify he/she is unable to finance project from his/her own sources, commercial credit or other Federal/State/Local programs.</p> <p>Remaining funding needs must be obtained through other private sources.</p> <p>Projects must be consistent with the Willmar Design Center adopted principles/Willmar Downtown Vision and Main Street Willmar Design Guidelines</p>

Security Deposit Loan Program

Activity	Assistance Provided	Eligibility Requirements
Security/Utility Deposit Loans	<p>4%, 6 month loans for up to \$1,000 to renters living in Kandiyohi County to assist with paying security deposits to landlords or utility companies.</p>	<p>Favorable credit report and asset verification.</p>

2013 Budget

Revenue

	FYE 6/30/12 Budget	FYE 6/30/12 Pre-Audit Actual	FYE 6/30/13 Budget
Public Housing: Operating	\$299,771.09	\$287,481.78	\$311,431.33
CFP	10,000.00	13,632.12	0
Section 8 Existing	20,600.00	19,680.51	20,600
Highland Apartments	101,436.00	93,921.17	100,562.39
Dana Heights Apartments	68,576.19	64,864.39	69,575.72
West Central Mental Health Housing	22,478.14	20,578.70	22,515.13
Westwind Townhomes	25,089.93	27,125.25	28,788.41
Shelter Plus Care	1,152.00	1,024.96	1,152.00
Shelter Plus Care II	3,360.00	5,409.87	3,840.00
Bridges	4,800.00	5,512.00	4,800.00
Bridges to Bridges	26,400.00	24,591.08	24,000.00
MHFA Loan Programs Administration	5,780.00	-2,196.35	5,780.00
SCDP Administration	0	-1,530.86	66,006.00
Revolving SCDP Loan Programs	400.00	150.00	150.00
Downpayment Assistance Program	0	150.00	0
Intermediary Relending Program	0	150.00	100.00
Security Deposit Loan Program Income	3,000.00	521.22	3,000.00
Interest Income	17840.05	17,728.27	22,642.77
Country View Place	64,806.80	30,700.00	0
Other Income	0	7,267.89	57,021.00
KCHRA Income	0	-412.00	0
Lead Grant	0	0	0
Tax Levy Request	170,000.00	178,000.02	170,000.00
Total Revenues	\$845,490.20	\$794,600.02	\$911,964.76

Expenditures

	FYE 6/30/12 Budget	FYE 6/30/12 Pre-Audit Actual	FYE 6/30/13 Budget
Employees and Contracted Labor			
Salaries/Wages	\$437,497.70	\$390,735.95	\$449,945.97
Employee Benefits	192,036	171,515.83	165,584.00
Contracted Services - KHRA Shared ED & staff	42,571.00	42,631.57	71,543.00
Contracted Services - Rehab Staff, Legal, Audit,	56,545.00	34,026.71	107,915.40
Credit Services	\$728,649.70	\$638,910.06	\$794,988.37
Subtotal			
Office			
Rent	\$28,000.00	\$26,616.72	28,000.00
Office Supplies/Postage	19,000.00	16,910.79	19,000.00
Maintenance of Office Equipment	18,050.00	13,650.43	16,350.00
Furniture/Computer Upgrade	5,000.00	0.00	5,000.00
Communications/Website	5,000	1,983.75	4,000.00
Printing/Publishing/Advertising	2,750.00	9,321.87	2,000.00
Subtotal	\$77,800.00	\$68,483.56	\$74,350.00
Other			
Travel/Conferences/Training	\$5,000.00	\$1,825.69	5,000.00
Subscriptions/Memberships	3,500.00	2,080.34	3,000.00
Insurance	22,090.18	17,025.41	23,186.18
Sundry	6,000.00	4,713.57	6,000.00
Other Special Programs	10,000.00	8,592.76	5,000.00
Subtotal	\$46,590.18	\$34,237.77	\$42,186.18
Total Expenditures	\$853,039.88	\$741,631.39	\$911,524.55
Provision For Reserve	-\$7,549.68	\$52,968.63	\$440.21

HRA Tax Levy History

Year	Statutory Limit	Requested and Council Approved
2005	\$116,081	\$116,081
2006	\$129,776	\$129,776
2007	\$141,796	\$141,796
2008	\$189,908	\$189,908
2009	\$194,554	\$170,000
2010	\$195,317	\$170,000
2011	\$199,951	\$170,000
2012	\$196,470	\$170,000
	Statutory Limit	Request
2013	\$198,505	\$170,000

Thank You!

Services of the Willmar HRA are made possible by the tax support and cooperation of our community. In addition to the citizens of Willmar, we would like to recognize and thank the following for their assistance in our daily work to improve the quality of life for our community members.

- | | |
|--|--|
| <ul style="list-style-type: none"> Willmar City Council Willmar City Departments Willmar Design Center Kandiyohi County/City of Willmar Economic Development Commission Willmar Lakes Area Chamber of Commerce Heartland Community Action Agency Kandiyohi County Departments Southwest Minnesota Adult Mental Health Consortium Southwest Minnesota Housing Partnership Minnesota Housing Finance Agency Minnesota Department of Employment and Economic Development U.S. Department of Housing and Urban Development U.S. Department of Agriculture – Rural Development | <ul style="list-style-type: none"> Safe Avenues Central Minnesota Senior Care Salvation Army Woodland Centers Local Banks Local Contractors Local Landlords |
|--|--|



City of Willmar

Proposed Capital Improvement Plan 2013-2017

Presented October 22, 2012

Charlene Stevens, City Administrator

2013 Proposed Budget

Fund Type	Amount
General Operating	\$ 15,090,918*
Capital Improvements	\$ 5,051,245
Special Revenue/Internal	\$ 919,636
Debt Service	\$ 2,456,760
Enterprise (Wastewater)	\$ 8,258,736
Total All Funds	\$ 34,974,785

* Includes a \$1,817,611 transfer for Capital Improvements

Capital Planning 2013-2017

- New process for 2013
- New Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

3

2013 Review Committee

- Bruce Peterson, Chair, Planning & Development Services Director
- Marv Calvin, former Fire Chief
- Steve Okins, Finance Director
- Holly Wilson, former Public Works Dir.
- Dave Wyffels, Police Chief

