WILLMAR CITY COUNCIL MEETING
MONDAY, MARCH 5, 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 21, 2012
     - B. Municipal Utilities Commission Minutes of February 27, 2012
     - C. Planning Commission Minutes of February 22, 2012
     - D. Exempt Permit Application: Willmar Firefighters Association
     - E. Mayoral Appointment: Ryan Tillemans, Willmar HRA Authority Board
     - F. Accounts Payable through March 1, 2012
   - Accept:
     - G. Charter Commission Minutes of January 17, 2012
     - H. Willmar Design Center Board Minutes of February 8, 2012
     - I Community Ed/Recreation Jt. Powers Board Minutes of February 24, 2012

6. Items Removed from Consent Agenda

7. Willmar City Council Open Forum

8. Scheduled Hearing:
   7:02 p.m.: 2012 Improvements Project

9. Labor Relations Committee Report for February 23, 2012
   Action Item: A. Consideration of AFSCME General Unit and Public Works Contracts

10. Finance Committee Report for February 27, 2012
    Action Item: A. Consideration of 2013 Budget Calendar

11. Community Development Committee Report for March 1, 2012
    Action Item:
    - A. Consideration of GreenStep Cities Program Resolution
    - B. Consideration of Removal Order – 201 Havana Street NE
    - C. Consideration of Resolution Amending EPA Grant Resolution

12. Consideration of Ordinance to Approve Redistricting Plan
    Action Item: A. Introduce Ordinance and Schedule Hearing

13. Consideration of Preliminary Plat – Schmitt Second Addition

14. Consideration of Final Plat – Meyer's Addition

15. Announcement of Council Committee Meeting Dates

16. Miscellany:
    A.
    B.

17. Adjourn

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

February 21, 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, Denis Anderson, Steve Ahmann, Rick Fagerlie, and Jim Dokken; Present 6, Absent 3 - Bruce DeBlieck, Ron Christianson and Tim Johnson were excused from the meeting.

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

Council Member Dokken offered a motion adopting the Consent Agenda which included the following: City Council Minutes of February 6, Municipal Utilities Commission Minutes of February 13, Rice Hospital Board Minutes of February 8, Accounts Payable through February 16, Mayoral Reappointments: Community Education and Recreation Advisory Board - Eric Banks; Authorize Mayor Yanish and Council Member DeBlieck to attend 2012 APPA Legislative Conference in Washington, D.C., Willmar Design Center Minutes of January 11, 2012 and Exempt Permit Application for Friends of NRA. Council Member Anderson seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened the hearing on an Ordinance Repealing Willmar Municipal Code 8-281 and 8-282 Regulating Alarm Systems. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:02 p.m.

Council Member Reese offered a motion to adopt, assign a number and order final publication or the Ordinance Repealing Willmar Municipal Code 8-281 and 8-282 Regulating Alarm Systems. Council Member Fagerlie seconded the motion, which carried a roll call vote of Ayes 5, Noes 0.

The Labor Relations Committee Relations Committee Report for February 13, 2012, was presented to the Mayor and Council by Council Member Ahmann. There was one item for Council consideration.

Item No. 1 The meeting was closed to discuss employee contract negotiation strategies and then reopened. This matter was for information only.

The Labor Relations Committee Report for February 13, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Finance Committee Report for February 13, 2012, was presented to the Mayor and Council by Council Member Anderson. There were eight items for Council consideration.

Item No. 1 The Committee reviewed an application for tax-exempt financing from Dominium 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 Dominium 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.

HRA staff and Dominium representatives continue to work 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 Dominium 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 given to the HRA and Dominium to continue to work on resolving any differences so the project would be able to move forward in the process. The HRA Board has 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 The Committee considered a recommendation from Staff to award multiple contracts for custodial services to Service Master. The contracts would provide custodial services at various 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 The Committee was recommending the Council adopt a resolution to award four contracts to Service master and amend the budget accordingly.

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 5, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into contracts for custodial services with Service Master totaling $47,389.08 and to adjust the budget accordingly.

Dated this 21st day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee reviewed a proposed preliminary budget for the 2012 Street Improvement Program as was recommended by the 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 adopt a resolution indicating its intent to reimburse for the costs.

The Committee was recommending the Council adopt a resolution setting the 2012 Street Improvement Preliminary Budget at $2,737,000. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 2

PRELIMINARY 2012 STREET IMPROVEMENTS

PERSONNEL SERVICES	
Overtime Reg. Employees	$500.00
Salaries Temp. Employees	$1,000.00
TOTAL	$1,500.00
SUPPLIES	
Office Supplies	$500.00
Small Tools	$500.00
Motor Fuels & Lubricants	$2,000.00
Postage	$1,000.00
Mtce. of Other Improvements	$500.00
General Supplies	$1,000.00
TOTAL	$5,500.00
OTHER SERVICES	
Mtce. of Other Impr.	$2,353,400.00
Other Services	$171,200.00
TOTAL	$2,524,600.00
OTHER CHARGES	
Insurance & Bonds	$2,000.00
Prof. Serv.	$25,000.00
Advertising	$2,000.00
Adm. OH (Transfer)	$156,400.00
Other Charges	$20,000.00
TOTAL	$205,400.00
GRAND TOTAL	$2,737,000.00

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 this 21st day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee was recommending the Council introduce a resolution establishing procedures to comply with reimbursement bond regulations. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 3

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

(For Resolution in its entirety see City Council file dated February 21, 2012, located in the City Clerk's Office)

Item No. 4 The Committee reviewed a recommendation from Staff 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 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 for as number of vehicles, as well as type of equipment needed for each department.

The Committee developed the following recommendations: 15 pieces of equipment be eliminated and sold at the spring 2012 auction, reassigning 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. It was noted that the cost savings for equipment replacement in 2012 totals $281,652 with an additional estimated savings of $1,400 for insurance and licensing.

The Committee was recommending the Council pass a resolution to adopt the Vehicle/Equipment Replacement Schedule and Policy as amended. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the Willmar City Council that the 2012 Vehicle/Equipment Replacement Schedule and Policy for the City of Willmar be adopted as amended.

Dated this 21st day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff informed the Committee that the Willmar Area Disc Golfers has donated $590 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 at each hole and possibly benches for players who are waiting. The Committee was recommending that the Council adopt a Resolution accepting the donation and sending a letter of appreciation to Association.

Resolution No. 5 was introduced by Council Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 5

WHEREAS, the City of Willmar has received a donation of $590.00 from the Willmar Area Disc Golfers for improvements to the disc golf facilities at Robbins Island;

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

Dated this 21st day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 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. The Committee was recommending the Council adopt a resolution accepting the donation and send a letter of appreciation to Fancy Coats Pet Grooming and Inn. Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 6

WHEREAS, the Willmar Fire Department has received a donation in the amount of $140.00 from Fancy Coats Pet Grooming and Inn for the purchase of pet life kits;

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

Dated this 21st day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 Staff distributed to the Committee final offering documents for the Rice Memorial Hospital Advance G.O. Revenue Bonds. It was noted that the 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 Hospital Board after the February 28, 2012, closing. This was for information only.

Item No. 8 The Committee reviewed with Staff 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. The Committee was recommending the Council adopt a resolution approving Post-Issuance Compliance Procedure and Policy for Tax-Exempt Government Bonds.

Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 7

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 and 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.

Dated this 21st day of February, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Finance Committee Report for February 9, 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 February 16, 2012, was presented to the Mayor and Council by Council Member Dokken. There were four 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 provide additional information about the GreenStep Cities program. Mr. Bjur 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 next Committee meeting, and names will be provided to Mayor Yanish for the necessary Committee appointments. This matter was for information only.

Item No. 2 Staff updated the Committee on downtown planning efforts. It was noted that a meeting had been held 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 indicated 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. This matter was for information only.

Item No. 3 The Committee was updated by Staff on the former airport 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. This matter was for information only.

The Community Development Committee Report for February 16, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Anderson, and carried.

City Clerk Halliday provided the Mayor and Council with an update of the redistricting plans for the four wards of the City of Willmar. 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. Mr. Halliday further noted the non-contiguous annexations of the new Airport and Waste Water Treatment Plant will be placed in Ward 2, Precinct 4 to aid the Kandiyohi County Redistricting Plan. Following discussion, Council Member Ahmann moved to direct the City Attorney to draft an ordinance describing the new boundaries to be introduced on March 5, and a public hearing scheduled for March 19, 2012.

The Mayor and Council considered a Civic Center Arena Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday informed the Mayor and Council that the Civic Center has rented space to the Willmar Curling Club to hold a three-day Novice Bonspiel. On March 9, 10 and 11, 2012, the Willmar Curling Club has plans to serve alcohol. The Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. Baker's Eagle Creek Eatery LLC has applied for the permit with an on-site employee listed. Following discussion, Council Member Anderson moved to approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit as presented. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0.

Announcements for Council Committee meeting dates were as follows: Labor Relations, February 23; Finance, February 27; and Community Development, March 1, 2012.

Council Member Reese thanked the community for their contributions and time packaging food for the Faith @ Work Food for Kids program held on February 18, 2012, at the Willmar Middle School. There were 29 churches and 1,300 volunteers involved and 300,000 meals packaged.

It was announced that the Mayor and Council will be holding a planning retreat on March 9, 2012, from 12:00 p.m. to 5:00 p.m.

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

Attest:

MAYOR

SECRETARY TO THE COUNCIL

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
FEBRUARY 27, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, February 27, 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, City Administrator Charlene Stevens, Mayor Frank Yanish, City Councilmen Bruce DeBlieck, Jim Dokken, Denis Anderson, Steve Ahman, Doug Reese & Rick Fagerlie, Iverson Reuvers Attorneys Paul Reuvers & Jason Kuboushek, WC Tribune Journalist David Little, Brue Gomm, and Attorney Ralph Daby.

President Baker opened the meeting by requesting a resolution to approve the Consent Agenda as presented.

Resolution No. 11 was introduced by Commissioner Lindblad, seconded by Commissioner Holtz, and approved by a vote of seven ayes and zero nays.

RESOLUTION NO. 11

"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 February 13, 2012 Commission meetings;
- Bills represented by vouchers No. 120276 to No. 120356 inclusive in the amount of $1,654,121.24, with a MISO credit in the amount of $16,093.62.

Dated this 27th day of February 2012.

_____
President

ATTEST:

_____
Secretary

Attorney Paul Reuvers from the law firm of Iverson Reuvers presented the Commission with the findings of the recent investigation preformed by Dyan Ebert of the Quinlivan & Hughes, P.A., Attorneys at Law. The investigation was conducted to address the possible misconduct of Mr. Gomm. Mr. Reuvers review of Ms. Ebert's report summary included:

- Background regarding allegations of misconduct by General Manager Gomm;
- General observations;
- Ten findings of fact and basis for same.

- Although Gomm had the ultimate authority to make the hiring decisions at WMU, he did not follow WMU established policies for hiring WMU employees in two instances.
- Gomm was not forthcoming with the WMU Commission about his decision to fill the position of Director of Electric Production and the timing of same.
- Gomm was not responsive to the Commission's request for a list of consultants working for WMU despite their request for same.
- Gomm did not perform all of the duties required of the General Manager position including overseeing and completing the timely preparation of the 2012 WMU budget for presentation and approval by the WMU Commission and the City of Willmar.
- Gomm violated the Credit Card Use policy of WMU by failing to turn in timely receipts to support the charges he made to the WMU credit card.
- There is insufficient evidence to substantiate the claim that Gomm created positions at WMU that had not been approved by the WMU Commission.
- Gomm's contention that the complaints lodged by four individuals regarding his work as the General Manager were retaliatory for the concerns Gomm had raised regarding their work performance is not credible.
- Within the last year, Gomm instructed the WMU employees to follow the chain of command and bring questions and concerns regarding WMU activities, or his work as General Manager to him rather than to members of the WMU Commission.
- Gomm does not communicate very effectively with several members of the WMU staff and some WMU Commissioners.
- The tenth finding of fact and basis for the same involves possession of a firearm on WMU property which is a violation of the WMU Personnel Policy. This finding is not complete but will be included in the final report.

Mr. Reuvers briefed the Commission on the options they have available to make a final decision regarding Mr. Gomm's employment. Options available to the Commission are: 1) return Mr. Gomm to work, 2) discipline Mr. Gomm and return Mr. Gomm to work, 3) terminate Mr. Gomm "with-out cause", and 4) terminate Mr. Gomm "with cause".

Mr. Reuvers then reviewed Mr. Gomm's employment contract. Mr. Reuvers stated that the one-year compensation package include in Mr. Gomm's contract violates Minnesota Statue 465.722 and is not enforceable. Mr. Gomm does fit the Minnesota Statue for a "highly compensated employee" and does not meet any of the exceptions of Subdivision 3. Therefore, the maximum compensation may not exceed an amount equivalent to six months of wages.

Commission President then asked Mr. Gomm to speak. Mr. Gomm distributed written copies of his responses of the Dyan Ebert Report to the Commissioners and legal counsel for WMU. Mr. Gomm addressed the Commission concerning his perception and views of the allegations and of his contract.

Following Mr. Gomm's presentation, Commission President Baker recessed the meeting for the Commission to review Mr. Gomm's responses to the report.

Commission President Baker resumed discussion with the Commissioners concerning the report. Each Commissioner was given the opportunity to express their thoughts and opinions of the report and Mr. Gomm's responses. Mr. Reuvers was asked by the Commission for clarification of the phrases "with cause" or "without cause" as related to employment termination. Mr. Reuvers stated that if termination was identified "with cause", no severance package would be owed to the employee as compensation, and if termination was identified "without cause", the maximum compensation may not exceed an amount equivalent to six months of wages. Mr. Reuvers cited two items from Mr. Gomm's employment contract that in his opinion he feels the Commission has

grounds to use to terminate Mr. Gomm's contract "with cause". They are "impairment of utility operations" and "willful, malicious or serious disregard of Employer policies or rules".

