

**Christianson &
Associates, PLLP CPAs**

302 - 5th Street SW

Willmar, MN 56201

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Fax # 320-235-5962

E-mail: john@christiansoncpa.com

Memo

To: City of Willmar - Ms. Charlene Stevens, City Administrator

From: John O. Christianson

CC:

Date: July 22, 2013

Re: Willmar Design Center - 2014 budget application

Good afternoon Ms Stevens:

I am the treasure for the Willmar Design Center (WDC) and have been tasked with preparing the budget request application for the City of Willmar. Attached is the requested budget application form and a copy of the WDC total budget and also the budget applicable to the City of Willmar funding.

You will notice the funding request has larger than what was received in 2013 when the City funded \$32,000 to the WDC. Our funding request is identical to what was received in 2013 with two exceptions:

1. The WDC is requesting \$25,000 for project services from Treeline - Adam Arvidson, Design consultant. A copy of his proposal is attached. The three projects identified are the logical next three steps in the City plan. These steps include:
 - a. Glacial Lakes State Trail facilitation
 - b. Becker Avenue implementation facilitation
 - c. Selvig Park Schematic Design

The WDC has included this design work in the annual budget as we are willing to assist the City in accomplishing these components of the City plan. If the City desires to contract directly with Adam Arvidson to pursue these projects and remove from the WDC budget, that is an option which is agreeable with the board as well. The main goal is to continue to move forward and make progress on the City plan.

2. The WDC is requesting \$1,500 to send one person to the Main Street National Conference. Several WDC people have attended the conference in past several years and have found it to be very beneficial. This conference represents the progressive cities

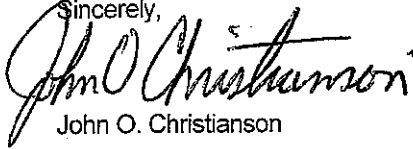
around the country that are impacting change and development in a very positive way. The exchange of ideas and learning how some of the cities are redeveloping, funding, and stimulating growth have been very valuable. This conference has generated ideas that we are deploying at the WDC today.

These two changes have increased what was received in 2013 to the budget request of \$58,500. The board of directors has a desire to strengthen the working relationship with the City administration and the City council members. We are always looking for ways to increase the exchange of information and ideas.

If you have any questions or need additional information, please feel free to contact me at any time.

Thank you for your consideration of this budget.

Sincerely,

A handwritten signature in cursive script that reads "John O. Christianson". The signature is written in dark ink and is positioned above the printed name.

John O. Christianson



WILLMAR

CITY ADMINISTRATOR

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

TO: Civic Organizations

FROM: Charlene Stevens, City Administrator

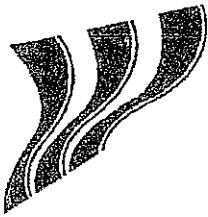
DATE: June 6, 2013

RE: **2014 CITY BUDGET PREPARATION**

.....

The City of Willmar is in the process of preparing its 2014 Budget. Your organization received funds in 2013. If you would like to apply for funding in the coming year, please complete the attached form and return to my office as soon as possible. Please also include audited financial statements for the most recent completed year. Should you have questions or require additional information, feel free to contact me. Thank you.





Willmar
★

Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: 58,500
2. Agency: WILLMAR DESIGN CENTER
3. Program: _____
4. Name, Title, Address, and Phone Number of Contact Person: BEVERLY DOUGHERTY
414 BECKER AVENUE, SW, WILLMAR, MN 56201
EMAIL: BEVERLYDOUGHERTY@GMAIL.COM
5. Agency Mission or Purpose:

"RESTORING THE HEART OF THE CITY"

6.	2011 Total Expenditures:	<u>89,804</u>	2011 City Funding:	<u>43,200</u>
	2012 Total Expenditures:	<u>68,131</u>	2012 City Funding:	<u>25,000</u>
	2013 Total Budget:	<u>60,900</u>	2013 City Request:	<u>32,000</u>
	2014 Proposed Budget:	<u>90,500</u>	2014 City Request:	<u>58,500</u>

(Attach Schedules A and B)

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
State	_____	_____	_____	_____
City	_____	_____	_____	_____
Program Income	_____	_____	_____	_____
Other	_____	_____	_____	_____

**Willmar Design Center
2014 Budget
City of Willmar Application**

Budget form – page 2

8. **Description of Program to be paid for with City Funding:**
Minnesota Main Street 4 Points and 8 Principles, attached. Willmar is a designated City and receives from \$10,000.00 - \$13,000. 00 in Technical Assistance funds through our MMS membership. In 2012-2013, we assisted the City in moving forward the Downtown Plan, revision of downtown ordinances, Parking Assessment, Downtown Gateways and cooperative agreements for the Transportation Grant to extend the Glacial Lakes Trail to Becker and First Street.
9. **Program goals and objectives for the proposed year:**
- A. Continue the cooperative agreements to complete the trail extension all the way to Selvig Park.
 - B. Prioritize Funding search for Becker Avenue redesign.
 - C. Schematic designs of Selvig Park for the influx of bikers that the Trail extension will bring.
 - D. Move forward with Downtown Willmar Food System: design and build 2 greenhouses on leased Food Shelf property, secure property for local food aggregation, value-added processing facility.
 - E. Apply for historic designation for a downtown District.
 - F. Achieve 501(c)3 designation.
 - G. Continue to operate and improve Becker Market.
 - H. Grow Holidaze celebration.
 - I. Completion of 2nd DEED Small Cities Grant.
10. **Measures of program outcomes (What do city taxpayers get for their investment in your program? Include results)**
- A. WDC will continue to follow the Downtown Plan adopted in 2011 to achieve goals determined by community meetings. Parking Assessment findings will be implemented, Downtown Gateways will be funded, work on the Glacial Lakes Trail will bring the Trail to Selvig Park, bike racks will be added at City parks. WDC has obtained \$2 Million dollars for commercial and rental housing renovation to date.
 - B. Apply for 3rd DEED Small Cities Grant.
 - C. Improvement and enforcement of Downtown ordinances.
 - D. Gateways design complete and ready for construction
 - E. \$55,000 grant funding received in 2013; \$60,000 applied for 1st half 2013.
 - F. Projection to receive \$500,000 - \$1,000,000 funding for downtown food system in 2014-2015.
 - G. WDC became an accredited Minnesota Main Street City in 2013.
 - H. WDC raised \$12,950 and expecting an additional \$1,000 for a total of \$13,950 raised to date.

Operating Budget Information - Schedule A

Agency: WILLMAR DESIGN CENTER

	2011 Actual	2012 Actual	2013 Estimate	2014 Proposed	% Change 2013 to 2014
Salaries	33,600	21,600	29,440	29,600	.005%
Benefits					
Office Supplies	1134	1477	1,000	1,000	0%
Printing					
Postage					
Telephone	333	353	360	400	11%
Electricity & Gas					
Rent	5914	1,800	1800	1,800	0%
Building Maintenance					
Insurance	1003	1,100	1100	1,100	0%
Training					
Mileage	1794	- 0 -	0	0	
Subscriptions/Dues			2,000	2,000	0%
Other CITY PROJECTS	39,526	39,234	22,400	50,200	124%
OTHER OPERATING	6500	2,567	2800	4,400	57%
Total	89,804	68,131	60,900	90,500	49%

