

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

April 20, 2015
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 Calvin, Council Members Ron Christianson, Andrew Plowman, Denis Anderson, Rick Fagerlie, Jim Dokken, Audrey Nelsen, and Tim Johnson; Present 8, Absent 1. Council Member Steve Ahmann was excused from the meeting.

Also present were City Clerk Kevin Halliday, Police Chief Jim Felt, Planning and Development Director, Bruce Peterson, Fire Chief, Gary Hendrickson, Public Works Director Sean Christensen, City Attorney Robert Scott, Police Captain Michael Anderson and Police Sergeant Mike Markanen.

Council Member Nelsen requested the addition of an item for discussion at the end of the meeting.

Council Member Anderson offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of April 6, Labor Relations/City Council Minutes of April 8, Municipal Utilities Commission Minutes of April 13, Planning Commission Minutes of April 8, Accounts Payable Report through April 16, 2015, and Zoning Appeals Board Minutes of April 6, 2015. Council Member Anderson seconded the motion. Council Member Nelsen requested the April 6 Labor Relations/City Council Minutes be changed to reflect Vice Chair Jim Dokken calling the meeting to order rather than Mayor Calvin. With these changes, the motion carried.

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

The Finance Committee Report for April 13, 2015 was presented to the Mayor and Council by Council Member Anderson. There were ten items for consideration.

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

Item No. 2 Fire Chief Hendrickson explained to the Committee that the Fire Station's current means of communication with the City's network is via a wireless link which is prone to weather interruptions and has a limited service life. The most recent purchase of a new antenna for the fire station occurred in 2013 which cost \$4,000, not including installation, and replaced a three-year old antenna. It was also noted that the current tower that the antenna resides on is scheduled to be taken down in 2016 to be replaced with a new mono-pole by Verizon Wireless. During the installation an alternative connection would need to be developed in order for staff to continue to conduct daily activities. The purchase and installation of a fiber connection will eliminate the need to invest in a temporary connection which will ultimately save money in the future. The total cost to purchase and install the direct fiber link between City Hall and the Fire Station is estimated at \$26,649 through MP Nexlevel. It is proposed that excess funds from the Fire Department 2014 Operating Budget be utilized for this expenditure.

The Committee was recommending the Council authorize the Mayor and the City Administrator to execute the agreement with MP Nexlevel to purchase and install the direct fiber link between City Hall and the Fire Station in the amount of \$26,649, utilizing excess funds from the 2014 Fire Department Operating Budget as presented.

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

Resolution No. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$26,649 from the 2014 Operating Excess Funds to the 2015 Capital Outlay Program to install the direct fiber link between City Hall and the Fire Station as follows:

Increase:	2015 Fire Department Capital Outlay Expenditures/ Direct Fiber Link Installation	\$26,649
Decrease:	2014 Excess Funds	\$26,649

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 3 IT Coordinator Ross Smeby reported to the Committee that the elevator installed in the Blue Line Center has a dedicated phone line expense that was not planned for in the 2015 budget. It is anticipated the annual cost for this phone line will be \$633.12. Also, Charter Communications has recently notified the City that they will begin charging an additional \$588.89 per month for the City's Primary Rate Interface (PRI) phone line. The City purchased the new Voice Over IP system a couple of years ago. The additional annual cost to the City for 2015 is anticipated at \$6,477.79. The 2015 IT Communications Budget needs to be increased \$7,111 to accommodate these two unplanned operating expenditures and would be funded from excess funds in the 2014 budget. It was the Committee's recommendation to the Council to authorize the 2015 IT Communications Budget increase of \$7,111 and that excess funds from the 2014 Budget be utilized for this increase.

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

Resolution No. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$7,111 from the 2014 Operating Excess Funds to the 2015 Information Technology Communications Budget for Blue Line Center Elevator Telephone monthly charges and for the City Hall Primary Rate Interface Telephone Line monthly charges as follows:

Increase:	2015 Information Technology Communications Expenditures	\$ 7,111
Decrease:	2014 Excess Funds	\$ 7,111

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 IT Coordinator Ross Smeby reported to the Committee that Microsoft Software Assurance licensing for Server and Devices is due every three years. Due to Microsoft licensing policy changes and additional users for the City, the recalculated total for the licenses was \$9,206 higher than anticipated. Prorated over three years, the annual increase would be \$3,069. It is being proposed that these

funds come from the 2014 General Fund Surplus. The recommendation of the Committee was to authorize the 2015 IT Licenses/Taxes Budget increase of \$3,069 and that excess funds from the 2014 Budget be utilized for this increase.

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

Resolution No. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$3,069 from the 2014 Operating Excess Funds to the 2015 Information Technology Licenses/Taxes Budget for the increase in Microsoft Software Assurance licensing for the City's Server and Devices as follows:

Increase:	2015 Information Technology Communications Expenditures	\$ 3,069
Decrease:	2014 Excess Funds	\$ 3,069

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff explained to the Committee that the current intergovernmental transfer agreement with Willmar Municipal Utilities (MUC) expired at the end of December, 2014. A new agreement has been negotiated for 2015 establishing an annual amount based on 4.90% of the MUC's audited net position as of January 1 of the previous year, but not to exceed a four percent increase in the amount of the intergovernmental transfer payment of the previous year. The previous agreement also reflected a rate of 4.90% of net position with the same limit on annual increases. It was noted that other potential methods for calculating this payment will be researched for future agreements. It was the recommendation of the Committee to authorize the Mayor and the City Administrator to execute the agreement as presented.

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

Resolution No. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and City Administrator to execute the Intergovernmental Transfer Agreement between the City of Willmar and the Willmar Municipal Utilities for 2015 establishing the annual transfer rate at 4.9% of audited net assets, not to exceed an increase in excess of 4% per year.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff presented the Committee the details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Staff was recommending not waiving the statutory tort limits at this time. It was the consensus of the Committee to concur with staff and recommend the Council not waive the statutory tort limits.

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

Resolution No. 5

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Community Ed & Rec Director Steve Brisendine presented to the Committee a request for an increase of \$2,000 to the Willmar Parks & Recreation Master Plan Contract with SRF Consulting Group, Inc. Staff felt it necessary to have a final meeting with SRF representatives to clarify and provide deeper explanation of the Master Plan results. This additional work was provided by SRF at a cost of \$2,000 which increased the total contract to \$49,950. It was the Committee's recommendation to the Council to authorize the additional work performed by SRF Consulting Group, Inc., thereby increasing the total Contract to \$49,950.

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

Resolution No. 6

BE IT RESOLVED by the City Council of the City of Willmar that the agreement with SRF Consulting Group, Inc., for the Willmar Parks & Recreation Master Plan, be amended with Change Order No. 1 as follows:

Additional meeting with Staff to clarify and provide deeper explanation of the Master Plan results, increasing the total contract by \$2,000.

BE IT FURTHER RESOLVED that the Mayor and City Administrator be authorized to execute the necessary documents on behalf of the City for this Change Order No. 1.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 8 Staff explained to the Committee that the 2015 Crack Sealing and Seal Coating Project quotes were received on April 7, 2015, totaling \$70,470. The 2015 Public Works Operating Budget included \$65,000 for this project. Consequently, it is necessary to reappropriate unused 2015 Capital Funds from the purchase of four Kubota mowers to cover the \$5,470 shortfall. The Committee was recommending to the Council to reappropriate \$5,470 from the 2015 Capital Projects Purchase of Four Kubota Mowers to the 2015 Public Works Operating Budget for the additional amount needed for Crack Sealing and Seal Coating.

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

Resolution No. 7

BE IT RESOLVED by the City Council of the City of Willmar to authorize the City Administrator to enter into an agreement on behalf of the City and the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease:	2015 Public Works Kubota Lawn Mower Purchases	\$5,470.00
Increase:	2015 Public Works Operating Budget	\$5,470.00

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 9 Staff explained that the Civic Center Zamboni was authorized for replacement in accordance with the Vehicle Replacement Program on September 2, 2014. Arena Warehouse has offered \$27,500 to purchase the old Zamboni. It was noted that the dealer who sold the City the new Zamboni indicated the old one would be valued at \$12,000, so selling it for \$27,500 is a respectable return on our initial investment. Staff was seeking approval for the sale of the old Zamboni and charger to Arena Warehouse for the sum of \$27,500 and to reallocate those funds to the 2015 Civic Center Operating Budget. It was the recommendation of the Committee to the Council to authorize the sale of the old Civic Center Zamboni and charger to Arena Warehouse for \$27,500 and that those funds be reallocated to the 2015 Civic Center Operating Budget.

Resolution No. 8 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Zamboni is authorized to be sold to Arena Warehouse in the amount of \$27,500.00.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 10 Staff explained that the Public Works Department replaced the 2005 International Dump Truck in accordance with the Vehicle Replacement Program through State Contract as authorized by Council action on January 20, 2015. The Willmar Municipal Utilities has offered \$28,000 to purchase the old truck from the City of Willmar. It was noted that the dealer who sold the City the new truck indicated the old one would be valued at \$26,000 so selling it for \$28,000 would be a respectable return on our initial investment. Committee Members requested staff to find out what the MUC's intentions are for use of this truck. It was the Committee's recommendation to the Council to authorize the sale of the old 2005 International Dump Truck to the Willmar Municipal Utilities for \$28,000.

Resolution No. 9 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the 2005 International Dump Truck, Unit Number 052445, be sold to Willmar Municipal Utilities in the amount of \$28,000.00.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Finance Committee Report for April 13, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for April 14, 2015 was presented to the Mayor and Council by Council Member Christianson. There were thirteen items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Fire Chief Gary Hendrickson noted there have been 89 calls for service this year so far, which is up from 75 at this time last year. It was noted the City is not included in the red flag warning at this time, and recreational fires are authorized with the ring being at least three feet in diameter, 25 feet from the home and must be attended at all times. The house fire at 1068 6th Street SW was discussed, with the fire being the fourth significant call for the year. The Committee noted it being Severe Weather Awareness Week and a statewide tornado drill will take place on Thursday, April 16th at 1:45 pm and 6:55 pm.

Police Chief Jim Felt noted the jail census for April 14, 2015 was 153; 89 inmates from the Department of Corrections, 63 inmates from Kandiyohi County, and one inmate from Swift County. The calls for service for the previous two weeks totaled 772. The majority of the calls were for traffic stops, followed by public assists and animal complaints. The total calls for service so far this year totals 4,896, which is about 201 calls ahead of 2014. These updates were presented for information only.

Item No. 3 Chief Felt presented, for approval, the submittal of a grant application to CenterPoint Energy for safety initiatives used in the community with a 50% match. The equipment identified for the grant includes two replacement Automated External Defibrillators, two advanced first responder kits for squad cars and traffic safety vests for all uniform personnel. The Police Department budget will accommodate the expenses if the grant is awarded. The Committee was recommending the Council approve the CenterPoint Energy Community Partnership Grant application submittal by the Willmar Police Department.

Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 10

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Police Department for the CenterPoint Energy grant for safety initiatives in the community.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Chief Hendrickson presented, for approval, the purchase and replacement of an outdoor warning siren to replace the Thunderbolt Siren located at 22nd Street SW and 15th Avenue SW across from Taunton Stadium. The current siren has been in operation since 1971 and is only partially operational, as it does not rotate 360 degrees to allow proper notification of an approaching storm. This particular siren has required numerous repairs and due to its age, parts are no longer available. The new siren is included in the 2015 Capital Improvement Plan and is within budget at a cost of \$18,200.00. It was the recommendation of the Committee to approve the purchase of a Federal outdoor warning siren in the amount of \$18,200.00.

Resolution No. 11 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 11

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase and installation of the Federal Outdoor Warning Siren is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$18,200.00.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the award of the Crack Sealing Project No. 1506 to Glieden Enterprises, LLC in the amount of \$46,500 and authorizes signatures on the contract. The City requested quotes for the project and three were received. The other quotes received were from All Things Asphalt in the amount of \$52,500 and Fahrner Asphalt Sealers LLC in the amount of \$65,500. The 2015 Public Works budget included \$65,000 for the crack sealing and seal coating projects, and \$5,470 is being re-

appropriated from unused capital funds to cover the remainder of the \$70,470 total cost. The Committee was recommending the Council award the Crack Sealing project to Glieden Enterprises, LLC in the amount of \$46,500 and authorizes signatures on the contract.

Resolution No. 12 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 12

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Glieden Enterprises, LLC of Belgrade, Minnesota for Project No. 1506 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$46,500.00.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the award of the Seal Coating Project No. 1508 to Astech Corporation in the amount of \$23,970.00 and authorizes signatures on the contract. The City requested quotes for the project and three were received. The other quotes received were from Caldwell Asphalt Company in the amount of \$25,899.30 and Pearson Brothers Inc. in the amount of \$28,231.20. The 2015 Public Works budget included \$65,000 for the crack sealing and seal coating projects, and \$5,470 is being re-appropriated from unused capital funds to cover the remainder of the \$70,470 total cost. The Committee recommended the Council award the Seal Coating project to Astech Corporation in the amount of \$23,970.00 and authorize signatures on the contract.

Resolution No. 13 was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 13

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Astech Corporation of St. Cloud, Minnesota for Project No. 1508 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$23,970.00.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll and call for the Assessment Hearing for City Project No. 1501-A on May 18, 2015. The City Council ordered the Carolina Avenue SW, 21st Street SW, Alley between City Hall and the Auditorium, Swanson Field Parking Lot and Public Works Facility parking lot reconstructions at the Improvement Hearing held March 2, 2015. Bids were opened on April 7th and the amount received to perform the necessary

improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared, the preparation of an Assessment Roll ordered, and affected property owners notified of their Assessment amount in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Item No. 8 Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll and call for the Assessment Hearing for City Project No. 1503-A on May 18, 2015. The City Council ordered the Trott Avenue SE and Kandiyohi Avenue SW overlays at the Improvement Hearing held March 2, 2015. Bids were opened on April 7th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared, the preparation of an Assessment Roll ordered, and affected property owners notified of their Assessment amount in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

Item No. 9 Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll and call for the Assessment Hearing for City Project No. 1503-B on May 18, 2015. The City Council ordered the 23rd Street SW, 7th Street SE, and 25th Street SE overlays at the Improvement Hearing held March 2, 2015. Bids were opened on April 7th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared, the preparation of an Assessment Roll ordered, and affected property owners notified of their Assessment amount in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

The Committee was recommending the Council declare the costs to be assessed and order preparation of the Assessment Roll for Project Nos. 1501-A, 1503-A and 1503-B.

Resolution No. 14 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 14

DECLARING COST TO BE ASSESSED AND
ORDERING PREPARATION OF ASSESSMENT ROLL
IN CONNECTION WITH 2015 STREET AND OTHER IMPROVEMENTS
(PROJECT NOS. 1501-A, 1503-A, and 1503-B)

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 2015 in the City, to-wit: City Project Nos. 1501-A, 1503-A, and 1503-B and;

WHEREAS, the total cost of said Street and Other Improvements of 2015 is \$1,856,217.00.

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

1. The City Council hereby determines that the City shall pay \$1,382,140.00 of said cost, exclusive of the amount it may pay as a property owner, and the sum of \$474,077.00 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

2. The Clerk-Treasurer, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and he shall file a copy of such assessment in his office for public inspection.

3. The Clerk-Treasurer shall, upon the completion of such assessment, notify the City Council thereof.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

The Committee was also recommending the Council Call for the Assessment Hearing for Project Nos. 1501-A, 1503-A and 1503-B on May 18, 2015 at 7:01 p.m.

Resolution No. 15 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 15

CALLING HEARING ON ASSESSMENTS FOR
PROJECT NOS. 1501-A, 1503-A, AND 1503-B
2015 STREET AND OTHER IMPROVEMENTS

WHEREAS, the City Clerk-Treasurer with the assistance of the City Engineer has prepared an assessment roll for Project Nos. 1501-A, 1503-A, and 1503-B of the 2015 Street and Other Improvements, and said proposed assessment roll is on file with the Clerk-Treasurer and open to public inspection.

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

1. The Clerk-Treasurer shall publish notice that this City Council will meet to consider the proposed assessments on May 18, 2015, at 7:01 p.m. in the Council Chambers, Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota.

2. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.

3. Such notice shall be in substantially the following form:

(For Notice in its entirety, see 2015 Assessments File, located in the City Clerk's Office)

4. Said notice shall be published by the City Clerk-Treasurer in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk-Treasurer to the owners of each parcel described in the assessment roll.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 10 Staff brought forth, for approval, to award the project to Land Pride Construction in the amount of \$88,933.00, adopt the budget and authorize signatures on the contract for Project No. 1502. The project includes sanitary sewer lining on Benson Avenue SE, East TH 12 water main relocation, and fire

hydrant replacements at Lakeland Drive NE and Airport Drive SW. Four bids were received and opened on April 7th; Land Pride Construction in the amount of \$88,933.00, Quam Construction in the amount of \$93,117.50, Duininck Inc. in the amount of \$108,685.50, and Breitbach Construction in the amount of \$117,214.71. The low bid received is approximately 6% above the Engineer's Estimate. The recommendation of the Committee to the Council was to accept the bid and award the project to Land Pride Construction in the amount of \$88,933.00, adopt the budget and authorize signatures on the contract for Project No. 1502.

Resolution No. 16 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 16

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Land Pride Construction of Paynesville, Minnesota for Project No. 1502 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$88,933.00.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 17 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 17

AS-BID PROJECT NO. 1502-2 BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Improvements	\$88,933.00	Community Investment	\$ 68,406.00
Other Services	<u>\$ 8,893.00</u>	WTP	\$ 18,810.00
TOTAL	\$97,826.00	MUC	<u>\$ 25,284.00</u>
		TOTAL	\$112,500.00
OTHER CHARGES		FINANCING:	
Professional Services	<u>\$14,674.00</u>	Bonds	\$ 68,406.00
TOTAL	\$14,674.00	WTP	\$ 18,810.00
		MUC	<u>\$ 25,284.00</u>
		TOTAL	\$112,500.00
GRAND TOTAL	\$112,500.00	GRAND TOTAL	\$112,500.00

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 11 Staff brought forth, for approval, the State Agreement with the Department of Public Safety for a motorcycle skills test course in the City Right of Way. The City first received a request in 2005 from the State to enter into a lease agreement allowing the Department of Public Safety to use an area of land on the north end of Transportation Drive for the term of five years for the testing of motorcycle license applicants. In 2010, the lease was amended and again in 2012 to allow an additional two years on the lease consecutively. The current Amendment replaces the terms commencing May 1, 2015 through April 30, 2020. The Committee discussed the testing site not interfering with traffic from the school or Civic Center. It was the recommendation of the Committee that the Council approve the State agreement with the Department of Public Safety for a motorcycle skills test course in the City Right of Way on the north end of Transportation Drive. The Committee was recommending approval of the lease agreement.

Resolution No. 18 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 18

Authorization to Execute
State of Minnesota Department of Public Safety
Lease Agreement No. PS0246 – Amendment 2

IT IS RESOLVED by the City of Willmar as follows:

1. That the State of Minnesota Lease Agreement No. PS0246,

“Agreement for Motorcycle Skill Test Course” on the north dead end of Transportation Drive in Willmar, Minnesota is accepted.
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 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 12 Staff brought forth, for approval, the award of the design and construction-related services project for the Westwood Court Lift Station to Bolton and Menk. Staff reviewed two proposals, one from Bolton and Menk and one from Bollig Engineering, for the professional services of the Westwood Court Lift Station, taking into consideration a technical score and a price score. The preliminary budget for the project was approved at \$1,140,000 by the Council on February 17, 2015 and PFA funding will be pursued. The Committee was recommending the Council award the professional services contract for the Westwood Court Lift Station to Bolton and Menk.

Resolution No. 19 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 19

Whereas the City of Willmar desires to retain a firm to provide design and construction services for the Westwood Court Lift Station; and

Whereas a proposal has been made by the firm of Bolton and Menk, Inc. at an estimated cost of \$161,943.00;

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 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 13 Staff brought forth, for approval, the Kandiyohi County and City of Willmar Cooperative Construction Agreement for the County Office building West Lot 15 improvement project. The agreement details the City reimbursing the County for 50% of the cost, not to exceed \$90,000, in exchange for 12 to 20 public spots in the lot. It was the consensus of the Committee to recommend the Council approve the Cooperative Construction Agreement with Kandiyohi County for the County Office building West Lot 15.

Resolution No. 20 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 20

AUTHORIZATION TO EXECUTE
KANDIYOHI COUNTY COOPERATIVE CONSTRUCTION AGREEMENT

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 Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for the improvement project of the County Office Building West Lot 15.

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

It was noted staff is working with Willmar Downtown Development as it pertains to installing utilities into 313 - 4th Street SW.

The Public Works/Safety Committee Report for April 14, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

The Community Development Committee Report for April 16, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

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

Item No. 2 The Committee discussed an increasing number of violations at the Regency West Mobile Home Park, primarily related to additions to the mobile homes. Photos of some of the violations were

reviewed and discussed. Most violations relate to the additions being constructed without permits and not meeting code standards. The involvement of Kandiyohi County through the licensing process was discussed. The issue of liability was raised. As the violations have been discovered, it was assumed that the City has some liability to pursue corrections. Also discussed were possible ways to involve the park owners, possibly through the issuance of nuisance citations.

Following discussion, there was a consensus of the Committee that staff focus on those violations directly related to health and safety violations, and that nuisance citations to the owners be issued when appropriate. It was also suggested that a Minnesota Department of Health opinion be sought relative to the overall park conditions, including the licensing process. Staff was also asked to contact the County and ask them to get involved, making sure that licensing requirements are being met. The Council received this for information only.

Item No. 3 Staff provided the Committee with an update on the Willmar Wye Project application process, as well as the recent trip to Washington D.C. to lobby for the project. It was noted that the pre-application was completed and ready for submittal, to be followed shortly by the full application. Numerous letters of support from a variety of interested local parties have been obtained. Those groups include Willmar Police and Fire, Rice Ambulance Service, Willmar Lakes Area Chamber of Commerce, and Mid Minnesota Development Commission. It was suggested that staff also seek a letter from the County Emergency Services Director.

Material used by staff in their Washington visit was reviewed and discussed. The material very clearly tells the story of the Wye Project and provides a substantial amount of supporting evidence.

The Committee discussed the possible inclusion of project funding in the Governor's proposed 2015 bonding bill. It was noted that if the project was awarded funding both in the bonding bill and through the TIGER Grant, that construction could begin in 2016. Staff is working with local legislators to include an application for funding for the spur track in the 2016 bonding bill. This was received for information only.

Item No. 4 Staff informed the Committee that the interpretative display was in the process of being erected at the new airport, as was plaque commemorating the old beacon at the former airport. The Council received this for information only.

The Community Development Committee Report for April 16, 2015, 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 Dokken, and carried.

City Clerk Kevin Halliday presented information related to the repair of the damaged floor boards in the Auditorium gymnasium. The Council took action at the April 6, 2015 Council meeting to repair, sand, seal and finish the entire gymnasium. It was brought to staff's attention that the repair proposal did not meet the workload for the offset channel system which is 33/32" maple board with clips. New quotes were solicited and staff pointed out that the previous 88 SF of repair was more in the area of 300 SF.

Two quotes were received with the lower of the two being received from Johnson Floor Sanding. Their one quote states the cost to repair the 300 SF of damaged floor boards at \$6,100, and their other quote is for the complete sand, seal and finish of the gym floor coupled with the repair work. The quote also contained the option of using oil or water-based finish. Staff recommended the oil-based quote and complete sanding for \$18,550.00. The question was raised as to whether an insurance claim has been filed against the contractor. City Clerk Halliday explained that the options for covering the damaged floor are being explored.

Resolution No. 21 was introduced by Council Member Christianson, seconded by Council Member Dokken reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

Resolution No. 21

BE IT RESOLVED by the City Council of the City of Willmar does hereby repeal Resolution No. 7 passed by the City Council on April 6, 2015.

WHEREAS, the City of Willmar desires to enter into a Construction Services Agreement with Johnson Floor Sanding, Inc. for the sanding and finishing of the gym floor at the Auditorium Facility, and

WHEREAS an agreement has been prepared detailing the terms of services.

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

Dated this 20th day of April, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin thanked Fire Chief Gary Hendrickson for his years of service with the City. This is his last Council meeting as he has accepted a new position with the City of Brooklyn Center.

Council Member Nelsen asked for follow-up to the item she added for discussion at the April 6th Council meeting whereby she requested clarification if the Mayor was willing to share how the City got to a separation agreement and who put a stop to the retreat.

Mayor Calvin stated that he believed at the last meeting the City Attorney clearly stated this would require Council action. The emails are protected under Attorney/Client privilege. The Council must choose to make a motion to release this information.

Council Member Nelsen made a motion to release the emails as approved by the City Attorney. Council Member Anderson seconded the motion.

Council Member Johnson stated he has not seen any emails so he cannot support the motion without seeing the emails first.

Council Member Nelsen opined that the emails should be shared with the community.

Mayor Calvin indicated if there is some thought that the City Administrator did something wrong, that is not the issue. He thinks it was clearly a difference on where we as a city were going, and that is the reason the vote happened. He would like to see the City head in a different direction. He has shared what he can.

Council Member Plowman directed a question to the City Attorney asking if something in the disseminated emails or communications is construed as defamatory in nature, could the City be looking at further possible financial damages. City Attorney Robert Scott explained things in depth. There are several possibilities with the emails in question. There is the possibility the emails are only among Council Members and these are generally public unless they dealt with issues of job performance by the City Administrator, in that case it is under private data and the City is prohibited from releasing them. If they didn't touch on performance issues they would generally be public. There are some emails that involve Mr. Scott himself where he gave advice to the Mayor or a Council Member, those are protected by the Attorney/Client privilege and are not public unless waived, but they are not public unless the majority of the Council votes to waive the privilege and make them public. To reiterate, any emails regarding performance issues cannot be released.

Beyond that, there are not any public emails that would get the City into trouble resulting in any exposure to the City. Council Member Plowman questioned if the City Attorney recommend that the Council make emails public. Mr. Scott stated he does not generally recommend the Council waive privilege on any confidential advice given to them.

Council Member Fagerlie commented that seven of the current Council Members were present at the last performance evaluation and how could some not know what was happening. He questioned the phone conversations that took place between two Council Members and Ms. Stevens prior to the Council meeting on March 16th and how they could not have known what was happening.

Council Member Christianson commented that the motion was made, seconded and passed to accept the separation agreement. Five votes in favor. It's time to stand behind the vote.

Council Member Nelsen stated she understands the separation agreement has been approved and the City Administrator is gone. She is trying to get to what happened that caused the separation agreement. The Council could have terminated without cause. If something was wrong, we could have terminated with cause.

City Attorney Robert Scott answered a question of Council Member Nelsen stating any correspondence or emails that are related to City business are generally defined as public data. Private personnel data on job performance or those related to Attorney/Client privilege are not.

Council Member Christianson stated this motion is not healthy for the Council to move forward.

Council Member Anderson inquired as to whether nor not the Mayor can just make a statement at the next Council meeting rather than release the emails.

Council Member Christianson made a motion to terminate the debate and call for the question. The motion failed for lack of second.

The original motion on the floor to release the emails as approved by the City Attorney failed on a vote of 1 Aye, and 6 Noes, with Council Member Nelsen casting the "yes" vote.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, April 27; Public Works/Safety, 4:45 p.m. at City Hall, April 28; Labor Relations, 4:45 p.m. at City Hall, April 23 and April 29, and Community Development, 4:45 p.m. at City Hall, April 30, 2015.

Mayor Calvin announced the Mayor's Prayer Breakfast is coming up and invited everyone to attend. It will be held on May 7th at the Evangelical Free Church.

Council Member Johnson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 8:33 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**Rice Memorial Hospital
Board of Directors**

April 15, 2015

PRESENT: David Anfinson, President; Dr. Douglas Allen, Vice President; Dr. Michael Gardner, Treasurer; and Directors Andrea Carruthers, Jon Saunders and Dr. Lachlan Smith

ABSENT: Eric Weiberg, Secretary

ADMINISTRATIVE STAFF: Michael Schramm, Chief Executive Officer; Bill Fenske, Teri Beyer, Wendy Ulferts, Sandy Roelofs and Dr. Fred Hund, Chief of Staff

GUESTS: Audrey Nelsen, Shirley Carter

Call to Order/Consent Agenda: President Anfinson called the meeting to order at 5:32 pm. **ACTION: A motion was made by Director Allen, seconded by Director Gardner, and carried to approve the Rice Memorial Hospital Board meeting minutes from March 18, 2015; and the March 24, 2015 Medical Staff Executive and Credentials Committee meeting minutes.**

Financial Report: Bill Fenske reviewed the February 28, 2015 financial report for Rice Memorial Hospital as follows: A) February was a positive month in terms of actual financial performance with Rice generating a gain on operations. Total patient revenues were 1.0% less than the three-month average with total operating revenues 13.3% less and net operating expenses 12.0% less yielding a net operating income of \$77,000 for the month. The primary reason for the lower profitability was a decrease in reimbursement due to increased revenues from governmental sources. B) Key Financial Indicators: 1) Operating margin – 1.1% for the month and 1.6% YTD. 2) Excess margin – 1.8% for the month and 4.3% YTD. 3) EBIDA margin – 12.1% for the month, and 12.2% YTD. 4) Debt/capitalization – 44.4%. 5) Net days of receivables – 56. 6) Days of cash – 114. 7) Cash/debt – 58%. C) Consolidated Margins: 1) Hospital margins declined slightly in the first quarter, 2015 compared to the fourth quarter, 2014. Increased volumes and decreased expenses contributed to the positive results but the Payer Mix shift pushed profitability downward. 2) Care Center margins continued to improve and were higher than any prior period. The nearly full census and opening of the new short-stay beds have contributed to the positive results. 3) Home Medical financial performance declined in the first quarter, 2015 compared to the fourth quarter, 2014 due to lower activity but was still significantly improved from a year ago. **ACTION: A motion was made by Director Allen, seconded by Director Carruthers and carried that the Rice Memorial Hospital financial report for the period ending February 28, 2015 be approved as presented.**

Quality Report:

- A. Patient Experience: Teri Beyer shared with the Board correspondence from a patient and her family about their visit to the Hospital's Emergency Department in March. They indicated that the treatment they received was top notch and that everyone was very qualified, helpful and caring. A special thank you was given to the ED nurse who assisted them, the ED physician, and the CT Department staff. They felt very well-cared for.
- B. Report Review: Teri Beyer reviewed the 2014 Annual Privacy and Security Activity Report for Rice Memorial Hospital. The information presented reflected activities related to the requirements of the privacy and security rules which occurred between January and December, 2014, in regard to the following: 1) Staff Education. 2) Business Associate Agreements. 3) Administrative Safeguards. 4) Accountings of Disclosures. 5) Physical Safeguards. 6) Amendments to Records. 7) Technical Safeguards. 8) Privacy Issues. 9) Audit Activity. 10) Notice of Privacy Practices. 11) Meaningful Use. Rice Hospital has successfully implemented the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996. Through ongoing education, information published in weekly newsletters and review/revision of policies and procedures, staff have developed a strong sense of the importance of safeguarding projected health information. **ACTION: A motion was made by Director Carruthers, seconded by Director Saunders, and carried that the 2014 Privacy and Security Activity Report for Rice Memorial Hospital be approved as presented.**

Medical Staff Report: A) Dr. Fred Hund reviewed the Executive Committee and Credentials Committee summary reports from March 24, 2015 in regard to the following: 1) Some of the Medical Staff applications for appointment

for March, are Locum physicians in the specialty areas of Obstetrics & Gynecology, Hospital Medicine and Medical Oncology. 2) The three most frequent discharge diagnosis for Medicare patients were reviewed as well as Rice's reimbursement rate for these patients. 3) Medical Staff retirements that have or will occur in 2015 were noted. **ACTION: A motion was made by Director Allen seconded by Director Gardner, and carried that the Medical Staff appointments for the month of March, 2015 be approved as presented and recommended: INITIAL APPLICATIONS:** Locum Tenens Staff: Kenneth Crabb, M.D. – Obstetrics & Gynecology/Department of Obstetrics & Gynecology. Weatherby Healthcare, Fort Lauderdale, FL. Temporary privileges granted to start: 3/30/2014. Allied Health Staff: Kelly Sing, AGNP-C – Nurse Practitioner/Department of Internal Medicine. Willmar Regional Cancer Center, Willmar, MN. Responsible Physician: E. Wysokinska, M.D. Transfer from Locum Tenens Staff to Affiliate Staff: Roger Biss, M.D. – Medical Oncology/Department of Internal Medicine. CompHealth, Salt Lake City, UT. Barry McKenzie, M.D. – Medical Oncology/Department of Internal Medicine. CompHealth, Salt Lake City, UT. Updated Physician Assistant and Nurse Practitioner Privileges (forms revised--no changes in requests). Andrea Bobis, PA-C – Physician Assistant/Department of Surgery. St. Cloud Orthopedics, Sartell, MN. Responsible Physician: Matthew Hwang, M.D. Shawn Dischinger, PA-C – Physician Assistant/Department of Family Medicine. Family Practice Medical Center, Willmar, MN. Responsible Physician: Andrew Hoffmann, M.D. Kathleen Quarzenski, CNP – Nurse Practitioner/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Dennis Weigel, M.D. **REAPPOINTMENT APPLICATIONS: Active Staff:** Janae Bell, M.D. – Internal Medicine/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Amber Vick, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, New London, MN. Affiliate Staff: Martin Burke, M.D. – Cardiology/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Charles DeBold, M.D. – Endocrinology/Department of Internal Medicine. Park Nicollet Clinic, St. Louis Park, MN. John Mark Haugland, M.D. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Robert Hauser, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Adam Jeffers, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Richard Jolkovsky, M.D. – Cardiovascular Disease/Department of Internal Medicine. CentraCare Clinic, St. Cloud, MN. Allied Health Staff: Catherine Anderson, RN-CNP – Nurse Practitioner/Departments of Psychiatry, Emergency Medicine & Hospice. Rice Memorial Hospital, Willmar, MN. Responsible physicians: Dan Scott, M.D., Ken Flowe, M.D. and David Newcomer, D.O. Nancy Drange, RN-CNP – Nurse Practitioner/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Robert Boyd, D.O. Brian Krogstad, PA-C – Physician Assistant/Department of Surgery. St. Cloud Orthopedic Associates, Ltd., St. Cloud, MN. Responsible Physician: Christopher Widstrom, M.D. Amy Poepping, ATC – Surgical Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Patrick Hurley, D.O.

CEO Report – Mike Schramm:

- A. Surveys: 1) All corrective action plans have been submitted to the Joint Commission as well as to the Minnesota Department of Health for the CMS validation survey. 2) The College of American Pathologists (CAP) survey of Rice Hospital's Laboratory took place today with an exit conference held with the survey team at the end of the day.
- B. Legislative Issues: Discussions continue with our legislators about various issues that are important to Rice. One item of significant concern is the budget targets in the House. A meeting has been scheduled with our legislators for next week in St. Paul.
- C. Willmar Medical Services (WMS): 1) The Cancer Center has hired a new Nurse Practitioner who has completed her training and is now working full-time as an NP in the Cancer Center. 2) Surgery Center: The WMS Operations Committee met in March to review and discuss the consultant's report and future direction of the ASC. Both ACMC and Rice discussed goals that were important for each organization as we look at surgical services in our community and determine a plan for the future of the Surgery Center. RFP's have been submitted to architectural firms in order to begin the planning process for an ASC. 3) Imaging Center: WMS has approved the purchase of a new PET/CT Scanner in 2015. Work continues on a plan to institute the new scanner into space at Rice. PET/CT Scanning and Nuclear Medicine are both parts of a phase 4 remodel plan for the Imaging Center at Rice. 4) Anesthesia Services: Work also continues on a plan to transition the CRNA's to employees of Willmar Medical Services effective January 1, 2016.

- D. Physician Recruitment: Upcoming Medical Staff retirements are impacting the need for physician recruitment efforts in some of our physician specialty areas. Recruitment efforts continue in the areas of General Surgery, Pediatrics, Hospital Medicine, Orthopedics, Psychiatry, Neurology, Obstetrics/Gynecology, and Family Medicine.
- E. Facility Projects: 1) The mental health bed expansion project continues to move forward with good progress being made. 2) The Acuity Adaptable Room project began this week. 3) Work continues on various details of the Rehab project and plans will be brought to the Board for review and discussion in the near future.
- F. Telestroke Program: The Telestroke program in partnership with CentraCare Health was recently instituted and we have had several patients diagnosed and treated since the program began.
- G. Clinically Integrated Network (CIN): CentraCare Health plans to move forward with the development of a CIN and Rice Hospital is one of several regional providers that have been invited to participate.
- H. Rice Health Foundation (RHF): The RHF Board will be going through a process in order to update its strategic plan in the upcoming months.
- I. Employee Recruitment Efforts: Recruitment efforts are underway for the replacement of two Department Directors: 1) Jon Hilleren, Director of Facilities Management, will be retiring on May 18. 2) Jason Mayer, Director of Laboratory and Materials Management, has resigned from Rice effective May 1.

New Business:

- A. 2014 Audit Report: At the Finance Committee meeting held earlier today, they received the Hospital's 2014 audit report from the McGladrey, LLP audit firm. The Hospital's balance sheet position remains strong despite a changing environment in regard to volume and reimbursement. Management was commended in particular for maintaining a strong cash position and managing accounts receivable. **ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the 2014 audit report for Rice Memorial Hospital be approved as presented and recommended.** President Anfinson commended Bill Fenske, Marilee Vogel and the Finance staff for the excellent audit report presented to the Hospital's Finance Committee and Board of Directors.

Other:

- A. Employee Recognition Events: President Anfinson reminded the Board of the upcoming Hospital Employee Recognition Events and encouraged their attendance: 1) May 5, 2015 – My Nurse Made the Difference Luncheon. 2) May 7, 2015 - Employee Recognition Brunch and Awards Ceremony.

Adjournment: There being no further business, the meeting was adjourned at 6:18 pm.

Submitted by:

Sandy Roelofs, Acting Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
APRIL 27, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, April 27, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak (Zack) Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Tim Hunstad, Power Production Supervisor Jon Folkedahl, Power Supply Manager Chris Carlson, Administrative Secretary Beth Mattheisen, Energy Services Rep Dave Opsahl, City Attorney Robert Scott (via teleconference), City Councilman Jim Dokken, West Central Tribune Journalist David Little, Conway, Deuth & Schmiesing CPA Darrin Ogdahl, and Burns & McDonnell Manager Mike Borgstadt.

Commission President Schrupp opened the meeting by recognizing Energy Services Representative Dave Opsahl on his impending retirement. Dave has held his position at WMU for the past 13 years and will be retiring on May 1st. Commissioner Schrupp extending the Commission's appreciation for the years of service and dedication Dave has provided for the Utilities. Congratulations & best wishes, Dave!

Commissioner Schrupp proceeded in requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 21

"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 April 13, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143095 to No. 143191 inclusive in the amount of \$2,077,385.48 with a MISO credit in the amount of \$4,965.51.

Dated this 27th day of April, 2015.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays, with Commissioner Schrupp abstaining.

Commissioner Schrupp introduced CPA Darrin Ogdahl from the accounting firm of Conway, Deuth & Schmiesing, PLLP. He was in attendance to present the Commission with a report summarizing

the 2014 Financial Statements & Accountants' Report for the Willmar Municipal Utilities. Mr. Ogdahl informed the Commission that following a thorough review of the financial statements and reporting records of the Willmar Municipal Utilities, it was determined that the WMU was in compliance with the provisions of laws, regulations, contracts, and agreements. Following discussion, Commissioner Holtz offered a motion to accept the 2014 Financial Statements & Accountants' Report as presented. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

At this time, Mike Borgstadt of Burns & McDonnell presented the Commission with a report of the results of the recent Analysis of Local Generation Study conducted for the WMU (see attached). The objective of this study was to assess WMU's current generation assets and to create and evaluate alternative power generation scenarios or paths that may provide reliable and affordable local electric generation options within WMU's service territory. Topics reviewed and discussed included: 1) generation electric industry trends; 2) study methodology; 3) situation review; 4) resource options & scenarios; 5) economic analysis; and 5) conclusions. This study will serve as a tool to assist in establishing the future direction of WMU's operations and generation services. Further discussions will be held to analyze the options and scenarios for consideration by WMU. (No Commission action was required at this time.)

Commissioner Holtz (Chair) reviewed with the Commission the minutes from the April 20th WMU Planning Committee meeting (see attached). The primary discussion of the meeting was a teleconference between WMU and Burns & McDonnell representatives to review and discuss their findings of the Local Generation Study. Three basic options were developed for consideration. Following the presentation discussion was held regarding the various scenarios presented along with identifying the strengths and weaknesses of each as related to local generation in Willmar. It was the consensus of the WMU Planning Committee to accept the results of Burns & McDonnell's Analysis of Location Generation Options Study as presented. Following discussion, Commissioner Nagel offered a motion to approve the minutes of the April 20th WMU Planning Committee meeting as presented. Commissioner Holtz seconded the motion which carried by a vote of seven ayes and zero nays.

General Manager Hompe reported to the Commission that he and Director of Finance Hunstad had recently met with City of Willmar officials to open discussions regarding the annual Payment In Lieu of Taxes (PILOT) Agreement between the City and WMU. The most recent agreement expired at the end of 2014. WMU has initiated modifying the agreement with other options to bring it more in alignment with actual load growth (kilowatts) rather than previously established percentages of net worth. This would reflect a more definite illustration of the financial status of the WMU as related to the payment to the City. It was noted that this annual payment to the City reflects on the utility rates of Willmar's customers. More discussions between WMU and City of Willmar officials will be scheduled to reach an agreement that will be beneficial to both entities and the citizens of Willmar.

Director of Finance Hunstad reviewed with the Commission the need to determine the amount of liability limits they wish to set regarding the League of Minnesota Liability Insurance renewal. Staff was recommending that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. If WMU does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If WMU waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Following

discussion, Commissioner Holtz offered a resolution to not waive the limits on municipal tort liability established by Minnesota Statutes 466.04. Commission Mattern seconded.

RESOLUTION NO. 22

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities does not waive the limits on municipal tort liability established by Minnesota Statutes 466.04.”

Dated this 27th day of April, 2015.

President

ATTEST:

Secretary

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

At this time, the following Utility-related reports were presented by Staff for review and discussion. These informational reports and analyses included:

1. February 2015 Power Supply Report (Chris)
2. March 2015 Sales & Revenue Report (Tim)

Director of Finance Hunstad recapped for the Commission his recent attendance to the CMPAS (formerly CMMPA) Annual Meeting held in Mankato on April 16th (Power Supply Manager Carlson also attended). Among the topics of interest discussed were: 1) EPA requirements (“clean power plan”); 2) future of MISO; 3) gas industry outlook; 4) wholesale cost outlooks; and, 5) CapX project update.

Commission President Schrupp informed the Commission that in an effort to bring additional involvement into the WMU Committee meetings, reassignments would be made at this time. Commissioner Schrupp appointed Commissioners Laumer (Chair), Gimse and Holtz to serve on the WMU Labor Committee, and Commissioners Mattern, Nagel and Mahboub to serve on the WMU Planning Committee. Commissioner Schrupp will act as an Alternate for both committees.

General Manager Hompe reminded the Commissioners of a number of upcoming meetings/events to note. These include:

- WMU Labor Committee Meeting – April 27th (approximately 1:00 p.m.)
- David Turch & Associates legislative presentation – May 26th
- MRES Annual Meeting – May 6-7 (Sioux Falls, SD)
- APPA National Conference (Minneapolis) – June 5-10, 2015
- MMUA Annual Summer Conference (Breezy Point) – August 17-19, 2015

General Manager Hompe informed the Commission that after the complex and lengthy process, Willmar Municipal Utilities has been approved to be an official Transmission Owner (TO) in MISO beginning January 1, 2016.

General Manager Hompe informed the Commission that the new computer system (conversion project) is scheduled to go on line and operational on Monday, May 4th. This portion of the computer system will consist of the Custom Care & Billing Division. New sample billings will be made available to our customers.

There being no further business to come before the Commission, Commissioner Holtz made a motion to adjourn the meeting. Commissioner Nagel seconded the motion, and the meeting was adjourned at 1:10 p.m. by a vote of seven ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES

APRIL 20, 2015 – 11:30 A.M.

WMU CONFERENCE ROOM

Present: Commissioners Dan Holtz (Chair), Justin Mattern & Jeff Nagel, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Engineer Jeron Smith, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, and via teleconference Burns & McDonnell Engineering Manager Mike Borgstadt.

Committee Chair Holtz called the meeting to order at 11:33 a.m.

AGENDA ITEMS:

Teleconference presentation by Burns & McDonnell to review Local Generation Study results:

On behalf of Burns & McDonnell, Manager Mike Borgstadt presented to the WMU Planning Committee the recently completed Analysis of Local Generation Options Study. The objective of this study was to assess WMU's current generation assets and to create and evaluate alternative power generation resources or paths that may provide WMU reliable and affordable local electric generation options within the WMU service territory. The focus of this study was on local generation. Contents of the presentation would include general industry trends, study methodology, situation review, resource options & scenarios, economic analysis, and conclusions.

General Industry Trends: 1) Due to regulations & economics, coal-fired power plants are retiring; 2) shale gas plays have made natural gas lower in cost and there is increased interest in exports (U.S. vs. world market) that will affect the U.S. gas market; 3) forecasted low long-term load growth; and, 4) emphasis on renewables & load reductions as well as lower natural gas prices have driven down wholesale energy prices (economic recession).

Study Methodology: 1) situation review; 2) resource options & scenarios; and 3) economic analysis

Situation Review: 1) review of power supply resources; 2) WMU provided information to utilize within the study; and, 3) Burns & McDonnell developed assumptions & key inputs based on their expertise in the industry.

Environmental Review: 1) existing plant is limited to amount of coal due to opacity constraints; 2) WMU's plant is subject to current & future regulations; 3) limited future environmental expenditures; and, 4) required additional capital and expenditures to meet required compliance if WMU expands their use of coal.

Situation Review Summary: 1) currently WMU's power plant is compliant with environmental regulations; 2) Diesel engines/units provide reliable, low cost emergency capacity; 3) WMU's power supply portfolio is well diversified; and, 4) WMU's low load forecast appears consistent with similar entities.

Resource Options & Scenarios:

➤ Resource Options:

- 1) Generally three options to consider for local generation (maintain as is, modify current operation, and construct new local resources)
- 2) Scenarios with and without district heating
- 3) New gas-based resource options

➤ Three (3) Resource Option Scenarios:*

- 1) Maintain coal operations
- 2) Operate on natural gas only
- 3) Retire use of coal and add generation

*Discussed within each scenario are sub-categories which include: capacity only, new generation, district heating future, etc.

In Conclusion:

Following the presentation, a Q&A session was held regarding the various scenarios presented along with discussion on the strengths and weaknesses of each scenario as related to local generation in Willmar.

Following extensive discussion, Commissioner Holtz offered a motion to accept the results of Burns & McDonnell's Analysis of Local Generation Options as presented and to appear in front of the full Commission at the April 27th MUC meeting. Commissioner Mattern seconded the motion which carried by a vote of three ayes and zero nays.

Adjournment:

Following discussion, Commissioner Mattern offered a motion to adjourn the meeting of the WMU Planning Committee at 1:40 p.m. Commissioner Holtz seconded, and the motion was carried by a vote of two ayes and zero nays. (Note: Commissioner Nagel left the meeting at 1:00 p.m.)

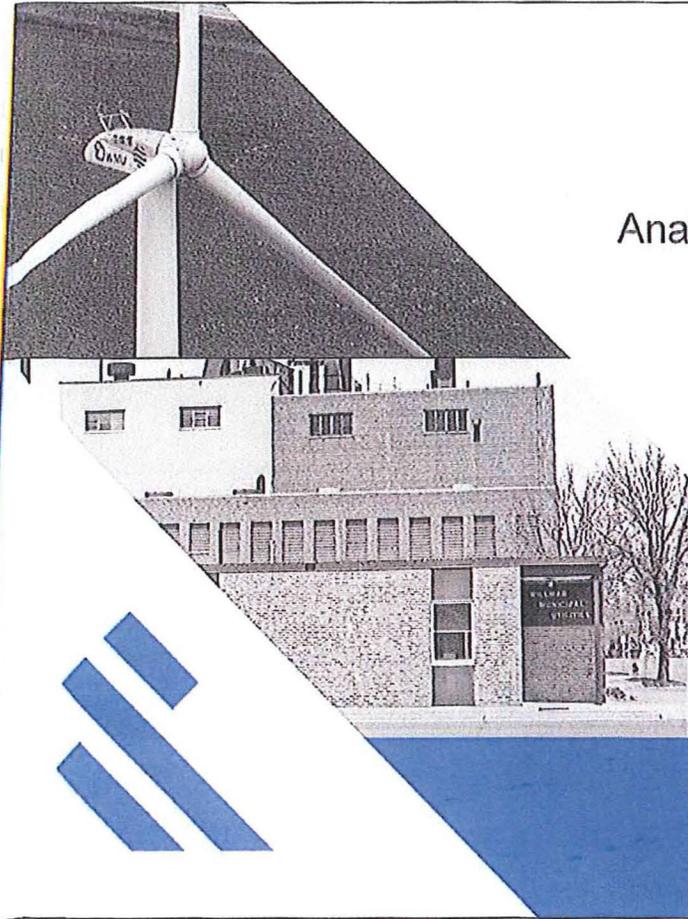
Analysis of Local Generation Options

Commission Meeting

Willmar Municipal Utilities

April 27, 2015

Mike Borgstadt



Contents

- ▶ Study objective
- ▶ General industry trends
- ▶ Study methodology
- ▶ Situation review
- ▶ Resource options and scenarios
- ▶ Economic analysis
- ▶ Conclusions

Study Objective

- ▶ The objective of this Study was to assess WMU's current generation assets and to create and evaluate alternative power generation resources or paths that may provide WMU reliable and affordable local electric generation options within the WMU service territory.
- ▶ The focus of this Study was on local generation.

General Electric Industry Trends

- ▶ More regulations affecting power plants, specifically coal-fired power plants
- ▶ Due to regulations and economics, coal-fired power plants are retiring
 - Probably upwards of 80GW will likely retire by 2020, which represents approximately 25% of the coal fleet
- ▶ Shale gas plays have made natural gas lower cost
- ▶ Increased interest in LNG exports (U.S. vs. World market)
- ▶ Continued emphasis on renewables and load reductions
- ▶ Fairly low load growth is forecasted long-term (regional variations will occur)
- ▶ Increased renewables and lower natural gas prices have driven down wholesale energy prices

Study Methodology

- ▶ Step 1: Situation review
- ▶ Step 2: Resource options and scenarios
- ▶ Step 3: Economic analysis

Situation Review

- ▶ Review of power supply resources
- ▶ WMU provided information to utilize within the study
- ▶ BMcD developed assumptions and key inputs

Environmental Review

- ▶ WMU's Plant is subject to existing, new, and future regulations.
- ▶ The Plant does not appear to have significant future environmental expenditures beyond the storm water sand filter project already budgeted to maintain current operations.
- ▶ However, as new permits are issued and new regulations are enacted, the need for additional capital and O&M expenditures for compliance may be required.
- ▶ The power industry continues to experience considerable pressure from regulators and environmental activists to reduce the amount of power production from coal-fired generation.
- ▶ While few of the recently enacted or proposed regulations appear to affect WMU's coal-fired unit, as illustrated in the commissioning of this Study, WMU should continue to monitor the status of regulations and trends associated with the coal-fired power generation industry to assess the long-term viability of its coal-fired power plant.

Situation Review Summary

- ▶ Under current operation practices, the coal-fired power plant appears compliant with environmental regulations (today)
- ▶ Diesel recip engines provide reliable, low cost emergency capacity
- ▶ WMU's power supply portfolio is well diversified
- ▶ WMU load forecast appears consistent with similar utilities in the industry

Resource Options and Scenarios

- ▶ WMU's current power supply portfolio is well diversified
 - Local coal-fired generation, natural gas-fired generation, renewables
 - Contracts for nuclear, hydroelectric, system sale (variety of resources)
- ▶ For local generation (the focus of this Study), WMU has generally three options
 - Maintain operations business-as-usual
 - Modify operation of existing local resources
 - ▶ Operate with natural gas only
 - ▶ Retire existing units
 - Construct new local resources
- ▶ Scenarios with and without heating district considered
- ▶ New resource option considered reciprocating engines

Resource Options and Scenarios

- ▶ WMU and BMcD developed three overarching scenarios
 - Scenario 1: Maintain coal operations at Unit 3
 - Scenario 2: All natural gas operation at existing Plant (operate Unit 3 on natural gas-fired operation only)
 - Scenario 3: Retire Unit 2 and Unit 3 from operation
- ▶ Several sub-scenarios were developed for each of these scenarios

Economic Analysis Methodology

- ▶ BMcD developed a dispatch model for each scenario
- ▶ The dispatch model simulated hourly dispatch for the units
 - The model accounted for power supply requirements to meet load and district heating needs
 - The model simulated WMU local power plants as well as power purchase agreements
 - The model interacts with MISO power markets
- ▶ Using costs from the dispatch model, BMcD developed overall power supply cost from 2015 through 2034.

Economic Analysis Conclusions

- ▶ Based on the assumptions and analysis conducted within this Study, BMcD concludes the following
 - Upgrades to Unit 3 to burn more coal do not appear economical at this time
 - Power supply costs may have the potential to be reduced if heating district is retired
 - Cost of serving the heating district strictly with natural gas boiler (Boiler No. 4) is similar to firing coal-fired unit
 - Installation of CHP does not appear economical at this time

Other Considerations

- ▶ What happens when something changes from the forecasts?
- ▶ Sensitivity analysis of:
 - “Carbon tax” effect
 - Increased cost of capital (higher interest rates and investment costs)
 - Purchased capacity costs
- ▶ Other considerations for local generation
 - Presence of local generation can provide additional reliability should the regional transmission system go down

Conclusions

	Strengths	Weaknesses
Business As Usual	<ul style="list-style-type: none"> • No upfront cost • No long-term commitment • Diverse portfolio 	<ul style="list-style-type: none"> • Aging facilities (>50 years old) • Coal operations susceptible to EPA regulations and shutdown
Retire Heating District	<ul style="list-style-type: none"> • Potential cost savings for electric customers 	<ul style="list-style-type: none"> • Existing heat district customers need new heating source
Units 2/3 Operating on Natural Gas Only (Capacity Resources)	<ul style="list-style-type: none"> • Low upfront cost • Reduced operating costs • Retain MISO capacity credits 	<ul style="list-style-type: none"> • Reduced local supply reliability (i.e. no firm fuel) • Relatively inefficient energy resource
Retire Unit 2/3 and Install Reciprocating Engines	<ul style="list-style-type: none"> • New facilities with 30+ year life • Provides hedge to MISO pricing • Increased reliability • Reduced operating costs 	<ul style="list-style-type: none"> • Upfront capital costs • Dependent on natural gas pricing and availability

BURNS  MCDONNELL™

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.	<p style="text-align: center;">Application fee (nonrefundable)</p> If the application is postmarked or received 30 days or more before the event, the application fee is \$50 ; otherwise the fee is \$100 .
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Organization Information

Organization Name: Willmar Firefighters Association	Previous Gambling Permit Number: X-962418-14-007
Minnesota Tax ID Number, if any: 2345663	Federal Employer ID Number (FEIN), if any: 20-0428826

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Mailing Address: 515 2nd St SW	City: Willmar	State and Zip: MN 56201	County: Kandiyohi
Name of Chief Executive Officer (CEO): Robbert Stone	Daytime Phone: 320-894-8867	Email:	

Nonprofit Status

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

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
 Don't have a copy? This certificate must be obtained each year from:
 Minnesota Secretary of State
 Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Phone: 651-296-2803
- IRS income tax exemption (501(c)) letter in your organization's name.**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).**
 If your organization falls under a parent organization, attach copies of **both** of the following:
 - a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 - b. the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Fire Department			
Address (do not use PO box): 515 2nd Street SW	City or Township: Willmar	Zip Code: 56201	County: Kandiyohi
Date(s) of activity (for raffles, indicate the date of the drawing): 6-27-15			

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

Bingo*
 Paddlewheels*
 Pull-Tabs*
 Tipboards*
 Raffle (**total value of raffle prizes awarded for the year: \$3000**)

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: Willmar, MN

Signature of City Personnel:

[Handwritten Signature]

Title: City Clerk Treasurer Date: 4-14-15

Local unit of government must sign.

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

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

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

Chief Executive Officer's Signature: *[Handwritten Signature]* Date: 4-16-15

Print Name: Robert Stone

Requirements

Complete a separate application for:

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

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

Send application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

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

Financial report and recordkeeping required.

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

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

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

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 22, 2015**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 22, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

Members Present: Gary Geiger, Andrew Engan, Aaron Larson, Rolf Standfuss, Steve Gardner, Margaret Fleck, and Bob Poe.

Members Absent: Randy Czarnetzki and Scott Thaden

Others Present: Bruce Peterson – Director of Planning and Development Services, Steve & Ceinwen Woehler, Steve Salzer – MinnWest Technology Campus, and Andy Nelson – Bollig & Associates.

2. MINUTES: The minutes of the March 25th and April 8th meetings were approved as submitted.
3. FREE 35 FOOT ADDITION PRELIMINARY PLAT – FILE NO. 15-02

The public hearing convened at 7:02 p.m.

Being requested was a preliminary re-plat of lots 3-5 and the southwesterly ½ of vacated 13th Street Southeast, Block 3, Pleasant View 3rd Addition. Steve Woehler, property owner, presented the plat as follows:

The applicant is re-platting the three lots and partially vacated street for four single family homes, two of which will be group homes. All utilities are available to the site which is accessed via Pleasant View Drive. All lots exceed minimum required area and width.

The hearing closed at 7:05 p.m. Staff comments were reviewed and discussed. Staff emphasized the special assessment issue and that they must be paid in full or reapportioned prior to filing the plat. The Commission reminded the developer that any utility extensions or services would be at the expense of the developer.

A motion was made by Mr. Gardner, seconded by Mr. Larson, to approve the preliminary plat with the following conditions:

- A. The assessments shall either be paid in full or reapportioned prior to final plat recording.
- B. The extension of services from MUC for water/electric shall be at the cost of the developer.
- C. The existing sewer easement on the west lot line of Lot 1 shall be shown.
- D. The SW corner of Lot 1 drainage shall be addressed with the Engineering Department prior to final plat recording.

Several questions were asked about group homes in residential districts. Staff reviewed the statutes that apply to licensed residential facilities.

Following discussion, the motion carried.

4. RE-COVER TEMP EMPLOYMENT AGENCY PLAN REVIEW – FILE NO. 15-05

Steve Salzer of Minn West Technology Campus presented plans for the Re-Cover temporary employment agency. The company wishes to lease office space on the campus. The business offers job readiness programs, temporary employment services, and executive staffing. Many of the jobs they deal with relate directly to technology and agriculture and fit the intent and purpose of the campus.

A motion was made by Mr. Gardner, seconded by Mr. Standfuss, to approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The motion carried.

5. MINN WEST TECHNOLOGY CAMPUS PROPERTY ACQUISITION

Staff presented a proposal that property at the Minn West Campus be transferred to the City of Willmar for purposed of developing a new street and additional parking. City ownership of the property is necessary to receive funding under the Business Development Infrastructure Grant program offered by the Minnesota Department of Employment and Economic Development. A grant application that was submitted has been approved; construction is contingent on the City owning the property.

The street layout and parking design had been before the Commission several times previously for their input.

Following discussion, a motion was made by Mr. Geiger, seconded by Mr. Poe, to recommend to the Council that the City acquire the property necessary to construct the street and parking at the Minn West Campus.

The motion carried.

6. There being no further business to come before the Commission, the meeting adjourned at 7:20 p.m.

Respectfully submitted,



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

PLANNING COMMISSION-APRIL 22, 2015

STAFF COMMENTS

1. FREE 35 FOOT ADDITION-PRELIMINARY PLAT- FILE NO. 15-02:

- The applicant is Steve Woehler, Willmar, MN.
 - The applicant proposes a replat of three lots and half a vacated street into four lots on property described as follows: Lots 3-5, Block 3, AND the Southwesterly ½ of vacated 13th St. SE lying adjacent to Lot 5, Pleasant View Third Addition (1204, 1208, 1212 Pleasant View Dr. SE).
 - The property is zoned R-2 One and Two Family Residential.
 - The property is accessed via Pleasant View Dr. SE.
 - The applicant didn't realize he owned a portion of a vacated street and wants to adjust lot lines to accommodate four single family homes. Two group homes and two for speculation.
 - The lots width and sq. ft. of each lot exceeds the minimum requirements of the Zoning Ordinance.
 - **Assessing Comments:** there are special assessments of \$24,106.38 on the property that shall either be paid in full or reapportioned prior to recording of the final plat.
 - **Fire Chief/Marshall Comments:** No concerns.
 - **MUC Comments:** Electrical service is an available but will require extension. Lot 4 does not have water service. Extension of services to all the lots will be at the developer's expense.
 - **Engineer/Public Works Comments:** Replat of Pleasant view Third Addition. The existing sewer easement is not shown on west lot line of Lot 1. Water and Sanitary sewer is available to Lots 1, 2, & 3, but not Lot 4. SW corner of Lot 1 will need to be addressed for drainage.
- RECOMMENDATION: Approve the preliminary plat with the following conditions:
- A. The assessments shall either be paid in full or reapportioned prior to final plat recording.
 - B. The extension of services from MUC for water/electric shall be at the cost of the developer.
 - C. The existing sewer easement on the west lot line of Lot 1 shall be shown.
 - D. The SW corner of Lot 1 drainage shall be addressed with the Engineering Department prior to final plat recording.

2. RE-COVER TEMP AGENCY MINNWEST TECHNOLOGY CAMPUS- FILE NO. 15-05:

- The applicant is MinnWest Technology Campus, Willmar, MN.
- Re-Cover Temp Agency (Kevin Bronner) wishes to rent 277 sq. ft. of office space on property legally described at Unit 5 CIC #40 A Planned Community MinnWest Technology Campus (1700 Technology Dr. NE).
- The applicant has a job readiness program, temporary employment services, and executive staffing.

- Some of the jobs are technology and Ag related and should be a good fit with the Technology District uses.

RECOMMENDATION: Approve the plan review with the following condition:

- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Thursday, April 23, 2015 in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Vice Chair
	Denis Anderson	Member
	Ron Christianson	Member

Others present: Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Wastewater Superintendent Colleen Thompson, Administrative Assistant Janell Sommers, Administrative Assistant Sue Edwards, and David Little, "West Central Tribune."

Frank Madden, Labor Attorney for the City, was present via teleconference.

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 5:53 p.m.

Item No. 2 Public Comment

There were no comments from the public.

Item No.3 Department Head, Supervisors and Confidential Employees Labor Contract Grievances

Interim City Administrator Kevin Halliday noted he had received two additional grievances nearly identical to that of Colleen Thompson, Wastewater Superintendent from Sean Christensen, Public Works Director, and Bruce Peterson, Planning and Development Services Director. A motion was made by Council Member Dokken to add the two additional grievances to the agenda. The motion was seconded by Council Member Anderson, and carried.

Planning and Development Director Bruce Peterson came before the Committee to present Step 3 of the grievance procedure as provided in Article III of the contract and agreement between the City of Willmar and Department Heads, Supervisors and Confidential Employees, 2010.

Mr. Peterson represented the three grievants consisting of himself, Wastewater Treatment Plant Superintendent Colleen Thompson and Public Works Director Sean Christensen as the nature of each grievance was the same. The grievance for the three individuals relates to Article XV, 15.2 of the contract and agreement between the City of Willmar and Department Heads, Supervisors and Confidential Employees, which states if the employee's performance, as determined by the employer is satisfactory, a 1.5% increase on base salary should be granted. The City has not awarded the 1.5% on the base salary. The grievants based their issue on the current base salary being above the mid-point of the City adopted pay range, the three employee's performance in 2014 met or exceeded expectations as determined by the employer, thereby warranting a 1.5% base salary increase effective on each employee's anniversary date.

The City's labor attorney, Frank Madden, said via telephone conference that the contract does not talk about a salary maximum, but it would be impossible to calculate a mid-point as listed in the contract if you didn't have a minimum and a maximum wage and stated there appears to be no merit to grant the grievances. He further advised the City representatives that the grievance is identical to the 2014 grievance and cannot be grieved a second time. Mr. Madden further advised the Committee members that they may go into closed session to deliberate the grievance without recording the closed session. The grievance allows five days to deliver an answer.

Council Member Christianson made a motion, seconded by Council Member Anderson to go into closed session. The meeting was closed at 5:32 p.m.

Respectfully submitted,



Janell Sommers
Administrative Assistant
Recording Secretary

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI			002404											
	42540	04/29/15	SEPTIC PUMPING	330.00		28058		D	N				CLEANING AND WAS	230.43430.0338
AMEM			003166											
	42541	04/29/15	2015 MEMBERSHIP DUES	130.00		40915-1		D	N				SUBSCRIPTIONS AN	101.42412.0443
AMERICAN DOOR WORKS			000825											
	42542	04/29/15	OVERHEAD DOOR PARTS	19.65		0051464		D	N				MTCE. OF STRUCTU	101.45433.0225
APPERT'S FOOD SERVICE			002526											
	42543	04/29/15	CONCESSION SUPPLIES	397.24		504150279		D	N				GENERAL SUPPLIES	101.45433.0229
	42543	04/29/15	CONCESSION SUPPLIES	168.58		504170484		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	565.82										
				565.82										
ASPEN MILLS			003008											
	42544	04/29/15	NAME TAGS	33.30		164013		D	N				SUBSISTENCE OF P	101.42412.0227
BACKES TECHNOLOGY SERVIC			000087											
	42545	04/29/15	CAT 6 DATA WIRE RUN	60.00		13886		D	N				MTCE. OF STRUCTU	651.48484.0225
	42545	04/29/15	CAT 6 DATA WIRE RUN	80.00		13886		D	N				MTCE. OF STRUCTU	651.48484.0335
			VENDOR TOTAL	140.00										
				140.00										
BAKER/ASHLEY			.02241											
	42546	04/29/15	HOCKEY EQUIP DEPOSIT	50.00		040915		D	N				REFUNDS AND REIM	101.41428.0882
BASS/CHARLES			.02165											
	42547	04/29/15	REFUND JERSEY DEPOSIT	30.00		073114		D	N				REFUNDS AND REIM	101.41428.0882
BATTERY WHOLESALE INC			002860											
	42548	04/29/15	BATTERY	244.53		4583WIL		D	N				INVENTORIES-MDSE	101.125000
BERNICK'S PEPSI-COLA CO			000103											
	42549	04/29/15	CONCESSION SUPPLIES	78.96		12282		D	N				GENERAL SUPPLIES	101.43425.0229
BSE			001980											
	42550	04/29/15	GUN RANGE HORN-PARTS	4.18		909108655		D	N				MTCE. OF EQUIPME	101.45427.0224
	42550	04/29/15	GUN RANGE HORN	140.22		909120454		D	N				MTCE. OF EQUIPME	101.45427.0224
	42550	04/29/15	DRILL BIT TAPS	17.42		909120454		D	N				SMALL TOOLS	651.48484.0221
	42550	04/29/15	SWANSSON FIELD LTS-PARTS	78.21		909135594		D	N				MTCE. OF OTHER I	101.43425.0226
	42550	04/29/15	SHOE COVERS	91.00		909155601		D	N				GENERAL SUPPLIES	101.42412.0229
	42550	04/29/15	RUNWAY LT MTCE-PARTS	181.29		909203826		D	N				MTCE. OF OTHER I	230.43430.0226
			VENDOR TOTAL	512.32										
				512.32										
BSN SPORTS INC			003001											
	42551	04/29/15	SOCCER NETS	326.98		96858800		D	N				GENERAL SUPPLIES	101.45432.0229

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
COLEPAPERS INC 000170	42557	04/29/15	CLEANING SUPPLIES	320.83		9082131		D	N				CLEANING AND WAS	101.45435.0228
CROW CHEMICAL & LIGHTING 000186	42558	04/29/15	PAPER TOWELS	46.20		5260		D	N				GENERAL SUPPLIES	651.48484.0229
	42558	04/29/15	CLEANING SUPPLIES	13.82		5280		D	N				CLEANING AND WAS	101.43425.0228
	42558	04/29/15	CLEANING SUPPLIES	179.15		5294		D	N				CLEANING AND WAS	101.43425.0228
	42558	04/29/15	CLEANING SUPPLIES	49.25		5324		D	N				CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	288.42		*CHECK TOTAL								
CUB FOODS 000189	42559	04/29/15	DONUTS-HAZ MAT TRNG	26.97		032115		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	42559	04/29/15	DONUTS-HAZ MAT TRNG	26.97		032215		D	N				TRAVEL-CONF.-SCH	101.42412.0333
			VENDOR TOTAL	53.94		*CHECK TOTAL								
DAIGLE/CRYSTAL .02242	42560	04/29/15	HOCKEY EQUIP DEPOSIT	50.00		040915		D	N				REFUNDS AND REIM	101.41428.0882
DEPT OF HUMAN SERVICES 000009	42561	04/29/15	CLEANING SERVICES	112.00		00000270149		D	N				CLEANING AND WAS	101.45435.0338
DOOLEY'S PETROLEUM INC 000212	42538	04/28/15	UNLEADED & DIESEL FUEL	1,218.78		270130		D	N				MOTOR FUELS AND	651.48484.0222
DOOLEY'S PETROLEUM INC 002163	42562	04/29/15	4,000 GALLONS UNLEADED	8,505.87		98666		D	N				INVENTORIES-MDSE	101.125000
	42562	04/29/15	4,000 GALLONS DIESEL	7,104.49		9956110		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	15,610.36		*CHECK TOTAL								
DYNA SYSTEMS 000223	42563	04/29/15	WELDING WIRE	344.50		20882787		D	N				GENERAL SUPPLIES	101.43425.0229
ELECTRIC PUMP INC 000788	42564	04/29/15	L.S. FLOATS	519.71		0055165		D	N				MTCE. OF EQUIPME	651.48485.0224
ELMQUIST JEWELERS 000236	42565	04/29/15	MARKKANEN-RETIREMENT GFT	175.00		92161		D	N				GENERAL SUPPLIES	101.41401.0229
EMERGENCY RESPONSE SOLUT 003048	42566	04/29/15	FIREFIGHTER BOOTS/GLOV	1,690.11		3905		D	N				SUBSISTENCE OF P	101.42412.0227
	42566	04/29/15	HELMET FRONT	49.00		3919		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	1,739.11		*CHECK TOTAL								
ERIC'S AVIATION SERVICES 002998	42536	04/22/15	ON SITE MGMT SERV-APR	6,428.00		STMT/4-15		D	N				PROFESSIONAL SER	230.43430.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ERIC'S AVIATION SERVICES 002998	42567	04/29/15	ON SITE MGMT SERV-MAY	6,428.00		STMT/5-15		D	N				PROFESSIONAL SER	230.43430.0446
			VENDOR TOTAL	12,856.00										
ETTERMAN ENTERPRISES 001567	42568	04/29/15	NUTS/BOLTS FOR SIGNS	10.21		224720		D	M	07			MTCE. OF OTHER I	101.43425.0226
	42568	04/29/15	ANTI-SEIZE	137.76		225076		D	M	07			MTCE. OF EQUIPME	651.48484.0224
	42568	04/29/15	SOCKET SET/BREAKER BAR	336.98		225078		D	M	07			SMALL TOOLS	651.48485.0221
	42568	04/29/15	SMALL TOOLS	59.40		225280		D	M	07			SMALL TOOLS	651.48485.0221
			VENDOR TOTAL	544.35		*CHECK TOTAL								
				544.35										
EXCEL OVERHEAD DOOR 002443	42569	04/29/15	REPL. 3 OVERHEAD DOOR	12,400.00		24147		D	N				BUILDINGS AND ST	450.43425.0551
	42569	04/29/15	RE-INST. EXISTING OPENER	152.00		24156		D	N				BUILDINGS AND ST	450.43425.0551
	42569	04/29/15	20 LIFTMASTER REMOTES	600.00		24157		D	N				BUILDINGS AND ST	450.43425.0551
			VENDOR TOTAL	13,152.00		*CHECK TOTAL								
				13,152.00										
FAMILY PRACTICE MED CENT 000245	42570	04/29/15	PRE-EMPLOYMENT PHYSICAL	201.60		3962/4-15		D	N				SUBSISTENCE OF P	651.48484.0227
FASTENAL COMPANY 001188	42571	04/29/15	HONEYWAGON PARTS	8.60		MNWIL131823		D	N				MTCE. OF EQUIPME	651.48484.0224
FELT/JAMES E 000993	42572	04/29/15	EXECUTIVE TRNG INSTITUTE	233.74		684		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FERGUSON ENTERPRISES INC 000810	42573	04/29/15	PLUMBING PARTS	45.18		3495436		D	N				MTCE. OF STRUCTU	101.43425.0225
	42573	04/29/15	PLUMBING PARTS	58.47		3501978		D	N				MTCE. OF STRUCTU	101.43425.0225
	42573	04/29/15	PLUMBING PARTS	14.82		3504456		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	118.47		*CHECK TOTAL								
				118.47										
FIBERLINK COMMUNICATIONS 003102	42574	04/29/15	MDM DEVICE LICENSES	1,386.00	CR	INV150421		D	N				LICENSES AND TAX	101.41409.0445
	42574	04/29/15	MDM DEVICE LICENSES	3,276.00		IN000016591		D	N				LICENSES AND TAX	101.41409.0445
			VENDOR TOTAL	1,890.00		*CHECK TOTAL								
				1,890.00										
FLATTEN/CHRISTOPHER 002647	42575	04/29/15	FUEL REIMBURSEMENT	32.01		678		D	N				MOTOR FUELS AND	101.42411.0222
	42575	04/29/15	K-9 TRAINING 4/13-4/24	151.72		678		D	N				TRAVEL-CONF.-SCH	101.42411.0333
			VENDOR TOTAL	183.73		*CHECK TOTAL								
				183.73										
FREMONT INDUSTRIES INC 002879	42576	04/29/15	POLYMER	9,306.30		849826		D	N				GENERAL SUPPLIES	651.48486.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GALLS			000288											
	42577	04/29/15	400 WATT POWER INVERTER	158.92		003365914		D	N				MTCE. OF EQUIPME	101.42411.0224
GENERAL MAILING SERVICES			000293											
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	0.59		14844		D	N				POSTAGE	101.41400.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	3.53		14844		D	N				POSTAGE	101.41401.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	50.74		14844		D	N				POSTAGE	101.41402.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	35.65		14844		D	N				POSTAGE	101.41403.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	2.03		14844		D	N				POSTAGE	101.41404.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	0.59		14844		D	N				POSTAGE	101.41405.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	15.00		14844		D	N				POSTAGE	101.41408.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	0.59		14844		D	N				POSTAGE	101.42411.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	6.04		14844		D	N				POSTAGE	101.43417.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	17.02		14844		D	N				POSTAGE	101.43425.0223
	42578	04/29/15	POSTAGE 03/23 - 03/27/15	4.72		14844		D	N				POSTAGE	101.45433.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	1.18		15016		D	N				POSTAGE	101.41400.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	16.42		15016		D	N				POSTAGE	101.41401.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	22.35		15016		D	N				POSTAGE	101.41402.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	2.36		15016		D	N				POSTAGE	101.41403.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	5.90		15016		D	N				POSTAGE	101.41404.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	7.67		15016		D	N				POSTAGE	101.41405.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	15.00		15016		D	N				POSTAGE	101.41408.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	0.59		15016		D	N				POSTAGE	101.42411.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	3.54		15016		D	N				POSTAGE	101.42412.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	7.04		15016		D	N				POSTAGE	101.43417.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	8.42		15016		D	N				POSTAGE	101.43425.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	0.59		15016		D	N				POSTAGE	101.45432.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	1.77		15016		D	N				POSTAGE	101.45433.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	9.44		15016		D	N				POSTAGE	208.45005.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	13.55		15016		D	N				POSTAGE	230.43430.0223
	42578	04/29/15	POSTAGE 03/30 - 04/03/15	3.80		15016		D	N				POSTAGE	651.48484.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	0.59		15043		D	N				POSTAGE	101.41401.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	58.78		15043		D	N				POSTAGE	101.41402.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	91.06		15043		D	N				POSTAGE	101.41403.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	24.78		15043		D	N				POSTAGE	101.41404.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	1.18		15043		D	N				POSTAGE	101.41405.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	15.00		15043		D	N				POSTAGE	101.41408.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	0.59		15043		D	N				POSTAGE	101.42412.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	1.55		15043		D	N				POSTAGE	101.43417.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	3.91		15043		D	N				POSTAGE	101.43425.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	1.18		15043		D	N				POSTAGE	101.45432.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	1.34		15043		D	N				POSTAGE	101.45433.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	2.73		15043		D	N				POSTAGE	230.43430.0223
	42578	04/29/15	POSTAGE 04/06 - 04/10/15	2.36		15043		D	N				POSTAGE	651.48484.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	6.75		15077		D	N				POSTAGE	101.41400.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	15.36		15077		D	N				POSTAGE	101.41401.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	29.50		15077		D	N				POSTAGE	101.41402.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	38.18		15077		D	N				POSTAGE	101.41403.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	9.44		15077		D	N				POSTAGE	101.41404.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	1.18		15077		D	N				POSTAGE	101.41405.0223

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293														
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	15.00		15077		D	N				POSTAGE	101.41408.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	0.59		15077		D	N				POSTAGE	101.42411.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	7.55		15077		D	N				POSTAGE	101.43417.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	2.03		15077		D	N				POSTAGE	101.43425.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	0.85		15077		D	N				POSTAGE	101.45432.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	1.18		15077		D	N				POSTAGE	101.45433.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	1.06		15077		D	N				POSTAGE	230.43430.0223
	42578	04/29/15	POSTAGE 04/13 - 04/17/15	0.59		15077		D	N				POSTAGE	651.48484.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	1.18		15111		D	N				POSTAGE	101.41401.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	48.58		15111		D	N				POSTAGE	101.41402.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	142.10		15111		D	N				POSTAGE	101.41403.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	24.19		15111		D	N				POSTAGE	101.41404.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	15.00		15111		D	N				POSTAGE	101.41408.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	0.59		15111		D	N				POSTAGE	101.42411.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	2.60		15111		D	N				POSTAGE	101.43417.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	6.95		15111		D	N				POSTAGE	101.43425.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	1.77		15111		D	N				POSTAGE	101.45433.0223
	42578	04/29/15	POSTAGE 04/20 - 04/24/15	0.59		15111		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	833.98		*CHECK TOTAL								
GILBERTSON/JEFFREY 001393														
	42579	04/29/15	PARKING-FDIC CONFERENCE	59.00		271		D	N				TRAVEL-CONF.-SCH	101.42412.0333
GORANS/MATT .02243														
	42580	04/29/15	HOCKEY EQUIP DEPOSIT	50.00		040915		D	N				REFUNDS AND REIM	101.41428.0882
GRAINGER INC 000786														
	42581	04/29/15	L.S. FILTERS	143.28		9708269726		D	N				MTCE. OF EQUIPME	651.48485.0224
	42581	04/29/15	HVAC FILTERS	41.64		9717534219		D	N				MTCE. OF EQUIPME	651.48484.0224
	42581	04/29/15	HVAC FILTERS	156.48		9720344531		D	N				MTCE. OF EQUIPME	651.48484.0224
			VENDOR TOTAL	341.40		*CHECK TOTAL								
GREG LARSON SPORTS INC 000311														
	42582	04/29/15	2 RAKES	229.10		96858799		D	N				SMALL TOOLS	101.43425.0221
	42582	04/29/15	BASKETBALL NETS	177.76		96858799		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	406.86		*CHECK TOTAL								
HARTLAND OFFICIALS ASSOC 002608														
	42583	04/29/15	SPRING LEAGUE OFFICIALS	880.00		041515		D	N				PROFESSIONAL SER	101.45432.0446
HENDRICKSON/GARY 003006														
	42584	04/29/15	FDIC CONFERENCE	3,691.53		270		D	N				TRAVEL-CONF.-SCH	101.42412.0333
HILLYARD FLOOR CARE SUPP 000333														
	42585	04/29/15	CLEANING SUPPLIES	183.46		601556111		D	N				CLEANING AND WAS	101.45427.0228
	42585	04/29/15	DISPOSABLE GLOVES	52.32		601556111		D	N				GENERAL SUPPLIES	101.45427.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HILLYARD FLOOR CARE SUPP			000333											
	42585	04/29/15	GARBAGE BAGS	38.45		601556111		D	N				GENERAL SUPPLIES	101.45427.0229
	42585	04/29/15	PAD FOR FLOOR COATER	19.79		601566977		D	N				GENERAL SUPPLIES	101.45435.0229
	42585	04/29/15	RIDING FLOOR SCRUBBER	13,750.00		601572173		D	N				MACHINERY AND AU	450.45433.0553
	42585	04/29/15	SUPPLIES	39.18		601574101		D	N				GENERAL SUPPLIES	101.45427.0229
	42585	04/29/15	GARBAGE BAGS	20.00		601575824		D	N				GENERAL SUPPLIES	101.45427.0229
			VENDOR TOTAL	14,103.20		*CHECK TOTAL								
HORYZA/ERICA			.02246											
	42586	04/29/15	HOCKEY EQUIP DEPOSIT	50.00		042915		D	N				REFUNDS AND REIM	101.41428.0882
INNOVATIVE OFFICE SOLUTI			003023											
	42587	04/29/15	BUBBLE PACKING	30.66		IN0769045		D	N				OFFICE SUPPLIES	101.42412.0220
	42587	04/29/15	OFFICE SUPPLIES	46.01		IN0770783		D	N				OFFICE SUPPLIES	101.42412.0220
			VENDOR TOTAL	76.67		*CHECK TOTAL								
KANDIYOHI CO AUDITOR			000376											
	42588	04/29/15	15 AIR CARDS JAN-MAR	1,574.55		040215		D	N				COMMUNICATIONS	101.42411.0330
KANDIYOHI CO H.R.A.			000341											
	42539	04/28/15	CDAP REQ #13 RENTAL	166,681.00		04282015		D	N				OTHER SERVICES	212.46441.0339
KANDIYOHI CO RECYCLING A			002296											
	42589	04/29/15	LAMP RECYCLING	20.00		121		D	N				CLEANING AND WAS	101.45433.0338
KANDIYOHI CO TREASURER			000385											
	42590	04/29/15	LIBRARY AGREEMENT-201	40,443.67		30515		D	N				DUE TO OTHER GOV	101.222000
	42590	04/29/15	LIBRARY AGREEMENT-201	49,770.00		30515		D	N				MTCE. OF STRUCTU	101.45426.0335
			VENDOR TOTAL	90,213.67		*CHECK TOTAL								
KING'S ELECTRIC LLC			003138											
	42591	04/29/15	ELEC WORK-OVERHEAD DRS	1,367.17		145		D	M	07			BUILDINGS AND ST	450.43425.0551
	42591	04/29/15	HVAC ELECTRICAL	1,812.37		147		D	M	07			BUILDINGS AND ST	101.41409.0551
	42591	04/29/15	HVAC ELECTRICAL	377.77		148		D	M	07			BUILDINGS AND ST	101.41409.0551
			VENDOR TOTAL	3,557.31		*CHECK TOTAL								
LEAGUE OF MN CITIES			000412											
	42592	04/29/15	ANDERSON-CONF REGIS.	325.00		216520		D	N				TRAVEL-CONF.-SCH	101.41401.0333
LITTLE FALLS MACHINE INC			000928											
	42593	04/29/15	PLOW/WING PARTS	4,179.37		00056239		D	N				MTCE. OF EQUIPME	101.43425.0224
LOU'S GLOVES			003038											
	42594	04/29/15	DISPOSABLE GLOVES	87.00		008912		D	N				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES			000589											
	42610	04/29/15	OFFICE SUPPLIES-MARCH	4.28		STMT/3-15		D	N				OFFICE SUPPLIES	101.41400.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	7.60		STMT/3-15		D	N				OFFICE SUPPLIES	101.41401.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	79.04		STMT/3-15		D	N				OFFICE SUPPLIES	101.41402.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	13.94		STMT/3-15		D	N				OFFICE SUPPLIES	101.41403.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	48.87		STMT/3-15		D	N				OFFICE SUPPLIES	101.41404.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	27.87		STMT/3-15		D	N				OFFICE SUPPLIES	101.41405.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	3.76		STMT/3-15		D	N				OFFICE SUPPLIES	101.41409.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	0.97		STMT/3-15		D	N				OFFICE SUPPLIES	101.42411.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	2.14		STMT/3-15		D	N				OFFICE SUPPLIES	101.42412.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	37.63		STMT/3-15		D	N				OFFICE SUPPLIES	101.43417.0220
	42610	04/29/15	OFFICE SUPPLIES-MARCH	36.75		STMT/3-15		D	N				OFFICE SUPPLIES	101.43425.0220
				262.85										
			VENDOR TOTAL	262.85		*CHECK TOTAL								
OHLIN SALES INC			002301											
	42611	04/29/15	PAGER BATTERIES	107.25		00310015		D	N				GENERAL SUPPLIES	101.42412.0229
OXYGEN SERVICE COMPANY			002223											
	42612	04/29/15	WELDING EQUIPMENT	875.07		07870523		D	N				SMALL TOOLS	101.43425.0221
PEG MEDIA INC			003168											
	42613	04/29/15	WRAC 8 PROGRAMS	50.00		042915		D	N				SUBSCRIPTIONS AN	101.41409.0443
PETERSON SHOE STORE			000608											
	42614	04/29/15	WRIGHT-SAFETY BOOTS	125.00		168175		D	N				SUBSISTENCE OF P	101.43425.0227
PRINT MASTERS			000624											
	42615	04/29/15	1,000 REGULAR ENVELOPES	98.00		79281		D	N				OFFICE SUPPLIES	101.42411.0220
PRO ACTION			001782											
	42616	04/29/15	BEACON LENSES	63.84		3335		D	N				MTCE. OF EQUIPME	101.43425.0224
RICOH USA INC			002101											
	42617	04/29/15	COPIER LEASE AGRMT	632.00		94581313		D	N				RENTS	741.48001.0440
S. ROBERTS COMPANY			002993											
	42618	04/29/15	FINE SCREEN BAGS	696.00		15-104		D	N				GENERAL SUPPLIES	651.48484.0229
SCHUETT/JEREMY			.02245											
	42619	04/29/15	REFUND TOWING FEE	115.00		042815		D	N				REFUNDS AND REIM	101.41428.0882
SERVICE CENTER/CITY OF W			000685											
	42620	04/29/15	GAS-92 GALLONS	202.90		STMT/3-15		D	N				MOTOR FUELS AND	101.41402.0222
	42620	04/29/15	GAS-27.11 GALLONS	59.76		STMT/3-15		D	N				MOTOR FUELS AND	101.41408.0222
	42620	04/29/15	GAS-2278.66 GALLONS	4,939.11		STMT/3-15		D	N				MOTOR FUELS AND	101.42411.0222
	42620	04/29/15	DIESEL-31.2 GALLONS	68.64		STMT/3-15		D	N				MOTOR FUELS AND	101.42412.0222
	42620	04/29/15	GAS-168.22 GALLONS	371.07		STMT/3-15		D	N				MOTOR FUELS AND	101.42412.0222
	42620	04/29/15	GAS-25.77 GALLONS	56.95		STMT/3-15		D	N				MOTOR FUELS AND	101.43417.0222
	42620	04/29/15	DIESEL-2513.35 GALLONS	5,210.89		STMT/3-15		D	N				MOTOR FUELS AND	101.43425.0222

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
TRAFCON INDUSTRIES INC	42628	04/29/15	002721 ARROWBOARD REPAIR-PARTS	185.06		43415		D	N				MTCE. OF EQUIPME	101.43425.0224
UNIQUE EMBROIDERY	42629	04/29/15	002540 EMBROIDERED JACKETS	167.60		7691		D	N				SUBSISTENCE OF P	101.41402.0227
US BANK	42630	04/29/15	000264 #147 GO IMP BOND-SC	450.00		3883504		D	N				OTHER CHARGES	304.47100.0449
US BANK EQUIPMENT FINANC	42631	04/29/15	003143 COPIER LEASE AGRMT	131.75		277377933		D	N				RENTS	101.41405.0440
VIGIL/RUDY	42632	04/29/15	000951 NAB CONVENTION	811.51		042915		D	N				TRAVEL-CONF.-SCH	207.45001.0333
WAL-MART COMMUNITY	42633	04/29/15	000789 COFFEE	38.32		031815		D	N				GENERAL SUPPLIES	101.42411.0229
WEST CENTRAL ELECTRIC SU	42634	04/29/15	000798 PHOTO EYES FOR GUN RANGE	287.14		1203899-01		D	N				MTCE. OF EQUIPME	101.45427.0224
WEST CENTRAL SANITATION	42635	04/29/15	000805 GARBAGE SERVICE-APRIL	26.63		6806100/4-15		D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE	42636	04/29/15	000807 BD OF APPEAL/EQUAL. MTG	444.96		CL03069211		D	N				PRINTING AND PUB	101.41401.0331
	42636	04/29/15	HEARING-SUBDIVIDE PRPTY	80.34		CL03069317		D	N				PRINTING AND PUB	101.41402.0331
	42636	04/29/15	ORD.-STATE BLDG CODE	179.22		CL03069339		D	N				PRINTING AND PUB	101.41401.0331
	42636	04/29/15	AUCTION VEHICLE LISTING	494.40		DI03161212		D	N				OTHER SERVICES	101.41428.0339
			VENDOR TOTAL	1,198.92		*CHECK TOTAL								
				1,198.92										
WILLMAR BASEBALL\FASTPIT	42637	04/29/15	002519 BASEBALLS	1,258.25		171		D	N				GENERAL SUPPLIES	101.45432.0229
WILLMAR ELECTRIC SERVICE	42638	04/29/15	000816 ANNUAL ALARM MONITORING	25.50		29015		D	N				PREPAID EXPENSES	101.128000
	42638	04/29/15	ANNUAL ALARM MONITORING	280.50		29015		D	N				MTCE. OF STRUCTU	101.45433.0335
	42638	04/29/15	FIRE ALARM MONITORING	25.50		29016		D	N				PREPAID EXPENSES	101.128000
	42638	04/29/15	FIRE ALARM MONITORING	280.50		29016		D	N				MTCE. OF STRUCTU	101.45433.0335
	42638	04/29/15	RESET BEACON LTS/CK ALRM	86.66		29085		D	N				MTCE. OF STRUCTU	101.42412.0225
	42638	04/29/15	RESET BEACON LTS/CK ALRM	302.50		29085		D	N				MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	1,001.16		*CHECK TOTAL								
				1,001.16										
WILLMAR WATER & SPAS	42639	04/29/15	000831 DRINKING WATER	15.00CR		E3769		D	N				SUBSISTENCE OF P	101.42412.0227
	42639	04/29/15	SOFTENER SALT	9.30CR		E3769		D	N				GENERAL SUPPLIES	101.42412.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
WILLMAR WATER & SPAS		000831							
42639	04/29/15	DRINKING WATER	10.00	CR	E4379		D N	SUBSISTENCE OF P	101.42412.0227
42639	04/29/15	SERVICED SOFTENER-PARTS	92.98		73306		D N	MTCE. OF EQUIPME	101.42412.0224
42639	04/29/15	SERVICED SOFTENER-LABOR	88.00		73306		D N	MTCE. OF EQUIPME	101.42412.0334
			146.68						
		VENDOR TOTAL	146.68						
XEROX BUSINESS SERVICES		000131							
42640	04/29/15	GFS LASER CK OVERLAY	350.00		1148856		D N	MTCE. OF EQUIPME	101.41409.0334
42640	04/29/15	PYRL LASER CK OVERLAY	350.00		1148856		D N	MTCE. OF EQUIPME	101.41409.0334
			700.00						
		VENDOR TOTAL	700.00						
ZENENERGY LLC		003122							
42641	04/29/15	STREET LIGHTING PROJEC	3,174.45		1407/EST. 2		D N	MTCE. OF OTHER I	414.48457.0336
3D SPECIALITIES INC		002726							
42642	04/29/15	SIGN POSTS	1,431.40		448517		D N	MTCE. OF OTHER I	101.43425.0226

ACS FINANCIAL SYSTEM
04/30/2015 10:50:25

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.27 PAGE 14

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				438,967.49										

RECORDS PRINTED - 000304

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	194,134.13
207	W.R.A.C. - 8	811.51
208	CONVENTION & VISITORS BUREAU	9.44
212	COMMUNITY DEVELOPMENT	166,681.00
230	WILLMAR MUNICIPAL AIRPORT	13,850.35
304	D.S. - 2004 BOND	450.00
414	S.A.B.F. - #2014	3,174.45
450	CAPITAL IMPROVEMENT FUND	28,269.17
651	WASTE TREATMENT	30,741.50
741	OFFICE SERVICES	845.94
TOTAL ALL FUNDS		438,967.49

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	438,967.49
TOTAL ALL BANKS		438,967.49

**Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB/Chamber
Tuesday, March 17, 2015 @ 12:00 Noon**

Members Present: Janet Demuth, David Feist, Denny Baker, Roger Imdieke, Sue Steinert , Ken Warner, Dave Henle, Doug Kuehnast, Chris Burgess, Troy Ciernia, Kevin Halliday, Audrey Nelsen and Jim Butterfield

Members Absent: Michelle Olson

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:10pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections.
 - b. **Welcome to Chris Burgess and Dave Henle:** Chris Burgess is the General Manager of KEC and Dave Henle is a Board Member of Spicer EDA and works at Heritage Bank.
 - c. **Self-Introductions:** Self-Introductions were done.
- II. **Approve Minutes from the February 17, 2015 Meeting:** It was MSC (m/Warner; s/Demuth) to approve the minutes from the February 17, 2015 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Butterfield, s/Kuehnast) to approve the financial report as it was presented.

[David Feist joined the meeting]

- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** Ciernia said they had a Figure Skating Show that was well attended in February and then the ice was pulled off of the Cardinal Arena to get ready for the dry floor events. There is ice in the Blue Line Arena until Sunday. Some of the upcoming shows are the Rebel Camper Show, the Gun Show and the Builders Home Show. All new rubber flooring will be arriving in June for both facilities. The HVAC will be installed in both facilities this summer as well. February 21-22 was the Willmar Basketball Boosters tournament and it was very successful with participants coming from 25 communities. There were 25 teams for the Novice Bonspiel last weekend, which was the max that was allowed. It was also very successful. Ciernia said there won't be a Junior Hockey team for the 2015-2016 season, but they are still looking at options for hosting a team in the future. Fischer said the Sports Committee is active in the school referendum for a field house. Warner asked if the Field House group would do a presentation to the CVB Board at next month's meeting. Nelsen asked if they could do a presentation to the Community Ed and Rec Board as well.
 - b. **Special Events Committee:** No new business to report.
 - c. **Meetings & Conventions Committee:** Feist said they went over some recent conventions including Ducks Unlimited and MN 4-H Adult Volunteers, both of which went well. They also talked about sales call efforts and the MSAE Expo in June.
 - d. **Visitor Guide Committee:** Steinert said work has begun on the 2016 guide with contact being made to city clerks to create new editorial for their community. The guide is still being distributing to a variety of affiliations. The committee is always looking for new

photos of attractions or events in the area. If you have any that you would like to share, please e-mail them to Fischer.

- e. **Leisure Travel Committee:** Butterfield said they met in Sunburg at Kaffestua. Fischer said the restaurant is owned by the city and recently has a new manager. They serve food to the preschool kids every day. She said they went over the inquiry report, the upcoming sports shows and they did a recap of the Omaha Sports Show, where 460 guides were distributed. Imdieke and Butterfield shared about their experience at the Sioux Falls Sports Show, where they distributed 420 guides. Butterfield said it was very well attended and many people commented about the Little Crow Ski Show. Imdieke said he was there Thursday and Friday and many people asked about camping in the area. Fischer shared that the Mayor's Bike Ride is May 15th and all three Mayors will be riding this year. The picnic will be in New London to support their 150th Celebration. The event is free and starts at 5pm. The New London to New Brighton Car Run goes from August 5-8th and they will be touring Bayer Built on Wednesday and attending the County Fair on Thursday. A few interesting points were that the Little Crow Ski Team is looking for sponsors as they have new ad space on their boats, Sibley State Park had their first campers of the year at the end of February and the Prairie Woods Environmental Learning Center's Sleigh and Ski Festival was a hit even with no snow and they served 400 bowls of chili. A couple more notes for Prairie Woods is that they are getting a portable climbing wall to use a variety of events in the area and their Earth Day event is on April 25th.
- f. **Executive Committee:** Steinert stated there is no new business to report.

V. Affiliated Partnership Updates/Reports:

- a. **Vision 2040 Update:** Warner said Ron Erpelding stepped down as the chair and they are currently looking for someone to replace him. Mayor Calvin will be taking on that roll to get them through the year. The Leadership Program had their 3rd meeting, the Welcoming Newcomers group will have their concierge packet finalized by April or May, the Steering committee is thinking about bringing Rebecca Ryan back in June/July and they are working on getting the community reengaged into the process. The Steering Committee continues to meet on a monthly basis. Nelsen said the Movie at the Rink was a success with over 400 participants.
- b. **Other:**

- VI. Executive Director Report:** Fischer distributed her report and went over some of the larger events that are coming up. Such as Rebel Camper Show, InspirHer event at the Conference Center, Builder's Home Show, Spicer Appreciation Banquet, Mayor's Bike Ride and many conventions as well. She has submitted ads to AAA for their May/June MN issue, AAA Bike for their May/June Minneapolis/St. Paul issue, Our Iowa publication, TravelerFun, Central MN Co-op and created a Facebook ad promotion. She has submitted bids to Pheasants Forever State Convention for 2016 and American Milking Shorthorn Society Convention for 2018. We lost the bid for the 2015 MN County Attorney's Association Leadership Forum to Breezy Point. She has assisted conventions such as MN 4-H Conference, Hallinglag Stevne, Willmar Basketball Boosters and more. She talked about the importance of biking in the area and explained the process of becoming a bike friendly community. She also went over the Bike Share Program and how they are working with the MN Bike Alliance. A complete copy of the Executive Director's Report is available upon request from the CVB office.

[Ken Warner exited the meeting]

VII. Other Business:

a. Word Around the Community:

- i. Halliday:** The Gun Range is almost ready to open. They are hoping to have everything ready by March 26th for the Hidden Treasures event in Downtown Willmar. They are in the final negotiations with the Willmar Rifle and Pistol Club for the use of the range. The basketball floor was damaged during the renovation process so only half of the floor is usable right now.
- ii. Baker:** The fair board is working on getting entertainment for the fair and looking to see what improvements are needed on the grounds.
- iii. Nelsen:** The Hidden Treasures event will take place March 26th in downtown Willmar and will include a tour of some of the downtown buildings and some food tasting as well. She asked for people to be aware of what's going on in the community right now and the effects it has on the future of Willmar.
- iv. Feist:** He is selling Sloppy Joe supper tickets for next Thursday at NL-S High School. The event benefits post-prom and the Wolf Ridge field trip.
- v. Henle:** He is the replacement for Ron Fake from the Spicer EDA. The Spicer Appreciation Banquet is April 24th and the Spicer Commercial Club will start planning their July 4th events.
- vi. Imdieke:** The Brew Pub will be open soon. Boy scouts in New London are looking to add a Welcome Center in New London that could be used as their hut. The six mile Eagle Lake Trail loop will be completed this year. This Saturday is the section wrestling meet for K-6th grade. He also shared information about closing the gap on Highway 23 and supporting a sustainable funding bill for transportation.
- vii. Burgess:** She shared that they are getting a lot of questions about the future of KEC. Their plan is to remain open and revive the business.
- viii. Butterfield:** Kandiyohi County AIS has made it to the second round of consideration for BoatUS grant funding. BoatUS is an organization that funds safe and clean boating programs. As part of their second round of grant consideration, they have the various applicants compete for online votes. Voting ends at midnight on March 24 and individuals may vote once per day. The Hawk Creek Animal Shelter had their Save Our Tails event at the end of February and had 274 people attend. It was the biggest event yet and it raised more than \$25,000.
- i. Demuth:** She said they are finishing up some of their renovations inside.

b. Other:

c. Next Meeting Date: April 21, 2015

VIII. Adjournment: Steinert adjourned the meeting at 1:01pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of March 31, 2015
(As of 04/07/15)

Assets

Cash	\$ 14,165.98
Petty Cash	50.00
Investments	182,465.70
Taxes Receivable	-
Accounts Receivable	39.34
Prepaid Expenses	12,781.35
Interest Receivable	168.44

Total Assets \$ 209,670.81

Liabilities

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

Total Liabilities -

Fund Balance

Restricted Fund Balance - Prepaid Expenses	23,574.02
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	154,853.17

Total Fund Balance 209,670.81

Total Liabilities & Fund Balance \$ 209,670.81

Willmar



2005



City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended March 31, 2015
 (As of 04/07/15)

	<u>Budget</u>	<u>2015 Actual</u>	<u>2014 Actual</u>
Revenues			
Lodging Receipts	\$ 170,000.00	\$ 26,343.81	\$ 24,821.44
State Tourism Grant	7,000.00	-	-
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	2,039.63 *	-
Miscellaneous	-	-	-
Interest Earnings	-	244.47 *	178.64
Market Value Increase (Decr)	-	256.23 *	-
Refunds & Reimbursements	-	2,158.78 *	94.08 *
Total Revenues	228,500.00	65,042.92	59,094.16
Expenditures			
Operating			
Full Time Exec Director Salary	88,000.00	13,783.00	12,450.40
Temporary Employee Salaries	-	-	-
Benefits and Taxes	18,000.00	3,320.28	2,432.74
Office Supplies/Copies	3,000.00	175.92	495.53
Small Tools	-	-	-
Postage	1,500.00	165.27	162.84
Mtce. of Equipment	1,000.00	-	-
General Supplies	2,200.00	250.00	250.00
Telephone/Fax	9,000.00	572.16	633.30
Printing & Publishing	2,000.00	585.00	380.00
Travel/Lodging/Dues	6,000.00	709.21	625.85
Mtce. of Equipment	-	-	-
Other Services	-	199.71 *	201.40 *
Rents	8,000.00	1,253.22	1,253.22
Insurances & Bonds	450.00	460.00 *	447.00 *
Awards & Indemnities	250.00	-	-
Subscription/Membership	2,600.00	214.06	886.82
Professional Services	2,200.00	60.00	1,848.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	-	-
City Transfer (5%)	8,500.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	5.54 *	1.66 *
Tourism Expenses	34,000.00	8,581.60	14,826.56
Ad Development & Revisions	300.00	10.00	-
Conference & Convention	22,000.00	4,215.90	5,455.86
Group Tour Promotions	1,500.00	1,500.00	-
Leisure Travel	25,000.00	6,247.11	8,547.33
Fall/Winter Promotions	6,500.00	911.96	1,320.90
Spring/Summer Promotions	-	-	-
Special Projects	5,000.00	-	1,000.00
Strategic Marketing	4,000.00	-	-
Total Expenditures	251,500.00	43,219.94	53,219.41
Net Income (Loss)	(23,000.00)	21,822.98	5,874.75
Fund Balance January 1	187,847.83	187,847.83	172,279.48
Prior Period Adjustment	-	-	-
Fund Balance March 31	<u>\$ 164,847.83</u>	<u>\$ 209,670.81</u>	<u>\$ 178,154.23</u>

* Indicates Over Budget



Lodging Tax History

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02	\$ 11,242.91	\$ 12,481.92
February	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$10,911.35	\$ 13,578.53	\$ 13,861.89
March	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	\$ 12,286.25	\$ 11,960.20	
April	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	\$ 11,762.97	\$ 12,280.28	
May	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	\$ 13,011.30	\$ 13,953.56	
June	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	\$ 17,723.80	\$ 21,493.18	
July	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,827.95	17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	\$ 20,870.17	\$ 23,504.27	
August	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,814.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$18,441.81	\$ 19,836.73	\$ 19,602.33	
September	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,985.58	\$ 14,485.25	\$ 16,027.03	\$ 16,596.08	\$ 15,996.62	
October	\$ 10,148.01	\$ 10,185.02	\$ 10,461.69	\$ 10,748.60	\$ 12,588.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	\$ 15,507.78	\$ 16,011.42	
			\$ 12,994.55	\$ 12,147.50				\$14,931.70*	\$15,814.85*	\$14,889.20*					
November	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	\$ 12,603.31	\$ 12,749.26	
		\$ 10,746.10			\$ 12,061.86	12,886.81*	13,780.05*				\$ 14,625.30	\$ 14,728.80	\$ 14,885.55	\$14,858.75	
December	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	9,345.52	\$ 8,748.84	\$ 6,998.74	\$ 9,662.25	\$10,045.27	\$ 10,378.89	\$ 11,250.37	\$ 12,489.86	
Total Lodging tax	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 187,391.68	\$ 199,721.17	\$ 26,343.81

*Kandiyohi County Camping Receipts

CVB Executive Director's Report – April 2015

- April 24: Spicer Appreciation Banquet
- April 27 – 29: MN Restaurant Association
- May 6: National Bike to School Day
- May 8: Cat Scratch Fever 5K
- May 8 & 9: Smart Cycling Class
- May 15: 3rd Annual Mayor's Bike Ride
- May 15: National Bike to Work Day
- May 17: Willmar Car Club Car Show & Swap Meet
- May 23: Memorial Day 5K
- June 6: 2015 MSAA State FITA
- June 12 – 13: Kandi is Dandy Days
- June 12 – 14: Willmar Youth Baseball Tournament
- June 13 – 14: Ninja Warriors
- June 15 – 16: Business Professional of America Summer Meeting
- June 19 - 20: Studio Hop
- June 19 – 20: Atwater Festival Days
- June 19 – 21: Small Town Baseball Tournament
- June 20 – 21: MSAA State Target Championship
- June 23 – 28: Willmar Fests
- June 26 – 28: Willmar Fests Tennis Tournament
- June 27 – July 1: BASF Annual Global Meeting

Advertising:

- Submitted ad for MN Getaways spring issue.
- Submitted ad for MN Trails Summer issue.
- Submitted ad for the MN Monthly Ultimate Travel Guide.
- Submitted online ad for Spring Vacation Guide.
- Contracted ad space in MN Trails Winter issue.
- Continue to advertise on social media.

Proposals/Conference Assistance:

- Submitted bid to host the 2016 MN Elk Breeders Conference.
- Submitted bid to host the 2015 Family Child Care Providers Conference.
- Met with Pheasants Forever to discuss our 2016 bid for their State Convention and provide a site visit. We were awarded their convention and will host them January 29-31, 2016.
- We were awarded the Vestlandslag Stevne for June 2016.
- Assisted InspirHER organizers with details for their March event. We prepared their exhibitor cards, labels and assisted with their programs. Their inaugural event was well attended and they plan to hold the event again in 2016.
- Assisted Edward Jones with details for their March meeting. The CVB provided notebooks and pens and assisted with a variety of miscellaneous items.
- Assisted the MN Restaurant Association organizer with bus transportation for their April conference in Willmar.
- Assisted North Star Genetics organizer with bus transportation for their July meeting.
- Assisted the Buckingham Blitz Terrier Trials organizer with room blocks at area hotels for their July 11-12, 2015 event in Raymond. The CVB will also be providing welcome bags and number badges.

- The CVB assisted a Car Run organizer by gathering coupons and information for their May Car Run to the Willmar Lakes Area. These items were mailed to the organizer who will distribute them prior to the run.
- Connected with the Small Town Baseball Tournament organizer to discuss June tournament. Organizer lives in Wisconsin and is struggling to find a manager for this tournament who can connect with Minnesota teams/coaches. His original manager resigned several months ago. The tournament is the weekend after the large Willmar Youth Baseball Tournament, which has limited local involvement from the area baseball community.
- Connected with Willmar Youth Baseball Tournament organizer to discuss their June tournament. Several divisions are full. There are 5 spots left overall. Provided organizer with an overview of hotel bookings to date.
- Met with Willmar Hockey Association to discuss 2015-2016 Hockey Tournaments. The CVB will create their ads, registration forms and set up room blocks at area hotels. Bantam will be December 4 - 6, 2015; Pee Wee will be December 11 - 13, 2015; Girls will be January 29 -31, 2016 and Squirt will be February 5-7, 2016.
- Met with I-500 Snowmobile race organizer to discuss 2016 race. The date has been set to arrive in Willmar on February 13th. The banquet will be held at the Kandi Entertainment Center.
- Assisted The Risk Management and Patient Safety Institute Inc. with securing meeting space for their October 1, 2015 meeting.
- Assisted several groups with a variety of different items including but not limited to day meeting space, tour ideas and hotel information.
- Completed several prospect calls looking to bring new groups to the Willmar Lakes Area and sales calls encouraging old business to bring their meeting or conference back to the area.

Misc:

- Continue to work on the Bike Share Program. I have attended several meetings related to the program in Willmar and contacted area businesses to see if they would be interested in participating. We have ordered 15 yellow bike racks and two bike repair stations. Bikes are in the process of being retrofitted by a local business. The goal is to launch this program in May.
- Met with the Willmar's Bike Advocacy team to discuss progress and next steps related to the 5 E's (engineering, education, enforcement, encouragement & evaluation) and to plan for our April 27th meeting with the MN Bike Alliance.
- Prepared the Annual Report for the Glacial Ridge Trail Association and submitted to State Scenic Byway Coordinator.
- Continue to work with The Johnson Group on the redevelopment of the CVB's website.
- Met with Movies in the Park committee to plan the 2015 movies. We plan to have four summer movies and one winter movie.
- Provided name badges for the WE/LEAD meeting.
- The CVB had a booth at the Northwest Sport Show. We distributed 530 guides at the show.
- Set up a meeting for Willmar Booster Clubs to hear the school referendum presentation. The meeting will be held on Wednesday, April 29th at 7:30 pm at the WEAC. Invited several associations to the meeting.
- Attended the Glacial Ridge Trail Association meeting. Assisting with an addendum to their Corridor Management Plan (CMP) and website support.

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD MEETING
APRIL 24, 2015**

Members Present: Eric Banks, Dave Baumgart, Andy Boersma, Bill Borth, Matt Dawson, Tim Johnson, Russ Magnuson, Audrey Nelsen, Pablo Obregon, Rachel Skretvedt, Darin Strand

Guests Present: Dr. Jerry Kjergaard, Pam Harrington, Mandi Lighthizer-Schmidt from Willmar Public Schools

Staff Present: Steve Brisendine, Casey Hagert, Laura Morales, Becky Sorenson, Jena Tollefson, Pam Vruwink, Jodi Wambeke

Chairman Eric Banks opened the meeting by asking everyone to introduce themselves.

Steve Brisendine then welcomed Dr. Kjergaard, along with Pam Harrington and Mandi Lighthizer-Schmidt, who were present to talk to the Board about the upcoming School bond referendum. Dr. Kjergaard explained about the needs of the School District, using a PowerPoint presentation. The proposal includes building another elementary school, adding a new science area at the Middle School, a dedicated gymnastics area at the High School to free up gym space throughout the District. The elementary schools are crowded – Kennedy has 127 students over its capacity and Roosevelt has 188 over its capacity. Quite a few hallways are being used as classrooms

Willmar Public Schools receives 1.2 million each year for operating costs and deferred maintenance but \$9 million is currently needed to check off all items on the list.

Because of the lack of adequate gym space, teams are running in the hallways which create safety issues and increases floor maintenance in the hallways.

The Bond Referendum is asking for \$52,345,000 in school building bonds. The second part of the referendum is for \$7,750,000 for a field house (51,000 square foot) the plan is for 6 courts (allowing usage for volleyball, basketball, baseball, softball and tennis) with a separate running track, possibly running above the gym space. The field house portion is dependent upon the first part of the referendum passing.

If both sections of the referendum pass, the increase per year would be \$132 (about \$11 per month) on a \$100,000 home. The voting takes place on May 19 from 9 am – 8 pm at WEAC.

Dr. Kjergaard concluded his presentation by asking for questions. Dave Baumgart asked what Roosevelt and Kennedy would look like if the bond passes. Dr. Kjergaard responded that the two

**COMMUNITY ED & REC
JOINT POWERS BOARD MINUTES
APRIL 24, 2015, PAGE 2**

schools would look the same, but with less children. The plan is to have three elementary schools for children thru grade 5 and evenly divide them between the three.

Rachel Skretvedt asked if there was a site already chosen as the location for the new school. Dr. Kjergaard responded that there are several options but a decision would be made if the referendum is successful. Dr. Kjergaard expressed his feelings that the new school should be on the east side of town.

A question was asked about open enrollment. Approximately 260 students come to Willmar with 340 leaving Willmar for a different school.

Pablo Obregon stated he was concerned that the Spanish and Somali families are not as well informed as they should be.

Someone wondered what the percentage needed to be for the referendum to pass. Dr. Kjergaard stated that a simple majority wins. In other words, if 100 people vote and there are 51 yes votes, the referendum passes.

If the referendum passes, the time frame will be six to nine months for architectural drawings with a possible open date for the 2018-19 school year.

Eric Banks asked if the field house would be limited to certain sports. Pam Harrington responded that the field house is planned for use in all sports.

Matt Dawson expressed concern that people may forget to vote. Pam Harrington stated that people can get absentee ballots at any time prior to May 19.

As there were no further questions, Steve thanked Dr. Kjergaard, Pam Harrington and Mandi Lighthizer-Schmidt for their presentation.

The next item on the agenda was the formation of sub-committees. Three sub-committees have been agreed upon:

Executive which would include Steve, City Council Representative, School Board Representative and the JPB Chairman and Vice Chair.

Program Committee

Park Plan Committee

**COMMUNITY ED & REC
JOINT POWERS BOARD MINUTES
APRIL 24, 2015, PAGE 3**

Pablo Obregon asked if Community Ed & Rec would be impacted by the passage of the referendum. Steve responded that there would be additional spaces for our programs thus ultimately helping our programs have more quality space to program from.

A question was asked about staffing at the field house during evening and weekend hours. Nothing has been talked about in regards to that issue at this time.

Steve said the he saw the Program Committee assisting in development of programs and to evaluate the programs. Park Plan Committee working with park planning, discussing how expenses would be handled for the new additions.

Darin Strand said that (due to time constraints) an email will be sent out regarding the committee structure.

Eric Banks asked for a City Auditorium update. Steve stated the City Council has agreed to work with the contractor on the floor repair. The Gun Range proposed agreement from the City Attorney has been sent to the Gun Club for their agreement.

Steve also stated that an Open House is planned for the City Auditorium on June 25 during Willmar Fest week. This will be a combination of a belated 75th Anniversary for the building and allowing the public to see the changes that have been made. The first Movie in the Park will be that night at the City Auditorium. The remaining nights for Movies in the Park will be the third Friday of July, August and September.

Audrey Nelsen asked what the backup plan is for Memorial Day since the Auditorium may not be ready. Steve responded that WEAC or the WCAC is the rain backup.

Bill Borth asked what the dead-line is for program submission for the Fall brochure. Steve said that the middle of July was the dead-line.

As there was no further business, the meeting adjourned. The next meeting will be May 22.

WCAC COUNCIL

Minutes

April 10, 2015

WCAC – Sonshine Room

Members:

Claudia Cederstrom, Diane Shuck, Ernie Carlson, Phyllis Williams,
Staff - Rob Baumgarn, Tammy Rudningen, Jena Tollefson, Pam Vruwink, Steve
Brisendine

Guest: George Davies

WCAC Committee Membership/Introductions-The meeting was called to order at 9:00am by Chair Claudia Cederstrom.

Facility Use Policy/Fee Schedule-Brisendine explained to the committee the goals of this policy and the fees attached to usage of the facility. The fees have not changed from 2014 and for most users costs should be the same or possibly less because some of the extra fees have been incorporated into the room usage fee. The Willmar Senior Citizens Club has already paid their rent fee of \$1,275.00 for 2015. If the club is interested they can bring proposals later in 2015 to this committee to possibly reduce/eliminate fees for the club for 2016. Ernie Carlson Moved Diane Shuck seconded to approve the Facility Use Policy/Fee Schedule for the WCAC in 2015 as presented. Motion carried.

WCAC Council Job Description-The committee reviewed the Role of WCAC Council Members document presented by staff. Diane S asked about the residency requirements and the impact that would have on current members. Brisendine stated this was a draft and portions were taken from the job description for WCER Joint Powers Board members. Given the role of this council some obvious changes should be considered and residency might be one that the committee should consider. It was decided to review this document for the next month and bring it back for further discussion in May.

Program Update/Requests-Staff gave updates on the past months programs and upcoming events scheduled at the facility. The Meal Site is now offering 2 Two Buck Wednesday's and the attendance has been very strong on these dates. Other days of the week have also gotten a boost with members of the fitness class starting to attend.

Facility Usage Update-Staff updated the council on the usage for the month and a couple of upcoming events to be held at the WCAC.

Senior Club Update-Phyllis handed out a report compiled by her and the club for our review. Highlights were some new signage had been donated by Shirley Hulst, the Club thought the awnings looked great. They were also happy attendance is picking up at the meal site and that there is a discounted day twice a month. They had asked about the coffee pots/servers and what could be done with the extras. They also wanted clarification on the Library, going forward those that use books are asked to put them

WCAC Council Minutes

Page 2

away instead of using the box and having a volunteer do that work. Staff will monitor the library and clean it up as needed.

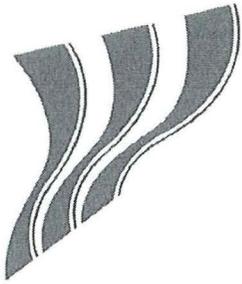
We reviewed the donation/volunteer list that was compiled by the club and discussed whether or not the City Council was aware of their investment. It was noted the CC gets these minutes monthly and hopefully they read them. If items on the agenda should be highlighted for the CC, the council should discuss with Councilman Johnson possibly pulling items at the Council meeting for discussion if that topic discussed is deemed worthy.

The Club also asked about paper products and all other disposables. Staff informed them that the City buys paper products and disposables for general use but more specific needs like napkins or paper plates would be provided by the user needing them. We also discussed recycling and will contact the county to start picking up items every two weeks. Jeff will handle this duty.

Other-We also discussed placing a vending machine at the WCAC.

Next meeting will be Friday May 8, 2015 9:00am Sonshine Room WCAC

Being no further items the meeting was adjourned



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

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

Originating Department: Administration

Agenda Item: Presentation of Results of Willmar Town Hall Meeting

Recommended Action: Receive for Information

Background/Summary:

Mr. Bruce Miles of Big River Group, LLC conducted a Willmar Town Hall Meeting on March 26, 2015. It was requested of the Council to have Mr. Miles present the summary of the meeting to the City Council.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

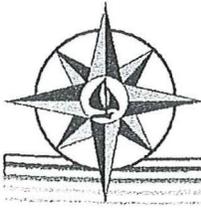


Town Hall Meeting

Willmar Conference Center

Thursday, March 26 – 6:30pm – 8:30pm

Results



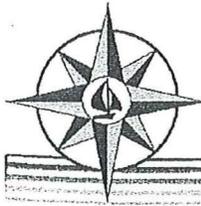
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Willmar Town Hall Meeting • March 26, 2015 • 6:30 to 8:30 PM
Results #1: Outcome Diagnosis

	Positive	Less Than Positive
Intended	1) MinnWest Campus	1) Condition of Downtown
	2) Vision 20/40	2) City Government
	3) Parks & Trails	3) Affordable Housing
	4) Increased Diversity	4) Not Embracing Diversity
	5) Regional Medical	5) Economic Development
Unintended	1) Town Hall Meeting	1) Not Embracing Diversity
	2) Diversity	2) Conflict in Leadership
	3) Economic Growth	3) Issues w/ Airport
	4) Population Growth	4) Negative View of Willmar
	5) Community Involvement	5) Cuts To Education



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Willmar Town Hall Meeting • March 26, 2015 • 6:30 to 8:30 PM

Results #2: Vision

Step #1: Write items for your new Vision here.

In five years, we will have developed, delivered, & be recognized for...

- Leadership Development and Change (well-functioning, diverse, developed, & trained) (186)
- Economic Development (growth in employment, labor skills, & incentives) (97)
- Healthcare System (increase growth, and be the top regional healthcare center) (71)
- Improved Downtown Area (increase opportunity and image) (65)
- Improved Entertainment Options (recreation, culture, music, art) (55)



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Willmar Town Hall Meeting • March 26, 2015 • 6:30 to 8:30 PM

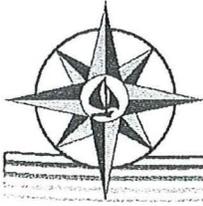
Results #2: Vision

Step #1: Write items for your new Vision here.

1. A diverse, well-functioning city council that plans strategically for the good of Willmar (123).
2. Become a regional entertainment hub for recreational, cultural, music, art, sports (52).
3. Top 5 regional center in MN and top regional health care center (50).
4. Willmar leadership in transparent and truthful without blame and judgment, integrity (42).
5. Revitalize the downtown and Kandi Mall (29).
6. Industrial park development with affordable paying jobs (24).
7. Regional center: our children have the opportunities and desire to come back and make this their home (23).
8. Lure large manufacturing companies to town to help encourage higher wages (22).
9. Downtown-rich in culture, art, entertainment (18).
10. Welcoming to business (15).
11. Education system that addresses the needs of a diverse community (15).
12. Attract doctors and specialists to area (14).
13. "World class" leadership; how we measure our progress (14).
14. Excellent infrastructure (13).
15. Affordable housing-all levels (12).
16. How we filled the industrial park and the mall (12).
17. Progressive and proactive city government (11).
18. A community that understands and embraces the needs and opportunities that come with being a diverse community (11).
19. Great k-12 education (11).
20. Schools are thriving with state of the art facilities, technology, and full of students ready to learn and be our workforce (11).
21. Diverse & integrated leadership in all economic sectors (11).
22. A cohesive community that breaks down barriers, values diversity, and is technological hub strong in RnD (10).
23. Public and private collaboration on large scale projects (9).
24. Top quality school system (9).
25. Open discussion with city issues (8).
26. Improved image of downtown & have it be a desirable location for start up businesses (8).
27. Full service healthcare to promote rural region center of excellence (7).
28. Unified leadership from city government (7).

29. Economically strong and diverse (7).
30. School, city, faith, and elected officials represent the multi-cultural diversity present in our community (7).
31. Vision 2040 goals (4) by 2020 (7).
32. Housing to meet demand, both rental and ownership (7).
33. Need to develop unique attraction for Willmar (6).
34. Clean and prosperous downtown (6).
35. Committed green community/beautiful Willmar (6).
36. A progressive engaging community with a high quality of life (not just surviving) (6).
37. Highest GPA in schools in our area and supports higher ed. System (6).
38. Ample affordable housing (6).
39. Community all inclusive-diversity (5).
40. Improved functional parks (5).
41. How our 20/40 vision has come to fruition (5).
42. Promotion of cultural diversity (4).
43. Reinvest in downtown both public and private money (business) (4).
44. Positive reputation throughout state (4).
45. Strong labor force capable of fulfilling employer's needs (4).
46. Legitimate regional center (3).
47. Occupied building throughout the city (3).
48. More family oriented entertainment and recreation (3).
49. Parks & trails-leading to tourism (3).
50. Regional center agriculture, healthcare, education (3).
51. More affordable housing (3).
52. Infrastructure for business-thriving-locally-owned-entrepreneurial (2).
53. Dynamic downtown development (2).
54. Healthy nutritious restaurant (2).
55. Valuing the strengths of diversity (2).
56. Environment to foster economic development (2).
57. Develop economic incentive plan to attract businesses (2).
58. Common shared community vision that accounts for how we fit in the bigger picture (2).
59. A more developed 1st.- aesthetically pleasing (2).
60. Citizen engagement that's forward thinking and fuels innovative action and community pride (2).
61. Vibrant, vital downtown & local food economy (2).
62. Young families welcomed-good neighborhoods, school, recreation and jobs (2).
63. Regionally competitive wages (2).
64. Reduce dependence on government from residents and businesses (2).
65. Actively looking for businesses to enhance Willmar (1).
66. Reduction in domestic violence (1).
67. Increased integration of government/city offices (1).
68. Revitalization throughout Willmar community (1).
69. More hospitable and friendly community (1).
70. Our progressive climate/environment; jobs, schools (1).
71. Promote recruiting (1).
72. Quality of life/economic growth & diversity (1).
73. Vibrant community (1).

74. Best practices, example-moving community forward and celebrating its successes (1).
75. Develop & deliver better school system (1).
76. Allow elected leaders to be recognized and issues brought through elected body (1).



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Willmar Town Hall Meeting • March 26, 2015 • 6:30 to 8:30 PM

Results #3: Priorities

- 1) Strengthen Leadership (increase diversity, training, and accountability) (218)
- 2) Strive for Economic Growth (increase incentives in order to grow and maintain economic success) (102)
- 3) Focus on Education (improve and promote innovation and excellence within the district) (60)
- 4) Focus on the 20/40 Vision (build, expand, and maintain the 20/40 vision) (43)
- 5) Increase Diversity (accept and increase diversity in all areas of the community) (36)



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Willmar Town Hall Meeting • March 26, 2015 • 6:30 to 8:30 PM

Results #3: Priorities

1. Recall of 5 city council members (61).
2. Change composition of city council, encourage qualified, forward-thinking community members to run for office (56).
3. Market/promote recreation, entertainment lifestyle possibilities to get & keep next generation families (33).
4. Become top 5 regional center by: improving/strengthening education opportunities, breaking down class/racial barriers to create community, affordable housing, and rehab downtown (32).
5. Foster environment for economic development (29).
6. Cultivate progressive leaders to run for city council (26).
7. Invest in strong education (K-12 & post-secondary) in order to fuel strong economy (23).
8. Develop leaders/encourage citizens (all) to run for office-support them in their candidacy (23).
9. Host more town hall meetings to grow civic engagement (19).
10. Vision 2040 implementation-"all encompassing" (18).
11. More organized efforts at facilitating dialogue between diverse community groups, including groups defined by religion, culture, ethnicity, sexuality, etc. (16).
12. Improve city leadership (13).
13. More publicized business incentives for new and expanding businesses (12).
14. Improving city leadership by at-large city council elections (11).
15. Support school referendum (11).
16. Hold downtown walk the corridor meetings on quarterly basis to build positive relationships with minority groups (9).
17. Completed and well developed 2040 goals (9).
18. Review our approach to governance & strengthen our city charter to create a stronger mayor system (9).
19. Engage all ethnic groups in the visions & plans for Willmar (8).
20. Promote and enhance innovative excellence in education (8).
21. 4 lane transportation to Willmar (8).
22. Education of electorate to recruit candidates for elected officials i.e. chamber workshop for candidate training to become traveling workshop to business/organizations (7).
23. Empower positive & spread it (7).
24. Pass school board w/ Fieldhouse (7).
25. Work to get one new 100+ job business to area each year (7).
26. Move vision 2040 forward collaboratively (6).
27. Collaborative economic plan or region: infrastructure, facilities, Robins Island (5).
28. Require a test of logic & comprehension for elected reps & boards (5).

29. Continue citizen's forum's (ward meetings) (5).
30. Invite-engage-extend (diversity, generational, employees, etc.) (5).
31. Attract tenants for mall & industry park (4).
32. Capture momentum tonight to collaborate and work together through another town hall in six months to review progress and citizen involvement (4).
33. Encourage voluntary resignation of all council members with more than one team on the council (4).
34. Challenge people to step into leadership roles (4).
35. Revitalize downtown by making it more accessible (4).
36. Recruit younger, fresh leadership for city council and other community organizations-transparent, responsive, & representative of the community (3).
37. Improved collaboration Willmar medical community & affiliate with large provider (3).
38. Tools to EDC to be competitive & other incentives to bring business and grow businesses (3).
39. More citizen involvement in 2040 goals (3).
40. Diverse well-functioning leadership in city council (3).
41. A positive image for the city, good infrastructure and support for groups like EDC, chamber and education will attract more industry and commerce (3).
42. Invite minorities to become involved with community issues (3).
43. Forget/acknowledge and move forward (3).
44. Improve transportation (3).
45. Bring business in = better paying jobs (3).
46. Ward level meetings, identify candidates, support and finance them (3).
47. Turn the focus to the positive, away from dysfunction (2).
48. Work on our downtown (good downtown makes good community) (2).
49. Cultivate leadership: younger residents (2).
50. Create city aesthetically pleasing (2).
51. Reimplementation of ward meetings (2).
52. Require city council to attend league of MN cities leadership training (2).
53. Marketing 2040 goals (2).
54. Future meetings: invite/include our minority neighbors/leaders (2).
55. Build upon & expand participation of current 2040 work (2).
56. Transparent government (2).
57. Improve educational system-Pre-K through Grade 12, maybe 14? (2).
58. Recruit diverse people to serve as candidates for city council (2).
59. Need involved citizens holding leaders accountable (1).
60. Keep improving our already good education system (1).
61. Collaborative measurable celebrated regional goals: county, EDC, chamber, DNR, Ridgewater, cities (1).
62. Improve commerce and business by expanding transportation arteries (1).
63. Collaborate efforts for economic development (1).
64. Find/establish a symbol for our community (1).
65. Establish program to improve listening to communication skills (1).
66. High quality political candidates (1).
67. Create environment for entrepreneurship, specifically small business & growth development (1).
68. Require downtown to improve appearance by passing ordinance improving aesthetic standards (1).
69. Utilize vision 2040 to help achieve goals that are identified tonight (1).

70. Increase use of websites of committees, officials and county to keep Willmar citizens informed and involved (1).
71. Private, county, city separate economic/business expansion and recruitment (1).
72. Elected official should follow proper processes that instill public trust (1).
73. Lift the veil on bullying of those who are different: racially, sexually & opinion (1).
74. Greater citizen involvement in city government (1).
75. Active involvement by city government in 2040 visioning process (1).
76. City government be proactive to increase large manufacturing to increase employment, incentives (utilities, land, etc.) (1).
77. New people for boards/commissions (1).
78. Clear, defined government roles-freedom to follow through (1).
79. City has to invest in economic opportunities (1).
80. Expand jobs to support spouse employment to hired workers (1).
81. Friendly attractive community to inside & outside of area (1).
82. Divers industry and economic commercial sector (1).
83. City council to embrace vision 2040 (1).
84. Affordable housing - all levels (1).
85. Public/private collaboration for the "big picture" for Willmar (1).
86. Develop partnership with community entities (1).
87. Community attractions to support new comers to area so they will stay (1).



Willmar Town Hall Meeting • March 26, 2015 Summary of Evaluations • (N=125)

1. What was good & productive about this session?

Trend #1: Positive Atmosphere

- Thinking positively and not negatively.
- Very positive and open thinking.

Trend #2 Community Involvement

- Bringing the community together.
- Coming together as a community.

2. What was your biggest discovery?

Trend #1: Similar Ideas

- Similarity of priorities among groups.
- Many people thinking alike.

Trend #2: Positive Outlook

- The passion the people of Willmar have for their community.
- Positive feelings about Willmar.

3. How would you improve this session?

Trend #1: Cultural Diversity

- Find a way to include all cultural (ethnic) groups.
- Make sure there's representatives from other cultures in our community.

Trend #2: Voting System

- The way we vote could have been a little more organized.
- Dot system should go by groups.

4. What type of follow-up would be of use to you?

Trend #1: Meetings

- Keep the momentum going-more meetings and interactions.
- Future town meetings.
- More meetings to see where we're at.
- More town hall meetings.

How & Where To Get Engaged

Willmar City Council Meetings

1st & 3rd Monday's – 7:00 P.M.
Willmar Municipal Utilities Building

Committee Meetings

Finance Committee

2nd & 4th Monday – 4:45 P.M.
Willmar City Hall – Conference Room 1

Public Works Committee

2nd & 4th Tuesday – 4:45 P.M.
Willmar City Hall – Conference Room 1

Labor Relations Committee

2nd & 4th Wednesday – 4:45 P.M.
Willmar City Hall – Conference Room 1

Community Development Committee

2nd & 4th Thursday – 4:45 P.M.
Willmar City Hall – Conference Room 1

Kandiyohi County Commissioners

1st & 3rd Tuesday – 9:00 A.M.
Health & Human Services Building

Willmar Public Schools Board of Education

2nd & 4th Monday – 4:30 P.M.
WEAC Board Room

Vision 2040 –Go to www.willmarlakesareavision2040.com for meeting calendar and for sub-groups for each goal listed below.

Vision 2040 Steering Committee

2nd Wednesday – 10:00 A.M.
Willmar Lakes Area Chamber of Commerce – EBO Board Room

Goal #1: Attract and Retain Newcomers to the Willmar Lakes Area

3rd Friday – 10:30 A.M.
North American State Bank – Upstairs

Goal #2: Strengthen the Region's Economic Diversity

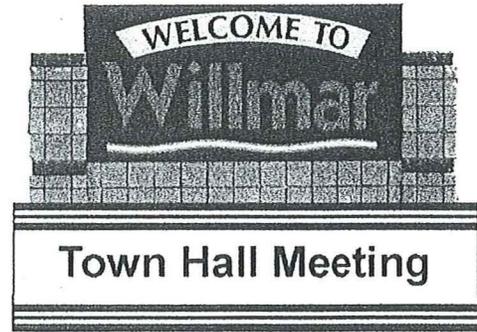
1st Tuesday – 10:00 A.M.
Willmar Fire Department Training Room

Goal #3: Develop and Enable more "Things to Do"

In the process of being re-organized. Stay tuned.

Goal #4: Develop Next-Gen Leaders

4th Wednesday – 10:30 A.M.
North American State Bank Upstairs



FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, April 27, 2015, in Conference Room No. 1 at the City Office Building.

Present: Tim Johnson Chair
 Rick Fagerlie Member
 Jim Dokken Member
 Andrew Plowman Member

Others present: Finance Director Steve Okins, Public Works Supervisor Scott Ledebor, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Approve Purchase/Replacement of MT Trackless (Motion)

Public Works Supervisor Scott Ledebor presented a request to replace the MT Trackless in accordance with the 2015 Capital Outlay Program. The new MT Trackless is to be purchased from Mac Queen Equipment, Inc., through the State of Minnesota Contract No. 89313 in the amount of \$135,236 with the mower, snow blower and blade attachments. Mac Queen Equipment has given us an \$18,750 trade value allowance and is reflected in the prices. The current unit is a 2007 model and is showing signs of hydraulic issues, oil leaks, and will need new shafts, joints, and bearings soon. The unit is used frequently throughout the winter months for snow removal on sidewalks and paths as well as the summer for mowing.

Following discussion, Council Member Fagerlie moved to approve the purchase of the MT Trackless with mower, snow blower and blade attachments less trade in value of the 2007 MT Trackless for a net cost of \$135,236 from MacQueen Equipment. Council Member Dokken seconded the motion which carried.

Item No. 4 2016 Proposed Budget Calendar (Motion)

Staff reviewed with the Committee the proposed 2016 Budget Calendar. It was noted that Council needs to adopt and certify the Proposed Levy to the County Auditor for Truth in Taxation in September.

Following discussion Council Member Fagerlie moved to approve the 2016 Budget Calendar as presented. Council Member Plowman seconded the motion which carried.

Item No. 5 – Fund Balance Policy Discussion (Information)

Staff reviewed the current Fund Balance Policy with the Committee. The purpose of this policy is to establish specific guidelines for the level of fund balances available for current and future spending in the governmental funds. It addresses minimum fund balances as well as sets a stabilization amount for use in emergency situations. U.S. Generally Accepted Accounting Principles (GAAP) requires a formal policy be adopted by the City Council and that this policy be reviewed annually. There were no recommended changes to the current policy. This matter was taken for information only.

Item No. 6 Reports (Information)

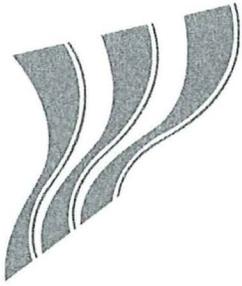
The Committee received the following reports: 02/28/15 Rice Hospital and 1st Quarter, 2015, Rice Trust. This matter was taken for information only.

There being no further business to come before the Committee, the meeting was adjourned at 4:59 p.m. by Chair Johnson.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 27, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Public Works

Agenda Item: Request to Purchase/Replace MT Trackless

Recommended Action: Approve the purchase/replacement of a 2015 MT Trackless

Background/Summary: Staff is requesting replacement of a MT Trackless in accordance with the 2015 Capital Outlay Program. The new MT Trackless is to be purchased from Mac Queen Equipment, Inc. through the State of Minnesota Contract #89313 in the total amount of \$135,236.00 with the mower, snow blower and blade attachments. Mac Queen Equipment has given us an \$18,750.00 trade value allowance and is reflected in the prices. The current unit is a 2007 model and is showing signs of hydraulic issues, oil leaks, and will need new shafts, joints, and bearings soon. The unit is used frequently throughout the winter months for snow removal on sidewalks and paths as well as the summer for mowing.

Alternatives: Keep the current unit.

Financial Considerations: The 2015 Capital Outlay Program has included \$140,000.00 for the purchase of the new unit.

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

Signature:

Comments: Vehicle/Equipment Replacement Policy objective is to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.



WILLMAR

PUBLIC WORKS

DIRECTOR/CITY ENGINEER

City Office Building
Box 755 320-235-4202

STREET/PARK SUPERINTENDENT

801 W. Hwy. 40 320-235-3827

WASTEWATER TREATMENT

3000 75th St. SW 320-235-4760

Willmar, Minnesota 56201

Fax 320-235-4917

www.ci.willmar.mn.us

Memorandum

TO: Kevin Halliday, Interim City Administrator

FROM: Sean Christensen, Public Works Director *SC*

DATE: April 21, 2015

RE: Purchase of A 2015 MT Trackless

Staff is in the process of proceeding with the purchase and replacement of a MT Trackless in accordance with the 2015 Capital Outlay Program.

I am requesting approval to replace Unit # 073501 a 2007 MT Trackless. Please be advised that the 2015 Capital Outlay Program has included \$140,000.00 for the replacement of a MT Trackless. The MT Trackless would be purchase from Mac Queen Equipment Inc. for \$135,236.00 with mower, snow blower & blade attachments.

Also be advised that the price includes the trade in of unit #073501 for \$18,750.00

Be advised that the MT Trackless would be purchased through State of Minnesota Contract #89313. The MT Trackless is used for sidewalk and walk path snow removal in the winter and the Public Works staff uses this unit in the summer for mowing operations.

Please let me know if you concur with this submittal.

gm



VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		2015	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3014.60013	Reminder to Attach Photo	
Vehicle Number:	073501	Replacement Cost:	\$140,000.00

2007 MT trackless

(Comments):
 Hydraulics are slow to respond.
 Foot feed throttle is jerky.
 Limited ceiling space. (Hit head easy)
 Door latch is shot.
 Cab is Noisy!
Initial P.T.
GS

Operator or Supervisor (comments if applicable):

The MT trackless is used for winter operations and summer mowing. Has a lot of hrs. and is an expensive unit to repair. I would recommend replacement as in schedule.
Initial L.L.

Mechanic (comments if applicable):

2050 HRS 21,085 miles Hydraulics is getting weak. Has engine oil leak - had cracked housing on engine replaced 500hrs. ago. Shafts/joints/bearings on complete machine have wear, will need to be replaced within a couple years. Mower deck will soon need to be replaced.
Initial MDS 1/10/14

APPROVED

DENIED

D. W. Miller
 Vehicle/Equipment Committee

02/19/14
 Date

APPROVED

DENIED

Chick Form
 City Administrator

4-10-14
 Date



2007 MT Trackless Unit Hours 2946.3 as of 4/20/2015

1150227

QUOTE # 1150227

MAC QUEEN EQUIPMENT, INC.
595 ALDINE ST. ST. PAUL MN, 55104
651-645-5726 WATTS 1-800-832-6417
FAX 651-645-6668

QUOTE DATE:
04/09/15
ORDER DATE:

ORDER: _____

CITY OF WILLMAR (PUBLIC WORKS)
PUBLIC WORKS DEPT.
801 HIGHWAY 40
WILLMAR MN 56201

SHIP TO: CITY OF WILLMAR
PUBLIC WORKS DEPT.
801 HIGHWAY 40
WILLMAR MN 56201

Customer P.O.:

TERMS: N30
SALES REP.: FISCHER, KEVIN

Customer Phone: 320-235-4913

QTY.	DESCRIPTION	EACH	EXTENDED PRICE
1.00	*TRACKLESS MT6 115 H.P.	89,890.00	89,890.00
1.00	*2.4 LOCKING DIFFERENTIALS	3,687.00	3,687.00
1.00	*2.5 HYD. PUMP & VALUE KIT	3,838.00	3,838.00
1.00	*2.6 HI-MT TAIL LTS ON CAB	354.00	354.00
1.00	*2.7 A/C W/PRESSURIZED CAB	4,949.00	4,949.00
1.00	*2.9 INTERMITTEN FRONT WIPER	283.00	283.00
1.00	*2.10 REAR WIPER & WASHER	419.00	419.00
1.00	*2.14 REVERSING ENGINE FAN	2,525.00	2,525.00
1.00	*2.16 FNR ON JOYSTICK (SHIFTIN	682.00	682.00
1.00	*3.1 5' ANGLING SNOW PLOW	4,851.00	4,851.00
1.00	*4.11 SNO-QUIP 51" BLOWER	20,467.00	20,467.00
1.00	*13.4 168" PROGRESSIVE MOWER	20,200.00	20,200.00
1.00	*NON-CONTRACT BACKUP CAMERA	1,280.00	1,280.00
1.00	*19.0 DEL. 102MI.@\$4.50 PER MI	561.00	561.00
1.00	*LESS TRADE OF 07 MT5 TRACKLES	-18,750.00	-18,750.00

PRICE AS PER MN STATE CONTRACT 89313 RELEASE NO. T-652(5)
INCLUDES ALL STD OPTIONS
CUMMINS QSB 4.5 DIESEL ENGINE
6 SPLINE 540 RPM
16" RADIAL TIRES
MURPHY SHUT DOWN SYSTEM
TILT STEERING
AM/FM RADIO
WARRANTY 1 YEAR

INCLUDES FULL SET OF FILTERS
DELIVERY & TRAINING FOR OPERATORS & MECHANIC'S

SUB.TOT. 135,236.00

BUYER _____ SELLER _____

We reserve the right to change prices without notice. The price in effect at time of order will prevail, notwithstanding the prices shown herein. Sales tax and F.E.T. will be added unless tax exempt certificate is provided.

STATE OF MINNESOTA
PRICING PAGE - FIXED PRICE
(Typed Responses Required)

Price Quote for:

MUNICIPAL UTILITY TRACTOR

FIXED PRICE BASE UNIT

Vendor Name: MacQueen Equipment
 Contact Person: Dan Gage
 Street Address: 595 Aldine Street
 P.O. Box: _____
 City, State, Zip: St. Paul, MN 55104
 Phone #: 651.645.5726
 Toll Free #: 800.832.6417
 Fax #: 651.645.6668
 Email Address: dgage@macqueeneq.com

Spec #	Information Requested	Answer
1.0	MANUFACTURER: MAKE/MODEL	Trackless MT6
1.1	ENGINE (Model)	Cummins QSB 4.5
	Number of Cylinders	4
	Type of Fuel	Diesel
	Horse Power	115 HP @ 2500 RPM
	Air or Liquid Cooled	Liquid auto shutdown
1.2	PTO	
	Front Size	1 3/8 6 spline 540 PRM
	Rear Size	1.375 6 spline 540 optional
1.3	HITCHES	
	Front (lift capacity & type)	Trackless quick hitch
	Rear (lift capacity & type)	Cat 1 - 3 point
1.4	TRANSMISSION	
	Type	Sauer Danfoss
	Number of Speeds	Two speed mechanical
	Control Type	Foot controlled
1.5	HYDRAULICS	
	GPM	20 GPM
	Number of Spools	7
1.6	DRIVE SYSTEM	
	Type	Hydrostatic/Electric
	Transfer Case (yes or no)	Yes
	4WD Type (i.e., constant)	Constant
1.7	AXLES	
	Model	Dana 60 W/track lock differentials
	Capacity per Axle	7000 LB

STATE OF MINNESOTA
PRICING PAGE - FIXED PRICE
(Typed Responses Required)

Price Quote for:

MUNICIPAL UTILITY TRACTOR

Spec #	Information Requested	Answer
1.8	BRAKES	12x2 1/2 Hydraulic
1.9	WHEELS	
	Number of Bolts	8
	Diameter	15"x16 1/2"
1.10	TIRES	
	Front Size & Ply	31x10:00x16.5 - 8 ply lug/or 16" Radial
	Rear Size & Ply	31x10:00x16.5 - 8 ply lug/or 16" Radial
1.11	STEERING	
	Type	Articulated Hydraulic
	Steering Wheel Adjustment (tilt, telescope, etc.)	Tilt
	Turning Radius	8' Inside
1.12	FRAME TYPE	4 piece
1.13	INSTUMENTS (list)	Murphy automatic safety shut down control for low oil pressure/high water temp, tachometer w/hourmeter, water temp, oil pressure, volt meter, hydraulic oil tem, fuel gauge
1.14	CAB	
	Certifications	Rops J1040-C SAE
	Cab Size (1 or 2 people, etc.)	1
	Windows (tinted sliding, etc.)	6 tinted windows, 2 sliding
	Type of Seat	Air - 4 way adjustment
	Seat Upholstery	Cloth
	Other Cab Equipment (list)	Am/Fm, heater, horn, 2 speed wiper, washer, dome light, mirrors
1.15	SPEEDS (if applicable)	
	Lo Range	0 - 8.0 mph
	High Range	0 - 19.0 mph
	Deep Low	0 - 10 ft Per Min
1.16	DIMENSIONS	
	Wheel Base	76.5
	Length (less liftarms)	146.5
	Height (top of cab)	80
	Width (single tires)	49.5
	Weight Rear Axle	3440 lbs
	Weight Front Axle	1940 lbs
1.17	WARRANTY	1 Year
1.18	BASE UNIT PRICE	89,890.00

STATE OF MINNESOTA
PRICING PAGE - FIXED PRICE
(Typed Responses Required)

Price Quote for:

MUNICIPAL UTILITY TRACTOR

Spec #	Information Requested	Answer
1.19	INSTALLATION: HOURLY LABOR RATE FOR ATTACHMENT INSTALLATIONS, ETC.: (See Special Terms and Conditions)	\$115.40
1.20	OEM EXTENDED WARRANTY OPTIONS Use this section to offer performance/warranty options, number these items starting with 1.21A, 1.21B, etc. (Specify years, miles or hours extended term covers.) Price: \$	
1.21	NEW EQUIPMENT RENTAL PROGRAM If rental programs are available on the new equipment offered, with the option to purchase, list the hourly/weekly/monthly rental rate. Indicate the percent of rental fee paid by the purchaser that will be applied to the purchase price. See Solicitation Special Terms & Conditions. <u>Summer Rental Rate</u> - April 1 through Sept 30. Summer Hourly Rental Rate: \$ Summer Weekly Rental Rate: \$ Summer Monthly Rental Rate: \$ Percent (%) of Rental Fee applied to purchase price: % <u>Winter Rental Rate</u> - October 1 through March 31 Winter Hourly Rental Rate: \$ Winter Weekly Rental Rate: \$ Winter Monthly Rental Rate: \$ Percent (%) of Rental Fee applied to purchase price: % If the new rental equipment is purchased and finance charges are applicable for the actual rental term only, state the actual interest rate here: _____	
1.22	VENDOR OWNED RENTAL RETURN OR DEMO EQUIPMENT PROGRAM See Solicitation Special Terms and Conditions. <u>DEDUCT</u> cost per <u>Used Hour</u> from the original Contract Price	\$20.00
1.23	DELIVERY CHARGES - SEE SPECIAL TERMS AND CONDITIONS	NO FLAT RATE ALLOWED
	DELIVERY STARTING POINT: City/St/Zip	MacQueen Equipment Saint Paul 55014
	PRICE PER LOADED MILE	\$5.50
	MINIMUM DELIVERY CHARGE (if any) \$	

FIXED PRICE ATTACHMENT

VENDOR : MacQueen Equipment Inc.

MAKE /MODEL Trackless MT6

1.0	BASE UNIT PRICE (see section one):	0	\$ 89,890.00
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Spec #	Description	Qty	Price	Subtotal
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2.0	Municipal Utility Tractor Options Use this section to offer additional Municipal Utility Tractor options such as hand controls, gauges, heater, enclosed cab etc.. These options should be for Municipal Utility Tractor			
2.1	Rear PTO		\$ 5,283.00	\$ -
2.2	Rear three point hitch (crated)		\$ 2,980.00	\$ -
2.3	Deep reduction transfer case (only avail if ordered with tractor)		\$ 7,878.00	\$ -
2.4	Locking differentials		\$ 3,687.00	\$ -
2.5	Hydraulic pump & valve kit		\$ 3,838.00	\$ -
2.6	Additional high mount tail lights on rear of cab		\$ 354.00	\$ -
2.7	Air conditioning with heat and pressurized. Branch guard, 8 Grote amber LED lights or 4 amber & 4 blue, Pedestal strobe deleted when AC ordered)		\$ 4,949.00	\$ -
2.8	Rear slider window		\$ 566.00	\$ -
2.9	Intermittent front wiper		\$ 283.00	\$ -
2.10	Rear wiper and washer		\$ 419.00	\$ -
2.11	Rear dump body with front counterweights		\$ 5,858.00	\$ -
2.12	Slow moving vehicle sign		\$ 76.00	\$ -
2.13	Rear license plate bracket and light		\$ 228.00	\$ -
2.14	Reversing engine fan		\$ 2,525.00	\$ -
2.15	Tow behind sander pkg includes hitch, electric brake control, trailer con.		\$ 960.00	\$ -
2.16	FRN (forward/neutral/reverse switch) on joystick		\$ 682.00	\$ -
2.17	Break-in-filter kit		\$ 400.00	\$ -
2.18	Radial tire only (LT245/75R) spare		\$ 289.00	\$ -
2.19	16" rim only for radial tire spare		\$ 136.00	\$ -
2.20	Loader lug tire only 10.00 x 16.5 6-ply spare		\$ 222.00	\$ -
2.21	16.5" rim only for loader lug spare		\$ 136.00	\$ -
2.22	Summer tire only 31 x 13.5 x 15 each		\$ 361.00	\$ -
2.23	Summer tires and rims ILO standard wheels and tires		\$ 858.00	\$ -
2.24	15" rim only for summer tire each		\$ 211.00	\$ -
2.25	Calcium filled tires		\$ 268.00	\$ -
2.26	Dual loader lug tires & rims ILO standard wheels and tires on tractor		\$ 2,982.00	\$ -
2.27	Dual loader lug tires & rims (8 tires with rims and hardware) set		\$ 4,413.00	\$ -

3.0	Plow Use this section to offer plow options.			
3.1	5 ft. angle plow		\$ 4,851.00	\$ -
3.2	5 ft. double trip plow		\$ 5,861.00	\$ -
3.3	6 ft. angle plow		\$ 5,002.00	\$ -
3.4	7 ft. angle plow		\$ 5,669.00	\$ -
3.5	8 ft. angle plow		\$ 5,922.00	\$ -
3.6	Front sander / plow		\$ 9,323.00	\$ -
3.7	Sidewalk V plow		\$ 3,939.00	\$ -
3.8	5 position folding plow		\$ 5,909.00	\$ -

4.0	Snowblower			
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STATE OF MINNESOTA
PRICING PAGE - FIXED PRICE
(Typed Responses Requested)
MUNICIPAL UTILITY TRACTOR

Price Quote for:

FIXED PRICE ATTACHMENT

VENDOR : MacQueen Equipment Inc.

MAKE /MODEL Trackless MT6

1.0	BASE UNIT PRICE (see section one):	0	\$	89,890.00	
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Spec #	Description	Qty	Price	Subtotal
	Use this section to offer snowblower options.			
4.1	51" snowblower with sidewalk chute PTO driven by Trackless Gearbox		\$ 8,080.00	\$ -
4.2	51" Ribbon snow blower w/ sidewalk chute PTO driven driven by Trackless Gearbox		\$ 13,635.00	\$ -
4.3	60" snowblower with sidewalk chute PTO driven driven by Trackless Gearbox		\$ 8,232.00	\$ -
4.4	60" Ribbon snowblower w/ sidewalk chute PTO driven driven by Trackless Gearbox		\$ 14,544.00	\$ -
4.5	70" snow blower with sidewalk chute PTO driven by Trackless Gearbox		\$ 8,434.00	\$ -
4.6	75" Ribbon snow blower with sidewalk chute PTO driven by Trackless Center Differential Gearbox		\$ 23,230.00	\$ -
4.7	80" snow blower with sidewalk chute PTO driven by Trackless Gearbox		\$ 10,100.00	\$ -
4.8	Truck chute in lieu of sidewalk chute (Trackless blower)		\$ 557.00	\$ -
4.9	Truck loading chute complete (Trackless blower)		\$ 1,409.00	\$ -
4.10	Telescopic truck loading chute complete (Trackless blower)		\$ 3,838.00	\$ -
4.11	Snow-Quip 51" Ribbon snow blower PTO driven		\$ 20,467.00	\$ -
4.12	Snow-Quip 61" Ribbon snow blower PTO driven		\$ 20,633.00	\$ -
4.13	Hydraulic Truck loading chute (Sno-Quip)		\$ 4,635.00	\$ -
4.14	Insert type Truck loading chute (Sno-Quip)		\$ 2,278.00	\$ -
4.15	Rubber Deflector / Cutter Bars (Sno-Quip)		\$ 349.00	\$ -
4.16	Hardox impeller liner (Sno-Quip)		\$ 625.00	\$ -
4.17	Heavy Duty Impeller shaft bearing (Sno-Quip)		\$ 437.00	\$ -
4.18	Universal Skid Steer Attachment		\$ 1,883.00	\$ -
4.19	Snow Wolf Ribbon Snow Blower Hydraulic drive		\$ 24,199.00	\$ -
5.0	Salt and Sand Spreader			
	Use this section to offer salt and sand spreader options.			
5.1	Rear salt & sand spreader		\$ 5,555.00	\$ -
5.2	Rear salt & sand spreader with triple agitator		\$ 7,676.00	\$ -
5.3	Tow behind sander with brakes (1-1/4 yd. capacity) Requires tow behind package		\$ 11,312.00	\$ -
5.4	Rear brine spray tank with pump and spray bar		\$ 3,889.00	\$ -
6.0	Directional Sweeper			
	Use this section to offer directional sweeper options.			
6.1	60"x32" dia angle sweeper (Requires hydraulic pump & valve kit 2.5 if sander is to be run at the same time as the sweeper)		\$ 6,161.00	\$ -
6.2	72"x32" dia angle sweeper (Requires hydraulic pump & valve kit 2.5 if sander is to be run at the same time as the sweeper)		\$ 6,363.00	\$ -
6.3	84"x32" dia angle sweeper (Require hydraulic pump & valve kit item 2.5)		\$ 6,666.00	\$ -
6.4	96"x32" dia angle sweeper (Require hydraulic pump & valve kit item 2.5)		\$ 6,868.00	\$ -
7.0	Pickup Sweeper			
	Use this section to offer pickup sweeper options.			
7.1	48" pickup sweeper		\$ 7,909.00	\$ -

FIXED PRICE ATTACHMENT

VENDOR : MacQueen Equipment Inc.

MAKE /MODEL Trackless MT6

1.0	BASE UNIT PRICE (see section one):	0	\$	89,890.00
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Spec #	Description	Qty	Price	Subtotal
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8.0	<u>Spraying System</u> Use this section to offer sweeper options.			
8.1	Water tank and pump kit for all sweepers		\$ 3,586.00	\$ -
8.2	Spray bar kit for angle sweeper		\$ 233.00	\$ -
8.3	Spray bar kit for pickup sweeper		\$ 153.00	\$ -
8.4	14 ft. rear mounted spray boom		\$ 1,005.00	\$ -

9.0	<u>Cold Planer</u> Use this section to offer cold planer options.			
9.1	Cold planer w/ standard drum (requires deep reduction transfer case and hydraulic pump & valve kit)		\$ 21,210.00	\$ -
9.2	Cold planer w/Ranjo drum for concrete (requires deep reduction transfer case and hydraulic pump & valve kit)		\$ 25,250.00	\$ -
9.3	Infrared asphalt heater (requires generator)		\$ 17,498.00	\$ -
9.4	Generator with security fence		\$ 14,241.00	\$ -

10.0	<u>Sickle Bar Mower</u> Use this section to sickle bar mower options.			
10.1				\$ -

11.0	<u>Flail Mower</u> Use this section to offer flail mower options.			
11.1	74" Trackless PTO Front Flail mower (requires reversing engine fan)		\$ 9,393.00	\$ -

12.0	<u>Boom Flail</u> Use this section to offer boom flail options.			
12.1	Trackless Boom Flail 52" Head (requires dual loader lug tires and reversing engine fan)		\$ 27,775.00	\$ -
12.2	14 ft Diamond Boom Mower Drum Flail 42" Head (requires dual loader lug tires and reversing engine fan)		\$ 23,770.00	\$ -
13.3	14 ft Diamond Boom Mower Rotary Knife Head 40" head (requires dual loader lug tires and reversing engine fan)		\$ 23,016.00	\$ -
12.4	42" Drum Head (Head only)		\$ 7,004.00	\$ -
12.5	Rotary Knife Head 40" head (Head only)		\$ 6,959.00	\$ -

13.0	<u>Rotary</u> Use this section to offer rotary options.			
13.1	72" rotary finishing mower (requires reversing engine fan)		\$ 6,136.00	\$ -
13.2	120" rotary finishing mower (requires hydraulic pump & valve and reversing engine fan)		\$ 15,655.00	\$ -
13.3	168" rotary finishing mower (requires hydraulic pump & valve and reversing engine fan)		\$ 17,877.00	\$ -
13.4	168" Progressive mower (requires hydraulic pump & valve kit, reversing engine fan)		\$ 20,200.00	\$ -

14.0	<u>Trencher</u> Use this section to offer trencher options.			
14.1				\$ -

STATE OF MINNESOTA
PRICING PAGE - FIXED PRICE
(Typed Responses Requested)
MUNICIPAL UTILITY TRACTOR

Price Quote for:

FIXED PRICE ATTACHMENT

VENDOR : MacQueen Equipment Inc.

MAKE /MODEL Trackless MT6

1.0	BASE UNIT PRICE (see section one):	0	\$	89,890.00
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Spec #	Description	Qty	Price	Subtotal
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15.0 **Chipper**
Use this section to offer grader options.

15.1				\$ -
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16.0 **Tiller**
Use this section to offer tiller options.

16.1				\$ -
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17.0 **Other:**
Use this section to offer any other option(s) not already listed (repair/parts/operator manual etc.).

17.1	Leaf loader (requires hydraulic pump and valve kit, deep reduction, Dual loader lug tires, reversing motor spool and engine fan)		\$ 40,148.00	\$ -
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17.2	Aerator		\$ 11,413.00	\$ -
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17.3	Front end loader with 49" wide bucket		\$ 10,403.00	\$ -
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17.4	Front end loader with 77" wide bucket		\$ 10,403.00	\$ -
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18.0 **Performance option:**
Use this section to offer extended warranties.

18.1				\$ -
------	--	--	--	------

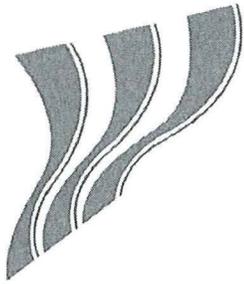
19.0 DELIVERY CHARGES - SEE SPECIAL TERMS AND CONDITIONS - NO FLAT RATE ALLOWED

DELIVERY STARTNG POINT: City/St/ZIP Saint Paul MN

PRICE PER LOADED MILE \$ 5.50

MINIMUM DELIVERY CHARGE (if any) \$ -

Total Unit Cost: \$ -



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: April 27, 2015
Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Finance

Agenda Item: 2016 Budget Calendar

Recommended Action: Review and recommend 2016 Budget Calendar as presented.

Background/Summary: Annually the Finance Committee reviews and adopts a Budget Calendar to schedule the process for the City to review, alter, and adopt a budget as recommended by the Mayor.

Alternatives: Review and recommend changes to 2016 Budget Calendar as presented.

Financial Considerations: N/A.

Preparer: Steve Okins, Finance Director

Signature: 

Comments:

BUDGET CALENDAR

CALENDAR

APRIL

PROPOSED ACTION

Mayor, City Administrator and Finance Director to meet on establishing the Budget Calendar.

MAY

Finance Committee to adopt Budget Calendar.

JUNE

Mayor shall prepare or cause to be prepared and submitted to the Council a five (5) year capital program at least three (3) months prior to the final date for submission of the proposed budget.

Council work session on Capital Improvement Programs

Finance Director to compile information on budget forms pertaining to prior and current year expenditures and prepare preliminary revenue estimates. Send out forms and instructions for annual budget preparation to Department Heads.

JULY

Completed Department Heads' estimates must be returned to the Finance Director.

Mayor meets with the City Administrator and Finance Director to prepare the Mayor's Proposed Budget.

AUGUST

Publish a notice in the paper telling the public both the proposed Operating and Capital Improvement Budgets are on file and are open for inspection.

Mayor presents Proposed Budget to Finance Committee.

SEPTEMBER

Adopt and Certify Proposed Levy to the County Auditor for the Truth in Taxation Requirements.

OCTOBER – NOVEMBER

Gather citizen input.

Live WRAC-8 Broadcast

Public Informational Meeting

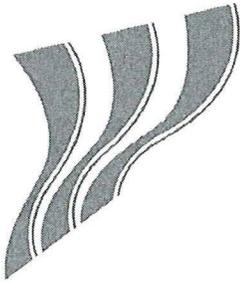
Publish notice in the paper telling the public both the Operating and Capital Improvement Budgets will be discussed at the Truth in Taxation Hearing.

DECEMBER

City Council shall hold Truth in Taxation hearing to study the Proposed Budget. Date determined by County and School District Hearings.

Adoption of the Budget.

DECEMBER 31st (No Later Than) Certification of the Tax Levy to the County.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: April 27, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

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

Originating Department: Finance

Agenda Item: Fund Balance Policy Annual Review

Recommended Action: No recommended changes at this time. Receive to comply with Annual Reviews requirements.

Background/Summary: The City Council is required to review its Fund Balance Policy annually.

Alternatives: N/A.

Financial Considerations: N/A.

Preparer: Steve Okins, Finance Director

Signature: 

Comments:

CITY OF WILLMAR
FUND BALANCE POLICY

I. PURPOSE

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

II. BACKGROUND

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

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

III. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Non-Spendable

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

2. Restricted

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

3. Committed

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

4. Assigned

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

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - a. The City will maintain an unrestricted fund balance in the General fund of an amount not less than ~~100% of the next year's budgeted expenditures,~~ \$4,000,000 Working Capital, \$1,000,000 Self Insurance and \$2,600,000 Stabilization of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
 - b. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the replenishment will be funded by property taxes (funding source) within five years (period over which replenishment will occur).

IV. STABILIZATION ARRANGEMENTS

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

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

V. MONITORING AND REPORTING

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

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

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

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

VI. GOVERNMENTAL FUND DEFINITIONS

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

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

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

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

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

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

VII. ENTERPRISE FUND EQUITY

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

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

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

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

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

IV. OTHER POLICY CONSIDERATIONS

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

- A specific budgeted revenue increase (i.e. ad valorem property tax increase).
- Increase fees for services.

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

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

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

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

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

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

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

- Transfer excess funds to another City fund to finance a project or cover a shortfall.

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

IV. REPORTING REQUIREMENTS

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

Adopted by the Willmar City Council on 14th day of February, 2013.

Amended May 4, 2015

Frank Yanish
Mayor

Charlene Stevens
City Administrator

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, September 8, 2014, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Audrey Nelsen Member

Others present: City Administrator Charlene Stevens, City Finance Director Steve Okins, Fire Chief Gary Hendrickson, Civic Center Manager Troy Ciernia, Mayor Frank Yanish, Council Member Bruce Deblieck, Council Member Jim Dokken, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

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 Door Replacement Civic Center (Resolution)

Staff explained that there are nine locker room doors in the Cardinal Arena at the Civic Center that are in need of replacement. This project is budgeted for \$30,000 under the 2014 Capital Improvements Program. The lower of the two proposals received for this replacement is in the amount of \$23,738. It was noted that this project will replace original doors dating back to the initial construction of the Civic Center in the early 1980's.

Following discussion, Council Member Fagerlie moved to introduce a resolution authorizing the Mayor and City Administrator to execute the contract with Chester Contracting, Inc., to replace the Civic Center doors in the amount of \$23,738 as presented. Council Member Nelsen seconded the motion which carried.

Item No. 4 2015 Budget Discussion (Information)

A. Fund Balance

Staff reviewed the Fund Balance Policy with the Committee and noted that it currently states under *Part a of Section 5. Unassigned* "...The City will maintain an unrestricted fund balance in the General fund of an amount not less than 100% of the next year's budgeted expenditures of the General fund...". Staff suggested this part be amended to reflect what the City has historically done, which is to maintain an unrestricted fund balance of "...not less than \$4,000,000 Working Capital, \$1,000,000 Self Insurance, and \$2,600,000 Stabilization...". An amended policy will be prepared and brought back to the Committee for approval. Projected 2015 Fund Balances were also briefly reviewed. Staff noted that the only funds available to use at the City's discretion is the WRAC-8 Fund Balance, however, a portion of that has already been earmarked for capital improvements.

B. Tax Levy History

Staff reviewed the 10-year history of the tax levy received as well as comparative property tax data reflecting similar size communities. Council Member Nelsen requested information on City tax rates versus County tax rates for the past ten years as well. Staff will research and compile this information. It was noted that the 2015 Tax Levy is required to be certified to Kandiyohi County by September 30, 2014. After considerable discussion, it was decided that the Finance Committee Meeting with Full Council should be scheduled for Monday, September 29, 2014, to enable approval of the tax levy within the required timeline. Chair Anderson would like to schedule a tour, prior to that meeting, for all Council Members to view the maintenance issues at all City properties. Staff will coordinate this effort.

C. Other Potential Revenue Sources

Fire Chief Gary Hendrickson presented information to the Committee regarding insurance-paid fire call charges. There were about 30 fire calls in 2013 where a property owner suffered some sort of property loss and the fire department was eligible for compensation under the fire department service charge, resulting in estimated revenue of \$15,000, based on the \$500 per call minimum. Estimated revenue to date for 2014 is \$6,500. It was noted that Alexandria, Brainerd, and Owatonna do not charge for these fire calls. Council Member Fagerlie spoke in favor of instituting this insurance-paid fire call charge of \$500.

Finance Director Okins provided the Committee with information from 2007 when the City had first discussed establishing a CenterPoint Energy franchise fee and noted that staff has contacted CenterPoint representatives for updated statistics for 2014. Based on the 2007 Analysis, the annual fee that would be paid to the City was approximately \$250,000. Staff will present the updated information once it is received from CenterPoint.

Staff also presented an estimate of debt service costs that would be incurred if the Council chooses to issue bonds to fund deferred maintenance costs. Based on the most recent bond issued in 2014, the cost for \$1,000,000 repaid over ten years would be \$133,356 in interest.

It was the consensus of the Committee that further Council discussion is needed regarding Pavement Management and deferred maintenance issues.

This matter was for information only.

Item No. 5 Old Business (Information)

There was no old business.

Item No. 6 New Business (Information)

There was no new business.

There being no further business to come before the Committee, the meeting was adjourned at 5:57 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor

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

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, January 28, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

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

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

Item No. 1 – Public Comment

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

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

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

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

Staff reviewed the proposed Fund Balance Policy with the Committee. The purpose of this policy is to establish specific guidelines for the level of fund balances available for current and future spending in the governmental funds. It addresses minimum fund balances as well as sets a stabilization amount for use in emergency situations. U.S. Generally Accepted Accounting Principals (GAAP) is requiring a formal policy be adopted by the City Council and that this policy be reviewed annually. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution to approve the City of Willmar’s Fund Balance Policy as presented.

Item No. 4 – Miscellany (Information)

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

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, JULY 9, 2012**

The Finance Committee of the Willmar City Council met at 5:00 p.m. on Monday, July 9, 2012, in the Willmar Municipal Utilities Auditorium. Chair Denis Anderson called the meeting to order.

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

Others present included Mayor Frank Yanish; Council Member Ron Christianson; and David Little, West Central Tribune.

Item No. 1 – Draft Fund Balance Policy Discussion (Information Only)

Staff presented a draft Fund Balance Policy for Discussion. As part of the presentation, staff reviewed and explained various sections of the policy. The various sections reviewed dealt with the Classification of Fund Balances/Procedures, Stabilization Arrangements, Monitoring and Reporting, Governmental Fund Definitions, Enterprise Fund Equity, Other Policy Considerations and the Reporting Requirements.

The three main areas explained to the committee were the Classification section which explained the 5 different types; Nonspendable, Restricted, Committed, Assigned and Unassigned, the Governmental Fund Definitions section outlining the General, Special Revenue, Debt Service and Capital Project Fund definitions, and the Reporting Requirements section.

After some discussion the committee directed staff to compile a report that would show how the City's past practice would be affected by the new terminology. This matter was for information only.

Item No. 2 – Reports

The committee reviewed the May Rice Trust and Rice financial reports. This matter was for information only. There being no further business to come before the Committee, the meeting was adjourned at 5:30 p.m. upon motion by Council Member Fagerlie, second by Council Member Johnson, and carried.

Respectfully submitted,

Steve Okins
Finance Director



WILLMAR



FINANCE

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

**FINANCE COMMITTEE MEETING
5:00 P.M., MONDAY, JULY 9, 2012
(FOLLOWING SPECIAL COUNCIL MEETING SCHEDULED FOR 4:30 P.M.)
MUNICIPAL UTILITIES AUDITORIUM**

**Chair: Denis Anderson
Vice Chair: Rick Fagerlie**

**Members: Jim Dokken
Tim Johnson**

AGENDA

- 1) Fund Balance Policy Discussion
- 2) Reports
 - A. Rice Hospital May Financial
 - B. Rice Trust May Activity
- 3) Miscellany
- 4) Adjourn



3. Committed

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

4. Assigned

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

5. Unassigned

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

IV. STABILIZATION ARRANGEMENTS

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

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

VII. ENTERPRISE FUND EQUITY

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

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

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

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

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

IV. OTHER POLICY CONSIDERATIONS

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

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

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

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

IV. REPORTING REQUIREMENTS

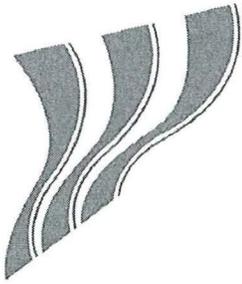
The City's audit firm shall provide a City presentation of the previous year's financial condition in the modified and full accrual basis of accounting after the audit is completed. Any deficiencies presented by the auditor will be followed up by the City Administrator with a written plan to comply with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

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

Frank Yanish
Mayor

Carlene Stevens
City Administrator

DRAFT



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: April 27, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following reports:

- A) 02/28/15 Rice Hospital
- B) 1st Quarter Rice Trust

Background/Summary: Periodically, Council reviews various financial reports.

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

Rice Memorial Hospital

Financial Statements

February 28, 2015

Executive Summary

February was a positive month in terms of actual financial performance with Rice generating a gain on operations. Total Patient Revenues were 1.0% less than the three-month average with Total Operating Revenues 13.3% less and Net Operating Expenses 12.0% less yielding Net Operating Income of \$77,000 for the month. The primary reason for the lower profitability was a decrease in reimbursement due to increased revenues from governmental sources.

Here is a summary of key financial indicators:

	<u>Actual</u>	<u>Target</u>	<u>2014</u>	<u>2013</u>	<u>Benchmark</u>	<u>Actual - YTD</u>	<u>Desired</u>
Operating Margin-Month	1.1%	1.8%				↓	↑
Operating Margin-YTD	1.6%	1.8%	-3.3%	-3.2%	2.2%	↔	
Excess Margin-Month	1.8%	2.6%				↓	
Excess Margin-YTD	4.3%	2.6%	-1.8%	-3.6%	2.8%	↑	
EBIDA Margin-Month	12.1%	12.6%				↔	
EBIDA Margin-YTD	12.2%	12.6%	7.1%	7.0%	10.8%	↔	
Debt/Capitalization	44.4%	44.5%	45.8%	46.3%	38.7%	↔	
Net Days of Receivables	56	48	53	52	46	↑	
Days of Cash	114	119	116	128	131	↔	
Cash/Debt	58%	62%	57%	64%	87%	↔	

February 28, 2014 Balance Sheet:

The February Balance Sheet realized an increase in Net Assets of \$971,000 from December 31, 2014. Total Assets have decreased \$762,000 while Total Liabilities have decreased \$1.7 million. The Total Asset decrease was due a decrease in Current Assets of \$898,000; a decrease in Property, Plant, and Equipment of \$884,000; and an increase in Other Assets of \$1.0 million. The decrease in Current Assets was due to the February Bond Payment which was partially offset by an increase in Receivables and Prepaid Expenses. Property, Plant, and Equipment has decreased due to lower spending than depreciation. Other Assets have increased due to General Investment gains and an increase in the investment in Willmar Medical Services. Cash & General Investments have decreased \$672,000 since December 31, 2014 due an increase in Receivables and Investments.

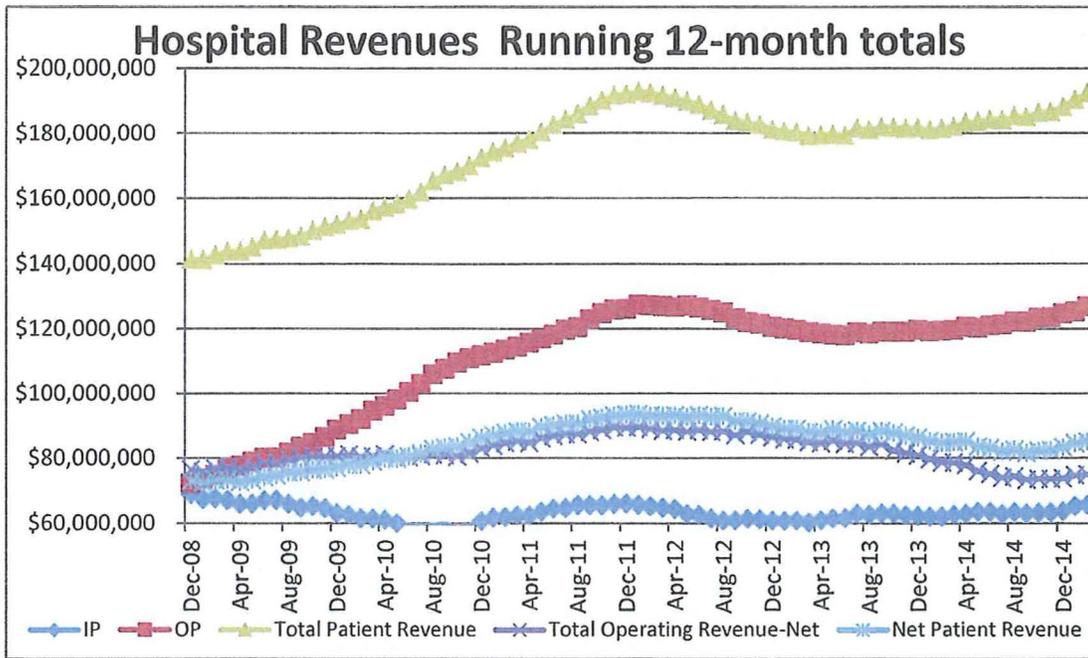
**Cash & General Investments
(\$millions)**



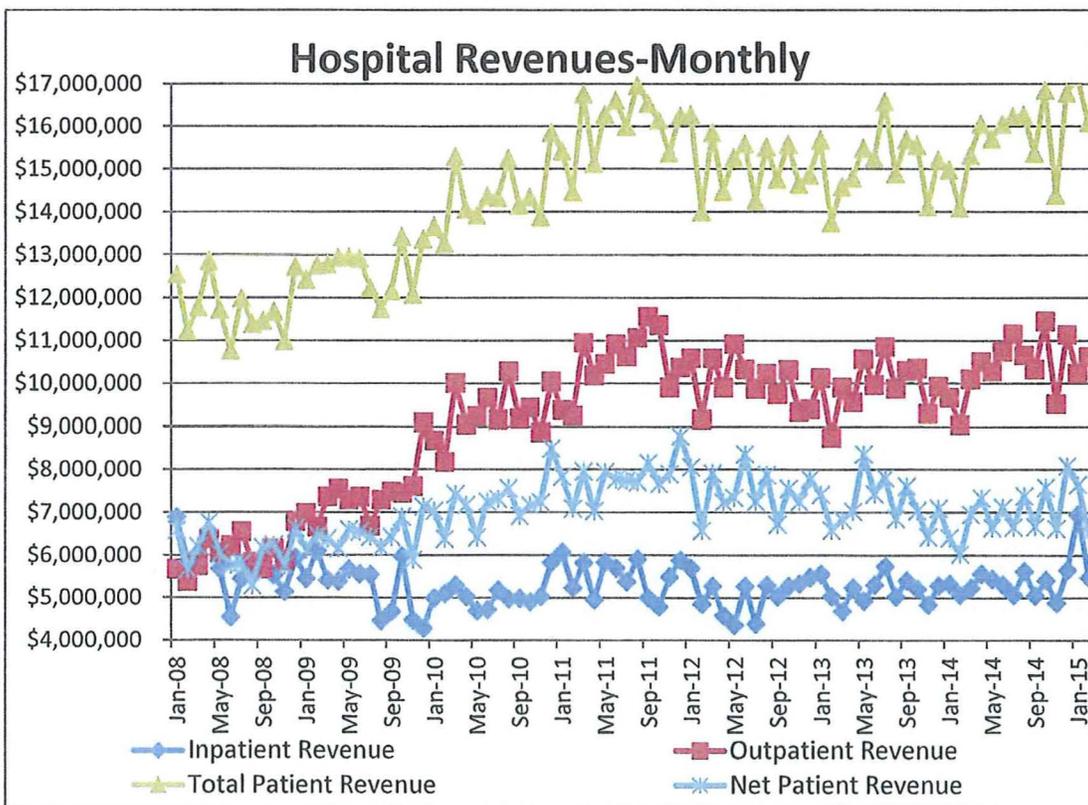
Liabilities have also decreased due to the February Bond Payment. In the Net Asset section, Specific Purpose Funds have increased along with an increase in profitability.

February 2015 Results:

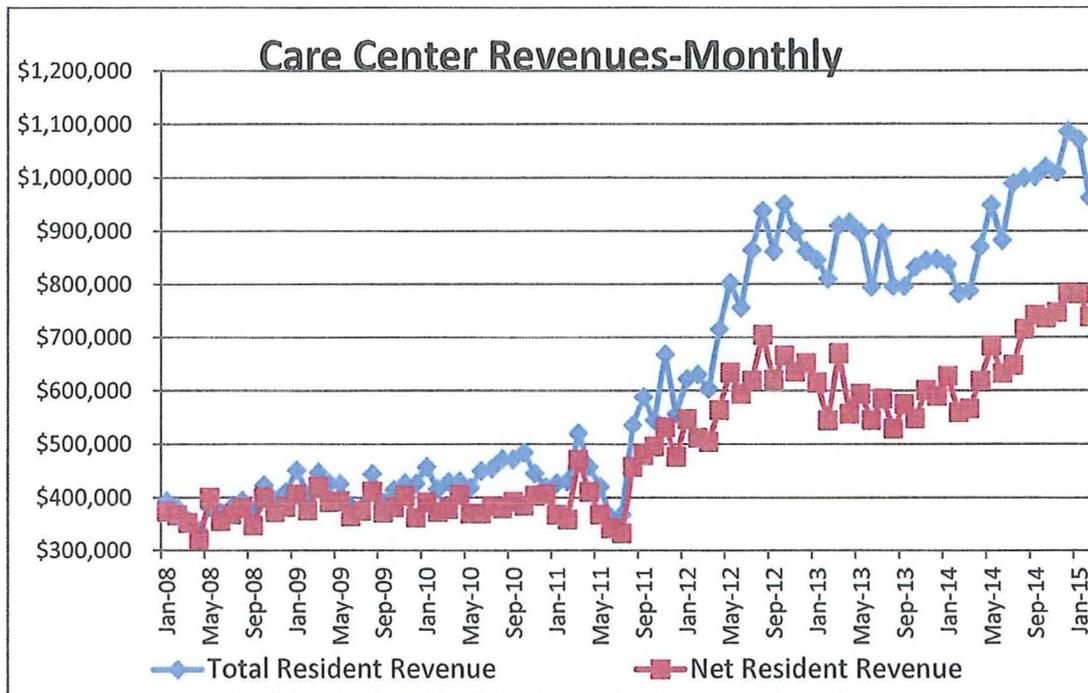
The overall Net Operating Income was \$77,000 compared to the prior three-month average Operating Income of \$207,000. Total Patient Revenues were 1.0% lower than the 3-month average while Total Operating Revenues were 13.3% lower than the average. Hospital Total Operating Revenues were 15.5% lower than the average with Inpatient Revenues 6.0% lower than average and Outpatient Revenues 3.2% higher than average. As shown in the graph below, Total Patient Revenues have been trending upward for the past year while only recently have Total Operating Revenues experienced increases.



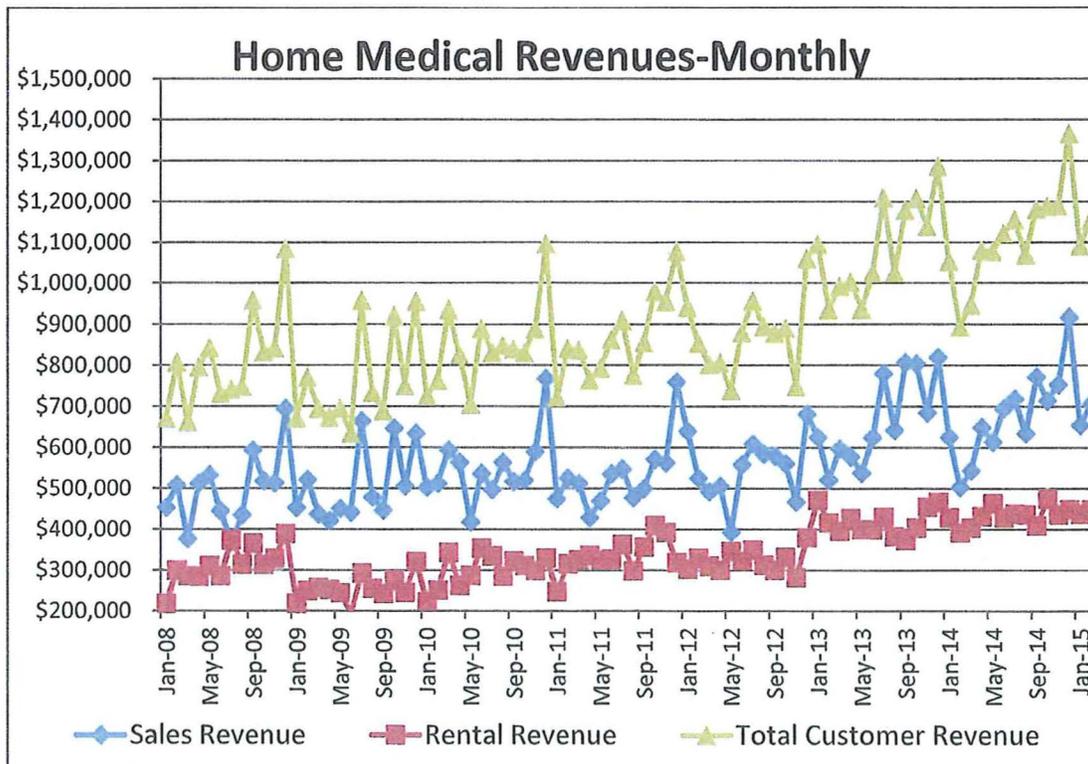
The monthly Hospital Revenues decreased in February. Total Patient and Outpatient Revenue lines had been trending up the last few months with Inpatient Revenues relatively flat over the past year with the exception of January's spike upward.



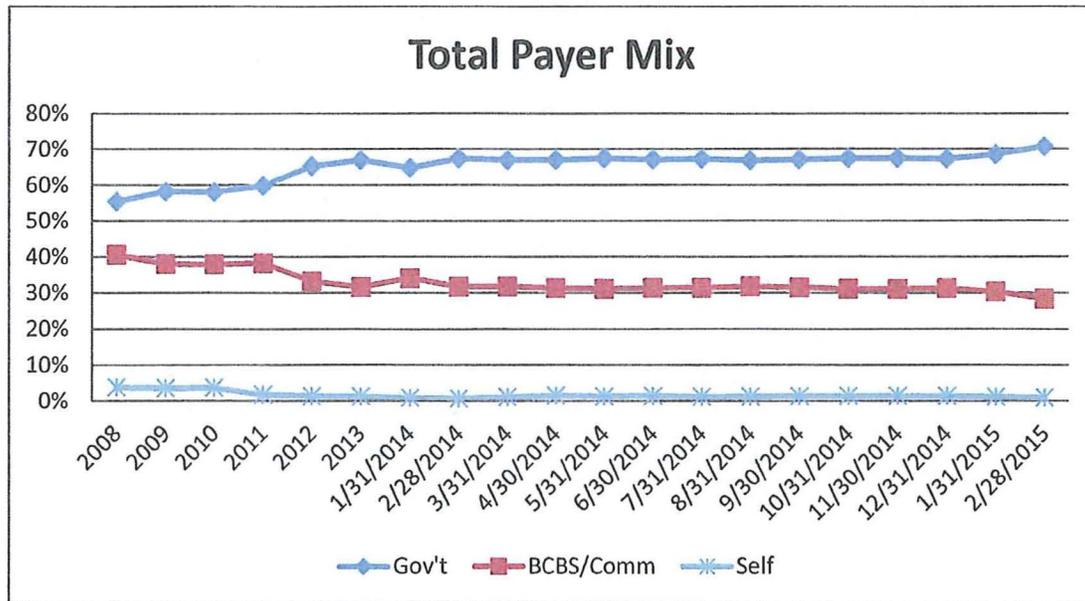
Care Center Total Operating Revenues were lower than average by 3.8% for the month with Total Resident Revenues slightly less than \$1.0 million. The fewer days in February contributed to the lower Revenues.



Home Medical Total Customer Revenues increased in February compared to January but were 5.0% less than average. Sales Revenues decreased \$69,000 while Rental Revenues were slightly higher.



Total Deductions from Revenue were 9.0% greater than the three-month average which was due to an increase in Medicare/Medicaid Revenues resulting in lower reimbursement. The Hospital's reimbursement rate for the month was 40.43% compared to the 2014 rate of 44.31% and the 4th Quarter 2014 rate of 46.32%. As shown in the Payer Mix graph, Government sources of Revenue increased in February by 2.24 percentage points to 70.78% of Hospital Revenues were from government sources.



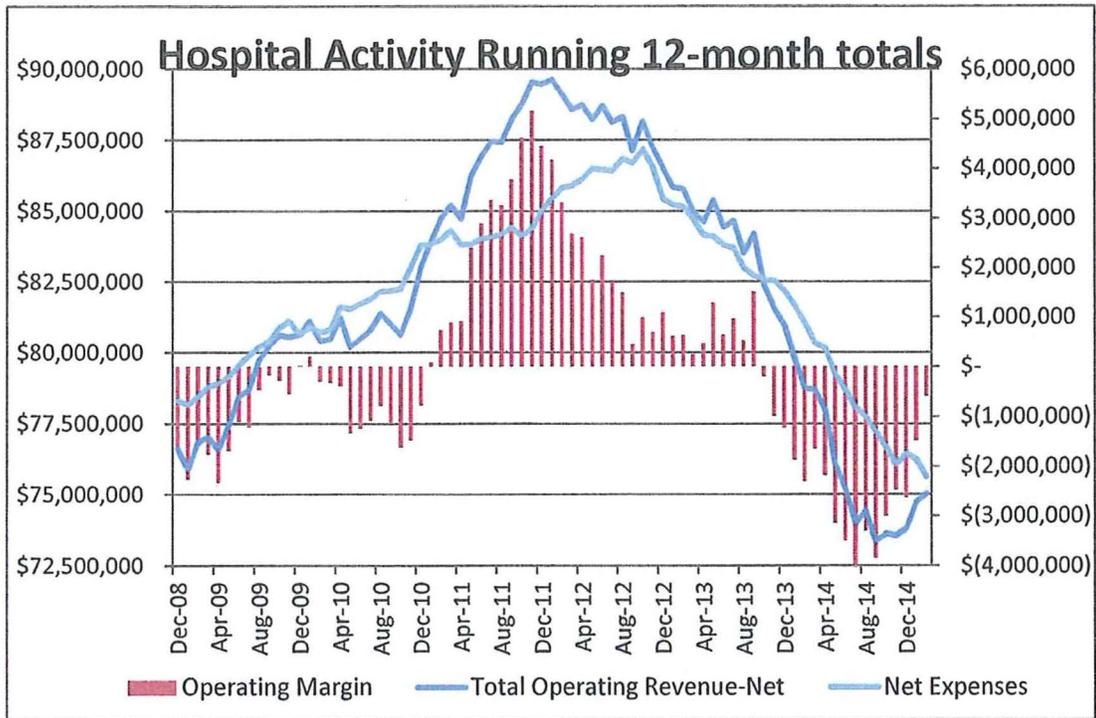
Other operating revenues were 6.4% less than the average due to lower Rice activity and lower profitability at WMS. Net WMS activity at Rice was greater than the average by 0.4% due to higher patient activity.

Net Expenses were \$7.0 million, 12.0% less than the three-month average. Expenses were mixed for the month with Salaries 8.4% (\$332,000) less than average, Contract Labor was 18.1% (\$55,000) greater than average, and Benefits 37.6% (\$447,000) less than average. Salaries were lower due to decreased activity and fewer days in the month; Contract Labor was higher due Medical Oncology accruals; and Benefits were lower due to health insurance costs, payroll taxes, and PERA. The Hospital Compensation Ratio was 51.8% for the month compared to the target of 50%.

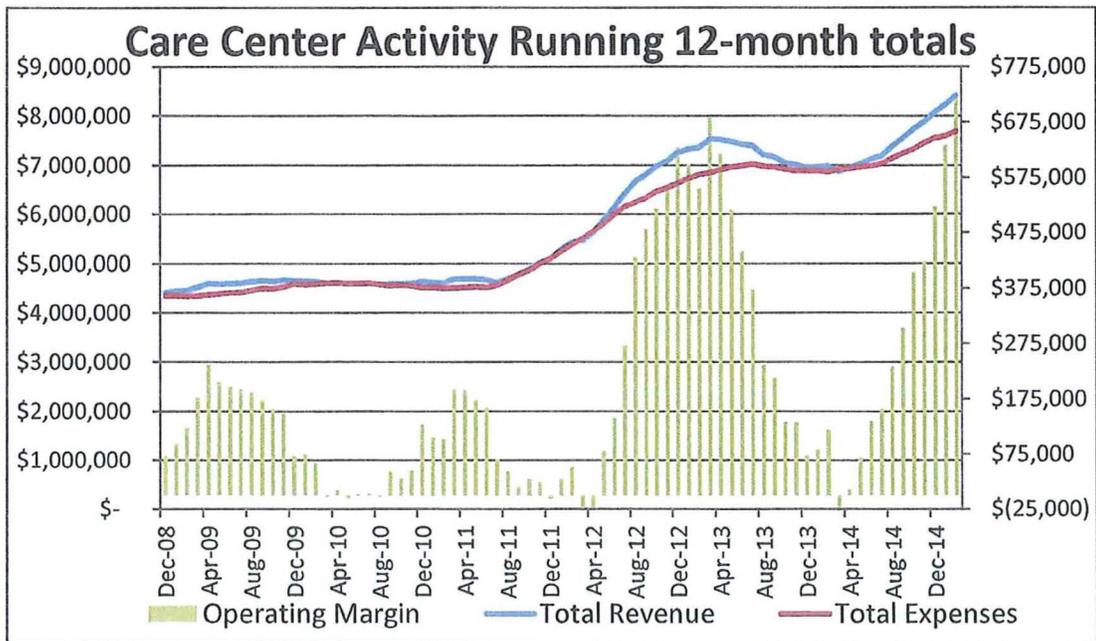
Supplies were 12.2% (\$136,000) lower than average due to Surgery, Imaging, and Supply Rebates received. Drugs were 13.1% (\$80,000) lower than average due to Oncology activity. Purchased Services were 6.2% (\$41,000) lower due to numerous departments; Repairs & Rentals 2.9% (\$8,000) higher due to numerous departments; Utilities 1.5% lower; Insurance 2.7% lower; Patient Related Travel 26.7% lower; Education, Travel, and Dues 5.4% lower due to numerous departments; and Other 58.8% lower. Total Hospital Controllable Costs were \$6.1 million, \$1.0 million lower than average. Capital Costs were higher with Depreciation 4.4% higher and Interest 2.3% lower. Taxes were 7.6% lower due to lower cash receipts.

Non-operating activity was lower than the three-month average by \$145,000. Investment Income was \$33,000 lower and Unrealized Gains/Losses were \$297,000 lower. However, Rice realized a \$200,000 Gain due to sale of Rehab Building.

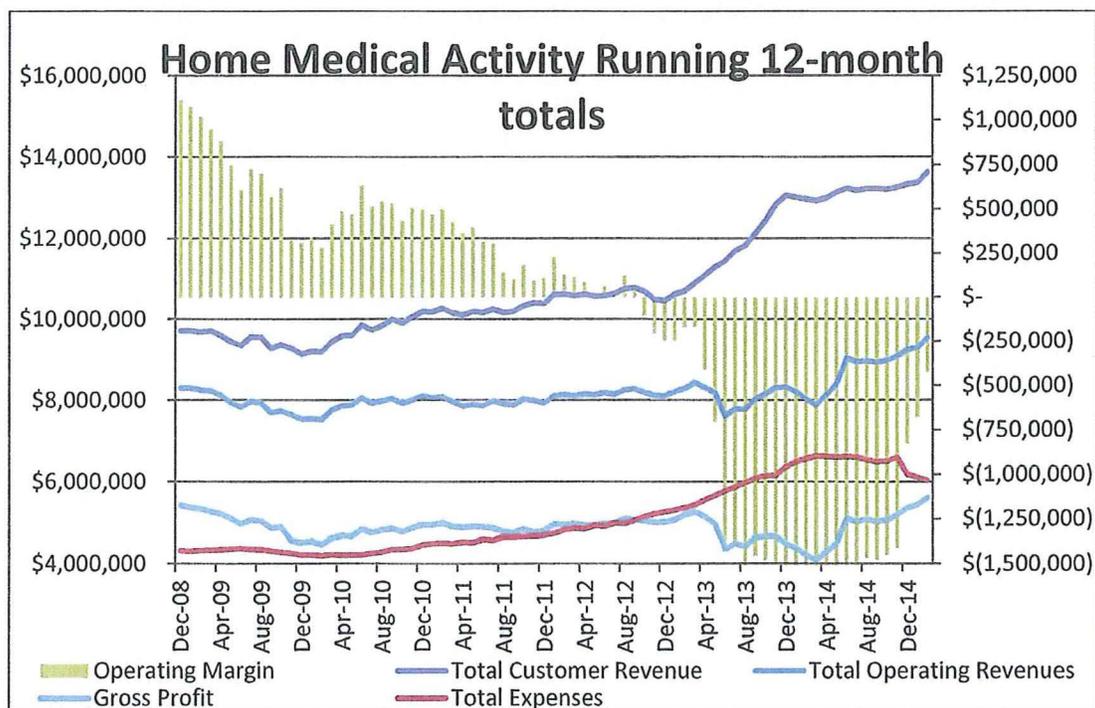
The Hospital generated Operating Losses of \$21,000 compared to average Operating Income of \$54,000. Total Operating Revenues were lower than average by 15.5% while Net Operating Expenses were 14.5% lower than average.



Care Center activity generated Operating Income of \$98,000 compared to average Operating Income of \$96,000. Net Resident Revenues were 4.1% lower than average with Net Operating Expenses 4.7% lower than average.



Home Medical activity generated Operating Income of \$6,000 compared to average Operating Income of \$62,000. However, this compared positively to February 2014's Operating Losses. Total Operating Revenues were 4.5% lower than average while Expenses were 2.4% higher than average.



February YTD Summary

The YTD Operating Income was \$246,000 compared to last year's Operating Loss of \$2.3 million and 2013 YTD Operating Loss of \$875,000. Operating results continued to improve throughout 2014 and into 2015 compared to 1st Quarter 2014. Total Operating Revenues were 13.5% greater in 2015 compared to 2014 but 2.5% less than 2013. Hospital Inpatient and Outpatient Revenues have increased significantly over the past two years. Inpatient Revenues were 19.3% higher than 2014 and 17.3% higher than 2013 with Outpatient Revenues 11.4% higher than 2014 and 10.5% higher than 2013. Care Center Revenues were 25.4% higher than 2014 and 22.7% higher than 2013 and Home Medical Revenues were 15.2% higher than last year and 10.4% higher than 2013.

The Revenue increases were partially offset by reimbursement decreases experienced by the Hospital. Consolidated Deductions from Revenues were 14.2% higher than 2014 and 21.9% higher than 2013. Even with the increases in Deductions from Revenues, Net Patient Revenues have increased 15.7% from 2014 and 4.5% from 2013. However, Other Operating Revenues are 1.4% lower than 2014 and 14.5% lower than 2013 due to lower than projected profitability at WMS and a reduction of services sold. WMS activity at Rice which transfers net revenues back to WMS has increased 12.9% from 2014 and 22.6% from 2013 due to increased activity and the transfer of Anesthesia and Sleep Services.

Expenses have trended downward with Net Operating Expenses 5.0% lower than 2014 and 9.1% less than 2013. Expenses were mixed with Salaries 2.9% higher than 2014 and 1.9% higher than 2013; Contract Labor 10.1% lower than 2014 but 52.1% higher than

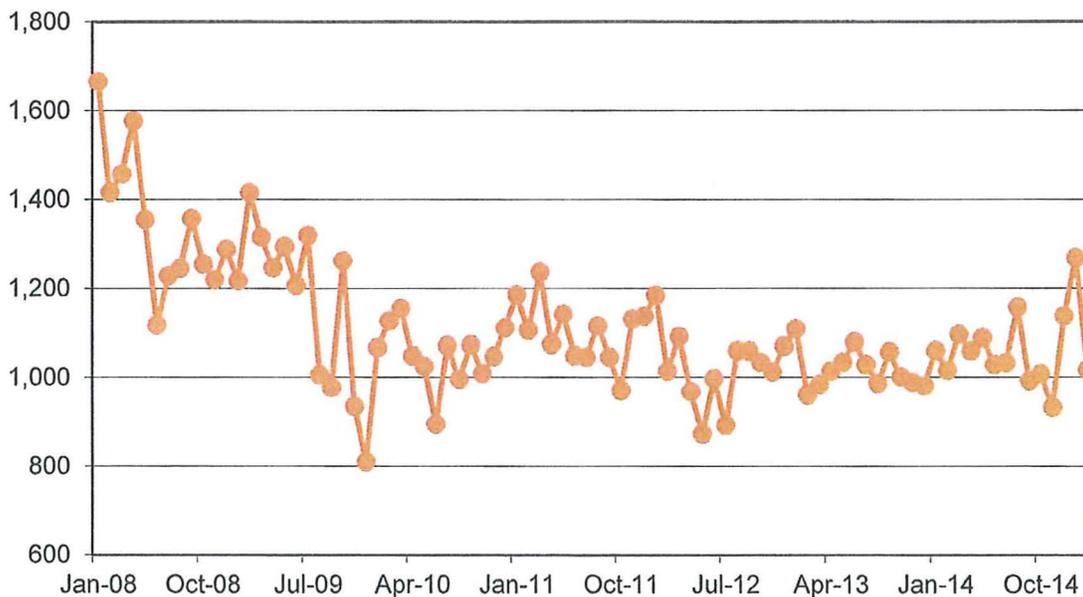
2013; and Benefits 28.3% lower than 2014 and 22.0% lower than 2013. Although Salaries are higher than 2014 and 2013 due to increased patient activity, lower Contract Labor services and improved Health Insurance utilization have positively contributed to lower expenses when comparing 2015 to 2014. Other expense categories realizing lower costs were Supplies (0.3%/10.1% lower respectively); Repairs (8.0%/5.4% lower); Utilities (5.4%/4.0% higher); Insurance (19.0%/10.5% lower); Patient Related Travel (24.0%/29.4% lower); and Other (9.4%/9.9% higher). Expense increases have been realized in Drugs (19.4%/8.4% lower) due to increased Hospital Inpatient and Oncology activity, Purchased Services (19.9%/11.9% higher) due to increases in numerous departments, and Education, Travel, & Dues (13.7%/6.7% lower). Capital Costs are lower with Depreciation (10.8%/0.7% lower) and Interest (3.4%/4.9% higher). Taxes were also lower (6.5%/8.2% higher).

Non-Operating Income has increased significantly compared to 2014. Non-Operating Income was \$434,000 in 2015 compared to \$291,000 in 2014. Investment Income was higher by 14.5% (\$21,000); Unrealized Gains on Investments were \$140,000 lower compared to 2014 but \$75,000 higher compared to 2013. Other Gains were \$261,000 higher compared to 2014 and \$113,000 higher than 2013.

Statistical and Volume Summary

Patient days were 33 (3.1%) less than forecast with admissions 20 (7.2%) less than forecast yielding an increase in length of stay of 2.4% but a 4.1% decrease in case-mix adjusted length of stay. Compared to the prior year, patient days were 0.1% higher with admissions 1.1% lower. The average daily census for the month was 36.3 compared to forecast of 37.5; 36.3 last year; and a 36.3 monthly average.

Hospital Patient Days

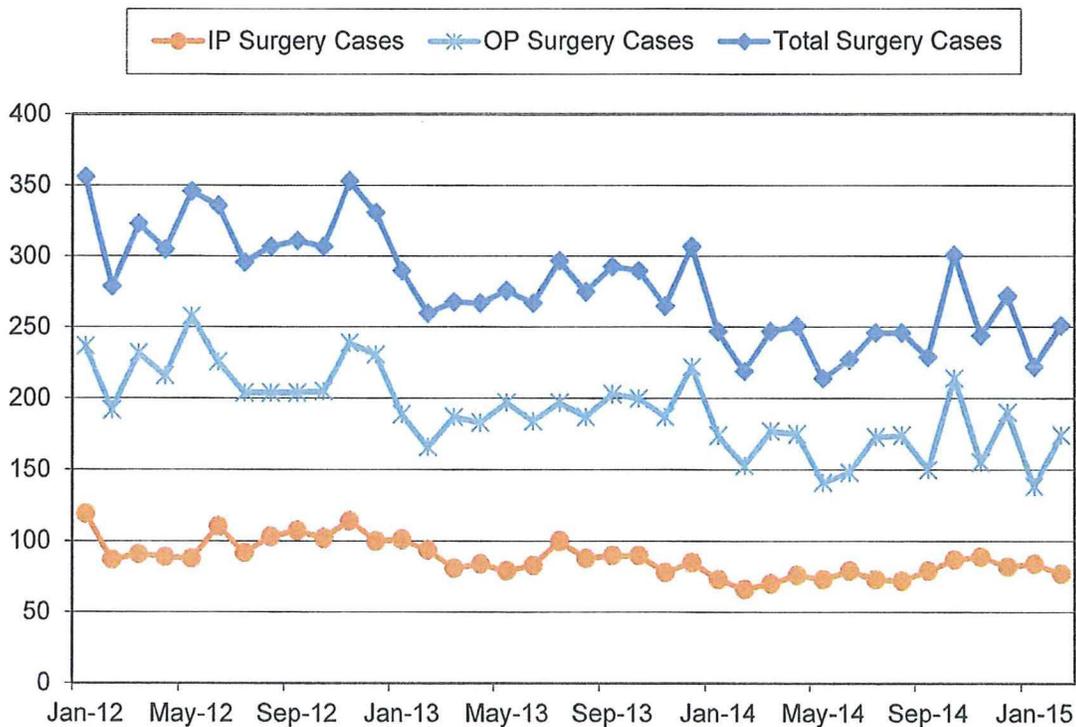


YTD Patient days were 186 (8.9%) greater than forecast with YTD admissions 26 (4.7%) greater than forecast yielding an increase in length of stay of 4.4% and a 2.7% increase in case-mix adjusted length of stay. Compared to the prior year, patient days were 10.1% higher with admissions 9.4% higher. The YTD average daily census was 38.7 compared to forecast of 35.6; and 35.2 last year.

The monthly Medicare case mix was 3.3% less than forecast and 7.0% less than last year. The overall case mix was 6.8% greater than forecast and 6.2% greater than last year. Overall activity as measured in adjusted admissions was 5.9% lower than forecast but 4.5% higher than last year while adjusted patient days were 1.8% less than forecast and 5.9% greater than last year. Care Center resident days were 0.7% greater than forecast with a 75.5 average daily census. Case mix for the month was 9.5% greater than forecast, 10.5% greater than last year, and 7.0% higher than the average.

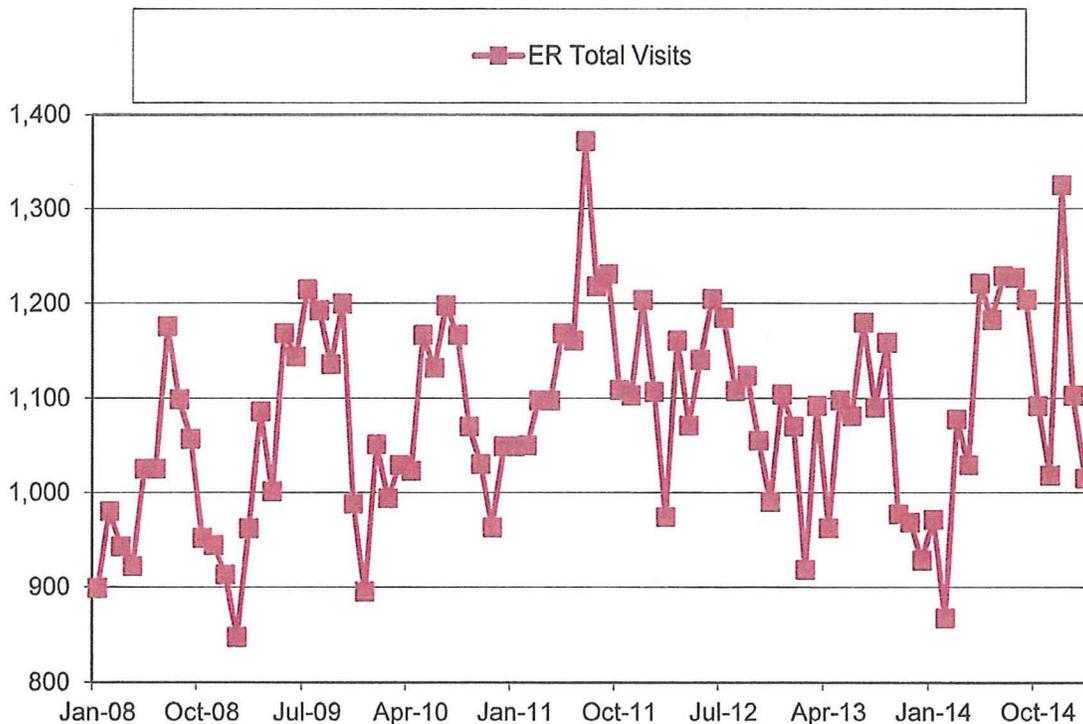
The YTD Medicare case mix was 2.1% less than forecast and 8.3% less than last year. The overall case mix was 1.6% greater than forecast and 0.5% greater than last year. YTD overall activity as measured in adjusted admissions was 3.3% lower than forecast but 4.8% higher than last year while adjusted patient days were 0.6% greater than forecast and 5.5% greater than last year. YTD Care Center resident days were 0.5% less than forecast with a 74.7 average daily census. YTD case mix was 0.6% greater than forecast and 2.5% greater than last year.

Ancillary departments were mixed for the month. Monthly Surgery & GI cases were 1.6% greater than forecast, 14.6% greater than last year, and 2.0% greater than the three-month average. Inpatient activity was at forecast and 16.7% greater than last year while Outpatient activity was 2.4% greater than forecast and 13.7% greater than last year.



YTD Surgery cases were 4.3% less than forecast but 1.5% greater than last year. Inpatient cases were 4.5% greater than forecast but Outpatient cases were 8.2% less than forecast.

Emergency Room visits were 10.3% less than forecast for the month but 17.1% higher than last year and 11.6% less than the three-month average. YTD visits were 6.4% less than forecast but 15.2% greater than last year and 6.5% greater than the year before.



Monthly Laboratory tests were 9.2% less than forecast, 2.5% greater than last year, but 13.5% less than average. Medical Imaging procedures were 7.7% less than forecast, 3.0% less than last year, and 6.6% less than average. Radiation Oncology treatments were 58.6% greater than forecast, 49.4% greater than last year, and 96.4% greater than average. Medical Oncology visits were 0.4% less than forecast, 6.1% greater than last year, and 4.7% less than average. Dialysis treatments were 3.7% less than forecast, 10.4% greater than last year, and 3.4% less than average; Rehab visits were 0.9% greater than forecast, 5.2% greater than last year, and 4.0% greater than average; Hospice visits were 17.6% less than forecast, 13.9% less than last year, and 10.9% less than average; and Ambulance runs were 13.9% less than forecast, 9.5% less than last year, and 14.6% less than average.

YTD Laboratory tests were 3.1% less than forecast but 4.1% greater than last year. Medical Imaging procedures were 2.6% less than forecast but 3.0% greater than last year. Radiation Oncology treatments were 16.4% greater than forecast and 24.0% greater than last year. Medical Oncology visits were 2.9% less than forecast but 2.6% greater than last year. Dialysis treatments were 0.2% less than forecast but 8.1% greater than last year; Rehab visits were 0.1% less than forecast but 8.4% greater than last year; Hospice visits were 15.2% less than forecast and 9.9% less than last year; and Ambulance runs were 4.1% less than forecast and 4.5% less than last year.

Full Time Equivalent (FTE's) for the month were 796 compared to a forecast of 764, a negative variance of 4.3%. This compared to last year's total of 799 (0.4% lower) and the three month average of 773 (3.0% higher). The primary driver for the increased FTE's related to payment of Paid Time Off for retired employees, of which Paid FTE's was included in the calculation. Hospital FTE's were 4.5% greater than forecast, 0.8% less than last year, and 3.8% higher than average. Care Center FTE's were 10.9% greater

than forecast, 19.6% greater than last year and 3.1% greater than average. Home Medical FTE's were 5.2% less than forecast, 15.7% less than last year, and 3.9% less than average.

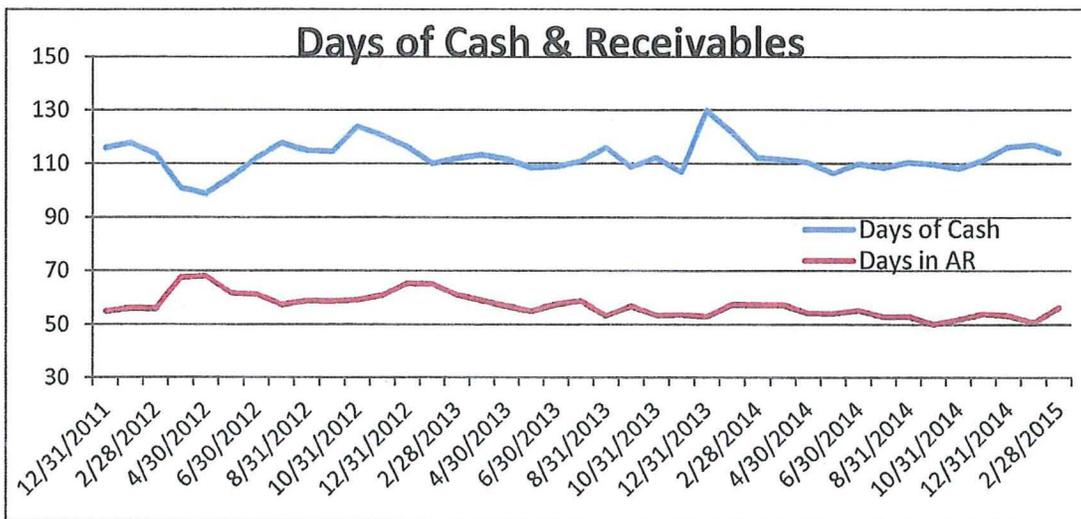
YTD FTE's were 3.7% higher than forecast at 792 compared to 764. This compared to last year's FTE's of 800 (1.0% lower) and 802 (1.3% lower) from the year before. Hospital FTE's were 3.5% higher than forecast but 2.1% less than last year. Care Center was 10.5% higher than forecast and 19.1% higher than last year while Home Medical was 2.4% less than forecast and 12.2% less than last year.

Key Performance Indicators

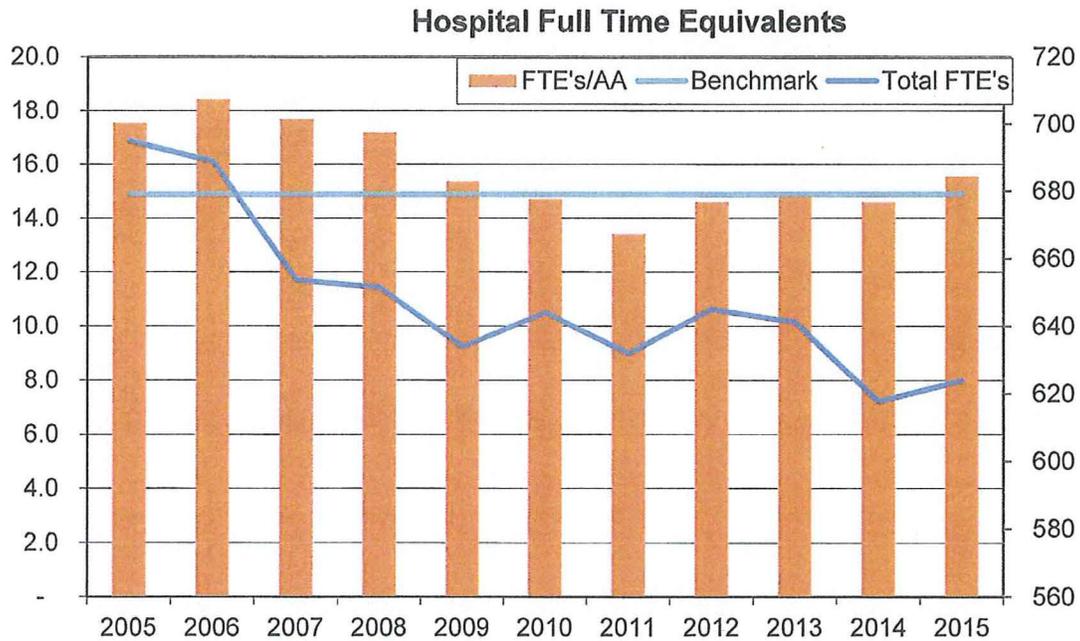
The Operational indicators were positive for the month but slightly unfavorable compared to the forecast. Consolidated Operating Margin was 1.1% for the month; 1.6% YTD; forecast of 1.8% and last year's -3.3%. Excess Margin was 1.8% for the month; 4.3% YTD; forecast of 2.6% and last year's -1.8%. EBIDA Operating Margin was 12.1% for the month; 12.2% YTD; forecast of 12.6% and last year's 7.1%.

The Financial ratios indicate that the Debt/Capitalization ratio of 44.4% was lower than last month; lower than the forecast of 44.5%; lower than last year's 45.8%, and lower than the targeted ceiling of 45%. The decrease was due to improved financial performance and the February Bond payment. Debt Service Coverage was 3.7 compared to the forecast of 3.0 and last year's 2.4. The Cash/Debt ratio was 58% compared to the forecast of 62% and last year's 57%. The Financial Strength Index was 1.16 compared to the forecast of 1.0 and -0.33 last year.

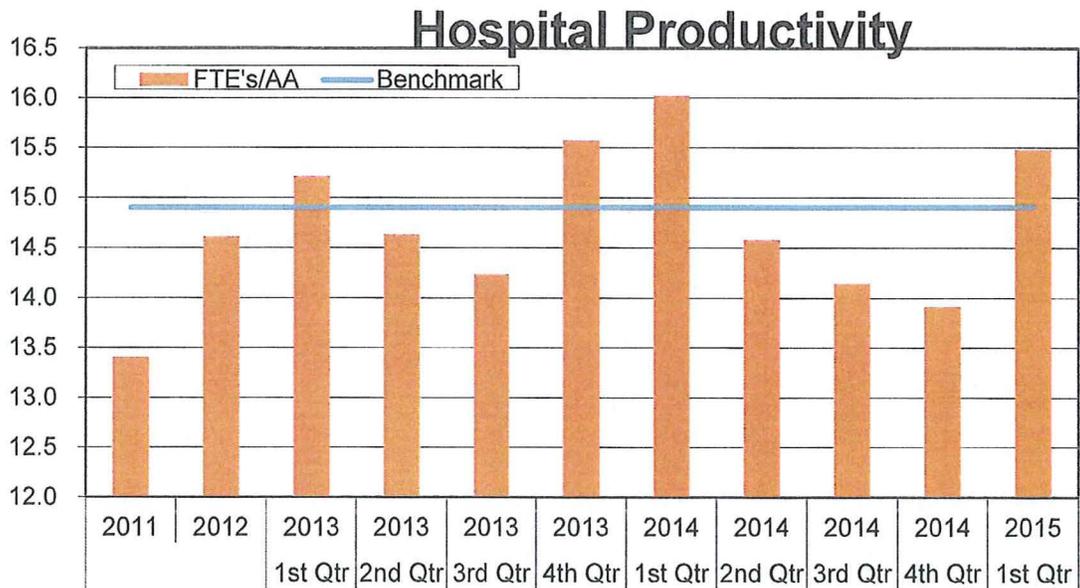
Days in accounts receivable were 56 compared to the forecast of 48 and last year's 53. Days of Cash were 114 compared to the forecast of 119 and last year's 116.



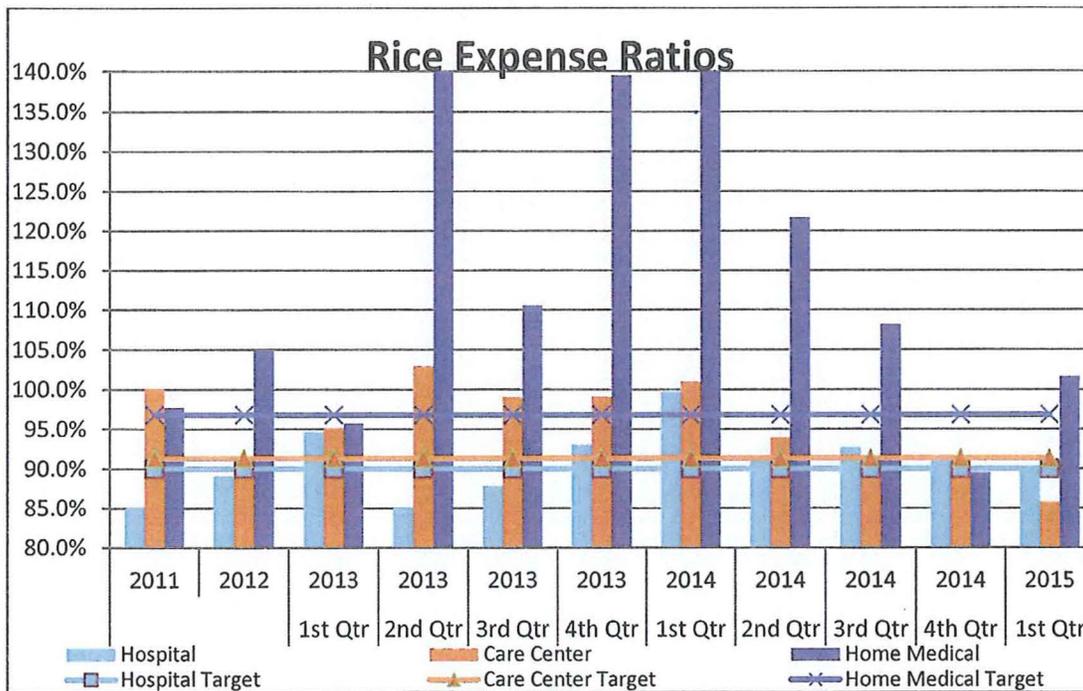
Hospital productivity ratios in terms of staffing were higher than the forecast with FTE's per adjusted admit at 16.1 for the month and 15.5 YTD compared to the forecast of 14.4 and last year's ratio of 14.6. FTE's per adjusted patient day were 4.1 for the month and 4.0 YTD compared to the forecast of 4.1 and 3.9 last year. The increase was attributed to the payout of Paid Time Off for recent retirees.



Comparing 1st Quarter productivity to the prior quarters, the Hospital Productivity ratio was higher than 4th Quarter 2014 but improved from 1st Quarter 2014 and 4th Quarter 2013.



The Hospital Total Operating Expense Ratio was 90.7% for the month; 90.3% YTD, forecast of 90%; and last year's 93.5%. Bad Debt ratio was 1.7% YTD compared to the 2.0% forecast and significantly better than the benchmark of 7.4%. Capital Expense ratio was 8.9% YTD compared to 9.0% forecast, 9.3% last year, and the benchmark of 6.9%.

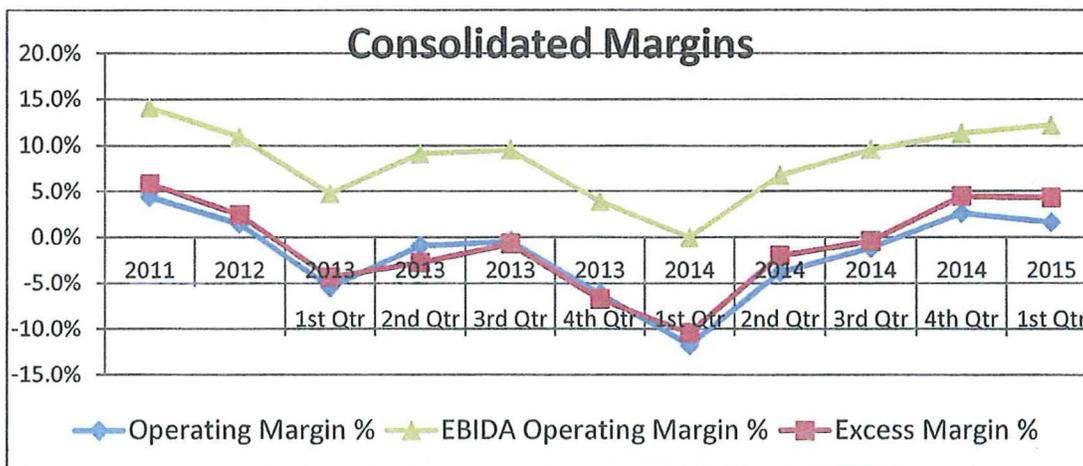


Care Center Hours per Resident Day were 6.5 for the month; 6.6 YTD; forecast of 6.5 and 6.7 last year. The Care Center's Total Operating Expense Ratio was 84.9% for the month; 85.8% YTD; 91.3% Forecast; and 93.5% in 2014.

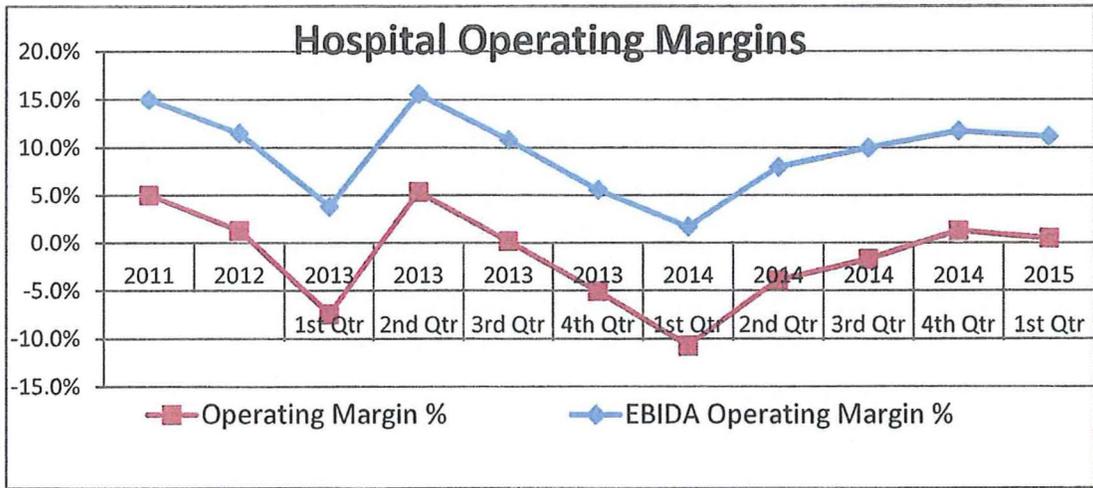
Sales per FTE at Home Medical were \$194,900 for the month; \$184,200 YTD; forecast of \$191,600 and \$171,700 last year. Home Medical's Total Operating Expense Ratio was 98.8% for the month; 101.6% YTD; 96.8% Forecast; and 115.5% in 2014. Inventory Turns were 4.5 YTD compared to 4.9 last year.

Key Performance Indicators by Entity

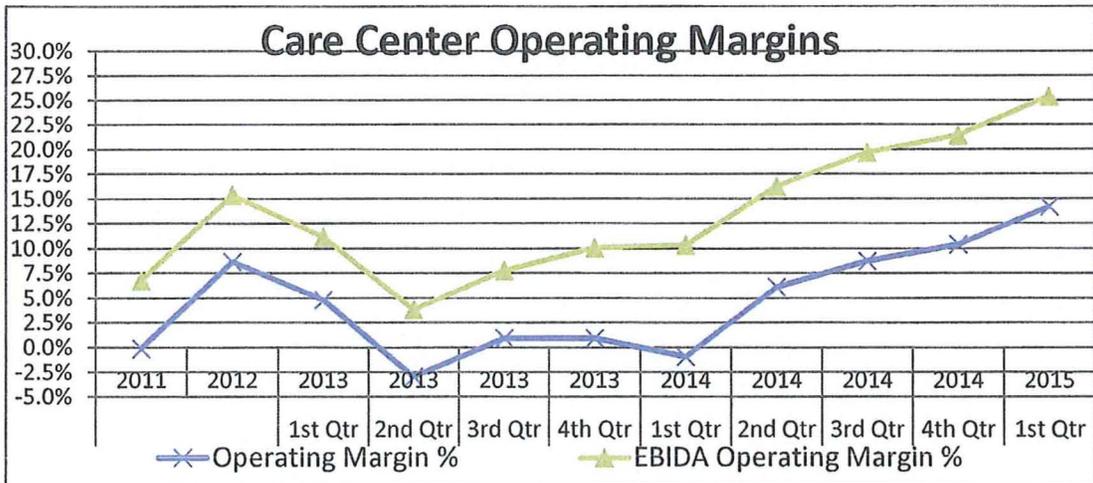
The Consolidated Margins were mixed in 1st Quarter 2015 compared to 4th Quarter 2014 but still positive. Operating Income and Excess Margin declined slightly but EBIDA Operating Margin continued to improve.



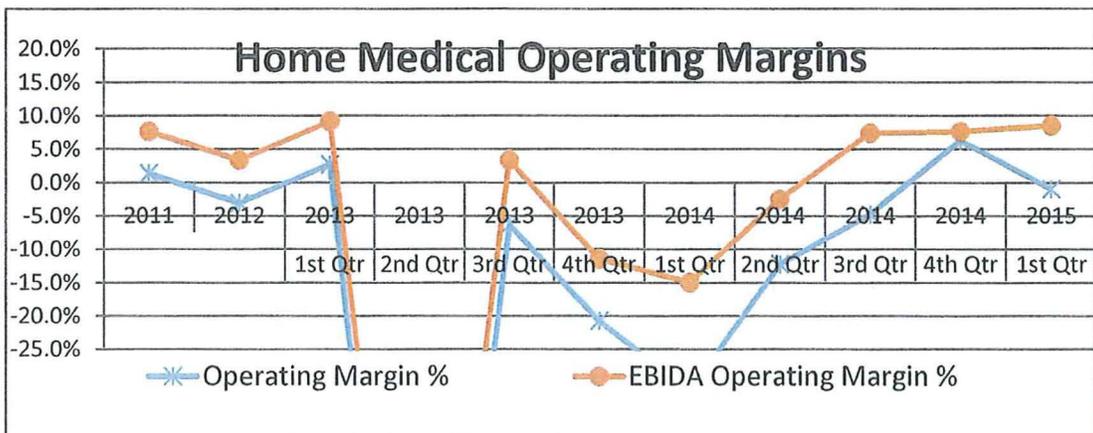
Hospital Margins declined slightly in 1st Quarter 2015 compared to 4th Quarter 2014, although were still positive. Increased volumes and decreased expenses contributed to the positive results but the Payer Mix shift pushed profitability downward.



Care Center Margins continued to improve and were higher than any prior period. The nearly full census and opening of the new short-stay beds have contributed to the positive results.



Home Medical financial performance declined in 1st Quarter 2015 compared to 4th Quarter 2014 due to lower activity but was still significantly improved from a year ago.



RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET
For the Two Months Ending February 28, 2015

	February 2015	12/31/14	Variance	12/31/13	Variance	12/31/12	Variance
1 ASSETS							
2 CURRENT ASSETS							
3 CASH AND CASH EQUIVALENTS	\$1,571,575	\$2,447,311	(\$875,736)	\$9,355,434	(\$7,783,859)	\$2,999,489	(\$1,427,914)
4 TRUSTEE BOND AGREEMENTS - CURRENT	721,690	2,757,540	(2,035,850)	2,379,838	(1,658,148)	2,393,907	(1,672,216)
5 ACCOUNTS RECEIVABLE NET	16,466,326	14,720,163	1,746,163	14,513,348	1,952,777	18,416,955	(1,950,629)
6 OTHER RECEIVABLES	565,876	548,759	17,117	437,453	128,423	626,156	(60,279)
7 INVENTORY	1,885,437	1,974,860	(89,423)	2,117,850	(232,413)	1,881,543	3,895
8 PREPAID EXPENSES	1,217,009	877,299	339,710	991,750	225,259	1,080,525	136,485
10 TOTAL CURRENT ASSETS	22,427,914	23,325,933	(898,019)	29,795,874	(7,367,960)	27,398,573	(4,970,659)
11 ASSETS LIMITED AS TO USE							
12 HELD BY TRUSTEES - BOND AGREEMENTS	3,776,634	3,776,634		3,571,279	205,356	3,181,089	595,545
15 REMAINDER UNITRUST - RECEIVABLE	47,522	47,522		47,522		43,996	3,526
16 ENDOWMENT FUND - INVESTMENTS	3,061,232	3,061,232		2,960,184	101,048	2,616,990	444,242
18 TOTAL ASSETS - USE IS LIMITED	6,885,388	6,885,388		6,578,984	306,404	5,842,075	1,043,313
19 PROPERTY PLANT & EQUIPMENT							
20 PROPERTY PLANT & EQUIPMENT	142,519,455	142,634,962	(115,507)	136,903,754	5,615,701	132,297,068	10,222,388
22 LESS: ACCUMULATED DEPRECIATION	(81,643,676)	(80,874,221)	(769,455)	(75,712,695)	(5,930,981)	(72,741,611)	(8,902,665)
24 NET PROPERTY, PLANT & EQUIPME	60,875,779	61,760,741	(884,962)	61,191,059	(315,280)	59,555,457	1,320,322
25 OTHER ASSETS							
26 INVESTMENTS - FIXED INCOME	25,309,759	25,106,026	203,734	22,595,563	2,714,196	25,941,901	(632,141)
28 INVESTMENTS - SHR	459,048	459,048		439,455	19,593	425,186	33,862
29 INVESTMENTS - WMS	5,097,955	4,269,043	828,912	3,769,317	1,328,638	3,647,124	1,450,831
30 INVESTMENTS - LAKE REGION HMS	5,837	18,125	(12,288)		5,837		5,837
30 INVESTMENTS - VHAUM CSC	54,963	54,963		54,963		79,963	(25,000)
32 GOODWILL, NET	83,173	83,389	(216)	84,722	(1,549)	86,056	(2,882)
33 DEFERRED DEBT ACQUISITION COSTS						200,398	(200,398)
36 TOTAL OTHER ASSETS	31,010,735	29,990,593	1,020,142	26,944,020	4,066,715	30,380,628	630,107
38 TOTAL ASSETS	\$121,199,817	\$121,962,656	(\$762,839)	\$124,509,937	(\$3,310,121)	\$123,176,733	(\$1,976,916)
40 LIABILITIES AND NET ASSETS							
42 CURRENT LIABILITIES							
43 CURRENT MATURITIES OF LTD	\$1,944,520	\$1,944,520		\$1,730,232	\$214,288	\$2,290,275	(\$345,755)
44 ACCOUNTS PAYABLE - TRADE	1,704,479	1,856,340	(151,862)	1,939,719	(235,241)	1,730,604	(26,125)
45 EST. THIRD PARTY PAYOR SETTLEMENTS	(138,000)	(188,000)	50,000	192,060	(330,060)	(29,504)	(108,496)
46 ACCRUED SALARIES, WAGES AND BENEFITS	10,789,753	11,471,484	(681,731)	11,131,571	(341,818)	10,992,653	(202,900)
47 ACCRUED INTEREST AND DUE TO WMS	3,192,537	2,225,849	966,688	2,093,781	1,098,757	2,089,775	1,102,762
49 TOTAL CURRENT LIABILITIES	17,493,289	17,310,194	183,095	17,087,362	405,926	17,073,804	419,485
51 LONG TERM DEBT (LESS CURRENT)	46,028,631	47,945,859	(1,917,228)	49,770,570	(3,741,939)	45,957,263	71,368
53 TOTAL LIABILITIES	63,521,920	65,256,052	(1,734,133)	66,857,932	(3,336,013)	63,031,067	490,853
55 COMMITMENTS AND CONTINGENCIES							
56 NET ASSETS							
58 RESTRICTED FUNDS							
59 DEBT SERVICE AND RESERVE	3,776,634	3,776,634		3,571,279	205,356	3,181,089	595,545
60 SPECIFIC PURPOSE FUND	481,478	216,568	264,911	270,286	211,192	88,338	393,141
61 PERMANENT ENDOWMENT	3,061,232	3,061,232		2,960,184	101,048	2,616,990	444,242
62 CURRENT YEAR INCOME	680,945	(1,677,986)	2,358,932	(3,426,313)	4,107,258	2,430,598	(1,749,653)
63 UNRESTRICTED	49,677,607	51,330,156	(1,652,549)	54,276,569	(4,598,962)	51,828,651	(2,151,044)
65 TOTAL NET ASSETS	57,677,897	56,706,604	971,293	57,652,005	25,892	60,145,666	(2,467,769)
67 TOTAL LIABILITIES AND NET ASSET	\$121,199,817	\$121,962,656	(\$762,839)	\$124,509,937	(\$3,310,121)	\$123,176,733	(\$1,976,916)

15

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Month Ending

	February 2015	Prior 3 Mo Average	% Var	January 2015	% Var	December 2014	% Var	November 2014	% Var
OPERATING REVENUE									
INPATIENT REVENUE	\$5,477,529	\$5,825,992	(6.0%)	\$6,941,736	(21.1%)	\$5,648,411	(3.0%)	\$4,887,829	12.1%
OUTPATIENT REVENUE	10,623,687	10,297,957	3.2%	10,223,230	3.9%	11,144,797	(4.7%)	9,525,843	11.5%
RICE CARE CENTER REVENUE	961,855	1,055,162	(8.8%)	1,070,686	(10.2%)	1,085,844	(11.4%)	1,008,957	(4.7%)
RICE HOME MEDICAL REVENUE	1,155,276	1,216,063	(5.0%)	1,092,015	5.8%	1,366,555	(15.5%)	1,189,619	(2.9%)
TOTAL PATIENT REVENUE	18,218,347	18,395,174	(1.0%)	19,327,667	(5.7%)	19,245,607	(5.3%)	16,612,248	9.7%
LESS DISCOUNTS & CONTRACTUALS	9,982,176	9,099,974	9.7%	9,976,576	0.1%	9,165,953	8.9%	8,157,394	22.4%
LESS UNCOMPENSATED CARE	67,822	58,470	16.0%	13,284	410.6%	116,221	(41.6%)	45,905	47.7%
LESS BAD DEBT EXPENSE	118,922	173,924	(31.6%)	144,077	(17.5%)	156,101	(23.8%)	221,593	(46.3%)
TOTAL DEDUCTIONS FROM REVENUE	10,168,920	9,332,368	9.0%	10,133,937	0.3%	9,438,275	7.7%	8,424,892	20.7%
NET REVENUE FROM PATIENTS	8,049,427	9,062,806	(11.2%)	9,193,730	(12.4%)	9,807,332	(17.9%)	8,187,356	(1.7%)
OTHER OPERATING REVENUE	1,144,580	1,222,311	(6.4%)	1,136,250	0.7%	1,241,642	(7.8%)	1,289,042	(11.2%)
TOTAL OPERATING REVENUE	9,194,007	10,285,117	(10.6%)	10,329,980	(11.0%)	11,048,974	(16.8%)	9,476,398	(3.0%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,018,614	2,010,466	0.4%	2,068,376	(2.4%)	2,025,500	(0.3%)	1,937,521	4.2%
TOTAL OPERATING REVENUE	7,175,393	8,274,652	(13.3%)	8,261,604	(13.1%)	9,023,474	(20.5%)	7,538,877	(4.8%)
OPERATING EXPENSES									
SALARIES AND WAGES	3,598,989	3,930,810	(8.4%)	4,131,436	(12.9%)	3,964,754	(9.2%)	3,696,239	(2.6%)
CONTRACT LABOR	359,742	304,673	18.1%	333,310	7.9%	295,657	21.7%	285,052	26.2%
SUPPLEMENTAL BENEFITS	742,968	1,190,316	(37.6%)	1,253,972	(40.8%)	1,277,724	(41.9%)	1,039,251	(28.5%)
SUPPLIES	976,295	1,112,306	(12.2%)	871,766	12.0%	1,415,710	(31.0%)	1,049,443	(7.0%)
DRUGS	531,249	611,074	(13.1%)	536,230	(0.9%)	698,093	(23.9%)	598,898	(11.3%)
PURCHASED SERVICES	623,212	664,676	(6.2%)	560,181	11.3%	746,997	(16.6%)	686,851	(9.3%)
REPAIRS, SERVICE & RENTALS	286,582	278,605	2.9%	264,624	8.3%	289,868	(1.1%)	281,324	1.9%
UTILITIES	141,045	143,128	(1.5%)	153,861	(8.3%)	137,596	2.5%	137,926	2.3%
INSURANCE	50,106	51,479	(2.7%)	52,664	(4.9%)	49,170	1.9%	52,602	(4.7%)
PATIENT RELATED TRAVEL	21,377	29,165	(26.7%)	26,617	(19.7%)	28,302	(24.5%)	32,576	(34.4%)
EDUCATION, TRAVEL, & DUES	79,902	84,425	(5.4%)	98,457	(18.8%)	88,458	(9.7%)	66,361	20.4%
OTHER	19,367	47,042	(58.8%)	42,549	(54.5%)	45,119	(57.1%)	53,459	(63.8%)
DEPRECIATION AND AMORT	641,584	614,389	4.4%	697,312	(8.0%)	452,264	41.9%	693,590	(7.5%)
INTEREST	146,391	149,847	(2.3%)	148,852	(1.7%)	150,811	(2.9%)	149,877	(2.3%)
TAXES & SURCHARGE	163,884	177,422	(7.6%)	186,108	(11.9%)	155,148	5.6%	191,011	(14.2%)
TOTAL OPERATING EXPENSES	8,382,693	9,389,357	(10.7%)	9,357,939	(10.4%)	9,795,671	(14.4%)	9,014,460	(7.0%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,284,846	1,322,193	(2.8%)	1,265,260	1.5%	1,358,873	(5.4%)	1,342,445	(4.3%)
NET OPERATING EXPENSES	7,097,847	8,067,164	(12.0%)	8,092,679	(12.3%)	8,436,798	(15.9%)	7,672,015	(7.5%)
OPERATING INCOME (LOSS)	77,546	207,488	(62.6%)	168,925	(54.1%)	586,676	(86.8%)	(133,138)	(158.2%)
NON OPERATING INCOME									
INVESTMENT INCOME	55,745	88,472	(37.0%)	110,514	(49.6%)	96,957	(42.5%)	57,946	(3.8%)
UNREALIZED GAIN (LOSS)	(206,027)	91,536	(325.1%)	273,162	(175.4%)	15,201	(1,455.4%)	(13,756)	1,397.7%
OTHER GAIN (LOSS)	200,842	15,828	1,168.9%	240	83,584.2%	2,079	9,560.5%	45,165	344.7%
TOTAL NON OPERATING INCOME	50,560	195,836	(74.2%)	383,916	(86.8%)	114,237	(55.7%)	89,355	(43.4%)
NET INCOME (LOSS)	\$128,106	\$403,324	(68.2%)	\$552,841	(76.8%)	\$700,913	(81.7%)	(\$43,783)	(392.6%)

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RICE HOSPITAL
For the Month Ending

	February 2015	Prior 3 Mo Average	% Var	January 2015	% Var	December 2014	% Var	November 2014	% Var
OPERATING REVENUE									
INPATIENT REVENUE	\$5,477,529	\$5,825,992	(6.0%)	\$6,941,736	(21.1%)	\$5,648,411	(3.0%)	\$4,887,829	12.1%
OUTPATIENT REVENUE	10,623,687	10,297,957	3.2%	10,223,231	3.9%	11,144,797	(4.7%)	9,525,843	11.5%
TOTAL PATIENT REVENUE	16,101,216	16,123,949	(0.1%)	17,164,967	(6.2%)	16,793,208	(4.1%)	14,413,672	11.7%
LESS DISCOUNTS & CONTRACTUALS	9,414,941	8,455,239	11.4%	9,373,020	0.4%	8,455,498	11.3%	7,537,198	24.9%
LESS UNCOMPENSATED CARE	67,822	58,417	16.1%	13,195	414.0%	116,184	(41.6%)	45,873	47.8%
LESS BAD DEBT EXPENSE	108,656	166,769	(34.8%)	139,982	(22.4%)	145,689	(25.4%)	214,636	(49.4%)
TOTAL DEDUCTIONS FROM REVENUE	9,591,419	8,680,425	10.5%	9,526,197	0.7%	8,717,371	10.0%	7,797,707	23.0%
NET REVENUE FROM PATIENTS	6,509,797	7,443,524	(12.5%)	7,638,770	(14.8%)	8,075,837	(19.4%)	6,615,965	(1.6%)
OTHER OPERATING REVENUE	1,124,999	1,215,023	(7.4%)	1,131,437	(0.6%)	1,230,190	(8.6%)	1,283,442	(12.3%)
TOTAL OPERATING REVENUE	7,634,796	8,658,547	(11.8%)	8,770,207	(12.9%)	9,306,027	(18.0%)	7,899,407	(3.3%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,018,614	2,010,466	0.4%	2,068,376	(2.4%)	2,025,500	(0.3%)	1,937,521	4.2%
TOTAL OPERATING REVENUE	5,616,182	6,648,081	(15.5%)	6,701,831	(16.2%)	7,280,527	(22.9%)	5,961,886	(5.8%)
OPERATING EXPENSES									
SALARIES AND WAGES	3,129,493	3,418,591	(8.5%)	3,618,038	(13.5%)	3,408,960	(8.2%)	3,228,774	(3.1%)
CONTRACT LABOR	261,132	200,332	30.3%	225,543	15.8%	188,848	38.3%	186,605	39.9%
SUPPLEMENTAL BENEFITS	567,147	1,006,695	(43.7%)	1,095,162	(48.2%)	1,104,348	(48.6%)	820,575	(30.9%)
SUPPLIES	609,175	722,663	(15.7%)	537,055	13.4%	972,455	(37.4%)	658,478	(7.5%)
DRUGS	514,946	588,783	(12.5%)	513,643	0.3%	675,760	(23.8%)	576,947	(10.7%)
PURCHASED SERVICES	575,691	626,530	(8.1%)	523,159	10.0%	709,203	(18.8%)	647,229	(11.1%)
REPAIRS, SERVICE & RENTALS	261,813	251,237	4.2%	238,593	9.7%	261,057	0.3%	254,060	3.1%
UTILITIES	116,743	118,424	(1.4%)	128,777	(9.3%)	110,468	5.7%	116,026	0.6%
INSURANCE	42,629	43,995	(3.1%)	45,187	(5.7%)	41,692	2.2%	45,107	(5.5%)
PATIENT RELATED TRAVEL	13,608	19,890	(31.6%)	19,973	(31.9%)	20,221	(32.7%)	19,477	(30.1%)
EDUCATION, TRAVEL, & DUES	65,960	78,338	(15.8%)	93,153	(29.2%)	82,794	(20.3%)	59,067	11.7%
OTHER	8,499	28,222	(69.9%)	21,888	(61.2%)	30,670	(72.3%)	32,108	(73.5%)
DEPRECIATION AND AMORT	510,373	551,728	(7.5%)	558,040	(8.5%)	559,321	(8.8%)	537,823	(5.1%)
INTEREST	119,982	122,591	(2.1%)	122,444	(2.0%)	123,131	(2.6%)	122,198	(1.8%)
TAXES & SURCHARGE	125,166	138,115	(9.4%)	147,389	(15.1%)	115,546	8.3%	151,409	(17.3%)
TOTAL OPERATING EXPENSES	6,922,357	7,916,134	(12.6%)	7,888,044	(12.2%)	8,404,474	(17.6%)	7,455,883	(7.2%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,284,846	1,322,193	(2.8%)	1,265,260	1.5%	1,358,873	(5.4%)	1,342,445	(4.3%)
NET OPERATING EXPENSES	5,637,511	6,593,941	(14.5%)	6,622,784	(14.9%)	7,045,601	(20.0%)	6,113,438	(7.8%)
OPERATING INCOME (LOSS)	(21,329)	54,140	(139.4%)	79,047	(127.0%)	234,926	(109.1%)	(151,552)	(85.9%)
NON OPERATING INCOME									
INVESTMENT INCOME	54,395	85,780	(36.6%)	109,164	(50.2%)	91,790	(40.7%)	56,386	(3.5%)
UNREALIZED GAIN (LOSS)	(206,027)	91,536	(325.1%)	273,162	(175.4%)	15,201	(1,455.4%)	(13,756)	1,397.7%
OTHER GAIN (LOSS)	198,792	15,135	1,213.5%	240	82,730.0%	0.0%	0.0%	45,165	340.1%
TOTAL NON OPERATING INCOME	47,160	192,451	(75.5%)	382,566	(87.7%)	106,991	(55.9%)	87,795	(46.3%)
NET INCOME (LOSS)	\$25,831	\$246,591	(89.5%)	\$461,613	(94.4%)	\$341,917	(92.4%)	(\$63,757)	(140.5%)

RICE CARE CENTER
For the Month Ending

	February 2015	Prior 3 Mo Average	% Var	January 2015	% Var	December 2014	% Var	November 2014	% Var
OPERATING REVENUE									
RICE CARE CENTER REVENUE	\$961,855	\$1,055,162	(8.8%)	\$1,070,686	(10.2%)	\$1,085,844	(11.4%)	\$1,008,957	(4.7%)
TOTAL PATIENT REVENUE	961,855	1,055,162	(8.8%)	1,070,686	(10.2%)	1,085,844	(11.4%)	1,008,957	(4.7%)
LESS DISCOUNTS & CONTRACTUALS	221,093	283,403	(22.0%)	288,040	(23.2%)	301,024	(26.6%)	261,144	(15.3%)
LESS BAD DEBT EXPENSE	1,730	960	80.2%	605	186.0%	1,797	(3.7%)	477	262.7%
TOTAL DEDUCTIONS FROM REVENUE	222,823	284,362	(21.6%)	288,645	(22.8%)	302,821	(26.4%)	261,621	(14.8%)
NET REVENUE FROM PATIENTS	739,032	770,800	(4.1%)	782,041	(5.5%)	783,023	(5.6%)	747,336	(1.1%)
OTHER OPERATING REVENUE	3,997	1,344	197.4%	561	612.5%	2,764	44.6%	707	465.3%
TOTAL OPERATING REVENUE	743,029	772,144	(3.8%)	782,602	(5.1%)	785,787	(5.4%)	748,043	(0.7%)
LESS: WILLMAR MEDICAL SERVICES									
TOTAL OPERATING REVENUE	743,029	772,144	(3.8%)	782,602	(5.1%)	785,787	(5.4%)	748,043	(0.7%)
OPERATING EXPENSES									
SALARIES AND WAGES	235,886	257,508	(8.4%)	265,231	(11.1%)	267,919	(12.0%)	239,373	(1.5%)
CONTRACT LABOR	98,610	104,341	(5.5%)	107,767	(8.5%)	106,809	(7.7%)	98,446	0.2%
SUPPLEMENTAL BENEFITS	87,020	87,239	(0.3%)	64,536	34.8%	86,264	0.9%	110,916	(21.5%)
SUPPLIES	40,656	41,859	(2.9%)	43,475	(6.5%)	41,997	(3.2%)	40,106	1.4%
DRUGS	16,201	22,174	(26.9%)	22,386	(27.6%)	22,334	(27.5%)	21,801	(25.7%)
PURCHASED SERVICES	19,814	12,851	54.2%	11,144	77.8%	13,229	49.8%	14,180	39.7%
REPAIRS, SERVICE & RENTALS	7,475	7,368	1.5%	6,334	18.0%	7,423	0.7%	8,348	(10.5%)
UTILITIES	13,885	13,932	(0.3%)	13,954	(0.5%)	14,925	(7.0%)	12,918	7.5%
INSURANCE	3,401	3,406	(0.1%)	3,401	0.0%	3,401	0.0%	3,417	(0.5%)
PATIENT RELATED TRAVEL		435	(100.0%)	819	(100.0%)	336	(100.0%)	150	(100.0%)
EDUCATION, TRAVEL, & DUES	3,457	3,884	(11.0%)	1,942	78.0%	4,824	(28.3%)	4,887	(29.3%)
OTHER	107	441	(75.7%)		0.0%	760	(85.9%)	564	(81.0%)
DEPRECIATION AND AMORT	56,186	57,700	(2.6%)	62,164	(9.6%)	56,496	(0.5%)	54,439	3.2%
INTEREST	26,408	27,255	(3.1%)	26,408	0.0%	27,679	(4.6%)	27,679	(4.6%)
TAXES & SURCHARGE	35,000	35,589	(1.7%)	35,000	0.0%	35,883	(2.5%)	35,883	(2.5%)
TOTAL OPERATING EXPENSES	644,106	675,982	(4.7%)	664,561	(3.1%)	690,279	(6.7%)	673,107	(4.3%)
LESS: WILLMAR MEDICAL SERVICES									
NET OPERATING EXPENSES	644,106	675,982	(4.7%)	664,561	(3.1%)	690,279	(6.7%)	673,107	(4.3%)
OPERATING INCOME (LOSS)	98,923	96,162	2.9%	118,041	(16.2%)	95,508	3.6%	74,936	32.0%
NON OPERATING INCOME									
INVESTMENT INCOME	1,350	2,693	(49.9%)	1,350	0.0%	5,169	(73.9%)	1,560	(13.5%)
TOTAL NON OPERATING INCOME	1,350	2,693	(49.9%)	1,350	0.0%	5,169	(73.9%)	1,560	(13.5%)
NET INCOME (LOSS)	\$100,273	\$98,855	1.4%	\$119,391	(16.0%)	\$100,677	(0.4%)	\$76,496	31.1%

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RICE HOME MEDICAL
RICE HOME MEDICAL
For the Month Ending February 28, 2015

	February 2015	% of Gross Sales	Prior 3 Mo Average	% of Gross Sales	January 2015	% of Gross Sales	December 2014	% of Gross Sales
GROSS SALES								
SALES REVENUE	\$706,359	61.14%	\$775,255	63.75%	\$654,386	59.92%	\$917,857	67.17%
RENTS REVENUE	448,917	38.86%	440,807	36.25%	437,629	40.08%	448,698	32.83%
MISC REVENUE	74	0.01%	0	0.00%	0	0.00%	0	0.00%
GROSS SALES	1,155,349	100.00%	1,216,063	100.00%	1,092,015	100.00%	1,366,555	100.00%
LESS: CONTRACTUAL ALLOWANCES	(346,142)	(29.96%)	(361,333)	(29.71%)	(315,516)	(28.89%)	(409,430)	(29.96%)
LESS: UNCOMPENSATED CARE	(1)	0.00%	(52)	0.00%	(88)	(0.01%)	(37)	0.00%
LESS: BAD DEBT EXPENSE	(8,535)	(0.74%)	(6,195)	(0.51%)	(3,490)	(0.32%)	(8,614)	(0.63%)
NET SALES	800,671	69.30%	848,483	69.77%	772,920	70.78%	948,473	69.41%
COST OF GOODS SOLD								
OXYGEN	6,305	0.55%	6,662	0.55%	6,026	0.55%	7,041	0.52%
EQUIPMENT	59,628	5.16%	80,839	6.65%	52,261	4.79%	101,046	7.39%
SUPPLY - FREIGHT	13,339	1.15%	14,045	1.15%	13,401	1.23%	15,773	1.15%
SUPPLY	190,021	16.45%	204,465	16.81%	195,651	17.92%	227,795	16.67%
EQUIPMENT REPAIR	45,346	3.92%	28,667	2.36%	10,454	0.96%	39,885	2.92%
SHOP EXPENSE	1,870	0.16%	939	0.08%	953	0.09%	771	0.06%
EQUIPMENT RENTAL & LEASES	3,201	0.28%	2,988	0.25%	3,628	0.33%	2,774	0.20%
PURCHASE DISCOUNTS	(12,047)	(1.04%)	(3,735)	(0.31%)	(2,989)	(0.27%)	(4,125)	(0.30%)
TOTAL COST OF GOODS SOLD	307,662	26.63%	334,870	27.54%	279,385	25.58%	390,960	28.61%
GROSS PROFIT	493,009	42.67%	513,613	42.24%	493,535	45.19%	557,513	40.80%
OTHER OPERATING REVENUE	9,567	0.83%	7,500	0.62%	7,446	0.68%	8,415	0.62%
TOTAL OPERATING REVENUE	502,576	43.50%	521,113	42.85%	500,981	45.88%	565,927	41.41%
OPERATING EXPENSES								
SALARIES & WAGES	233,610	20.22%	254,712	20.95%	248,167	22.73%	287,875	21.07%
SUPPLEMENTAL BENEFITS	88,802	7.69%	96,382	7.93%	94,274	8.63%	87,112	6.37%
SUPPLIES AND DRUGS	6,856	0.59%	9,296	0.76%	9,063	0.83%	6,173	0.45%
PURCHASED SERVICES	27,707	2.40%	25,295	2.08%	25,877	2.37%	24,565	1.80%
REPAIRS, SERVICE & RENTALS	17,293	1.50%	20,001	1.64%	19,697	1.80%	21,388	1.57%
UTILITIES	10,416	0.90%	10,771	0.89%	11,130	1.02%	12,203	0.89%
INSURANCE	4,077	0.35%	4,078	0.34%	4,077	0.37%	4,078	0.30%
PATIENT RELATED TRAVEL	7,769	0.67%	8,840	0.73%	5,825	0.53%	7,745	0.57%
EDUCATION, TRAVEL, & DUES	10,485	0.91%	2,202	0.18%	3,362	0.31%	839	0.06%
OTHER EXPENSE	10,762	0.93%	18,379	1.51%	20,660	1.89%	13,689	1.00%
DEPRECIATION & AMORTIZATION	75,024	6.49%	4,961	0.41%	77,107	7.06%	(163,552)	(11.97%)
TAXES	3,718	0.32%	3,718	0.31%	3,718	0.34%	3,718	0.27%
TOTAL OPERATING EXPENSES	496,521	42.98%	458,634	37.71%	522,958	47.89%	305,833	22.38%
NET OPERATING INCOME (LOSS)	6,055	0.52%	62,479	5.14%	(21,977)	(2.01%)	260,094	19.03%
INVESTMENT INCOME (LOSS)	(6,104)	(0.53%)	(5,291)	(0.44%)	(6,184)	(0.57%)	(3,851)	(0.28%)
OTHER GAIN (LOSS)	2,050	0.18%	692	0.06%	0	0.00%	2,077	0.15%
NET INCOME (LOSS)	\$2,000	0.17%	\$57,880	4.76%	(\$28,160)	(2.58%)	\$258,320	18.90%

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Year To Date Period Ending

	February 2015	February 2014	% Var	February 2013	% Var	February 2012	% Var
OPERATING REVENUE							
INPATIENT REVENUE	\$12,419,266	\$10,408,060	19.3%	\$10,591,922	17.3%	\$10,547,407	17.7%
OUTPATIENT REVENUE	20,846,918	18,707,598	11.4%	18,868,710	10.5%	19,760,218	5.5%
RICE CARE CENTER REVENUE	2,032,541	1,620,428	25.4%	1,656,238	22.7%	1,251,984	62.3%
RICE HOME MEDICAL REVENUE	2,247,290	1,950,547	15.2%	2,035,048	10.4%	1,799,116	24.9%
TOTAL PATIENT REVENUE	37,546,015	32,686,633	14.9%	33,151,918	13.3%	33,358,725	12.6%
LESS DISCOUNTS & CONTRACTUALS	19,958,753	17,187,364	16.1%	16,185,506	23.3%	16,014,168	24.6%
LESS UNCOMPENSATED CARE	81,106	273,491	(70.3%)	216,643	(62.6%)	247,849	(67.3%)
LESS BAD DEBT EXPENSE	262,999	319,177	(17.6%)	254,166	3.5%	203,417	29.3%
TOTAL DEDUCTIONS FROM REVENUE	20,302,858	17,780,032	14.2%	16,656,315	21.9%	16,465,434	23.3%
NET REVENUE FROM PATIENTS	17,243,157	14,906,601	15.7%	16,495,603	4.5%	16,893,291	2.1%
OTHER OPERATING REVENUE	2,280,829	2,313,872	(1.4%)	2,668,476	(14.5%)	2,882,171	(20.9%)
TOTAL OPERATING REVENUE	19,523,986	17,220,473	13.4%	19,164,079	1.9%	19,775,462	(1.3%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	4,086,990	3,619,960	12.9%	3,333,620	22.6%	3,434,615	19.0%
TOTAL OPERATING REVENUE	15,436,996	13,600,513	13.5%	15,830,459	(2.5%)	16,340,847	(5.5%)
OPERATING EXPENSES							
SALARIES AND WAGES	7,730,425	7,511,873	2.9%	7,585,723	1.9%	7,844,975	(1.5%)
CONTRACT LABOR	693,052	771,142	(10.1%)	455,608	52.1%	552,177	25.5%
SUPPLEMENTAL BENEFITS	1,996,940	2,783,697	(28.3%)	2,559,080	(22.0%)	2,174,736	(8.2%)
SUPPLIES	1,848,061	1,853,347	(0.3%)	2,054,895	(10.1%)	1,821,477	1.5%
DRUGS	1,067,480	893,728	19.4%	1,165,936	(8.4%)	1,539,021	(30.6%)
PURCHASED SERVICES	1,183,393	986,608	19.9%	1,057,137	11.9%	1,241,510	(4.7%)
REPAIRS, SERVICE & RENTALS	551,206	598,929	(8.0%)	582,829	(5.4%)	489,014	12.7%
UTILITIES	294,906	311,767	(5.4%)	283,457	4.0%	298,819	(1.3%)
INSURANCE	102,771	126,843	(19.0%)	114,786	(10.5%)	107,408	(4.3%)
PATIENT RELATED TRAVEL	47,994	63,110	(24.0%)	67,993	(29.4%)	65,058	(26.2%)
EDUCATION, TRAVEL, & DUES	178,359	156,803	13.7%	191,120	(6.7%)	175,808	1.5%
OTHER	61,915	68,356	(9.4%)	56,340	9.9%	98,173	(36.9%)
DEPRECIATION AND AMORT	1,338,895	1,500,770	(10.8%)	1,348,229	(0.7%)	1,301,726	2.9%
INTEREST	295,243	305,512	(3.4%)	281,564	4.9%	415,044	(28.9%)
TAXES & SURCHARGE	349,992	374,412	(6.5%)	381,158	(8.2%)	346,072	1.1%
TOTAL OPERATING EXPENSES	17,740,632	18,306,897	(3.1%)	18,185,855	(2.4%)	18,471,018	(4.0%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	2,550,106	2,320,027	9.9%	1,480,329	72.3%	1,714,667	48.7%
NET OPERATING EXPENSES	15,190,526	15,986,870	(5.0%)	16,705,526	(9.1%)	16,756,351	(9.3%)
OPERATING INCOME (LOSS)	246,470	(2,386,357)	(110.3%)	(875,067)	(128.2%)	(415,504)	(159.3%)
NON OPERATING INCOME							
INVESTMENT INCOME	166,259	145,241	14.5%	120,294	38.2%	152,686	8.9%
UNREALIZED GAIN (LOSS)	67,135	207,114	(67.6%)	(8,561)	(884.2%)	22,813	194.3%
OTHER GAIN (LOSS)	201,082	(60,963)	(429.8%)	88,774	126.5%	7,649	2,528.9%
TOTAL NON OPERATING INCOME	434,476	291,392	49.1%	200,507	116.7%	183,148	137.2%
NET INCOME (LOSS)	\$680,946	(\$2,094,965)	(132.5%)	(\$674,560)	(200.9%)	(\$232,356)	(393.1%)

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RICE HOSPITAL
For the Year To Date Period Ending

	February 2015	February 2014	% Var	February 2013	% Var	February 2012	% Var
OPERATING REVENUE							
INPATIENT REVENUE	\$12,419,266	\$10,408,060	19.3%	\$10,591,922	17.3%	\$10,547,407	17.7%
OUTPATIENT REVENUE	20,846,917	18,707,598	11.4%	18,868,710	10.5%	19,760,218	5.5%
TOTAL PATIENT REVENUE	33,266,183	29,115,658	14.3%	29,460,632	12.9%	30,307,625	9.8%
LESS DISCOUNTS & CONTRACTUALS	18,787,961	16,123,723	16.5%	15,248,231	23.2%	15,442,453	21.7%
LESS UNCOMPENSATED CARE	81,017	271,681	(70.2%)	216,502	(62.6%)	245,319	(67.0%)
LESS BAD DEBT EXPENSE	248,639	291,209	(14.6%)	253,500	(1.9%)	197,818	25.7%
TOTAL DEDUCTIONS FROM REVENUE	19,117,617	16,686,613	14.6%	15,718,233	21.6%	15,885,590	20.3%
NET REVENUE FROM PATIENTS	14,148,566	12,429,045	13.8%	13,742,399	3.0%	14,422,035	(1.9%)
OTHER OPERATING REVENUE	2,256,436	2,282,448	(1.1%)	2,659,380	(15.2%)	2,873,132	(21.5%)
TOTAL OPERATING REVENUE	16,405,002	14,711,493	11.5%	16,401,779	0.0%	17,295,167	(5.1%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	4,086,990	3,619,960	12.9%	3,333,620	22.6%	3,434,615	19.0%
TOTAL OPERATING REVENUE	12,318,012	11,091,533	11.1%	13,068,159	(5.7%)	13,860,552	(11.1%)
OPERATING EXPENSES							
SALARIES AND WAGES	6,747,530	6,566,704	2.8%	6,699,237	0.7%	6,955,765	(3.0%)
CONTRACT LABOR	486,675	601,055	(19.0%)	250,769	94.1%	503,745	(3.4%)
SUPPLEMENTAL BENEFITS	1,662,309	2,404,828	(30.9%)	2,207,045	(24.7%)	1,817,396	(8.5%)
SUPPLIES	1,146,230	1,195,294	(4.1%)	1,349,341	(15.1%)	1,164,791	(1.6%)
DRUGS	1,028,589	853,374	20.5%	1,134,206	(9.3%)	1,510,193	(31.9%)
PURCHASED SERVICES	1,098,850	913,588	20.3%	932,665	17.8%	1,147,441	(4.2%)
REPAIRS, SERVICE & RENTALS	500,406	547,079	(8.5%)	535,388	(6.5%)	455,445	9.9%
UTILITIES	245,521	251,297	(2.3%)	241,748	1.6%	259,346	(5.3%)
INSURANCE	87,815	110,740	(20.7%)	98,508	(10.9%)	90,761	(3.2%)
PATIENT RELATED TRAVEL	33,581	38,314	(12.4%)	40,388	(16.9%)	38,591	(13.0%)
EDUCATION, TRAVEL, & DUES	159,113	135,849	17.1%	170,241	(6.5%)	154,390	3.1%
OTHER	30,387	37,749	(19.5%)	38,699	(21.5%)	92,057	(67.0%)
DEPRECIATION AND AMORT	1,068,413	1,191,432	(10.3%)	1,200,105	(11.0%)	1,158,121	(7.7%)
INTEREST	242,426	253,216	(4.3%)	252,351	(3.9%)	384,791	(37.0%)
TAXES & SURCHARGE	272,555	294,197	(7.4%)	302,597	(9.9%)	286,963	(5.0%)
TOTAL OPERATING EXPENSES	14,810,400	15,394,716	(3.8%)	15,453,288	(4.2%)	16,019,796	(7.5%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	2,550,106	2,320,027	9.9%	1,480,329	72.3%	1,714,667	48.7%
NET OPERATING EXPENSES	12,260,294	13,074,689	(6.2%)	13,972,959	(12.3%)	14,305,129	(14.3%)
OPERATING INCOME (LOSS)	57,718	(1,983,156)	(102.9%)	(904,800)	(106.4%)	(444,577)	(113.0%)
NON OPERATING INCOME							
INVESTMENT INCOME	163,559	145,041	12.8%	119,644	36.7%	151,765	7.8%
UNREALIZED GAIN (LOSS)	67,135	207,114	(67.6%)	(8,561)	(884.2%)	22,813	194.3%
OTHER GAIN (LOSS)	199,032	(60,963)	(426.5%)	88,774	124.2%	(2,954)	(6,837.7%)
TOTAL NON OPERATING INCOME	429,726	291,192	47.6%	199,857	115.0%	171,624	150.4%
NET INCOME (LOSS)	\$487,444	(\$1,691,964)	(128.8%)	(\$704,943)	(169.1%)	(\$272,953)	(278.6%)

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RICE CARE CENTER
For the Year To Date Period Ending

	February 2015	February 2014	% Var	February 2013	% Var	February 2012	% Var
OPERATING REVENUE							
RICE CARE CENTER REVENUE	\$2,032,541	\$1,620,428	25.4%	\$1,656,238	22.7%	\$1,251,984	62.3%
TOTAL PATIENT REVENUE	<u>2,032,541</u>	<u>1,620,428</u>	<u>25.4%</u>	<u>1,656,238</u>	<u>22.7%</u>	<u>1,251,984</u>	<u>62.3%</u>
LESS DISCOUNTS & CONTRACTUALS	509,133	432,029	17.8%	496,693	2.5%	192,898	163.9%
LESS BAD DEBT EXPENSE	2,335	1,807	29.2%	(2,788)	(183.8%)	(2,600)	(189.8%)
TOTAL DEDUCTIONS FROM REVENUE	<u>511,468</u>	<u>433,836</u>	<u>17.9%</u>	<u>493,905</u>	<u>3.6%</u>	<u>190,298</u>	<u>168.8%</u>
NET REVENUE FROM PATIENTS	<u>1,521,073</u>	<u>1,186,592</u>	<u>28.2%</u>	<u>1,162,333</u>	<u>30.9%</u>	<u>1,061,686</u>	<u>43.3%</u>
OTHER OPERATING REVENUE	4,559	876	420.4%	1,222	273.1%	2,389	90.8%
TOTAL OPERATING REVENUE	<u>1,525,632</u>	<u>1,187,468</u>	<u>28.5%</u>	<u>1,163,555</u>	<u>31.1%</u>	<u>1,064,075</u>	<u>43.4%</u>
LESS: WILLMAR MEDICAL SERVICES							
TOTAL OPERATING REVENUE	<u>1,525,632</u>	<u>1,187,468</u>	<u>28.5%</u>	<u>1,163,555</u>	<u>31.1%</u>	<u>1,064,075</u>	<u>43.4%</u>
OPERATING EXPENSES							
SALARIES AND WAGES	501,117	436,134	14.9%	417,559	20.0%	460,309	8.9%
CONTRACT LABOR	206,377	170,088	21.3%	204,839	0.8%	48,432	326.1%
SUPPLEMENTAL BENEFITS	151,555	164,949	(8.1%)	187,160	(19.0%)	205,002	(26.1%)
SUPPLIES	84,132	67,490	24.7%	114,099	(26.3%)	71,219	18.1%
DRUGS	38,587	40,354	(4.4%)	31,730	21.6%	28,828	33.9%
PURCHASED SERVICES	30,959	32,303	(4.2%)	42,826	(27.7%)	24,425	26.8%
REPAIRS, SERVICE & RENTALS	13,809	7,112	94.2%	5,064	172.7%	4,818	186.6%
UTILITIES	27,839	32,880	(15.3%)	23,000	21.0%	22,153	25.7%
INSURANCE	6,801	8,391	(18.9%)	8,093	(16.0%)	5,738	18.5%
PATIENT RELATED TRAVEL	819	708	15.7%	670	22.2%	693	18.2%
EDUCATION, TRAVEL, & DUES	5,399	8,429	(35.9%)	8,355	(35.4%)	10,476	(48.5%)
OTHER	107	275	(61.1%)	1,330	(92.0%)	243	(56.0%)
DEPRECIATION AND AMORT	118,351	75,824	56.1%	55,749	112.3%	62,212	90.2%
INTEREST	52,817	52,274	1.0%	21,800	142.3%	22,180	138.1%
TAXES & SURCHARGE	70,000	71,766	(2.5%)	69,935	0.1%	51,712	35.4%
TOTAL OPERATING EXPENSES	<u>1,308,669</u>	<u>1,168,977</u>	<u>11.9%</u>	<u>1,192,209</u>	<u>9.8%</u>	<u>1,018,440</u>	<u>28.5%</u>
LESS: WILLMAR MEDICAL SERVICES							
NET OPERATING EXPENSES	<u>1,308,669</u>	<u>1,168,977</u>	<u>11.9%</u>	<u>1,192,209</u>	<u>9.8%</u>	<u>1,018,440</u>	<u>28.5%</u>
OPERATING INCOME (LOSS)	<u>216,963</u>	<u>18,491</u>	<u>1,073.3%</u>	<u>(28,654)</u>	<u>(857.2%)</u>	<u>45,635</u>	<u>375.4%</u>
NON OPERATING INCOME							
INVESTMENT INCOME	2,700	1,000	170.0%	650	315.4%	1,500	80.0%
TOTAL NON OPERATING INCOME	<u>2,700</u>	<u>1,000</u>	<u>170.0%</u>	<u>650</u>	<u>315.4%</u>	<u>1,500</u>	<u>80.0%</u>
NET INCOME (LOSS)	<u>\$219,663</u>	<u>\$19,491</u>	<u>1,027.0%</u>	<u>(\$28,004)</u>	<u>(884.4%)</u>	<u>\$47,135</u>	<u>366.0%</u>

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Rice Home Medical
RICE HOME MEDICAL
For the 02 Months Ending February 28, 2015

	February 2015	% of Gross Sales	February 2014	% of Gross Sales	February 2013	% of Gross Sales	February 2012	% of Gross Sales
GROSS SALES								
SALES REVENUE	\$1,360,745	60.55%	\$1,129,585	57.80%	\$1,146,735	56.30%	\$1,166,591	64.84%
RENTS REVENUE	886,546	39.45%	820,961	42.01%	888,313	43.61%	632,525	35.16%
MISC REVENUE	74	0.00%	3,675	0.19%	1,870	0.09%	0	0.00%
GROSS SALES	2,247,364	100.00%	1,954,222	100.00%	2,036,919	100.00%	1,799,116	100.00%
LESS: CONTRACTUAL ALLOWANCES	(661,659)	(29.44%)	(631,613)	(32.32%)	(440,582)	(21.63%)	(378,817)	(21.06%)
LESS: UNCOMPENSATED CARE	(89)	0.00%	(1,810)	(0.09%)	(141)	(0.01%)	(2,530)	(0.14%)
LESS: BAD DEBT EXPENSE	(12,026)	(0.54%)	(26,161)	(1.34%)	(3,455)	(0.17%)	(8,199)	(0.46%)
NET SALES	1,573,591	70.02%	1,294,638	66.25%	1,592,741	78.19%	1,409,570	78.35%
COST OF GOODS SOLD								
OXYGEN	12,331	0.55%	11,424	0.58%	20,418	1.00%	21,422	1.19%
EQUIPMENT	111,888	4.98%	135,491	6.93%	157,489	7.73%	146,224	8.13%
SUPPLY - FREIGHT	26,739	1.19%	24,691	1.26%	28,535	1.40%	28,276	1.57%
SUPPLY	385,672	17.16%	356,485	18.24%	332,264	16.31%	348,136	19.35%
EQUIPMENT REPAIR	55,801	2.48%	33,159	1.70%	32,522	1.60%	17,181	0.95%
SHOP EXPENSE	2,823	0.13%	10,500	0.54%	5,511	0.27%	10,402	0.58%
EQUIPMENT RENTAL & LEASES	6,829	0.30%	0	0.00%	0	0.00%	0	0.00%
PURCHASE DISCOUNTS	(15,036)	(0.67%)	(26,872)	(1.38%)	(6,004)	(0.29%)	(6,651)	(0.37%)
TOTAL COST OF GOODS SOLD	587,047	26.12%	544,877	27.88%	570,735	28.02%	564,990	31.40%
GROSS PROFIT	986,544	43.90%	749,761	38.37%	1,022,006	50.17%	844,580	46.94%
OTHER OPERATING REVENUE	17,014	0.76%	0	0.00%	0	0.00%	0	0.00%
TOTAL OPERATING REVENUE	1,003,557	44.65%	749,761	38.37%	1,022,006	50.17%	844,580	46.94%
OPERATING EXPENSES								
SALARIES & WAGES	481,778	21.44%	509,036	26.05%	468,926	23.02%	428,901	23.84%
SUPPLEMENTAL BENEFITS	183,076	8.15%	213,920	10.95%	164,875	8.09%	152,338	8.47%
SUPPLIES AND DRUGS	15,920	0.71%	18,814	0.96%	14,714	0.72%	13,827	0.77%
PURCHASED SERVICES	53,584	2.38%	40,716	2.08%	81,646	4.01%	69,643	3.87%
REPAIRS, SERVICE & RENTALS	36,991	1.65%	44,738	2.29%	42,377	2.08%	28,751	1.60%
UTILITIES	21,546	0.96%	27,590	1.41%	18,710	0.92%	17,320	0.96%
INSURANCE	8,155	0.36%	7,712	0.39%	8,185	0.40%	10,908	0.61%
PATIENT RELATED TRAVEL	13,594	0.60%	24,087	1.23%	26,935	1.32%	25,774	1.43%
EDUCATION, TRAVEL, & DUES	13,846	0.62%	12,526	0.64%	12,525	0.61%	10,942	0.61%
OTHER EXPENSE	31,422	1.40%	30,332	1.55%	16,311	0.80%	5,872	0.33%
DEPRECIATION & AMORTIZATION	152,132	6.77%	233,514	11.95%	92,375	4.54%	81,393	4.52%
INTEREST EXPENSE	0	0.00%	22	0.00%	7,413	0.36%	8,074	0.45%
TAXES	7,437	0.33%	8,448	0.43%	8,626	0.42%	7,397	0.41%
TOTAL OPERATING EXPENSES	1,019,479	45.36%	1,171,454	59.94%	963,619	47.31%	861,141	47.86%
NET OPERATING INCOME (LOSS)	(15,922)	(0.71%)	(421,693)	(21.58%)	58,388	2.87%	(16,561)	(0.92%)
INVESTMENT INCOME (LOSS)	(12,288)	(0.55%)	0	0.00%	0	0.00%	0	0.00%
OTHER GAIN (LOSS)	2,050	0.09%	(800)	(0.04%)	0	0.00%	10,024	0.56%
NET INCOME (LOSS)	(\$26,160)	(1.16%)	(\$422,493)	(21.62%)	\$58,388	2.87%	(\$6,537)	(0.36%)

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**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:
February 28, 2015**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 680,947	\$ (2,094,964)
3 Depreciation & Amortization	1,338,896	\$ 1,500,770
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>2,019,843</u>	<u>(594,194)</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	472,282	2,573,395
11 Debt Payments/Re-funding	1,917,228	1,430,852
12 Working Capital Changes & Other - Net	302,336	(440,409)
13		
14 Total Uses	<u>2,691,846</u>	<u>3,563,838</u>
15		
16 Increase / (Decrease) Cash & Investments	(672,003)	(4,158,032)
17		
18 Beginning of Period (January 1)	<u>27,553,337</u>	<u>31,952,720</u>
19		
20 End of Period	<u>\$ 26,881,334</u>	<u>\$ 27,794,688</u>

**RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
February 28, 2015**

Line #		CURRENT MONTH				Act/2014	Prior	Act/Prior	
		Actual	Forecast	Var.	Var. %	2014	Var. %	3 mo avg	Var. %
1	Patient Days								
1	Adult Health Care	547	574	(27)	-4.7%	575	-4.9%	631	-13.3%
2	Women and Children's Care	206	190	16	8.4%	163	26.4%	197	4.6%
3	ICCU	49	59	(10)	-16.9%	69	-29.0%	69	-29.0%
4	Mental Health	215	227	(12)	-5.3%	209	2.9%	216	-0.5%
5	Total Adult & Peds	1,017	1,050	(33)	-3.1%	1,016	0.1%	1,113	-8.6%
6									
7	Average Daily Census	36.3	37.5	(1.2)	-3.1%	36.3	0.1%	36.3	0.1%
8									
9	Average Length of Stay	3.85	3.76	0.09	2.4%	3.83	0.5%	3.77	2.2%
10	Average Length of Stay-CMI	3.58	3.73	(0.15)	-4.1%	3.78	-5.4%	3.69	-3.0%
11									
12	Admissions-Inpatient	259	279	(20)	-7.2%	262	-1.1%	299	-13.4%
13	Observation patients	140	130	10	8.0%	166	-15.5%	159	-11.7%
14									
15	Medicare Case Mix Index	1.242	1.284	(0.042)	-3.3%	1.335	-7.0%	1.270	-2.2%
16	Case Mix Index-Total	1.076	1.008	0.068	6.8%	1.014	6.2%	1.030	4.5%
17									
18	Adjusted Admissions	761	809	(48)	-5.9%	728	4.5%	833	-8.6%
19	Adjusted Patient Days	2,989	3,045	(56)	-1.8%	2,824	5.9%	3,091	-3.3%
20									
21	Births	62	65	(3)	-4.6%	52	19.2%	68	-8.8%
22									
23	Rice Care Center-Days	2,115	2,100	15	0.7%	1,681	25.8%	2,267	-6.7%
24	Rice Care Center-Average Daily Census	75.5	75.0	0.5	0.7%	60.0	25.8%	73.9	2.2%
25	Rice Care Center Case Mix Index	1.150	1.050	0.100	9.5%	1.041	10.5%	1.074	7.0%
26									
27									
28									
29	Patient Days								
30	Adult Health Care	1,242	1,148	94	8.2%	1,146	8.4%	1,085	14.5%
31	Women and Children's Care	442	380	62	16.3%	363	21.8%	446	-0.9%
32	ICCU	148	118	30	25.4%	127	16.5%	127	16.5%
33	Mental Health	454	454	-	0.0%	440	3.2%	412	10.2%
34	Total Adult & Peds	2,286	2,100	186	8.9%	2,076	10.1%	2,070	10.4%
35									
36	Average Daily Census	38.7	35.6	3.2	8.9%	35.2	10.1%	35.1	10.4%
37									
38	Average Length of Stay	3.93	3.76	0.16	4.4%	3.89	0.8%	3.50	12.1%
39	Average Length of Stay-CMI	3.83	3.73	0.10	2.7%	3.82	0.4%	3.45	11.1%
40									
41	Admissions-Inpatient	584	558	26	4.7%	534	9.4%	591	-1.2%
42	Observation patients	318	260	58	22.2%	284	11.9%	356	-10.7%
43									
44	Medicare Case Mix Index	1.257	1.284	(0.027)	-2.1%	1.371	-8.3%	1.280	-1.8%
45	Case Mix Index-Total	1.025	1.008	0.017	1.6%	1.020	0.5%	1.015	0.9%
46									
47	Adjusted Admissions	1,565	1,618	(53)	-3.3%	1,494	4.8%	1,643	-4.8%
48	Adjusted Patient Days	6,127	6,090	37	0.6%	5,807	5.5%	5,759	6.4%
49									
50	Births	139	130	9	6.9%	118	17.8%	140	-0.7%
51									
52	Rice Care Center-Days	4,405	4,425	(20)	-0.5%	3,517	25.2%	4,025	9.4%
53	Rice Care Center-Average Daily Census	74.7	75.0	(0.3)	-0.5%	59.6	25.2%	68.2	9.4%
54	Rice Care Center Case Mix Index	1.056	1.050	0.006	0.6%	1.031	2.5%	1.023	3.3%

25

RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
February 28, 2015

	CURRENT MONTH				Act/2014	Prior	Act/Prior	
	Actual	Forecast	Var.	Var. %	2014	Var. %	3 mo avg	Var. %
Ancillary Services								
1 IP Surgeries	77	77	-	0.0%	66	16.7%	85	-9.4%
2 OP Surgeries	174	170	4	2.4%	153	13.7%	161	8.1%
3 Total Surgeries	251	247	4	1.6%	219	14.6%	246	2.0%
4								
5 ER Visits-Inpatient	160	175	(15)	-8.6%	171	-6.4%	188	-14.9%
6 ER Visits-Outpatient	855	957	(102)	-10.7%	696	22.8%	960	-10.9%
7 ER Visits-Total	1,015	1,132	(117)	-10.3%	867	17.1%	1,148	-11.6%
8								
9 Lab Tests	20,910	23,026	(2,116)	-9.2%	20,405	2.5%	24,168	-13.5%
10 Medical Imaging Procedures	1,324	1,434	(110)	-7.7%	1,365	-3.0%	1,418	-6.6%
11 Radiation Oncology Treatments	387	244	143	58.6%	259	49.4%	197	96.4%
12 Medical Oncology Visits	243	244	(1)	-0.4%	229	6.1%	255	-4.7%
13								
14 Dialysis Treatments	957	994	(37)	-3.7%	867	10.4%	991	-3.4%
15 Rehab Visits	3,914	3,879	35	0.9%	3,722	5.2%	3,765	4.0%
16 Hospice Visits	1,541	1,870	(329)	-17.6%	1,790	-13.9%	1,730	-10.9%
17 Ambulance Runs	210	244	(34)	-13.9%	232	-9.5%	246	-14.6%
18								
19								
20 Full Time Equivalents (FTE's)								
21 FTE's - Hospital	630	603	27	4.5%	635	-0.8%	607	3.8%
22 FTE's - Care Center	95	86	9	10.9%	79	19.6%	92	3.1%
23 FTE's - Home Medical	71	75	(4)	-5.2%	84	-15.7%	74	-3.9%
24 Total FTE's	796	764	32	4.3%	799	-0.4%	773	3.0%

	YEAR-TO-DATE				Act/2014	Act/2013		
	Actual	Forecast	Var.	Var. %	2014	Var. %	2013	Var. %
Ancillary Services								
29 IP Surgeries	161	154	7	4.5%	139	15.8%	195	-17.4%
30 OP Surgeries	312	340	(28)	-8.2%	327	-4.6%	355	-12.1%
31 Total Surgeries	473	494	(21)	-4.3%	466	1.5%	550	-14.0%
32								
33 ER Visits-Inpatient	366	350	16	4.6%	329	11.2%	327	11.9%
34 ER Visits-Outpatient	1,752	1,914	(162)	-8.5%	1,509	16.1%	1,661	5.5%
35 ER Visits-Total	2,118	2,264	(146)	-6.4%	1,838	15.2%	1,988	6.5%
36								
37 Lab Tests	44,628	46,052	(1,424)	-3.1%	42,873	4.1%	43,874	1.7%
38 Medical Imaging Procedures	2,792	2,868	(76)	-2.6%	2,711	3.0%	2,626	6.3%
39 Radiation Oncology Treatments	568	488	80	16.4%	458	24.0%	850	-33.2%
40 Medical Oncology Visits	474	488	(14)	-2.9%	462	2.6%	385	23.1%
41								
42 Dialysis Treatments	1,984	1,988	(4)	-0.2%	1,836	8.1%	1,468	35.1%
43 Rehab Visits	7,752	7,758	(6)	-0.1%	7,151	8.4%	7,226	7.3%
44 Hospice Visits	3,170	3,740	(570)	-15.2%	3,519	-9.9%	3,910	-18.9%
45 Ambulance Runs	468	488	(20)	-4.1%	490	-4.5%	454	3.1%
46								
47								
48								
49 Full Time Equivalents (FTE's)								
50 FTE's - Hospital	624	603	21	3.5%	637	-2.1%	640	-2.5%
51 FTE's - Care Center	95	86	9	10.5%	79	19.1%	84	12.0%
52 FTE's - Home Medical	73	75	(2)	-2.4%	83	-12.2%	78	-6.5%
53 Total FTE's	792	764	28	3.7%	800	-1.0%	802	-1.3%

**RICE MEMORIAL HOSPITAL
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED:

Line #	02/28/15 Actual	2015 YTD Actual	2015 Forecast	2014 Actual	2013 Actual	2012 Actual	2011 Actual	Industry Benchmarks
1	OPERATIONAL							
2	Operating Margin							
3	Rice Hospital	-0.4%	0.5%	1.3%	-3.6%	-1.5%	1.3%	5.0%
4	Rice Care Center	13.3%	14.2%	8.7%	6.5%	1.0%	8.7%	-0.1%
5	Rice Home Medical	0.7%	-1.0%	1.9%	-9.0%	-22.5%	-3.0%	1.4%
6								
7	Consolidated Operating Margin	1.1%	1.6%	1.8%	-3.3%	-3.2%	1.4%	4.4%
8								2.2%
9	Consolidated Excess Margin	1.8%	4.3%	2.6%	-1.8%	-3.6%	2.4%	5.8%
10								2.8%
11	EBIDA Operating Margin	12.1%	12.2%	12.6%	7.1%	7.0%	11.6%	14.6%
12								10.8%
13	FINANCIAL							
14	Debt/Capitalization Ratio		44.4%	44.5%	45.8%	46.3%	43.3%	46.3%
15	Debt Service Coverage		3.7	3.0	2.4	1.8	3.0	3.5
16	Net Days in Accounts Receivable-Hospital		56	48	53	52	64	55
17	Days of Cash		114	119	116	128	114	116
18	Unrestricted Cash/Debt		58%	62%	57%	64%	63.0%	58.6%
19	Cushion Ratio		7.2	8.0	7.7	8.9	7.1	6.3
20	Average Age of Plant		12.1	11.0	10.6	9.3	9.1	9.2
21	Financial Strength Index		1.16	1.00	(0.33)	(0.52)	0.75	1.65
22								0.30
23	PRODUCTIVITY							
24	Rice Hospital							
25	Controllable Expense/Adj. Admit	\$ 8,100	\$ 8,456		\$ 8,197	\$ 8,255	\$ 8,287	\$ 7,610
26								
27	Total Operating Expense % of NPR + OOR	90.7%	90.3%	90.0%	93.5%	90.0%	89.1%	85.0%
28								
29	Compensation Ratio	51.8%	54.2%	50.0%	55.5%	52.6%	50.5%	48.1%
30								50%
31	FTE per Adjusted Admit	16.1	15.5	14.4	14.6	14.9	14.6	13.4
32	FTE per Adjusted Patient Day	4.1	4.0	4.1	3.9	4.2	4.1	3.8
33								14.9
34	Supply Expense per CMI Adjusted Discharge	\$ 729	\$ 718		\$ 771	\$ 770	\$ 755	\$ 739
35	Drug Expense per CMI Adjusted Discharge	\$ 617	\$ 644		\$ 584	\$ 684	\$ 762	\$ 614
36	Total Supply & Drug Expense per CMI Adj. Disch	\$ 1,346	\$ 1,362		\$ 1,355	\$ 1,454	\$ 1,517	\$ 1,353
37								
38	Bad Debt as % of Net Patient Revenue		1.7%	2.0%	2.6%	2.0%	2.2%	2.1%
39								7.4%
40	Capital Expense (Interest + Depreciation)		8.9%	9.0%	9.3%	9.1%	9.0%	9.6%
41								6.9%
42	Rice Care Center							
43	Hours per Resident Day	6.5	6.6	6.5	6.7	6.6	6.7	6.5
44								5.8
45	Total Operating Expense %	86.7%	85.8%	91.3%	93.5%	99.0%	91.3%	100.1%
46								
47	Rice Home Medical							
48	Sales per FTE	\$ 194,900	\$ 184,200	\$ 191,600	\$ 171,700	\$ 161,600	\$ 144,500	\$ 158,000
49								
50	Total Operating Expense %	98.8%	101.6%	96.8%	115.5%	142.0%	104.9%	97.7%
51								
52	Inventory Turns		4.5		4.9	4.7	5.8	6.0
53	Inventory Days on Hand		81.4		74	78	63	61
54								

KEY PERFORMANCE INDICATORS by ENTITY

	2011	2012	1st Qtr 2013	2nd Qtr 2013	3rd Qtr 2013	4th Qtr 2013	1st Qtr 2014	2nd Qtr 2014	3rd Qtr 2014	4th Qtr 2014	1st Qtr 2015
Consolidated:											
Operating Margin %	4.4%	1.5%	-5.5%	-0.9%	-0.4%	-6.2%	-11.8%	-3.9%	-1.2%	2.6%	1.6%
Excess Margin %	5.8%	2.4%	-4.4%	-2.8%	-0.7%	-6.8%	-10.4%	-2.0%	-0.4%	4.4%	4.3%
EBIDA Operating Margin %	14.1%	10.9%	4.8%	9.1%	9.6%	3.9%	0.0%	6.7%	9.6%	11.3%	12.2%
Hospital											
Operating Margin %	5.0%	1.3%	-7.4%	5.3%	0.2%	-5.0%	-10.7%	-3.9%	-1.7%	1.3%	0.5%
EBIDA Operating Margin %	15.0%	11.5%	3.9%	15.6%	10.8%	5.6%	1.7%	8.0%	9.9%	11.7%	11.1%
Revenue/Adj. Admission Reimbursement Rate	\$ 10,120 48.7%	\$ 10,214 48.5%	\$ 9,856 46.4%	\$ 10,417 48.9%	\$ 9,840 46.1%	\$ 10,283 44.8%	\$ 9,839 43.6%	\$ 9,840 44.0%	\$ 9,631 43.2%	\$ 10,179 46.3%	\$ 10,471 42.5%
FTE/Adj. Admission	13.4	14.6	15.2	14.6	14.2	15.6	16.0	14.6	14.1	13.9	15.5
FTE/Adj. Patient Day	3.8	4.1	4.3	4.0	4.2	4.3	4.1	3.9	3.7	3.8	4.0
Total Expense Ratio	85.0%	89.1%	94.6%	85.1%	87.8%	93.1%	99.6%	91.3%	92.7%	90.9%	89.9%
Controllable Exp./AA	\$ 7,610	\$ 8,107	\$ 8,277	\$ 7,838	\$ 7,686	\$ 8,552	\$ 8,685	\$ 7,947	\$ 7,894	\$ 8,292	\$ 8,443
Compensation Ratio	48.1%	51.4%	56.4%	49.8%	52.3%	55.7%	61.7%	54.8%	54.4%	51.8%	54.2%
Supply & Drug Expense/CMI AA	\$ 1,357	\$ 1,525	\$ 1,402	\$ 1,400	\$ 1,446	\$ 1,606	\$ 1,278	\$ 1,158	\$ 1,403	\$ 1,558	\$ 1,355
Care Center											
Operating Margin %	-0.1%	8.7%	4.9%	-2.9%	1.0%	0.9%	-0.9%	6.1%	8.7%	10.4%	14.2%
EBIDA Operating Margin %	6.8%	15.4%	11.2%	3.9%	7.8%	10.1%	10.4%	16.3%	19.7%	21.5%	25.4%
Case Mix	1.06	1.02	1.02	1.04	1.01	1.01	1.03	1.05	1.09	1.05	1.16
Total Revenue/Day	\$ 212.1	\$ 273.6	\$ 302.9	\$ 291.8	\$ 296.1	\$ 313.2	\$ 328.0	\$ 345.4	\$ 321.7	\$ 337.8	\$ 346.5
Controllable Exp./Day	\$ 186.5	\$ 216.2	\$ 251.4	\$ 262.9	\$ 254.3	\$ 262.4	\$ 273.6	\$ 269.8	\$ 242.0	\$ 249.2	\$ 242.6
Total Expense %	100.1%	91.3%	95.1%	102.9%	99.0%	99.1%	100.9%	93.9%	91.3%	89.6%	85.8%
Operating Margin/Day	\$ (0.3)	\$ 23.7	\$ 14.4	\$ (8.7)	\$ 3.1	\$ 3.2	\$ (2.7)	\$ 21.0	\$ 28.0	\$ 35.1	\$ 49.2
Hours/Resident Day	6.1	6.2	6.4	6.5	6.8	6.7	7.0	7.1	6.6	6.4	6.6
Home Medical											
Operating Margin %	1.4%	-3.0%	2.7%	-118.8%	-6.2%	-20.7%	-31.3%	-12.2%	-4.7%	6.2%	-1.0%
EBIDA Operating Margin %	7.7%	3.4%	9.2%	-103.1%	3.4%	-11.4%	-14.9%	-2.5%	7.5%	7.7%	8.6%
Net Sales % / Gross Sales	76.3%	76.9%	77.9%	37.0%	73.4%	64.4%	66.5%	69.4%	69.8%	70.2%	69.2%
Gross Profit %	60.6%	61.5%	64.2%	23.9%	58.9%	52.5%	58.0%	56.0%	58.6%	59.9%	58.5%
Total Expense %	97.7%	104.9%	95.7%	598.5%	110.6%	139.5%	154.0%	121.7%	108.2%	89.5%	101.6%
Sales/FTE	\$ 158,081	\$ 144,516	\$ 155,564	\$ 147,234	\$ 167,657	\$ 175,516	\$ 138,895	\$ 168,199	\$ 181,452	\$ 202,410	\$ 184,777

JS



Wealth Management

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

Relationship Manager: Jeffrey C Schultz
Phone Number: 320-231-8126

Associate: Kwynn M Bruess
Phone Number: 320-231-8176

Account Statement

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Cushman Albert Rice Trust
180205

Tax time is just around the corner. Make sure you are not paying too much. Check-in with your relationship manager about leveraging tax managed investment strategies today.

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0005527 - 0800566

Willmar City Offices
ATTN: City Administrator
PO Box 755
Willmar MN 56201-0755

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Wealth Management

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

Account Summary

Statement of Value and Activity

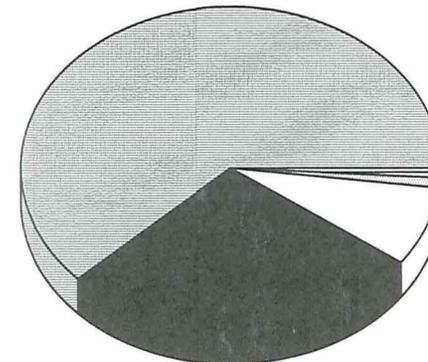
January 1, 2015 - March 31, 2015

Market Value Reconciliation

	<i>This Period</i>	<i>1/1/15 to 3/31/15</i>
Beginning Market Value	\$3,061,232.09	\$3,061,232.09
Additions	\$0.00	\$0.00
Withdrawals	-\$32,392.81	-\$32,392.81
Expenses/ Fees/ Taxes	-\$17,295.88	-\$17,295.88
Income	\$11,289.53	\$11,289.53
Other	\$0.00	\$0.00
Change in Market Value	\$34,747.84	\$34,747.84
Ending Market Value	\$3,057,580.77	\$3,057,580.77
Realized Gains/Losses (Included in Total Above)	\$25,077.26	\$25,077.26

Asset Allocation

	<i>Asset Class</i>	<i>Balance</i>
62%	Equities	\$1,878,960.85
28%	Fixed Income	\$855,762.53
8%	Alternative	\$244,066.43
1%	Other	\$44,232.33
1%	Cash and Money Market	\$34,558.63
100%	Total Assets Value	\$3,057,580.77



0005528 - 0800566

Asset Detail

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Asset Detail

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
<i>Cash and Money Market</i>						
Federated Government Obligations Tax-Managed Fund TICKER: GOTXX	34,165.14	1.000	\$34,165.14	\$34,165.14	\$3.12	0.01%
Cash			\$393.49			
Total Cash and Money Market			\$34,558.63	\$34,165.14	\$3.12	
<i>Equities</i>						
<i>Stocks</i>						
Abbott Labs TICKER: ABT	488.00	46.330	\$22,609.04	\$13,902.59	\$468.48	2.07%
Air Products & Chemicals Inc TICKER: APD	227.00	151.280	\$34,340.56	\$15,813.51	\$735.48	2.14%
Akamai Technologies Inc TICKER: AKAM	560.00	71.045	\$39,785.20	\$15,878.82	\$0.00	0.00%
Apple Inc TICKER: AAPL	343.00	124.430	\$42,679.49	\$5,273.24	\$644.84	1.51%
Cameron International Corp TICKER: CAM	241.00	45.120	\$10,873.92	\$12,866.81	\$0.00	0.00%
Celgene Corp TICKER: CELG	394.00	115.280	\$45,420.32	\$8,075.44	\$0.00	0.00%
Cisco Systems Inc TICKER: CSCO	745.00	27.525	\$20,506.13	\$13,498.81	\$625.80	3.05%
Citigroup Inc TICKER: C	324.00	51.520	\$16,692.48	\$12,175.73	\$12.96	0.08%
Colgate Palmolive Co TICKER: CL	264.00	69.340	\$18,305.76	\$9,683.21	\$401.28	2.19%



9950080-8255000

Asset Detail (continued)**Statement of Value and Activity**

January 1, 2015 - March 31, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Comcast Corp-CL A TICKER: CMCSA	813.00	56.470	\$45,910.11	\$13,575.13	\$813.00	1.77%
Core Laboratories NV TICKER: CLB	88.00	104.490	\$9,195.12	\$13,156.72	\$193.60	2.10%
Dover Corp TICKER: DOV	216.00	69.120	\$14,929.92	\$8,673.34	\$345.60	2.31%
eBay Inc TICKER: EBAY	627.00	57.680	\$36,165.36	\$25,443.38	\$0.00	0.00%
Ecolab Inc TICKER: ECL	157.00	114.380	\$17,957.66	\$17,877.62	\$207.24	1.15%
EMC Corp Mass TICKER: EMC	677.00	25.560	\$17,304.12	\$13,437.57	\$311.42	1.80%
Emerson Elec Co TICKER: EMR	409.00	56.620	\$23,157.58	\$18,771.16	\$768.92	3.32%
Expeditors Intl Wash Inc TICKER: EXPD	326.00	48.180	\$15,706.68	\$14,202.81	\$208.64	1.33%
Express Scripts Hldg TICKER: ESRX	377.00	86.770	\$32,712.29	\$25,750.23	\$0.00	0.00%
ExxonMobil Corp TICKER: XOM	163.00	85.000	\$13,855.00	\$9,871.93	\$449.88	3.25%
Ford Motor Co DEL TICKER: F	1,004.00	16.140	\$16,204.56	\$13,249.39	\$602.40	3.72%
F5 Networks Inc TICKER: FFIV	259.00	114.940	\$29,769.46	\$18,649.42	\$0.00	0.00%
Google Inc Class C TICKER: GOOG	34.00	548.000	\$18,632.00	\$9,264.96	\$0.00	0.00%
Halliburton Co TICKER: HAL	338.00	43.880	\$14,831.44	\$23,120.01	\$243.36	1.64%

9990080 - 62595000

Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Honeywell International Inc TICKER: HON	204.00	104.310	\$21,279.24	\$19,042.44	\$422.28	1.98%
Hudson City Bancorp Inc TICKER: HCBK	3,084.00	10.480	\$32,320.32	\$29,419.14	\$493.44	1.53%
ITC Holdings Corp TICKER: ITC	852.00	37.430	\$31,890.36	\$17,701.21	\$553.80	1.74%
Mylan NV TICKER: MYL	590.00	59.350	\$35,016.50	\$34,045.95	\$0.00	0.00%
Nike Inc-Class B TICKER: NKE	298.00	100.330	\$29,898.34	\$14,310.24	\$333.76	1.12%
Pepsico Inc TICKER: PEP	299.00	95.620	\$28,590.38	\$10,731.84	\$783.38	2.74%
Procter & Gamble Co TICKER: PG	203.00	81.940	\$16,633.82	\$11,529.86	\$522.52	3.14%
Qualcomm Inc TICKER: QCOM	250.00	69.340	\$17,335.00	\$10,032.22	\$420.00	2.42%
Quanta Services Incorporated TICKER: PWR	465.00	28.530	\$13,266.45	\$15,808.21	\$0.00	0.00%
Schlumberger LTD TICKER: SLB	242.00	83.440	\$20,192.48	\$13,936.78	\$484.00	2.40%
St Jude Medical Inc TICKER: STJ	262.00	65.400	\$17,134.80	\$8,956.30	\$303.92	1.77%
State Street Corp TICKER: STT	540.00	73.530	\$39,706.20	\$25,792.29	\$648.00	1.63%
Stericycle Inc TICKER: SRCL	145.00	140.430	\$20,362.35	\$8,027.09	\$0.00	0.00%
T Rowe Price Group Inc TICKER: TROW	355.00	80.980	\$28,747.90	\$17,061.43	\$738.40	2.57%
Target Corp TICKER: TGT	359.00	82.070	\$29,463.13	\$12,938.51	\$746.72	2.53%

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Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Thermo Fisher Scientific Inc TICKER: TMO	209.00	134.340	\$28,077.06	\$9,730.97	\$125.40	0.45%
VMware Inc. TICKER: VMW	131.00	82.010	\$10,743.31	\$10,460.42	\$0.00	0.00%
Vodafone Group SPONS ADR TICKER: VOD	373.00	32.680	\$12,189.64	\$17,626.78	\$664.69	5.45%
3M Co TICKER: MMM	141.00	164.950	\$23,257.95	\$8,436.73	\$578.10	2.49%
			\$1,013,649.43	\$627,800.24	\$14,851.31	
Mutual Funds						
Baron Growth Fund-Ins TICKER: BGRIX	1,254.33	76.720	\$96,231.97	\$51,217.76	\$0.00	0.00%
Diamond Hill Large Cap Fd-I TICKER: DHLRX	4,640.73	22.850	\$106,040.63	\$63,513.05	\$1,113.77	1.05%
Federated Strategic Val Div Is TICKER: SVAIX	23,012.42	5.890	\$135,543.13	\$84,481.78	\$4,786.58	3.53%
Harbor International Fd-Ins TICKER: HAINX	2,039.32	68.520	\$139,734.14	\$78,996.90	\$2,891.75	2.07%
ICM Small Company Port Instl TICKER: ICSCX	2,105.91	29.320	\$61,745.31	\$37,704.99	\$133.09	0.22%
JP Morgan Mid Cap Value Fund-I TICKER: FLMVX	2,012.78	38.520	\$77,532.29	\$48,487.34	\$807.12	1.04%
Oppenheimer Developing Mkt-Y TICKER: ODVYX	2,327.20	34.610	\$80,544.39	\$48,610.80	\$521.29	0.65%
SPDR S&P Regional Banking ETF TICKER: KRE	493.00	40.830	\$20,129.19	\$16,307.90	\$338.69	1.68%

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Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Vanguard International Growth Fd-iv TICKER: VWIGX	6,505.74	22.720	\$147,810.37	\$84,474.12	\$3,213.83	2.17%
			\$865,311.42	\$513,794.64	\$13,806.12	
Total Equities			\$1,878,960.85	\$1,141,594.88	\$28,657.43	
Fixed Income						
<i>Taxable Individual Bonds</i>						
University Oklahoma Revs Higher Education DTD 03/03/2011 2.659% 07/01/2015 Non Callable	25,000.00	100.617	\$25,154.25	\$25,003.75	\$664.75	2.64%
United States Treasury Notes DTD 08/31/2010 1.250% 08/31/2015 TICKER: UTN1215	45,000.00	100.461	\$45,207.45	\$45,156.54	\$562.50	1.24%
United States Treasury Strips Stripped Coupon DTD 02/15/1986 Zero Cpn 02/15/2016 TICKER: 21516	60,000.00	99.816	\$59,889.60	\$59,456.17	\$0.00	0.00%
Cisco Systems Inc DTD 02/22/2006 5.500% 02/22/2016 Non Callable	50,000.00	104.385	\$52,192.50	\$48,882.40	\$2,750.00	5.27%
United States Treasury Strips Stripped Coupon DTD 08/15/1987 Zero Cpn 02/15/2017	100,000.00	99.029	\$99,029.00	\$98,507.43	\$0.00	0.00%



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Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Montclair Twp New Jersey General Obligation DTD 11/07/2012 1.960% 04/01/2017 Non Callable	25,000.00	101.737	\$25,434.25	\$25,308.98	\$490.00	1.93%
United States Treasury Notes DTD 02/15/2009 2.750% 02/15/2019	25,000.00	105.961	\$26,490.25	\$23,875.86	\$687.50	2.59%
Fedl Natl Mtge Assn Pool #765251 15 Yr Gtd Single Family Mortgage DTD 03/01/2004 4.000% 03/01/2019 Non Callable TICKER: 765251A	2,306.70	105.662	\$2,437.31	\$2,307.60	\$92.27	3.79%
Federal National Mortgage Assn DTD 09/09/2014 2.000% 03/09/2020 Callable	50,000.00	101.011	\$50,505.50	\$49,820.00	\$1,000.00	1.98%
Charles Schwab Corp DTD 07/22/2010 4.450% 07/22/2020 Non Callable	25,000.00	111.998	\$27,999.50	\$26,728.28	\$1,112.50	3.97%
Fedl Natl Mtge Assn Pool #829079 15 Yr Gtd Single Family Mortgage DTD 09/01/2005 4.000% 09/01/2020 Non Callable TICKER: 829079A	8,943.39	105.662	\$9,449.76	\$9,061.92	\$357.74	3.79%
Quest Diagnostic Inc DTD 03/24/2011 4.700% 04/01/2021 Non Callable	50,000.00	110.278	\$55,139.00	\$52,910.24	\$2,350.00	4.26%
Burlington North Santa Fe DTD 05/19/2011 4.100% 06/01/2021 Callable	50,000.00	109.876	\$54,938.00	\$52,644.53	\$2,050.00	3.73%

0005531 - 0800566

Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Federal Home Loan Mortgage Corp Medium Term Note DTD 01/13/2012 2.375% 01/13/2022 Non Callable	25,000.00	103.410	\$25,852.50	\$24,898.75	\$593.75	2.30%
Cameron Intl Corp DTD 05/17/2012 3.600% 04/30/2022 Callable	25,000.00	101.032	\$25,258.00	\$25,386.40	\$900.00	3.56%
Clear Creek Texas Indep Sch Dist School District Revenue DTD 11/01/2012 3.700% 02/15/2026 Non Callable Psf-Gtd	25,000.00	106.585	\$26,646.25	\$26,629.56	\$925.00	3.47%
Govt Natl Mtge Assn Pool #738040 15 Yr Gtd Single Family Mortgage DTD 03/01/2011 3.500% 03/15/2026 Non Callable TICKER: 738040X	15,015.93	106.812	\$16,038.82	\$15,479.23	\$525.56	3.28%
Govt Natl Mtge Assn Pool #553351 30 Yr Gtd Single Family Mortgage DTD 07/01/2003 4.500% 07/15/2033 Non Callable TICKER: 553351X	5,279.93	111.152	\$5,868.75	\$5,227.11	\$237.60	4.05%
Federal Natl Mtge Assn Pool #Ma1527 20 Yr Gtd Single Family Mortgage DTD 07/01/2013 3.000% 08/01/2033 Non Callable TICKER: MA1527A	22,085.00	103.664	\$22,894.19	\$21,864.16	\$662.55	2.89%



0005531 - 0900566

Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Federal Home Loan Mortgage Corp Gold Pool #C01676-30 Yr Gtd Mtge DTD 11/01/2003 6.000% 11/01/2033 Non Callable TICKER: C01676F	15,445.80	115.025	\$17,766.53	\$15,387.86	\$926.75	5.22%
Fedl Natl Mtge Assn Pool #357883 30 Yr Gtd Single Family Mortgage DTD 08/01/2005 5.000% 05/01/2035 Non Callable TICKER: 357883A	12,720.32	111.627	\$14,199.31	\$12,557.12	\$636.02	4.48%
Federal Home Loan Mortgage Corp Gold Pool #G02884-30 Yr Gtd Mtge DTD 04/01/2007 6.000% 04/01/2037 Non Callable TICKER: G02884F	13,482.21	114.124	\$15,386.44	\$13,566.90	\$808.93	5.26%
Federal Home Loan Mortgage Corp Gold Pool #G05634-30 Yr Gtd Mtge DTD 09/01/2009 4.000% 10/01/2039 Non Callable TICKER: G05634F	42,142.96	107.145	\$45,154.07	\$44,154.20	\$1,685.72	3.73%
Federal Home Loan Mortgage Corp Gold Pool #C03478-30 Yr Gtd Mtge DTD 06/01/2010 4.500% 06/01/2040 Non Callable TICKER: C03478F	15,255.67	109.115	\$16,646.22	\$15,625.29	\$686.51	4.12%
			\$765,577.45	\$740,440.28	\$20,705.65	
<i>Taxable Mutual Funds</i>						
Sit Emerging Markets Debt Fund TICKER: SITEX	4,600.37	9.560	\$43,979.49	\$50,009.84	\$1,260.50	2.87%

00055632 - 08005666

Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
SIMT High Yield Bond Fund TICKER: SHYAX	6,136.20	7.530	\$46,205.59	\$46,027.36	\$2,556.68	5.53%
			\$90,185.08	\$96,037.20	\$3,817.18	
Total Fixed Income			\$855,762.53	\$836,477.48	\$24,522.83	
<i>Alternative</i>						
Absolute Strategies Fund TICKER: ASFIX	7,096.24	11.040	\$78,342.48	\$73,863.58	\$0.00	0.00%
Diamond Hill Long/Short Fund TICKER: DHLSX	3,476.75	24.180	\$84,067.79	\$79,895.69	\$0.00	0.00%
John Hancock Funds II - Global Absolute Return Strategies Fund TICKER: JHAIX	7,200.72	11.340	\$81,656.16	\$79,855.98	\$4,169.22	5.11%
Total Alternative			\$244,066.43	\$233,615.25	\$4,169.22	
<i>Other</i>						
Mineral Interest In Se4 16-159-67 Towner Co ND	1.00	1,600.000	\$1,600.00	\$1.00	\$0.00	0.00%
Mineral Interest Ne4 31-8-30 W1m Storthoaks Area, Saskatchewan (Cert of Title)	1.00	16,000.000	\$16,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In E2sw4 W2se4 17-119-34 Kandiyohi Co MN	1.00	600.000	\$600.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 1 2-161-78 Bottineau Co ND	1.00	750.000	\$750.00	\$1.00	\$0.00	0.00%



0005332 - 0900566

Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
75% Mineral Interest In Lot 4 of Govt Lot 5 4-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and E2sw4 31-162-77 Bottineau Co ND	1.00	2,926.125	\$2,926.13	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and S2nw4 1-161-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-7 Se4nw4 E2sw4 N2se4 6-161-77 Bottineau Co ND	1.00	7,500.000	\$7,500.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4nw4 20-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4se4 9-118-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4 33-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4nw4 4-122-36 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4se4 29-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In N2nw4 Except W 18.25 Acres N2ne4 4-120-33 Kandiyohi Co MN	1.00	231.200	\$231.20	\$1.00	\$0.00	0.00%
75% Mineral Interest In Part of Govt Lot 4 34-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%

0005533 - 0800566

Asset Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
75% Mineral Interest In Sw4 S2nw4 W2se4 Sw4ne4 24-119-36 Kandiyohi Co MN	1.00	1,350.000	\$1,350.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 10-162-77 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 28-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4 33-121-33 Kandiyohi Co MN	1.00	300.000	\$300.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4ne4 9-118-34 Kandiyohi Co MN	1.00	75.000	\$75.00	\$1.00	\$0.00	0.00%
Total Other			\$44,232.33	\$20.00	\$0.00	
Total All Assets			\$3,057,580.77	\$2,245,872.75	\$57,352.60	

Publicly traded assets are valued using pricing sources we believe to be reliable. Assets for which a current value is not available may be shown at a value of \$1. Values are updated based on internal policy and may not be updated monthly.



0005533 - 0800565

Transaction Summary

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Transaction Summary

<i>Transaction</i>	<i>Principal Cash</i>	<i>Income Cash</i>
Beginning Cash Balance on 1/1/15	-\$23,196.47	\$24,377.07
Additions	\$0.00	\$0.00
Disbursements		
Withdrawals	\$0.00	-\$32,392.81
Transfers	\$0.00	\$0.00
Expenses	-\$11,599.49	-\$57.00
Fees	-\$2,816.09	-\$2,816.04
Taxes	\$0.00	-\$7.26
Total Disbursements	-\$14,415.58	-\$35,273.11
Income		
Taxable Interest	\$0.00	\$6,477.32
Tax Exempt Interest	\$0.00	\$0.00
Dividends	\$0.00	\$4,812.21
Rental Income	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Total Income	\$0.00	\$11,289.53
Security Purchases	\$0.00	\$0.00
Security Sales/Maturities		
Security Sales/Maturities	\$7,784.55	\$0.00
Gain Distributions	\$0.00	\$0.00
Total Security Sales/Maturities	\$7,784.55	\$0.00
Money Market Purchases/Sales	\$29,827.50	\$0.00
Other	\$0.00	\$0.00
Ending Cash Balance on 3/31/15	\$0.00	\$393.49

0005534 - 0800566

Transaction Detail

Statement of Value and Activity

January 1, 2015 - March 31, 2015

Transaction Details By Category

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/1/15	Beginning Balance	-\$23,196.47	\$24,377.07	
	Withdrawals			
1/13/15	Paid to Rice Memorial Hospital Distribution	\$0.00	-\$24,377.07	\$0.00
3/31/15	Paid to Rice Memorial Hospital Distribution for 4th Quarter 2014 Grants Quarterly Income Distribution	\$0.00	-\$8,015.74	\$0.00
		\$0.00	-\$32,392.81	
	Expenses			
1/22/15	Paid to Kandiyohi County Court Admin Deductible Estate Expense	\$0.00	-\$57.00	\$0.00
3/5/15	Annual Filing Fee for Court Accounting Paid to Stinson Leonard Street Legal Fee	-\$9,329.06	\$0.00	\$0.00
3/17/15	for Services Rendered RE File No. 2053692-0020 Paid to Stinson Leonard Street Legal Fee for Services Rendered RE File No. 2053692-0020	-\$2,270.43	\$0.00	\$0.00
		-\$11,599.49	-\$57.00	
	Fees			
1/20/15	Account Portfolio Fee Collected Total Charges: \$1,881.38 Fees up To: 12/31/14 Issue Maintenance Fee: \$41.67	-\$940.70	\$0.00	\$0.00



0005634 - 0800566

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/20/15	Account Portfolio Fee Collected Total Charges: \$1,881.38 Fees up To: 12/31/14 Issue Maintenance Fee: \$41.67	\$0.00	-\$940.68	\$0.00
2/24/15	Account Portfolio Fee Collected Total Charges: \$1,868.37 Fees up To: 1/31/15 Issue Maintenance Fee: \$41.67	-\$934.19	\$0.00	\$0.00
2/24/15	Account Portfolio Fee Collected Total Charges: \$1,868.37 Fees up To: 1/31/15 Issue Maintenance Fee: \$41.67	\$0.00	-\$934.18	\$0.00
3/19/15	Account Portfolio Fee Collected Total Charges: \$1,882.38 Fees up To: 2/28/15 Issue Maintenance Fee: \$41.67	-\$941.20	\$0.00	\$0.00
3/19/15	Account Portfolio Fee Collected Total Charges: \$1,882.38 Fees up To: 2/28/15 Issue Maintenance Fee: \$41.67	\$0.00	-\$941.18	\$0.00
		-\$2,816.09	-\$2,816.04	
	Taxes			
2/20/15	Foreign Taxes Core Laboratories NV	\$0.00	-\$7.26	\$0.00
		\$0.00	-\$7.26	
Total Disbursements		-\$14,415.58	-\$35,273.11	
	Taxable Interest			
1/2/15	University OK Revs 2.659% 7/01/15	\$0.00	\$332.38	\$0.00
1/2/15	Federated Gov Obl TX Mgd-I Dividend from 12/1/14 to 12/31/14	\$0.00	\$0.31	\$0.00

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/2/15	SEI SIMT High Yield Bond CL A 59 Dividend from 12/1/14 to 12/31/14	\$0.00	\$215.54	\$0.00
1/13/15	FHLMC MTN 2.375% 1/13/22	\$0.00	\$296.88	\$0.00
1/15/15	GNMA PL #553351 4.500% 7/15/33 December GNMA Due 1/15/15	\$0.00	\$21.12	\$0.00
1/15/15	GNMA PL #738040 3.500% 3/15/26 December GNMA Due 1/15/15	\$0.00	\$46.18	\$0.00
1/15/15	FHLMC Gd PL #C01676 6.000% 11/01/33 December FHLMC Due 1/15/15	\$0.00	\$80.93	\$0.00
1/15/15	FHLMC Gd PL #G02884 6.000% 4/01/37 December FHLMC Due 1/15/15	\$0.00	\$72.64	\$0.00
1/15/15	FHLMC Gd PL #C03478 4.500% 6/01/40 December FHLMC Due 1/15/15	\$0.00	\$60.33	\$0.00
1/15/15	FHLMC Gd PL #G05634 4.000% 10/01/39 December FHLMC Due 1/15/15	\$0.00	\$147.45	\$0.00
1/22/15	Charles Schwab Corp 4.450% 7/22/20	\$0.00	\$556.25	\$0.00
1/26/15	FNMA PL #357883 5.000% 5/01/35 December FNMA Due 1/25/15	\$0.00	\$54.77	\$0.00
1/26/15	FNMA PL #765251 4.000% 3/01/19 December FNMA Due 1/25/15	\$0.00	\$8.29	\$0.00
1/26/15	FNMA PL #829079 4.000% 9/01/20 December FNMA Due 1/25/15	\$0.00	\$32.40	\$0.00
1/26/15	FNMA PL #Ma1527 3.000% 8/01/33 December FNMA Due 1/25/15	\$0.00	\$56.52	\$0.00
2/2/15	Federated Gov Obl TX Mgd-I Dividend from 1/1/15 to 1/31/15	\$0.00	\$0.44	\$0.00
2/2/15	SEI SIMT High Yield Bond CL A 59 Dividend from 1/1/15 to 1/31/15	\$0.00	\$220.47	\$0.00
2/17/15	GNMA PL #553351 4.500% 7/15/33 January GNMA Due 2/15/15	\$0.00	\$21.02	\$0.00
2/17/15	GNMA PL #738040 3.500% 3/15/26 January GNMA Due 2/15/15	\$0.00	\$45.41	\$0.00



0005535 - 0800566

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/17/15	FHLMC Gd PL #C01676 6.000% 11/01/33 January FHLMC Due 2/15/15	\$0.00	\$79.89	\$0.00
2/17/15	FHLMC Gd PL #G02884 6.000% 4/01/37 January FHLMC Due 2/15/15	\$0.00	\$70.14	\$0.00
2/17/15	FHLMC Gd PL #C03478 4.500% 6/01/40 January FHLMC Due 2/15/15	\$0.00	\$59.09	\$0.00
2/17/15	FHLMC Gd PL #G05634 4.000% 10/01/39 January FHLMC Due 2/15/15	\$0.00	\$145.64	\$0.00
2/17/15	Clear Creek TX Sch 3.700% 2/15/26	\$0.00	\$462.50	\$0.00
2/17/15	U.S. Treasury Notes 2.750% 2/15/19	\$0.00	\$343.75	\$0.00
2/23/15	CISCO Systems Inc 5.500% 2/22/16	\$0.00	\$1,375.00	\$0.00
2/25/15	FNMA PL #357883 5.000% 5/01/35 January FNMA Due 2/25/15	\$0.00	\$54.31	\$0.00
2/25/15	FNMA PL #765251 4.000% 3/01/19 January FNMA Due 2/25/15	\$0.00	\$8.11	\$0.00
2/25/15	FNMA PL #829079 4.000% 9/01/20 January FNMA Due 2/25/15	\$0.00	\$31.90	\$0.00
2/25/15	FNMA PL #Ma1527 3.000% 8/01/33 January FNMA Due 2/25/15	\$0.00	\$56.07	\$0.00
3/2/15	U.S. Treasury Notes 1.250% 8/31/15	\$0.00	\$281.25	\$0.00
3/2/15	Federated Gov Obl TX Mgd-I Dividend from 2/1/15 to 2/28/15	\$0.00	\$0.36	\$0.00
3/2/15	SEI SIMT High Yield Bond CL A 59 Dividend from 2/1/15 to 2/28/15	\$0.00	\$177.54	\$0.00
3/9/15	FNMA 2.000% 3/09/20	\$0.00	\$500.00	\$0.00
3/16/15	GNMA PL #553351 4.500% 7/15/33 February GNMA Due 3/15/15	\$0.00	\$20.93	\$0.00
3/16/15	GNMA PL #738040 3.500% 3/15/26 February GNMA Due 3/15/15	\$0.00	\$44.46	\$0.00
3/16/15	FHLMC Gd PL #C01676 6.000% 11/01/33 February FHLMC Due 3/15/15	\$0.00	\$78.54	\$0.00

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/16/15	FHLMC Gd PL #G02884 6.000% 4/01/37 February FHLMC Due 3/15/15	\$0.00	\$68.49	\$0.00
3/16/15	FHLMC Gd PL #C03478 4.500% 6/01/40 February FHLMC Due 3/15/15	\$0.00	\$58.15	\$0.00
3/16/15	FHLMC Gd PL #G05634 4.000% 10/01/39 February FHLMC Due 3/15/15	\$0.00	\$143.67	\$0.00
3/25/15	FNMA PL #357883 5.000% 5/01/35 February FNMA Due 3/25/15	\$0.00	\$54.11	\$0.00
3/25/15	FNMA PL #765251 4.000% 3/01/19 February FNMA Due 3/25/15	\$0.00	\$7.87	\$0.00
3/25/15	FNMA PL #829079 4.000% 9/01/20 February FNMA Due 3/25/15	\$0.00	\$30.55	\$0.00
3/25/15	FNMA PL #Ma1527 3.000% 8/01/33 February FNMA Due 3/25/15	\$0.00	\$55.67	\$0.00
		\$0.00	\$6,477.32	
	Dividends			
1/5/15	Nike Inc-Class B	\$0.00	\$83.44	\$0.00
1/7/15	Pepsico Inc	\$0.00	\$195.85	\$0.00
1/9/15	Schlumberger LTD	\$0.00	\$96.80	\$0.00
1/15/15	Ecolab Inc	\$0.00	\$51.81	\$0.00
1/15/15	Thermo Fisher Scientific Inc	\$0.00	\$31.35	\$0.00
1/16/15	State Street Corp	\$0.00	\$162.00	\$0.00
1/21/15	Cisco Systems Inc	\$0.00	\$141.55	\$0.00
1/23/15	EMC Corp Mass	\$0.00	\$77.86	\$0.00
1/28/15	Comcast Corp-CL A	\$0.00	\$182.93	\$0.00
1/30/15	St Jude Medical Inc	\$0.00	\$70.74	\$0.00
1/30/15	Federated Strategic Val Div Is	\$0.00	\$128.87	\$0.00
2/4/15	Vodafone Group SPONS ADR	\$0.00	\$197.37	\$0.00
2/9/15	Air Products & Chemicals Inc	\$0.00	\$174.79	\$0.00
2/12/15	Apple Inc	\$0.00	\$161.21	\$0.00



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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/17/15	Abbott Labs	\$0.00	\$117.12	\$0.00
2/17/15	Colgate Palmolive Co	\$0.00	\$95.04	\$0.00
2/17/15	Procter & Gamble Co	\$0.00	\$130.65	\$0.00
2/20/15	Core Laboratories NV	\$0.00	\$48.40	\$0.00
	15.0000000% Foreign Taxes Withheld			
2/27/15	Citigroup Inc	\$0.00	\$3.24	\$0.00
2/27/15	Federated Strategic Val Div Is	\$0.00	\$405.02	\$0.00
3/2/15	Ford Motor Co DEL	\$0.00	\$150.60	\$0.00
3/2/15	Hudson City Bancorp Inc	\$0.00	\$123.36	\$0.00
3/10/15	Emerson Elec Co	\$0.00	\$192.23	\$0.00
3/10/15	ExxonMobil Corp	\$0.00	\$112.47	\$0.00
3/10/15	Honeywell International Inc	\$0.00	\$105.57	\$0.00
3/10/15	Target Corp	\$0.00	\$186.68	\$0.00
3/12/15	3M Co	\$0.00	\$144.53	\$0.00
3/16/15	Dover Corp	\$0.00	\$86.40	\$0.00
3/16/15	ITC Holdings Corp	\$0.00	\$138.45	\$0.00
3/25/15	Halliburton Co	\$0.00	\$60.84	\$0.00
3/25/15	Qualcomm Inc	\$0.00	\$105.00	\$0.00
3/30/15	SPDR S&P Regional Banking ETF	\$0.00	\$76.10	\$0.00
3/30/15	T Rowe Price Group Inc	\$0.00	\$184.60	\$0.00
3/31/15	Pepsico Inc	\$0.00	\$195.85	\$0.00
3/31/15	ICM Small Company Port Instl	\$0.00	\$27.59	\$0.00
3/31/15	Federated Strategic Val Div Is	\$0.00	\$365.90	\$0.00
		\$0.00	\$4,812.21	
Total Income		\$0.00	\$11,289.53	

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
	Security Sales/Maturities			
1/15/15	Paid Down 27.53 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of December Due 1/15/15 December GNMA Due 1/15/15	\$27.53	\$0.00	-\$27.25
1/15/15	Paid Down 263.13 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of December Due 1/15/15 December GNMA Due 1/15/15	\$263.13	\$0.00	-\$271.59
1/15/15	Paid Down 208.42 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of December Due 1/15/15 December FHLMC Due 1/15/15	\$208.42	\$0.00	-\$207.64
1/15/15	Paid Down 499.34 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of December Due 1/15/15 December FHLMC Due 1/15/15	\$499.34	\$0.00	-\$502.64
1/15/15	Paid Down 330.31 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of December Due 1/15/15 December FHLMC Due 1/15/15	\$330.31	\$0.00	-\$338.59
1/15/15	Paid Down 542.34 Par Value of FHLMC Gd PL #G05634 4.000% 10/01/39 for Record Date of December Due 1/15/15 December FHLMC Due 1/15/15	\$542.34	\$0.00	-\$569.06
1/26/15	Paid Down 112.32 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of December Due 1/25/15 December FNMA Due 1/25/15	\$112.32	\$0.00	-\$110.81



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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/26/15	Paid Down 53.55 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of December Due 1/25/15 December FNMA Due 1/25/15	\$53.55	\$0.00	-\$53.57
1/26/15	Paid Down 150.5 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of December Due 1/25/15 December FNMA Due 1/25/15	\$150.50	\$0.00	-\$152.65
1/26/15	Paid Down 179.35 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of December Due 1/25/15 December FNMA Due 1/25/15	\$179.35	\$0.00	-\$177.56
2/17/15	Paid Down 25.11 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of January Due 2/15/15 January GNMA Due 2/15/15	\$25.11	\$0.00	-\$24.86
2/17/15	Paid Down 325.13 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of January Due 2/15/15 January GNMA Due 2/15/15	\$325.13	\$0.00	-\$335.36
2/17/15	Paid Down 270.15 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of January Due 2/15/15 January FHLMC Due 2/15/15	\$270.15	\$0.00	-\$269.14
2/17/15	Paid Down 331.16 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of January Due 2/15/15 January FHLMC Due 2/15/15	\$331.16	\$0.00	-\$333.29
2/17/15	Paid Down 249.01 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of January Due 2/15/15 January FHLMC Due 2/15/15	\$249.01	\$0.00	-\$255.14

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/17/15	Paid Down 593.04 Par Value of FHLMC Gd PL #G05634 4.000% 10/01/39 for Record Date of January Due 2/15/15 January FHLMC Due 2/15/15	\$593.04	\$0.00	-\$621.78
2/25/15	Paid Down 48.4 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of January Due 2/25/15 January FNMA Due 2/25/15	\$48.40	\$0.00	-\$47.76
2/25/15	Paid Down 72.27 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of January Due 2/25/15 January FNMA Due 2/25/15	\$72.27	\$0.00	-\$72.30
2/25/15	Paid Down 406.5 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of January Due 2/25/15 January FNMA Due 2/25/15	\$406.50	\$0.00	-\$412.07
2/25/15	Paid Down 160.53 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of January Due 2/25/15 January FNMA Due 2/25/15	\$160.53	\$0.00	-\$158.92
3/16/15	Paid Down 300.64 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of February Due 3/15/15 February GNMA Due 3/15/15	\$300.64	\$0.00	-\$297.63
3/16/15	Paid Down 228.95 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of February Due 3/15/15 February GNMA Due 3/15/15	\$228.95	\$0.00	-\$236.01
3/16/15	Paid Down 261.39 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of February Due 3/15/15 February FHLMC Due 3/15/15	\$261.39	\$0.00	-\$260.41



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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/16/15	Paid Down 215.11 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of February Due 3/15/15 February FHLMC Due 3/15/15	\$215.11	\$0.00	-\$216.46
3/16/15	Paid Down 252.17 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of February Due 3/15/15 February FHLMC Due 3/15/15	\$252.17	\$0.00	-\$258.28
3/16/15	Paid Down 957.47 Par Value of FHLMC Gd PL #G05634 4.000% 10/01/39 for Record Date of February Due 3/15/15 February FHLMC Due 3/15/15	\$957.47	\$0.00	-\$1,003.16
3/25/15	Paid Down 264.9 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of February Due 3/25/15 February FNMA Due 3/25/15	\$264.90	\$0.00	-\$261.50
3/25/15	Paid Down 53.96 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of February Due 3/25/15 February FNMA Due 3/25/15	\$53.96	\$0.00	-\$53.98
3/25/15	Paid Down 220.71 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of February Due 3/25/15 February FNMA Due 3/25/15	\$220.71	\$0.00	-\$223.64
3/25/15	Paid Down 181.16 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of February Due 3/25/15 February FNMA Due 3/25/15	\$181.16	\$0.00	-\$179.35
Total Security Sales/Maturities		\$7,784.55	\$0.00	

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
	Money Market Purchases/Sales			
	Combined Purchases for the Period 1/1/15 - 3/31/15 of Federated Gov Obl TX Mgd-I	-\$19,775.20	\$0.00	\$19,775.20
	Combined Sales for the Period 1/1/15 - 3/31/15 of Federated Gov Obl TX Mgd-I	\$49,602.70	\$0.00	-\$49,602.70
Total Money Market Purchases/Sales		\$29,827.50	\$0.00	
	Other			
3/2/15	Stock Merger Delivered 590 Shares of Mylan Inc Effective Date 03/02/15 LT Capital Gain of \$25,225.11 on Federal Cost Federal Tax Cost \$8,820.85 Market Value of \$34,045.95 Each Share Held of Mylan Inc (628530107) Entitles The Holder to Receive 1 Share of Mylan NV (N59465109). Taxable	\$0.00	\$0.00	-\$8,820.85



0005539 - 0000566

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/2/15	Stock Merger Received 590 Shares of Mylan NV Effective Date 03/02/15 Distribution 03/02/15 1 Shares for Each Share Held of Mylan Inc Market Value of \$34,045.95 Each Share Held of Mylan Inc (628530107) Entitles The Holder to Receive 1 Share of Mylan NV (N59465109).	\$0.00	\$0.00	\$34,045.95
		\$0.00	\$0.00	
	Security Changes			
1/15/15	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$4.71 to \$16,342.19 1/15/15 Current Year Amortization	\$0.00	\$0.00	-\$4.71
1/15/15	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$1.13 to \$14,623.69 1/15/15 Current Year Amortization	\$0.00	\$0.00	-\$1.13
1/15/15	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$3.30 to \$16,490.51 1/15/15 Current Year Amortization	\$0.00	\$0.00	-\$3.30

0005540 - 0800566

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/15/15	Amortized Premium on FHLMC Gd PL #G05634 4.000% 10/01/39 Fed Basis Decreased by \$16.66 to \$46,415.57 1/15/15 Current Year Amortization	\$0.00	\$0.00	-\$16.66
1/22/15	Amortized Premium on Charles Schwab Corp 4.450% 7/22/20 Fed Basis Decreased by \$16.38 to \$26,728.28 1/22/15 Current Year Amortization	\$0.00	\$0.00	-\$16.38
1/26/15	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$3.97 to \$12,969.94 1/26/15 Market Discount	\$0.00	\$0.00	\$3.97
1/26/15	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.03 to \$2,487.53 1/25/15 Current Year Amortization	\$0.00	\$0.00	-\$0.03
1/26/15	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$4.45 to \$9,859.89 1/25/15 Current Year Amortization	\$0.00	\$0.00	-\$4.45
2/17/15	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$10.69 to \$16,059.91 2/15/15 Current Year Amortization	\$0.00	\$0.00	-\$10.69



0005540 - 0155000

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/17/15	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$2.36 to \$14,118.69 2/15/15 Current Year Amortization	\$0.00	\$0.00	-\$2.36
2/17/15	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$7.04 to \$16,144.88 2/15/15 Current Year Amortization	\$0.00	\$0.00	-\$7.04
2/17/15	Amortized Premium on FHLMC Gd PL #G05634 4.000% 10/01/39 Fed Basis Decreased by \$35.86 to \$45,810.65 2/15/15 Current Year Amortization	\$0.00	\$0.00	-\$35.86
2/17/15	Amortized Premium on Clear Creek TX Sch 3.700% 2/15/26 Fed Basis Decreased by \$14.64 to \$26,629.56 2/15/15 Current Year Amortization	\$0.00	\$0.00	-\$14.64
2/25/15	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$3.85 to \$12,862.98 2/25/15 Market Discount	\$0.00	\$0.00	\$3.85
2/25/15	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.04 to \$2,433.92 2/25/15 Current Year Amortization	\$0.00	\$0.00	-\$0.04

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/25/15	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$5.40 to \$9,701.84 2/25/15 Current Year Amortization	\$0.00	\$0.00	-\$5.40
3/2/15	Amortized Premium on U.S. Treasury Notes 1.250% 8/31/15 Fed Basis Decreased by \$49.98 to \$45,156.54 2/28/15 Current Year Amortization	\$0.00	\$0.00	-\$49.98
3/16/15	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$9.31 to \$15,715.24 3/15/15 Current Year Amortization	\$0.00	\$0.00	-\$9.31
3/16/15	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$2.04 to \$13,783.36 3/15/15 Current Year Amortization	\$0.00	\$0.00	-\$2.04
3/16/15	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$6.17 to \$15,883.57 3/15/15 Current Year Amortization	\$0.00	\$0.00	-\$6.17
3/16/15	Amortized Premium on FHLMC Gd PL #G05634 4.000% 10/01/39 Fed Basis Decreased by \$31.51 to \$45,157.36 3/15/15 Current Year Amortization	\$0.00	\$0.00	-\$31.51



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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2015 - March 31, 2015

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/25/15	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$3.40 to \$12,818.62 3/25/15 Market Discount	\$0.00	\$0.00	\$3.40
3/25/15	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.04 to \$2,361.58 3/25/15 Current Year Amortization	\$0.00	\$0.00	-\$0.04
3/25/15	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$4.21 to \$9,285.56 3/25/15 Current Year Amortization	\$0.00	\$0.00	-\$4.21
		\$0.00	\$0.00	
Total Other		\$0.00	\$0.00	
3/31/15	Ending Balance	\$0.00	\$393.49	

0005642 - 0800566

Pending Trades

Statement of Value and Activity

January 1, 2015 - March 31, 2015

No pending trades.



0005542 - 0900566

Messages and Notices Section

Statement of Value and Activity

January 1, 2015 - March 31, 2015

The enclosed statement is provided to authorized recipients pursuant to state law or the account agreement. The statement reflects the receipts, disbursements, and market value of the assets and liabilities of the account managed by Bremer, as well as Bremer's compensation. If you have any questions about this statement, please contact your relationship manager.

0005413 - 0800566

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, April 29, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Member
	Andrew Plowman	Member
	Ron Christianson	Member

Others present: Mayor Marv Calvin, Council Member Audrey Nelsen, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Police Chief Jim Felt, Fire Chief Gary Hendrickson, Wastewater Superintendent Colleen Thompson, Senior Technician Lynden Wittman, Administrative Assistant Sue Edwards, Accounting Supervisor Carol Cunningham, Brad Hanson, Jeff Gilbertson, Frank Hanson, Ken Warner, Jessica Rohloff, Wayne Nelson, Administrative Assistant Janell Sommers, and David Little, "West Central Tribune."

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

Item No. 2 Public Comment

There were no comments from the public.

Item No.3 Request to Appoint Interim Fire Chief/Marshal (Motion)

Interim City Administrator Kevin Halliday presented options for the Committee to consider for Interim Fire Chief due to the upcoming resignation of the current Fire Chief Gary Hendrickson, whose last day is April 30th. In order to maintain continuity of operations at the fire department until another Fire Chief is hired, it is recommended to name a Fire Chief. Staff's recommendation is to appoint Jeff Gilbertson as the Interim Chief to be paid an additional monthly stipend of \$2,000.

Council Member Dokken made a motion to appoint Jeff Gilbertson as Interim Fire Chief until such time as a new Fire Chief is hired for an additional monthly stipend of \$2,000. Council Member Christianson seconded the motion, which carried.

Item No. 4 Request to Appoint Interim Director of Emergency Management (Motion)

Interim City Administrator Kevin Halliday informed the Committee that our current Director of Emergency Management is also Fire Chief Gary Hendrickson. Currently Brad Hanson serves as the Deputy Director of Emergency Management and is certified as a Director by Homeland Security and Emergency Management which is a requirement to fulfill the duties of the position. The position of Director is required per Minnesota Statute Chapter 12.25 and it is staff's recommendation to appoint Brad Hanson to serve as Interim Deputy Director of Emergency Management for a monthly stipend of \$500.

Council Member Christianson made a motion to appoint Brad Hanson as Interim Director of Emergency Management until such time as a new Director is appointed for a monthly stipend of \$500. Council Member Dokken seconded the motion, which carried.

Item No. 5 Request to Fill Fire Chief/Marshal Vacancy (Motion)

The Fire Chief/Marshal is resigning from his position with the City and staff is requesting authorization to implement the hiring procedures to fill this vacancy and assign the Council Member to the interview committee as per the recent policy change for hiring of Department Directors. The first step in the process would be to post internally for ten calendar days and if internal applications are received, process them and set up the interview team of one member of the Labor Relations Committee as assigned, the City Administrator, the Police Chief and the State Fire Marshal. If no internal applicants are received, proceed with advertising the vacancy to the general public, process and handle in the same manner. Fire Chief Gary Hendrickson spoke in favor of hiring from within the organization as there are several good candidates.

Council Member Christianson made a motion to appoint Council Member Dokken from the Labor Relations Committee to the interview team. Council Member Plowman seconded the motion, which carried.

The Committee also discussed the hiring process and a motion was made by Council Member Christianson to authorize staff to proceed with advertising for the position if no internal applicants are received. Council Member Dokken seconded the motion, which carried.

Item No. 6 Interim City Administrator (Motion)

Interim City Administrator Kevin Halliday presented options for the Committee to consider for Interim City Administrator. One option is to consider external professionals with the assistance of the League of MN Cities or Public Sector Professionals (PSP), on a contractual arrangement. Another would be to enter into an agreement with former City Administrator Michael Schmit. Lastly the Council could choose to continue extending internal appointments.

Council Member Christianson made a motion to keep Kevin Halliday as Interim City Administrator until a new Administrator is hired. Council Member Dokken seconded the motion for discussion.

Council Member Christianson stated he felt the City has a very experienced, competent staff who can manage the City's affairs until a new Administrator is hired.

Council Member Plowman asked to visit the pros and cons of the situation stating his concern of the workload for staff and expressed the need to move the timeline up for hiring a new Administrator.

Council Member Ahmann suggested the City look at an arrangement in which Department Directors share duties and responsibilities if the workload is too tremendous.

Council Member Christianson stated shared directorships do not work.

Mayor Calvin stated the dedicated staff are overloaded and spoke in favor of hiring Michael Schmit. The City is a complex organization and we need someone to come onboard and move this

City in a positive direction. He noted the City is four to six months out before an Administrator is hired. Interim City Administrator Kevin Halliday stated he is confident with Michael Schmit's abilities and staff has worked well with him in the past. It was also mentioned there are currently labor issues with the Department Head, First Line Supervisor and Confidential Employees Group that need to be resolved which makes having staff in this position difficult.

Mayor Calvin also voiced his concern that with the absence of a City Administrator, meetings with the legislature are not being attended and the proposed "Wye" project funding could suffer if contact with legislators is dropped.

The motion to name Kevin Halliday as Interim City Administrator until a new Administrator is hired was voted upon and passed with 3 Ayes and 1 Nay, Council Member Plowman casting the "no" vote.

Item No. 7 Consider Process to Fill City Administrator Position (For Information Only)

Interim City Administrator Kevin Halliday requested the Committee decide on a plan of action to fill the City Administrator position. The process can be either an external or internal process. An external process would require staff to prepare an RFP for consultant services to control the process from advertising, collecting applicant's resumes through guiding the Council on interview day. The advantages for candidates are 1) perceived protection of private data for applicants not making the final selection and 2) an assumed approximate two-year salary protection offered by the consultant firm to the top selected candidate in case of an early dismissal by the Council. The disadvantage is the near \$20,000 cost of which \$4,000 would be advertising the vacancy.

The internal process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs. The disadvantage would be the reverse of items 1) and 2) as stated earlier. However, the protection of private data is only their perception as the City protects private data on unselected applicants.

It was noted City Attorney Robert Scott recommends the external process, as does the League of MN Cities.

Interim City Administrator Kevin Halliday did ask the Committee to review the ordinance that established the Administrator position. The job description should also be reviewed for any additions or deletions. It was the consensus of the Committee to have staff make any recommended changes to the job description and have them brought before the Labor Relations Committee at a special meeting at 4:45 p.m. on May 6, 2015. No action was taking on whether to hire a consultant to assist with the hiring process or whether staff could conduct the hiring process.

Item No. 8 Agenda Items 8 Through 11 (For Information Only)

Chair Steve Ahmann announced that at the recommendation of Labor Attorney Frank Madden, the next four agenda items are not to be brought before the Committee. They will be dealt with through the upcoming hearing of the Bureau of Mediation Services sometime after May 15th. A motion was made by Council Member Plowman, seconded by Council Member Dokken and passed to table these items until a Labor Relations meeting after May 15, 2015.

Item No. 9 Employee Compensation Request (For Information Only)

Chair Steve Ahmann requested the Committee consider his recommendation for compensation for Senior Technician Lynden Wittman similar to what was granted to Planning and Development Director Bruce Peterson. He felt he should also be compensated for the extra hours and responsibilities during the vacancy of the City Engineer position. In order to follow the labor contract, a memorandum of agreement will be prepared and brought back to this Committee in the near future. This was received for information only.

Item No. 10 Miscellaneous (For Information Only)

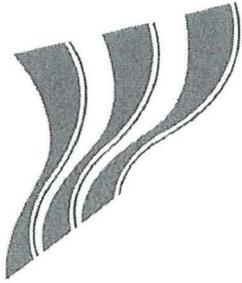
The question of the Assistant City Engineer vacancy was discussed by the Committee. Staff addressed the Committee commenting that the main issue for no applicants is the salary. The advertisement for the position remains ongoing until filled.

Council Member Christianson questioned the filing of the last Pay Equity Report for the City not being reviewed by the Committee and requested staff to provide this information at a future meeting. Both these items were for information only.

Respectfully submitted,



Janell Sommers
Administrative Assistant
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 29, 2015

Attachments: Yes No X

CITY COUNCIL ACTION

Date: May 5, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire Department

Agenda Item: Request to appoint Interim Fire Chief

Recommended Action: Staff recommends appointing Jeff Gilbertson as the Interim Fire Chief for the City of Willmar.

Background/Summary: Our current Fire Chief Gary Hendrickson has submitted his resignation; his last day in the office is Thursday April 30th. Therefore in order to maintain continuity of operations at the fire department until another Fire Chief is hired it is recommended to name an Interim Fire Chief.

Alternatives:

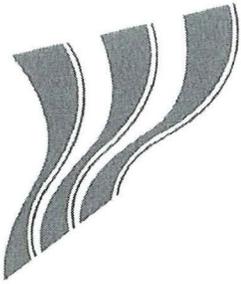
1. Appoint another member of the Fire Department as Interim Fire Chief
2. Do not appoint anyone as Interim Fire Chief and have current officers share Fire Chief responsibilities.

Financial Considerations: It is recommended that the Interim Fire Chief be paid a monthly stipend of \$2,000.00 per month.

Preparer: Gary Hendrickson

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: April 29, 2015
Attachments: Yes No X

CITY COUNCIL ACTION

Date: May 5, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire Department

Agenda Item: Request to appoint Interim Director of Emergency Management

Recommended Action: Staff recommends appointing Brad Hanson as Interim Director of Emergency Management for the City of Willmar.

Background/Summary: Our current Director of Emergency Management Gary Hendrickson has submitted his resignation; his last day in the office is Thursday April 30th. Currently Brad Hanson serves as the Deputy Director of Emergency Management and is certified as a Director by Homeland Security and Emergency Management which is a requirement to fulfil the duties of the position. Additionally this position is required per Minnesota Statute Chapter 12.25 which is outlined below.

Chapter 12.25 LOCAL ORGANIZATIONS; DIRECTORS, DUTIES.

Subdivision 1. Political subdivisions; director, responsibilities.

Each political subdivision shall establish a local organization for emergency management in accordance with the state emergency management program, but no town shall establish a local organization for emergency management without approval of the state director. Each local organization for emergency management must have a director appointed forthwith: in a city by the mayor, in a town by the town board, and for a public corporation organized and existing under sections 473.601 to 473.679 by its governing body. The local director is directly responsible for the organization, administration, and operation of the local organization for emergency management, subject to the direction and control of the local governing body.

Alternatives:

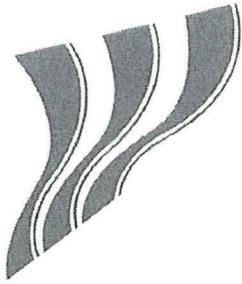
1. Appoint someone else as the Interim Deputy Director of Emergency Management

Financial Considerations: It is recommended that the Interim Director of Emergency Management be paid a monthly stipend of \$500.00 per month.

Preparer: Gary Hendrickson

Signature:

Comments:



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

Agenda Item Number: 5

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

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

Originating Department: Administration

Agenda Item: Fire Chief/Marshal Vacancy

Recommended Action: Authorize staff to proceed with filling the Fire Chief/Marshal position for the City of Willmar and Appoint Assignee.

Background/Summary: As previously reported, the Fire Chief/Marshal has resigned from his position with the City effective May 4, 2015. The staff recommendation is to authorize implementing the hiring procedures to fill this vacancy and assign the Council Member to the interview committee as per the recent policy change for hiring of Department Directors. The initial step would be to post internally for ten (10) calendar days and if internal applications are received, to process them and set up the interview team of 1) Labor Relations Committee assignee, 2) City Administrator, 3) Police Chief and 4) State Fire Marshal.

Alternatives: Don't fill the position and solicit proposals for a professional services contract.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

FIRE CHIEF/MARSHAL

Position Title: Fire Chief/Marshal
Department: Fire
Department Head: Fire Chief
Immediate Supervisor: City Administrator
Pay Range: 12 **FLSA Status:** Exempt

<i>APPROVED:</i>	<u>April 5, 2000</u>
<i>REVISED:</i>	<u>Septemeber 2012</u>
<i>REVISED:</i>	
<i>REVISED:</i>	

Purpose

Serves as Department Director with primary responsibility for departmental administration and coordinating the daily activities of the Fire Department to provide fire protection, suppression and prevention for the City and contracting jurisdictions. Trains and supervises firefighters to ensure an effective and efficient operation; surveys building, grounds and equipment to determine departmental needs; and investigate and determines cause of fires. Coordinates City's emergency management plan.

Organizational Relationships

Communicates with: *Internally* - Police Chief and other department directors, police department personnel, Planning and Development Services Department personnel, and the City Attorney

Externally - Other fire chiefs and fire marshals, FIRE Center, state and federal disaster and fire service agencies, state law enforcement agencies, prosecutors, developers and architects and the general public.

Supervises: Building and Equipment Maintenance Worker, ClerkTypist and volunteer firefighters.

ESSENTIAL FUNCTIONS

1. Perform administrative activities
 - A. Plan, coordinate, supervise and evaluate Fire Department programs.
 - B. Create and manage department budget and review with City Administrator for approval by City Council.
 - C. Plan the staffing, organization and function of department's human resources to ensure an efficient and effective program for fire prevention and protection.
 - D. Evaluate the Fire Department training program.
 - E. Establish and maintain mutual aid agreements with neighboring fire departments to ensure adequate response for emergency situations.
 - F. Establish and implement a public information program that is appropriate for both adult and youth regarding fire safety, prevention and emergency activities.
 - G. Establish policies and procedures for the Fire Department in order to implement directives from the City Administrator.
 - H. Work with other City Departments and organizations to plan for the orderly growth of the City.

FIRE CHIEF/MARSHAL

ESSENTIAL FUNCTIONS (continued)

2. Fire Suppression
 - A. Maintain department in a continual state of readiness in order to deal with emergency situations effectively.
 - B. Direct firefighters at scene of fires and emergencies.
 - C. Evaluate fire prevention and control policies by keeping abreast of new methods and incorporate appropriate new methods in department's operation.
 - D. Maintain appropriate records on fire occurrences, equipment, personnel, training and all items relating to the Fire Department.
 - E. Investigate fire code complaints and issue corrective orders when appropriate.

3. Enforce Related Codes and ordinances
 - A. Coordinate with the building and zoning department the enforcement of state and local fire codes when building permits are issued.
 - D. Investigate fire code complaints and issue corrective orders when appropriate.
 - C. Coordinate any changes in the Fire Department and fire code ordinances with the City Administrator.

4. Perform Inspection Activities
 - A. Conduct and/or oversee code enforcement and maintenance inspections of multi-family, commercial and industrial buildings, properties and fire protection systems.
 - B. Perform fire pump, standpipe and sprinkler plan reviews and tests.

5. Coordinate City's Emergency Preparedness Plan
 - A. Establish procedures to respond to hazardous material emergencies.
 - B. Coordinate duties and responsibilities with the City Administrator in order to effectively respond to an emergency situation.
 - C. Work with County Emergency Management Director to maintain and monitor the emergency warning sirens to ensure adequate coverage in case of an emergency.
 - D. Maintain the City's Emergency Operation Plan.
 - E. Maintain the City's Emergency Resource Manual.

6. Perform Budget and Financial Activities
 - A. Compile, prepare and recommend to the City Administrator the overall budget for the Fire Department.
 - B. Monitor and control overall departmental expenditures.

FIRE CHIEF/MARSHAL

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of fire fighting equipment practices, principles, methods and techniques.

Knowledge of fire codes, building and mechanical codes, and fire prevention laws and regulations.

Ability to prepare and implement operating and capital improvement budgets.

Ability to effectively communicate with the public, departmental personnel, City staff, City Council and other governmental agencies.

Ability to prepare technical reports and present reports to the City staff and City Council.

Ability to provide leadership and promote morale among the firefighters.

Ability to develop cooperative relations with the public.

Ability to use a computer.

Ability to train and supervise subordinate personnel.

MINIMUM QUALIFICATIONS

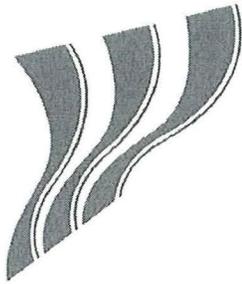
Associate's degree and ten years training and experience with a paid on-call fire department including five years at the rank of Fire Captain or above. An equivalent amount of training and experience may be considered.

Preferred Qualifications

Bachelor's Degree in Fire Science, Public Administration or closely related field. Preferred certifications include: firefighter's fire officer, fire instructor, technical level hazardous materials, fire code inspections, and fire investigation.

Working Conditions

Works indoors at fire station and outdoors while traveling and conducting inspections and investigations. Operates a vehicle for regular transportation needs. Sits, stands and performs a variety of physical movements to conduct fire investigations, building inspections, and training. Exposure to irritants/fumes, hazardous chemicals, fire and smoke, noise, and electric shock. Performs some manual digging. Uses all types of visions and senses.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Interim City Administrator

Recommended Action: Enter into a contractual agreement with former City Administrator Michael Schmit and assemble a committee to draft the interim professional services contract..

Background/Summary: The short-term appointment of Interim City Administrator Halliday ends May 6th. Staff has prepared options for the Council to consider. The Council could consider external professionals. The League of Minnesota Cities has presented a list of willing consultants, business firms and available administrators willing to assist the City on a short-term contractual arrangement. Other firms such as PSP (see attachment) have contacted staff and would offer one or more of their talent pool of former administrator's to assist the City on a number of set hours system or a smaller project-based contract. And thirdly, staff contacted former City Administrator Michael Schmit and he is willing to enter into a professional services agreement until the vacancy is filled. Lastly, the Council could choose to continue extending internal appointments.

It is a staff recommendation to contract with Michael Schmit and to assemble a small committee to meet with Mr. Schmit to draft an interim professional services contract. The small committee could be the Mayor, Mayor Pro Tem and perhaps a newly elected Council Member who did not serve during the former City Administrator's public service years. The City Attorney will draft the final agreement after compensation, goals and other issues are vetted and approved by Council.

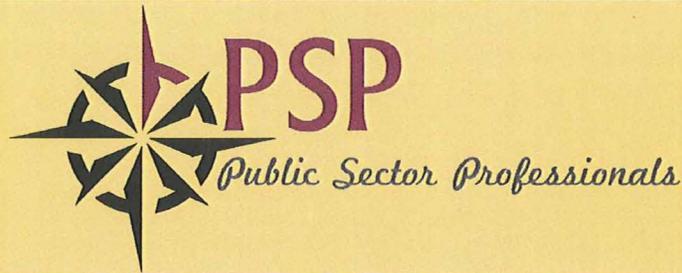
- Alternatives:
- 1) Consider contracting with LMC consultants, business firms, and available administrators short-term.
 - 2) Consider a short-term contract with former City Administrator Michael Schmit.
 - 3) Consider continuation of internal appointments.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



GOOD GOVERNANCE

INNOVATION

ORGANIZATION SUCCESS

Why PSP?

Public Sector Professionals (PSP) feel passionate about *GOOD GOVERNANCE*. Through our *leadership* and *innovative solutions*, we utilize the talent of executive level professionals to maximize organization efficiency and effectiveness.

What We Do

- **Staffing Solutions**
(Contract, Temporary, Temp-To-Hire)
- **Project Management/ Owner's Representative**
- **Special Projects**
(Labor Negotiations, General HR, RFP)
- **Interim City/County Manager**
- **Collaboration Specialists**

"I asked Public Sector Professionals to help manage the business and public outreach for a project here in Edina. The project created a great deal of inconvenience for an attentive and demanding public. I know PSP was successful because all I heard from the affected property owners and residents were compliments and appreciation. That was 100% PSP's work. I'm looking to have them back for phase two of the project "

- Scott Neal, Edina City Manager



Matt Hylen

Matt Hylen served in city and county administration for over 20 years. He is known for his strong leadership skills, team building, collaboration and innovation. Matt is committed to delivering services to our clients that achieve our mission.

About Us

Public Sector professionals (PSP) is a professional consulting firm, providing interim city and county administrator/managers, project management, and special project services.

Our principles are focused on value added solutions, best practices, and utilizing highly qualified professionals. We are passionate about public sector service and working innovatively with clients to provide desired outcomes.

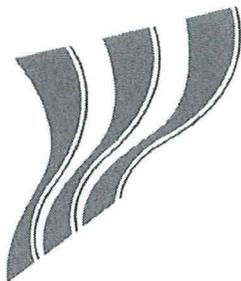
Our approach is needs based and assign professionals to projects with advanced experience and leadership.

What We Value

- ◆ Excellence and Quality in the Delivery of Customer Service
- ◆ Professionalism
- ◆ Ethics and Integrity
- ◆ Responsiveness
- ◆ Commitment
- ◆ Visionary Leadership and Planning

Public Sector Professionals
Matthew Hylen, President
(763) 238-3366

mhylen@ps-professionals.com
www.ps-professionals.com



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: April 29, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Administration

Agenda Item: City Administrator Vacancy

Recommended Action:

Background/Summary: The City Administrator vacancy requires an action plan to be adopted by the City Council. Attached are the authorizing City Charter Section, City Ordinance, and Job Description. The Ordinance and Job Description should be reviewed for additions or deletions.

The process to fill the vacancy can be either an external or internal process. An **external** process would require staff to prepare an RFP for consultant services to control the process from advertising, collecting applicants' resumes through guiding the Council on interview day. The advantages for candidates are 1) perceived protection of private data for applicants not making the final selection and 2) an assumed ~ two-year salary protection offered by the consultant firm to the top, selected candidate in case of an early dismissal by the Council. The disadvantage is the near \$20,000 cost. (\$4,000 is advertising reimbursements).

The **internal** process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs. The disadvantage would be the reverse of items 1) and 2) above (however, the protection of private data is only their perception as the City protects private data on unselected applicants).

Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

Section 2.08. Appointive offices of the Council.

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

ORDINANCE NO. 989

AN ORDINANCE ESTABLISHING THE POSITION OF CITY ADMINISTRATOR IN THE CITY OF WILLMAR.

The City of Willmar does ordain as follows:

Section 1. POSITION OF CITY ADMINISTRATOR ESTABLISHED. The position of City Administrator is hereby established in the City of Willmar.

Section 2. DUTIES AND RESPONSIBILITIES OF THE CITY ADMINISTRATOR. The City Administrator shall have the following duties and responsibilities:

1. He shall exercise supervision, authority and control over all departments and divisions of the City, except Rice Hospital, the Municipal Utilities Commission and the Legal Department.
2. He shall oversee and supervise the hiring, discipline and removal of all employees of the City of Willmar, except hiring, discipline and removal of Municipal Utilities employees, Rice Hospital employees, and employees of the Legal Department. Hiring, discipline and removal of Department Heads shall be subject to approval of the City Council. His duties under this paragraph shall be subject to applicable Civil Service Regulations and other City ordinances.
3. He shall inquire that all laws, regulations and ordinances of the City are enforced.
4. He shall attend all meetings of the City Council, and such committee meetings of the Council as requested.
5. He shall make recommendations to the Council for adoption of such ordinances and resolutions as are in the best interests of the City and to insure and provide for the welfare and well being of the residents of the City.
6. He shall monitor and oversee all contracts which the City is party to, to insure that they are performed in accordance with their terms.

7. He shall cause financial statements of the City to be prepared on a regular basis to keep the Mayor and Council advised of the financial standing of the City.

8. Within the time parameters established by the City Charter and State Statute, he shall coordinate the preparation and submission to the Council of the annual budget.

9. Along with the Mayor, he shall execute all contracts in the name of the City of Willmar.

10. He shall be responsible for the negotiation and settlement of all labor contracts of the City.

11. He shall coordinate all municipal programs and municipal activities of the City.

12. He shall coordinate the relationship between the City and the news media.

13. He shall make application for all state and federal funds available to the City through grant programs.

14. He shall perform such other duties as the City Council may, from time to time, direct.

Section 3. EFFECTIVE DATE. This Ordinance shall be effective upon its adoption and second publication, or on January 1, 1991, whichever date is later.

This Ordinance introduced by Councilman: Enockson .
This Ordinance introduced on: October 3, 1990 .
This Ordinance published on: October 9, 1990 .
This Ordinance given a hearing on: October 17, 1990 .
This Ordinance adopted on: October 17, 1990 .
This Ordinance published on: October 23, 1990 .

CITY ADMINISTRATOR

Position Title: City Administrator
Department: Administration
Department Head: City Administrator
Immediate Supervisor: City Council
Pay Range: 14 **FLSA Status:** Non-exempt

APPROVED: April 5, 2000

REVISED:

REVISED:

REVISED:

Purpose

Serves as top appointed official performing executive, administrative and professional work with overall responsibility to manage the City's operations and services. Oversees the operations of all City departments through supervision of department directors; participates in Council meetings and meetings of various boards, commissions and committees; executes Council directives and policies; initiates/oversees planning and budgeting activities; oversees human resources and personnel administration activities; and ensures compliance with applicable laws, rules and regulations. (The position's authority excludes administrative responsibility for Rice Hospital and Willmar Municipal Utilities.)

Organizational Relationships

Communicates with: *Internally* - All department directors and City employees, MUC staff, Rice Hospital staff, the Mayor and council members, various board/commission/ committee members, and the City Attorney; *Externally* - County Administrator and officials, other city administrators, numerous state agencies, state legislators, League of Minnesota Cities staff, school district personnel, labor attorney, bond attorney, bond consultant and other contracted consultants, Convention and Visitors Bureau Director, HRA Director, Chamber of Commerce CEO, numerous business and community organizations, media and City residents.
Supervises with full authority: All City employees, directly or indirectly.

ESSENTIAL FUNCTIONS

Undertakes full complement of supervisory functions such as hiring, evaluating, rewarding, promoting, transferring, disciplining, coaching, and assigning/prioritizing work; recommends serious disciplinary action and removal of department directors to City Council.
Oversees city-wide compensation program, performance management program, and personnel policies; negotiates all collective bargaining agreements with assistance of contracted labor attorney and monitors/interprets agreements as needed.
Coordinates the preparation, submission and management of the City's annual budget.
Ensures all applicable laws, rules, regulations and ordinances are followed/enforced.
Oversees and monitors all City contracts, agreements and legal documents.
Attends regular and special meetings of the Council; attends meetings of various boards, commissions and committees as needed; and represents the City at various community meetings.
Make recommendations to the Council for adoption of ordinances and resolutions.
Develops, implements and enforces administrative policies and procedures.

CITY ADMINISTRATOR

ESSENTIAL FUNCTIONS (continued)

Develops a variety of plans, programs and projects relating to infrastructure, other capital improvements, City growth; makes recommendations to the Council; and implements approved actions.

Oversees Rice Hospital and Willmar Municipal Utilities ownership issues.

Reviews, monitors, and participates in legislative issues impacting the City.

Supervises department directors through daily meetings/discussions; review of project statuses, ongoing issues and problem solving; and coordinates work between departments and division as needed.

Communicates and coordinates activities with public and outside agencies: speaks to and participates in local service clubs and the Chamber of Commerce; communicates with county, school, and township personnel; prepares and present news releases and meets with media.

Attends workshops, seminars and other training to keep current on municipal affairs.

Receives and personally responds to complaints and concerns from City residents.

Other Duties and Responsibilities

Participates in professional organizations.

Performs other job-related duties as directed by the Council or apparent.

Required Knowledge, Skills, and Abilities

Thorough knowledge of the City's organizational structure and operations.

Thorough knowledge of the City's ordinances, charter and policies.

Considerable knowledge of public administration, municipal finances, human resources/ personnel administration, civil engineering, public works, wastewater treatment and economic development.

Skill in forecasting operating and capital needs and preparing/administering municipal budgets.

Skill in communicating with a wide variety of groups and individuals, verbally and in writing.

Skill in supervising subordinate personnel and fostering a team approach.

Skill in leadership, planning, and organization.

Ability to analyze complex data and prepare/present reports for decision making.

Ability to communicate and execute Council policies and directives.

Ability to establish and maintain effective work relationships with a wide variety of groups and individuals.

Ability to be flexible and adapt to changing situations/priorities.

Machines, tools and equipment used: computer and printer, phone, fax, copier, calculator, City and personal vehicles.

CITY ADMINISTRATOR

MINIMUM QUALIFICATIONS

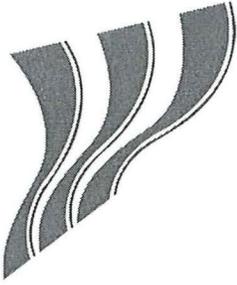
Bachelor's degree in public administration, political science, finance, business administration or closely related field **and** ten or more years of management and supervisory experience in positions of similar complexity.

Preferred Qualifications

Master's degree in public administration **and** demonstrated knowledge of and ability to work with a number of municipal departments and entities.

Working Conditions

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12
Meeting Date: April 22, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 4, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Free 35 Foot Addition- Preliminary Plat

Recommended Action: Approve the preliminary plat.

Background/Summary: Free 35 Foot Addition is a four lot replat of three existing parcels and a portion of a vacated street in Pleasant View 3rd Addition (Pleasant View Drive SE) by Steve Woehler, Willmar, MN. The lots would be for single family home development. The Planning Commission approved the preliminary plat with conditions regarding utilities and existing assessments.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments:

Preliminary Plat of: FREE 35 FOOT ADDITION

Located in:
Lot 3, Lot 4, Lot 5, Block 3, and also that part of vacated 13th Street in PLEASANT VIEW THIRD ADDITION
all in
Section 23, T119N-R35W, Willmar Township, Kandiyohi County, Minnesota

14TH AVE. SE



This drawing prepared by:
Bonnema Surveys Inc.
Professional Land Surveying
1809 22nd St SW - Suite 104
Willmar, MN 56201
Office (202) 231-2344
Fax (202) 231-2827

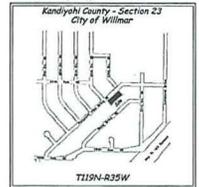
Requested by: Steve Wochler



LEGEND

- Found Iron Monument from former survey
- Bonnema Surveys Placed Capped Iron Monument
- ⊙ Cast Iron Monument

Vicinity Map - Not to Scale



Currently Zoned R-2 and R-3
Total Area Platted - 42,328 s.f.
(0.97 Acres)

