

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

January 7, 2013
7:00 p.m.

City Clerk Kevin Halliday, chief officer in charge of voting for the City of Willmar, presented to Council Members Denis Anderson, Tim Johnson, Steve Ahmann, and Jim Dokken Certificates of Election. The Honorable Judge Don Spilseth, Judge of District Court, officiated the Swearing-in Ceremonies of the Council Members and the signing of the Oath of Office.

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 Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 8, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steven Okins, Planning and Development Services Director Bruce Peterson, Fire Chief/Fire Marshal Gary Hendrickson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Mayor Yanish called on Reverend Mari Thorkelson to give the invocation.

Council Member Anderson requested that the Mayoral Appointment to Municipal Utilities Commission be removed from the Consent Agenda.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 17, Rice Hospital Board Minutes of December 12 and 19, Municipal Utilities Commission Minutes of December 24, Application for Exempt Permit – Willmar Hockey Association, Sale of Lidar Unit to Atwater Police Department, Accounts Payable through December 31, Building Inspection Report for December, Community/Activity Center Board Minutes of December 4, and Airport Commission Minutes of December 12, 2012. Council Member Christianson seconded the motion, which carried.

Council Member Anderson questioned the action to not reappoint Dave Baker to the Municipal Utilities Commission. Mayor Yanish stated that his choice, Joe Gimse, had 17 years of experience with natural gas and State Capital experience and that he had talked with the Willmar Municipal Utilities General Manager Hompe regarding this appointment. Council Member DeBlieck stated the recent change to the City Charter for the three-year terms was keep on experienced Commissioners. Council Member Christianson moved to approve the Mayoral appointment of Joe Gimse to the Municipal Utilities Commission. Council Member Dokken seconded the motion, which carried on a voice vote of Ayes 5, Noes 2 – Council Members Anderson and DeBlieck voted “No.”

At 7:22 p.m. Mayor Yanish opened a hearing on an Ordinance to Rezone property from G/I (Government Institutional) to R-2 (One and Two Family Residential). Planning and Development Services Director Peterson presented details of the proposed rezoning of the old Lincoln School property to operate as a church. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:24 p.m.

Following discussion, Council Member Ahmann offered a motion to adopt, assign a number, and order final publication of an Ordinance to Rezone Property from G/I to R-2. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At this time Mayor Yanish presented to the Council, Staff, and public the Mayor's 2013 State of

the City Address.

Mayor Yanish recognized Jay Lawton and John Sullivan who had signed up to address the City Council during the Open Forum. Mr. Lawton spoke of the publication of City notices and felt the Raymond-Prinsburg News and New London paper do not serve public purpose. Mr. Sullivan stated that he had urged the Mayor to appoint Dave Baker to the Municipal Utilities Commission and felt the coverage of the West Central Tribune regarding the Mayor and Council was bias and as an elitist group they use their position to bully.

The Public Works/Safety Committee Report for December 18, 2012, was presented to the Mayor and Council by Council Member Christianson. There were seven items for Council consideration.

Item No. 1 Staff informed the Committee that in May, 2011, the City solicited quotes from engineering firms to perform inspections of sump pumps in two specific areas of the City. The low quote of \$29,000 was received from Bolton and Menk, with a contract executed in June of that year. Barry Glienke, the Project Manager for the Sump Pump Inspection Program, was before the Committee to give an update. During the summer and fall of 2011 92 percent of the units were inspected. Of these, 55 had new winter discharge permits issued by the City. Approximately 48 units remain to be inspected.

Mr. Glienke overviewed some lift station statistics from the Country Club Drive area. In both 2011 and 2012, from January – July, the precipitation received was close to 15 inches. In 2011 the pump ran 1,465 hours and in 2012 it ran for 1,033 showing a significant drop in groundwater infiltration into the wastewater system. It was the direction of the Committee that the remaining property owners be contacted by letter asking them to allow an inspection of their property. If no response is received, the fine established by the ordinance of \$100/day for noncompliance would be implemented. This matter was for information only.

Item No. 2 The Committee was informed by Staff that TPI Core Inc. dba Holiday Inn Green Mill is planning a \$10 million expansion of the Motels, Green Mill Restaurant and Bar, and adding a Hurricane Grill and Wings Restaurant. It is their intention to have two separate restaurants and bars with individual cash registers, which according to the State of Minnesota Alcohol Enforcement Division calls for two liquor and restaurant licenses. Municipal Code Section 3-114 subd. 6 states "no license shall be granted to or held by any person who is directly or indirectly interested in any other establishment in the city to which either an On-Sale or Off-Sale License has been issued." This is a City regulation only and Minnesota Statute allows the licensure under different limitations. Staff's recommendation is that the City remove the single license barrier by redrafting the ordinance.

The Committee was recommending the Council direct the City Attorney to redraft Municipal Code Section 3-114 subd. 6 which limits liquor licenses to one per person. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Anderson seconding the motion, which carried.

Item No. 3 The current City policy is to offer On-Sale and Off-Sale Liquor License holders the option of paying 50 percent of their license fee at the time of renewal (April 25) and pay the remaining 50 percent in late October. Staff is recommending the City discontinue that practice and collect the full annual liquor license fee each April renewal period. This would allow Staff to spend more time on other tasks rather than mail reminder letters to collect the second half of the fee.

The Committee was recommending the Council change the City's policy and collect the full annual liquor license fee at each April renewal time period. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Anderson seconding the motion, which carried.

Item No. 4 Staff recommended an increase in the liquor license investigation fee charged for individuals. The current fees, adopted by the City decades ago, are \$75.00 for individuals, \$150.00 for

partnerships and \$300.00 for corporations. The individual rate is too low, as the investigation checklist includes not only the owners' names, but the Willmar Municipal Utilities and property tax records for delinquent payments, and nearly equals the investigative work of multiple owners of a partnership. The recommended increase would be to \$125.00.

The Committee was recommending the Council change the investigation fee for an individual seeking a liquor license from \$75.00 to \$125.00. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Anderson seconding the motion, which carried.

Item No. 5 Planning and Development Services Director Peterson presented to the Committee a proposed list of improvements for 2013. The list includes reconstruction, overlay, new construction, railroad quiet zones, and miscellaneous projects. Staff briefly reviewed the streets and miscellaneous items proposed for construction, which is based off the Five-Year Street Improvement Plan.

This year's improvements include reconstruction of 1.47 miles of streets, 1.05 miles of overlay of various streets, and .69 miles of new construction to include Willmar Avenue SW from Industrial Boulevard to 22nd Street SW and 4th Avenue SW from 28th Street SW to cul-de-sac. Also included are two Federal Projects, the trail connection from the Downtown to Robbins Island and the Trott Avenue SW Quiet Zone. Miscellaneous items include the construction of a sidewalk along 11th Avenue SE from the Middle School to 6th Street SE, storm water-related improvements yet to be identified, seal coat and crack sealing of various areas. The specifics of the streets are detailed in the project list presented by staff.

Following discussion, the Committee was recommending the Council order preparation of the Improvement Report for the 2013 Street and Other Improvements. Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

ORDER OF IMPROVEMENT REPORT

WHEREAS, it is proposed to construct the following improvements under the 2013 Improvement Project:

grading, gravel base, curb and gutter, sump pump tile, milling, bituminous pavement, sidewalk, path, service lines, sanitary sewer, storm sewer, water main, and railroad quiet zone

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to the Interim City Engineer for study, and that he is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 7th day of January, 2013.

/s/ Frank Yanish

MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

Item No. 6 Staff presented to the Committee preliminary budgets for the 2013 Improvements Projects. The funding sources necessitate five budgets in order to account for the use of federal and state funding. Following discussion, the Committee was recommending the Council approve the five budgets as presented by Staff.

Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

PRELIMINARY PROJECT NO. 1301 BUDGET
ESTIMATED TOTAL COST \$2,340,774

SUPPLIES		RECEIVABLES	
Postage	\$1,000.00	Property Owners	\$822,412.00
General Supplies	\$500.00	City (Com. Inv.)	\$325,372.00
TOTAL	\$1,500.00	State (MSA)	\$688,860.00
OTHER SERVICES		City (MUC)	\$84,324.00
Printing & Publishing	\$1,000.00	City (WTP)	\$81,960.00
Mtce. of Other Impr.	\$1,878,516.00	Other (Transfer 1303)	\$337,846.00
Other Services	\$98,869.00	TOTAL	\$2,340,774.00
TOTAL	\$1,978,385.00	FINANCING	
OTHER CHARGES		Bonds	\$1,147,784.00
Prof. Serv.	\$59,889.00	State (MSA)	\$688,860.00
Advertising	\$1,000.00	City (MUC)	\$84,324.00
Adm. OH (Transfer)	\$300,000.00	City (WTP)	\$81,960.00
TOTAL	\$360,889.00	Other (Transfer 1303)	\$337,846.00
GRAND TOTAL		TOTAL	\$2,340,774.00
	\$2,340,774.00		

- | | |
|-------------------------|----------------|
| 1. Kandiyohi Ave. SW | \$1,032,805.00 |
| 2. 2nd St. SE | \$374,650.00 |
| 3. Havanna | \$77,880.00 |
| 4. 6th St. SW | \$756,000.00 |
| 5. Block 43 Parking Lot | \$85,000.00 |

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

PRELIMINARY PROJECT NO. 1302 BUDGET
ESTIMATED TOTAL COST \$1,346,285

SUPPLIES		RECEIVABLES	
Postage	\$1,000.00	County (SCA)	\$379,005.00

General Supplies	<u>\$500.00</u>	City (MUC)	\$10,086.00
TOTAL	\$1,500.00	City (WTP)	\$4,936.00
		Other (City LOST)	<u>\$952,258.00</u>
		TOTAL	\$1,346,285.00
OTHER SERVICES			
Printing & Publishing	\$2,000.00		
Mtce. Of Other Improve.	\$1,087,125.00		
Other Services	<u>\$57,217.00</u>		
TOTAL	\$1,146,342.00		
OTHER CHARGES			
Prof. Serv.	\$60,000.00		
Advertising	\$2,000.00		
Adm. OH (Transfer)	\$136,000.00		
Other Charges	<u>443.00</u>		
TOTAL	\$ 198,443.00		
GRAND TOTAL			
	\$1,346,285.00		

FINANCING	
County (CSA)	\$379,005.00
City (MUC)	\$10,086.00
City (WTP)	\$4,936.00
Other (City LOST)	<u>\$952,258.00</u>
TOTAL	\$1,346,285.00
1. Willmar Ave SW	\$842,284.28
2. 4 th Avenue SW	\$272,199.25
3. Willmar Ave. SW	\$237,803.21

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

PRELIMINARY PROJECT NO. 1303 BUDGET
ESTIMATED TOTAL COST \$1,138,945

SUPPLIES		RECEIVABLES	
Postage	\$1,000.00	Property Owners	\$652,216.00
General Supplies	<u>\$500.00</u>	State (MSA)	\$584,575.00
TOTAL	\$1,500.00	City (Gen/Cap. Imp.)	\$240,000.00
		Other	<u>-\$337,846.00</u>
		TOTAL	\$1,138,945.00
OTHER SERVICES			
Printing & Publishing	\$1,000.00		
Mtce. Of Other Improve.	\$919,698.00		
Other Services	<u>\$48,405.00</u>		
TOTAL	\$969,103.00		
OTHER CHARGES			
Prof. Serv.	\$18,342.00		
Adm. OH (Transfer)	<u>\$150,000.00</u>		
TOTAL	\$ 168,342.00		
GRAND TOTAL			
	\$177,017.00	1. Overlay	\$1,138,945.00

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

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

RESOLUTION NO. 5

PRELIMINARY PROJECT NO. 1304 BUDGET
ESTIMATED TOTAL COST \$177,017

SUPPLIES		RECEIVABLES	
Postage	\$500.00	City (LOST)	\$41,953.00
TOTAL	\$500.00	Other (Fed. Grant)	\$135,064.00
		TOTAL	\$177,017.00
OTHER SERVICES		FINANCING	
Printing & Publishing	\$500.00	City (LOST)	\$41,953.00
Mtce. Of Other Improve.	\$142,941.00	Other (City LOST)	\$135,064.00
Other Services	\$7,524.00	TOTAL	\$177,017.00
TOTAL	\$150,965.00		
OTHER CHARGES			
Prof. Serv.	\$20,052.00	Bike Path	\$177,017.00
Advertising	\$500.00		
Adm. OH (Transfer)	\$5,000.00		
TOTAL	\$168,342.00		
GRAND TOTAL	\$177,017.00		

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

PRELIMINARY PROJECT NO. 1305 BUDGET
ESTIMATED TOTAL COST \$285,000

SUPPLIES		RECEIVABLES	
Postage	\$500.00	State (MS)	\$28,500.00
TOTAL	\$500.00	Other (Fed. RR)	\$256,000.00
		TOTAL	\$285,000.00
OTHER SERVICES		FINANCING	
Printing & Publishing	\$500.00	State (MSA)	\$28,500.00

Mtce. Of Other Improve.	\$230,138.00	Other (City LOST)	<u>\$256,500.00</u>
Other Services	<u>\$12,112.00</u>	TOTAL	\$285,000.00
TOTAL	\$242,750.00		

OTHER CHARGES

Prof. Serv.	\$19,375.00		
Advertising	\$1,000.00	1. Trott Ave. SW	\$285,000.00
Adm. OH (Transfer)	<u>\$21,375.00</u>		
TOTAL	\$41,750.00		

GRAND TOTAL \$285,000.00

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 Staff informed the Committee that the City has received an offer to gift the former Rule Tire Property to the City. The heirs of Jim and Betty Rule are offering three parcels of land with several buildings to be demolished at an estimated cost of \$50,000-70,000. It has been determined that five underground storage tanks were removed, but the possibility of contaminated soil in the area is yet to be determined. A Phase I Investigation of the soil conditions can be performed for approximately \$750.00. There is currently \$9,500.00 due in back taxes on the property. Possible uses for the property were discussed, and the Committee was recommending the Council authorize Staff to proceed with the Phase I Investigation to determine environmental conditions, and conduct further due diligence.

Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Fagerlie seconding the motion, which carried.

The Public Works/Safety Committee Report for December 18, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

City Clerk Halliday presented to the Mayor and Council a Resolution Designating Polling Locations for the Ward Four Special Election scheduled for February 12, 2013. Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Dokken, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 7

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 2013 Ward Four Special Election:

FOURTH WARD:	First Precinct	First Baptist Church 1000 6 th Street Southeast
	Second Precinct	Calvary Lutheran Church 302 Olena Avenue
	Third Precinct	Redeemer Lutheran Church 1401 Southwest 6 th Street

Dated this 7th day of January, 2013.

/s/ Frank Yanish

MAYOR

/s/ Kevin Halliday

Attest: CITY CLERK

The Mayor and Council considered an Agreement with Dovre Township for fire suppression services. City Clerk Halliday explained the Dovre Township is under an annual contract for Willmar Fire Department service. Following discussion, Council Member Ahmann moved to approve the Dovre Township contract and authorize the Mayor and City Administrator to execute the contract. Council Member Christianson seconded the motion, which carried.

The Mayor and Council considered a number of Council reorganizational resolutions resulting from the Council's reorganizational meeting held prior to the City Council meeting. Resolution No. 8, establishing Committee assignments, was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 8

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2013 through 2014 Committee appointments for members of the Council shall be provided in the list of appointments as follows:

Labor Relations Committee:

Chair: Steve Ahmann
Vice Chair: Jim Dokken
Ron Christianson
Denis Anderson
Charlene Stevens, City Administrator
Steve Okins, Finance Director
Municipal Utilities Commission
Rice Hospital Board

Finance Committee:

Chair: Denis Anderson
Vice Chair: Tim Johnson
Rick Fagerlie
Winner of Ward 4 Special Election
Charlene Stevens, City Administrator
Steve Okins, Finance Director
Kevin Halliday, City Clerk-Treasurer

Community Development Committee:

Chair: Rick Fagerlie
Vice Chair: Bruce DeBlieck
Jim Dokken
Tim Johnson
Charlene Stevens, City Administrator
Bruce Peterson, Planning/Development Services Director

Public Works/Safety Committee:

Chair: Ron Christianson
Vice Chair: Winner of Ward 4 Special Election
Bruce DeBlieck
Steve Ahmann
Charlene Stevens, City Administrator
David Wyffels, Police Chief
Bruce Peterson, Planning/Development Services Director
Gary Hendrickson, Fire Chief/Fire Marshal

Allied Power Board: Bruce DeBlieck
Community Education/Recreation Joint Powers Board/Park Board: Tim Johnson
 and Winner of Ward 4 Special Election
Economic Development Commission: Ron Christianson, Denis Anderson and Steve Ahmann
Fire Code Appeals Board: Chair: Ron Christianson
 Vice Chair: Denis Anderson
Housing and Redevelopment Authority: Ron Christianson and Jim Dokken
Human Rights Commission: Denis Anderson
Mid-Minnesota Development Commission: Rick Fagerlie
Municipal Utilities Commission: Bruce DeBlieck and Jim Dokken
Pioneerland Library System: Denis Anderson
Rice Hospital Board: Jim Dokken and Steve Ahmann
Transit Joint Powers Board: Bruce DeBlieck and Rick Fagerlie
Vision 2040 Committee: Bruce DeBlieck and Steve Ahmann
Willmar Cable Advisory Board: Ron Christianson and Denis Anderson
Willmar Convention and Visitors Bureau: Winner of Ward 4 Special Election
Willmar Community and Activity Center Council: Tim Johnson
Willmar Design Center: Steve Ahmann

Dated this 7th day of January, 2013.

/s/ Frank Yanish
 MAYOR

/s/ Kevin Halliday
 Attest: CITY CLERK

Resolution No. 9, appointing the Mayor Pro Tempore, was introduced by Council Member Fagerlie, seconded by Council Member DeBlieck, reviewed by Mayor Yanish. Following discussion of the process used in the reorganization meeting, the Resolution was approved on a roll call vote of Ayes 5, Noes 2 – Council Members Christianson and Ahmann voted “No”.

RESOLUTION NO. 9

WHEREAS, the Charter of the City of Willmar, a municipal corporation of the State of Minnesota, provides that in the absence or disability of the Mayor, an Acting Mayor shall be appointed by action of the City Council;

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

that during the years 2013 and 2014, should the Mayor, the Honorable Frank Yanish, be absent or unable to act as such Mayor, that Council Member Anderson be and is hereby appointed as Acting Mayor to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 7th day of January, 2013.

/s/ Frank Yanish
 MAYOR

/s/ Kevin Halliday
 Attest: CITY CLERK

Resolution No. 10 designating Council meeting dates and times, was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular semi-monthly meetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of each month during the next two years and that the regular place of said meetings shall be in the Council Chambers of the Municipal Utilities Building, 700 Litchfield Avenue Southwest, Willmar, Minnesota; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 11, regarding legal publication for the City of Willmar, was introduced by Council Member DeBlieck, seconded by Council Member Anderson, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 11

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the West Central Daily Tribune of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State statutes for legal publications be accepted.

Dated this 7th day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 12, appointed a responsible authority for the City of Willmar, was introduced by Council Member Anderson, seconded by Council Member Christianson, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 12

APPOINTING A RESPONSIBLE AUTHORITY

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately

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

January 7, 2013
6:00 p.m.

The Willmar City Council met in special session at 6:00 p.m. in the Executive Board Room at the Willmar Municipal Utilities, 700 Litchfield Avenue, Willmar, Minnesota. Mayor Yanish called the meeting to order with the full Council in attendance. Others in attendance were Robert Scott, City Attorney and Gary Geiger, Audrey Nelson, John Sullivan, Ken Warner, Wayne Nelson, Beverly Dougherty, Les Heitke and David Little.

The City Council met for the express purpose of addressing the two-year Council Committee assignments and the Mayor Pro Tempore position in as advance of the biennial organizational meeting. Nominations were open for Mayor Pro Tempore and four nominations were offered which were Council Members Anderson, Christianson, DeBleick and Fagerlie. Following a voice vote and a call for a roll call vote, Council Member Anderson received the most votes. Voting in favor of Council Member Christianson's nomination were Council Members Christianson, Johnson and Dokken; voting in favor of Council member DeBleick's nomination was Council Member DeBleick; voting in favor of Council Member Fagerlie's nomination were Council Members Fagerlie, Ahmann and DeBleick; voting in favor of Council Member Anderson's nomination were Council Members Johnson, Fagerlie, DeBleick and Anderson.

Committee assignments, along with Chairs and Vice-Chairs, were completed and included assignments for the pending Fourth Ward Council Member vacancy. Nominations and roll call votes were conducted for the Chairs of the Community Development and Public Works/Public Safety Committees. Council Members Dokken and Fagerlie were nominated to Chair the Community Development Committee; voting in favor of Council Member Dokken were Council Members Christianson, Johnson and Dokken; voting in favor of Council Member Fagerlie were Council Members Anderson, Ahmann, Dokken, Fagerlie and DeBleick. Council Members DeBleick and Christianson were nominated to Chair the Public Works/Public Safety Committee; voting in favor of Council Member DeBleick were Council Members Anderson, Fagerlie and DeBleick; voting in favor of Council Member Christianson were Council Members Christianson, Ahmann, Johnson and Dokken.

Other business included discussion of the standard Council meeting dates and times, the legal newspaper and the Responsible Authority for the data practice policy.

The meeting ended at 6:55 p.m.

WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JANUARY 9, 2013

MINUTES

1. The Willmar Planning Commission met on Wednesday, January 9, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charles Oakes, Andrew Engan, Gary Geiger, Randy Czarnetski, Bob Poe, Virgilio Aguirre Jr.

** Members Absent: Scott Thaden, and Nick Davis

** Others Present: Bruce Peterson- Director of Planning and Development Services, Megan Sauer- Planner.

2. REORGANIZATION: Mr. Poe made a motion, seconded by Mr. Geiger to nominate Mr. Klema for Chair, Mr. Oakes for Vice Chair, and Mr. Engan for secretary for the year 2013.

The motion carried.

3. MINUTES: The minutes of the December 12, 2012 meeting were approved as presented.

4. TREE PLANTING/MAINTENANCE EASEMENT VACATION- FILE 13-01: Staff presented a vacation request for a tree planting/maintenance easement which is not well described and does not properly confine the easement. It is described as follows: a strip of land 5' in width, over and across the said property E 100' of Lots 1 and 2 except south 10' of east 100 feet of lot 2, Block 39, City of Willmar. The 5' strip is undefined; it is unclear if it's along 8th St. SW or Litchfield Ave. W (Hwy. 12 W). Staff inquired with Municipal Utilities as well as Public Works as to the necessity of the easement. It was the consensus that vacation of the easement would be best, as defining the easement is unnecessary as there are boulevard trees in the r-o-w along 8th St. SW already.

The Commission talked about the easement not being useful as it is so poorly defined and not even needed for tree planting.

Mr. Geiger made a motion, seconded by Mr. Czarnetzki, to adopt a resolution recommending the tree planting easement vacation to the City Council for a public hearing and action.

The motion carried.

5. TEXT AMENDMENT DISCUSSION- APPEALS PROCESS: Staff presented a possible text amendment to the Commission regarding Section 9.E.5 of the Zoning

Ordinance regarding appeals of actions by the Planning Commission. The amendment would further clarify the section regarding the Board of Zoning Appeals hearing appeals of actions/enforcement of the Zoning Administrator and that an appeal of an action by the Planning Commission would go to District Court. The only exception to the rule is conditional use permits, which action by the Planning Commission can be overturned by the City Council with an 6/8 vote.

The Planning Commission thought this clarified the Ordinance further.

Mr. Engan made a motion, seconded by Mr. Oakes to have a public hearing on the proposed text amendment at an upcoming meeting.

The motion carried.

6. There being no further business to come before the Commission, the meeting adjourned at 7:33 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JANUARY 14, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, January 14, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Jerry Gesch, Dan Holtz, Carol Laumer, Jeff Nagle and Joe Gimse.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Finance Tim Hunstad, Customer Service Supervisor Stacy Stien, Director of Electric Production Jon Folkedahl, Administrative Secretary Beth Mattheisen, Programmer/Analyst Char Anderson, Mayor Frank Yanish, City Councilman Bruce DeBlieck, City Attorney Robert Scott (via teleconference) and WC Tribune Journalist David Little.

Commissioner Salzer opened the meeting by introducing and welcoming the newest member to join the Commission, Joe Gimse.

Commissioner Salzer informed the Commission that the first item of business to be addressed would be the election of officers for 2013. For the position of President, Commissioner Schrupp made a motion to nominate Commissioner Salzer to serve as President. There being no other nominations, Commissioner Holtz seconded the motion which carried, and Commissioner Salzer was elected President of the Municipal Utilities Commission for the year 2013 by a unanimous vote.

For the position of Vice President, Commissioner Holtz made a motion nominate Commissioner Schrupp to serve as Vice President. There being no other nominations, Commissioner Laumer seconded the motion which carried, and Commissioner Schrupp was elected Vice President of the Municipal Utilities Commission for the year 2013 by a unanimous vote.

For the position of Secretary, Commissioner Nagel made a motion to nominate Commissioner Gesch to serve as Secretary. There being no other nominations, Commissioner Holtz seconded the motion which carried, and Commissioner Gesch was elected Secretary of the Municipal Utilities Commission for the year 2013 by a unanimous vote.

For the position of Treasurer, Commissioner Schrupp made a motion to nominate Commissioner Holtz to serve as Treasurer. There being no other nominations, Commissioner Nagel seconded the motion which carried, and Commissioner Holtz was elected Treasurer of the Municipal Utilities Commission for the year 2013 by a unanimous vote.

Following the election of officers for 2013, President Salzer requested a resolution to approve the Consent Agenda. Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Laumer seconded.

RESOLUTION NO. 1

"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 December 24, 2012 Commission meetings; and,

- ❖ Bills represented by vouchers No. 130001 to No. 130115 inclusive in the amount of \$548,081.70 with a MISO credit in the amount of \$109,152.77 and an Absaloka Coal payment in the amount of \$51,717.20.

President

ATTEST:

Secretary

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

At this time, President Salzer noted that there were several organizational matters to be addressed. The first matter would be to establish regular meeting times and location for the year 2013. Following discussion, Commissioner Schrupp made a motion to set the 2013 Municipal Utilities Commission meeting schedule as presented with meetings to be held on the second and fourth Mondays of each month (unless otherwise designated) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Holtz seconded the motion, which carried.

President Salzer then requested recommendations for appointments to the Labor Relations Committee and the Planning Committee for 2013. Following discussion, President Salzer appointed Commissioners Schrupp, Laumer along with himself to serve on the WMU Labor Relations Committee, and Commissioners Gesch, Holtz, and Nagel to serve on the WMU Planning Committee. In the absence of members of either committee, Commissioner Gimse was appointed as the Alternate to serve on both committees. It was also noted that at the December 24th MUC meeting, Commissioners Nagel & Laumer and Customer Service Supervisor Stien had volunteered to serve on the WMU Scholarship Committee 2013.

