

**WILLMAR CITY COUNCIL MEETING
MONDAY, MAY 7, 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 16, 2012
B. Rice Hospital Board Minutes of April 11, 2012
C. Municipal Utilities Commission Minutes of April 23, 2012
D. Planning Commission Minutes of April 25, 2012
E. Accounts Payable through May 2, 2012
F. Exempt Permit Application, Pheasants Forever Kandiyohi County #2
Accept: G. Building Inspection Report for April, 2012
H. Charter Commission Minutes of February 21, 2012
I. Kandiyohi Area Transit Operations Board Minutes of March 6, 2012
J. Willmar Lakes Area Convention/Visitors Minutes of March 20, 2012
K. Community/Activity Center Council Minutes of April 3 and May 1, 2012
L. Airport Commission Minutes of April 18, 2012
M. Community Ed/Recreation Joint Powers Board Minutes of April 27, 2012
6. Items Removed from Consent Agenda
7. Willmar City Council Open Forum
8. Proclamation: National Travel and Tourism Week
9. Barr Engineering Presentation to Mayor and Council: Watershed Management Plan
10. Finance Committee Report for April 23, 2012
Action Item: A. Consideration of Resolution Amending Capital Asset Policy
11. Public Works/Safety Committee Report for April 24, 2012
Action Items: A. Consideration of Resolution Approving Plans/Specification, Project No. 1110
B. Consideration of Fowl Permits
C. Consideration of Resolution Calling for Assessment Hearing, Project 1201 A&B
12. Community Development Committee Report for April 26, 2012
Action Items: A. Consideration of Ordinance to Adopt Downtown Plan
13. Consideration of Resolution Allowing Willmar Police Department to Apply for and, if Awarded, Receive Grant from Invitation Health Institute for Conducting Alcohol Compliance Checks
14. Consideration of Preliminary/Final Plat: Food Shelf

15. Consideration of Resolution Designating Polling Location for 2012 Elections
16. Announcement of Council Committee Meeting Dates
17. Miscellany:
 - A.
 - B.
 - C.
18. Adjourn

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

April 16, 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, Police Chief David Wyffels, Public Works Director Holly Wilson, Finance Director Steve Okins, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Council Member Reese offered a motion adopting the Consent Agenda which included the following: City Council Minutes of April 2, Municipal Utilities Commission Minutes of April 9, Planning Commission Minutes of March 28 and April 11, Police Commission Minutes of January 25, Community Education/Recreation Joint Powers Board Minutes of March 30, Building Inspection Report for March, Accounts Receivable Report through April 11, 2012, and Mayoral Appointment - City/County Joint Economic Development Operations Board, Jon Anderson. Council Member Anderson seconded the motion, which carried.

City Administrator Stevens advised the Mayor and Council that Terry Thole will be retiring on April 28, 2012, after 12 years of service with the City of Willmar, and stated that Mr. Thole started at the Civic Center before transferring to the Waste Water Treatment Plant. Mayor Yanish asked Ms. Stevens to extend the Council's thanks and appreciation for his years of service.

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

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

Item No. 1 Jill Bengtson, HRA Executive Director, appeared before the Committee to report that the HRA Board had held a public hearing on the Dominion application to finance \$14 million of tax-exempt bonds for the acquisition and rehabilitation of Eagle Ridge, Somerset and Waters Edge Apartments. Ms. Bengtson reviewed 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; and 3) the developer's fee is 10 percent. The HRA Board passed a resolution approving this project.

The Committee was recommending the Council pass a resolution approving the Dominion Conduit Financing Project for the acquisition and rehabilitation of Eagle Ridge, Somerset, and Waters Edge Apartments as presented. Ron Mehl, representing the development group, appeared before the Mayor and Council to answer questions about the financing directed by various Council Members. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

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

(For Resolution in its entirety, see City Council Proceedings file dated April 16, 2012, located in the City Clerk's Office)

Item No. 2 The Committee considered a request from the HRA for the donation of a 2005 Ford F150 the City was preparing for auction. The vehicle was deemed as surplus pursuant to the recent revisions to the Vehicle Replacement Policy. The HRA has examined the vehicle and determined it could meet their needs and asked that the City consider a donation. It was noted that State Statute does allow for a public entity to donate surplus equipment to another public entity. Staff informed the Committee that the City would be foregoing potential auction proceeds of \$6,500 based on NADA Blue Book estimates. Committee Members expressed concerns that the HRA should not receive the vehicle as a donation but should be required to pay a negotiated price.

The Committee was recommending the Council pass a resolution authorizing the City Administrator to dispose of the 2005 Ford F150 for a minimum of \$5,000 to the HRA. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the Willmar City Council that City Administrator be authorized to sell a 2005 Ford F150 truck to the Willmar Housing and Redevelopment Authority for \$5,000.00.

Dated this 16th day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee was informed by Staff of a Budget Work Session scheduled for 6:00 p.m. on Monday, April 16, 2012. Topics to be discussed at the Work Session include: five-year trends for the General Operating Fund; updates to the Budget Calendar, including a schedule of the Department Heads' presentations to the Finance Committee; and bonding and plans for the Street Program and Capital Improvements. This matter was for information only.

Item No. 4 Staff explained that due to the City engaging the professional services of two legal firms to replace Rich Ronning who retired March 31st, the 2012 Legal Department Operating Budget needs to be revised. Staff 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.

The Committee was recommending the Council approve the reallocation of funds as presented. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes to the Legal budget within the General fund:

Increase:	Professional Services	\$125,000
	Other Charges	\$ 8,611
Decrease:	Regular Salaries	\$ 86,090
	Pensions	\$ 12,053
	Insurances	\$ 15,634

Office Supplies	\$ 7,250
Postage	\$ 600
Communications	\$ 984
Travel & Conferences	\$ 1,000
Other Services	\$ 1,000
Rents	\$ 9,000

Dated this 16th day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 The Committee considered a request from the Willmar Public Library for funds to replace the carpeting at the Library. Kandiyohi County sought bids and is recommending a 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 proceeds, which funded the construction of the Library.

The Committee was recommending the Council approve the allocation of funds from the Library Reserve Fund for the carpeting replacement as proposed and recommended by Kandiyohi County Facilities Maintenance. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Dokken, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes to the Library budget within the General fund:

Increase:	Capital-Carpet	\$ 35,800
Decrease:	Capital Reserve-Library	\$ 35,800

Dated this 16th day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee was informed by Staff of a request received 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 25 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 term "restaurant" as preparing meals in a fairground building and seating capacity of more than 25 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 for information only.

Item No. 7 Staff 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. This individual 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, the Committee was recommending the Council deny the extension of the senior citizen deferment on Parcel 95-921-5480 and to amend the City's Assessment Policy accordingly. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Dokken seconding the motion, which carried.

Item No. 8 The Committee considered the following December 31, 2011, Reports: Outstanding Indebtedness, Interest/Dividends, Cash/Investments, and Fourth Quarter Investment Activity. This matter was for information only.

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

Council Member DeBlieck suggested the Mayor explain to citizens in the audience the Council's actions with regard to approving the Planning Commission Minutes, thereby approving the conditional use permit for Lafayette School. Upon doing so, the parties interested in the conditional use permit outcome acknowledged their understanding of the action and left the meeting room.

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

Item No. 1 City Administrator Stevens reviewed with the Committee a 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.

Following discussion, the Committee was recommending the Council approve the elimination of seasonal bike patrol positions and replace those positions with a year-round CSO position. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

Item No. 2 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, 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.

Following discussion, it was the consensus of the Committee for the Staff to return with additional information regarding job descriptions, proposed pay ranges and costs. This matter was for information only.

Item No 3 Chair Ahmann discussed the process for the 2012 performance review of City Administrator Stevens 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. This matter was for information only.

Item No 4 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. This matter was for information only.

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

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

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

Item No. 2 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. 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, and opportunities for Planning Commissioner training. Planning and Development Services Director Peterson expounded on the criteria discussed at the Committee meeting.

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. This matter was for information only.

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

The Mayor and Council considered a Professional Services Agreement between the City of Willmar and Bolten and Menk, Inc. for Airport Engineering/Planning Services. Jared Voge, representing Bolten and Menk, was present to answer the questions raised by the Council. Public Works Director Wilson informed the Council that the FAA requires a consulting engineering firm to be under contract to assist in any project of the municipal airport. Following discussion, Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

WHEREAS, the Airport Consultant Selection Team received five (5) statement of qualifications and interviewed two (2) consultants for Planning, Design and Construction Services at the Willmar Municipal Airport; and

WHEREAS, after due consideration and evaluation, the Airport Consultant Selection Team recommends Bolton and Menk, Inc. for the next five (5) years;

NOW, THEREFORE, BE IT RESOLVED by the City Council and the City of Willmar that the firm of Bolton and Menk, Inc. of Willmar, Minnesota, is hereby selected as the Airport Consultant for the next five (5) years.

BE IT FURTHER RESOLVED that the Mayor and City Administrator are hereby authorized to enter into an agreement for said services on behalf of the City of Willmar.

Dated this 16th day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Announcements for Council Committee meeting dates were as follows: Finance, April 23; Public Works/Safety, April 24; and Community Development, April 26, 2012.

City Administrator Stevens informed the Mayor and Council that the Minnesota Department of Public Safety, Driver and Vehicle Services is seeking a renewal of a lease with the City to provide an area of testing of motorcycle license applicants. Following discussion, Resolution No. 6 was introduced by Council Member Fagerlie, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the Willmar City Council that the Mayor and City Administrator are hereby authorized to execute a renewal of a lease between the City of Willmar and Minnesota Department of Public Safety, Driver and Vehicle Services for the testing of motorcycle license applicants.

Dated this 16th day of April, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish announced that the Mayor's Prayer Breakfast will be held on May 3, 2012, at St. Mary's Church beginning at 6:30 a.m.

There being no further business to come before the Council, the meeting adjourned at 7:55 p.m. upon motion by Council Member Johnson, seconded by Council Member Dokken, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

Board of Directors

April 11, 2012

FOR COUNCIL
INFORMATION

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

EXCUSED: Steve Cederstrom, Vice President

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

GUESTS: Gwen Johnson, Medical Staff Services; Darryn McGarvey, CliftonLarsonAllen; Anne Polta

Call to Order /Minutes: President Anfinson called the meeting to order at 5:32 p.m. **ACTION: A motion was made by Director Gardner, seconded by Director Larson and carried that the minutes of the March 14, 2012 meeting be approved as written.**

2011 Audit Report: Bill Fenske introduced Darryn McGarvey, CliftonLarsonAllen, who was present to review and discuss the Hospital's 2011 audit with the Board of Directors. He reviewed information in regard to the following: A) Combined Financial Statements for the years ended December 31, 2011 and 2010: 1) The audit team was on-site at the Hospital in mid-February in order to begin their audit preparations/process. 2) He stated that the Administration and Finance staff should be commended for their audit work/preparations. 3) The audit report was found to be a clean, unqualified opinion with no audit adjustments noted. 4) Combined statements of revenues, expenses and changes in net assets. 5) Combined balance sheet. B) The 2011 audit results and report was reviewed and discussed in regard to: 1) Required communications. 2) Internal Control Communications. 3) Financial ratios: a) Operating margin – 4.6%. b) Percentage growth in net patient service revenue – 7.3%. c) Net margin – 6.0%. d) Bad debt as a percentage of net patient revenue – 1.7%. e) Net days in accounts receivable – 53. f) Days of cash on hand (all sources) – 117. g) Debt service coverage – 3.3. h) Debt to capitalization – 46%. Average age of plant – 9.4 **ACTION: A motion was made by Director Fischer, seconded by Director Gardner, and carried that the 2011 audited financial statements for Rice Memorial Hospital be approved as presented.** President Anfinson thanked Darryn McGarvey for the Hospital's audit work completed by the CliftonLarsonAllen firm. He also commended the Hospital's Administration and Finance staff for their work/efforts in preparation for the 2011 audit process.

Board Education: Gwen Johnson, Medical Staff Services (MSS), presented information to the Board on, The Anatomy of Credentialing. She reviewed information in regard to the following: A) Medical Staff Files are brought to the Board for review and approval each month, which have been previously approved by the Credentials Committee. B) Credentialing is the process of obtaining, verifying and assessing. C) Rice Hospital has 320 credentialed providers. D) Reasons for credentialing. E) Components of credentialing file. F) Primary source verification. G) Privileging information. H) Application review. I) Credentials file review/approval process. CEO Schramm thanked Gwen Johnson and the MSS staff for all their work/efforts involved with the Medical Staff credentialing process.

Quality Report – Teri Beyer: A) Patient Experience: 1) Patient presented to the Emergency Services Department as a result of an accident. 2) The patient was transferred to Surgery and then admitted to the Adult Health Care unit. 3) The patient had shattered her ankle and had never used any of Rice's services in the past. 4) It was noted that this was a quality patient experience which was handled very well/very professionally. B) Information from the Hospital's Privacy and Security Activity Report for 2011 was reviewed in regard to the following information: 1) Staff education. 2) Business Associate Agreements. 3) Administrative safeguards. 4) Accountings of disclosures. 5) Physical safeguards. 6) Amendments to Records – none were requested in 2011. 7) Technical safeguards. 8) Privacy complaints – no written or verbal complaints received in 2011 related to patient privacy or issues of concern. Three Hospital staff reported concerns which were substantiated and appropriate actions taken based on existing policies. 9) Audit activity. 10) Notice of privacy practices. **ACTION: A motion was made by Director Larson, seconded by Director Fischer, and carried that the 2011 Privacy and Security Activity Report for Rice Memorial Hospital be approved as presented and recommended.**

Financial Report: Bill Fenske reviewed the Hospital's financial statements for the period ending February 29, 2012 in regard to the following: A) February was a negative month in terms of financial performance compared to budget and in terms of actual performance. B) Rice generated a loss of \$557,000 from operations in February compared to budgeted operating income of \$121,000. C) The primary contributing factor was lower than expected inpatient and outpatient activity and an increase in costs associated with the Epic computer conversion. D) The overall net loss was \$551,000 compared to budgeted net income of \$206,000. E) Statistics and volumes were mostly down for the month. F) Patient days were 7.9% less than budget while admissions were 2.5% greater than budget yielding a decrease in length of stay from a budget of 3.50 to 3.11. G) Net expenses were \$8.2 million which was \$41,000 (0.5%) greater than budget. H) Year-to-date, the overall net operating loss was \$415,000 compared to budgeted operating income of \$100,000 and last year's operating income of \$644,000. I) Rice Care Center activity generated operating income for the month of \$18,000 compared to expected operating income of \$18,000 and last year's operating loss of \$3,300. J) Rice Home Medical activity generated an operating loss of \$70,000 compared to budgeted operating income of \$9,800 and last year's operating income of \$25,000. **ACTION: A motion was made by Director Weiberg, seconded by Director Larson and carried that the February, 2012 financial statements for Rice Memorial Hospital be approved as presented.**

Line of Credit: A) Mike Schramm stated that discussion was held at the Board Executive Committee meeting regarding the fact that the Hospital has been experiencing significantly lower volumes due to revenue capture issues, conversion to Epic system, etc. Inefficiencies have been discovered relating to the billing and revenue cycles. B) Bill Fenske, CFO, has been in discussion with banks regarding the possible need for additional cash. As a result options reviewed with the Board included: 1) Tapping into Hospital reserve funds. 2) Obtaining a line of credit through a bank to be used if needed in the near future or on a short-term basis. He reviewed quotes from three local banks/lending institutions. 3) Rice would like to be able to have the flexibility in order to meet payroll without utilizing the Hospital's investments. The Hospital may need to explore selling investments if this issue continues for a longer period than currently anticipated. **ACTION: A motion was made by Director Gardner, seconded by Director Larson, and carried that the proposed banking resolution, as presented and recommended by the Board's Executive Committee be approved; and that a line of credit be hereby established, if necessary, with a local bank in an amount not to exceed five million dollars; and that the Board hereby approve the appointment of Michael Schramm and William Fenske as Agents of Rice Memorial Hospital for purposes of said resolution.**

BANKING RESOLUTION

RICE MEMORIAL HOSPITAL RESOLVES, WARRANTS AND AGREES TO THE FOLLOWING:

BE IT RESOLVED: That Bremer Bank (Bank) is designed as a depository for the funds of Rice Memorial Hospital and is authorized to provide other financial accommodations indicated in this Resolution;

AND THAT: This Resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Bank. Any and all prior resolutions adopted by Rice Memorial Hospital and certified to the Bank as governing the operation of this Customer's account(s), are in full force and effect, until the Bank receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Bank, establishing the authority for the change;

AND THAT: The signature of an Agent on this Resolution is conclusive evidence of his or her authority to act on behalf of Rice Memorial Hospital. Any Agent, so long as they act in a representative capacity as agent of Rice Memorial Hospital, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page 1, from time to time with the Bank, subject to any restrictions on this Resolution or otherwise agreed to in writing;

AND THAT: The following individuals, acting in their designated positions, are hereby appointed Agents of Rice Memorial Hospital for purposes of this Resolution: Michael Schramm, Chief Executive Officer; William Fenske, Associate Administrator/Chief Financial Officer. Such appointment shall cease automatically upon termination of employment with Rice Memorial Hospital.

AND THAT: All transactions, if any, with respect to any deposits, withdrawals, by or on behalf of Rice Memorial Hospital with the Bank prior to the adoption of this Resolution are hereby ratified, approved, and confirmed;

AND THAT: This Resolution hereby authorizes the above named Agents of Rice Memorial Hospital to open and secure a Line of Credit not to exceed Five Million Dollars (\$5,000,000.00);

AND THAT: The Rice Memorial Hospital agrees to the terms and conditions of any account agreement, properly opened by any of its Agents. Rice Memorial Hospital authorizes the Bank, at any time, to charge the Rice Memorial Hospital for all checks, drafts, or other orders, for the payment of money, that are drawn on the Bank, so long as they contain the required number of signatures for this purpose;

AND THAT: The Rice Memorial Hospital acknowledges and agrees that the Bank may furnish at its discretion automated access devices to its Agents to facilitate those powers authorized by this Resolution or other Resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards;

AND THAT: Rice Memorial Hospital acknowledges and agrees that the Bank may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Bank, personal identification numbers (PIN), and digital signatures. If a facsimile specimen has been provided on this Resolution, (or is filed separately by Rice Memorial Hospital with the Bank from time to time), the Bank is authorized to treat the facsimile signature as the signature of the Authorized Representative(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file;

AND THAT: If any other parties obtain ownership interest in Rice Memorial Hospital, or the structure of Rice Memorial Hospital is changed in any way the Rice shall promptly notify the Bank;

AND THAT: By signing this Resolution, Rice Memorial Hospital represents that it has provided the Bank with true and complete copies of the Customer's governance documents, if any, as amended to the date of this Resolution;

AND THAT: This Resolution supersedes all previous resolutions;

NOW HEREBY BE IT RESOLVED: That Rice Memorial Hospital acknowledges the receipt of a copy and agrees to the terms of the disclosure(s) contained in the Bank's Business Account Agreement Booklet. The undersigned also agrees to properly maintain all bank accounts, to comply with the rules governing those accounts, and to pay any fees associated with the use or maintenance of those accounts.

Medical Staff Report: Dr. Lee Cafferty reviewed the minutes of the March 27, 2012 Medical Staff Executive and Credentials Committee meetings as follows: A) Educational sessions/training has been completed for physicians on the Epic clinical information system. B) Discussions/work continues on the Hospital's Medication Reconciliation project and the need for community education as part of this process. C) Medical Staff Scholarship awards have been approved as follows: 1) Ridgewater College - \$1,000. 2) New London Spicer High School - \$500. 3) Willmar High School - \$500.
ACTION: A motion was made by Director Fischer, seconded by Director Kruger, and carried that the minutes of the March 27, 2012 Executive and Credentials Committee meetings be approved; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved as presented: **INITIAL APPLICATIONS:** Locum Tenens Staff: Stephen Jameson, M.D. – Emergency Medicine/Department of Emergency Medicine. St. Cloud Hospital, St. Cloud, MN. Temporary Privileges were granted for start date: 2/21/2012. Amy Kvidera, M.D. – Emergency Medicine/Department of Emergency Medicine. Alliance Recruiting Resources, Inc., Kingwood, TX. Temporary Privileges were granted for start date: 2/8/2012. **Allied Health Staff:** Lucas Glynn, PA-C – Physician Assistant/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell, MN. Responsible Physician: Jeffrey Gerdes, M.D. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** Jwong Ling, M.D. – Radiation Oncology/Department of Internal Medicine. Minneapolis Radiation Oncology, Minneapolis, MN. Jonathan Mellema, M.D. – Otolaryngologist/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. David Newcomer, D.O. – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center,

Willmar, MN. Jennifer Pesola, D.O. – Otolaryngologist/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Steve Saccoman, DPM – Podiatrist/Department of Surgery. Willmar Foot and Ankle Clinic, Willmar, MN. Kevin Unger, M.D. – Urologist/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Mary Vomacka, M.D. – Psychiatrist/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. **Affiliate Staff:** Mark Houghland, M.D. – Cardiologist/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Mark Lovaas, M.D. – Plastic & Reconstructive Surgery/Department of Surgery. Park Nicollet Medical Center, Minneapolis, MN. Richard Nelson, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Douglas Olson, M.D. – Radiation Oncologist/Department of Internal Medicine. Minneapolis Radiation Oncology, Minneapolis, MN. Tracy Powell, M.D. – Emergency Medicine/Department of Emergency Medicine. Fairview Southdale Hospital, Edina, MN. John Schmitz, M.D. – Psychiatrist/Department of Psychiatry. St. Cloud Hospital St. Cloud, MN. Timothy Schuchard, M.D. – Cardiovascular Disease/Department of Internal Medicine. CentraCare Clinic, St. Cloud, MN. Wayne Spears, M.D. – Radiation Oncologist/Department of Internal Medicine. Minneapolis Radiation Oncology, Minneapolis, MN. Paul Spurduto, M.D. – Radiation Oncologist/Department of Internal Medicine. Minneapolis Radiation Oncology, Minneapolis, MN. Russell Sticha, DPM – Podiatrist/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Robert Tierney, M.D. – Rheumatology/Department of Internal Medicine. Park Nicollet Clinic, St. Louis Park, MN. Yale Wang, M.D. – Interventional Cardiology/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Dean Watkins, M.D. – Psychiatrist/Department of Psychiatry. St. Cloud Hospital, St. Cloud, MN. **Allied Health Staff:** Lance Beebout, PA-C – Physician Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Patrick Hurley, D.O. Lindsay Dingman, PA-C – Physician Assistant/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell. Responsible Physician: Jeffrey Gerdes, M.D. Amy Kirking, RN, CNOR, RNFA – Surgical Assistant/Department of Surgery. Willmar Medical Services, Willmar, MN. James Werner, LICSW – Licensed Social Worker/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. **Criteria Review/Approval:** The Surgery Department criteria was reviewed and approved with noted changes. The Surgical Assistant criteria was reviewed and approved with no changes recommended.

CEO Report – Mike Schramm:

- A. Epic Clinical Information System (CIS): Ongoing work continues in regard to interface orders, system issues, process changes, and financial issues in terms of revenue cycle, cash, etc., with the new Epic system.
- B. Recruitment: 1) Rice will be expending more resources in order to recruit Orthopedic physicians and will be working with ACMC in this endeavor. 2) Physician recruitment efforts also continue in the areas of Psychiatry and Emergency Services. 3) Rice is also currently working with the Witt/Kieffer firm for the recruitment of a new Chief Medical Officer.
- C. Space Planning/Remodeling projects: 1) Rice Care Center: Work continues on planning for the next three phases of the proposed building and improvement project for the Care Center. They are currently working on the design development for Phase C of the project, and hope to move forward with the first part of the plan in October, 2012. 2) Hospital/WMS department needs: a) Planning continues for the Imaging Services remodeling project. Information will be brought to the Board regarding these projects on a regular basis. 3) Rehab Services: Planning is underway for relocating the Physical Therapy, Occupational Therapy and Speech Therapy services back on campus from its current third street location. 4) Rice Home Medical (RHM) continues to work on plans for the demolition of the building currently located on the new RHM site in Redwood Falls. This purchase of this building was approved by the Board at its March meeting.
- D. Wellclicks Technology: Sandra Schlagel, Outreach & Community Relations, is working on this initiative with Wellclicks, and is hopeful that it will be operational by this Summer. This program is an interactive way for patients to access health information through the Hospital's website. Scheduling classes, program access, etc., can be accomplished through the Wellclicks program/Rice's website.
- E. Wellness Grant: Rice Hospital, along with the other local community health providers and stakeholders, are currently working with Allina Health System in regard to a wellness grant made available through the George

Foundation. Kick-off meetings are underway and a meeting with local key stakeholders in this project will be scheduled in the near future.

- F. Board Membership: CEO Schramm recently met with Mayor Yanish. A portion of their discussions included Hospital Board terms, and the replacement of its membership. The Board's Executive Committee will continue to review and discuss Board membership replacements for 2013 as this is part of the Committee's role.
- G. Downtown Planning Committee: CEO Schramm is currently serving on this Committee. Discussions have been held by the group on a parking needs study, Becker Avenue plan, access to downtown Willmar, housing, etc. There has been an increased effort by the Downtown Planning Committee in regard to enhancing downtown Willmar, as well as possible funding sources for proposed plans. Dale Hustedt also represents Rice Hospital on the Willmar Design Center Board.

New Business:

- A. Board Committee Structure: President Anfinson stated that the Board's Executive Committee (Committee) has held discussions on the Board's Committee structure in regard to the following: 1) After further review by the Committee, it was felt that both the Human Resources and Nominating Committee functions, currently being handed by the Committee, could be eliminated. Also, due to proposed building and expansion projects for the Hospital, Care Center and Home Medical, the Committee felt it necessary to add a third Committee in 2012, the Building and Facilities Committee. 2) President Anfinson reviewed proposed membership to the Building & Facilities Committee and stated that he is recommending the appointment of Treasurer, Michael Gardner, DDS; Jenna Fisher and Eric Weiberg to this Committee. The Committee would meet on an as needed basis, and would be led by CEO Schramm and CFO Fenske. **ACTION: A motion was made by Director Fischer, seconded by Director Kruger, and carried that the roles and functions of the Hospital Board's Nominating and Human Resources Committee be merged into the Board's Executive Committee; and that a Building and Facilities Committee be established with membership to be appointed by the Board President. Voting against the motion was Director Weiberg.** President Anfinson announced the membership of the Building and Facilities Committee as follows: Dr. Michael Gardner, Eric Weiberg, Jenna Fischer, Dr. Lee Cafferty, Bill Fenske and Mike Schramm. A revised listing of Hospital Board Committees for 2012 will be finalized and sent to the Hospital Board.

Committee Reports:

- A. Ethics Committee: Directors Fischer and Kruger reported on the Committee's April 2nd meeting. The Committee has been asked to read the book, "The Immortal Life of Henrietta Lacks," which will be reviewed and discussed by the Committee at its June meeting.
- B. The Hospital Board's Executive Committee met earlier today, with Directors Anfinson, Cederstrom and Gardner in attendance.
- C. WMS: Director Anfinson reported on the Willmar Medical Services Board of Directors meeting held on March 27.

Adjournment: There being no further business, the meeting was adjourned at 7:20 p.m.

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

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
APRIL 23, 2012

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

Others present at the meeting were: Interim Co-Manager Larry Heinen, Interim Co-Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Accounting Supervisor Tess Stoffel, Director of Electric Production Jon Folkedahl, Mayor Frank Yanish, City Councilmen Bruce DeBlieck & Jim Dokken, City Administrator Charlene Stevens, David Unmacht of Springsted, Inc., Kandiyohi County Administrator Larry Kleindl, and WC Tribune Journalist David Little.

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

RESOLUTION NO. 25

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 April 9, 2012 and April 19, 2012 Commission meetings;
- ❖ Bills represented by vouchers No. 120568 to No. 120667 inclusive in the amount of \$1,434,465.08, with a MISO credit in the amount of \$15,394.88.

Dated this 23rd day of April 2012.