Schedule of Positions and Salaries - Schedule B

Agency: WILLMAR DESIGN CENTER

Position Title (List each position and its FTE, 1.0 for full time, 0.5 for half time, 0.25 for 1/4 time)	2012 Actual		2013 Current		2014 Proposed	
	% FTE	Amount	% FTE	Amount	% FTE	Amount
PROJECT COORDINATOR	.50	21,600	.50	21,600	.50	21,600
ADMINISTRATION ASSIST	0	- 0 -	.75	7,840	.75	8,000
TOTALS	.50	21,600	.75	29,440	.75	29,600

WILLMAR DESIGN CENTER

Operating Budget - City of Willmar 2014

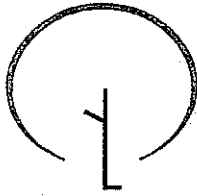
	2013 Budget	2014 Budget
REVENUE:		
City of Willmar	32,000	58,500
Total Revenue	<u>32,000</u>	<u>58,500</u>
EXPENSES:		
City Plan: - Adam Arvidson contract		
Glacial Lakes State Trail		3,500
Becker Avenue Implementation		3,500
Selvig Park Schematic Design		18,000
Total project costs		<u>25,000</u>
Insurance		
Liability Insurance	1,100	1,100
Office Expenses:		
Rent \$150/mos	1,800	1,800
Operating Expenses:		
Project Coordinator Contract	21,600	21,600
Administrative Services	2,400	2,400
Marketing/Advertising	600	600
Main Street National Conference		1,500
Grant Writer Fees	1,600	1,600
Total Office/Operating Costs	<u>29,100</u>	<u>30,600</u>
Total Operating Budget	<u>32,000</u>	<u>58,500</u>

WILLMAR DESIGN CENTER

Operating Budget

2014

	2013 Budget	2014 Budget	Budget Change
Fundraising:			
Fundraising - Becker Market	4,000	4,500	(500.00)
Fundraising - Stakeholders	7,500	10,000	(2,500.00)
Fundraising - Holiday	6,000	5,500	500.00
Bounty of the County	5,000	4,500	500.00
Willmar Blend	-	-	-
General Fundraising	22,500	24,500	(2,000.00)
Designated Funds and Grants			
MN Main Street - Tech Consulting	6,400	7,500	(1,100.00)
	-	-	-
Total Designated Funds and Grants	6,400	7,500	(1,100.00)
Total Fundraising, Designated Funds and Grants	28,900	32,000	(3,100.00)
City of Willmar	32,000	58,500	(26,500.00)
TOTAL REVENUE	<u>60,900</u>	<u>90,500</u>	<u>(29,600.00)</u>
COMMITTEE BUDGETS:			
Fundraising:			
Becker Market	2,500	3,000	(500.00)
Holiday	6,000	5,000	1,000.00
Bounty of the County	4,000	4,500	(500.00)
Willmar Blend	-	-	-
	12,500	12,500	-
Designated Funds and Grants			
MN Main Street - Tech Consulting	6,400	7,500	(1,100.00)
City Plan - Adam Arvidson contract	-	-	-
Glacial Lakes State Trail	-	3,500	(3,500.00)
Becker Avenue Implementation	-	3,500	(3,500.00)
Selvig Park Schematic Design	-	18,000	(18,000.00)
	6,400	25,000	(25,000)
Total Fundraising, Designated Funds and Grants	18,900	45,000	(26,100)
Marketing & Publicity			
Advertising	3,500	5,200	(1,700.00)
Total committee budgets	22,400	50,200	(27,800.00)
OFFICE OPERATING COSTS:			
Insurance			
Liability Insurance	1,100	1,100	-
	1,100	1,100	-
Office Expenses			
Rent (\$150/mo)	1,800	1,800	-
Phone (\$25/mo)	360	400	(40.00)
	2,160	2,200	(40.00)
Operating			
Project Coordinator Contract	21,600	21,600	-
Administrative Services	7,840	8,000	(160.00)
Meetings	1,000	1,000	-
License and Fees	200	300	(100.00)
Office Supplies	1,000	1,000	-
Main Street National Conference	-	1,500	(1,500.00)
Grant Writer Fees	1,600	1,600	-
Memberships	2,000	2,000	-
Total Operating Costs	35,240	37,000	(1,760.00)
TOTAL OPERATING BUDGET	<u>60,900</u>	<u>90,500</u>	<u>\$(29,600.00)</u>



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4348 Nokomis Avenue, Minneapolis, MN 55406
612-968-9298 PHONE 866-859-7593 FAX adam@treeline.biz

7/11/2013

Willmar Design Center Board

Dear WDC Board:

I am pleased to submit this proposal for consulting work in the fiscal year 2013-2014. The projects here are the logical next steps for implementing several long-awaited projects and moving the overall Downtown Plan forward. As always, please contact me if you have any questions on scope, schedule, or fees.

Sincerely,

Adam Arvidson, FASLA, president
Treeline

PROPOSAL: 2013/2014 Willmar Projects

Project 1: Glacial Lakes State Trail Facilitation

\$3,500

- Reconvene the WDC / DNR / City working group, now that a consensus concept has been accepted for the First Street Trail Link
- Work with DNR and a City Council Member to draft, revise, negotiate, and shepherd a cooperative development agreement between the city and DNR for trail implementation
- Convene and attend meetings as necessary
- Prepare graphics, exhibits, estimates, etc., as necessary

Project 2: Becker Avenue Implementation Facilitation

\$3,500

- Revisit funding options for Becker Avenue and strategize the best way to move forward
- Devise a timeline for implementation, with funding sources, construction years, and fundraising goals
- Work with the city, MnDOT, DNR, and other agencies and organizations to envision full funding package and implementation timeline
- Convene and attend meetings as necessary
- Prepare graphics, exhibits, estimates, etc., as necessary

Project 3: Selvig Park Schematic Design

\$18,000

- Develop schematic design for a completely new Selvig Park, to include the existing park land and some or all of the adjacent parking lot.
- Schematic Design drawings shall include:
 - Overall layout of park, including seating, lighting, walls, fountains, and other features
 - A generalized planting plan
 - A generalized grading plan, with spot elevations and any necessary stairs and ramps denoted
 - A preliminary materials palette for all park elements
 - Consideration of the trailhead function of the park
- Schematic design drawings shall be in CAD and can be easily translated into construction drawings with some further refinement
- Facilitation of a public involvement process and an advisory committee to provide input into the design
- (NOTE: this process would be similar to the recent downtown gateways project, though this schematic design will be more final with more detail provided on project elements. It will bring the park closer to construction than the gateways "concept design" process did.)

All estimates include reimbursable expenses.
All projects could be complete by June 2014.



Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: \$20,000.00
2. Agency: Willmar Area Multicultural Business Center
3. Program: Job Creation, Economic Development, Micro-lending
4. Name, Title, Address, and Phone Number of Contact Person: Roberto Valdez
Executive Director tor, 214 4th ST SW, Willmar, (320) 262-3799

5. Agency Mission or Purpose:

Our Mission

Help Establish and promote new and culturally diverse business among the Willmar area through support and training.

Our Vision

To be recognized and accepted at the premier assets building resource in West Central Minnesota for cultural diverse business development and economic stability.

Our Core Values

In pursuit of our mission it is WAM-BC's belief that:

- Inherent entrepreneurial sprit exists in everyone
- Immigrants are risk takers by nature
- The American Dream can still be achieved through hard work and dedication
- Diversity must be respected and valued
- Connecting people to the right resources makes a difference
- Equity can be achieved through economic stability
- Equal opportunity benefits all

In summary, it is our belief that everybody's contribution matters.

6.