Following discussion, Commissioner Schrupp offered a resolution based on Policy violations and findings in Ms. Ebert's report to terminate Mr. Gomm's employment contract "with cause" effective March 28, 2012. Commissioner Salzer seconded.

RESOLUTION NO. 12

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that based on Policy violations and findings in Ms. Ebert's report to terminate Mr. Gomm's employment contract "with cause" effective March 28, 2012."

Dated this 27th day of February 2012.

_____
President

ATTEST:

_____
Secretary

The foregoing resolution was adopted by a vote of five ayes and two nays (Gesch & Laumer).

Commissioner Salzer offered a resolution to extend Mr. Gomm's paid administrative leave until March 28, 2012. Commission Baker seconded.

RESOLUTION NO. 13

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the paid administrative leave for Mr. Gomm be extended to March 28, 2012."

Dated this 27th day of February 2012.

_____
President

ATTEST:

_____
Secretary

The foregoing resolution was adopted by a vote of six ayes and one nay (Gesch).

Commissioner Schrupp offered a resolution to prepare a letter of termination of employment to Mr. Gomm effective March 28, 2012. Commissioner Holtz seconded.

RESOLUTION NO. 14

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a letter of intent to terminate employment effective March 28, 2012, between the Willmar Municipal Utilities and Mr. Gomm be issued."

Dated this 27th day of February 2012.

_____
President

ATTEST:

_____
Secretary

The foregoing resolution was adopted by a vote of six ayes and one nay (Gesch).

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

_____
Jeff Kimpling
Manager of Electric Services

ATTEST:

_____
Matt Schrupp, Secretary

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, FEBRUARY 22, 2012

MINUTES

1. The Willmar Planning Commission met on Wednesday, February 22, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

   ** Members Absent: Andrew Engan, and Gary Geiger.

   ** Others Present: Phil Anderson, Frank Yanish, Steve Salzer, Cecil Meyer, Bruce D. Peterson, Megan Sauer- Planner.

2. MINUTES: The minutes of the January 25, 2012 meeting were approved as presented.

3. SCHMITT SECOND ADDITION PRELIMINARY PLAT- FILE NO. 12-02: The public hearing opened at 7:05 p.m. Staff presented the preliminary plat on behalf of Ken Schmitt for a replat of one parcel into two parcels and two outlots on property legally described as: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE). Lot 1 will contain the existing Culver's Restaurant and Lot 2 will be for sale/development. Outlot A will be a shared drive/access and Outlot B an already existing stormwater pond. The plat will be a common interest community with declarations spelling out shared interests in drives/access and stormwater control for Outlot A and B.

   No one appeared to speak for or against the request, and the public hearing closed at 7:07 p.m.

   The Planning Commission reviewed and discussed staff comments (see Attachment A).

   The Commission talked about employee parking for the Culver's Restaurant, which currently has employee parking on the future Lot 2. They talked about peak operating hours and there being times the parking lot is full. They also discussed the abutting access/drive to the east of both properties, which is owned by SuperValu. It is unknown if there is a recorded access easement already to the entire property, or if it's just to Mr. Schmitt.

   Mr. Oakes made a motion, seconded by Mr. Thaden, to approve the preliminary plat with the following conditions:
   A. Declarations/articles for the outlots shall be submitted for City review prior to final plat signatures and shall be recorded with the plat.
   B. Assessments shall either be paid in full or reapportioned.
   C. Utility easement shall be added as requested.

D. Any extension of services to parcels shall be at the cost of developer.

The motion carried.

4. BURGER KING REBUILD PLAN REVIEW FILE NO. 12-01: Phil Anderson, Genesis Architecture, presented the plans for a Burger King Restaurant rebuild on the existing restaurant site including a drive through lane and landscaping/parking on property described as: the north 250' of south 500' of East 150' of West 183' of SW ¼ of SW ¼ (1201 1st St. S.). Mr. Anderson explained that the building will reorient the drive through and create better traffic patterns on site. There will be curbed/landscaped parking delineations from the property to the north, and the retaining walls will be expanded. Parking and drive setbacks are not met, and a variance will be required.

Staff comments were discussed and reviewed (see Attachment A).

The Commission talked about the two access points to the property, and the drive through lane traffic flow. As the southbound traffic cannot enter the south access there wasn't as much concern about traffic backed up into 1st St. S.

Mr. Czarnetzki made a motion, seconded by Mr. Oakes, to approve the site plan with the following conditions:

A. Landscaping plan shall be submitted for Planning Commission review and approval.
B. Onsite signage and striping shall be added to discourage drive through traffic from backing up onto 1st St. S.
C. Parking and drive setback variances shall be obtained prior to the issuance of a building permit.
D. Sign permits shall be ancillary approvals.
E. Parking and drive areas shall be curbed.
F. The use shall meet all applicable local, state, and federal laws and regulations.

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

The motion carried.

5. MINNWEST TECHNOLOGY CAMPUS DATASUCCESS PLAN REVIEW- FILE NO. 12-02: Steve Salzer, of MinnWest Technology Campus presented a plan review request for DataSuccess, Inc. on property described as Unit 5, MinnWest Technology Campus CIC #40 (1700 Technology Dr. NE). DataSuccess is owned by Jon Schmidt and he does on-site PC sales and service for home and business. Mr. Salzer explained, that this niche business will be useful on the Technology Campus to perform IT tasks for the private businesses on the campus.

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

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

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

The motion carried.

6. ZONING ORDINANCE UPDATE SECTION 4 PARKING DRAFT: Staff distributed a draft of the Zoning Ordinance Section 4 Off-Street Parking/Loading. The Planning Commission will review the draft and discuss the section at the next meeting.

7. MISCELLANY- MEYER'S ADDITION FINAL PLAT- FILE NO. 12-01: Staff presented the final plat of Meyer's Addition on behalf of Cecil Meyer, which consists of three parcels being replatted/reconfigured on property described as: Lots 13 and 14 excluding the S 20' of E 50' of Lot 13, Block 52, Original Townsite of Willmar (611 & 615 Becker Ave. SW), AND Lot 1 and N. 30'of Lot 2, Block 52, Original Townsite of Willmar (402 6th St. SW). The only condition of preliminary plat approval was a recorded access and parking agreement, which shall be submitted prior to final plat signatures. Mr. Meyer stated they are working on the document and will have it to City staff soon.

Mr. Thaden made a motion, seconded by Mr. Oakes, to approve the final plat, with the understanding that final mylar signatures will not be applied until the access/parking agreement is submitted and approved.

The motion carried.

Staff discussed an opportunity for the Planning Commission to join the Minnesota Planning Association (MNAPA) as citizen planners. They will receive e-mail updates and the monthly newsletter and have contact with other Citizen planners as well as learning opportunities.

Mr. Thaden made a motion, seconded by Mr. Oakes, to enroll the Commission into the membership of MNAPA.

The motion carried.

8. There being no further business to come before the Commission, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Megan M. Sauer

Megan M. Sauer, AICP
Planner/Airport Manager

Attachment A

PLANNING COMMISSION-FEBRUARY 22, 2012

STAFF COMMENTS

1. SCHMITT SECOND ADDITION PRELIMINARY PLAT-F ILE # 12-02:
   - The applicant is Ken Schmitt (Culver's) Willmar, MN 56201.
   - The applicant is requesting re-platting of his parcel into two parcels and two outlots on property legally described as: Lot 1, Block 1, Schmitt Addition (202 19th Ave. SE).
   - The property is zoned GB (General Business).
   - The applicant is requesting to subdivide the existing parcel into two lots, one with the existing Culver's Restaurant on it and the other to be parceled off for resale. As the second parcel being created does not have direct street access the subdividing will be part of a common interest community. Outlot A will be a shared drive access, and Outlot B is and will be stormwater retention area. Shared access, maintenance, etc. for both lots will be spelled out in articles of declaration and shall be recorded congruous with the plat.
   - Access agreement or easement with SuperValu on east drive/access lane!?
   - Proposed Lot 2 does meet frontage and sq. ft. area requirements for a GB lot.
   - Employee parking for Culver's workers will be lost in the subdividing of the property, plans for parking adjustment!?

   Assessing Comments: There are existing assessments of $2,742.45 and shall be paid in full or reapportioned. As the plat is a common interest community, articles and declarations shall be submitted and recorded to cover access and outlot issues.

   Fire Chief/Marshal Comments: There are no fire concerns.

   MUC Comments: Electrical services will need to be constructed to get to Lot 2. Please add 6' utility easement along the north 6' of Lot 2. No public water available to Lot 2. Only private watermain, 10" (Cub Foods) adjacent to Lot 2.

   City Engineer/Public Works Comments: No comments.

   RECOMMENDATION: Approve the preliminary plat with the following conditions:

   A. Declarations/Articles for the outlots shall be submitted for City review prior to final plat signatures and it shall be recorded with the plat.
   B. Assessments shall either be paid in full or reapportioned.
   C. Utility easement shall be added as requested.
   D. Any extension of services to lot shall be at the cost of developer.

2. BURGER KING REBUILD PLAN REIVEW FILE # 12-01:
   - The applicant is David Knoop, of Quickstop Properties Inc., Alexandria MN.
   - The applicant is requesting plan review for the rebuild of Burger King on 1st St. S. including a drive through lane and landscaping/parking on property described as:

The north 250' of south 500' of East 150' of West 183' of SW ¼ of SW ¼ (1201 1st St. S.).

- The proposed rebuild will re-orient the building and drive-through and thus requires plan review in the GB (General Business) District.
- Similar size as previous building?
- There are 42 proposed parking spaces; the exact same number as currently exists on site.
- The proposed parking and drive setbacks do not meet Ordinance standards, and will require a variance. The building setbacks are met.
- Landscaping shall be in all non-paved areas including plantings, not just grass, to soften and buffer the parking lot.
- Concern regarding the stacking of vehicles in drive through?
- South driveway only accessible for northbound traffic.

Engineering/Public Works Comments: A 3' x 3' easement is required for both the fire hydrant and the street light adjacent to 1st St. S. (public/private hydrant pole? pre-existing?) Access widths must not be modified. Verify with the Fire Chief the requirements for hydrant access in regards to parking restrictions.

RECOMMENDATION: Approve the plan review with the following conditions:

A. Landscaping plan shall be submitted for Planning Commission review and approval.
B. Onsite signage and striping shall be added to discourage drive through traffic from backing up onto 1st St. S.
C. Parking and drive setback variances shall be obtained prior to issuance of a building permit.
D. Sign permits shall be ancillary approvals.
E. Parking and drive areas shall be curbed.
F. The use shall meet all applicable local, state, and federal laws and regulations.

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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

Application fee	
If application postmarked or received:	
less than 30 days before the event	more than 30 days before the event
$100	**$50**

ORGANIZATION INFORMATION

Check # _____ $ _____

Organization name: Willmar Firefighters Association

Previous gambling permit number: X-92418-11-001

Minnesota tax ID number, if any:

Federal employer ID number, if any:

Type of nonprofit organization. Check one.

☐ Fraternal ☐ Religious ☐ Veterans ☐ Other nonprofit organization

Mailing address	City	State	Zip Code	County
515 2nd St. S.W.	Willmar	MN	56201	Kandiyohi

Name of chief executive officer (CEO)	Daytime phone number	Email address
Jon Anderson	320-905-2187	jonanderson@tds.net

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: 651-296-2803

☐ **IRS income tax exemption [501(c)] letter in your organization's name.**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Willmar Fire Department

Address (do not use PO box)	City or township	Zip Code	County
515 2nd St. SW	Willmar	56201	Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing)

Check the box or boxes that indicate the type of gambling activity your organization will conduct:

Bingo* (Raffles) Paddlewheels* Pull-Tabs* Tipboards*

* **Gambling equipment** for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

✓ The application is acknowledged with no waiting period.

___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

___ The application is denied.

Print city name City of Willmar

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

Title City Clerk Treasurer Date 2-17-2012

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

___ The application is acknowledged with no waiting period.

___ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.

___ The application is denied.

Print county name _____

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

_____

Title _____ Date _____

(Optional) TOWNSHIP: *On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.* [A township has no statutory authority to approve or deny an application [Minnesota Statute 349.166)]

Print township name _____

Signature of township official acknowledging application

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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 _____ Date _____

Complete a separate application for each gambling event:

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

Send application with:

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

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

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; howeve r, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Reset Form

FOR INFORMATION ONLY

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: Willmar Housing and Redevelopment Authority Board

NAME: Ryan Tillemans

ADDRESS: 2301 16th Street Southwest

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

Willmar Ambulance for 10 years

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404								
32422 02/29/12	SEPTIC PUMPING	90.00		18268		D N	CLEANING AND WAS	101.43430.0338
AMERICAN PLANNING ASSOCI 000053								
32423 02/29/12	SAUER-MEMBERSHIP DUES	92.44		240739-11116		D N	PREPAID EXPENSES	101.128000
32423 02/29/12	SAUER-MEMBERSHIP DUES	277.56		240739-11116		D N	SUBSCRIPTIONS AN	101.41402.0443
		370.00	*CHECK TOTAL					
	VENDOR TOTAL	370.00						
APPLIED CONCEPTS INC 001525								
32424 02/29/12	RADAR REPAIR-PARTS	56.70		216004		D N	MTCE. OF EQUIPME	101.42411.0224
32424 02/29/12	RADAR REPAIR-LABOR	80.00		216004		D N	MTCE. OF EQUIPME	101.42411.0334
		136.70	*CHECK TOTAL					
	VENDOR TOTAL	136.70						
BAKER/CRAIG 002827								
32425 02/29/12	OFFICERS SCHOOL-MILEAGE	83.25		210		D N	TRAVEL-CONF.-SCH	101.42412.0333
BENNETT OFFICE TECHNOLOG 000099								
32426 02/29/12	PHONE LINE INSTALLATION	95.00		158520		D N	COMMUNICATIONS	208.45005.0330
32426 02/29/12	WEBSITE HOSTING FEES	15.00		159097		D N	COMMUNICATIONS	208.45005.0330
		110.00	*CHECK TOTAL					
	VENDOR TOTAL	110.00						
BRAD'S PLUMBING 001896								
32427 02/29/12	FAUCET REPAIR-PARTS	52.33		2229		D N	MTCE. OF STRUCTU	101.45435.0225
32427 02/29/12	FAUCET REPAIR-LABOR	120.00		2229		D N	MTCE. OF STRUCTU	101.45435.0335
		172.33	*CHECK TOTAL					
	VENDOR TOTAL	172.33						
BSE 001980								
32428 02/29/12	ELECTRICAL BOX PARTS	62.24		903595864		D N	MTCE. OF STRUCTU	101.43425.0225
CANON FINANCIAL SERVICES 002336								
32429 02/29/12	COPIER LEASE AGRMT	26.59		11642658		D N	RENTS	101.43425.0440
CARD SERVICES 002552								
32430 02/29/12	CITY SALES TAX	0.15		010311		D N	SALES TAX PAYABL	101.206000
32430 02/29/12	EXEC COMMITTEE LUNCHES	6.40		010311		D N	TRAVEL-CONF.-SCH	101.41403.0333
32430 02/29/12	EXEC COMMITTEE LUNCHES	25.61		010311		D N	TRAVEL-CONF.-SCH	208.45005.0333
		32.16	*CHECK TOTAL					
	VENDOR TOTAL	32.16						
CENTERPOINT ENERGY 000467								
32431 02/29/12	NATURAL GAS CHARGES	12.82		6007936/2-12		D N	UTILITIES	101.43430.0332
32431 02/29/12	NATURAL GAS CHARGES	2,849.85		6007939/2-12		D N	UTILITIES	101.43425.0332
32431 02/29/12	NATURAL GAS CHARGES	92.74		6038773/2-12		D N	UTILITIES	101.43425.0332
32431 02/29/12	NATURAL GAS CHARGES	1,479.74		6061271/2-12		D N	UTILITIES	101.45433.0332

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 000467								
32431 02/29/12	NATURAL GAS CHARGES	101.61		6069198/2-12		D N	UTILITIES	101.43425.0332
32431 02/29/12	NATURAL GAS CHARGES	655.95		6084836/2-12		D N	UTILITIES	101.45435.0332
32431 02/29/12	NATURAL GAS CHARGES	2,399.77		6085332/2-12		D N	UTILITIES	101.45433.0332
32431 02/29/12	NATURAL GAS CHARGES	794.23		6102726/2-12		D N	UTILITIES	101.42412.0332
32431 02/29/12	NATURAL GAS CHARGES	625.79		6725927/2-12		D N	UTILITIES	101.43430.0332
32431 02/29/12	NATURAL GAS CHARGES	12.82		7177865/2-12		D N	UTILITIES	101.43430.0332
32431 02/29/12	NATURAL GAS CHARGES	724.43		8512023/2-12		D N	UTILITIES	651.48476.0332
		9,749.75	*CHECK TOTAL					
	VENDOR TOTAL	9,749.75						
CHAMBERLAIN OIL CO 000154								
32432 02/29/12	OIL	1,123.34		094676		D N	INVENTORIES-MDSE	101.125000
CHAPPELL CENTRAL INC 000156								
32433 02/29/12	CHECKED HTG UNIT-LABOR	118.75		00048216		D N	MTCE. OF EQUIPME	101.45435.0334
32433 02/29/12	FILTER FOR HVAC	355.26		00115166		D N	MTCE. OF STRUCTU	101.45427.0225
		474.01	*CHECK TOTAL					
	VENDOR TOTAL	474.01						
CHARTER COMMUNICATIONS 000736								
32434 02/29/12	MONTHLY PHONE SERVICE	174.51		3552/2-12		D N	COMMUNICATIONS	208.45005.0330
CHRISTIANSON SYSTEMS INC 000159								
32435 02/29/12	AERATION SYSTEM PARTS	395.43		40498		D N	MTCE. OF EQUIPME	101.43425.0224
COLEPAPERS INC 000170								
32436 02/29/12	CLEANING SUPPLIES	537.86		8711907		D N	CLEANING AND WAS	101.45435.0228
DELTA DENTAL OF MINNESOT 002867								
32418 02/22/12	DENTAL INSURANCE-MAR	52.90		4796365		D N	RETIRED EMPLOYEE	101.41428.0818
DEPT OF HUMAN SERVICES 000009								
32437 02/29/12	CLEANING SERVICES	22.50		00000054325		D N	CLEANING AND WAS	101.45435.0338
DEPT OF HUMAN SERVICES 002914								
32438 02/29/12	#22 RICE CARE CENTER-	16,033.69		00000056326		D N	OTHER CHARGES	350.47402.0449
DIGITAL-ALLY INC 002509								
32439 02/29/12	REPL. CHRGR/CRADLE/CORD	78.00		1045372		D N	MTCE. OF EQUIPME	101.42411.0224
32439 02/29/12	WIRELESS MICROPHONE	128.00		1045565		D N	MTCE. OF EQUIPME	101.42411.0224
		206.00	*CHECK TOTAL					
	VENDOR TOTAL	206.00						
DOOLEY'S PETROLEUM INC 002163								
32416 02/16/12	4,001 GALLONS UNLEADE	13,091.27		838720		D N	INVENTORIES-MDSE	101.125000
32416 02/16/12	4,002 GALLONS DIESEL	13,386.68		838720		D N	INVENTORIES-MDSE	101.125000
		26,477.95	*CHECK TOTAL					
	VENDOR TOTAL	26,477.95						

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DUININCK CONCRETE 000151												
32440 02/29/12	1 GALLON SURE CLEAN	38.99		045199			D	N			CLEANING AND WAS	101.43425.0228
ERBERTS AND GERBERTS .01438												
32441 02/29/12	LEISURE COMMITTEE LUNCH	8.28		20001-011712			D	N			TRAVEL-CONF.-SCH	101.41401.0333
32441 02/29/12	LEISURE COMMITTEE LUNCH	8.28		20001-011712			D	N			TRAVEL-CONF.-SCH	101.41403.0333
32441 02/29/12	LEISURE COMMITTEE LUNCH	8.28		20001-011712			D	N			TRAVEL-CONF.-SCH	101.45433.0333
32441 02/29/12	LEISURE COMMITTEE LUNCH	91.08		20001-011712			D	N			TRAVEL-CONF.-SCH	208.45005.0333
		115.92	*CHECK TOTAL									
	VENDOR TOTAL	115.92										
ETTERMAN ENTERPRISES 001567												
32442 02/29/12	BLO-GUN	21.34		179895			D	M	07		SMALL TOOLS	651.48474.0221
32442 02/29/12	MISCELLANEOUS PARTS	12.59		179895			D	M	07		MTCE. OF EQUIPME	651.48474.0224
32442 02/29/12	BLO-GUN	14.23		179895			D	M	07		SMALL TOOLS	651.48475.0221
32442 02/29/12	MISCELLANEOUS PARTS	8.40		179895			D	M	07		MTCE. OF EQUIPME	651.48475.0224
32442 02/29/12	WRECKING BAR	22.97		179895			D	M	07		SMALL TOOLS	651.48476.0221
		79.53	*CHECK TOTAL									
	VENDOR TOTAL	79.53										
FASTENAL COMPANY 001188												
32443 02/29/12	MUNI HEADWORKS-BOLTS	61.04		MNWIL91390			D	N			MTCE. OF EQUIPME	651.48474.0224
32443 02/29/12	1/8" PIPE	137.12		MNWIL91404			D	N			INVENTORIES-MDSE	101.125000
		198.16	*CHECK TOTAL									
	VENDOR TOTAL	198.16										
FERGUSON ENTERPRISES INC 000810												
32444 02/29/12	PLUMBING PARTS	4.24		2374546			D	N			MTCE. OF STRUCTU	101.43425.0225
FIRST CHOICE FOOD & BEVE 000775												
32445 02/29/12	COFFEE SUPPLIES	365.00		92568			D	N			GENERAL SUPPLIES	101.45435.0229
FISCHER/BETH 002484												
32446 02/29/12	OFFICE SUPPLIES	6.27		022812			D	M	07		OFFICE SUPPLIES	208.45005.0220
32446 02/29/12	COMPUTER BAG	100.92		022812			D	M	07		GENERAL SUPPLIES	208.45005.0229
32446 02/29/12	CELL PHONE-FEB	14.77		022812			D	M	07		COMMUNICATIONS	208.45005.0330
32446 02/29/12	STAFF MTG/COMMITTEE LNCH	20.88		022812			D	M	07		TRAVEL-CONF.-SCH	208.45005.0333
32446 02/29/12	COMMITTEE LUNCH	32.18		022812			D	M	07		TRAVEL-CONF.-SCH	208.45005.0333
32446 02/29/12	ELECTRICITY-SPORTS SHOW	100.00		022812			D	M	07		TRAVEL-CONF.-SCH	208.45006.0333
32446 02/29/12	DRAPE/TABLE-SPORTS SHOW	147.45		022812			D	M	07		TRAVEL-CONF.-SCH	208.45006.0333
		422.47	*CHECK TOTAL									
	VENDOR TOTAL	422.47										
FRANCOTYP-POSTALIA INC 001791												
32447 02/29/12	POSTAGE METER RENTAL	186.19		RI100987665			D	N			RENTS	101.42411.0440
FREEMAN/LE ANNE 000937												
32448 02/29/12	COFFEE SUPPLIES	19.83		021612			D	N			GENERAL SUPPLIES	101.45435.0229

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
G & K SERVICES	002465											
32449 02/29/12	CLEANING SERVICES	49.00		1007102490			D	N			CLEANING AND WAS	101.43430.0338
32449 02/29/12	CLEANING SERVICES	49.00		1007112371			D	N			CLEANING AND WAS	101.43430.0338
		98.00	*CHECK TOTAL									
	VENDOR TOTAL	98.00										
G & S STAFFING SERVICES	000286											
32450 02/29/12	TEMP PERSONNEL	119.05		27166			D	N			SALARIES-TEMP. E	101.45435.0112
32450 02/29/12	TEMP PERSONNEL	73.91		27186			D	N			SALARIES-TEMP. E	101.45435.0112
		192.96	*CHECK TOTAL									
	VENDOR TOTAL	192.96										
GENERAL MAILING SERVICES	000293											
32451 02/29/12	POSTAGE 01/23 - 01/27/12	18.30		5188			D	N			POSTAGE	101.41401.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	31.88		5188			D	N			POSTAGE	101.41402.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	28.70		5188			D	N			POSTAGE	101.41403.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	1.65		5188			D	N			POSTAGE	101.41404.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	3.85		5188			D	N			POSTAGE	101.41405.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	15.00		5188			D	N			POSTAGE	101.41408.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	5.55		5188			D	N			POSTAGE	101.41409.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	0.55		5188			D	N			POSTAGE	101.42411.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	3.85		5188			D	N			POSTAGE	101.42412.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	1.10		5188			D	N			POSTAGE	101.43425.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	2.90		5188			D	N			POSTAGE	101.43430.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	0.55		5188			D	N			POSTAGE	101.45435.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	3.33		5188			D	N			POSTAGE	651.48474.0223
32451 02/29/12	POSTAGE 01/23 - 01/27/12	2.22		5188			D	N			POSTAGE	651.48475.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	73.10		5255			D	N			POSTAGE	101.41401.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	39.45		5255			D	N			POSTAGE	101.41402.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	17.55		5255			D	N			POSTAGE	101.41403.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	4.35		5255			D	N			POSTAGE	101.41405.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	15.00		5255			D	N			POSTAGE	101.41408.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	0.55		5255			D	N			POSTAGE	101.41409.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	2.75		5255			D	N			POSTAGE	101.41428.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	2.20		5255			D	N			POSTAGE	101.42411.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	3.85		5255			D	N			POSTAGE	101.42412.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	2.90		5255			D	N			POSTAGE	101.43417.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	6.05		5255			D	N			POSTAGE	101.43425.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	7.15		5255			D	N			POSTAGE	101.43430.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	13.25		5255			D	N			POSTAGE	101.45435.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	0.55		5255			D	N			POSTAGE	101.45435.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	4.40		5255			D	N			POSTAGE	208.45005.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	1.32		5255			D	N			POSTAGE	651.48474.0223
32451 02/29/12	POSTAGE 01/30 - 02/03/12	0.88		5255			D	N			POSTAGE	651.48475.0223
32451 02/29/12	TOURISM POSTAGE	215.85		5261			D	N			POSTAGE	208.45006.0223
32451 02/29/12	UPS CHARGES	5.22		5277			D	N			POSTAGE	651.48474.0223
32451 02/29/12	UPS CHARGES	3.48		5277			D	N			POSTAGE	651.48475.0223
32451 02/29/12	POSTAGE 02/06 - 02/10/12	26.05		5349			D	N			POSTAGE	101.41401.0223