4

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

5

Proposed Capital Expenditures

	2013	2014	2015	2016	2017
Cash	986,700	1,162,500	1,352,700	965,500	1,075,000
Debt Service	2,612,000	2,500,000	2,800,000	2,500,000	2,500,000
WWTP	300,500	3,735,000	648,500	435,000	58,500
LOST	3,376,045	500,000	15,000	0	0
Utility Fee	50,000	50,000	25,000	50,000	50,000
State Aid	268,000	0	0	0	0
PIR	70,000	0	0	0	0
Totals	\$7,663,245	\$7,947,500	\$4,841,200	\$3,950,500	\$3,683,500

6

2013 Projects

- Total of \$7,663,245
- Nine different departments or areas
- Threshold over \$5,000
- 31 projects

7

2014 Projects

- Total of \$7,947,500
- Nine different departments or areas
- 27 different projects

8

2015 Projects

- Total of \$ 4,841,200
- 9 different departments or areas
- 8 different projects

9

2016 Projects

- Total of \$ 3,950,500
- 8 different departments or areas
- 17 different projects

10

2017 Projects

- Total of \$ 3,683,500
- 7 different departments or areas
- 13 different projects

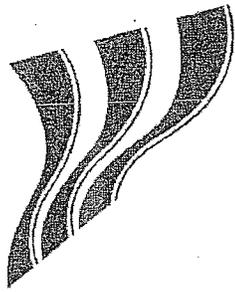
11

Questions?

12

General Fund Operating Budget Reductions

Department	Amount	Comments
Public Works		
Overtime	30,000.00	Budget revised based upon expenditures in prior years.
Tree Planting	9,000.00	Reduction in overall tree planting
Seasonal Employees	8,000.00	Reduction in staffing
Leisure Services		
Elimination of Life Guards at Robbins Island	3,200.00	Lifeguards would be present for Sunshine Week
Reduce Wading Pool Hours to 12-3:30 p.m.	740.00	Current Hours are 1-6:00 p.m.
Eliminate Skating Rink Attendants at Hilltop and Lincoln	3,300.00	Rinks are the list
Reduce Garfield Rink Hours by 2 hours daily	2,160.00	Warming House will not be staffed from 4:30 to 6:30 p.m.
Reduce seasonal staff for summer youth programs	2,500.00	Based upon review of staffing
Change Recreation Intern to stipend	2,500.00	
Reduction in supply budget	750.00	
Police Overtime		
	24,000.00	Budget revised based on actual expenses over past 3 years.
Total	86,150.00	



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

Agenda Item Number: _____
Meeting Date: October 22, 2012
Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: November 5, 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: Motion to Certify for Collection Unpaid Senior Citizen Deferments

Guiding Principle: Willmar Municipal Code Section 435.194

Agenda Item: Unpaid Senior Citizen Deferments

Background/Justification:

Previous family sales of property have failed to clear the senior citizen deferments that were due and payable. Neither party in the attached letters has made any attempt to pay the shown amounts. Previous conversations with the City Attorney state that they are due and payable to the tax payers immediately upon the sale of the property. The Staff recommends that Parcel's 95-921- 5480 and 95-006-4030 be certified for collection in the 2013 tax year.

Fiscal Impact: \$21,166.10

Alternatives: Deny

Staff Recommendation: The shown amounts shall be certified for collection.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments:



WILLMAR



CITY CLERK - TREASURER

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

March 9, 2012

Lisa & Tracy Bengtson
723 3rd Street SW
Willmar, MN 56201

Dear Mr. & Mrs. Bengtson:

Your property located at 723 3rd Street SW identified as parcel #95-006-4030 has a senior citizen deferment recorded against the property by Judith A. Agesen. This lien for a 2001 Street Project, totaling \$14,137.10, needs to be cleared. The March 1, 2008, Contract for Deed sale of property does not qualify for continuation of the deferred assessment and pursuant to MS 435.195 the original assessed amount plus interest is due and payable. Please make arrangements to remit to the City of Willmar \$14,137.10 to remove this lien.

Sincerely,

City of Willmar

Kevin J. Halliday
City Clerk-Treasurer

ds

Enclosure





WILLMAR

CITY CLERK - TREASURER

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

May 1, 2012

Phyllis Thunstedt
2301 SW 19th Avenue
Willmar, MN 56201

Todd & Timothy Thunstedt
8956 80th Street NE
Spicer, MN 56288

Dear Ms. Thunstedt:

As a follow up to our February discussions regarding the payment of the Lawrence and Florence Caskey senior citizen deferment of \$7,029.00 against your property, the City Attorney concluded that the only viable legal alternative to not having you pay the amount now was to request the City Council to authorize a second senior citizen deferment since you qualify by age. The Willmar City Council reviewed the details of the family transfer of ownership and took action *not* to grant secondary extensions of any senior citizen deferment and to amend our policy to clearly state that position. Therefore, the original deferment of \$7,029.00 is due and payable upon receipt of this letter.

Please confer with your sons, as fee simple owners of the property, along with your life estate interest and make arrangements to remit \$7,029.00 to the City of Willmar.

