

**WILLMAR CITY COUNCIL MEETING
MONDAY, MARCH 19, 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 March 5, 2012
 - B. Municipal Utilities Commission Minutes of March 12, 2012
 - C. Rice Hospital Board Minutes of March 14, 2012
 - D. Planning Commission Minutes of March 14, 2012
 - E. Exempt Permit Application: Eagles Auxiliary 2334 and Willmar Blue Line Club, Inc.
 - F. Mayoral Appointments: GreenStep Cities Task Force – Andrew Bjur, Andy Engan, Donn Winckler, George Christensen, Cory Christenson, Beverly Dougherty, and Steve Ahmann Council Liaison
Accept:
 - G. Accounts Payable through March 14, 2012
 - H. Building Inspection Report for February, 2012
 - I. Kandiyohi Area Transit Operations Board Minutes of January 24, 2012
 - J. Housing and Redevelopment Authority Board Minutes of February 23, 2012
6. Items Removed from Consent Agenda
7. Scheduled Hearing:
7:03 p.m.: Ordinance Amending Willmar Municipal Code Section 2-147 through 2-150 Adjusting the Boundaries for Wards and Precincts by Summary Ordinance
8. Willmar City Council Open Forum
9. Finance Committee Report for March 12, 2012
Action Items:
 - A. Consideration of Resolution Reallocating Funds from 2012 Budget:
 - Vehicle/Equipment Replaces to Storm Sewer Portion of Western Collector Project
 - Decreasing State Aid Revenue and Fire Department Pension Expenditures \$66,394
 - Decreasing Fire Department Pension Expenditures and Increasing Non-Departmental Expenditures \$25,000
 - Decreasing Non-Departmental Expenditures and Increasing Finance Department Insurance Expenditures \$12,381
 - Decreasing Public Works Insurance Expense and Increasing Finance Insurance Expense \$9,036
 - Decreasing False Alarm Revenues \$8,000 and Decreasing Police Department Other Services Expenditures \$5,000 and Fire Department Other Services Expenditures \$3,000
 - B. Consideration of Resolution appropriating \$8,700 from Storm Water Fund to Update City's Watershed Management Plan with Phase III Flood Mitigation
 - C. Consideration of Resolution Redesignating \$8,000 from 2012 Auditorium Capital Outlay Budget to Complete HVAC Upgrades at Auditorium

10. Public Works/Safety Committee Report for March 13, 2012
Action Items:
 - A. Grant Permission for Lighting Improvements at Flags of Honor Memorial Park
 - B. Consideration of Resolution Accepting Project No. 1102, Authorize Final Payment
 - C. Consideration of Resolution Approving Plans/Specifications for Project 1201-A & B
 - D. Consideration of Resolution Adopting Project 1105 Assessment Roll
11. Consideration of Request to Vacate Harold Avenue NW
12. Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder – Kandi Entertainment Center
13. Announcement of Council Committee Meeting Dates
14. Recognition of Retiring City Attorney Richard Ronning
15. Consideration of City Attorney Appointment
16. Miscellany:
 - A.
 - B.
 - C.
17. Adjourn

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

March 5, 2012
7:00 p.m.

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

Also present were City Administrator Charlene Stevens, City Attorney Richard Ronning, Police Captain Jim Felt, 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, Administrative Assistant Audrey Peterson, and City Clerk Kevin Halliday.

Mayor Yanish informed the Council that he was removing Item E, HRA Board appointment, from the Consent Agenda for additional study.

Council Member Anderson moved that the following be added to the Agenda as Item 4A: Closed Session to discuss the Litigation Commenced against the City by Bruce Gomm. Council Member DeBlieck seconded the motion, which carried.

At 7:04 p.m. Council Member Anderson offered a motion that the Council go into a closed session pursuant to the attorney/client privilege, as allowed by Minnesota Statutes Section 13D.05, to discuss the pending litigation Bruce Gomm initiated against the City of Willmar. Council Member Fagerlie seconded the motion, which carried. The Council adjourned to the Board Room.

At 7:41 p.m. Council Member DeBlieck moved to reopen the meeting with Council Member Dokken seconding the motion, which carried.

Council Member Christianson offered a motion adopting the Consent Agenda as amended which included the following: City Council Minutes of February 21, Municipal Utilities Commission Minutes of February 27, Planning Commission Minutes of February 22, Exempt Permit application for Willmar Fire Association, Accounts Payable through March, Charter Commission Minutes of January 17, Willmar Design Center Board Minutes of February 8, and Community Education/Recreation Joint Powers Board Minutes of February 24, 2012. Council Member DeBlieck seconded the motion, which carried.

Mayor Yanish acknowledged Bruce Gomm and Bruce Johns who had signed up to address the City Council during its scheduled Open Forum. Bruce Gomm stated that he was present to answer questions and keep the Council informed. The Council was advised by Attorney Revers that it would not be appropriate for the Council to ask questions due to litigation. Bruce Johns expressed concerns with storm water drainage on his property on Oak Lane and asked if findings of the Storm Water Task Force were addressed in the 2012 Improvements. Public Works Director Wilson explained that they were.

At 7:47 p.m., Mayor Yanish opened a hearing on the 2012 Street and Other Improvement Projects. Public Works Director Wilson presented to the Council details of the individual streets proposed, for reconstruction (0.83 miles), overlay (0.84 miles), new construction on Willmar Avenue SW (Industrial Drive to 22nd Street SW) and miscellaneous items. Bruce Johns, 716 Olaf Avenue NW, concerning storm runoff onto his property. Ms. Wilson explained that catch basins are included in proposed improvements. Upon hearing all those who wished to be heard, Mayor Yanish closed the hearing at 8:03 p.m.

Following discussion of the various projects and related costs, Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

ORDERING 2012 STREET AND OTHER IMPROVEMENTS
(AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS)

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.

2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2012 Street and Other Improvements.

3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.

4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 5th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

The Labor Relations Committee Report for February 23, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were two items for Council consideration.

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

Item No. 2 Attorney Frank Madden presented to the Committee a proposal that had resulted from mediation conducted by the State Bureau of Mediation Services for the AFSCME General Unit and AFSCME Public Works Unit. 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 to \$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, 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.

Other Items. A. 40/40/40 plan; B. Add Grade 9 (General Unit).

The Council 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.

Following discussion, the Committee was recommending to the Council approve the Labor Contracts with AFSCME General Unit and AFSCME Public Works Unit as proposed. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

The Labor Relations Committee Report for February 23, 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.

At 8:24 p.m. City Clerk Kevin Halliday arrived at the meeting.

The Finance Committee Report for February 27, 2012, was presented to the Mayor and Council by Council Member Anderson. There were three items for Council consideration.

Item No. 1 Jill Bengtson, HRA Executive Director, reported to the Committee that the HRA Board had met to further discuss the Dominion 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 percent 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 percent 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 percent 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 percent 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.

Following 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 for information only.

Item No. 2 Staff reviewed with the Committee the proposed 2013 Budget Calendar. Changes noted included: development of Capital Improvement Program items submitted by March 9; peer review March 10, through April 4; completed Department Head 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 first meeting in August, 2012.

Following discussion, the Committee was recommending the Council pass a resolution approving the 2013 Budget Calendar as presented. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the Willmar City Council that the 2013 Budget Calendar be approved as presented.

Dated this 5th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 3 Staff informed the Committee of a League of Minnesota City Webinar scheduled for March 5, 2012, at 10:30 a.m. at the City Office 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. This matter was for information only.

The Finance Committee Report for February 27, 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 March 1, 2012, was presented to the Mayor and Council by Council Member Dokken. There were seven items for Council consideration.

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

Item No. 2 The Committee reviewed a proposed resolution for participation in the GreenStep Cities program. Questions were raised regarding the necessity of City participation. It was noted that the program could be an opportunity to save money on energy and development projects over a longer period of time. The Committee was recommending that the Council adopt the resolution for participation in the GreenStep Cities program.

Resolution No. 3 was introduced by Council Member Dokken, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

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, THEREFORE, 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
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.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 3 Building Official Randy Kardell reported on conditions in Regency East and West mobile home parks and 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 habitable. 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 and 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. This matter was for information only.

Item No. 4 Staff presented a proposed order for removal of the home at 201 Havana ST NE as prepared by City Attorney Ronning. 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.

Following discussion, Council Member Dokken moved that the Council adopt the Order for Removal and the City Attorney proceed with the removal process. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 5 The Committee reviewed a revised resolution for the EDA grant program to provide additional funding for industrial park development. The new resolution amends the resolution dated February 6, 2012, by changing the dollar figure for local participation and the corresponding percentage.

The Committee was recommending the Council adopt the resolution amending the figures in the previous grant resolution. Resolution No. 4 was introduced by Council Member Dokken, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

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 9, 2012.

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

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

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

BE IT FURTHER RESOLVED that the City of Willmar will commit \$3,072,747 to the project and the funds will be on deposit with Heritage Bank in account #801086 and that the funds are unencumbered and will be sequestered, separated and restricted and that these funds are to be used as a local match requirement for the federal grant.

BE IT FURTHER RESOLVED that the percentage of local share to the total project cost is 71% and the source of the local share include local option sales tax funds and a Minnesota Public Facilities loan (pending).

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

Dated this 5th day of March, 2012.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 6 Staff presented to the Committee an update on the John's Supper Club rehabilitation project. This matter was for information only.

Item No. 7 City Administrator Stevens provided a progress report on City efforts to secure the Phase 1 and Phase 2 land releases.

The Community Development Committee Report for March 1, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Ahmann, and carried.

The Mayor and Council considered an Ordinance Amending the Willmar Municipal Code Adjusting the Boundaries for Wards and Precincts by Summary Ordinance. City Clerk Halliday reviewed details of the proposed Ordinance and noted that County staff will update all registered voters placed in new precincts in the State Voter Registration System. The State will mail out a postcard to inform voters of the new voting locations. City Clerk Halliday requested the Council to publish the Ordinance in summary form as allowed in the City Charter due to the high cost of printing the lengthy ordinance and acknowledging that the public can review the ward map to view all changes.

Following discussion, Council Member Reese offered a motion to introduce an Ordinance Amending Willmar Municipal Code Sections 2-147 through 2-150 Adjusting the Boundaries for Wards and Precincts by Summary Ordinance and schedule a hearing on March 19, 2012. Council Member Dokken seconded the motion, which carried with eight affirmative votes.

The Mayor and Council considered a Preliminary Plat for Schmitt Second Addition. Planning and Development Services Director Peterson presented details of the two-lot plat being proposed by Ken Schmitt for his Culvers Restaurant property on 19th Avenue SE. The existing Culver's Restaurant will remain on one parcel, and a new parcel will be made at the south end of the property. Following discussion, Council Member Anderson moved to approve the Preliminary Plat for Schmitt Second Addition with Council Member Reese seconding the motion, which carried.

The Mayor and Council considered a Final Plat for Meyer's Addition. Planning and Development Services Director Peterson explained that the three existing parcels are being replatted to shift the property lines and make the middle lot more usable as commercial property as well as increase parking. The Planning Commission approved the final plat with the conditions that a shared parking/access

agreement be submitted for review and approval prior to final plat signatures. Following discussion, Council Member Anderson moved to approve the Final Plat for Meyer's Addition as presented with Council Member Ahmann seconding the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Special Council, March 8; Finance, March 12; and Public Works, March 13, 2012.

There being no further business to come before the Council, the meeting adjourned at 8:59 p.m. upon motion by Council Member Reese, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MARCH 12, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, March 12, 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, and Carol Laumer. Absent was Commissioner Jerry Gesch.

Others present at the meeting were: 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 Councilman Jim Dokken, WC Tribune Journalist David Little, and Bruce Gomm.

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

RESOLUTION NO. 15

“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 27, 2012 Commission meetings;
- ❖ Bills represented by vouchers No. 120357 to No. 120418 inclusive in the amount of \$160,303.33, with a MISO payment in the amount of \$3,393.23 and an Absaloka Coal payment in the amount of \$50,794.80.

Dated this 12th day of March 2012.

President

ATTEST:

Secretary

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

Director of Water/Heating Murphy requested the Commission to approve consulting services with Burns & McDonnell Engineering to perform the Compliance Audit of Chlorine Processes at the Southwest and Northeast Treatment Plants. The audit is a requirement of the Risk Management Plan (RMP) for Chlorine, Chemical Accident Prevention Rule. This Federal Regulation is required every three years. Burns & McDonnell submitted a proposal to conduct the audit in an amount not to exceed \$9,100. Following discussion, Commissioner Schrupp offered a resolution to authorize Burns & McDonnell to conduct the RMP Compliance Audit. Commissioner Salzer seconded.

RESOLUTION NO. 16

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal submitted by Burns & McDonnell Engineering to conduct the RMP Compliance Audit of the Southwest and Northeast Treatment Plants be approved."

Dated this 12th day of March 2012.

President

ATTEST:

Secretary

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

Manager of Electric Services Kimpling reviewed with the Commission quotations received for Line Department vehicles. The quotations were for a half-ton pickup truck, a forty-foot single bucket aerial lift & line construction body, and a 19,500 GVW cab & chassis. The total 2012 Capital Improvement Budget for the Line Department vehicles is \$180,000. Following a review of the quotes, it was the recommendation of Staff to award the quotes for the replacement of Line Department vehicles as follows:

- Half-ton pickup to Nelson Auto Center of Fergus Falls in the amount of \$25,371;
- Forty-foot single buck aerial lift & line construction body to Altec Industries of Minnetonka in the amount of \$53,371;
- 19,500 GVW cab & chassis to Mills Ford of Willmar in the amount of \$45,410; and
- Additional equipment (radio communications, safety lighting, and tool boxes) in the approximate amount of \$3,300.

The total estimated cost for the replacement vehicles for the Line Department would be \$129,352.

Interim Co-Manager Heinen reviewed with the Commission a farm lease between Brian & Chris Schlegel of Blomkest and the Willmar Municipal Utilities for 17 acres of farm land. This is a three-year lease in the amount of \$2,125.00 per year. A question of whether to lease or to sell the property was raised. City Attorney Ronning stated that due to the value of the utility easement through the acreage, it was more advantageous to own the property than to sell. Following discussion, Commissioner Salzer offered a resolution to approve the three-year lease between Brian & Chris Schlegel and the Willmar Municipal Utilities in the amount of \$2,125.00 per year for the years 2012-2014. Commission Laumer seconded.

RESOLUTION NO. 17

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the farm lease between the Willmar Municipal Utilities and Brian Schlegel doing business as Fox Lake Farms, and Chris Schlegel doing business as CHS Farms, in the amount of \$2,125.00 per year for the years 2012, 2013 and 2014 be approved."

Dated this 12th day of March 2012.

President

ATTEST:

Secretary

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

Accounting Supervisor Stoffel reviewed with the Commission the February 23, 2012 Investment Report. This was for information only.

As stated in the WMU Reliability Standards/Annual Reliability Performance Report, if there is any major service interruption affecting 500 or more customers for one or more hours, a report of the incident will be given to the Municipal Utilities Commission. Manager of Electric Services Kimpling discussed with the Commission two recent power outages. The first outage occurred on February 22nd. Staff had noticed a problem with a power transformer located between the WMU Office and the Power Plant. Following further investigation, it was decided to take the unit out of service for further evaluation. In order to complete this process, the WMU's mobile substation had to be relocated to the site. Personnel worked to de-energize the power transformer and energize the mobile substation. This procedure was completed by 3:30 p.m. At 9:37 p.m., the Power Plant began to shed load and eventually went down entirely. As per our Emergency Options Contingency Plan, the first field switching was to restore service to Rice Hospital which was completed by 10:45 p.m. The remaining customers were restored in two groups at 10:50 p.m. and 11:00 p.m. The outage affected approximately 1,648 customers. The total customer outage time was 2,015.5 hours.

The second power outage to be reported by Manager of Electric Services Kimpling occurred on February 28th. WMU crews attempted to energize the mobile substation that would bypass the power transformer. During the switching, it is required to separate the Power Plant generator (called islanding) for a short time while crews prepare to connect the mobile substation. While islanded, the generator is required to regulate its own voltage and frequency until it can re-establish connections to the overall grid. At 9:20 a.m., the generator was islanded and then ramped up to an overvoltage condition causing the turbine and connected loads to be trip off line. All loads were re-energized by 10:18 a.m. The outage affected approximately 1,783 customers. The total customer outage time was 1,604.9 hours. These reports included both restoration and operational procedures involved.

Manager of Electric Services Kimpling discussed with the Commission the need to purchase a high voltage fault locator. Previously, WMU and KPC had a mutual agreement to share the high voltage fault locator and van. Following discussion regarding the equipment, both entities had agreed to purchase their own locating equipment in 2012. The 2012 Capital Improvement Budget, Line Item ED-15, budgeted \$35,000 for this purchase. Staff was requesting permission to proceed with obtaining quotes to purchase the locating equipment. Following discussion, Commissioner Schrupp made a motion to approve the request to issues a call for quotes for the high voltage fault locator equipment. Commissioner Lindblad seconded the motion which carried by a vote of six ayes and zero nays.

Commission President Baker discussed with the Commission the proposed IBEW Local Union #160 labor contract agreement. The three-year union settlement would include 0% for 2011, a \$660 non-base lump sum payment with a 1% wage increase in 2012, and a 1½% wage increase in 2013. The proposed Terms and Conditions of Settlement between WMU and IBEW Local Union #160 were presented and accepted by the membership on March 8, 2012. The members also elected to have their summer hours remain the same, Memorial Day to Labor Day (7:00 a.m. - 3:30 p.m.). Following discussion, Commissioner Schrupp offered a resolution to approve the three-year contract agreement with the union employees as presented. Commissioner Laumer seconded.

RESOLUTION NO. 18

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a three-year labor contract agreement for the years 2011, 2012 and 2013 between the Willmar Municipal Utilities and IBEW Local Union #160 employees incorporating 0% for 2011, a \$660 non-base lump sum payment with a 1% wage increase in 2012, and a 1½% wage increase in 2013 be approved as presented."

Dated this 12th day of March 2012.

President

ATTEST:

Secretary

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

Interim Co-Manager Heinen informed the Commission that the APPA Legislative Rally currently being held in Washington, DC (March 12-14). Those attending include Interim Co-Manager Wes Hompe, Commissioner Jerry Gesch, Mayor Frank Yanish, and Councilman Bruce DeBlieck. Included on their itinerary would be meetings with David Turch & Associates (lobbyists), Leslie Ritts (environmental lawyer), Missouri River Energy Services, MMUA officials, and government legislators.

Interim Co-Manager Heinen reported to the Commission on the status of the current Organizational Assessment Study being conducted by Springsted, Inc. On March 5th, two representatives from Springsted had conducted interviews with a number of employees and Commissioners. These interviews are scheduled to continue March 19-20.

Interim Co-Manager Heinen informed the Commission that representatives from Conway, Deuth & Schmiesing would be attending the March 26th MUC meeting to present the 2011 Audit Report & Financial Statements.

City Councilman Dokken asked the Commission about their thoughts of having the future City Attorney present at Commission meetings. Following discussion by the Commissioners and Staff, Commissioner Salzer made a motion to support having legal council present at Commission meetings. Commissioner Lindblad seconded the motion which carried by a vote of six ayes and zero nays.

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

Respectfully submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

MARCH 14, 2012

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

EXCUSED: Director, Wayne Larson

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

GUESTS: Jim Dokken, Roger Helgeson, Troy Barrick, Shirley Carter, Anne Polta

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Cederstrom, and carried that the minutes of the February 8, 2012 meeting be approved as written.

Mike Schramm introduced Shirley Carter, Executive Director of the Rice Health Foundation, to the Board. Shirley started at Rice on Monday, March 12.

Rice Care Center: Work continues on future planning efforts for the project phases of the Care Center's building and expansion project. Roger Helgeson and Troy Barrick were present in order to provide an update to the Board. Bill Fenske reviewed information in regard to: A) Therapy Suites at Rice Care. B) RCC's existing floor plan. C) Current issues. D) Project goals. E) Proposed floor plan. F) May, 2010 plan - \$5.5 million project. G) March, 2012 plan - \$8.5 million project (including Therapy Suites). H) Major changes from the May, 2010 plan were reviewed. I) Phasing and Resident transition. J) Project Schedule. K) Project Budget. L) Project Financial Analysis. **ACTION:** A motion was made by Director Weiberg, seconded by Director Fischer, and carried that the Board of Directors authorize Administration to proceed with the completion of the design development as well as commence the construction documents for the proposed Rice Care Center building and expansion project; and that Bids be brought back to the Board for approval at its September 12 meeting.

Quality Report/Positive Patient Experience: Teri Beyer reviewed correspondence in regard to a "positive patient experience" from the Daughters of a Hospice patient at Rice Memorial Hospital. She also presented a Quality Report in regard to the Hospital's Hospice Program, as follows:

- A. Hospice is required to provide the same level of care to patients in all settings in which they reside. Hospice patients currently reside in their homes, in long term care facilities, assisted living settings, and in the new private homes that are now open to anywhere from 2 to 10 residents. Many Hospice patients require oxygen from Rice Home Medical (RHM).
- B. Hospice staff provided training for RHM staff on the specific elements that patients receiving oxygen should know—safe use of oxygen, care of the equipment, potential risks, etc. The information is communicated verbally and supported by written material that is left in the patient's home setting. In addition, signage is provided to alert individuals entering the residence that oxygen is in use and safety precautions should be taken.
- C. In 2012, the Hospice Performance Improvement Coordinator will be monitoring fifteen randomly selected Hospice patients every two months to ensure that verbal education and written materials have been provided and will also ensure that places of residence have the appropriate signage posted. This collaboration between Hospice and RHM provides out patients with a consistent level of care that meets the standards established by CMS and Joint Commission.

Financial Report: Bill Fenske reviewed the Hospital's financial statements for the period ending January 31, 2012 in regard to the following: A) January was a positive month in terms of financial performance compared to budget and actual performance generating a profit from operations of \$142,000 compared to a budgeted operating loss of \$20,000. B) Patient volumes were 5.2% greater than budget and 7.4% greater than the prior year. C) Expenses were mixed for the

month with Salaries greater than budget due to the increased activity, the EPIC project, and adjustment of accrued PTO liability for wage increases that became effective the first of the year. D) Non-operating income was \$92,000 greater than budget due to unrealized gains and higher than projected investment income. Investments will be reviewed in the coming months in order to determine if it is appropriate to sell and capture realized gains on some of the current holdings. E) Hours per resident day at the Care Center are higher than the benchmark. Adjustments are being worked on to bring the staffing ratios back in line following the opening of Therapy Suites.

Medical Staff Report: Dr. Kruger reviewed the minutes of the February 28, 2012 Medical Staff Executive and Credentials Committee meetings as follows: A) Patient Care Committee Meeting Discussion: 1) Some units/departments have decreased their patient loads while staff becomes acclimated to the new Epic clinical information system. 2) Work also continues regarding the order sets in an effort to customize them for Rice and its physicians. B) Recent Medical Staff presentations included: 1) "Management of Traumatic Brain Injury, by Dr. Gaylan Rockswold, Hennepin County Medical Center. 2) "Weight Management/Bariatric Surgery in 2012" given by Margaret Johnson, M.D., and Steven Bell, M.D. C) Discussion also continues regarding whether residents on clinical rotations at Rice should be credentialed and privileged and work independently without need for co-signatures on orders and reports. **ACTION:** A motion was made by Director Fischer, seconded by Director Gardner, and carried that the minutes of the February 28, 2012 Medical Staff Executive and Credentials Committee meetings be approved; and that the following appointments to the Medical staff of Rice Memorial Hospital be approved as presented: **INITIAL APPLICATIONS:** **Affiliate Staff:** **Chad Erickson, M.D.** – Psychiatrist/Department of Psychiatry. Sanford School of Medicine (3rd year resident), Sioux Falls, SD. **Alicia Harrison, M.D.** – Orthopedic Surgeon/Department of Surgery. University Orthopedics, Minneapolis, MN. **Locum Tenens Staff:** **Gary Starr, M.D.** – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Temporary Privileges granted for start date: 12/12/2011. **Temporary Privileges:** **Amy Kvidera, M.D.** – Emergency Medicine/Department of Emergency Medicine. Alliance Recruiting Resources, Inc., Kingwood, TX. Temporary Privileges granted for start date: 2/8/2012. **Stephen Jameson, M.D.** – Emergency Medicine/Department of Emergency Medicine. St. Cloud Hospital, St. Cloud, MN. Temporary Privileges granted for start date: 2/21/2012. **Allied Health Staff:** Stephanie Dillard, PA-C – Physician Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Sartell, MN. Responsible physician: Christopher Widstrom, M.D. **REAPPOINTMENT APPLICATIONS:** Active Staff: **Joann Neubauer, D.O.** – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Richard Rasmussen, M.D.** – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Joseph Ryan, M.D.** – Medical Oncology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Julie Schultz, M.D.** – Dermatology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Affiliate Staff:** **Marek Kokoszka, M.D.** – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. **Kurt Nisi, M.D.** – Radiation Oncology/Department of Internal Medicine. Minneapolis Radiation Oncology, Edina, MN. **Allied Health Staff:** **Jamie Bohner, RDA** – Surgical Assistant/Department of Surgery. Rice Regional Dental Clinic, Willmar, MN. **Kim Moline, RDA/CDA** – Surgical Assistant/Department of Surgery. Rice Regional Dental Clinic, Willmar, MN. **Ann Ree, RDA** – Surgical Assistant/Department of Surgery. Rice Regional Dental Clinic, Willmar, MN. **Joseph Wenner, DDS** – Dentist/Department of Surgery. Central Minnesota Pediatric Dentists, PA, St. Cloud, MN. **Criteria Review/Approval:** The Family Practice Department criteria was reviewed and approved, with no changes recommended.

Director Fischer left the meeting at this time.

Chief Executive Officer Report – Mike Schramm:

- A. Rice Health Foundation: Shirley Carter joined the Hospital Foundation staff this week as its Executive Director. Adding this new position was part of the Foundation Board's strategic planning efforts/initiatives.
- B. Epic Clinical Information System (CIS): 1) The new Epic system's "go live" took place on February 1. 2) Work continues on the review of work flow processes/issues. 3) User support continues to be available for Rice staff through CentraCare. 4) Work continues on the Meaningful Use application process in an effort to achieve certification by December 31, 2012.
- C. Recruitment: 1) A firm has been enlisted to assist in the recruitment of a Chief Medical Officer. 2) Physician recruitment efforts also continue in the areas of Emergency Medicine, Infectious Disease, Oncology,

Orthopedics and Psychiatry. 3) A new Emergency Services physician, Dr. Larry Okerlund, will be joining the staff later this month.

- D. RCC: 1) Continue to work on planning efforts for the proposed building and improvement project for the Cancer Center. 2) Therapy Suites continues to have fluctuation in their census, but remain busy. 3) On Monday morning the fire alarm was activated at the Care Center. A door on a dryer in the laundry area malfunctioned. The Willmar Fire Department did respond. The State Fire Marshall was also at the facility to investigate the cause. There were no incidents with staff or residents.
- E. Space Planning: 1) Capital and space projects are being addressed with plans being finalized for enlarging and updating the Imaging Services Department as well as the Laboratory. Further details on space planning efforts will be brought to the Board for review/discussion. 2) The Hospital's five-year financial plan will be updated as we continue to review plans for the Rice Care Center project as well as other significant capital needs.

New Business:

- A. Rice Home Medical Redwood Falls Site Purchase: As part of Rice Home Medical's Strategic Plan, a new store in Redwood Falls needs to be secured. The store is currently in temporary space having been forced to move from the previous location due to environmental concerns. As a result, Rice has secured an architect to assist in site planning and development and Rice has recently signed a contingent purchase agreement for property in Redwood Falls. 8 to 10 different site locations have been looked at in Redwood Falls but the proposed and recommended site found is the former Motel 71 property located along Highway 19/71. The cost for the Motel 71 site is \$270,000 and is approximately 34,000 square feet. The goal would be to close on the property by March 31. If approvals are secured, the design development for a new store would commence. Construction would begin in the Fall, and a final plan would be brought back to the Hospital Board for final approval. **ACTION:** A motion was made by Director Kruger, seconded by Director Cederstrom, and carried to approve the signing of a purchase agreement for the acquisition of the building/lot (former Motel 71 property in Redwood Falls, MN), and that the cost of the proposed property acquisition be approved at an amount of \$270,000 plus closing costs.
- B. Rice Trust Investment Policy: Bill Fenske stated that at the March 5 Finance Committee meeting an annual review of the Rice Trust fund was presented by Bremer Investment & Trust officials. Minor changes to the Investment Policy of the Rice Trust were also reviewed and recommended for approval. The changes included a target for cash equivalents of 1% and adding additional benchmark indexes to correspond with the investments. **ACTION:** A motion was made by Director Gardner, seconded by Director Cederstrom, and carried that the proposed changes to the Investment Policy of the Rice Trust be approved as presented and recommended by the Hospital's Finance Committee.
- C. 2011/2012 Work Plans: CEO Schramm reviewed the 2011 Work Plan progress and actions made over the past year. Significant progress has been made in all areas with the exception of the area of Growth. 2011 Actions were reviewed and discussed. 2012 Work Plan goals were also reviewed in regard to the following areas:
 - 1) Growth: a) Physician and Chief Medical Officer Recruitment. b) Cardiology and nephrology services.
 - c) Support of CAH's initiatives. d) Anesthesia service line integration. e) Interventional Radiology plan. f) Home Medical growth plan.
 - 2) Finance: a) Budgeted financial targets. b) Financial performance improvement efforts through the Hospital's Operations Team. c) Update five-year financial plan. d) Health Care Reform issues/education. e) Action and education plans for Board and Medical Staff.
 - 3) Quality: a) Epic Meaningful Use certification. b) Epic Clinical Information system. c) Reporting of established outcomes.
 - 4) People: a) Employee Performance Assessment process. b) Employee Survey process/preparation. c) Continue active dialogue with City of Willmar officials.
 - 5) Service: a) Rice Care Center Facility and Service plan. b) Home Medical Facility and service plan. c) Hospital facility plan. d) Foundation strategic plan. e) Alignment of Rice and its affiliated organizations.**ACTION:** A motion was made by Director Cederstrom, seconded by Director Gardner and carried that the Board of Directors approve the 2012 Work Plan for Rice Memorial Hospital as presented and recommended.

- D. Anesthesia Service Line: CEO Schramm reviewed a proposed resolution as a result of an initiative that ACMC and Rice Hospital have been working on through WMS in an effort to enhance Anesthesia services within the community. This initiative would result in Rice including inpatient and outpatient professional CRNA services performed at Rice; outpatient anesthesia facility fees performed at Rice; and all Sleep Lab facility fees performed at Rice to be transferred to WMS much like Oncology and Imaging Services currently are being transferred. ACMC will be including all anesthesia physician professional services performed at Rice and performed at the Willmar Surgery Center; all sleep lab physician professional services performed for patients at Rice; as well as all CRNA professional services performed at the Surgery Center. The net contribution by each party is \$1.14 million of annual net income. Other areas reviewed included: 1) Ownership of WMS. 2) WMS Service Line Legal and Beneficial Ownership. 3) WMS Anesthesia Service Relationships. **ACTION:** A motion was made by Director Kruger, seconded by Director Gardner, and carried to adopt the proposed resolution in order to enhance the Willmar Medical Services (WMS) joint venture with Affiliated Community Medical Center (ACMC), to include anesthesia and sleep lab services, as follows:

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RICE MEMORIAL HOSPITAL**

RECITALS:

A. The Board of Directors has determined that it is in the best interests of Rice Memorial Hospital ("Hospital") to expand its collaboration with Affiliated Community Medical Centers, P.A. ("ACMC") through Willmar Medical Services, LLP ("WMS").

B. The expansion of WMS will involve certain anesthesia and sleep-related services, will involve certain equal contributions of intangible value by Hospital and ACMC (\$1.14 million) to WMS and will be memorialized in certain agreements, the substance of which have been summarized for the consideration of the Board of Directors by Hospital officers.

NOW, THEREFORE, in consideration of the foregoing recitals:

1. BE IT RESOLVED, that, subject to any necessary approvals of the Willmar City Council, the Chief Executive Officer ("CEO") of the Hospital be, and hereby is, authorized and directed to finalize and execute agreements memorializing the addition of anesthesia and sleep-related services to WMS.

2. RESOLVED FURTHER, that all actions taken to date by the CEO of the Hospital in connection with the expansion of the WMS be, and hereby are, ratified and affirmed.

3. RESOLVED FURTHER, that the CEO of the Hospital be, and hereby is, authorized and directed to execute such further documents, obtain such consents and approvals, and notify such governmental and regulatory authorities, as may be necessary or desirable in connection with these resolutions.

Other:

A. Hospital Committee Reports:

1. Care Improvement Team: Director Weiberg reported on the CIT meeting held on March 14.
2. Ethics Committee: Director Kruger presented a report on the March 5 meeting in regard to: a) Historic case reviews. b) The Committee will be reading/discussing the book, "The Immortal Life of Henrietta Lacks," by Rebecca Skloot.
3. Board Executive Committee Meeting: The Committee met on March 14. In attendance were Directors Anfinson, Cederstrom and Gardner.

4. Finance Committee: The Hospital's Finance Committee met on March 5. In attendance were Directors Gardner, Anfinson, Larson, and Fischer.
 5. Shared Health Resources (SHR): Director Anfinson presented a report on the February 29 SHR Management Committee meeting.
- B. City Council Report: Councilman Dokken reviewed information on the following: 1) The next City Council meeting will be held on March 19. 2) The Council held a retreat on March 2 at the MinnWest Technology Campus in Willmar. 3) Work continues on the replacement of City Attorney, Rich Ronning, who will be retiring at the end of March.

Adjournment: There being no further business, the meeting was adjourned at 7:55 p.m.

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

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 14, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, March 14, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charlie Oakes, Andrew Engan, Gary Geiger, Randy Czarnetski, and Bob Poe.

** Members Absent: Scott Thaden, Nick Davis, Virgilio Aguirre, Jr.

** Others Present: Megan Sauer- Planner/Airport Manager.
2. MINUTES: The minutes of the February 22, 2012 meeting were approved as presented.
3. RICE HOSPITAL LAND ACQUISITION: Staff presented a land acquisition request on behalf of Rice Hospital, for a piece of property in Redwood Falls Minnesota for Rice Home Medical. They are considering purchasing a piece of property along Highway 19/71. As the property is not in the City limits, the Planning Commission acknowledged the land acquisition as per City Attorney Rich Ronning.
4. STREET VACATION HAROLD AVE NW- FILE NO. 12-1: Staff presented a City initiated street vacation of right-of-way that has never been improved and no one was aware was even a platted street Harold Ave. NW (between Olaf and Ella Ave. NW). Staff discovered the forgotten right-of-way for an abutting street improvement. The abutting landowners have been using the land as their own for years. A public hearing will be held at the City Council regarding the street vacation.

Mr. Oakes made a motion, seconded by Mr. Czarnetski, to approve the resolution recommending the street vacation proceedings to the Willmar City Council.

The motion carried.
5. ZONING ORDINANCE UPDATE SECTION 4 PARKING DRAFT DISCUSSION: Staff discussed some additional items to add to the section such as parking deferment, drive through stacking, and commercial vehicles in residential areas. The Commission asked for more time to review the document and a larger amount of Commission members in attendance for discussion.
6. There being no further business to come before the Commission, the meeting adjourned at 7:25 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No fee

ORGANIZATION INFORMATION

Organization name <u>Eagles Auxiliary 2334 Fraternal order of Eagles</u>	Previous gambling permit number <u>XB-05997-11-001</u>
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 <u>136 SW 6th St.</u>	City <u>Willmar</u>	State <u>Mn</u>	Zip Code <u>56201</u>	County <u>Kandiyohi</u>
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ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

★ Do not attach a sales tax exempt status or federal ID employer 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

Internal Revenue Service - 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.

Internal Revenue Service - 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.

EXCLUDED BINGO ACTIVITY

1. No Yes Has your organization held a bingo event in the current calendar year?
If yes, list the dates when bingo was conducted _____
2. The proposed bingo event for which we are applying will be:
 one of four or fewer bingo events held this year. Dates 3-30-12 11-16-12 _____
OR
 conducted up to 12 consecutive days in connection with a:
____ county fair. Dates _____
____ civic celebration. Dates _____
____ Minnesota state fair. Dates _____
3. Person in charge of bingo event Valora Carlson Daytime phone 320-894-3916
4. Name of premises where bingo will be conducted Willmar Eagles Club
5. Premises street address 136 SW 6th St. Willmar, Mn
6. City Willmar If township, name of township _____ County Kandiyohi

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be purchased from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.

Be sure to complete page 2

Chief Executive Officer's Signature Print form and have CEO sign

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature Charlotte Ruth Voelz Phone number 320-444-4311
 Name (please print) Charlotte Ruth Voelz Date 2-16-12

Local Unit of Government Acknowledgment and Approval

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name City of Willmar
 Signature of city personnel receiving application [Signature]
 Title City Clerk Treasurer Date 2-2-2012

If the gambling premises is located in a township, only the county is required to sign this application.

For the county: *On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.*

Print county name _____
 Signature of county personnel receiving application _____
 Title _____ Date _____

For the township: *On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits.*

(Township signature is not required)
 Print township name _____
 Signature of township official acknowledging application _____
 Title _____ Date _____

A township has no statutory authority to approve or deny an application (Minn. Stat. 349.166, Subd. 2).

Mail Application and Attachment(s)

Send the application and proof of nonprofit status to: Gambling Control Board Suite 300 South 1711 W. County Rd. B Roseville, MN 55113 Or, you may fax it to 651-639-4032.	You will receive a document from the Gambling Control Board with your excluded permit number for the gambling activity. Your organization must keep its bingo records for 3-1/2 years. Questions? Contact the Gambling Control Board at 651-639-4000. This form will be made available in alternative format (i.e. large print, Braille) upon request.
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Reset Form

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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# 3006 \$ 100

Organization name <u>WILLMAR BUSHWICK CLUB, INC</u>		Previous gambling permit number	
Minnesota tax ID number, if any	Federal employer ID number, if any <u>4-1726452</u>		
Type of nonprofit organization. Check one. <input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other nonprofit organization			
Mailing address <u>PO Box 383, WILLMAR</u>	City <u>WILLMAR</u>	State <u>MN</u>	Zip Code <u>56201</u>
Name of chief executive officer (CEO) <u>GLENN BANGEN</u>		Daytime phone number <u>320-212-7748</u>	County <u>FANDI JOHN</u>
		Email address <u>gbangen@amsam.com</u>	

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.

<u>Bushwick Center</u>			
Address (do not use PO box) <u>2707 ARENA DR</u>	City or township <u>WILLMAR</u>	Zip Code <u>56201</u>	County <u>FANDI JOHN</u>
Date(s) of activity (for raffles, indicate the date of the drawing) <u>MARCH 31, 2012</u>			

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

[Handwritten Signature]

Title City Clerk Treasurer Date 3-15-2012

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 *[Handwritten Signature]* Date 3/12/2012

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; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

For Information Only

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: GreenStep Cities Task Force

NAME: Andrew Bjur

ADDRESS: 1310 Becker Avenue SW

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

Willmar Planning Commission
Willmar Community Education & Recreation Advisory Board

For Information Only

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: GreenStep Cities Task Force

NAME: Andy Engan

ADDRESS: 311 4th Street SW

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

Willmar Planning Commission

For Information Only

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: GreenStep Cities Task Force

NAME: Donn Winckler

ADDRESS: 401 19th Street SE

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

Willmar Noon Lions: Publicity Chair, Former Club President
Habitat for Humanity – WC Minnesota, Board Member and Treasurer
GreenStep Cities, Kandiyohi County Committee
Downtown Connects Committee (Willmar Design Center)
Willmar 2010 Everybody Counts Census Committee

For Information Only

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: GreenStep Cities Task Force

NAME: George Christensen

ADDRESS: 1009 SW 13th Street

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

American Legion, Board of Directors Fairview Cemetery
Curriculum Advisory Committee, Willmar Public Schools

For Information Only

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: GreenStep Cities Task Force

NAME: Cory Christensen

ADDRESS: 710 SE 4th Street

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

For Information Only

MAYORAL

BOARD/COMMITTEE/COMMISSION

APPOINTMENTS

COMMITTEE: GreenStep Cities Task Force

NAME: Beverly Dougherty

ADDRESS: 1010 14th Street SW

PREVIOUS PUBLIC SERVICE AND MEMBERSHIPS:

EDC Operating Board
Board of Review
League of Women Voters
Municipal Utilities Commission
GreenStep Committee
Becker Market
Community-Owned Grocery
WC Partnership Local Foods Committee

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
ACCESS DATA GROUP LLC 32509 03/14/12	002937 FORENSICS COMP. SOFTW	11,723.95		23269		D	N	FURNITURE AND EQ	800.42411.0552
ACEC OF MINNESOTA 32510 03/14/12	01799 THOMPSON-AWARDS BANQUET	80.00		011012		D	N	TRAVEL-CONF.-SCH	651.48474.0333
AMERICAN WELDING & GAS I 32511 03/14/12	000057 FIRE EXTINGUISHERS	227.41		01618191		D	N	SMALL TOOLS	101.43425.0221
AMERIPRIDE LINEN & APPAR 32512 03/14/12	000051 TOWEL SERVICE	30.98		2200212104		D	N	CLEANING AND WAS	101.43425.0338
		30.10		2200217168		D	N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	61.08	*CHECK TOTAL						
APPLE MINNESOTA LLC 32513 03/14/12	00176 REFUND FOR OVER PYMT	200.00		031212		D	N	REFUNDS AND REIM	101.41428.0882
ARNOLD'S OF WILLMAR INC 32514 03/14/12	000068 HEATER MOTOR/SWITCH	166.89		WC17627		D	N	INVENTORIES-MDSE	101.125000
BEACON ATHLETICS 32515 03/14/12	000096 L-SCREEN ROPE	90.25		0417183		D	N	MTCE. OF OTHER I	101.43425.0226
BECKER ARENA PRODUCTS IN 32516 03/14/12	000097 SKATE SHARPENING SUPPL.	168.85		00088032		D	N	GENERAL SUPPLIES	101.45433.0229
BENNETT OFFICE TECHNOLOG 32517 03/14/12	000099 WEBSITE HOSTING FEES	15.00		160363		D	N	COMMUNICATIONS	208.45005.0330
BENNETT VENTURES INC 32518 03/14/12	001323 SIGN DEPOSIT REFUND	100.00		2012-01		D	N	DEPOSITS-SIGN PE	101.230001
BERNICK'S PEPSI-COLA CO 32519 03/14/12	000103 CONCESSION SUPPLIES	146.06		5970		D	N	GENERAL SUPPLIES	101.45433.0229
		46.80		7010		D	N	GENERAL SUPPLIES	101.45433.0229
		366.38		7666		D	N	GENERAL SUPPLIES	101.45433.0229
		39.48		8620		D	N	GENERAL SUPPLIES	101.43425.0229
		78.96		8682		D	N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	677.68	*CHECK TOTAL						
BLOOMQUIST AND/GORDIE 32520 03/14/12	01535 OMAHA SPORTS SHOW EXP.	1,324.31		031312		D	N	TRAVEL-CONF.-SCH	208.45006.0333
BROWN TRAFFIC PRODUCTS 32521 03/14/12	002241 TRAFFIC SIGNAL PARTS	720.34		031641		D	N	MTCE. OF OTHER I	101.43425.0226

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
BSE								
32522 03/14/12 BALLASTS-GARAGE/RAS ROOM 001980	197.66		903613172		D	N	MTCE. OF STRUCTU	651.48474.0225
32522 03/14/12 BALLASTS-GARAGE/RAS ROOM	131.78		903613172		D	N	MTCE. OF STRUCTU	651.48475.0225
32522 03/14/12 LAMPHOLDER-RAS ROOM	16.15		903613945		D	N	MTCE. OF STRUCTU	651.48474.0225
32522 03/14/12 LAMPHOLDER-RAS ROOM	10.76		903613945		D	N	MTCE. OF STRUCTU	651.48475.0225
32522 03/14/12 WIRE MARKER	14.01		903644274		D	N	GENERAL SUPPLIES	651.48474.0229
32522 03/14/12 WIRE MARKER	9.34		903644274		D	N	GENERAL SUPPLIES	651.48475.0229
32522 03/14/12 LIGHT BULBS	54.82		903645170		D	N	MTCE. OF STRUCTU	101.43425.0225
32522 03/14/12 LIGHT BULBS	48.51		903650390		D	N	MTCE. OF STRUCTU	101.43425.0225
32522 03/14/12 WIRE-FERRIC CNTRL BLDG	181.47		903658809		D	N	MTCE. OF STRUCTU	101.41408.0225
32522 03/14/12 WIRE-FERRIC CNTRL BLDG	144.82		903662240		D	N	MTCE. OF OTHER I	651.48474.0226
32522 03/14/12 LIGHTING-OLD SITE	96.55		903662240		D	N	MTCE. OF OTHER I	651.48475.0226
32522 03/14/12 PVC JUNCTION BOX	262.34		903673275		D	N	MTCE. OF EQUIPME	651.48474.0224
VENDOR TOTAL	1,122.32		*CHECK TOTAL		D	N	MTCE. OF OTHER I	101.43425.0226
BUSINESSWARE SOLUTIONS								
32523 03/14/12 HP LASERJET PRINTER 002776	618.81		178040		D	N	SMALL TOOLS	207.45001.0221
32523 03/14/12 PRINT/PAGE COUNT	4.48		178558		D	N	OFFICE SUPPLIES	101.41400.0220
32523 03/14/12 PRINT/PAGE COUNT	12.23		178558		D	N	OFFICE SUPPLIES	101.41402.0220
32523 03/14/12 PRINT/PAGE COUNT	18.83		178558		D	N	OFFICE SUPPLIES	101.41403.0220
32523 03/14/12 PRINT/PAGE COUNT	13.77		178558		D	N	OFFICE SUPPLIES	101.41404.0220
32523 03/14/12 PRINT/PAGE COUNT	166.52		178558		D	N	OFFICE SUPPLIES	101.41405.0220
32523 03/14/12 PRINT/PAGE COUNT	4.86		178558		D	N	OFFICE SUPPLIES	101.41409.0220
32523 03/14/12 PRINT/PAGE COUNT	235.49		178558		D	N	OFFICE SUPPLIES	101.42411.0220
32523 03/14/12 PRINT/PAGE COUNT	17.79		178558		D	N	OFFICE SUPPLIES	101.43417.0220
32523 03/14/12 PRINT/PAGE COUNT	11.53		178558		D	N	OFFICE SUPPLIES	101.43425.0220
32523 03/14/12 PRINT/PAGE COUNT	30.28		178558		D	N	OFFICE SUPPLIES	101.45433.0220
32523 03/14/12 PRINT/PAGE COUNT	20.54		178558		D	N	OFFICE SUPPLIES	101.45435.0220
32523 03/14/12 PRINT/PAGE COUNT	92.80		178558		D	N	OFFICE SUPPLIES	651.48474.0220
32523 03/14/12 PRINT/PAGE COUNT	1.46		178558		D	N	OFFICE SUPPLIES	651.48474.0220
VENDOR TOTAL	61.86		*CHECK TOTAL		D	N	OFFICE SUPPLIES	651.48475.0220
CALVIN *PETTY CASH/MARV 002065	1,311.25							
32524 03/14/12 TO REIMBURSE PETTY CASH	13.98		030612		D	N	TRAVEL-CONF -SCH	101.42412.0333
32524 03/14/12 TO REIMBURSE PETTY CASH	3.99		030612		D	N	SAFETY PROGRAM	101.42428.0817
VENDOR TOTAL	17.97		*CHECK TOTAL		D	N		
CARD SERVICES								
32525 03/14/12 CONCESSION SUPPLIES 002552	88.14		020312		D	N	GENERAL SUPPLIES	101.45433.0229
32525 03/14/12 COFFEE	49.99		020913		D	N	SUBSISTENCE OF P	101.41408.0227
32525 03/14/12 CONCESSION SUPPLIES	53.43		021019		D	N	GENERAL SUPPLIES	101.45433.0229
32525 03/14/12 CONCESSION SUPPLIES	34.70		021107		D	N	GENERAL SUPPLIES	101.45433.0229
32525 03/14/12 CONCESSION SUPPLIES	104.26		021415		D	N	GENERAL SUPPLIES	101.45433.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
CARD SERVICES 002552						
32525 03/14/12 CONCESSION SUPPLIES	107.37	021712		D N	GENERAL SUPPLIES	101.45433.0229
32525 03/14/12 CONCESSION SUPPLIES	55.10	022420		D N	GENERAL SUPPLIES	101.45433.0229
32525 03/14/12 CONCESSION SUPPLIES	15.36	022516		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	508.35	*CHECK TOTAL				
CARDMEMBER SERVICE 002365						
32526 03/14/12 STEVENS-PUB. POLICY MTG	9.99	STMT/2-12		D N	TRAVEL-CONF.-SCH	101.41400.0333
32526 03/14/12 USTREAM VIDEO SUBSCRIP.	49.00	STMT/2-12		D N	SUBSCRIPTIONS AN	101.41409.0443
32526 03/14/12 USTREAM VIDEO SUBSCRIP.	49.00	STMT/2-12		D N	SUBSCRIPTIONS AN	101.41409.0443
32526 03/14/12 SNIPER TARGETS	108.67	STMT/2-12		D N	GENERAL SUPPLIES	101.42411.0229
32526 03/14/12 LIVINGOOD/SMEBY-LODGING	132.88	STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
32526 03/14/12 VENENGA-LODGING EXPENSE	274.76	STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
32526 03/14/12 VENENGA-FTO COURSE REG	450.00	STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
32526 03/14/12 KING/NELSON-LODGING EXP.	144.14	STMT/2-12		D N	TRAVEL-CONF.-SCH	101.42411.0333
VENDOR TOTAL	1,218.44	*CHECK TOTAL				
CARLSON/HOWARD 001049						
32527 03/14/12 MN STATE FIRE SCHOOL	225.00	212		D N	TRAVEL-CONF.-SCH	101.42412.0333
CARRANZA/NOE 002547						
32528 03/14/12 PROFESSIONAL SERVICES	325.00	020412		D M 07	PROFESSIONAL SER	101.42411.0446
32528 03/14/12 PROFESSIONAL SERVICES	50.00	022212		D M 07	PROFESSIONAL SER	101.42411.0446
VENDOR TOTAL	375.00	*CHECK TOTAL				
CATCO PARTS SERVICE 000144						
32529 03/14/12 LEAF SPRING/PINS	572.50	12-74253		D N	INVENTORIES-MDSE	101.125000
CENTERPOINT ENERGY 000467						
32530 03/14/12 NATURAL GAS CHARGES	402.77	6048932/2-12		D N	UTILITIES	651.48474.0332
32530 03/14/12 NATURAL GAS CHARGES	268.50	6048932/2-12		D N	UTILITIES	651.48475.0332
32530 03/14/12 NATURAL GAS CHARGES	45.96	6072309/2-12		D N	UTILITIES	101.45437.0332
32530 03/14/12 NATURAL GAS CHARGES	12.82	6093527/2-12		D N	UTILITIES	101.43425.0332
32530 03/14/12 NATURAL GAS CHARGES	6,283.75	8795475/2-12		D N	UTILITIES	651.48474.0332
32530 03/14/12 NATURAL GAS CHARGES	4,189.17	8795475/2-12		D N	UTILITIES	651.48475.0332
VENDOR TOTAL	11,202.97	*CHECK TOTAL				
CHARTER COMMUNICATIONS 000736						
32531 03/14/12 MONTHLY PHONE SERVICE	174.72	3552/3-12		D N	COMMUNICATIONS	208.45005.0330
CIT TECHNOLOGY FIN SERV 002556						
32532 03/14/12 COPIER LEASE AGRMT	169.93	20994340		D N	RENTS	101.41405.0440
COMPUTER PROF, UNLIMITED 000065						
32533 03/14/12 CAMA MONTHLY SUPPORT-FEB	138.00	STMT/2-12		D N	MTCE. OF EQUIPME	101.41404.0334

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COMPUTER PROF. UNLIMITED 000065 32533 03/14/12 ASSR APEX ANNUAL MTCE 32533 03/14/12 CAMA MONTHLY SUPPORT-MAR 1,136.00 1,136.00 VENDOR TOTAL	860.00 138.00 1,136.00 1,136.00		STMT/2-12 STMT/3-12 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.41404.0334 101.41404.0334
COPIER BUSINESS SOLUTION 001934 32534 03/14/12 COPIER MTCE CHARGE	63.38		205357		D N	MTCE. OF EQUIPME	101.41405.0334
DELL MARKETING LP 001747 32535 03/14/12 4 UPS UNITS	275.27		XFNMF69		D N	SMALL TOOLS	101.41409.0221
DEPT OF HUMAN SERVICES 000009 32536 03/14/12 CLEANING SERVICES	1,480.00		00000059150		D N	CLEANING AND WAS	101.45433.0338
DEPT OF HUMAN SERVICES 002914 32537 03/14/12 #22 RICE CARE CENTER-	15,347.38		00000061826		D N	OTHER CHARGES	350.47402.0449
DOOLEY'S PETROLEUM INC 000212 32538 03/14/12 GAS PUMP AUTO SHUTOFF 32538 03/14/12 87 GALLONS ETHANOL 32538 03/14/12 87 GALLONS ETHANOL 75.06 430.92 287.28 793.26 VENDOR TOTAL	75.06 430.92 287.28 793.26		007540 263869 263869 *CHECK TOTAL		D N D N D N	MTCE. OF OTHER I MOTOR FUELS AND MOTOR FUELS AND	651.48474.0226 651.48474.0222 651.48475.0222
DOOLEY'S PETROLEUM INC 002163 32507 03/06/12 3/4" BREAKAWAY HOSE 32507 03/06/12 4,001 GALLONS UNLEADE 32507 03/06/12 4,000 GALLONS DIESEL 13,596.20 13,614.00 27,250.06 VENDOR TOTAL	39.86 13,596.20 13,614.00 27,250.06 27,250.06		007532 644965 840949 *CHECK TOTAL		D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000 101.125000
DYNA SYSTEMS 000223 32539 03/14/12 SPRAY PAINT	422.15		20553715		D N	INVENTORIES-MDSE	101.125000
ED DAVIS BUSINESS MACHIN 000229 32540 03/14/12 CASTERS FOR CHAIR 32540 03/14/12 OFFICE SUPPLIES 32540 03/14/12 OFFICE SUPPLIES 32540 03/14/12 OFFICE SUPPLIES 50.15 64.05 39.26 168.05 321.51 321.51 VENDOR TOTAL	50.15 64.05 39.26 168.05 321.51 321.51		112633 112950 113060 113134 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	101.41408.0224 741.48001.0220 741.48001.0220 741.48001.0220
ED'S SERVICE CENTER & SA 000231 32541 03/14/12 TOWING CHARGES	1,044.00		STMT/2-12		D N	OTHER SERVICES	101.42411.0339
ENGINEERING AMERICA INC 002940 32542 03/14/12 UV DISINFECTION PARTS	84.99		10669		D N	MTCE. OF EQUIPME	651.48474.0224

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ENGINEERING AMERICA INC 32542 03/14/12 UV DISINFECTION PARTS VENDOR TOTAL	41.86 126.85 126.85	10669 *CHECK TOTAL		D N	MTCE. OF EQUIPME	651.48475.0224
ERICKSON/DANIEL 32543 03/14/12 MEDIA RELATIONS COURSE	8.09	134		D N	TRAVEL-CONF. -SCH	101.42411.0333
ETTERMAN ENTERPRISES 32544 03/14/12 PVC CEMENT 32544 03/14/12 IND. MOYNO PUMP PARTS VENDOR TOTAL	18.22 73.67 91.89 91.89	180074 180571 *CHECK TOTAL		D M 07 D M 07	GENERAL SUPPLIES MTCE. OF EQUIPME	651.48474.0229 651.48475.0224
FAMILY PRACTICE MED CENT 32545 03/14/12 DRUG TESTING	216.00	45/3-12		D N	SUBSISTENCE OF P	101.43425.0337
FASTENAL COMPANY 32546 03/14/12 PARTS-MUNI HEADWORKS 32546 03/14/12 HONEYWAGON PARTS 32546 03/14/12 HONEYWAGON PARTS VENDOR TOTAL	39.30 1.12 1.11 41.53	MNWIL91492 MNWIL91960 MNWIL91960 *CHECK TOTAL		D N D N D N	MTCE. OF OTHER I MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0226 651.48478.0224 651.48479.0224
FELT/JAMES E 32547 03/14/12 MEDIA RELATIONS COURSE	8.09	135		D N	TRAVEL-CONF. -SCH	101.42411.0333
FERGUSON ENTERPRISES INC 32548 03/14/12 WATER HOOKUP PARTS 32548 03/14/12 RESTROOM REPAIR-PARTS 32548 03/14/12 EMERG SHWR/EYE WASH PRTS VENDOR TOTAL	51.12 73.72 198.27 323.11 323.11	2382371 2384113 2384992 *CHECK TOTAL		D N D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU	101.43425.0225 101.43425.0225 101.43425.0225
FISCHER/BETH 32549 03/14/12 CELL PHONE-MAR 32549 03/14/12 ELECTRICITY-SPORTS SHOW 32549 03/14/12 TABLE/DRAPE-SPORTS SHOW VENDOR TOTAL	14.77 55.00 81.62 151.39 151.39	031412 031412 031412 *CHECK TOTAL		D M 07 D M 07 D M 07	COMMUNICATIONS TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH	208.45005.0330 208.45006.0333 208.45006.0333
G & K SERVICES 32550 03/14/12 CLEANING SERVICES	49.00	1007122271		D N	CLEANING AND WAS	101.43430.0338
G & S STAFFING SERVICES 32551 03/14/12 TEMP PERSONNEL 32551 03/14/12 TEMP PERSONNEL VENDOR TOTAL	112.15 114.94 227.09 227.09	27206 27224 *CHECK TOTAL		D N D N	SALARIES-TEMP. E SALARIES-TEMP. E	101.45435.0112 101.45435.0112

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES			000293											
32552	03/14/12	POSTAGE	02/20 - 02/24/12	22.80		2429		D	N				POSTAGE	101.41401.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	20.90		2429		D	N				POSTAGE	101.41402.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	66.50		2429		D	N				POSTAGE	101.41403.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	4.95		2429		D	N				POSTAGE	101.41405.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	15.00		2429		D	N				POSTAGE	101.41408.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	0.55		2429		D	N				POSTAGE	101.42412.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	3.85		2429		D	N				POSTAGE	101.43417.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	1.10		2429		D	N				POSTAGE	101.45433.0223
32552	03/14/12	POSTAGE	02/20 - 02/24/12	103.40		2429		D	N				POSTAGE	412.48451.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	33.64		5382		D	N				POSTAGE	101.41401.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	41.90		5382		D	N				POSTAGE	101.41402.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	108.90		5382		D	N				POSTAGE	101.41403.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	13.75		5382		D	N				POSTAGE	101.41404.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	2.95		5382		D	N				POSTAGE	101.41405.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	15.00		5382		D	N				POSTAGE	101.41408.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	1.50		5382		D	N				POSTAGE	101.43430.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	16.50		5382		D	N				POSTAGE	101.45432.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	2.20		5382		D	N				POSTAGE	101.45433.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	0.55		5382		D	N				POSTAGE	101.45435.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	0.84		5382		D	N				POSTAGE	651.48474.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	0.56		5382		D	N				POSTAGE	101.48475.0223
32552	03/14/12	POSTAGE	02/13 - 02/17/12	4.95		5474		D	N				POSTAGE	208.45005.0223
32552	03/14/12	TOURISM	POSTAGE 1,683.56			5474		D	N				POSTAGE	208.45006.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	66.31		5500		D	N				POSTAGE	101.41401.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	24.15		5500		D	N				POSTAGE	101.41402.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	3.95		5500		D	N				POSTAGE	101.41403.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	0.55		5500		D	N				POSTAGE	101.41404.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	0.55		5500		D	N				POSTAGE	101.41405.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	15.00		5500		D	N				POSTAGE	101.41408.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	3.85		5500		D	N				POSTAGE	101.41428.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	3.30		5500		D	N				POSTAGE	101.42411.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	1.65		5500		D	N				POSTAGE	101.42412.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	1.10		5500		D	N				POSTAGE	101.43417.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	10.45		5500		D	N				POSTAGE	101.43425.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	12.65		5500		D	N				POSTAGE	101.43430.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	5.70		5500		D	N				POSTAGE	101.45433.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	11.80		5500		D	N				POSTAGE	208.45005.0223
32552	03/14/12	POSTAGE	02/27 - 03/02/12	1.77		5500		D	N				POSTAGE	651.48474.0223
32552	03/14/12	FED EX CHARGES	02/27 - 03/02/12	1.18		5500		D	N				POSTAGE	651.48475.0223
32552	03/14/12	TOURISM	POSTAGE 22.36			5540		D	N				POSTAGE	101.41401.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	647.10		5583		D	N				POSTAGE	208.45006.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	28.35		5617		D	N				POSTAGE	101.41401.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	21.25		5617		D	N				POSTAGE	101.41402.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	55.55		5617		D	N				POSTAGE	101.41403.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	2.20		5617		D	N				POSTAGE	101.41404.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	4.60		5617		D	N				POSTAGE	101.41405.0223
32552	03/14/12	POSTAGE	03/05 - 03/09/12	15.00		5617		D	N				POSTAGE	101.41408.0223

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293								
32552 03/14/12	POSTAGE 03/05 - 03/09/12	0.55		5617		D N	POSTAGE	101.41428.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	0.55		5617		D N	POSTAGE	101.42411.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	6.55		5617		D N	POSTAGE	101.43417.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	2.15		5617		D N	POSTAGE	101.43425.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	11.60		5617		D N	POSTAGE	101.43430.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	2.20		5617		D N	POSTAGE	101.45432.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	1.85		5617		D N	POSTAGE	101.45433.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	3.70		5617		D N	POSTAGE	101.45435.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	26.74		5617		D N	POSTAGE	208.45005.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	0.55		5617		D N	POSTAGE	651.48474.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	1.32		5617		D N	POSTAGE	651.48474.0223
32552 03/14/12	POSTAGE 03/05 - 03/09/12	0.88		5617		D N	POSTAGE	651.48475.0223
	*CHECK TOTAL							
	VENDOR TOTAL	3,184.86						
GOODIN COMPANY 002835								
32553 03/14/12	CHEMICAL FOR BOILER	550.54		05672996-00		D N	GENERAL SUPPLIES	651.48478.0229
32553 03/14/12	CHEMICAL FOR BOILER	550.53		05672996-00		D N	GENERAL SUPPLIES	651.48479.0229
32553 03/14/12	CHEMICAL FOR BOILER	17.86CR		05674507-00		D N	GENERAL SUPPLIES	651.48478.0229
32553 03/14/12	CHEMICAL FOR BOILER	17.85CR		05674507-00		D N	GENERAL SUPPLIES	651.48479.0229
32553 03/14/12	PARTS-MUNI HEADWORKS	3.56		05675150-00		D N	MTC. OF OTHER I	651.48474.0226
32553 03/14/12	PARTS-MUNI HEADWORKS	30.23		05675191-00		D N	MTC. OF OTHER I	651.48474.0226
32553 03/14/12	PARTS-MUNI HEADWORKS	67.81		05675403-00		D N	MTC. OF OTHER I	651.48474.0226
	*CHECK TOTAL							
	VENDOR TOTAL	1,166.96						
HANSEN ADVERTISING SPECI 000321								
32554 03/14/12	FIREFIGHTER POLO SHIRTS	175.15		29751		D N	SUBSISTENCE OF P	101.42412.0227
HANSON/FRANK 001486								
32555 03/14/12	MEDIA RELATIONS COURSE	8.09		133		D N	TRAVEL-CONF.-SCH	101.42411.0333
HARDWARE HANK EXPRESS 000452								
32556 03/14/12	8' STRAP	7.36		010312		D N	GENERAL SUPPLIES	101.41409.0229
32556 03/14/12	STEEL RAKE	28.60		010412		D N	SMALL TOOLS	101.43425.0221
32556 03/14/12	WOOD BISCUITS	4.48		010512		D N	MTC. OF OTHER I	101.43425.0226
32556 03/14/12	GARBAGE BAGS	25.63		010512		D N	GENERAL SUPPLIES	101.43425.0229
32556 03/14/12	FURNACE FILTERS	32.03		010612		D N	MTC. OF STRUCTU	101.43425.0225
32556 03/14/12	GUN RANGE CORD/KEY	24.74		010612		D N	MTC. OF STRUCTU	101.45427.0225
32556 03/14/12	PLUMBING PARTS	102.58		010612		D N	MTC. OF STRUCTU	101.45433.0225
32556 03/14/12	LIGHT BULBS	4.48		010912		D N	MTC. OF STRUCTU	101.43425.0225
32556 03/14/12	SHELTER MTC-PARTS	13.12		011012		D N	MTC. OF STRUCTU	101.45427.0225
32556 03/14/12	KEYS FOR BLDG	26.87		011012		D N	GENERAL SUPPLIES	101.45433.0229
32556 03/14/12	MISCELLANEOUS SUPPLIES	11.75		011212		D N	GENERAL SUPPLIES	101.41408.0229
32556 03/14/12	NUTS/BOLTS/FASTENERS	0.95		011312		D N	GENERAL SUPPLIES	207.45001.0229
32556 03/14/12	SNO-MELT	64.10		011812		D N	GENERAL SUPPLIES	101.42411.0229
32556 03/14/12	KEY FOR KEY BOX	1.74		011912		D N	GENERAL SUPPLIES	101.42411.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HYDRITE CHEMICAL CO 32562 03/14/12 MAGNESIUM HYDROXIDE 002837	8,671.60		01465034		D N	GENERAL SUPPLIES	651.48475.0229
IKON OFFICE SOLUTIONS 32563 03/14/12 COPIER LEASE AGRMT 002101	734.23		86587012		D N	RENTS	101.42411.0440
IMAGING PATH/THE 32564 03/14/12 COPIER MTCE CHARGE 002270	40.93		908456		D N	RENTS	101.43425.0440
INTERSTATE POWER SYSTEMS 32565 03/14/12 HONEYWAGON PARTS 001699	306.28		513301 RI		D N	MTCE. OF EQUIPME	651.48478.0224
32565 03/14/12 HONEYWAGON PARTS	306.28		513301 RI		D N	MTCE. OF EQUIPME	651.48479.0224
	612.56	*CHECK TOTAL					
VENDOR TOTAL							
JOHNSON FEED INC 32566 03/14/12 ROAD SALT 002920	2,114.91		62851		D N	GENERAL SUPPLIES	101.43425.0229
K M FIRE PUMP SPECIALIST 32567 03/14/12 #022446 REPAIR-LABOR 000371	225.00		5549		D M 07	MTCE. OF EQUIPME	101.42412.0334
KANDIYOHI CO RECORDER'S 32568 03/14/12 PLAT COPIES FEE 000382	10.00		SOP-049897		D N	PROFESSIONAL SER	101.41401.0446
KANDIYOHI CO-OP ELECTRIC 32569 03/14/12 WELCOME TO WILLMAR SIGN 000375	98.00		STMT/3-12		D N	UTILITIES	101.43425.0332
32569 03/14/12 WELCOME TO WILLMAR SIGN	56.34		STMT/3-12		D N	UTILITIES	101.43425.0332
32569 03/14/12 CO RD 23/HWY 71 BYPASS	138.00		STMT/3-12		D N	UTILITIES	101.43425.0332
32569 03/14/12 ELEC SERV-LIFT STATIONS	675.00		STMT/3-12		D N	UTILITIES	651.48476.0332
32569 03/14/12 ABBOTT DR LIFT STATION	66.00		STMT/3-12		D N	UTILITIES	651.48476.0332
32569 03/14/12 ELEC SERV-SECURITY LIGHT	15.50		STMT/3-12		D N	UTILITIES	651.48478.0332
32569 03/14/12 ELEC SERV-SECURITY LIGHT	15.50		STMT/3-12		D N	UTILITIES	651.48478.0332
	1,064.34	*CHECK TOTAL					
VENDOR TOTAL	1,064.34						
KENNEDY & GRAVEN, CHARTE 32570 03/14/12 PROFESSIONAL SERVICES 002520	570.50		106870		D N	PROFESSIONAL SER	432.48483.0446
KING/VINCENT 32571 03/14/12 MEDIA RELATIONS COURSE 001264	8.09		167		D N	TRAVEL-CONF. -SCH	101.42411.0333
KRISS PREMIUM PRODUCTS I 32572 03/14/12 COOLING TOWER TREATMENT 002122	129.96		121173		D N	GENERAL SUPPLIES	101.45433.0229
32572 03/14/12 MICRON FILTER BAGS	27.16		121322		D N	GENERAL SUPPLIES	101.45433.0229
	157.12	*CHECK TOTAL					
VENDOR TOTAL	157.12						
KRUPA/KRISTA 32573 03/14/12 MAAP EDUCATION COMM. MTG 002303	98.61		031412		D N	TRAVEL-CONF. -SCH	101.41404.0333

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KUECHLE/HEIDI 32574 03/14/12 REFUND - WON TOURNEY .01806	110.00		030512		D N	REFUNDS AND REIM	101.41428.0882
KUJAWA/JOANNE 32575 03/14/12 PROFESSIONAL SERVICES 002895	15.00		021612		D M 07	PROFESSIONAL SER	101.42412.0446
LAIB'S GUNSMITHING 32576 03/14/12 SHIPPING CHARGES 000402	25.00		35152		D N	POSTAGE	101.42411.0223
LAKESIDE PRESS 32577 03/14/12 BUSINESS CARDS-FISCHER 001646	90.84		101587		D N	PRINTING AND PUB	208.45005.0331
LANGE/CRAIG 32578 03/14/12 MEDIA RELATIONS COURSE 002000	8.09	140			D N	TRAVEL-CONF.-SCH	101.42411.0333
LEAGUE OF MN CITIES 32579 03/14/12 NEUBAUER-WORKSHOP REGIS. 000412	20.00		158293		D N	TRAVEL-CONF.-SCH	101.42411.0333
LIFELOC TECHNOLOGIES INC 32580 03/14/12 INTOXILYZER MOUTH PIECES 000978	85.50		0144379		D N	GENERAL SUPPLIES	101.42411.0229
LINDAHL/JASON 32581 03/14/12 MRWA CONFERENCE 001400	96.91		434		D N	TRAVEL-CONF.-SCH	651.48474.0333
32581 03/14/12 MRWA CONFERENCE	64.61		434		D N	TRAVEL-CONF.-SCH	651.48475.0333
	161.52		*CHECK TOTAL				
M-R SIGN CO INC 32582 03/14/12 STREET SIGNS 000424	190.18		170552		D N	MTCE. OF OTHER I	101.43425.0226
MACQUEEN EQUIPMENT INC 32583 03/14/12 HUB CAPS 000427	36.66		2121403		D N	INVENTORIES-MDSE	101.125000
MCKALE'S CATERING 32584 03/14/12 LEISURE COMMITTEE LUNCH 002208	120.07		5019		D N	TRAVEL-CONF.-SCH	208.45005.0333
MENARDS 32585 03/14/12 OSHA UPGRADE-PARTS 000449	65.29		18164		D N	MTCE. OF STRUCTU	101.45433.0225
32585 03/14/12 WALL REPAIR MATERIALS	41.29		18755		D N	MTCE. OF STRUCTU	101.45433.0225
32585 03/14/12 BLDG MTCE-PARTS	9.27		21052		D N	MTCE. OF STRUCTU	101.43425.0225
32585 03/14/12 HOSE ADAPTER	6.70		21072		D N	MTCE. OF OTHER I	651.48474.0226
32585 03/14/12 CLEANING SUPPLIES	64.00		23254		D N	CLEANING AND WAS	101.43425.0228
32585 03/14/12 RECYCLE CANS	38.06		23458		D N	GENERAL SUPPLIES	101.43425.0229
32585 03/14/12 PLUMBING PARTS	14.31		23761		D N	MTCE. OF STRUCTU	101.43425.0225
	238.92		*CHECK TOTAL				
	238.92						
METRO SYSTEMS 32586 03/14/12 THERMAL IMAGING CAMERA 8,141.19 001953	8,141.19		43361		D N	FURNITURE AND EQ	450.42412.0552

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
MIGHTY DOG MEDIA	32587	03/14/12	MN MEETINGPAGES.COM	1,200.00		1590		D	N				OTHER CHARGES	208.45008.0449
MIKE'S SMALL ENGINE CENT			002708											
	32588	03/14/12	CHAIN SAW REPAIR-PARTS	46.92		96339		D	N				MTCE. OF EQUIPME	101.43425.0224
	32588	03/14/12	CHAIN SAW REPAIR-LABOR	20.00		96339		D	N				MTCE. OF EQUIPME	101.43425.0334
	32588	03/14/12	BAR OIL	136.71		96381		D	N				MOTOR FUELS AND	101.43425.0222
	32588	03/14/12	CHAINS FOR SAWS	49.38		96386		D	N				MTCE. OF EQUIPME	101.43425.0224
	32588	03/14/12	POLE SAW BAR & CHAIN	50.61		96411		D	N				MTCE. OF EQUIPME	101.43425.0224
	32588	03/14/12	POLE SAW BAR	72.03		96415		D	N				MTCE. OF EQUIPME	101.43425.0224
	32588	03/14/12	SPROCKETS	4.76		96425		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	380.41		*CHECK TOTAL								
				380.41										
MILLER SANITATION			002936											
	32589	03/14/12	GARBAGE SERVICE-MARCH	93.90		1298/3-12		D	N				CLEANING AND WAS	101.45433.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	17.25		1298/3-12		D	N				CLEANING AND WAS	101.45433.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	46.22		1299/3-12		D	N				CLEANING AND WAS	101.45433.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	52.70		1300/3-12		D	N				CLEANING AND WAS	101.42412.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	64.74		1301/3-12		D	N				CLEANING AND WAS	101.41408.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	64.74		1301/3-12		D	N				CLEANING AND WAS	101.45427.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	251.31		1302/3-12		D	N				CLEANING AND WAS	101.43425.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	29.20		1303/3-12		D	N				CLEANING AND WAS	651.48474.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	19.47		1303/3-12		D	N				CLEANING AND WAS	651.48475.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	29.20		1304/3-12		D	N				CLEANING AND WAS	651.48474.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	161.04		1304/3-12		D	N				CLEANING AND WAS	651.48475.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	19.47		1304/3-12		D	N				CLEANING AND WAS	651.48475.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	49.67		1305/3-12		D	N				CLEANING AND WAS	101.45435.0338
	32589	03/14/12	GARBAGE SERVICE-MARCH	38.46		1306/3-12		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	937.37		*CHECK TOTAL								
				937.37										
MILLS AUTO CENTER			001384											
	32590	03/14/12	SIGN DEPOSIT REFUND	100.00		2012-02		D	N				DEPOSITS-SIGN PE	101.230001
	32590	03/14/12	SIGN DEPOSIT REFUND	100.00		2012-05		D	N				DEPOSITS-SIGN PE	101.230001
			VENDOR TOTAL	200.00		*CHECK TOTAL								
				200.00										
MILLS AUTOMOTIVE GROUP			000432											
	32591	03/14/12	CUT KEYS	60.49		1814705		D	N				INVENTORIES-MDSE	101.125000
	32591	03/14/12	OIL DRAIN PLUGS	11.22		1818427		D	N				INVENTORIES-MDSE	101.125000
	32591	03/14/12	OIL DRAIN PLUGS	33.35		1818428		D	N				INVENTORIES-MDSE	101.125000
	32591	03/14/12	CUT KEYS	3.47		2023081		D	N				INVENTORIES-MDSE	101.125000
	32591	03/14/12	OIL DRAIN PLUGS	9.96		2027924		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	118.49		*CHECK TOTAL								
				118.49										
MINI BIFF LLC			001805											
	32592	03/14/12	TOILET RENTALS	76.84		A-49075		D	N				RENTS	101.43425.0440

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MINI BIFF LLC 32592 03/14/12 TOILET RENTALS	76.84	*CHECK	A-49081		D N	RENTS	101.43425.0440
VENDOR TOTAL	153.68						
MINNEAPOLIS FINANCE DEPA 32593 03/14/12 PROFESSIONAL SERVICES	114.00		400413002830		D N	PROFESSIONAL SER	101.42411.0446
MN APA 32594 03/14/12 MEMBERSHIP DUES	100.00		031412		D N	SUBSCRIPTIONS AN	101.41402.0443
MN DEPT OF HEALTH 32595 03/14/12 PLAN REVIEW FEE	150.00		031412		D N	LICENSES AND TAX	412.48451.0445
MN DEPT OF LABOR & INDUS 32596 03/14/12 VESSEL INSPECTION FEE	6.00		ABR0041972I		D N	LICENSES AND TAX	651.48474.0445
32596 03/14/12 VESSEL INSPECTION FEE	4.00		ABR0041972I		D N	LICENSES AND TAX	651.48475.0445
VENDOR TOTAL	10.00	*CHECK					
MN LEGAL REGISTER 32597 03/14/12 ANNUAL SUBSCRIPTION	95.00		030912		D N	SUBSCRIPTIONS AN	101.41404.0443
MN POLLUTION CONTROL AGE 32598 03/14/12 LICENSE RENEWAL FEE	13.80		C-356284		D N	LICENSES AND TAX	651.48474.0445
32598 03/14/12 LICENSE RENEWAL FEE	9.20		C-356284		D N	LICENSES AND TAX	651.48475.0445
VENDOR TOTAL	23.00	*CHECK					
MN SEEDING CONTRACTORS 32599 03/14/12 RAUSCH-SEMINAR REGIS.	60.00		031412		D N	TRAVEL-CONF.-SCH	101.43417.0333
MUNICIPAL UTILITIES 32600 03/14/12 UTILITIES FOR FEBRUARY 3, 020.61	020.61		2/12		D N	UTILITIES	101.41408.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 3, 803.15	803.15		2/12		D N	UTILITIES	101.42412.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 3, 725.31	725.31		2/12		D N	UTILITIES	101.43425.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 3, 285.35	285.35		2/12		D N	UTILITIES	101.43430.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 3, 408.72	408.72		2/12		D N	UTILITIES	101.45427.0332
32600 03/14/12 UTILITIES FOR FEBRUAR 10, 462.93	462.93		2/12		D N	UTILITIES	101.45433.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 854.62	854.62		2/12		D N	UTILITIES	101.45435.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 496.87	496.87		2/12		D N	UTILITIES	101.45437.0332
32600 03/14/12 UTILITIES FOR FEBRUAR 20, 070.45	070.45		2/12		D N	UTILITIES	207.45001.0332
32600 03/14/12 ADMIN FEE	900.00		2/12		D N	PROFESSIONAL SER	651.48474.0446
32600 03/14/12 UTILITIES FOR FEBRUAR 13, 380.30	380.30		2/12		D N	UTILITIES	651.48475.0332
32600 03/14/12 ADMIN FEE	600.00		2/12		D N	PROFESSIONAL SER	651.48475.0446
32600 03/14/12 UTILITIES FOR FEBRUARY 3, 065.56	065.56		2/12		D N	UTILITIES	651.48476.0332
32600 03/14/12 UTILITIES FOR FEBRUARY 64,614.92	64,614.92		2/12		D N	UTILITIES	651.48477.0332
VENDOR TOTAL	64,614.92	*CHECK					

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MVTL LABORATORIES INC 000544 32601 03/14/12 PROFESSIONAL SERVICES 32601 03/14/12 PROFESSIONAL SERVICES 32601 03/14/12 PROFESSIONAL SERVICES VENDOR TOTAL	39.00 39.00 39.00 117.00		591300 592355 593352 *CHECK TOTAL		D N D N D N	PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER	651.48475.0446 651.48475.0446 651.48475.0446
NELSON INTERNATIONAL 32602 03/14/12 BATTERIES	149.60		582313		D N	INVENTORIES-MDSE	101.125000
NESBURG/BRADY 32603 03/14/12 CLOTHING/EQUIP. PURCHASE	9.00		136		D N	SUBSISTENCE OF P	101.42411.0227
NEW LIFE COMMUNICATIONS 000574 32604 03/14/12 HEADPHONE AMP 32604 03/14/12 ON SITE SERVICE-LABOR 32604 03/14/12 AUDIO UPGRADE-CMCL CHM 7, 32604 03/14/12 REWIRED MONITOR-LABOR 8, VENDOR TOTAL	86.70 17.50 7,815.59 128.25 8,048.04 8,048.04		101739 101739 101754 101839 *CHECK TOTAL		D N D N D N D N	MTC. OF EQUIPME MTC. OF EQUIPME FURNITURE AND EO MTC. OF EQUIPME	207.45001.0224 207.45001.0334 450.45001.0552 207.45001.0334
NORTHERN BUSINESS PRODUC 002322 32605 03/14/12 OFFICE SUPPLIES 32605 03/14/12 OFFICE SUPPLIES 32605 03/14/12 OFFICE SUPPLIES 32605 03/14/12 OFFICE SUPPLIES VENDOR TOTAL	335.32 52.01 43.52 33.42 91.89 556.16 556.16		418820-0 422241-0 423915-0 423915-1 427256-0 *CHECK TOTAL		D N D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	741.48001.0220 741.48001.0220 741.48001.0220 741.48001.0220
NORTHERN STATES SUPPLY 000585 32606 03/14/12 KNEEPADS 32606 03/14/12 PAINT FOR LOCATES 32606 03/14/12 CABLE TIES 32606 03/14/12 SAFETY HOOKS FOR CHAINS 32606 03/14/12 PAINT FOR LOCATES 32606 03/14/12 NUTS/BOLTS 32606 03/14/12 SMALL TOOLS 32606 03/14/12 KLEIN HAMMER HOLDER 32606 03/14/12 ROCK CARBIDE CUTTER 32606 03/14/12 MISCELLANEOUS SUPPLIES 32606 03/14/12 AERATION PARTS 32606 03/14/12 SMALL TOOLS 32606 03/14/12 PAINT FOR LOCATES 32606 03/14/12 SAFETY SHIELDS-GRINDERS 32606 03/14/12 SCREWS 32606 03/14/12 AERATION PARTS 32606 03/14/12 DRILL BITS	38.99 58.48 11.48 53.72 14.62 12.64 299.25 12.74 57.03 24.95 54.08 26.13 43.86 98.69 12.94 15.69 28.10		802174 803962 803977 803993 804111 805126 805127 805184 805450 806134 806249 806715 806732 807232 808398 808503 808820		D N D N	SMALL TOOLS GENERAL SUPPLIES GENERAL SUPPLIES MTC. OF EQUIPME GENERAL SUPPLIES INVENTORIES-MDSE SMALL TOOLS SMALL TOOLS SMALL TOOLS GENERAL SUPPLIES MTC. OF OTHER I SMALL TOOLS GENERAL SUPPLIES MTC. OF EQUIPME MTC. OF EQUIPME MTC. OF EQUIPME INVENTORIES-MDSE	101.45433.0221 101.43417.0229 101.43425.0229 101.43425.0224 101.43425.0229 101.125000 101.45433.0221 101.45433.0221 651.48474.0221 101.43425.0229 101.43425.0226 101.43425.0221 101.43425.0229 101.43425.0224 101.43425.0224 101.43425.0226 101.125000

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	B	X	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES			000589												
32611	03/14/12	PHOTO COPIES-FEBRUARY	32.18			STMT/2-12		D	N					OFFICE SUPPLIES	101.43430.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	46.07			STMT/2-12		D	N					OFFICE SUPPLIES	101.45432.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	2.70			STMT/2-12		D	N					OFFICE SUPPLIES	101.45432.0220
32611	03/14/12	OFFICE SUPPLIES-FEBRUARY	31.30			STMT/2-12		D	N					OFFICE SUPPLIES	407.48451.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	73.35			STMT/2-12		D	N					OFFICE SUPPLIES	409.48451.0220
32611	03/14/12	OFFICE SUPPLIES-FEBRUARY	0.17			STMT/2-12		D	N					OFFICE SUPPLIES	651.48474.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	0.31			STMT/2-12		D	N					OFFICE SUPPLIES	651.48474.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	4.46			STMT/2-12		D	N					OFFICE SUPPLIES	651.48474.0220
32611	03/14/12	OFFICE SUPPLIES-FEBRUARY	0.11			STMT/2-12		D	N					OFFICE SUPPLIES	651.48475.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	0.21			STMT/2-12		D	N					OFFICE SUPPLIES	651.48475.0220
32611	03/14/12	PHOTO COPIES-FEBRUARY	2.97			STMT/2-12		D	N					OFFICE SUPPLIES	651.48475.0220
		VENDOR TOTAL	2,582.64			*CHECK TOTAL									
		VENDOR TOTAL	2,582.64												
PERKINS LUMBER CO INC			000604												
32612	03/14/12	ENCLOSED SHOP STAIRWAY	10.09			336847		D	N					MTCE. OF STRUCTU	101.43425.0225
PETE'S COMMUNICATIONS			000610												
32613	03/14/12	REPL. STROBE BULB/CONNEC	128.53			0050921		D	N					MTCE. OF EQUIPME	101.42411.0224
32613	03/14/12	INST. EQUIP IN CAR #5	885.00			0051268		D	N					MTCE. OF EQUIPME	101.42411.0334
32613	03/14/12	MICROPHONE ASSEMBLY	199.07			0051291		D	N					MTCE. OF EQUIPME	101.42411.0224
32613	03/14/12	MICROPHONE ASSEMBLY	32.00			0051291		D	N					MTCE. OF EQUIPME	101.42411.0334
		VENDOR TOTAL	1,244.60			*CHECK TOTAL									
		VENDOR TOTAL	1,244.60												
PETERSON SHOE STORE			000608												
32614	03/14/12	HENDRICKSON-SAFETY BOOTS	125.00			136813		D	N					SUBSISTENCE OF P	101.45433.0227
32614	03/14/12	MARCUS-SAFETY BOOTS	125.00			136867		D	N					SUBSISTENCE OF P	101.45433.0227
32614	03/14/12	MANZER-SAFETY BOOTS	125.00			137200		D	N					SUBSISTENCE OF P	101.43425.0227
		VENDOR TOTAL	375.00			*CHECK TOTAL									
		VENDOR TOTAL	375.00												
PIONEERLAND LIBRARY SYST			000614												
32615	03/14/12	1ST QTR OPERATIONAL B	91,546.75			030112		D	N					OTHER CHARGES	101.45426.0449
POST BOARD			002280												
32616	03/14/12	POST LICENSE RENEWALS	810.00			022912		D	N					LICENSES AND TAX	101.42411.0445
POWER PLAN OIB			000342												
32617	03/14/12	LAMPS	106.82			P24470		D	N					INVENTORIES-MDSE	101.125000
PRINT MASTERS			000624												
32618	03/14/12	1,000 REGULAR ENVELOPES	101.53			72580		D	N					OFFICE SUPPLIES	101.42411.0220
PRO ACTION			001782												
32619	03/14/12	CHEMICALS	68.36			9164		D	N					GENERAL SUPPLIES	101.42411.0229

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
QUILL CORPORATION 32620 03/14/12 OFFICE SUPPLIES 000635	112.58		1618102		D N	OFFICE SUPPLIES	101.42411.0220
R & R SPECIALTIES INC 32621 03/14/12 BOARD BRUSHES 000636	200.57		0049554		D N	MTCE. OF EQUIPME	101.45433.0224
32621 03/14/12 RETURNED ZAMBONI PARTS	195.42CR		0049611-CM		D N	MTCE. OF EQUIPME	101.45433.0224
VENDOR TOTAL	5.15	*CHECK TOTAL					
RAUSCH/RYAN 32622 03/14/12 MILEAGE EXPENSE 002775	157.62		030712		D N	TRAVEL-CONF.-SCH	101.43417.0333
RULE TIRE SHOP 32623 03/14/12 HITCH PIN 000665	23.41		51295		D N	MTCE. OF EQUIPME	101.45433.0224
SAFE ASSURE CONSULTANTS 32624 03/14/12 SAFETY TRAINING 002941	6,125.00		441		D N	SAFETY PROGRAM	101.42428.0817
SERVICE CENTER/CITY OF W 000685							
32625 03/14/12 GAS-50.2 GALLONS	163.29		STMT/2-12		D N	MOTOR FUELS AND	101.41402.0222
32625 03/14/12 GAS-1870.7 GALLONS	6,071.54		STMT/2-12		D N	MOTOR FUELS AND	101.42411.0222
32625 03/14/12 DIESEL-109.5 GALLONS	369.82		STMT/2-12		D N	MOTOR FUELS AND	101.42412.0222
32625 03/14/12 GAS-102.5 GALLONS	329.48		STMT/2-12		D N	MOTOR FUELS AND	101.42412.0222
32625 03/14/12 GAS-44.6 GALLONS	145.47		STMT/2-12		D N	MOTOR FUELS AND	101.43417.0222
32625 03/14/12 DIESEL-2077.6 GALLONS	7,068.71		STMT/2-12		D N	MOTOR FUELS AND	101.43425.0222
32625 03/14/12 GAS-789 GALLONS	2,541.01		STMT/2-12		D N	MOTOR FUELS AND	101.43425.0222
32625 03/14/12 GAS-46.8 GALLONS	151.99		STMT/2-12		D N	MOTOR FUELS AND	101.43430.0222
32625 03/14/12 GAS-13.6 GALLONS	45.42		STMT/2-12		D N	MOTOR FUELS AND	101.45432.0222
32625 03/14/12 GAS-62.3 GALLONS	203.56		STMT/2-12		D N	MOTOR FUELS AND	101.45433.0222
32625 03/14/12 DIESEL-113.2 GALLONS	384.69		STMT/2-12		D N	MOTOR FUELS AND	101.45433.0222
VENDOR TOTAL	17,474.98	*CHECK TOTAL					651.48476.0222
SOUTHWEST CHAPTER MSPE 001644							
32626 03/14/12 WITTMAN-SEMINAR REGIS.	60.00		030612		D N	TRAVEL-CONF.-SCH	101.43417.0333
32626 03/14/12 HOEKSTRA-SEMINAR REGIS.	60.00		030612		D N	TRAVEL-CONF.-SCH	101.43417.0333
32626 03/14/12 RAUSCH-SEMINAR REGIS.	60.00		030612		D N	TRAVEL-CONF.-SCH	101.43417.0333
VENDOR TOTAL	180.00	*CHECK TOTAL					
SPICER COMMERCIAL CLUB 002264							
32627 03/14/12 MEMBERSHIP DUES	135.00		031312		D N	SUBSCRIPTIONS AN	208.45005.0443
STATEWIDE DISTRIBUTING I 000718							
32628 03/14/12 CONCESSION SUPPLIES	96.60		094024		D N	GENERAL SUPPLIES	101.45433.0229
32628 03/14/12 TOILET TISSUE	68.40		094149		D N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	165.00	*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES 32629 03/14/12 HEALTH INSURANCE-APRIL 000892	3,152.63		C250		D N	EMPLOYER INSUR.	101.41400.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	4,749.00		C250		D N	EMPLOYER INSUR.	101.41402.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	3,103.50		C250		D N	EMPLOYER INSUR.	101.41403.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	4,405.50		C250		D N	EMPLOYER INSUR.	101.41404.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	5,081.50		C250		D N	EMPLOYER INSUR.	101.41405.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	1,861.50		C250		D N	EMPLOYER INSUR.	101.41406.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	1,302.00		C250		D N	EMPLOYER INSUR.	101.41408.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	3,103.50		C250		D N	EMPLOYER INSUR.	101.41409.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	8,524.00		C250		D N	EMPLOYER INSUR.	101.41424.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	28,869.96		C250		D N	INS. PASS THROUGH	101.41428.0819
32629 03/14/12 HEALTH INSURANCE-APRIL	38,029.00		C250		D N	EMPLOYER INSUR.	101.42411.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	4,254.80		C250		D N	EMPLOYER INSUR.	101.42412.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	6,858.00		C250		D N	EMPLOYER INSUR.	101.43417.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	20,511.50		C250		D N	EMPLOYER INSUR.	101.43425.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	1,224.50		C250		D N	EMPLOYER INSUR.	101.45432.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	4,954.00		C250		D N	EMPLOYER INSUR.	101.45433.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	651.00		C250		D N	EMPLOYER INSUR.	101.45437.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	2,227.24		C250		D N	EMPLOYER INSUR.	207.45001.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	12,766.00		C250		D N	EMPLOYER INSUR.	651.48484.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	1,302.00		C250		D N	EMPLOYER INSUR.	651.48485.0114
32629 03/14/12 HEALTH INSURANCE-APRIL	1,302.00		C250		D N	EMPLOYER INSUR.	651.48486.0114
VENDOR TOTAL	158,683.50	*CHECK TOTAL					
TAHER INC 32630 03/14/12 PETERS-FAREWELL COFFEE 000623	31.53		2239		D N	SUBSISTENCE OF P	101.42411.0227
TDS METROCOM 32631 03/14/12 MONTHLY SERVICE 000758	231.92		227		D N	COMMUNICATIONS	101.42412.0330
32631 03/14/12 MONTHLY SERVICE	49.16		227		D N	COMMUNICATIONS	101.43425.0330
VENDOR TOTAL	281.08	*CHECK TOTAL					
TERMINAL SUPPLY CO 32632 03/14/12 BEACON 001974	183.47		18250-01		D N	INVENTORIES-MDSE	101.125000
TOSHIBA FINANCIAL SERVIC 32633 03/14/12 COPIER LEASE AGRMT 000218	120.77		031012		D N	RENTS	101.42412.0440
TRAVEL GUIDES FREE 32634 03/14/12 TRAVEL GUIDE AD 002717	318.78		14125		D N	OTHER CHARGES	208.45010.0449
UNIFORMS UNLIMITED 32635 03/14/12 CSO UNIFORMS 000762	389.41		112551		D N	SUBSISTENCE OF P	101.42411.0227
US BANK 32636 03/14/12 #142 GO IMP BOND-SC 000264	431.25		3066912		D N	OTHER CHARGES	302.47100.0449

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
US BANK 000264							
32636 03/14/12 #146 GO REV BOND-SC	431.25		3067733		D N	OTHER CHARGES	651.48484.0449
32636 03/14/12 #153 GO IMP BOND-SC	431.25		3069544		D N	OTHER CHARGES	307.47100.0449
32636 03/14/12 #154 GO IMP BOND-SC	431.25		3069702		D N	OTHER CHARGES	327.47100.0449
32636 03/14/12 #155 GO IMP BOND-SC	425.00		3070089		D N	OTHER CHARGES	308.47100.0449
VENDOR TOTAL	2,150.00	*CHECK TOTAL					
2,150.00							
VERIZON WIRELESS 002915							
32637 03/14/12 CELLULAR PHONE USAGE	43.64		STMT/2-12		D N	COMMUNICATIONS	101.41402.0330
32637 03/14/12 CELLULAR PHONE USAGE	24.09		STMT/2-12		D N	COMMUNICATIONS	101.41405.0330
32637 03/14/12 CELLULAR PHONE USAGE	17.97		STMT/2-12		D N	COMMUNICATIONS	101.45432.0330
VENDOR TOTAL	85.70	*CHECK TOTAL					
85.70							
VIGIL/RUDY 000951							
32638 03/14/12 STATE WRESTLING TOURN.	288.50		451		D N	TRAVEL-CONF. -SCH	207.45001.0333
32638 03/14/12 AIRFARE-NAB CONVENTION	337.60		451		D N	TRAVEL-CONF. -SCH	207.45001.0333
VENDOR TOTAL	626.10	*CHECK TOTAL					
626.10							
VIKING COCA-COLA BOTTLIN 000777							
32639 03/14/12 CONCESSION SUPPLIES	239.75		0025423287		D N	GENERAL SUPPLIES	101.45433.0229
32639 03/14/12 CONCESSION SUPPLIES	238.60		0025423367		D N	GENERAL SUPPLIES	101.45433.0229
32639 03/14/12 CONCESSION SUPPLIES	453.20		0025423628		D N	GENERAL SUPPLIES	101.45433.0229
32639 03/14/12 CONCESSION SUPPLIES	157.25		4188		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	1,088.80	*CHECK TOTAL					
1,088.80							
VISTAR CORPORATION 002566							
32640 03/14/12 CONCESSION SUPPLIES	733.17		32995751		D N	GENERAL SUPPLIES	101.45433.0229
32640 03/14/12 CONCESSION SUPPLIES	146.99		33025763		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	880.16	*CHECK TOTAL					
880.16							
WCEC INC 002738							
32641 03/14/12 PROFESSIONAL SERVICES	110.50		65643		D N	PROFESSIONAL SER	651.48474.0446
WEF 000147							
32642 03/14/12 LANGE-MEMBERSHIP DUES	18.00		9000098946		D N	PREPAID EXPENSES	651.128000
32642 03/14/12 LANGE-MEMBERSHIP DUES	12.00		9000098946		D N	PREPAID EXPENSES	651.128000
32642 03/14/12 LANGE-MEMBERSHIP DUES	25.20		9000098946		D N	SUBSCRIPTIONS AN	651.48474.0443
32642 03/14/12 LANGE-MEMBERSHIP DUES	16.80		9000098946		D N	SUBSCRIPTIONS AN	651.48475.0443
VENDOR TOTAL	72.00	*CHECK TOTAL					
72.00							
WEST CENTRAL INDUSTRIES 000801							
32643 03/14/12 CLEANING SERVICES	1,111.50		00032648		D N	CLEANING AND WAS	101.45435.0338

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL INTEGRATION 002168 32644 03/14/12 3RD QTR OPERATIONAL B 32644 03/14/12 4TH QTR OPERATIONAL B VENDOR TOTAL	10,500.00 10,500.00 21,000.00 21,000.00	2272069 2272069 *CHECK TOTAL		D N D N	REFUNDS AND REIM REFUNDS AND REIM	101.41428.0882 101.41428.0882
WEST CENTRAL SANITATION 000805 32645 03/14/12 GARBAGE SERVICE-FEBRUARY	17.41	2664300/2-12		D N	CLEANING AND WAS	207.45001.0338
WEST CENTRAL TRIBUNE 000807 32646 03/14/12 NOTICE PUBLISHED 32646 03/14/12 ORDINANCE PUBLISHED 32646 03/14/12 NOTICE PUBLISHED 32646 03/14/12 NOTICE PUBLISHED 32646 03/14/12 STATEMENT OF QUALIF. 32646 03/14/12 ORDINANCE PUBLISHED VENDOR TOTAL	304.15 99.36 27.60 22.08 35.88 121.44 610.51 610.51	CL03033664 CL03033744 CL03034008 CL03034028 CL03034168 CL03034192 *CHECK TOTAL		D N D N D N D N D N D N	PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB	101.41401.0331 101.41401.0331 101.41401.0331 101.41401.0331 101.41401.0331 101.41401.0331
WILLMAR AUTO VALUE 002689 32647 03/14/12 LOCK NUTS FOR KUBOTA 32647 03/14/12 PLASTIC REPAIR GLUE 32647 03/14/12 SMALL TOOLS 32647 03/14/12 SMALL TOOLS 32647 03/14/12 SMALL TOOLS 32647 03/14/12 RADIATOR CAP 32647 03/14/12 FREON/LOCKTITE 32647 03/14/12 THERMOSTAT VENDOR TOTAL	1.24 6.29 8.33 5.55 7.47 149.38 17.09 195.35 195.35	22000176 22000901 22000913 22000913 22002044 22002110 602524 *CHECK TOTAL		D N D N D N D N D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE SMALL TOOLS SMALL TOOLS INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000 651.48474.0221 651.48475.0221 101.125000 101.125000 101.125000
WILLMAR CHAMBER OF COMME 000812 32648 03/14/12 DIRECTOR SALARY 32648 03/14/12 ASSISTANT SALARY 32648 03/14/12 FICA & INSURANCE 32648 03/14/12 IRA CONTRIBUTION 32648 03/14/12 PHOTO COPIES-FEB 32648 03/14/12 PAYROLL FEE 32648 03/14/12 FLEX ENROLLMENT FEE 32648 03/14/12 FLEX ADMIN FEE 32648 03/14/12 OFFICE RENT-FEB VENDOR TOTAL	3,785.26 1,872.08 1,014.35 163.56 48.56 114.29 125.00 13.13 626.61 7,762.84 7,762.84	STMT/2-12 STMT/2-12 STMT/2-12 STMT/2-12 STMT/2-12 STMT/2-12 STMT/2-12 STMT/2-12 STMT/2-12 *CHECK TOTAL		D N D N D N D N D N D N D N D N D N	SALARIES-REG. EM SALARIES-REG. EM EMPLOYER PENSION EMPLOYER PENSION OFFICE SUPPLIES OTHER SERVICES OTHER SERVICES OTHER SERVICES RENTS	208.45005.0110 208.45005.0110 208.45005.0113 208.45005.0113 208.45005.0220 208.45005.0339 208.45005.0339 208.45005.0339 208.45005.0440
WILLMAR DESIGN CENTER 002348 32508 03/06/12 EXPENSE REIMBURSEMENT	2,250.00	022412		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR ELECTRIC SERVICE 000816 32649 03/14/12 ALARM MONITORING FEE	301.39	18520		D N	MTCE. OF STRUCTU	101.45433.0335

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR WATER & SPAS 32650 03/14/12 SOFTENER SALT 000831	149.63		25157		D N	GENERAL SUPPLIES	101.45433.0229
WINDSTREAM 32651 03/14/12 MONTHLY SERVICE-FEBRUARY 002100	92.89		STMT/2-12		D N	COMMUNICATIONS	101.41402.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	18.07		STMT/2-12		D N	COMMUNICATIONS	101.41402.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	138.69		STMT/2-12		D N	COMMUNICATIONS	101.41403.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	13.85		STMT/2-12		D N	COMMUNICATIONS	101.41403.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	42.96		STMT/2-12		D N	COMMUNICATIONS	101.41404.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	42.96		STMT/2-12		D N	COMMUNICATIONS	101.41405.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	147.30		STMT/2-12		D N	COMMUNICATIONS	101.41406.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	6.23		STMT/2-12		D N	COMMUNICATIONS	101.41406.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	379.17		STMT/2-12		D N	COMMUNICATIONS	101.41408.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	118.77		STMT/2-12		D N	COMMUNICATIONS	101.41409.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	40.16		STMT/2-12		D N	COMMUNICATIONS	101.42411.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	179.56		STMT/2-12		D N	COMMUNICATIONS	101.42412.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	13.28		STMT/2-12		D N	COMMUNICATIONS	101.42412.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	93.79		STMT/2-12		D N	COMMUNICATIONS	101.43417.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	10.36		STMT/2-12		D N	COMMUNICATIONS	101.43417.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	366.28		STMT/2-12		D N	COMMUNICATIONS	101.43425.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	15.17		STMT/2-12		D N	COMMUNICATIONS	101.43425.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	234.83		STMT/2-12		D N	COMMUNICATIONS	101.43430.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	231.98		STMT/2-12		D N	COMMUNICATIONS	101.43430.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	9.77		STMT/2-12		D N	COMMUNICATIONS	101.45433.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	122.58		STMT/2-12		D N	COMMUNICATIONS	101.45433.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	3.70		STMT/2-12		D N	COMMUNICATIONS	101.45435.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	51.91		STMT/2-12		D N	COMMUNICATIONS	101.45435.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	2.20		STMT/2-12		D N	COMMUNICATIONS	207.45001.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	78.11		STMT/2-12		D N	COMMUNICATIONS	207.45001.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	7.21		STMT/2-12		D N	COMMUNICATIONS	651.48474.0330
32651 03/14/12 MONTHLY SERVICE-FEBRUARY	53.19		STMT/2-12		D N	COMMUNICATIONS	651.48474.0330
32651 03/14/12 LONG DISTANCE-FEBRUARY	4.78		STMT/2-12		D N	COMMUNICATIONS	651.48475.0330
VENDOR TOTAL	2,519.75		*CHECK TOTAL				
WOSMEK/JARED 32652 03/14/12 MEDIA RELATIONS COURSE 000093	8.09		132		D N	TRAVEL-CONF. -SCH	101.42411.0333
5 STAR WALT'S LLC 32653 03/14/12 CAR WASH 000790	7.96		712404		D N	MTCE. OF EQUIPME	101.42411.0334

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03/15/2012 11:09:19

CITY OF WILLMAR
GL540R-V07.20 PAGE 21

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
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523,716.07

REPORT TOTALS:

RECORDS PRINTED - 000544

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03/15/2012 11:09:22

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	367,309.22
207	W.R.A.C. - 8	4,465.32
208	CONVENTION & VISITORS BUREAU	15,164.11
302	D.S. - 2002 BOND	431.25
307	D.S. - 2007A BOND	431.25
308	D.S. - 2008 BOND	425.00
327	D.S. - 2007B BOND	431.25
350	RICE HOSPITAL DEBT SERVICE	15,347.38
407	S.A.B.F. - #2007	31.30
409	S.A.B.F. - #2009	73.35
412	S.A.B.F. - #2012	253.40
432	C.P. - WASTE TREATMENT	570.50
450	CAPITAL IMPROVEMENT FUND	15,956.78
651	WASTE TREATMENT	90,274.49
741	OFFICE SERVICES	827.52
800	LAW ENFORCEMENT FORFEITURE	11,723.95
	TOTAL ALL FUNDS	523,716.07

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	523,716.07
	TOTAL ALL BANKS	523,716.07

City of Willmar, Minnesota Building Inspection Report

From 02/01/2012 To 02/29/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20525	2/23/2012	LIFE SEASONS COUNSELING 1300 Willmar Avenue SE	95-923-0020 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	WINDOWS/DOORS/ INTERIOR RENOVATIONS	\$32,480.00	\$712.13
20555	2/3/2012	VERIZON WIRELESS 205 28th Avenue SW	95-794-0410 L 2; B 1 T & M 2nd Addition	Commercial Add/Alter Commercial/Alteration	ADD 3 NEW ANTENNA TO EXISTING TOWER	\$10,000.00	\$272.71
20556	2/3/2012	VERIZON WIRELESS 2401 HIGHWAY #12 E	95-912-1040 L ; B S 12; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	ADD 3 ANTENNA TO EXISTING TOWER	\$10,000.00	\$272.71
20559	2/1/2012	UNITED METHODIST RECTORY 1800 9th Street SW	95-847-0040 L 4; B 1 Wesley Acres	Residential Add/Alter Deck	REPAIR DECK	\$2,000.00	\$88.15
20560	2/1/2012	UNITED METHODIST CHURCH 1818 9TH Street SW	95-922-7430 L ; B NW 1/4; S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	WINDOW REPLACEMENT	\$7,500.00	\$141.00
20563	2/10/2012	TODD NIELSEN 620 3rd Street SE	95-740-2060 L 6; B 13 Spicer's Addition	Move/Raze Demolition	DEMOLISH GARAGE	\$0.00	\$75.00

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20565	2/6/2012	LORI ANDERSON 1301 27th Street NW	95-135-0360 L 16; B 2 College View Addition	Residential Add/Alter Residential/Alteration	RESIDENTIAL RESIDE AND ENTRY DOOR	\$5,500.00	\$115.00
20566	2/6/2012	BETH TEPFER 1408 Willmar Avenue SW	95-080-0020 L 2; B 1 Bon Van Acres	Residential Add/Alter Residential/Alteration	REMODEL 2 BATHROOMS	\$18,000.00	\$376.15
20568	2/8/2012	MARTIN CABRERA 515 Augusta Avenue SE	95-250-0460 L PT OF 5-6; B 3 Glarum's Addition	Residential Add/Alter Residential/Alteration	EGRESS WINDOW	\$460.00	\$29.63
20570	2/9/2012	RICHARD SCORE 1004 2nd Street SE	95-252-0030 L 2 & PT OF 1; B 10 Glarum's 2nd Addition	Move/Raze Demolition	DEMO GARAGE	\$0.00	\$30.00
20573	2/17/2012	MINNWEST TECHNOLOGY 1704 BIOTECH Avenue NE BLDG 24	95-508-0310 L Unit 24; B 000 MinnWest Tech. Campus C1C	Commercial Add/Alter Commercial/Alteration	REMODEL FOR LOCKERROOMS/ PRODUCTION LAB	\$95,000.00	\$1,459.90
20578	2/16/2012	JAMES STEPAN 604 13th Street SW	95-006-7920 L 2; B 117 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
20581	2/17/2012	JAY & MALLORY CRONEN 1221 11th Street SE	95-670-0945 L PT OF 4 & VACATED ST; B 5 Pleasant View Addition	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$179,004.97	\$1,891.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20592	2/24/2012	GAROLD SIMNING 709 7TH Street SW	95-006-3560 L PT OF 12; B 81 First Addition	Residential Add/Alter Drainage system	INTERIOR DRAINTILE 116'	\$5,450.00	\$159.88
Current Year Current Month Totals						\$369,394.97	\$5,655.91

Current YTD Valuation From 01/01/2012 To 02/29/2012

\$1,311,433.61

MEETING MINUTES
Operations Board
Kandiyohi Area Transit

Tuesday, January 24, 2012 – 10:00 a.m.
KAT Office, Willmar, MN

Members Present: Darrell Ruch, Kevin Halliday, Kristi Maahs, Chad Christianson, Debra Buffington, Pam Meinert

Members Absent: Michelle Prah, LeAnne Freeman, Bunne Frost-Johnston, Terri Fehn

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Darla Kimpling, Office Coordinator

Ex-Officio Members

Absent: Bev Herfindahl

Guest(s): Carolyn Lange, West Central Tribune

Introductions

No introductions were needed.

There were not enough members present to have a quorum, therefore, the meeting was held for discussion and information only.

Approval of Agenda

Kristi Maahs made motion to approve the agenda. Chad Christianson seconded the motion, which carried.

Approval of Minutes

Chad Christianson made a motion to approve the minutes from October 25, 2011. Kristi Maahs seconded the motion, which carried.

Director's Update

Financials – Tiffany reviewed the financials for December of 2011. These are preliminary as they have not been finalized yet. The revenues have been coming in strong, but there are still payments coming in. The 4th quarter federal grant has not come yet, but Tiffany stated that last year the payment showed up in April. In the expense side, personnel had some fund balances

due to unused health insurance by employees. One full time dispatcher was changed to ½ dispatching and ½ driving. A new dispatcher was hired in December to replace the other dispatcher who had left in October. In vehicle charges \$9,953 will be deducted as the December fuel bill was just paid. A dividend was received in December in the insurance charges. Both buses have been paid for and KAT has received 20% for one of the buses from the state. In the General Transportation (Volunteer Driver) the revenue was \$84,191 and still collecting for December while the expenses were \$74,319 with mileage logs still being submitted for December. The Elderly/Disabled Program is still collecting for special services. This program is about 1 ½ months behind in collecting funds. The JARC revenue was \$23,113 and the expenses were \$44,219. 50% of expenses is paid through a JARC grant after revenues are deducted from the expenses.

2012 Budget – Tiffany also reviewed the 2012 Budget. The Administration Committee had made a suggestion to make a change to the title of line item 2023-1. The change suggested was to take off the New London and just leave Spicer on this line item, as KAT had not received any funds from the City of New London for a while. Tiffany reminded the board that the hourly rate for the Elderly/Disabled had gone from \$45.00 to \$50.00 per hour and had gone into effect on January 3, 2012. Kevin Halliday asked about the labor and fuel expenses balancing with the revenues. Tiffany was asked to come up with figures from the past 2 – 2 ½ years and bring to the next Administration Committee Meeting in February.

Ridership – Doug Sweeter reviewed the ridership for December. He stated that the mild December had an effect on KAT's ridership. The ridership for December was 9,840 which is down from last year. The average daily ridership was 468.57. The 5310 ridership was 251. There had been Christmas lights tours and other outings. Some nights there had been 2 buses out. The JARC ridership was 322 which is down from last year. There have been some passengers that had been working at Molenaars and now they are not. The Saturday ridership was very good at 355. This last Saturday KAT hit its all time record of 101 passengers. The Monday Evening ridership was down at 30. The mild weather has also affected this route. Sr. Transportation was exactly the same as last year at 523.

Staffing – Tiffany informed the board that a full time driver had retired and a new person had been hired and he is in the process of getting his license. A couple of on call intermittent drivers have been hired. A new dispatcher had started in December. This position was offered as part time with the possibility of becoming full time. This dispatcher has now been coming in and working a 40 hour week and will be reviewed at the end of the 90 day probation period with the intent to continue as a full time position.

Committee Updates

Administration – Kevin Halliday reviewed the minutes for both November 15, 2011 and January 17, 2012. Tiffany reviewed the October financials. Additional seats with integrated car seats were purchased and will be put in one bus and it will then have 16 car seats. There had been discussion on a PTO Policy and but it had been tabled. Tiffany stated that she still thinks it's a

good idea, but will be difficult to implement. The committee had reviewed the 2012 Fare Structure Guidelines. Both the buses had been sold through K-Bid and KAT had paid K-Bid a 5% commission. This was a positive experience. KAT had received notice of a law regarding cell phone usage by commercial vehicles. Cell phones have to be 1 touch; otherwise the drivers need to pull over and stop to use the existing cell phones. MnDOT had conducted an audit for 2009 and 2010 in December. It went very well and KAT is waiting for the final report from the auditor's office.

Expansion – Kristi Maahs reviewed the minutes for both November 8, 2011 and January 10, 2012. Tiffany had gotten a request for a group ride to the Night of Music as well as other rides for Christmas lights tours. A fare increase proposal was discussed along with how the new punch pass would look. Included on it would be a free ride with a value of \$2.00. Each punch pass costs KAT a little over \$1.00. Tiffany had held a staff informational meeting which had turned into a complaint session. Employees want to have more fun things to choose from the Safety Rewards Program. A couple of the employees have been with KAT for a long time and have quite a supply of KAT clothing. There was also a request for a suggestion box. Tiffany stated that she had the suggestion box, but is working on the form to be used with it. An extra bus that has been out during the noon hour now has a route to follow. This route helps to keep the City Route on time and runs from 12:00 to 1:26. Overall ridership has been down due to the nice weather. The Joint Powers Board had raised the 5310 rate of \$49.00 (which was recommended by the Operations Board) to \$50.00. The new punch passes have proven to be challenging for the passengers who go bus stop to bus stop. A couple of vendors had bought large amounts of the old punch passes and now one of them was wanting to exchange the old ones for the new ones. KAT has quite a supply of the old punch passes that can be sold to the passengers who only go bus stop to bus stop. The Willmar Sr. Club has agreed to subsidize their senior dining program again. The Joint Powers Board had made a change in the reimbursement rates for volunteer driver meals. KAT is only being reimbursed according to Medical Assistance provisions. The committee reviewed the 2012 calendar of events. Monday, November 12 will be limited service in observance of Veteran's Day. December 24 KAT will be closing early, but will wait to see what time WCI is closing to coordinate the take home time for their clients.

Other Updates

The two recommendations brought before the board today will need to be brought back at the next meeting in February, due to lack of a quorum.

A new 4th round has been added into the city route. This is the route that is being done with the extra dial a ride bus. This round is getting 10-11 passengers. Tiffany asked if she could make copies of this revised city schedule and hand out to people. KAT is not adding any extra time for this route, just using time that's already scheduled. It was the consensus of the board to go ahead and do this.

Darrell Ruch asked when the last time a rider survey was done. Tiffany stated that a MnDOT survey had been done in 2011. Tiffany stated that KAT was planning on doing one in 2011, but

held off. It was asked that staff prepare questions for a survey and bring back to the board. Tiffany was also directed to calculate the total number of passengers to date for KAT.

Meeting Set Up/Dates

The meetings for February are as follows:

Operations Board – February 28, 2012

Exp/System Committee – February 14, 2012

Administration Committee – February 21, 2012

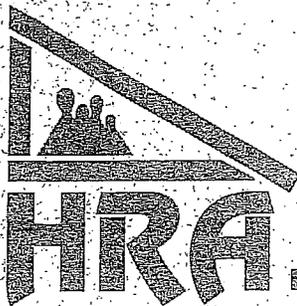
Joint Powers Board – 1st week in March?

Adjourn Meeting

Debra Buffington made a motion to adjourn the meeting. Kevin Halliday seconded the motion, which carried.

Submitted by,

Darla Kimpling
Office Coordinator



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

MINUTES OF SPECIAL MEETING

Thursday, February 23, 2012

Call To Order/Roll Call

The Special Meeting of the Board of Commissioners of the Willmar Housing and Redevelopment Authority was called to order by Chair Novak on Thursday, February 23, 2012 at 8:00 a.m. at the Kandiyohi County Health and Human Services Building, 2200 23rd Street NE, Suite 2090, Willmar, Minnesota. Commissioners present on roll-call were Chair Vera Novak, Vice-Chair Kerry Johnson, Secretary Luz Gonzalez and Commissioner Shelly Gazy. There were no Commissioners absent.

Other WHRA representatives present throughout the meeting included Housing Programs Supervisor Nikki Ilgen, Rehab Services Contractor Dale Slagter, Executive Director Jill Bengtson, Attorney Mike Burgett and City Council Liaison to the HRA Board Jim Dokken.

Dominium Conduit Financing - Update

Executive Director Bengtson reported she and representatives of Dominion Properties and Dougherty and Company have attended the January 23, 2012 and February 13, 2012 City Finance Committee meetings to discuss the Dominion Properties conduit financing request to the HRA. After the January 23, 2012 Finance Committee meeting, Bengtson met with City Administrator Charlene Stevens, City Finance Director Steve Okins and City Planning and Development Services Director Bruce Peterson. Following the meeting with City staff, Bengtson emailed a list of questions to Ron Mehl, Dominion Properties and Frank Hogan, Dougherty and Company. Mehl and Hogan provided written responses which were provided for the February 13, 2012 Finance Committee Meeting. It was proposed to Dominion that the HRA would prefer 40% of the units in the project remain eligible for the Section 8 program. Because of cash flow reasons, Dominion would only be able to allow 25% of the units to remain eligible for the Section 8 program. The Section 8 rents would be lower than the other units in the project. The Commissioners discussed whether the HRA would continue to be in favor of the project if 25% of the units versus 40% of the units were Section 8 eligible. Secretary Gonzalez made a motion which was seconded by Commissioner Gazy and carried upon roll call vote of (4) ayes, (0) nays 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.

Pay Equity Report

A Pay Equity Report for the State of Minnesota was presented for review and approval. The report explains the number of job classes, number and males and females in each class, job points, minimum and maximum salaries, years to maximum salary and years of services. Vice-Chair Johnson made a motion which was seconded by Secretary Gonzalez and carried upon roll call vote of (4) ayes, (0) nays to approve the report as presented.



EMHI Program Realtor Contract

Because the EMHI homes have had several showings to potential buyers in recent weeks, Bengtson suggested the contract with Aaron Christianson, Edina Realty be extended. Vice-Chair Johnson made a motion which was seconded by Secretary Gonzalez and carried upon roll call vote of (4) ayes, (0) nays to extend the contract with Edina Realty until May 1, 2012.

Vehicle Replacement

Three bids for purchasing a truck for use by the maintenance staff were presented for consideration. City Council Liaison Dokken informed the Commissioners that the City will be disposing several of its vehicles and suggested the HRA check with the City Administrator to determine if any of those vehicles would work for the HRA's purposes. There was not action taken pending Bengtson researching Councilman Dokken's suggestion.

EHMI Home – 932 NE 16th Street Rehab Bids

Four bids to select a rehab contractor for the EHMI home at 932 NE 16th Street were presented for the Board's consideration. Bids received included Speets and Neilsen for \$39,725, Evenson Construction for \$46,995, Charles Construction for \$48,725 and Carlson Construction for \$52,163. Vice-Chair Johnson made a motion which was seconded by Commissioner Gazy and carried upon roll call vote of (4) ayes, (0) nays to enter into contract with Speets and Neilsen to perform the rehab work at 932 NE 16th Street.

Adjournment

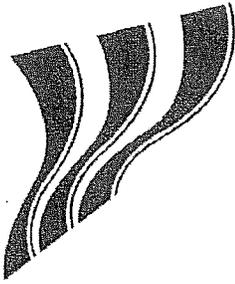
There being no other business, the meeting was adjourned by Chair Novak at 8:50 am.

Respectfully submitted,

Luz Gonzalez, Secretary

ATTEST:

Vera Novak, Chair



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

Agenda Item Number: _____ **Meeting**

Date: March 19, 2012

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: March 19, 2012

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Adopt Ordinance

Guiding Principle: Minnesota State Statute 205.84 Subd 1

Agenda Item: Public Hearing on 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. In earlier action, the Council approved publishing a summary of the Ordinance because of its length and cost to publish [Municipal Code Section 2.12 Subdivision 2 (B)]. Tonight's hearing is to receive comments on the new proposal.

Fiscal Impact:

Alternatives:

Staff Recommendation: Adopt the Ordinance in Summary Form for redistricting the four wards.

Reviewed by:

Preparer: City Clerk-Treasurer

Signature:

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE
SEC. 2-147 THROUGH 2-150 ADJUSTING THE BOUNDARIES
FOR WARDS AND PRECINCTS BY SUMMARY ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. AMENDMENT OF MUNICIPAL CODE SECTIONS 2-147 THROUGH 2-150. Willmar Municipal Code Sections 2-147 through 2-150 are hereby amended to reflect the shift in population as shown by the 2010 census in accordance with the complete ordinance on file in the office of the City Clerk.

SECTION 2. AVAILABILITY OF COMPLETE ORDINANCE. The complete ordinance redefining the boundaries of wards and precincts in the city of Willmar is available at no charge in the office of the City Clerk.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Reese
This Ordinance introduced on: March 5, 2012
This Ordinance published on: March 9, 2012
This Ordinance given a hearing on: _____
This Ordinance adopted on: _____
This Ordinance published on: _____

AN ORDINANCE AMENDING MUNICIPAL CODE SEC. 2-147 THROUGH 2-150
ADJUSTING THE BOUNDARIES OF THE WARDS AND PRECINCTS IN THE CITY OF WILLMAR

The City of Willmar does ordain as follows:

SECTION 1. SEC. 2-147 OF THE MUNICIPAL CODE IS AMENDED AS FOLLOWS:

Sec. 2-147. First Ward.

The first ward of the city shall comprise of the following territory: all that part and portion of the city lying north of a line commencing at the intersection of the easterly city limits and the south line of the right-of-way, as now located, on the main line of the Burlington Northern & Santa Fe Railway Company, thence proceeding in a westerly direction to the ~~west-centerline of city limits~~ Lakeland Drive; thence northerly along said centerline to the centerline of High Avenue; thence westerly along said centerline of High Avenue to the centerline of 10th Street Northeast; thence northerly along the centerline of 10th Street Northeast to the centerline of Business Highway 71/23; thence westerly and southerly along said centerline to the south right-of-way line of the Burlington Northern & Santa Fe Railway Company; thence westerly along said right-of-way line to the centerline of 10th Street Northwest; thence north along said centerline of 10th Street Northwest to the centerline of Gorton Avenue; thence west along the centerline of Gorton Avenue to the centerline of 14th Street Northwest; thence south along said centerline of 14th Street Northwest to the south line of the Burlington Northern & Santa Fe Railway Company right-of-way; thence westerly along said south right-of-way line to the westerly city limit of Willmar.

- (1) *First precinct.* The first precinct of the first ward shall be that part and portion of the first ward lying easterly of a line commencing at the intersection of First Street and the centerline of ~~Trott Avenue~~; thence northerly along the centerline of First Street to the centerline of Ella Avenue Northwest; thence westerly along the centerline of Ella Avenue Northwest to the centerline of 7th Street Northwest; thence north along the centerline of 7th Street Northwest to the centerline of County State Aid Road No. 41; thence northeasterly along the County State Aid Road No. 41 to the centerline of 15th Avenue Northwest; thence ~~westerly~~ easterly along the centerline of 15th Avenue Northwest to the city limits; ~~thence east along the city limit~~ centerline of First Street Northeast; thence north along the centerline of First Street Northeast to the centerline of 19th Avenue Northeast; thence east along the centerline of 19th Avenue Northeast to the centerline of Country Club Drive; thence northerly along the centerline of Country Club Drive to the centerline; thence west and north along the city limit to the centerline of ~~CSAH #24 Northeast, and there terminating~~ south line of the plat of Country Club Terrace; thence west along the south line of said plat to the west line of said plat; thence northerly along said west line to the south line of CSAH No. 24; thence continuing north along the east line of Block 2 of the plat of Sheridan Heights to a point on said east line where the north line of Lot 13 of Block 3 of Sheridan Heights as extended west intersects the said east line of said Block 2; thence east along said north line of said Lot 13 as extended west to its intersection with the east line of Sheridan Heights; thence north along said east line to the southwest corner of Lot 3 of Block 3 of Sheridan Heights; thence east along the south line of Lots 2 and 3 of Block 3 of Sheridan Heights to the southeast corner of said Lot 2 of said Block 3; thence north along the east line of Sheridan Heights to the northeast corner of Sheridan Heights; thence southerly and westerly along the northerly line of Sheridan Heights to its intersection with the centerline of CSAH No. 119; thence north along the centerline of CSAH No. 119 to the centerline of 37th Avenue Northeast and there terminating. And also including that part of the first ward lying west of the

centerline of CSAH No. 41; south of the centerline of 16th Avenue Southeast as extended west; and north of 15th Avenue Northwest.

(2) *Second precinct.* The second precinct of the first ward shall be that part and portion of the first ward lying west of the west line of the first precinct of the first ward; and ~~that part and portion lying northerly southerly~~ and easterly of the following described lines: Commencing at the point of intersection of the north city limits and the east shoreline of upper Foot Lake; thence meandering ~~southeasterly~~ westerly along the ~~east-north and west~~ shore of upper Foot Lake to Gorton Avenue; thence westerly along the centerline of Gorton Avenue Northwest to the center line of CSAH No. 5; thence south to its intersection with the south right-of-way line of the Burlington Northern & Santa Fe Railway mainline; thence easterly along said right-of-way line to the west line of Ward 1 Precinct 1, and there terminating; *except that part lying within the following boundaries: south of the centerline of Gorton Avenue; west of 10th Street Northwest; east of 14th Street Northwest and north of the south right-of-way line of the Burlington Northern & Santa Fe Railway Company.*

(3) *Third precinct.* The third precinct of the first ward shall be that part and portion of the first ward lying northerly of the north shore of upper Foot Lake, westerly of the west shore of upper Foot Lake, northerly of the south right-of-way line of the Burlington Northern & Santa Fe Railway; and easterly of the west city limit, *except that part lying southerly of Gorton Avenue.*

(Code 1978, 050.01(1); Ord. No. 867, 1, 10-18-85; Ord. No. 1019, 1, 2-19-92; Ord. No. 1158, § 1, 5-1-02)

SECTION 2. SEC. 2-148 OF THE MUNICIPAL CODE IS AMENDED AS FOLLOWS:

Sec. 2-148. Second ward.

The second ward of the city shall comprise the following territory: all that part and portion of the city lying south of the south line of the southerly right-of-way line of the Burlington Northern & Santa Fe Railway; and west of a line described as follows: commencing at intersection of the centerline of Trunk Highway 71 and the south boundary line of the city of Willmar; thence north along said centerline to the centerline of 28th Avenue Southwest; thence west along last said line to the centerline of 6th Street Southwest; thence running north along the centerline of 6th Street Southwest to the centerline of 19th Avenue Southwest; thence west along the centerline of 19th Avenue Southwest to the centerline of 7th Street Southwest; thence north along the centerline of 7th Street Southwest to the centerline of Kandiyohi Avenue Southwest; thence west along the centerline of Kandiyohi Avenue Southwest to the centerline of 10th Street Southwest; thence north along the centerline of 10th Street Southwest to the centerline of Trott Avenue; thence west along said centerline to the centerline of 11th Street Southwest; thence north along the centerline of 10th Street Southwest to the centerline of Litchfield Avenue; thence east along the centerline of Litchfield Avenue to the centerline of 10th Street Southwest; thence north along said centerline to the south right-of-way line of the Burlington Northern & Santa Fe Railway, and there terminating.

(1) *First precinct.* The first precinct of the second ward shall be that part and portion of the second ward lying south of the south right-of-way line of the Burlington Northern & Santa Fe Railway, north of the centerline of Willmar Avenue, and west of the following described line: commencing at the intersection of the centerline of 10th Street Southwest and the south right-of-way line of Burlington Northern & Santa Fe Railway; thence south on the centerline of 10th Street Southwest to the centerline of Litchfield Avenue; thence west along said centerline to the centerline of 11th Street Southwest; thence south along the centerline of 11th Street Southwest to the centerline of Trott Avenue Southwest; thence east along the centerline of Trott Avenue to the centerline of 10th Street Southwest; thence south along the centerline of 10th Street Southwest to the centerline of Kandiyohi Avenue Southwest; thence west along the centerline of Kandiyohi Avenue Southwest to the centerline of 11th Street Southwest; thence south

on the centerline of 11th Street Southwest to the centerline of Willmar Avenue Southwest, and there terminating; and also including a parcel bounded on the north by Campbell Avenue; on the south by the south line of the Burlington Northern & Santa Fe Railway Company; on the east by the centerline of 10th Street Northwest; and on the west by the centerline of 14th Street Northwest; and also including that part of the city of Willmar lying west of 45th Street Northwest and north and east of the city limit of Willmar and East of the Willmar Municipal Airport.

- (2) *Second precinct.* The second precinct of the second ward shall be that part and portion of the second ward lying south of the centerline of Willmar Avenue Southwest, east of the west city limit; and west of the following described line: commencing at the intersection of the centerline of Willmar Avenue Southwest and 11th Street Southwest; thence south along the centerline of 11th Street Southwest to the centerline of 13th Avenue Southwest; thence east along the centerline of 13th Avenue Southwest to the centerline of 14th Avenue Southwest; thence east along the centerline of 14th Avenue Southwest to the centerline of 10th Street Southwest; thence south along the centerline of 10th Street Southwest to the centerline of 15th Avenue Southwest; thence east along the centerline of 15th Avenue Southwest to the centerline of 9th Street Southwest; thence southerly along the centerline of 9th Street Southwest to the centerline of 19th Avenue Southwest; thence west along the centerline of 19th Avenue Southwest to the centerline of 15th Street Southwest; thence south along the centerline of 15th Avenue Southwest to the south line of city limits, and there terminating.
- (3) *Third precinct.* The third precinct of the second ward shall be all that part and portion of the second ward lying south of the centerline of Kandiyohi Avenue Southwest; north of the south city limit; west of a line described as follows: commencing at the centerline of Trunk Highway No. 71 and the south city limit; thence north along said centerline to the centerline of 28th Avenue Southwest; thence west along the centerline of 28th Avenue Southwest to the centerline of 6th Street Southwest; thence north along the centerline of 6th Street Southwest to the centerline of 19th Avenue Southwest; thence west along the centerline of 19th Avenue Southwest to the centerline of 7th Street Southwest; thence north on and along the centerline of 7th Street Southwest to the centerline of Kandiyohi Avenue Southwest and there terminating; and lying east of the following described line: commencing at the intersection of the centerline of Kandiyohi Avenue Southwest and 11th Street Southwest; thence south along the centerline of 11th Street Southwest to the centerline of Willmar Avenue Southwest; thence east along the centerline of Willmar Avenue Southwest to the centerline of 11th Street Southwest; thence south along the centerline of 11th Street Southwest to the centerline of 13th Avenue Southwest; thence east and south along the centerline of 13th Avenue Southwest to the centerline of 14th Avenue Southwest; thence east along the centerline of 14th Avenue Southwest to the centerline of 10th Street Southwest; thence south along the centerline of 10th Street Southwest to the centerline of 15th Avenue Southwest; thence east along the centerline of 15th Avenue Southwest to the centerline of 9th Street Southwest; thence south along the centerline of 9th Street Southwest to the centerline of 19th Avenue Southwest; thence west along the centerline of 19th Avenue Southwest to the centerline of 15th Street Southwest; thence south along the centerline of 15th Street Southwest to the south city limit, and there terminating; and that part of the second ward lying north of the south city limit.
- (4) *Fourth precinct.* The fourth precinct of the second ward shall be that part of the city encompassing the Willmar Municipal Airport and the Willmar Wastewater Treatment Plant.
- (Code 1978, 050.01(2); Ord. No. 867, 1, 10-18-85; Ord. No. 1019, 2, 2-19-92; Ord. No. 1158, § 1, 5-1-02)

SECTION 3. SEC. 2-149 OF THE MUNICIPAL CODE IS AMENDED AS FOLLOWS:

Sec. 2-149. Third ward.

The third ward of the city shall comprise the following territory: all that part and portion of the city lying within the following described lines: commencing at the intersection of the south line of the right-of-way, as now located, on the main line of the Burlington Northern & Santa Fe Railway Company, with the easterly city limits; thence westerly along the south line of the right-of-way, as now located, on the main line of the Burlington Northern & Santa Fe Railway Company to the centerline of Lakeland Drive; thence northerly along said centerline to the centerline of High Avenue; thence westerly along the centerline of High Avenue to the centerline of 10th Street Northeast; thence northerly along the centerline of 10th Street Northeast to the centerline of Business Highway 71/23; thence westerly and southerly along the centerline of Business Highway 71/23 and First Street to the south line of the Burlington Northern & Santa Fe Railway Company right-of-way; thence westerly along said right-of-way line to the centerline of 10th Street Southwest; thence southerly along the centerline of 10th Street Southwest to the centerline of Litchfield Avenue Southwest; thence westerly on the centerline of Litchfield Avenue Southwest to the centerline of 11th Street Southwest; thence southerly along the centerline of 11th Street Southwest to the centerline of Trott Avenue Southwest; thence easterly along the centerline of Trott Avenue Southwest to the centerline of 10th Street Southwest; thence southerly along the centerline of 10th Street Southwest to the centerline of Kandiyohi Avenue Southwest; thence easterly along the centerline of Kandiyohi Avenue Southwest to the centerline of 7th Street Southwest; thence southerly along the centerline of 7th Street Southwest to the centerline of Grace Robbins Avenue Southwest; thence easterly along the centerline of Grace Robbins Avenue Southwest to the centerline of 3rd 4th Street Southwest; thence southerly northerly along the centerline of 3rd 4th Street Southwest to the centerline of Willmar Grace Avenue Southwest; thence easterly along the centerline of Willmar Grace Avenue Southwest to the centerline of First 3rd Street Southwest; thence northerly southerly along the centerline of First 3rd Street Southwest to the centerline of Trott Willmar Avenue Southeast; thence easterly along the centerline of Trott Willmar Avenue Southeast to the centerline of Lakeland Drive Southeast First Street; thence south north along the centerline of Lakeland Drive Southeast First Street to the intersection with the centerline of Willmar Trott Avenue Southeast; thence east along the centerline of Willmar Trott Avenue Southeast to its intersection with the centerline of Lakeland Drive Southeast; thence southerly along the centerline of Lakeland Drive Southeast to the centerline of Willmar Avenue Southeast and County State Aid Road No. 23; thence east along the centerline of Willmar Avenue Southeast and County State Aid Road No. 23 to the east city limit; thence northerly along the east city limit to the point of beginning.

- (1) *First precinct.* The first precinct of the third ward shall be that part and portion of the third ward lying east of Lakeland Drive Southeast, north of the centerline of Willmar Avenue Southeast and said centerline of Willmar Avenue Southeast extended east; and south of the south right-of-way of the main line of the Burlington Northern & Santa Fe Railway Company.
- (2) *Second precinct.* The second precinct of the third ward shall be that part and portion of the third ward lying south of the south right-of-way of the main line of the Burlington Northern & Santa Fe Railway Company following described line: commencing at the intersection of the centerline of High Avenue and Lakeland Drive Southeast; thence westerly along the centerline of High Avenue to the centerline of 10th Street Northeast; thence north along the centerline of 10th Street Southeast to the centerline of Business Highway 71/23; thence westerly along the centerline of Business Highway 71/23 to its intersection with the centerline of First Street Northeast and there terminating; east of First Street, north of Trott Avenue Southeast, and west of Lakeland Drive Southeast.
- (3) *Third precinct.* The third precinct of the third ward shall be that part and portion of the third ward lying within the following described lines: commencing at the intersection of the centerline of First Street and the southerly right-of-way line of the Burlington Northern & Santa Fe Railway; thence westerly along said south right-of-way line to the centerline of 10th Street Southwest; thence southerly along the centerline of 10th Street Southwest to the centerline of Litchfield Avenue Southwest; thence westerly on the centerline of Litchfield Avenue Southwest to the centerline of 11th Street Southwest; thence southerly along the centerline of 11th Street Southwest to the centerline of Trott Avenue Southwest; thence easterly

along the centerline of Trott Avenue Southwest to the centerline of 10th Street Southwest; thence southerly along the centerline of 10th Street Southwest to the centerline of Kandiyohi Avenue Southwest; thence easterly along the centerline of Kandiyohi Avenue Southwest to the centerline of 7th Street Southwest; thence southerly along the centerline of 7th Street Southwest to the centerline of GraceRobbins Avenue Southwest; thence easterly along the centerline of GraceRobbins Avenue Southwest to the centerline of 4th Street Southwest; thence northerly along the centerline of 4th Street Southwest to the centerline of Grace Avenue; thence easterly along the centerline of Grace Avenue to the centerline of 3rd Street Southwest; thence southerly along the centerline of 3rd Street Southwest to the centerline of Willmar Avenue Southwest; thence easterly along the centerline of Willmar Avenue Southwest to First Street; thence northerly along the centerline of First Street to the point of beginning.
(Code 1978, 050.01(3); Ord. No. 867, 1, 10-18-85; Ord. No. 1019, 3, 2-19-92; Ord. No. 1158, § 1, 5-1-02)

SECTION 4. SEC. 2-150 OF THE MUNICIPAL CODE IS AMENDED AS FOLLOWS:

Sec. 2-150. Fourth ward.

The fourth ward of the city shall comprise of the following territory: all that part and portion described as commencing at the intersection of the centerline of Willmar Avenue Southeast *as extended east* and Lakeland Drive Southeast; *thence west along the centerline of the centerline of Willmar Avenue Southeast to the centerline of Lakeland Drive Southeast;* thence north along the centerline of Lakeland Drive Southeast to the centerline of Trott Avenue Southeast; thence west along the centerline of Trott Avenue Southeast to the centerline of First Street; thence southerly along the centerline of First Street to the centerline of Willmar Avenue Southeast; thence east along the centerline of Willmar Avenue Southeast to the centerline of Lakeland Drive Southeast; and that part and portion west of First Street described as commencing at the intersection of Willmar Avenue and First Street; thence west along the centerline of Willmar Avenue Southwest to the centerline of 3rd Street Southwest; thence northerly along the centerline of 3rd Street Southwest to the centerline of Grace Avenue Southwest; thence westerly along the centerline of Grace Avenue Southwest to the centerline of 7th4th Street Southwest; thence southerly along the centerline of 7th4th Street Southwest to the centerline of Robbins Avenue; thence westerly along the centerline of Robbins Avenue to the centerline of 7th Street Southwest; thence southerly along the centerline of 7th Street Southwest; to the centerline of 19th Avenue Southwest; thence east along the centerline of 19th Avenue Southwest to the centerline of 6th Street Southwest; thence south along the centerline of 6th Street to the south limits of the city; thence east to the centerline of First Street; thence north on the centerline of First Street to the point of beginning centerline of 28th Avenue Southwest; thence easterly along the centerline of 28th Avenue Southwest to the centerline of Business Highway 71/23; thence southerly along said centerline of Business Highway 71/23 to the centerline of 45th Avenue Southwest and there terminating, and that part of the City of Willmar lying east of First Street; south of Willmar Avenue Southeast; westerly of the east city limit; and north of the south city limit.

- (1) *First precinct.* The first precinct of the fourth ward shall be that part and portion of the fourth ward described as: commencing at the intersection of the centerline of Willmar Avenue Southeast and Lakeland Drive Southeast; thence north along the centerline of Lakeland Drive Southeast to the centerline of Trott Avenue Southeast; thence west along the centerline of Trott Avenue Southeast to the centerline of Julii Street Southeast; thence south along the centerline of Julii Street Southeast to the centerline of Minnesota Avenue Southeast; thence east along the centerline of Minnesota Avenue Southwest to the centerline of 9th Street Southeast; thence south along the centerline of 9th Street Southeast to the centerline of Olena Avenue Southeast; thence westerly along the centerline of Olena Avenue Southeast to the centerline of 4th Street Southeast; thence south along the centerline of 4th Street Southeast to the centerline of 11th Avenue Southeast; thence west along the centerline of 11th Avenue Southeast to the centerline of 2nd Street Southeast; thence south along the centerline of 2nd Street Southeast to the centerline of Willmar Avenue Southeast; thence east along the centerline of

Willmar Avenue Southeast to the centerline of 9th 12th Street Southeast; thence southerly along the centerline of 9th 12th Street Southeast to the centerline of Pleasant Drive Southeast; thence southerly along the centerline of Pleasant Drive Southeast to the centerline of 19th Avenue Southeast; thence westerly along the centerline of 19th Avenue Southeast to the west centerline of 9th Street Southeast; thence southerly along the west centerline of 9th Street Southeast to the south line of 20th Avenue Southeast; thence easterly along the southerly line of 20th Avenue Southeast to the east city limit; thence north and easterly along the easterly city limit to the centerline of Willmar Avenue Southeast; thence westerly along the centerline of Willmar Avenue Southeast to the point of beginning.

(2) *Second precinct.* The second precinct of the fourth ward shall be that part and portion of the fourth ward lying east of First Street, south of Trott Avenue Southeast and west of the following described line: commencing at the intersection of the centerline of Trott Avenue Southeast and Julii Street Southeast; thence south along the centerline of Julii Street Southeast to the centerline of Minnesota Avenue Southeast; thence east along the centerline of Minnesota Avenue Southeast to the centerline of 9th Street Southeast; thence south along the centerline of 9th Street Southeast to the centerline of Olena Avenue Southeast; thence westerly along the centerline of Olena Avenue Southeast to the centerline of 4th Street Southeast; thence south along the centerline of 4th Street Southeast to the centerline of 11th Avenue Southeast; thence west along the centerline of 11th Avenue Southeast to the centerline of 2nd Street Southeast; thence south along the centerline of 2nd Street Southeast to the centerline of Willmar Avenue Southeast; thence west along the centerline of Willmar Avenue Southeast to the centerline of First Street and there terminating.

(3) *Third precinct.* The third precinct of the fourth ward shall be that part and portion of the fourth ward lying west of First Street and lying within the following described lines: commencing at the intersection of Willmar Avenue and First Street; thence west along the centerline of Willmar Avenue Southwest to the centerline of 3rd Street Southwest; thence northerly along the centerline of 3rd Street Southwest to the centerline of Grace Avenue Southwest; thence westerly along the centerline of Grace Avenue Southwest to the centerline of 7th 4th Street Southwest; thence southerly along the centerline of 7th 4th Street Southwest to the centerline of Robbins Avenue; thence westerly along the centerline of Robbins Avenue to the centerline of 7th Street Southwest; thence southerly along the centerline of 7th Street Southwest to its intersection with the centerline of 19th Avenue Southwest; thence east along the centerline of 19th Avenue Southwest to the centerline of 6th Street Southwest; thence south along the centerline of 6th Street Southwest to the south line of 28th Avenue Southwest; thence east along the south line of 28th Avenue Southwest to the west centerline of First Street; thence south on the west centerline of First Street to the city limits centerline of 45th Avenue Southeast; thence east along the centerline of 45th Avenue Southeast to its intersection with the east city limit; thence in a generally northerly and easterly direction along the east city limit to its intersection with the centerline of 9th Street Southeast; thence north along the centerline of 9th Street Southeast to the centerline of 19th Avenue Southeast; thence east along the centerline of 19th Avenue Southeast to the centerline of Pleasant View Drive; thence northeasterly along the centerline of Pleasant View Drive to the centerline of 12th Street Southeast; thence northerly along the centerline of 12th Street Southeast to the centerline of Willmar Avenue; thence west along the centerline of Willmar Avenue to the point of beginning; thence following the city limit in a southerly, westerly and easterly direction until it reaches the south city limit; and that part of the fourth ward lying east of First Street; south of Willmar Avenue Southeast; west of Pleasant View Drive Southeast; north of the south city limit; and west of the east city limit as it parallels First Street.

(Code 1978, 050.01(4); Ord. No. 867, 1, 10-18-85; Ord. No. 1019, 4, 2-19-92; Ord. No. 1158, § 1, 5-1-02)

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, MARCH 12, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, March 12, 2012, in Conference Room #1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

Others present included Public Works Director Holly Wilson; David Little, West Central Tribune; and Carol Cunningham, Accounting Supervisor.

Item No. 1 – 2012 Budget Amendments (Resolutions)

Staff explained to the Committee that several amendments to the 2012 Budget are being proposed:

- A) Previous council action approved the reduction in Vehicle/Equipment Replacements in the amount of \$241,625 which is being proposed to be reallocated for part of the Storm Sewer portion of the Western Collector Project. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution reallocating \$241,625 from the 2012 Budget for Vehicle/Equipment Replacements to the Storm Sewer portion of the Western Collector Project.

- B) Prior to 2012, the City directly received PERA State Aid funds for the Firemen's Retirement Plan which the City then paid to the Firemen's Relief Association. Since the retirement plan for Willmar's Fire Department is now through PERA, the State will now be remitting those funds directly to PERA. Consequently, there will be a reduction in both state aid revenue received and Fire Department pension expenditures in the amount of \$66,394. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution amending the 2012 Budget by decreasing state aid revenue and decreasing the Fire Department pension expenditures in the amount of \$66,394

- C) Under the previous Firemen's Retirement Plan, the City allocated funds to cover possible shortfalls that may occur in that Plan. Since 2012 is the first year that the Firemen are under the new PERA Plan, funding for any possible shortfall would not be expended until next year. Consequently, the \$25,000 budgeted for 2012 is no longer needed. Staff is proposing to transfer this amount from the 2012 Fire Department pension expenditures to NonDepartmental for future funding needs.

Following discussion, it was moved by Council Member Johnson, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution amending the 2012 Budget by decreasing Fire Department pension expenditures and increasing NonDepartmental expenditures in the amount of \$25,000.

- D) An employee in the Finance Department requires changes in health insurance coverage from single to family. Staff is proposing to transfer \$12,381 from NonDepartmental Expenditures to the Finance Department insurance expenditures. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution amending the 2012 Budget by decreasing NonDepartmental expenditures and increasing Finance Department insurance expenditures in the amount of \$12,381.

- E) An employee in the Finance Department requires changes in health insurance coverage from single to family but an employee in the Public Works Department requires changes in health insurance coverage from family to single. As a result, it is being proposed that the amount of \$9,036 which is no longer needed for insurance in Public Works be transferred to the insurance budget in Finance. Following discussion, it was moved by Council Member Johnson, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution amending the 2012 Budget by decreasing Public Works Insurance Expense and increasing Finance Insurance Expense in the amount of \$9,036.

- F) Pursuant to the Council repealing the False Alarm Ordinance, the 2012 Budget needs to be reduced by \$8,000 which was the amount estimated for 2012 for False Alarm Revenue. It is being proposed that the Other Services Expenditures Budget be reduced by \$5,000 for the Police Department and \$3,000 for the Fire Department to offset this reduction of revenue. Following discussion, it was moved by Council Member Johnson, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution amending the 2012 Budget by decreasing False Alarm Revenues in the amount of \$8,000 and by decreasing Police Department Other Services Expenditures in the amount of \$5,000 and Fire Department Other Services Expenditures in the amount of \$3,000.

Item No. 2 – Watershed Management Plan Funding Request (Resolution)

Staff presented to the Committee a request to appropriate \$8,700 from the Storm Water Fund to complete and publish the City's Watershed Management Plan. The Phase III Flood Mitigation study and recommendations, which substantially include the issues at 10th Street SW and Kandiyohi Avenue, will be incorporated into the existing plan which will then be presented to the City Council. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution appropriating \$8,700 from the Storm Water Fund to update the City's Watershed Management Plan with the Phase III Flood Mitigation study and recommendations, and to publish the completed Plan.

Item No. 3 – Redesignate Capital Funds – Auditorium (Resolution)

Public Works Director Holly Wilson explained to the Committee that the 2012 City Auditorium Capital Outlay Budget includes \$8,000 for replacement of door frames on the exterior of the building. It is being requested that the Council redesignate this \$8,000 to complete HVAC upgrades at the Auditorium which have recently become a higher priority for 2012. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Johnson, and passed to make the following:

RECOMMENDATION: to introduce a resolution redesignating \$8,000 from the 2012 Auditorium Capital Outlay Budget for replacement of exterior door frames to complete needed HVAC upgrades at the Auditorium.

Item No. 4 – Reports (Information)

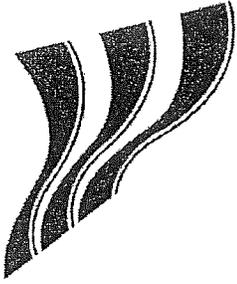
The Committee received the following January Reports for information: Rice Hospital and Rice Trust:

There being no further business to come before the Committee, the meeting was adjourned at 5:20 p.m. upon motion by Council Member Dokken, seconded by Council Member Johnson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 1
Meeting Date: 03/12/2012
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Amend the 2012 Adopted Budget

Guiding Principle: Recording of previous council actions changing department budget levels.

Introduction: City Council action is necessary to amend departmental budgets.

Background/Justification:

Since the Mayor and City Council have set the Department level as the Budgetary Control level, Council action is required to amend departmental budgets. The proposed changes are necessary due to changes in Council policy and changes in operations.

Fiscal Impact: Total fiscal impact to the General Fund Budget (see attached) is a reduction of \$71,000 which includes reductions of \$8,000 in False Alarm Revenue and \$63,000 in Fire State Aid Revenue.

Alternatives: To not amend the budget and, therefore, lack proper budget authority for expenditures.

Staff Recommendation: To amend the various accounts as listed.

Reviewed by: Steve B. Okins, Finance Director

Preparer: Carol Cunningham, Acctg Supervisor

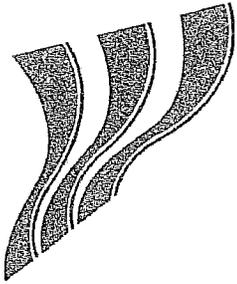
Signature:

Comments:

2012 Budget Proposed Changes

03/12/2012

		<u>Increase</u>	<u>Decrease</u>
1) Reduction in Vehicle Replacement Schedule and Reallocation for Western Collector Storm Water Improvements	Transfers Out - Storm Water	\$ 241,625.00	
	Police Dept - Vehicles	\$ 6,274.00	
	Civic Center - Vehicles	\$ 25,000.00	
	Leisure Services - Vehicles		\$ 40,007.00
	City Hall - Vehicles		\$ 28,142.00
	Public Works - Vehicles		\$ 204,750.00
2) Firemen's PERA Adjustment	Fire State Aid Estimated Revenue		\$ 63,000.00
	Fire Dept - Pensions Exp		\$ 66,394.00
	NonDepartmental Exp	\$ 3,394.00	
3) Firemen's City Retirement	NonDepartmental Exp	\$ 25,000.00	
	Fire Dept Pensions Exp		\$ 25,000.00
4) Finance Health Ins Marital Change	Finance Dept - Insurance Exp	\$ 12,381.00	
	NonDepartmental Exp		\$ 12,381.00
5) Finance & Public Works Health Ins Marital Changes	Finance Dept - Insurance Exp	\$ 9,036.00	
	Public Works - Insurance Exp		\$ 9,036.00
6) Repeal of False Alarm Ordinance	False Alarm Estimated Revenue		\$ 8,000.00
	Police Dept - Other Services Exp		\$ 5,000.00
	Fire Dept - Other Services Exp		\$ 3,000.00



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

Agenda Item Number: _____

Meeting Date: March 12, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 19, 2012

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

Originating Department: **Public Works**

Action Requested: Transfer funds from the Storm Water Fund to 2012 Engineering Budget Line Item 46

Guiding Principle:

Introduction: Funding request to complete Watershed Management Plan

Background/Justification: Staff is requesting to appropriate \$8,700 from the Storm Water Fund to complete and publish the City of Willmar's Watershed Management Plan.

Fiscal Impact: \$8,700.00

Alternatives: N/A

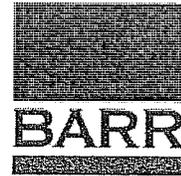
Staff Recommendation: Adopt a resolution transferring the money into the 2012 Engineering Budget Line Item 46.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:



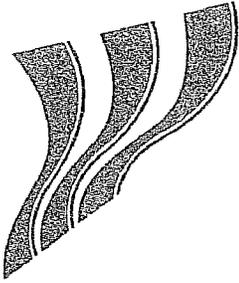
Memorandum

To: Holly Wilson – City of Willmar
From: Karen Chandler and Steve Klein – Barr Engineering Company
Subject: Cost Estimate to Complete the City of Willmar Watershed Management Plan
Date: February 8, 2011
Project: 23/34-1003

This memorandum provides the estimated cost to complete and publish the City of Willmar Watershed Management Plan (WMP). A draft of the WMP was provided to the city in April, 2010. Tasks necessary to complete the WMP are described below:

- **Update WMP** – The WMP will be updated with discussion of the Phase III Flood Mitigation study and recommendations. Associated action items will be included in the implementation tables (Tables 7-1 and 7-4), and the study will be included as an appendix. Discussion of impaired waters and the MS4 permit will be updated to reflect current data.
- **Respond to Comments** – Updated text, figures, and appendices from the WMP will be provided to Holly Wilson for review. Comments will be incorporated into the WMP.
- **Present WMP to City Council** – Barr will prepare a presentation regarding the WMP. Karen Chandler and/or Steve Klein will attend the April or May City Council meeting to present the WMP to the City Council. Barr's costs include travel.
- **Produce WMP** – Barr will produce 10 hard copies of the WMP (including CDs) for the city, as well as a digital copy for the city's website. Additional hard copies of the WMP may be requested at cost.

Estimated cost to complete the above tasks = \$8,700



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

Agenda Item Number: _____

Meeting Date: March 12, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 19, 2012

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

Originating Department: Public Works

Action Requested: Re-designate Funds - Auditorium 2012 Capital Improvements

Guiding Principle: C.I.P. Amendment

Introduction: Request to re-designate funds in the Auditorium Capital Outlay Program

Background/Justification: The 2012 Auditorium Capital Outlay Program has \$8,000 designated in Line 51 for the replacement of door frames. Staff is requesting to re-designate this \$8,000 to complete HVAC upgrades. Quotes for the improvements have been received from Chappell Central, Inc.

Fiscal Impact: \$8,000.00

Alternatives: N/A

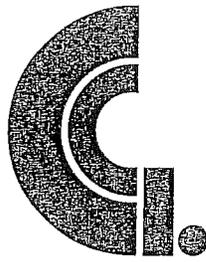
Staff Recommendation: Adopt a resolution re-designating the money toward HVAC Improvements.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:



Chappell Central, Inc.

2101 Gorton Ave. NW PO Box 916 Willmar, MN 56201 320-235-2151
Fax: Commercial/Residential 320-235-8992 Manufacturing/Shop 320-235-8995 Office 320-235-5874
www.chappellcentral.com

January 6, 2012

Willmar City Auditorium
Paul Tinklenberg
311 6th St SW
Po Box 755
Willmar, MN 56201

Dear Paul Tinklenberg:

This proposal is in regard to Duct Cleaning at Willmar City Auditorium. The following is a breakdown of the materials we are offering for your consideration for an HVAC system.

Option 1

On the Main Air Handling Unit we purpose to go thru and clean the preheat coil, main heating coil and the air conditioning coil. We may have to install some access door to do this. Also we will go the air handler and clean the blower wheel. We will also remove the supply and return registers, clean them and access the duct work thru these since a lot of the duct work is hidden behind ceiling and walls. I purpose that this would cost \$3100.00 to do.

Option 2

For the Gun Range Area we would go thru the three exhaust fans we found that takes care of the area. We will clean the fan blade/wheels and associated duct work that they use. That work could be done the sum of \$2600.00

All prices included taxes and installation labor

Thank you for the opportunity to offer this proposal. Please contact me if I can be of additional assistance or for scheduling this installation.

Sincerely,

Paul Krueger



Chappell Central, Inc.

2101 Gorton Ave. NW
Willmar, MN 56201

Phone (320) 235-2151
Fax (320) 235-5874

Quote #: 4874

WILLMAR CITY AUDITORIUM
311 6TH ST SW - PO BOX 755
WILLMAR, MN 56201

January 23, 2012

Dear Paul:

Chappell Central is pleased to offer for your consideration this proposal for repairs to the heating system at the above address.

Scope of Work: Changeout defective hot water valve actuator for the pre heat coil on the AHU. This quote is to replace the coupling kit and actuator only the valve will be re used.

Qty	Description
1	UNV-006 Belimo coupling kit
1	NVF24-MFT Belimo direct coupled actuator
1	Labor

Total Quote: \$732.40

This quote does not include any electrical that would require a licensed electrician.

~~Thank you for the opportunity to quote these repairs. If you have any questions please contact me at 320-235-2151.~~

Respectfully submitted,


Ross Pederson
Building Management Systems

Note: this quote is valid for 30 days.
Upon acceptance please return a signed copy to me.

Signed _____
Date _____

		<u>2012 MAYOR'S PROPOSED</u>	<u>2012 COUNCIL ADOPTED</u>
AIRPORT			
54	CRACK SEALING	9,000	9,000
54	SEED SOD RUNWAY	50,000	50,000
	TOTAL AIRPORT	<u>59,000</u>	<u>59,000</u>
AUDITORIUM			
51	REPLACE DOOR FRAMES	8,000	8,000
	TOTAL AUDITORIUM	<u>8,000</u>	<u>8,000</u>
PARK DEVELOPMENT			
51	CONCESSION STAND (SWANSON)	15,000	15,000
54	FIELD IMPROVE (SUNRISE)	10,000	10,000
54	IRRIGATION (RED)	20,000	20,000
	TOTAL PARK DEVELOPMENT	<u>45,000</u>	<u>45,000</u>
LEISURE SERVICES			
53	VAN	40,000	40,000
	TOTAL LEISURE SERVICES	<u>40,000</u>	<u>40,000</u>
CIVIC CENTER			
52	GENIE LIFT	15,000	15,000
53	PICKUP	36,700	36,700
53	CUSHMAN	11,550	11,550
	TOTAL CIVIC CENTER	<u>63,250</u>	<u>63,250</u>
INDUSTRIAL PARK			
54	INFRASTRUCTURE	6,000,000	6,000,000
	TOTAL INDUSTRIAL PARK	<u>6,000,000</u>	<u>6,000,000</u>
	TOTAL GENERAL FUND	<u>7,504,835</u>	<u>7,504,835</u>
	GRAND TOTAL (ALL FUNDS)	<u>7,504,835</u>	<u>7,504,835</u>

Rice Memorial Hospital
Financial Statements
January 31, 2012

Executive Summary

January was a positive month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a profit of \$142,000 from operations in January compared to a budgeted operating loss of \$20,000. The primary contributing factor was the higher than expected inpatient and outpatient activity which exceeded budgeted revenues by \$1.0 million. Average daily census was 38 for the month compared to a budget of 33. Overall net income was \$319,000 compared to budgeted net income of \$64,000. With the increased patient activity and the Epic Project, expenses were up for the month but not enough to offset the increased net patient revenues.

January 31, 2012 Balance Sheet:

The January balance sheet showed an increase in net assets of \$320,000. Total Assets have increased \$2.6 million while total liabilities have increased \$2.3 million. The Total Asset increase was due to an increase in current assets of \$2.3 million; an increase in assets whose use is limited of \$29,000; a decrease in property, plant, and equipment of \$472,000, and an increase in other assets of \$700,000. The increase in current assets was due to increases in Cash and Receivables. Property, Plant, and Equipment has decreased due to depreciation expense greater than acquisitions. Other Assets have increased due to an increase in general investments and the investment in Willmar Medical Services. Cash & General Investments have increased \$1.3 million since December 31, 2011 due to positive Operations and lower capital outlays. Liabilities have increased due to accrued expenses and funds owed Willmar Medical Services.

January 2012 Results:

The overall net operating income was \$142,000 compared to a budgeted operating loss of \$20,000 and compared to last year's operating income of \$269,000. Patient revenues were \$874,000 (5.2%) greater than budget for the month and 7.4% greater than the prior year. Hospital revenues were greater than budget with inpatient revenues 6.0% greater than budget and outpatient revenues 7.3% greater than budget. Inpatient revenues were driven by the increased census while Outpatient revenues were the result of positive variances in CT/MRI, Medical Oncology, and Pharmacy. Care Center revenues were less than budget by 5.0% due to lower census while Home Medical revenues were 12.6% less than budget due to decreased rental activity.

Consolidated deductions from revenue were \$155,000 (1.9%) greater than budget and when netted against total patient revenues yielded a positive net patient revenue variance of \$718,000 (8.4%). The Hospital's reimbursement rate for the month was 49.38% compared to a budget of 47.57%; a positive variance of \$294,000. Uncompensated care was lower than projected due to lower requests.

Other operating revenues were \$146,000 (9.4%) less than budget due to lower activity. Willmar Medical Services activity at Rice was greater than budget in January by \$193,000 (11.8%) due to increased Medical Oncology and CT/MRI activity. Total

operating revenues were \$8.8 million or \$378,000 (4.4%) greater than budget and \$519,000 (6.2%) greater than last year.

Net Expenses were \$8.7 million which was \$215,000 (2.5%) greater than budget. Expenses were mixed for the month with Salaries \$34,000 (0.9%) greater than budget due to patient activity; Contract Labor was \$80,000 (44.7%) greater due to Emergency Room Physicians, Rehab and Care Center Therapy costs; and Benefits were \$87,000 (7.3%) greater due to Health Insurance, Deferred Comp, and Unemployment costs. Supplies were \$169,000 (15.9%) less than budget due lower activity in numerous departments and adjustments in supplies at Home Medical. Drugs were \$30,000 (6.4%) less due to Medical Oncology purchases through Rice which was offset by increased inpatient activity. Purchased Services were \$39,000 (6.7%) greater due to Hospice costs, Collection fees, and other financial consulting services. Repairs were \$55,000 (18.3%) less due to lower activity in numerous departments. Utilities were \$346 (0.2%) greater than budget; Insurance was \$2,700 (5.0%) less than budget; Patient Related Travel was \$2,700 (7.3%) less than budget while Education, Travel, and Dues were \$18,000 (23.6%) greater than budget due to many annual dues expensed in the month. Other was \$25,000 (58.2%) greater than budget due to Outreach advertising and supply donations. Depreciation was \$19,000 (3.3%) greater than budget while Interest was \$2,100 (1.0%) less than budget. Bad Debts were 5,100 (3.8%) less than budget with Taxes 16,000 (8.9%) greater than budget due to increased MN Care Taxes paid.

Non-operating income was \$92,000 (108%) greater than budget due to unrealized gains and higher than projected investment income. Rice will continue to monitor its investments and analyze if some investments that should be sold in order to capture the realized gains on the instruments.

The Hospital generated operating income of \$61,000 compared to a budgeted operating loss of \$92,000 and compared to last year's operating income of \$340,000. Care Center activity generated operating income for the month of \$27,000 compared to expected operating income of \$28,000 and last year's operating loss of \$9,200. Home Medical activity generated operating income of \$53,000 compared to budgeted operating income of \$43,000 and last year's operating loss of \$61,000.

Statistical and Volume Summary

Statistics and volumes were mixed for the month. Patient days were 13.2% greater than budget while admissions were 9.3% greater than budget yielding an increase in length of stay from a budget of 3.50 to 3.70. Compared to the prior year, patient days were the same for the month with admissions 4 greater than last year. The average daily census for the month was 38.2 compared to a budget of 33.8 and last year's 38.2. Observation patients were 11.9% greater than budget and 35.0% greater than last year. Medicare case mix was 0.3% greater than budget while the overall case mix was 3.1% greater than budget. Overall activity as measured in terms of adjusted admissions was 10.2% greater than budget for the month and 13.3% greater than last year while adjusted patient days were 14.1% greater than budget and 12.1% greater than last year. There were 55 deliveries for the month compared to a budget of 60 and 63 from a year ago. Care Center resident days were 2.6% less than budget with an average daily census of 73.1 compared to the budget of 75.

Ancillary departments were mixed for the month. Surgeries were 10.0% less than budget and 11.6% less than last year while Emergency Room visits were 5.1% greater than budget and 5.5% greater than last year. Lab tests were up by 5.8% due to increased inpatient activity with Medical Imaging procedures up by 13.2% compared to budget. Radiation Oncology treatments were 11.2% greater than budget with Medical Oncology visits 16.7% greater than the budgeted target. GI procedures were 36.4% greater than budget; Dialysis treatments were 5.0% less than budget; Rehab visits were 8.0% greater than budget; Hospice visits were 4.4% greater than budget; and Ambulance runs were 8.9% less than budget.

Full Time Equivalent's (FTE's) for the month were 802 compared to a budget of 785 and compared to last year's total of 760. The increase in FTE's was at the Hospital due to patient activity and the Epic Project.

Key Indicators

The key Operational indicators were positive for the month compared to budget. Consolidated Operating Margin was 1.6% compared to the budget target of a negative 0.2%. Excess Margin was 3.5% compared to a budget of 0.8%. The EBIDA ratio was 12.7% for the month compared to a budget of 10.2%.

The Financial ratios indicate that the Debt/Capitalization ratio of 46% was slightly higher than the year-end target of 45%. Debt service coverage was 3.0 compared to the budget of 2.9 and compared to the debt covenant of 1.25. Days in accounts receivable were 55 compared to a target of 50 and last year of 64. Home Medical days outstanding were 108 compared to the target of 70 indicating significant work needs to continue to drive the days down to the target. Days of Cash were 116 compared to the year-end target of 126 and compared to 86 from the prior year. The Financial Strength Index was 1.05 compared to the budget of 1.10 and last year's 1.65.

Hospital productivity ratios in terms of staffing was less than budget with FTE's per adjusted admit at 13.6 compared to a budget of 14.3; last year's ratio of 14.6; and the benchmark of 14.9. FTE's per adjusted patient day were 3.8 compared to the budget of 4.1; last year's ratio of 4.0; and the benchmark of 4.4. Care Center Hours per Resident Day were 6.2 compared to the budget and benchmark of 5.8; thus indicating further work needs to be completed to decrease this ratio. Sales per FTE at Home Medical were \$162,000 which was 10.5% less than target. This should continue to increase as the Sales Director gets on staff and sales increase during the year.

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET**
For the Month Ending January 31, 2012

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$5,079,205	\$3,728,757	\$1,350,448
4 TRUSTEE BOND AGREEMENTS - CURRENT	2,410,840	2,130,440	280,400
5 ACCOUNTS RECEIVABLE NET	16,593,015	16,143,018	449,997
6 OTHER RECEIVABLES	645,383	521,975	123,408
7 INVENTORY	1,934,461	1,858,419	76,042
8 PREPAID EXPENSES	<u>1,560,708</u>	<u>1,517,862</u>	<u>42,847</u>
10 TOTAL CURRENT ASSETS	28,223,612	25,900,470	2,323,142
12 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,731,642	3,731,642	0
15 REMAINDER UNITRUST - RECEIVABLE	47,976	47,976	0
16 ENDOWMENT FUND - INVESTMENTS	<u>2,496,211</u>	<u>2,466,271</u>	<u>29,939</u>
18 TOTAL ASSETS - USE IS LIMITED	6,275,828	6,245,889	29,939
20 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	129,412,722	129,292,102	120,620
22 LESS: ACCUMULATED DEPRECIATION	<u>(68,115,684)</u>	<u>(67,522,491)</u>	<u>(593,193)</u>
24 NET PROPERTY, PLANT & EQUIPMENT	61,297,038	61,769,611	(472,573)
26 OTHER ASSETS			
27 INVESTMENTS	25,172,916	25,125,564	47,352
28 INVESTMENTS - SHARED HEALTH RESOURCES	411,413	411,413	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,058,816	3,335,316	723,500
30 OTHER INVESTMENTS	79,136	79,136	0
32 DEFERRED DEBT ACQUISITION COSTS	515,829	518,347	(2,518)
33 OTHER	<u>118</u>	<u>0</u>	<u>118</u>
35 TOTAL OTHER ASSETS	30,238,228	29,469,777	768,452
37 TOTAL ASSETS	\$126,034,707	\$123,385,747	\$2,648,960
40 LIABILITIES AND NET ASSETS			
41 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$1,981,181	\$1,981,181	0
43 ACCOUNTS PAYABLE - TRADE	1,600,005	1,563,350	36,655
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	193,963	217,700	(23,737)
45 ACCRUED SALARIES, WAGES AND BENEFITS	11,305,368	10,751,022	554,347
46 ACCRUED INTEREST AND DUE TO WMS	<u>4,268,954</u>	<u>2,449,639</u>	<u>1,819,315</u>
48 TOTAL CURRENT LIABILITIES	19,349,472	16,962,892	2,386,580
50 LONG TERM DEBT (LESS CURRENT PORTION)	49,211,656	49,270,010	(58,354)
52 TOTAL LIABILITIES	68,561,128	66,232,902	2,328,226
54 COMMITMENTS AND CONTINGENCIES			
56 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,552,250	3,552,250	0
59 SPECIFIC PURPOSE FUND	22,144	74,593	(52,449)
60 PERMANENT ENDOWMENT	2,496,211	2,466,271	29,939
61 CURRENT YEAR INCOME	319,512	6,006,621	(5,687,109)
62 UNRESTRICTED	<u>51,083,462</u>	<u>45,053,110</u>	<u>6,030,353</u>
64 TOTAL NET ASSETS	57,473,579	57,152,845	320,734
66 TOTAL LIABILITIES AND NET ASSETS	\$126,034,707	\$123,385,747	\$2,648,960

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Month Ending January 31, 2012

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR %
OPERATING REVENUE						
INPATIENT REVENUE	\$5,695,275	\$5,371,984	\$323,291	6.0%	\$6,064,171	(6.1%)
OUTPATIENT REVENUE	10,559,685	9,840,020	719,665	7.3%	9,380,030	12.6%
RICE CARE CENTER REVENUE	622,030	654,998	(32,968)	(5.0%)	426,493	45.8%
RICE HOME MEDICAL REVENUE	943,194	1,078,747	(135,553)	(12.6%)	722,589	30.5%
TOTAL PATIENT REVENUE	17,820,184	16,945,749	874,435	5.2%	16,593,283	7.4%
LESS DISCOUNTS & CONTRACTUALS	8,412,257	8,208,679	203,578	2.5%	7,588,831	10.9%
LESS UNCOMPENSATED CARE	103,433	151,459	(48,026)	(31.7%)	252,308	(59.0%)
TOTAL DEDUCTIONS FROM REVENUE	8,515,690	8,360,138	155,552	1.9%	7,841,139	8.6%
NET REVENUE FROM PATIENTS	9,304,494	8,585,611	718,883	8.4%	8,752,144	6.3%
TOTAL OPERATING REVENUE	1,409,937	1,556,908	(146,971)	(9.4%)	1,247,707	13.0%
TOTAL OPERATING REVENUE	10,714,431	10,142,519	571,912	5.6%	9,999,851	7.1%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,836,046	1,642,324	193,722	11.8%	1,641,106	11.9%
TOTAL OPERATING REVENUE	8,878,385	8,500,195	378,190	4.4%	8,358,745	6.2%
OPERATING EXPENSES						
SALARIES AND WAGES	3,942,265	3,907,313	34,952	0.9%	3,765,267	4.7%
CONTRACT LABOR	260,123	179,781	80,342	44.7%	152,095	71.0%
SUPPLEMENTAL BENEFITS	1,278,089	1,190,832	87,257	7.3%	1,181,526	8.2%
SUPPLIES	897,960	1,067,845	(169,885)	(15.9%)	938,876	(4.4%)
DRUGS	448,442	479,241	(30,799)	(6.4%)	550,142	(6.4%)
PURCHASED SERVICES	628,049	588,596	39,453	6.7%	497,102	26.3%
REPAIRS, SERVICE & RENTALS	247,753	303,134	(55,381)	(18.3%)	290,896	(14.8%)
UTILITIES	153,726	153,380	346	0.2%	133,828	14.9%
INSURANCE	52,937	55,706	(2,769)	(5.0%)	49,456	7.0%
PATIENT RELATED TRAVEL	34,478	37,193	(2,715)	(7.3%)	34,946	(1.3%)
EDUCATION, TRAVEL, & DUES	96,413	78,007	18,406	23.6%	75,064	28.4%
OTHER	70,254	44,400	25,854	58.2%	24,926	181.9%
DEPRECIATION AND AMORT	618,288	598,394	19,894	3.3%	612,617	0.9%
INTEREST	207,993	210,146	(2,153)	(1.0%)	210,693	(1.3%)
BAD DEBITS	132,067	137,241	(5,174)	(3.8%)	85,802	53.9%
TAXES & SURCHARGE	205,911	189,007	16,904	8.9%	203,366	1.3%
TOTAL OPERATING EXPENSES	9,274,748	9,220,216	54,532	0.6%	8,806,602	5.3%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	538,797	699,701	(160,904)	(23.0%)	717,407	(24.9%)
NET OPERATING EXPENSES	8,735,951	8,520,515	215,436	2.5%	8,089,195	8.0%
OPERATING INCOME (LOSS)	142,434	(20,320)	162,754	(801.0%)	269,550	(47.2%)
NON OPERATING INCOME	177,075	84,976	92,099	108.4%	50,270	252.2%
NET INCOME (LOSS)	\$319,509	\$64,656	\$254,853	394.2%	\$319,820	(0.1%)

RICE CARE CENTER
For the Month Ending January 31, 2012

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING REVENUE						
45.8% RICE CARE CENTER REVENUE	\$622,030	\$654,998	(5.0%)	\$622,030	\$654,998	(5.0%)
45.8% TOTAL PATIENT REVENUE	622,030	654,998	(5.0%)	622,030	654,998	(5.0%)
26.5% LESS DISCOUNTS & CONTRACTUALS	74,699	141,238	(47.1%)	74,699	141,238	(47.1%)
26.5% TOTAL DEDUCTIONS FROM REVENUE	74,699	141,238	(47.1%)	74,699	141,238	(47.1%)
49.0% NET REVENUE FROM PATIENTS	547,331	513,760	6.5%	547,331	513,760	6.5%
(32.5%) OTHER OPERATING REVENUE	1,490	593	151.3%	1,490	593	151.3%
48.5% TOTAL OPERATING REVENUE	548,821	514,353	6.7%	548,821	514,353	6.7%
LESS: WILLMAR MEDICAL SERVICES						
OPERATING EXPENSES						
23.3% SALARIES AND WAGES	245,184	223,649	9.6%	245,184	223,649	9.6%
27.2% CONTRACT LABOR	17,516	102	17,072.5%	17,516	102	17,072.5%
22.3% SUPPLEMENTAL BENEFITS	93,730	94,203	(0.5%)	93,730	94,203	(0.5%)
19.5% SUPPLIES	36,090	39,325	(8.2%)	36,090	39,325	(8.2%)
178.7% DRUGS	15,682	11,851	32.3%	15,682	11,851	32.3%
63.4% PURCHASED SERVICES	14,401	10,159	41.8%	14,401	10,159	41.8%
(12.1%) REPAIRS, SERVICE & RENTALS	2,078	4,354	(52.3%)	2,078	4,354	(52.3%)
44.2% UTILITIES	11,315	15,058	(24.9%)	11,315	15,058	(24.9%)
14.3% INSURANCE	2,869	2,954	(2.9%)	2,869	2,954	(2.9%)
380.4% PATIENT RELATED TRAVEL	245	123	100.8%	245	123	100.8%
49.8% EDUCATION, TRAVEL, & DUES	4,867	3,809	27.8%	4,867	3,809	27.8%
(63.0%) OTHER	61	320	(80.9%)	61	320	(80.9%)
139.3% DEPRECIATION AND AMORT	31,106	0	0.0%	31,106	0	0.0%
152.9% INTEREST	11,090	11,337	(2.2%)	11,090	11,337	(2.2%)
(90.4%) BAD DEBTS	660	2,033	(67.5%)	660	2,033	(67.5%)
87.6% TAXES & SURCHARGE	34,333	35,675	(3.8%)	34,333	35,675	(3.8%)
37.6% TOTAL OPERATING EXPENSES	521,227	486,057	7.2%	521,227	486,057	7.2%
LESS: WILLMAR MEDICAL SERVICES						
37.6% NET OPERATING EXPENSES	521,227	486,057	7.2%	521,227	486,057	7.2%
OPERATING INCOME (LOSS)						
	27,590	28,296	(2.5%)	27,590	28,296	(2.5%)
	27,590	28,296	(2.5%)	27,590	28,296	(2.5%)

RICE HOME MEDICAL
For the Month Ending January 31, 2012

ACTUAL	CURRENT MONTH		PRIOR YR	VAR %
	BUDGET	VAR		

ACTUAL	YEAR TO DATE		PRIOR YR	VAR %
	BUDGET	VAR		

\$ 943,194	\$ 1,078,747	\$ (135,553)	-12.6%	\$ 722,589	-12.6%	\$ 722,589	30.5%
943,194	1,078,747	(135,553)	(12.6%)	722,589	(12.6%)	722,589	30.5%
210,428	242,718	(32,290)	(13.3%)	169,893	(13.3%)	169,893	23.9%
2,395	2,395	0	#DIV/0!	2,395	#DIV/0!	2,395	#DIV/0!
212,823	242,718	(29,895)	(12.3%)	169,893	(12.3%)	169,893	25.3%
730,371	836,029	(105,658)	(12.6%)	552,696	(12.6%)	552,696	32.1%
3,796	1,000	2,796	279.6%	1,305	279.6%	1,305	190.9%
734,167	837,029	(102,862)	(12.3%)	554,001	(12.3%)	554,001	32.5%

OPERATING REVENUE

30.5% RICE HOME MEDICAL REVENUE

30.5% TOTAL PATIENT REVENUE

23.9% LESS DISCOUNTS & CONTRACTUALS
LESS UNCOMPENSATED CARE

25.3% TOTAL DEDUCTIONS FROM REVENUE

32.1% NET REVENUE FROM PATIENTS

190.9% OTHER OPERATING REVENUE

32.5% TOTAL OPERATING REVENUE

LESS: WILLMAR MEDICAL SERVICES

734,167 (102,862) (12.3%) 554,001

837,029 (102,862) (12.3%) 554,001

OPERATING EXPENSES

10.4% SALARIES AND WAGES

(100.0%) CONTRACT LABOR

41.6% SUPPLEMENTAL BENEFITS

7.6% SUPPLIES

23.5% PURCHASED SERVICES

(18.1%) REPAIRS, SERVICE & RENTALS

30.3% UTILITIES

(3.0%) INSURANCE

13.0% PATIENT RELATED TRAVEL

775.2% EDUCATION, TRAVEL, & DUES

118.4% OTHER

7.3% DEPRECIATION AND AMORT

(33.8%) INTEREST

(106.6%) BAD DEBTS

(7.0%) TAXES & SURCHARGE

10.5% TOTAL OPERATING EXPENSES

LESS: WILLMAR MEDICAL SERVICES

680,486 (112,594) (14.2%) 615,626

793,080 (112,594) (14.2%) 615,626

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680,486 (112,594) (14.2%) 615,626

RICE HOME MEDICAL
For the Month Ending January 31, 2012

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$640,236	67.9%	\$667,267	61.9%	(4.1%)	\$475,090	65.7%	34.8%
RENTS REVENUE	302,958	32.1%	411,480	38.1%	(26.4%)	247,499	34.3%	22.4%
GROSS SALES	943,194	100.0%	1,078,747	100.0%	(12.6%)	722,589	100.0%	30.5%
LESS: CONTRACTUAL ALLOWANCES	(210,428)	(22.3%)	(242,718)	(22.5%)	(13.3%)	(169,893)	(23.5%)	23.9%
LESS: UNCOMPENSATED CARE	(2,395)	(0.3%)						
NET SALES	730,371	77.4%	836,029	77.5%	(12.6%)	552,696	76.5%	32.1%
COST OF GOODS SOLD								
OXYGEN	11,390	1.6%	13,696	1.6%	(16.8%)	13,820	2.5%	(17.6%)
EQUIPMENT	60,897	8.3%	106,323	12.7%	(42.7%)	75,678	13.7%	(19.5%)
SUPPLY - FREIGHT	13,983	1.9%	14,801	1.8%	(5.5%)	9,399	1.7%	48.8%
SUPPLY	142,430	19.5%	189,222	22.6%	(24.7%)	117,228	21.2%	21.5%
EQUIPMENT REPAIR	10,336	1.4%	17,322	2.1%	(40.3%)	10,074	1.8%	2.6%
SHOP EXPENSE	7,508	1.0%	393	0.0%	1,810.4%	2,852	0.5%	163.3%
EQUIPMENT RENTAL & LEASES			348	0.0%	(100.0%)			
PURCHASE DISCOUNTS	(3,796)	(0.5%)	(1,000)	(0.1%)	279.6%	(1,305)	(0.2%)	190.9%
TOTAL COST OF GOODS SOLD	242,748	33.2%	341,105	40.8%	(28.8%)	227,746	41.2%	6.6%
GROSS PROFIT	487,623	66.8%	494,224	69.2%	(1.5%)	324,950	58.8%	50.1%
OPERATING EXPENSES								
SALARIES & WAGES	214,228	29.3%	242,653	29.0%	(11.7%)	194,115	35.1%	10.4%
CONTRACT LABOR	83,435	11.4%	68,841	8.2%	21.2%	2,817	0.5%	(100.0%)
SUPPLEMENTAL BENEFITS	7,893	1.1%	11,000	1.3%	(28.2%)	58,909	10.7%	41.6%
SUPPLIES AND DRUGS	26,990	3.7%	24,052	2.9%	12.2%	7,367	1.3%	7.1%
PURCHASED SERVICES	15,228	2.1%	18,089	2.2%	(15.8%)	21,857	4.0%	23.5%
REPAIRS, SERVICE & RENTALS	9,907	1.4%	11,437	1.4%	(13.4%)	18,600	3.4%	(18.1%)
UTILITIES	5,454	0.7%	5,322	0.6%	2.5%	7,605	1.4%	30.3%
INSURANCE	12,821	1.8%	13,362	1.6%	(4.0%)	5,621	1.0%	(3.0%)
PATIENT RELATED TRAVEL	7,352	1.0%	3,832	0.5%	91.9%	11,351	2.1%	13.0%
EDUCATION, TRAVEL, & DUES	2,890	0.4%	6,884	0.8%	(58.0%)	840	0.2%	775.2%
OTHER EXPENSE	40,475	5.5%	34,051	4.1%	18.9%	1,323	0.2%	118.4%
DEPRECIATION & AMORTIZATION	4,115	0.6%	4,254	0.5%	(3.3%)	37,712	6.8%	7.3%
INTEREST EXPENSE	(543)	(0.1%)	3,474	0.4%	(115.6%)	6,213	1.1%	(33.8%)
BAD DEBTS	3,698	0.5%	3,724	0.4%	(0.7%)	8,270	1.5%	(106.6%)
TAXES						3,976	0.7%	(7.0%)
TOTAL OPERATING EXPENSES	433,943	59.4%	450,375	53.9%	(3.8%)	386,576	69.9%	12.3%
NET OPERATING INCOME (LOSS)	50,680	6.8%	44,849	6.0%	(12.8%)	38,424	5.2%	(12.8%)

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:
January 31, 2012**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 319,509	\$ 319,820
3 Depreciation & Amortization	618,288	\$ 612,617
4 Debt Proceeds	-	
5 Other		
6		
7 Total Sources	<u>937,797</u>	<u>932,437</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	218,824	619,890
11 Debt Payments	58,354	55,183
12 Working Capital Changes & Other - Net	(737,181)	(658,711)
13		
14 Total Uses	<u>(460,003)</u>	<u>16,362</u>
15		
16 Increase / (Decrease) Cash & Investments	1,397,800	916,075
17		
18 Beginning of Period (January 1)	<u>28,854,321</u>	<u>19,798,398</u>
19		
20 End of Period	<u>\$ 30,252,121</u>	<u>\$ 20,714,473</u>

INVALENT HOSPITAL
 STATISTICAL AND VOLUME SUMMARY
 FOR THE PERIOD ENDED:
 January 31, 2012

CURRENT MONTH

	Actual	Budget	Var.	Var. %	Prior Yr.
30					
31	146	160	(14)	-8.8%	164
32	241	270	(29)	-10.7%	274
33	387	430	(43)	-10.0%	438
34					
35	195	209	(14)	-6.7%	204
36	912	844	68	8.1%	845
37	1,107	1,053	54	5.1%	1,049
38					
39	25,346	23,960	1,386	5.8%	25,401
40	1,640	1,449	191	13.2%	1,552
41	675	607	68	11.2%	524
42	182	156	26	16.7%	157
43	150	110	40	36.4%	130
44	682	718	(36)	-5.0%	729
45	3,593	3,326	267	8.0%	3,552
46	2,120	2,030	90	4.4%	2,046
47	215	236	(21)	-8.9%	221
48					
49					

Ancillary Services

	Actual	Budget	Var.	Var. %	Prior Yr.	Act/Prior	Var. %
IP Surgeries	146	160	(14)	-8.8%	164	-11.0%	
OP Surgeries	241	270	(29)	-10.7%	274	-12.0%	
Total Surgeries	387	430	(43)	-10.0%	438	-11.6%	
ER Visits-Inpatient	195	209	(14)	-6.7%	204	-4.4%	
ER Visits-Outpatient	912	844	68	8.1%	845	7.9%	
ER Visits-Total	1,107	1,053	54	5.1%	1,049	5.5%	
Lab Tests	25,346	23,960	1,386	5.8%	25,401	-0.2%	
Medical Imaging Procedures	1,640	1,449	191	13.2%	1,552	5.7%	
Radiation Oncology Treatments	675	607	68	11.2%	524	28.8%	
Medical Oncology Visits	182	156	26	16.7%	157	15.9%	
GI Procedures	150	110	40	36.4%	130	15.4%	
Dialysis Treatments	682	718	(36)	-5.0%	729	-6.4%	
Rehab Visits	3,593	3,326	267	8.0%	3,552	1.2%	
Hospice Visits	2,120	2,030	90	4.4%	2,046	3.6%	
Ambulance Runs	215	236	(21)	-8.9%	221	-2.7%	

Full Time Equivalents (FTE's)

50					
51	648	637	11	1.7%	623
52	84	77	8	9.8%	70
53	70	71	(2)	-2.3%	67
54	802	785	17	2.1%	760

FTE's - Hospital	648	637	11	1.7%	623	4.1%
FTE's - Care Center	84	77	8	9.8%	70	20.2%
FTE's - Home Medical	70	71	(2)	-2.3%	67	3.7%
Total FTE's	802	785	17	2.1%	760	5.5%

**ICE MEMORIAL HOSPITAL
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED: 01/31/12

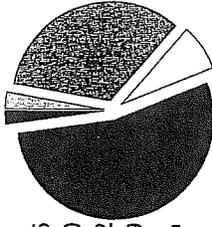
Line #		Month-to-Date					Year-to-Date					Industry Benchmarks	
		Actual	Budget	Prior Yr	Variance Act vs Bud	Variance Act vs Prior	Actual	Budget	Prior Yr	Variance Act vs Bud	Variance Act vs Prior		
1	OPERATIONAL												
2	Operating Margin	0.8%	-1.3%	4.6%	2.1%	-3.8%	0.8%	-1.3%	4.6%	2.1%	-3.8%		
3	Rice Hospital	5.0%	5.5%	-2.5%	-0.5%	7.5%	5.0%	5.5%	-2.5%	-0.5%	7.5%		
4	Rice Care Center	7.3%	5.3%	-11.1%	2.1%	18.4%	7.3%	5.3%	-11.1%	2.1%	18.4%		
5	Rice Home Medical												
6													
7	Consolidated Operating Margin	1.6%	-0.2%	3.2%	1.8%	-1.6%	1.6%	-0.2%	3.2%	1.8%	-1.6%		1.6%
8													
9	Consolidated Excess Margin	3.5%	0.8%	3.8%	2.8%	-0.3%	3.5%	0.8%	3.8%	2.8%	-0.3%		3.0%
10													
11	EBIDA												
12	(Earnings Before Interest + Depreciation + Amortization)	12.7%	10.2%	13.6%	2.5%	-0.9%	12.7%	10.2%	13.6%	2.5%	-0.9%		9.7%
13	FINANCIAL												
14	Debt/Capitalization Ratio	46%	45%	49%	2.5%	-2.5%	46%	45%	49%	2.5%	-2.5%		41%
15	Debt Service Coverage	3.0	2.9	3.1	3.8%	-4.1%	3.0	2.9	3.1	3.8%	-4.1%		2.9
16	Net Days in Accounts Receivable-Hospital	55	50	64	10.6%	-13.2%	55	50	64	10.6%	-13.2%		45
17	Days of Cash	116	126	86	-8.3%	34.5%	116	126	86	-8.3%	34.5%		134
18	Unrestricted Cash/Debt	61%	71%	42%	-13.4%	44.9%	61%	71%	42%	-13.4%	44.9%		97%
19	Cushion Ratio	6.6	8.0	4.7	-17.2%	39.7%	6.6	8.0	4.7	-17.2%	39.7%		9.6
20	Average Age of Plant	10.1	10.5	9.3	-3.8%	8.9%	10.1	10.5	9.3	-3.8%	8.9%		10.2
21	Financial Strength Index	1.05	1.10	1.65	-4.4%	-36.2%	1.05	1.10	1.65	-4.4%	-36.2%		0.30
22	PRODUCTION												
23	Rice Hospital												
24													
25	Controllable Expense/Adj. Admit	\$ 7,678	\$ 8,339	\$ 8,350	-7.9%	-8.1%	\$ 7,678	\$ 8,339	\$ 8,350	-7.9%	-8.1%		\$ 8,429
26													
27	Compensation Ratio	51.2%	52.9%	50.3%	-3.2%	1.7%	51.2%	49.8%	50.3%	2.8%	1.7%		50%
28													
29	FTE per Adjusted Admit	13.6	14.6	14.6	-7.1%	-6.8%	13.6	14.3	14.6	-4.9%	-6.8%		14.9
30	FTE per Adjusted Patient Day	3.8	4.7	4.0	-19.4%	-5.7%	3.8	4.1	4.0	-8.4%	-5.7%		4.4
31													
32	Supply Expense per CMI Adjusted Discharge	\$ 623	\$ 770	\$ 741	-19.1%	-15.9%	\$ 623	\$ 770	\$ 741	-19.1%	-15.9%		
33	Drug Expense per CMI Adjusted Discharge	\$ 444	\$ 533	\$ 600	-16.7%	-26.0%	\$ 444	\$ 533	\$ 600	-16.7%	-26.0%		
34	Total Supply & Drug Expense per CMI Adj. Disch	\$ 1,068	\$ 1,304	\$ 1,341	-18.1%	-20.4%	\$ 1,068	\$ 1,304	\$ 1,341	-18.1%	-20.4%		\$ 1,271
35													
36	Bad Debt as % of Net Patient Revenue	1.6%	1.8%	0.9%	-9.7%	82.2%	1.6%	1.8%	0.9%	-9.7%	82.2%		5.9%
37													
38	Capital Expense (Interest + Depreciation)	9.2%	9.2%	9.8%	-0.1%	-6.1%	9.2%	9.2%	9.8%	-0.1%	-6.1%		6.9%
39													
40	Rice Care Center Hours per Day	6.2	5.5	5.9	11.3%	4.9%	6.2	5.5	5.9	11.3%	4.9%		5.8
41													
42	Rice Home Medical												
43	Sales per FTE	\$ 162,293	\$ 181,353	\$ 128,976	-10.5%	25.8%	\$ 162,293	\$ 181,353	\$ 128,976	-10.5%	25.8%		
44													
45	Inventory Turns	5.21	6.95	5.40	-25.0%	-3.4%	5.21	6.95	5.40	-25.0%	-3.4%		
46	Inventory Days on Hand	70.0	52.5	67.6	33.3%	3.6%	70.0	52.5	67.6	33.3%	3.6%		
47													
48	Net Days in Accounts Receivable	108	70	102	53.8%	5.1%	108	70	102	53.8%	5.1%		

Market Value Reconciliation

	Since 01/01/2012 (\$)	Year to Date (\$)
Beginning Market Value	2,466,271.51	2,466,271.51
Disbursements		
Withdrawals	-36,822.87	-36,822.87
Expenses	-55.00	-55.00
Fees	-1,615.85	-1,615.85
Total Disbursements	-38,493.72	-38,493.72
Income		
Investment Income	4,143.44	4,143.44
Total Income	4,143.44	4,143.44
Value on Jan 31, 2012	2,496,210.95	2,496,210.95
Total Change in Portfolio Value	64,289.72	64,289.72

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	70,554.14	2.83
Fixed Income	835,202.62	33.46
Alternative	187,148.42	7.50
Equity	1,351,073.44	54.12
Other	52,232.33	2.09
Total	\$2,496,210.95	100.00%



Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 01/31/2012

Sector	Market Value	1 Month	Year to Date (1 Month)
Total Fund	2,453,618	2.86	2.86
Total Fd Net Fee	2,453,618	2.79	2.79
Fixed Income	843,086	.66	.66
BarCap Int Aggregate Bd		.82	.82
Domestic Equity	1,070,357	4.16	4.16
S&P 500 Index		4.48	4.48
Russell 2000 Index		7.07	7.07
Intl. Equity	282,471	8.18	8.18
MSCI EAFE (US\$ & Net) Index		5.33	5.33
Short Term Cash	70,403	.00	.00
Citigroup 1 Month Treas Bill		.00	.00
Alternative Investments	187,148	-.51	-.51
Citigroup 3 Month Treas Bill		.00	.00
Uninvested Cash	151	.00	.00

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-03
CITY OF WILLMAR
TUESDAY, MARCH 13, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, March 13, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Ron Christianson, Denis Anderson (substituting for Bruce DeBlieck) and Steve Ahmann (substituting for Rick Fagerlie). Also present were: Charlene Stevens, City Administrator; Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Marv Calvin, Fire Chief; Wayne Emberland and various other members of the American Legion Post 167, Willmar VFW Post 1639, West Central Chapter 34 of Disabled American Veterans, David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

1. FLAGS OF HONOR LIGHTING IMPROVEMENTS:

The committee was originally approached by Wayne Emberland in October of 2011 requesting permission to install lighting improvements to the Flags of Honor Memorial Park. At that time the committee raised questions of light pollution and wanted further information. Mr. Emberland was present to give an explanation of the project and answer any questions. The proposed improvements include removal of ten light poles and installation of 250-watt metal-halide lights to 18" concrete pedestals. The lights would shine up at a 30 degree angle and create less light pollution than the existing 1000 watt lights and use 75% less energy. The proposal includes all new underground wiring in conduit and replacing the wooden main control box with metal. One light near the monument would shine upward as it does now. The local group is requesting permission to perform the improvements on the City's property.

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

RECOMMENDATIONS:

Grant permission to construct lighting improvements as presented at the City's Flags of Honor Memorial Park. (Motion)

2. ACCEPT PROJECT NO. 1102 AND AUTHORIZE FINAL PAYMENT:

Project No. 1102 was the construction of 7th Street SW from 19th Avenue SW to Willmar Avenue. The project was completed last year in coordination with Kandiyohi County by fiscal agreement. The project has been finalized out between the County and Duininck Inc. The County is requesting the City's share in the amount of \$41,306.51. The project is being funded by state aid monies.

A motion was made by Council Member Ahmann, seconded by Council Member Christianson, and passed for the following

RECOMMENDATIONS:

Accept Project No. 1102 as constructed and authorize final payment to Kandiyohi County in the amount of \$41,306.51. (Resolution)

3. APPROVE PLANS AND SPECIFICATIONS FOR PROJECT NOS. 1201 A & B:

Public Works Director Wilson requested approval of the plans and specifications for Project No. 1201. The 2012 street improvements will be split into two projects; 1201-A will be the state aid streets consisting of mill and overlay with a completion date in August and 1201-B is the reconstructed streets, sidewalk and path with a completion date in November. It was noted the project does not include Willmar Avenue which was removed from the list at the Improvement Hearing. In order to proceed with the improvements the plans and specifications need to be approved and a bid opening date set.

A motion was made by Council Member Anderson, seconded by Council Member Ahmann, and passed for the following

RECOMMENDATIONS:

Approve plans and specifications for Project No. 1201-A and B and authorize advertisement for bids to be opened April 24, 2012. (Resolution)

4. CONSIDERATION OF PLEASANT VIEW DRIVE SE STREET LIGHTING ASSESSMENTS:

The installation of street lighting on Pleasant View Drive SE was completed in 2011 and known as Project No. 1105. The only owners of the affected lots are West Central Minnesota YFC (Youth for Christ) and the City of Willmar. West Central Minnesota YFC signed the Waiver of Notice of Hearing and Consent to Special Assessment which allows for adoption of the assessment roll without a hearing. Staff recommended adopting the roll for a total amount of \$4,737.26. A motion was made by Council Member Christianson, seconded by Council Member Ahmann, and passed for the following

RECOMMENDATION:

To adopt the assessment roll for Project No. 1105 in the amount of \$4,737.26.
(Resolution)

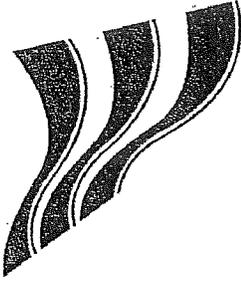
There being no further business to come before the committee, the meeting adjourned at 5:12 p.m.

Respectfully submitted:



Holly Wilson, PE
Public Works Director

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: March 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 19, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Accept Project No. 1102 and Authorize Final Payment to Kandiyohi County

Guiding Principle: The City Engineer hereby submits to the City Council the final pay request to Kandiyohi County.

Introduction: The City has received the final quantities for its associated costs on 7th Street SW from 19th Avenue SW to Willmar Avenue SW.

Background/Justification: The City Council entered into a fiscal agreement with Kandiyohi County on May 2, 2011 for the bituminous mill and overlay and other associated costs to the City for 7th Street SW from 19th Avenue SW to Willmar Avenue SW. Kandiyohi County administered the contract with Duininck Inc. A final pay request with quantities has been submitted to the City for consideration.

Fiscal Impact: Sources of funding for Project No. 1102 are State Aid Funds.

Alternatives: N/A

Staff Recommendation: Accept Project No. 1102 and authorize final payment to Kandiyohi County in the amount of \$41,306.51.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:



Ray L. Krossman
Assistant County Engineer

KANDIYOHI COUNTY

PUBLIC WORKS DEPARTMENT

1801 E Highway 12 • Willmar, MN 56201
320-235-3266 • FAX 320-235-0055 • E-mail: Highway@co.kandiyohi.mn.us

Dave Fritz
Maintenance Engineer

Gary D. Danielson, P.E., Public Works Director

March 2, 2012

Charlene Stevens
City Administrator
City of Willmar
P.O. Box 755
Willmar, MN 56201

Re: SAP 175-020-024 (7th Street SW)
(2011 Bituminous Surfacing)
Final Payment Request

Dear Ms. Stevens:

Kandiyohi County is requesting a final payment for the above referenced project in the amount of **\$41,306.51**.

If you have any questions please call this office.

Sincerely,

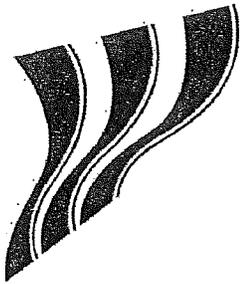
Ray L. Krossman
Assistant County Engineer

Encl: Final Contract Payment and Breakdown of work paid.

CC: Holly Wilson

KANDIYOHI COUNTY PUBLIC WORKS SAP 34-641-09 and SAP 175-020-024 FINAL Duinick Inc. Letting May 3, 2011

LINE	SPEC. NO.	ITEM	UNIT	UNIT PRICE	SAP 34-641-09 Quantity	SAP 175-020-024 Quantity	SAP 34-641-09 Amount	SAP 175-020-024 Amount	TOTAL AMOUNT	LINE	
1	2104.501	Remove Concrete Curb & Gutter	Lin Ft	\$ 3.00		328.2		\$ 984.60	\$ 984.60	1	
2	2104.503	Remove Concrete Walk	Sq Ft	\$ 0.85		593		\$ 504.05	\$ 504.05	2	
3	2104.505	Remove Concrete Driveway Pavement	Sq Yd	\$ 10.00		45.7		\$ 457.00	\$ 457.00	3	
4	2104.505	Remove Bituminous Pavement	Sq Yd	\$ 10.00		12		\$ 120.00	\$ 120.00	4	
5	2105.609	0" to 12" Irregular Width Excavation	Sq Yd	\$ 20.00	118.4		\$ 2,368.00		\$ 2,368.00	5	
6	2232.501	Mill Bituminous Surface (1.5')	Sq Yd	\$ 1.60		2027		\$ 3,243.20	\$ 3,243.20	6	
7	2357.502	Bituminous Material For Tack Coat	Gals	\$ 2.30	378		\$ 869.40	\$ 400.20	\$ 1,269.60	7	
8	2360.501	Type SP 12.5 Wearing Course Mixture (2,B)	Ton	\$ 45.12	706.58		\$ 31,880.89	\$ 15,070.08	\$ 46,950.97	8	
9	2360.502	Type SP 4.75 Non-Wearing Course Mixture (2,B)	Ton	\$ 50.88	87.61		\$ 4,457.60		\$ 4,457.60	9	
10	2360.502	Type SP 12.5 Non-Wearing Course Mixture (2,B)	Ton	\$ 52.50	52.67		\$ 2,765.18		\$ 2,765.18	10	
11	2504.602	Adjust Valve Box	Each	\$ 200.00		8		\$ 1,600.00	\$ 1,600.00	11	
12	2506.522	Adjust Frame and Ring Casting	Each	\$ 250.00		11		\$ 2,750.00	\$ 2,750.00	12	
13	2521.501	4" Concrete Walk	Sq Ft	\$ 6.06		796.6		\$ 4,827.40	\$ 4,827.40	13	
14	2531.501	Concrete Curb and Gutter, Design B624	Lin Ft	\$ 19.12		328.2		\$ 6,275.18	\$ 6,275.18	14	
15	2531.507	6" Concrete Driveway Pavement	Sq Yd	\$ 65.00		35.6		\$ 2,314.00	\$ 2,314.00	15	
16	2531.618	Truncated Dome	Sq Ft	\$ 50.00		40		\$ 2,000.00	\$ 2,000.00	16	
17	2575.501	Seeding	Acre	\$ 5,000.00		0.04		\$ 200.00	\$ 200.00	17	
18	2575.502	Seed Mixture 270	Pound	\$ 1.99		20		\$ 39.80	\$ 39.80	18	
19	2575.523	Erosion Control Blanket Category 1	Sq Yd	\$ 2.00		210.5		\$ 421.00	\$ 421.00	19	
20	2575.532	Fertilizer Analysis 20-10-20	Pound	\$ 2.00		50		\$ 100.00	\$ 100.00	20	
									\$42,341.07	\$41,306.51	\$ 83,647.58



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: March 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 19, 2012

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

Originating Department: Engineering

Action Requested: Approve Plans and Specifications and Call for Bids for Project No. 1201 – Street and Other Improvements

Guiding Principle: The City Engineer hereby submits to the City Council the Plans and Specifications for 2012 Street and Other Improvements to be approved and authorization given to advertise for bids.

Introduction: The City Engineer has prepared the plans and specifications for improvements in 2012 subsequent to the Improvement Hearing.

Background/Justification: The City Council conducted the 2012 Improvement Hearing on March 5, 2012 and ordered the improvements as presented by the City Engineer. The plans and specifications for the improvements need to be approved and authorization received for advertisement for bids in order to proceed with construction in 2012.

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

Alternatives: N/A

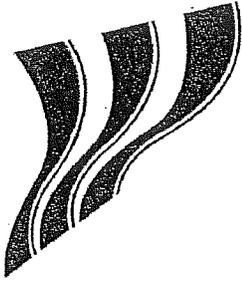
Staff Recommendation: Approve the Plans and Specifications for Project No. 1201 as presented and call for advertisement for bids to be opened April 24, 2012.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: March 13, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: March 19, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Resolution adopting assessment roll.

Guiding Principle: MS 429

Agenda Item: Consideration of the assessment roll for Project No. 1105 Pleasant View Drive SE Street Lighting.

Background/Justification: The developed area of Pleasant View Drive SE was concluded with the installed street lights. The only owners of the affected lots are West Central Minnesota YFC (Youth for Christ) and the City of Willmar. The West Central Minnesota YFC signed the Waiver of Notice of Hearing and Consent to Special Assessments.

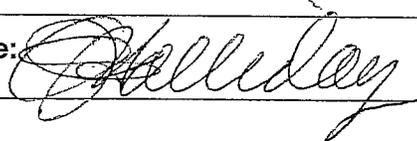
Fiscal Impact: \$4,737.26

Alternatives:

Staff Recommendation: Adopt the resolution for the special assessments of the lots.

Reviewed by:

Preparer: -City Clerk-Treasurer

Signature: 

Comments:

RESOLUTION NO. _____

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to receiving a Waiver of Notice and Consent to Special Assessments of 100% of affected property owners for Project No. 1105 – Pleasant View Drive SE Street Lighting;

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

1. Such proposed assessment, the sum of \$4,737.26, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1105.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2013, collectible with such taxes during the year 2013.

B. To the first installment shall be added interest at the rate of four and twenty hundredths (4.20) percent per annum on the entire principal amount of the assessment from the date of this adopted resolution, until December 31, 2013. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2012, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

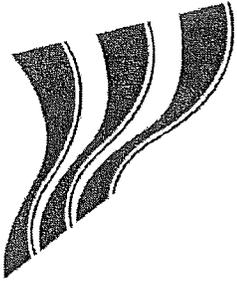
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 19th day of March, 2012.

MAYOR

ATTEST:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: 3-19-2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning And Development Services

Action Requested: Consideration of a request to Vacate Harold Ave. NW

Guiding Principle: City Charter

Introduction: The City discovered an old right-of-way abutting Russell St. NW that was never improved and is still owned by the City of Willmar.

Background/Justification: The Street is through the center of north side park and a resident has their driveway/access to their garage/property through the right-of-way. The street is not planned to ever be built, and the ownership has been assumed by the abutting property owners for years. The Planning Commission approved a resolution to proceed with vacation of the street right-of-way.

Fiscal Impact: N/A

Alternatives: retain the right-of-way for unforeseeable future

Staff Recommendation: Staff recommends adoption of a resolution setting a public hearing for the April 2, 2012 Council meeting.

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:

RESOLUTION NO. _____

**RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER A
PETITION TO VACATE A STREET**

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:0 p.m. on Monday, April 2, 2012, in the Council Chambers at the Municipal Utilities Commission Building, 700 SW Litchfield Avenue, Willmar, Minnesota.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a street vacation initiated by the City described as:

The North 41.5' of Lots 3 and 4, Block 6, Thorpe and Lien's Addition, AND the South 18.5' of Lots 1 and 2, Block 6 Thorpe and Lien's Addition (Harold Ave. NW).

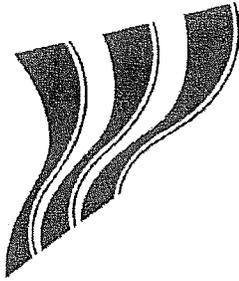
BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 19th day of April, 2012.

MAYOR

Attest:

CLERK TRESURER



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

Agenda Item Number: _____

Meeting Date: March 19, 2012

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: March 19, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Willmar Municipal Code Section 3-5

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

Background/Justification:

The Civic Center has rented space to the West Central Builders Association; a non profit corporation (State Charter #1H-316) organized under the laws of the State of Minnesota, who will hold a 2 day show March 31 and April 1, 2012. On Saturday, March 31, 2012, the WCBA has plans to offer free alcohol to their members after closing hours and all the patrons have gone home. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Kandi Entertainment Center has applied for this permit with on-site employee listed as Keith Pattison

Prior permit approved with no concerns from the Willmar Police Department

Fiscal Impact: \$100 Fee

Alternatives: Drink water only

Staff Recommendation: Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

Reviewed by:

Preparer: City Clerk-Treasurer

Signature:

Comments: