

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

November 21, 2016
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Audrey Nelsen, Steve Ahmann, Denis Anderson, Rick Fagerlie, Andrew Plowman, Shawn Mueske and Tim Johnson. Council Member Ron Christianson was excused from the meeting. Present 8, Absent 1.

Also present were Interim City Administrator Mike McGuire, Police Chief Jim Felt, Fire Chief Frank Hanson, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, City Clerk Judy Thompson and City Attorney Robert Scott.

Proposed additions and deletions to the agenda included Council Member Johnson adding a proposal for a mural at the Willmar Community Center. Mayor Calvin removing the Charter Commission nominees from the consent agenda to be brought to a future Council meeting. Mayor Calvin adding two additional members to the Rice Hospital Board nominees to be considered at the next Council meeting. Mayor Calvin adding consideration for a license agreement for the Destination Playground Project.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of November 7, Finance/Full Council Minutes of November 15, Board of Canvass Minutes of November 14, Willmar Municipal Utilities Board Minutes of November 13 Mayoral Appointments as follows: Zoning Appeals Board – Jim Rudnick, Jeffery Kimpling and Jay Lawton, Rice Hospital Board – Jon Saunders, Community Education and Recreation Board – J. Pablo Obregon, Willmar Municipal Utilities Commission – Zach Machboub, Dan Holtz and Justin Mattern, Pioneerland Library Board – Mary Huesing, Planning Commission – Aaron Larson, Airport Commission – Don Cole and Richard Kacher, Human Rights Commission – Marlin Breems, Abdala Mohamed and Jill Benson, Human Rights Commission Minutes of October 18, Willmar Area Lakes CVB Board Minutes of October 25 and Accounts Payable Report through November 16, 2016. Council Member Mueske seconded the motion, which carried.

William Frye, 1504 Country Club Drive NE, spoke during the Open Forum. Mr. Frye was requesting that the Willmar Wye Project be revised from a single track to a double track to ensure that trains bypass Willmar, which was the main intent of the project. Mayor Calvin directed Interim City Administrator McGuire to have this item listed on the Public Works/Safety Committee agenda for a future meeting to address the Council's position and direction they would like Staff to take on this project.

The Public Works/Safety Committee Report for November 15, 2016 was presented to the Mayor and Council by Council Member Nelsen. There were two items for consideration.

Item No. 1 Citizen Stephen Deleski discussed with the Committee concerns at his business property with his sanitary sewer service underneath Highway 12 at 101 5th Street SW. Mr. Deleski had it previously televised and City staff has reviewed the video and concluded per ordinance it was not a City issue as it is a private sewer service. Following discussion, the Committee requested staff contact MnDOT to inquire about their responsibility for repairs.

The Council discussed the City's current policy for sanitary sewer service lines. Council Member Fagerlie suggested the current ordinance/policy be revisited and the information concerning Mr. Deleski's sewer service from the minutes be forwarded to Mn/DOT.

Item No. 2 Staff brought forth, for approval, the award of the 2017 Engineering/Surveying professional services agreement to Bolton & Menk. Staff solicited proposals from professional civil engineering firms to provide general engineering services, plan preparation, surveying, construction inspections and contract administration. Proposals were reviewed by a committee of four considering both a technical and price score.

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

RESOLUTION NO. 1

WHEREAS the City of Willmar desires to retain a firm to provide engineering and surveying services for the 2017 Improvement Projects; and

WHEREAS a proposal has been made by the firm of Bolton & Menk, Inc.;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 21st day of November, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

The Public Works/Safety Committee Report for November 15, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Nelsen, seconded by Council Member Ahmann, which carried.

The Labor Relations Committee Report for November 16, 2016 was presented to the Mayor and Council by Council Member Ahmann. There were three items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Human Resource Director Bridget Buckingham presented the information received from Springsted related to the Compensation/Classification Study of sixteen positions within the City's Supervisor/Confidential Group and the Unrepresented Employees. Ms. Buckingham informed the Committee that three of the positions fell below the minimum for their salary grade. The three positions and their amounts below the minimum are: Accounting Supervisor (\$4,762.47), Information Systems Coordinator (\$11,409.65) and Human Resource Director (\$1,489.02). The Committee discussed the implementation of the salary changes for the three positions, the effective date and the impact on the City's budget.

Human Resource Director Buckingham briefly overviewed the other aspects of the study received by Springsted noting some positions are within the range yet there are salary compression issues and future implementation of a salary schedule for the proposed grades. It was noted staff will be in contact with Labor Attorney Frank Madden to discuss implementation. It was the Committee's recommendation to the Council to implement, effective January 1, 2017, the entire amount of the noted salary increases for the Account Supervisor and Human Resource Director and that the salary increase for the Information Systems Coordinator be adjusted to the minimum in three segments annually starting January 1, 2017. Council

Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Council Member Nelsen inquired about the information that was handed out at the meeting and whether that is confidential or can be available to the full Council. Mayor Calvin directed Interim Administrator McGuire to research this matter with City Attorney Scott.

Item No. 3 Interim City Administrator Mike McGuire informed the Committee that will be an orientation for the newly-elected officials and tours offered on December 14th. All Council Members are invited to attend and details will follow. Chair Steve Ahmann requested staff check into a policy of how many boards and commissions a Council Member can serve on and report back at the next Committee meeting. The Council received this for information only.

Council Member Ahmann asked under Item No. 3, the minutes be corrected to read how many boards and commissions a non-Council member can serve on.

The Labor Relations Committee Report for November 16, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Community Development Committee Report for November 17, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff detailed the process used to achieve a mutually acceptable agreement between the City of Willmar and Oasis Aero. The new agreement was necessary due to the City's termination of the previous FBO. Following solicitation of proposals, Oasis Aero has been selected as the preferred FBO for the Willmar Municipal Airport.

The agreement, as proposed, provides for a higher level of service by the FBO, as well as increased revenue for the City. The Committee discussed the fuel pricing structure. Eric Rudningen of Oasis Aero explained how the FBO will offer fuel price options to be competitive. The Committee also discussed the need, for and availability of, courtesy cars at the airport. Mr. Rudningen said that they would welcome any retired City vehicles to use as courtesy cars. Finally, it was noted that Oasis Aero was named an authorized factory service center for Mooney aircraft. The previous FBO, Willmar Air Service, was also a Mooney Service Center. By reestablishing the service center at the Willmar Airport, it is hoped that traffic will increase, as well as the need for services. The Committee was recommending the Council adopt a resolution approving the FBO agreement and authorizing the Mayor and City Administrator to execute the agreement.

Council Member Ahmann made a motion to include an evaluation clause in the FBO agreement to insure everything is being handled appropriately. Council Member Fagerlie seconded the motion. Following discussion, Council Member Ahmann rescinded his motion and Council Member Fagerlie rescinded his second.

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

RESOLUTION NO. 2

APPROVAL OF, AND AUTHORIZATION TO EXECUTE,
PRIMARY FIXED-BASE OPERATOR'S AGREEMENT
BETWEEN THE CITY OF WILLMAR, MINNESOTA
AND OASIS AERO, INC.

IT IS RESOLVED by the City of Willmar as follows:

1. That Primary Fixed-Base Operator's agreement between the City of Willmar, MN and Oasis Aero Inc. at the Willmar Municipal Airport is approved.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 21st day of November, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Item No. 3 Staff presented a purchase agreement between the City of Willmar and ISCO, Inc. for the sale of Lot 4, Block 2, Willmar Industrial Park Third Addition. This property is across the street from the Buhler manufacturing facility. The purchase price of the land is just under \$330,000. The purchaser proposes to create at least an additional 33 jobs at its adjacent manufacturing facility over the next two years. Under the terms of the Industrial Land Write-Down Policy, this brings the net purchase price for the property to \$0.

Staff had recommended approval of the purchase agreement. The purchase agreement is the first step in the process. There will need to be a public hearing for an ordinance to sell the property, as well as a public hearing for a business subsidy agreement to recognize the incentives offered under the Industrial Land Write-Down Policy.

It was the Committee's recommendation to the Council that the City approve the purchase agreement and direct staff to proceed with the public hearing for the land sale and business subsidy agreement. Council Member Fagerlie moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Item No. 4 Staff presented updated figures on building construction, contrasting 2016 with the same time period of 2015. 2016 shows significant gains in all categories. The Council received this item for information only.

The Community Development Committee Report for November 17, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Anderson, and carried.

Interim City Administrator McGuire recommended with new Council Members elected, the Council consider holding a Council Retreat. Mr. McGuire was recommending the dates of January 13 and 14, 2017. Council Member Nelsen offered a motion to authorize Staff to pursue a facilitator and set up a retreat in early 2017. Council Member Mueske seconded the motion which carried. Mr. McGuire was directed to prepare a questionnaire and send to all newly-elected and current Council members to get their input on topics to discuss.

Public Works Director Christensen presented an updated storm water infrastructure report. Mr. Christensen described the history of past reports, the current surface water management plan, and the options available to correct the storm water issues for the City of Willmar, and the corrections made thus far. He stated it would cost approximately \$9 million to complete the corrections list. Following discussion, Mayor Calvin thanked Mr. Christensen for his report.

Council Member Johnson informed the Council that Ron Adams, a local artist is interested in painting a mural for the Willmar Community Center. The setting would be in a park, using a band shelter as the centerpiece. The mural would represent the diversity of our community, including all ages and people of various ethnic and racial backgrounds. It will be a celebration of our community. Upon completion of the mural, the Arts Council would donate the mural to the City of Willmar. The Willmar Community Center Board has voted in favor of the mural and was requesting support for the project from the Council.

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

RESOLUTION NO. 3

WHEREAS local artist Ron Adams is interested in painting a mural for the Willmar Community Center which would represent the diversity of our community; and

WHEREAS the Willmar Area Arts Council is willing to serve as the sponsor/fiscal agent for the project which has a budget of \$8,000 and the City of Willmar is not responsible for raising or handling any finances; and

WHEREAS the Willmar Area Arts Council wishes to donate the mural to the City of Willmar upon completion.

BE IT FURTHER RESOLVED that the City of Willmar supports the fundraising efforts.

Dated this 21st day of November, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

City Attorney Scott presented details of a license agreement with Duininck, Inc. for work to be done at Robbins Island Park for the Destination Playground Project. This is the first step of site preparation and request Council approve the license agreement as proposed and authorize the Mayor and Interim City Administrator to sign.

Resolution No. 4 was introduced by Council Member Johnson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 6, Noes 0. Council Member Fagerlie abstained.

RESOLUTION NO. 4

**AUTHORIZATION TO EXECUTE
LICENSE AGREEMENT TO USE PUBLIC PARK PROPERTY**

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 License Agreement to Use Public Property, specifically the Robbins Island Park and Recreation Area in connection with the Destination Playground Project, subject to approval of the City Engineer.

Dated this 21st day of November, 2016.

s/s Marv Calvin
Mayor

Attest:

s/s Judy Thompson
City Clerk

Mayor Calvin stated that a City employee had recently found money and turned over to the Police Department. The money was never claimed and therefore was turned over to the City's coffers. Mayor Calvin stated that the Ministerial Association and the Mayor's Benevolence Fund recently presented the employee with a gift certificate as a gesture of thanks for being a good representative of the City.

Announcements for Council Committee meeting dates were as follows: Finance Committee, 4:45 p.m. at City Hall, November 30; Public Works/Safety, 4:45 p.m. at City Hall, November 29; Labor Relations Committee, 4:45 p.m. at City Hall, December 6;

Council Member Mueske offered a motion to adjourn the meeting with Council Member Plowman seconding the motion, which carried. The meeting adjourned at 8:43 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
NOVEMBER 28, 2016

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, November 28, 2016 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Jeff Nagel, Joe Gimse, Justin Mattern, Abdirizak Mahboub and Nathan Weber. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Energy Services/Marketing Rep Mary Kosbab, City Councilman Shawn Mueske, City Attorney Robert Scott, and WC Tribune Journalist Shelby Lindrud.

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

RESOLUTION NO. 59

“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 November 14, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 162108 to No. 162182 and associated wire transfers inclusive in the amount of \$1,040,535.83.

Dated this 28th day of November, 2016.

President

ATTEST:

Secretary

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

Power Production Supervisor Folkedahl presented the Commission with production-related reports for review and discussion. The first topic of discussion was a review of the status of DeWind as it relates to WMU’s wind energy generation. Folkedahl presented a brief historic recap and current standing of DeWind, along with the potential possible future sale of the company (it is currently on the market). While DeWind continues to provide remote monitoring and troubleshooting, their staffing levels have decreased effecting the on-site services to WMU’s turbines. With the future uncertainty of DeWind, WMU is exploring monitoring and maintenance services offered by RENEW Energy Maintenance Services of Sioux Falls, SD. In conjunction with the wind generation discussion, Folkedahl continued by presenting the Commission the October 2016 Wind Turbine Report.

Power Production Supervisor Folkedahl next presented the Commission with an update on a security breach recently experienced at the WMU Power Plant. An unauthorized intruder entered

into the Plant. It is extremely rare for someone to be able to enter the facility unaccompanied and without permission. While security standards & safety training are a normal part of the every-day activities at the Plant, it is suspected that a door latch may have malfunctioned. Folkedahl informed the Commission that steps have been taken to alleviate this type of reoccurrence (additional maintenance, continuing safety/security training, and to provide additional training for local law enforcement). Another step toward providing optimum security at the facility is the current installation of fencing near the Power Plant. These efforts should all assist in protecting the public and the WMU workers from potential hazards in or near the Power Plant area.

Energy Services/Marketing Rep Kosbab informed the Commission that WMU will be hosting an upcoming breakfast meeting for their key account holders. The event is scheduled to be held on January 17th beginning at 7:00 a.m. WMU will be inviting representatives from key account businesses along with members of the Chamber and Rep. Dave Baker. This will be both an informational and informal setting to discuss topics of interest related to the Utility.

General Manager Harren presented the Commission with a progress report of the 230kv Transmission Line Project. Harren noted that the project continues to move forward in a timely manner and additional maintenance will be conducted on the transmission line to coincide with the project's schedule.

General Manager Harren informed the Commission that the City Council has ratified Mayor Calvin's recommendations for reappointments to serve on the Municipal Utilities Commission. Harren noted that the newly assigned rotation will bring the Commission terms into synch with the established City Charter guidelines. Harren thanked the Commissioners for their continued dedication and service to WMU and the citizens of Willmar. The Commissioner reappointments for 2017 will be as follows:

- 1) Justin Mattern (3-year term)
- 2) Abdirizak Mahboub (3-year term)
- 3) Dan Holtz (2-year term)

For information: Upcoming meetings/events to note include:

- MMUA Legislative Rally - January 31-February 1, 2017
- APPA Legislative Rally - February 27-March 1, 2017 (Washington, DC)
- APPA National Conference - June 19-21, 2017 (Orlando, FL)

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Mattern seconded the motion which carried, and the meeting was adjourned at 12:05 p.m. by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jeff Nagel, Secretary

**Rice Memorial Hospital
Board of Directors Meeting
November 17, 2016**

PRESENT: David Anfinson, President
Dr. Douglas Allen, Vice President
Dr. Lee Cafferty, Director
Andrea Carruthers, Director
Dr. Michael Gardner, Treasurer
Jon Saunders, Director
Eric Weiberg, Secretary

These Board of Director minutes have not been officially approved by the RMH Board.

ABSENT: None

ADMINISTRATIVE STAFF: Michael Schramm, CEO, Teri Beyer, CQO, Wendy Ulferts, CNO

GUESTS: Anne Polta, Reporter, West Central Tribune

CALL TO ORDER/APPROVAL OF MINUTES: President Anfinson called the meeting to order at 5:30 p.m. A motion was made by Director Gardner and seconded by Director Allen to approve the consent agenda items as presented.

QUALITY REPORT: Wendy Ulferts, CNO, presented the annual Risk Management report as well as a review of Sentinel Events and Root Cause Analyses from the last year. With Minnesota's mandatory reporting program, Sentinel Events are all reported to the MN Department of Health. Rice had no Sentinel events in the last reporting period (11/1/15 – 10/31/16). See the attached document for the full report.

MEDICAL STAFF REPORT: The following physicians were recommended for appointment and reappointment to the Medical Staff at the Credentials Committee meeting on November 1st: Matthew Ambrose, M.D., Pediatric Cardiology and Miriam Ragab, D.O., Family Medicine – both to Provisional Affiliate. Dr. Tod Speer, M.D., Radiation Oncology – additional privileges for High Dose Rate (HDR) Brachytherapy. Anand Joshi, M.D., Psychiatry Resident – Extension of Provisional Affiliate. Michael Lee, M.D., General Surgery and Ewa Wysokinska, M.D., Medical Oncology – both reappointed to Active Staff. Joel Halcomb, M.D., Diagnostic Radiology, Paul Hunt, M.D., Diagnostic Radiology, Seema Khosla, M.D., Sleep Medicine, Nihar Shah, M.D., Diagnostic Radiology and Jonathan Wood, M.D., Diagnostic Radiology – all reappointed to Affiliate Staff. Stephanie Olson, PMHNP-BC, Mental Health Nurse Practitioner reappointed to Allied Health Staff. Joseph Mayland, D. O., Emergency Medicine – transfer From Provisional Active to Active Staff. Mark Johnson, M.D., Cardiovascular Disease – transfer from Provisional Affiliate to Affiliate Staff. Samantha Bourcy, ATC, Surgical Assistant, Angela Cherveney, PA-C, Physician Assistant and Darla Miles, PMHNP-BC, Mental Health Nurse Practitioner – transfer from Provisional Allied Health to Allied Health Staff. The following physicians were recommended for Locum Tenens privileges: Brianna Rick, M.D., Psychiatry Resident; Donald Conklin, M.D., Emergency Medicine; Samuel Goblirsch, M.D., Emergency Medicine; Elsaid Rabie, M.D., Emergency Medicine; David Kantorowitz, M.D., Radiation Oncology; Patrick Meloy, M.D., Emergency Medicine; Oroma Nwanodi, M. D., OB/GYN. **Action:** Motion made by Director Gardner and seconded by Director Allen to approve the above noted recommendations to the Medical Staff. Motion carried.

In Dr. Hund's absence, Dr. Cafferty reported that Drs. Hund, Kacher and Tollefsrud were re-elected to their positions of Chief of Staff, Vice Chief of Staff and Secretary-Treasurer for an additional two-year term.

CEO REPORT: CEO Schramm reported on the following:

- WMS:
 1. Willmar Surgery Center: As reported previously, we are awaiting final bids on mechanical trades as well as interior work. The land use issue is still unresolved. The ground breaking has been delayed to Spring, 2017.
 2. A consultant has been engaged to assess the Anesthesia service line model with a goal of improving efficiency and staffing. This service line is key to supporting future surgical growth in our community.
- Recruitment is still in process for an additional Emergency Medicine physician as well as a Psychiatrist. Several Primary Care visits are scheduled in the upcoming weeks.
- Rice Health Foundation (RHF) Gala was held on November 11th and over \$200,000 was raised in support of the Rice Regional Dental Clinic.
- We are currently assessing our performance improvement program to determine what we are doing well organizationally and where there are opportunities for operational improvement.
- We are looking into some smaller facility projects including WOC nursing space expansion and the ER Registration area.

NEW BUSINESS

- A. **Updated Financial Forecast** – The Updated Financial Forecast (attached) was presented to the Finance Committee on 11/16/16. The Forecast includes projected revenues for 2016 as well as the Forecast for 2017. 2017 includes a proposed 3% rate increase and a \$6.0 million Capital Budget. The Finance Committee thoroughly reviewed the documents and approved the 2017 Financial Forecast. **Action:** Motion by Director Allen and second by Director Weilberg to approve the 2017 Financial Forecast, including the 3% rate increase and the \$6.0 million Capital Budget.
- B. **Audit Firm** – The Finance Committee proposed the retention of RSM auditing firm for 2017. There have been no significant issues in their performance. **Action:** Motion by Director Allen and second by Director Saunders to retain RSM auditing firm for 2017. Motion carried.
- C. **Annual Compliance Report** – Teri Beyer, Chief Quality Officer and designated Compliance Officer, presented the annual compliance report (attached). She noted the overall structure of compliance review at Rice, education for new and existing staff members and specific items reviewed by the Compliance Work Group in 2016. Both internal and external audit staff were used to review the items on the work plan. **Action:** Motion made by Director Allen and seconded by Director Cafferty to approve the Compliance Report as presented.

OLD BUSINESS No report

OTHER BUSINESS

A. **Hospital Committee Reports:** President Anfinson reminded all Board members to complete both their Board Member Self-Assessment and the CEO Performance Assessment and turn these documents in to Shelley Quam by December 2nd.

B. **City Council Report:** No report.

ADJOURNMENT: The meeting adjourned at 6:10 p.m.

Submitted by:

Eric Weiberg, Secretary



Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Peggy Sietsema Date of Application: 11/14/2016
 Address: 305 15th Ave NW Phone No. 320.262.3157
 (Certain Boards and Commissions may require that you are a resident of the City of Willmar)
 Email: plsietsema@gmail.com

What prompted you to make application for a citizen committee? interest in "giving back" / serving the community

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

Long time interest/involvement in the healthcare world at the local, regional, state - longtime commitment to assuring high quality healthcare in this community and region.

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

- Professional nurse & hold masters degree in public health
- 40 yrs of professional experience - public health and hospital/acute care
- 25+ yrs of experience on elected Boards (school) as well as professional boards including the quality oversight and care improvement of Medicare-funded services for the State of Minnesota (Stratis Health)

Longterm resident of the area with a long term personal & professional commitment to this community

List your educational background: BSN - Univ of MN
MPH - Univ of MN

Advanced Credential in Nursing Administration - Univ of MN

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

Current: - a local study club - "Roundtable" - (social club)
MN Organization of Leaders in Nursing (Past Pres) - (professional)

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

Retired

Please return completed application to: Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

* Previous involvement in various including:
Board on Aging / Mid-MN Development Commission
MN Dept of Health Work Group on Nursing Work Force (2009)
MN Center for Rural Health
Faculty Advisor; Metropolitan State Univ U g m
MN Valley Education Cooperative



Application for Appointment to City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. (If more than one, please number in order of choice.)

- _____ Airport Commission (meets monthly)
- _____ Cable Advisory Board (meets as needed)
- _____ Charter Commission (meets as needed)
- _____ Community Education & Recreation Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Human Rights Commission (meets as needed)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)
- X _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Willmar Convention and Visitors Bureau
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Ken Behm Date of Application: 11-14-16
 Address: 2217 Country Club Dr NE Phone No. 320-894-4125
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)
 Email: kbehm@hsbof.mn.com

What prompted you to make application for a citizen committee? Current Board Vacancy as of 1-1-17

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

Have lived and owned a family business in Kandiyohi County & Willmar for most of my life.

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

→ My wife & I have a great interest in giving back to our community, to help continue the current high level of medical services offered in Willmar.

Long time business owner, served on
Rice Hospital Bd, Willmar School Bd, Bethesda Bd,
Redeemer Lutheran treasurer & many other committee's

List your educational background: Graduate - Atwater HS
Graduate - U of M - Business Degree

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

Kiwanis

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

Home State Bank - Chairman
Willmar, MN

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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
CALVIN/MARVIN B														
			001998											
	47759	11/30/16	LMC TRAINING	120.19		111616		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	47759	11/30/16	PUBLIC POLICY MTG	11.00		111616		D	N				TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	131.19										
				131.19		*CHECK TOTAL								
CARDMEMBER SERVICE			002365											
	47742	11/22/16	2017 AGENDA DROP BOXES	660.00		STMT/10-16		D	N				PREPAID EXPENSES	101.128000
	47742	11/22/16	VELCRO	24.89		STMT/10-16		D	N				GENERAL SUPPLIES	101.41403.0229
	47742	11/22/16	CABLE/HOSE PROTECTOR	120.77		STMT/10-16		D	N				GENERAL SUPPLIES	101.41403.0229
	47742	11/22/16	PRINTER TONER CARTRIDGE	17.09		STMT/10-16		D	N				OFFICE SUPPLIES	101.41409.0220
	47742	11/22/16	EXTENSION CORDS	23.45		STMT/10-16		D	N				SMALL TOOLS	101.41409.0221
	47742	11/22/16	PLIERS	19.21		STMT/10-16		D	N				SMALL TOOLS	101.41409.0221
	47742	11/22/16	USB DRIVES	53.30		STMT/10-16		D	N				SMALL TOOLS	101.41409.0221
	47742	11/22/16	DISPLAY KEYBOARD	45.30		STMT/10-16		D	N				SMALL TOOLS	101.41409.0221
	47742	11/22/16	POWER STRIPS	26.56		STMT/10-16		D	N				SMALL TOOLS	101.41409.0221
	47742	11/22/16	DISPLAY MOUSE	66.80		STMT/10-16		D	N				SMALL TOOLS	101.41409.0221
	47742	11/22/16	REPL. MONITOR STANDS	79.80		STMT/10-16		D	N				MTCE. OF EQUIPME	101.41409.0224
	47742	11/22/16	WIRE WALL CLIPS	16.84		STMT/10-16		D	N				MTCE. OF EQUIPME	101.41409.0224
	47742	11/22/16	PHONE SHOULDER RESTS	24.60		STMT/10-16		D	N				MTCE. OF EQUIPME	101.41409.0224
	47742	11/22/16	BLUE TOOTH ADAPTERS	36.12		STMT/10-16		D	N				MTCE. OF EQUIPME	101.41409.0224
	47742	11/22/16	DVD'S	29.91		STMT/10-16		D	N				GENERAL SUPPLIES	101.41409.0229
	47742	11/22/16	CABLE TIES	37.33		STMT/10-16		D	N				GENERAL SUPPLIES	101.41409.0229
	47742	11/22/16	DVD'S	29.91		STMT/10-16		D	N				GENERAL SUPPLIES	101.41409.0229
	47742	11/22/16	BROADCASTER SUBSCRIP.	49.00		STMT/10-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	47742	11/22/16	2016 AGENDA DROP BOXES	132.00		STMT/10-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	47742	11/22/16	OFF SITE BACKUP	34.99		STMT/10-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	47742	11/22/16	WEBSITE HOSTING FEE	151.02		STMT/10-16		D	N				SUBSCRIPTIONS AN	101.41409.0443
	47742	11/22/16	TRANSCRIPTION LICENSE	245.67		STMT/10-16		D	N				LICENSES AND TAX	101.41409.0445
	47742	11/22/16	MONTHLY MEETING	83.79		STMT/10-16		D	N				SUBSISTENCE OF P	101.42411.0227
	47742	11/22/16	EXPLORER CLOTHING	139.98		STMT/10-16		D	N				SUBSISTENCE OF P	101.42411.0227
	47742	11/22/16	EXPLORER CLOTHING	66.93		STMT/10-16		D	N				SUBSISTENCE OF P	101.42411.0227
	47742	11/22/16	COFFEE-SOMALI OUTREACH	39.54		STMT/10-16		D	N				SUBSISTENCE OF P	101.42411.0227
	47742	11/22/16	FELT-CONF. CANCELLATION	65.00CR		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47742	11/22/16	ANDERSON-LODGING EXPENSE	136.24		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47742	11/22/16	FELT-LODGING EXPENSE	323.00		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47742	11/22/16	KING-FORFEITURES COURSE	70.00		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47742	11/22/16	NELSON-FORFEITURES COURSE	70.00		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47742	11/22/16	RECEIPT BOOK	7.44		STMT/10-16		D	N				OFFICE SUPPLIES	101.42412.0220
	47742	11/22/16	MOUSE TRAPS	10.82		STMT/10-16		D	N				SMALL TOOLS	101.42412.0221
	47742	11/22/16	2 STOP WATCHES	19.54		STMT/10-16		D	N				SMALL TOOLS	101.42412.0221
	47742	11/22/16	#973222-TRAILER PARTS	23.75		STMT/10-16		D	N				MTCE. OF EQUIPME	101.42412.0224
	47742	11/22/16	TIE TACS/YELLOW FLAGS	64.75		STMT/10-16		D	N				SUBSISTENCE OF P	101.42412.0227
	47742	11/22/16	DOCUMENT FRAMES	32.18		STMT/10-16		D	N				GENERAL SUPPLIES	101.42412.0229
	47742	11/22/16	FOOD-COUNTY CHIEFS MTG	40.69		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	47742	11/22/16	POP-COUNTY CHIEFS MTG	7.90		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	47742	11/22/16	HANSON-LODGING EXPENSE	350.61		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	47742	11/22/16	GILBERTSON-LODGING EXP.	350.61		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	47742	11/22/16	MCGILLIVRAY-LODGING EXP.	350.61		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	47742	11/22/16	FIRE CHIEFS CONF.-MEALS	55.52		STMT/10-16		D	N				TRAVEL-CONF.-SCH	101.42412.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365							
	47742	11/22/16	FIRE CHIEFS CONF.-MEALS	28.14		STMT/10-16		D N	TRAVEL-CONF.-SCH	101.42412.0333
	47742	11/22/16	1000' PROJECTOR CABLE	154.97		STMT/10-16		D N	SMALL TOOLS	101.45433.0221
			VENDOR TOTAL	4,286.57		*CHECK TOTAL				
CARRANZA/NOE			002547							
	47760	11/30/16	INTERPRETED 11/19/16	100.00		111916		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY			000467							
	47761	11/30/16	NATURAL GAS-NOV	61.14		0866227/11-16		D N	UTILITIES	230.43430.0332
	47761	11/30/16	NATURAL GAS-NOV	17.61		1958964/11-16		D N	UTILITIES	101.41408.0332
	47761	11/30/16	NATURAL GAS-NOV	157.57		6102726/11-16		D N	UTILITIES	101.42412.0332
	47761	11/30/16	NATURAL GAS-NOV	72.68		6236671/11-16		D N	UTILITIES	230.43430.0332
	47761	11/30/16	NATURAL GAS-NOV	126.10		8503501/11-16		D N	UTILITIES	651.48485.0332
	47761	11/30/16	NATURAL GAS-NOV	49.80		8512023/11-16		D N	UTILITIES	651.48485.0332
	47761	11/30/16	NATURAL GAS-NOV	1,847.47		8795475/11-16		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	2,332.37		*CHECK TOTAL				
CHAPPELL CENTRAL INC			000156							
	47762	11/30/16	HVAC REPAIR-LABOR	216.00		00070583		D N	MTCE. OF EQUIPME	651.48484.0334
CHARTER COMMUNICATIONS			000736							
	47763	11/30/16	PHONE SERV 11/27-12/26	107.27		2589/12-16		D N	COMMUNICATIONS	101.41409.0330
	47763	11/30/16	PHONE SERV 11/26-12/25	87.93		5124/12-16		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	195.20		*CHECK TOTAL				
CHIEF SUPPLY CORPORATION			000885							
	47764	11/30/16	SWAT CLOTHING	89.00		316314		D N	SUBSISTENCE OF P	101.42411.0227
	47764	11/30/16	NAME PLATES	44.99		323778		D N	SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	133.99		*CHECK TOTAL				
COALITION OF GREATER MN			001335							
	47765	11/30/16	NELSEN-CGMC CONFERENCE	165.00		112116		D N	TRAVEL-CONF.-SCH	101.41401.0333
	47765	11/30/16	NELSEN-BOARD RETREAT	75.00		112116		D N	TRAVEL-CONF.-SCH	101.41401.0333
			VENDOR TOTAL	240.00		*CHECK TOTAL				
CODE 4 SERVICES LLC			002984							
	47766	11/30/16	GUN LOCK AND MOUNT	241.17		2929		D N	MACHINERY AND AU	450.42411.0553
	47766	11/30/16	INTERIOR LED LT BAR	408.50		2929		D N	MACHINERY AND AU	450.42411.0553
	47766	11/30/16	INTERIOR LED LT BAR	408.50		2929		D N	MACHINERY AND AU	450.42411.0553
	47766	11/30/16	REPL. TRANSPORT SEAT	729.50		2980		D N	MACHINERY AND AU	450.42411.0553
	47766	11/30/16	REPL. TRANSPORT SEAT	729.49		2980		D N	MACHINERY AND AU	450.42411.0553
	47766	11/30/16	REPL. TRANSPORT SEAT	729.49		2980		D N	MACHINERY AND AU	450.42411.0553

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CODE 4 SERVICES LLC			002984											
	47766	11/30/16	#149279-INST. SPOT LT	774.24		2988		D	N				MTCE. OF EQUIPME	101.42411.0224
			VENDOR TOTAL	4,020.89	*CHECK	TOTAL								
COLEPAPERS INC			000170											
	47767	11/30/16	CLEANING SUPPLIES	145.08		9261848		D	N				CLEANING AND WAS	101.45435.0228
	47767	11/30/16	DINNER NAPKINS	51.68		9261848		D	N				GENERAL SUPPLIES	101.45435.0229
	47767	11/30/16	TOILET TISSUE	45.54		9261848		D	N				GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	242.30	*CHECK	TOTAL								
				242.30										
CROW CHEMICAL & LIGHTING			000186											
	47768	11/30/16	CLEANING SUPPLIES	157.80		7929		D	N				CLEANING AND WAS	101.43425.0228
	47768	11/30/16	CLEANING SUPPLIES	106.60		7940		D	N				CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	264.40	*CHECK	TOTAL								
				264.40										
CUB SCOUT PACK 224			.02405											
	47769	11/30/16	REFUND SHELTER DEPOSIT	50.00		053116		D	N				DEPOSITS	101.230000
DELTA DENTAL OF MINNESOTA			002867											
	47743	11/22/16	DENTAL INSURANCE-NOV	180.20	CR	6672644		D	N				COBRA INS PREMIU	101.120001
	47743	11/22/16	DENTAL INSURANCE-DEC	357.20		6705696		D	N				COBRA INS PREMIU	101.120001
			VENDOR TOTAL	177.00	*CHECK	TOTAL								
				177.00										
DEPT OF HUMAN SERVICES			000009											
	47770	11/30/16	CLEANING SERVICES-OCT	150.00		00000380409		D	N				CLEANING AND WAS	101.45435.0338
DIVINE HOME CARE			.02610											
	47771	11/30/16	OVER PD VB LEAGUE FEE	10.00		112916		D	N				REFUNDS AND REIM	101.41428.0882
DONALD SALVERDA & ASSOCI			000360											
	47772	11/30/16	REFERENCE MATERIALS	10.00		P-1611-14B		D	M	07			OFFICE SUPPLIES	101.41401.0220
DOOLEY'S PETROLEUM INC			000212											
	47744	11/22/16	180.8 GALLONS UNLEADED	359.98		200477		D	N				MOTOR FUELS AND	651.48484.0222
DOOLEY'S PETROLEUM INC			002163											
	47745	11/22/16	4,002 GAL LOW LEAD FU	12,845.23		131454		D	N				AV GAS LOW LEAD	230.125002
	47773	11/30/16	4,000 GALLONS DIESEL	6,378.68		47235		D	N				INVENTORIES-MDSE	101.125000
	47773	11/30/16	4,000 GALLONS UNLEADED	7,129.55		47235		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	13,508.23	*CHECK	TOTAL								
				26,353.46										
EITREIM/LUKAS			003253											
	47774	11/30/16	DECISION MAKING TRNG	10.12		052615		D	N				TRAVEL-CONF. -SCH	101.42411.0333

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ENGWALL/ARDELL .00889	47775	11/30/16	MILEAGE EXPENSE	43.20		110816		D	N				TRAVEL-CONF.-SCH	101.41424.0333
ERIC'S AVIATION SERVICES 002998	47776	11/30/16	ON SITE MGMT SERV-DEC	6,524.00		STMT/12-16		D	N				PROFESSIONAL SER	230.43430.0446
	47776	11/30/16	FUEL MGMT 10/13-10/19	510.00		692		D	N				PROFESSIONAL SER	230.43430.0446
	47776	11/30/16	FUEL MGMT 10/20-10/26	570.00		692		D	N				PROFESSIONAL SER	230.43430.0446
	47776	11/30/16	FUEL MGMT 10/27-11/02	540.00		693		D	N				PROFESSIONAL SER	230.43430.0446
	47776	11/30/16	FUEL MGMT 11/03-11/09	510.00		693		D	N				PROFESSIONAL SER	230.43430.0446
	47776	11/30/16	FUEL MGMT 11/10-11/16	450.00		694		D	N				PROFESSIONAL SER	230.43430.0446
	47776	11/30/16	FUEL MGMT 11/17-11/23	480.00		694		D	N				PROFESSIONAL SER	230.43430.0446
			VENDOR TOTAL	9,584.00		*CHECK TOTAL								
FANCY COATS 002172	47777	11/30/16	K-9 BOARDING FEE	147.49		21875		D	N				PROFESSIONAL SER	101.42411.0446
FASTENAL COMPANY 001188	47778	11/30/16	6" SAWZALL BLADES/TOOLS	46.93		MNWIL150362		D	N				SMALL TOOLS	651.48484.0221
	47778	11/30/16	DEWALT TOOL REPAIR-PARTS	114.24		MNWIL150362		D	N				MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	161.17		*CHECK TOTAL								
FELT/JAMES E 000993	47779	11/30/16	CHALLENGE COINS	1,000.00		112116		D	N				GENERAL SUPPLIES	101.42411.0229
	47779	11/30/16	TKD SPONSORSHIP AD	75.00		112116		D	N				ADVERTISING	101.42411.0447
			VENDOR TOTAL	1,075.00		*CHECK TOTAL								
FERGUSON ENTERPRISES INC 000810	47780	11/30/16	REPAIR SEWER CLEANOUT	10.16		4407861		D	N				MTCE. OF EQUIPME	101.43425.0224
FORUM COMMUNICATIONS COM 002269	47781	11/30/16	SPECIAL ASSMT NOTICE	169.95		C-03002669		D	N				PRINTING AND PUB	101.41403.0331
GENERAL MAILING SERVICES 000293	47782	11/30/16	POSTAGE 10/10-10/14/16	0.57		31914		D	N				POSTAGE	101.41400.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	0.32		31914		D	N				POSTAGE	101.41401.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	65.78		31914		D	N				POSTAGE	101.41402.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	15.81		31914		D	N				POSTAGE	101.41403.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	3.99		31914		D	N				POSTAGE	101.41405.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	15.00		31914		D	N				POSTAGE	101.41408.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	6.47		31914		D	N				POSTAGE	101.42412.0223
	47782	11/30/16	POSTAGE 10/10-10/14/16	1.14		31914		D	N				POSTAGE	101.43417.0223
	47782	11/30/16	POSTAGE 10/17-10/21/16	1.71		31960		D	N				POSTAGE	101.41401.0223
	47782	11/30/16	POSTAGE 10/17-10/21/16	54.72		31960		D	N				POSTAGE	101.41402.0223
	47782	11/30/16	POSTAGE 10/17-10/21/16	61.25		31960		D	N				POSTAGE	101.41403.0223
	47782	11/30/16	POSTAGE 10/17-10/21/16	1.71		31960		D	N				POSTAGE	101.41405.0223
	47782	11/30/16	POSTAGE 10/17-10/21/16	15.00		31960		D	N				POSTAGE	101.41408.0223
	47782	11/30/16	POSTAGE 10/17-10/21/16	2.28		31960		D	N				POSTAGE	101.42411.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HARMON AUTOGLASS			000323							
	47784	11/30/16	#067051-REPL. WNDSHLD	136.00		202-135985		D N	MTCE. OF EQUIPME	101.42411.0224
	47784	11/30/16	#067051-REPL. WNDSHLD	100.00		202-135985		D N	MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	236.00		*CHECK TOTAL				
				236.00						
HAUG IMPLEMENT CO - JOHN			000324							
	47785	11/30/16	#058039-INJECTORS/SEALS	332.88		244807		D N	MTCE. OF EQUIPME	101.43425.0224
	47785	11/30/16	#058039-GASKET	7.64		244810		D N	MTCE. OF EQUIPME	101.43425.0224
	47785	11/30/16	#058039-GASKET	0.82		244862		D N	MTCE. OF EQUIPME	101.43425.0224
	47785	11/30/16	#058039-GASKET	4.31		244870		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	345.65		*CHECK TOTAL				
				345.65						
HAUG-KUBOTA LLC			002609							
	47786	11/30/16	KUBOTA OIL FILTERS	23.42		8932		D N	MTCE. OF EQUIPME	651.48484.0224
HAWKINS INC			000325							
	47787	11/30/16	FERRIC CHLORIDE	4,618.51		3983698 RI		D N	GENERAL SUPPLIES	651.48484.0229
HERITAGE BANK			000001							
	267	11/17/16	MBS FHLMC-3134GAUF9	318,000.00		111716		M N	INVESTMENTS	101.109000
	267	11/17/16	MBS FHLMC-3134GAUF9	30,000.00		111716		M N	INVESTMENTS	208.109000
	267	11/17/16	MBS FHLMC-3134GAUF9	97,000.00		111716		M N	INVESTMENTS	295.109000
	267	11/17/16	MBS FHLMC-3134GAUF9	5,000.00		111716		M N	INVESTMENTS	296.109000
	267	11/17/16	MBS FHLMC-3134GAUF9	550,000.00		111716		M N	INVESTMENTS	350.109000
			VENDOR TOTAL	1,000,000.00		*CHECK TOTAL				
				1,000,000.00						
	268	11/22/16	MBS CD	247,000.00		112216		M N	INVESTMENTS	101.109000
			VENDOR TOTAL	1,247,000.00						
				1,247,000.00						
HIGH POINT NETWORKS INC			002299							
	47788	11/30/16	BATTERY BACKUP	1,479.00		88765		D N	SMALL TOOLS	101.41409.0221
HILLYARD FLOOR CARE SUPP			000333							
	47789	11/30/16	WHITE BOARD CLEANER	6.64		602310955		D N	GENERAL SUPPLIES	101.45435.0229
	47789	11/30/16	GENERAL SUPPLIES	123.32		602312644		D N	GENERAL SUPPLIES	101.45435.0229
	47789	11/30/16	TOILET TISSUE/HAND TWLS	241.46		602314437		D N	GENERAL SUPPLIES	101.45427.0229
	47789	11/30/16	VACUUM BAGS/SUPPLIES	128.24		602314437		D N	GENERAL SUPPLIES	101.45427.0229
	47789	11/30/16	VACUUM CORD SET	39.11		602316012		D N	MTCE. OF EQUIPME	101.41408.0224
	47789	11/30/16	CLEANING SUPPLIES	470.28		602317873		D N	CLEANING AND WAS	101.45433.0228
	47789	11/30/16	TOILET TISSUE/HAND TWL	1,075.68		602317873		D N	GENERAL SUPPLIES	101.45433.0229
	47789	11/30/16	FLOOR SCRUBBER	1,800.00		602317899		D N	SMALL TOOLS	101.45435.0221
	47789	11/30/16	FOOT WIPES FOR GUN RANGE	223.50		602317977		D N	GENERAL SUPPLIES	101.45427.0229
	47789	11/30/16	CLEANING SUPPLIES	77.44		602323017		D N	CLEANING AND WAS	101.45435.0228
			VENDOR TOTAL	4,185.67		*CHECK TOTAL				
				4,185.67						

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
IBM CORPORATION						001638								
	47790	11/30/16	2017 SAAS DEVICE MGMT	1,417.50		8668489		D	N				PREPAID EXPENSES	101.128000
	47790	11/30/16	2016 SAAS DEVICE MGMT	283.50		8668489		D	N				LICENSES AND TAX	101.41409.0445
			VENDOR TOTAL	1,701.00		*CHECK TOTAL								
IOWA SNOWMOBILER						002932								
	47791	11/30/16	SNOWMOBILER AD	500.00		1230		D	M	07			ADVERTISING	208.45006.0447
JRVBR INC\OUTDOOR NETWOR						003127								
	47792	11/30/16	SNOWTRACKS.COM AD	250.00		2962		D	N				ADVERTISING	208.45006.0447
	47792	11/30/16	SNOWTRACKS.COM AD	250.00		2962		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	500.00		*CHECK TOTAL								
KEEPRS INC						001905								
	47793	11/30/16	FLASHBANGS/TRNG FUSES	1,099.51		315320		D	N				GENERAL SUPPLIES	101.42411.0229
	47793	11/30/16	HAYCRAFT-UNIFORMS	88.87		327371		D	N				SUBSISTENCE OF P	101.42411.0227
	47793	11/30/16	VEARRIER-UNIFORMS	46.78		327376		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	1,235.16		*CHECK TOTAL								
KENNEDY & GRAVEN, CHARTE						002520								
	47794	11/30/16	2016A GO IMPROV. BOND	5,500.00		WL300-29		D	N				PROFESSIONAL SER	416.48451.0446
KRAY/MARVIN						.01949								
	47795	11/30/16	MILEAGE EXPENSE	3.24		112216		D	N				TRAVEL-CONF.-SCH	101.41424.0333
KRISS PREMIUM PRODUCTS I						002122								
	47796	11/30/16	COOLING TOWER TREATMENT	815.36		148389		D	N				GENERAL SUPPLIES	101.45433.0229
LAND PRIDE CONSTRUCTION						003149								
	47797	11/30/16	DITCH 23A REPAIR-LABOR	6,807.53		1619		D	N				MTCE. OF OTHER I	101.43425.0336
LET'S PLAY INC						002760								
	47798	11/30/16	HOCKEY TOURNAMENT AD	1,150.00		20169005		D	N				OTHER CHARGES	208.45011.0449
MAAC INC						001765								
	47799	11/30/16	DEMO HOUSE-810 CAMPBE	10,000.00		101603		D	N				ASSESS RCVBL-DEF	295.117999
	47799	11/30/16	DEMO HOUSE-944 OLAF	5,500.00		101603		D	N				ASSESS RCVBL-DEF	295.117999
			VENDOR TOTAL	15,500.00		*CHECK TOTAL								
MACKEY/TIM						.02610								
	47800	11/30/16	CONSULTANT MILEAGE	54.00		112316		D	N				TRAVEL-CONF.-SCH	101.45432.0333
MADISON NATIONAL LIFE						002249								
	47746	11/22/16	LTD PREMIUM-NOV	28.29		244		D	N				EMPLOYER INSUR.	101.41400.0114
	47746	11/22/16	LTD PREMIUM-NOV	74.02		244		D	N				EMPLOYER INSUR.	101.41402.0114
	47746	11/22/16	LTD PREMIUM-NOV	18.72		244		D	N				EMPLOYER INSUR.	101.41403.0114

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
ONEBIRD LLC			002717											
	47814	11/30/16	TRAVEL GUIDE AD-OCT	24.75		1385		D	N				OTHER CHARGES	208.45010.0449
PLUMBING & HEATING OF WI			000618											
	47815	11/30/16	REFUND PERMIT #24222	150.00		112816		D	N				REFUNDS AND REIM	101.41428.0882
	47815	11/30/16	REFUND PERMIT #24223	67.50		112816		D	N				REFUNDS AND REIM	101.41428.0882
			VENDOR TOTAL	217.50		*CHECK TOTAL								
				217.50										
PRO ACTION			001782											
	47816	11/30/16	#173236-VEHICLE UPFIT	1,721.25		00021243		D	N				MACHINERY AND AU	450.42411.0553
QUAM CONSTRUCTION CO INC			000634											
	47817	11/30/16	R.I. WATER MAIN REPAIR	190.00		2096		D	N				MTCE. OF OTHER I	101.43425.0226
	47817	11/30/16	R.I. WATER MAIN REPAIR	3,570.00		2096		D	N				MTCE. OF OTHER I	101.43425.0336
	47817	11/30/16	HYDRAULIC PUMP RENTAL	200.00		2098		D	N				RENTS	651.48484.0440
			VENDOR TOTAL	3,960.00		*CHECK TOTAL								
				3,960.00										
RULE TIRE SHOP			000665											
	47818	11/30/16	#163318-TIRE REPAIR	25.00		1-17417		D	N				MTCE. OF EQUIPME	101.43425.0334
	47818	11/30/16	#118382-TIRES	1,251.26		1-17464		D	N				MTCE. OF EQUIPME	101.43425.0224
	47818	11/30/16	INST. TIRES-LABOR	50.00		1-17464		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	1,326.26		*CHECK TOTAL								
				1,326.26										
SAFE AVENUES			.01816											
	47819	11/30/16	ANDERSON-SEMINAR REGIS.	25.00		101		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47819	11/30/16	KING-SEMINAR REGIS.	25.00		101		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	47819	11/30/16	VEARRIER-SEMINAR REGIS.	25.00		101		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	75.00		*CHECK TOTAL								
				75.00										
SAND ELECTRIC			000678											
	47820	11/30/16	REPL. RUNWAY SIGN VAUL	4,385.00		4845		D	N				INSURANCE DEDUCT	101.41428.0822
SERVICE CENTER/CITY OF W			000685											
	47821	11/30/16	EQUIPMENT REPAIR-OIL	16.64		STMT/11-16		D	N				MOTOR FUELS AND	101.41402.0222
	47821	11/30/16	EQUIPMENT REPAIR-PARTS	18.15		STMT/11-16		D	N				MTCE. OF EQUIPME	101.41402.0224
	47821	11/30/16	EQUIPMENT REPAIR-OIL	41.60		STMT/11-16		D	N				MOTOR FUELS AND	101.42411.0222
	47821	11/30/16	EQUIPMENT REPAIR-PARTS	417.38		STMT/11-16		D	N				MTCE. OF EQUIPME	101.42411.0224
	47821	11/30/16	EQUIPMENT REPAIR-OIL	56.10		STMT/11-16		D	N				MOTOR FUELS AND	101.43425.0222
	47821	11/30/16	EQUIPMENT REPAIR-PARTS	50.51		STMT/11-16		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	600.38		*CHECK TOTAL								
				600.38										
SOUND IMAGE			001069											
	47822	11/30/16	REPL. MIC/CORD	86.99		54618		D	N				MTCE. OF EQUIPME	101.45433.0224

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
SRF CONSULTING GROUP INC	003049													
	47823	11/30/16	R.I. DESTINATION PLYGRND	839.93		09401.00-1		D	N				PROFESSIONAL SER	101.41401.0446
STAR TRIBUNE	000710													
	47824	11/30/16	13 WEEK SUBSCRIPTION	113.10		7986818/11-16		D	N				SUBSCRIPTIONS AN	101.41402.0443
SUPER 8 MOTEL	.00113													
	47825	11/30/16	LODGING 10/11-10/12	120.00		41665705		D	N				TRAVEL-CONF.-SCH	101.41400.0333
TASC	002856													
	47826	11/30/16	FLEX PLAN ENROLLMENT	259.00		IN920154		D	N				PREPAID EXPENSES	101.128000
	47826	11/30/16	QTRLY FLEX ADMIN FEE	523.74		IN920154		D	N				PREPAID EXPENSES	101.128000
			VENDOR TOTAL	782.74										
														*CHECK TOTAL
THOMPSON *PETTY CASH/JU	003273													
	47827	11/30/16	TO REIMBURSE PETTY CASH	17.10		111516		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	47827	11/30/16	TO REIMBURSE PETTY CASH	50.43		111516		D	N				TRAVEL-CONF.-SCH	101.41424.0333
	47827	11/30/16	TO REIMBURSE PETTY CASH	19.75		111516		D	N				LICENSES AND TAX	101.41428.0445
	47827	11/30/16	TO REIMBURSE PETTY CASH	40.47		111516		D	N				LICENSES AND TAX	101.42411.0445
			VENDOR TOTAL	127.75										
														*CHECK TOTAL
TORKELSON'S LOCK SERVICE	002583													
	47828	11/30/16	LOCKER RM DOOR REPAIR	54.50		6186761		D	N				MTCE. OF STRUCTU	101.45433.0225
	47828	11/30/16	LOCKER RM DOOR REPAIR	70.00		6186761		D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	124.50										
														*CHECK TOTAL
TRAVEL GUIDES FREE	003223													
	47829	11/30/16	TRAVEL GUIDE AD-OCT	200.00		3195		D	N				OTHER CHARGES	208.45010.0449
US POST OFFICE	001767													
	47830	11/30/16	REPLENISH POSTAGE MACH	2,500.00		112216		D	N				POSTAGE	101.42411.0223
VERIZON WIRELESS	002915													
	47831	11/30/16	CELL PHONE USAGE-OCT	484.66		9775013388		D	N				COMMUNICATIONS	101.41409.0330
WAL-MART COMMUNITY	000789													
	47832	11/30/16	DOOR HANDLES	16.97		110116		D	N				MTCE. OF STRUCTU	101.45435.0225
	47832	11/30/16	COOKIES-SOMALI OUTREACH	18.37		110216		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	35.34										
														*CHECK TOTAL
WEST CENTRAL SHREDDING	003252													
	47833	11/30/16	SHREDDING SERVICE	25.00		5406		D	N				PROFESSIONAL SER	101.41403.0446
WILLMAR AUTO VALUE	002689													
	47834	11/30/16	ANTIFREEZE/WNDSHLD WIPER	107.92		22195708		D	N				MTCE. OF EQUIPME	651.48484.0224

ACS FINANCIAL SYSTEM
11/30/2016 15:03:42

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V08.03 PAGE 15

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				1,475,207.37										

RECORDS PRINTED - 000376

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V08.03 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	636,293.08
208	CONVENTION & VISITORS BUREAU	42,312.56
230	WILLMAR MUNICIPAL AIRPORT	24,806.62
295	COMMUNITY INVESTMENT	112,500.00
296	PUBLIC WORKS RESERVE	5,000.00
350	RICE HOSPITAL DEBT SERVICE	550,000.00
416	S.A.B.F. - #2016	5,751.00
432	C.P. - WASTE TREATMENT	21.17
450	CAPITAL IMPROVEMENT FUND	32,626.85
651	WASTE TREATMENT	65,896.09
TOTAL ALL FUNDS		1,475,207.37

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,475,207.37
TOTAL ALL BANKS		1,475,207.37

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026567	11/14/2016	City Of Willmar 2707 Arena Drive NE	95-901-0200 Paulson & Sunde's Subd Of Lot D Eastern Ad	Alteration Commercial Add/Alter	Construct HC ramp	\$600.00 \$39.49
WI026574	11/9/2016	Kusch/Alex C 424 15th St SW	95-040-0070 Block 1 Barnstad's Addition To The City Of Willmar	Demolition Garage/Shed	Demo Garage	\$0.00 \$30.00
WI026578	11/4/2016	Rockstep Willmar, Llc 1605 1st St S	95-923-8640	Alteration Commercial Add/Alter	Remodel space for fitness center	\$200,000.00 \$2,388.96
WI026583	11/4/2016	Rockstep Willmar, Llc 1605 1st St S	95-923-8640	Commercial/Ind Alt/Remodel	Plumbing for new tenant remodel	\$0.00 \$145.00
WI026623	11/16/2016	Menard Inc 3330 1st St S	95-504-0010 Lot 1, Block 1 Menards Addition	Commercial/Ind New	HVAC installation for phase two remodel	\$7,000.00 \$78.50
WI026651	11/30/2016	Anjali Dahiya 1424 Fairacre Lane SW	95-209-0020 Lot 2, Block 1 Fairacre Addition	New New Single-Family Dwelling	New Residential House and Garage	\$550,544.00 \$4,620.87
WI026654	11/30/2016	Anjali Dahiya 1424 Fairacre Lane SW	95-209-0020 Lot 2, Block 1 Fairacre Addition	Single Family New	Residential Plumbing - New Home and Garage	\$0.00 \$289.00
WI026655	11/30/2016	Anjali Dahiya 1424 Fairacre Lane SW	95-209-0020 Lot 2, Block 1 Fairacre Addition	Single Family New	Residential HVAC - New Home and Garage	\$550,544.00 \$276.27
WI026665	11/23/2016	Miller/Patricia 1116 Dana Dr SE	95-143-0250 Lot 5, Block 2 Dana Heights	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00 \$33.00
WI026674	11/21/2016	Ind. School Dist. #347 1001 Lakeland Dr SE	95-913-0040	Commercial/Ind New	HVAC installation for new school	\$1,738,000.00 \$18,249.00
WI026680	11/21/2016	Stiff/Roy Robert 709 Trott Ave SW	95-006-0410 Block 60 First Addition To The Town Of Willmar	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI026681	11/14/2016	Reverence For Life & Concern 325 1st St S	95-012-0280 Lot 9 Third Addition To Willmar	Deck Residential Add/Alter	Construct 8' x 16' deck	\$1,100.00 \$53.05

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026694	11/2/2016	Rath/Thomas P 801 26th Ave SW	95-683-0310 Lot 1, Block 3 Portland Acres 3rd Addition	Garage Residential Add/Alter	Addition - Residential Garage	\$48,000.00	\$803.45
WI026695	11/2/2016	Itterman/Matthew & Jacqueline 3027 Eagle Ridge Dr W	95-148-1580 Lot 8, Block 5 Eagles Landing	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026696	11/30/2016	Willmar redevolpement Co. LLC 1400 Lakeland Dr NE 86	95-980-6260 Lot 86	Mobil Home Transport Mobile Home In/Out	Move in 1993, 16' x 80', Friendship MH, MY9311142V	\$0.00	\$75.00
WI026697	11/30/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 110	95-980-6500 Lot 110	Mobil Home Transport Mobile Home In/Out	Move in 1999, Friendship Double Wide MH, MY9918113	\$0.00	\$75.00
WI026699	11/2/2016	Ryan/Amelia Marie 917 Rice Ave SW	95-590-0330 Block 3 Nyquist's North Orchard Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,500.00	\$32.25
WI026700	11/30/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 92	95-980-6320	Mobil Home Transport Mobile Home In/Out	Move in new 16' x 72' Friendship MH, MN1650035A	\$0.00	\$75.00
WI026701	11/2/2016	Marker/Dustin & Allison 940 Mary Ave SE	95-056-0230 Lot 3, Block 3 Bergquist's Estates	Alteration Residential Add/Alter	Interior Remodel	\$100.00	\$29.45
WI026704	11/4/2016	Berg/Gene M & Trina 1405 9th St SE	95-671-0480 Lot 18, Block 3 Pleasant View Second Addition	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00	\$33.50
WI026706	11/1/2016	Mckenzie/Peter J & Bonnie L 220 30th St NW	95-503-0010 Lot 1, Block 1 Mckenzie Estates	Garage Garage/Shed	Construct 20' x 50' Det. Garage w 16' sidewalls	\$39,720.00	\$698.51
WI026709	11/1/2016	Larson/Jean M 718 2nd St SW	95-006-4000 Block 85 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI026710	11/1/2016	Lauer/Brett M & Marissa J 701 Irene Ave SE	95-660-0350 Lot 15, Block 2 Perkins 1st Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026711	11/2/2016	Loven/Sheldon J & Marlys 200 Terrace Dr SW	95-330-0040 Lot 4, Block 1 Hillside Terrace	Single Family Replace	Replace boiler	\$0.00	\$31.00
WI026712	11/2/2016	Ortiz/Jose G & Martha 1200 16th St NE	95-390-0350 Block 3 Iverson Park	Reroofing Residential Add/Alter	Residential Reroof	\$2,200.00	\$31.10
WI026713	11/4/2016	Rivera/Jorge Isaac Tabora 814 Campbell Ave NW	95-003-0770 Block 7 Willmar, Town Of (Original)	Siding Residential Add/Alter	Residential Reside	\$2,200.00	\$51.10
WI026715	11/4/2016	Hanson/Wesley E & Jeanne A 1236 13th St SW	95-690-0100 Block 1 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$850.00	\$30.43
WI026716	11/4/2016	Lapatka/Anthony & Mary 2333 Gorton Ave NW	95-380-0130 Block 1 Hummel's Addition	Alteration Residential Add/Alter	Residential Remodel	\$700.00	\$37.45
WI026717	11/7/2016	Willmar Municipal Utilites 900 Willmar Ave SW		Addition Commercial Add/Alter	change out 3 antennas/ install 12 new	\$20,000.00	\$483.96
WI026718	11/8/2016	Seifert/John W & Mary K 1105 Richland Ave SW	95-132-0270 Lot 3, Block 4 Chief Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026719	11/8/2016	Lammers/Russell W 408 14th St SW	95-015-0320 Lot 3, Block 3 Fourth Railroad Addition	Siding Residential Add/Alter	Residential Reside	\$1,500.00	\$50.75
WI026720	11/8/2016	Jn Management, Llc 148 25th St SE	95-165-0070 Lot 7, Block 1 Eastgate Addition	Addition Commercial Add/Alter	Construct new loading dock/ramp	\$3,000.00	\$124.84
WI026721	11/9/2016	Sammons/Douglas & Lenda 3304 4th Ave NW	95-833-0970 Lot 7, Block 6 Valley Brook Estates	Drainage system Residential Add/Alter	INSTALL 37' DRAINTILE	\$2,000.00	\$88.15
WI026722	11/8/2016	Mpq Holdings, Llc 701 1st St S	95-410-0050 Block 1 Johnson's Subd.	Alteration Commercial Add/Alter	Remodel tenant space for new tenant	\$12,000.00	\$314.96
WI026726	11/10/2016	Aehb, Llc 517 11th St SW	95-006-0100 Lot 10, Block 57 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$7,000.00	\$33.50

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026727	11/10/2016	Aehb, Llc 513 11th St SW	95-006-0110 Lot 11, Block 57 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$8,800.00	\$34.40
WI026728	11/10/2016	Aehd, Llc 1010 Trott Ave SW	95-003-6870 Block 56 Willmar, Town Of (Original)	Reroofing Residential Add/Alter	Residential Reroof	\$7,800.00	\$33.90
WI026729	11/10/2016	Johnson/Bradley A & Nancy K 910 6th St SW	95-090-0840 Booth's Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026730	11/14/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE 90	95-980-6300	Mobil Home Transport Mobile Home In/Out	Move in 1999, 28 x 52, Skyline #R53521AB	\$0.00	\$75.00
WI026731	11/14/2016	Kallevig/Catherine D 1006 Kandiyohi Ave SW	95-006-2940 Block 77 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$1,800.00	\$30.90
WI026732	11/14/2016	Saue/Robert D/&Mary J Hanson 201 14th St NW	95-916-3160	Reroofing Residential Add/Alter	Residential Reroof	\$6,650.00	\$33.33
WI026734	11/15/2016	Jennie-O Turkey Store Inc 2505 Willmar Ave SW	95-921-5850	New Commercial New	Construct 3200 sf, post frame storage bldg.	\$164,256.00	\$2,082.34
WI026735	11/15/2016	Lundquist/Denise 1504 Hansen Drive SW	95-864-0390 Lot 9, Block 2 West Park 5th Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026736	11/15/2016	Vega/Martha 1400 Lakeland Dr #28 NE	95-980-5280	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026737	11/16/2016	Ind. School Dist. #347 2701 30th St NE	95-936-9100	Addition Churches/Schools	Gymnasium additions	\$5,385,156.00	\$37,193.19
WI026739	11/16/2016	Hanson/Marlow W 809 Olena Ave SE	95-662-0220 Lot 22, Block 1 Perkins 2nd Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026740	11/17/2016	Pederson/Phyllis 804 14th Ave SW	95-750-0680 Sub-Div. N1/2 Of Ne1/4	Single Family Replace	Replace water heater	\$0.00	\$26.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee	
WI026741	11/17/2016	Vanort/David & Leetta 504 Trott Ave SE	95-222-0520 Block 4 Ferrings 2nd Addition	Single Family Replace	Replace water heater	\$0.00	\$26.00
WI026742	11/17/2016	Cardenas/Efrain & Georgina E D 2204 22nd St SW	95-715-1120 Lot 2, Block 3 Southgate Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026744	11/17/2016	Nelson/Wayne J & Laurie J 1604 7 1/2 St SW	95-664-0430 Lot 13, Block 3 Perkins 4th Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI026746	11/18/2016	Viaene/James G 1417 1st St S	95-923-8500	Alteration Commercial Add/Alter	Replace 4 windows	\$1,500.00	\$80.78
WI026747	11/18/2016	M & B Properties Of Willmar 1950 Trott Ave SW	95-890-0010 Zimmer's West Heights Addition	Alteration Industrial Add/Alter	Construct mezzanine	\$178,430.00	\$2,204.93
WI026749	11/21/2016	Gauer/Brian R & Dawn 1209 28th St NW	95-135-0450 Lot 25, Block 2 College View	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026751	11/22/2016	Jane Vikse Real Estate 1417 1st St S	95-923-8500	Siding Commercial Add/Alter	Commercial Reside	\$1,200.00	\$67.01
WI026752	11/22/2016	Erickson/Eugene & Doris 1550 15th Ave SW	95-863-0400 Lot 10, Block 2 West Park 4th Addition	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026753	11/22/2016	Bergeth/Todd A 1608 9th St SE	95-671-0590 Lot 9, Block 4 Pleasant View Second Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$0.00	\$56.00
WI026754	11/22/2016	Bell/Steven R & Janae M 403 Country Club Dr NE	95-467-0310 Lot 1, Block 4 Lakewood	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026755	11/23/2016	Glacial Lakes Properties Llc 931 Meadow Lane SW	95-600-0190 Block 2 Orchard Hill, Nursery Add	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00
WI026756	11/23/2016	Bonawitz/Robert L & Donna J 2525 7th Ave SE	95-668-4970 Lot 8, Block 1 Pheasant Run	Single Family Replace	Gas Furnace Replacement	\$0.00	\$31.00

City of Willmar Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address	Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI026757	11/23/2016	Schendel/Anne L 1006 Hill Road SW	95-600-0650 Block 4 Orchard Hill, Nursery Add	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI026758	11/23/2016	Beyer/Bridget A & Allen L 1111 19th Ave SE	95-143-0280 Lot 8, Block 2 Dana Heights	Single Family Replace	Gas Furnace Replacement	\$0.00 \$31.00
WI026759	11/28/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE #67	95-980-6070	Mobil Home Transport Mobile Home In/Out	Move in 1987 Chief MH, 14' x 60'	\$0.00 \$75.00
WI026760	11/28/2016	Willmar Redevelopment Co. LLC 1400 Lakeland Dr NE #96	95-980-6360	Mobil Home Transport Mobile Home In/Out	Move in new 16' x 72', Friendship MH, #50060A	\$0.00 \$75.00
WI026761	11/28/2016	Building Three Thirty, Llc 330 4th St SW	95-003-5010 Block 43 Willmar, Town Of (Original)	Commercial/Ind New	Install new plumbing for tenant change	\$0.00 \$91.00
WI026768	11/29/2016	Johnson/Bradley A & Nancy K 910 6th St SW	95-090-0840 Booth's Addition To Willmar	Single Family Replace	Water Heater Replacement	\$0.00 \$26.00
WI026770	11/30/2016	Affiliated Comm Med Ctrs 1307 5th St SW	95-750-0160 Sub-Div. N1/2 Of Ne1/4	Demolition Move/Raze	Remove home & garage	\$0.00 \$105.00

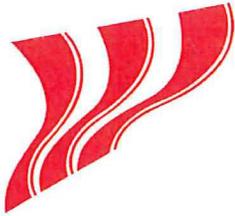
Count: 66

Totals: \$8,963,150.00 \$72,196.82

Year-to-Date Summary (1/1/2016 through 11/30/2016)

Count: 788

YTD Totals: \$72,139,773.00 \$612,225.71



WILLMAR

Finance Director

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

COUNCIL ACTION REQUEST

DATE: December 5, 2016

SUBJECT: Public Hearing for Truth in Taxation

RECOMMENDATION: Conduct the public hearing and then adopt two resolutions, one to establish the 2017 Tax Levy and the second setting the 2017 Budget.

BACKGROUND: Every year as part of the budgeting process, the City is required by Minnesota law to conduct a public hearing, known commonly as "Truth in Taxation." The County Auditor is responsible for mailing statements to each resident indicating the estimate of how much the property tax bill with either increase or decrease, as well as the time and date of the public hearing.

The City has provided all appropriate information to the County Auditor.

At the November 15, 2016 Finance Committee/Full Council, the recommended levy was set at \$4,829,365. This represents a \$378,337 (\$200,000 increase in Road and Bridge) increase over 2016.

The 2017 Proposed Tax Levy and Budget resolutions are attached.

FINANCIAL CONSIDERATION: In 2017, the Tax Levy would increase by \$378,337 (\$200,000 additional for Road and Bridge) and the Budget would go down by \$872,509 overall.

LEGAL: MS 275.065

Department/Responsible Party: Steve Okins, Finance Director

Reviewed by: Mike McGuire, City Administrator

RESOLUTION NO. __

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

General Fund	\$4,229,365
Street/Infrastructure Improvements	<u>600,000</u>
Total	\$4,829,365

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2017 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby canceled;

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

Dated this 5th day of December, 2016

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. _____

ADOPTING THE BUDGET FOR THE FISCAL YEAR 2017

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2017, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 14,338,983
Capital Improvements	6,823,335
Special Revenue/Internal	1,176,793
Debt Service	2,001,585
Enterprise (Wastewater)	<u>8,799,006</u>
Total 2017 Budget	\$ 33,139,212

Dated this 5th day of December, 2016

Mayor

Attest: City Clerk

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, November 29, 2016, in Conference Room No. 1 at the City Office Building.

Present: Ron ChristiansonChair
Audrey Nelsen Vice Chair
Andrew Plowman Member
Steve AhmannMember

Others present: Public Works Director Sean Christensen; Director of Planning and Development Bruce Peterson; Chief of Police Jim Felt; Fire Chief Frank Hanson; Jason VerSteeg, Duininck Inc.; Kathy Schwantes and Rachel Skretvedt, Destination Playground Co-Chairs; Stephen Deleski; Shelby Lindrud "West Central Tribune".

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 5:15 p.m.

Item No. 2 Public Comment

Stephen Deleski inquired about his previous request at the November 15th Committee Meeting regarding sanitary sewer service concerns. Public Works Director Christensen noted there has been no response from MnDOT yet on their responsibility for repairs and reiterated per ordinance it was not a City issue because it is a private sewer service off of the main.

Item No. 3 Police and Fire Updates (Information)

Chief Felt noted the jail census for November 29, 2016 was 121; 24 inmates from the Department of Corrections, 80 inmates from Kandiyohi County and 17 inmates from other counties. The calls for service the previous two weeks totaled 723 and are 1 day ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and abandoned vehicles. The decrease in calls reflects the 3 officers the department is short at this time. 2 new hire officers are currently in field training and are expected to be finished in March. The Committee discussed licensure of various cab services in the City.

Chief Hanson noted total Fire Department total calls for service in the previous two weeks totaled 14. The calls included 8 alarm activations, 5 crashes and 1 smoke in a building. The total calls for service this year is 301, compared to 329 calls in 2015. 4 new firefighters recently started, bringing their total to 40 firefighters for the department. Chief Hanson noted fire safety tips for the winter months including monitoring your Christmas tree if it becomes too dry and being observant of lit candles in your home.

Item No. 4 Destination Playground Update (Information)

Members of the Destination Playground committee presented an update on progress of the playground including an updated rendering to detail the different types of equipment and play areas. Ms. Skretvedt noted personalized recycled composite material fence pickets are available for purchase for \$75. They will be placed around the perimeter of the playground and the proceeds of the sales go directly to the project. Jason VerSteeg, with Duininck Inc., presented an updated drainage plan of the playground and discussed the drain tile upgrades. Public Works Director Christensen noted staff concerns of the freeze/thaw cycles with the tiling, which could create an issue in the soccer field, and the previous 2 ½ foot proximity to the road which has now been increased to 10 ½ feet. Staff has also spoken to arborists regarding the encroachment of the drip lines of existing trees in the park, with Ms. Skretvedt noting the issue is being addressed.

Item No. 5 Delegated Wastewater Pretreatment Program Ordinance Amendment (Resolution)

Public Works Director Christensen brought forth, for approval, the introduction of the ordinance amending Willmar Municipal Code as required to implement the Delegated Wastewater Pretreatment Program for significant industrial users and set a Public Hearing for December 19th.

A motion was made by Council Member Plowman, seconded by Council Member Nelsen to approve the introduction of the ordinance amending Willmar Municipal Code, Chapter 16, Utilities, Article III, Sanitary Sewer System, as required to implement the Delegated Wastewater Pretreatment Program and set a Public Hearing for December 19th, 2016. The motion carried.

Item No. 6 Willmar Wye Update (Information)

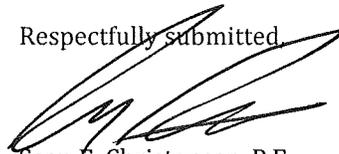
Staff brought forth, for information, an update on the development of the Wye project. Staff is seeking direction from Council regarding the parallel (siding) track and 1st Avenue at-grade crossing prior to the Master Agreement meeting on November 30th. Following discussion, the Committee directed staff to convey the City is requesting the at-grade crossing and accept the single track being constructed initially with the ability to further negotiate for the second track.

Item No. 7 Non-Agenda Items (Information)

The Committee discussed the snow emergency ordinance and clarification of procedures for removing snow around cars and along the sidewalks. The Committee also discussed the ordinance of parking cars on lawns.

There being no further business to come before the Committee, the meeting was adjourned at 6:15 p.m. by Chair Christianson.

Respectfully submitted,



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



WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: November 29, 2016

SUBJECT: Delegated Wastewater Pretreatment Program Ordinance Amendment

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

Introduce the ordinance amending Willmar Municipal Code, Chapter 16, Utilities, Article III, Sanitary Sewer System, as required to implement the Delegated Wastewater Pretreatment Program and set a Public Hearing for December 19th.

BACKGROUND: The MPCA has proposed delegating responsibility for enforcement of pretreatment standards to the City. This requires City ordinances that provide legal authority in accordance with the pretreatment program for significant industrial users.

FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

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

Reviewed By: Michael McGuire, Interim City Administrator

ORDINANCE NO. _____

AN ORDINANCE AMENDING WILLMAR MUNICIPAL CODE, CHAPTER 16, UTILITIES,
ARTICLE III, SANITARY SEWER SYSTEM, AS REQUIRED TO IMPLEMENT
DELEGATED WASTEWATER PRETREATMENT PROGRAM

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

Section 1. AMENDMENT OF MUNICIPAL CODE, CHAPTER 16, UTILITIES,
ARTICLE III, SANITARY SEWER SYSTEM, DIVISION 1, GENERALLY. Chapter 16,
Article III, Division 1 of the Willmar Municipal Code is hereby amended to include a new
Section 16-60 as follows:

Sec. 16-60. - Control by authorized representative.

The city administrator shall be the authorized representative under this article, who shall have control and general supervision of all public sewers and service connections in the city and shall be responsible for administering this article to ensure that a proper and efficient public sewer is maintained. The authorized representative may delegate responsibilities to designated representatives, any of whom may be referred to as “the representative.”

Secs. 16-6061—16-70. - Reserved.

Section 2. AMENDMENT OF MUNICIPAL CODE, CHAPTER 16, UTILITIES,
ARTICLE III, SANITARY SEWER SYSTEM, DIVISION 3, SEWER USE REGULATIONS.
Chapter 16, Article III, Division 3 of the Willmar Municipal Code is hereby amended as follows
(deleted material is crossed out; new material is underlined; sections and subsections not being
amended are omitted):

Sec. 16-86. - Definitions.

* * * *

Industrial user means:

- (1) Any entity as defined in the Standard Industrial Classification Manual, latest edition, that discharges wastewater to the public sewer system.
- (2) Any user whose discharges, singly or by interaction with other wastes: contaminate the sludge of the wastewater treatment system, injure or interfere with the treatment process, create a public nuisance or hazard, have an adverse effect on the water's receiving wastewater treatment plant discharges, exceed normal domestic strength waste limitations, exceed normal residential unit volumes of wastewater.

* * * *

Pass through means a discharge that exits the WWTF into waters of the state in quantities or concentrations that, alone or in conjunction with a discharge or discharges from other sources, is a cause of violating a requirement of any permit, rule, regulation or ordinance controlling, prohibiting, or limiting the release of pollutants from the WWTF into the environment, including an increase in the magnitude or duration of a violation.

* * * *

Significant industrial user means any industrial user of the wastewater treatment facility:

- (1) Whose discharge flow is in excess of twenty five thousand (25,000) gallons per average workday-Who is subject to Categorical Pretreatment Standards under Title 40 CFR (Code of Federal Regulations), 40 CFR 403.6 and Title 40 CFR, Chapter I, subchapter N. Any industry that falls under these categories is considered a SIU whether or not it has process discharge to the collection system or wastewater treatment facilities; or
- (2) Who discharges 25,000 gallons per day or more of process wastewater to the collection system (excluding sanitary, noncontact cooling and boiler blow-down wastewater); or
- (2)(3) Whose discharge flow or organic loading exceeds five (5) percent of the treatment facility's capacity;
- (3)(4) Whose waste contains a toxic pollutant in toxic amounts pursuant to section 307(a) of the act; or
- (4)(5) Whose discharge has a significant effect, either singly or in combination with other contributing industries, on the wastewater disposal system, the quality of sludge, the system's effluent quality, or emissions generated by the treatment system; or
- (6) Who is designated as such by the City on the basis that the industrial user has a reasonable potential for adversely affecting the operation of the collection system or wastewater treatment facilities, or violating any pretreatment standard or requirement.

Sec. 16-87. - Violation of division; penalty.

- (a) *Notice of violation.* Any person, user or industrial user found in violation of this division or of any prohibition, limitation or requirement contained in this division, or of any condition of any permit issued by the city, including discharging in violation of any city order, prohibition, discharge limitation or pretreatment standard, or of any contractual agreement or wastewater discharge permit referred to in this division, will be served by the director of public works or WWTF superintendent or their representative with a written notice stating the nature of the violation and

providing a reasonable time limit for the satisfactory correction thereof. ~~The director of public works will endeavor to the full extent possible to eliminate or remedy such violation without resorting to further administrative proceedings.~~

(b) *Penalties; injunctive relief.*

- (1) Any person, user or industrial user who fails to remedy the violation within the time provided in the notice issued pursuant to subsection (a) or who fails to otherwise comply with any of the provisions of this division or with an order of the approving authority issued pursuant to this division, or who tampers with metering or sampling, shall be fined not less than \$1,000.00 for each offense and shall additionally be liable to the city for any expense, loss or damage occasioned by such violation, including reasonable attorneys' fees and other expenses of litigation. A person, user or industrial user convicted of any violation of this division shall be fined per violation, plus damages. Each day a condition is allowed to exist which is contrary to all or any part of this division shall constitute a new violation. Change of ownership or occupancy of premises delinquent under the provisions of this division shall not be cause for reducing or eliminating charges due and penalties for violations.
- (2) In addition to the court proceedings and penalties described in subsection (a) of this section, whenever a person, user or industrial user violates any provision of this division or fails to comply with any order of the approving authority, the approving authority may order that an action be commenced on behalf of the city in the ~~circuit~~ district court for the county, for the purpose of obtaining an injunction restraining the person violating the division or failing to comply with the order from making any further discharges into the wastewater treatment facilities of the city.

* * * *

Sec. 16-88. - ~~Right of access~~ Powers and authority of inspectors.

~~The city shall be permitted to gain access to such properties as may be necessary for the purpose of inspection, observation, measurement, sampling and testing, in accordance with provisions of this division.~~

- (a) Duly authorized city employees, bearing proper credentials and identification, shall be permitted to enter all properties for inspection, observations, measurement, sampling, testing, repair and maintenance in accordance with this article.
- (b) Industrial users shall be required to provide information concerning industrial processes which have a direct bearing on the type and source of

discharge to the public sanitary sewer system. An industry may withhold information considered confidential, provided that the industry must establish that the information in question might result in an advantage to competitors and that the industrial process considered confidential does not have deleterious results on the treatment process.

Sec. 16-89. - Confidentiality of information.

When requested by the user furnishing a report or permit application or questionnaire pursuant to Minn. Stat. § 116.075 and Minn. R. 7000.1300, as the same may be amended, the portions of the report or other document which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be available for use by the city or any state agency in judicial review or enforcement proceedings involving the person furnishing the report.

Sec. 16-90. - Wastewater discharge permit required for certain users.

(a) Significant Industrial Users and Industrial Users – Mandatory Permit Required. All significant industrial users and industrial users proposing to connect or to commence a new discharge to the City wastewater treatment facilities shall obtain a Significant Industrial User Wastewater Discharge Permit or an Industrial User Wastewater Treatment Permit, as applicable, before connecting to or discharging into the wastewater facilities. All existing significant industrial users or industrial users subject to National Categorical Pretreatment Standards connected to or discharging into the wastewater disposal system shall obtain a Wastewater Discharge Permit within 90 days after the effective date of this Ordinance. The City Administrator, acting in his or her official capacity for the City, or the authorized representative of the City Administrator, is authorized to issue permits to industrial users and significant industrial users. Permits for industrial users and significant industrial users shall spell out the limitations on strength, character, and volume of waste discharged by a specific user of the City wastewater treatment facilities.

(a)(b) Other Users required to have permit. A wastewater discharge permit is required under this section if a user's discharge into the city wastewater works has any of the following characteristics:

* * * *

[Subsequent paragraphs renumbered accordingly.]

(h) Special Agreement. No statement contained in this division shall prevent any special agreement or arrangement between the city and any industrial user. Industrial waste of unusual strength or character may be accepted by

the wastewater treatment facility for treatment, subject to permit issuance by the City, and adequate payment therefor by the SIU or industrial user, provided that the national categorical pretreatment standards and the city's NPDES and SDS permit limitations are not violated.

Sec. 16-91. - Prohibited discharges to collection system.

* * * *

- (b) No user shall discharge or cause to be discharged to the collection system, either directly or indirectly, any of the following described wastes or wastewater:
- (1) Any liquid having a temperature higher than one hundred ~~forty~~ ^{fifty} ~~(450140)~~ degrees Fahrenheit (~~6560~~ degrees Centigrade), or causing, individually or in combination with other wastewater, the influent at the treatment facilities to have a temperature exceeding 104 degrees Fahrenheit (40 degrees Celsius), or having heat in amounts which will be detrimental to biological activity in the treatment facilities.
 - (2) Any solids, liquids or gases which, by themselves or by interaction with other substances, may cause fire, explosion or hazards, create toxic gases, vapors or fumes, or in any other way be injurious to persons or property involved in the operation or maintenance of the wastewater works.

* * * *

- (4) Any pollutant, including oxygen-demanding pollutants such as biochemical oxygen demand, released in a discharge at a flow rate or pollutant concentration that will cause interference with the proper operation of the wastewater works or pass-through at the WWTF.

[Subsequent paragraphs renumbered accordingly.]

* * * *

- (f) If any discharge to the public sewers contains a substance or possesses a characteristic prohibited in subsections (a) and (b) of this section or which in the judgment of the WWTF superintendent may have a deleterious effect on the treatment facility or which creates a hazard or nuisance, the WWTF superintendent may:
- (1) Refuse to accept the discharge.

- (2) Require pretreatment to an acceptable condition for discharge to the public sewers, pursuant to section 307(b) of the Federal Clean Water Act and all amendments thereof.
 - (3) Require control over the quantities and rates of discharge.
 - (4) Require payment to cover all the added costs of handling, treating, and disposing of wastes not covered by existing taxes or sewer charges and any other expenses incurred by the city, including but not limited to fines imposed on the city by any state or federal agency, as a result of such discharge.
- (g) If the representative permits the pretreatment or equalization of waste flows, the design, installation, maintenance and efficient operation of any necessary facilities and equipment shall be at the owner's expense and shall be subject to review and approval by the city pursuant to the issuance of an Industrial User Wastewater Discharge Permit and requirements of the state pollution control agency. Significant Industrial User Wastewater Discharge Permits shall include mass based limits for Pollutants of Concern.
- (h) No person, user or industrial user shall increase the use of process water or in any manner attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this section, the national categorical pretreatment standards, and any state or local requirement.
- (i) Wastes trucked or hauled to the WWTF shall be discharged only at a point designated by the WWTF superintendent.

Sec. 16-92. - Accidental discharges.

~~Any user who accidentally discharges wastes or wastewater prohibited under section 16-91 into the wastewater works or storm sewer shall immediately report such discharge to the WWTF superintendent.~~

- (a) Where required by the WWTF superintendent or public works director, users shall provide protection from an accidental discharge of substances regulated by this division. Any required facilities to prevent accidental discharges of prohibited materials shall be provided and maintained at the owner's expense. Detailed plans and operating procedures for such facilities shall be submitted to the representative for review and approval prior to construction of the facility. Approval of such plans and operating procedures shall not relieve the user of the responsibility to modify the facility as necessary to meet the requirements of this article nor of responsibility for accidental discharges of prohibited materials.

- (b) Users shall notify the representative immediately if a slug or accidental discharge of wastewater occurs in violation of this division. Notification may allow measures to be taken to minimize damage to the treatment facilities, but notification shall not relieve users of liability for any expense, loss or damage to the treatment facilities or for fines imposed on the city by any state or federal agency as a result of such a slug or accidental discharge.
- (c) A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees of the emergency notification procedure if a slug or accidental discharge occurs.

* * * *

Sec. 16-94. - Control manholes.

~~Every Industrial users~~ discharging industrial wastes into the wastewater works shall construct and maintain control manholes at their own expense in suitable and accessible positions on public property or easements, with such necessary meters and other testing equipment needed to facilitate the observation, measurement and sampling of all his-their wastes or wastewater. Control manholes shall be located and constructed in a manner approved by the director of public works. Plans shall be submitted to the director of public works prior to construction. The control manhole shall be locked at all times and will be accessible to city personnel only for the purposes of flow measurement and sampling. Owners may, upon reasonable request, be granted access to the control manhole when the city's staff is on site to obtain samples, calibrate the flow meter or perform other service work in the control manhole.

Sec. 16-95. - Industrial waste analysis.

- (a) The city may require submission of laboratory analyses to illustrate compliance with this article and any special conditions for discharge established by the authorized representative or other responsible regulatory agency.
- (b) The city ~~will~~may collect samples and perform laboratory tests at the owner's expense on industrial waste discharges as necessary to verify the quantity of flow and character and concentration of an industrial waste. The city's test results shall be used to determine the applicable surcharge. The provisions of this section do not preclude the owners from ordering testing and submitting results to the city for comparative and verification

purposes in the determination of applicable surcharges. Owners may request that the city split the samples in order that owners may order tests to be done at the owner's expense to compare with results obtained by the city.

[Subsequent paragraphs renumbered accordingly.]

* * * *

Sec. 16-99. - Hearing process.

- (a) Request for hearing. If any person is aggrieved by the decision of the authorized representative under this article, such person may request a hearing on the matter in writing. A hearing shall then be held before the city council or a hearing examiner as provided in this section and shall be open to the public.
- (b) Hearing date. Unless a written request for an extension of time is submitted to the city and is granted, the hearing shall be held no later than 30 calendar days after the date of service of the request for a hearing, exclusive of the date of such service. In any event, such hearing shall be held no later than 60 calendar days after the date of service of the request for a hearing, exclusive of the date of such service.
- (c) Hearing notice. The authorized representative shall mail notice of the hearing to the person requesting the hearing at least ten working days prior to the hearing. Such notice shall include the following:
 - (1) A statement of the date, time, place and nature of the hearing.
 - (2) A reference to the particular section, ordinance or rule involved.
- (d) Hearing examiner. The city council may, by resolution, appoint an individual, to be known as the hearing examiner, to conduct the hearing and to make findings of fact, conclusions and recommendations. After completion of the hearing, the hearing examiner shall submit the findings of fact, conclusions and recommendations to the city council in a written report, and the city council may either adopt, modify or reject the report.
- (e) Conduct and rules of hearing. Conduct and rules of the hearing shall be as follows:
 - (1) The person requesting the hearing may be represented by legal counsel. The city, the applicant, the licensee or the permittee and

any additional parties as determined by the city council or the hearing examiner shall present evidence. All testimony shall be sworn under oath. All parties shall have full opportunity to respond to and present evidence, cross examine witnesses, and present argument. The city council or the hearing examiner may also examine witnesses.

- (2) If the person requesting the hearing fails to appear at the hearing, the right to a public hearing before the city council or hearing examiner shall be forfeited.
- (3) The city shall have the burden of proving its position by a preponderance of the evidence, unless a different burden is provided by law, and all findings of fact, conclusions, and decisions by the city council or findings of fact, conclusions and recommendations by the hearing examiner shall be based on the evidence presented and matters officially noticed.
- (4) All evidence which has probative value, including hearsay, may be admitted if it is the type of evidence on which prudent persons are accustomed to relying in the conduct of their serious affairs. Evidence which is incompetent, irrelevant, immaterial or unduly repetitious may be excluded. The hearing shall be confined to matters raised in the written notice of the hearing or in the written request for a hearing.
- (5) At the request of any party or on the initiative of the city council or hearing examiner, a prehearing conference shall be held. The prehearing conference shall be conducted by the hearing examiner, if the city council has chosen to use one, or by a designated representative of the city council. The prehearing conference shall be held no later than five working days before the hearing. The purpose of the prehearing conference is to:
 - a. Clarify the issues to be determined at the hearing;
 - b. Provide an opportunity for discovery of all relevant documentary, photographic or other demonstrative evidence in the possession of each party. The hearing examiner or representative may require each party to supply a reasonable number of copies of relevant evidence capable of reproduction; and
 - c. Provide an opportunity for discovery of the full names and addresses of all witnesses who will be called at the hearing and a brief description of the facts and opinions to which each is expected to testify. If the names and addresses are

not known, the party shall describe them thoroughly by job duties and involvement with the facts at issue.

- (6) If a prehearing conference is held, evidence not divulged as provided in this subsection shall be excluded at the hearing unless the party advancing the evidence took all reasonable steps to divulge it to the adverse party prior to the hearing and:
 - a. The evidence was not known to the party at the time of the prehearing conference; or
 - b. The evidence is in rebuttal to matters raised for the first time at or subsequent to the prehearing conference.

Secs. 16-99100—16-125. - Reserved.

Section 3. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2016.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ FAGERLIE _____ JOHNSON _____ MUESKE _____ NELSEN _____ PLOWMAN

This Ordinance introduced by Council Member: _____

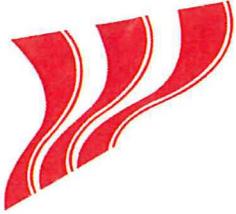
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



WILLMAR

Public Works Director

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: November 29, 2016

SUBJECT: Willmar Wye Update

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

Staff seeks direction from Council regarding the parallel (siding) track and 1st Avenue at-grade crossing prior to the Master Agreement meeting on November 30th.

DESCRIPTION: Staff has continued to provide updates on the development of the Wye project in regards to environmental review and project negotiations. Bid letting on the \$50 million project is proposed for November of 2017, construction starting in the spring of 2018 and project completion proposed for the fall of 2020.

FINANCIAL CONSIDERATIONS: N/A

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Sean E. Christensen, Public Works Director

REVIEWED BY: Michael McGuire, Interim City Administrator

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, November 30, 2016, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Shawn Mueske Member

Others present: Finance Director Steve Okins, City Administrator Mike McGuire, Rice Hospital Representatives Michael Schramm and Bill Fenske, and Council Member Audrey Nelsen.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 2017 Rice Memorial Hospital Budget (Information)

CEO Michael Schramm and CFO Bill Fenske reviewed the 2017 Forecast and explained the statistics used in preparation of the Forecast and the methodology followed in developing their 2017 projections. Net Operating Revenue for 2017 is projected with a slight increase to be \$107,406,991 and Net Operating Expenses are projected with a slight increase to be \$103,876,138. The estimated Net Income by the end of 2017 is \$4,014,853. Discussion included Inpatient activity which remains flat, the push towards Outpatient services, the positive effects of the Affordable Care Act, and a projected rate increase of 3% next year. This matter was taken for information.

Item No. 4 2017 Street Improvement Program (2 Resolutions)

A. Intent to Reimburse for Costs. Staff explained to the Committee that prior to incurring costs on the 2017 Street Improvement Projects, it is necessary, per bond regulations under the Internal Revenue Code, that the Council adopts a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code for the 2017 Street Improvement Projects. Council Member Johnson seconded the motion which carried.

B. Budget. Staff presented to the Committee the budget for the 2017 Improvement Projects totaling \$3,450,000. It was noted that Council action is required to approve the budgets outlining the estimated cost and funding sources for the projects. Estimated bond financing for these improvements is \$2,000,000. It was noted that the estimated special assessments listed on this budget is subject to further review.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the 2017 Improvement Projects Budget for a total of \$3,450,000 as presented. Council Member Johnson seconded the motion which carried.

There being no further business to come before the Committee, the meeting was adjourned at 5:30 PM by Chair Anderson.

Respectfully submitted,

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

Carol Cunningham
Accounting Supervisor

To: City of Willmar
From: Mike Schramm & Bill Fenske
Date: November 22, 2016
Subject: 2017 Financial Forecast

Attached is the Fiscal Year 2017 Forecast. The Forecast has been updated for 3rd Quarter 2016 Actual activity and projected through 4th Quarter 2017. The 2016 final projection is more positive than the previous two forecasts due to higher than projected patient activity and better reimbursement.

Projected 2016 Total Operating Revenues are \$106.7 million compared to the Forecast from a year ago of \$97.0 million, a 10.0% increase while expenses are projected to be \$102.2 million compared to an original Forecast of \$93.7 million (9.0%) from a year ago. Significant increases in patient activity contributed to the improvements in operations and profitability.

The Revised 2016 Forecast projects a 2016 Operating Margin of 4.3% for the Consolidated Rice Operations compared to a projection of 3.4% from a year ago. Excess Margin for 2016 is projected at 5.0% with EBIDA Operating Margin at 13.5%. It is projected that the Debt/Capitalization Ratio will end the current year at 39% with Days of Cash at 124.

The 2017 Forecast projects a slightly lower profitability factoring out a couple of one-time revenue sources received in 2016. The Consolidated Operating Margin for 2017 is projected to be 3.3%. Inpatient activity is projected to remain flat to the last couple of quarters with an Average Daily Census in the 34 range; Surgical cases around 900 per quarter; and Emergency Room visits slightly above 3,400 visits per quarter. Graphs for each of these volume indicators are presented on the following pages. Revenues are projected to increase 0.6% next year with Expenses projected to increase 1.7%. A proposed average 3% increase in charges is being suggested for approval. Based on projections from Medicare and other payers it is likely that the net effect of these increases will be in the 1% range and with expenses projected to increase an average of 2%; thus further operational efficiencies will need to be realized. Capital expenditures are projected to be slightly higher in 2017 at \$6.0 million (not factoring in the Rehab Building Project). As a result due to Operational Performance and Balance Sheet management; Days of Cash is expected to increase by 11 days in 2017.

The Rice Memorial Hospital Board of Directors recently approved the 2017 Forecast with the above mentioned assumptions and included in the attached Statements along with a recommended 3% increase in rates and a \$6.0 million capital budget.

2017 Forecast

Balance Sheet

11/22/2016

	2013	2014	12/31/2015	12/31/2016	3/31/2017	6/30/2017	9/30/2017	12/31/2017
ASSETS								
CURRENT ASSETS								
CASH AND CASH EQUIVALENTS	\$ 9,357,157	\$ 2,447,311	\$ 3,233,292	\$ 3,114,719	\$ 3,773,810	\$ 3,714,532	\$ 3,695,942	\$ 3,348,380
TRUSTEE BOND AGREEMENTS - CURRENT	2,379,838	2,757,540	2,958,692	2,958,692	1,096,731	1,958,246	2,070,471	2,958,692
ACCOUNTS RECEIVABLE NET	14,513,548	14,720,163	18,878,798	16,498,330	16,573,935	16,835,137	16,804,168	16,830,514
OTHER RECEIVABLES	437,453	548,759	795,332	756,603	756,603	756,603	756,603	756,603
INVENTORY	2,117,850	1,974,860	2,140,792	2,112,620	2,212,620	2,212,620	2,312,620	2,312,620
PREPAID EXPENSES	991,750	877,299	1,025,311	1,093,877	1,093,877	1,093,877	1,093,877	1,193,877
TOTAL CURRENT ASSETS	29,797,596	23,325,931	29,032,218	26,534,841	25,507,576	26,571,015	26,733,681	27,400,686
ASSETS LIMITED AS TO USE								
HELD BY TRUSTEES - BOND AGREEMENTS	3,571,279	3,776,634	3,776,634	3,776,634	3,776,634	3,776,634	3,776,634	3,776,634
REMAINDER UNITRUST - RECEIVABLE	47,522	47,522	47,522	47,522	47,522	47,522	47,522	47,522
ENDOWMENT FUND INVESTMENTS-RICE TRUST	2,960,184	3,061,232	2,920,922	3,077,625	3,108,401	3,139,485	3,170,880	3,202,588
TOTAL ASSETS - USE IS LIMITED	6,578,985	6,885,388	6,745,078	6,901,781	6,932,557	6,963,641	6,995,036	7,026,744
PROPERTY PLANT & EQUIPMENT								
PROPERTY PLANT & EQUIPMENT	136,903,754	142,634,962	148,474,757	153,564,997	154,889,997	156,514,997	158,039,997	159,564,997
LESS: ACCUMULATED DEPRECIATION	(75,712,695)	(80,874,221)	(87,408,770)	(90,640,699)	(92,840,699)	(95,040,699)	(97,240,699)	(99,440,699)
NET PROPERTY, PLANT & EQUIPMENT	61,191,059	61,760,741	61,065,987	62,924,298	62,049,298	61,474,298	60,799,298	60,124,298
OTHER ASSETS								
INVESTMENTS - FIXED INCOME	22,595,563	25,106,026	24,355,400	28,511,766	30,431,766	30,551,766	31,671,766	31,791,766
INVESTMENTS - SHARED HEALTH RESOURCES	439,455	459,048	487,523	512,523	512,523	512,523	512,523	512,523
INVESTMENTS - WILLMAR MEDICAL SERVICES	3,769,316	4,269,043	4,020,928	5,435,000	5,665,000	5,895,000	6,125,000	6,355,000
INVESTMENTS - LAKE REGION HOME MEDICAL	-	18,125	(16,322)	(10,812)	9,188	29,188	49,188	69,188
INVESTMENTS - VHAUM CSC	54,963	54,963	50,000	50,000	50,000	50,000	50,000	50,000
GOODWILL, NET	84,722	83,389	82,057	79,057	77,057	75,057	73,057	71,057
DEFERRED DEBT ACQUISITION COSTS	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-
TOTAL OTHER ASSETS	26,944,019	29,990,594	28,979,586	34,577,534	36,745,534	37,113,534	38,481,534	38,849,534
TOTAL ASSETS	\$ 124,511,659	\$ 121,962,654	\$ 125,822,869	\$ 130,938,453	\$ 131,234,965	\$ 132,122,488	\$ 133,009,549	\$ 133,401,262
LIABILITIES AND NET ASSETS								
CURRENT LIABILITIES								
CURRENT MATURITIES OF LONG TERM DEBT	\$ 1,730,232	\$ 1,944,520	\$ 2,239,597	\$ 2,457,688	\$ 2,564,856	\$ 2,567,625	\$ 2,570,437	\$ 2,573,263
ACCOUNTS PAYABLE - TRADE	1,939,719	1,856,341	2,418,818	2,467,444	2,467,444	2,467,444	2,467,444	2,467,444
ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	192,060	(188,000)	80,000	62,188	62,188	62,188	62,188	62,188
ACCRUED SALARIES, WAGES AND BENEFITS	11,135,015	11,471,485	10,635,036	10,969,438	10,969,438	10,969,438	10,969,438	10,469,438
ACCRUED INTEREST AND MISC EXPENSE	2,093,781	2,225,849	2,651,080	2,410,000	2,410,000	2,410,000	2,410,000	2,410,000
TOTAL CURRENT LIABILITIES	17,090,807	17,310,194	18,024,531	18,366,758	18,473,926	18,476,695	18,479,507	17,982,333
LONG TERM DEBT (LESS CURRENT PORTION)	49,770,570	47,945,859	46,826,832	44,255,569	42,163,359	42,002,553	41,841,013	41,678,729
TOTAL LIABILITIES	66,861,377	65,256,053	64,851,363	62,622,326	60,637,285	60,479,247	60,320,520	59,661,062
NET PENSION LIABILITY			35,418,495	35,682,265	36,000,000	36,000,000	36,000,000	36,000,000
NET ASSETS								
RESTRICTED FUNDS								
DEBT SERVICE AND RESERVE	3,571,279	3,776,634	3,776,634	3,776,634	3,776,634	3,776,634	3,776,634	3,776,634
SPECIFIC PURPOSE FUND	270,286	216,568	273,764	200,000	200,000	200,000	200,000	200,000
PERMANENT ENDOWMENT	2,960,184	3,061,232	2,920,922	3,077,625	3,108,401	3,139,485	3,170,880	3,202,588
CURRENT YEAR INCOME	(3,428,036)	(1,677,986)	2,848,854	1,136,742	966,521	1,014,477	1,014,393	1,019,462
UNRESTRICTED	54,276,569	51,330,153	15,732,837	24,442,862	26,546,124	27,512,645	28,527,122	29,541,515
TOTAL NET ASSETS	57,650,282	56,706,601	25,553,011	32,633,862	34,597,680	35,643,241	36,689,029	37,740,200
TOTAL LIABILITIES AND NET ASSETS	\$ 124,511,659	\$ 121,962,654	\$ 125,822,869	\$ 130,938,453	\$ 131,234,965	\$ 132,122,488	\$ 133,009,549	\$ 133,401,262

**2017 Forecast
Income Statement**

2017

11/22/2016	2015	2016	1st Qtr-F	2nd Qtr-F	3rd Qtr-F	4th Qtr-F	2017 Forecast @ 11/04/16
Consolidated							
Inpatient Revenue	\$ 65,254,004	\$ 66,543,217	\$ 16,834,020	\$ 16,859,048	\$ 16,954,790	\$ 16,861,960	\$ 67,509,818
Outpatient Revenue	142,155,432	149,830,806	37,452,171	37,565,180	37,501,686	37,486,276	150,005,313
Rice Care Center Revenue	12,079,526	11,897,838	3,059,644	3,093,640	3,127,636	3,127,636	12,408,556
Rice Home Medical Revenue	13,874,906	13,915,981	3,473,370	3,470,023	3,463,365	3,480,739	13,887,498
Total Patient Revenue	233,363,868	242,187,843	60,819,204	60,987,892	61,047,477	60,956,611	243,811,185
Less Contractual Allowances	(123,929,132)	(123,788,060)	(30,696,584)	(30,777,761)	(30,802,025)	(30,751,122)	(123,027,493)
Net Revenue from Patients	109,434,736	118,399,782	30,122,620	30,210,131	30,245,452	30,205,488	120,783,692
Other Operating Revenue	14,632,424	16,330,849	3,821,873	3,831,492	3,833,739	3,826,196	15,313,299
Less WMS Operating Revenue	(26,510,105)	(28,005,524)	(7,160,000)	(7,180,000)	(7,180,000)	(7,170,000)	(28,690,000)
Total Operating Revenue	97,557,055	106,725,107	26,784,493	26,861,623	26,899,191	26,861,684	107,406,991
Total Operating Expense	112,980,399	119,875,334	30,409,230	30,450,891	30,488,542	30,439,724	121,788,387
Less: WMS Expenses	(17,804,369)	(17,692,684)	(4,470,258)	(4,482,745)	(4,482,745)	(4,476,501)	(17,912,249)
Net Operating Expenses	95,176,030	102,182,650	25,938,972	25,968,146	26,005,797	25,963,222	103,876,138
Net Operating Income (Loss)	2,381,025	4,542,457	845,521	893,477	893,393	898,462	3,530,853
Non-Operating Revenue	913,134	806,773	121,000	121,000	121,000	121,000	484,000
Net Income (Loss)	\$ 3,294,159	\$ 5,349,230	\$ 966,521	\$ 1,014,477	\$ 1,014,393	\$ 1,019,462	\$ 4,014,853

2017 Forecast

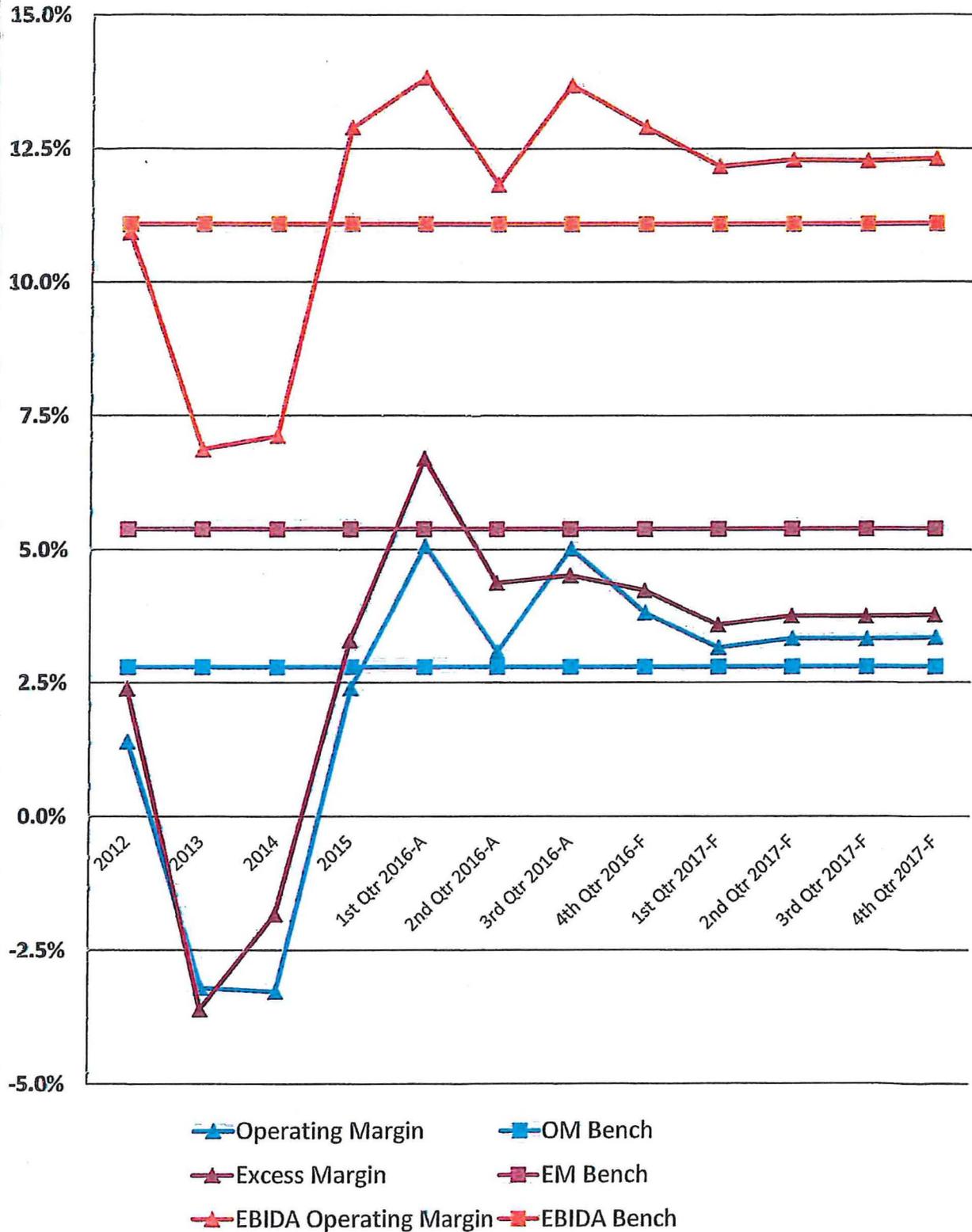
Cash Flow Statement & PP&E Additions

Line #	FOR THE PERIOD ENDED:								
	Three Months Ended 3/31/2016	Three Months Ended 6/30/2016	Three Months Ended 9/30/2016	Three Months Ended 12/31/2016	Three Months Ended 3/31/2017	Three Months Ended 6/30/2017	Three Months Ended 9/30/2017	Three Months Ended 12/31/2017	
1	Sources of Cash & Investments:								
2	Net Income	\$ 1,835,210	\$ 1,160,706	\$ 1,216,572	\$ 1,136,742	\$ 966,521	\$ 1,014,477	\$ 1,014,393	\$ 1,019,462
3	Depreciation & Amortization	2,120,534	2,055,264	2,118,540	2,200,000	2,200,000	2,200,000	2,200,000	2,200,000
4	Debt Proceeds	-	-	-	200,000	-	-	-	200,000
5	Other-Rehab Foundation Grant	-	-	500,000	250,000	250,000	250,000	250,000	250,000
6	Total Sources	3,955,744	3,215,970	3,835,112	3,786,742	3,416,521	3,484,477	3,484,393	3,669,462
7	Uses								
9	Property, Plant, and Equipment - Gross	1,715,277	3,985,102	3,680,861	1,025,000	1,325,000	1,625,000	1,525,000	1,525,000
10	Debt Payments	1,997,738	58,866	147,948	348,621	1,985,041	158,038	158,728	359,457
11	Working Capital Changes & Other - Net	(1,980,606)	(2,977,119)	2,170,143	583,945	(2,472,612)	1,620,717	679,256	2,012,567
12	Other	-	-	-	-	-	-	-	-
13	Total Uses	1,732,409	1,066,849	5,998,952	1,957,565	837,429	3,403,755	2,362,984	3,897,025
14									
15	Increase / (Decrease) Cash & Investments	2,223,335	2,149,121	(2,163,840)	1,829,177	2,579,092	60,722	1,101,410	(227,562)
16									
17	Beginning of Period (January 1)	27,588,692	29,812,027	31,961,148	29,797,308	31,626,485	34,205,576	34,266,298	35,367,708
18									
19	End of Period	\$ 29,812,027	\$ 31,961,148	\$ 29,797,308	\$ 31,626,485	\$ 34,205,576	\$ 34,266,298	\$ 35,367,708	\$ 35,140,146
2017 Summary				\$ 1,025,000	\$ 1,325,000	\$ 1,625,000	\$ 1,525,000	\$ 1,525,000	
Total PP&E Additions				\$ -	\$ 1,025,000	\$ 1,325,000	\$ 1,625,000	\$ 1,525,000	\$ 1,525,000

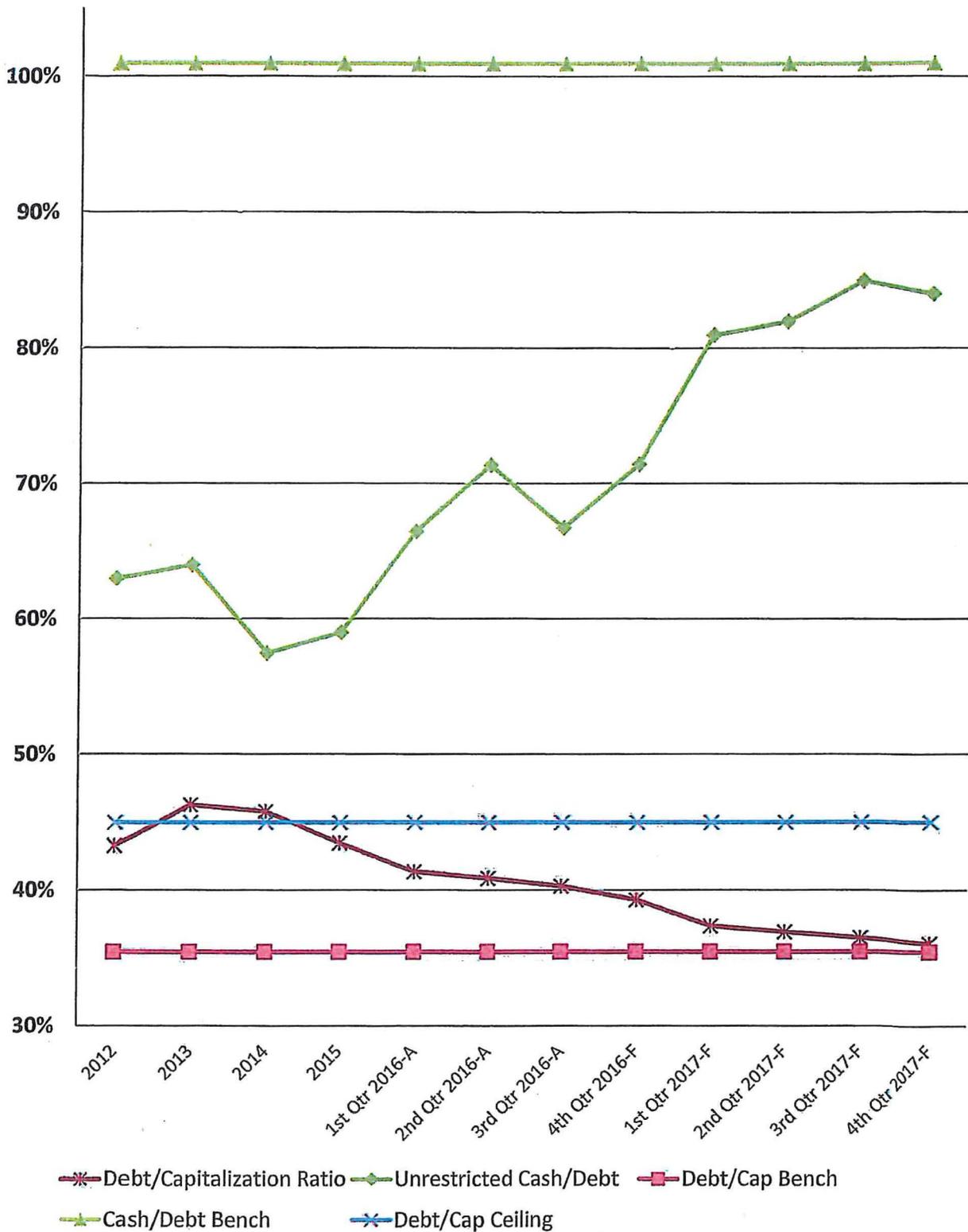
2017 Forecast
KEY PERFORMANCE INDICATORS

FOR THE PERIOD ENDED:		2012	2013	2014	2015	1st Qtr 2016-A	2nd Qtr 2016-A	3rd Qtr 2016-A	4th Qtr 2016-F	1st Qtr 2017-F	2nd Qtr 2017-F	3rd Qtr 2017-F	4th Qtr 2017-F	Benchmarks
1	<u>OPERATIONAL</u>													
2	<u>Operating Margin</u>													
3	Rice Hospital	1.3%	-1.5%	-3.6%	2.4%	6.5%	4.5%	7.2%	5.1%	3.8%	3.8%	3.8%	3.8%	
4	Rice Care Center	8.7%	1.0%	6.5%	7.2%	-1.8%	1.6%	-1.7%	0.4%	3.9%	3.9%	3.9%	3.9%	
5	Rice Home Medical	-3.0%	-22.5%	-9.0%	-1.5%	-2.7%	-8.9%	-11.5%	-5.6%	-3.7%	-1.8%	-1.9%	-1.5%	
6														
7	Operating Margin	1.4%	-3.2%	-3.3%	2.4%	5.1%	3.1%	5.0%	3.8%	3.2%	3.3%	3.3%	3.3%	2.8%
8														
9	Excess Margin	2.4%	-3.6%	-1.8%	3.3%	6.7%	4.4%	4.5%	4.2%	3.6%	3.8%	3.8%	3.8%	5.4%
10														
11	EBIDA Operating Margin	10.9%	6.9%	7.1%	12.9%	13.8%	11.8%	13.7%	12.9%	12.2%	12.3%	12.3%	12.3%	11.1%
12														
13	<u>FINANCIAL</u>													
14	Debt/Capitalization Ratio	43%	46%	46%	44%	41%	41%	40%	39%	37%	37%	37%	36%	36%
15	Net Days in Accounts Receivable	64	52	53	63	60	50	51	51	51	51	51	51	47
16	Days of Cash	114	128	116	116	116	125	117	124	133	133	137	135	151
17	Unrestricted Cash/Debt	63.0%	64%	57%	59%	67%	71%	67%	71%	81%	82%	85%	84%	101%

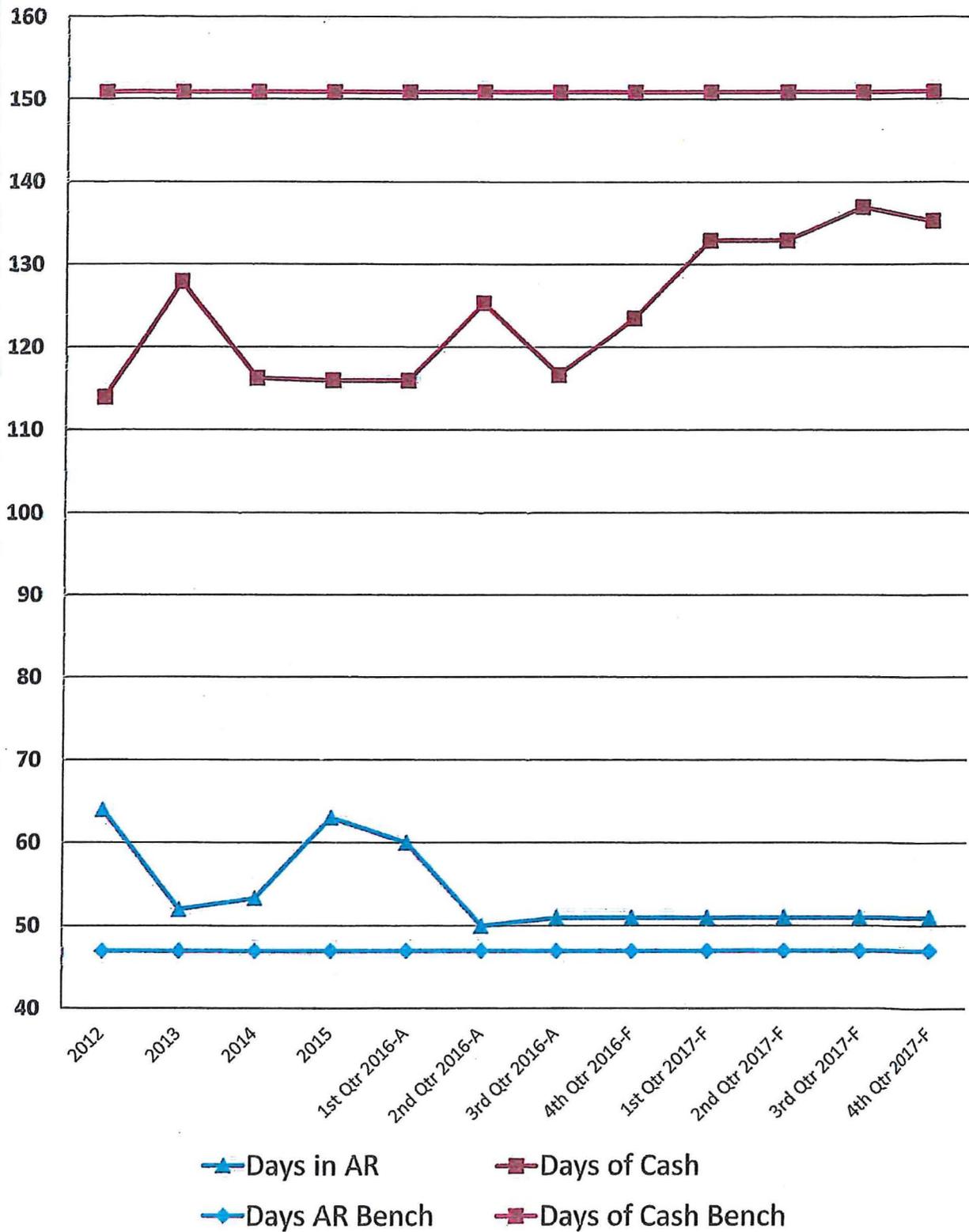
Operational Ratios



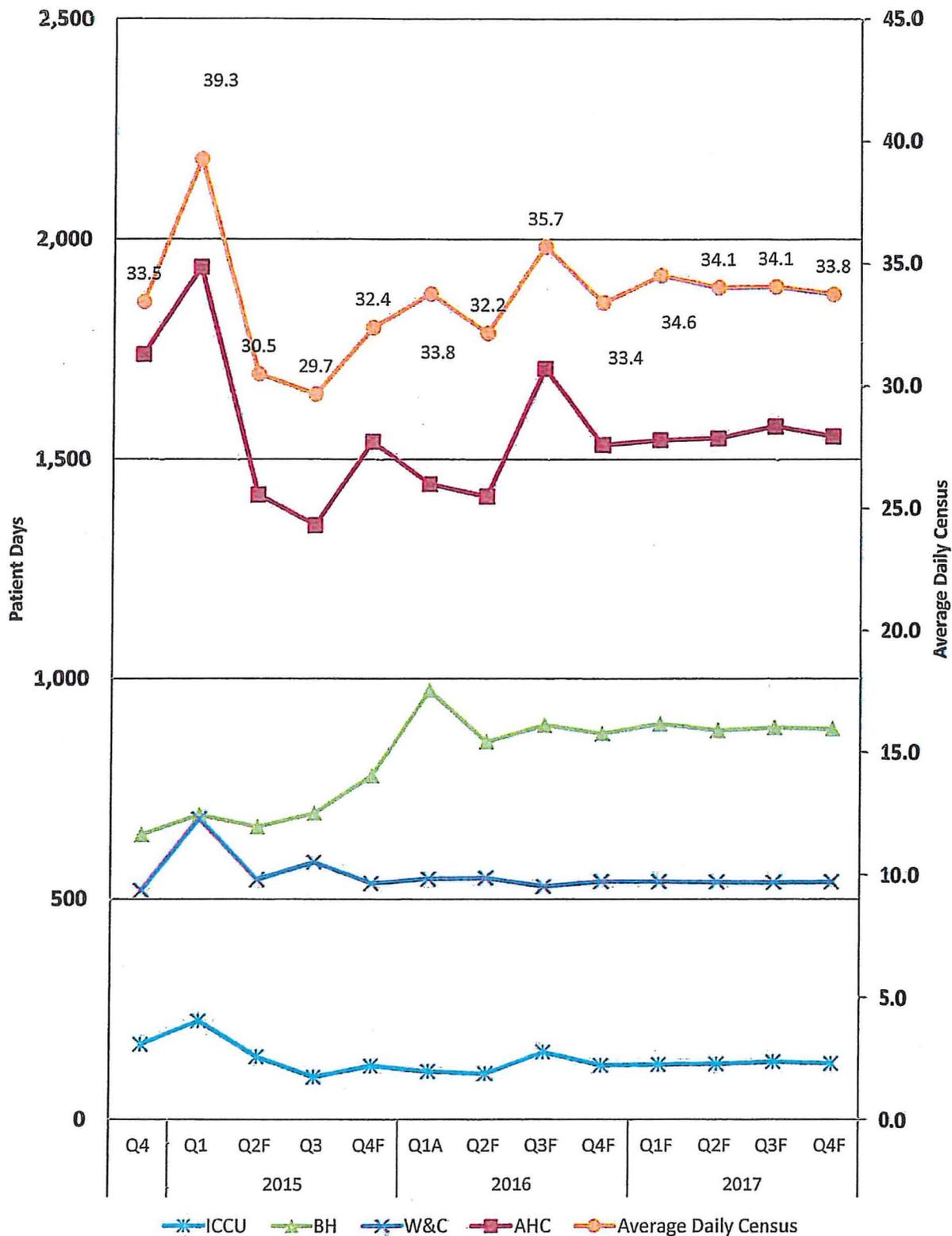
Financial Debt Ratios



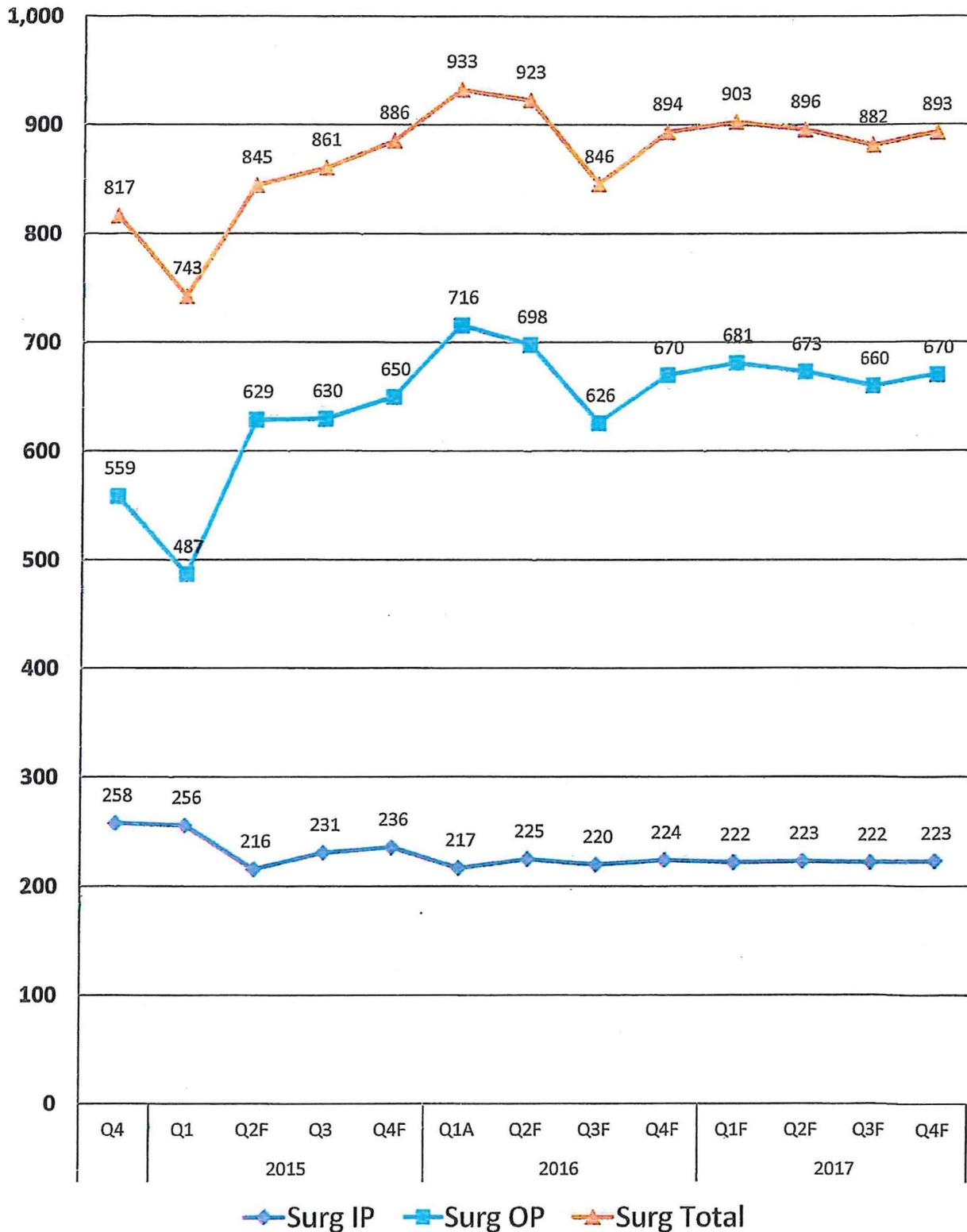
Cash & AR Ratios



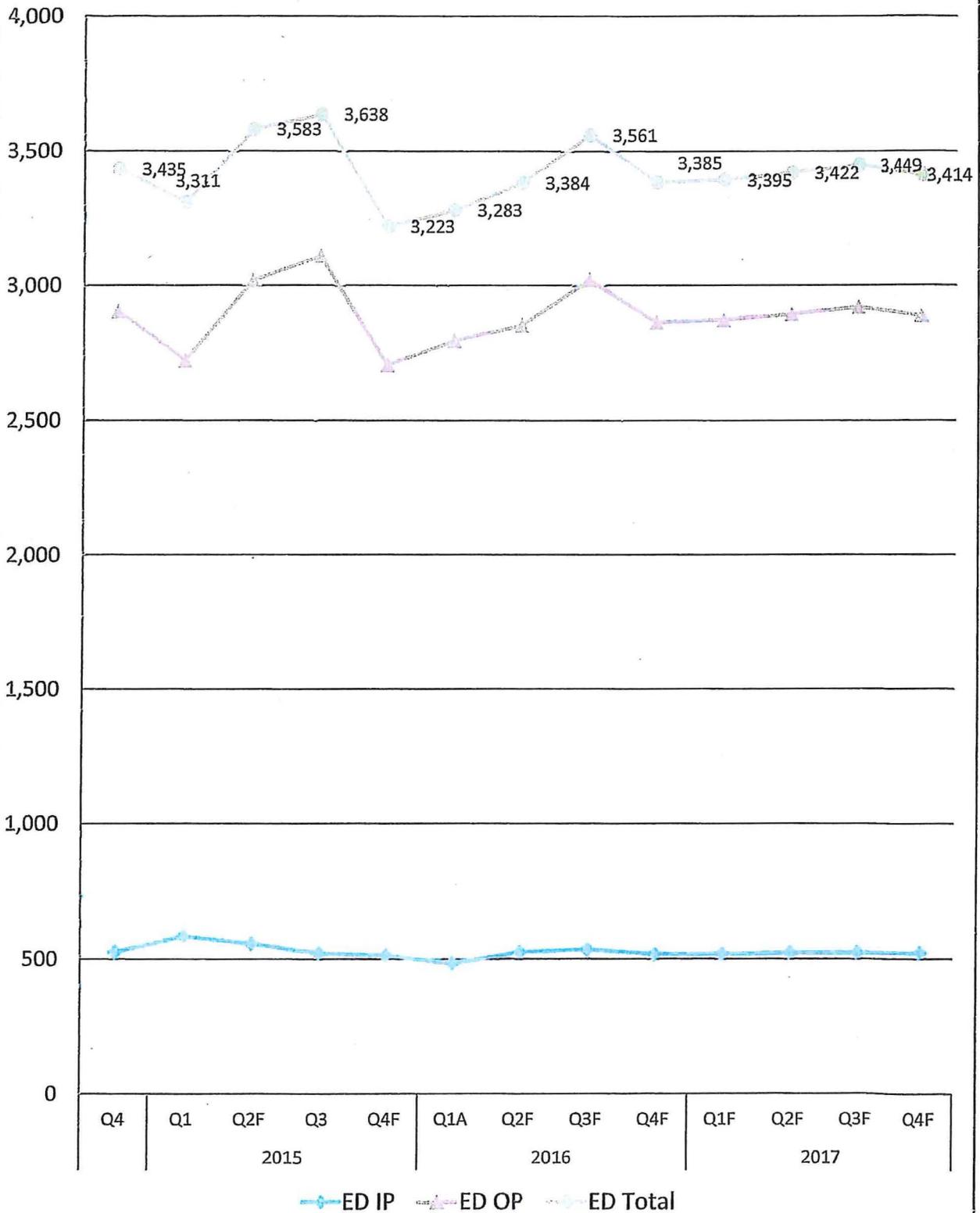
Patient Days



SURGICAL SERVICES



EMERGENCY SERVICES





★ WILLMAR

Public Works Director

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

COUNCIL ACTION REQUEST

DATE: November 30, 2016

SUBJECT: Resolutions of Intent to Reimburse and Budget – 2017 Street Improvement Projects

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendations:

Adopt the resolution of Intent to Reimburse for costs on the 2017 Street Improvement Projects.

Adopt the resolution setting the 2017 Street Improvement Projects preliminary budget at \$3,450,000.00.

BACKGROUND: Prior to incurring costs on the 2017 project it is necessary the Council adopt a Resolution of Intent to Reimburse. This will ensure the City will be reimbursed for project costs after the date of the resolution.

FINANCIAL CONSIDERATION: The resolution insures project costs are covered by the bond issue.

LEGAL: The resolution establishes procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

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

Reviewed By: Michael McGuire, City Administrator

RESOLUTION NO. _____

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED, by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby

authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 5th day of December, 2016, by the Willmar City Council

MAYOR

Attest:

CITY CLERK

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.
2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: 2017 Pavement Management Improvement Bonds.
3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$2,000,000.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.
4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.
5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: December 5th, 2016

Judy Thompson
City Clerk
City of Willmar, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on December 5, 2016. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 5th day of December, 2016.

City Clerk
City of Willmar, Minnesota

RESOLUTION NO. ____
 PRELIMINARY 2017 STREET IMPROVEMENTS BUDGET

ESTIMATED TOTAL COST \$3,450,000.00

*Budget Amounts are Essential

Dated:

Code

PERSONNEL SERVICES

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

RECEIVABLES

Assessments Prop Owners	\$1,513,560.00
Community Investment	_____ \$486,440.00
General	_____ \$600,000.00
State Aid	_____ \$750,000.00
WTP	_____ \$50,000.00
MUC	_____ \$50,000.00
Kandiyohi County	_____ \$0.00
TOTAL	_____ \$3,450,000.00

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	_____
TOTAL	_____ \$0.00

FINANCING

General	\$600,000.00
Bonds	_____ \$2,000,000.00
State Aid	_____ \$750,000.00
WTP	_____ \$50,000.00
MUC	_____ \$50,000.00
Kandiyohi County	_____ \$0.00
TOTAL	_____ \$3,450,000.00

GRAND TOTAL **\$3,450,000.00**

Dated: _____

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.	_____ \$2,657,735.00
37 Subsistence of Persons	_____
38 Cleaning & Waste Removal	_____
39* Other Services	_____ \$265,773
TOTAL	_____ \$2,923,508

Mayor

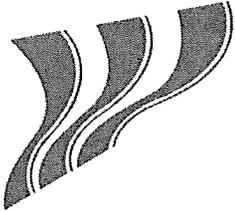
Attest:

OTHER CHARGES

40 Rents	_____
41* Insurance & Bonds	_____
42 Awards & Indemnities	_____
43 Subscription/Memberships	_____
44 Interest	_____
45 Licenses & Taxes	_____
46 Prof. Serv.	_____ \$511,492.00
47* Advertising	_____
48* Adm. OH (Transfer)	_____
49 Other Charges	_____ \$15,000.00
TOTAL	_____ \$526,492.00

City Clerk/Treasurer

GRAND TOTAL **\$3,450,000**



WILLMAR

City Clerk

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

COUNCIL ACTION REQUEST

DATE: December 5, 2016

SUBJECT: Amend Ordinance No. 463 —An Ordinance Establishing Urban and Rural Service Districts in the City of Willmar Under Authority of 1965 Session Laws, Chapter 712

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

Set a Public Hearing on December 19, 2016, to Amend Ordinance No. 463

BACKGROUND:

Ordinance No. 463 was approved August 13, 1966, designating certain areas of land in the Rural Service District. Since then, the City of Willmar has grown substantially and new areas are now eligible to be included in the district and others no longer qualify.

FINANCIAL CONSIDERATION:

LEGAL: Minnesota Statute 272.67

Department/Responsible Party: Judy R. Thompson, City Clerk

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR
ORDINANCE NO. 463, AS AMENDED BY ORDINANCE NO. 483, ESTABLISHING
URBAN AND RURAL SERVICE DISTRICTS IN THE CITY OF WILLMAR

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

Section 1. REMOVAL OF REAL PROPERTY FROM RURAL SERVICE DISTRICT.
Ordinance No. 463, Section 3 is hereby amended to remove the following real property in the
City of Willmar, Kandiyohi County, from the Rural Service District:

- a. Section 10, of Township 119, Range 35.

Section 2. ADDITION OF REAL PROPERTY TO RURAL SERVICE DISTRICT.
Ordinance No. 463, Section 3 is hereby amended to include the following real property in the
City of Willmar, Kandiyohi County, in the Rural Service District:

- a. Section 4, of Township 119, Range 35;
- b. Section 8, of Township 119, Range 35;
- c. Those portions of Section 11, of Township 119, Range 35, not already included in the
Rural Service District under Ordinance 463;
- d. Those portions of Section 13, of Township 119, Range 35, not already included in the
Rural Service District under Ordinance 463;
- e. Those portions of Section 14, of Township 119, Range 35, not already included in the
Rural Service District under Ordinance 463;
- f. Section 18, of Township 119, Range 35;
- g. Section 19, of Township 119, Range 35;
- h. Those portions of Section 20, of Township 119, Range 35, not already included in the
Rural Service District under Ordinance 463;
- i. Those portions of Section 23, of Township 119, Range 35, not already included in the
Rural Service District under Ordinance 463.
- j. Section 26, of Township 119, Range 35;
- k. Section 27, of Township 119, Range 35;
- l. Section 35, of Township 120, Range 35;
- m. Section 36, of Township 120, Range 35;
- n. Section 11, of Township 119, Range 36;
- o. Section 12, of Township 119, Range 36;
- p. Section 13, of Township 119, Range 36;
- q. Section 14, of Township 119, Range 36;
- r. Section 23, of Township 119, Range 36; and
- s. Section 24, of Township 119, Range 36.

Section 3. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption
and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2016.

ATTEST:

Judy Thompson, City Clerk

Marvin Calvin, Mayor

VOTE: _____ AHMANN _____ ANDERSON _____ CHRISTIANSON
_____ FAGERLIE _____ JOHNSON _____ MUESKE _____ NELSEN _____ PLOWMAN

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____