

**WILLMAR CITY COUNCIL MEETING
TUESDAY, FEBRUARY 21, 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 February 6, 2012
 - B. Municipal Utilities Commission Minutes of February 13, 2012
 - C. Rice Hospital Board Minutes of February 8, 2012
 - D. Accounts Payable through February 16, 2012
 - E. Mayoral Reappointment: Community Education and Recreation Advisory Board - Eric Banks
 - F. Authorize Mayor Yanish and Council Member Bruce DeBlieck to Attend the 2012 APPA Legislative Conference in Washington D.C. on March 12-14, 2012
 - Accept:
 - G. Willmar Design Center Minutes of January 11, 2012
 - H. Exempt Permit Application: Friends of NRA
6. Items Removed from Consent Agenda
7. Scheduled Hearing:
 - 7:02 p.m.: Ordinance Repealing Willmar Municipal Code §8-281 and §8-282 Regulating Alarm Systems
8. Willmar City Council Open Forum
9. Labor Relations Committee Report for February 9, 2012
10. Finance Committee Report for February 13, 2012
 - Action Items:
 - A. Consideration of Custodian Service Agreements
 - B. Consideration of Street Improvement Preliminary Budget for 2012
 - C. Consideration of Establishing Procedures for Intent to Reimburse
 - D. Consideration of Vehicle/Equipment Replacement Schedule and Policy
 - E. Acceptance and Acknowledgement of Willmar Disc Golfers Donation
 - F. Acceptance and Acknowledgement of Fancy Coats Pet Grooming Donation
 - G. Consideration of Tax Exempt Government Bond Procedures/Policy
11. Community Development Committee Report for February 16, 2012
12. Consideration of Proposal Two of the Redistricting Plans
13. Consideration of Civic Center Arena Special Event by On-Sale Liquor License
14. Announcement of Council Committee Meeting Dates
15. Miscellany:
 - A.
 - B.
 - C.
16. Adjourn

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

February 6, 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 Administrative Assistant Audrey Peterson.

Additions to the Agenda included a miscellaneous item from Council Member Dokken.

The Council requested that the Rice Hospital Board and Safety Committee Minutes be removed from the Consent Agenda.

Council Member DeBlieck offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 17, Municipal Utilities Commission Minutes of January 23, Planning Commission Minutes of January 25, Accounts Payable Report through February 1, Charter Commission Minutes of October 7 and Willmar Lakes Convention/Visitors Bureau Minutes of December 11, 2011, Building Inspection Report for January, Community & Activity Center Council Minutes of January 3, Zoning Appeals Board Minutes of January 23, Community Ed/Recreation Joint Powers Board Minutes of January 27, 2012; and Exempt Permit for Willmar Sertoma Club. Council Member Christianson seconded the motion, which carried.

Council Member Dokken read an article whereby Rice Memorial Hospital was recognized for its strong fiscal performance in 2011. Following discussion, Council Member Dokken moved to approve the January 26, 2012, Rice Hospital Board Minutes. Council Member Ahmann seconded the motion, which carried.

Council Member Christianson requested clarification of items in the Safety Committee Report relating to safety inspection reports on various City buildings. Fire Chief Calvin explained the areas of concern and inspection reports of various City building. Council Member Christianson moved to approve the Safety Committee Minutes of November 23, 2011, with Council Member Anderson seconding the motion, which carried.

At this time Mayor Yanish presented to the Council, Staff and citizens of Willmar his 2012 State of the City Address. Mayor Yanish reviewed 2011 noting it was strong year for the City, with many changes and commented on the opportunities that lay ahead in 2012.

Mayor Yanish acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for January 23, 2012, was presented to the Mayor and Council by Council Member Anderson. There were four items for Council consideration.

Item No. 1 Staff informed the Committee that the Fire Department has received a donation of \$50 from Elaine Doney. Following discussion, the Committee was recommending the Council introduce a Resolution accepting the donation from Elaine Doney and to send a letter of appreciation.

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

WHEREAS, Elaine Doney has given a donation of \$50.00 to the Willmar Fire Department;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Elaine Doney and the City Administrator be directed to express the community's appreciation.

Dated this 6th day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 2 The Committee was informed by Staff 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 The Committee conducted its annual review of the City of Willmar Investment Policy. Following discussion, the Committee was recommending to the Council approval of the existing Investment Policy. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 4 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 rehabilitation. 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.

Council Member Christianson asked how conduit financing has been used in the past, and Council Member Dokken asked what justification the Housing and Redevelopment Authority used to support the project. Staff informed the Council that they are reviewing the proposal. This matter was for information only.

The Finance Committee Report for January 23, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Community Development Committee Report for January 26, 2012, was presented to the Mayor and Council by Council Member Dokken. There were six items for Council consideration.

Item No. 1 There were no public comments offered at this meeting.

Item No. 2 Andrew Bjur appeared before the Committee to present information on the Green Step Cities program. The 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.

Council Member Ahmann expressed his support of the program. Planning and Development Services Director Peterson explained that the Green Step group came to the Council in 2011 and at this point consists of a group of volunteers. It was noted that limited City Staff time would be involved. This matter was for information only.

Item No. 3 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 with a draft application due February 10, and a full application would be due March 9, 2012.

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.

The Committee was recommending the Council adopt a resolution authorizing submittal of the application for the EDA industrial park expansion funding.

Les Nelson, Mid Minnesota Development Commission, was present at the Council meeting to answer questions regarding the process and application. Following discussion, Resolution No. 2 was introduced by Council Member Dokken, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

LOCAL GOVERNMENT RESOLUTION FEDERAL ECONOMIC ADJUSTMENT INFRASTRUCTURE GRANT APPLICATION

BE IT RESOLVED that the City of Willmar wishes to expand the industrial park and move forward with the City of Willmar Industrial Park Expansion project in order to recruit new business entities and create higher paying employment opportunities;

BE IT FURTHER RESOLVED that the City of Willmar has experienced economic distress;

BE IT FURTHER RESOLVED that the City of Willmar act as the legal sponsor for the project

contained in the U.S. Department of Commerce - Economic Development Administration - Public Works (CDFA 11.300) grant application for the project: City of Willmar Industrial Park Expansion and that the application will be submitted on or about March 9, 2012.

BE IT FURTHER RESOLVED that Charlene Stevens the City Administrator is the authorized representative to submit the grant application and execute any and all grant application documents.

BE IT FURTHER RESOLVED that the City of Willmar has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice;

BE IF FURTHER RESOLVED that upon approval of the application by the Economic Development Administration, the City of Willmar may enter into an agreement with the Economic Development administration for the above referenced project, and that it will comply with all applicable laws and regulations as stated in all contract agreements;

BE IT FURTHER RESOLVED that the City of Willmar will commit \$8,269,423 to the project and the funds will be on deposit with Heritage Bank in account #3172 and that the funds are unencumbered and will be sequestered, separated and restricted and that these funds are to be used as a local match requirement for the federal grant.

BE IT FURTHER RESOLVED that the percentage of local share to the total project cost is 87% and, the source of the local share include local option sales tax funds and a Minnesota Public Facilities loan (pending).

NOW, THEREFORE, BE IT RESOLVED that Charlene Stevens the City Administrator, is hereby authorized to execute the grant award, agreements and amendments thereto, as are necessary to implement the project on behalf of the applicant;

Dated this 6th day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 4 The Committee considered options for redistricting of City wards. Staff explained that due to significant growth in Ward 1, the distribution of ward populations is skewed. Two proposals detailed how the population could be shifted to meet ward targets. A final decision by the Council on redistricting needs to be made by ordinance and adopted by April 1, 2012.

City Administrator Stevens informed the Council that a map of the proposed redistricting will be posted on the City's website, published in the West Central Tribune, and discussed on the Open Mic Program and at various service club meetings. Planning and Development Services Director Peterson reviewed a map detailing the proposed changes to Wards and Precincts.

Following discussion, Council Member Dokken moved to proceed with proposal number two, and to post the redistricting proposal on the City website for public comment. Council Member DeBlieck seconded the motion, which carried.

Item No. 5 Staff presented to the Committee information on the options municipalities have for annexation and how those options relate to a proposal by residents of 8th Street Northeast to be annexed into the City. This matter was for information.

Item No. 6 The Committee reviewed an update from Staff on the John's Supper Club

redevelopment project. This matter was for information only.

The Community Development Committee Report for January 26, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Ahmann, and carried.

The Public Works/Safety Committee Report for January 13, 2012, was presented to the Mayor and Council by Council Member Reese. There were six items for Council consideration.

Item No. 1 Staff presented to the Committee an Improvement Report for 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 22nd 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 22nd Street SW and Willmar Avenue SW, sidewalk on 24th Avenue SE, a Mn/DOT water main relocation, crack seal, and seal coat.

The Committee was recommending the Council accept the Improvement Report and order an Improvement Hearing for 7:02 p.m., March 5, 2012. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member DeBlicek, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

RECEIVING PRELIMINARY REPORT AND CALLING PUBLIC HEARING ON YEAR 2012 IMPROVEMENT PROJECTS

WHEREAS:

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

2. The Council has been advised by the City Engineer that said Year 2012 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer; and

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

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached (on file in the City Clerk's Office) to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and

the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

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

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

Dated this 6th day of February, 2012.

/s/ Frank Yanish

MAYOR

/s/ Charlene Stevens

Attest: CITY ADMINISTRATOR

Item No. 2 Staff informed the Committee that 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. This matter was for information only.

Item No. 3 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 for information only.

Item No. 4 The Committee was informed by Staff of 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 alcoholic 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.

The Committee was recommending the Council 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. Council Member Reese moved to approve the recommendation of the Public Work/Safety Committee with Council Member Anderson seconding the motion, which carried.

Item No. 5 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.

Staff's recommendation was 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.

The Committee was recommending the Council introduce an ordinance for hearing repealing the Municipal Code Sections 8-281 and 8-282. Council Member Reese offered a motion to introduce an Ordinance Repealing Willmar Municipal Code § 8-281 and § 8-28 Regulating Alarm Systems on February 21, 2012. Council Member DeBlieck seconded the motion. The Council discussed at length false alarms for Fire and Police, revisiting fines imposed, and amending the City Charter. Council Member Christianson called for the question and the motion to introduce an Ordinance Repealing Willmar Municipal Code carried.

Item No. 6 Chief Wyffels requested permission from the Committee 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.

The Committee was recommending the Council allow Staff to apply and if awarded, accept the donation as presented. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Police Department for, and the acceptance of, a Wal-Mart Foundation's Local Community Contribution Grant.

Dated this 6th day of February, 2012.

/s/ Frank Yanish

MAYOR

/s/ Charlene Stevens

Attest: CITY ADMINISTRATOR

The Mayor and Council considered a preliminary plat for Meyer's Addition. Planning and Development Services Director Peterson presented details of the plat for Meyer's Addition, a three-lot plat on the 600 block of Becker Avenue SW being proposed by Cecil Meyer. The Planning Commission has approved the plat with the condition that a shared parking/access agreement be recorded with the plat. Following discussion, Council Member Anderson moved to approve the Preliminary Plat for Meyer's Addition as presented. Council Member Reese seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Labor Relations, February 9; Finance, February 13; Public Works/Safety, February 14; and Community Development, February 16, 2012.

Council Member Dokken presented information he had received at a recent League of Minnesota Cities meeting for experienced officials. Mr. Dokken explained the "New Normal" trend of government to involve citizens and collaborated efforts. An example of how the City is using the "New Normal" trend is the Downtown Planning process which is engaging a wide range of citizens. This matter was for information only.

Council Members Bruce DeBlieck, Tim Johnson and Ron Christianson informed the Mayor that they would be absent for the February 21, 2012, Council meeting.

There being no further business to come before the Council, the meeting adjourned at 8:40 p.m. upon motion by Council Member Reese, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

ACTING SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 13, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, February 13, 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: Interim Co-Manager Wes Hompe, Interim Co-Manager Larry Heinen, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Accounting Supervisor Tess Stoffel, Power Supply Broker Chris Carlson, Director of Electric Production Jon Folkedahl, Mayor Frank Yanish, 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 as presented.

Resolution No. 7 was introduced by Commissioner Lindblad, seconded by Commissioner Salzer, and approved by a vote of seven ayes and zero nays.

RESOLUTION NO. 7

“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 23, 2012 & February 10, 2012 Commission meetings;
- ❖ Bills represented by vouchers No. 120171 to No. 120275 inclusive in the amount of \$211,460.46, with a MISO payment in the amount of \$31,788.20.

Dated this 13th day of February 2012.

President

ATTEST:

Secretary

The WMU Planning Committee Report for January 26, 2012, was presented to the Commission by Commissioner Salzer (Chair). There were four items for Commission consideration.

Item No. 1. The Willmar Economic Development Commission has invited the Willmar Municipal Utilities to participate in the MN State Capitol’s Great Hall Event to be held on February 14th, from 9:00 a.m. – 3:00 p.m. This event will showcase renewable energy resources and high technology companies in West Central Minnesota. Director of Electric Production Folkedahl will be in attendance to showcase the WMU’s wind turbines and the burning of biomass (corn cobs).

Item No. 2. Director of Electric Production Folkedahl reviewed with the Commission the current status of the air permitting modification process with MPCA along with the proposed Power Plant Improvement Project. Key points discussed included air emission and allowable limits for the burning of corn cobs and coal. Additional data should be received by WMU by the end of February. This data associated with the biomass/coal combustion project would include equipment, engineering, and permitting along with the estimated annual operating costs.

Item No. 3. Interim Co-Manager Hompe discussed with the Commission the current status of the CMMPA Brookings-Twin Cities Transmission Project. (CapX 2020). This project consists of building and upgrading transmission lines to assist in meeting the future electrical power supply needs of our customers.

Item No. 4: Trade secrets and confidentiality issues regarding power supply reporting at public meetings was discussed. Chairman Salzer informed the Commission that due to the audio recording and internet accessibility, some of the data previously provided may be scaled back.

The WMU Planning Committee Report for January 26, 2012, was approved as presented by a motion by Commissioner Lindblad, seconded by Commissioners Laumer, and carried by a vote of seven ayes and zero nays.

The WMU Labor Committee Report for January 27, 2012, was presented to the Commission by Commissioner Schrupp (Chair). There were six items for Commission consideration.

Item No. 1. Reviewed with the Commission the RFP's recently received to conduct an organizational/management assessment study of the WMU. Three firms had submitted proposals to conduct the study. Following analysis of the proposals, it was the recommendation of the Labor Committee to select Springsted Inc. of St. Paul to conduct the assessment study at a cost of \$17,500 plus expenses which the proposal estimated not to exceed \$1,200.

Resolution No. 8 was introduced by Commissioner Laumer, seconded by Commissioner Salzer, and approved by a vote of seven ayes and zero nays.

RESOLUTION NO. 8

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the WMU enter into agreement with Springsted Inc., of St. Paul, Minnesota, to conduct an Organizational Assessment Study of the Willmar Municipal Utilities at a cost of \$17,500 plus expenses which are estimated not to exceed \$1,200."

Dated this 13th day of February 2012.

President

ATTEST:

Secretary

Item No. 2. The Commission was informed that with the upcoming retirement of City Attorney Ronning, the City of Willmar has issued a RFP's to provide legal service to the City. WMU is under the umbrella of the City for legal services. It was noted that it would be advantageous to WMU if the selected legal counsel had knowledge of energy needs and their legalities. Interim-Co-Manager Heinen contacted City Administrator Stevens regarding the WMU Commission's desire to be involved in the interview process.

Item No. 3. The next item to be addressed was to consider entering into a contract with the lobbyist/consultant firm of David Turch & Associates (DTA). DTA is a governmental relation firm from Washington, DC, that provides strategic planning, legislative assistance, and political analysis to municipal governments. Previously, the City of Willmar and the WMU had split the lobbying/consulting contract cost of \$54,000. The City has elected to no longer participate in the contract which expired 12/31/2011. WMU must determine whether or not it would be advantageous to enter into a new agreement with DTA. Further discussion of the subject will be held at the 02/27/12 MUC meeting. Commissioner Gesch spoke in favor of renewing the contract.

Item No. 4. Request to begin the process to fill the Coal Handler position vacancy. The Labor Committee was recommending to the Commission that a new Coal Handler be hired. With the soon-approaching annual overhaul at the Power Plant, it would be beneficial to WMU to have this position filled prior to the onset of this project.

Item No. 5. Workers Compensation Issues. Resolution No. 42 dated September 28, 2009, offers fulltime employees with 20+ years of employment and who are eligible to collect a pension from PERA one year of paid individual health insurance for every three years of service until the years of service benefits are exhausted or the employee is eligible for Medicare. Employees must submit their signed request to participate in this offer at least 90 days in advance of the retirement date.

When working on Workers Compensation issues, it is difficult for an employee to give sufficient notice. It is in the best interest of both the WMU and the employee to waive the 90-day requirement. It was the recommendation of the Labor Committee to only waive the requirement in Workers Compensation negotiations and only for employees who would otherwise meet all eligibility.

Item No. 6. Designation to represent the Willmar Municipal Utilities involving Step 3 Grievance Issues with the IBEW Local Union #160. Article XX of the IBEW Local Union #160 states a grievance that progresses to Step 3 shall be presented by the union and discussed with the Municipal Utilities Commission or designated representative(s). The WMU Labor Committee recommends the Commission designate the WMU Labor Committee as the representative. Following discussion, Commissioner Schrupp made a motion to appoint the WMU Labor Committee to act as the representative for WMU involving Step 3 Grievance Issues. Commissioner Lindblad seconded the motion by a vote of seven ayes and zero nays.

The WMU Labor Committee Report for January 27, 2012, was approved as presented by a motion by Commissioner Schrupp, seconded by Commissioners Holtz, and carried by a vote of seven ayes and zero nays.

Director of Water/Heating Murphy requested Commission approval for consulting services to begin Phase One of the Water Plant Life Extension Project. The project had been approved by the Commission on December 12, 2011. Murphy noted that following the consideration of six potential consultants for the project, he was recommending to approve the proposal submitted by Carollo Engineers Inc. of Walnut Creek, CA, in the amount not to exceed \$68,606.

Resolution No. 9 was introduced by Commissioner Schrupp, seconded by Commissioner Gesch, and approved by a vote of seven ayes and zero nays.

RESOLUTION NO. 9

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal for consulting services to begin Phase One of the Water Plant Life Extension Project with Carollo Engineers Inc. of Walnut Creek, CA, be approved at a cost not to exceed \$68,606.”

Dated this 13th day of February 2012.

President

ATTEST:

Secretary

Interim Co-Manager Heinen reviewed with the Commission a resolution that would give authority to Larry L. Heinen as Interim Co-Manager of the Willmar Municipal Utilities to pay any claims presented for payment to WMU which claims need to be paid prior to the next scheduled Commission meeting. By designating the electronic transfer of funds for payment, this would eliminate any significant financial penalty or the result and termination of contract for the claimant that has been submitted the claim for payment. This would primarily allow WMU to pay MISO and Absloka Coal invoices in a timely fashion.

Resolution No. 10 was introduced by Commissioner Schrupp, seconded by Commissioner Lindblad, and approved by a vote of seven ayes and zero nays.

RESOLUTION NO. 10

Dated this 13th day of February 2012.

Power Supply Broker Carlson reviewed with the Commission the December 2011 Power Supply Report. This was for information only.

Manger of Electric Services Kimpling reviewed with the Commission quotes (2) that will be distributed for the purchase of a new bucket truck for the Line Department. He noted that this item had been previously approved of in the 2012 Capital Improvement Budget. The quotes will be for a 19,500 GVW cab & chassis and a 40-foot single bucket aerial lift and fiberglass line body truck. Quotes will be received until 1:00 p.m. on March 6th.

Interim Co-Manager Hompe along with Commissioners Baker, Gesch & Laumer presented the Commission with an overview of their attendance at the MMUA Legislative Conference held on March 8-10. This was for information only.

Interim Co-Managers Hompe & Heinen reminded 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.

Commissioner Baker made a request to Staff to post the agenda for upcoming meetings online at the WMU website.

Commissioner Baker presented the Commission with a status update on the investigation being currently conducted for the possible misconduct of an Municipal Utilities employee. The law firm of Quinlivan & Hughes, P.A., of St. Cloud, MN, is conducting the investigation. Completion of the investigation should be by the end of this week. A report will be submitted to the Commission for their action prior to the February 27th MUC meeting .

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

RESOLUTION NO. 10

WHEREAS, obligations incurred by the Willmar Municipal Utilities Commission may become due and payable before the next regular meeting of the Municipal Utilities Commission; and

WHEREAS, the failure to pay such obligations could or will result in substantial penalty or interest charges assessed to the Municipal Utilities Commission; and

WHEREAS, contracts such as the MISO contract and the Absaloka Coal contract require payment within a limited number of days after billing and the penalty for failure to pay within the time allowed is termination of the contract; and

WHEREAS, the Willmar Municipal Utilities Commission does desire to avoid the levying of monetary penalties and interest or penalties leading to termination of contracts favorable to the Municipal Utilities Commission; and

WHEREAS, Minnesota Statute §412.271 does allow for the delegation of authority for payment of certain bills meeting the criteria above established.

NOW, THEREFORE, BE IT RESOLVED by the Willmar Municipal Utilities Commission as follows:

1. Authority is hereby delegated to Larry L. Heinen, as Interim Co-Manager of the Willmar Municipal Utilities, to pay any claims presented for payment to the Willmar Municipal Utilities Commission, which claims must be paid prior to the next regularly scheduled meeting of the Municipal Utilities Commission, and if not so paid would result in a significant financial penalty or interest or result in termination of the contract with the claimant that has submitted the claim for payment.
2. That all claims paid by Interim Co-Manager Heinen, in accordance with this resolution, be presented to the Municipal Utilities Commission at its next regularly scheduled meeting.
3. That payment of such claims shall be made in compliance with all other policies and procedures established by the Municipal Utilities Commission.

Dated this 13th day of February 2012.

President

ATTEST:

Secretary

**WILLMAR MUNICIPAL
UTILITIES**

**WMU PLANNING COMMITTEE MEETING
THURSDAY, JANUARY 26, 2012 - 1:00 P.M.
WMU CONFERENCE ROOM**

Attendees: Wes Hompe, Larry Heinen, Dan Holtz, Steve Salzer, Jerry Gesch, Bart Murphy, Jeff Kimpling, Chris Carlson, Steve Wearda, Jon Folkedahl and Beth Mattheisen.

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1. MN State Capital's Great Hall Event - February 14, 2012:

Willmar's Economic Development Commission will be participating in an event to showcase renewable resources and high technology companies in West Central Minnesota. EDC made a request to WMU to participate in the project (MinnWest will also be participating). WMU will showcase the wind turbines and the burning of biomass (corn cobs). Jon Folkedahl will attend.

2. MPCA Permit No. 06700005 - 006

Power Plant Improvement Project Discussion:

Key points discussed included air emissions and allowable amounts for the burning of corn cobs & coal. MPCA has agreed to modify the permit language so that WMU may continue to operate as currently (up to 5 years) until an WMU determines whether or not to proceed with the Power Plant Improvement Project. Five different options were discussed. To assist in reaching a decision, WMU should have updated cost figures by the end of February 2012. The costs associated with the biomass/coal combustion project include equipment, engineering, and permitting along with the estimated annual operating costs.

It was noted that with the proposed installation of the bag house at the Power Plant, this would open a number of coal supply options for WMU.

Must apply for #005 permit by March 2012. Wenck has #006 permit near completion. In September, WMU will be required to have the renewed air permit in place.

One factor to be considered in determining the future direction of the project will be the effect it will have on our District Heating customers (est. 250).

WMU has hired the engineering firm of ENGlobal to conduct a study of the cost effectiveness and feasibility of the options discussed. The results of ENGlobal's study are due by the end of February. Following a review of the feasibility study, Staff will bring options & recommendations to the MUC (possibly February 27th meeting) for approval.

3. Power Supply Discussion:

Discussed the current status of the CMMPA Brookings-Twin Cities Transmission Project. (Willmar & Elk River are the two largest entities participating in this portion of the project.)

CapX 2020 project was briefly discussed. This project consists of building and upgrading transmission lines to assist in meeting the future needs of the electric customers.

Trade secrets & confidentiality regarding power supply reporting at public meetings was discussed. Due to the audio recording and internet access availability, some of the data previously provided may be scaled back. However, all data would be available if requested.

**WILLMAR MUNICIPAL
UTILITIES**

**LABOR COMMITTEE MEETING
Friday, January 27, 2012 - 2:00 p.m.**

Present: Larry Heinen, Wes Hompe, Carol Laumer, Matt Schrupp, Dave Baker, and Beth Mattheisen

1. Commissioner President Baker appointed Commissioner Schrupp to serve as Chairperson of the Labor Committee.
2. Reviewed & discussed RFP for organizational/management assessment study including strengths & weaknesses of each submitting firm.
 - a. Schulte Associates LLC (Eden Prairie, MN) - \$35,000 + expenses
 - b. Springsted Inc. (St. Paul, MN) - \$17,500 + \$1,200 expenses
 - c. Raintek USA LLC (Vallejo, CA) - \$29,970

Propose to conduct a Strategic Planning session following the completion of the assessment study. Organizational chart will be addressed.

Co-Manager Hompe was asked to contact references to request their input on past work submitting by the referenced firms.

Motion made by Commissioner Baker to recommend Springsted Inc. as the firm for the Organizational Assessment Study for WMU contingent on the contacting of references. Motion seconded Commission Laumer.

3. Due to the upcoming retirement of City Attorney Ronning, the City of Willmar has issued an RFP to provide legal services to the City. WMU is under the umbrella of the City for legal services. It was noted that it would be advantageous to WMU if the selected legal counsel had knowledge of energy needs & their legalities. RFP's are due to the City by 2:00 p.m. on Thursday, February 23, 2012.

It was being recommended by the Labor Committee to have a member of the Commission & Rice Hospital Board to participate in the search for legal counsel.

4. Consideration to extend contract with David Turch & Associates a government relations firm from Washington, DC (lobbyists). Previously, WMU and the City of Willmar have split the annual \$54,000 cost to provide the services including strategic planning, legislative goal setting and political analysis. The City of Willmar has elected to no longer participate in the contract. Following discussion, it was the recommendation to include this item on the next MUC agenda to discuss the future relationship with David Turch & Associates. Co-Managers Heinen & Hompe were asked to contact the firm and request the status of current projects and interests being addressed.

5. Coal Handler Position Vacancy:

With the annual Power Plant overhaul soon approaching, WMU Staff was seeking approval by the MUC to begin the process to fill the current Coal Handler position vacancy. Following discussion, Commissioner Baker made a motion to recommend to the Commission that Staff begin the hiring process for the Coal Handler position by posting the opening internally for five days contingent on MUC approval. Commissioner Schrupp seconded the motion which carried.

6. Workers Compensation Issues:

Resolution No. 42 dated September 28, 2009, offers fulltime employees with 20+ years of employment and who are eligible to collect a pension from PERA one year of paid individual health insurance for every three years of service until the years of service benefits are exhausted or the employee is eligible for Medicare. Employees must submit their signed request to participate in this offer at least 90 days in advance of the retirement date.

When working on Workers Compensation issues, it is difficult for an employee to give sufficient notice. It is in the best interest of both the WMU and the employee to waive the 90-day requirement. It was the recommendation of the Committee to only waive the requirement in Workers Compensation negotiations and only for employees who would otherwise meet all eligibility.

7. Article XX of the IBEW Local Union #160 states a grievance that progresses to Step 3 shall be presented by the union and discussed with the Municipal Utilities Commission or designated representative(s). The WMU Labor Committee recommends the Commission designate the WMU Labor Committee as the representative.
8. Commissioner Baker made a motion to close the meeting to address the current status of union negotiations. Commissioner Laumer seconded the motion which carried.

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

February 8, 2012

FOR COUNCIL
INFORMATION

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Dr. Robert Kruger, Secretary; Dr. Michael Gardner, Treasurer; and Directors Eric Weiberg and Wayne Larson.

EXCUSED: Jenna Fischer

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

GUESTS: Dr. Lee Cafferty, Jim Dokken, Rick Moore, Roger Helgeson, Troy Barrick, Jean Raatz and Anne Polta

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Weiberg and carried that the minutes of the January 11 and 26, 2012 meetings be approved as written. A motion was made by Director Cederstrom, seconded by Director Gardner, and carried that the Board of Directors hold a closed session following the regular meeting in order to review and discuss the 2011 Board of Directors self-evaluation summary as well as the summary of the CEO performance evaluation.

Rice Care Center: Mike Schramm, Bill Fenske and Troy Barrick have been meeting/working with the firms, J.E. Dunn and Harty Elving on future planning efforts for Rice Care Center (RCC). Rick Moore and Roger Helgeson were present in order to review the conceptual layout/plans for the RCC project phases as well as review proposed changes. Information was reviewed in regard to: 1) Existing facility/new therapy suites building. 2) Existing and proposed floor plans. 3) Each project will be approximately \$1.4 million and will be broken down into phases. 4) Current facility issues. 5) Project schedule – proposed construction start date – October 2, 2012. 6) Cost of Project C - \$1,995,952; Project D – \$2,003,927; Project E – \$1,000,000 - \$1, 5000,000. Total project costs - \$5,000,000 - \$5,500,000 which includes, fees, site work and furnishings. A 10% contingency fee is also included in these amounts. Discussion followed by the Board. **ACTION:** A motion was made by Director Gardner, seconded by Director Weiberg and carried to proceed with further planning as well as the design development for Project C of the Rice Care Center's building and expansion project.

Quality Report/Patient Experience – Teri Beyer: 1) A patient experience was reviewed from a patient who presented to the Emergency Services Department (ESD) and was then admitted to Rice's Adult Health Care (AHC) unit. He thanked Rice for the treatment and care received in both the ESD and AHC departments. The physicians and nursing staff were very professional as well as kind. 2) President Anfinson also reviewed correspondence he had recently received praising the Rice Hospital Administration and staff for the quality of care/services he received at Rice. 3) Quality Report: Teri Beyer reviewed the Value Based purchasing scorecard for the period, 4th quarter, 2010 through the 3rd quarter, 2011. Information was reviewed in regard to: a) Performance Indicator. b) Never Event. c) Benchmark. d) Quarterly scores.

Financial Report: Bill Fenske reviewed the Hospital's financial statements for the period ending December 31, 2011, in regard to the following: 1) December was a positive month in terms of operating performance compared to the budget and last year. 2) The overall net operating income was \$401,000 compared to a budgeted operating loss of \$39,000. 3) The overall net income including non-operating activity was \$6.0 million compared to budgeted net income of \$1.0 million and last year's net income of \$1.0 million. Non-operating income was greater than budget by \$744,000 due to unrealized investment gains, increased investment income and other gains. 4) Operating income was \$4.6 million compared to the budget of \$365,000 and last year's operating deficit of \$158,000. 5) Consolidated operating margin was 4.1% compared to the budget of a negative 0.5% and last year's 10.7%. 6) As compared to budget, inpatient revenues were up by 27.5% for the month while outpatient revenues were up by 7.4% factored with a 15.7% increase in expenses leading to the positive financial performance. 7) Days in accounts receivable were 55 compared to a target of 60 and last year's 65. 8) Days of cash were 116 compared to 81 from the prior year. Mr. Fenske stated that the Hospital's 2011 audit process will begin on February 13.

Bond Refunding: Bill Fenske presented an update on the refunding of the Hospital's 2002 bond issue as follows: 1) The pricing took place today, February 8. 2) Interest rate – slightly less than 3%. 3) Average life – 11 years. 4) The savings over a 20 year period is slightly less than 9 million dollars. 5) Average yearly savings will be approximately \$350,000.

6) Closing for the bond refunding is scheduled for February 28th and the changes will be reflected on the February financial reports.

Medical Staff Report: Dr. Lee Cafferty reviewed the minutes of the January 24, 2012 Medical Staff Executive and Credentials Committee meetings as follows: 1) The Epic Clinical Information System go-live took place on February 1. 2) The physician training on the new system went very well. 3) Frustrations have been expressed by staff and physicians on getting to know how the system works, but all-in-all the CentraCare staff have stated that the go-live process went very smoothly. **ACTION:** A motion was made by Director Larson, seconded by Director Gardner and carried that the minutes of the January 24, 2012 Medical Staff Executive and Credentials Committee meetings be approved; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved as presented:

REAPPOINTMENT APPLICATIONS: Active Staff: Anthony Amon, M.D. – Family Practice-Emergency Medicine/Department of Family Practice-Department of Emergency Medicine. Family Practice Medical Center, Willmar, MN. Mary Amon, M.D. – Family Practice-Emergency Medicine/Department of Family Practice-Department of Emergency Medicine. Family Practice Medical Center, Willmar, MN. Daniel Fuglestad, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Martin Janning, M.D. – Otolaryngology/Department of Surgery. Janning ENT Center, LLC, Willmar, MN. Rachel Tollefsrud, M.D. – Family Practice/Department of Family Practice. Family Practice Medical Center, Willmar, MN. **Affiliate Staff:** Curt Behrns, M.D. – Radiologist/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Elizabeth Bisinov, M.D. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Darrell Carter, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Granite Falls, MN. Jason Doescher, M.D. – Neurology/Department of Internal Medicine. Minnesota Epilepsy Group, PA, St. Paul, MN. Evelyn Erickson, M.D. – Plastic Surgeon/Department of Surgery. MidSota Plastic Surgeons, P.A., St. Cloud, MN. Jeffrey Gerdes, M.D. – Neurology/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell, MN. Janell Haiwick, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Litchfield, MN. Richard Horecka, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Benson, MN. Margaret Johnson, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Terrence Longe, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Cardiology Associates, Minneapolis, MN. Mark Martone, M.D. – Cardiovascular Disease/Department of Internal Medicine. CentraCare River Campus, St. Cloud, MN. Charles Pinkerman, D.O. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Daniel Tiede, M.D. – Interventional Cardiology/Department of Internal Medicine. CentraCare Clinic, St. Cloud, MN. James Tiede, M.D. – Internal Medicine/Department of Internal Medicine. Rice Memorial Hospital, Willmar, MN. Jay Traverse, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Christopher Widstrom, M.D. – Orthopedics/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., Sartell, MN. **Transfer to Affiliate Staff:** Sharon Banister, M.D. – Pathology/Department of Pathology. Minnesota Pathologists Chartered, Willmar, MN. **Allied Health Staff:** Thomas Beckman, D.D.S. – Dentist /Department of Surgery. University of Minnesota Medical Center, Minneapolis, MN for Rice Regional Dental Clinic, Willmar, MN. Ann Day, PA-C – Physician Assistant/Department of Surgery. Central MN Neurosciences, Ltd., Sartell, MN. Shawn Dischinger, PA-C – Physician Assistant/Department of Family Practice. Family Practice Medical Center, Willmar, MN. **Responsible Physician:** Andrew Hoffmann, M.D. Holly Gibson, CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Warren Hagen, CO/CP – Orthotist-Prosthetist/Department of Rehabilitation. Hagen Orthotics & Prosthetics, Inc., Willmar, MN. Rose Haroldson, PA-C – Physician Assistant/Department of Family Practice. Family Practice Medical Center, Willmar, MN. **Responsible Physician:** Alan Roiseland, M.D. John Held, CO – Orthotist/Department of Rehabilitation. Great Steps O & P, Sartell, MN. Elgin Bruce Johns, LPN – Surgical Assistant/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Steven Kuchta, LP – Psychologist/Department of Psychiatry. Affiliated Community Medical Center, Willmar, MN. **Responsible Physician:** David Newcomer, D.O. Shelli Sanderson, LDA/RDA – Surgical Assistant/Department of Surgery. Rice Regional Dental

Clinic, Willmar, MN. Criteria Review/Approval: The GI Endoscopy criteria was approved with proposed changes noted.

CEO Report – Mike Schramm:

1. Epic Clinical Information System (CIS): a) Staff is now in the second week of the Epic CIS go-live which took place on February 1. b) The Medical Staff has been very understanding and supportive despite frustrations raised with the new system. c) CentraCare staff remains on-site during the implementation period. d) Thanks and appreciation was expressed to the Hospital's Management Team, Staff, Physicians and specifically to Kathy Dillon, Teri Beyer and Wendy Ulferts for all of their hard work/efforts during the preparation and implementation process of the new Epic CIS. e) Epic huddles are held daily in order to discuss any areas/issues that needed to be addressed.
2. Rice Care Center (RCC): a) The planning process is underway for Project C of the RCC's building/renovation project. b) The proposed date for the start of the Project C construction is October 2, 2012. c) RCC census is currently at 75. Therapy Suites census continues to fluctuate.
3. Health Care Reform Meeting/Education Event: A joint Medical Staff/Board of Directors educational event was held on January 26. The event was sponsored by Blue Cross and Blue Shield (BCBS) and presented by Dr. Gregg Gilmet and Garret Black on Health Care Reform and how it will work from a payer perspective. Next steps will include discussions with the FPMC and ACMC clinic leaders as well as BCBS regarding a collaborative means of working together on this issue.
4. Anesthesia Services Update: a) Currently in the process of finalizing contracts in regard to the Anesthesia service line structure. b) Rice is working with ACMC in the development of a more streamlined approach to providing anesthesia services in an effort to improve efficiencies while at the same time maintain a strong service line. c) Changes will be made to the service line as far as leadership. A Medical Director will be hired to oversee the service line. A Lead CRNA will also be hired to work with the Medical Director in providing these services at both the Hospital and Surgery Center. d) At the March Board meeting the Anesthesia service line structure/model will be further discussed with the Board.
5. Rice Home Medical (RHM): Work continues on the organizational changes for RHM which were previously reviewed with/approved by the Board. The RHM management structure changes included changing the leadership to that of three Directors—Sales, Operations and Business Development.
6. Space Planning: Work continues with the Architect on space planning for the Imaging Services Department. Other areas also being reviewed during this process include the Laboratory, Rehab Services and Emergency Services.
7. Recruitment: a) Mr. Schramm stated that he is disappointed with the amount of time the process for the replacement of the Hospital's Chief Medical Officer position has taken. The current model for this position includes working in the Emergency Services Department. Rice will be retaining a search firm to assist in recruitment efforts for this position. b) Recruitment efforts also continue in the areas of Orthopedics and Emergency Services.

Action Items:

1. Hospice Committee Appointments: President Anfinson stated that it is an annual requirement that the proposed appointments to the Hospice Advisory Committee be approved by the Hospital's Board of Directors. **ACTION:** A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the following persons be approved for appointment to the Rice Memorial Hospital Hospice Professional Advisory Committee for 2012: Mary Beth Potter, Chairperson; Evy Hatjstilianos, Brenda Wiese, Judie Dunlop, Sue Broberg, Beverly Crute, Kathy Nedrelow, Marlys Walter, Dr. David Newcomer, Dr. James Tiede and Wendy Ulferts.

Committee Reports:

1. February 3, 2012 Finance Committee Meeting: Members in attendance included Directors Gardner, Weiberg, Larson and Fischer.
2. Rice Regional Dental Clinic: Appreciation and thanks were expressed to Director Gardner for volunteering his time at the "Give Kids a Smile" event which was held at the Dental Clinic on February 3.
3. Board Executive Committee: Directors in attendance at the February 8 meeting included Directors Anfinson, Cederstrom and Gardner.
4. Jim Dokken presented a report on the Willmar City Council meeting held on February 6. At the meeting Mayor Yanish presented his State of the City report and stated that the City of Willmar is a thriving community, and a regional center offering many health care facilities, program and services to our community.

Closed Session: The Board of Directors went into closed session at 7:17 p.m. in order to review and discuss the Board of Director's 2011 self-evaluation summary. The Board also reviewed the 2011 performance evaluation summary for the Hospital's Chief Executive Officer as well as salary structure. The Board reconvened its meeting at 8:43 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Cederstrom and carried to approve the 2011 incentive pay bonus for CEO Michael Schramm based on performance criteria established by the Board; and that the bonus be awarded in the amount of \$20,000. A motion was made by Director Cederstrom, seconded by Director Gardner and carried to approve the proposed 3.3% increase to the Chief Executive Officer's base salary; as well as the proposed incentive pay bonus for 2012 in the amount of \$28,500. A motion was made by Director Kruger, seconded by Director Gardner and carried that the proposed 2012 performance criteria established for the Hospital's Chief Executive Officer be approved as presented.

Adjournment: There being no further business, the meeting was adjourned at 8:45 p.m.

Submitted by: Robert Kruger, M.D., Secretary

sr

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
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CALVIN *PETTY CASH/MARV 002065 32304 02/15/12 TO REIMBURSE PETTY CASH	40.00		206		D N	TRAVEL-CONF. -SCH	101.42412.0333
CALVIN/MARVIN B 001998 32305 02/15/12 FIRE SERV DAY AT CAPITAL	210.00		208		D N	TRAVEL-CONF. -SCH	101.42412.0333
CARD SERVICES 002552 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 PLANT-ECKHOFF FUNERAL 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 COFFEE FILTERS/PLATES 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 INTERGENERATIONAL PRGRM 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 CONCESSION SUPPLIES 32291 02/08/12 CITY SALES TAX 32291 02/08/12 CONCESSION SUPPLIES VENDOR TOTAL	76.90 39.55 26.94 70.82 28.95 7.76 8.04 166.57 92.06 33.77 33.88 21.54 20.07 0.34 78.11 705.30 705.30		010315 010610 010709 011016 011307 011307 011511 011914 012017 012411 012415 012811 012815 013114 013114 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES SUBSISTENCE OF P GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES SALES TAX PAYABL GENERAL SUPPLIES	101.45433.0229 101.41401.0229 101.45433.0229 101.45433.0229 101.41408.0227 101.41408.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.206000 101.45433.0229

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
CARDMEMBER SERVICE										
32306	02/15/12		CITY SALES TAX	1.45		STMT/1-12		D N	SALES TAX PAYABL	101.206000
32306	02/15/12		CITY SALES TAX	0.03		STMT/1-12		D N	SALES TAX PAYABL	101.206000
32306	02/15/12		HARD DRIVE-CASE INVEST.	309.93		STMT/1-12		D N	GENERAL SUPPLIES	101.42411.0229
32306	02/15/12		WOSMEK-TASER RECERTIF.	175.00		STMT/1-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
32306	02/15/12		LAPATKA-TASER RECERTIF.	175.00		STMT/1-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
32306	02/15/12		SCHNEIDER-LODGING EXP.	244.89		STMT/1-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
32306	02/15/12		WYFFELS-MEMBERSHIP DUES	265.00		STMT/1-12		D N	SUBSCRIPTIONS AN	101.42411.0443
32306	02/15/12		PET RESCUE KITS	105.00		STMT/1-12		D N	SUBSCRIPTIONS AN	101.42411.0443
32306	02/15/12		OVERHEAD DR REPAIR-PARTS	157.93		STMT/1-12		D N	SMALL TOOLS	101.42412.0221
32306	02/15/12		RETURNED ICE CLEATS	467.00		STMT/1-12		D N	MTCE. OF STRUCTU	101.42412.0225
32306	02/15/12		LEATHER BELTS FOR FF'S	149.90CR		STMT/1-12		D N	SUBSISTENCE OF P	101.42412.0227
32306	02/15/12		NAME TAGS FOR FF'S	80.50		STMT/1-12		D N	SUBSISTENCE OF P	101.42412.0227
32306	02/15/12		COOKIES-JAN BUSINESS MTG	61.67		STMT/1-12		D N	SUBSISTENCE OF P	101.42412.0227
32306	02/15/12		OVERHEAD DR REPAIR-LABOR	32.96		STMT/1-12		D N	TRAVEL-CONF.-SCH	101.42412.0333
32306	02/15/12		WILSON-LODGING EXPENSE	250.00		STMT/1-12		D N	MTCE. OF STRUCTU	101.42412.0335
32306	02/15/12		THOMPSON-LODGING EXPENSE	314.90		STMT/1-12		D N	TRAVEL-CONF.-SCH	101.43417.0333
32306	02/15/12		STEVENS-PUB. POLICY MTG	98.14		STMT/1-12		D N	TRAVEL-CONF.-SCH	101.48474.0333
			VENDOR TOTAL	2,599.49		*CHECK TOTAL		D N	TRAVEL-CONF.-SCH	101.41402.0333
			VENDOR TOTAL	2,599.49						
CENTERPOINT ENERGY										
32307	02/15/12		NATURAL GAS CHARGES	45.96		60723309/1-12		D N	UTILITIES	101.45437.0332
32307	02/15/12		NATURAL GAS CHARGES	12.82		6093527/1-12		D N	UTILITIES	101.43425.0332
			VENDOR TOTAL	58.78		*CHECK TOTAL				
CHAMBERLAIN OIL CO										
32308	02/15/12		BRAKE CLEANER/OIL	584.07		093274		D N	INVENTORIES-MDSE	101.125000
CHAPPELL CENTRAL INC										
32309	02/15/12		CHECKED PUMP #4-PARTS	564.44		00048213		D N	MTCE. OF STRUCTU	101.41408.0225
32309	02/15/12		CHECKED PUMP #4-LABOR	332.50		00048213		D N	MTCE. OF STRUCTU	101.41408.0335
32309	02/15/12		REPL. AIR TEMP SENSOR	204.93		00048214		D N	MTCE. OF STRUCTU	101.45427.0225
32309	02/15/12		REPL. AIR TEMP SENSOR	380.00		00048214		D N	MTCE. OF STRUCTU	101.45427.0335
32309	02/15/12		CHECKED RADIANT TUBE HTR	467.71		00048217		D N	MTCE. OF STRUCTU	101.43425.0225
32309	02/15/12		CHECKED RADIANT TUBE HTR	688.75		00048217		D N	MTCE. OF STRUCTU	101.43425.0335
32309	02/15/12		REPL. BAD ZONE VALVE	119.37		00048218		D N	MTCE. OF STRUCTU	101.41408.0225
32309	02/15/12		REPL. BAD ZONE VALVE	190.00		00048218		D N	MTCE. OF STRUCTU	101.41408.0335
32309	02/15/12		CHECKED 2ND FLR RADIATOR	142.50		00048219		D N	MTCE. OF STRUCTU	101.41408.0335
32309	02/15/12		CHECKED EXHAUST FAN	95.00		00048220		D N	MTCE. OF STRUCTU	101.41408.0335
32309	02/15/12		INST. THERMOSTAT/CONTROL	328.02		00048222		D N	MTCE. OF STRUCTU	101.41408.0225
32309	02/15/12		INST. THERMOSTAT/CONTROL	380.00		00048222		D N	MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	3,893.22		*CHECK TOTAL				
			VENDOR TOTAL	3,893.22						
CIT TECHNOLOGY FIN SERV										
32310	02/15/12		COPIER LEASE AGRMT	169.93		20822740		D N	RENTS	101.41405.0440

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CITY ENGINEER'S ASSN OF 32311 02/15/12 MEMBERSHIP DUES	60.00		020212		D N	SUBSCRIPTIONS AN	101.43417.0443
CLEAN SHOP PROGRAM 32312 02/15/12 HAZARDOUS WASTE DISPOSAL	400.50		383		D N	CLEANING AND WAS	651.48474.0338
COALITION OF GREATER MN 32313 02/15/12 STEVENS-LEGIS. ACTION DA	65.00		020812		D N	TRAVEL-CONF.-SCH	101.41400.0333
32313 02/15/12 YANISH-LEGIS. ACTION DAY	65.00		020812		D N	TRAVEL-CONF.-SCH	101.41401.0333
32313 02/15/12 ANDERSON-LEGIS. ACTION D	65.00		020812		D N	TRAVEL-CONF.-SCH	101.41401.0333
32313 02/15/12 OKINS-LEGIS. ACTION DAY	65.00		020812		D N	TRAVEL-CONF.-SCH	101.41405.0333
VENDOR TOTAL	260.00		*CHECK TOTAL				
COPIER BUSINESS SOLUTION 32314 02/15/12 COPIER MTCE CHARGE	50.92		203897		D N	MTCE. OF EQUIPME	101.41405.0334
CULLIGAN STERLING WATER 32315 02/15/12 SOFTENER SALT	28.05		112508-9/1-12		D N	GENERAL SUPPLIES	101.45435.0229
32315 02/15/12 SOFTENER RENTAL	30.99		112508-9/1-12		D N	RENTS	101.45435.0440
VENDOR TOTAL	59.04		*CHECK TOTAL				
DELL MARKETING LP 32316 02/15/12 REPL. BATTERY CARTRIDGES	226.09		XFND26814		D N	MTCE. OF EQUIPME	101.41409.0224
32316 02/15/12 REPL. BATTERY CARTRIDGES	186.81		XFN8MRJM5		D N	MTCE. OF EQUIPME	101.41409.0224
VENDOR TOTAL	412.90		*CHECK TOTAL				
DIAMOND VOGEL PAINT CENT 32317 02/15/12 PAINT FOR SHOP FLOOR	53.32		49984		D N	MTCE. OF STRUCTU	101.43425.0225
DLT SOLUTIONS INC 32318 02/15/12 SUBSCRIPTION RENEWAL	3,576.90		S1179300		D N	SUBSCRIPTIONS AN	101.43417.0443
DOOLEY'S PETROLEUM INC 32319 02/15/12 87 GALLONS UNLEADED	360.79		263668		D N	MOTOR FUELS AND	651.48474.0232
32319 02/15/12 87 GALLONS UNLEADED	240.52		263668		D N	MOTOR FUELS AND	651.48475.0222
VENDOR TOTAL	601.31		*CHECK TOTAL				
DOOLEY'S PETROLEUM INC 32320 02/15/12 FUEL PUMP HOSE/BREAKAWAY	172.56		007529		D N	MTCE. OF OTHER I	101.43425.0226
DUINICK INC 32321 02/15/12 STREET/OTHER IMPROV.	8,627.36		1101-12/EST. 5		D N	MTCE. OF OTHER I	412.48451.0336
32321 02/15/12 STREET/OTHER IMPROV.	30,812.91		1101/EST. 5		D N	MTCE. OF OTHER I	411.48451.0336
VENDOR TOTAL	39,440.27		*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
ED'S SERVICE CENTER & SA 32322 02/15/12	000231 TOWING CHARGES	759.00		STMT/1-12		D	N	OTHER SERVICES	101.42411.0339
ELECTRIC PUMP INC 32323 02/15/12	000788 EAGLE LAKE L.S. PARTS	1,757.54		0046629		D	N	MTCE. OF EQUIPME	651.48476.0224
	32323 02/15/12	1,943.05		0046678		D	N	MTCE. OF EQUIPME	651.48476.0224
	VENDOR TOTAL	1,943.59	*CHECK TOTAL						
ETTERMAN ENTERPRISES 32324 02/15/12	001567 AIR COND. FILTERS	259.38		179566		D	M	07	651.48474.0224
	32324 02/15/12	172.92		179566		D	M	07	651.48475.0224
	VENDOR TOTAL	432.30	*CHECK TOTAL						
EXCEL OVERHEAD DOOR 32325 02/15/12	002443 GARAGE DOOR REMOTES	660.49		17095		D	N	MTCE. OF EQUIPME	651.48478.0224
	32325 02/15/12	660.49		17095		D	N	MTCE. OF EQUIPME	651.48479.0224
	VENDOR TOTAL	1,320.98	*CHECK TOTAL						
FAMILY PRACTICE MED CHRT 32326 02/15/12	000245 DRUG TESTING	28.20		45/2-12		D	N	SUBSISTENCE OF P	651.48474.0337
	32326 02/15/12	18.80		45/2-12		D	N	SUBSISTENCE OF P	651.48475.0337
	VENDOR TOTAL	47.00	*CHECK TOTAL						
FARNAM'S GENUINE PARTS 32327 02/15/12	000249 TRACTOR PARTS	19.68		640304		D	N	MTCE. OF EQUIPME	101.45433.0224
	32327 02/15/12	154.85		640866		D	N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	174.53	*CHECK TOTAL						
FASTENAL COMPANY 32328 02/15/12	001188 HEADWORKS SMPLR MODIFIC.	29.47		MNWIL90909		D	N	MTCE. OF OTHER I	651.48474.0226
FERGUSON ENTERPRISES INC 32329 02/15/12	000810 POLYMER SYSTEM-PARTS	23.38		2352540		D	N	MTCE. OF OTHER I	651.48478.0226
	32329 02/15/12	23.37		2352540		D	N	MTCE. OF OTHER I	651.48479.0226
	32329 02/15/12	19.37		2362356		D	N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	66.12	*CHECK TOTAL						
FIRE FIGHTER & DETECT AL 32330 02/15/12	002012 ALARM MONITORING FEE	80.16		FEB14		D	N	MTCE. OF STRUCTU	101.41408.0335
FLEXIBLE PIPE TOOL CO 32331 02/15/12	000273 HOSE/NOZZLE EXT.	472.91		14969		D	N	MTCE. OF EQUIPME	651.48485.0224

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FREMONT INDUSTRIES INC 002879 32332 02/15/12 POLYMER 32332 02/15/12 POLYMER VENDOR TOTAL	4,354.52 4,354.51 8,709.03 8,709.03		773512 773512 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48478.0229 651.48479.0229
G & S STAFFING SERVICES 000286 32333 02/15/12 TEMP PERSONNEL 32333 02/15/12 TEMP PERSONNEL VENDOR TOTAL	123.15 123.15 246.30 246.30		27128 27143 *CHECK TOTAL		D N D N	SALARIES-TEMP. SALARIES-TEMP.	E 101.45435.0112 E 101.45435.0112
GAME TIME 001103 32334 02/15/12 PLAY EQUIP REPAIR-PARTS	504.46		805600		D N	MTCE. OF OTHER I	101.43425.0226
GENERAL MAILING SERVICES 000293 32335 02/15/12 UPS CHARGES	33.77		5328		D N	POSTAGE	101.42411.0223
GILLUND ENTERPRISES 002425 32336 02/15/12 OIL ADDITIVE	363.59		753059		D N	INVENTORIES-MDSE	101.125000
GOODIN COMPANY 002835 32337 02/15/12 HEADWORKS SMPLR MODIFIC. 32337 02/15/12 HEADWORKS SMPLR MODIFIC. 32337 02/15/12 HEADWORKS SMPLR MODIFIC. VENDOR TOTAL	346.22 284.46 32.51 663.19 663.19		05672445-00 05672445-01 05672445-02 *CHECK TOTAL		D N D N D N	MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF OTHER I	651.48474.0226 651.48474.0226 651.48474.0226
GOV'T FINANCE OFFICERS A 000302 32338 02/15/12 MEMBERSHIP DUES	190.00		0162001/12		D N	SUBSCRIPTIONS AN	101.41405.0443
HANSEN ADVERTISING SPECI 000321 32339 02/15/12 FIREFIGHTER JACKETS 32339 02/15/12 FIREFIGHTER JACKETS VENDOR TOTAL	420.00 89.00 509.00 509.00		29728-A 29728-B *CHECK TOTAL		D N D N	SUBSISTENCE OF P SUBSISTENCE OF P	101.42412.0227 101.42412.0227
HAUG IMPLEMENT CO - JOHN 000324 32340 02/15/12 TRACTOR PARTS	33.55		454436		D N	MTCE. OF EQUIPME	101.45433.0224
HAWKINS INC 000325 32341 02/15/12 FERRIC CHLORIDE	5,039.95		3305611 RI		D N	GENERAL SUPPLIES	651.48475.0229
HERC-U-LIFT 002640 32342 02/15/12 EQUIPMENT RENTAL	491.63		R009480-9		D N	RENTS	101.45433.0440
HERITAGE BANK 000001 32290 02/03/12 INVESTMENT	245,000.00		020812		D N	INVESTMENTS	101.109000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
HERITAGE BANK 32343 02/15/12 INVESTMENT VENDOR TOTAL	1,000,000.00 1,245,000.00		021512		D N		INVESTMENTS	101.109000
HILLYARD FLOOR CARE SUPP 32344 02/15/12 TOILET TISSUE 32344 02/15/12 TOILET TISSUE/HAND TOWLS 32344 02/15/12 CLEANING SUPPLIES 32344 02/15/12 BELT FOR SCRUBBER VENDOR TOTAL	44.44 107.49 32.60 38.04 222.57 222.57		600090682 600106015 600106015 700010053 *CHECK TOTAL		D N D N D N D N		GENERAL SUPPLIES GENERAL SUPPLIES CLEANING AND WAS MTC. OF EQUIPME	101.42412.0229 101.41408.0229 101.45427.0228 101.45433.0224
HOME DEPOT CREDIT SERVIC 32292 02/08/12 CITY SALES TAX 32292 02/08/12 2 LED EMERGENCY LTS VENDOR TOTAL	0.50 106.79 107.29 107.29		1021068 1021068 *CHECK TOTAL		D N D N		SALES TAX PAYABL MTC. OF STRUCTU	101.206000 101.43425.0225
JOHNSON FEED INC 32345 02/15/12 ROAD SALT 32345 02/15/12 ROAD SALT VENDOR TOTAL	2,149.89 2,062.04 4,211.93 4,211.93		62106 62223 *CHECK TOTAL		D N D N		GENERAL SUPPLIES GENERAL SUPPLIES	101.43425.0229 101.43425.0229
KANDIYOHI CO AUDITOR 32346 02/15/12 LANDFILL CHARGES	22.45		273053		D N		CLEANING AND WAS	651.48474.0338
KANDIYOHI CO RECORDER'S 32347 02/15/12 PLAT COPIES FEE	10.00		SOP-049302		D N		PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO-OP ELECTRIC 32348 02/15/12 ELEC SERV-SECURITY LIGHT 32348 02/15/12 ELEC SERV-SECURITY LIGHT 32348 02/15/12 WELCOME TO WILLMAR SIGN 32348 02/15/12 WELCOME TO WILLMAR SIGN 32348 02/15/12 ABBOTT DR LIFT STATION 32348 02/15/12 CO RD 23/HWY 71 BYPASS 32348 02/15/12 ELEC SERV-LIFT STATIONS VENDOR TOTAL	15.50 15.50 112.00 62.95 68.00 152.00 718.00 1,143.95 1,143.95		128238001/2-12 128238001/2-12 128238002/2-12 128238003/2-12 128238007/2-12 128238009/2-12 187836/2-12 *CHECK TOTAL		D N D N D N D N D N D N D N		UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES	651.48478.0332 651.48479.0332 101.43425.0332 101.43425.0332 651.48476.0332 101.43425.0332 651.48476.0332
KRISS PREMIUM PRODUCTS I 32349 02/15/12 COOLING TOWER TREATMENT	129.50		120835		D N		GENERAL SUPPLIES	101.45433.0229
LOCATORS & SUPPLIES INC 32350 02/15/12 50 TRAFFIC CONES	861.79		0200067		D N		SMALL TOOLS	101.43425.0221
MACQUEEN EQUIPMENT INC 32351 02/15/12 QUAM-SWEEPER CLINIC	75.00		021412		D N		TRAVEL-CONF. -SCH	101.43425.0333

