

**WILLMAR CITY COUNCIL MEETING  
MONDAY, APRIL 15, 2013, 7:00 P.M.  
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES  
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

**AGENDA**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:  
Approve: A. City Council Work Session Minutes of April 1, 2013  
B. City Council Minutes of April 1, 2013  
C. Willmar Municipal Utilities Commission Minutes of April 8, 2013  
D. Planning Commission Minutes of April 10, 2013  
E. Accounts Payable Report through April 10, 2013  
Accept: F. Building Inspection Report for March, 2013  
G. Community/Activity Center Minutes for April 2, 2013
6. Items Removed from Consent Agenda
7. Scheduled Hearing:  
7:02 p.m.: Proposed Business Subsidy/Tax Abatement, Torgerson Properties, Inc.
8. Willmar City Council Open Forum
9. Finance Committee Report for April 8, 2013  
Action Item: A. Western Interceptor Project Financing
10. Public Works/Safety Committee Report for April 9, 2013  
Action Items: A. 2013 Street and Other Improvements: Declare Costs to be Assessed and Preparation of Assessment Hearing  
B. BNSF Agreement and Easement for Willmar Avenue Crossing  
C. Petition for Transfer of Portions of Ditch 23A
11. Consideration of Fast Access Program Resolution
12. Consideration of Liquor License Renewals: On-Sale, Off-Sale, On-Sale 3.2% Malt Liquor Licenses, and Wine
13. Consideration of City Park Special Event by On-Sale Liquor License Holder Permit – Baker's Eagle Creek Eatery LLC
14. Mayoral Proclamation – National Day of Prayer
15. Announcement of Council Committee Meeting Dates
16. Miscellany:  
A.  
B.  
C.
17. Adjourn

WILLMAR CITY COUNCIL WORK SESSION  
COUNCIL CHAMBERS  
WILLMAR MUNICIPAL UTILITIES BUILDING  
WILLMAR, MINNESOTA

April 1, 2013  
6:00 p.m.

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

Also present were City Administrator Charlene Stevens, Finance Director Steve Okins, Fire Chief/Marshal Gary Hendrickson, City Attorney Robert Scott, City Clerk Kevin Halliday and Scott Thaden.

Mr. Thaden continued the review of "The Standard Code of Parliamentary Procedure". Various details were reviewed starting with the importance of the responsibility of the presiding officer to get the verbatim language of the main motions and amendment to those main motions. Noting that the minutes are the official record of "action" not "discussion" points, each Council Member should state their motions completely. In discussing the Consent Agenda, he noted that it is not necessary to take off items just to make a comment. He clarified "Point of Order" and "Point of Privilege".

Mr. Thaden encouraged some amendments to the City's standard agenda, which included the addition of "New Business" at the end of the agenda, perhaps in place of "Miscellany", and to add the last agenda item of "Announcements."

Mr. Thaden clarified that when adding items to the Agenda each Council member should list the item for all to hear, not just say "I have an item".

Mr. Thaden then presented mock motions for the Council to practice, asking them to amend the motion, and then to amend the amendment.

There being no further training at this time, the Work Session adjourned at 6:51 p.m.

Attest:

\_\_\_\_\_  
MAYOR

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

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

April 1, 2013  
7:00 p.m.

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

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, Fire Chief Gary Hendrickson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Additions to the Agenda included the review process of City Council goals and objectives.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Work Session Minutes of March 18, City Council Minutes of March 18, Rice Hospital Board Minutes of March 20, Willmar Municipal Utilities Commission Minutes of March 25, Accounts Payable through March 27, Willmar Design Center Minutes of March 19, Airport Commission Minutes of March 20, and Community Education/Recreation Joint Powers Board Minutes of March 22, 2013. Council Member Fagerlie seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened a hearing on an Ordinance Amending Municipal Code 1060, Willmar Zoning Ordinance. Planning and Development Services Director Peterson presented details of the Ordinance as it relates to the release of two of the three phases of land release of the old airport property by the FAA. Mr. Peterson noted the property east of County Road 5 has already been platted for development, but needs to be rezoned to build upon for industrial uses. The amendments change the zone from Government/Institution to Limited Industry and General Industry. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:05 p.m.

Council Member Anderson offered a motion to adopt, assign a number, and order final publication of the Ordinance Amending Municipal Code 1060, Willmar Zoning Ordinance. Council Member Ahmann seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Adam Arvidson, Design Center consultant, presented a brief overview of process used by the Economic Development Commission, Rice Hospital, Willmar Design Center and City representatives to select SRF Consulting Group to conduct the parking study. Lance Bernard of SRF Consulting Group explained the process of the data-driven look at downtown parking to get an empirical based look to formulate recommendations. His firm reviewed existing conditions, parking generation data, conducted a parking utilization survey and extrapolated future parking demands. Preliminary findings are that generally, parking demands are currently being met in the downtown as a whole. Future redevelopment may pose greater demand yet there are areas (blocks) of concern. Mayor Yanish thanked Mr. Bernard for his report.

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

The Labor Relations Committee Report for March 21, 2013, was presented to the Mayor and Council by Council Member Ahmann. There were four items for Council consideration.

Item No. 1 There was no one present to address the Committee.

Item No. 2 The meeting was closed pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies; and then reopened upon motion. This matter was for information only.

Council Member Dokken inquired as to why there were no formal minutes of the closed session and the City Attorney explained the current laws covering the closed meeting and its voice recording. Answering a second inquiry, City Attorney Scott stated that non-Labor Relations Council Members may not listen to the recording.

Item No. 3 The Committee discussed various forms for evaluation of the City Administrator and agreed that City Administrator Stevens and Council Member Ahmann could work on the form. Council Member Christianson stated he would supply a copy of a self-evaluation form that had been used in the past.

The timeframe for completion was also discussed, with agreement that the City Administrator and City Council should have the opportunity to review the completed evaluation in advance of any meeting to discuss the same.

Council Member Ahmann stressed the importance of adhering to the Minnesota Data Practices Act and suggested using the City Attorney as a conduit for the individual forms completed by the City Council Members as had been done by the Willmar Municipal Utilities. This matter was for information only.

Council Member Christianson questioned the need to submit each Council Member's evaluation to the City Attorney and was informed it was due to data privacy (confidential, private) noting that after the review, the forms would go into the personnel file at the City Offices. Mr. Christianson stated his displeasure with the proposed process, noting his desire to bring his evaluation form to the meeting.

Council Member Christianson moved to not follow the process recommended by the Labor Relations Committee and that Council members complete their evaluation forms, that they then bring and discuss with Ms. Stevens at a closed meeting in a process that Council Members have used in the past with the previous City Administrator. Council Member Fagerlie seconded the motion.

Council Member Nelsen reminded the Council that the matter is not equal to the past as the Administrator's contract gives Ms. Stevens an option to be included in the development of the process for her evaluation.

Following additional discussion, the vote on the motion resulted in a tie with Ayes 4 – Council Members Christianson, Johnson, Dokken and Fagerlie; and Noes 4 – Council Members Anderson, Ahmann, Nelsen and DeBlicek. Mayor Yanish cast the deciding affirmative vote and the motion carried.

Item No. 4 Council Member Ahmann raised the issue of legislative relations and suggested that the City Council become more active with the City's state legislators and suggested that additional Council members and/or the Mayor participate in the City's legislative visit to St. Paul as part of the Coalition of Greater Minnesota Cities.

Ms. Stevens also stated that the League of Minnesota Cities has different policy committees on which she and the Finance Director currently serve, but elected officials can also participate.

Council Member Christianson asked about the hiring of a City Engineer. Ms. Stevens agreed that the City Engineer is an important position and stated that the only reason she had held off on hiring for the position was to consider some possible restructuring of duties in Planning, Engineering and Public Works.

The Labor Relations Committee Report was approved as presented upon motion by Council Member Ahmann, seconded by Council Anderson, and carried.

The Finance Committee Report for March 25, 2013, was presented to the Mayor and Council by Council Member Johnson. There were six items for Council consideration.

Item No. 1 There was no one present wished to address the Committee.

Item No. 2 Staff presented to the Committee a proposed preliminary Budget for the Lakeland Drive Improvement Project as submitted by Consulting Engineer Brian Bollig. Most of the items found in Phase I of the Facility Plan would be completed under this budget with the exception of the segment north of the lift station. In addition, quiet zones would also be installed at the Lakeland Drive railroad crossings. Funding for part of this Project will be pursued through the State of Minnesota Public Facilities Authority. Local Option Sales Tax Funds will also be used and the estimate for State Aid will be reduced as other funding sources become available.

The Committee was recommending the Council introduce a Resolution setting the Lakeland Drive Improvement Preliminary Budget at \$10,276,000 and to continue to research other funding mechanisms. Resolution No. 1 was introduced by Council Member Johnson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

Preliminary Lakeland Drive Budget

OTHER SERVICES:		RECEIVABLES:	
Mtce. Of Other Improve.	\$ 8,164,000.00	State (PFA)	\$ 6,611,000.00
Total:	\$ 8,164,000.00	City (State Aid)	3,203,000.00
		City (LOST)	<u>462,000.00</u>
		Total:	\$10,276,000.00
OTHER CHARGES:		FINANCING:	
Prof. Services	\$ 1,188,000.00	State (PFA)	\$ 6,611,000.00
Other Charges	<u>924,000.00</u>	City (State Aid)	3,203,000.00
Total:	\$ 2,112,000.00	City (LOST)	<u>462,000.00</u>
		Total:	\$10,276,000.00
Grand Total:	\$10,276,000.00		

Dated this first day of April, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 Staff presented a projected Schedule of Events for the 2013A G.O. Improvement Bond issue. It was noted that the Western Collector Project, the Lakeland Drive Improvement Project, and the Waste Treatment Plant rates will be coordinated with this Schedule. This matter was taken for information only.

Item No. 4 Staff requested Committee input on financial reports they would like to see presented to the Council, such as including a five-year history where feasible. This matter was taken for information only.

Item No. 5 Staff noted that future agendas include proceeding with Waste Treatment Rate Adjustments, a report on the Local Option Sales Tax Fund, the 2014 Budget Calendar, the Western Collector Project Budget, and 1<sup>st</sup> quarter reports from Rice Memorial Hospital and Willmar Municipal Utilities. This matter was taken for information only.

Item No. 6 The Committee received the Statewide Voluntary Firefighter (SVF) 12/31/12 Report, the January Rice Memorial Hospital Financial Report, the CVB Financial Report as of 02/28/13, and the February Rice Trust Report. These reports were taken for information only.

The Finance Committee Report for March 25, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Johnson, seconded by Council Member Dokken, and carried.

The Public Works/Safety Committee Report for March 26, 2013, was presented to the Mayor and Council by Council Member Christianson. There were six items for Council consideration.

Item No. 1 Wes Hompe, General Manager of Willmar Municipal Utilities, was before the Committee to give an update on the two wind generators located on the High School property on the northeast end of Willmar. The project started in August, 2008, the agreement was signed in May, 2009, and construction began in July. Shortly after start up, a hydraulic leak in one unit was discovered that took some time to locate and resolve. Since that time, production has increased each year with downtime decreasing. WMU has a five-year maintenance contract for the units and staff is currently being trained in Level I maintenance procedures.

The wind generators are anticipated to produce 8.3 million kilowatts per year. Mr. Hompe stated that the wind speed needs to maintain 8 mph or the units will not turn. He also answered questions from the Committee concerning development of future energy alternatives and budgeting for maintenance and replacement of the wind turbines. This matter was for information only.

Item No. 2 RFP's for engineering design and construction-related services for the demolition and replacement of the Sperryville lift station were authorized by the Council, received and evaluated by Staff. The analysis was based on technical and financial factors. The recommendation of the evaluation team is to accept the proposal by Donohue and Associates in the amount of \$52,708.50. Funding is designated in the 2013 Capital Improvement Program and the Wastewater Treatment budget for the replacement.

The Committee was recommending the Council accept the proposal of Donohue and Associates for design and construction-related services for the replacement of the Sperryville lift station and authorize the Mayor and City Administrator to execute an agreement. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 2

Whereas the City of Willmar desires to retain a firm to provide engineering services for design and construction-related services of the replacement of the Sperryville Lift Station; and

Whereas a proposal has been made by, and an agreement prepared to retain, the firm of Donohue and Associates of Willmar, Minnesota in a not to exceed amount of \$52,708.50 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that Mayor and City Administrator be authorized to execute the same.

Dated this first day of April, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 The Committee considered Work Order No. 2 to the professional services contract with Bolton and Menk for on-call engineering services of miscellaneous items that arise at the Willmar Municipal Airport. The contract provides a mechanism for tracking costs associated with miscellaneous tasks at the airport and provides for potential reimbursement through MnDOT and FAA funds.

The Committee was recommending the Council approve Work Order No. 2 with Bolton and Menk on an hourly basis at a not-to-exceed amount of \$10,000.00 for miscellaneous airport services. Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into Work Order #2 to the professional services contract between the City of Willmar and Bolton and Menk, Inc. The amendment increases the not-to-exceed figure for the contract an additional \$10,000.00.

Dated this first day of April, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 4 The Committee considered a Master Partnership Contract between the State of Minnesota and the City. The agreement which allows the City to collaborate on design, construction, maintenance and operation of our roadways, replaces the former agreement and will expire on June 30, 2017. Examples of tasks the City uses this agreement for are: lab materials testing, bridge inspections, and pavement striping.

The Committee was recommending the Council accept the agreement as presented and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish and approved on a roll call vote of Ayes 7, Noes 0, Council Member DeBlieck abstained from voting.

RESOLUTION NO. 4

WHEREAS, the Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174-02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract

would provide the greatest speed and flexibility in responding to identified needs.

THEREFORE BE IT RESOLVED:

1. That the City of Willmar enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.
2. That the proper City officers are authorized to execute such contract and any amendments thereto.
3. That the City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Willmar without further approval by this Council.

Dated this first day of April, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The Committee considered a fee proposal presented by Staff from Bollig Inc. offering to evaluate alternatives to potentially eliminate the MinnWest Lift Station, and possibly other lift stations, therefore allowing the entire Lakeland Drive sewer line to operate with gravity flow. The investigation will include an engineering analysis, estimate of construction costs, and provide an annual cost savings analysis.

The Committee was recommending the Council pass a Resolution approving the amendment to the contract for a not-to-exceed figure of \$27,000.00. Brian Bollig was present and offered a brief overview of his proposed review and potential savings. Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Bollig Inc. for the Lakeland Drive Interceptor/MinnWest Lift Station Project. The amendment increases the not-to-exceed figure for the contract approved on December 17, 2012 by \$27,000.00.

Dated this first day of April, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 6 The Committee and Staff briefly discussed the design of alternate quiet zone proposals for the Lakeland Drive and Trott Avenue railroad crossings. It was noted that workable designs will be presented to staff and committee before the final design is submitted for approval by the U.S. Department of Transportation.

Pat Curry, representing the Airport Commission, updated the Committee on discussions of the Commission, one being placing lettering on buildings designating John L. Rice Field as part of the airport's title, and the other the painting of a compass rose on the ramp.

Councilmember Ahmann requested an update from the Storm Water Task Force and also the Grass Lake Project be placed on a future agenda. These items were for information only.

The Public Works/Safety Committee Report for March 26, 2013, was approved as presented upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

The Community Development Committee Report for March 28, 2013, was presented by Council Member Fagerlie. There were four items for Council consideration.

Item No. 1 There was no one present wished to address the Committee.

Item No. 2 Staff presented to the Committee a request from Torgerson Properties, Inc. (TPI) for tax abatement on their upcoming project. The hotel, restaurant, and conference center complex on East Highway 12 is slated to undergo major renovations and expansion over the next two years. Bids have come in over budget and are driving the request for tax abatement. The company is requesting that the taxes on the increase in value resulting from the expansion and remodel be abated and returned to them for a ten-year period. They have requested that the property taxes paid in 2013 be set as the baseline for establishing the abatement number. Staff is working on abatement estimates based on the TPI projections for changes in net operating income.

Any abatement granted to TPI would be figured in the levy and would be spread across the entire taxing jurisdiction. The City and any other taxing jurisdiction involved in the abatement will continue to receive the taxes being paid on the current value. Kathy Aamot of TPI was present to answer questions regarding project details.

Following discussion, the Committee was recommending that the Council grant preliminary approval to the tax abatement and that a public hearing be set for April 15, 2013, to consider the abatement request. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Anderson seconding the motion.

Council Member Ahmann brought to the Council's attention an ICMA tax abatement document which states "no consensus on tax incentives have any effect at all." He mentioned that Minneapolis stopped giving tax abatements for historical restoration. Mr. Ahmann stated his intent was not to put the fire out, but opined that the Council hasn't measured prior abatements and inquired if a five-year or ten-year district should be considered. He recommended that each Council Member should read the ICMA document.

Council Member Fagerlie promoted the \$11 million proposed project as a beneficial community project noting TPI's competition with Jackpot Junction and Prairies' Edge who completed major renovation projects. He noted the project will add rooms which will aid in holding larger national tournaments like the curling championships.

Council Member Johnson inquired on the financial impact asking staff to comment on the levy spread across the whole jurisdiction and how it applies to other property owner's and their tax rates.

Council Member Ahmann moved to table the consideration of the tax abatement and setting a public hearing. Council Member Christianson seconded the motion, but then withdrew the second when it was clarified that the motion is not debatable. No other Council Member offered a second and it died for a lack of a second.

Planning and Development Services Director Peterson offered a summary of the process after approval of this proposed abatement noting an estimated \$23,000 abatement, reminding the Council that they can choose various term lengths of the abatement with five years, ten years or a prorated offer. If the City approves an abatement, it is only one part with the County holding a hearing also to consider abating the County tax portion.

Council Member Christianson noted the Committee voiced granting preliminary approval and he opposed that position.

Council Member Christianson moved to amend the motion (taking out Council preliminary approval) stating that the Council set a public hearing for April 15, 2013, to consider the abatement request. Council Member Ahmann seconded the motion.

Council Member Ahmann requested a tax abatement policy be drafted stating he requested a policy after the Lakeland Hotel project and he has not reviewed a draft policy or had any open dialogue on the issue. City Administrator Stevens stated that the policy used is the tax increment policy (TIF).

Council Member Fagerlie moved to close debate, Council Member Anderson seconded the motion which carried with the required two-thirds vote of the Council. The motion as amended was restated by Council Member Christianson and carried on a voice vote of six Ayes, two Noes – Council Member Fagerlie and Nelsen voted “No”.

Item No. 3 Staff reviewed with the Committee current policies for development incentives, specifically as they relate to tax increment financing. These are the policies that have been used in the past to review tax abatement requests. In the course of researching other communities, very little in the way of tax abatement policies were discovered. This is due primarily to the fact that tax abatement grants taxing jurisdictions broader discretionary authority than do most of the other financing incentives. Staff was recommending that the City keep the policies flexible so that the Council retains their broad discretion in granting or denying tax abatement requests. It was noted that the four active abatements would all be retired within the next three years. In the course of discussing actual abatement policies, Staff proposed that the policies include language that will follow the tax increment financing policies, but will eliminate the requirement that an application demonstrate financial need. This is not a statutory requirement. Staff will draft a broad based tax abatement policy and return those policies to the Committee in the near future for discussion, and this matter was for information only.

Item No. 4 The Committee received an update from Staff on the offer by the heirs of Jim Rule to give the former Rule Tire property to the City. Research has determined that there is a minor amount of asbestos ceiling tile in the building. Fuel tanks have been removed and no other environmental hazards have been identified. The family has agreed to pay the delinquent taxes on the property. Joline Hovland of Habitat for Humanity was present to indicate their interest in a portion of the property. The Committee discussed various options for obtaining and using the property, including the City receiving it all and leasing a portion of the property to Habitat for Humanity. Another option might be that the family gifts a portion of the property to each entity. Staff will follow up with the City Attorney regarding the options for resale, gifting or leasing if the City acquires the property

The Committee was recommending the Council to submit the proposal to the Planning Commission for their Charter required review and to pursue other options for acquisition and use of the site. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

The Community Development Committee Report for March 28, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member DeBlieck, and carried.

City Clerk Halliday presented to the Mayor and Council for consideration a list of establishments requesting renewal of their current liquor licenses: On-Sale -Applebee's Grill & Bar, Grizzly's Grill N' Saloon, Holiday Inn/Green Mill and VFW 1639; Club On-Sale - Willmar Elks Lodge and Fraternal Order of Eagles; On-Sale 3.2% Malt Liquor - Café Persepolis, Golden Palace, and Valley Golf; Off-Sale - Cash Wise Liquor, Cub Foods, Gerry's Liquor, Sunray Spirits and West Side Liquor; Wine - Café Persepolis and Golden Palace. Council Member Anderson moved to approve the liquor license renewals as presented. Council Member Johnson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered a Civic Center Arena Special Event by On-Sale Liquor License Holder. City Clerk Halliday explained that the Civic Center has rented space to the West Central Builders Association who will hold a show on April 6 and 7, 2013. On April 6<sup>th</sup> the WCBA has plans to offer free alcohol to members after closing hours. The Kandi Entertainment Center has applied for this permit with on-site employee listed as Keith Pattison. The Willmar Police Department has approved of the permit. Council Member Christianson moved to approve the Civic Center Arena Special Event by On-Sale Liquor License Holder with Council Johnson seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered a City Park Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday explained that Willmar Fests will be holding a Beach Party on June 22, 2013, with plant to serve alcohol. Council Member Fagerlie moved to approve the City Park Special Event by On-Sale Liquor License Holder Permit as presented. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered a request from the Fire Chief to enter into a contract with Ridgewater College for purposes of firefighter training. Fire Chief Hendrickson explained that the contract would provide the opportunity for the Fire Department to conduct "live" fire training exercises within acquired structures as they become available within the community. Following discussion, Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a customized and continuing education contract with Ridgewater College for the purposes of firefighting training.

Dated this first day of April, 2013.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Announcements for Council Committee meeting dates were as follows: Finance, April 8, and Public Works Safety, April 9, 2013.

Council Member Ahmann moved that the City Council and Mayor consider a process to update the Council on goals and objectives and action plans on a monthly basis. Council Member Christianson seconded the motion. Council Member Ahmann stated that the City isn't focused on the big picture and that the daily workload detracts from effective implementation of the action plans to accomplish the adopted goals. Following discussion, the motion and second were withdrawn.

There being no further business to come before the Council, the meeting adjourned at 9:15 p.m. upon motion by Council Member Anderson, seconded by Council Member Christianson, and carried.

Attest: \_\_\_\_\_  
MAYOR

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

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**APRIL 8, 2013**

The Municipal Utilities Commission met in its regular meeting on Monday, April 8, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Jerry Gesch, Dan Holtz, Carol Laumer, Jeff Nagel and Joe Gimse.

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

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

**RESOLUTION NO. 15**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the March 25, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130529 to No. 130609 inclusive in the amount of \$123,284.39 with a MISO credit in the amount of \$128,725.20 and an Absaloka Coal payment in the amount of \$26,673.60.

Dated this 8<sup>th</sup> day of April 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

General Manager Hompe and Power Supply Broker Carlson reviewed with the Commission a proposed agreement to provide power consulting to WMU. The Power Consulting Agreement between WMU and 1010 Energy, Inc., of Fergus Falls, MN, would provide wholesale energy marketing expertise in the purchase and sale of electric power. This consulting agreement would also assist WMU in decision making efforts regarding electric scheduling, capacity, hedging, and transmission. Following discussion, Commissioner Schrupp offered a resolution to approve the Power Consulting Agreement with 1010 Energy Inc. Commissioner Holtz seconded.

**RESOLUTION NO. 16**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Power Consulting Agreement between Willmar Municipal Utilities and 1010 Energy, Inc., of Fergus Falls, Minnesota, be approved as presented."

Dated this 8<sup>th</sup> day of April 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

General Manager Hompe along with Power Supply Broker Carlson reviewed with the Commission a proposed Energy Risk Management Policy. This policy would provide reliable and affordable energy and energy services to the customers of WMU. This policy applies to all power supply activities of WMU including participation in MISO markets, all purchase power agreements, generation resources, and all processes regarding the market risks in which WMU conducts their normal power supply activities. Following discussion, Commission Laumer offered a resolution to approve the proposed Energy Risk Management Policy. Commissioner Gimse seconded.

**RESOLUTION NO. 17**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities Energy Risk Management Policy with the policy to be reviewed periodically and any modifications made thereto to be approved by the Commission is approved."

Dated this 8<sup>th</sup> day of April 2013.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

Director of Finance Hunstad reviewed with the Commission the February 2013 Financial Report. Data reviewed included revenues, expenses, and retained earnings as related to the WMU Budget. This was for information only.

Commissioner Schrupp (Labor Committee Chair) reviewed with the Commission the minutes from the March 22<sup>nd</sup> WMU Labor Committee meeting. The three main items discussed focused on: 1) the general structure and function of the Line Department personnel; 2) the WMU Organizational Chart (draft); and, 3) the scheduling of a Strategic Planning Session. Following discussion,

Commissioner Schrupp offered a motion to approve the minutes of the March 22<sup>nd</sup> WMU Labor Committee meeting. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays.

