

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

September 19, 2016  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Shawn Mueske, Andrew Plowman, Ron Christianson and Tim Johnson. Present 9, Absent 0.

Also present were Police Chief Jim Felt, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, Fire Chief Frank Hanson, Finance Director Steve Okins, Administrative Assistant Janell Sommers and City Attorney Robert Scott.

Proposed additions and deletions to the agenda included the deletion of Item No. 10 - Presentation by Energy and Organic Systems, moving Item No. 15 - Employment Agreement for Interim Administrator to No. 8 and the addition of Storm Water by Council Member Ahmann. Council Member Anderson moved to approve the additions and deletions to the agenda. Council Member Ahmann seconded the motion, which carried.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of September 6, Labor Relations/Full Council Minutes of September 14 and 15, Willmar Municipal Utilities Board Minutes of September 12, Willmar Municipal Utilities Work Session Minutes of August 29, Planning Commission Minutes of September 14, Willmar Community & Activity Center Minutes of August 12, Accounts Payable Report through September 14 and Building Inspection Report of August, 2016. Council Member Ahmann seconded the motion. Council Member Fagerlie requested the City Council minutes of September 6, 2016 be pulled from the Consent Agenda for a correction. The remainder of the Consent was approved. Council Member Fagerlie requested a change on Page 2 in the square footage from 65,000 SF to 6,500. A motion was made by Council Member Fagerlie to approve the minutes with the one correction to be made by staff. Council Member Christianson seconded the motion, which carried.

At 7:01 p.m. Mayor Calvin opened the Hearing for the consideration of Oslo Meadows Special Assessments. Finance Director Steve Okins presented information relating to three resolutions certifying amounts of Oslo Meadows special assessment charges to the County Auditor for collection in 2017 through 2021. The hearing was required to place additional assessments against these lots. Mr. Okins stated there were six tax forfeited lots sold in late 2015 past the deadline to make the November 1<sup>st</sup> certification to Kandiyohi County. The action requested would be to certify these amounts against those tax forfeited lots. The amount pending against each parcel is the difference between the assessments that were unpaid when they became tax forfeited and the amounts the lots were sold for at tax forfeiture sale. The amount for each parcel is \$2,325.76.

Dave Cram, 1600 NW 17<sup>th</sup> Avenue, addressed the Council at the hearing stating the process he went through contacting both the County Auditor and the City Assessing offices requesting information on any pending assessments. He stated he was told by City staff there were no further assessments against these lots. He then purchased the lots and now a year later received the notice of the pending assessments by mail.

John Schmitz, 1604 NW 17<sup>th</sup> Avenue, reiterated the process as being the same as stated by Mr. Cram.

There being no one further to speak for or against the special assessments for Oslo Meadows, Council Member made a motion to close the public hearing. Council Member Ahmann seconded the motion, which carried. Mayor Calvin closed the hearing at 7:09 p.m.

Council Member Anderson requested an explanation by staff. City Attorney Robert Scott informed the Council that statute does give the City the authority to reassess once properties are conveyed back into private ownership. Council Member Johnson questioned why the buyer would not be made aware of such a policy. Following further discussion, Council Member Mueske made a motion to reconsider the closing of the public hearing for the Oslo Meadows Special Assessments. Council Member Nelsen seconded the motion, which carried.

Council Member Mueske made a motion the public hearing be continued at the October 3<sup>rd</sup> City Council Meeting. Council Member Anderson seconded the motion which carried.

City Attorney Robert Scott presented details of an employment agreement with Mike McGuire for Interim City Administrator. Mr. McGuire would work for an equivalent of a gross salary of \$156,000 per year with no fringe benefits. He would generally work 75% of the expectation of a full time Administrator during the interim period. The remaining terms are standard and a two-week notice would be required either way to terminate the contract. Council Member Christianson made a motion to accept the contract with Mr. McGuire. Council Member Anderson seconded the motion, which carried. Mayor Calvin introduced Mr. McGuire to the Council, audience and community.

No one signed up to speak during the Open Forum.

Community Education and Recreation Director Steve Brisendine recapped the options discussed by the Willmar Park Board at their August 31<sup>st</sup> meeting for utilizing the local options sales tax if passed by ballot in November. The Board went through the Park Plan in detail related to Robbins Island and Swansson Field Parks and also the Civic Center needs which are the three items in the local option sales tax proposal to voters. In essence the tax will be used exclusively to fund the following capital improvements: Civic Center Development - \$3,000,000, Robbins Island Improvements - \$4,000,000 and Swansson Field Improvements - \$3,000,000. Community Education and Recreation Director Brisendine gave details of the proposed improvements for each of the LOST complexes. Mr. Brisendine stated the Park Board is confident in the Park Plan prepared by SRF Consulting.

City Attorney Robert Scott overviewed the position of support the Council can take noting funding can be spent to develop materials to educate the public on the ballot question. Public money cannot be spent to advocate a position to urge its passage. The Council discussed enlisting the support of a marketing firm to develop the educational materials.

The cost estimates for the projects were discussed with Council Members questioning how solid the dollar figures were. Community Education and Recreation Director Brisendine stated that according to current industry standards the estimates provided by SRF would appear to be solid and the cost estimates completed for Robbins Island have been updated recently.

Council Member Anderson made a motion to direct staff to develop a marketing plan for the Local Option Sales Tax and direct the Finance Committee research funding options. Council Member Nelsen seconded the motion. Council Member Mueske offered a friendly amendment to approve the Willmar Park Board's recommendation for the capital improvements and direct the board to develop the brochure for marketing. The friendly amendment was accepted by Council Members Anderson and Nelsen.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 1

**WHEREAS**, the Willmar City Council adopted Resolution No. 2, dated August 1, 2016, pursuant to Minnesota Statutes, Section 297A.99, in which the City Council approved a proposed local sales, use and excise tax and directed that the proposed tax be included as a ballot question on the ballot for the 2016

General Election, in order to raise revenues to fund the following public capital improvements, acquisitions and betterments as a means of substantially improving the region's current recreational and cultural facilities and opportunities:

Civic Center Development	\$3,000,000
Robbins Island Improvements	\$4,000,000
Swansson Field Improvements	\$3,000,000

**WHEREAS**, the Willmar Park Board met on August 31, 2016 and considered specific projects from the City's Parks and Recreation Master Plan that would most appropriately be funded by revenues raised by a proposed local sales tax, and recommended the following specific projects (with estimated costs shown in parentheses) be prioritized for funding from such revenues:

Civic Center Development:

- Refrigeration system improvements (\$2.3 million); and
- Blue Line Arena building shell improvements and additional locker room and/or multi-purpose area amenities (\$700,000).

Robbins Island Improvements:

- Road, trails, parking lots and utility (sewer, water, electric) improvements (\$2.5 million);
- Construction of 4 season shelters and restroom facilities (\$1 million); and
- Construction of additional park elements and furnishings including an ice/hockey rink, boardwalk, picnic tables, signage and landscaping (\$500,000).

Swansson Field Improvements:

- Construction of road entrance from 18<sup>th</sup> Street and a parking and plaza area including a shelter and playground (\$2 million);
- Lighting improvements for Swansson complex (Orange, Green, Yellow and Red fields) (\$650,000); and
- Reorientation of and lighting improvements for the blue multi-purpose field (\$400,000).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willmar that:

1. The Willmar Park Board's August 31, 2016 recommendations for specific projects from the City's Parks and Recreation Master Plan that would most appropriately be funded by potential revenues raised by the proposed local sales tax are hereby approved, and the City Council approves the prioritization of the following specific projects (with estimated costs shown in parentheses) for funding from such revenues, should they become available:

Civic Center Development:

- Refrigeration system improvements (\$2.3 million); and
- Blue Line Arena building shell improvements and additional locker room and/or multi-purpose area amenities (\$700,000).

Robbins Island Improvements:

- Road, trails, parking lots and utility (sewer, water, electric) improvements (\$2.5 million);
- Construction of 4 season shelters and restroom facilities (\$1 million); and
- Construction of additional park elements and furnishings including an ice/hockey rink, boardwalk, picnic tables, signage and landscaping (\$500,000).

Swansson Field Improvements:

- Construction of road entrance from 18<sup>th</sup> Street and a parking and plaza area including a shelter and playground (\$2 million);

- Lighting improvements for Swansson complex (Orange, Green, Yellow and Red fields) (\$650,000); and
- Reorientation of and lighting improvements for the blue multi-purpose field (\$400,000).

2. City staff are directed to develop a plan for disseminating factual information concerning the projects to be funded with the proposed local sales tax, the information included in Resolution No. 2, dated August 1, 2016, and the impact of the proposed sales tax on consumer purchases, consistent with Minnesota Statutes, Section 297A.99, subdivision 1(d), for presentation to the City Council's Finance Subcommittee on September 26, 2016.

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director

The Finance Committee Report of September 12, 2016 was presented to the Mayor and Council by Council Member Anderson. There were six items for consideration.

Item No. 1        There were no comments from the public.

Item No. 2        Staff reported to the Committee that the Willmar Police Department conducted alcohol compliance checks on on-sale and off-sale liquor establishments in the City of Willmar. As a result, all of these businesses passed the compliance check with the exception of Kandi Entertainment Center, Applebee's Neighborhood Grill & Bar, and Foxhole Brewhouse. This is the first failed compliance check for all three establishments. A first violation requires the license holder to appear at a City Council Committee Meeting to explain measures being taken to eliminate future violations. General Manager Joseph Hart of the Kandi Entertainment Center, Area Director Josh Dostal of Applebees, and Co-Owner Ryan Fuchs of Foxhole Brewhouse were present to explain to the Committee what measures they are undertaking to eliminate future violations. This matter was received by the Council for information only.

Item No. 3        Aaron Backman, EDC Executive Director, reviewed the EDC 2017 Budget with the Committee. Anticipated revenue for 2017 totals \$548,000 and includes the County Tax Levy of \$498,750. The levy was increased 4.4% or \$21,000 from 2016. The overall budgeted expenditures for 2017 total \$548,000 which results in an increase of \$25,019 from the 2016 budget. Mr. Backman stated this budget includes a reduction of \$8,000 in marketing expenditures and \$20,000 in salaries because of the elimination of the Assistant Director position. It was also noted that the 2017 budget includes a proposed 2% increase in each of the salaries for the Director and the Business Development Specialist. The Committee was recommending the Council introduce a resolution to approve the proposed 2017 EDC Budget.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

WHEREAS, the Kandiyohi County and City of Willmar Economic Development Commission (EDC) has presented its 2017 Proposed Budget to the City Council of Willmar, Minnesota; and

WHEREAS, the EDC is proposing a County Tax Levy for 2017 of \$498,750 which is part of its 2017 Proposed Budget;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the EDC's 2017 Proposed Budget totaling \$548,000 be approved; and

BE IT FURTHER RESOLVED by the City Council of Willmar, Minnesota, that the EDC's 2017 County Tax Levy of \$498,750 be approved.

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director

Item No. 4 Community Education and Recreation Director Steve Brisendine presented a request to the Committee for authorization to submit an application for a Legacy Grant in an effort to obtain some funding for the proposed Robbins Island development as per the park plan. Staff also requested that the City submit a resolution of support of this grant application. Staff has completed an application for Robbins Island to be designated a Regional Park through the Greater Minnesota Regional Parks and Trails Commission. At this time, we have heard that our application has scored high but they will not notify us until September 28, 2016, if we have been designated or not as they had a glitch in the scoring of our application. If we are approved, that does put us in a position to request funding through the Legacy Grant process. Staff would like to submit a funding request for \$750,000 of Legacy Funds to move elements in the Park Plan for Robbins Island into the implementation phase. Improvements that would be included in this grant would be a boathouse/dock facility, four-season shelter/restroom facility, and an Interpretive Wetland Boardwalk. If this application is approved, funding would be received from the State's next biennium funds 2017-2019.

The Committee was recommending the Council introduce a resolution authorizing staff to submit an application for a Legacy Grant for \$750,000 for improvements at Robbins Island per the Park Plan, including a boathouse/dock facility, four-season shelter/restroom facility, and an Interpretive Wetland Boardwalk. Council Member Anderson noted there would be a \$250,000 City match should the grant be received.

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

### RESOLUTION NO. 3

BE IT RESOLVED that the City of Willmar has the legal public authority to sponsor a grant funding request associated with the Robbins Island Project (PROJECT), which has been previously designated by the Greater Minnesota Regional Park and Trail Commission (COMMISSION) as a regional park or trail.

BE IT FURTHER RESOLVED that as we are fully aware of the information provided in the funding request, including any non-state match and other long-term commitments (as defined in the funding request), related master plan and any supporting information as submitted.

BE IT RESOLVED that, if selected for funding by the COMMISSION, the City of Willmar shall act as legal sponsor for the PROJECT contained in the Department of Natural Resources (DNR) Parks & Trails Legacy Grant Application (STATE'S GRANT APPLICATION) and that the Mayor and City Administrator are hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the applicant.

BE IT FURTHER RESOLVED that the APPLICANT has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the funding request and therefore, also in the STATE'S GRANT APPLICATION.

BE IT FURTHER RESOLVED that the APPLICANT has or will acquire fee title or permanent easement over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional parks and has or will acquire fee title, perpetual easement or a minimum of a 20 year lease over the

land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional trails.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, the applicant may enter into an agreement with the State of Minnesota for the above-referenced project, and that the applicant certifies that it will comply with all applicable laws and regulations as stated in the grant contract including

- for parks add: <dedicating the park property for uses consistent with the grant program into perpetuity>
- for trails add: < committing to maintain the trail for a period of no less than 20 years and providing a perpetual easement for recreational trail purposes on all lands acquired for trail use>.

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

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director

Item No. 5 Staff explained to the Committee that historically, the City Council has received the Mayor's Proposed Budget Documents and then reviewed and analyzed his proposals over the next three months in order to make a final budgetary recommendation for the first meeting in December. As part of the Truth in Taxation process, the Council is required to certify to the County Auditor a Preliminary Property Tax Levy by September 30<sup>th</sup> that can be reduced, but not increased, after the September 30<sup>th</sup> date. The Committee was recommending the Council introduce a resolution setting the Preliminary Property Tax Levy at the Mayor's Proposed Level of \$4,829,365.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED that the Mayor of the City of Willmar submitted a preliminary levy request of \$4,829,365;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be preliminary levied for the current year collectable in 2017, upon the taxable property in said City of Willmar for the following purposes:

General Fund	\$4,229,365
Pavement Management	<u>600,000</u>
	\$4,829,365

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City to pay principal and interest in 2016 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

BE IT FURTHER RESOLVED that a public hearing shall be scheduled for the 2017 proposed budget on December 5, 2016.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director

Item No. 6 Staff provided, per a City Council Member's request, additional budgetary information including: the 2017 Administration breakdown of budget items and copies of past PowerPoint Budget Presentations for 2016, 2015, and 2014. This matter was for information only.

The Finance Committee Report for September 12, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie.

The Public Works/Safety Committee Report of September 13, 2016 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Chief Felt noted the jail census for September 13, 2016 was 121; 29 inmates from the Department of Corrections, 72 inmates from Kandiyohi County and 21 inmates from other counties. The calls for service since August 30, 2016 totaled 830 and are 5 days ahead of this date last year. The majority of calls for the last two weeks were for traffic stops, followed by public assists and crashes.

Council Member Ahmann asked Chief Felt if there is anything that could be done to decrease police calls. Chief Felt said the department is focusing on traffic stops and prevention portal to hopefully reduce crashes. The department is also short three police officers at this time.

Chief Hanson noted total Fire Department total calls for service in the previous weeks totaled 9. The total calls for service this year is 232. The dispatch to en route time is currently 6 minutes 50 seconds.

Council Member Ahmann requested an update on the flood relief. Chief Hanson said they received 41 calls requesting assistance due to flood damage. Majority of the calls were turned over to non-profit groups to assist with purchasing of new water heaters, furnaces, etc. Other calls requested assistance with removing furniture, appliances, and garbage from the homes. Chief Hanson also noted the Emergency Management Team is meeting weekly to set action plans/checklists for possible future natural disasters.

Council Member Ahmann also requested that Chief Felt and Sean Christensen look at the one way street on Benson Avenue near Frieda's Café to see if they should lower the one way signs to avoid traffic from going in the wrong direction. The Council received these items for information only.

Item No. 3 Chief Hanson informed the Committee on May 2, 2016 the 2012 International Fire Code, titled as the 2015 Minnesota State Fire Code was adopted by the State of Minnesota and went into effect May 30, 2016. Staff is requesting that the City adopt the 2015 Minnesota State Fire Code. Since the effective date of May 30<sup>th</sup> staff has been referring to the 2015 MN State Fire Code when reviewing commercial projects, there should be no issues with adopting.

The Committee was recommending the Council set a public hearing for October 3, 2016 to adopt the 2015 Minnesota State Fire Code and revise the Willmar City Ordinance Chapter 6, Article III, and Division 2. Council Member Nelsen moved the recommendation of the Committee to set the hearing. Council Member Ahmann seconded the motion, which carried.

Item No. 4 Staff has received some concerns over the 6<sup>th</sup> Street pedestrian bridge crossing over the railroad. Presented to the Committee was the summary page of the 2015 MnDOT bridge inspection report

which indicates the superstructure and substructure are in fair condition while the deck is in poor condition and unsound paint is at 90%. The Public Works Department has painted and performed minimal maintenance as needed over the years. The Committee discussed the need for the 6<sup>th</sup> Street pedestrian bridge with the upcoming Robbins Island Improvements. The Committee directed staff to get a quote from a structural engineer to evaluate and make the necessary repairs to the bridge. Staff was also asked to gather an accurate count for pedestrian use of the bridge. The Council received the bridge update for information only.

Item No. 5 Vice Chair Nelsen received a call from Chair Christianson indicating Attorney Tom Anderson, who was to speak on this matter, was not able to attend the meeting. The Committee directed staff to contact Attorney Tom Anderson to find out the details of this agenda item. The Council received this for information only.

Item No. 6 Staff brought forth, for approval, project 1501-A which was the reconstruction of Carolina Avenue SW, Swansson Green Field parking lot, 21<sup>st</sup> Street SW, Public Works lots, and City Hall alley. The final pay request is hereby submitted for consideration and staff is recommending final payment be made. The Committee was recommending the Council approve the project and authorize final payment to 1501-A.

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

RESOLUTION NO. 5

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1501-A – Reconstruction of Carolina Avenue, Swansson Green Field Parking Lot, 21<sup>st</sup> Street SW, Public Works lot, and City Hall alley.

CONTRACTOR:	Duininck Inc.
DATE OF CONTRACT:	May 18, 2015
BEGIN WORK:	July 24, 2015
COMPLETE WORK:	June 8, 2016
APPROVE, ENGINEERING DEPT:	September 9, 2016

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1501-A be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$637,404.41
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$637,404.41
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$569,228.62
Less Previous Payments	\$414,620.97
FINAL PAYMENT DUE CONTRACTOR:	\$154,607.62

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director



Council Member Ahmann brought before the Committee his concern with the need for mosquito spraying. Staff informed the Committee the City plans to spray for mosquitos September 19<sup>th</sup> and 20<sup>th</sup>. The Public Works staff will also be spraying for Movies in the Park which is to be held on Friday, September 16<sup>th</sup>. This will be the sixth time the City has sprayed the entire City for mosquitos. Cost for chemical and labor is estimated to be \$5,000 for each full city spray. The Council received this for information only.

Council Member Ahmann expressed his concerns with the need for storm water retention ponds. Staff informed the Committee there are projects in the 2017 proposed CIP that may provide relief for the Baker field pond area. Limited ditch cleanout is also proposed in the 2017 budget. Council Member Nelsen questioned how the Grass Lake project will affect the City. Staff suggested inviting Loren Engelby to a future meeting for an update on the Grass Lake project. Council Member Ahmann also brought up the Koosman Addition and how to prioritize storm water projects in that area. Staff informed the Committee that Koosman's Addition includes a private pond and staff has worked with Koosman to minimize his private development exposure. The Council received this matter for information only.

The Public Works/Safety Committee Report for September 13, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Mueske.

The Community Development Committee Report of September 1, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1        There were no public comments.

Item No. 2        Aaron Backman, EDC Director, presented a request that the Council provide a resolution of support for a Job Creation Fund application by ERC Holdings, LLC of Florida. Ginovus, a national site selection firm, contacted the EDC regarding a client interested in Willmar. That client was ERC Holdings. The company intends to lease the former Kandiyohi Power Cooperative building on North Business 71. They anticipate spending approximately \$2.9 million on various lease-hold improvements. ERC Holdings intends to establish an accounts receivable management operation and to create 238 new jobs over the next three years. The Job Creation Fund program provides financial assistance to companies expanding employment and making significant capital investments. The Committee was recommending the Council adopt the resolution of support for the ERC Holdings, LLC job creation fund application.

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

RESOLUTION NO. 6  
SUPPORTING A JOB CREATION FUND APPLICATION  
IN CONNECTION WITH ERC HOLDINGS, LLC

WHEREAS, the City Council of the City of Willmar (City) desires to assist ERC Holdings, LLC (ERC), a Florida business operation, to expand its national operations to Willmar, Minnesota; and

WHEREAS, ERC is proposing to lease the former Kandiyohi Power Cooperative headquarters (also known as the Northland Group building) on Business Highway 71, to spend \$2.9 million on various interior and exterior improvements, and to establish an accounts receivable management operation; and

WHEREAS, ERC intends to hire 238 employees at an average wage of \$16.10 per hour within three years of operational startup, and the company would like to make a site selection in the next 90 days; and

WHEREAS, the City understands that ERC Holdings, LLC, through and with the support of the EDC, intends to submit an application to the Minnesota Department of Employment and Economic Development for an award and/or rebate from the Job Creation Fund Program; and

WHEREAS, the City considered this matter at its meeting on September 19, 2016, and determined that it is in the best interests of the citizens of the City of Willmar, to support this proposed application by ERC Holdings, LLC.

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

1. After due consideration, the City expresses its approval of the project proposed by ERC Holdings, LLC and supports the application by ERC for an award and/or rebate from the Job Creation Fund Program.

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director

Item No. 3 The Committee discussed the tax abatement and business subsidy agreement by and between the City of Willmar, Minnesota and RockStep Willmar, LLC. The agreement provides the details for the tax abatement program recently approved by the Council. The tax abatement will be provided for a period not to exceed 10 years, in a total amount not to exceed \$375,260. The agreement, as drafted by City Attorney Robert Scott, includes a section on events of default and specifies the remedies to the City should the developer default on the project. The developer is being held to goals for job creation and capital investment. It was the recommendation of the Committee to the Council that the tax abatement agreement be approved and the Mayor and Interim Administrator be authorized to sign the agreement.

Resolution No. 7 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0, and 1 Abstention. Council Member Christianson abstained.

RESOLUTION NO. 7

WHEREAS the City of Willmar desires to enter into a Tax Abatement and Business Subsidy Agreement with RockStep Willmar, LLC for the Kandi Mall Rehabilitation Project; and

WHEREAS an agreement has been prepared detailing the terms of the tax abatement/subsidy.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said agreement be approved and that the Mayor and Interim City Administrator be authorized to execute the same.

Dated this 19th day of September, 2016.

/s/ Marv Calvin  
Mayor

/s/ Bruce Peterson  
Attest: Planning and Development Services Director

Item No. 4 Staff presented an update on the construction work at the former John's Supper Club building. The building was under reconstruction for a number of years. It appears that most of the work on the building is completed and final inspections have been conducted for the building construction and plumbing systems. The property is ready for occupancy and occupancy is subject to the owner, at this point. The Council received this for information only.

Item No. 5 Staff provided information regarding contacts with potential Industrial Park tenants as well as several expressions of interest to develop additional housing in the community.

The Community Development Committee Report for September 15, 2016, 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 Nelsen.

Mayor Calvin presented a State Application and Permit for a One-Day to Four-Day Temporary On-Sale Liquor License from the Kandiyohi County Fair Association to sell alcohol during a Demo Derby event from October 1 through October 2, 2016. Council Member Christianson made a motion to approve the On-Sale Temporary Liquor License for the Kandiyohi Fair Association. Council Member Fagerlie seconded the motion, which carried on a roll call vote of 8 Ayes, 0 Nays.

Mayor Calvin brought forth for discussion establishing some immediate priorities/goals for the newly appointed Interim City Administrator Mike McGuire. Mayor Calvin suggested some immediate priorities as 1) Local Option Sales Tax, 2) Interview and Employ both a Human Resource Director and City Clerk, 3) Completion of the Compensation Study with Springsted, 4) Pay Equity Report, 5) Wye Project, 6) Destination Playground and 7) Stormwater Issues.

Council Member Anderson made a motion to support these items as the Interim City Administrator's initial priorities. Council Member Christianson seconded the motion. Discussion for setting future priorities for the Interim City Administrator was held. Council Member Christianson made a motion to call for the questions. Council Member Anderson seconded the motion, which carried. The original motion to set some initial priorities for the Interim City Administration carried.

Council Member Ahmann brought forward the issues of flooding and the ongoing concerns of our citizens. He questioned what public lands are available to make retention ponds and also to involve Kandiyohi County and possibly the DNR to look at the larger picture of stormwater prevention and attempt to improve on this issue.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m., City Hall September 26<sup>th</sup>, Public Works/Safety, 4:45 p.m., City Hall, September 27<sup>th</sup>, Labor Relations, 4:45 p.m., City Hall, September 28, 2016.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:55 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**SEPTEMBER 26, 2016**

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, September 26, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub and Nathan Weber.

Others present at the meeting were: Interim General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Compliance/Safety Officer Janell Johnson, Data Processing/IT Manager Mike Sangren, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott, City Councilman Shawn Mueske, and Gary Weiers of David Drown Associates, Inc.

Commission President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Gimse seconded.

**RESOLUTION NO. 45**

"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 September 12, 2016 Commission meeting;
- ❖ Bills represented by vouchers No. 161734 to No. 161815 and associated wire transfers inclusive in the amount of \$4,097,145.75.

Dated this 26<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

*(Commissioner Mahboub arrived at 11:48 a.m.)*

Commissioner Mattern (Chair) reviewed with the Commission the minutes from the September 19<sup>th</sup> WMU Planning Committee meeting (see attached). The main topics of discussion focused on: 1) State of Minnesota Safety Grant; 2) Facilities/Building Project Update; and, 3) 2017 WMU Budget/Rate Adjustment Review. Following review and discussion, Commissioner Nagel offered a motion to approve the minutes of the September 19<sup>th</sup> WMU Planning Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with the September 19<sup>th</sup> WMU Planning Committee meeting, Safety/Compliance Officer Johnson reviewed with the Commission a safety grant which was applied for on behalf of WMU. The targeted areas in need of funding assistance were based on a recommendation following a previously conducted safety audit. The three areas identified for funding assistance were: 1) slide gate operators at the Service Center (mandatory requirement); 2) ballistic safety glass in the Customer Service area; and 3) AED's for utility vehicles. Johnson informed the Commission that due to insufficient program funding, the award of the grant covered partial payment towards 2 of the 3 requested areas. The award of the safety grant was in the amount of \$7,000 (matching funds) and designated for the slide gate operators and the ballistic safety glass. Johnson noted that the total project cost was in the amount of \$20,182.00.

Following discussion, Commissioner Mattern offered a motion to approve the acceptance of the safety grant as presented in the amount of \$7,000 (matching funds) to assist with the funding of the slide gate operators and ballistic safety glass projects. Commissioner Mahboub seconded the motion which carried by a vote of seven ayes and zero nays.

The next topic of discussion focused on establishing Talking Points related to the proposed Facilities/Building Project. The Commission reviewed and discussed modifications to the presented listing. Following discussion, Commissioner Nagel offered a motion to approve the adjustments to the Talking Points for the Facilities/Building Project. Commissioner Gimse seconded the motion. Following additional verbiage clarification, the motion was renewed and carried by a vote of seven ayes and zero nays.

Director of Finance Runge reviewed with the Commission the proposed 2017 WMU Budget (Operations & Maintenance Budget and Capital Improvement Budget). The recommended Budget was set at \$33.6 million with the largest budgeted cost item being purchased power estimated at \$11.7 million. It was also noted that the Intergovernmental Transfer to the City of Willmar would remain at \$2,152,600 for 2017. Runge noted that the proposed Budget had been presented to the WMU Planning Committee for review and was recommended for approval. It was further noted that in order to complete the capital improvements necessary to keep WMU's operations both efficient and reliable, the need for rate adjustments would be explored. Following a review and discussion, Commissioner Mattern offered a resolution to approve the 2017 WMU Budget as presented. Commissioner Gimse seconded.

#### **RESOLUTION NO. 46**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2017 WMU Budget be approved as presented."

Dated this 26<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Interim General Manager Harren presented the Commission with an updated summary of WMU's Strategic Planning/Long-Term Plan. The data reviewed was a Strategic Plan Worksheet Update along with a Progress Summary (Sept. 2016). The initial data originated from the WMU Strategic Planning Session held on April 29, 2015. Harren informed the Commission that quarterly updates will be presented to the Commission for review.

Interim General Manager Harren requested the Commission to consider a possible modification to upcoming Commissioners terms. The change would be necessary to bring the Commissioners rotation terms into alignment with City Charter requirements (Ordinance No. #1330). It was the consensus of the Commission that President Holtz would contact Mayor Calvin to initiate this adjustment.

Power Production Supervisor Folkedahl presented the Commission with the August 2016 Wind Turbine Report. The information presented contained the monthly production data along with the annual combined total production analysis.

Interim General Manager Harren informed the Commission that a letter of support for a Congressional Municipal Finance Caucus will be submitted to MN Representatives Rick Nolan and Collin Peterson. This House Caucus was established to recognize, support and protect the tax-exempt status of municipal bonds, and to educate legislators on the importance and benefits of municipal financing.

Interim General Manager Harren announced to the Commission that Operations Foreman Odean Iverson will be retiring on Friday, September 30<sup>th</sup>. Ode has been a member of the Power Production staff for 32+ years. We would like to express our sincere appreciation for his service and dedication as a valuable member of the WMU Staff. Ode's wealth of knowledge of the production system will be greatly missed. Best wishes, Ode!

At this time, Data Processing/IT Manager Sangren distributed new iPads to the Commissioners. Sangren continued by presenting an instructional tutorial to the members related to the iPad usage and the Call to Order application (NISC meeting application).

For information: Upcoming meetings/events to note include:

- WMU Annual Open House (Public Power Week) – Tues., October 4 @ 4:00-6:30 p.m. (Civic Center)
- APPA Public Utility Governance Webinar: *Achieving Excellence in Public Power Governance* – Wed., Oct. 5 @ 1:00-2:30 p.m. CST (WMU Conference Room)
- MMUA Legislative Rally - January 31-February 1, 2017
- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)

*(At 1:05 a.m., a brief intermission was held prior to conducting the interview of the final candidate for the General Manager position.)*

Gary Weiers of David Drown Associates, Inc., presided as the facilitator for the interview for the position of General Manager. Current Interim General Manager John Harren was named the final candidate for the position vacancy. Weiers presented a description of the step-by-step process involved in the search for the new General Manager (i.e. advertising, application ranking, interviews, etc.). The final stage of the process was to conduct an interview of the finalist by the full Commission. Candidate Harren began by presenting the Commission with a ten-minute PowerPoint presentation reflecting his insight and vision regarding WMU and the future direction of the Utility. Next, individual questions were presented by each Commissioner with Weiers

providing general guidance for participation in the interview process. Following the interview, Interim General Manager Harren was excused. At this time, Commissioner Holtz expressed his sincere appreciation to everyone involved with the search process (WMU Labor Committee, WMU Staff, Gary Weiers, etc.). Following brief discussion, Commissioner Gimse made a motion to offer the position of General Manager of Willmar Municipal Utilities to John Harren and direct the WMU Labor Committee and WMU's legal counsel to negotiate an employment agreement with Mr. Harren for the Commission's review at its October 10<sup>th</sup> regular meeting. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays.

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 2:15 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU PLANNING COMMITTEE MEETING MINUTES**  
**Monday, September 19, 2016 – 12:00 p.m.**  
**WMU Conference Room**

Present: Commissioners Justin Mattern (Chair), Abdirizak Mahboub & Jeff Nagel, Interim General Manager John Harren, Director of Finance Denise Runge, Compliance/Safety Officer Janell Johnson, and Facilities & Purchasing Manager Kevin Marti

Committee Chair Mattern called the meeting to order at 12:00 p.m.

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**AGENDA ITEM(S):**

➤ **Safety Grant:**

Compliance/Safety Officer Johnson informed the Committee that the Utilities had applied for a safety grant with the State of Minnesota. The application listed three areas requesting funding assistance: 1) slide gate operators for the Service Center (these are required); 2) ballistic glass for the Customer Service area; and, 3) AED's for Utility vehicles. Following receipt of the application, the MN Dept. of Labor & Industry informed the Utility that a safety grant has been recommended for approval. However, due to insufficient program funding, the award of the grant covered partial payment toward 2 of the 3 requested areas. The approved projects specified for the safety grant funding are the slide gate operators and ballistic safety glass with a maximum grant award of \$7,000 (matching funds). Johnson noted that the total project cost is \$20,182. Consideration was given to requesting partial payment of the grant to cover the mandatory slide gate operators and bypassing the installation of the ballistic glass at this time; or, request the grant in its entirety and cover the remainder of the cost for the ballistic glass as a Utility expense (funds have been budgeted). It was noted that to expedite the processing of the application, the signed agreement to the Safety Grant Administrator is required within 7 days.

**Recommendation:**

Following discussion, it was the consensus of the Committee to recommend approval of the safety grant as presented in the amount of \$7,000 (matching funds) with the Utility to provide the additional funding for the completion of the slide gate operators and the ballistic safety glass projects as presented.

*(Compliance/Safety Officer Johnson departed the meeting at this time.)*

➤ **Facilities Project Update:**

Facilities/Purchasing Supv. Marti presented the Committee with an update of adjacent properties vs green field space plus additional data reflecting comparisons and spacing needs (2010 Study vs updated 2016 results). Among the topics reviewed & discussed were: 1) land cost comparisons (adjacent WMU properties vs Industrial Park Property); and, 2) pros and cons for separate buildings vs downtown site including potential limitations.

The next item reviewed with the Planning Committee was the GLT Architect pre-design proposal. GLTA had completed a long-range facilities study for WMU in 2010. The original study reviewed existing facilities, current & anticipated future space needs, and established goals for the project. These goals were established to improve operational efficiency, customer service, energy efficiency, and improve the overall appearance of the building/facility. An update to the study was conducted in 2016. The updated study reflects the space needs and changes that have become apparent since the original study. After identifying the findings, WMU is looking to explore preliminary design options. Identifying the site location would be



required prior to having preliminary designs completed. Currently, our existing downtown site location would be used for the possible preliminary design. Reviewed were tasks required to attain preliminary facility design: 1) meetings; 2) site analysis; 3) site design; 4) building design; and, 5) construction cost analysis.

The services and scope of work to conduct these tasks would take approximately 3 months to complete. The proposal from GLTA to conduct this preliminary design ("Phase 2") is in the amount of \$28,500. Note: Structural, mechanical, electrical & civil engineering or updated property appraisals are not included in this amount.

Interim General Manager Harren informed the Committee that this proposal may be premature due to the fact that a Community Task Force is currently being formed by the Mayor to address the possibility of a campus-type WMU/City complex. A recommendation from the Community Task Force would be anticipated by the end of the first quarter of 2017.

Potential location for the future facilities must be determined prior to any additional action being taken. Discussion continued regarding the budgetary figures related to the facility project and square footage that is actually required to meet the current and future needs of WMU.

Marti presented the Committee with a brief recap of various facilities tours that the Building Committee have recently visited. These sites included: Runestone Electric (Alexandria), Shakopee Utilities, Austin Utilities, and Kandiyohi Power Coop. Comparisons in costs & square footage were reviewed.

Marti continued by reviewing Talking Points established for a future building project discussion (i.e. Who we are/What we do/What we need/Why we need it).

**Recommendation:**

Following discussion, it was the consensus of the Committee to recommend that the Commission approve of the Talking Points with the adjustments as discussed.

Informational discussion included: spacing needs, updated study needs, and agreeing that the needs identified in the study are considerably higher than what is anticipated for final results.

*(Facilities/Purchasing Supv. Marti departed the meeting at this time.)*

➤ **2017 WMU Budget/Rate Adjustment Review:**

At the 09.09.17 Planning Committee meeting, Director of Finance Runge had reviewed with the Committee the preliminary 2017 WMU Budget. Following review and discussion, additional modifications were needed to the proposed budget (primarily amounts in Capital Improvement Budget). Harren presented a brief recap of the preliminary budget presented of which the Committee was favorable to. There were specifically two budgetary adjustments that the Committee had requested to the Capital Improvement portion of the budget.

Runge stated that the two areas of discussion had focused on the housing of the diesel generators and the costs for construction of a new facilities. It was under the advisement of the Committee to adjust these previously presented cost figures. The housing for the diesel generators has been modified to consist of 2 steel-frame buildings rather than the "tornado proof" building originally presented (decrease of approximately \$1 million). This would also bring the diesels into RICE compliance as required. A budgetary breakdown of the project was reviewed.

Runge continued by stating that the budgeted amount for the proposed facility project for 2017 would be a total of approximately \$3 million (this would act as a down payment for the project).

Cash flow and revenue data with a five-year window, also addressing the need for the potential rate adjustments were discussed. In order to complete the capital improvements necessary to keep WMU's operations both efficient and reliable, the need for the rate adjustment would be necessary.

Harren further noted that if no rate adjustments are approved, capital projects would need to be readdressed and cut back. Consideration was also discussed regarding the possibility of listing the fixed franchise fee paid to the City as a line item on the utility bill (to serve as transparency to the customers). This would serve as a means to generate additional revenue to recover costs rather than simply absorbing the costs. The Committee supported the concept and instructed Staff to contact the City Finance Committee to address the topic.

*(Commissioner Mahboub departed the meeting at this time.)*

**Recommendation:**

Following discussion, it was the consensus of the Committee, to recommend approval of the 2017 WMU Budget including the Capital Improvement Budget as presented (with adjustments).

Furthermore, recommendation to contact the City Finance Committee to present the rate adjustment & franchise fee being listed as a line item on utility billings.

**➤ Adjournment:**

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero noes at 2:09 p.m.

MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

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

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

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100** otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Glacial Ridge Curling Previous Gambling Permit Number: X-92195

Minnesota Tax ID Number, if any: 8977860 Federal Employer ID Number (FEIN), if any: 20-2429190

Mailing Address: PO Box 3046

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): JOSH BERNHAGEN

Daytime Phone: 320-854-8574 Email: Bernhagen.josh@yahoo.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Civic Center

Address (do not use P.O. box): 2707 Arena Dr.

City or Township: Willmar Zip: 56201 County: Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing): 3-11-2018

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

Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$ 34,134)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of Willmar

Signature of City Personnel: [Signature]

Title: City Clerk Treasurer Date: 9-26-2016

**The city or county must sign before submitting application to the Gambling Control Board.**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

Chief Executive Officer's Signature: [Signature] Date: 9/19/16

(Signature must be CEO's signature; designee may not sign)

Print Name: JOSH BERNHAGEN

**REQUIREMENTS**

**Complete a separate application for:**

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

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

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status, and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Monday, September 19, 2016 at 5:00 p.m. at the City Office Building.

\*\* Members Present: Jeff Kimpling, Jay Lawton, Jim Rudnick, Beverly Dougherty, and Tom Butterfield.

\*\* Members Absent: Andrew Engan, and Dan Anderson.

\*\* Others Present: John Vornholt, and Megan M. DeSchepper- Planner.

2. ROCKSTEP WILLMAR LLC (KANDI MALL) SIGN VARIANCE- FILE NO. 16-02: The public hearing opened at 5:01 p.m. John Vornholt, Kandi Mall Manager, presented a variance request for two 180 sq. ft. signs (one along 1<sup>st</sup> St. S. and one along 19<sup>th</sup> Ave. SE) at 30' in height on property legally described as follows: part of NW ¼ Section 23, Township 119, Range 35 (1605 1<sup>st</sup> St. S). The property is zoned SC (Shopping Center District).

The Zoning Ordinance limits total sq. ft. of freestanding signage on the principal street frontage to 550 sq. ft. With the existing freestanding signage and the proposed additional signage they would exceed that limit. Also the Ordinance limits the height of secondary freestanding signage along the principal street at an 8' setback to 20', and at a 20' setback its height is limited to 25'.

The Zoning Ordinance stipulates freestanding signs along street frontages other than the principal street are limited to 150 sq. ft. Signs placed at an 8' setback are limited to 20' in height and at a 20' setback, 25' in height.

Mr. Vornholt explained that they are doing a remodel and upgrade to the mall property including signage. They want all the signs to have a uniform look and style with multiple panels for advertising. They are gearing their improvements for the national chains they plan to lease to. As the mall is such a large piece of property totaling 52 acres with three street frontages they want to ensure tenants have adequate signage.

No one appeared to speak for or against the request and the public hearing closed at 5:05 p.m.

The Board of Zoning Appeals reviewed and discussed staff comments (see Attachment A).

The Board discussed the 1<sup>st</sup> St. S. proposed freestanding sign. They were concerned about the height of the sign and setting a precedence on 1<sup>st</sup> St. They also talked about the fact that there are only two properties that are zoned SC. The Board went back and forth about allowing the sq. ft. but at a lower height and the possibility of removing other freestanding signage that doesn't fit into their aesthetic scheme. Mr. Vornholt stated any height changes or removal of signs could be possible, but he'd have to look at alternate renderings and existing leases. Staff added that if some of the existing freestanding signage was removed, a variance would no longer be needed for sq. ft. of the proposed new sign.

The Board of Zoning Appeals reviewed Section 9.D.3.a.1-4 in regards to harmony with the Ordinance, consistence with the Comprehensive Plan, reasonableness, unique circumstances, and essential character of the neighborhood.

Mr. Butterfield made a motion to approve the 180 sq. ft. freestanding sign on 1<sup>st</sup> St. S, but to limit it to 20 sq. ft. in height.

The motion failed for lack of a second.

Ms. Dougherty made a motion, seconded by Mr. Kimpling, to approve the request for 180 sq. ft. freestanding sign on 1<sup>st</sup> St. S. at 30' in height with the condition that the existing sign for Dunham's/Verizon be removed.

The motion carried with Ms. Dougherty, Mr. Kimpling, and Mr. Lawton voting aye, and Mr. Butterfield and Mr. Rudnick voting nay.

The Board then discussed the 19<sup>th</sup> Ave. SE sign requested at 180 sq. ft. 30' in height. The Board talked about there being no other freestanding signage along 19<sup>th</sup> Ave. SE street frontage for the mall, and that 19<sup>th</sup> Ave. SE has less freestanding signage on it then 1<sup>st</sup> St. S. Mr. Vornholt stated he believed the sign would meet required setbacks.

Mr. Butterfield made a motion, seconded by Mr. Lawton, to approve the 19<sup>th</sup> Ave. SE freestanding sign as requested.

The motion carried.

The reasoning the Board gave for approving the variance requests is that as the property is so large with various street frontages and multiple accesses adequate visible signage is necessary for wayfinding and smooth traffic flow. The request is in harmony with the Zoning Ordinance and Comprehensive Plan as it supports visibility and commerce where it is intended to occur. The request is reasonable as the property is unique as one of two SC zoned properties, by far the largest commercial property with greatest number of tenants and street frontage in Willmar. The essential character of the neighborhood will not be affected as they will actually be cleaning up some old signage and make everything uniform and singularly themed thus more aesthetically pleasing.

3. With nothing further to come before the Board the meeting adjourned at 5:47 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

BOARD OF ZONING APPEALS- SEPTEMBER 19, 2016

**STAFF COMMENTS**

1. ROCKSTEP WILLMAR LLC (KANDI MALL) SIGN VARIANCE- FILE NO. 16-01:

- The applicant is Rockstep Willmar LLC, Houston, TX.
- The applicant requests to allow two 180 sq. ft. freestanding signs at 30' in height (one along 1<sup>st</sup> St. S. and the other along 19<sup>th</sup> Ave. SE) on property legally described as: part of NW ¼ Section 23, Township 119, Range 35 (1605 1<sup>st</sup> St. S.).
- The property is zoned SC (Shopping Center District).
- The Zoning Ordinance stipulates on the principal street frontage the aggregate sign area is limited to 550 sq. ft. The Kandi Mall already has a several freestanding signs along 1<sup>st</sup> St. and they've met the limit. Secondary signage along the principal street frontage is also limited to 30' in height. The Ordinance also stipulates that signage along street frontage other than the principal street is limited to 150 sq. ft. and at an 8' setback limited to 20' in height, or at a 20' or greater setback 25' in height.
- The existing freestanding signage on 1<sup>st</sup> St. Mall property is as follows: Verizon Sign 74 sq. ft., Dunham's Sign 40.67, Pizza Hut vacant panel 60.8, Main Mall sign 348 sq. ft. The mall is asking to exceed the total aggregate by approximately 15347 sq. ft. And exceed the maximum height limit by 10' (20 vs. 30).
- The property along 19<sup>th</sup> Ave. SE currently has no freestanding signs, they are asking for 180 sq. ft. at a 30' setback. They are asking for an additional 30 sq. ft. over maximum sq. ft. allotment and 10' in height.

RECOMMENDATION: Review variance standards in Section 9.D.3.a.1-4 to see if there are practicable difficulties, reasonableness, uniqueness, and essential character.

**WILLMAR MUNICIPAL AIRPORT COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 21, 2016**

**MINUTES**

1. The Willmar Municipal Airport Commission met on Wednesday, September 21, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

**\*\* Members Present:** Don Cole, Dan Reigstad, David Little, and Richard Kacher.

**\*\* Members Absent:** Sandy Gardner, Pat Curry, and Dan O'Meara.

**\*\* Others Present:** Eric Rudningen- Eric's Aviation Services, Wayne Rudningen-LifeLink III, Bill & Tracy Fry, Gary Hach, and Megan DeSchepper- Planner/Airport Manager.

3. MINUTES: The minutes of the May 24, 2016 meeting were approved as submitted.

4. AIRPORT UPDATES: Staff updated the Commission about several items that have occurred since the previous meeting summarized as follows: LifeLink III paved their parking lot so gravel tracking will no longer be an issue, credit card reader machine has been ordered for Jet-A pump should be installed beginning of October, new computer and modem have been installed for the fuel system, the City has begun negotiating an FBO contract with Oasis Aero and hope to have that in place by the end of October, the City received the MNDOT/FAA Grant for the Master Plan Update and design for east taxiway improvements, the windsock was knocked over August 6, 2016 and staff is working to order a replacement, MNDOT selected the Willmar Airport to test a new technology GARD (General Audio Recording Device) program that compiles data on operations, fuel filters were changed out on both fuel pumps, and Public Works operators have meet at the airport to solidify the winter snow removal plan for this season.

Staff inquired if the Commission had interest in changing the day of the week or meeting time as obtaining a quorum has been an issue, the majority felt the current time worked best for their schedules and should remain as is.

Staff added that as the grant has been issued for the Master Plan Update that process will commence in October. Bolton and Menk will have a kick-off to the process at the next meeting on October 19, 2016. They will be looking to put together a Master Plan Advisory Group (MPAG) comprised of airport commission members, airport users, local business owners, economic development staff, City and County representatives etc. The goal is to get a varied group from the Community to plan for the Airport for the next 20 years.



And finally, Eric Rudningen announced that Oasis Aero has been approved to be a Mooney Authorized Service Center. The Commission congratulated Oasis Aero and said what an asset that will be to the Airport and Community.

5. TEN YEAR AIRPORT ANNIVERSARY CELEBRATION RECAP: Approximately 1,000 people attended the celebration. The organization and layout worked well. The boy scouts made \$1,600 off of the event. The lanyards went well. Planning however should have started earlier, or entities should have been approached earlier to have full participation from all interested. City Budgeting should be increased if the event is going to occur annually. The Commission thanked all the volunteers and businesses that helped make the day possible. The Commission could even consider have an annual fly in breakfast type of event, on a smaller scale than this event.
6. There being no further business to come before the Commission the meeting adjourned at 5:01 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**WILLMAR COMMUNITY ED & REC  
JOINT POWERS BOARD  
SEPTEMBER 23, 2016**

**Members Present:** Dave Baumgart, Sally Calvin, Matt Dawson, Scott Guptill, Allen Huselid, Tim Johnson, Carol Laumer, Ross Magnuson, Linda Mathiasen, Audrey Nelsen, Rachel Skretvedt, Darin Strand

**Staff Present:** Steve Brisendine, Rob Baumgarn, Casey Hagert, Ryan Harper, Gary Manzer, Tammy Rudningen, Becky Sorenson

Chairman Darin Strand called the meeting to order.

**Liquor Requests:** The first was from Willmar Lakes Rotary for permission to serve liquor at the November 5<sup>th</sup> University of St. Thomas/Superior game. After some discussion, a motion was made by Allen Huselid and seconded by Dave Baumgart to approve the request. Motion carried.

Matt Johnson from Willmar Warhawks, presented their request for permission to serve liquor at their 22 home games between October 15 thru April 1. The Warhawks have teamed up with Ruffs/Green Mill who will be handling liquor sales at the games which will include beer and mixed drinks. Darin Strand asked about hours that liquor would be sold, ie when "last call" would be due to the possibility of overtime periods in some games. Mr. Johnson responded that Ruffs/Green Mill would be responsible to decide when they would close sales for the night. Scott Guptill asked if people would be checked upon entry to see that they are not bringing in their own. Mr. Johnson said there would be Warhawks staff at the doors. Ross Magnuson asked if Ruffs has to provide insurance. Steve Brisendine stated that they do.

Audrey Nelsen asked how liquor will be served in the Cardinal Arena. Mr. Johnson said that the room used for skate rentals/sharpening is where liquor sales will happen. The equipment currently in the room will be moved to make room for game time liquor sales. During other times, liquor will be kept in locked containers in a locked room. Rachel Skretvedt made a motion, Carol Laumer seconded to approve the request. Motion carried.

**Rice Park Project Update:** SRF and Engan have finalized the bid specifications with advertising of the bid process starting September 27. Opening of bids will happen October 18-19 and we will go to the Public Works Committee on October 25 to move the bid process forward. Completion date of construction is scheduled to be June 1, 2017.

**Local Option Sales Tax:** City Council has given staff the lead in planned disbursement of revenue funds from the Sales Tax. The proposed projects to receive the sales tax revenue are Robbins Island, Civic Center refrigeration and Swansson Fields lighting upgrades. We need a marketing campaign to inform people of the benefits of the sales tax, fine tuning the proposed changes. A printed document or PowerPoint slide show is needed for presentations to service groups. We should possibly develop

**WILLMAR COMMUNITY ED & REC  
JOINT POWERS BOARD  
SEPTEMBER 23, 2016, Page 2**

a flyer to mail out prior to the election. The City Council will approve the budget for marketing (printing costs, etc).

The question was asked if Joint Powers Board members can promote passage of the sales tax question. The answer is that we/the board can advocate that people vote in favor of the sales tax; staff can only explain the projects that will be completed with the passage of the increase.

Some of the proposed projects include: re-orient Blue Field and add lights; create another driveway and parking lot on the north side of Red; infrastructure at the Island (roads, trails) shelters; replace refrigeration system at the Arena. Darin Strand said he hopes there would be a grass roots group promoting the sales tax proposal.

The amount of \$4 million has been stated as being needed for Robbins Island. Ross Magnuson asked what, specifically, that covers. More details need to be included in any presentation, flyer or mailer that is developed.

**Facility Use Policy:** Ryan Harper presented the current Facility Use Policy with proposed changes. The first change would be to raise the participant fee from \$5 to \$10. Each group, (ie Basketball Boosters, JO Volleyball, etc.) pays the \$5 participant fee for every member on their team in lieu of paying gym rental for each practice. Allen Huselid asked how the groups feel about this (have we talked to them about the proposed increase?) Darin Strand asked Ross Magnuson and Dave Baumgart, being members of sports association, how they felt about the increase. The consensus was the change would not affect the groups as much as being charged rental for all their practice times. It was mentioned that the participant fee increase should have a description added stating this was for practice times, not including games and tournaments.

The next requested change would be the Security and Supervision statement – Currently the policy is there needs to be a custodian on duty during any weekend usage. The Senior High is the only school that has a custodian on duty on Saturdays. The cost for groups to use one of the other schools and pay custodial fees becomes quite expensive. CER is requesting to be able to use CER staff at \$15 - \$20 per hour instead of custodians at \$35 - \$45 per hour. After some discussion and a request for a motion, Ross Magnuson stated there are too many questions at this time so he made a motion to table. Carol Laumer seconded. Motion carried.

**Regional Park Designation:** Casey talked about the regional park designation application. The dead-line has been extended so we should know by next Wednesday September 28 if we have been selected. We were asked for some updates which Steve and Casey have submitted. Staff will also submit an application for Legacy Funds to be designated for Robbins Island improvements. If selected, we would receive \$750,000, with \$250,000 from the City.

**WILLMAR COMMUNITY ED & REC  
JOINT POWERS BOARD  
SEPTEMBER 23, 2016, Page 3**

**Park System Discussion:** There are 37 parks in the City. Is that number too many for us to support? If we were to downsize, what parks could be eliminated or changed? Audrey Nelsen stated there had been no discussion regarding the closure of any parks. A study of the parks was completed by Gary Manzer and Brad Bonk a few years ago. The following parks were discussed: Canigo, Wellin, Welshire and Eastside Parks. Due to usage and their proximity to other playgrounds, thoughts have been to make these parks into green space only. Because we have 37 parks, can we afford to have playgrounds at every park? This was presented for information only, no action is needed at this time. Allen Huselid mentioned that there is no park or park space in Eagle's Landing. Staff mentioned there are a few areas in town that the option of purchasing future park space could be researched.

**Robbins Island – Destination Playground:** Rachel Skretvedt talked about the progress. The work being done is to finalize the design, materials list and how maintenance would be handled. She stated that picket sales will start in October as part of the fund raising efforts. The goal is to have the playground done by Willmar Fest 2017.

**Other:** CER has applied for the Kiwanis Peanut Grant and was granted the opportunity to partner with the Kiwanis for funds to be used for scholarships to CER programs. Staff will be seeking donations for peanuts to help fund \$5,000 in scholarship from the Kiwanis Club. The donation is \$100 and for that amount you will receive a box of 100 bags of peanuts.

Tammy Rudningen asked everyone to keep in mind our winter brochure and to help recruit new instructors or to be an instructor.

As there was no further business, the meeting adjourned. The next meeting will be Oct. 28.

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI			002404											
	47207	09/28/16	SEPTIC PUMPING	375.00		33783		D	N				CLEANING AND WAS	230.43430.0338
AIM OF KANDIYOHI			.02433											
	47208	09/28/16	REFUND SHELTER DEPOSIT	50.00		092316		D	N				DEPOSITS	101.230000
ALEX AIR APPARATUS INC			002061											
	47209	09/28/16	28" CONES	900.00		30675		D	N				SMALL TOOLS	101.42412.0221
	47209	09/28/16	BALE HANDLE KITS	145.00		30705		D	N				SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	1,045.00		*CHECK TOTAL								
ALPHA TRAINING & TACTICS			003136											
	47210	09/28/16	BALLISTIC HELMET	331.50		2016130		D	N				SUBSISTENCE OF P	101.42411.0227
AMERICAN DOOR WORKS			000825											
	47211	09/28/16	REPL. CABLES ON DOORS	15.60		0168014		D	N				MTCE. OF STRUCTU	101.45433.0225
	47211	09/28/16	REPL. CABLES ON DOORS	106.25		0168014		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	121.85		*CHECK TOTAL								
AMERICAN WELDING & GAS I			000057											
	47212	09/28/16	FIRE EXT. INSPECTION	35.00		04216075		D	N				MTCE. OF EQUIPME	101.41409.0334
BACKES TECHNOLOGY SERVIC			000087											
	47213	09/28/16	INST. LINE TO ALARM SYS.	85.00		15254		D	N				MTCE. OF STRUCTU	101.45433.0335
BAKER GRAPHICS			000917											
	47214	09/28/16	DECALS FOR RADAR TRLR	85.50		13973		D	N				MTCE. OF EQUIPME	101.42411.0224
	47214	09/28/16	DECALS FOR RADAR TRLR	50.00		13973		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	135.50		*CHECK TOTAL								
BENNETT VENTURES INC			001323											
	47215	09/28/16	LOCK REPAIR-LABOR	68.00		11936		D	N				MTCE. OF STRUCTU	101.43425.0335
	47215	09/28/16	RE-KEYED LOCK-LABOR	68.00		11942		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	136.00		*CHECK TOTAL								
BERNICK'S PEPSI-COLA CO			000103											
	47216	09/28/16	OFFICE COFFEE	78.96		15121		D	N				GENERAL SUPPLIES	101.43425.0229
	47216	09/28/16	CONCESSION SUPPLIES	496.88		170115		D	N				GENERAL SUPPLIES	101.45433.0229
	47216	09/28/16	CONCESSION SUPPLIES	418.40		172688		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	994.24		*CHECK TOTAL								
BLOSSOM TOWN			.02228											
	47217	09/28/16	FLOWERS-GLUTH FUNERAL	33.00		8041		D	N				GENERAL SUPPLIES	101.41405.0229

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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BSE			001980											
	47218	09/28/16	WIRE GRIPS	66.60		911763806		D	N				SMALL TOOLS	651.48484.0221
	47218	09/28/16	LIGHT BALLASTS	290.37		911769127		D	N				MTCE. OF STRUCTU	101.45433.0225
	47218	09/28/16	SOCKET FOR LT FIXTURE	17.40		911771210		D	N				MTCE. OF STRUCTU	101.45433.0225
	47218	09/28/16	ELEC TAPE/SUPPLIES	66.24		911800052		D	N				GENERAL SUPPLIES	101.45437.0229
	47218	09/28/16	#972764-FLANGED INLET	12.47		911806717		D	N				MTCE. OF EQUIPME	101.42412.0224
	47218	09/28/16	L.S. WIRING/ELEC PARTS	50.65		911829195		D	N				MTCE. OF STRUCTU	432.48507.0225
	47218	09/28/16	REPAIR SEWER CLEANOUT	33.69		911830913		D	N				MTCE. OF OTHER I	101.43425.0226
	47218	09/28/16	L.S. WIRING/ELEC PARTS	10.54		911831017		D	N				MTCE. OF STRUCTU	432.48507.0225
	47218	09/28/16	L.S. WIRING/ELEC PARTS	125.70		911831654		D	N				MTCE. OF STRUCTU	432.48507.0225
	47218	09/28/16	L.S. WIRING/ELEC PARTS	18.38		911833828		D	N				MTCE. OF STRUCTU	432.48507.0225
	47218	09/28/16	CABLE TIES/SUPPLIES	76.58		911839310		D	N				GENERAL SUPPLIES	651.48484.0229
	47218	09/28/16	L.S. WIRING/ELEC PARTS	48.49CR		911848210		D	N				MTCE. OF STRUCTU	432.48507.0225
	47218	09/28/16	LIGHT REPAIR-PARTS	26.21		911866909		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	746.34		*CHECK TOTAL								
				746.34										
BSN SPORTS INC			003001											
	47219	09/28/16	VESTS-ADULT HCKY LEAGUE	136.96		98139704		D	N				GENERAL SUPPLIES	101.45433.0229
BUSINESSWARE SOLUTIONS			002776											
	47220	09/28/16	PRINT/PAGE COUNT	11.00		260995		D	N				OFFICE SUPPLIES	101.41400.0220
	47220	09/28/16	PRINT/PAGE COUNT	50.36		260995		D	N				OFFICE SUPPLIES	101.41402.0220
	47220	09/28/16	PRINT/PAGE COUNT	7.95		260995		D	N				OFFICE SUPPLIES	101.41403.0220
	47220	09/28/16	PRINT/PAGE COUNT	134.20		260995		D	N				OFFICE SUPPLIES	101.41405.0220
	47220	09/28/16	PRINT/PAGE COUNT	0.41		260995		D	N				OFFICE SUPPLIES	101.41408.0220
	47220	09/28/16	PRINT/PAGE COUNT	48.48		260995		D	N				OFFICE SUPPLIES	101.41409.0220
	47220	09/28/16	PRINT/PAGE COUNT	170.55		260995		D	N				OFFICE SUPPLIES	101.42411.0220
	47220	09/28/16	PRINT/PAGE COUNT	44.32		260995		D	N				OFFICE SUPPLIES	101.43417.0220
	47220	09/28/16	PRINT/PAGE COUNT	104.01		260995		D	N				OFFICE SUPPLIES	101.43425.0220
	47220	09/28/16	PRINT/PAGE COUNT	27.88		260995		D	N				OFFICE SUPPLIES	101.45433.0220
	47220	09/28/16	PRINT/PAGE COUNT	0.80		260995		D	N				OFFICE SUPPLIES	101.45435.0220
	47220	09/28/16	PRINT/PAGE COUNT	62.05		260995		D	N				OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	662.01		*CHECK TOTAL								
				662.01										
CALVIN/MARVIN B			001998											
	47221	09/28/16	MEETING-MEALS	33.00		358		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	47221	09/28/16	MEETING-MEALS	35.68		358		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	47221	09/28/16	MAYOR'S CONTINGENCY FUND	11.00		358		D	N				OTHER SERVICES	101.41401.0339
			VENDOR TOTAL	79.68		*CHECK TOTAL								
				79.68										
CARDMEMBER SERVICE			002365											
	47203	09/21/16	2017 DROPBOX PRO	66.00		STMT/8-16		D	N				PREPAID EXPENSES	101.128000
	47203	09/21/16	FELT-LEADERSHIP TRNG	650.00		STMT/8-16		D	N				PREPAID EXPENSES	101.128000
	47203	09/21/16	MOUSE FOR TABLET	22.99		STMT/8-16		D	N				SMALL TOOLS	101.41409.0221
	47203	09/21/16	SERVER EXT. CORDS/CLAMPS	32.97		STMT/8-16		D	N				SMALL TOOLS	101.41409.0221
	47203	09/21/16	ETHERNET CABLE	41.98		STMT/8-16		D	N				SMALL TOOLS	101.41409.0221
	47203	09/21/16	MOUSE FOR TABLET	22.99		STMT/8-16		D	N				SMALL TOOLS	101.41409.0221



Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTRAL TIRE AND AUTO IN			000150											
	47223	09/28/16	#107170-TIRES	765.00		55311		D	N				MTCE. OF EQUIPME	101.43425.0224
CHAMBERLAIN OIL CO			000154											
	47224	09/28/16	GREASE FOR SCREW PUMPS	321.16		162790		D	N				MOTOR FUELS AND	651.48484.0222
	47224	09/28/16	COMPRESSOR OIL	167.70		163927		D	N				MOTOR FUELS AND	101.43425.0222
	47224	09/28/16	COMPRESSOR OIL	151.70		164167		D	N				MOTOR FUELS AND	101.43425.0222
			VENDOR TOTAL	640.56										
				640.56										
CHAPPELL CENTRAL INC			000156											
	47225	09/28/16	REPAIRED 2 GAS LEAKS	9.11		00069380		D	N				MTCE. OF STRUCTU	101.43425.0225
	47225	09/28/16	REPAIRED 2 GAS LEAKS	324.00		00069380		D	N				MTCE. OF STRUCTU	101.43425.0335
			VENDOR TOTAL	333.11										
				333.11										
CHARTER COMMUNICATIONS			000736											
	47226	09/28/16	PHONE SERV 09/20-10/19	150.31		2191/10-16		D	N				COMMUNICATIONS	101.41409.0330
	47226	09/28/16	PHONE SERV 09/27-10/26	107.27		3552/10-16		D	N				COMMUNICATIONS	101.41409.0330
	47226	09/28/16	PHONE SERV 09/26-10/25	87.97		5124/10-16		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	345.55										
				345.55										
CHIEF SUPPLY CORPORATION			000885											
	47227	09/28/16	NAME PLATES	66.99		229811		D	N				SUBSISTENCE OF P	101.42412.0227
	47227	09/28/16	HELMET FRONTS	105.49		243251		D	N				SUBSISTENCE OF P	101.42412.0227
	47227	09/28/16	SWAT GEAR	27.00		243267		D	N				SUBSISTENCE OF P	101.42411.0227
	47227	09/28/16	SWAT GEAR	174.49		243268		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	373.97										
				373.97										
CITY OF WILLMAR-GENERAL			000292											
	47228	09/28/16	BLDG PERMIT #26540	673.59		2016-26540		D	N				LICENSES AND TAX	101.42412.0445
CODE 4 SERVICES LLC			002984											
	47229	09/28/16	RADIO ANTENNAS	124.50		2861		D	N				MTCE. OF EQUIPME	101.42411.0224
COLEPAPERS INC			000170											
	47230	09/28/16	HAND TOWELS	113.99		9244296		D	N				GENERAL SUPPLIES	101.45427.0229
CROW CHEMICAL & LIGHTING			000186											
	47231	09/28/16	HAND TOWELS	86.95		7599		D	N				GENERAL SUPPLIES	651.48484.0229
	47231	09/28/16	CLEANING SUPPLIES	126.88		7624		D	N				CLEANING AND WAS	651.48484.0228
			VENDOR TOTAL	213.83										
				213.83										
DAIRYLAND SUPPLY INC			003271											
	47232	09/28/16	6,000 GAL. HONEYWAGON	59,335.00		30620		D	N				FURNITURE AND EQ	651.48486.0552





Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FERGUSON ENTERPRISES INC			000810											
	47242	09/28/16	REPAIR SEWER CLEANOUT	24.66		4247763		D	N				MTCE. OF OTHER I	101.43425.0226
	47242	09/28/16	IRRIGATION PARTS	5.27		4250689		D	N				MTCE. OF OTHER I	101.43425.0226
	47242	09/28/16	RV DUMP STATION PARTS	13.18		4266019		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	43.11		*CHECK TOTAL								
FIRST CHOICE FOOD & BEVE			000775											
	47243	09/28/16	COFFEE	240.00		2107:008849		D	N				GENERAL SUPPLIES	101.45435.0229
FLEXIBLE PIPE TOOL CO			000273											
	47244	09/28/16	FLUSHER TRUCK PARTS	922.25		20362		D	N				MTCE. OF EQUIPME	651.48485.0224
FORUM COMMUNICATIONS COM			002269											
	47245	09/28/16	HRNG-APPEAL ON VARIANCE	89.61		C-03001833		D	N				PRINTING AND PUB	101.41402.0331
	47245	09/28/16	ORD.-AMENDING ZONING ORD	166.86		C-03001922		D	N				PRINTING AND PUB	101.41401.0331
	47245	09/28/16	COUNCIL PROCEEDINGS PUB.	169.95		C-03002165		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	426.42		*CHECK TOTAL								
GARCIA/MARY ANN			.02265											
	47246	09/28/16	REFUND SHELTER DEPOSIT	50.00		092316		D	N				DEPOSITS	101.230000
GENERAL MAILING SERVICES			000293											
	47247	09/28/16	POSTAGE 08/22-08/26/16	0.57		31391		D	N				POSTAGE	101.41400.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	15.60		31391		D	N				POSTAGE	101.41402.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	6.33		31391		D	N				POSTAGE	101.41403.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	15.00		31391		D	N				POSTAGE	101.41408.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	0.57		31391		D	N				POSTAGE	101.42411.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	1.71		31391		D	N				POSTAGE	101.42412.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	30.08		31391		D	N				POSTAGE	101.43417.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	1.14		31391		D	N				POSTAGE	101.43425.0223
	47247	09/28/16	POSTAGE 08/22-08/26/16	3.42		31391		D	N				POSTAGE	651.48484.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	0.54		31557		D	N				POSTAGE	101.41401.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	46.70		31557		D	N				POSTAGE	101.41402.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	1.14		31557		D	N				POSTAGE	101.41403.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	1.71		31557		D	N				POSTAGE	101.41405.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	15.00		31557		D	N				POSTAGE	101.41408.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	1.71		31557		D	N				POSTAGE	101.41409.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	2.28		31557		D	N				POSTAGE	101.42411.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	4.56		31557		D	N				POSTAGE	101.42412.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	31.25		31557		D	N				POSTAGE	101.43417.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	5.70		31557		D	N				POSTAGE	101.43425.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	0.57		31557		D	N				POSTAGE	101.45432.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	3.42		31557		D	N				POSTAGE	208.45005.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	3.99		31557		D	N				POSTAGE	230.43430.0223
	47247	09/28/16	POSTAGE 08/29-09/02/16	3.99		31557		D	N				POSTAGE	651.48484.0223
	47247	09/28/16	POSTAGE 09/05-09/09/16	7.42		31585		D	N				POSTAGE	101.41401.0223
	47247	09/28/16	POSTAGE 09/05-09/09/16	40.86		31585		D	N				POSTAGE	101.41402.0223
	47247	09/28/16	POSTAGE 09/05-09/09/16	83.85		31585		D	N				POSTAGE	101.41403.0223



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HIGH POINT NETWORKS INC			002299											
	47253	09/28/16	ACCESS POINT WARRANTY	475.00		87429		D	N				PREPAID EXPENSES	101.128000
	47253	09/28/16	ACCESS POINT WARRANTY	95.00		87429		D	N				SUBSCRIPTIONS AN	101.41409.0443
			VENDOR TOTAL	570.00	*CHECK	TOTAL								
				570.00										
HILLYARD FLOOR CARE SUPP			000333											
	47254	09/28/16	CLEANING SUPPLIES	70.99		602208391		D	N				CLEANING AND WAS	101.45427.0228
	47254	09/28/16	CLEANING SUPPLIES	70.99		602208391		D	N				CLEANING AND WAS	230.43430.0228
	47254	09/28/16	CLEANING SUPPLIES	1,011.90		602226274		D	N				CLEANING AND WAS	101.45433.0228
	47254	09/28/16	HAND TOWELS	387.76		602226274		D	N				GENERAL SUPPLIES	101.45433.0229
	47254	09/28/16	TOILET TISSUE	208.85		602226274		D	N				GENERAL SUPPLIES	101.45433.0229
	47254	09/28/16	DISPOSABLE GLOVES	273.60		602226274		D	N				GENERAL SUPPLIES	101.45433.0229
	47254	09/28/16	DISPOSABLE GLOVES	65.34		602231711		D	N				GENERAL SUPPLIES	101.45433.0229
	47254	09/28/16	CLEANING SUPPLIES	375.66		602241137		D	N				CLEANING AND WAS	101.45427.0228
	47254	09/28/16	TOILET TISSUE/HAND TWLS	120.33		602241137		D	N				GENERAL SUPPLIES	101.45427.0229
	47254	09/28/16	SCRUBBER REPAIR-LABOR	44.00		700252780		D	N				MTCE. OF EQUIPME	101.45427.0334
	47254	09/28/16	REPL. SCRUBBER BATTERIES	623.32		700252802		D	N				MTCE. OF EQUIPME	101.45427.0224
	47254	09/28/16	REPL. SCRUBBER BATTERIES	132.00		700252802		D	N				MTCE. OF EQUIPME	101.45427.0334
			VENDOR TOTAL	3,384.74	*CHECK	TOTAL								
				3,384.74										
HOLIDAY STATION STORES			.01631											
	47255	09/28/16	GAS-152.83 GALLONS	346.78		092816		D	N				MOTOR FUELS AND	101.42411.0222
HORIZON COMMERCIAL POOL			003075											
	47256	09/28/16	POOL CHEMICALS	324.90		160824059		D	N				MTCE. OF OTHER I	101.45437.0226
IN CONTROL INC			002486											
	47257	09/28/16	L.S. ENGINEERING SERV	17,580.00		14136KC03		D	N				MTCE. OF OTHER I	432.48507.0336
INDEPENDENT SCHOOL DIST			000348											
	47258	09/28/16	APR CER	35,135.03		092716		D	N				DUE TO SCHOOL -	101.223002
JAHNKE/MICHAEL J			001737											
	47259	09/28/16	TACTICAL LEADER TRNG	7.92		128		D	N				TRAVEL-CONF.-SCH	101.42411.0333
KANDIYOHI CO AUDITOR			000376											
	47260	09/28/16	15 AIR CARDS JUL-SEP	1,574.55		090116		D	N				COMMUNICATIONS	101.42411.0330
KANDIYOHI CO TREASURER			000385											
	47261	09/28/16	#173236-LICENSE	30.75		092816		D	N				LICENSES AND TAX	101.42411.0445
	47261	09/28/16	#173236-TAX	1,755.59		092816		D	N				MACHINERY AND AU	450.42411.0553
			VENDOR TOTAL	1,786.34	*CHECK	TOTAL								
				1,786.34										
KANDIYOHI CO-OP ELECTRIC			000375											
	47262	09/28/16	WELCOME TO WILLMAR SIGN	68.74		STMT/9-16		D	N				UTILITIES	101.43425.0332
	47262	09/28/16	CO RD 23/HWY 71 BYPASS	151.00		STMT/9-16		D	N				UTILITIES	101.43425.0332
	47262	09/28/16	ELEC SERV-LIFT STATION	1,353.00		STMT/9-16		D	N				UTILITIES	651.48485.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC			000375											
	47262	09/28/16	ELEC SERV-SECURITY LIGHT	36.00		STMT/9-16		D	N				UTILITIES	651.48486.0332
				1,608.74	*CHECK	TOTAL								
			VENDOR TOTAL	1,608.74										
KIESLER POLICE SUPPLY IN			001993											
	47263	09/28/16	MUNITIONS FOR TRAINING	355.28		0803318		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LAKESIDE PRESS			001646											
	47264	09/28/16	AD DEVELOPMENT	30.00		6389		D	N				OTHER CHARGES	208.45007.0449
	47264	09/28/16	AIRPORT ANNIV. FLYERS	70.00		6389		D	N				OTHER CHARGES	208.45010.0449
				100.00	*CHECK	TOTAL								
			VENDOR TOTAL	100.00										
LIFELINE INC			003191											
	47265	09/28/16	AED DEFIBRILLATOR	1,369.75		LL-7775		D	N				SMALL TOOLS	101.42411.0221
MADISON NATIONAL LIFE			002249											
	47266	09/28/16	LTD PREMIUM-SEP	43.38		242		D	N				EMPLOYER INSUR.	101.41400.0114
	47266	09/28/16	LTD PREMIUM-SEP	83.97		242		D	N				EMPLOYER INSUR.	101.41402.0114
	47266	09/28/16	LTD PREMIUM-SEP	27.18		242		D	N				EMPLOYER INSUR.	101.41403.0114
	47266	09/28/16	LTD PREMIUM-SEP	50.34		242		D	N				EMPLOYER INSUR.	101.41405.0114
	47266	09/28/16	LTD PREMIUM-SEP	8.10		242		D	N				EMPLOYER INSUR.	101.41408.0114
	47266	09/28/16	LTD PREMIUM-SEP	39.46		242		D	N				EMPLOYER INSUR.	101.41409.0114
	47266	09/28/16	LTD PREMIUM-SEP	2.39		242		D	N				EMPLOYER INSUR.	101.41424.0114
	47266	09/28/16	LTD PREMIUM-SEP	441.18		242		D	N				EMPLOYER INSUR.	101.42411.0114
	47266	09/28/16	LTD PREMIUM-SEP	31.88		242		D	N				EMPLOYER INSUR.	101.42412.0114
	47266	09/28/16	LTD PREMIUM-SEP	62.11		242		D	N				EMPLOYER INSUR.	101.43417.0114
	47266	09/28/16	LTD PREMIUM-SEP	212.66		242		D	N				EMPLOYER INSUR.	101.43425.0114
	47266	09/28/16	LTD PREMIUM-SEP	8.73		242		D	N				EMPLOYER INSUR.	101.45432.0114
	47266	09/28/16	LTD PREMIUM-SEP	31.39		242		D	N				EMPLOYER INSUR.	101.45433.0114
	47266	09/28/16	LTD PREMIUM-SEP	3.86		242		D	N				EMPLOYER INSUR.	101.45435.0114
	47266	09/28/16	LTD PREMIUM-SEP	5.47		242		D	N				EMPLOYER INSUR.	101.45437.0114
	47266	09/28/16	LTD PREMIUM-SEP	100.61		242		D	N				EMPLOYER INSUR.	651.48484.0114
	47266	09/28/16	LTD PREMIUM-SEP	10.95		242		D	N				EMPLOYER INSUR.	651.48485.0114
	47266	09/28/16	LTD PREMIUM-SEP	11.45		242		D	N				EMPLOYER INSUR.	651.48486.0114
				1,175.11	*CHECK	TOTAL								
			VENDOR TOTAL	1,175.11										
MATHESON TRI-GAS INC			002898											
	47267	09/28/16	EAR PLUGS	41.70		13944137		D	N				GENERAL SUPPLIES	101.45433.0229
	47267	09/28/16	WELDING GAS	77.07		13969868		D	N				GENERAL SUPPLIES	101.45433.0229
	47267	09/28/16	WORK GLOVES	59.91		14073086		D	N				GENERAL SUPPLIES	651.48484.0229
				178.68	*CHECK	TOTAL								
			VENDOR TOTAL	178.68										
MENARDS			000449											
	47268	09/28/16	POOL CHEMICALS	59.92		12879		D	N				MTCE. OF OTHER I	101.45437.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS 000449														
	47268	09/28/16	DRILL BITS/SMALL TOOLS	37.73		13123		D	N				SMALL TOOLS	101.45433.0221
	47268	09/28/16	PAINT FOR BLDG	79.96		13123		D	N				MTCE. OF STRUCTU	101.45433.0225
	47268	09/28/16	SUPPLIES	17.59		13147		D	N				GENERAL SUPPLIES	101.42412.0229
	47268	09/28/16	7" PLIERS	8.99		13194		D	N				SMALL TOOLS	651.48484.0221
	47268	09/28/16	CABLE TIES	18.97		13194		D	N				GENERAL SUPPLIES	651.48484.0229
	47268	09/28/16	WEED TRIMMER LINE	17.99		13211		D	N				GENERAL SUPPLIES	101.45433.0229
	47268	09/28/16	PAINTING SUPPLIES	35.93		13279		D	N				GENERAL SUPPLIES	101.45433.0229
	47268	09/28/16	DOG PARK WTR METER-PARTS	76.51		13348		D	N				MTCE. OF OTHER I	101.43425.0226
	47268	09/28/16	DOG PARK WTR METER-PARTS	19.96CR		13360		D	N				MTCE. OF OTHER I	101.43425.0226
	47268	09/28/16	CLEANING SUPPLIES	74.94		13609		D	N				CLEANING AND WAS	101.41408.0228
	47268	09/28/16	CLEANING SUPPLIES	37.91		13609		D	N				CLEANING AND WAS	101.45427.0228
	47268	09/28/16	PAINT THINNER/SUPPLIES	11.79		13686		D	N				GENERAL SUPPLIES	101.42412.0229
	47268	09/28/16	WATER HEATER PARTS	120.98		13778		D	N				MTCE. OF STRUCTU	101.45433.0225
	47268	09/28/16	CONCESSION SUPPLIES	26.11		13778		D	N				GENERAL SUPPLIES	101.45433.0229
	47268	09/28/16	WATER HEATER PARTS	4.84		13802		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	610.20										
				610.20									*CHECK TOTAL	
MILLS AUTOMOTIVE GROUP 000432														
	47269	09/28/16	BRAKE CALIPERS	245.22		3717017		D	N				INVENTORIES-MDSE	101.125000
	47269	09/28/16	BRAKE PADS/ROTORS	195.76		3725346		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	440.98										
				440.98									*CHECK TOTAL	
MINNEAPOLIS FINANCE DEPA 000466														
	47270	09/28/16	AUTO PAWN TRANS FEE-AUG	136.80		400451000454		D	N				PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE 000492														
	259	09/15/16	SALES TAX-AUG	1,657.00		STMT/8-16		M	N				SALES TAX PAYABL	101.206000
	259	09/15/16	USE TAX-AUG	63.84		STMT/8-16		M	N				SALES TAX PAYABL	101.206000
	259	09/15/16	USE TAX-AUG	6.94CR		STMT/8-16		M	N				SMALL TOOLS	101.41409.0221
	259	09/15/16	USE TAX-AUG	2.06CR		STMT/8-16		M	N				MTCE. OF EQUIPME	101.41409.0224
	259	09/15/16	USE TAX-AUG	2.06CR		STMT/8-16		M	N				GENERAL SUPPLIES	101.42411.0229
	259	09/15/16	DIESEL FUEL TAX-AUG	103.40		STMT/8-16		M	N				MOTOR FUELS AND	101.43425.0222
	259	09/15/16	USE TAX-AUG	80.16		STMT/8-16		M	N				MOTOR FUELS AND	101.43425.0222
	259	09/15/16	USE TAX-AUG	3.07CR		STMT/8-16		M	N				GENERAL SUPPLIES	101.43425.0229
	259	09/15/16	USE TAX-AUG	6.87CR		STMT/8-16		M	N				SMALL TOOLS	230.43430.0221
	259	09/15/16	DIESEL FUEL TAX-AUG	29.70		STMT/8-16		M	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	1,913.10										
				1,913.10									*CHECK TOTAL	
MN FIRE SERVICE CERTIF. 000018														
	47271	09/28/16	RECERTIFICATION FEE	55.00		4415		D	N				TRAVEL-CONF.-SCH	101.42412.0333
MN HEARTLAND TOURISM ASS 002651														
	47272	09/28/16	2017 MEMBERSHIP DUES	275.00		092616		D	N				PREPAID EXPENSES	208.128000
	47272	09/28/16	FISCHER-MEETING REGIS.	25.00		092616		D	N				TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	300.00										
				300.00									*CHECK TOTAL	



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NORTHERN STATES SUPPLY 000585														
	47280	09/28/16	SCREWS FOR SIGN	2.22		10-542015		D	N				MTCE. OF OTHER I	101.43425.0226
	47280	09/28/16	CAUTION TAPE	13.40		10-542611		D	N				GENERAL SUPPLIES	101.43425.0229
	47280	09/28/16	16" DRAIN SPADE	85.38		10-542636		D	N				SMALL TOOLS	101.43425.0221
	47280	09/28/16	MARKING PAINT	79.00		10-542640		D	N				GENERAL SUPPLIES	416.48451.0229
	47280	09/28/16	MARKING PAINT	47.40		10-542747		D	N				GENERAL SUPPLIES	416.48451.0229
	47280	09/28/16	MARKING PAINT	11.85		10-542856		D	N				GENERAL SUPPLIES	101.43425.0229
	47280	09/28/16	BOLTS	43.92		1069611		D	N				MTCE. OF EQUIPME	101.43425.0224
	47280	09/28/16	BOLTS	53.73		1069612		D	N				MTCE. OF EQUIPME	101.43425.0224
	47280	09/28/16	BATTERY PACK	110.00		1071903		D	N				SMALL TOOLS	651.48484.0221
				446.90										
			VENDOR TOTAL	446.90										
														*CHECK TOTAL
OFFICE SERVICES 000589														
	47281	09/28/16	PHOTO COPIES-AUG	6.75		STMT/8-16		D	N				OFFICE SUPPLIES	101.41400.0220
	47281	09/28/16	PHOTO COPIES-AUG	50.63		STMT/8-16		D	N				OFFICE SUPPLIES	101.41401.0220
	47281	09/28/16	PHOTO COPIES-AUG	138.91		STMT/8-16		D	N				OFFICE SUPPLIES	101.41401.0220
	47281	09/28/16	PHOTO COPIES-AUG	80.48		STMT/8-16		D	N				OFFICE SUPPLIES	101.41402.0220
	47281	09/28/16	PHOTO COPIES-AUG	85.25		STMT/8-16		D	N				OFFICE SUPPLIES	101.41402.0220
	47281	09/28/16	PHOTO COPIES-AUG	68.55		STMT/8-16		D	N				OFFICE SUPPLIES	101.41403.0220
	47281	09/28/16	PHOTO COPIES-AUG	34.80		STMT/8-16		D	N				OFFICE SUPPLIES	101.41403.0220
	47281	09/28/16	PHOTO COPIES-AUG	0.23		STMT/8-16		D	N				OFFICE SUPPLIES	101.41404.0220
	47281	09/28/16	PHOTO COPIES-AUG	0.77		STMT/8-16		D	N				OFFICE SUPPLIES	101.41404.0220
	47281	09/28/16	PHOTO COPIES-AUG	6.53		STMT/8-16		D	N				OFFICE SUPPLIES	101.41405.0220
	47281	09/28/16	PHOTO COPIES-AUG	41.63		STMT/8-16		D	N				OFFICE SUPPLIES	101.41405.0220
	47281	09/28/16	PHOTO COPIES-AUG	24.60		STMT/8-16		D	N				OFFICE SUPPLIES	101.41409.0220
	47281	09/28/16	PHOTO COPIES-AUG	7.13		STMT/8-16		D	N				OFFICE SUPPLIES	101.41409.0220
	47281	09/28/16	PHOTO COPIES-AUG	4.95		STMT/8-16		D	N				OFFICE SUPPLIES	101.41424.0220
	47281	09/28/16	PHOTO COPIES-AUG	51.30		STMT/8-16		D	N				OFFICE SUPPLIES	101.43417.0220
	47281	09/28/16	PHOTO COPIES-AUG	87.89		STMT/8-16		D	N				OFFICE SUPPLIES	101.43417.0220
	47281	09/28/16	PHOTO COPIES-AUG	5.25		STMT/8-16		D	N				OFFICE SUPPLIES	101.43425.0220
	47281	09/28/16	PHOTO COPIES-AUG	0.68		STMT/8-16		D	N				OFFICE SUPPLIES	101.43425.0220
	47281	09/28/16	PHOTO COPIES-AUG	102.85		STMT/8-16		D	N				OFFICE SUPPLIES	101.45432.0220
				799.18										
			VENDOR TOTAL	799.18										
														*CHECK TOTAL
PRINT MASTERS 000624														
	47282	09/28/16	COMM. ENHANCEMENT PRGRM	92.00		82033		D	N				PRINTING AND PUB	101.41402.0331
	47282	09/28/16	1,000 REGULAR ENVELOPES	98.00		82053		D	N				OFFICE SUPPLIES	101.42411.0220
				190.00										
			VENDOR TOTAL	190.00										
														*CHECK TOTAL
R & R SPECIALTIES INC 000636														
	47283	09/28/16	BLADE SHARPENING	331.50		0060258		D	N				MTCE. OF EQUIPME	101.45433.0334
RICE HOSPITAL 002761														
	47284	09/28/16	BLOOD TYPING	20.00		8200		D	N				SUBSISTENCE OF P	651.48484.0337



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RINK SYSTEMS INC			000856											
	47285	09/28/16	COMPRESSOR OIL	366.24		1105184		D	N				MOTOR FUELS AND	101.45433.0222
RUTER/DOUGLAS H			002288											
	47286	09/28/16	BIOSOLIDS LAND APPL TRNG	393.47		237		D	N				TRAVEL-CONF.-SCH	651.48484.0333
SERVICE CENTER/CITY OF W			000685											
	47287	09/28/16	EQUIPMENT REPAIR-PARTS	34.99		STMT/9-16		D	N				MTCE. OF EQUIPME	651.48484.0224
	47287	09/28/16	EQUIPMENT REPAIR-PARTS	162.50		STMT/9-16		D	N				MTCE. OF EQUIPME	651.48485.0224
	47287	09/28/16	EQUIPMENT REPAIR-OIL	29.12		STMT/9-16		D	N				MOTOR FUELS AND	101.42411.0222
	47287	09/28/16	EQUIPMENT REPAIR-PARTS	46.46		STMT/9-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	47287	09/28/16	EQUIPMENT REPAIR-OIL	14.56		STMT/9-16		D	N				MOTOR FUELS AND	101.43417.0222
	47287	09/28/16	EQUIPMENT REPAIR-PARTS	17.08		STMT/9-16		D	N				MTCE. OF EQUIPME	101.43417.0224
	47287	09/28/16	EQUIPMENT REPAIR-OIL	239.19		STMT/9-16		D	N				MOTOR FUELS AND	101.43425.0222
	47287	09/28/16	EQUIPMENT REPAIR-PARTS	362.23		STMT/9-16		D	N				MTCE. OF EQUIPME	101.43425.0224
				906.13										
			VENDOR TOTAL	906.13										
													*CHECK TOTAL	
SHI CORP			000275											
	47288	09/28/16	2017 SFTWRE SUPPORT/WAR.	796.92		B05496029		D	N				PREPAID EXPENSES	101.128000
	47288	09/28/16	2018 SFTWRE SUPPORT/WAR.	597.68		B05496029		D	N				PREPAID EXPENSES	101.128000
	47288	09/28/16	2016 SFTWRE SUPPORT/WAR.	66.40		B05496029		D	N				SUBSCRIPTIONS AN	101.41409.0443
				1,461.00										
			VENDOR TOTAL	1,461.00										
													*CHECK TOTAL	
SIDDIQUI/ASIM			.02598											
	47289	09/28/16	REFUND LIQUOR LICENSE	3,000.00		091916		D	N				REFUNDS AND REIM	101.41428.0882
SIMON/CHRIS			003098											
	47290	09/28/16	MILEAGE 8/19-9/22/16	224.64		092816		D	N				TRAVEL-CONF.-SCH	101.41408.0333
SOS TECHNOLOGIES			003032											
	47291	09/28/16	DEFIBRILLATOR PADS	60.25		115754		D	N				GENERAL SUPPLIES	101.41408.0229
	47291	09/28/16	DEFIBRILLATOR PADS	51.45		115754		D	N				GENERAL SUPPLIES	101.43425.0229
	47291	09/28/16	DEFIBRILLATOR PADS	60.25		115754		D	N				GENERAL SUPPLIES	101.45433.0229
				171.95										
			VENDOR TOTAL	171.95										
													*CHECK TOTAL	
SRF CONSULTING GROUP INC			003049											
	47205	09/21/16	RICE PARK IMPROVEMENTS	9,316.12		09240.00-4		D	N				PROFESSIONAL SER	101.45432.0446
	47205	09/21/16	MILEAGE	91.80		09240.00-4		D	N				PROFESSIONAL SER	101.45432.0446
	47205	09/21/16	CONSULTANT FEES	8,847.00		09240.00-4		D	N				PROFESSIONAL SER	101.45432.0446
				18,254.92										
			VENDOR TOTAL	18,254.92										
													*CHECK TOTAL	
	47292	09/28/16	RICE PARK IMPROVEMENTS	5,100.85		09240.00-5		D	N				PROFESSIONAL SER	101.45432.0446
	47292	09/28/16	REIMBURSABLE EXPENSE	7.35		09240.00-5		D	N				PROFESSIONAL SER	101.45432.0446
	47292	09/28/16	CONSULTANT FEES	5,594.25		09240.00-5		D	N				PROFESSIONAL SER	101.45432.0446
				10,702.45										
			VENDOR TOTAL	28,957.37										
													*CHECK TOTAL	

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STATEWIDE DISTRIBUTING I			000718											
	47293	09/28/16	CONCESSION SUPPLIES	172.65		201147		D	N				GENERAL SUPPLIES	101.45433.0229
	47293	09/28/16	CLEANING SUPPLIES	28.00		201155		D	N				CLEANING AND WAS	230.43430.0228
	47293	09/28/16	CONCESSION SUPPLIES	72.35		201175		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	273.00										
				273.00		*CHECK TOTAL								
SWANK MOTION PICTURES IN			003176											
	47294	09/28/16	MOVIES IN THE PARK	403.00		RG 2237011		D	N				RENTS	101.45432.0440
SYSKO WESTERN MINNESOTA			000161											
	47295	09/28/16	CONCESSION SUPPLIES	34.10		609070323		D	N				GENERAL SUPPLIES	101.45433.0229
TIGER OAK PUBLICATIONS I			002283											
	47296	09/28/16	MN MTGS & EVENTS AD	1,500.00		2016-167329		D	N				OTHER CHARGES	208.45008.0449
TIMBERLAKE LODGE			.01452											
	47297	09/28/16	JACOBSON-LODGING EXPENSE	228.54		150BC7		D	N				TRAVEL-CONF.-SCH	651.48484.0333
	47297	09/28/16	SCHUELLER-LODGING EXP.	342.81		150BC8		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	571.35										
				571.35		*CHECK TOTAL								
TIPTON/JIM L			.02600											
	47298	09/28/16	VAZQUEZ-SWAT TRNG MEALS	112.00		091616		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47298	09/28/16	WALLACE-SWAT TRNG MEALS	112.00		091616		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	224.00										
				224.00		*CHECK TOTAL								
TORKELSON'S LOCK SERVICE			002583											
	47299	09/28/16	SERVICE LOCK-LABOR	60.00		8186801		D	N				MTCE. OF STRUCTU	101.45427.0335
TORRES/CARLOS			.02599											
	47300	09/28/16	REFUND LIQUOR LICENSE	83.34		091916		D	N				REFUNDS AND REIM	101.41428.0882
UNCOMMON USA INC			001286											
	47301	09/28/16	MN STATE FLAG	92.75		808703		D	N				GENERAL SUPPLIES	101.45433.0229
US BANK			000264											
	47302	09/28/16	#159 GO IMP BOND-SC	450.00		4363760		D	N				OTHER CHARGES	311.47100.0449
US BANK EQUIPMENT FINANC			003143											
	47303	09/28/16	COPIER LEASE-OCT	131.75		314108598		D	N				RENTS	101.41405.0440
USPCA REGION 12			002275											
	47304	09/28/16	K-9 CERTIFICATION TRIAL	60.00		092816		D	N				TRAVEL-CONF.-SCH	101.42411.0333
VERIZON WIRELESS			002915											
	47305	09/28/16	CELL PHONE	106.86		9771679738		D	N				SMALL TOOLS	101.41402.0221
	47305	09/28/16	CELL PHONE USAGE-AUG	682.88		9771679738		D	N				COMMUNICATIONS	101.41409.0330
	47305	09/28/16	CELL PHONE	106.86		9771679738		D	N				SMALL TOOLS	101.43425.0221





ACS FINANCIAL SYSTEM  
09/28/2016 14:28:48

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V08.03 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				368,752.17										

RECORDS PRINTED - 000413

ACS FINANCIAL SYSTEM  
09/28/2016 14:28:48

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V08.03 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	136,366.93
208	CONVENTION & VISITORS BUREAU	3,829.33
230	WILLMAR MUNICIPAL AIRPORT	19,080.61
295	COMMUNITY INVESTMENT	1,088.47
311	D.S. - 2011 BOND	450.00
415	S.A.B.F. - #2015	9,335.20
416	S.A.B.F. - #2016	192.52
432	C.P. - WASTE TREATMENT	17,736.78
450	CAPITAL IMPROVEMENT FUND	1,755.59
651	WASTE TREATMENT	163,821.74
899	DONATION FUND (AGENCY)	15,095.00
TOTAL ALL FUNDS		368,752.17

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	368,752.17
TOTAL ALL BANKS		368,752.17



WILLMAR



**FIRE DEPARTMENT  
FIRE CHIEF / MARSHAL**

**515 2<sup>ND</sup> ST. SW  
WILLMAR, MN 56201  
320-235-1354  
FAX 320-235-1607**

### COUNCIL ACTION REQUEST

**DATE:** October 3, 2016

**SUBJECT:** Minnesota Fire Code

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Adopt the 2015 Minnesota State Fire Code and revise Willmar City Ordinance Chapter 6, Article III, Division 2

**DESCRIPTION:** On May 2, 2016 the new Fire Code, 2012 International Fire Code, titled as the 2015 Minnesota State Fire Code was adopted by the State of Minnesota and went into effect. With this changing, the City Ordinance must be revised as well. Attached you will find the Ordinance with the proposed changes.

**FINANCIAL CONSIDERATIONS:** None

**LEGAL:** Reviewed by City Attorney Robert Scott

**DEPARTMENT/RESPONSIBLE PARTY:** Frank Hanson, Fire Chief

**REVIEWED BY:** Mike McGuire, Interim City Administrator

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 6, FIRE PREVENTION AND PROTECTION, ARTICLE III, CODES AND STANDARDS, DIVISION 2, MINNESOTA UNIFORM FIRE CODE

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

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 6, FIRE PREVENTION AND PROTECTION, ARTICLE III, CODES AND STANDARDS, DIVISION 2, MINNESOTA UNIFORM FIRE CODE. Chapter 6, Article III, Division 2 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

DIVISION 2. - MINNESOTA UNIFORM STATE FIRE CODE

**Sec. 6-91. - Adoption.**

The Minnesota ~~Uniform~~ State Fire Code is hereby adopted as the fire code for the city for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, except such portions as are modified or amended by this division. Every provision contained in such code, except as modified or amended by this division, is hereby adopted and made a part of this division as if fully set forth. One (1) copy of the code, marked as the official copy, is on file in the office of the city clerk-treasurer.

**Sec. 6-92. - Definitions.**

- (a) Wherever the term "jurisdiction" is used in the state ~~uniform~~ fire code, it shall be held to mean the City of Willmar.
- (b) Wherever the term "corporation counsel" is used in the state ~~uniform~~ fire code, it shall be held to mean the attorney for the city.
- (c) Wherever the term "chief" is used in the state ~~uniform~~ fire code, it shall be held to mean the city fire chief.

**Sec. 6-93. - Limits of districts.**

- (a) The limits referred to in section ~~11.106(b)~~ 5604 of the state ~~uniform~~ fire code, in which storage of explosives and blasting agents is prohibited, are hereby established as follows: storage shall be permitted only where permitted by the city zoning ordinance.
- (b) The limits referred to in section ~~15.201~~ 5704 of the state ~~uniform~~ fire code, in which storage of flammable or combustible liquids in outside aboveground tanks is



prohibited, are hereby established as follows: storage shall be permitted only where allowed by the city zoning ordinance.

(c) The limits referred to in section ~~15.601~~ 5706 of the state ~~uniform~~ fire code, in which new bulk plants for flammable or combustible liquids are prohibited, are hereby established as follows: storage shall be permitted only where allowed by the city zoning ordinance.

(d) The limits referred to in section ~~20.105(a)~~ 5706 of the state ~~uniform~~ fire code, in which bulk storage of liquefied petroleum gas is restricted, are hereby established as follows: the tanks are permitted only where allowed by the city zoning ordinance.

\* \* \* \*

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication..

This Ordinance introduced by Council Member: Nelsen

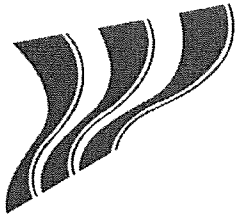
This Ordinance introduced on: September 19, 2016

This Ordinance published on: September 23, 2016

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



WILLMAR

City Clerk-Treasurer

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5166  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** October 3, 2016

**SUBJECT:** Special Assessment Hearing for Oslo Meadows

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Adopt three Resolutions Certifying the amount of Oslo Meadows special assessment charges to the County Auditor for collection in 2017 through 2021.

**BACKGROUND:**

Pursuant to the September 19, 2016, Special Assessment hearing continued until tonight, further testimony can be taken regarding the Special Assessments for the Oslo Meadows lot sales requiring additional assessments for the 2005 Street & Other Improvements. Pursuant to MS Chapter 429, this requires the placement of additional assessments against any parcel.

Six (6) lots sold in late 2015 (too late to make the November 1, 2015, certification deadline for Kandiyohi County). The sales price for two of the lots sold was remitted to the City of Willmar in the normal County settlement. The four (4) remaining lots were sold on a Contract for Deed with Kandiyohi County. For those four lots the County Auditor will remit the total sale price to the City only when paid in full, some 3 or 4 years from now. With the known sales price we can determine that the remaining two years of the 2005 Special Assessments will be unpaid. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

Name	PID	Description	Sale Price	Pending Assessment
Robin A. Javaherian	95-604-0060	Blk-1 Lot 6	\$7686.00	\$2325.76
Robin A. Javaherian	95-604-0080	Blk-1 Lot 8	\$7864.00	\$2325.76
David M & Karen M. Cram	95-604-0430	Blk-3 Lot 24	\$7760.00	\$2325.76
David M & Karen M. Cram	95-604-0440	Blk-3 Lot 25	\$7682.00	\$2325.76
John H. & Debra L. Schmitz	95-604-0450	Blk-3 Lot 26	\$7682.00	\$2325.76
John H. & Debra L. Schmitz	95-604-0460	Blk-3 Lot 27	\$7674.00	\$2325.76

**FINANCIAL CONSIDERATION:** \$13,954.56

**LEGAL:**

**Department/Responsible Party:** Steve Okins, Finance Director

**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee of the City of Willmar met on Monday, September 26, 2016, in Conference Room No. 1 at the City Office Building.

Present: Shawn Mueske ..... Chair  
Ron Christianson ..... Member  
Steve Ahmann ..... Member  
Audrey Nelsen ..... Member

Others present: Finance Director Steve Okins, Police Chief Jim Felt, Community Ed & Rec Director Steve Brisendine, John Harren and Denise Runge of Willmar Municipal Utilities.

Item No. 1      Call to Order

The meeting was called to order by Chair Mueske at 4:53 p.m.

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      Willmar Municipal Utilities 2017 Proposed Budget (Motion)

Director of Operations John Harren and Finance Director Denise Runge presented the Willmar Municipal Utilities (WMU) 2017 Budget. Total Operating Revenue is estimated at \$33,615,309. Total Operating Expenditures are estimated at \$28,942,312 and the 2017 Intergovernmental Transfer to the City of Willmar is estimated at \$2,152,600. The projected Net Income for 2017 is \$2,460,730. The 5-year projections for revenues, expenditures and capital improvements were also presented. It was noted that per new MISO requirements, council approval of the WMU Budget is now required prior to October of each year.

Following discussion, Council Member Nelsen made a motion to accept the proposed 2017 WMU Budget as presented. Council Member Ahmann seconded the motion which carried.

Item No. 4      Purchase Stalker 360 Message Trailer (Resolution)

Police Chief Jim Felt explained to the Committee that the Willmar Police Department and Public Works Department jointly purchased a Stalker 360 Message trailer in August, 2016, in the amount of \$12,750. This trailer was a demo model that was being stored and was obtained at a substantial discount. The trailer contains a radar unit for traffic count/monitoring along with a 3' x 6' programmable message board for traffic warning message, community announcements, etc. It was noted that this item was not on a vehicle committee worksheet prior to this time and that both the Police and Public Works Departments utilized existing funds in the amount of \$6,375 each from their 2016 operating budgets for this purchase.

Following discussion, Council Member Nelsen made a motion to introduce a resolution to approve the purchase of the Stalker 360 Message trailer in the amount of \$12,750 and that funding of \$6,375 each be transferred from the respective 2016 Operating Budgets for the Police Department and the Public Works Department as presented. Council Member Christianson seconded the motion which carried.

Item No. 5      Finalize 2016 Street Financing (Resolution)

Staff explained to the Committee that the City Council previously authorized the financing for the 2016A Street Program and authorized the Pricing Committee to negotiate with local banks to price the

financing. The criteria used included an amount not to exceed \$1,600,000 with an interest rate not to exceed 3.25%. As a result of these negotiations, the proposal is for four institutions to participate with an interest rate of 2.50% as follows: Lake Region Bank \$500,000; Home State Bank \$500,000; North American State Bank \$500,000; and Concorde Bank \$100,000.

Following discussion, Council Member Christianson made a motion to introduce a resolution authorizing staff to finalize the 2016A Street Financing for \$1,600,000 utilizing an interest rate of 2.50% with the following institutions: Lake Region Bank \$500,000; Home State Bank \$500,000; North American State Bank \$500,000; and Concorde Bank \$100,000. Council Member Nelsen seconded the motion which carried.

Item No. 6      Local Option Sales Tax Brochure Funding (Motion)

Staff explained to the Committee that the estimated costs for preparation and distribution of the Local Option Sales Tax Brochures total \$10,000. These costs will be charged to the 2016 Mayor/Council Operating Budget Professional Services line item. It was noted that as of August 31, 2016, the unspent balance in this expenditure account totaled \$24,000.

Following discussion, Council Member Nelsen made a motion to authorize \$10,000 from the 2016 Mayor/Council Operating Budget Professional Services line item for the preparation and distribution of the Local Option Sales Tax Brochures. Council Member Christianson seconded the motion which carried.

Item No. 7      Willmar Stinger Lease/Rent Waiver Request (Motion)

Steve Brisendine, CER Director, explained to the Committee that Marc Jerzak of the Willmar Stingers contacted City staff and the Mayor, requesting that the City waive the fee for two games in August that were played at Baker Field. They have made this request due to the cancellation of the remaining games at the stadium due to water issues from the storm that took place last month. Staff recommends that the City follow the lease and have the Stingers pay the \$820 due for the two games at \$410 each. Staff prepared the field for usage and West Central Industries cleaned the stadium after the games at a cost of \$160 per game so the City has had an outlay of cash for these two games that would be recovered by the lease payment. Following discussion, Council Member Christianson made a motion to adhere to the lease with the Willmar Stingers requiring the payment of rent for the two August home games actually played for a total of \$820. Council Member Ahmann seconded the motion which carried.

Item No. 8      Bremer Grant for the Destination Playground (Resolution)

Steve Brisendine, CER Director, explained to the Committee that staff was approached about writing an application to the Otto Bremer Foundation for a grant to support funding efforts for the Destination Playground at Robbins Island. It is proposed that the grant request be in the amount of \$150,000. Staff has submitted applications to this organization before and believes this grant will be well received. It was noted that funding requests are due in early October.

Following discussion, Council Member Ahmann made a motion to introduce a resolution authorizing staff to submit an application for an Otto Bremer Foundation Grant for \$150,000 for improvements at Robbins Island. Council Member Nelsen seconded the motion which carried.

Item No. 9      Blue Cross Blue Shield Grant/Donation for Water Safety Efforts in Willmar (Motion)

Steve Brisendine, CER Director, explained to the Committee that staff was contacted this summer about leading efforts to create some water safety initiatives in reaction to the tragic death of two young Willmar residents this past summer. Staff will work with community members to create opportunities over the next couple of years around water safety programming. This effort could be in the form of swim lessons, water front safety programming, and utilizing experts in the field to offer low or no cost programming to our community members. We plan to target our newest residents and those not comfortable around the water. We will utilize all of our assets such as the indoor pools, the Aquatic Center, and Robbins Island to assist with

this effort. Blue Cross Blue Shield's donation of \$10,000 could lead to some great efforts around water safety in the future.

Following discussion, Council Member Nelsen made a motion to accept the donation of \$10,000 from Blue Cross Blue Shield for water safety efforts in Willmar. Council Member Christianson seconded the motion which carried.

Item No. 10      Civic Center Budget Adjustment (Resolution)

Steve Brisendine, CER Director, explained to the Committee that due to having ice available this early in the year, a new youth hockey program was started this fall in conjunction with the Willmar Hockey Association, Willmar Warhawks, and Civic Center staff. There are 150 students involved in this activity with additional revenues projected of \$10,650 along with associated expenses mostly pertaining to supplies for the purchase of new jerseys for the participants to wear for this activity as well as additional staffing costs. Staff is requesting to increase both the revenues and expenditures in the 2016 Civic Center Operating Budget by this amount.

Following discussion, Council Member Nelsen made a motion to introduce a resolution revising the 2016 Civic Center Operating Revenues and Expenditures by \$10,650 to accommodate the new hockey program as presented. Council Member Christianson seconded the motion which carried.

Item No. 11      2017 Mayor's Proposed Budget Schedule (Information)

Staff reviewed with the Committee the 2017 Mayor's Proposed Budget Schedule. Discussion centered on dates and information needed to review and recommend a 2017 Budget. It was noted that, to date, October 10, 2016, has been set to discuss the Capital Improvements, Facilities, and Pavement Management Systems. It was the consensus of the Committee members that the budget meetings, including the one scheduled for October 10<sup>th</sup>, be full council meetings. Council Member Ahmann requested detail of items being added or deleted in the budget and that a line item be established in the budget specifically for ditch cleaning. This matter was for information only.

Item No. 12      Reports

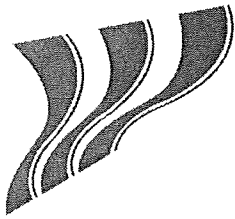
The Committee received the following reports: 07/31/16 Rice Memorial Hospital Financial Report and 08/31/16 Status of 2016 Capital Improvement Program. This matter was taken for information only.

There being no further business to come before the Committee the meeting was adjourned at 7:05 PM by Chair Mueske.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



**City Finance Department**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4984  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 26, 2016

**SUBJECT:** Willmar Municipal Utilities 2017 Proposed Budget

**RECOMMENDATION:** Receive Proposed 2017 Willmar Municipal Utilities Budget for future review and discussion and give preliminary approval subject to final approval in November, 2016.

**BACKGROUND:** Annually, the Willmar Municipal Utilities and Rice Memorial Hospital submit their budgets to the City Council for its review and ultimate approval. Final approval will be required sometime in November, 2016, but preliminary approval is being requested now per MISO requirements.

**FINANCIAL CONSIDERATION:** Approve a \$33.6 million 2017 Budget.

**LEGAL:** City Charter requirement.

**Department/Responsible Party:** Willmar Municipal Utilities/General Manager

**WILLMAR MUNICIPAL UTILITIES  
BUDGET  
2017**

	2016 Amount	2017 Budget
<b><i>Operating revenues</i></b>		
Residential	\$8,892,985	\$9,450,789
Commercial/industrial	\$21,581,931	\$22,016,060
Energy acquisition/fuel adj		
Transmission	\$1,857,585	\$1,857,585
Miscellaneous	\$298,300	\$290,875
Total operating revenues	<u>\$32,630,801</u>	<u>\$33,615,309</u>
<b><i>Operating expenses</i></b>		
Production operation	\$3,810,492	\$3,903,271
Production maintenance	\$1,479,170	\$1,275,535
Purchased power	\$11,872,833	\$11,706,464
Transmission operation	\$2,961,464	\$3,040,149
Transmission maintenance	\$83,200	\$96,613
Distribution operation	\$869,226	\$897,441
Distribution maintenance	\$1,015,836	\$1,080,502
Customer service/energy services	\$797,412	\$959,905
General & administrative	\$3,502,359	\$3,627,433
Depreciation	\$2,275,000	\$2,355,000
Total operating expenses	<u>\$28,666,991</u>	<u>\$28,942,312</u>
<b><i>Operating income</i></b>		
Other income	\$246,432	\$238,000
Other expense	\$301,344	\$297,667
Net earnings	<u>\$54,912</u>	<u>\$59,667</u>
Intragovernmental transfer	<u>\$2,152,600</u>	<u>\$2,152,600</u>
<b><i>Retained earnings</i></b>	<u>\$1,756,298</u>	<u>\$2,460,730</u>

**WILLMAR MUNICIPAL UTILITIES  
CAPITAL BUDGET  
2017**

	2017 Budget
<b><i>Facilities</i></b>	
Office Building	\$2,980,000
Vehicles/Equipment	\$55,000
<b><i>Line Department</i></b>	
Construction Projects	\$1,122,224
Vehicles/Equipment	\$65,000
Transformers	\$108,000
<b><i>Transmission</i></b>	
Priam Substation	\$2,275,000
Construction Projects	\$983,000
Vehicles/Equipment	\$0
Rehouse Diesel Generators	\$2,500,000
<b><i>Power Plant</i></b>	
Replace/Repair Existing	\$0
Vehicles/Equipment	\$30,900
Repower Generation	\$0
<b><i>Water</i></b>	
Meters	\$76,200
Plant construction	\$983,949
Vehicles/Equipment	\$37,400
Tools	\$13,200
<b><i>Customer Service</i></b>	
AMI/Metering	\$200,000
Vehicle	\$25,000
<b><i>Energy Services</i></b>	
Load Share	\$75,000
<b><i>Technology</i></b>	
Servers/Firewalls/Office Equipment	\$26,100
	\$11,555,973



**WILLMAR MUNICIPAL UTILITIES  
STATEMENT OF CASH FLOWS  
2017-2021**

	2016	2017	2018	2019	2020	2021
Cash on Hand 12/31/16	\$7,458,434					
Investments 12/31/16	\$16,999,913					
Reserved Funds	-\$13,324,414			-\$1,460,329	-\$487,068	
Loan Funds		\$2,275,000	\$4,980,000	\$3,295,000		
<b>Total Cash</b>	<b>\$11,133,933</b>	<b>\$2,275,000</b>	<b>\$4,980,000</b>	<b>\$1,834,671</b>	<b>-\$487,068</b>	<b>\$0</b>
Revenue		\$33,615,309	\$33,783,386	\$33,952,302	\$34,122,064	\$34,292,674
Rate Increase Electric						
Rate Increase Water						
Rate Increase Heating						
<b>Total Revenue Received</b>		<b>\$33,615,309</b>	<b>\$33,783,386</b>	<b>\$33,952,302</b>	<b>\$34,122,064</b>	<b>\$34,292,674</b>
Operating Expenses		\$28,942,312	\$29,665,870	\$30,407,517	\$31,167,704	\$31,946,897
Bad Debts		\$672,306	\$675,668	\$679,046	\$682,441	\$685,853
Add Depreciation		\$2,355,000	\$2,413,875	\$2,474,222	\$2,536,077	\$2,599,479
<b>Total Operating Exp less Depreciation</b>		<b>\$26,587,312</b>	<b>\$27,251,995</b>	<b>\$27,933,295</b>	<b>\$28,631,627</b>	<b>\$29,347,418</b>
Other Income		\$238,000	\$240,380	\$242,784	\$245,212	\$247,664
Other Expense		\$297,667	\$300,644	\$303,650	\$306,687	\$309,753
Intragovernmental transfer		\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600
Bond Payment Principle & Interest		\$827,031	\$830,031	\$1,902,703	\$2,387,771	\$2,389,646
<b>Additional Cash Outflows</b>		<b>\$3,039,298</b>	<b>\$3,042,895</b>	<b>\$4,116,170</b>	<b>\$4,601,846</b>	<b>\$4,604,336</b>
Priam Sub		\$2,275,000	\$2,275,000	\$0	\$0	\$0
Office/Warehouse Reserve		\$2,980,000	\$940,000	\$0	\$0	\$0
Water Treatment Plant						
Vehicles/Equipment		\$213,300	\$300,000	\$342,627	\$225,000	\$116,781
Electric Construction		\$2,105,224	\$781,774	\$709,749	\$3,387,912	\$4,070,566
Transformers		\$108,000	\$81,120	\$103,835	\$87,739	\$91,249
Rehouse Diesel Generators		\$2,500,000				
Repair/Replace Power Plant		\$0	\$314,000	\$0	\$55,000	\$0
Repower Generation		\$0	\$0	\$0	\$0	\$0
Water Meters		\$76,200	\$79,000	\$79,700	\$81,900	\$85,400
Water Construction		\$983,949	\$2,554,800	\$3,445,600	\$421,300	\$272,000
Tools		\$13,200	\$5,400	\$5,400	\$5,500	\$5,500
AMI/Metering		\$200,000				
Load Share		\$75,000	\$75,000	\$75,000		
Servers/Firewalls/Office Equipment		\$26,100	\$0	\$0	\$9,300	\$0
<b>Total Capital Projects</b>		<b>\$11,555,973</b>	<b>\$7,406,094</b>	<b>\$4,761,911</b>	<b>\$4,273,651</b>	<b>\$4,641,496</b>
<b>Net Cash Balance</b>	<b>\$11,133,933</b>	<b>\$5,841,659</b>	<b>\$6,904,061</b>	<b>\$5,879,660</b>	<b>\$2,007,531</b>	<b>-\$2,293,045</b>

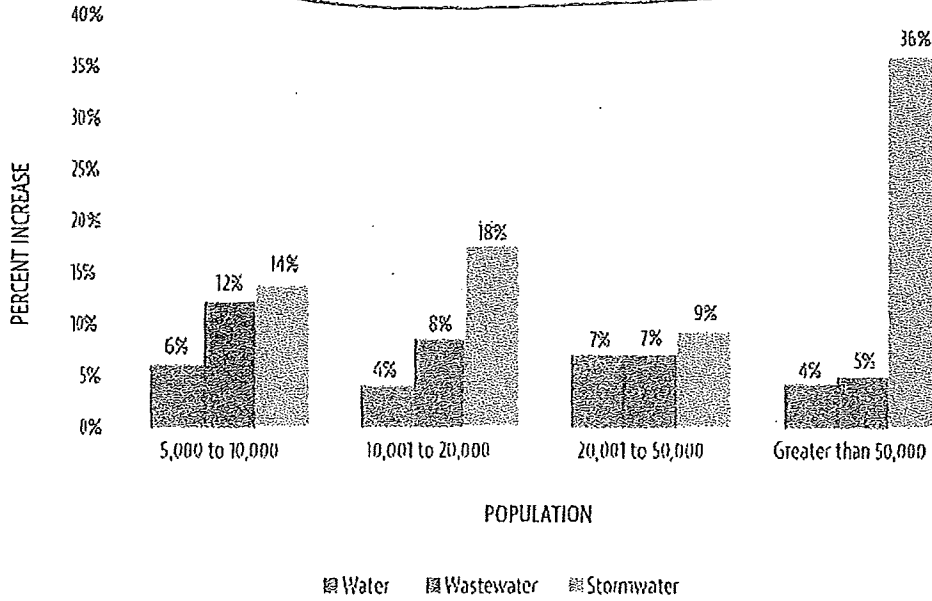
**WILLMAR MUNICIPAL UTILITIES  
ELECTRIC BUDGET  
2017**

	2016 Budget	2017 Budget
<b><i>Operating revenues</i></b>		
Residential	\$7,638,284	\$8,187,154
Commercial/industrial	\$19,454,835	\$19,941,060
Energy acquisition/fuel adj		
Transmission	\$1,857,585	\$1,857,585
Miscellaneous	\$199,300	\$195,000
Total operating revenues	<u>\$29,150,004</u>	<u>\$30,180,799</u>
<b><i>Operating expenses</i></b>		
Production operation	\$3,522,621	\$3,618,746
Production maintenance	\$1,363,770	\$1,148,250
Purchased power	\$11,191,533	\$11,020,631
Transmission operation	\$2,961,464	\$3,040,149
Transmission maintenance	\$83,200	\$96,613
Distribution operation	\$632,902	\$648,283
Distribution maintenance	\$798,286	\$818,243
Customer service/energy services	\$586,614	\$663,835
General & administrative	\$2,836,911	\$2,939,359
Depreciation	\$1,820,000	\$1,910,000
Total operating expenses	<u>\$25,797,301</u>	<u>\$25,904,109</u>
<b><i>Operating income</i></b>		
Other income	\$208,000	\$203,000
Other expense	\$295,531	\$297,667
Net earnings	<u>\$87,531</u>	<u>\$94,667</u>
Intragovernmental transfer	<u>\$1,937,340</u>	<u>\$1,937,340</u>
<b><i>Retained earnings</i></b>	<u>\$1,327,832</u>	<u>\$2,244,683</u>

**WILLMAR MUNICIPAL UTILITIES  
HEATING BUDGET  
2017**

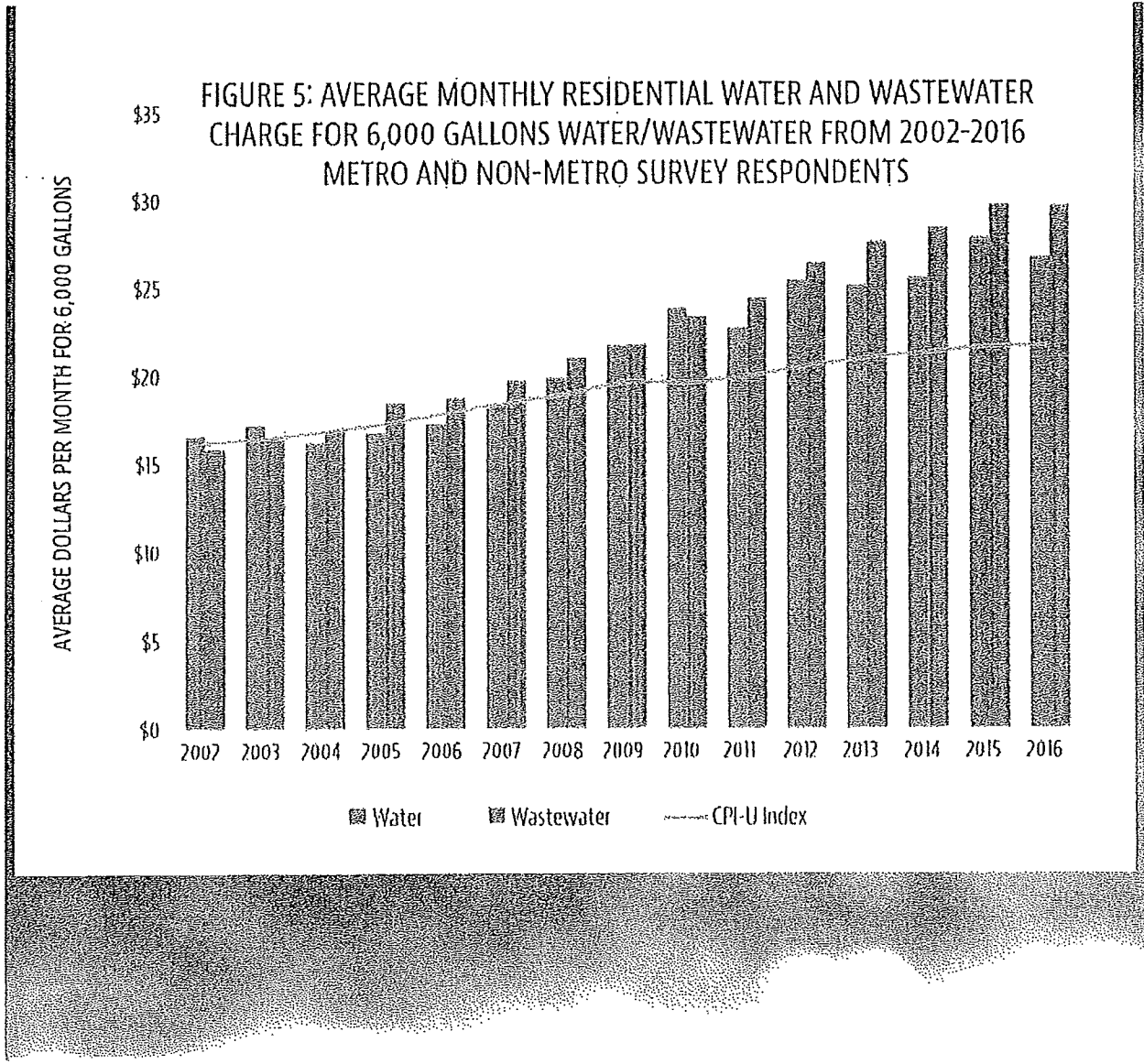
	2016 Budget	2017 Budget
<b><i>Operating revenues</i></b>		
Residential	\$99,935	\$80,000
Commercial/industrial	\$740,396	\$725,000
Miscellaneous	\$4,000	\$0
Total operating revenues	<u>\$844,331</u>	<u>\$805,000</u>
<b><i>Operating expenses</i></b>		
Production operation	\$0	\$0
Production maintenance	\$10,000	\$10,250
Purchased power	\$511,300	\$511,583
Distribution operation	\$45,824	\$46,970
Distribution maintenance	\$64,350	\$65,959
Customer service/energy services	\$10,540	\$14,804
General & administrative	\$140,094	\$144,858
Depreciation	\$175,000	\$160,000
Total operating expenses	<u>\$957,108</u>	<u>\$954,422</u>
<b><i>Operating income</i></b>		
Other income	\$15,825	\$15,000
Other expense	\$0	\$0
Net earnings	<u>-\$15,825</u>	<u>-\$15,000</u>
Intragovernmental transfer	<u>\$64,578</u>	<u>\$64,578</u>
<b><i>Retained earnings</i></b>	<u>-\$161,530</u>	<u>-\$199,000</u>

FIGURE 1: AVERAGE REPORTED 2016 RATE INCREASE FOR METRO AND NON-METRO UTILITIES



Overall in 2016, the average rate increase for water, wastewater, and stormwater for systems serving 500,000 or more people was 7 percent, 7 percent, and 17 percent, respectively. For comparison, in 2015 the average rate increase for systems of this size was 6 percent for water, 10 percent for wastewater, and 14 percent for stormwater.

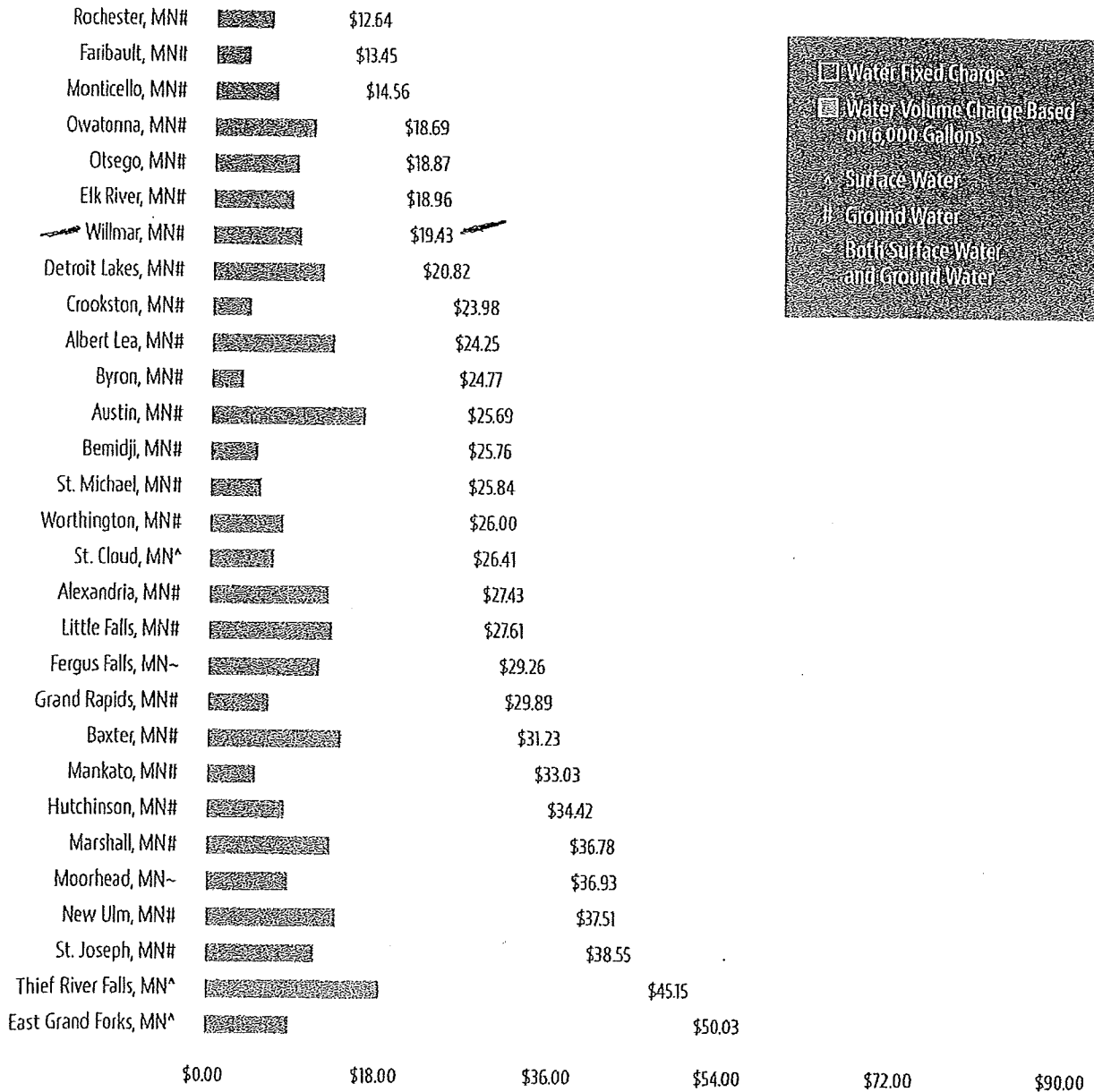
For systems serving fewer than 50,000 people, 29 percent of respondents reported an increase to water rates, 15 percent increased wastewater rates, and 19 percent increased stormwater rates in 2016. Figure 2 illustrates the average water and wastewater rate increases by population for small systems. It should be noted that 25 percent of respondents in the survey of smaller communities reported having a stormwater utility, and of those, only six reported a 2016 rate increase. Two of the six that reported an increase implemented a stormwater rate for the first time in 2016. Due to the small sample size, the average increase by population is not reported for stormwater in Figure 2.



# Residential

## MINNESOTA

(Excluding Minneapolis/St. Paul Metro)



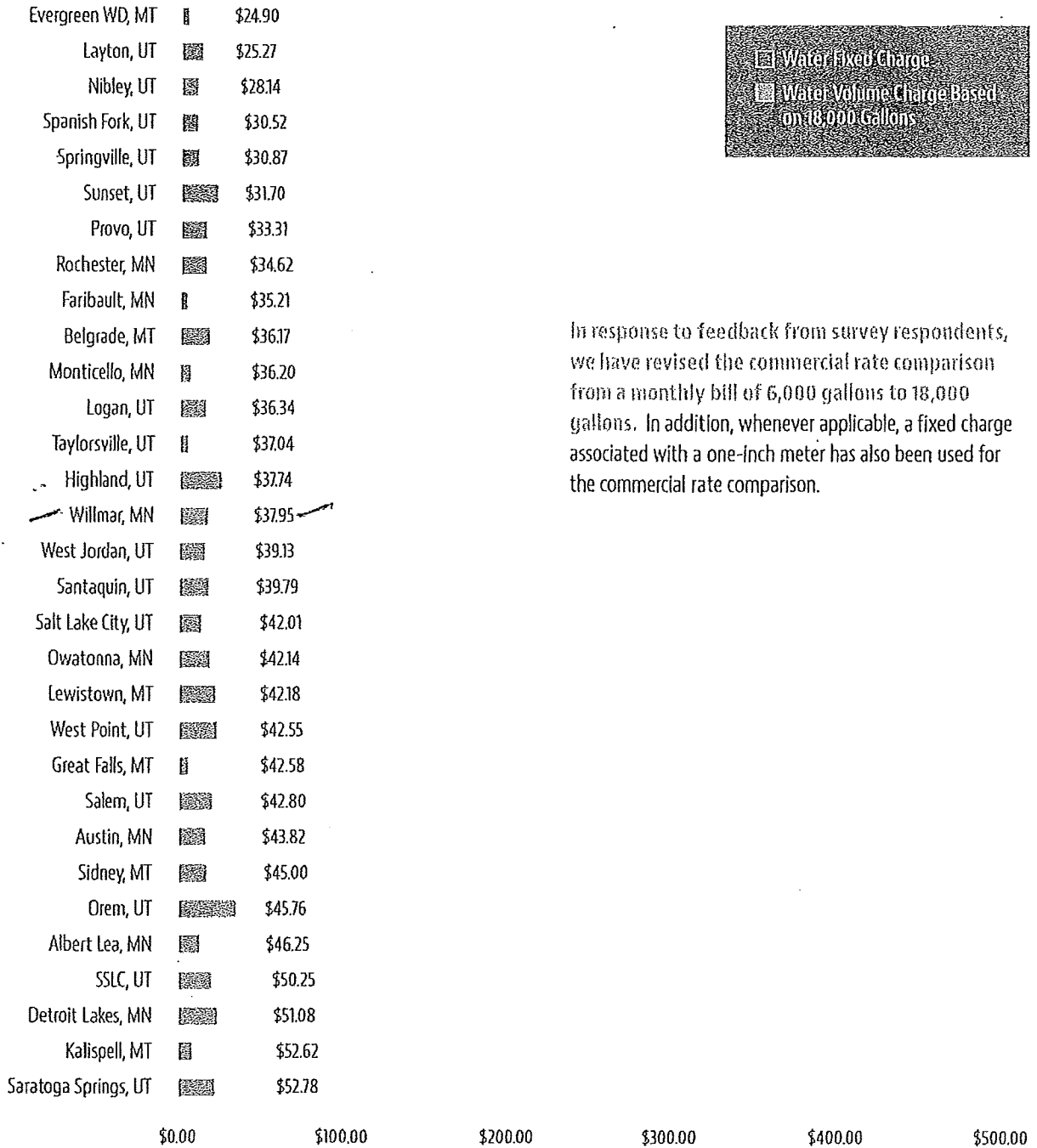
TYPICAL MONTHLY RESIDENTIAL WATER UTILITY BILL (\$)



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# COMMERCIAL WATER CHARGES

(Continued on Next Page)



In response to feedback from survey respondents, we have revised the commercial rate comparison from a monthly bill of 6,000 gallons to 18,000 gallons. In addition, whenever applicable, a fixed charge associated with a one-inch meter has also been used for the commercial rate comparison.

















TYPICAL MONTHLY COMMERCIAL WATER UTILITY BILL (\$)

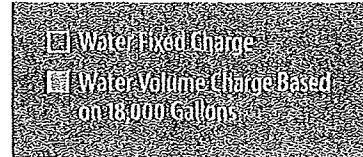


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# X COMMERCIAL WATER CHARGES

(Continued from Previous Page, Continued on Next Page)

Sandy, UT		\$53.32
Woods Cross, UT		\$53.50
Billings, MT		\$56.12
Bozeman, MT		\$57.77
Alexandria, MN		\$58.19
Little Falls, MN		\$58.85
Livingston, MT		\$59.32
Elk River, MN		\$60.01
Sheridan, WY		\$61.75
Worthington, MN		\$62.00
Grand Rapids, MN		\$62.23
Riverton, WY		\$62.62
Fergus Falls, MN		\$64.06
Havre, MT		\$66.65
Crookston, MN		\$66.98
Williston, ND		\$68.21
Pierre, SD		\$68.30
Bismarck, ND		\$69.79
Devils Lake, ND		\$70.10
Aberdeen, SD		\$70.80
Baxter, MN		\$71.07
St. Michael, MN		\$71.68
Riverton, UT		\$72.88
Bemidji, MN		\$73.27
Watertown, SD		\$74.44
Payson, UT		\$74.96
Glendive, MT		\$75.54
Helena, MT		\$75.67
Lander, WY		\$77.76



\$0.00      \$100.00      \$200.00      \$300.00      \$400.00      \$500.00

TYPICAL MONTHLY COMMERCIAL WATER UTILITY BILL (\$)

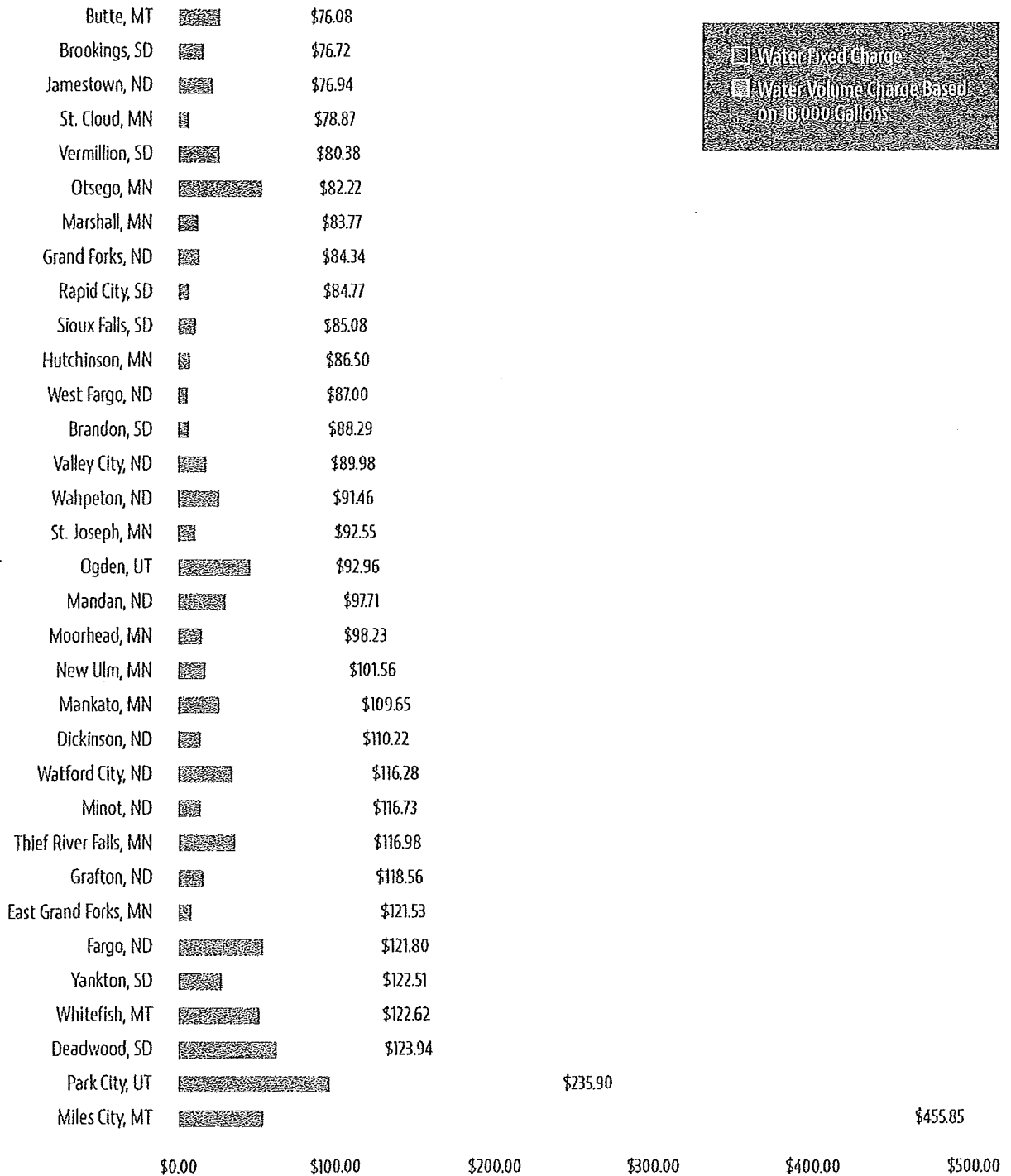


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# X COMMERCIAL WATER CHARGES

(Continued from Previous Page)



TYPICAL MONTHLY COMMERCIAL WATER UTILITY BILL (\$)



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Average Revenue per kWh, 2014  
(in cents)  
United States and Minnesota

2015 will be available in October 2016  
Highlighted are utilities of similar size.

	Residential Rev/kWh	Commercial Rev/kWh	Industrial Rev/kWh	Total Rev/kWh
<b>Minnesota</b>				
Publicly Owned	11.3	10.0	8.2	9.6
Investor-Owned	12.1	9.9	6.3	9.0
Cooperative	12.1	9.6	7.9	10.9
Willmar Municipal Utilities	11.0	10.1	8.3	9.6
<b>Minnesota</b>				
<b>Publicly Owned</b>				
Adrian Public Utilities Commission	11.0	10.9	12.5	11.0
ALP Utilities	9.5	9.3	7.1	8.0
City of Anoka	12.2	9.5	8.1	9.7
City of Arlington	9.5	9.5	-	9.5
Austin Utilities	13.4	10.5	7.3	10.0
Bagley Public Utilities	10.6	10.0	9.6	9.9
City of Barnesville	9.5	10.0	-	9.6
City of Benson	9.0	10.4	7.8	8.7
Blue Earth Light & Water Department	11.0	11.2	8.7	9.6
Brainerd Public Utilities	10.0	10.0	8.9	9.6
City of Breckenridge	7.7	8.2	8.0	7.9
City of Brewster	10.7	10.2	17.4	12.3
Buffalo Municipal Utility	11.8	11.0	10.6	11.2
Chaska Electric Department	13.5	10.6	9.3	10.3
Delano Municipal Utilities	10.1	9.9	8.2	9.0
Detroit Lakes Public Utilities	9.4	9.0	7.5	8.5
East Grand Forks Water, Light, Power & Building Commission	10.5	8.5	7.7	8.6
Elk River Municipal Utilities	13.7	12.2	9.3	10.9
City of Ely	8.7	9.8	4.7	9.1
City of Fairfax	9.0	10.3	10.8	9.7
Fairmont Public Utilities Commission	10.9	9.6	8.8	9.7
Glencoe Light & Power Commission	11.7	10.7	9.1	10.5
Grand Rapids Public Utilities Commission	9.4	8.9	7.5	8.9
Halstad Municipal Utilities	9.7	9.9	-	9.8
Hawley Public Utilities Commission	11.9	10.5	-	11.3
Hibbing Public Utilities Commission	10.6	10.4	6.1	10.2
Hutchinson Utilities Commission	9.9	9.1	8.2	8.8
City of Jackson	10.7	11.3	9.3	9.9
Kenyon Municipal Utilities	13.3	12.0	11.2	12.4
City of Lake City	12.2	11.0	8.2	9.1
Lake Crystal Municipal Power Plant	17.4	15.3	-	16.3
City of Le Sueur	13.1	11.6	7.8	8.9

	Residential Rev/kWh	Commercial Rev/kWh	Industrial Rev/kWh	Total Rev/kWh
City of Litchfield	8.7	9.1	6.8	7.9
City of Luverne	9.7	8.8	7.9	8.7
Marshall Municipal Utilities	9.8	9.4	7.4	8.0
City of Melrose Public Utilities	8.0	7.6	6.0	6.8
Moorhead Public Service	10.7	11.7	8.2	9.4
Moose Lake Water & Light Commission	8.4	10.3	-	9.9
Mora Municipal Utilities	10.6	8.9	8.0	8.9
New Prague Utilities Commission	11.4	10.0	8.5	9.5
New Ulm Public Utilities	13.7	11.6	9.9	11.4
City of North Saint Paul	13.1	11.5	-	12.4
City of Olivia	8.9	9.7	9.2	9.1
Owatonna Public Utilities	11.7	9.4	7.9	9.2
Princeton Public Utilities Commission	15.3	15.4	10.9	12.7
Redwood Falls Public Utilities Commission	8.9	7.8	6.6	7.9
Rochester Public Utilities	12.5	10.1	8.6	10.5
Sauk Centre Public Utilities Commission	8.7	9.0	7.1	7.9
Shakopee Public Utilities Commission	12.0	13.0	9.2	10.2
Sleepy Eye Public Utilities Commission	12.1	10.4	10.2	10.8
City of St. James	9.0	8.8	7.0	8.3
St. Peter Municipal Electric Utility	13.2	10.3	9.1	10.8
City of Staples	11.2	11.2	8.0	10.3
City of Thief River Falls	10.2	8.9	9.4	9.5
Virginia Department of Public Utilities	11.6	12.1	-	11.9
City of Wadena	8.3	8.5	6.9	7.5
City of Warroad	10.8	9.8	6.5	8.0
City of Waseca	12.1	10.3	-	11.1
Willmar Municipal Utilities	11.0	10.1	8.3	9.6
City of Windom	8.6	8.6	8.1	8.3
City of Winthrop	11.2	16.6	8.8	10.7
Worthington Public Utilities	10.4	9.0	7.4	8.4

#### Minnesota

##### Investor-Owned

Interstate Power and Light Co	10.5	9.6	7.3	9.0
Minnesota Power Inc	9.2	8.3	5.4	6.3
Northern States Power Co	12.7	9.7	7.6	10.0
Northwestern Wisconsin Elec Co	15.4	14.1	-	14.9
Otter Tail Power Co	9.9	24.4	2.4	7.7

#### Minnesota

##### Cooperative

Agralite Electric Coop	11.1	6.9	7.9	8.8
Anoka Electric Coop	12.9	10.0	9.2	11.6
Arrowhead Electric Coop, Inc	13.7	10.4	-	12.5
Beltrami Electric Coop, Inc	11.4	10.6	11.6	11.3
Blue Earth-Nicollet-Faribault	13.3	13.5	10.1	12.3
Brown County Rural Elec Assn	11.0	10.2	8.0	9.9

	Residential Rev/kWh	Commercial Rev/kWh	Industrial Rev/kWh	Total Rev/kWh
Clearwater-Polk Elec Coop Inc	11.4	11.5	-	11.4
Cooperative L&P Assn Lake Cnty	12.0	13.8	7.5	11.3
Crow Wing Cooperative Power & Light Comp	10.9	10.0	10.3	10.7
Dakota Electric Assn	12.4	8.8	10.6	10.6
East Central Energy	14.0	10.2	6.8	12.0
Federated Rural Electric Assn	9.8	8.6	7.4	8.2
Freeborn-Mower Coop Services	12.7	8.4	7.2	10.2
Goodhue County Coop Elec Assn	12.7	13.1	-	12.8
H-D Electric Coop Inc	10.6	-	33.3	11.6
Heartland Power Coop	11.9	-	-	11.9
Itasca-Mantrap Co-op Electrical Assn	11.7	11.9	8.4	10.7
Kandiyohi Power Coop	12.2	10.8	9.8	11.7
Lake Country Power	13.4	11.3	9.3	12.9
Lake Region Coop Elec Assn	11.2	8.9	11.1	10.7
Lyon-Lincoln Electric Coop Inc	10.9	9.1	8.8	10.5
McLeod Cooperative Power Assn	12.3	11.0	8.1	11.0
Meeker Coop Light & Power Assn	11.3	11.2	9.4	11.2
Mille Lacs Electric Coop	13.0	10.3	10.1	11.9
Minnesota Valley Coop L&P Assn	10.0	9.2	6.6	9.0
Minnesota Valley Electric Coop	11.0	8.1	-	9.8
Nobles Cooperative Electric	11.1	7.9	8.5	9.8
North Itasca Electric Coop Inc	15.1	12.9	-	14.7
North Star Electric Coop, Inc	12.5	11.1	-	12.0
P K M Electric Coop, Inc	11.6	12.5	9.7	11.2
People's Cooperative Services	14.4	12.1	10.1	13.6
Red Lake Electric Coop, Inc	10.6	9.9	-	10.5
Red River Valley Coop Pwr Assn	10.8	11.5	-	11.0
Redwood Electric Cooperative	12.3	15.9	9.0	10.6
Renville-Sibley Coop Pwr Assn	10.5	9.9	6.0	7.6
Roseau Electric Coop, Inc	12.2	14.6	5.0	10.8
Runestone Electric Assn	11.7	11.6	10.4	11.6
Sioux Valley SW Elec Coop	10.6	12.0	8.1	9.9
South Central Electric Assn	13.2	11.2	6.1	9.5
Stearns Cooperative Elec Assn	10.7	10.2	8.7	10.4
Steele-Waseca Cooperative Electric	14.1	12.1	7.6	11.1
Todd-Wadena Electric Coop	11.1	11.9	8.9	10.8
Traverse Electric Coop, Inc	11.0	10.5	7.7	10.7
Tri-County Electric Coop (MN)	13.7	10.9	6.8	11.8
Wild Rice Electric Coop, Inc	11.0	9.6	6.9	10.7
Wright-Hennepin Coop Elec Assn	10.7	8.9	8.1	10.0
<b>Minnesota</b>				
<b>Publicly Owned - Small Utilities</b>				
Ada Water & Light Department				7.1
Aitkin Public Utilities Commission				10.0
City of Alpha				9.9
City of Alvarado				10.3
City of Baudette				10.4
Biwabik Public Utilities				9.8

	<u>Residential Rev/kWh</u>	<u>Commercial Rev/kWh</u>	<u>Industrial Rev/kWh</u>	<u>Total Rev/kWh</u>
City of Bigelow	9.4			
Blooming Prairie Public Utilities	10.1			
City of Brownton	10.4			
City of Buhl	8.3			
City of Caledonia	10.7			
City of Ceylon	8.7			
City of Dunnell	10.6			
City of Eitzen	10.5			
City of Elbow Lake	9.9			
City of Fosston	10.1			
City of Gilbert	10.0			
Grand Marais Public Utilities Commission	10.8			
Town of Granite Falls	11.9			
Grove City Public Utilities	12.1			
City of Harmony	10.4			
City of Henning	9.2			
City of Janesville	13.4			
City of Kandiyohi	10.3			
City of Kasota	10.1			
City of Kasson	10.0			
Keewatin Public Utilities Commission	8.9			
Lake Park Public Utilities	9.9			
Lakefield Public Utilities	9.3			
Lanesboro Public Utility Commission	14.6			
City of Mabel	14.5			
Madelia Municipal Light & Power	13.1			
Madison Public Utilities	7.8			
City of Mountain Iron	10.6			
City of Mountain Lake	8.1			
Nashwauk Public Utilities	6.1			
City of Nielsville	10.4			
City of Newfolden	10.2			
City of North Branch	14.1			
City of Ortonville	7.6			
City of Peterson	13.1			
Pierz Municipal Electric	9.7			
Preston Public Utilities Commission	10.5			
Proctor Public Utilities Commission	8.5			
City of Randall	9.8			
City of Round Lake	13.7			
City of Roseau	9.7			
City of Rushford	12.5			
City of Rushmore	10.5			
City of Shelly	17.1			
City of Spring Grove	11.0			
Spring Valley Public Utilities Commission	10.1			
Springfield Public Utilities Commission	10.5			
City of St. Charles	16.5			
City of Stephen	11.0			
Truman Public Utilities	15.6			

	Residential <u>Rev/kWh</u>	Commercial <u>Rev/kWh</u>	Industrial <u>Rev/kWh</u>	Total <u>Rev/kWh</u>
City of Two Harbors	12.2			
City of Tyler	14.3			
City of Warren	11.7			
Westbrook Municipal Light & Power	10.4			
Wells Public Utilities	12.4			
City of Whalan	11.3			

Source: U.S. Department of Energy, Energy Information Administration, Form EIA-861, 2014 data.  
 Prepared November 2015 by the American Public Power Association, Department of Statistical Analysis.  
 Revenue per kilowatt hour data represent full-service sales only.  
 See final tab, "Unbundled Sales," for unbundled rates.

\* Note: State revenue per kilowatt-hour totals include only utilities that report data on Form EIA-861, long form.



**WILLMAR MUNICIPAL UTILITIES  
BUDGET  
2017**

	2016 Amount	2017 Budget
<b><i>Operating revenues</i></b>		
Residential	\$8,892,985	\$9,450,789
Commercial/industrial	\$21,581,931	\$22,016,060
Energy acquisition/fuel adj		
Transmission	\$1,857,585	\$1,857,585
Miscellaneous	\$298,300	\$290,875
Total operating revenues	<u>\$32,630,801</u>	<u>\$33,615,309</u>
<b><i>Operating expenses</i></b>		
Production operation	\$3,810,492	\$3,903,271
Production maintenance	\$1,479,170	\$1,275,535
Purchased power	\$11,872,833	\$11,706,464
Transmission operation	\$2,961,464	\$3,040,149
Transmission maintenance	\$83,200	\$96,613
Distribution operation	\$869,226	\$897,441
Distribution maintenance	\$1,015,836	\$1,080,502
Customer service/energy services	\$797,412	\$959,905
General & administrative	\$3,502,359	\$3,627,433
Depreciation	\$2,275,000	\$2,355,000
Total operating expenses	<u>\$28,666,991</u>	<u>\$28,942,312</u>
<b><i>Operating income</i></b>		
Other income	\$246,432	\$238,000
Other expense	\$301,344	\$297,667
Net earnings	<u>\$54,912</u>	<u>\$59,667</u>
Intragovernmental transfer	\$2,152,600	\$2,152,600
<b><i>Retained earnings</i></b>	<u>\$1,756,298</u>	<u>\$2,460,730</u>

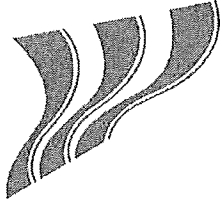


**WILLMAR MUNICIPAL UTILITIES  
CAPITAL BUDGET  
2017**

	2017 Budget
<b><i>Facilities</i></b>	
Office Building	\$2,980,000
Vehicles/Equipment	\$55,000
<b><i>Line Department</i></b>	
Construction Projects	\$1,122,224
Vehicles/Equipment	\$65,000
Transformers	\$108,000
<b><i>Transmission</i></b>	
Priam Substation	\$2,275,000
Construction Projects	\$983,000
Vehicles/Equipment	\$0
Rehouse Diesel Generators	\$2,500,000
<b><i>Power Plant</i></b>	
Replace/Repair Existing	\$0
Vehicles/Equipment	\$30,900
Repower Generation	\$0
<b><i>Water</i></b>	
Meters	\$76,200
Plant construction	\$983,949
Vehicles/Equipment	\$37,400
Tools	\$13,200
<b><i>Customer Service</i></b>	
AMI/Metering	\$200,000
Vehicle	\$25,000
<b><i>Energy Services</i></b>	
Load Share	\$75,000
<b><i>Technology</i></b>	
Servers/Firewalls/Office Equipment	\$26,100
	<b>\$11,555,973</b>

WILLMAR MUNICIPAL UTILITIES  
STATEMENT OF CASH FLOWS  
2017-2021

	2016	2017	2018	2019	2020	2021
Cash on Hand 12/31/16	\$7,458,434					
Investments 12/31/16	\$16,999,913					
Reserved Funds	-\$13,324,414			-\$1,460,329	-\$487,068	
Loan Funds		\$2,275,000	\$4,980,000	\$3,295,000		
<b>Total Cash</b>	<b>\$11,133,933</b>	<b>\$2,275,000</b>	<b>\$4,980,000</b>	<b>\$1,834,671</b>	<b>-\$487,068</b>	<b>\$0</b>
Revenue		\$33,615,309	\$33,783,386	\$33,952,302	\$34,122,064	\$34,292,674
Rate Increase Electric						
Rate Increase Water						
Rate Increase Heating						
<b>Total Revenue Received</b>		<b>\$33,615,309</b>	<b>\$33,783,386</b>	<b>\$33,952,302</b>	<b>\$34,122,064</b>	<b>\$34,292,674</b>
Operating Expenses		\$28,942,312	\$29,665,870	\$30,407,517	\$31,167,704	\$31,946,897
Bad Debts		\$672,306	\$675,668	\$679,046	\$682,441	\$685,853
Add Depreciation		\$2,355,000	\$2,413,875	\$2,474,222	\$2,536,077	\$2,599,479
<b>Total Operating Exp less Depreciation</b>		<b>\$26,587,312</b>	<b>\$27,251,995</b>	<b>\$27,933,295</b>	<b>\$28,631,627</b>	<b>\$29,347,418</b>
Other Income		\$238,000	\$240,380	\$242,784	\$245,212	\$247,664
Other Expense		\$297,667	\$300,644	\$303,650	\$306,687	\$309,753
Intragovernmental transfer		\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600
Bond Payment Principle & Interest		\$827,031	\$830,031	\$1,902,703	\$2,387,771	\$2,389,646
<b>Additional Cash Outflows</b>		<b>\$3,039,298</b>	<b>\$3,042,895</b>	<b>\$4,116,170</b>	<b>\$4,601,846</b>	<b>\$4,604,336</b>
Priam Sub		\$2,275,000	\$2,275,000	\$0	\$0	\$0
Office/Warehouse Reserve		\$2,980,000	\$940,000	\$0	\$0	\$0
Water Treatment Plant						
Vehicles/Equipment		\$213,300	\$300,000	\$342,627	\$225,000	\$116,781
Electric Construction		\$2,105,224	\$781,774	\$709,749	\$3,387,912	\$4,070,566
Transformers		\$108,000	\$81,120	\$103,835	\$87,739	\$91,249
Rehouse Diesel Generators		\$2,500,000				
Repair/Replace Power Plant		\$0	\$314,000	\$0	\$55,000	\$0
Repower Generation		\$0	\$0	\$0	\$0	\$0
Water Meters		\$76,200	\$79,000	\$79,700	\$81,900	\$85,400
Water Construction		\$983,949	\$2,554,800	\$3,445,600	\$421,300	\$272,000
Tools		\$13,200	\$5,400	\$5,400	\$5,500	\$5,500
AMI/Metering		\$200,000				
Load Share		\$75,000	\$75,000	\$75,000		
Servers/Firewalls/Office Equipment		\$26,100	\$0	\$0	\$9,300	\$0
<b>Total Capital Projects</b>		<b>\$11,555,973</b>	<b>\$7,406,094</b>	<b>\$4,761,911</b>	<b>\$4,273,651</b>	<b>\$4,641,496</b>
<b>Net Cash Balance</b>	<b>\$11,133,933</b>	<b>\$5,841,659</b>	<b>\$6,904,061</b>	<b>\$5,879,660</b>	<b>\$2,007,531</b>	<b>-\$2,293,045</b>



WILLMAR

**Police Chief**

**Willmar Police Department  
2201 23<sup>rd</sup> Street NE, Ste 102  
Willmar, MN 56201  
Main Number 320-214-6700  
Fax Number 320-231-6556**

**COUNCIL ACTION REQUEST**

**DATE:** September 23, 2016

**SUBJECT:** Purchase of a Stalker 360 Message Trailer

**RECOMMENDATION:** Approve addition of capital purchase item

**BACKGROUND:** The Willmar Police Department and Willmar Public Works Department jointly purchased a Stalker 360 Message trailer in August 2016. This trailer was a demo model that was stored in MN and obtained at a substantial discount. The trailer contains a radar unit for traffic count / monitoring along with a 3' x 6' programmable message board for traffic warning messages, community announcements, etc. (Documentation attached)

**FINANCIAL CONSIDERATION:** Both Willmar Police and Willmar Public Works utilized existing funds from the 2016 department budgets. This item was not on a vehicle committee worksheet prior to this time.

**LEGAL:** N/A

**Department/Responsible Party:** Jim Felt, Police Chief

**Reviewed By:**









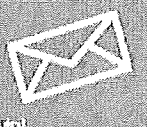
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# Message Center 360

## Mast-mounted Variable Message Signs

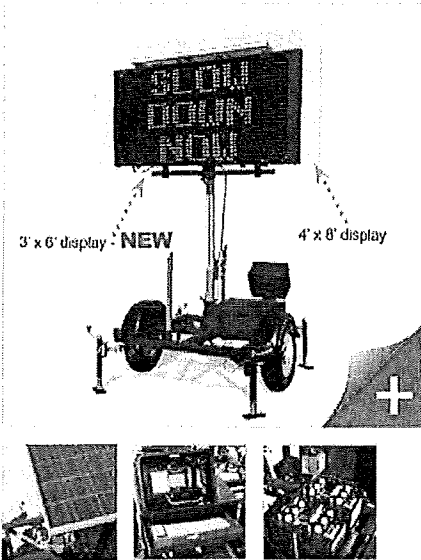
Now 2 models to choose from:

- 3' x 6' display panel - **NEW**
- 4' x 8' display panel

*Rotates 360 degrees - Innovative design allows mast to raise, lower, pivot, and lock for easier towing, setup and positioning.*

### Product Features:

- Highly efficient travel configuration
- 300+ memorized, customized, user-programmable messages
- Full matrix, amber LED characters - legible at up to 850 ft.
- (4) Deep-Cycle batteries - provide a longer time between charges and up to 21 days of operation
- Optional [Stalker Traffic Analyst](#) - **NEW**
- Optional top-mount solar panels for increased autonomy
- **NEW - Optional on-board modem** provides web-based 4G remote access for real-time message updating, battery voltage monitoring, and alerts.



[Mouse over the thumbnails to see a larger image]

SPECIFICATIONS      FEATURES      ACCESSORIES      DOWNLOADS

TRAILER	4' x 8' Model	3' X 6' Model
Width	68" (1.3m)	68" (1.3m)
Length	107" (2.72m) with tongue 55" (1.4m) without tongue	107" (2.72m) with tongue 55" (1.4m) without tongue
Height	(raised) - 134" (3.4m) (travel) - 102" (2.6m)	(raised) - 131" (3.3m) (travel) - 99" (2.5 m)
Weight	850 lbs. (385.5kg)	850 lbs. (385.5kg)
Tongue Weight	75 lbs. (34kg)	75 lbs. (34kg)
Main Frame	11 ga. formed steel tubing - 2" x 3" x .120	11 ga. formed steel tubing - 2" x 3" x .120
Lift Mechanism	1500 lb. Anti-reversing lift system	1500 lb. Anti-reversing lift system
SIGN DISPLAY	4' x 8' Model	3' X 6' Model
Height	48" (1.22 m)	44" (091 m)
Width	96" (2.43 m)	77" (1.83 m)
Character Height	12" (30cm) / 18" (46cm) (up to 4 lines)	9" (22.86 CM) - 37" (93.98 CM) (up to 4 lines)
Lamp	30° amber LED	30° amber LED
Legibility	up to 850 ft. (260 m)	up to 850 ft. (260 m)
Full Matrix Pixels	25 rows / 48 columns	28 rows / 48 columns
Illumination	Active LED (4 per pixel)	Active LED (4 per pixel)

9/23/2016

Speed Trailers, Message Trailers, Traffic Statistics Data from Stalker Radar

Viewing Area      44" x 84" (1.11 m x 2.13 m)      36" x 63" (.91 m x 1.6 m)

**ENERGY SOURCE**

Battery Bank      (4) 6-volt deep-cycle batteries  
Autonomy      21 days @ 78°F (25°C)  
Solar      140 watt Solar Panel Array  
Recovery Rate      4 hours of sun per 1 day power requirement

**RADAR - Stalker Stationary Speed Sensor II**

Detection Distance      Up to 1200 ft. (365 m)  
Beam Width      30° x 32°



Copyright © 2016 Applied Concepts, Inc. / Stalker Radar  
Law Enforcement Products 1-800-STALKER | Sports Products 1-888-STALKER | Customer Service 1-877-STALKER  
Applied Concepts, Inc./Stalker Radar | 2609 Technology Drive | Plano, Texas 75074 | 972.398.3780



applied concepts, inc.

2609 Technology Dr.  
Plano, TX 75074  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Donna Russell  
972-801-4803

**QUOTE**  
# 2002801

Page 1 of 1

Date: 07/25/16

Reg Sales Mgr: Paul Spano  
972-489-6701

Effective From : 07/25/2016

Valid Through: 10/23/2016

Lead Time: 32 working days

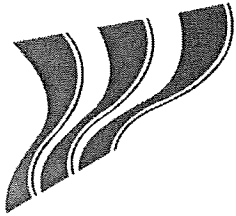
<b>Bill To:</b> Willmar Police Department PO Box 995 Willmar, MN 56201-0995	<b>Customer ID:</b> 104315  Accounts Payable	<b>Ship To:</b> Willmar Police Department 2201 23rd St NE Willmar, MN 56201-9500	<i>UPS Ground</i>  Chief Jim Felt
--	--	---	---

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price																																																
1	1	821-1099-00	Stalker MC360 Message Trailer (3'x6') Demo Trailer	24	\$12,500.00	\$12,500.00																																																
<table border="1"> <thead> <tr> <th>Ln</th> <th>Qty</th> <th>Part Number</th> <th>Description</th> <th>Price</th> <th>Ext Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>015-2684-59</td> <td>[268459] MC 360 Message Trailer (3' x 6')</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>2</td> <td>1</td> <td>200-0880-57</td> <td>Traffic Statistics Sensor w/2-Comm Ports, USB</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>3</td> <td>1</td> <td>006-0569-00</td> <td>Certificate of Accuracy, Speed Sensor II</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>4</td> <td>1</td> <td>015-5779-00</td> <td>[274712] MC360 Solar Panel</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>5</td> <td>1</td> <td>015-1819-00</td> <td>[275569] Trailer Tongue Jack</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>7</td> <td>1</td> <td>200-1038-00</td> <td>Traffic Statistics Software,Thumb Drive, Manual</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>8</td> <td>1</td> <td>060-1000-24</td> <td>24-Month Warranty</td> <td></td> <td>\$0.00</td> </tr> </tbody> </table>							Ln	Qty	Part Number	Description	Price	Ext Price	1	1	015-2684-59	[268459] MC 360 Message Trailer (3' x 6')		\$0.00	2	1	200-0880-57	Traffic Statistics Sensor w/2-Comm Ports, USB		\$0.00	3	1	006-0569-00	Certificate of Accuracy, Speed Sensor II		\$0.00	4	1	015-5779-00	[274712] MC360 Solar Panel		\$0.00	5	1	015-1819-00	[275569] Trailer Tongue Jack		\$0.00	7	1	200-1038-00	Traffic Statistics Software,Thumb Drive, Manual		\$0.00	8	1	060-1000-24	24-Month Warranty		\$0.00
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8	1	060-1000-24	24-Month Warranty		\$0.00																																																	
<b>Group Total</b>						<b>\$12,500.00</b>																																																

Product	\$12,500.00	Sub-Total:	\$12,500.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$250.00
		<b>Total:</b>	<b>\$12,750.00</b>

Demo Trailer

001



WILLMAR

**City Finance Department**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4984  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** September 26, 2016

**SUBJECT:** Finalize 2016 Street Financing

**RECOMMENDATION:** Introduce a resolution to finalize the 2016A Street Financing.

**BACKGROUND:** City Council has previously authorized the financing for the 2016A Street Program and authorized the Pricing Committee to negotiate with local banks to price the financing. The criteria used included an amount not to exceed \$1,600,000 with an interest rate not to exceed 3.25%. The proposal is for institutions to participate as follows:

Lake Region Bank	\$500,000
Home State Bank	\$500,000
North American State Bank	\$500,000
Concorde Bank	\$100,000

**FINANCIAL CONSIDERATION:** \$1,600,000 additional debt at a flat rate of 2.50%

**LEGAL:** Chapter 429

**Department/Responsible Party:** Finance Department/Finance Director Okins

CITY OF WILLMAR, MINNESOTA

\$1,600,000 General Obligation Improvement Bonds,  
Series 2016A

CERTIFICATE OF PRICING COMMITTEE

September 19, 2016

Pursuant to a Resolution adopted by the City of Willmar, Minnesota (the "City") on June 20, 2016 (the "Resolution"), relating to the \$1,600,000 General Obligation Improvement Bonds, Series 2016A (the "Bonds"), the City delegated to a Pricing Committee consisting of the Mayor (or a City Council member designated by the Mayor), the City Administrator (in whose absence the City has designated the City Planning and Development Services Director as signatory) and the City Finance Director of the City to (i) review proposals for the sale of the Bonds; (ii) award the sale of the Bonds to the prospective in an aggregate principal amount not to exceed \$1,600,000, with a true interest cost not to exceed 3.25% and a final maturity not later than February 1, 2027; (iii) approve the dates for optional redemption or any mandatory sinking fund redemption schedule; and (iv) approve the tax levy for the repayment of the Improvement Bonds.

1. Principal Amount of Bonds. The offer of Concorde Bank, Lake Region Bank, Home State Bank and North American State Bank (the "Purchasers") is hereby found and determined to be a reasonable offer within the parameters of the Resolution. The Purchasers have agreed to purchase the Bonds at the rates of interest hereinafter set forth, and to pay therefor the aggregate sum of \$1,600,000. The aggregate principal amount of the Bonds is \$1,600,000, which does not exceed \$1,600,000. The Bonds shall be purchased by the Purchasers in the following principal amounts:

<u>Name of Bank</u>	<u>Participation Interest</u>
Lake Region Bank	\$500,000
Home State Bank	500,000
North American State Bank	500,000
Concorde Bank	100,000

2. Interest Rate and Payment Schedule. The aggregate payment schedule for the Bonds is as follows:

<u>Date</u>	<u>Installment</u>	<u>Date</u>	<u>Installment</u>
2018	\$132,000	2023	\$163,000
2019	147,000	2024	167,000
2020	151,000	2025	171,000
2021	155,000	2026	175,000
2022	159,000	2027	180,000



The Bonds shall bear interest at the rate of 2.50%. The true interest cost of the Bonds is 2.4987%, which does not exceed 3.25%.

3. Tax Levy. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The tax levy will be in the years and amounts as follows as set forth in **Exhibit A**.

4. Prepayment. The City may elect on February 1, 2023, and on any day thereafter to prepay Bonds due on or after February 1, 2024. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine.

(The remainder of this page is intentionally left blank.)

**Exhibit A**

<u>YEAR *</u>	<u>TAX LEVY</u>
2017	\$77,540.27
2018	77,225.27
2019	77,566.52
2020	77,802.75
2021	77,934.01
2022	77,960.26
2023	77,881.51
2024	77,697.77
2025	77,409.01
2026	78,065.27

*\* Year tax levy collected.*

**\$1,600,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**

**Sources & Uses**

**Dated 10/13/2016 | Delivered 10/13/2016**

**Sources Of Funds**

Par Amount of Bonds.....	\$1,600,000.00
General Fund.....	397,000.00
State MSA Funds.....	679,300.00
Municipal Utility Commission.....	52,900.00
Wastewater Treatment Fund.....	40,000.00
Kandiyohi County.....	100,000.00
<b>Total Sources.....</b>	<b>\$2,869,200.00</b>

**Uses Of Funds**

Deposit to Construction Fund.....	\$2,853,600.00
Costs of Issuance.....	15,600.00
<b>Total Uses.....</b>	<b>\$2,869,200.00</b>

**\$1,600,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**

**Pricing Summary**

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
02/01/2018	Serial Coupon	2.500%	2.500%	132,000.00	100.000%	132,000.00
02/01/2019	Serial Coupon	2.500%	2.500%	147,000.00	100.000%	147,000.00
02/01/2020	Serial Coupon	2.500%	2.500%	151,000.00	100.000%	151,000.00
02/01/2021	Serial Coupon	2.500%	2.500%	155,000.00	100.000%	155,000.00
02/01/2022	Serial Coupon	2.500%	2.500%	159,000.00	100.000%	159,000.00
02/01/2023	Serial Coupon	2.500%	2.500%	163,000.00	100.000%	163,000.00
02/01/2024	Serial Coupon	2.500%	2.500%	167,000.00	100.000%	167,000.00
02/01/2025	Serial Coupon	2.500%	2.500%	171,000.00	100.000%	171,000.00
02/01/2026	Serial Coupon	2.500%	2.500%	175,000.00	100.000%	175,000.00
02/01/2027	Serial Coupon	2.500%	2.500%	180,000.00	100.000%	180,000.00
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$1,600,000.00</b>

**Bid Information**

Par Amount of Bonds.....	\$1,600,000.00
Gross Production.....	\$1,600,000.00
Bid (100.000%).....	1,600,000.00
Total Purchase Price.....	\$1,600,000.00
Bond Year Dollars.....	\$9,664.00
Average Life.....	6.040 Years
Average Coupon.....	2.5000000%
Net Interest Cost (NIC).....	2.5000000%
True Interest Cost (TIC).....	2.4986631%

**\$500,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**  
**Lake Region Bank**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
08/01/2017	-	-	10,000.00	10,000.00
02/01/2018	42,000.00	2.500%	6,250.00	48,250.00
08/01/2018	-	-	5,725.00	5,725.00
02/01/2019	46,000.00	2.500%	5,725.00	51,725.00
08/01/2019	-	-	5,150.00	5,150.00
02/01/2020	47,000.00	2.500%	5,150.00	52,150.00
08/01/2020	-	-	4,562.50	4,562.50
02/01/2021	49,000.00	2.500%	4,562.50	53,562.50
08/01/2021	-	-	3,950.00	3,950.00
02/01/2022	49,000.00	2.500%	3,950.00	52,950.00
08/01/2022	-	-	3,337.50	3,337.50
02/01/2023	51,000.00	2.500%	3,337.50	54,337.50
08/01/2023	-	-	2,700.00	2,700.00
02/01/2024	53,000.00	2.500%	2,700.00	55,700.00
08/01/2024	-	-	2,037.50	2,037.50
02/01/2025	52,000.00	2.500%	2,037.50	54,037.50
08/01/2025	-	-	1,387.50	1,387.50
02/01/2026	54,000.00	2.500%	1,387.50	55,387.50
08/01/2026	-	-	712.50	712.50
02/01/2027	57,000.00	2.500%	712.50	57,712.50
<b>Total</b>	<b>\$500,000.00</b>	<b>-</b>	<b>\$75,375.00</b>	<b>\$575,375.00</b>

**SIGNIFICANT DATES**

Dated Date.....	10/13/2016
Delivery Date.....	10/13/2016
First Coupon Date.....	8/01/2017

**Yield Statistics**

Bond Year Dollars.....	\$3,015.00
Average Life.....	6.030 Years
Average Coupon.....	2.5000000%
Net Interest Cost (NIC).....	2.5000000%
True Interest Cost (TIC).....	2.4986609%
Bond Yield for Arbitrage Purposes.....	2.4986631%
All Inclusive Cost (AIC).....	2.6777111%

**IRS Form 8038**

Net Interest Cost.....	2.5000000%
Weighted Average Maturity.....	6.030 Years

**\$500,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**  
**Home State Bank**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
08/01/2017	-	-	10,000.00	10,000.00
02/01/2018	41,000.00	2.500%	6,250.00	47,250.00
08/01/2018	-	-	5,737.50	5,737.50
02/01/2019	46,000.00	2.500%	5,737.50	51,737.50
08/01/2019	-	-	5,162.50	5,162.50
02/01/2020	47,000.00	2.500%	5,162.50	52,162.50
08/01/2020	-	-	4,575.00	4,575.00
02/01/2021	48,000.00	2.500%	4,575.00	52,575.00
08/01/2021	-	-	3,975.00	3,975.00
02/01/2022	50,000.00	2.500%	3,975.00	53,975.00
08/01/2022	-	-	3,350.00	3,350.00
02/01/2023	51,000.00	2.500%	3,350.00	54,350.00
08/01/2023	-	-	2,712.50	2,712.50
02/01/2024	52,000.00	2.500%	2,712.50	54,712.50
08/01/2024	-	-	2,062.50	2,062.50
02/01/2025	54,000.00	2.500%	2,062.50	56,062.50
08/01/2025	-	-	1,387.50	1,387.50
02/01/2026	55,000.00	2.500%	1,387.50	56,387.50
08/01/2026	-	-	700.00	700.00
02/01/2027	56,000.00	2.500%	700.00	56,700.00
<b>Total</b>	<b>\$500,000.00</b>	<b>-</b>	<b>\$75,575.00</b>	<b>\$575,575.00</b>

**SIGNIFICANT DATES**

Dated Date.....	10/13/2016
Delivery Date.....	10/13/2016
First Coupon Date.....	8/01/2017

**Yield Statistics**

Bond Year Dollars.....	\$3,023.00
Average Life.....	6.046 Years
Average Coupon.....	2.500000%
Net Interest Cost (NIC).....	2.500000%
True Interest Cost (TIC).....	2.4986644%
Bond Yield for Arbitrage Purposes.....	2.4986631%
All Inclusive Cost (AIC).....	2.6772494%

**IRS Form 8038**

Net Interest Cost.....	2.500000%
Weighted Average Maturity.....	6.046 Years

**\$500,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**  
**North American Bank**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
08/01/2017	-	-	10,000.00	10,000.00
02/01/2018	41,000.00	2.500%	6,250.00	47,250.00
08/01/2018	-	-	5,737.50	5,737.50
02/01/2019	46,000.00	2.500%	5,737.50	51,737.50
08/01/2019	-	-	5,162.50	5,162.50
02/01/2020	47,000.00	2.500%	5,162.50	52,162.50
08/01/2020	-	-	4,575.00	4,575.00
02/01/2021	48,000.00	2.500%	4,575.00	52,575.00
08/01/2021	-	-	3,975.00	3,975.00
02/01/2022	50,000.00	2.500%	3,975.00	53,975.00
08/01/2022	-	-	3,350.00	3,350.00
02/01/2023	51,000.00	2.500%	3,350.00	54,350.00
08/01/2023	-	-	2,712.50	2,712.50
02/01/2024	52,000.00	2.500%	2,712.50	54,712.50
08/01/2024	-	-	2,062.50	2,062.50
02/01/2025	54,000.00	2.500%	2,062.50	56,062.50
08/01/2025	-	-	1,387.50	1,387.50
02/01/2026	55,000.00	2.500%	1,387.50	56,387.50
08/01/2026	-	-	700.00	700.00
02/01/2027	56,000.00	2.500%	700.00	56,700.00
<b>Total</b>	<b>\$500,000.00</b>	<b>-</b>	<b>\$75,575.00</b>	<b>\$575,575.00</b>

**SIGNIFICANT DATES**

Dated Date.....	10/13/2016
Delivery Date.....	10/13/2016
First Coupon Date.....	8/01/2017

**Yield Statistics**

Bond Year Dollars.....	\$3,023.00
Average Life.....	6.046 Years
Average Coupon.....	2.500000%
Net Interest Cost (NIC).....	2.500000%
True Interest Cost (TIC).....	2.4986644%
Bond Yield for Arbitrage Purposes.....	2.4986631%
All Inclusive Cost (AIC).....	2.6772494%

**IRS Form 8038**

Net Interest Cost.....	2.500000%
Weighted Average Maturity.....	6.046 Years

**\$100,000**  
**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**  
**Concorde Bank**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
08/01/2017	-	-	2,000.00	2,000.00
02/01/2018	8,000.00	2.500%	1,250.00	9,250.00
08/01/2018	-	-	1,150.00	1,150.00
02/01/2019	9,000.00	2.500%	1,150.00	10,150.00
08/01/2019	-	-	1,037.50	1,037.50
02/01/2020	10,000.00	2.500%	1,037.50	11,037.50
08/01/2020	-	-	912.50	912.50
02/01/2021	10,000.00	2.500%	912.50	10,912.50
08/01/2021	-	-	787.50	787.50
02/01/2022	10,000.00	2.500%	787.50	10,787.50
08/01/2022	-	-	662.50	662.50
02/01/2023	10,000.00	2.500%	662.50	10,662.50
08/01/2023	-	-	537.50	537.50
02/01/2024	10,000.00	2.500%	537.50	10,537.50
08/01/2024	-	-	412.50	412.50
02/01/2025	11,000.00	2.500%	412.50	11,412.50
08/01/2025	-	-	275.00	275.00
02/01/2026	11,000.00	2.500%	275.00	11,275.00
08/01/2026	-	-	137.50	137.50
02/01/2027	11,000.00	2.500%	137.50	11,137.50
<b>Total</b>	<b>\$100,000.00</b>	<b>-</b>	<b>\$15,075.00</b>	<b>\$115,075.00</b>

**SIGNIFICANT DATES**

Dated Date.....	10/13/2016
Delivery Date.....	10/13/2016
First Coupon Date.....	8/01/2017

**Yield Statistics**

Bond Year Dollars.....	\$603.00
Average Life.....	6.030 Years
Average Coupon.....	2.5000000%
Net Interest Cost (NIC).....	2.5000000%
True Interest Cost (TIC).....	2.4986612%
Bond Yield for Arbitrage Purposes.....	2.4986631%
All Inclusive Cost (AIC).....	2.6776748%

**IRS Form 8038**

Net Interest Cost.....	2.5000000%
Weighted Average Maturity.....	6.030 Years



**\$1,600,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**

**Post-Sale Tax Levies**

Payment Date	Principal	Coupon	Interest	Total P+I	105% Overlevy	Assessment Income	Levy Amount	Levy/Collect Year
02/01/2018	132,000.00	2.500%	52,000.00	184,000.00	193,200.00	115,659.73	77,540.27	2016/2017
02/01/2019	147,000.00	2.500%	36,700.00	183,700.00	192,885.00	115,659.73	77,225.27	2017/2018
02/01/2020	151,000.00	2.500%	33,025.00	184,025.00	193,226.25	115,659.73	77,566.52	2018/2019
02/01/2021	155,000.00	2.500%	29,250.00	184,250.00	193,462.50	115,659.75	77,802.75	2019/2020
02/01/2022	159,000.00	2.500%	25,375.00	184,375.00	193,593.75	115,659.74	77,934.01	2020/2021
02/01/2023	163,000.00	2.500%	21,400.00	184,400.00	193,620.00	115,659.74	77,960.26	2021/2022
02/01/2024	167,000.00	2.500%	17,325.00	184,325.00	193,541.25	115,659.74	77,881.51	2022/2023
02/01/2025	171,000.00	2.500%	13,150.00	184,150.00	193,357.50	115,659.73	77,697.77	2023/2024
02/01/2026	175,000.00	2.500%	8,875.00	183,875.00	193,068.75	115,659.74	77,409.01	2024/2025
02/01/2027	180,000.00	2.500%	4,500.00	184,500.00	193,725.00	115,659.73	78,065.27	2025/2026
<b>Total</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$241,600.00</b>	<b>\$1,841,600.00</b>	<b>\$1,933,680.00</b>	<b>\$1,156,597.36</b>	<b>\$777,082.64</b>	<b>-</b>

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**\$1,600,000**

**City of Willmar, Minnesota**  
General Obligation Improvement Bonds, Series 2016A

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**Settlement Report**

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**Dated 10/13/2016 | Delivered 10/13/2016**

Price.....	\$1,600,000.00
Total Purchase Price.....	\$1,600,000.00
Due at Closing.....	\$1,600,000.00

**\$1,600,000**

**City of Willmar, Minnesota  
General Obligation Improvement Bonds, Series 2016A**

**Derivation Of Form 8038 Yield Statistics**

Maturity	Issuance Value	Price	Issuance Price	Exponent	Bond Years
10/13/2016	-	-	-	-	-
02/01/2018	132,000.00	100.000%	132,000.00	1.3000000x	171,600.00
02/01/2019	147,000.00	100.000%	147,000.00	2.3000000x	338,100.00
02/01/2020	151,000.00	100.000%	151,000.00	3.3000000x	498,300.00
02/01/2021	155,000.00	100.000%	155,000.00	4.3000000x	666,500.00
02/01/2022	159,000.00	100.000%	159,000.00	5.3000000x	842,700.00
02/01/2023	163,000.00	100.000%	163,000.00	6.3000000x	1,026,900.00
02/01/2024	167,000.00	100.000%	167,000.00	7.3000000x	1,219,100.00
02/01/2025	171,000.00	100.000%	171,000.00	8.3000000x	1,419,300.00
02/01/2026	175,000.00	100.000%	175,000.00	9.3000000x	1,627,500.00
02/01/2027	180,000.00	100.000%	180,000.00	10.3000000x	1,854,000.00
<b>Total</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$9,664,000.00</b>

**IRS Form 8038**

Weighted Average Maturity = Bond Years/Issue Price.....	6.040 Years
Total Interest from Debt Service.....	241,600.00
Total Interest.....	241,600.00
NIC = Interest / (Issue Price * Average Maturity).....	2.5000000%
Bond Yield for Arbitrage Purposes.....	2.4986631%

**\$1,600,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**

**Proof Of Bond Yield @ 2.4986631%**

Date	Cashflow	PV Factor	Present Value	Cumulative PV
10/13/2016	-	1.0000000x	-	-
08/01/2017	32,000.00	0.9803305x	31,370.58	31,370.58
02/01/2018	152,000.00	0.9682341x	147,171.58	178,542.16
08/01/2018	18,350.00	0.9562869x	17,547.86	196,090.02
02/01/2019	165,350.00	0.9444871x	156,170.95	352,260.97
08/01/2019	16,512.50	0.9328329x	15,403.40	367,664.37
02/01/2020	167,512.50	0.9213226x	154,333.05	521,997.42
08/01/2020	14,625.00	0.9099542x	13,308.08	535,305.50
02/01/2021	169,625.00	0.8987262x	152,446.42	687,751.93
08/01/2021	12,687.50	0.8876366x	11,261.89	699,013.82
02/01/2022	171,687.50	0.8766839x	150,515.68	849,529.49
08/01/2022	10,700.00	0.8658664x	9,264.77	858,794.26
02/01/2023	173,700.00	0.8551823x	148,545.17	1,007,339.44
08/01/2023	8,662.50	0.8446301x	7,316.61	1,014,656.04
02/01/2024	175,662.50	0.8342081x	146,539.08	1,161,195.12
08/01/2024	6,575.00	0.8239147x	5,417.24	1,166,612.36
02/01/2025	177,575.00	0.8137482x	144,501.34	1,311,113.71
08/01/2025	4,437.50	0.8037073x	3,566.45	1,314,680.16
02/01/2026	179,437.50	0.7937902x	142,435.73	1,457,115.89
08/01/2026	2,250.00	0.7839955x	1,763.99	1,458,879.88
02/01/2027	182,250.00	0.7743217x	141,120.12	1,600,000.00
<b>Total</b>	<b>\$1,841,600.00</b>	<b>-</b>	<b>\$1,600,000.00</b>	<b>-</b>

**Derivation Of Target Amount**

Par Amount of Bonds.....	\$1,600,000.00
Original Issue Proceeds.....	\$1,600,000.00

**\$1,600,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**

**Bond Balance Report**

Date	Principal	Coupon	Interest	Total P+I	Bond Balance
08/01/2017	-	-	32,000.00	32,000.00	1,600,000.00
02/01/2018	132,000.00	2.500%	20,000.00	152,000.00	1,468,000.00
08/01/2018	-	-	18,350.00	18,350.00	1,468,000.00
02/01/2019	147,000.00	2.500%	18,350.00	165,350.00	1,321,000.00
08/01/2019	-	-	16,512.50	16,512.50	1,321,000.00
02/01/2020	151,000.00	2.500%	16,512.50	167,512.50	1,170,000.00
08/01/2020	-	-	14,625.00	14,625.00	1,170,000.00
02/01/2021	155,000.00	2.500%	14,625.00	169,625.00	1,015,000.00
08/01/2021	-	-	12,687.50	12,687.50	1,015,000.00
02/01/2022	159,000.00	2.500%	12,687.50	171,687.50	856,000.00
08/01/2022	-	-	10,700.00	10,700.00	856,000.00
02/01/2023	163,000.00	2.500%	10,700.00	173,700.00	693,000.00
08/01/2023	-	-	8,662.50	8,662.50	693,000.00
02/01/2024	167,000.00	2.500%	8,662.50	175,662.50	526,000.00
08/01/2024	-	-	6,575.00	6,575.00	526,000.00
02/01/2025	171,000.00	2.500%	6,575.00	177,575.00	355,000.00
08/01/2025	-	-	4,437.50	4,437.50	355,000.00
02/01/2026	175,000.00	2.500%	4,437.50	179,437.50	180,000.00
08/01/2026	-	-	2,250.00	2,250.00	180,000.00
02/01/2027	180,000.00	2.500%	2,250.00	182,250.00	-
<b>Total</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$241,600.00</b>	<b>\$1,841,600.00</b>	<b>-</b>

**\$1,600,000**

**City of Willmar, Minnesota**  
**General Obligation Improvement Bonds, Series 2016A**  
**Summary**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I
08/01/2017	-	-	32,000.00	32,000.00
02/01/2018	132,000.00	2.500%	20,000.00	152,000.00
08/01/2018	-	-	18,350.00	18,350.00
02/01/2019	147,000.00	2.500%	18,350.00	165,350.00
08/01/2019	-	-	16,512.50	16,512.50
02/01/2020	151,000.00	2.500%	16,512.50	167,512.50
08/01/2020	-	-	14,625.00	14,625.00
02/01/2021	155,000.00	2.500%	14,625.00	169,625.00
08/01/2021	-	-	12,687.50	12,687.50
02/01/2022	159,000.00	2.500%	12,687.50	171,687.50
08/01/2022	-	-	10,700.00	10,700.00
02/01/2023	163,000.00	2.500%	10,700.00	173,700.00
08/01/2023	-	-	8,662.50	8,662.50
02/01/2024	167,000.00	2.500%	8,662.50	175,662.50
08/01/2024	-	-	6,575.00	6,575.00
02/01/2025	171,000.00	2.500%	6,575.00	177,575.00
08/01/2025	-	-	4,437.50	4,437.50
02/01/2026	175,000.00	2.500%	4,437.50	179,437.50
08/01/2026	-	-	2,250.00	2,250.00
02/01/2027	180,000.00	2.500%	2,250.00	182,250.00
<b>Total</b>	<b>\$1,600,000.00</b>	<b>-</b>	<b>\$241,600.00</b>	<b>\$1,841,600.00</b>

**SIGNIFICANT DATES**

Dated Date.....	10/13/2016
Delivery Date.....	10/13/2016
First Coupon Date.....	8/01/2017

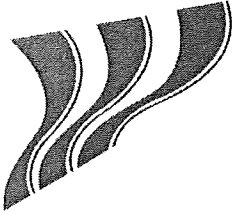
**Yield Statistics**

Bond Year Dollars.....	\$9,664.00
Average Life.....	6.040 Years
Average Coupon.....	2.5000000%

Net Interest Cost (NIC).....	2.5000000%
True Interest Cost (TIC).....	2.4986631%
Bond Yield for Arbitrage Purposes.....	2.4986631%
All Inclusive Cost (AIC).....	2.6774200%

**IRS Form 8038**

Net Interest Cost.....	2.5000000%
Weighted Average Maturity.....	6.040 Years



**City Finance Department**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4984  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 26, 2016

**SUBJECT:** Local Option Sales Tax Brochure Funding

**RECOMMENDATION:** Receive for information and charge the estimated \$10,000 cost to the Professional Services line item in the Mayor/Council Budget. There remains approximately \$24,000 of unspent appropriations as of August 31, 2016.

**BACKGROUND:**

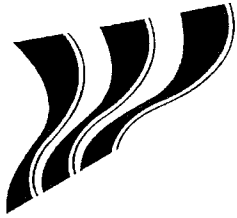
**FINANCIAL CONSIDERATION:** \$10,000.00

**LEGAL:**

**Department/Responsible Party:** Finance Department/Finance Director Okins

SOURCE-JE-ID	VENDOR/CUSTOMER/EXPLANATION	REF/REC/CHK	ANNUAL BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	DESCRIPTION	FIL
101	GENERAL FUND									
41401	MAYOR AND COUNCIL OTHER CHARGES									
<b>0446</b>	<b>PROFESSIONAL SERVICES</b>		<b>35,000.00</b>	<b>0.00</b>	<b>56.00</b>	<b>10,768.00</b>	<b>24,232.00</b>	<b>30 ---</b>		
D-021116-669	000382 KANDIYOHI CO RECORDER'S	045162 632310			N	46.00	RECORDING FEES		A	
D-021116-669	000382 KANDIYOHI CO RECORDER'S	045162 632311			N	46.00	RECORDING FEES		A	
D-021116-669	000382 KANDIYOHI CO RECORDER'S	045162 632312			N	46.00	RECORDING FEES		A	
D-021116-669	000382 KANDIYOHI CO RECORDER'S	045162 SOP-066567			N	10.00	PLAT COPIES FEE		A	
D-030216-682	003227 BIG RIVER GROUP LLC	045244 02172016			N	5,820.00	CNCL RETREAT FACILITATOR		A	
D-041316-757	000382 KANDIYOHI CO RECORDER'S	045698 SOP-067578			N	10.00	PLAT COPIES FEE		A	
D-051116-813	000382 KANDIYOHI CO RECORDER'S	045979 634383			N	46.00	RECORDING FEES		A	
D-051116-813	000382 KANDIYOHI CO RECORDER'S	045979 SOP-067855			N	10.00	PLAT COPIES FEE		A	
D-051116-813	000382 KANDIYOHI CO RECORDER'S	045979 SOP-067856			N	10.00	PLAT COPIES FEE		A	
D-051116-813	000382 KANDIYOHI CO RECORDER'S	045979 SOP-067878			N	10.00	PLAT COPIES FEE		A	
D-051116-813	000382 KANDIYOHI CO RECORDER'S	045979 634517			N	46.00	RECORDING FEES		A	
D-061516-877	000382 KANDIYOHI CO RECORDER'S	046290 SOP-068195			N	10.00	PLAT COPIES FEE		A	
D-061516-877	000382 KANDIYOHI CO RECORDER'S	046290 635061			N	46.00	RECORDING FEES		A	
D-071316-921	000382 KANDIYOHI CO RECORDER'S	046545 635511			N	46.00	RECORDING FEES		A	
D-071316-921	000382 KANDIYOHI CO RECORDER'S	046545 SOP-068590			N	10.00	PLAT COPIES FEE		A	
D-083116-004	001878 MID-MINNESOTA DEVELOPMEN	046975 FY-16-012			N	4,500.00	SIGNIFICANT PROJ. SURVEY		A	
D-091416-039	000382 KANDIYOHI CO RECORDER'S	047118 637350			N	46.00	RECORDING FEES		A	
D-091416-039	000382 KANDIYOHI CO RECORDER'S	047118 SOP-069489			N	10.00	PLAT COPIES FEE		A	
TOTAL: OTHER CHARGES			35,000.00	0.00	56.00	10,768.00	24,232.00	30 ---		
TOTAL: MAYOR AND COUNCIL			35,000.00	0.00	56.00	10,768.00	24,232.00	30 ---		
TOTAL: GENERAL FUND			35,000.00	0.00	56.00	10,768.00	24,232.00	30 ---		





WILLMAR

**CER Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 22, 2016

**SUBJECT:** Stinger Lease/Rent Waiver Request

**RECOMMENDATION:** Staff recommends staying with the lease agreement in place that the Stingers pay the city \$410.00 per game rate.

**BACKGROUND:** Marc Jerzak of the Stingers contacted city staff and Mayor requesting that the city waive the fee for two games in August that were played at Baker Field. They have made this request due to the cancellation of the remaining games at the stadium due to water issues from the storm that took place last month.

Staff recommends that the city follow the lease and have the Stingers pay the \$410.00 per game for a total of \$820.00. Staff prepared the field for usage and WCI cleaned the stadium after the games at a cost of \$160 per game so the city has had an outlay of cash for these two games that would be recovered by the lease payment.

**FINANCIAL CONSIDERATION:** \$820.00

**LEGAL:**

**Department/Responsible Party:** WCER/Steve Brisendine



WILLMAR

**CER Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 22, 2016

**SUBJECT:** Bremer Grant for the Destination Playground

**RECOMMENDATION:** To approve of staff writing a grant to the Otto Bremer Foundation to assist funding the destination playground.

**BACKGROUND:** Staff was approached about writing a grant to the Otto Bremer Foundation to support funding efforts for the Destination Playground at Robbins Island. This grant is due in early October and staff has written grants to this organization before and believe this grant will be well received. The grant will be written for \$150,000.00. If successful funds will be put towards the cost of the Destination Playground.

**FINANCIAL CONSIDERATION:** No cost to the city but \$150,000.00 grant could be received into the city accounts.

**LEGAL:**

**Department/Responsible Party:** WCER/Steve Brisendine



WILLMAR

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Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 22, 2016

**SUBJECT:** Blue Cross Blue Shield Grant/Donation for Water Safety Efforts in Willmar

**RECOMMENDATION:** Accept the gift of \$10,000.00 from Blue Cross Blue Shield for Water Safety Initiatives

**BACKGROUND:** Community Education and Recreation staff were contacted this summer about leading efforts to create some water safety initiatives in reaction to the tragic death of two young Willmar residents this past summer. Staff will work with community members to create opportunities over the next couple of years around water safety programming.

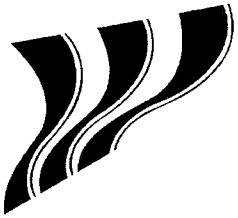
This effort could be in the form of swim lessons, water front safety programming and utilizing experts in the field to offer low or no cost programming to our community members. We plan to target our newest residents and those not comfortable around the water. We will utilize all of our assets such as the indoor pools, the DOAC and Robbins Island to assist with this effort.

These are the start-up funds that could lead to some great efforts around water safety in the future.

**FINANCIAL CONSIDERATION:** \$10,000.00 to be utilized over one or more years.

**LEGAL:**

**Department/Responsible Party:** WCER/Steve Brisendine-Pam Vruwink



WILLMAR

**CER Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
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Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 20, 2016

**SUBJECT:** Civic Center Budget Adjustment

**RECOMMENDATION:** Revise the Civic Center Budget by \$10,650.00

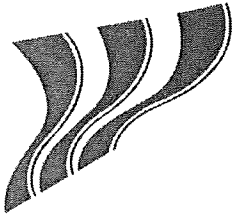
**BACKGROUND:** This fall a new hockey program was started in conjunction with the Willmar Hockey Association, Willmar Warhawks and Civic Center staff. Due to having ice available a new youth hockey program was started. We have 150 students involved in this activity with revenues of \$10,650.00. We would like to expand both the revenue and expense side of the budget to allow for this new program. The expenses will be mostly in supplies as we purchase new jerseys for the participants to wear for this activity along with additional staffing costs.

This program was not budgeted for as we did not know that we were going to have ice available this early in the fall to sponsor this new program.

**FINANCIAL CONSIDERATION:** \$10,650.00 in revenue but a net neutral impact on the Civic Center budget.

**LEGAL:**

**Department/Responsible Party:**  
WCER/Steve Brisendine-Director



WILLMAR

**City Finance Department**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4984  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** September 26, 2016

**SUBJECT:** 2017 Mayor's Proposed Budget Schedule

**RECOMMENDATION:** Review and discuss schedule for 2017 Mayor's Proposed Budget.

**BACKGROUND:** Discuss dates and information needed to review and recommend a 2017 Budget.

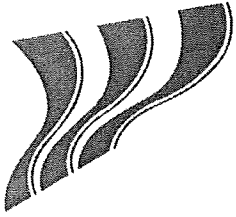
**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** City Charter requirement/City Policy.

**Department/Responsible Party:** Finance Department/Finance Director Okins

# Budget Calendar

<b>August 31st</b>	Presentation of Mayor's Proposed Budget and CIP
<b>September 12th</b>	Finance Committee recommends action on Proposed Tax Levy
<b>Sept. 19th</b>	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
<b>Sept- Nov.</b>	Finance Committee Review
<b>November 28th</b>	Review of Willmar Municipal Utilities, Rice Hospital and final Council review of Budget adjustments
<b>December 5th</b>	Budget Adoption
<b>December 31<sup>st</sup></b>	Certification of the Tax Levy to the County



WILLMAR

**City Finance Department**

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333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4984  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 26, 2016

**SUBJECT:** Reports

**RECOMMENDATION:** It is respectfully requested the City Council consider receive the following reports for information:

07/31/16 Rice Memorial Hospital  
08/31/16 Status of 2016 Capital Improvement Program

**BACKGROUND:** Periodically the Council receives various reports providing information for their review.

**FINANCIAL CONSIDERATION:** None

**LEGAL:** None

**Department/Responsible Party:** Finance Department/Finance Director Okins

# Rice Memorial Hospital

## Financial Statements

### July 31, 2016

#### Executive Summary

July was a positive month in terms of actual financial performance with Rice generating Operating Income of \$565,000. Total Patient Revenues were 1.51% lower than the three-month average with Total Operating Revenues 1.55% greater than average. However, Net Operating Expenses were 1.93% lower than average contributing to the positive performance.

Here is a summary of key financial indicators:

	<u>Actual</u>	<u>Target</u>	<u>2015</u>	<u>2014</u>	<u>Benchmark</u>	<u>Actual - YTD</u>	<u>Desired</u>
Operating Margin-Month	6.4%	2.8%				↑	↑
Operating Margin-YTD	4.4%	2.8%	2.4%	-3.3%	2.8%	↑	
Excess Margin-Month	5.1%	3.8%				↑	
Excess Margin-YTD	5.5%	3.8%	3.3%	-1.8%	5.4%	↑	
EBIDA Margin-Month	15.9%	12.8%				↑	
EBIDA Margin-YTD	13.9%	12.8%	12.9%	7.1%	11.1%	↑	
Debt/Capitalization	40.7%	40.0%	43.5%	45.8%	35.5%	↔	↓
Net Days of Receivables	53	50	63	53	47	↑	↓
Days of Cash	123	133	116	116	151	↓	↑
Cash/Debt	71%	69%	59%	57%	101%	↑	↑

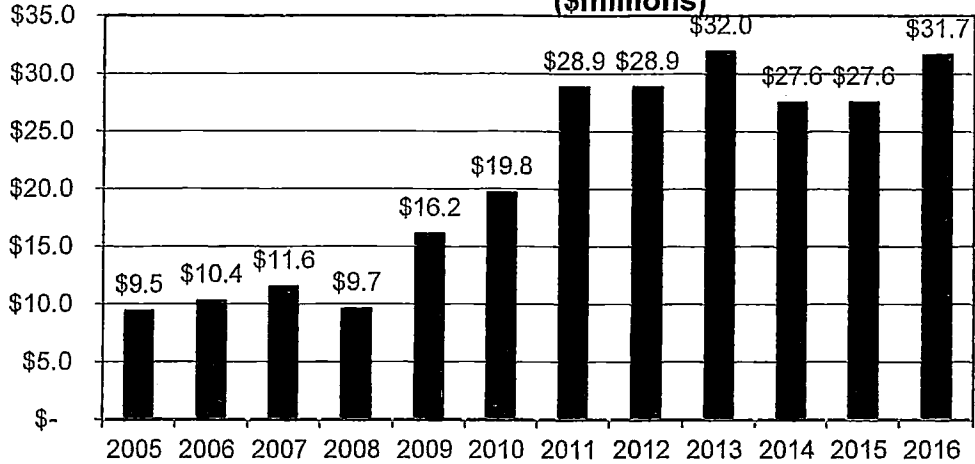
#### July 31, 2016 Balance Sheet:

The July Balance Sheet realized an increase in Net Assets of \$3.8 million from December 31, 2015. Total Assets increased \$4.9 million while Total Liabilities increased \$798,000. The Total Assets increase was due to a decrease in Current Assets of \$121,000; an increase in Property, Plant, and Equipment of \$2.2 million; and an increase in Other Assets of \$2.7 million. The decrease in Current Assets was due to decreases in Trustee Bond Agreements related to principal and interest payments made and Receivables which generated an increase in Cash. Assets-Use is Limited increased by \$38,000 due to earnings in the Endowment Fund. Property, Plant, and Equipment has increased due to higher capital expenditures (primarily the Rehab project) than depreciation. Other Assets



have increased due to General Investment earnings and WMS. Cash & General Investments have increased \$4.0 million since December 31, 2015.

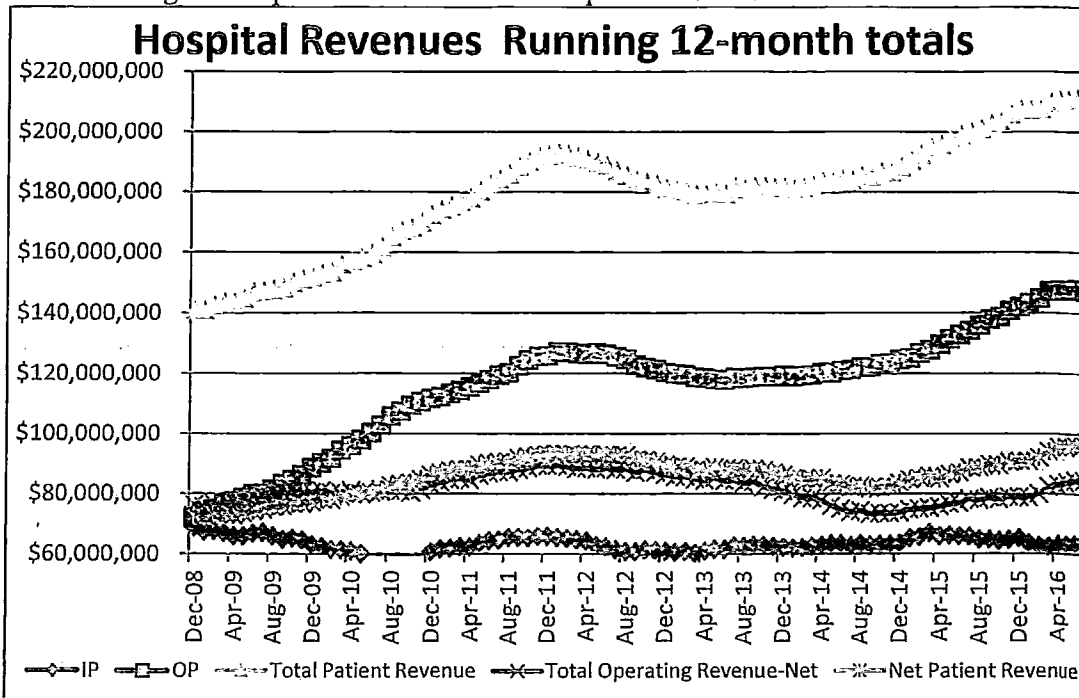
**Cash & General Investments  
(\$millions)**



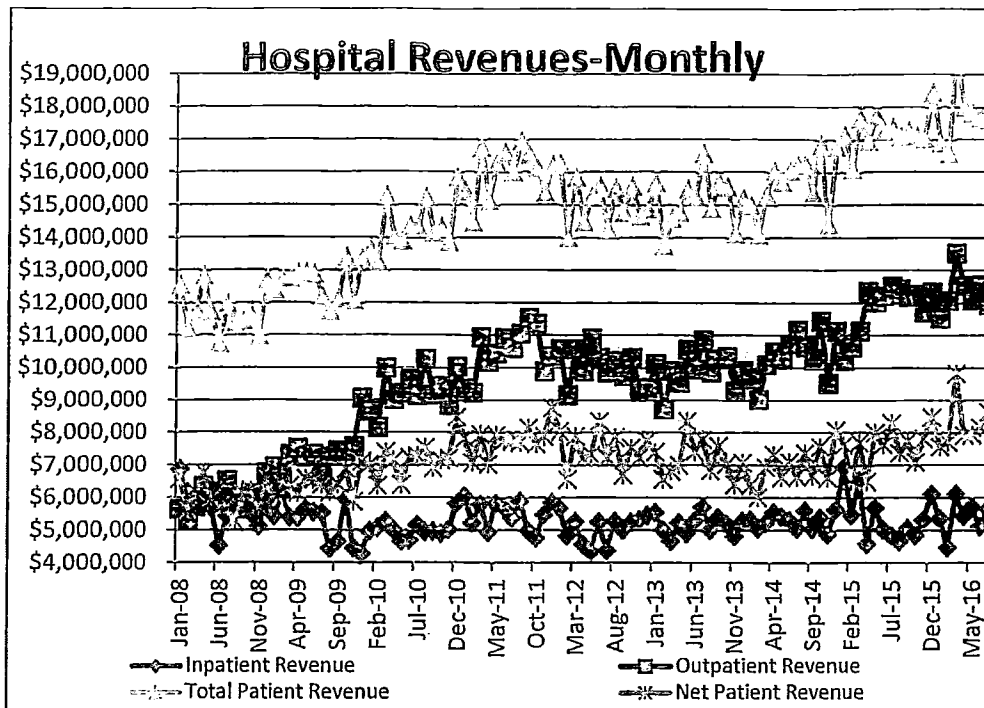
Liabilities have increased due to increases in Current Liabilities and partially offset by Debt Principal payments. Net Pension Liability has increased \$263,000. In the Net Asset section, Specific Purpose Funds have decreased \$109,000.

**July 2016 Results:**

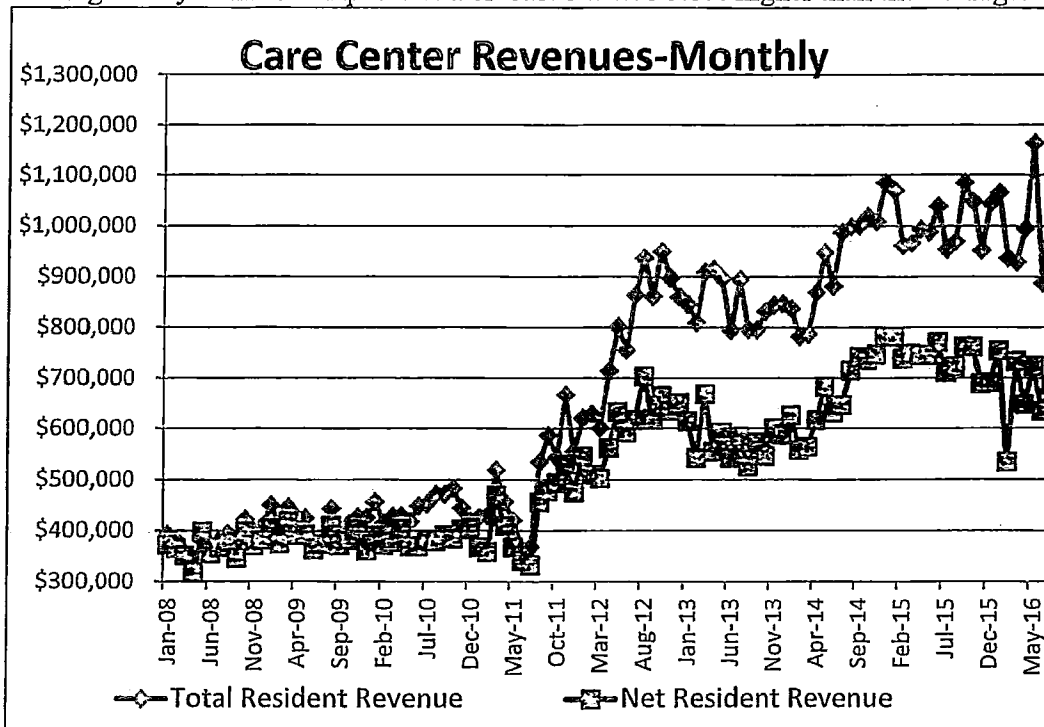
The Consolidated Operating Income was \$565,000 compared to the prior three-month average Operating Gain of \$267,000. Total Patient Revenues were 1.51% lower than the 3-month average while Total Operating Revenues were 1.55% higher than the average. Hospital Total Operating Revenues were 1.61% higher than the average with Inpatient Revenues 4.4% higher than average and Outpatient Revenues 3.61% lower than average. As shown in the graph below, Total Patient Revenues have been flat for the past few months along with Inpatient Revenues and Outpatient Revenues.



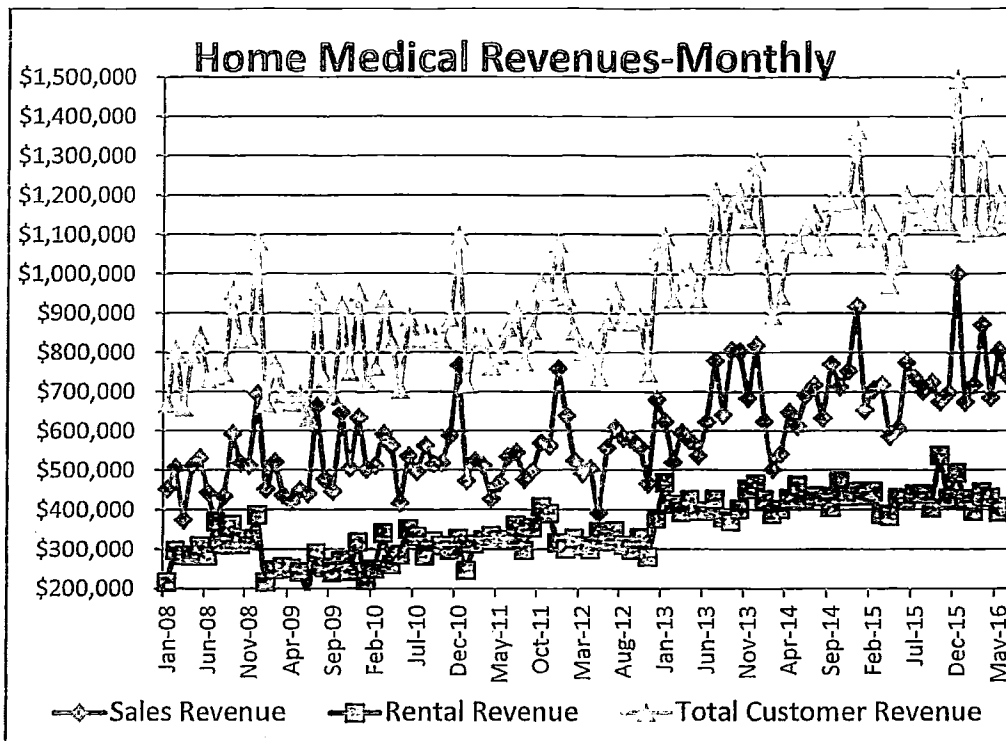
The monthly Hospital Revenues decreased again in July due to decreases in Outpatient Revenues even with increased Inpatient Revenues due to the 13.2% increase in Patient Days.



Care Center Total Operating Revenues were lower than average by 4.4% for the month with Total Resident Revenues at \$971,000. The decrease is due to a 2.5% decrease in Average Daily Census compared to Forecast but was 3.0% higher than the average.



Home Medical Total Customer Revenues were 4.2% lower than average. Sales Revenues were 6.1% lower than average while Rental Revenues were 1.0% lower than average.

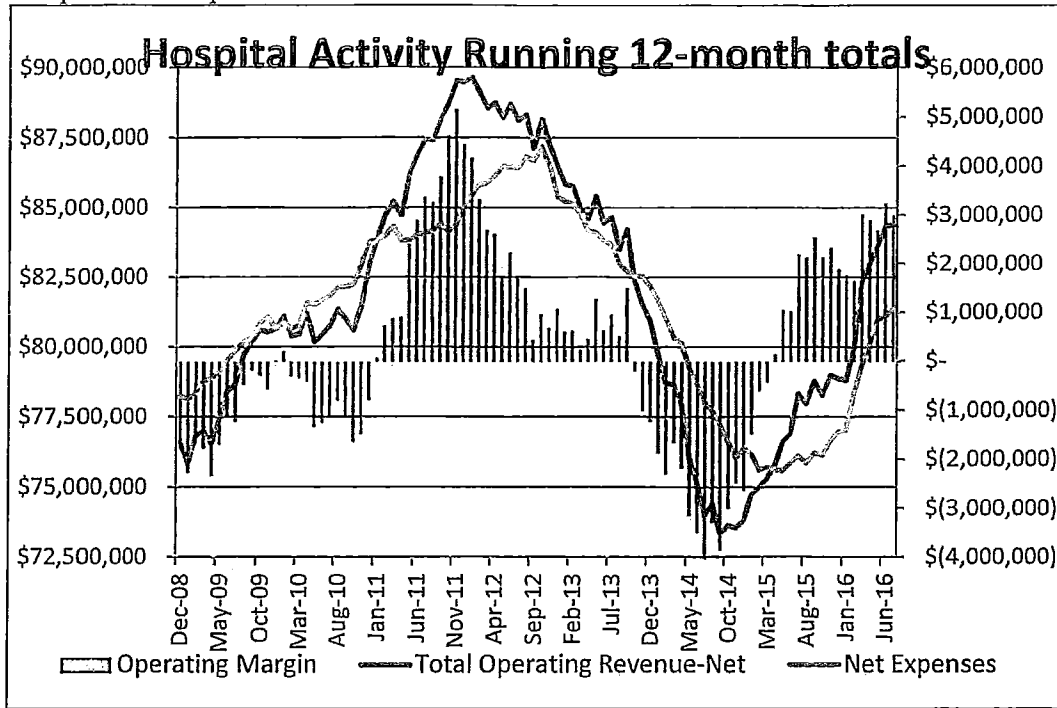


Total Deductions from Revenue were 9.22% lower than average. The Hospital's reimbursement rate for the month was 49.1% compared to the 2<sup>nd</sup> Quarter 2016 reimbursement rate of 44.9% and 1<sup>st</sup> Quarter 2016 reimbursement rate of 47.2%. A significant portion of this was the result of a payment of \$349,000 from Southern Prairie Community Care relating to decreased Medical Assistance utilization. As a result from decrease of Patient Revenues, the change in the Payer Mix, and the increase in reimbursement; Net Revenue from Patients was 7.11% higher than average. Other Operating Revenues were 32.87% lower than average as Meaningful Use funds were previously received and net WMS activity was 0.73% greater than the average.

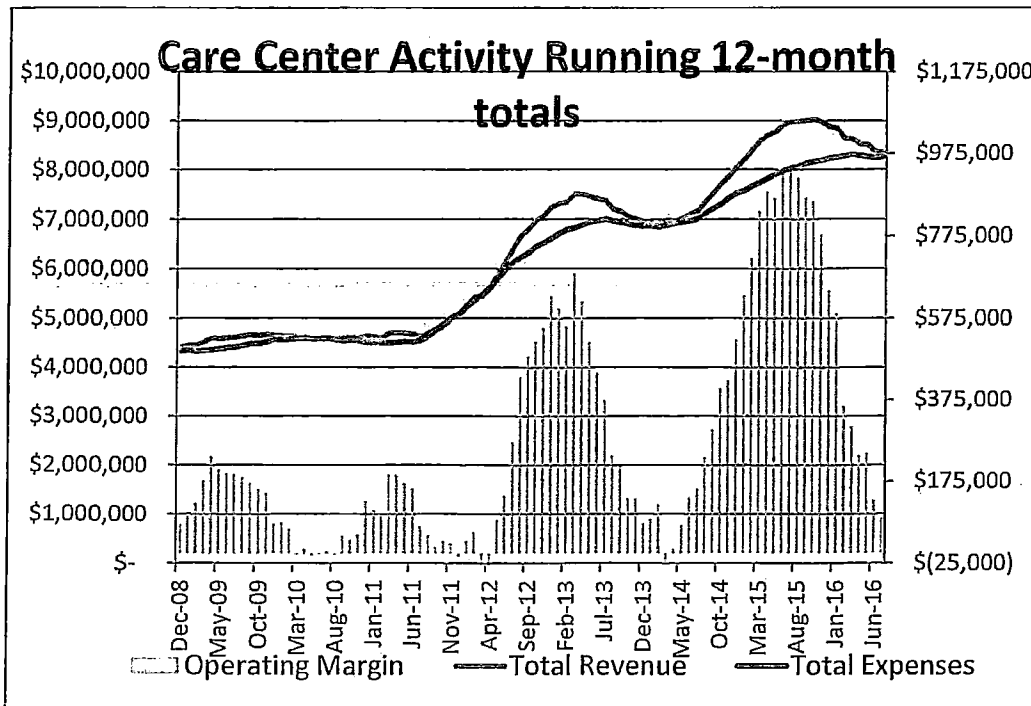
Net Expenses were \$8.2 million, 1.93% lower than average. Expenses were mixed for the month with Salaries 1.89% (\$76,000) higher than average due to FTE increases and accruals, Contract Labor was 10.78% (\$44,000) higher than average due to Emergency Room and Behavioral Health physician staffing, and Benefits 9.84% (\$129,000) lower than average due to lower benefits in many areas. The Hospital Compensation Ratio was 50.5% for the month compared to the target of 50%. Supplies were 15.85% (\$174,000) lower than average due to lower patient volumes and surgeries. Drugs were 5.61% (\$40,000) lower than average due to lower Oncology activity. Purchased Services were 4.77% (\$32,000) higher due to Administration; Repairs Service & Rentals were 11.3% (\$34,000) higher; Utilities 21.74% higher; Insurance 16.26% lower; Patient Related Travel 20.57% lower; Education Travel and Dues 42.64% lower; and Other 14.81% lower. Total Hospital Controllable Costs were \$7.4 million which was 2.4% lower than average due to variances identified above. Capital Costs were higher with Depreciation 2.26% higher due to the Rehab Building opening and Interest 1.89% lower. Taxes were 18.55% lower due to lower MN Care tax payments.

Non-operating activity was \$337,000 lower than the three-month average due to the write-off of prior renovations not fully depreciated. Investment Income was lower than average by 8.74% while Unrealized Gains were \$73,000 lower than average.

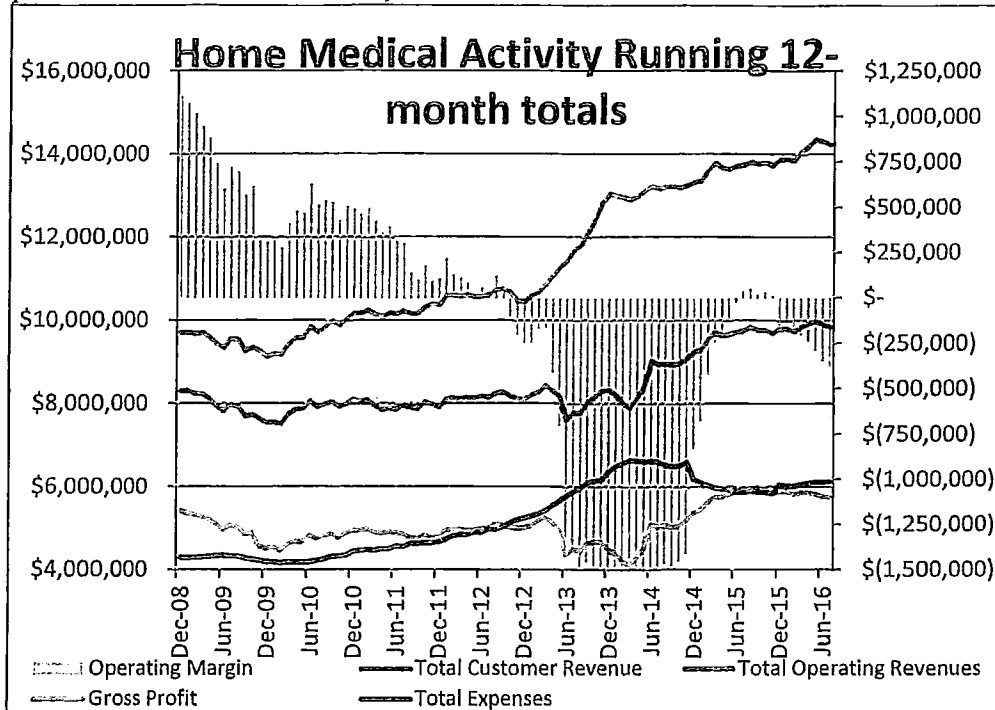
The Hospital generated Operating Income of \$616,000 compared to average Operating Income of \$326,000. Total Operating Revenues were higher than average by 1.61% while Net Operating Expenses were 2.50% lower than average. Operating Income at the Hospital for the past 12 months was \$2.9 million.



Care Center activity generated Operating Losses of \$19,000 compared to average Operating Income of \$10,000. Total Operating Revenues were 2.59% higher than average with Net Operating Expenses 7.21% higher than average. Lower than anticipated resident activity and higher than expected expenses contributed to the losses. Operating Income for the past twelve months was \$85,000.



Home Medical activity generated Operating Losses of \$23,000 compared to average Operating Losses of \$69,000. Total Operating Revenues were 7.7% higher than average while Total Operating Expenses were 2.4% lower than average. Operating Losses for the past twelve months were \$378,000.



**July YTD Summary**

The Consolidated YTD Operating Income was \$2.7 million compared to last year's Operating Income of \$2.3 million and 2014 YTD Operating Losses of \$3.7 million. Total Operating Revenues were 8.95% greater in 2016 compared to 2015 and 21.6% greater than 2014. Hospital Inpatient Revenues were 2.99% lower than 2015 and 2.61% higher than 2014 with Outpatient Revenues 6.41% higher than 2015 and 20.79% higher than 2014. Care Center Revenues were 0.33% lower than 2015 and 14.05% higher than 2014 and Home Medical Revenues were 4.77% higher than last year and 10.72% higher than 2014. Total Patient Revenues were 3.24% higher than last year; 14.33% higher than 2014; and 16.67% higher than 2013.

While the Revenue increase was significant from the prior year, the reimbursement rate also improved. Consolidated Deductions from Revenues were 0.94% lower than 2015 but 8.94% higher than 2014. Net Patient Revenues have increased 8.03% from 2015; 20.58% from 2014; and 15.76% compared to 2013. Other Operating Revenues were 7.58% higher than 2015 and 19.8% higher than 2014. WMS activity at Rice which transfers net revenues back to WMS has increased 2.56% from 2015 and 13.31% from 2014.

Net Expenses were 8.7% greater than 2015; 8.33% greater than 2014; and 3.49% greater than 2013. Expenses have increased in most categories with Salaries 4.45% higher than 2015 and 6.1% higher than 2014; Contract Labor 33.29% higher than 2015 due to Emergency Department physician coverage and 12.82% higher than 2014; and Benefits 20.5% higher than 2015 due to recording anticipated PERA expense and Health

Insurance activity and 13.67% higher than 2014. Other expenses that were higher were Supplies (7.74%/11.43% higher) due to Surgery increased activity, Drugs (10.45%/62.28% higher) due to increased Oncology activity, Purchased Services (6.38%/9.49% higher) due to increases in Radiation Therapy, Consulting and physician recruitment expense; Repairs (9.6%/18.4% higher) due to various maintenance items; Utilities (1.57%/0.74% lower); Insurance (7.75%/9.77% lower) due to tail insurance coverage; Education, Travel, & Dues (23.05%/32.15% higher) due to numerous departments and activity, and Other (1.20%/3.11% higher). Expense categories realizing lower costs in 2016 were Patient Related Travel (13.8%/33.16% lower). Capital Costs were higher with Depreciation (0.98% higher/3.6% lower) and Interest (3.26% lower/7.24% lower). Taxes were higher (0.28%/2.6% lower).

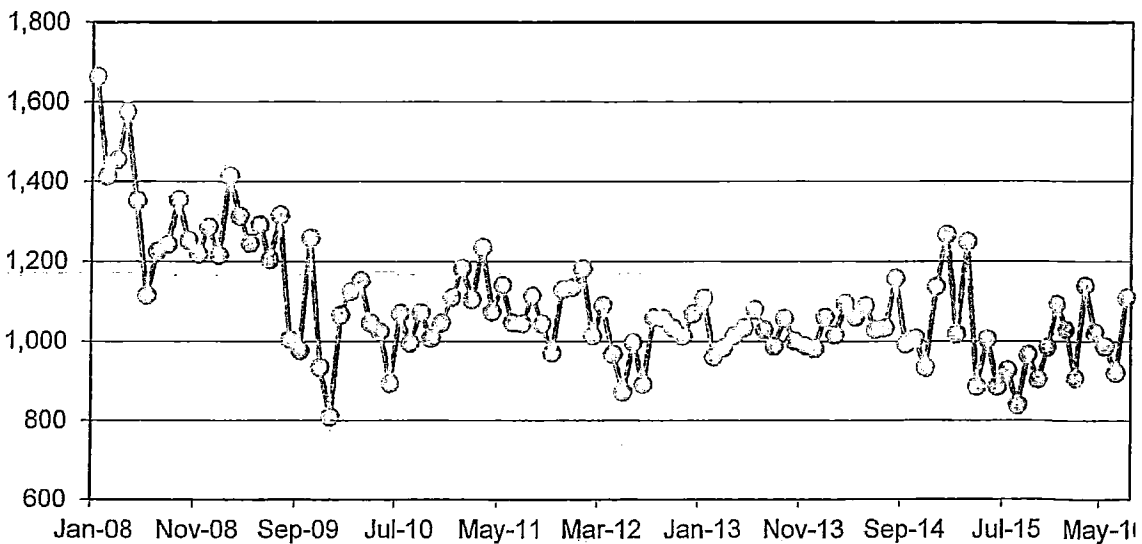
Non-Operating Income has decreased \$76,000 from 2015. Non-Operating Income was \$706,000 in 2016 compared to \$782,000 in 2015. Investment Income was \$32,000 lower; Unrealized Gains on Investments were \$360,000 higher compared to 2015; and Other Gains were \$404,000 lower compared to 2015 (disposal of undepreciated expenditures in 2016 and the sale of the old Rehab Building in 2015).

The Hospital generated Operating Income of \$3.0 million compared to last year's Operating Income of \$1.9 million. Care Center's Operating Loss was \$24,000 compared to last year's Income of \$534,000 while Home Medical's Operating Loss was \$296,000 compared to last year's Loss of \$70,000.

**Statistical and Volume Summary**

Patient days were 129 (13.2%) higher than forecast with admissions 31 (11.4%) higher than forecast yielding an increase in length of stay of 2.0% and a 4.6% increase in case-mix adjusted length of stay. Compared to the prior year, patient days were 19.8% higher with admissions 16.5% higher. The average daily census for the month was 35.8 compared to forecast of 31.6; 29.9 last year; and a 32.2 three month average.

**Hospital Patient Days**



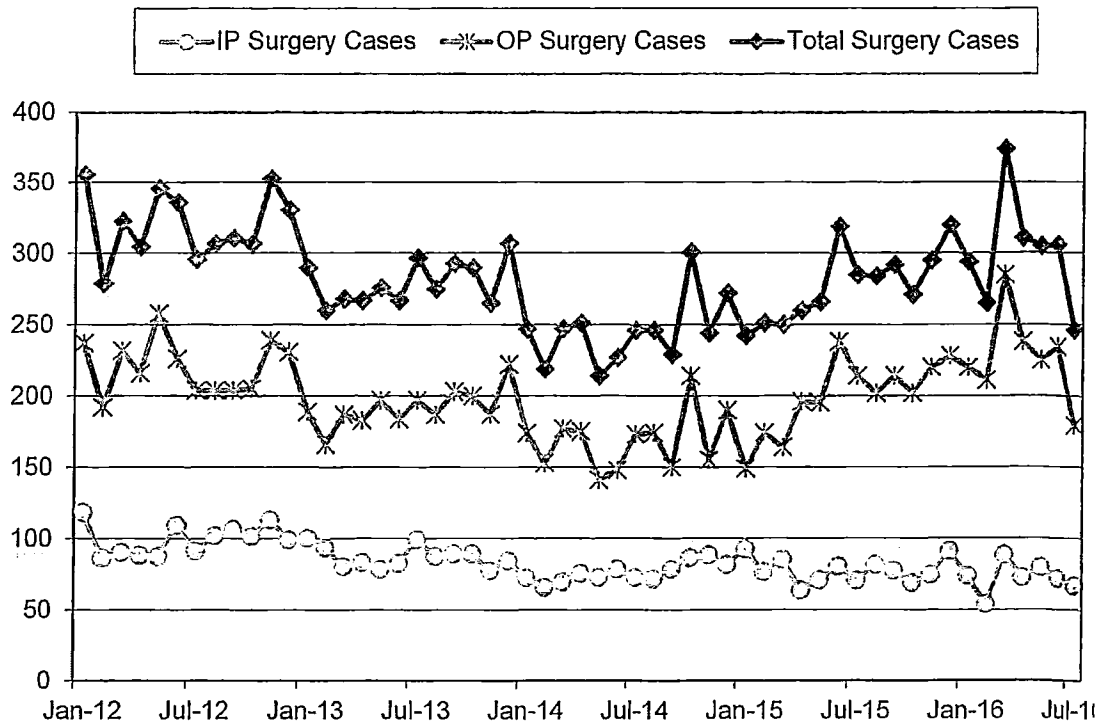
YTD Patient days were 244 (3.6%) greater than forecast with YTD admissions 77 (4.0%) greater than forecast yielding a decrease in length of stay of 0.4% and a 6.1% decrease in case-mix adjusted length of stay. Compared to the prior year, patient days were 1.7%

lower with admissions the same. The YTD average daily census was 33.4 compared to forecast of 32.2 and 34.1 last year.

The monthly Hospital Medicare case mix was 6.2% less than forecast and 1.2% less than last year. The overall case mix was 2.6% less than forecast but 21.7% greater than last year. Overall activity as measured in adjusted admissions was 19.3% higher than forecast and 1.3% higher than last year while adjusted patient days were 21.2% higher than forecast and 4.1% higher than last year. Care Center resident days were 2.5% less than forecast with a 73.1 average daily census. Care Center case mix was also lower by 7.1%.

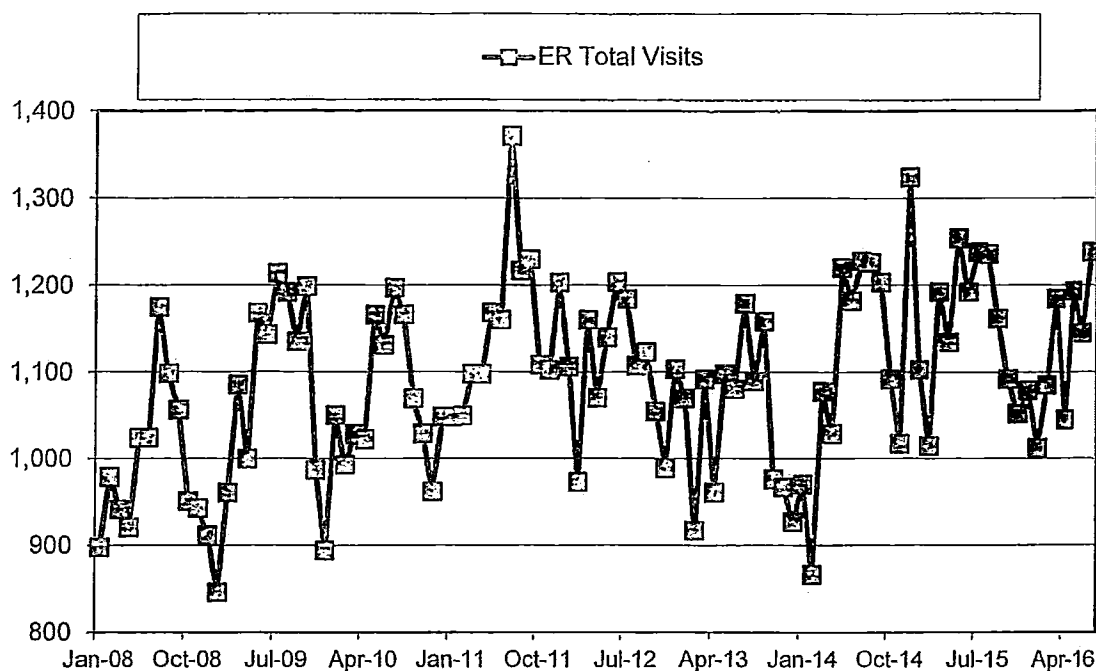
The YTD Hospital Medicare case mix was 1.5% greater than forecast and 1.7% greater than last year. The overall case mix was 6.1% greater than forecast and 6.6% greater than last year. YTD overall activity as measured in adjusted admissions was 17.4% greater than forecast and 6.0% higher than last year while adjusted patient days were 17.0% greater than forecast and 4.8% greater than last year. YTD Care Center resident days were 4.3% less than forecast with a 71.7 average daily census and the case mix was 5.9% less than forecast and 0.8% less than last year.

Ancillary departments were mixed for the month. Monthly Surgery & GI cases were 17.4% lower than forecast, 13.7% less than last year, and at the average. Inpatient activity was 10.7% less than forecast and 5.6% less than last year while Outpatient activity was 19.7% less than forecast and 13.7% less than last year.



YTD Surgery cases were 3.7% greater than forecast and 12.2% greater than last year. Inpatient cases were 4.7% less than forecast and 6.3% less than last year while Outpatient cases were 6.7% greater than forecast and 19.7% greater than last year.

Emergency Room visits were 10.1% greater than forecast for the month, 0.0% less than last year, and 0.8% higher than average. YTD visits were 0.7% less than forecast and 2.8% less than last year and 4.3% greater than 2014.



Monthly Laboratory tests were 0.8% less than forecast, 2.1% greater than last year, and 10.8% less than average. Medical Imaging procedures were 4.0% greater than forecast, 5.8% less than last year, and 2.0% less than average. Radiation Oncology visits 1.9% less than forecast, 20.0% less than last year while Medical Oncology volumes were 3.5% lower than forecast and 1.8% lower than last year. Dialysis treatments were 6.4% less than forecast, 13.0% less than last year, and 9.4% less than average; Rehab visits were 7.9% less than forecast, 6.7% less than last year, and 15.8% less than average; Hospice visits were 14.9% less than forecast, 9.8% less than last year, and 8.6% less than average; and Ambulance runs were 12.8% greater than forecast, 4.5% greater than last year, but 3.2% less than average.

YTD Laboratory tests were 0.9% less than forecast and 2.2% less than last year. Medical Imaging procedures were 0.8% greater than forecast and 4.2% less than last year. Radiation Oncology treatments were 1.9% less than forecast and 6.9% less than last year. Medical Oncology visits were 4.5% greater than forecast and 15.6% greater than last year. Dialysis treatments were 9.8% less than forecast and 11.9% less than last year; Rehab visits were 0.4% greater than forecast and 2.9% less than last year; Hospice visits were 4.3% less than forecast and 5.7% greater than last year; and Ambulance runs were 2.9% less than forecast and 4.3% less than last year.

Full Time Equivalents (FTE's) for the month were 802 compared to a forecast of 763 (5.2% higher) and last year's total of 776 (3.4% higher) and greater than the three month average of 784 (2.3% higher). Hospital FTE's were 5.6% higher than forecast, 4.3% higher than last year, and 3.1% higher than average. Care Center FTE's were 11.0% greater than forecast, 1.8% greater than last year and 6.2% higher than average. Home Medical FTE's were 4.6% less than forecast, 2.7% less than last year, and 8.4% less than average.

YTD FTE's were 2.8% higher than forecast at 786 compared to the forecast of 765 and higher than last year's FTE's of 775 (1.4% higher) but lower than the 790 (0.5% lower) from 2014. Hospital FTE's were 2.9% higher than forecast and 1.8% higher than last



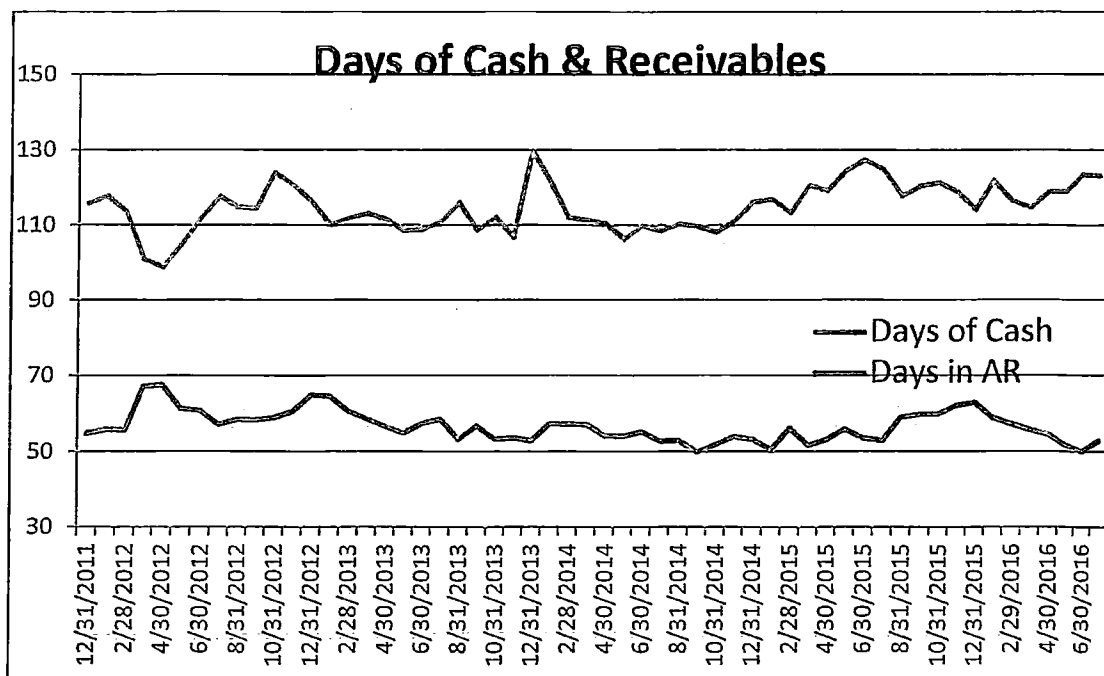
year. Care Center was 7.5% higher than forecast and 0.2% lower than last year while Home Medical was 3.8% less than forecast and 0.8% higher than last year.

**Key Performance Indicators**

The Operational indicators were positive for the month and compared to the forecast. Consolidated Operating Margin was 6.4% for the month; 4.4% YTD; forecast of 2.8% and last year's 2.4%. Excess Margin was 5.1% for the month; 5.5% YTD; forecast of 3.8% and last year's 3.3%. EBIDA Operating Margin was 15.9% for the month; 13.9% YTD; forecast of 12.8% and last year's 12.9%.

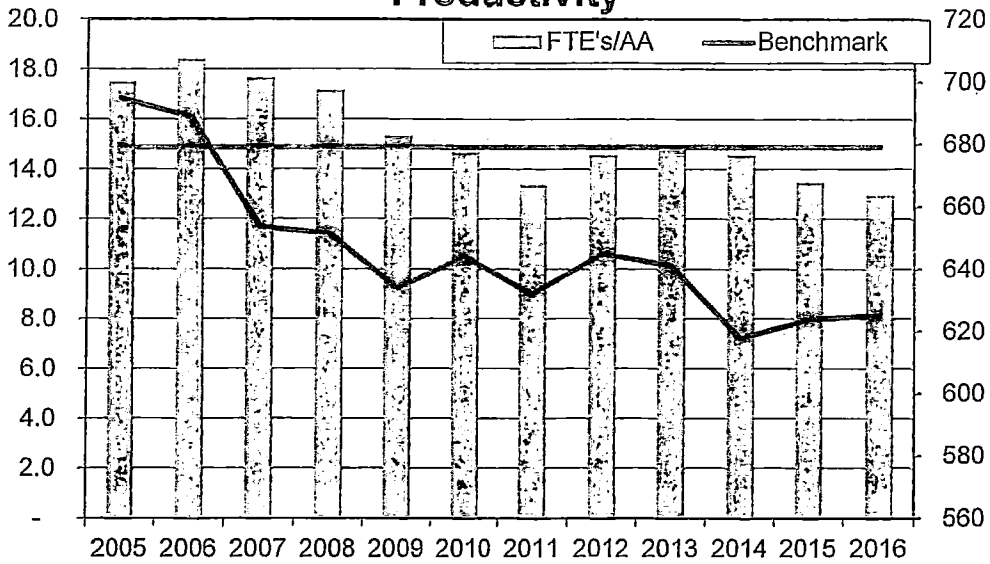
The Financial ratios indicate that the Debt/Capitalization ratio of 40.7% was lower than last month; higher than the forecast of 40.0%; lower than last year's 43.5%, and higher than the targeted ceiling of 35.5%. The Debt/Cap ratio does not include the Net Pension Liability for comparability purposes. Debt Service Coverage was 3.8 compared to the forecast of 3.6 and last year's 3.6. The Cash/Debt ratio was 71% compared to the forecast of 69% and last year's 59%.

Days in accounts receivable were 53 compared to the forecast of 50 and last year's 63. Days of Cash were 123 compared to the forecast of 133 and last year's 116.



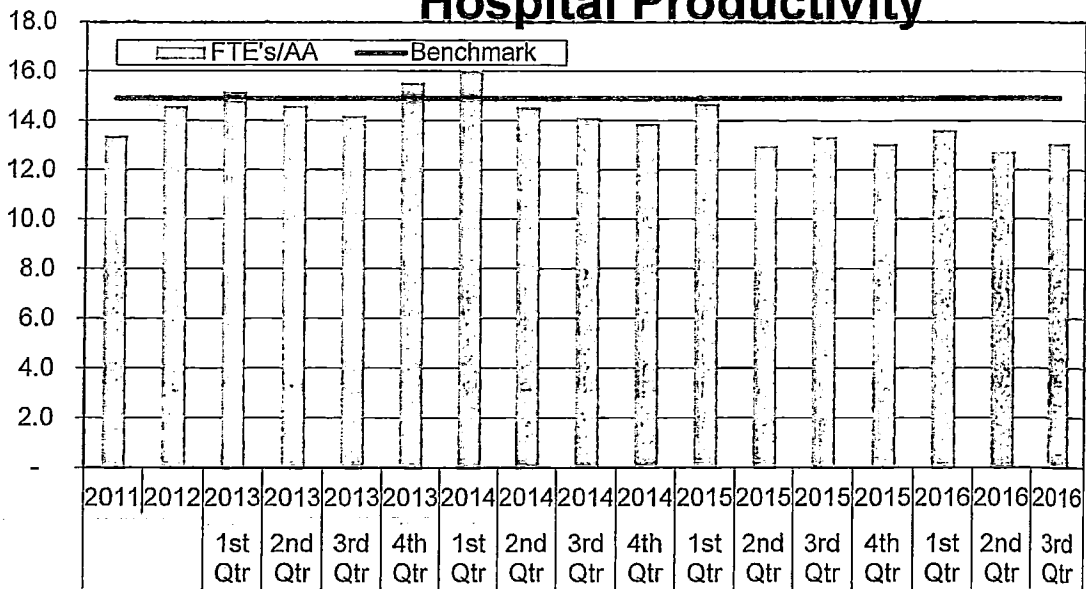
Hospital productivity ratios in terms of staffing were lower for the month than the forecast with FTE's per adjusted admit at 13.3 and 13.2 YTD compared to the forecast of 14.0 and last year's ratio of 13.5. FTE's per adjusted patient day were 3.6 for the month and 3.7 YTD compared to the forecast of 3.7 and 3.8 last year.

## Hospital Full Time Equivalents & Productivity

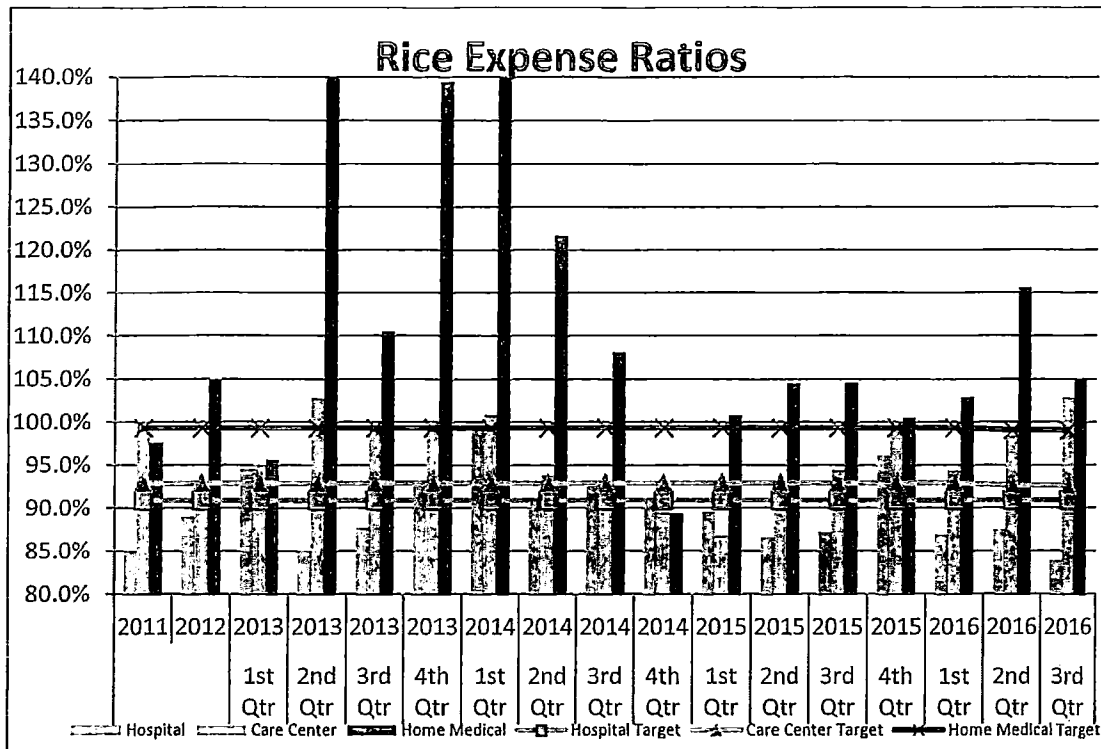


In 3<sup>rd</sup> Quarter 2016, the Hospital Productivity ratio increased slightly from 2<sup>nd</sup> Quarter but still improved compared to 1st Quarter.

## Hospital Productivity



The Hospital Total Operating Expense Ratio was 84.0% for the month; 86.8% YTD, forecast of 91%; and last year's 89.9%. Bad Debt ratio was 0.7% YTD compared to the 2.0% forecast and significantly better than the benchmark of 7.4%. Capital Expense ratio was 8.0% YTD compared to 8.0% forecast, 8.6% last year, and the benchmark of 6.9%.

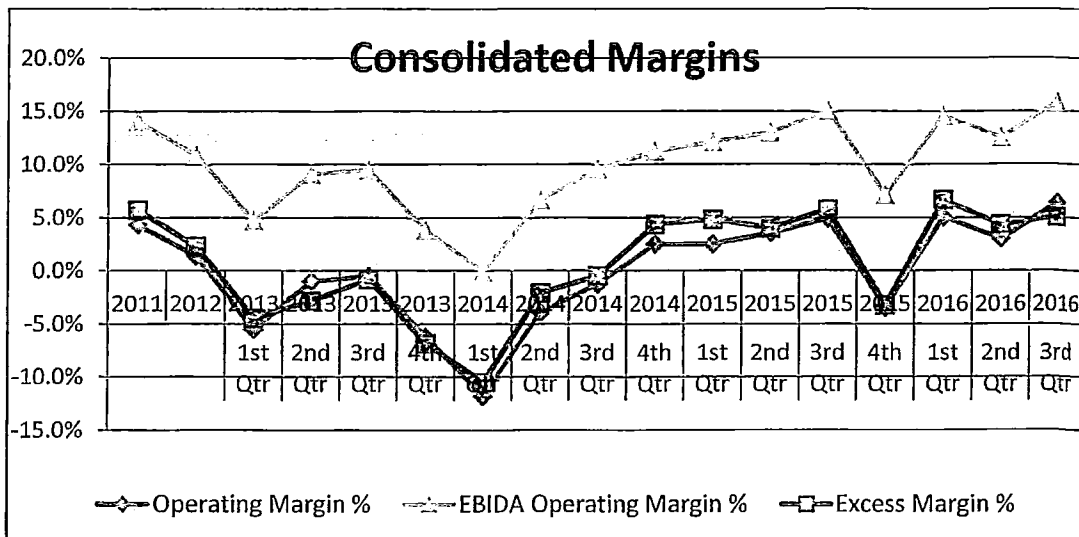


Care Center Hours per Resident Day were 6.9 for the month; 6.7 YTD; forecast of 6.5 and 6.7 last year. The Care Center's Total Operating Expense Ratio was 102.9% for the month; 100.5% YTD; 93% Forecast; and 92.8% in 2015.

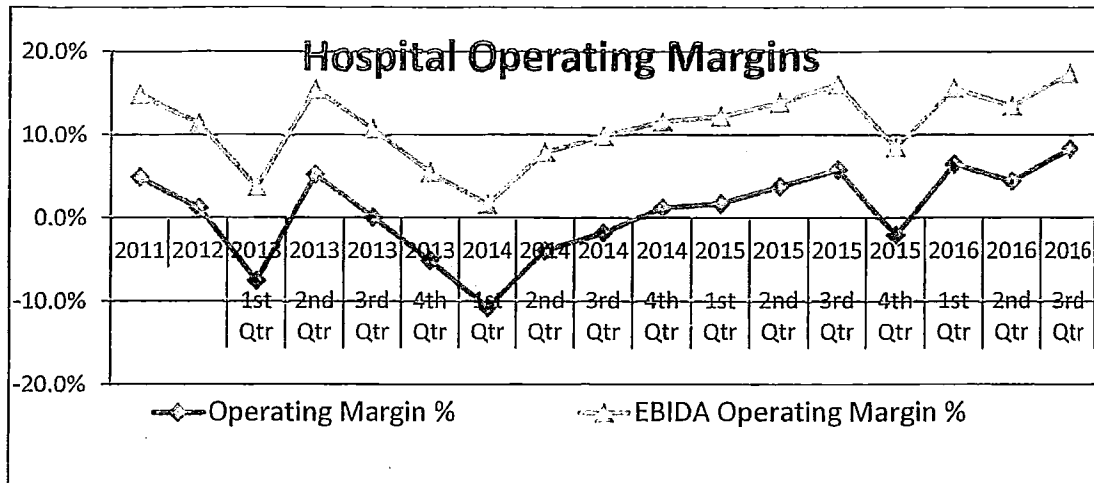
Sales per FTE at Home Medical were \$191,000 for the month; \$196,000 YTD; forecast of \$197,000 and \$194,800 last year. Home Medical's Total Operating Expense Ratio was 105.0% for the month; 109.1% YTD; 100.0% Forecast; and 102.6% in 2015.

#### Key Performance Indicators by Entity

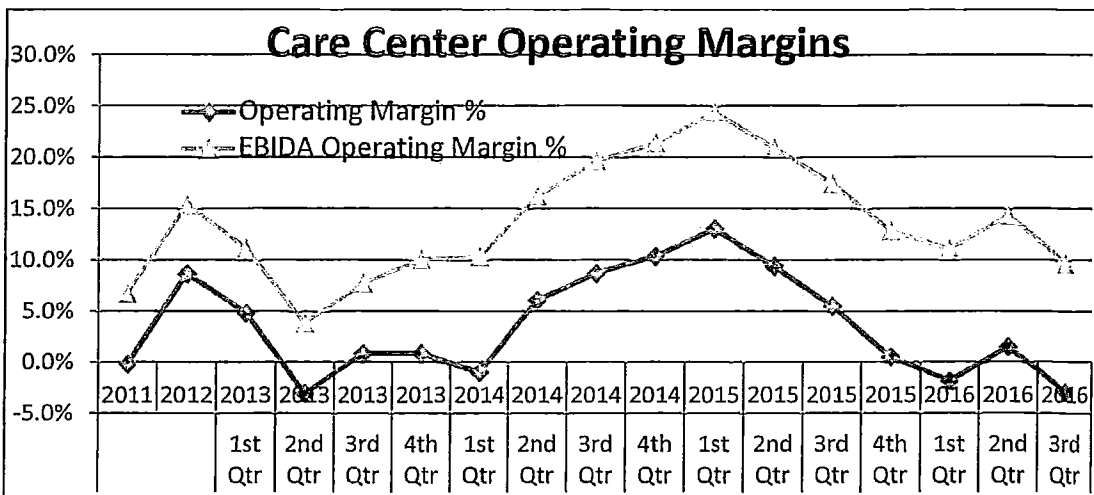
The Consolidated Margins continued to improve in 3<sup>rd</sup> Quarter 2016 at 6.4% compared to Operating Margin of 3.1% in 2<sup>nd</sup> Quarter and 5.1% in 1st Quarter 2016. The EBIDA Operating Margin and Excess Margin also improved from 2<sup>nd</sup> Quarter's results.



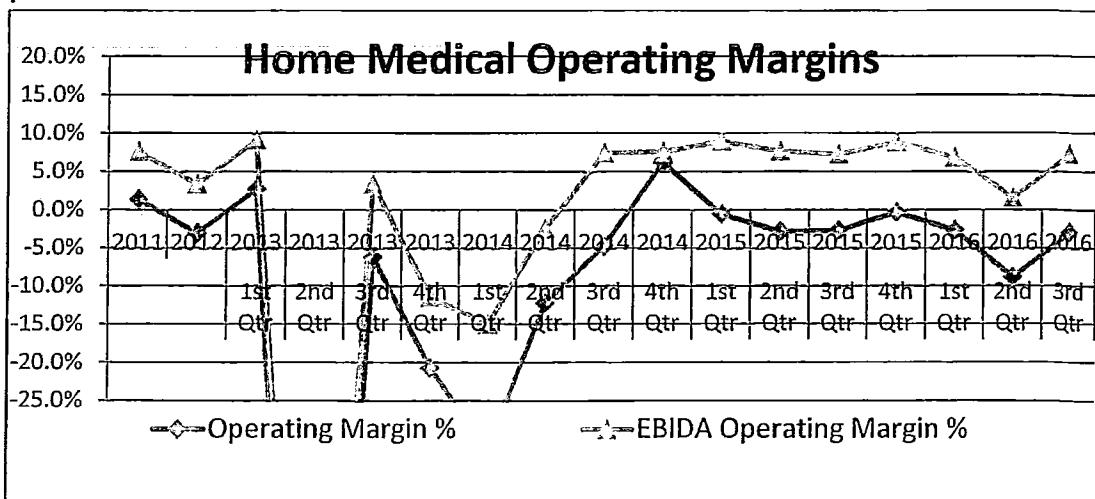
Hospital Margins improved in 3<sup>rd</sup> Quarter compared to 2<sup>nd</sup> and 1<sup>st</sup> Quarter 2016.



Care Center Margins declined in 3<sup>rd</sup> Quarter after improvements realized in 2nd Quarter 2016.



Home Medical financial performance experience improved in 3<sup>rd</sup> Quarter after a decline realized in 2nd Quarter 2016.



**RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
BALANCE SHEET**  
For the Seven Periods Ending July 31, 2016

	July 2016	12/31/2015	Variance	12/31/2014	Variance	12/31/2013	Variance
<b>1 ASSETS</b>							
<b>2 CURRENT ASSETS</b>							
3 CASH AND CASH EQUIVALENTS	\$5,754,527	\$3,234,021	\$2,520,505	\$2,449,437	\$3,305,089	\$9,357,051	(\$3,602,525)
4 TRUSTEE BOND AGREEMENTS - CURRENT	2,259,996	2,958,692	(698,696)	2,757,540	(497,544)	2,379,838	(119,842)
5 ACCOUNTS RECEIVABLE NET	16,874,017	18,878,069	(2,004,052)	14,718,037	2,155,979	14,511,931	2,362,085
6 OTHER RECEIVABLES	786,789	795,332	(8,544)	548,759	238,029	437,453	349,336
7 INVENTORY	2,287,245	2,140,792	146,454	1,974,860	312,385	2,117,850	169,396
8 PREPAID EXPENSES	948,540	1,025,311	(76,771)	877,299	71,241	991,750	(43,210)
<b>10 TOTAL CURRENT ASSETS</b>	<b>28,911,114</b>	<b>29,032,218</b>	<b>(121,105)</b>	<b>23,325,933</b>	<b>5,585,180</b>	<b>29,795,874</b>	<b>(884,760)</b>
<b>11 ASSETS LIMITED AS TO USE</b>							
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,776,634	3,776,634	0	3,776,634	0	3,571,278	205,356
16 REMAINDER UNITRUST - RECEIVABLE	47,522	47,522	0	47,522	0	47,522	0
17 ENDOWMENT FUND - INVESTMENTS	2,959,173	2,920,922	38,250	3,061,232	(102,059)	2,960,184	(1,011)
<b>19 TOTAL ASSETS - USE IS LIMITED</b>	<b>6,783,329</b>	<b>6,745,079</b>	<b>38,250</b>	<b>6,885,388</b>	<b>(102,059)</b>	<b>6,578,984</b>	<b>204,344</b>
<b>20 PROPERTY PLANT &amp; EQUIPMENT</b>							
22 PROPERTY PLANT & EQUIPMENT	151,406,338	148,474,757	2,931,581	142,634,962	8,771,375	136,903,754	14,502,583
23 LESS: ACCUMULATED DEPRECIATION	(88,107,360)	(87,408,770)	(698,590)	(80,874,221)	(7,233,139)	(75,712,695)	(12,394,665)
<b>25 NET PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>63,298,978</b>	<b>61,065,987</b>	<b>2,232,990</b>	<b>61,760,741</b>	<b>1,538,237</b>	<b>61,191,059</b>	<b>2,107,919</b>
<b>26 OTHER ASSETS</b>							
28 INVESTMENTS - FIXED INCOME	25,909,756	24,355,400	1,554,356	25,106,026	803,730	22,595,563	3,314,193
29 INVESTMENTS - SHR	487,523	487,523	0	459,048	28,476	439,455	48,068
30 INVESTMENTS - WMS	5,258,027	4,020,928	1,237,099	4,269,043	988,984	3,769,317	1,488,710
31 INVESTMENTS - LAKE REGION HMS	(20,572)	(16,322)	(4,251)	18,124	(38,697)	0	(20,572)
32 INVESTMENTS - VHA UMCS	50,000	50,000	0	54,963	(4,963)	54,963	(4,963)
33 GOODWILL, NET	81,280	82,056	(776)	83,389	(2,109)	84,722	(3,443)
<b>37 TOTAL OTHER ASSETS</b>	<b>31,766,013</b>	<b>28,979,585</b>	<b>2,786,428</b>	<b>29,990,593</b>	<b>1,775,420</b>	<b>26,944,020</b>	<b>4,821,993</b>
<b>39 TOTAL ASSETS</b>	<b>\$130,759,433</b>	<b>\$125,822,869</b>	<b>\$4,936,564</b>	<b>\$121,962,656</b>	<b>\$8,796,777</b>	<b>\$124,509,937</b>	<b>\$6,249,496</b>
<b>41 LIABILITIES AND NET ASSETS</b>							
<b>42 CURRENT LIABILITIES</b>							
44 CURRENT MATURITIES OF LTD	\$2,239,597	\$2,239,597	\$0	\$1,944,520	\$295,077	\$1,730,232	\$509,365
45 ACCOUNTS PAYABLE TRADE	2,476,528	2,418,818	57,710	1,856,340	620,187	1,939,719	536,808
46 EST. THIRD PARTY PAYOR SETTLEMENTS	93,896	80,000	13,896	(188,000)	281,896	192,060	(98,164)
47 ACCRUED SALARIES AND BENEFITS	11,080,699	10,635,036	445,663	11,471,484	(390,785)	11,131,571	(50,871)
48 ACCRUED INTEREST AND DUE TO WMS	5,037,938	2,651,080	2,386,858	2,225,849	2,812,089	2,093,781	2,944,158
<b>50 TOTAL CURRENT LIABILITIES</b>	<b>20,928,658</b>	<b>18,024,531</b>	<b>2,904,127</b>	<b>17,310,194</b>	<b>3,618,465</b>	<b>17,087,362</b>	<b>3,841,296</b>
<b>51 LONG TERM DEBT (LESS CURRENT)</b>	<b>44,720,951</b>	<b>46,826,832</b>	<b>(2,105,881)</b>	<b>47,945,859</b>	<b>(3,224,908)</b>	<b>49,770,570</b>	<b>(5,049,619)</b>
<b>54 TOTAL LIABILITIES</b>	<b>65,649,609</b>	<b>64,851,363</b>	<b>798,246</b>	<b>65,256,052</b>	<b>393,557</b>	<b>66,857,932</b>	<b>(1,208,324)</b>
<b>55 NET PENSION LIABILITY</b>	<b>35,682,265</b>	<b>35,418,495</b>	<b>263,770</b>	<b>0</b>	<b>35,682,265</b>	<b>0</b>	<b>35,682,265</b>
<b>56 NET ASSETS</b>							
<b>59 RESTRICTED FUNDS</b>							
60 DEBT SERVICE AND RESERVE	3,776,634	3,776,634	0	3,776,634	0	3,571,278	205,356
61 SPECIFIC PURPOSE FUND	164,105	273,764	(109,658)	216,568	(52,462)	270,286	(106,181)
62 PERMANENT ENDOWMENT	2,959,173	2,920,922	38,250	3,061,232	(102,059)	2,960,184	(1,011)
63 CURRENT YEAR INCOME	3,442,516	2,848,854	593,662	(1,677,986)	5,120,502	(3,426,313)	6,868,829
64 UNRESTRICTED	19,085,131	15,732,837	3,352,294	51,330,156	(32,245,025)	54,276,569	(35,191,438)
<b>66 TOTAL NET ASSETS</b>	<b>29,427,559</b>	<b>25,553,011</b>	<b>3,874,548</b>	<b>56,706,604</b>	<b>(27,279,044)</b>	<b>57,652,005</b>	<b>(28,224,446)</b>
<b>68 TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$130,759,433</b>	<b>\$125,822,869</b>	<b>\$4,936,564</b>	<b>\$121,962,656</b>	<b>\$8,796,777</b>	<b>\$124,509,937</b>	<b>\$6,249,496</b>

RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
For The Month Ending July 31, 2016

	JULY 2016	PRIOR 3 MO AVERAGE	% VAR	JUNE 2016	% VAR	MAY 2016	% VAR	APRIL 2016	% VAR
<b>OPERATING REVENUE</b>									
INPATIENT REVENUE	\$5,677,520	\$5,438,336	4.40%	\$5,135,218	10.56%	\$5,726,479	(0.85%)	\$5,453,310	4.11%
OUTPATIENT REVENUE	11,960,704	12,408,549	(3.61%)	12,562,249	(4.79%)	12,107,866	(1.22%)	12,555,533	(4.74%)
RICE CARE CENTER REVENUE	971,305	1,015,978	(4.40%)	887,874	9.40%	1,164,735	(16.61%)	995,325	(2.41%)
RICE HOME MEDICAL REVENUE	1,108,906	1,157,767	(4.22%)	1,151,361	(3.69%)	1,203,291	(7.84%)	1,118,650	(0.87%)
<b>TOTAL PATIENT REVENUE</b>	<b>19,718,435</b>	<b>20,020,630</b>	<b>(1.51%)</b>	<b>19,736,703</b>	<b>(0.09%)</b>	<b>20,202,371</b>	<b>(2.40%)</b>	<b>20,112,817</b>	<b>(2.01%)</b>
LESS DISCOUNTS & CONTRACTUALS	9,428,265	10,392,320	(9.28%)	9,840,475	(4.19%)	10,698,587	(11.87%)	10,637,897	(11.37%)
LESS UNCOMPENSATED CARE	14,182	46,980	(69.81%)	156,605	(90.94%)	(105,481)	(113.44%)	89,814	(84.21%)
LESS BAD DEBT EXPENSE	149,789	127,206	17.75%	166,667	(10.13%)	141,360	5.96%	73,592	103.54%
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>9,592,236</b>	<b>10,566,506</b>	<b>(9.22%)</b>	<b>10,163,747</b>	<b>(5.62%)</b>	<b>10,734,466</b>	<b>(10.64%)</b>	<b>10,801,303</b>	<b>(11.19%)</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>10,126,199</b>	<b>9,454,125</b>	<b>7.11%</b>	<b>9,572,956</b>	<b>5.78%</b>	<b>9,467,905</b>	<b>6.95%</b>	<b>9,311,514</b>	<b>8.63%</b>
OTHER OPERATING REVENUE	1,062,675	1,582,933	(32.87%)	1,499,549	(29.13%)	1,845,092	(42.41%)	1,404,158	(24.32%)
<b>TOTAL OPERATING REVENUE</b>	<b>11,188,874</b>	<b>11,037,058</b>	<b>1.38%</b>	<b>11,072,504</b>	<b>1.05%</b>	<b>11,312,998</b>	<b>(1.10%)</b>	<b>10,715,672</b>	<b>4.32%</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>									
OPERATING REVENUE	2,341,935	2,325,007	0.73%	2,337,111	0.21%	2,308,693	1.44%	2,329,216	0.55%
<b>TOTAL OPERATING REVENUE</b>	<b>8,846,939</b>	<b>8,712,051</b>	<b>1.55%</b>	<b>8,735,393</b>	<b>1.28%</b>	<b>9,004,304</b>	<b>(1.75%)</b>	<b>8,386,456</b>	<b>5.37%</b>
<b>OPERATING EXPENSES</b>									
SALARIES AND WAGES	4,081,720	4,005,996	1.89%	3,829,678	6.58%	4,147,278	(1.58%)	4,041,033	1.01%
CONTRACT LABOR	451,228	407,336	10.78%	382,437	17.99%	416,734	8.28%	422,839	6.71%
SUPPLEMENTAL BENEFITS	1,188,101	1,317,819	(9.84%)	1,174,093	1.19%	1,262,272	(5.88%)	1,517,092	(21.69%)
SUPPLIES	923,380	1,097,331	(15.85%)	1,179,985	(21.75%)	1,138,586	(18.90%)	973,422	(5.14%)
DRUGS	681,105	721,610	(5.61%)	709,158	(3.96%)	806,953	(15.60%)	648,719	4.99%
PURCHASED SERVICES	705,339	673,207	4.77%	630,571	11.86%	707,570	(0.32%)	681,480	3.50%
REPAIRS, SERVICE & RENTALS	331,184	297,562	11.30%	295,160	12.20%	285,603	15.96%	311,923	6.17%
UTILITIES	169,832	139,499	21.74%	151,675	11.97%	126,678	34.07%	140,146	21.18%
INSURANCE	50,532	60,346	(16.26%)	79,949	(36.80%)	50,549	(0.03%)	50,539	(0.01%)
PATIENT RELATED TRAVEL	19,645	24,733	(20.57%)	27,467	(28.48%)	20,742	(5.29%)	25,990	(24.41%)
EDUCATION, TRAVEL, & DUES	66,441	115,825	(42.64%)	94,865	(29.96%)	134,678	(50.67%)	117,932	(43.66%)
OTHER	28,782	33,785	(14.81%)	38,283	(24.82%)	40,137	(28.29%)	22,935	25.50%
DEPRECIATION AND AMORT	700,632	685,124	2.26%	678,888	3.20%	696,276	0.63%	680,209	3.00%
INTEREST	138,393	141,059	(1.89%)	140,754	(1.68%)	142,398	(2.81%)	140,025	(1.17%)
TAXES & SURCHARGE	152,384	187,080	(18.55%)	172,567	(11.70%)	199,338	(23.55%)	189,335	(19.52%)
<b>TOTAL OPERATING EXPENSES</b>	<b>9,688,698</b>	<b>9,908,314</b>	<b>(2.22%)</b>	<b>9,585,529</b>	<b>1.08%</b>	<b>10,175,792</b>	<b>(4.79%)</b>	<b>9,963,620</b>	<b>(2.76%)</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>									
OPERATING EXPENSES	1,407,364	1,464,215	(3.88%)	1,420,373	(0.92%)	1,550,437	(9.23%)	1,421,835	(1.02%)
<b>NET OPERATING EXPENSES</b>	<b>8,281,333</b>	<b>8,444,099</b>	<b>(1.93%)</b>	<b>8,165,156</b>	<b>1.42%</b>	<b>8,625,355</b>	<b>(3.99%)</b>	<b>8,541,785</b>	<b>(3.05%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$565,605</b>	<b>\$267,953</b>	<b>111.08%</b>	<b>\$570,237</b>	<b>(0.81%)</b>	<b>\$378,949</b>	<b>49.26%</b>	<b>(\$145,329)</b>	<b>(489.19%)</b>
<b>NON OPERATING INCOME</b>									
INVESTMENT INCOME	49,589	54,339	(8.74%)	58,112	(14.67%)	54,693	(9.33%)	50,212	(1.24%)
UNREALIZED GAIN (LOSS)	(11,014)	62,861	(117.52%)	252,531	(104.36%)	(46,047)	(76.08%)	(17,900)	(38.47%)
OTHER GAIN (LOSS)	(157,580)	1,750	(9,106.50%)	0	0.00%	0	0.00%	5,249	(3,102.17%)
<b>TOTAL NON OPERATING INCOME</b>	<b>(119,005)</b>	<b>118,950</b>	<b>(200.05%)</b>	<b>310,643</b>	<b>(138.31%)</b>	<b>8,646</b>	<b>(1,476.49%)</b>	<b>37,561</b>	<b>(416.83%)</b>
<b>NET INCOME (LOSS)</b>	<b>446,600</b>	<b>386,903</b>	<b>15.43%</b>	<b>880,880</b>	<b>(49.30%)</b>	<b>387,595</b>	<b>15.22%</b>	<b>(107,768)</b>	<b>(514.41%)</b>

RICE MEMORIAL HOSPITAL  
RICE MEMORIAL HOSPITAL  
For The Month Ending July 31, 2016

	JULY 2016	PRIOR 3 MO AVERAGE	% VAR	JUNE 2016	% VAR	MAY 2016	% VAR	APRIL 2016	% VAR
<b>OPERATING REVENUE</b>									
INPATIENT REVENUE	\$5,677,520	\$5,438,336	4.40%	\$5,135,218	10.56%	\$5,726,479	(0.85%)	\$5,453,310	4.11%
OUTPATIENT REVENUE	11,960,704	12,408,549	(3.61%)	12,562,249	(4.79%)	12,107,866	(1.22%)	12,555,533	(4.74%)
<b>TOTAL PATIENT REVENUE</b>	<b>17,638,224</b>	<b>17,846,885</b>	<b>(1.17%)</b>	<b>17,697,468</b>	<b>(0.33%)</b>	<b>17,834,345</b>	<b>(1.10%)</b>	<b>18,008,842</b>	<b>(2.06%)</b>
LESS DISCOUNTS & CONTRACTUALS	8,814,014	9,670,907	(8.86%)	9,205,061	(4.25%)	9,880,278	(10.79%)	9,927,382	(11.22%)
LESS UNCOMPENSATED CARE	13,863	45,885	(69.79%)	156,129	(91.12%)	(106,682)	(112.99%)	88,209	(84.28%)
LESS BAD DEBT EXPENSE	145,357	115,321	26.05%	160,058	(9.18%)	117,199	24.03%	68,706	111.57%
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>8,973,234</b>	<b>9,832,113</b>	<b>(8.74%)</b>	<b>9,521,248</b>	<b>(5.76%)</b>	<b>9,890,794</b>	<b>(9.28%)</b>	<b>10,084,296</b>	<b>(11.02%)</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>8,664,990</b>	<b>8,014,773</b>	<b>8.11%</b>	<b>8,176,220</b>	<b>5.98%</b>	<b>7,943,551</b>	<b>9.08%</b>	<b>7,924,546</b>	<b>9.34%</b>
OTHER OPERATING REVENUE	1,049,641	1,566,189	(32.98%)	1,479,649	(29.06%)	1,833,082	(42.74%)	1,385,836	(24.26%)
<b>TOTAL OPERATING REVENUE</b>	<b>9,714,632</b>	<b>9,580,962</b>	<b>1.40%</b>	<b>9,655,869</b>	<b>0.61%</b>	<b>9,776,634</b>	<b>(0.63%)</b>	<b>9,310,382</b>	<b>4.34%</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>									
OPERATING REVENUE	2,341,935	2,325,007	0.73%	2,337,111	0.21%	2,308,693	1.44%	2,329,216	0.55%
<b>TOTAL OPERATING REVENUE</b>	<b>7,372,697</b>	<b>7,255,955</b>	<b>1.61%</b>	<b>7,318,758</b>	<b>0.74%</b>	<b>7,467,940</b>	<b>(1.28%)</b>	<b>6,981,166</b>	<b>5.61%</b>
<b>OPERATING EXPENSES</b>									
SALARIES AND WAGES	3,533,766	3,483,589	1.44%	3,318,080	6.50%	3,610,364	(2.12%)	3,522,322	0.32%
CONTRACT LABOR	364,102	320,832	13.49%	300,711	21.08%	322,283	12.98%	339,501	7.25%
SUPPLEMENTAL BENEFITS	1,009,263	1,140,975	(11.54%)	998,692	1.06%	1,085,363	(7.01%)	1,338,870	(24.62%)
SUPPLIES	565,888	707,473	(20.01%)	790,971	(28.46%)	730,284	(22.51%)	601,164	(5.87%)
DRUGS	664,315	702,773	(5.47%)	692,618	(4.09%)	784,159	(15.28%)	631,541	5.19%
PURCHASED SERVICES	657,303	619,792	6.05%	578,205	13.68%	656,399	0.14%	624,772	5.21%
REPAIRS, SERVICE & RENTALS	308,260	270,044	14.15%	267,707	15.15%	258,681	19.17%	283,744	8.64%
UTILITIES	149,786	119,628	25.21%	130,408	14.86%	108,952	37.48%	119,524	25.32%
INSURANCE	42,936	52,864	(18.78%)	72,353	(40.66%)	43,119	(0.43%)	43,119	(0.43%)
PATIENT RELATED TRAVEL	12,531	17,117	(26.79%)	19,901	(37.03%)	12,731	(1.57%)	18,718	(33.05%)
EDUCATION, TRAVEL, & DUES	61,647	109,313	(43.61%)	89,918	(31.44%)	129,500	(52.40%)	108,520	(43.19%)
OTHER	18,105	26,706	(32.21%)	32,929	(45.02%)	29,684	(39.01%)	17,506	3.42%
DEPRECIATION AND AMORT	558,158	543,157	2.76%	538,951	3.56%	551,166	1.27%	539,355	3.49%
INTEREST	113,305	115,971	(2.30%)	115,665	(2.04%)	117,310	(3.41%)	114,936	(1.42%)
TAXES & SURCHARGE	104,004	163,207	(36.27%)	149,084	(30.24%)	175,105	(40.60%)	165,433	(37.13%)
<b>TOTAL OPERATING EXPENSES</b>	<b>8,163,368</b>	<b>8,393,440</b>	<b>(2.74%)</b>	<b>8,096,193</b>	<b>0.83%</b>	<b>8,615,100</b>	<b>(5.24%)</b>	<b>8,469,027</b>	<b>(3.61%)</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>									
OPERATING EXPENSES	1,407,364	1,464,215	(3.88%)	1,420,373	(0.92%)	1,550,437	(9.23%)	1,421,835	(1.02%)
<b>NET OPERATING EXPENSES</b>	<b>6,756,004</b>	<b>6,929,225</b>	<b>(2.50%)</b>	<b>6,675,820</b>	<b>1.20%</b>	<b>7,064,663</b>	<b>(4.37%)</b>	<b>7,047,192</b>	<b>(4.13%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$616,693</b>	<b>\$326,730</b>	<b>88.75%</b>	<b>\$642,938</b>	<b>(4.08%)</b>	<b>\$403,278</b>	<b>52.92%</b>	<b>(\$66,026)</b>	<b>(1,034.02%)</b>
<b>NON OPERATING INCOME</b>									
INVESTMENT INCOME	48,091	52,424	(8.27%)	55,309	(13.05%)	53,252	(9.69%)	48,712	(1.28%)
UNREALIZED GAIN (LOSS)	(11,014)	62,861	(117.52%)	252,531	(104.36%)	(46,047)	(76.08%)	(17,900)	(38.47%)
OTHER GAIN (LOSS)	(157,580)	1,750	(9,106.50%)	0	0.00%	0	0.00%	5,249	(3,102.17%)
<b>TOTAL NON OPERATING INCOME</b>	<b>(120,503)</b>	<b>117,035</b>	<b>(202.96%)</b>	<b>307,840</b>	<b>(139.14%)</b>	<b>7,205</b>	<b>(1,772.48%)</b>	<b>36,061</b>	<b>(434.16%)</b>
<b>NET INCOME (LOSS)</b>	<b>496,190</b>	<b>443,765</b>	<b>11.81%</b>	<b>950,778</b>	<b>(47.81%)</b>	<b>410,483</b>	<b>20.88%</b>	<b>(29,965)</b>	<b>(1,755.92%)</b>

RICE MEMORIAL HOSPITAL  
RICE CARE CENTER  
For The Month Ending July 31, 2016

	JULY 2016	PRIOR 3 MO AVERAGE	% VAR	JUNE 2016	% VAR	MAY 2016	% VAR	APRIL 2016	% VAR
<b>OPERATING REVENUE</b>									
RICE CARE CENTER REVENUE	\$971,305	\$1,015,978	(4.40%)	\$887,874	9.40%	\$1,164,735	(16.61%)	\$995,325	(2.41%)
<b>TOTAL PATIENT REVENUE</b>	<b>971,305</b>	<b>1,015,978</b>	<b>(4.40%)</b>	<b>887,874</b>	<b>9.40%</b>	<b>1,164,735</b>	<b>(16.61%)</b>	<b>995,325</b>	<b>(2.41%)</b>
LESS DISCOUNTS & CONTRACTUALS	273,528	337,747	(19.01%)	247,577	10.48%	426,198	(35.82%)	339,467	(19.42%)
LESS UNCOMPENSATED CARE	150	233	(35.71%)	150	0.00%	150	0.00%	400	(62.50%)
LESS BAD DEBT EXPENSE	10,633	8,449	25.85%	4,577	132.33%	14,414	(26.23%)	6,357	67.27%
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>284,311</b>	<b>346,430</b>	<b>(17.93%)</b>	<b>252,304</b>	<b>12.69%</b>	<b>440,762</b>	<b>(35.50%)</b>	<b>346,224</b>	<b>(17.88%)</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>686,994</b>	<b>669,548</b>	<b>2.61%</b>	<b>635,570</b>	<b>8.09%</b>	<b>723,974</b>	<b>(5.11%)</b>	<b>649,101</b>	<b>5.84%</b>
OTHER OPERATING REVENUE	895	974	(8.04%)	1,344	(33.36%)	1,140	(21.43%)	438	104.49%
<b>TOTAL OPERATING REVENUE</b>	<b>687,890</b>	<b>670,522</b>	<b>2.59%</b>	<b>636,914</b>	<b>8.00%</b>	<b>725,113</b>	<b>(5.13%)</b>	<b>649,539</b>	<b>5.90%</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>									
<b>TOTAL OPERATING REVENUE</b>	<b>687,890</b>	<b>670,522</b>	<b>2.59%</b>	<b>636,914</b>	<b>8.00%</b>	<b>725,113</b>	<b>(5.13%)</b>	<b>649,539</b>	<b>5.90%</b>
<b>OPERATING EXPENSES</b>									
SALARIES AND WAGES	308,249	279,876	10.14%	279,386	10.33%	288,795	6.74%	271,447	13.56%
CONTRACT LABOR	87,126	86,505	0.72%	81,725	6.61%	94,451	(7.76%)	83,338	4.55%
SUPPLEMENTAL BENEFITS	96,441	93,788	2.83%	96,717	(0.28%)	94,901	1.62%	89,745	7.46%
SUPPLIES	35,032	37,611	(6.86%)	38,331	(8.61%)	38,306	(8.55%)	36,196	(3.22%)
DRUGS	16,790	18,838	(10.87%)	16,540	1.51%	22,794	(26.34%)	17,178	(2.26%)
PURCHASED SERVICES	10,344	15,150	(31.72%)	10,265	0.77%	13,152	(21.35%)	22,032	(53.05%)
REPAIRS, SERVICE & RENTALS	4,801	6,667	(27.98%)	4,912	(2.25%)	6,644	(27.74%)	8,444	(43.14%)
UTILITIES	11,611	10,595	9.59%	12,845	(9.60%)	9,319	24.60%	9,622	20.67%
INSURANCE	3,259	3,259	0.00%	3,259	0.00%	3,259	0.00%	3,259	0.00%
PATIENT RELATED TRAVEL	135	252	(46.61%)	282	(52.28%)	329	(59.04%)	146	(7.53%)
EDUCATION, TRAVEL, & DUES	4,135	2,601	58.99%	2,350	76.01%	2,215	86.66%	3,238	27.70%
OTHER	245	420	(41.73%)	383	(36.07%)	816	(70.02%)	61	301.51%
DEPRECIATION AND AMORT	61,238	60,925	0.51%	59,326	3.22%	62,701	(2.33%)	60,748	0.81%
INTEREST	25,088	25,088	0.00%	25,088	0.00%	25,088	0.00%	25,088	0.00%
TAXES & SURCHARGE	43,194	18,548	132.88%	18,298	136.07%	19,048	126.77%	18,298	136.07%
<b>TOTAL OPERATING EXPENSES</b>	<b>707,689</b>	<b>660,122</b>	<b>7.21%</b>	<b>649,707</b>	<b>8.92%</b>	<b>681,818</b>	<b>3.79%</b>	<b>648,840</b>	<b>9.07%</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>									
<b>NET OPERATING EXPENSES</b>	<b>707,689</b>	<b>660,122</b>	<b>7.21%</b>	<b>649,707</b>	<b>8.92%</b>	<b>681,818</b>	<b>3.79%</b>	<b>648,840</b>	<b>9.07%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(\$19,799)</b>	<b>\$10,400</b>	<b>(290.37%)</b>	<b>(\$12,793)</b>	<b>54.77%</b>	<b>\$43,295</b>	<b>(145.73%)</b>	<b>\$699</b>	<b>(2,932.59%)</b>
<b>NON OPERATING INCOME</b>									
INVESTMENT INCOME	1,500	2,128	(29.52%)	3,384	(55.68%)	1,500	0.00%	1,500	0.00%
<b>TOTAL NON OPERATING INCOME</b>	<b>1,500</b>	<b>2,128</b>	<b>(29.52%)</b>	<b>3,384</b>	<b>(55.68%)</b>	<b>1,500</b>	<b>0.00%</b>	<b>1,500</b>	<b>0.00%</b>
<b>NET INCOME (LOSS)</b>	<b>(18,299)</b>	<b>12,528</b>	<b>(246.06%)</b>	<b>(9,409)</b>	<b>94.49%</b>	<b>44,795</b>	<b>(140.85%)</b>	<b>2,199</b>	<b>(932.17%)</b>



**RICE HOME MEDICAL**  
**RICE HOME MEDICAL**  
For the Month Ending July 31, 2016

	July 2016	% of Gross Sales	Prior 3 Mo Average	% of Gross Sales	June 2016	% of Gross Sales	May 2016	% of Gross Sales
<b>GROSS SALES</b>								
SALES REVENUE	\$700,740	63.19%	\$745,040	64.35%	\$742,686	64.50%	\$806,503	67.02%
RENTS REVENUE	408,166	36.81%	412,727	35.65%	408,676	35.50%	396,788	32.98%
MISC REVENUE	0	0.00%	(33)	0.00%	0	0.00%	0	0.00%
<b>GROSS SALES</b>	<b>1,108,906</b>	<b>100.00%</b>	<b>1,157,734</b>	<b>100.00%</b>	<b>1,151,361</b>	<b>100.00%</b>	<b>1,203,291</b>	<b>100.00%</b>
LESS: CONTRACTUAL ALLOWANCES	(340,723)	(30.73%)	(383,666)	(33.14%)	(387,837)	(33.69%)	(392,112)	(32.59%)
LESS: UNCOMPENSATED CARE	(169)	(0.02%)	(861)	(0.07%)	(326)	(0.03%)	(1,052)	(0.09%)
LESS: BAD DEBT EXPENSE	6,201	0.56%	(3,437)	(0.30%)	(2,033)	(0.18%)	(9,747)	(0.81%)
<b>NET SALES</b>	<b>774,215</b>	<b>69.82%</b>	<b>769,771</b>	<b>66.49%</b>	<b>761,165</b>	<b>66.11%</b>	<b>800,380</b>	<b>66.52%</b>
<b>COST OF GOODS SOLD</b>								
OXYGEN	6,509	0.59%	6,220	0.54%	6,478	0.56%	5,894	0.49%
EQUIPMENT	45,867	4.14%	57,174	4.94%	49,073	4.26%	66,677	5.54%
SUPPLY - FREIGHT	11,262	1.02%	14,430	1.25%	16,242	1.41%	12,648	1.05%
SUPPLY	234,114	21.11%	243,631	21.04%	250,496	21.76%	248,207	20.63%
EQUIPMENT REPAIR	17,809	1.61%	18,663	1.61%	15,390	1.34%	25,510	2.12%
SHOP EXPENSE	1,402	0.13%	1,401	0.12%	1,230	0.11%	1,429	0.12%
EQUIPMENT RENTAL & LEASES	2,775	0.25%	3,838	0.33%	3,405	0.30%	3,628	0.30%
PURCHASE DISCOUNTS	(10,239)	(0.92%)	(5,452)	(0.47%)	(4,701)	(0.41%)	(2,977)	(0.25%)
<b>TOTAL COST OF GOODS SOLD</b>	<b>309,499</b>	<b>27.91%</b>	<b>339,906</b>	<b>29.36%</b>	<b>337,613</b>	<b>29.32%</b>	<b>361,015</b>	<b>30.00%</b>
<b>GROSS PROFIT</b>	<b>464,716</b>	<b>41.91%</b>	<b>429,865</b>	<b>37.13%</b>	<b>423,552</b>	<b>36.79%</b>	<b>439,365</b>	<b>36.51%</b>
OTHER OPERATING REVENUE	9,536	0.86%	10,432	0.90%	11,963	1.04%	9,965	0.83%
<b>TOTAL OPERATING REVENUE</b>	<b>474,251</b>	<b>42.77%</b>	<b>440,297</b>	<b>38.03%</b>	<b>435,515</b>	<b>37.83%</b>	<b>449,330</b>	<b>37.34%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES	239,705	21.62%	242,531	20.95%	232,211	20.17%	248,119	20.62%
SUPPLEMENTAL BENEFITS	82,396	7.43%	83,056	7.17%	78,684	6.83%	82,008	6.82%
SUPPLIES AND DRUGS	2,721	0.25%	6,889	0.60%	8,369	0.73%	6,004	0.50%
PURCHASED SERVICES	37,693	3.40%	38,266	3.31%	42,101	3.66%	38,020	3.16%
REPAIRS, SERVICE & RENTALS	18,123	1.63%	20,851	1.80%	22,542	1.96%	20,277	1.69%
UTILITIES	8,434	0.76%	9,276	0.80%	8,423	0.73%	8,407	0.70%
INSURANCE	4,337	0.39%	4,223	0.36%	4,337	0.38%	4,171	0.35%
PATIENT RELATED TRAVEL	6,979	0.63%	7,364	0.64%	7,283	0.63%	7,682	0.64%
EDUCATION, TRAVEL, & DUES	659	0.06%	3,912	0.34%	2,598	0.23%	2,963	0.25%
OTHER EXPENSE	10,432	0.94%	6,659	0.58%	4,971	0.43%	9,637	0.80%
DEPRECIATION & AMORTIZATION	81,236	7.33%	81,042	7.00%	80,611	7.00%	82,409	6.85%
TAXES	5,185	0.47%	5,325	0.46%	5,185	0.45%	5,185	0.43%
<b>TOTAL OPERATING EXPENSES</b>	<b>497,902</b>	<b>44.90%</b>	<b>509,394</b>	<b>44.00%</b>	<b>497,315</b>	<b>43.19%</b>	<b>514,881</b>	<b>42.79%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(23,651)</b>	<b>(2.13%)</b>	<b>(69,097)</b>	<b>(5.97%)</b>	<b>(61,800)</b>	<b>(5.37%)</b>	<b>(65,552)</b>	<b>(5.45%)</b>
INVESTMENT INCOME (LOSS)	(7,637)	(0.69%)	(81)	(0.01%)	1,892	0.16%	(2,072)	(0.17%)
OTHER GAIN (LOSS)	(3)	0.00%	(214)	(0.02%)	(581)	(0.05%)	(59)	0.00%
<b>NET INCOME (LOSS)</b>	<b>(\$31,291)</b>	<b>(2.82%)</b>	<b>(\$69,391)</b>	<b>(5.99%)</b>	<b>(\$60,489)</b>	<b>(5.25%)</b>	<b>(\$67,683)</b>	<b>(5.62%)</b>

RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
For the Year to Date July 31, 2016

	JULY 2016	JULY 2015	% VAR	JULY 2014	% VAR	JULY 2013	% VAR
<b>OPERATING REVENUE</b>							
INPATIENT REVENUE	\$38,000,393	\$39,172,280	(2.99%)	\$37,034,065	2.61%	\$36,499,836	4.11%
OUTPATIENT REVENUE	86,367,693	81,162,084	6.41%	71,501,942	20.79%	69,748,841	23.83%
RICE CARE CENTER REVENUE	6,952,891	6,976,180	(0.33%)	6,096,605	14.05%	6,068,819	14.57%
RICE HOME MEDICAL REVENUE	8,123,077	7,752,992	4.77%	7,336,469	10.72%	7,206,021	12.73%
<b>TOTAL PATIENT REVENUE</b>	<b>139,444,054</b>	<b>135,063,536</b>	<b>3.24%</b>	<b>121,969,082</b>	<b>14.33%</b>	<b>119,523,518</b>	<b>16.67%</b>
LESS DISCOUNTS & CONTRACTUALS	70,383,234	70,609,265	(0.32%)	63,551,761	10.75%	58,884,837	19.53%
LESS UNCOMPENSATED CARE	490,406	741,049	(33.82%)	755,584	(35.10%)	722,688	(32.14%)
LESS BAD DEBT EXPENSE	501,971	703,917	(28.69%)	1,210,884	(58.55%)	1,114,840	(54.97%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>71,375,611</b>	<b>72,054,231</b>	<b>(0.94%)</b>	<b>65,518,229</b>	<b>8.94%</b>	<b>60,722,365</b>	<b>17.54%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>68,068,443</b>	<b>63,009,305</b>	<b>8.03%</b>	<b>56,450,853</b>	<b>20.58%</b>	<b>58,801,153</b>	<b>15.76%</b>
OTHER OPERATING REVENUE	9,709,546	9,289,575	4.52%	8,469,840	14.64%	9,779,084	(0.71%)
<b>TOTAL OPERATING REVENUE</b>	<b>77,777,989</b>	<b>72,298,880</b>	<b>7.58%</b>	<b>64,920,693</b>	<b>19.80%</b>	<b>68,580,237</b>	<b>13.41%</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>							
OPERATING REVENUE	15,900,906	15,503,953	2.56%	14,033,089	13.31%	12,702,278	25.18%
<b>TOTAL OPERATING REVENUE</b>	<b>61,877,082</b>	<b>56,794,927</b>	<b>8.95%</b>	<b>50,887,604</b>	<b>21.60%</b>	<b>55,877,959</b>	<b>10.74%</b>
<b>OPERATING EXPENSES</b>							
SALARIES AND WAGES	28,211,653	27,010,527	4.45%	26,588,597	6.10%	26,787,093	5.32%
CONTRACT LABOR	2,897,140	2,173,639	33.29%	2,567,899	12.82%	1,999,825	44.87%
SUPPLEMENTAL BENEFITS	9,296,534	7,714,786	20.50%	8,178,866	13.67%	7,749,176	19.97%
SUPPLIES	7,446,842	6,912,045	7.74%	6,682,907	11.43%	6,973,299	6.79%
DRUGS	4,769,613	4,318,360	10.45%	2,939,162	62.28%	4,183,167	14.02%
PURCHASED SERVICES	4,744,537	4,459,826	6.38%	4,333,270	9.49%	3,816,457	24.32%
REPAIRS, SERVICE & RENTALS	2,195,745	2,003,422	9.60%	1,854,590	18.40%	2,022,574	8.56%
UTILITIES	1,010,976	995,383	1.57%	1,018,474	(0.74%)	939,424	7.62%
INSURANCE	382,056	354,586	7.75%	423,429	(9.77%)	402,043	(4.97%)
PATIENT RELATED TRAVEL	158,586	183,964	(13.80%)	237,272	(33.16%)	265,031	(40.16%)
EDUCATION, TRAVEL, & DUES	698,895	567,974	23.05%	528,848	32.15%	635,993	9.89%
OTHER	258,355	255,290	1.20%	250,559	3.11%	255,455	1.14%
DEPRECIATION AND AMORT	4,876,539	4,829,293	0.98%	5,058,426	(3.60%)	4,759,345	2.46%
INTEREST	991,145	1,024,576	(3.26%)	1,068,553	(7.24%)	974,027	1.76%
TAXES & SURCHARGE	1,268,538	1,264,946	0.28%	1,302,376	(2.60%)	1,290,280	(1.69%)
<b>TOTAL OPERATING EXPENSES</b>	<b>69,207,155</b>	<b>64,068,616</b>	<b>8.02%</b>	<b>63,033,228</b>	<b>9.79%</b>	<b>63,053,189</b>	<b>9.76%</b>
<b>LESS: WILLMAR MEDICAL SERVICES</b>							
OPERATING EXPENSES	10,065,807	9,662,065	4.18%	8,440,844	19.25%	5,904,700	70.47%
<b>NET OPERATING EXPENSES</b>	<b>59,141,349</b>	<b>54,406,552</b>	<b>8.70%</b>	<b>54,592,384</b>	<b>8.33%</b>	<b>57,148,489</b>	<b>3.49%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$2,735,734</b>	<b>\$2,388,375</b>	<b>14.54%</b>	<b>(\$3,704,780)</b>	<b>(173.84%)</b>	<b>(\$1,270,530)</b>	<b>(315.32)</b>
<b>NON OPERATING INCOME</b>							
INVESTMENT INCOME	394,908	426,385	(7.38%)	427,785	(7.69%)	384,571	2.69%
UNREALIZED GAIN (LOSS)	464,205	104,089	345.97%	286,234	62.18%	(641,860)	(172.32%)
OTHER GAIN (LOSS)	(152,331)	252,476	(160.34%)	(36,653)	315.61%	103,337	(247.41%)
<b>TOTAL NON OPERATING INCOME</b>	<b>706,782</b>	<b>782,950</b>	<b>(9.73%)</b>	<b>677,365</b>	<b>4.34%</b>	<b>(153,952)</b>	<b>(559.09)</b>
<b>NET INCOME (LOSS)</b>	<b>3,442,516</b>	<b>3,171,324</b>	<b>8.55%</b>	<b>(3,027,415)</b>	<b>(213.71%)</b>	<b>(1,424,482)</b>	<b>(341.67)</b>

RICE MEMORIAL HOSPITAL  
RICE MEMORIAL HOSPITAL  
For the Year to Date July 31, 2016

	JULY 2016	JULY 2015	% VAR	JULY 2014	% VAR	JULY 2013	% VAR
<b>OPERATING REVENUE</b>							
INPATIENT REVENUE	\$38,000,393	\$39,172,280	(2.99%)	\$37,034,065	2.61%	\$36,499,836	4.11%
OUTPATIENT REVENUE	86,367,693	81,162,084	6.41%	71,501,942	20.79%	69,748,841	23.83%
<b>TOTAL PATIENT REVENUE</b>	<b>124,368,086</b>	<b>120,334,364</b>	<b>3.35%</b>	<b>108,536,008</b>	<b>14.59%</b>	<b>106,248,678</b>	<b>17.05%</b>
LESS DISCOUNTS & CONTRACTUALS	65,627,961	66,622,914	(1.49%)	59,541,203	10.22%	54,103,568	21.30%
LESS UNCOMPENSATED CARE	486,182	740,367	(34.33%)	751,626	(35.32%)	718,924	(32.37%)
LESS BAD DEBT EXPENSE	424,365	656,440	(35.35%)	1,140,530	(62.79%)	1,093,204	(61.18%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>66,538,508</b>	<b>68,019,721</b>	<b>(2.18%)</b>	<b>61,433,360</b>	<b>8.31%</b>	<b>55,915,696</b>	<b>19.00%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>57,829,578</b>	<b>52,314,643</b>	<b>10.54%</b>	<b>47,102,648</b>	<b>22.77%</b>	<b>50,332,981</b>	<b>14.89%</b>
OTHER OPERATING REVENUE	9,609,008	9,204,699	4.39%	8,422,550	14.09%	9,725,032	(1.19%)
<b>TOTAL OPERATING REVENUE</b>	<b>67,438,586</b>	<b>61,519,342</b>	<b>9.62%</b>	<b>55,525,198</b>	<b>21.46%</b>	<b>60,058,013</b>	<b>12.29%</b>
LESS: WILLMAR MEDICAL SERVICES							
OPERATING REVENUE	15,900,906	15,503,953	2.56%	14,033,089	13.31%	12,702,278	25.18%
<b>TOTAL OPERATING REVENUE</b>	<b>51,537,680</b>	<b>46,015,389</b>	<b>12.00%</b>	<b>41,492,109</b>	<b>24.21%</b>	<b>47,355,735</b>	<b>8.83%</b>
<b>OPERATING EXPENSES</b>							
SALARIES AND WAGES	24,509,764	23,586,648	3.91%	23,257,563	5.38%	23,582,244	3.93%
CONTRACT LABOR	2,249,794	1,463,886	53.69%	1,918,124	17.29%	1,272,159	76.85%
SUPPLEMENTAL BENEFITS	8,040,147	6,484,797	23.98%	6,874,165	16.96%	6,504,481	23.61%
SUPPLIES	4,774,550	4,408,937	8.29%	4,154,876	14.91%	4,526,242	5.49%
DRUGS	4,640,800	4,162,331	11.50%	2,817,553	64.71%	4,058,691	14.34%
PURCHASED SERVICES	4,389,222	4,164,141	5.41%	4,049,903	8.38%	3,412,819	28.61%
REPAIRS, SERVICE & RENTALS	2,009,372	1,829,977	9.80%	1,682,906	19.40%	1,822,104	10.28%
UTILITIES	867,199	843,782	2.78%	847,145	2.37%	806,664	7.50%
INSURANCE	329,755	302,303	9.08%	367,069	(10.17%)	343,708	(4.06%)
PATIENT RELATED TRAVEL	107,630	127,764	(15.76%)	148,672	(27.61%)	164,322	(34.50%)
EDUCATION, TRAVEL, & DUES	653,798	520,575	25.59%	479,474	36.36%	570,432	14.61%
OTHER	188,470	147,249	27.99%	148,188	27.18%	189,490	(0.54%)
DEPRECIATION AND AMORT	3,887,719	3,852,634	0.91%	4,160,026	(6.55%)	4,183,948	(7.08%)
INTEREST	815,527	839,717	(2.88%)	873,877	(6.68%)	872,198	(6.50%)
TAXES & SURCHARGE	1,078,511	981,770	9.85%	1,024,414	5.28%	1,014,197	6.34%
<b>TOTAL OPERATING EXPENSES</b>	<b>58,542,259</b>	<b>53,716,511</b>	<b>8.98%</b>	<b>52,803,955</b>	<b>10.87%</b>	<b>53,323,699</b>	<b>9.79%</b>
LESS: WILLMAR MEDICAL SERVICES							
OPERATING EXPENSES	10,065,807	9,662,065	4.18%	8,440,844	19.25%	5,904,700	70.47%
<b>NET OPERATING EXPENSES</b>	<b>48,476,452</b>	<b>44,054,447</b>	<b>10.04%</b>	<b>44,363,111</b>	<b>9.27%</b>	<b>47,418,999</b>	<b>2.23%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$3,061,228</b>	<b>\$1,960,942</b>	<b>56.11%</b>	<b>(\$2,871,002)</b>	<b>(206.63%)</b>	<b>(\$63,264)</b>	<b>(4,938.81)</b>
<b>NON OPERATING INCOME</b>							
INVESTMENT INCOME	375,425	419,711	(10.55%)	422,665	(11.18%)	382,138	(1.76%)
UNREALIZED GAIN (LOSS)	464,205	104,089	345.97%	286,234	62.18%	(641,860)	(172.32%)
OTHER GAIN (LOSS)	(152,331)	244,730	(162.24%)	(46,252)	229.35%	96,928	(257.16%)
<b>TOTAL NON OPERATING INCOME</b>	<b>687,299</b>	<b>768,530</b>	<b>(10.57%)</b>	<b>662,646</b>	<b>3.72%</b>	<b>(162,794)</b>	<b>(522.19)</b>
<b>NET INCOME (LOSS)</b>	<b>3,748,527</b>	<b>2,729,472</b>	<b>37.34%</b>	<b>(2,208,356)</b>	<b>(269.74%)</b>	<b>(226,058)</b>	<b>(1,758.21)</b>

RICE MEMORIAL HOSPITAL  
RICE CARE CENTER  
For the Year to Date July 31, 2016

	JULY 2016	JULY 2015	% VAR	JULY 2014	% VAR	JULY 2013	% VAR
<b>OPERATING REVENUE</b>							
RICE CARE CENTER REVENUE	\$6,952,891	\$6,976,180	(0.33%)	\$6,096,605	14.05%	\$6,068,819	14.57%
<b>TOTAL PATIENT REVENUE</b>	<b>6,952,891</b>	<b>6,976,180</b>	<b>(0.33%)</b>	<b>6,096,605</b>	<b>14.05%</b>	<b>6,068,819</b>	<b>14.57%</b>
LESS DISCOUNTS & CONTRACTUALS	2,171,345	1,718,555	26.35%	1,756,322	23.63%	1,959,785	10.80%
LESS UNCOMPENSATED CARE	1,033	0	0.00%	0	0.00%	0	0.00%
LESS BAD DEBT EXPENSE	61,355	12,027	410.13%	4,510	1,260.44%	(1,868)	(3,384.57)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>2,233,733</b>	<b>1,730,582</b>	<b>29.07%</b>	<b>1,760,832</b>	<b>26.86%</b>	<b>1,957,917</b>	<b>14.09%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>4,719,159</b>	<b>5,245,598</b>	<b>(10.04%)</b>	<b>4,335,773</b>	<b>8.84%</b>	<b>4,110,903</b>	<b>14.80%</b>
OTHER OPERATING REVENUE	6,849	8,352	(17.99%)	2,857	139.74%	3,153	117.25%
<b>TOTAL OPERATING REVENUE</b>	<b>4,726,008</b>	<b>5,253,949</b>	<b>(10.05%)</b>	<b>4,338,630</b>	<b>8.93%</b>	<b>4,114,055</b>	<b>14.87%</b>
LESS: WILLMAR MEDICAL SERVICES							
<b>TOTAL OPERATING REVENUE</b>	<b>4,726,008</b>	<b>5,253,949</b>	<b>(10.05%)</b>	<b>4,338,630</b>	<b>8.93%</b>	<b>4,114,055</b>	<b>14.87%</b>
<b>OPERATING EXPENSES</b>							
SALARIES AND WAGES	1,984,604	1,809,472	9.68%	1,562,844	26.99%	1,490,798	33.12%
CONTRACT LABOR	647,346	709,753	(8.79%)	649,393	(0.32%)	727,666	(11.04%)
SUPPLEMENTAL BENEFITS	678,581	614,614	10.41%	612,606	10.77%	606,626	11.86%
SUPPLIES	263,067	287,411	(8.47%)	269,782	(2.49%)	296,777	(11.36%)
DRUGS	128,813	155,380	(17.10%)	121,100	6.37%	124,476	3.48%
PURCHASED SERVICES	105,212	103,689	1.47%	102,457	2.69%	145,808	(27.84%)
REPAIRS, SERVICE & RENTALS	55,258	42,854	28.95%	28,464	94.14%	48,535	13.85%
UTILITIES	76,977	82,618	(6.83%)	89,737	(14.22%)	69,560	10.66%
INSURANCE	22,811	23,804	(4.17%)	29,368	(22.32%)	28,321	(19.45%)
PATIENT RELATED TRAVEL	1,482	2,248	(34.07%)	2,520	(41.17%)	1,672	(11.31%)
EDUCATION, TRAVEL, & DUES	24,573	21,674	13.38%	28,787	(14.64%)	25,819	(4.83%)
OTHER	2,119	10,653	(80.11%)	15,649	(86.46%)	3,574	(40.72%)
DEPRECIATION AND AMORT	430,083	425,242	1.14%	266,043	61.66%	195,207	120.32%
INTEREST	175,618	184,859	(5.00%)	194,677	(9.79%)	75,356	133.05%
TAXES & SURCHARGE	153,729	245,001	(37.25%)	251,932	(38.98%)	245,616	(37.41%)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,750,273</b>	<b>4,719,271</b>	<b>0.66%</b>	<b>4,225,358</b>	<b>12.42%</b>	<b>4,085,809</b>	<b>16.26%</b>
LESS: WILLMAR MEDICAL SERVICES							
<b>NET OPERATING EXPENSES</b>	<b>4,750,273</b>	<b>4,719,271</b>	<b>0.66%</b>	<b>4,225,358</b>	<b>12.42%</b>	<b>4,085,809</b>	<b>16.26%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(\$24,266)</b>	<b>\$534,678</b>	<b>(104.54%)</b>	<b>\$113,272</b>	<b>(121.42%)</b>	<b>\$28,246</b>	<b>(185.91)</b>
<b>NON OPERATING INCOME</b>							
INVESTMENT INCOME	20,358	6,700	203.85%	5,120	297.62%	2,461	727.25%
OTHER GAIN (LOSS)	0	0	0.00%	0	0.00%	3,500	(100.00%)
<b>TOTAL NON OPERATING INCOME</b>	<b>20,358</b>	<b>6,700</b>	<b>203.85%</b>	<b>5,120</b>	<b>297.62%</b>	<b>5,961</b>	<b>241.53%</b>
<b>NET INCOME (LOSS)</b>	<b>(3,908)</b>	<b>541,378</b>	<b>(100.72%)</b>	<b>118,392</b>	<b>(103.30%)</b>	<b>34,207</b>	<b>(111.42)</b>

**Rice Home Medical**  
**RICE HOME MEDICAL**  
For the 07 Months Ending July 31, 2016

	July 2016	% of Gross Sales	July 2015	% of Gross Sales	July 2014	% of Gross Sales	July 2013	% of Gross Sales
<b>GROSS SALES</b>								
SALES REVENUE	\$5,201,419	64.03%	\$4,787,330	61.74%	\$4,348,781	59.20%	\$4,265,395	59.14%
RENTS REVENUE	2,921,658	35.97%	2,965,662	38.25%	2,987,688	40.67%	2,940,626	40.77%
MISC REVENUE	73	0.00%	764	0.01%	8,858	0.12%	6,388	0.09%
<b>GROSS SALES</b>	<b>8,123,150</b>	<b>100.00%</b>	<b>7,753,756</b>	<b>100.00%</b>	<b>7,345,327</b>	<b>100.00%</b>	<b>7,212,409</b>	<b>100.00%</b>
LESS: CONTRACTUAL ALLOWANCES	(2,583,929)	(31.81%)	(2,267,796)	(29.25%)	(2,254,235)	(30.69%)	(2,821,484)	(39.12%)
LESS: UNCOMPENSATED CARE	(3,190)	(0.04%)	(683)	(0.01%)	(3,957)	(0.05%)	(3,764)	(0.05%)
LESS: BAD DEBT EXPENSE	(16,251)	(0.20%)	(35,449)	(0.46%)	(65,844)	(0.90%)	(23,504)	(0.33%)
<b>NET SALES</b>	<b>5,519,780</b>	<b>67.95%</b>	<b>5,449,828</b>	<b>70.29%</b>	<b>5,021,291</b>	<b>68.36%</b>	<b>4,363,657</b>	<b>60.50%</b>
<b>COST OF GOODS SOLD</b>								
OXYGEN	40,347	0.50%	49,720	0.64%	45,211	0.62%	66,267	0.92%
EQUIPMENT	397,745	4.90%	378,545	4.88%	567,075	7.72%	532,588	7.38%
SUPPLY - FREIGHT	98,057	1.21%	94,413	1.22%	81,596	1.11%	99,503	1.38%
SUPPLY	1,630,509	20.07%	1,447,033	18.66%	1,295,704	17.64%	1,210,165	16.78%
EQUIPMENT REPAIR	153,015	1.88%	159,397	2.06%	182,483	2.48%	155,628	2.16%
SHOP EXPENSE	17,715	0.22%	10,971	0.14%	28,189	0.38%	28,204	0.39%
EQUIPMENT RENTAL & LEASES	27,093	0.33%	23,261	0.30%	7,042	0.10%	40	0.00%
PURCHASE DISCOUNTS	(43,832)	(0.54%)	(48,659)	(0.63%)	(60,793)	(0.83%)	(44,512)	(0.62%)
<b>TOTAL COST OF GOODS SOLD</b>	<b>2,320,649</b>	<b>28.57%</b>	<b>2,114,681</b>	<b>27.27%</b>	<b>2,146,507</b>	<b>29.22%</b>	<b>2,047,882</b>	<b>28.39%</b>
<b>GROSS PROFIT</b>	<b>3,199,130</b>	<b>39.38%</b>	<b>3,335,147</b>	<b>43.01%</b>	<b>2,874,783</b>	<b>39.14%</b>	<b>2,315,774</b>	<b>32.11%</b>
OTHER OPERATING REVENUE	54,034	0.67%	64,261	0.83%	25,562	0.35%	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>3,253,165</b>	<b>40.05%</b>	<b>3,399,408</b>	<b>43.84%</b>	<b>2,900,345</b>	<b>39.49%</b>	<b>2,315,774</b>	<b>32.11%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES	1,717,285	21.14%	1,614,406	20.82%	1,768,190	24.07%	1,714,051	23.77%
CONTRACT LABOR	0	0.00%	0	0.00%	382	0.01%	0	0.00%
SUPPLEMENTAL BENEFITS	577,807	7.11%	615,376	7.94%	692,094	9.42%	638,069	8.85%
SUPPLIES AND DRUGS	44,744	0.55%	53,006	0.68%	51,459	0.70%	57,886	0.80%
PURCHASED SERVICES	250,103	3.08%	191,996	2.48%	180,911	2.46%	257,831	3.57%
REPAIRS, SERVICE & RENTALS	131,115	1.61%	130,592	1.68%	143,220	1.95%	151,936	2.11%
UTILITIES	66,800	0.82%	68,983	0.89%	81,592	1.11%	63,201	0.88%
INSURANCE	29,489	0.36%	28,479	0.37%	26,992	0.37%	30,014	0.42%
PATIENT RELATED TRAVEL	49,474	0.61%	53,952	0.70%	86,080	1.17%	99,037	1.37%
EDUCATION, TRAVEL, & DUES	20,524	0.25%	25,726	0.33%	20,587	0.28%	39,741	0.55%
OTHER EXPENSE	67,766	0.83%	97,388	1.26%	86,722	1.18%	62,391	0.87%
DEPRECIATION & AMORTIZATION	558,738	6.88%	551,417	7.11%	632,358	8.61%	380,190	5.27%
INTEREST EXPENSE	0	0.00%	0	0.00%	0	0.00%	26,474	0.37%
TAXES	36,298	0.45%	38,175	0.49%	26,029	0.35%	30,468	0.42%
<b>TOTAL OPERATING EXPENSES</b>	<b>3,550,142</b>	<b>43.70%</b>	<b>3,469,494</b>	<b>44.75%</b>	<b>3,796,615</b>	<b>51.69%</b>	<b>3,551,286</b>	<b>49.24%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(296,977)</b>	<b>(3.66%)</b>	<b>(70,086)</b>	<b>(0.90%)</b>	<b>(896,270)</b>	<b>(12.20%)</b>	<b>(1,235,512)</b>	<b>(17.13%)</b>
INVESTMENT INCOME (LOSS)	(4,251)	(0.05%)	(37,160)	(0.48%)	(50,781)	(0.69%)	0	0.00%
OTHER GAIN (LOSS)	(875)	(0.01%)	7,720	0.10%	9,599	0.13%	2,881	0.04%
<b>NET INCOME (LOSS)</b>	<b>(\$302,104)</b>	<b>(3.72%)</b>	<b>(\$99,526)</b>	<b>(1.28%)</b>	<b>(\$937,451)</b>	<b>(12.76%)</b>	<b>(\$1,232,631)</b>	<b>(17.09%)</b>

**RICE MEMORIAL HOSPITAL  
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:  
July 31, 2016**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 3,442,515	\$ 3,171,327
3 Depreciation & Amortization	4,876,539	\$ 4,829,293
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>8,319,054</u>	<u>8,000,620</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	7,191,020	4,543,382
11 Debt Payments/Re-funding	2,105,881	2,003,923
12 Working Capital Changes & Other - Net	(5,053,438)	(478,025)
13		
14 Total Uses	<u>4,243,463</u>	<u>6,069,280</u>
15		
16 Increase / (Decrease) Cash & Investments	4,075,591	1,931,340
17		
18 Beginning of Period (January 1)	<u>27,588,692</u>	<u>27,553,337</u>
19		
20 End of Period	<u>\$ 31,664,283</u>	<u>\$ 29,484,677</u>

**RICE MEMORIAL HOSPITAL**  
**STATISTICAL AND VOLUME SUMMARY**  
**FOR THE PERIOD ENDED:**  
**July 31, 2016**

Line #	Patient Days	CURRENT MONTH				2015	Act/2015	Prior	Act/Prior
		Actual	Forecast	Var.	Var. %		Var. %	3 mo avg	Var. %
1	Adult Health Care	599	482	117	24.3%	456	31.4%	472	26.9%
2	Women and Children's Care	154	185	(31)	-16.8%	206	-25.2%	183	-15.8%
3	ICCU	50	37	13	35.1%	34	47.1%	35	42.9%
4	Mental Health	306	276	30	10.9%	230	33.0%	286	7.0%
5	Total Adult & Peds	1,109	980	129	13.2%	926	19.8%	976	13.6%
6									
7	Average Daily Census	35.8	31.6	4.2	13.2%	29.9	19.8%	32.2	11.2%
8									
9	Average Length of Stay	3.67	3.60	0.07	2.0%	3.6	2.3%	3.3	10.9%
10	Average Length of Stay-CMI	3.49	3.34	0.15	4.6%	4.2	-15.9%	3.2	10.1%
11									
12	Admissions-Inpatient	303	272	31	11.4%	260	16.5%	291	4.1%
13	Observation patients	111	140	(29)	-20.8%	161	-30.9%	96	15.5%
14									
15	Medicare Case Mix Index	1,187	1,266	(0.079)	-6.2%	1,201	-1.2%	1,270	-6.5%
16	Case Mix Index-Total	1,052	1,080	(0.028)	-2.6%	0,865	21.7%	1,040	1.2%
17									
18	Adjusted Admissions	941	789	153	19.3%	929	1.3%	957	-1.6%
19	Adjusted Patient Days	3,445	2,842	603	21.2%	3,310	4.1%	3,205	7.5%
20									
21	Births	53	68	(15)	-22.1%	83	-36.1%	65	-18.5%
22									
23	Rice Care Center-Days	2,267	2,325	(58)	-2.5%	2,160	5.0%	2,155	5.2%
24	Rice Care Center-Average Daily Census	73.1	75.0	(1.9)	-2.5%	69.7	5.0%	71.0	3.0%
25	Rice Care Center Case Mix Index	1.040	1.120	(0.080)	-7.1%	1.110	-6.3%	1.025	1.5%
26									
27									
28									
		YEAR-TO-DATE				2015	Act/2015	2014	Act/2014
		Actual	Forecast	Var.	Var. %		Var. %		Var. %
29	<u>Patient Days</u>								
30	Adult Health Care	3,461	3,470	(9)	-0.3%	3,815	-9.3%	4,005	-4.7%
31	Women and Children's Care	1,250	1,319	(69)	-5.2%	1,435	-12.9%	1,350	6.3%
32	ICCU	263	292	(29)	-9.9%	401	-34.4%	435	-7.8%
33	Mental Health	2,139	1,788	351	19.6%	1,587	34.8%	1,593	-0.4%
34	Total Adult & Peds	7,113	6,869	244	3.6%	7,238	-1.7%	7,383	-2.0%
35									
36	Average Daily Census	33.4	32.2	1.1	3.6%	34.1	-2.2%	34.8	-2.0%
37									
38	Average Length of Stay	3.59	3.60	(0.01)	-0.4%	3.64	-1.5%	3.8	-4.4%
39	Average Length of Stay-CMI	3.40	3.62	(0.22)	-6.1%	3.68	-7.6%	3.9	-4.6%
40									
41	Admissions-Inpatient	1,984	1,907	77	4.0%	1,984	0.0%	1,946	2.0%
42	Observation patients	772	1,034	(262)	-25.3%	1,156	-33.2%	946	22.2%
43									
44	Medicare Case Mix Index	1,285	1,266	0.019	1.5%	1,263	1.7%	1,273	-0.7%
45	Case Mix Index-Total	1,056	0,995	0.061	6.1%	0,991	6.6%	0,989	0.2%
46									
47	Adjusted Admissions	6,492	5,530	962	17.4%	6,125	6.0%	5,708	7.3%
48	Adjusted Patient Days	23,304	19,920	3,384	17.0%	22,244	4.8%	21,642	2.8%
49									
50	Births	429	476	(47)	-9.9%	478	-10.3%	454	5.3%
51									
52	Rice Care Center-Days	15,281	15,975	(694)	-4.3%	15,475	-1.3%	13,099	18.1%
53	Rice Care Center-Average Daily Census	71.7	75.0	(3.3)	-4.3%	73.0	-1.7%	61.8	18.1%
54	Rice Care Center Case Mix Index	1.054	1.120	(0.066)	-5.9%	1.063	-0.8%	1.044	1.8%

**RICE MEMORIAL HOSPITAL**  
**STATISTICAL AND VOLUME SUMMARY**  
**FOR THE PERIOD ENDED:**  
**July 31, 2016**

	CURRENT MONTH				2015	Act/2015	Prior	Act/Prior
	Actual	Forecast	Var.	Var. %		Var. %	3 mo avg	Var. %
<b>Ancillary Services</b>								
1 IP Surgeries	67	75	(8)	-10.7%	71	-5.6%	73	-8.2%
2 OP Surgeries	179	223	(44)	-19.7%	214	-16.4%	173	3.5%
3 Total Surgeries	246	298	(52)	-17.4%	285	-13.7%	246	0.0%
4								
5 ER Visits-Inpatient	186	169	17	10.1%	176	5.7%	168	10.7%
6 ER Visits-Outpatient	1,053	956	97	10.1%	1,063	-0.9%	1,061	-0.8%
7 ER Visits-Total	1,239	1,125	114	10.1%	1,239	0.0%	1,229	0.8%
8								
9 Lab Tests	21,799	21,964	(165)	-0.8%	21,341	2.1%	24,434	-10.8%
10 Medical Imaging Procedures	1,452	1,396	56	4.0%	1,542	-5.8%	1,481	-2.0%
11 Radiation Oncology Treatments	543	533	10	1.9%	679	-20.0%	316	71.8%
12 Medical Oncology Visits	662	686	(24)	-3.5%	674	-1.8%	183	261.7%
13								
14 Dialysis Treatments	911	973	(62)	-6.4%	1,047	-13.0%	1,006	-9.4%
15 Rehab Visits	3,432	3,726	(294)	-7.9%	3,677	-6.7%	4,075	-15.8%
16 Hospice Visits	1,684	1,980	(296)	-14.9%	1,866	-9.8%	1,843	-8.6%
17 Ambulance Runs	255	226	29	12.8%	244	4.5%	247	3.2%
18								
19								
20 <b>Full Time Equivalents (FTE's)</b>								
21 FTE's - Hospital	638	604	34	5.6%	612	4.3%	619	3.1%
22 FTE's - Care Center	95	86	9	11.0%	93	1.8%	89	6.2%
23 FTE's - Home Medical	70	73	(3)	-4.6%	72	-2.7%	76	-8.4%
24 Total FTE's	802	763	40	5.2%	776	3.4%	784	2.3%
25								
26								
27								
28								
	YEAR-TO-DATE				2015	Act/2015	2014	Act/2014
	Actual	Forecast	Var.	Var. %		Var. %		Var. %
29 <b>Ancillary Services</b>								
30 IP Surgeries	509	534	(25)	-4.7%	543	-6.3%	510	-0.2%
31 OP Surgeries	1,592	1,492	100	6.7%	1,330	19.7%	1,141	39.5%
32 Total Surgeries	2,101	2,026	75	3.7%	1,873	12.2%	1,651	27.3%
33								
34 ER Visits-Inpatient	1,197	1,225	(28)	-2.3%	1,321	-9.4%	1,200	-0.2%
35 ER Visits-Outpatient	6,709	6,734	(25)	-0.4%	6,812	-1.5%	6,378	5.2%
36 ER Visits-Total	7,906	7,959	(53)	-0.7%	8,133	-2.8%	7,578	4.3%
37								
38 Lab Tests	153,123	154,576	(1,453)	-0.9%	156,581	-2.2%	158,813	-3.6%
39 Medical Imaging Procedures	9,983	9,901	82	0.8%	10,420	-4.2%	10,293	-3.0%
40 Radiation Oncology Treatments	3,762	3,833	(71)	-1.9%	4,041	-6.9%	1,884	99.7%
41 Medical Oncology Visits	4,896	4,685	211	4.5%	4,234	15.6%	1,645	197.6%
42								
43 Dialysis Treatments	6,299	6,985	(686)	-9.8%	7,148	-11.9%	6,817	-7.6%
44 Rehab Visits	26,604	26,487	117	0.4%	27,405	-2.9%	27,093	-1.8%
45 Hospice Visits	12,855	13,434	(579)	-4.3%	12,159	5.7%	13,181	-2.5%
46 Ambulance Runs	1,553	1,600	(47)	-2.9%	1,622	-4.3%	1,645	-5.6%
47								
48								
49 <b>Full Time Equivalents (FTE's)</b>								
50 FTE's - Hospital	622	605	17	2.9%	612	1.8%	626	-0.6%
51 FTE's - Care Center	92	86	6	7.5%	93	-0.2%	83	11.1%
52 FTE's - Home Medical	71	74	(3)	-3.8%	70	0.8%	80	-11.3%
53 Total FTE's	786	765	21	2.8%	775	1.4%	790	-0.5%



**RICE MEMORIAL HOSPITAL  
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED:

Line #	07/31/16 Actual	2016 YTD Actual	2016 Forecast	2015 Actual	2014 Actual	2013 Actual	2012 Actual	2011 Actual	Industry Benchmarks
1	<b>OPERATIONAL</b>								
2	<b>Operating Margin</b>								
3	8.4%	5.9%	2.7%	2.4%	-3.6%	-1.5%	1.3%	5.0%	
4	-2.9%	-0.5%	6.8%	7.2%	6.5%	1.0%	8.7%	-0.1%	
5	-3.0%	-5.3%	0.4%	-1.5%	-9.0%	-22.5%	-3.0%	1.4%	
6									
7	6.4%	4.4%	2.8%	2.4%	-3.3%	-3.2%	1.4%	4.4%	2.8%
8									
9	5.1%	5.5%	3.8%	3.3%	-1.8%	-3.6%	2.4%	5.8%	5.4%
10									
11	15.9%	13.9%	12.8%	12.9%	7.1%	7.0%	11.6%	14.6%	11.1%
12									
13	<b>FINANCIAL</b>								
14		40.7%	40.0%	43.5%	45.8%	46.3%	43.3%	46.3%	35.5%
15		3.8	3.6	3.6	2.4	1.8	3.0	3.5	3.3
16		53	50	63	53	52	64	55	47
17		123	133	116	116	128	114	116	161
18		71%	69%	59%	57%	64%	63%	59%	101%
19		7.5	8.0	7.4	7.7	8.9	7.1	6.3	11.0
20		12.2	12.0	11.4	10.6	9.3	9.1	9.2	9.8
21		1.67	1.00	0.94	(0.33)	(0.52)	0.75	1.65	0.30
22	<b>PRODUCTIVITY</b>								
23	<b>Rice Hospital</b>								
24									
25	\$ 7,848	\$ 8,125		\$ 8,008	\$ 8,197	\$ 8,255	\$ 8,287	\$ 7,610	
26									
27	84.0%	86.8%	91.0%	89.9%	93.5%	90.0%	89.1%	85.0%	
28									
29	50.5%	51.6%	50.0%	52.3%	55.5%	52.6%	50.5%	48.1%	57%
30									
31	13.3	13.2	14.0	13.5	14.6	14.9	14.6	13.4	14.9
32	3.6	3.7	3.7	3.8	3.9	4.2	4.1	3.8	4.4
33									
34	\$ 573	\$ 697		\$ 748	\$ 771	\$ 770	\$ 755	\$ 739	
35	\$ 673	\$ 677		\$ 713	\$ 584	\$ 684	\$ 762	\$ 614	
36	\$ 1,246	\$ 1,374		\$ 1,461	\$ 1,355	\$ 1,454	\$ 1,517	\$ 1,353	
37									
38		0.7%	2.0%	1.4%	2.6%	2.0%	2.2%	2.1%	7.4%
39									
40		8.0%	8.0%	8.6%	9.3%	9.1%	9.0%	9.6%	6.9%
41									
42	<b>Rice Care Center</b>								
43	6.9	6.7	6.3	6.7	6.7	6.6	6.7	6.5	5.8
44									
45	102.9%	100.5%	93.0%	92.8%	93.5%	99.0%	91.3%	100.1%	
46									
47	<b>Rice Home Medical</b>								
48	\$ 191,000	\$ 196,000	\$ 197,000	\$ 194,900	\$ 171,700	\$ 161,600	\$ 144,500	\$ 168,000	
49									
50	105.0%	109.1%	99.4%	102.6%	115.5%	142.0%	104.9%	97.7%	
51									
52		4.4	5.0	4.6	4.9	4.7	5.8	6.0	
53		83	70	80	74	78	63	61	
54									

## CITY OF WILLMAR, MINNESOTA

8/31/2016

## CAPITAL IMPROVEMENT PROGRAM

	<u>2016 COUNCIL ADOPTED</u>	<u>YTD POSTED IN PROCESS</u>	<u>DESCRIPTION OF PURCHASE</u>	<u>REMAINING BALANCE</u>
<b>VEHICLE REPLACEMENT</b>				
<b>FIRE</b>				
Fire Pumper	400,000	0.00		400,000.00
<b>TOTAL FIRE</b>	<u>400,000</u>	<u>0.00</u>		<u>400,000.00</u>
<b>POLICE DEPARTMENT</b>				
2006 Chevrolet Impala Patrol Car (Car 29)	41,483	6,538.22 52.27 2,954.40 133.50 <u>9,678.39</u>	Transferrable Equipment Freight Charges Stalker DSR 2X Radar Anti-Theft Ignition	31,804.61
2013 Chevrolet Impala Patrol Car (Car 5)	39,508	5,808.89 3,700.00 52.27 133.50 <u>9,694.66</u>	Transferrable Equipment Thermal Image Camera Freight Charges Anti-Theft Ignition	29,813.34
2013 Chevrolet Impala Patrol Car (Car 6)	39,508	5,808.89 3,700.00 52.26 133.49 <u>9,694.64</u>	Transferrable Equipment Thermal Image Camera Freight Charges Anti-Theft Ignition	29,813.36
2013 Chevrolet Impala Patrol Car (Car 27)	39,508	4,826.66 3,700.00 52.26 133.49 <u>8,712.41</u>	Transferrable Equipment Thermal Image Camera Freight Charges Anti-Theft Ignition	30,795.59
<b>TOTAL POLICE DEPARTMENT</b>	<u>160,007</u>	<u>37,780.10</u>		<u>122,226.90</u>
<b>PUBLIC WORKS DEPARTMENT</b>				
New-Bobcat Toolcat	60,000	46,551.10	2016 Bobcat Tool Cat	13,448.90
2006 Ford - F350 1/2-Ton Pickup	37,500	29,924.15 1,945.07 <u>31,869.22</u>	2016 Ford F150 4WD #160774-Tax	5,630.78
Transfer for Fiber Flex Mat'l (P.W. Operating Budget)				-18,655.00
2004 Ford - F350 1-Ton Pickup	49,000	26,689.72 1,734.83 15,847.00 <u>44,271.55</u>	2016 Ford F350 #165719-Tax #165719-Dump Box	4,728.45
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<u>146,500</u>	<u>122,691.87</u>		<u>5,153.13</u>
<b>WASTE WATER TREATMENT PLANT</b>				
2006 Gator	18,500	13,550.89	2016 Polaris UTV	4,949.11
<b>TOTAL WASTE WATER TREATMENT PL.</b>	<u>18,500</u>	<u>13,550.89</u>		<u>4,949.11</u>
<b>TOTAL VEHICLE REPLACEMENT</b>	<b>725,007</b>	<b>174,022.86</b>		<b>532,329.14</b>

**CITY OF WILLMAR, MINNESOTA**  
**CAPITAL IMPROVEMENT PROGRAM**

	<u>2016 COUNCIL ADOPTED</u>	<u>YTD POSTED IN PROCESS</u>	<u>DESCRIPTION OF PURCHASE</u>	<u>REMAINING BALANCE</u>
<b>CAPITAL ALLOCATIONS</b>				
<b>INFORMATION TECHNOLOGY</b>				
WTP Switches	25,000	0.00		25,000.00
Server Room Generator	20,000	305.00		
		1,805.85	Gas Meter-Generator Pro.	
		17,707.21	Gas Piping for Generator	
		-1,041.97	Gas Meter-Generator Proj.	
		<u>18,776.09</u>	Gas Meter-Generator Proj.	1,223.91
Server Switches	31,000	0.00		31,000.00
New City Website	25,000	20,000.00	City Website Project	5,000.00
Video Server	10,000	8,774.93	Cablecast Video Server	1,225.07
Document Management System	0.00	5,233.84	2 Canon Scanners	
		3,822.00	Document Mgmt Subscrip.	
		28,185.00	Document Mgmt Licensing	
		<u>1,650.00</u>	Installation and Training	
		38,890.84		-38,890.84
<b>TOTAL INFORMATION TECHNOLOGY</b>	<u>111,000</u>	<u>86,441.86</u>		<u>24,558.14</u>
<b>FIRE DEPARTMENT</b>				
Roof Replacement	48,500	0.00		48,500.00
50 SCBA Packs	275,000	39,780.00	Containment Fill Station	
50 SCBA Bottles	65,000	100.09	Neckstrap/Spectacle Kit	
SCBA Compressor	<u>40,000</u>	71.70	Frame Inserts	
	380,000	64.97	Frame Inserts	
		64.97	Frame Inserts	
		237.95	SCBA Compressor & Wire	
		332,002.37	SCBA Air Packs	
		468.13	RFID Reader/Writer	
		45.00	SCBA Lens Inserts	
		45.00	SCBA Lens Inserts	
		64.97	SCBA Lens Inserts	
		122.00	Air Tank Station-Labor	
		64.97	SCBA Lens Inserts	
		2,000.00	2 SCBA Cylinders	
		<u>1,103.04</u>	2 Respirators	
		376,235.16		3,764.84
<b>TOTAL FIRE DEPARTMENT</b>	<u>428,500</u>	<u>376,235.16</u>		<u>52,264.84</u>
<b>ENGINEERING</b>				
Update Survey Equipment	50,000	7,438.51	Trimble Tablet W/Access.	
		27,087.67	Robotic Survey Station	
		12,575.57	Trimble GPS Rover Unit	
		<u>2,695.00</u>	Software for GPS Equip	
		49,796.75		203.25
Pavement Management	3,000,000	0.00		3,000,000.00
Storm Sewer Design	200,000	0.00		200,000.00
<b>TOTAL ENGINEERING</b>	<u>3,250,000</u>	<u>49,796.75</u>		<u>3,200,203.25</u>

**CITY OF WILLMAR, MINNESOTA**

**CAPITAL IMPROVEMENT PROGRAM**

	<u>2016 COUNCIL ADOPTED</u>	<u>YTD POSTED IN PROCESS</u>	<u>DESCRIPTION OF PURCHASE</u>	<u>REMAINING BALANCE</u>
<b>CAPITAL ALLOCATIONS</b>				
<b>PUBLIC WORKS</b>				
Public Works Garage Lighting	35,000	17,420.13 7,274.98 <u>1,386.00</u> 26,081.11	LED Lighting Project Installed LED Lighting LED Lighting Project	8,918.89
Roof Repair	40,000	0.00		40,000.00
Paint Striping Machine	12,000	6,489.00	Paint Machine	5,511.00
Pressure Washer	9,000	6,372.00	Whitco Pressure Washer	2,628.00
<b>TOTAL PUBLIC WORKS</b>	<u>96,000</u>	<u>38,942.11</u>		<u>57,057.89</u>
<b>AIRPORT</b>				
Credit Card Jet Fuel	20,000	0.00		20,000.00
Airport Master Plan	250,000	0.00		250,000.00
Overlay Taxi Lanes (East Hangar)	250,000	0.00		250,000.00
NavAid Access Roads	55,000	0.00		55,000.00
Tiling & Drainage	31,500	0.00		31,500.00
	<u>606,500</u>	<u>0.00</u>		<u>606,500.00</u>
<b>LEISURE SERVICES</b>				
Rice Park Improvements	706,000	1,950.00	Surveying-Rice Park	704,050.00
<b>TOTAL LEISURE SERVICES</b>	<u>706,000</u>	<u>1,950.00</u>		<u>704,050.00</u>
<b>CIVIC CENTER</b>				
Cedar Shake Replacement	95,000	77.25	Ad for Bids-Roof Repl.	94,922.75
R.O. Water System	23,000	33.07 50.37 17.72 10,000.00 91.60 <u>311.11</u> 10,503.87	R.O. System Elec Parts R.O. System Elec Parts R.O. System Elec Parts R.O. System R.O. System Elec Parts	12,496.13
<b>TOTAL CIVIC CENTER</b>	<u>118,000</u>	<u>10,581.12</u>		<u>107,418.88</u>
<b>AQUATIC CENTER</b>				
Pool Heater	40,000	34,901.00 <u>254.47</u> 35,155.47	Pool Heater Pool Heater Hookup	4,844.53
<b>TOTAL AQUATIC CENTER</b>	<u>40,000</u>	<u>35,155.47</u>		<u>4,844.53</u>
<b>AUDITORIUM</b>				
Lighting	20,000	0.00		20,000.00
Ceiling	110,000	0.00		110,000.00
	<u>130,000</u>	<u>0.00</u>		<u>130,000.00</u>

**CITY OF WILLMAR, MINNESOTA**

**CAPITAL IMPROVEMENT PROGRAM**

	<u>2016 COUNCIL ADOPTED</u>	<u>YTD POSTED IN PROCESS</u>	<u>PRIOR YEAR'S CIP DOLLARS</u>	<u>REMAINING BALANCE</u>
<b>CAPITAL ALLOCATIONS</b>				
<b>WTP - TREATMENT</b>				
Phase I Fairgrounds L.S.	120,000	48,244.60	0.00	71,755.40
Phase II Westwood Court L.S.	950,000			
Budget JE 6/10/15	<u>190,000</u>	<u>140,335</u>		
	1,140,000		20,740.00	1,119,260.00
HVAC Admin Building	30,000	0.00		30,000.00
Computer Software Upgrades	146,000	0.00		146,000.00
Computer Hardware	87,000	0.00		87,000.00
4 RWW Muni Pumps	100,000	0.00		100,000.00
Overlay Biosolid Driveway	40,000	0.00		40,000.00
Industrial Stormwater Permit	20,000	0.00		20,000.00
Streets Sewer Replacement	<u>50,000</u>	<u>0.00</u>		<u>50,000.00</u>
<b>TOTAL WTP - TREATMENT</b>	<u>2,873,000</u>	<u>188,579.14</u>		<u>1,664,015.40</u>
<b>GRAND TOTAL CAPITAL IMPROVEMENTS</b>	<u>9,084,007</u>	<u>961,704.47</u>		<u>7,083,242.07</u>

**CITY OF WILLMAR, MINNESOTA**

**CAPITAL IMPROVEMENT PROGRAM**

FOOT NOTES: THE FOLLOWING SHOWS CAPITAL PURCHASES MADE IN 2016 USING PRIOR YEAR'S CIP DOLLARS

		<u>PRIOR YEAR COUNCIL ADOPTED</u>	<u>YTD POSTED IN PROCESS</u>	<u>DESCRIPTION OF PURCHASE</u>	<u>REMAINING BALANCE</u>
<b>VEHICLE REPLACEMENT</b>					
<b>ENGINEERING</b>					
2001 Chevy 1/2 Ton Pickup	2015	37,352	25,337.42 1,646.94 437.12 <u>27,421.48</u>	2016 Ford F150 2WD #169534-Tax Knaack Tool Box	9,930.52
1999 Ford F150 Pickup	2015	37,353	25,337.42 1,646.94 437.13 <u>27,421.49</u>	2016 Ford F150 2WD #169535-Tax Knaack Tool Box	9,931.51
<b>TOTAL ENGINEERING</b>		<u>74,705</u>	<u>54,842.97</u>		<u>19,862.03</u>
<b>CAPITAL ALLOCATIONS</b>					
<b>PUBLIC WORKS</b>					
Paint City Garage Exterior	2014	100,000	42,574.00	Painted City Garage Ext.	57,426.00
<b>PARK DEVELOPMENT</b>		150,000	21,844.87	Playground Equip Inst.	128,155.13
<b>CIVIC CENTER</b>					
HVAC/Refrigeration Plants	2014	1,000,000	219,415.54 406,446.10 4,080.00 964.50 <u>630,906.14</u>	Prior Year Expenses HVAC Improvements HVAC Improvements HVAC Improvements	369,093.86

**PUBLIC WORKS/SAFETY COMMITTEE  
MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, September 27, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	..... Chair
	Audrey Nelsen	..... Member
	Steve Ahmann	..... Member
	Andrew Plowman	.....Member

Others present: Interim City Administrator Michael McGuire; Chief of Police Jim Felt; Fire Chief Frank Hanson

Item No. 1      Call to Order

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

Item No. 2      Public Comment

There were no public comments.

Item No. 3      Police and Fire Updates (For Information Only)

Chief Felt noted the jail census for September 27, 2016 was 134; 33 inmates from the Department of Corrections, 78 inmates from Kandiyohi County and 23 inmates from other counties. The calls for service since September 13, 2016 totaled 733 and are 5 days ahead of this date last year. The majority of calls for the last two weeks were for traffic stops, followed by public assists and abandoned vehicles.

Chief Felt asked for support from the Committee to allow a number of the police squad cars to change out the license plate for the month of October for Breast Cancer Awareness Month. The license plates were purchased from a donation, and will go up for silent auction after the months use with proceeds going to the American Cancer Society.

Chief Hanson noted total Fire Department total calls for service in the previous weeks totaled 6. The total calls for service this year is 240. The dispatch to onsite time is currently 8 minutes 45 seconds.

Chief Hanson informed the Committee of the upcoming Story Time at the Fire Station which is scheduled for Tuesday, October 4<sup>th</sup> from 5:30-7:30 p.m. Chief Hanson also informed the Committee the Fire Fighters Association has purchased t-shirts for Breast Cancer Awareness Month; collections will be taken during the month with proceeds going to the American Cancer Society.

Item No. 4      Accept Project and Authorize Final Payment 1604 (Resolution)

The City entered into an agreement on April 18, 2016 with Duininck, Inc. for the parking lot repair at Technology Drive NE – parking lot adjacent to 1801 Technology Drive NE. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to accept the project and authorize final payment in the amount of \$31,344.45. The motion carried.

Item No. 5      Accept Project and Authorize Final Payment 1505 (Resolution)

The City entered into an agreement on July 6, 2016 with Quam Construction for the pond improvements at Civic Center Drive NE. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to accept the project and authorize final payment in the amount of \$9,054.23. The motion carried.

Item No. 6      ISO Report (For Information Only)

Chief Hanson informed the Committee the 2016 Insurance Services Office (ISO) report was recently released to the City of Willmar. The rating for 2016 was a four, which is a score higher than the three that was scored in 2008. Chief Hanson explained the scoring system had changed as they scored the City of Willmar, Dovre Township, and Willmar Township together. The scoring is based on a number of items, a few of the items being: number of firefighters responding to calls, communication system, equipment, water distribution, and training of fire fighters. Chief Hanson informed the Committee if the City was able to make some changes, they would be able to request a rescore prior to the scheduled eight years.

Non-Agenda Items

Council Member Ahmann brought before the Committee his request for information on storm water detention ponds. Council Member Nelsen requested the report prepared by Bolton & Menk be sent out to the Committee for their review. Interim Administrator McGuire informed the Committee he will direct staff to send out the report.

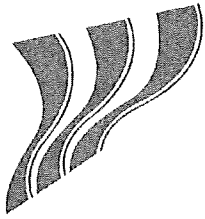
There being no further business to come before the Committee, the meeting was adjourned at 5:05 p.m. by Chair Christianson.

Respectfully submitted,



Sean E. Christensen, P.E.  
Public Works Director





WILLMAR

**Public Works Director**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** September 27, 2016

**SUBJECT:** Accept project and authorize final payment 1604

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Authorizing final payment to Duinick Inc. in the amount of \$31,344.45

**BACKGROUND:** The City Council entered into an agreement on April 18, 2016 with Duinick Inc. for the parking lot repair at Technology Drive NE – parking lot adjacent to 1801 Technology Drive NE. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

**FINANCIAL CONSIDERATION:** The total cost of the project is \$31,344.45, and is within the project budget.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed by:** Michael McGuire, City Administrator

CONTRACTOR'S ESTIMATE NO. 1 (FINAL)  
PROJECT NO. 1604

CONTRACTOR: DUININCK INC.  
P.O. BOX 208  
PRINSBURG, MN 56281

CONSTRUCTION OF: PARKING LOT REPAIR

LOCATION: TECHNOLOGY DRIVE NE  
SAP No. 175-157-001

DATE: 8-1-2016

HONORABLE MAYOR AND CITY COUNCIL  
CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH DUNINCK INC.  
I HEREWITH PRESENT THE FOLLOWING ESTIMATE

**PROJECT NO. 1604**

ITEM NO.	ITEM	UNIT	QUANTITY	BID	TOTAL
2021.501	Mobilization	LS	1.00	\$4,000.00	\$4,000.00
2104.509	Remove Bituminous Pavement	SY	471.00	\$6.50	\$3,061.50
2105.501	Common Excavation	CY	18.00	\$15.00	\$270.00
2108.533	Salvaged Aggregate (CV)	CY	23	\$12.50	\$287.50
2211.501	Aggregate Base Class 5	TON	20.75	\$25.00	\$518.75
2123.610	Tractor Mounted Backhoe-Loader	HR	4	\$135.00	\$540.00
2360.501	Type SP 12.5 Wearing Course Mixture (3,B)	TON	34.52	\$185.00	\$6,386.20
2360.501	Type 12.5 Non-Wearing Course Mixture (3,B)	TON	50.67	\$150.00	\$7,600.50
2504.602	Adjust Valve Casting	EA	1.00	\$205.00	\$205.00
2506.522	Adjust Frame & Ring Castings	EA	0.00	\$405.00	\$0.00
2531.604	6" Concrete Valley Gutter	SY	113.00	\$75.00	\$8,475.00
<b>TOTAL PROJECT 1604</b>					<b>\$31,344.45</b>
(Price includes all applicable sales and use taxes)					
<b>SUBTOTAL</b>					<b>\$31,344.45</b>
<b>LESS CREDIT FOR BITUMINOUS SALVAGE</b>					<b>\$0.00</b>
LESS PREVIOUS ESTIMATE #1					
LESS PREVIOUS ESTIMATE #2					
LESS PREVIOUS ESTIMATE #3					
LESS PREVIOUS ESTIMATE #4					
<b>AMOUNT DUE CONTRACTOR THIS ESTIMATE:</b>					<b>\$31,344.45</b>

APPROVED:   
CITY ENGINEER

APPROVED:   
CONTRACTOR

CONTRACT AMOUNT: \$34,787.00  
BUDGET NO.:

**MINNESOTA • REVENUE****Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

**Confirmation Summary**

Confirmation Number: 0-674-352-704  
Submitted Date and Time: 9-Sep-2016 9:51:49 AM  
Legal Name: DUININCK INC  
Federal Employer ID: 41-1552654  
User Who Submitted: philerff  
Type of Request Submitted: Contractor Affidavit

**Affidavit Summary**

Affidavit Number: 10469376  
Minnesota ID: 3586809  
Project Owner: CITY OF WILLMAR  
Project Number: 1604  
Project Begin Date: 09-May-2016  
Project End Date: 31-Aug-2016  
Project Location: CITY OF WILLMAR  
Project Amount: \$34,787.00

**Subcontractor Summary**

Name	ID	Affidavit Number
ALL STATE TRAFFICE CONTROL	4300984	1742323712
CREATIVE CURB	3623244	791199744

**Important Messages**

A copy of this page must be provided to the contractor or government agency that hired you.

**Contact Us**

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

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## MINNESOTA • REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 1-630-795-328  
Submitted Date and Time: 26-Aug-2016 10:10:11 AM  
Legal Name: ALL STATE TRAFFIC CONTROL, INC.  
Federal Employer ID: 47-5418502  
User Who Submitted: ASTCMN16  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 1742323712  
Minnesota ID: 4300984  
Project Owner: CITY OF WILLMAR  
Project Number: 1604  
Project Begin Date: 11-Jul-2016  
Project End Date: 26-Aug-2016  
Project Location: TECH DRIVE, WILLMAR  
Project Amount: \$1,782.00  
Subcontractors: No Subcontractors

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## Heidi Gerdes

---

**From:** hesseconnie@meltel.net  
**Sent:** Friday, September 09, 2016 9:33 AM  
**To:** Heidi Gerdes  
**Subject:** IC134 and final quantity approval for Willmar job  
**Attachments:** Scan0005.pdf

Hi Heidi,

IC134 is listed below and the final quantity report is attached.

Have a great weekend!  
Connie

--- Original message ---

**Subject:** Your Recent Contractor Affidavit Request  
**From:** MN Revenue e-Services <[eservices.mdor@state.mn.us](mailto:eservices.mdor@state.mn.us)>  
**To:** <[hesseconnie@meltel.net](mailto:hesseconnie@meltel.net)>  
**Date:** Friday, 09/09/2016 09:29

This email is an automated notification and is unable to receive replies.

### **Contractor Affidavit Submitted**

Thank you, your Contractor Affidavit has been approved.

#### **Confirmation Summary**

Confirmation Number: 0-178-703-936  
Submitted Date and Time: 9-Sep-2016 9:28:33 AM  
Legal Name: CREATIVE CURB LLC  
Federal Employer ID: 41-1912020  
User Who Submitted: Connie Hesse  
Type of Request Submitted: Contractor Affidavit

#### **Affidavit Summary**

Affidavit Number: 791199744  
Minnesota ID: 3623244  
Project Owner: CITY OF WILLMAR  
Project Number: 1604  
Project Begin Date: 14-Jul-2016  
Project End Date: 14-Jul-2016  
Project Location: TECH DRIVE, WILLMAR, MN  
Project Amount: \$8,207.19  
Subcontractors: No Subcontractors

#### **Important Messages**

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#### **Contact Us**

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**RESOLUTION NO. \_\_\_\_\_**

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1604 – Parking Lot Repair at Technology Drive  
NE – parking lot adjacent to 1801 Technology Drive NE.

CONTRACTOR: Duininck Inc.  
DATE OF CONTRACT: April 18, 2016  
BEGIN WORK: July 12, 2016  
COMPLETE WORK: July 21, 2016  
APPROVE, ENGINEERING DEPT: September 20, 2016

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1601 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

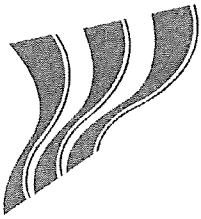
ORIGINAL CONTRACT AMOUNT:	\$34,787.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$31,344.45
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$31,344.45
Less Previous Payments	\$0
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$31,344.45</b>

Dated this 3<sup>rd</sup> day of October, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Administrator



WILLMAR

**Public Works Director**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** September 27, 2016

**SUBJECT:** Accept project and authorize final payment 1505

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Authorizing final payment to Quam Construction in the amount of \$9,054.23

**BACKGROUND:** The City Council entered into an agreement on July 6, 2015 with Quam Construction for the pond improvements at Civic Center Drive NE. The final pay request is hereby submitted for consideration and staff is recommending final payment be made.

**FINANCIAL CONSIDERATION:** The total cost of the project is \$96,322.79, and is within the project budget.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed by:** Michael McGuire, City Administrator



CONTRACTOR'S ESTIMATE NO. 3 (FINAL)  
 PROJECT NO. 1505

CONTRACTOR: QUAM CONSTRUCTION  
 4411 1st AVENUE WEST  
 WILLMAR, MN 56201

CONSTRUCTION OF: POND IMPROVEMENTS

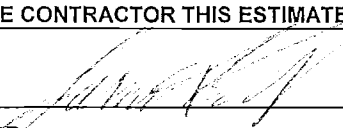
LOCATION: CIVIC CENTER DRIVE NE

DATE: AUGUST 10, 2016

HONORABLE MAYOR AND CITY COUNCIL  
 CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH QUAM CONSTRUCTION  
 I HEREWITH PRESENT THE FOLLOWING ESTIMATE

1505					
ITEMS					
		UNIT	QUANTITY	PRICE	TOTAL
2105.501	Common Excavation(CV)	CY	12,950.0	\$5.69	\$73,685.50
2511.502	Class II Riprap	TON	35.0	\$75.00	\$2,625.00
2574.508	Fertilizer Type 3	LB	535.0	\$0.45	\$240.75
2574.508	Fertilizer Type 4	LB	135.0	\$0.45	\$60.75
2575.501	Seeding	AC	1.9	\$560.00	\$1,064.00
2575.502	Seed Mixture 33-261(spec. 2014)	LB	14	\$1.12	\$15.68
2575.502	Seed Mixture 25-151(spec. 2014)	LB	183.00	\$1.12	\$204.96
2575.562	Hydraulic Matrix Type Bonded Fiber	LB	6,650.00	\$2.10	\$13,965.00
<b>TOTAL PROJECT 1505</b>					<b>\$91,861.64</b>
(Price includes all applicable sales and use taxes)					
<b>CHANGE ORDER No. 1</b>					<b>\$4,461.15</b>
<b>SUBTOTAL:</b>					<b>\$96,322.79</b>
<b>LESS PREVIOUS ESTIMATE #1</b>					<b>\$67,003.50</b>
<b>LESS PREVIOUS ESTIMATE #2</b>					<b>\$20,265.06</b>
<b>LESS PREVIOUS ESTIMATE #3</b>					
<b>LESS PREVIOUS ESTIMATE #4</b>					
<b>AMOUNT DUE CONTRACTOR THIS ESTIMATE:</b>					<b>\$9,054.23</b>

APPROVED:   
 CONTRACTOR

APPROVED:   
 CITY ENGINEER

CONTRACT AMOUNT: \$104,869.10  
 BUDGET NO.: 415.48451.0336

Project No. 1505

## CHANGE ORDER NO. 1

CITY OF WILLMAR, MINNESOTA

PROJECT – PROJECT 1505-2015 POND IMPROVEMENTS

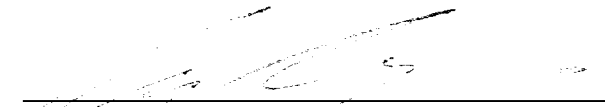
CONTRACTOR – QUAM CONSTRUCTION CO. P.O.BOX 42, WILLMAR, MN 56201

The following changes in work, quantities and cost for the above project are herewith authorized:


<b><u>Cost Summary:</u></b>	Original Contract	\$104,869.10
	As Constructed Contract	\$91,861.64
	Change Order No. 1 ( Unrecovered Overhead and Mobilization For Turf Establishment Due To Reduced Disturbed Area And Reduced Turf Restoration Contract Item Quantities Per MnDot Specification 1402.3 And 1903.)	\$4,461.15
	Contract Total	\$96,322.79

Date: August 10, 2016

CITY OF WILLMAR:

  
Sean Christensen, Works Director

QUAM CONSTRUCTION CO.

  
Contractor

## MINNESOTA • REVENUE

### Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 1-103-312-448  
Submitted Date and Time: 15-Aug-2016 11:56:18 AM  
Legal Name: QUAM CONSTRUCTION CO INC  
Federal Employer ID: 41-1692244  
User Who Submitted: lindaqcc  
Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 1018281984  
Minnesota ID: 1257678  
Project Owner: CITY OF WILLMAR, MN  
Project Number: 1517  
Project Begin Date: 17-Aug-2015  
Project End Date: 30-Oct-2015  
Project Location: WILLMAR, MN  
Project Amount: \$104,869.10

#### Subcontractor Summary

Name	ID	Affidavit Number
SHERBROOKE TURF INC	2964350	421412864

#### Important Messages

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#### Contact Us

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### Contractor Affidavit Submitted



Thank you, your Contractor Affidavit has been approved.

#### Confirmation Summary

Confirmation Number: 1-692-063-296  
 Submitted Date and Time: 11-Aug-2016 12:07:51 PM  
 Legal Name: SHERBROOKE TURF INC  
 Federal Employer ID: 41-1857875  
 User Who Submitted: debilyn  
 Type of Request Submitted: Contractor Affidavit

#### Affidavit Summary

Affidavit Number: 421412864  
 Minnesota ID: 2964350  
 Project Owner: THE CITY OF WILLMAR MN  
 Project Number: 1505  
 Project Begin Date: 14-Sep-2015  
 Project End Date: 18-Sep-2015  
 Project Location: WILLMAR MN  
 Project Amount: \$18,378.15  
 Subcontractors: No Subcontractors

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[Click here to go to the History Tab](#)

No. 9681 P. 3

Aug. 11. 2016 12:12PM

**RESOLUTION NO. \_\_\_\_\_**

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1505 – Pond Improvements at Civic Center Drive NE.

CONTRACTOR: Quam Construction  
DATE OF CONTRACT: July 6, 2016  
BEGIN WORK: July 30, 2016  
COMPLETE WORK: June 10, 2016  
APPROVE, ENGINEERING DEPT: September 20, 2016

**BE IT RESOLVED** by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1505 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$104,869.10
CHANGE ORDER NO. 1:	\$4,461.15
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$96,322.79
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$96,322.79
Less Previous Payments	\$87,268.56
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$9,054.23</b>

Dated this 3<sup>rd</sup> day of October, 2016.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Administrator



WILLMAR



**FIRE DEPARTMENT  
FIRE CHIEF / MARSHAL**

**515 2<sup>ND</sup> ST. SW  
WILLMAR, MN 56201  
320-235-1354  
FAX 320-235-1607**

### **COUNCIL ACTION REQUEST**

**DATE:** September 27, 2016

**SUBJECT:** ISO report

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Information only

**DESCRIPTION:** 2016 Insurance Services Office (ISO) report. Willmar fire protection area has received a rating of: 04/ 4X. The last evaluation was conducted in 2008 at which time the City of Willmar was rated a 3.

**FINANCIAL CONSIDERATIONS:** N/A

**LEGAL:** N/A

**DEPARTMENT/RESPONSIBLE PARTY:** Frank Hanson, Fire Chief

**REVIEWED BY:** Michael McGuire, Interim City Administrator

**Public Protection Classification  
(PPC™)  
Summary Report**

**Willmar FPSA**

**MINNESOTA**

**Prepared by**

**Insurance Services Office, Inc.  
1000 Bishops Gate Blvd., Ste. 300  
P.O. Box 5404  
Mt. Laurel, New Jersey 08054-5404  
1-800-444-4554**

**September 2016**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.



- **Community Risk Reduction**, community efforts to reduce the risk of fire, including fire prevention codes and enforcement, public fire safety education, and fire investigation programs.

## **Data Collection and Analysis**

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

<b>PPC</b>	<b>Points</b>
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

### **What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

### **Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

### **New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

### **What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

### **What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

### **What does the fire chief have to do?**

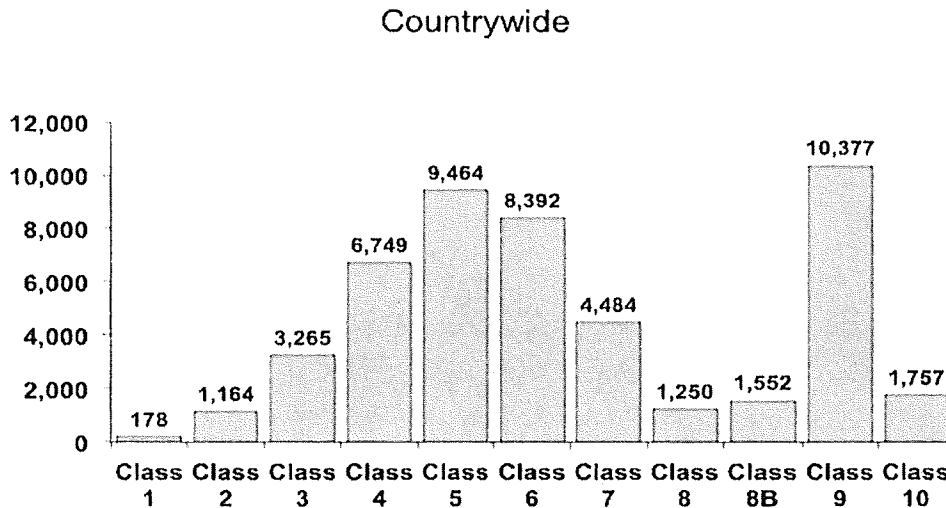
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

### **What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2015 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online (FCO) – a secured website featuring information currently on file with ISO. FCO features a jurisdiction map that allows the community to view the current boundaries on file for the community as well as fire station locations and the locations of any commercial property surveyed by ISO. FCO users can also utilize the website to initiate contact with ISO to obtain additional information or submit updates through the National Processing Center.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Willmar FPSA. The resulting community classification is **Class 04/4X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.55	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.85	3
<b>440. Credit for Emergency Communications</b>	<b>9.40</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.00	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.91	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	6.15	10
571. Credit for Company Personnel	4.63	15
581. Credit for Training	2.02	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>27.71</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	25.40	30
621. Credit for Hydrants	2.96	3
631. Credit for Inspection and Flow Testing	3.20	7
<b>640. Credit for Water Supply</b>	<b>31.56</b>	<b>40</b>
<b>Divergence</b>	<b>-4.70</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.95</b>	<b>5.50</b>
<b>Total Credit</b>	<b>67.92</b>	<b>105.50</b>

## Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>2.55</b>	<b>3</b>
422. Credit for Telecommunicators	<b>4.00</b>	<b>4</b>
432. Credit for Dispatch Circuits	<b>2.85</b>	<b>3</b>
<b>Item 440. Credit for Emergency Communications:</b>	<b>9.40</b>	<b>10</b>

### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p><b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b></p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p><b>1. E9-1-1 Wireless</b></p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p><b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b></p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	10.00	25
<p><b>3. Computer Aided Dispatch</b></p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	15.00	15
<p><b>4. Geographic Information System (GIS/AVL)</b></p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p> <p>The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.</p>	15.00	15
<p><b>Review of Emergency Reporting total:</b></p>	85.00	100

**Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.



To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p><b>A1. Alarm Receipt (AR)</b> Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>A2. Alarm Processing (AP)</b> Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p><b>B. Emergency Dispatch Protocols (EDP)</b> Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p><b>C. Telecommunicator Training and Certification (TTC)</b> Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p><b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b> Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	20.00	20
<p><b>Review of Telecommunicators total:</b></p>	100.00	100

### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

### **Item 432 "Credit for Dispatch Circuits (CDC)" = 2.85 points**

## **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>6.00</b>	6
523. Credit for Reserve Pumpers	<b>0.00</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>3.91</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>6.15</b>	10
571. Credit for Company Personnel	<b>4.63</b>	15
581. Credit for Training	<b>2.02</b>	9
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>27.71</b>	<b>50</b>

## **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

### **Item 513 - Credit for Engine Companies (6 points)**

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 6.00 points**

**Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 "Credit for Reserve Pumpers (CRP)" = 0.00 points**

**Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points**

**Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

**Item 549 "Credit for Ladder Service (CLS)" = 3.91 points**

**Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points**

**Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 6.15 points**

### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **0.40 on-duty personnel** and an average of **21.00 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 4.63 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<p><b>A. Facilities, and Use</b> For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	<b>0.00</b>	<b>35</b>
<p><b>B. Company Training</b> For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	<b>4.27</b>	<b>25</b>
<p><b>C. Classes for Officers</b> For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	<b>7.09</b>	<b>12</b>
<p><b>D. New Driver and Operator Training</b> For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>2.00</b>	<b>5</b>
<p><b>E. Existing Driver and Operator Training</b> For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	<b>5.00</b>	<b>5</b>
<p><b>F. Training on Hazardous Materials</b> For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	<b>1.00</b>	<b>1</b>
<p><b>G. Recruit Training</b> For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	<b>2.92</b>	<b>5</b>
<p><b>H. Pre-Fire Planning Inspections</b> For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	<b>0.12</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 2.02 points**



**Item 730 – Operational Considerations (2 points)**

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 "Credit for Operational Considerations (COC)" = 2.00 points**

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>25.40</b>	30
621. Credit for Hydrants	<b>2.96</b>	3
631. Credit for Inspection and Flow Testing	<b>3.20</b>	7
<b>Item 640. Credit for Water Supply:</b>	<b>31.56</b>	<b>40</b>

**Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

**Item 616 "Credit for Supply System (CSS)" = 25.40 points**

**Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 1859 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	1824
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	35
E./F. Flush Type, Cistern, or Suction Point	0

**Item 621 "Credit for Hydrants (CH)" = 2.96 points**

**Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 "Credit for Inspection and Flow Testing (CIT)". This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

<u>Frequency</u>	<u>Points</u>
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 3.20 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 0.00 points**

**Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 3.20 points**

**Divergence = -4.70**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

**Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.53</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.39</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>1.03</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>3.95</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b> Evaluation of fire prevention code regulations in effect.	10.00	10
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	0.74	8
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	3.00	6
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	14.00	16
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	27.74	40

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	10.00	10
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	15.33	30
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	25.33	40

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	8.00	8
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	4.80	6
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	18.80	20

**Summary of PPC Review**

**for**

**Willmar FPSA**

<b>FSRS Item</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.55	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.85	3
<b>440. Credit for Emergency Communications</b>	<b>9.40</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	6.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.91	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	6.15	10
571. Credit for Company Personnel	4.63	15
581. Credit for Training	2.02	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>27.71</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	25.40	30
621. Credit for Hydrants	2.96	3
631. Credit for Inspection and Flow Testing	3.20	7
<b>640. Credit for Water Supply</b>	<b>31.56</b>	<b>40</b>
<b>Divergence</b>	<b>-4.70</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.95</b>	<b>5.50</b>
<b>Total Credit</b>	<b>67.92</b>	<b>105.5</b>

**Final Community Classification = 04/4X**

INSURANCE SERVICES OFFICE, INC.  
**HYDRANT FLOW DATA SUMMARY**

City Willmar Fpsa

County Minnesota(Kandiyohi). State MINNESOTA (22)

Witnessed by: Insurance Services Office

Date: Jun 28, 2016

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	
				INDIVIDUAL HYDRANTS		TOTAL	STATIC	RESID.	NEEDED **	AVAIL.			
1.0		1st S & 15th Ave SW in front of Central Auto	Willmar Water Department, Downtown Zone	2340	0	0	2340	63	51	4000	4700		
1.1		1st S & 15th Ave SW in front of Central Auto	Willmar Water Department, Downtown Zone	2340	0	0	2340	63	51	2250	4700		
10.0		Litchfield Ave SW & 3rd St SW (NE corner)	Willmar Water Department, Downtown Zone	2390	0	0	2390	57	45	3500	4400		
11.0		Kandiyohi Ave SW & 12th St NW	Willmar Water Department, Downtown Zone	2590	0	0	2590	67	55	4000	5400		
11.1		Kandiyohi Ave SW & 12th St NW	Willmar Water Department, Downtown Zone	2590	0	0	2590	67	55	1000	5400		
12.0		RTE 12 & 13th St SE	Willmar Water Department, Downtown Zone	2510	0	0	2510	61	49	4000	4900		
12.1		RTE 12 & 13th St SE	Willmar Water Department, Downtown Zone	2510	0	0	2510	61	49	1250	4900		
13.0		Willmar Ave SE & 2nd St SE 1st hyd N	Willmar Water Department, Downtown Zone	2470	0	0	2470	61	50	4500	5000		
13.1		Willmar Ave SE & 2nd St SE 1st hyd N	Willmar Water Department, Downtown Zone	2470	0	0	2470	61	50	2250	5000		
14.0		15th Ave NW & 24th St NW 1st hyd E	Willmar Water Department, College Zone	1380	650	650	2680	45	37	2000	5000		
15.0		1st St SW & 28th Ave SW	Willmar Water Department, Downtown Zone	2470	0	0	2470	68	52	6000	4500		
15.1		1st St SW & 28th Ave SW	Willmar Water Department, Downtown Zone	2470	0	0	2470	68	52	6000	4500		
15.2		1st St SW & 28th Ave SW	Willmar Water Department, Downtown Zone	2470	0	0	2470	68	52	2000	4500		
16		RTE 71 & 48th Ave NE	Sunray Water Department, 1	1210	0	0	1210	60	29	4000	1400	(D)-(649 gpm)	
16.1		RTE 71 & 48th Ave NE	Sunray Water Department, 1	1210	0	0	1210	60	29	3000	1400	(C)-(732 gpm)	
2.0		17th St SW & 15th Ave SW next hyd N	Willmar Water Department, Downtown Zone	2260	0	0	2260	63	49	4000	4100		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

INSURANCE SERVICES OFFICE, INC.  
**HYDRANT FLOW DATA SUMMARY**

City Willmar Fpsa

County Minnesota(Kandiyohi)

MINNESOTA  
 State (22)

Witnessed by: Insurance Services Office

Date: Jun 28, 2016

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM			PRESSURE		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **			AVAIL.
2.1		17th St SW & 15th Ave SW next hyd N	Willmar Water Department, Downtown Zone	2260	0	0	2260	63	49	1000	4100		
3.0		19th Ave Sw & 11th St SW 1st hyd W	Willmar Water Department, Downtown Zone	2390	0	0	2390	61	46	4000	4100		
3.1		19th Ave Sw & 11th St SW 1st hyd W	Willmar Water Department, Downtown Zone	2390	0	0	2390	61	46	4000	4100		
3.2		19th Ave Sw & 11th St SW 1st hyd W	Willmar Water Department, Downtown Zone	2390	0	0	2390	61	46	2250	4100		
4.0		26th Ave NE & Country Club Drive behind Club House	Willmar Water Department, Downtown Zone	1350	0	0	1350	84	13	3500	1300		
5.0		1st & Becker	Willmar Water Department, Downtown Zone	2550	0	0	2550	56	48	3500	5700		
6.0		Becker & 19th St SE 1st hyd W	Willmar Water Department, Downtown Zone	2390	0	0	2390	53	38	3500	3700		
7.0		Benson & 11th St SW	Willmar Water Department, Downtown Zone	2590	0	0	2590	62	56	4000	7400		
7.1		Benson & 11th St SW	Willmar Water Department, Downtown Zone	2590	0	0	2590	62	56	1000	7400		
8.0		Biology Ave & 18th St NE	Willmar Water Department, Downtown Zone	1780	0	0	1780	50	31	3500	2300		
9.0		Gorton Ave NW & 19th St NW	Willmar Water Department, Downtown Zone	1240	0	0	1240	57	43	4500	2100		
9.1		Gorton Ave NW & 19th St NW	Willmar Water Department, Downtown Zone	1240	0	0	1240	57	43	4500	2100		
9.2		Gorton Ave NW & 19th St NW	Willmar Water Department, Downtown Zone	1240	0	0	1240	57	43	1500	2100		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.



**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee met on Wednesday, September 28, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Steve Ahmann ..... Chair  
Audrey Nelsen ..... Alternate Member  
Ron Christianson ..... Member  
Shawn Mueske ..... Member

Others present: Mayor Marv Calvin, Interim City Administrator Mike McGuire, Public Works Dreictor Sean Christensen and Janell Sommers, Administrative Assistant.

Item No. 1      Call to Order

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

Item No. 2      Public Comment

There were no public comments.

Item No. 3      Working Out of Policy Compensation for Wastewater Working Foreman (Motion)

Public Works Director Sean Christensen presented for consideration a request to exercise the City's adopted Working Out of Class Policy to compensate Wastewater Treatment Plant Working Foreman Jim Gauer for assuming the role of Interim Superintendent since the position became vacant on September 17, 2015. The Working Foreman base salary is \$24.07 per hour. The retroactive pay from September 17, 2015 is proposed to be an additional \$2.41 per hour, with compensation going forward until the position is filled at the hourly rate of \$35.54. It was staff's recommendation to compensate Mr. Gauer as allowed by the Working Out of Class Policy. Council Member Mueske moved the recommendation of staff. Council Member Christianson seconded the motion, which carried.

Item No. 4      Human Resource Director Position (Motion)

Interim City Administrator Mike McGuire updated the Committee on the status of filling the Human Resource Director position informing them the interview committee met with six candidates of which two were selected as top candidates and background checks completed. It was the consensus of the interview committee to offer the position to Bridget Buckingham. Mr. McGuire touched on Ms. Buckingham's' work experience and abilities. He also informed the Committee of the recommended salary range offered by Springsted and his plan to offer her a starting salary at the midpoint of Range 11 with the intention that after a satisfactory six-month performance review, an up to six percent increase may be added to her salary.


Council Member Mueske made a motion to approve the recommendation to offer the position of Human Resource Director to Bridge Buckingham as outlined by staff. Council Member Christianson seconded the motion, which carried.

Item No. 5      City Clerk Update (Information)

Interim City Administrator McGuire updated the Committee on the status of the City Clerk position. An interview committee interviewed two qualified applicants and an offer will be forthcoming. The position is a Range 7 with a salary range provided by Springsted of \$52,000 - \$68,000.

A motion was made by Council Member Mueske, seconded by Council Member Christianson and passed to adjourn. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Janell Sommers". The signature is written in a cursive style with a long horizontal flourish at the end.

Janell Sommers  
Administrative Assistant



WILLMAR

**City Administrator**

City Office Building  
333 SW 6<sup>th</sup> Street  
PO Box 755  
Willmar, MN 56201

**MEMORANDUM**

**TO:** Labor Relations Committee Members  
Mayor and City Council

**FROM:** Mike McGuire, Interim City Administrator *JMM*

**DATE:** September 28, 2016

**RE: HUMAN RESOURCE DIRECTOR**

\*\*\*\*\*

The Interview Committee consisting of myself, Denis Anderson and Bruce Peterson conducted interviews of six candidates this week for the position of Human Resource Director. It was the consensus of the interview committee to offer the position to Bridget Buckingham.

The position of Human Resource Director has been set by Council as a Range 11 and my plan is to offer her a starting salary at the midpoint of this range, which is \$75,000 per year. It is also my intention that after a satisfactory six-month performance review, an up to six percent increase may be added to her salary.



Date July 28<sup>th</sup>, 2016

To: Sean Christensen (Public Works Director)

From: Jim Gauer (WWTF Working Foreman/Interim Superintendent)

Re: WWTF Superintendent Position

It has been my privilege to serve as the interim superintendent of the WWTF. This has been both a rewarding and challenging position and I would like to be considered for the permanent position. I was under the impression that the city may be completing a compensation study and if this is in the works I would like to wait to see the adjustments. It is my belief that the salary/compensation for this position has not kept pace with similar size treatment facilities. The previous superintendent's new salary is over \$80,000 in her new position. I do feel this position is of similar worth.

With Colleen's resignation date of October 2, 2015 with her scheduled vacation prior with her last day at work on September 16th, 2015, I have held the responsibility of the superintendent position starting on September 17th, 2015. I plan to continue to help out in this capacity and I am requesting consideration of working out of range with the start date of September 17<sup>th</sup>, 2015 and being compensated accordingly.

I thank you for the opportunities I have been given as a city employee and if given the task I will be able to make a seamless transition as superintendent.

Please reach out to me with any questions or concerns. Again, I am happy to help out where needed, but am hoping a resolution to filling the position is on the horizon.

Thank you for your time and consideration!

Jim Gauer



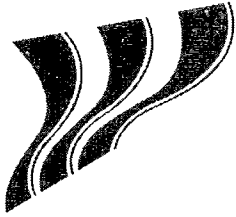
## **Working Out of Class**

Out-of-class pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 60 consecutive work days or more. The City Administrator or designee reviews the proposed out-of-class request prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out-of-class is the result of a temporarily vacant position. In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 10% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 60 consecutive work days or more, the employee is eligible for a partial out-of-class payment of up to 5% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

All requests for additional compensation for extra work performed out-of-class shall be subject to council approval and supported by a detailed written report prepared by the City Administrator, Human Resources Director, or the employee's immediate supervisor. The report shall identify and quantify the extra out-of-class duties and responsibilities performed by the employee. The supervisor of the "Out of Class Employee" shall monitor the employee's performance and report monthly in writing to the City Administrator as to the status of work projects and what is or isn't getting done in the absence of a permanent incumbent in this position.

The City Acknowledges that the actions taken granting additional compensation for working out of class does not create a past practice or precedence.



WILLMAR

**City Clerk-Treasurer**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5166  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** October 3, 2016

**SUBJECT:** Designating Polling Locations for the 2016 General Election

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Introduce the Resolution to Approve the Designated Polling Locations for the 2016 General Election

**BACKGROUND:**

The City is required by election law to publish/post the polling locations for the Primary Election, scheduled for Tuesday, August 9, and the General Election, scheduled for November 8, 2016. In accordance to Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass the resolution designating the polling locations.

On June 6, 2016, the City Council approved the polling locations for both the Primary Election and the General Election. However, the First Baptist Church located at 1000 6<sup>th</sup> Street Southeast has changed their name to Refuge Church which results in a new resolution be approved.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

**Department/Responsible Party:** Kevin J. Halliday, City Clerk-Treasurer

RESOLUTION NO. \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2016 General Elections:

FIRST WARD:	1 <sup>st</sup> Precinct	Willmar Community Center 624 North Highway 71
	2 <sup>nd</sup> Precinct	Lakeview Apartment Building 300 North 7th Street
	3 <sup>rd</sup> Precinct	Word of Faith Family Church 3010 7 <sup>th</sup> Avenue Northwest
SECOND WARD:	1 <sup>st</sup> Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 <sup>nd</sup> Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 <sup>rd</sup> Precinct	Rock of Life, CRC 1708 Southwest 8th Street
THIRD WARD:	1 <sup>st</sup> Precinct	Willmar Conference Center 2100 East Highway 12
	2 <sup>nd</sup> Precinct	Highland Apartments 115 East Becker Avenue
	3 <sup>rd</sup> Precinct	City Auditorium 313 West 6th Street
FOURTH WARD:	1 <sup>st</sup> Precinct	Refuge Church 1000 6 <sup>th</sup> Street Southeast
	2 <sup>nd</sup> Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 <sup>rd</sup> Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

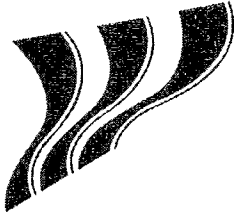
Dated this 3<sup>rd</sup> day of October, 2016.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY ADMINISTRATOR





WILLMAR

**City Clerk-Treasurer**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5166  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** October 3, 2016

**SUBJECT:** Appointing Election Judges for the 2016 General Election

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Introduce the Resolution to Approve the Appointment of Election Judges for the 2016 General Election

**BACKGROUND:**

The General Election is scheduled for Tuesday, November 8, 2016. In accordance to Minnesota Statutes 204B.21, Subdivision 2, it is necessary at this time to pass a resolution appointing election judges. At least two election judges in each precinct must be affiliated with different political parties.

**FINANCIAL CONSIDERATION:** \$11,000 in salaries-temporary employment

**LEGAL:** N/A

**Department/Responsible Party:** Kevin J. Halliday, City Clerk-Treasurer

RESOLUTION NO. \_\_\_\_

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the General Election in the City of Willmar on Tuesday, November 8, 2016:

WARD ONE	Precinct One:	Pat Morse, Co-Head Judge Cheryl Retrum, Co-Head Judge Shirley Rolffs Tina Harried Kent Skoglund Wallis Klause
	Precinct Two:	Ramona Berg-Perry, Co-Head Judge Ardell Engwall, Co-Head Judge Carol Wegner, Assistant Head Judge Samuela Heyer Rita Dragt Darlene Estwick
	Precinct Three:	Eugene Kerfeld, Co-Head Judge Lynn Shuldes, Co-Head Judge George Christensen Evelyn Paulson JoAnn Jagt Shelley Hedlund
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge Karen Stern, Assistant Head Judge James Buisman Millicent Larsen George Berg Paul Borene
	Precinct Two:	Dan Reigstad, Head Judge James Halverson, Assistant Head Judge Sharon Cruze, Assistant Head Judge Patrick Curry Clara DeRonde Carol Laumer
	Precinct Three:	Donna Hillenbrand, Co-Head Judge Duane Bock, Co-Head Judge A. Marilyn Hanson Mary Lorentzen Mary Catherwood Shirley Ringness

WARD THREE            Precinct One:            Nancy Snyder, Co-Head Judge  
Sally McAdams, Co-Head Judge  
Susan Schiro  
G. Richard Huesing  
Nancy Chamberlain  
Kathryn Halldin

                                 Precinct Two:            Julie Rote, Co-Head Judge  
Ardel Stiles, Co-Head Judge  
Donna Krogsrud  
Diane Plowman  
Marlene Vossen  
Barbara Borene

                                 Precinct Three:        LeAnn Griepentrog, Head Judge  
Sonja Duruji, Assistant Head Judge  
Jan Crackel, Assistant Head Judge  
Joan Kuhn  
Myla Lindstrand  
Susan Thorson  
Don Thompson

WARD FOUR            Precinct One:            David Rogers, Co-Head Judge  
Susan Brauchler, Co-Head Judge  
Joan Glaesman  
Sandra George  
Janice Olson  
Sally Packer

                                 Precinct Two:            Dennis Krueger, Co-Head Judge  
Marsha Butterfield, Co-Head Judge  
Mary Huesing  
Carl Shuldes  
Mary Konieczny

                                 Precinct Three:        Suzanne Rogers, Co-Head Judge  
Connie Heath, Co-Head Judge  
Janice Krueger  
Mary Bock  
Connie Peters  
Arend Jagt

Absentee Judges:            Marv Kray  
Ardell Engwall

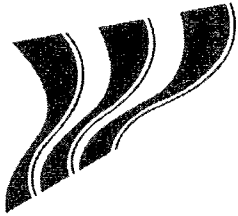
Dated this 3<sup>rd</sup> day of October, 2016.

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MAYOR

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Attest: CITY ADMINISTRATOR



WILLMAR

City Clerk-Treasurer

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5166  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** October 3, 2016

**SUBJECT:** State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Motion to Approve the State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License on a Roll Call Vote

**BACKGROUND:**

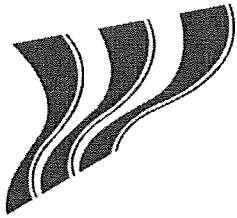
The Willmar Lakes Rotary Club; a club organized under the laws of the State of Minnesota, has plans to sell alcohol during a St. Thomas Exhibition Hockey event located at the Civic Center on November 5 and November 6, 2016. State Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol at the Civic Center property. Municipal Code Section 3-173 states a temporary license shall only be issued to a club, charitable, religious, or other nonprofit organization that has been in existence for at least three (3) years.

The Community Education & Recreation Board approved this request on Friday, September 23, 2016.

**FINANCIAL CONSIDERATION:** \$100 per application

**LEGAL:** N/A

**Department/Responsible Party:** Kevin J. Halliday, City Clerk-Treasurer



WILLMAR

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**COUNCIL ACTION REQUEST**

**DATE:** October 3, 2016

**SUBJECT:** Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

**RECOMMENDATION:** It is respectfully recommended the City Council approve the following:

Approve the Civic Center Arena Special Event by On-Sale Liquor License Holder pending Police Chief approval.

**BACKGROUND:**

The Civic Center has rented space to the Willmar Warhawks; a Tier III Ice Hockey team, who plan to serve alcohol during the hockey season starting October 15, 2016, and running through March 11, 2017. A Civic Center Arena Special Event by an On-Sale Liquor License Holder Permit is required to distribute or consume alcohol on the Civic Center grounds. The TPI Core Inc. dba Holiday Inn / Green Mill Willmar has applied for this permit with on-site employee listed as Ryan Nelson.

The Community Education & Recreation Board did approve the seasonal event on Friday, September 23, 2016.

**FINANCIAL CONSIDERATION:** \$100

**LEGAL:** N/A

**Department/Responsible Party:** Michael McGuire, Interim City Administrator