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293													
32451	02/29/12	POSTAGE 02/06 - 02/10/12	7.80		5349			D	N			POSTAGE	101.41402.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	1.65		5349			D	N			POSTAGE	101.41403.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	1.65		5349			D	N			POSTAGE	101.41404.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	9.15		5349			D	N			POSTAGE	101.41405.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	15.00		5349			D	N			POSTAGE	101.41408.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	0.55		5349			D	N			POSTAGE	101.42412.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	1.20		5349			D	N			POSTAGE	101.43417.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	0.55		5349			D	N			POSTAGE	101.43430.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	0.55		5349			D	N			POSTAGE	101.45433.0223
32451	02/29/12	POSTAGE 02/06 - 02/10/12	1.10		5349			D	N			POSTAGE	101.45435.0223
			604.53	*CHECK TOTAL									
		VENDOR TOTAL	604.53										
GILBERTSON/JEFFREY 001393													
32452	02/29/12	MSFCA WINTER CONFERENCE	36.00		209			D	N			TRAVEL-CONF.-SCH	101.42412.0333
HARTLAND OFFICIALS ASSOC 002608													
32453	02/29/12	PROFESSIONAL SERVICES	560.00		022212			D	N			PROFESSIONAL SER	101.45432.0446
HAUG IMPLEMENT CO - JOHN 000324													
32454	02/29/12	BEARING FOR L.S.	37.67		454669			D	N			MTCE. OF EQUIPME	651.48476.0224
32454	02/29/12	HYDRAULIC HOSES	95.78		454800			D	N			INVENTORIES-MDSE	101.125000
32454	02/29/12	HYDRAULIC HOSES	37.32		454810			D	N			INVENTORIES-MDSE	101.125000
			170.77	*CHECK TOTAL									
		VENDOR TOTAL	170.77										
HAWKINS INC 000325													
32455	02/29/12	FERRIC CHLORIDE	5,077.30		3309572 RI			D	N			GENERAL SUPPLIES	651.48475.0229
HERITAGE BANK 000001													
32419	02/22/12	INVESTMENT	1,500,000.00		022212			D	N			INVESTMENTS	101.109000
32421	02/27/12	2002 GO RESERVE TR	3,552,250.00		022712			D	N			OTHER CHARGES	350.47400.0449
		VENDOR TOTAL	5,052,250.00										
HILLYARD FLOOR CARE SUPP 000333													
32456	02/29/12	CLEANING SUPPLIES	84.41		600117127			D	N			CLEANING AND WAS	101.45427.0228
HSBC BUSINESS SOLUTIONS 002399													
32457	02/29/12	PORTABLE FLASHERS	42.97		25556590			D	N			SMALL TOOLS	651.48474.0221
HUDSON/LATOYA 002900													
32458	02/29/12	OUT & ABOUT SHOW-MILEAGE	6.04		492			D	N			TRAVEL-CONF.-SCH	207.45001.0333
I.D.K. INC 002938													
32459	02/29/12	LEISURE COMMITTEE LUNCH	88.00		819044			D	N			TRAVEL-CONF.-SCH	208.45005.0333

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
IDSS 002707													
32460	02/29/12	PROFESSIONAL SERVICES	1,800.00		515783			D	N			PROFESSIONAL SER	208.45005.0446
IKON OFFICE SOLUTIONS 002101													
32461	02/29/12	COPIER LEASE AGRMT	675.45		86522588			D	N			RENTS	741.48001.0440
IKON OFFICE SOLUTIONS 002292													
32462	02/29/12	TONER FOR FAX MACHINE	134.24		1033264066			D	N			OFFICE SUPPLIES	101.42411.0220
32462	02/29/12	COPIER MTCE CHARGE	215.95		5022208905			D	N			MTCE. OF EQUIPME	741.48001.0334
			350.19	*CHECK TOTAL									
		VENDOR TOTAL	350.19										
INDEPENDENT SCHOOL DIST 000348													
32463	02/29/12	JAN 2012 CER	7,744.66		022412			D	N			DUE TO SCHOOL -	101.223002
KANDIYOHI CO AUDITOR 000376													
32464	02/29/12	LONG DISTANCE CHARGES	31.15		021612			D	N			COMMUNICATIONS	101.42411.0330
KANDIYOHI CO HISTORICAL 001642													
32465	02/29/12	MEMBERSHIP DUES	15.00		020112			D	N			SUBSCRIPTIONS AN	208.45005.0443
KEEPRS INC 001905													
32466	02/29/12	LIGHT BAR PARTS	83.34		181616			D	N			MTCE. OF EQUIPME	101.42411.0224
LINCOLN FINANCIAL GROUP 002789													
32467	02/29/12	LIFE INSURANCE-MARCH	43.31		M248			D	N			EMPLOYER INSUR.	101.41400.0114
32467	02/29/12	LIFE INSURANCE-MARCH	43.75		M248			D	N			EMPLOYER INSUR.	101.41402.0114
32467	02/29/12	LIFE INSURANCE-MARCH	17.50		M248			D	N			EMPLOYER INSUR.	101.41403.0114
32467	02/29/12	LIFE INSURANCE-MARCH	26.25		M248			D	N			EMPLOYER INSUR.	101.41404.0114
32467	02/29/12	LIFE INSURANCE-MARCH	35.00		M248			D	N			EMPLOYER INSUR.	101.41405.0114
32467	02/29/12	LIFE INSURANCE-MARCH	17.50		M248			D	N			EMPLOYER INSUR.	101.41406.0114
32467	02/29/12	LIFE INSURANCE-MARCH	8.75		M248			D	N			EMPLOYER INSUR.	101.41408.0114
32467	02/29/12	LIFE INSURANCE-MARCH	17.50		M248			D	N			EMPLOYER INSUR.	101.41409.0114
32467	02/29/12	LIFE INSURANCE-MARCH	2.19		M248			D	N			EMPLOYER INSUR.	101.41424.0114
32467	02/29/12	LIFE INSURANCE-MARCH	65.50		M248			D	N			RETIRED EMPLOYEE	101.41428.0818
32467	02/29/12	LIFE INSURANCE-MARCH	1,537.70		M248			D	N			INS. PASS THROUG	101.41428.0819
32467	02/29/12	LIFE INSURANCE-MARCH	288.75		M248			D	N			EMPLOYER INSUR.	101.42411.0114
32467	02/29/12	LIFE INSURANCE-MARCH	26.25		M248			D	N			EMPLOYER INSUR.	101.42412.0114
32467	02/29/12	LIFE INSURANCE-MARCH	39.38		M248			D	N			EMPLOYER INSUR.	101.43417.0114
32467	02/29/12	LIFE INSURANCE-MARCH	175.00		M248			D	N			EMPLOYER INSUR.	101.43425.0114
32467	02/29/12	LIFE INSURANCE-MARCH	17.50		M248			D	N			EMPLOYER INSUR.	101.45432.0114
32467	02/29/12	LIFE INSURANCE-MARCH	35.00		M248			D	N			EMPLOYER INSUR.	101.45433.0114
32467	02/29/12	LIFE INSURANCE-MARCH	4.37		M248			D	N			EMPLOYER INSUR.	101.45437.0114
32467	02/29/12	LIFE INSURANCE-MARCH	17.50		M248			D	N			EMPLOYER INSUR.	207.45001.0114
32467	02/29/12	LIFE INSURANCE-MARCH	87.50		M248			D	N			EMPLOYER INSUR.	651.48484.0114
32467	02/29/12	LIFE INSURANCE-MARCH	8.75		M248			D	N			EMPLOYER INSUR.	651.48485.0114
32467	02/29/12	LIFE INSURANCE-MARCH	8.75		M248			D	N			EMPLOYER INSUR.	651.48486.0114
			2,523.70	*CHECK TOTAL									
		VENDOR TOTAL	2,523.70										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LIVINGOOD/ROSS 002380													
32468	02/29/12	ACCESS DATA TRAINING	76.69		149			D	N			TRAVEL-CONF.-SCH	101.42411.0333
MACQUEEN EQUIPMENT INC 000427													
32469	02/29/12	SWEEPER PARTS	3,822.61		2121285			D	N			INVENTORIES-MDSE	101.125000
32469	02/29/12	SWEEPER PARTS	1,069.09		2121286			D	N			INVENTORIES-MDSE	101.125000
32469	02/29/12	SWEEPER PARTS	250.24		2121308			D	N			INVENTORIES-MDSE	101.125000
32469	02/29/12	SWEEPER PARTS	44.79		2121309			D	N			INVENTORIES-MDSE	101.125000
32469	02/29/12	SWEEPER PARTS	39.35		2121347			D	N			INVENTORIES-MDSE	101.125000
32469	02/29/12	SWEEPER PARTS	12.63		2121361			D	N			INVENTORIES-MDSE	101.125000
32469	02/29/12	SWEEPER PARTS	1,304.38CR		8554			D	N			INVENTORIES-MDSE	101.125000
			3,934.33	*CHECK TOTAL									
		VENDOR TOTAL	3,934.33										
MADDEN, GALANTER, HANSON 000429													
32470	02/29/12	PROFESSIONAL SERVICES	295.00		020112			D	N			LABOR NEGOTIATOR	101.41428.0806
MADISON NATIONAL LIFE 002249													
32471	02/29/12	LTD PREMIUM-MARCH	36.28		188			D	N			EMPLOYER INSUR.	101.41400.0114
32471	02/29/12	LTD PREMIUM-MARCH	85.04		188			D	N			EMPLOYER INSUR.	101.41402.0114
32471	02/29/12	LTD PREMIUM-MARCH	35.74		188			D	N			EMPLOYER INSUR.	101.41403.0114
32471	02/29/12	LTD PREMIUM-MARCH	43.19		188			D	N			EMPLOYER INSUR.	101.41404.0114
32471	02/29/12	LTD PREMIUM-MARCH	58.17		188			D	N			EMPLOYER INSUR.	101.41405.0114
32471	02/29/12	LTD PREMIUM-MARCH	31.03		188			D	N			EMPLOYER INSUR.	101.41406.0114
32471	02/29/12	LTD PREMIUM-MARCH	7.68		188			D	N			EMPLOYER INSUR.	101.41408.0114
32471	02/29/12	LTD PREMIUM-MARCH	26.91		188			D	N			EMPLOYER INSUR.	101.41409.0114
32471	02/29/12	LTD PREMIUM-MARCH	3.93		188			D	N			EMPLOYER INSUR.	101.41424.0114
32471	02/29/12	LTD PREMIUM-MARCH	543.23		188			D	N			EMPLOYER INSUR.	101.42411.0114
32471	02/29/12	LTD PREMIUM-MARCH	44.09		188			D	N			EMPLOYER INSUR.	101.42412.0114
32471	02/29/12	LTD PREMIUM-MARCH	66.89		188			D	N			EMPLOYER INSUR.	101.43417.0114
32471	02/29/12	LTD PREMIUM-MARCH	262.96		188			D	N			EMPLOYER INSUR.	101.43425.0114
32471	02/29/12	LTD PREMIUM-MARCH	26.43		188			D	N			EMPLOYER INSUR.	101.45432.0114
32471	02/29/12	LTD PREMIUM-MARCH	41.80		188			D	N			EMPLOYER INSUR.	101.45433.0114
32471	02/29/12	LTD PREMIUM-MARCH	6.39		188			D	N			EMPLOYER INSUR.	101.45437.0114
32471	02/29/12	LTD PREMIUM-MARCH	13.35		188			D	N			EMPLOYER INSUR.	207.45001.0114
32471	02/29/12	LTD PREMIUM-MARCH	135.43		188			D	N			EMPLOYER INSUR.	651.48484.0114
32471	02/29/12	LTD PREMIUM-MARCH	12.77		188			D	N			EMPLOYER INSUR.	651.48485.0114
32471	02/29/12	LTD PREMIUM-MARCH	13.35		188			D	N			EMPLOYER INSUR.	651.48486.0114
			1,494.66	*CHECK TOTAL									
		VENDOR TOTAL	1,494.66										
MAXIMUM CRUISE AVIATION 002675													
32472	02/29/12	ON SITE MGMT SERV-FEB	1,666.66		022412			D	N			PROFESSIONAL SER	101.43430.0446
MENARDS 000449													
32473	02/29/12	MATERIAL DELIVERY CHARGE	53.38		15785			D	N			POSTAGE	101.45433.0223
32473	02/29/12	REPL. EMERGENCY LTS	116.94		15785			D	N			MTCE. OF STRUCTU	101.45433.0225
32473	02/29/12	HEADWORKS PARTS	26.93		18843			D	N			MTCE. OF OTHER I	651.48474.0226

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS 000449													
32473	02/29/12	ELEC PARTS FOR SHOP	10.16		19137			D	N			MTCE. OF STRUCTU	101.43425.0225
32473	02/29/12	PLUMBING REPAIR-PARTS	29.84		20618			D	N			MTCE. OF STRUCTU	101.43425.0225
32473	02/29/12	CLEANING SUPPLIES	153.39		21057			D	N			CLEANING AND WAS	101.43425.0228
			390.64	*CHECK TOTAL									
		VENDOR TOTAL	390.64										
MN DEPT OF AGRICULTURE 000487													
32417	02/16/12	PESTICIDE LICENSE APPL.	25.00		010612			D	N			LICENSES AND TAX	101.43425.0445
MN DEPT OF REVENUE 000492													
172	02/17/12	SALES TAX-JANUARY	520.00		STMT/1-12			M	N			SALES TAX PAYABL	101.206000
172	02/17/12	USE TAX-JANUARY	0.56CR		STMT/1-12			M	N			SALES TAX PAYABL	101.206000
172	02/17/12	USE TAX-JANUARY	2.40CR		STMT/1-12			M	N			SALES TAX PAYABL	101.206000
172	02/17/12	USE TAX-JANUARY	206.63		STMT/1-12			M	N			SALES TAX PAYABL	101.206000
172	02/17/12	USE TAX-JANUARY	29.91		STMT/1-12			M	N			OFFICE SUPPLIES	101.42411.0220
172	02/17/12	USE TAX-JANUARY	2.77		STMT/1-12			M	N			MOTOR FUELS AND	101.42411.0222
172	02/17/12	USE TAX-JANUARY	2.61		STMT/1-12			M	N			LICENSES AND TAX	101.42411.0445
172	02/17/12	DIESEL FUEL TAX-JANUARY	307.78		STMT/1-12			M	N			MOTOR FUELS AND	101.43425.0222
172	02/17/12	USE TAX-JANUARY	106.38		STMT/1-12			M	N			MOTOR FUELS AND	101.43425.0222
172	02/17/12	USE TAX-JANUARY	2.53		STMT/1-12			M	N			MOTOR FUELS AND	101.43430.0222
172	02/17/12	USE TAX-JANUARY	0.54		STMT/1-12			M	N			MOTOR FUELS AND	101.45433.0222
172	02/17/12	USE TAX-JANUARY	58.44		STMT/1-12			M	N			GENERAL SUPPLIES	651.48475.0229
172	02/17/12	DIESEL FUEL TAX-JANUARY	8.62		STMT/1-12			M	N			MOTOR FUELS AND	651.48476.0222
172	02/17/12	USE TAX-JANUARY	9.15		STMT/1-12			M	N			MOTOR FUELS AND	651.48476.0222
			1,252.40	*CHECK TOTAL									
		VENDOR TOTAL	1,252.40										
MVTL LABORATORIES INC 000544													
32474	02/29/12	PROFESSIONAL SERVICES	39.00		590732			D	N			PROFESSIONAL SER	651.48475.0446
32474	02/29/12	PROFESSIONAL SERVICES	213.60		590862			D	N			PROFESSIONAL SER	651.48474.0446
32474	02/29/12	PROFESSIONAL SERVICES	142.40		590862			D	N			PROFESSIONAL SER	651.48475.0446
			395.00	*CHECK TOTAL									
		VENDOR TOTAL	395.00										
NCL OF WISCONSIN INC 001627													
32475	02/29/12	LAB SUPPLIES	47.33		299836			D	N			GENERAL SUPPLIES	651.48474.0229
32475	02/29/12	LAB SUPPLIES	31.55		299836			D	N			GENERAL SUPPLIES	651.48475.0229
			78.88	*CHECK TOTAL									
		VENDOR TOTAL	78.88										
NEXTEL COMMUNICATION 000578													
32476	02/29/12	CELLULAR PHONE USAGE	59.11		317498885-045			D	N			COMMUNICATIONS	101.41400.0330
32476	02/29/12	CELLULAR PHONE USAGE	38.82CR		317498885-045			D	N			COMMUNICATIONS	101.41402.0330
32476	02/29/12	CELLULAR PHONE USAGE	46.99		317498885-045			D	N			COMMUNICATIONS	101.41403.0330
32476	02/29/12	CELLULAR PHONE USAGE	91.96		317498885-045			D	N			COMMUNICATIONS	101.41409.0330
32476	02/29/12	CELLULAR PHONE USAGE	341.22		317498885-045			D	N			COMMUNICATIONS	101.42411.0330
32476	02/29/12	CELLULAR PHONE USAGE	214.69		317498885-045			D	N			COMMUNICATIONS	101.42412.0330