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MACQUEEN EQUIPMENT INC 32351 02/15/12 WRIGHT-SWEEPER CLINIC 000427 VENDOR TOTAL	75.00 150.00 150.00	021412 *CHECK TOTAL		D N	TRAVEL-CONF. -SCH	101.43425.0333
MAGNUSON SHEET METAL INC 32352 02/15/12 REPL. DRAFT INDUCER 32352 02/15/12 REPL. DRAFT INDUCER VENDOR TOTAL	270.08 75.00 345.08 345.08	115328 115328 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.42412.0225 101.42412.0335
MATHESON TRI-GAS INC 32353 02/15/12 GLOVES 32353 02/15/12 CYLINDER RENTAL VENDOR TOTAL	59.32 41.28 100.60 100.60	03864322 04029246 *CHECK TOTAL		D N D N	SUBSISTENCE OF P RENTS	101.42412.0227 101.45433.0440
MENARDS 000449 32354 02/15/12 PLUMBING AND ELEC. PARTS 32354 02/15/12 PLUMBING PARTS 32354 02/15/12 PLUMBING PARTS 32354 02/15/12 1LB DEADBLOW HAMMER 32354 02/15/12 PVC CAP 32354 02/15/12 TARP STRAPS/SUPPLIES 32354 02/15/12 PVC BUSHING/PARTS VENDOR TOTAL	32.59 4.80 17.48 8.54 0.55 49.93 14.99 128.88 128.88	13190 13781 14389 16097 16302 17676 18127 *CHECK TOTAL		D N D N D N D N D N D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU SMALL TOOLS MTCE. OF OTHER I GENERAL SUPPLIES MTCE. OF OTHER I	101.45433.0225 101.45433.0225 101.45433.0225 101.43425.0221 651.48474.0226 101.43425.0229 651.48474.0226
MIKE'S SMALL ENGINE CENT 002699 32355 02/15/12 SALES TAX 32355 02/15/12 SALES TAX 32355 02/15/12 SALES TAX 32355 02/15/12 POLE SAW PARTS 32355 02/15/12 CHAIN SAW REPAIR-PARTS 32355 02/15/12 CHAIN SAW REPAIR-LABOR 32355 02/15/12 STIHL POLE SAW 32355 02/15/12 STIHL CHAIN SAW 32355 02/15/12 STIHL CHAIN SAW 32355 02/15/12 STIHL CHAIN SAW 32355 02/15/12 SHARPENED CHAINS/BLADES VENDOR TOTAL	0.01 0.01 0.01 28.75 10.37 19.50 625.18 298.14 528.99 961.88 30.00 2,502.84 2,502.84	3117030 3117056 96009 96194 96200 96200 96201 96202 96203 96259 96292 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME SMALL TOOLS SMALL TOOLS SMALL TOOLS FURNITURE AND EQ MTCE. OF EQUIPME	101.43425.0224 101.43425.0224 101.43425.0224 101.43425.0224 101.43425.0224 101.43425.0334 101.43425.0221 101.43425.0221 101.43425.0221 450.43425.0552 101.43425.0334
MILLER SANITATION 002936 32356 02/15/12 GARBAGE SERVICE-JANUARY 32356 02/15/12 GARBAGE SERVICE-FEBRUARY 32356 02/15/12 GARBAGE SERVICE-JANUARY 32356 02/15/12 GARBAGE SERVICE-FEBRUARY	93.78 93.90 46.22 46.22	1298/1-12 1298/2-12 1299/1-12 1299/2-12		D N D N D N D N	CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS CLEANING AND WAS	101.45433.0338 101.45433.0338 101.45433.0338 101.45433.0338

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION 002936								
32356 02/15/12	GARBAGE SERVICE-JANUARY	52.66		1300/1-12		D N	CLEANING AND WAS	101.42412.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	52.70		1300/2-12		D N	CLEANING AND WAS	101.42412.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	64.74		1301/1-12		D N	CLEANING AND WAS	101.41408.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	64.74		1301/2-12		D N	CLEANING AND WAS	101.45427.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	64.74		1301/1-12		D N	CLEANING AND WAS	101.41408.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	64.74		1301/2-12		D N	CLEANING AND WAS	101.45427.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	251.31		1302/1-12		D N	CLEANING AND WAS	101.43425.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	251.31		1302/2-12		D N	CLEANING AND WAS	101.43425.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	29.20		1303/1-12		D N	CLEANING AND WAS	101.48474.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	29.20		1303/2-12		D N	CLEANING AND WAS	101.48474.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	19.47		1303/1-12		D N	CLEANING AND WAS	651.48475.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	19.47		1303/2-12		D N	CLEANING AND WAS	651.48475.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	29.20		1304/1-12		D N	CLEANING AND WAS	651.48474.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	29.20		1304/2-12		D N	CLEANING AND WAS	651.48474.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	161.04		1304/1-12		D N	CLEANING AND WAS	651.48475.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	161.04		1304/2-12		D N	CLEANING AND WAS	651.48475.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	19.47		1305/1-12		D N	CLEANING AND WAS	101.45435.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	19.47		1305/2-12		D N	CLEANING AND WAS	101.45435.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	49.67		1306/1-12		D N	CLEANING AND WAS	101.43425.0338
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	49.67		1306/2-12		D N	CLEANING AND WAS	101.43425.0338
32356 02/15/12	GARBAGE SERVICE-JANUARY	38.46				D N		
32356 02/15/12	GARBAGE SERVICE-FEBRUARY	38.46				D N		
	VENDOR TOTAL	1,840.04		*CHECK TOTAL				
		1,840.04						
MILLS AUTOMOTIVE GROUP 000432								
32357 02/15/12	CALIPER BRACKET/PINS	78.48		2014469		D N	INVENTORIES-MDSE	101.125000
32357 02/15/12	WINDOW	64.89		2015169		D N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	143.37		*CHECK TOTAL				
		143.37						
MINI BIFF LLC 001805								
32358 02/15/12	TOILET RENTALS	76.84		A-48876		D N	RENTS	101.43425.0440
32358 02/15/12	TOILET RENTALS	76.84		A-48881		D N	RENTS	101.43425.0440
	VENDOR TOTAL	153.68		*CHECK TOTAL				
		153.68						
MINNEAPOLIS FINANCE DEPA 000466								
32359 02/15/12	PROFESSIONAL SERVICES	130.80		400413002595		D N	PROFESSIONAL SER	101.42411.0446
MN CHIEFS OF POLICE ASSN 000480								
32360 02/15/12	MEMBERSHIP DUES	130.00		020612		D N	SUBSCRIPTIONS AN	101.42411.0443
32360 02/15/12	FELT-COMMAND ACADEMY	450.00		3251		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	580.00		*CHECK TOTAL				
		580.00						
MN CHIEFS OF POLICE ASSN 001372								
32361 02/15/12	WYFFELS-SEMINAR REGIS.	325.00		020612		D N	TRAVEL-CONF.-SCH	101.42411.0333

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES 32369 02/15/12 32369 02/15/12	000541 UTILITIES FOR JANUARY UTILITIES FOR JANUARY	3,398.61 461.25 69,065.48 69,065.48		1/12 1/12 *CHECK TOTAL		D N D N	UTILITIES UTILITIES	651.48476.0332 651.48477.0332
VENDOR TOTAL								
MVTL LABORATORIES INC 32370 02/15/12	000544 PROFESSIONAL SERVICES	63.00		588340		D N	PROFESSIONAL SER	651.48475.0446
NCL OF WISCONSIN INC 32371 02/15/12 32371 02/15/12	001627 LAB SUPPLIES LAB SUPPLIES	231.50 154.33 385.83 385.83		298986 298986 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48474.0229 651.48475.0229
VENDOR TOTAL								
NORTHERN SAFETY TECHNOLO 32372 02/15/12	002807 BEACON LT FOR ST POLE	85.44		29654		D N	MTCE. OF OTHER I	101.42412.0226
NORTHERN STATES SUPPLY 32373 02/15/12 32373 02/15/12 32373 02/15/12 32373 02/15/12 32373 02/15/12 32373 02/15/12 32373 02/15/12 32373 02/15/12	000585 SANDING BELT PLOW BOLTS CABLES FOR TREE WORK KNEE PADS/SUPPLIES AIR WRENCH PLOW BOLTS SMALL TOOLS MNWEST I.S. PARTS	14.10 46.78 330.76 75.34 427.24 98.76 11.63 12.22 1,016.83 1,016.83		793495 800501 801081 801091 801502 802678 803339 803341 *CHECK TOTAL		D N D N D N D N D N D N D N D N	GENERAL SUPPLIES MTCE. OF EQUIPME SMALL TOOLS GENERAL SUPPLIES SMALL TOOLS MTCE. OF EQUIPME SMALL TOOLS MTCE. OF EQUIPME	101.43425.0229 101.43425.0224 101.43425.0221 101.45433.0229 101.43425.0221 101.43425.0224 101.43425.0221 101.43425.0224 651.48476.0224
VENDOR TOTAL								
O'REILLY AUTOMOTIVE INC 32374 02/15/12 32374 02/15/12 32374 02/15/12 32374 02/15/12 32374 02/15/12 32374 02/15/12	000650 2 MINI BULBS LIGHTS/BUNGEE CORDS HEADLAMPS HEADLAMPS MINI LAMP/ELEC. TAPE BATTERY WIPER BLADE	11.20 93.66 7.19 4.78 4.42 213.74 16.55 351.54 351.54		1528-126389 1528-126798 1528-128322 1528-128322 1528-128894 1528-129527 1528-129550 *CHECK TOTAL		D N D N D N D N D N D N D N	MTCE. OF EQUIPME INVENTORIES-MDSE MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME INVENTORIES-MDSE MTCE. OF EQUIPME	101.42411.0224 101.125000 651.48474.0224 651.48475.0224 101.42411.0224 101.125000 101.42411.0224
VENDOR TOTAL								
PAPER PLACE/THE 32375 02/15/12	000597 CUPS/PLATES/NAPKINS	80.96		014981		D M 07	GENERAL SUPPLIES	101.42412.0229
PAT'S SIGNS & GRAPHICS 32376 02/15/12	002543 UPDATED AUCTION SIGN	60.92		3885		D N	OTHER SERVICES	101.41428.0339
PEP'S SPORTS BARBER SHOP 32377 02/15/12	.01629 SIGN DEPOSIT REFUND	100.00		2011-33		D N	DEPOSITS-SIGN PE	101.230001

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PERKINS LUMBER CO INC 32378 02/15/12 BARRICADES 000604	110.21		334009		D N	MTCE. OF OTHER I	101.43425.0226
32378 02/15/12 LUMBER FOR POLICE BUS	177.83		334065		D N	INVENTORIES-MDSE	101.125000
32378 02/15/12 VARNISH	10.63		334993		D N	INVENTORIES-MDSE	101.125000
32378 02/15/12 BARRICADES	146.72		335005		D N	MTCE. OF OTHER I	101.43425.0226
32378 02/15/12 CEILING TILES	42.32		335361		D N	MTCE. OF STRUCTU	101.43425.0225
32378 02/15/12 CEILING TILES	42.32		335490		D N	MTCE. OF STRUCTU	101.43425.0225
VENDOR TOTAL	530.03		*CHECK TOTAL				
VENDOR TOTAL	530.03						
PEST PRO II 32379 02/15/12 PROFESSIONAL SERVICES 001968	41.68		10699		D N	PROFESSIONAL SER	101.41408.0446
32379 02/15/12 PROFESSIONAL SERVICES	41.68		10699		D N	PROFESSIONAL SER	101.45427.0446
VENDOR TOTAL	83.36		*CHECK TOTAL				
VENDOR TOTAL	83.36						
PETE'S COMMUNICATIONS 32380 02/15/12 MOVED PWR FOR RADIO-LABR 000610	160.00		0051205		D N	MTCE. OF EQUIPME	101.42412.0334
PRINT MASTERS 32381 02/15/12 SHOP REPAIR FORMS 000624	532.24		72279		D N	INVENTORIES-MDSE	101.125000
QUICK SIGNS 32382 02/15/12 5 - 12"X18" SIGNS 001093	107.94		167673		D N	MTCE. OF STRUCTU	101.43425.0225
32382 02/15/12 VEHICLE DECALS	32.06		167694		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	140.00		*CHECK TOTAL				
VENDOR TOTAL	140.00						
R & R SPECIALTIES INC 32383 02/15/12 ICE PAINT SUPPLIES 000636	314.21		0049372		D N	GENERAL SUPPLIES	101.45433.0229
RAMBOW INC 32384 02/15/12 SHIRTS FOR FIRE FIGHTERS 000639	295.69		168047		D N	SUBSISTENCE OF P	101.42412.0227
RUNNING'S SUPPLY INC 32385 02/15/12 SUPPLIES 001418	7.47		2838310		D N	GENERAL SUPPLIES	101.45433.0229
32385 02/15/12 PLUMBING PARTS	356.26		2839112		D N	MTCE. OF STRUCTU	101.45433.0225
32385 02/15/12 MINERAL OIL FOR POLYMER	41.39		2841878		D N	GENERAL SUPPLIES	651.48478.0229
32385 02/15/12 MINERAL OIL FOR POLYMER	41.39		2841878		D N	GENERAL SUPPLIES	651.48478.0229
32385 02/15/12 SUPPLIES	29.65		2842524		D N	GENERAL SUPPLIES	101.45433.0229
32385 02/15/12 HEADWORKS SAMPLER PARTS	12.81		2844325		D N	MTCE. OF OTHER I	651.48474.0226
VENDOR TOTAL	488.97		*CHECK TOTAL				
VENDOR TOTAL	488.97						
SAND ELECTRIC 32386 02/15/12 INST. WIRING FOR RCO 000678	5,600.00		2582		D N	MTCE. OF OTHER I	101.43430.0336
SCHAEFFER MFG CO 32387 02/15/12 FUEL ADDITIVE 001122	1,554.76		EC1845-INVI		D N	INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SCHNEIDER/GENE 32388 02/15/12 FUEL REIMBURSEMENT 001013	15.00		131		D N	MOTOR FUELS AND	101.42411.0222
32388 02/15/12 J.O.I. CONFERENCE	49.18		131		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	64.18	*CHECK	TOTAL				
SCHWEGMAN'S CLEANERS 32389 02/15/12 DRY CLEANING SERVICES 000682	16.39		390712		D N	CLEANING AND WAS	101.42411.0338
SERVICE CENTER/CITY OF W 000685	257.56		STMT/1-12		D N	MOTOR FUELS AND	101.41402.0222
32390 02/15/12 GAS-77.7 GALLONS	126.35		STMT/1-12		D N	MOTOR FUELS AND	101.41408.0222
32390 02/15/12 GAS-38.1 GALLONS	7,215.12		STMT/1-12		D N	MOTOR FUELS AND	101.42411.0222
32390 02/15/12 GAS-2183.6 GALLONS	25.50		STMT/1-12		D N	MOTOR FUELS AND	101.42411.0222
32390 02/15/12 EQUIPMENT REPAIR-OIL	877.72		STMT/1-12		D N	MTCE. OF EQUIPME	101.42411.0224
32390 02/15/12 EQUIPMENT REPAIR-PARTS	171.56		STMT/1-12		D N	MOTOR FUELS AND	101.42412.0222
32390 02/15/12 DIESEL-52.5 GALLONS	179.86		STMT/1-12		D N	MOTOR FUELS AND	101.42412.0222
32390 02/15/12 GAS-55.2 GALLONS	154.03		STMT/1-12		D N	MOTOR FUELS AND	101.43417.0222
32390 02/15/12 DIESEL-2142.9 GALLONS	6,930.73		STMT/1-12		D N	MOTOR FUELS AND	101.43425.0222
32390 02/15/12 GAS-88.9 GALLONS	2,957.56		STMT/1-12		D N	MOTOR FUELS AND	101.43425.0222
32390 02/15/12 EQUIPMENT REPAIR-OIL	22.10		STMT/1-12		D N	MOTOR FUELS AND	101.43425.0222
32390 02/15/12 EQUIPMENT REPAIR-PARTS	1,238.30		STMT/1-12		D N	MTCE. OF EQUIPME	101.43425.0224
32390 02/15/12 GAS-43.1 GALLONS	140.87		STMT/1-12		D N	MOTOR FUELS AND	101.43430.0222
32390 02/15/12 DIESEL-4.4 GALLONS	13.46		STMT/1-12		D N	MOTOR FUELS AND	101.45433.0222
32390 02/15/12 GAS-110.3 GALLONS	365.64		STMT/1-12		D N	MOTOR FUELS AND	101.45433.0222
32390 02/15/12 DIESEL-119.9 GALLONS	386.05		STMT/1-12		D N	MOTOR FUELS AND	101.48476.0222
VENDOR TOTAL	21,062.41	*CHECK	TOTAL				
SHERWIN WILLIAMS CO 32391 02/15/12 PAINT FOR PICNIC TABLES 000690	204.29		2359-1		D N	MTCE. OF OTHER I	101.43425.0226
STATEWIDE DISTRIBUTING I 000718	40.61		093919		D N	GENERAL SUPPLIES	101.42412.0229
32392 02/15/12 GARBAGE BAGS	168.10		093937		D N	GENERAL SUPPLIES	101.45433.0229
32392 02/15/12 CONCESSION SUPPLIES	52.07		093986		D N	CLEANING AND WAS	651.48474.0228
32392 02/15/12 CLEANING SUPPLIES	34.71		093986		D N	CLEANING AND WAS	651.48475.0228
32392 02/15/12 CLEANING SUPPLIES	295.49		093986		D N	CLEANING AND WAS	651.48475.0228
VENDOR TOTAL	295.49	*CHECK	TOTAL				
STOEN'S HYDROSTATIC SERV 002739	352.08		35990		D N	INVENTORIES-MDSE	101.125000
32393 02/15/12 REBUILD CYLINDER							
SURPLUS WAREHOUSE INC 000728	50.00		010612		D N	CLEANING AND WAS	651.48476.0338
32394 02/15/12 DEHUMIDIFIER DISPOSAL	32.06		013112		D N	SMALL TOOLS	651.48474.0221
32394 02/15/12 VISE	21.37		013112		D N	SMALL TOOLS	651.48474.0221
32394 02/15/12 VISE	103.43		013112		D N	SMALL TOOLS	651.48474.0221
VENDOR TOTAL	103.43	*CHECK	TOTAL				

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES			000892											
32395	02/15/12	HEALTH INSURANCE-MARCH	3,152.63	C249	EMPLOYER INSUR.		D	N					101.41400.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	4,749.00	C249	EMPLOYER INSUR.		D	N					101.41402.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	3,103.50	C249	EMPLOYER INSUR.		D	N					101.41403.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	4,405.50	C249	EMPLOYER INSUR.		D	N					101.41404.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	5,081.50	C249	EMPLOYER INSUR.		D	N					101.41405.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	1,861.50	C249	EMPLOYER INSUR.		D	N					101.41406.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	1,302.00	C249	EMPLOYER INSUR.		D	N					101.41408.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	3,103.50	C249	EMPLOYER INSUR.		D	N					101.41409.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	4,450.37	C249	EMPLOYER INSUR.		D	N					101.41424.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	8,524.00	C249	EMPLOYER INSUR.		D	N					101.41428.0818	
32395	02/15/12	HEALTH INSURANCE-MARCH	28,869.96	C249	INS. PASS THROUGH		D	N					101.41428.0819	
32395	02/15/12	HEALTH INSURANCE-MARCH	42,646.00	C249	EMPLOYER INSUR.		D	N					101.42411.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	4,254.80	C249	EMPLOYER INSUR.		D	N					101.42412.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	6,858.00	C249	EMPLOYER INSUR.		D	N					101.43417.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	20,511.50	C249	EMPLOYER INSUR.		D	N					101.43425.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	1,224.50	C249	EMPLOYER INSUR.		D	N					101.45432.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	4,954.00	C249	EMPLOYER INSUR.		D	N					101.45433.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	651.00	C249	EMPLOYER INSUR.		D	N					101.45437.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	2,227.24	C249	EMPLOYER INSUR.		D	N					207.45001.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	12,766.00	C249	EMPLOYER INSUR.		D	N					651.48484.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	1,302.00	C249	EMPLOYER INSUR.		D	N					651.48485.0114	
32395	02/15/12	HEALTH INSURANCE-MARCH	163,300.50	C249	EMPLOYER INSUR.		D	N					651.48486.0114	
		VENDOR TOTAL	163,300.50		*CHECK TOTAL									
TDS METROCOM			000758											
32396	02/15/12	MONTHLY SERVICE	231.92	226	COMMUNICATIONS		D	N					101.42412.0330	
32396	02/15/12	MONTHLY SERVICE	49.16	226	COMMUNICATIONS		D	N					101.43425.0330	
		VENDOR TOTAL	281.08		*CHECK TOTAL									
TIRES PLUS			000747											
32397	02/15/12	REMOVE/INST. TIRE-PARTS	4.28	217012	MTCE. OF EQUIPME		D	N					101.42411.0224	
32397	02/15/12	REMOVE/INST. TIRE-PARTS	28.00	217012	MTCE. OF EQUIPME		D	N					101.42411.0334	
32397	02/15/12	TIRE REPAIR-LABOR	8.00	217075	MTCE. OF EQUIPME		D	N					101.42411.0334	
32397	02/15/12	REMOVE/INST. TIRE-PARTS	4.28	217315	MTCE. OF EQUIPME		D	N					101.42411.0224	
32397	02/15/12	REMOVE/INST. TIRE-PARTS	52.00	217315	MTCE. OF EQUIPME		D	N					101.42411.0334	
32397	02/15/12	REMOVE/INST. TIRE-PARTS	4.28	217647	MTCE. OF EQUIPME		D	N					101.42411.0224	
32397	02/15/12	REMOVE/INST. TIRE-LABOR	36.00	217647	MTCE. OF EQUIPME		D	N					101.42411.0334	
		VENDOR TOTAL	136.84		*CHECK TOTAL									
TORKEILSON'S LOCK SERVICE			002583											
32398	02/15/12	KEY FOR HANGAR J	3.21	549569	MTCE. OF STRUCTU		D	N					101.43430.0225	
TOSHIBA FINANCIAL SERVIC			000218											
32399	02/15/12	COPIER LEASE AGRMT	120.77	020612	RENTS		D	N					101.42412.0440	