2011 Total Expenditures: <u>\$ 132,509.27</u>	2011 City Funding: <u>\$0.00</u>
2012 Total Expenditures: <u>\$ 93,886.57</u>	2012 City Funding: <u>\$0.00</u>
2013 Total Budget: <u>\$ 265,841.21</u>	2013 City Request: <u>\$0.00</u>
2014 Proposed Budget: <u>\$ 231,827.78</u>	2014 City Request: <u>\$20,000.00</u>

(Attach Schedules A and B)

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	<u>\$ 9,400.85</u>	<u>\$ 32,968.31</u>	<u>\$ 68,780.31</u>	
State				<u>\$ 50,000.00</u>
City				
Program Income	<u>\$ 832.47</u>	<u>\$ 13,476.85</u>	<u>\$ 16,512.00</u>	<u>\$ 22,000.00</u>
Other	<u>\$ 701.76</u>	<u>\$ 110,220.89</u>	<u>\$ 75,000.00</u>	<u>\$ 75,000.00</u>

Operating Budget Information - Schedule A

Agency: Willmar Area Multicultural Business Center

	2011 Actual	2012 Actual	2013 Estimate	2014 Proposed	% Change 2013 to 2014
Salaries	\$ 47,153.00	\$ 59,153.00	\$ 83,153.00	\$ 133,817.00	62.14%
Benefits	\$ 13,725.00	\$ 13,725.00	\$ 13,725.00	\$ 24,412.00	56.22%
Office Supplies	\$ 1,130.78	\$ 2,090.63	\$ 2,285.11	\$ 2,325.12	1.72%
Printing	\$ 680.34	\$ 594.23	\$ 510.33	\$ 496.55	-2.78%
Postage					
Telephone	\$ 4,348.48	\$ 3,855.60	\$ 3,942.15	\$ 4,001.23	1.48%
Electricity & Gas	\$ 7,261.66	\$ 10,540.96	\$ 11,220.18	\$ 12,008.60	6.57%
Rent	\$ 18,536.33	\$ 15,000.00	\$ 15,600.00	\$ 16,200.00	3.71%
Building Maintenance	\$ 442.21	\$ 275.00	\$ 301.21	\$ 293.56	-2.61%
Insurance	\$ 3,486.86	\$ 1,609.48	\$ 3,458.23	\$ 3,652.02	5.31%
Training	\$ 9,224.06	\$ 11,058.18	12,624.22	\$ 12,865.25	1.88%
Mileage	\$ 682.73	\$ 6.00	\$ 408.85	\$ 393.54	-3.89%
Subscriptions/Dues	\$ 350.00	\$ 400.00	\$ 350.00	\$ 350.00	0.00%
Other					
Total	\$ 107,021.45	\$ 118,308.08	\$ 134,954.06	\$ 210,814.87	

**WILLMAR AREA MULTICULTURAL MARKET
(A NON-PROFIT CHARITABLE CORPORATION)**

FINANCIAL STATEMENTS

Year Ended December 31, 2009

JAMES M. RUFF, INC.
Certified Public Accountant and Consultants
Willmar, Minnesota

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**JAMES M.
RUFF, INC.**

CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS

American Institute
of Certified Public
Accountants

Minnesota Society
of Certified Public
Accountants

INDEPENDENT AUDITOR'S REPORT

To The Board of Directors
Willmar Area Multicultural Market
Willmar, Minnesota

We have audited the accompanying statement of financial position of Willmar Area Multicultural Market (a nonprofit charitable corporation) as of December 31, 2009, and the related statements of activities, cash flows, and functional expenses for the year then ended. These financial statements are the responsibility of the management of Willmar Area Multicultural Market. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Willmar Area Multicultural Market as of December 31, 2009, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

James M. Ruff, Inc.

JAMES M. RUFF, INC.

June 24, 2010

WILLMAR AREA MULTICULTURAL MARKET
STATEMENT OF FINANCIAL POSITION
December 31, 2009

	<u>2009</u>
ASSETS	
CURRENT ASSETS	
Cash and cash equivalents	\$ 43,817
Accounts receivable, net of \$0 allowance for bad debt	<u>3,333</u>
TOTAL CURRENT ASSETS	<u>47,150</u>
PROPERTY AND EQUIPMENT, at cost	
Equipment and leasehold improvements - community kitchen	28,914
Less: Accumulated Depreciation	<u>(2,065)</u>
TOTAL PROPERTY AND EQUIPMENT	<u>26,849</u>
TOTAL ASSETS	<u><u>\$ 73,999</u></u>
LIABILITIES AND NET ASSETS	
CURRENT LIABILITIES	
Accounts Payable	\$ 440
TOTAL CURRENT LIABILITIES	<u>440</u>
NET ASSETS	
Unrestricted net assets	
Operations	46,710
Fixed assets	<u>26,849</u>
	<u>73,559</u>
Temporarily restricted net assets	
TOTAL NET ASSETS	<u><u>73,559</u></u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 73,999</u></u>

The accompanying notes are an integral part of these financial statements.

WILLMAR AREA MULTICULTURAL MARKET
STATEMENT OF ACTIVITIES
Year Ended December 31, 2009

	2009		
	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUE			
Contributions in Cash	\$ 250	\$ -	\$ 250
Contributions - Non-Cash	-	-	-
Grants - NW Area Foundation	-	85,000	85,000
Grants - LEDC	-	10,000	10,000
Cinco de Mayo - vendors and sales	7,091	-	7,091
Cinco de Mayo - cash contribution	7,471	-	7,471
Reimbursements	-	-	-
Interest Income	39	-	39
Other Designated Donations	-	-	-
Satisfaction of Purpose Restrictions	95,000	(95,000)	-
Total Support, Revenues, and Gains	109,851	-	109,851
EXPENSES			
Program services	73,162	-	73,162
Support services - General & Administrative	13,744	-	13,744
Fundraising services	-	-	-
Total Expenses	86,906	-	86,906
CHANGE IN NET ASSETS	22,947	-	22,947
NET ASSETS, Beginning of year	50,612	-	50,612
NET ASSETS, End of year	\$ 73,559	\$ -	\$ 73,559

The accompanying notes are an integral part of these financial statements.

**- WILLMAR AREA MULTICULTURAL MARKET
STATEMENT OF CASH FLOWS
Year Ended December 31, 2009**

	<u>2009</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 22,947
Adjustments to reconcile change in net assets to cash flows:	
Non-cash long-term items:	
Depreciation	2,065
Non-Cash Donations	
Changes in components of working capital:	
(Increase) decrease in current assets:	
Accounts receivable	33,992
Prepaid expenses	
Increase (decrease) in current liabilities:	
Accounts payable and payroll liabilities	<u>(7,028)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>51,976</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of property and equipment	<u>(28,914)</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(28,914)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>23,062</u>
CASH AND CASH EQUIVALENTS	
Beginning of year	<u>20,755</u>
End of year	<u><u>\$ 43,817</u></u>
SUPPLEMENTAL DISCLOSURES	
Interest expense paid in cash	<u>\$ -</u>
Income taxes paid in cash	<u><u>\$ -</u></u>

The accompanying notes are an integral part of these financial statements.

WILLMAR AREA MULTICULTURAL MARKET
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended December 31, 2009

	December 31, 2009			
	Program Services	General & Administrative	Fundraising	Total
FUNCTIONAL EXPENSES				
Payroll Expense	\$ 42,391	\$ -	\$ -	\$ 42,391
Admin. Salary Expense	1,481	-	-	1,481
Vehicle Expense	-	-	-	-
Staff Expenses	-	-	-	-
Repairs and Maintenance	185	-	-	185
Depreciation	2,065	-	-	2,065
Rents	11,650	-	-	11,650
Telephone & Internet	-	3,749	-	3,749
Utilities	1,218	411	-	1,629
Professional Fees	-	2,807	-	2,807
Programs and Services	624	-	-	624
Supplies	-	210	-	210
Office Supplies & Expense	-	2,106	-	2,106
Travel Expense	-	3,455	-	3,455
Advertising	-	638	-	638
Community Kitchen	-	-	-	-
Cinco De Mayo	13,548	-	-	13,548
Bank Charges	-	123	-	123
Miscellaneous - Uncategorized	-	245	-	245
TOTAL EXPENSES	\$ 73,162	\$ 13,744	\$ -	\$ 86,906

The accompanying notes are an integral part of these financial statements.