Sincerely,

City of Willmar

Kevin J. Halliday
City Clerk-Treasurer

ds





**Investment Management
& Trust**

RICE CUSHMAN A CHAR TR

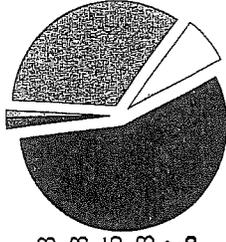
Account 180205

Market Value Reconciliation

	Since 09/01/2012 (\$)	Year to Date (\$)
Beginning Market Value	2,575,496.07	2,466,271.51
Disbursements		
Withdrawals	0.00	-58,822.87
Expenses	0.00	-1,674.37
Fees	-1,673.90	-14,878.89
Total Disbursements	-1,673.90	-75,376.13
Income		
Investment Income	4,124.21	43,884.09
Other Income	0.00	500.07
Total Income	4,124.21	44,384.16
Value on Sep 30, 2012	2,612,693.65	2,612,693.65
Total Change in Portfolio Value	34,747.26	177,414.11

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	25,903.79	0.99
Fixed Income	891,717.84	34.13
Alternative	191,575.96	7.33
Equity	1,456,863.73	55.76
Other	46,632.33	1.78
Total	\$2,612,693.65	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	4,124.21	43,884.09
Total Income Summary	4,124.21	43,884.09

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	-73.17	675.56
Long-term	-31.65	-7,450.15
Total Gain/Loss Summary	-104.82	-6,774.59

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



**Investment Management
& Trust**

**Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 09/30/2012**

Sector	Market Value	1 Month	Year to Date (9 Months)
Total Fund	2,570,233	1.51	9.32
Total Fd Net Fee	2,570,233	1.44	8.68
Fixed Income	895,454	.28	3.65
BarCap Int Aggregate Bd		.25	3.36
Domestic Equity	1,162,702	2.23	14.88
S&P 500 Index		2.58	16.43
Russell 2000 Index		3.28	14.23
Intl. Equity	294,844	3.68	12.92
MSCI EAFE (US\$ & Net) Index		2.96	10.09
Short Term Cash	25,503	.00	.01
Citigroup 1 Month Treas Bill		.01	.02
Alternative Investments	191,576	-.09	1.84
Citigroup 3 Month Treas Bill		.01	.06
Uninvested Cash	155	.00	.00

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



WILLMAR

FINANCE

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4984
FAX: 320-235-4917

2012 Interest/Dividends Received By Institution

<u>Institution</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>2012 Year-To-Date</u>	<u>2011 Year-To-Date</u>
Franklin Templeton	\$ -	\$ -	\$ -	\$ -	\$ 1,878.50
Heritage Bank	\$ 2,640.78	\$ 1,971.10	\$ 1,489.13	\$ 14,743.63	\$ 8,232.18
Morgan Stanley Smith Barney	\$ 10,589.73	\$ 32,137.88	\$ -	\$ 122,103.27	\$ 161,337.56
UBS	\$ 27,500.00	\$ 5,625.00	\$ -	\$ 134,375.00	\$ 205,263.89
Wells Fargo	\$ 5,462.50	\$ 10,000.00	\$ -	\$ 101,084.72	\$ 168,250.00
Wells Fargo Advisors	\$ 34,562.50	\$ 10,000.00	\$ 33,750.00	\$ 292,971.15	\$ 302,761.29
Totals	\$ 80,755.51	\$ 59,733.98	\$ 35,239.13	\$ 665,277.77	\$ 847,723.42



WILLMAR

FINANCE

City Office Building
 Box 755
 Willmar, Minnesota 56201
 320-235-4984
 FAX: 320-235-4917

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING SEPTEMBER 30, 2012

BALANCE AT PRIOR QUARTER ENDED JUNE 30, 2012

\$ 37,855,613.32

SUMMARY OF JULY THROUGH SEPTEMBER, 2012, TRANSACTIONS:

(07/03/2012) SOLD: UBS, FHLB-3134G2H47, Step-Up @ 2.250%	(5,000,000.00)
(07/12/2012) SOLD: Wells Fargo Advisors, FHLB-313375TN7, Step-Up 2.000-8.000%	(2,000,000.00)
(07/12/2012) Market Value Adjustment: Wells Fargo Advisors, FHLB-313375TN7	(480.00)
(07/12/2012) PURCHASED: Wells Fargo Advisors, FHLB-313379VX4, 2.530%	1,500,000.00
(07/17/2012) PURCHASED: Wells Fargo, FFCB-3133EAYB8, 1.840%	2,000,000.00
(07/18/2012) SOLD: Wells Fargo, FHLB-313376SR7, 1.15%	(1,000,000.00)
(07/18/2012) Market Value Adjustment: Wells Fargo, FHLB-313376SR7	(58.00)
(07/25/2012) PURCHASED: Wells Fargo Advisors, FHLB-3133803F2, Step-Up 1.25 - 5.00%	2,000,000.00
(07/26/2012) PURCHASED: UBS-3134G3YP9, FHLMC-, 2.000%	5,994,000.00
(07/26/2012) PURCHASED: UBS, FNMA-3136G0TG6, 2.000%	998,350.00
(07/26/2012) PURCHASED: Wells Fargo, FNMA-3136G0TG6, 2.000%	1,993,000.00
(07/27/2012) SOLD: Wells Fargo Advisors, FHLB-313378XG1, Step-Up 2.25-8.00%	(2,500,000.00)
(07/27/2012) Market Value Adj: Wells Fargo Advisors, FHLB-313378XG1	(2,300.00)
(07/27/2012) SOLD: UBS, FNMA-3136FTGF0, Step-Up 2.00-6.00%	(1,000,000.00)
(07/27/2012) Market Value Adj: UBS, FNMA-3136FTGF0	(1,180.00)
(07/30/2012) SOLD: Wells Fargo Advisors, FHLB-313371E85, Step-Up 2.000-10.00%	(2,100,000.00)
(07/30/2012) Market Value Adj: Wells Fargo, FHLB-313371E85	(1,176.00)
(08/08/2012) PURCHASED: MSSB, CD-795450NT8, 1.100%	150,000.00
(08/08/2012) PURCHASED: MSSB, CD-02005QP64, 1.100%	96,000.00
(08/10/2012) PURCHASED: MSSB, CD-25811LZ28, 1.000%	245,000.00
(08/15/2012) PURCHASED: Wells Fargo Advisors, FHLB-313380BC0, Step-Up 1.01-5.00%	4,300,000.00
(08/16/2012) SOLD: MSSB, FHLB-3133794X4, Step-Up 2.000-9.500%	(4,000,000.00)
(08/16/2012) Market Value Adj: MSSB, FHLB-3133794X4	(7,560.00)
(08/16/2012) SOLD: Wells Fargo, FHLB-3133794X4, Step-Up 2.000-9.500%	(2,000,000.00)
(08/16/2012) Market Value Adj: Wells Fargo, FHLB-3133794X4	(3,786.00)
(08/16/2012) SOLD: Wells Fargo Advisors, FHLB-3133794X4, Step-Up 2.000-9.500%	(2,000,000.00)
(08/16/2012) Market Value Adj: Wells Fargo Advisors, FHLB-3133794X4	(2,420.00)
(08/29/2012) PURCHASED: Wells Fargo, FHLMC-3134G3D49, 2.000%	2,000,000.00
(09/07/2012) PURCHASED: MSSB, FHLB-313380GQ4, Step-Up 1.500 - 5.000%	4,000,000.00
(09/07/2012) SOLD: Wells Fargo Advisors, FHLB-313379HJ1, Step-Up 2.000 - 8.500%	(2,500,000.00)
(09/07/2012) Capital Gains: Wells Fargo Advisors, FHLB-313379HJ1	125.00
(09/07/2012) Market Value Adj: Wells Fargo Advisors, FHLB-313379HJ1	4,375.00
(09/12/2012) PURCHASED: Wells Fargo Advisors, FHLB-313380HE0, Step-Up 1.500-4.000%	2,285,000.00
(09/27/2012) PURCHASED: UBS, FNMA-3136G0D65, 2.000%	2,989,500.00
(09/30/2011) Market Value Adjustment at Quarter End	18,154.78

