

**WILLMAR CITY COUNCIL MEETING  
FEBRUARY 6, 2012, 7:00 P.M.  
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES  
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

**AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:
  - Approve:
    - A. City Council Minutes of January 17, 2012
    - B. Municipal Utilities Commission Minutes of January 23, 2012
    - C. Planning Commission Minutes of January 25, 2012
    - D. Rice Hospital Board Minutes of January 26, 2012
    - E. Accounts Payable through February 1, 2012
  - Accept:
    - F. Charter Commission Minutes of October 7, 2012
    - G. Safety Committee Minutes of November 23, 2011
    - H. Willmar Lakes Area CVB Board Minutes of December 20, 2011
    - I. Building Inspection Report for January, 2012
    - J. Community & Activity Center Council Minutes of January 3, 2012
    - K. Zoning Appeals Board Minutes of January 23, 2012
    - L. Community Ed/Rec. Joint Powers Board Minutes of January 27, 2012
    - M. Exempt Permit Application: Willmar Sertoma Club
6. Items Removed from Consent Agenda
7. Mayor's State of the City Message
8. Willmar City Council Open Forum
9. Finance Committee Report for January 23, 2012
  - Action Items:
    - A. Consideration of Fire Department Donation
    - B. Investment Policy Review
10. Community Development Committee Report for January 26, 2012
  - Action Item:
    - A. Consideration of EDA Grant Application
    - B. Consideration of Ward Redistricting
11. Public Works/Safety Committee Report for January 31, 2012
  - Action Items:
    - A. Accept 2012 Improvement Report and Order Hearing
    - B. Consideration of City Park Special Event by On-Sale Liquor License
    - C. Consideration of Ordinance Repealing Municipal Code (Alarm Systems)
    - D. Consideration of Wal-Mart Local Community Grant Application
12. Consideration of Preliminary Plat – Meyer's Addition
13. Announcement of Council Committee Meeting Dates
14. Miscellany:
  - A.
15. Adjourn

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

January 17, 2012  
7:00 p.m.

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

Also present were City Administrator Charlene Stevens, City Attorney Richard Ronning, Police Chief David Wyffels, Fire Chief Marv Calvin, Public Works Director Holly Wilson, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, and City Clerk Kevin Halliday.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 3, Municipal Utilities Commission Minutes of January 9, Rice Hospital Board Minutes of January 11, Planning Commission Minutes of January 11, Accounts Payable through December 30, 2011, and January, 2012, Building Inspection Report for December, Willmar Design Center Minutes of December 6, 2011; and Applications for Exempt Permits: Willmar Fests, Inc., Prairie Pothole Chapter, MN Waterfowl Association and Rocky Mountain Elk Foundation, Prairie Lakes Chapter. Council Member DeBlieck seconded the motion, which carried.

Mayor Yanish acknowledged Ryan Tillman who had signed up to address the City Council during its scheduled Open Forum. Mr. Tillman expressed concerns with regards to Westwinds Estates similar to the comments recorded in the Community Development Committee minutes.

The Finance Committee Report for January 9, 2012, was presented to the Mayor and Council by Council Member Anderson. There were five items for Council consideration.

Item No. 1 Chair Anderson acknowledged that no one was present to address comments to the Committee. This matter was for information only.

Item No. 2 Staff reviewed with the Committee previous Council action which authorized the issuance of Hospital Revenue Refunding Bonds for refinancing the outstanding 2002 Hospital Bonds. It has been determined that no more than \$47 million would be required for this refinancing with a required cost savings of a minimum of 3 percent. The Hospital Board will be meeting to review and approve this bond issue.

The Committee was recommending the Council consider a resolution setting parameters for the 2012 Hospital Bond Issue not to exceed \$47 million in new hospital revenue bonds and a minimum cost savings of 3 percent. The resolution should further state that the pricing committee is to consist of the City Administrator, City Finance Director, Rice Hospital CEO, and Rice Hospital CFO.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF GENERAL OBLIGATION HOSPITAL  
REVENUE REFUNDING BONDS, SERIES 2012A (RICE MEMORIAL HOSPITAL PROJECT) AND  
PROVIDING FOR THEIR ISSUANCE

Item No. 3 Josh Halvorson, Donohue and Associates, informed the Committee that the City

had applied for placement on the Minnesota Public Facilities Authority's Intended Use Plan as indication of its intent to borrow funds under PFA's Clean Water Revolving Fund Loan Program. Mr. Halvorson was now requesting authorization to submit the application to borrow funds needed to finance the Western Interceptor Sewer project. It is estimated that the loan amount would total \$3,519,453. The Local Option Sales Tax program would fund an additional \$1.4 million for the portion of this project located in the specified Industrial Park area that qualifies for the use of these funds.

The Committee was recommending the Council introduce a resolution approving the submission of an application to the Minnesota Public Facilities Authority Clean Water Revolving Fund for the Western Interceptor Sewer project. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION  
TO THE CLEAN WATER REVOLVING FUND

BE IT RESOLVED that the City of Willmar, Minnesota is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for improvements to its municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$3,519,453 or the actual cost of the project.

BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Willmar hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Dated this 17<sup>th</sup> day of January, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 Staff informed the Committee of a donation of \$209.75 received from the Bunde Christian Reformed Church of Clara City to assist with costs for the purchase of the aluminum ATV trailer purchased from Dahlberg Sales. Staff was requesting the 2011 Fire Department Capital Budget be amended to reflect this increase in revenue.

The Committee was recommending the Council introduce a resolution accepting the donation of \$209.75 from the Bunde Christian Reformed Church of Clara City and to send a letter of appreciation. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Reese, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

WHEREAS, Bunde Christian Reformed Church of Clara City has given a donation of \$209.75 to the Willmar Fire Department,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Willmar to accept the \$209.75 donation, adjust the Fire Department's budget accordingly and that the City Administrator

express the community's appreciation.

Dated this 17<sup>th</sup> day of January, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The Committee considered a request from Staff to increase the 2012 WRAC-8 Capital Budget by \$8,000 for an upgrade to the audio system at the City Council Chambers. It has recently been discovered that the existing equipment, which was first installed in 1992, is showing signs of intermittent failure. The Committee was recommending the Council introduce a resolution to increase the 2012 WRAC-8 Capital Budget by \$8,000 from WRAC-8 Reserves to fund this audio system upgrade at the City Council Chambers.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes within the WRAC-8 fund:

Increase:	\$8,000.00
Decrease:	\$8,000.00

Dated this 17<sup>th</sup> day of January, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

The Finance Committee Report for January 9, 2012, were approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for January 10, 2012, was presented to the Mayor and Council by Council Member Reese. There were seven items for Council consideration.

Item No. 1 The Committee was informed by Staff that at its November meeting, the Airport Commission discussed the use of private hangars at the airport. It was their recommendation a hangar may be used for either private aviation storage or commercial aviation purposes as long as building code requirements are met. The FAA was contacted and has responded that the use of hangars is up to the City's discretion as long as the business meets code and MPCA requirements. No grant monies or other agreements would be violated.

Secondly, the issue of taxation of hangars was discussed. The City Assessor has stated that there is clarification at the State level that any private hangars used for business purposes, even non-aviation, will be commercially taxed. Notification of the hangar use is the hangar owner's responsibility. Staff recommended permitting both storage and commercial use of private hangars. Council Member Dokken stated that the definition of commercial "is a seat or cargo for hire."

The Committee was recommending the Council permit the use of both storage and commercial uses in the private hangar group via the hangar land leases with the City as long as code requirements

are met. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 2 The Committee considered a request from Staff for permission to enter into a contract with Short Elliot Hendrickson (SEH) for miscellaneous traffic assistance services. The contract is an annual renewal and would be for 2012 at a cost not to exceed \$5,000.00. The money to fund the services would be from the Engineering budget under professional services.

The Committee was recommending the Council approve Staff's request to enter into a contract with Short Elliot Hendrickson for periodic traffic consulting services for an amount not to exceed \$5,000.00 for 2012 and authorize the City Administrator to sign on behalf of the City. Resolution No. 5 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 5

Whereas the City of Willmar desires to retain a consultant to provide professional engineering services for providing assistance with oversight and review of operational issues related to the City-owned and operated traffic systems; and

Whereas a proposal has been made by, and an agreement prepared to retain, the firm of Short Elliott Hendrickson Inc. of St. Paul, Minnesota for said services not to exceed \$5,000.00 except to exceed as authorized by the City;

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

Dated this 17<sup>th</sup> day of January, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Staff presented the renewal of a contract with SafeAssure for 2012. The contract provides safety training for all City employees, assistance in remaining compliant with OSHA laws, building inspections and a point-of-contact for any related issues or questions the City may have throughout the year. The cost of the 2012 contract has not increased from that of 2011 and remains at \$6,125.00.

The Committee was recommending the Council authorize the Mayor and City Administrator to enter into an agreement with SafeAssure as presented. Resolution No. 6 was introduced by Council Member Reese, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 6

#### AUTHORIZATION TO EXECUTE CONTRACT

BE IT RESOLVED by the City of Willmar as follows:

1. That the Contract between SafeAssure and the City of Willmar for assisting with OSHA requirements is accepted, in the amount of \$6,125.00.
2. That the Mayor and City Administrator are authorized to execute this agreement on behalf of the City of Willmar.

Dated this 17<sup>th</sup> day of January, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 Staff presented to the Committee a list of proposed improvements for 2012. The list includes reconstruction, overlay, street lighting, and miscellaneous projects. Staff briefly reviewed the streets and miscellaneous items proposed for construction, which is based off the Five-Year Street Improvement Plan. This year's improvements include reconstruction of 0.91 miles of streets, 0.81 miles of overlay of various streets, and 0.56 miles of new construction to include Willmar Avenue SW from Industrial Boulevard to 22<sup>nd</sup> Street SW.

Miscellaneous items include deck maintenance to the First Street Bridge, storm water related improvements yet to be identified, path and sidewalk construction, seal coat and crack sealing of various areas. The specifics of the streets are detailed in the project list presented by the Public Works Director. It was noted that the addition of a water main relocation near the Mn/DOT headquarters will be added and that an alternate bid for concrete on Roise from First to Third Street will be included for consideration.

The Committee was recommending the Council order preparation of the Improvement Report for the 2012 Improvements. Resolution No. 7 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 7

#### ORDER OF IMPROVEMENT REPORT

WHEREAS, it is proposed to construct the following improvements under the 2012 Improvement Project: grading, gravel base, curb and gutter, tiling, bituminous pavement, sidewalk, service lines, sanitary sewer, storm sewer, water main, and street lighting

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

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

That the proposed improvement be referred to the City Engineer for study, and that she is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 17<sup>th</sup> day of January, 2012.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The Committee was informed of the resignation of a police officer effective January 31, 2012. This matter was for information only.

Item No. 6 The Committee considered a request from Staff for consideration of changes along with implementing an alarm permit fee to the Alarm Systems Section 8-281 and 8-282 of the City's ordinance. Staff has determined these sections are outdated due to changes in technology and current business practices. Chief Wyffels presented an attachment with various language deletions and additions to update the document. New language proposed would address permit requirements.

Currently no consequence exists when a business or resident installs an alarm but does not complete the permit process. Having a permit provides information used to determine who the owner of

the property is and contact information for the owner or designated key holders. Having a list of people to call prevents responding officers from being tied up at an alarm call for long periods of time. The recommendation is that the ordinance includes a penalty for those who have an alarm system installed which requires a police or fire response, but who have not submitted a permit application. The City may also want to consider charging a fee to acquire an alarm permit. Staff proposed a \$30 permit application fee with a three-year renewal. The Committee discussed the proposed ordinance changes and it was the consensus of the members to refer the document to the City Attorney for review prior to taking any action. A specific concern was how to incorporate alarms that are not directly hard wired such as smoke detectors into the ordinance. This matter was for information only.

Item No. 7 The Committee discussed the tree trimming being done by the Public Works staff as a result of time not being spent plowing and sanding due to the nice weather. The condition of the ice rinks and which ones have been kept open was also discussed.

The Committee discussed use of iPads and "Board Book." This matter was for information only.

The Public Works/Safety Committee Report for January 10, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member Christianson, and carried.

The Labor Relations Committee Report for January 11, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were five items for Council consideration.

Item No. 1 City Administrator Stevens presented to the Committee a request to hire two additional Police Officers, one officer to replace a position vacated in July of 2011 and one officer to replace a position that will be vacated as of January 31, 2012. Ms. Stevens stated that in the interim the Crime Prevention Officer would be reassigned to patrol and that the crime prevention duties would be distributed amongst other officers as well as some services being eliminated. Ms. Stevens stated that if the decision is not to fill the vacant positions, the crime prevention program and duties will be changed and/or eliminated as necessary. Following a lengthy discussion, the Committee was recommending the Council authorize the hiring of two additional police officers.

Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee to authorize the hiring of two additional police officers, with Council Member Anderson seconding the motion. Council Member Christianson distributed information he had gathered comparing the number of Willmar police officers to similar-sized rural and metro cities. The comparison was based on the 2010 census population, number of police officers and the number of people per officer. Council Member Christianson moved to amend the motion by striking the word "two" and replacing it with "one" additional officer. Council Member Dokken seconded the motion, which resulted in a roll call vote of Ayes 4, Noes 4 - Council Members Reese, Anderson, Fagerlie and DeBlieck voted "No." Mayor Yanish cast the deciding "No" vote and the amendment failed. The original motion to hire two police officers resulted in a roll call vote of Ayes 4, Noes 4 - Council Members Christianson, Ahmann, Johnson and Dokken voted "No." Mayor Yanish cast the deciding affirmative vote and the motion carried.

Item No. 2 City Administrator Stevens provided the Committee with an update on how the City would be addressing custodial services with only two full-time custodians. City Administrator Stevens stated that she, Public Works Director Wilson, Chief Calvin and Steve Brisendine had met and reviewed the maintenance needs and developed a strategy to seek proposals for custodial services, window cleaning and cleaning of floors. Four (4) separate RFPs would be issued by January 20, 2012. One RFP would be for semi-annual cleaning of the exterior windows of all city-owned facilities. A second would be issued for deep cleaning of flooring at all buildings, either annually, semi-annually or quarterly, depending on the usage and type of flooring at the facility. Ms. Stevens also continued that the custodial services contracts would be divided into two - one for the Willmar Community and Activity Center, primarily because of the intensity of its programming, and a second RFP for the custodial services at the following facilities: WWTP Plant, Public Works Garage, Airport, Fire Department and former WWTP.

Staff will continue to work on a solution for snow and ice removal at the WCAC, but felt that due to the relative mildness of this winter, the two existing custodians would attempt to manage it and staff would re-evaluate in November. This matter was for information only.

Item No. 3 The Committee was informed by City Administrator Stevens that Ms. Holly Wilson had completed her one-year probationary period as Public Works Director on December 20, 2011, and that she was recommending Ms. Wilson be retained and receive promotion to full Director status with the salary set at \$91,924 retroactive to December 20, 2011.

The Committee was recommending to the Council that Ms. Wilson be promoted to full Director status with pay retroactive to December 20, 2011. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried. Council Member Christianson abstained from voting.

Item No. 4 City Administrator Stevens recommended to the Committee that the City issue a RFP for City Attorney Services and outlined the following process and timeline:

Issue RFPs:	February 1, 2012
RFPs Due:	March 1, 2012
Review of RFPs:	March 2-9, 2012
Interviews:	March 15, 2012
Appointment:	April 2, 2012.

City Administrator Stevens stated that she would recommend that the City Administrator, City Clerk, Planning and Development Services Director and Police Chief conduct the initial review of the RFPs and recommend one or two to the City Council for interviews. Ms. Stevens stated that she would recommend crafting the RFP with the criminal services as an alternate service as it had also been suggested that the City consider contracting with the County for those services.

Council Member Johnson recommended that City Attorney Ronning be added to the initial review committee.

The Committee expressed concerns with the tightness of the timetable and noted that it would not have to be mandatory for all Council Members to participate in the interviews. Ms. Stevens stated that it would not be necessary for the full Council to participate, but it would be encouraged. The Committee directed City Administrator Stevens to finalize the RFP and proceed. This matter was for information only.

Item No. 5 The Committee meeting was closed to discuss strategy for contract negotiations and then reopened.

The Labor Relations Committee Report for January 11, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Reese, and carried.

The Community Development Committee Report for January 12, 2012, was presented to the Mayor and Council by Council Member Dokken. There were six items for Council consideration.

Item No. 1 Ryan Tillman, Luke Billmeier, and Bonnie Thiel spoke of incidents at the Westwinds development and concerns about criminal behavior and traffic speeds. Laura Becker expressed appreciation for City involvement in the Somali culture meetings. This matter was for information only.

Item No. 2 The Committee began their discussion of the ward redistricting process. City Clerk Kevin Halliday presented information relative to the redistricting process for the Council wards and reviewed four main criteria for redistricting. Staff will return in two weeks with proposals for redistricting the four Willmar wards. This matter was for information only.

Item No. 3 Staff presented to the Committee a recommendation for the City to acquire two lots on the west side of 8<sup>th</sup> Street Northeast, just east of the Eagles Landing Addition. The two lots are not in the City of Willmar at this time, but would be key to any future annexation and provision of utility services in that area. Major portions of the two lots are wetlands at this time, but there would be room to

run a sanitary sewer line through the property to serve 8<sup>th</sup> Street Northeast, as well as provide space on-site for storm water retention. With renewed interest in annexation by some residents of 8<sup>th</sup> Street Northeast, staff believes it is prudent to proceed with the acquisition of the properties at this time. The two lots are both tax forfeited and could be had for the sum of \$2,270.00.

Following discussion, the Committee was recommending to the Council that the City purchase the two lots as proposed with funding through the Storm Water Fund. Council Member Dokken moved to approve the recommendation of the Community Development Committee with Council Member Ahmann seconding the motion, which carried.

Council Member Fagerlie recommended that Staff review options for a recreation area/park in the adjoining lots.

Item No. 4 The Committee considered a letter from Mr. Kidrowski outlining his proposed construction schedule for the completion of the John's Supper Club building. The most recent report from Staff was also discussed and the Committee expressed their hope that Mr. Kidrowski could stay on schedule.

Item No. 5 The Committee considered quotes for demolition of property on Havana Street NE. It is Staff's recommendation that the Council declare the home at 201 Havana Street Northeast as a dangerous structure and move for its immediate repair or demolition. Repair is unlikely as the home has suffered substantial fire damage. The Committee discussed the potential for long-term precedent if they did move to declare this structure as unsafe. Staff responded that if the property owner is not going to respond and fix the property, the City would have to step in and be responsible for the demolition, at which point it would fall into City ownership and the City would be able to dispose of the property. It was the opinion of Staff that both the demolition quotes exceed the amount of money that the City would be likely to get for the sale of the property. Staff was asked to look into various alternatives such as working with Habitat for Humanity, working with a demolition contractor to see if they would take the property in exchange for the demolition, or other methods to reduce the City's financial exposure.

The Committee was recommending the Council declare the house at 201 Havana Street Northeast to be a dangerous structure and to pursue repair/demolition. Council Member Dokken moved to approve the recommendation of the Community Development Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 6 Council Member Christianson suggested that the Council consider having more of its members be allowed to vote on the various boards and commissions that they serve on. This matter was for information only.

The Community Development Committee Report for January 12, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Anderson, and carried.

Announcements for Council Committee meeting dates were as follows: Finance, January 23; Community Development, January 26; and Public Works/Safety, January 31, 2012.

There being no further business to come before the Council, the meeting adjourned at 8:55 p.m. upon motion by Council Member Christianson, seconded by Council Member Reese, and carried.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JANUARY 23, 2012**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, January 23, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Doug Lindblad, Jerry Gesch, and Carol Laumer.

Others present at the meeting were: City Attorney Rich Ronning, Interim Co-Manager Wes Hompe, Interim Co-Manager Larry Heinen, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Electric Production Jon Folkedahl, City Councilman Bruce DeBlieck, WC Tribune Journalist David Little, and Bruce Gomm.

President Baker opened the meeting by requesting a resolution to approve the Consent Agenda. Commissioner Lindblad offered a resolution to approve the Consent Agenda as presented. Commissioner Salzer seconded.

**RESOLUTION NO. 3**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the January 9, 2012 Commission Meeting;
- ❖ Bills represented by vouchers No. 120080 to No. 120170 inclusive in the amount of \$1,536,016.65, with a MISO payment in the amount of \$27,876.79

Dated this 23<sup>rd</sup> day of January 2012.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Co-Manager Heinen reviewed with the Commission a number of reports compiled from data for the year 2011. These reports included the Second Half Bad Debt Writeoff List and the Large Customer Report. Heinen noted that of the approximately \$33.5 million billed out for utility services for 2011, the total year-end bad debt was in the amount of \$47,895.

The accounts that are included on this list, have had no activity on their accounts for three months past the final due date. This was for information only.

Manager of Electric Services Kimpling then presented the Commission with a summary of the 2011 WMU Reliability Standard Report. Contained in this report are four individual reports. These annual reports are the Reliability Performance Report, the Miles of Electrical Distribution & Transmission Line Report, the Quality Performance Report, and the Safety Report. Kimpling noted that the total annual number of customer hours of interruption was greatly affected by one significant wind storm on July 1<sup>st</sup>. This one incident resulted in 45% of the year's total outage time. Other than this one act of nature, the distribution system numbers for 2011 were very good. This was for information only.

Co-Manager Heinen reviewed with the Commission the 2012 Beginning Year Fund Balances. Following a review of the fund balances, Co-Manager Heinen recommended that a resolution to set the 01/01/2012 fund balances at the 12/31/2011 levels with the Operating Reserve minimum to be increased to \$2,100,000.

<b>FUND/ACCOUNT</b>		<b>01/01/12</b>
		<b>BALANCE</b>
1.	Operating Reserve (min. \$2,100,000) .....	\$ 5,522,181
2.a .	Parity Revenue Bond Sinking Fund .....	413,891
2.b.	Subordinate GO Bond Sinking Fund.....	129,731
3.	Bond & Interest Reserve Account .....	887,481
4.	Utilities Improvement & Replacement Fund	1,700,000
5.	Customer Deposit Fund .....	130,000
6.	Catastrophic Reserve Fund .....	2,000,000
7.	Transmission Construction Fund .....	2,000,000
8.	Generation Construction Fund .....	<u>4,000,000</u>
<b>Total:</b>		<b>\$16,783,284</b>

Following discussion, Commissioner Schrupp offered a resolution to approve the fund balances as presented with the Operating Reserve minimum to be increased to \$2,100,000. Commissioner Holtz seconded.

**RESOLUTION NO. 4**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2012 Beginning Year Fund Balances be set as presented with the Operating Reserve minimum to be increased to \$2,100,000.”

Dated this 23<sup>rd</sup> day of January 2012.

\_\_\_\_\_  
President

ATTEST:

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Secretary

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

In conjunction with the establishing of the Fund Balances for 2012, Commissioner Holtz noted that during the Quality Performance Report the current customer deposit balance is \$181,445. Commissioner Holtz offered a resolution to increase the Customer Deposit Fund to \$180,000. Commissioner Schrupp seconded.

**RESOLUTION NO. 5**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2012 Customer Deposit Fund be set at \$180,000.”

Dated this 23<sup>rd</sup> day of January 2012.

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President

ATTEST:

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Secretary

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

Co-Manager Heinen reviewed with the Commission the January 19, 2012 Investment Report. This was for information only.

Manager of Electric Services Kimpling presented the Commission with a request to authorize proceeding with the purchase of a new bucket truck for the Line Department. Kimpling noted that the approved 2012 Capital Improvement Budget had included \$180,00 for vehicle replacement in the Electric Distribution Department. The estimated cost to replace the current forty-foot bucket truck (2003) is under \$150,000. It was noted that the lengthy purchasing process is estimated to take between nine and 11 months once authorization has been received. Following discussion, Commissioner Lindblad made a motion to authorize proceeding with the purchase process for the replacement of our current forty-foot bucket truck. Commissioner Salzer seconded the motion which carried by a vote of seven ayes and zero nays.

Director of Water/Heating Murphy opened discussion with the Commission on the Water Plant Life Extension Project. Murphy noted that the project had been approved of by the Commission on December 12, 2011 and would be the beginning step in the life extension of

the existing water treatment plants. This project would include preserving the existing infrastructure that is still viable and replacing the core treatment process with Biological Filtration, designed to remove not only the iron and manganese, but also ammonia (nitrogen) and total organic carbon. The project would stretch over a 4-6 year timeframe. Murphy informed the Commission of the firm Carollo Engineers Inc. which is a highly recognized leader specializing in the planning, design and construction of water facilities. It was recommended to the Commission to consider engaging Carollo Engineers to assist WMU in meeting water quality regulations and the WMU's goals of providing a quality product at competitive pricing into the future. Further discussion will be held regarding the Water Plant Life Extension Project.

Commissioner Holtz left the meeting during the Water Plant Life Extension Project discussion.

Interim Co-Managers Hompe & Heinen requested the Commission to schedule meetings for the WMU Planning Committee and the WMU Labor Committee. Following discussion, it was the consensus of the Commission to schedule a meeting of the Planning Committee for Thursday, January 26<sup>th</sup> and a meeting of the Labor Committee for Friday, January 27<sup>th</sup> at 2:00 p.m. The meetings will be held in the WMU Conference Room.

Interim Co-Managers Hompe & Heinen informed the Commission of the upcoming APPA Legislative Rally to be held in Washington, DC, March 12-14. This rally presents the opportunity to understand how federal policies affect our industry at the local level. All interest parties are asked to contact Beth Mattheisen.

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

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Jeff Kimpling  
Manager of Electric Services

ATTEST:

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Matt Schrupp, Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JANUARY 25, 2012**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, January 25, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Charlie Oakes, Scott Thaden, Andrew Engan, Nick Davis, Randy Czarnetski, and Virgilio Aguirre, Jr.

\*\* Members Absent: Bob Poe, and Gary Geiger.

\*\* Others Present: Andrew Bjur, Beverly Dougherty, Linda Mathiasen, Cecil Meyer, Steve Renquist, Mary Catherwood, Megan Sauer- Planner.

3. MINUTES: The minutes of the January 11, 2012 meeting were approved with the correction of a typo on Page 2 under #5 from Mr. Scott to Mr. Thaden.
4. MEYER'S ADDITION PRELIMINARY PLAT- FILE NO. 12-01: The public hearing opened at 7:01 p.m. Cecil Meyer presented a three parcel preliminary plat reconfiguring existing lots on property described as: Lots 13 & 14 excluding the S 20' of E 50' of Lot 13, Block 52, Original Townsite of Willmar (611 and 615 Becker Ave. SW), AND Lot 1 and N 30' of Lot 2, Block 52, Original Townsite of Willmar (402 6<sup>th</sup> St. SW). The 402 6<sup>th</sup> St. SW parcel is owned by Cela-James Investments LLC, and a portion of their access and parking lot will be combined with the parcel to the west making the middle lot more functional.

The Planning Commission reviewed and discussed Staff Comments (see Attachment A).

With no comments from the public the hearing was closed at 7:06 p.m.

The Planning Commission discussed the current access and parking being lost by proposed Lot 3 and gained by proposed Lot 2. They discussed possible parking scenarios to be added to proposed Lot 1. Staff added that any new curb cuts would have to be approved by the City Engineer and on-street parking would be lost.

Mr. Oakes made a motion, seconded by Mr. Czarnetski, to approve the preliminary plat with the following condition:

- A. A parking agreement and access easement shall be recorded with the plat to ensure access and parking for proposed Lot 3.

The motion carried.

5. COMMUNITY OWNED GROCERY STORE PRESENTATION: Linda Mathiasen gave a presentation on the COG (Willmar Community-Owned Grocery) a co-op member owned but professionally run grocery selling local whole foods. The presentation was for information only (see Attachment B) and to educate the Commission about this effort and what has been done and what is yet to be accomplished.
6. MISCELLANY: The Commission asked staff to have a summary of current building projects and building permit reports be included in their information packets to help keep them informed on the project occurring in the City of Willmar.

Also, the Commission suggested working on the Zoning Ordinance update as the meeting schedule allows, staff commented that too was their goal when there weren't applications to take action on.

7. There being no further business to come before the Commission, the meeting adjourned at 7:58 p.m.

Respectfully submitted,



Megan M. Sauer, ACIP  
Planner/Airport Manager

**PLANNING COMMISSION-JANUARY 25, 2012**

**STAFF COMMENTS**

**1. MEYER'S ADDITION- PRELIMINARY PLAT- FILE NO. 12-01:**

- The applicant is Cecil Meyer, Willmar, MN.
- The applicant is requesting a three lot subdivision which is a reconfiguration of three existing parcels legally described as follows: Lots 13 & 14 excluding the S 20' of E 50' of Lot 13, Block 52, Original Townsite of Willmar (611 and 615 Becker Ave. SW), AND Lot 1 and N 30' of Lot 2, Block 52, Original Townsite of Willmar (402 6<sup>th</sup> St. SW).
- 402 6<sup>th</sup> St. SW is owned by Cela-James Investments LLC, and Mr. Meyer will be buying a portion of their parcel to enlarge one of his parcels, hence all three parcels being included in the plat.
- All three parcels are zoned LB (Limited Business).
- None of the three parcels being created will meet minimum lot area requirements; however they don't currently meet them.
- The lot frontage of a minimum of 100' will be met.
- The building setbacks on the existing structure on proposed Lot 3 will meet requirements, but parking for tenants will be lost.
- A parking/access agreement will have to be recorded congruous with the plat to ensure access and parking will be available to Lot 3.
- 14' easement listed on the plat, easement purpose!?
- The nonconforming building setbacks on proposed Lots 1 and 2 will remain the same and will not increase in non-conformity.

**MUC Comments:** No comments regarding electric or water.

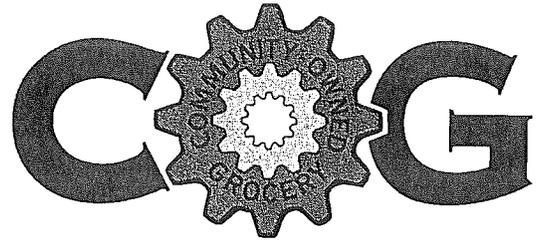
**Assessor's Comments:** Replat of 95-003-6280 and 6400. No pending assessments as of 1/9/12 project list for 2012.

**Fire Chief/Marshall Comments:** Ok- no comments.

**Engineering/Public Works Comments:** There is no sanitary sewer on Becker Avenue SW. The City does not have records of the sewer service for Lot 2 of Meyer's Addition.

**RECOMMENDATION:** Approve the preliminary plat with the following conditions:

- A. A parking agreement and access easement shall be recorded with the plat to ensure access and parking for proposed Lot 3.



**Planning Commission, January 25, 2012**

### **How COG Started**

The idea for Willmar Community-Owned Grocery began when vendors from the seasonal Becker Market and Saturday Farmer's Market expressed an interest in selling their product year-round.

The two markets provide affordable and locally grown foods ranging from produce, meats and dairy products to hundreds of customers each summer. The Willmar Design Center began the Becker Market in 2006, and is the incubator for the Willmar Community-Owned Grocery, a full-service grocery co-operative and deli emphasizing local foods and healthy eating.

### **Planning Stage**

Following \$12,000 seed funding from the Kandiyohi County and City of Willmar Economic Development Commission, a marketing and feasibility study was conducted in 2010 by G2G Research of Dublin, California. A financial seminar was also held in 2010 by Bill Gessner of CDS Consulting Co-op from Minneapolis, Minnesota. With this planning complete, the entity to sell natural foods with over \$500,000 of inventory generated annually from local farmers was formed in 2011 and officers were elected.

Additional grants from the West Central Partnership of the University Minnesota Extension, the Agricultural Utilization Research Institute and the Food Co-op Initiative were awarded for the planning process and member-owner recruitment.

### **COG Mission-Ends Statement & Values**

Our purpose is to enable our members and shoppers to have access to healthful foods by collaborating with local growers and conscientious organizations. We are committed to providing a welcoming shopping and eating experience with friendly and knowledgeable staff. We want to inspire and educate for a prosperous and sustainable community.

To build a vibrant economy by promoting personal wellness, cultivating a strong local food network and celebrating a healthy, diverse, educated and sustainable community.

Commitment (Quality, Integrity, Stewardship, Excellence, Accuracy, Responsible)  
Community (Friendly, Welcoming, Diverse, Fun)  
Collaboration (Innovative, Informed, Education)

### **Current Activities**

The COG completed a business plan, financial pro forma, bylaws and articles of incorporation. COG board members and volunteers have participated in many outreach events and marketing opportunities to educate residents and shoppers about healthy eating choices, the importance of growing a local foods network and revitalizing Willmar's central business district. Additional information is available online at [www.willmarcog.com](http://www.willmarcog.com) or [www.facebook.com/willmarcog](http://www.facebook.com/willmarcog).

**RICE MEMORIAL HOSPITAL**

**BOARD OF DIRECTORS**

**JANUARY 26, 2012**

The Rice Memorial Hospital Board of Directors held a special educational session on Thursday, January 26, 2012 in the Lakeland Auditorium. Members present: David Anfinson, President; Steve Cederstrom, Vice President; Dr. Michael Gardner, Treasurer; and Jenna Fischer. Members absent: Eric Weiberg. Members excused: Dr. Robert Kruger, Secretary; and Wayne Larson. Administrative staff present: Michael Schramm, Teri Beyer, Wendy Ulferts, Bill Fenske and Dale Hustedt. Medical staff present: Dr. David Newcomer, Dr. Ronald Holmgren, Dr. Maria Loerzel, Dr. Alan Roiseland, Dr. Dennis Peterson, Dr. Kathryn Duevel, Dr. Lee Cafferty, Dr. John Ling, Dr. Linda Jackson, Dr. Anthony Amon and Dr. Cindy Firkins-Smith. Guests present: Greg Gilmet, MD, CMO, Blue Cross & Blue Shield of Minnesota; Garret Black, VP, Blue Cross & Blue Shield of Minnesota; Perry Hanson, Wipfli; Terry Tone, APMC; Gary McDowell, FPMC; Anne Polta, West Central Tribune.

President Anfinson called the meeting to order at 6:06 p.m.

A presentation was made by Greg Gilmet, MD, and Garret Black on, "An Approach to Clinical Integration as a Foundation Toward Health Care Reform Implementation and Accountable Care Organizations."

There being no further business, the meeting was adjourned at 8:00 p.m.

Submitted by:

Dale Hustedt, Acting Secretary

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 32147 02/01/12	002404 SEPTIC PUMPING	170.00		18160		D N	CLEANING AND WAS	101.43430.0338
ALEX AIR APPARATUS INC 32148 02/01/12	002061 SCBA COMPRESSOR PARTS	161.51		21081		D N	MTCE. OF EQUIPME	101.42412.0224
AMERICAN WELDING & GAS I 32149 02/01/12	000057 CYLINDER TESTING	58.79		01344210		D N	INVENTORIES-MDSE	101.125000
ANDERSON/MICHAEL 32150 02/01/12	001828 PERF. UNDER EXTREME TEST	9.00		123		D N	TRAVEL-CONF.-SCH	101.42411.0333
	32150 02/01/12	17.00		168		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	26.00	*CHECK TOTAL					
APPLIED CONCEPTS INC 32151 02/01/12	001525 VSS POWER CABLE	106.88		214550		D N	MTCE. OF EQUIPME	101.42411.0224
ARBOR DAY FOUNDATION 32152 02/01/12	000548 WILSON-MEMBERSHIP DUES	4.10		012512		D N	PREPAID EXPENSES	101.128000
	32152 02/01/12	20.90		012512		D N	SUBSCRIPTIONS AN	101.43425.0443
	VENDOR TOTAL	25.00	*CHECK TOTAL					
ASSN OF MN BUILDING OFFI 32153 02/01/12	000820 KARDELL-MEMBERSHIP DUES	100.00		012012		D N	SUBSCRIPTIONS AN	101.41402.0443
BAKER ELECTRIC SERVICES 32154 02/01/12	000088 REPL. BALLAST	0.80		6509		D N	MTCE. OF STRUCTU	101.41408.0225
	32154 02/01/12	92.00		6509		D N	MTCE. OF STRUCTU	101.41408.0335
	32154 02/01/12	203.74		9779		D N	MTCE. OF STRUCTU	101.42412.0225
	32154 02/01/12	46.00		9779		D N	MTCE. OF STRUCTU	101.42412.0335
	32154 02/01/12	46.00		9787		D N	MTCE. OF STRUCTU	101.43430.0335
	VENDOR TOTAL	388.54	*CHECK TOTAL					
BATTERY WHOLESALÉ INC 32155 02/01/12	002860 BATTERIES	648.78		6134		D N	INVENTORIES-MDSE	101.125000
	32155 02/01/12	54.88		6258		D N	MTCE. OF EQUIPME	651.48474.0224
	32155 02/01/12	36.58		6258		D N	MTCE. OF EQUIPME	651.48475.0224
	VENDOR TOTAL	740.24	*CHECK TOTAL					
BECKER ARENA PRODUCTS IN 32156 02/01/12	000097 SKATE SHARPENING SUPPL.	247.77		00087468		D N	GENERAL SUPPLIES	101.45433.0229
BEHAVIORAL FORENSIC SERV 32157 02/01/12	002819 PROFESSIONAL SERVICES	1,500.00		011712		D N	PROFESSIONAL SER	101.42412.0446

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
BENNETT OFFICE TECHNOLOG 32158 02/01/12 TONER 000099	168.86		157325		D N	OFFICE SUPPLIES	208.45005.0220
BERNICK'S PEPSI-COLA CO 32159 02/01/12 OFFICE COFFEE 000103	43.68		8403		D N	GENERAL SUPPLIES	101.43425.0229
BOLTON & MENK INC 32160 02/01/12 SUMP PUMP INSPECTION 001010	352.50		0144936		D N	PROFESSIONAL SER	651.48476.0446
BREMER BANK 32161 02/01/12 2011 HOSP REV BOND-I 000263	13,812.50		020112		D N	INTEREST	350.47402.0444
32161 02/01/12 2011 HOSP REV BOND-P	23,100.00		020112		D N	BONDS	350.47402.0660
	36,912.50		*CHECK TOTAL				
VENDOR TOTAL							
BSE 001980							
32162 02/01/12 FLUKE AC CLAMP METER	133.81		903433911		D N	SMALL TOOLS	651.48474.0221
32162 02/01/12 FLUKE AC CLAMP METER	89.21		903433911		D N	SMALL TOOLS	651.48475.0221
32162 02/01/12 LIFT STATION PARTS	23.21		903433911		D N	MITCE. OF OTHER I	651.48476.0226
32162 02/01/12 SMALL TOOLS	42.75		903435346		D N	SMALL TOOLS	101.45433.0221
32162 02/01/12 LIGHT BULBS FOR BLDG	38.11		903435346		D N	MITCE. OF STRUCTU	101.45433.0225
32162 02/01/12 LIGHT BULBS FOR BLDG	12.87		903440086		D N	MITCE. OF STRUCTU	101.43425.0225
32162 02/01/12 LIGHT BULBS FOR BLDG	25.74		903440419		D N	MITCE. OF STRUCTU	101.43425.0225
32162 02/01/12 LIGHT BULBS FOR BLDG	66.86		903446018		D N	MITCE. OF STRUCTU	101.43425.0225
32162 02/01/12 LIGHT BULBS FOR BLDG	85.01		903447426		D N	MITCE. OF OTHER I	651.48474.0226
32162 02/01/12 ELBC PARTS FOR OLD SITE	22.91		903462265		D N	MITCE. OF STRUCTU	651.48475.0225
32162 02/01/12 LIGHT BULBS FOR BLDG	8.48		903466455		D N	MITCE. OF STRUCTU	651.48475.0225
32162 02/01/12 LIGHT BULBS FOR BLDG	5.66		903466455		D N	MITCE. OF STRUCTU	651.48475.0225
32162 02/01/12 LIGHT SWITCH COVER	7.67		903490148		D N	MITCE. OF STRUCTU	101.43425.0225
	562.29		*CHECK TOTAL				
VENDOR TOTAL	562.29						
BUSINESSWARE SOLUTIONS 002776							
32163 02/01/12 HP LASERJET P1606DN	201.99		176525		D N	SMALL TOOLS	101.41409.0221
32163 02/01/12 PRINT/PAGE COUNT	7.49		177245		D N	OFFICE SUPPLIES	101.41400.0220
32163 02/01/12 PRINT/PAGE COUNT	10.54		177245		D N	OFFICE SUPPLIES	101.41402.0220
32163 02/01/12 PRINT/PAGE COUNT	26.21		177245		D N	OFFICE SUPPLIES	101.41403.0220
32163 02/01/12 PRINT/PAGE COUNT	13.62		177245		D N	OFFICE SUPPLIES	101.41404.0220
32163 02/01/12 PRINT/PAGE COUNT	162.36		177245		D N	OFFICE SUPPLIES	101.41405.0220
32163 02/01/12 PRINT/PAGE COUNT	7.32		177245		D N	OFFICE SUPPLIES	101.41409.0220
32163 02/01/12 PRINT/PAGE COUNT	26.68		177245		D N	OFFICE SUPPLIES	101.42411.0220
32163 02/01/12 PRINT/PAGE COUNT	10.48		177245		D N	OFFICE SUPPLIES	101.43417.0220
32163 02/01/12 PRINT/PAGE COUNT	25.86		177245		D N	OFFICE SUPPLIES	101.43425.0220
32163 02/01/12 PRINT/PAGE COUNT	24.01		177245		D N	OFFICE SUPPLIES	101.45433.0220
32163 02/01/12 PRINT/PAGE COUNT	109.02		177245		D N	OFFICE SUPPLIES	101.45435.0220
32163 02/01/12 PRINT/PAGE COUNT	0.30		177245		D N	OFFICE SUPPLIES	651.48474.0220
32163 02/01/12 PRINT/PAGE COUNT	72.68		177245		D N	OFFICE SUPPLIES	651.48474.0220
	820.79		*CHECK TOTAL				
VENDOR TOTAL	820.79						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
CANON FINANCIAL SERVICES 32164 02/01/12 COPIER LEASE AGRMT 002336	26.59		11570823		D N	RENTS	101.43425.0440
CARDMEMBER SERVICE 32141 01/25/12 CITY SALES TAX 002365	2.40		STMT/12-11		D N	SALES TAX PAYABL	101.206000
32141 01/25/12 TRANSCRIPTION SOFTWARE	145.00		STMT/12-11		D N	OFFICE SUPPLIES	101.42411.0220
32141 01/25/12 TRANSCRIPTION SOFTWARE	290.00		STMT/12-11		D N	OFFICE SUPPLIES	101.42411.0220
32141 01/25/12 SOFTWARE LICENSING	39.08		STMT/12-11		D N	LICENSES AND TAX	101.42411.0445
32141 01/25/12 SKETCH PADS/PENCILS	29.81		STMT/12-11		D N	OFFICE SUPPLIES	101.42412.0220
32141 01/25/12 PLANNERS/3-RING BINDERS	107.88		STMT/12-11		D N	OFFICE SUPPLIES	101.42412.0220
32141 01/25/12 OFFICE SUPPLIES	3.77		STMT/12-11		D N	OFFICE SUPPLIES	101.42412.0220
32141 01/25/12 ATV/TRAILER ANCHORS	87.47		STMT/12-11		D N	SMALL TOOLS	101.42412.0221
32141 01/25/12 ATV LIGHTS	127.18		STMT/12-11		D N	MTC. OF EQUIPME	101.42412.0224
32141 01/25/12 ATV LIGHTS	130.33		STMT/12-11		D N	MTC. OF EQUIPME	101.42412.0224
32141 01/25/12 BOLTS/WASHERS	1.69		STMT/12-11		D N	MTC. OF EQUIPME	101.42412.0224
32141 01/25/12 COFFEE	18.96		STMT/12-11		D N	SUBSISTENCE OF P	101.42412.0227
32141 01/25/12 ICE CLATS	569.62		STMT/12-11		D N	SUBSISTENCE OF P	101.42412.0227
32141 01/25/12 SPLENDA FOR COFFEE	6.78		STMT/12-11		D N	SUBSISTENCE OF P	101.42412.0227
32141 01/25/12 BATTERIES	81.37		STMT/12-11		D N	GENERAL SUPPLIES	101.42412.0229
32141 01/25/12 TRAINING SUPPLIES	75.90		STMT/12-11		D N	GENERAL SUPPLIES	101.42412.0229
32141 01/25/12 CALVIN-LODGING DEPOSIT	100.00		STMT/12-11		D N	TRAVEL-CONF. -SCH	101.42412.0333
32141 01/25/12 (TBD)-LODGING DEPOSIT	100.00		STMT/12-11		D N	TRAVEL-CONF. -SCH	101.42412.0333
32141 01/25/12 ICE CLATS	1,079.28		STMT/12-11		D N	SAFETY PROGRAM	101.42428.0817
32141 01/25/12 WILSON-APP MEETING	8.82		STMT/12-11		D N	TRAVEL-CONF. -SCH	101.43417.0333
32141 01/25/12 WILSON-CRAM CONFERENCE	285.00		STMT/12-11		D N	TRAVEL-CONF. -SCH	101.43417.0333
32141 01/25/12 WILSON-CRAM CONFERENCE	3,290.34		*CHECK TOTAL				
32144 01/26/12 USTREAM VIDEO SUBSCRIP. 002547	49.00		STMT/12-11		D N	SUBSCRIPTIONS AN	101.41409.0443
32144 01/26/12 USTREAM VIDEO SUBSCRIP. 002547	3,339.34		STMT/12-11		D N	SUBSCRIPTIONS AN	101.41409.0443
CARRANZA/NOE 32165 02/01/12 PROFESSIONAL SERVICES 002547	100.00		011112		D M 07	PROFESSIONAL SER	101.42411.0446
32165 02/01/12 PROFESSIONAL SERVICES	100.00		012812		D M 07	PROFESSIONAL SER	101.42411.0446
32165 02/01/12 PROFESSIONAL SERVICES	200.00		*CHECK TOTAL				
32165 02/01/12 PROFESSIONAL SERVICES	200.00		*CHECK TOTAL				
CATCO PARTS SERVICE 32166 02/01/12 SEALS/GASKET 000144	29.05		12-73421		D N	INVENTORIES-MDSE	101.125000
32166 02/01/12 HYD. COUPLERS	72.59		12-73437		D N	INVENTORIES-MDSE	101.125000
32166 02/01/12 GASKET	5.00		12-73494		D N	INVENTORIES-MDSE	101.125000
32166 02/01/12 SEALANT	14.60		12-73496		D N	INVENTORIES-MDSE	101.125000
32166 02/01/12 SEALANT	121.24		*CHECK TOTAL				
32166 02/01/12 SEALANT	121.24		*CHECK TOTAL				
CENTERPOINT ENERGY 32167 02/01/12 NATURAL GAS CHARGES 000467	12.82		6007936/1-12		D N	UTILITIES	101.43430.0332
32167 02/01/12 NATURAL GAS CHARGES	2,846.79		6007939/1-12		D N	UTILITIES	101.43425.0332
32167 02/01/12 NATURAL GAS CHARGES	83.67		6038773/1-12		D N	UTILITIES	101.43425.0332

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 000467								
32167 02/01/12	NATURAL GAS CHARGES	575.21		6048932/1-12		D N	UTILITIES	651.48474.0332
32167 02/01/12	NATURAL GAS CHARGES	383.47		6048932/1-12		D N	UTILITIES	651.48475.0332
32167 02/01/12	NATURAL GAS CHARGES	1,354.23		6061271/1-12		D N	UTILITIES	101.45433.0332
32167 02/01/12	NATURAL GAS CHARGES	131.34		6069198/1-12		D N	UTILITIES	101.43425.0332
32167 02/01/12	NATURAL GAS CHARGES	716.15		6084836/1-12		D N	UTILITIES	101.45435.0332
32167 02/01/12	NATURAL GAS CHARGES	2,379.84		6085332/1-12		D N	UTILITIES	101.45433.0332
32167 02/01/12	NATURAL GAS CHARGES	744.29		6102726/1-12		D N	UTILITIES	101.42412.0332
32167 02/01/12	NATURAL GAS CHARGES	677.72		6725927/1-12		D N	UTILITIES	101.43430.0332
32167 02/01/12	NATURAL GAS CHARGES	12.82		7177865/1-12		D N	UTILITIES	101.43430.0332
32167 02/01/12	NATURAL GAS CHARGES	782.72		8512023/1-12		D N	UTILITIES	651.48476.0332
32167 02/01/12	NATURAL GAS CHARGES	6,635.03		8795475/1-12		D N	UTILITIES	651.48474.0332
32167 02/01/12	NATURAL GAS CHARGES	4,423.36		8795475/1-12		D N	UTILITIES	651.48474.0332
	VENDOR TOTAL	21,759.46		*CHECK TOTAL				
	VENDOR TOTAL	21,759.46						
CHARTER COMMUNICATIONS 000736								
32168 02/01/12	MONTHLY PHONE SERVICE	174.51		3552/1-12		D N	COMMUNICATIONS	208.45005.0330
CIT TECHNOLOGY FIN SERV 002556								
32139 01/20/12	COPIER LEASE AGRMT	169.93		20657084		D N	RENTS	101.41405.0440
CIVIL AIR PTRL MAGAZINE .01472								
32169 02/01/12	ADVERTISING	145.00		DK 2701963		D N	ADVERTISING	101.42411.0447
CLEAN SHOP PROGRAM 002728								
32170 02/01/12	MERCURY DEVICE DISPOSAL	58.50		382		D N	CLEANING AND WAS	651.48474.0338
COLEPAPERS INC 000170								
32171 02/01/12	CLEANING SUPPLIES	276.57		8702865		D N	CLEANING AND WAS	101.45435.0228
32171 02/01/12	CLEANING SUPPLIES	333.90		8702866		D N	CLEANING AND WAS	101.41408.0228
32171 02/01/12	CLEANING SUPPLIES	273.46		8702866		D N	CLEANING AND WAS	101.45427.0228
	VENDOR TOTAL	883.93		*CHECK TOTAL				
	VENDOR TOTAL	883.93						
COMMUNITY MARKETING COAL 002063								
32172 02/01/12	CMC PARTNERSHIP-2012	1,500.00		121511		D N	SUBSCRIPTIONS AN	208.45005.0443
CONCORDE BANK 002887								
32173 02/01/12	2011 HOSP REV BOND-I	2,125.00		020112		D N	INTEREST	350.47402.0444
32173 02/01/12	2011 HOSP REV BOND-P	3,600.00		020112		D N	BONDS	350.47402.0660
	VENDOR TOTAL	5,725.00		*CHECK TOTAL				
	VENDOR TOTAL	5,725.00						
CPAM .01800								
32174 02/01/12	WILSON-WORKSHOP REGIS.	25.00		012512		D N	TRAVEL-CONF. -SCH	101.43417.0333
32174 02/01/12	HOEKSTRA-WORKSHOP REGIS.	25.00		012512		D N	TRAVEL-CONF. -SCH	101.43417.0333
32174 02/01/12	RAUSCH-WORKSHOP REGIS.	75.00		012512		D N	TRAVEL-CONF. -SCH	101.43417.0333
	VENDOR TOTAL	75.00		*CHECK TOTAL				
	VENDOR TOTAL	75.00						

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CROW CHEMICAL & LIGHTING 000186 32175 02/01/12 CLEANING SUPPLIES 32175 02/01/12 AIR FRESHENER/SUPPLIES 32175 02/01/12 AIR FRESHENER/SUPPLIES	22.18 68.74 45.83 136.75		400452 400486 400486 *CHECK TOTAL		D N D N D N	CLEANING AND WAS GENERAL SUPPLIES GENERAL SUPPLIES	101.45437.0228 651.48474.0229 651.48475.0229
VENDOR TOTAL	136.75						
DAHLBERG BOOT & TRAILER 001299 32146 01/31/12 12' ALUMINUM TRAILER	908.37		112211		D M 07	FURNITURE AND EQ	450.42412.0552
DAN'S SHOP INC 002212 32176 02/01/12 FILTERS 32176 02/01/12 FILTERS	166.83 126.79 293.62 293.62		52603 52685 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
VENDOR TOTAL	293.62						
DANIELSON/JEFFREY 002414 32177 02/01/12 PARKING SPACE RENTAL	480.00		1		D M 07	RENTS	207.45001.0440
DELL MARKETING LP 001747 32178 02/01/12 DELL POWEREDGE R610 SR 4,915.94	480.00		XFMR637X4		D N	FURNITURE AND EQ	450.41409.0552
DELTA DENTAL OF MINNESOTA 002867 32142 01/25/12 DENTAL INSURANCE-FEB 32142 01/25/12 DENTAL INSURANCE-FEB 32142 01/25/12 DENTAL INSURANCE-FEB	136.20CR 52.90 2,759.40 2,676.10		4770616 4770616 4770616 *CHECK TOTAL		D N D N D N	ACCOUNTS RECEIVA RETIRED EMPLOYEE INS. PASS THROUGH	101.120000 101.41428.0818 101.41428.0819
VENDOR TOTAL	2,676.10						
DEPT OF HUMAN SERVICES 000009 32179 02/01/12 CLEANING SERVICES	1,480.00		00000054331		D N	CLEANING AND WAS	101.45433.0338
DONOHUE & ASSOCIATES 002293 32180 02/01/12 WESTERN COLLECTOR SEW 19,787.05	1,480.00		11678-16		D N	CONTRACTS PAYABL	651.207000
DOOLEY'S PETROLEUM INC 002163 32140 01/20/12 4,006 GALLONS DIESEL 32140 01/20/12 4,999 GALLONS UNLEADE	13,235.83 15,446.91 28,682.74 28,682.74		134369 46804 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
VENDOR TOTAL	28,682.74						
ED DAVIS BUSINESS MACHIN 000229 32181 02/01/12 OFFICE SUPPLIES 32181 02/01/12 OFFICE SUPPLIES 32181 02/01/12 OFFICE SUPPLIES	140.68 248.42 100.02 489.12 489.12		111838 112046 112496 *CHECK TOTAL		D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	741.48001.0220 741.48001.0220 741.48001.0220
VENDOR TOTAL	489.12						

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
ELECTRIC PUMP INC 32182 02/01/12 EAGLE LAKE L.S. PARTS 32182 02/01/12 LIFT STATION FLOATS VENDOR TOTAL	1,477.77 631.18 2,108.95 2,108.95		0046500 0046570 *CHECK TOTAL		D N D N		MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48476.0224 651.48476.0224
ENVIRONMENTAL RESOURCE A 32183 02/01/12 LAB SUPPLIES 32183 02/01/12 LAB SUPPLIES VENDOR TOTAL	328.33 218.88 547.21 547.21		638391 638391 *CHECK TOTAL		D N D N		GENERAL SUPPLIES GENERAL SUPPLIES	651.48474.0229 651.48475.0229
ERICKSON/SCOTT 32184 02/01/12 TRAINING REIMBURSEMENT	9.00	130			D N		TRAVEL-CONF. -SCH	101.42411.0333
ETTERMAN ENTERPRISES 32185 02/01/12 POLYMER SYS. PVC UNION 32185 02/01/12 OLD SITE SAFETY MODIFIC. 32185 02/01/12 OLD SITE SAFETY MODIFIC. 32185 02/01/12 OXIDATION DITCH AERATORS 32185 02/01/12 OXIDATION DITCH AERATORS 32185 02/01/12 MN WEST L.S. PARTS 32185 02/01/12 ELECTRICAL COVER 32185 02/01/12 SHOP TOWELS VENDOR TOTAL	57.07 223.73 84.65 117.69 117.69 265.86 16.35 16.91 899.95 899.95	178828 178931 178979 179001 179001 179054 179132 179132 *CHECK TOTAL			D M 07 D M 07		MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF OTHER I GENERAL SUPPLIES	651.48478.0226 651.48474.0226 651.48474.0226 651.48474.0224 651.48475.0224 651.48476.0224 651.48474.0226 651.48474.0229
EXCEL OVERHEAD DOOR 32186 02/01/12 DOOR OPERATOR MTCE-PARTS 32186 02/01/12 DOOR OPERATOR MTCE-LABOR 32186 02/01/12 DOOR OPERATOR MTCE-PARTS 32186 02/01/12 DOOR OPERATOR MTCE-LABOR VENDOR TOTAL	34.06 63.60 22.71 42.40 162.77 162.77	16943 16943 16943 16943 *CHECK TOTAL			D N D N D N D N		MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0224 651.48474.0334 651.48475.0224 651.48475.0334
FASHION NAILS 32187 02/01/12 SIGN DEPOSIT REFUND	100.00	2011-32			D N		DEPOSITS-SIGN PE	101.230001
FELTON/SOCORRO S 32188 02/01/12 PROFESSIONAL SERVICES	45.00	010312			D M 07		PROFESSIONAL SER	101.42411.0446
FERGUSON ENTERPRISES INC 32189 02/01/12 HEADWORKS SAMPLER MODIF.	82.84	2355081			D N		MTCE. OF OTHER I	651.48474.0226
FISCHER/BETH 32190 02/01/12 OFFICE SUPPLIES 32190 02/01/12 OFFICE SUPPLIES 32190 02/01/12 CELL PHONE-JANUARY	38.51 37.89 14.77	013112 013112 013112			D M 07 D M 07 D M 07		OFFICE SUPPLIES OFFICE SUPPLIES COMMUNICATIONS	208.45005.0220 208.45005.0220 208.45005.0330

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
FISCHER/BETH 002484						
32190 02/01/12 SPICER COMM. CLUB MTG	9.57	013112		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
32190 02/01/12 TOURISM CONF-PARKING	32.50	013112		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
32190 02/01/12 TOURISM CONF REGIS.	209.00	013112		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
32190 02/01/12 TOURISM CONF-LODGING EXP	94.67	013112		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
32190 02/01/12 MILEAGE 1/1-1/30/12	300.81	013112		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
32190 02/01/12 WELCOME BAG SUPPLIES	14.58	013112		D M 07	OTHER CHARGES	208.45011.0449
32190 02/01/12 WELCOME BAG SUPPLIES	34.17	013112		D M 07	OTHER CHARGES	208.45011.0449
	766.47	*CHECK TOTAL				
	766.47					
VENDOR TOTAL						
G & K SERVICES 002465						
32191 02/01/12 CLEANING SERVICES	49.00	1007882768		D N	CLEANING AND WAS	101.43430.0338
32191 02/01/12 CLEANING SERVICES	49.00	1007892629		D N	CLEANING AND WAS	101.43430.0338
	98.00	*CHECK TOTAL				
VENDOR TOTAL						
G & S STAFFING SERVICES 000286						
32192 02/01/12 TEMP PERSONNEL	131.36	27075		D N	SALARIES-TEMP. E	101.45435.0112
32192 02/01/12 TEMP PERSONNEL	119.05	27093		D N	SALARIES-TEMP. E	101.45435.0112
32192 02/01/12 TEMP PERSONNEL	114.94	27111		D N	SALARIES-TEMP. E	101.45435.0112
	365.35	*CHECK TOTAL				
	365.35					
VENDOR TOTAL						
GARBERICH/JOLENE .01804						
32193 02/01/12 DOUBLE PAID INV. 30574	6.50	012612		D N	REFUNDS AND REIM	208.45005.0882
GENERAL MAILING SERVICES 000293						
32194 02/01/12 POSTAGE 01/02 - 01/06/12	31.78	4982		D N	POSTAGE	101.41401.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	21.06	4982		D N	POSTAGE	101.41402.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	64.16	4982		D N	POSTAGE	101.41403.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	86.60	4982		D N	POSTAGE	101.41404.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	1.62	4982		D N	POSTAGE	101.41405.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	15.00	4982		D N	POSTAGE	101.41408.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	3.78	4982		D N	POSTAGE	101.41428.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	5.94	4982		D N	POSTAGE	101.42412.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	2.90	4982		D N	POSTAGE	101.43417.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	1.28	4982		D N	POSTAGE	101.43425.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	17.28	4982		D N	POSTAGE	101.43430.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	1.62	4982		D N	POSTAGE	101.45432.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	3.78	4982		D N	POSTAGE	101.45433.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	0.32	4982		D N	POSTAGE	101.45433.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	0.22	4982		D N	POSTAGE	101.45433.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	46.51	5004		D N	POSTAGE	651.48474.0223
32194 02/01/12 POSTAGE 01/02 - 01/06/12	31.01	5004		D N	POSTAGE	651.48474.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	82.72	5082		D N	POSTAGE	651.48475.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	60.14	5082		D N	POSTAGE	651.48475.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	51.20	5082		D N	POSTAGE	651.48475.0223

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INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293							
32194 02/01/12 POSTAGE 01/09 - 01/13/12	4.86	5082	5082		D N	POSTAGE	101.41404.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	3.58	5082	5082		D N	POSTAGE	101.41405.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	15.00	5082	5082		D N	POSTAGE	101.41408.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	0.54	5082	5082		D N	POSTAGE	101.42411.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	5.99	5082	5082		D N	POSTAGE	101.42412.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	5.84	5082	5082		D N	POSTAGE	101.43417.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	9.14	5082	5082		D N	POSTAGE	101.43425.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	4.38	5082	5082		D N	POSTAGE	101.43430.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	1.08	5082	5082		D N	POSTAGE	101.45433.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	9.04	5082	5082		D N	POSTAGE	208.45005.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	86.04	5082	5082		D N	POSTAGE	651.48474.0223
32194 02/01/12 POSTAGE 01/09 - 01/13/12	57.36	5082	5082		D N	POSTAGE	651.48475.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	1.08	5121	5121		D N	POSTAGE	101.41400.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	32.26	5121	5121		D N	POSTAGE	101.41401.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	37.84	5121	5121		D N	POSTAGE	101.41402.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	149.24	5121	5121		D N	POSTAGE	101.41403.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	2.70	5121	5121		D N	POSTAGE	101.41405.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	10.34	5121	5121		D N	POSTAGE	101.41408.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	15.00	5121	5121		D N	POSTAGE	101.42411.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	7.56	5121	5121		D N	POSTAGE	101.42412.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	21.06	5121	5121		D N	POSTAGE	101.43417.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	3.00	5121	5121		D N	POSTAGE	101.43425.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	19.44	5121	5121		D N	POSTAGE	101.43430.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	1.82	5121	5121		D N	POSTAGE	101.45432.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	66.90	5121	5121		D N	POSTAGE	101.45433.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	12.88	5121	5121		D N	POSTAGE	101.45435.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	4.86	5121	5121		D N	POSTAGE	207.45001.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	3.78	5121	5121		D N	POSTAGE	651.48474.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	2.59	5121	5121		D N	POSTAGE	651.48475.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	1.73	5121	5121		D N	POSTAGE	208.45005.0223
32194 02/01/12 POSTAGE 01/16 - 01/20/12	11.88	5162	5162		D N	POSTAGE	208.45006.0223
32194 02/01/12 TOURISM POSTAGE	151.48	5163	5163		D N	POSTAGE	
VENDOR TOTAL	1,289.21	*CHECK TOTAL					
GOVERNMENT TRAINING SERV 000305							
32143 01/25/12 HALLIDAY-CONFERENCE REG.	210.00	012512	012512		D N	TRAVEL-CONF.-SCH	101.41403.0333
GREENSPRING MEDIA GROUP 001504							
32195 02/01/12 MN HOSPITALITY JRNL AD	900.00	MT71570	MT71570		D N	OTHER CHARGES	208.45008.0449
HACH COMPANY 000316							
32196 02/01/12 SAMPLER TUBING	74.36	7592919	7592919		D N	GENERAL SUPPLIES	651.48474.0229
32196 02/01/12 SAMPLER TUBING	49.57	7592919	7592919		D N	GENERAL SUPPLIES	651.48475.0229
32196 02/01/12 LAB SUPPLIES	66.57	7594993	7594993		D N	GENERAL SUPPLIES	651.48474.0229
32196 02/01/12 LAB SUPPLIES	44.38	7594993	7594993		D N	GENERAL SUPPLIES	651.48475.0229
VENDOR TOTAL	234.88	*CHECK TOTAL					
VENDOR TOTAL	234.88						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
HAWKINS INC 32197 02/01/12 FERRIC CHLORIDE 000325 32197 02/01/12 FERRIC CHLORIDE VENDOR TOTAL	5,039.95 5,052.76 10,092.71 10,092.71		3298137 RI 3300184 RI *CHECK TOTAL		D N D N		GENERAL SUPPLIES GENERAL SUPPLIES	651.48475.0229 651.48475.0229
HD SUPPLY WATERWORKS LTD 002130 32198 02/01/12 HYDRANT PARTS 32198 02/01/12 HYDRANT PARTS VENDOR TOTAL	549.20 3,547.05 4,096.25 4,096.25		4257377 4294729 *CHECK TOTAL		D N D N		MTCE. OF OTHER I MTCE. OF OTHER I	101.43425.0226 101.43425.0226
HERITAGE BANK 000001 32145 01/27/12 INVESTMENT 32145 01/27/12 INVESTMENT VENDOR TOTAL	666,000.00 4,000.00 171,000.00 7,000.00 1,000.00 2,000.00 4,000.00 1,000.00 3,000.00 141,000.00 1,000,000.00		012712 012712 012712 012712 012712 012712 012712 012712 012712 012712 012712 *CHECK TOTAL		D N D N		INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS	101.109000 208.109000 220.109000 295.109000 296.109000 304.109000 305.109000 306.109000 312.109000 651.109000
32199 02/01/12 2011 HOSP REV BOND-I 32199 02/01/12 2011 HOSP REV BOND-P VENDOR TOTAL	12,750.00 21,500.00 34,250.00 1,034,250.00		020112 020112 *CHECK TOTAL		D N D N		INTEREST BONDS	350.47402.0444 350.47402.0660
HILLYARD FLOOR CARE SUPP 000333 32200 02/01/12 CLEANING SUPPLIES 32200 02/01/12 TOILET TISSUE 32200 02/01/12 VACUUM BAGS 32200 02/01/12 CLEANING SUPPLIES 32200 02/01/12 HAND TOWELS VENDOR TOTAL	782.26 44.44 26.40 66.00 40.05 959.15 959.15		600069732 600075417 600075417 600075417 600075417 *CHECK TOTAL		D N D N D N D N D N		CLEANING AND WAS GENERAL SUPPLIES GENERAL SUPPLIES CLEANING AND WAS GENERAL SUPPLIES	101.45433.0228 101.41408.0229 101.41408.0229 101.45427.0228 101.45427.0228
HUMANE SOCIETY OF KANDIY 002907 32201 02/01/12 ANIMAL CARE SERV-1ST Q VENDOR TOTAL	6,950.00		1620		D N		OTHER SERVICES	101.42411.0339
HYDRITE CHEMICAL CO 002837 32202 02/01/12 MAGNESIUM HYDROXIDE 32202 02/01/12 ANTIFOAM 32202 02/01/12 MAGNESIUM HYDROXIDE VENDOR TOTAL	8,107.20 8,853.60 8,770.40 17,731.20 17,731.20		01451477 01456329 01456539 *CHECK TOTAL		D N D N D N		GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	651.48475.0229 651.48475.0229 651.48475.0229

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
IKON OFFICE SOLUTIONS 32203 02/01/12 COPIER LEASE AGRMT 002101	675.45		86347605		D N	RENTS	741.48001.0440
IKON OFFICE SOLUTIONS 32204 02/01/12 COPIER MTCE CHARGE 002292	213.04		5022001317		D N	MTCE. OF EQUIPME	741.48001.0334
INDEPENDENT SCHOOL DIST 32205 02/01/12 JUL 2011 CER/NET OCT/D 000348	3,735.43	020112			D N	DUE TO SCHOOL -	101.223002
32205 02/01/12 AUG 2011 CER	9,179.24	020112			D N	DUE TO SCHOOL -	101.223002
32205 02/01/12 SEP 2011 CER	7,809.09	020112			D N	DUE TO SCHOOL -	101.223002
32205 02/01/12 NOV 2011 CER	240.19	020112			D N	DUE TO SCHOOL -	101.223002
VENDOR TOTAL	20,963.95	*CHECK TOTAL					
INTERNATIONAL UNION 32206 02/01/12 DOUBLE PAID INV. 30679 01801	25.00		30679		D N	REFUNDS AND REIM	101.41428.0882
INTERSTATE POWER SYSTEMS 32207 02/01/12 VALVES FOR STORAGE TANKS 001699	117.05	496484 RI			D N	MTCE. OF EQUIPME	651.48478.0224
32207 02/01/12 VALVES FOR STORAGE TANKS	117.05	496484 RI			D N	MTCE. OF EQUIPME	651.48479.0224
32207 02/01/12 EAGLE LAKE L.S. PARTS	420.32	508415 RI			D N	MTCE. OF EQUIPME	651.48476.0224
VENDOR TOTAL	654.42	*CHECK TOTAL					
IOWA SNOWMOBILER 32208 02/01/12 ADVERTISING 002932	650.00		1050		D N	ADVERTISING	208.45006.0447
JAHNKE/MICHAEL J 32209 02/01/12 DBE RECERTIFICATION TRNG 001737	7.52	122			D N	TRAVEL-CONF.-SCH	101.42411.0333
32209 02/01/12 TERRORIST INCIDENTS TRNG	9.00	128			D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	16.52	*CHECK TOTAL					
KANDIYOHI CO AUDITOR 32210 02/01/12 LONG DISTANCE CHARGES 000376	26.53	012512			D N	COMMUNICATIONS	101.42411.0330
32210 02/01/12 2012 REPAIR LIENS	0.97	112			D N	MTCE. OF OTHER I	101.43425.0336
32210 02/01/12 2012 REPAIR LIENS	3,433.66	112			D N	MTCE. OF OTHER I	101.43430.0336
32210 02/01/12 2012 REPAIR LIENS	8.16	112			D N	MTCE. OF OTHER I	205.41001.0336
32210 02/01/12 2012 REPAIR LIENS	2.09	112			D N	MTCE. OF OTHER I	651.48474.0336
32210 02/01/12 2012 REPAIR LIENS	1.40	112			D N	MTCE. OF OTHER I	651.48475.0336
32210 02/01/12 2012 REPAIR LIENS	783.51	112			D N	MTCE. OF OTHER I	651.48476.0336
VENDOR TOTAL	4,256.32	*CHECK TOTAL					
KANDIYOHI CO PUBLIC HEAL 32211 02/01/12 RICE POOL LICENSE APPL. 000378	195.00	123011			D N	LICENSES AND TAX	101.45432.0445
KANDIYOHI CO RECYCLING A 32212 02/01/12 LAMP RECYCLING 002296	22.50	011012			D N	CLEANING AND WAS	101.43425.0338

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC			000375							
32213	02/01/12	ELEC SERV-SECURITY LIGHT	15.00		128238001/1-12		D N		UTILITIES	651.48478.0332
32213	02/01/12	ELEC SERV-SECURITY LIGHT	15.00		128238001/1-12		D N		UTILITIES	651.48479.0332
32213	02/01/12	ELEC SERV-SECURITY LIGHT	110.00		128238002/1-12		D N		UTILITIES	101.43425.0332
32213	02/01/12	WELCOME TO WILLMAR SIGN	65.48		128238003/1-12		D N		UTILITIES	101.43425.0332
32213	02/01/12	ABBOTT DR LIFT STATION	65.00		128238007/1-12		D N		UTILITIES	651.48476.0332
32213	02/01/12	CO RD 23/HWY 71 BYPASS	130.00		128238009/1-12		D N		UTILITIES	101.43425.0332
32213	02/01/12	ELEC SERV-LIFT STATIONS	722.00		187836/1-12		D N		UTILITIES	651.48476.0332
		VENDOR TOTAL	1,122.48		*CHECK TOTAL					
		VENDOR TOTAL	1,122.48							
KANDIYOHI FIRE DEPARTMENT			002136							
32214	02/01/12	REPL. CK #30449	57.20		051611		D N		PROFESSIONAL SER	101.42412.0446
KRISS PREMIUM PRODUCTS I			002122							
32215	02/01/12	COOLING TOWER TREATMENT	867.31		120532		D N		GENERAL SUPPLIES	101.45433.0229
KVAM IMPLEMENT CO			000397							
32216	02/01/12	CAB VENTS	39.89		78841		D N		INVENTORIES-MDSE	101.125000
LAKE REGION BANK			002886							
32217	02/01/12	2011 HOSP REV BOND-I	3,187.50		020112		D N		INTEREST	350.47402.0444
32217	02/01/12	2011 HOSP REV BOND-P	5,400.00		020112		D N		BONDS	350.47402.0660
		VENDOR TOTAL	8,587.50		*CHECK TOTAL					
		VENDOR TOTAL	8,587.50							
LAKE REGION FIRE FIGHTER			001298							
32218	02/01/12	MEMBERSHIP DUES	40.00		165		D N		SUBSCRIPTIONS AN	101.42412.0443
LAPATKA/ANTHONY J			001431							
32219	02/01/12	HUMAN FACTORS TRNG	6.15		127		D N		TRAVEL-CONF. -SCH	101.42411.0333
LEAGUE OF MN CITIES			000412							
32220	02/01/12	DOKKEN-LEADERSHIP CONF.	220.00		156426		D N		TRAVEL-CONF. -SCH	101.41401.0333
LEAGUE OF MN CITIES INS			000983							
32221	02/01/12	CLAIM #11070521-VANBUR	7,137.11		11070521		D N		INSURANCE DEDUCT	101.41428.0822
LEAGUE OF MN CITIES INS			001189							
32222	02/01/12	WORKER'S COMP PREMIUM	254.00		21994		D N		EMPLOYER INSUR.	101.41400.0114
32222	02/01/12	WORKER'S COMP PREMIUM	426.00		21994		D N		EMPLOYER INSUR.	101.41402.0114
32222	02/01/12	WORKER'S COMP PREMIUM	237.00		21994		D N		EMPLOYER INSUR.	101.41403.0114
32222	02/01/12	WORKER'S COMP PREMIUM	207.00		21994		D N		EMPLOYER INSUR.	101.41404.0114
32222	02/01/12	WORKER'S COMP PREMIUM	388.00		21994		D N		EMPLOYER INSUR.	101.41405.0114
32222	02/01/12	WORKER'S COMP PREMIUM	208.00		21994		D N		EMPLOYER INSUR.	101.41406.0114
32222	02/01/12	WORKER'S COMP PREMIUM	265.00		21994		D N		EMPLOYER INSUR.	101.41408.0114
32222	02/01/12	WORKER'S COMP PREMIUM	177.00		21994		D N		EMPLOYER INSUR.	101.41409.0114
32222	02/01/12	WORKER'S COMP PREMIUM	54.00		21994		D N		EMPLOYER INSUR.	101.41424.0114

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES INS 001189							
32222 02/01/12 WORKER'S COMP PREMIUM	17,552.00		21994		D N	EMPLOYER INSUR.	101.42411.0114
32222 02/01/12 WORKER'S COMP PREMIUM	6,419.75		21994		D N	EMPLOYER INSUR.	101.42412.0114
32222 02/01/12 WORKER'S COMP PREMIUM	328.00		21994		D N	EMPLOYER INSUR.	101.43417.0114
32222 02/01/12 WORKER'S COMP PREMIUM	12,124.00		21994		D N	EMPLOYER INSUR.	101.43425.0114
32222 02/01/12 WORKER'S COMP PREMIUM	452.00		21994		D N	EMPLOYER INSUR.	101.43430.0114
32222 02/01/12 WORKER'S COMP PREMIUM	804.00		21994		D N	EMPLOYER INSUR.	101.45432.0114
32222 02/01/12 WORKER'S COMP PREMIUM	627.00		21994		D N	EMPLOYER INSUR.	101.45433.0114
32222 02/01/12 WORKER'S COMP PREMIUM	74.00		21994		D N	EMPLOYER INSUR.	101.45435.0114
32222 02/01/12 WORKER'S COMP PREMIUM	613.00		21994		D N	EMPLOYER INSUR.	207.45001.0114
32222 02/01/12 WORKER'S COMP PREMIUM	4,225.00		21994		D N	EMPLOYER INSUR.	651.48484.0114
32222 02/01/12 WORKER'S COMP PREMIUM	837.00		21994		D N	EMPLOYER INSUR.	651.48485.0114
VENDOR TOTAL	46,271.75	*CHECK TOTAL					651.48486.0114
LINCOLN FINANCIAL GROUP 002789							
32223 02/01/12 LIFE INSURANCE-FEBRUARY	43.31	M247			D N	EMPLOYER INSUR.	101.41400.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	43.75	M247			D N	EMPLOYER INSUR.	101.41402.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	17.50	M247			D N	EMPLOYER INSUR.	101.41403.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	26.25	M247			D N	EMPLOYER INSUR.	101.41404.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	35.00	M247			D N	EMPLOYER INSUR.	101.41405.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	17.50	M247			D N	EMPLOYER INSUR.	101.41406.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	8.75	M247			D N	EMPLOYER INSUR.	101.41408.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	17.50	M247			D N	EMPLOYER INSUR.	101.41409.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	2.19	M247			D N	EMPLOYER INSUR.	101.41424.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	65.50	M247			D N	RETIRED EMPLOYEE	101.41428.0818
32223 02/01/12 LIFE INSURANCE-FEBRUARY	1,411.20	M247			D N	INS. PASS THROUGH	101.41428.0819
32223 02/01/12 LIFE INSURANCE-FEBRUARY	306.25	M247			D N	EMPLOYER INSUR.	101.42411.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	26.25	M247			D N	EMPLOYER INSUR.	101.42412.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	39.38	M247			D N	EMPLOYER INSUR.	101.43417.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	175.00	M247			D N	EMPLOYER INSUR.	101.43425.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	17.50	M247			D N	EMPLOYER INSUR.	101.45432.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	35.00	M247			D N	EMPLOYER INSUR.	101.45433.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	4.37	M247			D N	EMPLOYER INSUR.	101.45437.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	17.50	M247			D N	EMPLOYER INSUR.	207.45001.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	87.50	M247			D N	EMPLOYER INSUR.	651.48484.0114
32223 02/01/12 LIFE INSURANCE-FEBRUARY	8.75	M247			D N	EMPLOYER INSUR.	651.48485.0114
VENDOR TOTAL	2,414.70	*CHECK TOTAL					651.48486.0114
MADDEN GALANTER, HANSON 000429							
32224 02/01/12 PROFESSIONAL SERVICES	1,639.49		010112		D N	LABOR NEGOTTIATOR	101.41428.0806
MADISON NATIONAL LIFE 002249							
32225 02/01/12 LTD PREMIUM-FEBRUARY	36.28	187			D N	EMPLOYER INSUR.	101.41400.0114
32225 02/01/12 LTD PREMIUM-FEBRUARY	85.04	187			D N	EMPLOYER INSUR.	101.41402.0114
32225 02/01/12 LTD PREMIUM-FEBRUARY	35.74	187			D N	EMPLOYER INSUR.	101.41403.0114

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE 32225 02/01/12	LIFE PREMIUM-FEBRUARY 002249	43.19		187		D N	EMPLOYER INSUR.	101.41404.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	58.17		187		D N	EMPLOYER INSUR.	101.41405.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	31.03		187		D N	EMPLOYER INSUR.	101.41406.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	7.39		187		D N	EMPLOYER INSUR.	101.41408.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	26.91		187		D N	EMPLOYER INSUR.	101.41409.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	3.93		187		D N	EMPLOYER INSUR.	101.41424.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	557.70		187		D N	EMPLOYER INSUR.	101.42411.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	44.09		187		D N	EMPLOYER INSUR.	101.42412.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	66.89		187		D N	EMPLOYER INSUR.	101.43417.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	262.96		187		D N	EMPLOYER INSUR.	101.43425.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	26.43		187		D N	EMPLOYER INSUR.	101.45432.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	41.80		187		D N	EMPLOYER INSUR.	101.45433.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	6.39		187		D N	EMPLOYER INSUR.	101.45437.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	13.35		187		D N	EMPLOYER INSUR.	207.45001.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	135.17		187		D N	EMPLOYER INSUR.	651.48484.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	12.77		187		D N	EMPLOYER INSUR.	651.48485.0114
32225 02/01/12	LTD PREMIUM-FEBRUARY	13.35		187		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	1,508.58		*CHECK TOTAL				
		1,508.58						
MAGNUSON SHEET METAL INC 32226 02/01/12	FURNACE PARTS 001121	161.57		115035		D N	MTCE. OF STRUCTU	101.45433.0225
MAXFIELD/KEVIN 32227 02/01/12	REPL. PAYROLL CK #6007 .01802	97.71		010612		D N	SALARIES-TEMP. E	101.45433.0112
MAXIMUM CRUISE AVIATION 32228 02/01/12	ON SITE MGMT SERV-JAN 002675	1,666.66		STMT/1-12		D N	PROFESSIONAL SER	101.43430.0446
MENARDS 32229 02/01/12	VACUUM FILTERS/SUPPLIES 000449	46.60		11487		D N	GENERAL SUPPLIES	101.45433.0229
32229 02/01/12	GORILLA TAPE/SUPPLIES	156.19		11489		D N	GENERAL SUPPLIES	101.43425.0229
32229 02/01/12	PARTS FOR BLDG LIGHTS	17.06		11902		D N	MTCE. OF STRUCTU	101.43425.0225
32229 02/01/12	OSHA APPROVED RACK	85.47		12956		D N	SMALL TOOLS	101.45433.0221
32229 02/01/12	PLUMBING/ELEC PARTS	47.11		12956		D N	MTCE. OF STRUCTU	101.45433.0225
32229 02/01/12	BUSHINGS	18.06		13529		D N	MTCE. OF EQUIPME	651.48474.0224
32229 02/01/12	HEADWORKS SAMPLER PARTS	86.32		14481		D N	MTCE. OF OTHER I	651.48474.0226
32229 02/01/12	HEADWORKS SAMPLER PARTS	25.51		14572		D N	MTCE. OF OTHER I	651.48474.0226
32229 02/01/12	PARTS FOR LAB EQUIPMENT	20.24		14890		D N	MTCE. OF EQUIPME	651.48474.0224
32229 02/01/12	WINDTUNNEL VACUUM	106.83		14960		D N	SMALL TOOLS	651.48474.0221
32229 02/01/12	PAINTING SUPPLIES	55.71		14965		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	665.10		*CHECK TOTAL				
		665.10						
METRO FIRE 32230 02/01/12	MASK FIT TEST SOLUTION 000450	75.76		43133		D N	GENERAL SUPPLIES	101.42412.0229

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MIDWEST MEETINGS 32231 02/01/12 ADVERTISING 002685	575.00		GB120133		D N	OTHER CHARGES	208.45008.0449
MIDWEST VISION CENTER 32232 02/01/12 NELSON-SAFETY GLASSES 002210	250.00		1047614		D N	SUBSISTENCE OF P	101.43425.0227
MILLS AUTOMOTIVE GROUP 32233 02/01/12 #090324 REPAIR-PARTS 000432	87.05		176418		D N	MTCE. OF EQUIPME	101.42411.0224
32233 02/01/12 #090324 REPAIR-LABOR	66.35		176418		D N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	153.40	*CHECK TOTAL					
MINNEAPOLIS FINANCE DEPA 32234 02/01/12 PROFESSIONAL SERVICES 000466	124.80		400413002516		D N	PROFESSIONAL SER	101.42411.0446
MJOA 32235 02/01/12 SCHNEIDER-CONF REGIS. 002158	165.00		125		D N	TRAVEL-CONF.-SCH	101.42411.0333
MN CRIME PREVENTION ASSN 32236 02/01/12 MEMBERSHIP DUES 000485	45.00		20120578		D N	SUBSCRIPTIONS AN	101.42411.0443
MN DEPT OF PUBLIC SAFETY 32237 02/01/12 HAZ. CHEMICAL FEE 000490	25.00		3417500602011M		D N	LICENSES AND TAX	101.43425.0445
MN DEPT OF REVENUE 171 01/19/12 *11* SALES TAX-DECEMBE 000492	1,552.00		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	0.07CR		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	0.16CR		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	0.27CR		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	1.07CR		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	307.51		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	15.32		STMT/12-11		M N	SALES TAX PAYABL	101.206000
171 01/19/12 *11* USE TAX-DECEMBER	2.88		STMT/12-11		M N	OFFICE SUPPLIES	101.41405.0220
171 01/19/12 *11* USE TAX-DECEMBER	71.17		STMT/12-11		M N	MOTOR FUELS AND	101.42411.0222
171 01/19/12 *11* DIESEL FUEL TAX-DEC	131.98		STMT/12-11		M N	MOTOR FUELS AND	101.43425.0222
171 01/19/12 *11* USE TAX-DECEMBER	44.65		STMT/12-11		M N	MOTOR FUELS AND	101.43430.0222
171 01/19/12 *11* USE TAX-DECEMBER	2.96		STMT/12-11		M N	GENERAL SUPPLIES	101.45435.0229
171 01/19/12 *11* USE TAX-DECEMBER	5.28		STMT/12-11		M N	SMALL TOOLS	651.48474.0221
171 01/19/12 *11* USE TAX-DECEMBER	24.31		STMT/12-11		M N	SMALL TOOLS	651.48475.0221
171 01/19/12 *11* USE TAX-DECEMBER	16.22		STMT/12-11		M N	GENERAL SUPPLIES	651.48475.0229
171 01/19/12 *11* DIESEL FUEL TAX-DEC	633.39		STMT/12-11		M N	MOTOR FUELS AND	651.48476.0222
VENDOR TOTAL	2,868.88	*CHECK TOTAL					
MN DNR WATERS 32238 02/01/12 2011 WATER USE FEE 001341	84.00		1997-4063/2011		D N	LICENSES AND TAX	651.48474.0445





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QUAM CONSTRUCTION CO INC 32249 02/01/12 UNI-FLANGES FOR L.S. 000634 VENDOR TOTAL	168.00 563.00 563.00		937 *CHECK TOTAL		D N	MTCE. OF OTHER I	651.48476.0226
RADISSON HOTEL 32250 02/01/12 ROSEMEIER-LODGING EXP. .00149	267.60		23684		D N	TRAVEL-CONF.-SCH	101.41402.0333
RIDGEWATER COLLEGE 32251 02/01/12 EMS REFRESHER COURSE 001136	300.00		00154715		D N	TRAVEL-CONF.-SCH	101.42412.0333
ROSEMEIER/THOMAS J 32252 02/01/12 SCHL FOR BLDG OFFICIALS 001742	42.00		011912		D N	TRAVEL-CONF.-SCH	101.41402.0333
RULE TIRE SHOP 32253 02/01/12 TUBE FOR BATTING CAGE 000665	25.62		50538		D N	MTCE. OF EQUIPME	101.43425.0224
S. ROBERTS COMPANY 32254 02/01/12 FINE SCREEN BAGS .01803	349.48		12-019		D N	GENERAL SUPPLIES	651.48474.0229
SCHMIT/MICHAEL 32255 02/01/12 REIMB. OVERPYMT OF S.S. 000929	13.86		011712		D N	ACCOUNTS PAYABLE	101.202000
SERVICE CENTER/CITY OF W 32256 02/01/12 EQUIPMENT REPAIR-OIL 000685	34.00		STMT/1-12		D N	MOTOR FUELS AND	101.42411.0222
32256 02/01/12 EQUIPMENT REPAIR-PARTS 1,517.18			STMT/1-12		D N	MTCE. OF EQUIPME	101.42411.0224
32256 02/01/12 EQUIPMENT REPAIR-OIL 8.50			STMT/1-12		D N	MOTOR FUELS AND	101.43417.0222
32256 02/01/12 EQUIPMENT REPAIR-PARTS 50.94			STMT/1-12		D N	MTCE. OF EQUIPME	101.43417.0224
32256 02/01/12 EQUIPMENT REPAIR-OIL 122.10			STMT/1-12		D N	MOTOR FUELS AND	101.43425.0222
32256 02/01/12 EQUIPMENT REPAIR-PARTS 531.79			STMT/1-12		D N	MTCE. OF EQUIPME	101.43425.0224
32256 02/01/12 EQUIPMENT REPAIR-PARTS 166.75			STMT/1-12		D N	MTCE. OF EQUIPME	101.43430.0224
VENDOR TOTAL	2,431.26		*CHECK TOTAL				
SPRINGSTED INCORPORATED 32257 02/01/12 PROFESSIONAL SERVICES 000705	2,750.00		WIR02963		D N	OTHER CHARGES	302.47100.0449
ST CROIX RECREATION CO I 32258 02/01/12 PLAY EQUIP REPAIR-PARTS 000673	984.32		17179		D N	MTCE. OF OTHER I	101.43425.0226
ST PAUL/CITY OF 32259 02/01/12 FELT-SEMINAR REGIS. 001783	35.00		121872		D N	TRAVEL-CONF.-SCH	101.42411.0333
STATEWIDE DISTRIBUTING I 32260 02/01/12 CONCESSION SUPPLIES 000718	128.85		093909		D N	GENERAL SUPPLIES	101.45433.0229
32260 02/01/12 1 CASE TOILET TISSUE 192.76			093925		D N	GENERAL SUPPLIES	101.43430.0229
VENDOR TOTAL	192.76		*CHECK TOTAL				

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STOEN'S HYDROSTATIC SERV 32261 02/01/12 CYLINDER REPAIR	304.99		35969		D N	INVENTORIES-MDSE	101.125000
STREICHER'S 32262 02/01/12 REPAIR OF VEST PANEL	15.00		1870884		D N	SUBSISTENCE OF P	101.42411.0227
TAHER, INC 32263 02/01/12 COIT-FAREWELL COFFEE	39.81		2136		D N	SUBSISTENCE OF P	101.42411.0227
TDS METROCOM 32264 02/01/12 MONTHLY SERVICE	231.92	225			D N	COMMUNICATIONS	101.42412.0330
32264 02/01/12 MONTHLY SERVICE	49.16	225			D N	COMMUNICATIONS	101.43425.0330
VENDOR TOTAL	281.08	*CHECK TOTAL					
THOMPSON/COLLEEN 32265 02/01/12 MILEAGE EXPENSE	99.90	433			D N	TRAVEL-CONF. -SCH	651.48474.0333
TIGER OAK PUBLICATIONS I 32266 02/01/12 MN MTGS & EVENTS AD	1,537.50		2012-70931		D N	OTHER CHARGES	208.45008.0449
TORKELSON'S LOCK SERVICE 32267 02/01/12 RE-KEYED LOCKS-PARTS	6.41	5495601			D N	MTCE. OF STRUCTU	101.43430.0225
32267 02/01/12 RE-KEYED LOCKS-LABOR	60.00	5495601			D N	MTCE. OF STRUCTU	101.43430.0335
VENDOR TOTAL	66.41	*CHECK TOTAL					
UNIFORMS UNLIMITED 32268 02/01/12 REPL. GUN MAGAZINE	41.22	106887			D N	MTCE. OF EQUIPME	101.42411.0224
VAN'S ELECTRIC LLC 32269 02/01/12 MOTOR REPAIR-PARTS	220.00	177			D N	MTCE. OF STRUCTU	101.45427.0225
32269 02/01/12 MOTOR REPAIR-LABOR	219.55	177			D N	MTCE. OF STRUCTU	101.45427.0335
VENDOR TOTAL	439.55	*CHECK TOTAL					
VENENGA/JAMES A 32270 02/01/12 TRAINING REIMBURSEMENT	9.00	129			D N	TRAVEL-CONF. -SCH	101.42411.0333
VERIZON WIRELESS 32271 02/01/12 CELLULAR PHONE USAGE	27.75		STMT/12-11		D N	COMMUNICATIONS	101.41402.0330
32271 02/01/12 CELLULAR PHONE USAGE	46.40		STMT/12-11		D N	COMMUNICATIONS	101.41402.0330
32271 02/01/12 CELLULAR PHONE USAGE	35.74		STMT/12-11		D N	COMMUNICATIONS	101.41405.0330
32271 02/01/12 CELLULAR PHONE USAGE	17.73		STMT/12-11		D N	COMMUNICATIONS	101.45432.0330
VENDOR TOTAL	127.62	*CHECK TOTAL					
VIGIL/RUDY 32272 02/01/12 MACTA/MGCA MEETING	106.84	382			D N	TRAVEL-CONF. -SCH	207.45001.0333

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
VIKING COCA-COLA BOTTLIN			000777											
32273	02/01/12	CONCESSION SUPPLIES	476.50		0025422894		D	N					GENERAL SUPPLIES	101.45433.0229
32273	02/01/12	CONCESSION SUPPLIES	453.25		0025422988		D	N					GENERAL SUPPLIES	101.45433.0229
32273	02/01/12	CONCESSION SUPPLIES	210.00		0025423049		D	N					GENERAL SUPPLIES	101.45433.0229
32273	02/01/12	CONCESSION SUPPLIES	235.50		0025423089		D	N					GENERAL SUPPLIES	101.45433.0229
32273	02/01/12	CONCESSION SUPPLIES	284.75		4154		D	N					GENERAL SUPPLIES	101.45433.0229
		VENDOR TOTAL	1,660.00		*CHECK TOTAL									
		VENDOR TOTAL	1,660.00											
VISTAR CORPORATION			002566											
32274	02/01/12	CONCESSION SUPPLIES	922.20		32780265		D	N					GENERAL SUPPLIES	101.45433.0229
WAL-MART COMMUNITY			000789											
32275	02/01/12	CITY SALES TAX	0.33		011012		D	N					SALES TAX PAYABL	101.206000
32275	02/01/12	DOG FOOD	72.64		011012		D	N					SUBSISTENCE OF P	101.42411.0227
		VENDOR TOTAL	72.97		*CHECK TOTAL									
		VENDOR TOTAL	72.97											
WCBC INC			002738											
32276	02/01/12	PROFESSIONAL SERVICES	1,201.00		65299		D	N					PROFESSIONAL SER	651.48474.0446
WEST CENTRAL COMMUNICATI			000796											
32277	02/01/12	RADIO REPAIR-LABOR	87.75		0721648		D	N					MTCE. OF EQUIPME	101.42411.0334
32277	02/01/12	RADIO REPAIR-LABOR	42.75		072249S		D	N					MTCE. OF EQUIPME	101.42411.0334
32277	02/01/12	REPL. RADIO BATTERIES	37.41		072307S		D	N					MTCE. OF EQUIPME	101.43430.0224
32277	02/01/12	REPL. RADIO BATTERIES	27.50		072307S		D	N					MTCE. OF EQUIPME	101.43430.0334
32277	02/01/12	REPL. RADIO BATTERIES	37.41		072308S		D	N					MTCE. OF EQUIPME	101.43430.0224
32277	02/01/12	REPL. RADIO BATTERIES	27.50		072308S		D	N					MTCE. OF EQUIPME	101.43430.0334
		VENDOR TOTAL	260.32		*CHECK TOTAL									
		VENDOR TOTAL	260.32											
WEST CENTRAL ROOFING			000927											
32278	02/01/12	CITY HALL RE-ROOF PRO	55,434.06		10143		D	N					BUILDINGS AND ST	450.41408.0551
WEST CENTRAL SANITATION			000805											
32279	02/01/12	GARBAGE SERVICE-DECEMBER	274.76		2468500/12-11		D	N					CLEANING AND WAS	651.48474.0338
32279	02/01/12	GARBAGE SERVICE-DECEMBER	17.41		2664300/12-11		D	N					CLEANING AND WAS	207.45001.0338
		VENDOR TOTAL	292.17		*CHECK TOTAL									
		VENDOR TOTAL	292.17											
WEST CENTRAL STEEL INC			000806											
32280	02/01/12	STEEL	40.21		983406		D	N					GENERAL SUPPLIES	651.48474.0229
32280	02/01/12	STEEL	26.81		983406		D	N					GENERAL SUPPLIES	651.48475.0229
		VENDOR TOTAL	67.02		*CHECK TOTAL									
		VENDOR TOTAL	67.02											
WEST CENTRAL TRIBUNE			000807											
32281	02/01/12	DOG/CAT LICENSE NOTICES	55.20		CL03030380		D	N					PRINTING AND PUB	101.41403.0331

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
<b>WEST CENTRAL TRIBUNE 000807</b>						
32281 02/01/12 NOTICE PUBLISHED	99.36	CL03031729		D N	PRINTING AND PUB	101.41401.0331
32281 02/01/12 COUNCIL PROCEEDINGS PUB.	121.44	CL03032328		D N	PRINTING AND PUB	101.41401.0331
32281 02/01/12 REQUEST FOR PROPOSALS	19.32	CL03032487		D N	PRINTING AND PUB	101.41401.0331
32281 02/01/12 COUNCIL PROCEEDINGS PUB.	643.20	DI03043197		D N	PRINTING AND PUB	101.41401.0331
32281 02/01/12 ANNUAL SUBSCRIPTION	13.93	177816951/12		D N	PREPAID EXPENSES	208.128000
32281 02/01/12 ANNUAL SUBSCRIPTION	154.22	177816951/12		D N	SUBSCRIPTIONS AN	208.450005.0443
32281 02/01/12 ANNUAL SUBSCRIPTION	154.93	177823865/12		D N	PREPAID EXPENSES	101.128000
32281 02/01/12 ANNUAL SUBSCRIPTION	154.22	177823865/12		D N	SUBSCRIPTIONS AN	101.42412.0443
VENDOR TOTAL	1,274.82	*CHECK TOTAL				
1,274.82						
<b>WEST CENTRAL TROPHIES 000808</b>						
32282 02/01/12 PASS TAGS	69.47	16528		D N	GENERAL SUPPLIES	101.42412.0229
32282 02/01/12 PASS TAGS	10.69	16546		D N	GENERAL SUPPLIES	101.42412.0229
VENDOR TOTAL	80.16	*CHECK TOTAL				
80.16						
<b>WILLMAR DESIGN CENTER 002348</b>						
32283 02/01/12 EXPENSE REIMBURSEMENT	3,600.00	012612		D N	DOWNTOWN ITEMS	101.41428.0820
<b>WILLMAR ELECTRIC SERVICE 000816</b>						
32284 02/01/12 BLDG ALARM MTCE	55.00	18112		D N	MTCE. OF STRUCTU	207.45001.0335
32284 02/01/12 ALARM MONITORING FEE	301.39	18200		D N	MTCE. OF STRUCTU	101.42412.0335
VENDOR TOTAL	356.39	*CHECK TOTAL				
356.39						
<b>WILLMAR OVERHEAD DOOR SA 000825</b>						
32285 02/01/12 REMOTES FOR DOORS	970.43	0042831		D N	GENERAL SUPPLIES	101.43425.0229
<b>WILLMAR WATER &amp; SPAS 000831</b>						
32286 02/01/12 WTR PURIFIER RENTAL-JAN	37.41	12-01		D N	RENTS	101.41408.0440
32286 02/01/12 COOLER RENTAL	77.00	121511		D N	RENTS	101.42412.0440
32286 02/01/12 SOFTENER SALT	149.63	24690		D N	GENERAL SUPPLIES	101.45433.0229
32286 02/01/12 DRINKING WATER	20.60	24706		D N	SUBSISTENCE OF P	101.42412.0227
32286 02/01/12 DRINKING WATER	7.00	24821		D N	SUBSISTENCE OF P	101.41408.0227
32286 02/01/12 SOFTENER SALT	17.53	24821		D N	GENERAL SUPPLIES	101.41408.0229
32286 02/01/12 SOFTENER SALT	4.38	24978		D N	GENERAL SUPPLIES	101.43430.0229
32286 02/01/12 REPL. FAUCET/CLN COOLER	10.74	63010		D N	MTCE. OF EQUIPME	101.41408.0224
32286 02/01/12 REPL. FAUCET/CLN COOLER	25.00	63010		D N	MTCE. OF EQUIPME	101.41408.0224
VENDOR TOTAL	349.29	*CHECK TOTAL				
349.29						
<b>WINDSTREAM 002100</b>						
32287 02/01/12 MONTHLY SERVICE-JANUARY	92.89	STMT/1-12		D N	COMMUNICATIONS	101.41402.0330
32287 02/01/12 LONG DISTANCE-JANUARY	17.51	STMT/1-12		D N	COMMUNICATIONS	101.41402.0330
32287 02/01/12 MONTHLY SERVICE-JANUARY	136.69	STMT/1-12		D N	COMMUNICATIONS	101.41403.0330
32287 02/01/12 LONG DISTANCE-JANUARY	22.75	STMT/1-12		D N	COMMUNICATIONS	101.41403.0330

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WINDSTREAM			002100											
32287	02/01/12	MONTHLY SERVICE-JANUARY	42.96		SIMT/1-12			D	N				COMMUNICATIONS	101.41404.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	42.96		SIMT/1-12			D	N				COMMUNICATIONS	101.41405.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	147.30		SIMT/1-12			D	N				COMMUNICATIONS	101.41406.0330
32287	02/01/12	LONG DISTANCE-JANUARY	14.74		SIMT/1-12			D	N				COMMUNICATIONS	101.41406.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	379.17		SIMT/1-12			D	N				COMMUNICATIONS	101.41408.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	118.77		SIMT/1-12			D	N				COMMUNICATIONS	101.41409.0330
32287	02/01/12	LONG DISTANCE-JANUARY	86.39		SIMT/1-12			D	N				COMMUNICATIONS	101.42411.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	0.51		SIMT/1-12			D	N				COMMUNICATIONS	101.42411.0330
32287	02/01/12	LONG DISTANCE-JANUARY	135.09		SIMT/1-12			D	N				COMMUNICATIONS	101.42412.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	23.63		SIMT/1-12			D	N				COMMUNICATIONS	101.42412.0330
32287	02/01/12	LONG DISTANCE-JANUARY	93.79		SIMT/1-12			D	N				COMMUNICATIONS	101.43417.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	21.09		SIMT/1-12			D	N				COMMUNICATIONS	101.43417.0330
32287	02/01/12	LONG DISTANCE-JANUARY	366.28		SIMT/1-12			D	N				COMMUNICATIONS	101.43425.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	15.27		SIMT/1-12			D	N				COMMUNICATIONS	101.43425.0330
32287	02/01/12	LONG DISTANCE-JANUARY	234.83		SIMT/1-12			D	N				COMMUNICATIONS	101.43430.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	231.98		SIMT/1-12			D	N				COMMUNICATIONS	101.43430.0330
32287	02/01/12	LONG DISTANCE-JANUARY	4.91		SIMT/1-12			D	N				COMMUNICATIONS	101.45433.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	122.58		SIMT/1-12			D	N				COMMUNICATIONS	101.45433.0330
32287	02/01/12	LONG DISTANCE-JANUARY	1.55		SIMT/1-12			D	N				COMMUNICATIONS	101.45435.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	51.91		SIMT/1-12			D	N				COMMUNICATIONS	101.45435.0330
32287	02/01/12	LONG DISTANCE-JANUARY	1.85		SIMT/1-12			D	N				COMMUNICATIONS	207.45001.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	76.35		SIMT/1-12			D	N				COMMUNICATIONS	207.45001.0330
32287	02/01/12	LONG DISTANCE-JANUARY	11.45		SIMT/1-12			D	N				COMMUNICATIONS	651.48474.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	53.19		SIMT/1-12			D	N				COMMUNICATIONS	651.48474.0330
32287	02/01/12	LONG DISTANCE-JANUARY	7.61		SIMT/1-12			D	N				COMMUNICATIONS	651.48475.0330
32287	02/01/12	MONTHLY SERVICE-JANUARY	12.00		SIMT/1-12			D	N				COMMUNICATIONS	651.48475.0330
		VENDOR TOTAL	2,570.00											
		*CHECK TOTAL	2,570.00											
WOSMEK/JARED			000093											
32288	02/01/12	PERF. UNDER EXTREME TEST	6.95		124			D	N				TRAVEL-CONF.-SCH	101.42411.0333
X-ERGON			000836											
32289	02/01/12	WELDING RODS	826.95		20538447			D	N				INVENTORIES-MDSE	101.125000

ACS FINANCIAL SYSTEM  
02/01/2012 15:34:37

VENDOR NAME AND NUMBER  
CHECK# DATE DESCRIPTION  
REPORT TOTALS:

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

AMOUNT  
2,699,351.91

CLAIM INVOICE

PC#

F S 9 EX M ACCOUNT NAME

ACCOUNT

CITY OF WILLMAR  
GL540R-V07.20 PAGE 22

RECORDS PRINTED - 000563

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	836,623.54
205	INDUSTRIAL DEVELOPMENT	8.16
207	W.R.A.C. - 8	1,393.84
208	CONVENTION & VISITORS BUREAU	10,631.39
220	LOCAL OPTION SALES TAX	171,000.00
295	COMMUNITY INVESTMENT	7,000.00
296	PUBLIC WORKS RESERVE	1,000.00
302	D.S. - 2002 BOND	2,750.00
304	D.S. - 2004 BOND	2,000.00
305	D.S. - 2005 BOND	4,000.00
306	D.S. - 2006 BOND	1,000.00
312	D.S. - 2012 BOND	3,000.00
350	RICE HOSPITAL DEBT SERVICE	85,475.00
450	CAPITAL IMPROVEMENT FUND	61,258.37
651	WASTE TREATMENT	1,510,834.00
741	OFFICE SERVICES	1,377.61
	TOTAL ALL FUNDS	2,699,351.91

BANK RECAP:

BANK NAME	DISBURSEMENTS
HERT HERITAGE BANK	2,699,351.91
TOTAL ALL BANKS	2,699,351.91

Willmar Charter Commission  
Minutes of Meeting  
City Office Building  
Willmar, Minnesota

October 7, 2011

The Willmar Charter Commission was called to order by Chair Shawn Mueske. Members present were Audrey Nelsen, Shawn Mueske, Laura Becker, Richard Hoglund, and Richard Falk. Ron Andreen, John Sullivan, Robert Bonawitz, and Joe Thompson were absent. Present 5 Absent 4. Also in attendance were City Attorney Rich Ronning and City Clerk-Treasurer Kevin Halliday.

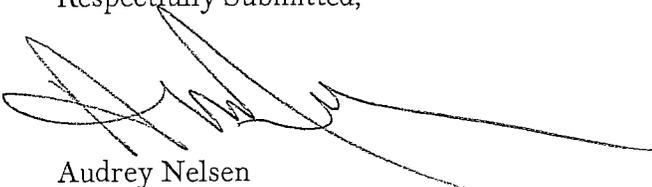
Commissioner Falk moved to approve the minutes of September 23, 2011. Commissioner Hoglund seconded the motion which carried.

Item 1 The Commission met with City Attorney Rich Ronning reviewing the process for drafting an Ordinance of the proposed Charter amendments and establishing the process to submit the Ordinance to the City Council, publishing in the West Central Tribune and using the City's website to present the changes to the public. Noting that the proposed Ordinance format is specifically required by the Charter, the city's website could be used to present the complete set of the Commission's working papers showing the new language in red print and deletions of current language in black print. Commissioner Nelsen questioned the adoption process inquiring if the Commission is certain it should stay the course with the amendment of the super majority required vote of the overriding power of the Council which has received objection's to its passage by a Council member. Consensus was reached that the Commission would make their decisions for the next step after the City Council vote and if the proposed Ordinance was defeated the Commissioners would inquire as to the detailed reasons for each vote against adoption.

Following discussion staff was assigned the task of correlating the Commission's proposed amendments with the City Attorney's drafted Ordinance. Upon all corrections made the second draft Ordinance would be given to the Commission with various sections assigned to specific Commission members. Upon this second review the final draft of the amending Ordinance would be presented to Council as soon as possible. Chairman Mueske offered to make himself available at the Ordinance hearing to answer questions that the public or Council may have, with attending Commissioners indicating they would attend the hearing as well.

Meeting was adjourned at 10:39 a.m.

Respectfully Submitted,



Audrey Nelsen  
Secretary

Safety Committee Meeting  
Minutes of Meeting  
Willmar Fire Station  
Willmar, Minnesota

November 23, 2011

The Willmar Safety Committee was called to order by Chair Marvin Calvin. Members present were Marvin Calvin, Ken Nelson, Sam Neubauer, Darrell Hoekstra, Jeremy Marcus, Randy Kardell and Kevin Halliday. Les Lange was absent. Present 7 absent 1. Also in attendance was Safe Assure Representative Jim Peterson.

Darrell Hoekstra moved to approve the minutes of September 28, 2011. Sam Neubauer seconded the motion which carried.

Item No. 1 There were no First Report of Injuries filed since the September meeting.

Item No. 2 The Safety Committee reviewed the Property/Casualty Claims filed since the September meeting. City Clerk-Treasurer Kevin Halliday reported on the settlement of the tasing lawsuit filed by Jeff Ackerman. No procedural changes were recommended as tasing people only on grass or soft surfaces are not practical solutions. The committee concurred that the action was justified. All other accidents required no review or amendments to the neither safety policy nor issuance of letters to employees.

Item No. 3 Safety Inspection Reports conducted by Safe Assure were distributed by Marvin Calvin. Many reports listed electrical hazards and it was discussed that only licensed electricians can work on City buildings. Individual private sector electricians do take ownership in a building so consistency in selecting electricians would be beneficial.

The Safety Inspection report identified 77 issues to be corrected at the Civic Center.

The Committee reviewed the City Auditorium infractions. Infractions 1-9 can be addressed by following the building code with handrail, toe boards and walking surface. (Quality wood boards were acceptable to the Building Inspector for the cat walk).

Infraction 12 "ships ladder" noted the ladder was too close to wall and no fall protection (cage) was installed.

Marvin Calvin moved to distribute the inspection reports to Department Directors requiring a progress report ten days before the January Safety Committee Meeting. Randy Kardell seconded the motion which carried.

A recommendation was made to provide City Administrator Stevens a safety budget of \$30,000 to correct identified OSHA repairs.

Old Business

The Committee discussed the Grip-On Ice Cleats as researched by Sam Neubauer . Quality cleats cost upward of \$14.00 per pair. The Committee discussed working with a local vendor to procure needed quantities.

Sam Neubauer moved to allow all employees desiring ice cleats to be purchased from the Safety Committee budget. Ken Nelson seconded the motion which carried.

Next meeting was scheduled for Wednesday, January 25, 2012, at 10:00 a.m.

The meeting was adjourned at 11:33 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "K. Halliday".

Kevin J. Halliday  
City Clerk-Treasurer

Willmar Lakes Area CVB Board Meeting  
EBO Room of the Chamber/CVB  
Tuesday, December 20, 2011 @ 12:00 Noon

**Members Present:** Shawna Adams, Asim Siddiqui, Keith Pattison, Jim Butterfield, Janet Demuth, Sue Steinert, Ron Fake, Dave Pederson, Cecil Meyer, David Feist, Ken Warner and Kevin Halliday

**Members Excused:** Todd Paffrath, Dean Shuck, Betty Bollig, Rolf Figenskau, and Kevin Madsen

**Members Absent:** Denny Baker and Ron Christianson

**Staff Present:** Beth Fischer and Amber Schueler

- I. **Call to Order:** Demuth called the meeting to order at 12:15 pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda. Self-introductions were done.
  
- II. **Approve Minutes from the November 22, 2011 Board Retreat:** It was MSC (m/Feist; s/Halliday) to approve the minutes from the November 22, 2011 Board Retreat.
  
- III. **Financial Report:** Halliday reviewed the CVB Financials and reported lodging tax is approximately \$10,000 ahead of last year at this time. He noted expenses are in line. Fischer stated the campgrounds came in a little bit less than the year before. Meyer asked when the city transfer occurs. Halliday stated it takes place at the end of the month. Meyer also asked if there was a required amount to be maintained in the fund balance. Fischer stated it is 6 months operating. It was MSC (m/Pattison; s/Siddiqui) to approve the financials as reported.
  
- IV. **Committee Reports & Requests:**
  - a. **Sports Committee:** No new business to report.
  - b. **Special Events Committee:** Fischer reported the committee approved a request from the Spicer Commercial Club in the amount of \$1,000.00 for marketing of Winterfest. The committee also elected Baker as the Chair of the Committee for 2012.
  - c. **Meetings & Conventions Committee:** Pattison reported the committee brainstormed ideas to draw meetings & conventions into the Willmar Lakes Area including Ag related events and youth events. They also worked on ideas for the marketing mailer which included recyclable bags. The committee also reviewed goals for 2012.
  - d. **Electronic Marketing Committee:** No new business to report.
  - e. **Visitor Guide Committee:** Steinert stated the committee is in the stages of proofing the guide, and they are looking to print next week.
  - f. **Leisure Travel Committee:** Demuth stated they worked on goals for 2012. They discussed the picture frame idea for advertising events going on in the area. They also discussed working on marketing with area camps and getting the parents to stay in the area after dropping off their children. They discussed new options for the Passport. There was a sub-committee developed for the 2012 Bike Summit. The committee discussed setting up a FAM Tour for 2012 – 2013. Fischer stated they applied for the Legacy Destination weekend for August 17 – 19, with a bus tour of the county included.

Fischer hasn't heard back yet, but she will let the board know when she finds out. The committee decided to do a Glacial Ridge Bus Tour on the same weekend as the Celebrate Art! Celebrate Coffee! weekend. There are volunteer spots available for two sports shows, the Sioux Falls Sports Show and the Northwest Sports Show. If you are able to help, please contact Fischer.

- g. **Executive Committee:** Demuth stated the Executive Committee gave Fischer her review. The review was favorable, and Demuth thanked Fischer for her hard work. They will be setting Fischer's goals for 2012 in January. The Executive Committee will continue to meet monthly as needed on the first Tuesday of each month. The Executive Committee is requested a by-law change to change the date of the Annual Report to the City of Willmar. Demuth reviewed the change with the board. The change would move the Annual Report to the 2<sup>nd</sup> quarter of the year, which would be more appropriate for the City. This item will be voted on at the February meeting.

V. **Affiliated Partnership Updates/Reports**

- a. **Community Marketing Coalition:** Warner stated the committee met on December 2<sup>nd</sup>. The committee is in the midst of the "Did You Know" campaign with facts and things going on in the area. Eric Spencer will be staying as the chair for another year. The committee came to a consensus that Willmar is a regional center and we need to start acting like one. We need to stay proactive in the area. The committee also agreed to endorse a concept with diversity education. They are hosting a community informational meeting on January 12<sup>th</sup>, at 7:30 – 9 am & 6:30 – 8 pm at the WEAC Building, titled Understanding the Somali Community.

- VI. **Executive Director Report:** Fischer highlighted a variety of upcoming events taking place in the Willmar Lakes Area. Several advertisements have been done, including submissions to MN Meetings & Events for their 2011 winter issue, 2012 Midwest Meetings Directory, Hospitality Minnesota for their directory, and the Sonshine newsletter. Additional advertising items have been contracted including participation in the 2012 Central Region Marketing Campaign and with Snowtracks.com for 2012. Fischer stated the Willmar Lakes Area was awarded the 2012 MN Fire Chiefs Association Conference. Several bids were done, including submissions to host the 2012 SWEPT Regional Conference, 2012 MN Association of Townships Legislative and Research Meeting, and the 2012 Legacy Destination Weekend. Fischer stated she met with the MN VFW regarding their 2014 VFW Fall Conference in Willmar. She was able to secure housing agreements with area hotels for this conference. She also met with the Knights of Columbus Bowling Tournament organizer on multiple occasions regarding the 2012 Tournament being held in Willmar in March. A rate sheet was created with area hotel information, and a welcome letter for the tournament. This information was included in registration mailers that were prepared and mailed by the CVB to approximately 300 bowlers in Minnesota inviting them to participate in the tournament. Fischer met with Marc Jerzak and Ryan Voz from the Willmar Stingers regarding a possible Northwoods League event in Willmar. She also assisted the Wings members with room blocks for the MAGA Division 1-3 State Championships which will be held at the New London High School in March. The CVB assisted the Lakes Area Classic with mailers to all the figure skating clubs within 300 miles of Willmar. Fischer is also working with the New London Fine Arts Festival and 2012 New London Guitar Challenge organizer to discuss both events, and other activities in New London. She met with Trail Groomers to secure continued grooming of the trails into the City of Willmar. Fischer created a bike sub-committee following the Bike Summit in Mankato. They have met on two occasions and have several ideas to

promote bicycle tourism in the Willmar Lakes Area. A complete copy of the Executive Director's Report is available upon request.

**VII. Other Business:**

a. **Vice Chair for 2012:** Demuth stated the board is still looking for someone to be the Vice Chair for 2012. Please contact Fischer if you are interested or know someone who is.

b. **Word Around the Community:**

**Butterfield:** Reported the County settled the pay scale with the unions.

**Pattison:** Stated he hired Paul Ness as the new General Manager of the Kandi Entertainment Center.

**Siddiqui:** Stated he updated his buildings with a new ceiling and roof.

**Meyer:** Reported Zorbaz is trying to open in early January. They have been staying at Grand Cottages during the construction process.

**Feist:** Reported the hotel business has quieted down now, but it will be busy over Christmas break with area sporting events.

**Halliday:** Reported the census data is in. He is expecting it to be done in about 3 weeks. They are currently working on correcting errors.

**Warner:** Stated they are wrapping up their year as well. The Chamber had a good year with 96 or 97 new members. They are looking at bringing back the annual meeting. It would be a luncheon and we would recognize retiring directors at this meeting. They are currently looking at a time in the 1<sup>st</sup> quarter.

**Pederson:** Reported the trails are ready to go but they are just waiting for the snow. Prairie Woods Environmental Learning Center rents skis and snowshoes. He stated the Prairie Woods Environmental Learning Center also hit their 100% renewable energy goal for the year. He also stated he feels that there is great potential with the Bike Summit in 2012.

**Fake:** Reported they made it through the Truth and Taxation meeting.

**Demuth:** Reported they had a great first hockey tournament at the beginning of December.

c. **Acknowledgement of Retiring Board Members:** The board recognized the retiring members, Figenskau and Pattison. Both will be recognized at the Annual Meeting for the contributions to the CVB.

d. **Gavel Exchange:** Demuth passed the gavel over to Feist. Feist thanked Demuth for her great year as CVB Board Chair, and noted she will be recognized at the Annual Meeting for her contributions to the CVB.

**VIII. Adjournment:** Feist adjourned the meeting at 1:00 pm.

Respectfully Submitted,  
Amber Schueler, Administrative Assistant  
Willmar Lakes Area Convention & Visitors Bureau

## Executive Director's Report – January 2011

### Upcoming Dates:

- January 20-February 19: WinterFest Activities
- January 21: WCER Winter Classic Men's BB Tournament
- January 28: Wheelchair Curling Event
- January 28: 8<sup>th</sup> Annual Polar Bear Plunge 2012
- January 28-29: Green Lake Pond Hockey Tournament
- February 3-5: A & B Pee Wee Hockey Tournament
- February 4: Sno-Skippers Radar Runs on Green Lake
- February 10-12: A, B, C Hockey Tournament
- February 16-18: MN 4-H Conference
- February 18: Vintage Drag Races on Green Lake
- February 19: Sno-Skippers All Class Drag Races on Green Lake
- February 25-26: Diamond Edge Figure Skating Show
- March 3: WCER Women's Volleyball Tournament
- March 9-11: Novice Open Bonspiel
- March 17-18: Knights of Columbus Bowling Tournament
- March 17-18: MAGA Division 1-3 Championships
- March 24-25: Knights of Columbus Bowling Tournament

### Advertising:

- Submitted ad for the Mar/Apr issue of AAA Living
- Contracted with MN Explorer for the Spring/Summer, Fall and Winter issues.

### Proposals/Conference Assistance:

- The Willmar Lakes Area was awarded the Legacy Destination Weekend for August 17-19, 2012.
- The Willmar Lakes Area was awarded the Men's EE District Slowpitch Tournament scheduled for July 2012.
- Met with MN Orchestra and Local Steering Committee to discuss and develop schedule/plans for the MN Orchestra visit in May.
- Met with Unity Stamp Co. owners and confirmed Stamping Event for November 1-3, 2012.
- Working with the Mikkelson Collection auctioneer on venue locations for the May auction.
- Working with the organizer for the iPad Conference that will be held in Willmar in May. The CVB will be providing welcome bags, name badges, and registration assistance.
- Working with a group interested in bringing a large concert to the area. Currently in the process of selecting a venue, and working through alcohol sales regulations.
- Assisted the Willmar Curling Club with items for their New Year's Open Bonspiel that was held in January and their Wheelchair Curling Event being held in late January. We provided welcome bags for their Bonspiel attendees. The New Year's Open Bonspiel was a fabulous event and attendees were very pleased with how the event was run, the facility, and the hospitality provided by the organizers and community.
- Assisted the Lakes Area Classic Competition with a variety of items for their January event. The CVB sent mailers to figure skating clubs within 300 miles of Willmar, provided welcome bags, and assisted with registration. The competition doubled in size compared to 2011, and several room nights were generated due to the competition.

- Assisted the Willmar Hockey Association with a variety of items for their upcoming hockey tournaments. They have added several teams to their tournaments and I have worked with them to find accommodations for each team at hotels in Willmar and Spicer. The increase in number of teams is due in part to the mailings the CVB sent to hockey associations within 300 miles of Willmar.
- Assisted MAGA with room blocks for their upcoming Championships in March. We will also be providing welcome bags to their attendees. The Willmar Wings Club is hosting the event at the NL-S High School. Hotel accommodations have been blocked in Spicer, and Willmar.
- Assisted the Dunlap-Czarnetzki wedding with room blocks. This will be a fun wedding on ice that should get a great deal of publicity for the couple, Curling Club, and area.
- Assisted several groups with facility arrangements for smaller day meetings and completed a variety of sales calls.

#### Misc:

- Worked closely with publisher of the Visitor Guide to finalize the production of the 2012 Visitor Guide. Several short runs of the guide of been produced, and the final proof has been sent to the printer. 30,000 guides will be printed and distributed for 2012.
- Visited with several individuals regarding the New London Tourism sign. It is in need of replacement. The sign was put up many years ago by Quick Signs for the Tourism Committee. The cost for us to replace the sign is approximately \$2,500-\$3,000. The goal is to have it replaced by mid-May.
- Attended the Understanding Somali Culture meeting.
- Continue to attend the Spicer Commercial Club meetings for WinterFest.
- Continue to submit weekly fishing reports to Explore Minnesota.
- Continue to market the Willmar Lakes Area on Facebook & Twitter.
- Continue to attend Glacial Ridge Trail Association, Willmar Fests, Public Policy, and CMC meetings.

# City of Willmar, Minnesota Building Inspection Report

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

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20435	1/25/2012	JUAN MENDOZA 1400 Lakeland Drive NE 85	95-980-6250 L 85; B Willmar Regency East Mhp	Mobile Home In/Out Demolition	DEMO 14X70 BLUE-WHITE '73 MARSHFIELD 16415	\$0.00	\$25.00
20479	1/13/2012	HERITAGE BANK 310 1ST Street S UNIT 1	95-305-0010 L 000; B 000 Heritage Plaza, PUC #23	Commercial Add/Alter Commercial/Alteration	REMODEL DRIVE UP TELLER AREA	\$380,005.00	\$960.14
20493	1/20/2012	CITY OF WILLMAR 333 6th Street SW	95-003-4910 L PT OF 8-10; B 42 Original City	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$55,000.00	\$633.50
20499	1/3/2012	DIVINE HOUSE INC 700 Business 71 N	95-495-0015 L PT OF 1; B 1 MKR Addition	Residential Add/Alter Remodel	BATHROOM REMODEL	\$7,200.00	\$195.75
20502	1/4/2012	KENT GJERDE 1312 13TH Street SW	95-690-0930 L 3; B 5 Ramblewood Addition	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,700.00	\$76.45
20503	1/3/2012	FRANCISCO ALARCON REGENCY PARK 401 30th Street NW Lot A-7	95-980-0070 L A-7; B Willmar Regency West Mhp	Mobile Home In/Out Demolition	DEMO - 14X70 BLUE/WHITE '70 NORTHERN #NNW075	\$0.00	\$25.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20504	1/4/2012	CHAD PENDILL 713 Augusta Avenue SE	95-660-0080 L 8; B 1 Perkin's 1st Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,100.00	\$30.55
20505	1/11/2012	WARREN HAGEN 306 Becker Avenue SW	95-003-5220 L PTS. OF 6 & 7; B 44 Original City	Commercial Add/Alter Commercial/Alteration	OPEN WALL/CONSTRU CT HALLWAY	\$1,000.00	\$58.20
20506	1/10/2012	WILLMAR AREA FOOD SHELF 624 Pacific Avenue SW	95-915-2810 L ; B S 15; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INT. REMODEL/ KITCHEN/BATHR OOM	\$22,000.00	\$526.21
20508	1/10/2012	SHANE DRAUSE 313 8TH Street NW	95-003-0150 L 3; B 2 Original City	Residential Add/Alter Residential/Alteration	PROVIDE THERMAL BARRIER IN BSMT.	\$200.00	\$29.50
20509	1/23/2012	MCMILLIANS RERTAURANT 2620 1ST Street S	95-922-8000 L ; B S 22; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INSTALL UL-300 FIRE SUPPRESSION SYSTEM IN HOOD	\$5,395.00	\$187.91
20510	1/9/2012	JAKE PIERSON 900 15th Avenue SW	95-800-0050 L 5; B 1 TerWisscha's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,900.00	\$33.95
20511	1/9/2012	UMEC USA 309 Litchfield Avenue SW	95-003-5150 L PTS. OF 1; B 44 Original City	Move/Raze Demolition	REMOVE SOUTH AND WESTERLY PORTION OF BLDG	\$0.00	\$150.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20512	1/10/2012	KANDIYOHI COUNTY 1801 HIGHWAY #12 E	95-182-1800 L 7 - 12; B 5-8, PTS. OF 9,11,1 Erickson's 2nd Addition	Commercial Add/Alter Reroofing	COMMERCIAL REROOF	\$34,594.64	\$457.05
20513	1/13/2012	JON HUSEBY 1805 3rd Street NE	95-467-1070 L 2; B 2 Lakewood 7th Addition	Residential Add/Alter Drainage system	INSTALL 132' DRAINTILE	\$7,300.00	\$195.80
20514	1/13/2012	CAROL SCHMIESING 411 4TH Street SE	95-740-0210 L 12 & PT OF 11; B 2 Spicer's Addition	Residential Add/Alter Drainage system	INSTALL 103' INTERIOR DRAINTILE	\$10,325.00	\$249.81
20515	1/18/2012	KANDI MALL VISION WORLD 1605 1ST Street S	95-923-8640 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INTERIOR REMODEL FOR VISION WORLD TENANT	\$66,606.00	\$1,156.95
20516	1/18/2012	KRIS BEYER 2405 5TH Avenue SE	95-668-1320 L 12; B 7 Pheasant Run	Residential Add/Alter Residential/Alteration	INSTALL 78' OF INTERIOR DRAINAGE SYSTEM	\$3,705.00	\$124.00
20517	1/20/2012	NORTHERN FACTORY SALES 2701 4TH Avenue SW	95-872-0170 L 7; B 1 Willmar Ind Park 2nd Addn	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 2400 SF OF INTERIOR OFFICE	\$146,000.00	\$1,916.46
20521	1/20/2012	ANNE SCHENDEL 1006 Hill Road SW	95-600-0650 L PTS. OF 5; B 4 Orchard Hill	Residential Add/Alter Residential/Alteration	REMOVE KITCHEN WALL/ INSTALL LVL BEAM	\$1,000.00	\$49.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20524	1/26/2012	QDOBA GRILL 600 19TH Avenue SE	95-841-1010 L 2; B 1 Water View Bus. Park 2nd	Commercial Add/Alter Commercial/Alteration	INSTALL ANSUL R-102 FIRE SUPPRESSION SYSTEM	\$1,025.00	\$62.39
20526	1/25/2012	STEVE CROW 1702 15TH Street SW	95-864-0220 L 22; B 1 West Park 5th Addition	Residential Add/Alter Residential/Alteration	INSTALL RADON MITIGATION SYSTEM	\$1,400.00	\$64.75
20527	1/25/2012	DENNIS WASKUL 802 4TH Street SE	95-180-0030 L 3; B 1 Erickson's Addition	Residential Add/Alter Residential/Alteration	REMODEL KITCHEN/BATHR OOM/DECK/DOO R	\$5,000.00	\$142.15
20528	1/25/2012	TODD AHRENHOLZ 2400 Country Club Drive NE	95-137-0230 L 6; B 4 Country Club Terrace	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$1,000.00	\$49.15
20530	1/25/2012	RONALD WERDER 601 4th Street SW	95-006-1840 L 14 & PT OF 13; B 69 First Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$13,000.00	\$56.50
20531	1/26/2012	GABRIEL HEILING 511 Monongalia Avenue SW	95-006-3700 L PT OF 13 & 14; B 82 First Addition	Residential Add/Alter Finish Basement	FINISH BASEMENT APARTMENT	\$5,000.00	\$142.15
20547	1/30/2012	JERRY MALMGREN 727 9th Street SW	95-006-3240 L 8; B 79 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$18,998.00	\$39.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20548	1/30/2012	JASON KEITH 401 23rd Street SE	95-668-0760 L 6; B 4 Pheasant Run	Residential Add/Alter Residential/Alteration	INSTALL RADON MITIGATION SYSTEM	\$1,125.00	\$56.91
20549	1/27/2012	WILLMAR 10 INVESTORS 1303 1ST Street S	95-923-8530 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INTERIOR TENANT FINISH/ WEST SIDE PHASE 1	\$124,460.00	\$1,732.44
20552	1/30/2012	WILLMAR TEN INVESTORS JON HAEFNER 1303 1ST Street S	95-923-8530 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	TEANAT FINISH /PHASE II	\$20,000.00	\$483.96

Current Year Current Month Totals				30		\$942,038.64	\$9,911.29
Previous Year Current Month Valuation						\$928,968.50	
Current YTD Valuation From 01/01/2012 To 01/31/2012						\$942,038.64	
Previous YTD Valuation						\$928,968.50	

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL  
REGULAR MEETING  
January 3, 2012

Members Present: Loren Luschen, Cathy Johnson, Shirley Lohse, Shirley Hulst, Lori Park-Smith, Carol Laumer, Jim Dokken, Steve Brisendine and LeAnne Freeman

The meeting was called to order at 11:05 am by Chairperson Cathy Johnson.

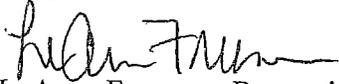
1. **Strategic Planning:** For information only. LeAnne Freeman handed out a draft of the strategic long-range plan for the WCAC that she and the committees have been working on. After meeting with each committee; program, volunteer, marketing & PR and building & finance the goals have been set. LeAnne has started to include the objectives, process and measurements. The committees will continue to finalize strategic long-range plan by March for the City Council approval.
  
2. **Committee Update:**
  - Finance & Building – Loren Luschen reported on the year-end usage of the Center. Loren commented that the Center had a 23% increase in usage, rentals & programs from 2010. He then reported on the finances for the Center. The Center is sitting at 78% of the expenditures and at 113% of revenues received through December 27. The next meeting of the Finance & Building committee will be Tuesday, Jan 17 at 2:30pm.
  - Marketing & P.R. – No report given, committee worked on goals for strategic long-range planning. The next meeting of the Marketing and P.R. will be Tuesday, Jan 17 at 3:00pm at Rice Home Medical.
  - Program – No report given, committee worked on goals for strategic long-range planning. The next meeting of the Program committee will be Monday, Jan 9 at 2:30pm.
  - Volunteer – No report given, committee worked on goals for strategic long-range planning. Next meeting will be Tuesday, Feb 7 at 1:00pm.
  
3. **Maintenance Issues:** Cathy Johnson started the discussion asking Mr. Dokken why the council voted no to hiring a maintenance person, and explained that the WCAC board concerns are about how the building will be kept clean. Mr. Dokken explained about how much time would be needed to accomplish the cleaning at the Center and other locations on a daily and weekly basis. Discussion concerns included; flexibility, who will cover what the vendors are not contracted to clean, who will supervise these vendors, and was a maintenance person position built into the 2012 budget. After a lengthy discussion the building and finance committee at their next meeting will look at what won't be covered in the vendor's agreement and come up with how many more hours are needed to keep the building clean.

4. Miscellaneous:

- a. Next meeting date: Tuesday, February 7

As there was no further business, the meeting adjourned at 12:02pm

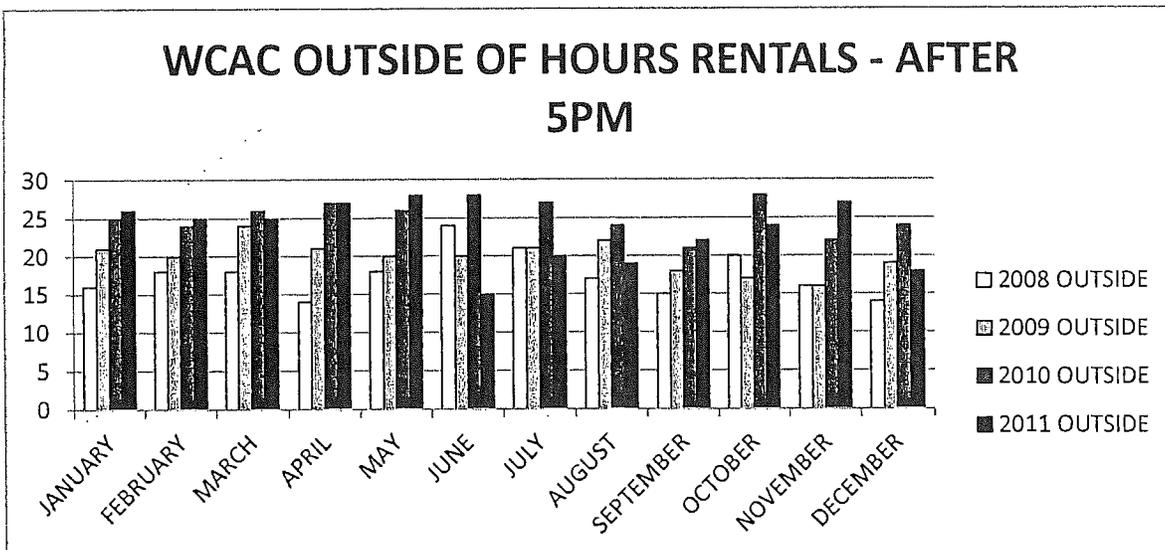
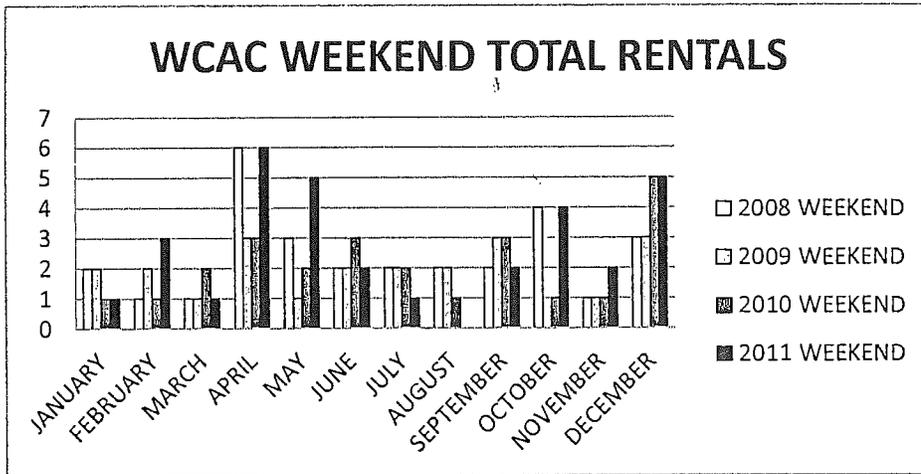
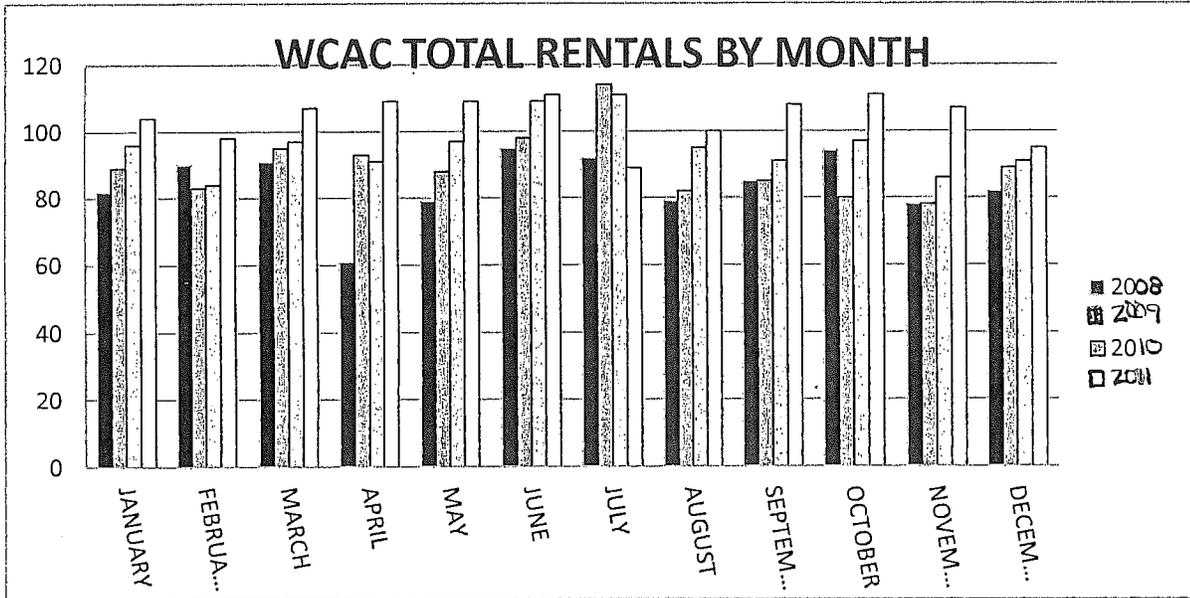
Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

WILLMAR COMMUNITY & ACTIVITY CENTER

2011 YEAR END BUILDING USAGE



**BOARD OF ZONING APPEALS  
CITY OF WILLMAR, MN  
MONDAY, JANUARY 23, 2012**

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Monday, January 23, 2012 at 5:00 p.m. at the City Office Building.

\*\* Members Present: Ross Magnuson, Jeff Sawyer, Larry Brown, Beverly Dougherty, Mark Suedbeck, Robbert Stone, and Luis Estrada.

\*\* Members Absent:

\*\* Others Present: Steve Harberts, David Zenk, Kathleen Zenk, Tom Anderson, and Megan M. Sauer- Planner.

2. REORGANIZATION: Mr. Suedbeck made a motion, seconded by Mr. Brown to nominate Mr. Magnuson as Chair and Mr. Sawyer as Vice Chair.

The motion carried.

3. HARBERTS PARKING SETBACK/SPACES VARIANCE- FILE NO. 12-1: The public hearing opened at 5:01p.m. Steve Harberts presented his request to construct additional parking at a 0' setback on the south side of the property (along Grace Ave. SW) AND six parking spots for an ice cream shop on property described as: Lot 7 excluding the east 6' and south 10' of Lot 6 excluding the easterly 6' thereof, Block 17, Hanson's Addition to Willmar (924 1<sup>st</sup> St. S.). Mr. Harberts explained that due to the odd shaped small lot and bigger existing building, parking expansion is greatly limited. He hopes to widen the curb cut and add one stall on the north side of the existing parking pad and one parking stall on the south side of the existing parking pad. The south side of the parking lot would then be right up to the property line whereas the Zoning Ordinance requires 10' setback. Based off of the kitchen and dining area of the proposed ice cream shop, nine parking spaces would be required.

Tom Anderson, property owner to the north stated he supports the request as he does not want the ice cream shop clientele to use his property for parking.

With no further comments from the public the hearing was closed at 5:10 p.m.

The Board of Zoning Appeals reviewed and discussed staff comments (see Attachment A).

Mr. Suedbeck made a motion, seconded by Ms. Dougherty, to approve the variance as requested for a 0' parking setback on the south side of the property and to permit a total of six off-street parking spaces.

The reasoning the Board used for approval is that there have been similar requests for nearby properties and the precedent has been set. And, the site is so tight and small that the variance is necessary to allow for business growth at existing sites as per the Comprehensive Plan.

The motion carried.

4. There being no further business to come before the Commission, the meeting adjourned at 5:15 p.m.

Respectfully submitted,



Megan M. Sauer, AICP  
Planner/Airport Manager

**BOARD OF ZONING APPEALS- JANUARY 23, 2012**

***STAFF COMMENTS***

1. HARBERTS PARKING SETBACK/SPACES VARIANCE- FILE NO. 12-01:

- The applicant is Steve Harberts of Maplewood, MN.
- The applicant is requesting construction of additional parking at a 0' setback on the south side of the property (along Grace Ave. SW) AND six parking spots for an ice cream shop on property described as: Lots 7 excluding the east 6' and south 10' of Lot 6 excluding the easterly 6' thereof, Block 17, Hanson's Addition to Willmar (924 1<sup>st</sup> St. S.)
- The Zoning Ordinance stipulates all parking and drive lanes shall be a minimum of 10' setback from side and rear property lines on commercially zoned properties.
- Based off of the proposed dining and kitchen area of the ice cream shop, 9 parking spaces would be required.
- The applicant wishes to widen the curb cut from 36 feet to 42 feet. The curb cut sizing is at the discretion of the City Engineer.
- Other residentially sized commercial lots along the 1<sup>st</sup> St. commercial corridor have had similar parking setback variances granted based on the retrofit of undersized lots to accommodate commercial infill development.

RECOMMENDATION: Review variance standards in Section 9.D.3.a.1-4 to see if there are any special circumstances or hardships.

**CER JOINT POWERS BOARD MEETING  
JANUARY 27, 2012**

**Members Present:** Eric Banks, Chris Bennett, Dan Croonquist, Dan Halldin, Jill James, Patti Johnson, Tim Johnson, Mike Miller, Bonnie Pehrson, Rachel Smith, Deb Zinda Hanson

**Staff Present:** Steve Brisendine, Rob Baumgarn, Brad Bonk, Kevin Madsen, Tammy Rudningen, Becky Sorenson

**Guest Present:** Dave Baker

Chris Bennett opened the meeting with introductions. New member Mike Miller was welcomed to the Board.

Dave Baker presented a request to use Robbins Island as the location for a rib or wing fest event. Six to eight individuals or groups would be invited to showcase their ribs/wings in a competition. A fenced in beer garden along with the showmobile for the bands would be placed in the area of the beach parking lot. Plans are to charge an entrance fee to attendees, leaving the beach area open to the general public. He stated that he expects attendance numbers between 500-1000. The open soccer area would need to be used as parking. Overflow parking could be at the Community Center. In the event that overflow parking was needed, they would have a crossing guard to assist in safe crossing of Highway 71. Eric Banks made a motion to accept the proposal. Bonnie Pehrson seconded the motion. The motion carried.

Kevin Madsen and Mike Miller presented the request to serve liquor at the BonSpiel Tournament. The hours of the tournament are 5 pm to midnight Friday, 8 am to midnight Saturday and 8 am to noon on Sunday, March 9-11. After some discussion, Dan Croonquist made a motion to recommend the proposal for sale of liquor at the BonSpiel Tournament. Jill James seconded. The motion carried.

Eagles Landing Park – At the last City Council meeting, the City was approved to purchase land in foreclosure in the Eagles Landing area. The majority of the land is wetland. There is a parcel of land next to the wetland that would be ideal for a park. Should the owners of that land be approached with regard to selling the land for a park? Steve Brisendine stated there is a decided lack of park facilities in that area. After some discussion, the general consensus of the Board was to approach the owners to see if they are willing to sell the land for a park.

The next topic for discussion was a continuation of the budget discussion from the last meeting. Steve brought the Board up to date on some of the ways our fund balance has been spent to make sure the budget stays within the 25% fund balance limit created by the state.

**JOINT POWERS BOARD MEETING**  
**JANUARY 27, 2012, PAGE 2**

\$8,000 Maintenance and upgrades have been done to the high school baseball field.

CER used \$5,000 to cover the cost of a police officer for the DARE program.

CER purchased \$4,000 of online advertising from the WC Tribune.

A newer driver's education car has been purchased (with trade-in the cost was about \$5,600). The new vehicle has 8,000 miles versus 80,000 for the previous vehicle.

iPads have been purchased in line with the School District's recommendation for the upgrade in technology. With the second wave of purchases taking place this spring \$5,000 will have been spent on iPad technology.

New football helmets have been ordered for the 5<sup>th</sup> & 6<sup>th</sup> grade program and the 7<sup>th</sup> & 8<sup>th</sup> grade program of which CER will be paying \$12,000.

So far, about \$70,000 to \$75,000 of the \$100,000 targeted for expenditures has been spent.

Jill James asked about the results of our advertising on the Tribune's website. Brad stated it was a little too soon to tell but he thought it was a good idea. He mentioned that Community Ed & Rec has been approved by the District Office to have our own Face Book page. Brad has created the page and it will be active soon.

Steve stated he would be gone on February 24 which is the next scheduled meeting. He asked if everyone was okay with keeping the meeting date or if the meeting should be rescheduled for March 2. Everyone agreed to keep the meeting on February 24. CER staff will be present to facilitate the meeting.

Steve asked if anyone had any questions or information they wanted to talk about. Bonnie Pehrson asked about the status of signage on the bike trails. Brad responded that would be done when everything was more complete with regards to improvements and connections. He has a Legacy Dollars meeting next week to discuss grant money for trail upgrades.

Steve mentioned that Jim Nicholson was hosting a workshop today for ABE instructors throughout the area focusing on technology programming.

Steve talked about the Governor's Council who was in Willmar on January 17, visiting Jefferson and getting more info on early childhood programs. They were very impressed with the quality of the offerings and the smooth way the different organizations collaborated together.

As there was no further business, the meeting adjourned. Next meeting is February 24.

**Minnesota Lawful Gambling**  
**LG220 Application for Exempt Permit**

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

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

ORGANIZATION INFORMATION		Check #	\$
Organization name <b>Willmar Sertoma Club</b>		Previous gambling permit number <b>X-34006-11-001</b>	
Minnesota tax ID number, if any	Federal employer ID number, if any <b>41-1468632</b>		
<b>Type of nonprofit organization.</b> Check one. <input checked="" type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input type="checkbox"/> Other nonprofit organization			
Mailing address <b>PO Box 134</b>	City <b>Willmar</b>	State <b>MN</b>	Zip Code <b>56201</b> County <b>Kandiyohi</b>
Name of chief executive officer (CEO) <b>Todd Kleinhuizen</b>	Daytime phone number <b>320-235-2000</b>	Email address <b>toddkleinhuizen@jmsklaw.com</b>	
<b>Attach a copy of ONE of the following for proof of nonprofit status.</b> Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.			
<input checked="" type="checkbox"/> <b>Nonprofit Articles of Incorporation OR a current Certificate of Good Standing .</b> Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803			
<input type="checkbox"/> <b>IRS income tax exemption [501(c)] letter in your organization's name.</b> 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.			
<input type="checkbox"/> <b>IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)</b> 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.			
GAMBLING PREMISES INFORMATION			
Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place. <b>Green Mill Restaurant</b>			
Address (do not use PO box) <b>2100 E. Highway 12</b>		City or township <b>Willmar</b>	Zip Code <b>56201</b> County <b>Kandiyohi</b>
Date(s) of activity (for raffles, indicate the date of the drawing) <b>March 1, 2012</b>			
Check the box or boxes that indicate the type of gambling activity your organization will conduct:			
Bingo*	<input checked="" type="checkbox"/> Raffles	Paddlewheels*	Pull-Tabs*    Tipboards*
* <b>Gambling equipment</b> for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.  To find a licensed distributor, go to <a href="http://www.gcb.state.mn.us">www.gcb.state.mn.us</a> and click on List of Licensed Distributors, or call 651-639-4000.			

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

If the gambling premises is within city limits, a city official must check the action that the city is taking on this application and sign the application.

- 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 Willmar

On behalf of the city, I acknowledge this application.  
Signature of city personnel receiving application

*[Handwritten Signature]*

Title City Clerk Treasurer Date 1-13-2012

If the gambling premises is located in a township, a county official must check the action that the county is taking on this application and sign the application. A township official is not required to sign the application.

- 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 \_\_\_\_\_

On behalf of the county, I acknowledge this application.  
Signature of county personnel receiving application

Title \_\_\_\_\_ Date \_\_\_\_\_

**(Optional) TOWNSHIP:** 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 [Minnesota Statute 349.166]]

Print township name \_\_\_\_\_

Signature of township official acknowledging application

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

Print form and have CEO sign

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

Chief executive officer's signature *[Handwritten Signature]* Date \_\_\_\_\_

**Complete a separate application for each gambling event:**

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

**Send application with:**

- a copy of your proof of nonprofit status, and
  - application fee for each event
- Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

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

**Questions?**

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

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 your organization's 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.

**Reset Form**

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name: Willmar Sertoma Club

Date filed: 5/3/1983

File Number: W-37

Minnesota Statutes, Chapter: 317A

Home Jurisdiction: Minnesota

This certificate reflects data thru: 11/02/2011

This certificate has been issued on: 01/10/2012



*Mark Ritchie*

Mark Ritchie  
Secretary of State  
State of Minnesota

**FINANCE COMMITTEE REPORT  
CITY OF WILLMAR  
MONDAY, JANUARY 23, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, January 23, 2012, in Conference Room #1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

Others present included Jill Bengtson, Willmar HRA; Mark Moorhouse, Dominion Management Services; Frank Hogan, Dougherty & Company; and Carol Gluth, Accounting Supervisor.

**Item No. 1 – Fire Department Donation ( Resolution )**

City Finance Director Okins informed the Committee that the Fire Department has received a donation of \$50 from Elaine Doney. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson, and passed to make the following:

RECOMMENDATION: to introduce a resolution accepting the donation of \$50 from Elaine Doney and to send a letter of appreciation.

**Item No. 2 – Rice Memorial Hospital Refunding Bond Rating Discussion ( Information )**

Staff informed the Committee that it is anticipated Moody's will be issuing a notification shortly that the City's Bond Rating of Aa2 will remain intact after the recent Hospital Refunding Bond issue. This matter was for information only.

**Item No. 3 – Investment Policy Annual Review ( Motion )**

Staff presented the City of Willmar Investment Policy to the Committee for its annual review. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to make a motion approving the existing Investment Policy.

Council Member Dokken arrived at this time.

**Item No. 4 – Willmar/Kandiyohi County Conduit Financing Request – Dominion Development Project ( Information )**

Staff presented to the Committee an Application For Tax-Exempt Financing from Dominion for \$13.948 million of tax-exempt bonds to finance the acquisition and rehabilitation of Eagle Ridge, Somerset and Waters Edge Apartments. Mark Moorhouse of Dominion provided a brief overview of these three complexes and the proposed plan for financing and

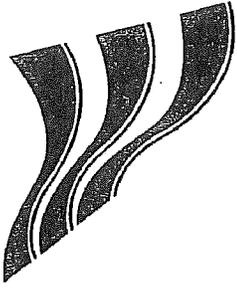
provided a brief overview of these three complexes and the proposed plan for financing and rehabilitation. Part of this project would be to upgrade housing for low and moderate income families and part would be for acquisition of the properties. The HRA Board has already approved this project and it is required that the City approve the issuance of bonds by the HRA. It was noted that these Conduit Tax-Exempt Revenue Bonds are secured by revenue from the project and there is no obligation for the City or HRA to repay the bonds. Further, these bonds will not be considered a debt or indebtedness of the Willmar HRA or the City of Willmar and will not affect general credit. This matter was taken for information and referred to staff to review by the next Finance Committee meeting scheduled for February 13, 2012.

There being no further business to come before the Committee, the meeting was adjourned at 5:22 p.m. upon motion by Council Member Fagerlie, seconded by Council Member Johnson, and carried.

Respectfully submitted,



Carol Gluth  
Accounting Supervisor



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

**Agenda Item Number:** \_\_\_\_\_

**Meeting Date:** January 23, 2012

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** February 6, 2012

- Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** Fire

**Action Requested:**

Accept a \$50 donation to the Fire Department and adjust the 2012 operating budget accordingly.

**Guiding Principle:**

Notification to Council of donation received.

**Introduction:**

The Willmar Fire Department has received a donation of \$50 from Ms. Elaine Doney.

**Background/Justification:**

The Willmar Fire Department has received a \$50 donation from Ms. Elaine Doney. Staff asks Council to accept this donation and have the Fire Department's 2012 operating budget adjusted accordingly.

**Fiscal Impact:** Adjust the Fire Department 2012 operating budget by \$50

**Alternatives:** N/A

**Staff Recommendation:** Accept the donation and adjust the Fire Department 2012 operating budget accordingly.

**Reviewed by:**

**Preparer:** Marv Calvin, Fire Chief

**Signature:**

**Comments:**

ELAINE M DONEY 02-98  
629 RICHLAND AVE SW 235-6278  
WILLMAR, MN 56201-5167

5554

17-1/910 957  
4271528569

1-4-2012  
Date

Pay to the  
Order of

Fire Dept

\$ 50.00

Fifty & no/100

Dollars



For Thank You

Elaine Doney

⑆091000019⑆ 4271528569⑈ 05554

# CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995  
Revised: January 13, 1997  
Revised: January 21, 1998  
Revised: February 3, 1999  
Revised: January 24, 2000  
Revised: January 6, 2002  
Revised: December 15, 2003  
Revised: March 16, 2009  
Revised: September 20, 2010  
Revised: March 7, 2011

## 1.0 Policy:

It is the policy of the City of Willmar to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

## 2.0 Scope:

This investment policy applies to all financial assets of the City of Willmar. These funds are accounted for the City's **Annual Financial Report** and include:

### 2.1 **Funds:**

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 General Debt Service Funds:

2.1.4 Capital Projects Funds:

2.1.5 Enterprise Funds:

2.1.6 Internal Service Funds:

2.1.7 Trust and Agency Funds

## 3.0 Prudence:

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### 4.0 **Objective:**

The primary objectives, in priority order, of the City of Willmar investment activities shall be:

4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willmar be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 **Liquidity:** The City of Willmar investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 **Return on Investments:** The City of Willmar investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

#### 5.0 **Delegation of Authority:**

Authority to manage the City of Willmar's investment program is derived from trading resolutions and Minnesota statutes. Management responsibility for the investment program is hereby delegated to the City Clerk-Treasurer, who shall establish written procedures for the operation of the investment program

consistent with this investment policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to person responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Clerk-Treasurer. The City Clerk-Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### 6.0 **Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Willmar, particularly with regard to the time of purchases and sales.

#### 7.0 **Authorized Financial Dealers and Institutions:**

The City Clerk-Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved

security **broker/dealers** selected by credit worthiness who are authorized to provide investment services in the State of Minnesota. These may include “**primary**” **dealers** or regional dealers that qualify under **Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule)**. No public deposit shall be made except in a **qualified public depository** as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Clerk-Treasurer with a **Notification to Broker and Certification by Broker** pursuant to Minnesota Statute 118A.04.

#### **8.0 Authorized and Suitable Investments**

Minnesota Statutes, Section 118A.04, Subdivision 1 through Subdivision 7, lists all permissible investments for municipalities. This list established the maximum investments risk permitted for a Minnesota municipality. The City of Willmar will not authorize its employees to invest in all of these investments, staying consistent with its number one priority of safety of capital. The following are investments the City will be authorized to invest in:

**8.1 Government Securities:** Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies and instrumentalities, with the principal fully guaranteed by the U.S. government or its agencies. The City will not invest in any mortgage or mortgage related security unless a return of

principal is completely guaranteed by a federal entity.

**8.2 Certificate of Deposit:** A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$100,000 by the Federal Deposit Insurance Corporation (FDIC). (See 9.0 “Collateralization”)

**8.3 Repurchase Agreement:** An investment which consists of two simultaneous transactions, where the City purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

**8.4 Prime Commercial Paper:** An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for maturity specified by the purchaser. The City will only invest in commercial paper that has the highest rating of two (2) of the three (3) rating agencies.

**8.5** Any security which is a **general obligation of the State of Minnesota** or any of its municipalities.

**8.6 Bankers Acceptances** of United States banks eligible for purchase by the Federal Reserve System.

**8.7 Investment Pools:** Governmental sponsored pools and money market mutual funds are allowable short-term cash management facilities. These pools/funds can provide safety, liquidity and yield in a single investment

instrument. However, the City will follow due diligence standard which applies to the use of pools/funds. A thorough investigation of the pool/fund is required prior to investing. Currently the City uses the Minnesota Money Market Mutual Fund (4M) sponsored by the League of Minnesota Cities.

**8.8 Mutual Funds:** Shares of an investment company registered under the Federal Investment Company Act of 1940, whose shares are registered under the Federal Securities Act of 1933 whose portfolio consists of direct obligations or are guaranteed issued of the United States, its agencies or instrumentalities. *Effective January 1, 1997, mutual funds will be limited to funds held as of December 31, 1996, or a funds whose portfolio consists of the aforementioned obligations with a maturity of thirteen (13) months or shorter. Reinvestment of dividends paid from a fund holding obligation maturing beyond thirteen months will be prohibited.* Generally speaking, participation in this investment type shall maintain a target balance of 15-20% of the portfolio and staff shall exercise discretion in setting mutual fund investment levels given market conditions and cash flow projections.

Investing in mutual funds is deemed long term and local restrictions therefore, prohibit the purchase of shares from any **general debt service fund** or any other city funds anticipating investment proceeds within a 36 month period and forcing the liquidation of shares in an unfavorable market.

#### **9.0 Collateralization:**

Collateralization will be required on two types of investments: certificates of deposit where the par value exceeds the Federal Deposit Insurance Corporation (FDIC) coverage limit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 10 percent more than the amount on deposit at the close of the financial institution's banking day, except when the collateral is irrevocable standby letters of credit issued by Federal Reserve Banks. In that case, the amount of collateral must be at least equal the amount of deposit.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement or physically remitted to the City. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

#### **10.0 Safekeeping and Custody:**

All security transactions entered into by the City of Willmar shall be held in safekeeping by the respective investment dealer on behalf of the City of Willmar and evidenced by safekeeping receipts. Each investment dealer must provide evidence to the City of possessing customer account insurance protection of \$500,000 from Securities Investor Protection Corporation (SIPC) plus other insurance totaling at a minimum \$10,000,000 per account.

#### **11.0 Diversification:**

The City will diversify its investments by security type and institution. No more than **40%** of the City's total deposits will

be invested in a single security type or with a single financial institution or broker/dealer on the day of purchase.

#### 12.0 Maximum Maturities:

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from date of purchase. Funds dedicated to capital projects anticipated to be completed within one year shall not be invested in instruments maturing beyond one year. Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

#### 13.0 Internal Control:

The development of a system of internal controls shall be established by the City Clerk-Treasurer.

The City Clerk-Treasurer shall assist in an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

#### 14.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 **Market Yield (Benchmark):** The City's investment strategy is active and

mildly aggressive, yet it always yields to the objective of safety of principal. Given this strategy, the basis used by the City Clerk-Treasurer to determine whether market yields are being achieved shall be the annual goal of one and one-half (1 ½) percent above the annualized earnings at the Fed Funds rate during the year.

#### 15.0 Reporting:

The Finance Director shall provide to the City Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report should include comments on the markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value and Market Value

#### 16.0 Investment Policy Adoption:

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed annually by the Finance Committee and any modifications made thereto must be approved by the City Council.

# *Dominium Overview*

Founded in 1972 by David Brierton and Jack Safar, Dominium is one of the largest and fastest growing apartment development and management companies in the Midwest. Created as a family of companies (Dominium Development & Acquisition, LLC / Dominium Management Services, Inc.), Dominium utilizes a variety of real estate disciplines throughout the development and acquisition process. Dominium has grown substantially over the past several years by becoming a leader in the real estate industry. Since 1991, Dominium has grown from a company with 3,000 apartment units to a company that now owns over 19,000 apartment units. This growth is credited to the company's ability to adapt to an ever-changing real estate market.

- Dominium has been providing development, property management and consulting services since 1972.
- Dominium Development & Acquisition, LLC, was founded in 1999 by David Brierton, Jack Safar, Armand Brachman, and Paul Sween. The company was spun off of the existing management company and focuses solely on the acquisition and development of apartment properties.
- Headquartered in Minneapolis, Minnesota, Dominium Management Services, Inc. has several additional regional offices across the United States dedicated to management support of its properties.
- The Dominium family of companies boasts a professional staff of over 700 employees across the nation.

Dominium Development & Acquisition, LLC, has been highlighted in numerous publications as a innovative and creative privately-owned development firm.

*Dominium Development & Acquisition, LLC*  
*Crafting Innovative Solutions to Meet*  
*Challenging Development Needs*

Dominium is a Minneapolis-based owner, developer and manager of multi-family rental properties with a solid reputation for innovative, creative approaches to development assignments. During its 35 plus year history, Dominium has built a strong reputation as a creative problem solver, taking on unique development assignments.

With more than 20,000 owned or managed apartment units in 19 states, Dominium is a proven leader in creating effective, long-term solutions for rental-housing needs in communities nationwide.

**One Solution Won't Solve Every Problem**

At Dominium, we know that every community is different. That's why we approach every potential project with an attention to detail and creative focus you won't find at other firms. Our expert team works to fully explore a diverse range of options and potential solutions.

Working from a strong knowledge base, we customize solutions to meet each community's unique needs. Relying on a deep range of experience, talent and creative thinking, we're willing to work on challenging projects because we believe that we can get the job done. We strive to serve as long-term owners and managers, focusing not on short-term profits, but on helping people and improving the places they live.

From market analysis, site selection, financing, redevelopment, design and construction, to marketing and management, we have experience in every facet of multi-family real estate development. We work to develop and fund each property based on the specific needs of the community and the individual property. We work with you to create financially sound properties that generate successful results.

As our track record shows, we have a strong legacy of solving community rental-housing issues through our creative approach, deep knowledge base and persistent attention to detail.

**Proven Successes – A Cut Above the Rest**

At Dominium, our experienced development team relishes the challenge of a new project. Put simply, we thrive on the opportunity to generate and implement creative ideas to help communities create strong, successful housing outcomes. We work tirelessly to help you meet your goals. Find out more online at [www.dominiuminc.com](http://www.dominiuminc.com).

APPLICATION FOR  
TAX-EXEMPT FINANCING

(Commercial, Industrial, Private Education or Health Care)

1.

- a. Business Name: Willmar Leased Housing Associates IV, Limited Partnership
- b. Business Address: 2905 Northwest Blvd, Ste 150 – Plymouth, MN 55441
- c. Business Form: Limited Partnership
- d. Authorized Representative: Paul Sween
- e. Principal contact person and telephone number: Ron Mehl; 763-354-5656

2. PURPOSE OF REQUESTED FINANCING:

- a. New Facility (describe): N/A
- b. Expansion (describe): \$15,000 per unit (est.) rehab. of 144 apartment units
- c. Refunding (attach explanatory letter): N/A

3. GIVE BRIEF DESCRIPTION OF NATURE OF BUSINESS, PRINCIPAL PRODUCTS, ETC.: Dominion is a multifamily owner/operator with 196 properties totaling more than 20,000 units in 19 states.

4. ESTIMATED PROJECT COSTS: (Not required for refunding)

Land <sup>1</sup>	\$ 1,440,000
Building	8,712,000
Equipment <sup>2</sup>	648,000
Architectural, Engineering	136,900
Costs of Issuance	182,240
Capitalized Interest, including discount	416,051
Other <sup>3</sup>	6,511,574

Total Financing Requested                      \$ 13,948,000

<sup>1</sup> Includes \$360,000 for land and \$1,080,000 for current improvements to said land.

<sup>2</sup> Represents the current value of personal property at the three properties

<sup>3</sup> Includes estimated costs including: construction, professional services, tax credit and development fees, required cash reserve accounts, seller note paydown, and closing costs

5. AMOUNT OF FINANCING REQUESTED: \$ 13,948,000 (77% of project costs)

6. TYPE OF FINANCING PROPOSED:

Bonds \_\_\_\_\_ Tax Exempt Mortgage X

Expected Term of Financing: 15 Years

Security:

Mortgage X

Letter of Credit \_\_\_\_\_

Guaranty (third party) \_\_\_\_\_

Guaranty (personal) X (during construction/lease up period)

Unsecured \_\_\_\_\_

Other (specify) \_\_\_\_\_

7. BUSINESS PROFILE: (Not required for refunding)

a. Is the business located in the City of Willmar now? Yes

b. Number of employees in City:

1) Before this project: 4

2) After this project: 4

c. Approximate annual sales: N/A

d. Length of time in business: Since 1972

Length of time in business in City: Since 1993

e. Do you have plants in other locations? If so, where? Dominion owns/manages 196 properties in 19 states totaling more than 20,000 units.

8. NAMES OF:

a. Underwriter (name and contact person): Frank Hogan, Dougherty & Company LLC

b. Corporate Counsel: John Stern, Winthrop & Weinstine

c. Underwriter's Counsel: John Stern, Winthrop & Weinstine

9. WHAT IS YOUR TARGET DATE FOR:

- a. Construction start: 3/16/2012
- b. Construction completion: 12/16/2012

10. Attachments:

- a. Project description: Please see additional attachments of project description and financials/projections.
- b. Necessary State or Federal approvals, together with required attachments
- c. Initial application fee – To be provided
- d. Indemnification Letter of Agreement

I certify that the information provided above contains no misrepresentations, omissions or concealments of material facts and that the information given is true and complete to the best of my knowledge. I have been furnished a copy of the Procedure for Application to the City of Willmar Housing and Redevelopment Authority for Private Activity Revenue Bond Financing and is aware of its content and agree to be bound by its terms and the terms of the indemnification letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



OPERATING EXPENSES

51.9% of Gross (Annual)

TOTAL PROJECT COST:	\$ 18,100,000	DEVELOPER EQUITY:	\$ 694,812
DEBT SERVICE:	\$ 491,090	*HARD COSTS:	\$ 10,960,000
LAND VALUE:	\$ 360,000	SOFT COSTS:	\$ 5,200,000

\*(Hard Costs are all project costs the IRS has determined to be eligible items for depreciation.)

ANTICIPATED INTEREST RATES:	AMORTIZATION SCHEDULE:
5.85%	30-Year Amortization Schedule

If the project were conventionally financed, what interest rate would you expect to pay?

6.75%

DEPRECIATION METHOD:

SALES ASSUMPTION:

Years: 40 years for real property.

How many years do you plan to hold the property before you sell? 20 Years. At what percent do you feel the value of the project will appreciate? 4% per year.

Type: Straight Line

Amount of Total Basis: \$ 12,520,000

EQUIPMENT:

\$648,000 of project cost is for equipment (e.g., washers/dryers).

ANTICIPATED INCREASES:

Revenue: 2.5% per year

Expenses: 3.0% per year

ANTICIPATED VACANCY RATE:

First Year: 5.00%

After First Year: 5.00%

CONSTRUCTION SCHEDULE

Anticipated construction commencement date: March 16, 2012

Anticipated construction completion date: December 16, 2012

ADDITIONAL INFORMATION:

Waters Edge, Eagle Ridge, and Somerset are three separate properties that will be rolled up into one partnership. This will help to provide substantial cost savings on the financial side of the transaction which will enable us to put more money towards the physical rehabilitation of the properties and the actual units.

I certify that the information provided above contains no misrepresentations, omissions or concealments of material facts and that the information given is true and complete to the best of my knowledge. I have been furnished a copy of the Procedure for Application to the City of Willmar Housing Redevelopment Authority for Private Activity Revenue Bond Financing and is aware of its content and agree to be bound by its terms and the terms of the indemnification letter.

Signature

Date

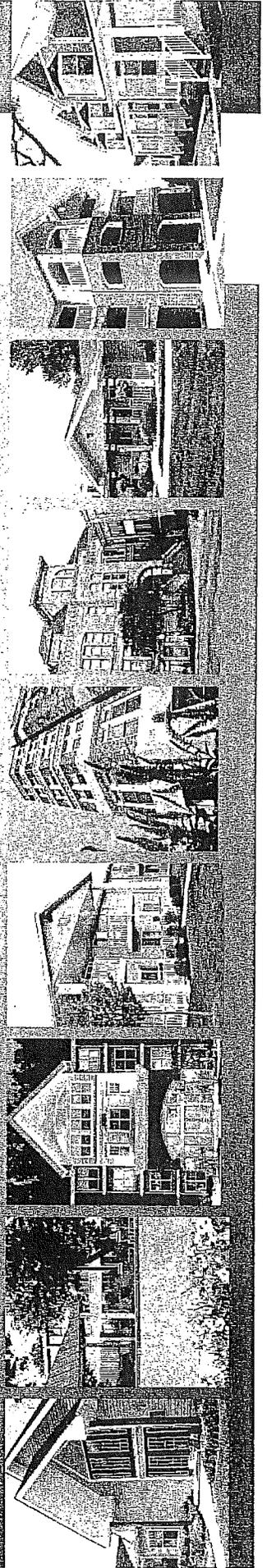
Senior Developer

Title



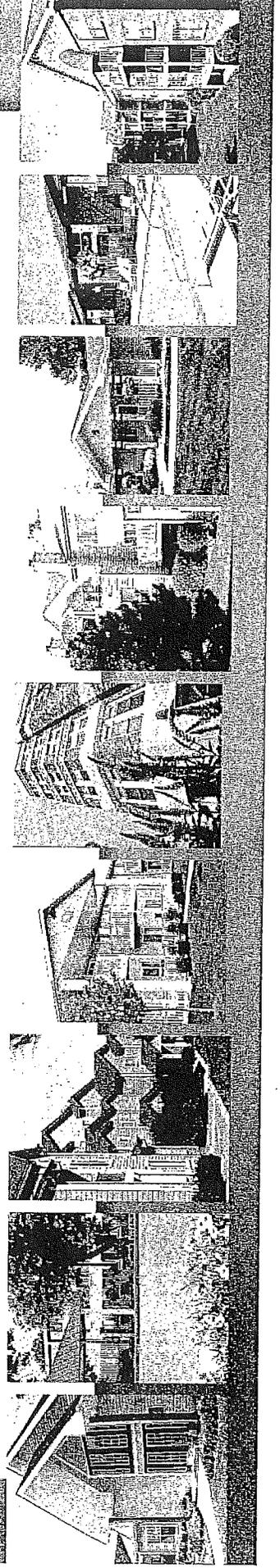
Presentation to the  
**City of Willmar, Minnesota**

Willmar HRA Bond Financing  
Rehabilitation of Multifamily



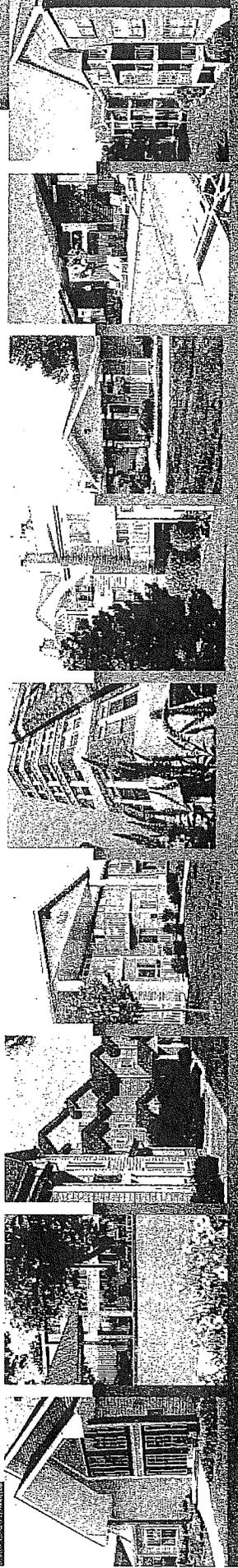
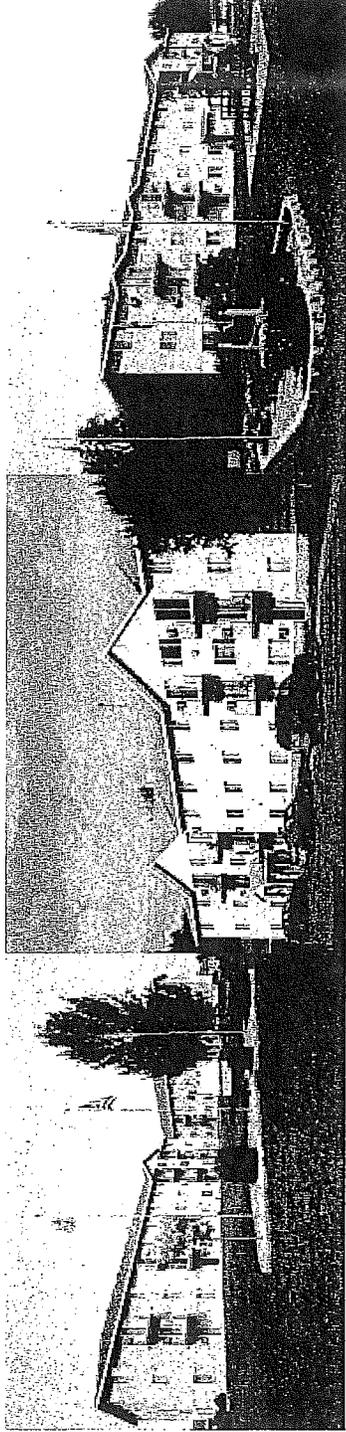
# History - Dominionium

- Founded in 1972 with 40 years of experience
- Rental House Owner, Manager, Developer
- 23,400 units owned and managed
- Long term investment philosophy
- Track record of success throughout Minnesota
- Involved in ownership of rental housing in Willmar since 1996



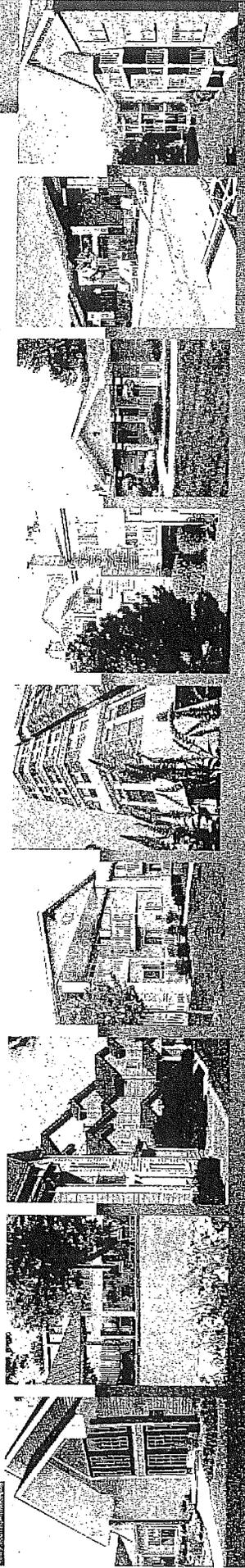
# History - Willmar

- Acquired Somerset Apartments, Waters Edge, and Eagle Ridge in 1997
  - 144 units built in 1992, 1993, & 1995
  - Substantial renovation proposed
  - \$16,500 per unit in improvements
  - Originally constructed with a 30 year land use restriction affecting the properties, the last of which ends in 2025



# Proposed Plan of Finance

- Willmar Housing & Redevelopment Authority will Issue Conduit Tax-exempt Revenue Bonds
- Federal Law allows tax-exempt bond issuance for affordable housing projects if proceeds used for both acquisition and rehabilitation of the project
- State of Minnesota gives bonding authority to the HRA
- Federal tax law requires that the City approve issuance of bonds by the HRA
- Housing Tax Credits will be sold to provide equity capital
- Bonds are not considered a debt or indebtedness of the issuing authority or city or charge against the general credit
- Excellent opportunity to improve the physical condition and appearance of the properties
- Preservation of existing Affordable Housing
- Bonds secured by revenue from project, no City/HRA obligation to pay bonds



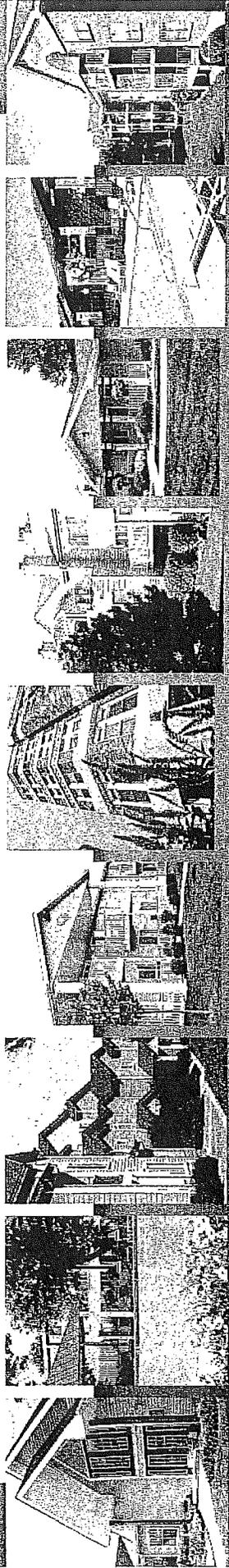
# Proposed Rehabilitation

- **Site**
  - Landscaping
  - Recreation Areas
  - Parking Lot/Sidewalk Repair
  - Concrete Work
- **Buildings**
  - Clubhouse/Leasing Office
  - Roof/garage replacement
  - Camera Monitoring System
  - Lighting/Signage Improvements
- **Interiors**
  - Substantial Kitchen & Bath Upgrades
  - Carpet/Vinyl Flooring Replacement
  - Other Unit Renovation as Needed
  - Kitchen Appliance Upgrades

	<u># Units</u>	<u>% of Total</u>	<u>Average SF</u>
1 Bedroom	12	8%	669
2 Bedroom	94	65%	859
3 Bedroom	38	26%	1,167
<b>Totals</b>	<b>144</b>	<b>100%</b>	<b>924</b>



DOMINIUM



# Tenant Profile

- Resident affordability requirements

  - 60% of area median income (AMI)

  - **60% AMI in Kandiyohi County is:**

    - \$31,200 for a family of 2
    - \$39,000 for a family of 4
    - \$42,120 for a family of 5

  - **The 60% Maximum Rent is:**

    - \$731 for a 1 bedroom
    - \$877 for a 2 bedroom
    - \$1,014 for a 3 bedroom

  - **The Proposed Rents Are:**

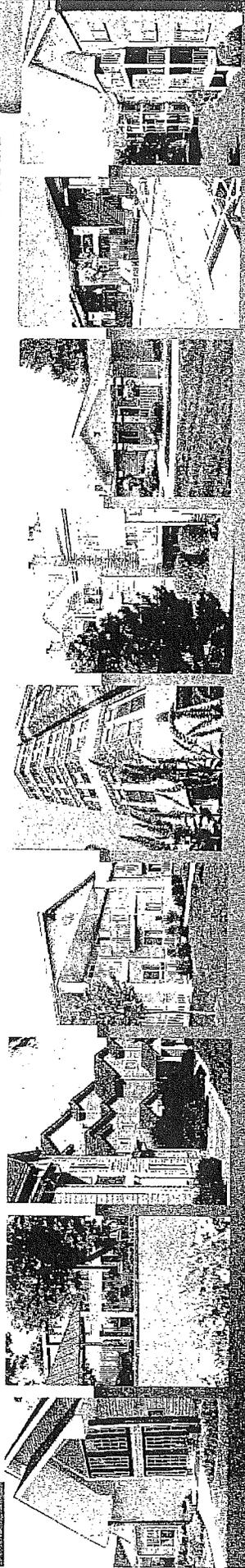
    - \$645 for a 1 bedroom
    - \$727 for a 2 bedroom
    - \$829 for a 3 bedroom

- Tenant Selection Process

  - Third party: Credit, Criminal and Rental History Reports for all residents
  - Typical residents to include teachers, entry level workers, retail, manufacturing, construction, and agricultural workers



DOMINIUM

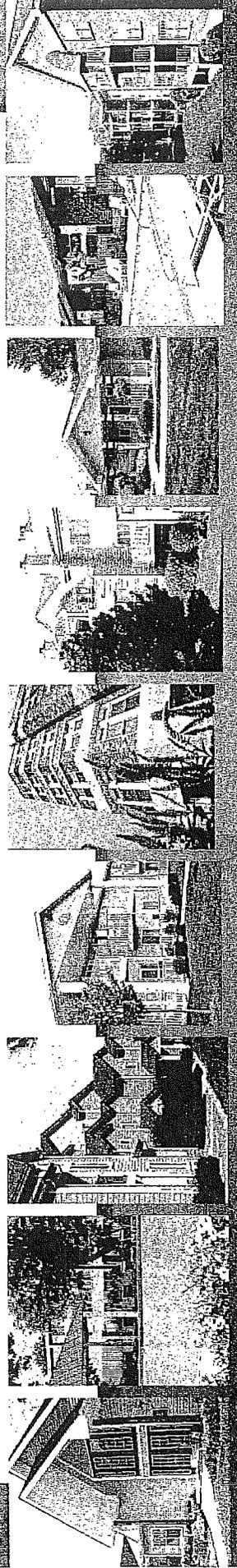


# Management

- Typical property staffing
  - Community Manager
  - Maintenance Technician
  - Caretaker
- Corporate training programs
- Monthly property audits
- Regional manager & corporate inspections

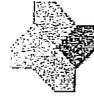


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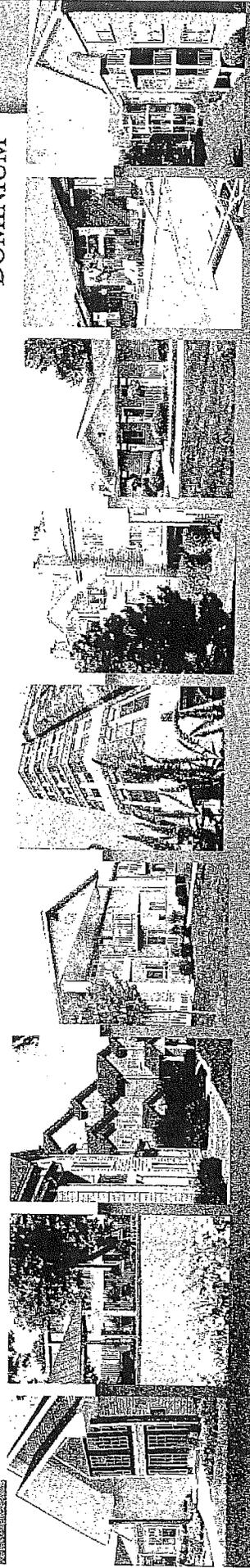


# Maintenance

- Regularly scheduled preventative property maintenance
- Maintenance training and instruction programs
- Monthly property audits to identify capital needs
- Willingness to invest in capital improvements



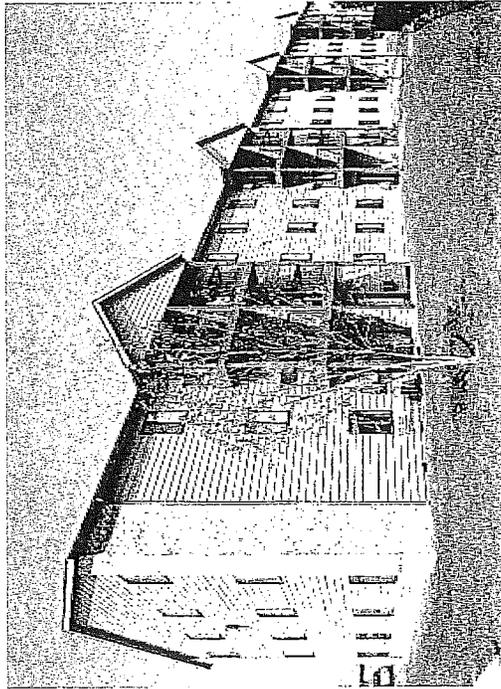
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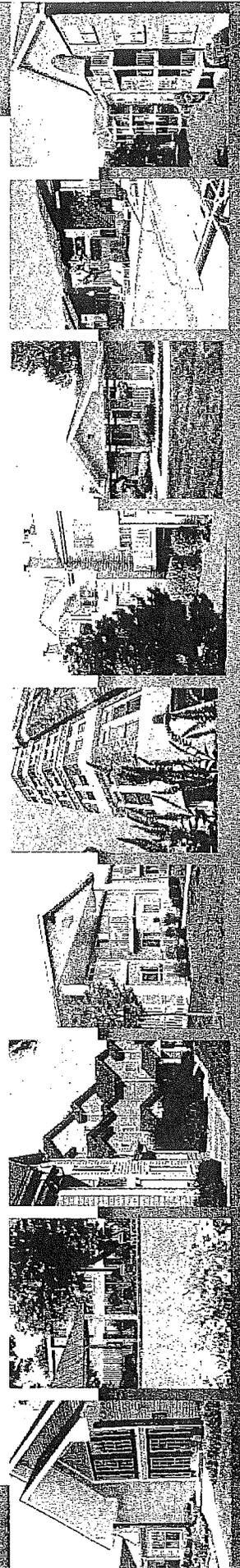
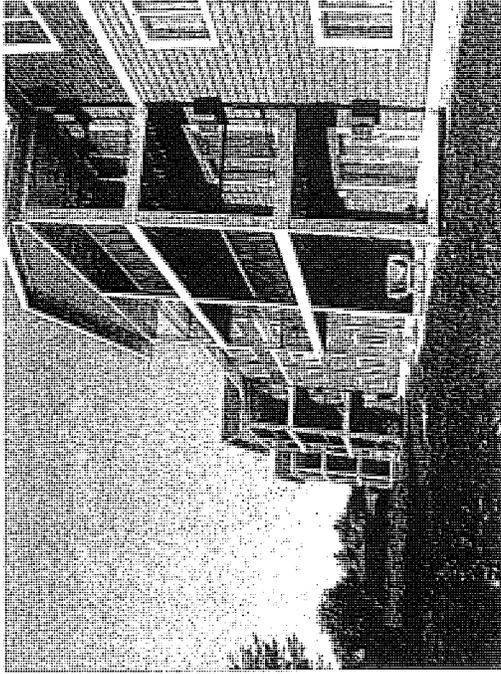
# Recent Projects

Albertville, MN

**Before**



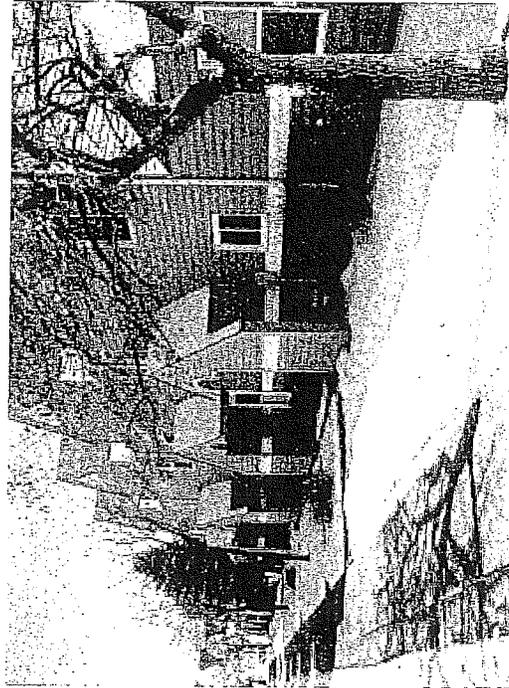
**After**



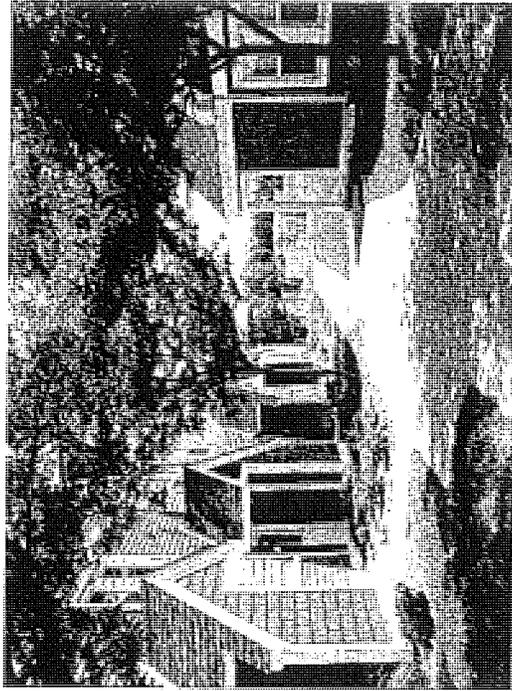
# Recent Projects

Northfield, MN

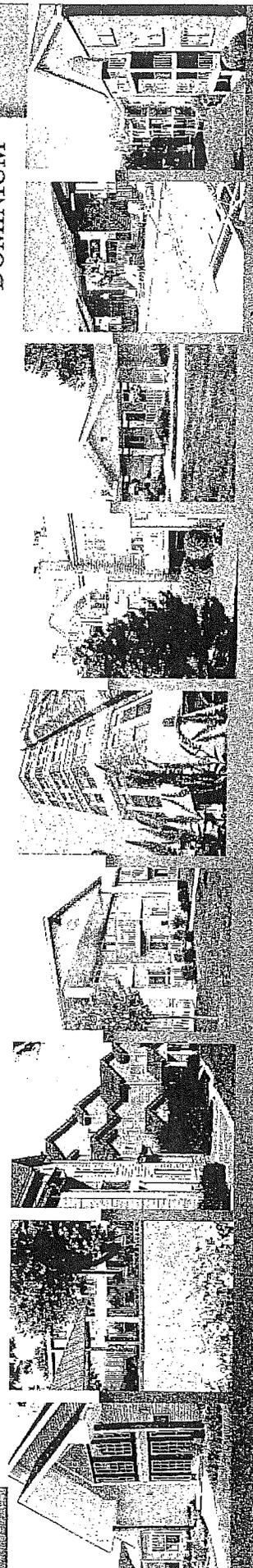
**Before**



**After**

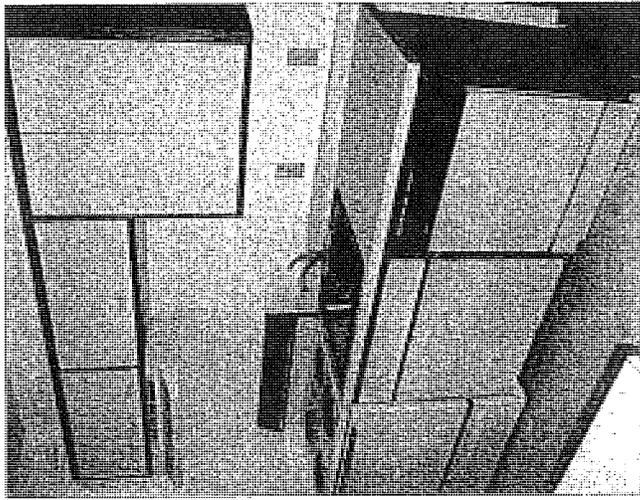


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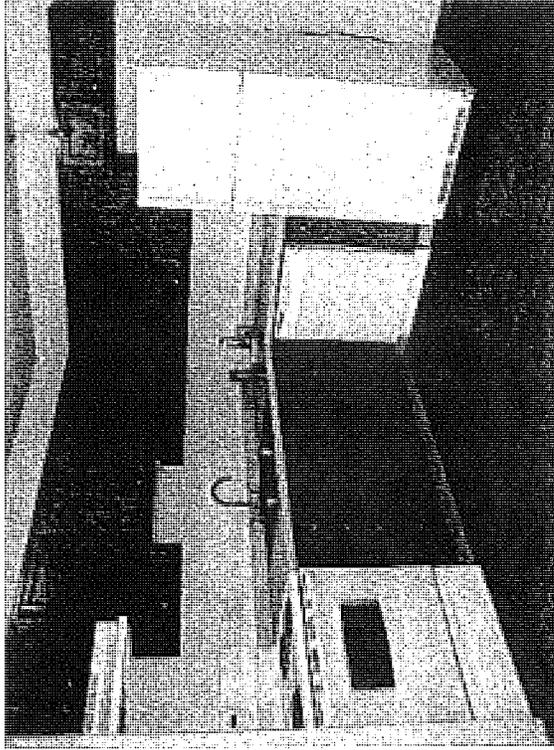


# Typical Interior

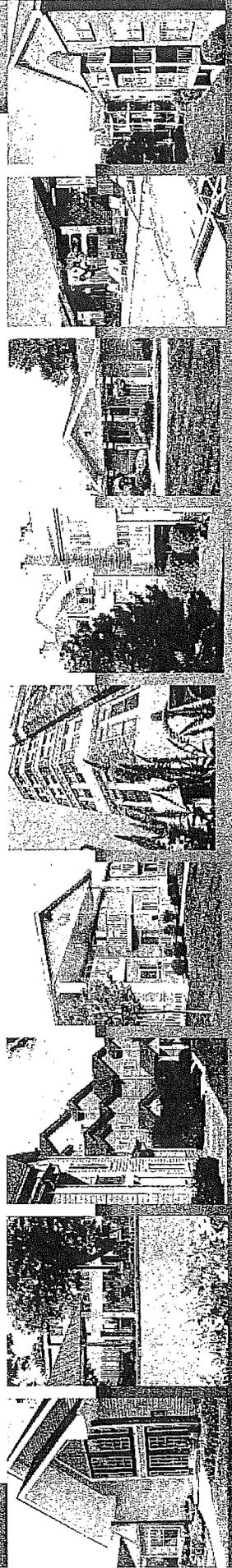
Before



After



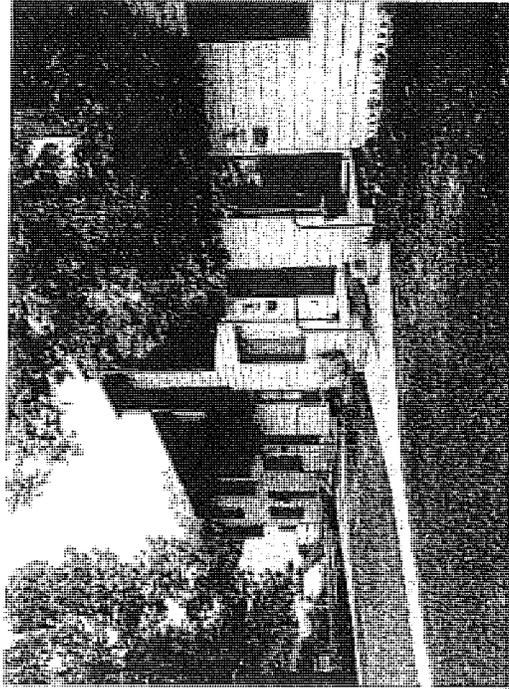
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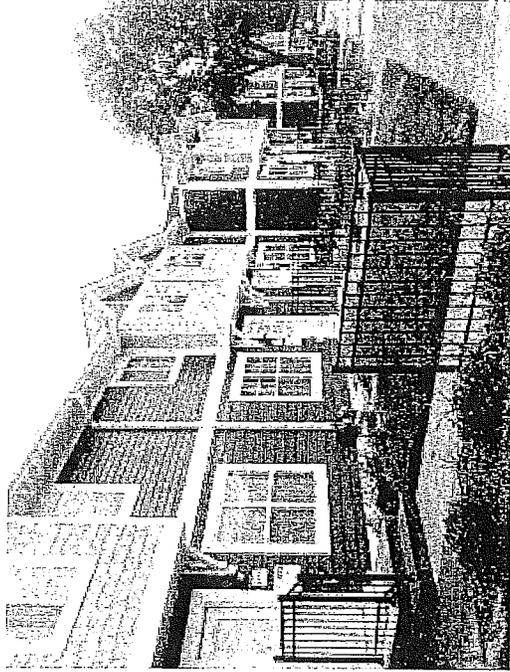
# Recent Projects

Brooklyn Center, MN

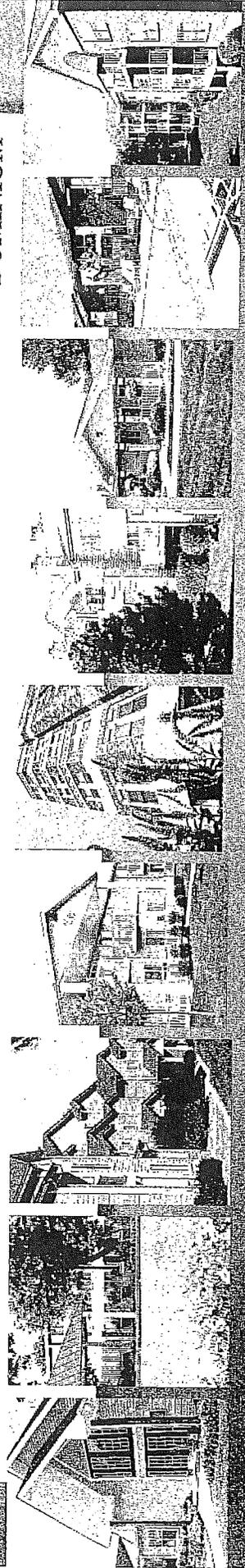
**Before**



**After**



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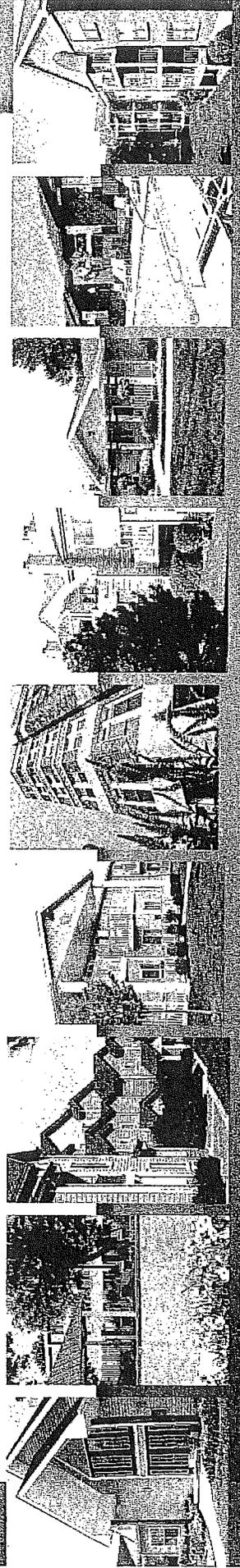


# Area Benefits

- Real Estate Taxes
  - Proposed: \$80,000
  - Current: 53,346
  - Net Increase: \$26,654
- Local Construction Revenue
  - Construction cost of \$2.4 Million (est)
  - Sales Tax on Building Material
- Local Job Creation
- Building Permit Revenue

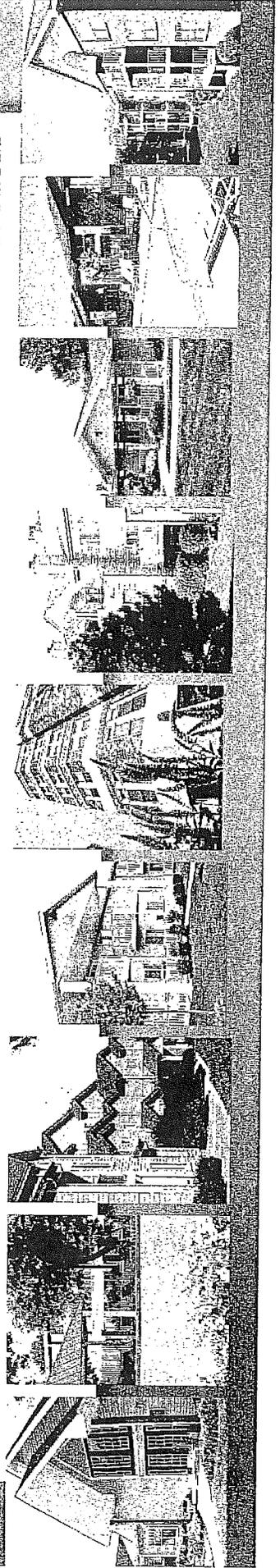


DOMINIUM



# Area Benefits

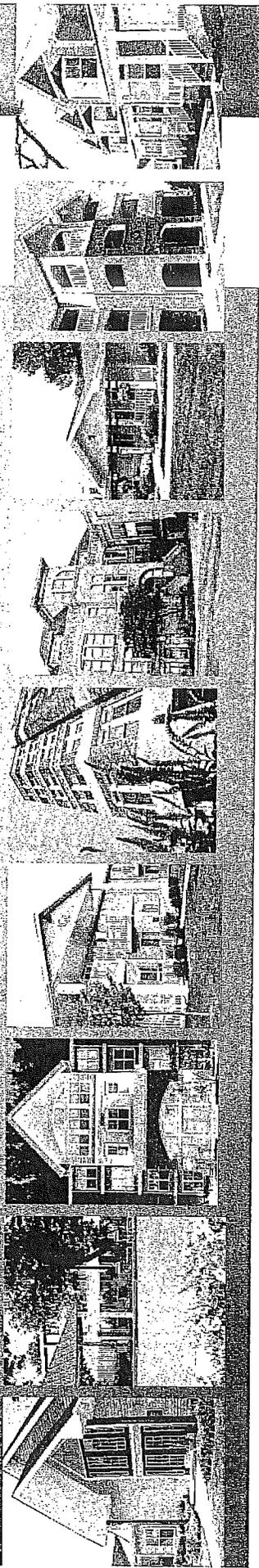
Construction Workers Employed	Hours Worked
Bricklayers & Masons	775
Carpenters & related	8,550
Electricians & Mechanical	6,100
Painters	925
Plumbers & related	2,950
Other Laborers	1,200
Dominium - additional	1,100
<b>TOTAL (est)</b>	<b>21,600</b>



# Questions?



DOMINIUM



**COMMUNITY DEVELOPMENT COMMITTEE  
CITY OF WILLMAR, MINNESOTA  
THURSDAY, JANUARY 26, 2012**

**MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, January 26, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

**Present:**

Jim Dokken	Chair
Bruce DeBlieck	Council Member
Steve Ahmann	Council Member
Dennis Anderson	Council Member
Bruce Peterson	Director of Planning and Development Services
Kevin Halliday	City Clerk/Treasurer

**Others present:** Andrew Bjur – Green Step Cities, Don Winkler and Les Nelson – Mid Minnesota Development Commission, David Little – West Central Tribune.

**1. PUBLIC COMMENTS (FOR INFORMATION ONLY)**

There were no public comments offered at this meeting.

**2. GREEN STEP CITIES (FOR INFORMATION ONLY)**

Andrew Bjur, representing the Green Step Cities program, presented information to the Committee about the program. The Green Steps Cities program is a series of best practices to guide cities towards energy efficiency and environmental sustainability. A local group has begun work on the program, but any formal effort requires Council support.

There are a total of 28 best practices included in the program. Due to the size of Willmar, the City would need to complete/adopt 16 best practices. Seven of the practices have already been completed except for the paperwork. Most of the best practices involve policy without cost to the City. Over time, the program leads to cost savings.

Over 30 Minnesota cities are currently in the program. Designation as a Green Step City may open the door for certain grant opportunities. A Council resolution supporting the program is the first step towards participation. Mr. Bjur offered his assistance and that of the citizens group in completing the remaining best practices. It was noted that the Planning Commission has reviewed the program and recommends that the Council pursue the designation. Reasons offered by the Planning Commission for City involvement is that the program emphasizes good land use, conservation of resources, and energy efficiencies for municipal operations. Mr. Bjur will provide written materials and a draft resolution for consideration at a future Committee meeting.

**3. EDA GRANT (RESOLUTION)**

Staff provided background information on the EDA infrastructure grant program. The opportunity to apply came up suddenly as Kandiyohi County has received a FEMA disaster declaration and is now eligible for EDA funding under their distress criteria.

Les Nelson of Mid Minnesota Development Commission explained the grant program details. It is a

competitive grant process to assist distressed communities with economic development. There is a tight timeline to follow. A Council resolution would be required by February 6<sup>th</sup> with a draft application due February 10<sup>th</sup>. A full application would be due March 9<sup>th</sup>.

The Grant would be to seek \$1.25-\$1.5 million for industrial park expansion. These funds would be used to augment the local options sales tax money currently available for the project. The FEMA disaster declaration gives the City an 18-month window of opportunity to apply for the grant. Mid Minnesota staff was recommending that the City apply as soon as possible to keep pace with the industrial park expansions plans that are already on the table. It was noted that the grant was by no means a sure thing, and that it may not even be possible for staff to develop the necessary information in such a short time, but that if the time frames could be met the grant was worth pursuing.

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

**RECOMMENDATION:** To adopt a resolution authorizing submittal of the application for the EDA industrial park expansion funding.

**4. WARD REDISTRICTING (MOTION)**

City Clerk Halliday presented options for redistricting of the Council wards. Due to significant growth in Ward 1, the distribution of ward populations is skewed. The two proposals detailed how the population could be shifted to meet ward targets (See attachment A). A final decision by the Council on redistricting needs to be made by ordinance and adopted by April 1, 2012. The Committee discussed the options presented.

Following discussion, a motion was made by Council member DeBlieck, seconded by Council member Anderson, and passed for the following:

**RECOMMENDATION:** To proceed with proposal number two, and to post the redistricting proposal on the City website for public comment.

**5. PROPOSED ANNEXATION (FOR INFORMATION ONLY)**

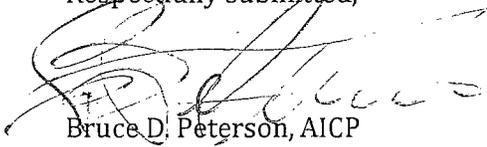
Staff presented information on the options municipalities have for annexation and how those options relate to a proposal by residents of 8<sup>th</sup> Street Northeast to be annexed into the City.

**6. JOHN'S SUPPER CLUB (FOR INFORMATION ONLY)**

Staff presented the most recent update on the John's Supper Club redevelopment project (See attachment B).

7. There being no further business to come before the Committee, the meeting adjourned at 6:05pm.

Respectfully submitted,



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

*Attachment A*  
*1-26-12*

**2010 Census Precinct Population Count**

	PROPOSAL 1			PROPOSAL 2		
	Current Ward/Precinct Population	Mathematical Population Goal	+2%	Proposed Ward/Precinct Population	Suggested Changes	Action
W1P1	1926	1601	1667	1722	-204	see Exhibit A
W1P2	1390	1601	1667	1390		
W1P3	1904	1602	1668	1784	-120	see Exhibit D
<b>Total</b>	<b>5220</b>	<b>4805</b>	<b>5001</b>	<b>4896</b>		
W2P1	1624	1601	1667	1665	+120	see Exhibit D
W2P2	1610	1601	1667	1610		
W2P3	1629	1602	1668	1629	-79	see Exhibit E
<b>Total</b>	<b>4863</b>	<b>4805</b>	<b>5001</b>	<b>4904</b>		
W3P1	1577	1601	1667	1577		
W3P2	1346	1601	1667	1550	+204	see Exhibit A
W3P3	1619	1602	1668	1779	+81	see Exhibit C
<b>Total</b>	<b>4542</b>	<b>4805</b>	<b>5001</b>	<b>4906</b>	+79	see Exhibit E
W4P1	1845	1601	1667	1547	-298	see Exhibit B
W4P2	1554	1601	1667	1554		
W4P3	1588	1602	1668	1805	+298	see Exhibit B
<b>Total</b>	<b>4987</b>	<b>4805</b>	<b>5001</b>	<b>4906</b>	-81	see Exhibit C
<b>TOTAL</b>	<b>19612</b>			<b>19612</b>		

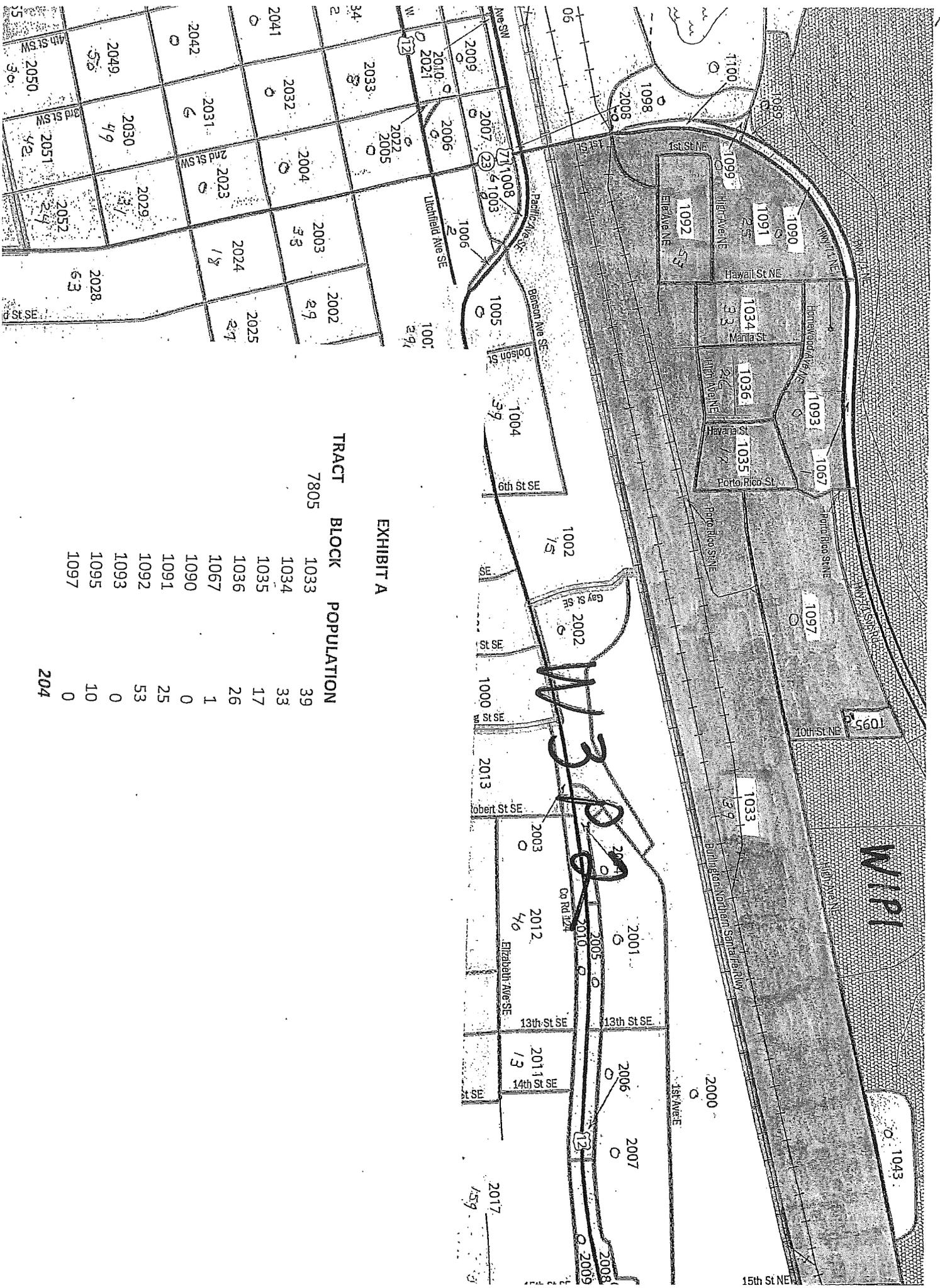


EXHIBIT A

TRACT	BLOCK	POPULATION
7805	1033	39
	1034	33
	1035	17
	1036	26
	1067	1
	1090	0
	1091	25
	1092	53
	1093	0
	1095	10
	1097	0
		204



EXHIBIT D

TRACT	BLOCK	POPULATION
7805	2026	12
	2033	89
	2041	14
	2042	5
	2043	0
		<b>120</b>

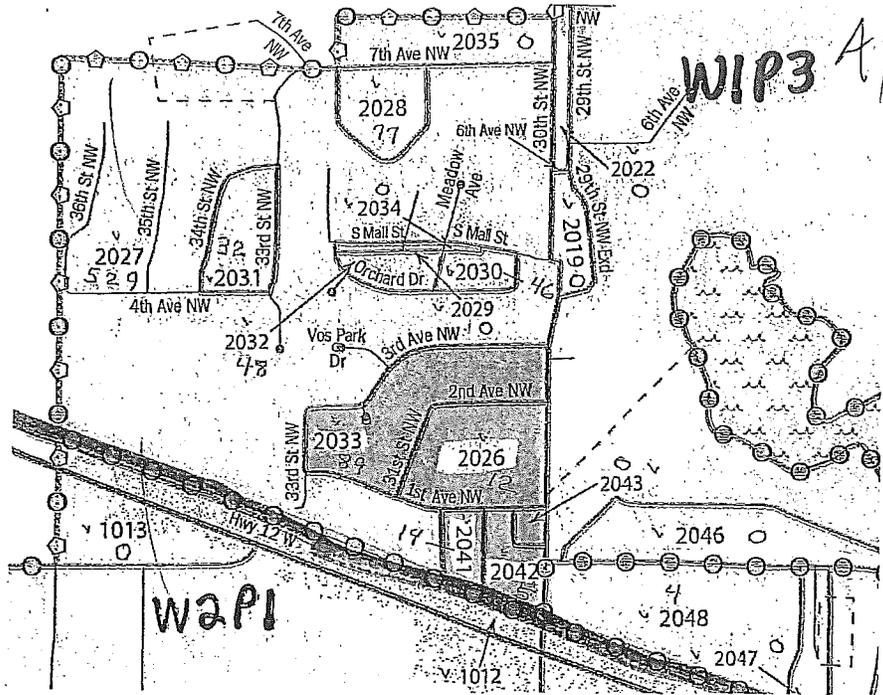
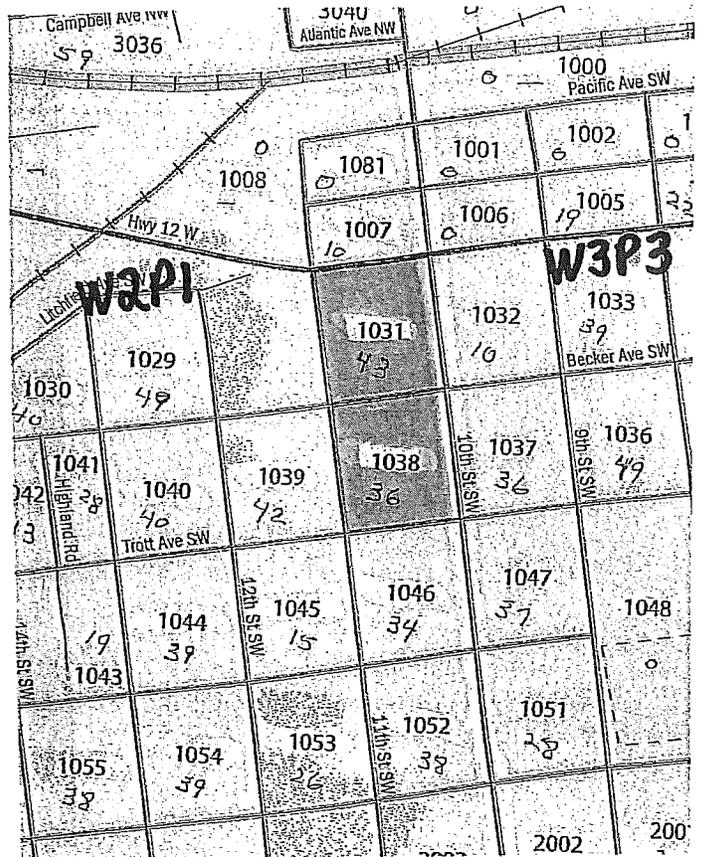


EXHIBIT E

TRACT	BLOCK	POPULATION
7807	1031	43
	1038	36
		<b>79</b>



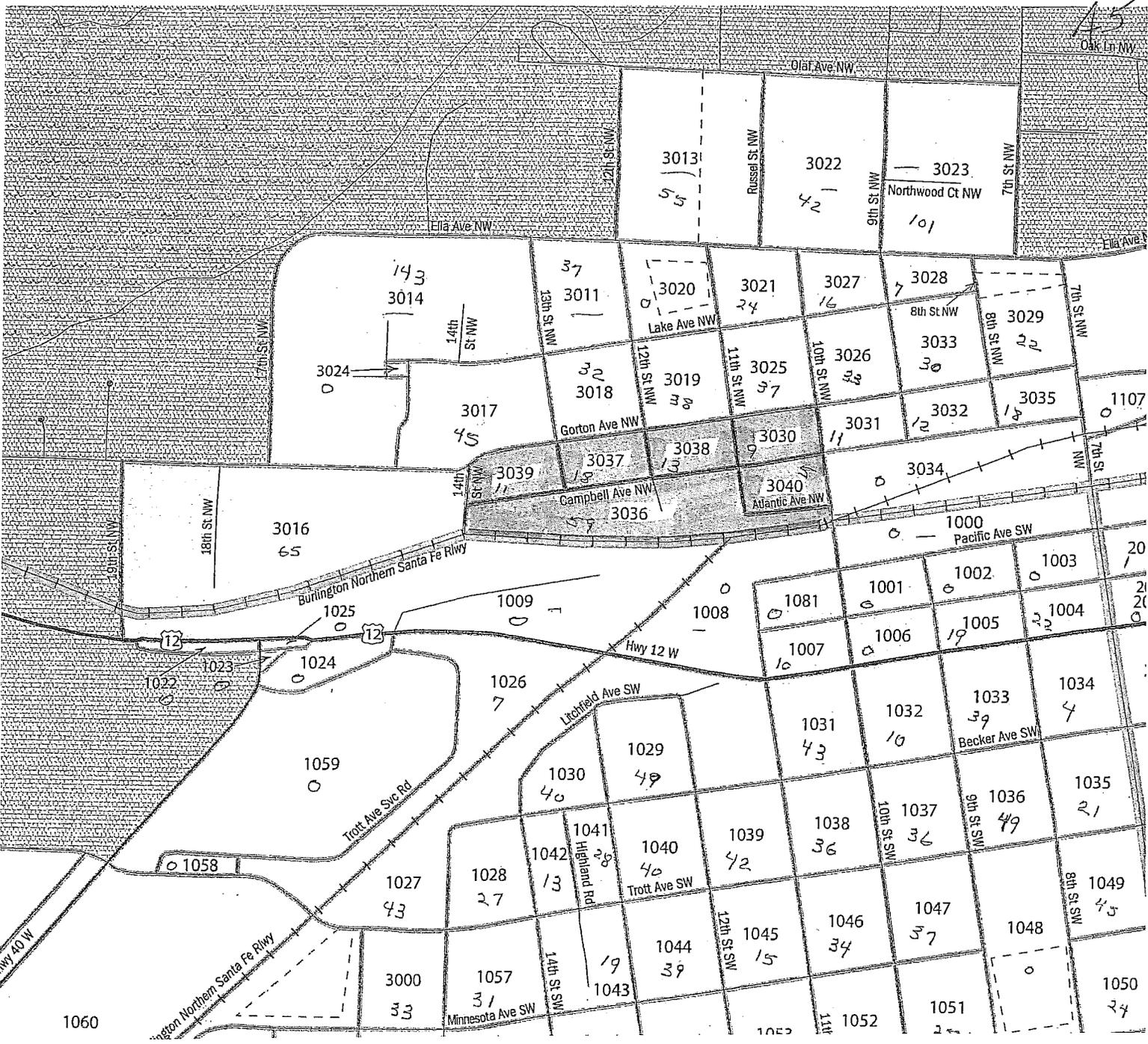
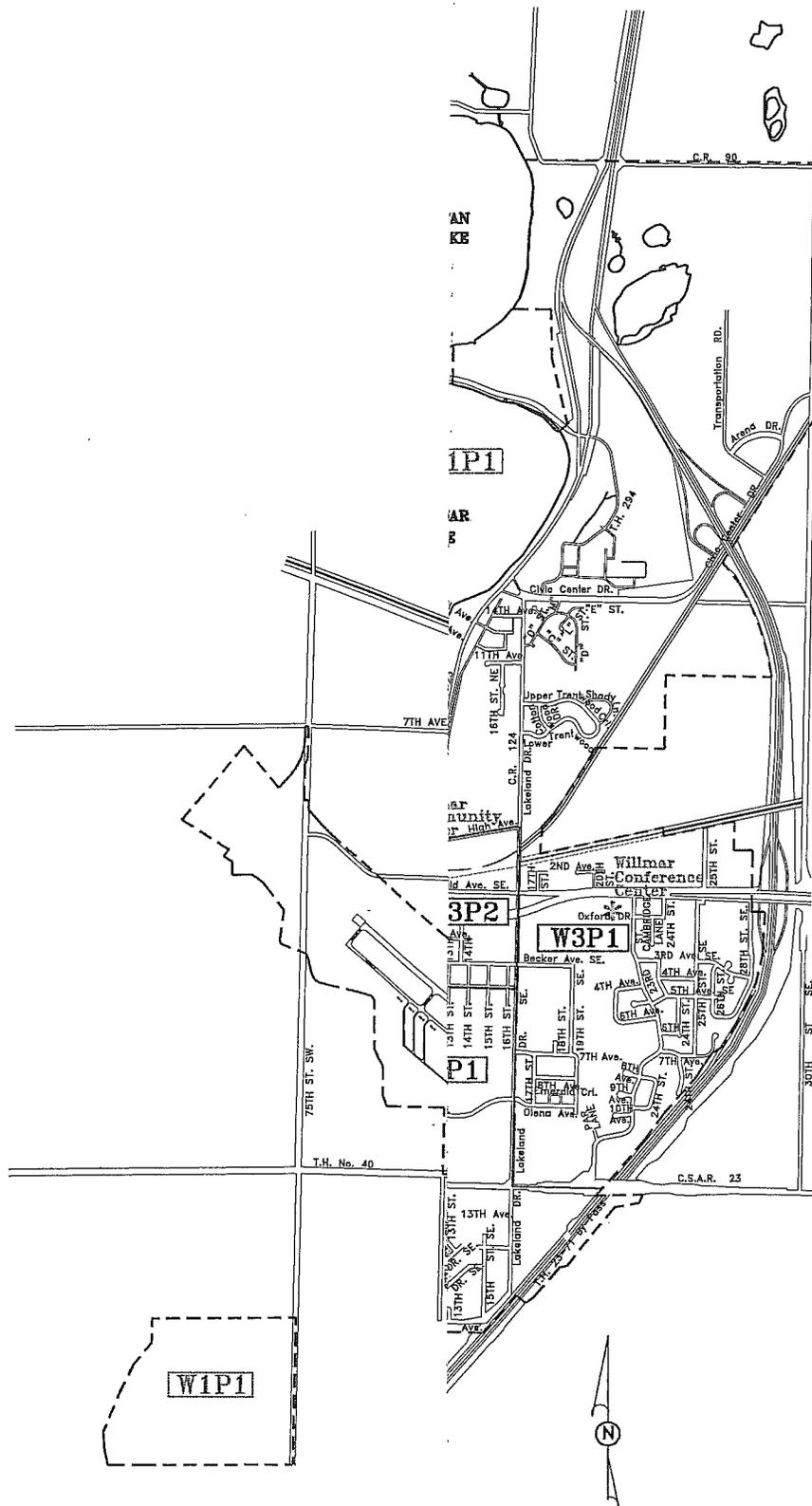


EXHIBIT F

TRACT	BLOCK	POPULATION
7805	3030	9
	3036	59
	3037	18
	3038	13
	3039	11
	3040	5
	115	



CITY of WILLMAR  
2010 Census



**WILLMAR**



*Attachment B*  
*1-26-12*

**PLANNING AND DEVELOPMENT SERVICES**

City Office Building  
333 SW 6th Street, Box 755  
Willmar, MN 56201

<b>GENERAL DEPARTMENT &amp; INFORMATION</b>	320-235-8311
<b>DIRECTOR</b>	320-214-5184
<b>PLANNER</b>	320-214-5195
<b>BUILDING OFFICIAL</b>	320-214-5185
<b>BUILDING INSPECTION TECH</b>	320-214-5187

FAX: 320-235-4917

**MEMO**

TO: Bruce Peterson, Director of Planning and Development Services

FROM: Randy Kardell, Building Official *rk*

DATE: January 24, 2012

RE: John's Supper Club Progress Report

An inspection was conducted on January 23, 2012. The plumbing system is partially installed; however the plumber has not been on the site since the last progress inspection. The fire sprinkler system and HVAC systems have not started. Mr. Kidrowski's HVAC contractor has applied for the permit. The permit has yet been issued, due to the contractor's state mechanical bond. The construction crew was in the process of sheetrocking the front stair enclosure. Mr. Kidrowski appears to be having problems with the fire door frames and doors. This is typical when salvaged doors are used in different salvaged door frames. The progress in the last two weeks has been minimal.



**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-02**  
**CITY OF WILLMAR**  
**TUESDAY, JANUARY 31, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, January 31, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, Jim Dokken (substituting for Item No. 1), and Tim Johnson (substituting for Ron Christianson for the remainder of the items). Also present were: Mayor Frank Yanish, Charlene Stevens, City Administrator; Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Marv Calvin, Fire Chief; Kevin Halliday, City Clerk, Joe Ridler, Dave Baker, David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

**1. 2012 IMPROVEMENT REPORT:**

Public Works Director Wilson presented the Improvement Report for the proposed 2012 Improvements and briefly outlined the segments of residential streets to be reconstructed totaling .91 miles, overlay totaling .81 miles, new construction of .56 miles consisting of Willmar Avenue SW from Industrial Boulevard to 22<sup>nd</sup> Street SW, and various miscellaneous items. The construction of Willmar Avenue is pending the airport land release and railroad crossing improvements. The replacement of sanitary sewer is included in the estimate for all reconstructed streets pending the televising reports. The total estimated cost of the improvements is \$2,736,306.49.

Miscellaneous work includes the bridge deck rehabilitation, storm water improvements, walk paths on 22<sup>nd</sup> Street SW and Willmar Avenue SW, sidewalk on 24<sup>th</sup> Avenue SE, a Mn/DOT water main relocation, crack seal, and seal coat. The specifics of the improvements are detailed in the report presented by the Public Works Director.

Following discussion, a motion was made by Council Member DeBlieck seconded by Council Member Dokken, and passed for the following

**RECOMMENDATIONS:**

Accept the Improvement Report and order an Improvement Hearing for 7:02 p.m., February 21, 2012. (Resolution)

**2. DISCUSS NEXT STEPS FOR STORM WATER TASK FORCE:**

Members of the Storm Water Task Force have been inquiring as to their role now that the Storm Water Management Plan is near completion by Barr Engineering and scheduled to be presented to the City Council in April. Joe Ridler, Chairman of the Task Force, addressed the committee stating that

funding is the main issue to be resolved for the City to move forward with any of the findings from the report. He encouraged the members to include storm water improvements in the budget process for 2013. It was the consensus of the committee to maintain the Storm Water Task Force. Future recommendations from the Storm Water Task Force will reflect the findings of the final Barr report.

**3. NOTIFICATION OF DONATION RECEIVED BY WILLMAR'S FIRE EXPLORER POST (FOR INFORMATION ONLY):**

Fire Chief Calvin informed the committee of two donations totaling \$500 received from the local and state Masonic Charities (\$250 each). The funds will help provide the post members ages 14 – 20 years old with the gear and personal protective equipment required for participation. This was presented for information only.

**4. CONSIDERATION OF CITY PARK SPECIAL EVENT BY ON-SALE LIQUOR LICENSE HOLDER PERMIT:**

The City received a request from Dave Baker of Baker's Eagle Creek Eatery LLC, a current on-sale liquor license holder to hold a rib or wing fest along with a concert at Robbins Island Park this summer. In order to hold such an event, a City Park Special Event by On-Sale Liquor License Holder Permit must be granted to sell alcohol beverages at the event. The area proposed includes the beach parking lot with access to the restrooms and shelter without blocking off the public beach or bike path. The request has been reviewed and approved by the Community Education and Recreation Board on January 27, 2012. A motion was made by Council Member Johnson, seconded by Council Member DeBlicke, and passed for the following

**RECOMMENDATION:**

To approve the City Park Special Event by On-Sale Liquor License for the event contingent upon approval of the City Attorney and Chief of Police. (Motion)

**5. ALARM ORDINANCE DISCUSSION:**

The discussion of the ordinance relating to alarm systems was brought back to committee pursuant to the City Attorney's recommendation to introduce an ordinance repealing the existing Municipal Code Sections 8-281 and 8-282.

Initially the ordinance was reviewed by staff and found to be outdated due to technological changes and current business practices. Repealing the ordinance is recommended as it requires compliance and issues a penalty based on an alarm panel that has not existed since 1999 and the ordinance has no substance to push households or businesses to obtain permits or pay penalties for non-compliance. In order to incorporate a penalty clause to enhance compliance, a modification to the current City Charter is required.

It is staff's recommendation to repeal the current ordinance in its entirety, and if the City wishes, change the Charter and draft a new ordinance in the future if excessive alarms are deemed to be a problem. This action means alarms are no longer regulated through the use of permits, yet fire and police will continue to respond to all alarms with or without regulation.

Following discussion, a motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

**RECOMMENDATION:**

To introduce an ordinance for hearing repealing the Municipal Code Sections 8-281 and 8-282. (Motion)

**6. CONSIDERATION OF WAL-MART FOUNDATION'S LOCAL COMMUNITY CONTRIBUTION GRANT APPLICATION:**

Chief Wyffels requested permission to allow staff to apply and if awarded, accept the charitable donation from the Wal-Mart Foundation's Local Community Contribution Grant. The Willmar Police Department has participated in the "Shop-With-A-Cop" Christmas gifting program supported by this grant process for many years. The grant process is an online application beginning February 2012 and requests are awarded on a first come-first serve basis. Willmar has been selected as a past recipient. Amounts funded in the past have been \$1,000 for the "Shop-With-A-Cop" program. The program allows needy people who don't have money to buy Christmas gifts to shop with a police officer with Wal-Mart cards. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

Allow staff to apply and if awarded, accept the donation as requested. (Resolution)

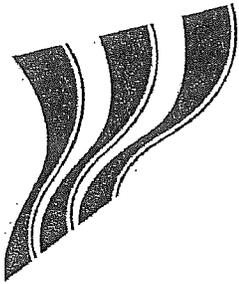
There being no further business to come before the committee, the meeting adjourned at 5:32 p.m.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Holly Wilson".

Holly Wilson, PE  
Public Works Director

Janell Sommers  
Recording Secretary



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: January 31 2012

Attachments: Yes  No

CITY COUNCIL ACTION

Date: February 6, 2012

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

Originating Department: Engineering

Action Requested: Receive Improvement Report and Order Improvement Hearing

Guiding Principle: As required by Minnesota Statute 429, the City Engineer hereby submits to the City Council the Preliminary Report for 2012 Street and Other Improvements

Introduction: The Engineering Department has prepared the list of streets proposed for improvement in 2012.

Background/Justification: The City Council ordered the preparation of the Improvement Report on January 17, 2012. The City Council is required to receive the Improvement Report and call for an Improvement Hearing. The projects as presented are feasible and can be substantially completed during the 2012 construction season.

Fiscal Impact: Sources of funding for the 2012 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, state aid and bond proceeds.

Alternatives: 1. Amend the proposed improvements list and call for a public hearing or  
2. Approve the improvements as presented and call for a public hearing.

Staff Recommendation: The project be constructed as proposed, and that a Public Hearing be held by the City Council on February 21, 2012 in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

**TO: MAYOR AND CITY COUNCIL**

**FROM: HOLLY WILSON, CITY ENGINEER**

**DATE: JANUARY 31, 2012**

**RE: PRELIMINARY REPORT  
2012 IMPROVEMENTS  
CONSTRUCTION OF STREET AND OTHER IMPROVEMENTS**

As required by Minnesota Statute 429, the City Engineer hereby submits to the City Council of the City of Willmar the following Preliminary Report for 2012 Street and Other Improvements:

## ***2012 STREET IMPROVEMENTS***

### **RECONSTRUCTION**

Oak Lane NW – 7<sup>th</sup> Street NW to east  
Russell Street NW – Ella Avenue NW to Olaf Avenue NW  
14<sup>th</sup> Street SW – Grace Avenue SW to Willmar Avenue SW  
Bernard Street SE – TH 12 to Becker Avenue SE  
Elizabeth Avenue SE – Robert Street SE to 14<sup>th</sup> Street SE  
Roise Avenue SW – 4<sup>th</sup> Street SW to 1<sup>st</sup> Street

### **OVERLAY**

5<sup>th</sup> Street SW – Kandiyohi Avenue SW to Willmar Avenue SW  
9<sup>th</sup> Street SW – Willmar Avenue SW to 19<sup>th</sup> Avenue SW  
Willmar Avenue SW – County Road No. 5 to Industrial Boulevard SW

### **NEW CONSTRUCTION**

Willmar Avenue SW – Industrial Boulevard SW to 22<sup>nd</sup> Street SW

### **MISCELLANEOUS**

1<sup>st</sup> Street Bridge – Deck Rehabilitation  
Storm Water Improvements  
22<sup>nd</sup> Street SW Path – Willmar Avenue SW to 15<sup>th</sup> Avenue SW  
24<sup>th</sup> Avenue SE Sidewalk – 1<sup>st</sup> Street to 550' east  
Willmar Avenue SW Path – County Road No. 5 to 22<sup>nd</sup> Street SW  
Mn/DOT Water Main Relocation  
Cracksealing  
Seal Coat

**Oak Lane NW:****7th St NW to the east****Street History:**

Original Year Built:	1958	Street Width:	26
Year Reconstructed:	0	ROW Width:	40
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-618
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	10	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	7.5

**Proposed Improvement: Reconstruction/Underground Utilities**

Proposed Width (ft):  
Proposed Section: Aggregate 10  
Bituminuous: 4  
Sidewalk: No  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.18  
Assessable Footage: 909.66  
Estimated Cost: \$223,518.60

**Comments:**

1955- Bit. Dust Treatment 54% Fuel oil/ 46% MC-3

Pavement deterioration is much more advanced. Block cracking is common and weathering is noticeable. Large patches of alligator cracking exists, large patches have been done to many places, weathering, wear, rutting are all advanced (severe). Overall, poor condition. There are areas of severe pavement deterioration. Past repairs make surface uneven.

(2008) Schedule to Replace Water Main

**Russell St NW:****Ella Ave NW to Olaf Ave NW****Street History:**

Original Year Built:	1957	Street Width:	42
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	1971	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-618
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	30	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	7.5

**Proposed Improvement: Reconstruction/Underground Utilities**

Proposed Width (ft): 42  
Proposed Section: Aggregate 10  
Bituminous: 4  
Sidewalk: Replace as needed  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.13  
Assessable Footage: 1198  
Estimated Cost: \$232,158.55

**Comments:**

Pavement shows advanced weather and wear. Block cracking is common, as well as patches of alligator cracking. Extensive repair (patching occurs throughout the entire surface). Rutting.  
(2008) MUC requests replacement of Water Main  
(2010) Constant pothole patching

**14th St SW: Grace Ave SW to Willmar Ave SW**

**Street History:**

Original Year Built:	1963	Street Width:	42
Year Reconstructed:	0	ROW Width:	70
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	25	Aggregate Depth (In):	7.5
		Overlay Depth (In):	
		Total Depth (In):	9

**Proposed Improvement: Reconstruction/Underground Utilities**

Proposed Width (ft): 42  
Proposed Section: Aggregate 10  
Bituminuous: 4  
Sidewalk: No  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.126  
Assessable Footage: 1109  
Estimated Cost: \$206,279.53

**Comments:**

Very weathered road surface. Advanced alligator and block cracking. Edge deterioration with uneven road surface.  
(2008) Recommend Water Main Replacement ASAP  
(2010) Extensive potholing, requires yearly patching spring & fall, very rough ride

**Bernard St SE:**

**Becker Ave SE to Litchfield Ave SE**

**Street History:**

Original Year Built:	1937	Street Width:	38
Year Reconstructed:	0	ROW Width:	66
Year Overlaid:	1970	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	V
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	5	Aggregate Depth (In):	3
		Overlay Depth (In):	0.625
		Total Depth (In):	5.125

**Proposed Improvement: Reconstruction/Underground Utilities**

Proposed Width (ft): 38  
Proposed Section: Aggregate 10  
Bituminuous: 4  
Sidewalk: Replace as needed  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.08  
Assessable Footage: 895  
Estimated Cost: \$157,769.65

**Comments:**

Alligator and block cracking are common. Numerous past repairs have been made. There are sags and heaves.  
(2008) Repair Frost Boil  
(2008) MUC request to replace Water Main  
(2011) Frost Boils @ #202, #314, #332

**Elizabeth Ave SE:**

**Robert St SE to 14th St SE**

**Street History:**

Original Year Built:	1962	Street Width:	32
Year Reconstructed:	0	ROW Width:	50
Year Overlaid:	1981	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	40	Aggregate Depth (In):	7.5
		Overlay Depth (In):	
		Total Depth (In):	9

**Proposed Improvement: Reconstruction/Underground Utilities**

Proposed Width (ft): 32  
Proposed Section: Aggregate 10  
Bituminuous: 4  
Sidewalk: Replace as needed  
Curb / Gutter Type: Replace as needed  
Segment Length (mi): 0.19  
Assessable Footage: 2077.9  
Estimated Cost: \$289,176.70

**Comments:**

Sidewalk from Robert St. to 680' east on N, 480' east on S  
Pavement surface is weathered. Transverse and block cracking, some alligator cracking. Few repairs.  
(2008) WMU. Needs water main replacement from Robert St to 13th St

**Roise Ave SW: 1st St South to 4th St SW**

**Street History:**

Original Year Built:	1912	Street Width:	40
Year Reconstructed:	1987	ROW Width:	70
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	65	Aggregate Depth (In):	6
		Overlay Depth (In):	0
		Total Depth (In):	10

**Proposed Improvement: Reconstruction**

Proposed Width (ft): 40  
Proposed Section: Aggregate 10  
Bituminuous: 4  
Sidewalk: No  
Curb / Gutter Type: Replace as needed  
Segment Length (mi): 0.12  
Assessable Footage: 110  
Estimated Cost: \$72,774.30

**Comments:**

First block from 1st to 3rd St top inch coming off otherwise some transverse and longitudinal cracking.  
(1987) 12" storm east of 3rd St  
(2007) Mill & overlay bad area 1st to 3rd 2005. Some decay still present at edges.

5th St SW:

Willmar Ave to Kandiyohi Ave

**Street History:**

Original Year Built:	1948	Street Width:	42
Year Reconstructed:	1993	ROW Width:	70
Year Overlayed:	0	Sidewalk:	4'
Year Sealcoat:	2001	Curb / Gutter Type:	B-624
Year Crack Sealed:	1999	Bituminous Depth (In):	6
Rating:	75	Aggregate Depth (In):	11
		Overlay Depth (In):	
		Total Depth (In):	17

**Proposed Improvement: Overlay**

Proposed Width (ft): 42  
Proposed Section: Aggregate  
Bituminous: 1.5  
Sidewalk: REPLACE AS NEEDED  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.34  
Assessable Footage: 3018  
Estimated Cost: \$103,833.79

**Comments:**

Pavement surface is in excellent condition with minimal cracking. Minimal wear. Recent crack fill and seal coat. (2010) Transverse cracks are common, Block cracking throughout, more severe on west side

**9th St SW:**

**15th Ave SW to Willmar Ave SW**

**Street History:**

Original Year Built:	1963	Street Width:	40
Year Reconstructed:	0	ROW Width:	60
Year Overlayed:	1979	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	55	Aggregate Depth (In):	6.5
		Overlay Depth (In):	
		Total Depth (In):	8

**Proposed Improvement: Overlay**

Proposed Width (ft): 40  
Proposed Section: Aggregate  
Bituminuous: 1.5  
Sidewalk: Replace as needed  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.23  
Assessable Footage: 732  
Estimated Cost: \$158,909.01

**Comments:**

MSAS # 175-133-20

Weathered pavement surface. Rutting is present. There are transverse and longitudinal cracks, as well as block cracking. Some past repairs have been made.

(2007) Deteriorated areas along both curb lines entire section, Several large patches at intersections.

9th St SW:

19th Ave SW to 15th Ave SW

**Street History:**

Original Year Built:	1967	Street Width:	40
Year Reconstructed:	0	ROW Width:	66
Year Overlayed:	1979	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	2.25
Rating:	60	Aggregate Depth (In):	7
		Overlay Depth (In):	1
		Total Depth (In):	10.25

**Proposed Improvement: Overlay**

Proposed Width (ft): 40  
Proposed Section: Aggregate 0  
Bituminous: 1.5  
Sidewalk: Replace as needed  
Curb / Gutter Type: Replace as needed  
Segment Length (mi): 0.27  
Assessable Footage: 2296.5  
Estimated Cost: \$0.00

**Comments:**

MSAS # 175-133-10  
Weathered pavement surface. Some rutting is present. Transverse and longitudinal cracking, as well as block cracking is present. Many of the cracks have been filled. There is also some failure along the curb edge.

**Willmar Ave SW:**

**30th St SW (CR 5) to T.H. 40 (Industrial Dr)**

**Street History:**

Original Year Built:	2007	Street Width:	52
Year Reconstructed:	0	ROW Width:	100
Year Overlaid:	0	Sidewalk:	8' Path
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	6
Rating:	100	Aggregate Depth (In):	24
		Overlay Depth (In):	0
		Total Depth (In):	30

**Proposed Improvement: Overlay**

Proposed Width (ft): 0  
Proposed Section: Aggregate 0  
Bituminuous: 0  
Sidewalk:  
Curb / Gutter Type:  
Segment Length (mi): 0.4  
Assessable Footage: 0  
Estimated Cost: \$151,927.08

**Comments:**

(2007) Under Construction West of Hwy 40  
(2008) 4" Non-Wear Paving completed. Not a thru street  
(2010) Street is not open to traffic, Approx. 100' remains to finish, 2" Wear course not paved

**Willmar Ave SW: 22nd ST SW to TH 40 (Industrial Dr.)**

**Street History:**

Original Year Built:		Street Width:	44
Year Reconstructed:	0	ROW Width:	66
Year Overlaid:		Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	
Year Crack Sealed:	0	Bituminous Depth (In):	0
Rating:	0	Aggregate Depth (In):	0
		Overlay Depth (In):	0
		Total Depth (In):	0

**Proposed Improvement: New Construction**

Proposed Width (ft): 44  
Proposed Section: Aggregate 12  
Bituminuous: 6  
Sidewalk: None  
Curb / Gutter Type: B-624  
Segment Length (mi): 0.17  
Assessable Footage: 0  
Estimated Cost: \$732,418.50

**Comments:**

(2009) Realignment to tie into the new industrial park. New Construction including storm sewer and RR crossing.

**22nd St SW Path:****15th Ave SW to Willmar Ave SW****Street History:**

Original Year Built:	0	Street Width:	0
Year Reconstructed:	0	ROW Width:	0
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	
Year Crack Sealed:	0	Bituminous Depth (In):	0
Rating:	0	Aggregate Depth (In):	0
		Overlay Depth (In):	0
		Total Depth (In):	0

**Proposed Improvement: New Path Construction**

Proposed Width (ft): 8  
Proposed Section: Aggregate 3  
Bituminuous: 6  
Sidewalk:  
Curb / Gutter Type:  
Segment Length (mi): 0.24  
Assessable Footage: 0  
Estimated Cost: \$29,972.45

**Comments:**

**24th Ave SE: 1st St South to 550' East**

**Street History:**

Original Year Built:	2005	Street Width:	59
Year Reconstructed:	0	ROW Width:	92.1
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	6
Rating:	0	Aggregate Depth (In):	12
		Overlay Depth (In):	0
		Total Depth (In):	18

**Proposed Improvement: Proposed Sidewalk Construction**

Proposed Width (ft): 5  
Proposed Section: Aggregate  
Bituminuous:  
Sidewalk: Yes  
Curb / Gutter Type:  
Segment Length (mi): 0.1  
Assessable Footage: 0  
Estimated Cost: \$34,359.01

**Comments:**

(2005) DBI Development. Forcemain, grading, base, bituminous, curb and gutter.

**Miscellaneous:**

First Street Bridge – deck rehabilitation	\$ 30,000.00
Storm Water Improvements	\$100,000.00
Cracksealing	\$ 10,000.00
Seal Coat	\$ 20,000.00
22 <sup>nd</sup> Street SW Path – 15 <sup>th</sup> Avenue SW to Willmar Avenue SW	\$ 31,284.89
24 <sup>th</sup> Avenue SE Sidewalk – 1 <sup>st</sup> Street South to 570' east	\$ 18,946.25
Mn/DOT Water Main Replacement	\$137,660.75

Estimated Total Cost Reconstruction \$2,518,504.60

Estimated Total Cost Miscellaneous Construction \$217,891.89

**Estimated Total Costs 2012 Projects \$2,736,396.49**

Estimated Total Assessments \$942,938.48

Estimated City Share \$1,603,496.70

Estimated Municipal Utilities Share \$189,961.31

**Estimated Total Revenue \$2,736,396.49**

**FINDINGS:**

The projects as presented are feasible and can be substantially completed during the 2012 construction season.

**RECOMMENDATION:**

The City Engineer recommends that the project be constructed as proposed, and that a Public Hearing be held by the City Council in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

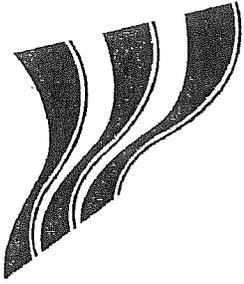
Respectfully Submitted,

  
Holly B. Wilson, City Engineer

HW/js

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

  
Dated: 1/31/12 Reg. No. 47568



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: January 31, 2012

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: February 6, 2012

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

Originating Department: Fire

**Action Requested:**

For information only

**Guiding Principle:**

General notification to Council of donations received

**Introduction:**

Willmar's Fire Explorer Post has received \$500 in donations from Masonic Charities

**Background/Justification:**

Willmar's Fire Explorer Post has received \$500 in donations from the local and State Masonic Charities (each provided \$250). These funds will help provide the post members (who are ages 14-20) with the gear and personal protective equipment required for participation.

**Fiscal Impact:** N/A (The Willmar Fire Explorer Post is a separate entity from the City of Willmar)

**Alternatives:** N/A

**Staff Recommendation:** N/A (for information only)

**Reviewed by:**

**Preparer:** Marv Calvin, Fire Chief

**Signature:**

**Comments:**

MINNESOTA  
MASONIC  
CHARITIES

MNMasonicCharities.org

11501 Masonic Home Dr.  
Bloomington, MN 55437

p 952.948.6004  
f 952.948.6210

January 9, 2012

Frank Hanson, Post Advisor  
Willmar Fire Explorers  
515 Second Street SW  
Willmar, MN 56201

Dear Mr. Hanson:

On behalf of Minnesota Masonic Charities, I am pleased to inform you that a Matching Funds Grant in the amount of \$250.00 has been awarded to the Willmar Fire Explorers in support of providing needed to children participating in your program. This grant was made possible through the request of Masonic sponsor Sharon Lodge No. 104.

Our grant policies require that this grant award not to be transmitted to any other entity, person or project, and by accepting this grant, you agree to assume responsibility for complying with this understanding. Please indicate your receipt of the funds and your agreement with the terms of this grant by signing, dating and returning the enclosed copy of this letter in the envelope provided.

If you have any questions about this grant award, please contact us at (952) 948-6004. The members of Sharon Lodge No. 104 believe in making a difference in their community through their support of community programs. We are all *Stronger Together* sharing a commitment to the betterment of our communities.

Yours Very Truly,



Eric J. Neetenbeek  
President/CEO

December 31, 2011

WB Frank Hanson  
Post Advisor  
Willmar Fire Explorers  
515 Second St. SW  
Willmar, MN 56201

Re: Contribution

Dear Frank,

As I expressed to you a few days ago, the Ashlar Foundation of Sharon Lodge No. 104 is pleased to contribute \$250.00 to the Willmar Fire Explorers Troop for the purchase of equipment for underprivileged children.

Enclosed is check #303 dated 12/31/2011 issued to Willmar Fire Explorers in the amount of \$250.00.

I have also made an application to the Minnesota Masonic Charities for matching funds in the form of a grant from them.

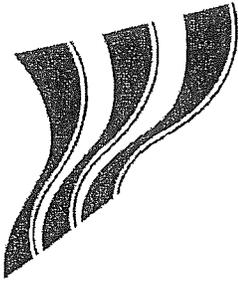
If you have any questions, please feel free to contact me. My phone number is 320-796-5994.

Sincerely,

  
Maynard Lawrence, PM  
Sec./Treas.  
Ashlar Foundation  
Sharon Lodge No. 104  
328 SW 5th St.  
Willmar, MN 56201

cc:Minnesota Masonic Charities

*FRANK,  
PLEASE LET ME KNOW IF AND  
WHEN YOU GET THE MATCHING  
FUNDS FROM MINNESOTA  
MASONIC CHARITIES. THANKS!  
Maynard*



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: January 31, 2012

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: February 6, 2012

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Willmar Municipal Code Section 11-88

Agenda Item: Consideration of City Park Special Event by On-Sale Liquor License Holder Permit

**Background/Justification:** Dave Baker, of Baker's Eagle Creek Eatery LLC, a current on-sale liquor license holder, is requesting authorization to hold a concert in Robbins Island Park and to sell alcohol beverages at the event. The area proposed includes the beach parking lot with access to the beach restrooms, without blocking off the public beach.

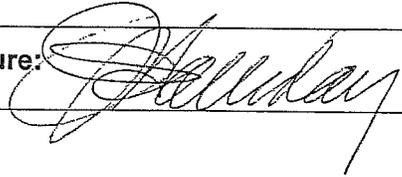
**Fiscal Impact:** Public Works Maintenance staff needed to clean concert area post event. Police services to coordinate traffic and parking (signage where necessary). Massive portable restroom facility upgrade but not a cost to city.

**Alternatives:** Hold event in our indoor Civic Center Arena to contain noise.

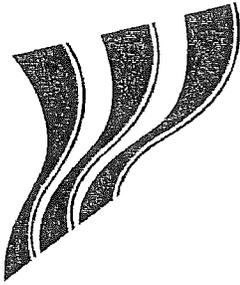
**Staff Recommendation:** No recommendation for opening Robbins Island Park for on-sale alcohol beverage sales.

**Reviewed by:** Community Education & Recreation Board (approval on 1/27/2012)

Preparer: City Clerk-Treasurer

Signature: 

Comments:



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

**Agenda Item Number:** 4

**Meeting Date:** January 31, 2012

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** February 6, 2012

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

**Originating Department:** Police Department

**Action Requested:** Request an ordinance repealing Municipal Code Sections 8-218 and 8-282 relating to Alarm Systems

**Guiding Principle:** *Review of effectiveness relating to Willmar City Ordinance Article VII – Alarm Systems Sec. 8-221 and 8-282..*

**Introduction:** The current Willmar City Ordinance Article VII – Alarm Systems Sec. 8-221 and 8-282 no longer reflect technological changes or current business practices. The ordinance is outdated, ineffective and no longer serves a useful purpose.

**Background/Justification:**

During a review of crime prevention programs, Chief Wyffels discovered the current city ordinance that governed the alarm permit process was outdated due to technological changes and current business practices. Chief Wyffels discussed this problem with Fire Chief Marv Calvin and brought this information to the Public Works/Public Safety Committee meeting on January 10, 2012 along with suggested changes.

The Committee advised to have the suggested changes reviewed by the City Attorney. This action was taken and it is the City Attorney's recommendation to introduce an ordinance repealing the existing Municipal Code Sections 8-281 and 8-282 as it relates to regulating alarm ordinances.

This advice was given because the current ordinance seeks compliance and penalty for non-compliance which is based upon an alarm holders position on an alarm panel maintained at the communications center (dispatch). As this panel has not existed since 1999, the current ordinance has no substance to it that would propel households or businesses to obtain permits or pay any imposed penalty for non-compliance after five alarms per year.

To provide a suggested penalty clause to maintain or enhance compliance requires a modification to the current city charter allowing regulation and special assessment practices as is currently done with snow removal or the cutting of the grass. It was recommended to repeal the current ordinance in its entirety, address it through change in the city charter and draft a new ordinance at some point in the future if the city deemed excessive alarms to be a problem that needs to be addressed in the future.

This action will mean that alarms are no longer regulated through the use of permits. However, fire and police will continue to respond to all alarms with or without regulation.

**Fiscal Impact:** Income billed by the City of Willmar under the current ordinance as being generated from the Willmar Police Department based upon having five or more false alarms in one year has been:

- 07-01-08 thru 06-30-09 - \$1,800.00
- 07-01-09 thru 06-30-10 - \$3,400.00
- 07-01-10 thru 06-30-11 - \$3,900.00

**Alternatives:**

1. N/A

**Staff Recommendation:** Follow the advice of the City Attorney.

**Reviewed by:** David Wyffels, Marv Calvin

**Preparer:** David Wyffels, Chief of Police

**Signature:**

**Comments:**

**ORDINANCE NO.**

**AN ORDINANCE REPEALING WILLMAR MUNICIPAL CODE  
§ 8-281 AND § 8-282 REGULATING ALARM SYSTEMS**

The City of Willmar does ordain as follows:

SECTION 1. REPEAL OF MUNICIPAL CODE SECTIONS 8-281 AND 8-282. Willmar Municipal Code § 8-281 and § 8-282 providing for a penalty for more than five false fire or intrusion alarms in any one fiscal year is hereby repealed.

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective from and after its adoption and second publication.

This Ordinance introduced by Councilman: \_\_\_\_\_.

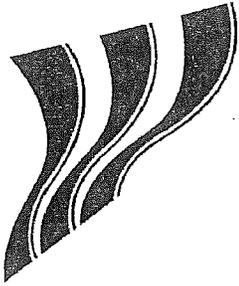
This Ordinance introduced on: \_\_\_\_\_.

This Ordinance published on: \_\_\_\_\_.

This Ordinance given a hearing on: \_\_\_\_\_.

This Ordinance adopted on: \_\_\_\_\_.

This Ordinance published on: \_\_\_\_\_.



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

**Agenda Item Number:** Miscellaneous

**Meeting Date:** January 31, 2012

**Attachments:** Yes  No

**CITY COUNCIL ACTION**

**Date:** February 6, 2012

- Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** Police Department

**Action Requested:** Request approval allowing the Willmar Police Department to apply for and if awarded, receive a Wal-Mart Foundation's Local Community Contribution (LCC) grant in the amount of \$1000.00.

**Guiding Principle:** *The Willmar Police Department has participated in the "Shop-With-A-Cop" program which has been supported by this grant process since December, 2004.*

**Introduction:** The Willmar Police Department has participated in the "Shop-With-A-Cop" Christmas gifting program for many years. This is a program where officers volunteer time assisting needy children in the selection and wrapping of Christmas gifts for family members and loved ones.

**Background/Justification:**

The Willmar Police Department has applied for and received the Wal-Mart Foundation's Local Community Contribution (LCC) grant for many years. The source of funding is through Wal-Mart.

The grant application is an "online" process. Wal-Mart is opening the 2012 application process beginning February, 2012. The deadline to apply is technically through December, 2012 but the requests are awarded on a first come-first serve basis. Once the money allocated to the Willmar store is gone, they can no longer fund requests.

The Willmar Police Department has been selected as a past recipient. Amounts funded in the past have been \$1000 for the Shop-With-a-Cop program and we are seeking a similar amount this year.

**Fiscal Impact:** None. All money is received from Wal-Mart and goes directly back to Wal-Mart in the form of purchases for qualifying families. Officers participating in the shopping event often provide additional monies of their own to allow children to get a gift for themselves along with the family members receiving gifts but no money is spent from public funds.

**Alternatives:** N/A

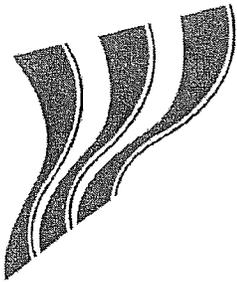
**Staff Recommendation:** Allow staff to apply for and if awarded accept the charitable donation as requested from Wal-Mart for the stated purpose.

**Reviewed by:** David Wyffels

**Preparer:** David Wyffels, Chief of Police

**Signature:**

**Comments:**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: 2/6/12

Attachments: Yes No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: **Planning & Development Services**

Action Requested: **Approval of Preliminary Plat- Meyer's Addition**

Guiding Principle: Subdivision Ordinance

Introduction: Meyer's Addition is a three lot plat on the 600 block of Becker Ave. SW being proposed by Cecil Meyer.

**Background/Justification:**

The three existing parcels are being replatted to shift the property lines and make the middle lot more usable as a commercial property and to increase parking. The Planning Commission approved the plat with the condition that a shared parking/access agreement be recorded with the plat.

Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: **Staff recommends approval of preliminary plat**

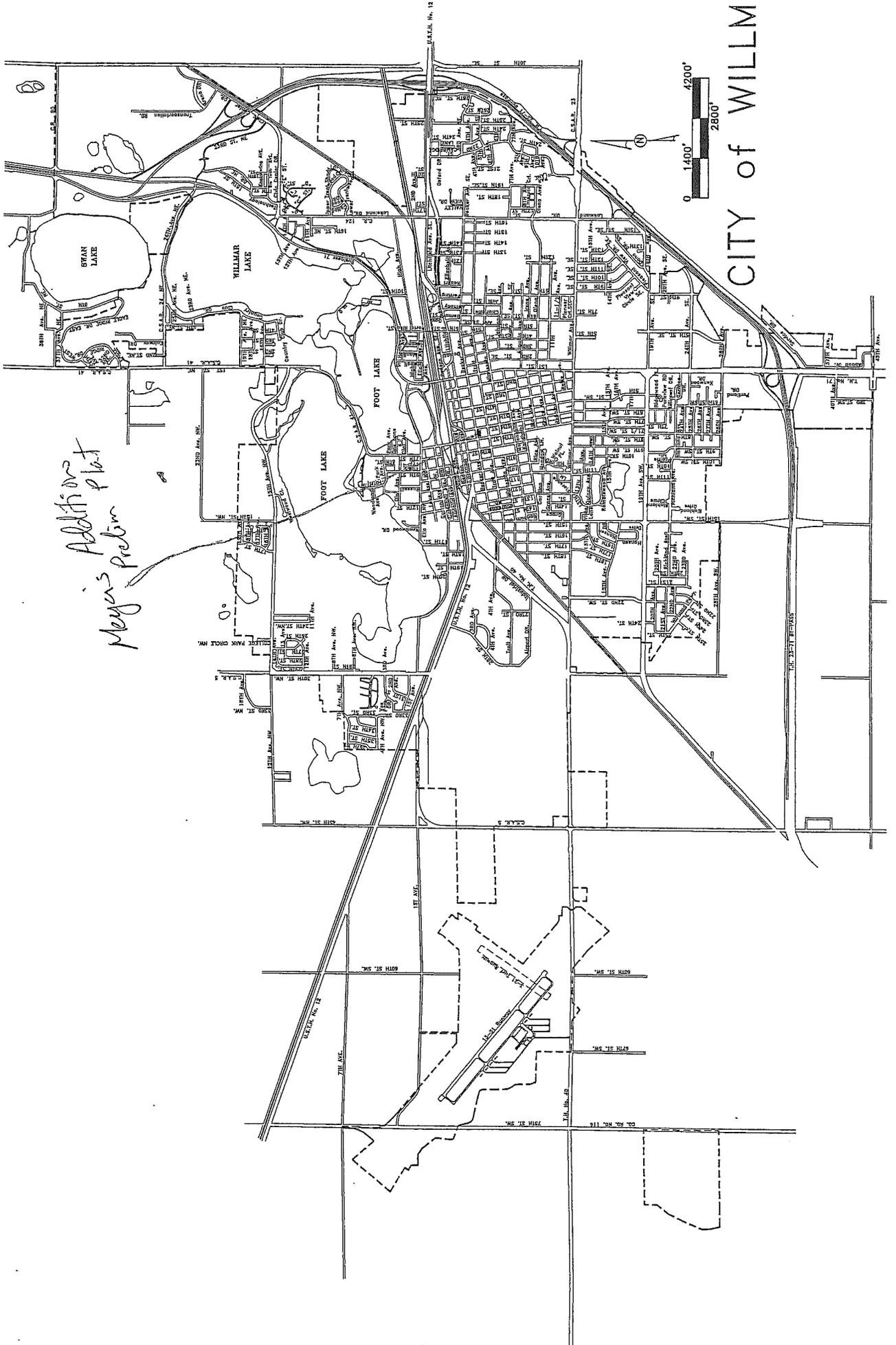
Reviewed by: Bruce D. Peterson, AICP, Director of Planning and Development Services

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

*MMS*

Signature: *Megan M. Sauer*

Comments:



*Meyers Addition Plat*

CITY OF WILLMAR