WILLMAR AREA MULTICULTURAL MARKET
NOTES TO FINANCIAL STATEMENTS
December 31, 2009

NOTE A: NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities – Willmar Area Multicultural Market (WAMM) is a non-profit corporation recognized by the Internal Revenue Service as a 501(c)(3) charity. Its mission is to create an entrepreneurial training ground to encourage and grow entrepreneurial activity among minority cultures, and at the same time provide goods and services to meet the needs and wants of our culturally diverse population. The organization supports Latino's in the community, has developed a community commercial kitchen, and mentors minority owned businesses.

Accounting Method – The Organization uses the accrual basis method of accounting for financial reporting purposes. The accrual method records income as earned and expenses as incurred.

Basis of Presentation – Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Accounting Standards (SFAS) No. 117, *Financial Statements of Not-For-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. A description of the three net asset categories follows:

- **Unrestricted.** Net assets that are not subject to donor-imposed restrictions. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors.
- **Temporarily Restricted.** Net assets whose use by the Organization is subject to donor-imposed restrictions that can be fulfilled by actions of the Organization pursuant to those restrictions or that expire by the passage of time.
- **Permanently Restricted.** Net assets subject to donor-imposed restrictions that they be maintained permanently by the Organization.

Promises to Give – Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Organization uses the allowance method to determine uncollectible promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Contributed Services – No amounts have been reflected in the financial statements for donated services. The Organization generally pays for services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization in fulfilling its mission, but these services do not meet the criteria for recognition as contributed services.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

WILLMAR AREA MULTICULTURAL MARKET
NOTES TO FINANCIAL STATEMENTS
December 31, 2009

NOTE A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents - Cash equivalents are defined as cash and cash investments with a maturity of three months or less when acquired by the Organization.

Accounts Receivable and Allowances for Doubtful Accounts - Accounts receivable are stated at amounts management expects to collect on balances outstanding at year end. Revenues are recognized as earned when services are provided under the various contracts and agreements. The Organization uses its historical collection experience and reviews the status of accounts receivable at year-end in computing its allowance for doubtful accounts. At December 31, 2009, the allowance for doubtful accounts was \$0.

Property and Equipment - Purchased property and equipment are recorded at acquisition cost. Depreciation is determined based upon straight-line and accelerated methods over the estimated useful lives of the assets as follows:

	<u>Years</u>
Equipment & Furniture	7
Leasehold Improvements	7

Depreciation expense for the year ended December 31, 2009 was \$2,065.

Expenditures for maintenance and repairs are charged to expense as incurred, whereas expenditures for renewals and betterments are capitalized. The organizations policy is to capitalize property and equipment additions over \$500. When an asset is sold or otherwise disposed of, the related cost and accumulated depreciation are removed from the respective accounts and any gain or loss is recognized in earnings.

Income Taxes - Willmar Area Multicultural Market is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible charitable contributions as provided in Section 170(b)(1)(A)(vi).

Functional Expenses - The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Advertising - The organization expenses all advertising costs as they are incurred. Advertising expense was \$638 for 2009.

NOTE B: CONCENTRATIONS OF CREDIT RISK

Financial instruments that potentially subject the Organization to concentrations of credit risk consist of grant and trade receivables, and cash in banks. Receivables are generated in the normal course of business, including the extension of credit.

The Organization places its cash balances at two financial institutions. These institutions are insured by the Federal Deposit Insurance Corporation up to \$250,000 per bank for funds on deposit.

WILLMAR AREA MULTICULTURAL MARKET
NOTES TO FINANCIAL STATEMENTS
December 31, 2009

NOTE C: DONATED SUPPLIES, MATERIALS, AND SERVICES

Throughout the year the Organization may receive donations of supplies, materials and services. These donations are utilized in the various programs of WAMM. Although important to the success of WAMM, the Organization does not maintain a record of the individuals making these donations or the corresponding fair market value of the donations.

NOTE D: DESCRIPTION OF LEASING ARRANGEMENTS

Commercial Kitchen Lease. - Lease commencing August 2009 and terminating April 30, 2010, requiring nine monthly payments of \$800. The lease can be extended for two years at \$1,200 per month, and an additional three years with a 3.5% increase per year.

Office Lease - Lease commencing September 2009 and terminating April 30, 2010, requiring eight monthly payments of \$250. The lease can be extended for two years at \$400.00 per month, and an additional three years with a 3.5% increase per year.

The Organization is responsible for utilities, general operating repairs, and maintenance of the leased premises. These leases may be terminated within 60 days if lack of ongoing funding or financial instability exists.

NOTE E: EVALUATION OF SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through June 24, 2010, the date the financial statements were available to be issued.



**JAMES M.
RUFF, INC.**

CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS

American Institute
of Certified Public
Accountants

Minnesota Society
of Certified Public
Accountants

June 4, 2010

Board of Directors
Willmar Area Multicultural Market

We are engaged to audit the financial statements of Willmar Area Multicultural Market for the year ended December 31, 2009. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 3, 2010, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors; (2) fraudulent financial reporting; (3) misappropriation of assets; or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the Organization. We will communicate our significant findings at the conclusion of the audit.

We expect to begin our audit on approximately June 7, 2010 and issue our report on approximately June 30, 2010.

This information is intended solely for the use of the Board of Directors and management of Willmar Area Multicultural Market and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

James M. Ruff, Inc.
James M. Ruff, Inc.

◆ Accounting & Auditing ◆ Tax Planning & Preparation ◆ Retirement, Financial, & Estate Planning ◆

◆ QuickBooks & Peachtree Support ◆ Payroll & Employee Benefits ◆ Agribusiness & Farm ◆ Business Consulting ◆

◆ P.O. Box 1056 ◆ 2015 1st Street S. ◆ Willmar, Minnesota 56201 ◆ Phone: (320) 235-1002 ◆ Fax: (320) 235-3809 ◆



**JAMES M.
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CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS

**American Institute
of Certified Public
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**Minnesota Society
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Accountants**

June 28, 2010

Board of Directors
Willmar Area Multicultural Market

We have audited the financial statements of Willmar Area Multicultural Market for the year ended December 31, 2009, and have issued our report thereon dated June 24, 2010. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and OMB Circular A-133), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 4, 2010. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Willmar Area Multicultural Market are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2009. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was (were):

Management's estimate of the reserve for bad debts and depreciable lives of equipment are based on management's opinion as to collect ability of outstanding receivable and the useful lives of equipment and leasehold improvements. We evaluated the key factors and assumptions used to develop the bad debt reserve and depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was (were):

The disclosure of accounting policies in Note A to the financial statements.

◆ Accounting & Auditing ◆ Tax Planning & Preparation ◆ Retirement, Financial, & Estate Planning ◆

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Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 24, 2010.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

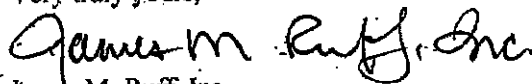
Other Audit Finding or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

This information is intended solely for the use of the Board of Directors and management of Willmar Area Multicultural Market and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,


James M. Ruff, Inc.