SEPTEMBER 30, 2012 BALANCE

\$ 44,310,158.10

Willmar



2005

CASH/INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2012

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-05568PND5	12/31/2012	3.600%	96,000.00	96,749.76
2	MSSB	CD-591557DP5	10/07/2013	1.150%	245,000.00	247,474.50
3	MSSB	CD-70153RGY8	10/15/2013	1.250%	245,000.00	247,530.85
4	MSSB	CD-02580VDA0	12/24/2013	4.750%	96,000.00	100,737.60
5	MSSB	CD-02586TDA9	12/24/2013	4.750%	96,000.00	100,737.60
6	MSSB	CD-36159CGN0	12/30/2013	4.100%	96,000.00	100,036.80
7	MSSB	CD-381426XZ3	12/31/2013	4.000%	96,000.00	99,949.44
8	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	99,340.80
9	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	99,454.08
10	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	99,482.88
11	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	152,341.50
12	MSSB	CD-36159CUU8	10/08/2014	1.700%	150,000.00	152,676.00
13	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	95,696.64
14	MSSB	CD-25811LZ28	08/10/2015	1.000%	245,000.00	244,225.80
15	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	149,526.00
16	Wells Fargo	FNMA-3136FTPC7	11/28/2016	1.000-4.000%	2,000,000.00	2,002,806.00
17	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	152,661.00
18	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	249,334.05
19	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	152,647.50
20	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	152,643.00
21	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	249,030.25
22	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	155,292.00
23	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	2,001,216.00
24	Wells Fargo	FFCB-31331KQ94	11/09/2020	2.800%	2,000,000.00	2,005,436.00
25	UBS	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	1,004,450.00
26	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	6,034,920.00
27	UBS	FHLMC-3134G2Y97	10/26/2021	2.000-8.000%	1,000,000.00	1,001,280.00
28	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	2,007,496.00
29	MSSB	FHLMC-3134G3LC2	02/15/2022	2.000-7.000%	1,000,000.00	1,005,380.00
30	Wells Fargo Advisors	FHLMC-3134G3SF8	03/28/2022	2.125-7.000%	2,000,000.00	2,009,640.00
31	Wells Fargo	FNMA-3136G0FC0	05/02/2022	2.600%	1,000,000.00	1,007,256.00
32	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	1,003,830.00
33	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	1,500,000.00	1,501,110.00
34	Wells Fargo Advisors	FHLB-3133803F2	07/25/2022	1.250-5.000%	2,000,000.00	1,997,480.00
35	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	992,760.00
36	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,985,524.00
37	Wells Fargo Advisors	FHLB-313380BC0	08/15/2022	1.010-5.000%	4,300,000.00	4,300,344.00
38	MSSB	FHLB-313380GQ4	09/07/2022	1.500-5.000%	4,000,000.00	4,007,760.00
39	Wells Fargo Advisors	FHLB-313380HE0	09/12/2022	1.500-4.000%	2,300,000.00	2,287,582.05
40	UBS	FNMA-3136G0D65	09/27/2022	200.000%	3,000,000.00 *	2,956,320.00
TOTAL INVESTMENT					\$ 44,239,000.00	\$ 44,310,158.10
41	Heritage Bank	Low Activity Ckg	None	0.200%	6,502,843.26	6,502,843.26
42	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	33,352.94	33,352.94
43	Heritage Bank	SB Ckg/Cafeteria	None	0.100%	-	-
44	Heritage Bank	Commercial Ckg	None	0.100%	(29,680.73)	(29,680.73)
TOTAL PORTFOLIO FOR SEPTEMBER 30, 2012					\$ 50,745,515.47	\$ 50,816,673.57

* Par Value is not equal to Purchase Amount

LAKE SIDE ADDITION

FOOT LAKE

M.H.D. PARK AREA

LA AVENUE

Lakeside Addition, Bk 3, Lots 1-16
 OS 450-0410 + 0490

Lakeside Addition
 Bk 1, lots 8-16
 U.S. No. 71

Lakeside Addition
 Bk 2, Lots 8-13
 OS 450-0180
 OS 450-0190

HIGH AVENUE

14	15	16	17	18	19	20
450-0170	450-0270	450-0150	450-0130	450-0270	450-0130	450-0110

7	8	9	10	11	12	13
450-0070	450-0050	450-0060	450-0040	450-0030	450-0030	450-0030



15

50

50

60

50

50

50

412

DEBT SERVICE FUND
1972 BOND
FUTURE

Beginning Balance January 1	\$93,002.54
2012 Interest	<u>\$0.00</u>
ENDING BALANCE	\$93,002.54

	<u>Lift Station</u>	<u>Sanitary Sewer</u>	<u>Watermain</u>	<u>Total</u>
Jamés Larson 33-003-0040	\$5,008.34			\$5,008.34
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>
TOTAL	<u>\$16,772.93</u>	<u>\$3,005.00</u>	<u>\$73,224.61</u>	<u>\$93,002.54</u>

Watermain useful life 40 years - 2012

Sanitary Sewer useful life 40 years - 2012

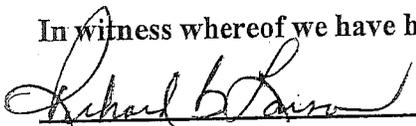
CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY CHAPTER 386, LAWS 1935 AS AMENDED.

To the (Township/City) Board of the City of Willmar:

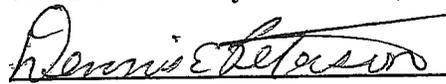
We, the members of the County Board of the County of Kandiyohi, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as non-conservation lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years 2007-2011 as provided by Minnesota Statutes 1945, Section 282.01 as amended.

DESCRIPTION	APPRAISED VALUE OF LAND
Lot 6 and the W ½ of Lot 5 of Block 1 of Lakeside Addition to the City of Willmar, Minnesota EXCEPT the Southerly 150 feet of said Lot 6 and W ½ of Lot 5, according to the map or plat thereof on file or of record in the Office of the County Recorder in and for Kandiyohi County, Minnesota	408.00

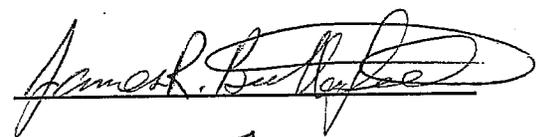
In witness whereof we have hereunto subscribed our names 2nd day of October, 2012.



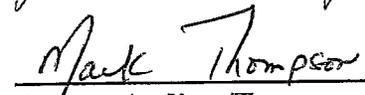
 Chairman











 County Auditor/Treasurer
 Kandiyohi County, Minnesota

The foregoing classification and sale(s) is hereby approved.

Dated 10/2/12

By the (Township/City) Board of the City of Willmar:

Form 440A

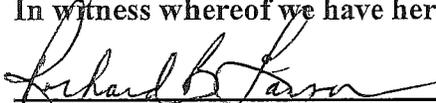
CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY CHAPTER 386, LAWS 1935 AS AMENDED.

To the (Township/City) Board of the City of Willmar:

We, the members of the County Board of the County of Kandiyohi, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as non-conservation lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years 2007-2011 as provided by Minnesota Statutes 1945, Section 282.01 as amended.

DESCRIPTION	APPRAISED VALUE OF LAND
Lot 6 and the W ½ of Lot 5 of Block 1 of Lakeside Addition to the City of Willmar, Minnesota EXCEPT the Southerly 150 feet of said Lot 6 and W ½ of Lot 5, according to the map or plat thereof on file or of record in the Office of the County Recorder in and for Kandiyohi County, Minnesota	408.00

In witness whereof we have hereunto subscribed our names 2nd day of October, 2012.



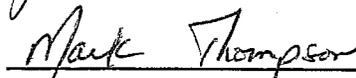
 Chairman











 County Auditor/Treasurer
 Kandiyohi County, Minnesota

The foregoing classification and sale(s) is hereby approved.

Dated 10/2/12

By the (Township/City) Board of the City of Willmar:

Form 440A

RESOLUTION NO. ____

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 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			\$1,001.67	\$1,001.67
	<u>\$16,772.93</u>	<u>\$17,380.92</u>	<u>\$73,224.61</u>	<u>\$107,378.46</u>

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.

Attest:

MAYOR

CITY CLERK-TREASURER

10. Paul & Linda U'Ren Project 7205 Watermain \$1,502.50

33-021-0410

That part of Northwest Quarter of Southwest Quarter of Section 21, Township 119, Range 35 described as follows: Beginning at a point on South line of Trunk Highway #23, 634.5' West of East line of Northwest Quarter of Southwest Quarter, thence West 150', thence South 150', thence East 150', thence North 150' to beginning.

11. Marvin & Alice Aasen Project 7205 Watermain \$1,502.50

33-021-0420

That part of Northwest Quarter of Southwest Quarter of Section 21, Township 119, Range 35 described as follows: Beginning at a point on South line of Trunk Highway #23, 784.50' West of East line of Northwest Quarter of Southwest Quarter, thence West 150', thence South 150', Thence East 150', thence North 150' to beginning.

12. Dann C. & Karen J. Dahlseid Project 7205 Watermain \$1,001.67

33-021-0430

That part of West Half of Southwest Quarter of Section 21, Township 119, Range 35 described as follows: Commencing at intersection of South right-of-way of Trunk Highway #23 with East right-of-way line of township road, thence South 150', East 100', thence North to point on South right-of-way of Trunk Highway #23; thence West to beginning.

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-12
CITY OF WILLMAR
TUESDAY, OCTOBER 30, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, October 30, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, and Ron Christianson. Also present were: Mayor Frank Yanish; Council Member Jim Dokken; Charlene Stevens, City Administrator; Bruce Peterson, Director of Planning and Development Services; David Wyffels, Police Chief; Jared Voge, Bolton and Menk; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. DOWNTOWN PARKING DISCUSSION (FOR INFORMATION ONLY):

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.

2. CONSIDERATION OF AIRPORT WORK ORDER AMENDMENT:

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% being local funds budgeted in the 2012 Capital Improvements. A motion was made by Council Member Christianson, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

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)

3. UPDATE ON 11TH STREET NW AND GORTON AVENUE TRAFFIC CONCERNS (FOR INFORMATION ONLY):

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.

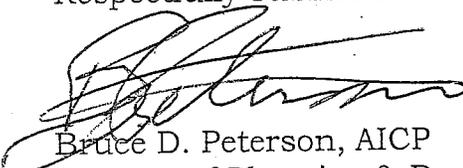
4. MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):

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 for the improvements. It is anticipated to be open the morning of Friday, November 9.

There being no further business to come before the committee, the meeting adjourned at 5:12 p.m.

Respectfully submitted:



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

Janell Sommers
Recording Secretary

CITY OF WILLMAR

DOWNTOWN PARKING ENFORCEMENT INFORMATIONAL REPORT

(Prepared by Chief Wyffels – October 16, 2012)

Points of clarification to assist with interpretation of the numbers provided.

- The information provided relates only to parking tickets and not regular traffic citations.
- There are “approximately” 305 days per year of available downtown enforcement. (365 days per year minus 52 Sundays = 313 minus 8 holidays = 305 enforceable days per year depending on what day of the week a holiday would fall on).
- The 2012 figures apply to a time frame from January 1, 2012 to October 9, 2012, and do not represent the entire year of 2012.
- CSO’s are the primary enforcement agents for the daily downtown time limit parking violations. However, patrol officers also periodically issue parking tickets in the downtown area and enforce parking regulations after normal business hours. (Examples are: declared snow emergencies or other parking enforcement action). Therefore, not all parking tickets issued in the downtown area represent enforcement of the normally daily enforced parking time limits.
- Due to current call response loads and greater priorities, patrol officers do not perform any of the daily downtown (8-5) parking enforcement of imposed time limits. Therefore it is fairly safe to say that all parking tickets issued for the daily downtown time limit violations would have been written by a CSO.
- CSO’s normally spend approximately four (4) hours per day on downtown enforcement (one hour on a marking run and one hour on an enforcement run – each occurring twice a day, once in the morning and once in the afternoon).
- For the purpose of this report it is assumed that downtown parking enforcement action took place on all of the 305 eligible enforcement days. The reality is that this did not occur and enforcement was actually dependent on whether a CSO was scheduled to work or responding to a different call for service or serving another need within the department.
- At a minimum, at least 75% of the overall parking tickets that are issued within the City of Willmar are for the normal downtown parking violations.
- The wage of a CSO varies from \$7.50 to \$8.75 per hour.
- Clerical staff maintains the parking ticket records, which includes opening the envelopes, counting the money, entering the payment, entering unpaid tickets; receipting the money and handling customer related parking issues. Approximately 15% of clerical time is spent handling parking ticket related tasks. however, those hours include processing all parking tickets issued in the City of Willmar and not just the downtown parking tickets issued by CSO’s.
- Fifteen percent of the overall salary including fringe benefits of the clerical staff who handles the processing of parking tickets is: \$9,944.00.

Activity:

- Total Tickets Issued: Indicates the total number of parking tickets issued *within the entire City*, and not just from tickets issued during the daily enforcement of the time limits in the downtown area.
- Tickets Issued by CSO's : Indicates the total number of tickets written by a CSO and not by other patrol officers. This number would closely approximate the number of parking tickets written in the downtown area for daily time limit enforcement.
- % Tickets Issued by CSO's: Indicates the percentage of overall tickets written by the CSO's.

Revenue:

- Parking Revenue Generated: Indicates the total amount of revenue that would be received if all parking tickets issued in the given year were paid.
- Amount Received : Indicates the actual amount of money collected on paid parking tickets that were issued within the city in the given year.
- Amount Uncollected: Indicates the amount of money still owed for unpaid parking tickets issued in the given year.

Expenditures:

1. Using the maximum wage a CSO would earn (\$8.75 per hour).
2. (X) the maximum number of hours spent on enforcement each day (4).
3. (X) the maximum number of days of available to perform enforcement action per year (305).
4. (+) Add the cost of printing the tickets (\$700 per year to Traf-o-terria).
5. (+) Add Deb's labor costs figured at the 2012 labor contract cost (\$9,944.00).

The maximum amount it could possibly cost for enforcing downtown parking - daily time limit is: $(\$8.75 \times 4 \times 305 + \$700.00 + \$9,944.00) = \underline{\$21,319.00}$.

	2010	2011	2012 (Oct 9 th)
Total Tickets Issued	2745	2791	2072
Tickets Issued by CSO's	2098	2284	1581
% Tickets Issued by CSO's	76.4%	81.8%	76.3%
Parking Revenue Generated	\$29,603	\$23,065	\$16,612
Amount Received	\$21,072	\$17,093	\$11,206
Amount Uncollected	\$7,876	\$5,137	\$5,010
Downtown Parking Revenue (75% of total revenue)	\$22,202	\$17,298	\$12,459
Maximum Total Costs for Downtown Parking Enforcement	\$21,319	\$21,319	\$16,415 (Prorated to Oct 9 th)

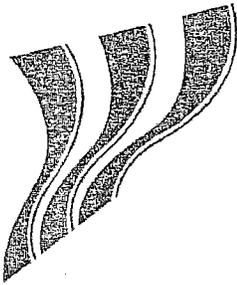
Synopsis:

Almost all parking tickets written by a CSO are for violation of the downtown daily time limits so it is fairly safe to assume that the total number of parking tickets written by a CSO would closely match the number of downtown violations in a given year.

Since CSO's wrote at least 75% of the total of all parking tickets issued within the city in any given year then it is safe to assume that 75% of the revenue earned would closely represent the revenue from downtown parking violations.

The stated expenditures for downtown parking enforcement were represented at a maximum cost number. The reality is that the actual enforcement costs are less because CSO's are not able to perform downtown parking enforcement duties every day. Also the cost of \$700.00 for printing parking tickets is for about 1 ½ years supply of tickets and not just one year.

Maximum expenditures for downtown parking enforcement when compared to the revenue generated by the same action are slightly more or close to being the same amount depending upon the given year.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: October 30, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 5, 2012

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

Originating Department: Engineering

Action Requested: Approve Addendum No. 1 to Work Order No. 1 for submission to MnDOT with Airport project grant request.

Guiding Principle: The City Engineer hereby submits to the City Council Addendum No. 1 to Work Order No. 1 for the Airport Improvements Project.

Introduction: Turf Runway Improvements were incorporated into the Airport Pavement Improvements Project following approval of Work Order No. 1 for the project as a result of MnDOT's direction to close the turf runway due to its condition and potential impacts to aircraft.

Background/Justification: The City Council authorized the Mayor and City Administrator to execute Work Order No. 1 to the Professional Services Contract for Design, Bidding, and Construction Services for the Airport Improvements. Work Order No. 1 consisted of the engineering services required for the airport pavement improvements (crack repairs) and was executed May 25, 2012. While the contract documents were being prepared, MnDOT informed the City that the turf runway must be closed due to its condition (vegetation and unevenness parallel to the primary runway near the runway 31 approach end). Prior to advertising the project, the turf runway improvements were incorporated into the pavement improvements contract documents as required by MnDOT. One bid was received for the project and was rejected by the City Council. The project was split into two contracts and was re-advertised. No bids were received for the turf runway contract so quotes were solicited. The City Council awarded the low quote for the turf runway improvements on October 15, 2012. The Addendum to Work Order No. 1 includes the cost associated with including the turf runway improvements into the contract documents, re-advertisement, and estimated construction observation costs. All costs eligible for the MnDOT grant must be submitted as part of a MnDOT grant request.

Fiscal Impact: The funding source for the Airport Improvements is 70% State monies and 30% local funds budgeted in 2012 Capital Improvements. The corresponding local share of Addendum No. 1 to Work Order No. 1 is \$2,130.00.

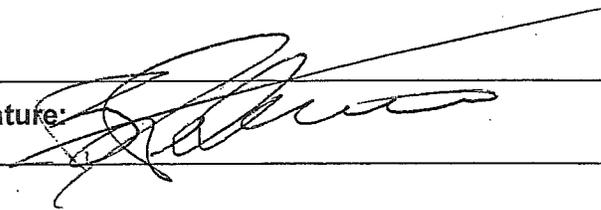
Alternatives: N/A

Staff Recommendation: Approve Addendum No. 1 to Work Order No. 1.

Reviewed by: Bruce Peterson, Interim Public Works Director

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

Signature:



Comments:

**AMENDMENT NO. 1
TO
WORK ORDER #1**

**PROFESSIONAL SERVICES CONTRACT
2012 AIRPORT PAVEMENT IMPROVEMENTS (Crack Repairs)
DESIGN, BIDDING & CONSTRUCTION SERVICES
WILLMAR MUNICIPAL AIRPORT**

This addendum is in regards to the Design, Bidding & Construction engineering services for the 2012 Airport Improvements project at the Willmar Municipal Airport. This Addendum shall become a part of the original Work Order #1, dated May 25, 2012.

WHEREAS, Bolton & Menk, Inc. has provided additional design related services by modifying the plans and the scope of work to include the Turf Runway rehabilitation as an alternate bid to meet the MnDOT Aeronautics state grant offer and actual available funding at the time.

WHEREAS, Bolton & Menk, Inc. will provide additional construction engineering services required for the Turf Runway rehabilitation to meet MnDOT Aeronautics construction requirements.

WHEREAS, MnDOT has indicated that this is a project scope change for design and construction engineering services that should be provided for the project and state grant funding is available for this work at 70% FAA and 30% Local share.

THEREFORE, BE IT MUTUALLY AGREED, that Bolton & Menk, Inc. is authorized to complete the additional work as described below.

TASK 1. DESIGN AND BIDDING SERVICES

1. The CONSULTANT and CLIENT agree that DESIGN services were added to include the Turf Runway rehabilitation with included additional plans and specifications and coordination with MnDOT Aeronautics and Highways. Recommendations were received from MnDOT Botanist and local contractors on proper soil preparation and seed mixtures. The turf runway will be bid as an Alternate schedule and possible award based on available State Funding.

TASK 2. CONSTRUCTION ENGINEERING SERVICES

1. The CONSULTANT and CLIENT agree that construction engineering services will be furnished to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the CLIENT.
2. The CONSULTANT agrees that additional Resident Project Representative services furnished under this Addendum shall be to observe the work and to determine compliance with the plans and specifications, including representing the CLIENT in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the CLIENT on and around areas of construction. Scope and

limitations of RPR services are further defined in EXHIBIT I of the original Contract.

3. When the CONSULTANT is on the site beyond the anticipated construction timeframe, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work. Nothing herein shall be construed as imposing upon the CONSULTANT's responsibility for the construction means, methods, techniques, sequences, safety programs and procedures used by contractors.
4. The CONSULTANT agrees to provide additional Construction Administration Services that include, but are not limited to the following:
 - a. Check construction activities to obtain compliance with plans and specifications.
 - b. Provide interpretation of plans and specifications.
 - c. Supervise and coordinate SUB-CONSULTANT contracts for field observation and testing.
 - d. Review all final pay estimates and explanation of variation between Contract and final quantities prepared by Resident Project Representative.
 - e. Review weekly progress reports as prepared by Resident Project Representative.
 - f. Prepare Field Orders, final Change Orders and make recommendations regarding approval of Change Orders.
 - g. Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the CLIENT.
 - h. Meet with the CLIENT for consultation and advice during construction.
 - i. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative.
 - j. Certify that all project work completed under observation of the Resident Project Representative is in Substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
 - k. Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.
5. The CLIENT as part of this addendum authorizes Resident Engineering Services and the CONSULTANT agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The CLIENT and CONSULTANT agree that the CONSULTANT may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when

construction is in progress to include temporary interruptions due to weather or mechanical failure.

Resident services shall include, but are not limited to the following:

- a. ~~For this Project, construction stakes are required to be done in accordance with Subsection 50-06 of the FAA Special Provisions of the Project Manual.~~
- b. Notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the CLIENT in the event that the Contractor elects to continue the use of questioned equipment and methods.
- c. ~~The Resident Project Representative shall monitor the contractor's compliance with the approved DBE plan (i.e., determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.). Report deviations to the CLIENT.~~
- d. ~~Coordinate with the TESTING CONSULTANT to perform acceptance tests required to be provided by the CLIENT in the construction contract documents.~~
- e. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- f. Review monthly payroll reports of each contractor and subcontractor with the CLIENT. Perform monthly DBE field checks and wage rate checks and document. Retain all payroll reports on the project for review.
- g. Measure and compute quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
- h. Prepare Periodic Cost Estimates by CONSULTANT to the CLIENT.
- i. Prepare field orders and change orders which include a cost estimate, cost/price analysis and record of negotiations. Notify the Contractor that no work can start until approved by the CLIENT.

