

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

February 4, 2013
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Denis Anderson. Members present on a roll call were Council Members Denis Anderson, Bruce DeBlieck, Steve Ahmann, Rick Fagerlie, Ron Christianson, and Tim Johnson; Present 6, Absent 2 – Mayor Frank Yanish and Council Member Jim Dokken were excused from the meeting.

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

Council Member Ahmann requested that the Willmar Community Education and Recreation Joint Powers Board Minutes be removed from the Consent Agenda.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 22, Rice Hospital Board Minutes of January 16, Municipal Utilities Commission Minutes of January 28, Accounts Payable Report through January 30, Charter Commission Minutes of January 14, and Community/Activity Center Minutes of January 8, 2013; and Kandiyohi Area Transit Operations Board Minutes of November 27, 2012. Council Member Christianson seconded the motion, which carried.

Council Member Ahmann questioned why the amphitheater project circumvented the Public Works/Safety Committee and suggested the matter go through the Committee process. Following discussion, the Willmar Community Education/Recreation Joint Powers Board Minutes of January 25, 2013, were accepted upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

At 7:10 p.m. Mayor Pro Tempore Anderson opened the scheduled hearing on a request to vacate a tree planting/maintenance easement. City Administrator Stevens informed the Mayor and Council that Central Lakes Cooperative purchased property at 302 8th Street Southwest and it was discovered in the title work that the easement is not defined, so they petitioned the City to vacate the easement. It was noted that Public Works and Municipal Utilities had no issues with vacating the easement. The Planning Commission reviewed the request and was recommending the Council approve the vacation. Mayor Pro Tempore Anderson closed the hearing at 7:10 p.m.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 1

VACATING A PORTION OF A TREE PLANTING AND MAINTENANCE EASEMENT AND R-O-W

WHEREAS, the vacation of those portions of dedicated easement as described below was initiated by the Central Lakes Cooperative:

A strip of land 5' in width, over and across the said described property: East 100' of Lots 1 and 2 except South 10 feet of East 100 feet of Lot 2, Block 39, City of Willmar (302 8th St. SW).

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

WHEREAS, published notice and mailed notice of the proposed vacation and the hearing thereon have been given as provided by Subdivision 6 of Section 9.01 of Article IX of the Willmar City Charter; and

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said streets on February 4, 2013; and

WHEREAS, the City Council of Willmar finds that it is in the best interests of the City of Willmar to vacate that portion of said streets;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated streets be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after February 11, 2013.

Dated this 4th day of February, 2013.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Fire Chief Hendrickson recited a Willmar Fire Department Oath of Office to the following Officers: Jesse Hyatt, Ross Livingood, Jim DeLeeuw and LeRoy Gabrielson. Chief Hendrickson stated that the Officers had attended 182 hours of training, which was a sacrifice for the Firefighters as well as their families. Each Firefighter offered a brief, verbal resume of their family and employer.

Mayor Pro Tempore Anderson acknowledged three individuals who had signed up to address the City Council during its scheduled Open Forum. Dennis Johnson, Security Coin and Pawn, stated that out of 21,172 transactions in the last seven years, there were only six problems. Mr. Johnson felt the Automated Pawn System (APS) was okay, but concerned about fairness.

Liz Christenson speaking as a community representative, but employee of Security Coin and Pawn, stated that the business helps people in need, with some families living paycheck to paycheck, and acts as a referral resource to the community. Many clients have been a victim of theft and others come in looking for their items and build relationships.

John Sullivan spoke concerning the Labor Relations Committee and the City Administrator Ordinance, which he felt had items to be corrected.

The Labor Relations Committee Report for January 23, 2013, was presented to the Council by Council Member Ahmann. There were four items for Council consideration.

Item No. 1 John Sullivan questioned if the Committee had enough time to review the materials prior to the discussion for the organizational analysis. Mr. Sullivan suggested that the Council consider having a workshop as an alternative.

Item No. 2 City Administrator Stevens reviewed with the Committee responses to the RFPs issued for an Organizational Analysis and Compensation and Classification Study. Ms. Stevens stated that three responses had been received for the organizational study and three responses had also been received for the compensation and classification study.

Ms. Stevens noted that for the organizational study, the two most qualified responses came from Springsted and Brimeyer-Fursman and that the costs were comparable from the two firms. Ms. Stevens noted that Springsted had greater familiarity with the City, as well as the WMU and Kandiyohi County, but that Brimeyer Fursman was a well-qualified firm and might offer a fresh perspective.

After discussion, the Committee was recommending the Council engage Brimeyer-Fursman of Maplewood, Minnesota to perform an organizational analysis of the City of Willmar for the price of \$22,500 plus travel expenses. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Johnson seconding the motion, which carried. Council Members Fagerlie and Christianson voted "No."

The Committee went on to discuss the Compensation and Classification Study. City Administrator Stevens reviewed the two most qualified proposals, one from Springsted Inc. and one from Public Sector Personnel Consultants. Ms. Stevens recommended Springsted based upon a lower cost of \$12,500 and due to their familiarity with the existing compensation system of the City and the City's pay equity situation, specifically how that is impacted by the WMU and Rice Hospital.

A motion was made to engage Public Sector Personnel Consultants in the amount of \$15,000, which failed for the lack of a second. A motion was made to engage Springsted Inc., in the amount of \$12,500, which failed for lack of a second.

After further discussion, it was agreed to table the Compensation and Classification Study and discuss further at the next Committee meeting.

Item No. 3 The Committee reviewed information provided by the City Administrator comparing the current City Administrator Ordinance to the model ordinance suggested by the League of Minnesota Cities. Council Member Anderson noted that the City of Willmar ordinance follows the League of Minnesota Cities guidelines and recommended no changes at this time.

The Committee discussed the recommendation to create a City Attorney ordinance, rather than continue with the current practice of utilizing a contract to define the duties. Council Member Johnson stated that he was comfortable with the current arrangement of duties defined by contract.

After further discussion, it was agreed to ask the City Attorney to draft a general ordinance for review by the Committee and consideration of a public hearing. Council Member Ahmann offered a motion that the City Attorney draft a general Ordinance regarding the duties of the City Attorney. Council Member Fagerlie seconded the motion, which carried.

Item No. 4 Council Member Ahmann asked about the status of the adoption of the Rules of Order. Ms. Stevens stated that she, along with City Clerk Halliday, were meeting with an individual to provide training on the Rules of Order and having received no negative feedback from the City Council, working under the assumption that the Standard Code of Parliamentary Procedure was what the Council wished to consider adopting at the March meeting.

Mayor Yanish questioned the value of the Compensation and Classification Study. Ms. Stevens stated that the suggestion had come from a citizen and the Labor Relations Committee had agreed with issuing the RFPs. Ms. Stevens also reviewed the stated objectives for the Compensation Study and stated that it was hard to predict the outcome of the study because the purpose was, in fact, to provide an assessment and information on the current pay structure and how it relates to the various marketplaces, which would allow the City to develop a long-term strategy. This item was for information only.

The Labor Relations Committee Report for January 23, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Finance Committee Report for January 28, 2013, was presented to the Council by Council

Member Johnson. There were four items for Council consideration.

Item No. 1 It was acknowledged that no one present wished to address the Committee.

Item No. 2 Staff presented to the Committee information regarding the recent rate study completed by Springsted, Inc. for the Wastewater Treatment Plant. The study indicates an increase in rates is necessary to fund current debt service as well as operational costs. The Committee discussed concerns raised by Eagle Lake representatives regarding proposed rate increases. Following discussion, it was the consensus of the Committee for Staff to proceed with the proposed rates as presented. This matter was for information only.

Item No. 3 The Committee reviewed the proposed Fund Balance Policy. Staff explained the purpose of the policy is to establish specific guidelines for the level of fund balances available for current and future spending in the governmental funds. It addresses minimum fund balances as well as sets a stabilization amount for use in emergency situations. U.S. Generally Accepted Accounting Principles (GAAP) is requiring a formal policy be adopted by the City Council and that this policy be reviewed annually. The Committee was recommending the Council pass a Resolution approving the City of Willmar's Fund Balance Policy as presented.

Resolution No. 2 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the Willmar City Council that the Fund Balance Policy, establishing specific guidelines for the level of fund balances available for current and future spending, be adopted as presented.

Dated this 4th day of February, 2013.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Chair Anderson informed the Committee that Rice Memorial Hospital's Payment In Lieu of Taxes Agreement expired December 31, 2012. Initial meetings with Rice representatives will occur within the coming weeks to discuss renewal. This matter was for information only.

The Finance Committee Report for January 28, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for January 29, 2013, was presented to the Council by Council Member Christianson. There were five items for Council consideration.

Item No. 1 The Committee received from Staff the Improvement Report for 2013 Projects, which included four categories of improvements. The categories were reconstruction, overlay, new construction, and miscellaneous such as trails, quiet zones, and sidewalks. The Committee discussed the project schedule and briefly reviewed several of the projects.

The Committee was recommending the Council receive the report and set the Improvement Hearing for February 19, 2013. Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 6, Noes 0.

RESOLUTION NO. 3

RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC HEARING ON
YEAR 2013 IMPROVEMENT PROJECTS

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, signal systems, sanitary sewer, storm sewer, water main, sump pump drain tile, service lines, railroad quiet zone(s), Downtown to Robbins Island Trail Connection, in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2013 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk-Treasurer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk-Treasurer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the records of the County Auditor or the County Treasurer, the Clerk-Treasurer shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 4th day of February, 2013.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee briefly discussed the 2003 Transportation Plan, specifically as it relates to identified issues and projects. There was general agreement that a significant portion of the plan has been accomplished. The need for a new or revised plan was discussed. The Committee was informed that the Capital Improvement Program shows funding for a revised transportation plan in 2015. That schedule will be maintained unless some significant transportation issue arises that requires immediate attention. This matter was for information only.

Item No. 3 Fire Chief Hendrickson presented a proposal to change the way the City charges for false alarms. The current ordinance charges \$250.00 for false alarms, with five false alarms allowed per year without charge. The new ordinance proposes a \$500.00 charge per false alarm and would require fire alarm systems to be registered. Charges would be waived for the owner providing evidence of system servicing and repair. The new proposal also allows discretion by the Fire Chief in assessing charges. The Committee discussed implementation of the ordinance and how to best involve the current owners of fire alarm systems.

Following discussion, the Committee was recommending the Council Introduce the Ordinance Amending Willmar Code Chapter 8, Licenses, Permits and Business Regulations for a public hearing on March 4, 2013. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconded the motion.

Council Member Ahmann moved to amend the fee to \$350 with a graduated increase of \$150 if warranted. The motion died for the lack of a second. The original motion then carried.

Item No. 4 Police Chief Wyffels informed the Committee that he was in the process of reviewing multiple ordinances that assess fines for violations, so the fine amounts would be available for the E-charging process. The fine amounts will be aggregated into a database for use in E-ticketing or E-charging. This matter was for information only.

Item No. 5 Staff informed the Committee that the process would soon begin to acquire the easement for the Willmar Avenue Quiet Zone. The issue of easement acquisition will be taken to the Planning Commission at their next meeting in keeping with Charter requirements.

Council Member Ahmann raised the issue of the possibility of widening ditches to increase storm water storage. The matter was referred to Bolton & Menk for more information regarding the City's legal authority and capacity for doing so. This matter was for information only.

The Public Works/Safety Committee Report for January 29, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

The Council considered an Amending Ordinance to the Willmar City Charter. City Clerk Halliday informed the Council that the Willmar Charter Commission has completed their work on City Charter Section 2.08 and asks that the Council call for a public hearing on the Ordinance. Council Member Christianson offered a motion to introduce the Ordinance Amending the Charter, Section 2.08, and schedule a public hearing on March 4, 2013. Council Member Fagerlie seconded the motion, which carried.

Following discussion of the February 12, Ward Four Special Election, Council Member Ahmann moved to schedule a Board of Canvass meeting for February 15, 2013, at 3:00 p.m. in Conference Room #1 at the City Office Building. Council Member Christianson seconded the motion, which carried.

Due to President's Day holiday, Council Member Christianson moved to schedule the second Council meeting of the month to February 19, 2013. Council Member Fagerlie seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Public Works/Safety, February 11, and Labor Relations, February 13, 2013.

There being no further business to come before the Council, the meeting adjourned at 8:27 p.m. upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

Attest:

MAYOR PRO TEMPORE

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 11, 2013

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

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

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

RESOLUTION NO. 5

"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 January 28, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130201 to No. 130276 inclusive in the amount of \$53,688.00 with a MISO credit in the amount of \$100,142.07, an Absaloka Coal payment in the amount of \$79,075.30, and an AB Hydrometer payment of \$12,476.00.

Dated this 11th day of February, 2013.

President

ATTEST:
named

Secretary

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

At this time, the Commission was presented with two reports compiled from data for the year ending December 31, 2012. Director of Finance Hunstad presented the Commission with the WMU 2012 Financial Statement. It was noted that these are preliminary numbers and are subject to audit approval. Customer Service Supervisor Stien reviewed with the Commission the 2012 Second Half Bad Debt Write Off List. She noted that the accounts identified on this listing have had no activity for three months past the final due date. Efforts continue to collect on these accounts through collection agencies and the lien process. These reports were for information only.

General Manager Hompe informed the Commission that representatives from the accounting firm of Conway Deuth & Schmiesing will be here this week to begin the process of conducting the audit of the 2012 financial statements and reports for the Willmar Municipal Utilities.

General Manager Hompe presented the Commission with a status report regarding the reimbursement for mutual aid provided during the relief effort following Hurricane Sandy. WMU Linemen Dick Thynes and Casey Jenny participated in the effort to assist in the restoration of power to the Long Island, NY area. To date, WMU has received 75% payment of the total amount due for the relief effort supplied by WMU.

General Manager Hompe along with Customer Service Supervisor Stien reported on their recent attendance at the DistribuTECH Conference & Exhibition held in San Diego, CA. Among the presentations and exhibitions of interest were various meter reading systems displaying their capabilities. (Note: WMU is in the process of updating or replacing their current meter reading system.)

General Manager Hompe reminded the Commissioners of a number of upcoming meetings/conferences to note. These events include: 1) WMU Planning Committee meeting (Feb. 12th @ 10:00 a.m.), 2) MMUA Legislative Conference (Feb. 13-15); 3) WMU Labor Committee teleconference w/Frank Madden (Feb. 19th @ 2:00 p.m.); 4) MRES Risk Management Workshop (Feb. 27); and 5) APPA Legislative Conference (March 11-13). Anyone interested in attending is asked to contact Beth Mattheisen.

General Manager Hompe reminded the Commission that the second installment of the four-part Electric Utility 101 webinar series presented by APPA will be held on Tuesday, February 12th beginning at 1:00 p.m. This segment will focus on substations in the electric industry. This webinar will be held in the WMU Auditorium.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Jerry Gesch, Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 13, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 13, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Charles Oakes, Gary Geiger, Scott Thaden, Bob Poe, and Nick Davis.

**** Members Absent:** Andrew Engan, Randy Czarnetski, and Virgilio Aguirre Jr.

**** Others Present:** Bethany Hardy, John Hafner, Tom Torgerson, Kathy Aamott, and Megan Sauer- Planner.

2. MINUTES: The minutes of the January 9, 2013 meeting were approved as presented.
3. TEXT AMENDMENT APPEALS- FILE NO. 13-01: The public hearing opened at 7:02 p.m. Staff presented the Planning Commission initiated text amendment of Zoning Ordinance 1060 Section 9.C.1 regarding appeals. The text amendment is to clarify the appeal process in regards to actions of the Planning Commission, as per state statute any appeal of their decision would go directly to District Court, not to the Board of Zoning Appeals. In the past it was interpreted to be an action of the Zoning Administrator to carry out the Planning Commissions orders and which case that could be appeals to the Zoning Board of Appeals.

No one appeared for or against the request and the public hearing closed at 7:05 p.m.

The Commission discussed the matter of the Board of Zoning Appeals and that they do still deal with variance requests and any appeal of the enforcement of the Ordinance by the Zoning Administrator.

Mr. Geiger made a motion, seconded by Mr. Thaden, to approve the text amendment and to forward it onto the City Council for a public hearing and Ordinance adoption.

The motion carried.

4. WILLMAR LEGACY PROPERTIES PLAN REVIEW CONDITION DISCUSSION- FILE NO. 12-10: John Hafner of Cities Edge Architects, and Tom Torgerson of Torgerson properties, discussed an issue with carrying out one of the Planning Commissions conditions on Willmar Legacy Properties project plan approval from the November 14, 2012 meeting. Specifically condition E. the property owner shall receive easements or permission/permits to drain pits onto abutting property. Mr. Hafner explained that they have been working diligently to meet all the conditions of the

approval. However, condition letter E has been difficult as one of the abutting property owners has yet to agree to a drainage easement. The project is very complex with a multitude of scheduling processes for vendors, renters, multiple franchises etc. the entire project is scheduled to commence on April 1, 2013. Bids are out for submittal. Mr. Torgerson explained that they are concerned this one condition will affect the entire project timeframe. Mr. Hafner talked about the existing stormwater on site, and that the footprint of impervious surface will not increase and may decrease a bit with the additional green space. They have stormwater improvements planned for the site including stormwater pits that will greatly slow down the water runoff to the west. Historically the property has drained as it currently does for the last 42 years, and an easement of prescription is a legally viable option albeit a slow process.

Staff explained that the interim City Engineer Jared Voge P.E. of Bolton and Menk, received the stormwater calculation documentation the previous day and will have comments regarding the matter soon.

Mr. Torgerson stated the property to the west is undeveloped and drains west to the ditch, the owner was not concerned about the possible easements or water runoffs effect on his property. They merely couldn't come to an agreement for the easement.

The Commission talked about the condition really being a matter of trying to be a good neighbor the easement would cover something that has historically been occurring for decades. It was not meant to be a detriment to the project.

Mr. Oakes made a motion, seconded by Mr. Poe, to rescind condition letter E. from the plan review contingent upon the interim City Engineers review of the drainage calculations.

The motion carried.

5. MINNWEST TECHNOLOGY CAMPUS-BILL CHUKUSKE INSURANCE SERVICES PLAN REVIEW- FILE NO. 13-01: Steve Salzer presented the plan review request for Bill Chukuske Insurance Services at the MinnWest Technology Campus on property legally described as follows: Unit 5, MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE). The space will be a 213 sq. ft. satellite office for Mr. Chukuske.

The Planning Commission discussed the Technology Zoning District and reviewed the permitted uses as they relate to technology. Offices, business and professional does cover the request. Mr. Salzer added that the campus is currently not making a profit and getting more spaces filled is crucial to the success of the overall plan.

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

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

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

The motion carried with Mr. Geiger abstaining.

6. MINNWEST TECHNOLOGY CAMPUS- KKLN 94.1 THE LOON PLAN REVIEW- FILE NO. 13-02: Steve Salzer of MinnWest Technology Campus presented a plan review request for KKLN 94.1 The Loon radio station to operate out of property legally described as follows: Unit 14, MinnWest Technology Campus, CIC #40 First Supplemental (1721 Technology Dr. NE). Mr. Salzer explained that they would be operating the radio station out of the third floor and they'd have a Satellite Dish and small antenna to place in an appropriate location. Again this would be a way to fill space, to broadcast from the campus help with promotion of events and growth to add to the synergy of the campus.

The Commission talked about the uniqueness of MinnWest Technology Campus and the reuse of the old State Hospital properties compared to similar sites across the state that are set to be bulldozed. The Commission fully supports their endeavors.

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

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

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

The motion carried.

7. WAL-MART STORE COLOR CONDITION DISCUSSION: Staff presented a request to change the color of the Wal-Mart Store at 700 19th Ave. SE from the current blue and tan to sand/brown scheme. Staff explained that at the October 12, 2005 Planning Commission meeting the Commission approved the Wal-Mart plan review with the condition of the blue and tan color scheme. The City received some remodel and exterior upgrade plans from Wal-Mart with their new logo/franchise color which includes new paint and signage on the exterior.

Mr. Geiger made a motion, seconded by Mr. Davis, to rescind the color condition letter L. from the plan approval.

The motion carried.

8. CITY LAND ACQUISITION FROM BNSF: Staff presented a land acquisition request to allow the Willmar Ave. SW realignment over the BNSF tracks to County Road 5 that is slated for 2013 projects. There is a 100' by 100' piece of track that the road will go over and the City needs to acquire from BNSF. Per the City Charter, the Planning Commission has to approve all City land acquisitions.

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the land acquisition.

The motion carried with Mr. Klema abstaining.

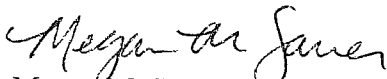
9. ZONING ORDINANCE/MAP UPDATE: Staff presented a draft of the current Zoning Map; it updates the adopted map from 2004 depicting all map amendments made since that time. Staff should have a copy for each Commissioner by next meeting.

Staff also distributed a rough draft of Section 3. General Provisions of the Zoning Ordinance re-write. As well as the general provisions of four other similar sized out state communities Zoning Ordinances for the Commission to compare and contrast. Staff pointed out some areas of discussion such as outbuildings and exterior storage to be prepared to discuss at the next meeting.

10. MISCELLANY: Mr. Klema shared with the Commission that he attended a Technical Advisory Committee meeting for the downtown parking study being conducted by SRF on behalf of Rice Hospital. They will be analyzing downtown parking needs now and into the future. The Committee will be meeting again in about a month, and he encouraged the Commission to let himself or Mr. Geiger know of any parking comments they have. This is an action step of the Downtown Plan adopted by Council last year coming to fruition.

11. There being no further business to come before the Commission, the meeting adjourned at 8:07 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

ACS FINANCIAL SYSTEM
02/12/2013 14:23:34

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.20 PAGE 1

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 35549 02/12/13 SEPTIC PUMPING	170.00		20737		D N	CLEANING AND WAS	230.43430.0338
AMERICAN SNIPER ASSN .01968 35545 02/07/13 REFERENCE MATERIALS	25.00		020513		D N	OFFICE SUPPLIES	101.42411.0220
35545 02/07/13 LANGE-MEMBERSHIP DUES	20.00		020513		D N	SUBSCRIPTIONS AN	101.42411.0443
VENDOR TOTAL	45.00		*CHECK TOTAL				
ANDERSON LAW OFFICES 002954 35550 02/12/13 PROFESSIONAL SERVICES	9,581.91		STMT/1-13		D M 07	PROFESSIONAL SER	101.41406.0446
ANNUAL OUTDOORS 002672 35551 02/12/13 SNOW REMOVAL	45.00		434		D M 07	OTHER SERVICES	101.41409.0339
ARNOLD'S OF WILLMAR INC 000068 35552 02/12/13 GENERATOR PARTS	37.67		WC30972		D N	MTCE. OF EQUIPME	651.48484.0224
ASTLEFORD INTERNATIONAL 002527 35553 02/12/13 2013 INT'L 7400	55,452.44		011013		D N	MACHINERY AND AU	450.43425.0553
35553 02/12/13 2013 INT'L 7400	50,452.44		011013		D N	MACHINERY AND AU	450.43425.0553
VENDOR TOTAL	105,904.88		*CHECK TOTAL				
BAKER ELECTRIC SERVICES 000088 35554 02/12/13 REPL. BROKEN OUTLET	2.60		10713		D N	MTCE. OF STRUCTU	101.45427.0225
35554 02/12/13 REPL. BROKEN OUTLET	48.00		10713		D N	MTCE. OF STRUCTU	101.45427.0335
VENDOR TOTAL	50.60		*CHECK TOTAL				
BATTERY WHOLESALE INC 002860 35555 02/12/13 BATTERY	212.90		12755		D N	INVENTORIES-MDSE	101.125000
BLUE TARP FINANCIAL .01966 35556 02/12/13 L.S. HOOKS	82.72		27783740		D N	MTCE. OF STRUCTU	651.48485.0225
BOLTON & MENK INC 001010 35557 02/12/13 INTERIM CITY ENG SERVICE	630.00		0153763		D N	PROFESSIONAL SER	101.43417.0446
BREMER BANK 000263 35558 02/12/13 2011 HOSP REV BOND-I	13,567.06		020113		D N	INTEREST	350.47402.0444
35558 02/12/13 2011 HOSP REV BOND-P	23,100.00		020113		D N	BONDS	350.47402.0660
VENDOR TOTAL	36,667.06		*CHECK TOTAL				
BSE 001980 35559 02/12/13 BULBS FOR RUNWAY LTS	66.32CR		905147460		D N	MTCE. OF OTHER I	230.43430.0226
35559 02/12/13 LIGHT BULBS FOR BLDG	331.14		905153763		D N	MTCE. OF STRUCTU	101.45427.0225

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BSE							
35559 02/12/13 LIGHT BULBS FOR BLDG 001980	331.53		905169910		D N	MTCE. OF STRUCTU	101.43425.0225
35559 02/12/13 LIGHT BULBS FOR BLDG	291.18		905176522		D N	MTCE. OF STRUCTU	101.43425.0225
35559 02/12/13 LIGHT BULBS FOR BLDG	237.01		905191743		D N	MTCE. OF STRUCTU	101.45427.0225
VENDOR TOTAL	1,124.54	*CHECK	TOTAL				
1,124.54							
1,124.54							
BSN SPORTS INC 003001							
35560 02/12/13 BASKETBALL SCORE BOOKS	67.33		95122921		D N	GENERAL SUPPLIES	101.45432.0229
BUSINESSWARE SOLUTIONS 002776							
35561 02/12/13 PRINT/PAGE COUNT	16.50		193040		D N	OFFICE SUPPLIES	101.41402.0220
35561 02/12/13 PRINT/PAGE COUNT	11.75		193040		D N	OFFICE SUPPLIES	101.41403.0220
35561 02/12/13 PRINT/PAGE COUNT	10.19		193040		D N	OFFICE SUPPLIES	101.41404.0220
35561 02/12/13 PRINT/PAGE COUNT	162.56		193040		D N	OFFICE SUPPLIES	101.41405.0220
35561 02/12/13 PRINT/PAGE COUNT	3.96		193040		D N	OFFICE SUPPLIES	101.41409.0220
35561 02/12/13 PRINT/PAGE COUNT	147.63		193040		D N	OFFICE SUPPLIES	101.42411.0220
35561 02/12/13 PRINT/PAGE COUNT	17.44		193040		D N	OFFICE SUPPLIES	101.43417.0220
35561 02/12/13 PRINT/PAGE COUNT	10.72		193040		D N	OFFICE SUPPLIES	101.43425.0220
35561 02/12/13 PRINT/PAGE COUNT	18.24		193040		D N	OFFICE SUPPLIES	101.45435.0220
35561 02/12/13 PRINT/PAGE COUNT	112.31		193040		D N	OFFICE SUPPLIES	651.48484.0220
35561 02/12/13 PRINT/PAGE COUNT	0.73	*CHECK	TOTAL		D N	OFFICE SUPPLIES	651.48484.0220
VENDOR TOTAL	512.03						
512.03							
C D & T INC AUTO PARTS 000145							
35562 02/12/13 BEARINGS FOR L.S. PUMP	32.95		919149		D N	MTCE. OF EQUIPME	651.48485.0224
CARDMEMBER SERVICE 002365							
35563 02/12/13 3 TV MONITORS FOR LIBR.	961.89		STWT/1-13		D N	SMALL TOOLS	101.42411.0221
35563 02/12/13 KEURIG COFFEE BREWER	109.00		STWT/1-13		D N	SMALL TOOLS	101.42411.0221
35563 02/12/13 CHEMICAL MUNITIONS BAG	287.22		STWT/1-13		D N	GENERAL SUPPLIES	101.42411.0229
35563 02/12/13 GUN RACK SUPPLIES	55.30		STWT/1-13		D N	GENERAL SUPPLIES	101.42411.0229
VENDOR TOTAL	1,413.41	*CHECK	TOTAL				
1,413.41							
1,413.41							
CARR SR/JOHN 01967							
35564 02/12/13 OVERCHARGE ON TOWING FEE	10.00		013113		D N	REFUNDS AND REIM	101.41428.0882
CENTERPOINT ENERGY 000467							
35565 02/12/13 NATURAL GAS CHARGES	1,024.28		6048932/1-13		D N	UTILITIES	651.48484.0332
35565 02/12/13 NATURAL GAS CHARGES	45.96		6072309/1-13		D N	UTILITIES	101.45437.0332
35565 02/12/13 NATURAL GAS CHARGES	12.82		6093527/1-13		D N	UTILITIES	101.43425.0332
VENDOR TOTAL	1,083.06	*CHECK	TOTAL				
1,083.06							
1,083.06							
CENTRAL LAKES COOPERATIVE 001259							
35566 02/12/13 MOTOR OIL	808.24		35497		D N	MOTOR FUELS AND	651.48484.0222

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTURION TECHNOLOGIES 002955 35567 02/12/13 ANNUAL MTCE FEB-2014 35567 02/12/13 ANNUAL MTCE FEB-2013 VENDOR TOTAL	27.00 28.00 55.00 55.00		100903-RM 100903-RM *CHECK TOTAL		D N D N	PREPAID EXPENSES MTCE. OF EQUIPME	101.128000 101.41409.0334
CHAMBERLAIN OIL CO 000154 35568 02/12/13 DRUM RETURN 35568 02/12/13 BRAKE CLEANER 35568 02/12/13 OIL 35568 02/12/13 DRUM RETURN VENDOR TOTAL	40.00CR 409.76 1,812.75 60.00CR 2,122.51 2,122.51		107153 107153 108480 108480 *CHECK TOTAL		D N D N D N D N	INVENTORIES-MDSE MTCE. OF EQUIPME INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.43425.0224 101.125000 101.125000
CHAPPELL CENTRAL INC 000156 35569 02/12/13 REPL. 4 THERMOSTATS 35569 02/12/13 REPL. 4 THERMOSTATS 35569 02/12/13 REPL. BAD ZONE VALVE 35569 02/12/13 REPL. BAD ZONE VALVE VENDOR TOTAL	163.71 237.50 166.13 95.00 662.34 662.34		00052892 00052892 00052893 00052893 *CHECK TOTAL		D N D N D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU	101.41408.0225 101.41408.0335 101.41408.0225 101.41408.0335
CHARTER COMMUNICATIONS 000736 35570 02/12/13 MONTHLY PHONE SERVICE 35570 02/12/13 MONTHLY PHONE SERVICE 35570 02/12/13 MONTHLY PHONE SERVICE VENDOR TOTAL	48.15 45.29 155.07 248.51 248.51		0594/1-13 0594/12-12 5168/2-13 *CHECK TOTAL		D N D N D N	COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS	101.41409.0330 101.41409.0330 101.41409.0330
CHILDREN'S FOUNDATION .01922 35571 02/12/13 BIKE RIDE PROCEEDS	452.96		092612		D N	OTHER CHARGES	208.45011.0449
CIT TECHNOLOGY FIN SERV 002556 35572 02/12/13 COPIER LEASE AGRMT	169.93		22789878		D N	RENTS	101.41405.0440
CONCORDE BANK 002887 35573 02/12/13 2011 HOSP REV BOND-I 35573 02/12/13 2011 HOSP REV BOND-P VENDOR TOTAL	2,086.75 3,600.00 5,686.75 5,686.75		020113 020113 *CHECK TOTAL		D N D N	INTEREST BONDS	350.47402.0444 350.47402.0660
COPIER BUSINESS SOLUTION 001934 35574 02/12/13 COPIER MTCE CHARGE	56.51		218432		D N	MTCE. OF EQUIPME	101.42412.0334
CROW CHEMICAL & LIGHTING 000186 35575 02/12/13 SUPPLIES	56.11		401380		D N	GENERAL SUPPLIES	651.48484.0229
DAN'S SHOP INC 002212 35576 02/12/13 FILTERS	10.12		58309		D N	INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DELL MARKETING LP 35577 02/12/13 REPL. BATTERY CARTRIDGE 001747	208.73		XJ3126J12		D N	MTCE. OF EQUIPME	101.41409.0224
DEPT OF HUMAN SERVICES 35578 02/12/13 CLEANING SERVICES 000009	1,295.00		00000118575		D N	CLEANING AND WAS	101.45433.0338
DEPT OF HUMAN SERVICES 35579 02/12/13 #22 RICE CARE CENTER- 002914	15,576.15		00000120966		D N	OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT 35580 02/12/13 PAINT FOR BLDG 000205	84.47		821052640		D N	MTCE. OF STRUCTU	101.43425.0225
35580 02/12/13 PAINTING SUPPLIES	12.42		821052643		D N	GENERAL SUPPLIES	101.43425.0229
35580 02/12/13 PAINT FOR BLDG	37.57		821052674		D N	MTCE. OF STRUCTU	101.43425.0225
VENDOR TOTAL	134.46	*CHECK	TOTAL				
DOMINO'S PIZZA 35581 02/12/13 FIRE CALL-306 LITCHFIELD 000210	118.54		0019448		D N	TRAVEL-CONF.-SCH	101.42412.0333
DONOHUE & ASSOCIATES 35582 02/12/13 WESTERN COLLECTOR SEW 002293	13,880.93		11678-26		D N	CONTRACTS PAYABL	651.207000
DOOLEY'S PETROLEUM INC 35583 02/12/13 163 GALLONS UNLEADED 000212	495.68		265706		D N	MOTOR FUELS AND	651.48484.0222
35583 02/12/13 150 GALLONS UNLEADED	456.15		265707		D N	MOTOR FUELS AND	651.48485.0222
VENDOR TOTAL	951.83	*CHECK	TOTAL				
DOOLEY'S PETROLEUM INC 35546 02/07/13 4,001 GALLONS UNLEADED 002163	13,515.37		624791		D N	INVENTORIES-MDSE	101.125000
35546 02/07/13 3,994 GALLONS DIESEL	13,451.78		624791		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	26,967.15	*CHECK	TOTAL				
DUININCK INC 35584 02/12/13 PAVING/CURB & GUTTER 000222	61,110.09		1201-B/EST. 6		D N	MTCE. OF OTHER I	412.48451.0336
ED DAVIS BUSINESS MACHIN 35585 02/12/13 OFFICE SUPPLIES 000229	276.83		121206		D N	OFFICE SUPPLIES	741.48001.0220
35585 02/12/13 NOTARY STAMP	38.15		121443		D N	GENERAL SUPPLIES	101.41403.0229
VENDOR TOTAL	314.98	*CHECK	TOTAL				
ED'S SERVICE CENTER & SA 35586 02/12/13 TOWING CHARGES 000231	964.00		STMT/1-13		D N	OTHER SERVICES	101.42411.0339
ERIC'S AVIATION SERVICES 35587 02/12/13 ON SITE MGMT SERV-FEB 002998	6,333.33		STMT/2-13		D N	PROFESSIONAL SER	230.43430.0446

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
ERICKSON/PATSY 35588 02/12/13 2013 MAAO MERHP DUES 000952	80.00		013013		D N	SUBSCRIPTIONS AN 101.41404.0443
FARNAM'S GENUINE PARTS 35589 02/12/13 ALTERNATOR 000249	295.51		137-666957		D N	INVENTORIES-MDSE 101.125000
35589 02/12/13 ALTERNATOR CORE	29.39CR		137-666968		D N	INVENTORIES-MDSE 101.125000
35589 02/12/13 AA BATTERIES	8.53		137-667581		D N	GENERAL SUPPLIES 101.43425.0229
VENDOR TOTAL	274.65	*CHECK TOTAL				
	274.65					
FASTENAL COMPANY 35590 02/12/13 SUPPLIES 001188	17.07		MNWILL100994		D N	GENERAL SUPPLIES 101.45433.0229
35590 02/12/13 MUNIT HEADWORKS W-3 PARTS	105.27		MNWILL101700		D N	MTCE. OF STRUCTU 651.48484.0225
35590 02/12/13 HOLE SAW BITS	152.18		MNWILL101767		D N	SMALL TOOLS 651.48484.0221
VENDOR TOTAL	274.52	*CHECK TOTAL				
	274.52					
FERGUSON ENTERPRISES INC 35591 02/12/13 UV HOLDING RACK-BULBS 000810	7.74		2685289		D N	MTCE. OF OTHER I 651.48484.0226
FIRE FIGHTER & DETECT AL 35592 02/12/13 ALARM MONITORING FEE 002012	80.16		FEB14-2013		D N	MTCE. OF STRUCTU 101.41408.0335
GALLS 35593 02/12/13 FIREFIGHTER TROUSERS 000288	59.99		000307992		D N	SUBSISTENCE OF P 101.42412.0227
GEAR WASH 35594 02/12/13 TURNOUT GEAR REPAIR 002678	163.46		8474		D N	PROFESSIONAL SER 101.42412.0446
GEISLINGER & SON'S INC 35595 02/12/13 WESTERN INTERCEPTOR 003005	372,751.27		1110/EST. 1		D N	MTCE. OF OTHER I 432.48503.0336
GENERAL MAILING SERVICES 35596 02/12/13 POSTAGE 000293	42.95		8386		D N	POSTAGE 101.41401.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	26.95		8386		D N	POSTAGE 101.41402.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	59.40		8386		D N	POSTAGE 101.41403.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	8.25		8386		D N	POSTAGE 101.41404.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	12.90		8386		D N	POSTAGE 101.41405.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	15.00		8386		D N	POSTAGE 101.41408.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	6.70		8386		D N	POSTAGE 101.41424.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	5.50		8386		D N	POSTAGE 101.42412.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	0.55		8386		D N	POSTAGE 101.43425.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	13.20		8386		D N	POSTAGE 101.45435.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	2.20		8386		D N	POSTAGE 230.43430.0223
35596 02/12/13 POSTAGE 01/07 - 01/11/12	20.35		8386		D N	POSTAGE 651.48484.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	82.96		8412		D N	POSTAGE 101.41401.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	17.60		8412		D N	POSTAGE 101.41402.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	74.40		8412		D N	POSTAGE 101.41403.0223

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293							
35596 02/12/13 POSTAGE 01/14 - 01/18/12	11.55		8412		D N	POSTAGE	101.41404.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	180.40		8412		D N	POSTAGE	101.41405.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	15.00		8412		D N	POSTAGE	101.41408.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	2.40		8412		D N	POSTAGE	101.41424.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	0.55		8412		D N	POSTAGE	101.41428.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	1.10		8412		D N	POSTAGE	101.42411.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	0.91		8412		D N	POSTAGE	101.42412.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	6.20		8412		D N	POSTAGE	101.43425.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	0.55		8412		D N	POSTAGE	101.45432.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	4.40		8412		D N	POSTAGE	230.43430.0223
35596 02/12/13 POSTAGE 01/14 - 01/18/12	7.70		8412		D N	POSTAGE	651.48484.0223
619.67		*CHECK TOTAL					
619.67							
VENDOR TOTAL							
GOODIN COMPANY 002835							
35597 02/12/13 HVAC MOTORS	269.15		05717461-01		D N	MTCE. OF EQUIPME	651.48484.0224
GOV'T FINANCE OFFICERS A 000302							
35598 02/12/13 MEMBERSHIP DUES	190.00		0162001/13		D N	SUBSCRIPTIONS AN	101.41405.0443
GRAINGER INC 000786							
35599 02/12/13 GREASE ZERKS	65.94		9048677729		D N	MTCE. OF EQUIPME	651.48484.0224
35599 02/12/13 FIRE HOSE END	44.74		9049545016		D N	MTCE. OF EQUIPME	651.48484.0224
35599 02/12/13 HOSE NOZZLE	28.24		9054984449		D N	MTCE. OF EQUIPME	651.48484.0224
138.92		*CHECK TOTAL					
138.92							
VENDOR TOTAL							
HALLIDAY/KEVIN 000931							
35600 02/12/13 REFERENCE MATERIALS	30.13		2111		D N	OFFICE SUPPLIES	101.41400.0220
HAWKINS INC 000325							
35601 02/12/13 SODIUM HYPOCHLORITE	316.29		3432419 RI		D N	GENERAL SUPPLIES	651.48484.0229
35601 02/12/13 FERRIC CHLORIDE	4,894.61		3432666 RI		D N	GENERAL SUPPLIES	651.48484.0229
5,210.90		*CHECK TOTAL					
5,210.90							
VENDOR TOTAL							
HENDRICKSON/GARY 003006							
35602 02/12/13 EMERG. MGMT CONFERENCE	300.00		020413		D N	TRAVEL-CONF. -SCH	101.42412.0333
HERITAGE BANK 000001							
35603 02/12/13 2011 HOSP REV BOND-I	12,521.56		020113		D N	INTEREST	350.47402.0444
35603 02/12/13 2011 HOSP REV BOND-P	21,400.00		020113		D N	BONDS	350.47402.0660
33,921.56		*CHECK TOTAL					
33,921.56							
VENDOR TOTAL							
HILLYARD FLOOR CARE SUPP 000333							
35604 02/12/13 GYM FLOOR FINISH	68.27		600548498		D N	CLEANING AND WAS	101.45427.0228

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP 000333 35604 02/12/13 CLEANING SUPPLIES VENDOR TOTAL	806.99 875.26 875.26		600554009 *CHECK TOTAL		D N	CLEANING AND WAS	101.45433.0228
HUMANE SOCIETY OF KANDIY 002907 35605 02/12/13 ANIMAL CARE SERV-1ST Q 7,200.00 35605 02/12/13 ANNUAL PAYMENT 10,000.00 VENDOR TOTAL 17,200.00	7,200.00 10,000.00 17,200.00		3521 3522 *CHECK TOTAL		D N D N	OTHER SERVICES CIVIC PROMOTION	101.42411.0339 101.45428.0812
HYDRITE CHEMICAL CO 002837 35606 02/12/13 MAGNESIUM HYDROXIDE 9,071.40	9,071.40		01562499		D N	GENERAL SUPPLIES	651.48484.0229
JOFFER/ROD 01969 35607 02/12/13 SEWER REPLACEMENT 937.35	937.35		233345		D N	MTCE. OF OTHER I	651.48485.0336
K M FIRE PUMP SPECIALIST 000371 35608 02/12/13 #070455-INST. SGNL MSTR 281.76 35608 02/12/13 #070455-INST. SGNL MSTR 187.50 35608 02/12/13 #991481 REPAIR-PARTS 935.76 35608 02/12/13 #991481 REPAIR-LABOR 1,162.50 VENDOR TOTAL 2,567.52	281.76 187.50 935.76 1,162.50 2,567.52		5810 5810 5813 5813 *CHECK TOTAL		D M 07 D M 07 D M 07 D M 07	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0224 101.42412.0334 101.42412.0224 101.42412.0334
KANDIYOHI CO AUDITOR 000376 35609 02/12/13 REPAIR LIEN-CO DITCH 10 153.04	153.04		021313		D N	MTCE. OF OTHER I	651.48485.0336
KANDIYOHI CO RECORDER'S 000382 35610 02/12/13 RECORDING FEES 46.00 35610 02/12/13 RECORDING FEES 46.00 VENDOR TOTAL 92.00	46.00 46.00 92.00		607452 607891 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	101.41401.0446 101.41401.0446
KANDIYOHI CO RECYCLING A 002296 35611 02/12/13 LAMP RECYCLING 16.00 35611 02/12/13 LAMP RECYCLING 49.00 VENDOR TOTAL 65.00	16.00 49.00 65.00		012813 013013 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.43425.0338 101.45427.0338
KANDIYOHI CO SHERIFF'S D 001507 35612 02/12/13 EQUIFAX CHECKS 10.71	10.71		1		D N	PROFESSIONAL SER	101.42411.0446
KANDIYOHI CO TREASURER 000385 35544 02/01/13 #132486-LICENSE 52.75 35544 02/01/13 #132487-LICENSE 52.75 35544 02/01/13 #132486-TAX 3,603.11 35544 02/01/13 #132487-TAX 3,278.10 VENDOR TOTAL 6,986.71	52.75 52.75 3,603.11 3,278.10 6,986.71		013113 013113 013113 013113 *CHECK TOTAL		D N D N D N D N	LICENSES AND TAX LICENSES AND TAX MACHINERY AND AU MACHINERY AND AU	101.43425.0445 101.43425.0445 450.43425.0553 450.43425.0553

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KRISS PREMIUM PRODUCTS I 35613 02/12/13	002122 COOLING TOWER TREATMEN	1,303.33		126636		D N	GENERAL SUPPLIES	101.45433.0229
LAKE REGION BANK 35614 02/12/13	002886 2011 HOSP REV BOND-I	3,130.13		020113		D N	INTEREST	350.47402.0444
35614 02/12/13	2011 HOSP REV BOND-P	5,300.00		020113		D N	BONDS	350.47402.0660
	VENDOR TOTAL	8,430.13	*CHECK TOTAL					
		8,430.13						
LAPATKA/ANTHONY J 35615 02/12/13	001431 MJOA TRAINING	64.64		174		D N	TRAVEL-CONF.-SCH	101.42411.0333
LEAGUE OF MN CITIES 35616 02/12/13	000412 FELT-WORKSHOP REGIS.	20.00		179170		D N	TRAVEL-CONF.-SCH	101.42411.0333
35616 02/12/13	WYFFELS-WORKSHOP REGIS.	20.00		179170		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	40.00	*CHECK TOTAL					
		40.00						
LEAGUE OF MN CITIES 35617 02/12/13	001189 INS WORKER'S COMP PREMIUM	262.59		24343		D N	EMPLOYER INSUR.	101.41400.0114
35617 02/12/13	WORKER'S COMP PREMIUM	15.35		24343		D N	EMPLOYER INSUR.	101.41401.0114
35617 02/12/13	WORKER'S COMP PREMIUM	443.65		24343		D N	EMPLOYER INSUR.	101.41402.0114
35617 02/12/13	WORKER'S COMP PREMIUM	233.65		24343		D N	EMPLOYER INSUR.	101.41403.0114
35617 02/12/13	WORKER'S COMP PREMIUM	217.18		24343		D N	EMPLOYER INSUR.	101.41404.0114
35617 02/12/13	WORKER'S COMP PREMIUM	382.82		24343		D N	EMPLOYER INSUR.	101.41405.0114
35617 02/12/13	WORKER'S COMP PREMIUM	202.22		24343		D N	EMPLOYER INSUR.	101.41406.0114
35617 02/12/13	WORKER'S COMP PREMIUM	301.79		24343		D N	EMPLOYER INSUR.	101.41408.0114
35617 02/12/13	WORKER'S COMP PREMIUM	177.58		24343		D N	EMPLOYER INSUR.	101.41409.0114
35617 02/12/13	WORKER'S COMP PREMIUM	82.06		24343		D N	EMPLOYER INSUR.	101.41409.0114
35617 02/12/13	WORKER'S COMP PREMIUM	52.99		24343		D N	EMPLOYER INSUR.	101.41424.0114
35617 02/12/13	WORKER'S COMP PREMIUM	18,414.71		24343		D N	EMPLOYER INSUR.	101.42411.0114
35617 02/12/13	WORKER'S COMP PREMIUM	6,836.18		24343		D N	EMPLOYER INSUR.	101.42412.0114
35617 02/12/13	WORKER'S COMP PREMIUM	351.35		24343		D N	EMPLOYER INSUR.	101.43417.0114
35617 02/12/13	WORKER'S COMP PREMIUM	15,463.75		24343		D N	EMPLOYER INSUR.	101.43425.0114
35617 02/12/13	WORKER'S COMP PREMIUM	1,529.08		24343		D N	EMPLOYER INSUR.	101.45432.0114
35617 02/12/13	WORKER'S COMP PREMIUM	1,781.81		24343		D N	EMPLOYER INSUR.	101.45433.0114
35617 02/12/13	WORKER'S COMP PREMIUM	131.66		24343		D N	EMPLOYER INSUR.	101.45435.0114
35617 02/12/13	WORKER'S COMP PREMIUM	471.02		24343		D N	EMPLOYER INSUR.	230.43430.0114
35617 02/12/13	WORKER'S COMP PREMIUM	4,437.25		24343		D N	EMPLOYER INSUR.	651.48484.0114
35617 02/12/13	WORKER'S COMP PREMIUM	1,039.31		24343		D N	EMPLOYER INSUR.	651.48485.0114
	VENDOR TOTAL	51,828.00	*CHECK TOTAL					
		51,828.00						
LINCOLN FINANCIAL GROUP 35547 02/07/13	002789 LIFE INSURANCE-FEBRUARY	77.05		M259		D N	ACCOUNTS RECEIVA	101.120000
35547 02/07/13	LIFE INSURANCE-FEBRUARY	43.31		M259		D N	EMPLOYER INSUR.	101.41400.0114
35547 02/07/13	LIFE INSURANCE-FEBRUARY	43.75		M259		D N	EMPLOYER INSUR.	101.41402.0114
35547 02/07/13	LIFE INSURANCE-FEBRUARY	17.50		M259		D N	EMPLOYER INSUR.	101.41403.0114

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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE									
LINCOLN FINANCIAL GROUP 002789										
35547	02/07/13	LIFE INSURANCE-FEBRUARY	17.50		M259		D N		EMPLOYER INSUR.	101.41404.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	26.25		M259		D N		EMPLOYER INSUR.	101.41405.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	8.75		M259		D N		EMPLOYER INSUR.	101.41408.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	26.25		M259		D N		EMPLOYER INSUR.	101.41409.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	2.19		M259		D N		EMPLOYER INSUR.	101.41424.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	1,437.70		M259		D N		INS. PASS THROUGH	101.41428.0819
35547	02/07/13	LIFE INSURANCE-FEBRUARY	306.25		M259		D N		EMPLOYER INSUR.	101.42411.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	17.50		M259		D N		EMPLOYER INSUR.	101.42412.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	21.88		M259		D N		EMPLOYER INSUR.	101.43417.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	175.00		M259		D N		EMPLOYER INSUR.	101.43425.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	17.50		M259		D N		EMPLOYER INSUR.	101.45432.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	35.00		M259		D N		EMPLOYER INSUR.	101.45433.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	4.37		M259		D N		EMPLOYER INSUR.	101.45437.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	78.75		M259		D N		EMPLOYER INSUR.	651.48484.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	8.75		M259		D N		EMPLOYER INSUR.	651.48485.0114
35547	02/07/13	LIFE INSURANCE-FEBRUARY	8.75		M259		D N		EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL			2,374.00		*CHECK TOTAL					
VENDOR TOTAL			2,374.00							
MAGNUSON SHEET METAL INC 001121										
35618	02/12/13	FURNACE REPAIR-PARTS	184.20		119568		D N		MTCE. OF STRUCTU	101.45433.0225
35618	02/12/13	FURNACE REPAIR-LABOR	85.00		119568		D N		MTCE. OF STRUCTU	101.45433.0335
VENDOR TOTAL			269.20		*CHECK TOTAL					
VENDOR TOTAL			269.20							
MENARDS 000449										
35619	02/12/13	BLDG MTCE-MATERIALS	215.44		12550		D N		MTCE. OF STRUCTU	101.45433.0225
35619	02/12/13	BLDG MTCE-MATERIALS	49.84		12819		D N		MTCE. OF STRUCTU	101.45433.0225
35619	02/12/13	WALL REPAIR-MATERIALS	46.20		13224		D N		MTCE. OF STRUCTU	101.45433.0225
35619	02/12/13	BLDG MTCE-MATERIALS	22.28		13294		D N		MTCE. OF STRUCTU	101.45433.0225
35619	02/12/13	UV HOLDING FIXTURE	109.75		13508		D N		MTCE. OF OTHER I	651.48484.0226
35619	02/12/13	POLYMER HOSE	51.93		13563		D N		GENERAL SUPPLIES	651.48486.0229
35619	02/12/13	HLDNG FIXTURE UV BULBS	15.34		13678		D N		MTCE. OF OTHER I	651.48484.0226
35619	02/12/13	BLDG MTCE-MATERIALS	87.74		13690		D N		MTCE. OF STRUCTU	101.45433.0225
VENDOR TOTAL			598.52		*CHECK TOTAL					
VENDOR TOTAL			598.52							
MES - MIDAM 002918										
35620	02/12/13	FIREFIGHTER GLOVES	494.20		00379380	SNV	D N		SUBSISTENCE OF P	101.42412.0227
MIKE'S SMALL ENGINE CENT 002699										
35621	02/12/13	STIHL SAW REPAIR-PARTS	213.86		100298		D N		MTCE. OF EQUIPME	101.43425.0224
35621	02/12/13	STIHL SAW REPAIR-LABOR	18.50		100298		D N		MTCE. OF EQUIPME	101.43425.0334
35621	02/12/13	STIHL 16" CHAIN SAW	475.55		100305		D N		SMALL TOOLS	101.43425.0221
35621	02/12/13	CHAIN	32.92		100342		D N		MTCE. OF EQUIPME	101.43425.0224
35621	02/12/13	RECOIL ROPE FOR SAW	2.14		100365		D N		MTCE. OF EQUIPME	101.43425.0224
35621	02/12/13	RECOIL ROPE FOR SAW	15.00		100365		D N		MTCE. OF EQUIPME	101.43425.0334

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
MIKE'S SMALL ENGINE CENT 35621 02/12/13 STIHL SAW REPAIR-LABOR 002699	20.00				D N	MTCE. OF EQUIPME	101.43425.0334
35621 02/12/13 STIHL SAW REPAIR-PARTS	28.96		3880751		D N	MTCE. OF EQUIPME	101.43425.0224
35621 02/12/13 STIHL SAW REPAIR-LABOR	52.00		3880802		D N	MTCE. OF EQUIPME	101.43425.0334
35621 02/12/13 STIHL SAW REPAIR-PARTS	107.89		3880809		D N	MTCE. OF EQUIPME	101.43425.0224
35621 02/12/13 STIHL SAW REPAIR-LABOR	65.00		3880809		D N	MTCE. OF EQUIPME	101.43425.0334
	1,031.82						
	1,031.82		*CHECK TOTAL				
VENDOR TOTAL							
MILLER SANITATION 35622 02/12/13 GARBAGE SERVICE-FEBRUARY 002936	93.90		1298/2-13		D N	CLEANING AND WAS	101.45433.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	46.22		1299/2-13		D N	CLEANING AND WAS	101.45433.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	52.70		1300/2-13		D N	CLEANING AND WAS	101.42412.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	64.74		1301/2-13		D N	CLEANING AND WAS	101.41408.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	64.74		1301/2-13		D N	CLEANING AND WAS	101.45427.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	251.31		1302/2-13		D N	CLEANING AND WAS	101.43425.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	24.34		1303/2-13		D N	CLEANING AND WAS	651.48484.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	48.67		1304/2-13		D N	CLEANING AND WAS	651.48484.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	161.04		1304/2-13		D N	CLEANING AND WAS	651.48484.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	49.67		1305/2-13		D N	CLEANING AND WAS	101.45435.0338
35622 02/12/13 GARBAGE SERVICE-FEBRUARY	46.15		1306/2-13		D N	CLEANING AND WAS	101.43425.0338
	903.48		*CHECK TOTAL				
VENDOR TOTAL							
MN DEPT OF LABOR & INDUS 35623 02/12/13 AIR COMP. INSPECTION 000094	10.00		ABR0063769I		D N	LICENSES AND TAX	651.48484.0445
MN ELEVATOR INC 35624 02/12/13 ELEVATOR SERVICE 000499	143.01		267818		D N	MTCE. OF STRUCTU	101.41408.0335
MN POLLUTION CONTROL AGE 35625 02/12/13 NPDES PERMIT FEE 001064	14,350.00		4400105079		D N	LICENSES AND TAX	651.48484.0445
MORTON SALT INC 35626 02/12/13 ROAD SALT 002997	3,745.34		5400081778		D N	GENERAL SUPPLIES	101.43425.0229
MUNICIPAL UTILITIES 35627 02/12/13 UTILITIES FOR JANUARY 000541	3,668.83		1/13		D N	UTILITIES	101.41408.0332
35627 02/12/13 UTILITIES FOR JANUARY	667.34		1/13		D N	UTILITIES	101.41409.0332
35627 02/12/13 UTILITIES FOR JANUARY	826.89		1/13		D N	UTILITIES	101.42412.0332
35627 02/12/13 UTILITIES FOR JANUARY	4,390.94		1/13		D N	UTILITIES	101.43425.0332
35627 02/12/13 UTILITIES FOR JANUARY	2,471.63		1/13		D N	UTILITIES	101.45427.0332
35627 02/12/13 UTILITIES FOR JANUARY	13,314.83		1/13		D N	UTILITIES	101.45433.0332
35627 02/12/13 UTILITIES FOR JANUARY	825.53		1/13		D N	UTILITIES	101.45435.0332
35627 02/12/13 UTILITIES FOR JANUARY	113.93		1/13		D N	UTILITIES	101.45437.0332
35627 02/12/13 UTILITIES FOR JANUARY	3,183.87		1/13		D N	UTILITIES	230.43430.0332
35627 02/12/13 UTILITIES FOR JANUARY	32,669.66		1/13		D N	UTILITIES	651.48484.0332
35627 02/12/13 ADMIN FEE	1,500.00		1/13		D N	PROFESSIONAL SER	651.48484.0446

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES 000541 35627 02/12/13 UTILITIES FOR JANUARY VENDOR TOTAL	3,612.74 67,246.19 67,246.19	1/13 *CHECK TOTAL		D N UTILITIES	651.48485.0332
MVTL LABORATORIES INC 000544 35628 02/12/13 PROFESSIONAL SERVICES 35628 02/12/13 PROFESSIONAL SERVICES 35628 02/12/13 PROFESSIONAL SERVICES VENDOR TOTAL	39.00 39.00 39.00 117.00 117.00	640776 641479 642341 *CHECK TOTAL		D N PROFESSIONAL SER D N PROFESSIONAL SER D N PROFESSIONAL SER	651.48484.0446 651.48484.0446 651.48484.0446
NCL OF WISCONSIN INC 001627 35629 02/12/13 PIPET-MOTORIZED 35629 02/12/13 LAB SUPPLIES VENDOR TOTAL	385.82 774.43 1,160.25 1,160.25	316495 316495 *CHECK TOTAL		D N SMALL TOOLS D N GENERAL SUPPLIES	651.48484.0221 651.48484.0229
NELSON INTERNATIONAL 000568 35630 02/12/13 #088709-AIR COUPLERS VENDOR TOTAL	130.69	596641		D N MTCE. OF EQUIPME	101.43425.0224
NORTHERN BUSINESS PRODUC 002322 35631 02/12/13 OFFICE SUPPLIES 35631 02/12/13 OFFICE SUPPLIES VENDOR TOTAL	78.08 138.64 216.72 216.72	540327-0 546636-0 *CHECK TOTAL		D N OFFICE SUPPLIES D N OFFICE SUPPLIES	741.48001.0220 741.48001.0220
PENGUIN MANAGEMENT INC 003007 35632 02/12/13 E-DISPATCH SERVICE VENDOR TOTAL	1,867.00	15661		D N COMMUNICATIONS	101.42412.0330
PERKINS LUMBER CO INC 000604 35633 02/12/13 LUMBER FOR PICNIC TABLES VENDOR TOTAL	42.32	367679		D N MTCE. OF OTHER I	101.43425.0226
PEST PRO II 001968 35634 02/12/13 PROFESSIONAL SERVICES 35634 02/12/13 PROFESSIONAL SERVICES VENDOR TOTAL	41.68 41.68 83.36 83.36	*CHECK TOTAL		D N PROFESSIONAL SER D N PROFESSIONAL SER	101.41408.0446 101.45427.0446
PETERSON SHOE STORE 000608 35635 02/12/13 MARCUS-SAFETY BOOTS VENDOR TOTAL	125.00	145806		D N SUBSISTENCE OF P	651.48484.0227
QUILL CORPORATION 000635 35636 02/12/13 OFFICE SUPPLIES 35636 02/12/13 OFFICE SUPPLIES VENDOR TOTAL	265.95 21.35 287.30 287.30	8929927 8937645 *CHECK TOTAL		D N OFFICE SUPPLIES D N OFFICE SUPPLIES	101.42411.0220 101.42411.0220

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
R & R SPECIALTIES INC 35637 02/12/13 ZAMBONI PARTS 000636	190.11		0051589		D	N	MTCE. OF EQUIPME	101.45433.0224
RADIO SHACK ACCOUNTS REC 35638 02/12/13 6 FOOT VIDEO CABLE 000637	20.30		017099		D	N	GENERAL SUPPLIES	101.41409.0229
RICOH USA INC 35639 02/12/13 COPIER LEASE AGRMT 002101	675.45		88419278		D	N	RENTS	741.48001.0440
RUNNING'S SUPPLY INC 35640 02/12/13 PLUMBING PARTS 001418	5.34		3070135		D	N	MTCE. OF STRUCTU	101.45433.0225
35640 02/12/13 RUBBER BOOTS	19.99		3076974		D	N	SUBSISTENCE OF P	651.48485.0227
35640 02/12/13 PLANT SUPPLIES	10.17		3078323		D	N	GENERAL SUPPLIES	651.48484.0229
35640 02/12/13 AERATION PARTS	276.30		3079256		D	N	MTCE. OF OTHER I	101.43425.0226
35640 02/12/13 SUPPLIES	91.84		3081635		D	N	GENERAL SUPPLIES	101.45433.0229
35640 02/12/13 WATER HEATER ELEMENT	27.77		3081732		D	N	MTCE. OF STRUCTU	101.43425.0225
35640 02/12/13 WATER HEATER ELEMENT	11.75		3083107		D	N	MTCE. OF STRUCTU	101.45433.0225
35640 02/12/13 TRUCK WASH HOSES	63.93		3083338		D	N	SMALL TOOLS	101.43425.0221
35640 02/12/13 GREASE GUN	25.63		3083881		D	N	SMALL TOOLS	651.48484.0221
	532.72		*CHECK TOTAL					
	532.72							
VENDOR TOTAL								
SERVICE CENTER/CITY OF W 000685	255.14		STMT/1-13		D	N	MOTOR FUELS AND	101.41402.0222
35641 02/12/13 GAS-88.9 GALLONS	40.47		STMT/1-13		D	N	MOTOR FUELS AND	101.41408.0222
35641 02/12/13 GAS-14.1 GALLONS	73.48		STMT/1-13		D	N	MOTOR FUELS AND	101.42411.0222
35641 02/12/13 DIESEL-22.2 GALLONS	5,806.87		STMT/1-13		D	N	MOTOR FUELS AND	101.42411.0222
35641 02/12/13 GAS-2023.3 GALLONS	90.10		STMT/1-13		D	N	MOTOR FUELS AND	101.42411.0222
35641 02/12/13 EQUIPMENT REPAIR-OIL	664.23		STMT/1-13		D	N	MTCE. OF EQUIPME	101.42411.0224
35641 02/12/13 EQUIPMENT REPAIR-PARTS	339.28		STMT/1-13		D	N	MOTOR FUELS AND	101.42412.0222
35641 02/12/13 DIESEL-102.3 GALLONS	160.43		STMT/1-13		D	N	MOTOR FUELS AND	101.42412.0222
35641 02/12/13 GAS-55.9 GALLONS	72.04		STMT/1-13		D	N	MOTOR FUELS AND	101.43417.0222
35641 02/12/13 GAS-25.1 GALLONS	10.20		STMT/1-13		D	N	MTCE. OF EQUIPME	101.43417.0224
35641 02/12/13 EQUIPMENT REPAIR-OIL	17.53		STMT/1-13		D	N	MOTOR FUELS AND	101.43425.0222
35641 02/12/13 EQUIPMENT REPAIR-PARTS	6,216.36		STMT/1-13		D	N	MOTOR FUELS AND	101.43425.0222
35641 02/12/13 DIESEL-1868.9 GALLONS	2,799.11		STMT/1-13		D	N	MOTOR FUELS AND	101.43425.0222
35641 02/12/13 GAS-975.3 GALLONS	429.30		STMT/1-13		D	N	MTCE. OF EQUIPME	101.43425.0224
35641 02/12/13 EQUIPMENT REPAIR-OIL	144.76		STMT/1-13		D	N	MOTOR FUELS AND	651.48485.0222
35641 02/12/13 EQUIPMENT REPAIR-PARTS	216.37		STMT/1-13		D	N		
35641 02/12/13 DIESEL-65 GALLONS	17,335.67		*CHECK TOTAL					
	17,335.67							
VENDOR TOTAL								
SMEBY/ROSS 002570	137.30		020113		D	N	TRAVEL-CONF.-SCH	101.41409.0333
35642 02/12/13 MILEAGE 1/1-1/31/13								
SPECIAL OPERATIONS TRNG 001388	800.00		52009078		D	N	TRAVEL-CONF.-SCH	101.42411.0333
35548 02/07/13 SOTA TRNG REGISTRATIONS	100.00		52009078		D	N	SUBSCRIPTIONS AN	101.42411.0443
35548 02/07/13 MEMBERSHIP DUES	900.00		*CHECK TOTAL					
	900.00							
VENDOR TOTAL								

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
STATEWIDE DISTRIBUTING I 000718 35643 02/12/13 CONCESSION SUPPLIES	255.70		095876		D N	GENERAL SUPPLIES	101.45433.0229
SURPLUS WAREHOUSE INC 000728 35644 02/12/13 A/C, HUMIDIFIER DISPOSAL	60.00		113012		D N	CLEANING AND WAS	101.45427.0338
35644 02/12/13 SMALL TOOLS	80.13		121212		D N	SMALL TOOLS	651.48484.0221
35644 02/12/13 GLOVES	8.00		121212		D N	SUBSISTENCE OF P	651.48484.0227
VENDOR TOTAL	148.13		*CHECK TOTAL				
148.13							
THOMPSON/JUDY 000949 35645 02/12/13 2013 MAAO MERSHP DUES	80.00		020113		D N	SUBSCRIPTIONS AN	101.41404.0443
TIRES PLUS 000747 35646 02/12/13 REMOVE/INST. TIRE-PARTS	4.28		231874		D N	MTCE. OF EQUIPME	101.42411.0224
35646 02/12/13 REMOVE/INST. TIRE-LABOR	52.00		231874		D N	MTCE. OF EQUIPME	101.42411.0334
35646 02/12/13 REMOVE/INST. TIRE-PARTS	4.28		231885		D N	MTCE. OF EQUIPME	101.42411.0224
35646 02/12/13 REMOVE/INST. TIRE-LABOR	52.00		231885		D N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	112.56		*CHECK TOTAL				
112.56							
UNIFORMS UNLIMITED 000762 35647 02/12/13 TASER POWER MAG	48.70		149265		D N	MTCE. OF EQUIPME	101.42411.0224
US BANK 000264 35648 02/12/13 #147 GO IMP BOND-SC	431.25		3315296		D N	OTHER CHARGES	304.47100.0449
35648 02/12/13 #148 GO IMP BOND-SC	431.25		3315426		D N	OTHER CHARGES	330.43430.0449
35648 02/12/13 #149 GO IMP BOND-SC	402.50		3315647		D N	OTHER CHARGES	305.47100.0449
VENDOR TOTAL	1,265.00		*CHECK TOTAL				
1,265.00							
VAN'S ELECTRIC LLC 002934 35649 02/12/13 PARTS-POLYMER MIXER	25.50		502		D N	MTCE. OF EQUIPME	651.48484.0224
VENENGA/JAMES A 002324 35650 02/12/13 FUEL REIMBURSEMENT	13.00		175		D N	MOTOR FUELS AND	101.42411.0222
35650 02/12/13 DARE CONFERENCE	117.93		175		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	130.93		*CHECK TOTAL				
130.93							
VISTAR CORPORATION 002566 35651 02/12/13 CONCESSION SUPPLIES	661.21		35632471		D N	GENERAL SUPPLIES	101.45433.0229
35651 02/12/13 CONCESSION SUPPLIES	870.75		35737468		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	1,531.96		*CHECK TOTAL				
1,531.96							
WEST CENTRAL COMMUNICATI 000796 35652 02/12/13 PAGER BATTERY	18.17		074715S		D N	MTCE. OF EQUIPME	651.48484.0224

ACS FINANCIAL SYSTEM
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CITY OF WILLMAR
GL540R-V07.20 PAGE 14

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
WEST CENTRAL TRIBUNE				000807											
35653		02/12/13		SPECIAL ELECTION NOTICE	57.00		CL03048319		D	N				PRINTING AND PUB	101.41424.0331
35653		02/12/13		NOTICE PUBLISHED	136.80		CL03048719		D	N				PRINTING AND PUB	101.41401.0331
35653		02/12/13		SPECIAL ELECTION NOTICE	57.00		CL03048853		D	N				PRINTING AND PUB	101.41424.0331
35653		02/12/13		NOTICE PUBLISHED	85.50		CL03048958		D	N				PRINTING AND PUB	101.41401.0331
35653		02/12/13		NOTICE-BOARD OF CANVASS	25.65		CL03049103		D	N				PRINTING AND PUB	101.41424.0331
35653		02/12/13		SPECIAL ELECTION BALLOT	888.75		DI03092154		D	N				PRINTING AND PUB	101.41424.0331
				VENDOR TOTAL	1,250.70		*CHECK TOTAL								
					1,250.70										
WILLMAR FORKLIFT INC				002705											
35654		02/12/13		EQUIPMENT RENTAL	203.06		27796		D	N				RENTS	101.45427.0440
WINDSTREAM				002100											
35655		02/12/13		MONTHLY SERVICE-JAN	45.06		STMT/1-13		D	N				COMMUNICATIONS	101.41406.0330
35655		02/12/13		MONTHLY SERVICE-JAN	381.28		STMT/1-13		D	N				COMMUNICATIONS	101.41408.0330
35655		02/12/13		MONTHLY SERVICE-JAN	39.06		STMT/1-13		D	N				COMMUNICATIONS	101.42411.0330
35655		02/12/13		MONTHLY SERVICE-JAN	3.08CR		STMT/1-13		D	N				COMMUNICATIONS	101.43425.0330
35655		02/12/13		MONTHLY SERVICE-JAN	235.48		STMT/1-13		D	N				COMMUNICATIONS	101.45433.0330
35655		02/12/13		MONTHLY SERVICE-JAN	125.96		STMT/1-13		D	N				COMMUNICATIONS	101.45435.0330
35655		02/12/13		MONTHLY SERVICE-JAN	79.59CR		STMT/1-13		D	N				COMMUNICATIONS	101.45437.0330
35655		02/12/13		MONTHLY SERVICE-JAN	240.10		STMT/1-13		D	N				COMMUNICATIONS	230.43430.0330
35655		02/12/13		MONTHLY SERVICE-JAN	137.37		STMT/1-13		D	N				COMMUNICATIONS	651.48484.0330
				VENDOR TOTAL	1,121.64		*CHECK TOTAL								
					1,121.64										
WITMER PUBLIC SFTY GROUP				01970											
35656		02/12/13		FIRE HELMETS	25.87		E1045570		D	N				SUBSISTENCE OF P	101.42412.0227

ACS FINANCIAL SYSTEM
02/12/2013 14:23:34

CITY OF WILLMAR
GL540R-V07.20 PAGE 15

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
REPORT TOTALS:				931,057.31						

RECORDS PRINTED - 000326

ACS FINANCIAL SYSTEM
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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	193,347.17
208	CONVENTION & VISITORS BUREAU	452.96
230	WILLMAR MUNICIPAL AIRPORT	10,338.60
304	D.S. - 2004 BOND	431.25
305	D.S. - 2005 BOND	402.50
330	D.S. - 2004C BOND AIRPORT	431.25
350	RICE HOSPITAL DEBT SERVICE	84,705.50
412	S.A.B.F. - #2012	61,110.09
432	C.P. - WASTE TREATMENT	372,751.27
450	CAPITAL IMPROVEMENT FUND	112,786.09
651	WASTE TREATMENT	93,131.63
741	OFFICE SERVICES	1,169.00
TOTAL ALL FUNDS		931,057.31

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	931,057.31
TOTAL ALL BANKS		931,057.31

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

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

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

Applicant Information

Name: Kerry Johnson Date of Application: 1-31-2013
Address: 3306 Eagle Ridge DR W Phone No. 320-296-8917
(must be a resident of the City of Willmar)
Email: Kerry.Johnson@capitalone.com

What prompted you to make application for a citizen committee? Was on the Board – able to serve again

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

I would like to finish my original term.

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

20 years in the financial industry. Served as a board member for the Chamber and Kandiyohi Area Transit

List your educational background: AA from Ridgewater

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

None

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

Capital One 360, St. Cloud MN 56301

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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.
 If total prize value for the year will be \$1,500 or less, contact
 the licensing specialist assigned to your county.

Application fee (non refundable)

If application posted or received:

less than 30 days
before the event**\$100**more than 30 days
before the event**\$50****ORGANIZATION INFORMATION**

Organization name

Willmar Fests, Inc.

Previous gambling permit number

X-33503=12-001

Minnesota tax ID number, if any

Federal employer ID number (FEIN), if any

41-1653995

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

Mailing address

PO Box 755

City

Willmar

State

MN

Zip code

56201

County

Kandiyohi

Name of chief executive officer [CEO]

Kevin Halliday

Daytime phone number

320-214-5166

E-mail address

khalliday@willmarmn.gov

NONPROFIT STATUS

Attach a copy of ONE of the following for 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., 60 Empire Drive, Suite 100, St. Paul, MN 55103

Phone: 651-296-2803

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

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**If your organization falls under a parent organization, attach copies of **both** of the following:

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

Robbins Island City Park

Address [do not use PO box]

601 Hwy 71 NE

City or township

Willmar

Zip code

56201

County

Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.

June 22, 2013

Check each type of gambling activity that your organization will conduct.

☐ Bingo*☒ Raffle☐ Paddlewheels*☐ Pull-tabs*☐ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota 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 **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ 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].
- ☐ The application is denied.

Print city name _____

Signature of city personnel *K Halliday*Title City Clerk Treasurer Date 2-1-2013**Local unit of government must sign****COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

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 event date.

Chief executive officer's signature *K Halliday* Date 2-1-2013Print name KEVIN HALLIDAY**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee (non refundable). 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 event date, complete and return the financial report form to the Gambling Control Board.

Questions?

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

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

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

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

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

City of Willmar, Minnesota

Building Inspection Report

From 01/01/2013 To 01/31/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21265	1/4/2013	MIKE WHELAN 519 8TH Street SW	95-006-0480 L 9; B 60 FIRST ADDITION	Garage/Shed Garage	RESIDENTIAL DETACHED GARAGE	\$32,639.36	\$606.77
21292	1/7/2013	ROBERTS PROPERTIES DESIGN ENVIRONMENT 417/421 BENSON Avenue SE	95-630-0080 L 5-6; B 4 PAULSON'S/SUNDE'S ADDN	Commercial Add/Alter Commercial/Alteration	INTER OFFICE REMODEL	\$110,000.00	\$1,601.46
21299	1/15/2013	TERESA DOCKEN 2708 14TH Avenue NW	95-135-0170 L 17; B 1 COLLEGE VIEW ADDITION	Residential Add/Alter Addition	RESIDENTIAL ADDITION	\$28,625.52	\$554.36
21309	1/4/2013	BECHTOLD FAMILY TRUST ST. CLOUD O.H. DOOR 1301 HIGHWAY 12 E	95-914-1110 L ; B S 14; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT LOADING DOCK/ REMODEL BLDG	\$200,000.00	\$2,388.96
21311	1/17/2013	VERIZON WIRELESS 201 28TH Avenue SW	95-794-0400 L 1; B 1 T & M 2ND ADDITION	Commercial Add/Alter Commercial/Alteration	INSTALL NEW ANTENNA AND EQUIPMENT	\$18,000.00	\$442.21
21313	1/4/2013	JOHN MARTHALER 1520 8TH Street SW	95-922-6420 L ; B 22 1/4; S 119N; T 35W; R	Residential Add/Alter Alteration	INSTALL NEW STRUCTURAL HEADER	\$275.00	\$29.54

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21315	1/9/2013	MIKE BLASKOWSKI 514 3RD Street SE	95-740-0940 L 4 & PT OF 5; B 7 SPICER'S ADDITION	Residential Add/Alter Residential/Alteration	INTERIOR DRAINTILE	\$4,166.00	\$141.73
21316	1/23/2013	SAM MODDERMAN 501 17TH Avenue SW	95-700-0360 L 6; B 3 SCANDIA TERRACE ADDITIO	Residential Add/Alter Residential/Alteration	REBUILD 12' X 24' DECK	\$6,500.00	\$177.90
21317	1/9/2013	HEFFRON PROPERTIES LLC 539 PACIFIC Avenue SW	95-003-2310 L 10-12; B 22 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	INSTALL 90 MINUTE FIRE DOOR IN CORRIDOR	\$1,800.00	\$94.54
21318	1/9/2013	STEPHEN PIRSCH 904 TROTT Avenue SW	95-003-6740 L 7, PTS. OF 6; B 55 ORIGINAL CITY	Residential Add/Alter Residential/Alteration	REPAIR FIRE DAMAGE TO ROOF AND WALLS	\$41,718.77	\$724.71
21319	1/9/2013	DAVID NEIMEYER 701 5TH Street SW	95-006-3830 L 14; B 83 FIRST ADDITION	Residential Add/Alter Residential/Alteration	INSTALL NEW 5/12 PITCH ROOF OVER EXISTING	\$6,500.00	\$177.90
21323	1/15/2013	JOE VANDER ARK 1021 13TH Street SW	95-570-0460 L 5 OF SUBDIV ; B 3 NURSERY ADDITION	Residential Add/Alter Residential/Alteration	INSTALL BSMT. BATHROOM	\$2,600.00	\$105.95
21325	1/18/2013	JAMES JOHNSON 626 9TH Street SW	95-006-2650 L 7 & PT OF 6; B 75 FIRST ADDITION	Residential Add/Alter Residential/Alteration	REMODEL BSMT.	\$4,000.00	\$124.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21326	1/25/2013	WILLMAR TEN JOHANNES AGENCY 1303 1ST Street S #4	95-923-8530 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	NEW TENANT FINISH	\$15,000.00	\$378.34
21327	1/25/2013	JAN LAHR 1020 15TH Street SW	95-042-0270 L PT OF 8; B 1 BARNSTAD'S 2ND ADDITION	Residential Add/Alter Drainage system	INTERIOR DRAINTILE	\$4,635.00	\$141.97
21332	1/30/2013	RICE HOSPITAL CITY OF WILLMAR 301 BECKER Avenue SW	95-003-5970 L ; B 48-49 & PT OF VACANT ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 4 OFFICES IN MED LIBRARY	\$32,310.00	\$712.05
21334	1/31/2013	HEFFRON PROPERTIES, LLC 539 PACIFIC Avenue SW	95-003-2310 L 10 - 12; B 22 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	COMBINE 4 APT. INTO 2	\$20,000.00	\$483.96
Current Year Current Month Totals						\$528,769.65	\$8,887.00
Previous Year Current Month Valuation						\$942,038.64	
Current YTD Valuation From 01/01/2013 To 01/31/2013						\$528,769.65	
Previous YTD Valuation						\$942,038.64	

MINUTES

WILLMAR POLICE COMMISSION

Monday, February 4, 2013

The annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 4, 2013, at 3:45 p.m., at the Willmar Law Enforcement Center.

Members present were: Vice President Lowell Fostervold, Secretary Dennis Anfinson, and Commissioner Cassie Akerson. Police Chief David Wyffels was also present.

The meeting was called to order by Vice President Fostervold.

A motion was made by Akerson, seconded by Commissioner Anfinson, to approve the January 9, 2013 minutes as submitted. **Motion carried.**

Election of officers was held. Lourdez Schwab had resigned from her position in September, 2012 with Mayor Frank Yanish appointing Cassie Akerson to the open police commissioner position. Discussion was held about the normal rotation of officers and the current positions held by Commissioner Fostervold and Commissioner Anfinson.

For the position of President, Commissioner Anfinson made a motion to nominate Commissioner Lowell Fostervold which was seconded by Commissioner Akerson. **Motion carried.** The vote carried unanimously.

For the position of Vice-President, Commissioner Fostervold made a motion to nominate Commissioner Dennis Anfinson which was seconded by Commissioner Akerson. **Motion carried.** The vote carried unanimously.

For the position of Secretary, Commissioner Fostervold made a motion to nominate Commissioner Cassie Akerson which was seconded by Commissioner Anfinson. **Motion carried.** The vote carried unanimously.

The Commissioners held a discussion on the review of the current Police Civil Service Rules and Regulations. After discussion it was agreed upon that no changes should be made at this time.

Chief Wyffels did provide input as to a recent request made by Officer Neubauer that was affected by the current Rules and Regulations. The affected rule related to the officer's request to live beyond the imposed thirty minute response time currently required by all officers. The Commission was in full agreement that the thirty minute regulation was necessary considering the nature of the employee's job which is responding to emergency situations and did not believe the regulation should be changed.

Miscellaneous

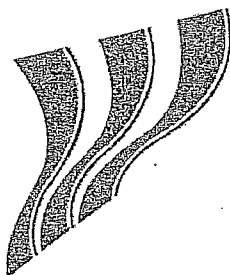
Chief Wyffels announced that Officer Benjamin Hanneman started his first day on the job today. General discussion was held regarding the number of officers currently within the Department.

Chief Wyffels noted that with the addition of Officer Hanneman the Willmar Police Department now had 32 sworn officers. Chief Wyffels also advised the Commission that Officer Dorn was currently on a leave of absence for approximately four months.

Chief Wyffels advised the Commission of the offer made by Duininck's Corporation to support the canine program. Discussion was held on the value of the canine program, community interest, etc. Commission members were given full information on the program including the history of the canine unit within the Willmar Police Department.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Akerson. Meeting was adjourned at 4:45 pm.

/sae



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: February 11, 2013

Attachments: ☐ Yes ☒ No

CITY COUNCIL ACTION

Date: February 19, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Public Works

Action Requested: Review Draft EIW and Facilities Plan for Lakeland Drive Interceptor/MinnWest Lift Station Project and recommend submittal of approved EIW and Facilities Plan to the Minnesota Pollution Control Agency.

Guiding Principle: PFA Facility Plan and MPCA EIW Requirements

Introduction: An EIW and Facility Plan are required by the Minnesota Pollution Control Agency for the Lakeland Drive Interceptor Project. Draft copies of each document have been provided to City staff for input and review and any revisions have been incorporated into the document. Final copies will include the input from the Council and the public.

Background/Justification: The Lakeland Drive Interceptor Facility Plan Amendment provides updates to the 2006 Comprehensive Collection System Plan for the portion of the collection system served by the Lakeland Drive Interceptor. The Amendment includes updates to the service area and system capacity needs for the State Hospital Lift Station and the Lakeland Drive Interceptor, recommended alternatives and associated costs, and a preliminary project schedule. Numerous figures and tables are also included as part of the amendment.

The EIW provides a project description, project purpose, beneficiaries, and impacts to wildlife, water resources, water and the environment resulting from this project.

Fiscal Impact: None

Alternatives: None

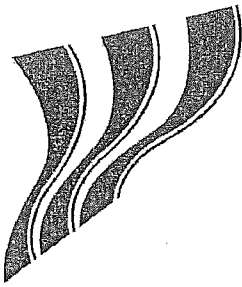
Staff Recommendation: For information/review purposes only.

Reviewed by:

Preparer: Paul Jurek, P.E., Bollig Inc

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: NA

Attachments: Yes ☐ No ☒

CITY COUNCIL ACTION

Date: February 19, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

9

Action Requested: Order Improvements and Preparation of Plans and Specifications

Guiding Principle: M.S. 429.031 subd. 1(b)

Introduction: As required by State Statute, a public hearing is being held for the 2013 Street and Other Improvements.

Background/Justification: A Public Hearing on the proposed 2013 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed improvement, estimated costs, and to obtain input from interested parties.

Fiscal Impact: Sources of funding for the 2013 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, state aid and bond proceeds. The estimated total cost for the 2013 Improvement Project is \$5,288,021.00

Alternatives: 1. Amend the street improvement list 2. Approve the list as presented
3. Consider no improvements for 2013

Staff Recommendation: Ordering Improvements and Directing Preparation of Plans and Specifications as presented.

Reviewed by: Lynden Wittman, Senior Engineering Technician

Preparer: Janell Sommers, Engineering Secretary

Signature:

Comments:

PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-03
CITY OF WILLMAR
MONDAY, FEBRUARY 11, 2013

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Monday, February 11, 2013, by Acting Chairman Bruce DeBlieck at the City Office Building. Members present were: Council Members Tom Johnson and Jim Dokken substituting for Ron Christianson and the Vacant Ward 4 position. Also present were: Mayor Frank Yanish; Charlene Stevens, City Administrator; Gary Hendrickson, Fire Chief; Paul Jurek, Bollig Inc.; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY):

There were no public comments offered at this time.

2. LAKELAND DRIVE INTERCEPTOR FACILITY PLAN AND EIW PRESENTATION (FOR INFORMATION ONLY):

Paul Jurek of Bollig Inc. presented the Facility Plan and Environmental Information Worksheet for the Lakeland Drive Interceptor Project. Both documents will be presented to the Minnesota Pollution Control Agency for review after the public hearing is held and public comments are received. Both documents are a prerequisite for PFA funding and qualify the City for placement on the priority list.

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

3. CONSIDERATION OF ORDINANCE AMENDING CHAPTER 13, ARTICLE III (MOTION):

City Administrator Stevens presented an amendment to the ordinance governing the removal of snow, dirt, and rubbish from public sidewalks. The recommendation is to change 12 hours to 24 hours in Section 1(b) to be consistent with the remainder of the ordinance. A motion was made by Council Member Johnson, seconded by Council Member Dokken and seconded for the following

RECOMMENDATION:

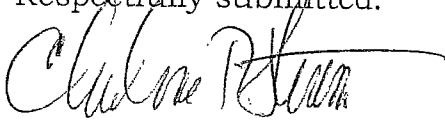
To introduce the ordinance amendment for hearing on March 4, 2013.
(Motion)

4. MISCELLANEOUS:

Council Member DeBlieck wanted to thank the Public Works Department for their fine job on snow removal.

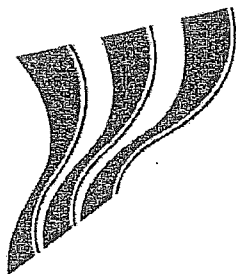
There being no further business to come before the committee, the meeting adjourned at 5:08 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Charlene Stevens", with a long horizontal flourish extending to the right.

Charlene Stevens
City Administrator

Janell Sommers
Recording Secretary



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

Agenda Item Number: _____

Meeting Date: February 11, 2013

Attachments: ☐ Yes ☒ No

CITY COUNCIL ACTION

Date: February 19, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Public Works

Action Requested: Review Draft EIW and Facilities Plan for Lakeland Drive Interceptor/MinnWest Lift Station Project and recommend submittal of approved EIW and Facilities Plan to the Minnesota Pollution Control Agency.

Guiding Principle: PFA Facility Plan and MPCA EIW Requirements

Introduction: An EIW and Facility Plan are required by the Minnesota Pollution Control Agency for the Lakeland Drive Interceptor Project. Draft copies of each document have been provided to City staff for input and review and any revisions have been incorporated into the document. Final copies will include the input from the Council and the public.

Background/Justification: The Lakeland Drive Interceptor Facility Plan Amendment provides updates to the 2006 Comprehensive Collection System Plan for the portion of the collection system served by the Lakeland Drive Interceptor. The Amendment includes updates to the service area and system capacity needs for the State Hospital Lift Station and the Lakeland Drive Interceptor, recommended alternatives and associated costs, and a preliminary project schedule. Numerous figures and tables are also included as part of the amendment.

The EIW provides a project description, project purpose, beneficiaries, and impacts to wildlife, water resources, water and the environment resulting from this project.

Fiscal Impact: None

Alternatives: None

Staff Recommendation: For information/review purposes only.

Reviewed by:

Preparer: Paul Jurek, P.E., Bollig Inc

Signature:

Comments:

ORDINANCE NO. _____

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

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

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

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

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

Passed by the City Council of the City of Willmar this ____ day of _____, 2013.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ DEBLIECK _____ DOKKEN _____ FAGERLIE _____ JOHNSON _____

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: _____

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, February 13, 2013, in Conference Room #1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Member
	Denis Anderson	Member
	Tim Johnson	Council Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish, Council Member Elected Audrey Nelsen, Wayne Nelson, Ken Warner, David Baker, City Clerk Kevin Halliday, Finance Director Steve Okins, City Assessor Pat Ericson, City Assessor Judy Thompson and John Sullivan.

Item No. 1 Call Meeting to Order and Public Comment

Mr. Wayne Nelson addressed the Committee on behalf of Move Willmar Forward. Mr. Nelson commended and thanked the Council for moving forward to address adoption of a code of parliamentary procedure for the City Council, full participation by the Council in the Vision 2040 initiative, engaging in an organizational study of the City and for considering a conflict of interest policy. Mr. Nelson also stated that the group remains willing to contribute \$5,000 towards the cost of the organizational study for the City.

Chair Ahmann thanked Mr. Nelson for coming and stated his opinion that the \$5,000 contribution was not necessary.

The others members also thanked Mr. Nelson for coming.

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

Item No. 2 Consideration of Employee Vacancies: Appraiser II and Accounting Clerk.

City Administrator Stevens described the two vacancies before the Council for their consideration and the history of the vacancies.

City Clerk Halliday expanded on the vacancy in the Assessing Department, including the previous unsuccessful attempts to fill the position internally.

The Committee Members had questions regarding the timeframe for training, as well as the certifications necessary and the future possibility of working with the County on a consolidated department.

Following further discussion, it was moved by Council Member Anderson and seconded by Council Member Dokken, to advertise for the position of Appraiser II. The motion carried.

Finance Director Okins reviewed the staffing needs in the Finance Department as it related to the vacancy of the payroll clerk. Mr. Okins stated he would continue to explore options, but the position also filled other rolls in the department.

Council Member Anderson and Johnson inquired as to the options for outsourcing payroll.

After further discussion, it was moved by Council Member Dokken, seconded by Council Member Johnson, to advertise for the position of Accounting Clerk. The motion carried.

Item No. 3 Conflict of Interest Policy.

Ms. Stevens reviewed the history for the Conflict of Interest Policy, stating it had been a goal of Chair Ahmann's and was first discussed in December. Ms. Stevens stated that two policies were before the Committee, one to revise existing Personnel Policy 2.9 which applies to employees and a new policy that would apply to elected and appointed officials.

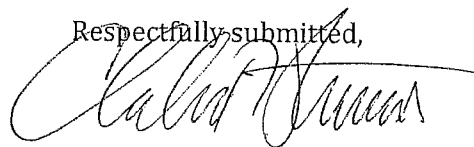
Chair Ahmann stated his feeling that the adoption of a policy would add greater transparency for the public, as well as guidance for elected and appointed officials.

After some discussion, Council Member Anderson made a motion to amend and adopt Personnel Policy 2.9 as drafted by the City Attorney. Council Member Dokken seconded the motion and it carried.

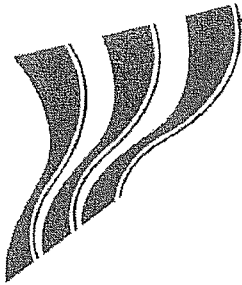
Council Member Anderson made a motion to adopt a Conflict of Interest Policy for Elected and Appointed Officials as drafted by the City Attorney. Council Member Dokken seconded the motion and it carried.

There being no further business to come before the Committee, the meeting adjourned at 5:40 p.m. on a motion by Council Member Anderson, seconded by Council Member Johnson, and carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charlene Stevens", with a long, sweeping horizontal line extending to the right.

Charlene Stevens,
City Administrator



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

Agenda Item Number: 13 Meeting

Date: February 19, 2013

Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: February 19, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Set Hearing Date

Guiding Principle: Municipal Code Section 3-114

Agenda Item: Consideration of Persons Eligible for Liquor License

Background/Justification:

The Council has directed the City Attorney to draft an ordinance allowing multiple on-sale liquor licenses to be issued to the same owner. This is an allowable option under Minnesota law but a conflict with the current Municipal Code. This amendment will facilitate the dual licensure of the upcoming remodeling project of TPI Core Properties with the double restaurants 1) Green Mill Restaurant & Bar and 2) Hurricane Grill & Wings.

Fiscal Impact: None

Alternatives: Stay With Current Policy

Staff Recommendation: Set a Hearing Date for March 4, 2013

Preparer: City Clerk-Treasurer

Signature:

ORDINANCE NO. _____

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

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

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

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

~~(6) — Who is directly or indirectly interested in any other establishment in the city to which either an on-sale or off-sale license has been issued. No person shall own an interest, as defined in subsection (c) of this section, in more than one (1) establishment or business for which either an on-sale or off-sale license has been granted to any person; or any person who owns an interest in a business or establishment licensed under this division.~~

(76) Who, if a corporation, does not have a manager who is eligible under the provisions of this section.

(87) Who is the spouse of a person ineligible for a license under the provisions of subsection (3), (5) or (6) of this section or who, in the judgment of the city council, is not the real party in interest or beneficial owner of the business operated or to be operated under the license.

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

Passed by the City Council of the City of Willmar this ____ day of _____, 2013.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ DEBLIECK _____ DOKKEN _____ FAGERLIE _____ JOHNSON _____

This Ordinance introduced by Council Member: _____

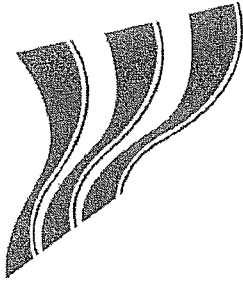
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



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

Agenda Item Number: 14

Meeting Date: February 19, 2013

Attachments: ☐ Yes ☐ No

CITY COUNCIL ACTION

Date: February 19, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Willmar Municipal Code Section 3-5

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

Background/Justification: The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling Bonspiel. On March 8, 9, and 10, 2013, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC has applied for this permit with on-site employee listed as Tara Bonnema.

Fiscal Impact: \$100

Alternatives: None

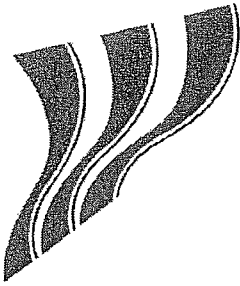
Staff Recommendation: Approve the Permit on a roll call vote

Reviewed by: Community Education & Recreation Board (approval on 1/25/2013)

Preparer: City Clerk-Treasurer

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15

Meeting Date: 2-19-13

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 Amend Section 9 of the Zoning Ordinance 1060 relating to Appeals.

Guiding Principle: State Statutes 462.357, 462.359, 462.354

Introduction: The text amendment is initiated by the Planning Commission to further clarify Appeals in the Zoning Ordinance.

Background/Justification: The rewording of the stipulation is to further clarify Section 9.C.1. regarding the Board of Zoning Appeals hearing appeals of actions/enforcement of the Zoning Administrator. An appeal of an action by the Planning Commission goes to District Court, as outlined in State Statute. The only exception to the rule is conditional use permits, which action the by Planning Commission can be overturned by the City Council with a 6/8 vote. In the past an appeal of a Planning Commission action enforced by the Zoning Administrator was interpreted to go to the Board of Zoning Appeals prior to appealing to District Court.

Fiscal Impact: N/A

Alternatives: Leave the wording as is, but interpret it as described above.

Staff Recommendation: Staff recommends that the Council introduce the Ordinance for a hearing at the March 4, 2013 Council meeting.

Reviewed by: Megan M. Sauer, AICP, Planner/Airport Manager

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

Signature: *Megan M. Sauer*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060
KNOWN AS THE WILLMAR ZONING ORDINANCE
BY AMENDING SECTION 9 RELATING TO
APPEALS

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

SECTION 9. Ordinance 1060 is hereby amended by changing Section 9.C.1. so to read as follows:

C. APPEALS

1. Authority. The Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision, or determination made by the Zoning Administrator in the enforcement of this Ordinance. *Any appeal of a decision by the Planning Commission on a Conditional Use Permit, Rezone, or Text Amendment shall be filed directly with the District Court except that in the case of a Planning Commission's denial of a Conditional Use Permit application, no appeal to the District Court shall be made without first applying to the City Council for reconsideration of the decision pursuant to section 9.E.5 of Ordinance 1060.*

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: _____