General Manager Hompe and Director of Finance Hunstad reviewed with the Commission proposed revisions to the WMU Investment Policy. The grammatical changes were required to bring the policy up to current standards. Following a review of the proposed changes, Commissioner Schrupp offered a resolution to approve the WMU Investment Policy incorporating the recommended changes. Commissioner Holtz seconded.

RESOLUTION NO. 2

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed amendments to the current WMU Investment Policy be approved as presented."

Dated this 14th day of January 2013.

President

ATTEST:

Secretary

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

General Manager Hompe and Director of Finance reviewed with the Commission the 2013 Beginning Year Fund Balances. Following a review of the fund balances, General Manager Hompe was recommending that a resolution to set the 01/01/2013 fund balances at the 12/31/2012 levels including an increase in the Customer Deposit Fund to \$225,000 and to maintain the minimum balance of Operating Reserve at \$2,100,000 be approved:

<u>FUND/ACCOUNT</u>	<u>01/01/2013 BALANCE</u>
<u>Funds Required by Bond Covenants:</u>	
1. Operating Reserve (min. \$2,100,000)	\$ 6,446,194
2.a. Parity Revenue Bond Sinking Fund	415,557
2.b. Subordinate GO Bond Sinking Fund	132,413
3. Bond & Interest Reserve Account	887,481
4. Utilities Improvement & Replacement Fund ...	1,700,000
<u>Funds Designated by Municipal Utilities Commission:</u>	
5. Customer Deposit Fund	225,000
6. Catastrophic Reserve Fund	2,000,000
7. Transmission Construction Fund	2,000,000
8. Generation Construction Fund	<u>4,000,000</u>
TOTAL -----	\$17,761,645

In conjunction with the setting of the beginning year balances and to assist in the funding future projects, Director of Finance Hunstad was recommending the funding of two additional reserve funds. The Water Treatment Plant Reserve Fund and the Building Expansion Reserve Fund were previously established but carry zero balances. These funds would finance current and future projects. It was recommended to contribute \$1 million to the Water Treatment Plant Reserve Fund for each of the next two years so that by the end of 2014, WMU would have a \$2 million reserve fund balance (quarterly installments of \$250,000). It was also being recommended that a balance of \$100,000 be added to the Building Expansion Reserve Fund by using \$100,000 of unused 2012 budget funds.

Following discussion, Commissioner Holtz offered a resolution to approve the fund balances as presented. Commissioner Gesch seconded.

RESOLUTION NO. 3

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2013 Beginning Year Fund Balances be approved as presented."

Dated this 14th day of January 2013.

President

ATTEST:

Secretary

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

General Manager Hompe informed the Commission that he had been in contact with representatives from both Springsted Inc. and MMUA to assist in conducting a Strategic Planning Session in the near future. Additional information will be presented at a later date.

General Manager Hompe reminded the Commissioners of a number of conferences scheduled in the near future. These conferences include: 1) MMUA Legislative Conference (Feb. 13-15); 2) MRES Risk Management Workshop (Feb. 27); and 3) APPA Legislative Conference (March 11-13). Anyone interested in attending the conference(s) are asked to contact Beth Mattheisen.

General Manager Hompe informed the Commission that WMU had purchased a four-part webinar presentation by APPA. This informational series addresses the basic elements of the electric utility industry. The first segment of the series will cover electric generation and is scheduled for January 15th at 1:00 p.m. This will be held in the WMU Auditorium.

General Manager Hompe requested the Commission to schedule meetings of both the WMU Labor and Planning Committees. Following discussion, it was the consensus of the Commission to schedule a meeting of the WMU Labor Committee for Tuesday, January 22nd @ 8:00 a.m., and a meeting of the WMU Planning Committee for Tuesday, February 12th @ 10:00 a.m. (Both meetings will be conducted at the WMU Office.)

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Gesch 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:

Jerry Gesch, Secretary

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
AMERICAN WELDING & GAS I	35280	01/17/13	*12* CYLINDER RENTAL	11.60		02053239		D	N	RENTS	101.43425.0440
ANDERSON LAW OFFICES	35281	01/17/13	*12* PROF. SERVICES	9,164.66		STMT/12-12		D	N	PROFESSIONAL SER	101.41406.0446
BATTERY WHOLESALE INC	35282	01/17/13	*12* BATTERIES	1,061.60		12092		D	N	INVENTORIES-MDSE	101.125000
BERNICK'S PEPSI-COLA CO	35283	01/17/13	*12* CONCESSION SUPPLIES	408.34		6678		D	N	GENERAL SUPPLIES	101.45433.0229
BOESCHEN/MARK	35284	01/17/13	*12* MILEAGE 10/2-11/21	22.76		123112		D	N	TRAVEL-CONF.-SCH	101.41409.0333
BOLLIG INC	35285	01/17/13	*12* ENG./SURVEYING S	25,160.80		2260		D	N	OTHER SERVICES	413.48451.0339
	35285	01/17/13	*12* ENG./SURVEYING SE	2,988.07		2260		D	N	OTHER SERVICES	413.48454.0339
	35285	01/17/13	*12* ENG./SURVEYING SE	3,302.38		2260		D	N	OTHER SERVICES	413.48455.0339
			VENDOR TOTAL	31,451.25		*CHECK TOTAL					
BOLTON & MENK INC	35286	01/17/13	*12* CITY ENG SERVICES	720.00		0153094		D	N	PROFESSIONAL SER	101.43417.0446
BSE	35287	01/17/13	*12* RETURNED BALLAST	19.88CR		904927850		D	N	MTCE. OF STRUCTU	101.42412.0225
	35287	01/17/13	*12* HATZINGER-SFTY VEST	10.23		904993534		D	N	SUBSISTENCE OF P	651.48474.0227
	35287	01/17/13	*12* HATZINGER-SFTY VEST	6.82		904993534		D	N	SUBSISTENCE OF P	651.48475.0227
	35287	01/17/13	*12* SUPPLIES	59.49		905001647		D	N	GENERAL SUPPLIES	101.45433.0229
	35287	01/17/13	*12* ELECTRICAL PARTS	48.50CR		905031481		D	N	MTCE. OF STRUCTU	651.48474.0225
	35287	01/17/13	*12* ELECTRICAL PARTS	46.62		905051803		D	N	MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	54.78		*CHECK TOTAL					
BUSINESSWARE SOLUTIONS	35288	01/17/13	*12* PRINT/PAGE COUNT	31.37		191559		D	N	OFFICE SUPPLIES	101.41402.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	10.13		191559		D	N	OFFICE SUPPLIES	101.41403.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	9.79		191559		D	N	OFFICE SUPPLIES	101.41404.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	112.19		191559		D	N	OFFICE SUPPLIES	101.41405.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	3.15		191559		D	N	OFFICE SUPPLIES	101.41409.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	108.30		191559		D	N	OFFICE SUPPLIES	101.42411.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	14.86		191559		D	N	OFFICE SUPPLIES	101.43417.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	7.07		191559		D	N	OFFICE SUPPLIES	101.43425.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	16.11		191559		D	N	OFFICE SUPPLIES	101.45435.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	60.47		191559		D	N	OFFICE SUPPLIES	651.48474.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	0.49		191559		D	N	OFFICE SUPPLIES	651.48474.0220
	35288	01/17/13	*12* PRINT/PAGE COUNT	40.32		191559		D	N	OFFICE SUPPLIES	651.48475.0220
			VENDOR TOTAL	414.25		*CHECK TOTAL					

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
CODE 4 SERVICES LLC 35293 01/17/13 *12* CAR 4 VEHICLE UPF 2,722.73	2,722.73	812		D N	MACHINERY AND AU	450.42411.0553
COPIER BUSINESS SOLUTION 35294 01/17/13 *12* COPIER MICE CHARGE	30.93	217240		D N	MICE. OF EQUIPME	101.41405.0334
CROWN EQUIPMENT CORPORAT 35295 01/17/13 *12* PALLET JACK SWITCH	14.06	166046127		D N	MICE. OF EQUIPME	651.48474.0224
35295 01/17/13 *12* PALLET JACK SWITCH	9.36	166046127		D N	MICE. OF EQUIPME	651.48475.0224
VENDOR TOTAL	23.42	*CHECK TOTAL				
CULLIGAN STERLING WATER 35296 01/17/13 *12* SOFTENER RENTAL	32.28	112508-9/12-12		D N	RENTS	101.45435.0440
DAN'S SHOP INC 35297 01/17/13 *12* FILTERS	113.62	57889		D N	INVENTORIES-MDSE	101.125000
35297 01/17/13 *12* FILTERS	225.72	57947		D N	INVENTORIES-MDSE	101.125000
35297 01/17/13 *12* FILTERS	16.34	57989		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	355.68	*CHECK TOTAL				
DELL MARKETING LP 35298 01/17/13 *12* 5 DELL 19" MONITORS	717.40	XJ1WN9NM7		D N	SMALL TOOLS	101.41409.0221
35298 01/17/13 *12* 4 DELL 19" MONITORS	573.92	XJ26CJTT9		D N	SMALL TOOLS	101.41409.0221
VENDOR TOTAL	1,291.32	*CHECK TOTAL				
DEPT OF HUMAN SERVICES 35277 01/10/13 #22 RICE CARE CENTER-	15,576.15	00000109737		D N	OTHER CHARGES	101.41428.0449
DONOHUE & ASSOCIATES 35299 01/17/13 *12* WESTERN COLLECTO	15,549.38	11678-25		D N	CONTRACTS PAYABL	651.207000
DOOLEY'S PETROLEUM INC 35300 01/17/13 *12* 100 GALLONS DIESEL	408.23	265466		D N	MOTOR FUELS AND	651.48474.0222
35300 01/17/13 *12* 123 GALLONS DIESEL	491.90	265527		D N	MOTOR FUELS AND	651.48474.0222
35300 01/17/13 *12* 136.8 GAL. UNLEADED	436.53	265527		D N	MOTOR FUELS AND	651.48474.0222
35300 01/17/13 *12* 82 GALLONS DIESEL	327.93	265527		D N	MOTOR FUELS AND	651.48475.0222
35300 01/17/13 *12* 91.2 GAL. UNLEADED	291.02	265527		D N	MOTOR FUELS AND	651.48475.0222
VENDOR TOTAL	1,955.61	*CHECK TOTAL				
DOOLEY'S PETROLEUM INC 35278 01/17/13 4,000 GALLONS UNLEADE	11,198.00	25555		D N	INVENTORIES-MDSE	101.125000
35278 01/17/13 4,001 GALLONS DIESEL	12,955.24	884253		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	24,153.24	*CHECK TOTAL				

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ED'S SERVICE CENTER & SA	35301	01/17/13	*12* TOWING CHARGES 000231	1,426.00		STMT/12-12		D N	OTHER SERVICES	101.42411.0339
FREEMAN/LE ANNE	35302	01/17/13	*12* MILEAGE 11/1-11/30 000937	52.17		011413		D N	TRAVEL-CONF.-SCH	101.45435.0333
	35302	01/17/13	*12* MILEAGE 12/1-12/31	47.18		011413		D N	TRAVEL-CONF.-SCH	101.45435.0333
			VENDOR TOTAL	99.35		*CHECK TOTAL				
GENERAL MAILING SERVICES	35303	01/17/13	*12* POSTAGE 000293	87.55		8066		D N	POSTAGE	101.41401.0223
	35303	01/17/13	*12* POSTAGE	13.20		8066		D N	POSTAGE	101.41402.0223
	35303	01/17/13	*12* POSTAGE	44.55		8066		D N	POSTAGE	101.41403.0223
	35303	01/17/13	*12* POSTAGE	3.30		8066		D N	POSTAGE	101.41404.0223
	35303	01/17/13	*12* POSTAGE	8.25		8066		D N	POSTAGE	101.41405.0223
	35303	01/17/13	*12* POSTAGE	15.00		8066		D N	POSTAGE	101.41408.0223
	35303	01/17/13	*12* POSTAGE	2.20		8066		D N	POSTAGE	101.41428.0223
	35303	01/17/13	*12* POSTAGE	2.75		8066		D N	POSTAGE	101.43425.0223
	35303	01/17/13	*12* POSTAGE	24.90		8066		D N	POSTAGE	101.43430.0223
	35303	01/17/13	*12* POSTAGE	8.25		8066		D N	POSTAGE	208.45005.0223
	35303	01/17/13	*12* POSTAGE	0.99		8066		D N	POSTAGE	651.48474.0223
	35303	01/17/13	*12* POSTAGE	6.00		8143		D N	POSTAGE	651.48475.0223
	35303	01/17/13	*12* POSTAGE	28.75		8143		D N	POSTAGE	101.41401.0223
	35303	01/17/13	*12* POSTAGE	103.25		8143		D N	POSTAGE	101.41402.0223
	35303	01/17/13	*12* POSTAGE	1.10		8143		D N	POSTAGE	101.41404.0223
	35303	01/17/13	*12* POSTAGE	15.00		8143		D N	POSTAGE	101.41405.0223
	35303	01/17/13	*12* POSTAGE	0.55		8143		D N	POSTAGE	101.41408.0223
	35303	01/17/13	*12* POSTAGE	8.25		8143		D N	POSTAGE	101.41409.0223
	35303	01/17/13	*12* POSTAGE	2.20		8143		D N	POSTAGE	101.42411.0223
	35303	01/17/13	*12* POSTAGE	0.55		8143		D N	POSTAGE	101.43425.0223
	35303	01/17/13	*12* POSTAGE	0.66		8143		D N	POSTAGE	101.43430.0223
	35303	01/17/13	*12* POSTAGE	0.44		8143		D N	POSTAGE	651.48474.0223
	35303	01/17/13	*12* POSTAGE	1.10		8182		D N	POSTAGE	651.48475.0223
	35303	01/17/13	*12* POSTAGE	3.30		8182		D N	POSTAGE	101.41401.0223
	35303	01/17/13	*12* POSTAGE	10.05		8182		D N	POSTAGE	101.41402.0223
	35303	01/17/13	*12* POSTAGE	4.40		8182		D N	POSTAGE	101.41403.0223
	35303	01/17/13	*12* POSTAGE	1.65		8182		D N	POSTAGE	101.41404.0223
	35303	01/17/13	*12* POSTAGE	15.00		8182		D N	POSTAGE	101.41405.0223
	35303	01/17/13	*12* POSTAGE	0.55		8182		D N	POSTAGE	101.41408.0223
	35303	01/17/13	*12* POSTAGE	1.10		8182		D N	POSTAGE	101.42411.0223
	35303	01/17/13	*12* POSTAGE	0.55		8182		D N	POSTAGE	101.43425.0223
	35303	01/17/13	*12* POSTAGE	0.55		8182		D N	POSTAGE	101.43430.0223
	35303	01/17/13	*12* POSTAGE	4.95		8182		D N	POSTAGE	101.45432.0223
	35303	01/17/13	*12* POSTAGE	12.80		8203		D N	POSTAGE	101.45435.0223
			VENDOR TOTAL	434.90		*CHECK TOTAL				

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
GRAINGER INC 35304 01/17/13 *12* 000786 PLANT SUPPLIES	9.95	9029519544		D N	GENERAL SUPPLIES	651.48474.0229
35304 01/17/13 *12* PLANT SUPPLIES	6.63	9029519544		D N	GENERAL SUPPLIES	651.48475.0229
VENDOR TOTAL	16.58	*CHECK TOTAL				
HARDWARE HANK EXPRESS 35305 01/17/13 *12* 000452 HEX WRENCH SET	5.33	120312		D N	SMALL TOOLS	101.45427.0221
35305 01/17/13 *12* PLUMBING PARTS	1.92	120512		D N	MTC. OF STRUCTU	101.45433.0225
35305 01/17/13 *12* PAINT THINNER	13.03	120512		D N	GENERAL SUPPLIES	101.45433.0229
35305 01/17/13 *12* PAINTING SUPPLIES	6.29	120712		D N	GENERAL SUPPLIES	101.45427.0229
35305 01/17/13 *12* SPACKLING/SANDPAPER	152.32	120712		D N	GENERAL SUPPLIES	101.45435.0229
35305 01/17/13 *12* ICE MELT	21.36	120812		D N	GENERAL SUPPLIES	101.41408.0229
35305 01/17/13 *12* ICE MELT	50.21	120812		D N	GENERAL SUPPLIES	101.45427.0229
35305 01/17/13 *12* ICE MELT	21.36	121012		D N	GENERAL SUPPLIES	101.45427.0229
35305 01/17/13 *12* ICE MELT	21.36	121112		D N	GENERAL SUPPLIES	101.45427.0229
35305 01/17/13 *12* SCHLAGE LOCK/KEYS	27.03	121212		D N	MTC. OF STRUCTU	101.45427.0229
35305 01/17/13 *12* CHAIN-DOOR SECURITY	10.22	121212		D N	MTC. OF STRUCTU	101.45427.0225
35305 01/17/13 *12* BATTERIES	4.80	121312		D N	GENERAL SUPPLIES	101.45427.0225
35305 01/17/13 *12* GORILLA TAPE	13.88	121412		D N	GENERAL SUPPLIES	101.41402.0229
35305 01/17/13 *12* ICE MELT	42.93	121412		D N	GENERAL SUPPLIES	101.43430.0229
35305 01/17/13 *12* FILTERS/SUPPL.	240.91	121612		D N	GENERAL SUPPLIES	101.45427.0229
35305 01/17/13 *12* ICE MELT	21.36	121712		D N	GENERAL SUPPLIES	101.45433.0229
35305 01/17/13 *12* PAINTING SUPPLIES	16.00	121812		D N	GENERAL SUPPLIES	101.45427.0229
35305 01/17/13 *12* PAINTING SUPPLIES	5.54	121912		D N	GENERAL SUPPLIES	101.43425.0229
35305 01/17/13 *12* SOFTENER SALT	159.58	122112		D N	GENERAL SUPPLIES	101.43425.0229
35305 01/17/13 *12* SOFTENER SALT	106.38	122612		D N	GENERAL SUPPLIES	651.48474.0229
35305 01/17/13 *12* 2 GALLON SPRAYER	21.36	122612		D N	GENERAL SUPPLIES	651.48475.0229
35305 01/17/13 *12* BATTERIES	27.76	122712		D N	SMALL TOOLS	101.43425.0221
35305 01/17/13 *12* TRASH BAGS/T.P.	41.22	122712		D N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	1,031.95	*CHECK TOTAL				
HAWKINS INC 35306 01/17/13 *12* 000325 FERRIC CHLORIDE	4,898.75	3420489 RI		D N	GENERAL SUPPLIES	651.48475.0229
HERC-U-LIFT 35307 01/17/13 *12* 002640 GENIE LIFT REPAIR	223.47	W132050		D N	MTC. OF EQUIPME	101.45433.0224
35307 01/17/13 *12* GENIE LIFT REPAIR	216.00	W132050		D N	MTC. OF EQUIPME	101.45433.0334
VENDOR TOTAL	439.47	*CHECK TOTAL				
HYDRITE CHEMICAL CO 35308 01/17/13 *12* 002837 MAGNESIUM HYDROXI	8,842.60	01555165		D N	GENERAL SUPPLIES	651.48475.0229
INTERSTATE POWER SYSTEMS 35309 01/17/13 *12* 001699 PARTS-TWAS PUMPS	92.54	545274 RI		D N	MTC. OF EQUIPME	651.48478.0224

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
KANDIYOHI CO PUBLIC HEAL 35310 01/17/13 *12* IMMUNIZATIONS 000378	72.00	940		D N SAFETY PROGRAM	101.42428.0817
KANDIYOHI CO RECORDER'S 35311 01/17/13 *12* PLAT COPIES FEE 000382	10.00	SOP-053586		D N PROFESSIONAL SER	101.41401.0446
35311 01/17/13 *12* PLAT COPIES FEE	10.00	SOP-053684		D N PROFESSIONAL SER	101.41401.0446
35311 01/17/13 *12* RECORDING FEES	46.00	606556		D N PROFESSIONAL SER	101.41401.0446
VENDOR TOTAL	66.00	*CHECK TOTAL			
KANDIYOHI CO-OP ELECTRIC 000375	49.00	STMT/12-12		D N UTILITIES	101.43425.0332
35312 01/17/13 *12* WLDM TO WLDMR SIGN	51.51	STMT/12-12		D N UTILITIES	101.43425.0332
35312 01/17/13 *12* WLDM TO WLDMR SIGN	137.00	STMT/12-12		D N UTILITIES	101.43425.0332
35312 01/17/13 *12* HWY 71 BYPASS	382.00	STMT/12-12		D N UTILITIES	651.48476.0332
35312 01/17/13 *12* ELEC SERV-L.S.	66.00	STMT/12-12		D N UTILITIES	651.48476.0332
35312 01/17/13 *12* ABBOTT DR L.S.	15.50	STMT/12-12		D N UTILITIES	651.48476.0332
35312 01/17/13 *12* ELEC SERV-SEC. LT	15.50	STMT/12-12		D N UTILITIES	651.48476.0332
35312 01/17/13 *12* ELEC SERV-SEC. LT	716.51	STMT/12-12		D N UTILITIES	651.48476.0332
VENDOR TOTAL	716.51	*CHECK TOTAL			
KUJAWA/JOANNE 002895	128.25	123112		D M 07 GENERAL SUPPLIES	101.42411.0229
35313 01/17/13 *12* TUNING FORK POUCHES	150.53	9158		D N MTCE. OF OTHER I	101.43425.0226
LEE'S ELECTRIC OF WILLMA 002579	260.00	9158		D N MTCE. OF OTHER I	101.43425.0336
35314 01/17/13 *12* IRRIGATION REPAIR	410.53	*CHECK TOTAL			
35314 01/17/13 *12* IRRIGATION REPAIR	410.53	*CHECK TOTAL			
VENDOR TOTAL	179.00	*CHECK TOTAL			
MAGNUSON SHEET METAL INC 001121	104.00	119379		D N MTCE. OF STRUCTU	101.45433.0225
35315 01/17/13 *12* FURNACE REPAIR	75.00	119379		D N MTCE. OF STRUCTU	101.45433.0335
35315 01/17/13 *12* FURNACE REPAIR	179.00	*CHECK TOTAL			
VENDOR TOTAL	41.41	06100489		D N RENTS	101.45433.0440
MATHESON TRI-GAS INC 002898	2.94	11178		D N MTCE. OF STRUCTU	101.45433.0225
35316 01/17/13 *12* CYLINDER RENTAL	153.90	11201		D N MTCE. OF STRUCTU	101.45433.0225
MENARDS 000449	43.96	11213		D N GENERAL SUPPLIES	101.45433.0229
35317 01/17/13 *12* ELECTRICAL PARTS	72.40	11269		D N MTCE. OF OTHER I	101.43425.0226
35317 01/17/13 *12* REPL. WINDOW	173.16	11349		D N MTCE. OF STRUCTU	101.45433.0225
35317 01/17/13 *12* GAS PUMP LTS/NOZZLE	45.71	11349		D N GENERAL SUPPLIES	101.45433.0229
35317 01/17/13 *12* CARPET REMNANT	13.66	7428		D N MTCE. OF STRUCTU	101.43425.0225
35317 01/17/13 *12* SUPPLIES	13.72	7433		D N MTCE. OF STRUCTU	101.43425.0225
35317 01/17/13 *12* SHOP MICE-PARTS	519.45	*CHECK TOTAL			
35317 01/17/13 *12* SHOP MICE-PARTS	519.45	*CHECK TOTAL			
VENDOR TOTAL	519.45				

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
METRO FIRE	35318	01/17/13	*12* FIRE HOSE	900.62		45904		D	N	SMALL TOOLS	101.42412.0221
MIKE'S SMALL ENGINE CENT			002699								
	35319	01/17/13	*12* STIHL TS420 CUT SAW	990.78		98894		D	N	SMALL TOOLS	101.42412.0221
	35319	01/17/13	*12* STIHL TS420 CUT SAW	990.78		98895		D	N	SMALL TOOLS	101.42412.0221
	35319	01/17/13	*12* STIHL 18" CHAIN SAW	730.93		98896		D	N	SMALL TOOLS	101.42412.0221
	35319	01/17/13	*12* CARBIDE CHAINS	472.60		98918		D	N	SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	3,185.09		*CHECK TOTAL					
MINI BIFF LLC			001805								
	35320	01/17/13	*12* TOILET RENTALS	77.59		A-54872		D	N	RENTS	101.43425.0440
	35320	01/17/13	*12* TOILET RENTALS	77.59		A-54875		D	N	RENTS	101.43425.0440
			VENDOR TOTAL	155.18		*CHECK TOTAL					
MN DEPT OF LABOR & INDUS			000522								
	35321	01/17/13	*12* 4TH QTR SURCHARGE	1,849.01				D	N	OTHER CHARGES	101.41402.0449
MN UC FUND			000524								
	35322	01/17/13	*12* UNEMPL. BENEFITS	1,041.89		010313		D	N	OTHER CHARGES	101.41402.0449
MUNICIPAL UTILITIES			000541								
	35323	01/17/13	*12* UTILITIES FOR DEC	3,440.28		12/12		D	N	UTILITIES	101.41408.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	758.98		12/12		D	N	UTILITIES	101.42412.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	3,554.05		12/12		D	N	UTILITIES	101.43425.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	2,070.77		12/12		D	N	UTILITIES	101.43430.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	2,030.37		12/12		D	N	UTILITIES	101.45427.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	793.21		12/12		D	N	UTILITIES	101.45433.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	96.16		12/12		D	N	UTILITIES	101.45435.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	591.64		12/12		D	N	UTILITIES	101.45437.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	2,144.63		12/12		D	N	UTILITIES	207.45001.0332
	35323	01/17/13	*12* ADMIN FEE	900.00		12/12		D	N	UTILITIES	651.48474.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	14,763.09		12/12		D	N	PROFESSIONAL SER	651.48474.0446
	35323	01/17/13	*12* ADMIN FEE	600.00		12/12		D	N	UTILITIES	651.48475.0332
	35323	01/17/13	*12* UTILITIES FOR DEC	1,215.73		12/12		D	N	PROFESSIONAL SER	651.48475.0446
	35323	01/17/13	*12* UTILITIES FOR DEC	2,002.21		12/12		D	N	UTILITIES	651.48476.0332
			VENDOR TOTAL	68,936.98		*CHECK TOTAL					
MVTL LABORATORIES INC			000544								
	35324	01/17/13	*12* PROFESSIONAL SERV.	23.40		637626		D	N	PROFESSIONAL SER	651.48474.0446
	35324	01/17/13	*12* PROFESSIONAL SERV.	15.60		637626		D	N	PROFESSIONAL SER	651.48475.0446
			VENDOR TOTAL	39.00		*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NELSON INTERNATIONAL 000568								
35325 01/17/13	*12* FILTERS	119.89		596179		D N	INVENTORIES-MDSE	101.125000
35325 01/17/13	*12* WATER PUMP KIT	29.37		596256		D N	MTC. OF EQUIPME	101.43425.0224
35325 01/17/13	*12* #052444-BELT	49.60		596305		D N	MTC. OF EQUIPME	101.43425.0224
35325 01/17/13	*12* FILTERS	29.88		596327		D N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	406.74		*CHECK TOTAL				
NEW LIFE COMMUNICATIONS 000574								
35326 01/17/13	*12* DVD RECORDER REPAIR	54.59		103538		D N	MTC. OF EQUIPME	207.45001.0224
35326 01/17/13	*12* DVD RECORDER REPAIR	70.00		103538		D N	MTC. OF EQUIPME	207.45001.0334
	VENDOR TOTAL	124.59		*CHECK TOTAL				
NORTHERN BUSINESS PRODUC 002322								
35327 01/17/13	*12* OFFICE SUPPLIES	39.94		527848-0		D N	OFFICE SUPPLIES	741.48001.0220
35327 01/17/13	*12* OFFICE SUPPLIES	76.27		533962-0		D N	OFFICE SUPPLIES	741.48001.0220
	VENDOR TOTAL	116.21		*CHECK TOTAL				
OFFICE SERVICES 000589								
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	2.91		STMT/12-12		D N	OFFICE SUPPLIES	101.41400.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	1,068.23		STMT/12-12		D N	OFFICE SUPPLIES	101.41401.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	179.23		STMT/12-12		D N	OFFICE SUPPLIES	101.41401.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	123.95		STMT/12-12		D N	OFFICE SUPPLIES	101.41401.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	124.28		STMT/12-12		D N	OFFICE SUPPLIES	101.41402.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	87.59		STMT/12-12		D N	OFFICE SUPPLIES	101.41402.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	53.65		STMT/12-12		D N	OFFICE SUPPLIES	101.41402.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	25.80		STMT/12-12		D N	OFFICE SUPPLIES	101.41403.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	24.30		STMT/12-12		D N	OFFICE SUPPLIES	101.41403.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	25.19		STMT/12-12		D N	OFFICE SUPPLIES	101.41403.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	67.58		STMT/12-12		D N	OFFICE SUPPLIES	101.41404.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	120.92		STMT/12-12		D N	OFFICE SUPPLIES	101.41404.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	28.19		STMT/12-12		D N	OFFICE SUPPLIES	101.41404.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	27.08		STMT/12-12		D N	OFFICE SUPPLIES	101.41405.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	17.65		STMT/12-12		D N	OFFICE SUPPLIES	101.41405.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	65.52		STMT/12-12		D N	OFFICE SUPPLIES	101.41405.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	14.63		STMT/12-12		D N	OFFICE SUPPLIES	101.41408.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	0.08		STMT/12-12		D N	OFFICE SUPPLIES	101.41409.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	3.61		STMT/12-12		D N	OFFICE SUPPLIES	101.41409.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	14.93		STMT/12-12		D N	OFFICE SUPPLIES	101.41424.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	16.22		STMT/12-12		D N	OFFICE SUPPLIES	101.41424.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	0.15		STMT/12-12		D N	OFFICE SUPPLIES	101.42412.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	30.90		STMT/12-12		D N	OFFICE SUPPLIES	101.42412.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	75.83		STMT/12-12		D N	OFFICE SUPPLIES	101.43417.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	45.18		STMT/12-12		D N	OFFICE SUPPLIES	101.43417.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	22.67		STMT/12-12		D N	OFFICE SUPPLIES	101.43417.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	89.63		STMT/12-12		D N	OFFICE SUPPLIES	101.43425.0220