**JAMES M.
RUFF, INC.**

CERTIFIED PUBLIC ACCOUNTANT & CONSULTANTS

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Accountants**

To the Board of Directors
Willmar Area Multicultural Market

In planning and performing our audit of the financial statements of Willmar Area Multicultural Market (WAMM) as of and for the year ended December 31, 2009, in accordance with auditing standards generally accepted in the United States of America, we considered WAMM's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we did note areas in which internal control may be improved as discussed in the following memorandum.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

James M. Ruff, Inc.

James M. Ruff, Inc.
Willmar, MN
June 24, 2010

◆ Accounting & Auditing ◆ Tax Planning & Preparation ◆ Retirement, Financial, & Estate Planning ◆
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**WILLMAR AREA MULTICULTURAL MARKET
MEMORANDUM REGARDING STRENGTHENING INTERNAL CONTROL
DECEMBER 31, 2009**

Condition:

Lack of segregation of duties for accounting function.

Context:

The Organization has a single bookkeeper responsible for handling all receipt, disbursements, and bank reconciliations. Errors and irregularities could occur without notice.

Recommendation:

Bank reconciliations be performed by other individuals or a member of the Board of Directors or reviewed and approved monthly by someone other than the fiscal manager.

Board minutes should acknowledge and approve paid bills for the period as well as the balance sheet and statement of revenues and expenses for the period.

Checks and disbursements should utilize two party signatures with an additional signature coming from a member of management or the Board.

Condition:

Missing authorizations and Board approval for significant actions.

Context:

Several monthly minutes were either missing or otherwise not available for review. Board responsibilities, meetings and actions thereof should be documented.

Recommendation:

Board meetings should be documented affirming and approving prior minutes of meetings, review and approval of financials and paid bills, and identify the voting and passage of significant actions such as contracts, leases, and major expenditures.

Condition:

Timeliness of accounting data.

Context:

It was noted that bank reconciliations were not complete and that certain disbursements were posted into the accounting software at a time different than when written.

Recommendation:

Bank reconciliations should be performed monthly, disbursements should be recorded in the same period as the check is written. The Organization should consider laser checks vs. handwritten checks which will record the accounting data contemporaneously with the processing of the cash disbursement.

**WILLMAR AREA MULTICULTURAL MARKET
MEMORANDUM REGARDING STRENGTHENING INTERNAL CONTROL
DECEMBER 31, 2009**

Condition:

Conflict of interest and related party transactions.

Context:

The Organization has acquired non-employee services from an employee.

Recommendation:

All business or financial activities with members of the board, employees, volunteers or other advisors should be documented within the Board minutes, noting the abstention from voting if the activity relates to a member of management or the Board of Directors.

8. Description of Program proposed to be paid for with City Funding:

Funding from the City of Willmar will assist us in building on the current momentum that has been gained through the Community Economic Development (CED) program under the Department of Health and Human Service (HHS) which has allowed us to invest in minority owned business gain financial capability to plan for, and accomplish, their long-term financial goals. This has created a solid tax base for the City of Willmar and astonishing success rate for minority owned businesses of 76%, compared to the national rate of failure of all small businesses in the U.S. of more than 80%.

City of Willmar funding will assist WAM-BC leverage additional state and federal funding opportunities to continue to provide programming in the City of Willmar. WAM-BC offers Economic Development strategies to assist minority-owned businesses and entrepreneurs. Services are provided through individual consultation and group workshop curriculum in both English and Spanish and other languages. Our focus areas of service include: access to capital, business assessment, business planning, financial projections and contingency planning. Through the use of our on-site incubator kitchen, WAM-BC trains and certifies aspiring caterers and restaurant entrepreneurs. WAM-BC also manages a microloan program to assist business with job creation and formalization.

Since WAM-BC has a vested interest in assuring that minority businesses in Willmar remain at the forefront of innovation and act as a model of success for others, WAM-BC will assure that all businesses being funded are located within the City of Willmar and contribute to a healthy community. WAM-BC will encourage member business to actively pursue a civic and social commitment in the community serve.

9. Program Goals and Objectives for the proposed year (specific and measurable):

Program's Goals:

WAM-BC seeks this funding because low-income minorities have a pressing need for economic opportunities and jobs, as well as a supportive and structured method of connecting to these economic opportunities. City of Willmar funds would be invested: 1) to provide Technical Assistance to low-income minority owned businesses and innovative entrepreneurs to increase opportunities and jobs in rural Minnesota.

WAM-BC core goal is to increase organizational capacity to continue to build on the current momentum that has been gained through the Community Economic Development (CED) program under the Department of Health and Human Service (HHS) which has allowed us to invest in minority owned businesses gain financial capability to plan for, and accomplish, their long-term financial goals.

City of Willmar funds will have a direct impact on program overall goals of assisting minority owned businesses expand and hire a total of 5-10 full-time employees. These positions will be important steps for people hoping to advance in the job market, a launching point from which to take advantage of wage growth opportunities to help families meet their basic needs.

Objectives to meet goals:

- Offer 1,800 hours of direct technical assistance to new and existing underserved businesses in the City of Willmar during the funding period.
- Administer 2 Microloan for qualified applicants in the City of Willmar.
- Promote the expansion of 5 new and existing businesses which will result in a minimum of 5-10 jobs created for low-income individuals.

10. Measures of Program Outcomes (What do City Taxpayers get for their investment in your program? Includes results 2012 operations and projections for 2013 and 2014.)

The taxpaying citizens of Willmar will be investing in fellow community members by supporting WAM-BC's mission to help establish and promote new and culturally diverse businesses among the Willmar area through support and training. In 2012 alone WAM-BC provided four \$10,000 loans and created 26 full-time jobs. These loans were packaged with over 400 hours of direct technical assistance to each loan recipient. Along with successful job creation, WAM-BC's technical assistance has developed 7 corporations, 4 new business expansion, increased sales revenues to surpass sales projections, and captured new markets through intensive implementation of marketing strategies.

Program Outcomes:

- Willmar community will foster entrepreneurs and new minority business growth
- Expand job creation and retention.
- Minority workers possess the skills needed for "living wage" employment.
- Broader inclusion
- Willmar will increase awareness and understanding of diverse assets.
- Community leadership reflects community demographics.
- All community members experience the Willmar community as welcoming.
- The Willmar community will actively engage and capitalize on diversity.
- Educational attainment
- Achievement gaps reduced.
- More constructive, informed engagement between school systems and communities.

Program Indicators to evaluate the program's effectiveness:

- Offer 1,800 hours of direct technical assistance to new and existing underserved businesses in the City of Willmar during the funding period.
- Administer 2 Microloan for qualified applicants in the City of Willmar.
- Promote the expansion of 5 new and existing businesses which will result in a minimum of 5-10 jobs created for low-income individuals.
- Continue to establish strong partnerships at the local, state, and national level so WAM-BC is able to carry out desired outcome of viewing diversity as an impactful community asset.

Year	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100																																																																																																																																																																																												
Population (millions)	5.3	5.4	5.5	5.6	5.7	5.8	5.9	6.0	6.1	6.2	6.3	6.4	6.5	6.6	6.7	6.8	6.9	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.0	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	9.0	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8	9.9	10.0	10.1	10.2	10.3	10.4	10.5	10.6	10.7	10.8	10.9	11.0	11.1	11.2	11.3	11.4	11.5	11.6	11.7	11.8	11.9	12.0	12.1	12.2	12.3	12.4	12.5	12.6	12.7	12.8	12.9	13.0	13.1	13.2	13.3	13.4	13.5	13.6	13.7	13.8	13.9	14.0	14.1	14.2	14.3	14.4	14.5	14.6	14.7	14.8	14.9	15.0	15.1	15.2	15.3	15.4	15.5	15.6	15.7	15.8	15.9	16.0	16.1	16.2	16.3	16.4	16.5	16.6	16.7	16.8	16.9	17.0	17.1	17.2	17.3	17.4	17.5	17.6	17.7	17.8	17.9	18.0	18.1	18.2	18.3	18.4	18.5	18.6	18.7	18.8	18.9	19.0	19.1	19.2	19.3	19.4	19.5	19.6	19.7	19.8	19.9	20.0	20.1	20.2	20.3	20.4	20.5	20.6	20.7	20.8	20.9	21.0	21.1	21.2	21.3	21.4	21.5	21.6	21.7	21.8	21.9	22.0	22.1	22.2	22.3	22.4	22.5	22.6	22.7	22.8	22.9	23.0	23.1	23.2	23.3	23.4	23.5	23.6	23.7	23.8	23.9	24.0	24.1	24.2	24.3	24.4	24.5	24.6	24.7	24.8	24.9	25.0	25.1	25.2	25.3	25.4	25.5	25.6	25.7	25.8	25.9	26.0	26.1	26.2	26.3	26.4	26.5	26.6	26.7	26.8	26.9	27.0	27.1	27.2	27.3	27.4	27.5	27.6	27.7	27.8	27.9	28.0	28.1	28.2	28.3	28.4	28.5	28.6	28.7	28.8	28.9	29.0	29.1	29.2	29.3	29.4	29.5	29.6	29.7	29.8	29.9	30.0	30.1	30.2	30.3	30.4	30.5	30.6	30.7	30.8	30.9	31.0	31.1	31.2	31.3	31.4	31.5	31.6	31.7	31.8	31.9	32.0	32.1	32.2	32.3	32.4	32.5	32.6	32.7	32.8	32.9	33.0	33.1	33.2	33.3	33.4	33.5	33.6	33.7	33.8	33.9	34.0	34.1	34.2	34.3	34.4	34.5	34.6	34.7	34.8	34.9	35.0	35.1

Agency: Willmar Area Multicultural Business Center

Position Title (List each position and its FTE, 1.0 for full time, 0.5 for half time, 0.25 for 1/4 time)	2012 Actual		2013 Current		2014 Proposed	
	% FTE	Amount	% FTE	Amount	% FTE	Amount
Executive Director	1	\$ 47,153	1	\$ 47,153.00	1	\$ 47,153.00
Contract Business Consultant	0.5	\$ 24,000	0.75	\$ 36,000.00	1	\$ 43,332.00
Admin Assistant					0.25	\$ 13,065.00
TOTALS		\$ 71,153		\$ 83,153		\$ 103,550



Willmar



Application For City of Willmar Funding In 2014

Due Date: June 24, 2013

1. Total 2014 Request: \$21,000.00
2. Agency: West Central Integration Collaborative
3. Program: Cultural Competency
4. Name, Title, Address, and Phone Number of Contact Person: Idalia "Charly" Leuze
Executive Director, 611 5th Street SW; Willmar, MN 56201

5. Agency Mission or Purpose:

The WCIC is a multicultural, multidisciplinary Collaborative that works within the spheres of education, health, and business. It focuses on promoting the development of multicultural and culturally sensitive school and community projects. It also centers on the promotion of cultural integration in the education, health, and business systems, for the betterment of the community.

- | | | | |
|-----------------------------|-----------------------|--------------------|--------------------|
| 6. 2011 Total Expenditures: | <u>\$1,253,407.21</u> | 2011 City Funding: | <u>\$42,000.00</u> |
| 2012 Total Expenditures: | <u>\$1,241,774.98</u> | 2012 City Funding: | <u>\$42,000.00</u> |
| 2013 Total Budget: | <u>\$1,244,303.09</u> | 2013 City Request: | <u>\$21,000.00</u> |
| 2014 Proposed Budget: | <u>\$1,365,779.00</u> | 2014 City Request: | <u>\$21,000.00</u> |

(Attach Schedules A and B)

7. List and identify all other sources of funding for each year:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Federal	<u> </u>	<u> </u>	<u> </u>	<u> </u>
State	<u>\$1,253,407</u>	<u>\$1,241,774</u>	<u>\$1,244,303</u>	<u>\$1,365,779.</u>
City	<u>\$42,000</u>	<u>\$42,000</u>	<u>\$21,000</u>	<u>\$21,000</u>
Program Income	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>

OUTCOME FORM**Attachment 1****NEED:** Language and Communication Services

East African refugees and new Latino immigrants report a need for increased clear understanding of City of Willmar services. Language and effective communication services are essential so that all of Willmar citizens are fully aware of its services and resources.

OUTCOME: # 1

West Central Integration Collaborative will provide translation and interpretation services to City of Willmar departments and will be a resource for new immigrants and City of Willmar staff.

OUTCOME MEASURE: # 1.1

100 new residents will demonstrate the ability to independently find and locate essential city services.

OUTCOME MEASURE: # 1.2

West Central Integration Collaborative will reach at least 100 new immigrants with City of Willmar information in 2014;

ACTION STEPS	COMPLETION DATE
1. Translate documents such as City Ordinances, Tax information, and assist with Utility issues, new immigrants and/or non-English speakers.	January 2014 to December 31, 2014
2. Provide 50 hours of one-on-one oral communications with new immigrants and/or non-English speaking residents.	Jan. 2014 and on-going
3. WCIC will track new immigrants/refugees assisted for the City of Willmar reports.	Jan. 2014 and on-going

West Central Integration Collaborative 2014

8. Description of Program proposed to be paid for with City funding: Cultural Competency Services

WCIC proposes to partner with the City of Willmar to effectively communicate with new and existing immigrant population as well as Non-English speakers regarding City of Willmar services.

WCIC has the capacity to provide language translations both oral and written to various minority populations in the City of Willmar. WCIC will be a resource for city department staff so that effective communication can take place with non-English speaking populations.

9. Program Goals and Objectives for the proposed year (specific and measureable):

See Outcome Form 1 and 2

10. Measure of Program Outcomes: (What do city taxpayers get for their investment in your program? Include results from 2012, 2013 operations.

WCIC provided interpretation sessions of 20 hours to respective City of Willmar residents who received letter from City Offices concerning the followings:

Street Assessments, neighborhood meetings, Permits from the Engineering and assessment departments, request from the City concerning garbage removal and lawn care, up to code requirement letters, and building permits.

WCIC provided written translations in the amount of 100 hours from various City of Willmar Departments, Fire, Police, etc.

The two most requested language services are Spanish and Somali and soon Karen (language of Burmese people from Burma).

OUTCOME FORM**Attachment 2****NEED:** Cultural Competency Services

West Central Integration Collaborative is the resource for newcomers in the City of Willmar for minority populations. City staff contact WCIC as the minority resource agency when the city is in need of gathering minority people for various community events, focus groups, leadership trainings, etc.

OUTCOME: # 2

West Central Integration Collaborative will provide the City of Willmar with assistance to arrange focus groups, distribute community event information to respective minority communities.

OUTCOME MEASURE: # 2.1

WCIC will assist City of Willmar with the recruitment of minority residents to participate in (3 or 4) major community events and/or initiatives. (Blandin Leadership recruitment, city commissions, committees)

OUTCOME MEASURE: # 2.2

West Central Integration Collaborative will reach at least 50 minority persons of minority identity to participate in matters that pertain to the City of Willmar commissions, committees, and boards.

ACTION STEPS	COMPLETION DATE
1. Continue to grow the Latino Service Providers Network list and share City of Willmar information with those members.	January 2014 to December 31, 2014
2. Provide 40 hours of recruitment time, this includes phone calls, one to one communication with potential committee members to address the needs of minority representation of committees.	Jan. 2014 and on-going
3. WCIC will track minority member representation on City of Willmar commissions, committees, etc.	Jan. 2014 and on-going

Schedule of Position and Salaries - Schedule B (2010-2011 Actual)

Agency: West Central Integration Collaborative

Last Name	First Name	Position	Daily Rate (\$)	Salary (\$)	Total Benefits (\$)	Total Salary and Benefits (\$)	Total Time (Days)	%
Campbell	Lieann	FLES Teacher	\$206.10	\$39,995	\$18,054	\$58,049	195	1.0
Fernandez	Kathryn	FLES Teacher	\$228.26	\$22,826	\$3,191	\$26,017	100	0.5
Hagstrom	Shane	Cultural Teacher	\$228.26	\$41,087	\$14,111	\$55,197	180	1
Hollen	Rhonda	FLES Teacher	\$224.40	\$25,808	\$3,608	\$29,414	115	0.5
Obregon	Erika	FLES Teacher	\$235.98	\$23,598	\$10,543	\$34,141	100	0.5
Obregon	Erika	Fles Coordinator	\$235.98	\$23,598	\$10,543	\$34,141	100	0.5
Svoboda Ojeda	Christina	FLES Teacher	\$197.38	\$24,475	\$3,422	\$27,897	124	0.68
Valdez	Kristen	FLES Teacher	\$201.24	\$37,632	\$11,616	\$49,248	187	1
Last Name	First Name	Position	Daily Rate (\$)	Salary (\$)	Total Benefits (\$)	Total Salary and Benefits (\$)	Total Time (Days)	%
Canto de Miley	Sary	Interpreter/Translator	\$15.54	\$16,224	\$2,532	\$18,755	1044	0.5
Dylla	Brenda	School Success Coordinator	\$18.84	\$39,338	\$16,897	\$56,235	8	261
Estrada	Laura	Interpreter/Translator	\$15.14	\$15,806	\$2,467	\$18,273	1044	0.5
Hassan	Mohamed	School Success Coordinator	\$17.34	\$36,208	\$10,826	\$46,832	8	261
Kelly	Leslie	Integration Coordinator	\$19.44	\$40,591	\$7,343	\$47,934	8	261
Lara	Jill	School Success Coordinator	\$18.74	\$23,034	\$3,584	\$26,628	8	172
Oehlars	Jeanette	School Success Coordinator	\$17.84	\$37,459	\$11,626	\$49,084	8	261
Olow	Abdullahi	School Success Coordinator	\$16.44	\$31,581	\$9,888	\$41,469	7.36	261
Saulsbury	Jacklyn	Administrative Assistant	\$14.48	\$7,569	\$1,180	\$8,738	2	261
Smith	Denise	School Success Coordinator	\$20.64	\$43,066	\$18,297	\$61,363	8	261
Valdez	Roberto	WAMM Coordinator	\$21.84	\$45,602	\$12,924	\$58,526	8	261
Vega	Pablo	School Success Coordinator	\$17.84	\$37,459	\$16,588	\$54,056	8	261
Anshur	Abdrahaman	Bilingual Paraprofessional	\$12.32	\$18,061	\$8,943	\$27,004	8	183
Bross	Elsa	Bilingual Paraprofessional	\$12.32	\$6,468	\$1,009	\$7,477	3	175
Ibrahim	Fathiyo	Bilingual Paraprofessional	\$12.32	\$7,417	\$1,167	\$8,574	3.5	172
Ramirez	Erika	Bilingual Paraprofessional	\$12.32	\$12,936	\$2,019	\$14,955	6	175
Shafat	Mohamed	Bilingual Paraprofessional	\$12.32	\$7,848	\$1,225	\$9,072	3.5	182
Last Name	First Name	Position	Annualized Salary (\$)	Total Benefits (\$)	Total Salary and Benefits (\$)	Total Time (Days)	%	
Leuze	Idalla	PROG SPEC (W/PERA)	\$65,255	\$12,424	\$77,679	1	0.75	
Marquez	Rebecca	PROG SPEC (W/PERA)	\$59,766	\$44,824	\$66,141	0.75		



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

Agenda Item Number: 4

Meeting Date:

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date:

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Airport

Agenda Item: Re-appropriation Capital of funds (from 230.43430.0554 to 230.43430.0446) for contracted professional services.

Recommended Action: To re-appropriate funds for contracted professional services for maintenance and operation contract from unspent capital dollars in the amount of \$50,000 (2013 tiling improvements can be supported from previous year's unspent capital funds).

Background/Summary: The maintenance and operations contract with Eric's Aviation was approved by Council in December of 2012 (see attached resolution) however the professional services line item was not increased to the approved contract as the budget had already been adopted. The funds are being moved from the airport capital improvements as there are funds reserved from previous years for the monies designated for drainage improvements.

Alternatives: N/A

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

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

Signature:

Comments:

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee reviewed future agenda items including the Western Interceptor Final Budget, updated 1995 Contribution Policy, and LELS 2012 Budget Amendment. This matter was for information only.

The Finance Committee Report for November 26, 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.

The Public Works/Safety Committee Report for November 27, 2012, was presented to the Mayor and Council by Council Member Reese. There were five items for Council consideration.

Item No. 1 Planning and Development Services Director Peterson presented a scope of work from Donohue and Associates for additional consulting services for the Western Interceptor. The original agreement with the consulting engineer did not include construction management services for the storm sewer work that was bid as an alternate. The scope of services includes an additional fee of \$17,060.00 for this task. Staff recommended entering into a contract amendment with Donohue and Associates to perform construction management services on the alternate bid.

The Committee was recommending the City enter into a contract amendment with Donohue and Associates in the amount of \$17,060.00 and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Fagerlie, 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 Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Donohue and Associates for the Western Interceptor. The amendment increases the not-to-exceed figure for the contract approved on December 19, 2011 by \$17,060.00.

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Staff was directed by the Council to pursue RFP's for Airport Operations Supervisor at the municipal airport. This contract would be separate from the responsibilities of the Fixed Based Operator. Two parties responded and both were interviewed. After further consideration and follow-up, it was narrowed to one entity proposing to perform the tasks for \$76,000 a year. It was noted that current janitorial work the City pays \$6,000 per year for would be included in this proposal, along with all the mowing that is currently done by the Public Works Department. It was staff's recommendation to approve the proposal of Eric's Aviation Services for a term of two years.

It was noted that the work performed under this contract would be eligible for State reimbursement. Following discussion, the Committee was recommending the Council enter into a two-

*City Council Minutes
December 3, 2012
Budget Amendment?*

year Airport Operations Supervisor contract with Eric's Aviation Service Inc. as presented and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Fagerlie, 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 on-site airport management and maintenance for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain Eric's Aviation Services, Inc. for a not to exceed amount of \$76,000.00 annually for two years for said services;

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

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Loren Engelby, Kandiyohi County Ditch Manager, addressed the Committee concerning the upcoming hearing for redetermination of ditch benefits. It is at this time that the City may choose to take over the responsibility of that portion of the County Ditch 23 system within City limits. The City is currently charged at a rate of 52% of the costs for ditch maintenance within the overall system. If the City were to take over responsibility of the ditch outlined on the map, it is estimated the City's rate would be decreased to approximately 26% with a \$5,000-\$10,000/year savings. Mr. Engelby also informed the members that a contractor has been hired to clean out a section of County Ditch 23 that runs just east of 5th Street SE from the area of the Bus Barn to 19th Avenue Southeast. This would be completed prior to the transfer of benefits at no extra cost to the City.

Discussion was held pertaining to redetermination costs for viewing and the establishment of the 16 1/2' buffer strip. It was noted the City can assume responsibility of any or all portions of the ditch. The possibility of using a section of Ditch 23 near the former Wastewater Treatment Plant for expansion into a storm water holding pond was discussed.

The Committee was recommending to the Council that the City assume responsibility of that portion of the County Ditch 23 system lying within City limits as outlined on the map. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconded the motion, which carried.

Item No. 4 Planning and Development Services Director Peterson explained to the Committee that during rain events the City is receiving excess flow into the Eagle Lake Lift Stations, and there have been incidents of backup into homes. The City has performed home inspections within City limits, but not in the Eagle Lake Sewer District. Upon review of the contract it doesn't appear the City has the authority to enforce compliance by property owners in the district. It is Staff's recommendation at this time to meet with the Chair of the Eagle Lake Sewer District and explain the situation hoping for voluntary compliance. When the term of the current contract expires in 2016, they City will incorporate language allowing authority to enforce penalties on violators. This matter was for information only.

Item No. 5 Jan Franklin, a City resident bitten by a dog running at large in September, addressed the Committee. Ms. Franklin's immediate concern was if the dog was current with its vaccinations. When the Police Department responded to her call, they found the dog was within its

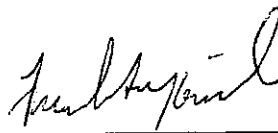
Resolution No. 4

Whereas the City of Willmar desires to retain a firm to provide on-site airport management and maintenance for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain Eric's Aviation Services, Inc. for a not to exceed amount of \$76,000.00 annually for two years for said services;

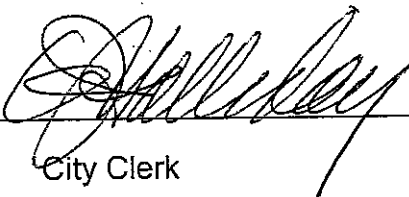
Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 3rd day of December, 2012

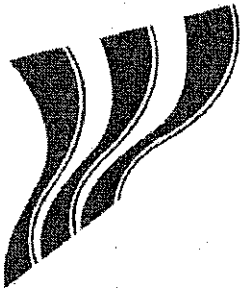


Mayor

Attest:


City Clerk

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
230 WILLMAR MUNICIPAL AIRPORT						
43430 AIRPORT						
0114 PERSONAL SERVICES	0.00	0.00	469.32	940.34	940.34-	9999
0114 EMPLOYER INSUR. CONTR.	0.00	0.00	469.32	940.34	940.34-	9999
TOTAL: PERSONAL SERVICES						
SUPPLIES						
0220 OFFICE SUPPLIES	100.00	0.00	0.00	0.00	100.00	0
0221 SMALL TOOLS	100.00	0.00	0.00	0.00	100.00	0
0222 MOTOR FUELS AND LUBRICANTS	3,000.00	0.00	72.69	247.50	2,752.50	8
0223 POSTAGE	300.00	0.00	19.58	114.81	185.19	38
0224 MICE. OF EQUIPMENT	800.00	0.00	0.00	0.00	800.00	0
0225 MICE. OF STRUCTURES	800.00	0.00	61.23	180.23	619.77	22
0226 MICE. OF OTHER IMPROVE.	5,000.00	0.00	0.00	357.38	4,642.62	7
0228 CLEANING AND WASTE REMOVAL	400.00	0.00	29.92	111.22	288.78	27
0229 GENERAL SUPPLIES	400.00	0.00	104.83	227.17	172.83	56
TOTAL: SUPPLIES	10,900.00	0.00	288.25	1,238.31	9,661.69	11
OTHER SERVICES						
0330 COMMUNICATIONS	3,000.00	0.00	237.89	1,428.66	1,571.34	47
0332 UTILITIES	40,000.00	0.00	2,465.88	21,483.20	18,516.80	53
0333 TRAVEL-CONF.-SCHOOL	500.00	0.00	0.00	0.00	500.00	0
0334 MICE. OF EQUIPMENT	300.00	0.00	109.08	221.67	78.33	73
0335 MICE. OF STRUCTURES	2,000.00	0.00	140.00	280.00	1,720.00	14
0336 MICE. OF OTHER IMPROVE.	20,000.00	0.00	0.00	9,057.21	10,942.79	45
0338 CLEANING AND WASTE REMOVAL	6,000.00	0.00	640.69	3,413.20	2,586.80	56
TOTAL: OTHER SERVICES	71,800.00	0.00	3,593.54	35,883.94	35,916.06	49
OTHER CHARGES						
0441 INSURANCES AND BONDS	11,000.00	0.00	0.00	0.00	11,000.00	0
0443 SUBSCRIPTIONS AND MEMBERSHIP	100.00	0.00	0.00	150.00	50.00-	150
0444 INTEREST	44,855.00	0.00	0.00	0.00	44,855.00	0
0445 LICENSES AND TAXES	40,000.00	0.00	0.00	36,791.16	3,208.84	91
0446 PROFESSIONAL SERVICES	44,041.00	0.00	20,093.83	64,427.14	20,386.14-	146
0449 OTHER CHARGES	850.00	0.00	0.00	0.00	850.00	0
TOTAL: OTHER CHARGES	140,846.00	0.00	20,093.83	101,368.30	39,477.70	71
CAPITAL OUTLAY						
0554 OTHER IMPROVEMENTS	50,000.00	0.00	0.00	0.00	50,000.00	0
TOTAL: CAPITAL OUTLAY	50,000.00	0.00	0.00	0.00	50,000.00	0
DEBT REDEMPTION						
0660 BONDS	135,000.00	0.00	0.00	0.00	135,000.00	0
TOTAL: DEBT REDEMPTION	135,000.00	0.00	0.00	0.00	135,000.00	0
TOTAL: AIRPORT	408,546.00	0.00	24,444.94	139,430.89	269,115.11	34
TOTAL: WILLMAR MUNICIPAL AIRPORT	408,546.00	0.00	24,444.94	139,430.89	269,115.11	34



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

Agenda Item Number: 5

Meeting Date: August 26, 2013

Attachments: X Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk-Treasurer

Agenda Item: Tax Forfeiture Property

Recommended Action: There is no City "use" for the described property and no need for conveyance of property to City, simply sign the County form to allow property to move on to the public auction.

Background/Summary: The City has received notification of a parcel of property which was forfeited to the State of Minnesota for nonpayment of property taxes. As required under M.S. 282.01, Kandiyohi County requests the City approved the parcel for public auction or request a conveyance to the City for public use. This is a small corner lot that has no public use, therefore conveyance is not recommended.

Alternatives: 1. Deny conveyance of the property
2. Convey the property to the City

Financial Considerations: NA.

Preparer: Kevin Halliday, City Clerk-Treasurer

Signature:

Comments:

Steve Okins

From: Kevin Halliday
Sent: Thursday, September 05, 2013 9:45 AM
To: Steve Okins
Cc: Charlene Stevens
Subject: 500 13th St SW Forfeiture house

The Eden Valley couple (non-minority near my age) has not paid the taxes due and have been informed that they are repairing (door/windows) a home that the State of Minnesota owns. They can redeem the house up to the Board meeting whereby the Commissioners add the house to the auction sale. October date not yet set for that item, but it is at a regularly scheduled commissioner meeting.