

**CITY COUNCIL WORK SESSION
MONDAY, APRIL 16, 2012; 6:00 P.M.
COUNCIL CHAMBERS, MUNICIPAL UTILITIES BUILDING**

AGENDA

1. Call to Order
2. Review: 2013 Budget Calendar
3. Review: 2013 Trends
4. Review: Capital Improvements
5. Miscellany
6. Adjourn

**WILLMAR CITY COUNCIL MEETING
MONDAY, APRIL 16, 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 April 2, 2012
 - B. Municipal Utilities Commission Minutes of April 9, 2012
 - C. Planning Commission Minutes of March 28 and April 11, 2012
 - D. Mayoral Appointment: City/County Joint Economic Development Operations Board – Jon Anderson
 - E. Willmar Police Commission Minutes of January 25, 2012
 - F. Community Ed/Rec. Joint Powers Board Minutes of March 30, 2012
 - G. Building Inspection Report for March, 2012
 - H. Accounts Payable through April 11, 2012
6. Items Removed from Consent Agenda
7. Recognition of Retiring City Employee, Terry Thole
8. Willmar City Council Open Forum
9. Finance Committee Report for April 9, 2012
Action Items:
 - A. Consideration of HRA Dominion Conduit Financing
 - B. Consideration of HRA Vehicle Request
 - C. Consideration of 2012 Budget Amendment/Legal Department
 - D. Consideration of Library Carpet Replacement
 - E. Consideration of Senior Citizen Deferment
10. Labor Relations Committee Report for April 11, 2012
Action Item:
 - A. Consideration of Change in Part-time Staff Position at Police Department
11. Community Development Committee Report for April 12, 2012
12. Consideration of Contract for Professional Services Agreement for Airport Engineering/Planning
13. Announcement of Council Committee Meeting Dates
14. Miscellany:
 - A. Renewal of Lease between the City of Willmar and MN Department of Public Safety, Driver and Vehicle Services
 - B.
15. Adjourn

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

April 2, 2012
7:00 p.m.

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

Also present were City Administrator Charlene Stevens, City Attorney Richard Ronning, Police Chief David Wyffels, Fire Chief Marv Calvin, Planning and Development Services Director Bruce Peterson, City Clerk Kevin Halliday, and Attorneys Chris Hood and Robert Scott with Flaherty and Hood.

The Council requested that the Municipal Utilities Commission Minutes be removed from the Consent Agenda.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: Special City Council Minutes of March 8; City Council Minutes of March 19; Mayoral Appointments - Municipal Utilities Commission, David Becker, Community Education and Recreation Advisory Board, Lynn Peterson, and Airport Commission, Donald Cole; and Accounts Payable through March 28, 2012. Council Member Anderson seconded the motion, which carried.

The Council discussed the Municipal Utilities Commission minutes and the results of a 2011 Financial Statements and Accountants' Report as conducted by Conway, Deuth & Schmiesing, PLLP. While the Utilities was found in compliance with the provisions of laws, regulations, contracts and grant agreements, it was noted that a number of policy issues should be addressed and updated. Council Member Dokken moved to approve the Municipal Utilities Commission Minutes of March 26, 2012, with Council Member DeBlieck seconding the motion, which carried.

City Administrator Stevens reviewed with the Mayor and Council the process for securing City Attorney Services which included issuing RFPs, which resulted in five responses and the Council interviewing three of the proposers. On March 22, 2012, the Council approved the appointment of Flaherty and Hood, PA of St. Paul, Minnesota, as City Attorney and directed the City Administrator and retiring City Attorney Rich Ronning to finalize a contract. Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a contract between the City of Willmar and Flaherty and Hood for City Attorney Services and appointing Chris Hood and Robert Scott as Primary Legal Counsel for the City of Willmar.

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

City Administrator Stevens further stated that on March 22, 2012, the Council approved the contract of Anderson Law Office of Willmar and appoint Tom Anderson as City Prosecutor and directed the City Administrator and retiring City Attorney Ronning to finalize a contract. Resolution No. 2 was introduced by Council Member Ahmann, seconded by Council Member Reese, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a contract between the City of Willmar and Anderson Law Offices and appoint Tom Anderson as City Prosecutor for the City of Willmar.

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

At 7:10 p.m. Mayor Yanish opened a hearing on the City's application for Small Cities Development Program funding through the Minnesota Department of Employment and Economic Development. Sue Johnson and Dale Slagter, representing the Housing and Redevelopment Authority for Kandiyohi County, presented details of the project proposed to develop rehabilitation programs for the following areas: 1) Owner-occupied housing for a targeted area in the City of Willmar; 2) Owner-occupied housing for the City of Raymond; 3) Commercial rehabilitation for a targeted area in the City of Willmar; and 4) Rental rehabilitation for a targeted area in the City of Willmar. There being no one present to speak for or against the proposed Small Cities Development Program funding request, Mayor Yanish closed the hearing at 7:15 p.m.

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

RESOLUTION NO. 3

A RESOLUTION OF THE CITY OF WILLMAR
IN SUPPORT OF A SMALL CITIES DEVELOPMENT PROGRAM PROJECT

BE IT RESOLVED THAT the City of Willmar will act as the legal sponsor for project(s) contained in the Minnesota Department of Employment and Economic Development Small Cities Development Program pre-application to be submitted April 12, 2012, and application to be submitted April 12, 2012, and that the Mayor and the City Administrator are hereby authorized to apply to the Minnesota Department of Employment and Economic Development for funding of this project on behalf of the Cities of Willmar and Raymond.

BE IT FURTHER RESOLVED that the City of Willmar has legal authority to apply for financial assistance and has the institutional, managerial and financial capacity to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

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

BE IT FURTHER RESOLVED that upon approval of its applications by the state, the City of Willmar may enter into an agreement with the State of Minnesota for the above referenced project(s); and

that the City of Willmar certifies that it will comply with all applicable laws and regulations as stated in all contract agreements as described in the Compliances section of the application.

BE IT FURTHER RESOLVED that the City of Willmar has determined that it faces the same eligible needs as the community of Raymond and will submit a joint application to include Raymond. The City of Raymond agrees to designate Willmar as the lead applicant in the Minnesota Department of Employment and Economic Development Small Cities Development Program application.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and the City Administrator are hereby authorized to execute such agreements and amendments thereto as are necessary to implement the projects on behalf of the applicant.

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 4 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. 4

TO APPROVE A COOPERATIVE AGREEMENT BY AND BETWEEN THE CITIES OF WILLMAR AND RAYMOND, MINNESOTA

WHEREAS, a Small Cities Development Program application (hereinafter "the Application") has been prepared for the Department of Employment and Economic Development to be submitted on April 12, 2012; and

WHEREAS, the Application includes rehabilitation activities within the communities of Willmar and Raymond (hereinafter "the Communities"); and

WHEREAS, the Communities face similar community/housing rehabilitation needs and have therefore joined together to make an Application to seek funding to address those community/housing needs; and

NOW, THEREFORE, the Communities cooperatively agree to the following terms and conditions of this Cooperative Agreement:

1. The City of Willmar and the City of Raymond agree to submit a joint Application with the City of Willmar being the lead applicant in the Application to the Minnesota Department of Employment and Economic Development Small Cities Development Program.
2. The Application will allocate rehabilitation units applied for in the following manner: City of Willmar - 14 Owner Occupied Units; and City of Raymond, 18 Owner Occupied Units.
3. The Communities agree the City of Willmar will enter into a contract with a grant administrator for General Administrative Services upon the issuance of grant award by the Minnesota Department of Employment and Economic Development Small Cities Development Program.
4. Upon award by the Minnesota Department of Employment and Economic Development Small Cities Development Program, the Communities agree to comply with all applicable laws and regulations as stated in all contractual agreements provided by Minnesota Department of Employment and Economic Development.
5. The Communities agree that, although the City of Willmar must be listed as a lienholder, any liens filed under the Small Cities Development Program are allocated to the specific city in which they reside, and, therefore, any program income generated from the repayment from

- that lien, will be earmarked for reinvestment within that particular city.
6. Raymond agrees to track and report, as per the Minnesota Department of Employment and Economic Development Small Cities Development Program Income Reporting Guidelines, annual to the City of Willmar, any program income used within their city. Reports will be submitted to the City of Willmar in a timely fashion in relation to report due dates.
 7. The Communities agree that upon the award of grant funds by the Minnesota Department of Employment and Economic Development Small Cities Development Program, in an effort to ensure that grant funds are expended in an expeditious manner, the allocation of funds will be administered as follows:
 - i) Months 0-12 - funds will be allocated to each community for the units identified in Section 2 above.
 - ii) Months 13-18 - the allocation may be altered and allocated to either City regardless of either City's prior usage of original allocation so that the remaining funds are expended.
 8. This Cooperative Agreement is binding upon the communities of Willmar and Raymond and each community has indicated such by signing individual, binding agreements.

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Reese, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

SCDP GRANT CONDITION FINDINGS

WHEREAS, the City of Willmar is undertaking a program of commercial, rental, and residential revitalization, rehabilitation, and redevelopment; and

WHEREAS, the City of Willmar has identified a specific area hereinafter referred to as the Downtown Commercial Rehabilitation Project "target area" in which rehabilitation, revitalization, and redevelopment activities will occur; and

WHEREAS, the Willmar City Council has assessed the condition of the buildings and the other characteristics of the target area and has determined that the area can be characterized as blighted by reasons of "dilapidation, obsolescence, overcrowding, faulty arrangement of design, lack of ventilation, light and sanitary facilities, excessive land coverage or deleterious land use or obsolete layout or any combination of these or other factors, which are detrimental to the safety, health, morals, or welfare of the community" in accordance with Minnesota Statute 469.002 Subd. 11.

FURTHERMORE, the Willmar City Council has identified conditions of deterioration including the existence of substandard rental units, the inability of commercial structures to meet codes, the general conditions of deteriorating storefronts and facades on the commercial buildings, and the existence of dilapidated structures which contribute to blighted conditions of the target area (see attached map of the target area on file in the City Clerk's Office).

NOW, THEREFORE, BE IT RESOLVED, that by the Resolution of the City Council of the City of Willmar, the area identified in the target area on the attached map is characterized by conditions meeting Minnesota Statute 469.002 Subd. 11 definition of "blighted area."

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

At 7:24 p.m. Mayor Yanish opened a hearing on the request to vacate Harold Avenue NW. Planning and Development Services Director Peterson explained to the Council that there is an old right-of-way abutting Russell Street NW that was never improved and is still owned by the City of Willmar and there are no plans to ever build a street. Ownership of the land has been assumed by the abutting property owners for years. The Planning Commission has approved a resolution to proceed with vacation of the street right-of-way. There being no one present to speak for or against the proposed vacation of Harold Avenue NW and Mayor Yanish closed the hearing at 7:28 p.m.

Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

VACATING A PORTION OF A PUBLIC STREET ROW

WHEREAS, the vacation of those portions of dedicated street as described below was initiated by the City:

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).

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

WHEREAS, published notice and mailed notice of the proposed vacation and the hearing thereon have been given as provided by Subdivision 6 of Section 9.01 of Article IX of the Willmar City Charter; and

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said streets on April 2, 2012; and

WHEREAS, the City Council of Willmar finds that it is in the best interests of the City of Willmar to vacate that portion of said streets;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated streets be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after April 9, 2012.

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

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

The Community Development Committee Report for March 29, 2012, was presented to the Mayor and Council by Council Member Dokken. There were six items for Council consideration.

Item No. 1 There were no public comments offered and this matter was for information only.

Item No. 2 Jill Bengtson, HRA Director, appeared before the Committee to present information about the Small Cities Development Program grant application. The program is intended to be a continuation of the 2009 grant, which provided commercial/residential rehabilitation in the target area. The current application anticipates the following activities within the City of Willmar: 8 commercial rehabilitations, 14 owner-occupied residential rehabilitations, and 17 rental rehabilitations. Additionally, the application provides for activities in the City of Raymond which would include 18 owner-occupied residential rehabilitations. There was no action required of the Committee because the Council is scheduled to conduct a public hearing at the April 2, 2012. It was noted that program funding has decreased from \$20 million to \$13.8 million. The State anticipates funding 25-30 of the 73 applications being considered. In 2009, the grant award was \$800,000. The current application is for \$1,076,000. The Committee briefly discussed the process for determining the boundaries of the target area. This matter was for information only.

Item No. 3 Steve Renquist, EDC Director, was present at the Committee meeting to explain guidelines for handling funding requests. The EDC budgets \$10,000 annually for community activities. All requests receive committee review. If recommended for approval, the request is considered by the EDC Operations Board. It was noted that in the past \$5,000 annually had been contributed by the EDC to the Community Marketing Coalition. This matter was for information only.

Item No. 4 Staff provided the Committee with an update on the Downtown planning process. A revised draft plan is nearing completion, and the Committee reviewed the proposed plan elements. The anticipated project schedule moving forward is as follows: Planning Commission review - April 11, public meeting to discuss the plan - April 18, Community Development Committee review - April 26, Council review and ordinance introduction - May 7, and public hearing to adopt the ordinance - May 21, 2012. This matter was for information only.

Item No. 5 Staff presented to the Committee a recent inspection report for the John's Supper Club rehabilitation project. It appears that Mr. Kidrowski would not meet the Council imposed deadline of March 1, 2012. Staff said they would continue to push Mr. Kidrowski to complete the project in a timely and workmanlike fashion. This matter was for information only.

Item No. 6 Council Member Johnson informed the Committee that he was aware of banks renting foreclosed homes to their former owners. It is not known if these properties are being registered in the rental housing inspection program. Staff said they would prepare a document notifying local banks of rental program responsibilities. Due to the number of loans sold on the secondary market, there are many mortgage holders that don't have local ties and notification would be extremely difficult.

Council Member Christianson offered some comments about the Planning Commission meeting of March 28, 2012. He expressed concern about the hearing process conducted to consider the Islamic Society mosque request and suggested that the Planning Commission post their review criteria so that those in attendance have the ability to structure their arguments. This matter was for information only.

The Community Development Committee Report for March 29, 2012, was approved as presented upon motion by Council Member Dokken, seconded by Council Member DeBleick, and carried.

The Mayor and Council considered a fire contract with Willmar Township. Following discussion, Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 1 - Council Member Ahmann voted "No."

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an Agreement for Fire Department services between Willmar Township and City of Willmar effective April 1, 2012, and terminating March 31, 2013.

Dated this 2nd day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

City Clerk Halliday presented to the Mayor and Council for consideration a list of establishments requesting renewal of their current liquor licenses: On-Sale - American Legion 167, Applebee's Grill & Bar, El Tapatio, Grizzly's Grill N' Saloon, Holiday Inn/Green Mill, Kandi Entertainment Center, New Fireside, Oaks at Eagle Creek and VFW 1639; Club On-Sale - Elks Lodge and Fraternal Order of Eagles; On-Sale 3.2% Malt Liquor - Café Persepolis, Golden Palace, Valley Golf and Willmar Stingers; Off-Sale - Cash Wise Liquor, Cub Foods, Gerry's Liquor, Sunray Spirits, Wal-Mart Super Center 1470 and West Side Liquor; Wine - Café Persepolis, Golden Palace, Barn Theatre and Willmar Stingers. Council Member Reese moved to approve the liquor license renewals as presented. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Announcements for Council Committee meeting dates were as follows: Finance, April 9; Labor Relations, April 11; and Community Development, April 12, 2012.

Council Member Ahmann requested an update on Grass Lake be prepared in the near future.

There being no further business to come before the Council, the meeting adjourned at 7:51 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
APRIL 9, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, April 9, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Matt Schrupp, Dan Holtz, Jerry Gesch, Carol Laumer, and Dave Becker.

Others present at the meeting were: City Attorneys Chris Hood and Robert Scott, Interim Co-Manager Larry Heinen, Interim Co-Manager Wes Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Electric Production Jon Folkedahl, Mayor Frank Yanish, City Councilman Jim Dokken, and WC Tribune Journalist David Little.

Commission President Baker opened the meeting by introducing and welcoming the newest member to join the Commission, Mr. Dave Becker.

Commissioner Baker next introduced the new attorneys who have been selected to serve as the City of Willmar's legal counsel concerning civil matters. The attorneys who will be representing WMU are Christopher (Chris) Hood and Robert Scott of the law firm Flaherty and Hood (St. Paul, MN).

Commissioner Baker following the introductions by requesting a resolution to approve the Consent Agenda as presented. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 21

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 March 26, 2012 Commission meetings;
- ❖ Bills represented by vouchers No. 120503 to No. 120567 inclusive in the amount of \$147,229.11, with a MISO credit in the amount of \$12,994.52 and an Absaloka Coal payment in the amount of \$50,556.00.

Dated this 9th day of April 2012.

President

ATTEST:

Secretary

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

Commissioner Schrupp opened discussion with the Commission on the WMU Labor Committee meeting held on Tuesday, April 3rd. The Committee discussed the various findings on accounting

issues and internal controls that were addressed by the accounting firm of Conway, Deuth & Schmiesing in the Management Letter as part of their presentation of the 2011 Financial Statements & Accountant's Report for the Willmar Municipal Utilities. The topics discussed included: travel policies, employee recognition policy, credit card policy, daily meal allowance during travel, appropriate employee meal purchases, and itemized documentation of travel expenses. The Labor Committee made recommendations to address the issues that were brought to their attention by the auditors. (The exact wording to be used in the policy changes/additions would be formally approved of at a later date.) Following discussion, Commissioner Laumer offered a resolution to approve the revisions and additions concerning accounting issues and internal controls to the WMU Personnel Policy & Procedures Manual as discussed. Commissioner Holtz seconded.

RESOLUTION NO. 22

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, under the advice and recommendation of the accounting firm of Conway, Deuth & Schmiesing, that the revisions and additions addressing accounting issues and internal controls to the WMU Personnel Policy & Procedures Manual be approved."

Dated this 9th day of April 2012.

President

ATTEST:

Secretary

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

Interim Co-Manager Hompe requested the Commission to approve a long-term power supply agreement with Western Area Power Administration (WAPA). This agreement with WAPA would reserve firm electric service contract rates for energy for the City of Willmar. The term of this contract would be from January 1, 2021 through December 31, 2050. (The existing WAPA contract expires December 31, 2020.) Following discussion, Commissioner Salzer offered a resolution to approve the long-term power supply contract with WAPA for the years 2021-2050. Commissioner Gesch seconded.

RESOLUTION NO. 23

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract to reserve firm electric service contract rates with Western Area Power Administration from January 1, 2021 through December 31, 2050 be approved."

