

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

January 22, 2013
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Denis Anderson, Ron Christianson, Bruce DeBlicek, 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 Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, Fire Chief Gary Hendrickson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

The Council requested that the January 7, 2013, Council Minutes be removed from the Consent Agenda.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: Planning Commission Minutes of January 9; Municipal Utilities Commission Minutes of January 14; Accounts Payable Report through January 17; Applications for Exempt Permit – NRA Foundation Inc., Willmar Sertoma Club and Prairie Pothole Chapter MN Waterfowl Association; Mayoral Appointments: Pioneerland Library Board – Suzanne Nelsen, Economic Development Operations Board – Robert Enos and Gary Gilman; Out-of-State Travel for Council Member Bruce DeBlicek to an APPA Conference in Washington D.C.; Police Commission Minutes of January 9; and Willmar Lakes Area CVB Minutes of December 18, 2012. Council Member Ahmann seconded the motion, which carried.

Council Member Dokken questioned the voting process of the Mayor Pro Tempore at the January 7, 2013, Council meeting. City Attorney Scott provided various answers including the option to rescind the motion appointing Denis Anderson as Mayor Pro Tempore. Following a lengthy discussion of the process, Council Member Christianson moved to rescind the action approving the Resolution appointing the Mayor Pro Tempore. Hearing no second to the motion, Council Member Christianson withdrew his motion. Council Member Christianson moved to approve the January 7, 2013, City Council Minutes with Council Member Anderson seconding the motion, which carried.

City Administrator presented a Certificate of Recognition to the Kandiyohi Area Family YMCA. The YMCA operates as a volunteer-lead organization providing various wellness services to the community. On behalf of the Mayor, Council and community, Ms. Stevens expressed appreciation for the services provided and wished the YMCA success in their capital campaign.

Mayor Yanish acknowledged Dale Johnson who had signed up to address the City Council during its scheduled Open Forum. Mr. Johnson spoke with regards to the anniversary of the City Auditorium, the history behind the Memorial Room, and asked the City to officially rededicate the 1938 Memorial Room/Auditorium.

The Finance Committee Report for January 14, 2013, was presented to the Mayor and Council by Council Member Anderson. There were five items for Council consideration.

Item No. 1 Kelly Welch distributed information to the Committee regarding the West Central Integration Collaborative revenue sources as well as census data for Kandiyohi County and provided a copy of a WCCO Reporter's story about Somalis in Minnesota. This matter was for information only.

Item No. 2 Darrell Sunvold of Quick Funds, Inc. had contacted Staff stating he would not be attending the meeting. This matter was for information only.

Item No. 3 Staff informed the Committee 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 a 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.

The Committee was recommending the Council pass 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. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

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 22nd day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff presented the City of Willmar Investment Policy to the Committee for its annual review. This matter was for information only.

Item No. 5 Police Chief Wyffels informed the Committee 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. The City received notification 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.

The Committee was recommending the Council introduce a Resolution increasing the fee charged to pawn brokers within the City of Willmar for each electronic reportable pawn transaction as presented and direct the Chief of Police to notify in writing all businesses subject to the Automated Pawn System of this increase. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

WHEREAS, the City Council of the City of Willmar sets fees for pawn brokers within the City of Willmar for electronic automated pawn transactions;

NOW, THEREFORE, BE IT RESOLVED that the fee listed below be duly adopted for the year 2013;

POLICE DEPARTMENT: ~~\$1.10~~ \$1.40 Automated Pawn Transaction Fee-each
electronic reportable transaction

BE IT FURTHER RESOLVED that the Chief of Police notify in writing all businesses subject to the Automated Pawn System of the increase.

Dated this 22nd day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee considered the following reports: Baseball Stadium Project; CVB November 30, Financial; Local Option Sales Tax November 30, Financial; Rice Hospital November 30, Financial Report; and Rice Trust Activity Report as of November, 2012. This matter was for information only.

Item No. 7 City Administrator Stevens provided information obtained from City Attorney Scott as a result of Council Member 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. The Committee requested further clarification to be presented to the Council in anticipation of making a final decision in this matter.

Council Member Dokken referred to a League of Minnesota Cities public purpose document and requested that the Willmar Municipal Utilities and Rice Hospital provide a written public purpose position if they choose to be a member of the Chamber of Commerce. Staff was directed to forward this request to the Municipal Utilities Commission and Rice Hospital Board.

The Finance Committee Report for January 14, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Christianson, and carried.

The Public Works/Safety Committee Report for January 15, 2013, was presented to the Mayor and Council by Council Member Christianson. There were two items for Council consideration.

Item No. 1 Paul Jurek of Bollig, Inc. presented to the Committee an update 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. 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.

The Committee was recommending the Council set a hearing date of February 19, 2013. 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

WHEREAS, the submittal of a Facilities Plan to the Minnesota Pollution Control Agency is required for the Lakeland Drive Interceptor/MinnWest Lift Station Project (Project No. 1310); and

WHEREAS, a Public Hearing is required to receive comments and feedback from the public on the Facilities Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Public Hearing for the Lakeland Drive Interceptor/MinnWest Lift Station Project be scheduled for 7:02 p.m., February 19, 2013.

Dated this 22nd day of January, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee discussed the matter of Police presence in the Willmar Public Schools. Police Chief Wyffels reported 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 DeBlieck requested the most recent Transportation Plan be placed on a future agenda for review. This matter was for information only.

The Public Works/Safety Committee Report for January 15, 2013, 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 Anderson, and carried.

The Community Development Committee Report for January 17, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were four items for Council consideration.

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

Item No. 2 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 and be enforced on a "complaint" basis.

The Committee was recommending the Council refer the ordinance to the City Attorney for review, and following legal review, transmit it to the Council for a public hearing. Council Member

Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 Gus Wordell from Hutchinson presented to the Committee 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. This matter was for information only.

Item No. 4 Council Member Dokken suggested that the community highlight the history of the War Memorial Auditorium. 2012 marked the 75th anniversary of the building with the Memorial Room completed a year later. Mr. Dokken agreed to spearhead the recognition effort. Council Member Fagerlie moved to appoint Council Member Dokken and Dale Johnson as co-chairs of the celebration event and directed them to prepare a budget for consideration. Council Member Dokken seconded the motion, which carried.

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.

The Community Development Committee Report for January 17, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Christianson, and carried.

City Administrator Stevens informed the Mayor and Council that Don Ericson, Kandiyohi County Emergency Operations Director, has been filling the role of interim Emergency Operations Coordinator for the City of Willmar. With the appointment of Gary Hendrickson as Fire Chief/Fire Marshal for the City of Willmar and with his background in emergency management, it is appropriate to appoint him as the City's coordinator. Council Member Anderson moved to appoint Fire Chief Hendrickson as Emergency Operations Coordinator for the City of Willmar. Council Member Fagerlie seconded the motion, which carried.

City Clerk Halliday informed the Mayor and Council that it is necessary to appoint election judges for the Ward 4 Special Election scheduled for February 12, 2013. Resolution No. 4 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. 4

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

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

JANUARY 16, 2013

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Jenna Fischer, Secretary; Dr. Michael Gardner, Treasurer; Eric Weiberg, Dr. Lachlan Smith, Dr. Douglas Allen

ADMINISTRATIVE STAFF: Bill Fenske, Dale Hustedt, Teri Beyer, Wendy Ulferts, Dr. Ken Flowe, Sandy Roelofs

GUESTS: Dr. Lee Cafferty, Dr. Fred Hund, Carnie Alex, June Boie

Call to Order/Minutes: President Anfinson called the meeting to order at 5:34 pm. **ACTION:** A motion was made by Director Fischer, seconded by Director Gardner and carried that the minutes of the December 12 and 19, 2012 meetings be approved as written.

Board Membership: President Anfinson introduced the new members to the Rice Hospital Board of Directors, Dr. Lachlan Smith and Dr. Douglas Allen, as well as Rice Hospital's new Chief of Staff, Dr. Fred Hund.

Annual Quality Report: A) Teri Beyer distributed the 2012 annual report/manual on quality activities for Rice Hospital for 2012 to the Board for their review. The manual also included the 2013 care improvement plan for Rice Hospital on activities that staff will be working on this year. B) Care Improvement work/annual update: Carnie Alex reviewed information for the Board on the following: 1) Medication Reconciliation (Med Rec) Initial Process. 2) Med Rec issues/solutions. 3) Secondary Med Rec Criteria developed. 4) Med Rec current process. 5) 4th quarter, 2012 data. 6) Med Rec discrepancy data. C) Patient Flow: June Boie reviewed information for the Board on patients that are admitted to the Hospital through the Emergency Services Department, as follows: 1) Multi-disciplinary team at Rice Hospital is involved in Rice's patient flow process. 2) Reasons to be concerned about patient flow: a) Patient safety. b) Patient satisfaction. c) Opportunity loss. d) Longer ED stays. 3) Methods used to increase patient flow. 4) ED arrival to departure data.

Financial Report: Bill Fenske reviewed the financial statements for the month ending November, 2012 as follows: A) November was a positive month in terms of financial performance, generating a profit of \$100,000 for the month compared to a budgeted operating income of \$195,000 and last year's operating income of \$456,000. B) Net assets increased \$400,000 from last month. C) Cash and general investments have increased \$1.2 million since December 31, 2011 with Days of cash at 118 days. D) Patient revenues were \$1.0 million (6.3%) less than budget for the month and 4.4% less than last year. E) Hospital revenues were less than budget with inpatient revenues 1.4% less than budget and outpatient revenues 9.7% less than budget. F) Outpatient revenue variances were the result of decreased revenues in Emergency Room, Radiation Therapy and Hospice. G) 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. H) Other operating revenues were \$318,000 (21.1%) less than budget due to lower than projected financial performance of Willmar Medical Services (WMS). I) Net Expenses were \$7.9 million which was \$322,000 (3.9%) less than budget. 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%. J) Included in the Drug variance was a small adjustment to the year-end inventory counts which resulted in a \$26,000 positive adjustment. K) Rice 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. L) 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. **ACTION:** A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the November, 2012 financial report for Rice Memorial Hospital be approved as presented.

Medical Staff Report: Dr. Cafferty reviewed the minutes of the December 18, 2012 Medical Staff Executive and Credentials Committee meetings in regard to the following: A) The slate of officers was announced for the upcoming election of Medical Staff Officers to be voted on and the results announced at the January 14 Medical Staff meeting: Chief of Staff – Dr. Fred Hund; Vice Chief of Staff – Dr. Richard Kacher; Secretary/Treasurer – Dr. Rachel Tollefsrud.

B) The Utilization Review plan is a CMS and Joint Commission requirement and a presentation was made to the Medical Staff Executive Committee in regard to minor changes made to the plan. After review and discussion, the revised Utilization Review Plan was approved as presented. President Anfinson thanked Dr. Cafferty for serving as Chief of the Medical Staff as well as his service and dedication to Rice Hospital. **ACTION: A motion was made by Director Smith, seconded by Director Fischer, and carried that the minutes of the December 18, 2012 Medical Staff and Credentials Committee meetings be approved as written; and that the following appointments to the Rice Memorial Hospital Medical Staff be approved as presented and recommended:** **INITIAL APPLICATIONS:** **Locum Tenens Staff:** **Thomas Chapa, M.D.** – Emergency Medicine/Department of Emergency Medicine. Barton Associates, Peabody, MA. Temporary privileges previously granted for start date of 11/4/2012. **Allied Health Staff:** **Tanya Smith, CNP** – Nurse Practitioner/Department of Emergency Medicine. Affiliated Community Medical Center, Willmar, MN. Temporary privileges previously granted for start date: 10/18/2012. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** **Hussein Egal, M.D.** – Emergency Medicine/Department of Emergency Medicine. Rice Memorial Hospital, Willmar, MN. **Affiliate Staff:** **Kim Mills, M.D.** – Pathologist/Department of Pathology. Pathology Laboratory, P.C., Grand Rapids, MI. **Nihar Shah, M.D.** – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. **Allied Health Staff:** **Amanda Anderson, PA-C** – Physician Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. **Jodi Fonkert, D.D.S.** – Dentist/Department of Surgery. Hanson and Fonkert Dental Clinic, PA, Willmar, MN. **Michael Gardner, D.D.S.** – Dentist/Department of Surgery. Private Practice, Willmar, MN. **John Powers, D.D.S.** – Dentist/Department of Surgery. Main Street Dental Care, Montevideo, MN. **Paul Schulz, D.D.S.** – Dentist/Department of Surgery. University of Minnesota School of Dentistry, Minneapolis, MN. **Barbara Zajicek, D.D.S.** – Dentist/Department of Surgery. Parkview Dental, Hutchinson, MN.

CEO Report: Presented by Bill Fenske:

- A. Healthy Communities Partnership Grant Update – Wendy Ulferts: 1) The grant monies for the three-year grant cycle have been received from Allina. 2) Rice has hired two new staff members who will be working on this program—a Wellness Coordinator and a Wellness Care Guide. They will be starting at Rice on January 28 and they will be attending training at Allina on January 31. They will be carrying out the work of the grant as well as conducting screenings. 3) A new health risk assessment is now available on Rice’s website and was designed specifically for the Healthy Communities grant.
- B. Rice Regional Dental Clinic (RRDC): 1) The \$175,000 grant from Delta Dental/University of Minnesota (U of M) has been received. 2) For 2013 and beyond we continue to work with the U of M in order to secure more stable/long-term funding for the Dental Clinic. Grant requests have been or will be submitted for additional funding for the Dental Clinical in the amount of approximately \$285,000.
- C. Physician Recruitment: Recruitment efforts continue in the area of Orthopedics. We are currently working with ACMC in the recruitment of an Orthopedic Surgeon candidate who has expressed interest in living and practicing in Willmar.
- D. Anesthesia: 1) A new contract has been signed with ACMC in order to provide CRNA services at the Surgery Center. 2) Discussions also continue with ACMC on a possible joint venture agreement for CRNA services through Willmar Medical Services.
- E. Nephrology Service Line: Work continues with ACMC on further Chronic Kidney Disease education as well as regional growth of the Hospital’s Peritoneal Dialysis program.
- F. RCC: 1) The Care Center and Therapy Suites continue to be operating well. 2) The building project is approximately two weeks behind schedule, but continues to remain on budget. 3) It is hopeful that the residents will be able to move back into their rooms in late February. 4) A firm has been engaged to assist with training our staff in preparing the residents for the new facility/neighborhood concept. 5) The Care Center was recently notified that it had received a five star rating from CMS, which is the highest rating the nursing home can receive.

- G. Minnesota Hospital Association (MHA)/Legislative Issues: 1) The MHA annual Trustee Conference on "Governance in the Era of Health Care Reform," was held on January 11-13. Board members attending the conference from Rice Hospital included Directors Weiberg, Gardner and Allen as well as Mike Schramm. They shared with the Board summaries of the sessions they attended during the conference. 2) Rice Hospital Administration continues to work with its Legislators on issues relative to the following: a) Community benefits. b) Economic driver of community. c) Nurse staffing ratios. d) Health Insurance Exchange Bill introduced.

New Business:

- A. Rice Home Medical 1% Purchase: Bill Fenske stated that Rice Hospital Administration is interested in purchasing from the Rice Health Foundation the remaining 1% interest in Rice Home Medical. The following information was reviewed for the Board: 1) The history of Rice Home Medical goes back to May of 1988 when Rice Health Services, Inc., a corporation under Mid-Minnesota Health Services Foundation, changed its name to Rice Health Foundation. 2) June, 1988 - A HME Company was purchased by Rice Health Services, Inc., and the business was set up as d.b.a. Home Medical of West Central Minnesota. 3) January, 2004 - Restructuring was completed for ownership of Rice Home Medical, LLC, to 99% ownership by Rice Hospital and 1% by Rice Health Foundation. 4) Financial Status. 5) Reasons for Request brought before the Board. 6) Next steps. **ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom, and carried that Rice Memorial Hospital Administration be authorized to pay off the outstanding note and seek to purchase from the Rice Health Foundation the remaining 1% interest in Rice Home Medical, in order to increase the funds of the Foundation available for future philanthropy and investing.**
- B. 2012 Physician Recruitment Expense: Bill Fenske provided the Board with an overview in regard to Physician Recruitment at Rice Hospital. Approximately two years ago the Board approved a formal recruitment policy for the Hospital. As a component of this policy, it is a requirement that the Board be provided an update in regard to physician recruitment expenses on an annual basis. He reviewed a handout on the Hospital's 2012 physician recruitment expenses in regard to: 1) Prior year commitments/amortized expenses in 2012. 2) Amortized expense – current year bonuses. 3) Other expenditures/Total 2012 recruitment expense - \$307,164.41 compared to budgeted amount of \$310,000. 4) Signing bonuses paid in 2012 – \$215,000.
- C. Rice Home Medical (RHM) Willmar Store Renovation Bids – Bill Fenske: At the October Board meeting, Administration was authorized to proceed with construction documents and bidding for the Willmar store renovation. Mr. Fenske reviewed the proposed renovation project as well as the bids received for the project. The projected is scheduled to begin in February, 2013. **ACTION: A motion was made by Director Fischer, seconded by Director Cederstrom, and carried that the Rice Memorial Hospital Board of Directors approve the Rice Home Medical Willmar Store construction low bid in the amount of \$527,000 from Peters Construction, Montevideo, MN, as well as the major sub-contractors which include Vreeman Construction, Plumbing and Heating of Willmar, Magnuson Sheet Metal, and Lee's Electric, with an estimated construction schedule of six months; and that Administration is hereby given the authority to commence the Willmar Store renovation at an estimated cost of \$637,000 which includes soft costs and an 8% contingency.**
- D. Rice Regional Dental Clinic (RRDC) Grant: Dale Hustedt stated that the RRDC has been invited by the Minnesota Department of Health (MDH) to apply for a 2013 MDH "Community Clinic Grant" and is currently working with a grant writer provided by the University of Minnesota in submitting a final application for approximately \$45,000 to provide for additional resources for the dental clinic. **ACTION: A motion was made by Director Allen, seconded by Director Smith, and carried that the Board of Directors of Rice Memorial Hospital adopt a resolution indicating that the Hospital is qualified to receive the grant and that Administration be authorized to enter into a grant contract with the Minnesota Department of Health if the Rice Regional Dental Clinic's grant application is selected.**
- E. Rice Hospice Associate Medical Director Appointments: President Anfinson reviewed the list of Hospice Associate Medical Director appointments for 2013. **ACTION: A motion was made by Director Weiberg, seconded by Director Smith, and carried that the following Rice Hospice Associate Medical Director appointments for 2013 be approved as presented and recommended: Appleton – R.V. Kabatay, M.D.; Benson**

– Roger Bauer, M.D.; Dawson – Ralph Gerbig, M.D.; Granite Falls – Ken Carter, M.D.; Montevideo – Javad Keyhani, M.D.; Ortonville/Graceville – Allan Ross, M.D.; Paynesville – Robert Gardner, M.D.

- F. Board Committee Appointments: David Anfinson presented to the Board the 2013 Board committee appointments. He stated that there is one additional committee that will be added to the list and that is the Rice Trust for 2013. He currently serves as a Trustee to the Rice Trust and he recommended that Director, Jennifer Fischer also be appointed as a representative from the Rice Hospital Board to the Rice Trust, replacing Director Wayne Larson. **ACTION: A motion was made by Director Smith, seconded by Director Gardner, and carried that Director Jennifer Fischer be appointed as a Rice Memorial Hospital Board representative to the Rice Trust, effective January, 2013, as presented and recommended.**

Hospital Committee Reports:

1. Building and Facilities Committee: An update of Hospital, Care Center and Home Medical construction/renovation projects were reviewed with the Committee at its January 14 meeting. In attendance at the meeting were Directors Fischer, Weiberg and Gardner.
2. Hospital Board Executive Committee: The Committee met on January 9. In attendance at the meeting were Directors Anfinson, Cederstrom and Gardner.
3. Minnesota Hospital Association (MHA) Trustee Conference: Directors Gardner, Weiberg and Allen as well as Mike Schramm were in attendance at the MHA Trustee conference held on January 11-13.
4. Rice Regional Dental Clinic (RRDC) Advisory Committee: Director Gardner was in attendance at the January 10 Dental Clinic Advisory Committee meeting.
5. Rice Health Foundation Board: In attendance at the December 20 Foundation Board Meeting were Directors Smith and Gardner.

Adjournment: There being no further business, the meeting was adjourned at 6:57 p.m.

Submitted by:

Jenna Fischer, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JANUARY 28, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, January 28, 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: Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Finance Tim Hunstad, Director of Electric Production Jon Folkedahl, Administrative Secretary Beth Mattheisen, Assistant Engineer Jeron Smith, City Councilman Bruce DeBlicek, City Attorney Robert Scott (via teleconference) and WC Tribune Journalist David Little.

Commission President opened the meeting by requesting a resolution to approve the Consent Agenda. Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 4

"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 January 14, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130116 to No. 130200 inclusive in the amount of \$1,414,792.84 with a MISO credit in the amount of \$109,152.77 and an Absaloka Coal payment in the amount of \$51,717.20

Dated this 28th day of January, 2013.

President

ATTEST:

Secretary

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

Commissioner Schrupp (Labor Committee Chair) presented to the Commission a report on the WMU Labor Committee meeting held on January 22nd. Among the topics discussed were: 1) newly filled positions; 2) succession planning for possible upcoming vacancies; 3) continue to establish a current Organizational Chart for WMU; 4) employee position descriptions; 5) annual review of General Manager position (to be conducted by the end of February); and 6) discussed the upcoming union negotiations with IBEW Local Union #160 (current contract expires 12/31/13). It was noted that all of the items discussed were for information only and no action was taken. Following discussion, Commissioner Laumer made a motion to approve the minutes of the January 22nd WMU Labor Committee meeting as presented. Commissioner Holtz seconded, and the motion was carried by a vote of seven ayes and zero nays.

At this time, two informational reports were presented to the Commission for their review and discussion. Director of Finance Hunstad reviewed with the Commission the December 31, 2012 Investment Report, and Power Supply Broker Carlson presented an analysis of the November 2012 Power Supply Report. These were for information only.

Assistant Engineer Smith made a request to the Commission to issue an Invitation to Bid for the Mobile Substation Transformer Repair Project. This project is necessary due to a routine dissolved gas analysis of the mobile substation's transformer oil indicated an unreliable level of gases. As a result, WMU will be taking the required steps to repair the transformer. Bids for the project will be accepted until 1:30 p.m. on February 19, 2013. Following discussion, Commissioner Schrupp made a motion to issue an Invitation to Bid for the Mobile Substation Transformer Repair Project. Commissioner Gimse seconded, and the motion was carried by a vote of seven ayes and zero nays.

Manager of Electric Services Kimpling presented the Commission with the annual summary of the 2012 WMU Reliability Standard Report. Contained in this report are four individual reports. These annual reports are the Reliability Performance Report, the Miles of Electrical Distribution & Transmission Line Report, the Quality Performance Report, and the Safety Report. Kimpling noted that almost 74% of the total number of customer hours of service interruption was caused by three major transmission events (February 22nd, February 28th & May 9th). The remaining 26% were a culmination of nature (i.e. weather), animal (i.e. squirrels), human (i.e. accidents), and electrical/mechanical failures causes.

Manager of Electric Services Kimpling reminded the Commissioners of a number of upcoming meetings/conferences to note. These events include: 1) WMU Planning Committee Meeting (Feb. 12th @ 10:00 a.m.), 2) MMUA Legislative Conference (Feb. 13-15); 3) MRES Risk Management Workshop (Feb. 27); and 4) APPA Legislative Conference (March 11-13). Anyone interested in attending is asked to contact Beth Mattheisen.

Director of Power Production Folkedahl presented the Commission with an updated status report on the WMU wind turbine generators. It was noted that the production of energy by the wind turbines continues to increase due to the reliability of the turbine system. WMU's wind turbines continue to be under warranty with DeWind providing a 95% guaranteed payback on the production availability. Technicians from DeWind continue to maintain and provide service work on the turbines as required.

Manager of Electric Services Kimpling informed the Commission that the second installment of the four-part Electric Utility 101 webinar series presented by APPA will be held on Tuesday, February 12th beginning at 1:00 p.m. This segment will focus on substations in the electric industry. This webinar will be held in the WMU Auditorium.

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

Beth Mattheisen
Administrative Secretary

ATTEST:

Jerry Gesch, Secretary

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
ACS	35352	01/24/13	*12* STREI-WEBEX REVIEW 000131	85.00		868017		D N	TRAVEL-CONF.-SCH	101.41405.0333
	35387	01/25/13	SOFTWARE SUPPORT AGRM VENDOR TOTAL	12,724.33 12,809.33		862154		D N	MTCE. OF EQUIPME	101.41409.0334
ALLIED ELECTRONICS INC			001479							
	35388	01/25/13	PARTS-OVERHEAD DOORS	55.82		9001261667		D N	MTCE. OF STRUCTU	651.48484.0225
	35388	01/25/13	L.S. HVAC PARTS	41.15		9001261667		D N	MTCE. OF EQUIPME	651.48486.0224
	35388	01/25/13	L.S. HVAC PARTS	43.74		9001301732		D N	MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	140.71		*CHECK TOTAL				
				140.71						
AMERICAN PLANNING ASSOCI			000053							
	35389	01/25/13	SAUER-MEMBERSHIP DUES	385.00		240739-12114		D N	SUBSCRIPTIONS AN	101.41402.0443
AMSTERDAM			000059							
	35494	01/30/13	PENS	177.93		3449801		D N	OFFICE SUPPLIES	101.41401.0220
ANDERSON LAW OFFICES			002954							
	35390	01/25/13	SALE-FORFEITURE VEHICL	2,325.05		012213		D M 07	OTHER SERVICES	101.41428.0339
ARBOR DAY FOUNDATION			000548							
	35391	01/25/13	GILBERTSON-MBRSH DUES	2.09		012313		D N	PREPAID EXPENSES	101.128000
	35391	01/25/13	GILBERTSON-MBRSH DUES	22.91		012313		D N	SUBSCRIPTIONS AN	101.43425.0443
			VENDOR TOTAL	25.00		*CHECK TOTAL				
				25.00						
ASSN OF MN BUILDING OFFI			000820							
	35392	01/25/13	KARDELL-MEMBERSHIP DUES	100.00		011713		D N	SUBSCRIPTIONS AN	101.41402.0443
AT&T MOBILITY			000075							
	35495	01/30/13	WIRELESS INTERNET SERV.	40.65		X01252013		D N	COMMUNICATIONS	101.41402.0330
BACKES TELEPHONE SERVICE			000087							
	35393	01/25/13	REPL. DID MODULE-PARTS	197.72		11514		D N	MTCE. OF EQUIPME	101.41409.0224
	35393	01/25/13	REPL. DID MODULE-LABOR	317.95		11514		D N	MTCE. OF EQUIPME	101.41409.0334
			VENDOR TOTAL	515.67		*CHECK TOTAL				
				515.67						
BATTERY WHOLESALR INC			002860							
	35394	01/25/13	BATTERY FOR J.D. GATOR	34.35		12226		D N	MTCE. OF EQUIPME	651.48486.0224
	35394	01/25/13	BATTERIES	34.76		12396		D N	MTCE. OF EQUIPME	651.48484.0224
	35394	01/25/13	BATTERY-AIR CONVEYANCE	86.61		12458		D N	MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	155.72		*CHECK TOTAL				
				155.72						
BENNETT OFFICE TECHNOLOG			000099							
	35395	01/25/13	TONER	398.64		178330		D N	OFFICE SUPPLIES	208.45005.0220

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX	M	ACCOUNT NAME	ACCOUNT
BERNICK'S PEPSI-COLA CO	35496	01/30/13	OFFICE COFFEE	39.48		8547		D	N		GENERAL SUPPLIES	101.43425.0229
BOESCHEN/MARK	35396	01/25/13	WRAC 8 SIGNAGE	37.48		517		D	N		GENERAL SUPPLIES	101.41409.0229
BRAD'S PLUMBING	35397	01/25/13	RESTROOM REPAIR-PARTS	53.94		3431		D	N		MTCE. OF STRUCTU	101.45435.0225
	35397	01/25/13	RESTROOM REPAIR-LABOR	97.50		3431		D	N		MTCE. OF STRUCTU	101.45435.0335
				151.44		*CHECK TOTAL						
	35497	01/30/13	CK BACKFLOW PREVENTORS	90.00		3411		D	N		MTCE. OF EQUIPME	651.48484.0334
			VENDOR TOTAL	241.44								
BSE	35398	01/25/13	PVC CONDUIT	11.30		905101924		D	N		MTCE. OF OTHER I	651.48486.0226
	35498	01/30/13	ELEC PARTS-HOT WATER HTR	253.72		905131015		D	N		MTCE. OF STRUCTU	101.43425.0225
	35498	01/30/13	LIGHT BULBS FOR BLDG	342.94		905164109		D	N		MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	596.66		*CHECK TOTAL						
BSN SPORTS INC	35399	01/25/13	BASKETBALLS	1,109.10		95094541		D	N		GENERAL SUPPLIES	101.45432.0229
CANON FINANCIAL SERVICES	35400	01/25/13	COPIER LEASE AGRMT	26.59		12450949		D	N		RENTS	101.43425.0440
CARRANZA/NOE	35499	01/30/13	PROFESSIONAL SERVICES	100.00		012713		D	M	07	PROFESSIONAL SER	101.42411.0446
CARRANZA/NORMA I	35500	01/30/13	PROFESSIONAL SERVICES	50.00		CASE 12017730		D	M	07	PROFESSIONAL SER	101.42411.0446
CELEBRATE ART, CELEBRATE	35353	01/24/13	*12* SPECIAL EVENT FNDNG	250.00		121812		D	N		OTHER CHARGES	208.45013.0449
CENTERPOINT ENERGY	35401	01/25/13	NATURAL GAS CHARGES	1,013.11		6102726/1-13		D	N		UTILITIES	101.42412.0332
	35401	01/25/13	NATURAL GAS CHARGES	509.82		8503501/1-13		D	N		UTILITIES	651.48485.0332
				1,522.93		*CHECK TOTAL						
	35501	01/30/13	NATURAL GAS CHARGES	12.82		6007936/1-13		D	N		UTILITIES	230.43430.0332
	35501	01/30/13	NATURAL GAS CHARGES	3,357.85		6007939/1-13		D	N		UTILITIES	101.43425.0332
	35501	01/30/13	NATURAL GAS CHARGES	1,053.33		6038773/1-13		D	N		UTILITIES	101.43425.0332
	35501	01/30/13	NATURAL GAS CHARGES	1,603.86		6061271/1-13		D	N		UTILITIES	101.45433.0332
	35501	01/30/13	NATURAL GAS CHARGES	168.06		6069198/1-13		D	N		UTILITIES	101.43425.0332
	35501	01/30/13	NATURAL GAS CHARGES	813.76		6084836/1-13		D	N		UTILITIES	101.45435.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	B	X	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY			000467												
35501	01/30/13	NATURAL GAS CHARGES		2,532.87		6085332/1-13		D	N					UTILITIES	101.45433.0332
35501	01/30/13	NATURAL GAS CHARGES		834.79		6725927/1-13		D	N					UTILITIES	230.43430.0332
35501	01/30/13	NATURAL GAS CHARGES		12.82		7177865/1-13		D	N					UTILITIES	230.43430.0332
35501	01/30/13	NATURAL GAS CHARGES		816.93		8512023/1-13		D	N					UTILITIES	651.48485.0332
35501	01/30/13	NATURAL GAS CHARGES		11,514.55		8795475/1-13		D	N					UTILITIES	651.48484.0332
			*CHECK TOTAL	21,773.64											
			VENDOR TOTAL	23,296.57											
CHARTER COMMUNICATIONS			000736												
35402	01/25/13	MONTHLY PHONE SERVICE		156.32		1251/1-13		D	N					COMMUNICATIONS	101.41409.0330
35402	01/25/13	MONTHLY PHONE SERVICE		173.52		3552/1-13		D	N					COMMUNICATIONS	208.45005.0330
35402	01/25/13	MONTHLY PHONE SERVICE		152.98		5168/1-13		D	N					COMMUNICATIONS	101.42412.0330
			VENDOR TOTAL	482.82		*CHECK TOTAL									
CHIEF SUPPLY CORPORATION			000885												
35502	01/30/13	BODY ARMOR COVERS		370.99		184134		D	N					SUBSISTENCE OF P	101.42411.0227
CIT TECHNOLOGY FIN SERV			002556												
35403	01/25/13	COPIER LEASE AGRMT		169.93		22642173		D	N					RENTS	101.41405.0440
CODE 4 SERVICES LLC			002984												
35503	01/30/13	100 WATT SPKR/LIT FLASHER		270.21		846		D	N					MACHINERY AND AU	450.42411.0553
COLEPAPERS INC			000170												
35404	01/25/13	CLEANING SUPPLIES		285.81		8818301		D	N					CLEANING AND WAS	101.41408.0228
35404	01/25/13	AIR FRESHNER/SUPPLIES		208.51		8818301		D	N					GENERAL SUPPLIES	101.41408.0229
35404	01/25/13	CLEANING SUPPLIES		285.81		8818301		D	N					CLEANING AND WAS	101.45427.0228
35404	01/25/13	AIR FRESHNER/SUPPLIES		208.51		8818301		D	N					GENERAL SUPPLIES	101.45427.0229
			VENDOR TOTAL	988.64		*CHECK TOTAL									
COMMUNITY MARKETING COAL			002063												
35504	01/30/13	CMC PARTNERSHIP-2013		1,000.00		121212		D	N					SUBSCRIPTIONS AN	208.45005.0443
CONTINENTAL RESEARCH COR			000178												
35505	01/30/13	SUPPLIES		302.48		381471-CRC-1		D	N					GENERAL SUPPLIES	651.48484.0229
COPIER BUSINESS SOLUTION			001934												
35354	01/24/13	*12* COPIER MTCE CHARGE		40.51		217097		D	N					MTCE. OF EQUIPME	101.42412.0334
CROW CHEMICAL & LIGHTING			000186												
35405	01/25/13	WASH BAY BRUSHES		76.20		401350		D	N					SMALL TOOLS	101.43425.0221
CULLIGAN STERLING WATER			000188												
35406	01/25/13	WATER COOLER RENTAL		266.76		86488-6/13		D	N					RENTS	101.42411.0440

VENDOR NAME AND NUMBER. CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
CUMMINS NPOWER LLC 35407 01/25/13 GENERATOR RADIATOR CAP 000903	84.56		100-41092		D N		MTCE. OF EQUIPME	651.48484.0224
DAN'S SHOP INC 35506 01/30/13 FILTERS 002212	129.92		58110		D N		INVENTORIES-MDSE	101.125000
DELL MARKETING LP 35408 01/25/13 SPARE DVD DRIVES 001747	465.55		XJ2FFNKJ7		D N		SMALL TOOLS	101.41409.0221
DELTA DENTAL OF MINNESOTA 35409 01/25/13 DENTAL INSURANCE-FEB 002867	26.55		5039345		D N		RETIRED EMPLOYEE	101.41428.0818
DEPT OF HUMAN SERVICES 35355 01/24/13 *12* CLEANING SERVICES 000009	45.00		00000118572		D N		CLEANING AND WAS	101.45435.0338
DEPT OF HUMAN SERVICES 35410 01/25/13 #22 RICE CARE CENTER- 002914	15,576.15		000000112673		D N		OTHER CHARGES	101.41428.0449
DUININCK INC 35411 01/25/13 STREET/OTHER IMPROV. 000222	29.84		1101-12/EST. 7		D N		CONTRACTS PAYABL	412.207000
	34,767.65		1101/EST. 7		D N		CONTRACTS PAYABL	411.207000
	34,797.49		*CHECK TOTAL					
35507 01/30/13 STORM SWR/CURB & GUTT VENDOR TOTAL	11,177.88		1201-A/EST. 3		D N		MTCE. OF OTHER I	412.48451.0336
ED DAVIS BUSINESS MACHIN 35508 01/30/13 OFFICE SUPPLIES 000229	38.99		121048		D N		OFFICE SUPPLIES	101.42412.0220
ENGINEERING AMERICA INC 35412 01/25/13 UV SEAL KITS 002940	2,692.10		11200		D N		MTCE. OF EQUIPME	651.48484.0224
ENVIRONMENTAL RESOURCE A 35413 01/25/13 LAB SUPPLIES 002723	562.68		673513		D N		GENERAL SUPPLIES	651.48484.0229
ERBERTS AND GERBERTS 35356 01/24/13 *12* CVB BOARD LUNCHES 003000	9.80		20002-120412		D N		TRAVEL-CONF.-SCH	101.41403.0333
	39.18		20002-120412		D N		TRAVEL-CONF.-SCH	208.45005.0333
	48.98		*CHECK TOTAL					
	48.98		VENDOR TOTAL					
ERIC'S AVIATION SERVICES 35414 01/25/13 ON SITE MGMT SERV-JAN 002998	6,333.33		STMT/1-13		D N		PROFESSIONAL SER	230.43430.0446
ETTERMAN ENTERPRISES 35509 01/30/13 12' STEP LADDER 001567	349.37		191783		D M 07		SMALL TOOLS	651.48484.0221
EXPLORE MN TOURISM 35415 01/25/13 FISCHER-CONFERENCE REG. 01962	299.00		WLCVVB		D N		TRAVEL-CONF.-SCH	208.45005.0333

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
EXPLORE MN TOURISM 35386 01/24/13 ADVERTISING 002245 35386 01/24/13 ADVERTISING	3,000.00 3,300.00 3,300.00		WLACVB WLACVB *CHECK TOTAL		D N D N	ADVERTISING OTHER CHARGES	208.45006.0447 208.45010.0449
35416 01/25/13 MOA BROCHURE DISTRIB. VENDOR TOTAL	525.00 3,825.00		WLACVB		D N	OTHER CHARGES	208.45010.0449
FARM-RITE EQUIPMENT 35510 01/30/13 #080492-WIPER ARM 003002	41.30		80194		D N	MTCE. OF EQUIPME	101.43425.0224
FERGUSON ENTERPRISES INC 000810 35417 01/25/13 PLUMBING PARTS	13.28		2671205		D N	MTCE. OF STRUCTU	101.43425.0225
FISCHER/BETH 002484 35357 01/24/13 *12* MILEAGE 11/27-12/31	74.93		123112		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
35511 01/30/13 ELECTRICITY-SPORTS SHOW	70.00		012913		D M 07	TRAVEL-CONF. -SCH	208.45006.0333
35511 01/30/13 DRAPE/TABLE-SPORTS SHOW	118.00		012913		D M 07	TRAVEL-CONF. -SCH	208.45006.0333
35511 01/30/13 OFFICE SUPPLIES	40.23		013013		D M 07	OFFICE SUPPLIES	208.45005.0220
35511 01/30/13 OFFICE SUPPLIES	25.10		013013		D M 07	OFFICE SUPPLIES	208.45005.0220
35511 01/30/13 OFFICE SUPPLIES	55.35		013013		D M 07	OFFICE SUPPLIES	208.45005.0220
35511 01/30/13 OFFICE SUPPLIES	191.26		013013		D M 07	OFFICE SUPPLIES	208.45005.0220
35511 01/30/13 CELL PHONE-JANUARY	14.77		013013		D M 07	COMMUNICATIONS	208.45005.0330
35511 01/30/13 LEISURE COMM. MTG-LUNCH	14.94		013013		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
35511 01/30/13 HOT CHOC-WCCO FINDING MN	8.75		013013		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
35511 01/30/13 SPICER COMM. CLUB MTG	13.12		013013		D M 07	TRAVEL-CONF. -SCH	208.45005.0333
35511 01/30/13 SUPPLIES-VISITOR GUIDE	18.16		013013		D M 07	OTHER CHARGES	208.45010.0449
35511 01/30/13 WELCOME BAG SUPPLIES	14.84		013013		D M 07	OTHER CHARGES	208.45011.0449
35511 01/30/13 BOXES FOR WELCOME BAGS	67.72		013013		D M 07	OTHER CHARGES	208.45011.0449
VENDOR TOTAL	652.24 727.17		*CHECK TOTAL				
FLAHERTY & HOOD P.A. 001449 35358 01/24/13 *12* PROF. SERVICES	8,953.67		6148		D M 07	PROFESSIONAL SER	101.41406.0446
FREEMAN/LE ANNE 000937 35418 01/25/13 COFFEE SUPPLIES	9.34		011313		D N	GENERAL SUPPLIES	101.45435.0229
35512 01/30/13 COFFEE SUPPLIES VENDOR TOTAL	18.35 27.69		011913		D N	GENERAL SUPPLIES	101.45435.0229
FREMONT INDUSTRIES INC 002879 35419 01/25/13 POLYMER	8,709.03		797010		D N	GENERAL SUPPLIES	651.48486.0229
G & K SERVICES 002465 35420 01/25/13 CLEANING SERVICES	51.46		1007345804		D N	CLEANING AND WAS	230.43430.0338

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GREEN MILL 35361 01/24/13 *12* MEALS-STAFF MTG 001985	95.26	8113		D N TRAVEL-CONF.-SCH	208.45005.0333
GREENSPRING MEDIA GROUP 35514 01/30/13 RSVP MN AD 001504	900.00	MT75161		D N OTHER CHARGES	208.45008.0449
HALLIDAY/KEVIN 35362 01/24/13 *12* REFERENCE MATERIALS 000931	49.68	011413		D N OFFICE SUPPLIES	101.41401.0220
35427 01/25/13 MCFOA CONFERENCE REGIS. VENDOR TOTAL	210.00 259.68	011713		D N TRAVEL-CONF.-SCH	101.41403.0333
HALVERSON/JENNIFER 35428 01/25/13 ASSESSMENT SERVICES 002990	2,500.00	010913		D M 07 PROFESSIONAL SER	101.41404.0446
HANSEN ADVERTISING SPECI 35363 01/24/13 *12* WLCM BAG SUPPLIES 000321	1,884.21	30881		D N OTHER CHARGES	208.45008.0449
35363 01/24/13 *12* SPORTS SHOW SUPPL.	354.55	30882		D N OTHER CHARGES	208.45006.0449
35363 01/24/13 *12* SPORTS SHOW SUPPL.	354.55	30882		D N OTHER CHARGES	208.45010.0449
35363 01/24/13 *12* WLCM BAG SUPPLIES	684.66	30882		D N OTHER CHARGES	208.45011.0449
35363 01/24/13 *12* WLCM BAG SUPPLIES	1,715.34	30883		D N OTHER CHARGES	208.45011.0449
35363 01/24/13 *12* WLCM BAG SUPPLIES	3,371.95	30884		D N OTHER CHARGES	208.45008.0449
35363 01/24/13 *12* PROMOTIONAL ITEMS	434.21	30885		D N OTHER CHARGES	208.45008.0449
35363 01/24/13 *12* PROMOTIONAL ITEMS	595.03	30886		D N OTHER CHARGES	208.45008.0449
	9,394.50	*CHECK TOTAL			
35429 01/25/13 FIREFIGHTER JACKETS	351.00	30898		D N SUBSISTENCE OF P	101.42412.0227
	9,745.50				
HAUG IMPLEMENT CO - JOHN 35515 01/30/13 #088709-SEALS/TUBE 000324	69.53	116440		D N MTCE. OF EQUIPME	101.43425.0224
35515 01/30/13 #010410-HYD. HOSES	80.81	116843		D N MTCE. OF EQUIPME	101.43425.0224
35515 01/30/13 SMV SIGN	14.10	116936		D N MTCE. OF EQUIPME	101.43425.0224
	164.44	*CHECK TOTAL			
	164.44				
HAVE FUN BIKING 35516 01/30/13 MN BIKE/HIKE GUIDE 2013 003003	750.00	1521		D N ADVERTISING	208.45006.0447
35516 01/30/13 MN BIKE/HIKE GUIDE 2013	750.00	1521		D N OTHER CHARGES	208.45010.0449
	1,500.00	*CHECK TOTAL			
	1,500.00				
HAWKINS INC 35517 01/30/13 FERRIC CHLORIDE 000325	19,987.10	3425842 RI		D N GENERAL SUPPLIES	651.48484.0229
35517 01/30/13 FERRIC CHLORIDE	15,098.71CR	3428643 RM		D N GENERAL SUPPLIES	651.48484.0229
	4,888.39	*CHECK TOTAL			
	4,888.39				

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HEGLUND CATERING			002036											
35364	01/24/13	*12*	CVB BOARD LUNCHES	8.94		6323		D	N				TRAVEL-CONF. -SCH	101.41403.0333
35364	01/24/13	*12*	CVB BOARD LUNCHES	8.94		6323		D	N				TRAVEL-CONF. -SCH	101.45433.0333
35364	01/24/13	*12*	CVB BOARD LUNCHES	89.42		6323		D	N				TRAVEL-CONF. -SCH	208.45005.0333
			VENDOR TOTAL	107.30		*CHECK TOTAL								
				107.30										
HENDRICKSON			*PETTY CASH/											
35430	01/25/13	TO	REIMBURSE PETTY CASH	2.14		011713		D	N				GENERAL SUPPLIES	101.42412.0229
35430	01/25/13	TO	REIMBURSE PETTY CASH	11.01		011713		D	N				TRAVEL-CONF. -SCH	101.42412.0333
35430	01/25/13	TO	REIMBURSE PETTY CASH	39.46		011713		D	N				TRAVEL-CONF. -SCH	101.42412.0333
			VENDOR TOTAL	52.61		*CHECK TOTAL								
				52.61										
35518	01/30/13	TO	REIMBURSE PETTY CASH	1.95		012913		D	N				POSTAGE	101.42412.0223
35518	01/30/13	TO	REIMBURSE PETTY CASH	30.00		012913		D	N				TRAVEL-CONF. -SCH	101.42412.0333
			VENDOR TOTAL	31.95		*CHECK TOTAL								
				31.95										
HERITAGE BANK			000001											
35431	01/25/13	#142	2002 GO IMP BOND	-1,875.00		011413		D	N				INTEREST	302.47100.0444
35431	01/25/13	#142	2002 GO IMP BOND	100,000.00		011413		D	N				BONDS	302.47100.0660
35431	01/25/13	#144	2003 GO IMP BOND	-2,255.00		011413		D	N				INTEREST	303.47100.0444
35431	01/25/13	#144	2003 GO IMP BOND	55,000.00		011413		D	N				BONDS	303.47100.0660
35431	01/25/13	#153	2007 GO IMP BOND	37,343.75		011413		D	N				INTEREST	307.47100.0444
35431	01/25/13	#153	2007 GO IMP BOND	335,000.00		011413		D	N				BONDS	307.47100.0660
35431	01/25/13	#155	2008 GO IMP BOND	19,625.00		011413		D	N				INTEREST	308.47100.0444
35431	01/25/13	#155	2008 GO IMP BOND	155,000.00		011413		D	N				BONDS	308.47100.0660
35431	01/25/13	#157	2010 GO IMP BOND	18,843.75		011413		D	N				INTEREST	310.47100.0444
35431	01/25/13	#157	2010 GO IMP BOND	185,000.00		011413		D	N				BONDS	310.47100.0660
35431	01/25/13	#159	2011 GO IMP BOND	16,300.00		011413		D	N				INTEREST	311.47100.0444
35431	01/25/13	#159	2011 GO IMP BOND	180,000.00		011413		D	N				BONDS	311.47100.0660
35431	01/25/13	#161	2012 GO IMP BOND	14,796.88		011413		D	N				INTEREST	312.47100.0444
35431	01/25/13	#161	2012 GO IMP BOND	50,000.00		011413		D	N				BONDS	312.47100.0660
35431	01/25/13	#154	2007 GO IMP BOND	21,200.00		011413		D	N				INTEREST	327.47100.0444
35431	01/25/13	#154	2007 GO IMP BOND	170,000.00		011413		D	N				BONDS	327.47100.0660
35431	01/25/13	#160	2012 HOSP REV B	801,462.50		011413		D	N				INTEREST	350.47400.0444
35431	01/25/13	#160	2012 HOSP REV B	1,410,000.00		011413		D	N				BONDS	350.47400.0660
35431	01/25/13	#146	2004 WTP REV BON	14,398.75		011413		D	N				INTEREST	651.48484.0444
35431	01/25/13	#146	2004 WTP REV BON	95,000.00		011413		D	N				BONDS	651.48484.0660
			VENDOR TOTAL	3,693,100.63		*CHECK TOTAL								
				3,693,100.63										
HILLYARD FLOOR CARE SUPP			000333											
35432	01/25/13	HAND SOAP		51.37		600526798		D	N				CLEANING AND WAS	230.43430.0228
35432	01/25/13	VACUUM CLEANER		667.97		600530275		D	N				SMALL TOOLS	101.41408.0221
35432	01/25/13	TOILET TISSUE/HAND TWLS		88.88		600530275		D	N				GENERAL SUPPLIES	101.41408.0229
35432	01/25/13	TOILET TISSUE/HAND TWLS		84.49		600530275		D	N				GENERAL SUPPLIES	101.41409.0229
35432	01/25/13	CLEANING SUPPLIES		283.68		600530275		D	N				CLEANING AND WAS	101.45427.0228

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP 35432 01/25/13 TOILET TISSUE/HAND TWLS VENDOR TOTAL	80.09 1,256.48 1,256.48	*CHECK	600530275 TOTAL		D N	GENERAL SUPPLIES	101.45427.0229
HOLIDAY INN 35519 01/30/13 HOTEL DIRECTORY AD	500.00		WLACVB2013		D N	OTHER CHARGES	208.45010.0449
HOLMGREN APPRAISALS 35433 01/25/13 PROFESSIONAL SERVICES	200.00		CH133165		D M 07	PROFESSIONAL SER	413.48452.0446
HYDRITE CHEMICAL CO 35434 01/25/13 ANTI FOAM	871.20		01557212		D N	GENERAL SUPPLIES	651.48484.0229
INDEPENDENT SCHOOL DIST 35520 01/30/13 JUN CER 35520 01/30/13 JUL CER 35520 01/30/13 AUG CER 35520 01/30/13 SEP CER 35520 01/30/13 OCT CER 35520 01/30/13 NOV CER VENDOR TOTAL	1.73 11,689.42 9,226.13 5,203.06 9,018.74CR 4,091.74CR 13,009.86 13,009.86		123112 123112 123112 123112 123112 123112 *CHECK TOTAL		D N D N D N D N D N D N	DUE TO SCHOOL - DUE TO SCHOOL -	101.223002 101.223002 101.223002 101.223002 101.223002 101.223002
INT'L ASSN OF CHIEFS OF 35435 01/25/13 MEMBERSHIP DUES	120.00		012313		D N	SUBSCRIPTIONS AN	101.42411.0443
JMD MANUFACTURING INC 35436 01/25/13 TWAS MUNI PUMP-PARTS	352.69		84062		D N	MTCE. OF EQUIPME	651.48486.0224
KANDIYOHI CO AUDITOR 35365 01/24/13 *12* AIR CARDS OCT-DEC	1,014.00		011713		D N	COMMUNICATIONS	101.42411.0330
KANDIYOHI CO-OP ELECTRIC 35437 01/25/13 WELCOME TO WILLMAR SIGN 35437 01/25/13 WELCOME TO WILLMAR SIGN 35437 01/25/13 CO RD 23/HWY 71 BYPASS 35437 01/25/13 ELEC SERV-LIFT STATIONS 35437 01/25/13 ABBOTT DR LIFT STATION 35437 01/25/13 ELEC SERV-SECURITY LIGHT VENDOR TOTAL	117.00 52.04 141.00 706.00 65.00 1,111.04 1,111.04		STMT/1-13 STMT/1-13 STMT/1-13 STMT/1-13 STMT/1-13 STMT/1-13 *CHECK TOTAL		D N D N D N D N D N D N	UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES	101.43425.0332 101.43425.0332 101.43425.0332 651.48485.0332 651.48485.0332 651.48486.0332
KEEPS INC 35521 01/30/13 LABOR-SAMPLE PATCH	60.00		183413-90		D N	MTCE. OF EQUIPME	101.42411.0334
KRUPA/KRISTA 35438 01/25/13 ASSESSMENT SERVICES	2,500.00		010913		D M 07	PROFESSIONAL SER	101.41404.0446

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
MENARDS														
			000449											
35444	01/25/13		ELECTRICAL PARTS	112.72		11635		D	N				MTCE. OF STRUCTU	101.45433.0225
35444	01/25/13		ACRYLIC SHEET FOR PRESS	26.71		11672		D	N				MTCE. OF OTHER I	651.48484.0226
35444	01/25/13		PLUMBING PARTS	28.27		11685		D	N				MTCE. OF STRUCTU	101.45433.0225
35444	01/25/13		BLDG MTCH-PARTS	257.68		11930		D	N				MTCE. OF STRUCTU	101.43425.0225
35444	01/25/13		PLANT SUPPLIES	11.09		12016		D	N				GENERAL SUPPLIES	651.48484.0229
35444	01/25/13		PLUMBING PARTS	111.41		12132		D	N				MTCE. OF STRUCTU	101.43425.0225
35444	01/25/13		PLANT SUPPLIES	0.88CR		12311		D	N				GENERAL SUPPLIES	651.48484.0229
35444	01/25/13		PAINTING SUPPLIES	32.03		12312		D	N				GENERAL SUPPLIES	651.48484.0229
35444	01/25/13		LAB EYE WASH SHOWER	16.63		12365		D	N				MTCE. OF OTHER I	651.48484.0226
35444	01/25/13		HEATER REPAIR-PARTS	36.16		12456		D	N				MTCE. OF STRUCTU	101.43425.0225
35444	01/25/13		HEATER REPAIR-PARTS	24.11CR		12513		D	N				MTCE. OF STRUCTU	101.43425.0225
35444	01/25/13		HOSE ADAPTER	2.66CR		12671		D	N				GENERAL SUPPLIES	651.48484.0229
35444	01/25/13		CHAIR/MULTI TESTER METER	90.79		12676		D	N				SMALL TOOLS	651.48484.0221
35444	01/25/13		STEEL SHELF UNIT	149.58		12722		D	N				SMALL TOOLS	651.48484.0221
35444	01/25/13		50LB BAG COURSE SALT	27.95		12722		D	N				GENERAL SUPPLIES	651.48484.0229
35444	01/25/13		HEAVY DUTY SHELF BRKTS	41.46		13193		D	N				MTCE. OF STRUCTU	101.43425.0225
				914.83		*CHECK TOTAL								
35523	01/30/13		RAGS IN A BOX	106.66		13189		D	N				CLEANING AND WAS	101.43425.0228
35523	01/30/13		PLANT SUPPLIES	59.23		13213		D	N				GENERAL SUPPLIES	651.48484.0229
35523	01/30/13		WOOD FOR GUN RACK	43.38		13217		D	N				MTCE. OF EQUIPME	101.42411.0224
35523	01/30/13		BLDG MTCE-PARTS	47.12		13252		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	256.39		*CHECK TOTAL								
				1,171.22										
METRO FIRE														
			000450											
35368	01/24/13		*12* VELCRO-NAME PANELS	101.64		46012		D	N				SUBSISTENCE OF P	101.42412.0227
35368	01/24/13		*12* HANGING NAME PANELS	175.24		46013		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	176.88		*CHECK TOTAL								
MIAMA														
			000453											
35445	01/25/13		MEMBERSHIP DUES	145.00		2308		D	N				SUBSCRIPTIONS AN	101.45433.0443
MID-STATES ORG CRIME INF														
			001343											
35446	01/25/13		MEMBERSHIP DUES	200.00		043046-18911		D	N				SUBSCRIPTIONS AN	101.42411.0443
MIDWEST GANG INVEST. ASS														
			001156											
35447	01/25/13		LANGE-SEMINAR REGIS.	295.00		5-19-13-04		D	N				TRAVEL-CONF. -SCH	101.42411.0333
35447	01/25/13		VANDERHAGEN-SEMINAR REG.	295.00		5-19-13-04		D	N				TRAVEL-CONF. -SCH	101.42411.0333
			VENDOR TOTAL	590.00		*CHECK TOTAL								
MIDWEST INDUSTRIAL BATTE														
			001840											
35448	01/25/13		ZAMBONI PARTS	542.51		5912		D	N				MTCE. OF EQUIPME	101.45433.0224
MIDWEST MEETINGS														
			002685											
35449	01/25/13		ADVERTISING	575.00		GB13127		D	N				OTHER CHARGES	208.45008.0449

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MIDWEST OVERHEAD CRANE 35450 01/25/13 HOIST/Crane INSPECTION 2,206.64	2,206.64		73732		D N	MTCE. OF EQUIPME	651.48484.0334
MIDWESTERN ELECTRICAL SE 35451 01/25/13 KING-SEMINAR REGIS. 001345	295.00		010313		D N	TRAVEL-CONF. -SCH	651.48484.0333
MIKE'S SMALL ENGINE CENT 002699							
35369 01/24/13 *12* SNOWBLOWER PARTS	11.48		100185		D N	MTCE. OF EQUIPME	651.48474.0224
35369 01/24/13 *12* SNOWBLOWER PARTS	7.65		100185		D N	MTCE. OF EQUIPME	651.48475.0224
35369 01/24/13 *12* STIHL SAW REPAIR	26.61		3880542		D N	MTCE. OF EQUIPME	101.43425.0224
35369 01/24/13 *12* STIHL SAW REPAIR	65.00		3880542		D N	MTCE. OF EQUIPME	101.43425.0334
35369 01/24/13 *12* CHAINS	50.12		99940		D N	MTCE. OF EQUIPME	101.43425.0224
35369 01/24/13 *12* STIHL 18" CHAIN SAW	99954		99954		D N	SMALL TOOLS	101.43425.0221
35369 01/24/13 *12* CHAINS	873.52		99955		D N	MTCE. OF EQUIPME	101.43425.0224
35369 01/24/13 *12* PARTS	4.22		99959		D N	MTCE. OF EQUIPME	101.43425.0224
35369 01/24/13 *12* BAR OIL	72.63		99971		D N	MOTOR FUELS AND	101.43425.0222
35369 01/24/13 *12* CHAPS	108.96		99971		D N	SUBSISTENCE OF P	101.43425.0227
	1,315.45		*CHECK TOTAL				
35452 01/25/13 PARTS	4.28		100242		D N	MTCE. OF EQUIPME	101.43425.0224
VENDOR TOTAL	1,319.73						
MILLER SANITATION 002936							
35453 01/25/13 GARBAGE SERVICE -JANUARY	93.90		1298/1-13		D N	CLEANING AND WAS	101.45433.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	46.22		1299/1-13		D N	CLEANING AND WAS	101.45433.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	52.70		1300/1-13		D N	CLEANING AND WAS	101.42412.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	64.74		1301/1-13		D N	CLEANING AND WAS	101.41408.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	251.31		1302/1-13		D N	CLEANING AND WAS	101.45427.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	24.34		1303/1-13		D N	CLEANING AND WAS	101.43425.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	48.67		1304/1-13		D N	CLEANING AND WAS	651.48484.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	161.04		1304/1-13		D N	CLEANING AND WAS	651.48484.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	49.67		1305/1-13		D N	CLEANING AND WAS	651.48484.0338
35453 01/25/13 GARBAGE SERVICE -JANUARY	46.15		1306/1-13		D N	CLEANING AND WAS	101.45435.0338
	903.48		*CHECK TOTAL				
VENDOR TOTAL	903.48						
MILLS AUTOMOTIVE GROUP 000432							
35524 01/30/13 #066413-FUEL LINE	82.73		1947773		D N	MTCE. OF EQUIPME	101.43425.0224
35524 01/30/13 SEAT COVERS	541.02		1947910		D N	INVENTORIES-MDSE	101.125000
	623.75		*CHECK TOTAL				
VENDOR TOTAL	623.75						
MINNEAPOLIS FINANCE DEPA 000466							
35370 01/24/13 *12* PROF. SERVICES	106.20		400413003507		D N	PROFESSIONAL SER	101.42411.0446
MN CHIEFS OF POLICE ASSN 000480							
35454 01/25/13 WYFFELS-MEMBERSHIP DUES	290.00		2013		D N	SUBSCRIPTIONS AN	101.42411.0443

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
MN CHIEFS OF POLICE ASSN 000480 35454 01/25/13 FELT-MEMBERSHIP DUES	130.00	2013		D N	SUBSCRIPTIONS AN	101.42411.0443
VENDOR TOTAL	420.00	*CHECK TOTAL				
MN CHIEFS OF POLICE ASSN 001372 35525 01/30/13 WYFFELS-SEMINAR REGIS.	325.00	012913		D N	TRAVEL-CONF.-SCH	101.42411.0333
MN COUNCIL OF AIRPORTS 000484 35455 01/25/13 MEMBERSHIP DUES	150.00	1113		D N	SUBSCRIPTIONS AN	230.43430.0443
MN DEPT OF PUBLIC SAFETY 000490 35456 01/25/13 HAZ. CHEMICAL FEE	25.00	M-54465		D N	LICENSES AND TAX	101.43425.0445
35456 01/25/13 HAZ. CHEMICAL FEE	25.00	M-55722		D N	LICENSES AND TAX	651.48474.0445
VENDOR TOTAL	50.00	*CHECK TOTAL				
MN DEPT OF REVENUE 000492 183 01/18/13 *12* USE TAX-DECEMBER	60.08	STMT/12-12		M N	INVENTORIES-MDSE	101.125000
183 01/18/13 *12* USE SALES TAX-DECEMBER	2,300.00	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	0.33	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	0.05	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	0.10	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	2.42	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	0.25	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	1.36	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE TAX-DECEMBER	209.87	STMT/12-12		M N	SALES TAX PAYABL	101.206000
183 01/18/13 *12* USE DIESEL FUEL TAX-DEC	51.48	STMT/12-12		M N	SMALL TOOLS	101.42412.0221
183 01/18/13 *12* USE TAX-DECEMBER	659.40	STMT/12-12		M N	MOTOR FUELS AND	101.43425.0222
183 01/18/13 *12* USE TAX-DECEMBER	289.05	STMT/12-12		M N	MOTOR FUELS AND	101.43425.0222
183 01/18/13 *12* USE TAX-DECEMBER	0.96	STMT/12-12		M N	MOTOR FUELS AND	101.43425.0224
183 01/18/13 *12* USE TAX-DECEMBER	2.46	STMT/12-12		M N	MOTOR FUELS AND	101.43430.0222
183 01/18/13 *12* USE TAX-DECEMBER	2.62	STMT/12-12		M N	MOTOR FUELS AND	101.45433.0222
183 01/18/13 *12* USE TAX-DECEMBER	48.19	STMT/12-12		M N	GENERAL SUPPLIES	651.48474.0229
183 01/18/13 *12* USE TAX-DECEMBER	671.86	STMT/12-12		M N	GENERAL SUPPLIES	651.48475.0229
183 01/18/13 *12* USE DIESEL FUEL TAX-DEC	42.27	STMT/12-12		M N	MOTOR FUELS AND	651.48476.0222
183 01/18/13 *12* USE TAX-DECEMBER	10.47	STMT/12-12		M N	MOTOR FUELS AND	651.48478.0224
183 01/18/13 *12* USE TAX-DECEMBER	10.47	STMT/12-12		M N	MOTOR FUELS AND	651.48479.0224
VENDOR TOTAL	4,354.67	*CHECK TOTAL				
MN DNR WATERS 001341 35371 01/24/13 *12* WATER USE FEE	140.00	010913		D N	LICENSES AND TAX	651.48486.0445
MN MAYORS ASSN 000502 35526 01/30/13 2013 MEMBERSHIP DUES	30.00	012813		D N	TRAVEL-CONF.-SCH	101.41401.0333
MN POLLUTION CONTROL AGR 000512 35457 01/25/13 TEMPLER-CONFERENCE REG.	300.00	011713		D N	TRAVEL-CONF.-SCH	651.48485.0333

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN PUBLIC FACILITIES AUT 35458 01/25/13	CDAP-95-0342-R-FY96 000496	20,898.16		010413		D N	INTEREST	651.48484.0444
35458 01/25/13	MPFA-07-0043-R-FY09	643,422.88		010413		D N	INTEREST	651.48484.0444
35458 01/25/13	MPFA-09-0005-R-FY10	18,466.22		010413		D N	INTEREST	651.48484.0444
35458 01/25/13	MPFA-09-0043-R-FY10	453,046.14		010413		D N	INTEREST	651.48484.0444
35458 01/25/13	CDAP-95-0342-R-FY96	124,549.52		010413		D N	BONDS	651.48484.0660
	VENDOR TOTAL	1,260,382.92	*CHECK TOTAL					
		1,260,382.92						
MN RURAL WATER ASSN 35459 01/25/13	WERDER-SEMINAR REGIS. 002261	195.00		012313		D N	TRAVEL-CONF.-SCH	651.48484.0333
MN SECTION CSWEA 35460 01/25/13	RUTER-SEMINAR REGIS. 000516	60.00		011713		D N	TRAVEL-CONF.-SCH	651.48484.0333
35460 01/25/13	SCHUELER-SEMINAR REGIS.	60.00		011713		D N	TRAVEL-CONF.-SCH	651.48484.0333
	VENDOR TOTAL	120.00	*CHECK TOTAL					
		120.00						
MN SPORTS FEDERATION 35527 01/30/13	TEAM MEMBERSHIP FEES 000517	72.00		012913		D N	OTHER CHARGES	101.45432.0449
35527 01/30/13	TEAM MEMBERSHIP FEES	90.00		012913		D N	OTHER CHARGES	101.45432.0449
35527 01/30/13	TEAM MEMBERSHIP FEES	90.00		012913		D N	OTHER CHARGES	101.45432.0449
	VENDOR TOTAL	252.00	*CHECK TOTAL					
		252.00						
MN STATE FIRE CHIEFS ASS 35461 01/25/13	MEMBERSHIP DUES 000520	414.00		010313		D N	SUBSCRIPTIONS AN	101.42412.0443
MN WEST COMMUNITY TECH C 35462 01/25/13	TRAINING MEMBERSHIP 001713	700.00		010813		D N	TRAVEL-CONF.-SCH	101.42411.0333
MOREY PHD/ELDON L 35463 01/25/13	PROFESSIONAL SERVICES 000532	385.00		011513		D N	PROFESSIONAL SER	101.42411.0446
MORRIS/ZACHARY 35372 01/24/13	*12* DRINKING WATER .01855	7.40		061512		D N	GENERAL SUPPLIES	101.45437.0229
MORTON SALT INC 35528 01/30/13	ROAD SALT 002997	4,248.48		5400074640		D N	GENERAL SUPPLIES	101.43425.0229
MPSTWA 35464 01/25/13	MEMBERSHIP DUES 002933	50.00		010213		D N	SUBSCRIPTIONS AN	101.43425.0443
MUNICIPAL UTILITIES 35529 01/30/13	12/31/12 TAX STLMNT-DEL 002393	455.08		012813		D N	DUE TO COMPONENT	295.210001
MVTL LABORATORIES INC 35465 01/25/13	PROFESSIONAL SERVICES 000544	356.00		638009		D N	PROFESSIONAL SER	651.48484.0446

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
POST BOARD 35531 01/30/13	002280 POST LICENSE FEE	90.00	012813		D N	LICENSES AND TAX	101.42411.0445
PRINT MASTERS 35470 01/25/13	000624 APRIL NEWSLETTERS	145.35	74442		D N	PRINTING AND PUB	101.45435.0331
35470 01/25/13	RENTAL FEE FORMS	109.01	74456		D N	PRINTING AND PUB	101.45435.0331
	VENDOR TOTAL	254.36	*CHECK TOTAL				
QUICK SIGNS 35471 01/25/13	001093 ADVERTISING-BANNER	225.51	168575		D N	ADVERTISING	101.45433.0447
REGION VI CHIEF'S ASSN 35472 01/25/13	000645 MEMBERSHIP DUES	40.00	011413		D N	SUBSCRIPTIONS AN	101.42411.0443
RICOH USA INC 35473 01/25/13	002101 FINANCE CHARGE	34.35	88308754		D N	RENTS	101.42411.0440
RIDGEWATER COLLEGE 35375 01/24/13	001136 *12* HOUSE BURN-TRNG	1,350.00	00165542		D N	TRAVEL-CONF.-SCH	101.42412.0333
35532 01/30/13	FIRE TRAINING	1,900.00	00168609		D N	TRAVEL-CONF.-SCH	101.42412.0333
	VENDOR TOTAL	3,250.00					
RIDLER/BECCA 35533 01/30/13	01965 REIMB. FOR 1/24/13 PYRL	203.81	012913		D N	REFUNDS AND REIM	101.45435.0882
ROSEMEIER/THOMAS J 35474 01/25/13	001742 SCHL FOR BLDG OFFICIALS	309.60	012313		D N	TRAVEL-CONF.-SCH	101.41402.0333
RULE TIRE SHOP 35534 01/30/13	000665 MOWER TIRES/TUBES	967.32	58625		D N	MTCE. OF EQUIPME	101.43425.0224
SCOTT GUPTILL PAINTING 35376 01/24/13	01961 *12* PAINT FOR BLC	97.52	011713		D N	MTCE. OF STRUCTU	101.45433.0225
35475 01/25/13	PAINT FOR BLC	137.82	011713		D N	MTCE. OF STRUCTU	101.45433.0225
	VENDOR TOTAL	235.34					
SERVICE CENTER/CITY OF W 35476 01/25/13	000685 EQUIPMENT REPAIR-PARTS	442.25	STMT/1-13		D N	MTCE. OF EQUIPME	101.42411.0224
35476 01/25/13	EQUIPMENT REPAIR-OIL	261.20	STMT/1-13		D N	MOTOR FUELS AND	101.43425.0222
35476 01/25/13	EQUIPMENT REPAIR-PARTS	764.09	STMT/1-13		D N	MTCE. OF EQUIPME	101.43425.0224
35476 01/25/13	EQUIPMENT REPAIR-PARTS	9.37	STMT/1-13		D N	MTCE. OF EQUIPME	101.45433.0224
	VENDOR TOTAL	1,476.91	*CHECK TOTAL				
SERVICEMASTER PROF. SERV 35535 01/30/13	000687 PROF. BLDG MAINTENANCE	507.12	85808		D N	PROFESSIONAL SER	101.42412.0446

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SERVICEMASTER PROF. SERV			000687											
35535	01/30/13	PROF. BLDG MAINTENANCE	422.68			85808		D	N				PROFESSIONAL SER	101.43425.0446
35535	01/30/13	PROF. BLDG MAINTENANCE	1,690.41			85808		D	N				PROFESSIONAL SER	101.45435.0446
35535	01/30/13	PROF. BLDG MAINTENANCE	507.13			85808		D	N				PROFESSIONAL SER	651.48484.0446
35535	01/30/13	PROF. BLDG MAINTENANCE	84.44			85808		D	N				PROFESSIONAL SER	651.48485.0446
		VENDOR TOTAL	3,211.78			*CHECK TOTAL								
			3,211.78											
SESAC	35477	01/25/13	MUSIC LICENSE FEE	151.70		3564608		D	N				LICENSES AND TAX	101.45433.0445
			001285											
SHI CORP			000275											
35478	01/25/13	SOFTWARE LICENSING-201	1,942.99			B00887780		D	N				PREPAID EXPENSES	101.128000
35478	01/25/13	SOFTWARE LICENSING-201	1,942.99			B00887780		D	N				PREPAID EXPENSES	101.128000
35478	01/25/13	SOFTWARE LICENSING-201	1,942.98			B00887780		D	N				LICENSES AND TAX	101.41409.0445
		VENDOR TOTAL	5,828.96			*CHECK TOTAL								
			5,828.96											
STATEWIDE DISTRIBUTING I			000718											
35479	01/25/13	SUPPLIES	57.71			095877		D	N				GENERAL SUPPLIES	651.48484.0229
STEIN'S INC			000720											
35480	01/25/13	LIQUID ICE MELT	196.89			658799		D	N				GENERAL SUPPLIES	101.42412.0229
35480	01/25/13	CLEANING SUPPLIES	64.30			658903		D	N				CLEANING AND WAS	101.42412.0228
		VENDOR TOTAL	261.19			*CHECK TOTAL								
			261.19											
STREI/SHANNON			01146											
35481	01/25/13	SUPPL. -FAREWELL COFFEE	6.84			010713		D	N				SUBSISTENCE OF P	101.41405.0227
35481	01/25/13	FAREWELL CARD-CRYSTAL	3.21			010713		D	N				GENERAL SUPPLIES	101.41405.0229
		VENDOR TOTAL	10.05			*CHECK TOTAL								
			10.05											
STULEN/DEBORAH			00479											
35482	01/25/13	NOTARY RENEWAL FEE	140.00			011813		D	N				OTHER SERVICES	101.41403.0339
SURPLUS WAREHOUSE INC			000728											
35536	01/30/13	PLANT SUPPLIES/GLOVES	75.92			012313		D	N				SUBSISTENCE OF P	651.48484.0227
35536	01/30/13	TRUCK DR REPAIR-PARTS	8.53			012413		D	N				MTC. OF EQUIPME	101.43425.0224
35536	01/30/13	PLANT SUPPLIES/GLOVES	2.99			012413		D	N				SUBSISTENCE OF P	651.48484.0227
		VENDOR TOTAL	87.44			*CHECK TOTAL								
			87.44											
TAHER INC			000623											
35537	01/30/13	SCHAAP-FAREWELL COFFEE	79.89			2886		D	N				SUBSISTENCE OF P	101.41405.0227
TDS METROCOM			000758											
35483	01/25/13	MONTHLY SERVICE	231.92			237		D	N				COMMUNICATIONS	101.42412.0330

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
TDS METROCOM 35483 01/25/13 MONTHLY SERVICE VENDOR TOTAL	49.16 281.08 281.08	237 *CHECK TOTAL		D N	COMMUNICATIONS	101.43425.0330
TMS JOHNSON INC 35377 01/24/13 *12* EXHAUST FANS 35377 01/24/13 *12* EXHAUST FANS VENDOR TOTAL	235.13 117.56 352.69 352.69	00201111 00201111 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0224 651.48475.0224
TOSHIBA FINANCIAL SERVIC 35484 01/25/13 COPIER LEASE AGRMT VENDOR TOTAL	120.77 120.77 241.54	219927035 012913		D N D N	RENTS RENTS	101.42412.0440 101.42412.0440
TRAVEL GUIDES FREE 35378 01/24/13 *12* TRAVEL GUIDE AD VENDOR TOTAL	200.97	16247		D N	OTHER CHARGES	208.45010.0449
TRI AIR TESTING INC 35379 01/24/13 *12* QUARTERLY AIR TESTS VENDOR TOTAL	321.60	69869		D N	PROFESSIONAL SER	101.42412.0446
UNITED LABORATORIES 35539 01/30/13 SILICONE TAPE/ADHESIVE VENDOR TOTAL	727.20	INV034843		D N	MTCE. OF EQUIPME	101.43425.0224
VISTAR CORPORATION 35485 01/25/13 CONCESSION SUPPLIES VENDOR TOTAL	610.59	35533735		D N	GENERAL SUPPLIES	101.45433.0229
WAL-MART COMMUNITY 35380 01/24/13 *12* HEAD LTS FOR SQUADS 35380 01/24/13 *12* OFFICE SUPPLIES 35380 01/24/13 *12* COFFEE 35380 01/24/13 *12* CITY SALES TAX 35380 01/24/13 *12* OFFICE SUPPLIES VENDOR TOTAL	42.24 17.85 15.96 0.34 14.75 91.14	121712 121712 121712 122712 122712 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF EQUIPME OFFICE SUPPLIES SUBSISTENCE OF P SALES TAX PAYABL OFFICE SUPPLIES	101.42411.0224 651.48474.0220 651.48475.0227 101.206000 651.48474.0220
35486 01/25/13 SUPPLIES FOR COFFEE BAR VENDOR TOTAL	15.64 106.78	011313		D N	GENERAL SUPPLIES	101.45435.0229
WEST CENTRAL COMMUNICATI 35487 01/25/13 PAGER CHARGER 35487 01/25/13 RADIO REPAIR-LABOR VENDOR TOTAL	82.29 25.00 107.29 107.29	074468S 074475S *CHECK TOTAL		D N D N	SMALL TOOLS MTCE. OF EQUIPME	101.42412.0221 101.42412.0334
WEST CENTRAL SANITATION 35381 01/24/13 *12* GARBAGE SERVICE-DEC VENDOR TOTAL	17.48	2664300/12-12		D N	CLEANING AND WAS	207.45001.0338

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE 35382 01/24/13 *12* GENERAL ELEC NOTICE 000807	125.40	CL03044327		D N	PRINTING AND PUB	101.41424.0331
35488 01/25/13 DOG/CAT LICENSE NOTICES	71.25	CL03047532		D N	PRINTING AND PUB	101.41403.0331
35488 01/25/13 DOG/CAT LICENSE NOTICES	45.60	CL03047533		D N	PRINTING AND PUB	101.41403.0331
35488 01/25/13 ORDINANCE PUBLISHED	51.30	CL03048311		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 NOTICE PUBLISHED	19.95	CL03048525		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 COUNCIL PROCEEDINGS PUB.	436.05	CL03048552		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 COUNCIL PROCEEDINGS PUB.	342.00	CL03048574		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 COUNCIL PROCEEDINGS PUB.	299.25	DI03090025		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 COUNCIL PROCEEDINGS PUB.	684.00	DI03090026		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 COUNCIL PROCEEDINGS PUB.	213.75	DI03090027		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 COUNCIL PROCEEDINGS PUB.	14.44	DI03090028		D N	PRINTING AND PUB	101.41401.0331
35488 01/25/13 ANNUAL SUBSCRIPTION	158.84	177816951/13		D N	PREPAID EXPENSES	208.128000
35488 01/25/13 ANNUAL SUBSCRIPTION	14.44	177816951/13		D N	SUBSCRIPTIONS AN	208.45005.0443
35488 01/25/13 ANNUAL SUBSCRIPTION	158.84	177823865/13		D N	PREPAID EXPENSES	101.128000
35488 01/25/13 ANNUAL SUBSCRIPTION	14.44	177823865/13		D N	SUBSCRIPTIONS AN	101.42412.0443
35488 01/25/13 ANNUAL SUBSCRIPTION	158.84	177823911/13		D N	PREPAID EXPENSES	101.128000
35488 01/25/13 ANNUAL SUBSCRIPTION	3,366.99	177823911/13		D N	SUBSCRIPTIONS AN	101.42411.0443
35540 01/30/13 COUNCIL PROCEEDINGS PUB.	530.10	CL03048575		D N	PRINTING AND PUB	101.41401.0331
VENDOR TOTAL	4,022.49					
WEST CENTRAL TROPHIES 35489 01/25/13 PASS/LOCKER TAGS 000808	40.08	17377		D N	GENERAL SUPPLIES	101.42412.0229
WILLMAR CHAMBER OF COMME 35383 01/24/13 *12* DIRECTOR SALARY 000812	7,785.26	SIMT/12-12		D N	SALARIES-REG. EM	208.45005.0110
35383 01/24/13 *12* ASSISTANT SALARY	2,592.85	SIMT/12-12		D N	SALARIES-REG. EM	208.45005.0110
35383 01/24/13 *12* FICA & INSURANCE	1,274.07	SIMT/12-12		D N	EMPLOYER PENSION	208.45005.0113
35383 01/24/13 *12* IRA CONTRIBUTION	308.56	SIMT/12-12		D N	EMPLOYER PENSION	208.45005.0113
35383 01/24/13 *12* STATE UNEMPL. TAX	39.28	SIMT/12-12		D N	EMPLOYER PENSION	208.45005.0113
35383 01/24/13 *12* MN WORKFORCE FEE	8.11	SIMT/12-12		D N	EMPLOYER PENSION	208.45005.0113
35383 01/24/13 *12* PHOTO COPIES-DEC	62.32	SIMT/12-12		D N	OFFICE SUPPLIES	208.45005.0220
35383 01/24/13 *12* PAYROLL/FLEX FEE	120.42	SIMT/12-12		D N	OTHER SERVICES	208.45005.0339
35383 01/24/13 *12* OFFICE RENT-DEC	626.61	SIMT/12-12		D N	RENTS	208.45005.0440
35383 01/24/13 *12* MAIL PICKUP FEE-NOV	50.00	37662		D N	POSTAGE	208.45005.0223
35383 01/24/13 *12* INTERNET-4TH QTR	125.16	37670		D N	COMMUNICATIONS	208.45005.0330
35383 01/24/13 *12* MAIL PICKUP FEE-DEC	50.00	37803		D N	POSTAGE	208.45005.0223
VENDOR TOTAL	13,042.64					
35541 01/30/13 2013 MTG ROOM SUPPLIES	250.00	37801		D N	GENERAL SUPPLIES	208.45005.0229
35541 01/30/13 WEBSITE HOSTING FEE	48.00	37802		D N	PROFESSIONAL SER	208.45005.0446
VENDOR TOTAL	298.00					
35542 01/30/13 EXPENSE REIMBURSEMENT 002348	4,050.00	012513		D N	DOWNTOWN ITEMS	101.41428.0820

WILLMAR DESIGN CENTER
35542 01/30/13 EXPENSE REIMBURSEMENT 002348

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
WILLMAR ELECTRIC SERVICE 000816 35490 01/25/13 ALARM MONITORING FEE	301.39		21781		D N	MTC. OF STRUCTU	101.42412.0335
WILLMAR LAKES ROTARY 001557 35384 01/24/13 *12* MEALS-3RD & 4TH QTR	116.00		1024		D N	SUBSISTENCE OF P	101.45432.0227
35384 01/24/13 *12* QUARTERLY DUES	35.94		1024		D N	SUBSCRIPTIONS AN	101.45432.0443
35384 01/24/13 *12* QUARTERLY MEALS	208.00		196		D N	SUBSISTENCE OF P	101.43417.0227
35384 01/24/13 *12* SEMI-ANNUAL DUES	71.88		196		D N	SUBSCRIPTIONS AN	101.43417.0443
VENDOR TOTAL	431.82		*CHECK TOTAL				
WILLMAR PET HOSPITAL. 000826 35491 01/25/13 PROFESSIONAL SERVICES	62.50		0042239		D N	PROFESSIONAL SER	101.42411.0446
WILLMAR WATER & SPAS 000831 35385 01/24/13 *12* LAB WATER	82.05		30023		D N	GENERAL SUPPLIES	651.48474.0229
35385 01/24/13 *12* LAB WATER	54.70		30023		D N	GENERAL SUPPLIES	651.48475.0229
	136.75		*CHECK TOTAL				
35492 01/25/13 WTR PURIFIER RENTAL-JAN	37.41		13-1		D N	RENTS	101.41408.0440
35492 01/25/13 DRINKING WATER	30.00		30050		D N	SUBSISTENCE OF P	101.42412.0227
35492 01/25/13 DRINKING WATER	18.75		30395		D N	SUBSISTENCE OF P	651.48485.0227
35492 01/25/13 DRINKING WATER	7.00		30601		D N	SUBSISTENCE OF P	101.41408.0227
VENDOR TOTAL	93.16		*CHECK TOTAL				
WYFFELS, POLICE CHIEF/DA 002851 35493 01/25/13 SALE-FORFEITURE VEHICL	5,425.13		012213		D N	OTHER SERVICES	101.41428.0339
2013 US MIXED NATIONALS 003004 35543 01/30/13 SPECIAL EVENT FUNDING	500.00		012913		D N	OTHER CHARGES	208.45013.0449

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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:

5,230,057.55

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CITY OF WILLMAR
GL060S-V07.20 RECAPPAGE
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Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	145,293.69
207	W.R.A.C. - 8	76.50
208	CONVENTION & VISITORS BUREAU	35,429.75
230	WILLMAR MUNICIPAL AIRPORT	7,513.60
295	COMMUNITY INVESTMENT	455.08
302	D.S. - 2002 BOND	101,875.00
303	D.S. - 2003 BOND	57,255.00
307	D.S. - 2007A BOND	372,343.75
308	D.S. - 2008 BOND	174,625.00
310	D.S. - 2010 BOND	203,843.75
311	D.S. - 2011 BOND	196,300.00
312	D.S. - 2012 BOND	74,796.88
327	D.S. - 2007B BOND	191,200.00
350	RICE HOSPITAL DEBT SERVICE	2,211,462.50
411	S.A.B.F. - #2011	34,767.65
412	S.A.B.F. - #2012	11,207.72
413	S.A.B.F. - #2013	270.21
450	CAPITAL IMPROVEMENT FUND	1,411,141.47
651	WASTE TREATMENT	
TOTAL ALL FUNDS		5,230,057.55

BANK RECAP:

BANK NAME	DISBURSEMENTS
HERT HERITAGE BANK	5,230,057.55
TOTAL ALL BANKS	5,230,057.55

MEETING MINUTES
Operations Board
Kandiyohi Area Transit

Tuesday, November 27, 2012 – 10:00 a.m.
KAT Office, Willmar, MN

Members Present: Darrell Ruch, Terri Fehn, Michelle Prah, Pam Meinert, Kristi Maahs,
Chad Christianson, Debra Buffington, LeAnne Freeman

Members Absent: Kevin Halliday

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

Ex-Officio Members

Absent: Bev Herfindahl

Guest(s): None

Introductions

No introductions were needed.

Approval of Agenda

Chad Christianson made a motion to approve the agenda. Michelle Prah seconded the motion, which carried.

Approval of Minutes

Kristi Maahs made a motion to approve the minutes from August 28, 2012. Chad Christianson seconded the motion, which carried.

Director's Update

Financials – Tiffany reviewed the financials for October, 2012. Revenues should be at 16.7% remaining after October. Farebox cash and prepaids are coming in strong with the Title III fares being a little behind due to lower ridership. Local revenues are at 29.1% remaining. There is still one payment due from MVST for the 4th quarter. Invoices will be sent out to the City of Willmar and Kandiyohi County for their local share amounts. In the expenditures, personnel is at 29.5% remaining. The position of the half time dispatcher has not been filled. Administration is at 24.6% and vehicles are at 25.3% remaining. A few more tires will be

purchased before the end of the year. A new lubricant vendor will be used next year. Operations charges are at 27.4% and insurance is at 30.9% remaining. Expenditures overall are at 27.5% remaining. General transportation is about 1 month behind on the U-Care and Blue Ride reimbursement. Revenues are at 39.2% remaining and expenses are at 32.4%. The elderly/disabled (5310) program had a strong revenue source in September due to the Minnewaska Day Treatment Program rides during the summer. This program went 4 days per week. The JARC program has revenues of 38.7% remaining with the farebox looking good. The 3rd and 4th quarters grants are expected to come in. Expenses are at 19.2% remaining.

Ridership – Doug reviewed the October ridership graphs. There were 23 days and 4 Saturdays this year compared to 21 days and 5 Saturdays last year. Total ridership for October was 10,285 with an average daily ridership of 447.17. There were 71 5310 rides with the leaf tours being down. There are quite a few Christmas light tours scheduled for December. JARC rides are strong at 497. Saturday ridership was 224 which were down this month. There were 51 rides on Monday nights which is pretty consistent. The Sr. Transportation had 435 rides which are up from last month. It would be nice to see 500 rides per day. Tiffany said that she had a visit from John Groothuis and that KAT will receive the \$20,000 grant for the JARC program in 2013. The contract may not be ready until January. In 2014 these funds will be combined with the 5311 funds.

Committee Updates

Administration – Terri Fehn reviewed the Administration minutes from November 20, 2012. Tiffany had an update on the policy regarding children 4 and under be accompanied by an adult. The current KAT policy does not distinguish between the bus and the volunteer driver program so therefore a policy does not need to be written to cover this issue for the volunteer driver program. She reviewed a motion from the Administrative committee to accept bids for facility upgrades.

Kristi Maahs made a motion to accept the following bids for concrete, painting and ceramic tile from: Haats Masonry, LLC - \$3,103.40; Michael Mattern Painting - \$945.00; Floor to Ceiling - \$6,410.49 in the total amount of \$10,458.89 and move to the Joint Powers Board. Michelle Pahl seconded the motion, which carried.

Tiffany reviewed the costs for the complete camera system for the 5310 bus and 8 additional cameras to be mounted in the front of the buses. Galen Thompson, KAT Maintenance coordinator will be able to install these cameras (\$3,776.00). Additional items were break room table and chairs (\$783.00), 3 office chairs (\$969.00), desk wing (395.00) and 3 drawer file cabinet (\$290.00). There was discussion about how much paper records are being kept and whether anything is being shredded. Tiffany informed the board that KAT had a record retention procedure and is shredding old documents.

Pam Meinert made a motion to purchase the cameras, break room table and chairs, 3 office chairs, desk wing and 3 drawer file cabinet in the total amount of \$6,213.00 and move to the Joint Powers Board. Michelle PrahI seconded the motion, which carried.

Tiffany also reported that the carpeting quoted by Interior Design at \$4,744.26 is the same carpeting as Floor to Ceiling quoted at \$6,284.26 and comparable to Jerry's Flooring with a quote of \$5,222.80. There was some discussion as to how this new carpet compares to the existing carpet for durability.

Pam Meinert made a motion to accept the bid from Interior Design Studios in the amount of \$4,744.26 and move to the Joint Powers Board. Debra Buffington seconded the motion, which carried.

There was discussion about the possibility of an addition for another bay with storage for tires and other miscellaneous items. One bus in being stored in the recycling center from October through April. Cornerstone and the City of Willmar building inspector will be coming out to look at the existing building and see what the options would be to add on to the building. A building addition has been put in the 10 year plan and could possible get some grant money to help with this. It was also discussed about adding an extra cement pad on which a bus or cars could be parked with the possibility of adding a building to that. There is still the question of whether the existing heat pump would be big enough to handle the extra floor heat.

Expansion – Kristi Maahs reviewed the Expansion meeting minutes from November 13, 2012. Tiffany stated that Crossroads would like to contract a bus for an in town Willmar route. Tiffany said that Prairie 5 ordered their tablets for the dispatching software and should be installed around the first of the year. Tablets are changing all the time so waiting to order them when needed. The implementation of the Sr. Transportation cost sharing procedure is ready to go. On Monday Tiffany had met with some of the volunteer drivers to go over these procedures. Another meeting will be held on Wednesday to meet with the rest of the volunteer drivers. Tiffany is meeting with the Sr. Companions this afternoon.

Other Updates

Tiffany said that staff will be working at putting together a new route. There is an additional 8 hours available Monday through Friday. With these additional hours the opportunity is there to have better coverage out in the county. Tiffany is looking for some suggestions on how to use these hours. The budget for 2013 is looking positive and is a 5% increase from 2012.

Meeting Set Up/Dates

All the meetings for December are cancelled. The next meeting dates are as follows:

Expansion Committee – January 8

Administration Committee – January 15

Operations Board – January 22

Adjourn Meeting

Michelle PrahI made a motion to adjourn the meeting. Chad Christianson seconded the motion, which carried.

Submitted by,

Darla Kimpling
Office Coordinator

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

January 14, 2013

The Willmar Charter Commission was called to order by Chair Shawn Mueske. Members present were Audrey Nelsen, Shawn Mueske, Joe Thompson, Pat Curry, John Sullivan, Ron Andreen, and Laura Becker. Richard Falk and Richard Hoglund were absent. Present 7 Absent 2. Also in attendance was City Clerk-Treasurer Kevin Halliday.

Commissioner Sullivan moved to approve the minutes of December 10, 2012. Commissioner Thompson seconded the motion which carried.

Item 1 The Commission addressed their concerns with **Section 2.08. Appointive Offices of the Council**. Commissioner Thompson offered changes to the draft centered on "may" and "shall" make appointments which offered Council flexibility and his desire to add "(s)" after attorney to offer the Council multiple options to address their legal needs. Commissioner Thompson desired to remove "enforcement of City Charter" as a redundancy to enforcement of all laws but was met with resistance from other Commissioners. Debate centered on an amending proposal to require the review of the City Attorney and a motion on the floor was withdrawn. Following a lengthy discussion Commissioner Sullivan moved to amend Subdivision 1 to retain the first sentence as the current Charter inclusive of the word "shall"; amending the second proposed sentence by striking "by affirmative vote of a simple majority of its members"; changing "of" to "by"; and to retain the clause "enforcement of the City Charter". Commissioner Thompson seconded the motion which carried.

Following discussion of Subdivision 2 Commissioner Becker moved to amend the draft by changing "may" to "shall", adding "(s)" behind every word attorney, changing "of" to "by", and striking "by affirmative vote of a simple majority of its members". Commissioner Sullivan seconded the motion which carried.

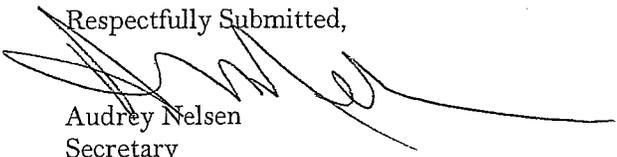
Following discussion of Subdivision 3 Commissioner Sullivan moved to strike "except City Department Heads" and strike the last sentence completely leaving the subdivision to read "all appointments shall require the affirmative votes of at least five (5) members of the Council. Commissioner Curry seconded the motion which carried.

Item 2 The Commission discussed the Council comments regarding the Community Education and Recreation Board meeting and conducting business without a quorum. Staff was directed to review Robert's Rules of Order parliamentary procedures and place it on the next agenda.

The Commission set the next meeting at 1:30 p.m. on January 28, 2013.

Meeting was adjourned at 2:52 p.m.

Respectfully Submitted,



Audrey Nelsen
Secretary

ds

**WCER JOINT POWERS BOARD MEETING
JANUARY 25, 2013**

Members Present: Eric Banks, Patti Johnson, Mike Miller, Bonnie Pehrson, Lynn Peterson, Rachel Smith, Darin Strand, Liz VanDerBill

Staff Present: Steve Brisendine, Rob Baumgarn, Brad Bonk, Christine Hilbert, Kevin Madsen, Jim Nicholson, Tammy Rudningen, Becky Sorenson, Jena Tollefson
Charlene Stevens

Eric Banks, Chairman, opened the meeting by asking for introductions. He then asked Jim Nicholson to give his presentation on Adult Basic Education.

Jim spoke about the changes that have been instituted in ABE in the past year. Changing from an open enrollment to a managed enrollment has been good a very good move for our participants-program. ABE now offers three levels of ESL, beginning, intermediate and a more advanced class. The open enrollment plan created classroom chaos because the teacher never knew how many students would be attending or what their English level was, so a lot of time was spent on teaching the same material the following day for a new group of students. GED classes are still on an open enrollment basis but they now have their own classroom. The evening classes are still on an open enrollment basis. A computer lab has also been added. To add the computer room the childcare room was discontinued.

Jim stated he had been told to expect fewer students after the switch to managed enrollment but that has not happened so far. Student hours have increased from 29,441 in 2011 to 35,166 in 2012, while enrollment only dropped from 409 to 406.

Liz VanDerBill is the new School Board representative to the Joint Powers Board. She gave a quick bio and stated she is looking forward to serving on the School Board and the Joint Powers Board.

Steve discussed the proposed Amphitheatre at Robbins Island. In order to move this project forward it is believed that we need the professional services of an architect. Charlene Stevens stated that we would definitely need professional advice if we are to go forward with this project. Steve had received a written proposal from Andy Bjur with Engan & Associates for \$10,000 minus \$5,000 which they would consider their in-kind gift. Services received for this amount would be Pre-Design and Schematic Design. Kevin Madsen asked if the Kandiyohi County Fair Board had been approached. Steve said he had talked to Denny Baker who stated that the Fair Board is looking at possibly doing an Amphitheater project at the Fairgrounds. Another question asked was about rental fees. Steve stated that we would develop a rental fee structure for this facility just like any of our facilities in the system. Various groups such as the Barn Theatre, band and orchestra groups have been contacted regarding this project. In answer to another question, Charlene responded that the City would own and maintain the structure. A motion was made by Mike Miller to proceed and engage an architect for the proposed amphitheatre. Bonnie Pehrson seconded. The motion carried.

Mike Miller presented his request on behalf of the Willmar Curling Club for a liquor license for the March 8-10 BonSpiel tournament. It would again be run by the Oaks. After some discussion, Patti Johnson made a motion to approve the request of the Curling Club to serve liquor at their tournament. The motion was seconded and approved.

**WCER JOINT POWERS BOARD MEETING
JANUARY 25, 2012, PAGE 2**

Steve talked about Board membership. There have been three resignations, Doreen Keith, Mike Kubesh and Hal Beauvais. All are School appointees. Steve has talked to Nathan Streed who will also be looking for possible candidates. Rachel Smith asked about the requirements. Steve responded the need is for someone who, first of all, is interested in serving, and also to mirror the makeup of our community. There will be another opening in April as Jill James' term ends March 31. That would be a City appointment. Patti Johnson suggested asking instructors of Community Ed classes to gauge their interest.

Park Planning: Steve has talked to Bruce Peterson, City Planning & Development Director, because he feels that planning parks and new housing developments should go hand in hand. Steve stated that Mid Minnesota Development, who created the bike trail plan, has been asked to work on a park plan. Steve would like members from this Board to serve on a park planning committee. The main priority may need to be maintenance and refurbishing of existing parks besides park development. Steve asked if we need to have a park plan in place so new builders dedicate park space in their housing additions?

Kevin Madsen talked about the Arena; some remodeling has been completed. He is getting things in place and ready for the upcoming tournaments, especially the National Curling championship.

Rob Baumgarn stated we are gearing up for summer programs. He also stated that City Auditorium Gun Range usage is way up. In January, 26 out of 31 days are booked. Jim Anderson's Sunday tennis program has 80 participants. The City Council has reduced our budget by 16 percent so Rob and Brad are working on re-vamping our programs due to reduced staff.

Christine Hilbert told the Board that the Kiwanis Club had made the Child Guide program a partner in the Peanut Drive and presented a check for \$10,000 for Wheels for Kids. Christine has talked to Rick Norsten of Rick's Schwinn to let him know that we are not trying to be competition for his business, rather, we are trying to get bikes to those children who can't afford a bike. Christine stated she is also looking for volunteers to repair the bikes.

Brad Bonk is busy with adult leagues. Co-Rec and Women's Volleyball are starting playoffs next week. Hockey is finishing their regular season this week. Basketball and Men's Volleyball has two week left of the regular season.

Jena Tollefson told the Board that there are 230 children enrolled in Cardinal Place. She also handed out a flyer for a self defense class that Tammy had given her.

Steve handed out copies of the bylaws and joint powers agreement which need reconciling to each other since they don't match, mainly what constitutes a quorum. Steve will go over both forms and bring the revised forms to the next Board meeting.

At the last City Council meeting, Jim Dokken and Dale Johnson were assigned to head a committee to plan a celebration of the 75th Anniversary of the City Auditorium. We did have a float in last year's Willmar Fest Parade. A suggestion was made to celebrate the Memorial Day festivities at the City Auditorium.

The next Joint Powers Board meeting will be February 22. As there was no further business, the meeting was adjourned.

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
REGULAR MEETING
Tuesday Jan 8, 2013

Members Present: Loren Luschen, Cathy Johnson, Carol Laumer, Lori Park Smith,
Jordan Smith, Steve Brisendine and LeAnne Freeman

Guests; MaryLou Arne, Mary bock, Caryn Norby, Shirley Berg, Sonia & Jim
Collier, Ella Mae Dengerud and Anne Miller.

The meeting was called to order at 11:03 am by Chairperson Cathy Johnson

1. **Welcome & Introduction:** Cathy welcomed the new Sr. Club President Jordan Larson to the WCAC Council and did an introduction of all representatives and guests.
2. **Sit, Stand & Stay Fit Discussion:** MaryLou Arne spoke about the importance of exercising; maintaining health, exercise is a pill (best medicine), and lower health costs. She and the other exercise participants made a request to continue the program for 2013.

The WCAC board discussed why they made the discussion to not hold the class; duplication of programs and LeAnne's work schedule which should free up 5 hours a week for other projects. The board than discussed the possibility of finding an instructor as there is money in the temporary part-time budget line item for the Center. Carol L. made a motion to try and find someone to teach the class and that LeAnne will work with the new instructor, seconded by Lori S. Motion passed.

3. **Service Master Cleaning Update:** LeAnne reported that in mid-December she was asked by the interim Public Works Director Bruce Peterson to evaluate how Service Master was doing at the Center. In order to be fair, LeAnne made a check list from the RFP on daily tasks, weekly tasks, bi-weekly tasks and monthly tasks which she will use as a guide for the cleaning at the Center. She has done a write up of a weekly evaluation for Service Master. Service Master also has a log book that LeAnne will record any daily concerns for the cleaning person and also where she puts her weekly evaluations. As of Jan 8 evaluations have been on lack of consistent cleaning of the Sunshine room, dusting, bathrooms, cleaning of tables and chairs. The most upsetting things are the cleaning person's comments to the rental participants and the written comments to LeAnne. There was a motion by Carol L. to terminate the contract with Service Master, seconded by Loren L. Motion Passed.
4. **LSS Volunteer Station Update:** LeAnne reported that she and Ella Mae are working on a schedule that will be posted by LeAnne's office door. This schedule will include LeAnne's schedule and also Ella Mae's schedule. LeAnne will also have Ella Mae work with the volunteers, this includes making sure their volunteer hours get turned in, mentoring new volunteers, helping the volunteers and covering for the volunteers.

5. Committee Updates:

- a) Maintenance Report: Loren L. reported there were 80 rentals for the month of December. The end of year 2012 rental totals for the Center 1170, if you were to multiply that by 20 people (average) per rental that would mean we had 23,400 people come through the Center in 2012. This does not include drop-in opportunities. LeAnne reported that the long term rental agreements have been sent out for 2013.
- b) Marketing Report: Carol L reported on "how to market the Center" with the brochure that the committee is working on when introducing people to the Center.
- c) Program Report: Cathy J. handed out the winter brochure for the center, which lists opportunities from January thru April. The WCER winter brochure also went out last week.
LeAnne reported that the Roosevelt Kids/Senior Friends will be starting up on Friday January 25. This program has always been on Thursdays but has been switched due to Mrs. Isaacson's schedule at school. Two new volunteers will be starting on Tuesday January 22.

6. Miscellaneous:

- a. Next WCAC Council Meeting Tuesday, Feb 5 at 11am.

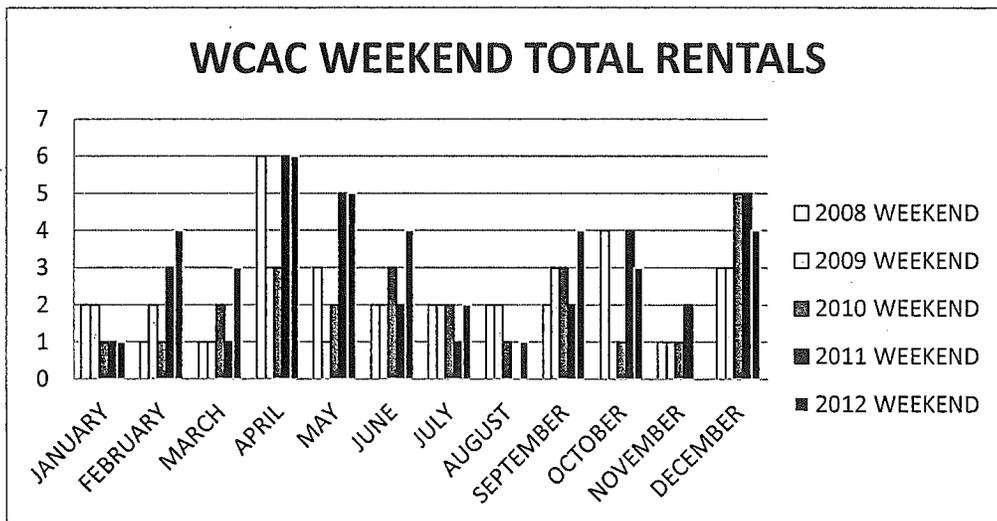
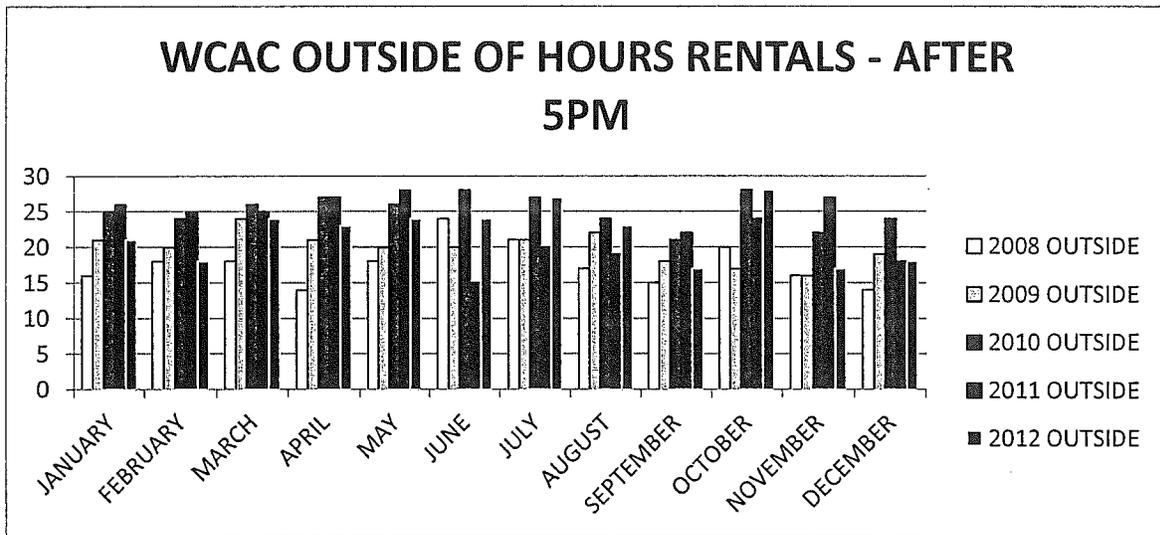
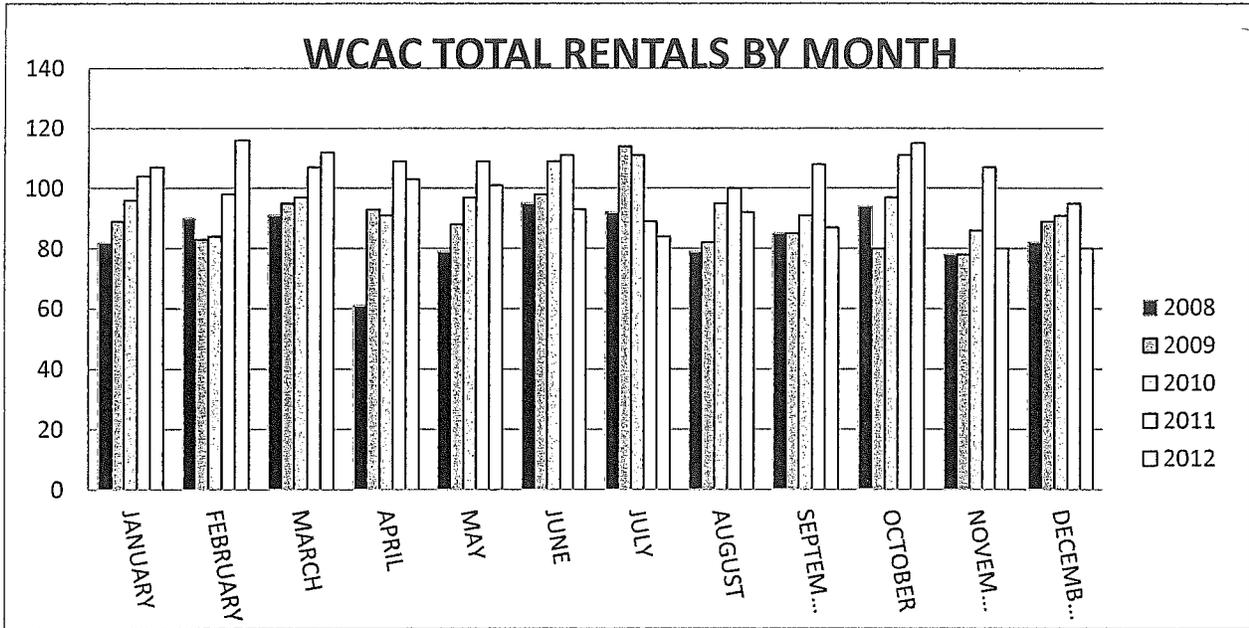
As there was no further business, the meeting adjourned at 12:16pm.

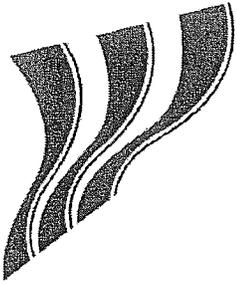
Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

WILLMAR COMMUNITY & ACTIVITY CENTER 2012 RENTAL USAGE





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

Agenda Item Number: 7

Meeting Date: 2-04-2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: PDS

Action Requested: Public Hearing on 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 hold a public hearing and approve the vacation.

Fiscal Impact: N/A

Alternatives: retain the easement

Staff Recommendation: Staff recommends Council adoption of a resolution to vacate the easement.

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

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

Signature: *Megan M Sauer*

Comments:

RESOLUTION NO. _____

VACATING A PORTION OF A TREE PLANTING AND MAINTENANCE
EASEMENT AND R-O-W

WHEREAS, the vacation of those portions of dedicated easement as described below was initiated by the Central Lakes Cooperative:

A strip of land 5' in width, over and across the said described property: East 100' of Lots 1 and 2 except South 10 feet of East 100 feet of Lot 2, Block 39, City of Willmar (302 8th St. SW).

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

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

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said streets on February 4, 2013; and

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

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

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after February 11, 2013.

Dated this 4th day of February, 2013.

MAYOR

Attest:

CITY CLERK

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 23, 2013, in Conference Room #1 at the City Office Building.

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

Others present included Mayor Frank Yanish, Council Member Bruce DeBlieck, Finance Director Steve Okins and John Sullivan.

Item No. 1 Call Meeting to Order and Public Comment

Mr. Sullivan questioned if the committee had enough time to sufficiently review the materials prior to the discussion for the organizational analysis. Mr. Sullivan suggested that having a workshop of the Council might be a better alternative.

Item No. 2 Consideration of Organizational Analysis and Compensation and Classification Study.

City Administrator Stevens reviewed the responses to the two RFPs issued. Ms. Stevens stated that three responses had been received for the organizational study and three responses had also been received for the compensation and classification study.

For the organizational study, Ms. Stevens noted that the two most qualified responses came from Springsted and Brimeyer-Fursman. Ms. Stevens stated the costs were comparable from the two firms. Ms. Stevens noted that Springsted had greater familiarity with the City, as well as the WMU and Kandiyohi County, but that Brimeyer Fursman was a well-qualified firm and might offer a fresh perspective.

After discussion, Council Member Dokken made a motion, seconded by Council Member Anderson to engage Brimeyer-Fursman of Maplewood, Minnesota to perform an organizational analysis of the City of Willmar for the price of \$22,500 plus travel expenses. The motioned carried.

The Committee went on to discuss the Compensation and Classification Study. Ms. Stevens reviewed the two most qualified proposals, one from Springsted Inc. and one from Public Sector Personnel Consultants. Ms. Stevens recommended Springsted based upon a lower cost of \$12,500 and due to their familiarity with the existing compensation system of the City and the City's pay equity situation, specifically how that is impacted by the WMU and Rice Hospital.

Council Member Dokken made a motion to engage Public Sector Personnel Consultants in the amount of \$15,000. The motion failed for lack of a second.

Council Member Anderson made a motion to engage Springsted Inc., in the amount of \$12,500. The motion failed for lack of a second.

After further discussion, it was agreed to table this matter and discuss further at the next Committee meeting.

Item No. 3 City Attorney and City Administrator Ordinances.

The Committee reviewed the information provided by the City Administrator comparing the current City Administrator Ordinance to the model ordinance suggested by the League of Minnesota Cities. Council Member Anderson noted that the City of Willmar ordinance follows the League of Minnesota Cities guidelines and recommended no changes at this time.

The Committee discussed the recommendation to create a City Attorney ordinance, rather than continue with the current practice of utilizing a contract to define the duties. Council Member Johnson stated that he was comfortable with the current arrangement of duties defined by contract.

After further discussion, it was agreed to ask the City Attorney to draft a general ordinance for review by the Committee and consideration of a public hearing.

Item No. 4 Miscellany

Chair Ahmann asked the status of the adoption of the Rules of Order. Ms. Stevens stated that she and City Clerk Halliday were meeting with an individual to provide training on the Rules of Order and having received no negative feedback from the City Council, working under the assumption that the Standard Code of Parliamentary Procedure was what the Council wished to consider adopting at the March meeting.

Mayor Yanish questioned the value of the Compensation and Classification study. Ms. Stevens stated that the suggestion had come from a citizen and the Labor Relations Committee had agreed with issuing the RFPs. Ms. Stevens also reviewed the stated objectives for the compensation study and stated that it was hard to predict the outcome of the study because the purpose was, in fact, to provide an assessment and information on the current pay structure and how it relates to the various marketplaces, which would allow the City to develop a long-term strategy.

There being no further business to come before the Committee, the meeting adjourned at 6:00 p.m. on a motion by Council Member Anderson seconded by Council Member Dokken, and carried.

Respectfully submitted,



Charlene Stevens,
City Administrator

CITY OF WILLMAR

Organizational Analysis for the purposes of addressing future concerns of the organization and positioning it for effective decision making and action

Brimeyer Fursman llc

1666 Village Trail E
Suite 7

Maplewood, MN

55109

651.338.2533

richardfursman@gmail.com



**PROUD TO BE A
VETERAN
OWNED &
OPERATED
BUSINESS**

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Introduction and Congratulations

We are delighted to submit a proposal to the City of Willmar to conduct an Organizational Analysis for the purposes of addressing future concerns of the organization and positioning it for effective decision making and action. This proposal takes advantage of a profound, large-scale process designed to scope the organization through internal and external examination including community involvement. I would like to offer “pre-congratulations” to you for taking the time to do a thorough research, assessment, and design before implementing changes to your operations. Aligning with your intent, I propose consulting with the intent to identify the most innovative and successful ways to improve service delivery, efficiency, and effectiveness. To this end, the process is designed to promote key partner involvement and concrete actions through solid research, assessment, and design.

As a local government and corporate organization development consultant specializing in large-scale strategic planning and organization capacity building, I believe that any organization’s future will be based on the discovery and adherence of its shared vision. The involvement of the diverse needs and talent of all key stakeholders is critical to the success of this process and the organization.

Key Objectives

The call for proposals lists one primary and eight supporting outcomes

Primary outcome

- Provide information necessary for the City staff and City Council to make decisions on the future of the organization

Supporting Outcomes (deliverables)

- Review existing organization structure and identify any gaps and/or duplication of services, as well as efficiencies to be gained
- Propose options for a new organizational structure and recommendations on staffing levels, workload and span of control
- Assess the workplace culture including involving employee feedback
- Observe and identify opportunities for intergovernmental cooperation
- Develop a succession review based on length of service of employees with the intent to identify a development of a succession plan for the future
- Make recommendations on the current business practices and processes in place.
- Assess the City’s customer service with the intent of soliciting feedback from a range of community partners
- Assistance with implementation of the approved plan (helping to increase capacity in key stakeholders)

I would like to propose the following additional outcome the Council and Administrator may wish to consider:

- Governance modeling for optimal performance from the elected body (facilitated by Dr. Fursman, however, the model is created by the council to reflect their governing principles).
- Design of an evaluation criteria to assess success.

Project Approach Overview

A key aspect of our approach is the use of participatory processes which engage the members of the organization throughout the project. Research has suggested and our experience has shown that projects are more successful and employee/council/community ownership increases through active participation. Staff and community stakeholders will be encouraged to participate in joint planning and participate in the feedback sessions.

A variety of tools and models will be used during the assessment. All planning efforts and recommendations will be co-developed with the design team and aligned with the objectives of this project and the overall mission, vision and strategic directions of the City.

Consulting Models

- **Action Research:** The action research model, as described by Rothwell, Sullivan and McClean (1995), will consist of the start-up/planning, assessment and feedback phase, and action planning which will include development of the recommended options to achieve the objective(s) and processes for evaluation.
- **Process Consultation:** We believe that the employment of the process consultation methodology, as developed by Schein (1999), will allow staff the opportunity to become a full partner in the project. This approach requires an awareness and acknowledgement that every interaction is part of the solution.
- **Systems Theory:** This theory provides a “global” view of the organization as a complex, yet adaptive organism of interrelated complex parts. This perspective will guide the development of the assessment efforts, such as interview questions, survey questions, and focus group questions to ensure all facets of the organization have been considered and are in alignment.

Suggested Phased Approach Overview

The following is a proposed outline for the phases of the process that move from discovery to change management.

- **PHASE 1: Analysis and Process Design:** Obtain an understanding of the current organizational structures and associated challenges, weaknesses and potential improvements.
- **PHASE 2: Participatory Assessment:** Engage city officials, staff and other stakeholders in clarifying the services, and delivery for which the City will maintain responsibility for providing, in order to design the most efficient organizational structure.
- **PHASE 3: Feedback and Alternatives:** Identify the options for administrative and legislative structures required to effectively carry out the functions of the City.
- **PHASE 4: Preliminary Report:** Prepare an Interim Report to the Council, staff, and public to receive comments and answer any questions. The Interim Report will relate the consultant's findings from interviews, records examination, and research.
- **PHASE 5: Final Report:** Deliver a Final Report to the Council and to the public. The Final Report includes structure options, organizational charts, and recommendations to address the issues identified in previous phases, including the implementation plan for the recommendations contained in the report.
- **PHASE 6: Focused Implementation:** Assist with the construction of an implementation strategy and the training of individuals to meet the challenges of the changes.

Proposed Phased Approach Detail

We understand the critical nature of this project and have developed an approach that will meet the City's needs and complete the project on time. Please note that some of these activities may change after the pre-planning phase has been completed. Our approach currently contains the following features:

Analysis Planning Meeting

The analysis phase will be conducted jointly with key stakeholders.

Activities may include:

- Review and confirm/determine project goals, objectives, scope, process and deliverables to set the context of the project and obtain a common understanding of the project.
- Review data collected to date including the current strategic plan or goals.
- Determine decision-making processes.
- Determine data needs and accessibility of that data.
- Conduct exploratory interviews, if applicable.
- Determine data collection methods. The general approach for data gathering will include interviews with the staff, council, and key community stakeholders. Other possible sources will be identified such as commissioners, consultants and County personnel. In some cases focus groups will be used.
- Identify participants of the focus groups and interviews.
- Develop the questions to be used for the interviews and focus groups.
- Develop interview and focus groups schedule logistics.
- Development of a project plan.

Assessment Phase

The assessment phase consists of data gathering through reviews of existing documentation and survey data, individual interviews, and focus groups. It will also assess the alignment of the organization to its functional needs. It begins with the kick-off meeting with the management team and ends with the delivery and review of a report of findings. The activities in this phase are the following:

- Kick-off meeting preparation and conduct, if applicable.
- Conduct interviews and focus groups with stakeholders identified in the planning meeting.
- Facilitate the understanding of the current state, the ideal state and the existing gap between the current and ideal state (processes, org structures, etc.).
- Review appropriate documentation (flow charts, processes, procedures, policies, job descriptions, employee review processes, strategic plans and initiatives, etc.).
- Capture and analyze documentation and identify common themes.

Data Findings Report Development

A findings report will be developed, capturing the information obtained through data collection processes. This report will contain both summary and detailed data. The report will be first reviewed with the City Administrator and any designated stakeholders, before being presented to the participants as a whole.

Feedback & Joint Diagnosis

An important key to obtaining buy-in for any changes hinges on active participation and input into the project, the findings report will be shared with all of the individuals who participated in the focus groups, interviews, and surveys. The feedback groups will have an opportunity to corroborate the data, interpret the meaning of the data, and suggest preliminary recommendations. Following these meetings, a summary feedback report will capture the key themes and suggested recommendations.

Recommendations Development

Summary feedback information will be used to develop the final recommendations report to be submitted for approval to the appropriate decision makers. Once the report has been reviewed and approved, the information should be communicated throughout the organization.

Confidentiality & Expectations

- All proprietary information collected during this project will remain confidential.
- All data collected from key stakeholders through interviews, focus groups or surveys will be collated together, and not attributed to any one person.
- It is anticipated that a designated contact will be identified during the analysis phase who will be the main contact for status communication. The purpose of the frequent communication is to check on the status of the assessment and to address any issues or concerns which may arise. The communication can be accomplished by e-mail or via the telephone. If concerns are identified regarding the analysis process, the concern must be communicated to the consulting firm as soon as possible in order to alter the course of action.

Project Deliverables & Milestones

Project Deliverables

The following is a list of the major items that are delivered to the customer under this project:

- **Assessment Findings Report** – captures the information from all the data sources (documentation, interviews, focus groups), identifying any gaps, strengths, weaknesses and needs of Willmar’s systems, organization structure, resources and functional relationships.
- **Recommendations Report** – includes recommendations from key stakeholders and Brimeyer Fursman, consultants on next steps needed to optimize systems, organization structure, resources, and functional relationships.

Schedule of Major Milestones

The project completion will be estimated more closely once meetings with stakeholders are held. The following table estimates the major milestones and dates for this project:

Major Milestone	Date Completed
Project Start	1/28/13
Planning Meetings & Project Plan Completed	2/11/13
Assessment Completed (Interviews & Focus Groups Completed, Documentation Reviewed, etc.)	4/1/13
Findings Report Draft Completed/Reviewed	5/1/13
Recommendations Report Completed	5/21/13
Preliminary Presentation of Recommendations Report	6/1/13
Findings & Recommendations Presented to Council	6/15/13
Implementation (This will be an ongoing process)	

Critical Success Factors

Preliminary, critical success factors for this project are:

- The current state information is accurate
- The ideal state recommendations are creative yet practical based on Mission, Vision, and Strategic Plan (Needs to be buy-in of elected officials, community stakeholders, and staff)
- The gap between the current state and the ideal state is clearly described
- The strategies for transition to the ideal state are well thought out, time tested and useful
- The two reports are produced on time

Project Management

Stakeholders

The stakeholders are people who will have an interest in its results of this project. Most of the stakeholders will be identified during the planning meeting. The following list contains key roles and responsibilities that are needed in a project.

Key Roles & Responsibilities

Role	Person Assigned	Major Responsibilities
City Sponsorship	Administrator City Council	<ul style="list-style-type: none"> • Sets the direction of the project • "Champions" for the project • Ensure the necessary resources are available and issues are resolved in a timely manner • Final project decisions.
Administrative Support	City Staff Person	<ul style="list-style-type: none"> • Main contact to set up the logistics for the interviews and focus groups and documentation sourcing for the consultants • Works closely with the consultants and acts as a conduit between consultants and City for basic support needs.
Project Manager	Richard Fursman	<ul style="list-style-type: none"> • Responsible for the development of the project deliverables • Staffs the project and assign resources • Coordinates & communicates Project status with the sponsor, stakeholders and customers • Tracks outstanding tasks and issues • Monitors and controls project schedule • Maintains close communication with the project sponsor
Domain Experts	City Department Heads or Contacts -TDB	<ul style="list-style-type: none"> • Stakeholders who are intimately familiar with operational and business processes within their departments • Responsible for providing the key information about their departments
Consultants	Richard Fursman, Irina Fursman – TBD	<ul style="list-style-type: none"> • Responsible for evolving and interpreting stakeholder requirements. • Resolves conflicts and ambiguities in the project's requirements. • Researches, analyzes and builds models. • Develops the project deliverables
Research Advisor	Richard Fursman	<ul style="list-style-type: none"> • Provides advice to the research team based on experience • Reviews results and provides recommendations

City of Willmar Participation

Fundamental to the success of any organization change is support from the board and Management. It is anticipated that the City Council will support the process and give the City Administrator every opportunity to explore options that may be in the best interests of the City.

As in any study that requires a characterization of the current state of an organization's service levels and structure, there will have to be significant involvement of the City Staff. Every effort will be made to use existing documentation to minimize intrusion. It might be a good idea for the project sponsor or an administrative person to act as a clearing house for data requests.

After the background research is completed, there will be meetings to confirm our understanding. These will take 1-2 hours but will require little or no preparation on the part of the key stakeholders.

In addition to the involvement in confirming the current state information, the key stakeholders will be involved in meetings or focus groups to determine the ideal state model identification process. This is to ensure that the ideal model can be achieved given any constraints on resources and budget while aligning with the Mission, Vision, and Strategic Plan.

There will also be a presentation meeting at the end of the project for the key participants in the project to review the findings report and create recommendations.

Communication

The communication planning for this project covers two general areas: communication within the project and communication outside of the project.

In order to ensure there is good communication within the project the project manager will:

- Provide status reports to the sponsor and designated stakeholders
- Contact the sponsor immediately if there is a concern that impacts the project

The communication plan outside City Hall will be the responsibility of the City while teaming with the project manager. The communication plan will be outlined in the planning meetings with the sponsor and key stakeholders (Citizens). The goal would be that all of the stakeholders identified earlier get the right information at the right time. There must be clear messages to all stakeholders about the purpose and scope of the project. These people must also be provided avenues for input and be provided with information so that there are no secrets that drive the rumor mill.

Change happens during the process!

Change management planning is the conscious effort from the *beginning* and throughout a project to take steps that will minimize the resistance to any changes that may come due to the project. The implementation portion of this will naturally be done after this project is over and the transition begins, but there are still some significant steps that must be taken now to help ensure a smooth transition. Ultimately, there will have to be a good change management plan that includes messaging which:

1. Provides a clear definition of what will be changing due to the study results
2. Communicates the reasons for the change
3. Communicates the story on what will happen if the change is not made
4. Identifies those who will be impacted by the change and what the impact will be on them
5. Develops and maintains strong sponsorship at both executive and other management levels
6. Develops the support of those who are impacted by the change
7. Determines the benefit of the change for those who are impacted by it
8. Creates a strategy for minimizing the resistance to the change by those who are impacted
9. Provides ongoing communication with the sponsors, users and other stakeholders throughout the project and the transition

During the study phase which is this project's focus the key will be to inform the people who might be impacted and keep them tuned in to the what, why and how of this project so they do not view this as a secret effort.

Assumptions

- The City will identify in a timely fashion all of the people on the staff who have critical information and Brimeyer Fursman will have full and timely access to the staff who have the needed information about the current state.
- The City will provide a contact person for timely set up of interviews with key staff and other meetings and presentations.
- The City Management Team will fully support the project to insure its success.
- The external communication effort will be the responsibility of City unless otherwise directed.

Knowledge Transfer

Retirements and operational changes may result in loss of knowledge that is usually an ongoing concern. The process design is intended to provide the capacity within staff to routinely and effectively draw critical information from exiting employees. This should not be a one-off activity, rather a part of an exit program. The process will begin with a discussion on the following:

- What are the crucial areas of knowledge for our future success as an organization?
 - Of these, which are most valuable?
 - Which are most at risk of loss through staff loss?
 - Which could be easily replaced when lost and which are irreplaceable?"

- The second part is to design and train individuals who will be conducting the knowledge retention (KR) program. The building blocks to the program are:
 - For effective knowledge retention, your processes should be integral and supportive of your KM strategy.
 - It's vital to identify exactly what knowledge a person has and high grade it accordingly with their help and input from colleagues.
 - Capturing knowledge from an expert is hard work and it takes skill and practice to uncover the most important knowledge in employees that are leaving.
 - The circumstances under which an employee is leaving will have a direct impact on your knowledge retention capabilities.

Fees

The following is an estimate of the fees and should be considered to be a close approximation of what the project will cost. A detailed fee structure will be constructed after the initial meeting with the administrator to refine the scope of the project and activities.

Key Activities	Estimated Cost
PHASE 1: Analysis and Process Design	\$2,000
PHASE 2: Participatory Assessment	\$10,000-\$12,000
PHASE 3: Feedback and Alternatives	\$4,500
PHASE 4: Preliminary Report	\$2,500
PHASE 5: Final Report	\$1,500
PHASE 6: Focused Implementation	To be determined based on need and expectations
Other Costs	
Expenses: Additional costs for materials, meals, lodging, travel (mileage) will be billed at cost.	
Fees are estimated using a per hour rate of \$150. Requests for services that are outside the scope described or any activities which require significant time extensions will be billed at an hourly rate of \$150.	

Consultant Biographies:

Dr. Richard Fursman Ed.D.

Richard is president of Brimeyer Fursman llc. He has conducted several organizational studies for local governments, non-profits, and businesses. Richard has also conducted over 60 executive search assignments which involved organizational diagnosis and skill assessment. Richard has over 25 years of senior management experience in local government, most recently as the City Manager of Maplewood, Minnesota.

Richard earned his Doctorate in Organization Development as well as his Bachelor of Arts in Economics from the University of St. Thomas and his Master of Arts degree in Urban and Regional Affairs from Mankato State University.

Richard is an Adjunct Faculty at the University of St. Thomas. He was awarded the title of Credentialed Manager by the International City/County Management Association. Richard is a past board member of the Minnesota City/County Management Association, a member of Rotary International, and past President of the Minnesota Metropolitan Manager's Association. Richard has conducted numerous strategic planning retreats and consults with municipalities and non-profits on reorganization and change management in the USA and Abroad.

Irina Fursman

Irina Fursman has five years' experience working with government, non-profit and private sector agencies in the United States, where she facilitates visioning, strategic thinking and designs processes to incite change within the organizations and communities. She is an ICA-USA Certified ToP® Facilitator, ICA Qualified Facilitation Trainer and an Associate of ICA-USA. Ms. Fursman belongs to the Minnesota Facilitators Network, International Association of Facilitators, ToP Trainers Network, Minnesota and National Organization Development Networks, and an associate member of Alliance for Innovation.

Irina has been active with several sustainable community development and civic engagement projects where she utilizes her skills to bring multiple perspectives together to create strategic plans and move towards positive action. Some of her clients include communities in Minnesota, Iowa, South Dakota, Nebraska, Wisconsin, Illinois, and Texas along with the Region of Bar, City of Boryspil, Kyiv Region and Kherson Region, Ukraine; as well as non-profit organizations and businesses in Twin Cities (including recent projects with Eureka Recycling, Minnesota Immigrant Freedom Network, YWCA, Ashoka, AmeriPride, Risdall Marketing Group, Hennepin County Medical Center, Hinckley Casino, Medtronic, etc.)

Ms. Fursman holds a M.S. in Mathematics and Computer Science, with the Major in Education from the Tavrida National University, Crimea, Ukraine, and is currently enrolled in a Doctoral Program in Organization Development through the School of Professional Psychology at the University of St. Thomas.

References

Professor Volodymyr Salamatov

Public Administration Professor

Organization Analysis for City of Vasilkiev (Population 50,000) (2009)

National Academy of Public Administration

20, Ezhena Pottier St.

03057 Kyiv, Ukraine

Kiev, Ukraine

Email: v.salamatov@fulbrightmail.org

Phone: +3 (8044) 456-4258

City Manager James Verbrugge

Manager City of Brooklyn Park

Organization Review and Restructure (2009 – 2010)

5200 85th Ave North

Brooklyn Park, MN 55443

Email: jamie.verbrugge@brooklynpark.org

Phone: (763)493-8001

City Administrator Mitch Berg

Administrator of Bayport, Minnesota

Organization Review and Restructure (2011)

294 North Third Street

Bayport, MN 55003

Email: mberg@ci.bayport.mn.us

Phone: (651)275-4404



Organization Development & Community Engagement Clients (2010– 2012) *Partial list*

- City of Vasilkiv, Ukraine – Organization Analysis
- NAUKMA University – Reorganization of Economics Department
- City of Brooklyn Park, MINNESOTA- Organization Alignment, Employee and Civic Engagement
- City of St. Paul: Fire Department Organization Study
- City of St. Anthony, MINNESOTA – Strategic Planning
- Barron County, WISCONSIN – Countywide Visioning Process
- City of Eveleth, MINNESOTA, Economic Development Authority Strategic Planning
- Senior Community Services, Wayzata (non-profit) – Org Review and CFO Recruitment
- City of Falcon Heights: MINNESOTA Human Rights Commission
- City of Edina, MINNESOTA: Environmental Commission Strategic Planning
- City of Norfolk, NEBRASKA – City Strategic Planning
- City of Oak Park Heights, MINNESOTA- Board Governance
- City of Victoria, MINNESOTA: City Council Goal Setting
- City of Roseville, MINNESOTA: Human Rights Commission, Board Development
- City of Medina, MINNESOTA – Leadership Transition Program
- City of West Des Moines, IOWA – Strategic Planning
- City of Boryspil, Ukraine – Civic Engagement and Strategic Planning
- City of Wyoming, MINNESOTA – Strategic Planning
- City of Worthington, MINNESOTA – Community Engagement & Strategic Planning
- City of Montrose, MINNESOTA – Strategic Planning
- City of Crystal, MINNESOTA – Employee Effectiveness and Team Building
- City of Bayport, MINNESOTA – Employee Effectiveness, Strategic Planning, Organization Analysis, Performance Evaluation
- City of St. Cloud, MINNESOTA: Economic Development Authority Strategic Planning
- Hennepin County, MINNESOTA – Medical Center, HR Department Formation
- Ramsey County, MINNESOTA – Health Department , Energy Assistance Initiative – Action Planning
- Geneseo, Illinois – School District – Facilitation Training, Community Engagement
- City of Electra, TEXAS – Strategic Planning, Community Engagement
- City of Robbinsdale, MINNESOTA – Strategic Planning, Board Development
- City of Hopkins, MINNESOTA – Civic Engagement
- City of Chaska, MINNESOTA – Downtown Master Plan, Consensus Building
- City of Golden Valley, MINNESOTA – Human Rights Commission Participatory Assessment
- Medtronic – HR Department Training
- Hinckley Casino – HR Department Training (facilitation and employee engagement)
- Hennepin County, MINNESOTA – HR Department Training (facilitation and employee engagement)
- City of Cloquet, MINNESOTA – Strategic Planning
- City of Prairie City, IOWA – Strategic Planning

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, JANUARY 28, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, January 28, 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
	Jim Dokken	Member
	Charlene Stevens	City Administrator
	Steve Okins	City Finance Director

Others present included Audrey Nelson, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

Chair Anderson acknowledged that no one present wished to address the Committee at this time.

Item No. 2 – Waste Treatment Rate Discussion (Information)

Staff reviewed information with the Committee regarding the recent rate study completed by Springsted, Inc., for the wastewater treatment plant. The study indicates an increase in rates is necessary to fund current debt service as well as operational costs. The Committee discussed concerns raised by Eagle Lake representatives regarding proposed rate increases. After considerable discussion, it was the consensus of the Committee for staff to proceed with the proposed rates as presented. This matter was for information only.

Item No. 3 – Fund Balance Policy Discussion (Resolution)

Staff reviewed the proposed Fund Balance Policy with the Committee. The purpose of this policy is to establish specific guidelines for the level of fund balances available for current and future spending in the governmental funds. It addresses minimum fund balances as well as sets a stabilization amount for use in emergency situations. U.S. Generally Accepted Accounting Principals (GAAP) is requiring a formal policy be adopted by the City Council and that this policy be reviewed annually. 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 approve the City of Willmar’s Fund Balance Policy as presented.

Item No. 4 – Miscellany (Information)

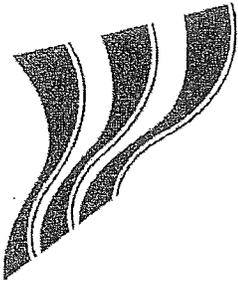
Chair Anderson informed the Committee that Rice Memorial Hospital’s Payment In Lieu of Taxes Agreement expired December 31, 2012. Initial meetings with Rice representatives will occur within the next couple of weeks to discuss renewal. Council Member Dokken requested to be part of these negotiations, as will Chair Anderson. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:30 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham". The signature is written in black ink and is positioned above the printed name and title.

Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 2

Meeting Date: January 28, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 4, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Approval to start the process to increase the rates charged for the Waste Treatment operations.

Guiding Principle: City Council Policy and Procedures

Introduction: Staff needs direction and approval from Committee to implement rates calculated by Springsted for the Wastewater Treatment Plant.

Background/Justification: (See Attachment)

Fiscal Impact: Increase in revenues and profitability for the Wastewater Treatment operations.

Alternatives: Subsidize rates with other revenues such as tax dollars. Not raising rates is not an option.

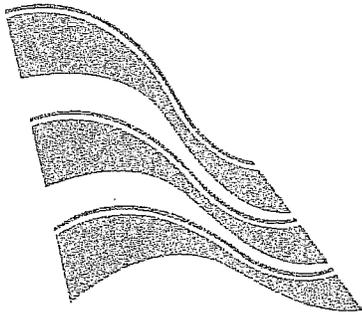
Staff Recommendation: Grant approval to prepare an ordinance to increase rates.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:



City of Willmar, Minnesota

Wastewater Utility Rate Study

November 2012

Wastewater Utility Rate Study

- Purpose of Study
- Assumptions
- Recent Financial Performance
- Recommendations
- Financial Projections
- Sample Bills
- Conclusions



Purpose of Study

- Review financial performance
- Recommend rate structure to generate revenues sufficient for:
 - Operating expenses
 - Capital maintenance and replacement
 - Debt service
 - Cash reserves

Assumptions

- 6,310 accounts
- 8,575 meters
- Sewer Volume
 - 56.0 million cubic feet/year from JOTS
 - 4.3 million cubic feet/year from Eagle Lake
 - 88.8 million cubic feet/year from RCPLi
 - 7.5% lower than total water sales



Assumptions (cont.)

- Most expenses increase 3% per year
 - Benefits increase 5% per year
- \$5.4 million in capital outlay over 5 years
- Existing debt service of \$4.9 million annually
 - Includes Western Interceptor debt payments

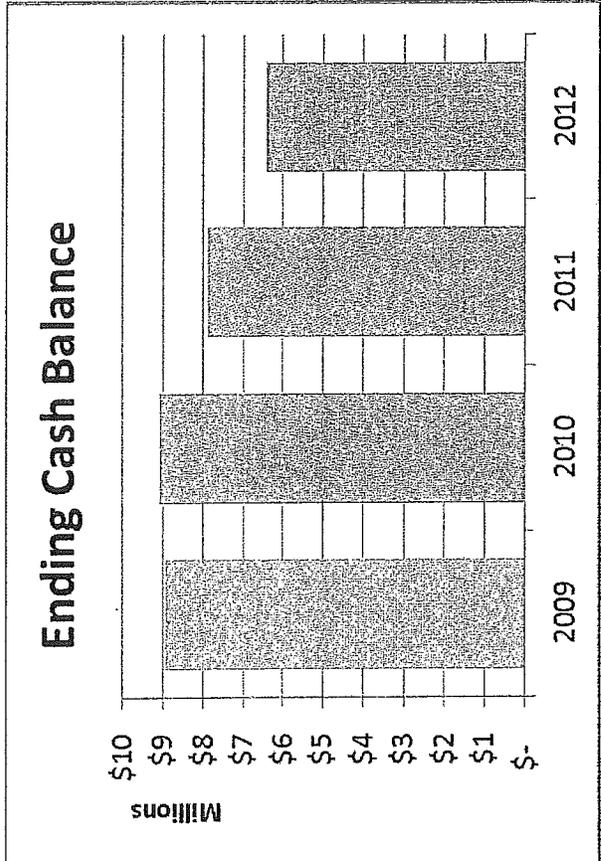
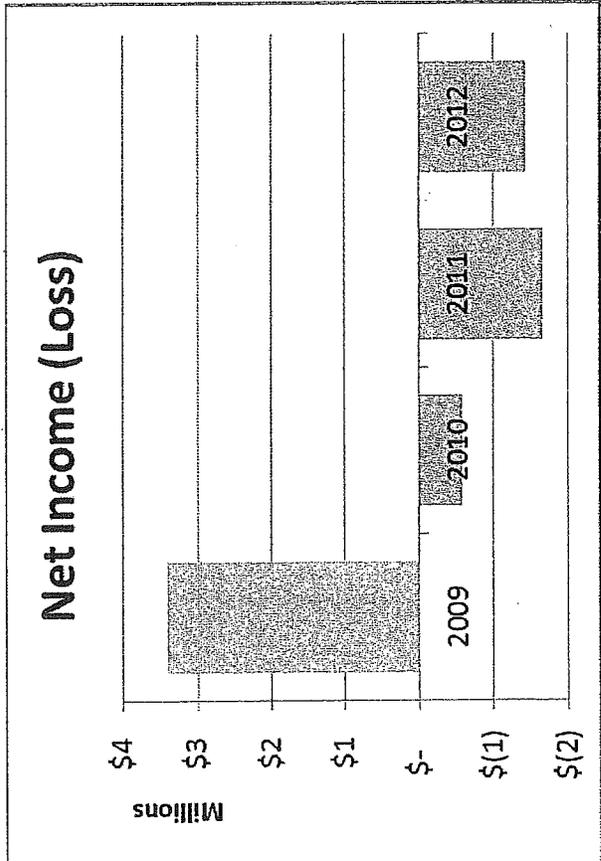
Recent Financial Performance

- Operating income is positive
- Net income is negative
 - \$2.3 million interest payments on debt
 - Net loss of (\$1.67 million) in 2011
 - Net loss of (\$1.44 million) in 2012
- Cash position is worsening
 - \$9.0 million in 2010
 - \$6.4 million in 2012

Recent Financial Performance (cont.)

	2009	2010	2011	2012
Total Operating Revenue	\$ 3,576,202	\$ 4,139,101	\$ 5,670,166	\$ 6,751,345
Total - Personal Services	\$ 905,654	\$ 950,855	\$ 945,389	\$ 957,093
Total - Supplies	\$ 131,241	\$ 275,966	\$ 481,454	\$ 757,550
Total - Other Services and Charges	\$ 1,180,672	\$ 1,851,491	\$ 3,209,440	\$ 3,655,050
Total Operating Expenses	\$ 2,217,567	\$ 3,078,312	\$ 4,636,283	\$ 5,369,693
Operating Income (Loss)	\$ 1,358,635	\$ 1,060,789	\$ 1,033,883	\$ 1,381,652
Total Non Operating Revenues (Expenses)	\$ 2,307,617	\$ (1,398,915)	\$ (2,034,795)	\$ (2,257,345)
Transfers (Out)	\$ (250,000)	\$ (250,000)	\$ (665,616)	\$ (560,200)
Net Income (Loss)	\$ 3,416,252	\$ (588,126)	\$ (1,666,528)	\$ (1,435,893)
Ending Cash Balance	\$ 8,954,947	\$ 9,070,148	\$ 7,886,546	\$ 6,410,390

Recent Financial Performance (cont.)



- Need to recover an additional \$1.5 million annually

JOTS – Revenues and Expenses

Expenses Allocated to JOTS		Revenues from JOTS	
General Admin, O&M	389,681	Meter charges	52,566
Utilities	349,990	Volume charges	1,791,776
Chemicals	227,787	Surcharges	475,045
Additional Biosolids	33,433		
Replacement Fund	160,409		
Debt Service	1,162,901		
Depreciation	-		
Total	2,324,199	Total	2,319,387
		Surplus/(Deficit)	(4,812)

- Current revenues match allocated expenses

Rate Recommendations

	2012	2013	2014	2015	2016	2017
Admin/Billing Charge	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Tier 1 Volume (per 100 cu ft)	\$ 2.17	\$ 2.57	\$ 3.05	\$ 3.36	\$ 3.70	\$ 3.96
Tier 2 Volume (per 100 cu ft)	\$ 3.33	\$ 3.95	\$ 4.68	\$ 5.15	\$ 5.67	\$ 6.07

- Admin/Billing projected to grow 3% annually
- Meter charges unchanged
- Volume-based rates must rise to generate necessary revenues



Financial Projections

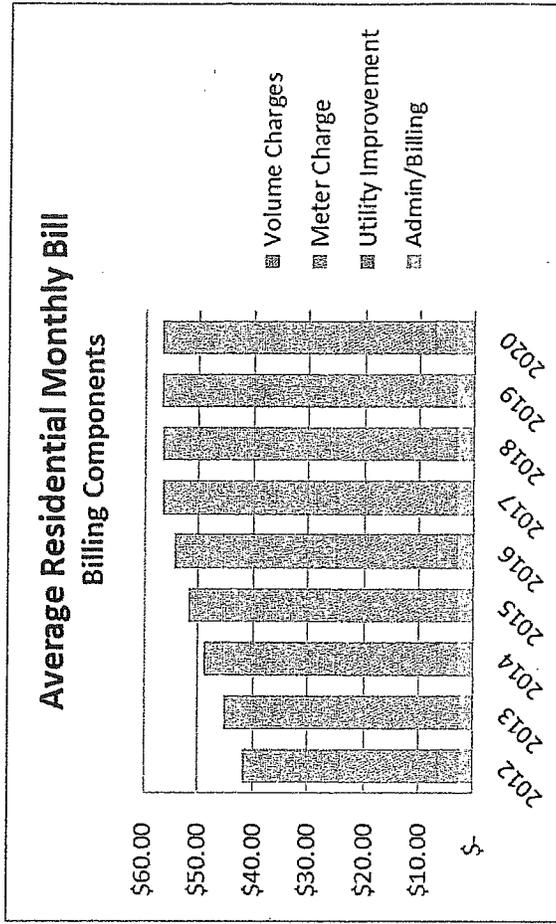
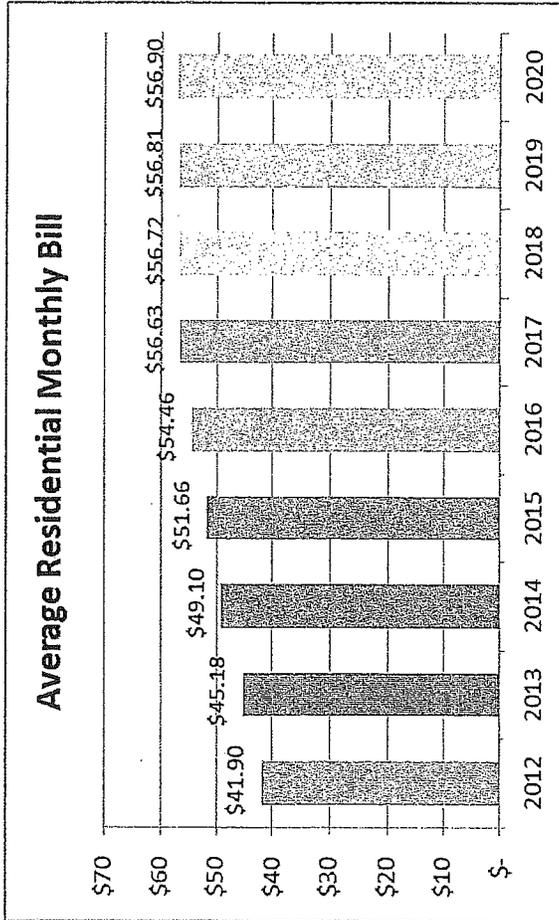
	2012	2013	2014	2015	2016	2017
Beginning Cash & Investments	7,886,546	6,410,390	5,463,118	5,183,025	5,175,031	5,596,297
Net Income	(1,435,893)	(705,667)	192,550	670,648	1,325,510	1,878,269
Depreciation	2,400,000	2,280,000	2,176,167	2,144,867	2,058,182	1,963,108
Amortization	-	-	-	-	-	-
Acquisition and Construction of Assets	(2,958,557)	(425,700)	(3,775,000)	(783,000)	(100,000)	(308,500)
Proceeds from New Long-Term Debt	2,873,557	425,700	3,775,000	783,000	100,000	308,500
Payments on New Long-Term Debt	-	-	(15,843)	(109,371)	(140,862)	(147,860)
Payments on Existing Long-Term Debt	(2,355,263)	(2,521,605)	(2,632,968)	(2,714,137)	(2,821,563)	(2,941,630)
Ending Cash Balance	6,410,390	5,463,118	5,183,025	5,175,031	5,596,297	6,348,184
Minimum Cash Balance						
For ongoing operations (months)	1,342,423	1,336,199	1,334,805	1,352,360	1,356,913	1,360,242
For debt service	4,841,290	4,911,632	5,076,501	5,148,863	5,184,288	4,910,191
Minimum Cash Balance Required	6,183,714	6,247,831	6,411,306	6,501,223	6,541,201	6,270,433
Amount Over (Under) Minimum	226,677	(784,713)	(1,228,281)	(1,326,192)	(944,903)	77,750

- Positive net income in 2014

- Cash reserves rebuilt by 2017

Sample Bill – Residential

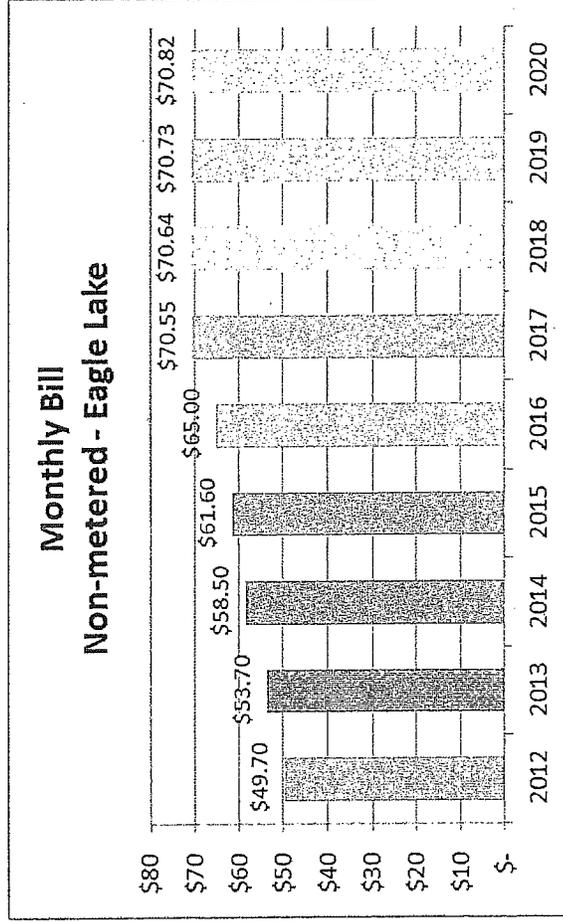
Average Residential User (5/8" meter and 800 cu ft (5,984 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Volume Charge (800 cu ft)	\$ 17.36	\$ 20.56	\$ 24.40	\$ 26.88	\$ 29.60	\$ 31.68	\$ 31.68	\$ 31.68	\$ 31.68
Total Monthly Charges	\$ 41.90	\$ 45.18	\$ 49.10	\$ 51.66	\$ 54.46	\$ 56.63	\$ 56.72	\$ 56.81	\$ 56.90



Sample Bill – Eagle Lake

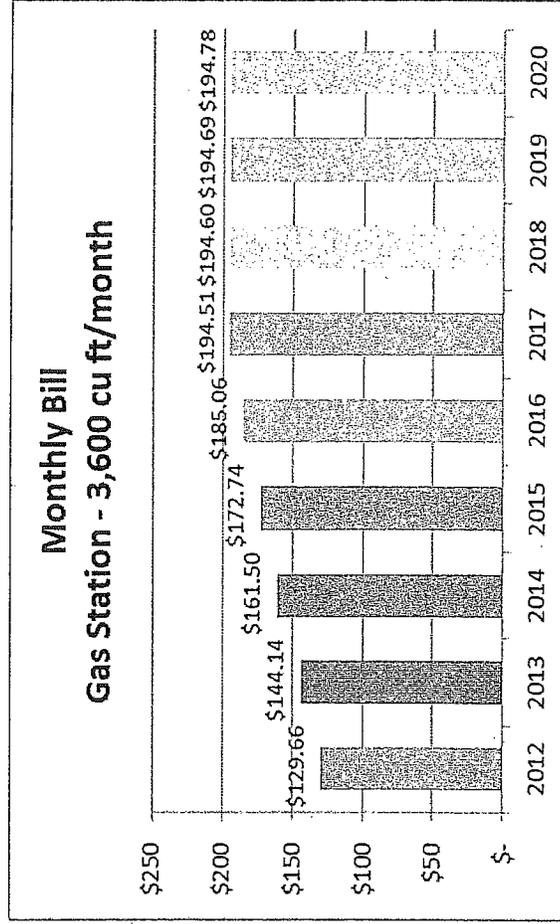
Non-Metered Eagle Lake User (1,000 cu ft (7,480 gal) per month and 1.5x residential meter charge)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Meter Charge (residential x 1.5)	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00
Volume Charge (1,000 cu ft)	\$ 21.70	\$ 25.70	\$ 30.50	\$ 33.60	\$ 37.00	\$ 39.60	\$ 39.60	\$ 39.60	\$ 39.60
Total Monthly Charges	\$ 49.70	\$ 53.70	\$ 58.50	\$ 61.60	\$ 65.00	\$ 70.55	\$ 70.64	\$ 70.73	\$ 70.82

* Eagle Creek agreement expires in 2016; assume that Admin charges start in 2017



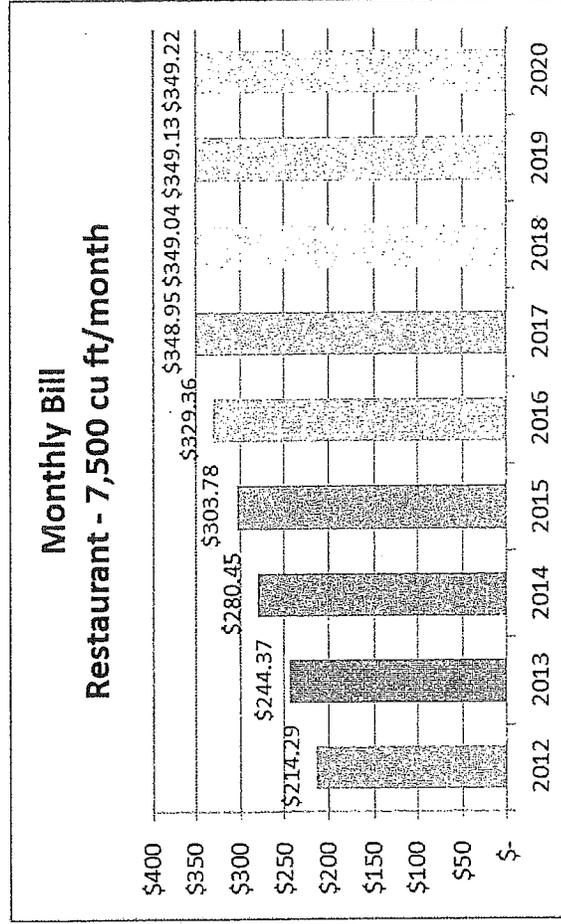
Sample Bill – Gas Station

Gas Station - 1" meter and 3,600 cu ft (26,928 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (1" meter)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Volume Charge (3,600 cu ft)	\$ 78.12	\$ 92.52	\$ 109.80	\$ 120.96	\$ 133.20	\$ 142.56	\$ 142.56	\$ 142.56	\$ 142.56
Total Monthly Charges	\$ 129.66	\$ 144.14	\$ 161.50	\$ 172.74	\$ 185.06	\$ 194.51	\$ 194.60	\$ 194.69	\$ 194.78



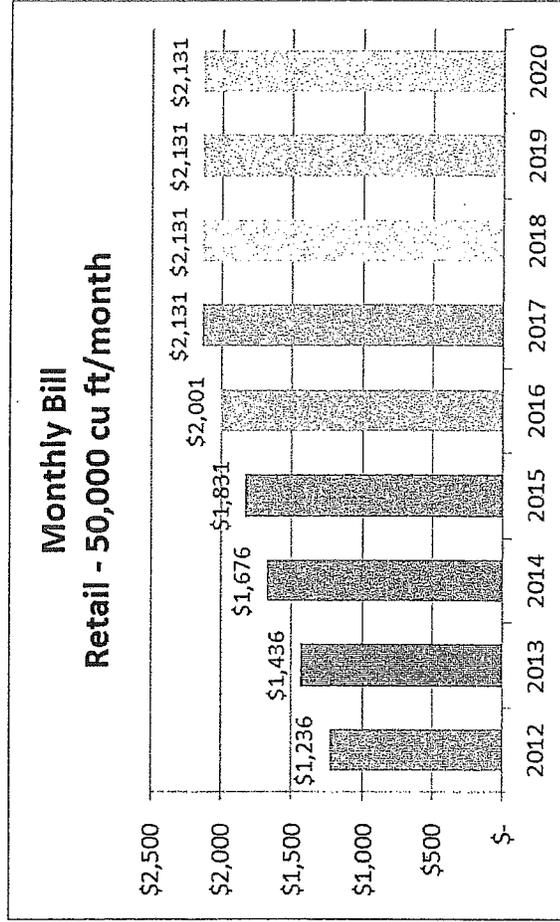
Sample Bill – Restaurant

Restaurant - 1" meter and 7,500 cu ft (56,100 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (1" meter)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Volume Charge (7,500 cu ft)	\$ 162.75	\$ 192.75	\$ 228.75	\$ 252.00	\$ 277.50	\$ 297.00	\$ 297.00	\$ 297.00	\$ 297.00
Total Monthly Charges	\$ 214.29	\$ 244.37	\$ 280.45	\$ 303.78	\$ 329.36	\$ 348.95	\$ 349.04	\$ 349.13	\$ 349.22



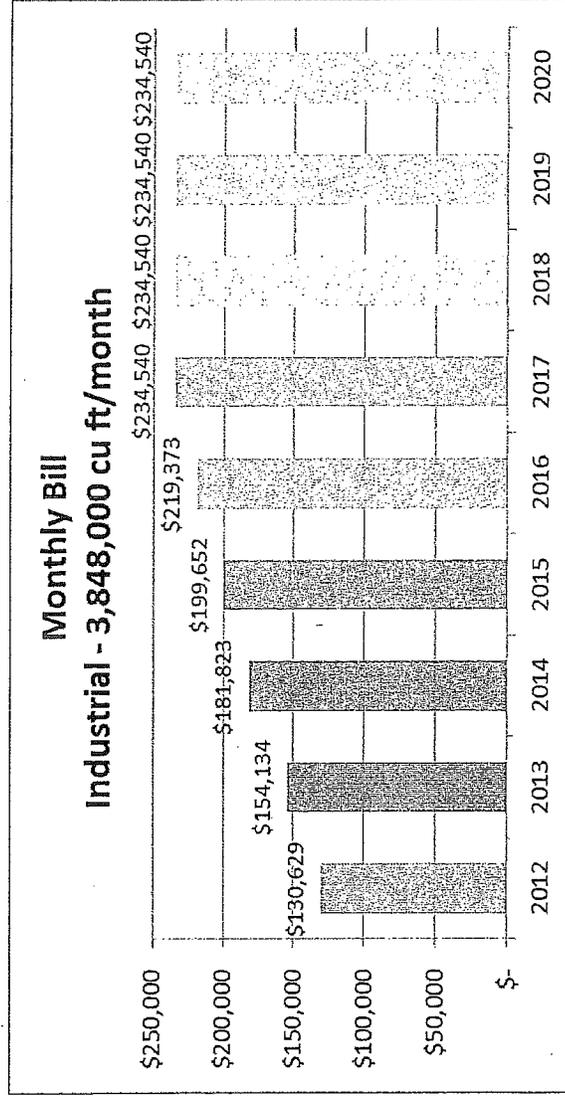
Sample Bill – Retail

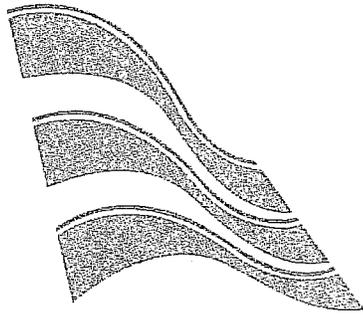
Retail User - 2" meter and 50,000 cu ft (374,000 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (2" meter)	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00
Volume Charge (50,000 cu ft)	\$ 1,085.00	\$ 1,285.00	\$ 1,525.00	\$ 1,680.00	\$ 1,850.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00
Total Monthly Charges	\$ 1,235.54	\$ 1,435.62	\$ 1,675.70	\$ 1,830.78	\$ 2,000.86	\$ 2,130.95	\$ 2,131.04	\$ 2,131.13	\$ 2,131.22



Sample Bill – Industrial

Industrial User - 12 meters and 3,848,000 cu ft (28,785,000 gallons) per month										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22	
Utility Improvement Charge (x12)	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	
Meter Charge (12 various meters)	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	
Volume Charge (3,848,000 cu ft)	\$ 126,277	\$ 149,781	\$ 177,470	\$ 195,299	\$ 215,020	\$ 230,187	\$ 230,187	\$ 230,187	\$ 230,187	
Total Monthly Charges	\$ 130,629	\$ 154,134	\$ 181,823	\$ 199,652	\$ 219,373	\$ 234,540	\$ 234,540	\$ 234,540	\$ 234,540	



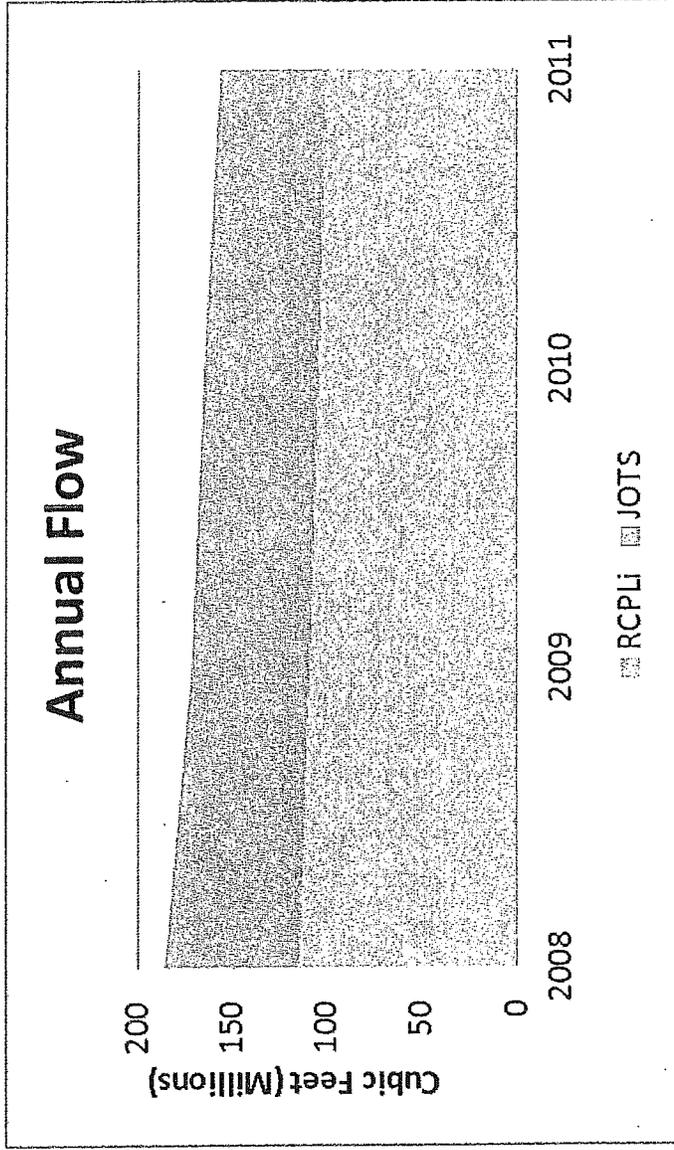


City of Willmar, Minnesota

Wastewater Utility Rate Study Supplementary Material

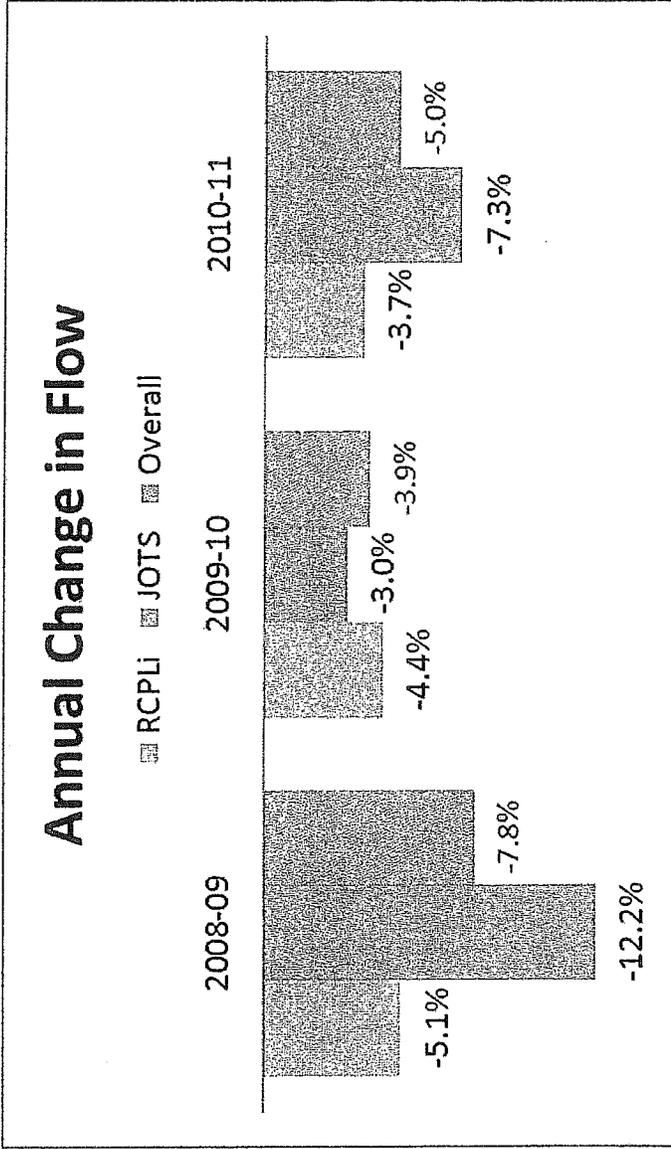
November 2012

Usage Trends



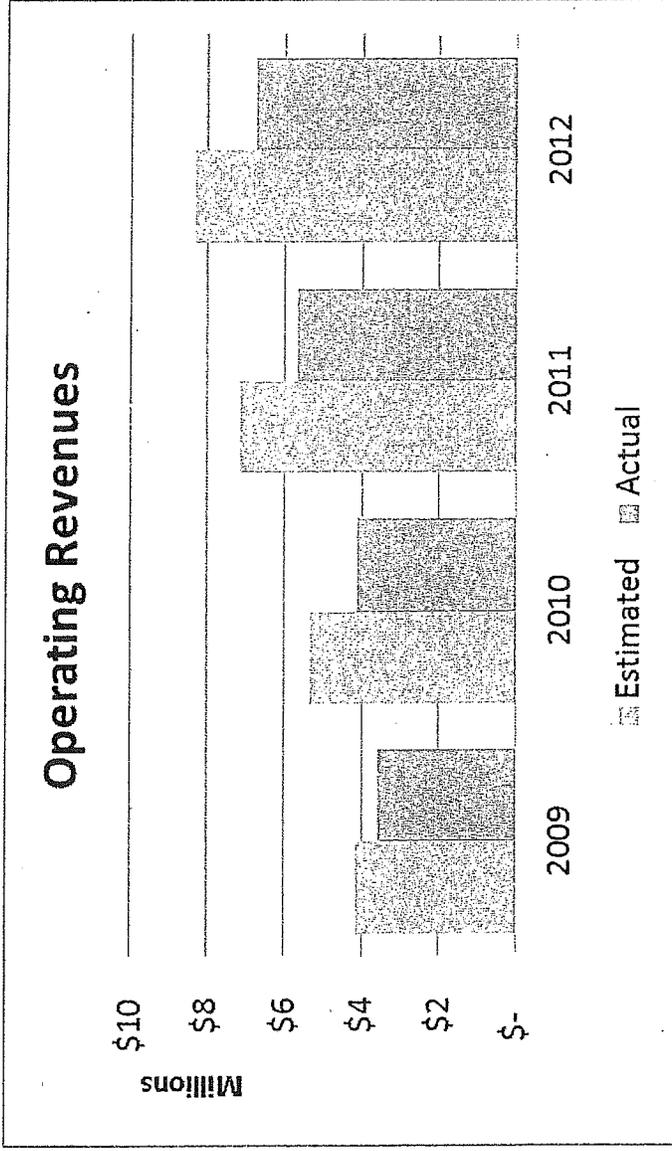
Consumption (cu ft)	2008	2009	2010	2011
RCPLI	115,495,455	109,624,400	104,809,100	100,959,400
JOTS	70,965,107	62,281,700	60,382,400	55,993,300
Overall	186,460,830	171,906,100	165,191,500	156,952,700

Usage Trends (cont.)



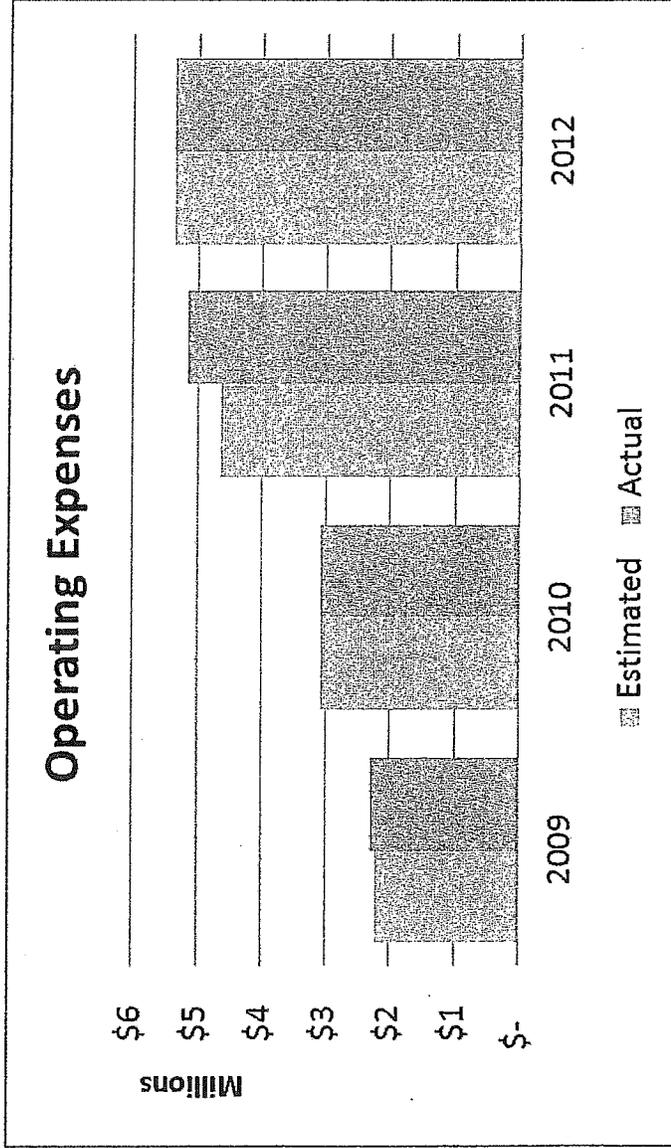
Annual Change	2008-09	2009-10	2010-11
RCPLi	-5.1%	-4.4%	-3.7%
JOTS	-7.8%	-3.0%	-7.3%
Overall	-12.2%	-3.9%	-5.0%

Projections vs. Actual – Revenues



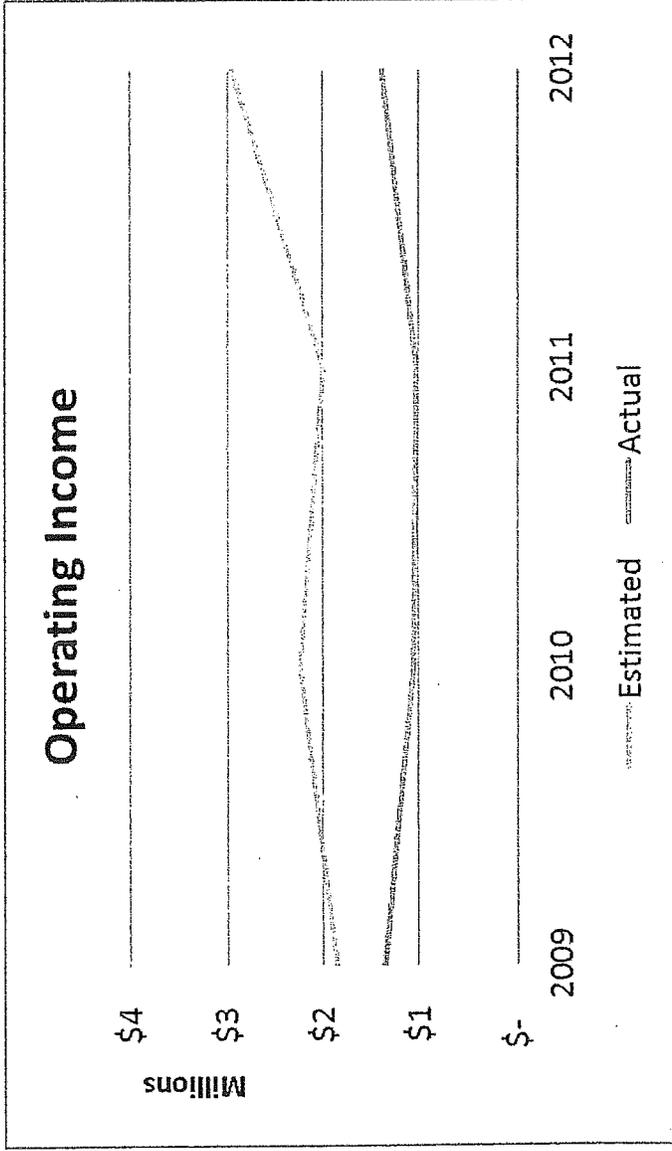
Operating Revenues	2009	2010	2011	2012
Estimated	\$ 4,155,561	\$ 5,322,435	\$ 7,156,962	\$ 8,327,592
Actual	\$ 3,576,202	\$ 4,139,101	\$ 5,670,166	\$ 6,751,345
Difference	\$ (579,359)	\$ (1,183,334)	\$ (1,486,796)	\$ (1,576,247)

Projections vs. Actual – Expenses



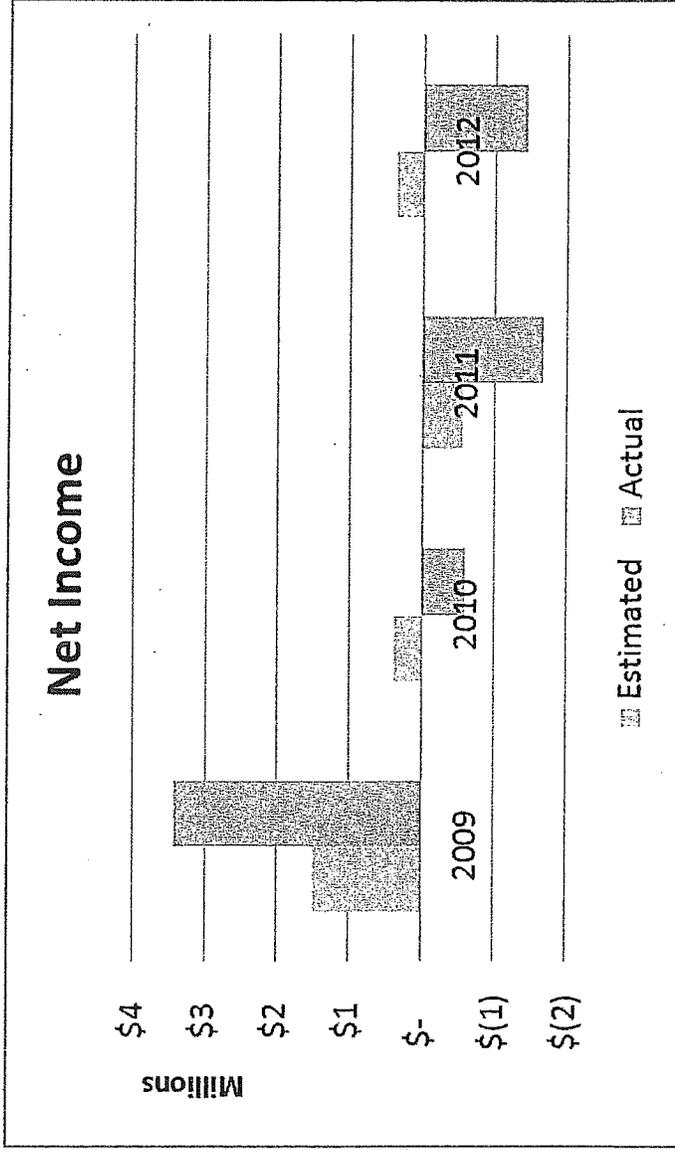
Operating Expenses	2009	2010	2011	2012
Estimated	\$ (2,217,567)	\$ (3,078,312)	\$ (4,636,283)	\$ (5,369,693)
Actual	\$ (2,300,039)	\$ (3,087,997)	\$ (5,165,979)	\$ (5,371,190)
Difference	\$ (82,472)	\$ (9,685)	\$ (529,696)	\$ (1,497)

Projections vs. Actual – Operating Income



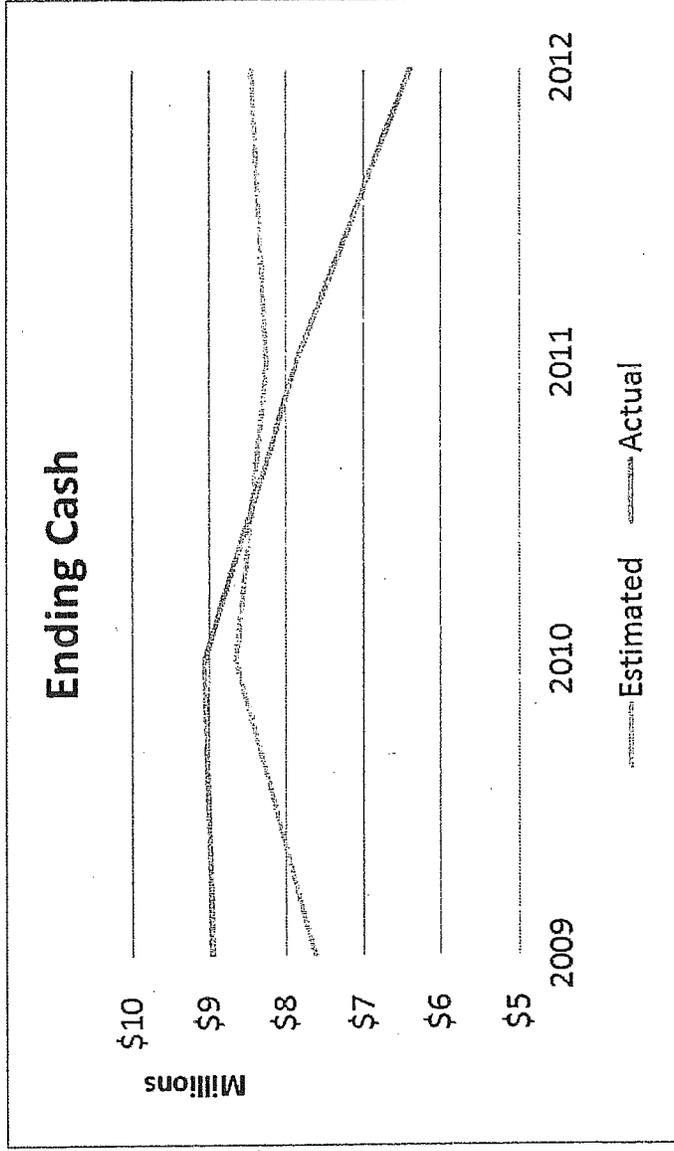
Operating Income	2009	2010	2011	2012
Estimated	\$ 1,855,522	\$ 2,234,438	\$ 1,990,983	\$ 2,956,402
Actual	\$ 1,358,635	\$ 1,060,789	\$ 1,033,883	\$ 1,381,652
Difference	\$ (496,887)	\$ (1,173,649)	\$ (957,100)	\$ (1,574,750)

Projections vs. Actual – Net Income

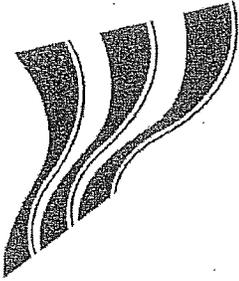


Net Income	2009	2010	2011	2012
Estimated	\$ 1,480,093	\$ 376,341	\$ (542,576)	\$ 369,048
Actual	\$ 3,416,252	\$ (588,126)	\$ (1,666,528)	\$ (1,435,893)
Difference	\$ 1,936,159	\$ (964,467)	\$ (1,123,952)	\$ (1,804,941)

Projections vs. Actual – Ending Cash



Ending Cash	2009	2010	2011	2012
Estimated	\$ 7,636,020	\$ 8,652,159	\$ 8,272,405	\$ 8,465,332
Actual	\$ 8,954,947	\$ 9,070,148	\$ 7,886,546	\$ 6,410,390
Difference	\$ 1,318,927	\$ 417,989	\$ (385,859)	\$ (2,054,942)



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

Agenda Item Number: 3

Meeting Date: January 28, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 4, 2013

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

Originating Department: Finance

Action Requested: Introduction and passage of a resolution approving a Fund Balance Policy.

Guiding Principle: City Charter and Council Policy/Procedures, Generally Accepted Accounting Principles

Introduction: After monthly availability and possible discussion opportunities, staff is requesting action on the Policy submitted.

Background/Justification: Generally Accepted Accounting Principles (GAAP) and Bond Rating Agencies recommend formulation and adoption of Policy document.

Fiscal Impact: Long term stability of the City of Willmar.

Alternatives: Amend the policy or sections but a policy is required.

Staff Recommendation: Introduce a resolution and approve the Policy as submitted.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

CITY OF WILLMAR, MN
FUND BALANCE POLICY

I. PURPOSE

The purpose of this policy is to establish the specific guidelines for the level of fund balances available for current and future spending in the governmental funds. The fund balance policy addresses a minimum level of unrestricted fund balance to be maintained, how the unrestricted fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. In addition, the City sets a stabilization amount for use in emergency situations or when revenue shortages or budgetary imbalances arise. The policy also addresses when fund balances will be restricted to specific purposes. For the purpose of this policy any reference to the City Administrator shall mean the City Administrator or his or her designee.

II. BACKGROUND

Government Accounting Standards Board (GASB) Statement No. 54 was enacted to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. In governmental funds, a City should identify fund balance separately between non-spendable, restricted, committed, assigned or unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

Proprietary funds' equity will be managed as a separate business-like enterprise as allowed by U.S. Generally Accepted Accounting Principles (GAAP). The funds will be monitored through operations and their rate structures. Examples of Proprietary funds include Hospital, Municipal Utilities and Sewer. Proprietary fund balances will be classified as either invested in capital assets net of related debt, restricted or unrestricted.

III. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventory, prepaid items, endowments and land held for resale.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation. Examples include bond or grant proceeds, tax increments and park dedication fees.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by formal action. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period. A committed fund balance cannot be a negative number.

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - a. The City will maintain an unrestricted fund balance in the General fund of an amount not less than 100% of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
 - b. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by property taxes (funding source) within five years (period over which replenishment will occur).

IV. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

V. MONITORING AND REPORTING

The City Council shall annually review fund balances in relation to this policy in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

VI. GOVERNMENTAL FUND DEFINITIONS

GASB Statement 54 provides clarification of the governmental funds definitions. The definitions are added to the fund balance policy to clearly define their reporting requirements. It is also important to understand the fund classification when determining the classification of their fund balances.

General Fund – Used to account for all financial resources not accounted for in another fund.

Special Revenue Funds – Used to account for reporting the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes (other than debt service or capital projects).

- One or more specified restricted or committed revenues are the foundation for the fund (comprise a substantial portion of fund's inflows).
- Other inflows (i.e. interest and transfers) may be reported in fund, if restricted, committed or assigned to the specified purpose of the fund.
- Restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of inflows of the fund.
- Exception for specific revenue rules – General fund of Blended Component Unit (EDA).

Debt Service Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest payments.

Capital Projects Funds – Used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.

VII. ENTERPRISE FUND EQUITY

Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises, where the City intends the cost of providing goods or services to the public be financed or recovered primarily through user charges. The City's enterprise funds include the Rice Memorial Hospital, Willmar Municipal Utilities and Sewer funds.

It is the City's intent to cover all operating and non-operating expenses through user charges to eliminate the impact on taxpayers. User charges will be reviewed annually to ensure adequate rates are charged for the services provided.

Enterprise funds' equity will be classified in one of the following categories:

- *Investment in Capital Assets, Net of Related Debt.* The component of net assets which is the difference between assets and liabilities of proprietary funds that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.
- *Restricted.* The component of net assets which is the difference in assets and liabilities of proprietary funds that consist of assets with constraints placed on their use by either external parties (i.e. creditors or grantors) or through constitutional provisions or enabling legislation.
- *Unrestricted.* The difference between the assets and liabilities of proprietary funds that is not reported as Investment in Capital Assets, Net of Related Debt or Restricted net assets.

The City Council will not establish a minimum required level for equity in proprietary funds other than the funds should cover their own operating and non-operating costs.

IV. OTHER POLICY CONSIDERATIONS

The City will use all *budgetary and financial accounting options* available to maintain the minimum level of fund balance available for appropriation in the General and Special Revenue Funds. Some options available include the following items:

- A specific budgeted revenue increase (i.e. ad valorem property tax increase).

- Increase fees for services.
- Reduction of expenditures in the budget.
- Transfers from other available funds.
- Sale of capital assets.

The City Council requires positive fund balances for all governmental, proprietary and fiduciary funds, with a few exceptions. The Council will allow a negative fund balance in the following instances:

- A project may be in a developmental phase in which all appropriations have not yet been received. It is anticipated the appropriations will be received within the fiscal year or early the following fiscal year. The City Administrator will present anticipated revenue sources to the Council when a deficit occurs for this reason.
- An emergency occurred and all appropriations to pay for the emergency have not been received yet. The City Administrator will keep a current listing of anticipated revenue sources to pay for the emergency.
- Pledges for a project are expected to be received over a period of time. In this case, a long-term receivable may be recorded if the pledges are assured to be received. If the receipt of the pledges is not guaranteed, the receivable cannot be recorded. The project (fund in some cases) will carry a negative balance until all pledges are received.
- An inter-fund loan is not appropriate or not available to cover the fund deficit.

The City Administrator will report shortfalls or surpluses in the projected fund balance levels to the City Council as soon as found to be a significant impact.

If a *fund deficit* occurs, a written plan by the City Administrator to move the fund out of the deficit is required. The City Council is responsible for reviewing and approving the financial plan. The City Administrator will monitor the plan's effectiveness on a monthly basis. The City Administrator will report the plan's effectiveness to the City Council on a quarterly basis.

A *fund surplus*, above all internal and external constraints, may also occur. In this case, the Administrator will notify the City Council to discuss the circumstances of the surplus and determine whether or not the established threshold is effective. Some appropriate plans for using fund surpluses include the following items (but are not limited to):

- Move budgeted expenditure into a future year due to unforeseen circumstances.
- Fund a one-time project or project planning that would not normally be budgeted in the on-going operations of the City.

- Return unused dollars to donors.
- Transfer excess funds to another City fund to finance a project or cover a shortfall.

The City's *credit rating* for debt financing and investing will also be considered in the level of required General fund balance. The City Council may further restrict the required fund balance level to meet a higher credit rating need if possible. The City's credit rating is reviewed annually by the City Administrator, Finance Director, and bond counsel when necessary. The City Administrator shall be responsible for conducting rating reviews.

IV. REPORTING REQUIREMENTS

The City's audit firm shall provide a City presentation of the previous year's financial condition in the modified and full accrual basis of accounting after the audit is completed. Any deficiencies presented by the auditor will be followed up by the City Administrator with a written plan to comply with this policy. The audit presentation will occur before June 30th following the previous year's end.

Adopted by the Willmar City Council on this ?th day of ?, 2012.

Frank Yanish
Mayor

Carlene Stevens
City Administrator

CITY OF WILLMAR, MINNESOTA
NOTES TO FINANCIAL STATEMENTS
December 31, 2011

E. Fund Balance Detail

The following is a detail of Governmental Fund Balances at December 31, 2011:

Fund	Nonspendable	Restricted	Committed	Assigned	Unassigned
General Fund					
Prepays/Deposits	\$ 102,869	\$ -	\$ -	\$ -	\$ -
Inventories	119,091	-	-	-	-
Working Capital	-	-	-	4,000,000	-
Year 2012	-	-	-	642,026	-
Year 2013	-	-	-	1,193,470	-
Retirees Insurance	-	-	-	223,540	-
Self-Insurance	-	-	-	1,000,000	-
Petty Cash	-	-	-	2,250	-
Public Works Backlog	-	-	-	200,000	-
Uncompensated Absences-Regular	-	-	-	1,697,692	-
Uncompensated Absences-Overtime	-	-	-	1,364,811	-
Uncompensated Absences-Part Time	-	-	-	267,082	-
Next Year's Budget	-	-	-	1,300,000	-
Current Year Emergency	-	-	-	1,300,000	-
Capital Improvements	-	-	-	778,289	-
Special Revenue Funds					
Economic Develop Revolv Loan	-	-	-	-	77,600
WRAC-8-Prepays	1,778	-	-	-	-
WRAC-8	-	-	39,701	182,945	-
CVB-Prepays	13,319	-	-	-	-
CVB	-	-	31,194	163,359	-
CVB-Petty Cash	-	-	-	50	-
Local Option Sales Tax	-	6,282,990	-	-	-
Library Improvement Reserve	-	-	210,372	-	-
Community Investment	-	8,000,000	-	658,320	-
Public Works Reserve	-	-	-	635,086	-
Law Enforcement Forfeiture Fund	-	53,743	-	-	-
Debt Service Funds					
Special Assessments Funds	833,916	4,281,663	-	-	-
Nonmajor Airport Debt Service	155,819	10,720	-	-	-
Capital Projects Funds					
Street Projects	-	-	1,463,688	393,542	-
Nonmajor Surface Water C.P.	-	-	201,332	-	-
Nonmajor Local Option Sales Tax	-	-	-	18,137	-
Nonmajor Airport C.P.	-	929,838	10,679	-	-
Nonmajor Capital Improvements	-	-	-	116,919	-
Stormwater	-	-	-	13,545	-
Year 2009	-	-	-	855,495	-
Year 2010	-	-	-	185,870	-
Year 2011	-	-	-	257,188	-
Year 2012	-	-	-	469,951	-
Year 2013	-	-	-	1,000,000	-
WRAC-8	-	-	-	65,215	-
CVB	-	-	-	5,500	-
Permanent Funds	-	30,000	9,632	-	-
Totals	\$ 1,226,792	\$ 19,588,954	\$ 1,966,598	\$ 18,990,282	\$ 77,600

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-02
CITY OF WILLMAR
TUESDAY, JANUARY 29, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, January 29, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Bruce DeBlieck and Steve Ahmann. Also present were: Council Member Jim Dokken; Charlene Stevens, City Administrator; Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Gary Hendrickson, Fire Chief; Jared Voge, Bolton and Menk; and David Little, "West Central Tribune."

1. 2013 IMPROVEMENT REPORT (RESOLUTION):

Staff presented the Improvement Report for 2013 Projects (see Attachment A). There were four categories of improvements included in the report. Those four categories were reconstruction, overlay, new construction, and miscellaneous such as trails, quiet zones, and sidewalks. The Committee discussed the project schedule and briefly reviewed several of the projects.

Following discussion, a motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following:

RECOMMENDATION:

That the City Council receive the report and set the Improvement Hearing for 7:03 p.m., February 19, 2013. (Resolution)

2. WILLMAR TRANSPORTATION PLAN (FOR INFORMATION ONLY):

The committee briefly discussed the 2003 Transportation Plan, specifically as it relates to identified issues and projects. There was general agreement that a significant portion of the plan has been accomplished. The need for a new or revised plan was discussed. The committee was informed that the Capital Improvement Program shows funding for a revised transportation plan in 2015. That schedule will be maintained unless some significant transportation issue arises that requires immediate attention.

3. MUNICIPAL CODE AMENDMENT FOR FALSE ALARMS (MOTION):

Fire Chief Gary Hendrickson presented a proposal to change the way the City charges for false alarms (see Attachment B). The current ordinance charges \$250.00 for false alarms, with five false alarms allowed per year without charge. The new ordinance proposes a \$500.00 charge per false alarm. It would require fire alarm systems to be registered. Charges would be waived for the owner providing evidence of system servicing and repair. The new proposal also allows discretion by the Fire Chief in assessing charges. The committee discussed implementation of the ordinance and how to best involve the current owners of fire alarm systems.

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

RECOMMENDATION:

Introduce the Ordinance for a public hearing on March 4, 2013. (Motion)

4. ORDINANCE FINE AMOUNTS (FOR INFORMATION ONLY):

Police Chief David Wyffels informed the committee that he was in the process of reviewing multiple ordinances that assess fines for violations, so the fine amounts would be available for the E-charging process. The fine amounts will be aggregated into a database for use in E-ticketing or E-charging.

5. MISCELLANEOUS:

Staff informed the committee that the process would soon begin to acquire the easement for the Willmar Avenue Quiet Zone. The issue of easement acquisition will be taken to the Planning Commission at their next meeting in keeping with Charter requirements.

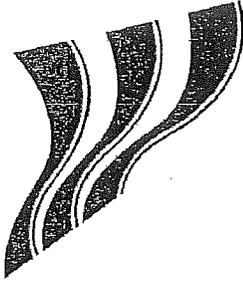
Council Member Ahmann raised the issue of the possibility of widening ditches to increase storm water storage. The matter was referred to Bolton & Menk for more information regarding the City's legal authority and capacity for doing so.

There being no further business to come before the committee, the meeting adjourned at 5:45 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Bruce D. Peterson". The signature is stylized and somewhat cursive.

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



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: January 29 2013

Attachments: Yes No

Attachment A
CITY COUNCIL ACTION

Date: February 4, 2013

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Action Requested: Receive Improvement Report and Order Improvement Hearing

Guiding Principle: Minnesota Statute 429.031 subd. 1(b)

Introduction: The City Council ordered the preparation of the Improvement Report for the 2013 Improvements. As required by Minnesota Statute 429, the City Engineer hereby requests the City Council review the Engineer's Report and Call for an Improvement Hearing.

Background/Justification: The Engineering Department has prepared the lists of property owners affected by the projects and the Improvement Report detailing the improvements and estimated costs. The City Council is required to order the Improvement Hearing explaining the proposed improvements and receive public comment.

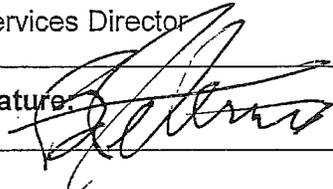
Fiscal Impact: Sources of funding for the 2013 Improvement Projects include monies from the Willmar Municipal Utilities, LOST funds, property owner assessments, state aid, and bond proceeds.

Alternatives: 1. Set the Improvement Hearing for 7:03 p.m., February 19, 2013
2. Construct no assessable improvements in 2013.

Staff Recommendation: That an Improvement Hearing on the proposed projects as listed in the report be held by the City Council on February 19, 2013 at 7:03 p.m. in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Reviewed by: Bruce Peterson, Planning and Development Services Director

Preparer: Janell Sommers, Public Works Secretary

Signature: 

Comments:

TO: MAYOR AND CITY COUNCIL

FROM: JARED VOGEL, INTERIM CITY ENGINEER

DATE: JANUARY 29, 2013

**RE: PRELIMINARY REPORT
2013 IMPROVEMENTS
CONSTRUCTION OF STREET AND OTHER IMPROVEMENTS**

As required by Minnesota Statute 429, the City Engineer hereby submits to the City Council of the City of Willmar the following Preliminary Report for 2013 Street and Other Improvements:

2013 STREET IMPROVEMENTS

RECONSTRUCTION

2nd Street SE – Willmar Avenue SE to Olena Avenue SE
Kandiyohi Avenue SW – 1st Street S to 7th Street SW
Kandiyohi Avenue SW – 11th Street SW to 15th Street SW
6th Street SW – Trott Avenue SW to Robbins Avenue SW
Havana Street NE – High Avenue NE to north end
City Parking Lot (Block 42)

OVERLAY

Trott Avenue SW – 28th Street SW to Industrial Drive SW
23rd Street SW – Airport Drive SW to Trott Avenue SW
3rd Avenue SW – 28th Street SW to east end
4th Avenue SW – 28th Street SW to 3rd Avenue SW
TH 12 E Service Rd north side – Litchfield Ave SE to Lakeland Drive SE
TH 12 E Service Rd south side – Ferring Street SE to Lakeland Drive SE
22nd Street SW – 19th Avenue SW to 21st Avenue SW
22nd Street SW – 22nd Avenue SW to Williams Parkway SW
23rd Street SW – 22nd Avenue SW to Williams Parkway SW
24th Street SW – 21st Avenue SW to Williams Parkway SW
22nd Avenue SW – 21st Street SW to 24th Street SW
Williams Parkway SW – 25th Street SW to 22nd Street SW

NEW CONSTRUCTION

Willmar Avenue SW – Industrial Drive SW to 22nd Street SW
4th Avenue SW – 28th Street SW to Cul-De-Sac

MISCELLANEOUS

Downtown-Robbins Island Connection Trail
Trott Avenue SW – Quiet Zone and Overlay
11th Avenue SE Sidewalk

2nd St SE:

Willmar Ave SE to Olena Ave SE

Street History:

Original Year Built:	1969	Street Width:	43
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	0	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	3.5
Rating:	40	Aggregate Depth (In):	5
		Overlay Depth (In):	0.625
		Total Depth (In):	9.125

Proposed Improvement: Reconstruction

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.24
Assessable Footage: 1267.2
Estimated Cost: \$374,650.00

Comments:

Pavement surface is weathered. Patching has been done in several places, transverse, block cracking, and alligator cracking is present. Section of new pavement exists just before 11th Ave.
(2008) Schedule to Reconstruct 11th to Minnesota. Overlay Willmar to 11th.

Kandiyohi Ave SW:

1st St SW to 7th St SW

Street History:

Original Year Built:	1950	Street Width:	42
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	1979	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	V
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	40	Aggregate Depth (In):	1.5
		Overlay Depth (In):	
		Total Depth (In):	3

Proposed Improvement: Reconstruction

Proposed Width (ft):
Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.4

Assessable Footage:

Estimated Cost: \$526,880.00

Comments:

MSAS # 175-122-20

Weathered surface. Block cracking present, and patching has been done. Rutting on surface is pronounced. Advanced transverse and block cracking, with several areas of alligator cracking.

(2010) Surface shows advanced signs of weathering & deterioration

(2011) Frost Boils west of 4th St

Kandiyohi Ave SW:**11th St SW to 15th St SW****Street History:**

Original Year Built:	1952	Street Width:	42
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	1981	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	2.25
Rating:	40	Aggregate Depth (In):	5
		Overlay Depth (In):	
		Total Depth (In):	7.25

Proposed Improvement: Replace Water Main

Proposed Width (ft):

Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.31

Assessable Footage: 1584

Estimated Cost: \$505,925.00

Comments:

MSAS # 175-122-10

Pavement has a weathered surface. There is advanced block cracking, rutting, and the edge of the pavement has advanced deterioration. Patching has been done to surface and the ride is rough.

(2007) From 125' West of 13th St to 11th surface has extensive pothole repairs, surface in advanced state of deterioration in this area.

(2008) WMU. Needs water main replacement from 12th St to 15th St

(2010) Gravel cut at # 1319

6th St SW:

Trott Ave SW to Minnesota Ave SW

Street History:

Original Year Built: 1940
Year Reconstructed: 0
Year Overlaid: 1966
Year Sealcoat: 0
Year Crack Sealed: 0
Rating: 25

Street Width: 42
ROW Width: 70
Sidewalk: 4'
Curb / Gutter Type: V
Bituminous Depth (In): 1.5
Aggregate Depth (In): 3
Overlay Depth (In):
Total Depth (In): 4.5

Proposed Improvement: Reconstruction

Proposed Width (ft):
Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.07

Assessable Footage: 500

Estimated Cost: \$112,587.56

Comments:

Transverse cracking is common. Advanced alligator cracking. Numerous repairs have been made in the past making the surface uneven.

6th St SW:

Minnesota Ave SW to Robbins Ave SW

Street History:

Original Year Built:	1950	Street Width:	42
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	1974	Sidewalk:	4'
Year Sealcoat:	0	Curb / Gutter Type:	V
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	30	Aggregate Depth (In):	3
		Overlay Depth (In):	
		Total Depth (In):	4.5

Proposed Improvement: Reconstruction

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.4
Assessable Footage: 2900
Estimated Cost: \$643,357.44

Comments:

Longitudinal and transverse cracking. Pavement deterioration at edges and over old underground trenches. Road surface very rutted and uneven.

Havana St NE:**High Ave NE to North end of street (Dead End)****Street History:**

Original Year Built:	1948	Street Width:	32
Year Reconstructed:	0	ROW Width:	60
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	1.5
Rating:	5	Aggregate Depth (In):	3
		Overlay Depth (In):	
		Total Depth (In):	4.5

Proposed Improvement: Reconstruction

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.05
Assessable Footage: 264
Estimated Cost: \$77,880.00

Comments:

Pavement surface is approaching a condition where traffic operation will be difficult. Alligator cracking is found over nearly the entire surface. Raveling is also found in places. Many areas have been patched, and rutting is also present. Several areas with subsurface failure.
(2008) Repair Frost Boil
(2008) Schedule to Replace Water Main

City Parking Lot #1 (Block 42): Becker Ave to

Street History:

Original Year Built:	1959	Street Width:	0
Year Reconstructed:	0	ROW Width:	0
Year Overlaid:	0	Sidewalk:	
Year Sealcoat:	0	Curb / Gutter Type:	None
Year Crack Sealed:	0	Bituminous Depth (In):	0
Rating:	0	Aggregate Depth (In):	0
		Overlay Depth (In):	0
		Total Depth (In):	0

Proposed Improvement: Reconstruction

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminuous: 0
Sidewalk:
Curb / Gutter Type:
Segment Length (mi):
Assessable Footage: 0
Estimated Cost: \$85,000.00

Comments:

Paved - 1959
15,638 sqft (1,737.4 sqyd)
24 spaces, 14 spaces
(2009) Hardware Hank expressed interest in participating in reconstruction cost to improve drainage.

Trott Ave SW:

28th St. SW to 23rd St. SW (Formerly Enterprise St)

Street History:

Original Year Built:	1968	Street Width:	44
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	1989	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	65	Aggregate Depth (In):	15
		Overlay Depth (In):	1.5
		Total Depth (In):	20.5

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.37
Assessable Footage:
Estimated Cost: \$132,160.95

Comments:

MSAS # 175-128-10
Pavement surface is weathered, but not severe. Advanced transverse and longitudinal cracking, as well as block cracking. Cracks are tight. Minor rutting.
Transverse and longitudinal cracking with block cracking. But road surface is in good condition.
(2010) Several large area patches

Trott Ave SW:

23rd St. SW (Formerly Enterprise St) to Industrial Dr. (Old T

Street History:

Original Year Built: 1968
Year Reconstructed: 0
Year Overlayed: 1989
Year Sealcoat: 0
Year Crack Sealed: 0
Rating: 65

Street Width: 44
ROW Width: 70
Sidewalk: None
Curb / Gutter Type: B-624
Bituminous Depth (In): 4
Aggregate Depth (In): 15
Overlay Depth (In): 1.5
Total Depth (In): 20.5

Proposed Improvement: Overlay

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminuous: 0

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.36

Assessable Footage:

Estimated Cost: \$128,589.05

Comments:

MSAS # 175-128-20

Pavement surface is weathered, but not severe. Advanced transverse and longitudinal cracking, as well as block cracking. Cracks are tight. Minor rutting.

Transverse and longitudinal cracking with block cracking. But road surface is in good condition.

(2010) Several large area patches

23rd St SW (Enterprise St): Airport Dr SW to Trott Ave SW

Street History:

Original Year Built:	1966	Street Width:	44
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	1989	Sidewalk:	None
Year Sealcoat:	1999	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	70	Aggregate Depth (In):	15
		Overlay Depth (In):	
		Total Depth (In):	19

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.13
Assessable Footage:
Estimated Cost: \$46,900.00

Comments:

MSAS # 175-127-10
Extensive transverse cracking. Longitudinal cracks common. Pavement surface showing signs of weather and wear.

3rd Ave SW:

28th St SW to East end cul-de-sac

Street History:

Original Year Built:	1979	Street Width:	44
Year Reconstructed:	0	ROW Width:	88
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	1989	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	8
Rating:	45	Aggregate Depth (In):	3
		Overlay Depth (In):	0
		Total Depth (In):	11

Proposed Improvement: Overlay

Proposed Width (ft):

Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.15

Assessable Footage:

Estimated Cost: \$65,450.00

Comments:

Longitudinal and transverse cracking. Advanced settling in cul de sac. West end large areas of alligator cracking.
(2008) Repair Frost Boil

4th Ave SW:

28th St SW to 3rd Ave SW

Street History:

Original Year Built:	1979	Street Width:	44
Year Reconstructed:	0	ROW Width:	80
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	1989	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	8
Rating:	55	Aggregate Depth (In):	3
		Overlay Depth (In):	0
		Total Depth (In):	11

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.2
Assessable Footage:
Estimated Cost: \$82,600.00

Comments:

Advanced transverse and block cracking. Road surface uneven in areas due to settling of sewer trenches.
(2008) Repair Frost Boil

TH 12 E Service Rd N Side: Litchfield Ave to Lakeland Dr

Street History:

Original Year Built:	1959	Street Width:	30
Year Reconstructed:	0	ROW Width:	0
Year Overlaid:	1970	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	6
Rating:	50	Aggregate Depth (In):	12
		Overlay Depth (In):	0.625
		Total Depth (In):	18.63

Proposed Improvement: Overlay

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminous: 0
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.42
Assessable Footage: 2048.8
Estimated Cost: \$121,977.70

Comments:

(2011) Frost Boils @ #1209

TH 12 E Service Rd S Side:

Ferring St to Lakeland Dr

Street History:

Original Year Built: 1959
Year Reconstructed: 0
Year Overlaid: 1970
Year Sealcoat: 0
Year Crack Sealed: 0
Rating: 45

Street Width: 25
ROW Width: 0
Sidewalk: None
Curb / Gutter Type: B-624
Bituminous Depth (In): 6
Aggregate Depth (In): 12
Overlay Depth (In): 0.625
Total Depth (In): 18.63

Proposed Improvement: Overlay

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminuous: 0

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.53

Assessable Footage: 2375.4

Estimated Cost: \$154,947.30

Comments:

22nd St SW:

19th Ave SW to 21st Ave SW

Street History:

Original Year Built:	1983	Street Width:	41
Year Reconstructed:	0	ROW Width:	66
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	D
Year Crack Sealed:	0	Bituminous Depth (In):	3
Rating:	40	Aggregate Depth (In):	4
		Overlay Depth (In):	
		Total Depth (In):	7

Proposed Improvement: Overlay

Proposed Width (ft):

Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.13

Assessable Footage:

Estimated Cost: \$52,500.00

Comments:

Weathered pavement surface, advanced transverse and longitudinal cracking, block cracking, as well as some alligator cracking. Filled cracks are now deteriorating. Edge cracking also exists. Rutting and uneven from past patches.

(2008) Repair Frost Boil

(2010) Area from 20th to 21st Aves. In poor condition

(2011) Repair Frost Boils @ #2004, Large Repair Area

22nd St SW:

Williams Parkway SW to 22nd Ave SW

Street History:

Original Year Built:	1993	Street Width:	40
Year Reconstructed:	0	ROW Width:	70
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	D
Year Crack Sealed:	0	Bituminous Depth (In):	4
Rating:	40	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.12
Assessable Footage:
Estimated Cost: \$46,900.00

Comments:

Advanced transverse and longitudinal cracking. There are areas of surface failure. Sags in pavement holding water. 5" drain file.
(2010) Standing water on roadway from sump discharge

23rd St SW:

22nd Ave SW to Williams Parkway

Street History:

Original Year Built:	1993	Street Width:	40
Year Reconstructed:	0	ROW Width:	70
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	D
Year Crack Sealed:	2003	Bituminous Depth (In):	4
Rating:	70	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: Overlay

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminous: 0
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.09
Assessable Footage: 618.8
Estimated Cost: \$19,775.05

Comments:

Advanced transverse and block cracking. Pavement surface is showing signs of weathering.
(2010) Surface shows signs of advanced weathering & pitting.

1991- Sewer & Water from 22nd Ave to 110' South.

1993- Sewer & Water from 110' South of 22nd Ave to 95' South.

1991- Sewer & Water from 205' South of 22nd Ave to Williams Parkway. 5" drain tile

24th St SW:

21st Ave SW to Williams Parkway

Street History:

Original Year Built: 1992
Year Reconstructed: 0
Year Overlayed: 0
Year Sealcoat: 2003
Year Crack Sealed: 1999
Rating: 65

Street Width: 40
ROW Width: 70
Sidewalk: None
Curb / Gutter Type: D
Bituminous Depth (In): 4
Aggregate Depth (In): 4
Overlay Depth (In):
Total Depth (In): 8

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.09

Assessable Footage:

Estimated Cost: \$19,008.00

Comments:

Advanced transverse and block cracking.
(2010) Edges damaged from sump pump discharge

22nd Ave SW:

24th St SW to 21st St SW

Street History:

Original Year Built:	1992	Street Width:	40
Year Reconstructed:	0	ROW Width:	70
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	2003	Curb / Gutter Type:	D
Year Crack Sealed:	1999	Bituminous Depth (In):	4
Rating:	65	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.18
Assessable Footage:
Estimated Cost: \$80,190.00

Comments:

Some alligator cracks and surface failure along curb. In 1996, C & G, 6" gravel, and paving east of 20th St. intersection.
(2007) Significant water damage at edges of road due to constant sump pump discharges throughout section. Crews have trouble patching due to water standing entire year. Primary drive lanes very good
(2008) Repair 2 Frost Boils
(2010) Repair Frost Boil @ 2208, Transverse & longitudinal cracking.

Williams Parkway SW:**25th St SW to 24th St SW****Street History:**

Original Year Built: 1993
Year Reconstructed: 0
Year Overlaid: 0
Year Sealcoat: 0
Year Crack Sealed: 2003
Rating: 75

Street Width: 40
ROW Width: 70
Sidewalk: None
Curb / Gutter Type: D
Bituminous Depth (In): 4
Aggregate Depth (In): 6
Overlay Depth (In):
Total Depth (In): 10

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate

Bituminuous:

Sidewalk:

Curb / Gutter Type:

Segment Length (mi): 0.04

Assessable Footage:

Estimated Cost: \$27,360.00

Comments:

Minimal transverse and longitudinal cracking.

Williams Parkway SW:**24th St SW to 22nd St SW****Street History:**

Original Year Built:	1995	Street Width:	40
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	D
Year Crack Sealed:	2003	Bituminous Depth (In):	4
Rating:	60	Aggregate Depth (In):	6
		Overlay Depth (In):	
		Total Depth (In):	10

Proposed Improvement: Overlay

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.14
Assessable Footage:
Estimated Cost: \$95,760.00

Comments:

Recent crack fill. Transverse and longitudinal cracks are appearing. Surface is showing signs of weathering.
5" drain tile.
(2010) Depressed transverse cracking

Willmar Ave SW:

30th St SW (CR 5) to T.H. 40 (Industrial Dr)

Street History:

Original Year Built:	2007	Street Width:	52
Year Reconstructed:	0	ROW Width:	100
Year Overlayed:	0	Sidewalk:	8' Path
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	6
Rating:	100	Aggregate Depth (In):	24
		Overlay Depth (In):	0
		Total Depth (In):	30

Proposed Improvement: Bituminous Only

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminous: 0
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.4
Assessable Footage: 0
Estimated Cost: \$151,927.08

Comments:

(2007) Under Construction West of Hwy 40
(2008) 4" Non-Wear Paving completed. Not a thru street
(2010) Street is not open to traffic, Approx. 100' remains to finish, 2" Wear course not paved

Willmar Ave SW:

22nd ST SW to TH 40 (Industrial Dr.)

Street History:

Original Year Built:		Street Width:	44
Year Reconstructed:	0	ROW Width:	66
Year Overlaid:		Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	
Year Crack Sealed:	0	Bituminous Depth (In):	0
Rating:	0	Aggregate Depth (In):	0
		Overlay Depth (In):	0
		Total Depth (In):	0

Proposed Improvement: New Construction

Proposed Width (ft): 44
Proposed Section: Aggregate 12
Bituminuous: 6
Sidewalk: None
Curb / Gutter Type: B-624
Segment Length (mi): 0.17
Assessable Footage: 0
Estimated Cost: \$732,418.50

Comments:

(2009) Realignment to tie into the new industrial park. New Construction including storm sewer and RR crossing.

4th Ave. SW:

28th St SW to Cul-de-sac

Street History:

Original Year Built:	0	Street Width:	0
Year Reconstructed:	0	ROW Width:	80
Year Overlayed:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	
Year Crack Sealed:	0	Bituminous Depth (In):	0
Rating:	0	Aggregate Depth (In):	0
		Overlay Depth (In):	0
		Total Depth (In):	0

Proposed Improvement: New Construction

Proposed Width (ft): 44
Proposed Section: Aggregate 12
Bituminuous: 6
Sidewalk: None
Curb / Gutter Type: B-624
Segment Length (mi): 0.07
Assessable Footage: 0
Estimated Cost: \$202,906.07

Comments:

(2009) New Development

Downtown-Robbins Island Conn Litchfield Ave to Robbins Island boat ramp (west)

Street History:

Original Year Built:	0	Street Width:	0
Year Reconstructed:	0	ROW Width:	0
Year Overlaid:	0	Sidewalk:	10' Path
Year Sealcoat:	0	Curb / Gutter Type:	
Year Crack Sealed:	0	Bituminous Depth (In):	0
Rating:	0	Aggregate Depth (In):	0
		Overlay Depth (In):	0
		Total Depth (In):	0

Proposed Improvement: New Construction

Proposed Width (ft): 0
Proposed Section: Aggregate 0
Bituminuous: 0
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.96
Assessable Footage: 0
Estimated Cost: \$177,017.24

Comments:

(2012) S.P. 175-090-005

Trott Ave SW: Industrial Dr. SW (Old TH 40) to 16th St SW

Street History:

Original Year Built:	1970	Street Width:	44
Year Reconstructed:	0	ROW Width:	70
Year Overlaid:	0	Sidewalk:	None
Year Sealcoat:	0	Curb / Gutter Type:	B-624
Year Crack Sealed:	0	Bituminous Depth (In):	6
Rating:	35	Aggregate Depth (In):	12
		Overlay Depth (In):	
		Total Depth (In):	18

Proposed Improvement: Overlay/Quiet Zone

Proposed Width (ft):
Proposed Section: Aggregate
Bituminuous:
Sidewalk:
Curb / Gutter Type:
Segment Length (mi): 0.28
Assessable Footage:
Estimated Cost: \$285,000.00

Comments:

Pavement surface is in good condition, however, cracking patterns are severe and make the ride rough. Alligator cracking is common and rutting is present. Block cracking is extensive. Coordinate with WWTP project. (2008) MSAS Road Segment # 175-104-101
Proposed RR Quiet Zone.

Estimated Total Cost (Reconstruction, New and Overlay) \$4,826,004.00

Estimated Total Cost Miscellaneous Construction \$462,017.00

Estimated Total Costs 2013 Projects \$5,288,021.00

Estimated Total Assessments \$1,474,628.00

Estimated City Share \$3,813,393.00

Estimated Total Revenue \$5,288,021.00

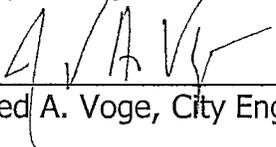
FINDINGS:

The projects as presented are feasible and can be substantially completed during the 2013 construction season.

RECOMMENDATION:

The City Engineer recommends that the project be constructed as proposed, and that a Public Hearing be held by the City Council in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Respectfully Submitted,



Jared A. Voge, City Engineer

js

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.



Dated: 1/24/13 Reg. No. 45063

RESOLUTION NO. _____

**RECEIVING PRELIMINARY REPORT AND
CALLING PUBLIC HEARING ON
YEAR 2013 IMPROVEMENT PROJECTS**

WHEREAS:

1. The City Council deems it necessary and expedient that the City of Willmar, Minnesota, construct certain improvements to-wit: grading, gravel base, bituminous paving, curb and gutter, sidewalk, signal systems, sanitary sewer, storm sewer, water main, sump pump drain tile, service lines, railroad quiet zone(s), Downtown to Robbins Island Trail Connection, in the City as described in and in accordance with the preliminary plans and report prepared by the City Engineer.

2. The Council has been advised by the City Engineer that said Year 2013 Improvement Projects contained in the Preliminary Report are feasible and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by the Council, and filed with the Clerk-Treasurer; and

3. The statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof and the area proposed to be assessed, in accordance with the law;

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

1. A public hearing will be held at the time and place set forth in the Notice of Hearing hereto attached to consider said proposed improvements.

2. The nature of the improvements, the estimated cost of each major portion thereof, and the areas proposed to be assessed therefore are described in the form of Notice of Hearing hereto attached.

3. The notice of said public hearing shall be in substantially the form contained in the notice hereto attached.

4. The Clerk-Treasurer is hereby authorized and directed to cause notice of said hearing to be given two publications in the official newspaper. Said publications shall be one week apart, and at least three days shall elapse between the last publication and the hearing. Not less than ten days before the hearing the Clerk-Treasurer shall mail notice of the hearing to the owner of each parcel of land within the area proposed to be assessed as described in the notice. For the purpose of giving such mailed notice, owners shall be those shown to be such on the records of the County Auditor or, if the tax statements in the County are mailed by the County Treasurer, on the records of the County Treasurer. As to properties not listed on the

records of the County Auditor or the County Treasurer, the Clerk-Treasurer shall ascertain such ownership by any practicable means and give mailed notice to such owners.

Dated this 4th day of February, 2013.

Mayor

Attest:

City Clerk-Treasurer

NOTICE OF PUBLIC HEARING ON IMPROVEMENTS

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Willmar will meet at the Council Chambers located at 700 West Litchfield Avenue, Willmar, Minnesota, at 7:03 p.m. on February, 2013, to consider the construction of the following improvements, to-wit:

The construction of one or more of the following items: grading, gravel base, bituminous paving, curb and gutter, storm sewer, sanitary sewer, water main, tiling, service lines, sidewalk, railroad quiet zone(s), Downtown to Robbins Island Trail Connection, and turf establishment at the following locations:

RECONSTRUCTION

2nd Street SE – Willmar Avenue SE to Olena Avenue SE
Kandiyohi Avenue SW – 1st Street S to 7th Street SW
Kandiyohi Avenue SW – 11th Street SW to 15th Street SW
6th Street SW – Trott Avenue SW to Robbins Avenue SW
Havana Street NE – High Avenue NE to north end
City Parking Lot (Block 42)

OVERLAY

Trott Avenue SW – 28th Street SW to Industrial Drive SW
23rd Street SW – Airport Drive SW to Trott Avenue SW
3rd Avenue SW – 28th Street SW to east end
4th Avenue SW – 28th Street SW to 3rd Avenue SW
TH 12 E Service Rd north side – Litchfield Ave SE to Lakeland Drive SE
TH 12 E Service Rd south side – Ferring Street SE to Lakeland Drive SE
22nd Street SW – 19th Avenue SW to 21st Avenue SW
22nd Street SW – 22nd Avenue SW to Williams Parkway SW
23rd Street SW – 22nd Avenue SW to Williams Parkway SW
24th Street SW – 21st Avenue SW to Williams Parkway SW
22nd Avenue SW – 21st Street SW to 24th Street SW
Williams Parkway SW – 25th Street SW to 22nd Street SW

NEW CONSTRUCTION

Willmar Avenue SW – Industrial Drive SW to 22nd Street SW
4th Avenue SW – 28th Street SW to Cul-De-Sac

MISCELLANEOUS

Downtown-Robbins Island Connection Trail
Trott Avenue SW – Quiet Zone and Overlay
11th Avenue SE Sidewalk
Cracksealing
Seal Coat

The total estimated cost of said improvement is \$5,288,021.00.

The area proposed to be assessed for such improvements is every lot, piece or parcel of land within the City of Willmar benefited by said improvements whether abutting thereon or not, based on benefits received and without regard to cash valuation.

A reasonable estimate of the impact of the assessment will be available at the hearing. The Council proposes to proceed under the authority granted by Chapter 429 M.S.A.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting. Written or oral objections will be considered.

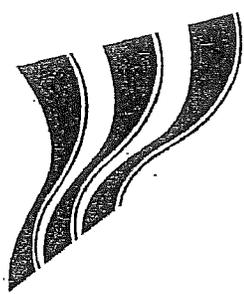
If you have any questions regarding these improvements, please contact the City Engineer's Office at (320) 235-4202.

Dated this 4th day of February, 2013.

BY ORDER OF THE CITY COUNCIL

By: /s/ Kevin J. Halliday
City Clerk-Treasurer

Attachment B



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

CITY COUNCIL ACTION

Date: February 4, 2013

Agenda Item Number: _____

Meeting Date: January 29, 2013

Attachments: Yes No

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: **Fire**

Action Requested:

Approve the addition of Article VII to Willmar Code Chapter 8

Guiding Principle:

To provide cost recovery for false fire alarms and a means by which to help reduce false fire alarms throughout the community.

Introduction:

Article VII will regulate the use of fire alarms, establish user fees and establish a system of administration.

Background/Justification:

Until recent Council action, the fire department had charged false alarm fees of \$250 per the Municipal Code. Each address was allowed 5 false alarms per fiscal year, July 1 to June 30, and was charged the fee once this number was exceeded. This had brought in upwards of \$3,000 in revenue in past years.

Staff is now proposing an amendment to Willmar Code Chapter 8 that would allow for the cost recovery of false fire alarms. A \$500 fee would be charged for each false fire alarm and the Fire Chief and/or designee would be responsible for administering this Article and determining whether a false alarm has occurred. The Fire Chief may promulgate rules deemed necessary for the implementation and administration of this Article.

A fire alarm user whose fire alarm system is validly registered pursuant to the requirements of Sec. 8-284 shall be exempt from the fees upon submitting to the Fire Chief written verification that the fire alarm system that communicated the false alarm was serviced and/or repaired after the date of the false alarm, or at the discretion of the Fire Chief for other good cause shown if the circumstances of the false alarm do not indicate that any problems with the proper functioning of the fire alarm system that communicated the false alarm exist. For purposes of this paragraph, written verification of service and/or repair of a fire alarm system shall be deemed sufficient if it is on the letterhead of an alarm repair company or similar service provider and is submitted to the Fire Chief within five business days of the date of the false alarm.

Fiscal Impact: Possible revenues/cost recovery of approximately \$5,000

False Alarm Comparisons					
Calendar Year 2012					
<i>5 Alarms Allowed (Past Practice)</i>			<i>Current Proposed Plan @ \$500 (w/o written verification of service)</i>		
Locations	Alarms Charged	Total Fees	Locations	Alarmed Charged	Total Fees
1	6	\$ 1,500	10	10	\$ 5,000

Alternatives:

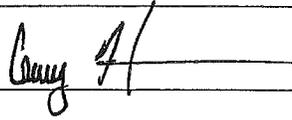
- 1) Adjust number of allowed false fire alarms.
- 2) Adjust fee per false alarm.
- 3) Continue with current policy of not charging for false alarms

Staff Recommendation: Establish by Ordinance a new false alarm fee schedule and enforcement.

Reviewed by:

Preparer: Gary Hendrickson, Fire Chief

Signature:



Comments:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR
CODE CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. City Code Chapter 8, Licenses, Permits and Business Regulations is hereby amended to add a new Article VII, Fire Alarm Systems, as follows:

Sec. 8-281. – Intent.

- (a) This Article provides for regulating the use of fire alarms, establishes users' fees, and establishes a system of administration.
- (b) The purpose of this Article is to provide maximum possible services to fire alarm users and protect the public safety services of the city from misuse.
- (c) Installation and use of fire alarms are a personal or business decision, and the City's regulation of fire alarm systems does not create an obligation for city response.

Sec. 8-282. – Definitions.

The following definitions apply for the purpose of this ordinance.

Automatic dialing device means a device that is inter-connected to a telephone line or system and programmed to select a pre-determined telephone number and transmit by voice, message, or coded emergency signal a need for response of fire personnel.

Calendar Year means the period of time from January 1 of each year through December 31 of the same year.

City means the City of Willmar.

False alarm means an alarm message or signal initiated and transmitted either automatically or manually through a fire alarm system directly or indirectly through an underwriters' laboratory listed monitoring system to the public safety answering point (PSAP) that summons a response by fire personnel when no emergency exists, and/or the failure or refusal of a fire alarm user or authorized designee to respond upon request to the activated alarm system location to assist public safety personnel, whether or not an emergency exists. *False alarm* does not include:

1. an alarm caused by climatic conditions, tornadoes, thunderstorms, utility line mishaps, violent conditions of nature, or other conditions which are

determined by the fire chief to be beyond the control of the alarm manufacturer, installer, owner or user.

2. an alarm that has been canceled if the cancellation has been received by the PSAP before fire personnel arrive at the alarm location.

Fire alarm system means a mechanical or electronic device installed in a building or on real property which is designed or used for alerting others of a fire within a building, structure or facility by emitting a sound or transmitting a signal or message when actuated that directly or indirectly summons fire personnel, including but not limited to automated dialing devices, audible alarms and proprietor alarms.

Fire alarm user means a person, owner, occupant, tenant, firm, partnership, association, corporation, company or other organization on whose premises, building, structure, or facility a fire alarm system is maintained.

Fire personnel means people authorized to respond to fire emergencies in the City.

Public safety answering point (PSAP) is the City and/or Kandiyohi County facility used to receive emergency requests for police, fire, and medical service or other information from the public used to dispatch fire personnel.

Sec. 8-283. – Administration.

The Fire Chief and/or designee is responsible for administering this Article, and determining whether a false alarm has occurred. The Fire Chief may promulgate rules deemed necessary for the implementation and administration of this Article.

Sec. 8-284. – Registration.

(a) *Registration Required.* It shall be unlawful for any a person, owner, occupant, tenant, firm, partnership, association, corporation, company or other organization to maintain a fire alarm system on any premises or in any building, structure, or facility within the City without first registering the same with the City under this section. Registrations will be valid for a period of three years from the date a complete registration application is accepted by the City under Paragraph (b) of this Section.

(b) *Registration Process.*

1. Registration applications shall be made to the City Clerk upon forms proscribed by the City, which shall be available to the public at the City's administrative offices, and which shall require, at a minimum, the following information:

- a. The name, address and telephone number of the registrant;
 - b. The place where the fire alarm system will be, or has been, installed and maintained;
 - c. The type of fire alarm system to be installed or already in place;
 - d. A list of the names and phone numbers of people who have the ability to control the fire alarm system; and
 - e. A declaration that the registrant has been shown by an alarm company representative how to use the fire alarm system.
2. Registrations shall remain in effect for a period of three years from the date a complete registration form is accepted by the City, at which time a new registration application must be submitted.
 3. A registration fee of \$30.00 shall apply to all registration applications under this Section and shall be submitted to the City Clerk with the registration application.
 4. Following the submission of a complete registration application and the registration application fee, the City Clerk shall forward the same to the Fire Department, which shall enter the information into a shared database keeping record of registered systems along with the date, time and number of false alarm calls that the Fire Department has responded to per location. This same database shall also track locations that have required a fire response but for which no registered fire alarm system exists.
 5. Whenever a registered fire alarm user wishes to update information on an existing, valid, non-expired registration there shall be no fee imposed to do so. Under such circumstances the fire alarm user need only submit another application form, check the update box and provide the updated information.
 6. A valid fire alarm system registration shall remain in effect following a change in ownership or occupancy of a registered premises, building, structure, or facility for the duration of the registration period set forth in Paragraph 2 of this subsection, however a new owner or occupant shall submit an updated registration form as provided for in Paragraph 5 of this subsection.

Sec. 8-285. – Prohibited Acts.

- (a) *Testing of equipment.* A person must not test or demonstrate a fire alarm system designated to summon public safety personnel without first notifying the PSAP. The unannounced testing of equipment that results in a response by fire personnel will be in violation of this Article and designated as a false alarm.

- (b) *False alarm.* A person must not intentionally activate a false alarm or make or cause to be made a call or request for service from public safety personnel knowing or having reason to know that there is no basis or need for the request.
- (c) *Tampering.* A person must not tamper or interfere with any element of a fire alarm system except as authorized by the fire alarm user.

Sec. 8-286. – False Alarm Fees.

- (a) *Fees.* Fees must be paid by a fire alarm user to the City for each false alarm resulting in fire response. The fee for each false alarm is \$500. The City must first attempt to obtain voluntary payment of the fees by submitting a letter or invoice to the fire alarm user. Fees imposed pursuant to this Section become delinquent after thirty days from the date of the City's notice of imposition of the fee to the fire alarm user, and a late payment penalty of \$25.00 shall be assessed and interest on the entire balance owing under this Section shall accrue at a rate of 3 percent per annum. If efforts to obtain voluntary payment fail, all payment of fees and penalties may be enforced by civil action. In addition, unpaid fees, late payment penalties and interest incurred under this Section constitute a lien against the property which was the subject of the false alarms and may be collected by certifying the amounts against the property in the same manner as the collection of delinquent utility fees provided in Sec. 16-127.
- (b) *Exemptions.* A fire alarm user whose fire alarm system is validly registered pursuant to the requirements of Sec. 8-284 shall be exempt from the fees imposed in subsection (a) of this Section upon submitting to the Fire Chief written verification that the fire alarm system that communicated the false alarm was serviced and/or repaired after the date of the false alarm, or at the discretion of the Fire Chief for other good cause shown if the circumstances of the false alarm do not indicate that any problems with the proper functioning of the fire alarm system that communicated the false alarm exist. For purposes of this paragraph, written verification of service and/or repair of a fire alarm system shall be deemed sufficient if it is on the letterhead of an alarm repair company or similar service provider and is submitted to the Fire Chief within five business days of the date of the false alarm.

Sec. 8-287. – Appeal Process.

- (a) A fire alarm user who has been charged with a false alarm fee may appeal in writing to the Fire Chief within 10 days after notice was mailed. The Fire Chief shall issue a decision in writing.
- (b) A fire alarm user may appeal the decision of the Fire Chief to the city council by submitting a request in writing to the City Administrator within 10 days after notice of the Fire Chief's decision was mailed.

Sec. 8-288. – Liability of City.

The regulation of fire alarms does not constitute acceptance by the city of liability to maintain equipment, to answer alarms, or to respond to alarms in any particular manner. The city has no responsibility for any consequential damage resulting from the city's failure to respond to an alarm.

Sec. 8-289—8-290. – Reserved.

Section 2. This Ordinance shall be effective from and after January 1, 2013.

Passed by the City Council of the City of Willmar this ___ day of _____, 2012.

ATTEST:

Kevin Halliday, City Clerk

Frank Yanish, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ DEBLIECK _____ DOKKEN _____ FAGERLIE _____ JOHNSON _____ REESE

This Ordinance introduced by Council Member: _____

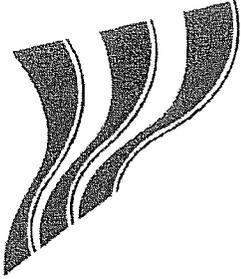
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 4, 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: Approve Motion to Request a Hearing

Guiding Principle: Must be approved by Willmar City Council

Agenda Item: Consideration of Amending Ordinance to the Willmar Charter

Background/Justification:

The Willmar Charter Commission has completed their work City Charter Section 2.08. Their proposed Ordinance will be presented to the Council by Chairman Shawn Mueske. The Charter Commission will ask the Council to call for a public hearing on the Ordinance detailing their proposed changes.

Fiscal Impact: \$200+ Legal Notice Charge

Alternatives: Deny

Staff Recommendation: Approve Motion Calling for a Hearing on March 4, 2013

Preparer: City Clerk-Treasurer

Signature:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CHARTER
OF THE CITY OF WILLMAR

The Willmar City Council does ordain as follows:

Section 1. Appointive offices of the Council. The Charter is amended by amending Section 2.08 as follows:

Section 2.08. Appointive Offices of the Council.

Subdivision 1. [City Administrator.] The City Council shall appoint an officer of the City who shall be called the City Administrator and shall approve the appointments of other Department Head positions that from time to time may be deemed appropriate. Such person shall perform the duties required by the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision 2. [City Attorney.] The City Council shall appoint a licensed attorney(s) who shall be an officer of the City and shall be called the City Attorney(s). Alternately, the City Council may contract for legal services with a licensed individual or law firm. Such attorney(s) shall perform the duties required of the City Council and such duties, including the enforcement of the City charter, shall be enumerated in a city Ordinance.

Subdivision-2 3 . Votes required for appointments. All appointments, ~~except City Department Heads,~~ shall require the affirmative votes of at least five (5) members of the Council. ~~The appointment of City Administrator shall require the affirmative votes of at least five (5) members of the Council.~~