President

ATTEST:

Secretary

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

The WMU Planning Committee Report for April 19, 2012 was presented to the Commission by Commissioner Salzer (Chair). The main topic discussed at the meeting was power supply. Bill May of the firm SAIC (formerly RW Beck) was present to address the Committee along with Bob Jablon (via telephone) from the law firm of Spiegel & McDiarmid (Washington, DC). Mr. May showed the Committee a PowerPoint presentation explaining what Stochastic-Econometric Regional Forecast (SERF) Modeling is and how it can be applied to assist WMU in making informed decisions concerning future power supply contracts. Mr. May stated that the cost of establishing a SERF Model for WMU could be completed in an amount not to exceed \$55,000. Mr. May informed the Committee that the model could be completed by the end of May (2012). Following discussion by

the Planning Committee members, Commissioner Salzer offered a resolution to approve the recommendation of the Planning Committee that WMU enter into a contract with SAIC to complete a WMU SERF Model in an amount not to exceed \$55,000. Commissioner Gesch seconded.

RESOLUTION NO. 26

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, enter into agreement with SAIC to create a SERF Model for the Willmar Municipal Utilities to be utilized in determining future power supply options that would be the most advantageous to WMU and the citizens of Willmar. The cost to create the SERF Model is in the amount not to exceed \$55,000."

Dated this 23rd day of April 2012.

ATTEST:

President

Secretary

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

Commission President Baker introduced David Unmacht of the firm Springsted, Inc. Mr. Unmacht presented the Commission with a brief review of the top five priorities identified in the recent Organizational Assessment Study conducted by Springsted. Based on the analysis, the five priorities to be addressed include: 1) hiring a General Manager; 2) establish a structure (more efficient and effective organizational chart); 3) strengthen the culture (build on the existing strengths); 4) develop the Team (strengthen the Utilities core - vision & strategy); and, 5) partner with the City (identify ways to partner with the City to improve services and save money). Commissioner Baker made a motion to (1) request Springsted to wrap up the full study and complete by the next MUC meeting, (2) request a meeting with the City Council's Labor Relations Committee to review the General Manager description and salary range, (3) request Springsted to prepare materials for the General Manager position, complete by the next Commission meeting including a job description and salary range, and (4) request that Springsted prepare a work plan and cost to execute the search for the new General Manager. Commissioner Schrupp seconded the motion which was carried by a vote of seven ayes and zero nays. Mr. Unmacht informed the Commission that the final assessment report should be completed in two weeks.

Interim Co-Manager Heinen reviewed with the Commission a number of financial reports. The reports discussed were the 2012 First Quarter Financial Statement, the March 2012 Budget Report and the April 10, 2012 Investment Report. These were for information only.

Interim Co-Managers Hompe & Heinen requested the Commission to schedule meetings of both the WMU Labor Committee and the WMU Planning Committee. Following discussion, it was the consensus of the Commission to schedule the Planning Committee meeting to be held on Monday, April 30th from 11:00 a.m.-1:00 p.m. The Labor Committee will also be held on April 30th from 1:00-2:00 p.m. The meetings will be held on the WMU Conference Room.

Commissioners were reminded of the upcoming webinar scheduled for Tuesday, April 24th from 1:00-2:30 p.m. The webinar is entitled "Overview of Utility Financial Operations for Board and Council Members". The informational webinar will be viewed in the WMU Auditorium and all Commissioners are encouraged to attend.

With no other business to come before the Commission, Commissioner Salzer made a motion to adjourn the meeting. Commissioner Holtz 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, APRIL 25, 2012**

MINUTES

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

** Members Present: Charlie Oakes, Scott Thaden, Nick Davis, Andrew Engan, Randy Czarnetzki, and Virgilio Aguirre Jr.

** Members Absent: Mark Klema, Gary Geiger, and Bob Poe.

** Others Present: Joanna Schrupp, Christie Kurth, Jean Lindeman, Travis Foster, and Megan Sauer-Planner/Airport Manager.

2. MINUTES: The minutes of the April 11, 2012 meeting were approved as submitted.

3. FOOD SHELF ADDITION PRELIMINARY/FINAL PLAT- FILE NO. 12-3: The public hearing opened at 7:05 p.m. Christie Kurth, Executive Director of the Food Shelf, presented the plat of the combination of two parcels on property described as: part of Government Lot 2, Section 15, Township 119, Range 35 (624 Pacific Ave. SW and 400 Pacific Ave. SW). Ms. Kurth explained that the Food Shelf wishes to buy this additional property to add parking, which is direly needed as the number of staff persons and number of families being served in a week exceeds the current space they have. They are in the process of buying the additional land from the BNSF Railroad. Once the acquisition is final then the plat will be recorded. Staff informed Ms. Kurth that once a parking layout plan is done that can be reviewed and approved by the City Engineer.

With no comments for or against the request the public hearing was closed at 7:15 p.m.

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

Mr. Czarnetzki made a motion, seconded by Mr. Davis, to approve the preliminary/final plat as presented and forward it onto the City Council for approval.

The motion carried.

4. MINNWEST TECH CAMPUS PLAN REVIEW- OPTIMUM COMMUNICATIONS CORP- FILE NO. 12-3: Joanna Schrupp presented plans on behalf of MinnWest Tech Campus for lease space to Optimum Communications Corp on property described as: Unit 5, MinnWest Technology Campus CIC #40 (1700 Technology Dr. NE). Optimum Communications is a computer, phone and other communication technologies business.

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

The Commission talked about this use being similar to other technology based businesses on the campus that will create synergy.

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

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

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

The motion carried.

5. TRAV'S DINO MART DRIVE UP WINDOW PLAN REVIEW- FILE NO. 12-4: Travis Foster of Trav's Dino Mart, Willmar, MN presented his plans for a drive through window at his gas station/convenience store on property described as: Lots 1 and 2 excluding the westerly 50' and excluding the east 12' of Lot 1 and excluding the east 11' of Lot 2, Block 67, First Addition to the Town of Willmar (602 1st St. S.). The applicant proposes a 10' drive lane west of the gas pumps that would have traffic entering from the south access on the property and exiting out the north side of the lot. There is ample room on site for vehicle stacking.

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

The applicant plans on having onsite striping and signage to help guide vehicles.

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

- A. Signage and striping of the parking lot shall be done to help with motorist way finding.
B. The use shall meet all applicable local, state, and federal laws and regulations at all times.

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

The motion carried.

6. MISCELLANY: The Planning Commission discussed hookah lounges as requested by the Mayor at the previous meeting. Staff distributed some sample ordinance packets from the League of Minnesota Cities. The Commission talked about hookahs and smoke shops and sampling of products. The State of Minnesota does not prohibit sampling lounges and food and drink are not served at the establishments. No consensus could be reached by the Commission to take further action.

7. There being no further business to come before the Commission, the meeting adjourned at 7:44 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

PLANNING COMMISSION- APRIL 25, 2012

STAFF COMMENTS

1. FOOD SHELF ADDITION- PRELIMINARY/FINAL PLAT- FILE NO. 12-3:

- The applicant is the Willmar Area Food Shelf, Willmar, MN.
- They are proposing a plat combining a lot they currently own and a lot they have recently purchased on property legally described as: part of Government Lot 2, Section 15, Township 119, Range 35 (624 Pacific Ave. SW & 400 Pacific Ave. SW).
- The applicant is purchasing the property from BNSF and combining it with their current property. The land will be used for future possible building expansion and parking lot development.
- The property is accessed via Pacific Ave. SW.
- The property is zoned I-2 General Industry.
- Any future building or parking lot expansion will require review by the Planning Commission or City staff (permits).

Fire Marshal Comments: No fire issues.

MUC Comments: Electric service is available at the current building but anything to the west will require construction from the south side of Pacific Ave. SW. There is a 12" water main in Pacific Ave. SW and a 12" water main in 7th St. SW. The Old Farm Service elevator service was abandoned at the main.

Engineering/Public Works Comments: No comments at this time.

Assessor's Comments: Plat a part of 95-915-2810 and part of 95-915-2600. Currently part is owned by the Food Shelf and part is owned by the RR. After sale of RR property to Food Shelf it should be confirmed that legal on the sale matches legal on new plat.

RECOMMENDATION: Approve the preliminary/final plat as presented.

2. TRAV'S DINO MART DRIVE UP WINDOW PLAN REVIEW- FILE NO. 12-4:

- The applicant is Travis Foster, of Trav's Dino Mart, Willmar, MN.
- The applicant requests plan review for a drive up window on the front side of the gas station on property described as: Lots 1 and 2 excluding the westerly 50' and excluding the east 12' of Lot 1 and excluding the east 11' of Lot 2, Block 67, First Addition to the Town of Willmar (602 1st St. S.).
- The applicant proposes a 10' drive lane west of the existing gas pumps to allow drive up window for pick up cigarettes, lottery tickets, and other convenience items.
- The Applicant proposes striping and signage to help motorists with onsite way finding.

- The curb cut and traffic flow will not be affected, except that the drive through traffic will be flowing one direction.

RECOMMENDATION: Approve the drive through window plan review with the following conditions:

- A. Signage and striping of the parking lot shall be done to help with motorist way finding.
- B. The use shall meet all applicable local, state, and federal laws and regulations at all times.

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/02/2012 13:26:34

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 32898 04/24/12 SEPTIC PUMPING	330.00		18515		D N	CLEANING AND WAS	101.43430.0338
AMERICAN SOLUTIONS FOR B 000046 32975 05/02/12 PAYROLL CHECKS	465.26		01092170		D N	OFFICE SUPPLIES	101.41403.0220
AMERICAN WELDING & GAS I 000057 32899 04/24/12 CHIPPING HAMMER	9.58		01666721		D N	SMALL TOOLS	101.43425.0221
32899 04/24/12 WELDING GAS	164.06		01673008		D N	GENERAL SUPPLIES	101.43425.0229
32899 04/24/12 CYLINDER RENTAL	11.60		01688513		D N	RENTS	101.43425.0440
32899 04/24/12 CYLINDER RENTAL	185.24		*CHECK TOTAL				
VENDOR TOTAL	185.24						
BATTERY WHOLESALERS INC 002860 32900 04/24/12 POLARIS RANGER BATTERY	122.48		7012		D N	MTCE. OF EQUIPME	101.42412.0224
BERNICK'S PEPSI-COLA CO 000103 32976 05/02/12 OFFICE COFFEE	39.48		6391		D N	GENERAL SUPPLIES	101.43425.0229
BME LABSTORE 002850 32901 04/24/12 AUTOCLAVE CALIBRATION	415.20		39107		D N	MTCE. OF EQUIPME	651.48474.0334
32901 04/24/12 AUTOCLAVE CALIBRATION	276.80		39107		D N	MTCE. OF EQUIPME	651.48475.0334
32901 04/24/12 AUTOCLAVE CALIBRATION	692.00		*CHECK TOTAL				
VENDOR TOTAL	692.00						
BOESCHEN/MARK 002260 32977 05/02/12 HARD DRIVE REPLACEMENT	65.77		303		D N	MTCE. OF EQUIPME	101.41409.0224
BOLTON & MENK INC 001010 32902 04/24/12 SUMP PUMP INSPECTION	400.00		0146433		D N	PROFESSIONAL SER	651.48476.0446
BOYER TRUCKS 000031 32903 04/24/12 RADIATOR OVERFLOW TANK	209.52		110580R		D N	INVENTORIES-MDSE	101.125000
BREDESEN/JASON 001009 32978 05/02/12 DONUTS-FIRE CALL	30.14		223		D N	TRAVEL-CONF.-SCH	101.42412.0333
BSE 001980 32979 05/02/12 PARK LT REPAIR-PARTS	52.46		903812001		D N	MTCE. OF OTHER I	101.45432.0226
32979 05/02/12 WALL RECEPTACLE PARTS	2.75		903845001		D N	MTCE. OF STRUCTU	101.45433.0225
32979 05/02/12 WALL RECEPTACLE PARTS	2.44		903857763		D N	MTCE. OF STRUCTU	101.45433.0225
32979 05/02/12 LIGHT BULBS	134.66		903862163		D N	MTCE. OF STRUCTU	651.48474.0225
32979 05/02/12 LIGHT BULBS	89.78		903862163		D N	MTCE. OF STRUCTU	651.48474.0225
32979 05/02/12 ELECTRICAL PARTS	22.61		903883972		D N	MTCE. OF STRUCTU	651.48474.0225
32979 05/02/12 ELECTRICAL PARTS	15.07		903883972		D N	MTCE. OF STRUCTU	651.48474.0225
32979 05/02/12 ELECTRICAL PARTS	94.52		903909321		D N	MTCE. OF STRUCTU	651.48474.0225
32979 05/02/12 ELECTRICAL PARTS	63.01		903909321		D N	MTCE. OF STRUCTU	651.48474.0225
32979 05/02/12 ELECTRICAL PARTS	477.30		*CHECK TOTAL				
VENDOR TOTAL	477.30						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CARDMEMBER	SERVICE	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
32905	04/24/12			WINDOW CLEANER	20.57		STMT/3-12		D	N	CLEANING AND WAS	101.42412.0228
32905	04/24/12			FIREFIGHTER PHOTOGRAPHS	14.52		STMT/3-12		D	N	GENERAL SUPPLIES	101.42412.0229
32905	04/24/12			SOFTENER SALT	8.76		STMT/3-12		D	N	GENERAL SUPPLIES	101.42412.0229
32905	04/24/12			ZIP TIES	17.17		STMT/3-12		D	N	GENERAL SUPPLIES	101.42412.0229
32905	04/24/12			PHOTO FRAMES	10.74		STMT/3-12		D	N	GENERAL SUPPLIES	101.42412.0229
32905	04/24/12			BLASCHKO-LODGING EXPENSE	216.32		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			CARLSON-LODGING EXPENSE	216.32		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			FOOD-WEATHER WATCH TRNG	34.02		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			STONE/BLASCHKO-LODGING	124.97		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			PAULSON/GARCIA-LODGING	124.97		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			CHRISTENSEN-LODGING EXP.	124.97		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			COPIER MTCE CHARGE	53.72		STMT/3-12		D	N	TRAVEL-CONF--SCH	101.42412.0333
32905	04/24/12			LAPC MEMBERSHIP DUES	187.00		STMT/3-12		D	N	MTCE OF EQUIPME	101.42412.0334
32905	04/24/12			GEAR REPAIRS	100.30		STMT/3-12		D	N	SUBSCRIPTIONS AN	101.42412.0443
32905	04/24/12			WHITE BOARD CLEANER	3.05		STMT/3-12		D	N	PROFESSIONAL SER	101.42412.0446
32905	04/24/12			FOOD FOR SAFETY TRAINING	34.12		STMT/3-12		D	N	SAFETY PROGRAM	101.42428.0817
32905	04/24/12			FOOD FOR SAFETY TRAINING	7.40		STMT/3-12		D	N	SAFETY PROGRAM	101.42428.0817
				VENDOR TOTAL	2,491.49		*CHECK TOTAL					101.42428.0817
					2,491.49							
CARLSON/HOWARD												
32906	04/24/12			CERTIFICATION TESTING	15.14		220		D	N	TRAVEL-CONF--SCH	101.42412.0333
CARRANZA/NOE												
32982	05/02/12			PROFESSIONAL SERVICES	50.00		040912		D	M	PROFESSIONAL SER	101.42411.0446
32982	05/02/12			PROFESSIONAL SERVICES	100.00		041412		D	M	PROFESSIONAL SER	101.42411.0446
32982	05/02/12			PROFESSIONAL SERVICES	50.00		042612		D	M	PROFESSIONAL SER	101.42411.0446
				VENDOR TOTAL	200.00		*CHECK TOTAL					
					200.00							
CARRANZA/NORMA I												
32983	05/02/12			PROFESSIONAL SERVICES	100.00		040912		D	M	PROFESSIONAL SER	101.42411.0446
CDW GOVERNMENT INC												
32984	05/02/12			AS400 CLEANING CARTRIDGE	62.03		J526610		D	N	GENERAL SUPPLIES	101.41409.0229
32984	05/02/12			AS400 CLEANING CARTRIDGE	62.03		J593677		D	N	GENERAL SUPPLIES	101.41409.0229
				VENDOR TOTAL	124.06		*CHECK TOTAL					
					124.06							
CENTERPOINT ENERGY												
32907	04/24/12			NATURAL GAS CHARGES	12.82		6007936/4-12		D	N	UTILITIES	101.43430.0332
32907	04/24/12			NATURAL GAS CHARGES	230.22		6007939/4-12		D	N	UTILITIES	101.43425.0332
32907	04/24/12			NATURAL GAS CHARGES	447.65		6061271/4-12		D	N	UTILITIES	101.45433.0332
32907	04/24/12			NATURAL GAS CHARGES	178.22		6084836/4-12		D	N	UTILITIES	101.45435.0332
32907	04/24/12			NATURAL GAS CHARGES	471.70		6085332/4-12		D	N	UTILITIES	101.45433.0332
32907	04/24/12			NATURAL GAS CHARGES	81.59		6102726/4-12		D	N	UTILITIES	101.42412.0332
32907	04/24/12			NATURAL GAS CHARGES	148.76		6725927/4-12		D	N	UTILITIES	101.43430.0332

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER
CHECK# DATE DESCRIPTION

GENERAL MAILING SERVICES 000293

32921 04/24/12 POSTAGE 03/12 -

F S 9 EX M ACCOUNT NAME

POSTAGE

CLAIM INVOICE

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/02/2012 13:26:34

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
GILBERTSON/JEFFREY 33002 05/02/12 FDIC CONFERENCE 001393	253.24		227		D	N	TRAVEL-CONF.-SCH	101.42412.0333
GLANZER/RICHARD 32922 04/24/12 CHAPLAINS CONFERENCE .01819	35.91		145		D	N	TRAVEL-CONF.-SCH	101.42411.0333
GREEN MILL 33003 05/02/12 EXEC. COMMITTEE LUNCH 33003 05/02/12 EXEC. COMMITTEE LUNCH 001985	7.97 39.86 47.83 47.83		7471 7471 *CHECK TOTAL		D	N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.41403.0333 208.45005.0333
VENDOR TOTAL								
HAUG IMPLEMENT CO - JOHN 33004 05/02/12 MOWER BLADES 33004 05/02/12 MOWER REPAIR-PARTS 33004 05/02/12 MOWER REPAIR-PARTS 33004 05/02/12 TRACTOR PARTS 33004 05/02/12 OIL/LUBE 33004 05/02/12 GATOR REPAIR-PARTS 33004 05/02/12 GATOR REPAIR-PARTS 33004 05/02/12 GATOR REPAIR-PARTS	185.46 335.13 335.12 38.00 122.69 6.16 6.16 1,028.72 1,028.72		456472 456704 456704 457106 457274 457275 457275 *CHECK TOTAL		D	N	INVENTORIES-MDSE MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MOTOR FUELS AND MTCE. OF EQUIPME MTCE. OF EQUIPME	101.125000 651.48478.0224 651.48479.0224 101.45433.0224 101.45433.0222 101.48478.0224 651.48479.0224
VENDOR TOTAL								
HAUG-KUBOTA LLC 33005 05/02/12 HYD. HOSE/CPLR/FITTING 33005 05/02/12 SCALP WHEEL BUSHINGS	52.63 66.01 118.64 118.64		1243 1326 *CHECK TOTAL		D	N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
VENDOR TOTAL								
HAWKINS INC 33006 05/02/12 FERRIC CHLORIDE 33006 05/02/12 FUEL SURCHARGE CREDIT 33006 05/02/12 FUEL SURCHARGE CREDIT 33006 05/02/12 FUEL SURCHARGE CREDIT	5,063.17 160.20CR 1,118.52CR 1,168.56CR 3,615.89 3,615.89		3329724 RI 3323398 RM 3323398 RM 3323399 RM *CHECK TOTAL		D	N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	651.48475.0229 651.48474.0229 651.48475.0229 651.48475.0229
VENDOR TOTAL								
HEGLUND CATERING 33007 05/02/12 MEALS-BOARD OF EQUALIZ.	88.07		5779		D	N	SUBSISTENCE OF P	101.41401.0227
HELGESEN/JOSHUA 33008 05/02/12 CRIM. INTERDICTION TRNG	18.00		195		D	N	TRAVEL-CONF.-SCH	101.42411.0333
HENDRICKSON/KEITH 33009 05/02/12 EQUIP REVIEW-ST CLOUD	9.00		483		D	N	TRAVEL-CONF.-SCH	101.45433.0333
HERC-U-LIFT 32923 04/24/12 EQUIPMENT RENTAL	491.63		R009480-12		D	N	RENTS	101.45433.0440

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
INTERSTATE POWER SYSTEMS			001699							
33013	05/02/12	O-RINGS		2.37		517931 RI		D N	MTCE. OF EQUIPME	651.48474.0224
33013	05/02/12	O-RINGS		1.58		517931 RI		D N	MTCE. OF EQUIPME	651.48475.0224
33013	05/02/12	BELTS		23.29		517932 RI		D N	MTCE. OF EQUIPME	651.48474.0224
33013	05/02/12	BELTS		15.52		517932 RI		D N	MTCE. OF EQUIPME	651.48475.0224
33013	05/02/12	BEARINGS FOR HONEYWAGON		18.50		517932 RI		D N	MTCE. OF EQUIPME	651.48475.0224
33013	05/02/12	BEARINGS FOR HONEYWAGON		18.50		517932 RI		D N	MTCE. OF EQUIPME	651.48478.0224
		VENDOR TOTAL		79.76		*CHECK TOTAL				
ITINERARIES MIDWEST			002388							
33014	05/02/12	ADVERTISING		1,500.00		2012/489		D N	ADVERTISING	208.45006.0447
33014	05/02/12	ADVERTISING		1,972.00		2012/489		D N	OTHER CHARGES	208.45009.0449
		VENDOR TOTAL		3,472.00		*CHECK TOTAL				
JOHNSON FEED INC			002920							
32928	04/24/12	ROAD SALT		2,084.40		63261		D N	GENERAL SUPPLIES	101.43425.0229
K M FIRE PUMP SPECIALIST			000371							
32929	04/24/12	#885700 REPAIR-PARTS		233.95		5591		D M 07	MTCE. OF EQUIPME	101.42412.0224
32929	04/24/12	#885700 REPAIR-LABOR		300.00		5591		D M 07	MTCE. OF EQUIPME	101.42412.0334
32929	04/24/12	#972764 REPAIR-PARTS		78.67		5592		D M 07	MTCE. OF EQUIPME	101.42412.0224
32929	04/24/12	#972764 REPAIR-LABOR		112.50		5592		D M 07	MTCE. OF EQUIPME	101.42412.0334
		VENDOR TOTAL		725.12		*CHECK TOTAL				
KANDIYOHI CO AUDITOR			000376							
32930	04/24/12	13 AIR CARDS APR-JUN		1,014.00		040112		D N	COMMUNICATIONS	101.42411.0330
33015	05/02/12	REPAIR LIEN-JUD. DITCH		3,195.00		031612		D N	MTCE. OF OTHER I	101.43425.0336
33015	05/02/12	REPAIR LIEN-JUD. DITCH		18,000.00		031612		D N	MTCE. OF OTHER I	101.43425.0336
33015	05/02/12	REPAIR LIEN-CO DITCH		18,727.16		031612		D N	MTCE. OF OTHER I	101.43430.0336
33015	05/02/12	REPAIR LIEN-CO DITCH		14,631.12		031612		D N	MTCE. OF OTHER I	651.48474.0336
33015	05/02/12	REPAIR LIEN-CO DITCH		9,254.08		031612		D N	MTCE. OF OTHER I	651.48475.0336
33015	05/02/12	LONG DISTANCE CHARGES		25.92		042312		D N	COMMUNICATIONS	101.42411.0330
		VENDOR TOTAL		64,333.28		*CHECK TOTAL				
KANDIYOHI CO PUBLIC HEAL			000378							
32931	04/24/12	HEPATITIS B SHOT ADMIN		188.00		040312		D N	SUBSISTENCE OF P	101.42412.0337
KANDIYOHI CO SHERIFF'S D			001507							
33016	05/02/12	SECURITY KEYS-LAPTOPS		2,773.42		042412		D N	COMMUNICATIONS	101.42411.0330
KANDIYOHI CO-OP ELECTRIC			000375							
32932	04/24/12	WELCOME TO WILLMAR SIGN		96.00		STMT/4-12		D N	UTILITIES	101.43425.0332
32932	04/24/12	WELCOME TO WILLMAR SIGN		56.16		STMT/4-12		D N	UTILITIES	101.43425.0332

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION 32940 04/24/12 GARBAGE SERVICE-APRIL 002936	64.74		1301/4-12		D N	CLEANING AND WAS	101.41408.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	64.74		1301/4-12		D N	CLEANING AND WAS	101.45427.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	251.31		1302/4-12		D N	CLEANING AND WAS	101.43425.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	29.20		1303/4-12		D N	CLEANING AND WAS	651.48474.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	19.47		1303/4-12		D N	CLEANING AND WAS	651.48475.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	29.20		1304/4-12		D N	CLEANING AND WAS	651.48474.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	161.04		1304/4-12		D N	CLEANING AND WAS	651.48474.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	19.47		1304/4-12		D N	CLEANING AND WAS	651.48475.0338
32940 04/24/12 GARBAGE SERVICE-APRIL	49.67		1305/4-12		D N	CLEANING AND WAS	101.45435.0338
	898.91		*CHECK TOTAL				
33027 05/02/12 GARBAGE SERVICE-APRIL	87.95		1378/4-12		D N	CLEANING AND WAS	101.43425.0338
33027 05/02/12 GARBAGE SERVICE-APRIL	816.65		1379/4-12		D N	CLEANING AND WAS	101.43425.0338
33027 05/02/12 GARBAGE SERVICE-APRIL	293.33		1388/4-12		D N	CLEANING AND WAS	101.43425.0338
	1,197.93		*CHECK TOTAL				
	2,096.84						
VENDOR TOTAL							
MILLS AUTOMOTIVE GROUP 000432			218136		D N	INVENTORIES-MDSE	101.125000
33028 05/02/12 #009449-RECALL/FUEL PUMP	796.10						
MINNEAPOLIS FINANCE DEPA 000466			400413002898		D N	PROFESSIONAL SER	101.42411.0446
32941 04/24/12 PROFESSIONAL SERVICES	132.00						
MN CHIEFS OF POLICE ASSN 000480			3312		D N	PROFESSIONAL SER	101.42411.0446
33029 05/02/12 PROFESSIONAL SERVICES	2,341.63						
MN DEPT OF REVENUE 000492			STMT/3-12		M N	SALES TAX PAYABL	101.206000
174 04/20/12 SALES TAX-MARCH	1,677.00		STMT/3-12		M N	SALES TAX PAYABL	101.206000
174 04/20/12 USE TAX-MARCH	0.08CR		STMT/3-12		M N	SALES TAX PAYABL	101.206000
174 04/20/12 USE TAX-MARCH	1.15CR		STMT/3-12		M N	SALES TAX PAYABL	101.206000
174 04/20/12 USE TAX-MARCH	241.71		STMT/3-12		M N	MOTOR FUELS AND	101.206000
174 04/20/12 USE TAX-MARCH	3.03		STMT/3-12		M N	GENERAL SUPPLIES	101.42411.0222
174 04/20/12 DIESEL FUEL TAX-MARCH	43.69		STMT/3-12		M N	MOTOR FUELS AND	101.43425.0229
174 04/20/12 DIESEL FUEL TAX-MARCH	202.52		STMT/3-12		M N	MOTOR FUELS AND	101.43425.0222
174 04/20/12 USE TAX-MARCH	79.99		STMT/3-12		M N	MOTOR FUELS AND	101.43425.0222
174 04/20/12 USE TAX-MARCH	6.20		STMT/3-12		M N	MOTOR FUELS AND	101.43425.0226
174 04/20/12 USE TAX-MARCH	654.49		STMT/3-12		M N	GENERAL SUPPLIES	651.48475.0229
174 04/20/12 DIESEL FUEL TAX-MARCH	54.80		STMT/3-12		M N	MOTOR FUELS AND	651.48476.0222
174 04/20/12 USE TAX-MARCH	1.27		STMT/3-12		M N	MOTOR FUELS AND	651.48476.0222
174 04/20/12 USE TAX-MARCH	80.02		STMT/3-12		M N	MOTOR FUELS AND	651.48476.0222
174 04/20/12 USE TAX-MARCH	80.02		STMT/3-12		M N	MOTOR FUELS AND	651.48476.0222
174 04/20/12 USE TAX-MARCH	49.81		STMT/3-12		M N	MOTOR FUELS AND	651.48476.0224
174 04/20/12 USE TAX-MARCH	3,173.32		STMT/3-12		M N	MOTOR FUELS AND	651.48476.0224
	3,173.32		*CHECK TOTAL				
VENDOR TOTAL							
MN UC FUND 000524			07977283/4-12		D N	RE-EMPLOYMENT IN	101.41428.0815
33030 05/02/12 UNEMPLOYMENT BENEFITS	4,335.16						