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION		000578											
32476	02/29/12	CELLULAR PHONE USAGE	12.42		317498885-045			D	N			COMMUNICATIONS	101.43417.0330
32476	02/29/12	CELLULAR PHONE USAGE	61.94		317498885-045			D	N			COMMUNICATIONS	101.43425.0330
32476	02/29/12	CELLULAR PHONE USAGE	33.91		317498885-045			D	N			COMMUNICATIONS	101.45432.0330
32476	02/29/12	CELLULAR PHONE USAGE	9.29		317498885-045			D	N			COMMUNICATIONS	101.45433.0330
32476	02/29/12	CELL PHONE	99.99		317498885-045			D	N			SMALL TOOLS	207.45001.0221
32476	02/29/12	CELLULAR PHONE USAGE	81.48		317498885-045			D	N			COMMUNICATIONS	207.45001.0330
32476	02/29/12	CELLULAR PHONE USAGE	27.22		317498885-045			D	N			COMMUNICATIONS	651.48474.0330
32476	02/29/12	CELLULAR PHONE USAGE	18.15		317498885-045			D	N			COMMUNICATIONS	651.48475.0330
32476	02/29/12	CELLULAR PHONE USAGE	8.67		317498885-045			D	N			COMMUNICATIONS	651.48476.0330
			1,068.22	*CHECK TOTAL									
		VENDOR TOTAL	1,068.22										
OFFICE SERVICES		000589											
32477	02/29/12	OFFICE SUPPLIES-JANUARY	110.28		STMT/1-12			D	N			OFFICE SUPPLIES	101.41400.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	17.55		STMT/1-12			D	N			OFFICE SUPPLIES	101.41401.0220
32477	02/29/12	PHOTO COPIES-JANUARY	137.72		STMT/1-12			D	N			OFFICE SUPPLIES	101.41401.0220
32477	02/29/12	PHOTO COPIES-JANUARY	780.45		STMT/1-12			D	N			OFFICE SUPPLIES	101.41401.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	31.07		STMT/1-12			D	N			OFFICE SUPPLIES	101.41402.0220
32477	02/29/12	PHOTO COPIES-JANUARY	56.89		STMT/1-12			D	N			OFFICE SUPPLIES	101.41402.0220
32477	02/29/12	PHOTO COPIES-JANUARY	178.28		STMT/1-12			D	N			OFFICE SUPPLIES	101.41402.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	67.67		STMT/1-12			D	N			OFFICE SUPPLIES	101.41403.0220
32477	02/29/12	PHOTO COPIES-JANUARY	61.79		STMT/1-12			D	N			OFFICE SUPPLIES	101.41403.0220
32477	02/29/12	PHOTO COPIES-JANUARY	41.18		STMT/1-12			D	N			OFFICE SUPPLIES	101.41403.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	89.41		STMT/1-12			D	N			OFFICE SUPPLIES	101.41404.0220
32477	02/29/12	PHOTO COPIES-JANUARY	8.03		STMT/1-12			D	N			OFFICE SUPPLIES	101.41404.0220
32477	02/29/12	PHOTO COPIES-JANUARY	24.23		STMT/1-12			D	N			OFFICE SUPPLIES	101.41404.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	25.92		STMT/1-12			D	N			OFFICE SUPPLIES	101.41405.0220
32477	02/29/12	PHOTO COPIES-JANUARY	0.60		STMT/1-12			D	N			OFFICE SUPPLIES	101.41405.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	1.87		STMT/1-12			D	N			OFFICE SUPPLIES	101.41409.0220
32477	02/29/12	PHOTO COPIES-JANUARY	3.87		STMT/1-12			D	N			OFFICE SUPPLIES	101.41409.0220
32477	02/29/12	PHOTO COPIES-JANUARY	0.53		STMT/1-12			D	N			OFFICE SUPPLIES	101.41424.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	70.12		STMT/1-12			D	N			OFFICE SUPPLIES	101.42411.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	6.14		STMT/1-12			D	N			OFFICE SUPPLIES	101.42412.0220
32477	02/29/12	PHOTO COPIES-JANUARY	0.08		STMT/1-12			D	N			OFFICE SUPPLIES	101.42412.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	24.58		STMT/1-12			D	N			OFFICE SUPPLIES	101.43417.0220
32477	02/29/12	PHOTO COPIES-JANUARY	59.50		STMT/1-12			D	N			OFFICE SUPPLIES	101.43417.0220
32477	02/29/12	PHOTO COPIES-JANUARY	87.68		STMT/1-12			D	N			OFFICE SUPPLIES	101.43417.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	112.44		STMT/1-12			D	N			OFFICE SUPPLIES	101.43425.0220
32477	02/29/12	PHOTO COPIES-JANUARY	2.56		STMT/1-12			D	N			OFFICE SUPPLIES	101.43425.0220
32477	02/29/12	PHOTO COPIES-JANUARY	11.10		STMT/1-12			D	N			OFFICE SUPPLIES	101.43425.0220
32477	02/29/12	PHOTO COPIES-JANUARY	4.95		STMT/1-12			D	N			OFFICE SUPPLIES	101.43430.0220
32477	02/29/12	PHOTO COPIES-JANUARY	41.20		STMT/1-12			D	N			OFFICE SUPPLIES	101.45432.0220
32477	02/29/12	PHOTO COPIES-JANUARY	18.45		STMT/1-12			D	N			OFFICE SUPPLIES	101.45432.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	92.32		STMT/1-12			D	N			OFFICE SUPPLIES	101.45435.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	7.02		STMT/1-12			D	N			OFFICE SUPPLIES	207.45001.0220
32477	02/29/12	OFFICE SUPPLIES-JANUARY	18.78		STMT/1-12			D	N			OFFICE SUPPLIES	651.48474.0220
32477	02/29/12	PHOTO COPIES-JANUARY	0.86		STMT/1-12			D	N			OFFICE SUPPLIES	651.48474.0220

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 000589													
32477	02/29/12	OFFICE SUPPLIES-JANUARY	12.52		STMT/1-12			D	N			OFFICE SUPPLIES	651.48475.0220
32477	02/29/12	PHOTO COPIES-JANUARY	0.57		STMT/1-12			D	N			OFFICE SUPPLIES	651.48475.0220
			2,208.21	*CHECK TOTAL									
		VENDOR TOTAL	2,208.21										
OKINS *PETTY CASH/STEVE 000591													
32478	02/29/12	TO REIMBURSE PETTY CASH	3.00		022712			D	N			OFFICE SUPPLIES	101.41405.0220
32478	02/29/12	TO REIMBURSE PETTY CASH	3.96		022712			D	N			SUBSISTENCE OF P	101.41405.0227
32478	02/29/12	TO REIMBURSE PETTY CASH	21.99		022712			D	N			COMMUNICATIONS	101.41405.0330
			28.95	*CHECK TOTAL									
		VENDOR TOTAL	28.95										
PETE'S COMMUNICATIONS 000610													
32479	02/29/12	REPAIR MIC FOR PA-PARTS	16.74		0051207			D	N			MTCE. OF EQUIPME	101.42411.0224
32479	02/29/12	REPAIR MIC FOR PA-LABOR	160.00		0051207			D	N			MTCE. OF EQUIPME	101.42411.0334
32479	02/29/12	STROBE LT REPAIR-PARTS	56.71		0051221			D	N			MTCE. OF EQUIPME	101.42411.0224
32479	02/29/12	STROBE LT REPAIR-LABOR	32.00		0051221			D	N			MTCE. OF EQUIPME	101.42411.0334
32479	02/29/12	LED LAMPSET FOR CAR #6	91.00		0051222			D	N			MTCE. OF EQUIPME	101.42411.0224
32479	02/29/12	INST./WIRE EQUIPMENT	885.00		0051223			D	N			MTCE. OF EQUIPME	101.42411.0334
32479	02/29/12	REPL. LEVER SLIDE SWITCH	94.38		0051251			D	N			MTCE. OF EQUIPME	101.42411.0224
32479	02/29/12	REPL. LEVER SLIDE SWITCH	64.00		0051251			D	N			MTCE. OF EQUIPME	101.42411.0334
			1,399.83	*CHECK TOTAL									
		VENDOR TOTAL	1,399.83										
PETERSON SHOE STORE 000608													
32480	02/29/12	WRIGHT-SAFETY BOOTS	125.00		137191			D	N			SUBSISTENCE OF P	101.43425.0227
32480	02/29/12	RAUSCH-SAFETY BOOTS	125.00		137448			D	N			SUBSISTENCE OF P	101.43417.0227
			250.00	*CHECK TOTAL									
		VENDOR TOTAL	250.00										
PLAY IT AGAIN SPORTS & F 000617													
32481	02/29/12	BASKETBALL SCORE BOOKS	102.47		146			D	N			GENERAL SUPPLIES	101.45432.0229
PLUMBING & HEATING OF WI 000618													
32482	02/29/12	OPEN PLUGGED STOOL	15.00		14319			D	N			MTCE. OF STRUCTU	101.45427.0225
32482	02/29/12	OPEN PLUGGED STOOL	70.00		14319			D	N			MTCE. OF STRUCTU	101.45427.0335
			85.00	*CHECK TOTAL									
		VENDOR TOTAL	85.00										
SAND ELECTRIC 000678													
32483	02/29/12	REPL. BALLAST/LT FIXTURE	126.25		2565			D	N			MTCE. OF STRUCTU	101.45435.0225
32483	02/29/12	REPL. BALLAST/LT FIXTURE	144.00		2565			D	N			MTCE. OF STRUCTU	101.45435.0335
			270.25	*CHECK TOTAL									
		VENDOR TOTAL	270.25										
SCHWEISS BI-FOLD DOORS 002458													
32484	02/29/12	HANGAR DOOR REPAIR-LABOR	212.68		31069			D	N			MTCE. OF STRUCTU	101.43430.0335

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W 000685								
32485 02/29/12	EQUIPMENT REPAIR-PARTS	63.96		STMT/2-12		D N	MTCE. OF EQUIPME	101.41408.0224
32485 02/29/12	EQUIPMENT REPAIR-OIL	17.00		STMT/2-12		D N	MOTOR FUELS AND	101.42411.0222
32485 02/29/12	EQUIPMENT REPAIR-PARTS	299.75		STMT/2-12		D N	MTCE. OF EQUIPME	101.42411.0224
32485 02/29/12	EQUIPMENT REPAIR-OIL	81.90		STMT/2-12		D N	MOTOR FUELS AND	101.43425.0222
32485 02/29/12	EQUIPMENT REPAIR-PARTS	1,043.70		STMT/2-12		D N	MTCE. OF EQUIPME	101.43425.0224
		1,506.31	*CHECK TOTAL					
	VENDOR TOTAL	1,506.31						
SMEBY/ROSS 002570								
32486 02/29/12	ACCESS DATA TRAINING	72.03		307		D N	TRAVEL-CONF.-SCH	101.42411.0333
STAR TRIBUNE 000710								
32487 02/29/12	SUBSCRIPTION RENEWAL	85.80		022712		D N	SUBSCRIPTIONS AN	101.41402.0443
STREICHER'S 000722								
32488 02/29/12	REPAIR OF VEST	50.00CR		CM254458		D N	SUBSISTENCE OF P	101.42411.0337
32488 02/29/12	REPAIR OF VEST	100.00		I904339		D N	SUBSISTENCE OF P	101.42411.0337
32488 02/29/12	AMMUNITION	1,426.77		I905655		D N	GENERAL SUPPLIES	101.42411.0229
		1,476.77	*CHECK TOTAL					
	VENDOR TOTAL	1,476.77						
TASC 002856								
32420 02/22/12	ADMIN FEE	418.00		3200062396		D N	REFUNDS AND REIM	101.41428.0882
TELEDYNE ISCO 000359								
32489 02/29/12	INFLUENT SAMPLER MODIF.	431.24		983262		D N	MTCE. OF OTHER I	651.48474.0226
TERMINAL SUPPLY CO 001974								
32490 02/29/12	BEACON/BATTERY BRUSH	22.39		18250-00		D N	INVENTORIES-MDSE	101.125000
THREE FINGERS SAWMILL .01713								
32491 02/29/12	ASH PLANKS FOR TRAILER	433.91		021712		D N	MTCE. OF EQUIPME	101.43425.0224
TRAVEL ADVERTISING GROUP 002939								
32492 02/29/12	SPRING VACATION GUIDE	1,450.00		1241		D N	OTHER CHARGES	208.45010.0449
TRAVEL GUIDES FREE 002717								
32493 02/29/12	TRAVEL GUIDE AD	356.40		13812		D N	OTHER CHARGES	208.45010.0449
UNDERGROUND TECHNOLOGIES 002792								
32494 02/29/12	TELEVISED SEWERS	5,137.65		0509		D N	MTCE. OF OTHER I	651.48476.0336
US BANK 000264								
32495 02/29/12	#147 GO IMP BOND-SC	431.25		3045504		D N	OTHER CHARGES	304.47100.0449
32495 02/29/12	#148 GO IMP BOND-SC	431.25		3045663		D N	OTHER CHARGES	330.43430.0449
32495 02/29/12	#149 GO IMP BOND-SC	402.50		3045899		D N	OTHER CHARGES	305.47100.0449
		1,265.00	*CHECK TOTAL					
	VENDOR TOTAL	1,265.00						