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES								
35328 01/17/13	000589 *12* OFFICE SUPPLIES-DEC	4.91		STMT/12-12		D N	OFFICE SUPPLIES	101.43425.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	1.60		STMT/12-12		D N	OFFICE SUPPLIES	101.43430.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	8.63		STMT/12-12		D N	OFFICE SUPPLIES	101.45432.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	25.26		STMT/12-12		D N	OFFICE SUPPLIES	101.45432.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	40.56		STMT/12-12		D N	OFFICE SUPPLIES	101.45432.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	63.15		STMT/12-12		D N	OFFICE SUPPLIES	101.45433.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	9.27		STMT/12-12		D N	OFFICE SUPPLIES	207.45001.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	6.03		STMT/12-12		D N	OFFICE SUPPLIES	651.48474.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	0.57		STMT/12-12		D N	OFFICE SUPPLIES	651.48474.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	3.70		STMT/12-12		D N	OFFICE SUPPLIES	651.48474.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	4.02		STMT/12-12		D N	OFFICE SUPPLIES	651.48475.0220
35328 01/17/13	*12* PHOTO COPIES-DEC	0.38		STMT/12-12		D N	OFFICE SUPPLIES	651.48475.0220
35328 01/17/13	*12* OFFICE SUPPLIES-DEC	2.46		STMT/12-12		D N	OFFICE SUPPLIES	651.48475.0220
	VENDOR TOTAL	2,526.44		*CHECK TOTAL				
	VENDOR TOTAL	2,526.44						
PERKINS LUMBER CO INC								
35329 01/17/13	000604 *12* BLDG MTCE-PARTS	232.94		365619		D N	MTCE. OF STRUCTU	101.45433.0225
PETERSON *PETTY CASH/BR								
35330 01/17/13	*12* REIMB. PETTY CASH	24.75		122112		D N	SUBSISTENCE OF P	101.41402.0227
35330 01/17/13	*12* REIMB. PETTY CASH	15.32		122112		D N	TRAVEL-CONF.-SCH	101.41402.0333
	VENDOR TOTAL	40.07		*CHECK TOTAL				
PLAY IT AGAIN SPORTS & F								
35331 01/17/13	000617 *12* HELMET/SUPPLIES	128.23		11534		D N	GENERAL SUPPLIES	101.45433.0229
QUILL CORPORATION								
35332 01/17/13	*12* OFFICE SUPPLIES	594.51		8115249		D N	OFFICE SUPPLIES	101.41405.0220
35332 01/17/13	*12* OFFICE SUPPLIES	61.52		8156204		D N	OFFICE SUPPLIES	101.41405.0220
	VENDOR TOTAL	656.03		*CHECK TOTAL				
Q102 - FM								
35333 01/17/13	*12* ADVERTISING	312.00		535588		D N	ADVERTISING	101.42411.0447
R & R SPECIALTIES INC								
35334 01/17/13	*12* ZAMBONI PARTS	174.49		0051268		D N	MTCE. OF EQUIPME	101.45433.0224
RICE HOSPITAL								
35335 01/17/13	001166 *12* PROF. SERVICES	26.97		1839		D N	PROFESSIONAL SER	101.42411.0446
RULE TIRE SHOP								
35336 01/17/13	*12* #040582-TIRES	2,090.77		58324		D N	MTCE. OF EQUIPME	101.43425.0224
35336 01/17/13	*12* INST. TIRES-LABOR	2,204.00		58324		D N	MTCE. OF EQUIPME	101.43425.0334
	VENDOR TOTAL	2,294.77		*CHECK TOTAL				

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
SCHWEGMAN'S CLEANERS 35337 01/17/13 *12* PROFESSIONAL SERV. 000682	3.19		416380		D	N	PROFESSIONAL SER	101.42411.0446
SERVICE CENTER/CITY OF W 000685								
35338 01/17/13 *12* GAS-53.2 GALLONS	164.67		STMT/12-12		D	N	MOTOR FUELS AND	101.41402.0222
35338 01/17/13 *12* GAS-17.8 GALLONS	54.29		STMT/12-12		D	N	MOTOR FUELS AND	101.41408.0222
35338 01/17/13 *12* EQUIP REPAIR-OIL	39.10		STMT/12-12		D	N	MOTOR FUELS AND	101.42411.0222
35338 01/17/13 *12* GAS-1972.5 GALLON 6	042.33		STMT/12-12		D	N	MOTOR FUELS AND	101.42411.0222
35338 01/17/13 *12* EQUIP REPAIR-PARTS	486.41		STMT/12-12		D	N	MOTOR FUELS AND	101.42411.0224
35338 01/17/13 *12* EQUIP REPAIR-OIL	13.60		STMT/12-12		D	N	MOTOR FUELS AND	101.42411.0222
35338 01/17/13 *12* DIESEL-45.3 GALLONS	152.69		STMT/12-12		D	N	MOTOR FUELS AND	101.42412.0222
35338 01/17/13 *12* GAS-23.2 GALLONS	71.97		STMT/12-12		D	N	MOTOR FUELS AND	101.42412.0222
35338 01/17/13 *12* EQUIP REPAIR-PARTS	37.42		STMT/12-12		D	N	MOTOR FUELS AND	101.42412.0224
35338 01/17/13 *12* GAS-31.5 GALLONS	97.77		STMT/12-12		D	N	MOTOR FUELS AND	101.43417.0222
35338 01/17/13 *12* EQUIP REPAIR-OIL	117.00		STMT/12-12		D	N	MOTOR FUELS AND	101.43425.0222
35338 01/17/13 *12* EQUIP REPAIR-OIL	255.20		STMT/12-12		D	N	MOTOR FUELS AND	101.43425.0222
35338 01/17/13 *12* DIESEL-4930 GALL 17	002.78		STMT/12-12		D	N	MOTOR FUELS AND	101.43425.0222
35338 01/17/13 *12* GAS-741.5 GALLONS 2	264.47		STMT/12-12		D	N	MOTOR FUELS AND	101.43425.0222
35338 01/17/13 *12* EQUIP REPAIR-PARTS	922.42		STMT/12-12		D	N	MOTOR FUELS AND	101.43425.0222
35338 01/17/13 *12* EQUIP REPAIR-PART 1	062.92		STMT/12-12		D	N	MOTOR FUELS AND	101.43425.0224
35338 01/17/13 *12* DIESEL-22.7 GALLONS	78.36		STMT/12-12		D	N	MOTOR FUELS AND	101.45433.0222
35338 01/17/13 *12* GAS-76.5 GALLONS	232.72		STMT/12-12		D	N	MOTOR FUELS AND	101.45433.0222
35338 01/17/13 *12* GAS-16.4 GALLONS	50.14		STMT/12-12		D	N	MOTOR FUELS AND	101.45433.0222
35338 01/17/13 *12* GAS-11 GALLONS	33.43		STMT/12-12		D	N	MOTOR FUELS AND	101.45433.0222
35338 01/17/13 *12* EQUIP REPAIR-OIL	82.50		STMT/12-12		D	N	MOTOR FUELS AND	101.48474.0222
35338 01/17/13 *12* DIESEL-149.8 GALLON	514.86		STMT/12-12		D	N	MOTOR FUELS AND	101.48474.0222
35338 01/17/13 *12* EQUIP REPAIR-PARTS	222.44		STMT/12-12		D	N	MOTOR FUELS AND	101.48476.0222
29,999.49								
VENDOR TOTAL	29,999.49		*CHECK TOTAL					
SERVICEMASTER PROF. SERV 000687								
35339 01/17/13 *12* PROF. BLDG MTCE	712.86		85825		D	N	PROFESSIONAL SER	101.41408.0446
SMEBY/ROSS 002570								
35340 01/17/13 *12* MILEAGE 12/4-12/31	88.80		010213		D	N	TRAVEL-CONF.-SCH	101.41409.0333
STATEWIDE DISTRIBUTING I 000718								
35341 01/17/13 *12* TOILET TISSUE	42.97		095733		D	N	GENERAL SUPPLIES	651.48474.0229
35341 01/17/13 *12* TOILET TISSUE	28.64		095733		D	N	GENERAL SUPPLIES	651.48475.0229
35341 01/17/13 *12* CLEANING SUPPLIES	25.52		095744		D	N	CLEANING AND WAS	651.48474.0228
35341 01/17/13 *12* CLEANING SUPPLIES	17.02		095744		D	N	CLEANING AND WAS	651.48475.0228
114.15			*CHECK TOTAL					
VENDOR TOTAL	114.15							
SW - WEST CNTRL SERVICES 000892								
35279 01/17/13 HEALTH INSURANCE-FEB	4,061.00		C260		D	N	EMPLOYER INSUR.	101.41400.0114
35279 01/17/13 HEALTH INSURANCE-FEB	5,303.50		C260		D	N	EMPLOYER INSUR.	101.41402.0114
35279 01/17/13 HEALTH INSURANCE-FEB	3,244.29		C260		D	N	EMPLOYER INSUR.	101.41403.0114

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
VIKING COCA-COLA BOTTLIN 35345 01/17/13 *12* CONCESSION SUPPLIES 000777	255.95		1033406		D N	GENERAL SUPPLIES	101.45433.0229
35345 01/17/13 *12* CONCESSION SUPPLIES	627.75		1033459		D N	GENERAL SUPPLIES	101.45433.0229
35345 01/17/13 *12* CONCESSION SUPPLIES	134.45		1033518		D N	GENERAL SUPPLIES	101.45433.0229
35345 01/17/13 *12* CONCESSION SUPPLIES	160.55		1045627		D N	GENERAL SUPPLIES	101.45433.0229
35345 01/17/13 *12* CONCESSION SUPPLIES	569.60		1052231		D N	GENERAL SUPPLIES	101.45433.0229
35345 01/17/13 *12* CONCESSION SUPPLIES	97.00		1052297		D N	GENERAL SUPPLIES	101.45433.0229
35345 01/17/13 *12* CONCESSION SUPPLIES	125.00		1052354		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	2,149.75	*CHECK TOTAL					
WEST CENTRAL TRIBUNE 35346 01/17/13 *12* BRD OF CANVASS MTG 000807	25.65		CL03045565		D N	PRINTING AND PUB	101.41424.0331
35346 01/17/13 *12* NOTICE PUBLISHED	62.70		CL03047654		D N	PRINTING AND PUB	101.41401.0331
35346 01/17/13 *12* NOTICE PUBLISHED	31.35		CL03047738		D N	PRINTING AND PUB	101.41401.0331
VENDOR TOTAL	119.70	*CHECK TOTAL					
WILLMAR CURLING CLUB 35347 01/17/13 *12* CURLING EQUIPMENT 002551	85.45		11292012		D N	GENERAL SUPPLIES	101.45433.0229
WILLMAR PUBLIC SCHOOLS 35348 01/17/13 *12* SCHOOL'S TKT SALE 1,192.60 000827	1,192.60		010813		D N	REFUNDS AND REIM	101.45433.0882
WILLMAR WATER & SPAS 35349 01/17/13 *12* SOFTENER SALT 000831	4.38		30071		D N	GENERAL SUPPLIES	101.43430.0229
35349 01/17/13 *12* DRINKING WATER	7.00		30166		D N	SUBSTENCE OF P	101.41408.0227
35349 01/17/13 *12* SOFTENER SALT	17.53		30166		D N	GENERAL SUPPLIES	101.41408.0229
35349 01/17/13 *12* SOFTENER SALT	119.70		30259		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	148.61	*CHECK TOTAL					
WINDSTREAM 35350 01/17/13 *12* MONTHLY SERV-DEC 002100	44.66		STMT/12-12		D N	COMMUNICATIONS	101.41406.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	371.77		STMT/12-12		D N	COMMUNICATIONS	101.41408.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	39.27		STMT/12-12		D N	COMMUNICATIONS	101.42411.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	197.89		STMT/12-12		D N	COMMUNICATIONS	101.43425.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	235.66		STMT/12-12		D N	COMMUNICATIONS	101.43430.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	230.35		STMT/12-12		D N	COMMUNICATIONS	101.45433.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	125.37		STMT/12-12		D N	COMMUNICATIONS	101.45435.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	24.87		STMT/12-12		D N	COMMUNICATIONS	101.45437.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	81.41		STMT/12-12		D N	COMMUNICATIONS	101.45437.0330
35350 01/17/13 *12* MONTHLY SERV-DEC	54.58		STMT/12-12		D N	COMMUNICATIONS	651.48474.0330
VENDOR TOTAL	1,405.83	*CHECK TOTAL					
WYFFELS *PETTY CASH/DAV 35351 01/17/13 *12* REIMB. PETTY CASH 000723	12.76		010913		D N	MICE. OF EQUIPME	101.42411.0224

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WYFFELS	*PETTY CASH/DAV		000723							
35351	01/17/13	*12* REIMB.	PETTY CASH	123.19		010913		D N	SUBSISTENCE OF P	101.42411.0227
35351	01/17/13	*12* REIMB.	PETTY CASH	17.62		010913		D N	GENERAL SUPPLIES	101.42411.0229
35351	01/17/13	*12* REIMB.	PETTY CASH	13.30		010913		D N	TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	166.87		*CHECK TOTAL				
				166.87						

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

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

421,952.54

RECORDS PRINTED - 000357

ACS FINANCIAL SYSTEM
01/17/2013 13:34:04

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
GL540R

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	
207	W.R.A.C. 8	294,763.03
208	CONVENTION & VISITORS BUREAU	893.37
413	S.A.B.F. - #2013	8.25
450	CAPITAL IMPROVEMENT FUND	31,451.25
651	WASTE TREATMENT	2,722.73
741	OFFICE SERVICES	91,997.70
		116.21
TOTAL ALL FUNDS		421,952.54

BANK	NAME	DISBURSEMENTS
BANK RECAP:		
HERT	HERITAGE BANK	421,952.54
TOTAL ALL BANKS		421,952.54

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. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee	
	If application posted or received: less than 30 days before the event \$100	more than 30 days before the event \$50

ORGANIZATION INFORMATION

Organization name: The NRA Foundation, Inc Previous gambling permit number: X-04299-12-003

Minnesota tax ID number, if any: _____ Federal employer ID number (FEIN), if any: 52-1710886

Type of nonprofit organization. Check one.

Fraternal
 Religious
 Veterans
 Other nonprofit organization

Mailing address: 11250 Waples Mill Road City: Farifax State: VA Zip code: 22030 County: Fairfax

Name of chief executive officer [CEO]: Wayne Sheets Daytime phone number: 703-267-1344 E-mail address: sbudi@nrahq.org

NONPROFIT STATUS

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Holiday Inn & Willmar Conference Center

Address [do not use PO box]: 2100 E Hwy 12 City or township: Willmar Zip code: 56201 County: Kendiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
3-16-2013

Check each type of gambling activity that your organization will conduct.

Bingo*
 Raffle
 Paddlewheels*
 Pull-tabs*
 Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota 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 **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- 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
 Signature of city personnel [Signature]
 Title City Clerk Date 1-4-2013

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- 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 _____
 Signature of county personnel _____
 Title _____ Date _____

TOWNSHIP -If required by county. 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, per Minnesota Statutes 349.166.]
 Print township name _____

Signature of township officer _____
 Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature [Signature] Date 11-16-12
 Print name Wayne Sheets **Print form and have CEO sign**

REQUIREMENTS

Reset form

Complete a separate application for:
 - all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
 Only one application is required if one or more raffle drawings are conducted on the same day.

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.

Send application with:
 a copy of your proof of nonprofit status, and
 application fee. Make check payable to "State of Minnesota."

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

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

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 the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	Application fee (non refundable)	
	<u>If application posted or received:</u>	
	less than 30 days before the event	more than 30 days before the event
	\$100	\$50

ORGANIZATION INFORMATION

Organization name Willmar Senior Club Previous gambling permit number X-34006-11-001

Minnesota tax ID number, if any _____ Federal employer ID number (FEIN), if any 41-1468632

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address PO Box 134 City Willmar State MN Zip code 56201 County KANABECHI

Name of chief executive officer (CEO) Nick Marcus Daytime phone number 320 235-9363 E-mail address DRMARCUSDDS@gmail.com

NONPROFIT STATUS

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

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

Address [do not use PO box] 2100 EAST HIGHWAY 12 City or township Willmar Zip code 56201 County KANABECHI

Date[s] of activity. For raffles, indicate the date of the drawing.
MARCH 7, 2013

Check each type of gambling activity that your organization will conduct.

Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota 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 **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- 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 WILLMAR

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 1-10-2013

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- 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 _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.
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, per Minnesota Statutes 349.166.]
Print township name _____
Signature of township officer _____
Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature [Signature] Date 1/10/13

Print name Nicholas Marcus

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). 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 event 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 the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION

Organization name: Prairie Pothole Chapter, MN Waterfowl Assn. Previous gambling permit number: X-05558

Minnesota tax ID number, if any: _____ Federal employer ID number (FEIN), if any: _____

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

Mailing address: PO Box 14, Willmar, MN 56201 City: Willmar State: MN Zip code: 56201 County: Kandiyohi

Name of chief executive officer [CEO]: Troy D. Heck Daytime phone number: 320-905-5451 E-mail address: heckthehunter@hotmail.com

NONPROFIT STATUS

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

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Holiday Inn and convention center

Address [do not use PO box]: 2100 US Hwy 12, Willmar, MN 56201 City or township: Willmar Zip code: 56201 County: Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
08 MARCH 2013

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota 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 **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- 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 Willmar

Signature of city personnel *[Signature]*

Title City Clerk Treasurer Date 1-15-2013

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- 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 _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

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, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature *[Signature]* Date 1/10/2013

Print name Troy D. Heck

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). 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 event 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.

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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.

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

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

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

Applicant Information

Name: Suzanne Nelsen Date of Application: 1/7/2013
Address: 800 15th Street SW Phone No. 320-235-3520
(must be a resident of the City of Willmar)
Email: lsnelsen@hotmail.com

What prompted you to make application for a citizen committee? Interest in serving/request by Friends of Willmar Public Library

Briefly tell us why you want to serve on this Board/Committee/Commission:
 I feel public libraries are an essential part of our national and local democracy. Serving to protect and enhance the public library is an important focus for me.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:
 1. Worked in libraries in public school 2. Taught school for 25 years 3. Served as officer in Friends of Willmar Public Library for 15 years

List your educational background: BA St. Olaf College, 60+ credits beyond BA, Teaching License

Suzanne Nelsen

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

Friends of Willmar Public Library.

Co Chair of Vinje Lutheran Church Library

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

Retired.

Worked for Willmar Public Schools for 32 years.

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

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

- Airport Commission (meets monthly)
- Community Education & Recreation Advisory Board (meets monthly) ~~200~~
- City/County Economic Development Operations Board (meets monthly) ✓
- Housing and Redevelopment Authority (meets monthly) ✓
- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly) ✓
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly) ✓
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Robert Enos Date of Application: 1-5-13

Address: 905 Trott Ave. SW Phone No. 774-488-9761
(must be a resident of the City of Willmar)

Email: R-Enos54@gmail.com

What prompted you to make application for a citizen committee? request of Steve Ahmann

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

interested in strategic planning and development that meets the needs & expectations of Willmar's diverse population

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

previous bureaucratic experience at the municipal level; strategic planning and development experience in business; grantsmanship

List your educational background: BA political science, Univ. of Massachusetts; Masters in Public Administration, Univ. of Rhode Island

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

past member of Massachusetts Lions Club; volunteer teacher at Willmar Area Learning Center; volunteer teacher for St. Cloud community ed/rec.

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

Divine House/Fourth Ave Homes, Willmar. personal care attendant

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Robert A. Enos

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

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

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

Applicant Information

Name: Gary Gilman Date of Application: 1/7/13
Address: 500 NW 34th ST. Phone No. 320-235-9495
(must be a resident of the City of Willmar)
Email: ggilman3@charter.net

What prompted you to make application for a citizen committee? Desire to help our community.

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

I grew up in a community volunteering family and in a family business. I'd like to see Willmar refocus toward more business growth and less dependence on government.

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

30 plus years in the financial industry, mainly sales and sales management. Civic organizations leadership.

List your educational background: Military schools, dual B.S. degree in Finance and Management from St. Cloud State University. Additional banking courses

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

** Past planning comm. member (Willmar), past director & officer Willmar JCs, past director (board member) and officer Willmar Am. Legion, Past Chmn of Willmar's DU and Rocky Mtn Elk, current*

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

Regional Sales Manager for Data Center Inc., 20 W. 2nd, Hutchinson, KS 67501

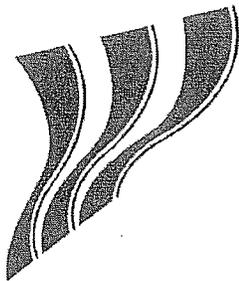
Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

** Member of St. Marys Catholic Church, Willmar Knights of Columbus and 4th Degree Knights. Member of Willmar American Legion, Elks Lodge, Eagles, & recently joined Willmar's UFW.*



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

Agenda Item Number: 5

Meeting Date: January 22, 2013

Attachments: Yes No

CITY COUNCIL ACTION

- Approved Denied
 Amended Tabled
 Other
-
-

Originating Department: City Administrator

Action Requested: Consideration of Out-of-State Travel

Background/Justification:

Council Member Bruce DeBleck will be attending the APPA Conference in Washington, D.C. March 11 through 13, 2013, with the Municipal Utilities Commission. All travel costs will be covered by the Municipal Utilities Commission.

Fiscal Impact: None

Alternatives:

Staff Recommendation: Approve Out-of-State Travel

Reviewed by:

Preparer: City Administrator Charlene Stevens

Signature:

Comments: N/A

MINUTES

WILLMAR POLICE COMMISSION

Monday, June 11, 2012

A meeting of the Willmar Police Civil Service Commission was held on Monday, June 11, 2012. Members present were: President Lourdez Schwab, Vice President Lowell Fostervold and Secretary Dennis Anfinson. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

President Schwab called the meeting to order.

A motion was made by Commissioner Anfinson, seconded by Commissioner Fostervold, to approve the April 26, 2012 minutes as submitted. **Motion carried.**

Chief Wyffels presented the Commission with the background investigations done on the top five candidates on the eligibility register, and explained the procedure for certifying names to the appointing authority. The Chief explained that the applicant who was number three on our eligibility register had accepted a job with the Bemidji Police Department. After reviewing the backgrounds, Commissioner Anfinson made a motion, seconded by Commissioner Fostervold, to certify the names of Michael Carlson, Timothy Wallace, Nicholas Dostal and Benjamin Hanneman to the appointing authority. **Motion carried.**

Chief Wyffels explained that Captain Felt and Sgt. Jahnke had successfully completed their probationary periods for their promotions as of June 12, 2012. Chief Wyffels submitted memos to City Administrator Charlene Stevens recommending the appointments for both Captain Felt and Sgt. Jahnke be made final. Commissioner Fostervold made a motion, seconded by Commissioner Anfinson, to approve the recommendations of those appointments. **Motion carried.**

Questions were asked and a discussion was held on staffing issues and the level of service. Chief Wyffels explained that moving forward with the hiring of these two candidates will still not meet a staffing level of 32 sworn, which had received Council approval at the January 17, 2012, City Council meeting.

Chief Wyffels informed the Commission that Officer Del Wagner had submitted his letter of resignation as of June 28, 2012. His last working day was actually May 30, 2012. He explained that a written request to replace Officer Wagner was submitted to City Administrator Stevens on May 10, 2012. In that memo Chief Wyffels proposed replacing Officer Wagner's position after the two new officers were fully trained, which would happen around mid-late October, 2012.

This proposal was based on the fact that the police department does not have the current resources to train three officers at one time. Chief Wyffels felt that if the approval is given to replace Officer Wagner at that time, the current applicant eligibility list may still retain enough candidates to draw from. Chief Wyffels noted that it is costly to establish an officer eligibility list to hire from and at this time the cost to the department was \$11,265.09.

If Council were to approve going forward with the replacement of Officer Wagner, as suggested instead of waiting longer, the cost savings in 2012 will be a total of \$33,832.91. (Wage savings realized would be \$22,563.82 plus \$11,265.09 in not having to develop another hiring list).

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

/sae

Willmar Lakes Area CVB Board Meeting
EBO Board Room of the CVB/Chamber
Tuesday, December 18, 2012 @ 12:00 Noon

Members Present: Denny Baker, Shawna Adams, Ron Fake, Kevin Madsen, Cecil Meyer, Ken Warner, Ron Erpelding, Sue Steinert and Dave Feist

Members Excused: Todd Paffrath, Ron Christianson, Dave Pederson, Asim Siddiqui, Dean Shuck and Jim Butterfield

Members Absent: Kevin Halliday

Staff Present: Beth Fischer and Amber Schueler

- I. **Call to Order:** Feist called the meeting to order at 12:04 pm.
 - a. **Additions or corrections to the agenda:** No additions or corrections to the agenda.

- II. **Approve Minutes from the November 20, 2012 Meeting:** It was MSC (m/Baker; s/Erpelding) to approve the minutes from the November 20, 2012 meeting.

- III. **Financial Report:** Fischer reviewed the financial and lodging tax reports. She noted the campground receipts for 2012 have been received. It was MSC (m/Meyer; 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:** Baker reported they approved the second installment request of \$250.00 for Celebrate Art! Celebrate Coffee! They approved a request of \$1,000.00 for the Spicer WinterFest. Baker also stated they would like to encourage new organizations to apply for funds next year, and will look closely prior to funding existing organizations. The board helped grow several new events, and ends the year with a zero balance.
 - c. **Meetings & Conventions Committee:** Feist reported the committee is working on compiling information on old files and seeing if we can get cold leads to come back for a meeting or convention. The committee is trying to make this a focus for next year. The committee also discussed advertising opportunities for next year. He shared the committee plans to collaborate with other committees in 2013. An example would be if the Leisure Committee focuses on biking, the Meetings & Conventions committee could try to bring a bike meeting/convention to the area. Feist stated Debbie Becker has resigned from her position on the committee as she has resigned from her position at the Holiday Inn. The committee elected Feist as the Chair for 2013, and Adams as the Vice Chair. Fischer stated the committee discussed putting together a marketing campaign to announce the renovations at the Conference Center and hotels in the future. Feist stated they are also discussing ways to get Fischer to become a Certified Meeting Planner (CMP) or a Certified Destination Management Executive (CDME). The committee is looking into the cost and how it can be done.
 - d. **Visitor Guide Committee:** Steinert reported the guide has been sent to the printer and the guides will be ready by the end of the month. The printer is printing 30,000 guides this year.

- e. **Leisure Travel Committee:** Demuth stated the committee reviewed the reports and the Sport Shows sign-up. The Omaha Sports Show is still available. The committee discussed some 2013/2014 goals and additional advertising. The committee approved on-line advertising with ExploreMinnesota.com; they approved a rack at the airport in Minneapolis-St. Paul and a rack at the Mall of America. The committee is sending guides to be displayed at the boat show in the cities. The committee went over the calendar of events for December and January. Demuth stated the inquiries are close to double compared to last year.
- f. **Executive Committee:** Feist stated they met and reviewed Fischer's performance and she received high markings. The committee discussed the proposed CVB building sign and the boulevard sign. The new boulevard sign will have our logo on it, along with the words Convention & Visitors Bureau. The committee discussed having lighted words on the building. The signs will be updated when the exterior renovations are done in 2013. Feist stated the committee also discussed Sport Shows and the ongoing concern for volunteers to staff them. Feist asked for Board Members feedback on the importance of Sport Shows. Meyer asked if there was any tracking done from the sport shows. Fischer stated it is difficult to track conversions from the shows, but visitor guide distribution is tracked at each show. Distribution has slightly decreased, however, not at a rate that is concerning. She added the state discontinued participating in sport shows a few years ago, and based on feedback from the industry, have resumed attending them for the past two years. Sports Shows are beneficial to both resorts and campgrounds, as attendees at sport shows are typically looking for outdoors experiences. Baker added he felt attendance may be lower at these events because of the availability of information from the internet. Feist shared the Leisure Committee will be discussing Sport Show participation at an upcoming meeting. Feist discussed the roles of Board Members and Committee Member roles. Feist reminded the Board Members to take notes at the committee meetings to share at the Board Meeting, and to be active on the board as well as on the committees.

V. **Affiliated Partnership Updates/Reports:**

A. Community Marketing Coalition: Warner stated the CMC plans to hire somebody to put together a marketing proposal for the new slogan, "Willmar Lakes Area...Expect Great Things". RFP's will be distributed. Sam Bowen agreed to be the Chair of the CMC for 2013. They sent out thank you and renewal letters to their partners. He noted the City of Willmar will be participating again in 2013. They are contacting several key businesses to see if they would be interested in participating as well.

VI. **Executive Director Report:** Fischer highlighted a variety of upcoming events taking place in the Willmar Lakes Area including the New Year's Curling Bonspiel, USXC Cross Country Snowmobile Race, Wrestling Meet at NL-S, WinterFest activities, Lions Mid-Winter Convention, Dance Invitational at NL-S and the Mixed Nationals. Several advertisements have been done including submissions to the 2013 Explore Southern MN Visitor Guide, and the Midwest Meetings 2013 Guide Book. Ad space was contracted with RSVP MN Magazine and the March/April MSAE Focus. Fischer visited with Midwest Living regarding Willmar hosting the Mixed Nationals. They will be doing an editorial in their upcoming issue. Fischer also set up a Blog for the Willmar Lakes Area. You can access the Blog on our website, www.willmarlakesarea.com. Fischer stated the Willmar Lakes Area was awarded the 2014 Elk Bowling Tournament in February 2014. She submitted a bid to host the 2014 MN Elk Breeders Conference. Fischer met with American Legion representatives for a site visit and a review of the convention and conference expectations/needs. Locally, we plan to formally submit a request to host a Fall Conference and Fischer anticipates removing our site from the State Convention bid. This is mainly due to the

size of the State Convention and the extensive needs that are placed on the host site for the State Convention. Fischer continues to work with BAM (Bicycling Around Minnesota) regarding our proposal to host a bike event in Spicer/New London in 2013. She assisted the Mixed Nationals Planning Committee with a variety of different items for their upcoming event. The CVB provided the Willmar Hockey Association welcome bags for their Bantam Tournament. Fischer also met with several individuals to discuss building an Amphitheatre at Robbins Island. She also attended the Kandiyohi County AIS Task Force Meeting. A complete copy of the Executive Director's Report is available upon request.

VII. Other Business:

A. Word Around The Community:

Erpelding – Stated efforts are under way to expand the boundaries at Sibley State Park. This is a top priority for Sibley State Park. The Lake Andrew Township has a meeting tonight. He urged the board members to contact their local legislatures to tell them how important this is.

Warner – Stated to the board, if you want a good team building exercise, take them curling at the Civic Center. Also, today is Fischer's 6th Anniversary with the CVB.

Meyer – Reported Teen Challenge is setting up a committee with the intent of trying to get a facility here. If someone has an interest, they are looking for a large base of people to participate. The earliest they could get a building started would be 2014. He also mentioned they are putting Grand Cottages, The Lodge, up for sale. They will sell it as residential or as a business. They will operate the business until it is sold.

Baker – Stated the Fair is in the process of getting an Amphitheater on the fair grounds. He stated he met with Bob Mathiasen from Heritage Bank to discuss the amphitheaters at Robbins Island and at the Fairgrounds. They will know by April if they were approved for a grant to help them with this project. Fischer stated the CVB will promote both amphitheaters.

Feist – Stated the trails have been groomed.

B. Acknowledgement of Retiring Board Members: Feist acknowledged the retiring board members Cecil Meyer and Todd Paffrath. He thanked them for their service. Feist also stated Dean Shuck may be leaving the board as well and Roger Imdieke would take his place. Fischer stated the Volunteer Luncheon is March 22nd at noon at the Conference Center. All of the volunteers will be recognized at this time.

C. Gavel Exchange: Feist turned the meeting over to the 2013 CVB Board Chair Steinert. She thanked Feist for his service as the 2012 Board Chair.

VIII. Adjournment: Steinert adjourned the meeting at 1:02 pm.

Respectfully Submitted,

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

CVB Executive Director's Report – January 2013

Upcoming Dates:

- January 18: Wrestling Meet at NL-S
- January 18-20: G10U & G12U Girl's Hockey Tournament
- January 19: Frozen 5K Run
- January 19-February 3: WinterFest
- January 25-27: Lions Mid-Winter Convention
- January 26: Dance Invitational at NL-S
- January 26: Adult Basketball Tournament
- January 26: Polar Bear Plunge
- January 26-27: Green Lake Pond Hockey Tournament
- February 1-3: A & B Pee Wee Tournament
- February 2-3: Sno-Skippers Speed/Radar Runs
- February 8-10: A, B, C Squirt Tournament
- February 23-24: Sno-Skippers Drag Races (Vintage-23 & All Class-24)
- February 23-24: Diamond Edge Figure Skating Show
- February 23-24: Willmar Basketball Boosters Tournament
- March 2: Women's Volleyball Tournament
- March 16-23: 2013 U.S. Mixed National Championships

Advertising:

- Submitted ad for the RSVP MN Magazine.
- Submitted editorial content to Southern MN Visitor Guide.
- Submitted Bike Guide ad/map information for 2013 publication.
- Submitted information for Central Region Marketing plan with Pioneer Press.
- Contracted ad space in the Mar/Apr issue of AAA Living-Iowa edition.

Proposals/Conference Assistance:

- Submitted bid to host the Lions 2015 Mid-Winter Convention
- Assisted BAM (Bicycling Around Minnesota) tour organizer with several details for the 2013 Bike Ride. We have been awarded a stay/stop on the tour! The host city will be Spicer for August 16, 2013 stop. They will also be taking part in activities in New London, including the Little Crow Ski Team on Friday night!!
- Met with 2013 Lions Planning Committee to discuss details for their January Convention. We will be providing name badges, registration assistance, dinner tickets, welcome bags, and arrangements for their Saturday afternoon activities and transportation. The social activities will include a tour at Mr. B's Chocolates and shopping in New London.
- Secured Kandi Mall for the 2013 Minnesota BEST Mall Day. It will be held on October 12, 2013. Other dates for the 2013 Minnesota BEST Robotics Competition include: August 7, 2013 Teacher/Mentor Workshop; September 7, 2013 – Kick-Off; October 18th and 19th, 2013 Presentation/Game Days. All events, with the exception of Mall Day, will take place at the NL-S High School.
- Assisted the Willmar Area Lakes 100 organizer with a variety of details for their January 12, 2013 USXC event. Set up room blocks, secured banquet facility, and set-up registration/autograph location. I prepared press releases for the event, and scheduled an Open Mic appearance. 97 riders pre-registered for the event.

- Assisted the Lakes Area Classic Competition with several items including welcome bags, and a promotional mailer. The event was held on Saturday, January 12, 2013 and over 90 figure skaters competed from North Dakota, South Dakota and Minnesota.
- Phone conference with meeting organizer for the 2014 VFW Convention to discuss details for their convention. The convention will be held September 2014 in Willmar.
- Participated in conference call for the 2013 Parks and Trails Council of MN Labor Day Weekend Bike Ride, and also had an additional phone meeting with a representative from the Parks and Trails Council regarding the event taking place in Aug/Sept. The event will be based out of Sibley State Park. Routes are being finalized and preliminary routes include travel to the communities of Sunburg, New London, Willmar, Spicer, and Paynesville.
- Attended meeting to discuss the possibility of hosting a rib fest type event in the area in 2013.
- Met with a Willmar Hockey Association Tournament organizer to discuss upcoming hockey tournaments. Upcoming tournaments are full, and teams have secured rooms in Willmar and Spicer for the events.
- Assisted several groups with facility arrangements for smaller day meetings and completed a variety of sales calls.

Misc:

- Continue to serve on the Spicer Commercial Club Board and met to discuss Winterfest activities. There are several great events planned for Winterfest 2013, including a few new items. For a complete list of activities visit our website at www.willmarlakesarea.com or the Commercial Club's at www.spicermn.com.
- Assisted the Glacial Ridge Trail Association with several items including preparing County invoices to be distributed for 2013.
- The 2013 Visitor Guide is printed and we have begun distributing the guide. We have distributed the guide to the Travel Information Centers and Affiliate Travel Information Centers in Minnesota, and have also begun distributing it locally.
- Attended Glacial Ridge Trail Association and Willmar Fests meeting.

CITY OF WILLMAR

CERTIFICATE OF RECOGNITION

WHEREAS, the Kandiyohi County Area Family YMCA incorporated as a local non-profit in 1996, with the original building opening in 2002;

WHEREAS, the YMCA operates as a volunteer-led organization with over 213 individuals volunteering in 2011 through programs or policy work; collaborates with over 70 other non-profit and civic organizations annually;

WHEREAS, the YMCA provided over \$165,662 in financial assistance and community donations to over 1,015 disadvantaged children and families, senior citizens and adults with special needs; and serves nearly 5,800 individuals in a building designed for 3,000;

WHEREAS, the YMCA has launched a \$3 million capital campaign for expansion to increase the services provided to the community by adding more wellness space, new wellness studio, specialized wellness studio for special needs populations, two racquetball courts and a new multi-purpose gym;

NOW, THEREFORE, BE RESOLVED that the Mayor and Willmar City Council hereby offer their sincere appreciation to the Kandiyohi County Area Family YMCA and wish the YMCA success in their capital campaign which will run through 2013.

CERTIFIED this 22nd day of January, 2013.

BY:


Frank Yanish, Mayor

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, JANUARY 14, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, January 14, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Ron Christianson	Member
	Charlene Stevens	City Administrator
	Steve Okins	City Finance Director

Others present included Mayor Frank Yanish, Police Chief Dave Wyffels, Audrey Nelson, Ken Warner, Kelly Welch, David Herzer, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

Kelly Welch distributed information to the committee regarding the West Central Integration Collaborative revenue sources as well as census data for Kandiyohi County. He also provided a copy of WCCO Reporter Jason DeRusha's story about Somalis in Minnesota.

Item No. 2 – Quick Funds, Inc. Request (Information)

Staff reported that Darrell Sunvold of Quick Funds, Inc., had called earlier stating he no longer needed to attend this finance meeting because he is now working with the office of the U.S. Attorney General in this matter.

Item No. 3 – State Volunteer Firefighter Retirement Plan Request (Resolution)

Staff explained that the Willmar Fire Department has been a member of PERA's Statewide Volunteer Firefighter (SVF) Retirement Plan since January, 2012. The SVF Advisory Board is recommending a change to plan provisions to allow survivor benefits to be paid in cases where firefighters die prior to becoming fully vested, which is after five years of service. This provision is already a requirement for relief associations that are not part of the SVF plan, so the change would put the SVF plan in compliance with relief association laws. All 63 fire departments participating in the PERA Volunteer Firefighter Retirement Plan must pass this resolution in order for the plan change to become effective. Once that has been accomplished, this revision will be presented to the State Legislature to review and pass into law. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution to ratify the addition of a provision to the PERA SVF Retirement Plan allowing survivor benefits to be paid to firefighters who die within their first five years of service.

Item No. 4 – Annual Investment Policy Review (Information)

Staff presented the City of Willmar Investment Policy to the Committee for its annual review. This matter was for information only.

Item No. 5 – Electronic Pawn Transaction Fee (Resolution)

Police Chief Dave Wyffels explained that electronic automated pawn transactions are regulated along with a fee schedule which is applied to each pawn transaction. Part of the fee structure charged for pawn transactions is determined by the City of Minneapolis which controls the Automated Pawn System (APS). Willmar has been participating in this program since April, 2006, at which time the automated pawn transaction fee was \$1.50 per transaction. Of that amount, \$1.00 was paid to the City of Minneapolis and \$.50 was retained by the City of Willmar. In 2010, the City of Minneapolis reduced their fee from \$1.00 to \$.60 per transaction. This savings was passed directly back to the local business owners. Now in 2013, notification was received indicating that the City of Minneapolis is increasing their portion from \$.60 to \$.90 per transaction. It is staff's recommendation to increase the fee charged to the affected business owners from \$1.10 to \$1.40 per transaction, of which \$.90 will be forwarded to the City of Minneapolis and \$.50 will continue to be retained by the City of Willmar. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution increasing the fee charged to pawn brokers within the City of Willmar for each electronic reportable pawn transaction from \$1.10 to \$1.40 and to direct the Chief of Police to notify in writing all businesses subject to the Automated Pawn System of this increase.

Item No. 6 – Reports (Information)

The Committee reviewed the following reports: Baseball Stadium Project; CVB November 30, 2012, Financial; Local Option Sales Tax November 30, 2012, Financial; Rice Hospital November 30, 2012, Financial Report; and Rice Trust Activity Report as of November, 2012. This matter was for information only.

Item No. 7 – Discussion of Chamber of Commerce Dues (Information)

Ms. Stevens provided information obtained from the City Attorney as a result of council members' requests that staff research legal opinion regarding the City of Willmar, Municipal Utilities, Rice Memorial Hospital and its subsidiaries, Community Education and Recreation, Willmar HRA, and the EDC paying dues to the Chamber of Commerce. After considerable discussion, council members requested further clarification to be presented at the January 22, 2013, Council Meeting, in anticipation of making a final decision in this matter.

There being no further business to come before the Committee, the meeting was adjourned at 5:38 p.m. upon motion by Council Member Christianson, second by Council Member Fagerlie, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor

U.S. Department of Commerce

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State & County QuickFacts

Kandiyohi County, Minnesota

People QuickFacts	Kandiyohi	
	County	Minnesota
Population, 2011 estimate	42,173	5,344,861
Population, 2010 (April 1) estimates base	42,239	5,303,925
Population, percent change, April 1, 2010 to July 1, 2011	-0.2%	0.8%
Population, 2010	42,239	5,303,925
Persons under 5 years, percent, 2011	6.7%	6.6%
Persons under 18 years, percent, 2011	23.7%	23.9%
Persons 65 years and over, percent, 2011	16.5%	13.1%
Female persons, percent, 2011	50.1%	50.3%
White persons, percent, 2011 (a)	95.3%	86.9%
Black persons, percent, 2011 (a)	2.6%	5.4%
American Indian and Alaska Native persons, percent, 2011 (a)	0.4%	1.3%
Asian persons, percent, 2011 (a)	0.5%	4.2%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	0.1%	0.1%
Persons reporting two or more races, percent, 2011	1.0%	2.2%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	11.2%	4.9%
White persons not Hispanic, percent, 2011	84.7%	82.8%
Living in same house 1 year & over, percent, 2007-2011	87.0%	85.6%
Foreign born persons, percent, 2007-2011	4.4%	7.1%
Language other than English spoken at home, percent age 5+, 2007-2011	10.8%	10.5%
High school graduate or higher, percent of persons age 25+, 2007-2011	88.1%	91.6%
Bachelor's degree or higher, percent of persons age 25+, 2007-2011	21.4%	31.8%
Veterans, 2007-2011	3,370	385,675
Mean travel time to work (minutes), workers age 16+, 2007-2011	16.9	22.6
Housing units, 2011	19,494	2,354,034
Homeownership rate, 2007-2011	74.3%	73.6%
Housing units in multi-unit structures, percent, 2007-2011	16.5%	21.6%
Median value of owner-occupied housing units, 2007-2011	\$162,000	\$201,400
Households, 2007-2011	17,270	2,094,265
Persons per household, 2007-2011	2.38	2.46
Per capita money income in the past 12 months (2011 dollars), 2007-2011	\$27,053	\$30,310
Median household income, 2007-2011	\$49,915	\$58,476
Persons below poverty level, percent, 2007-2011	12.7%	11.0%
	Kandiyohi	
	County Minnesota	
Private nonfarm establishments, 2010	1,398	145,464 ¹
Private nonfarm employment, 2010	19,148	2,357,971 ¹
Private nonfarm employment, percent change, 2000-2010	-6.3	-1.6 ¹
Nonemployer establishments, 2010	3,089	361,759
Total number of firms, 2007	4,726	496,657
Black-owned firms, percent, 2007	F	2.5%
American Indian- and Alaska Native-owned firms, percent, 2007	F	0.6%
Asian-owned firms, percent, 2007	F	2.3%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	S
Hispanic-owned firms, percent, 2007	F	1.0%
Women-owned firms, percent, 2007	19.8%	26.8%

Manufacturers shipments, 2007 (\$1000)	818,684	107,563,060
Merchant wholesaler sales, 2007 (\$1000)	D	82,878,056
Retail sales, 2007 (\$1000)	597,567	71,384,103
Retail sales per capita, 2007	\$14,621	\$13,751
Accommodation and food services sales, 2007 (\$1000)	51,963	10,423,660
Building permits, 2011	63	8,890
Kandiyohi		
Geography QuickFacts		
	County	Minnesota
Land area in square miles, 2010	796.79	79,626.74
Persons per square mile, 2010	53.0	66.6
FIPS Code	067	27
Metropolitan or Micropolitan Statistical Area	Willmar, MN Micro Area	

1: Includes data not distributed by county.

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

FN: Footnote on this item for this area in place of data

NA: Not available

S: Suppressed; does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
Last Revised: Thursday, 06-Dec-2012 16:28:49 EST

Minnesota Department of
Education

Guidelines

**Minnesota Desegregation Rule and Integration Revenue
Statute**

Revised October 27, 2011

Minnesota Department of Education
Education Innovation
1500 Highway 36 West
Roseville, MN 55113-4266
Phone: 651-582-8337
Fax: 651-582-8291

Elia Bruggeman, Assistant Commissioner
Office of Education Innovation

Introduction

Minnesota's Desegregation Rule for public schools addresses the fundamental goal of providing equal educational opportunities for all students to achieve academic success. The Rule bans intentional segregation and provides procedures for determining whether it has taken place and how it should be remedied. For racially isolated districts and racially identifiable schools that are not the result of intentional segregation, the Rule requires schools and communities to work together to design and implement educationally justifiable, effective, voluntary strategies that provide meaningful choices of integrated learning environments for students and their families.

The Department of Education (MDE) has created this Frequently Asked Questions (FAQ) document to provide guidance to districts impacted by the Desegregation Rule. It clarifies what types of programming are emphasized by the Rule and qualify for funding under the Minnesota Statute on Integration Revenue. The best source of guidance on the Desegregation Rule is the text of the Rule itself. The following FAQ document is intended to assist schools in implementing planning procedures aligned with the Rule and to develop programs and activities that are consistent with the intent of the Rule and meet the requirements of the Integration Revenue statute.

All information in the FAQ is derived from Minnesota Rule 3535.0100 to 3535.0180 (www.revisor.leg.state.mn.us/arule/3535/) and Minnesota Statutes, section 124D.86 (www.revisor.leg.state.mn.us/stats/124D/86.html).

This document was originally released in May 2005. The Department welcomes questions or suggestions for how the Guidelines document could be improved. For assistance, please contact the Department's integration program staff in the Office of Education Innovation at 651-582-8337.

Getting Started and General Questions

Please read the *Desegregation Rule* carefully, especially the sections that pertain to the specific reasons your district is eligible to receive integration revenue.

What are the primary goals of the Integration Revenue program according to Minnesota statute?

As stated in Minnesota Statutes, section 124D.86, integration revenue must be used for students to have increased and sustained interracial contacts and improved educational opportunities and outcomes designed to close the academic achievement gap between white students and protected students through classroom experiences, staff initiatives, and other educationally related programs.

What is the purpose of the Minnesota Desegregation Rule?

As stated in Minnesota Rule 3535.0100 (<https://www.revisor.mn.gov/rules/?id=3535.0100>), the purposes of the Desegregation Rule include the following:

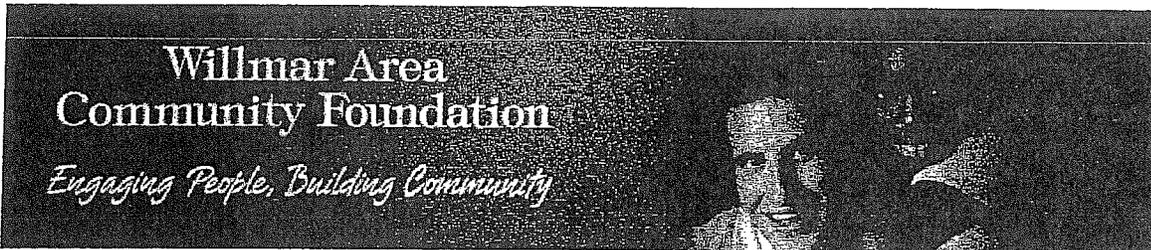
- Recognize that the primary goal of public education is to enable all students to have opportunities to achieve academic success.
- Reaffirm the state of Minnesota's commitment to the importance of integration in public schools.
- Recognize that while there are societal benefits from schools that are racially balanced, there are many factors which can impact the ability of school districts to provide racially balanced schools, including housing, jobs, and transportation.
- Recognize that providing parents a choice regarding where their child should attend school is an important component of Minnesota's education policy.
- Recognize that there are parents for whom having their children attend integrated schools is an essential component of their children's education.
- Prevent segregation in public schools.
- Encourage districts to provide opportunities for students to attend schools that are racially balanced when compared to other schools within the district.
- Provide a system that identifies the presence of racially isolated districts and encourage adjoining districts to work cooperatively to improve cross-district integration, while giving parents and students meaningful choices.
- Work with rules that address academic achievement, including graduation standards and inclusive education, by providing equitable access to resources.

How does a school district qualify for integration revenue?

Districts qualify for integration revenue through one or more of the following designations under the Minnesota Desegregation Rule:

- The district has a "racially identifiable" school site(s)
- The district is a "racially isolated" district
- The district adjoins a racially isolated district(s)
- The district has voluntarily joined an existing collaborative to assist in reducing the isolation of a racially isolated district(s).

Qualifying under more than one of the above criteria does not increase the maximum amount of integration revenue a district is eligible to generate.



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Get the Details

Learn more about the characteristics, challenges and opportunities of Kandiyohi County by viewing a **short presentation** or downloading the **full report** from Wilder Research.

Kandiyohi County Community Report

The Willmar Area Community Foundation's unrestricted assets have grown significantly over the past year. Because of this growth, the Foundation's Board of Directors initiated a planning process in 2012 to establish the best policies and procedures in its expanded grant-making capacity. As a part of that planning process, WACF completed a demographic and educational analysis of Kandiyohi County through a partnership with a consultant and Wilder Research. The result is a wealth of data that will serve the Foundation and community partners in how best to benefit the Kandiyohi County community. **View the full report.**

Kandiyohi County, much like the state and nation, has an aging population that is impacting its population and economic trends. The county is also becoming more diverse faster than expected and faces educational gaps among students of different incomes and races. The report calls stakeholders to address these issues to ensure healthy progress in the county.

12 key characteristics of Kandiyohi County identified in the extensive report include:

1. Older than Minnesota as a whole
2. 65+ are the fastest growing age group
3. Population maintained due to increase in number of residents of color
4. Population of color is younger
5. Black residents are the fastest growing race-group
6. Half of people in the county earn less than \$50,000
7. Children are more likely to be in poverty today
8. One-third of households are cost-burdened
9. More foreign born residents since 2000
10. Racial inequities related to jobs and education
11. Employment center in the region
12. Shifts in the workforce are coming

Historical populations

Census	Pop.	%±
<u>1880</u>	1,002	—
<u>1890</u>	1,825	82.1%
<u>1900</u>	3,409	86.8%
<u>1910</u>	4,135	21.3%
<u>1920</u>	5,892	42.5%
<u>1930</u>	6,173	4.8%
<u>1940</u>	7,623	23.5%
<u>1950</u>	9,410	23.4%
<u>1960</u>	10,417	10.7%
<u>1970</u>	12,869	23.5%
<u>1980</u>	15,895	23.5%
<u>1990</u>	17,531	10.3%
<u>2000</u>	18,351	4.7%
<u>2010</u>	19,610	6.9%

U.S. Decennial Census

[edit] 2010 census

As of the census^[2] of 2010, there were 19,610 people, 7,677 households, and 4,538 families residing in the city. The population density was 1,385.9 inhabitants per square mile (535.1 /km²). There were 8,123 housing units at an average density of 574.1 per square mile (221.7 /km²). The racial makeup of the city was 86.9% White, 4.8% African American, 0.5% Native American, 0.6% Asian, 0.1% Pacific Islander, 5.4% from other races, and 1.8% from two or more races. Hispanic or Latino of any race were 20.9% of the population.

There were 7,677 households out of which 30.5% had children under the age of 18 living with them, 42.6% were married couples living together, 12.2% had a female householder with no husband present, 4.3% had a male householder with no wife present, and 40.9% were non-

Willmar 2010 (Year of the Census) From City Data.Com

Population in 2010: 19,610. Population change since 2000: +6.9%

Males: 9,567 (48.8%)

Females: 10,043 (51.2%)

Median resident age: 33.8 years

Minnesota median age: 43.1 years

Zip codes: 56201.

Estimated median household income in 2009: \$38,074 (it was \$33,455 in 2000)

Willmar: \$38,074

Minnesota: \$55,616

Estimated per capita income in 2009: \$21,069

Willmar city income, earnings, and wages data

Estimated median house or condo value in 2009: \$120,046 (it was \$82,100 in 2000)

Willmar: \$120,046

Minnesota: \$200,400

Mean prices in 2009: All housing units: \$143,186; Detached houses: \$150,181;

Townhouses or other attached units: \$162,520; In 2-unit structures: \$112,064; In 3-to-4-

unit structures: \$122,905; In 5-or-more-unit structures: \$121,308; Mobile homes:

\$13,239

Median gross rent in 2009: \$516.

Recent home sales, real estate maps, and home value estimator for zip code 56201

Willmar, MN residents, houses, and apartments details

Read more: <http://www.city-data.com/city/Willmar-Minnesota.html#ixzz2HQ2KnPy>

families. 32.4% of all households were made up of individuals and 12.4% had someone living alone who was 65 years of age or older. The average household size was 2.43 and the average family size was 3.10.

The median age in the city was 33.8 years. 25.2% of residents were under the age of 18; 12.7% were between the ages of 18 and 24; 24.1% were from 25 to 44; 22.2% were from 45 to 64; and 15.8% were 65 years of age or older. The gender makeup of the city was 48.8% male and 51.2% female.

DeRusha Story about Somalians In Minnesota "Why Minnesota?"

MINNEAPOLIS (WCCO) – It is perhaps the least likely place to find tens of thousands of African refugees: the cold, snowy, middle of America. So why are there so many Somalis in Minnesota?

"Maybe someday they will enjoy the ice fishing," laughed Dr. Ahmed Samatar, dean of the Institute for Global Citizenship at Macalester College. Samatar was born in Somalia.

As far as living in such a cold weather climate, "on the surface it may look bizarre," said Samatar, however "there is so much goodness in this state."

The Somalis are here as legal refugees, largely. The Somalis Minnesota story tracks to 1991, when civil war broke out in Somalia. Millions fled to refugee camps, many in Kenya.

Two years later, the first wave of Somali refugees were sent to Minnesota.

"In the beginning the U.S. federal government assigns people," said Samatar.

To qualify as a refugee, there is a process. The U.S. State Department ultimately decides where refugees will live, but it has to do with the voluntary agencies, called VOLAGS, that contract with the State Department.

Minnesota has very active ones like Lutheran Social Services, Catholic Charities, and World Relief Minnesota. Those agencies agree to help the refugees get settled, to learn English, find housing, get health care, and begin a new life.

They "are known to be welcoming, and they invest a significant time of labor and resources, to help people find some comfort here and hope," said Samatar.

It's the same reason this is a population center for Hmong refugees. The VOLAGS make the initial wave happen. But just because people are relocated to a place like the Twin Cities, doesn't mean they'll stay.

"They have the opportunity to move," said Samatar.

But the Somalis have largely stayed, somewhere around 30,000 of them, partially because of the strength of the non-governmental VOLAGS, and partially because of the strength of governmental programs to help refugees begin a new life, according to Samatar.

After the first wave is assigned here, the second wave of relatives and friends soon followed.

"As Somalis settle down, find a life, the good news spreads: 'Hey this is a good place, you can find a life here,'" said Samatar.

Over the past 25 years, the United States has admitted about 84,000 Somali refugees. Close to 40 percent live in Minnesota.

"The institutions of this state, private or public, have an important place in the mind of Somalis," he noted.



CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

MEMORANDUM

TO: Finance Committee
FROM: Charlene Stevens, City Administrator 
DATE: September 20, 2012
RE: VISION 2040

Attached please find a summary of the Vision 2020 project and a proposal of the Vision 2040 plans and efforts. Ken Warner and Ron Erpelding will be present at the Finance Committee meeting to discuss this matter further.



The initiative to create Vision 2020 began in late 1999 as a joint project of the City of Willmar, Kandiyohi County, Willmar Public Schools and the Willmar Lakes Area Chamber of Commerce. Broadly speaking the purpose was to proactively create a healthy and growing region by creating a long range plan focused on the identified needs of the community. Through intergovernmental cooperation and community involvement and support Vision 2020 was born. The four stakeholders each invested \$2000 in 2000 and each added another \$500 to that amount for a total investment of \$2,500 each. In the subsequent years 2001- 2004 each entity invested \$1,000 annually and in year 2005, each contributed \$500.

The City of Willmar's elected officials and executive staff, along with those from the County and the leadership of the other entities, all participated in a day and a half planning session to develop the beginnings of a community vision. A facilitator was hired and a roadmap for the future of the community was created.

- Over 50 leaders from the greater Willmar community participated in the workshop. Through subsequent community meetings over 250 citizens participated in the visioning meetings and several volunteered to serve on one of the four priority initiative teams.
- A Vision Statement was created and ten critical or strategic factors were identified as keys to creating the future the community wanted to see in the year 2020. These focus areas included: **infrastructure, transportation, healthcare, telecommunication, population growth, integrated services, economic development, multicultural population, world-class education systems and a positive image.**
- A Steering Committee and four priority initiative teams were formed: Diversity and Tolerance; Lifelong Learning; Economic Sustainability and Recreation & Culture. Significant accomplishments were achieved in each area:
 - The Recreation and Culture Team helped secure a \$500,000 Blandin Foundation Grant to help fund the Aquatic Center at the "new" YMCA. A vision for a skateboard park and a map connecting the parks and trails was created. The Dorothy A. Olson Aquatic Center and a community supported baseball stadium as well as the construction of new soccer fields were all part of the vision that has been achieved.
 - The Willmar Area Development Corporation and the Kandiyohi County and City of Willmar Economic Development Commission were formed through the efforts of the Economic Sustainability Team. They also secured a \$150,000 grant for the Nursing Simulation Center at Ridgewater. Several trips were also made to Washington to secure accelerated funding for Highway 23 and the Willmar Airport.
 - Willmar became a "Community of Promise" as part of the efforts of the Life Long Learning Committee. The special designation created a plan to advance the health and well-being of the young people of our area.
 - Two half-time cultural liaisons were hired by JOTS to match the \$75,000 Blandin grant for the Cultural Liaison position that worked with the newly formed West Central Integration Collaborative.

In concrete terms this community wide effort illustrated the value of creating a vision and a plan for the future. We've all heard the old axiom "fail to plan; plan to fail." It's clear the entire Willmar Lakes region is better positioned for continued success and prosperity due to the Vision 2020 initiative. In fact, in significant part because of the Vision 2020 efforts Willmar received the National Civic League's All America City Award in 2005 because of its ability to identify issues and proactively address them. It's hard to believe this work began in 1999, and for some it may be hard to believe it's time to do it again, but we believe the citizens of this region prefer to create their future—and that takes a vision and a plan.

At the last meeting of the Vision 2020 Steering Committee on November 25, 2008, the official action from that meeting states: The Vision 2020 initiative will basically go into a "sleep mode" and will not be reactivated until the time that one or all of the four founding entities (City of Willmar, Willmar Public

Schools, Kandiyohi County or Willmar Lakes Area Chamber of Commerce) makes the determination that there is a community need to convene the Vision 2020 Steering Committee recently there has been discussion among the original community leadership groups (City of Willmar, Willmar School District, Kandiyohi County and the Willmar Lakes Area Chamber of Commerce) that much has changed and evolved in our community since 1999 and it may be time to create Vision 2040.

Toward that end a Steering Committee consisting of the following individuals met a couple of times to talk through the pros and cons of a new vision process. There is consensus that it's time to look at a new roadmap of where the community wants to go. After exploring several recommendations, the Steering Committee interviewed and subsequently received a proposal from Next Generation Consulting of Madison, Wisconsin. Next Generation will conduct the community workshops, visioning exercises, interviews and research necessary to produce a 2040 plan by June of 2013 focused on meeting the identified needs of the community.

Steering Committee:

Aaron Madsen, NovaTech Engineering/Chair of NeXt
Charlene Stevens, City of Willmar Administrator
Doug Allen, Ridgewater College President
Jerry Kjergaard, Willmar Public Schools Superintendent
Larry Kleindl, Kandiyohi County Administrator
MaryAnn Doyle, Bremer Bank President
Steve Renquist, Kandiyohi County and City of Willmar EDC Executive Director
Renee Nolting, United Way of West Central Minnesota Executive Director
Ron Erpelding, Past Chair of Vision 2020/Retired
Dean Anderson, Willmar Area Community Foundation Director
Ken Warner, Willmar Lakes Area Chamber of Commerce President

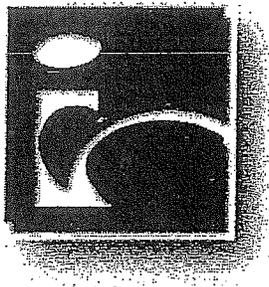
Vision 2020 Founding Advisors:

Richard Larson, Kandiyohi County Commissioner
Michael Schmit, Retired City of Willmar Administrator

Next steps to dreaming and designing the future of the greater Willmar Lakes Area:

1. Begin the process in January of 2013 with research, interviews and community workshops with a documented plan by June 2013.
2. Commitment from but not limited to the stakeholders (taxing jurisdictions elected officials and executive staff of City of Willmar, Kandiyohi County and Willmar Public Schools) along with the Willmar Lakes Area Chamber of Commerce) to participate in a two day futuring workshop in the first quarter of 2013.
3. A financial commitment of \$5000 from each of the stakeholders to share equally in the cost to hire a facilitator. Implementation of the plan will require some funding commitments from the stakeholders and various partners in year 2014. What that level of funding will be will be driven by the approved plan and budgeted for by the four stakeholders.
4. Adopt and work towards implementation of the Willmar 2040 work plan to help drive the community's future.

*Other partners possibly interested in participating in the process and helping fund it: Kandiyohi County and City of Willmar EDC, Willmar Area Community Foundation, Willmar Area Development Corporation, United Way of West Central Minnesota, Willmar Municipal Utilities and New London Spicer Schools.



West Central Integration Collaborative
"Delivering Equity in Education"

Integrating the Communities of:

Atwater, Cosmos, Grove City District #2396; Adjoining
Bird Island, Olivia, Lake Lillian District #2534; Voluntary
Kerkhoven, Murdock, Sunburg District #775; Adjoining
Maynard, Clara City, Raymond District #2180; Adjoining
Montevideo District #129; Voluntary
New London-Spicer District #345; Adjoining
Renville County West District #2890; Adjoining
Willmar, Blomkest, Kandiyohi, Pennock District #347; Racially Isolated

Integration and Educational Equity Plan for 2012-16

WCIC's MISSION:

The mission of the West Central Integration Collaborative is to enhance and empower the quality of life for all community residents by implementing culturally competent strategies that promote equitable opportunities in the areas of education, healthy youth development, and economic growth.

Prepared for WCIC and Respective School Districts

By

The WCIC Community Collaboration Council and Executive Committee

Monday, Feb 13, 2012

West Central Integration Collaborative Eight District Consortium Contact Information:

In 2001-02, WCIC first started partnering with the ACGC, and NL-S; As time went on, the districts of KMS, MACCRAY, RCW were mandated to join the West Central Integration Collaborative. In addition the districts of BOLD and Montevideo also saw the opportunity to bring in additional integration and cultural resources to their respective school districts and decided to join WCIC on a voluntary basis. Therefore, we have an 8-school district consortium and Willmar Public Schools, is the racially isolated school district.

ACGC District #2396; Adjoining

Superintendent: Sherri Broderius
Address: 27250 MN Hwy #4, Grove City, MN 56243
Phone: 320-857-2271
Email: sbroderius@acgc.k12.mn.us

BOLD District #2534; Voluntary

Superintendent: Tom Farrell
Address: 701 South 9th Street, Olivia, MN 56277
Phone: 320-523-1031
Email: tom.farrell@bold.k12.mn.us

KMS District #775; Adjoining

Superintendent: Martin Heidelberger
Address: 302 15th St. North, Kerkhoven, MN 56252
Phone: 320-264-1411
Email: mheidelberger@kms.k12.mn.us

MACCRAY District #2180; Adjoining

Superintendent: Greg Schmidt
Address: P.O. Box 690, Clara City, MN 56222
Phone: 320-847-2154
Email: schmidtg@maccray.k12.mn.us

MONTEVIDEO District #129; Voluntary

Superintendent: Luther Heller
Address: 2001 William Ave., Montevideo, MN 56265
Phone: 320-269-8833
Email: lheller@monte.k12.mn.us

NL-S District #345; Adjoining

Superintendent: Paul Carlson
Address: P.O. Box 430, New London, MN 56273
Phone: 320-354-2252
Email: carlsonp@nls.k12.mn.us

RCW District #2890; Adjoining

Superintendent: Lance Bagstad
Address: Box 338, Renville, MN 56284
Phone: 320-329-8362
Email: lbagstad@rcw.k12.mn.us

WILLMAR District #347; Racially Isolated

Superintendent: Dr. Jerry Kjergaard
Address: 611 5th St. SW, Willmar, MN 56201
Phone: 320-231-8510
Email: kjergaardj@willmar.k12.mn.us

Integration Plan School Board Approval dates:

ACGC: January 3, 2012

BOLD: January 23, 2012

KMS: February 13, 2012

MACCRAY: February 13, 2012

MONTEVIDEO: February 1, 2012

NL-S: February 13, 2012

RCW: February 23, 2012

WILLMAR: February 13, 2012

Collaborative was founded in response to a direct request from the Minnesota Department of Education who, in 2002, identified Willmar as a racially-isolated school district. This meant that Willmar's enrollment of 27 percent minority students far exceeded those of bordering school districts, where enrollments were less than 1.5 percent. The West Central Integration Collaborative has grown beyond its educational roots to promote cultural integration not only in the schools, but in the community at large. Today, our Cultural Liaison is building trust, breaking barriers, and fostering understanding among all our city's residents. The impact has been profound. A 23 percent increase in the number of minority students graduating from 2002-2003; An 80 percent increase in the number of minority students and parents attending school conferences; A revitalized, culturally-responsive youth soccer program that grew from 40 to 125 participants in just one year. A 600 percent increase in minority leadership on civic committees; An attendance of over 2,000 for Willmar's first "Celebration of Cultures". And so, while other rural Minnesota cities are struggling with declining populations and limited economic growth, Willmar is thriving, due in large part to our vital Latino population. In 1996, a group of concerned citizens and school leaders gathered to discuss the effects of a rapidly changing school enrollment. Latino students in the Willmar Public Schools now accounted for over 20 percent of the population. Racial tensions were on the rise, gang activity was increasing and the dropout rate among Latino students was alarmingly high. The group reviewed recent findings from the Search Institute and determined that a child's success is proportional to the number of developmental assets present in their life. Some of these assets include: support from a loving family, adult role models, and positive self-esteem. Their concept was groundbreaking. Advocates within the schools could help connect children with programs, activities, and resources, with the ultimate goal of increasing the number of developmental assets in these kid's lives. Needy children suddenly find themselves connected to a world they may never have known existed: Soccer team, Violin lessons, better housing, culturally competent programming (Latin dancing and cultural cooking classes). Since that program was implemented, Willmar was designated as a "Community of Promise" by the America's Promise organization. This program is just one example of how we are fulfilling our five promises to meet the needs of our youth.

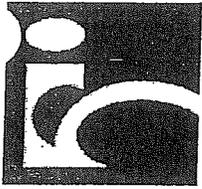
Current Year Demographic Data for racially isolated district (Willmar):

Willmar Student Demographics 2012

White 58%, Latino 32%; Black 9%, Asian 1%;

Free and Reduced Lunch Rate: FY 2011: 53.6%

WCIC is very proud of the learning opportunities we provide for our students. All staff and administration work hard to ensure that our 4,100 students have opportunities that will enable them to compete with their peers in larger districts. Despite our relatively small size and rural location, we seek to instill a global perspective in our curriculum and to prepare our students to be leaders in an increasingly diverse society. As we have networked with other integration programs in other districts, we have recognized our own unique characteristics.



West Central Integration Collaborative

Integration Revenue FISCAL YEAR 13

Executive Director: Idalia " Charly" Leuze
 Address: 611 5th Street SW
 Willmar, MN 56201
 Phone: 320-231-8571
 Fax: 320-231-8559
 Email: idalia.leuze@swsc.org

Intergration Coordinator: Leslie Kelly
leslie.kelly@swsc.org
 Phone: 320-231-8574

ACGC-Atwater, Cosmos, Grove City, District # 2396
 BOLD-Bird Island-Olivia- Lake Lillian, District # 2534
 KMS-Kerkhoven-Murdock-Sunburg, District #0775
 NLS-New London, Spicer, District #345

MACCRAY-Clara City, Maynard, Raymond, District #2180
 MONTE-Montevideo District#129
 RCW-Renville County West District# 2890
 Willmar, District #0347

District	Tax Levy and Adjustment	Integration Aid	Total
ACGC	\$ 25,226.95	\$ 58,862.89	\$ 84,089.84
BOLD	\$ 21,010.22	\$ 49,023.86	\$ 70,034.08
KMS	\$ 17,655.72	\$ 41,196.68	\$ 58,852.40
MACCRAY	\$ 21,914.40	\$ 51,133.60	\$ 73,048.00
MONTEVIDEO	\$ 47,956.66	\$ 111,898.86	\$ 159,855.52
New London-Spicer	\$ 45,181.20	\$ 105,422.80	\$ 150,604.00
RCW	\$ 15,799.07	\$ 36,864.49	\$ 52,663.56
Willmar	\$ 178,546.71	\$ 416,608.98	\$ 595,155.69
GRAND TOTAL (STATE AND LEVY)	\$ 373,290.93	\$ 871,012.16	\$ 1,244,303.09

- Note: **MDE 12-13 Integration Revenue Report**
- 1) Fiscal Year 2008 funds are generated at ACGC; BOLD; KMS; MACCRAY; MONTE; NL-S and RCW at \$ 92.00
 - 2) Willmar generates \$ 129 per pupil unit. The Revenue is %70 aid and 30% local tax levy.

ACGC	Adjoining	>AMPS = 914.02 X \$92.00
BOLD	Voluntary	>AMPS = 761.24 X \$92.00
KMS	Adjoining	>AMPS = 639.7 X \$92.00
MACCRAY	Adjoining	>AMPS = 766.48 X \$92.00
MONTE	Voluntary	>AMPS = 1737.56X \$92.00
NL-S	Adjoining	>AMPS = 1637 X \$92.00
RCW	Adjoining	>AMPS = 572.43 X \$92.00
Willmar	Racially Isolated	>AMPS = 4613.61 X \$129.00

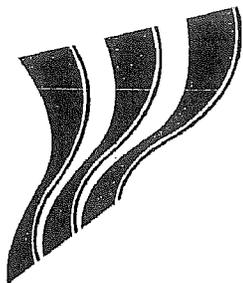
BUDGET NARRATIVE

WCIC Operates one combined budget for all 8 district.

Tax Levy dollars are used first then Integration Aid within each district, any remaining Integration Aid dollars are then pooled and shared with all WCIC School Districts.

WCIC Deseg Plan

March 15th, 2012



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: January 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire

Action Requested:

Pass a Resolution allowing survivor benefits to be paid in cases where firefighters die prior to becoming fully vested (5 years) in the Statewide Volunteer Firefighter Retirement Plan.

Guiding Principle:

As per the Statewide Volunteer Firefighter (SVF) Retirement Plan through PERA

Introduction:

The SVF Advisory Board is requesting all fire departments participating in the Volunteer Firefighter Retirement Plan pass a Resolution allowing survivor benefits to be paid when firefighters die prior to becoming fully vested (5 years).

Background/Justification:

The Willmar Fire Department has been a member of PERA's Statewide Volunteer Firefighter (SVF) Retirement Plan since January 2012.

The SVF Advisory Board is recommending one change to plan provisions to allow survivor benefits to be paid in cases where firefighters die prior to becoming fully vested (5 years). This plan is already a requirement for relief associations that are not part of the SVF plan, so the change would put the SVF plan in compliance with relief association laws.

All 63 fire departments participating in the Volunteer Firefighter Retirement Plan must pass this resolution in order for the plan change to become effective.

Fiscal Impact:

No fiscal impact to the City

Alternatives:

If not passed, the SVF Advisory Board and PERA will not be able to pass this amendment to plan provisions.

Staff Recommendation: Pass a Resolution allowing survivor benefits to be paid in cases where firefighters die prior to becoming fully vested (5 years)

Reviewed by:

Preparer: Gary Hendrickson, Fire Chief.

Signature:

Resolution No. _____

WHEREAS, The Willmar Fire Department has joined the Statewide Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS, The Statewide Plan offers survivor benefits to the families of firefighters who die after providing at least 5 years of service; and

WHEREAS, The City highly values the contributions of volunteer firefighters and wishes to also provide similar survivor benefits to the families of firefighters who die before providing 5 years of service; and

WHEREAS, The City understands that should this provision be approved and passed into law, it would not increase required contribution amounts.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Willmar to ratify the addition of a plan provision allowing survivor benefits to be paid to firefighters who die within their first five years of service, should such a provision be passed into law.

Dated this _____ day of _____, 2013

Mayor

Attest:

City Clerk

Public Employees Retirement Association of Minnesota

60 Empire Drive, Suite 200

Saint Paul, Minnesota 55103-2088

Member Information Services: 651-296-7460 or 1-800-652-9026

Employer Response Lines: 651-296-3636 or 1-888-892-7372

PERA Fax Number: 651-296-8392 ♦ PERA Website: www.mnpera.org



January 4, 2013

Steven Okins
City of Willmar
333 6th Street SW
Willmar, MN 56201

Dear Steven Okins:

The Statewide Volunteer Firefighter (SVF) Retirement Plan has now been in existence for three full years. As of January 1, 2013 a total of 63 fire departments have joined the SVF plan, and several more have requested information about joining in 2014.

The SVF Advisory Board, made up of representatives from townships, cities and the firefighting community, met in December to review plan provisions. The Board recommended that we make one change to plan provisions to allow survivor benefits to be paid in the few instances when a firefighter dies before being in the plan five years, the minimum amount of service required to be vested. That plan provision is already a requirement for relief associations that are not a part of the SVF plan, so the change would put the SVF plan in compliance with relief association laws. Implementing the change would not add any cost to the plan, and would not affect the calculation of required municipal contributions.

The Advisory Board recommends adjusting Minnesota Statute 353G.12, subdivision 2 by adding language similar to the underlined portion below:

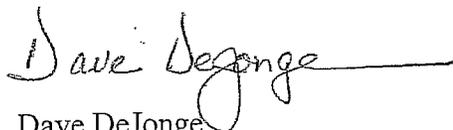
Subd.2. Survivor benefit amount. The amount of the survivor benefit is the amount of the service pension that would have been payable to the member of the retirement plan on the date of death if the member had been age 50 or older on that date, without regard to whether the member had attained the minimum amount of service and membership credit required to be vested.

In order for the plan provision change to become effective, however, the plan provision needs to first be approved by each of the 63 entities that sponsor the SVF plan fire departments. If your fire department is sponsored by a municipality, the ratification needs to come from the City or Township. If the fire department is run by an independent nonprofit firefighting corporation, the ratification needs to come from the corporation--similar to how the resolution to join the SVF plan was originally handled. If all 63 entities ratify the change, we will introduce legislation and attempt to have the change signed into law.

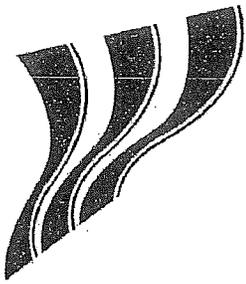
I am enclosing a resolution that can be used as a model when approving this change. If the change is ratified, please return the signed resolution to me by March 31, 2013 via mail, email or fax. Our address and fax number are shown in our letterhead. If you decide not to approve the change, please let me know as soon as possible. If all 63 entities accept the change and let me know by March 31, we will attempt to introduce the legislation in the 2013 legislative session. If we do not receive all 63 resolutions by March 31, we may have to wait until 2014 to introduce the legislation.

If you have questions about the proposed language change, please feel free to contact me. My email address is dave.dejonge@mnpera.org and my direct phone number is 651-201-2641. You can also call PERA's member information services number, 1-800-652-9026, and ask for me.

Sincerely,

A handwritten signature in cursive script that reads "Dave DeJonge". The signature is written in dark ink and is positioned above the typed name and title.

Dave DeJonge
Assistant Director, PERA



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

Agenda Item Number: 4

Meeting Date: January 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 22, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk

Action Requested: Review of the City of Willmar Investment Policy

Guiding Principle: City Council Policy Requirement

Introduction: Annual review as required by Section 16.0 of Policy

Background/Justification: No recommended changes at this time.

Fiscal Impact: N/A

Alternatives: Recommend changes by committee.

Staff Recommendation: Accept the policy as submitted with no amendments at this time.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995
Revised: January 13, 1997
Revised: January 21, 1998
Revised: February 3, 1999
Revised: January 24, 2000
Revised: January 6, 2002
Revised: December 15, 2003
Revised: March 16, 2009
Revised: September 20, 2010
Revised: March 7, 2011
Revised: September 4, 2012

1.0 Policy:

It is the policy of the City of Willmar to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets of the City of Willmar. These funds are accounted for the City's **Annual Financial Report** and include:

2.1 **Funds:**

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 General Debt Service Funds:

2.1.4 Capital Projects Funds:

2.1.5 Enterprise Funds:

2.1.6 Internal Service Funds:

2.1.7 Trust and Agency Funds

3.0 Prudence:

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely

fashion and appropriate action is taken to control adverse developments.

4.0 Objective:

The primary objectives, in priority order, of the City of Willmar investment activities shall be:

4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willmar be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 **Liquidity:** The City of Willmar investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 **Return on Investments:** The City of Willmar investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority:

Authority to manage the City of Willmar's investment program is derived from trading resolutions and Minnesota statutes. Management responsibility for the investment program is hereby delegated to the City Clerk-Treasurer,

who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to person responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Clerk-Treasurer. The City Clerk-Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Willmar, particularly with regard to the time of purchases and sales.

7.0 Authorized Financial Dealers and Institutions:

The City Clerk-Treasurer will maintain a list of financial institutions authorized to

provide investment services. In addition, a list will also be maintained of approved security **broker/dealers** selected by credit worthiness who are authorized to provide investment services in the State of Minnesota. These may include "primary" dealers or regional dealers that qualify under **Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule)**. No public deposit shall be made except in a **qualified public depository** as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Clerk-Treasurer with a **Notification to Broker and Certification by Broker** pursuant to Minnesota Statute 118A.04.

8.0 Authorized and Suitable Investments

Minnesota Statutes, Section 118A.04, Subdivision 1 through Subdivision 7, lists all permissible investments for municipalities. This list established the maximum investments risk permitted for a Minnesota municipality. The City of Willmar will not authorize its employees to invest in all of these investments, staying consistent with its number one priority of safety of capital. The following are investments the City will be authorized to invest in:

8.1 Government Securities: Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies and instrumentalities, with the principal fully guaranteed by the U.S. government or its agencies. The City will

not invest in any mortgage or mortgage related security unless a return of principal is completely guaranteed by a federal entity.

8.2 Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$100,000 by the Federal Deposit Insurance Corporation (FDIC). (See 9.0 "Collateralization")

8.3 Repurchase Agreement: An investment which consists of two simultaneous transactions, where the City purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

8.4 Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for maturity specified by the purchaser. The City will only invest in commercial paper that has the highest rating of two (2) of the three (3) rating agencies.

8.5 Any security which is a **general obligation of the State of Minnesota** or any of its municipalities.

8.6 Bankers Acceptances of United States banks eligible for purchase by the Federal Reserve System.

8.7 Investment Pools: Governmental sponsored pools and money market mutual funds are allowable short-term cash management facilities. These

pools/funds can provide safety, liquidity and yield in a single investment instrument. However, the City will follow due diligence standard which applies to the use of pools/funds. A thorough investigation of the pool/fund is required prior to investing. Currently the City uses the Minnesota Money Market Mutual Fund (4M) sponsored by the League of Minnesota Cities.

8.8 Mutual Funds: Shares of an investment company registered under the Federal Investment Company Act of 1940, whose shares are registered under the Federal Securities Act of 1933 whose portfolio consists of direct obligations or are guaranteed issued of the United States, its agencies or instrumentalities. *Effective January 1, 1997, mutual funds will be limited to funds held as of December 31, 1996, or a funds whose portfolio consists of the aforementioned obligations with a maturity of thirteen (13) months or shorter. Reinvestment of dividends paid from a fund holding obligation maturing beyond thirteen months will be prohibited.* Generally speaking, participation in this investment type shall maintain a target balance of 15-20% of the portfolio and staff shall exercise discretion in setting mutual fund investment levels given market conditions and cash flow projections.

Investing in mutual funds is deemed long term and local restrictions therefore, prohibit the purchase of shares from any **general debt service fund** or any other city funds anticipating investment proceeds within a 36 month period and forcing the liquidation of shares in an unfavorable market.

9.0 Collateralization:

Collateralization will be required on two types of investments: certificates of deposit where the par value exceeds the Federal Deposit Insurance Corporation (FDIC) coverage limit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 10 percent more than the amount on deposit at the close of the financial institution's banking day, except when the collateral is irrevocable standby letters of credit issued by Federal Reserve Banks. In that case, the amount of collateral must be at least equal the amount of deposit.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement or physically remitted to the City. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

10.0 Safekeeping and Custody:

All security transactions entered into by the City of Willmar shall be held in safekeeping by the respective investment dealer on behalf of the City of Willmar and evidenced by safekeeping receipts. Each investment dealer must provide evidence to the City of possessing customer account insurance protection of \$500,000 from Securities Investor Protection Corporation (SIPC) plus other insurance totaling at a minimum \$10,000,000 per account.

11.0 Diversification:

The City will diversify its investments by

security type and institution. No more than 40% of the City's total deposits will be invested with a single financial institution or broker/dealer on the day of purchase.

12.0 Maximum Maturities:

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from date of purchase. Funds dedicated to capital projects anticipated to be completed within one year shall not be invested in instruments maturing beyond one year. Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

13.0 Internal Control:

The development of a system of internal controls shall be established by the City Clerk-Treasurer.

The City Clerk-Treasurer shall assist in an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 Market Yield (Benchmark): The City's investment strategy is active and mildly aggressive, yet it always yields to the objective of safety of principal. Given this strategy, the basis used by the City Clerk-Treasurer to determine whether market yields are being achieved shall be the annual goal of one and one-half (1 ½) percent above the annualized earnings at the Fed Funds rate during the year.

15.0 Reporting:

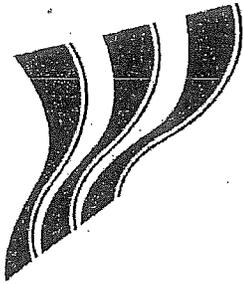
The Finance Director shall provide to the City Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report should include comments on the markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value and Market Value

16.0 Investment Policy Adoption:

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed annually by the Finance Committee and any modifications made thereto must be approved by the City Council.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: January 15, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 17, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police

Action Requested:

- Pass a resolution increasing the fee charged for each electronic reportable pawn transaction by \$0.30 (30 cents) which is to be charged to pawn brokers within the City of Willmar. This will raise the existing \$1.10 fee currently being charged to \$1.40.
- Direct the Chief of Police to notify in writing all businesses which are subjected to the "Automated Pawn System" of the \$0.30 (30 cent) fee increase.

Guiding Principle: An ordinance regulating automated pawn transactions was initially passed on April 1, 2006. The ordinance, section 8-202 (d) (2) incorporates the use of fees to be charged to pawnbrokers using the automated pawn system.

The ordinance requires licensees to be notified in writing 30 days before any adjustment is implemented.

Introduction: Electronic automated pawn transactions are regulated along with a fee schedule which is applied to each pawn transaction. Part of the fee structure charged for pawn transactions is determined by the City of Minneapolis which controls the APS (Automated Pawn System).

Chief Wyffels received a letter from the City of Minneapolis dated January 1, 2013 indicating that an increase of \$0.30 (30 cents) is being applied to each transaction. (See copy of attached letter of notification).

Background/Justification: When City Ordinance 8-202 regulating pawn transactions was first passed in April, 2006 the fee for each pawn transaction assessed to the business owner was \$1.50. One dollar (\$1.00) of the total fee amount being charged at that time was forwarded to the City of Minneapolis for each transaction and the City of Willmar collected the remaining \$0.50 (fifty cents).

In 2010, the City of Minneapolis reduced their fee amount they were charging from \$1.00 to \$0.60 (sixty cents) per transaction. This savings was passed directly back to the local business owners and the City of Willmar maintained their original fifty cent per transaction fee. In 2013, the City of Minneapolis indicated they need to raise their fee amount from the existing sixty cent per transaction charge to ninety cents per transaction.

Chief Wyffels believes it is fair to pass this increase on to the businesses affected by the APS increase as they were the direct recipient of the decrease given three years ago.

Fiscal Impact: If the fee adjustment is implemented, the City suffers no fiscal impact in either direction.

If the fee adjustment is not implemented the City will suffer a potential loss of revenue or incorporate an additional expense of at least \$624.00 per calendar year. In 2012, there were 2080 electronic pawn transactions.

Alternatives: None.

Staff Recommendation: To adjust the fee schedule charged per each electronic pawn transaction from the current rate of \$1.10 per transaction to \$1.40 per transaction and to direct the Chief of Police to notify affected business owners accordingly.

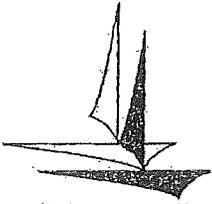
Reviewed by:

Preparer: Chief David Wyffels

Signature:

David F. Wyffels

Comments:



Minneapolis
City of Lakes

Police Department

Janeé L. Hariteau
Chief of Police

350 South 5th Street - Room 130
Minneapolis MN 55415-1389

612 673-2735
TTY 612 673-2157

David Wyffels, Chief
Willmar Police Department
2201 23rd Street, #102
Willmar, MN 56201

January 1, 2013

Chief Wyffels,

In 2010, the APS transaction fee was reduced by 40% - from \$1.00 to \$.60. This was done in response to higher than anticipated revenues and lower than expected expenses. Since then, we have undertaken several initiatives that have again driven our costs up. Additionally, we are looking at several new and exciting endeavors that aim to keep us leaders in the regulation of pawn and secondhand property dealers, and the recovery of stolen property.

Some of the things that we are currently working for 2013 include:

- 1) Implementing the XML standard for the electronic exchange of data – This will help to greatly reduce the errors in the transmission of data to and from the stores, thus ensuring less work for stores and more timely and accurate information for investigators.
- 2) Investigation of strategic partnering opportunities with similarly positioned law enforcement programs. This could greatly increase the amount of information available to the investigators that use APS. Additionally, this could enable APS to acquire additional functionality that would again benefit the end users of APS. If after thorough investigation we find a strategic partnership would be in the best interest of our members, we will need to provide the design, development and implementation resources needed to make it work.
- 3) SNAPERS – Serial Number and Property Registration System – A system being investigated and designed for citizens of communities that use APS. This system is set up to allow citizens to securely log their property information into a personal data base which would include the ability to store photos, serial numbers, and additional descriptors. The system will also allow users of SNAPERS (a working name at this time) to query items against NCIC. This is a GIGANTIC step in addressing the Craigslist and eBay selling of stolen property. All of what SNAPERS offers to its users is free of charge as long as their police department is an APS user.

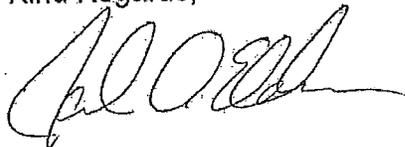


- 4) Scrap Metal – There are multiple associations planning on banding together to push for a Scrap Metal Bill for this year's legislation. APS plans to be an integral part of this legislation. If the initiative is successful, we will need to expand our capabilities to address any additional reporting requirements mandated by the law. Additional programmers will need to be engaged to ensure that this is done in both an efficient and timely manner.

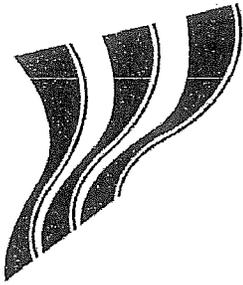
With all that we have accomplished in 2012 (release of version 5.0, coding for tribal identification cards, etc.) and all that is planned for 2013 and beyond, it will be necessary for a raise in fees. Effective February 1, 2013, fees will go to \$.90 per transaction.

Please do not hesitate to contact me if you have any questions.

Kind Regards,



John A. Elder, Manager, Intellectual Properties Initiative
Minneapolis Police Department
350 South 5th Street, Room 127
Minneapolis, Minnesota 55415
612.673.3829 Direct
612.673.2619 Fax
612.578.4322 Mobile



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: January 14, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 22, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance Department

Action Requested: Receive for information only. Review and comment.

Guiding Principle: City Charter and/or Council Policies and Procedures.

Introduction: The submission of various project summary reports accounted through the City Finance Office.

Background/Justification: A. The Baseball Stadium Project
B. CVB Financial as of November 30, 2012
C. L.O.S.T. Financial as of November 30, 2012
D. Rice Hospital November 30, 2012 Financial Report
E. November Rice Trust Activity Report

Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: Receive reports, comments and place in file for future reference.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature: 

Comments:

Baseball Stadium Construction Project Revenues/Expenditures

As of 12/31/2010

Revenues

Service Charges			
Plans & Specifications	\$	788.65	\$ 788.65
Miscellaneous			
Contributions/Donations	\$	430,877.12	
Refunds/Reimbursements (PW Paid)		166.70	
Insurance Reimbursements		<u>66,598.15</u>	\$ 497,641.97
Other Financing Sources			
Transfers In General Fund	\$	<u>120,060.89</u>	\$ 120,060.89

Total Revenues			\$ 618,491.51	\$ 618,491.51
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Expenditures

Leisure Services				
Capital Outlay				
Buildings & Structures	\$	1,010.00		
Other Improvements		<u>24,904.00</u>	\$ 25,914.00	\$ 25,914.00
Project #1				
Other Services				
Cleaning & Waste Removal		<u>69.08</u>	69.08	
Capital Outlay				
Other Improvements		<u>11,403.72</u>	<u>11,403.72</u>	11,472.80
Project #2				
Supplies				
Small Tools		79.21		
Maintenance of Structures		2,309.44		
Maintenance of Other Improvements		49,508.37		
General Supplies		<u>470.50</u>	52,367.52	
Other Services				
Maintenance of Structures		500.00		
Maintenance of Other Improvements		408,328.38		
Cleaning & Waste Removal		<u>58.74</u>	408,887.12	
Other Charges				
Rents		1,864.78		
Professional Services		13,222.02		
Advertising		408.95		
Other Charges		<u>60.89</u>	15,556.64	
Capital Outlay				
Buildings & Structures		<u>3,399.14</u>	<u>3,399.14</u>	480,210.42

Project #3

Supplies

Maintenance of Structures	14,927.55	
Maintenance of Other Improvements	30,834.48	
General Supplies	20.26	45,782.29

Other Services

Maintenance of Other Improvements	127.50	127.50
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Other Charges

Rents	250.00	
Professional Services	20,500.95	
Advertising	155.25	20,906.20

Project #4

Supplies

Maintenance of Other Improvements	743.05	743.05
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Other Services

Maintenance of Other Improvements	1,009.00	
Other Services	30,000.00	31,009.00

Capital Outlay

Furniture & Equipment	2,326.25	2,326.25	34,078.30
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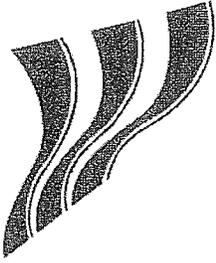
Grand Total Expenditures

\$ 618,491.51

Breakdown of Funding Including subsequent payments to Willmar Baseball Boosters for Stadium Debt:

Willmar Baseball Boosters Paid toward construction costs:	\$ 393,371.12	
Less City Pymt to Boosters 1/27/10 for debt service:	(15,000.00)	
Less City Pymt to Boosters 1/12/11 for debt service:	(15,000.00)	
Less City Pymt to Boosters 2/29/12 for debt service:	(16,500.00)	
Less Final City Pymt to Boosters by 12/31/12 for ds:	(13,000.00)	\$ 333,871.12
City of Willmar Paid 5 Installments to Boosters for constr:	150,000.00	
Plus Pymt to Boosters 1/27/10 for debt service:	15,000.00	
Plus Pymt to Boosters 1/12/11 for debt service:	15,000.00	
Plus Pymt to Boosters 2/29/12 for debt service:	16,500.00	
Plus Final Pymt to Boosters by 12/31/12 for ds:	13,000.00	209,500.00 *
City of Willmar Insurance Paid		66,598.15 *
City of Willmar Additionally Paid		60.89 *
City of Willmar Public Works Paid		166.70 *
Willmar Electric Services Donated		7,506.00
Plans & Specs Payments Received		788.65
		\$ 618,491.51

* 276,325.74 Total funded by City of Willmar



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of November 30, 2012
(As of 12/10/12)

Assets

Cash	\$ 21,366.77
Petty Cash	50.00
Investments	177,055.00
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	13,019.17
Interest Receivable	-
Total Assets	\$ 211,490.94

Liabilities

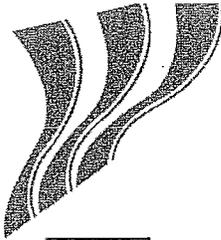
Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
Total Liabilities	-

Fund Balance

Restricted Fund Balance - CVB	13,319.41
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	166,927.91
Total Fund Balance	211,490.94

Total Liabilities & Fund Balance **\$ 211,490.94**

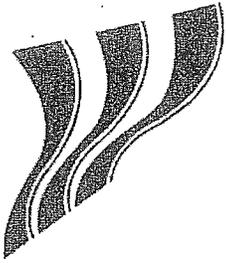




City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended November 30, 2012
 (As of 12/10/12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
Lodging Receipts	\$ 140,000.00	\$ 140,198.22	* \$ 135,913.23
State Tourism Grant	-	4,922.16	* 6,462.36
Kandiyohi County	15,000.00	14,728.80	14,625.30
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	4,000.00	2,653.50	-
Miscellaneous	-	1,105.00	* 233.95
Interest Earnings	6,000.00	2,720.50	4,171.40
Market Value Increase (Decr)	-	651.07	* 5,374.53
Refunds & Reimbursements	-	2,601.81	* 1,235.41
Total Revenues	200,000.00	203,581.06	202,016.18
 Expenditures			
Operating			
Full Time Exec Director Salary	81,000.00	61,444.77	58,105.24
Temporary Employee Salaries	-	-	* 1,762.91
Benefits and Taxes	19,000.00	13,267.63	12,945.76
Office Supplies/Copies	2,900.00	2,116.87	2,126.46
Small Tools	-	751.59	* 483.18
Postage	1,100.00	985.62	245.42
Mtce. of Equipment	1,000.00	-	52.50
General Supplies	1,800.00	350.92	2,338.72
Telephone/Fax	3,900.00	3,400.92	2,657.20
Printing & Publishing	2,000.00	1,453.70	668.80
Travel/Lodging/Dues	4,700.00	6,049.35	* 4,916.61
Mtce. of Equipment	-	-	-
Other Services	-	768.92	* 308.10
Rents	8,000.00	6,266.10	6,266.10
Insurances & Bonds	350.00	355.00	* 330.00
Awards & Indemnities	200.00	256.50	* 456.50
Subscription/Membership	1,500.00	1,562.19	* 2,849.05
Professional Services	2,400.00	2,598.00	* 2,050.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	5,300.00	4,105.07	12.50
City Transfer (5%)	7,000.00	-	-
Transfer Out Capital Improvement	-	-	-
Refunds and Reimbursements	-	46.78	* 410.00
Market Value Adjustment	-	607.37	* 2,207.50
Tourism Expenses	34,000.00	38,005.24	* 30,782.04
Ad Development & Revisions	250.00	-	-
Conference & Convention	21,000.00	15,064.58	14,654.41
Group Tour Promotions	2,000.00	1,972.00	* 3,972.46
Leisure Travel	21,000.00	26,217.78	* 11,285.19
Fall/Winter Promotions	6,000.00	3,491.85	3,010.32
Spring/Summer Promotions	-	-	-
Special Projects	7,000.00	5,750.00	4,500.00
Strategic Marketing	6,000.00	3,123.52	5,326.15
Total Expenditures	239,400.00	200,012.27	174,723.12
 Net Income (Loss)	 (39,400.00)	 3,568.79	 27,293.06
Fund Balance January 1	207,922.15	207,922.15	211,651.32
Prior Period Adjustment	-	-	-
Fund Balance November 30	\$ 168,522.15	\$ 211,490.94	\$ 238,944.38

* Indicates Over Budget



City of Willmar
Local Option Sales Tax
Balance Sheet As of November 30, 2012
As of 12/10/12

Assets

Cash	\$ 6,697.61
Investments	8,091,104.98
Taxes Receivable	-
Due From C.P.-Airport	-
Interest Receivable	-

Total Assets	<u><u>\$ 8,097,802.59</u></u>
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Liabilities

Due to C.P. LOST	\$ -
Due to Other Governmental Units	-

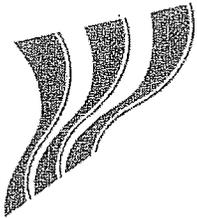
Total Liabilities	<u><u>-</u></u>
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Fund Balance

Restricted Fund Balance	8,097,802.59
Restricted Fund Balance - LOST	-
Restricted Fund Balance - EDA	-

Total Fund Balance	<u><u>8,097,802.59</u></u>
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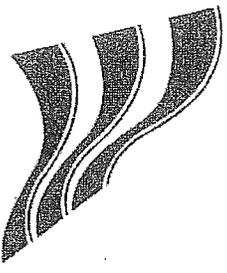
Total Liabilities and Fund Balance	<u><u>\$ 8,097,802.59</u></u>
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City Of Willmar
Local Option Sales Tax
Comparative Income and Expense Statement
For the Period Ending November 30, 2012
(As of 12/10/12)

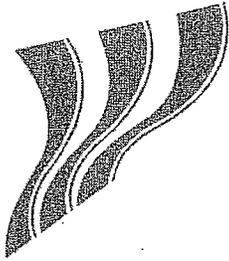
	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<u>Revenues</u>			
Sales/Use Tax	\$ 1,800,000.00	\$ 1,378,102.25	\$ 1,274,908.07
Excise Tax	50,000.00	39,060.00	42,990.00
Interest Earnings	75,000.00	83,072.59 *	54,843.33
Market Value Adjustment	-	20,419.89 *	72,561.02 *
Refunds/Reimbursements	-	160.00 *	-
Transfer In - C.P. Airport	-	330,716.00 *	-
Total Revenues	\$ 1,925,000.00	\$ 1,851,530.73	\$ 1,445,302.42
<u>Expenditures</u>			
Other Charges	\$ -	\$ 21,837.30 *	\$ 19,338.06 *
Transfer Out - Industrial Dev.	5,868,889.00	-	-
Transfer Out - C.P. 2010	-	-	-
Refunds/Reimbursements	-	160.00 *	-
Market Value Adjustment	-	14,721.23 *	17,813.59 *
Total Expenditures	\$ 5,868,889.00	\$ 36,718.53	\$ 37,151.65
Net Income (Loss)	\$ (3,943,889.00)	\$ 1,814,812.20	\$ 1,408,150.77
Fund Balance January 1	6,282,990.39	6,282,990.39	2,416,756.29
Prior Period Adjustment	-	-	-
Fund Balance November 30	\$ 2,339,101.39	\$ 8,097,802.59	\$ 3,824,907.06

* Indicates Over Budget



City of Willmar
Local Option Sales Tax Capital Projects Fund
Balance Sheet As of November 30, 2012
(As of 12/10/12)

<u>Assets</u>	
Cash	\$ 15,638.81
Due From LOST Special Revenue Fund	\$ -
Due From Other Governmental Units	-
Total Assets	\$ 15,638.81
<u>Liabilities</u>	
Deferred Revenue	\$ -
Total Liabilities	-
<u>Fund Balance</u>	
Designated - Civic Center Connection	3,675.14
Assigned Fund Balance	11,963.67
Total Fund Balance	15,638.81
Total Liabilities and Fund Balance	\$ 15,638.81



City of Willmar
Local Option Sales Tax Capital Projects Fund
Balance Sheet As of November 30, 2012
(As of 12/10/12)

Assets

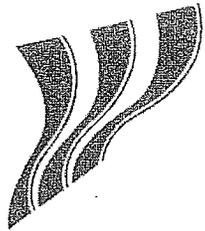
Cash	\$ 15,638.81
Due From LOST Special Revenue Fund	\$ -
Due From Other Governmental Units	-
Total Assets	\$ 15,638.81

Liabilities

Deferred Revenue	\$ -
Total Liabilities	-

Fund Balance

Designated - Civic Center Connection	3,675.14
Assigned Fund Balance	11,963.67
Total Fund Balance	15,638.81
Total Liabilities and Fund Balance	\$ 15,638.81



City Of Willmar
Local Option Sales Tax Capital Projects Fund
Comparative Income and Expense Statement
For the Period Ending November 30, 2012
(As of 12/10/12)

	<u>Budget</u>	<u>2012 Actual</u>	<u>2011 Actual</u>
<u>Revenues</u>			
Interest Earnings	\$ -	\$ -	\$ -
Refunds & Reimbursements	-	-	-
Transfer In - L.O.S.T.	-	-	-
Total Revenues	\$ -	\$ -	\$ -
<u>Expenditures</u>			
Airport Development	\$ -	\$ -	\$ -
Industrial Park Development	-	2,498.25 *	-
Civic Center Annex	-	-	-
Land Development	-	-	-
Bike Path Projects	-	-	-
Total Expenditures	\$ -	\$ 2,498.25	\$ -
Net Income (Loss)	\$ -	\$ (2,498.25)	\$ -
Fund Balance January 1	18,137.06	18,137.06	(48,621.94)
Prior Period Adjustment	-	-	-
Fund Balance November 30	\$ 18,137.06	\$ 15,638.81	\$ (48,621.94)

* Indicates Over Budget

Rice Memorial Hospital

Financial Statements

November 30, 2012

Executive Summary

November was a profitable month in terms of financial performance but was less than budget and last year. Rice posted a profit of \$100,000 from operations compared to budgeted operating income of \$195,000 and last year's operating income of \$456,000. Inpatient volumes were down slightly but outpatient activity lagged budgeted revenues by nearly 10%. In addition, Willmar Medical Services activity continued to lag projected financial performance. On a more positive note, expenses were down for the month by 3.9% which helped to offset some of the negative revenue variances. The overall net income was \$269,000 as non-operating activity incurred positive results.

November 30, 2012 Balance Sheet:

The November Balance Sheet showed an increase in net assets of \$2.2 million; a \$400,000 increase from last month. Total Assets have increased \$117,000 while total liabilities have decreased \$2.1 million. The Total Asset increase was due to an increase in current assets of \$1.0 million; a decrease in assets whose use is limited of \$423,000; a decrease in net property, plant, and equipment of \$2.2 million; and an increase in other assets of \$1.7 million. The increase in current assets was due to increases in Cash and Receivables and partially offset by a decrease in Prepaid Expenses. Assets whose use is limited decreased due to the refunding of the 2002 Bond Issue which resulted in decreased investments in the reserve funds but offset some by an increase in the Rice Trust Endowment. Net Property, Plant, and Equipment decreased due to depreciation expense greater than capital expenditures. Other Assets have increased due to increases in general investments and an increase in the investment in Willmar Medical Services. Cash & General Investments have increased \$1.2 million since December 31, 2011 with Days of Cash at 118 days.

November 2012 Results:

The overall net operating income was \$100,000 compared to budgeted operating income of \$195,000 and last year's operating income of \$456,000. Patient Revenues were \$1.0 million (6.3%) less than budget for the month and 4.4% less than last year. Hospital revenues were less than budget with inpatient revenues 1.4% less than budget and outpatient revenues 9.7% less than budget. Outpatient revenue variances were the result of decreased revenues in Emergency Room, Radiation Therapy, and Hospice. Revenues at the Care Center were up by 41.7% due to increased therapy services provided to the residents even though there was a slight decrease in the census. Home Medical revenues were 27.3% less than budget due to lower sales and rentals. In addition, the conversion to the new software system has delayed the confirmation of orders thus delaying the recognition of \$400,000 of revenue. This is only a timing issue and will be resolved over the next couple of months.

Consolidated deductions from revenue were \$787,000 (9.1%) less than budget due to revenue decreases and a slightly improved payer mix. Included in this variance was a

decrease in Uncompensated Care which was 38.4% less than budget and 49.2% less than last year. When netted against Total Patient Revenues it yielded a negative Net Patient Revenue variance of \$307,000 (3.5%). The Hospital reimbursement ratio for the month was 49.33% compared to the budget of 47.29%; a positive variance of \$298,000.

Other operating revenues were \$318,000 (21.1%) less than budget due to lower than projected financial performance of Willmar Medical Services (WMS). WMS patient activity at Rice was less than budget by \$208,000 (11.9%) due to decreased Medical Oncology and Radiation Therapy revenues. Total operating revenues were \$8.0 million or \$417,000 (4.9%) less than budget and \$900,000 (10.0%) less than last year.

Net Expenses were \$7.9 million which was \$322,000 (3.9%) less than budget. Expenses were mixed for the month with Salaries \$50,000 (1.4%) less than budget due to lower patient activity. Contract Labor was \$141,000 greater than budget due to contracted Behavioral Health physicians, Sleep Lab technicians, and Care Center therapy. Benefits were \$12,000 (1.1%) less than budget due to lower salaries. The overall Compensation ratio as a percentage of Total Operating Revenues was 52.6%, a negative variance compared to the budgeted ratio of 49.6%. Supplies were \$111,000 (10.6%) less than budget due lower activity in Home Medical. Drugs were \$285,000 (55.3%) less than budget due lower Medical Oncology activity purchased through Rice. Included in the Drug variance was a small adjustment to the year-end inventory counts. During the year, Finance utilizes a rolling average of cost of goods sold approach and applies this average to relieve inventory based on revenues. Once a year, this is reconciled with actual inventory counts which resulted in only a \$26,000 positive adjustment. Purchased Services were \$205,000 (34.5%) lower due to a change in recording Hospice nursing home activity whereby revenues charged by Rice offset purchased services costs from the nursing home facility. This was offset by consulting costs in Administration (Revenue Cycle project) and increases in reference lab costs. Repairs were \$43,000 (14.4%) lower due to numerous positive variances in departments; Utilities were \$2,400 (1.8%) less than budget while Insurance was at \$8,200 (13.7%) greater than budget due to renewals. Patient Related Travel was at budget while Education, Travel, and Dues were \$21,000 (28.1%) less than budget due to lower activity. Other expense was \$5,200 (11.8%) greater than budget due to community benefit costs; Depreciation was \$57,000 (9.7%) greater than budget while Interest was \$59,000 (29.5%) less than budget due to the refunding of the 2002 bonds. Bad Debts were \$12,000 (9.1%) greater than budget while Taxes and Surcharge were \$20,000 (10.9%) less than budget. Total Bad Debts and Uncompensated Care was \$253,000 compared to the budget of \$302,000.

Non-operating income was \$84,000 greater than budget due to unrealized gains. Rice will continue to analyze its investments to determine if any additional securities should be sold to capture realized gains.

The Hospital posted operating income of \$123,000 compared to budgeted operating income of \$130,000 and last year's operating income of \$412,000. Care Center activity generated operating income of \$54,000 compared to expected operating income of \$31,000 and last year's operating income of \$22,000. Increased therapy services contributed to the positive income variance. Home Medical activity posted an operating loss of \$78,000 compared to a budgeted operating income of \$32,000 and last year's operating income of \$21,000.

November YTD 2012 Results:

The consolidated net operating income was \$733,000 compared to budgeted operating income of \$1.7 million and last year's operating income of \$4.2 million. Patient revenues were \$8.8 million (4.6%) less than budget and 3.2% less than last year. Hospital revenues were less than budget with inpatient revenues 8.3% less than budget and outpatient revenues 3.5% less than budget. Inpatient revenues were driven by lower surgical volumes while Outpatient revenues were the result of flat volumes in many departments and lower Surgery, Emergency Room, and Radiation Therapy revenue. Care Center revenues were \$1.5 million (22.1%) greater than budget while Home Medical revenues were \$1.4 million (13.5%) less than budget due to lower sales and rental activity than projected but 1.1% greater than last year.

Consolidated Deductions from Revenue were \$7.8 million (8.1%) less than budget and when netted against Total Patient Revenues yielded a negative Net Patient Revenue variance of \$1.0 million (1.1%). The Hospital's reimbursement rate was 49.31% compared to a budget of 47.34%; a positive variance of \$3.2 million, which includes the \$500,000 CMS settlement received earlier in the year.

Other Operating Revenues were \$633,000 (3.8%) less than budget due to lower activity and profits at WMS but offset by the Meaningful Use payment. WMS activity at Rice was less than budget by \$987,000 (4.9%) due to lower Oncology activity. Total operating revenues were \$92.9 million or \$694,000 (0.7%) less than budget and \$13,000 (0.0%) less than last year.

Net Expenses were \$92.1 million which was \$319,000 (0.3%) greater than budget and 3.9% greater than last year. Expenses were mixed with Salaries \$546,000 (1.3%) less than budget due lower activity and vacancies but offset by the Epic conversion costs which were greater than anticipated. Contract Labor was \$1.5 million greater than budget due to Emergency Room Physicians, Pharmacy, and contracted therapy costs. Benefits were \$547,000 (4.3%) less than budget due to lower than anticipated health insurance costs and lower salaries. The Hospital Compensation ratio was 50.5% compared to the budget of 49.8%, a negative variance of \$686,000. Supplies were \$634,000 (5.5%) less than budget due lower activity in numerous departments including Surgery and Home Medical while Drugs were \$1.7 million (28.7%) greater due to Medical Oncology purchases. Purchased Services were \$71,000 (1.1%) greater due to consulting and legal costs, pharmacy costs, and reference lab costs. Repairs were \$482,000 (14.5%) less than budget due to lower activity in numerous departments while Utilities were \$121,000 (7.4%) less than budget due to mild weather and lower than anticipated costs. Insurance was \$24,000 (3.9%) greater than budget; Patient Related Travel was \$3,300 (0.8%) less than budget; Education, Travel, and Dues were \$25,000 (3.0%) greater than budget due to SWEPT costs; and Other was \$25,000 (5.3%) greater than budget due to marketing and donations. Depreciation was \$722,000 (11.0%) greater than budget due to the budget miscalculation while Interest was \$522,000 (23.2%) less than budget due to the bond refunding. Bad Debts were \$133,000 (8.3%) greater than budget and including Uncompensated Care, this combined total was \$3.0 million compared to the budget of \$3.3 million and last year's total of \$3.5 million. Taxes and Surcharges were \$143,000 (6.9%) less than budget due to the successful MN Care Tax and MA Surcharge appeal.

Non-operating income was \$73,000 greater than budget due to unrealized investment gains. Investment income should be lower than budget for a few months due to investment redemptions and sales but offset somewhat by the increased level of investments as positive cash flows have resumed.

The Hospital posted operating income of \$473,000 compared to budgeted operating income of \$1.2 million and last year's operating income of \$4.2 million. Care Center activity generated operating income of \$572,000 compared to expected operating income of \$325,000 and last year's operating income of \$14,000. Home Medical activity posted an operating loss of \$313,000 compared to budgeted operating income of \$156,000 and last year's operating break even.

Statistical and Volume Summary

Statistics and volumes were mixed for the month. Patient days were 7.5% greater than budget while admissions were 5.1% greater than budget yielding an increase in length of stay from a budget of 3.50 to 3.75. Compared to the prior year, patient days were 118 less for the month with admissions 33 less than last year. The average daily census for the month was 33.8 compared to a budget of 31.4 and last year's 37.7. Observation patients were 8.6% less than budget and 15.1% less than last year. Total Case Mix Index was 6.6% greater than budget and 4.7% greater than last year. Overall activity as measured in terms of adjusted admissions was 0.3% less than budget and 12.2% less than last year while adjusted patient days were 1.9% greater than budget and 12.2% less than last year. Care Center resident days were 2.6% less than budget with an average daily census of 73.1 compared to the budget of 75.

On a YTD basis, patient days were 0.6% greater than budget but 7.6% less than last year with admissions 0.8% less than budget and 8.2% less than last year. This equated to an average length of stay of 3.57 compared to the budget of 3.50 and 3.54 last year. Average daily census was 33.4 compared to the budget of 33.2 and last year's 36.2. Observation patients were down by 16.5% to budget and 10.1% less than last year. Total Case Mix was 0.9% higher than budget and 1.2% higher than last year. Adjusted admissions were 2.8% greater than budget but 5.5% less than last year while adjusted patient days were 4.2% greater than budget but 5.0% less than last year. Deliveries were 7.8% less than budget and 8.8% less than last year. Care Center resident days were 3.1% less than budget with a census of 72.7 compared to the budget of 75.0 and last year's census of 65.5.

Surgical procedures were 9.0% greater than budget and 7.0% greater than last year. Inpatient surgical procedures were at budget while outpatient procedures were 14.7% higher than budget. Emergency Room visits were 10.5% less than budget and 10.2% less than last year. Lab tests were 4.6% less than budget while Medical Imaging procedures were 3.6% greater than budget. Radiation Oncology treatments were 32.8% less than budget and xxx compared to last year as it was a year ago that the department was shut down due to the installation of the new linear accelerator. Medical Oncology visits were 34.1% greater than budget and 30.3% greater than last year. GI procedures were 7.4% less than budget while Dialysis treatments were 12.9% greater than budget. Rehab visits were 9.9% greater than budget while Hospice visits were 0.3% greater than budget and Ambulance runs 7.3% less than budget.

YTD ancillary activity was mixed. Surgical procedures were 8.2% less than budget and 9.9% less than last year with inpatient procedures 14.1% less than budget and 16.2% less than last year and outpatient procedures 5.0% less than budget and 6.5% less than last year. Emergency Room visits were 4.5% less than budget and 4.2% less than last year. Laboratory tests were 4.0% less than budget and 6.0% less than last year. Medical Imaging procedures were 5.7% greater than budget but 3.5% less than last year. Radiation Oncology treatments were 5.9% less than budget and 0.1% greater than last year while Medical Oncology visits were 19.8% greater than budget and 16.8% greater than last year. GI procedures were 2.8% less than budget and 19.1% less than last year while Dialysis treatments were 8.0% greater than budget and 5.0% greater than last year. Rehab visits were greater than budget by 4.9% and 3.7% greater than last year; Hospice visits were 2.8% greater than budget and 1.2% greater than last year; and Ambulance runs were 0.5% less than budget and 1.7% less than last year.

Full Time Equivalents (FTE's) for the month were 800 compared to a budget of 774 and compared to last year's total of 794. FTE's were 2.0% greater than budget at the Hospital; 11.9% greater at the Care Center; and 6.1% higher at Home Medical. YTD FTE's were 803 compared to the budget of 780 (3.0% higher) and last year's 771 (4.3% higher). Hospital FTE's were 2.2% higher than budget and 2.5% higher than last year. Care Center FTE's were 11.6% higher than budget and 14.0% higher than last year. Home Medical FTE's were 1.1% greater than budget and 10.5% higher than last year.

Key Indicators

The key Operational indicators were positive for the month but lower compared to budget and last year. Consolidated Operating Margin was 1.2% compared to the budget of 2.3% and last year's 5.1%. Excess Margin was 3.3% compared to the budget of 3.3% and last year's 5.8%. The EBIDA margin was 13.0% compared to a budget of 12.6% and last year's 15.2%.

The YTD Consolidated Operating Margin was 0.8% compared to the budget of 1.9% and last year's 4.6%. Excess Margin was 1.9% compared to the budget of 2.8% and last year's 5.9%. The EBIDA margin was 11.5% compared to the budget of 12.1% and last year's 15.5%.

The Financial ratios indicate that the Debt/Capitalization ratio of 44% was less than the year-end target of 45%. Debt service coverage was 2.9 compared to the budget of 2.9 and compared to the debt covenant of 1.25. Days in accounts receivable were 60 compared to a target of 50 and last year's 55. Days of Cash were 118 compared to the year-end target of 126 and last year's 118. The Cash/Debt ratio was 65% compared to the budget of 71% and last year's ratio of 59%. The Financial Strength Index was 0.70 compared to the budget of 1.10 and last year's 1.65.

YTD Hospital productivity ratios in terms of staffing was slightly higher than the budget with FTE's per adjusted admit at 14.6 compared to a budget of 14.3; last year's ratio of 13.3; and the benchmark of 14.9. FTE's per adjusted patient day were 4.1 compared to the budget of 4.1; last year's ratio of 3.8; and the benchmark of 4.4. Care Center Hours per Resident Day were 6.2 compared to the budget of 5.5 and the benchmark of 5.8. The increase relates to the contracted therapy service which has been much greater than anticipated. Sales per FTE at Home Medical were \$142,000 which was 14.4% less than target and 8.5% less than last year.

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET**
For the Eleven Months Ending November 30, 2012

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$4,116,621	\$3,728,757	\$387,865
4 TRUSTEE BOND AGREEMENTS - CURRENT	2,141,897	2,130,440	11,457
5 ACCOUNTS RECEIVABLE NET	17,112,457	16,143,018	969,440
6 OTHER RECEIVABLES	568,021	521,975	46,046
7 INVENTORY	1,871,360	1,858,419	12,941
8 PREPAID EXPENSES	1,100,495	1,517,862	(417,366)
10 TOTAL CURRENT ASSETS	26,910,851	25,900,470	1,010,381
11 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,731,642	(550,552)
15 REMAINDER UNITRUST - RECEIVABLE	28,765	47,976	(19,211)
16 ENDOWMENT FUND - INVESTMENTS	2,612,694	2,466,271	146,422
18 TOTAL ASSETS - USE IS LIMITED	5,822,548	6,245,889	(423,341)
19 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	131,632,234	129,292,102	2,340,132
22 LESS: ACCUMULATED DEPRECIATION	(72,128,956)	(67,522,491)	(4,606,465)
24 NET PROPERTY, PLANT & EQUIPMENT	59,503,279	61,769,611	(2,266,332)
25 OTHER ASSETS			
27 INVESTMENTS	25,976,542	25,125,564	850,978
28 INVESTMENTS - SHARED HEALTH RESOURCES	417,225	411,413	5,812
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,569,688	3,335,316	1,234,371
30 OTHER INVESTMENTS	79,963	79,136	827
31 GOODWILL, NET	21,167	0	21,167
32 DEFERRED DEBT ACQUISITION COSTS	201,647	518,347	(316,700)
35 TOTAL OTHER ASSETS	31,266,232	29,469,777	1,796,455
37 TOTAL ASSETS	\$123,502,910	\$123,385,747	\$117,163
39 LIABILITIES AND NET ASSETS			
40 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,254,231	\$1,981,181	\$273,049
43 ACCOUNTS PAYABLE - TRADE	1,218,442	1,563,350	(344,909)
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(29,504)	217,700	(247,204)
45 ACCRUED SALARIES, WAGES AND BENEFITS	10,718,986	10,751,022	(32,036)
46 ACCRUED INTEREST AND DUE TO WMS	3,825,633	2,449,639	1,375,994
48 TOTAL CURRENT LIABILITIES	17,987,787	16,962,892	1,024,895
49 LONG TERM DEBT (LESS CURRENT PORTION)	46,062,499	49,270,010	(3,207,511)
52 TOTAL LIABILITIES	64,050,286	66,232,902	(2,182,616)
53 COMMITMENTS AND CONTINGENCIES			
55 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,181,089	3,731,642	(550,552)
59 SPECIFIC PURPOSE FUND	95,672	74,593	21,080
60 PERMANENT ENDOWMENT	2,612,694	2,466,271	146,422
61 CURRENT YEAR INCOME	1,740,991	6,006,621	(4,265,629)
62 UNRESTRICTED	51,822,177	44,873,718	6,948,459
64 TOTAL NET ASSETS	59,452,624	57,152,845	2,299,779
66 TOTAL LIABILITIES AND NET ASSETS	\$123,502,910	\$123,385,747	\$117,163

PRICE MEMORIAL HOSPITAL - CONSOLIDATED
For the Eleven Months Ending November 30, 2012

	CURRENT MONTH		YEAR TO DATE		PRIOR YR	VAR %	VAR %
	ACTUAL	BUDGET	VAR	VAR %			
OPERATING REVENUE	85,338,573	\$5,415,926	(\$77,353)	(1.4%)	\$5,493,540	(2.8%)	
INPATIENT REVENUE	9,286,584	10,287,509	(1,000,925)	(9.7%)	9,909,146	(6.3%)	(8.0%)
OUTPATIENT REVENUE	898,348	694,174	204,174	41.7%	667,904	34.5%	(4.0%)
RICE CARE CENTER REVENUE	749,917	1,030,954	(281,037)	(27.3%)	956,500	(21.6%)	62.5%
RICE HOME MEDICAL REVENUE	16,273,422	17,368,563	(1,095,141)	(6.3%)	17,027,180	(4.4%)	1.1%
TOTAL PATIENT REVENUE	7,760,552	8,486,569	(726,017)	(8.6%)	7,759,828	0.0%	(3.2%)
LESS DISCOUNTS & CONTRACTUALS	98,616	160,165	(61,549)	(38.4%)	194,011	(49.2%)	(5.5%)
LESS UNCOMPENSATED CARE	7,859,168	8,646,734	(787,566)	(9.1%)	7,953,839	(1.2%)	(25.8%)
TOTAL DEDUCTIONS FROM REVENUE	8,414,254	8,721,829	(307,575)	(3.5%)	9,073,341	(7.3%)	(5.9%)
NET REVENUE FROM PATIENTS	1,190,584	1,509,193	(318,609)	(21.1%)	1,254,899	(5.1%)	(0.6%)
OTHER OPERATING REVENUE	9,604,838	10,231,022	(626,184)	(6.1%)	10,328,240	(7.0%)	1.1%
TOTAL OPERATING REVENUE	1,542,376	1,751,078	(208,702)	(11.9%)	1,367,129	12.8%	(0.3%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	8,062,362	8,429,344	(366,982)	(4.5%)	8,921,119	(10.0%)	(1.9%)
TOTAL OPERATING REVENUE	3,679,778	3,730,174	(50,396)	(1.4%)	3,658,487	0.6%	2.5%
OPERATING EXPENSES	304,026	162,838	141,188	86.7%	239,292	27.1%	93.1%
SALARIES AND WAGES	1,135,511	1,147,653	(12,142)	(1.1%)	1,096,504	3.6%	3.5%
CONTRACT LABOR	941,738	1,053,305	(111,567)	(10.6%)	932,564	1.0%	1.2%
SUPPLEMENTAL BENEFITS	230,667	515,991	(285,324)	(55.3%)	838,505	(72.5%)	18.0%
SUPPLIES	390,445	596,170	(205,725)	(34.5%)	681,453	(42.7%)	1.3%
DRUGS	239,468	303,131	(63,663)	(14.4%)	249,194	4.1%	1.8%
PURCHASED SERVICES	135,512	137,950	(2,438)	(1.8%)	119,023	13.9%	2.5%
REPAIRS, SERVICE & RENTALS	68,467	60,206	8,261	13.7%	53,802	27.3%	13.8%
UTILITIES	36,241	36,301	(60)	(0.2%)	42,362	(14.4%)	(0.9%)
INSURANCE	56,061	78,003	(21,942)	(28.1%)	66,623	(15.9%)	3.1%
PATIENT RELATED TRAVEL	49,528	44,315	5,213	11.8%	41,693	18.8%	16.8%
EDUCATION, TRAVEL, & DUES	655,976	598,203	57,773	9.7%	623,211	(9.5%)	8.2%
OTHER	142,843	202,730	(59,887)	(29.5%)	225,517	(36.7%)	(24.9%)
DEPRECIATION AND AMORT	155,314	142,380	12,934	9.1%	341,920	(54.6%)	(3.5%)
INTEREST	168,383	189,001	(20,618)	(10.9%)	184,390	(8.7%)	0.1%
BAD DEBITS	8,409,958	8,998,351	(588,393)	(6.5%)	9,394,540	(10.5%)	4.6%
TAXES & SURCHARGE	447,567	713,615	(266,048)	(37.3%)	889,661	(49.7%)	11.0%
TOTAL OPERATING EXPENSES	7,962,391	8,284,736	(322,345)	(3.9%)	8,504,879	(6.4%)	3.9%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	100,071	195,208	(95,137)	(48.7%)	456,232	(78.1%)	(82.7%)
NET OPERATING EXPENSES	169,716	84,976	84,740	99.7%	69,892	142.8%	(21.6%)
OPERATING INCOME (LOSS)	5,669,887	5,280,781	389,106	(7.4%)	5,266,121	(8.7%)	(6.5%)
NON OPERATING INCOME	1,007,796	934,740	73,056	7.8%	1,285,798	(21.8%)	(21.6%)
TOTAL OPERATING INCOME (LOSS)	6,677,683	6,215,521	462,162	(7.0%)	6,551,919	(1.9%)	(6.5%)
TOTAL OPERATING INCOME (LOSS)	101,386,365	100,083,801	1,302,564	1.3%	96,968,925	4.6%	
TOTAL OPERATING INCOME (LOSS)	9,219,304	8,236,625	982,679	11.9%	8,303,023	11.0%	
NET OPERATING EXPENSES	92,167,061	91,847,176	319,885	0.3%	88,665,902	3.9%	
OPERATING INCOME (LOSS)	733,196	1,747,242	(1,014,046)	(58.0%)	4,247,508	(82.7%)	
NON OPERATING INCOME	1,007,796	934,740	73,056	7.8%	1,285,798	(21.6%)	
TOTAL OPERATING INCOME (LOSS)	1,740,992	2,681,982	(940,990)	(55.2%)	5,533,306	(68.5%)	

RICE HOME MEDICAL
For the Month Ending November 30, 2012

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$467,360	62.3%	\$639,112	62.0%	(26.9%)	\$563,613	58.9%	(17.1%)
RENTS REVENUE	282,557	37.7%	391,842	38.0%	(27.9%)	392,977	41.1%	(28.1%)
GROSS SALES	749,917	100.0%	1,030,954	100.0%	(27.3%)	956,590	100.0%	(21.6%)
LESS: CONTRACTUAL ALLOWANCES	(181,356)	(24.2%)	(231,966)	(22.5%)	(21.8%)	(306,742)	(32.1%)	(40.9%)
LESS: UNCOMPENSATED CARE	—	0.0%	—	0.0%	0.0%	(762)	(0.1%)	(100.0%)
NET SALES	568,561	75.8%	798,988	77.5%	(28.8%)	649,086	67.9%	(12.4%)
COST OF GOODS SOLD								
OXYGEN	11,663	2.1%	12,970	1.6%	(10.1%)	11,731	1.8%	(0.6%)
EQUIPMENT	59,645	10.5%	101,896	12.8%	(41.5%)	70,488	10.9%	(15.4%)
SUPPLY - FREIGHT	12,126	2.1%	14,801	1.9%	(18.1%)	12,806	2.0%	(5.3%)
SUPPLY	117,518	20.7%	179,627	22.5%	(34.6%)	148,757	22.9%	(21.0%)
EQUIPMENT REPAIR	5,125	0.9%	17,036	2.1%	(69.9%)	7,119	1.1%	(28.0%)
SHOP EXPENSE	2,810	0.5%	370	0.0%	659.5%	4,171	0.6%	(32.6%)
EQUIPMENT RENTAL & LEASES	—	0.0%	348	0.0%	(100.0%)	—	0.0%	0.0%
PURCHASE DISCOUNTS	(5,371)	(0.9%)	(1,000)	(0.1%)	437.1%	(2,168)	(0.3%)	147.7%
TOTAL COST OF GOODS SOLD	203,516	35.8%	326,048	40.8%	(37.6%)	252,904	39.0%	(19.5%)
GROSS PROFIT	546,401	73.2%	702,940	67.7%	(22.8%)	696,782	61.0%	(7.9%)
OPERATING EXPENSES								
SALARIES & WAGES	225,366	39.6%	234,828	29.4%	(4.0%)	183,487	28.3%	22.8%
SUPPLEMENTAL BENEFITS	65,038	11.4%	67,784	8.5%	(4.1%)	46,578	7.2%	39.6%
SUPPLIES AND DRUGS	13,874	2.4%	10,834	1.4%	28.1%	10,567	1.6%	31.3%
PURCHASED SERVICES	26,859	4.7%	24,052	3.0%	11.7%	34,970	5.4%	(23.2%)
REPAIRS, SERVICE & RENTALS	16,848	3.0%	18,089	2.3%	(6.9%)	16,367	2.5%	2.9%
UTILITIES	8,779	1.5%	9,681	1.2%	(9.3%)	7,266	1.1%	20.8%
INSURANCE	7,022	1.2%	5,322	0.7%	31.9%	5,685	0.9%	23.5%
PATIENT RELATED TRAVEL	12,485	2.2%	13,019	1.6%	(4.1%)	11,588	1.8%	7.7%
EDUCATION, TRAVEL, & DUES	2,628	0.5%	4,128	0.5%	(36.3%)	7,491	1.2%	(64.9%)
OTHER EXPENSE	9,072	1.6%	6,884	0.9%	31.8%	7,705	1.2%	17.7%
DEPRECIATION & AMORTIZATION	44,071	7.8%	34,051	4.3%	29.4%	36,352	5.6%	21.2%
INTEREST EXPENSE	3,892	0.7%	4,254	0.5%	(8.5%)	4,146	0.6%	(6.1%)
BAD DEBTS	3,012	0.5%	3,474	0.4%	(13.3%)	(1,217)	(0.2%)	(347.5%)
TAXES	4,387	0.8%	3,718	0.5%	18.0%	3,575	0.6%	22.7%
TOTAL OPERATING EXPENSES	443,333	78.0%	440,118	55.1%	0.7%	374,560	57.7%	18.4%
NET OPERATING INCOME (LOSS)	(78,288)	(13.8%)	32,822	4.1%	(338.5%)	21,622	3.3%	(462.1%)
NON-OPERATING INCOME	—	0.0%	1,060	0.1%	(100.0%)	440	0.1%	(100.0%)
NET INCOME (LOSS)	(78,288)	(13.8%)	33,882	4.2%	(331.9%)	322,162	3.4%	(451.9%)

RICE HOME MEDICAL
For the Eleven Months Ending November 30, 2012

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$5,920,785	62.9%	\$6,678,083	61.4%	(11.3%)	\$5,611,525	60.3%	5.5%
RENTS REVENUE	3,485,518	37.0%	4,197,483	38.6%	(17.0%)	3,694,263	39.7%	(5.7%)
MISC REVENUE	2,464	0.0%		0.0%	0.0%	4,666	0.1%	(47.2%)
GROSS SALES	9,408,767	100.0%	10,875,566	100.0%	(13.5%)	9,310,454	100.0%	1.1%
LESS: CONTRACTUAL ALLOWANCES	(2,075,159)	(22.1%)	(2,447,006)	(22.5%)	(15.2%)	(2,174,444)	(23.4%)	(4.6%)
LESS: UNCOMPENSATED CARE	(9,753)	(0.1%)		0.0%	0.0%	(2,034)	0.0%	379.5%
NET SALES	7,323,855	77.8%	8,428,560	77.5%	(13.1%)	7,133,976	76.6%	2.7%
COST OF GOODS SOLD								
OXYGEN	124,618	1.7%	137,785	1.6%	(9.6%)	127,318	1.8%	(2.1%)
EQUIPMENT	781,739	10.7%	1,044,103	12.4%	(25.1%)	812,199	11.4%	(3.8%)
SUPPLY - FREIGHT	152,043	2.1%	162,811	1.9%	(6.6%)	141,279	2.0%	7.6%
SUPPLY	1,763,839	24.1%	1,912,868	22.7%	(7.8%)	1,705,630	23.9%	3.4%
EQUIPMENT REPAIR	102,658	1.4%	178,042	2.1%	(42.3%)	110,985	1.6%	(7.5%)
SHOP EXPENSE	55,705	0.8%	3,949	0.0%	1,310.6%	50,963	0.7%	9.3%
EQUIPMENT RENTAL & LEASES		0.0%	3,828	0.0%	(100.0%)		0.0%	0.0%
PURCHASE DISCOUNTS	(93,485)	(1.3%)	(38,024)	(0.5%)	145.9%	(47,017)	(0.7%)	98.8%
TOTAL COST OF GOODS SOLD	2,887,117	39.4%	3,405,362	40.4%	(15.2%)	2,901,357	40.7%	(0.5%)
GROSS PROFIT	4,521,748	60.6%	5,023,198	59.6%	(11.7%)	4,232,619	59.3%	(4.8%)
OPERATING EXPENSES								
SALARIES & WAGES	2,445,374	33.4%	2,622,232	31.1%	(6.7%)	2,007,114	28.1%	21.8%
CONTRACT LABOR		0.0%		0.0%	0.0%	53,454	0.7%	(100.0%)
SUPPLEMENTAL BENEFITS	700,264	9.6%	750,910	8.9%	(6.7%)	614,850	8.6%	13.9%
SUPPLIES AND DRUGS	98,631	1.3%	109,048	1.3%	(9.6%)	100,567	1.4%	(1.9%)
PURCHASED SERVICES	278,501	3.8%	264,572	3.1%	5.3%	314,811	4.4%	(11.5%)
REPAIRS, SERVICE & RENTALS	163,958	2.2%	198,979	2.4%	(17.6%)	160,041	2.2%	2.4%
UTILITIES	84,704	1.2%	105,881	1.3%	(20.0%)	93,999	1.3%	(9.9%)
INSURANCE	64,496	0.9%	58,542	0.7%	10.2%	58,561	0.8%	10.1%
PATIENT RELATED TRAVEL	147,897	2.0%	139,439	1.7%	6.1%	138,477	1.9%	6.8%
EDUCATION, TRAVEL, & DUES	56,850	0.8%	40,805	0.5%	39.3%	53,833	0.8%	5.6%
OTHER EXPENSE	110,124	1.5%	75,724	0.9%	45.4%	78,364	1.1%	40.5%
DEPRECIATION & AMORTIZATION	445,010	6.1%	374,557	4.4%	18.8%	416,967	5.8%	6.7%
INTEREST EXPENSE	44,579	0.6%	46,794	0.6%	(4.7%)	54,256	0.8%	(17.8%)
BAD DEBITS	61,017	0.8%	38,214	0.5%	59.7%	46,537	0.7%	31.1%
TAXES	48,354	0.7%	40,904	0.5%	18.2%	41,430	0.6%	16.7%
TOTAL OPERATING EXPENSES	4,749,759	64.9%	4,866,601	57.7%	(2.4%)	4,233,261	59.3%	12.2%
NET OPERATING INCOME (LOSS)	(313,021)	(4.3%)	156,597	1.9%	(299.9%)	(642)	0.0%	48,657.2%
NON-OPERATING INCOME	1,599	0.0%	11,660	0.1%	(86.3%)	29,086	0.4%	(94.5%)
NETTING INCOME (LOSS)	(\$11,422)	(4.3%)	\$108,257	2.0%	(285.1%)	\$28,444	0.4%	(379.9%)

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:
November 30, 2012**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 1,740,984	\$ 5,533,306
3 Depreciation & Amortization	7,300,778	\$ 6,745,124
4 Debt Proceeds	-	3,000,000
5 Other		
6		
7 Total Sources	<u>9,041,762</u>	<u>15,278,430</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	5,268,561	7,237,915
11 Debt Payments/Re-funding	2,934,461	2,464,767
12 Working Capital Changes & Other - Net	(400,102)	(3,677,121)
13		
14 Total Uses	<u>7,802,920</u>	<u>6,025,561</u>
15		
16 Increase / (Decrease) Cash & Investments	1,238,842	9,252,869
17		
18 Beginning of Period (January 1)	<u>28,854,321</u>	<u>19,798,398</u>
19		
20 End of Period	<u>\$ 30,093,163</u>	<u>\$ 29,051,267</u>



Investment Management & Trust

1100 West St. Germain Street
St. Cloud, MN 56301

Account Summary

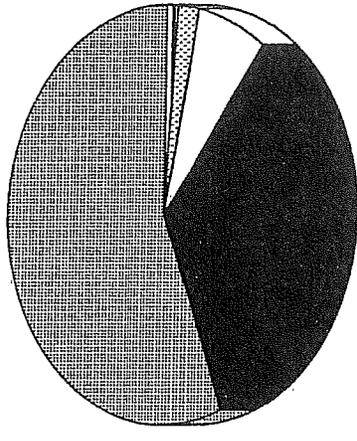
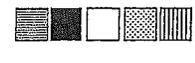
Statement of Value and Activity
November 1, 2012 - November 30, 2012

Market Value Reconciliation

	This Period	1/1/12 to 11/30/12
Beginning Market Value	\$2,580,928.74	\$2,466,271.49
Additions	\$530.05	\$530.05
Withdrawals	-\$530.05	-\$70,352.92
Expenses/ Fees/ Taxes	-\$1,689.59	-\$19,966.44
Income	\$4,211.68	\$50,578.96
Other	\$0.00	\$0.00
Change in Market Value	\$16,573.90	\$172,963.59
Ending Market Value	\$2,600,024.73	\$2,600,024.73
Realized Gains/Losses (Included in Total Above)	\$7,917.12	\$2,468.36

Asset Allocation

Asset Class	Balance
Equities	\$1,448,274.78
Fixed Income	\$882,399.57
Alternative	\$190,043.35
Other	\$46,632.33
Cash and Money Market	\$32,674.70
Total Assets Value	\$2,600,024.73





Investment Management
& Trust

Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 11/30/2012

Sector	Market Value	1 Month	Year to Date (11 Months)
Total Fund	2,559,820	.87	9.50
Total Fd Net Fee	2,559,820	.80	8.70
Fixed Income	887,300	.19	4.06
BarCap Int Aggregate Bd		.14	3.55
Domestic Equity	1,145,958	1.21	14.18
S&P 500 Index		.58	14.94
Russell 2000 Index		.53	12.34
Intl. Equity	303,844	2.31	16.36
MSCI EAFE (US\$ & Net) Index		2.42	13.69
Short Term Cash	25,081	.00	.01
Citigroup 1 Month Treas Bill		.00	.03
Alternative Investments	190,043	-.18	1.03
Citigroup 3 Month Treas Bill		.01	.08
Uninvested Cash	7,594	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.

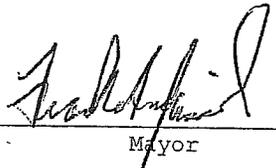
RESOLUTION NO. 2
PRELIMINARY PROJECT NO. 1301 BUDGET

ESTIMATED TOTAL COST \$2,340,774
*Budget Amounts are Essential

Dated: December 14, 2012

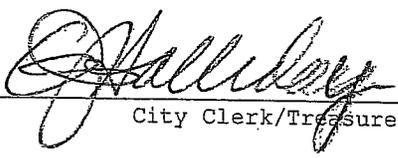
Code			
PERSONNEL SERVICES			
10*	Salaries Reg. Employees		
11*	Overtime Reg. Employees		
12*	Salaries Temp. Employees		
13*	Employer Pension Contr.		
14*	Employer Ins. Contr.		
	TOTAL	\$0.00	
SUPPLIES			
20*	Office Supplies		
21*	Small Tools		
22*	Motor Fuels & Lubricants		
23*	Postage	\$1,000.00	
24	Mtce. of Equipment		
25	Mtce. of Structures		
26	Mtce. of Other Improvements		
27	Subsistence of Persons		
28	Cleaning & Waste Removal		
29*	General Supplies	\$500.00	
	TOTAL	\$1,500.00	
OTHER SERVICES			
30	Communications		
31*	Printing & Publishing	\$1,000.00	
32	Utilities		
33*	Travel-Conf.-Schools		
34	Mtce. of Equipment		
35	Mtce. of Structures		
36*	Mtce. of Other Impr.	\$1,878,516.00	
37	Subsistence of Persons		
38	Cleaning & Waste Removal		
39*	Other Services	\$98,869.00	
	TOTAL	\$1,978,385.00	
OTHER CHARGES			
40	Rents		
41*	Insurance & Bonds		
42	Awards & Indemnities		
43	Subscription/Memberships		
44	Interest		
45	Licenses & Taxes	\$59,889.00	
46*	Prof. Serv.	\$1,000.00	
47*	Advertising	\$300,000.00	
48*	Adm. OH (Transfer)		
49	Other Charges		
	TOTAL	\$360,889.00	
RECEIVABLES			
	Property Owners	\$822,412.00	
	City (Com. Inv.)	\$325,372.00	
	State (MSA)	\$688,860.00	
	City (MUC)	\$84,324.00	
	City (WTP)	\$81,960.00	
	Other (Transfer 1303)	\$337,846.00	
	TOTAL	\$2,340,774.00	
FINANCING			
	Bonds	\$1,147,784.00	
	State (MSA)	\$688,860.00	
	City (MUC)	\$84,324.00	
	City (WTP)	\$81,960.00	
	Other (Transfer 1303)	\$337,846.00	
	TOTAL	\$2,340,774.00	
GRAND TOTAL		\$2,340,774.00	

Dated: January 1, 2013 *18*



Mayor

Attest:



City Clerk/Treasurer

1. Kandiyohi Ave. SW \$1,032,805.00
2. 2nd St. SE \$374,650.00
3. Havanna \$77,880.00
4. 6th St. SW \$756,000.00
5. Block 43 Parking : \$85,000.00

Chamber Dues:

- The City is not a paying member of the Chamber. The City Administrator participates in the Chamber's Public Policy Committee and other meetings as appropriate.
- CER has indicated it will not be renewing its membership.
- The City Attorney reviewed the statutes for Rice Hospital, the MUC, and the HRA. The City does have oversight over Rice and the MUC through approval of minutes and budgets, but we do not oversee the day to day operations of either entity. The HRA oversight is limited to the budget and levy. Decisions on membership in the organizations are made by the respective governing bodies.
- The HRA Board met and reviewed their membership and acted to renew it. The HRA also has their own attorney who reviews legal matters.
- Council Member Ahmann referenced a number of other public entities at the December 17th meeting. The City Attorney has reviewed those as well. Many of them are multi-jurisdictional boards that operate independently of the City, such as the Economic Development Commission, Willmar Public Library and Kandiyohi Transit Authority.
- Some of the other organizations listed are private organizations: Rice Home Medical, Rice Health Foundation, Willmar CVB, Willmar Design Center, West Central Integration Collaborative, West Central Industries and Willmar Fests. The City has no oversight of the operations of these organizations. The City does provide funding from some of these organizations; however none of that funding is used for Chamber dues.
- Finally, the City attorney has indicated that public entities have legal authority to enter into contracts for services with any organization, including the Chamber, provided the services are in furtherance of a public purpose served by the public entity, which authority exists regardless of whether the public entity may legally be a member of the Chamber.

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-01
CITY OF WILLMAR
TUESDAY, JANUARY 15, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, January 15, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Bruce DeBlicek and Steve Ahmann. Also present were: Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Gary Hendrickson, Fire Chief; Paul Jurek, Bollig Inc.; David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

1. CONSIDERATION OF AUTHORIZATION TO SCHEDULE A PUBLIC HEARING ON THE LAKELAND DRIVE INTERCEPTOR FACILITY PLAN AND EIW:

Paul Jurek of Bollig, Inc. was present to update the committee on the timeline for the Lakeland Drive Interceptor/MinnWest Lift Station Project. Bollig Inc. is currently in the preliminary design stages and working on the EIW and Facility Plan. The PFA loan application, state aid funding and other various funding groups included in the project are being developed as well. At this point in the timeline, Bollig is requesting authorization to schedule a hearing date for the EIW and Facility Plan. This is a requirement of the Minnesota Pollution Control Agency which allows public review and comment on the proposed plan. Both documents will be presented to staff by the end of January. A motion was made by Council Member Ahmann, seconded by Council Member DeBlicek, and passed for the following

RECOMMENDATION:

To set a hearing date of February 19, 2013. (Motion)

2. MISCELLANEOUS ITEMS:

The question was raised concerning police presence in the Willmar Public Schools. Police Chief Wyffels informed the committee that there are three officers who work in the school system, one at the high school, one at the middle school and one between the three elementary schools.

Council Member DeBlicek requested the most recent Transportation Plan be placed on a future agenda for review.

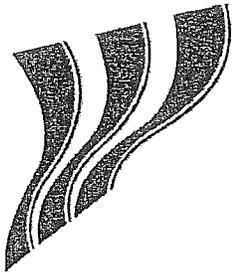
There being no further business to come before the committee, the meeting adjourned at 5:12 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "B. Peterson", written over the printed name.

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

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: January 15, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 22, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Action Requested: Authorization to Schedule a Public Hearing to Receive Comments on Lakeland Drive Interceptor Facility Plan and EIW.

Guiding Principle: PFA Facility Plan and MPCA EIW Requirements

Introduction: The City of Willmar entered into an agreement with Bollig Inc to perform various professional engineering and technical services for the Lakeland Drive Interceptor/MinnWest Lift Station Project. Bollig will give an update on the project status and requirements.

Background/Justification: An EIW and Facility Plan are required by the Minnesota Pollution Control Agency for the Lakeland Drive Interceptor Project. As part of this requirement, a public hearing is conducted to encourage public review and comment on the proposed plan.

Fiscal Impact: None

Alternatives: None

Staff Recommendation: That a Public Hearing on the Lakeland Drive Interceptor/Minnwest Lift Station be held by the City Council on February 19, 2013, in accordance with the requirements of the Minnesota Pollution Control Agency.

Reviewed by:

Preparer: Paul Jurek, P.E., Bollig Inc

Signature:

Comments:

City of Willmar - Lakeland Drive Interceptor

ID	Task Name	Start	Finish
1	Kick-Off Meeting - Task 1	Tue 11/20/12	Mon 12/17/12
2	Kick-Off Meeting Held	Tue 11/20/12	Mon 12/20/12
3	Approval Contract Signed	Mon 12/17/12	Mon 12/17/12
4	Preliminary Design - Task 2	Wed 12/26/12	Fri 6/7/13
5	Topo Survey	Wed 12/26/12	Fri 2/15/13
6	Right of Way Map	Mon 12/17/12	Fri 2/15/13
7	Soil Borings and Geotechnical Evaluation	Mon 1/14/13	Fri 2/15/13
8	Facilities Plan and EIR Submittal and Approval	Tue 1/15/13	Fri 6/7/13
9	Schedule Update at Public Works Meeting	Tue 1/15/13	Tue 1/29/13
10	Provide Draft Facilities Plan and EIR to City of Willmar (Staff)	Tue 1/29/13	Tue 1/29/13
11	Set Public Hearing to Receive Comments on Facilities Plan and EIR	Fri 2/1/13	Fri 2/1/13
12	Receive Review Comments of Draft Facilities Plan and EIR from Willmar (Staff)	Tue 2/5/13	Tue 2/5/13
13	Public Hearing and Council Resolution to Approve Facilities Plan and EIR	Tue 2/19/13	Tue 2/19/13
14	Facilities Plan due to MP/CA (to ensure priority)	Fri 3/1/13	Fri 3/1/13
15	Request for Placement on the PPL due to MP/CA	Fri 3/1/13	Fri 3/1/13
16	MP/CA Facility Plan Amendment Approval	Fri 6/7/13	Fri 6/7/13
17	Preliminary Design Plans and Coordination	Fri 6/7/13	Fri 6/7/13
18	Letter Request for Placement on 2014 JLR Due to PFA	Tue 12/16/12	Thu 5/20/13
19	Submittal of 30% Design Plans	Thu 5/16/13	Thu 5/16/13
20	Workshop No. 1	Thu 5/16/13	Thu 5/16/13
21	Final Design - Task 3	Thu 5/16/13	Mon 1/13/14
22	Design Plans and Coordination	Thu 5/30/13	Mon 1/13/14
23	Submittal of 60% Design Plans and Cost Estimates	Fri 6/28/13	Fri 6/28/13
24	Workshop No. 2	Fri 7/19/13	Fri 7/19/13
25	90% Design Plans, Specifications and Cost Estimates	Fri 8/16/13	Tue 10/15/13
26	Drainage Plan	Fri 8/16/13	Fri 8/16/13
27	Permits	Fri 8/16/13	Fri 8/16/13
28	BNSF Railroad	Fri 8/16/13	Fri 12/13/13
29	Detour Approval	Fri 8/16/13	Fri 12/13/13
30	Mn/DOT	Fri 8/16/13	Fri 12/13/13
31	MP/CS - Sanitary Sewer Extension - MP/CA	Fri 8/16/13	Fri 12/13/13
32	Final Plans and Specifications (Bid Packages)	Fri 12/13/13	Fri 12/13/13
33	MP/CA Certifications and Approvals for Bidding	Mon 12/23/13	Tue 12/31/13
34	Bidding - Task 4	Mon 12/23/13	Mon 1/20/14
35	Council Authorization to Advertise for Bids	Mon 1/20/14	Mon 1/20/14
36	Advertise for Bids	Tue 1/28/14	Tue 1/28/14
37	Pre Letting Conference	Thu 1/30/14	Thu 1/30/14
38	Big Opening	Wed 2/26/14	Wed 2/26/14
39	Council Receives Bids and Award of Contract	Mon 3/3/14	Mon 3/17/14
40	MP/CA Certifies Bid	Tue 3/4/14	Fri 4/4/14
41	Notice to Proceed	Mon 4/7/14	Mon 4/7/14
42	Project Management - Task 5	Fri 3/1/13	Tue 4/8/14
43	Financing Solutions	Fri 3/1/13	Tue 4/8/14
44	PFA Loan Application	Fri 3/1/13	Mon 4/7/14
45	Improvement Hearing	Mon 9/23/13	Mon 9/23/13
46	State Aid Funding	Fri 1/31/14	Fri 1/31/14
47	Assessment Hearing (After Construction)	Tue 4/8/14	Tue 4/8/14
48	Roadway Public Meeting at the Fire Hall	Thu 5/30/13	Thu 5/30/13

Project: Lakeland Drive Interceptor
 Date: Tue 1/16/13

Task Split: [Progress Bar]

Progress Milestone: [Progress Bar]

Summary Project Summary: [Progress Bar]

External Tasks External Milestones: [Progress Bar]

Deadline: [Progress Bar]

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, JANUARY 17, 2013**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, January 17, 2013, in Conference Room No.1 at the City Office Building. Chair Fagerlie called the meeting to order at 4:45pm.

Present:

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

Others present: David Little – West Central Tribune, Gus Wordell – Mobile Home Park Developer

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments.

2. COMMERCIAL/INDUSTRIAL/INSTITUTIONAL EXTERIOR MAINTENANCE ORDINANCE (MOTION)

The Committee discussed the second draft of an ordinance to regulate exterior maintenance of commercial/industrial/institutional buildings. The ordinance has been cleaned up to eliminate conflicting references with the municipal code. Staff informed the committee that the format of the ordinance would be changed to be consistent with a typical City ordinance. It was a consensus of the Committee that the ordinance was needed to allow the City the necessary authority to regulate exterior maintenance. The ordinance will be enforced on a "complaint" basis.

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

RECOMMENDATION: To refer the ordinance to the City Attorney for his review, and following legal review, transmit it to the Council for a public hearing.

3. EAST SIDE MOBILE HOME PARK (FOR INFORMATION ONLY)

Gus Wordell from Hutchinson presented a proposal to acquire and redevelop the east side mobile home park. He informed the Committee that he owned a mobile home park in Hutchinson and it has been very successful. His plan is to purchase the mobile home park and replace all the current homes with 3-5 bedroom homes. He has a letter of intent with the park owner. All new homes going into the park would be purchased by Mr. Wordell and subsequently resold. All homes will be on a permanent foundation. Because of the size and appearance they are considered to be manufactured homes, rather than mobile homes. They will have 2x6 walls and will meet all energy codes. Mr. Wordell said he planned to

upgrade the infrastructure in the park and will have crime free and drug free addendums to the lease. No rentals will be permitted; all homes will be owner occupied. Background checks will be required for all prospective owners.

Mr. Wordell concluded his presentation by requesting that the City consider issuing revenue bonds to assist with the financing and to create a tax increment financing district to assist with the costs of infrastructure improvements.

It was a consensus of the Committee to work with Mr. Wordell and directed him to pursue formal applications for the revenue bond financing and tax increment financing.

4. MISCELLANEOUS (FOR INFORMATION ONLY)

Council member Dokken suggested that the community highlight the history of the War Memorial Auditorium. 2012 marked the 75th anniversary of the building. Mr. Dokken agreed to spearhead the recognition effort.

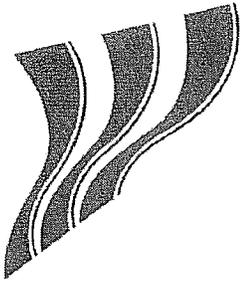
The Committee briefly discussed the County Road 5/19th Avenue street light issue. City Administrator Stevens mentioned that she had been in contact with Willmar Municipal Utilities and the County to discuss a strategy to improve lighting.

5. There being no further business to come before the Committee, the meeting adjourned at 5:40pm.

Respectfully Submitted,



Bruce Peterson, AICP
Director of Planning and Development Services



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

Agenda Item Number: 12

Meeting Date: January 22, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 22, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: **City Administrator**

Action Requested: Appoint Fire Chief Gary Hendrickson as Emergency Operations Coordinator for the City of Willmar.

Background/Justification:

Don Ericson, Kandiyohi County Emergency Operations Director, has been filling the same role for the City of Willmar during the vacancy of Fire Chief. With the appointment of Gary Hendrickson as Fire Chief/Fire Marshal for the City of Willmar and with Mr. Hendrickson's background in emergency management, it is appropriate to appoint him as the City's coordinator. Mr. Ericson had previously indicated he was only willing to fill the role for the City on an interim basis.

Fiscal Impact: No fiscal impact, no additional salary is paid for the duties.

Alternatives: Train and appoint an alternate city staff person to fill the role.

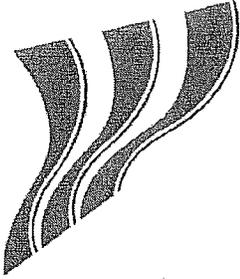
Staff Recommendation: Appoint Fire Chief Gary Hendrickson as Emergency Operations Coordinator for the City of Willmar.

Reviewed by: C. Stevens

Preparer: C. Stevens

Signature:

Comments: N/A.



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

Agenda Item Number: 13

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 22, 2013

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Adopt Resolution

Guiding Principle: Minnesota Statutes 204B.21, Subdivision 2, and Minnesota Statutes 204B.16, Subdivision 1

Agenda Item: Consideration of Adoption of Resolution Appointing Election Judges

Background/Justification: The Ward 4 Special Election is scheduled for Tuesday, February 12, 2013. In accordance to Minnesota Statutes 204B.21, Subdivision 2, and Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass a resolution appointing election judges.

Fiscal Impact: \$3,000 in salaries-temporary employment

Alternatives: Find Other Judges

Staff Recommendation: Adopt Resolution

Preparer: City Clerk-Treasurer

Signature:

RESOLUTION NO. _____

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Ward 4 Special Election in the City of Willmar on Tuesday, February 12, 2013:

WARD FOUR

Precinct One:

David Rogers, Head Judge
Gary Simmons
Cynthia Clouse
Mary Louise Wallin
Helen Behrends

Precinct Two:

Dennis Krueger, Co-Head Judge
George Brecheisen, Co-Head Judge
Carol Simmons
Lynn Shuldes
Carol Wegner

Precinct Three:

Connie Heath, Head Judge
Suzanne Rogers
Janice Krueger
John Groothuis
George Christianson

Absentee Judges:

Marv Kray
Gary Simmons

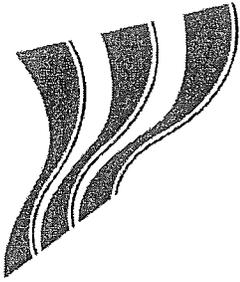
Absentee Ballot Board

Marv Kray
Jan Lindblad
Dennis Stienessen

Dated this 22nd day of January, 2013.

MAYOR

Attest: CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting Date: 1-22-1013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: PDS

Action Requested: Consideration of a request to vacate a tree planting/maintenance easement

Guiding Principle: City Charter

Introduction: Central Lakes Cooperative purchased 302 8th St. SW, and it was noticed in the title work that the tree planting/maintenance easement isn't defined so they petitioned the City vacate the Easement.

Background/Justification: Public Works and Municipal Utilities had no issues with vacating the easement as it is so poorly defined and no longer needed. The Planning Commission reviewed and discussed the request, and made a recommendation to the Council to set a public hearing and approve the vacation.

Fiscal Impact: N/A

Alternatives: retain the easement

Staff Recommendation: Staff recommends setting a public hearing for the February 4, 2013 Council Meeting.

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

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

Signature: *Megan M. Sauer*

Comments:

**NOTICE OF HEARING TO CONSIDER THE VACATION
OF TREE PLANTING AND MAINTENANCE EASEMENT AND R-O-W**

Notice is hereby given that the City Council of the City of Willmar will meet on Monday, February 4, 2013, 7:0_ p.m. at the Council Chambers at the Municipal Utilities Commission Building, 700 West Litchfield Avenue, Willmar, Minnesota. Be it further resolved that the purpose of the hearing will be to consider a tree planting and maintenance easement and r-o-w vacation initiated by the Central Lakes Cooperative described as:

East 100' of Lots 1 and 2 excluding the south 10' of East 100' of Lot 2, Block 39, City of Willmar (302 8th St. SW).

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing that they may appear in person or be represented by counsel to be heard on this matter.

January 22, 2013

Date

Megan M. Sauer

Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Jill al 231-8575, de la Cooperativa de Integración del Oeste Central.

Hadii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo WAC Contact:
Lul Yusaf, Somali Women & Family Center (320)235-0532 or (678)467-3217.