General Manager Hompe informed the Commission of a number of upcoming meetings/conferences to note. These items include:

1. CMMPA Annual Meeting – April 18<sup>th</sup> in Springfield or April 23<sup>rd</sup> in Owatonna (both @ 5:00 p.m.)
2. MRES Annual Meeting – May 8-9 in Sioux Falls,
3. APPA National Conference – June 14-19 in Nashville, TN

Anyone interested in attending any or all of the meetings, should contact Beth Mattheisen at the WMU office for arrangements to be made.

General Manager Hompe reminded the Commission that the final (4 of 4) installment of the Electric Utility 101 webinar series presented by APPA will be held on Tuesday, April 16<sup>th</sup> beginning at 1:00 p.m. This segment will focus on distribution in the electric industry. This webinar will be held in the WMU Auditorium.

There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Schrupp seconded the motion, and the meeting was adjourned by a vote of seven ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Jeff Kimpling  
Manager of Electric Services

ATTEST:

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Jerry Gesch, Secretary



**WILLMAR MUNICIPAL  
UTILITIES  
WMU Labor Committee Meeting  
Minutes  
Friday, March 22, 2013 – 11:00 a.m.**

Attendees: Commissioners Matt Schrupp (Chair), Steve Salzer & Carol Laumer (via teleconference) and General Manager Wesley Hompe

\*\*\*\*\*

➤ **General structure and function of the Line Dept. personnel was discussed. Issues concerning the Line Department:**

- Wages:
  - GM Hompe contacted KPC GM Dave George to gather data regarding union & non-union wage & benefit packages. (PDO, health savings plans, retirement, etc.) Total compensation package numbers are being compared.
- Determine what the actual cost of \$1 in wages is annually worth, base wage + associated costs (i.e. FICA, PERA, taxes, etc.)
- Locator/entry level apprentice position was discussed.
- Will continue to gather more data and finish analysis to determine direction to be taken including contacting our labor union attorney (Frank Madden) to further discuss issue.

➤ **WMU Organizational Structure/Chart:**

- Discussion of the Organizational Chart presented.
- Position functions & future direction of Power Supply discussed (i.e. CMMPA, MISO)
- WMU Labor Committee accepts the presented Chart.
- To be forwarded to WMU Mgmt. Staff for comments & consideration
- Final step – present to Commission and request approval

➤ **Strategic Planning Session:**

- Determining date & location for upcoming session. Once finalized all participants will be notified.
- In discussions with possible facilitators: Jack Kegel (MMUA) and David Unmacht (Springsted)
- Questions, surveys and input will be required of Staff prior to actual Strategic Planning Session
- Follow-up of plan by facilitator may be requested (i.e. 6 mo./12 mo.)

➤ **Adjournment:**

Commissioner Schrupp offered a motion to adjourn the meeting of the WMU Labor Committee at 12:10 p.m. Commissioner Salzer seconded, and the motion was carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 10, 2013**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 10, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Charles Oakes, Scott Thaden, Bob Poe, Nick Davis, and Randy Czarnetzki.

\*\* Members Absent: Gary Geiger, and Andrew Engan.

\*\* Others Present: Margaret Fleck, Joe Hartmann, Joline Hoveland, Bethany Hardy, Tim Miller, Lisa and Jeff Adkins, Steve Salzer, Bruce D. Peterson- Planning and Development Services-Director, Megan Sauer- Planner.

2. MINUTES: The minutes of the March 13, 2013 meeting were approved as presented.

3. COMMUNITY CHRISTIAN SCHOOL PLAN REVIEW- FILE NO.-13-05: Bethany Hardy of Cities Edge Architects presented the plans on behalf of Community Christian School for an addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19<sup>th</sup> Ave. SW) (see file for full legal).

Ms. Hardy explained that the school is expanding to accommodate the expanding High School students/classes and sport activities. The proposed addition may be done in phases, either doing portions of the addition one year and completing it the next, or building the exterior walls but not doing a portion of the interior finishes until the next year. Civil plans are not yet completed, but Duininck Inc. will submit them to the City Engineer for review. The City Fire Chief/Marshall has not reviewed or commented on the plans yet.

The parking lot currently has 62 stalls and 10 bus stalls, and the proposed restriping/reconfiguring is at 84 stalls. The Commission talked about student enrollment numbers and student and faculty parking needs. Ms. Hardy did not have those numbers available yet. The Commission also discussed sporting events that may draw larger crowds, as well as Fire Department access to the addition.

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

The Commission talked about the number of unknowns at this point with the plans. They support the school adding on but would like to see more of the details to ensure everything is being done per City Ordinances and codes.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to table the matter until the next meeting to get more of the details for the plans determined and reviewed.

The motion carried.

4. MINNWEST TECHNOLOGY CAMPUS FLADEBOE AUCTIONS PLAN REVIEW-FILE NO: 13-05: Steve Salzer, of MinnWest Technology Campus, presented plans for Fladeboe Auctions to lease 261 sq. ft. of space for an office on property legally described as: Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. SW). Fladeboe Auctions specializes in nonprofit charity, farm and land real estate auctions. Kristine Fladeboe Duninick will operate out of the office.

The Planning Commission discussed that the office use is permitted in the technology district and the proposal is definitely Ag related.

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

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

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

The motion carried.

5. GARAGE DOOR HEIGHT DISCUSSION: The Planning Commission had discussed Section 3 of the Zoning Ordinance at the previous Commission meeting specifically outbuildings and sq. ft. requirements. One aspect that wasn't discussed was door height. The Zoning Ordinance allows two story accessory structures, but limits the garage door heights to 10 feet. There have been some issues with people that wish to store RV's in them and the 10 foot door height is limiting.

The Planning Commission had a discussion about preferring RV's in garages than in yards for months at a time. However, they didn't want to open it up to allowing commercial sized equipment and semi's into residential storage shed. Roll-up garage doors are limited to 12' in width; once they get wider then that it's something like a Schweiss Door similar to those on airport hangars. The Commission didn't like the idea of opening up residential areas to such large commercial fold up garage doors.

Mr. Poe excused himself from the meeting.

Jeff Adkins, a citizen currently building a garage for his RV, asked the Commission to consider 12' door heights instead of 10', as it would allow the smaller RV's but not big commercial equipment.

The Commission talked about once they change it to 12' now, in another few years people will be asking for 15' and it'll open up to bigger RV's etc. in residential neighborhoods.

Mr. Oakes made a motion, seconded by Thaden, to start the process to hold a public hearing considering amending the Zoning Ordinance limiting door heights on accessory structures to 12' high, and to not more than 12' wide for doors exceeding 8' in height.

The motion carried with Mr. Oakes, Mr. Thaden, and Mr. Davis voting yes, and Mr. Czarnetzki and Mr. Klema voting no.

The motion carried by 3 to 2 vote.

6. FORMER RULE TIRE PROPERTY ACQUISITION: Staff explained that the Rule Family contacted the City wishing to gift some property/building to the City (620 Pacific Ave. SW). The City was then approached by Habitat for Humanity which has offices across the street from said property to buy a portion of the southern half of the lot to use for additional parking and the garage building for warehousing.

The City will demolish the building on the north part of the parcel and possibly use the property for a pocket park, MUC parking, another trail connection etc.

The Commission asked about demolishing the building and any contamination issues. Staff stated that three bids were received, and there is an extremely small amount of asbestos in the building that will be properly removed and disposed of. The PCA has closed files on the gas tanks that were removed in the 80's. There are back taxes on the property and this gift will speed up the removal process on a vacant derelict property.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to recommend approving acquisition of the property to the City Council.

The motion carried.

7. ELECTRONIC BILLBOARDS DISCUSSION: Staff was approached by a marketing group that wants to do a community electronic billboard. Staff explained to them that billboards are prohibited by our Zoning Ordinance. They asked that the matter be discussed at the Planning Commission to see if this is something that should be considered.

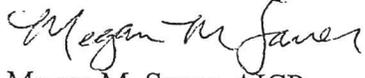
The Planning Commission talked about electronic signs and billboards, and the scale, brightness, and motion issues that could arise from such signage.

The consensus of the Commission was that the wording of the ordinance regarding billboards shall remain as written in the Ordinance.

No action was taken.

8. There being no further business to come before the Commission, the meeting adjourned at 8: 29 p.m.

Respectfully submitted,



Megan M. Sauer, AICP  
Planner/Airport Manager

# Attachment A

PLANNING COMMISSION-APRIL 10, 2013

## STAFF COMMENTS

1. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05:

- The applicant is Cities Edge Architects on behalf of Community Christian School, Willmar, MN.
- The applicant is proposing a 24,400 sq. ft. one story addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19<sup>th</sup> Ave. SW)(see file for full legals).
- The property is zoned R-2, and as it is already an existing private school facility plan review is required.
- All setbacks will be met/exceeded with the proposed addition.
- The addition may be done in two phases, depending on funding etc.
- The Zoning Ordinance stipulates that parking spaces for High Schools should be one space for each four (4) students plus three (3) spaces for each classroom. The current parking lot layout has 62 stalls and 10 bus stalls the proposed schematic is 84 stalls. There is ample room for parking expansion, what is the Commissions comfort level?
- The exterior façade of the addition will blend and match the colors and materials of the existing structure as best as possible.
- No landscape plan was submitted, landscape plan shall be submitted prior to issuance of a building permit.
- Civil plans have not been submitted. The Civil plans shall include the following:
  1. Utility plans.
  2. Grading, drainage, and erosion control plans.
  3. Stormwater pollution prevention plan.
  4. Stormwater Management Plan and hydraulic calculations.All approvals and permitting, shall be contingent upon Interim City Engineer review/comments and conditions all being met.
- Access to 15<sup>th</sup> St. SW in the future?

RECOMMENDATION: Approve the plan review with the following conditions:

  - A. Parking spaces required shall be determined once accurate student enrollment numbers are known, prior to issuance of a building permit.
  - B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.
  - C. Civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
  - D. The use shall meet all applicable local, state, and federal laws and regulations at all times.

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI 002404 35995 04/10/13 SEPTIC PUMPING	330.00		20952		D N	CLEANING AND WAS	230.43430.0338
ALEX AIR APPARATUS INC 002061 35996 04/10/13 SCBA COMPRESSOR FILTER	70.80		23499		D N	MTCE. OF EQUIPME	101.42412.0224
AMERICAN WELDING & GAS I 000057 35997 04/10/13 EXT. SPRING CLIP 35997 04/10/13 FIRE EXT. INSPECTION	13.37 496.06 509.43 509.43		02144180 02152823 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42411.0224 101.45433.0334
VENDOR TOTAL							
AMERIPRIDE LINEN & APPAR 000051 35998 04/10/13 TOWEL SERVICE 35998 04/10/13 TOWEL SERVICE	26.72 30.42 57.14 57.14		2200355765 2200360449 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.43425.0338 101.43425.0338
VENDOR TOTAL							
ANDERSON LAW OFFICES 002954 35999 04/10/13 PROFESSIONAL SERVICES	9,611.39		STMT/3-13		D M 07	PROFESSIONAL SER	101.41406.0446
ANDERSON/JEFF -01983 36000 04/10/13 BLDG MTCE-MATERIALS 36000 04/10/13 SUPPLIES 36000 04/10/13 SUPPLIES	64.70 21.35 2.44 88.49 88.49		040813 040813 040813 *CHECK TOTAL		D N D N D N	MTCE. OF STRUCTU GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0225 101.45433.0229 101.45433.0229
VENDOR TOTAL							
AT&T MOBILITY 000075 36001 04/10/13 WIRELESS INTERNET SERV.	40.65		X03252013		D N	COMMUNICATIONS	101.41402.0330
BACKES TECHNOLOGY SERVIC 000087 36002 04/10/13 INST. WI-FI IN BLDG 36002 04/10/13 REMOTE PROGRAMMING	1,129.94 85.00 1,214.94 1,214.94		11677 11712 *CHECK TOTAL		D N D N	SMALL TOOLS MTCE. OF EQUIPME	101.45433.0221 101.41408.0334
VENDOR TOTAL							
BAKER PRINTING INK 002534 36003 04/10/13 2-PART FIELD REPORT SETS	95.12		0313/247		D N	PRINTING AND PUB	101.42412.0331
BCA CJTE 000095 36004 04/10/13 VENENGA-DARE TRAINING 36004 04/10/13 HELGESSON-DMT TRAINING 36004 04/10/13 FLATTEN-DMT TRAINING 36004 04/10/13 HAY-DMT TRAINING 36004 04/10/13 WALLACE-DMT TRAINING	600.00 250.00 250.00 250.00 250.00 1,600.00 1,600.00		780 932 933 934 935 *CHECK TOTAL		D N D N D N D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.42411.0333 101.42411.0333 101.42411.0333 101.42411.0333 101.42411.0333
VENDOR 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
BEACON ATHLETICS	36005	04/10/13 BASES/CLEAT CLEANERS	707.60		0426308		D N	SMALL TOOLS	101.43425.0221
BENNETT OFFICE TECHNOLOG	36006	04/10/13 MARKER BOARD	70.54		183085		D N	OFFICE SUPPLIES	651.48484.0220
BENNETT VENTURES INC	36007	04/10/13 SIGN DEPOSIT REFUND	100.00		2013-01		D N	DEPOSITS-SIGN PE	101.230001
BERNICK'S PEPSI-COLA CO	36008	04/10/13 CONCESSION SUPPLIES	378.75		3016		D N	GENERAL SUPPLIES	101.45433.0229
	36008	04/10/13 CONCESSION SUPPLIES	30.00		3043		D N	GENERAL SUPPLIES	101.45433.0229
	36008	04/10/13 CONCESSION SUPPLIES	234.00		3161		D N	GENERAL SUPPLIES	101.45433.0229
	36008	04/10/13 CONCESSION SUPPLIES	509.29		4578		D N	GENERAL SUPPLIES	101.45433.0229
	36008	04/10/13 CONCESSION SUPPLIES	178.56		6324		D N	GENERAL SUPPLIES	101.45433.0229
	36008	04/10/13 OFFICE COFFEE	39.48		6536		D N	GENERAL SUPPLIES	101.43425.0229
	36008	04/10/13 CONCESSION SUPPLIES	97.47		6603		D N	GENERAL SUPPLIES	101.45433.0229
	36008	04/10/13 CONCESSION SUPPLIES	113.28		9022		D N	GENERAL SUPPLIES	101.45433.0229
		VENDOR TOTAL	1,580.83		*CHECK TOTAL				
BIG COUNTRY 100.1 FM	36009	04/10/13 ADVERTISING	191.50		34302		D N	ADVERTISING	101.45433.0447
BLUE TARP FINANCIAL	36010	04/10/13 TOWABLE HOSE REELS	376.85		27950670		D N	SMALL TOOLS	651.48484.0221
BME LABSTORE	36011	04/10/13 AUTOCLAVE CALIBRATION	692.00		39727		D N	MTCE. OF EQUIPME	651.48484.0334
BOESCHEN/MARK	36012	04/10/13 COMPUTER MOUSE	16.02		032713		D N	SMALL TOOLS	101.41409.0221
BSE	36013	04/10/13 ELEC PARTS FOR BLDG	60.53		905355042		D N	MTCE. OF STRUCTU	101.45433.0225
	36013	04/10/13 TRANSFORMER FOR LIGHT	23.90		905378970		D N	MTCE. OF STRUCTU	101.45433.0225
	36013	04/10/13 VOLT ADAPTER FOR LIGHT	8.45		905381447		D N	MTCE. OF STRUCTU	101.45433.0225
	36013	04/10/13 LIGHT BULBS	90.36		905381448		D N	MTCE. OF STRUCTU	101.45433.0225
	36013	04/10/13 REPAIR GATE PEDESTAL	16.31		905396637		D N	MTCE. OF STRUCTU	651.48484.0225
	36013	04/10/13 REPAIR GATE CNTRL-PARTS	46.18		905415379		D N	MTCE. OF STRUCTU	651.48484.0225
	36013	04/10/13 LIGHT BULBS	49.84		905442094		D N	MTCE. OF STRUCTU	101.42412.0225
		VENDOR TOTAL	295.57		*CHECK TOTAL				
BUSINESSWARE SOLUTIONS	36014	04/10/13 PRINT/PAGE COUNT	17.79		195811		D N	OFFICE SUPPLIES	101.41402.0220
	36014	04/10/13 PRINT/PAGE COUNT	11.00		195811		D N	OFFICE SUPPLIES	101.41403.0220
	36014	04/10/13 PRINT/PAGE COUNT	12.45		195811		D N	OFFICE SUPPLIES	101.41404.0220

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BUSINESSWARE SOLUTIONS 002776							
36014 04/10/13 PRINT/PAGE COUNT	119.05		195811		D N	OFFICE SUPPLIES	101.41405.0220
36014 04/10/13 PRINT/PAGE COUNT	7.83		195811		D N	OFFICE SUPPLIES	101.41409.0220
36014 04/10/13 PRINT/PAGE COUNT	183.14		195811		D N	OFFICE SUPPLIES	101.42411.0220
36014 04/10/13 PRINT/PAGE COUNT	18.69		195811		D N	OFFICE SUPPLIES	101.43417.0220
36014 04/10/13 PRINT/PAGE COUNT	9.10		195811		D N	OFFICE SUPPLIES	101.43425.0220
36014 04/10/13 PRINT/PAGE COUNT	105.32		195811		D N	OFFICE SUPPLIES	101.45435.0220
36014 04/10/13 PRINT/PAGE COUNT	1.14		195811		D N	OFFICE SUPPLIES	651.48484.0220
36014 04/10/13 PRINT/PAGE COUNT	496.46		195811		D N	OFFICE SUPPLIES	651.48484.0220
	496.46		*CHECK TOTAL				
VENDOR TOTAL							
C D & T INC AUTO PARTS 000145							
36015 04/10/13 CARB. CLEANER SPRAY	26.67		920028		D N	GENERAL SUPPLIES	101.45433.0229
36015 04/10/13 #039839-HOSE/O-RINGS	88.15		920071		D N	MTCE. OF EQUIPME	101.43425.0224
	114.82		*CHECK TOTAL				
VENDOR TOTAL	114.82						
CARD SERVICES 002552							
36016 04/10/13 CONCESSION SUPPLIES	87.24		030820		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	39.37		030907		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	96.71		030923		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	101.81		031119		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	21.57		031207		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	35.88		031220		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 COFFEE FILTERS/PLATES	39.44		031409		D N	SUBSISTENCE OF P	101.41408.0227
36016 04/10/13 COFFEE FILTERS/PLATES	11.14		031409		D N	GENERAL SUPPLIES	101.41408.0229
36016 04/10/13 CONCESSION SUPPLIES	33.40		031613		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	7.19		031707		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 CONCESSION SUPPLIES	7.19		032007		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 ROLLS-ORG. STUDY MEETING	106.61		032107		D N	GENERAL SUPPLIES	101.41401.0229
36016 04/10/13 CONCESSION SUPPLIES	26.65		032207		D N	GENERAL SUPPLIES	101.45433.0229
36016 04/10/13 LATE FEE	12.50		30600016		D N	OTHER CHARGES	101.45433.0449
	626.70		*CHECK TOTAL				
VENDOR TOTAL	626.70						
CARLSON/BARRY -01984							
36017 04/10/13 TRIM FOR DOORS	88.11		040213		D N	MTCE. OF STRUCTU	101.45433.0225
CARRANZA/NOE 002547							
36018 04/10/13 PROFESSIONAL SERVICES	75.00		040213		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY 000467							
36019 04/10/13 NATURAL GAS CHARGES	73.07		6038773/3-13		D N	UTILITIES	101.43425.0332
36019 04/10/13 NATURAL GAS CHARGES	779.56		6048932/3-13		D N	UTILITIES	651.48484.0332
36019 04/10/13 NATURAL GAS CHARGES	124.51		6069198/3-13		D N	UTILITIES	101.43425.0332
36019 04/10/13 NATURAL GAS CHARGES	45.96		6072309/3-13		D N	UTILITIES	101.45437.0332
36019 04/10/13 NATURAL GAS CHARGES	12.82		6093527/3-13		D N	UTILITIES	101.43425.0332
	1,035.92		*CHECK TOTAL				
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Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS 36020 04/10/13 MONTHLY PHONE SERVICE 000736	172.82		3552/4-13		D	N	COMMUNICATIONS	208.45005.0330
CHRISTENSON/LYNETTE 36021 04/10/13 OFFICE SUPPLIES 002735	114.27		040213		D	N	OFFICE SUPPLIES	101.45433.0220
36021 04/10/13 OFFICE SUPPLIES	30.13		040213		D	N	OFFICE SUPPLIES	101.45433.0220
36021 04/10/13 CLEANING SUPPLIES	30.42		040213		D	N	CLEANING AND WAS	101.45433.0228
VENDOR TOTAL	174.82		*CHECK TOTAL					
CIT TECHNOLOGY FIN SERV 36022 04/10/13 COPIER LEASE AGRMT 002556	169.93		23104370		D	N	RENTS	101.41405.0440
COLEPAPERS INC 36023 04/10/13 CLEANING SUPPLIES 000170	42.96		8845770		D	N	CLEANING AND WAS	101.41408.0228
36023 04/10/13 HAND TOWELS	137.39		8845770		D	N	GENERAL SUPPLIES	101.41408.0229
36023 04/10/13 CLEANING SUPPLIES	146.67		8845770		D	N	CLEANING AND WAS	101.45427.0228
VENDOR TOTAL	327.02		*CHECK TOTAL					
COPIER BUSINESS SOLUTION 36024 04/10/13 COPIER LEASE AGRMT 001934	48.67		220959		D	N	MTCE. OF EQUIPME	101.42412.0334
36024 04/10/13 COPIER MTCE CHARGE	32.47		221129		D	N	MTCE. OF EQUIPME	101.41405.0334
36024 04/10/13 COPIER MTCE CHARGE	81.14		*CHECK TOTAL					
VENDOR TOTAL	81.14		*CHECK TOTAL					
CULLIGAN STERLING WATER 36025 04/10/13 SOFTENER RENTAL 000188	32.28		112508-9/3-13		D	N	RENTS	101.45435.0440
CUSTOM MANUFACTURING INC 36026 04/10/13 10 PICNIC TABLE FRAMES 002718	1,726.03		040413		D	N	MTCE. OF OTHER I	101.43425.0226
DAN'S SHOP INC 36027 04/10/13 FILTERS 002212	288.09		58960		D	N	INVENTORIES-MDSE	101.125000
DELL MARKETING LP 36028 04/10/13 5 DELL OPTIPLEX 3010 001747	2,245.58		XJ42DD3K8		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 EXTENDED WARRANTY	750.00		XJ42DD3K8		D	N	MTCE. OF EQUIPME	101.41409.0334
36028 04/10/13 13 DELL OPTIPLEX 7010	7,398.64		XJ42F6KK8		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 EXTENDED WARRANTY	1,950.00		XJ42F6KK8		D	N	MTCE. OF EQUIPME	101.41409.0334
36028 04/10/13 DELL PRECISION T3600	1,296.19		XJ422K5T2		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 DELL PRECISION T3600	1,296.19		XJ422K5T2		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 EXTENDED WARRANTY	300.00		XJ422K5T2		D	N	MTCE. OF EQUIPME	101.41409.0334
36028 04/10/13 DELL LATITUDE E6430	1,379.72		XJ44KP6T2		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 DELL LATITUDE E6430	1,379.73		XJ44KP6T2		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 EXTENDED WARRANTY	300.00		XJ44KP6T2		D	N	MTCE. OF EQUIPME	101.41409.0334
36028 04/10/13 DELL LATITUDE E6430	1,158.23		XJ4518F73		D	N	SMALL TOOLS	101.41409.0221
36028 04/10/13 DELL LATITUDE E6430	1,158.24		XJ4518F73		D	N	SMALL TOOLS	101.41409.0221

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DELL MARKETING LP 36028 04/10/13 EXTENDED WARRANTY 001747 VENDOR TOTAL	300.00 20,912.52 20,912.52	*CHECK	XJ4518F73 TOTAL		D N	MTCE. OF EQUIPME	101.41409.0334
DEPT OF HUMAN SERVICES 36029 04/10/13 CLEANING SERVICES 36029 04/10/13 CLEANING SERVICES VENDOR TOTAL	45.00 1,406.00 1,451.00 1,451.00	*CHECK TOTAL	00000128500 00000128506 TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.45435.0338 101.45433.0338
DEPT OF HUMAN SERVICES 36030 04/10/13 #22 RICE CARE CENTER- DIAMOND EDGE FIGURE SKTN 002469 36031 04/10/13 SHOW SPONSORSHIP	15,576.15		00000129629		D N	OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT 36032 04/10/13 REPAIR PAINT SPRAYER	250.00 205.41		031113 821052996		D N D N	ADVERTISING MTCE. OF EQUIPME	101.45433.0447 101.43425.0224
DONNERITE GRAPHICS 36033 04/10/13 #121406-REPAIR DECALS 36033 04/10/13 #121406-REPAIR DECALS VENDOR TOTAL	18.86 18.00 36.86 36.86	*CHECK TOTAL	040913 040913 TOTAL		D N D N	INSURANCE DEDUCT INSURANCE DEDUCT	101.41428.0822 101.41428.0822
DONOHUE & ASSOCIATES 36034 04/10/13 WESTERN COLLECTOR SEW	15,907.62		11678-28		D N	CONTRACTS PAYABL	651.207000
DOOLEY'S PETROLEUM INC 36035 04/10/13 175 GALLONS UNLEADED	654.69		266157		D N	MOTOR FUELS AND	651.48484.0222
ED DAVIS BUSINESS MACHIN 36036 04/10/13 OFFICE SUPPLIES	254.36		122814		D N	OFFICE SUPPLIES	741.48001.0220
ED'S SERVICE CENTER & SA 36037 04/10/13 TOWING CHARGES 36037 04/10/13 TOWING CHARGES 36037 04/10/13 TOWING CHARGES 36037 04/10/13 TOWING CHARGES VENDOR TOTAL	1,129.00 160.00 213.75 33.00 1,535.75 1,535.75		STMT/3-13 113228 113353 113579 TOTAL		D N D N D N D N	OTHER SERVICES OTHER SERVICES OTHER SERVICES OTHER SERVICES	101.42411.0339 101.42411.0339 101.43425.0339 101.42411.0339
EMERGENT LLC 36038 04/10/13 ADOBE SOFTWARE LICENSE 36038 04/10/13 ADOBE SOFTWARE LICENSE VENDOR TOTAL	897.75 897.75 1,795.50 1,795.50	*CHECK TOTAL	21073 21073 TOTAL		D N D N	PREPAID EXPENSES LICENSES AND TAX	101.128000 101.41409.0445

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
ERIC'S AVIATION SERVICES 36039 04/10/13 ON SITE MGMT SERV-APR	6,333.33		STMT/4-13		D N	PROFESSIONAL SER	230.43430.0446
ERICKSON/SCOTT 36040 04/10/13 SOTA TRAINING	46.76		179		D N	TRAVEL-CONF. -SCH	101.42411.0333
FARNAM'S GENUINE PARTS 36041 04/10/13 SUPPLIES	12.69		137-671398		D N	GENERAL SUPPLIES	101.45433.0229
36041 04/10/13 BRAKE PARTS	330.64		137-671501		D N	INVENTORIES-MDSE	101.125000
36041 04/10/13 #05622D-CLAMPS FOR HOSE	33.25		137-672521		D N	MTCE. OF EQUIPME	101.43425.0224
36041 04/10/13 FLOW SENSOR EX. CLAMP	136.66		137-672696		D N	INVENTORIES-MDSE	101.125000
36041 04/10/13 FLOW SENSOR-CORE RETURN	42.76CR		137-672702		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	470.48		*CHECK TOTAL				
	470.48						
FISCHER LASER EYE CENTER 36042 04/10/13 MANZER-SAFETY GLASSES	250.00		0022727		D N	SUBSISTENCE OF P	101.43425.0227
FLAHERTY & HOOD P.A. 36043 04/10/13 PROFESSIONAL SERVICES	11,685.70		6312		D M 07	PROFESSIONAL SER	101.41406.0446
FLEETPRIDE 36044 04/10/13 CLUTCH SHIFT PTO	1,492.85		53191013		D N	INVENTORIES-MDSE	101.125000
FREEMAN/LE ANNE 36045 04/10/13 MILEAGE 1/1-1/31/13	64.41		040913		D N	TRAVEL-CONF. -SCH	101.45435.0333
36045 04/10/13 MILEAGE 2/1-2/28/13	53.28		040913		D N	TRAVEL-CONF. -SCH	101.45435.0333
VENDOR TOTAL	117.69		*CHECK TOTAL				
	117.69						
FUCHS/MATT 36046 04/10/13 BLDG MTCE-MATERIALS	70.48		040213		D N	MTCE. OF STRUCTU	101.45433.0225
G & K SERVICES 36047 04/10/13 CLEANING SERVICES	51.46		1007406234		D N	CLEANING AND WAS	230.43430.0338
GENERAL MAILING SERVICES 36048 04/10/13 TOURISM POSTAGE	921.73		329		D N	POSTAGE	208.45006.0223
36048 04/10/13 SPEEDEE DELIVERY	12.61		9180		D N	POSTAGE	101.42411.0223
VENDOR TOTAL	934.34		*CHECK TOTAL				
	934.34						
GRAINGER INC 36049 04/10/13 FURNACE FILTER	31.16		9087475787		D N	GENERAL SUPPLIES	101.45433.0229
HARMON AUTOGLASS 36050 04/10/13 WINDSHIELD REPAIR-PARTS	96.19		202-92687		D N	MTCE. OF EQUIPME	101.42411.0224
36050 04/10/13 WINDSHIELD REPAIR-LABOR	100.00		202-92687		D N	MTCE. OF EQUIPME	101.42411.0334

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
HARMON AUTOGLASS 36050 04/10/13	000323 WINDSHIELD REPAIR-LABOR	45.90		202-92913		D N	MTCE. OF EQUIPME	101.42411.0334
	VENDOR TOTAL	242.09	*CHECK	TOTAL				
HAUGEN/CONNOR S 36051 04/10/13	.01987 REPL. 12/27/12 PYRL CK	83.79		040413		D N	SALARIES-TEMP. E	101.45432.0112
HEATH/CONNIE 36052 04/10/13	.01988 REPL. 12/13/12 PYRL CK	243.00		041013		D N	SALARIES-TEMP. E	101.41424.0112
36052 04/10/13	REPL. 3/7/13 PYRL CHECK	180.00		041013		D N	SALARIES-TEMP. E	101.41424.0112
	VENDOR TOTAL	423.00	*CHECK	TOTAL				
HENDRICKSON/GARY 36053 04/10/13	003006 DRINKING WATER/COFFEE	51.56		246		D N	SUBSISTENCE OF P	101.42412.0227
HILLYARD FLOOR CARE SUPP 36054 04/10/13	000333 CLEANING SUPPLIES	41.68		600572662		D N	CLEANING AND WAS	101.45433.0228
36054 04/10/13	CLEANING SUPPLIES	145.94		600572685		D N	CLEANING AND WAS	101.45433.0228
36054 04/10/13	VACUUM BAGS	57.71		600588286		D N	GENERAL SUPPLIES	101.45433.0229
36054 04/10/13	REPL. VACUUM CLEANER	641.25		600588311		D N	SMALL TOOLS	101.45433.0221
36054 04/10/13	BELTS FOR SCRUBBER	45.43		700069692		D N	MTCE. OF EQUIPME	101.45433.0224
36054 04/10/13	BELTS FOR SCRUBBER	22.88		700070734		D N	MTCE. OF EQUIPME	101.45433.0224
	VENDOR TOTAL	954.89	*CHECK	TOTAL				
HOFFMAN FILTER SERVICE 36055 04/10/13	000335 FILTER RECYCLING	50.00		63257		D N	CLEANING AND WAS	101.43425.0338
HOME DEPOT CREDIT SERVIC 36056 04/10/13	000058 PAINT FOR BLDG	166.17		9593530		D N	MTCE. OF STRUCTU	101.45433.0225
HYDRITE CHEMICAL CO 36057 04/10/13	002837 MAGNESIUM HYDROXIDE	9,204.00		01576818		D N	GENERAL SUPPLIES	651.48484.0229
INDEPENDENT SCHOOL DIST 36058 04/10/13	000348 FEB CER	2,244.94		040313		D N	DUE TO SCHOOL -	101.223002
JAHNKE/MICHAEL J 36059 04/10/13	001737 SOTA TRAINING	45.88		179		D N	TRAVEL-CONF.-SCH	101.42411.0333
JOBSHQ 36060 04/10/13	002923 APPRAISER II AD	713.00		103559/3-13		D N	ADVERTISING	101.41404.0447
36060 04/10/13	ACCOUNTING CLERK AD	551.00		103559/3-13		D N	ADVERTISING	101.41405.0447
	VENDOR TOTAL	1,264.00	*CHECK	TOTAL				

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO RECORDER'S 36061 04/10/13 PLAT COPIES FEE 000382	10.00		SOP-054707		D N	PROFESSIONAL SER	101.41400.0446
KARDELL/RANDY 36062 04/10/13 CODE SEMINAR-MPLS 000941	151.49		620		D N	TRAVEL-CONF.-SCH	101.41402.0333
KWLM - AM 36063 04/10/13 ADVERTISING 000398	691.50		56491		D N	ADVERTISING	101.45433.0447
LANGE/CRAIG 36064 04/10/13 GANG SEMINAR 002000	240.79		179		D N	TRAVEL-CONF.-SCH	101.42411.0333
LAPATKA/ANTHONY J 36065 04/10/13 SUPPLIES 001431	130.75		040213		D N	GENERAL SUPPLIES	101.45433.0229
LEAGUE OF MN CITIES 35993 04/04/13 NELSON-SEMINAR REGIS. 000412	50.00		181740		D N	TRAVEL-CONF.-SCH	101.41401.0333
LET'S GO FISHING 36066 04/10/13 SIGN DEPOSIT REFUND 002702	100.00		2013-04		D N	DEPOSITS-SIGN PE	101.230001
LINCOLN FINANCIAL GROUP 35994 04/04/13 LIFE INSURANCE-APRIL 002789	63.00	M261			D N	COBRA INS PREMIU	101.120001
35994 04/04/13 LIFE INSURANCE-APRIL	47.06	M261			D N	EMPLOYER INSUR.	101.41400.0114
35994 04/04/13 LIFE INSURANCE-APRIL	48.75	M261			D N	EMPLOYER INSUR.	101.41402.0114
35994 04/04/13 LIFE INSURANCE-APRIL	19.50	M261			D N	EMPLOYER INSUR.	101.41403.0114
35994 04/04/13 LIFE INSURANCE-APRIL	19.50	M261			D N	EMPLOYER INSUR.	101.41404.0114
35994 04/04/13 LIFE INSURANCE-APRIL	29.25	M261			D N	EMPLOYER INSUR.	101.41405.0114
35994 04/04/13 LIFE INSURANCE-APRIL	9.75	M261			D N	EMPLOYER INSUR.	101.41408.0114
35994 04/04/13 LIFE INSURANCE-APRIL	29.25	M261			D N	EMPLOYER INSUR.	101.41409.0114
35994 04/04/13 LIFE INSURANCE-APRIL	2.44	M261			D N	EMPLOYER INSUR.	101.41424.0114
35994 04/04/13 LIFE INSURANCE-APRIL	1,508.95	M261			D N	INS. PASS THROUGH	101.41428.0819
35994 04/04/13 LIFE INSURANCE-APRIL	341.25	M261			D N	EMPLOYER INSUR.	101.42411.0114
35994 04/04/13 LIFE INSURANCE-APRIL	29.25	M261			D N	EMPLOYER INSUR.	101.42412.0114
35994 04/04/13 LIFE INSURANCE-APRIL	24.38	M261			D N	EMPLOYER INSUR.	101.43417.0114
35994 04/04/13 LIFE INSURANCE-APRIL	195.00	M261			D N	EMPLOYER INSUR.	101.43425.0114
35994 04/04/13 LIFE INSURANCE-APRIL	19.50	M261			D N	EMPLOYER INSUR.	101.45432.0114
35994 04/04/13 LIFE INSURANCE-APRIL	39.00	M261			D N	EMPLOYER INSUR.	101.45433.0114
35994 04/04/13 LIFE INSURANCE-APRIL	4.87	M261			D N	EMPLOYER INSUR.	101.45437.0114
35994 04/04/13 LIFE INSURANCE-APRIL	87.75	M261			D N	EMPLOYER INSUR.	651.48484.0114
35994 04/04/13 LIFE INSURANCE-APRIL	9.75	M261			D N	EMPLOYER INSUR.	651.48485.0114
35994 04/04/13 LIFE INSURANCE-APRIL	9.75	M261			D N	EMPLOYER INSUR.	651.48486.0114
	2,537.95	*CHECK TOTAL					
	2,537.95						
VENDOR TOTAL							
MACQUEEN EQUIPMENT INC 36067 04/10/13 #05622D-MAIN BROOM 000427	529.03		2131926		D N	MTCE. OF EQUIPME	101.43425.0224
36067 04/10/13 #05622D-THROTTLE CABLE	423.28		2132150		D N	MTCE. OF EQUIPME	101.43425.0224
	952.31	*CHECK TOTAL					
VENDOR TOTAL							

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
MAGNUSON SHEET METAL INC 36068 04/10/13 COMPRESSOR REPAIR-PART 36068 04/10/13 COMPRESSOR REPAIR-LABO VENDOR TOTAL	3,290.00 3,290.00 6,580.00 6,580.00		95101 95102 *CHECK TOTAL		D N D N		MTCE. OF EQUIPME MTCE. OF EQUIPME	101.45433.0224 101.45433.0334
MASTER GRAPHICS 36069 04/10/13 PLOTWAVE SCANNER/PRIN	14,499.74		81299		D N		FURNITURE AND EQ	450.43417.0552
MATHESON TRI-GAS INC 36070 04/10/13 CYLINDER RENTAL	40.60		06488921		D N		RENTS	101.45433.0440
MELANDER/JON 36071 04/10/13 BLDG MTCE-MATERIALS	47.38		040213		D N		MTCE. OF STRUCTU	101.45433.0225
MENARDS 36072 04/10/13 REPL. PUMP SWITCH-PARTS 36072 04/10/13 LIGHT CONDUIT 36072 04/10/13 PAINTING SUPPLIES VENDOR TOTAL	37.37 89.45 41.93 168.75 168.75		16750 16945 17922 *CHECK TOTAL		D N D N D N		MTCE. OF EQUIPME MTCE. OF STRUCTU GENERAL SUPPLIES	101.45433.0224 101.45433.0225 101.43425.0229
METRO SALES INC 36073 04/10/13 COPIER MTCE CHARGE-DEC 36073 04/10/13 COPIER MTCE CHARGE-JAN 36073 04/10/13 COPIER MTCE CHARGE-FEB 36073 04/10/13 COPIER MTCE CHARGE-MAR 36073 04/10/13 COPIER MTCE-1ST QUARTER 36073 04/10/13 COPIER MTCE-2ND QUARTER VENDOR TOTAL	245.53 245.40 233.32 242.11 585.16 585.16 2,136.68 2,136.68		512385 512386 512388 512389 513596 513599 *CHECK TOTAL		D N D N D N D N D N D N		MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	741.48001.0334 741.48001.0334 741.48001.0334 741.48001.0334 741.48001.0334 741.48001.0334
MIKE'S SMALL ENGINE CENT 36074 04/10/13 BAR OIL 36074 04/10/13 ICE AUGER REPAIR-PARTS 36074 04/10/13 ICE AUGER REPAIR-LABOR VENDOR TOTAL	55.36 44.73 45.50 145.59 145.59		100614 3880762 3880762 *CHECK TOTAL		D N D N D N		MOTOR FUELS AND MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0222 101.43425.0224 101.43425.0334
MILLER SANITATION 36075 04/10/13 GARBAGE SERVICE-APRIL 36075 04/10/13 GARBAGE SERVICE-APRIL	109.92 46.22 52.70 64.74 166.19 64.74 251.31 24.34		1298/4-13 1299/4-13 1300/4-13 1301/4-13 1301/4-13 1301/4-13 1302/4-13 1303/4-13		D N D N D N D N D N D N D N D N		CLEANING AND WAS CLEANING AND WAS	101.45433.0338 101.45433.0338 101.42412.0338 101.41408.0338 101.41409.0338 101.45427.0338 101.43425.0338 651.48484.0338

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
MILLER SANITATION 36075 04/10/13 002936 GARBAGE SERVICE-APRIL	48.67	1304/4-13		D N	CLEANING AND WAS	651.48484.0338
36075 04/10/13 GARBAGE SERVICE-APRIL	161.04	1304/4-13		D N	CLEANING AND WAS	651.48484.0338
36075 04/10/13 GARBAGE SERVICE-APRIL	49.67	1305/4-13		D N	CLEANING AND WAS	101.45435.0338
36075 04/10/13 GARBAGE SERVICE-APRIL	58.64	1378/4-13		D N	CLEANING AND WAS	101.43425.0338
36075 04/10/13 GARBAGE SERVICE-APRIL	616.55	1379/4-13		D N	CLEANING AND WAS	101.43425.0338
36075 04/10/13 GARBAGE SERVICE-APRIL	251.60	1388/4-13		D N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	1,966.33	*CHECK TOTAL				
	1,966.33					
MILLS AUTOMOTIVE GROUP 36076 04/10/13 000432 ALTERNATOR	447.27	2222890		D N	INVENTORIES-MDSE	101.125000
MINI BIFF LLC 36077 04/10/13 001805 TOILET RENTALS	77.59	A-55619		D N	RENTS	101.43425.0440
36077 04/10/13 TOILET RENTALS	77.59	A-55622		D N	RENTS	101.43425.0440
VENDOR TOTAL	155.18	*CHECK TOTAL				
	155.18					
MN DEPT OF LABOR & INDUS 36078 04/10/13 000094 ELECTRICAL INSPECTION	40.00	040413		D N	MTCE. OF STRUCTU	101.43425.0335
MN DEPT OF LABOR & INDUS 36079 04/10/13 000522 3RD QTR SURCHARGE PYMT	2,377.93	040313		D N	DUE FROM STATE-C	101.123010
36079 04/10/13 000522 1ST QTR SURCHARGE PYMT	874.38	040313		D N	OTHER CHARGES	101.41402.0449
VENDOR TOTAL	3,252.31	*CHECK TOTAL				
	3,252.31					
MN ELEVATOR INC 36080 04/10/13 000499 ELEVATOR SERVICE	143.01	273383		D N	MTCE. OF STRUCTU	101.41408.0335
MN JUVENILE OFFICERS ASS 36081 04/10/13 002265 LAPATKA-CONFERENCE REG.	185.00	13-010		D N	TRAVEL-CONF.-SCH	101.42411.0333
MN POLLUTION CONTROL AGE 36082 04/10/13 000512 GAUER-SEMINAR REGIS.	200.00	040313		D N	TRAVEL-CONF.-SCH	651.48486.0333
MN SPORTS FEDERATION 36083 04/10/13 000517 SOFTBALLS	256.44	040813		D N	GENERAL SUPPLIES	101.45432.0229
MORTON SALT INC 36084 04/10/13 002997 ROAD SALT	5,807.56	5400129195		D N	GENERAL SUPPLIES	101.43425.0229
MSAE 36085 04/10/13 000538 2013 MSAE FOCUS ADS	400.00	5629523		D N	OTHER CHARGES	208.45008.0449
MUNICIPAL UTILITIES 36086 04/10/13 000541 UTILITIES FOR MARCH	3,017.26	3/13		D N	UTILITIES	101.41408.0332





VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
PETERSON SHOE STORE 36097 04/10/13 OVERPYMT - INV. 145524 36097 04/10/13 HENDRICKSON-SAFETY BOOTS	31.51CR 114.74 83.23 83.23		145524 145804 *CHECK TOTAL		D N D N	SUBSISTENCE OF P SUBSISTENCE OF P	101.43425.0227 101.45433.0227
VENDOR TOTAL							
PLUMBING & HEATING OF WI 36098 04/10/13 RESTROOM REPAIR-PARTS 36098 04/10/13 RESTROOM REPAIR-LABOR	383.40 315.00 698.40 698.40		15766 15766 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45427.0225 101.45427.0335
VENDOR TOTAL							
PLUNKETT'S PEST CONTROL 36099 04/10/13 PROFESSIONAL SERVICES 36099 04/10/13 PROFESSIONAL SERVICES	210.17 210.17 420.34 420.34		3181877 3181877 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	101.41408.0446 101.45427.0446
VENDOR TOTAL							
PRINT MASTERS 36100 04/10/13 PRINTED FLYERS	40.61		74951		D N	OFFICE SUPPLIES	101.42411.0220
QUICK SIGNS 36101 04/10/13 BANNER 36101 04/10/13 CHANGED DATE ON SIGN	426.43 16.03 442.46 442.46		168741 168805 *CHECK TOTAL		D N D N	ADVERTISING GENERAL SUPPLIES	101.45433.0447 101.43425.0229
VENDOR TOTAL							
Q102 - FM 36102 04/10/13 ADVERTISING	233.00		536250		D N	ADVERTISING	101.45433.0447
RAILROAD MANAGEMENT CO I 36103 04/10/13 STORM SWR PIPELINE LEASE	467.69		295780		D N	RENTS	101.43425.0440
RUNNING'S SUPPLY INC 36104 04/10/13 SMALL TOOLS 36104 04/10/13 SHOVEL 36104 04/10/13 RAIN BOOTS	29.35 21.36 32.99 83.70 83.70		3107668 3115050 3115050 *CHECK TOTAL		D N D N D N	SMALL TOOLS SMALL TOOLS SUBSISTENCE OF P	101.43425.0221 651.48484.0221 651.48484.0227
VENDOR TOTAL							
SAND ELECTRIC 36105 04/10/13 ELECTRICAL WORK IN BLA 36105 04/10/13 ELECTRICAL WORK IN BLA	642.79 225.00 867.79 867.79		3103 3103 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45433.0225 101.45433.0335
VENDOR TOTAL							
SCOTT GUPTILL PAINTING 36106 04/10/13 BLDG MTCE-MATERIALS	39.94		032813		D N	MTCE. OF STRUCTU	101.45433.0225



VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	B X M	ACCOUNT NAME	ACCOUNT
SMEBY/ROSS 36110 04/10/13	MILEAGE 3/1-3/31/13 002570	162.16		040213		D N		TRAVEL-CONF.-SCH	101.41409.0333
SOUTHWEST MN CHAPTER OF 36111 04/10/13	KARDELL-SEMINAR REGIS. 001282	10.00		040313		D N		TRAVEL-CONF.-SCH	101.41402.0333
36111 04/10/13	ROSEMEIER-SEMINAR REGIS.	10.00		040313		D N		TRAVEL-CONF.-SCH	101.41402.0333
	*CHECK TOTAL	20.00							
	VENDOR TOTAL	20.00							
SPRINGSTED INCORPORATED 36112 04/10/13	PROFESSIONAL SERVICES 000705	6,040.40		000862.108/2		D N		PROFESSIONAL SER	101.41401.0446
STAR TRIBUNE 36113 04/10/13	MN EXPLORER AD 000710	285.00		1009588914		D N		OTHER CHARGES	208.45010.0449
STATEWIDE DISTRIBUTING I 36114 04/10/13	CONCESSION SUPPLIES 000718	71.75		096084		D N		GENERAL SUPPLIES	101.45433.0229
36114 04/10/13	CONCESSION SUPPLIES	140.75		096176		D N		GENERAL SUPPLIES	101.45433.0229
	*CHECK TOTAL	212.50							
	VENDOR TOTAL	212.50							
SURPLUS WAREHOUSE INC 36115 04/10/13	DISPOSABLE GLOVES 000728	266.97		032613		D N		GENERAL SUPPLIES	651.48484.0229
36115 04/10/13	SOCKET SET	24.57		040113		D N		SMALL TOOLS	651.48484.0221
36115 04/10/13	SOCKET SET	7.48		040113		D N		SMALL TOOLS	651.48484.0221
	*CHECK TOTAL	299.02							
	VENDOR TOTAL	299.02							
SWARTZ/LAURA 36116 04/10/13	REPL. 4/4/13 PYRL CHECK 01987	45.71		040813		D N		SALARIES-TEMP. E	101.45435.0112
THOMPSON/JUDY 36117 04/10/13	MILEAGE 1/1-3/31/13 000949	76.90		040313		D N		TRAVEL-CONF.-SCH	101.41404.0333
TORKELSON'S LOCK SERVICE 36118 04/10/13	REPL. DOOR LOCK-PARTS 002583	57.50		3925561		D N		MTC. OF STRUCTU	101.41409.0225
36118 04/10/13	REPL. DOOR LOCK-LABOR	62.00		3925561		D N		MTC. OF STRUCTU	101.41409.0335
	*CHECK TOTAL	119.50							
	VENDOR TOTAL	119.50							
TOWMASTER 36119 04/10/13	INST. TRUCK LIFT GATE 002674	2,924.10		346938		D N		MACHINERY AND AU	450.43425.0553
TRAVEL GUIDES FREE 36120 04/10/13	TRAVEL GUIDE AD 002717	283.14		16701		D N		OTHER CHARGES	208.45010.0449
TREELINE 36121 04/10/13	PROFESSIONAL SERVICES 002942	1,912.50		1240C-1303		D N		PROFESSIONAL SER	101.41401.0446



VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
WILLMAR BUS SERVICE 36131 04/10/13	BUS SERVICE 000813	100.00		13-0037		D N	OTHER CHARGES	101.45435.0449
WILLMAR CHAMBER OF COMME 36132 04/10/13	ANDERSON-CHMBR MTG/EVENT 000812	20.00		38112		D N	TRAVEL-CONF. -SCH	101.41401.0333
WILLMAR ELECTRIC SERVICE 36133 04/10/13	ALARM MONITORING FEE 000816	25.07		22190		D N	PREPAID EXPENSES	101.128000
36133 04/10/13	ALARM MONITORING FEE	276.32		22190		D N	MTCE. OF STRUCTU	101.45433.0335
36133 04/10/13	ALARM MONITORING FEE	41.69		22406		D N	PREPAID EXPENSES	101.128000
36133 04/10/13	ALARM MONITORING FEE	208.40		22406		D N	MTCE. OF STRUCTU	101.45433.0335
	VENDOR TOTAL	551.48		*CHECK TOTAL				
		551.48						
WILLMAR FESTS 36134 04/10/13	DONATION 000817	25,000.00		040913		D N	CIVIC PROMOTION	101.45428.0812
WILLMAR LAKES ROTARY 36135 04/10/13	QUARTERLY MEALS 001557	104.00		1053		D N	SUBSISTENCE OF P	101.45432.0227
36135 04/10/13	QUARTERLY DUES	35.94		1053		D N	SUBSCRIPTIONS AN	101.45432.0443
	VENDOR TOTAL	139.94		*CHECK TOTAL				
		139.94						
WILLMAR OVERHEAD DOOR SA 36136 04/10/13	CEILING SUPPORTS 000825	111.15		0045589		D N	MTCE. OF STRUCTU	101.45433.0225
WILLMAR WATER & SPAS 36137 04/10/13	WTR PURIFIER RENTAL-FEB 000831	37.41		13-2		D N	RENTS	101.41408.0440
36137 04/10/13	WTR PURIFIER RENTAL-MAR	37.41		13-3		D N	RENTS	101.41408.0440
36137 04/10/13	WTR PURIFIER RENTAL-APR	37.41		13-4		D N	RENTS	101.41408.0440
36137 04/10/13	LAB WATER	141.50		30924		D N	GENERAL SUPPLIES	651.48484.0229
36137 04/10/13	BOTTLED WATER	35.00		31016		D N	SUBSISTENCE OF P	101.42412.0227
36137 04/10/13	SOFTENER SALT	16.03		31016		D N	GENERAL SUPPLIES	230.43430.0229
36137 04/10/13	SOFTENER SALT	4.00		31077		D N	SUBSISTENCE OF P	101.41408.0227
36137 04/10/13	SOFTENER SALT	7.00		31236		D N	GENERAL SUPPLIES	101.41408.0229
36137 04/10/13	DRINKING WATER	4.38		31236		D N	GENERAL SUPPLIES	101.45427.0229
36137 04/10/13	SOFTENER SALT	4.38		31236		D N	GENERAL SUPPLIES	101.45433.0229
36137 04/10/13	SOFTENER SALT	82.29		31483		D N	SUBSISTENCE OF P	651.48484.0227
36137 04/10/13	DRINKING WATER	31.00		31644		D N	GENERAL SUPPLIES	651.48484.0229
36137 04/10/13	LAB WATER	130.75		32077		D N	SUBSISTENCE OF P	101.42412.0227
36137 04/10/13	BOTTLED WATER	20.00		32179		D N	GENERAL SUPPLIES	101.42412.0229
36137 04/10/13	SOFTENER SALT	9.08		32179		D N	GENERAL SUPPLIES	230.43430.0229
36137 04/10/13	SOFTENER SALT	4.38		32229		D N	GENERAL SUPPLIES	230.43430.0229
36137 04/10/13	DRINKING WATER	18.75		32273		D N	SUBSISTENCE OF P	651.48484.0227
36137 04/10/13	DRINKING WATER	7.00		32979		D N	SUBSISTENCE OF P	101.41408.0227
36137 04/10/13	DRINKING WATER	8.77		32979		D N	GENERAL SUPPLIES	101.41408.0229
36137 04/10/13	SOFTENER SALT	8.76		32979		D N	GENERAL SUPPLIES	101.45427.0229
36137 04/10/13	LAB WATER	118.25		33214		D N	GENERAL SUPPLIES	651.48484.0229

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	EX	M	ACCOUNT NAME	ACCOUNT
WILLMAR WATER & SPAS														
36137	04/10/13	000831	BOTTLED WATER	25.00		33291		D	N				SUBSISTENCE OF P	101.42412.0227
36137	04/10/13		SOFTENER SALT	9.08		33291		D	N				GENERAL SUPPLIES	101.42412.0229
36137	04/10/13		SOFTENER SALT	8.76		33344		D	N				GENERAL SUPPLIES	230.43430.0229
36137	04/10/13		SOFTENER SALT	4.38		33545		D	N				GENERAL SUPPLIES	101.41408.0229
36137	04/10/13		DRINKING WATER	4.38		33545		D	N				GENERAL SUPPLIES	101.41408.0229
36137	04/10/13		R.O. FILTERS	18.75		33905		D	N				SUBSISTENCE OF P	101.45427.0229
36137	04/10/13		CLEANED R.O. SYSTEM	56.00		66320		D	N				MTC. OF EQUIPME	651.48484.0227
36137	04/10/13		CONC. STAND WTR SYS-PRTS	184.36		66320		D	N				MTC. OF EQUIPME	101.45433.0224
36137	04/10/13		CONC. STAND WTR SYS-LABR	251.16		66343		D	N				MTC. OF EQUIPME	101.45433.0334
36137	04/10/13		RE-BED FILTER SYSTEM	85.00		66343		D	N				MTC. OF EQUIPME	101.45433.0224
36137	04/10/13		BOTTLED WATER	1,763.44		66357		D	N				GENERAL SUPPLIES	101.45433.0334
36137	04/10/13		DI TANK RECHARGE	1,110.00		66598		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	120.36		66787		D	N				MTC. OF EQUIPME	101.45433.0334
				3,404.32		*CHECK TOTAL								
				3,404.32										
WINDSTREAM														
36138	04/10/13	002100	MONTHLY SERVICE-MAR	44.37		STMT/3-13		D	N				COMMUNICATIONS	101.41406.0330
36138	04/10/13		MONTHLY SERVICE-MAR	360.93		STMT/3-13		D	N				COMMUNICATIONS	101.41408.0330
36138	04/10/13		MONTHLY SERVICE-MAR	38.98		STMT/3-13		D	N				COMMUNICATIONS	101.42411.0330
36138	04/10/13		MONTHLY SERVICE-MAR	41.97		STMT/3-13		D	N				COMMUNICATIONS	101.43425.0330
36138	04/10/13		MONTHLY SERVICE-MAR	441.25		STMT/3-13		D	N				COMMUNICATIONS	101.45433.0330
36138	04/10/13		MONTHLY SERVICE-MAR	128.77		STMT/3-13		D	N				COMMUNICATIONS	101.45435.0330
36138	04/10/13		MONTHLY SERVICE-MAR	31.78		STMT/3-13		D	N				COMMUNICATIONS	101.45437.0330
36138	04/10/13		MONTHLY SERVICE-MAR	236.61		STMT/3-13		D	N				COMMUNICATIONS	230.43430.0330
36138	04/10/13		MONTHLY SERVICE-MAR	138.77		STMT/3-13		D	N				COMMUNICATIONS	651.48484.0330
			VENDOR TOTAL	1,463.43		*CHECK TOTAL								
				1,463.43										
WOLD/BLAKE														
36139	04/10/13	.01925	REFUND BASEBALL FEE	40.00		040213		D	N				REFUNDS AND REIM	101.41428.0882
WOSMEK/JARED														
36140	04/10/13	000093	SOTA TRAINING	51.76		618		D	N				TRAVEL-CONF.-SCH	101.42411.0333
106.5 THE TRAIN														
36141	04/10/13	002449	ADVERTISING	147.50		8275		D	N				ADVERTISING	101.45433.0447

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

313,589.82

RECORDS PRINTED - 000439

ACS FINANCIAL SYSTEM  
04/10/2013 13:46:34

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.23 RECAPPAGE  
GL540R

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	
208	CONVENTION & VISITORS BUREAU	207,484.22
230	WILLMAR MUNICIPAL AIRPORT	2,062.69
409	S.A.B.F. - #2009	10,354.01
410	S.A.B.F. - #2010	93.45
450	CAPITAL IMPROVEMENT FUND	14.99
651	WASTE TREATMENT	17,423.84
741	OFFICE SERVICES	74,647.97
	TOTAL ALL FUNDS	1,508.65
		313,589.82

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	313,589.82
	TOTAL ALL BANKS	313,589.82

# City of Willmar, Minnesota Building Inspection Report

From 03/01/2013 To 03/31/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21158	3/11/2013	JAMES & ANN GRASS 420 9TH Street SW	95-003-6730 L 5 & PT OF 6; B 55 ORIGINAL CITY	Residential Add/Alter Residential/Alteration	112' INTERIOR DRAINTILE	\$5,800.00	\$185.15
21364	3/11/2013	AEHC LLC GABE OLSON 616 BUSINESS 71 N	95-911-0830 L ; B S 11; T 119; R 35	Commercial Add/Alter Commercial/Alteration	RESIDE & REROOF MOTEL	\$45,000.00	\$896.59
21365	3/5/2013	LEAH BROUWER 1209 10TH Street SE	95-670-0530 L 3; B 3 PLEASANT VIEW ADDITION	Residential Add/Alter Finish Basement	FINISH BASEMENT	\$3,000.00	\$106.15
21366	3/5/2013	J. HERZOG AND SONS KANDI MALL 1605 1ST Street S SUITE B	95-923-8640 L ; B S 23; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	NEW TENANT REMODEL - RUE 21	\$180,000.00	\$2,213.96
21368	3/11/2013	JUSTIN L BANKEN 702 2ND Street SW	95-006-3970 L 1 & PT OF 2; B 85 FIRST ADDITION	Residential Add/Alter Residential/Alteration	92' INTERIOR DRAINTILE	\$4,578.00	\$102.04
21372	3/11/2013	MARIT NELSON 500 25TH Avenue SW	95-683-0530 L 3; B 5 PORTLAND ACRES 3RD ADD	Residential Add/Alter Residential/Alteration	RADON MITIGATION SYSTEM	\$1,650.00	\$54.83

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21375	3/15/2013	MARTIN W & DARCY K ROISUM 1101 16TH Street SW	95-042-0340 L pt of 10; B 1 BARNSTAD'S 2ND ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$6,000.00	\$53.00
21376	3/19/2013	CRAIG K RADEL 1101 HIGH Avenue NE	95-495-0070 L 7; B 1 MKR ADDITION	Commercial Add/Alter Reroofing	COMMERCIAL REROOF	\$337.00	\$30.17
21379	3/21/2013	DOUG GILLES 1601 HANSEN Drive SW	95-864-0120 L 12; B 1 WEST PARK 5TH ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$4,500.00	\$52.25
21380	3/25/2013	MARILYN K YOAKUM 1444 GRACE Avenue SW	95-080-0450 L 15; B 3 BON VAN ACRES	Residential Add/Alter Residential/Alteration	59' INTERIOR DRAINTILE	\$3,100.00	\$106.20
21401	3/25/2013	JOHNATHON W JENNIGES 705 LAKELAND Drive SE	95-913-1080 L ; B S 13; T 119; R 35	Residential Add/Alter Accessory Building	RESIDENTIAL RESIDE	\$2,000.00	\$51.00
21402	3/22/2013	EVELYN A BRUESS LARRY BRUESS 917 4TH Street SW	95-280-1110 L PT OF 10-11; B 6 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21416	3/29/2013	MANUEL BUSTOS 324 6TH Street SW	95-003-4730 L PT OF 7; B 41 ORIGINAL CITY	Residential Add/Alter Remodel	FINISH BASEMENT	\$150.00	\$29.48

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21421	3/29/2013	ANN GARCIA 2205 21ST Avenue SW	95-715-0140 L 4; B 2 SOUTHGATE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,090.46	\$31.55
21423	3/29/2013	JERAMY SIETSEMA 701 18TH Street SW	95-760-0090 L 9 & 10; B SUMMIT ADDITION	Residential Add/Alter Residential/Alteration	HAND FRAME RAFTERS AND ROOF OVER KITCHEN	\$2,259.75	\$105.78
<b>Current Year Current Month Totals</b>						<b>\$263,465.21</b>	<b>\$4,049.15</b>
<b>Previous Year Current Month Valuation</b>						<b>\$1,599,598.63</b>	
<b>Current YTD Valuation From 01/01/2013 To 03/31/2013</b>						<b>\$1,391,622.01</b>	
<b>Previous YTD Valuation</b>						<b>\$2,911,032.24</b>	

15

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL  
REGULAR MEETING  
Tuesday April 2, 2013

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

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

1. **Life Connections:** LeAnne Freeman announced that the Center is signed up to participate in Life Connections which will be held on Friday April 19 at the Willmar Civic Center. Life Connections is an event for active people 50 & beyond, sponsored by the West Central Tribune. LeAnne passed around the table for sign-up sheet for the board members to sign up for a two hour shift.
2. **Marketing & PR report:** Carol Laumer and LeAnne reported on the last Marketing and PR meeting from March 19. The committee is working on a brochure booklet that will tell the story of the Center. To have it printed the cost would exceed our budget line item under advertising. The committee had a decision on making the booklet smaller and also having sponsors in the booklet to help cover some of the expenses. Some of the committee members were concerned that it would take away from the story of the center and focus on the sponsors. LeAnne will check with the printer and person who is helping LeAnne with layout of the brochure on the cost of a smaller booklet and if it is possible to design the booklet to use sponsors and not to take away the effect we want from the booklet. LeAnne reported that she had meet with the printer about the cost of a smaller booklet and was told they were giving us a discount on the original price and making it smaller with different paper would not be saving us any more money. LeAnne and graphic designer then looked at how to make a sponsorship page fit into the story of the Center. There was a recommendation by Carol L. to look for sponsors to help defray the cost of the booklet, second by Cathy J. Motion passed.

On Wednesday, March 13 Loren Luschen, Earl Knutson and LeAnne Freeman were guests on Open Mike on KWLM. The group thought that the interview went smoothly and was helpful in making the WCAC better known in the community.

Committee change; Audrey Nelsen announced that her new duties as a Willmar City Councilperson has made it necessary for her to resign being on the Marketing and PR committee for the Center. LeAnne will look for someone to replace her on the committee.

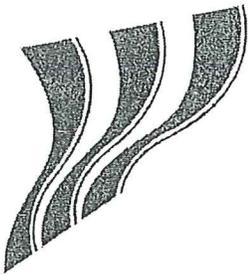
3. **Committee Updates:**
  - a. Maintenance/ finance report: There were a total of 84 rental in February with two weekend and twenty-one before/after hours. March had a total of 89 rentals with one weekend and twenty-three before/after hours. There will be a meeting with potential volunteers for the workshop; the meeting is scheduled for Tuesday April 16 at 1:30 at the Center. At this meeting we will discuss the purpose of the committee, layout of the room, rules, and hours of use, fee schedule and vision for the workshop. A discussion was held on getting Wi-Fi for the center, it was tabled for a later date.

- b. Program report: Cathy Johnson reported that the summer programs are set with one winter program that was scheduled but was canceled due to weather and has been re-scheduled to May. LeAnne will have an intern this summer; she will coordinate the intergenerational program "Let's Grow A Garden" and special events at the pool. The garden program is a pilot program that LeAnne had developed back in 2009 and now with the help of the intern and master gardeners this program will finally get started.
  
4. **Service Master Update:** The board has been wondering what the City has done with the contract for Service Masters. The Center did a thirty (30) day review of their work and then back in January voted to dis-continue the service. Steve explained that the City is going back to Labor Relations to try and hire another custodian, if this fails the City will look at another vendor and give Service Master it's thirty (30) day notice.
  
5. **Miscellaneous:**
  - a. Next WCAC Council Meeting Tuesday May 7 at 11am.
  - b. Volunteers Hours at the Center from Jan-Mar totals 446.5 hours.
  - c. Capital Improvements for 2013; \$25,000 for the roof overhand and \$60,000 for the parking lot.
  - d. May is National Bike Month with May 17 being Bike to Work Day.

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

Respectfully Submitted,

LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: April 15, 2013

Attachments: Yes No

CITY COUNCIL ACTION

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

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Planning and Development Services

Action Requested: Approve resolution and authorize the Mayor and Administrator to execute a Tax Abatement and Business Subsidy Agreement in substantial conformance to the draft agreement attached to the staff report.

Guiding Principle: Broad based economic development

Introduction: The City has received a formal request for tax abatement from Torgerson Properties for the proposed remodel and expansion of the motel/conference center properties of east highway 12. The City has been in discussion with Torgerson Properties regarding the project.

Physical plans have been approved by the Planning Commission. Bids came in substantially over budget, thereby prompting the request for tax abatement. Estimates of the abatement have been made and are included in the attachment. A decreasing percentage is being proposed for the abatement. This is consistent with conversations staff has had with county staff. The impact to the City over a 10 year period is estimated at just under \$190,000 using the current year tax information as a baseline.

Background/Justification: Economic benefit from the project comes in the form of increased employment and will be a business subsidy goal. They are projecting 25 additional full-time equivalent employees and the tax base increase will be realized following the abatement.

Fiscal Impact: The fiscal impact to the City is estimated at an average of just under \$19,000 per year for a 10 year period. The City and other taxing jurisdictions will continue to receive the taxes being paid on the current value.

Alternatives: The alternatives to providing the abatement would be to negotiate a lesser amount, lesser term, or to not provide tax abatement at all.

Staff Recommendation: That the Council approve the tax abatement for the Torgerson Project and authorize the Mayor and Administrator to execute the necessary documents.

Reviewed by:

Preparer: Bruce D. Peterson, AICP

Signature:

Comments:

### TORGERSON PROPERTIES PROJECT TAX ABATEMENT SCHEDULE

Pay	2016 -	\$23,000*
	2017 -	\$23,000
	2018 -	\$23,000
	2019 -	\$23,000
	2020 -	\$23,000
	2021 -	\$17,250
	2022 -	\$17,250
	2023 -	\$17,230
	2024 -	\$11,500
	2025 -	\$11,500
		<hr/>
		<b>\$189,750</b>

\*\$23,000 is the estimated increase in the City share of taxes resulting from the project. This estimate was based on developer assumptions and payable 2013 tax rates.

**FINANCE COMMITTEE REPORT  
CITY OF WILLMAR  
MONDAY, APRIL 8, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, April 8, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	.....	Chair
	Tim Johnson	.....	Vice-Chair
	Rick Fagerlie	.....	Member
	Audrey Nelsen	.....	Member
	Charlene Stevens	.....	City Administrator
	Steve Okins	.....	City Finance Director
	Kevin Halliday	.....	City Clerk Treasurer

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

**Item No. 1 – Public Comment**

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

**Item No. 2 – Western Interceptor Financing Amended Budget (Resolution)**

Staff presented a revised budget for the Western Interceptor Project. Current estimates show this project qualifies for a PFA loan of \$1,886,812 and a PFA Grant of \$763,205, both of which have been incorporated into the revised budget. In addition, a segment was added to the project within the Industrial Park area which is proposed to be funded with \$345,000 from the Local Option Sales Tax Program. After discussion, it was moved, by Council Member Fagerlie, seconded by Council Member Johnson, and passed for the following recommendation:

**RECOMMENDATION:** To introduce a resolution setting the Western Interceptor Revised Budget at \$4,882,179.

**Item No. 3 – Reports (Information)**

The Committee received the following reports: 2012 Interest/Dividends by Institution; Historical Interest/Dividends 2001 – 2012; 12/31/12 Cash/Investments; 4<sup>th</sup> Quarter, 2012, Investment Activity; Cash/Investment Balances 2001 – 2012; February, 2013, Rice Hospital. Discussion included the decline in interest rates over the past few years, at which time Chair Anderson stated that Bremer Bank has been providing 2.6% interest on Library and County funds deposited there and suggested Staff research this possibility. Chair Anderson also suggested the council receive quarterly reports on a global scale reflecting the revenues/expenditures in relation to the budget. This matter was taken for information only.

**Item No. 4 – Future Agendas (Information)**

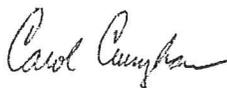
Staff noted that future agendas include the 2013 Street Improvement Funding, Waste Treatment Rate Adjustments, a report on the Local Option Sales Tax Fund, the 2014 Budget Calendar, the Public Works Reserve Report, and 1<sup>st</sup> quarter reports from Rice Memorial Hospital and Willmar Municipal Utilities. This matter was taken for information only.

**Item No. 5 – Miscellany (Information)**

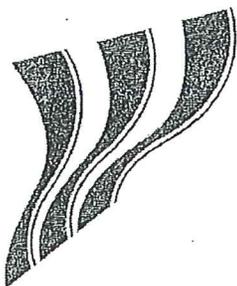
At Chair Anderson's request, Administrator Stevens provided an update on the Local Government Aid (LGA) Bill that the Coalition sponsored. Based on the Governor's new formula, the City of Willmar could receive an additional \$387,000 in LGA. However, there has been some discussion that the LGA Bill may be reduced from \$80 million to \$60 million which could impact this anticipated increase. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:10 p.m. upon motion by Council Member Fagerlie, second by Council Member Nelsen, and carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carol Cunningham".

Carol Cunningham  
Accounting Supervisor



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

**Agenda Item Number: 2**

**Meeting Date: April 8, 2013**

**Attachments:  Yes  No**

**CITY COUNCIL ACTION**

**Date: April 15, 2013**

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

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**Originating Department: Public Works**

**Action Requested:** Recommend amended budget for 2013B G.O. Sewer Revenue Notes (Western Collector Project).

**Guiding Principle:** City Council Policy and Procedures

**Introduction:** Western Collector Project Discussion

**Background/Justification:** See Attachments: 1) Budget; and 2) E-mail From Donohue & Associates forwarding financing update from State of Minnesota DEED.

**Fiscal Impact:** Increase City debt by \$1,886,812 and pay for the Western Collector Project for a total of \$4,882,179.

**Alternatives:** Do conventional financing at projected higher interest costs.

**Staff Recommendation:** Approve the amended budget and set the public hearing for Monday, May 6, 2013.

**Reviewed by:** Steven B. Okins, Finance Director

**Preparer:** Steven B. Okins, Finance Director

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_  
 FINAL WESTERN INTERCEPTOR BUDGET

ESTIMATED TOTAL COST \$4,882,179.00

\*Budget Amounts are Essential

Dated: April 15, 2013

Code

**PERSONNEL SERVICES**

10*	Salaries Reg. Employees	
11*	Overtime Reg. Employees	
12*	Salaries Temp. Employees	
13*	Employer Pension Contr.	
14*	Employer Ins. Contr.	
	<b>TOTAL</b>	<b>\$0.00</b>

**SUPPLIES**

20*	Office Supplies	
21*	Small Tools	
22*	Motor Fuels & Lubricants	
23*	Postage	
24	Mtce. of Equipment	
25	Mtce. of Structures	
26	Mtce. of Other Improvements	
27	Subsistence of Persons	
28	Cleaning & Waste Removal	
29*	General Supplies	
	<b>TOTAL</b>	<b>\$0.00</b>

**OTHER SERVICES**

30	Communications	
31*	Printing & Publishing	
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$3,875,755.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	
	<b>TOTAL</b>	<b>\$3,875,755.00</b>

**OTHER CHARGES**

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	\$498,278.00
47*	Advertising	
48*	Adm. OH (Transfer)	
49	Other Charges	\$178,767.00
	<b>TOTAL</b>	<b>\$677,045.00</b>

**CAPITAL OUTLAY**

51	Land and Legal	\$329,379.00
	<b>TOTAL</b>	<b>\$329,379.00</b>

**GRAND TOTAL** **\$4,882,179.00**

**RECEIVABLES**

Property Owners	
LOST Terminal	\$345,000.00
City Capital Storm Water:	\$571,087.00
LOST	\$1,316,075.00
(PFA) Loans	\$1,886,812.00
PFA Grant	\$763,205.00
<b>TOTAL</b>	<b>\$4,882,179.00</b>

**FINANCING**

LOST Terminal	\$345,000.00
City Capital Storm Water:	\$571,087.00
LOST	\$1,316,075.00
(PFA) Loan	\$1,886,812.00
PFA Grant	\$763,205.00
<b>TOTAL</b>	<b>\$4,882,179.00</b>

**GRAND TOTAL** **\$4,882,179.00**

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Mayor

Attest:

\_\_\_\_\_  
 City Clerk/Treasurer

## Steve Okins

---

**From:** Halvorson, Josh <jhalvorson@donohue-associates.com>  
**Sent:** Friday, April 05, 2013 9:48 AM  
**To:** Steve Okins  
**Cc:** Bruce Peterson  
**Subject:** FW: Willmar updated loan -grant amounts

FYI.

*Joshua J. Halvorson, PE*  
jhalvorson@donohue-associates.com  
  
2320 East Highway 12, Suite 5  
Willmar, MN 56201  
320-235-5400 Office  
320-333-9325 Cell  
320-235-5401 Fax

---

**From:** Barrett, Kathe (DEED) [mailto:kathe.barrett@state.mn.us]  
**Sent:** Friday, April 05, 2013 9:45 AM  
**To:** Kathy Aho  
**Cc:** Halvorson, Josh; Kim Ganley - Briggs & Morgan  
**Subject:** Willmar updated loan -grant amounts

We worked with MPCA to try and increase the Essential Project Component but their hands were tied due to their rules & statutes so it will remain at 36%. Here are the latest amounts using the 36% in the loan/grant calculation:

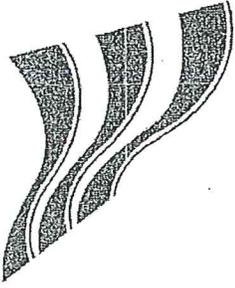
Loan: \$1,886,812  
Grant: \$ 763,205  
Total: \$2,650,017

The overall total changed due to the fact that WIF can pay for the \$78,580 easement costs –became an eligible cost so added them into the total financing package.

I know you will need to redo the cash flows and that may change the interest rate ☹. Steve Walter is here today so hopefully we can get a workable amortization schedule done today. Do you want Steve to run one first and then you tweak it or the other way around?

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

**Agenda Item Number: 3**

**Meeting Date: April 8, 2013**

**Attachments:  Yes  No**

**CITY COUNCIL ACTION**

**Date: April 15, 2013**

Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department: Finance**

**Action Requested:** Receive and review reports.

**Guiding Principle:** City Council Policy/Procedures.

**Introduction:** Submission of various reports.

**Background/Justification:** A) 2012 Interest/Dividends by Institution  
B) Historical Interest/Dividends 2001 - 2012  
C) 12/31/12 Cash/Investments  
D) 4<sup>th</sup> Quarter, 2012, Investment Activity  
E) Cash/Investments Balances 2001 – 2012  
F) February, 2013, Rice Hospital

**Fiscal Impact:**

**Alternatives:** N/A

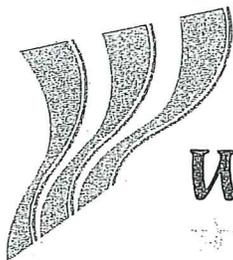
**Staff Recommendation:** Receive reports and place on file.

**Reviewed by:** Steven B. Okins, Finance Director

**Preparer:** Steven B. Okins, Finance Director

**Signature:**

**Comments:**



# WILLMAR

## FINANCE

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

### 2012 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2012 Year-To-Date</u>	<u>2011 Year-To-Date</u>
Franklin Templeton	\$ -	\$ -	\$ -	\$ -	\$ 1,876.50
Heritage Bank	\$ 1,232.55	\$ 1,141.40	\$ 520.87	\$ 17,638.45	\$ 13,998.88
Morgan Stanley Smith Barney	\$ 5,542.65	\$ -	\$ 17,729.02	\$ 145,374.94	\$ 181,452.71
UBS	\$ 10,000.00	\$ 10,000.08	\$ 26,250.00	\$ 180,625.08	\$ 227,765.89
Wells Fargo	\$ 9,200.00	\$ 60,333.33	\$ -	\$ 170,618.05	\$ 229,750.00
Wells Fargo Advisors	\$ 100.93	\$ -	\$ 17,432.76	\$ 310,504.84	\$ 404,323.79
<b>Totals</b>	<b>\$ 26,076.13</b>	<b>\$ 71,474.81</b>	<b>\$ 61,932.65</b>	<b>\$ 824,761.36</b>	<b>\$ 1,059,167.77</b>

## Historical Interest/Dividends Received Per Quarter 2001 through 12/31/2012

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90
2004	\$ 256,365.99	\$ 349,941.03	\$ 239,169.92	\$ 363,170.98	\$ 1,208,647.92
2003	\$ 347,623.33	\$ 429,146.02	\$ 278,583.40	\$ 303,848.26	\$ 1,359,201.01
2002	\$ 551,583.58	\$ 287,590.69	\$ 540,822.04	\$ 329,102.76	\$ 1,709,099.07
2001	\$ 713,182.28	\$ 493,687.69	\$ 729,179.95	\$ 347,902.87	\$ 2,283,952.79

CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2012

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-591557DP5	10/07/2013	1.150%	245,000.00	247,040.85
2	MSSB	CD-70153RGY8	10/15/2013	1.250%	245,000.00	247,102.10
3	MSSB	CD-02580VDA0	12/24/2013	4.750%	96,000.00	99,847.68
4	MSSB	CD-02586TDA9	12/24/2013	4.750%	96,000.00	99,847.68
5	MSSB	CD-36159CGN0	12/30/2013	4.100%	96,000.00	99,295.68
6	MSSB	CD-381426XZ3	12/31/2013	4.000%	96,000.00	99,229.44
7	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	98,790.72
8	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	98,889.60
9	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	98,921.28
10	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	152,700.00
11	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	96,095.04
12	MSSB	CD-25811LZ28	08/10/2015	1.000%	245,000.00	245,242.55
13	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	150,148.50
14	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	153,778.50
15	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	251,186.25
16	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	153,780.00
17	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	153,778.50
18	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	251,041.70
19	MSSB	CD-36157PFB0	06/08/2018	2.000%	150,000.00	154,038.00
20	Wells Fargo Advisors	CD-17284A3Z9	12/12/2019	2.000%	245,000.00	242,540.20
21	MSSB	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	2,000,248.00
22	Wells Fargo	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	1,002,870.00
23	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	6,033,060.00
24	UBS	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	2,011,530.00
25	Wells Fargo	FHLMC-3134G3LC2	02/15/2022	2.000%	1,000,000.00	998,240.00
26	MSSB	FHLMC-3134G3SF8	03/28/2022	2.000%-7.000%	2,000,000.00	2,004,620.00
27	Wells Fargo Advisors	FNMA-3136G0FC0	05/02/2022	2.125-7.000%	1,000,000.00	1,004,705.00
28	Wells Fargo	FHLMC-313381C60	06/07/2022	2.600%	2,000,000.00	1,986,896.00
29	Wells Fargo	FHLMC-3134G3WU0	06/21/2022	2.080%	1,000,000.00	1,004,680.00
30	UBS	FHLMC-313379VX4	07/12/2022	2.250%	797,872.34 ^	798,127.65
31	Wells Fargo Advisors	FHLMC-313380F2	07/25/2022	2.530%	2,000,000.00	1,987,560.00
32	Wells Fargo Advisors	FNMA-3136G0TG6	07/26/2022	1.250-5.000%	1,000,000.00 *	995,410.00
33	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,990,818.00
34	Wells Fargo	FHLMC-313380BC0	08/15/2022	2.000%	4,300,000.00	4,301,849.00
35	Wells Fargo Advisors	FHLMC-313380GQ4	09/07/2022	1.010-5.000%	4,000,000.00	4,003,920.00
36	MSSB	FNMA-3136G0D65	09/27/2022	1.500-5.000%	3,000,000.00 *	2,959,920.00
37	UBS	FNMA-3135G0RC9	10/25/2022	2.000%	1,000,000.00	991,860.00
38	UBS	FNMA-3136G02Z3	11/15/2022	2.200%	1,900,000.00	1,901,216.00
39	UBS	FHLMC-313381DA0	12/05/2022	2.250%	2,000,000.00	1,996,610.00
40	Wells Fargo	FHLMC-313381GY5	12/27/2022	2.190%	3,000,000.00	2,960,400.00
41	Wells Fargo Advisors	FHLMC-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	991,450.00
42	Multi-Bank Securities					
<b>TOTAL INVESTMENT</b>					<b>\$ 47,135,872.34</b>	<b>\$ 47,119,283.92</b>
42	Heritage Bank	Low Activity Ckg	None	0.060%	7,652,741.90	7,652,741.90
43	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	28,361.52	28,361.52
44	Heritage Bank	Commercial Ckg	None	0.100%	54,624.91	54,624.90
<b>TOTAL PORTFOLIO FOR DECEMBER 31, 2012</b>					<b>\$ 54,871,600.67</b>	<b>\$ 54,855,012.24</b>

\* Par Value is not equal to Purchase Amount



**WILLMAR**

**FINANCE**

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

**INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING DECEMBER 31, 2012**

BALANCE AT PRIOR QUARTER ENDED SEPTEMBER 30, 2012 \$ 44,310,158.10

SUMMARY OF OCTOBER THROUGH DECEMBER, 2012, TRANSACTIONS:

(10/12/2012) SOLD: Wells Fargo Advisors, FHLB-313379VX4 (Partial), 2.530%	(15,957.45)
(10/25/2012) PURCHASED: UBS, FNMA-3135G0RC9, 2.200%	1,000,000.00
(10/26/2012) SOLD: UBS, FHLMC-3134G2Y97, Step-Up @ 2%	(1,000,000.00)
(10/26/2012) Market Value Adjustment: UBS, FHLMC-3134G2Y97	(1,280.00)
(11/09/2012) SOLD: Wells Fargo, FFCB-313331KQ94, 2.800%	(2,000,000.00)
(11/09/2012) Market Value Adjustment: Wells Fargo, FFCB-313331KQ94	(5,436.00)
(11/15/2012) PURCHASED: UBS, FNMA-3136G0Z3, 2.250%	1,900,000.00
(11/28/2012) SOLD: Wells Fargo, FNMA-3136FTPC7, 1.000%	(2,000,000.00)
(11/28/2012) Market Value Adjustment: Wells Fargo, FNMA-3136FTPC7	(2,806.00)
(12/05/2012) PURCHASED: Wells Fargo, FHLB-313381DA0, 2.190%	2,000,000.00
(12/07/2012) PURCHASED: Wells Fargo, FHLB-313381C60, 2.080%	2,000,000.00
(12/11/2012) SOLD: MSSB, CD-36159CUU8, 1.70%	(152,175.00)
(12/11/2012) Market Value Adjustment: MSSB, CD-36159CUU8	(501.00)
(12/12/2012) PURCHASED: MSSB, CD-17284A3Z9, 1.600%	245,000.00
(12/12/2012) SOLD: Wells Fargo Advisors, FHLB-3133380HE0, Step-Up @ 1.50%	(2,285,000.00)
(12/12/2012) Market Value Adjustment: Wells Fargo Advisors, FHLB-313380HE0	(2,582.05)
(12/17/2012) SOLD: Wells Fargo Advisors, FHLB-313379VX4, 2.530% (Partial)	(686,170.21)
(12/27/2012) PURCHASED: Wells Fargo Advisors, FHLB-313381GY5, 1.500 - 5.000%	3,000,000.00
(12/28/2012) PURCHASED: Multi-Bank Securities, FHLB-313381H40, 1.500 - 9.000%	1,000,000.00
(12/31/2012) SOLD: MSSB, CD-05568PND5, 3.600%	(96,000.00)
(12/31/2012) Market Value Adjustment: MSSB, CD-05568PND5	(749.76)
(12/31/2012) Quarter-End Market Value Adjustment	(87,216.71)

DECEMBER 31, 2012 BALANCE

\$ 47,119,283.92



# Historical Balances At the End of Each Quarter 2001 through 12/31/2012

## Investments

## Operating Cash (Flex Gold and Checking)

Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2012	\$ 41,122,817.67 #	\$ 37,855,613.32 #	\$ 44,310,158.10 #	\$ 47,119,283.92 #	\$ 8,136,948.46	\$ 11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$ 41,498,738.04 #	\$ 42,926,445.51 #	\$ 33,053,338.89 #	\$ 46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$ 18,167,922.89	\$ 7,404,105.73
2010	\$ 41,358,462.50	\$ 40,144,176.24 #	\$ 44,577,231.24 #	\$ 48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$ 40,055,806.99	\$ 41,062,156.99	\$ 38,897,050.00	\$ 45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$ 41,205,848.94	\$ 43,736,011.19	\$ 45,244,926.32	\$ 42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$ 43,139,351.72	\$ 48,100,353.36	\$ 47,115,305.03	\$ 50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$ 40,287,460.83	\$ 39,045,724.67	\$ 45,986,724.51	\$ 48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$ 36,768,248.22	\$ 37,768,170.45	\$ 48,355,084.17	\$ 48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38
2004	\$ 33,825,796.69	\$ 36,595,276.05	\$ 36,590,625.49	\$ 41,648,716.38	\$ 4,244,239.97	\$ 1,158,817.03	\$ 201,061.64	\$ 275,984.98
2003	\$ 34,064,199.18	\$ 30,950,347.81	\$ 35,925,098.63	\$ 40,818,791.70	\$ 3,859,939.14 **	\$ 7,755,088.56 **	\$ 2,656,112.08 **	\$ 933,074.61 **
2002	\$ 31,853,393.91	\$ 27,584,130.86	\$ 29,071,601.97	\$ 35,075,314.75	\$ 1,383,844.54 **	\$ 5,702,861.27 **	\$ 5,727,765.04 **	\$ 5,683,814.13 **
	\$ 3,051,496.86 *	\$ 2,470,803.20 *	\$ 2,453,090.69 *	\$ 2,453,090.69 *				
	\$ 34,904,890.77	\$ 30,054,934.06	\$ 31,524,692.66	\$ 37,528,405.44				
2001	\$ 33,214,771.32	\$ 33,705,625.12	\$ 30,724,399.03	\$ 34,338,693.50			\$ 8,169,308.49	\$ 3,479,217.64
				\$ 3,051,496.86 *				
				\$ 37,390,190.36				

# Investment Balance after adjusting for market values  
2010 market values were only adjusted 1/1/10 and 12/31/10

\*\*4M, Flex Gold, General Ckg

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

# Rice Memorial Hospital

## Financial Statements

### February 28, 2013

#### Executive Summary

February was another negative month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a loss of \$509,000 from operations in February compared to budgeted operating income of \$54,000 which compounded the YTD deficit to budget of \$1.4 million. The primary contributing factor was lower than expected patient activity & revenues and decreased reimbursement. Hospital Net Patient Revenue was 7.5% less than projected with an average daily census 2.3% lower than budgeted. Ancillary revenues and Willmar Medical Services (WMS) activity also contributed to the lower than projected results.

#### February 28, 2013 Balance Sheet:

The February YTD balance sheet has realized a decrease in net assets of \$559,000. Total Assets have increased \$828,000 while total liabilities have increased \$1.3 million. The Total Asset increase was due to an increase in current assets of \$184,000; an increase in Assets Limited as to Use of \$59,000; an increase in property, plant, and equipment of \$807,000; and a decrease in other assets of \$222,000. The increase in current assets was due to increases in Cash and Prepaid Expenses and offset by the decrease in Receivables. The Cash increase related from Receivables collections which has improved with the coding backlog mostly resolved. Assets Limited as to Use has increased due to market value increases in the Rice Trust Endowment Fund. Property, Plant, and Equipment has increased due to the Care Center Project and Other Assets have decreased due to General Investment transfers to Cash offset by a timing difference in the investment in Willmar Medical Services. Cash & General Investments have increased \$284,000 since December 31, 2012 due to Revenue Cycle improvements offsetting the negative Operating results. Liabilities have increased due to accrued expenses and funds owed Willmar Medical Services.

#### February 2013 Results:

The overall net Operating Loss was \$509,000 compared to budgeted Operating Income of \$54,000 and compared to last year's Operating Loss of \$557,000. Hospital Patient Revenues were \$392,000 (3.7%) less than budget for the month and 1.2% less than the prior year. Inpatient Revenues were 2.0% greater than budget but Outpatient Revenues were 8.0% less than budget. Inpatient revenues were driven by the increased surgical revenues but offset by the decreased census. Outpatient Revenues were the result of lower revenues in Surgery, Anesthesia, Emergency, Lab, and Medical Imaging. Most of the revenue variances related to lower volumes however, Surgery experienced a lower activity of procedures thus creating a negative rate variance. Care Center Revenues were greater than budget by 5.0% due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 7.3% lower than budget due to lower Sales activity even though Rental revenues were up.

Consolidated deductions from revenue were only 2.0% (\$155,000) less than budget even though Patient Revenues were 4.7% less than budget. A downward shift in

reimbursement due to government payers contributed to this variance and when netted against Total Patient Revenues yielded a negative Net Patient Revenue variance of \$604,000 (7.1%). The Hospital's reimbursement rate for the month was 47.79% compared to a budget of 48.99%; a negative revenue variance of \$164,000.

Other operating revenues were \$116,000 (7.8%) less than budget due to projected lower WMS activity. WMS activity at Rice was less than budget by \$125,000 (7.5%) due to lower Medical Oncology and Medical Imaging activity. Total Operating Revenues were \$7.6 million or \$595,000 (7.2%) less than budget but \$31,000 (0.4%) greater than last year.

Net Expenses were \$8.2 million which was \$31,000 (0.4%) less than budget. Expenses were mixed for the month with Salaries \$84,000 (2.3%) less than budget due to lower Hospital patient activity and lower FTE's. Contract Labor was \$47,000 (20.1%) greater due to Emergency Room Physicians and Inpatient Behavioral Health coverage. In addition, Care Center contracted therapy costs exceeded budget by \$21,000 (27.6%) due to increased outpatient therapy activity. Benefits were \$193,000 (18.1%) greater due to Health Insurance claims. Supplies were \$10,000 (1.1%) less than budget due lower activity in Surgery. Drugs were \$408,000 (50.6%) less due to unrecorded Medical Oncology purchases and decreased Hospital patient activity. Purchased Services were \$41,000 (7.7%) less than budget; Repairs were \$27,000 (10.0%) greater than budget due expenditures in numerous departments and the new monitoring equipment lease; Utilities were \$4,300 (3.0%) greater than budget; Insurance was \$8,900 (15.0%) less than budget; Patient Related Travel was \$4,200 (11.6%) less than budget; Education, Travel, and Dues were \$19,000 (25.6%) greater than budget due to Administration and SWEPT activity; and Other was \$11,000 (30.5%) less than budget. Depreciation was \$15,000 (2.2%) less than budget while Interest was \$8,100 (5.5%) less than budget. Bad Debts were \$6,400 (4.8%) less than budget with Taxes \$7,100 (3.8%) greater than budget due to receivable collections. Bad Debts and Uncompensated Care were \$62,000 (235.5%) less than budget and 5.8% less than last year.

Non-operating activity was \$190,000 greater than budget due to unrealized gains. Rice will continue to monitor its investments and analyze if some investments that should be sold in order to capture the realized gains on the instruments.

The Hospital generated an Operating Loss of \$488,000 compared to a budgeted Operating Loss of \$14,000 and compared to last year's Operating Loss of \$535,000. Care Center activity generated an Operating Loss for the month of \$25,000 compared to expected Operating Income of \$50,000 and last year's Operating Income of \$18,000. The loss is due to lower than projected reimbursement and lower than projected census. Home Medical activity generated Operating Income of \$4,600 compared to budgeted Operating Income of \$4,000 and last year's Operating Loss of \$70,000.

#### **February YTD 2013 Results:**

The overall net Operating Loss was \$875,000 compared to budgeted Operating Income of \$543,000 and compared to last year's Operating Loss of \$415,000. Hospital Patient Revenues were \$1.2 million (5.3%) less than budget and 2.2% less than last year. Inpatient Revenues were 2.1% less than budget and Outpatient Revenues 7.7% less than budget. Inpatient revenues were driven by the lower census while Outpatient Revenues were the result of lower revenues in Surgery, Anesthesia, Emergency, Pharmacy, Lab, and Medical Imaging activity. Most of the revenue variances related to lower volumes

however, Surgery experienced a lower acuity of procedures thus creating a negative rate variance. Care Center Revenues were greater than budget by \$30,000 (1.9%) due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 3.5% lower than budget due to lower Sales activity even though Rental revenues were up.

Consolidated deductions from revenue were only 1.6% (\$267,000) less than budget even though Patient Revenues were 5.1% less than budget. A downward shift in reimbursement due to government payers contributed to this variance and when netted against Total Patient Revenues yielded a negative Net Patient Revenue variance of \$1.5 million (8.3%). The Hospital's reimbursement rate was 47.51% compared to a budget of 49.26%; a negative revenue variance of \$407,000.

Other operating revenues were \$331,000 (11.1%) less than budget due to projected lower WMS activity. WMS activity at Rice was less than budget by \$91,000 (2.7%) due to lower Medical Oncology and Medical Imaging activity. Total Operating Revenues were \$16.0 million or \$1.7 million (9.9%) less than budget and \$459,000 (2.8%) less than last year.

Net Expenses were \$16.9 million which was \$344,000 (2.0%) less than budget. Expenses were mixed with Salaries \$260,000 (3.3%) less than budget due to lower Hospital patient activity and thus lower FTE's. Contract Labor was \$93,000 (20.2%) greater due to Emergency Room Physicians and Inpatient Behavioral Health coverage. In addition, Care Center contracted therapy costs exceeded budget by \$44,000 (27.8%) due to increased outpatient therapy activity. Benefits were \$277,000 (12.2%) greater due to Health Insurance claims. Supplies were \$141,000 (6.4%) less than budget due to activity in Surgery and Home Medical. Drugs were \$510,000 (34.5%) less due to unrecorded Medical Oncology purchases and decreased Hospital patient activity. Purchased Services were \$36,000 (3.3%) less than budget; Repairs were \$21,000 (3.9%) greater than budget due to expenditures in numerous departments and the new leases; Utilities were \$12,000 (4.3%) less than budget; Insurance was \$5,700 (4.8%) less than budget; Patient Related Travel was \$9,200 (12.0%) less than budget; Education, Travel, and Dues were \$13,000 (7.4%) greater than budget due to Administration and SWEPT activity; and Other was \$18,000 (24.8%) less than budget. Depreciation was \$20,000 (1.5%) less than budget while Interest was \$15,000 (5.4%) less than budget. Bad Debts were \$35,000 (12.3%) less than budget with Taxes \$6,900 (1.8%) greater than budget due to receivable collections. Bad Debts and Uncompensated Care were \$79,000 (14.6%) less than budget but \$19,000 (4.3%) greater than last year.

Non-operating activity was \$46,000 greater than budget due to unrealized gains. Rice will continue to monitor its investments and analyze if some investments that should be sold in order to capture the realized gains on the instruments.

The Hospital generated an Operating Loss of \$905,000 compared to budgeted Operating Income of \$395,000 and last year's Operating Loss of \$474,000. Care Center activity generated an Operating Loss of \$28,000 compared to expected Operating Income of \$114,000 and last year's Operating Income of \$45,000. The loss is due to lower than projected reimbursement and lower than projected census. Home Medical activity generated Operating Income of \$58,000 compared to budgeted Operating Income of \$18,000 and last year's Operating Loss of \$16,000.

### Statistical and Volume Summary

Statistics and volumes were mixed for the month. Patient days were 2.3% less than budget while admissions were 2.5% greater than budget yielding a decrease in length of stay of 3.7% from budget. Compared to the prior year, patient days were 53 (5.2%) less for the month with admissions the same as last year. The average daily census for the month was 34.3 compared to a budget of 35.1 and 35.0 last year. Observation patients were 39.5% less than budget and the same as last year. Medicare case mix was 4.1% less than budget while the overall case mix was 2.6% less than budget. Overall activity as measured in terms of adjusted admissions was 4.5% less than budget and 5.3% less than last year while adjusted patient days were 9.0% less than budget and 10.2% less than last year. There were 60 deliveries for the month compared to a budget of 60 and 53 from a year ago. Care Center resident days were 7.9% less than budget with an average daily census of 68.1 compared to the budget of 74. The decrease was due to the Project C construction.

YTD patient days were 3.0% less than budget while admissions were 2.0% less than budget yielding a decrease in length of stay of 1.1% from the budget. Compared to the prior year, patient days were 128 (5.8%) less with admissions 20 (3.3%) less than last year. The average daily census was 35.1 compared to a budget of 36.2 and 36.6 last year. Observation patients were 39.9% less than budget and 25.4% less than last year. Medicare case mix was 4.7% less than budget while the overall case mix was 3.0% less than budget. Overall activity as measured in terms of adjusted admissions was 5.4% less than budget and 6.4% less than last year while adjusted patient days were 6.3% less than budget and 8.8% less than last year. There were 140 deliveries compared to a budget of 115 and 108 from a year ago. Care Center resident days were 7.8% less than budget with an average daily census of 68.2 compared to the budget of 74.

Ancillary departments were mixed for the month. Surgery procedures were 0.9% greater than budget and 0.7% greater than last year. GI procedures are now grouped into Surgery procedures. Emergency Room visits were 6.0% less than budget and 5.7% less than last year. Lab tests were down 6.5% from budget and 7.0% less than last year. Medical Imaging procedures were up 6.7% from budget but 9.1% less than last year. Radiation Oncology treatments were 32.1% less than budget and 31.4% less than last year while Medical Oncology visits were 27.8% less than budget and 27.1% less than last year. Dialysis treatments were 7.7% greater than budget and 8.7% greater than last year; Rehab visits were 7.8% greater than budget and 8.1% greater than last year; Hospice visits were 2.7% less than budget and 5.7% less than last year; and Ambulance runs were 10.2% greater than budget and 11.3% greater than last year.

On a YTD basis, Surgery procedures were 2.1% less than budget and 2.4% less than last year. Emergency Room visits were 4.7% less than budget and 4.5% less than last year. Lab tests were down 8.2% from budget and 8.9% less than last year. Medical Imaging procedures were up 1.0% from budget but 14.2% less than last year. Radiation Oncology treatments were 34.0% less than budget and 33.3% less than last year while Medical Oncology visits were 2.8% less than budget and 1.8% less than last year. Dialysis treatments were 9.4% greater than budget and 10.5% greater than last year; Rehab visits were 3.6% greater than and 2.4% greater than last year; Hospice visits were 2.2% greater than budget but 0.8% less than last year; and Ambulance runs were 9.9% greater than budget and 11.0% greater than last year.

Full Time Equivalent's (FTE's) for the month were 806 compared to a budget of 829 (2.8% less) and compared to last year's total of 823 (2.1% less). Hospital FTE's were 2.5% less than budget; Care Center 3.8% less than budget; and Home Medical 4.5% less than budget. YTD FTE's were 803 compared to a budget of 834 (3.7% less) and last year's total of 815 (1.4% less). Hospital FTE's were 3.8% less than budget and 3.2% less than last year; Care Center was 3.0% less than budget but 0.7% greater than last year; and Home Medical was 3.2% less than budget but 13.0% greater than last year.

#### Key Indicators

The Operational indicators were negative for the month compared to budget. Consolidated Operating Margin was -6.6% compared to the budget target of 0.7% and last year's -7.3%. Excess Margin was -3.0% compared to a budget of 1.6% and last year's -7.2%. The EBIDA Margin was 7.2% for the month compared to a budget of 11.4% and last year's 4.2%.

The YTD Operational indicators were negative compared to budget. Consolidated Operating Margin was -5.4% compared to the budget of 3.0% and last year's -2.5%. Excess Margin was -4.1% compared to a budget of 3.9% and last year's -1.4%. The EBIDA Margin was 5.9% compared to a budget of 14.5% and last year's 8.9%.

The Financial ratios indicate that the Debt/Capitalization ratio of 43.4% was higher than the year-end target of 41.8% and higher than the benchmark of 38.7%. Debt Service Coverage was 1.6 compared to the budget of 3.1 and the debt covenant of 1.25. Days in accounts receivable were 60 compared to a target of 50 and last year's 55. Days of Cash were 110 compared to the year-end target of 129 and last year's 112. The Cash/Debt ratio was 64% compared to the year-end target of 82%; last year's 61% and the benchmark of 87%. The Financial Strength Index was -0.96 compared to the budget of 1.21 and 0.73 last year.

YTD Hospital productivity ratios in terms of staffing was greater than budget with FTE's per adjusted admit at 15.2 compared to a budget of 14.7; last year's ratio of 14.8; and the benchmark of 14.9. FTE's per adjusted patient day were 4.3 compared to the budget of 4.1; last year's ratio of 4.1; and the benchmark of 4.4. Care Center Hours per Resident Day were 6.4 compared to the budget of 6.2 and the benchmark of 5.8. Sales per FTE at Home Medical were \$155,000 which was 0.3% less than the target but 0.1% higher than last year.

RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
BALANCE SHEET  
For the Two Months Ending February 28, 2013

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$4,655,089	\$2,999,489	\$1,655,601
4 TRUSTEE BOND AGREEMENTS - CURRENT	2,122,444	2,393,907	(271,463)
5 ACCOUNTS RECEIVABLE NET	17,032,716	18,416,955	(1,384,239)
6 OTHER RECEIVABLES	491,472	626,156	(134,684)
7 INVENTORY	1,927,435	1,881,543	45,892
8 PREPAID EXPENSES	1,353,973	1,080,525	273,449
10 TOTAL CURRENT ASSETS	<u>27,583,129</u>	<u>27,398,573</u>	184,557
11 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,181,089	0
15 REMAINDER UNITRUST - RECEIVABLE	43,996	43,996	0
16 ENDOWMENT FUND - INVESTMENTS	2,676,647	2,616,990	59,657
18 TOTAL ASSETS - USE IS LIMITED	<u>5,901,733</u>	<u>5,842,075</u>	59,657
19 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	133,846,361	132,297,068	1,549,293
22 LESS: ACCUMULATED DEPRECIATION	(73,483,353)	(72,741,611)	(741,741)
24 NET PROPERTY, PLANT & EQUIPMENT	<u>60,363,008</u>	<u>59,555,457</u>	807,552
25 OTHER ASSETS			
27 INVESTMENTS	24,571,227	25,941,901	(1,370,674)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,796,673	3,647,124	1,149,549
30 OTHER INVESTMENTS	79,963	79,963	0
31 GOODWILL, NET	85,833	86,056	(222)
32 DEFERRED DEBT ACQUISITION COSTS	197,900	200,398	(2,498)
33 OTHER	987	0	987
35 TOTAL OTHER ASSETS	<u>30,157,770</u>	<u>30,380,628</u>	(222,858)
37 TOTAL ASSETS	<u>\$124,005,640</u>	<u>\$123,176,733</u>	\$828,907
39 LIABILITIES AND NET ASSETS			
40 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,290,222	\$2,290,275	(\$54)
43 ACCOUNTS PAYABLE - TRADE	1,846,694	1,730,604	116,090
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(29,504)	(29,504)	0
45 ACCRUED SALARIES, WAGES AND BENEFITS	11,441,525	10,992,653	448,872
46 ACCRUED INTEREST AND DUE TO WMS	3,107,084	2,089,775	1,017,309
48 TOTAL CURRENT LIABILITIES	<u>18,656,021</u>	<u>17,073,804</u>	1,582,217
49 LONG TERM DEBT (LESS CURRENT PORTION)	45,763,144	45,957,263	(194,118)
52 TOTAL LIABILITIES	<u>64,419,165</u>	<u>63,031,067</u>	1,388,099
53 COMMITMENTS AND CONTINGENCIES			
55 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,181,089	3,181,089	0
59 SPECIFIC PURPOSE FUND	85,051	88,338	(3,286)
60 PERMANENT ENDOWMENT	2,676,647	2,616,990	59,657
61 CURRENT YEAR INCOME	(674,560)	2,430,598	(3,105,158)
62 UNRESTRICTED	54,318,247	51,828,651	2,489,596
64 TOTAL NET ASSETS	<u>59,586,475</u>	<u>60,145,666</u>	(559,191)
66 TOTAL LIABILITIES AND NET ASSETS	<u>\$124,005,640</u>	<u>\$123,176,733</u>	\$828,907

RICE MEMORIAL HOSPITAL CONSOLIDATED  
For the Two Months Ending February 28, 2013

	CURRENT MONTH		PRIOR YR.		YEAR TO DATE		PRIOR YR.		VAR %	
	ACTUAL	BUDGET	VAR	VAR %	VAR	VAR %	VAR	VAR %		
OPERATING REVENUE										
INPATIENT REVENUE	\$5,031,864	\$4,925,750	\$106,114	2.2%	\$4,852,132	3.7%	(\$232,924)	(2.2%)	\$10,547,407	0.4%
OUTPATIENT REVENUE	8,711,710	9,542,788	(831,078)	(8.7%)	9,168,154	(5.0%)	(1,513,860)	(7.4%)	19,760,218	(4.6%)
RICE CARE CENTER REVENUE	810,151	771,932	38,219	5.0%	629,954	28.6%	30,112	1.9%	1,251,984	32.3%
RICE HOME MEDICAL REVENUE	938,037	1,011,405	(73,368)	(7.3%)	855,922	9.6%	(73,084)	(3.5%)	1,799,116	13.1%
TOTAL PATIENT REVENUE	15,491,762	16,251,875	(760,113)	(4.7%)	15,506,162	(0.1%)	(1,789,756)	(5.1%)	33,358,725	(0.7%)
LESS DISCOUNTS & CONTRACTUALS	7,550,819	7,650,353	(99,534)	(1.3%)	7,589,770	(0.5%)	(224,307)	(1.4%)	16,014,168	1.0%
LESS UNCOMPENSATED CARE	73,981	129,893	(55,912)	(43.0%)	144,416	(48.8%)	(43,334)	(16.7%)	247,849	(12.6%)
TOTAL DEDUCTIONS FROM REVENUE	7,624,800	7,780,246	(155,446)	(2.0%)	7,734,186	(1.4%)	(267,641)	(1.6%)	16,262,017	0.8%
NET REVENUE FROM PATIENTS	7,866,962	8,471,629	(604,667)	(7.1%)	7,771,976	1.2%	(1,522,115)	(8.3%)	17,096,708	(2.1%)
OTHER OPERATING REVENUE	1,383,104	1,499,594	(116,490)	(7.8%)	1,472,234	(6.1%)	(31,559)	(11.1%)	2,882,171	(7.4%)
TOTAL OPERATING REVENUE	9,250,066	9,971,223	(721,157)	(7.2%)	9,244,210	0.1%	(1,853,674)	(8.7%)	19,978,879	(2.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,553,401	1,678,710	(125,309)	(7.5%)	1,578,330	(1.6%)	(91,094)	(2.7%)	3,434,615	(3.5%)
TOTAL OPERATING REVENUE	7,696,665	8,292,513	(595,848)	(7.2%)	7,665,880	0.4%	(1,787,205)	(23.2%)	16,544,264	(21.8%)
OPERATING EXPENSES	3,568,985	3,653,508	(84,523)	(2.3%)	3,902,710	(8.6%)	7,846,697	(3.3%)	7,844,975	(3.3%)
SALARIES AND WAGES	282,774	235,400	47,374	20.1%	277,296	2.0%	462,500	20.2%	552,177	0.7%
CONTRACT LABOR	1,261,024	1,067,983	193,041	18.1%	895,647	40.6%	2,281,226	12.2%	2,174,736	17.7%
SUPPLEMENTAL BENEFITS	1,004,317	1,015,278	(10,961)	(1.1%)	922,867	8.8%	2,196,244	(6.4%)	1,821,477	12.8%
DRUGS	398,246	806,816	(408,570)	(50.6%)	833,467	(52.2%)	1,478,263	(34.5%)	1,539,021	(37.1%)
PURCHASED SERVICES	498,129	539,950	(41,821)	(7.7%)	608,324	(18.1%)	1,086,423	(3.3%)	1,241,510	(15.4%)
REPAIRS, SERVICE & RENTALS	301,066	274,063	27,003	10.0%	236,727	27.3%	21,969	3.9%	489,014	19.2%
UTILITIES	150,073	145,730	4,343	3.0%	145,093	3.4%	560,860	(4.3%)	298,819	(5.2%)
INSURANCE	50,811	59,784	(8,973)	(15.0%)	53,704	(5.4%)	(5,706)	(4.8%)	107,408	6.0%
PATIENT RELATED TRAVEL	32,634	36,903	(4,269)	(11.6%)	30,377	7.4%	(9,263)	(12.0%)	65,058	4.5%
EDUCATION, TRAVEL, & DUES	96,408	76,734	19,674	25.6%	78,437	22.9%	176,203	7.4%	175,808	7.6%
OTHER	25,663	36,922	(11,259)	(30.5%)	27,419	(6.4%)	1,354,342	(24.8%)	98,173	(42.7%)
DEPRECIATION AND AMORT	662,100	677,129	(15,029)	(2.2%)	669,367	(1.1%)	1,354,065	(1.5%)	1,301,726	2.5%
INTEREST	139,124	147,228	(8,104)	(5.5%)	71,350	81.0%	297,527	(5.4%)	415,044	(32.2%)
BAD DEBTS	129,167	135,649	(6,482)	(4.8%)	140,161	81.0%	289,841	(12.3%)	203,417	24.9%
TAXES & SURCHARGE	194,221	187,121	7,100	3.8%	140,161	38.6%	374,242	1.8%	346,072	10.1%
TOTAL OPERATING EXPENSES	8,795,142	9,096,198	(301,056)	(3.3%)	9,100,997	(3.4%)	18,971,922	(3.4%)	18,674,435	(1.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	589,144	858,584	(269,440)	(31.4%)	877,175	(32.8%)	1,667,978	(18.6%)	1,714,667	(20.8%)
NET OPERATING EXPENSES	8,205,998	8,237,614	(31,616)	(0.4%)	8,223,822	(0.2%)	17,303,944	(2.0%)	16,959,768	0.0%
OPERATING INCOME (LOSS)	(509,333)	54,899	(564,232)	(1,027.8%)	(557,942)	(8.7%)	543,261	(261.1%)	(415,504)	110.6%
NON OPERATING INCOME	267,171	77,163	190,008	246.2%	6,073	4,299.3%	154,325	29.9%	183,148	9.5%
NET INCOME (LOSS)	(242,162)	(76,043)	(166,119)	(68.2%)	(551,869)	(56.1%)	369,758	(19.6%)	(332,356)	100.3%

RICE HOSPITAL  
CURRENT MONTH  
For Periods Ending February 28, 2013

	CURRENT MONTH ACTUAL			CURRENT MONTH BUDGET			RICE ACT/BUD			PRIOR YEAR ACTUAL			RICE CV/PT	
	RICE	WMS	TOTAL	RICE	WMS	TOTAL	VAR.\$	VAR %		RICE	WMS	TOTAL	VAR.\$	VAR %
OPERATING REVENUE	\$4,700,080	\$331,784	\$5,031,864	\$4,607,359	\$318,391	\$4,925,750	\$92,721	2.0%	\$4,543,594	\$308,538	\$4,852,132	\$156,486	3.4%	
INFAPIENT REVENUE	5,570,134	3,141,576	8,711,710	6,055,673	3,487,115	9,542,788	(485,539)	(8.0%)	5,848,523	3,319,630	9,168,153	(278,389)	(4.8%)	
TOTAL PATIENT REVENUE	10,270,214	3,473,360	13,743,574	10,663,032	3,805,506	14,468,537	(392,817)	(3.7%)	10,392,117	3,628,168	14,020,285	(121,903)	(1.2%)	
LESS DISCOUNTS & CONTRACTUALS	5,178,641	1,928,841	7,107,482	5,112,572	2,140,046	7,252,617	66,069	1.3%	5,278,535	2,024,648	7,303,183	(99,894)	(1.9%)	
LESS UNCOMPENSATED CARE	73,840	0	73,840	128,023	0	128,023	(54,183)	(42.3%)	144,281	0	144,281	(70,441)	(48.8%)	
TOTAL DEDUCTIONS FROM REVENUE	5,252,481	1,928,841	7,181,322	5,240,594	2,140,046	7,380,640	11,886	0.2%	5,422,816	2,024,648	7,447,464	(170,335)	(3.1%)	
NET REVENUE FROM PATIENTS	5,017,734	1,544,518	6,562,252	5,422,437	1,665,460	7,087,897	(404,704)	(7.5%)	4,969,302	1,603,520	6,572,821	48,432	1.0%	
OTHER OPERATING REVENUE	1,569,744	8,882	1,578,626	1,482,557	13,250	1,495,807	(112,813)	(7.6%)	1,463,558	4,923	1,468,481	(93,813)	(6.4%)	
TOTAL OPERATING REVENUE	6,387,478	1,553,401	7,940,878	6,904,994	1,678,710	8,583,704	(517,516)	(7.5%)	6,432,859	1,608,443	8,041,302	(45,381)	(0.7%)	
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	0	1,553,401	1,553,401	0	1,678,710	1,678,710	0	0.0%	0	1,578,330	1,578,330	0	0.0%	
TOTAL OPERATING REVENUE	6,387,478	0	6,387,478	6,904,994	0	6,904,994	(517,516)	(7.5%)	6,432,859	0	6,432,859	(45,381)	(0.7%)	
OPERATING EXPENSES	2,989,226	156,532	3,145,758	3,045,444	156,532	3,201,976	(56,218)	(1.8%)	3,312,556	160,357	3,472,913	(323,330)	(9.8%)	
SALARIES AND WAGES	44,693	141,026	185,719	18,331	141,026	159,357	26,362	143.8%	113,753	132,626	246,379	(69,060)	(60.7%)	
CONTRACT LABOR	1,039,183	40,726	1,079,909	854,578	40,726	895,304	184,604	21.6%	670,149	46,322	716,472	369,033	55.1%	
SUPPLIES	668,232	13,807	682,040	636,747	17,532	654,280	31,485	4.9%	538,284	18,422	556,707	129,948	24.1%	
DRUGS	214,022	165,738	379,760	385,327	406,172	791,499	(171,305)	(44.5%)	382,614	437,707	820,321	(168,591)	(44.1%)	
PURCHASED SERVICES	406,935	20,609	427,544	469,260	31,451	500,710	(62,325)	(13.3%)	535,210	20,436	555,646	(128,275)	(24.0%)	
REPAIRS, SERVICE & RENTALS	268,483	10,967	279,450	246,490	5,824	252,313	21,994	8.9%	214,957	5,506	220,463	53,526	24.9%	
UTILITIES	127,758	146	127,904	126,504	188	126,692	1,234	1.0%	126,692	150	126,841	1,066	0.8%	
INSURANCE	48,038	0	48,038	48,697	775	49,472	(659)	(1.4%)	44,614	767	45,381	3,425	7.7%	
PATIENT RELATED TRAVEL	17,570	838	18,407	18,659	1,232	19,890	(1,088)	(5.8%)	15,099	1,876	16,975	2,471	16.4%	
EDUCATION, TRAVEL, & DUES	83,536	1,452	84,988	64,608	3,586	68,194	18,928	29.3%	67,430	1,807	69,238	16,106	23.9%	
OTHER	13,796	0	13,796	27,973	1,828	29,801	(14,178)	(50.7%)	22,937	1,318	24,255	(9,142)	(39.9%)	
DEPRECIATION AND AMORT	587,505	0	587,505	611,859	0	611,859	(24,354)	(4.0%)	583,270	14,072	597,342	4,235	0.7%	
INTEREST	87,176	0	87,176	124,655	0	124,614	41	0.0%	192,003	0	192,003	(67,348)	(35.1%)	
BAD DEBTS	154,941	0	154,941	147,500	0	147,500	7,441	5.0%	119,083	35,809	154,892	57,117	190.0%	
TAXES & SURCHARGE	6,875,749	589,144	7,464,893	6,919,141	844,512	7,763,653	(43,392)	(0.6%)	6,968,711	877,175	7,845,886	(92,962)	(1.3%)	
TOTAL OPERATING EXPENSES	0	589,144	589,144	0	858,584	858,584	0	0.0%	0	877,175	877,175	0	0.0%	
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	6,875,749	0	6,875,749	6,919,141	(14,072)	6,905,069	(43,392)	(0.6%)	6,968,711	0	6,968,711	(92,962)	(1.3%)	
NET OPERATING EXPENSES	(488,271)	0	(488,271)	(14,147)	14,072	(75)	(474,124)	3,351.5%	(535,852)	30,113	(505,739)	47,580	(8.9%)	
OPERATING INCOME (LOSS)	266,846	0	266,846	75,833	0	75,833	191,013	251.9%	1,279	0	1,279	265,568	20,766.5%	
NON OPERATING INCOME	(521,425)	0	(521,425)	(6,168)	0	(6,168)	(515,257)	(459.0%)	(534,573)	0	(534,573)	(33,748)	(58.7%)	
NET INCOME (LOSS)	0	0	0	69,665	0	69,665	(515,257)	(459.0%)	(534,573)	0	(534,573)	(33,748)	(58.7%)	



RICE CARE CENTER  
For the Two Months Ending February 28, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	VAR	VAR %	VAR %
OPERATING REVENUE	\$810,151	\$771,932	5.0%	\$38,219	5.0%	28.6%
RICE CARE CENTER REVENUE	810,151	771,932	5.0%	38,219	5.0%	28.6%
TOTAL PATIENT REVENUE	266,049	177,544	49.8%	88,505	49.8%	125.1%
LESS DISCOUNTS & CONTRACTUALS	266,049	177,544	49.8%	88,505	49.8%	125.1%
TOTAL DEDUCTIONS FROM REVENUE	544,102	594,388	(8.5%)	(50,286)	(8.5%)	6.3%
NET REVENUE FROM PATIENTS	636	717	(11.3%)	(81)	(11.3%)	(29.3%)
OTHER OPERATING REVENUE	544,738	595,105	(8.5%)	(50,367)	(8.5%)	6.3%
TOTAL OPERATING REVENUE	544,738	595,105	(8.5%)	(50,367)	(8.5%)	6.3%
LESS: WILLMAR MEDICAL SERVICES						
TOTAL OPERATING REVENUE	544,738	595,105	(8.5%)	(50,367)	(8.5%)	6.3%
OPERATING EXPENSES	193,251	208,990	(7.5%)	(15,739)	(7.5%)	(10.2%)
SALARIES AND WAGES	97,055	76,043	27.6%	21,012	27.6%	213.9%
CONTRACT LABOR	100,516	91,462	9.9%	9,054	9.9%	16.8%
SUPPLEMENTAL BENEFITS	41,014	36,797	11.5%	4,217	11.5%	40.6%
SUPPLIES	18,486	15,317	20.7%	3,169	20.7%	108.0%
DRUGS	20,849	12,438	67.6%	8,411	67.6%	(3.4%)
PURCHASED SERVICES	2,647	3,216	(17.7%)	(569)	(17.7%)	0.9%
REPAIRS, SERVICE & RENTALS	10,938	8,502	28.7%	2,436	28.7%	41.0%
UTILITIES	4,046	4,050	(0.1%)	(4)	(0.1%)	(33.9%)
INSURANCE	296	341	(45)	45	(13.2%)	0.1%
PATIENT RELATED TRAVEL	5,614	3,685	52.3%	1,929	52.3%	294.0%
EDUCATION, TRAVEL, & DUES	717	249	188.0%	468	188.0%	(10.4%)
OTHER	27,875	27,875	-0.0%	0	-0.0%	(1.7%)
DEPRECIATION AND AMORT	10,900	18,817	(42.1%)	(7,917)	(42.1%)	(140.4%)
INTEREST	1,318	1,250	5.4%	68	5.4%	101.2%
BAD DEBTS	34,968	35,170	(0.6%)	(202)	(0.6%)	15.3%
TAXES & SURCHARGE	570,480	544,202	4.8%	26,288	4.8%	15.3%
TOTAL OPERATING EXPENSES	570,480	544,202	4.8%	26,288	4.8%	15.3%
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES	570,480	544,202	4.8%	26,288	4.8%	15.3%
OPERATING INCOME (LOSS)	(25,752)	50,903	(150.6%)	(76,655)	(150.6%)	(242.8%)
NON OPERATING INCOME	325	500	(35.0%)	(175)	(35.0%)	(56.7%)
NET INCOME (LOSS)	(25,427)	50,403	(149.5%)	(76,830)	(149.5%)	(235.3%)
PRIOR YR						
OPERATING REVENUE	\$1,656,238	\$1,626,126	1.9%	\$30,112	1.9%	32.3%
RICE CARE CENTER REVENUE	1,656,238	1,626,126	1.9%	30,112	1.9%	32.3%
TOTAL PATIENT REVENUE	496,693	374,009	32.8%	122,684	32.8%	157.5%
LESS DISCOUNTS & CONTRACTUALS	496,693	374,009	32.8%	122,684	32.8%	157.5%
TOTAL DEDUCTIONS FROM REVENUE	1,159,545	1,252,117	(7.4%)	(92,572)	(7.4%)	9.5%
NET REVENUE FROM PATIENTS	1,222	1,433	(14.7%)	(211)	(14.7%)	(48.8%)
OTHER OPERATING REVENUE	1,160,767	1,253,550	(7.4%)	(92,783)	(7.4%)	9.4%
TOTAL OPERATING REVENUE	1,160,767	1,253,550	(7.4%)	(92,783)	(7.4%)	9.4%
LESS: WILLMAR MEDICAL SERVICES						
TOTAL OPERATING REVENUE	1,160,767	1,253,550	(7.4%)	(92,783)	(7.4%)	9.4%
OPERATING EXPENSES	417,559	440,146	(5.1%)	(22,587)	(5.1%)	(9.3%)
SALARIES AND WAGES	204,839	160,234	27.8%	44,605	27.8%	322.9%
CONTRACT LABOR	187,160	192,067	(2.6%)	(4,907)	(2.6%)	(8.7%)
SUPPLEMENTAL BENEFITS	114,099	78,025	46.2%	36,074	46.2%	60.2%
SUPPLIES	31,730	32,374	(2.0%)	(644)	(2.0%)	10.1%
DRUGS	42,826	28,739	49.0%	14,087	49.0%	75.3%
PURCHASED SERVICES	5,064	6,241	(1.7%)	(1,177)	(1.7%)	5.1%
REPAIRS, SERVICE & RENTALS	23,000	18,140	26.8%	4,860	26.8%	3.8%
UTILITIES	8,093	8,100	(0.1%)	(7)	(0.1%)	41.0%
INSURANCE	670	759	(11.7%)	(89)	(11.7%)	(3.3%)
PATIENT RELATED TRAVEL	8,355	7,512	11.2%	843	11.2%	(20.2%)
EDUCATION, TRAVEL, & DUES	1,330	498	167.1%	832	167.1%	447.3%
OTHER	55,749	55,749	0.0%	0	0.0%	(1.7%)
DEPRECIATION AND AMORT	21,800	37,634	(42.1%)	(15,834)	(42.1%)	(10.4%)
INTEREST	(2,788)	2,500	(211.5%)	(5,288)	(211.5%)	7.2%
BAD DEBTS	69,935	70,340	(0.6%)	(405)	(0.6%)	35.2%
TAXES & SURCHARGE	1,189,421	1,138,958	4.4%	50,463	4.4%	17.1%
TOTAL OPERATING EXPENSES	1,189,421	1,138,958	4.4%	50,463	4.4%	17.1%
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES	1,189,421	1,138,958	4.4%	50,463	4.4%	17.1%
OPERATING INCOME (LOSS)	(28,654)	114,592	(125.0%)	(143,246)	(125.0%)	(162.8%)
NON OPERATING INCOME	650	1,000	(35.0%)	(350)	(35.0%)	(56.7%)
NET INCOME (LOSS)	(28,004)	\$115,592	(124.2%)	(\$143,596)	(124.2%)	(159.4%)



**RICE HOME MEDICAL**  
For the Two Months Ending February 28, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
<b>GROSS SALES</b>								
SALES REVENUE	\$1,146,735	56.3%	\$1,388,856	65.8%	(17.4%)	\$1,166,591	64.8%	(1.7%)
RENTS REVENUE	888,313	43.6%	719,276	34.1%	23.5%	632,525	35.2%	40.4%
MISC REVENUE	1,870	0.1%	1,000	0.0%	87.0%		0.0%	0.0%
<b>GROSS SALES</b>	<b>2,036,918</b>	<b>100.0%</b>	<b>2,109,132</b>	<b>100.0%</b>	<b>(3.4%)</b>	<b>1,799,116</b>	<b>100.0%</b>	<b>13.2%</b>
LESS: CONTRACTUAL ALLOWANCES	(440,582)	(21.6%)	(458,949)	(21.8%)	(4.0%)	(378,817)	(21.1%)	16.3%
LESS: UNCOMPENSATED CARE	(141)	0.0%	(6,365)	(0.3%)	(97.8%)	(2,530)	(0.1%)	(94.4%)
<b>NET SALES</b>	<b>1,596,195</b>	<b>78.4%</b>	<b>1,643,818</b>	<b>77.9%</b>	<b>(2.9%)</b>	<b>1,417,769</b>	<b>78.8%</b>	<b>12.6%</b>
<b>COST OF GOODS SOLD</b>								
OXYGEN	20,418	1.3%	22,591	1.4%	(9.6%)	21,422	1.5%	(4.7%)
EQUIPMENT	157,489	9.9%	190,849	11.6%	(17.5%)	146,224	10.3%	7.7%
SUPPLY - FREIGHT	28,535	1.8%	30,000	1.8%	(4.9%)	28,276	2.0%	0.9%
SUPPLY	332,265	20.8%	364,424	22.2%	(8.8%)	348,136	24.6%	(4.6%)
EQUIPMENT REPAIR	32,522	2.0%	28,809	1.8%	12.9%	17,181	1.2%	89.3%
SHOP EXPENSE	5,511	0.3%	11,254	0.7%	(51.0%)	10,402	0.7%	(47.0%)
PURCHASE DISCOUNTS	(6,004)	(0.4%)	(5,987)	(0.4%)	0.3%	(6,651)	(0.5%)	(9.7%)
<b>TOTAL COST OF GOODS SOLD</b>	<b>570,736</b>	<b>35.8%</b>	<b>641,940</b>	<b>39.1%</b>	<b>(11.1%)</b>	<b>564,990</b>	<b>39.9%</b>	<b>1.0%</b>
<b>GROSS PROFIT</b>	<b>1,025,459</b>	<b>64.2%</b>	<b>1,001,878</b>	<b>60.9%</b>	<b>2.4%</b>	<b>852,779</b>	<b>60.1%</b>	<b>20.2%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES	468,926	29.4%	504,775	30.7%	(7.1%)	428,901	30.3%	9.3%
SUPPLEMENTAL BENEFITS	164,875	10.3%	169,028	10.3%	(2.5%)	152,338	10.7%	8.2%
SUPPLIES AND DRUGS	14,714	0.9%	19,548	1.2%	(24.7%)	13,827	1.0%	6.4%
PURCHASED SERVICES	81,646	5.1%	57,982	3.5%	40.8%	69,643	4.9%	17.2%
REPAIRS, SERVICE & RENTALS	42,377	2.7%	36,985	2.2%	14.6%	28,751	2.0%	47.4%
UTILITIES	18,710	1.2%	23,249	1.4%	(19.5%)	17,320	1.2%	8.0%
INSURANCE	8,185	0.5%	12,524	0.8%	(34.6%)	10,908	0.8%	(25.0%)
PATIENT RELATED TRAVEL	26,935	1.7%	34,746	2.1%	(22.5%)	25,774	1.8%	4.5%
EDUCATION, TRAVEL, & DUES	12,525	0.8%	10,116	0.6%	23.8%	10,942	0.8%	14.5%
OTHER EXPENSE	16,311	1.0%	14,348	0.9%	13.7%	5,872	0.4%	177.8%
DEPRECIATION & AMORTIZATION	92,375	5.8%	74,713	4.5%	23.6%	81,393	5.7%	13.5%
INTEREST EXPENSE	7,413	0.5%	7,618	0.5%	(2.7%)	8,074	0.6%	(8.2%)
BAD DEBTS	3,455	0.2%	8,417	0.5%	(59.0%)	8,199	0.6%	(57.9%)
TAXES	8,626	0.5%	8,902	0.5%	(3.1%)	7,397	0.5%	16.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>967,073</b>	<b>60.6%</b>	<b>982,951</b>	<b>59.8%</b>	<b>(1.6%)</b>	<b>869,339</b>	<b>61.3%</b>	<b>11.2%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>58,386</b>	<b>3.7%</b>	<b>18,927</b>	<b>1.2%</b>	<b>208.5%</b>	<b>(16,560)</b>	<b>(1.2%)</b>	<b>(452.6%)</b>
NON-OPERATING INCOME		0.0%	1,658	0.1%	(100.0%)	10,024	0.7%	(100.0%)
<b>NET INCOME (LOSS)</b>	<b>\$58,386</b>	<b>3.7%</b>	<b>\$20,585</b>	<b>1.3%</b>	<b>183.6%</b>	<b>\$(6,536)</b>	<b>(0.5%)</b>	<b>(993.3%)</b>

**RICE MEMORIAL HOSPITAL  
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:  
February 28, 2013**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ (674,558)	\$ (232,356)
3 Depreciation & Amortization	1,348,229	\$ 1,301,727
4 Debt Proceeds	-	-
5 Other		
6	<u>673,671</u>	<u>1,069,371</u>
7 Total Sources		
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	2,073,470	1,140,227
11 Debt Payments/Re-funding	194,172	172,489
12 Working Capital Changes & Other - Net	(1,878,898)	(1,242,441)
13	<u>388,744</u>	<u>70,275</u>
14 Total Uses		
15	284,927	999,096
16 Increase / (Decrease) Cash & Investments		
17	<u>28,941,389</u>	<u>28,854,321</u>
18 Beginning of Period (January 1)		
19	<u>\$ 29,226,316</u>	<u>\$ 29,853,417</u>
20 End of Period		

**RICE MEMORIAL HOSPITAL  
STATISTICAL AND VOLUME SUMMARY  
FOR THE PERIOD ENDED:**

February 28, 2013

CURRENT MONTH				YEAR-TO-DATE							
Actual	Budget	Var.	Var. %	Prior Yr.	Actual	Budget	Var.	Var. %	Prior Yr.	Actual/Prior	Var. %
516	537	(21)	-3.9%	554	1,085	1,130	(45)	-4.0%	1,165	-6.9%	-6.9%
212	234	(22)	-9.4%	241	446	504	(58)	-11.5%	519	-14.1%	-14.1%
36	69	(33)	-47.8%	71	127	147	(20)	-13.6%	151	-15.9%	-15.9%
197	144	53	36.8%	148	412	353	59	16.7%	363	13.5%	13.5%
961	984	(23)	-2.3%	1,014	2,070	2,134	(64)	-3.0%	2,198	-5.8%	-5.8%
34.3	35.1	(0.8)	-2.3%	35.0	35.1	36.2	(1.1)	-3.0%	36.6	-4.2%	-4.2%
3.41	3.54	(0.13)	-3.7%	3.66	3.50	3.54	(0.04)	-1.1%	3.68	-4.9%	-4.9%
285	278	7	2.5%	285	591	603	(12)	-2.0%	611	-3.3%	-3.3%
171	283	(112)	-39.5%	171	356	592	(236)	-39.9%	477	-25.4%	-25.4%
1,281	1,336	(0.055)	-4.1%	1,336	1,273	1,336	(0.063)	-4.7%	1,336	-4.7%	-4.7%
1,015	1,042	(0.027)	-2.6%	1,041	1,011	1,042	(0.031)	-3.0%	1,040	-2.8%	-2.8%
780	816	(37)	-4.5%	824	1,643	1,737	(93)	-5.4%	1,756	-6.4%	-6.4%
2,630	2,890	(260)	-9.0%	2,930	5,759	6,148	(389)	-6.3%	6,316	-8.8%	-8.8%
22	30	(8)	-26.7%	5	33	55	(22)	-40.0%	15	120.0%	120.0%
128	125	3	2.4%	103	304	233	71	30.5%	218	39.4%	39.4%
5.4	5.5	(0.2)	-3.2%	3.7	5.7	4.9	0.8	17.0%	3.9	47.1%	47.1%
60	60	-	0.0%	53	140	115	25	21.7%	108	29.6%	29.6%
1,908	2,072	(164)	-7.9%	2,075	4,025	4,366	(341)	-7.8%	4,340	-7.3%	-7.3%
68.1	74.0	(5.9)	-7.9%	71.6	68.2	74.0	(5.8)	-7.8%	72.3	-5.7%	-5.7%

**Patient Days**

Adult Health Care  
Women and Children's Care  
ICCU  
Mental Health  
Total Adult & Peds

Average Daily Census  
Average Length of Stay

Admissions-Inpatient  
Observation patients

Medicare Case Mix Index  
Case Mix Index-Total

Adjusted Admissions  
Adjusted Patient Days

Intermediate Care Nursery  
Nursery

Average Daily Census-ICN/Nursery  
Births

Rice Care Center-Days  
Rice Care Center-Average Daily Census

KILE MEMORIAL HOSPITAL  
 STATISTICAL AND VOLUME SUMMARY  
 FOR THE PERIOD ENDED:

February 28, 2013

CURRENT MONTH				YEAR-TO-DATE							
Actual	Budget	Var.	Var. %	Prior Yr.	Actual	Budget	Var.	Var. %	Prior Yr.	Actual/Prior	Var. %
135	142	(7)	-4.9%	146	286	318	(32)	-10.1%	328	328	-12.8%
318	307	11	3.6%	304	677	666	11	1.7%	659	659	2.7%
453	449	4	0.9%	450	963	984	(21)	-2.1%	987	987	-2.4%
155	165	(10)	-6.1%	170	327	354	(27)	-7.6%	365	365	-10.4%
763	812	(49)	-6.0%	804	1,661	1,733	(72)	-4.2%	1,716	1,716	-3.2%
918	977	(59)	-6.0%	974	1,988	2,087	(99)	-4.7%	2,081	2,081	-4.5%
21,004	22,462	(1,458)	-6.5%	22,596	43,698	47,587	(3,889)	-8.2%	47,942	47,942	-8.9%
1,291	1,210	81	6.7%	1,420	2,626	2,601	25	1.0%	3,060	3,060	-14.2%
415	611	(196)	-32.1%	605	850	1,288	(438)	-34.0%	1,275	1,275	-33.3%
153	212	(59)	-27.8%	210	385	396	(11)	-2.8%	392	392	-1.8%
703	653	50	7.7%	647	1,468	1,342	126	9.4%	1,329	1,329	10.5%
3,546	3,288	258	7.8%	3,280	7,226	6,975	251	3.6%	7,055	7,055	2.4%
1,720	1,768	(48)	-2.7%	1,823	3,910	3,824	86	2.2%	3,943	3,943	-0.8%
216	196	20	10.2%	194	454	413	41	9.9%	409	409	11.0%
644	661	(17)	-2.5%	671	641	666	(25)	-3.8%	662	662	-3.2%
84	87	(3)	-3.8%	83	84	87	(3)	-3.0%	84	84	0.7%
78	82	(4)	-4.5%	69	78	81	(3)	-3.2%	69	69	13.0%
806	829	(24)	-2.8%	823	803	834	(31)	-3.7%	815	815	-1.4%

Ancillary Services

IP Surgeries	286	318	(32)	-10.1%	328	-12.8%
OP Surgeries	677	666	11	1.7%	659	2.7%
Total Surgeries	963	984	(21)	-2.1%	987	-2.4%
ER Visits-Inpatient	327	354	(27)	-7.6%	365	-10.4%
ER Visits-Outpatient	1,661	1,733	(72)	-4.2%	1,716	-3.2%
ER Visits-Total	1,988	2,087	(99)	-4.7%	2,081	-4.5%
Lab Tests	43,698	47,587	(3,889)	-8.2%	47,942	-8.9%
Medical Imaging Procedures	2,626	2,601	25	1.0%	3,060	-14.2%
Radiation Oncology Treatments	850	1,288	(438)	-34.0%	1,275	-33.3%
Medical Oncology Visits	385	396	(11)	-2.8%	392	-1.8%
Dialysis Treatments	1,468	1,342	126	9.4%	1,329	10.5%
Rehab Visits	7,226	6,975	251	3.6%	7,055	2.4%
Hospice Visits	3,910	3,824	86	2.2%	3,943	-0.8%
Ambulance Runs	454	413	41	9.9%	409	11.0%

Full Time Equivalents (FTE's)

FTE's - Hospital	641	666	(25)	-3.8%	662	-3.2%
FTE's - Care Center	84	87	(3)	-3.0%	84	0.7%
FTE's - Home Medical	78	81	(3)	-3.2%	69	13.0%
Total FTE's	803	834	(31)	-3.7%	815	-1.4%



**PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-06**  
**CITY OF WILLMAR**  
**TUESDAY, APRIL 9, 2013**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, April 9, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Bruce DeBlieck, Audrey Nelsen and Steve Ahmann. Also present were: Mayor Frank Yanish, Council Members Tim Johnson and Jim Dokken; Charlene Stevens, City Administrator; Bruce Peterson, Planning and Development Services Director; Gary Hendrickson, Fire Chief; Jim Felt, Police Captain; Megan Sauer, Planner/Airport Manager; Pat Curry, Airport Commission; Harris Duininck, Airport Hangar Owner; Jared Voge, Bolton and Menk; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

**1. 2013 PROJECTS:**

The committee reviewed a summary of the recent bids opened for five of the 2013 Improvement Projects. At this time the City Council is required to declare the costs to be assessed in accordance with the requirements of Chapter 429, State of Minnesota Statutes. A motion was made by Council Member DeBlieck, seconded by Council Member Nelsen and passed for the following

**RECOMMENDATION:**

Declare costs to be assessed and order the preparation of the assessment roll for the 2013 Street and Other Improvements. (Resolution)

The committee was informed that staff is in the process of preparing the assessable footage and amounts for each affected property. It is at this time the affected property owners are to be notified of their assessed amount and a hearing date set. A motion was made by Council Member Ahmann, seconded by Council Member Nelson and passed for the following

**RECOMMENDATION:**

Set an Assessment Hearing for May 6, 2013 at 7:02 p.m. (Resolution)

**2. AIRPORT TENANT AND HANGAR REPORT (FOR INFORMATION ONLY):**

Megan Sauer, City Planner/Airport Manager, came before the committee by request to provide a report on the current occupants/owners of the various hangars at the municipal airport. The City has 23 privately-owned hangars. Many of the tenants have remained the same since they were constructed except for three recent sales. The current rental rate for the City-owned

hangars is 15 cents per square foot with an increase to 16 cents projected in 2015. The list of tenant's names is attached. This item was for information only.

3. **BNSF AGREEMENT AND EASEMENT FOR WILLMAR AVENUE CROSSING:**

As part of the process to alter the Willmar Avenue SW railroad crossing location and create a quiet zone, an agreement and an easement with the railroad are required. The Planning Commission has approved the easement and an appraisal was completed indicating a \$12,500 value. BNSF is requesting \$15,000 which is slightly higher, but staff believes it is in the City's best interest to pay the requested amount in order to avoid delaying the project. Funding for the crossing is from the LOST program. After some discussion, a motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

**RECOMMENDATION:**

Approve the agreement and easement with BNSF and authorize the Mayor and Administrator to execute the same. (Resolution)

4. **POLICE DEPARTMENT REPORT (FOR INFORMATION ONLY):**

Captain Felt briefed the committee and answered questions relating to the Police Department. The newest officer, Ben Hannenan, is nearing completion of his training and expected to be out on patrol some time in June. He announced the DARE graduation is scheduled for April 25, 2013. The question of parking enforcement on Saturdays was discussed and it was the consensus of the committee to discuss this matter after the parking study information is received.

5. **FIRE DEPARTMENT REPORT (FOR INFORMATION ONLY):**

Chief Hendrickson reported that there have been 61 fire calls for the first quarter of 2013 with \$272,500 in damages and no injuries to firefighters. There are currently 30 members to the department and they are in the process of hiring four more.

**6. EXECUTE PETITION FOR THE TRANSFER OF PORTIONS OF DITCH 23A:**

Kandiyohi County recently completed the redetermination of Ditch 23A. It is at this time the City may petition for transfer of the ditch and its public drainage system per Minnesota Statute 103E.812. The transfer of the drainage system within the City's corporate limits will provide for the management of storm waters by the City without obtaining permission from Kandiyohi County and other property owners outside the corporate limits. It is a requirement that at the time of transfer, the ditch is in good condition and not in need of repair. A motion was made by Council Member DeBlieck, seconded by Council Member Nelsen, and passed for the following

**RECOMMENDATION:**

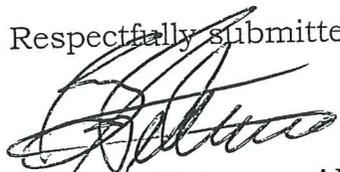
To authorize the Mayor and City Clerk to execute the petition for the transfer of the jurisdictional authority of County Ditch 23A and associated branches within the City limits as per MS 103E.812. (Resolution)

**6. MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):**

The closing of the access to Robbins Island at the main entrance on Business 71-23 was discussed. The entrance has been barricaded to stop the off-road use of vehicles. Several areas in the park have received extensive damage.

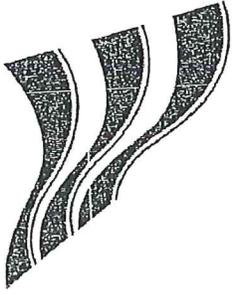
There being no further business to come before the committee, the meeting adjourned at 5:46 p.m.

Respectfully submitted:



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

Janell Sommers  
Recording Secretary



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: April 9, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 15, 2013

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

Originating Department: Engineering

Action Requested: Declare Costs to be Assessed and Order Preparation of Assessment Roll - 2013 Improvement Projects.

Guiding Principle: As required by Minnesota Statute 429, the City Engineer hereby requests the City Council Declare Costs to be Assessed for the 2013 Street and Other Improvements.

Introduction: The City of Willmar opened bids April 2, 2013 for several projects included in the 2013 Street and Other Improvements. The City Council is required to declare the costs to be assessed prior to the Assessment Hearing for projects.

Background/Justification: The City Council ordered the 2013 Street and Other Improvements at the Improvement Hearing held February 19, 2013. Bids were opened and the amount received to perform the necessary improvements is known. Staff has prepared the assessable footage and amount for each affected lot. It is at this time costs for the improvements need to be declared and the preparation of the assessment roll ordered.

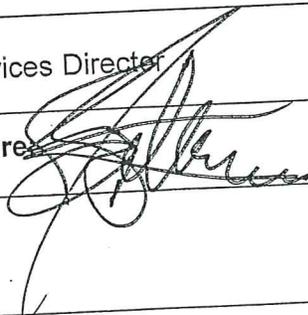
Fiscal Impact: Sources of funding for the 2013 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, state aid, and bond proceeds.

Alternatives: N/A

Staff Recommendation: Declare Costs to be Assessed and Order Preparation of the Assessment Roll in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Reviewed by: Bruce Peterson, Planning and Development Services Director

Preparer: Janell Sommers, Public Works Secretary

Signature: 

Comments:



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

**Agenda Item Number:** \_\_\_\_\_

**Meeting Date:** April 9, 2013

**Attachments:** Yes  No

**CITY COUNCIL ACTION**

**Date:** April 15, 2013

Approved  Denied  
 Amended  Tabled  
 Other

**Originating Department:** Engineering

**Action Requested:** Call for an Assessment Hearing on 2013 Improvement Projects

**Guiding Principle:** As required by Minnesota Statute 429, the City Engineer hereby requests the City Council Call for an Assessment Hearing for the 2013 Street and Other Improvements

**Introduction:** The City of Willmar opened bids April 2, 2013 for several 2013 Projects. The City Council is required to hold an Assessment Hearing for the 2013 Street and Other Improvements.

**Background/Justification:** The City Council ordered the 2013 Street and Other Improvements at the Improvement Hearing held February 19, 2013. Bids were opened and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and amount for each affected lot. It is at this time the affected property owners are to be notified of their set amount and a hearing date.

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

**Alternatives:** 1. Set the Assessment Hearing for May 6, 2013 or  
2. Set the Assessment Hearing for a later date.

**Staff Recommendation:** That a Public Hearing on the assessable footage and amounts per lot be held by the City Council on May 6, 2013 in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

**Reviewed by:** Bruce Peterson, Planning and Development Director

**Preparer:** Janell Sommers, Public Works Secretary

**Signature:**

**Comments:**

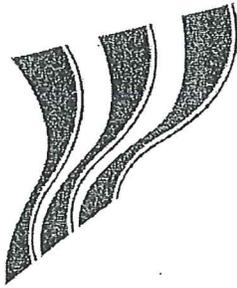
		CALL FOR BIDS	BID OPENING		
			DATE	TIME	
1301A	Kandiyohi Ave SW Reconstruction Advertised	March 4, 2013 March 19, 2013	April 2, 2013	1:00 PM	1301A Duininc Inc \$1,321,174.20 Voss Plumbing & Htg \$1,429,572.25 C & L Excavating \$1,432,441.15
1301B	Reconstruct City Streets Advertised	March 4, 2013 March 12, 2013	April 2, 2013	1:15 PM	1301B Duininc Inc \$1,241,718.95 Voss Plumbing & Htg \$1,320,661.80 Kuechle Underground \$1,425,396.23
1302	New Construction Advertised				
1303A	Overlay State Aid Streets Advertised	March 4, 2013 March 19, 2013	April 2, 2013	1:30 PM	1303A Duininc Inc \$283,681.51 Central Specialties, Inc. \$336,363.90
1303B	Overlay City Streets Advertised	March 4, 2013 March 12, 2013	April 2, 2013	1:45 PM	1303B Duininc Inc \$373,449.80 Central Specialties, Inc. \$437,791.25
1304	Downtown-Robbins Island Connection Trail Advertised				
1305	Trott Ave SW - Quiet Zone & Overlay Advertised	March 4, 2013 March 19, 2013	April 2, 2013	2:00 PM	1305 Duininc Inc \$88,241.00 Central Specialties, Inc. \$98,857.80

## 2013 Willmar Project Info

Project No.	Bid Opening Date/Time	Quest Construction Data Network No.	Engineer's Estimate	Final Project Completion Date
1301-A	4/2/2013 1:00	#2493100	\$1,358,137.15	6/13/2014
1301-B	4/2/2013 1:15	#2514979	1,302,896.25	6/13/2014
1303-A	4/2/2013 1:30	#2495083	\$298,084.85	8/30/2013
1303-B	4/2/2013 1:45	#2513977	\$378,608.50	8/30/2013
1305	4/2/2013 2:00	#2518568	\$67,527.80	8/30/2013
1302				
1304				

## 2013 Projects Low Bid Amounts

<b>Project Number</b>	<b>Low Bid Amount</b>	<b>Contractor</b>
1301-A	\$1,321,174.20	Duininck Inc.
1301-B	\$1,241,718.95	Duininck Inc.
1303-A	\$283,681.51	Duininck Inc.
1303-B	\$373,449.80	Duininck Inc.
1305	\$88,241.00	Duininck Inc.



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

Agenda Item Number: \_\_\_\_\_

Meeting Date: April 5, 2013

Attachments: Yes No

**CITY COUNCIL ACTION**

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

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

**Originating Department:** Planning and Development Services

**Action Requested:** For information only

**Guiding Principle:** Operations of Municipal Facilities

**Introduction:** At a recent meeting, questions were raised regarding airport tenancy and use of airport hangars.

**Background/Justification:** Megan Sauer, City Planner/Airport Manager will provide a report on the current occupants/owners of the various hangars and will be available to discuss the various uses of the current hangars (plane storage and or commercial use).

**Fiscal Impact:** N/A

**Alternatives:** N/A

**Staff Recommendation:** N/A

**Reviewed by:**

**Preparer:** Bruce D. Peterson

**Signature:**

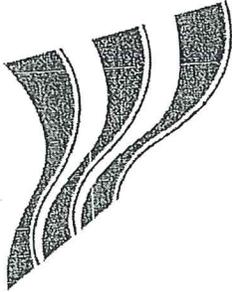
**Comments:**

City owned T-Hangars

Hangar	Lease Name	
HG-7	A John Lambing	
HG-7	B Vacant	
HG-7	C Greg Steffel	
HG-7	D Vacant	
HG-7	E Vacant	DBY Flights, LLC
HG-7	F Dean Youngren	Dough Management
HG-7	G Bill Graves	Free & Easy, Inc.
HG-7	H Peter Scherzberg	Prairie View Energy LLC
HG-7	I Dean Johnson	
HG-7	J Vacant	
HG-7	K TGR Leasing (Revier Cattle)	Revier Cattle- Tom Revier
HG-7	L Jerry Schwitters	
HG-7	M Ken Arends	Accupress, Inc.
HG-7	N City of Willmar	
HG-6	2 Doug Finstrom	Finn-Land Aviation
HG-6	3	
HG-6	4 Maximum Cruise Aviation	FBO
HG-6	7 unrentable (VACANT)	
HG-6	6 Jim Carlson	Olivia Flying Service
HG-6	1 Bill Graves	Dough Management
HG-6	5 MNDNR	Corey Palmer, Cathy Forstner
HG-6	8 unrentable (VACANT)	

Private Hangars

<u>Hangar Location</u>	<u>Hangar Owner Name</u>
HG 1-1	Daryl Ingalsbe
HG 1-2	Paul Strandberg
HG 1-3	William Fry
HG 1-10	Dave Solsrud
HG 2-1	Wayne Mitchell - Areo Aviation, LLC
HG 2-2	Ryan Nelson, Nelson Leasing
HG 2-3	Dr. Robert Kruger
HG 2-4	Duninick Brothers, Inc.
HG 2-5	Kyle Petersen
HG 2-6	TGR Leasing, Revier Cattle Co. - Tom Revier
HG 2-7	Bruce Marcus, Marcus Construction
HG 2-8	Bruce Hanson, Hanson Communication
HG 3-1	Curtis Newberg
HG 3-2	WCFP, Inc. - Bill Graves
HG 3-3	Tom Sult
HG 3-4	Loren Larson
HG 3-5	Todd Asche
HG 3-6	Chuck Nefstead
HG 3-7	Dr. Steve NedreLOW
HG 4-1	Stratton Haglund - R G Club, Inc.
HG 4-2	Loren Grothe & Gary Hach
HG 4-3	John Schwenk
CH - 3	Duininck Co. LLC



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: April 9, 2013

Attachments: Yes No

CITY COUNCIL ACTION

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

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

Originating Department: Planning and Development Services

Action Requested: Approval of BNSF agreement and easement for the Willmar Avenue crossing.

Guiding Principle: Infrastructure construction for economic development

Introduction: An agreement and easement with BNSF railway is required for the City proceed with the Willmar Avenue relocation and crossing.

Background/Justification: As part of the process to alter a crossing location and to create a quiet zone with BNSF, it is necessary for the City to enter into a standardized agreement for the crossing. It is also necessary for the City to obtain an easement from BNSF railway for the Willmar Avenue crossing. The proposed cost of the easement is \$15,000 which is slightly higher than the appraisal of \$12,500. Staff believes it is worth an increase in easement payment to BNSF in order to avoid delaying the project. The price requested by BNSF is at the low end of what they have been requiring for easements.

Fiscal Impact: The cost for the easement is built into the project costs which are paid from the local option sales tax.

Alternatives: The only alternative is to not do the project.

Staff Recommendation: To adopt a resolution approving the Burlington Northern Santa Fe agreement and easement for the Willmar Avenue crossing.

Reviewed by:

Preparer: Bruce D. Peterson

Signature:

Comments:

2-4

Item No. 2 The Committee briefly discussed the 2003 Transportation Plan, specifically as it relates to identified issues and projects. There was general agreement that a significant portion of the plan has been accomplished. The need for a new or revised plan was discussed. The Committee was informed that the Capital Improvement Program shows funding for a revised transportation plan in 2015. That schedule will be maintained unless some significant transportation issue arises that requires immediate attention. This matter was for information only.

Item No. 3 Fire Chief Hendrickson presented a proposal to change the way the City charges for false alarms. The current ordinance charges \$250.00 for false alarms, with five false alarms allowed per year without charge. The new ordinance proposes a \$500.00 charge per false alarm and would require fire alarm systems to be registered. Charges would be waived for the owner providing evidence of system servicing and repair. The new proposal also allows discretion by the Fire Chief in assessing charges. The Committee discussed implementation of the ordinance and how to best involve the current owners of fire alarm systems.

Following discussion, the Committee was recommending the Council Introduce the Ordinance Amending Willmar Code Chapter 8, Licenses, Permits and Business Regulations for a public hearing on March 4, 2013. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconded the motion.

Council Member Ahmann moved to amend the fee to \$350 with a graduated increase of \$150 if warranted. The motion died for the lack of a second. The original motion then carried.

Item No. 4 Police Chief Wyffels informed the Committee that he was in the process of reviewing multiple ordinances that assess fines for violations, so the fine amounts would be available for the E-charging process. The fine amounts will be aggregated into a database for use in E-ticketing or E-charging. This matter was for information only.

Item No. 5 Staff informed the Committee that the process would soon begin to acquire the easement for the Willmar Avenue Quiet Zone. The issue of easement acquisition will be taken to the Planning Commission at their next meeting in keeping with Charter requirements.

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

The Public Works/Safety Committee Report for January 29, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

The Council considered an Amending Ordinance to the Willmar City Charter. City Clerk Halliday informed the Council that the Willmar Charter Commission has completed their work on City Charter Section 2.08 and asks that the Council call for a public hearing on the Ordinance. Council Member Christianson offered a motion to introduce the Ordinance Amending the Charter, Section 2.08, and schedule a public hearing on March 4, 2013. Council Member Fagerlie seconded the motion, which carried.

Following discussion of the February 12, Ward Four Special Election, Council Member Ahmann moved to schedule a Board of Canvass meeting for February 15, 2013, at 3:00 p.m. in Conference Room #1 at the City Office Building. Council Member Christianson seconded the motion, which carried.

Due to President's Day holiday, Council Member Christianson moved to schedule the second Council meeting of the month to February 19, 2013. Council Member Fagerlie seconded the motion, which carried.



This drawing prepared by:

**Bonnema Surveys Inc.**

Professional Land Surveying

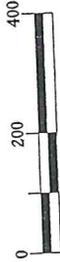
1809 22nd St SW - Suite 104

Willmar, MN 56201

Office (220) 331-2844

Fax (220) 231-2827

Requested by: City of Willmar



**LEGEND**

○ Found Iron Monument from former survey

● Bonnema Survey Pinned Opened Iron Monument

⊙ Cast Iron Monument

Placed Monument on the property line at a position which is offset from the actual property corner.  
Note: The shown parcel dimensions are measured to the actual property corner

**Geodetic Bearing Notice:**

Since the advent of GPS surveying equipment, Bonnema Surveys Inc. has been using the 1996 Minnesota Department of Transportation projection and transformer in this Legal Description is County. The map is for public use and this bearing system is related to the local, national, and world coordinate systems.

Bonnema Surveys is not giving a title opinion or abstract of this parcel. We suggest that you contact your attorney or a title insurance company for more information. Easements or neighboring interests may exist which affect this parcel and are not shown on this survey.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Joshua M. Stem

Date: March 23, 2009 License No. 48189

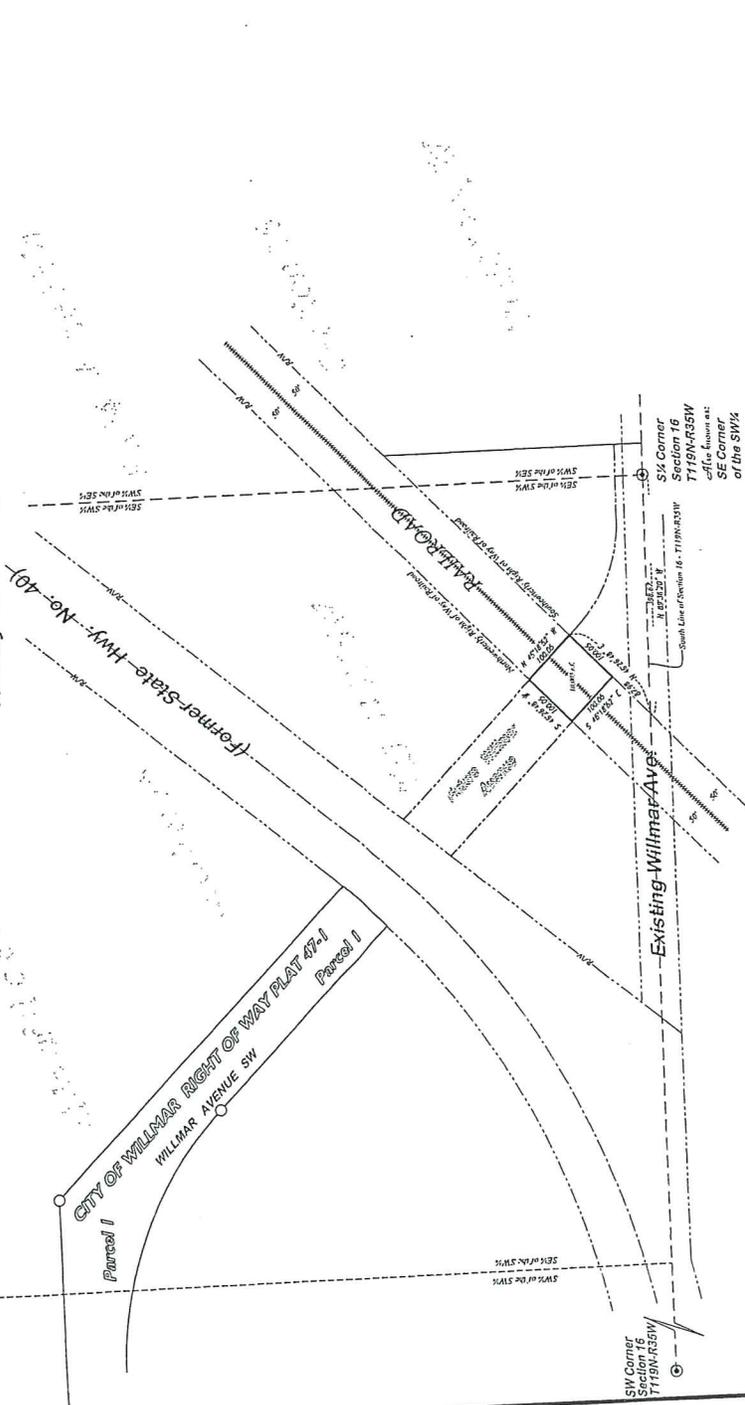
Survey Requested By: City of Willmar

© BONNEMA SURVEYS 2009

16-119-35

This is a survey of part of: SE 1/4 of the SW 1/4, Located in:

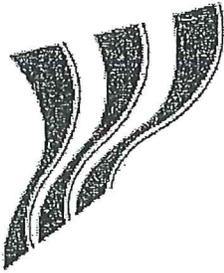
Section 16, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota



**LAND DESCRIPTION - Right of Way Easement**

A right of way easement over and across that part of the Southeast Quarter of the Southwest Quarter of Section 16, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, said easement is described as follows:

- Commencing at the southeast corner of the Southwest Quarter of said Section 16;
- thence on a geodetic bearing of North 89 degrees 36 minutes 20 seconds West, along the south line of said Section 16, a distance of 398.67 feet to the southeasterly right of way boundary line of the railroad;
- thence on a bearing of North 46 degrees 26 minutes 48 seconds East, along the southeasterly right of way boundary line of the railroad, a distance of 100.05 feet;
- thence continuing on a bearing of North 46 degrees 26 minutes 48 seconds East, along the southeasterly right of way boundary line of the railroad;
- thence on a bearing of North 45 degrees 18 minutes 52 seconds West a distance of 100.05 feet to the northwesterly right of way boundary line of the railroad;
- thence on a bearing of South 45 degrees 18 minutes 52 seconds East a distance of 100.05 feet;
- thence on a bearing of South 45 degrees 18 minutes 52 seconds East a distance of 100.05 feet to the point of beginning.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_

Meeting Date: April 9, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 15, 2013

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

**Action Requested:** Authorize the Mayor and City Clerk to execute the Petition for the transfer of Kandiyohi County Ditch 23A and associated branches within the City corporate limits from Kandiyohi County to the City of Willmar.

**Guiding Principle:** Minnesota Statute 103E.812 requires that a petition be submitted for the jurisdictional transfer of ditches. The City Engineer hereby submits the required petition for Council consideration.

**Introduction:** Portions of Kandiyohi County Ditch 23A and branches 1, 2, and 3 currently exist within the City's corporate limits and are under the jurisdictional authority of Kandiyohi County.

**Background/Justification:** Kandiyohi County recently completed a redetermination for County Ditch 23A. The City may petition the County for the transfer of the County Ditch 23A public drainage system per Minnesota Statute. The transfer of the drainage system within the City's corporate limits will provide for the orderly management of storm waters by the City of Willmar without obtaining permission from Kandiyohi County and other property owners outside of the corporate limits.

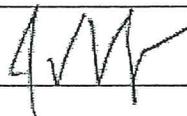
**Fiscal Impact:** The costs associated with the transferring of water management authority from Kandiyohi County to the City of Willmar are the responsibility of the City per Minnesota Statute 103E.812 Subd. 6.

**Alternatives:** 1. Continue to obtain permission from Kandiyohi County and residents outside of the corporate limits for the management of storm water associated with County Ditch 23A and not petition the County for jurisdictional authority.

**Staff Recommendation:** Authorize the Mayor and City Clerk to execute the petition for the transfer of jurisdictional authority of County Ditch 23A and associated branches within the City corporate limits to the City of Willmar pursuant to Minnesota Statute 103E.812.

Reviewed by: Bruce Peterson, Planning and Development Director

Preparer: Jared Voge, P.E., Interim City Engineer

Signature: 

Comments:

STATE OF MINNESOTA  
KANDIYOHI COUNTY BOARD OF COMMISSIONERS, DRAINAGE AUTHORITY  
FOR KANDIYOHI COUNTY DITCH 12

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The Matter of the Transfer of Kandiyohi  
County Ditch 23A and associated branches 1-  
3 to the City of Willmar under Minn. Stat.  
§103E.812 (2002)

PETITION OF THE CITY OF  
WILLMAR

---

Petitioner, City of Willmar, for its Petition for the transfer of a public drainage system under Minn. Stat. §103E.812, states and alleges the following:

1. The City of Willmar is a municipal corporation and duly constituted under the laws of the State of Minnesota.
2. The City of Willmar possesses authority under Minnesota statutes Chapter 429 and 444 to manage storm, surface, and flood waters, including management for water quality purposes.
3. The City of Willmar is currently assessed for a portion of the benefits on Kandiyohi County Ditch 23A.
4. Kandiyohi County Ditch 23A and its branches 1, 2, and 3 exist partially within the municipal boundaries of the City of Willmar.
5. The City of Willmar desires to have all portions of Kandiyohi County Ditch 23A and associated branches within the current corporate limits of the City, further described as, Kandiyohi County Ditch 23A from the west line of First Street to the north line of US Highway 71/23, as well as Branch 2 from the west line of Southfield Park to CD 23A, Branch 1 from the

west line of First Street to CD 23A, and Branch 3 from the south line of US Highway 12 to the north line of US Highway 71/23 transferred to its jurisdictional control under Minn. Stat. §103E.812.

6. The City of Willmar currently utilizes Kandiyohi County Ditch 23A and associated branches as outlets for its municipal storm water system.

7. The City of Willmar currently has multiple sections of City storm sewer pipes installed in these portions of Kandiyohi County Ditch 23A and associated branches for its municipal storm water system.

8. The City of Willmar has commissioned an engineering report to evaluate the condition of Kandiyohi County Ditch 23A and branches 1 – 3 of Kandiyohi County Ditch 23A. A copy of the engineering report is included in this Petition by reference.

9. The engineering report shows that the transfer will have no impact on properties utilizing the system as waters will still be discharged into the system.

10. The City of Willmar believes that the transfer of the public drainage system under Minn. Stat. §103E.812 is necessary for the orderly management of storm surface and flood waters, including management for water quality purposes.

11. By this Petition, the City of Willmar seeks to be the water management authority to which a portion of Kandiyohi County Ditch 23A, Kandiyohi County Ditch 23A branch 1, branch 2, and branch 3 would be transferred.

12. The City of Willmar understands that pursuant to Minn. Stat. §103E.812, Subd. 6, all costs, including engineering and attorney's fees, related to the proceedings to transfer the drainage system will be paid by the City of Willmar as the transferring water management

authority. Pursuant to the statutory requirement, the City of Willmar pledges its surety to repay the costs of the transfer proceedings upon completion of the proceedings, whether or not the transfer of the Kandiyohi County Ditch 23A and branches 1 – 3 is actually ordered.

13. The City of Willmar requests that the Kandiyohi County Board of Commissioners, as drainage authority for Kandiyohi County Ditch 23A and associated branches 1 - 3, in consultation with the County Auditor set a time and location for hearing upon the Petition.

Respectfully Submitted,

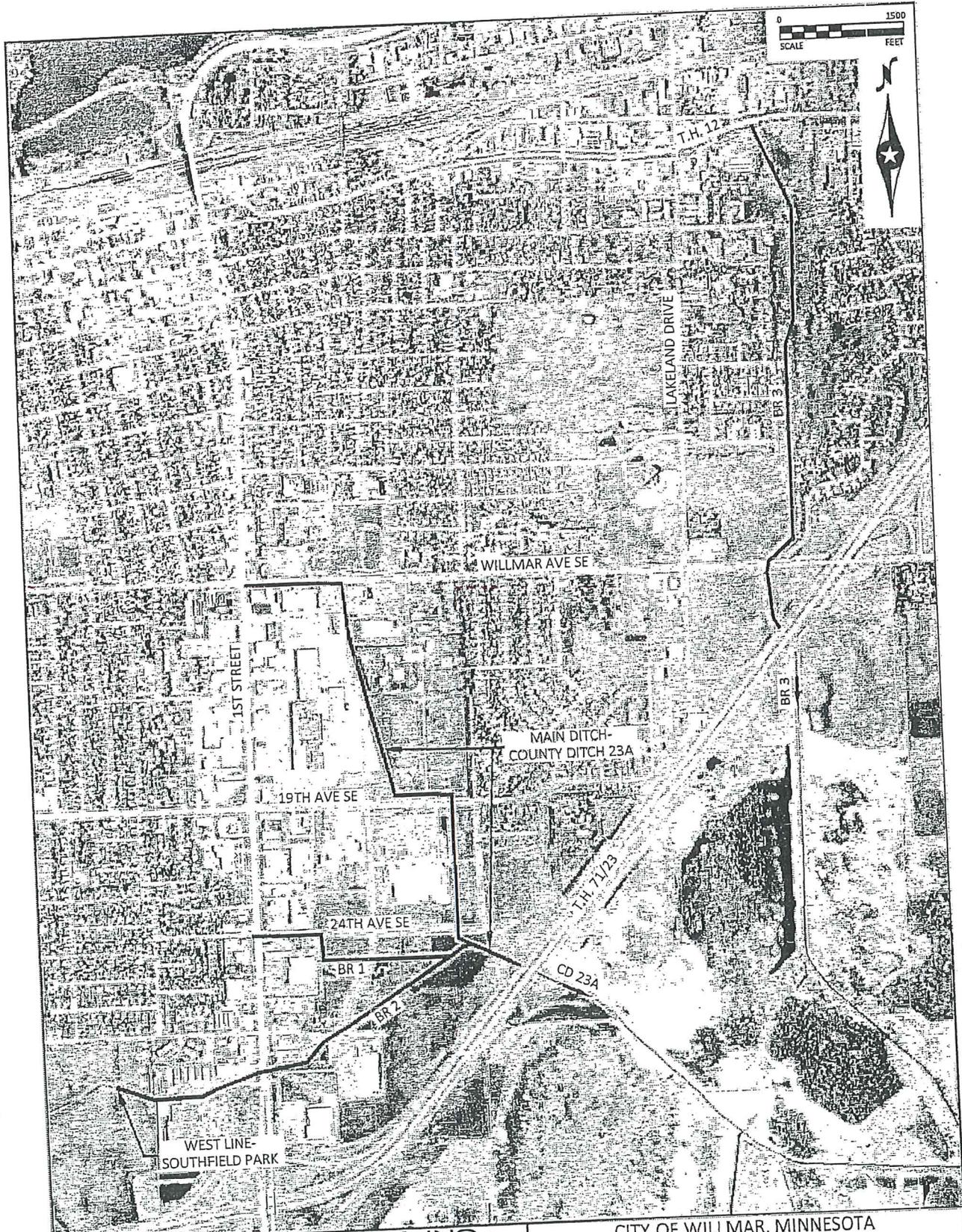
CITY OF WILLMAR

By \_\_\_\_\_  
Its Mayor

Attest:

CITY OF WILLMAR

By \_\_\_\_\_  
Its Clerk



**BOLTON & MENK, INC.**

Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASKA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAXTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

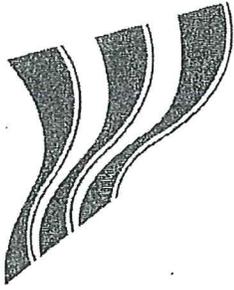
**CITY OF WILLMAR, MINNESOTA**  
**COUNTY DITCH 23A TRANSFER**  
**LOCATION MAP**

APRIL, 2013

FIGURE NO. 1

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CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11  
Meeting Date: April 15, 2013  
Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 15, 2013

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: City Prosecutor

Action Requested: Consideration of Fast Access Resolution

Background/Justification:

The Minnesota State Court Administrator's Office has sent out notice regarding a Master Subscriber Agreement and FAST Access Amendment. The FAST Access Program will allow City Attorneys/Prosecutors to electronically access court records and documents.

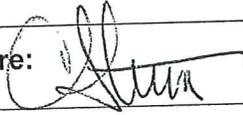
Fiscal Impact: None

Alternatives: To not subscribe to the FAST Access Program.

Staff Recommendation: Pass the Resolution authorizing the Mayor and City Administrator to Enter into a Master Subscriber Agreement.

Reviewed by: City Administrator Charlene Stevens

Preparer: City Prosecutor Tom Anderson

Signature: 

Comments: N/A.

**CITY OF WILLMAR  
KANDIYOHI COUNTY, MINNESOTA**

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

**RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO ENTER  
INTO A MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES  
FOR GOVERNMENTAL AGENCIES USING THE FAST ACCESS KANDIYOHI COUNTY  
PILOT PROGRAM**

WHEREAS, the Minnesota Judicial Branch went paperless as of February 26, 2013;  
and

WHEREAS, the FAST Access Program will allow the City Attorney to electronically  
access court records and documents.

IT IS HEREBY RESOLVED by the City Council of the City of Willmar, Minnesota enter  
into the Master Subscriber Agreement for Minnesota Court Data Services for Governmental  
Agencies using FAST Access in Kandiyohi County Program.

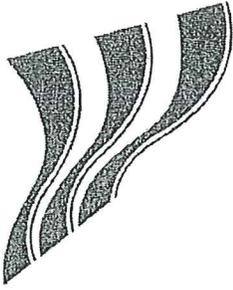
IT IS FURTHER RESOLVED that the Mayor and City Administrator are authorized to  
execute the Agreement.

Adopted by the City Council of the City of Willmar that 15<sup>th</sup> day of April, 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12  
Meeting Date: April 15, 2013  
Attachments: \_\_\_ Yes  No

CITY COUNCIL ACTION

Date: April 15, 2013

Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion to approve liquor license renewals from April 25, 2013 to April 25, 2014.

Guiding Principle: Willmar Municipal Code Section 3-130

Agenda Item: Consideration of Liquor License Renewals of Off-Sale, On-Sale, Wine and On-Sale 3.2% Malt Liquor Licenses

**Background/Justification:**

The following establishments are requesting renewal of their current liquor licenses:

**On-Sale**

American Legion  
El Tapatio Mexican Restaurant  
Kandi Entertainment Center  
The New Fireside  
The Oaks at Eagle Creek

**Off-Sale**

Wal-Mart Super Center

**On-Sale 3.2% Malt Liquor**

Hoja Restaurant  
KRA Speedway  
Willmar Stingers

**Wine**

The Barn Theatre  
Willmar Stingers

Fiscal Impact: \$21,800.00

Alternatives: Refuse renewals to discontinue alcohol sales.

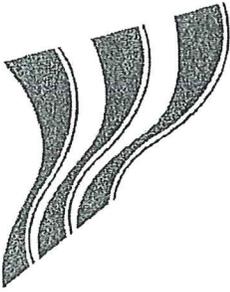
Staff Recommendation: Approve all licenses by roll call vote

Reviewed by: Kevin J. Halliday

Preparer: City Clerk-Treasurer

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: April 15, 2013

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: April 15, 2013

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval or denial

Guiding Principle: Willmar Municipal Code Section 11-88

Agenda Item: Consideration of City Park Special Event by On-Sale Liquor License Holder Permit

Background/Justification: The Willmar Stingers will be holding a "Jimmy Buffett" night on June 29, 2013, with plans to serve a full array of liquor. A City Park Special Event Permit is required to allow a State Liquor Caterer License holder to distribute alcohol on the City Park grounds. The Baker's Eagle Creek Eatery LLC has applied for this permit with on-site employee listed as David Baker.

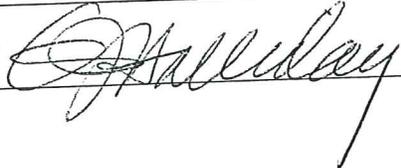
Fiscal Impact: \$100

Alternatives: None

Staff Recommendation: Approve the Permit on a roll call vote

Reviewed by:

Preparer: City Clerk-Treasurer

Signature: 

Comments:

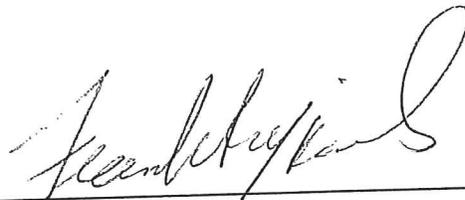
## PROCLAMATION

WHEREAS, Thursday, May 2, 2013, is designated as the National Day of Prayer, and

WHEREAS, the Mayor's Prayer Breakfast will be held on May 2, 2013, at the Willmar Assembly of God Church;

NOW, THEREFORE, BE IT RESOLVED that I, Frank Yanish, Mayor, do proclaim May 2, 2013, as a day of prayer and asked that the community commit to pray for the concerns for our City.

IN OFFICIAL RECOGNITION WHEREOF, I have hereunto set my hand and caused the seal of the City of Willmar to be affixed.



Frank Yanish, Mayor  
City of Willmar