Perform other services as reasonably required by the CLIENT and as outlined in the Contract Documents.

COMPENSATION FOR SERVICES

The estimated engineering cost for continuing to provide the above-described services is:

1) Additional DESIGN Engineering Services	\$5,300 (hourly)
Original Design/Bidding Services	<u>\$8,015</u>
TOTAL TASK 1	\$13,315 (Revised Estimate)
2) Additional Construction Engineering Services	\$1,800 (hourly)
Original Construction Engineering Budget	<u>\$5,400</u>
TOTAL TASK 2 Construction Services	\$7,200 (Revised Estimate)
3) TOTAL Amendment Request	\$7,100

The estimated MnDOT and Local funding participation for Addendum No. 1 is:

MnDOT (70%)	\$ 4,970
City Participation (30%)	\$ 2,130

Progress payments shall be made in accordance with Section 3 of the Contract.

SCHEDULE

This work will be completed to meet the revised construction completion dates after contracts have been awarded and authorized by the CLIENT. Proposed construction is scheduled to start fall of 2012 and be completed by June 1, 2013.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed in their behalf.

CLIENT: CITY OF WILLMAR

CONSULTANT: BOLTON & MENK, INC



Principal

Date

10-24-2012

Date

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, NOVEMBER 1, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, November 1, 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 DeBlicek	Council Member
Bruce Peterson	Director of Planning and Development Services

Others present: Dr. Jerry Kjergaard – Superintendent of Willmar Public Schools, Tim Johnson – Council Member.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. LINCOLN/GARFIELD SCHOOLS (FOR INFORMATION ONLY)

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 16th 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.

3. DOWNTOWN PLANNING UPDATE (FOR INFORMATION ONLY)

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.

4. MISCELLANY (FOR INFORMATION ONLY)

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.

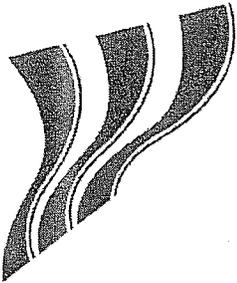
5. There being no further business to come before the Committee, the meeting adjourned at 5:40pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bruce Peterson", written over a horizontal line.

Bruce Peterson, AICP
Director of Planning and Development Services





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

Agenda Item Number: _____ **Meeting**

Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 5, 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: Adopt

Guiding Principle: Minnesota Statute 435.193 - 435.195

Agenda Item: Consideration of Deferred Special Assessments for Senior Citizens or Disabled Persons

Background/Justification:

The City Comprehensive Assessment Policy offers the option to defer special assessments to Senior Citizens and Disabled Persons meeting certain income guidelines. This year's project, the 2012 Street and Other Improvements, received five qualifying applications.

Fiscal Impact: \$11,505.59

Alternatives: Deny Deferments as a Policy Change

Staff Recommendation: Adopt the Resolution Deferring the Five Qualifying Applications.

Preparer: City Clerk-Treasurer

Signature:

RESOLUTION NO. _____

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.

Karen J. Ruiz & Gerald L. Klang
332 Bernard Street SE
Willmar

95-220-0670 \$5,037.75
Section 14, Township 119, Range 35, Block 6
FERRING'S ADDITION TO THE CITY OF WILLMAR
East 75 feet of Lot 6 and East 75 feet of South Half of Lot 5

Corey A. & Melanie J. Pavelko
1404 9th Street SW
Willmar

95-800-0020 \$2,086.40
Section 22, Township 119, Range 35, Lot 2, Block 1
TER WISSCHA'S ADDITION TO THE CITY OF WILLMAR

Carmelina T & Frank H. Johannes
801 5th Street SW
Willmar

95-280-0150 \$1,238.80
Section 15, Township 119, Range 35, Lot 14, Block 1
HANSON'S ADDITION TO WILLMAR

Harold & S Jeanette Strom
1520 9th Street SW
Willmar

95-922-7450 \$1,903.84
Section 22, Township 119, Range 35
Part of East Half of Northwest Quarter, Beginning at a point 33 feet West and 1408 feet South of Northeast Corner, Thence South 73 feet, West 130 feet, North 73 feet, East 130 feet to beginning

Kenneth J Knesting Jr.
814 5th Street SW
Willmar

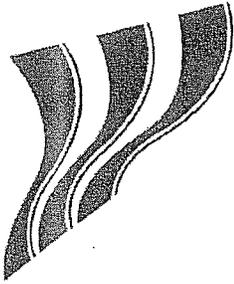
95-090-0440 \$1,238.80
Lot 4
BOOTH'S ADDITION TO WILLMAR
Block D

Dated this 5th day of November, 2012.

Attest:

MAYOR

CITY CLERK-TREASURER



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

Agenda Item Number: _____ **Meeting**

Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 5, 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: Motion to Approve

Guiding Principle: Minnesota Statute 53A.04

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

Background/Justification:

The City is in receipt of an application of Currency Exchange Licenses from Mr. Darrell K. Sunvold, dba. Quick Funds, Inc. and Bennett Ventures, Inc. dba Checks Cashed and Payday Loans.

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.

Fiscal Impact: No Fiscal Impact

Alternatives: Deny Citizens the Hearing Opportunity and Allow Department of Commerce to Act on License

Staff Recommendation: Hold Hearings on November 19, 2012

Preparer: City Clerk-Treasurer

Signature:



MINNESOTA
DEPARTMENT OF
COMMERCE

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

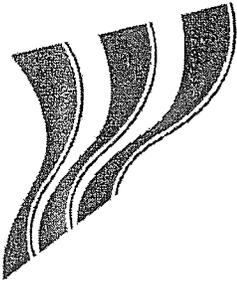
Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of 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.

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,

A handwritten signature in cursive script that reads "Robin H. Brown". The signature is written in black ink and is positioned above the printed name and contact information.

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 5, 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: Introduction of an Ordinance to Rezone from GB/LB to CBD

Guiding Principle: Downtown Plan

Introduction: The downtown plan has 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 introduced for a public hearing on July 2, 2007.

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

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

Signature:

Comments:

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: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____