Dated this 9th day of April 2012.

President

ATTEST:

Secretary

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

Interim Co-Manager Heinen requested that the Commission review and approve the revised 2012 Schedule of Charges. (The existing Schedule of Charges is dated January 2009.) Following discussion, Commissioner Schrupp offered a resolution to approve the 2012 Schedule of Charges as presented. Commissioner Holtz seconded.

RESOLUTION NO. 24

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the revised 2012 Schedule of Charges be approved as presented."

Dated this 9th day of April 2012.

President

ATTEST:

Secretary

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

Power Supply Broker Carlson reviewed with the Commission the February 2012 Power Supply Report. It was noted that the cost comparison from February 2011, resulted in a decrease of 1.5% in power supply costs. This was for information only.

Interim Co-Manger Hompe informed the Commission that we have registered for two upcoming webinars being offered by APPA. The first webinar entitled "*Electric Utility 101: Distribution*" will be held on Thursday, April 19th from 1:00-2:30 p.m. The second webinar entitled "*Overview of Utility Financial Operations for Board and Council Members*" is scheduled for Tuesday, April 24th from 1:00-2:30 p.m. The informational webinars will be viewed in the WMU Auditorium and all Commissioners are encouraged to attend. (A "Special Meeting Notice" will be published & posted for these events.)

Interim Co-Manager Hompe reminded the Commissioners of upcoming conferences to note. The Missouri River Energy Services (MRES) Annual Meeting will be held May 9-10 in Sioux Falls, SD. The APPA National Conference is scheduled for June 16-20 in Seattle, WA. Anyone interested in the attending should contact Beth at the WMU office so that arrangements may be made in a timely fashion.

Interim Co-Manager Heinen provided the Commission with a status up date of the current Organizational Assessment Study being conducted by Springsted, Inc. He noted that Springsted would like to meet Thursday, April 19th with the Commission President, the Labor Committee Chairman, the Planning Committee Chairman, and Interim Co-Managers to discuss their findings.

Commissioner Baker, who serves as the Chairman of the WMU Labor Committee, informed the Commission that he would be stepping down from the Committee and appointing Commissioner Becker to join Commissioners Schrupp and Laumer to serve as members of the WMU Labor Committee. Commissioner Schrupp will serve as Chairman of the WMU Labor Committee.

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

Respectfully submitted,
WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Matt Schrupp, Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 28, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, March 28, 2012, at 7:00 p.m. at the Willmar Fire Hall at 515 2nd St. SW.

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

** Members Absent: Gary Geiger

** Others Present: Doug Reese, Tim Johnson, Carol Johnson, Harlan Johnson, Doris Barnes, Jim Dokken, Elroy Laumer, Denis Anderson, Jeremy Olson, Troy Heck, Lori Park-Smith, Parker Smith, Ray Waechter, Abdirizak Mahboub, Jeff and Lisa Adkins, Steve and Lynne Lottman, Mike and Jan Kingery, Rick Johnson, Lea Muller, Bruce DeBlieck, Abdi Mohamud, Adullahi Olow, Gurey Hilman, Mary Sawatzky, Mohamed Hassan, Heidi Broberg, Eunice Pearson, Mohamad Seyd, Aden Kimil Hassan, Mike Walkow, Darwin Jacobson, Bruce D. Peterson- Director of Planning and Development Services, and Megan Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the March 14, 2012 meeting were approved as presented.

3. ISLAMIC SOCIETY OF WILLMAR CONDITIONAL USE PERMIT- FILE NO 12-1: The public hearing opened at 7:01 p.m. Abdirizak Mahboub presented a request on behalf of the Islamic Society of Willmar, MN, for a conditional use permit to operate an Islamic Mosque, religious education, adult education, and limited child care, on property legally described as: all of Block 135, Second Addition to Willmar (1112 Lake Ave. NW). Mr. Mahboub explained that the use will conform to the land use requirements and affect the neighborhood no more than any other place of worship. He said that property values will increase as the facility will no longer be dormant and a religious use in a neighborhood does not affect values negatively. The use will be a religious facility, as well as a community center that anyone is welcome at to learn about the Islamic faith. There will be youth religion classes, English classes etc. There will be no exterior changes to the structure, and only minor work on the interior to make the space function better for their use. The highest time of activity will be Friday nights and in their current worship space downtown traffic was never an issue. The facility will not be a hotel or place of housing; strictly a religious facility.

John Cola, a nearby land owner at 13th St. NW and Lake Ave. NW, has lived in the neighborhood since 1998. He stated he thought the use was a good fit for the property, and would be nice to have the vacant building operational again. The neighborhood is used to the past uses of a school, and daycare, and this use will be no more disruptive.

Dennis Anderson, Ward 1 Council Person, spoke on behalf of a constituent that was not able to attend the meeting. He said the person supports the use, but is concerned that the property be kept up.

Bruce DeBlieck, Ward 1 Council Person and lives at 820-7th St. NW, stated there was concern about a call to prayer going out on amplified speakers in the neighborhood. Also, he said people are worried about the facility being used for residential purposes. He added that it's a good thing to have the building put to good use and not sit idle.

Rick Johnson, who owns rental property on 11th St. NW and Lake Ave. NW, spoke about traffic concerns. He suggested that accessing the property from Ella Ave. NW would impact the neighborhood less.

Ray Waechter, Attorney representing the Islamic Society, stated there are five calls to worship a day, but not every member of the church will be at the church for those nor will there be any exterior amplified call outside the building. The largest attendance time for worship is Friday nights, and they'd maybe have 50 people in attendance at that time. Ramadan is the largest celebration. They are prepared to meet parking requirements and have consulted with Duinick Brothers for a striping and parking layout plan to meet the City's requirements. He asked the Commission to have an open mind.

Doris Barnes, an abutting landowner, asked when Ramadan would be celebrated this year. Mr. Mahboub responded that he believed it was in July this year. Ms. Barnes stated that last year during the month of Ramadan there was an influx of activity at Rice Park in SW Willmar and issues late at night. She doesn't want the NW parks to have those problems. She wants the worshipers to be respectful of the neighborhood.

Rick Johnson stated he lives across the street from Rice Park. There were kids playing and laughing, but no negative behavior.

Mohamid Seyd commented that he has lived in Willmar for 10 years and he's excited to see their Islamic religious community growing and fitting in to Willmar. He said the mosque is a great opportunity for engagement and worship.

Brock Cameron said he was concerned about vehicles and parking at the site. If 150 people come to an event at the mosque, there would be parking on the City streets.

Staff commented that there will be 33 parking spaces available on site, which meets the requirements of the Zoning Ordinance. Parking on the street is not illegal, and will likely occur as it does at various other places of worship in other residential areas of the community.

Mike Walkow stated he was concerned about asbestos and lead paint in the building.

Staff responded that any work done will have to meet the Building Code for any abatement of asbestos and/or lead if it does exist.

Patty Wieberdink lives across the street and is worried about vehicles, as with past uses of the property her driveway is often blocked by visitors' vehicles. Also any noises of children playing or outdoor activities bounces over to her property, and she's concerned about the additional activity and vehicle lights affecting her enjoyment of her property.

Richard Jensen, 515-12th St. NW, raised a concern of house values at resale. He's concerned that the call to prayer will mean lots of activity at the mosque five times a day.

Chris Peterson, 419-12th St. NW, said his property is directly across the street from the hard surface playground area that is proposed for parking and he's worried about traffic. Also, he said if the RR closes another crossing it will cause more congestion.

Jeff Adkins, a property owner on Gorton Ave. NW, asked if all the worship is inside or if there will be outside worship celebrations?

Mr. Mahboub commented that worship will be indoors.

Darwin Jacobson, who has lived across from Lafayette since 1990, said the neighborhood already has noise from the race track and rail road and this won't be an issue. He said he drives KAT bus and has Somalian friends, and is not concerned about this coming into his neighborhood.

With no further comments from the public, the hearing was closed at 7:50 p.m.

The Planning Commission talked about the use not having a call to worship or any amplified bells etc. They did mention that City Staff could bring in examples of other communities conditions on places of worship. The Commission explained that the matter will go the City Council after they take action. And if the use intensifies or there are any violations or issues, the matter could come back to the Planning Commission or be dealt with at the staff level.

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

Mr. Thaden made a motion, seconded by Mr. Oakes to approve the conditional use permit with the following conditions:

- A. A parking lot layout plan shall be submitted for engineering review/approval.
- B. There shall be no amplified or loud music after 9 p.m.
- C. The use shall meet all applicable local, state, and federal laws and regulations.

The following affirmative findings of fact were made by the Planning Commission:

1. That the conditional use, with the attached conditions, conforms to the purpose and intent of the Zoning Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City because residential zoning districts permit places of worship.

2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use because no property value facts or appraisal testimony was given to prove otherwise.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community because it is a fully developed residential area of no natural or historic significance.
4. That the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district as zoned because it is a fully developed existing neighborhood and any future home development will not be thwarted by the use.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided because the utilities and access already exist and will be improved.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets because any new curb cuts will be as per the City Engineers approval.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood because it is an existing structure and other places of worship have proven to be a good fit into other residential areas of the community.

The motion carried by a unanimous roll call vote.

4. ZONING ORDINANCE UPDATE SECTION 4 DRAFT DISCUSSION: The Planning Commission continued their discussion and review of the draft of the Parking Section of the Zoning Ordinance. Staff noted some layout, grammatical, and contextual changes and suggestions for the draft. Planning Commission suggested moving forward with the next Section update as soon as feasible.
5. There being no further business to come before the Commission, the meeting adjourned at 8:35 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION-MARCH 28, 2012

STAFF COMMENTS

1. ISLAMIC SOCIETY OF WILLMAR CONDITIONAL USE PERMIT- FILE NO. 12-1:

- The applicant is the Islamic Society of Willmar, MN Inc.
- The applicant is requesting a conditional use permit to operate an Islamic Mosque, religious education, adult education, and limited child care, on property legally described: all of Block 135, Second Addition to Willmar (1112 Lake Ave. NW).
- The property is currently zoned R-2 and places of worship are allowed in the residential district with a conditional use permit.
- The property is a fully developed lot consisting of an old school that operated as a commercial daycare and is now owned by the Mortgage Company.
- The property is accessed via 11th St. NW and Lake Ave. NW.
- The applicant has not submitted a parking layout plan at this time. But the existing parking lot and the paved playground area can both be used for off-street parking for the facility. Any curb cuts proposed to the paved playground areas will require City Engineer approval.
- The applicant stated at an average worship gathering 100 persons would be using the facility. 100/3 persons per parking spaces would require approximately 34 off-street parking spaces. These are often family events with multiple people arriving in one vehicle.
- There is also ample off-street parking as the property encompasses an entire city block.
- There are no planned exterior renovations to the exterior of the building. However, the applicant did state that after the inspection if there are any roof/window repairs needed those will be taken care of.
- The only renovation that may occur is interior remodeling or moving of a wall but those will be minor as well.
- There shall be no amplified or loud music after 9 p.m.

-
- Sign permits shall be ancillary approval.

RECOMMENDATION: Approve the conditional use permit with the following conditions:

- A. A parking lot layout plan shall be submitted for Engineering review/approval:
- B. There shall be no amplified or loud music after 9 p.m.
- C. The use shall meet all applicable local, state, and federal laws and regulations.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 11, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 11, 2012, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Charlie Oakes, Scott Thaden, Nick Davis, Gary Geiger, and Bob Poe.

**** Members Absent:** Andrew Engan, Randy Czarnetski, and Virgilio Aguirre Jr.

**** Others Present:** Michael Schramm, Mary Weimerskirch, David Little, Frank Yanish-Mayor, Charlene Stevens-City Administrator, Beverly Dougherty, Bruce D. Peterson-Director of Planning and Development Services, and Megan Sauer- Planner/Airport Manager.

2. MINUTES: The Planning Commission reviewed the seven affirmative findings of fact for the conditional use permit for the Islamic Society to ensure they met statutory requirements. Staff added that the City's new legal counsel reviewed the findings and also found them to be legally sound. The minutes of the March 28, 2012 meeting were approved as presented.

3. DOWNTOWN PLAN DISCUSSION: Staff presented the draft of the Willmar Downtown Plan. The plan was conceived by Mayor Frank Yanish and Charlene Stevens the City Administrator. Adam Regn Arvidson of Treeline, and City staff prepared the document after a series of community meetings and stakeholder brainstorming sessions. The document encompasses 19 elements categorized into five main topic areas as follows: Access, Movement, and Parking; Open Space, Green Space, and Trails; Building Conditions and Aesthetics; Business Mix and Redevelopment; and Housing.

The Commission discussed certain aspects of the Plan such as the Central Business District boundaries, the opening of Litchfield Ave. SW to the Highway 12 bypass, and downtown façade design standards, etc.

Mr. Geiger made a motion, seconded by Mr. Thaden, to approve the draft Willmar Downtown Plan and forward it onto the City Council for public hearing and adoption as an amendment to the Comprehensive Plan.

The motion carried by a unanimous roll call vote.

4. CAPITAL IMPROVEMENTS REVIEW: Staff presented a summary of the 2013 Capital Improvement Plans for the City of Willmar. Staff explained that City Administrator Charlene Stevens initiated a new peer review process of the five year capital

improvement plans where every department request is ranked and prioritized on a series of needs assessments qualifications. The Planning Commission reviewed the summary report and discussed the need for community-wide storm sewer improvements as it's an issue caused by the entire community and negatively affects a small portion of property owners.

Mr. Poe made a motion, seconded by Mr. Davis, to forward the Capital Improvements priority list to the City Council to include the recommendations into their budget development process.

The motion carried.

5. MISCELLANY: Mark Klema, the Commission Chair, shared information regarding a workshop he attended on being a member of a Planning Commission. He said he learned a lot, and distributed handouts and shared some insights he had about how to make the public hearing process smoother and to help the public understand the Planning Commissions role in land use regulatory process.
6. There being no further business to come before the Commission, the meeting adjourned at 8:58 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

**Application for Appointment to
City Board/Committee/Commission**

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: *(If more than one, please number in order of choice – Applications are kept on file for two years)*

- _____ Airport Commission (meets monthly)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- X City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets monthly)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Jon Anderson Date of Application: 4/4/2012

Address: 2412 Country Club Drive NE Phone No. 320-905-2187
(must be a resident of the City of Willmar)

Email: jonanderson@remax.net

What prompted you to make application for a citizen committee? Frank Yanish

Briefly tell us why you want to serve on this Board/Committee/Commission:

 I enjoy being involved with the community.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

List your educational background: Business, St. Cloud State

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Willmar Fire Department - President of Willmar Firefighters Association

If you are employed, please provide the name and address of your employer and your position:

RE/MAX Preferred Realty

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

MINUTES

WILLMAR POLICE COMMISSION

Wednesday, January 25, 2012

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, January 25, 2012. Members present were: President Dennis Anfinson, Vice President Lourdez Schwab, and Secretary Lowell Fostervold. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

The meeting was called to order by President Anfinson.

A motion was made by Commissioner Fostervold, seconded by Commissioner Schwab, to approve the May 11, 2011 minutes as submitted. **Motion carried.**

Commissioner Anfinson discussed the last City Council meeting and told the Chief he was proud of the way he handled himself. He said he had also thanked the Mayor for his actions.

The Chief explained that since the City Council had approved hiring two officers at the January 17th meeting, he had gotten approval from the City Administrator to begin the process. Officer Coit is not officially done until January 31, 2012, so we would start the process on February 1st. Discussion followed on the tentative timeline for hiring two officers, what would be required, if preference points would be given, etc.

A motion was made by Commissioner Fostervold, seconded by Commissioner Schwab, that Spanish and Somali speaking applicants would be encouraged to apply; however, no preference points would be given for fluency. **Motion carried.**

After further discussion, a motion was made by Commissioner Schwab, seconded by Commissioner Fostervold, to approve the police officer hiring process as follows:

- Application deadline is 4:30 p.m. on February 29, 2012.
- Résumés will be required.
- Advertise on the Minnesota POST website, the City of Willmar website, and the West Central Tribune.
- Two written testing dates; Wednesday, March 14, 2012 & Saturday, March 17, 2012, with the testing vendor being Stanard & Associates, Inc.
- The testing process will consist of a written and oral examination, successful completion of a background investigation, along with a physical and psychological test.
- Weighted scores for the testing process will be a 40% value for the written portion and a 60% value for the oral portion, with preference points being given for Veterans.

Motion carried.

The Commission will meet after the written test to establish cut-off scores for invitation to the oral examination.

Discussed the make-up of the interview panel. The Chief explained that he would like two of his sergeants involved in the interview process. It was decided that the panel would consist of the Chief, two Sergeants, and one of the Police Commission members.

Miscellaneous

The Chief thanked Administrative Assistant Edwards for the extra time she has put in on verifying information in the new Records Management System (LETG).

Discussion of police officers contract (they are currently working under the 2010 contract). The Chief explained that they went to mediation and are now in binding arbitration, working on their 2011/2012 contract.

Commissioner Anfinson inquired about Officer Berg and Officer Coit leaving the department. The Chief explained that both officers had resigned because of their spouse's jobs and having to relocate. The Chief explained why the Crime Prevention Officer had to be reassigned to patrol because of lack of manpower after losing four officers in the last couple of years.

The Chief provided the Commission members with handouts that contained the following information:

- The history of sworn staffing levels, call load, and reported crime levels of the department from 1970-2011.
- The loss rate of employees who chose to terminate service with the Willmar Police Department from 2002-2012.
- The 2010 city-wide survey depicting which police services the public ranked as most desirable.
- An officer ratio per capita study conducted by Council Member Christianson on January 17, 2012.

He explained that he would be meeting with the Sergeants today to start a process of re-evaluating the current department business model and how it relates to the services we provide to the public. He stated his intent in doing so was to:

- Make sure the level of staffing concerns expressed by Council members during the approval process of replacing two officers receives proper attention and has been properly addressed for the future.
- To place the department in a position to better handle any future officer losses, while maintaining continuity of service to the public as it relates to department programs we undertake.
- Examine the Police Department programs for their merits and see what can be done better, what is needed, and what isn't.

- To look at the possibility of restructuring and creating hybrid programs, which meet the public's demands and needs, but allow more efficient organizational delivery.

Commission members agreed that this is the proper action to be taking at this time.

The annual mandatory Police Commission meeting should be Monday, February 6, 2012; however, two of the Commission members will not be available to attend, so there would not be a quorum. Therefore, the Commission approved the new appointment of officers at this meeting with the positions rotating as follows: President – Lourdez Schwab; Vice President – Lowell Fostervold; Secretary – Dennis Anfinson.

The next meeting will be sometime in April, after the results of the written test scores for police officer hiring are received.

There being no further business, a motion to adjourn was made by Commissioner Schwab, seconded by Commissioner Anfinson. Meeting was adjourned.

/sae

**WCER JOINT POWERS BOARD MEETING
MARCH 30, 2011**

Members Present: Eric Banks, Dan Croonquist, Dan Halldin, Patti Johnson, Mike Miller,
Rachel Smith, Deb Zinda Hanson

Staff Present: Steve Brisendine, Brad Bonk, LeAnne Freeman, Tammy Rudningen, Becky
Sorenson

Guests Present: Hal Beauvais, J P Cola

1. Brad Bonk opened the meeting by greeting everyone and introducing Hal Beauvais who was visiting with the idea of joining the Joint Powers Board.
2. The next item on the agenda was an update of the Community Center and the Aquatic Center, presented by LeAnne Freeman. She passed around paper copies of a PowerPoint presentation and talked, at length, about various aspects of the Community Center and Aquatic Center. She stated there has been an increase in rentals of 23%. The Community Garden has expanded, with 41 plots in 2011. Last year, the Aquatic Center offered adaptive swim lessons for special needs children, with a total of 53 receiving lessons. There were over 800 in attendance at last year's Pumpkin Patch Carnival.
3. Steve Brisendine presented J P Cola to talk about a dog park in Willmar. Mr. Cola feels that a dog park would be a good idea for Willmar with the number of dogs in the community. He asked the Board how they felt about creating a dog park. There was agreement that a dog park could be an asset to Willmar. Possible locations were discussed such as the open area off Lakeland Drive NE (formerly Hubbard farm) and Hedin Park (north of Robbins Island). No decision was made but it was tabled for a later meeting.
4. Five Year Community Investment Plan – Steve Brisendine presented the proposed budget expenses for 2013.
 - a. Community Center – new doors, new sign, parking lot resurfacing
 - b. DOAC – nothing in 2013
 - c. Civic Center – roof facing, dasher boards in Blue Line Center, wheel chair lift, parking lot repair, replace heating system.
 - d. CER – Concession stand at North Swansson – Orange Field, storage area and office space for Stingers at Taunton Stadium
5. Other: Steve Brisendine stated that Chris Bennett's term ends this month and he is hoping Hal Beauvais will be serving on the Board in the near future.

As there was no other business, the meeting adjourned. The next meeting will be April 27.

City of Willmar, Minnesota Building Inspection Report

From 03/01/2012 To 03/31/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20572	3/7/2012	GIL WARRINER 1228 29th Street NW	95-135-0280 L 8; B 2 College View Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
20593	3/7/2012	JAY TORNUJIST 717 9th Street SW	95-006-3260 L 10-11; B 79 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,280.00	\$34.64
20596	3/1/2012	STEVE HARBERTS 924 1ST Street S	95-280-3070 L PTS. OF 6 - 7; B 17 Hanson's Addition	Commercial Add/Alter Commercial/Alteration	INTERIOR REMODEL FOR ICE CREAM SHOP	\$44,800.00	\$955.89
20599	3/20/2012	MARSHFIELD FOOD SAFTEY 1404 High Avenue NE	95-372-0020 L 2, PTS. OF 1; B 1 Houdek Addition	Commercial Add/Alter Commercial/Alteration	INTERIOR TENANT BUILDOUT FOR FOOD LAB	\$335,000.00	\$3,570.21
20600	3/7/2012	DOUG & JANIS HOOGEVEEN 1313 17th Street SW	95-510-0020 L PT OF 1 & 2; B 1 Molenaar's Addition	Residential Add/Alter Remodel	INTERIOR REMODEL	\$20,000.00	\$412.15
20604	3/15/2012	WES HAGLUND 2008 10TH Street SW	95-132-0140 L 8; B 2 Chief Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,000.00	\$35.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20605	3/7/2012	JERAMY SIETSEMA 701 18TH Street SW	95-760-0090 L 9 & 10; B Summit Addition	Residential Add/Alter Addition	9 X 12.2ND STORY ADDITION	\$10,000.00	\$232.15
20608	3/13/2012	DIVINE HOUSE 1022 Olaf Avenue NW	95-050-0150 L 5; B 2 Beasley's 1st Addition	Residential Add/Alter Residential/Alteration	MOVE LAUNDRY/REMO DEL INTERIOR	\$15,000.00	\$322.15
20610	3/15/2012	WILLMAR TEN INVESTORS SHERRY ERICKSON 1303 1ST Street S	95-923-8530 L; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	TENANT FINISH	\$132,000.00	\$1,793.96
20614	3/15/2012	JOHN MAGNUSON 605 4TH Street SE	95-740-1730 L 13; B 11 Spicer's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,500.00	\$33.75
20615	3/19/2012	HERMAN VANNIEJENHUIS 1103 4TH Street SW	95-280-1530 L PT OF 12, & 13; B 8 Hanson's Addition	Residential Add/Alter Remodel	RESIDENTIAL REMODEL & REROOF	\$13,000.00	\$286.15
20616	3/12/2012	DONNA NIBBE 1025 4th Street SW	95-280-1280 L 8 & PT OF 9; B 7 Hanson's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,000.00	\$34.50
20622	3/21/2012	JEROME LEDEBOER 430 Highland Road SW	95-320-0170 L 7; B 2 Highland Place Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,500.00	\$32.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20623	3/19/2012	MATTHEW LARSON 1408 9TH Street SW	95-800-0030 L 3; B 1 TerWisscha's Addition	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$6,000.00	\$53.00
20624	3/20/2012	DOUG MAGNUSON 805 Richland Avenue SW	95-680-1100 L OUTLOT A & PT OF 1; B 2 Portland Acres 2nd Addn	Residential Add/Alter Reroofing	RESIDENTIAL REROOF - GARAGE	\$1,000.00	\$30.50
20625	3/28/2012	DAVE BAKER 1001 1ST Street S	95-252-0140 L PT OF 10-13; B 10 Glarum's 2nd Addition	Commercial Add/Alter Commercial/Alteration	INTERIOR TENANT REMODEL	\$8,500.00	\$251.34
20628	3/21/2012	BENNETT OFFICE 2320 1st Street S	95-680-0710 L 1-2; B 4 Portland Acres Addition	Commercial Add/Alter Reroofing	REROOF OFFICE BUILDING	\$7,415.20	\$140.96
20631	3/21/2012	CINDY SWENSON 716 5TH Street SW	95-006-3630 L 5 & PT OF 4; B 82 First Addition	Residential Add/Alter Siding	RESIDE DETACHED GARAGE	\$1,000.00	\$50.50
20632	3/26/2012	THERESA WATKINS 1312 9TH Street SE	95-670-0090 L 9; B 1 Pleasant View Addition	Residential Add/Alter Residential/Alteration	REPLACE FRONT STEPS	\$900.00	\$45.25
20633	3/26/2012	DAVE & JANET HAUGEN 1000 Pleasantview Drive SE	95-671-0850 L 5; B 5 Pleasant View 2nd Addn	Residential Add/Alter Deck	RESIDENTIAL DECK	\$3,500.00	\$123.90

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20634	3/29/2012	JANIS HOOGEVEEN 1313 17TH Street SW	95-510-0020 L PTS. OF 1 - 2; B 1 Molenaar's Addition	Residential Add/Alter Residential/Alteration	INSTALL INTERIOR DRAIN TILE / 13 WALL ANCHORS	\$7,660.00	\$195.98
20635	3/28/2012	PETERSON BROS FUNERAL HOME 700 Becker Avenue SW	95-003-4560 L 4 - 7; B 40 Original City	Commercial Add/Alter Reroofing	COMMERCIAL REROOFING 1128 SF	\$12,390.95	\$205.95
20636	3/30/2012	CHAD KNUITSON 1214 Campbell Avenue NW	95-009-0840 L PTS. OF 4 - 5; B 130 Second Addition	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$800.00	\$41.35
20638	3/29/2012	MICHELLE WENBERG 1315 Kandiyohi Avenue SW	95-570-0780 L PTS. OF 1; B 5 Nursery Addition	Residential Add/Alter Residential/Alteration	WALL ANCHORS/ DRAINTILE SYSTEM	\$8,626.00	\$213.96
20639	3/28/2012	PRIEB PROPERTIES FED EX 1611 Trott Avenue SW	95-916-2990 L ; B SE 1/4 1/4; S 16; T 119; R 35	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 8500 SF ADDN.	\$435,435.00	\$4,453.68
20643	3/28/2012	WILLIAM MARTIN 1301 6th Street SW	95-750-0210 L 15; B Subdivision N1/2 NE 1/4	Residential Add/Alter Reroofing	RESIDENTIAL REROOF HOME	\$2,500.00	\$31.25
20645	3/29/2012	KOOSMAN CONSTRUCTION 264/268 Terraplane Drive SE	95-121-2100 L 11; B 1 Cambridge 2nd Addition	New Four-Family Dwelling Multiple Dwelling	TWO UNITS OF A FOUR UNIT APARTMENT BLDG.	\$239,395.74	\$2,738.66

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20650	3/29/2012	KOOSMAN CONSTRUCTION 272/276 Terraplane Drive SE	95-121-2110 L 12; B 1 Cambridge 2nd Addition	New Four-Family Dwelling Multiple Dwelling	TWO UNITS OF A FOUR UNIT APARTMENT BLDG.	\$239,395.74	\$2,738.66
20654	3/29/2012	BILL LEENSTRA 804 13 1/2 Avenue SW	95-750-0740 L PT OF 28-29; B Subdivision N1/2 NE 1/4	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
20658	3/30/2012	LHS PROPERTIES 710 6th Street SW	95-006-3480 L 3, PTS. OF 4; B 81 First Addition	Residential Add/Alter Residential/Alteration	REPLACE 6' X 20' DECK	\$4,000.00	\$124.15

Current Year Current Month Totals	30	\$1,599,598.63	\$19,247.38
Previous Year Current Month Valuation		\$312,194.00	
Current YTD Valuation From 01/01/2012 To 03/31/2012		\$2,911,032.24	
Previous YTD Valuation		\$1,363,866.50	

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	32786	04/11/12	THERMOSTAT REPAIR-PARTS	136.03		903779117		D	N				MTCE. OF STRUCTU	101.45433.0225
	32786	04/11/12	PARK LT REPAIR-PARTS	213.47		903781269		D	N				MTCE. OF OTHER I	101.43425.0226
	32786	04/11/12	ELEC CABINET REPAIR	6.13		903783461		D	N				MTCE. OF STRUCTU	101.45433.0225
	32786	04/11/12	12V PHOTO CONTROL	11.96		903784031		D	N				MTCE. OF STRUCTU	651.48474.0225
	32786	04/11/12	12V PHOTO CONTROL	7.98		903784031		D	N				MTCE. OF STRUCTU	651.48474.0225
	32786	04/11/12	ELEC CABINET REPAIR	20.34		903791177		D	N				MTCE. OF STRUCTU	101.45433.0225
	32786	04/11/12	LIGHT REPAIR-PARTS	8.09		903803662		D	N				MTCE. OF STRUCTU	101.45433.0225
	32786	04/11/12	LIGHT SWITCH/COVER	5.21		903810890		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	717.45		*CHECK TOTAL								
BUSINESSWARE SOLUTIONS			002776											
	32787	04/11/12	PRINT/PAGE COUNT	4.78		179865		D	N				OFFICE SUPPLIES	101.41400.0220
	32787	04/11/12	PRINT/PAGE COUNT	9.91		179865		D	N				OFFICE SUPPLIES	101.41400.0220
	32787	04/11/12	PRINT/PAGE COUNT	16.40		179865		D	N				OFFICE SUPPLIES	101.41403.0220
	32787	04/11/12	PRINT/PAGE COUNT	30.43		179865		D	N				OFFICE SUPPLIES	101.41404.0220
	32787	04/11/12	PRINT/PAGE COUNT	112.89		179865		D	N				OFFICE SUPPLIES	101.41405.0220
	32787	04/11/12	PRINT/PAGE COUNT	4.88		179865		D	N				OFFICE SUPPLIES	101.41409.0220
	32787	04/11/12	PRINT/PAGE COUNT	98.91		179865		D	N				OFFICE SUPPLIES	101.42411.0220
	32787	04/11/12	PRINT/PAGE COUNT	22.09		179865		D	N				OFFICE SUPPLIES	101.43417.0220
	32787	04/11/12	PRINT/PAGE COUNT	8.67		179865		D	N				OFFICE SUPPLIES	101.43425.0220
	32787	04/11/12	PRINT/PAGE COUNT	19.57		179865		D	N				OFFICE SUPPLIES	101.45433.0220
	32787	04/11/12	PRINT/PAGE COUNT	15.01		179865		D	N				OFFICE SUPPLIES	101.45433.0220
	32787	04/11/12	PRINT/PAGE COUNT	59.12		179865		D	N				OFFICE SUPPLIES	101.45435.0220
	32787	04/11/12	PRINT/PAGE COUNT	0.91		179865		D	N				OFFICE SUPPLIES	651.48474.0220
	32787	04/11/12	PRINT/PAGE COUNT	39.41		179865		D	N				OFFICE SUPPLIES	651.48474.0220
			VENDOR TOTAL	442.98		*CHECK TOTAL								
C D & T INC AUTO PARTS			000145											
	32788	04/11/12	HONEYWAGON PARTS	24.48		912925		D	N				MTCE. OF EQUIPME	651.48478.0224
	32788	04/11/12	HONEYWAGON PARTS	24.47		912925		D	N				MTCE. OF EQUIPME	651.48479.0224
			VENDOR TOTAL	48.95		*CHECK TOTAL								
CALVIN *PETTY CASH/MARV			002065											
	32789	04/11/12	TO REIMBURSE PETTY CASH	53.84		215		D	N				TRAVEL-CONF.-SCH	101.42412.0333
CARD SERVICES			002552											
	32790	04/11/12	CONCESSION SUPPLIES	48.76		031006		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	CONCESSION SUPPLIES	50.30		031008		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	CONCESSION SUPPLIES	23.56		031012		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	CONCESSION SUPPLIES	14.47		031110		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	CONCESSION SUPPLIES	140.32		031218		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	CONCESSION SUPPLIES	51.44		031308		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	CONCESSION SUPPLIES	26.88		031313		D	N				GENERAL SUPPLIES	101.45433.0229
	32790	04/11/12	COFFEE	36.87		031610		D	N				SUBSISTENCE OF P	101.41408.0227

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
CARD SERVICES 32790 04/11/12 COFFEE FILTERS 002552	1.70		031610		D N		GENERAL SUPPLIES	101.41408.0229
32790 04/11/12 MEALS-SPECIAL MEETING	87.40		031916		D N		SUBSISTENCE OF P	101.41401.0227
32790 04/11/12 CONCESSION SUPPLIES	31.18		032212		D N		GENERAL SUPPLIES	101.45433.0229
32790 04/11/12 CITY SALES TAX	1.07		033012		D N		SALES TAX PAYABLE	101.206000
32790 04/11/12 CONCESSION SUPPLIES	142.50		033012		D N		GENERAL SUPPLIES	101.45433.0229
32790 04/11/12 RONNING-RETIREMENT COFFE	214.77		033013		D N		SUBSISTENCE OF P	101.41406.0227
32790 04/11/12 LATE FEE	12.50		20610024		D N		OTHER CHARGES	208.45005.0449
VENDOR TOTAL	883.72	*CHECK TOTAL						
CENTERPOINT ENERGY 000467								
32791 04/11/12 NATURAL GAS CHARGES	258.09		6048932/3-12		D N		UTILITIES	651.48474.0332
32791 04/11/12 NATURAL GAS CHARGES	172.06		6048932/3-12		D N		UTILITIES	651.48475.0332
32791 04/11/12 NATURAL GAS CHARGES	45.96		6072309/3-12		D N		UTILITIES	101.45437.0332
32791 04/11/12 NATURAL GAS CHARGES	12.82		6093527/3-12		D N		UTILITIES	101.43425.0332
VENDOR TOTAL	488.93	*CHECK TOTAL						
CHAMBERLAIN OIL CO 000154								
32792 04/11/12 OIL	1,135.10		0959525		D N		INVENTORIES-MDSE	101.125000
32792 04/11/12 DRUM RETURN	40.00CR		0959525		D N		INVENTORIES-MDSE	101.125000
32792 04/11/12 SPRAY LUBE	112.60		095970		D N		INVENTORIES-MDSE	101.125000
VENDOR TOTAL	1,207.70	*CHECK TOTAL						
CHAPPELL CENTRAL INC 000156								
32793 04/11/12 FILTERS	149.80		00116375		D N		MTCE. OF STRUCTU	101.41408.0225
CHRISTENSEN/JAIME 002946								
32794 04/11/12 HI-RISE OPERATIONS CLASS	29.83		217		D N		TRAVEL-CONF.-SCH	101.42412.0333
CIT TECHNOLOGY FIN SERV 002556								
32795 04/11/12 COPIER LEASE AGRMT	169.93		21175641		D N		RENTS	101.41405.0440
COLEPAPERS INC 000170								
32796 04/11/12 FORKS/PLATES/CUPS	150.11		8725087		D N		GENERAL SUPPLIES	101.42412.0229
COPIER BUSINESS SOLUTION 001934								
32797 04/11/12 COPIER MTCE CHARGE	29.84		206301		D N		MTCE. OF EQUIPME	101.41405.0334
CRA PAYMENT CENTER 001933								
32798 04/11/12 BELTS/HOSE/SHEVE	528.59		9C05124		D N		INVENTORIES-MDSE	101.125000
DAN'S SHOP INC 002212								
32799 04/11/12 FILTERS	178.20CR		52725		D N		INVENTORIES-MDSE	101.125000
32799 04/11/12 FILTERS	14.33		52801		D N		INVENTORIES-MDSE	101.125000
32799 04/11/12 FILTERS	659.31		53503		D N		INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
DAN'S SHOP INC 32799 04/11/12 FILTERS 32799 04/11/12 FILTERS VENDOR TOTAL	373.85 49.38 918.67 918.67	53673 53746 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
DELL MARKETING LP 32800 04/11/12 REPL. BATTERY CARTRIDGE	290.99	XFNWPP8N9		D N	MTCE. OF EQUIPME	101.41409.0224
DEPT OF HUMAN SERVICES 32801 04/11/12 #22 RICE CARE CENTER-	15,347.38	00000066286		D N	OTHER CHARGES	350.47402.0449
DONOHUE & ASSOCIATES 32802 04/11/12 WESTERN COLLECTOR SEWE	5,556.90	11678-18		D N	CONTRACTS PAYABL	651.207000
DOOLEY'S PETROLEUM INC 32803 04/11/12 87 GALLONS UNLEADED 32803 04/11/12 87 GALLONS UNLEADED VENDOR TOTAL	351.45 234.30 585.75 585.75	264030 264030 *CHECK TOTAL		D N D N	MOTOR FUELS AND MOTOR FUELS AND	651.48474.0222 651.48475.0222
DOOLEY'S PETROLEUM INC 32777 04/02/12 3,999 GALLONS UNLEADED 32777 04/02/12 4,000 GALLONS DIESEL VENDOR TOTAL	14,320.43 13,588.00 27,908.43 27,908.43	155616 155616 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
DUNINCK INC 32804 04/11/12 DITCH CLEANOUT-LABOR	1,904.00	104675		D N	MTCE. OF OTHER I	417.48014.0336
ED DAVIS BUSINESS MACHIN 32805 04/11/12 OFFICE SUPPLIES	142.97	113701		D N	OFFICE SUPPLIES	741.48001.0220
ED'S SERVICE CENTER & SA 32806 04/11/12 TOWING CHARGES	1,220.00	STMT/3-12		D N	OTHER SERVICES	101.42411.0339
ER PORTAL SOFTWARE GROUP 32807 04/11/12 SOFTWARE SUPPORT AGRMT 32807 04/11/12 SOFTWARE SUPPORT AGRMT VENDOR TOTAL	500.00 500.00 1,000.00 1,000.00	150621 150621 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0334 651.48475.0334
ETTERMAN ENTERPRISES 32808 04/11/12 GREASE PORTS/HVAC BLDGS 32808 04/11/12 GREASE PORTS/HVAC BLDGS 32808 04/11/12 HONEYWAGON PARTS 32808 04/11/12 HONEYWAGON PARTS VENDOR TOTAL	17.18 11.46 21.94 21.93 72.51 72.51	181261 181261 181516 181516 *CHECK TOTAL		D M 07 D M 07 D M 07 D M 07	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0225 651.48475.0225 651.48478.0224 651.48479.0224

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FARNAM'S GENUINE PARTS 32809 04/11/12 IDLER PULLEYS 000249	44.56		644264		D N	INVENTORIES-MDSE	101.125000
32809 04/11/12 COMPRESSOR PARTS	12.15		645061		D N	MTCE. OF EQUIPME	101.45433.0224
32809 04/11/12 BRAKE PARTS	118.88		645426		D N	INVENTORIES-MDSE	101.125000
32809 04/11/12 BRAKE PARTS	148.34		646028		D N	INVENTORIES-MDSE	101.125000
32809 04/11/12 GAS TREATMENT FOR RODDER	22.41		646101		D N	MOTOR FUELS AND	101.43425.0222
VENDOR TOTAL	346.34	*CHECK	TOTAL				
FERGUSON ENTERPRISES INC 000810 32810 04/11/12 PARK WATER HOOKUP	73.91		97717		D N	MTCE. OF STRUCTU	101.43425.0225
FISCHER/BETH 002484 32811 04/11/12 NW SPORTS SHOW EXPENSES	25.81		032812		D M 07	OTHER CHARGES	208.45010.0449
32811 04/11/12 LEISURE COMMITTEE MTG	17.04		040912		D M 07	OTHER CHARGES	208.45010.0449
VENDOR TOTAL	42.85	*CHECK	TOTAL				
FREEMAN/LE ANNE 000937 32812 04/11/12 MILEAGE 01/25-03/30/12	50.51		041112		D N	TRAVEL-CONF. -SCH	101.45435.0333
FREMONT INDUSTRIES INC 002879 32813 04/11/12 POLYMER	4,354.52		778385		D N	GENERAL SUPPLIES	651.48478.0229
32813 04/11/12 POLYMER	4,354.51		778385		D N	GENERAL SUPPLIES	651.48479.0229
VENDOR TOTAL	8,709.03	*CHECK	TOTAL				
G & K SERVICES 002465 32814 04/11/12 CLEANING SERVICES	49.00		1007142103		D N	CLEANING AND WAS	101.43430.0338
GAME TIME 001103 32815 04/11/12 PLAY EQUIP REPAIR-PARTS	506.22		806715		D N	MTCE. OF OTHER I	101.43425.0226
GRAINGER INC 000786 32816 04/11/12 PROBE FOR COMPRESSOR	74.85		9778757691		D N	MTCE. OF EQUIPME	101.45433.0224
32816 04/11/12 BOILER CIRCULATOR PUMP	585.30		9783971071		D N	MTCE. OF STRUCTU	101.45433.0225
VENDOR TOTAL	660.15	*CHECK	TOTAL				
HACH COMPANY 000316 32817 04/11/12 ORTHO PHOSPHORUS METER	582.90		7690166		D N	SMALL TOOLS	651.48474.0221
32817 04/11/12 ORTHO PHOSPHORUS METER	388.60		7690166		D N	SMALL TOOLS	651.48475.0221
VENDOR TOTAL	971.50	*CHECK	TOTAL				
HANEY, KCOVKX/KEVIN 01815 32818 04/11/12 SKYWARN TRAINING	150.00		032312		D N	TRAVEL-CONF. -SCH	101.42412.0333

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HANSEN ADVERTISING SPECI 32819 04/11/12	JACKET FOR FIREFIGHTER 000321 000452	94.50		29810		D N	SUBSISTENCE OF P	101.42412.0227
HARDWARE HANK EXPRESS 32820 04/11/12	SUPPLIES	23.49		030112		D N	GENERAL SUPPLIES	101.45433.0229
32820 04/11/12	PAINT FOR L SCREENS	11.73		030712		D N	MTCE. OF OTHER I	101.43425.0226
32820 04/11/12	PAINT FOR L SCREENS	12.80		030712		D N	MTCE. OF OTHER I	101.43425.0226
32820 04/11/12	PAINT FOR TRAFFIC CONES	8.10		030812		D N	GENERAL SUPPLIES	101.43425.0229
32820 04/11/12	BATTING FOR TENNIS COURTS	15.77		031312		D N	MTCE. OF OTHER I	101.43425.0226
32820 04/11/12	ROPE FOR TENNIS COURTS	21.38		031312		D N	GENERAL SUPPLIES	101.43425.0229
32820 04/11/12	CLEANING SUPPLIES	8.85		031312		D N	CLEANING AND WAS	101.45435.0228
32820 04/11/12	3M FILTERS FOR FURNACE	17.09		031412		D N	MTCE. OF STRUCTU	101.41408.0225
32820 04/11/12	PAPER TOWELS	2.02		031412		D N	GENERAL SUPPLIES	101.41408.0225
32820 04/11/12	LOCATOR BATTERIES	11.97		032012		D N	MTCE. OF EQUIPME	101.43417.0224
32820 04/11/12	GATE KEYS	10.94		032212		D N	MTCE. OF EQUIPME	651.48474.0224
32820 04/11/12	PARK SHLTR WINDOW GLASS	3.48		032612		D N	MTCE. OF STRUCTU	101.43425.0225
32820 04/11/12	KEY FOR BLDG	4.79		032612		D N	MTCE. OF STRUCTU	101.43425.0225
32820 04/11/12	RESTROOM REPAIR-PARTS	6.48		032612		D N	MTCE. OF STRUCTU	101.43425.0225
32820 04/11/12	KEYS FOR BLDG	13.43		032812		D N	MTCE. OF STRUCTU	101.45433.0225
32820 04/11/12	MASKING TAPE/SUPPLIES	7.87		032912		D N	GENERAL SUPPLIES	101.43425.0225
32820 04/11/12	PARK SHLTR REPAIR-LABOR	2.66		033012		D N	MTCE. OF STRUCTU	101.41408.0225
32820 04/11/12	LIGHT BULBS	9.81		033012		D N	GENERAL SUPPLIES	207.45001.0229
32820 04/11/12	EXTENSION CORDS	201.95		*CHECK TOTAL				
	VENDOR TOTAL	201.95						
HAUG-KUBOTA LLC 32821 04/11/12	BUSHINGS/ROLLERS/BLADES 002609	483.06		1227		D N	INVENTORIES-MDSE	101.125000
HAWKINS INC 32822 04/11/12	FERRIC CHLORIDE 000325	5,064.34		3324345 RI		D N	GENERAL SUPPLIES	651.48475.0229
HILLYARD FLOOR CARE SUPP 32823 04/11/12	SHAMPOOER REPAIR-PARTS 000333	4.81		700021661		D N	MTCE. OF EQUIPME	101.45427.0224
32823 04/11/12	SHAMPOOER REPAIR-LABOR	58.50		700021661		D N	MTCE. OF EQUIPME	101.45427.0334
32823 04/11/12	FLR SCRUBBER REPAIR-PRTS	40.46		700021662		D N	MTCE. OF EQUIPME	101.45427.0224
32823 04/11/12	FLR SCRUBBER REPAIR-LABR	195.00		700021662		D N	MTCE. OF EQUIPME	101.45427.0334
32823 04/11/12	VACUUM REPAIR-PARTS	53.09		700021663		D N	MTCE. OF EQUIPME	101.41408.0224
32823 04/11/12	VACUUM REPAIR-LABOR	78.00		700021663		D N	MTCE. OF EQUIPME	101.41408.0224
	VENDOR TOTAL	429.86		*CHECK TOTAL				
		429.86						
HOME DEPOT CREDIT SERVIC 32824 04/11/12	CITY SALES TAX 000058	0.34		4077513		D N	SALES TAX PAYABL	101.206000
32824 04/11/12	LIGHT BULBS	74.82		4077513		D N	MTCE. OF STRUCTU	101.45433.0225
	VENDOR TOTAL	75.16		*CHECK TOTAL				
		75.16						

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
I & M LANDSCAPING NURSER 32825 04/11/12 GRASS SEED 000343	157.64	25858		MTCE. OF OTHER I	101.43425.0226
IKON OFFICE SOLUTIONS 32826 04/11/12 COPIER MTCE CHARGE 002292	476.10	5022491050		MTCE. OF EQUIPME	101.42411.0334
INFRA TECH TECHNOLOGIES I 32827 04/11/12 PORTABLE GAS MONITORS 001473	1,149.19	1200131		SMALL TOOLS	651.48474.0221
32827 04/11/12 PORTABLE GAS MONITORS	766.13	1200131		SMALL TOOLS	651.48475.0221
VENDOR TOTAL	1,915.32	*CHECK TOTAL			
JESSE TREBIL FOUNDATIONS 32828 04/11/12 BLDG PERMIT REFUND 20634 .00755	102.94	040412		REFUNDS AND REIM	101.41428.0882
JOHNSON FEED INC 32829 04/11/12 ROAD SALT 002920	2,143.38	62913		GENERAL SUPPLIES	101.43425.0229
32829 04/11/12 ROAD SALT	2,133.20	63260		GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	4,276.58	*CHECK TOTAL			
KANDIYOHI CO AUDITOR 32830 04/11/12 LONG DISTANCE-FEB 000376	23.22	040112		COMMUNICATIONS	101.42411.0330
32830 04/11/12 LANDFILL CHARGES	21.74	276379		CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	44.96	*CHECK TOTAL			
KANDIYOHI CO AUDITOR 32831 04/11/12 REAL ESTATE TAX-PAYABLE 000385	100.00	116		LICENSES AND TAX	101.41408.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE	201.00	116		LICENSES AND TAX	101.42412.0445
32831 04/11/12 REAL ESTATE TAX-PAYABL 3,239.28	3,239.28	116		LICENSES AND TAX	101.43425.0445
32831 04/11/12 REAL ESTATE TAX-PAYAB 36,301.00	36,301.00	116		LICENSES AND TAX	101.43430.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE 151.00	151.00	116		LICENSES AND TAX	101.45427.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE 1,005.00	1,005.00	116		LICENSES AND TAX	101.45433.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE 100.00	100.00	116		LICENSES AND TAX	101.45435.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE 503.00	503.00	116		LICENSES AND TAX	101.45437.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE 4,412.00	4,412.00	116		LICENSES AND TAX	205.41001.0445
32831 04/11/12 REAL ESTATE TAX-PAYABLE 50.00	50.00	116		LICENSES AND TAX	207.45001.0445
32831 04/11/12 REAL ESTATE TAX-PAYABL 5,480.20	5,480.20	116		LICENSES AND TAX	651.48474.0445
32831 04/11/12 REAL ESTATE TAX-PAYABL 3,552.80	3,552.80	116		LICENSES AND TAX	651.48475.0445
VENDOR TOTAL	55,095.28	*CHECK TOTAL			
KANDIYOHI CO RECORDER'S 32832 04/11/12 PLAT COPIES FEE 000382	5.00	SOP-050380		PROFESSIONAL SER	101.41401.0446
KANNENBERG/SARAH 32833 04/11/12 PHOTOGRAPHY SERVICES 01689	250.00	041012		PROFESSIONAL SER	208.45005.0446

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	B	X	M	ACCOUNT NAME	ACCOUNT
KENT'S AUTO BODY			002764												
32834	04/11/12	#115439 REPAIR-PARTS		282.96		3049		D	N					INSURANCE DEDUCT	101.41428.0822
32834	04/11/12	#115439 REPAIR-LABOR		820.60		3049		D	N					INSURANCE DEDUCT	101.41428.0822
		VENDOR TOTAL		1,103.56		*CHECK TOTAL									
		VENDOR TOTAL		1,103.56											
KING/VINCENT			001264												
32835	04/11/12	TOUR-MIDWEST M.E. OFFICE		9.00		144		D	N					TRAVEL-CONF.-SCH	101.42411.0333
KOMPELIEN/LUKE			002796												
32836	04/11/12	MN STATE FIRE SCHOOL		73.26		216		D	N					TRAVEL-CONF.-SCH	101.42412.0333
LANGE/CRAIG			002000												
32837	04/11/12	K-9 FOOD		80.47		199		D	N					GENERAL SUPPLIES	101.42411.0229
LEAGUE OF MN CITIES INS			000983												
32838	04/11/12	CLAIM #C0012595-UNGER		442.68		C0012595		D	N					INSURANCE DEDUCT	101.41428.0822
LOGE SEED FARM			000418												
32839	04/11/12	STRAW FOR TREE PLANTING		48.00		4307		D	M	07				GENERAL SUPPLIES	101.43425.0229
LOWARCO			002947												
32840	04/11/12	BIKE MAP AD		750.00		WLACVB		D	N					ADVERTISING	208.45006.0447
32840	04/11/12	BIKE MAP AD		750.00		WLACVB		D	N					OTHER CHARGES	208.45010.0449
		VENDOR TOTAL		1,500.00		*CHECK TOTAL									
		VENDOR TOTAL		1,500.00											
M-R SIGN CO INC			000424												
32841	04/11/12	STREET SIGNS		363.72		170930		D	N					MTCE. OF OTHER I	101.43425.0226
MAAO			000425												
32842	04/11/12	KRUPA-SEMINAR REGIS.		430.00		040312		D	N					TRAVEL-CONF.-SCH	101.41404.0333
MACQUEEN EQUIPMENT INC			000427												
32843	04/11/12	SWEEPER BROOM		529.03		2121404		D	N					INVENTORIES-MDSE	101.125000
32843	04/11/12	RESISTOR BLOCK		44.79CR		8597		D	N					INVENTORIES-MDSE	101.125000
		VENDOR TOTAL		484.24		*CHECK TOTAL									
		VENDOR TOTAL		484.24											
MATHESON TRI-GAS INC			002898												
32844	04/11/12	CYLINDER RENTAL		41.28		04431035		D	N					RENTS	101.45433.0440
MCKALE'S CATERING			002208												
32845	04/11/12	LEGACY WKEND DESTIN. MTG		164.59		5037		D	N					OTHER CHARGES	208.45010.0449
MENARDS			000449												
32846	04/11/12	WALL REPAIR-MATERIALS		59.51		26771		D	N					MTCE. OF STRUCTU	101.45433.0225
32846	04/11/12	RV DUMP STATION-PARTS		108.10		28282		D	N					MTCE. OF OTHER I	651.48476.0226

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MENARDS 000449								
32846 04/11/12 WATER HOOKUP-PARTS	13.11		28489		D N		MTCE. OF STRUCTU	101.43425.0225
32846 04/11/12 RV DUMP STATION-PARTS	54.39CR		28493		D N		MTCE. OF OTHER I	651.48476.0226
32846 04/11/12 RV DUMP STATION-PARTS	16.98CR		28494		D N		MTCE. OF OTHER I	651.48476.0226
32846 04/11/12 WATER HOOKUP-PARTS	8.00CR		28535		D N		MTCE. OF STRUCTU	101.43425.0225
32846 04/11/12 WATER HOOKUP-PARTS	9.70		28540		D N		MTCE. OF STRUCTU	101.43425.0225
32846 04/11/12 RV DUMP STATION-PARTS	11.95		28569		D N		MTCE. OF OTHER I	651.48476.0226
32846 04/11/12 PHONE CASE	4.48		28986		D N		GENERAL SUPPLIES	651.48476.0229
32846 04/11/12 PHONE CASE	2.99		28986		D N		GENERAL SUPPLIES	651.48476.0229
32846 04/11/12 LIGHT BULBS	27.21		31506		D N		MTCE. OF STRUCTU	101.43425.0225
32846 04/11/12 RV DUMP STATION-PARTS	40.90		31506		D N		MTCE. OF OTHER I	651.48476.0226
VENDOR TOTAL	198.58	*CHECK TOTAL						
METRO FIRE 000450								
32847 04/11/12 FIRE GEAR LOCKERS	14,179.11		43760		D N		BUILDINGS AND ST	450.42412.0551
MIDWEST CHLDN'S RESOURC 002483								
32848 04/11/12 DVD	7.00		AP4032012		D N		GENERAL SUPPLIES	101.42411.0229
MILLS AUTOMOTIVE GROUP 000432								
32849 04/11/12 COWL	82.96		1824544		D N		INVENTORIES-MDSE	101.125000
32849 04/11/12 SHIFT CABLE	34.54		1826904		D N		INVENTORIES-MDSE	101.125000
32849 04/11/12 FUEL PUMP	352.71		1831757		D N		INVENTORIES-MDSE	101.125000
32849 04/11/12 OIL SENSOR	17.87		2043644		D N		INVENTORIES-MDSE	101.125000
32849 04/11/12 OIL PIPE	770.62		2044137		D N		INVENTORIES-MDSE	101.125000
32849 04/11/12 OIL PIPE	27.32		2044303		D N		INVENTORIES-MDSE	101.125000
32849 04/11/12 OIL PIPE	169.01CR		2044307		D N		INVENTORIES-MDSE	101.125000
VENDOR TOTAL	1,117.01	*CHECK TOTAL						
MINI BIFF LLC 001805								
32850 04/11/12 TOILET RENTALS	77.59		A-49279		D N		RENTS	101.43425.0440
32850 04/11/12 TOILET RENTALS	15.02		A-49280		D N		RENTS	101.43425.0440
32850 04/11/12 TOILET RENTALS	77.59		A-49294		D N		RENTS	101.43425.0440
VENDOR TOTAL	170.20	*CHECK TOTAL						
MN DEPT OF LABOR & INDUS 000522								
32851 04/11/12 1ST QTR SURCHARGE PYMT	1,623.06		040212		D N		OTHER CHARGES	101.41402.0449
MN ELEVATOR INC 000499								
32852 04/11/12 ELEVATOR SERVICE	143.01		239480		D N		MTCE. OF STRUCTU	101.41408.0335
MN FIRE SERVICE CERTIF. 000018								
32853 04/11/12 FIREFIGHTER II RE-TEST	25.00		1265		D N		TRAVEL-CONF.-SCH	101.42412.0333
MN MUNICIPAL UTILITIES A 001257								
32854 04/11/12 DRUG TESTING CONSORTIUM	868.00		39263		D N		STATE MANDATES/D	101.43428.0337

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MUNICIPAL CODE CORPORATI 32855 04/11/12 ANNUAL CODE ON INTERNET 000540	669.16		00215779		D N	PROFESSIONAL SER	101.41403.0446
MUNICIPAL UTILITIES 000541							
32856 04/11/12 UTILITIES FOR MARCH	2,950.63		3/12		D N	UTILITIES	101.41408.0332
32856 04/11/12 UTILITIES FOR MARCH	831.73		3/12		D N	UTILITIES	101.42412.0332
32856 04/11/12 UTILITIES FOR MARCH	3,338.23		3/12		D N	UTILITIES	101.43425.0332
32856 04/11/12 UTILITIES FOR MARCH	3,127.92		3/12		D N	UTILITIES	101.43430.0332
32856 04/11/12 UTILITIES FOR MARCH	2,664.95		3/12		D N	UTILITIES	101.45427.0332
32856 04/11/12 UTILITIES FOR MARCH	8,301.25		3/12		D N	UTILITIES	101.45433.0332
32856 04/11/12 UTILITIES FOR MARCH	865.91		3/12		D N	UTILITIES	101.45435.0332
32856 04/11/12 UTILITIES FOR MARCH	98.69		3/12		D N	UTILITIES	101.45437.0332
32856 04/11/12 UTILITIES FOR MARCH	507.42		3/12		D N	UTILITIES	207.45001.0332
32856 04/11/12 UTILITIES FOR MARCH	21,506.67		3/12		D N	UTILITIES	651.48474.0332
32856 04/11/12 ADMIN FEE FOR MARCH	14,337.78		3/12		D N	PROFESSIONAL SER	651.48474.0446
32856 04/11/12 UTILITIES FOR MARCH	600.00		3/12		D N	UTILITIES	651.48475.0332
32856 04/11/12 ADMIN FEE FOR MARCH	1,411.51		3/12		D N	PROFESSIONAL SER	651.48475.0446
32856 04/11/12 UTILITIES FOR MARCH	2,036.19		3/12		D N	UTILITIES	651.48476.0332
32856 04/11/12 UTILITIES FOR MARCH	63,478.88		3/12		D N	UTILITIES	651.48477.0332
VENDOR TOTAL	63,478.88	*CHECK	TOTAL				
MVTL LABORATORIES INC 000544							
32857 04/11/12 PROFESSIONAL SERVICES	579.00		596555		D N	PROFESSIONAL SER	651.48478.0446
32857 04/11/12 PROFESSIONAL SERVICES	579.00		596555		D N	PROFESSIONAL SER	651.48479.0446
32857 04/11/12 PROFESSIONAL SERVICES	39.00		596587		D N	PROFESSIONAL SER	651.48475.0446
VENDOR TOTAL	1,197.00	*CHECK	TOTAL				
NORTHERN BUSINESS PRODUC 002322							
32858 04/11/12 OFFICE SUPPLIES	166.70		432390-0		D N	OFFICE SUPPLIES	741.48001.0220
32858 04/11/12 OFFICE SUPPLIES	50.45		432487-0		D N	OFFICE SUPPLIES	741.48001.0220
VENDOR TOTAL	217.15	*CHECK	TOTAL				
NORTHERN STATES SUPPLY 000585							
32859 04/11/12 REPL. BROKEN TOOL BOX	470.22		812134		D N	INVENTORIES-MDSE	101.125000
32859 04/11/12 SALT SHED REPAIR-PARTS	16.03		816278		D N	MTC. OF STRUCTU	101.43425.0225
32859 04/11/12 CORD SET	14.16		817124		D N	INVENTORIES-MDSE	101.125000
32859 04/11/12 PAINT MARKER/PARTS	18.44		817162		D N	MTC. OF EQUIPME	101.43425.0224
32859 04/11/12 GRIT SHARPENING STONE	23.14		819278		D N	MTC. OF EQUIPME	101.43425.0224
32859 04/11/12 CABLE TIES	160.70		819708		D N	GENERAL SUPPLIES	101.43425.0229
32859 04/11/12 QUICK LINK/SCREW PIN	17.60		824721		D N	MTC. OF EQUIPME	101.43425.0224
32859 04/11/12 DRILL BITS	27.86		824775		D N	SMALL TOOLS	101.43425.0221
32859 04/11/12 TOOL BOX DOOR CABLE	43.98		824874		D N	INVENTORIES-MDSE	101.125000
32859 04/11/12 NUTS/BOLTS	334.39		826060		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	1,126.52	*CHECK	TOTAL				

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
O'REILLY AUTOMOTIVE INC 32860 04/11/12 BUMPER HITCH 32860 04/11/12 CITY SALES TAX 32860 04/11/12 FLOOR MATS VENDOR TOTAL	240.46 1.32 42.74 284.52 284.52		1528-139369 1528-140926 1528-140926 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME SALES TAX PAYABL MTCE. OF EQUIPME	101.42411.0224 101.206000 101.42411.0224
PAULSON/ALLEN 32861 04/11/12 HI-RISE OPERATIONS CLASS 002948	25.83		219		D N	TRAVEL-CONF.-SCH	101.42412.0333
PERKINS LUMBER CO INC 32862 04/11/12 SALT SHED MTCE-PARTS 32862 04/11/12 DOOR FOR PARK SHELTER 32862 04/11/12 SHELTER MTCE-PARTS 32862 04/11/12 CONCRETE FOR BASE PADS 32862 04/11/12 WATER VALVES VENDOR TOTAL	135.34 298.18 33.26 25.59 14.94 507.31 507.31		337956 338913 338974 339034 339452 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF OTHER I MTCE. OF STRUCTU	101.43425.0225 101.43425.0225 101.43425.0225 101.43425.0226 101.43425.0225
PEST PRO II 32863 04/11/12 PROFESSIONAL SERVICES 001968 32863 04/11/12 PROFESSIONAL SERVICES VENDOR TOTAL	41.68 41.68 83.36 83.36		10274 10274 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	101.41408.0446 101.45427.0446
PETE'S COMMUNICATIONS 32864 04/11/12 INST. RADIO EQUIP-PARTS 32864 04/11/12 INST. RADIO EQUIP-LABO 32864 04/11/12 INST. GPS ANTENNA/EQUIP 32864 04/11/12 INST. GPS ANTENNA/EQUIP 32864 04/11/12 REPL. PASSENGER LOWER LT 32864 04/11/12 UPS CHARGES VENDOR TOTAL	176.34 1,312.00 2.70 256.00 64.00 8.89 1,819.93 1,819.93		0051348 0051348 0051377 0051377 0051385 2709162 *CHECK TOTAL		D N D N D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME POSTAGE	101.42411.0224 101.42411.0334 101.42411.0224 101.42411.0334 101.42411.0334 101.42411.0223
PLAY IT AGAIN SPORTS & F 32865 04/11/12 4 SOCCER REBOUNDERS 32865 04/11/12 BASEBALLS VENDOR TOTAL	427.46 2,436.11 2,863.57 2,863.57		150 151 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	101.45432.0229 101.45432.0229
PLUMBING & HEATING OF WI 32866 04/11/12 WTR HEATER REPAIR-PARTS 32866 04/11/12 WTR HEATER REPAIR-LABOR VENDOR TOTAL	18.52 140.00 158.52 158.52		14529 14529 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.41408.0225 101.41408.0335
RAILROAD MANAGEMENT CO I 32867 04/11/12 STORM SWR PIPELINE LEASE 002582	425.17		283808		D N	RENTS	101.43425.0440

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
TIGER OAK PUBLICATIONS I 002283 32880 04/11/12 MN MTGS & EVENTS AD	147.50		2012-70933		D N	OTHER CHARGES	208.45008.0449
TIRES PLUS 000747 32881 04/11/12 TIRE RECYCLING FEE	20.00		219608		D N	MTCE. OF EQUIPME	101.42411.0334
32881 04/11/12 TIRE REPAIR-LABOR	17.00		219881		D N	MTCE. OF EQUIPME	101.42411.0334
32881 04/11/12 DISMOUNT/REMOUNT TIRES	36.00		219909		D N	MTCE. OF EQUIPME	101.42411.0334
VENDOR TOTAL	73.00	*CHECK TOTAL					
TOSHIBA FINANCIAL SERVIC 000218 32882 04/11/12 COPIER LEASE AGRMT	120.77		040212		D N	RENTS	101.42412.0440
TRAVEL GUIDES FREE 002717 32883 04/11/12 TRAVEL GUIDE AD	354.42		14247		D N	OTHER CHARGES	208.45010.0449
US BANK 000264 32884 04/11/12 #144 GO IMP BOND-SC	431.25		3088975		D N	OTHER CHARGES	303.47100.0449
VERIZON WIRELESS 002915 32885 04/11/12 CELLULAR PHONE USAGE	49.85		STMT/3-12		D N	COMMUNICATIONS	101.41402.0330
32885 04/11/12 CELLULAR PHONE USAGE	19.67		STMT/3-12		D N	COMMUNICATIONS	101.41405.0330
32885 04/11/12 CELLULAR PHONE USAGE	18.95		STMT/3-12		D N	COMMUNICATIONS	101.45432.0330
VENDOR TOTAL	88.47	*CHECK TOTAL					
VIKING COCA-COLA BOTTLIN 000777 32886 04/11/12 CONCESSION SUPPLIES	133.85		0025424032		D N	GENERAL SUPPLIES	101.45433.0229
32886 04/11/12 CONCESSION SUPPLIES	431.25		0025424194		D N	GENERAL SUPPLIES	101.45433.0229
32886 04/11/12 CONCESSION SUPPLIES	20.75	CR	0025424195		D N	GENERAL SUPPLIES	101.45433.0229
32886 04/11/12 CONCESSION SUPPLIES	94.75		0025424290		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	639.10	*CHECK TOTAL					
WEST CENTRAL SANITATION 000805 32887 04/11/12 GARBAGE SERVICE-MARCH	17.56		2664300/3-12		D N	CLEANING AND WAS	207.45001.0338
WEST CENTRAL TRIBUNE 000807 32888 04/11/12 RESOLUTION PUBLISHED	110.40		CL03034782		D N	PRINTING AND PUB	101.41401.0331
32888 04/11/12 AD FOR BIDS-PROJ 1201-A	176.64		CL03035093		D N	ADVERTISING	412.48451.0447
32888 04/11/12 AD FOR BIDS-PROJ 1201-B	187.68		CL03035094		D N	ADVERTISING	412.48451.0447
32888 04/11/12 SUMMER BASEBALL AD	99.00		36787/3-12		D N	ADVERTISING	101.45432.0447
32888 04/11/12 WILLMAR YOUTH HOCKEY AD	83.40		36787/3-12		D N	ADVERTISING	101.45433.0447
VENDOR TOTAL	657.12	*CHECK TOTAL					
WEST CENTRAL TROPHIES 000808 32889 04/11/12 PLAQUES-RETIRED BRD MBRS	256.50		16720		D N	AWARDS AND INDEM	208.45005.0442

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WESTMOR INDUSTRIES LLC 32890 04/11/12 FUEL PUMP KEY READERS 001640	457.30		912393 RI		D N	MTCE. OF EQUIPME	101.43425.0224
WILLMAR AUTO VALUE 32891 04/11/12 OIL 002689	8.51		22003613		D N	MOTOR FUELS AND	651.48474.0222
32891 04/11/12 OIL	5.67		22003613		D N	MOTOR FUELS AND	651.48475.0222
32891 04/11/12 SHOP RAGS	15.32		22003964		D N	GENERAL SUPPLIES	651.48474.0229
32891 04/11/12 SHOP RAGS	10.22		22003964		D N	GENERAL SUPPLIES	651.48475.0229
32891 04/11/12 RUBBER STRAPS/SUPPLIES	16.37		22004135		D N	GENERAL SUPPLIES	101.45433.0229
32891 04/11/12 SEA FOAM	109.21		22004677		D N	GENERAL SUPPLIES	651.48474.0229
32891 04/11/12 SEA FOAM	72.80		22004677		D N	GENERAL SUPPLIES	651.48475.0229
32891 04/11/12 CALIPER	148.19		22005416		D N	INVENTORIES-MDSE	101.125000
32891 04/11/12 CALIPER CORE RETURN	71.25CR		22005452		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	315.04		*CHECK TOTAL				
	315.04						
WILLMAR CHAMBER OF COMME 32892 04/11/12 DIRECTOR SALARY 000812	3,785.26		STMT/3-12		D N	SALARIES-REG. EM	208.45005.0110
32892 04/11/12 ASSISTANT SALARY	1,934.70		STMT/3-12		D N	SALARIES-REG. EM	208.45005.0110
32892 04/11/12 FICA & INSURANCE	1,019.12		STMT/3-12		D N	EMPLOYER PENSION	208.45005.0113
32892 04/11/12 IRA CONTRIBUTION	163.56		STMT/3-12		D N	EMPLOYER PENSION	208.45005.0113
32892 04/11/12 STATE UNEMPLOYMENT TAX	99.59		STMT/3-12		D N	EMPLOYER PENSION	208.45005.0113
32892 04/11/12 FEDERAL UNEMPLOYMENT TAX	66.25		STMT/3-12		D N	EMPLOYER PENSION	208.45005.0113
32892 04/11/12 MN WORKFORCE FEE	20.56		STMT/3-12		D N	EMPLOYER PENSION	208.45005.0113
32892 04/11/12 PHOTO COPIES-MARCH	88.32		STMT/3-12		D N	OFFICE SUPPLIES	208.45005.0220
32892 04/11/12 PAYROLL/FLEX PLAN FEE	55.33		STMT/3-12		D N	OFFICE SERVICES	208.45005.0339
32892 04/11/12 OFFICE RENT-MARCH	626.61		STMT/3-12		D N	RENTS	208.45005.0440
32892 04/11/12 MAIL PICKUP FEE-FEBRUARY	50.00		36211		D N	POSTAGE	208.45005.0223
32892 04/11/12 SERVER/SERVER CONTRACT 3, 977.12	36212		36212		D N	OTHER CHARGES	208.45005.0449
32892 04/11/12 CHAMBER MTG/EVENT	60.00		36217		D N	OTHER CHARGES	208.45005.0449
32892 04/11/12 INTERNET-1ST QUARTER	159.27		36232		D N	COMMUNICATIONS	208.45005.0330
VENDOR TOTAL	12,105.69		*CHECK TOTAL				
	12,105.69						
WILLMAR PET HOSPITAL 32893 04/11/12 K-9 MEDICATION 000826	91.72		0032467		D N	PROFESSIONAL SER	101.42411.0446
WINDSTREAM 32894 04/11/12 MONTHLY SERVICE-MARCH 002100	92.85		STMT/3-12		D N	COMMUNICATIONS	101.41402.0330
32894 04/11/12 LONG DISTANCE-MARCH	19.07		STMT/3-12		D N	COMMUNICATIONS	101.41402.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	138.63		STMT/3-12		D N	COMMUNICATIONS	101.41403.0330
32894 04/11/12 LONG DISTANCE-MARCH	15.53		STMT/3-12		D N	COMMUNICATIONS	101.41403.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	42.94		STMT/3-12		D N	COMMUNICATIONS	101.41404.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	42.94		STMT/3-12		D N	COMMUNICATIONS	101.41405.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	147.26		STMT/3-12		D N	COMMUNICATIONS	101.41405.0330
32894 04/11/12 LONG DISTANCE-MARCH	8.70		STMT/3-12		D N	COMMUNICATIONS	101.41406.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	379.04		STMT/3-12		D N	COMMUNICATIONS	101.41406.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	118.77		STMT/3-12		D N	COMMUNICATIONS	101.41409.0330

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WINDSTREAM 002100						
32894 04/11/12 MONTHLY SERVICE-MARCH	40.14	STMT/3-12		D N	COMMUNICATIONS	101.42411.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	179.47	STMT/3-12		D N	COMMUNICATIONS	101.42412.0330
32894 04/11/12 LONG DISTANCE-MARCH	18.27	STMT/3-12		D N	COMMUNICATIONS	101.42412.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	93.75	STMT/3-12		D N	COMMUNICATIONS	101.43417.0330
32894 04/11/12 LONG DISTANCE-MARCH	15.13	STMT/3-12		D N	COMMUNICATIONS	101.43417.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	366.14	STMT/3-12		D N	COMMUNICATIONS	101.43425.0330
32894 04/11/12 LONG DISTANCE-MARCH	15.74	STMT/3-12		D N	COMMUNICATIONS	101.43425.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	234.77	STMT/3-12		D N	COMMUNICATIONS	101.43430.0330
32894 04/11/12 LONG DISTANCE-MARCH	184.97	STMT/3-12		D N	COMMUNICATIONS	101.43430.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	0.29	STMT/3-12		D N	COMMUNICATIONS	101.45433.0330
32894 04/11/12 LONG DISTANCE-MARCH	169.48	STMT/3-12		D N	COMMUNICATIONS	101.45433.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	3.94	STMT/3-12		D N	COMMUNICATIONS	101.45435.0330
32894 04/11/12 LONG DISTANCE-MARCH	51.89	STMT/3-12		D N	COMMUNICATIONS	101.45435.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	5.20	STMT/3-12		D N	COMMUNICATIONS	207.45001.0330
32894 04/11/12 LONG DISTANCE-MARCH	78.06	STMT/3-12		D N	COMMUNICATIONS	207.45001.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	6.81	STMT/3-12		D N	COMMUNICATIONS	651.48474.0330
32894 04/11/12 LONG DISTANCE-MARCH	53.16	STMT/3-12		D N	COMMUNICATIONS	651.48474.0330
32894 04/11/12 MONTHLY SERVICE-MARCH	4.53	STMT/3-12		D N	COMMUNICATIONS	651.48475.0330
VENDOR TOTAL	2,527.47	*CHECK TOTAL				651.48475.0330
	2,527.47					
X-ERGON 000836						
32895 04/11/12 SHOP SUPPLIES	128.14	20560714		D N	GENERAL SUPPLIES	651.48474.0229
32895 04/11/12 SHOP SUPPLIES	85.43	20560714		D N	GENERAL SUPPLIES	651.48475.0229
32895 04/11/12 SLASHER CUTOFF WHEEL	68.81	20561504		D N	MTCE. OF EQUIPME	651.48474.0224
32895 04/11/12 SLASHER CUTOFF WHEEL	45.87	20561504		D N	MTCE. OF EQUIPME	651.48475.0224
VENDOR TOTAL	328.25	*CHECK TOTAL				
	328.25					
5 STAR SPORTS CALENDAR 002318						
32896 04/11/12 ADVERTISING	250.00	761781		D N	ADVERTISING	101.45433.0447
5 STAR WAIT'S LLC 000790						
32897 04/11/12 CAR WASH	7.96	710024		D N	MTCE. OF EQUIPME	101.41408.0334

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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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466,901.08

REPORT TOTALS:

RECORDS PRINTED - 000402

ACS FINANCIAL SYSTEM
04/11/2012 16:08:14

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	318,810.72
205	INDUSTRIAL DEVELOPMENT	4,412.00
207	W.R.A.C. - 8	2,873.66
208	CONVENTION & VISITORS BUREAU	15,317.58
303	D.S. - 2003 BOND	15,431.25
350	RICE HOSPITAL DEBT SERVICE	15,347.38
412	S.A.B.F. - #2012	1,551.57
417	C.P. - SURFACE WATER	1,904.00
450	CAPITAL IMPROVEMENT FUND	14,179.11
651	WASTE TREATMENT	92,713.69
741	OFFICE SERVICES	360.12
TOTAL ALL FUNDS		466,901.08

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	466,901.08
TOTAL ALL BANKS		466,901.08

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, APRIL 9, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, April 9, 2012, in Conference Room #1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present: Denis Anderson Chair
Rick Fagerlie Vice Chair
Jim Dokken Member
Ron Christianson Member
Charlene Stevens City Administrator
Steve Okins City Finance Director
Kevin Halliday City Clerk

Others present included HRA Executive Director Jill Bengtson; Representatives from Dominion Management Services and Dougherty & Company; Jenny Bolton, Kennedy & Graven; Justin Hedtke, KRA Speedway Association; and Carol Cunningham, Accounting Supervisor.

Item No. 1 – HRA Dominion Conduit Financing Recommendation (Resolution)

Jill Bengtson, HRA Executive Director, reported to the Committee that the HRA Board met earlier this afternoon and held a public hearing for the Dominion Application For Tax-Exempt Financing for \$14 million of tax-exempt bonds to finance the acquisition and rehabilitation of Eagle Ridge, Somerset and Waters Edge Apartments. Ms. Bengtson briefly reviewed some of the questions raised during the hearing which included: 1) While the general contractors for the rehabilitation project may not be local, Dominion attempts to use local subcontractors where possible. 2) Approximately \$3 million will be direct rehabilitation costs. 3) The developer's fee is 10%.

Upon closing the public hearing, the HRA Board passed a resolution approving this project. Council Member Christianson questioned who would be left with the debt if the project fails. Staff responded that the holders of the investment instruments would be ultimately responsible. Following considerable discussion, it was moved by Council Member Fagerlie, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution approving the Dominion Conduit Financing Project for the acquisition and rehabilitation of Eagle Ridge, Somerset, and Waters Edge Apartments not to exceed \$14 million.

Item No. 2 – HRA Vehicle Request (Resolution)

Staff presented to the Committee a request from the HRA for the donation of a 2005 Ford F150 that the City was preparing for auction. This is one of the vehicles the City deemed as surplus pursuant to the recent revisions to the vehicle replacement policy. The HRA has examined the City's 2005 Ford F150 and determined it could meet the needs of the HRA and is requesting donation. It was noted that State Statute does allow for a public entity to donate surplus equipment to another public entity. It was also noted that the City would be foregoing potential auction proceeds of \$6,500 based on NADA Blue Book estimates. Council Members of the Committee expressed concerns that the HRA should not receive the vehicle as a donation but should be required to pay a negotiated price. Following discussion, it was moved

by Council Member Fagerlie, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the City Administrator to dispose of the 2005 Ford F150 for a minimum of \$5,000 to the HRA.

Item No. 3 – Budget Work Session 6 PM 04/16/2012 (Information)

Staff noted that there is a Budget Work Session set for 6 PM on Monday, April 16, 2012, which will be just prior to the regular council meeting scheduled for that evening as well. Topics to be discussed at this work session include: 1) 5-Year Trends for the General Operating Fund; 2) Updates to the Budget Calendar, including a schedule of the Department Heads' presentations to the Finance Committee; 3) Bonding and plans for the Street Program and Capital Improvements.

Item No. 4 – 2012 Budget Amendment/Legal Department (Resolution)

Staff explained that due to the City engaging the professional services of two legal firms to replace Rich Ronning who retired March 31, 2012, the 2012 Legal Department Operating Budget needs to be revised. It is being proposed that the unspent dollars allocated in the Legal Department budget for payroll costs, supplies, and other services and charges estimated at \$125,000 be transferred to Professional Services. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Dokken, and passed to make the following:

RECOMMENDATION: to introduce a resolution reallocating \$125,000 from the 2012 Legal Department Budget for Payroll Costs, Supplies, and Other Services and Charges to Legal Professional Services.

Item No. 5 – Library Carpet Replacement (Resolution)

Staff explained to the Committee that the City has received a request from the Willmar Public Library for funds needed to replace the carpeting. Kandiyohi County sought bids and is recommending proceeding with the proposal from Floor To Ceiling in the amount of \$35,800. City Administrator Stevens has viewed the carpet and affirms that it is in need of replacement. The cost for this project may be paid from the Library Reserve Fund which was established from the prior local option sales tax program that funded the Library's construction. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Fagerlie, and passed to make the following:

RECOMMENDATION: to introduce a resolution allocating \$35,800 from the Library Reserve Fund for the carpeting replacement as proposed by Floor To Ceiling and recommended by Kandiyohi County Facilities Maintenance.

Item No. 6 – KRA Speedway Liquor License Application (Information)

City Clerk Kevin Halliday explained to the Committee that the City has received a request from the KRA Speedway Association to sell wine and strong beer during their races at the fairgrounds on Thursday nights. Last year this was done with the services of the VFW State Caterers License but KRA wishes to sell on their own this year. Current City Ordinance allows for the sale of wine and strong beer at a restaurant with a seating capacity of at least twenty-five

guests. A Café Restaurant is defined as any place where preparing and serving lunches or meals to the public to be consumed on the premises constituted the major business. KRA will be selling hamburgers and brats on Thursday nights. Staff is requesting input from the Council to determine whether or not they are comfortable with the "restaurant" term as preparing meals in a fairground building and seating capacity of more than twenty-five located in the bleachers.

After considerable discussion, it was the consensus of the Committee to support this interpretation of the ordinances which would allow the KRA Speedway Association to apply for a Wine License and a 3.2% Malt Liquor License. This matter was taken for information only.

Item No. 7 – Senior Citizen Deferment (Motion)

City Clerk Halliday explained to the Committee that during a 1990 Street Improvement Project a Senior Citizen deferment was approved on Parcel 95-921-5480. The qualifying senior citizen, 90+ years of age, recently transferred the property to a 65+ year old daughter who placed the property in her son's name and took a life estate interest. She may qualify for the senior citizen deferment but this unique situation is at the discretion of the council. If this extension is denied, the full payment of principal and interest totaling \$7,029 would be due and payable. Following discussion, it was moved by Council Member Dokken, seconded by Council Member Fagerlie, and passed to make the following:

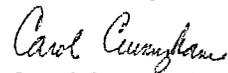
RECOMMENDATION: to make a motion to deny the extension of the senior citizen deferment on Parcel 95-921-5480 and to amend the City's Assessment Policy accordingly.

Item No. 8 – Reports (Information)

The Committee received the following December 31, 2011, Reports for information: Report of Outstanding Indebtedness, Interest/Dividends, Cash/Investments, and 4th Quarter Investment Activity.

There being no further business to come before the Committee, the meeting was adjourned at 5:47 p.m. upon motion by Council Member Fagerlie, seconded by Council Member Christianson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor

Extract of Minutes of a Meeting of the
City Council of the City of Willmar, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Willmar, Minnesota, was duly held at the Municipal Utilities Building in said City on Monday, April 16, 2012, at 7:00 P.M.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION APPROVING THE ISSUANCE OF
MULTIFAMILY HOUSING REVENUE OBLIGATIONS
UNDER MINNESOTA STATUTES, CHAPTER 462C
(EAGLE RIDGE APARTMENTS PROJECT)

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and after full discussion thereof and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

RESOLUTION APPROVING THE ISSUANCE OF
MULTIFAMILY HOUSING REVENUE OBLIGATIONS
UNDER MINNESOTA STATUTES, CHAPTER 462C
(EAGLE RIDGE APARTMENTS PROJECT)

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

Section 1. Description of the Project.

(a) Willmar Leased Housing Associates IV, Limited Partnership (the "Borrower"), has proposed that the Housing and Redevelopment Authority in and for the City of Willmar, Minnesota (the "Issuer") issue revenue obligations under Minnesota Statutes, Chapter 462C, as amended, (the "Act"), in one or more series, in an aggregate amount not to exceed \$14,000,000 (the "Bonds") to finance the acquisition, rehabilitation, and equipping of 6 buildings with approximately 24-units of multifamily housing in each building for a total of approximately 144 units, located at 515 Lakeland Drive Southeast (the "Eagle Ridge Apartments"), 1401 19th Avenue Southeast (the "Somerset Apartments") and 420 30th Street Northwest (the "Waters Edge Apartments") in the City (collectively, the "Project"). The Project will be owned and operated by the Borrower.

(b) The City has been advised that the Bonds or other obligations, as and when issued, will not constitute a charge, lien or encumbrance upon any property of the City or the Issuer, except the Project and the revenues to be derived from the Project. Such Bonds or obligations will not be a charge against the general credit or taxing powers of the City or the Issuer, but are payable from sums to be paid by the Borrower pursuant to a revenue agreement.

Section 2. Recital of Representations Made by the Borrower.

(a) The Borrower has agreed to pay any and all costs incurred by the City in connection with the issuance of the Bonds, whether or not such issuance is carried to completion.

(b) The Borrower has represented to the City that no public official of the City has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project.

Section 3. Public Approval.

(a) As required by the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), the Issuer has held a public hearing on the issuance of the Bonds and the proposal to undertake the Project located within the jurisdictional limits of the City.

(b) As required by Section 147(f) of the Code the City Council, as the elected legislative body of the City, hereby approves the issuance by the Issuer of the Bonds for the Project.

Mayor

ATTEST:

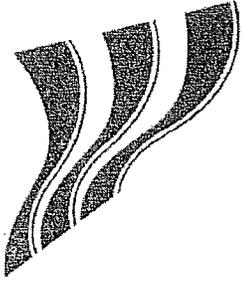
City Clerk

STATE OF MINNESOTA
COUNTY OF KANDIYOHI
CITY OF WILLMAR

I, the undersigned, being the duly qualified and acting Clerk of the City of Willmar, Minnesota, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City duly called and held on the date therein indicated, insofar as such minutes relate to granting approval to the issuance of revenue Bonds for a project in the City.

WITNESS my hand this ____ day of _____, 2012.

Clerk



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

Agenda Item Number: _____

Meeting Date: April 9, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 16, 2012

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

Originating Department: City Administrator

Action Requested: Donation of surplus 2005 Ford 150 to the Willmar/Kandiyohi HRA.

Introduction: The City has received a request from the Willmar HRA for the donation of a 2005 Ford F150 that the City was preparing for auction.

Background/Justification: The City recently reviewed and revised its vehicle replacement policy. As a result of that review, 14 vehicles were deemed surplus by the City and assigned to auction. The HRA has examined the City's 2005 Ford F150 and determined it could meet the needs of the HRA and is requesting donation. Statute does allow for a public entity to donate surplus equipment to another public entity.

Financial Impact: The City would be foregoing potential auction proceeds of \$6,500. Estimate is based upon NADA estimates and could be vary.

Alternatives: The City could assign the surplus vehicle to auction.

Staff Recommendation: Donate the surplus vehicle to the Willmar/Kandiyohi HRA.

Reviewed by: Charlene Stevens

Preparer: Charlene Stevens

Signature:

Comments:n/a



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

March 30, 2012

Ms. Charlene Stevens
City Administrator
City of Willmar
333 6th Street
P.O. Box 755
Willmar, MN 56201

RE: CITY VEHICLE

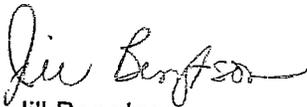
Dear Ms. Stevens:

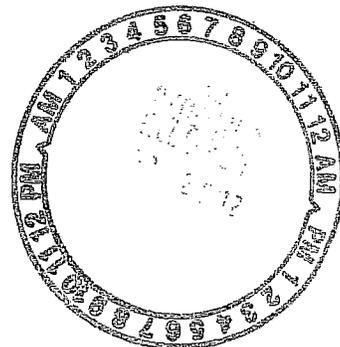
At a recent HRA Board meeting in which the HRA was considering purchasing a new Ford F150 truck, it came to our attention by Councilman Dokken that the City would be disposing of several vehicles.

Our maintenance supervisor has looked at a City owned 2005 Ford F150 truck having approximately 58,000 miles on it which he agrees would suffice for the HRA's needs and help us avoid the expense of purchasing a new vehicle. It is our understanding the City owned truck is on the schedule to be removed from the City fleet.

The HRA would greatly appreciate the City Council considering donating the truck to the HRA to be used by our maintenance staff. We look forward to your reply.

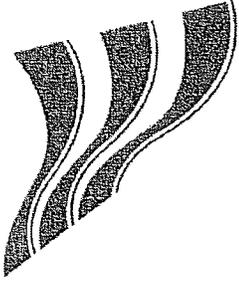
Sincerely,


Jill Bengtson
Executive Director



**Proposed Changes to 2012 Budget
Legal Department**

<u>Line Item</u>	<u>Decrease</u>	<u>Increase</u>
Salaries - Regular Employees	\$ 86,091.00	
Employer Pension Contribution	\$ 12,053.00	
Employer Insurance Contribution	\$ 15,634.00	
Office Supplies	\$ 7,249.00	
Postage	\$ 600.00	
Communications	\$ 984.00	
Travel-Conferences-Schools	\$ 1,000.00	
Other Services	\$ 1,000.00	
Rents	\$ 9,000.00	
Professional Services		\$ 125,000.00
Other Charges		\$ 8,611.00
	<u>\$ 133,611.00</u>	<u>\$ 133,611.00</u>



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: April 9, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 16, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Administrator

Action Requested: Approval of allocation of funding for replacement carpet at Willmar Public Library.

Introduction: The City of Willmar and Kandiyohi County jointly maintain the Willmar Public Library facilities, with the County serving as the lead agency to oversee day to day maintenance.

Background/Justification: The Willmar Public Library made Kandiyohi County Facilities Maintenance aware of the need to replace carpeting this past winter. The recommendation was to the seek proposals in the spring for carpet replacing. The County sought bids and is recommending proceeding with the proposal from Floor to Ceiling in the amount of \$35,800.

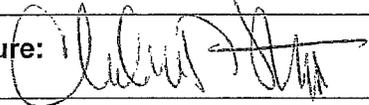
Financial Impact: The cost is \$35,800 and can be paid from a fund set aside for operational reserve from a prior local option sales tax that funded the Library's construction.

Alternatives: To forego carpet replacement and potentially risk trip and falls at the facility, as well as perception of poor maintenance of a public facility.

Staff Recommendation: Approve the allocation of \$35,800 in funding for the carpeting replacement as proposed by Floor to Ceiling and recommended by Kandiyohi County Facilities Maintenance.

Reviewed by: Charlene Stevens

Preparer: Charlene Stevens

Signature: 

Comments: n/a

Charlene Stevens

From: Andy Thorson <Andy_T@co.kandiyohi.mn.us>
Sent: Wednesday, March 28, 2012 11:55 AM
To: Charlene Stevens
Subject: library carpet

Will be looking at option #2 of the FLOOR TO CEILING bid. Fir \$35,800.00

Andrew K Thorson

Facilities Maintenance Manager
Kandiyohi County
400 Benson Ave SW
P.O. Box 936
Willmar, MN 56201-0936
320.231.6241 or
ext 5441

Kandiyohi County
Auditor/Treasurer's Office

SAM MODDERMAN
AUDITOR/TREASURER

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

INVITATION FOR BIDS

OWNER: Kandiyohi County
PO Box 936
Willmar, MN 56201

PROJECT: Willmar Public Library
410 SW 5th St.
Willmar, MN 56201

The undersigned proposes and agrees, if this bid is accepted, to enter into and agreement with the owner to complete all work as specified within the contract time indicated in the bid.

You will be submitting two bids, Option 1 and Option 2.

Option 1 will include the installation of 1077 yards of Tandus modular carpet tile. Style- visa (03353), color-kimono (11507), in a random pattern method and 12 yards of carpet tile style Plexus Colour II(02875) color Bing Cherry(18537) to be installed in an "L" in the SE corner of the library squaring off the reading area as shown in included drawing.

Option 2 will include installation of 1060 yards of Tandus modular carpet tile, style- visa (03353), color-kimono (11507) in a random pattern method and 160 yards carpet tile style Plexus Colour II (02875), color Bing cherry (18537), to be used as a 6" border between new carpet and the existing carpet and also to be installed in an "L" in the SE corner of the library squaring off the reading area as shown in the included drawing.

The waste on product is roughly 10% with full cartons to remain.

All bids will include removal and disposal of existing carpeting and floor preparation for installation of new carpet. All supplies needed to complete job shall be included in bid price.

Kandiyohi County maintenance personnel will move shelving and furniture, scheduling in conjunction with installers.

The work shall not commence prior to June 1st, 2012 and installation and associated work shall be completed prior to September 1, 2012. Work hours shall be during normal business hours, but may be adjusted as needed to as early as 6:00 A.M. and as late as 8:00 P.M. as scheduled with, and approved by county maintenance staff.

Bids must be submitted no later than noon on March 23rd, 2012. Bids may either be mailed to Kandiyohi County, attention of Andrew Thorson at PO Box 936, Willmar, MN 56201 or brought to the Auditor/Treasurers Office located at 400 Benson SW Ave. Willmar, MN 56201.

Please call Andrew Thorson to schedule a walkthrough of the library and to clarify any questions that you may have.

Either written or verbal notice of bid acceptance/or denial, shall be made once the request of release of funds is approved.

Quote for Option #1 34,250.00
Option #2 35,800.00 INCLUDES 10% OVERPAGE

Submitted by: Name: MIKE BROWN
Company: FLOOR TO CEILING
Address: BOX 856
WILLMAR, MN 56201

Signed by: Mike Brown Date: 3/12/2012

**Kandiyohi County
Auditor/Treasurer's Office**

SAM MODDERMAN
AUDITOR/TREASURER

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

INVITATION FOR BIDS

OWNER: Kandiyohi County
PO Box 936
Willmar, MN 56201

PROJECT: Willmar Public Library
410 SW 5th St.
Willmar, MN 56201

The undersigned proposes and agrees, if this bid is accepted, to enter into and agreement with the owner to complete all work as specified within the contract time indicated in the bid.

You will be submitting two bids, Option 1 and Option 2.

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The waste on product is roughly 10% with full cartons to remain.

All bids will include removal and disposal of existing carpeting and floor preparation for installation of new carpet. All supplies needed to complete job shall be included in bid price.

Kandiyohi County maintenance personnel will move shelving and furniture, scheduling in conjunction with installers.

The work shall not commence prior to June 1st, 2012 and installation and associated work shall be completed prior to September 1, 2012. Work hours shall be during normal business hours, but may be adjusted as needed to as early as 6:00 A.M. and as late as 8:00 P.M. as scheduled with, and approved by county maintenance staff.

Bids must be submitted no later than noon on March 23rd, 2012. Bids may either be mailed to Kandiyohi County, attention of Andrew Thorson at PO Box 936, Willmar, MN 56201 or brought to the Auditor/Treasurers Office located at 400 Benson SW Ave. Willmar, MN 56201.

Please call Andrew Thorson to schedule a walkthrough of the library and to clarify any questions that you may have.

Either written or verbal notice of bid acceptance/or denial, shall be made once the request of release of funds is approved.

Quote for Option #1 50,134.58

Option #2 57,088.77

6" Running Planks
Option #3 51,326.92

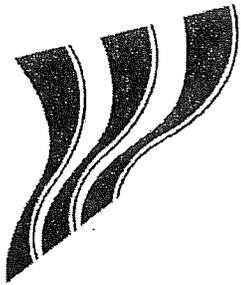
Submitted by: Name: Jerry's Flooring Inc
Company: Jerry Bullhus
Address: 918 Litchfield Ave. S.E.
Willmar, Minn. 56201

Signed by: Jerry Bullhus

Date: 3/19/2012

Kandiyohi County reserves the right to reject any or all bids on this project.

Product Needs to be prepaid to receive would like that
Part when Place order as To Large to Carry.



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

Agenda Item Number: _____

Meeting Date: April 9, 2012

Attachments: ___ Yes No

CITY COUNCIL ACTION

Date: April 16, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to approve

Guiding Principle: Willmar Municipal Code Section 3

Agenda Item: Consideration of Fairgrounds Liquor Sales

Background/Justification: KRA Speedway, a 501 (C) 4 association, desires to sell On-Sale Strong Beer at the fairgrounds on Thursday nights. (without the services of the VFW State Caterers License) They will need a Wine Liquor License and a 3.2% Malt Liquor License. The wine license criterion requires a restaurant with a seating capacity of at least twenty-five (25) guests. Sec. 3-201 Café Restaurant is defined as any place where preparing and serving lunches or meals to the public, to be consumed on the premises, constituted the major business. Staff brings this to your attention to ascertain that the Council is comfortable with the fairground "restaurant" term as preparing meals in a fairground building and seating capacity of more that twenty-five (25) located in the bleachers.

Fiscal Impact: \$200 for a Wine License and \$150 for a Malt Liquor License

Alternatives: Not accept the fairgrounds arrangement and force the KRA Speedway to utilize the services of a State Liquor Caterer.

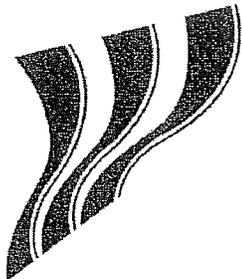
Staff Recommendation: Accept the proposal and allow the KRA Speedway to apply for a Wine License and a 3.2% Malt Liquor License (which will allow the sale of strong beer).

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: April 9, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 16, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Grant Secondary Senior Citizen Deferment

Guiding Principle: Willmar Municipal Code Section 435.194

Agenda Item: Consideration of Extending a Senior Citizen Special Assessment Deferment to a Willmar Qualifying Senior Citizen.

Background/Justification: During a 1990 Street Improvement Project a Senior Citizen deferment was approved on Parcel 95-921-5480. The qualifying senior citizen, 90+ years of age, recently transferred the property to a 65+ year old daughter who placed the property in her sons name and took a life estate interest. She can qualify for the senior citizen deferment but his unique situation would be at the discretion of the council.

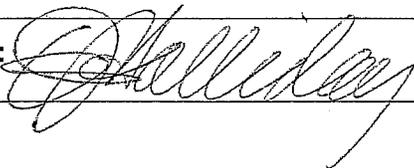
Fiscal Impact: \$7,029

Alternatives: Deny extension of a senior citizen deferment and call for full payment of principal and interest.

Staff Recommendation: Approve second extension on the senior citizen deferral.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature: 

Comments:

2011 Minnesota Statute

435.194 PROCEDURE TO OBTAIN DEFERRED ASSESSMENT

The homeowner shall make application for deferred payment of special assessments on forms prescribed by the county auditor of the county in which the homestead is located. Where the deferred assessment is granted, the auditor shall record a notice thereof with the county recorder of said county which shall set forth the amount of the assessment. The taxing authority may determine by ordinance or resolution the amount of interest, if any, on the deferred assessment and this rate shall be recorded by the auditor along with and in the same manner as the amount of the assessment.

435.195 TERMINATION OF RIGHT TO DEFERED PAYMENT

The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest, shall become due upon the occurrence of any of the following events: (a) the death of the owner, provided that the spouse is otherwise not eligible for the benefits hereunder; (b) the sale, transfer or subdivision of the property or any part thereof; (c) if the property should for any reason lose its homestead status; or (d) if for any reason the taxing authority deferring the payments shall determine that there would be no hardship to require immediate or partial payment.

January 24, 2012

Phyllis Thunstedt
2301 SW 19th Avenue
Willmar, MN 56201

Dear Ms. Thunstedt:

This letter is being written to correct a letter sent to you on January 13, 2012, whereby two properties were crossed referenced. Your property located at 2301 SW 19th Avenue identified as parcel #95-921-5480 has a senior citizen deferment recorded against the property by Lawrence and Florence Caskey . This lien for a 1990 Street Project, totaling \$7,029.00, needs to be cleared. This relative sale of property does not qualify for continuation of the deferred assessment and pursuant to MS 435.195 the assessed amount plus interest totaling \$7,029.00 is due and payable. Please make arrangements to remit to the City of Willmar \$7,029.00 to remove this lien.

Sincerely,

City of Willmar

Kevin J. Halliday
City Clerk-Treasurer

ds

Enclosure

REPORT OF OUTSTANDING INDEBTEDNESS

AT DECEMBER 31, 2011

To the County Auditor/Treasurer
Kandiyohi County, Minnesota

City of Willmar
Reporting Government Unit

Bond Indebtedness

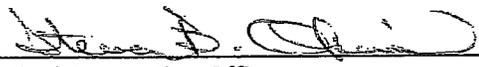
	Amount	
1 Bonds Outstanding Jan 1, 2011	\$ 148,831,128 *	Balances in Bond and Interest Fund or other Funds which have been set aside for payment of Bonds and Interest:
2 Issued During 2011	<u>\$ 9,816,930</u>	
3 TOTAL	\$ 158,648,058	
4 Paid During 2011	<u>\$ 7,046,612</u>	
5 Bonds Outstanding Dec 31, 2011	<u>\$ 151,601,446</u>	
		<u>\$ 10,893,351</u>

Bonds Outstanding at December 31, 2011

Types of Bonds	Amount	
6 General Obligation	\$ -	Balances in Escrow Account:
7 General Obligation Increment	\$ -	
8 Special Assessment	\$ 12,605,000	
9 Revenue	\$ 11,120,000	
10 General Obligation Revenue	\$ 125,568,857	
11 Refunding	\$ -	
12 Other	<u>\$ 2,307,589</u>	
13 TOTAL BONDS OUTSTANDING	\$ 151,601,446	
State Aid and Tax Anticipation Certificates	\$ -	

* If different amount than reported on December 31 of the preceding year, explain difference.
\$149,219,750 Reported less \$388,622 Rice Foundation Payables Reclassified

I do hereby certify that this statement is correct.



Principal Accounting Officer

Dated this 24th day of January, 2012



WILLMAR

FINANCE

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4984
FAX: 320-235-4917

2011 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2011 Year-To-Date</u>	<u>2010 Year-To-Date</u>
Franklin Templeton	\$ -	\$ -	\$ -	\$ 1,878.50	\$ 23,621.50
Heritage Bank	\$ 2,367.67	\$ 1,953.56	\$ 1,445.47	\$ 13,998.88	\$ 27,192.00
Morgan Stanley Smith Barney	\$ 15,542.65	\$ -	\$ 4,572.50	\$ 181,452.71	\$ 243,563.83
UBS	\$ 22,500.00	\$ -	\$ -	\$ 227,763.89	\$ 220,749.90
Wells Fargo	\$ -	\$ 39,000.00	\$ 22,500.00	\$ 229,750.00	\$ 386,411.11
Wells Fargo Advisors	\$ 81,562.50	\$ 20,000.00	\$ -	\$ 404,323.79	\$ 377,971.94
Totals	\$ 121,972.82	\$ 60,953.56	\$ 28,517.97	\$ 1,059,167.77	\$ 1,279,510.28



CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2011

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-36959HAX5	01/31/2012	0.010%	\$ 2,000,000.00	\$ 1,999,940.00
2	MSSB	CD-36959HFT9	06/27/2012	0.300%	1,000,000.00	998,250.00
3	MSSB	CD-05568PND5	12/31/2012	3.600%	96,000.00	98,178.24
4	MSSB	CD-591557DP5	10/07/2013	1.150%	245,000.00	243,716.20
5	MSSB	CD-70153RGY8	10/15/2013	1.250%	245,000.00	244,132.70
6	MSSB	CD-02580VDA0	12/24/2013	4.750%	96,000.00	101,686.08
7	MSSB	CD-02586TDA9	12/24/2013	4.750%	96,000.00	101,686.08
8	MSSB	CD-36159CGN0	12/30/2013	4.100%	96,000.00	100,511.04
9	MSSB	CD-381426XZ3	12/31/2013	4.000%	96,000.00	100,216.32
10	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	99,682.56
11	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	99,380.16
12	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	99,402.24
13	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	149,794.50
14	MSSB	CD-36159CUU8	10/08/2014	1.700%	150,000.00	149,592.00
15	Wells Fargo	FHLB-313375AB3	03/02/2015	1.150%	1,000,000.00	1,000,017.00
16	Wells Fargo	FNMA-3136FTPC7	11/28/2016	1.000-4.000%	2,000,000.00	2,000,316.00
17	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	148,258.50
18	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	240,438.10
19	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	147,904.50
20	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	147,903.00
21	MSSB	FNMA-3136FPTT4	10/29/2018	2.000-5.500%	1,000,000.00	1,000,930.00
22	Wells Fargo	FNMA-3136FPCL9	08/25/2020	2.250-5.000%	1,000,000.00	1,001,992.00
23	Wells Fargo Advisors	FHLB-313371E85	10/29/2020	2.000-10.000%	3,500,000.00 *	3,499,265.00
24	Wells Fargo	FFCB-31331KQ94	11/09/2020	2.800%	2,000,000.00	2,004,066.00
25	Wells Fargo Advisors	FNMA-3136FREX7	04/12/2021	3.250-6.500%	2,250,000.00 *	2,261,767.50
26	Wells Fargo Advisors	FNMA-3136FRL76	08/24/2021	2.000-6.000%	1,000,000.00	1,000,150.00
27	Wells Fargo Advisors	FHLB-313375DV6	09/09/2021	2.000-10.000%	1,000,000.00	1,000,190.00
28	Wells Fargo	FHLB-313375JV0	09/23/2021	2.250-8.000%	1,750,000.00	1,753,458.00
29	UBS	FHLMC-3134G2H47	09/30/2021	2.250-6.000%	2,000,000.00	2,002,100.00
30	UBS	FHLMC-3134G2H47	09/30/2021	2.250-6.000%	3,000,000.00	3,003,150.00
31	Wells Fargo Advisors	FHLB-313375TN7	10/12/2021	2.000-8.000%	2,000,000.00	2,004,840.00
32	MSSB	FHLMC-3134G2U75	10/25/2021	2.250-8.000%	4,000,000.00	4,008,360.00
33	Wells Fargo Advisors	FHLMC-3134G2U75	10/25/2021	2.250-8.000%	3,000,000.00 *	3,010,560.00
34	UBS	FHLMC-3134G2Y97	10/26/2021	2.000-8.000%	1,000,000.00	1,005,760.00
35	UBS	FNMA-3136FTGF0	10/27/2021	2.000-6.000%	1,000,000.00	1,003,520.00
36	Wells Fargo Advisors	FHLB-313376BX2	11/23/2021	2.000-6.000%	4,000,000.00 *	4,000,560.00
37	Wells Fargo Advisors	FHLMC-3134G24B5	11/23/2021	2.500-5.000%	2,000,000.00 *	2,002,020.00
38	UBS	FHLMC-3134G3AJ9	12/13/2021	2.500-6.000%	2,000,000.00	2,005,120.00
39	Wells Fargo	FHLMC-3134G3AJ9	12/13/2021	2.500-6.000%	1,000,000.00	1,002,559.00
TOTAL INVESTMENT					\$ 46,753,000.00	\$ 46,841,372.72
40	Heritage Bank	Low Activity Ckg	None	0.200%	7,801,331.83	7,801,331.83
41	Heritage Bank	Small Bus Ckg/L.Forf	None	0.100%	53,742.92	53,742.92
42	Heritage Bank	Small Bus Ckg/Cafet.	None	0.100%	5,003.60	5,003.60
43	Heritage Bank	Commercial Ckg	None	0.100%	(397,226.10)	(397,226.10)
TOTAL PORTFOLIO FOR DECEMBER 31, 2011					\$ 54,215,852.25	\$ 54,304,224.97

* Par Value is not equal to Purchase Amount



WILLMAR

FINANCE

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4984
FAX: 320-235-4917

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING DECEMBER 31, 2011

BALANCE AT PRIOR QUARTER ENDED SEPTEMBER 30, 2011 \$ 33,053,338.89

SUMMARY OF OCTOBER THROUGH DECEMBER, 2011, TRANSACTIONS:

(10/12/2011) PURCHASED: Wells Fargo Advisors, FHLB-313375TN7, 2.00-8.00%	2,000,000.00
(10/17/2011) SOLD: UBS, FHLMC-3133F4WT4, 2.00-7.00%	(1,000,000.00)
(10/17/2011) Market Value Adjustment: UBS, FHLMC-3133F4WT4	(400.00)
(10/24/2011) SOLD: UBS, CD-3134G2CH3, 3.50-7.00%	(1,000,000.00)
(10/24/2011) Market Value Adjustment: UBS, FHLMC-3134G2CH3	(1,130.00)
(10/25/2011) PURCHASED: MSSB, FHLMC-3134G2U75, Step-Up @ 2.25-8.00%	4,000,000.00
(10/25/2011) PURCHASED: Wells Fargo Advisors, FHLMC-3134G2U75, Step-Up @ 2.25-8.00%	2,995,500.00
(10/26/2011) PURCHASED: UBS, FHLMC-3134G2Y97, Step-Up @ 2.00-8.00%	1,000,000.00
(10/27/2011) PURCHASED: UBS, FNMA-3136FTGF0, Step-Up 2.00-6.00%	1,000,000.00
(10/31/2011) SOLD: Wells Fargo Advisors, FHLB-3133706P8, Step-Up 2.00 - 7.00%	(2,000,000.00)
(10/31/2011) Market Value Adjustment: Wells Fargo Advisors, FHLB-3133706P8	1,060.00
(11/03/2011) SOLD: Wells Fargo Advisors, FHLB-313370DT2, 2.00 - 8.00%	(4,000,000.00)
(11/03/2011) Market Value Adjustment: Wells Fargo Advisors, FHLB-313370DT2	(3,840.00)
(11/16/2011) PURCHASED: Wells Fargo, FFCB-31331KQ94, 2.800%	2,000,000.00
(11/17/2011) SOLD: Wells Fargo, FFCB-31331JC27, 3.00%	(2,000,000.00)
(11/17/2011) Market Value Adjustment: Wells Fargo, FFCB-31331JC27	(528.00)
(11/18/2011) SOLD: Wells Fargo, FHLB-313371JE7, 1.00 - 3.500%	(2,500,000.00)
(11/18/2011) Market Value Adjustment: Wells Fargo, FHLB-313371JE7	(1,952.50)
(11/23/2011) PURCHASED: Wells Fargo Advisors, FHLB-313376BX2, 2.000 - 6.000%	3,998,800.00
(11/23/2011) PURCHASED: Wells Fargo Advisors, FHLMC-3134G24B5, 2.500 - 5.000%	1,998,500.00
(11/28/2011) PURCHASED: Wells Fargo, FNMA-3136FTPC7, 1.000-4.000%	2,000,000.00
(12/09/2011) PURCHASED: MSSB, CD-36160TE51, 2.100%	150,000.00
(12/13/2011) PURCHASED: UBS, FHLMC-3134G3AJ9, Step-Up 2.500-6.000%	2,000,000.00
(12/13/2011) PURCHASED: Wells Fargo, FHLMC-3134G3AJ9, Step-Up 2.500-6.000%	1,000,000.00
(12/14/2011) PURCHASED: MSSB, CD-38143ADT9, 2.050%	150,000.00
(12/14/2011) PURCHASED: MSSB, CD-02587DJS8, 1.950%	245,000.00
(12/15/2011) PURCHASED: MSSB, CD-06740KFC6, 2.050%	150,000.00
(12/30/2011) SOLD: Wells Fargo, FHLMC-3134G2MS8, Step-Up @ 3.000%	(1,500,000.00)
(12/30/2011) Market Value Adjustment: Wells Fargo, FHLMC-3134G2MS8	(6,871.50)
(12/30/2011) PURCHASED: MSSB, CP-36959HAX5, .010%	1,999,982.22
(12/30/2011) PURCHASED: MSSB, CD-36959HFT9, .300%	998,500.00
(12/31/2011) Quarter-End Market Value Adjustment	115,413.61

DECEMBER 31, 2011 BALANCE

\$ 46,841,372.72



LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, April 11, 2012, at 4:45 p.m., in Conference Room No. 1 at the City Office Building.

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

Others present included Holly Wilson, Public Works Director; Colleen Thompson, Waste Water Superintendent; and Dave Wyffels, Chief of Police.

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

Item No. 1 Request to Change Part-time Staff Positions for the Police Department.
(Recommendation)

City Administrator Stevens reviewed the proposal to eliminate two seasonal bike patrol positions and replace those with a year-round Community Service Officer (CSO) position at no additional cost. Chief Wyffels stated that his recommendation was based upon ongoing review of the Police Department and a decision that the bike patrol was no longer the most effective use of part-time staffing.

Council Member Christianson asked about the change in vehicle from a pick-up truck to a van. Chief Wyffels stated this was also a change based on cost and efficiencies.

Chair Ahmann asked about the public perception of the bike patrol. Chief Wyffels stated that he did not believe the public would notice any change in service.

Following discussion, a motion was made by Council Member Anderson, seconded by Council Member Christianson, and carried to make the following:

RECOMMENDATION: the Council approve the elimination of seasonal bike patrol positions and replace those positions with a year-round CSO position.

Item No. 2 Discussion of Possible Wastewater Treatment Plant Restructuring
(Information Only)

City Administrator Stevens informed the Committee that Public Works Director Wilson and Superintendent Thompson were present to discuss proposed changes in staffing at the WWTP due to pending retirements. Ms. Stevens stated that the staff was not asking for a final decision this evening, but seeking some feedback from the Committee before proceeding.

Public Works Director Wilson reviewed current staffing levels of the Department which consists of 11 positions and provided a proposed organizational chart based on restructuring. Ms. Wilson stated that the overall positions of 11 would remain the same, but duties would be divided

differently, which would allow for the creation of a new position of Environmental Manager. The proposed Environmental Manager would be a position funded by waste water, as well as by the General Fund as the position would also be responsible for storm water regulations and permits.

The Committee raised questions regarding the proposed new position and potential duties and costs, as well as questions regarding the proposed change of an operator position to an operator/electrician position.

Council Member Anderson expressed his concern on rate structure and his desire to see operating costs decrease at the new facility. Council Member Christianson also stated his desire to see costs reduced.

Ms. Thompson stated that she was not comfortable recommending staffing reductions at this time due to the staff still learning the new operations, but she would also hope to reduce some of the energy and chemical costs.

Ms. Wilson stated the increased environmental regulations and the value to the City of having one centralized person leading the City's environmental compliance and education.

After further discussion, the consensus was for the staff to return with additional information regarding job descriptions, proposed pay ranges and costs.

Item No 3 City Administrator Performance Review (Information Only)

Chair Ahmann reviewed the change in the review process for 2012 and stated that Council Members should provide their responses to him or Audrey Peterson no later than April 20, 2012, either electronically or hard copy. Mr. Ahmann stated that Ms. Sharon Klumpp of Springsted Inc. would be facilitating the review process and that he was pleased with how it was structured based upon his discussions with her. Chair Ahmann stated that a closed session would be held on May 7, 2012, at 6:00 p.m. for the purpose of reviewing the evaluation with City Administrator Stevens.

Item No 4 Miscellany

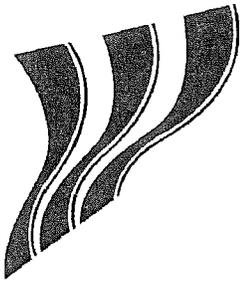
City Administrator Stevens informed the Committee that the City had received a date of June 28, 2012, for arbitration with LELS and George Lattimore was the assigned arbitrator.

There being no further business, the meeting was adjourned at 5:40 p.m. on a motion by Council Member Anderson, seconded by Council Member Christianson.

Respectfully submitted,



Charlene Stevens,
City Administrator



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

Agenda Item Number: _
Meeting Date: April 11, 2012
Attachments: Yes No

CITY COUNCIL ACTION

Date: April 16, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Police Department

Action Requested: Approve staffing change to replace the part-time summer bike patrol with a year round part-time CSO position.

Guiding Principle: *The Willmar Police Department strives to improve department efficiency and maximize effectiveness whenever possible.*

Introduction: The Willmar Police Department is re-evaluating all police programs in an ongoing effort to create the most effective and efficient department possible. The bike patrol program has been identified as program that is no longer as effective as when first instituted.

Background/Justification:

History: The Willmar Police Department has hired part time employees during the summer months for the purpose of providing bicycle safety to the citizens of the community for more than 30 years. Additionally, up until 2004, part time summer employees were also used to assist people crossing Business Hwy 71 and Puerto Rico St. NE, at a location known as the "Robbins Island Crossing".

Current Day: The Willmar Police Department currently hires two individuals on a part time basis as summertime "Bike Cops". Their primary duties are to ride city streets on bicycles and enforce bicycle violations. They also conduct bicycle safety classes for juvenile violators.

Over the past two years, a review of the program indicates that the nature of their job has changed. In addition to bike patrol, the staff is being used to assist with posting parade routes, providing traffic control, working events such as Sonshine, National Night Out, DARE, Willmar Fest, etc.

Enforcement of actual bicycle laws has diminished greatly due to a few factors:

- There is less bicycle traffic in the downtown area and general residential areas than in past years.
- There is more use of designed bike trails and less use of city streets for bicycle traffic than in past years.
- The public is better educated in the safe use of bicycles and adherence to traffic laws.

This reduction in bicycle violations has shifted employee needs to the other areas described above. Enforcement of bicycle laws can be effectively performed by any CSO or licensed officer.

A part time CSO would be present for the entire year at the same cost of the seasonal bike patrol. CSOs are more versatile than a bike patrol officer and can enhance our services while still performing any necessary bike patrol duties. Using CSO's, bike safety training could be offered through the year, particularly while students are still gathered in school.

Fiscal Impact: None. In 2011, \$50,000.00 was budgeted for part time employees. \$47,474.00 was actually spent. \$8,266 was spent on the two part time summer bike patrol. The remaining \$39,208.00 was spent on the current four CSO year round positions which average to \$9,802.00 per CSO position.

There would be no request to increase the normal amount budgeted for Willmar Police part-time employees which consist of both CSO's and seasonal bike patrol. Instead the amount allocated for the seasonal bike patrol positions would be allocated toward the year round CSO position.

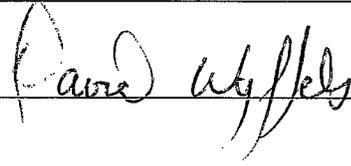
Alternatives: Continue the bike patrol as in prior years.

Staff Recommendation: Approve the staffing change of replacing the two part time seasonal bike patrol positions with a year round part-time CSO position.

Reviewed by: Charlene Stevens

Preparer: David Wyffels, Chief of Police

Signature:



Comments:

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, APRIL 12, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, April 12, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

Present:

Jim Dokken	Chair
Steve Ahmann	Council Member
Bruce DeBlieck	Council Member
Ron Christianson	Council Member
Bruce Peterson	Director of Planning and Development Services
Charlene Stevens	City Administrator

Others present: Mayor – Frank Yanish, John Sullivan, Laura Becker

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. LAND USE HEARING NOTIFICATION REQUIREMENTS & HEARING PROCEDURES (FOR INFORMATION ONLY)

Staff reviewed with the Committee the procedures for land use applications, public notification, hearing conduct and expectations, project review and findings of fact, and the role of the Planning Commission and City Council (see Attachment A). The Committee discussed the following matters relating to the land use review process:

- Repetitive testimony
- Offering written testimony
- Recording hearings (not required, minutes are the official record)
- Notification requirements
- Level of Council authority in the land use review process
- Opportunities for Planning Commissioner training

Following discussion, it was a consensus of the Committee that they had a much better understanding of the process for reviewing land use applications, including the roles of the Planning Commission and Council in making land use decisions.

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

Respectfully submitted,



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

Attachment A
4-12-12

CITY OF WILLMAR

CONDITIONAL USE PERMIT PROCEDURE-

1. Application forms shall be submitted, once a conditional use permit is deemed necessary by the Planning and Development Services Staff, a minimum of 15 days prior to a Planning Commission meeting. The Planning Commission meets the second and fourth Wednesdays of each month, at 7 p.m. at the Willmar City Office Building, 333 6th St. SW, Conference Room #2 (upstairs). (See Attachment A for schedule of meeting dates and submittal timeframe requirements). The fee is \$225 payable to the City of Willmar, and a separate check for \$46.00 should be made out to the Kandiyohi County Recorder, as the action is recorded on the property.
2. Conditional use permits require a public hearing. The hearing notice is advertised in the legal section of the West Central Tribune a minimum of 10 days prior to the meeting, and mailed to property owners within 350' of the property at the same time.
3. All property owners or residents living in the vicinity of the proposed use may appear in person or be represented by counsel on the matter.
4. The application form shall be filled out completely, along with subsequent required drawings and documents. Incomplete applications will not be accepted.
5. The following information/drawings shall be furnished along with the application form for conditional use permits involving construction (not for home occupations) (see checklist on Attachment B):
 - Full site plan (to scale) with lot dimensions, location of streets, location of proposed and existing structures, off street parking, traffic flow, curbing, setbacks of building(s) and parking from property line, elevation drawings of proposed structures, location of all existing and proposed utilities (see Attachment C), and a landscape plan.
6. The Planning Commission (and subsequently the City Council) has 60 days to act upon a conditional use permit request; however, they reserve the right to extend the review period for an additional 60 days for further review with written notice to the applicant.
7. To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

Attachment B

Conditional Use Permit Site Plan Check List:

(all items below shall be submitted or application will be considered incomplete)

- Ten (10) copies of the site plan
- Drawn to scale
- Lot dimensions
- North arrow
- Size and location of existing and proposed buildings/additions
- Setbacks of existing and proposed buildings/additions
- Off-street parking (existing and proposed) including pavement type and curbing
- Existing/proposed traffic flow, including accesses and streets
- Elevation drawings of proposed structure/addition
- Location of all proposed/existing utilities
- Landscape plan

** Signage is approved separate from Conditional Use Permit approval.

Attachment C

Contact the following public and private utility companies or agencies for information and service requirements as follows:

<u>Utility</u>	<u>Contact</u>
Sanitary Sewer	City Engineer- (320)235-4202
Storm Sewer	City Engineer- (320)235-4202
Water main	Municipal Utilities- (320)235-4422
Electrical Service	Municipal Utilities- (320)235-4422
Natural Gas	Center Point Energy- 1-800-295-8630
Qwest	(320)255-8202
En-Tel- Customer Service	(320)222-0303
Charter Communications	(320)235-1535

Contact the Fire Marshall (320)235-1354 regarding requirements for fire service, demand and protection (e.g. sprinklers, hydrants, etc.).

Contact the Building Official (320)235-8311 regarding building code requirements and street address.

Contact the City Engineer regarding roadways, ingress and egress, traffic considerations, storm water drainage, and easements which may be required.

Contact the Minnesota Department of Transportation (320)231-5195 or County Engineer (320) 231-7860 if access onto a trunk highway or county road is involved.

To approve a conditional use permit, the Planning Commission must make, where applicable, the following affirmative findings:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood.

If you have any specific questions regarding the request, call City Offices at (320)235-8311 and ask to speak to Megan Sauer, City Planner.

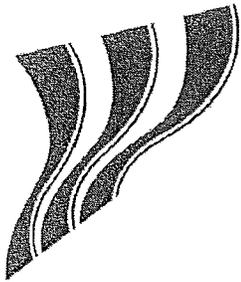
A.E

Public Hearing Procedures

1. Everyone who wishes to speak will be allowed to do so.
 2. All statements and questions shall be directed to the chairperson.
 3. All statements should be as factual as possible.
 4. Please refrain from repeating what has already been said.
 5. Do not involve personalities.
 6. Before speaking, state your name and address for the record.
 7. Staff will furnish the Planning Commission with all pertinent information concerning the request.
 8. The applicant and/or his or her representative will then comment on the request.
 9. Those in support of the request will then testify.
 10. Those opposed to the request will then testify.
 11. Comments will then be taken from those wishing to provide additional testimony.
 12. The applicant will then have the opportunity to make final statements.
 13. The opposition will then have the opportunity to make final statements.
 14. After the close of the public hearing, no additional testimony may be offered, except those comments in response to questions from the Commission.
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Reminders

- 5 out of 9 members must be present for a quorum.
- Preliminary plats, conditional use permits, and zoning amendments are public hearings.
- Conditional use permit findings of fact must be read through for conditional use permits and plan review Section 9.E.3.a.1-7.
- A tie vote results in the denial of the request.
- Roll call vote are done for resolutions, conditional use permits, and plan review
- Voice votes are for everything else



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

Agenda Item Number: 12

Meeting Date: April 16, 2012

Attachments: Yes- No

CITY COUNCIL ACTION

Date: _____

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

Originating Department: Airport

Action Requested: Authorize the Mayor and City Administrator to negotiate a contract for a professional services agreement with Bolton and Menk, Inc. for Airport Engineering/Planning Services.

Guiding Principle: FAA Advisory Circular 150/5100-14D

Introduction: The City wishes to obtain consultants for architectural, engineering and planning consultant's services for five years for airport grant projects as per Title 49 CFR 18, Section 18.36.

Background/Justification: City Staff advertised for submittals of SOQ (Statement of Qualifications) for Willmar Municipal Airport Engineering and Planning Services. Five firms submitted proposals. A staff review committee reviewed and scored said submittals based off of desired skills and qualifications. Two firms were selected for interviews on April 11, 2012. Staff recommends Bolton and Menk, Inc. of Willmar, as the firm scored the highest in both the proposal and interview processes.

In order for the MNDOT Aeronautics grant awards and funding to move forward for Airport related projects, the City has to submit engineered plans and specs. As the aviation field is such a precise niche the consultant will assist with the preparation of these documents as well as guidance through the funding process. As soon as the land release and non-compliance issues are resolved at the old and new airport lands, the City will be eligible for Federal Funding through the FAA also. Any federal projects then would also be drawn and developed by the consulting firm of Bolton and Menk, Inc.

Fiscal Impact: The consultant's fees would come out of the awarded state and federal grants monies, and would be built into the overall cost of the project. A contract will be drawn up between the City and Bolton and Menk, Inc. defining the specifics of the process.

Alternatives: N/A

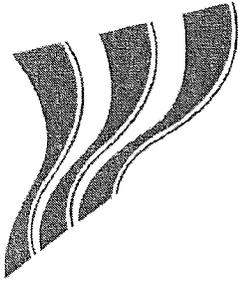
Staff Recommendation: Authorize the Mayor and City Administrator to negotiate a contract for a professional services agreement with Bolton and Menk, Inc. for Airport Engineering/Planning Services.

Reviewed by: Holly B. Wilson, City Engineer

Preparer: Megan M. Sauer, Planner/Airport Manager

Signature: *Megan M Sauer*

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: April 16, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 16, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Administrator

Action Requested: Renewal of lease between the City of Willmar and Minnesota Department of Public Safety, Driver and Vehicle Services.

Introduction: The State of Minnesota is seeking a renewal of a lease between the City and Department of Public Safety, Driver and Vehicle Services to provide an area of testing of motorcycle license applicants.

Background/Justification: The City entered into the previous lease with the Department of Public Safety, Driver and Vehicle Services, to allow for a portion of Transportation Drive to conduct motorcycle tests. The Department is asking for renewal of the lease. According to the Chief of Police, there have been no problems with the current lease.

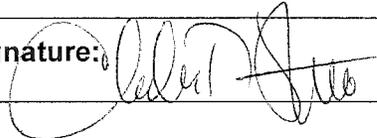
Financial Impact: There are no additional costs of revenues to the City from the lease.

Alternatives: To forego renewal of the lease and force the Department of Public Safety, Driver and Vehicle Services to conduct motorcycle tests elsewhere.

Staff Recommendation: Approve the lease renewal and authorize the Mayor and City Administrator to execute the lease.

Reviewed by: The lease was reviewed by Robert Scott, City Attorney.

Preparer: Charlene Stevens

Signature: 

Comments: n/a

STATE OF MINNESOTA
AMENDMENT OF LEASE

Amendment No. 1

Lease No. PS0246

THIS AMENDMENT, made by and between City of Willmar, 333 6th Street SW, Willmar, MN 56201, hereinafter referred to as LESSOR, and the State of Minnesota, Department of Administration, hereinafter referred to as LESSEE, acting for the benefit of the Department of Public Safety, Driver and Vehicle Services, shall be an amendment to Lease No. PS0246.

WHEREAS, LESSOR and LESSEE entered into Lease No. PS0246 involving the lease of approximately 30' x 75' (2,250 square feet) of a mutually agreed upon area of land on the north dead end of Transportation Drive;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, LESSOR and LESSEE agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. PS0246 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of three (3) years, commencing May 1, 2012 and continuing through April 30, 2015 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT**
 - 2.1 The consideration of this lease shall be the mutual benefits to both parties of this Lease.
3. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LESSOR:

City of Willmar

LESSOR certifies that the appropriate person(s) have executed the Lease on behalf of LESSOR as required by applicable articles, bylaws, resolutions or ordinances.

LESSEE:

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER

Delegated To:

By _____

Title _____

Date _____

By _____

Title _____

Date _____

By _____

Title _____

Date _____

APPROVED:

STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY

By _____

Title _____

Date _____