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/02/2012 13:26:34

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION 33037 05/02/12	000578 CELLULAR PHONE USAGE	59.08		317498885-047		D N	COMMUNICATIONS	101.41400.0330
33037 05/02/12	CELLULAR PHONE USAGE	40.92CR		317498885-047		D N	COMMUNICATIONS	101.41402.0330
33037 05/02/12	CELLULAR PHONE USAGE	51.00		317498885-047		D N	COMMUNICATIONS	101.41403.0330
33037 05/02/12	CELLULAR PHONE USAGE	92.86		317498885-047		D N	COMMUNICATIONS	101.41409.0330
33037 05/02/12	CELLULAR PHONE USAGE	336.17		317498885-047		D N	COMMUNICATIONS	101.42411.0330
33037 05/02/12	CELLULAR PHONE USAGE	164.75		317498885-047		D N	COMMUNICATIONS	101.42412.0330
33037 05/02/12	CELLULAR PHONE USAGE	16.69		317498885-047		D N	COMMUNICATIONS	101.43417.0330
33037 05/02/12	CELLULAR PHONE USAGE	85.98		317498885-047		D N	COMMUNICATIONS	101.43425.0330
33037 05/02/12	CELLULAR PHONE USAGE	24.96		317498885-047		D N	COMMUNICATIONS	101.45432.0330
33037 05/02/12	CELLULAR PHONE USAGE	8.66		317498885-047		D N	COMMUNICATIONS	101.45433.0330
33037 05/02/12	CELLULAR PHONE USAGE	59.08		317498885-047		D N	COMMUNICATIONS	207.45001.0330
33037 05/02/12	CELLULAR PHONE USAGE	38.38		317498885-047		D N	COMMUNICATIONS	651.48474.0330
33037 05/02/12	CELLULAR PHONE USAGE	25.59		317498885-047		D N	COMMUNICATIONS	651.48475.0330
33037 05/02/12	CELLULAR PHONE USAGE	8.66		317498885-047		D N	COMMUNICATIONS	651.48476.0330
	VENDOR TOTAL	930.94		*CHECK TOTAL				
		930.94						
NORTHERN BALANCE & SCALE 32945 04/24/12	001167 LAB BALANCE/CALIBRATION	101.28		00079758		D N	MTCE. OF EQUIPME	651.48474.0334
32945 04/24/12	LAB BALANCE/CALIBRATION	67.52		00079758		D N	MTCE. OF EQUIPME	651.48475.0334
	VENDOR TOTAL	168.80		*CHECK TOTAL				
		168.80						
33038 05/02/12	LAB BALANCE/CALIBRATION	180.00		00079969		D N	MTCE. OF EQUIPME	651.48474.0334
33038 05/02/12	LAB BALANCE/CALIBRATION	120.00		00079969		D N	MTCE. OF EQUIPME	651.48475.0334
	VENDOR TOTAL	300.00		*CHECK TOTAL				
		468.80						
NORTHLAND INN/THE 32946 04/24/12	002692 SCHUELER-LODGING EXPENSE	120.20		115141		D N	TRAVEL-CONF. -SCH	651.48478.0333
32946 04/24/12	SCHUELER-LODGING EXPENSE	240.40		115141		D N	TRAVEL-CONF. -SCH	651.48479.0333
	VENDOR TOTAL	240.40		*CHECK TOTAL				
		240.40						
OFFICE SERVICES 32947 04/24/12	000589 OFFICE SUPPLIES-MARCH	20.53		STMT/3-12		D N	OFFICE SUPPLIES	101.41400.0220
32947 04/24/12	OFFICE SUPPLIES-MARCH	8.53		STMT/3-12		D N	OFFICE SUPPLIES	101.41401.0220
32947 04/24/12	PHOTO COPIES-MARCH	184.13		STMT/3-12		D N	OFFICE SUPPLIES	101.41401.0220
32947 04/24/12	PHOTO COPIES-MARCH	555.68		STMT/3-12		D N	OFFICE SUPPLIES	101.41402.0220
32947 04/24/12	OFFICE SUPPLIES-MARCH	18.62		STMT/3-12		D N	OFFICE SUPPLIES	101.41402.0220
32947 04/24/12	PHOTO COPIES-MARCH	177.07		STMT/3-12		D N	OFFICE SUPPLIES	101.41402.0220
32947 04/24/12	PHOTO COPIES-MARCH	222.23		STMT/3-12		D N	OFFICE SUPPLIES	101.41403.0220
32947 04/24/12	OFFICE SUPPLIES-MARCH	40.71		STMT/3-12		D N	OFFICE SUPPLIES	101.41403.0220
32947 04/24/12	PHOTO COPIES-MARCH	105.17		STMT/3-12		D N	OFFICE SUPPLIES	101.41403.0220
32947 04/24/12	PHOTO COPIES-MARCH	48.08		STMT/3-12		D N	OFFICE SUPPLIES	101.41404.0220
32947 04/24/12	OFFICE SUPPLIES-MARCH	47.31		STMT/3-12		D N	OFFICE SUPPLIES	101.41404.0220
32947 04/24/12	PHOTO COPIES-MARCH	84.63		STMT/3-12		D N	OFFICE SUPPLIES	101.41404.0220
32947 04/24/12	PHOTO COPIES-MARCH	33.90		STMT/3-12		D N	OFFICE SUPPLIES	101.41404.0220

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
RICOH USA INC 33042 05/02/12 COPIER MTCE CHARGE 002951	294.79		5022676686		D N	MTCE. OF EQUIPME	741.48001.0334
ROOF 1 - RBR INC 32950 04/24/12 ROOF REPAIR-LABOR 002649	344.04		12065		D N	MTCE. OF STRUCTU	101.42412.0335
S. ROBERTS COMPANY 32951 04/24/12 FINE SCREEN BAGS .01803	693.00		12-400		D N	GENERAL SUPPLIES	651.48474.0229
SAFE AVENUES 32952 04/24/12 MAYOR'S CONTINGENCY FUND .01816	100.00		041112		D N	OTHER SERVICES	101.41401.0339
SCHWANKE TRACTOR & TRUCK 32953 04/24/12 HONEYWAGON PARTS 000681	159.25		041312		D N	MTCE. OF EQUIPME	651.48478.0224
32953 04/24/12 HONEYWAGON LABOR	65.00		041312		D N	MTCE. OF EQUIPME	651.48478.0334
32953 04/24/12 HONEYWAGON PARTS	159.24		041312		D N	MTCE. OF EQUIPME	651.48478.0334
32953 04/24/12 HONEYWAGON LABOR	65.00		041312		D N	MTCE. OF EQUIPME	651.48479.0224
VENDOR TOTAL	448.49		*CHECK TOTAL				
SCHWEISS BI-FOLD DOORS 32954 04/24/12 HANGAR DR REPAIR-LABOR 002458	80.16		34428		D N	MTCE. OF STRUCTU	101.43430.0335
SERVICEMASTER PROF. SERV 32955 04/24/12 PROF. BLDG MAINTENANCE 000687	972.30		80814		D N	MTCE. OF STRUCTU	101.41408.0335
32955 04/24/12 PROF. BLDG MAINTENANCE	972.29		80814		D N	MTCE. OF STRUCTU	101.45435.0335
32955 04/24/12 PROF. BLDG MAINTENANCE	1,690.41		80815		D N	MTCE. OF STRUCTU	101.41408.0335
32955 04/24/12 PROF. BLDG MAINTENANCE	1,690.41		80815		D N	MTCE. OF STRUCTU	101.45435.0335
32955 04/24/12 PROF. BLDG MAINTENANCE	34.14CR		80967		D N	MTCE. OF STRUCTU	101.41408.0335
VENDOR TOTAL	5,291.27		*CHECK TOTAL				
SGC HORIZON LLC 32956 04/24/12 AD FOR BIDS-PROJ 1201-A 001539	91.00		66741		D N	ADVERTISING	412.48451.0447
32956 04/24/12 AD FOR BIDS-PROJ 1201-B	96.25		66741		D N	ADVERTISING	412.48451.0447
VENDOR TOTAL	187.25		*CHECK TOTAL				
SHERWIN WILLIAMS CO 32957 04/24/12 TRAFFIC PAINT 000690	534.38		4980-2		D N	GENERAL SUPPLIES	101.43425.0229
SMEBY/ROSS 33043 05/02/12 MILEAGE 4/1-4/30/12 002570	64.38		101		D N	TRAVEL-CONF.-SCH	101.41409.0333
ST PAUL/CITY OF 32958 04/24/12 WAGNER-SEMINAR REGIS. 001783	105.00		122650		D N	TRAVEL-CONF.-SCH	101.42411.0333
STACY'S NURSERY INC 33044 05/02/12 SHADE TREES 000706	18,789.98		6998		D N	MTCE. OF OTHER I	101.43425.0226

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/02/2012 13:26:34

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
VISTAR CORPORATION 33047 05/02/12 CONCEPTION SUPPLIES 002566	478.77	33501777		D N	GENERAL SUPPLIES	101.45433.0229
33047 05/02/12 CONCEPTION SUPPLIES	28.53	33518781		D N	GENERAL SUPPLIES	101.45433.0229
33047 05/02/12 CONCEPTION SUPPLIES	442.03	33543139		D N	GENERAL SUPPLIES	101.45433.0229
33047 05/02/12 CONCEPTION SUPPLIES	949.33	*CHECK TOTAL				
VENDOR TOTAL	949.33					
VREEMAN/JOEL 32967 04/24/12 REFUND JERSEY DEPOSIT 01818	30.00	041312		D N	REFUNDS AND REIM	101.41428.0882
WEST CENTRAL BLDGS ASSN 32968 04/24/12 SIGN DEPOSIT REFUND .01817	100.00	2012-08		D N	DEPOSITS-SIGN PE	101.230001
WEST CENTRAL COMMUNICATI 32969 04/24/12 RADIO BATTERY 000796	43.77	072391S		D N	MTCE. OF EQUIPME	101.43430.0224
32969 04/24/12 INST. BATTERY-LABOR	45.00	072391S		D N	MTCE. OF EQUIPME	101.43430.0334
32969 04/24/12 INST. BATTERY-LABOR	88.77	*CHECK TOTAL				
VENDOR TOTAL	88.77					
WEST CENTRAL INDUSTRIES 32970 04/24/12 CLEANING SERVICES 000801	486.28	00032831		D N	CLEANING AND WAS	101.45435.0338
WEST CENTRAL TRIBUNE 32971 04/24/12 NOTICE PUBLISHED 000807	386.40	CL03035286		D N	PRINTING AND PUB	101.41401.0331
32971 04/24/12 NOTICE PUBLISHED	24.84	CL03035855		D N	PRINTING AND PUB	101.41401.0331
32971 04/24/12 NOTICE PUBLISHED	66.24	CL03035901		D N	PRINTING AND PUB	101.41401.0331
32971 04/24/12 COUNCIL PROCEEDINGS PUB.	505.08	CL03036100		D N	PRINTING AND PUB	101.41401.0331
32971 04/24/12 AUCTION LIST PUBLISHED	397.44	DI03064485		D N	OTHER SERVICES	101.41428.0339
32971 04/24/12 COUNCIL PROCEEDINGS PUB.	521.64	DI03064486		D N	PRINTING AND PUB	101.41401.0331
32971 04/24/12 COUNCIL PROCEEDINGS PUB.	1,901.64	*CHECK TOTAL				
VENDOR TOTAL	1,901.64					
WILLMAR AUTO VALUE 33048 05/02/12 AIR COMPRESSOR PARTS 002689	17.30	22005779		D N	MTCE. OF EQUIPME	651.48474.0224
33048 05/02/12 GREASE GUN NEEDLE	4.26	22005848		D N	MTCE. OF EQUIPME	651.48474.0224
33048 05/02/12 TIRE PLUGS/BRAKE PARTS	277.61	22005901		D N	INVENTORIES-MDSE	101.125000
33048 05/02/12 FUEL FILTERS	14.47	22006121		D N	MTCE. OF EQUIPME	651.48478.0224
33048 05/02/12 FUEL FILTERS	14.47	22006121		D N	MTCE. OF EQUIPME	651.48478.0224
33048 05/02/12 SPARK PLUG	2.02	22006520		D N	MTCE. OF EQUIPME	651.48479.0224
33048 05/02/12 SPARK PLUG	2.94	22006520		D N	MTCE. OF EQUIPME	651.48474.0221
33048 05/02/12 SMALL TOOLS	2.94	22006578		D N	SMALL TOOLS	651.48475.0221
33048 05/02/12 SMALL TOOLS	2.94	22006578		D N	SMALL TOOLS	651.48475.0221
33048 05/02/12 PLANT SUPPLIES	30.44	22008178		D N	GENERAL SUPPLIES	651.48475.0229
33048 05/02/12 PLANT SUPPLIES	20.29	22008178		D N	GENERAL SUPPLIES	651.48475.0229
33048 05/02/12 PIPE FITTING	7.04	22008392		D N	GENERAL SUPPLIES	651.48474.0229
33048 05/02/12 SUPPLIES	57.47	22008651		D N	GENERAL SUPPLIES	101.45433.0229
33048 05/02/12 SUPPLIES	453.27	*CHECK TOTAL				
VENDOR TOTAL	453.27					

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
WINDSTREAM			002100								
	33052	05/02/12	LONG DISTANCE-APRIL	9.48		STMT/4-12		D N		COMMUNICATIONS	207.45001.0330
	33052	05/02/12	MONTHLY SERVICE-APRIL	78.02		STMT/4-12		D N		COMMUNICATIONS	651.48474.0330
	33052	05/02/12	LONG DISTANCE-APRIL	9.24		STMT/4-12		D N		COMMUNICATIONS	651.48474.0330
	33052	05/02/12	MONTHLY SERVICE-APRIL	53.18		STMT/4-12		D N		COMMUNICATIONS	651.48475.0330
	33052	05/02/12	LONG DISTANCE-APRIL	6.15		STMT/4-12		D N		COMMUNICATIONS	651.48475.0330
			VENDOR TOTAL	2,542.72		*CHECK TOTAL					
YANISH/FRANK			002874								
	33053	05/02/12	LMC MAYOR'S CONFERENCE	317.03		316		D N		TRAVEL-CONF.-SCH	101.41401.0333
ZEE MEDICAL SERVICE			000839								
	33054	05/02/12	FIRST AID SUPPLIES	228.87		54168203		D N		SUBSISTENCE OF P	101.43425.0227

Vendor Payments History Report

ACS FINANCIAL SYSTEM
 05/02/2012 13:26:35

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	2,682,926.31
207	W.R.A.C. - 8	1,352.48
208	CONVENTION & VISITORS BUREAU	14,633.25
220	LOCAL OPTION SALES TAX	175,160.00
295	COMMUNITY INVESTMENT	51,000.00
296	PUBLIC WORKS RESERVE	3,000.00
301	D.S. - 2001 BOND	1,000.00
302	D.S. - 2002 BOND	2,000.00
304	D.S. - 2004 BOND	1,000.00
305	D.S. - 2005 BOND	1,000.00
306	D.S. - 2006 BOND	5,000.00
307	D.S. - 2007A BOND	2,000.00
308	D.S. - 2008 BOND	1,000.00
309	D.S. - 2009 BOND	64,000.00
310	D.S. - 2010 BOND	12,000.00
311	D.S. - 2011 BOND	3,000.00
312	D.S. - 2012 BOND	3,000.00
409	S.A.B.F. - #2009	187.25
412	S.A.B.F. - #2012	748,598.19
651	WASTE TREATMENT	970.24
741	OFFICE SERVICES	49.81
800	LAW ENFORCEMENT FORFEITURE	
	TOTAL ALL FUNDS	3,772,956.96

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	3,772,956.96
	TOTAL ALL BANKS	3,772,956.96

Minnesota Lawful Gambling LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

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

ORGANIZATION INFORMATION		Check # _____	\$ _____
Organization name Pheasant's Forever Kandiyohi County #2		Previous gambling permit number X-03697-12-001	
Minnesota tax ID number, if any	Federal employer ID number, if any		
Type of nonprofit organization. Check one.			
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Religious	<input type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Other nonprofit organization
Mailing address Box 732	City Willmar	State MN	Zip Code 56201
Name of chief executive officer (CEO) Kevin Ochsendorf (Pres)		Daytime phone number 320-212-2412	County Kandiyohi
		Email address kjochs@yahoo.com	
Attach a copy of <u>ONE</u> of the following for proof of nonprofit status.			
Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.			
<input checked="" type="checkbox"/> <i>on file already</i> Nonprofit Articles of Incorporation OR a current Certificate of Good Standing . Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803			
<input type="checkbox"/> IRS income tax exemption [501(c)] letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.			
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of <u>both</u> of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.			
GAMBLING PREMISES INFORMATION			
Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place. Holiday Inn Conference Center			
Address (do not use PO box) 2100 E. Highway 12		City or township Willmar	Zip Code 56201
		County Kandiyohi	
Date(s) of activity (for raffles, indicate the date of the drawing) April 6, 2013			
Check the box or boxes that indicate the type of gambling activity your organization will conduct:			
Bingo*	<input checked="" type="checkbox"/> Raffles	<input checked="" type="checkbox"/> Paddlewheels*	Pull-Tabs* Tipboards*
* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.			
To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.			

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print city name City of Willmar

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

[Signature]
Title City Clerk Treasurer Date 5-3-2012

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

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

Title _____ Date _____

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

Print township name _____

Signature of township official acknowledging application

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Bernard J. O'Connell Date 5-3-2012

Complete a separate application for each gambling event:

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

Send application with:

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

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

Financial report and recordkeeping required

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

Questions?

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

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

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

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

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

City of Willmar, Minnesota Building Inspection Report

From 04/01/2012 To 04/30/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20436	4/26/2012	RENE RIVERA 1400 Lakeland Drive NE 100	95-980-6400 L 100; B Willmar Regency East Mhp	Mobile Home In/Out Demolition	DEMO - 14X66 BROWN/MAROO N 74 MODULE 61878	\$0.00	\$25.00
20571	4/26/2012	RANDY GUY STOCKTON REGENCY PARK 1400 Lakeland Drive NE #62	95-980-6020 L 62; B Willmar Regency East Mhp	Mobile Home In/Out Demolition	DEMO - HH- 5112, 72 HOUSE OF HARMONY 14X70 GRWHT	\$0.00	\$25.00
20577	4/26/2012	REGENCY PARK 1400 Lakeland Drive NE Lot 49	95-980-5490 L 49; B Willmar Regency East Mhp	Mobile Home In/Out Demolition	DEMO - 3030C 91 MEDALLION 14X70 BLUE/WHITE	\$0.00	\$25.00
20609	4/6/2012	ROBERT PALMER 2308 Country Club Drive NE	95-137-0232 L 7; B 4 Country Club Terrace	Residential Add/Alter Residential/Alteration	FINISH BASEMENT/SAU NA	\$2,500.00	\$105.90
20630	4/3/2012	WILLMAR HRA 932 16TH Street NE	95-036-0035 L PT OF 3; B 1 Arzen's 2nd Addition	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF/RESIDE	\$11,500.00	\$85.75
20637	4/10/2012	JERRY SWANSON 3301 4TH Avenue NW	95-833-1150 L 5; B 7 Valley Brook Estates	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$14,989.00	\$37.49

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20644	4/16/2012	MIKE GRAMM 1408 ELLA Avenue NW	95-820-1430 L PT OF 3; B 7 Thorpe & Lien's Addition	Residential Add/Alter Repair	RESIDENTIAL REROOF - GARAGE	\$2,000.00	\$31.00
20646	4/6/2012	RORY WEISS 2417 21ST Avenue SW	95-715-0005 L PTS. OF 1; B 1 Southgate Addition	Residential Add/Alter Install Egress Window	INSTALL 2 EGRESS WINDOWS	\$900.00	\$45.25
20647	4/16/2012	JIM JACOBSON 1401 Litchfield Avenue SE	95-911-0745 L : B S 11; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 1500 SF PRE. ENG. STEEL ADDN	\$65,000.00	\$1,135.53
20653	4/2/2012	NANCY STIERLER 1124 Elizabeth Avenue SE	95-580-0250 L 5; B 2 Nygquist's 1st Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,000.00	\$34.00
20655	4/5/2012	WEST CENTRAL COMMUNICATIONS 612 Industrial Drive SW	95-870-0050 L PTS. OF 4; B 1 Willmar Industrial Park	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 3167 SF, STEEL ADDN	\$220,000.00	\$2,563.96
20656	4/9/2012	DAN GOETZMAN 714 9TH Street SW	95-006-3070 L 5; B 78 First Addition	Residential Add/Alter Addition	10 X 19 ADDITION	\$17,000.00	\$420.59
20659	4/9/2012	DAN HOOVER 1317 Campbell Avenue NW	95-009-0050 L 5 & 6; B 124 Second Addition	Residential Add/Alter Install Egress Window	INSTALL 2 EGRESS WINDOWS	\$600.00	\$33.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20661	4/11/2012	ELLSWORTH & DORIS BJORK 1005 Richland Avenue SW	95-132-0210 L 1; B 3 Chief Addition	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$254,473.40	\$2,454.39
20663	4/3/2012	BRETT & KATHY AAMOT 308 Country Club Drive NE	95-467-0210 L 1; B 3 Lakewood 3rd Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,500.00	\$34.25
20664	4/3/2012	CALVARY LUTHERAN CHURCH 302 Olena Avenue SE	95-914-1510 L : B S 14; T 119; R 35	Commercial Add/Alter Reroofing	REROOF SOUTH ENTRY/EAST ROOF/SW CORNER	\$23,000.00	\$336.25
20665	4/6/2012	DON COLE 521 10TH Street SW	95-006-0230 L PT OF 9-10; B 58 First Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
20666	4/6/2012	JERRY MYERS 416 Highland Road SW	95-320-0140 L 4-5; B 2 Highland Place Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,800.00	\$31.90
20668	4/3/2012	ALEX MARCUS 620 Trott Avenue SW	95-003-6350 L PT OF 8-9; B 52 Original City	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$32.09
20669	4/3/2012	VALLEYSIDE TOWNHOMES 3101 7TH Avenue NW	95-908-0040 L Bldg #1: B S 08; T 119; R 35	Commercial Add/Alter Reroofing	REROOF TOWNHOMES	\$11,333.00	\$192.92

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20670	4/3/2012	VALLEYSIDE TOWNHOMES 3117 7TH Avenue NW	95-908-0040 L Bldg. #2; B S 08; T 119; R 35	Commercial Add/Alter Reroofing	REROOF TOWNHOMES	\$11,333.00	\$192.92
20671	4/3/2012	VALLEYSIDE TOWNHOMES 3133 7TH Avenue NW	95-908-0040 L bldg. #3; B S 08; T 119; R 35	Commercial Add/Alter Reroofing	REROOF TOWNHOMES	\$11,333.00	\$192.92
20672	4/3/2012	VALLEYSIDE TOWNHOMES 3151 7TH Avenue NW	95-908-0040 L bldg. #4; B S 08; T 119; R 35	Commercial Add/Alter Reroofing	REROOF TOWNHOMES	\$11,333.00	\$192.92
20673	4/3/2012	VALLEYSIDE TOWNHOMES 3183 7TH Avenue NW	95-908-0040 L Bldg. #6; B S 08; T 119; R 35	Commercial Add/Alter Reroofing	REROOF TOWNHOMES	\$11,333.00	\$192.92
20674	4/3/2012	VALLEYSIDE TOWNHOMES 3167 7TH Avenue NW	95-908-0040 L Bldg. #5; B S 08; T 119; R 35	Commercial Add/Alter Reroofing	REROOF TOWNHOMES	\$11,333.00	\$192.92
20678	4/4/2012	JERONIMO FLORES 911 6th Street SW	95-090-1130 L 13; B H Booth's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,300.00	\$31.15
20680	4/6/2012	EDWARD A LEASON 1008 Trott Avenue SE	95-914-1300 L ; B S 14; T 119; R 35	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$3,100.00	\$51.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20681	4/9/2012	STEVEN LOTTMAN 1903 9th Street SE	95-138-0075 L PT OF 7; B 1 Countryside Addition	Residential Add/Alter Reroofing	REROOF 1/2 OF DUPLEX	\$2,000.00	\$31.00
20682	4/9/2012	DONALD JOHNSTON 1415 13TH Street SW	95-690-1510 L 1; B 8 Ramblewood Addition	Garage/Shed Garage	RESIDENTIAL GARAGE ADDITION	\$16,000.00	\$340.15
20683	4/9/2012	SHERRON THEIN 314 8th Street SW	95-003-4400 L 4; B 39 Original City	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,100.00	\$32.55
20684	4/9/2012	STEVEN LOTTMAN 1901 9th Street SE	95-138-0070 L PT OF 7; B 1 Countryside Addition	Residential Add/Alter Reroofing	REROOF 1/2 OF DUPLEX	\$2,000.00	\$31.00
20685	4/9/2012	MITCHELL NEAL 512 15th Street SE	95-184-1140 L 3 & PT OF 4; B 8 Erickson's 3rd Addition	Garage/Shed Demolition	DEMO DETACHED GARAGE	\$0.00	\$30.00
20686	4/10/2012	BRANDON J EICHHORST 2401 21st Avenue SW	95-715-0040 L 4; B 1 Southgate Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
20689	4/9/2012	JOSHUA & MALORIE ANTONY 504 36th Street NW	95-833-1500 L 1; B 1 Valley Brook Estates, 2nd	Residential Add/Alter Deck	RESIDENTIAL DECK	\$1,126.00	\$56.91

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20690	4/11/2012	PAULETTE HENTZ 513 15th Street SE	95-184-1390 L 9-10; B 9 Erickson's 3rd Addition	Residential Add/Alter Reroofing	REROOF GARAGE	\$4,000.00	\$32.00
20691	4/12/2012	SCOTT ROELOFS 720 Litchfield Avenue SW	95-003-3760 L PT OF 11-12; B 33 Original City	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$11,500.00	\$193.00
20693	4/16/2012	RICHARD & LINDA HOLMGREN 616 5th Street SW	95-006-2030 L 5; B 71 First Addition	Residential Add/Alter Residential/Alteration	56' INTERIOR DRAIN TILE	\$3,615.00	\$89.06
20694	4/16/2012	NORMAN CALVIN 3403 Eagle Ridge Drive W	95-148-1010 L 1; B 1 Eagles Landing Ph. II	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
20696	4/20/2012	BILL LEENSTRA 1504 6TH Street SW	95-140-0110 L 11; B 1 Curtis Addition	Residential Add/Alter Addition	RESIDENTIAL ADDITION	\$54,138.00	\$875.47
20697	4/17/2012	RIDGEWATER COLLEGE STATE OF MINN. 2101 15TH Avenue NW	95-909-0070 L : B S 09; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF OF AREA C	\$322,940.00	\$2,158.72
20699	4/17/2012	MAURICE PLOWMAN 909 OLENA Avenue SE	95-665-0320 L 22; B 2 Perkin's 5th Addition	Residential Add/Alter Deck	DECK REPAIR & REPLACEMENT	\$5,269.00	\$159.78

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20701	4/20/2012	CHEF SOMMERS 1330 Westwood Court NW	95-562-0040 L 4; B 1 Northwood Estates 2nd Add	Residential Add/Alter Deck	RESIDENTIAL DECK	\$2,600.00	\$105.95
20702	4/19/2012	WILLMAR HRA 1104 Campbell Avenue NW	95-009-1110 L 2 & PT OF 3; B 133 Second Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20703	4/19/2012	WILLMAR HRA 1120 Gorton Avenue NW	95-009-1270 L PT OF 7-8; B 134 Second Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20704	4/19/2012	WILLMAR HRA 311 8TH Street NW	95-003-0160 L 4; B 2 Original City	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20705	4/19/2012	WILLMAR HRA 417 13TH Street NW	95-009-0440 L PT OF 8-10; B 127 Second Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20706	4/19/2012	WILLMAR HRA 620 Russell Street NW	95-820-0880 L PT OF 1-2, 8-9; B 5 Thorpe & Lien's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,642.00	\$30.82
20707	4/19/2012	WILLMAR HRA 720 Park Avenue NW	95-710-0050 L 5; B 1 Seminary Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20708	4/19/2012	WILLMAR HRA 920 Lake Avenue NW	95-009-1640 L PT OF 4-5; B 137 Second Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20709	4/19/2012	WILLMAR HRA 923 Olaf Avenue NW	95-820-0860 L PT OF 1-2, 6-7; B 5 Thorpe & Lien's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20710	4/19/2012	WILLMAR HRA 708 7TH Street NW	95-710-0110 L PT OF 1-3; B 2 Seminary Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,643.00	\$30.82
20711	4/19/2012	WILLMAR HRA 1709 7TH Avenue SE	95-843-0530 L 3 & PT OF 4; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20712	4/19/2012	WILLMAR HRA 1801 7TH Avenue SE	95-843-0550 L 5 & PT OF 4; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20713	4/19/2012	WILLMAR HRA 1811 7TH Avenue SE	95-843-0560 L 6; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20714	4/19/2012	WILLMAR HRA 1821 7TH Avenue SE	95-843-0570 L 7 & PT OF 8; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20715	4/19/2012	WILLMAR HRA 700 19TH Street SE	95-843-0580 L PT OF 7-10; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20716	4/19/2012	WILLMAR HRA 1820 8TH Avenue SE	95-843-0590 L PT OF 9-10; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20718	4/19/2012	WILLMAR HRA 1810 8TH Avenue SE	95-843-0610 L 11 & PT OF 12; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20719	4/19/2012	WILLMAR HRA 1800 8TH Avenue SE	95-843-0630 L 13 & PT OF 12; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20720	4/19/2012	WILLMAR HRA 1708 8TH Avenue SE	95-843-0640 L 14 & PT OF 13; B 6 Welshire Addition	Commercial Add/Alter Reroofing	REROOF MULTI FAMILY DWELLING	\$4,676.00	\$102.09
20721	4/19/2012	WEST CENTRAL STEEL 2011 Gorton Avenue NW	95-916-4800 L PTS OF 1-2, 17,20,28; B S 16; T 35W; R 119N	Commercial Add/Alter Commercial/Alteration	CONSTRUCT CANOPY AT SHIPPING DOOR	\$13,000.00	\$336.09
20722	4/27/2012	SKYLARK MALL ACMC 1604 1ST Street S	95-922-6820 L ; B S 22; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL SPACE FOR PSYCH DEPARTMENT	\$91,500.00	\$1,427.21

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20724	4/24/2012	LAND O' LAKES 1700 22ND Street SW	95-921-5856 L: B S 21; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	BATHROOM/BRE AKROOM REMODEL	\$26,000.00	\$622.49
20725	4/20/2012	ERIC SWANSON 909 24th Street SE	95-668-4580 L 8; B 1 Pheasant Run, 9 Addn	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,200.00	\$31.60
20726	4/19/2012	BRAD SCHUELLER 1433 Willmar Avenue SW	95-060-0060 L PT OF 5; B 1 Bokeiman's Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
20727	4/19/2012	MICHAEL GRATZ 1600 8TH Street SW	95-922-6360 L: B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,500.00	\$31.25
20728	4/24/2012	GREG J GJERDINGEN 711 6TH Street SE	95-810-0070 L PT OF 5-8; B 1 Third Eastern Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,300.00	\$33.15
20729	4/26/2012	ART BENSON 929 4TH Street SE	95-250-1520 L 12 & PT OF 11; B 7 Glartum's Addition	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$600.00	\$33.55
20730	4/24/2012	CURTIS NEWBERG 6600 HIGHWAY # 40 W HG 3-1	95-999-9730 L HANGAR HG 3-1; B Willmar Airport	Commercial Add/Alter Commercial/Alteration	ENLARGE HANGAR DOOR	\$5,884.11	\$188.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee	
20734	4/30/2012	GORDON A & SHIRLEY BERG 721 18TH Street SW	95-760-0070 L PT OF 7; B Summit Addition	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50	
20738	4/30/2012	ROBBIE HJELLE 1212 Carolina Avenue SW	95-200-0020 L 2; B 1 Erickson's Subdivision	Residential Add/Alter Drainage system	INTERIOR DRAIN TILE	\$3,779.00	\$124.04	
20741	4/27/2012	COUNTRYSIDE ESTATES 1226 Dana Drive SE	95-142-0220 L 2; B 2 Dana Heights Addition	Commercial Add/Alter Siding	RESIDE TOP 3 ROWS/SOFFIT/F ASCIA	\$1,000.00	\$50.50	
20742	4/27/2012	COUNTRYSIDE ESTATES 1300 Dana Drive SE	95-142-0230 L 3; B 2 Dana Heights Addition	Commercial Add/Alter Siding	RESIDE TOP 3 ROWS/SOFFIT/F ASCIA	\$1,000.00	\$50.50	
Current Year Current Month Totals							73	\$1,370,581.51 \$17,117.66
Previous Year Current Month Valuation								\$1,621,551.12
Current YTD Valuation From 01/01/2012 To 04/30/2012								\$4,281,613.75
Previous YTD Valuation								\$2,985,417.62

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

February 21, 2012

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

Commissioner Hogle moved to approve the minutes of January 17, 2012. Commissioner Andreen seconded the motion which carried.

Item 1 The Commission reviewed the draft of the ballot question prepared by the City Attorney. The question "Should the amendments to the City of Willmar Charter as proposed by the Charter Commission be adopted?", followed by a "yes" or "no" box to check, should be forwarded to the County Auditor just after the Primary election Board of Canvass. Following discussion Commissioner Bonawitz moved to approve the ballot question as drafted by the City Attorney. Commissioner Hogle seconded the motion which carried 8 ayes - 1 nay with Commissioner Thompson voting no.

Item 2 The Commission continued discussion of items in the amending ordinance that received comments by Council Members and that led to the Council defeating the ordinance in a 6-2 vote.

Commissioner Thompson opined that the super majority vote for overriding Board action should be removed from the amending Ordinance and resubmit it to the Council. As elected officials responsible to the citizens, placing one more vote on them to exercise their obligations makes little sense. He also voiced concerns with the Mayor's Association Rules of Order, not knowing if the rules are workable, and not desiring to lock the Council into a set of rules. Others noted that the recommendation for that specific set of rules came from the League of Minnesota Cities attorney that reviewed the Willmar Charter. Following discussion Commissioner Thompson asked to make his memorandum of January 26, 2012, a part of the minutes.

Some Commission Members agreed that information regarding the Minnesota Mayor's Association Rules could be strengthened. Staff was directed to write a letter to the new League of Minnesota Cities attorney that reviews city charters, asking if it was still the LMC's recommended rules, how often are the rules updated, and how many city's councils are using them and to list some city's currently using the rules.

The discussion points noted that there may be other issues concerning the Council and that they really lacked total Council feedback on the issues, noting one dissenting vote was made by a Council Member without a single comment. Commissioner Thompson reiterated his position that the super majority vote makes the councils oversight tougher. Chairman Mueske asked if there was any appetite for reconsideration of the super majority vote and there were no other responses.

Commissioner Thompson moved to have his memorandum of January 26, 2012, sent to all members of the Council and to have the Council invited to the next scheduled Commission meeting for comments on the amended Charter. The motion died for a lack of a second. Commissioner Bonawitz moved that the

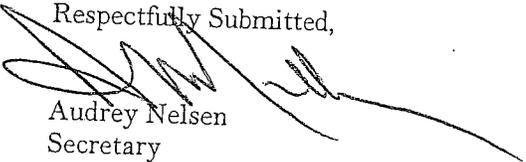
Thompson memorandum not be included in the minutes nor copies sent to Council Members. The motion died for a lack of a second.

Chairman Mueske requested clarification on the dissenting position of Commissioner Thompson, whether this position would be memorialized in the minutes or a copy of the memorandum attached to minutes, which was not his understanding. Discussion ensued regarding the prior position of not allowing individual written opinions or research facts to be a part of the minutes, only summaries.

The Commission set the next meeting at 1:00 p.m. on Tuesday, April 17, 2012, with an agenda item of extending an invite to the City Council Members.

Meeting was adjourned at 2:22 p.m.

Respectfully Submitted,



Audrey Nelsen
Secretary

MEETING MINUTES
Operations Board
Kandiyohi Area Transit

Tuesday, March 6, 2012 – 10:00 a.m.
KAT Office, Willmar, MN

Members Present: Michelle Prah, Kristi Maahs, Kevin Halliday, Terri Fehn, Chad Christianson, Bunne Frost-Johnston, Deb Buffington, Pam Meinert

Members Absent: LeAnne Freeman, Darrell Ruch

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

Ex-Officio Members
Absent: Bev Herfindahl

Guest(s): None

Introductions

No introductions were needed.

Approval of Agenda

Kevin Halliday made a motion to approve the agenda. Michelle Prah seconded the motion, which carried.

Approval of Minutes

Kevin Halliday made a motion to approve the minutes from January 24, 2011. Bunne Frost-Johnston seconded the motion, which carried.

Election of 2012 Officers

Nominations for the 2012 officers are Darrell Ruch for Chair Person; Chad Christianson for Vice Chair Person; Kevin Halliday for Secretary/Treasurer.

Kevin Halliday made a motion to approve the nominations for the 2012 Officers. Bunne Frost-Johnston seconded the motion, which carried.

Director's Update

Financials – Tiffany stated that the 2011 financials were not included, but that they had been finalized last Wednesday and reported to MnDOT. When the spreadsheet is completed it will be provided to Westburg & Eischens to begin the audit.

Ridership – Doug Sweeter reviewed the January ridership. The accumulative total of riders from KAT's inception has been added to the monthly ridership graph. Monthly ridership is down at 9,914 compared to 10,546 last year. The average daily ridership is 472.1. The ridership for the 5310 was 79 which is down from last year's total of 103. The JARC ridership was 346. Doug stated that ridership increases and then decreases. New riders go to Jennie-O and then they are done, maybe getting rides from other workers? Doug also said that snow days are not good for ridership due to schools canceling and Bethesda ADS not bringing their people in. The Saturday ridership is staying steady at 339. The Monday Evening ridership was 54 and has been averaging 12-14 passengers a night. The ridership for Sr. Transportation was 372. This program has been quiet and weather also affects this program.

Tiffany reported that she has been working with the African Development Center, Charly Leuze, and Kate Selseth to help the Somali elder population with getting to appointments. They have one person who does driving for them and he is kept very busy. Tiffany said that they have been working to get this person as a volunteer driver for this group and run through KAT's Senior Transportation Program. Tiffany has attended two meetings so far. KAT has a strict policy of having to be 60 years or older to use this program. One of the challenges is that most of the Somali population do not have a date of birth. They gauge years by rainy seasons. The Minnesota Board on Aging wants to relax this guideline for this population. Another challenge is the hours of service which for KAT is 8:00 a.m. to 5:00 p.m. which is earlier than when Mosque time is over at sundown. It was asked about being allowed to give a onetime donation, such as once a year or once a month. Bunne Frost-Johnston asked where the Somali elders are living. Tiffany responded that they are living in the apartments by the college, Somerset Apts. as well as other places. There were a group of 8-10 elders that attended this meeting. Since the driver does not speak English, scheduling rides would be a real challenge. There would need to be someone who can tell KAT who is riding. Tiffany explained that part of the Title III grant is to write outcomes that target the minority population here in Willmar.

Tiffany said that she would be meeting with Trish Appledorn from the Kandiyohi County Veteran's Administration on Thursday to discuss a possibility of a grant for a 1 stop connection under the Minnesota Help Line Services for veterans.

Committee Updates

Administration – Kevin Halliday reviewed the Administration Committee minutes from February 21, 2012. Tiffany reviewed the Cell Phone Update in which she tried to clarify vehicle in motion and in service. Wording was added to Personnel Policy Section 2.12 Disciplinary Offenses, EE and two other items were added as FF & GG. These items cover both personal and company cell phone usage.

Kevin Halliday made a motion to approve the amendment to EE and to add FF & GG of the Personnel Policy, Section 2.12 Disciplinary Offenses. Pam Meinert seconded the motion, which carried.

2.12 Disciplinary Offenses

An employee may be disciplined for, but not limited to, the following violations or incidents:

- A. Failure to observe safety regulations.
- B. Failure to report to work at the appointed time or place, or for departing prior to the designated time.
- C. Solicitation, distribution or display of unauthorized literature while on KAT time.
- D. Operating a personal business while on KAT time.
- E. Intimidation or coercion.
- F. Reporting to work impaired or incapacitated due to the use of alcohol or non-prescribed drugs or consumption or possession of alcohol or non-prescribed drugs on KAT time or property.
- G. Abuse or waste of KAT equipment, tools or material.
- H. Using abusive language or making false or malicious statements concerning any employee, KAT or its services.
- I. Horseplay, loafing or sleeping on the job.
- J. Unauthorized posting, removing or altering of bulletin board notices.
- K. Violation of KAT written or verbal policies and procedures.
- L. Unauthorized use or release of confidential, sensitive or privileged information.
- M. Intentional unavailability for or refusal to work overtime or response to emergency call outs.

- N. Abuse of sick leave or other paid leaves.
- O. Conduct unbecoming of a KAT employee.
- P. Insubordination.
- Q. Theft of public or private property.
- R. Misappropriation of public property.
- S. Sexual harrassment.
- T. Fighting on KAT time or property.
- U. Conviction of a felony.
- V. Intentional or negligent damage or destruction of public or private property.
- W. Fraud, falsification or deceit in the conduct of KAT business.
- X. Discrimination in the conduct of KAT business.
- Y. Incompetence or unsatisfactory performance.
- Z. Unauthorized possession or use of firearms or hazardous materials on KAT time or property.

- AA. Work disruption or stoppage, illegal strike or other forms of job action or withholding of services.

- BB. Acts or threats of physical violence directed towards KAT officials or employees.

- CC. Soliciting favors, gifts, services or bribes in the conduct of KAT business.
- DD. Willful violation of the Data Practices regulations.
- EE. Personal text messaging (**sending or receiving**) and/or personal cell phone internet usage while **vehicle is in motion and is in service** driving.

- FF. Using the Company Cell phone, AVL system, or personal mobile device while vehicle is in motion and is in service. Driver should be stopped and parked in a safe legal area prior to using any mobile device.**

GG. Use of personal mobile device while on KAT time.

Facility Discussion – Tiffany is going to meet with Larry Kleindl and do a walk around the property. MnDOT is suggesting sharing resources with Meeker County and Renville County to be more efficient. Tiffany will report back after meeting with Larry Kleindl.

2011 Decisionlens Ranking – Tiffany provided information that was handed out at the District meeting, in which Tom Godfried had explained the ranking system used for the 2012 application to award the 2012 funds. This system included a formula for ranking the transit systems Access which is the percentage of countywide needs met, Performance which is the cost per hour and passengers per hour. KAT's passengers per hour is higher in our area.

Dispatching Software – There probably will not be any funds available for dispatching software going to a one county system and KAT is urged to share and cooperate with other transit systems.

Expansion/System Resource Committee – Kristi Maahs reviewed the Expansion/System Resource Committee minutes from February 14, 2012. There are pros and cons for a separate bus for the WCI DT&H passengers. MnDOT cautioned to make sure that it's not a charter ride and to be very careful with the wording when moving ahead with this plan. New clothing items have been added to the Safety Rewards Program. One new item added is a gift card in the amount of \$36.00 which an employee who has been with KAT for 10 years can purchase once a year.

Kristi Maahs made a motion to approve the change to Section 6.2 Transit Driver Safety Rewards Program of the Operations Policy. Michelle Prahl seconded the motion, which carried.

SECTION 6 HEALTH AND SAFETY

6.2 Transit Driver Safety Rewards Program

Transit Driver Safety Rewards Program

Employees who work an average of 25+ hours a week will receive 36 points on a quarterly basis and employees who work an average of 24 hours or less per week will receive 18 points on a quarterly basis. Employees must work a minimum average of 8 hours per week and have worked a minimum of 7 weeks during the quarter to qualify. These points are to be used on KAT clothing or other agreed upon rewards for the employee only. Points will be based on hours worked and the number of incidents/accidents during the quarter. Points are equal to dollars towards purchases of KAT clothing, but are not interchangeable for actual cash. **After ten years of service, an employee may choose to use 36 Points, one time per year, to purchase a gift card.**

Tiffany reminded the committee members that after an employee's three month probation is over KAT purchases a jacket for them. This practice is not stated in the policies anywhere and that it needed to be put into policy form.

Bunne Frost-Johnston made a motion to approve Section 2.5 Probationary Period in the Personnel Policy. Pam Meinert seconded the motion, which carried.

SECTION 2 PERSONNEL POLICY AND PROCEEDURES

2.5 PROBATIONARY PERIOD

Upon satisfactorily meeting his/her probationary period, KAT will order and pay for a KAT coat for the individual.

The committee had reviewed changes to Section 12.3 Dispatch/Driver Communications of the Operations Policy which Tiffany had revised to include the new law regarding cell phone usage in the buses. It was questioned as to what is a safe location. Tiffany looked for a definition in the Motor Carrier Service for "in service" and couldn't find anything to use. Tiffany reported that she had purchased 3 Blue Tooth speakers and have used it so far in 1 bus. Using the Touch To Talk feature with the speaker, the driver cannot answer through the speaker, it needs to be used with a phone call.

Kevin Halliday made a motion to approve this policy and be sent to the League of Minnesota Cities for review. Bunne Frost-Johnston seconded the motion, which carried.

Dispatch/Driver Communication

Kandiyohi Area Transit uses an Automatic Vehicle Location (AVL) System to communicate between the dispatch center and each of the buses. All transit drivers carry a company cell phone for communications with dispatch and for emergency communication. In accordance with the Federal Motor Carrier Safety Administration(FMCSA), the federal agency that governs all commercial driving activities, KAT Transit drivers are to only use company cell phone for incoming/outgoing calls and incoming/outgoing touch to talk:

- **While using a hands free device**
- **While stopped during passengers stops**
- **After breaks, while parked.**
- **Or by pulling over to the side of the road and stopping in a safe location.**

Transit drivers will press the button on the AVL at the earliest moment as listed above to acknowledge communication via the AVL back to the dispatch center. ~~Transit drivers will use the AVL and company cell phone in a safe manner while driving.~~ All personal cell phones are to be turned off during in service transit duty. In-Service Transit Duty is anytime the employee is on duty enroute to, enroute from, and while transporting passengers.

Dispatchers:

Use the AVL for relaying messages. Use the touch to talk or AVL to request a touch to talk or phone call of the driver at their next stop when parked.

During the KAT Saturday Routes, passengers will be given a cell phone number to use to call the driver of the route **and a voicemail will direct the caller to leave a message**. The number will only be given out to individuals who are unsure of what time they will need a return ride, and who are not at a scheduled route stop. All transit scheduled routes will continue as scheduled; however, the caller will **be called back when necessary and stopped in a safe location and** given the next available pick up time by the driver.

Employees may use the company cell phone only to make personal calls which are necessary and which enhance the efficiency of the employee's time. Excessive calls or calls resulting in fees or roaming charges will be

reimbursed to KAT by the employee. Frequent or lengthy calls for personal reasons during work time are a violation of this policy.

12.4 Mobile Device Use Policy

This policy applies to all KAT drivers while operating a company vehicle. The purpose of this policy is to promote a safe work environment and increase public safety. The policy provides guidelines to employees for the use of personal mobile communication devices while operating a vehicle.

This policy applies to both incoming and outgoing communication via personal mobile devices. Personal Mobile devices are not to be turned on, while employee is in service as a KAT bus driver. Use of a personal mobile device while driving is restricted to the vehicle parked in a safe location and during employee breaks. Text messaging or internet usage while driving is prohibited. Failure to follow this policy may result in disciplinary action up to and including termination.

Doug Sweeter explained the addition of a Noon Round in the City Route. This round was added to help passengers during the noon hour when the City Route driver is on break. This Noon Round is being done by another bus that was already making stops at some of these bus stops. Between the 3rd Round and Noon Round the passengers are transferred at the Becker Bus Station.

Kristi Maahs made a motion to publish the Revised City Route with the Noon Round inserted in it. Kevin Halliday seconded the motion, which carried.

Michelle PrahI made the recommendation to publish the City Route with the new 4th Round inserted from 12:00-1:26. Kristi Maahs seconded the recommendation. Copy provided.

Tiffany explained to the board members that passengers in Spicer riding to Senior Dining are now using punch passes instead of the donation envelopes. They are using one punch (\$2.00) to go to and from the dining site. There was a recommendation to add the \$2.00 round trip fare to New London and Spicer Senior Dining sites to the 2012 fare structure.

Kevin Halliday made a motion to add the \$2.00 round trip fare to New London and Spicer Senior Dining sites to the 2012 fare structure. Deb Buffington seconded the motion, which carried.

LeAnne Freeman made a recommendation to add the \$2.00 round trip fare to New London and Spicer Senior Dining sites to the 2012 fare structure. Michelle PrahI seconded the recommendation.

Other Updates

There was a discussion about researching an attorney firm or consulting firm who specializes in transit systems. It was directed that staff research and report back to the board.

Meeting Set Up/Dates

The meetings for March are as follows:

Operations Board – March 27, 2012

Exp/Systems Committee – March 13, 2012

Administration Committee – March 20, 2012

Joint Powers Board – March 9, 2012

Adjourn Meeting

Deb Buffington made a motion to adjourn the meeting. Michelle PrahI seconded the motion, which carried.

Submitted by,

Darla Kimpling
Office Coordinator

Willmar Lakes Area CVB Board Meeting
EBO Room of the Chamber/CVB
Tuesday, March 20, 2012 @ 12:00 Noon

Members Present: Kevin Halliday, Ron Erpelding, Asim Siddiqui, David Feist, Kevin Madsen, Denny Baker, Janet Demuth, David Pederson, Ron Fake, Ken Warner, Sue Steinert, Dean Shuck, and Jim Butterfield

Members Absent: Todd Paffrath, Ron Christianson, Shawna Adams, and Cecil Meyer

Staff Present: Beth Fischer and Amber Schueler

- I. **Call to Order:** Feist called the meeting to order at 12:12 pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the February 21, 2012 Meeting:** It was MSC (M/Warner; S/Siddiqui) to approve the minutes from the February 21, 2012 meeting.
- III. **Financial Report:** Halliday reported the budget is very stable. He reported lodging tax was up about 11% in 2011. He added January lodging tax was up compared to 2011. It was MSC (M/Erpelding; S/Demuth) to approve the financial report as presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** No new business to report.
 - b. **Special Events Committee:** No new business to report.
 - c. **Meetings & Conventions Committee:** Fischer stated committee members have been busy visiting with churches in the area. They have been gathering information about youth events, synod gatherings, women's retreats, etc. The committee has decided to create a mailer featuring the opportunities for holding these events in the Willmar Lakes Area, and send to churches. The committee learned there is a Women's Retreat that will be in Willmar next year. The committee also talked about the Robotics Competition. The NL-S area will be the first Minnesota Hub for the Bison Best Competition. The kick-off will be one of the first 3 weekends in September and then 6 weeks later will be the competition. They will need funding for this event. Fischer also reported the CVB has been working with Ridgewater College and MinnWest Technology Campus on sharing what we can do to assist them with their events. Fischer and Becker visited with MinnWest Technology Campus and met with several business owners. Fischer provided information that was shared with the Ridgewater Dean's Council. Fischer reported MN 4-H had a conference here in February and they were extremely satisfied with the services provided by the CVB and the Willmar Holiday Inn and Conference Center.
 - d. **Electronic Marketing Committee:** Fischer stated she met with Design Midwest and reviewed various components for our website. We will be trying some new ideas to enhance Search Engine Optimization and will be working on keywords and different tags for the website. We are currently working on the artist's page. Fischer also stated they are working on a blog. There will also be different sorting options on the "Attractions"

page which will allow a user to search by the community or in alphabetical order by attraction.

- e. **Visitor Guide Committee:** Steinert reported the committee has been very busy distributing guides. Over 9,000 guides have been distributed at this time. RFP's have also been sent out for next year's guide. They are working with a local photography club as well to get pictures. If anyone has any great recreational photos, please drop them off on a disc with Fischer. Halliday asked how these guides are distributed. Fischer stated they are sent to Tourist Information Centers and Affiliate Locations throughout the State of Minnesota and displayed on tourism racks at different locations throughout the County. They are also on display at two different locations in the Mall of America.
- f. **Leisure Travel Committee:** Pederson stated the group met at the Sibley State Park for their last meeting. Approximately 275,000 people visit Sibley State Park each year. The committee discussed different ways that they can get Sibley State Park visitors out into area businesses and attractions. He noted Gary Bullemer and Dick Clayton, from Sibley State Park, both agreed connecting local businesses to the park was important. They would also like to see the Glacial Lakes Trail connection completed. The connection would connect New London to Sibley State Park. The committee attended the Omaha and Sioux Falls Sport Show, and will be going to the Northwest Sport Show at the end of March. The committee has agreed to move forward with replacing the Country Stop Sign. The Country Stop and the Little Crow Ski Team want to be involved in this project. They are reprinting the trail map with some local advertising as well. The committee is currently working on ideas for tourism week. There is a sub-committee working on the passport. There are several businesses interested in participating in it this year. There is also a sub-committee for the Glacial Ridge Bus Tour. They are treating it as a FAM Tour and trying to get a Thursday activity planned so we can get people to come out and stay overnight and take the tour on Friday. Pederson added biking in Minnesota generates more revenue than snowmobiling and hunting combined. Pederson asked how do we get people off the bike trail and into New London, Spicer and Willmar. He noted business should consider bike racks to encourage cyclists to stop.
- g. **Executive Committee:** No new business to report.

V. **Affiliated Partnership Updates/Reports**

- a. **Community Marketing Coalition:** No new business to report.

VI. **Executive Director Report:** Fischer highlighted a variety of upcoming events taking place in the Willmar Lakes Area. Several advertisements have been done, including submissions to MN Bike/Hike Guide, MN Meetings & Events Powerbox ad, pictures to Midwest Vacation Guide, and media sheets for all Legacy Destination Weekend activities to Explore Minnesota Tourism. Ad space was contracted in the MNMO Travel Club Great Escapes e-newsletter. We will be in the June, July and August issues. Fischer stated she assisted with several events, including changing the year of the Willmar Convention to 2014 instead of 2013 for the MN Fire Chief's, and worked with the MN Orchestra Steering committee on booking the facility for the Joint Service Club & Guest luncheon. The CVB assisted MAGA with several details for their March Gymnastics competition. Fischer visited with several people, including the Animal Science Conference & Venture Forum meeting organizer to discuss ways the CVB can assist them with their September Conference at MinnWest Technology Campus, a representative for the Glacial Lakes Championship Running Series to discuss this year's events, the 2012 Guitar Challenge organizer to discuss marketing opportunities and ways the CVB can assist in the promotion/sponsorship of

the event, and visited with Sonshine marketing representatives on several occasions to discuss marketing opportunities and coordination of efforts to market Sonshine 2012. Fischer was asked to join the Spicer Commercial Club Board of Directors. She has attended her first board meeting, and has been attending all the Winterfest meetings and wrap-up meetings. A complete copy of the Executive Director's Report is available upon request.

VII. Other Business:

- a. **Chamber/CVB Annual Meeting:** Feist reminded the board the annual meeting is on March 30. The RSVP deadline is this Friday.
- b. **Word Around the Community:**

Pederson- stated April 21st in the Earth Day Event from 8 am – 1 pm. There will be a puppet show again this year. They will be a dedication event for the Bernicks Outdoor Classroom. A date for this event hasn't been set yet. There will also be Clay Sporting League set up. If you are interested in signing up, please let Pederson know.

Halliday- stated the City of Willmar has not chosen a new City Attorney. The new City Administrator is requesting the 2013 budget be submitted by April 19th.

Erpelding- stated the bird migration is early this year. All kinds of birds are really coming in.

Adams- stated Spicer has progressed with the demolition of the elevators. The Blue Sky Restaurant has closed but the new owners will be opening a new custom order steak restaurant. There is a new business in Spicer where a gentleman will build feeders for food plots. He is looking to add a full time seasonal employee. The shop is by Heritage Bank near the engineering plant.

Butterfield- stated the Save Our Tails event was a huge success. They raised more money than they have in the past. If you would like to purchase raffle tickets, please contact Dave Pederson.

Madsen- stated they are well into their dry floor season. They had the Ag Show and the Home Show. The camping show is this weekend. They had an exciting finish to their season with the "Wedding on Ice". The Novice Bonspiel was able to include their adaptive curlers into their bonspiel. This is a first for this event and one of the only clubs in the state. They are working with the US Curling team to include an adaptive curling event. He feels they could land an event with it. They are lobbying for the 2014 Junior Curling National event.

Baker- stated the beautification committee has a great group of gals that like to take care of the city and they have raised a lot of funds for the beautification of the city. They are releasing the requirements for street fix ups.

Demuth- stated they are getting ready for the summer season.

Feist- stated they are trying to interpret the new ADA requirements. He is hoping the Sensor trial gets moved to Kandiyohi County.

VIII. Adjournment: Feist adjourned the meeting at 12:47 pm.

Respectfully Submitted by,

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

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
SPECIAL MEETING
April 3, 2012

Members Present: Shirley Loshe, Cathy Johnson, Earl Knutson, Loren Luschen, Jim Dokken, Lori Park-Smith and LeAnne Freeman

The meeting was called to order at 11:00am by Chairperson Cathy Johnson

1. **Strategic Planning Process Update:** LeAnne Freeman reported on the progress of the strategic planning 2012-2014 and would like to get it approved so it can be forward on to the City Council May meeting. Each representative was to have reviewed the document prior to the meeting with changes. Earl Knutson made a motion to make the language changes to the document and forward it on to the City Council, Loren Luschen seconded the motion. Motion passed.

2. **Maintenance Update:** Loren Luschen reported on the March usage of the Center. There were 106 rentals with 1 weekend rental. The Finance & Maintenance committee looked through the Maintenance Plan for the Center and went through the contract from Service Master to find what the maintenance plan does not cover. The committee then put hours to what was not being covered. There is approximately 107 hours a month of work not covered by the Service Masters contract at the Center.

LeAnne reported that she will be hiring a second building monitor that will work weekday evenings and weekend rentals, and part of their jobs will be getting some of those tasks done. During the summer we are also hoping to hire a part-time student to help with set-up, office work and answering the phones during the day. The program committee has decided not to have has many summer programs to save the budget for cleaning and keeping the building presentable for the rentals.

3. **Annual WCAC/DOAC Report:** LeAnne gave her 2011 annual presentation to the Center Council on her main job responsibilities; Community & Activity Center, Dorothy Olson Aquatic Center and Special Events.

4. **Committee Update:**
 - Finance & Maintenance – Tuesday, April 17 at 1:30pm
 - Marketing & PR – Date and time to be decided
 - Program – Monday, May 14 at 2:30pm
 - Volunteer – Tuesday, May 1 at 1pm

5. **Miscellaneous:**

- a. Life Connections – Friday, April 20 at the Civic Center
- b. Next meeting date – Tuesday, May 1 at 11am (May Day)

As there was no further business, the meeting adjourned at 12:01pm

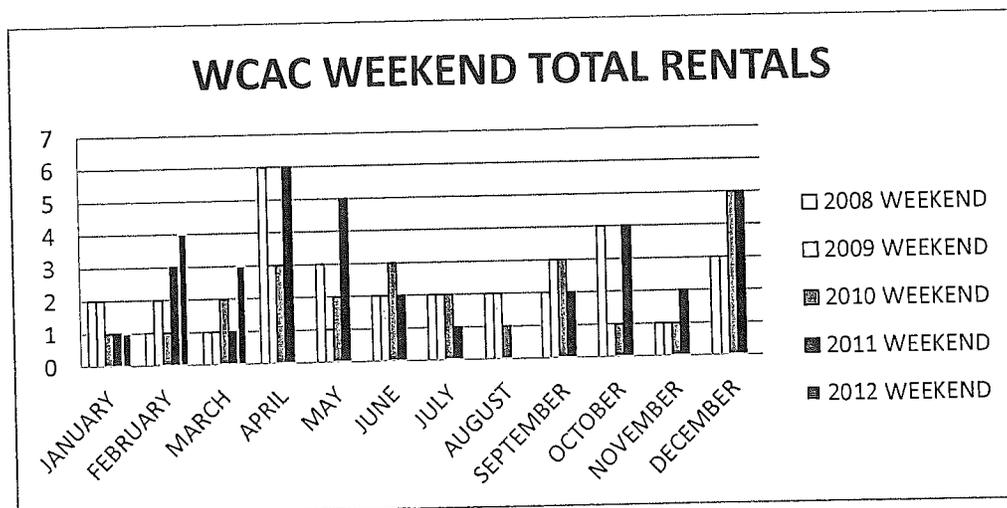
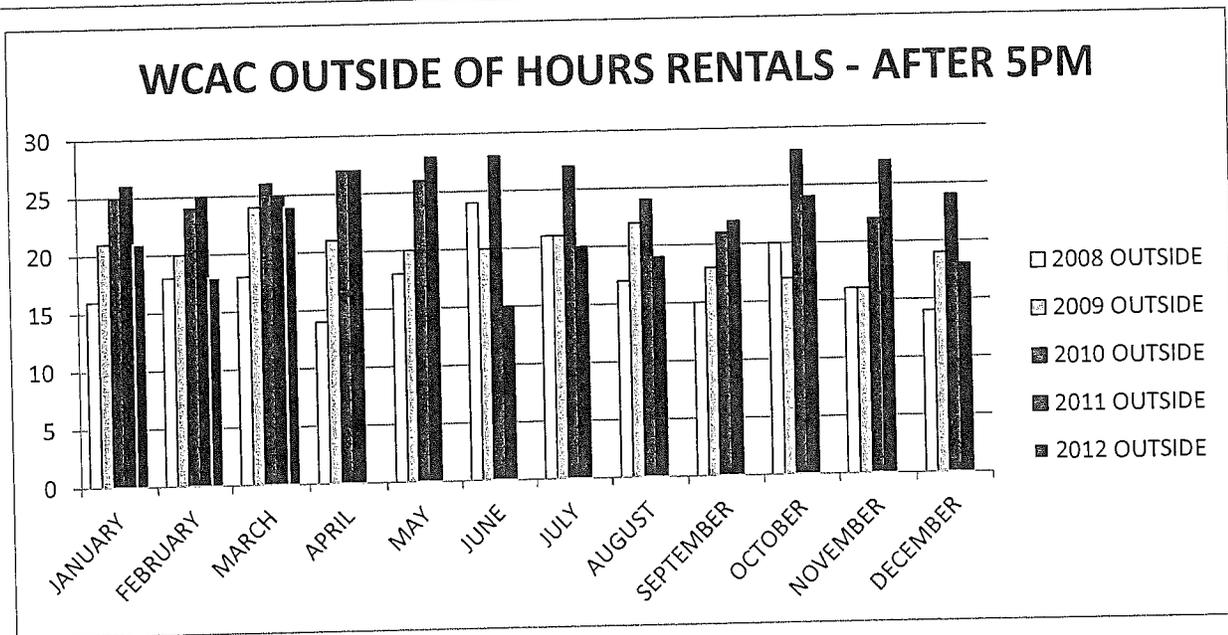
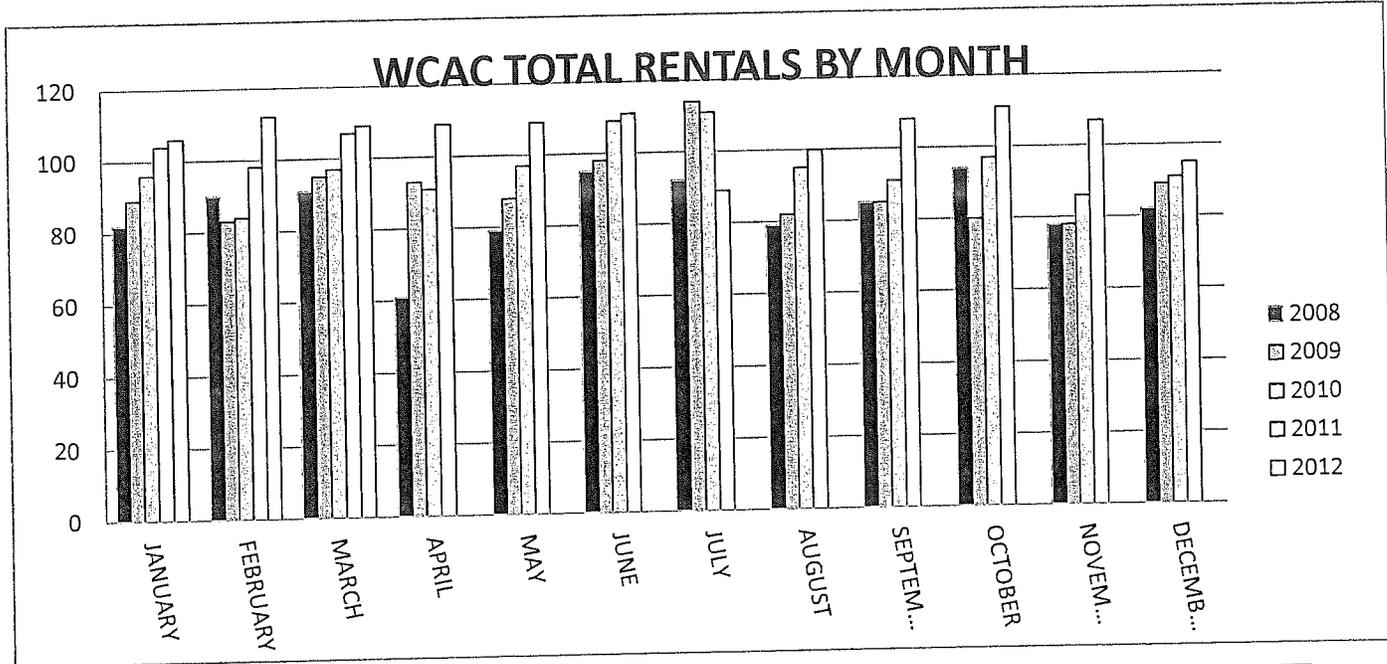
Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "LeAnne Freeman".

LeAnne Freeman, Recreation Supervisor/Center Coordinator

WILLMAR COMMUNITY & ACTIVITY CENTER

February & March 2012 Usage



WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
REGULAR MEETING
May 1, 2012

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

The meeting was called to order at 11:00 am by Chairperson Cathy Johnson.

1. **Maintenance Update:** Loren Luschen reported on the April usage of the Center. There were 91 rentals with 6 weekend rentals. Loren also reported that the committee is putting together a daily cleaning check list for the Service Master employee to make sure the cleaning is getting done. With the cleaning person coming in at night and noticing some of the cleaning not taking place, the committee felt this would help track what is being done. LeAnne would then check each morning to make sure cleaning tasks done.

LeAnne Freeman reported that she has hired two (2) building monitors that will be working weekends and weekday evenings for rentals. LeAnne is working a task list for these building monitors do while they are at the Center. The tasks will consist of the maintenance tasks that are not covered by Service Masters contract. LeAnne will have to cover some of the tasks during the day time hours of the Center.

The building and maintenance committee is also looking at moving the pool table from the present location to the lower area in the Bremer room. This will help with keeping the tables leveled as they will be on a solid floor. LeAnne is working into having the tables recovered, many of the pool players are willing to contribute to the cost of recovering plus they know someone who could come in and do it for a cost savings. The committee will continue to discuss this at their May committee meeting.

LeAnne reported that the Boys Scouts Troop #624 from Calvary Church came out to the High Garden and cleaned all the garbage out of the garden. They was some bad compost that was deposited in the garden, the Boy Scouts came and pulled stones and garbage, LeAnne treated the scouts to dilly bars as a thank you for their hard work. Chipping the garden will take place Saturday, May 5 at 8am, the gardeners will be volunteering their time, and once this is done the gardeners can start planting in their plots. At this time there is about seven (7) plots left to sell.

2. **Life Connections Update:**

Earl Knutson and Carol Laumer reported on a survey that was done at Life Connections. Eighty-one (81) surveys were turned in for a chance to win one of the two door prizes donated by Stacey's Nursery and Deidra's Coffee Shop. The survey was a goal set by the strategic planning process and was a interest survey to gather information and to give out information such as "did you know you could rent the center." The marketing and PR committee will be reviewing the survey results and reporting back to the WCAC at a future meeting.

LeAnne mentioned that one of the questions asked if anyone would be willing to participate in a focus group to get a better understanding on the boomers and image of

the seniors. There were eleven (11) responses to participate. The committee will also evaluate if Life Connections is worth what the Center is paying to have a booth. The cost continues to increase and there appears to be less vendors and seniors participating.

3. Committee Dates:

Finance & Building – The next meeting of the Finance & Building committee will be Tuesday, May 15 at 1:00pm.

Marketing & P.R. – The next meeting of the Marketing and P.R. will be Tuesday, May 15 at 3:00pm at Rice Home Medical.

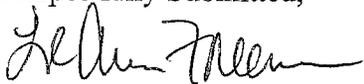
Program – The next meeting of the Program committee will be Monday, May 14 at 2:30pm.

4. Miscellaneous:

- a. The Strategic Plan for the WCAC will go to City Council Meeting Monday, May 7
- b. Next Meeting: Scheduled for Tuesday, June 5 will be canceled. LeAnne has pool staff training that day, so there will be no meeting and committee reports will be mailed out to the members.
- c. Mayor's Prayer Breakfast: Thursday May 3.
- d. Drivers Improvement Classes held at Swensen Motors are being moved to the Center at this time.
- e. Minnesota Orchestra will perform May 25 & 26, tickets on sale at WCER.

As there was no further business, the meeting adjourned at 11:50pm

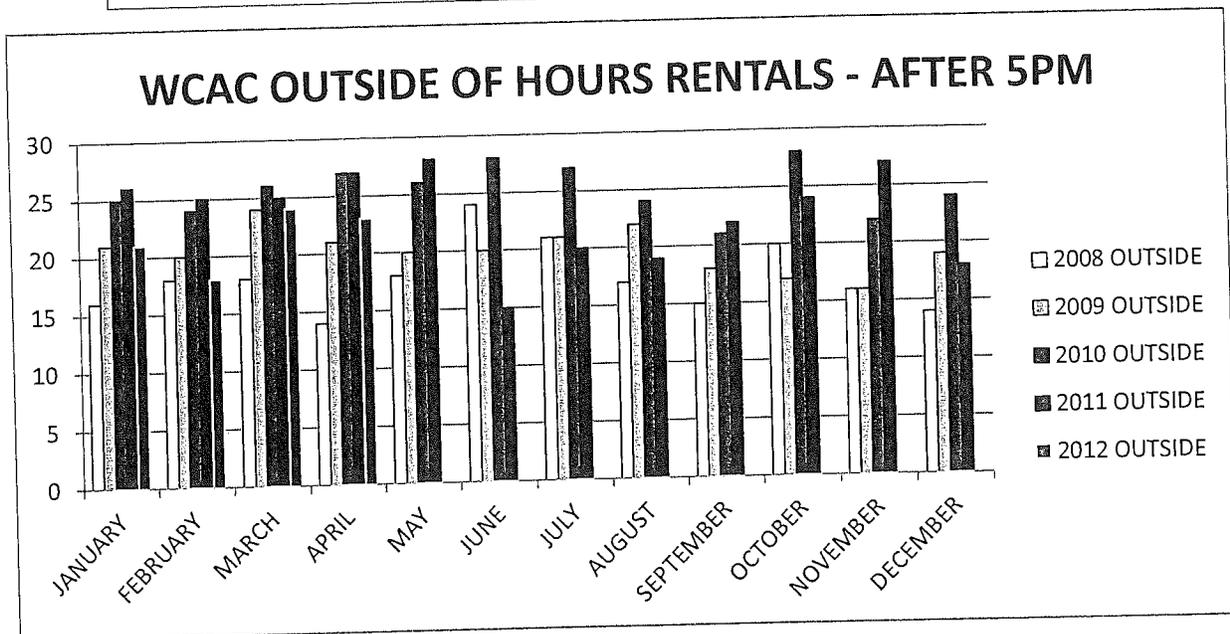
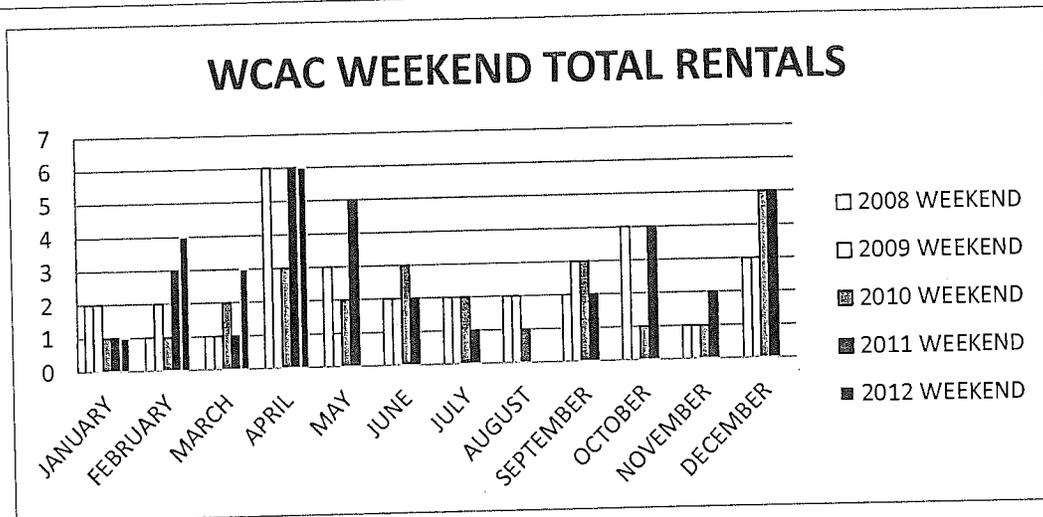
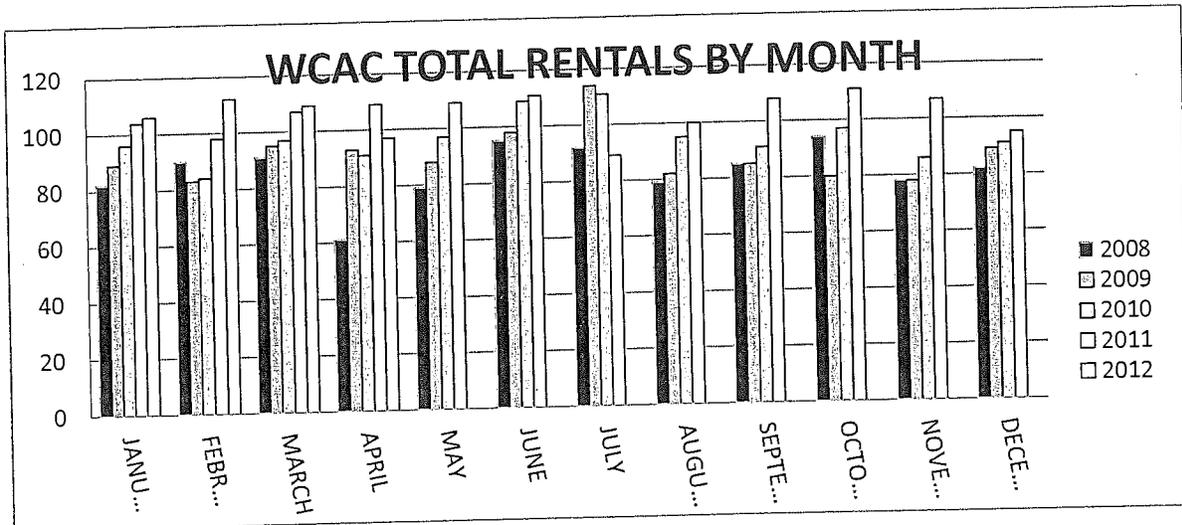
Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

WILLMAR COMMUNITY & ACTIVITY CENTER

APRIL 2012 USAGE



Willmar Community & Activity Center



Building for Generations

Strategic Long-Range Plan

JANUARY 2012-DECEMBER 2014

Mission Statement

Willmar Community & Activity Center is a multi-faceted facility that provides social, educational and recreational services to enhance the quality of life for the community with a special focus of residents 50 years and over.

Our Priorities over the next 3 years:

1. Maintenance and Finance – Person (Timely)
2. Marketing & PR – Image & Perception
3. Programs – Collaborations, Intergenerational, Health & Wellness, Recreation & Education.

History and Planning Process

The Willmar Community & Activity Center Strategic Planning process was commissioned by the WCAC Council to provide leadership in the 50+ population.

Members of the strategic planning were from the WCAC Council, Program, Maintenance & Finance, volunteer and Marketing & PR Committees. Members include: Cathy Johnson (Chair), Earl Knutson, Shirley Lohse, Loren Luschen, Shirley Hulst, Lori Park-Smith, Anne Miller, Jim Collier, LeAnne Freeman (staff). Responsibilities include:

1. Develop WCAC measurable indicators of success.
2. Oversee the Strategic Planning Process in collaboration with The City of Willmar.
3. Provide a written, final strategic plan to the City Council for approval.
4. Develop and submit to the WCAC Council procedures for connecting the strategic plan to the annual work plans of WCAC committees.
5. Committees annually evaluate the objectives set by the strategic planning process and report on the same to the WCAC Council.

Goals and Objectives

The following goals and objectives were developed by the Willmar Community & Activity Center Council after several discussion and meetings. The goals and objectives listed below were largely based on the strategic planning session which the WCAC Council participated in September 2011.

Below is listed the goals and objectives of each committee, starting with the top three (3) priorities.

Maintenance and Finance

Goal #1 Continue to be an integral part of the Willmar Community & Activity Center Budget and Capital Improvement Process.

Objectives:

- Work with City Staff annually on the development of the WCAC budget and five (5) year capital improvement plan.
- Provide updates quarterly on status of the budget to the City Staff.
- Monitor revenue and expenses of the WCAC

Process:

- Walk through inspection of WCAC in June or July to address items needing repair and/or updates that need to be included in the next year's budget.
- WCAC Coordinator will provide quarterly information on the needs of the facility to City Staff.
- Building and Finance Committee will monitor maintenance, revenue and expenditures on a monthly basis.

Measurement:

- Timeliness of repairs of the building and getting the budgets done in a timely manner.
- Work with the Public Works Director and Custodial staff on projects that need to be done.
- Provide financial information (tracking system) to the building and finance committee on expenditures of the facility.

Goal #2 Maintain the facility/infrastructure of the Willmar Community & Activity Center.

Objectives:

- Budget for daily maintenance & cleaning of WCAC
- Update the maintenance plan as needed.
- Develop a survey to be completed by both short and long term users/renters of WCAC.

Process:

- The building and finance committee will review the maintenance plan quarterly for any changes that need to take place.
- Survey the short and long term users/renters of WCAC. Compile results quarterly and provide results to the WCAC Council.
- Monthly tracking of cleaning & maintenance budget.

Measurement:

- Review the maintenance handbook for changes and convey to the custodial staff.
- Analyze surveys from renters and provide information to the WCAC Council.
- Develop a monthly tracking record of cleaning and maintenance supplies for the WCAC.

Goal #3 Timely Cleanliness of the facility and Grounds of the Willmar Community & Activity Center.

Objectives:

- Monitor cleaning and assess the quality of daily maintenance and identify those issues that may need to be addressed.

- Develop a survey for the WCAC volunteers to get their input on what items are needed to improve the Center's daily operation.

Process:

- Building and Finance committee will assess the quality of daily cleaning and identify those issues that need to be addressed by staff on a quarterly schedule.
- Design a survey for WCAC volunteers to get their input on the facility and build that information into the maintenance plan.

Measurement:

- Analyze surveys to enhance operation of the WCAC
- The building and finance committee will develop an evaluation record for the vendors and custodial staff on the timeliness of the building cleaning.

Goal #4 Work with City Officials to provide a part of the input regarding maintenance & finance of the Willmar Community & Activity Center.

Objectives:

- Meet annually with Public Works Director during the budget process.
- Meet on site with Public Works Director to develop 5 year Capital Improvements budget.
- Annual inspection of the WCAC to address items needing repairs and/or updates.

Process:

- Invite Public Works Director to the building and finance committee meetings to discuss facility needs & issues on a regular basis.
- Keep a log book of annual inspections of the building and make it accessible to all custodial staff

- Building and Finance Committee to meet monthly or as needed to review monthly budgets reports and provide guidance/input to staff.

Measurement:

- Collaborate with the Public Works Director on scheduling tour(s) of the Center.
- Instruct vendors and custodial staff on tracking repairs and annual inspections.

Marketing & PR

Goal #1 Create marketing materials in conjunction with all WCAC committees.

Objectives:

- Review current materials from all WCAC committee and update the information.
- Develop a marketing plan that includes information from all the WCAC committees.

Process:

- Meet with other committees and develop an event calendar for the WCAC 2012.
- Work with each of the committees on marketing needs and develop a marketing plan for the WCAC.

Measurement:

- Develop a standard marketing plan that can be used by all committees.
- Develop an event calendar to help track the marketing of the WCAC, programs and expenditures.

Goal #2 Research & Develop; what defines a senior.

Objectives:

- Create small focus groups that will meet and discuss the definition of the new senior.
- Analyze data and present the new image of seniors to the WCAC Council.
- Work with the volunteer committee to identify the focus groups and who should be involved.
- Recommend and implement to the general public the WCAC definition of the a senior.

Process

- Develop format for focus groups.
- Committees will research a facilitator and help draft questions to use for the focus groups.
- Involve baby boomers (50+) for focus groups about their perception of being called a senior.
- Bring results from focus group to the WCAC Council.

Measurements:

- Market the "new" image of a senior.
- Work with peers and educators on what is todays senior.

Goal #3 Promote the value of the WCAC to the Community.

Objectives:

- Develop a survey for current users of the WCAC to get their input on the value of the Center and what they would like to see at the Center.

- Develop a city-wide survey to ask “new” and future seniors wants, needs and ideas.

Process:

- Create a Survey for Life Connections.
- Create a Survey for Long term and short term renters about the values of the WCAC.
- Collect and Analyze information gathered from focus groups and put together a city-wide survey on ideas for those “new” seniors.
- Evaluation of renters and program participants.

Measurements:

- Analyze information for promotional materials regarding the Center and its value to the community.

Goal #4 Increase visibility of WCAC in the Community.

Objectives:

- Research and identify the benefits of a WCAC web site.
- Work to increase visibility of programs at the Center and in the community.
- Solicit information from neighboring communities on “what works best” methods for increasing WCAC visibility in their communities.

Process:

- Work on web site content; research & identify value of separate website.
- Research and survey what other communities are doing to promote their facilities and present to WCAC Council.

Measurements:

- Increase usage of the WCAC.

Programs

Goal #1 Explore the options of involving Ridgewater College and Willmar School District with 50+ programming.

Objectives:

- Pursue having instructors from Ridgewater College and Willmar School District teach a "knowledge University" (KU) class each month.
- Develop youth service opportunities for both Ridgewater College and Willmar School District students to help with drop-in programs and computer classes.
- Develop programs that support young and older residents – and all age groups in between.

Process:

- Contact Ridgewater College and Willmar School District quarterly to discuss instructors presenting KU Class at the Center
- Contact & work with the youth service classes on providing students for drop in opportunities at the Center.
- Research and develop new programs for the community.

Measurements:

- How many instructors participate in the KU Classes.
- Track how many students/youth participate at the Center to volunteer their service.
- Look at trends across the country and develop classes that the community is looking for.
- Number of participants using the Center for drop-in opportunities and programs.

Goal #2 Continue to enhance the WCAC Health and Wellness Opportunities.

Objectives:

- Work with local medical institutes to provide health and wellness opportunities at the WCAC.
- Pursue instructors from the community to teach 50+ exercise programs.
- Work with other fitness centers to collaborate & provide a location to offer wellness speaker opportunities.

Process:

- Contact Rice Memorial Hospital, APMC, Family Practice and Nursing Homes to participate in seminars at the Center.
- Reach out to the community to find instructors to teach exercises classes for the Center; classes such as yoga, Tai Chi & Sit, Stand and Stay fit and Balance.
- Meet quarterly with other fitness centers managers to present the idea of using the Center for wellness seminars for the community.

Measurements:

- Meet quarterly with medical institutes to collaborate on Wellness Opportunities for the Center
- Meet media, personal contacts and other opportunities to find wellness instructors.
- Record how many wellness classes are offered and the number of participants involved monthly.

Goal #3 Continue to collaborate and involve the WCAC in the community.

Objectives:

- Define what/who the WCAC should be collaborating with and how much involvement.
- Explore how much community involvement the WCAC should pursue throughout the year.
- Research the idea of an "ambassador program" that would involve community members from the diverse Willmar area.

Process:

- Track how many events the WCAC is involved throughout the year.
- How are we going to define what an "Ambassador Program" is and how it will be implemented?

Measurements:

- Track and determine which events the WCAC program committee determines are beneficial to the Center. Report to the WCAC Council it's results by January 31, 2013
- Implement an "Ambassador Program" by summer 2013.

Goal #4 Explore the many special events sponsored or co-sponsored by the WCAC.

Objectives:

- Research the idea of being involved with events and agencies that hold their events at Robbins Island.
- Work with the volunteer committee to solicit volunteers to help with events sponsored by the WCAC.
- Define what constitutes a special event for the WCAC.
- Develop a special event/fundraising plan for the WCAC.

Process:

- Reach out to all the groups that are holding events at Robbins Island to determine if the Center should hold a corresponding event.
- Develop a plan(s) to recruit volunteers just for special events.
- Program will work on a plan to determine how many special events the WCAC should host a year.
- Research fundraising opportunities that would be a fit for the Center.

Measurements:

- Determine which events would be good events to combine with the Center's mission and present to the WCAC Council.
- Present a plan to the WCAC Council on the number of special events that the Center will sponsor by Summer 2013.
- Implement two (2) fundraising events for the Center for 2013 & 2014. Fundraising for the improvement of the Community Garden and to upgrade the equipment in the woodshop.

Volunteer

Goal #1 Recruit volunteers to be committed to the mission of the WCAC.

Objectives:

- Encourage volunteerism by going into the community and promoting the facility and the programs.
- Develop a recruitment and management plan with the support of the marketing committee that will include promoting the building and volunteer opportunities.
- Seek partners that can provide volunteers to meet the needs of the facility and programs.

- Commitment to support and encourage volunteer involvement.

Process:

- Recruit and train volunteers to go out into the community to promote the Center and programs.
- Reach out to business and agencies regarding volunteering or supporting their time at the Center.
- Continue to be a support to other agencies that are looking for volunteers.

Measurements:

- Track monthly how many volunteers are out in the community promoting the Center and its programs.
- Give quarterly presentations to businesses and agencies on the Center and its volunteer opportunities.
- Continue to sponsor a fall volunteer fair for the community.

Goal #2 Provide continuous training for all volunteers at the WCAC.

Objectives:

- Develop an orientation program for all new volunteers.
- Solicit past/present volunteers to mentor new volunteers.
- Develop a quarterly continuing education training session for all volunteers to attend and to participate in.

Process:

- Schedule a regular monthly training orientation using mentor volunteers that will work with a new volunteer during their first three months volunteering.
- Research new trends for training sessions on volunteers.

Measurements:

- By the number of volunteers being trained.
- Work with the Minnesota Association for Volunteer Administration and other agencies working with volunteers for new trends.

Goal #3 Develop a plan to supervise volunteers.**Objectives:**

- Seek an individual to oversee the volunteers; such as a designated volunteer coordinator.
- Communicate with volunteers regularly.
- Evaluation of volunteers.

Process:

- Recruit volunteer(s) to take the lead as a volunteer Coordinator to the Center.
- Frequently visiting with the volunteers before, during or after their shifts for input.
- Develop an evaluation form to evaluate volunteers and an volunteer evaluation form for the volunteers to evaluate the WCAC and staff.

Measurements:

- Recruit and train an individual(s) within the first six (6) months of the year.
- Retention of volunteers and reporting volunteer information to the WCAC Council.
- Evaluations will take place annually.

Goal #4 Provide a continuing volunteer recognition plan for all volunteers at the WCAC.

Objectives:

- Recognize Volunteer efforts throughout the year.
 - Annual awards & events
 - Wall of Volunteers – “Volunteer of the month”
 - Media coverage
 - Gifts – WCAC Logo item
 - National Volunteers week events
 - Special Celebrations

Process:

- Develop a yearly volunteer recognition plan.

Measurements:

- Participation in recognizing the volunteers at events

WCAC Council

Goal #1 Review communication goals with WCAC stakeholders (City of Willmar)

Objectives:

- Work with the City of Willmar to make sure the WCAC strategic plan matches with the City's strategic plan.
- Upper management communications with the WCAC staff to keep WCAC updated on City information pertaining to the WCAC.

Process:

- Develop a working relationship between the Mayor, City Council, City Administrator & Department Heads and staff at the WCAC, so that all parties are on the same page with regard to the WCAC & City's strategic plan.
- Develop a plan that will keep communications & involvement open between Upper management & WCAC staff

Measurements:

- Work with the City Council representative on the WCAC Council to be a liaison or voice for the WCAC Council and City Council on important issues relating to the strategic plans.
- Invite upper management of the City to WCAC Council meeting or committee meeting quarterly.

Goal #2 Improve the organizational structure of the WCAC with the City of Willmar

Objectives:

- Develop an organizational structure of the WCAC in conjunction with the City of Willmar's organizational structure.
- Work with the City of Willmar on the importance of the WCAC to the citizens of the Willmar and surrounding communities.

Process:

- Research a flow chart for the purpose of better communications between the officials and the WCAC staff.
- Develop a report form that the council representative could present to the Council on the importance of the WCAC

Measurements:

- Develop a flow chart that is presented to the WCAC Council and City Council by December 2012.

Goal #3 Continue to be committed to the mission of WCAC.

Objectives:

- Review the mission statement of the WCAC and the City of Willmar to make sure the mission is being followed.
- Update the mission statement as needed.

Process:

- The Program and Marketing committees will review the mission statement quarterly.
- The mission statement will be updated with the needs of the community yearly.

Measurements:

- Committees will track programs and facility usage quarterly and report back to the WCAC Council.
- The WCAC council will review and re-write the mission statement as needed

Goal #4 Develop a building usage plan for the WCAC.

Objectives:

- Track usage of the WCAC from long & short term renters, program participants and drop-in opportunities.

Process:

- Develop a form to track the number of people entering the Center.

- Develop a space storage plan for the Center and it's long term renters.

Measurements:

- Report monthly to the maintenance and finance committee the numbers of people coming into the Center.
- The Building and Finance committee will work with the long term renters on their need of storage and then present a plan to the WCAC Council by October 2012 with a space storage plan.

Goal #5 Explore how we can get the Senior Club on board with the WCAC strategic plan.

Objectives:

- Work with the Senior Club Board on a vision that would blend with the plan of the WCAC Strategic Plan.
- Continue to work with the Senior Club to partner with the WCAC on programs and projects.
- Advocate to the senior club and other long term groups the importance of the WCAC.

Process:

- Meet monthly with the Senior Club Board regarding the needs of the Center.
- Involve the Senior Club Board with the program committee to help support, promote and encourage club membership in the Center programs and projects.
- Establish open communications with all long term groups on the image and importance of the Center to the community.

Measurements:

- Involve the Senior Club Board in the committees of the Center throughout the year (2012). Report level of collaboration to WCAC Council for review.
- Meet with all long term groups quarterly to discuss any concerns of both the renters and the Center. This information will be given to the Maintenance and Finance Committee for review.

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 18, 2012**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, April 18, 2012, at 5:10 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, John Lambing, and Don Cole.

** Members Absent: Sandy Gardner, Dan Reigstad, and Steve NedreLOW.

** Others Present: Megan Sauer- Planner/Airport Manager, Jared Voge- Bolton and Menk, and Jim Dokken- City Council Liaison.

2. MINUTES: The minutes of the November 16, 2011 meeting were approved as presented.

3. RE-ORGANZIATION: Mr. Albers made a motion, seconded by Mr. Lambing to nominate Pat Curry as Airport Commission Chair.

The motion carried.

Mr. Albers made a motion, seconded by Mr. Cole, to nominate John Lambing as Airport Commission Vice Chair.

The motion carried.

4. AIRPORT MARKETING: The Airport Commission talked about marketing of the Airport that it's something the Mayor and City Council know is an asset and needs to be made more visible in the community. Mr. Curry talked about help of the EDC and Bolton and Menk on pamphlets. Staff suggested each Commission member go to an area airport prior to the next meeting to see what marketing techniques they use and perhaps doing something similar in Willmar. The Airport Commission will be prepared to brainstorm at the next meeting.

5. AIRPORT ENGINEERING/PLANNING SERVICES CONSULTANT SELECTION UPDATE: Staff introduced Jared Voge of Bolton and Menk as the newly selected Airport Consultant for the City for Engineering and Planning Services for Airport projects. Staff explained that as the City is nearing compliance with FAA and MNDOT Aeronautics, and in order to move forward with any airport related projects, a consulting engineer is needed to draw specs and assist in funding processes. Staff posted an SOQ (Solicitation for Qualifications) in the local paper, online, and mailed notices to known firms. Specific projects were listed from the Capital Improvement five year plan and desired qualifications, skills etc. were listed. Five firms submitted approvals. A staff review committee reviewed the five submittals, and scored/ranked them based off the

desired skill sets and knowledge base etc. The two highest scoring firms were then interviewed by the same staff selection committee as well as Commission Chair Pat Curry. Finally Bolton and Menk was recommended and approved by the City Council for consulting services.

Council Person Jim Dokken, said how disappointed he was that he and other Council Persons weren't involved in the consultant selection process. He would have like to see the process more open and public but was not aware of it until it was brought to the Council for action.

6. BUDGET UPDATE: Staff explained to the Commission that two projects are available for MnDot grant funds this year, crack sealing the paved runway and fertilizing/seeding the sod runway. To ensure the City meets the required grant assurances and stays in compliance, it is crucial to keep things maintained. This past year the runway was inspected by MNDOT and the City received a report on runway conditions/deficiencies and suggested maintenance areas.

Also, the City Administrator, Charlene Stevens, has a new budgeting process for the 2013 fiscal year and budget request have already been submitted. The Commission is hopeful that the new scoring system for City Wide projects helps the Airport receive operating funds as needed.

7. PRIVATE HANGAR SALES/PUBLIC HANGAR RENTALS UPDATE: Staff updated the Commission on some recent private hangar sales. TerWisscha's sold their hangar HG-3 1 to Curtis Newberg, who will be operating a crop dusting business out of the hangar. And Bruce Jaeger sold CH 3 to Duininck Corporation for private plane storage.

The City owned T-Hangars are also full, and there is a waiting list. Two hangars are empty due to pavement heave issues, but if they were fixed would likely be rented as well.

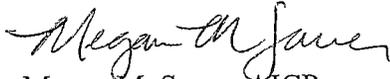
8. MISCELLANY: The Commission asked Mr. Dokken, if the City Council would reconsider having a courtesy car at the Airport for public use. The Airport had two courtesy cars available for pilots use. When the Council reduced the fleet to reduce vehicle and insurance costs both Airport courtesy cars were removed from the Airport. According to Mr. Curry, Brian Negen, owner of the FBO Maximum Cruise Aviation, has a vehicle for pilots to use but does charge for it. The FBO contract does state he shall provide transportation for pilots, but does not state he can't charge them for the service. Staff had contacted five Airports in the state of similar size to Willmar, and they all provide at least one courtesy car for pilot use.

Mr. Lambing made a motion, seconded by Mr. Albers, to recommend to the City Council to allow at least one courtesy car to be returned to the Airport and not be sold at auction.

The motion carried.

9. There being no further business to come before the Commission, the meeting adjourned at 6:01 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

CER JOINT POWERS BOARD MEETING

APRIL 27, 2012

Members Present: Eric Banks, Hal Beauvais, Dan Croonquist, Jill James, Tim Johnson, Patti Johnson, Mike Miller, Lynn Peterson, Rachel Smith

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

1. Steve Brisendine welcomed everyone to the meeting.
2. Budgets: Steve talked about the budgets. Due to the mandate imposed by the State regarding fund balances for Community Education departments, we have been spending some money on various projects, as follows:
 - a. \$16,000 on baseball fields
 - b. \$40,000 – Child Guide program – re-applying for the Bremer Grant; will know by the end of May if we will receive the grant.
 - c. \$15,000 Field work on various fields – Roosevelt soccer fields need a lot of work, Kennedy football field needs work with a little work needed on the soccer fields. We have been in contact with a field/grass specialist regarding the process to improve the grass.

City Budget – We are in charge of four budgets for the City: Leisure Services, Civic Center Arena, Willmar Community & Activity Center and the Aquatic Center. Brisendine has met with the City Administrator and Finance Department to discuss the proposed budgets and will now meet with the Finance Committee on May 14 to discuss the budget with them.

Leisure Services:

- a. Increase is to cover utility costs and staff mileage (since downsizing the number of City vehicles).
- b. Capital Expenses – Concession/Press Box for Swansson Orange Baseball Field
Steel building proposed underneath Taunton Stadium – Club house, meeting facility, storage.

Civic Center:

- a. Increase to cover utility costs and maintenance issues.
- b. Capital Projects: driveway – north end of Arena - \$40,000; Heat – roof top unit - \$20,000
Replace cedar shakes - \$60,000; Wheelchair lift for Blue Line Center;
Replace dasher boards \$130,000 (move dasher boards from Arena to Blue Line Center and buy new boards for Arena)

CER JOINT POWERS BOARD MEETING

Page 2

Community Center:

- a. Increase to cover utility costs and custodial (contracting out to an independent cleaning service to cover downsize of custodian) Have also proposed coding LeAnne Freeman to the various areas of responsibility, 60% to WCAC, 20% to Leisure Service and 20% to DOAC.
- b. Replace or repair the parking lot
- c. Roof issues: receiving quotes on cost of repair or replacement
- d. New sign to replace the old sign

Aquatic Center:

- a. Increase to cover utility costs and supplies – pool and concession

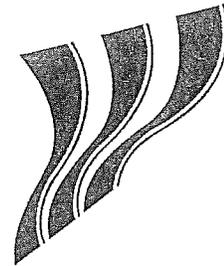
Brisendine asked if there were any questions related to the budget. Patti Johnson asked about the soccer fields by Swansson. Rob replied that we don't need to use those fields this summer so we can give them enough time after the repair work is completed. Rachel Smith asked how we plan to keep people off the fields. Goals have been removed; hopefully this will keep most people off.

The dog park idea was discussed. Brad has checked the Hedin Park area and stated it would be a good fit for a dog park. The main expense would be creating a small parking lot for people to use. We will continue to look at the future development of a dog park.

Steve mentioned that we are in need of a new chairman and asked anyone who was interested to let him know.

The next item discussed was field use at Baker Diamond. We have decided not to use it for practices to minimize damage to the field. Twenty minutes of training equals a full game of wear. This has caused some complaints. Should a policy be instituted that we can quote when receiving complaints? After some discussion about the pros and cons of a policy, Rachel Smith suggested that we create a policy where Ken Nelson is in charge of making field use decisions.

As there was no further business, the meeting adjourned. The next meeting will be May 25.



PROCLAMATION

Whereas travel to and within Minnesota provides significant economic benefits for the state annually, generating \$11.3 billion in gross sales spent directly by travelers, totaling more than \$31 million a day;

Whereas travel is among the largest private-sector employers in Minnesota each year, supporting 235,000 full and part-time jobs, which equal 4 billion in wages, and totals 11% of the total private sector employment;

Whereas revenue generated from travelers' spending equates to \$732 million in state sales tax annually, and totals 17% of the total state tax revenues. These funds are used to support essential services and programs;

Whereas revenue generated from travel in Kandiyohi County in 2010 generated \$72,751,406 in gross sales, \$4,534,220 in sales tax, and contributed to 1,584 jobs;

Whereas meetings, events and incentive travel are core business functions that help companies strengthen business performance – averaging a return on investment of \$12.50 in profits and \$3.80 in revenue for every dollar spent on corporate travel – align and educate employees and customers, and reward business accomplishments;

Whereas leisure travel, which accounts for more than three-quarters of all trips taken in the United States, spurs countless benefits to travelers' creativity, cultural awareness, education, happiness, productivity, relationships and wellness;

Whereas the city council of the City of Willmar, Minnesota, acknowledges travel to Willmar and Kandiyohi County is a catalyst that moves' the area's economy forward;

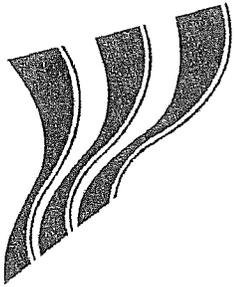
Now, therefore, be it resolved that I, Frank Yanish, Mayor of Willmar, do hereby proclaim May 5-13, 2012 as Travel and Tourism Week in Willmar, MN and urge the citizens of Willmar to join me in this special observance with celebrating the benefits that tourism brings to our community by wearing red, on Tuesday, May 8th, in recognition of National Tourism Day.

IN TESTIMONY WHEREOF I have hereunto set my hand and caused the Seal of the City of Willmar, Minnesota to be affixed on this 7th day of May, 2012.

Mayor Frank Yanish

WITNESS: City Administrator Charlene Stevens





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

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

Originating Department: Public Works

Action Requested: Consideration of Water Management Plan

Guiding Principle: Barr Engineering hereby submits to the City Council the final Water Management Plan for the City of Willmar.

Introduction: The City Council entered into an agreement with Barr Engineering in February, 2010 to provide engineering services for Phases II and III of updating the City's Water Management Plan and Hydrologic/Hydraulic Modeling to reflect current conditions. Barr is ready to present their findings to the City Council.

Background/Justification: In September of 2009 the City retained Barr Engineering to prepare Phase I of updating the City's Water Management Plan, performing water quality and water quantity modeling. In January of 2010 the City further requested Barr begin Phases II and II of the proposed work and entered into an agreement for the additional tasks.

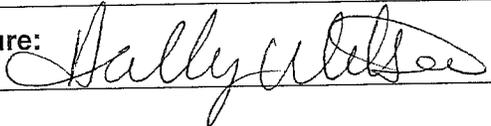
Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: Receive the Water Management Plan

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature: 

Comments:

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

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

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

Others present included Carol Cunningham, Accounting Supervisor.

Item No. 1 – Capital Asset Policy Amendment (Resolution)

Staff explained to the Committee that a formally written Capital Assets Policy was adopted in July, 2011, setting the capitalization thresholds at levels that had been in place for several years. This policy currently requires that items purchased between \$350 to \$1,000 be recorded on the asset inventory but not capitalized and items purchased for a minimum of \$1,000 be capitalized. Since that time, these thresholds have been reviewed by staff, including a comparison to other communities. As a result, it is being recommended that these levels be increased so that items will be recorded on the inventory but not capitalized for purchases from \$1,000 to \$5,000 and that items in excess of \$5,000 be capitalized. This change would result in cost benefits and savings in staff time required to monitor inventory items. 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 amending the Capital Asset Policy to the new thresholds of \$1,000 to \$5,000 for items to be recorded on the asset inventory but not capitalized and \$5,000 or greater for items to be capitalized.

Item No. 2 – 2013 Budget Process (Information)

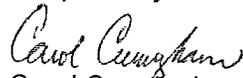
Staff explained to the Committee that each department director will be presenting their respective proposed 2013 Budget requests to the Finance Committee as well as their annual reports. The schedule will be as follows: May 14th City Administrator, Fire Chief, CER Director; May 30th Police Chief, Public Works Director; June 11th Planning Director, City Clerk, Finance Director; and June 25th Civic Organizations. Committee Members requested that Rice Hospital, MUC, and HRA present their proposed budgets to the Finance Committee sometime after June 25th. Staff is also working on a final Five-Year Capital Improvement Plan to be presented later this year. It was noted that additional work sessions are anticipated to discuss the Street Improvement Program, Fund Balances, and other aspects of the budget. This matter was for information only.

Item No. 3 – Reports (Information)

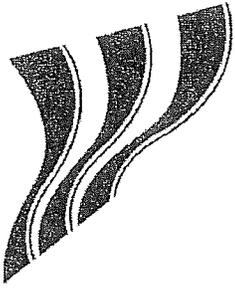
The Committee received the following March 31, 2012, Reports for information: 1st Quarter Interest/Dividends by Institution, 1st Quarter Investment Activity, Cash Investment Portfolio, 10-Year Historical Interest/Dividends Per Quarter, 10-Year Historical Investments Per Quarter.

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

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 1

Meeting Date: April 23, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

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

Originating Department: Finance

Action Requested: Amend recording limits from \$350 - \$1,000 to \$1,000 - \$5,000 and Capitalization threshold from \$1,000 to \$5,000.

Guiding Principle: Cost benefit and savings.

Introduction: Amending the Capital Asset Policy thresholds.

Background/Justification: A formally written Capital Asset Policy was adopted in July, 2011, setting the Capitalization Thresholds at levels that were in place for several years. Since adoption, staff review has taken place along with a comparison to other communities and a recommendation to raise the thresholds has been formulated to be more in line with other communities and standards.

Fiscal Impact: None

Alternatives: Not to amend the policy as recommended.

Staff Recommendation: Amend the Capital Asset Policy to new Thresholds:
A. Asset Inventory \$1,000 - \$5,000
B. Capitalize \$5,000 and above

Reviewed by: Steve Okins, City Finance Director

Preparer: Steve Okins, City Finance Director

Signature:

Comments:

CAPITAL ASSETS

Purpose

The capital asset policy is to provide guidance to management for recording, depreciating and tracking the capital assets of the City.

Provisions

A *capital asset* is defined as a financial resource that is tangible or intangible in nature, complete in and of itself, and is not a component of another. The asset has a useful life of not less than three (3) years, is not a repair part or supply item and has a value greater than the capitalization threshold of ~~\$1,000~~ ^{\$5,000} or is considered to be an asset for which control is desirable.

An *inexhaustible land improvement* is defined as an improvement that does not require maintenance or replacement, expenditures to bring land into a condition to commence assembly of structures (but not part of the structure), and expenditures for land improvements that do not deteriorate with use or passage of time. The additions are part of the cost of the land and are generally not exhaustible; thus, not depreciable.

A *capital lease* is a lease that may be capitalized as a City capital asset if any one of the following criteria applies:

- Ownership of the property transfers to the lessee by the end of the lease term,
- The lease contains a bargain purchase option,
- The lease term is equal to 75% of the estimated useful life of the asset, or
- The present value of the minimum lease payments exceeds 90% of the fair value of the asset at the beginning of the lease.

Capital Assets to be inventoried

The following capital assets are considered inventory items and must be carried on the property records of the City:

- All land and land improvements (inexhaustible) regardless of value,
- Capitalized capital assets with a unit cost (including sales tax and ancillary costs) of ~~\$1,000~~ ^{\$5,000} or greater. These assets would include the following:
 - Land improvements (exhaustible):
 - Fencing and gates
 - Landscaping
 - Parking lots/driveways/parking barriers
 - Outside sprinkler systems
 - Recreation areas and athletic fields (including bleachers)
 - Disc golf course
 - Paths and trails
 - Stadiums
 - Swimming pools/tennis courts/basketball courts
 - Fountains
 - Retaining walls
 - Buildings and building improvements,
 - Infrastructure and infrastructure improvements,

- o Plant and lines,
- o Easements,
- o Sewer treatment and conveyance rights,
- o Furniture, vehicles, equipment, machinery,
- o Leasehold improvements, and
- o Construction in progress
 - The City recognizes that construction in progress is on-going and that when deemed complete by Administration and City Engineering staff, construction in progress will be listed as an acquired asset and normal depreciation procedures will be followed. ^{\$5,000}
- Accountable assets and highly pilferable property with a unit cost (including sales tax and ancillary costs) less than ~~\$1,000~~ ^{\$1,000} but greater than ~~\$350~~ ^{\$1,000} identified as small and attractive will not be capitalized, but will remain inventoried. These assets are as follows:
 - o Communications equipment,
 - o Audio equipment,
 - o Video equipment,
 - o Cameras and photographic projection equipment,
 - o Microcomputer systems, laptops and notebook computers, pda's,
 - o Other IT accessorial equipment and components (i.e. scanners, data displays, etc.), and
 - o Radios, television sets, tape recorders, video cassette recorders, digital video devices, and video cameras.

Value of the Capital Assets to be inventoried:

The capital asset is valued at its historical value or the estimated historical value if the actual value is not known at the time of purchase. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition of use. Donated assets will be reported at their estimated fair value at the time of donation, plus ancillary charges if any.

Ancillary costs to be *included* in the value of the capital asset include the following items:

- o Freight and handling charges (including shipping insurance),
- o Cost of construction,
- o Allocation of fringe benefits and overhead expenses,
- o Insurance premiums during construction,
- o Installation and inspection costs,
- o Appraisal and negotiation fees,
- o Title, legal, commission, closing and survey fees incurred in connection with the acquisition of land,
- o External architectural, engineering, and design costs,
- o Land preparation and demolition costs of existing buildings or other structures with the intent of using the cleared land, and
- o Other charges incurred to place the asset into use.

Costs to be *excluded* from the cost of a capital asset include the following items:

- o Other charges incurred to place the asset into use.
- o Demolition, removal and disposition of existing equipment in preparation for a new project, EXCEPT for the cost to remove and demolish a building or other structure existing at the time of acquisition of land,
- o Relocation and rearrangement of existing equipment,
- o Start-up, including the costs of correcting flaws,

- o Licensing and registration fees for vehicles and operational equipment,
- o Extraordinary costs incidental to the construction of capital assets, such as those due to lightening, flood, fire, or other causes,
- o For asset exchanges, monies paid or received as part of the exchange,
- o Costs to maintain and repair assets (including street seal-coating),
- o Costs of abandoned construction,
- o Administrative and executive salaries, even though a portion of the salary may be related to the acquisition of the capital asset, and
- o Interest related to the construction period.

Inventory Records Requirements

The main control of asset inventory records will be the responsibility of Finance department. The Finance department will update inventory records when applicable or at the fiscal year end.

Department heads will be responsible for tagging capital assets within their department, maintaining necessary control, and maintenance of the asset. Department heads will be responsible to notify the Finance department of changes to any assets acquired, such as but not limited to, additions, disposal of assets due to damage, there is no longer any usefulness of life, additions or repairs that may increase the usefulness of life.

The City shall use Banyon software to track capital assets and Laser fiche for bar coding assets.

Physical Inventory

The City will conduct a physical inventory at least once every other fiscal year for all inventoriable capital assets.

Each Department head is responsible for all capital assets within their department. However, in order to ensure objective reporting of inventory items, physical inventories should be performed by personnel having no direct responsibility (custody and receipt/issue authority) for assets subject to the inventory count. If it is not feasible to use such personnel for any part of the inventory, then those portions are, at least, to be tested and verified by a person with neither direct responsibility for that portion of the inventory nor supervised by the person directly responsible. The Department head is responsible for scheduling the inventory count at the minimum annual basis.

The Finance department will also conduct periodic spot checks of the capital assets at least two times per year. The spot check will not be a full inventory count, but a random sampling selection of inventoriable assets. The Finance department is responsible for writing procedures for inventorying capital assets and what to do if changes to the records are required.

Depreciation Method

The City will use the straight-line method with the full year convention to depreciate all of its exhaustible capital assets. Property placed in service at any time during a given month will be treated as if it had been placed in service on the first day of that year. If property is disposed of prior to the end of the estimated useful life, no depreciation is allowed for the year of disposition.

Land, inexhaustible land improvements, easements and construction in progress will not be depreciated.

Useful Lives of Capital Assets

The following table is a guideline to use when determining the life of a capital asset. A capital asset should normally be within the range given; however, there are exceptions to the rule. To be considered a capital asset, the item must have a useful life of three or more years.

Land Improvements:	
Landscaping	5-15 years
Paving projects	15-20 years
Fencing, signs, and other	10-20 years
Buildings, Non-Park	40 years
Buildings, Park	30 years
Building Improvements	15 years
Infrastructure and Infrastructure Improvements:	
Street Construction/Reconstruction	15 years
Street Overlays	10 years
Curb & Gutter/Sidewalks	25 years
Residential Alleys	15 years
Non-Residential Alleys	15 years
Water Systems	40 - 50 years
Sanitary Sewer Systems	40 - 50 years
Storm Sewer Systems	40 - 50 years
St. Cloud Sewer Treatment Rights:	
Wastewater Treatment Facility	50 years
Wastewater Conveyance System	20 years
Furniture & Fixtures	5-10 years
Vehicles:	
Light general purpose	5 years
Heavy general purpose	5-7 years
Fire Trucks	20 years
Equipment:	
Computer and Peripherals (Hardware)	3-5 years
Computer (Software)	3 years
Office	3-7 years
Playground	5-7 years
Fire/Police	5-7 years
Street/Sewer/Water/Other	5-7 years
Machinery	5-7 years

Reporting Requirements:

The Finance Director will provide a written report to the Administrator and City Council after each inventory is completed. Any significant deficiencies in capital asset tracking will be reported to the Administrator and City Council as soon as they are discovered with corrective action plan suggestions. The City's Auditors will present an annual overview of the City's financial position, including capital assets, to the City Council.

Other Considerations

Specific procedures for maintaining the capital asset records will be provided and updated by the Finance department. The Finance department's capital asset tracking procedures are attached to this document, but are not approved by City Council as part of the Capital Asset Policy.

CAPITAL ASSET TRACKING PROCEDURES

Purpose

The capital asset procedures are a detailed account for maintaining records and are intended to be a guideline for staff and to give insight to the policy makers to the internal controls taken to maintain creditability of the assets held by the City.

Capital Asset Tracking

The main inventory control of capital assets will be held within the Finance department of the City. The Finance Director and staff will maintain all records of acquired, disposed, or changes that may reduce the useful life or increase the useful life of an asset within the inventory of capital assets.

Assets will be inventoried and categorized following the Capital Asset Policy set forth by the City Council. The physical inventory record shall include but is not limited to the following data elements:

- Location and department of asset
- Purchase price including any ancillary costs
- Useful life
- Manufacturer
- Quantity
- Acquisition date
- Description of asset
- Local tag number
- Serial and/or model number
- Parcel number (Land use only)

Physical Inventory

A full physical inventory will be conducted at least once every other fiscal year by City staff not directly responsible or supervised for the inventoried department assets. If it is not feasible to use such personnel for any part of the physical inventory, then at least portions will be tested and verified by staff not directly responsible or supervised for the department assets. A final bi-annual written report will be submitted by the Finance Director to the Administrator and City Council.

A physical inventory by department will be conducted annually to include all insurable and capital assets. The annual department inventory shall be conducted by each department and conclude with a statement of the completed inventory. The statement should read the inventory was completed on the exact number of items inventoried, who conducted the inventory, any findings and corrective action plans, and the department head's approving signature. The inventory results will be turned into the Finance Director. The Finance Director will report the inventory results to the Administrator and City Council.

A physical spot check inventory will be conducted at least two (2) times per year by the Finance department to test for existence and completeness. The Finance department will randomly select ten (10) inventoried items from the capital asset tracking system (Banyon) to the locations the asset is assigned to. The Finance department will randomly select ten (10) assets around the City to verify the assets are on the capital asset tracking system. Further, the assets' barcode information will be verified in Laser fiche.

Inventoried Capital Assets Missing

- When capital assets from the master inventory control list are missing, it will be necessary to notify the department head that is responsible for the asset.
- The Department head will need to determine if the asset has been transferred to different department, placed in storage, scrapped or converted to another asset and complete the necessary **Capital Asset Acquisition/Disposal/Change Form** describing the events surrounding the loss of asset.
- If there are a significant number of assets missing or the value of the missing asset exceeds ~~\$1,000~~ ^{\$1,000} the department head must determine why there is a problem and submit a plan of action to correct the situation to the Administrator, and copy the Finance department.

Capital Assets Located but not Inventoried

- When capital assets have been located but are not on the master inventory control list, a search of the complete inventory list should be completed.
- The **Capital Asset Acquisition/Disposal/Change Form** will need to be completed by the department head and the Finance department.
- If there are a significant number of assets located, the department head must determine why there is a problem and submit a plan of action to correct the situation to the Administrator, and copy the Finance department.

Upon completion of the physical inventory personnel will sign certifying all findings and actions that have been taken to correct the inventory. These reports will then be given to the Finance Director for review and for final approval by the Administrator and City Council for the corrective action to the master inventory control list.

Additions to Capital Assets

The department head is ultimately responsible for ensuring *Capital Asset Acquisition/ Disposal/ Change Forms* are provided to the Finance department. The Finance department will monitor City invoices for possible capital asset additions. If the Finance department receives an invoice for an item that should be added to the capital asset tracking system, the Finance department will contact the department head to complete the proper forms.

Specific procedures for capital asset additions are as follows:

- Upon receipt and acceptance of an inventoried capital asset the department head is responsible for supervising the addition of the asset to the inventory system.
- *Capital Asset Acquisition/Disposal/Change Forms* shall be initiated by the gaining department recognizing that an inventory item has been delivered and property ownership has been transferred to the City. To be complete the information on this form will have to be completed between the Finance department and the department head.
- If an appraisal is completed to value the asset, the appraisal report must be submitted to the Finance department to properly value the capital asset.
- The Finance department will issue the local tag number to the department head, based on the department and the sequential number of the inventory system. The department heads are responsible for making sure the capital asset receives a bar coded tag.

Besides the procedures listed here, the department head must follow Minnesota Statutes and the City's Purchasing Policy relating to acquiring of capital assets.

Disposal of Capital Assets

The department head is responsible for notifying the Finance department for capital assets that are disposed. The Finance department will review cash receipts for assets sold also.

Specific procedures for capital asset disposals are as follows:

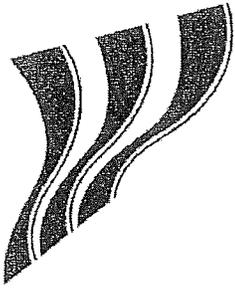
- Department heads will first notify the Finance Director of the potential disposal of a capital asset.
- The Finance Director will determine the proper procedure to dispose of the asset. If the item has no value or is cost prohibitive to sell, the department head will be notified to make the asset available to other cities, schools, counties, or the State of Minnesota before making it available to the general public.
- The Finance Director will notify the Administrator of the asset to be disposed and the matter will be placed on the next City Council agenda for the Council to declare the property surplus. Once the Council has declared the property surplus the appropriate disposal method will be followed.
- Department heads are responsible to complete the *Capital Asset Acquisition/ Disposal/ Change Form* indicating if the asset was sold or junked. Sold assets will be accompanied with any appraisal information, bill of sale, receipt showing value of sale, and who acquired the asset.
- After completing the *Capital Asset Acquisition/Disposal/Change Form*, the form will be returned to the Finance department for recording of disposed asset to the capital asset tracking system.
- The Finance department will enter any receipts for the sale of a capital asset through Banyon's Point of Sale software. The receipt will be coded to the proper fund and recorded as an "other finance source" for the sale of a capital asset.
- The department head is responsible for removing the local tag number and any other identifying marks that would indicate the asset belonged to the City. The tag should be turned into the Finance department with the disposal form if salvageable.

In addition the guidelines listed above, all disposals must follow Minnesota Statutes relating to disposal of equipment (assets).

Changes to Capital Assets

There are various times that a capital asset may require a change. A few examples are:

- The asset transferred to another department,
- The asset is damaged causing the book value to be in excess of the actual,
- The asset's life is extended or decreased from the original estimated life, or
- An appraisal had been completed and found that the fair market value of the asset should be changed.
 - Whenever there is a question as to change in value, the department head and Finance Director should determine if a change in value should occur and the *Capital Asset Acquisition/Disposal/Change Form* completed and signed by the department head.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 2
Meeting Date: April 23, 2012
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Review discussion and questions concerning 2013 Budget Process.
Information Only.

Guiding Principle:

Introduction:

Background/Justification: Committee to provide input on 2013 Budget Process and Calendar:
A. May 14th – City Administrator, Fire Chief, CER Director
B. May 30th – Police Chief, Public Works Director
C. June 11th – Planning Director, City Clerk, Finance Director
D. June 25th – Civic Organizations

Fiscal Impact: None

Alternatives: Change Process or Calendar.

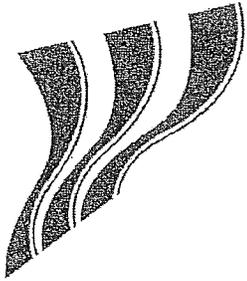
Staff Recommendation: Continue with the 2013 Budget Process and Calendar as established.

Reviewed by: Steve Okins, City Finance Director

Preparer: Steve Okins, City Finance Director

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 23, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Finance

Action Requested: Receive and review reports.
Information Only.

Guiding Principle:

Introduction:

Background/Justification:

- A. 1st Quarter Interest/Dividends by Institution
- B. 1st Quarter Investment Activity
- C. 03/31/2012 Cash/Investment Portfolio
- D. 10-Year Historical Interest/Dividends Per Quarter
- E. 10-Year Historical Investments Per Quarter

Fiscal Impact: N/A

Alternatives: N/A

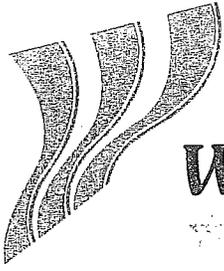
Staff Recommendation: Receive and review reports for information only.

Reviewed by: Steve Okins, City Finance Director

Preparer: Steve Okins, City Finance Director

Signature:

Comments:



WILLMAR

FINANCE

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

2012 Interest/Dividends Received By Institution

<u>Institution</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>2012 Year-To-Date</u>	<u>2011 Year-To-Date</u>
Franklin Templeton	\$ -	\$ -	\$ -	\$ -	\$ 1,878.50
Heritage Bank	\$ 1,371.96	\$ 1,037.81	\$ 1,233.58	\$ 3,643.35	\$ 1,143.35
Morgan Stanley Smith Barney	\$ 15,702.18	\$ -	\$ 0.30	\$ 15,702.48	\$ 56,371.11
UBS	\$ -	\$ -	\$ 56,250.00	\$ 56,250.00	\$ 80,263.89
Wells Fargo	\$ 4,184.72	\$ 11,250.00	\$ 19,687.50	\$ 35,122.22	\$ 36,250.00
Wells Fargo Advisors	\$ 7,000.00	\$ 16,153.84	\$ 10,000.00	\$ 33,153.84	\$ 105,900.17
Totals	\$ 28,258.86	\$ 28,441.65	\$ 87,171.38	\$ 143,871.89	\$ 281,807.02



WILLMAR

FINANCE

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

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING MARCH 31, 2012

BALANCE AT PRIOR QUARTER ENDING DECEMBER 31, 2011 \$ 46,841,372.72

SUMMARY OF JANUARY, 2012, THROUGH MARCH, 2012, TRANSACTIONS:

(01/13/2012) SOLD: Wells Fargo, FHLB-313375AB3, 1.150%	(1,000,000.00)
(01/13/2012) Market Value Adjustment: Wells Fargo, FHLB-313371AB3	(17.00)
(01/27/2012) PURCHASED: Wells Fargo, FHLB-313376SR7, 1.15%	1,000,000.00
(01/30/2012) SOLD: MSSB, FNMA-3136FPTT4, 2.000 - 5.000%	(1,000,000.00)
(01/30/2012) Market Value Adjustment: MSSB, FNMA-3136FPTT4	(930.00)
(01/30/2012) SOLD: Wells Fargo Advisors, FHLB-313371E85 (Partial), 2.000-10.000%	(1,400,000.00)
(01/31/2012) SOLD: MSSB, CP-36969HAX5, .010%	(1,999,982.22)
(01/31/2012) Market Value Adjustment: MSSB, CP-36969HAX5	42.22
(02/08/2012) PURCHASED: MSSB, CD-2546703M2, 1.75%	245,000.00
(02/15/2012) PURCHASED: MSSB, FHLMC-3134G3LC2, 2.000-7.000%	1,000,000.00
(02/22/2012) PURCHASED: Wells Fargo Advisors, FHLB-313376WD3, 2.000-8.000%	1,500,000.00
(02/23/2012) SOLD: Wells Fargo Advisors, FHLB-313376BX2 (Partial) 2.000 - 6.000%	(1,230,769.23)
(02/24/2012) SOLD: Wells Fargo Advisors, FNMA-3136FRL76, 2.000 - 6.000%	(1,000,000.00)
(02/24/2012) Market Value Adjustment: Wells Fargo Advisors, FNMA-3136FRL76	(150.00)
(02/27/2012) SOLD: Wells Fargo, FNMA-3136FPCL9, 2.250 - 5.000%	(1,000,000.00)
(02/27/2012) Market Value Adjustment: Wells Fargo, FNMA-3136FPCL9	(1,992.00)
(03/09/2012) SOLD: Wells Fargo Advisors, FHLB-313375DV6, 2.000-10.000%	(1,000,000.00)
(03/09/2012) Market Value Adjustment: Wells Fargo Advisors, FHLB-313375DV6	(190.00)
(03/23/2012) SOLD: Wells Fargo, FHLB-313375JV0, 2.250 - 8.000%	(1,750,000.00)
(03/23/2012) Market Value Adjustment: Wells Fargo, FHLB-313375JV0	(3,458.00)
(03/28/2012) PURCHASED: Wells Fargo Advisors, FHLB-313378J28, 03/28/2022, 2.000-10.000%	2,000,000.00
(03/31/2012) Market Value Adjustment at Quarter-End	(76,108.82)

MARCH 31, 2012 BALANCE

\$ 41,122,817.67

*Morgan Stanley Smith Barney



CASH/INVESTMENT PORTFOLIO AS OF MARCH 31, 2012

	<u>INSTITUTION</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CP-36959HFT9	06/27/2012	0.300%	1,000,000.00	999,600.00
2	MSSB	CD-05568PND5	12/31/2012	3.600%	96,000.00	97,977.60
3	MSSB	CD-591557DP5	10/07/2013	1.150%	245,000.00	245,365.05
4	MSSB	CD-70153RGY8	10/15/2013	1.250%	245,000.00	245,742.35
5	MSSB	CD-02580VDA0	12/24/2013	4.750%	96,000.00	101,658.24
6	MSSB	CD-02586TDA9	12/24/2013	4.750%	96,000.00	101,658.24
7	MSSB	CD-36159CGN0	12/30/2013	4.100%	96,000.00	100,634.88
8	MSSB	CD-381426XZ3	12/31/2013	4.000%	96,000.00	100,478.40
9	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	100,047.36
10	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	99,778.56
11	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	99,806.40
12	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	150,921.00
13	MSSB	CD-36159CUU8	10/08/2014	1.700%	150,000.00	150,736.50
14	Wells Fargo	FHLB-313376SR7	07/27/2016	1.150%	1,000,000.00	999,896.00
15	Wells Fargo	FNMA-3136FTPC7	11/28/2016	1.000-4.000%	2,000,000.00	2,004,694.00
16	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	150,666.00
17	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	244,448.75
18	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	150,333.00
19	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	150,333.00
20	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	242,172.70
21	Wells Fargo Advisors	FHLB-313371E85	10/29/2020	2.000-10.000%	3,500,000.00 *	
	Wells Fargo Advisors	FHLB-313371E85	10/29/2020	2.000-10.000%	(1,400,000.00)	
	Wells Fargo Advisors	FHLB-313371E85	10/29/2020	2.000-10.000%	2,100,000.00	2,101,218.00
22	Wells Fargo	FFCB-31331KQ94	11/09/2020	2.800%	2,000,000.00	2,009,420.00
23	Wells Fargo Advisors	FNMA-3136FREX7	04/12/2021	3.250-6.500%	2,250,000.00 *	2,251,462.50
24	UBS	FHLMC-3134G2H47	09/30/2021	2.250-6.000%	2,000,000.00	1,998,060.00
25	UBS	FHLMC-3134G2H47	09/30/2021	2.250-6.000%	3,000,000.00	2,997,090.00
26	Wells Fargo Advisors	FHLB-313375TN7	10/12/2021	2.000-8.000%	2,000,000.00	2,000,480.00
27	MSSB	FHLMC-3134G2U75	10/25/2021	2.250-8.000%	4,000,000.00	3,985,800.00
28	Wells Fargo Advisors	FHLMC-3134G2U75	10/25/2021	2.250-8.000%	3,000,000.00 *	2,980,380.00
29	UBS	FHLMC-3134G2Y97	10/26/2021	2.000-8.000%	1,000,000.00	1,002,810.00
30	UBS	FNMA-3136FTGF0	10/27/2021	2.000-6.000%	1,000,000.00	1,001,280.00
31	Wells Fargo Advisors	FHLB-313376BX2	11/23/2021	2.000-6.000%	4,000,000.00 *	
	Wells Fargo Advisors	FHLB-313376BX2	11/23/2021	2.000-6.000%	(1,230,769.23)	
	Wells Fargo Advisors	FHLB-313376BX2	11/23/2021	2.000-6.000%	2,769,230.77	2,772,166.14
32	Wells Fargo Advisors	FHLMC-3134G24B5	11/23/2021	2.500-5.000%	2,000,000.00 *	2,003,580.00
33	UBS	FHLMC-3134G3AJ9	12/13/2021	2.500-6.000%	2,000,000.00	2,001,260.00
34	Wells Fargo	FHLMC-3134G3AJ9	12/13/2021	2.500-6.000%	1,000,000.00	1,000,628.00
35	MSSB	FHLMC-3134G3LC2	02/15/2022	2.000-7.000%	1,000,000.00	995,910.00
36	Wells Fargo Advisors	FHLB-313376WD3	02/22/2022	2.000-8.000%	1,500,000.00	1,499,385.00
37	Wells Fargo Advisors	FHLB-313378J28	03/28/2022	2.000-10.000%	2,000,000.00	1,984,940.00
	TOTAL INVESTMENT				\$ 41,117,230.77	\$ 41,122,817.67
40	Heritage Bank	Low Activity Ckg	None	0.200%	8,001,149.61	8,001,149.61
41	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	40,857.98	40,857.98
42	Heritage Bank	SB Ckg/Cafeteria	None	0.100%	5,001.31	5,001.31
43	Heritage Bank	Commercial Ckg	None	0.100%	135,798.85	135,798.85
	TOTAL PORTFOLIO FOR MARCH 31, 2012				\$ 49,300,038.52	\$ 49,305,625.42

* Par Value is not equal to Purchase Amount

Historical Interest/Dividends Received Per Quarter 2001 through 03/31/2012

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2012	\$ 143,871.89				\$ 143,871.89
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90
2004	\$ 256,365.99	\$ 349,941.03	\$ 239,169.92	\$ 363,170.98	\$ 1,208,647.92
2003	\$ 347,623.33	\$ 429,146.02	\$ 278,583.40	\$ 303,848.26	\$ 1,359,201.01
2002	\$ 551,583.58	\$ 287,590.69	\$ 540,822.04	\$ 329,102.76	\$ 1,709,099.07
2001	\$ 713,182.28	\$ 493,687.69	\$ 729,179.95	\$ 347,902.87	\$ 2,283,952.79

Historical Balances At the End of Each Quarter 2001 through 03/31/2012

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2012	\$41,122,817.67 #				\$ 8,136,948.46			
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$ 18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38
2004	\$33,825,796.69	\$36,595,276.05	\$36,590,625.49	\$41,648,716.38	\$ 4,244,239.97	\$ 1,158,817.03	\$ 201,061.64	\$ 275,984.98
2003	\$34,064,199.18	\$30,950,347.81	\$35,925,098.63	\$40,818,791.70	\$ 3,859,939.14 **	\$ 7,755,088.56 **	\$ 2,656,112.08 **	\$ 933,074.61 **
2002	\$31,853,393.91	\$27,584,130.86	\$29,071,601.97	\$35,075,314.75	\$ 1,383,844.54 **	\$ 5,702,861.27 **	\$ 5,727,765.04 **	\$ 5,683,814.13 **
	\$ 3,051,496.86 *	\$ 2,470,803.20 *	\$ 2,453,090.69 *	\$ 2,453,090.69 *				
	\$34,904,890.77	\$30,054,934.06	\$31,524,692.66	\$37,528,405.44				
2001	\$33,214,771.32	\$33,705,625.12	\$30,724,399.03	\$34,338,693.50			\$ 8,169,308.49	\$ 3,479,217.64
				\$ 3,051,496.86 *				
				\$37,390,190.36				

**4M, Flex Gold, General Ckg

Investment Balance after adjusting for market values

2010 market values were only adjusted 11/1/10 and 12/31/10

*Cash with Fiscal Agent invested @ 2.43 - 2.71% SLGS/Library

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-04
CITY OF WILLMAR
TUESDAY, APRIL 24, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, April 24, 2012, by Acting Chairman Ron Christianson at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, and Jim Dokken (substituting for Doug Reese). Also present were: Council Member Tim Johnson, Holly Wilson, Public Works Director; Jim Felt, Police Captain; Marv Calvin, Fire Chief; Josh Halvorson, Donohue and Associates, David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

1. APPROVE PLANS AND SPECIFICATIONS AND CALL FOR BIDS -PROJECT NO. 1110 (WESTERN INTERCEPTOR):

Josh Halvorson of Donohue and Associates requested approval of the plans and specifications for Project No. 1110 which is the Western Interceptor Sewer Connection. This pipe connects to the existing sewer at 30th Street and 30th Avenue SW and proceeds north along 30th Street, crosses 19th Avenue SW and continues north along the west side of County Road No. 5 crossing Highway 12 and up to First Avenue NW in Vos Park. Mr. Halvorson went over the fiscal impacts and project schedule with a completion date in November, 2013. In order to proceed with the project, the plans and specifications need to be approved and a bid opening date set.

A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATIONS:

Approve plans and specifications for Project No. 1110 and authorize advertisement for bids to be opened June 5, 2012. (Resolution)

2. CONSIDERATION OF FOWL PERMITS:

422 Charlotte Street SE: The City has received an application from Ken Viaene to keep 20 show pigeons in a loft behind his residence at 422 Charlotte Street SE. Mr. Viaene has raised pigeons for many years and the City has never had a complaint from anyone in the neighborhood. Staff recommended approval. A motion was made by Council Member Fagerlie, seconded by Council Member Dokken, and passed for the following

RECOMMENDATION:

Approve the fowl permit at 422 Charlotte Street SE for a period of one year. (Motion)

2216 SW 22nd Street: A second application for a fowl permit was received from Marsha Hegreberg to keep four chickens at 2216 SW 22nd Street. The fowl will be housed in a portable chicken coop in a garden shed in the back yard which is completely fenced in. Staff conducted a site visit and felt nothing could be identified that should cause alarm to the neighbors. A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATIONS:

Approve the fowl permit at 2216 SW 22nd Street for a period of one year.
(Motion)

Council Member DeBlieck asked that the policy for keeping of livestock, swine or fowl be reviewed in relation to how many animals/fowl be allowed per permit and the total number of permits allowable City-wide.

3. CALL FOR ASSESSMENT HEARING - PROJECT NOS. 1201 A & B:

Public Works Director Wilson informed the committee that bids were received for the two 2012 Street and Other Improvement Projects. Three contractors submitted bids for 1201-A Mill and Overlay Project with the apparent low bid being that of Duininck Inc. for \$216,795.50, which is under the Engineer's Estimate of \$232,822.00. Four bids were received for the 1201-B Street and Underground Project including an alternate bid for concrete on Roise Avenue adjacent Walt's Car Wash. The apparent low bid for this project was also Duininck Inc. bidding \$965,425.55 for the bituminous bid and \$968,617.30 for the concrete alternate. The Engineer's Estimate on this project was \$1,084,566.25.

The City Council is required to hold an Assessment Hearing for the improvements and staff recommended a hearing date of June 4, 2012. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

To call for an Assessment Hearing at 7:02 p.m., June 4, 2012. (Resolution)

4. MISCELLANEOUS ITEMS:

Council Member Dokken requested staff look into the boulevard areas disturbed during street projects to make sure the seeding gets established. He mentioned several areas in the past where the seed in boulevards did not take hold very well.

Council Member DeBlieck requested the Transportation Plan done in 2003 be reviewed.

The Police Captain and Fire Chief gave brief updates on the status of crime, the interview process for the two new police officers, and the training progress of the new firefighters.

Council Member Christianson asked that the City look into street sweeping as the current sweeper is nearing its useful life. He questioned if a different type of sweeper would be more efficient at picking up the drier, finer particles that the current variety of sweeper cannot and if the City should contract this type of work.

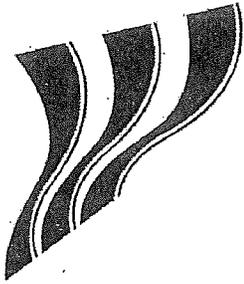
There being no further business to come before the committee, the meeting adjourned at 5:13.p.m.

Respectfully submitted:



Holly Wilson, PE
Public Works Director

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____
Meeting Date: April 24, 2012
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

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

Originating Department: Engineering

Action Requested: Approve Plans and Specifications and Authorization for Bids for Project No. 1110 – Western Interceptor Sewer.

Guiding Principle: Donohue & Associates hereby submits to the City Council the Plans and Specifications for the Western Interceptor Sewer project to be approved and authorization given to advertise for bids.

Introduction: The plans and specifications for the Western Interceptor Sewer have been completed. The project has been reviewed for conformance with regulations, and authorized by MPCA/PFA to solicit bids for the improvements.

Background/Justification: The project schedule is as follows:

- May 7, 2012 - Authorization to Bid
- June 5, 2012 – Open bids
- June 18, 2012 – Council Receive bids and Award Contract
- November 1, 2013 - Final completion

Acceptance of project plans and specification with authorization to bid is mandated to keep the project on schedule.

Fiscal Impact: Allocation of funding for the project will be in accordance with Council's adopted Western Interceptor budget as follows:

- \$1,453,656 – LOST
 - \$3,479,423 – Temp. Bond (PFA)
 - \$ 40,030 – Storm Water Fund
- \$4,973,109 – Grand Total

Alternatives: N/A

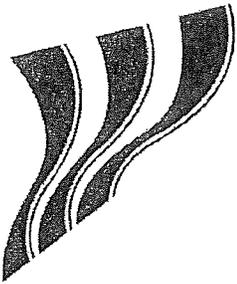
Staff Recommendation: Approve the Plans and Specifications for Project No. 1110 as presented and call for advertisement for bids to be opened June 5, 2012.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Joshua Halvorson, Project Manager

Signature: *Joshua J. Halvorson*

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: April 24, 2012

Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: May 7, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve

Guiding Principle: Willmar Municipal Code Section 4-1

Agenda Item: Consideration of Keeping of Livestock, Swine, or Fowl Permit

Background/Justification: We received an application from Ken Viaene to keep fowl at 422 SE Charlotte Street within the city limits. The fowl will be housed in a loft behind the residence.

Fiscal Impact: \$30.00

Alternatives: Deny Permit

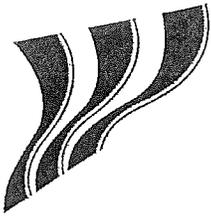
Staff Recommendation: Approve a One Year Fowl Permit for Show Pigeons.+

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments:



**APPLICATION FOR THE KEEPING OF
LIVESTOCK, SWINE OR FOWL
WITHIN WILLMAR CITY LIMITS**

Municipal Code Sec. 4-1

APPLICANTS NAME: KEN EDWARD VIAENE PHONE NO: 235-9166
First Middle Last

APPLICANTS ADDRESS: 422 SE CHARLOTTE
WILLMAR MN 56201

TYPE OF ANIMAL TO BE KEPT: SHOW PIGEONS

NUMBER OF ANIMALS: 20

DESCRIBE TYPE OF SHELTER THAT ANIMAL (S) WILL BE KEPT IN: LOFT.

THIS APPLICATION IS FOR A ONE-YEAR TIME PERIOD FROM THE DATE OF CITY COUNCIL APPROVAL.

PERMIT APPROVAL

FEE:	\$5.00 per animal not to exceed \$30.00	Initials	Date
FEE PAID	<u>2000</u>	<u>D/W.</u>	<u>4-17-2012</u>
	Amount	Date	
		Police Dept.	<u>4-19-2012</u>
		Public Works	<u>5</u>
RECEIPT NO.	<u>91810</u>	City Council	
		City Clerk	

INTEROFFICE MEMORANDUM

DATE: April 18, 2012

TO: City Clerk Kevin Halliday

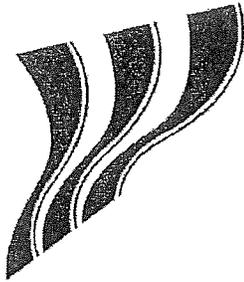
FROM: Chief David Wyffels *DW*

SUBJECT: Fowl Permit Application – Ken Viaene

I have reviewed the attached fowl permit submitted by Mr. Ken Viaene.

Mr. Viaene has raised show pigeons for many years in a coop behind his residence. We have never had a complaint from anyone in the neighborhood. Mr. Viaene has applied for a fowl permit in the past and approval was given. Nothing has changed in the manner in which he raises or cares for these show pigeons.

I recommend the application for the pigeons be approved.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: April 24, 2012

Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: May 7, 2012

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve

Guiding Principle: Willmar Municipal Code Section 4-1

Agenda Item: Consideration of Keeping of Livestock, Swine, or Fowl Permit

Background/Justification: We received an application from Marsha Hegreberg to keep fowl at 2216 22nd Street SW within the city limits. The fowl will be housed in a garden shed.

Fiscal Impact: \$20.00

Alternatives: Deny Permit

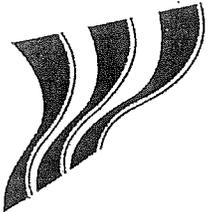
Staff Recommendation: Approve a One Year Fowl Permit for Four Chickens.

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature:

Comments:



**APPLICATION FOR THE KEEPING OF
LIVESTOCK, SWINE OR FOWL
WITHIN WILLMAR CITY LIMITS**

Municipal Code Sec. 4-1

APPLICANTS NAME: Marsha Anne Hegreberg PHONE NO: 222-7310
First Middle Last

APPLICANTS ADDRESS: 2216 22nd ST SW

TYPE OF ANIMAL TO BE KEPT: Laying eggs/chickens

NUMBER OF ANIMALS: 4

DESCRIBE TYPE OF SHELTER THAT ANIMAL (S) WILL BE KEPT IN: portable
chicken coupe from Runnings.

THIS APPLICATION IS FOR A ONE-YEAR TIME PERIOD FROM THE DATE OF CITY COUNCIL APPROVAL.

PERMIT APPROVAL

FEE:	\$5.00 per animal not to exceed \$30.00	Initials	Date
FEE PAID <u>(4)</u>	<u>20.00</u>	<u>NW</u>	<u>3-30-12</u>
	Amount	Public Works	<u>4-3-12</u>
	Date	City Council	
RECEIPT NO. <u>PK # 4135 R 911618</u>		City Clerk	



**WILLMAR POLICE DEPARTMENT
CHIEF OF POLICE**

2201 23rd St. NE
Suite 102
WILLMAR, MN 56201-9566
320-214-6700; 320-235-2244 V/TDD
FAX 320-231-6556

MEMORANDUM

DATE: April 3, 2012
TO: Willmar City Clerk's Office
FROM: Chief David Wyffels *DW*
SUBJECT: **Permit To Keep Fowl In City Limits**

This memo is to accompany a permit being sought by Marsha Hegreberg, 2216 22nd St. SW, Willmar, MN. Her husband is currently in the military and deployed overseas.

Ms. Hegreberg requested a permit to keep fowl within city limits. Ms. Hegreberg's request indicated she wished to have four chickens at her address which is within the city limits of Willmar.

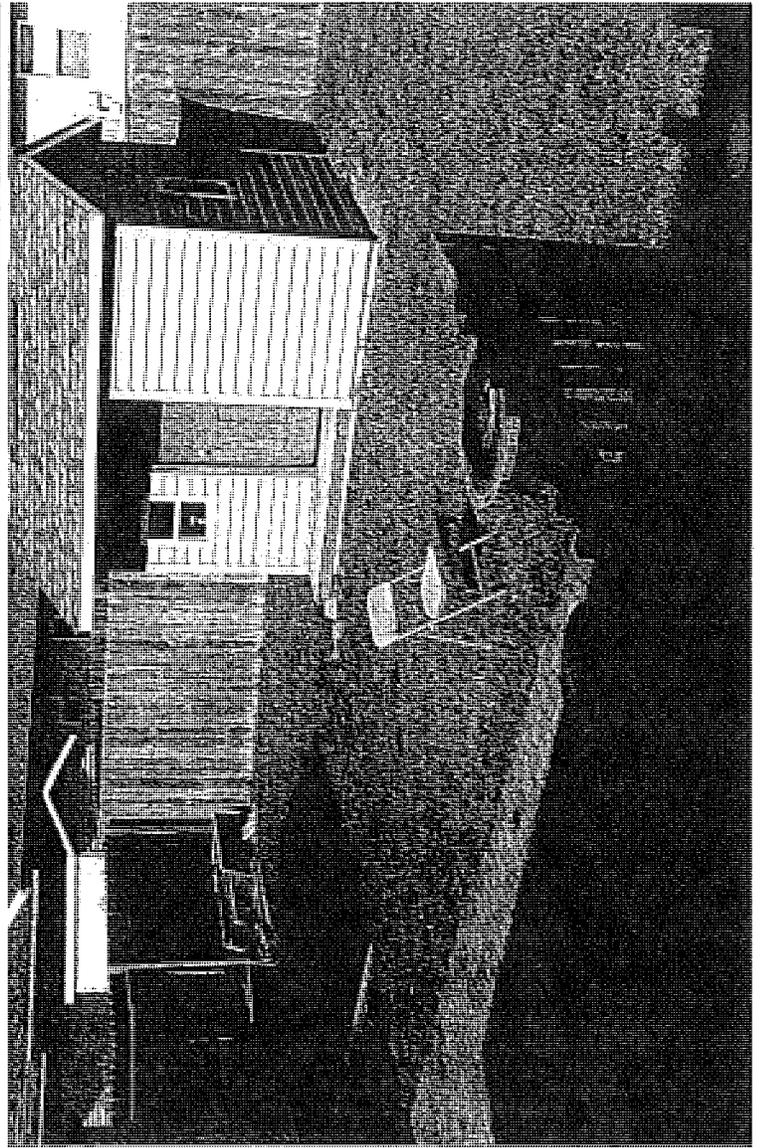
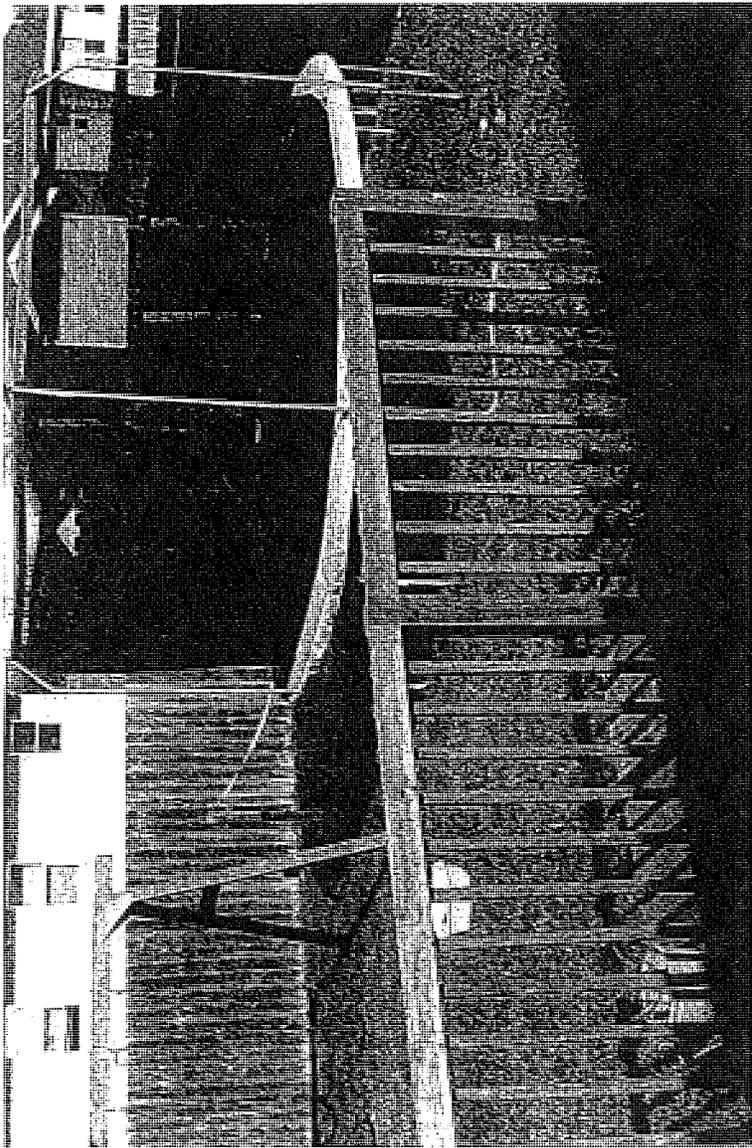
A Willmar Police Community Service Officer went to the address and inspected the proposed site of where the chickens were to be kept. He observed that Ms. Hegreberg's back yard is completely surrounded by a tall privacy fence. Inside the fence is a small garden shed in which the chickens are to be housed. No chickens were present yet as the permit have not been fully approved.

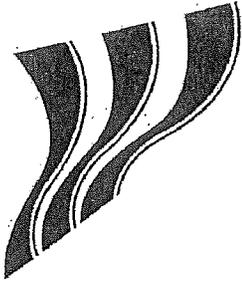
Ms. Hegreberg states she wishes to raise the chickens for their eggs and stated her young son loves eating eggs. The CSO actually observed her son eating eggs for dinner while speaking to Ms. Hegreberg.

The CSO was able to talk to one of Ms. Hegreberg neighbors and asked if he had any reservations about Ms. Hegreberg raising chickens. Although the neighbor seemed surprised, he stated he thought it was much better having her raising chickens than another neighbor who has two pit bulls and he preferred the presence of chickens over the barking of the dogs.

Nothing could be identified that should cause alarm to the neighbors with Ms. Hegreberg's request to raise the four chickens. Due to the fact that a large privacy fence encloses the entire area, neighbors should not even be aware of the chickens presence other than possibly hearing an occasional clucking noise.







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

Agenda Item Number: _____

Meeting Date: April 24, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Call for an Assessment Hearing on Project No. 1201

Guiding Principle: As required by Minnesota Statute 429, the City Engineer hereby requests the City Council Call for an Assessment Hearing for the 2012 Street and Other Improvements

Introduction: The City of Willmar will open bids April 24, 2012 for the 2012 Street and Other Improvements. The City Council is required to hold an Assessment Hearing for Project No. 1201.

Background/Justification: The City Council ordered the 2012 Street and Other Improvements at the Improvement Hearing held March 5, 2012. Bids will be opened and the amount received to perform the necessary improvements will be known. Staff is preparing the assessable footage and amount for each affected lot. It is at this time the affected property owners are to be notified of their set amount and a hearing date.

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

Alternatives: 1. Set the Assessment Hearing for June 4, 2012 or
2. Set the Assessment Hearing for a later date.

Staff Recommendation: That a Public Hearing on the assessable footage and amounts per lot be held by the City Council on June 4, 2012 in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Reviewed by: Holly Wilson, Public Works Director

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

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

MINUTES

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

Present:

Jim Dokken	Chair
Dennis Anderson	Council Member
Bruce DeBlicke	Council Member
Ron Christianson	Council Member
Bruce Peterson	Director of Planning and Development Services
Charlene Stevens	City Administrator

Others present: Mayor Frank Yanish, Council Member Rick Fagerlie, Council Member Tim Johnson, Jill Bengtson – HRA Director, Rick Goodeman – Southwest MN Housing Partnership, David Little – West Central Tribune, Steve Renquist – EDC, Bev Dougherty, Richard Engan, Andy Engan, Warren Hagen, and Laura Becker.

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments offered at this meeting.

2. LAKELAND HOTEL REDEVELOPMENT PROPOSAL (NO RECOMMENDATION)

Rick Goodeman of the Southwest Minnesota Housing Partnership presented a proposal for the redevelopment of the former Lakeland Hotel building (See Attachment A). They plan to apply for tax credits and the application is due June 12, 2012. The tax credit application is driving the speed at which municipal approval is needed.

Redevelopment costs are estimated at \$3.6 million. Financing consists of low income housing tax credits, federal and state historic tax credits, owner equity, and tax abatement. When questioned about parking, Mr. Goodeman said the reduction in unit count from the present 30 units would lessen the impact of parking in the downtown. Mr. Goodeman stated that tax abatement calculations have not been completed. He anticipated that the abatement would not be needed initially, but that as the project got into year 6 or 7 there could be a cash flow issue. The property currently pays \$12,000 a year in real estate taxes. Mr. Goodeman said that there were income qualifications for the rental units and that the income for occupancy can increase without limit after original qualification. A major focus of the rehabilitation would be to restore and maintain the historic nature of the building. One early step in the process would be to conduct a rental housing analysis to reaffirm the need for the project. Mr. Goodeman estimated that the project would be scheduled for construction beginning late summer 2013.

Steve Renquist of the EDC supported development of quality housing downtown. He stated that was his opinion and didn't come from the EDC Board. Richard Engan said that the proposed project was tied to the proposed downtown plan and would be consistent with the plan element calling for the expansion of quality housing in the Central Business District.

Following discussion, a motion was made by Council member DeBlieck, seconded Council member Anderson to support the application for low income housing tax credits. The motion failed on a 2-2 vote and was to go to the Council without a recommendation. Members voting for the motion—Anderson and DeBlieck. Members voting against the motion—Dokken and Christianson.

3. DOWNTOWN PLAN (MOTION)

Chair Dokken read a letter he sent to City Administrator Charlene Stevens expressing concern over downtown plan elements and funding. He said the plan was good, but should not be a priority when compared to other matters. He offered the opinion that public dollars should only be spent for public purposes, and he was not convinced that downtown development had a public purpose.

Staff reviewed the plan elements and implementation process (See Attachment B). For further information on the plan, see the City of Willmar website. City Administrator Stevens presented a document showing possible CBD capital improvements for the years 2013-2017. These were for projects that the City was identified in the plan as the champion to complete (See Attachment C). The Committee was reminded by staff that many plan elements do not require capital dollars and that the plan doesn't rely solely on public financing. The private sector plays a major part in accomplishing plan elements. Council member Anderson said the plan is a good start towards preserving past investment in the downtown. Council member DeBlieck stated that the plan is a good way to promote public investment, and that downtown redevelopment is a public purpose. Council member Christianson said much of the public expenditures are for public infrastructure which supports private development.

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

RECOMMENDATION: To set a public hearing on an ordinance to adopt the plan for the May 21, 2012 Council meeting.

4. CHAD HAUGEN SIGN ISSUE (MOTION)

Staff presented a request by Chad Haugen that the City consider entering into a terminable licensing agreement to allow his sign at 2125 South 1st Street to stay within the public right-of-way. Staff stated they had discussed the matter with the City Attorneys, and the terminable licensing agreement was the preferred solution due to a lack of options for a freestanding sign at that location. It was noted that the agreement would be prepared

entirely at the cost of the applicant and that the City would be protected from liability by the terms of the agreement.

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

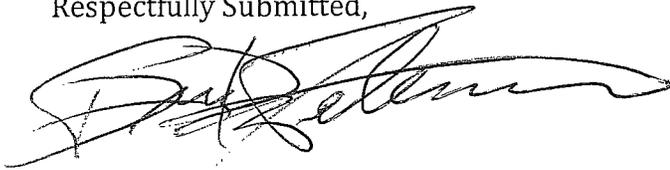
RECOMMENDATION: To approve the preparation and execution of a terminable license agreement for a free standing sign in the public right-of-way at 2125 South 1st Street.

5. UPDATES (FOR INFORMATION ONLY)

Staff provided updates on the status of the following projects: Goodwill building, airport land release, Erickson Building, major retail projects, Applebee's expansion, and Ridgewater College improvements.

6. There being no further business to come before the Committee, the meeting adjourned at 6:00pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bruce D. Peterson", written over a horizontal line.

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

LAKELAND HOTEL

Project Summary – April 26, 2012

The Southwest Minnesota Housing Partnership (SWMHP) was contacted by the Willmar Design Center to assist in preserving the Lakeland Hotel located in downtown Willmar. The property is currently in foreclosure and held by Bremer Bank. In March 2012, SWMHP presented a purchase agreement to Bremer Bank who has accepted the offer. The SWMHP is currently conducting its due diligence review and if the final decision is made to proceed our plan would be to fully rehabilitate and operate the structure as a mixed use, commercial and residential property in downtown Willmar.

Constructed in 1927, the Lakeland is a community landmark and recently received historic designation status through the US Department of the Interior. The Lakeland's façade and structure has barely changed since construction, but the function of the property is now mixed-use, with four (4) commercial enterprises on the ground level and thirty (30) residential units on the second and third levels. The commercial space is 100% occupied although two of the tenants are planning to relocate within the near future. Existing rental units are small studios and efficiencies, some with shared bath and kitchen facilities which are unappealing to today's renters and whose rental income does not support the operations of the residential portion of the building. Current occupancy of the residential units is about 50%. The site has inadequate parking accommodations on site and currently rents parking space for tenant use. Parking for residential tenants is challenging and more work will need to be done with the City to determine a long-term solution.

The preservation activities would be maintaining 2-3 viable commercial spaces on the main floor (with priority to retain the existing restaurant spaces) and creating 10 apartments consisting of 5 units per floor of on the upper floors. The apartments would be 1-one bedroom and 4-two bedroom units on each floor. The one-bedroom apartments would rent for \$548 per month and the two-bedroom apartments for \$658 per month.

Willmar is a strong market with continuing household and population growth in and around the downtown area as well as within the outer areas of the community. From a market context, including the location of several central business district area employers, bodes well for the long-term viability of this project. The Lakeland as a historic property would be unique in the Willmar market, so there are few comparable developments on which to base occupancy expectations. However, case studies of similar projects in other similar sized Minnesota communities show strong occupancy. Previous market studies in the community document on-

going demand for rental housing, especially in the business district. A new market analysis will be ordered and delivered in June.

The SWMHP has conducted a physical inspection of the property and has met with Engan Architects and representatives from the Willmar Design Center to determine rehabilitation needs and design and future use of the building. We are assuming asbestos and lead remediation and gutting the second and third floors. A phase one environmental analysis of the property has been ordered and will dictate remediation activity. All major systems will need to be replaced including the roof, windows and doors, elevator, HVAC, plumbing and electrical systems. We are currently considering a more rational design approach to the commercial uses on the 1st floor and multi-purpose meeting and residential services space for the below grade floor. We are also evaluating the single-story portion of the commercial roof area for patio and exterior garden space for residential tenant use. The original lobby area of the building offers some unique design elements that can be incorporated into the first floor community space. The building's structure is in good condition and the exterior envelope is in almost pristine condition. Meeting the US Department of Interior requirements should not impose significant cost burdens beyond what are contained within the estimate. Total development costs are estimated at \$3.6 million. The following is a summary of Estimated Development Costs:

Acquisition and Rehabilitation:	\$2,788,878
Professional Fees/Soft Costs:	\$ 429,000
Financing Costs:	\$ 286,650
Reserves:	\$ 95,890

Estimated Total Development Cost: \$3,600,488

Financing will consist of primarily tax credit equity from a combination of federal low income housing tax credits and federal and state historic tax credits. No amortizing loan is assumed in the financing plan since the property will not support amortizing debt beyond a ten year term. The remaining sources of funding would consist of financing provided through the Willmar HRA, a Willmar Small Cities Development Program grant and owner equity through SWMHP.

An application will be submitted for an allocation of low income housing tax credits in June 2012. The rehabilitation plan will be developed and submitted to the Minnesota State Preservation Officer (SHPO) to secure the State and Federal Historic Credits. After SHPO approves the plan it will be submitted to the Parks Department at the US Department of Interior for formal federal approval. We are planning to complete this process by September of 2012. We plan on starting the rehabilitation by late summer of 2013.

The plan features 19 elements organized into five topics:

Topic A: Access, Movement, and Parking

- Element A1: Establish Downtown Gateways and Improve Vehicular Access
- Element A2: Improve Pedestrian Environment and Connections
- Element A3: Perform Downtown Parking Study
- Element A4: Implement Becker Avenue Plan (roadway)

Topic B: Open Space, Green Space, and Trails

- Element B1: Implement Becker Avenue Plan (green space and trails)
- Element B2: Extend Glacial Lakes State Trail into Downtown
- Element B3: Create Downtown Trailhead at Selvig Park
- Element B4: Improve the Urban Forest

Topic C: Building Conditions and Aesthetics

- Element C1: Adopt Downtown Design Standards
- Element C2: Facilitate Facade Improvements
- Element C3: Encourage Historic Preservation and Restoration
- Element C4: Update and Improve Lighting

Topic D: Business Mix and Redevelopment

- Element D1: Revise the Central Business District Zoning Boundary
- Element D2: Encourage Redevelopment on Targeted Sites
- Element D3: Encourage Restaurant and Retail Development
- Element D4: Support and Maintain Cultural, Governmental, and Institutional Uses Downtown

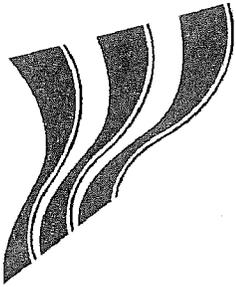
Topic E: Housing

- Element E1: Analyze Existing Downtown Housing
- Element E2: Promote Higher Density Development at CBD Fringe
- Element E3: Increase and Improve Downtown Housing

Plan Elements where City is seen as Primary Funder	2013	2014	2015	2016	2017
Establish Downtown Gateways	3,000.00	150,000.00			
Improve Pedestrian Environment					
Extend Glacial Lakes State Trail	42,000.00	-	300,000.00		
Design Becker Avenue Plan (roadway)	-	-	-	250,000.00	250,000.00
Construction of Becker Avenue Plan	-	-	-	-	-
Downtown Lighting	-	-	-	-	-
Totals	45,000.00	150,000.00	300,000.00	250,000.00	250,000.00

Design of Becker Avenue is the first step to obtaining probable cost estimates for construction. Becker Avenue (5 to 10 years), therefore construction is unlikely to occur prior to 2017 and would be phased. Downtown Lighting - Is a long term, greater than 10 year project.

- Funding Sources:**
- LOST (Glacial Lakes Trail)
 - Willmar General Funding (Planning dollars for Gateways)
 - Willmar Capital Improvement Fund
 - Willmar Municipal Utilities - will participate in the funding of street light replacement
 - Community Investment Fund



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: April 24, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 30, 2012

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Police Department

Action Requested: Request approval allowing the Willmar Police Department to apply for and if awarded, receive a grant from the Invitation Health Institute for the purposes of conducting alcohol compliance checks.

Guiding Principle: The Willmar Police Department has participated in this grant process for at least the past 10 years. This grant requires no matching funds nor does it place other encumbrances on the Willmar Police Department budget. The grant reduces the cost of performing alcohol compliance checks which are performed anyway.

Introduction: This grant was previously awarded on an annual basis through the Minnesota Institute of Public Health which has now been subjected to a name change to Invitation Health Institute. The grant period extends from July 1, 2012 to May 28, 2012.

Background/Justification:

The Willmar Police Department performs alcohol compliance checks on licensed liquor establishments within the City of Willmar at least twice a year. This grant allows a reimbursement of \$30.00 for each licensed liquor establishment that is checked for compliance. Compliance checks are performed twice a year as stipulated in the grant outline. The Willmar Police Department performs approximately forty (40) different checks throughout the year resulting in approximately \$1200.00 of grant income. This amount is awarded to help defray the cost of:

- Officer overtime incurred during the compliance checks.
- Wages paid to under purchasers participating in the compliance checks
- Mileage reimbursement or other expenses directly associated with conducting compliance checks.

Fiscal Impact: The City of Willmar recognizes a reimbursement of approximately \$1200.00.

Alternatives: N/A

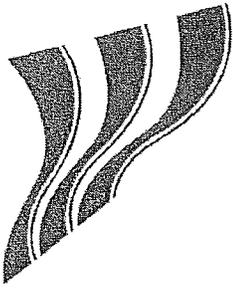
Staff Recommendation: Adopt a resolution allowing staff to apply for and if awarded accept the grant as requested for the stated purpose of conducting alcohol compliance checks.

Reviewed by: Charlene Stevens, City Administrator

Preparer: David Wyffels, Chief of Police

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting Date: 5-7-2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning & Development Services

Action Requested: Food Shelf Addition Preliminary/Final Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The Food Shelf is buying land from the BNSF RR and wishes to combine it with the lot they currently own (624 Pacific Ave. SW & 400 Pacific Ave. SW)

Background/Justification: The food shelf has very limited parking spaces and wishes to expand a parking lot on the land they are purchasing. They assist 780 families a month and get three semi deliveries a week. The Planning Commission approved the plat with no conditions.

Fiscal Impact: N/A

Alternatives: N/A

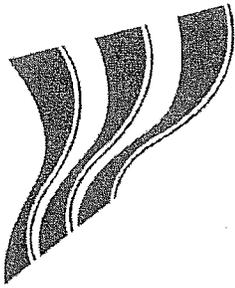
Staff Recommendation: Staff recommends approval of the preliminary/final plat

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

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

Signature: *Megan M. Sauer*

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15
Meeting Date: May 7, 2012
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 7, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Introduce Resolution

Guiding Principle: Must be approved by Willmar City Council

Agenda Item: Consideration of Designating Polling Locations for 2012 Elections

Background/Justification:

The City is required by election law to publish/post the polling locations for the Primary Election, scheduled for Tuesday, August 14, and the General Election, scheduled for November 6, 2012. In accordance to Minnesota Statutes 204B.21, Subdivision 2, and Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass resolution designating polling locations.

Fiscal Impact:

Alternatives: Deny Resolution

Staff Recommendation: Adopt Resolution Designating Polling Locations

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature: 

Comments:

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2012 Primary and General Elections:

FIRST WARD:	1 st Precinct	Willmar Community Center 624 North Highway 71
	2 nd Precinct	Lakeview Apartment Building 300 North 7th Street
	3 rd Precinct	Ridgewater College 2101 15th Avenue Northwest
SECOND WARD:	1 st Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 nd Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 rd Precinct	Christian Reform Church 1708 Southwest 8th Street
THIRD WARD:	1 st Precinct	Willmar Conference Center 2100 East Highway 12
	2 nd Precinct	Highland Apartments 115 East Becker Avenue
	3 rd Precinct	Municipal Auditorium 313 West 6th Street
FOURTH WARD:	1 st Precinct	First Baptist Church 1000 6 th Street Southeast
	2 nd Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 rd Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 7th day of May, 2012.

Attest:

MAYOR

CITY CLERK-TREASURER