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
USPCA 18 SDT 32400 02/15/12 DOG CERTIFICATION TRIAL 002275	60.00		021412		D N	TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS 32401 02/15/12 CELLULAR PHONE USAGE 002915	6.32CR		STMT/1-12		D N	COMMUNICATIONS	101.41402.0330
32401 02/15/12 CELLULAR PHONE USAGE	39.77		STMT/1-12		D N	COMMUNICATIONS	101.41402.0330
32401 02/15/12 CELLULAR PHONE USAGE	31.02		STMT/1-12		D N	COMMUNICATIONS	101.41405.0330
32401 02/15/12 CELLULAR PHONE USAGE	20.73		STMT/1-12		D N	COMMUNICATIONS	101.45432.0330
VENDOR TOTAL	85.20		*CHECK TOTAL				
VENDOR TOTAL	85.20						
VISTAR CORPORATION 32402 02/15/12 CONCESSION SUPPLIES 002566	529.16		32887653		D N	GENERAL SUPPLIES	101.45433.0229
WEST CENTRAL COMMUNICATI 32403 02/15/12 RADIO REPAIR-PARTS 000796	37.41		072306S		D N	MTC. OF EQUIPME	101.43430.0224
32403 02/15/12 RADIO REPAIR-LABOR	27.50		072306S		D N	MTC. OF EQUIPME	101.43430.0334
32403 02/15/12 LAPEL CLIP FOR SPKR MIC	21.38		072364S		D N	MTC. OF EQUIPME	101.42411.0224
VENDOR TOTAL	86.29		*CHECK TOTAL				
VENDOR TOTAL	86.29						
WEST CENTRAL INDUSTRIES 32404 02/15/12 CLEANING SERVICES 000801	903.09		00032180		D N	CLEANING AND WAS	101.45435.0338
WEST CENTRAL PRINTING 32405 02/15/12 SEARCH WARRANT RECEIPTS 000803	87.69		15885		D N	OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL SANITATION 32406 02/15/12 GARBAGE SERVICE-JANUARY 000805	17.34		2664300/1-12		D N	CLEANING AND WAS	207.45001.0338
WEST CENTRAL STEEL INC 32407 02/15/12 STEEL 000806	675.66		986895		D N	INVENTORIES-MDSE	101.125000
WEST CENTRAL TRIBUNE 32408 02/15/12 ORDINANCE PUBLISHED 000807	82.80		CL03033085		D N	PRINTING AND PUB	101.41401.0331
WEST CENTRAL TROPHIES 32409 02/15/12 BASKETBALL PLAQUE/ENGRAV 000808	32.06		16587		D N	AWARDS AND INDEM	101.45432.0442
WEST PAYMENT CENTER 32410 02/15/12 REFERENCE MATERIALS 001227	450.00		824462296		D N	OFFICE SUPPLIES	101.42411.0220
WILLMAR AUTO VALUE 32411 02/15/12 HEATER MOTOR 002689	51.40		601310		D N	INVENTORIES-MDSE	101.125000
32411 02/15/12 BULBS	52.26		601349		D N	INVENTORIES-MDSE	101.125000
32411 02/15/12 FUEL PUMP	393.28		601456		D N	INVENTORIES-MDSE	101.125000
32411 02/15/12 CORE RETURN	266.11CR		601460		D N	INVENTORIES-MDSE	101.125000
32411 02/15/12 CV SHAFT	70.64		601845		D N	INVENTORIES-MDSE	101.125000

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
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REPORT TOTALS:

1,620,469.74

RECORDS PRINTED - 000382

ACS FINANCIAL SYSTEM
02/16/2012 10:42:10

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	
207	W.R.A.C. - 8	1,498,177.39
411	S.A.B.F. - #2011	2,896.86
412	S.A.B.F. - #2012	30,812.91
432	C.P. - WASTE TREATMENT	8,627.36
450	CAPITAL IMPROVEMENT FUND	310.00
651	WASTE TREATMENT	961.88
		78,683.34
TOTAL ALL FUNDS		1,620,469.74

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,620,469.74
TOTAL ALL BANKS		1,620,469.74

Willmar Design Center

Board of Directors Meeting – Wednesday, January 11, 2012

7:30 AM – North American State Bank 2nd Floor Meeting Room

Board Members Present: John Christianson, Warren Hagen, Lance Peterson (WLACC Liaison), Tom Amberg, Laura Borgerding, Gary Geiger, Don Williamson, Chris Roering, Dale Hustedt, Richard Engan, Rod Hanson, Jana Palmquist

Excused Absence: Zak Mahboub, Debi Brandt, Steve Ahmann (City Council Liaison)

Staff: Beverly Dougherty, Project Coordinator

President Richard Engan called the meeting to order at 7:32 AM.

Introductions were made.

The December 6, 2011 minutes were approved as submitted. Motioned by Don, seconded by Dale, approved.

The Treasurer's report was presented. We are \$4,000 short on cash starting the year, which is better than last year. Expenses exceed revenues by \$1,200. A breakdown of revenues and expenses by project will be presented at a future date. The 2012 city budget is \$25,000 for WDC. Rental space, Adam Adrvidson's (Urban Planner) contract, and downtown flowers were some items that were cut. Motioned by Tom, seconded by Warren, approved.

A recommendation was made to start a Fundraising Committee. Members of this committee will be Dick Arne, Laura Borgerding, Chris Roering, Carol Laumer.

Unfinished Business:

- a. Update on City/WDC community meetings – Adam and Bruce are putting together the results of the community input. Image perceived is very good. Good media coverage on the event.
- b. Update on Lakeland Hotel project – Historic designation will take place in February. There will be 20% federal and 20% state tax credits available for improvements done to the building. There is a grant for the space design. There should be blueprints in a month. Legacy grant available also – elevator would qualify for this.

New Business:

- a. Proposed Changes to WDC Bylaws – There were three changes proposed to the bylaws.
 1. Under Article VI, Officers - The treasurer doesn't have to be a board member.
 2. Under Article V, Board of Directors - A board member can serve 3 consecutive 3 year terms.
 3. Under Article VI, Officers – Officers may be re-elected to additional one year terms (not limited to two one-year terms).Motion was made by Don, seconded by Warren, and approved unanimously.
- b. Election of 2012 Officers – Nominations as follows: Richard Engan – President; Gary Geiger – Vice President; John Christianson – Treasurer; Jana Palmquist – Secretary. Motion to accept slate made by Tom, seconded by Dale, and approved.

- c. Election of 2 board members to fill positions of Dick Arne (2 years) and Bob Bonawitz (2 years) – John Christianson was nominated to take Bob’s spot. Motioned by Dale, seconded by Don, and approved. Looking for suggestions on the remaining spot.
- d. Appointment of 2 additional Advisory Board members – Joanna Schrupp from MinnWest and Pastor Mari from Bethel were suggested. Motion made by Rod to appoint Pastor Mari, seconded by John, and approved. Someone will talk to Joanna about position. Also should pursue Somali community.
- e. 2012 contracts for Adam and Beverly – Beverly’s contract was renewed for \$21,600, motioned by Gary, seconded by Laura, and approved. There is no contract with Adam due to City budget cuts. Waiting to see if City will pick it up.
- f. Minnesota Main Street Accreditation Task Force – Willmar is now eligible to be accredited (named and recognized nationally). A task force was put together to fill out the accreditation form and schedule the visit with Minnesota Main Street. Task force members are Richard, Dale, Gary and Bev.

Committee Reports:

- a. Urbanize-Restore: no meeting, waiting on results of community meeting; DEED grant moving forward, HRA is paying for a grant writer for an additional \$990,000 that would include SW Willmar and Raymond
- b. Connections: survey of where bike racks are located downtown, work on connecting downtown trail to Glacial Lakes trail
- c. Commons-Promotions: Stakeholder letter sent out beginning of January to 132 contacts; Board members need to follow up on these contacts and identify others to add to list
- d. COG report: Possibility of additional funds from AURI, reached 100 member-owner mark; community events being scheduled to increase awareness
- e. Becker Market report: will be meeting soon, looking for new ideas to make money

Other:

- a. 4th quarter report: Rolf Olson bought parking lot by Glo; Glo and Hafner are leaving downtown
- b. First Tuesdays – NASB in February; Engan Associates in March; Hagen Orthotics & Prosthetics in April; C&A in May. Discussion was had about allowing non-downtown stakeholders to be able to host First Tuesday. Also discussed offering facility for people who would like to sponsor one but don’t have a location.
- c. Board Member Handbook/Committee Member Handbook – get examples from St Paul Design Center to put together descriptions for officers and board members
- d. National Main Street Conference April 1-4, 2012 in Baltimore – Bev and Linda need money for travel expenses. They are presenting at the conference.

Meeting adjourned at 8:45 AM

Next meeting 7:30 AM February 8, 2012 at Christianson & Associates 2nd Floor

Submitted by Jana Palmquist, Secretary

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	
Application postmarked or received less than 90 days before the event	\$100
more than 90 days before the event	\$50

ORGANIZATION INFORMATION

Check # _____ \$ _____

Organization name: **Friends of NRA** Previous gambling permit number: _____

Minnesota tax ID number, if any: **1288128** Federal employer ID number, if any: _____

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

Mailing address: **27290 Little Floyd Lake Rd. Detroit Lakes MN 56501 Becker**

Name of contact executive officer (CEO): **Scott Lembke** Daytime phone number: **218-844-2000** Email address: **slembke@nrahq.org**

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

Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155
 Phone: 651-296-2800

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

Don't have a copy? To obtain a copy of your federal income tax exempt letter, take an organization officer contact the IRS at 877-829-5457.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

- If your organization falls or belongs to a parent organization, attach copies of both of the following:
- IRS letter showing your parent organization is a nonprofit 501(c) organization with a good rating, and
 - the charter or letter from your parent organization recognizing your organization as a subordinate

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted, for raffish bet the site where the drawing will take place:
Willman Holiday Inn Conference Center

Address (include PO box) City or town/zip State County
2100 E Hwy 12 Willman, MN 56201 Kandiyohi

Event start date (for raffish, include the date of the drawing):
3-17-2012

Check the box or boxes that indicate the type of gambling activity your organization will conduct:
 Bingo Raffles Family/stock Pull-Tabs Tipboard

* Gambling equipment for pull-tabs, bingo paper, tipboards, and add-on boards 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 events.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-636-4000.

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 City of Willmar

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

[Handwritten Signature]

Title City Clerk Treasurer Date 2-14-2012

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 may not establish authority to approve or deny an application [Minnesota Statute 34A.156])

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 2/9/12

- 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
711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

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

Questions?

Call the Licensing Section of the Gambling Control Board at 651-435-4000.

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 share your organization's name and address with 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 be 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.

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 Council Member: Reese
This Ordinance introduced on: February 6, 2012
This Ordinance published on: February 11, 2012
This Ordinance given a hearing on: _____
This Ordinance adopted on: _____
This Ordinance published on: _____

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Thursday, February 9, 2012 in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Tim Johnson	Vice Chair
	Doug Reese	Member
	Denis Anderson	Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish; Council Members Bruce DeBlieck and Jim Dokken; and Willmar Municipal Utilities representatives Dave Baker, Matt Schrupp and Larry Heinen.

The meeting was called to order by Chair Ahmann at 4:45 p.m.

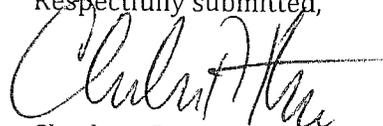
Item No. 1 Close Meeting to Discuss Employee Contract Negotiation Strategies.

- A. Willmar Municipal Utilities
- B. City of Willmar

At 4:47 p.m. Council Member Anderson offered a motion to close the meeting to discuss strategies for contract negotiations. Council Member DeBlieck seconded the motion, which carried.

At 5:50 p.m. Council Member Anderson offered a motion to reopen the meeting with Council Reese seconding the motion, which carried.

There being no further business, the meeting was adjourned on a motion by Council Member Reese, seconded by Council Member Anderson and carried at 5:50 p.m.

Respectfully submitted,

Charlene Stevens,
City Administrator

CS:ap

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, FEBRUARY 13, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, February 13, 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 Marv Calvin, Fire Chief; Bruce DeBlicek, City Council; Frank Yanish, Mayor; Jill Bengtson, Willmar HRA; Ron Mehl, Dominion Management Services; Frank Hogan, Dougherty & Company; and David Little, "West Central Tribune."

Item No. 1 – Willmar/Kandiyohi County Conduit Financing Request – Dominion Development Project (Information)

The Committee again reviewed and discussed 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. Ron Mehl of Dominion 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 staff and Dominion representatives were still working on an agreed amount of units that would qualify for the Section 8 Voucher System. HRA staff would like to see approximately 40% of the units qualify and Dominion was indicating that their position was somewhere in the 25% range. The committee discussed the importance of the 40% requirement to preserve work force housing stock in the community, since the project was not providing additional employment and or large tax base growth. Direction was then given to the HRA staff and Dominion to continue to work on resolving any differences so the project would be able to move forward in the process. The HRA Board has already approved this project and it is required by Federal Tax Law 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 only.

Item No. 2 – Custodian Service Agreements (Resolution)

Staff presented a recommendation to award multiple contracts for custodial services to Service Master. The contracts would provide custodial services at City Buildings, including the

Community and Activity Center; window cleaning at City Buildings; and floor cleaning at the WWTF, Fire Department and City Hall.

The recommendation was due to the vacancy of one full-time custodial position and per the direction of the City Council. The process used consisted of requesting proposals for various custodial needs including: window cleaning, floor cleaning and general custodial services at various City buildings. Staff then reviewed each proposal based on cost, experience, expertise and references noted.

Funding for the four contracts would be funds originally appropriated for the custodial position at the Community Center and partial professional service appropriations from the Fire Department Budget. It was then moved seconded and passed for the following

RECOMMENDATION: To introduce a resolution to award four contracts to Service Master and amend the budget accordingly.

Item No. 3 – 2012 Street Improvement Preliminary Budget & Intent to Reimburse

Staff presented a proposed Preliminary Budget for the 2012 Street Improvement Program as was recommended by the City Public Works/Safety Committee. Funding would come from a variety of sources such as Local Option Sales Tax proceeds, MUC, County, State and General Obligation Assessment Bonds. As customary, due to the City incurring some eligible costs prior to the sale of bonds, the City would also have to take action to pass a resolution indicating its' intent to reimburse for this costs. It was then moved seconded and passed for the following

RECOMMENDATION: To introduce a resolution setting the 2012 Street Improvement Preliminary Budget at \$2,737,000.00

RECOMMENDATION: To introduce a resolution establishing procedures to comply with reimbursement bond regulations.

Item No. 4 – Vehicle/Equipment Replacement Schedule and Policy (Resolution)

The committee reviewed a recommendation to amend the Equipment Replacement Schedule and adopt the revised Vehicle/Equipment Policy.

Staff explained that a Vehicle/Equipment Committee consisting of the Fire Chief, Police Chief, Finance Director and Public Works Director was formed to review the need of all City vehicles and to update the City's Equipment Replacement Schedule and Vehicle/Equipment Policy. The goals of the committee was to make an unbiased determination of the needs for all vehicles listed on the schedule and determine if the City's fleet was adequate as far as number of vehicles, as well as type of equipment needed for each department's users.

The committee came up with the following recommendations: that 15 pieces of equipment be eliminated and sold at the spring 2012 auction, reassign 9 vehicles as "general use" vehicles, which can be checked out and used by any City employee for City business, and that the schedule be reviewed annually as part of the budgeting process by the committee.

The cost savings for equipment replacement in 2012 totals \$281,652 with an additional estimated savings of \$1,400 for insurance and licensing. It was then moved seconded and passed for the following

RECOMMENDATION: To introduce a resolution to adopt the Vehicle/Equipment Replacement Schedule and Policy as amended.

Item No. 5 – Willmar Disc Golfers Donation (Resolution)

Staff informed the committee that the Willmar Area Disc Golfers donated \$590.00 to the City for improvements to the disc golf facilities at Robbins Island. The money would assist the City in the placement of a second pin placement at each hole (9) and possibly benches for players who are waiting as well. It was then moved seconded and passed for the following

RECOMMENDATION: To introduce a resolution accepting the donation of \$590.00, amend the budget accordingly and send a letter of appreciation to the Willmar Area Disc Golfers.

Item No. 6 – Fire Department Donation (Resolution)

Staff informed the committee that the Willmar Fire Department has received a donation of \$140.00 from Fancy Coats Pet Grooming and Inn for the purchase of pet life kits. It was then moved seconded and passed for the following

RECOMMENDATION: To introduce a resolution accepting the donation of \$140.00, amend the budget accordingly and send a letter of appreciation to Fancy Coats Pet Grooming and Inn.

Item No. 7 – Rice Hospital Advance Refunding (Information)

Staff distributed the final offering documents for the Rice Memorial Hospital Advance G.O. Revenue Bonds. The final closing on the advance refunding is scheduled to take place on February 28, 2012 with an estimated savings of slightly over \$7.1 million. Final numbers will be presented to the committee and the Hospital Board after the closing on the 28th. This was for information only.

Item No. 8 – Tax Exempt Government Bond Procedures/Policy (Resolution)

Staff presented written procedures and policies to ensure that interest on all bonds issued by the City remain tax-exempt.

The City has been doing all actions required to maintain the tax-exempt status of all interest, but has not had formal written procedures or policies explaining the requirements. By adopting the procedures and policy document as submitted, the City would now have formal documentation to comply with Sections 103 and 140 to 150 of the Internal Revenue Code of 1986. It was then moved seconded and passed for the following

RECOMMENDATION: To introduce a resolution approving Post-Issuance Compliance Procedure and Policy for Tax-Exempt Government Bonds.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steven B. Okins". The signature is fluid and cursive, with a prominent initial "S" and a long, sweeping underline.

Steven B. Okins
Finance Director

SOMERSET, EAGLE RIDGE AND WATERS EDGE
WILLMAR, MN

Responses to questions raised by City of Willmar (February 9, 2012)

- 1) Sources & Uses: Seller Note – \$3,146,922 Series B in Sources; \$1,558,011 Developer Fee & \$1,546,150 Pay down of Series B Equity Bridge in uses. Clarification is needed on the reason for the Series B note and how are the funds from that source being used. Also, who is the developer fee going to (owners?) and what is the pay down of Series B equity bridge for? There are concerns that the owners are taking too much cash out of the transaction.

Proceeds of the \$3,146,922 Series B Seller Note will be used to:

1) Bridge Housing Tax Credit Equity and 2) pay for a portion of acquisition cost. Housing Tax Credit Equity investors will only fund a portion of the equity investment at closing (usually 20%) and the balance will be contributed during and after the construction period. Because a portion of the equity is used for project rehabilitation, there is a need to “bridge” future equity contributions. Approximately \$1,546,150 of the post construction Housing Tax Credit Equity contributions will be used to pay down the balance of the Series B Seller Note shortly after construction completion. The balance of the proceeds of the Series B Seller Note will be used to pay for a portion of the project acquisition cost. Payment on the Series B Seller Note is subordinate to payments on the Series A Bonds and will be paid from excess project cash flow after the payment of operating expenses and Series A Bond payments. Payments on the Series B Seller Note will be amortized over 35 years.

Developer Fee – The developer fee is payable to Willmar Leased Housing Development IV, LLC a special purpose entity for this transaction. The Developer Fee is the maximum allowable under Minnesota Housing Finance Agency regulations. Maximizing the developer fee allows us to maximize tax credit basis and increases the total amount of tax credit equity that will be contributed to the Project. This equity provides a portion of the funds for the Project rehabilitation. Approximately 55% of the total Developer fee will be paid at closing. Approximately 45% of the total allowable Developer Fee will be deferred and paid out through cash flow over a period of nine years. Development Fees cover the company overhead (corporate office rent, equipment, salaries, etc...)

- 2) Who are the sellers and the buyers? Are they the same people? Again, concerns that the sellers are refinancing to pay themselves. If the owners are selling to themselves, what is the developer fee for? Who is it being paid to?

Sellers:

Eagle Ridge – Dominion Kansas I, LLC
Somerset – Dominion Minnesota III, LLC
Waters Edge – Dominion Minnesota III, LLC

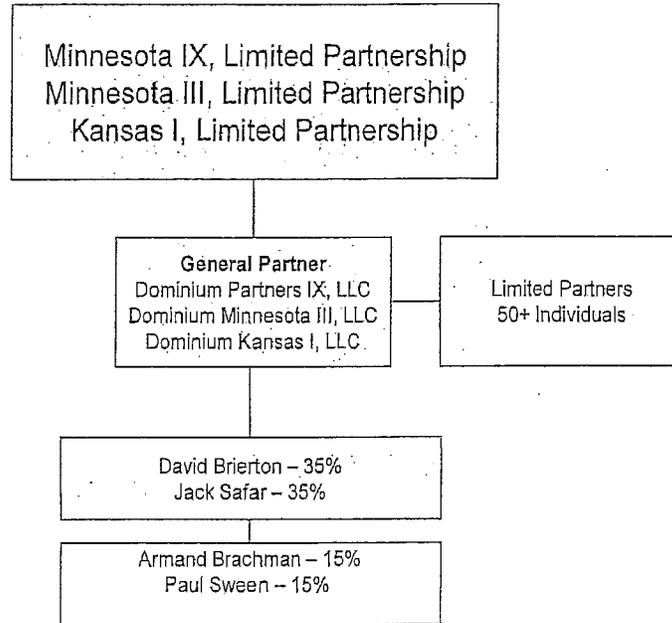
Buyers:

Willmar Leased Housing Development IV, LLC
All three properties will be put into one new ownership entity.

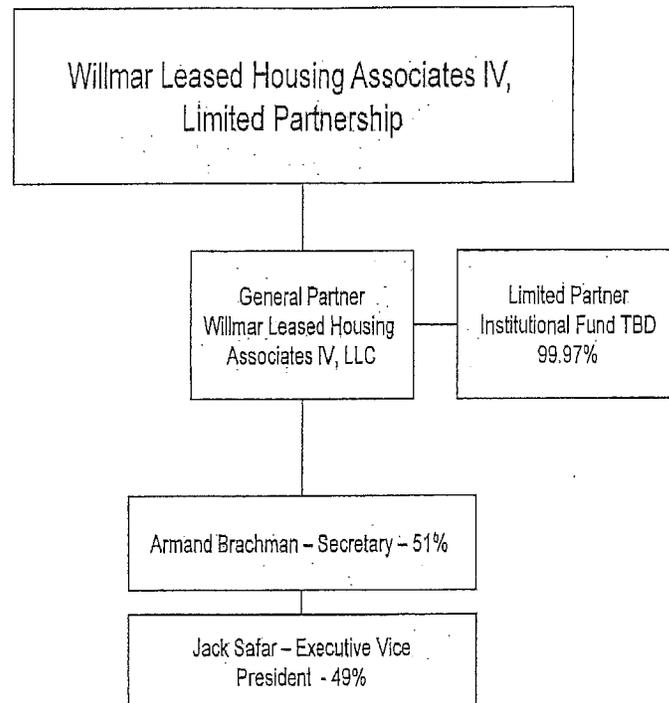
The ownership will be restructured through this resyndication. There are many original owners (50+ individuals). The current owners include multiple individual Limited Partners in addition to the four current Dominion Principals.

The new entity will consist of the four Dominion principals. For tax purposes this is required to be a new taxable entity and as such has over 50% ownership change. For all management purposes these properties will continue run by Dominion.

SELLING ENTITIES:



BUYING ENTITY:



- 3) Benefit to the community. Staff do not see benefit to the community in creating long term jobs, question having much of an impact on increased property taxes and so the focus is on preserving affordable housing. As we talked about in previous meetings, we want the apartment projects to continue to be eligible for the Section 8 voucher program participants which means the rents

have to fit within the voucher program payment standards. I am attaching the current payment standards which change annually in October. For a unit to be eligible for the program, the rent plus any tenant paid utilities cannot exceed the payment standard for the unit. When a tenant moves into a unit, the landlord declares to the HRA what utilities the tenant will have to pay for. The HRA then uses its internal utility schedule and adds the cost to the rent to determine if it meets the payment standard threshold. I am also attaching the HRA's utility schedule. I believe that tenants in the apartment buildings currently pay for electrical cooking, lights, water, sewer and garbage. We would like to see 40% of the total units be eligible for the Section 8 program. Can you provide a 5-year proforma with updated rents?

Benefit to the community:

The projects provide affordable local housing for employees of industry and business that are located in the City of Willmar. Most of the resident living in these three apartment buildings work for Jenneo, at the local food service industries as well as the local retail stores such as Wal-Mart.

Several Dominion employees that work at the buildings also live in Willmar:

- Site Manager
- Assistant Manager
- Maintenance Personnel

Long term jobs

Without any rehab work there will be no job creation. Dominion will encourage the General Contractors bidding on this rehab work to consider local subcontractors.

Property taxes – the rehabilitation work is likely to increase the assessed value of the properties which we increase total property taxes. We estimate annual property taxes will increase to \$80,000 – an increase of \$26,654 over current property taxes payable.

Affordability (Eligible for Section 8)

The properties are currently required to maintain affordability at 60% Area Median Income Rents. The property has been accepting residents with Section 8 vouchers.

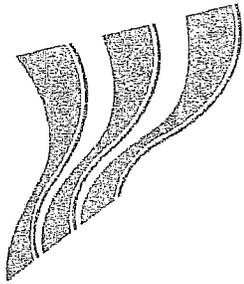
Dominion would consider keeping some of the units within the Section 8 voucher rent limits. The acceptable debt coverage can be achieved by providing 25 % of the units within the Section 8 voucher limits. This would require the designation of these residences as project based Section 8. Dominion is willing to cooperate and work with the HRA in good faith to make the required applications for 25% of the residences to become project based Section 8 units.

5-year updated rents:

	Year 1	Year 2	Year 3	Year 4	Year 5
	2012	2013	2014	2015	2016
	<i>Construction Year</i>	<i>Stabilization Year</i>			
<u>Rental income:</u>					
Gross potential Income	\$ 1,174,005	\$ 1,323,691	\$1,356,783	\$1,390,702	\$1,425,470
Less: Vacancy	5.0% (58,700)	(66,185)	(67,839)	(69,535)	(71,274)
<i>Gross Operating Income</i>	1,115,305	1,257,506	1,288,944	1,321,167	1,354,197

- 4) \$2,500 application fee. The City would like the conduit financing request fee paid to the HRA before the City Council meeting.

We will make the application fee payment.



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

Agenda Item Number: _____

Meeting Date: February 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 21, 2012

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

Originating Department: Public Works Department

Action Requested: Award multiple contracts for Custodial Services.

Guiding Principle: *To obtain "Requests for Proposals" for various custodial services for public facilities.*

Introduction: Staff reviewed the need of custodial services for City buildings. Four RFPs for various maintenance needs were received and reviewed by the committee.

Background/Justification:

1. Due to the vacancy of one full-time custodial position and per the direction of the City Council, proposals were requested for various custodial needs including; window cleaning, floor cleaning, general custodial service at the Willmar Community and Activity Center, and general custodial service for other City buildings.
2. Staff reviewed each proposal based on cost, experience, expertise and references noted.
3. Staff recommends awarding a contract in the amount of \$18,980.04 to Service Master for Custodial Services at the following buildings: Public Works Garage, Airport, Old WWTF, New WWTF, and Fire Department.
4. Staff recommends awarding a contract in the amount of \$18,980.04 to Service Master for Custodial Services at the Willmar Community and Activity Center
5. Staff recommends awarding a contract in the amount of \$2,640 to Service Master for window cleaning at all City buildings.
6. Staff recommends awarding a contract in the amount of \$6,789 to Service Master for floor cleaning at the New WWTF, Fire Department, and City Hall.

Fiscal Impact: The cost for custodial services requested is \$47,389.08.

Alternatives:

1. Do nothing.
2. Award four separate contracts to Service Master.

Staff Recommendation:

Award 4 contracts totaling \$47,389.08 to Service Master.

1. Custodial Services at City buildings for \$18,980.04
2. Custodial Services at Willmar Community and Activity Center for \$18,980.04
3. Window Cleaning at City buildings for \$2,640
4. Floor Cleaning at WWTF, Fire Department and City Hall for \$6,789

and adjust the budgets accordingly:

Community Center 2012 Operating Budget

101.45435.0110:	\$ 23,565
101.45435.0113:	\$ 4,061
101.45435.0114:	\$ 16,537

Fire Department 2012 Operating Budget

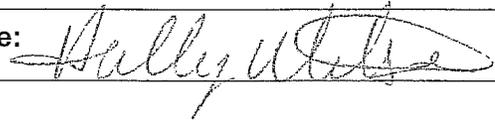
101.42412.0446:	\$ 3,227
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Total:	\$ 47,390
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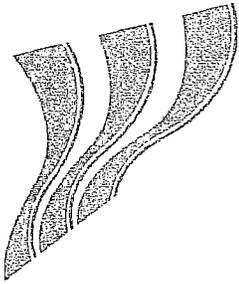
Reviewed by: Steve Brisendine, Marv Calvin, Holly Wilson

Preparer: Holly Wilson, Public Works Director

Signature:

A handwritten signature in cursive script, appearing to read "Holly Wilson", written over a horizontal line.

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 21, 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 Preliminary Budget for 2012 Improvement Projects

Guiding Principle: The City Engineer hereby submits to the City Council the Preliminary Budget for 2012 Street and Other Improvements

Introduction: The City Engineer has prepared the proposed budget for financing the costs for improvements in 2012.

Background/Justification: The City Council received the Improvement Report for 2012 Improvement Projects on February 6, 2012 and ordered an Improvement Hearing for March 5, 2012. The financing for the improvements needs to be established to order the improvements.

Fiscal Impact: Sources of funding for the 2012 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, state aid and bond proceeds. The estimated total cost for the 2012 Improvement Project is \$2,737,000.00

Alternatives: 1. Amend the proposed budget or 2. Approve the budget as presented

Staff Recommendation: Adopt the budget as proposed.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

RESOLUTION NO. _____
 PRELIMINARY 2012 STREET IMPROVEMENTS BUDGET

ESTIMATED TOTAL COST \$2,737,000

*Budget Amounts are Essential

Dated: February 21, 2012

Code

PERSONNEL SERVICES

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	\$500.00
12*	Salaries Temp. Employees	\$1,000.00
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	TOTAL	\$1,500.00

SUPPLIES

20*	Office Supplies	\$500.00
21*	Small Tools	\$500.00
22*	Motor Fuels & Lubricants	\$2,000.00
23*	Postage	\$1,000.00
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	\$500.00
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	\$1,000.00
	TOTAL	\$5,500.00

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$2,353,400.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	\$171,200.00
	TOTAL	\$2,524,600.00

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	\$2,000.00
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	\$25,000.00
47*	Advertising	\$2,000.00
48*	Adm. OH (Transfer)	\$156,400.00
49	Other Charges	\$20,000.00
	TOTAL	\$205,400.00

RECEIVABLES

Property Owners	\$564,000.00
County	\$379,000.00
State	\$280,900.00
City	\$551,700.00
City (MUC)	\$190,000.00
LOST	\$726,400.00
City (WWTP)	\$45,000.00
TOTAL	\$2,737,000.00

FINANCING

Bonds	\$1,115,700.00
County	\$379,000.00
State	\$280,900.00
City (MUC)	\$190,000.00
LOST	\$726,400.00
City (WWTP)	\$45,000.00
TOTAL	\$2,737,000.00

GRAND TOTAL **\$2,737,000.00**

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

<u>Line Item</u>	<u>Proj. No.</u>	<u>Description</u>	<u>Cost w/o Eng</u>
36	01	street	2,233,683.25 (eng. Est.)
36	02	M/DOT WM	119,705.00 (eng. Est.)
39	xx	bridge	30,000 (eng. Est.)
		Total	\$2,383,388.25

GRAND TOTAL **\$2,737,000.00**

RESOLUTION NO. _____

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

BE IT RESOLVED, by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this

Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 21st day of February, 2012, by the Willmar City Council.

MAYOR

Attest:

CITY CLERK-TREASURER

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: Project 2012 Improvement Project.

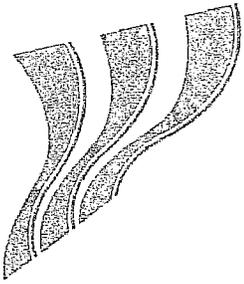
3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$_____ is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: February 21, 2012

Kevin J. Halliday
City Clerk-Treasurer
City of Willmar, Minnesota



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

Agenda Item Number: _____

Meeting Date: February 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 21, 2012

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

Originating Department: Public Works Department

Action Requested: Review Equipment Replacement Schedule and adopt the revised Vehicle/Equipment Policy.

Guiding Principle: *To update Willmar Vehicle/Equipment Policy and review City fleet needs.*

Introduction: A Vehicle/Equipment Committee was formed to review the need of all City vehicles and to update the City's Equipment Replacement Schedule and Vehicle/Equipment Policy.

Background/Justification:

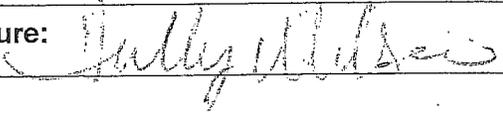
1. A Vehicle/Equipment Committee consisting of Fire Chief Marv Calvin, Public Works Director Holly Wilson, Finance Director Steve Okins, and Police Chief Dave Wyffels, was formed to take an in depth look at the City's fleet needs.
2. The goals of the Vehicle/Equipment Committee was to make an unbiased determination of the needs for all vehicles listed on the Equipment Replacement Schedule and determine if the City's Fleet is adequate as far as number of vehicles as well as type of equipment needed for each department's users.
3. The Committee recommends eliminating 15 pieces of equipment from the fleet to be sold at the Spring 2012 Auction. Staff also recommends reassigning 9 vehicles as "general use" vehicles which can be checked out and used by any City employee for City business.
4. In addition to the replacement schedule, the committee also reviewed the Vehicle/Equipment policy. Overall, the Vehicle Replacement Policy is adequate to meeting the needs of the objectives for managing a systematic replacement schedule, reducing maintenance costs of equipment and ensuring the safety of the equipment operators.
5. The Equipment Replacement schedule will be reviewed annually as part of the budgeting process by the Vehicle/Equipment committee. Equipment replacement shall be recommended based on useful life, maintenance records, available funding, and comments summarized on the vehicle/equipment replacement verification/comment form. As part of the annual review, the Vehicle/Equipment Committee will consider Hybrid vehicles for replacement when applicable.

Fiscal Impact: The cost savings for equipment replacement in 2012 totals \$281,652 with an additional savings of approximately \$1400 due to insurance and license costs.

Alternatives:

1. Do nothing.
2. Adopt the Systematic Equipment Replacement Schedule and Vehicle/Equipment Policy as presented.

Staff Recommendation: Adopt the Systematic Equipment Replacement Schedule and Vehicle/Equipment Policy as presented.

Reviewed by: David Wyffels, Marv Calvin, Steve Okins, Holly Wilson	
Preparer: Holly Wilson, Public Works Director	Signature: 
Comments:	

CITY OF WILLMAR

VEHICLE/EQUIPMENT POLICY

Scope

This Equipment Vehicle Replacement Policy applies to all equipment owned by the City of Willmar.

Objective

It will be the objective of this policy to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.

Procedure

The procedure of requesting additional equipment or altering the replacement schedule is to submit a written justification to the Vehicle/Equipment Committee during the annual budgeting process. This request shall include specifications, estimated vehicle costs, funding source and completion of the *Vehicle Replacement Comments Form*.

All vehicles/equipment replaced will be available to other departments by schedule priority. If the vehicle/equipment being replaced is better than one scheduled to be replaced at a later date, then other departments would be able to exchange the equipment, allowing a department to have the best equipment available until such time as its vehicle/equipment would normally be scheduled to be replaced.

Equipment reaching its useful life but not replaced due to non-appropriation, refurbishment or usage allowance shall cause the Vehicle Replacement Committee to reconvene and revise the schedule as priorities, maintenance and funding allows.

Any vehicle not assigned a critical function and/or in use shall be made available for general usage. Upon usage completion, vehicle must be fueled to $\frac{3}{4}$ tank minimum and cleaned appropriately. Scheduling of all general usage vehicles shall be done thru Outlook Calendar established and maintained by IT.

All new vehicles with radio requirements must include 800 mhz capabilities.

Joint purchasing agreements should be considered when possible (i.e., state contract, consortium purchase, cooperative purchasing ventures, etc.)

Review

An annual review will be done during the annual budget process by the Vehicle/Equipment Committee and submitted to the City Administrator at the same time as the annual budget. Modifications would be done through the approval of the Finance Committee.

Financing

The amount needed to finance the replacement program shall be funded through the normal budgeting process.

Allocations

<u>Vehicle Type</u>	<u>Recommended Useful Life (Years)</u>
Air Compressors	20
Cars	
<i>Squad Cars</i>	3
<i>Specialty</i>	5
<i>Other Cars</i>	8
Fire Apparatus	
<i>Aerial Trucks</i>	25
<i>Pumpers</i>	25
<i>Tankers</i>	25
<i>Quint</i>	25
Heavy Equipment	
<i>Graders</i>	20
<i>Loaders</i>	15
<i>Rollers</i>	15
<i>Sweepers</i>	8
Light Equipment	
<i>Mowers</i>	4
<i>Mt Trackless</i>	8
<i>Skid Loaders</i>	10
<i>UTVs</i>	7
Pickups (up to ¾ Ton)	10
<i>CSO Pickup</i>	5
Snow Blowers	15
Specialty Equipment	
<i>Bucket Trucks</i>	15
<i>Flusher Trucks</i>	10
<i>Hot Box</i>	15
<i>R-Vac</i>	10

<i>Rodder/Tar Dist.</i>	20
<i>Semi Tractors</i>	10
<i>Speed Trailers</i>	15
<i>SWAT Bus</i>	20
SUV/Suburbans/Vans	10
Tractors	20
Trucks (1 Ton)	12
<i>Dump Truck</i>	10

Replacement/Additions/Alterations Procedure

1. *Vehicle Replacement Comments Form* to be assembled along with necessary attachments
2. *Vehicle Replacement Comments Form* distributed to appropriate Department Director (copies sent to Vehicle/Equipment Committee)
3. Department Director obtains information & comments from staff
4. Department Director submits completed forms to the Vehicle/Equipment Committee
5. If City Administrator approves the request (If denied, originals to be returned to Vehicle/Equipment Committee):
 - Original form goes to the City Clerk
 - Copies to Finance Director
6. City Clerk notifies Department Director to obtain quotes (if over \$100,000 processes for bid advertising) or check the State contract
7. City Clerk and/or Department Director accepts bids and requests City Administrator's approval for purchase
8. Agreements signed by Mayor and City Administrator
9. Department Director receives and accepts vehicle
10. Department Director submit proper paperwork for payment (fixed asset sheet, invoice(s), pictures, manufacturer's statement of origin)
11. City Clerk licenses and insures vehicle

VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number _____ Photo _____

Finance Director comments

Initial

Operator comments

Initial

Mechanic comments

Initial

Supervisor comments (if applicable)

Initial

Department Director comments

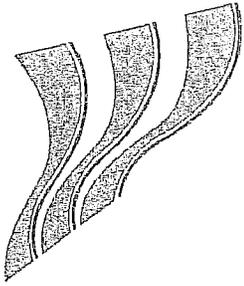
Initial

_____**APPROVED** _____**DENIED** *Vehicle/Equipment Committee* _____
Date

_____**APPROVED** _____**DENIED** _____
City Administrator Date

Systematic Equipment Replacement Schedule Changes

<u>Vehicles Eliminated from Fleet</u>	<u>Location of Vehicle</u>
2000 Ford Crown Vic.	Airport
2003 Ford Crown Vic.	Airport
2003 Ford Crown Vic.	City Hall
2000 Ford Taurus	City Hall
2001 Ford Taurus	City Hall
1996 Dodge Caravan	Leisure Services
2000 Ford Taurus	Police Department
1996 Lincoln Continental	Police Department
1999 Ford F-150	Public Works
1991 GMC	Public Works
1997 Ford 1-ton	Public Works
1997 Ford 1-ton	Public Works
2002 Ski Doo Skandic	Public Works
2003 John Deere Mower	Willmar Community and Activity Center
2005 Ford F-150	Waste Water Treatment Facility
<u>Vehicles reassigned as "General Use"</u>	
	<u>Location of Vehicle</u>
2004 Ford F-150 (Comm. Development)	Public Works Garage - City Hall
2009 Ford Escape (Comm. Development)	Public Works Garage - City Hall
1998 GMC Sierra 4x4 (Civic Center)	Civic Center
2011 Dodge Ram (Fire Department)	Fire Department
2002 Pontiac Montana Van (Police Department)	Police Department
1999 Ford F-150 (Engineering)	Public Works Garage - City Hall
2001 Chevrolet 1/2 ton (Engineering)	Public Works Garage - City Hall
2011 Ford Explorer (Engineering)	Public Works Garage
2010 Ford F-150 (WWTF)	old WWTF



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

Agenda Item Number: _____

Meeting Date: February 13, 2012

Attachments: Yes No X

CITY COUNCIL ACTION

Date: February 21, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: Community Education
Recreation

Action Requested: Approve \$590 donation from Willmar Area Disc Golfers and adjust the budget accordingly, Leisure Service Budget 101.45432.0226

Guiding Principle: Donation is for improvements to disc golf facilities in the City of Willmar.

Introduction: For the 2011 Disc Golf Season the club raised fees via programming and now wants to give back so the city will continue to improve the facilities.

Background/Justification: In 2011 the club assisted with adding a second tee box for each hole (9). This year the club is hoping the City of Willmar will place second pin placements at each hole. Put up hole signage so the course playability improves. Provide benches at each Tee box for players to relax as they prepare to play each hole.

Fiscal Impact: These resources will assist Public Works and CER to provide the improvements requested.

Alternatives:

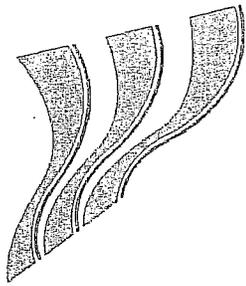
Staff Recommendation: To approve the request as printed above.

Reviewed by:

Preparer: Steve Brisendine

Signature:

Comments: We thank the club for their efforts and look forward to working with them in the future to improve the disc golf offerings in the community.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: February 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 21, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: **Fire**

Action Requested:

Accept a \$140 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 \$140 from Fancy Coats Pet Grooming and Inn.

Background/Justification:

The Willmar Fire Department has received a \$140 donation Fancy Coats Pet Grooming and Inn. These dollars are to be put toward pet life kits purchased by the Fire Department, which the firefighters received training on in September 2011. 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 \$140

Alternatives: N/A

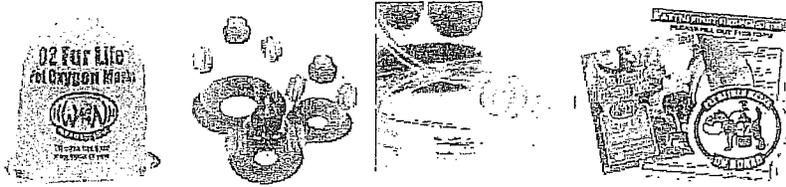
Staff Recommendation: Accept the donation and adjust the Fire Department 2012 operating budget accordingly.

Reviewed by:

Preparer: Marv Calvin, Fire Chief

Signature:

Comments:



The Wag'N O2 Fur Life® Kit includes:

- o 3 Oxygen Masks - 1 small, 1 medium & 1 large
- o 3 Oxygen Air Tubes - 1 for each mask, 22 mm diameter
- o 1 Wag'N O2 Fur Life Carry Bag for easy storage & mobility
- o 1 Laminated Instruction Sheet which includes ABCs of CPR For Cats & Dogs
- o 1 Kennel Lead for animal restraint & control
- o 2 Animal Incident Report (AIR) Forms for First Responders - carbonless 3-part form
- o 1 Pet Rescue Notice Form provided in electronic format
- o 1 PowerPoint Presentation provided in electronic format
- o 1 "Pet Oxygen Masks On Board" Decal for display on vehicle

Additional Content Available With Each Kit At No Extra Cost:

- o 1 "Pet Oxygen Masks On Board" Decal for display at station
- o 1 Wag'N Instructional DVD Pets Need Oxygen Too per department

Price: \$70 per kit (scroll down for purchase options)

*** * * Attention Veterinarians: * * ***

These masks are designated as Supplemental O2 Recovery Masks. If you're placing an order for clinical use, please click [HERE](#) to view our complete line of McCulloch Medical products.

HOW TO PURCHASE WAG'N PET OXYGEN MASK KITS

There are 5 methods to acquiring Pet Oxygen Mask Kits through the Wag'N O2 Fur Life® Program:

**METHOD #1
Direct Purchase**

First Responders (Fire Departments, EMS Services, K9 Police & Military K9 Teams, SART & CERT Teams) can purchase the kits directly through this site. Click below to order now.

[CLICK TO ORDER](#)

**METHOD #2
Sponsor/Gift Purchase**

Individuals, companies, charitable organizations and other members of the public can SPONSOR their first responders by ordering the kits directly through this site. Kits can be shipped directly to department and/or to sponsor.

[CLICK TO SPONSOR](#)

**METHOD #3
Fellowship Program**

First responders which are not budgeted for this type of equipment and cannot find sponsors in their community can apply for the Wag'N O2 Fur Life Fellowship Program. Through this venue, Wag'N Enterprises will raise the funds remotely and sponsor them. Click below to learn more and view a list of current Fellows.

[CLICK TO APPLY](#)

**METHOD #4
Private Needs Purchase**

Pet parents and breeders whose pets may require in-home oxygen therapy for various health conditions can order pet oxygen masks for in-home use directly through this site. Click below for more information and

**METHOD #5
Kit Parts & Forms Reorder**

Previous purchasers now have the option to Reorder Pet Oxygen Mask Parts click to learn more and view all the available options.

We can help with Public Relations! Our PR team offers free media pitching to sponsors and first responders who wish to make their donation/acquisition public. Our goal remains to get

have valuable documented information of the on-scene treatment to better follow-up on animal care. In addition, the pet owners will have written documentation of what happened to their animals and where they have been taken to.

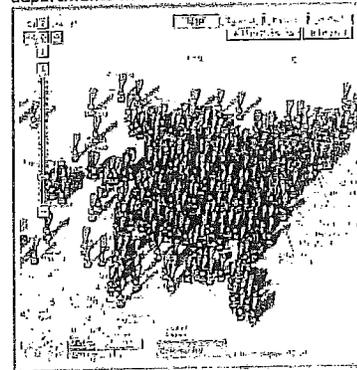
Two free AIR forms are included in each kit for First Responders. Additional forms can be ordered online in packs of 25 and 50. [Click here to order additional AIR Forms now.](#)

The Pet Rescue Notice Form is a more simplified version that can be left by first responders on the scene following an animal rescue from a gas leak alarm, Carbon Monoxide (CO) Alarm and in some cases fire alarms when the owner is not present. Its purpose is help reunite pets and owners following the rescue.

The Pet Rescue Notice form will be provided as a pdf link that is delivered in via email receipt upon completion of the purchase.

These forms were developed to compliment the Wag'N O2 Fur Life Kit contents. Their use is optional and may be completed at the sole discretion of each department.

O2 Fur Life® Program has provided over 3,265 pet oxygen mask kits to over 1,166 departments in North America



CITY OF WILLMAR, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING POST-ISSUANCE COMPLIANCE
PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENTAL BONDS

BE IT RESOLVED By the City Council (the "Council") of the City of Willmar, Minnesota ("City") as follows:

Section 1. Recitals.

1.01. The City from time to time issues tax-exempt governmental bonds to finance various public projects.

1.02. Under Sections 103 and 140 to 150 of the Internal Revenue Code of 1986, as amended (the "Code") and related regulations, the City is required to take certain actions after the issuance of such bonds to ensure that interest on those bonds remains tax-exempt.

1.03. The City has determined to adopt written procedures regarding how the City will carry out its bond compliance responsibilities, and to that end has caused to be prepared a document titled Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the "Policy").

1.04. The Council has reviewed the Policy has determined that it is in the best interest of the City to adopt the Policy.

Section 2. Policy Approved.

2.01. The Council approves the Policy in substantially the form on file in City Hall.

2.02. City staff are authorized to take all actions necessary to carry out the Policy.

Approved by the City Council of the City of Willmar, Minnesota, this __ day of _____, 2012.

Mayor

ATTEST:

Clerk

CITY OF WILLMAR, MINNESOTA

POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY
FOR TAX-EXEMPT GOVERNMENTAL BONDS

Adopted _____, 2012

**Post-Issuance Compliance Procedure and Policy
for Tax-Exempt Governmental Bonds**

The City of Willmar, Minnesota (the "Issuer") issues tax-exempt governmental bonds (TEBs") to finance capital improvements. As an issuer of TEBs, the Issuer is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Treasury Regulations"), to take certain actions after the issuance of TEBs to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations impose record retention requirements on the Issuer with respect to its TEBs. This Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the "Policy") has been approved and adopted by the Issuer to ensure that the Issuer complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

1. Effective Date and Term. The effective date of this Policy is the date of approval by the City Council of the Issuer (_____, 2012) and this Policy shall remain in effect until superseded or terminated by action of the City Council of the Issuer.

2. Responsible Parties. The Finance Director of the Issuer (the "Compliance Officer") shall be the party primarily responsible for ensuring that the Issuer successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Compliance Officer will be assisted by the staff of the Finance Department of the Issuer and by other Issuer staff and officials when appropriate. The Compliance Officer of the Issuer will also be assisted in carrying out post-issuance compliance requirements by the following organizations:

(a) Bond Counsel (as of the date of approval of this Policy, bond counsel for the Issuer is Kennedy & Graven, Chartered);

(b) Financial Advisor (as of the date of approval of this Policy, the financial advisor of the Issuer is Springsted Incorporated);

(c) Paying Agent (the person, organization, or officer of the Issuer primarily responsible for providing paying agent services for the Issuer); and

(d) Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the Issuer).

The Compliance Officer shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the Issuer (including hospital and utility administrative staff), Bond Counsel, Paying Agent, and Rebate Analyst. The Compliance Officer shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the Issuer. The Compliance Officer shall provide training and educational resources to Issuer staff responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

3. Post-Issuance Compliance Actions. The Compliance Officer shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the Issuer with respect to each issue of TEBs:

(a) The Compliance Officer shall prepare a transcript of principal documents (this action will primarily be the responsibility of Bond Counsel or the Financial Advisor).

(b) The Compliance Officer shall file with the Internal Revenue Service (the "IRS"), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).

(c) The Compliance Officer shall prepare an "allocation memorandum" for each issue of TEBs in accordance with the provisions of Treasury Regulations, Section 1.148-6(d)(1), that accounts for the allocation of the proceeds of the tax-exempt bonds to expenditures not later than the earlier of:

(i) 18 months after the later of (A) the date the expenditure is paid, or (B) the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or

(ii) the date 60 days after the earlier of (A) the fifth anniversary of the issue date of the tax-exempt bond issue, or (B) the date 60 days after the retirement of the tax-exempt bond issue.

Preparation of the allocation memorandum will be the primary responsibility of the Compliance Officer (in consultation with the Financial Advisor and Bond Counsel).

(d) The Compliance Officer, in consultation with Bond Counsel, shall identify proceeds of TEBs that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.

(e) In consultation with Bond Counsel, the Compliance Officer shall determine whether the Issuer is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of TEBs. In consultation with Bond Counsel, the Compliance Officer shall determine, with respect to each issue of TEBs of the Issuer, whether the Issuer is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Compliance Officer shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of TEBs of the Issuer which are subject to such rebate requirements, and each fifth anniversary thereafter, to arrange for calculations of the rebate requirements with respect to such TEBs. If a rebate payment is required to be paid by the Issuer, the Compliance Officer shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the Issuer is authorized to recover a rebate payment previously paid, the Compliance Officer shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

4. Procedures for Monitoring, Verification, and Inspections. The Compliance Officer shall institute such procedures as the Compliance Officer shall deem necessary and appropriate to monitor the use of the proceeds of TEBs issued by the Issuer, to verify that certain post-issuance compliance actions have been taken by the Issuer, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Compliance Officer shall establish the following procedures:

(a) The Compliance Officer shall monitor the use of the proceeds of TEBs to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148-2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.

(b) The Compliance Officer shall monitor the use of all bond-financed facilities in order to: (i) determine whether private business uses of bond-financed facilities have exceeded the limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities. The Compliance Officer shall provide training and educational resources to any Issuer staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to the limitations on the private security or payments with respect to bond-financed facilities.

(c) The Compliance Officer shall undertake the following with respect to each outstanding issue of TEBs of the Issuer: (i) an annual review of the books and records maintained by the Issuer with respect to such bonds; and (ii) an annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the Compliance Officer with the assistance with any Issuer staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.

5. Record Retention Requirements. The Compliance Officer shall collect and retain the following records, if applicable, with respect to each issue of TEBs of the Issuer and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the Issuer; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications and brochures related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue;

(xviii) copies of all Form 8038Ts and Form 8038-Rs filed with the IRS; and (xix) the transcript prepared with respect to such TEBs.

The records collected by the issuer shall be stored in any format deemed appropriate by the Compliance Officer and shall be retained for a period equal to the life of the TEBs with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such TEBs or to refund any refunding bonds) plus 3 years.

6. Remedies. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Compliance Officer shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.

7. Continuing Disclosure Obligations. In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the Issuer has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the "Continuing Disclosure Document") prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the Issuer that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the Issuer to assist the underwriters of the Issuer's bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time ("Rule 15c2-12"). The continuing disclosure obligations of the Issuer are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Compliance Officer is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.

8. Other Post-Issuance Actions. If, in consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, or the City Council, the Compliance Officer determines that any additional action not identified in this Policy must be taken by the Compliance Officer to ensure the continuing tax-exempt status of any issue of governmental bonds of the Issuer, the Compliance Officer shall take such action if the Compliance Officer has the authority to do so. If, after consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, or the City Council, the Compliance Officer and the Administrator determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the Issuer, the Administrator shall recommend to the City Council that this Policy be so amended or supplemented.

9. Taxable Governmental Bonds. Most of the provisions of this Policy, other than the provisions of Section 7, are not applicable to governmental bonds the interest on which is included in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of TEBs, then for purposes of this Policy, the Compliance Officer shall treat the issue of taxable governmental bonds as if such issue were an issue of TEBs and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Compliance Officer shall seek the advice of Bond Counsel as to

whether there is any reasonable possibility of issuing TEBs to refund an issue of taxable governmental bonds.

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, FEBRUARY 16, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, February 16, 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
Bruce Peterson	Director of Planning and Development Services

Others present: Frank Yanish – Mayor, Andrew Bjur – Green Step Cities, 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 presented additional information about the Green Step Cities program (See Attachment A). Mr. Bjur had been asked to return to the Committee to continue discussion of the program. The information included an executive summary for City of Willmar participation. The required best practices can be tailored to address specific City's needs.

Mr. Bjur volunteered to be the local contact. He estimated that the process to set program policy could be accomplished within approximately one year. It is anticipated that the only cost to the City would be that of staff time that is already budgeted. Program benefits to the City include recognition as a progressive City committed to energy efficiency and economic savings. Staff was asked to prepare a formal resolution to bring to the Committee at their March 1st meeting. Local citizen names will be provided to Mayor Yanish for the necessary committee appointments.

3. DOWNTOWN PLAN PROGRESS (FOR INFORMATION ONLY)

Staff updated the Committee on downtown planning efforts. It was noted that a meeting had been held earlier in the day with the Steering Committee to discuss five selected main topics for the plan. Each main topic has three to six plan elements that will be discussed in greater detail within the plan. Staff said that the Steering Committee would be meeting again within the month to review additional work prepared by staff and the consultant related to the individual elements, responsibilities for accomplishing them, and possible sources of funding.

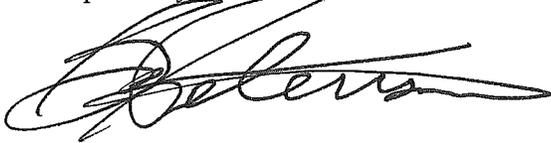
4. MISCELLANY (FOR INFORMATION ONLY)

Staff presented updates on the land release process, John's Supper Club redevelopment, and the EDA grant application for infrastructure at the expanded industrial park.

Council member Ahmann mentioned that local representatives were selected to make a presentation at the National Main Street conference about the community owned grocery project. He was suggesting that in situations where citizens bring positive recognition to the community that the Council consider covering some of the costs of their travel. The Committee discussed City policy, the issue of public purpose, precedent, and lack of available finances.

5. There being no further business to come before the Committee, the meeting adjourned at 5:50pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce D. Peterson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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

Attachment A
2-16-12

Organizing steps to becoming recognized as a GreenStep City

Of Minnesota's 855 cities, approximately 500 are under 1,000 in population, 83% are under 5,000 in population, and 35 have a population over 25,000. With such a diversity of cities, no one set of process steps will fit all cities in organizing work to become a GreenStep City. Depending on your city, work may start mostly at the city staff, city council or citizen commission level and fit well into existing plans and efforts, moving later to incorporate and leverage work efforts by civic organizations. Or the impetus for implementing GreenStep best practices may start with a civic group and be mostly done by community members and community organizations, with the city council in a supportive and active role as needed.

Adapt this guide as best fits your city and the individuals who are working to make your city a GreenStep City.

1. Build community knowledge and interest.

- Anyone can start this: a city staff person, an interested citizen, a city commission or task force member, a mayor, city council member, business association member, civic association member, environmental or public health group, renewable energy advocate, etc.
- Determine into which category your city fits. Cities with greater capacity for making civic improvements are able and challenged to implement more best practices and "harder" actions. Answer 11 simple questions to determine whether your city is in category A, B or C.
- Become familiar with GreenStep best practices and which of them other cities in Minnesota have implemented. Determine your city category so you know the minimum number of best practices your city must have implemented to be recognized as a GreenStep City, Step Two and Step Three.
- Talk with key people and organizations in your city, discuss at existing meetings, and convene special meetings to discuss as appropriate.
- Invite, as needed, a GreenStep program representative to come visit your city and talk about GreenStep. Contact the MPCA's GreenStep Cities program coordinator to find out who might be available to visit your citizen's group, or city staff, city commission, or city council.
- Inventory completed, planned and desired best practices. Some cities find it important to prepare this inventory, at a very simple summary level or at a detailed level, before seeking a city council resolution. Consider using a student intern or community volunteer to do this, or, for a more detailed inventory, contact the MPCA's GreenStep Cities program coordinator to see if a RETAP member can help you.
- Discuss with an official city body. This could be a city council, a council committee, a city commission or task force, or some other group charged by city government to work on civic improvement.

2. Approve a city council resolution to work toward GreenStep Cities recognition.

- Use the sample resolution and modify it as needed in discussion with city council members or in a city council committee meeting.
- Introduce a resolution to the city council. Depending on the practice in your city, more or less detail will have to be spelled out in the proposed resolution.
- Specify in the resolution – or direct city staff to determine later – (1) a GreenStep coordinator for your city (the coordinator could be an existing city staff person or entity, or task force, or an appointed community member), and (2) a short list of which GreenStep best practices the city initially plans to implement (to help the GreenStep program better understand city interests).

- E-mail your resolution/contact information. This will allow the MPCA to set up a web account on the GreenStep Cities web site for your city. If your resolution names a city entity, please include a contact person's name, phone, e-mail and postal address, which will appear on the public web site.
- *Congratulations! You are now recognized as a **Step One GreenStep City!** Use Step One recognition artwork/materials located on your city log-in page to let others know of your accomplishment.*

3. Post initial information on the GreenStep Cities web site.

- Enter simple information: city population, approximate number of city staff, city category, city web site address, names of any participating township(s) / school district(s), and contact information for one person who will serve as your city's GreenStep contact.
- Provide brief detail on best practices previously implemented. For example, if you check off the action *Promote biking, walking and transit* under the *Mobility Options* best practice, tell us:
 - How many, for example, bike racks the city/the city and its partners installed
 - A web address on your city web site (if any) that talks about your efforts (or upload a planning document you may have used, such as an area bike plan)
 - Any success measures (such as: bike path use increased 20% during 2005)
 - Any key partner(s) you may have worked with (for example, a local bike rack company)
 - The name and e-mail of the person most knowledgeable about this accomplishment so that other cities seeking to replicate your success can learn from it.

Some cities may find it easier/cheaper to use a student intern to gather and post this information. Contact the MPCA's GreenStep Cities program coordinator to see if a RETAP member can help you with the inventory and posting.

4. Get organized to begin work on implementing best practices.

- As needed, educate city staff and officials about sustainability. Sustainability may not be the term used by your city, but current actions the city may be taking to increase city resiliency to financial pressures, to increase livability and to prevent future environmental costs certainly fall under the sustainability focus of GreenStep Cities and should be understood by elected and appointed officials and staff.
- Convene a small working group. The GreenStep contact/coordinator for the city should call together key people within city government (and outside of city government as appropriate at this stage) to make decisions such as the following. This group might be an existing or new city staff green team or an existing or new citizen commission or task force:
 - How to work with existing city/civic groups and initiatives to implement best practices
 - Who should be on a GreenStep steering committee (which could be an existing group), what this committee needs to do (e.g., review progress on implementing best practices), and how often it needs to meet
 - How often the GreenStep steering committee should report back what to the city council
- Specify implementation action(s) and a few lead people. A GreenStep steering committee – which could be the initial small working group or a city commission – should take the short list of best practices the city identified in its resolution for implementation, and identify:
 - Which specific action(s) under each best practice will be investigated/worked on
 - Which people - "best practice leads" - should prepare a simple work plan for how to implement the action(s)
- Prepare a simple work plan for implementing selected best practice. Have best practice leads – these could be non-paid community members, or members of a city environmental commission -

draft a simple work plan. The work plan should specify exactly (1) *who* would do (2) *what* and (3) *when* using (4) *what* types of resources (money, volunteers, county help, utility funds, etc.). Be alert to how *proposing slight changes in what a city is already planning to do can accomplish a best practice action*. GreenSteps is mostly about doing things smarter and spending money that returns multiple benefits, not about spending more money or finding grant money. The following should make preparing the work plan easier:

- Review implementation tools on the GreenStep web site for each selected best practice action, which often include case studies, to refine how you will implement the best practice action in your city
- Talk with city staff/officials
- Talk with others from the community
- Talk with trusted resource organizations, including consultants and utilities
- Contact the MN GreenStep Cities best practice advisor for the relevant best practice as needed
- Read on the GreenStep web site how other cities have implemented a selected best practice action, and contact the people listed there to learn more information
- Present the best practice plans to your GreenStep steering committee and to a city body or to the city council as appropriate.

5. Begin working to implement best practices.

- Keep everyone moving and celebrate success. At periodic meetings of your GreenStep steering committee, have best practice leads report on accomplishments, barriers, and next steps. Work together to overcome barriers, change plans as needed, and find ways to accomplish multiple actions through a common strategy.
 - Clarify, as needed, what constitutes completing an action with the MPCA GreenStep program coordinator. For example, an administrative directive is probably substantially equivalent to a city council-adopted policy, but feel free to make a phone call to clarify an issue such as this.
 - Briefly describe completed best practice actions on the GreenStep web site as you did in step 3 above when first entering information onto the GreenStep Cities web site.
- *Congratulations! When you have implemented any 4, 6 or 8 best practices (depending on your city category) you are now recognized as a **Step Two GreenStep City!***

6. Keep on working and be recognized for higher steps.

- Implementing a particular best practice action may take months or years. The GreenStep Cities program requirements have been set with the expectation that any city can implement 8, 12 or 16 best practices (depending on city category) and become a Step Three GreenStep City within three years. But implementing the required best practices and the minimum number of optional best practices might take some cities longer or shorter than three years, depending on the different assets and capabilities of each city. Program requirements will be reviewed and adjusted carefully each year to keep the implementation actions for best practices challenging yet doable.
- Be alert to rare opportunities. Projects like street repaving, waste water plant breakdowns, or receiving a grant for housing loans each afford a city the chance to complete multiple best practice actions at once. Be ready with plans for making the most of these opportunities.
- Check back with the city council as needed. Ongoing or planned best practice implementation may fit in with new city efforts and can be shaped in discussion with the council.

- Report yearly to community members on GreenStep accomplishments. This is a required action for all cities under Best Practice #24. Use various media, sample reporting forms on your city's log-in page, and existing communication vehicles and venues.
- As your work proceeds, give us feedback on the program. Let us know how we can make the program materials aid you better in implementing actions.
- *Congratulations! When you have implemented 8, 12 or 16 best practices (depending on your city category, and including a few required best practices) you are now recognized as a **Step Three GreenStep City!***

7. GreenStep Cities Step Four.

- Program requirements will be developed during 2012, as we learn from cities during 2010 and 2011, to challenge recognized GreenStep Cities to implement more actions and be recognized for these accomplishments. We think GreenStep best practices will result in multiple benefits for your city and that you'll want to continuously work on best practices that make your city more sustainable.

GreenStep Program Requirements

City Category

			C	B	A
		>> for details see http://tinyurl.com/3mx3bob			
Buildings & Lighting	1	Efficient Existing Public Buildings		Required	Required
	2	Efficient Existing Private Buildings			
	3	New Green Buildings			
	4	Efficient Building & Street Lighting and Signals			
	5	Building Reuse			
Buildings & Lighting BPs Required			1	2	2
Land Use	6	Comprehensive Planning & Implementation	Required	Required	Required
	7	Higher Density			
	8	Mixed Uses			
	9	Efficient Highway-Oriented Development			
	10	Conservation Design			
Land Use BPs Required			1	2	2
Transportation	11	Complete Green Streets			Required
	12	Mobility Options			Required
	13	Efficient City Fleets			
	14	Demand-Side Travel Planning			
Transportation BPs Required			1	1	2
Environmental Management	15	Environmentally Preferable Purchasing	Required	Required	Required
	16	Urban Forests		Required	Required
	17	Efficient Stormwater Management			Required
	18	Parks & Trails			
	19	Surface Water Quality			
	20	Efficient Water & Wastewater Facilities			
	21	Septic Systems			
	22	Solid Waste Reduction			
	23	Local Air Quality			
Environmental BPs Required			1	3	4
Economic, Community Development	24	Benchmarks & Community Engagement	Required	Required	Required
	25	Green Business Development		Required	Required
	26	Renewable Energy			
	27	Local Food			
	28	Business Synergies			
Development BPs Required			1	2	3
Floating BPs (additional to required BPs)			3	2	3
Total BPs Required (including floating) for Step 3			8	12	16

NOTES

- 1 For each BP there are specific requirements, e.g. "complete any 2 actions."
- 2 For BP groups, e.g. Buildings & Lighting, a mix of BPs is required. Category A & B cities, e.g. must implement BP #1 & one other BP from BP # 2-5.
- 3 The "floating BP:" a city implements the required # of BPs in the 5 categories AND implements any 3 (or 2, for Category B cities) other BPs.
- 4 When a city has implemented a total of 8, 12 or 16 BPs, taking into account the details in notes 1-3 above, Step 3 GreenStep recognition is granted at the mid-June conference of the League of Minnesota Cities.

The GreenStep 28 best practices

- **Make planning and tracking easier:** download this spreadsheet that lists all 168 unique actions for all 28 best practices.

An online version (see view-only example) can be shared with, and edited by, multiple staff members, citizens and elected officials. E-mail Amir Nadav, Great Plains Institute, for online access rights.

- Cities that implement a minimum number of best practices organized into these five topical areas will be recognized as a GreenStep City. See What's required to be a GreenStep City?
- Cities should claim credit for best practices already implemented. Adding best practices over time will garner additional recognition.
- For each best practice, and depending on city category (A, B or C), a city needs to complete one or more actions from a list associated with the best practice. See What category is my city in?

Buildings and Lighting

- 1. Efficient Existing Public Buildings:** Benchmark energy usage, identify savings opportunities, and work with utilities and others to implement cost-effective energy and sustainability improvements. 
- 2. Efficient Existing Private Buildings:** Work with utilities and others to assess and finance energy and sustainability improvements of existing structures.
- 3. New Green Buildings:** Construct new buildings to meet or qualify under a green building framework.
- 4. Efficient Building & Street Lighting and Signals:** Improve the efficiency of public lighting and signals.
- 5. Building Reuse:** Create economic and regulatory incentives for redeveloping and repurposing existing buildings before building new.

Land Use

- 6. Comprehensive Plan and Implementation:** Adopt a Comprehensive Plan and tie regulatory ordinances to it.
- 7. Efficient City Growth:** Promote financial and environmental sustainability by enabling and encouraging higher density housing and commercial land use.
- 8. Mixed Uses:** Develop efficient and healthy land patterns.
- 9. Efficient Highway-Oriented Development:** Adopt commercial development and design standards for highway road corridors.
- 10. Conservation Design:** Adopt development ordinances or processes that protect natural systems.

Transportation

- 11. Complete Green Streets:** Create a network of multimodal green streets. 
- 12. Mobility Options:** Promote active transportation and alternatives to single-occupancy car travel. 
- 13. Efficient City Fleets:** Implement a city fleet investment, operations and maintenance plan.
- 14. Demand-Side Travel Planning:** Implement Travel Demand Management and Transit-Oriented Design.

Environmental Management

- 15. Purchasing:** Adopt environmentally preferable purchasing policies and practices. 
- 16. Urban Forests:** Increase city tree and plant cover.
- 17. Efficient Stormwater Management:** Minimize the volume of and pollutants in rainwater runoff.
- 18. Parks and Trails:** Enhance the city's green infrastructure.
- 19. Surface Water Quality:** Improve local water bodies.
- 20. Efficient Water and Wastewater Facilities:** Assess and improve city drinking water and wastewater facilities.
- 21. Septic Systems:** Implement an effective management program for decentralized wastewater treatment systems.
- 22. Solid Waste Reduction:** Increase waste reduction, reuse and recycling.
- 23. Local Air Quality:** Prevent generation of local air

Economic and Community Development

- 24. Benchmarks & Community Engagement:** Adopt outcome measures for GreenStep and other city sustainability efforts, and engage community members in ongoing education, dialogue, and campaigns.
- 25. Green Business Development:** Support expansion of the green business sector in your city.
- 26. Renewable Energy:** Remove barriers to and encourage installation of renewable energy generation capacity.
- 27. Local Food:** Strengthen local food and fiber production and access.
- 28. Business Synergies:** Network/cluster businesses to achieve better energy, economic and environmental outcomes.

GreenStep Cities List (with date city joined):

Click on city name to see details on what actions cities have completed

Apple Valley	(6/9/11)
Arlington	(3/7/11)
Austin	(7/18/11)
Blackduck	(10/4/10)
Breezy Point	(6/7/10)
Cottage Grove	(12/1/10)
Defano	(6/21/11)
Eagan	(8/17/10)
Eden Prairie	(6/14/11)
Edina	(1/18/11)
Elk River	(10/11/10)
Falcon Heights	(1/12/11)
Farmington	(5/2/11)
Hanover	(1/3/12)
Hoffman	(12/6/10)
Hopkins	(11/1/10)
Kasson	(2/23/11)
La Prairie	(9/7/10)
Luverne	(12/14/10)
Mahtomedi	(10/5/10)
Mankato	(8/9/10)
Maplewood	(12/13/10)
Milan	(6/1/10)
Northfield	(6/15/10)
Oakdale	(3/8/11)
Pine River	(5/5/10)
Red Wing	(2/28/11)
Richfield	(1/10/12)
Rochester	(12/6/10)
Rogers	(12/13/11)
Rosemount	(12/20/11)
Royalton	(9/7/10)
Saint Anthony	(2/8/11)
Saint Cloud	(6/7/10)
Shorewood	(6/27/11)
Victoria	(1/9/12)
Warren	(9/13/11)
White Bear Lake	(12/13/11)



Executive Summary Prepared for City of Willmar

16 Best Practices (BP's) out of 28 BP's are necessary to **achieve the goals** of the **Minnesota GreenStep Cities program**. The City of **Willmar has completed 7 BP's** (4 required, 3 elective). Of the remaining 9 BP's needed to satisfy the program goals, 7 have been identified as relatively easy to implement and 2 to be a little more challenging.

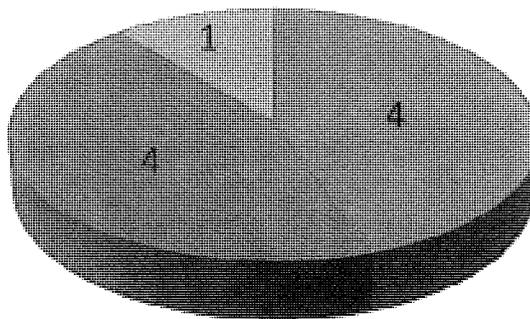
It is the determination of the **EDC's GreenStep Cities Sub-Committee** that **completion** of the **program goals** by the City of Willmar would:

- a. be easy to attain,
- b. not present a financial burden to the community,
- c. result in increased efficiencies and
- d. reduce costs in the medium to long term.

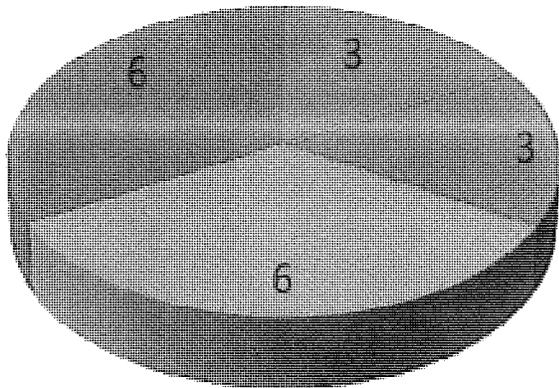
The sub committee also considered the **likely benefits from participation**. These include:

- *Attracting new jobs and businesses*
- *Attracting and keeping young people to the community*
- *Keeping dollars local*
- *Be at the forefront of emerging ideas/changing economy*
- *Community health and wellness*
- *Increasing community vitality and livability*
- *Public and personal safety*
- *Opportunities for collaboration city/county*
- *Increased civic participation*

- Completed
- Easy
- Moderate



9 Required Best Practices



- Completed
- Easy
- Moderate
- Not Neccessary

18 Elective Best Practices

Recommended Actions for The City of Willmar

1. Analysis

For the purposes of the GreenStep Cities program, Willmar is considered a Category A City. This means that to reach the goals set by the program, Willmar would be required to complete 16 best practices. Of those 16 BP's, 9 are deemed 'required'.

2. Required Best Practices

a. Completed

Of the 9 required BP's, 4 are considered to have been completed. These include:

- BP 6: Comprehensive Plan and Implementation
- BP 16: Urban Forests
- BP 17: Efficient Storm Water Management
- BP 25: Green Business Development

b. Easy

Of the remaining 5 required BP's, 4 appear to be aligned with projects on which the city is currently working. These include:

- BP 1: Efficient Existing Public Buildings
- BP 11: Complete Green Streets
- BP 12: Mobility Options
- BP 15: Purchasing

c. Moderate

The remaining 'required' BP 24 is considered to be a little challenging to implement

3. Elective Best Practices

Beyond the 9 required BP's, the city is required to complete 7 elective BP's to meet the overall program goal total of 16.

a. Completed

Of the 18 potential elective BP's, **3 have been completed.** These include:

- BP 26: Renewable Energy
- BP 27: Local Foods
- BP 28: Business Synergies

b. Easy

An additional 3 BP's are likely to be **easy to implement.** These include:

- BP 2: Efficient Existing Private Buildings
- BP 19: Surface Water Quality
- BP 20: Efficient Water and Wastewater facilities

c. Moderate

An additional 6 BP's may be a little challenging to implement. These include:

- BP 4: Efficient Building and Street Lighting Signals
- BP 5: Building Reuse
- BP 9: Efficient Highway Oriented Development
- BP 13: Efficient City Fleets
- BP 18: Parks and Trails
- BP 23: Local Air Quality

d. Difficult (*not required*)

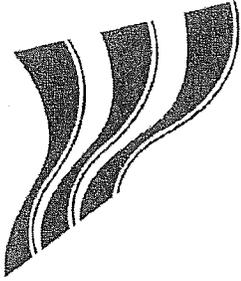
An additional 6 BP's may be a little more challenging to achieve. These include:

- BP 3: New Green Buildings
- BP 7: Higher Density
- BP 8: Mixed Uses
- BP 10: Conservation Design
- BP 14: Demand Side Travel Planning
- BP 22: Solid Waste Reduction

4. How do we get started?

...with a City of Willmar Resolution to implement this plan.

Attached are some examples of City Resolutions from other MN cities.



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

Agenda Item Number: _____ **Meeting**

Date: February 21, 2012

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: February 21, 2012

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Minnesota State Statute 205.84 Subd 1

Agenda Item: Consideration of Proposal Two of the Redistricting Plans

Background/Justification: The United States Constitution requires a census be conducted every 10 years to determine the number of representatives to Congress for each state based on the population. Those same census numbers are used to provide equal representation for every state, county, and municipality. The City of Willmar divides its' representation into four (4) wards, electing two (2) Council Members from each ward in alternating elections. The ward boundaries are established by dividing equal population counts as near as practicable due to the requirements of following the boundaries of contiguous census blocks. Two proposals were developed and reviewed by Council Members welcoming public comment.

It is now the time to direct the City Attorney to draft the Ordinance describing the new boundaries.

Fiscal Impact:

Alternatives: Hold hearing on April 2, 2012

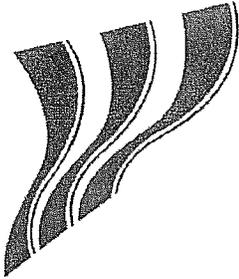
Staff Recommendation: Call for a March 19, 2012 public hearing on an ordinance for redistricting the four wards

Reviewed by:

Preparer: City Clerk-Treasurer

Signature:

Comments:



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

Agenda Item Number: _____

Meeting Date: February 21, 2012

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: February 21, 2012

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Willmar Municipal Code Section 3-5

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

Background/Justification: The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Novice Bonspiel. On March 9, 10, and 11, 2012, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC has applied for this permit with on-site employee listed as Jennifer Chapin.

Fiscal Impact:

Alternatives: None

Staff Recommendation: Approve the Permit on a roll call vote

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

Preparer: City Clerk-Treasurer

Signature:

Comments: