

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

August 19, 2013
7:00 p.m.

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

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

The Council requested that the Charter Commission appointment, Municipal Utilities Commission Minutes, and Planning Commission Minutes be removed from the Consent Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of August 5, Rice Hospital Board Minutes of July 17, Accounts Payable Report through August 14; and Application to Conduct Excluded Bingo, Church of St. Mary. Council Member Christianson seconded the motion, which carried.

The Council discussed the proposed appointment of Bob Enos to the Charter Commission and was informed by the Mayor that if appointed, Mr. Enos would resign from the Economic Development Commission. Council Member Anderson moved to approve the appointment of Mr. Enos to the Charter Commission with Council Member Johnson seconding the motion, which carried.

Council Member Christianson stated he has received many calls to the regarding the non-working wind turbines and requested a report. The Municipal Utilities Commission Minutes of August 12, 2013, were approved as presented upon motion by Council Member Christianson, seconded by Council Member DeBlieck, and carried.

The Council questioned the Nielsen Rezoning matter whereby the recommendation was to approve the rezoning, but the final action was to deny the rezoning. Mr. Peterson explained the staff presentation as listed is not always followed by the Commission. Council Member Christianson moved to send the matter back to the Planning Commission for review so the Nielsen's can attend. Council Member Johnson seconded the motion. Upon further discussion the motion and second were withdrawn. The Planning Commission Minutes of August 14, 2013, were approved upon a motion by Council Member DeBlieck, seconded by Council Member Anderson, and carried.

At 7:20 p.m. Mayor Yanish opened a hearing on an Ordinance Amending Chapter 10, Offenses and Miscellaneous Provisions, Article III, Dangerous Weapons, Section 10-54, Discharge of Firearms and Adopting New Section 10-55, Shooting a Bow and Arrow within City Limits. Police Chief Wyffels presented details of the Ordinance.

Rick Schwantes, 1500 Country Club Drive, opposed the Ordinance stating the backstop was too large, suggesting complaints would follow on unsightly backstops. He stated he has target practiced with a bow and arrow in the City for 35 years and does not shoot if neighbors are out and about. Hunters need to practice in hunting situations of high elevation and low light. Mr. Schwantes suggested the Council abandon the Ordinance section on bow and arrows.

Bruce Shimer, 1411 10TH Street SW, stated he too has practiced for years and keeps his location safe from harming neighbors. Upon hearing all those who wished to be heard, Mayor Yanish closed the hearing at 7:32 p.m.

Council Member Ahmann stated in 2012 a 16 year-old boy was shot and killed, and other cities now ban all target practice with bow/arrow. Archery speeds are now in excess of 250 feet per second and he has concerns, other cities have 8-feet by 8-feet backdrop, but have a 250 foot spacing buffer zone.

Following discussion, Council Member Ahmann moved to refer the Ordinance to the Public Work/Safety Committee with Council Member Christianson seconding the motion, which carried with Council Member DeBlieck voting "No."

Tim Flaherty and Dan Dorman, Coalition of Greater Minnesota Cities, appeared before the Mayor and Council to review the 2013 Legislative Session and activities of the CGMC. Mr. Flaherty presented CGMC facts stating their current membership is 84 cities in 2013, starting with 28 in 1979, and that their primary focus for legislation is limited to five areas: 1) LGA/Property Taxes, 2) Economic Development, 3) Annexation and Land Use, 4) Environmental Regulations and 5) Transportation. He noted the CGMC has better and faster resources of information and that many legislators depend on this current information.

Mr. Flaherty stated the outcome of the 2013 session Local Government Aid is more stable, simpler and fairer. Willmar's LGA certified 2013 amount was at \$4,052,790 with the new formula amount set at \$4,439,645. Funding increases for Transportation include \$300 million for "Corridors of Commerce," \$37 million for Southwest Corridor LRT, and \$10 million for Greater Minnesota Transit.

Mr. Flaherty also highlighted the Greater Minnesota Economic Development Partnership consisting of 9 chambers, 19 EDAs and 6 Initiative Foundations. Mr. Flaherty opined that Willmar needs a strong voice on State policy issues and distribution of State resources, noting recent research found "statewide organizations are ignoring rural Minnesota." Greater Minnesota Cities have unique needs and must tell their story to the public and the legislators. No one else, like statewide organizations, tell their story. Mr. Flaherty stated Legislators need help understanding complicated policy issues. With well-funded Metro interests advocating strongly for Metro needs and interests being close to the Capital and their significant geographic advantage, CGMC needs to be ever vigilante to speaking for greater Minnesota cities.

Dan Dorman provided a legislators viewpoint of the need for CGMC and accurate information. After a few questions, Mayor Yanish thanked them for their presentation.

Mayor Yanish acknowledged several individuals who had signed up to address the City Council during its scheduled Open Forum. Yusuf Amed expressed concern regarding a bank purchasing the Center Point Mall and 10 - 15 small business tenants having received a 30-day notice to vacate their leased property. The stores meet the needs of East African community as they try to integrate into the community.

Abdi Duh asked the Mayor and Council if they offer any coordination to the City/Somali-speaking population with 600 East Africans working at JOTS and stated the coordination with the City is missing. He accepts the concept of this private buyer, but City should promote businesses, help where they can. Move and timing is too short suggesting they need 120 days to locate. Many have leaseholder improvements (\$40,000 to \$50,000) in plumbing and equipment. Council Member Christianson said the City could reach out to the new buyer to advocate for a better outcome.

Mayor Yanish called for a recess at 9:00 p.m. and reconvened the meeting at 9:11 p.m.

The Finance Committee Report for August 12, 2013, was presented to the Mayor and Council by Council Member Anderson. There four items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Mayor Yanish presented his proposed 2014 Budget totaling \$44,686,059. Of the total budget, \$15,528,583 is for General Operating; \$16,773,881 is for Capital Improvements; \$1,682,816 is for Special Revenue/Internal Services; \$2,499,201 is for Debt Service; and \$8,201,578 is for the Wastewater Treatment Plant. The General Operating portion of the budget includes \$1,703,036 in transfers for Capital Improvements. The proposed tax levy of \$4,139,734 is the same as last year with \$3,992,734 for General Operating and \$147,000 for the Street Program. An overview of the estimated revenues and expenditures was presented. Revenues include an anticipated increase in Local Government Aid. Changes in budgeted expenditures include: 1) Reductions in Travel and Training (50%), Memberships and Dues (35%), and Professional Services (35%); 2) Elimination of dues for Coalition of Greater Minnesota Cities and National League of Cities; 3) Elimination of funding for Willmar Design Center, West Central Integration Collaborative, and Community Marketing Coalition. 4) New position proposed for human resources; and 5) Restoration of Assistant Engineer Position;

Council Members raised questions regarding the methodology used for cutting travel and training, memberships and dues, and professional services. Discussion also included the pros and cons of eliminating the funding for the Design Center, the Integration Collaborative and the Marketing Coalition. The Committee will continue to review and discuss the proposed 2014 budget over the next several meetings prior to the public hearing to be held in December, 2013. This matter was for information only.

Item No. 3 There was no old business.

Item No. 4 There was no new business.

The Finance Committee Report for August 12, 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 August 13, 2013, was presented to the Mayor and Council by Council Member Christianson. There were four items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Josh Halvorson of Donohue and Associates presented results from the August 8, 2013, bid opening for the construction and relocation of the Sperryville Lift Station. Four bids were received, with the low bid being that of Geislinger and Sons, Inc. in the amount of \$285,000.00. The project schedule allows for substantial completion by December 15th of this year and final completion in May of 2014. The majority of the funding is from within the 2013 Capital Outlay Budget.

The Committee was recommending the Council accept the bid of Geislinger and Sons, Inc. as presented, and authorize the Mayor and City Administrator to enter into an agreement on behalf of the City. Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Geislinger & Sons, Inc. of Watkins, Minnesota for Project No. 1311 - Sperryville Lift Station is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$285,000.00.

Dated this 19th day of August, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Tim Hanson, representing the Elks Club, discussed with the Committee the Club's storm water drainage issues. The catch basin behind the building may not be directing the runoff to the City's storm system on Litchfield Avenue and they are experiencing water problems in the lower level and possible undermining of the building. The Elks Club is looking to the City for information, as this is a private system and the City holds no responsibility. The Committee discussed several possibilities whereby the affected property owners can work together to redirect the water. Mr. Hanson was directed to the City Offices to obtain property owner and utility line information to proceed. This matter was for information only.

Item No. 4 Council Member Christianson expressed his concern with vehicle and equipment purchases, specifically anything over \$20,000, being brought before Committee and filling the vacant Surveyor position in the Engineering Department.

An update on storm water improvements will be provided at one of the next meetings. Interim City Engineer Jared Voge is preparing a list of incremental storm water improvements for consideration.

The Public Works/Safety Committee Report for August 13, 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 Community Development Committee Report for August 15, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were five items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 The Committee considered a request from Staff that the Council order the removal of a structure at 944 Olaf Avenue NW. This is a property that has deteriorated over the years and past attempts to have the property repaired or removed have been met without success. The Committee reviewed correspondence and photographs. It was acknowledged that the structure was in terrible condition and did constitute a threat to health and safety.

The Committee was recommending the Council declare the property as hazardous and order the removal of the home at 944 Olaf Avenue NW. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

Item No. 3 Steve Renquist, EDC Director, updated the Committee on the development of a County-wide business loss protocol. A significant amount of time was then spent reviewing the five-year work plan that has been adopted by the EDC Board, and activities of the EDC and success in meeting some of the work plan goals were discussed in detail. This matter was for information only.

Item No. 4 There was no old business.

Item No. 5 Chair Fagerlie inquired about graffiti on a downtown building, and Staff replied that the matter was being addressed. Chair Fagerlie also asked Staff to look into weed problems that exist in the East Highway 12 right-of-way and the BNSF properties. This matter was for information only.

The Community Development Report for August 15, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member DeBlieck, and carried.

City Clerk Halliday informed the Mayor and Council that pursuant to Willmar Municipal Code, Chapter 13, concerning the removal of snow or ice from sidewalks, and in the case of nonpayment of the charge against a lot, the personal liability of said cost of service to be certified for collection. Council Member Anderson moved to schedule a hearing for 7:03 p.m. on September 3, 2013, with Council Member Fagerlie seconded the motion, which carried.

City Clerk Halliday informed the Mayor and Council that pursuant to Willmar Municipal Code, Chapter 9, concerning the cutting of weeds or grass, and in the case of nonpayment of the charge against a lot, the personal liability of said cost of service to be certified for collection. Council Member Fagerlie moved to schedule a hearing for 7:04 p.m. on September 3, 2013, with Council Member Dokken seconded the motion, which carried.

City Clerk Halliday informed the Mayor and Council that pursuant to Willmar Municipal Code, Chapter 9, concerning the removal unpaid garbage, and in the case of nonpayment of the charge against a lot, the personal liability of said cost of service to be certified for collection. Council Member DeBlieck moved to schedule a hearing for 7:05 p.m. on September 3, 2013, with Council Member Fagerlie seconded the motion, which carried.

The Mayor and Council considered a Civic Center Arena Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday explained that Bakers Eagle Creek Eatery LLC dba The Oaks at Eagle Creek has rented space from the Civic Center to hold a social affair on August 30, 2013, with plans to serve alcohol. David Baker listed as the on-site employee. It was noted that Permit is pending subject to the approval by the Community Education and Recreation Board. Council Member Anderson moved to approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit as presented. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Anderson moved to reschedule the first meeting in September from the 2nd to the 3rd due to the Labor Day holiday. Council Member Ahmann seconded the motion, which carried.

Council Member Nelsen addressed a recent "Letter to Editor" complaining of the condition of property located on 20th Avenue SW. Planning and Development Services Director Peterson explained that the garbage was removed, property cleaned up, and added the property to the Rental Property Program. There were no zoning violations, but the complaint was about inside storage and the City doesn't open building doors as a practice. This matter was for information only.

Council Member Ahmann requested consideration of the old wastewater plant area as an archery range. Staff will gather information on liability and costs.

Council Member Dokken asked to be excused from the September 3, 2013, Council meeting.

CER Director Steve Brisendine informed the Council that a Park Plan survey is underway with Mid-Minnesota helping conduct the survey on the Community Education and Recreation website. He encouraged everyone to take the survey. The CER Board will gain feedback to be used in order to proceed with a Comprehensive Park Plan.

Announcements for Council Committee meeting dates were as follows: Special Council regarding the Organizational Study, August 20; Labor Relations, August 21; Finance, August 26; Public Works/Safety, August 27; and Community Development, August 29, 2013.

There being no further business to come before the Council, the meeting adjourned at 9:45 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

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

August 20, 2013
4:45 p.m.

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

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

The Council considered the recommendation of the Brimeyer-Fursman Organizational Study beginning with City Administrator Stevens review of Option A and B of the External Services. Ms. Stevens stated that Option B is closer to the current structure but calls for a "facilities maintenance" position, suggesting it could be an Assistant Engineer/Facilities Maintenance under the City Engineer (not Public Works Superintendent). Option A would offer a coordinated effort for External Services.

Council Member Ahmann said a job description, duties and responsibilities for the newly created Community Services Director were needed before creating the position, and that the City Engineer took care of all those duties in the past. He felt the present system has been working fine for years.

Council Member Anderson stated that the City needs a City Engineer that can do engineering work rather than administration and supervisory work. Mr. Anderson opined that the status quo is not where the City needs to be.

Council Member Dokken said job descriptions were needed and inquired as to how does the proposal mesh with the City's Mission Statement.

Council Member DeBlieck questioned why job descriptions would be written for positions under the different options that the City might not even fill. He favored looking at the basic structure and then creating job descriptions.

Council Member Christianson felt the Options created a centralized power and made for a top-heavy government. He said the present structure has worked for year and that the Council was bullied into the study by outside forces within the City that are trying to run the City behind their backs and he didn't like it. Mr. Christianson said the City needs to hire an Engineer and Assistant Engineer and get the Department up to speed.

Council Member Nelsen felt the Council should step back and look at the big picture, stating work isn't being done like it was 20 years ago nor is it going to be done like that 10 years into the future. She stated the Council should be brave enough to look at this and to do something different, have faith, to look forward. Regarding Council Member Christianson's bullied comment, Ms. Nelsen said she didn't believe it is the opinion of the community nor the people who participated in the study.

Council Member Ahmann inquired as to the efficiencies. City Administrator Stevens stated Option A offers individuals working at the same level and they can go quickly from one to another and stay on the same playing level, not go up the ladder and that hiring a facility maintenance supervisor dedicated to all City

facilities will free up each Department Directors' responsibility for their building and it offers cross-training efficiencies.

Council Member Dokken stated we need research and facts that demonstrate to the Council we will be doing the right thing.

Council Member Johnson inquired as to the effect on labor contracts.

Council Member Ahmann inquired as to what the City would be changing with creating a new position and further reiterated that the City Engineer should be in charge of Public Works.

Council Member Johnson reminded the Council the Charter requires Council approval of Department Directors and doesn't want that changed. Secondly, he requested exploration of a Human Resource Director with Willmar Municipal Utilities.

Council Member Nelson stated opposition to the position that the City Engineer must be in charge of Public Works.

Council Member Christianson opined that a City with a 20,000 population is not a huge city and we don't need a complicated flow chart. No need for big change and opposed the City Engineer reporting to the Community Service Director.

Council Member DeBlieck questioned if, under Option A, the "Community Service Director" is the best title selection.

Mayor Yanish questioned how either option affected the City Administrator duties.

Council Member Christianson stated our job is to set policy, manage our managers and have faith in our department heads. Making department heads report to someone other than City Administrator is wrong.

Following a lengthy discussion, Council Member Christianson moved to leave the organizational chart unchanged, hire a City Engineer, Assistant City Engineer and fill the Survey Technician position, and to start discussions with the Willmar Municipal Utilities on a shared Human Resource position. Council Member Dokken seconded the motion which carried on a roll call vote of Ayes 5, Noes 3 – Council Member Anderson, Nelsen and DeBlieck voted "No."

Council Member Anderson recommended the Council consider a retreat to continue discussing needed direction for the City.

There being no further business to come before the Council, the meeting adjourned at 5:50 p.m. upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

Board of Directors

August 21, 2013

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Dr. Michael Gardner, Treasurer; Jenna Fischer, Secretary; Directors Eric Weiberg, Dr. Douglas Allen, and Dr. Lachlan Smith.

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Bill Fenske, Dale Hustedt, Teri Beyer, Wendy Ulferts, Dr. Ken Flowe, Sandy Roelofs

GUESTS: Troy Barrick, Shirley Carter, Dr. Fred Hund, Tim Johnson

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 p.m. **ACTION: A motion was made by Director Allen, seconded by Director Gardner, and carried that the minutes of the July 17, 2013 meeting be approved as written.**

Board Education: Troy Barrick presented a Rice Care Center update to the Board in regard to the following: A) The Board toured the east wing of the Care Center also known as Cushman Cottage. B) They are excited to start the west wing or Sophia House project which will begin in a few months. C) Currently in the process of transitioning the RCC staff from an institutional long-term care setting to a household model. The transitioning to a household model involves a change of environment, systems and attitude. September 9 is the official "go live" date with the new staff restructuring/transitioning process. D) Each household will have its own decision making autonomy and is consistently staffed. E) A new organizational chart for RCC was distributed to the Board. F) Resident satisfaction tool used at RCC – "My Interview."

Patient Experience: Teri Beyer reviewed a patient experience regarding a patient who was most recently in the Willmar Regional Cancer Center (WRCC). He recently received a grant notice for funding for his care at the WRCC stating that his grant application had been approved. The patient expressed thanks for the excellent care he received at WRCC.

Quality Report: A) Teri Beyer reviewed a summary report from the Hospice Medicare survey process which took place at Rice and the Hospice satellite sites the week of August 5. B) On August 13 the WRCC was surveyed by the American College of Surgeons (ACS) Commission on Cancer Survey team. WRCC received a notice of commendation for outstanding work done by the Cancer Center staff as well as noted areas for improvement. The written summary report should be received within six weeks.

Financial Report: Bill Fenske reviewed the Hospital's financial reports for the period ending June 30, 2013 in regard to the following: A) Rice generated a loss of \$269,000 from operations in June compared to a budgeted Operating Income of \$451,000 thus increasing the budget deficit to \$3.1 million. B) The primary contributing factor for this month's negative results were the final write-offs at Home Medical. C) The Hospital had positive operations of \$443,000 which was nearly 15% better than budget. D) RCC activity generated an operating loss of \$28,000 compared to expected Operating Income of \$60,000 and last year's operating income of \$47,000. E) Home Medical activity generated an operating loss of \$684,000 compared to budgeted operating income of \$5,100 and last year's operating income of \$22,000. F) Operational indicators were negative for the month and compared to budget. G) Financial ratios indicate that the Debt/Capitalization ratio of 42.9% was higher than the year-end target of 41.8%, lower than last year's 44.3% and higher than the benchmark of 38.7%. H) YTD Hospital productivity ratios in terms of staffing was greater than budget with FTE's per adjusted admit at 14.9 compared to a budget of 14.7, last year's ratio of 14.4, and the benchmark of 14.9. I) Days of cash were 107 compared to the year-end target of 129 and last year's 110. J) The cash/debt ratio was 62% compared to the year-end target of 82%, last year's 61%, and the benchmark of 87%.

2013 Borrowing: Bill Fenske reviewed for the board information in regard to 2013 Borrowing as follows: A) At the August 8 Finance Committee meeting, they approved to recommend to the full Board that Administration be authorized to secure 2013 borrowing of up to \$9.0 million. B) At that meeting, a Debt Capacity analysis was reviewed which was completed by Administration and Piper Jaffray. The purpose of this analysis was to determine a projected range of borrowing that Rice could undertake based on key financial ratios. C) In this analysis certain key indicators were utilized

as projected targets and thresholds that the model incorporated which included: 1) Debt service coverage. 2) Cash to debt. 3) Debt to capitalization. 4) Debt to Cash flow. The first three indicators are ratios that Rice utilizes and reports on a monthly basis. D) Based on these results, Administration and Piper Jaffray are indicating/recommending a proposed debt capacity range of \$5.0 million to \$10.0 million. **ACTION: A motion was made by Director Fischer, seconded by Director Allen and carried that the Rice Memorial Hospital Board of Directors authorize its Administration to secure borrowing of up to 9.0 million; and this occur prior to the end of 2013.**

Medical Staff Report: Dr. Hund reviewed the minutes from the July 23, 2013 Medical Staff Executive and Credentials Committee meetings in regard to the following: A) He invited any interested Board members to attend the September 9 Medical Staff Dinner Meeting. Dr. Jacob Prunuske, University of Minnesota Medical School, Duluth, will be speaking at the meeting in regard to "The Future of Primary Care in the US/Physician Supply Issues." B) He noted that the Consumer Reports Magazine recently rated U.S. hospitals on a five-point scale from "Better to Worse" to determine which ones received the highest ratings for safety and quality. According to the report, Rice was among 14 Minnesota hospitals that received the highest rating. C) Last week, Rice had three patients who received kidney transplants. **ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom, and carried that the Board of Directors of Rice Memorial Hospital approve the Medical Staff Executive and Credentials Committee minutes of July 23, 2013; and that the following appointments to the Hospital's Medical Staff be approved as presented and recommended: INITIAL APPLICATIONS: Active Staff: Donald Menya, D.O. – Obstetrics-Gynecology/Department of Ob-Gyn. Affiliated Community Medical Center, Willmar, MN. Temporary Privileges for expected start date: 8/1/2013. Affiliate Staff: Thanh Dang, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Shelly Larson-Peters, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Juan Martin, M.D. – Neurosurgery/Department of Surgery. Central Minnesota Neurosciences, Sartell, MN. Ahn Nguyen, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Kathleen Rieke, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. James Romanowsky, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic-River Campus, St. Cloud, MN. Transfer from Locum Tenens to Affiliate Staff Status: Alicia Frankwitz, D.O. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Transfer from Active to Affiliate Staff Status: Dennis Peterson, M.D. – Family Practice/Department of Emergency Medicine. Mid-Minnesota Family Medicine Center, St. Cloud, MN. Locum Tenens: Suzanne Miller, M.D. – Pediatrics/Department of Pediatrics. Weatherby Healthcare, Fort Lauderdale, FL. Temporary privileges for start date of 7/19/2013. Allied Health Staff: Jessica Martinez, FNP-BC – Family Nurse Practitioner/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Responsible Physician: Anthony Amon, M.D. REAPPOINTMENT APPLICATIONS: Active Staff: Lucio Minces, M.D. – Infectious Disease/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Affiliate Staff: Hyun-Dong Hahn, M.D. – Psychiatry/Department of Psychiatry. St. Cloud Hospital, St. Cloud, MN. Gary Starr, M.D. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Allied Health Staff: Randal Nelson, PA-C – Physician Assistant/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.**

CEO Report - Mike Schramm, CEO:

- A. Quality Improvement: 1) Quality improvement efforts at Rice include initiatives in regard to readmission rates and pneumonia care. 2) Part of the Hospital's Patient satisfaction survey process includes a prize patrol team that recognizes various departments for their sustained improvement in their overall Patient Satisfaction scores. 3) Rice is also a participating organization in VHA's IMPERATIV pilot program.
- B. Rice Home Medical (RHM): The RHM Management Committee met on August 20. Presentations were made to the Committee by Lisa Ziehl, RHM Operations Director and Aaron Olson, Sales Director. It was noted that there has been an increase in sales for the month of July. Renovations and changes are currently being made within the RHM organization at the Willmar, Alexandria, and Redwood Falls stores/locations.
- C. Rice Health Foundation (RHF): A presentation will be scheduled in late September for the RHF Board members in regard to Planned Giving, in an effort to focus more on longer term philanthropic efforts. One area of greater focus this year has been the Hospital's Medical Staff, with events planned for new physicians.

- D. Cancer Center Survey: It was noted that there were some very positive comments made by the ACS Commission on Cancer Accreditation surveyor about the Hospital's Cancer Center and its program/services.
- E. ReYOU Wellness Program: 1) Screening activities continue as part of the "Re-YOU" program. 2) The Color Craze run/walk was held on August 17 with more than 1100 people participating in the event. The ReYOU event had 10K and 5K runs, and a 5K walk, and partnered with Ridgewater College to start and end on their campus. Director Allen appreciated the opportunity for the Ridgewater College students to be included/involved in this event especially since many of their students are not from the Willmar community.
- F. Financial Performance Improvement: 2% cost reduction efforts continue at Rice by Hospital Directors and their staff.
- G. Downtown Parking Improvement Plan: Dale Hustedt and Bill Fenske are actively involved in the City of Willmar's downtown parking study. Discussions continue relative to the Hospital's Master Facility Plan as well as a future development plan as it relates to parking.
- H. Service Line analysis/planning continues in the areas of: 1) Mental Health. 2) Nephrology/Dialysis. 3) Hospice. 4) Other Rice service lines.
- I. Physician Recruitment: 1) Dr. Michael Lee, Hand Surgeon, will be joining Affiliated Community Medical Centers (ACMC) and the Rice Hospital Medical Staff in October, 2013. 2) Dr. Jonathan Haas is now on staff at both ACMC and the Hospital's Medical Staff which has helped to improve surgical volumes at Rice. 3) Dr. Carlos Franco Palacios, Nephrologist/Hospitalist has also been a great addition to the Hospital's Medical Staff.
- J. Health Care Reform: Some of Rice's staff members are currently receiving training on the new MNsure Program, in an effort to be of better service to our patients.
- K. Executive Health Resources: Rice has engaged this firm to assist in reviewing its observation patient vs. inpatient status, as well as documentation and coding. The purpose of this is to ensure that the Hospital is being adequately reimbursed for the services that it provides.

New Business:

- A. Rice Care Center Project F Bids: Bill Fenske reviewed a summary of the bids for Rice Care Center's Project F. At the May, 2013 Board meeting, the Rice Board authorized Administration to proceed with construction documents and bidding of the projects with the timeline of bringing back the bids to the Board in August for review. **ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the Rice Memorial Hospital Board of Directors approve the construction bids for Work Groups 1-19 for a total cost of \$1,621,657; and that formal approval be given to commence the Rice Care Center Project F at a total estimated construction cost of \$2,169,448.**
- B. Attorney General Report Review: Bill Fenske presented the Attorney General's report to the Board. It is a requirement that the Board and Administration review the Hospital's collection activities on an annual basis. The following information was provided: 1) The Hospital's agreements with third party collection agencies are consistent with prior years – no changes have been made. 2) The 2012 discount based off of the ten-month settlement with BCBS is 31%. 3) Litigation pursued by law firms appears to be in line with the Attorney General requirements. 4) There were no instances in 2012 in which a business office team member failed to follow the collection policy. 5) Debt Collection activity review: a) There were two complaints received by JCC in 2012. b) There was one complaint filed for Collection Resources in 2012. 6) All reviews of the billing and collection process shows that Rice understands the policies in the Attorney General's agreement and adhered to the policies. 7) There were several cases in which the Attorney General was contacted regarding Rice accounts. 8) Four Hospital policies/procedures were brought to the Board for review and approval, with any revisions noted: a) Insurance Billing & Collections Procedures. b) Patient Access Procedures. c) Self Pay Billing & Collections Procedures. d) Rice Charity Care Programs. **ACTION: A motion was made by Director Allen, seconded by Director Fischer, and carried that the 2012 Attorney General Annual Report be approved as presented; and that the Hospital's revised policy and procedures be approved as presented and recommended.**

Hospital Committee Reports:

- A. Building & Facilities Committee: The Committee met on August 7. In attendance were Directors Weiberg, Gardner, and Fischer.
- B. Finance Committee: The Committee met on August 8. In attendance were Directors Weiberg, Allen, Gardner, Fischer, and Anfinson.
- C. Hospital Board Executive Committee: The Committee met on August 12. In attendance were Directors Anfinson, Cederstrom and Gardner.
- D. Willmar Regional Cancer Center (WRCC): Director Allen was in attendance for the WRCC's program survey visit held on August 13.
- E. Medical Staff Executive Committee: Dr. Smith was in attendance at the July 23 meeting.
- F. Rice Health Foundation (RHF): Directors Gardner and Anfinson were in attendance at the August 15 RHF Board meeting.
- G. Willmar Medical Services (WMS): Directors Gardner and Anfinson were in attendance at the June 25 WMS Board meeting.
- H. Ethics Committee: Director Fischer was in attendance at the August 5 Ethics Committee meeting.

City Council Report: Councilman Tim Johnson attended the Board meeting on behalf of the Willmar City Council. He discussed the following items that were noted in the Hospital's July 17 Board meeting minutes: A) Hospital operations/financial losses in 2013. B) He praised Hospital Administration and its staff for their continued work on cost reduction efforts. C) BCBS reimbursement rates.

Adjournment: There being no further business, the meeting was adjourned at 7:02 pm

Submitted by: Jenna Fischer, Secretary

SF

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 26, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, August 26, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Carol Laumer, Jerry Gesch, Jeff Nagel, and Joe Gimse. (Commissioner Laumer arrived at 12:15 p.m.)

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

President Salzer opened the meeting by requesting a resolution to approve the Consent Agenda. General Manager Hompe informed the Commission that a payment to Great River Energy (GRE) had been received and was requesting that the payment be included in the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda incorporating the additional payment to GRE. Commissioner Gimse seconded.

RESOLUTION NO. 32

"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 August 12, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 131514 to No. 131626 inclusive in the amount of \$1,271,009.33 including a MISO credit in the amount of \$49,789.80, and a GRE payment in the amount of \$782,402.88.

Dated this 26th day of August, 2013.

President

ATTEST:

Secretary

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

Commissioner Holtz reviewed with the Commission minutes from the August 16th WMU Planning Committee meeting. Old business updates were given on the following topics: 1) Computer System Upgrade Project; 2) Mobile Substation Transformer Rebuild/Repair Project; and, 3) Coal Unloading Project. New business to be discussed by the WMU Planning Committee was the energy trading software and processes available to WMU. It was noted that two vendors have presented the WMU Staff with software options along with price quotes to assist WMU's in the energy trading market. It was the recommendation of the Planning Committee, that pending a review and approval by both

City Attorney Scott and the accounting firm of Conway, Deuth & Schmiesing, authorization be given to enter into an agreement for consulting services and software options to assist in the energy trading markets for the Willmar Municipal Utilities following the necessary process and requirements. Following discussion, Commissioner Schrupp offered a motion to approve the minutes from the August 16, 2013 WMU Planning Committee meeting as presented. Commissioner Holtz seconded the motion which carried by a vote of six ayes and zero nays.

At this time, a number of WMU-related reports were presented for information and discussion. Director of Finance Hunstad reviewed with the Commission the July 2013 Financial Report along with the July 31, 2013 Investment Report. Customer Service Supervisor Stien presented the Commission with the July 2013 Sales & Revenue Report. Power Supply Broker Carlson presented the Commissioners with an assessment of the June 2013 Power Supply Report.

General Manager Hompe requested that the Commission review and approve the revised 2013 Schedule of Charges. The modifications to the Schedule of Charges reflect recent wage adjustments. Following discussion, Commissioner Schrupp offered a resolution to approve the 2013 Schedule of Charges as presented. Commissioner Nagel seconded.

RESOLUTION NO. 33

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the revised 2013 Schedule of Charges be approved as presented."

Dated this 26th day of August, 2013.

President

ATTEST:

Secretary

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

General Manager Hompe informed the Commission that the annual Public Power Week has been set for October 6-12. General Manager Hompe asked the Commission if they would like to continue to hold an Open House during Public Power Week as in previous years. It was the consensus of the Commission to continue to host an Open House during this week. Following discussion, Commissioner Gimse offered a resolution designating October 6-12, 2013 as the 27th Annual Public Power Week with an Open House to be held on Tuesday, October 8th (Willmar Civic Center). Commissioner Gesch seconded.

RESOLUTION NO. 34

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

General Manager Hompe, Director Finance Hunstad along with Commissioners Nagel, Gesch & Laumer, recapped for the Commission their attendance at the annual MMUA Summer Meeting recently held. Informational topics of discussion included: CapX2020, Affordable Health Care Act, conservation improvement programs (i.e. CIP funds & savings), options for municipal bond, etc.

General Manager Hompe presented the Commission with a brief report on the status of the CapX2020 project. This project is a joint initiative of 11 transmission-owning utilities (WMU being one) in Minnesota, North Dakota, South Dakota, and Wisconsin formed to upgrade and expand the electric transmission grid to ensure reliable and affordable service. The portion of the transmission line project WMU has part ownership in runs from Brookings County (SD) to Hampton (MN). It was within this section of the project that a recent work-related fatality occurred. This accident occurred where transmission structure foundations were being built. The incident continues to be under investigation. Prior to the incident, the project was running both on time and on budget.

General Manager Hompe reported to the Commission that wind turbine #4 has been experiencing operational problems since June. Since this was an intermittent problem, it made locating the exact cause of the problem difficult. Through extensive troubleshooting by DeWind technicians, it was determined that the breaker was in need of replacement. The first replacement breaker received was damaged and had to be reordered. The second high-voltage breaker has been received and replaced. DeWind technicians continue to work on integrating the breaker into the complete system. The Commission was also informed that a wind generation production report will be given at the September 9th meeting.

General Manager Hompe and Director of Electric Production Folkedahl presented the Commission with a status report on the annual overhaul at the Power Plant. Repairs are continuing and it is anticipated to have the Power Plant up and operational shortly.

Commissioner Salzer requested an update on the possibility of sharing human resource (HR) duties with the City of Willmar. General Manager Hompe informed that Commission that he has been in contact with City Administrator Stevens and stated that the WMU is open to the idea of sharing these responsibilities with the City. Until further determination is made regarding this position and its duties, WMU will continue to move forward with their current HR practices.

City Councilman DeBleck brought to the attention of the Commission the possible option to utilize electronic technology to distribute future meeting agendas and associated data. This was for information only.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jerry Gesch, Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES Friday, August 16, 2013 – 1:00 p.m. WMU Conference Room

Present: Commissioners Dan Holtz (Chair), Jerry Gesch & Jeff Nagel, Wesley Hompe, Tim Hunstad, Bart Murphy, Jon Folkedahl, and Chris Carlson

Chairman Holtz called the meeting to order at 1:00 p.m.

AGENDA ITEMS:

OLD BUSINESS:

1. Computer System Upgrade:

Staff met with project managers from Power System Engineering (PSE) on August 15th for a day-long meeting to discuss the functionality and accounting system software needed to interface with the computer system. Needs discussed included the meter data management system (i.e. automated meter information - AMI) and comprehensive list of vendors available including different package options available. Used a rating system (9 or 10 areas of criteria) to assist in prioritizing the integration of the system upgrade. Priority #1 was the ease of integration with the existing system followed by the quality of the FIS and CIS (financial information system & customer information system).

Current system limitations and future options for the computer system upgrade were discussed. Process options will be thought of differently moving forward. Subsequent meetings will follow to get up to speed prior to the issuing of a Request for Proposal (RFP) later this fall.

Next step will be for PSE to tabulate the findings and results from yesterday's meeting. Once all the data has been tabulated, WMU will then be sent a preliminary report. In the mean time, WMU will identify areas that are felt to need additional attention such as the Purchasing System that may need additional clarification. We should hear back from PSE the week of August 19th and begin the process of reviewing the requirements currently in the system (CIS & FIS). We will continue to refine the requirements required to establish the RFP. Expect to begin awarding the contracts for the upgrade project by the end of the year followed by implementation during 2014.

PSE will continue to aid in project management throughout the planning phase of the computer conversion/upgrade project and will continue to be on-site as needed.

2. Mobile Substation Transformer Rebuild/Repair Project Update:

Nelson International inspected the mobile substation to determine if it is "road worthy" to make the trip to Colman, SD (i.e. fixing lights, some patching, hydraulic hoses, etc.) After the required adjustments are made to the unit, it will then proceed to T & R Electric where they will begin the rebuild/repair of the mobile substation.

3. Coal Unloading Project:

Continuing to review and clarify the proposed contract language & boiler plate. It was noted that lead time is 12-16 weeks once the contract has been awarded. Installation of the foundation will depend on the weather. Will continue to proceed with the coal unloading project.

NEW BUSINESS:

1. Energy Trading Software Options & Processes Available:

The current energy trading system and future software options were discussed. Areas of discussion included the future of energy trading, markets, and information systems, operations & automation. Two vendors (OATI and MCG Energy Solutions) have presented WMU staff with software options and price quotes which would assist WMU in the energy trading market. It was the recommendation of the Planning Committee to authorize Staff to contact City Attorney Robert Scott along with a local accounting firm to discuss their concerns involving the two firms.

Recommendation: Pending a review and approval by City Attorney Scott and the accounting firm of Conway, Deuth & Schmiesing, and Commissioner Nagel offered a motion to approve entering into an agreement with OATI (Open Access Technology International) for consulting services and software options involving power supply scheduling for the Willmar Municipal Utilities. Commissioner Gesch seconded, and the motion which carried by a vote of three ayes and zero nays.

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 1:50 p.m. Commissioner Gesch seconded, and the motion was carried by a vote of three ayes and zero nays.

RESOLUTION NO. 34

**2013 PUBLIC POWER WEEK
IN APPRECIATION OF WILLMAR MUNICIPAL UTILITIES,
OUR HOMETOWN ELECTRIC UTILITY**

WHEREAS, we, the citizens of Willmar, place high value on local control over community services and therefore have chosen to operate a community-owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, Willmar Municipal Utilities is committed to investing in the future energy needs of its customers with clean, affordable, and renewable energy sources; and

WHEREAS, Willmar Municipal Utilities provides our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, Willmar Municipal Utilities is a valuable community asset that contributes substantially to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, problems with the deregulation of the electric utility industry have renewed public interest in and appreciation for the concept of locally controlled, community-owned public power systems; and

WHEREAS, Willmar Municipal Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place in which to work and live;

NOW, THEREFORE BE IT RESOLVED, that Willmar Municipal Utilities will continue work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since 1895, the year when the utility was created to serve all the citizens of Willmar; and

BE IT FURTHER RESOLVED, that the week of October 6-12, be designated the 27th annual Public Power Week in order to honor Willmar Municipal Utilities for its contributions to the community and to make its consumer-owners, policy makers, and employees more aware of its overall contributions to their well-being; and

BE IT FURTHER RESOLVED, that our community joins hands with more than 2,000 other public power systems in the United States that through local, community-ownership ensures cost-cutting service for electricity customers.

Dated this 26th day of August 2013.

President

ATTEST:

Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 28, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 28, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

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

** Others Present: Joy Nielsen, Steve Salzer, Bruce D. Peterson-Director of Planning and Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the August 14, 2013 meeting were approved with the following amendments: page 2 after Mr. Thaden withdrew his motion; the motion carried shall be removed, and unanimously should be added after the motion carried.

3. NIELSEN REZONE DISCUSSION: Staff explained that the previous meeting minutes were pulled by the City Council consent agenda and discussed at length in regards to the Nielsen rezone. Spot zoning was discussed, and use vs. zoning. The Commission talked about the area being a mixed development with the blocks in question being R-1 and wanted to preserve that. Rezoning was discussed and the appeal process and the power of the City Council.

Joy Nielsen stated she had talked to her neighbors and they seemed ok with the rental unit so she was very surprised they were against it at the meeting. The house is so big they bought it planning to live in the upper area of the home and rent out the basement to one or two people.

Staff said another option to consider is to allow two units in an R-1 with a conditional use permit. The Commission could amend the Ordinance and require that the home be owner occupied etc.

The Commission talked about the tax difference in a homestead vs. non-homestead. They also discussed that mother-in-law apartments and other situations would fit into this idea that already may be taking place in R-1's.

Ms. Fleck made a motion, seconded by Mr. Czarnetzki, for staff to gather information and Ordinances from other communities to see how a conditional use permit in an R-1 for a duplex would work for further discussion at the next meeting.

The motion carried with Ms. Fleck, Mr. Czarnetzki, Mr. Geiger, and Mr. Klema voting aye, and Mr. Oakes and Mr. Thaden voting no.

4. MINNWEST TECHNOLOGY CAMPUS- YDPRO PLAN REVIEW- FILE NO. 13-09: Steve Salzer presented plans on behalf of MinnWest Technology Campus for YDPRO a digital transfer service business on property legally described as: Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. NE). YDPRO will be leasing 583 sq. ft. of office space for the digital production company.

The use fits the Technology Zoning District.

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

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

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

The motion carried.

5. ZONING ORDINANCE UPDATE DISCUSSIONCONTINUED: Staff distributed a draft version of Section 9. regarding Zoning Administration. Portions of the section have been amended the past few years to keep in line with amendments to State Statute. Appeals of various land use decisions were discussed and some clarity is needed between the Zoning Ordinance and City Charter. City Staff will contact the City Attorney to verify.
6. There being no further business to come before the Commission, the meeting adjourned at 8:07 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	B X M	ACCOUNT NAME	ACCOUNT
ALEX AIR APPARATUS INC 002061 37304 08/28/13 PROTECTIVE CLOTHING 37304 08/28/13 18' HONDA GAS FAN 37304 08/28/13 CLASS A FOAM 37304 08/28/13 EQUIPMENT REPAIR-PARTS 37304 08/28/13 EQUIPMENT REPAIR-LABOR VENDOR TOTAL	3,040.00 2,323.53 684.00 72.00 290.00 330.21 330.21		23774 23956 24071 24187 24187 *CHECK TOTAL		D N D N D N D N D N D N		SUBSISTENCE OF P SMALL TOOLS GENERAL SUPPLIES MTCE. OF EQUIPME MTCE. OF EQUIPME *CHECK TOTAL	101.42412.0227 101.42412.0221 101.42412.0229 101.42412.0224 101.42412.0334
ALPHA TRNG & TACTICS LLC .02059 37305 08/28/13 NEUBAUER-FIREARMS COURSE	200.00		2013-12		D N		TRAVEL-CONF. -SCH	101.42411.0333
AMERICAN WELDING & GAS I 000057 37306 08/28/13 SMALL TOOLS 37306 08/28/13 WELDING GAS 37306 08/28/13 FIRE EXT. MTCE-LABOR 37306 08/28/13 FIRE EXT. MTCE-LABOR 37306 08/28/13 WELDING GAS 37306 08/28/13 WELDING GAS VENDOR TOTAL	79.58 143.33 15.00 25.00 12.92 12.92 288.75 288.75		02297576 02297576 02321779 02335199 02348823 02349119 *CHECK TOTAL		D N D N D N D N D N D N		SMALL TOOLS GENERAL SUPPLIES MTCE. OF EQUIPME MTCE. OF EQUIPME GENERAL SUPPLIES GENERAL SUPPLIES *CHECK TOTAL	101.43425.0221 101.43425.0229 101.45437.0334 101.41409.0334 101.43425.0229 101.43425.0229
AT&T MOBILITY 000075 37307 08/28/13 WIRELESS INTERNET SERV.	40.65		X08252013		D N		COMMUNICATIONS	101.41402.0330
BACKES TECHNOLOGY SERVIC 000087 37308 08/28/13 CK LINES FOR ALARMS	340.00		12105		D N		MTCE. OF EQUIPME	101.41409.0334
BATTERY WHOLESALR INC 002860 37309 08/28/13 BATTERY	242.30		16315		D N		INVENTORIES-MDSE	101.125000
BERNICK'S PEPSI-COLA CO 000103 37310 08/28/13 CONCESSION SUPPLIES 37310 08/28/13 CONCESSION SUPPLIES 37310 08/28/13 CONCESSION SUPPLIES 37310 08/28/13 CONCESSION SUPPLIES 37310 08/28/13 CONCESSION SUPPLIES VENDOR TOTAL	74.64 506.85 895.31 2.52 246.75 213.83 213.83		5536 6030 7520 8795 9740 *CHECK TOTAL		D N D N D N D N D N		GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES *CHECK TOTAL	101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229
BOESCHEN/MARK 002260 37311 08/28/13 MILEAGE 05/10-08/20/13 37311 08/28/13 LEADERSHIP MEETING VENDOR TOTAL	119.22 10.99 130.21 130.21		082013 622 *CHECK TOTAL		D N D N		TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH *CHECK TOTAL	101.41409.0333 101.41409.0333
BOLTON & MENK INC 001010 37312 08/28/13 2012 PAVEMENT REHAB.	2,997.50		0158858		D N		PROFESSIONAL SER	230.43430.0446

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
BRAD'S PLUMBING 37313 08/28/13	001896 FLOOR DRAIN REPAIR-LABOR	355.53		3963		D	N	MTCE. OF STRUCTU	101.45435.0335
37313 08/28/13	CK BACKFLOW PREVENTORS	65.00		4180		D	N	MTCE. OF EQUIPME	651.48484.0334
	VENDOR TOTAL	420.53		*CHECK TOTAL					
BRIMEYER FURSMAN LLC 37314 08/28/13	003011 PROFESSIONAL SERVICES	7,500.00		082613		D	N	PROFESSIONAL SER	101.41401.0446
BSE 37315 08/28/13	001980 ELEC PARTS FOR BLDG	12.87		906005242		D	N	MTCE. OF STRUCTU	651.48484.0225
37315 08/28/13	PARTS FOR HVAC UNIT	227.71		906017467		D	N	MTCE. OF STRUCTU	651.48484.0225
37315 08/28/13	PARTS FOR HVAC UNIT	118.24		906029579		D	N	MTCE. OF STRUCTU	651.48484.0225
37315 08/28/13	FUSES FOR ZAMBONI	21.38		906068679		D	N	MTCE. OF EQUIPME	101.45433.0224
37315 08/28/13	BULBS FOR RUNWAY LTS	165.66		906082711		D	N	MTCE. OF OTHER	230.43430.0226
37315 08/28/13	BULBS FOR GYMNASIUM	83.47		906103447		D	N	MTCE. OF STRUCTU	101.45427.0225
	VENDOR TOTAL	629.33		*CHECK TOTAL					
BSN SPORTS INC 37316 08/28/13	003001 SOFTBALLS	67.06		95447979		D	N	GENERAL SUPPLIES	101.45432.0229
CANON FINANCIAL SERVICES 37317 08/28/13	002336 COPIER LEASE AGRMT	26.59		12993320		D	N	RENTS	101.43425.0440
CARDMEMBER SERVICE 37301 08/19/13	002365 FORFEITURE FORMS/NOTICES	40.62		STMT/7-13		D	N	OFFICE SUPPLIES	101.42411.0220
37301 08/19/13	ANIMAL CNTL CATCH POLE	79.95		STMT/7-13		D	N	SMALL TOOLS	101.42411.0221
37301 08/19/13	TRANSCRIPTION HEADSETS	43.96		STMT/7-13		D	N	SMALL TOOLS	101.42411.0221
37301 08/19/13	200 COLORPLAST SIGNS	630.00		STMT/7-13		D	N	GENERAL SUPPLIES	101.42411.0229
37301 08/19/13	LANGE/VANDERHAGEN-LODGIN	180.48		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.42411.0333
37301 08/19/13	EVANS/VENENGA-LODGING	87.96		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.42411.0333
37301 08/19/13	PORTABLE PUMP FOR UTV	202.72		STMT/7-13		D	N	SMALL TOOLS	101.42412.0221
37301 08/19/13	FIRE HOSE NOZZLE	9.38		STMT/7-13		D	N	SMALL TOOLS	101.42412.0221
37301 08/19/13	PARIS FOR TV	206.31		STMT/7-13		D	N	MTCE. OF EQUIPME	101.42412.0224
37301 08/19/13	DOOR LATCH/HINGE	14.04CR		STMT/7-13		D	N	MTCE. OF STRUCTU	101.42412.0225
37301 08/19/13	POP-COUNTY CHIEFS MTG	9.49		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37301 08/19/13	DEPARTMENT TRNG-MEALS	21.95		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.42412.0333
37301 08/19/13	12 WEATHER RADIOS	382.35		STMT/7-13		D	N	SAFETY PROGRAM	101.42428.0817
37301 08/19/13	MOUNTING KIT-CAR #15	195.99		STMT/7-13		D	N	MACHINERY AND AU	450.42411.0553
	VENDOR TOTAL	2,077.12		*CHECK TOTAL					
37318 08/28/13	STEVENS-ICMA CONF REGIS.	675.00		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.41400.0333
37318 08/28/13	STEVENS-MAYOR'S MEETING	10.62		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.41400.0333
37318 08/28/13	ICMA CONFERENCE AIRFARE	389.80		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.41400.0333
37318 08/28/13	STEVENS-PUB. POLICY MTG	10.99		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.41400.0333
37318 08/28/13	TRAINING VIDEO SERIES	37.50		STMT/7-13		D	N	TRAVEL-CONF.-SCH	101.41409.0333
37318 08/28/13	BROADCASTER SUBSCRIP.	49.00		STMT/7-13		D	N	SUBSCRIPTIONS AN	101.41409.0443

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE 37318 08/28/13 002365 PROFESSIONAL SERVICES	3.87	CR	STMT/7-13		D	N	PROFESSIONAL SER	101.41409.0446
37318 08/28/13 PROFESSIONAL SERVICES	29.95		STMT/7-13		D	N	PROFESSIONAL SER	101.41409.0446
37318 08/28/13 PROFESSIONAL SERVICES	78.17		STMT/7-13		D	N	PROFESSIONAL SER	101.41409.0446
VENDOR TOTAL	1,277.16	*CHECK	TOTAL					
	3,354.28							
CARLSON/MICHAEL 37319 08/28/13 002996 TRAFFIC STOP COURSE	7.89		542		D	N	TRAVEL-CONF.-SCH	101.42411.0333
CDW GOVERNMENT INC 37320 08/28/13 001845 WIRELESS HEADSET	165.44		FB35137		D	N	FURNITURE AND EQ	450.41409.0552
CENTERPOINT ENERGY 37321 08/28/13 000467 NATURAL GAS CHARGES	12.82		6007936/8-13		D	N	UTILITIES	230.43430.0332
37321 08/28/13 NATURAL GAS CHARGES	45.96		6007939/8-13		D	N	UTILITIES	101.43425.0332
37321 08/28/13 NATURAL GAS CHARGES	12.82		6038773/8-13		D	N	UTILITIES	101.43425.0332
37321 08/28/13 NATURAL GAS CHARGES	16.80		6069198/8-13		D	N	UTILITIES	101.43425.0332
37321 08/28/13 NATURAL GAS CHARGES	12.82		6093527/7-13		D	N	UTILITIES	101.43425.0332
37321 08/28/13 NATURAL GAS CHARGES	50.40		6102726/8-13		D	N	UTILITIES	101.42412.0332
37321 08/28/13 NATURAL GAS CHARGES	52.29		6725927/8-13		D	N	UTILITIES	230.43430.0332
37321 08/28/13 NATURAL GAS CHARGES	12.82		7177865/8-13		D	N	UTILITIES	230.43430.0332
37321 08/28/13 NATURAL GAS CHARGES	26.34		8503501/8-13		D	N	UTILITIES	651.48485.0332
37321 08/28/13 NATURAL GAS CHARGES	85.81		8512023/8-13		D	N	UTILITIES	651.48485.0332
37321 08/28/13 NATURAL GAS CHARGES	216.12		8795475/8-13		D	N	UTILITIES	651.48484.0332
VENDOR TOTAL	545.00	*CHECK	TOTAL					
CHAPPELL CENTRAL INC 37322 08/28/13 000156 INST. THERMOSTAT-PARTS	141.83		00055294		D	N	MTC. OF STRUCTU	101.45427.0225
37322 08/28/13 INST. THERMOSTAT-LABOR	190.00		00055294		D	N	MTC. OF STRUCTU	101.45427.0335
VENDOR TOTAL	331.83	*CHECK	TOTAL					
CHARTER COMMUNICATIONS 37323 08/28/13 000736 MONTHLY PHONE SERVICE	161.17		STMT/8-13		D	N	COMMUNICATIONS	101.41409.0330
37323 08/28/13 MONTHLY PHONE SERVICE	44.75		5124/9-13		D	N	COMMUNICATIONS	101.41409.0330
VENDOR TOTAL	205.92	*CHECK	TOTAL					
CODE 4 SERVICES LLC 37324 08/28/13 002984 #114924-COMPUTER MOUNT	159.90		1096		D	N	MTC. OF EQUIPME	101.42411.0224
37324 08/28/13 #128728-COMPUTER MOUNT	159.90		1096		D	N	MACHINERY AND AU	450.42411.0553
37324 08/28/13 #128728-CSO VAN SETUP	3,342.92		1101		D	N	MACHINERY AND AU	450.42411.0553
VENDOR TOTAL	3,662.72	*CHECK	TOTAL					
COLE-PARMER 37325 08/28/13 002873 MGOH-FEED PUMP HOSE	165.82		8617303		D	N	GENERAL SUPPLIES	651.48484.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COMPUTER PROF, UNLIMITED 000065 37326 08/28/13 CAMA MONTHLY SUPPORT-JUL 37326 08/28/13 CAMA MEETING 37326 08/28/13 CAMA MONTHLY SUPPORT-AUG VENDOR TOTAL	145.98 40.00 145.98 331.96 331.96		STMT/7-13 STMT/8-13 STMT/8-13 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME TRAVEL-CONF.-SCH MTCE. OF EQUIPME	101.41404.0334 101.41404.0333 101.41404.0334
CONTINENTAL RESEARCH COR 000178 37327 08/28/13 LUBRICANTS	320.83		391993-CRC-1		D N	MOTOR FUELS AND	651.48484.0222
CRAGUN CORPORATION 000183 37328 08/28/13 HATZINGER-LODGING EXP.	261.84		1301/8-13		D N	TRAVEL-CONF.-SCH	651.48484.0333
CROW CHEMICAL & LIGHTING 000186 37329 08/28/13 CLEANING SUPPLIES 37329 08/28/13 CART FOR CLEANING SUPPL. VENDOR TOTAL	52.68 147.11 199.79 199.79		401855 401871 *CHECK TOTAL		D N D N	CLEANING AND WAS SMALL TOOLS	651.48484.0228 651.48484.0221
DAN'S SHOP INC 002212 37330 08/28/13 FILTERS 37330 08/28/13 FILTERS 37330 08/28/13 FILTERS 37330 08/28/13 FILTERS 37330 08/28/13 FILTERS 37330 08/28/13 FILTERS VENDOR TOTAL	230.79 105.82 2.92 82.74 12.78 9.68CR 425.37 425.37		60725 60733 60736 60795 60844 60845 *CHECK TOTAL		D N D N D N D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000 101.125000 101.125000 101.125000 101.125000
DELL MARKETING LP 001747 37331 08/28/13 SCADA MONITOR	250.08		XJ67X33M2		D N	MTCE. OF EQUIPME	651.48484.0224
DEPT OF HUMAN SERVICES 000009 37332 08/28/13 CLEANING SERVICES	1,480.00		00000156650		D N	CLEANING AND WAS	101.45433.0338
DIGITAL-ALLY INC 002509 37333 08/28/13 MOBILE CAMERA REPAIR	395.00		1058697		D N	MTCE. OF EQUIPME	101.42411.0334
DOOLEY'S PETROLEUM INC 002163 37302 08/19/13 4,001 GALLONS UNLEADE 37302 08/19/13 4,004 GALLONS DIESEL VENDOR TOTAL	13,191.22 12,556.34 25,747.56 25,747.56		326065 326065 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
DUININCK CONCRETE 000151 37334 08/28/13 CONCRETE MIX	361.02		55874		D N	MTCE. OF OTHER I	101.43425.0226
DUININCK INC 000222 37335 08/28/13 BLACK DIRT	181.69		514733		D N	MTCE. OF OTHER I	101.43425.0226

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ELECTRIC PUMP INC 37336 08/28/13 L.S. SEALS 000788	1,142.91		0050692		D N	MTC. OF EQUIPME	651.48485.0224
ERIC'S AVIATION SERVICES 37337 08/28/13 ON SITE MGMT SERV-SEP 002998	6,333.33		STMT/9-13		D N	PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES 37338 08/28/13 SMALL TOOLS 001567	14.28		199444		D M 07	SMALL TOOLS	101.45433.0221
37338 08/28/13 GREASE	92.08		199444		D M 07	MOTOR FUELS AND	101.45433.0222
37338 08/28/13 SAW BLADES	41.36		199456		D M 07	SMALL TOOLS	651.48484.0221
VENDOR TOTAL	147.72		*CHECK TOTAL				
FARNER ASPHALT SEALERS 37298 08/15/13 CRACK SEAL IMPROVEMEN 003034	87,321.66		PROJ. A3401-63		D N	MTC. OF OTHER I	430.43430.0336
FARM-RITE EQUIPMENT 37339 08/28/13 #080492-HYD. HOSE 003002	84.16		P00185		D N	MTC. OF EQUIPME	101.43425.0224
FASTENAL COMPANY 37340 08/28/13 DRILL BIT 001188	81.37		MNWILL107108		D N	SMALL TOOLS	651.48484.0221
37340 08/28/13 PLANT SUPPLIES/NIPPLES	11.40		MNWILL107239		D N	GENERAL SUPPLIES	651.48484.0229
37340 08/28/13 CABLE TIES	7.21		MNWILL107251		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	99.98		*CHECK TOTAL				
FEUCHT/JAIME 37341 08/28/13 REFUND SHELTER DEPOSIT 02055	50.00		081613		D N	DEPOSITS	101.230000
FINANCE AND COMMERCE 37342 08/28/13 AD FOR BIDS-SALT SHED 002809	95.71		741088005		D N	ADVERTISING	101.43425.0447
G & K SERVICES 37343 08/28/13 CLEANING SERVICES 002465	56.62		1043488974		D N	CLEANING AND WAS	230.43430.0338
37343 08/28/13 CLEANING SERVICES	56.62		1043499363		D N	CLEANING AND WAS	230.43430.0338
VENDOR TOTAL	113.24		*CHECK TOTAL				
GALLS 37344 08/28/13 SMALL TOOLS 000288	268.00		000869924		D N	SMALL TOOLS	101.42411.0221
GARCIA/SONIA 37345 08/28/13 REFUND SHELTER DEPOSIT 02056	50.00		081613		D N	DEPOSITS	101.230000
GRAINGER INC 37346 08/28/13 DISPOSABLE RESPIRATOR 000786	31.70		9209300285		D N	GENERAL SUPPLIES	101.45433.0229
HARDWARE HANK EXPRESS 37347 08/28/13 BATTERIES FOR LOCATOR 000452	16.02		070113		D N	MTC. OF EQUIPME	101.43425.0224

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
HAWKINS INC 37351 08/28/13 FERRIC CHLORIDE 000325	4,886.33	3504484 RI		D N	GENERAL SUPPLIES	651.48484.0229
HAY/JASON 37352 08/28/13 TRAFFIC STOP COURSE 002690	9.00	616		D N	TRAVEL-CONF.-SCH	101.42411.0333
HILLYARD FLOOR CARE SUPP 000333	14.96	600802379		D N	CLEANING AND WAS	101.45427.0228
37353 08/28/13 CLEANING SUPPLIES	34.20	600802379		D N	CLEANING AND WAS	101.45435.0228
37353 08/28/13 SCRUBBER PARTS	94.87	700093780		D N	MTCE. OF EQUIPME	101.45433.0224
VENDOR TOTAL	144.03	*CHECK TOTAL				
HUSKY FARM EQUIPMENT 000066	265.49	225659		D N	MTCE. OF EQUIPME	651.48486.0224
37354 08/28/13 HONEYWAGON PARIS						
HYDRITE CHEMICAL CO 002837	8,985.60	01621489		D N	GENERAL SUPPLIES	651.48484.0229
37355 08/28/13 MAGNESIUM HYDROXIDE						
INDEPENDENT TESTING TECH 002152	1,760.00	29424		D N	BUILDINGS AND ST	450.43425.0551
37356 08/28/13 SOIL BORINGS						
INNOVATIVE OFFICE SOLUTI 003023	11.84	IN0345273		D N	OFFICE SUPPLIES	101.42412.0220
37357 08/28/13 PHONE REST/LEGAL PADS						
JEFFERSON FIRE & SAFETY 002193	1,303.89	199374		D N	SUBSISTENCE OF P	101.42412.0227
37358 08/28/13 BADGES						
KANDIYOHI CO AUDITOR 000376	23,346.60	081913		D N	SMALL TOOLS	101.42411.0221
37359 08/28/13 COUNTY LAPTOPS	51,308.21	081913		D N	BONDS	101.42411.0660
37359 08/28/13 ARMER RADIO SYSTEM	74,654.81	*CHECK TOTAL				
VENDOR TOTAL	74,654.81					
KANDIYOHI CO SHERIFF'S D 001507	9,285.51	14172		D N	SMALL TOOLS	101.42411.0221
37360 08/28/13 COMP. HARDWARE/SOFTWAR						
KANDIYOHI CO TREASURER 000385	21.00	081513		D N	LICENSES AND TAX	101.42411.0445
37299 08/15/13 #149279-LICENSE	1,684.53	081513		D N	MACHINERY AND AU	450.42411.0553
37299 08/15/13 #149279-TAX	1,705.53	*CHECK TOTAL				
37361 08/28/13 LIBRARY AGRMT-2012	39,161.50	060613		D N	DUE TO OTHER GOV	101.222000
37361 08/28/13 LIBRARY AGRMT-2013	48,758.10	060613		D N	MTCE. OF STRUCTU	101.45426.0335
VENDOR TOTAL	87,919.60	*CHECK TOTAL				
KENNEDY & GRAVEN, CHARTE 002520	5,000.00	WL300-18		D N	PROFESSIONAL SER	412.48451.0446
37362 08/28/13 PROFESSIONAL SERVICES						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
KENNEDY & GRAVEN, CHARTE 37362 08/28/13 PROFESSIONAL SERVICES 002520 VENDOR TOTAL	3,963.65 8,963.65 8,963.65		115492 *CHECK TOTAL		D N	PROFESSIONAL SER	432.48483.0446
KLUNDT/DEAN 37363 08/28/13 REFUND JERSEY DEPOSIT .01217	30.00		082613		D N	REFUNDS AND REIM	101.41428.0882
LAKESIDE PRESS 37364 08/28/13 MAILING LABELS 001646	307.27		3325		D N	PRINTING AND PUB	101.41401.0331
LARAWAY ROOFING 37365 08/28/13 REFUND BLDG PERMIT .02057	21600		082613		D N	REFUNDS AND REIM	101.41428.0882
M-R SIGN CO INC 37366 08/28/13 STREET SIGNS 000424	335.61		177753		D N	MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC 37367 08/28/13 #101303-EXPANSION VALVE 000427	195.59		2134998		D N	MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN 37368 08/28/13 PROFESSIONAL SERVICES 000429	340.03		080113		D N	LABOR NEGOTIATOR	101.41428.0806
MADISON NATIONAL LIFE 37369 08/28/13 LTD PREMIUM-OCTOBER 002249	48.42		207		D N	EMPLOYER INSUR.	101.41400.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	87.58		207		D N	EMPLOYER INSUR.	101.41402.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	34.59		207		D N	EMPLOYER INSUR.	101.41403.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	32.48		207		D N	EMPLOYER INSUR.	101.41404.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	50.12		207		D N	EMPLOYER INSUR.	101.41405.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	8.19		207		D N	EMPLOYER INSUR.	101.41408.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	52.39		207		D N	EMPLOYER INSUR.	101.41409.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	1.71		207		D N	EMPLOYER INSUR.	101.41424.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	585.65		207		D N	EMPLOYER INSUR.	101.42411.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	19.88		207		D N	EMPLOYER INSUR.	101.43412.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	34.30		207		D N	EMPLOYER INSUR.	101.43417.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	271.59		207		D N	EMPLOYER INSUR.	101.43425.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	42.44		207		D N	EMPLOYER INSUR.	101.45432.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	13.68		207		D N	EMPLOYER INSUR.	101.45433.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	13.87		207		D N	EMPLOYER INSUR.	101.45435.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	9.80		207		D N	EMPLOYER INSUR.	101.45437.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	122.79		207		D N	EMPLOYER INSUR.	651.48484.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	13.09		207		D N	EMPLOYER INSUR.	651.48485.0114
37369 08/28/13 LTD PREMIUM-OCTOBER	13.68		207		D N	EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL	1,456.25		*CHECK TOTAL				
MADSEN/KEVIN 37370 08/28/13 REPAIR STAGE BLCHR STEPS 001127	73.50		080113		D N	MTCE. OF EQUIPME	101.45433.0224

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MATHESON TRI-GAS INC 37371 08/28/13 CYLINDER RENTAL 002898	46.53		07422473		D N	RENTS	101.45433.0440
MENARDS 37372 08/28/13 CATCH BASIN REPAIR 000449	50.59		28556		D N	MTCE. OF OTHER I	101.43425.0226
37372 08/28/13 CATCH BASIN REPAIR	29379		29379		D N	MTCE. OF OTHER I	101.43425.0226
37372 08/28/13 COMPRESSOR FITTINGS	16.00		29810		D N	MTCE. OF EQUIPME	101.42411.0224
37372 08/28/13 PLANT SUPPLIES	9.47		29971		D N	GENERAL SUPPLIES	651.48484.0229
37372 08/28/13 TRASH BAGS	27.20		29998		D N	CLEANING AND WAS	101.43425.0228
37372 08/28/13 PLANT SUPPLIES	31.86		30436		D N	GENERAL SUPPLIES	651.48484.0229
VENDOR TOTAL	196.81		*CHECK TOTAL				
METRO FIRE 37373 08/28/13 SCBA FLOW TEST 000450	3,182.87		47938		D N	PROFESSIONAL SER	101.42412.0446
MIAMA 37374 08/28/13 MADSEN-CONFERENCE REGIS. 000453	175.00		081613		D N	TRAVEL-CONF. -SCH	101.45433.0333
MILLS AUTOMOTIVE GROUP 000432							
37375 08/28/13 CALIPERS/MOUNTS	460.83		2029022		D N	INVENTORIES-MDSE	101.125000
37375 08/28/13 CALIPERS	106.88CR		2030193		D N	INVENTORIES-MDSE	101.125000
37375 08/28/13 #067795-SEAT COVER	163.32		2030198		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	517.27		*CHECK TOTAL				
MINNEAPOLIS FINANCE DEPA 000466							
37376 08/28/13 PROFESSIONAL SERVICES	230.40		400413004169		D N	PROFESSIONAL SER.	101.42411.0446
MN DEPT OF LABOR & INDUS 000094							
37377 08/28/13 ELECTRICAL INSPECTION	104.25		082813		D N	MTCE. OF STRUCTU	101.41409.0335
37377 08/28/13 ELECTRICAL INSPECTION	59.00		082813		D N	MTCE. OF STRUCTU	101.43425.0335
VENDOR TOTAL	163.25		*CHECK TOTAL				
MN DEPT OF REVENUE 000492							
190 08/19/13 SALES TAX-JULY	4,193.00		STMT/7-13		M N	SALES TAX PAYABL	101.206000
190 08/19/13 USE TAX-JULY	189.37		STMT/7-13		M N	SALES TAX PAYABL	101.206000
190 08/19/13 USE TAX-JULY	0.98		STMT/7-13		M N	GENERAL SUPPLIES	101.41409.0229
190 08/19/13 USE TAX-JULY	2.58		STMT/7-13		M N	TRAVEL-CONF. -SCH	101.41409.0333
190 08/19/13 USE TAX-JULY	38.58		STMT/7-13		M N	SMALL TOOLS	101.42411.0221
190 08/19/13 USE TAX-JULY	2.54		STMT/7-13		M N	MTCE. OF EQUIPME	101.42411.0224
190 08/19/13 USE TAX-JULY	19.73		STMT/7-13		M N	SMALL TOOLS	101.42412.0221
190 08/19/13 USE TAX-JULY	104.17		STMT/7-13		M N	TRAVEL-CONF. -SCH	101.42412.0333
190 08/19/13 DIESEL FUEL TAX-JULY	113.21		STMT/7-13		M N	MOTOR FUELS AND	101.43425.0222
190 08/19/13 USE TAX-JULY	136.53		STMT/7-13		M N	MOTOR FUELS AND	101.43425.0222
190 08/19/13 USE TAX-JULY	51.77		STMT/7-13		M N	SMALL TOOLS	101.45433.0221
190 08/19/13 USE TAX-JULY	3.06		STMT/7-13		M N	MOTOR FUELS AND	101.45433.0222

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE 190 08/19/13	USE TAX-JULY 000492	2.04		STMT/7-13		M N	MOTOR FUELS AND	230.43430.0222
190 08/19/13	USE TAX-JULY	259.74		STMT/7-13		M N	FURNITURE AND EQ	450.41409.0552
190 08/19/13	USE TAX-JULY	19.96		STMT/7-13		M N	MTC. OF EQUIPME	651.48484.0224
190 08/19/13	USE TAX-JULY	679.27		STMT/7-13		M N	GENERAL SUPPLIES	651.48484.0229
190 08/19/13	DIESEL FUEL TAX-JULY	29.29		STMT/7-13		M N	MOTOR FUELS AND	651.48485.0222
190 08/19/13	USE TAX-JULY	0.68		STMT/7-13		M N	MTC. OF EQUIPME	651.48486.0224
	VENDOR TOTAL	5,846.50		*CHECK TOTAL				
		5,846.50						
MN SCREEN PRINT 37378 08/28/13	SONSHINE STAFF T-SHIRTS 000515	28.60		23209-14		D N	GENERAL SUPPLIES	101.45433.0229
MN SHERIFFS' ASSOCIATION 37379 08/28/13	ERICKSON-SEMINAR REGIS. 003036	70.00		082813		D N	TRAVEL-CONF.-SCH	101.42411.0333
37379 08/28/13	FELT-SEMINAR REGIS.	70.00		082813		D N	TRAVEL-CONF.-SCH	101.42411.0333
37379 08/28/13	HERZOG-SEMINAR REGIS.	70.00		082813		D N	TRAVEL-CONF.-SCH	101.42411.0333
37379 08/28/13	MARKKANEN-SEMINAR REGIS.	70.00		082813		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	280.00		*CHECK TOTAL				
		280.00						
MONOPRICE INC 37380 08/28/13	COMPUTER CABLES 002794	69.68		8775846		D N	GENERAL SUPPLIES	101.41409.0229
MONSON CORPORATION 37381 08/28/13	MIX FOR STREET PATCHIN 000126	1,583.08		1764SB		D N	MTC. OF OTHER I	101.43425.0226
MVTL LABORATORIES INC 37382 08/28/13	PROFESSIONAL SERVICES 000544	562.00		667292		D N	PROFESSIONAL SER	651.48484.0446
37382 08/28/13	PROFESSIONAL SERVICES	39.00		667755		D N	PROFESSIONAL SER	651.48484.0446
37382 08/28/13	PROFESSIONAL SERVICES	39.00		668393		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	640.00		*CHECK TOTAL				
		640.00						
NCL OF WISCONSIN INC 37383 08/28/13	LAB SUPPLIES 001627	63.80		325808		D N	GENERAL SUPPLIES	651.48484.0229
NEXTEL COMMUNICATION 37384 08/28/13	CELLULAR PHONE USAGE 000578	58.99		317498885-063		D N	COMMUNICATIONS	101.41400.0330
37384 08/28/13	CELLULAR PHONE USAGE	62.99		317498885-063		D N	COMMUNICATIONS	101.41402.0330
37384 08/28/13	CELLULAR PHONE USAGE	58.99		317498885-063		D N	COMMUNICATIONS	101.41403.0330
37384 08/28/13	CELLULAR PHONE USAGE	58.99		317498885-063		D N	COMMUNICATIONS	101.41405.0330
37384 08/28/13	CELL PHONE	99.99		317498885-063		D N	SMALL TOOLS	101.41409.0221
37384 08/28/13	CELLULAR PHONE USAGE	320.58		317498885-063		D N	COMMUNICATIONS	101.41409.0330
37384 08/28/13	CELLULAR PHONE USAGE	309.71		317498885-063		D N	COMMUNICATIONS	101.42411.0330
37384 08/28/13	CELLULAR PHONE USAGE	172.29		317498885-063		D N	COMMUNICATIONS	101.42412.0330
37384 08/28/13	CELLULAR PHONE USAGE	58.99		317498885-063		D N	COMMUNICATIONS	101.43417.0330
37384 08/28/13	CELLULAR PHONE USAGE	117.98		317498885-063		D N	COMMUNICATIONS	101.43425.0330

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION 000578 37384 08/28/13 CELLULAR PHONE USAGE 37384 08/28/13 CELLULAR PHONE USAGE 37384 08/28/13 CELLULAR PHONE USAGE 37384 08/28/13 CELLULAR PHONE USAGE VENDOR TOTAL	37.27 14.93 55.38 64.47 1,491.55 1,491.55		317498885-063 317498885-063 317498885-063 317498885-063 *CHECK TOTAL		D N D N D N D N	COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS COMMUNICATIONS	101.45432.0330 101.45433.0330 651.48484.0330 651.48485.0330
NORTHWEST ASPHALT MTCE I 001526 37303 08/19/13 SEAL COATING	29,700.00		081913		D N	MTCE. OF OTHER I	101.43425.0336
PC MALL GOV 002894 37385 08/28/13 APC SMART UPS 3000VA 37385 08/28/13 APC SMART UPS 3000VA 37385 08/28/13 REPL. BATTERY CARTRIDGE VENDOR TOTAL	1,130.74 1,130.74 85.50 2,346.98 2,346.98		S81868520101 S81868520101 S81956460101 *CHECK TOTAL		D N D N D N	FURNITURE AND EQ FURNITURE AND EQ MTCE. OF EQUIPME	450.41409.0552 450.41409.0552 101.41409.0224
PIONEERLAND LIBRARY SYST 000614 37386 08/28/13 3RD QTR OPERATIONAL B	92,918.25		082013		D N	OTHER CHARGES	101.45426.0449
POWER PLAN OIB 000342 37387 08/28/13 SWITCHES FOR CLAM BUCKET	561.40		P31258		D N	MTCE. OF EQUIPME	101.43425.0224
QUALITY FLOW SYSTEMS INC 000633 37388 08/28/13 SUBERSIBLE PUMPS-PARTS	524.86		26812		D N	MTCE. OF EQUIPME	651.48484.0224
QUEST ENGINEERING INC 001274 37389 08/28/13 PRESSURE SWITCHES	440.03		464717		D N	MTCE. OF EQUIPME	651.48484.0224
R & R SPECIALTIES INC 000636 37390 08/28/13 ZAMBONI PARTS	912.91		0052604		D N	MTCE. OF EQUIPME	101.45433.0224
RDO TRUST #80-5800 000291 37391 08/28/13 2013 JOHN DEERE LOAD	169,179.80		E01680		D N	MACHINERY AND AU	450.43425.0553
RICOH USA INC 002101 37392 08/28/13 COPIER LEASE AGRMT	675.45		90635071		D N	RENTS	741.48001.0440
SCHWAN'S SALES ENT. 001856 37393 08/28/13 CONCESSION SUPPLIES	695.40		072513		D N	GENERAL SUPPLIES	101.45433.0229
SOS TECHNOLOGIES 003032 37394 08/28/13 DEFIBRILLATOR BATTERY	176.95		66563		D N	SAFETY PROGRAM	101.42428.0817
SPRINGSTED INCORPORATED 000705 37395 08/28/13 PROFESSIONAL SERVICES	2,750.00		R03409		D N	PROFESSIONAL SER	350.47400.0446

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
STACY'S NURSERY, INC 37396 08/28/13 IRRIGATION PARTS 000706	8.02	7745		D N	MTCE. OF OTHER I	101.43425.0226
STAR TRIBUNE 37397 08/28/13 SUBSCRIPTION RENEWAL 000710	92.30	7986818/8-13		D N	SUBSCRIPTIONS AN	101.41402.0443
STATEWIDE DISTRIBUTING I 37398 08/28/13 GARBAGE BAGS 000718	78.45	096966		D N	GENERAL SUPPLIES	101.43425.0229
37398 08/28/13 GARBAGE BAGS/HAND TWLS	280.81	096985		D N	GENERAL SUPPLIES	651.48484.0229
VENDOR TOTAL	359.26	*CHECK TOTAL				
STREICHER'S 37399 08/28/13 AMMUNITION 000722	377.11	I1040503		D N	GENERAL SUPPLIES	101.42411.0229
SURPLUS SERVICES 37400 08/28/13 PLANT SUPPLIES 000717	12.80	081513		D N	GENERAL SUPPLIES	651.48484.0229
SW - WEST CNTRL SERVICES 000892						
37300 08/15/13 HEALTH INSURANCE-SEPT	4,061.00	C267		D N	EMPLOYER INSUR.	101.41400.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	5,303.50	C267		D N	EMPLOYER INSUR.	101.41402.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	3,244.29	C267		D N	EMPLOYER INSUR.	101.41403.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	2,843.50	C267		D N	EMPLOYER INSUR.	101.41404.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	5,489.00	C267		D N	EMPLOYER INSUR.	101.41405.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	1,428.00	C267		D N	EMPLOYER INSUR.	101.41408.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	4,886.50	C267		D N	EMPLOYER INSUR.	101.41409.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	4,214.21	C267		D N	EMPLOYER INSUR.	101.41424.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	8,667.00	C267		D N	RETIRED EMPLOYEE	101.41428.0818
37300 08/15/13 HEALTH INSURANCE-SEPT	30,003.10	C267		D N	INS. PASS THROUGH	101.41428.0819
37300 08/15/13 HEALTH INSURANCE-SEPT	45,536.50	C267		D N	EMPLOYER INSUR.	101.42411.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	4,723.90	C267		D N	EMPLOYER INSUR.	101.42412.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	4,172.50	C267		D N	EMPLOYER INSUR.	101.43417.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	22,766.30	C267		D N	EMPLOYER INSUR.	101.43425.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	5,501.50	C267		D N	EMPLOYER INSUR.	101.45432.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	415.20	C267		D N	EMPLOYER INSUR.	101.45433.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	865.60	C267		D N	EMPLOYER INSUR.	101.45435.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	12,562.30	C267		D N	EMPLOYER INSUR.	101.45437.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	1,428.00	C267		D N	EMPLOYER INSUR.	101.48484.0114
37300 08/15/13 HEALTH INSURANCE-SEPT	1,428.00	C267		D N	EMPLOYER INSUR.	651.48485.0114
VENDOR TOTAL	166,185.50	*CHECK TOTAL				651.48486.0114
TAHER, INC 000623						
37401 08/28/13 JAGUSH-WELCOME COFFEE	42.65	3229		D N	GENERAL SUPPLIES	101.41408.0229
TASC 002856						
37402 08/28/13 ADMIN FEE	428.00	3200261207		D N	REFUNDS AND REIM	101.41428.0882

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
TIMBERLAKE LODGE 37403 08/28/13 GAUER-LODGING EXPENSE .01452	342.81		59080913		D N	TRAVEL-CONF.-SCH	651.48484.0333
TOSHIBA FINANCIAL, SERVIC 37404 08/28/13 COPIER LEASE AGRMT 000218	120.77		082613		D N	RENTS	101.42412.0440
UNDERWRITERS LABORATORIE 37405 08/28/13 LADDER TESTING 000924	2,556.70		710151191443		D N	PROFESSIONAL SER	101.42412.0446
US BANK 37406 08/28/13 #162 GO IMP BOND-SC 000264	750.00		3473126		D N	OTHER CHARGES	313.47100.0449
VENENGA/JAMES A 37407 08/28/13 VALOR TRAINING 002324	27.05		536		D N	TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS 37408 08/28/13 CELLULAR PHONE USAGE 002915	43.90		STMT/7-13		D N	COMMUNICATIONS	101.45432.0330
VIGIL/RUDY 37409 08/28/13 DO YOU KNOW SHOW-MILEAGE 000951	101.14		081113		D N	TRAVEL-CONF.-SCH	101.41409.0333
WAL-MART COMMUNITY 37410 08/28/13 SONSHINE SUPPLIES 000789	49.60		071513		D N	GENERAL SUPPLIES	101.42411.0229
37410 08/28/13 BATTERY CHARGER	69.34		071613		D N	SMALL TOOLS	101.42411.0221
37410 08/28/13 WATER-SWAT	17.50		071613		D N	SUBSISTENCE OF P	101.42411.0227
37410 08/28/13 BUG SPRAY	10.62		071813		D N	GENERAL SUPPLIES	101.42412.0229
37410 08/28/13 PLANT SUPPLIES	46.20		072513		D N	GENERAL SUPPLIES	651.48484.0229
VENDOR TOTAL	193.26		*CHECK TOTAL				
WEST CENTRAL COMMUNICATI 37411 08/28/13 TAX FOR INV. 075860S 000796	4.47		075860-1		D N	MTCE. OF EQUIPME	101.43425.0334
37411 08/28/13 MINITOR V PAGER	554.68		075965S		D N	SMALL TOOLS	651.48484.0221
VENDOR TOTAL	559.15		*CHECK TOTAL				
WEST CENTRAL INTEGRATION 37412 08/28/13 LATH BUNDLES 002168	71.29		00039035		D N	GENERAL SUPPLIES	101.42412.0229
WEST CENTRAL TRIBUNE 37413 08/28/13 NOTICE PUBLISHED 000807	114.00		CL03054029		D N	PRINTING AND PUB	101.41401.0331
37413 08/28/13 AD FOR BIDS-SALT SHED	131.10		CL03054983		D N	ADVERTISING	101.43425.0447
37413 08/28/13 NOTICE PUBLISHED	17.10		CL03055165		D N	PRINTING AND PUB	101.41401.0331
37413 08/28/13 NOTICE PUBLISHED	22.80		CL03055166		D N	PRINTING AND PUB	101.41401.0331
37413 08/28/13 COUNCIL PROCEEDINGS PUB.	202.35		CL03055468		D N	PRINTING AND PUB	101.41401.0331
37413 08/28/13 COUNCIL PROCEEDINGS PUB.	350.55		CL03055474		D N	PRINTING AND PUB	101.41401.0331
37413 08/28/13 CONCESSIONS-SOLD PAPERS	15.66		WT7D7019/7-13		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	853.56		*CHECK TOTAL				

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR DESIGN CENTER 37414 08/28/13 EXPENSE REIMBURSEMENT	3,007.91		082313		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR ELECTRIC SERVICE 37415 08/28/13 SIGNAL REPAIR-PARTS	4.64		23476		D N	MTCE. OF OTHER I	101.43425.0226
37415 08/28/13 SIGNAL REPAIR-LABOR	176.34		23476		D N	MTCE. OF OTHER I	101.43425.0336
VENDOR TOTAL	180.98		*CHECK TOTAL				
WILLMAR PUBLIC LIBRARY 37416 08/28/13 MULTIPURPOSE ROOM TAB	10,859.80		597908-0		D N	FURNITURE AND EQ	234.45426.0552
WILLMAR WATER & SPAS 37417 08/28/13 BOTTLED WATER	15.00		E3226		D N	SUBSISTENCE OF P	101.42412.0227
37417 08/28/13 SOFTENER SALT	9.30		E3226		D N	GENERAL SUPPLIES	101.42412.0229
37417 08/28/13 SOFTENER SALT	8.76		E3400		D N	GENERAL SUPPLIES	101.41408.0229
37417 08/28/13 SOFTENER SALT	8.76		E3829		D N	GENERAL SUPPLIES	230.43430.0229
37417 08/28/13 WTR PURIFIER RENTAL-AUG	37.41		13.8		D N	RENTS	101.41408.0440
37417 08/28/13 R.O. FILTERS	29.90		67576		D N	MTCE. OF EQUIPME	101.41408.0224
VENDOR TOTAL	109.13		*CHECK TOTAL				
X-ERGO 37418 08/28/13 CONCRETE REPAIR-MAT'L	791.91		20703928		D N	MTCE. OF STRUCTU	651.48484.0225

ACS FINANCIAL SYSTEM
08/28/2013 15:26:16

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.23 PAGE 15

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
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REPORT TOTALS:
855,606.85

RECORDS PRINTED - 000333

ACS FINANCIAL SYSTEM
 08/28/2013 15:26:17

Vendor Payments History Report

CITY OF WILLMAR
 GL060S-V07.23 RECAPPAGE
 GL540R

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	517,695.80
230	WILLMAR MUNICIPAL AIRPORT	9,720.19
234	LIBRARY IMPROVEMENT RESERVE	10,859.80
313	D.S. - 2013 BOND	750.00
350	RICE HOSPITAL DEBT SERVICE	2,750.00
412	S.A.B.F. - #2012	5,000.00
430	C.P. - AIRPORT DEVELOPMENT	87,321.66
432	C.P. - WASTE TREATMENT	3,963.65
450	CAPITAL IMPROVEMENT FUND	179,009.80
651	WASTE TREATMENT	37,860.50
741	OFFICE SERVICES	37,675.45
TOTAL ALL FUNDS		855,606.85

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	855,606.85
TOTAL ALL BANKS		855,606.85

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 is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
Knights of Columbus Council #2764

Previous gambling permit number
X-30005-13-004

Minnesota tax ID number, if any
Group 0188

Federal employer ID number (FEIN), if any
23-7543133

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address
1900 6th St SW

City
Willmar

State
MN

Zip code
56201-5105

County
Kandiyohi

Name of chief executive officer [CEO]
Kevin J. Savchuk

Daytime phone number
320-262-0820

E-mail address
savchuklen@yahoo.com

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

on
file

GAMBLING PREMISES INFORMATION

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

Address [do not use PO box]
136 6th St SW

City or township
Willmar

Zip code
56201

County
Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
June 11, 2014

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 City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 8/26/2013

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 Kevin J. Savchuk Date 8-26-13

Print name Kevin J. Savchuk

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.

CER Joint Powers Board

August 23, 2013

Board Members: Eric Banks, Bill Borth, Mike Miller, Bonnie Pehrson, Lynn Peterson, Darrin Strand, Audrey Nelsen, Rachel Smith

WCER Staff: Brad Bonk, Tammy Rudningen, Jena Tollefson, Kevin Madsen, Rob Baumgarn

Guests: Mike Nyborg, Nathan Streed-Willmar Football Boosters/100 Yard Club

Business:

Darrin Strand has accepted the Vice Chair position for the Joint Powers Board.

Mike Nyborg and Nathan Streed came to represent Willmar Football Boosters. They asked for a liquor permit for the Hairball Concert Fundraiser at the Willmar Fairgrounds. The event is for ages 21 and up. The Oaks at Eagle Creek will run the Liquor Booths and Security. Backup for rain is the Willmar Civic Center. Willmar City Council approved the request pending the approval of the Joint Powers Board. Darrin Strand made a motion to support, Lynn Peterson made the second. It carried unanimously.

Liz recommended having a retreat for this board, WCER, Joint Powers Board, School Board, and City Staff will go through an organizational study with Roger Warner to find out strengths, weaknesses, what is our purpose, etc. He will be conducting interviews with each individual. He will go through audits, budgets, evaluations, and etc for the last 5 years.

Park Survey is out, please take it and encourage others to do so too.

WCER Summer Review:

Brad Bonk: Swimming lessons:taught 2,336 hours, 366 students-518 for the year. DJ Olson found the Medallion at East Willmar Park. Got recognition and a prize back at a Stinger's game. Tennis Tournaments have been great-42 participants at Willmar Fest, 107 participants at the Cardinal Classic. Hats off to Jim Anderson and his work with Tennis. First year of Adult Soccer-13 teams, 140 participants. Wasn't perfect but will evaluate for next year. Adult Softball- Men's League-21 Teams, Women's League-4 Teams, Co-Ed-21 Teams, Church League-17 Teams. Fall Ball Leagues: 15 Men Teams, 9 Co-Ed Teams. Brad and Jena are re-doing the district website, the district is hoping to launch it in October.

Tammy Rudningen: Photos of some of the summer activities were distributed to attendees. Then we randomly talked about them. HAWK- about 100 kids served daily. Sunwood was especially successful. The kids loved it. Soccer was a hit there. Regency West also a big site. Surprisingly- jump rope was the activity of choice. Backpacks filled with food distributed each Friday then gathered each Monday for refill. Several groups worked together to make this possible including United Way, Salvation Army, Willmar Area Food Shelf, WCER and Americorps. Also talked about horse camp, Rocketry, Legos, golf,

Messy Mania and fencing. Other programs discussed included youth orchestra and band. All received positive feedback. Special needs programs were well attended with the biggest challenge being a field for SN softball teams. Adult Enrichment "classes with purpose" such as CPR and Computer classes seem to be well attended. Attendees were asked to post at least 10 flyers for Ride for the Trails. WCER Fall Activity Brochure was also distributed.

Jena Tollefson: Cardinal Place had a great summer. We had 155 kids registered which is 112 families. Average daily attendance was 80 which is up from 70 last year. Total kids billed weekly is averaged at 106 which is up 15 from last year. We had collaboration with 4 H/U of M Extension, Master Gardeners, Rice Care Center, Willmar Stingers, Adult Basic Education, and more. We took field trips all over from the Aquatic Center and Willmar Parks to Valley Fair, Target Field, and Como Zoo. We had 3 groups. Ann Johnson leading Group 1 (Kindergarten-1st), Carli Angrimson leading Group 2 (2nd-4th), and Sara Stegeman leading the CIT's (5th-7th). Challenges to address for next summer are bussing and space. Strengths to keep supporting are staff, programming, and activity transportation. We had 40 staff who covered the 59 days we were open from 6:30am-6:00pm daily. All CPR and First Aid Certified. We had 3 children who needed 1 on 1 staffing.

Kevin Madsen: Sonshine was a success-no major issues or problems. Staff is into maintenance mode and tuning up the Zamboni's. Ice Schedules are out to coaches to schedule practices and games. 2 nights of Adult Hockey this last year went great. Judd Dunnick has stepped down from running the Adult Leagues and Don Asche has stepped up in his place. Kevin will be leaving for the Arena Managers Conference right after Labor Day. Civic Center is facing some infrastructure dilemmas in the coming time.

Rob Baumgarn: Down a few kids in some programs while we gained a few kids in another. One of the best programs is the summer gymnastics program at Kennedy with 212 kids. Changed to a block schedule with Summer Staff due to budget cuts. Biggest challenge is night staff. We want to always provide a quality experience so time changes occurred which was a struggle for some parents. But the numbers didn't fluctuate too bad. Youth Baseball practices during the day with games at night helped ease concerns for most families. After talking with area coaches they wanted kids to spend more time on drills and skills and really tried to provide that with Youth Baseball. Also have the same collaboration with Youth Softball. WCER does the schedule, registration, hires the umps, and gets the fields ready. The Softball Association makes the teams, and runs the practices. Jim Anderson has really revived Tennis in Willmar especially with the Quick Start Tennis Program. Courts at the Middle School and High School have been done revamped and dressed up with windscreens. Also the Middle School courts have the lines painted in for the Quick Start Program. Football camp is getting 150 kids attending to get ready for Cardinal Football. Addressed the concerns of a Board Member: Camps being scheduled back to back. Multiple sport athletes having to pick a priority. Gym space is limited-have to use them when they are

available. Get used as storage, floors need to be resurfaced, etc. Have spoken with school janitors to provide a better schedule-to always have a gym available for use. Cannot have high school camps in August due to a Black Out Period, so camps cannot be held during August.

Being no further business the meeting adjourned. Next meeting is Friday September 27.

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 28, 2013**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, August 28, 2013, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

**** Members Present:** Pat Curry, Terry Albers, John Lambing, Steve NedreLOW, Dan Reigstad, and Don Cole.

**** Members Absent:** Sandy Gardner.

**** Others Present:** Brett Hoover, Brian Negen, Eric Rudningen- Eric's Aviation Services, Kevin Carlson- Bolton and Menk, Jared Voge- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. BRETT HOOVER- FLAG SCOUT PROJECT: Brett Hoover spoke to the Airport Commission about his Eagle Scout project of getting flags and flag poles for the flag pole slips that are already installed at the F-14 display. The Commission discussed that the flags have to be lit and perhaps the existing lighting system could be used, staff would have to search for plans and specs etc. of the original system. Mr. Hoover has a quote from a flag company and for the poles themselves. He does not have quotes on the proposed three flags cost yet.

The Commission suggested contacting the American Legion for financial assistance and for flags.

Mr. Hoover explained that he has to coordinate the project, line up the funding, and complete it prior to his 18th birthday in December.

Mr. Reigstad made a motion, seconded by Mr. Albers, to support Mr. Hoover's project efforts for all three flags if he is able to acquire the funds etc.

The motion carried.

3. MINUTES: The minutes of the August 28, 2013 meeting were approved as presented.
4. AIRPORT COMMISSION DUTIES AND GOALS: Staff included a copy of the Willmar Municipal Code Division 6 regarding the Municipal Airport Commission for information as the Commission had inquired about their purpose and duty as a Commission at the previous meeting.
5. MINIMUM STANDARDS-POLICIES AND PROCEDURES: Eric Rudningen discussed the draft list of possible building standards for the Airport. Staff hoped to

amend the existing Minimum Standards for Aeronautical Activity Ordinance to include more details for future growth at the Airport. The minimum standards Ordinance is from 1999 and needs updating to meet the new airport.

Mr. Rudningen said for example, there are private septic holding tanks at the Airport, with no set regulations on how many private hangars can be hooked up to them, lease usage limitations etc.

Dr. Nedrelow made a motion, seconded by Mr. Cole, to consider the number and amount of usage when a holding tank is requested for a new hangar.

Staff explained that that is how development is currently handled now, there was a hope for a plan or set guidelines to follow so everyone is uniformly treated and all has to follow the same rules not to mention to protect the existing facilities and infrastructure.

Dr. Nedrelow withdrew his motion, seconded by Mr. Reigstad.

The Commission discussed that the plan would need further details. They directed Staff to work on the details of utility hook-ups; well regulations etc. and bring it to the Commission at the next meeting for further discussion.

6. QUAM PAVEMENT/DRIVE EXPANSION: Mr. Rudningen explained that Quam Construction owns hangar HG- 4-1 and has requested to expand their hangar apron to the north to allow vehicle parking for employees as well as allow a more fluid turn out of his hangar.

The Airport Commission discussed drainage on site, plowing and improving the area.

Mr. Reigstad made a motion, seconded by Mr. Lambing, to require Mr. Quam to submit drawings to Jared Voge, Interim City Engineer with Bolton and Menk, for review and approval prior to pouring any concrete.

The motion carried.

7. MANHOLE SEALING: Staff explained that the septic holding tank system is inundated with water during the spring and summer months due to infiltration. Pumping water is costly and wasteful. It is believed one of the manholes in the private hangar area is the culprit. Mr. Voge acquired a quote for a manhole chimney seal from a contractor for \$900.

The Commission talked about the possibility of there being other leaks in the system, but that this would alleviate one known issue.

Mr. Lambing made a motion, seconded by Mr. Reigstad, to approve the sealing project as quoted.

The motion carried.

8. NOXIOUS WEEDS: The Airport has some areas of thistle that are becoming an issue. A weed spraying program could help the situation, and lessen the need for mowing certain times of year. The application of a broadleaf spray would have to be done after crops are harvested in the fall and prior to crops being planted in the spring.

Mr. Albers made a motion, seconded by Mr. Lambing, to acquire quotes for a weed spraying program of the entire airport property.

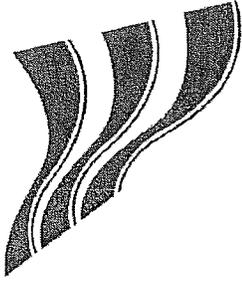
The motion carried.

9. EDC GOALS/DIRECTION: Staff inquired if the Commission had any ideas or projects to forward to the EDC after their offer of assistance at the previous meeting. The Commission had nothing to pass along at this time.
10. RUNWAY TURF IMPROVEMENT PROJECT UPDATE: Mr. Rudningen explained the turf runway has improved greatly in certain portions; however there are some spots that are not performing as well as hoped. Mr. Voge added that further seeding and fertilization is planned as per the contract this fall and the turf runway will be operational by spring of 2014.
11. COMPASS ROSE: Mr. Curry explained that the compass rose was done July 26th and 27th. The project was a success and the Minnesota 99's did a great job at laying out and painting the compass rose. Special thanks to all that donated time, supplies, and funds to make the project possible.
12. ERIC'S PERFORMANCE REVIEW: Staff explained that Eric's Aviation contract for Airport Operations Supervisor was reviewed at 6 months and thus far Mr. Rudningen has met contractual obligations and it's going well.
13. There being no further business to come before the Commission, the meeting adjourned at 6:21 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Action Requested: Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Charges to the County Auditor for Collection in 2014.

Guiding Principle: Municipal Code, Chapter 9, Article III

Agenda Item: Hearing on Special Assessments for Unpaid Weed/Grass Mowing

Background/Justification:

Over the course of the summer, the City has responded to numerous complaints regarding lack of timely mowing by certain property owners. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the property mowed. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-540-0390	Federal National Mortgage Assn.	511 7 th Street NW	\$289.24
95-006-4070	Maria C. Flores	703 3 rd Street SW	\$144.28
95-390-0010	Norma Infante	1504 13 th Ave NE	\$144.28
95-470-0050	Lori Ann Jensen	714 4 th Street SE	\$144.28
95-222-0360	Victor W. Koch	521 Ann Street SE	\$240.47
95-665-0260	Corey A. Marthaller	1101 Olena Ave SE	\$288.56
95-916-3150	Abdi Osman	1417 Gorton Ave NW	\$144.28
95-665-0460	Peggy Tjaden	1004 Olena Ave SE	\$144.28
95-672-0380	Secretary of Veterans Affairs	1409 12 th Street SE	\$144.28

Fiscal Impact: \$1,683.95

Alternatives: Deny

Staff Recommendation: Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Charges to the County Auditor for collection in 2014.

Preparer: City Clerk-Treasurer

Signature:

RESOLUTION NO. _____

WHEREAS, Section 9-3 of the Willmar City Code states that such unpaid weed or grass mowing bills represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1,683.95 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2014 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-540-0390 \$289.24

Located at 511 7th Street NW; and
Described as Section 10, Township 119, Range 35, Block 3
SUBDIVISION OF LOT 3 BLOCK 3 NELSON'S ADDITION TO THE CITY OF WILLMAR
LOTS 5 & 6 OF LOT 3
2. Parcel No. 95-006-4070 \$144.28

Located at 703 3rd Street SW; and
Described as Section 15, Township 119, Range 35, Block 85
FIRST ADDITION TO THE CITY OF WILLMAR
LOT 13 & N1/2 OF LOT 12
3. Parcel No. 95-390-0010 \$144.28

Located at 1504 13th Avenue NE; and
Described as Section 11, Township 119, Range 35, Lot 1, Block 1
IVERSON PARK
4. Parcel No. 95-470-0050 \$144.28

Located at 714 4th Street SE; and
Described as Section 14, Township 119, Range 35
LARSON'S ADDITION TO THE CITY OF WILLMAR
LOT 5 & S 12 FT OF LOT 4
5. Parcel No. 95-222-0360 \$240.47

Located at 521 Ann Street SE; and
Described as Lot 6, Block 3
FERRING'S 2ND ADDITION

6. Parcel No. 95-665-0260 \$288.56

Located at 1101 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 16, Block 2
PERKINS FIFTH ADDITION

7. Parcel No. 95-916-3150 \$144.28

Located at 1417 Gorton Avenue NW; and
Described as Section 16, Township 119, Range 35
N. 150', OF E. 75' OF W. 498.5' OF LOT 4 OF ST. SUBDIV.
OF NE 1/4

8. Parcel No. 95-665-0460 \$144.28

Located at 1004 Olena Avenue SE; and
Described as Section 14, Township 119, Range 35, Lot 6, Block 3
PERKINS FIFTH ADDITION

9. Parcel No. 95-672-0380 \$144.28

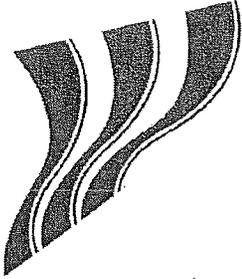
Located at 1409 12th Street SE; and
Described as Section 23, Township 119, Range 35, Lot 8, Block 4
PLEASANT VIEW THIRD ADDITION

Dated this 3rd day of September, 2013

MAYOR

Attest:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

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

Originating Department: City Clerk-Treasurer

Action Requested: Adopt a Resolution Certifying the Amount of Unpaid Garbage Removal Charges to the County Auditor for Collection 2014.

Guiding Principle: Municipal Code, Chapter 9, Article I

Agenda Item: Hearing on Special Assessment for Unpaid Garbage Removal

Background/Justification:

Occasionally the City has responded to problems regarding garbage on private property, abandoned homes, or fire damaged property. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the garbage removed. Garbage was removed from the below listed properties. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-740-2120	Wells Fargo Bank	609 2 nd Street SE	\$402.50
-------------	------------------	-------------------------------	----------

Fiscal Impact: \$ 402.50

Alternatives: Deny

Staff Recommendation: Adopt a Resolution Certifying the Amount of Unpaid Garbage Removal Charges to the County Auditor for Collection 2014.

Preparer: City Clerk-Treasurer

Signature:

RESOLUTION NO. _____

WHEREAS, Section 9-1 of the Willmar City Code concerning the removal of nuisance conditions by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require.

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid garbage removal charges totaling \$402.50 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2014 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid garbage removal charges be certified against the real property as follows:

- | | | |
|----|------------------------|----------|
| 1. | Parcel No. 95-740-2120 | \$402.50 |
|----|------------------------|----------|

Located at 609 2nd Street SE; and
Described as Section 14, Township 119, Range 35, Block 13
SPICER'S ADDITION TO WILLMAR
LOT 12 & N.10' OF LOT 11

Dated this 3rd day of September, 2013

MAYOR

Attest:

CITY CLERK-TREASURER

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, August 21, 2013, in Conference Room #1 at the City Office Building.

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

Others present included Mayor Frank Yanish, Council Members DeBlieck, Nelsen and Johnson, Fire Chief Gary Hendrickson, David Little of the West Central Tribune and Labor Attorney Frank Madden via conference call.

Item No. 1 Call to Order

The meeting was called to order Council Member Ahmann at 4:45 p.m.

Item No. 2 Public Comment

There were no public comments offered at the meeting.

Item No. 3 Closed Session Pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies.

Council Member Christianson made a motion, seconded by Council Member Anderson, to go into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. The motion carried and the meeting was closed at 4:48 p.m. Council Members DeBlieck and Nelsen left the meeting, as did Mayor Yanish and David Little. Fire Chief Hendrickson was not yet present.

Item No. 4 Reopen Meeting

The meeting was reopened at 5:31 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried. Council Member Johnson left the meeting, as did Mayor Yanish. Council Members Nelsen and DeBlieck rejoined the meeting as did Fire Chief Hendrickson.

Item No. 5 Consideration of Request to Increase Number of Paid On-Call Firefighters.

Fire Chief Hendrickson presented the Committee with information regarding the current staffing of the Fire Department, as well as the total calls and response time. Chief Hendrickson discussed the challenges of staffing a volunteer department as well as potential retirements in the next two to three years. Chief Hendrickson proposed increasing the allowed roster from the current 35 to 40 firefighters.

Following discussion, Council Member Christianson made a motion, seconded by Council Member Anderson to approve the recommendation of the Committee to increase the number of paid, On-call Firefighters from 35 to 40. The motion carried.

Item No. 6 Consideration of Request to Fill Vacancy – Operator

Ms. Stevens presented a request to fill a vacancy created by a promotion in the Public Works Department. Ms. Stevens stated that two internal promotions had occurred for Public Works Superintendent, as well as Working Foreman, resulting in a vacancy for an operator. Ms. Stevens recommended the position be filled in order to fully staff the department.

Following discussion, a motion was made by Council Member Christianson and seconded by Council Member Anderson to fill the vacancy of Operator in Public Works.

Item No 7 Organizational Study from Council Special Session

Chair Ahmann inquired about advertising for the positions approved by Council at the recent special session. Ms. Stevens responded that the advertisements for Public Works Director/City Engineer and Engineering Technician/Surveyor were ready to go and the position of Assistant Engineer would wait until the filling of the Director position.

Chair Ahmann also inquired as to the status of planning a retreat. Ms. Stevens stated that the Council needed to better define the purpose and goals of a retreat before one could be scheduled or a facilitator considered. The Committee agreed to have further discussion on the purpose and goals of a retreat. This matter was for information only.

Item No. 8 Discussion of Preparation of Council and Committee Agendas

Chair Ahmann raised questions regarding the timeframe for preparation of agendas and supporting materials and placing items on the agenda. It was suggested that perhaps to test sending out agenda materials for committees earlier as part of the electronic agenda pilot and determine if that provides more opportunity for review in advance of meetings. This matter was for information only.

Item No. 9 Future Agenda Items:

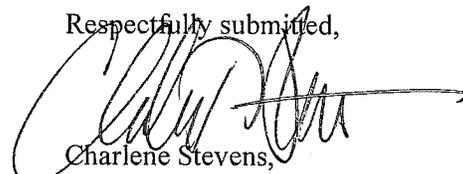
Chair Ahmann requested that the contract with the Convention and Visitors Bureau and the Director be reviewed at a future meeting.

Council Member Anderson asked that the Committee consider a policy to address individuals serving on boards and commissions.

Council Member Christianson stated that the goals and objectives for the City Administrator need to be finalized.

There being no further business, the meeting was adjourned at 6:35 p.m. on a motion by Council Member Anderson, seconded by Council Member Christianson, and carried

Respectfully submitted,



Charlene Stevens,
City Administrator

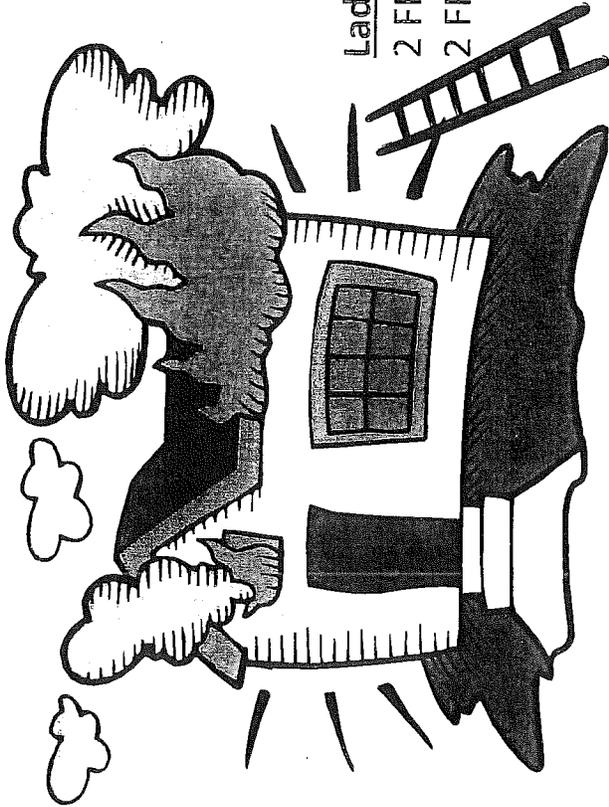
Willmar average response time has steadily increased since 2006. The chart below indicates total calls and the average response time "out the door". Why is this a concern? Primarily because fire doubles in size every 18 seconds due to all of the man made products used today in comparison to natural fibers used in the past.

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
<u>Total Calls</u>	313	324	318	369	304	346	318
<u>Average Response Time</u> 'Out the Door'	4:13	4:12	4:11	4:35	4:43	4:47	4:55

Note: Response time for July 2013 was 5:37.

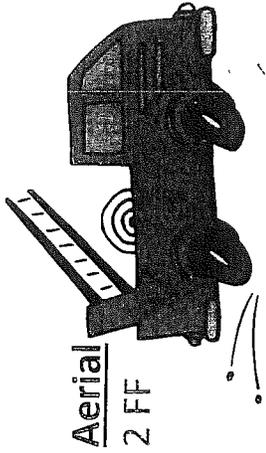
Resources Necessary to Fight
a Fire:

21 TOTAL Firefighters Needed!

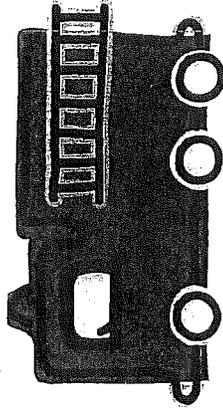


Ladder

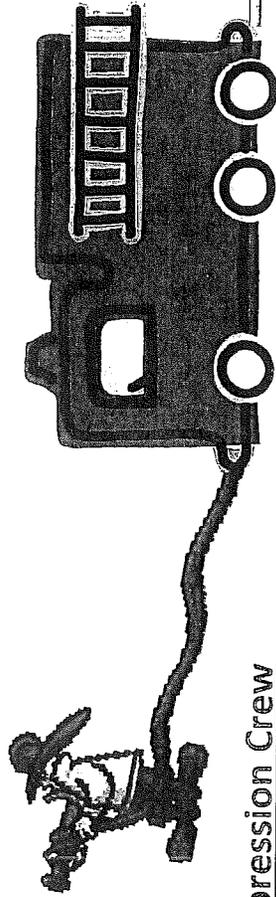
2 FF Butting Ladder
2 FF On Ladder



Aerial
2 FF



2nd Engine
5 FF



Suppression Crew

3 FF

Back-Up Crew

2 FF

Engine

1 Operator



Hydrant Connection

1 FF

1 Incident Command

1 Safety

1 Operations

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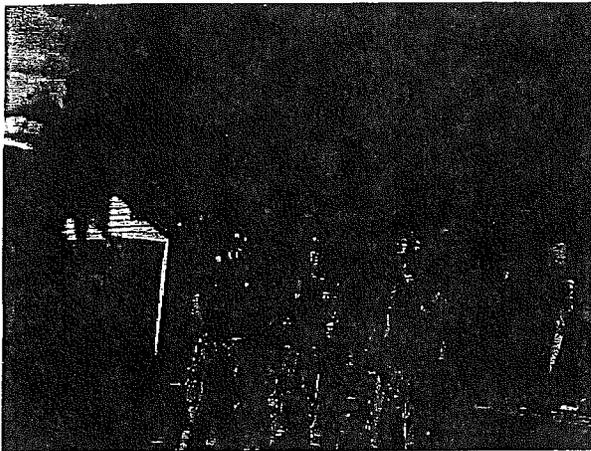
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Help wanted: More than a few good part-time volunteer firefighters

Article by: KEVIN GILES, Star Tribune Updated: August 7, 2013 - 9:52 AM

Cities across state struggle with shortages. Commuting, unpredictable on-call schedule at blame, chiefs say.



As part of training, the Stillwater Fire Department burned down a four bedroom, 2,000 square-foot house on the edge of town, on land that will become a 15 lot subdivision Saturday, August 3, 2013, in Stillwater, MN. Here, after the training had ended and the...

Photo: David Joles

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Critical staffing shortages are hitting fire departments across Minnesota, leaving the ranks of many dangerously thin because far fewer people want to commit to years of demanding training exercises and unpredictable emergency calls.

The problem surfaced most recently in Stillwater, where Fire Chief Stuart Glaser sounded the alarm to the City Council that the city's pool of on-call, part-time firefighters was evaporating. Some recent recruits, Glaser said, didn't stay long enough to learn how to drive a fire truck and others left the job after the city had invested thousands of dollars to train them.

"We're constantly burning through people," said Dan Concha, 24, a part-time firefighter at departments in Roseville, Maplewood and North St. Paul who's heard of shortages. "People had to drop out

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Photo gallery: Firefighters needed

Wednesday August 7, 2013

Stillwater's approach to firefighting just wasn't working.

from the homepage

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because it was too much. They don't see the benefit of getting 10 bucks for spending an hour on a unit call. Every unit is struggling to keep enough guys."

State Fire Marshal Jerry Rosendahl said rural departments, too, are desperate for help, including one that had only four volunteers whose average age was 76.

"It probably is a crisis in some communities. This is a problem nationwide. It's not unique to Minnesota," Rosendahl said.

Minnesota has more than 20,000 firefighters, most of them on-call volunteers who are paid only when they're needed. They receive the same training as chiefs and their assistants, requiring long hours at firehouses, but many of them leave the job after cities invest tens of thousands of dollars in teaching them how to fight fires, save lives and operate sophisticated equipment.

"The turnover rate is extremely high," Glaser said, naming Bloomington, Excelsior, New Brighton, Woodbury, Mnnetonka and Plymouth among those cities experiencing similar problems.

The "combination" strategy that cities have used for years — retaining a volunteer force of paid, on-call firefighters to supplement a minimal full-time crew managing the station — isn't working anymore in many cities.

Reasons vary, but most often it's that potential firefighters lead busier lives with family obligations, sports and electronics. In the metro area especially, commuting has bled many suburban cities of prospects who work miles away and spend hours on the road. Cities' emphasis on cutting spending and taxes also has distracted residents from the life-or-death importance of firefighting.

"Society has changed," Glaser said. "It's not easy for people anymore to drop everything and come to the fire department for a call. It's busier, everybody is expected to do more, and it's getting tougher and tougher to meet all those requirements."

Glaser said he expected five retirements on top of eight current vacancies in the on-call ranks. There are 24 now in on-call. The City Council responded by voting 5-0 to hire two full-time firefighters to enable Glaser to assemble three-person "duty crews" at the station. The posting for the two full-time firefighters attracted 36 respondents.

"In 30 years I've been pretty much against full-time fire departments but after meeting with Stu, and looking at the issue, our current model is broken," said Stillwater City Administrator Larry Hansen. "It's been slowly losing its way for 30 years. In the immediate future I can tell you we have a problem and this looks like the least expensive way to correct it."

New approach

In Cottage Grove, 26 miles from Stillwater, chronic problems with on-call shortages led to a new approach where part-time firefighters work 12-hour "duty crew" shifts. "Instead of living by the pager they're already at the station. They've already committed themselves to working a block of time," said P.J. McMahon, the city's assistant fire chief.

In Roseville, another city that adopted the duty crew approach, more part-time firefighters leave nowadays because they're hired at full-time departments in Minneapolis, St. Paul, Rochester and other larger cities, said Fire Chief Tim O'Neill. When prospective firefighters learn they'll have to complete 500 hours of classroom fire and medical training, and operate big trucks, "they go back to their families and say, nah, I can't do that," O'Neill said.

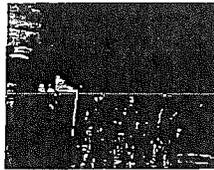
Concha, a native of White Bear Lake, hopes to land a full-time job, with benefits, at a larger department. He got married in May and said his wife asked about hours required for training and emergency calls

"She lets me know when things are getting out of hand," he said. "Sometimes it just feels like my life is the fire department and that feels emotionally exhausting."

"Down quite a bit"

To head off potentially dangerous shortages, chiefs everywhere rely more and more on strong "mutual aid" agreements with neighboring cities to make sure sufficient help arrives at the scene of fires, Rosendahl said. Some cities employ "automatic aid," when

because the city couldn't find enough "on-call" firefighters to safely staff the...



ALL IN THE FAMILY: Three generations of firefighters posed for a photo after a Stillwater Fire Department training burn, including, from right, Tim Bell, 65; Jon Bell, 45; and Jake Bell, 27. At top, Brad Junker rolled up hose after the exercise.

DAVID JOLES •
djoles@startribune.com



As part of training, the Stillwater Fire Department burned down a four bedroom, 2,000 square-foot house on the edge of town, on land that will become a 15 lot subdivision Saturday, August 3, 2013, in Stillwater, MN. Firefighter Brad Junker rolls up hose following the training. (DAVID JOLES/STARTRIBUNE)

djoles@startribune.com
Stillwater's approach to firefighting just wasn't working, because the city couldn't find enough "on-call" firefighters to safely staff the department. The City Council decided to let Fire Chief Stu Glaser hire two full-time firefighters to staff the department. This comes in addition to another hot topic still under debate, which is.

DAVID JOLES •
djoles@startribune.com



For training, the Stillwater Fire Department burned down a house on the edge of town on Saturday, atop land that will become a 15-lot subdivision. Here, firefighters Derrick Nelson, Jake Bell and his grandfather firefighter/engineer Tim Bell, discussed the training.

Photos by DAVID JOLES •
djoles@startribune.com

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emergency dispatchers alert several fire departments to save precious response time.

"It's not just the fire chiefs' problem," Rosendahl said. "Communities need to pay more attention to the services that are there. What most citizens believe, quite frankly, is that their fire departments have full-time staff which is not the case."

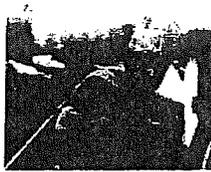
In Bloomington, which has six fire stations, three-person duty crews are scheduled at three of them. Chief Ulysses Seal said, "You'll find a lot of different flavors" in how duty crews are configured as cities try to find the best use of their money. His department, authorized for 155 firefighters, has 120.

"We're down quite a bit," Seal said.

The Stillwater Fire Department, with a \$1.1 million annual budget, covers a 61-square-mile area. That zone includes 24,000 people, nine schools, the St. Croix River, the Washington County Government Center and several senior apartment buildings with hundreds of residents.

The vote to loosen the budget for more full-time firefighters in Stillwater came after Council Member Doug Menikheim delivered an impassioned appeal for more resources.

"We're playing with life and death here, you know that," Menikheim said after Glaser's presentation.



Stillwater can't find enough "on-call" firefighters to safely staff the department.

DAVID JOLAS • djolas@startribune.com

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Minnesota firefighters

Minnesota has more than 20,000 firefighters. Most are on-call volunteers. Minnesota has a higher percentage of volunteer firefighters than every state except Delaware.

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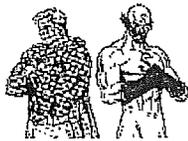
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- The Past And Present Of The All You Can Eat Buffet (Lifescript.com)
- Pedicab Charges Tourists \$442 for 14-Block Trip (Video - Industries)

More from Star Tribune

- Kira Steger's cellphone was resold after disappearance (Local)
- Storm knocks out power to 50,000 mostly in west metro area (Local)
- Severe thunderstorms drop damaging hail across Minnesota's midsection, including Twin Cities (Local)
- Edina wants to cool conflict at ice arena but it may heat up yet (Local)
- Bruno's Center's new mall is taking shape (North Metro)
- Motorcycle plows through mailboxes in Maple Grove, 1 dead, another critical (North Metro)

inside the StarTribune

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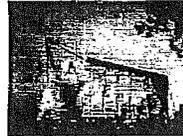
Vita.mn's list of lists

lifestyle»



Best of MN 2013: Guide to state's finest

sports»



Vikings stadium section: The game plan

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Guide to Minnesota's 18-hole public golf courses

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, AUGUST 26, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, August 26, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

Others present included Mayor Frank Yanish, Council Members Ron Christianson and Bruce Deblieck, Ken Warner, John Sullivan, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

John Sullivan expressed the opinion that a Council Planning Retreat would not accomplish anything because council members can't agree to disagree.

Item No. 2 – Tax Forfeited Property (Information)

Staff explained to the Committee that the City was notified about a parcel located within city limits that has been forfeited to the State of Minnesota for non-payment of property taxes. The County has appraised the value of this property at \$3,000. Per Minnesota Statute 282.01, Kandiyohi County is requiring the City to either approve the parcel for public auction or request a conveyance to the City for public use. This is a small corner lot that has no public use, therefore, staff is not recommending conveyance to the City. After discussion, it was determined that further information be brought back to the Committee, including the exact address, whether or not the property has been sold, and outstanding amount of back taxes. This matter was for information only.

Item No. 3 – Leisure Services Budget (Resolution)

Staff explained to the Committee that the local Disc Golf Club has requested that the City install an additional nine holes of disc golf plus a practice hole. The project cost is estimated at \$2,859.89. The Disc Golf Club would like to make a donation of \$1,224.35 to the City of Willmar to help offset these costs. Staff is requesting an increase to the 2013 Leisure Services Budget by \$1,224.35 in both Donations Revenue and Supplies Expenditures. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

RECOMMENDATION: to introduce a resolution to accept the donation of \$1,224.35 from the Disc Golf Club and to increase the 2013 Leisure Services Budget by this amount in both Donations Revenue and Supplies Expenditures.

Item No. 4(A) – 2014 Mayor's Proposed Budget/Memos on Budget Cut Impacts (Information)

Mayor Frank Yanish is proposing reductions in budgeted expenditures for 2014. Three areas include: 1) Reductions in Travel and Training (50%), 2) Memberships and Dues (35%),

and 3) Professional Services (35%). Committee Members raised questions regarding the methodology used for cutting these areas. The Mayor wants these cuts to be across the board. Committee members requested staff compile detail of the 2013 Budget, the 2013 Actual Expenditures to date, and the 2012 Actual Expenditures for Travel/Training, Memberships/Dues, and Professional Services, along with anticipated 2014 Expenditures, noting whether they are mandatory or only beneficial for productivity. The Committee will continue to review and discuss the proposed 2014 budget over the next several meetings prior to the public hearing to be held in December, 2013. This matter was for information only.

Item No.4 (B) – Mayor’s Proposed 2014 Budget, Proposed Levy (Resolution)

Staff reviewed with the Committee the tax levy included in the Mayor’s proposed 2014 Budget. Due to the Levy limit law being reinstated in 2013 for the 2014 tax year, the levy cannot be raised over the 2013 tax levy. The levy proposed of \$4,139,734 may be lowered but not raised after certification to the County Auditor’s office. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

RECOMMENDATION: To introduce a resolution setting the preliminary 2014 City of Willmar Property Tax Levy at \$4,139,734 and scheduling the public hearing on the 2014 Proposed Budget for December 2, 2013.

Item No. 5 – Reports

The Committee received the 2nd Quarter Community Foundation Report and the July, 2013, Rice Trust Report. This matter was taken for information only.

Item No. 6 – Old Business (Information)

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

Item No. 7 – New Business (Information)

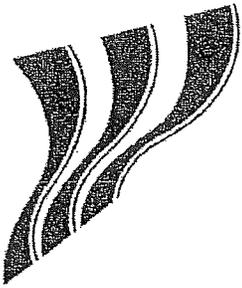
Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

There being no further business to come before the Committee, Chair Anderson declared the meeting adjourned at 5:55 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: August 26, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Tax Forfeiture Property

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

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

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

Financial Considerations: NA.

Preparer: Kevin Halliday, City Clerk-Treasurer

Signature: 

Comments:

Kandiyohi County
Auditor/Treasurer's Office

MARK THOMPSON
AUDITOR/TREASURER

400 SW Benson Ave.
P.O. Box 936
Willmar, Minnesota 56201
(320) 231-6202
Fax (320) 231-6263

August 22, 2013

Kevin Halliday, Clerk
City of Willmar
PO Box 755
Willmar, MN 56201

Dear Kevin:

Enclosed is a classification listing of non-conservation land located in your City. The parcel(s) described in the listing forfeited to the State of Minnesota for non-payment of property taxes.

As required under M.S. 282.01, we request that you approve the parcel(s) for public auction or request a conveyance to your City for public use.

If conveying a property to your City for public use, we require a certified copy of the City Council Resolution authorizing any action taken. If you request that a parcel be conveyed to your City, you must also complete a form 962, "Application by a Governmental subdivision for Conveyance of Tax-Forfeited Land" and mail it to this office.

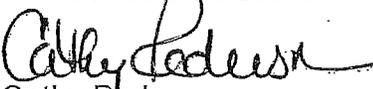
Please be advised that, if the City fails to respond within sixty (60) days of the date of this letter, this classification and sale will be deemed to be approved.

Please sign and return one copy to our office, the second copy is for your records.

If you have any questions, please feel free to contact me at 231-6202, ext 5138.

Sincerely,

KANDIYOHI COUNTY AUDITOR/TREASURER


Cathy Pederson
Chief Deputy Auditor/Treasurer

Enclosure

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

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

We, the members of the County Board of the County of Kandiyohi, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as non-conservation lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years 2006 - 2012 as provided by Minnesota Statutes 1945, Section 282.01 as amended.

Parcel Number	Legal Description	Appraised Value of Land
95-320-0410	Lot 1 of Block 4 of Highland Place in the City of Willmar	3,000.00

In witness whereof we have hereunto subscribed our names 20th day of August, 2013.

Karlson Mason
Chairman

Robert Lovell

Dean Schuck

Jim Butterfield

Nugget Lane

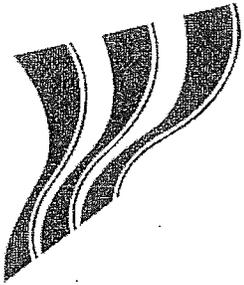
Mark Thompson
County Auditor/Treasurer
Kandiyohi County, Minnesota

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

Dated 8/20/13

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

Form 440A



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

Agenda Item Number: 3
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Leisure Service

Agenda Item: Adjust the Leisure Service Budget-Disc Golf Donation

Recommended Action: I am requesting a budget amendment to the Leisure Service Budget reflecting the donation from the local Disc Golfers. I would like to amend the Leisure Service Revenue Budget to reflect this \$1,224.35 donation. In addition I would like to increase the Leisure Service Supplies Budget 101.45432.0229 \$1,224.35 to reflect the expense of 10 new cages for our Disc Golf Course.

Background/Summary: Our department had conversations this summer about the needs of the disc golfers and we agreed that putting in 9 more holes and a practice hole could be accomplished this summer with the clubs assistance. The club will continue to raise money to assist with future enhancements.

Alternatives:

Financial Considerations: \$1,224.35 of revenue to assist with the \$2,859.89 expended

Preparer: Steve Brisendine

Signature:

Comments:



WILLMAR

CITY ADMINISTRATOR

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

MEMORANDUM

To: Finance Committee

From: Charlene Stevens, City Administrator 

Dated: August 23, 2013

Re: Mayor's 2014 Budget Reductions and Impacts – Dues, Subscriptions and Memberships

City staff have been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of Memberships and Dues.

The total dollars budgeted City wide for 2013 were \$72,317 for the General Fund or .48% and \$4,100 in the Wastewater Treatment Fund. For 2014, the Mayor has proposed reducing all departments by 35%. The dues for the League of Minnesota Cities, National League of Cities and Coalition of Greater Minnesota Cities represented approximately \$48,000 in 2013 or 66% of the overall budget for Dues and Subscriptions.

The remaining departments would be impacted as follows:

City Administrator : The City Administrator is a member of ICMA and MCMA, as well as the Willmar Rotary Club.

Mayor and Council: League of Minnesota Cities, National League of Cities, Coalition of Greater Minnesota Cities. Willmar has been a charter member of the LMC and CGMC. Reducing the LMC membership would cost the City significant dollars by raising the City's costs of insurance. The loss of the CGMC membership will affect the City by its loss of legislative information and legislative influence. The CGMC staff made a full presentation to the City Council on Monday, August 19, 2013.

Planning and Development Services : Both the Director and Planner are members of the State Planning Association.

City Clerk: The City Clerk is a member of the Municipal Clerks and Finance Officers Association.

Assessing: Assessors are members of their State professional association.



Finance Department: Finance staff are members of the Minnesota Finance Officers Association.

Information Technology: Staff are members of their State professional associations.

Leisure Services: Staff are members of the Minnesota Parks and Recreation Association. Staff also participate in local service clubs. Fees for our on-line bracketing and league scheduling software are also part of this line item.

Civic Center: The manager is a member of the Minnesota Arena Managers Association.

Fire Department: The Chief is a member of the Kandiyohi County Fire Chiefs, State Fire Chiefs and International Fire Chief Association, as well as the Association of MN Emergency Responders. Dollars are also used to purchase NPFA Codes and Standards which are critical for the Fire Marshall.

Public Works: Personnel in WWTP, Public Works and Engineering also participate in their professional associations. CADD subscription is also included.

Police Department: The Chief participates in the Minnesota and National Police Associations.

Summary: The City of Willmar does not offer regular training to our staff on customer service, supervision, harassment, employment law or any of the basics of management. We rely on our staff getting most of their training from their professional associations. If the ability to participate in professional associations is limited along with the limits in travel and training, we will not be providing our staff with adequate training.

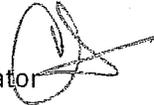
The reductions could also have an impact on our ability to recruit and retain staff in the future.



CITY ADMINISTRATOR

MEMORANDUM

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

To: Finance Committee
From: Charlene Stevens, City Administrator 
Dated: August 23, 2013
Re: Mayor's 2014 Budget Reductions and Impacts – Travel and Training

City staff has been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of 50% in funding for Travel and Training.

The total dollars budgeted City wide for travel and training for 2013 were \$74,090 for the General Fund or .48% and \$9,400 in the Wastewater Treatment Fund. For 2014, the Mayor has proposed reducing all departments except the Police Department by 50%, leaving only \$57,308 for travel and training or .36% of the General Fund. The Police Department represents \$30,000 of the overall training budget.

The remaining departments would be impacted as follows:

City Administrator: The funds have been used for the Administrator to attend MCMA, ICMA, LMC or CGMC Conferences and events. Funding is also used for training for the Administrative Assistant.

Mayor and Council: Attendance at League of Minnesota Cities seminars, meetings and the like would be curtailed and limited to a select few on Council or Council members would be responsible for their own costs.

Planning and Development Services: Annual certification of staff. Building Inspectors require certain state certifications or they will not be qualified to perform inspections. Both planners have Continuing Education (CEU) requirements as well.

City Clerk: The City Clerk typically attends the Municipal Clerks and Finance Officers Association. Also charged to this line item are the costs for the CVB noon board meetings. The Clerk would not attend the MCFOA conference.



Assessing: Assessors must be licensed and certified; additionally a new assessor must be trained. The reduction in dollars would not allow us to properly train a new appraiser and maintain existing licenses. Without certified appraisers, we would not be able to continue to assess properties. Funds are also used to pay mileage for personal vehicles used for City business due to a reduction in fleet.

Finance Department: In the past, funding has been used for the Finance Director to attend the legislative action days for the CGMC, LMC conference and Springsted Symposiums, as well as training for the other staff.

Information Technology: Training funds are used for IT and WRAC 8 staff to maintain certifications and training on current and new technologies. Funds are also used for mileage in personal vehicles while on City business.

Leisure Services: With the reduction in fleet, mileage for employees' use of personal vehicles is now charged to this account. Three employees attend the Minnesota Parks and Recreation Conference. The reduction would impact the number of employees able to attend the Minnesota Parks and Recreation Conference. Dollars are also spent to keep the pool operators' certificate up to date.

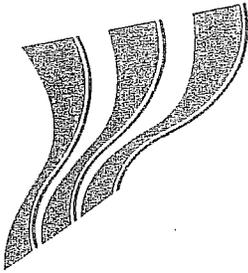
Civic Center: The budget is for attendance of the Arena Manager to attend the Minnesota Arena Managers events. The Manager would no longer be able to attend.

Fire Department: Training is required for firefighters to maintain a minimum certification for the National Firefighters Protection Agency (NFPA) standards, as well as hazardous materials and Emergency Medical Services Board. Firefighters also require recertification. Funding also anticipated an increase in firefighters and the required training costs. Without completion of trainings and certifications, the Department will not be in compliance with State regulations.

Public Works: Personnel in WWTP, Public Works and Engineering all require training and certification. They also are provided with skills training in their fields. If certifications cannot be maintained, then we will not be able to perform tasks in accordance with State regulations, such as MPCA.

Summary: The reductions in travel and training would severely limit an already limited training budget. We would struggle to maintain minimum certifications and certainly would not be developing our staff for future opportunities or equipping them with new skills for new tasks. We do not offer regular training to our staff on customer service, supervision, harassment, employment law or any of the basic of management. We rely on our staff getting that training from their professional associations.

I have been working with Kandiyohi County and the Willmar Municipal Utilities on developing basic management training, but without funds, we would not be able to continue that collaboration.



Memo

To: Finance Committee
From: Staff
Re: Mayor's 2014 Budget Reductions and Impacts.

City staff have been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of 50% in funding for Travel and Training; 35% reduction for Memberships and Dues and 35% for Professional Services:

Professional Services: The total dollars spent City wide for Professional Services for 2013 was \$ 412,010 for the General Fund or 2.7%, \$ 44,041 for the Airport and \$ 107,000 in the Wastewater Treatment Fund. For 2014, after reclassifications for Janitorial services and proposed reductions by the City Administrator, the Mayor has proposed reducing all departments by 35%, leaving only \$ 246,415 for Professional Services or 1.59% of the General Fund. The Legal Services represents \$ 140,400 of the overall Professional Service budget.

The remaining departments would be impacted as follows:

Mayor and Council: The recording of Council documents, downtown gateway redesign work, pay equity updating and retreat facilitators.

City Clerk: Municipal Code Updating.

Finance Department: Due to the increase in Grant activity and the large projects the City has been doing, there would be a negative impact, and possible a shortage to cover the independent auditing costs.

Legal Fees: The ability to have legal review of required Council and staff actions would be negatively impacted.

Information Technology: Funds are used for outside services for some of the specialty programs.

Leisure Services: Referee and Umpiring services would be impacted.

Police: Costs for interpretive services; Willmar Pet Hospital for impounding and automated pawn registration, and Rice Hospital services are all charged and accounted in this area.

Fire Department: The professional services budget is paramount to the safety of each firefighter. Numerous agencies such as the NFPA, Minnesota Occupational Safety and Health Administration (MNOSHA) along with the Underwriters Laboratory (UL) require the fire department to hire a 3rd party contractor to test and measure various pieces of equipment used by firefighters to ensure they are operating correctly, thus assuring their safety when operating at the scene of an emergency of training.

Airport: Without an onsite City employee the contract for management services is would not be able to be covered and have to be renegotiated.

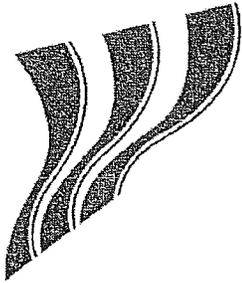
Waste Treatment: All outside required testing by Minnesota Testing Lab. would be impacted.

Summary: The reductions in Professional Services would severely impact the ability to cover legal, auditing, interpretive and required testing and inspection services by independent 3rd parties.

Willmar



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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: August 26, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Set the Preliminary 2014 Tax Levy by resolution.

Recommended Action: To set the Preliminary Tax Levy at \$4,139,734

Background/Summary:

Action required by the City to set a preliminary tax levy to comply with the Truth in Taxation Statute. Due to the levy limit law being reinstated in 2013 for the 2014 tax year, the levy cannot be raised over the 2013 tax levy. The levy proposed of \$4,139,734 can be lowered, but not be raised after certification to the County Auditor's office.

Alternatives: To set the amount at a lower amount and not take advantage of the ability to lower at a later time.

Financial Considerations: Total fiscal impact would be to tax the citizens of Willmar and provide the second largest funding source for the General Fund. Tax impact would stay relatively the same due to increased construction and lowering of residential values.

Preparer: Steven B. Okins

Signature: 

Comments:

Central Minnesota Community Foundation

Engaging People, Building Community

August 1, 2013

Steve Okins
Willmar City Offices
PO Box 755
Willmar, MN 56201

Willmar Arts Fund
For Quarter Ending June 30, 2013

WAFU - 12

	Quarter to Date 04/01/13-06/30/13	Fiscal Yr to Date 07/01/12-06/30/13
Beginning Balance	106,639.99	99,982.72
Contributions	60.00	260.00
Other Income	0.00	0.00
Investment Activity		
Capital Gains/Losses	461.69	2,055.67
Unrealized Gains/Losses	-2,109.46	6,115.80
Interest & Dividends	611.24	2,532.27
Disbursements		
Grants and Distributions	0.00	-5,283.00
Other Expenses	0.00	0.00
Other Adjustments		
Inter-fund Gifts	0.00	0.00
Grants Returned	0.00	0.00
Inter-fund Grants	0.00	0.00
Ending Balance	105,663.46	105,663.46
Grants Payable		0.00

If you have any questions, please contact Patty Kennedy, Director of Finance and Investments, 320.257.9733 or pkennedy@communitygiving.org.

AFFILIATES

Alexandria Area
Community Foundation

Brainerd Lakes Area
Community Foundation

Willmar Area
Community Foundation

101 South 7th Avenue, Suite 100, St. Cloud, Minnesota 56301
phone (320) 253-4380 ♦ toll free (877) 253-4380 ♦ fax (320) 240-9215 ♦ CommunityGiving.org



Central Minnesota Community Foundation

Engaging People, Building Community

WAFU Gift and Grant Detail

Donor	Date	Amount	Contribution
Nancy Lee Johnson and Jeff Johnson	07/06/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	07/20/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	08/03/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	08/17/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	08/31/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	09/14/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	09/28/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	10/12/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	10/26/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	11/09/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	11/23/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	12/07/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	12/21/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	01/04/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	01/18/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	02/01/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	02/15/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	03/01/2013	10.00	Payroll
Nancy Lee Johnson	03/15/2013	10.00	Payroll

AFFILIATES

Alexandria Area
Community Foundation

Brainerd Lakes Area
Community Foundation

Willmar Area
Community Foundation

101 South 7th Avenue, Suite 100, St. Cloud, Minnesota 56301
phone (320) 253-4380 ♦ toll free (877) 253-4380 ♦ fax (320) 240-9215 ♦ CommunityGiving.org



Central Minnesota Community Foundation

Engaging People, Building Community

and Jeff Johnson			
Nancy Lee Johnson	03/29/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	04/12/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	04/26/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	05/10/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	05/24/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	06/07/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	06/21/2013	10.00	Payroll
and Jeff Johnson			
*** Total Gifts:		260.00	

Grantee	Date	Amount	Descr
Willmar Area Symphonic Orchestra	11/02/2012	1,283.00	Young Artists Concert of the Willmar Area Symphonic Orchestra
Willmar Area Arts Council	11/02/2012	2,000.00	Willmar Area Arts Council--General Operating Support
Willmar Area Arts Council	11/02/2012	2,000.00	Willmar Area Arts Council--Studio Hop and Celebrate Art! Celebrate Coffee!
*** Total Grants:		5,283.00	

AFFILIATES

Alexandria Area
Community Foundation

Brainerd Lakes Area
Community Foundation

Willmar Area
Community Foundation

101 South 7th Avenue, Suite 100, St. Cloud, Minnesota 56301
 phone (320) 253-4380 ♦ toll free (877) 253-4380 ♦ fax (320) 240-9215 ♦ CommunityGiving.org





**Investment Management
& Trust**

מנהל קרנות השקעות

RICE CUSHMAN A CHAR TR

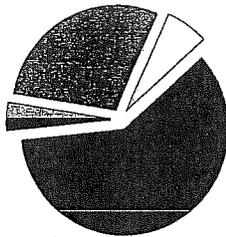
Account 180205

Market Value Reconciliation

	Since 07/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,726,478.18	2,616,990.01
Disbursements		
Withdrawals	-11,000.00	-42,002.36
Expenses	0.00	-498.75
Fees	-1,750.35	-12,127.97
Total Disbursements	-12,750.35	-54,629.08
Income		
Investment Income	3,619.64	25,780.07
Total Income	3,619.64	25,780.07
Value on Jul 31, 2013	2,807,121.61	2,807,121.61
Total Change in Portfolio Value	89,774.13	218,980.61

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money	68,548.68	2.44
Markets		
Fixed Income	812,535.66	28.95
Alternative	190,724.51	6.79
Equity	1,688,680.42	60.16
Other	46,632.33	1.66
Total	\$2,807,121.61	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	3,619.64	25,780.07
Total Income Summary	3,619.64	25,780.07

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	0.00	138.65
Long-term	3,245.82	16,482.45
Total Gain/Loss Summary	3,245.82	16,621.10

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



*Investment Management
& Trust*

**Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205**

Period Ending: 07/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (7 Months)</u>
Total Fund	2,768,295	3.48	9.62
Total Fd Net Fee	2,768,295	3.42	9.13
Fixed Income	818,832	.35	-.64
BarCap Int Aggregate Bd		.18	-1.47
Domestic Equity	1,363,683	5.79	20.32
S&P 500 Index		5.09	19.63
Russell 2000 Index		7.00	23.97
Intl. Equity	326,506	5.70	5.47
MSCIEAFE (US\$ & Net) Index		5.28	9.60
Short Term Cash	68,220	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	190,725	-.89	1.08
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	329	.00	.00

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

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-14
CITY OF WILLMAR
TUESDAY, AUGUST 27, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, August 27, 2013, by Vice Chair Audrey Nelson at the City Office Building. Members present were: Council Members Bruce DeBlieck, Steve Ahmann and Tim Johnson (substituting for Ron Christianson). Also present were: Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

1. PUBLIC COMMENT:

David Little commented on how well the construction of the Trott Avenue Quiet Zone turned out.

2. DANGEROUS WEAPONS ORDINANCE - CONTINUED...:

The dangerous weapons ordinance was referred back to committee by the Council from the hearing. Chief Wyffels researched ordinances of other cities similar to Willmar and found a variety of ways to regulate the issue of archery shooting. The committee reviewed the wording of several ordinances and favored what is used by the City of Hutchinson, specifically "it is unlawful for any person to shoot a bow and arrow except in the physical education program in a school supervised by a member of its faculty, a community-wide supervised class or event specifically authorized by the Chief of Police, or a bow and arrow range authorized by the Council." The committee also discussed possible locations to develop an approved archery range such as the former Wastewater Treatment Plant with the inclusion of archery groups in the development of the site.

Chief Wyffels stated the City Attorney, Robert Scott, is requesting the word "embrace" be changed to "prohibit" in Sections 10-54 (c and d). A motion was made by Council Member DeBlieck, seconded by Council Member Ahmann, and passed for the following

RECOMMENDATION:

To send the ordinance back to staff to draft wording similar to that used by the City of Hutchinson, have the word "embrace" changed to "prohibit" in Sections 10-54 (c and d), and bring the sample ordinance back to committee for further review.

3. **MINNWEST LIFT STATION/LAKELAND DRIVE SANITARY SEWER PROJECT UPDATE (FOR INFORMATION ONLY):**

Acting Public Works Director Peterson updated the committee on the MinnWest Lift Station/Lakeland Drive Sanitary Sewer Project. Staff continues to meet with the design consultants on the project. The lift station design is going well and should be completed in time to include it, and the northerly force main, in the 2014 Projects.

In summary, the original cost estimates for replacing the sanitary sewer along Lakeland Drive and reconstructing the roadway became significantly higher than anticipated. Staff and the consultant evaluated just what needs to be completed at this time by entering into a contract to televise the sanitary sewer line. The overall condition of the line, viewed through televising, indicated it is in reasonably good condition, except for several impediments they are proposing be removed by cleaning. If that is successful, the line would not need to be replaced in its entirety. There would then be no need to proceed with the complete reconstruction of Lakeland Drive, and an overlay would be considered deferring the complete reconstruction.

The plans will continue for the trail and quiet zone construction, along with possible lane change improvements on Lakeland Drive from High to Trott Avenues to improve traffic flow. This matter was for information only.

4. **SEWER CREDITS REPORT (FOR INFORMATION ONLY):**

Staff recently met with Willmar Municipal Utilities personnel to discuss sewer credits for particularly large users of water that do not return proportionate amounts to the sanitary system due to the processes involved in their businesses. Examples given were J's Bait, Kandiyohi Bottled Water and several irrigators. It was noted that sprinkler use in the summer months is already built into the rate structure, as during the summer months consumers are charged for their sewer based on the average of their winter months. The committee discussed the matter, and it was their consensus that a policy for staff to use to formulate credits should be developed in the future, possibly once a City Engineer is on staff.

5. **EFFLUENT CREDITS REPORT (FOR INFORMATION ONLY):**

City staff met with representatives of Donohue and Associates to discuss the matter of effluent credits for phosphorous only. The City could sell credits to other cities within the watershed since the current plant is discharging water

that is substantially below the maximum limit. Willmar is at a disadvantage though because the City is so far up the Minnesota River basin watershed. Cities seeking credits would have to be farther up. The committee felt that the sale of effluent credits would be risky as future compliance limits are unknown. No action was taken.

6. OLD BUSINESS:

Chief Wyffels reported the jail census at 87 and the report of calls for the last two weeks at 832.

7. NEW BUSINESS:

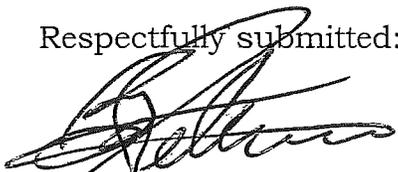
Chief Wyffels informed the committee he was contacted by a citizen with concerns for the pedestrian traffic that crosses Willmar Avenue in the vicinity of the football field at Kennedy School. He requested permission to pursue purchase of two foldable-type standards, three feet high by two feet wide, to place at 10th and 7 ½ Streets on the centerline to alert traffic. The committee concurred with the purchase.

Council Member Ahmann brought up information on chemicals that may be purchased to clean the downtown sidewalks, and also mentioned the Garfield Neighborhood Watch Group and the potential promotion of more groups throughout the City.

Council Member DeBlieck questioned staff on the report of lead contaminates in the gun range of the City Auditorium. Staff reported more information will be brought forward in the near future, including cost estimates for abatement and air handling; but until then the range will be closed.

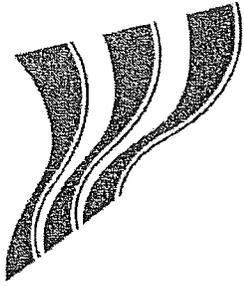
There being no further business to come before the committee, the meeting adjourned at 6:05 p.m.

Respectfully submitted:



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

Janell Sommers
Recording Secretary



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

Agenda Item Number: _____

Meeting Date: August 27, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

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

Originating Department: Police

Agenda Item: Dangerous Weapons Ordinance - continued

Recommended Action:

Background/Summary: Referred back to committee by Council

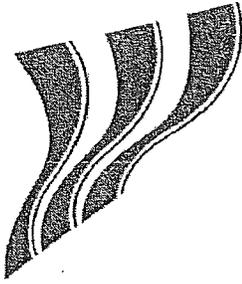
Alternatives: 1. Approve as is
2. Make amendments
3. Do nothing

Financial Considerations: None

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

Signature:

Comments:



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

Agenda Item Number: _____

Meeting Date: August 27, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

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

Originating Department: Planning & Development Services

Agenda Item: MinnWest Lift Station/Lakeland Drive Sanitary Sewer Project

Recommended Action: Receive for information

Background/Summary: Planning and design continues under the Bollig Inc. contract for lift station and sanitary sewer improvements (see attachment).

Alternatives: NA

Financial Considerations: To be determined

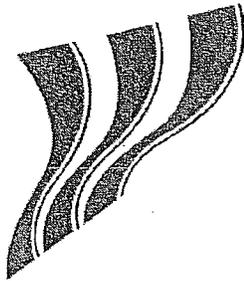
Preparer: Bruce D. Peterson, AICP, Acting Public Works Director

Signature:

Comments:

Minn West Lift Station/Lakeland Drive Sanitary Sewer Project

- Design and engineering work continues on the Minn West Lift Station/Lakeland Drive Sanitary Sewer project. A recent meeting was held to discuss tech memo number 2 and to review the 30% design drawings for the lift station.
- The lift station design process is moving along well. Plans will be developed in time to include the lift station and force main in the 2014 projects.
- Work has slowed on the Lakeland Drive Sanitary Sewer replacement. Televising of the sewer line was attempted, but due to several obstacles, about 57% of the line was televised. Several impediments to flow exist in the line.
- Overall, the condition of the line as viewed through televising shows that the line is in reasonably good condition. The line also is well below its capacity. For those reasons, the technical team of staff and consultants has determined that it is in the City's best interest to delay reconstruction of the sewer line.
- The sewer line should be replaced when a complete reconstruction of the street is done. Until that time, some cleaning will be attempted to remove the impediments that exist in the line.
- With the line not being replaced in its entirety, there is no need to proceed with the complete reconstruction of Lakeland Drive. An overlay is being considered.
- Discussion continues regarding how to proceed with the construction of the trail and quiet zone that were originally part of the project. A more detailed look is being taken at the section of Lakeland Drive between High Avenue and Trott Avenue relative to traffic flow, and improvements that could include additional turn lanes.
- Further updates will be available in the future.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: August 27, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

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

Originating Department: Planning & Development Services

Agenda Item: Sewer Credits Report

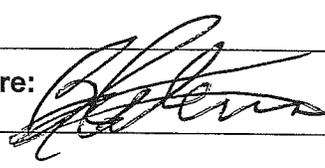
Recommended Action: Receive for information; or set policy to establish a process for receiving sewer credits.

Background/Summary: Users of large quantities of water with limited return to the sanitary system occasionally seek credits on their sewer bills to reflect reduced usage. No formal policy exists to govern the activity (see attachment).

Alternatives: 1. Operate as is, review on a case by case basis.
2. Research and develop a process for granting credits.

Financial Considerations: Reduced revenue due to any credits granted.

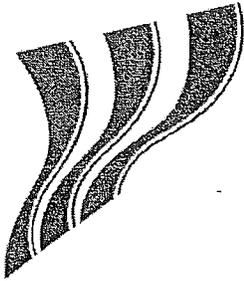
Preparer: Bruce D. Peterson, AICP, Acting Public Works Director

Signature: 

Comments:

Sewer Credits

- Staff recently met with Willmar Municipal Utilities personnel to discuss sewer credits.
- Credits are currently being given to J's Bait, Kandiyohi Bottled Water, and several irrigators. The sewer credits are given to large users of water that do not return a commensurate amount to the sanitary system due to the processes involved in their businesses.
- A possible policy was discussed to deal with those businesses that request sewer credits.
- Users would need to prove their case using an agreed-upon formula, or a user could install a sewer meter to measure outflow. It was a consensus of the group that, until there is a big demand, users should be dealt with individually.
- It was noted that the use of sprinklers in the summer was already built into the rate structure.
- It was determined that the matter should be discussed at Committee to decide if a policy for sewer credits is needed.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: August 27, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

Approved

Denied

Amended

Tabled

Other

Originating Department: Planning & Development Services

Agenda Item: Effluent Credits Report

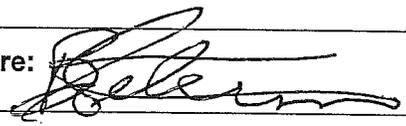
Recommended Action: Receive for information

Background/Summary: Staff investigated the potential for selling effluent credits to other communities (see attached)

Alternatives: 1. Pursue the sale of credits.
2. Do nothing.

Financial Considerations: Impacts are undetermined, speculative.

Preparer: Bruce D. Peterson, AICP, Acting Public Works Director

Signature: 

Comments:

Effluent Credits

- City staff met with representatives of Donohue and Associates to discuss the matter of effluent credits.
- It was noted that the credits could apply to phosphorous, only. The City could sell credits to other cities within the watershed because our current plant is discharging water that is substantially below the maximum limit.
- It was agreed that credits would probably only be sought by small cities.
- Willmar is at a disadvantage because the City is so far up the watershed (Minnesota River basin). Available credits would be discounted due to our location.
- If MPCA is successful, the City will be looking at a reduction of its TMDL for phosphorous from 1.0 to .8. This reduction reduces the feasibility of trading credits as it puts the City at more risk for non-compliance.
- The revenue potential of selling credits is very low and the demand is low, if it exists at all.
- Other cities most likely already have compliance strategies.
- The sale of effluent credits seems to be too risky for the potential gain that would be received. Future compliance limits are unknown and are a major concern.
- If the Council wishes to proceed with consideration of the sale of effluent credits, the next step would be to determine what the true limit will be for our phosphorous discharge. The City would also need to know what compliance limit it could live with.
- The second step would be to consult with MPCA to see what our trade potential is or whether or not the City can stand the risk of non-compliance.