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WAL-MART COMMUNITY 000789													
32496	02/29/12	CABLE TIES/TAPE	23.39		011612			D	N			GENERAL SUPPLIES	101.42411.0229
32496	02/29/12	COFFEE	18.96		012012			D	N			SUBSISTENCE OF P	101.42411.0227
32496	02/29/12	BATTERIES	17.04		012012			D	N			GENERAL SUPPLIES	101.42411.0229
32496	02/29/12	COFFEE SUPPLIES	27.60		012512			D	N			GENERAL SUPPLIES	101.45435.0229
32496	02/29/12	PLANT SUPPLIES	48.57		012512			D	N			GENERAL SUPPLIES	651.48474.0229
32496	02/29/12	EVIDENCE BAGS	39.76		012712			D	N			GENERAL SUPPLIES	101.42411.0229
32496	02/29/12	TARPS FOR INDOOR RANGE	10.65		020412			D	N			GENERAL SUPPLIES	101.42411.0229
32496	02/29/12	CITY SALES TAX	0.89		020612			D	N			SALES TAX PAYABL	101.206000
32496	02/29/12	OFFICE SUPPLIES	27.79		020612			D	N			OFFICE SUPPLIES	651.48474.0220
32496	02/29/12	COFFEE	37.92		020612			D	N			SUBSISTENCE OF P	651.48474.0227
32496	02/29/12	OFFICE SUPPLIES	18.52		020612			D	N			OFFICE SUPPLIES	651.48475.0220
			271.09	*CHECK TOTAL									
		VENDOR TOTAL	271.09										
WELLS FARGO BANK MN N.A. 000587													
32497	02/29/12	#127 HOSP REV BOND-SC	375.00		830843			D	N			OTHER CHARGES	350.47402.0449
WEST CENTRAL COMMUNICATI 000796													
32498	02/29/12	RADIO REPAIR-LABOR	54.64		072378S			D	N			INVENTORIES-MDSE	101.125000
WEST CENTRAL TRIBUNE 000807													
32499	02/29/12	NOTICE PUBLISHED	19.32		CL03032921			D	N			PRINTING AND PUB	101.41401.0331
32499	02/29/12	NOTICE PUBLISHED	16.56		CL03033404			D	N			PRINTING AND PUB	101.41401.0331
32499	02/29/12	NOTICE PUBLISHED	66.24		CL03033421			D	N			PRINTING AND PUB	101.41401.0331
32499	02/29/12	COUNCIL PROCEEDINGS PUB.	529.92		DI03059321			D	N			PRINTING AND PUB	101.41401.0331
			632.04	*CHECK TOTAL									
		VENDOR TOTAL	632.04										
WEST CENTRAL TROPHIES 000808													
32500	02/29/12	BASKETBALL TROPHIES	96.19		16638			D	N			AWARDS AND INDEM	101.45432.0442
WESTWOOD CAFE .01805													
32501	02/29/12	LEISURE COMMITTEE LUNCH	104.99		WLACVB			D	N			TRAVEL-CONF.-SCH	208.45005.0333
WILLMAR BASEBALL BOOSTER 001935													
32502	02/29/12	FINAL STADIUM PAYMENT	16,500.00		022412			D	N			TRANSFER OUT-BAS	101.45428.0752
WILLMAR BUS SERVICE 000813													
32503	02/29/12	BUS SERVICE	93.20		12-0010			D	N			OTHER CHARGES	101.45435.0449
WILLMAR CHAMBER OF COMME 000812													
32504	02/29/12	DIRECTOR SALARY	3,785.26		STMT/1-12			D	N			SALARIES-REG. EM	208.45005.0110
32504	02/29/12	ASSISTANT SALARY	1,967.78		STMT/1-12			D	N			SALARIES-REG. EM	208.45005.0110
32504	02/29/12	FICA & INSURANCE	1,021.67		STMT/1-12			D	N			EMPLOYER PENSION	208.45005.0113
32504	02/29/12	IRA CONTRIBUTION	163.56		STMT/1-12			D	N			EMPLOYER PENSION	208.45005.0113
32504	02/29/12	PHOTO COPIES-JAN	145.20		STMT/1-12			D	N			OFFICE SUPPLIES	208.45005.0220
32504	02/29/12	PAYROLL FEE	45.57		STMT/1-12			D	N			OTHER SERVICES	208.45005.0339

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME 000812								
32504 02/29/12	FLEX FEE	12.63		STMT/1-12		D N	OTHER SERVICES	208.45005.0339
32504 02/29/12	OFFICE RENT-JAN	626.61		STMT/1-12		D N	RENTS	208.45005.0440
32504 02/29/12	2012 WILLMAR.COM HOSTING	48.00		35955		D N	PROFESSIONAL SER	208.45005.0446
32504 02/29/12	2012 D & O INSURANCE	355.00		35956		D N	INSURANCES AND B	208.45005.0441
32504 02/29/12	2012 LUNCH ROOM SUPPLIES	250.00		35957		D N	GENERAL SUPPLIES	208.45005.0229
32504 02/29/12	MAIL PICKUP FEE-JAN	50.00		35958		D N	POSTAGE	208.45005.0223
32504 02/29/12	FIREWALL INSTALLATION	40.49		35959		D N	COMMUNICATIONS	208.45005.0330
		8,511.77	*CHECK TOTAL					
	VENDOR TOTAL	8,511.77						
WILLMAR ELECTRIC SERVICE 000816								
32505 02/29/12	ALARM MONITORING FEE	173.14		18524		D N	MTCE. OF STRUCTU	207.45001.0335
WILLMAR WATER & SPAS 000831								
32506 02/29/12	WTR PURIFIER RENTAL-FEB	37.41		12-02		D N	RENTS	101.41408.0440
32506 02/29/12	DRINKING WATER	6.25		24788		D N	SUBSISTENCE OF P	651.48474.0227
32506 02/29/12	LAB WATER	62.40		24823		D N	GENERAL SUPPLIES	651.48474.0229
32506 02/29/12	LAB WATER	41.60		24823		D N	GENERAL SUPPLIES	651.48475.0229
32506 02/29/12	DRINKING WATER	12.50		25154		D N	SUBSISTENCE OF P	651.48474.0227
32506 02/29/12	DRINKING WATER	7.00		25214		D N	SUBSISTENCE OF P	101.41408.0227
32506 02/29/12	SOFTENER SALT	8.76		25214		D N	GENERAL SUPPLIES	101.41408.0229
32506 02/29/12	LAB WATER	64.50		25216		D N	GENERAL SUPPLIES	651.48474.0229
32506 02/29/12	LAB WATER	43.00		25216		D N	GENERAL SUPPLIES	651.48475.0229
		283.42	*CHECK TOTAL					
	VENDOR TOTAL	283.42						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:		5,185,181.86						

RECORDS PRINTED - 000343

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	1,587,696.50
207	W.R.A.C. - 8	398.52
208	CONVENTION & VISITORS BUREAU	13,370.08
304	D.S. - 2004 BOND	431.25
305	D.S. - 2005 BOND	402.50
330	D.S. - 2004C BOND AIRPORT	431.25
350	RICE HOSPITAL DEBT SERVICE	3,568,658.69
651	WASTE TREATMENT	12,901.67
741	OFFICE SERVICES	891.40
TOTAL ALL FUNDS		5,185,181.86

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	5,185,181.86
TOTAL ALL BANKS		5,185,181.86

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

January 17, 2012

The Willmar Charter Commission was called to order by Chair Shawn Mueske. Members present were, Audrey Nelsen, Richard Falk, Shawn Mueske, Laura Becker, Robert Bonawitz, Ron Andreen, Joe Thompson, Richard Hoglund, and John Sullivan. Present 9 Absent 0. Robert Bonawitz joined the meeting electronically through an internet connection to the conference room. Also in attendance was City Clerk-Treasurer Kevin Halliday.

Commissioner Andreen moved to approve the minutes of October 7, 2011. Commissioner Hoglund seconded the motion which carried.

Item 1 Election of Officer's. Commissioner Bonawitz moved to nominate Commissioner Mueske for Chairman. Commissioner Nelsen seconded the motion which carried.

Commissioner Andreen moved to nominate Commissioner Sullivan for Vice-Chairman. Commissioner Falk seconded the motion which carried.

Commissioner Hoglund moved to nominate Commissioner Nelsen for Secretary. Commissioner Becker seconded the motion which carried.

Item 2 The Commission acknowledged their requirement to remit a letter to the District Court summarizing the work for the calendar year 2011. The draft letter to be signed by chairman Mueske was reviewed by the commission members. Commissioner Sullivan moved to approve the letter as drafted and to direct staff to send the letter to Judge Drange. Commissioner Nelsen seconded the motion which carried.

Item 3 The Commission discussed the recent City Council action of defeating the amending ordinance on a 6 ayes, 2 nays vote. Noted Council Member comments were opposition to the super majority vote to override Boards and Commissions and the Mayoral Rules of Order. Commissioners commented that the Charter Commission has work on the amending ordinance for three years, developing a Charter that is best for the community and that the changes should go to the General Election in November 2012. Comments were made that the Council should be governed by a set of rules but that at one time four sets of rules were listed as options. Following a lengthy discussion, Commissioner Bonawitz moved to take the existing Charter amendments to a vote in November 2012. Commissioner Hoglund seconded the motion which failed on a vote of 4 ayes, 5 nays. The Commission continued discussing the super majority voting requirement and preparation to promote the Charter Commission position to civic groups, newspaper etc. in the fall campaign. Commissioner Sullivan moved to submit the Charter changes to the electorate at the November 6, 2012, General Election and to request the City Attorney to draft the proposed ballot question and return it to the Charter Commission. Commissioner Bonawitz seconded the motion which carried.

The Commission set the next meeting at 1:00 p.m. on Tuesday, February 21, 2012.

Meeting was adjourned at 2:22 p.m.

Respectfully Submitted,

Audrey Nelsen
Secretary

Willmar Design Center
Board of Directors Meeting - Wednesday, February 8, 2012, 7:30 AM
Christianson & Associates, 2nd Floor Meeting Room

Board Members Present:	Don Williamson	Dale Hustedt	Chris Roering	Steve Ahmann (City)
	Gary Geiger	Richard Engan	Laura Borgerding	Richard Larson (County)
	Jana Palmquist	John Christianson	Zak Mahboub	
	Warren Hagen	Rhonda Otteson	Tom Amberg	
Excused Absence:	Rod Hanson	Lance Peterson (WLACC)		

Staff: Beverly Dougherty, Project Coordinator

Guests: Minnesota Main Street Accreditation Team - Emily Northey & Jason Godfrey
Royal Ross, Faribault

President Richard Engan called the meeting to order at 7:30 AM.

Introductions were made.

The January 11, 2012 minutes were approved as submitted - M/S/C.

The Treasurer's Report was presented - M/S/C.

Unfinished Business:

a. Update on Lakeland Hotel project
   Will find out the end of February if it was accepted to the National Historic Register.
b. Advisory Board update
   Doug Allen accepted a position on the Advisory Board; request out to Joanna Schrupp but have not heard back yet

New Business:

a. 2012 Contract - Beverly
   Waiting on meeting with the City to fine tune the task list
b. 2012 Task List - Adam
   Ongoing completion of downtown plan being funded by City - the rest of the projects are not funded. Task list: 1) link downtown to trail system - DOT grants to link across bridge, funding scheduled for 2013 but could be 2012 - City project; 2) trail link to Selvig; 3) create stronger entrances to downtown; 4) enhance pedestrian experience, study zoning, downtown ordinances, parking; 5) issues that come up during the year not on the list
c. Minnesota Main Street Accreditation Task Force
   Documentation/questionnaire filled out and submitted to MMS

Committee Reports:

a. Urbanize-Restore: Ongoing projects
   No report - waiting on study
b. Connections: Ongoing projects
   No report - waiting on study
c. Commons-Promotion: Stakeholder Fundraising
   Stakeholder project going well so far - will continue effort to contact potential stakeholders; Fundraising team will be enlisted to help finish up - $10,200 received so far which is higher than last year already

d. Becker Market/COG Report

First good draft of financial proforma very close - waiting on a few tweaks from consultant Bill Gessner; looking into potential for tax abatement. Nancy, Mary and Beverly took a field trip to Eastside Coop in North Minneapolis and met with consultants - Kevin Edberg, Bill Gessner and Jim Shadko, NCDF (bank that loans to coops and takes second position). Timeline has been updated - 300 member-owners by May 1.

1. Pilot Distribution Project

   Willmar is the center for growers in smaller communities - COG could be a distribution center for these growers. Would provide better variety and more of product. Product could be dropped here instead of transported to the cities. Willmar would be the hub for the area - Litchfield, Montevideo, Milan, Morris, etc.

2. Cooking Classes

   Cooking class at Becker Market - teach people to prepare food from scratch. Heartland, United Way, Bethel, U of M Extension and COG would all be a part of it.

e. Comments from WLACC - not present

Comments from MMS Accreditation Team

Willmar has achieved status of designated Main Street program - next step is accreditation. Based on eligibility and recommendations made by MMS to National Main Street. Funding comes from Legacy grants and historical society. Accreditation shows that the organization is excelling at what they're doing. They view Willmar as a strong organization in the top 50% of other main street programs across the states. Benefits to accreditation are what is seen in the community as a result of the program and could provide credibility as an organization in being responsible to carry out successful programs.

This visit is to gauge how WDC is on the ground and that we match up with what we sent them on paper, how our committees are doing, who is doing the work (is Board active or is work being done by one individual). WDC stands out as volunteer numbers and hours are high in comparison to most main street programs. Other main street programs are very interested in adopting our stakeholder campaign model. WDC has strong community involvement from all sectors. WDC is an organization that grant funders want to go back to for input on their helpfulness and what the needs are. This is the first year that any main street programs in MN are eligible for national accreditation. There are 5 designated programs in the state and 4 are qualified. An organization needs to be designated for one year to be eligible for accreditation. There are 11 categories that have to be met for a whole year. Some characteristics looked at are adequate operating budget, paid program manager, active board, ongoing training and reporting key statistics.

Other:

a. First Tuesday--2-7-12 @ North American State Bank
b. March 1st Tuesday--3-6-12--at Engan Associates
c. Board Member Handbook/Committee Member Handbook--March Agenda
d. National Main Street Conference April 1 - 4, 2012--Baltimore
   1. Budget request - need $2,500 for travel expenses for Linda and Beverly; will check with the City per Steve Ahmann's suggestion
e. Richard Larson applauds cooking classes and encourages work with County nutritionist

Meeting was adjourned at 8:34 AM

Next meeting will be held Wednesday, March 14, 2012 - 7:30 AM, location TBD

Submitted by Jana Palmquist, Secretary

JOINT POWERS BOARD MEETING
FEBRUARY 24, 2012

Members Present: **Eric Banks, Chris Bennett, Dan Croonquist, Dan Halldin, Mike Miller, Bonnie Pehrson, Rachel Smith**

Staff Present: **Steve Brisendine, Rob Baumgarn, Brad Bonk, Christine Hilbert, Jim Nicholson, Becky Sorenson**

1 Chris Bennett opened the meeting by welcoming everyone and calling the meeting to order.

2 Facility Use Fee Schedule Update: Rob Baumgarn handed out the facility fee schedule and talked about our proposed changes. The first change was to the rental charged for soccer fields. At present, it is $10 per game. Due to the large usage, there has been much wear and tear on the soccer fields. The request is to raise the per game rate to have money to do needed repairs and grass replanting. Rob mentioned that Public Works staff have installed artificial turf at the goal areas. Each group pays a user fee of $5 per person. We may need to look at increasing the user fee. Montevideo presently has a $10 user fee and is looking to increase.

Chris Bennett asked if we had discussed the fee increase with Jennie-O staff, since they had given a large donation to create these fields. Steve replied that he had not but would do so.

It was stated that any increase would go towards maintaining the fields. Rachel Smith asked how much it would cost to do the needed maintenance. Steve replied that he didn't have precise figures and would need to talk to Ken Nelson regarding additional dirt and new grass seed costs.

Mike Miller stated that he thought that $20 per game was a reasonable amount since most teams would divide the cost between their players . Bonnie Pehrson asked if there were bleachers at the field. Steve replied there were two, with Walmart furnishing the funds for one. Rob said additional bleachers would be a good investment for the other end of the field.

Chris Bennett asked how everyone felt about the fee increase. After some discussion, Chris asked for a motion. Bonnie Pehrson made a motion to increase the soccer field rental fee to $20 per game. Mike Miller seconded. Motion carried.

The next item on the fee schedule was Range rental. Steve explained to everyone about the City Auditorium Pistol Range. Usage has increased and maintenance issues have also increased. The Range has been in existence for over 25 years and no major work or updates have been done. One motor, moving the targets back and forth, has been having technical problems and

needing repair. Because of the age of these motors, replacement will be necessary in the near future. Also, due to the high usage, the air filters need to be replaced monthly which costs $200 each month. The Range is open to the public on Tuesday and Thursday evenings from the middle of November thru April. Currently the fee is $2 per half hour. The current charge for group rentals is $27 per hour. Rob suggested an increase to $4 per half hour for open shooting and $30 per hour for group rentals.

Chris Bennett asked for a motion. Dan Halldin made a motion to raise the range fee to $4 per half hour for open shooting and $30 per hour for group rentals. Eric Banks seconded the motion. The motion carried.

Rob explained to the Board that we are going to make a change to youth baseball and softball and also football with regards to the fee. We plan to have an early bird rate if the registration takes place by the dead-line with a $20 increase in the fee after the dead-line. Hopefully this will encourage people to register early. We have had difficulty creating teams of even numbers with all the late registrations we receive. The Board agreed that this would be a good idea.

3. Spring/Summer Program Planning Report: In Jodi's absence, Steve brought to the Board's attention some activities that are planned. The Minnesota Orchestra is coming into town in May and will perform a concert to the public along with a KinderConcert on May 24. Also, in conjunction with the Stingers and KMS, there will be a Baseball and Books event on June 23, 2:00 game and 3:30 story time.

Jim Nicholson mentioned that the GED graduation is set for June 6 at WEAC

Rob Baumgarn said he had met with Jim Anderson the tennis coach about youth and adult tennis. The plan is to use the Quick Start program which will furnish a tennis racket to each child. Jim is eager to get youth and adults involved in tennis leagues.

Rob has been talking to someone who wants to get rugby going in Willmar. We will be working with him by providing an area for him to meet.

Rob is planning a 3 on 3 basketball league for the Middle School children during the month of March.

Christine Hilbert talked about the Child Guide Program which is going well. Deb Kleven is working on the Bella program, collecting used prom dresses and recycling them to girls who are unable to afford to purchase new. Lori Park Smith has scheduled a lunch meeting at Ridgewater at the end of the month for the lunch buddy program. Christine is also working with Brad on

getting bikes to children who need them. Steve said there were a lot of bikes at the impound lot that don't get claimed. Brad stated he is looking for people to volunteer to fix those bikes that need repair.

Christine reported that Jennie-O gave $7,000 to the Child Guide program. She has completed grant requests for the following: $5,000 to the Women's Foundation; $3,000 to SW Initiative; $40,000 to United Way, $40,000 to Otto Bremer and $7,000 to Willmar Area Community Foundation.

Brad Bonk talked about swim lessons which started February 7. We have various sessions going till August. Winter leagues will be finishing up this month since there were no weather cancellations. Spring basketball and volleyball leagues will be starting in April with men's softball starting April 30. Adult tennis will be added this summer. Brad is planning to add a kickball league. We will be hosting an MSF tournament and possibly an ASA tournament this summer.

4. Budget: Through the month of January, everything is fine so far. Kennedy and Roosevelt have received $5,000 each for after school homework help.

Steve informed the Board that he had attended a legislative session yesterday and testified in favor of abolishing the penalty for community education departments who have a fund balance.

5. Joint Powers Board Membership: We are still in need of some members. Steve said he thought the Mayor had someone in mind for the open City position. The City had approved Eric Banks for a second term. Chris Bennett will be finishing his second term next month. Steve presented him with a Community Ed portfolio in recognition of his years of service.

As there was no further business, the meeting adjourned. The next meeting will be March 23.

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: NA

Attachments: Yes ☒ No

CITY COUNCIL ACTION

Date: March 5, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Engineering

Action Requested: Order Improvements and Preparation of Plans and Specifications

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

Introduction: As required by State Statute, a public hearing is being held for the 2012 Street and Other Improvements.

Background/Justification: A Public Hearing on the proposed 2012 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed improvement, estimated costs, and to obtain input from interested parties.

Fiscal Impact: Sources of funding for the 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 street improvement list 2. Approve the list as presented 3. Consider no improvements for 2012

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

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature: Janelle Sommers

Comments:

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Thursday, February 23, 2012, in Conference Room No. 1 at the City Office Building.

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

Others present included Mayor Frank Yanish and City Labor Attorney, Frank Madden.

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.

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

At 5:37 p.m. Council Member Anderson offered a motion to reopen the meeting with Council Dokken seconding the motion, which carried.

Item No. 2 Consideration of Contracts with AFSCME General Unit and AFSCME Public Works Unit.

Attorney Madden presented a proposal that had resulted from mediation conducted by the state Bureau of Mediation Services. Attorney Madden reviewed the terms of the proposed tentative agreement:

1. Duration.

Three-year agreement effective 1/1/11 through 12/31/13.

2. Wages.

2011	No general increase.
2012	Effective 1/1/12, 1.0% general wage increase and effective following City Council approval of Agreement $660 lump sum, non-base increase.
2013	Effective 1/1/13, 1.5% general wage increase.

3. Health Insurance – Article 22 for General Unit and Article 25 for Public Works Unit.

22.4 The Employer agrees to provide at the Employer's expense for all regular full-time employees and probationary employees under this Agreement, an insurance program for hospitalization and major medical coverage comparable with the plan

under existence with the option of dependent coverage. For employees hired in 2012, the Employer shall contribute up to $549 per month toward the cost of single coverage and up $1,302 per month toward the cost of family coverage. Any additional costs shall be paid by the employee through payroll deduction. If the employee chooses ~~dependent~~ family coverage, the Employer shall pay the following toward the cost of ~~dependent~~ family coverage.

A. (Delete first two sentences) For 2012, the Employer will contribute up to $1,302 toward the cost of family coverage. Any additional costs shall be paid by the employee through payroll deduction. For 2013 and annually thereafter, ~~T~~the Employer will contribute up to fifty (50%) percent of the increase in the cost of the monthly premium for family ~~dependent~~ coverage under the basic plan. Any additional cost shall be paid by the employee through payroll deduction.

For Public Works Unit, 25.1 revise language according to the above.

4. Other Items.

A. 40/40/40 plan.

B. Add Grade 9 (General Unit).

Council Member Anderson asked for clarification on the 40/40/40 plan. City Administrator Stevens explained that it would allow employees who have accumulated a total of at least 120 vacation hours to cash in 40 hours when using 40 consecutive or 5 consecutive days for vacation and retaining a minimum of 40 hours. The option would be available one time per calendar year.

Council Member Anderson also asked how many employees would be affected by the Grade 9 salary schedule. Ms. Stevens stated that it would affect only one employee.

Council Member Anderson stated that he felt it was a fair proposal and a made a motion to recommend approval of the Labor Contracts with AFSCME General Unit and AFSCME Public Works Unit as proposed. Council Member Dokken seconded the motion and the motion carried 3-0.

Mayor Yanish expressed his support for the proposed contracts and his hope that they would receive full City Council support.

There being no further business, the meeting was adjourned on a motion by Council Member Anderson, seconded by Council Member Dokken and carried at 5:45 p.m.

Respectfully submitted,

Charlene Stevens,
City Administrator

CS:ap

FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, FEBRUARY 27, 2012

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, February 27, 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 Council Member Bruce Deblieck; Jill Bengtson, HRA Executive Director; Representatives from Dominium Management Services and Dougherty & Company; and Carol Gluth, Accounting Supervisor.

Item No. 1 – Dominium Development Project – HRA Recommendation (Information)

Jill Bengtson, HRA Executive Director, reported to the Committee that the HRA Board met on February 23, 2012, to further discuss the Dominium Application For Tax-Exempt Financing for $13.948 million of tax-exempt bonds to finance the acquisition and rehabilitation of Eagle Ridge, Somerset and Waters Edge Apartments. Initially, the HRA had proposed that 40% of the units be made eligible and available for Section 8 voucher holders. However, cash flow reasons preclude this project from having no more than 25% of the units as Section 8 eligible. Consequently, the HRA passed a motion to require, as a condition of bond issuance, that a minimum of 25% of the units in the project remain eligible for the Section 8 voucher program. Rent for the remainder of the units will be within the 60% Area Median Income Range. Because the company is willing to make improvements to the rental housing stock and work with the HRA to keep a portion of the project eligible for the Section 8 program, the HRA continues to support the conduit financing request and requests the City give its favorable consideration to the project.

After considerable discussion, it was the consensus of the Committee, with the exception of Council Member Dokken, to support this project. Staff explained that the HRA will be conducting the public hearing to issue these bonds. Once that has been successfully completed, the City will be required to adopt a resolution describing the project, stating the Borrower agrees to pay all costs and that the City would not be liable, and giving permission to do the project within the City Limits. This matter was taken for information only.

Item No. 2 – 2013 Budget Calendar (Resolution)

Staff reviewed with the Committee the proposed 2013 Budget Calendar. Some changes were noted including: the Development of Capital Improvement Program Items Submitted by March 9th; Peer Review March 10th through April 4th; Completed Department Heads' estimates must be returned and reviewed with the City Administrator by April-May; Department Head presentations to the Finance Committee during May-June; and the Mayor will present his

proposed budget during the 1st meeting in August. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson, and passed to make the following:

RECOMMENDATION: to introduce a resolution approving the 2013 Budget Calendar as presented.

Item No. 3 – Miscellany (Information)

Staff noted that a Webinar is scheduled for March 5, 2012 at 10:30 AM in Conference Room No. 1 presenting the State Budget Forecast.

Council Member Fagerlie raised a concern that Sonshine may be proposing not to engage the Willmar Ambulance Service for their festival this year and is searching elsewhere for EMT services. Staff will look into this issue.

There being no further business to come before the Committee, the meeting was adjourned at 5:26 p.m. upon motion by Council Member Fagerlie, seconded by Council Member Johnson, and carried.

Respectfully submitted,

Carol Cunningham

Carol Cunningham
Accounting Supervisor

Housing and Redevelopment Authority

In and For the City of Willmar, MN
Health & Human Services Building
2200 23rd Street NE Suite 2090 Willmar, MN 56201
Tel. (320) 235-8637 Fax (320) 235-7831 TDD 711, 320-235-8637

February 23, 2012

To: Charlene Stevens, City Administrator
Steve Okins, Finance Director

From: Jill Bengtson, Executive Director

RE: Dominium Conduit Financing Request

The Willmar Housing and Redevelopment Authority Board of Commissioners met today and discussed the Dominium Conduit Financing Request. The HRA Board was provided copies of the January 23, 2012 and February 13, 2012 City Finance Committee Reports.

The HRA Board understands that we proposed 40% of the units be made eligible and available for Section 8 voucher holders. The HRA Board also understands that for cash flow reasons, Dominium does not want more than 25% of the units to be Section 8 eligible.

The HRA Board passed a motion to require as a condition of bond issuance a minimum of 25% of the units in the project remain eligible for the Section 8 voucher program and the property owners contact the HRA when vacancies are available and accept voucher holder recipients within a reasonable amount of time.

The HRA Board understands that there is no financial consequence to either the City or the HRA if Dominium defaults on the bonds. Because the company is willing to make improvements to the rental housing stock and work with the HRA to keep a portion of the project eligible for the Section 8 program, the HRA continues to support the conduit financing request and requests the City give its favorable consideration to the project.

BUDGET CALENDAR

CALENDAR	PROPOSED ACTION	February 23, 2012
MARCH	Mayor, City Administrator and Finance Director to meet on establishing the Budget Calendar.	
	Finance Committee to adopt Budget Calendar.	
	Finance Director to compile information on budget forms pertaining to prior and current year expenditures and prepare preliminary revenue estimates. Send out forms and instructions for annual Budget preparation to Department Heads.	
	Council work Session	
	Development of Capital Improvement Program Items submitted, March 9th Peer Review – 3/10-4/4	
APRIL	Planning Commission reviews CIP	
APRIL-MAY	Completed Department Heads' estimates must be returned and reviewed with the City Administrator.	
MAY-JUNE	Department Head presentations to the City Council Finance Committee	
JUNE -JULY	Mayor meets with the City Administrator and Finance Director to prepare the Mayor's Proposed Budget.	
	Publish a notice in paper telling the public both the proposed Operating and Capital Improvement Budgets are on file and open for inspection.	
AUGUST 13th	Mayor presents Proposed Budget and CIP to Finance Committee. (Broadcast live on WRAC-8)	
AUGUST 27	Finance Committee action on Mayor's Proposed Tax Levy.	
SEPTEMBER 4th	Adopt and certify proposed Levy to County Auditor for the Truth-in-Taxation requirements.	
SEPTEMBER-NOVEMBER	Gather citizen/public input and Program Requests. MUC and Rice Hospital Budget Presentations. Publish notice in paper telling the public both the Operating and Capital Improvement Budgets will be discussed at the Truth-in-Taxation Hearing.	
DECEMBER 3rd	City Council shall hold Truth-in-Taxation Hearing to study the Proposed Budget. Date determined by County and School District Hearings. Adoption of the Budget	
BY DECEMBER 31st	Certification of the Tax Levy to the County.	

COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, MARCH 1, 2012

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, March 1, 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
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Steve Ahmann	Council Member
Bruce Peterson	Director of Planning and Development Services
Charlene Stevens	City Administrator

Others present: Randy Kardell – Building Official, David Little – West Central Tribune

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. GREEN STEP CITIES (RESOLUTION)

The Committee reviewed a proposed resolution for participation in the GreenStep Cities program (See Attachment A). Questions were raised regarding the necessity of City participation. Concern was expressed that it could be a waste of staff time. Another opinion offered by the Committee was that it could be an opportunity to save money on energy and development projects over a longer period of time.

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

RECOMMENDATION: That the Council adopt the resolution for participation in the GreenStep Cities program.

3. MOBILE HOME PARK CONDITIONS (FOR INFORMATION ONLY)

Building Official Randy Kardell reported on conditions in Regency East and West mobile home parks. He explained what is being done by staff and management to improve conditions in the parks. There has been an ongoing effort to remove homes that are not habitatable. It typically takes 7-10 days to remove a home once orders are written. Several homes are currently placarded and awaiting removal.

The parks manager is compiling a list of abandoned cars that need to be removed. She has worked to stay ahead of the garbage accumulation problem by providing regular pick-up. Recently, a local electrician corrected electrical code violations with numerous meters and services being removed.

4. **ORDER FOR REMOVAL – 201 HAVANA ST NE (MOTION)**

Staff presented a proposed order for removal of the home at 201 Havana ST NE as prepared by City Attorney Richard Ronning (See Attachment B). The Council discussed this matter previously and had directed the City Attorney to pursue the removal. The formal order is the next step in the process.

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

RECOMMENDATION: That the Council adopt the order for removal and that the City Attorney proceed with the removal process.

5. **EPA GRANT PROGRAM (RESOLUTION)**

Staff presented a revised resolution for the EDA grant program to provide additional funding for industrial park development (See Attachment C). The new resolution amends the resolution dated February 6, 2012 by changing the dollar figure for local participation and the corresponding percentage.

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

RECOMMENDATION: To adopt the resolution amending the figures in the previous grant resolution.

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

Staff presented an update on the John's Supper Club rehabilitation project (See Attachment D).

7. **LAND RELEASE (FOR INFORMATION ONLY)**

City Administrator Stevens provided a progress report on City efforts to secure the Phase 1 and Phase 2 land releases.

8. There being no further business to come before the Committee, the meeting adjourned at 5:45pm.

Respectfully submitted,

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

Attachment 4
3-1-12

RESOLUTION #_____

AUTHORIZING THE CITY OF WILLMAR TO PARTICIPATE IN THE MINNESOTA GREENSTEP CITIES PROGRAM

WHEREAS, uncertainty in energy prices and the transition away from fossil fuel energy sources present new challenges and opportunities to both the City of Willmar and to the economic health of its citizens and businesses; and

WHEREAS, local governments have the unique opportunity to achieve both energy use and climate change gas reductions through building and facilities management; land use and transportation planning; environmental management; and through economic and community development; and

WHEREAS, Minnesota Session Laws 2008, Chapter 356, Section 13 directed the Minnesota Pollution Control Agency ("MPCA") and Office of Energy Security in the Department of Commerce ("Office of Energy Security"), in collaboration with Clean Energy Resource Teams ("CERTs"), to recommend municipal actions and policies that work toward meeting the State's greenhouse gas emissions reduction goals; and

WHEREAS, a broad coalition of public and private stakeholders including the League of Minnesota Cities, the MPCA, Office of Energy Security and CERTs responded to the 2008 legislation by establishing the Minnesota GreenStep Cities program to provide a series of sustainable development best practices focusing on local government opportunities to reduce energy use and greenhouse gases; and

WHEREAS, the Minnesota GreenStep Cities program assists in facilitating technical assistance for the implementation of these sustainable development best practices; and

WHEREAS, The Minnesota GreenStep Cities program provides cost-effective sustainable development best practices in the following five categories: (1) Buildings and Lighting; (2) Transportation; (3) Land Use; (4) Environmental Management; and (5) Economic and Community Development;

NOW, THERFORE, be it resolved, that the City Council of the City of Willmar does hereby authorize the City of Willmar (the "City") to participate in the Minnesota GreenStep Cities program. Be it further resolved that the City:

1. Appoints Andrew Bjur to serve as the City's GreenStep coordinator to facilitate best practice implementation; and
2. Will facilitate the involvement of community members, civic, business and education organizations, and other units of government as appropriate in the planning, promoting and implementing of GreenStep Cities best practices; and

4.2.

3. Will identify a short list of best practices for initial implementation by April 15, 2012; and
4. Will claim credit for having implemented and will work toward implementing at least 16 required and optional GreenStep best practices that will result in energy use reduction, economic savings and reduction in the community's greenhouse gas footprint. A summary of the city's implementation of best practices will be posted on the Minnesota GreenStep Cities web site.

Dated this 5th day of March, 2012.

By: _____
Mayor

ATTEST:

_____
City Clerk-Treasurer

Attachment B
3-1-12

ORDER FOR REMOVAL
CITY OF WILLMAR, MINNESOTA

In the Matter of Hazardous Building Located at 201 Havana Street NE in the City of Willmar, Minnesota which is legally described as the South Half of Lot 7 and all of Lot 8 in Block 4 of Sperry's Addition to the City of Willmar

TO: **MARIA C. PEDRAZA**
P.O. Box 231
Cottonwood, MN 56229

and

WELLS FARGO BANK, NA
1 Home Campus
Des Moines, IA 50328

1. Pursuant to Minnesota Statutes, Section 463.15 to 463.61, the City Council of the City of Willmar, having duly considered the matter of the hazardous building located at 201 Havana Street NE in the City of Willmar including the report of the Building Inspector for the City of Willmar, does find the described building to be a hazardous building for the following reasons:

   a. The building is structurally unsafe.

   b. The building is dangerous to human life due to destruction by fire.

   c. Parapet walls, cornices, spires and other appendages or structural members attached to or a part of the building are in a deteriorated condition or otherwise unable to sustain the design loads that are specified in the Building Code of the City of Willmar.

2. Based on the foregoing findings and in accordance with Minnesota Statutes, Sections 463.15 to 463.261, the City Council of the City of Willmar hereby orders the record owner of the above hazardous building to raze and remove such building within 30 days of service of this Order on said owner. The City Council further orders that all personal property or fixtures, if any, that may interfere with the razing and removal of the building shall be removed within 20 days of service of this Order and if not so removed by the owner, the City of Willmar may remove and dispose of such personal property or fixtures at public auction, if there be any value, in accordance with law.

3. The City Council further orders that unless such corrective action is taken or an answer is served upon the city of Willmar and filed in the office of the Court Administrator of the District Court of Kandiyohi County, Minnesota, within 20 days from the date of service of this Order on said owner, a motion for summary enforcement of this Order will be made to the District Court of Kandiyohi County, Minnesota.

4. The City Council of the City of Willmar further orders that if the City of Willmar is compelled to raze and remove said building, all costs expended by the City shall be assessed against the real estate above-described and collected in accordance with Minnesota Statutes, Section 463.22.

B.2

5. The City Council of the City of Willmar further orders that the Mayor, City Administrator, City Attorney and other officials of the City of Willmar and employees of the City of Willmar are authorized and directed to take such action, prepare, sign and serve such documents as are necessary to comply with this Order and to assess the costs thereof against the real estate above-described for collection along with the real estate taxes on said real estate.

This Order was adopted by the City Council of the City of Willmar this _____ day of March, 2012 on a vote of ____ Ayes and ____ Nays.

_____
Mayor Frank Yanish

ATTEST:

_____
Kevin J. Halliday
City Clerk

Attachment C
3-1-12

RESOLUTION #_____

AMENDING 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 9th, 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 $3,072,747 to the project and the funds will be on deposit with Heritage Bank in account #3172 and that he 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 71%_and, the source of the local share include local option sales tax funds and a Minnesota Public Facilities loan (pending).

NO 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;

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Willmar on March 5, 2012.

ATTEST:

_____ _____

Frank Yanish, Mayor Kevin Halliday, City Clerk/Treasurer

Attachment D
3-1-12

WILLMAR

PLANNING AND DEVELOPMENT SERVICES

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

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

MEMO

TO: Bruce Peterson, Director of Planning and Development Services

FROM: Randy Kardell, Building Official

DATE: February 29, 2012

RE: John's Supper Club

Another weekly progress inspection has been conducted on February 28, 2012.

The plumbing system waste and vents are still incomplete. Four of the six upper floor apartments have been completed. The water service lines are partially installed. The roof/ceiling insulation is about 2/3 complete as of the time of the inspection. The mechanical contractor has made some progress. One of the three gas furnaces has been partially installed. The fire sprinkler system has not been started yet. Progress is slow and the project will not be done by the required deadline.

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12 **Meeting**

Date: March 5, 2012

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: March 5, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Introduce Ordinance

Guiding Principle: Minnesota State Statute 205.84 Subd 1

Agenda Item: Consideration of Ordinance to Approve Redistricting Plan

Background/Justification: 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. In earlier action, the Council recommended proposal two and directed the City Attorney to draft the ordinance. Pursuant to Municipal Code Section 2.12 Subdivision 2 (B) the Council may upon an affirmative vote of at least six (6) of its members, elect to publish a summary of an ordinance that, because of its length, would be unduly expensive to publish in its entirety.

Fiscal Impact:

Alternatives:

Staff Recommendation: Introduce ordinance in Summary Form for redistricting the four wards. (6 ayes needed)

Reviewed by:

Preparer: City Clerk-Treasurer **Signature:**

Comments:

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting

Date: 3/5/2012

Attachments: Yes ~~No~~

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: **Planning & Development Services**

Action Requested: **Consideration of Preliminary Plat- Schmitt Second Addition**

Guiding Principle: Subdivision Ordinance

Introduction: Schmitt Second Addition is a two lot plat being proposed by Ken Schmitt, of his Culvers Restaurant property on 19th Ave. SE (202 19th Ave. SE)

Background/Justification:

The existing Culver's Restaurant will remain on one parcel, and a new parcel will be made at the south end of the property. The plat is a common interest community, in which the existing drive/access and stormwater pond will be outlots with shared articles and declarations. The Planning Commission approved the preliminary plat with conditions regarding utility easements, utility service, assessments, and the articles/declarations.

Fiscal Impact: **N/A**

Alternatives: **N/A**

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

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

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

Signature: Megan M. Sauer

Comments:

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting

Date: 3/5/2012

Attachments: Yes ~~No~~

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: **Planning & Development Services**

Action Requested: **Consideration of Final Plat- Meyer's Addition**

Guiding Principle: Subdivision Ordinance

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

Background/Justification:

The three existing parcels are being replatted to shift the property lines and make the middle lot more usable as a commercial property and to increase parking. The Planning commission approved the final plat with the condition that a shared parking/access agreement be submitted for review and approval prior to final plat signatures.

Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: **Staff recommends approval of the final plat**

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

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

Signature: Megan M. Sauer

Comments: