

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

July 6, 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 Marv Calvin, Council Members Ron Christianson, Andrew Plowman, Rick Fagerlie, Steve Ahmann, Jim Dokken, Audrey Nelsen, and Tim Johnson; Present 8, Absent 1. Council Member Denis Anderson was excused from the meeting.

Also present were Interim City Administrator Kevin Halliday, Planning and Development Director Bruce Peterson, Public Works Director Sean Christensen, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Fire Chief Frank Hanson, Police Chief Jim Felt, Police Officer Michael Jahnke, and City Attorney Robert Scott.

Proposed additions to the agenda included a Dog Park Day Proclamation and Consideration of a City Park Special Event On-Sale Liquor License for Bakers Creek Eatery, LLC.

Interim City Administrator Kevin Halliday introduced Willmar's new Fire Chief, Frank Hanson. Mr. Hanson has over two decades of experience on the Fire Department.

Council Member Christianson offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of June 15, Labor Relations/Full Council Minutes of June 17, Rice Memorial Hospital Board Minutes of June 17, Municipal Utilities Commission Minutes of June 22, Application for Exempt Permit - Knights of Columbus Council 2764, Application for Exempt Permit - Ducks Unlimited West Central Chapter #42, Building Inspection Report for June, and Airport Commission Minutes of June 17, 2015. Council Member Fagerlie seconded the motion, which carried. Council Member Ahmann asked for clarification on the \$5,000 expenditure to the Bicycle Alliance of Minnesota on page two of the Accounts Payable report. Community Education and Recreation Director Steve Brisendine addressed Council Member's question stating this was a one-time fee for assistance with auditing the City's bike infrastructure to include trails and other amenities related to bicycling. The report will be forwarded to the City later this summer. Council Member Ahmann made a motion to approve the Accounts Payable Report, with Council Member Fagerlie seconding the motion, which carried.

At 7:05 p.m. Mayor Calvin opened the Hearing for the consideration of an Ordinance for a Proposed Residential Net Energy Service Rate. Willmar Municipal Utilities General Manager Wesley Hompe addressed the Council to present the proposed ordinance. Willmar Utilities has created a net distributed general rate which is known as net metering for all installations less than 40 kilowatts capacity as per Minnesota State Statute. On June 8, 2015, the Willmar Municipal Utilities Commission conducted a public hearing on the proposed rate and following the hearing, it was approved at a rate of 10.03 cents per kilowatt hour. The ordinance was approved by the City's Finance Committee and brought before the Council for public hearing. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:06 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance setting the Residential Net Energy Service Rate. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:08 p.m. Mayor Calvin opened the Hearing for the consideration of an Ordinance Authorizing Issuance of \$1,400,000 General Obligation Improvements Bonds, Series 2015A for the 2015 Street Improvement Program. Kathy Aho, Springsted Incorporated, appeared before the Mayor and Council to

explain that the ordinance authorizes borrowing of money to fund several projects in 2015. She reviewed the debt service dating out to 2026 with the interest rate estimated at 2.1% and stated the sale of the bonds would be held approximately 15 days after the publication of the ordinance. The City will again be using the local bank syndicate and once the bonds are received they will be presented to the Council for award. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:13 p.m.

Council Member Ahmann offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing Issuance of \$1,400,000 General Obligation Improvements Bonds, Series 2015A. Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

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

RESOLUTION NO. 1

A RESOLUTION AUTHORIZING THE SALE OF GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2015A,  
SUBJECT TO CERTAIN PARAMETERS; FIXING THEIR FORM AND SPECIFICATIONS;  
DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

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

Section 1.        Sale of Bonds.

1.01.    It is determined that:

(a)    the assessable public improvements including the costs of various street and utility improvement projects (the "Improvements") have been duly ordered by the City;

(b)    the City is authorized by Minnesota Statutes, Chapter 429 (the "Improvement Act") to finance all or a portion of the cost of the Improvements by the issuance of general obligation bonds of the City payable from special assessments levied against benefited property and ad valorem taxes;

(c)    on June 15, the City Council adopted a resolution calling a public hearing on an Ordinance entitled "An Ordinance Authorizing the Issuance of \$1,400,000 General Obligation Improvement Bonds, Series 2015A, and Levying of Taxes to Secure the Payment Thereof" (the "Ordinance");

(d)    a public hearing on the adoption of the Ordinance was held this same date, and, following the public hearing the City Council adopted the Ordinance;

(e)    the construction of the Improvements to be financed by the Bonds (as defined below) have heretofore been ordered;

(f)    it is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Improvement Bonds, Series 2015A (the "Bonds") in the approximate aggregate principal amount of \$1,400,000, subject to certain parameters provided herein, to provide financing for the Improvements pursuant to the Improvement Act to provide financing for the Improvements;

(g)    the City hereby retains Springsted Incorporated ("Springsted") to act as an independent financial advisor for the purpose of reviewing the pricing fairness associated with the purchase and subsequent reoffering of the Bonds. It being thus determined that the City has retained an independent financial adviser in connection with such sale, the City is authorized by Minnesota Statutes, Section 475.60, Subdivision 2(9) to negotiate the sale of the Bonds.

1.02 Pricing Committee. The City hereby establishes a pricing committee with respect to the Bonds comprising the Mayor (or a City Council member designated by the Mayor), the City Administrator and the City Finance Director (the "Pricing Committee"). The Pricing Committee is authorized and directed, upon satisfaction of the conditions for the issuance of the Bonds under the City Charter and with the advice of the City's municipal advisor, Springsted Incorporated, to (i) review proposals for the sale of the Bonds; (ii) award the sale of the Bonds to the prospective purchaser (the "Purchaser") in an aggregate principal amount not to exceed \$1,400,000, with a true interest cost not to exceed 3.00% and a final maturity not later than February 1, 2026; (iii) approve the dates for optional redemption or any mandatory sinking fund redemption schedule; and (iv) approve the tax levy for the repayment of the Improvement Bonds. The City hereby approves the sale of the Bonds to the Purchaser, at the price, maturity schedule, and rates to be determined by the Pricing Committee based on the lowest true interest cost.

1.03. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to Minnesota Statutes, Section Chapters 429 and 475 (collectively, the "Act"), in an aggregate principal amount not to exceed \$1,400,000 bearing interest as determined by the Pricing Committee, and maturing on February 1 in the years and amounts as determined by the Pricing Committee.

1.04. Optional Redemption. The City may elect to prepay Bonds on the dates to be determined by the Pricing Committee. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. Prepayments will be at a price of par plus accrued interest.

## Section 2. Registration and Payment.

2.01. Registered Form. Each Bond will be issued as a single typewritten bond, only in fully registered form. The interest thereon and, upon surrender of each of the Bonds, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. The Bonds will be dated as of the date of delivery. The interest on the Bonds will be payable on the dates to be determined by the Pricing Committee and set forth in the Bonds to the registered owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City appoints the City Finance Director as bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of the Bonds and the registration of transfers and exchanges of the Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When a Bond is surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. The Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Execution and Delivery. The Bonds will be prepared under the direction of the City Finance Director and executed on behalf of the City by the signatures of the Mayor and the City Clerk-Treasurer, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of the Bonds, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. When the Bonds have been so prepared and executed, the City Finance Director will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

### Section 3. Form of Bonds.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as shown in EXHIBIT A.

3.02. Approving Legal Opinion. The City Finance Director will obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, which will be complete except as to dating thereof and will cause the opinion to be printed on or accompany the Bonds.

Section 4. Payment; Security; Pledges and Covenants.

4.01. (a) Debt Service Fund. The Bonds are payable from the General Obligation Bonds, Series 2015A Debt Service Fund (the "Debt Service Fund") hereby created. The Finance Director will timely deposit the special assessments (the "Assessments") and taxes (the "Taxes") levied or to be levied for the Improvements, which Assessments and Taxes are pledged to that account of the Debt Service Fund. If any payment of principal or interest on the Bonds will become due when there is not sufficient money in the Debt Service Fund to pay the same, the City Finance Director is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for such advances out of the proceeds of Assessments and Taxes when received.

(b) Construction Fund. The proceeds of the Bonds, less the appropriations made in paragraph (a), together with any other funds appropriated during the construction of the Improvements financed by the Bonds will be deposited in a separate construction fund (the "Construction Fund") to be used solely to defray expenses of the Improvements and the payment of principal and interest on the Bonds prior to the completion and payment of all costs of the Improvements. When the Improvements are completed and the cost thereof paid, any balance therein shall be deposited in the Debt Service Fund.

4.02. Covenants. It is hereby determined that the Improvements will directly and indirectly benefit abutting property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Improvements to be promptly levied so that the first installment will be collectible not later than 2015 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Improvement financed wholly or partly from the proceeds of the Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing: receipts and disbursements in connection with the Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments and Taxes.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

4.03. Pledge of Taxes. It is determined that at least 20% of the cost of the Improvements will be specially assessed against benefited properties. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrevocable ad valorem tax (the "Taxes") upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as to be set for in the certificate of the Pricing Committee.

4.04. Certification as to Debt Service Fund Amount. It is hereby determined that the estimated collections of Assessments and the foregoing Taxes will produce at least 5% in excess of the amount needed

to meet when due the principal and interest payments on the Bonds. The tax levy herein provided is irrevocable until the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor of Kandiyohi County the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.05. County Auditor Certificate as to Registration. If no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter within 15 days after adoption of this resolution, the Clerk-Treasurer is hereby directed to file a certified copy of this resolution and a copy of the certificate of the Pricing Committee with the County Auditor of Kandiyohi County, Minnesota, together with such other information as he or she shall require, and to obtain the County Auditor's certificate that the Bonds have been entered in the County Auditor's Bond Register, and the tax levy required by law has been made.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, will be deemed representations of the City as to the facts stated therein.

5.02. No Official Statement or Prospectus. It is determined that no official statement or prospectus has been prepared or circulated by the City in connection with the sale of the Bonds and that the Purchaser has made its own investigations concerning the City as set forth in an investment letter of even date, receipt of which is hereby acknowledged.

Section 6. Tax Covenant.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2015) exceed the small-issuer exception amount of \$5,000,000.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them, or the Improvements, to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

- (a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;
- (b) the City designates the Bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;
- (c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds which will be issued by the City (and all subordinate entities of the City) during calendar year 2015 will not exceed \$10,000,000; and
- (d) not more than \$10,000,000 of obligations issued by the City during calendar year 2015 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. No Requirement of Continuing Disclosure. The Purchaser need not comply with the continuing disclosure requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934 (the "Rule"). Consequently, the City will not enter into any undertaking to provide continuing disclosure of any kind with respect to the Bonds.

Section 8. Defeasance. When all of the Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge the Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

At 7:15 p.m. Mayor Calvin opened the Hearing for the consideration of the vacation of a portion of Abbott Drive SE right-of-way. Planning and Development Services Director Bruce Peterson presented information related to the City's receipt of a petition from the Parker/Poss Family to vacate a portion of Abbott Drive SE right-of-way (northeast of the Assembly of God Church). The area has never been improved and it is their intent to enter the property in the RIM Program. The Planning Commission approved the vacation with the retention of a 20-foot utility easement for MUC lines along the westerly right-of-way line. There being no one present to speak for or against the street vacation, Mayor Calvin closed the hearing at 7:16 p.m.

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

RESOLUTION NO. 2

VACATING A PORTION OF PUBLIC STREET ROW

WHEREAS, the vacation of those portions of dedicated street as described below was petitioned by the adjacent property owner Peter Poss and Parker Revocable Trust:

Vacation of the platted street (Abbott Dr. SE) adjoining the following described real estate located in the City of Willmar, County of Kandiyohi, State of Minnesota, described as follows: Lot 1 of Block 1, Lots 1-5, both inclusive, of Block 2 and Outlots A and B of South Industrial Park.

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

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

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said street on July 6, 2015; and

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

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated streets be, and hereby is, vacated with a 20' utility easement retained along the west side of the r-o-w.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after July 13, 2015.

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

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

The Public Works/Safety Committee Report for June 30, 2015 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration

The meeting was called to order by Chair Christianson at 4:45 p.m. There was no quorum until Item No. 7, at which time Council Member Ahmann arrived at 5:05 p.m.

Item No. 1      There were no public comments made.

Item No. 2      Police Chief Jim Felt noted the jail census for June 30, 2015 was 156; 90 inmates from the Department of Corrections, 64 inmates from Kandiyohi County, 1 inmate from Swift County and 1 inmate from Chippewa County. The calls for service for the previous two weeks totaled 797. The majority of the calls were for traffic stops, followed by public assists and suspicious activity/people. The total calls for service so far this year is approximately 10 days ahead of 2014 at this date, partially due to Family Service reporting. The new canine Axel has completed his first week of duty successfully and possibly will be available for a meet and greet at the next Public Works/Safety Committee meeting. The committee discussed the dog being used for mutual aid with other city's police departments as needed. This was for received for information only.

Item No. 3 Staff brought forth, for information, the authorization of a resolution allowing access for electronic court records and documents. The State of Minnesota has recently set up Minnesota Government Access Accounts for retrieval of electronic court documents and information stored in the Court Information System. Law Enforcement agencies are required to move to the new electronic document system and are also required to submit a resolution from the governing authority giving authorization to allow access. Electronic access to Court Information Systems and court documents is necessary for investigation of crimes/persons, backgrounds and enforcement of court orders. As there was no quorum, no action was taken by the Committee.

Resolution No. 3 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. 3

WHEREAS the new Minnesota Government Access Accounts, allowing government agencies to view appropriate electronic court records and documents stored in the Minnesota Court Information Systems for cases in Minnesota district courts, require authorization from the governing body; and

WHEREAS City Code 1-6-3-C-3 defines the duties of the City Administrator, including authority to enter into contracts on behalf of the City as authorized by Council policy or action; and

WHEREAS the Police Chief oversees police and fire operations for the City;

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Willmar, County of Kandiyohi, State of Minnesota, hereby authorizes the City Administrator as the signing authority to authorize access to MGA Accounts on behalf of the City of Willmar, and the Police Chief as the signing authority to authorize access to MGA Accounts on behalf of the City of Willmar Police Department.

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 Staff and Paul Jurek of Bollig Engineering presented Change Order No. 3, acceptance of Project No. 1310 and issuance of payment to Duininck, Inc. in the amount of \$111,486.96. The City Council entered into an agreement with Duininck, Inc. on June 16, 2014 for the construction of the MinnWest Lift Station/Lakeland Drive Improvements project. Successful startup of the lift station occurred on February 12, 2015, with a walk through inspection completed at that time and punch list created of minimal items needing attention by the Contractor. The final punch list items are being addressed and the final pay request is hereby submitted and staff recommends final payment be made contingent on these final items being completed. Again as there was no quorum, no action was taken by the Committee.

Resolution No. 4 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. 4

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT: Project No. 1310 – MinnWest Lift Station/Lakeland Drive Improvements

CONTRACTOR: Duininck, Inc.  
 DATE OF CONTRACT: June 16, 2014  
 BEGIN WORK: July 7, 2014  
 COMPLETE WORK: February 12, 2015  
 APPROVE, ENGINEERING DEPT: February 12, 2015

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

1. The said City of Willmar Project No. 1310 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$2,421,172.50
Change Orders 1-3	-\$15,360.98
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$2,405,811.52
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$2,405,811.52
Less Previous Payments & Liquidated Damages	-\$2,294,324.56
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$111,486.96</b>

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin \_\_\_\_\_  
 Mayor

/s/ Kevin Halliday \_\_\_\_\_  
 Attest: City Clerk

Item No. 5 Staff brought forth, for information, the acceptance of the bid, authorization of signatures to award the contract, and adoption of the budget for the storm pond improvements of Project No. 1505. The City Council authorized advertisement for bids of projects at the March 2, 2015 Council Meeting. The project includes the improvements of the Civic Center Drive storm pond. Six bids were received and opened on June 23<sup>rd</sup>; Quam Construction in the amount of \$104,869.10, Monson Excavating in the amount of \$139,799.44, Duininck, Inc. in the amount of \$143,547.00, R&R Excavating in the amount of \$167,685.95, Koehl Excavating in the amount of \$203,417.00 and Riley Brothers Construction in the amount of \$226,887.00. The Engineer's Estimate for this project was \$149,167.80. The funding for this project was included in the approved 2015 Improvements Projects. The Committee took no action on the item.

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

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Quam Construction for Project No. 1505 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 \$104,869.10.

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin \_\_\_\_\_

Mayor

/s/ Kevin Halliday

Attest: City Clerk

Item No. 6 Staff brought forth, for information, the acceptance of the Utility Improvements Project at 313 4<sup>th</sup> Street SW and authorization of final payment be made to Land Pride Construction in the amount of \$24,758.00. The City Council entered into an agreement with Land Pride Construction on June 1, 2015 for the utility improvements at 313 4<sup>th</sup> Street SW for installation of a fire line and water service as a 100% assessed project. The final pay request is hereby submitted for consideration and staff recommends final payment be made. No action was taken on the item at the Committee meeting

Resolution No. 6 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. 6

**ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT**

IMPROVEMENT:	Utility Improvements- 313 SW 4 <sup>th</sup> Street
CONTRACTOR:	Land Pride Construction, LLC
DATE OF CONTRACT:	June 1, 2015
BEGIN WORK:	June 15, 2015
COMPLETE WORK:	June 23, 2015
APPROVE, ENGINEERING DEPT:	June 23, 2015

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

1. The said City of Willmar Utility Improvements Project- 313 SW 4<sup>th</sup> Street be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$24,758.00
Change Order None	\$0.00
<b>FINAL NET CONTRACT AMOUNT, PROPOSED:</b>	<b>\$24,758.00</b>
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$24,758.00
Less Previous Payments & Liquidated Damages	-\$0.00
<b>FINAL PAYMENT DUE CONTRACTOR:</b>	<b>\$24,758.00</b>

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday

Attest: City Clerk

Council Member Christianson raised the question as to when the Foxhole Brewery will be opening for business. Ryan Fuchs, 4922 - 15<sup>th</sup> Street NW, stated that pending approval of all agencies, they are estimating an opening date by the end of August.

Item No. 7 Staff brought forth, for approval, the acknowledgement of the application process for Regional Designation for the Robbins Island Park Complex through the Greater Minnesota Regional Parks and Trails Commission. The parks in the designation application include Robbins Island, Flags of Honor, Hedin, Rau, Thompson and Sperry Parks. The purpose of the application is to identify our facilities meeting very high standards for natural resource based outdoor recreation and would be a part of a regional park system across Greater Minnesota. This opportunity will also give the eligibility to apply for Regional Parks and Trails Legacy Funding.

It was the recommendation of the Committee to the Council to approve the application process for Regional Designation for the Robbins Island Park Complex through the Greater Minnesota Regional Parks and Trails Commission.

Resolution No. 7 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. 7

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Community Ed & Recreation Department for, and the acceptance of, Regional Designation for the Robbins Island Park Complex through the Greater Minnesota Regional Parks & Trails Commission; including Robbins Island, Flags of Honor, Hedin, Rau, Thompson and Sperry Parks.

Dated this 6<sup>th</sup> day of July, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 8 The Committee discussed painting curb in front of a cluster mailbox near a baseball field on the SE side. It was noted the concern of pedestrians crossing the street by Frieda's Café with the possibility of signage not completely remedying the issue. The intersection of 9<sup>th</sup> Street SW and Becker Ave was also discussed for possible solutions to reduce accidents and speeding. It was noted the Downtown Design Center is in contact with MnDOT for beautification of the area by the Downtown sign. Possible crosswalks were discussed at various locations. The Committee noted the continued discussion of stormwater issues and the process of commercial development over one acre needing a Stormwater Pollution Prevention Plan approved by City staff, as well as the possibility of an incentive based program for developers. This was received for information only by the Council.

The Public Works/Safety Committee Report for June 30, 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.

Council Member Ahmann has been approached by residents in the area of Garfield School for stop signs on Becker Avenue and 9<sup>th</sup> Street SW. This was brought for information and will be put on a Committee agenda.

The Community Development Committee Report for July 2, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff presented a request for an unsafe building declaration for the house at 944 Olaf Avenue Northwest. The property has been in disrepair for some time. Staff has made numerous attempts to work with the property owners to improve conditions on the site and to eliminate the dilapidated structure. Some work has been done, but a lot of work remains. Lupe Flores, the owner of the property, said he bought the property not knowing it was condemned. He stated he has been cleaning out the house and removing debris from the property. He asked for an extension until the end of November 2015, and added that he has family that can help him. The Committee discussed the situation and told Mr. Flores that the end of November was not a suitable deadline.

The Committee was recommending the Council allow the property owner until July 30, 2015 to demonstrate significant progress in removing junk from the property and demolishing the home. If significant progress is not made, it is the intent of the Committee to recommend a declaration of the home as unsafe. Council Member Fagerlie moved to accept the recommendation of the Committee. Council seconded the motion, which carried.

Item No. 3 Staff presented a revised flow chart detailing the review procedures for tax increment financing and tax abatement applications. The flow chart shows each step of the process and indicates whether it is a staff responsibility or a City Council responsibility. Also reviewed was a revised application for tax increment financing and tax abatement. Staff explained that the application would provide sufficient information for the staff and Council to make decisions regarding project eligibility. Should there be a need for additional information; the Council has the authority to request it. At that point, it becomes up to the applicant as to whether or not they wish to provide the information and continue with the process.

It was the recommendation of the Committee that the Development Project Flow Chart and Tax Increment Financing/Tax Abatement Application be approved as presented. Council Member Fagerlie moved to accept the recommendation of the Committee. Council Member Dokken seconded the motion, which carried.

Item No. 4 Staff provided brief updates on construction and development activities in the City. The Committee briefly discussed the timing for the Willmar Wye TIGER Grant application. This was received by the Council for information only.

The Community Development Committee Report for July 2, 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 Christianson, and carried.

Council Member Ahmann made a motion to remove the tabled item of consideration of a Memorandum of Agreement (MOA) with the Department Head, First Line Supervisors and Confidential Employee Group. Council Member Plowman seconded the motion, which carried.

Interim City Administrator Kevin Halliday explained this item was tabled pending review of the MOA by the City's Labor, Frank Madden. Mr. Madden did review the agreement and recommended changes that were made and presented to the Council.

Council Member Christianson made a motion to approve the Memorandum of Agreement with the Department Head, First Line Supervisors and Confidential Employee Group for compensation for Lynden Wittman. Council Member Ahmann seconded the motion, which carried.

Interim City Administrator Kevin Halliday presented for consideration an application from the Willmar Fraternal Order of Eagles to host an outdoor event in their rear parking lot, which will be fenced. This event is a picnic for members, family and guests only and requires a Stated approved 1 Day to 4 Day Temporary On-Sale Liquor License. The event is planned for July 19, 2015. Council Member Fagerlie made a motion to approve the application as presented. Council Member Christianson seconded the motion, which carried on a roll call vote of 7 Ayes, 0 Noes.

Interim City Administrator Kevin Halliday presented for consideration an application for an On-Sale Brewer's Taproom License and Sunday License and Brewer Off-Sale Intoxicating Liquor License from Foxhole Brewhouse Incorporated. The taproom is located at 313 - 4<sup>th</sup> Street SW. The Willmar Police Department and City staff has reviewed the application and find it to meet all the necessary requirements. A motion was made by Council Member Fagerlie to approve the application as presented. The motion was seconded by Council Member Ahmann and passed on a roll call vote of 7 Ayes, 0 Noes.

An application for a City Park Special Event by On-Sale Liquor License Holder was presented for consideration by Interim City Administrator Kevin Halliday. The Willmar Stingers will be holding a "Summertime St. Patty's Night" on July 10 and Jennie-O- Turkey Store Night on July 11 with plans to serve a full array of liquor. A City Park Special Event by On-Sale Liquor Holder permit is required to allow a State Liquor Caterer License holder to distribute alcohol on the City park grounds. The Bakers Creek Eatery, LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as David Baker. Due to the late filing of the application, staff recommended the City Council approve the application contingent upon the approval of the Police Department.

Council Member Fagerlie made a motion to approve the City Park Special Event as presented contingent upon approval of all items by the Willmar Police Department. Council Member Johnson seconded the motion, which carried on a roll call vote of Ayes 7, 0 Noes.

Mayor Calvin read a Proclamation declaring July 15<sup>th</sup> as "Dog Park Day" for the City of Willmar and announced a more formal ceremony is planned and Council Members will be made aware of the place and time.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, July 13; Public Works/Safety, 4:45 p.m. at City Hall, July 14; Labor Relations, 4:45 p.m. at City Hall, July 15, 2015, and no meeting for Community Development is planned.

The invitation for the Council to attend the Family Promise Sleep Out on July 10<sup>th</sup> at First Presbyterian Church at 5:00 p.m. was announced by Council Member Nelsen.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Fagerlie seconding the motion, with carried. The meeting adjourned at 7:55 p.m.

Attest:

\_\_\_\_\_  
MAYOR

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

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**JULY 13, 2015**

The Municipal Utilities Commission met in its regular meeting on Monday, July 13, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent were Commissioners Matt Schrupp and Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and City Councilman Jim Dokken.

Due to the absences of President Schrupp, Vice President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

**RESOLUTION NO. 28**

“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 June 22, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143627 to No. 143752 inclusive in the amount of \$1,038,272.32 with a MISO credit in the amount of \$1,910.92, and a Westmoreland Resources (coal) payment in the amount of \$81,963.15.

Dated this 13<sup>th</sup> day of July, 2015.

\_\_\_\_\_  
Vice President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Gimse reviewed with the Commission the minutes from the June 22<sup>nd</sup> WMU Labor Committee meeting (see attached). The items of discussion included:

1. Union Discussion & Items of Interest:
  - a. Retroactive Pay
  - b. Pay structure considerations along with negotiating options & strategies

2. Organizational Updates:
  - a. Supervisory modifications
  - b. Organizational Chart
3. Personnel/Staffing Updates (since April 2015)

Following discussion, Commissioner Gimse offered a motion to approve the minutes of the June 22<sup>nd</sup> WMU Labor Committee meeting as presented. Commissioner Laumer seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Hompe reviewed with the Commission proposed revisions to the WMU Personnel Policy Manual. (The current manual was last modified in 2013.) Hompe stated that a number of personnel policies had been created and/or revised and had already been approved by the Commission. These approved modifications were among the revisions incorporated into the manual. Hompe requested input on how often the Commission would like to be presented with approved updates to the Personnel Policy Manual. It was the consensus of the Commission to be provided a periodic update annually (every 12 months) of all revisions and modifications to the manual. Following discussion, Commissioner Laumer offered a resolution to approve the proposed revisions to the WMU Personnel Policy Manual as presented. Commissioner Gimse seconded.

#### **RESOLUTION NO. 29**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposed revisions incorporating the approved policies and modifications to the WMU Personnel Policy Manual be approved as presented.”

Dated this 13<sup>th</sup> day of July, 2015.

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Vice President

ATTEST:

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Secretary

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

As stated in the WMU Reliability Standards/Annual Reliability Performance Report, if there is any major service interruption affecting 500 or more customers for one or more hours, a report of the incident will be given to the Municipal Utilities Commission. Director of Operations Harren discussed with the Commission a recent power outage which occurred on June 22<sup>nd</sup> beginning at 5:16 p.m. Feeder #4 reclosed and locked out causing 600 customers to lose power in the northwest portion of Willmar. By 6:00p.m., WMU Line Crews were able to restore the power to normal in the Industrial Park and West Highway 12 areas (Jennie-O Benson Avenue Plant). Further troubleshooting tracked the problem to a broken overhead fuse-holder located at County 5 and 7<sup>th</sup> Avenue NW. Following the repair of the equipment, power was restored at 6:31 p.m. to the remaining 536 customers. A review of the incident including the restoration process was reviewed. The total customer outage time calculation was 716.9 hours.

Power Production Supervisor Folkedahl presented the Commission with the June 2015 Wind Turbine Report along with associated statistics. Included in the Report were analyses of both monthly and annual production figures, annual wind production costs, and various periodic comparisons.

Manager Hompe informed the Commission that the WMU Strategic Planning Session will be held on Wednesday, July 22<sup>nd</sup> beginning at 4:30 p.m. The event will be held at WORKUP Meeting Facilities located at the MinnWest Technology Campus.

General Manager Hompe reminded the Commissioners that 2016 will be WMU's Quasiquicentennial (125<sup>th</sup>) Anniversary. Special anniversary attention will be given to next year's annual Customer Appreciation Open House in recognition of this milestone.

General Manager Hompe informed the Commission of the continued effort to resolve the Memorandum of Understanding (MOU) with Great River Energy (GRE) for the transmission ownership sharing.

General Manager Hompe informed the Commission that Programmer Analyst Charlotte Anderson will be retiring on July 17<sup>th</sup>. Char has been a valuable member of the Customer Service/IT Staff for 38+ years. Char was recognized for his years of service and dedication to the Utilities. Congratulations & best wishes, Char!

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

- WMU Strategic Planning Session – July 22<sup>nd</sup> @ 4:30 p.m. (WORKUP @ MinnWest Technology Campus)
- MMUA Annual Summer Conference (Breezy Point) – August 17<sup>th</sup>-19<sup>th</sup>

There being no further business to come before the Commission, Commissioner Gimse made a motion to adjourn the meeting. Commissioner Nagel seconded the motion, and the meeting was adjourned at 12:30 p.m. by a vote of five ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Carol Laumer, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU LABOR COMMITTEE MEETING MINUTES**  
**JUNE 22, 2015 @ 1:00 P.M.**  
**WMU CONFERENCE ROOM**

Attendees: Commissioners Joe Gimse & Dan Holtz, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, and Labor Attorney Frank Madden. Absent was Commissioner Carol Laumer (Chair).

Commissioner Gimse (Vice Chair) called the WMU Labor Committee meeting to order at 1:01 p.m.

\*\*\*\*\*

**AGENDA ITEMS:**

➤ **Union Discussion & Items of Interest (old business):**

- 1) Retroactive Pay: WMU's past history and current position regarding retroactive pay was discussed. Attorney Madden further presented a brief background expressing the views of WMU. A letter reflecting the intent of WMU has been authored which will be sent to the Business Manager of IBEW Local Union #160. The intent of the correspondence is to begin the negotiating process with completion in a timely manner. The Labor Committee would like to commence negotiations in early August.
- 2) Pay structure adjustment considerations.
- 3) Further negotiating options/strategies were discussed (i.e. insurance, compensation, pay structure, language modifications, etc.)

Action Taken: Attorney Madden will make revisions to the presented correspondence to IBEW reflecting the recommendations of the WMU Labor Committee. (Attorney Madden departed the meeting at 1:45 p.m.)

➤ **Organizational Updates:**

General Manager Hompe presented the Committee with recommended changes to the current Organizational Chart. These modifications would be:

- 1) Director of Administration (previously proposed position) will not be filled at this time.
- 2) Director of Operations will supervise the Facilities & Purchasing Department (3 employees)
- 3) Director of Finance will supervise the IT Department (1 employee)

Action Taken: The WMU Labor Committee instructed General Manager Hompe to revise the Organizational Chart including the recommended changes. The updated Organizational Chart will then be presented to the Labor Committee for approval at their next scheduled meeting.

➤ **Personnel/Staffing Updates:**

General Manager Hompe presented the Labor Committee with a status update of changes related to WMU personnel since April 2015. These changes included:

- 1) New personnel hired:
  - a. Aaron Hauser – Water Works Operator
  - b. Matt Kaderlik – Water Works Operator
  - c. Kevin Marti – Supv. of Facilities & Purchasing

- 2) Retirements:
  - a. Steve Wearda – Purchasing & Stores Supervisor
  - b. Gary Krueger – Lead Meter Reader
  - c. Dave Opsahl – Energy Services Representative
  - d. Char Anderson - Systems Analyst/Customer Service (July 17)
- 3) Resignation:
  - a. Kelly Adolphson – Project Assistant
- 4) New Position for Hire:
  - a. Power Supply Analyst

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Holtz offered a motion to adjourn the meeting at 2:00 p.m. Commissioner Gimse seconded the motion which carried by a vote of two ayes and zero nays.

Citizens Cable Advisory Committee  
Minutes of Meeting  
WRAC-8 Studio  
Willmar, Minnesota

July 8, 2015

The Willmar Citizens Cable Advisory Committee was called to order by Chairman Ron Christianson. Members present were Ron Christianson, Susan Mattson, Jodi Wambeke, and Larry Fujan. Members excused were Denis Anderson and Linda Mathiasen. Others in attendance were Kevin Halliday, City Clerk-Treasurer, Rudy Vigil, Local Access Coordinator, and Ross Smeby, Information Systems Coordinator.

Mr. Smeby informed the Committee that Agenda Item No. 4 Discussing the WRAC Reserve Fund Change has been pulled from the agenda.

Item No. 1 New WRAC Policy

Mr. Smeby noted that Cable Franchise Attorney Brian Grogan had advised the City to update its WRAC policy in preparation for the cable franchise renewal. Mr. Vigil noted some of the changes from the old policy. A motion was made by Mr. Fujan to approve the new policy. Ms. Mattson seconded the motion which carried.

Item No. 2 Building Maintenance Quotes

A discussion to reallocate \$16,000 from the Information Systems Thin Client Capital Improvement Project for building maintenance and projects for the WRAC Studio. The following projects were discussed, moving the Charter Fiber Rack, TV Switcher, studio set sign, roof repair, new bulletin board server and server maintenance. Mr. Smeby and Mr. Vigil explained the various projects to the committee.

Council Member Christianson asked if second quotes had been received for the window treatments and was informed that we had not received a second quote. The recommendation by staff was to approve the \$16,000 for the specified projects and to receive a second window treatment quote. A motion was made by Ms. Wambeke to approve staff's recommendation. Ms. Mattson seconded the motion which carried.

Item No. 3 Other Business

The Committee discussed the engagement agreement between the City and the Law Firm of Moss and Barnett. Mr. Halliday pointed out that Moss and Barnett also represent Windstream. However, the agreement states that the City will allow Moss and Barnett to represent them on matters involving Windstream. The cost of the franchise renewal was discussed and Mr. Smeby stated that after discussions with Moss and Barnett he had budgeted \$12,000 for cable attorney fees for 2016. It was noted that Moss and Barnett had been used for the last franchise renewal. A motion was made by Mr. Fujan to approve the engagement agreement. Ms. Wambeke seconded the motion which carried.

Item No. 4 Other Business

Mr. Smeby noted that a request by Windstream has been made to close their local office. Staff's recommendation was to modify Ordinance 1152 to allow Windstream to close the office. This was based on the low number of customer visits to the office. Windstream will provide an alternative bill drop, access to technical support, and pay the City \$12,000 to close the local office. Mr. Vigil noted that Windstream is no longer providing video services to new customers. A motion was made by Mr. Fujan to accept the Windstream offer and to direct staff to modify Ordinance 1152. Ms. Wambeke seconded the motion which carried.

Item No. 4 Other Business

The Committee would like a review of the franchise fees collected from Windstream and Charter for 2015 to be brought to the next meeting. The Committee will continue to meet on an as need basis.

There being no further business to come before the committee the meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ross Smeby", written in a cursive style.

Ross Smeby  
Information Systems Coordinator

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, JULY 9, 2015**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, July 9, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

**Members Absent:** Margaret Fleck, Scott Thaden, and Randy Czarnetzki.

**Others Present:** Jon Fahning, and Megan DeSchepper-Planner.

2. MINUTES: The minutes of the June 10, 2015 meeting were approved as submitted.
3. THRIFTY WHITE PLAN REVIEW- FILE NO. 15-06: Jon Fahning, of Shingobee Builders, presented plans for a freestanding pharmacy with drive through on property described as Lots 15 and 16, Block 3, Hillside Terrace (2300 1<sup>st</sup> St. S.). Mr. Fahning explained that they plan on removing the existing structure and building a freestanding 3,584 sq. ft. building.

The Commission reviewed and discussed staff comments (see Attachment A).

Staff added that the building setbacks are met, parking requirements are met, however the north parking/drive setback is right up to the property line which is prohibited. Either a reconfiguration of the site or a variance would be needed.

The Commission talked about the façade of the building and that it'd be an improvement to the property.

Mr. Poe made a motion, seconded by Mr. Standfuss, to approve the plan review with the following conditions:

- A. All of the Engineer Department Comments shall be met prior o issuance of a building permit.
- B. The parking/drive setback shall be met on the north property line of 15' or a variance shall be applied for.
- C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried with Mr. Gardner abstaining.

4. MINNWEST TECHNOLOGY CAMPUS MARSHA HUDDY IP ATTORNEY PLAN REVIEW-FILE NO. 15-09: Staff presented plans for an office lease at the MinnWest Technology Campus by

Marsha Huddy and IP Attorney for 206 sq. ft. office on property described as Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. NE).

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

The Commission talked about this being a good fit for the Technology District.

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

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

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried.

5. CITY OF WILLMAR WESTERN INTERCEPTOR SEWER RIGHT-OF-WAY VACATION- FILE NO. 15-02: Staff presented a request for a City initiated vacation of some Willmar Western Interceptor sewer right-of-way with the intention of retaining an easement over the vacated parcels on property legally described as follows: Parcels 9, 10, 11, 12, and 13, City of Willmar Western Interceptor Sewer Right-of-Way Plat No. 1. The City noted an error on a recently recorded plat of the Willmar Industrial Park Fourth Addition, the right-of-way parcels that cover the interceptor sewer line were intended to be protected by easements so they could become part of the new industrial park lots.

Mr. Gardner made a motion, seconded by Mr. Geiger, to approve a resolution starting the vacation process of the parcels with replacement of the same dimensions as easements and forward the matter onto the City Council for action.

The motion carried.

6. There being no further business to come before the Planning Commission, the meeting adjourned at 7:28 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-JULY 8, 2015

**STAFF COMMENTS**

1. MINNWEST TECHNOLOGY CAMPUS MARSHA HUDDY IP ATTORNEY PLAN REVIEW- FILE NO. 15-09:

- The applicant is MinnWest Technology Campus, Willmar, MN.
- They are requesting plan review for an office lease to Marsha Huddy an IP Attorney (Intellectual Property Lawyers and Patent Attorneys) of 206 sq. ft. on property legally described as Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. NE).
- The IP Attorney is a good fit for the campus as they are patent lawyers for high technology that is taking place at the campus.

RECOMMENDATION: Approve the plan review with the following condition:

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

2. THRIFTY WHITE PLAN REVIEW-FILE NO. 15-06:

- The applicant is Shingobee Builders, Inc., Waite Park, MN.
- The applicant is requesting plan review to construct a new retail pharmacy and associated parking on property described as: Lots 15 & 16, Block 3, Hillside Terrace (2300 1<sup>st</sup> St. S).
- The applicant is proposing building a 3,584 sq. ft. building with a drive through window.
- The property is zoned GB General Business.
- The property is accessed via Terrace Dr. SW.
- All building setbacks are met.
- All the parking setbacks are met on the property except for along the north property where the proposed drive lane is up to the property line. The site shall either be reconfigured or a variance will have to applied for (no guarantee it would be granted).
- The exterior façade of the building is architecturally pleasing and will fit in well with other commercial retail structures in the area.
- There are 20 proposed parking spaces which meets the Ordinance requirements.
- The landscape plan is rather limited-- grass and some Black Eyed Susan's.

**ENGINEERING COMMENTS:** Has the MPCA building demolition permit been applied for? The new building label is misspelled throughout the plan. The 24 foot north access road is on the property line without a setback (sheet 3). The existing curb and gutter through the existing driveway is not shown to be removed (sheet 4). The existing 12" RCP storm sewer and apron is not shown to be removed (sheet 4). The proposed curb and gutter elevations indicate the 12 foot west access road and part of the 24 foot north access road are draining to Terrace Dr. which will not be allowed (sheet 5). There is no project contact information, project training/certification or erosion control quantities shown (sheet 8).

RECOMMENDATION: Approve the plan review with the following conditions:

- A. All of the Engineering department comments shall be met prior to the issuance of a building permit.
- B. The parking setback shall be met on the north property line of 15' or a variance shall be applied for.
- C. The use shall meet all applicable local, state, and federal laws and regulations at all times.

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Pennock Lions Club Previous Gambling Permit Number: XB-3624-14-002
Minnesota Tax ID Number, if any: 41-1436178 Federal Employer ID Number (FEIN), if any:
Mailing Address: PO Box 281
City: Pennock State: MN Zip: 56279 County: Kandiyohi
Name of Chief Executive Officer (CEO): Joel Johnson
Daytime Phone: 320-599-4118 Email: drosenbrook@tds.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- [X] Fraternal [ ] Religious [ ] Veterans [ ] Other Nonprofit Organization

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

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

[ ] Current Certificate of Good Standing

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

[ ] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

[X] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

- 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [ ] Yes [X] No

If yes, list the dates when bingo was conducted:

The proposed bingo event will be:

[ ] one of four or fewer bingo events held this year. Dates:

[X] -OR- conducted on up to 12 consecutive days in connection with a:

[X] county fair Dates: August 5, 6, 7 & 8, 2015

[ ] civic celebration Dates:

[ ] Minnesota State Fair Dates:

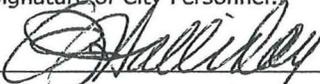
Person in charge of bingo event: Robert Rosenbrook Daytime Phone: 320-894-0538

Name of premises where bingo will be conducted: Kandiyohi County Fairgrounds

Premises street address: 801 7th St NW

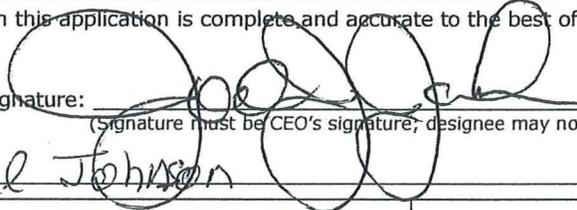
City: Willmar If township, township name: County: Kandiyohi

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

<p style="text-align: center;"><b>CITY APPROVAL</b> for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>City of Willmar</u></p> <p>Signature of City Personnel: </p> <p>Title: <u>City Clerk</u> Date: <u>7-7-2015</u></p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 7/6/15

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

Print Name: Joel Johnson

<p><b>MAIL OR FAX APPLICATION &amp; ATTACHMENTS</b></p> <p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p><b>Questions?</b> Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a> and click on <b>Distributors</b> under the <b>LIST OF LICENSEES</b>, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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
ACCESSORIES 4 TRUCKS UNL 000329	43232	07/16/15	COLLECTION TRUCK-PARTS	17.99		041255		D	N				MTCE. OF EQUIPME	651.48485.0224
ACLS COMPANY/THE 003059	43233	07/16/15	CPR AND AED TRAINING	400.00		1168		D	N				SAFETY PROGRAM	101.42428.0817
ACTION AUTO PARTS INC 000017	43234	07/16/15	#067795-LIGHT	3.31		28634		D	N				MTCE. OF EQUIPME	101.43425.0224
ADVANCE SERVICES .02145	43235	07/16/15	SIGN DEPOSIT REF 2015-9	100.00		2015-09		D	N				DEPOSITS-SIGN PE	101.230001
ALPHA TRAINING & TACTICS 003136	43236	07/16/15	CLOTHING-EXPLORER PRGRM	47.00		2015166		D	N				SUBSISTENCE OF P	101.42411.0227
AMERICAN WELDING & GAS I 000057	43237	07/16/15	FIRE EXTINGUISHER	71.50		03323671		D	N				SMALL TOOLS	101.42411.0221
	43237	07/16/15	FIRE EXTINGUISHER MTCE	26.00		03323671		D	N				MTCE. OF EQUIPME	101.42412.0334
	43237	07/16/15	FIRE EXTINGUISHER INSP.	50.00		03325400		D	N				MTCE. OF EQUIPME	230.43430.0334
	43237	07/16/15	FIRE EXTINGUISHER INSP.	15.00		03338486		D	N				MTCE. OF EQUIPME	101.45437.0334
	43237	07/16/15	REPL. O-RING	2.95		03344205		D	N				MTCE. OF EQUIPME	101.42411.0224
	43237	07/16/15	FIRE EXT. REFILL	18.50		03344205		D	N				MTCE. OF EQUIPME	101.42411.0334
	43237	07/16/15	FIRE EXTINGUISHER INSP.	109.95		03355394		D	N				MTCE. OF EQUIPME	230.43430.0334
				293.90										
			VENDOR TOTAL	293.90										
													*CHECK TOTAL	
AMERIPRIDE LINEN & APPAR 000051	43238	07/16/15	TOWEL SERVICE	25.70		2200654092		D	N				CLEANING AND WAS	101.43425.0338
	43238	07/16/15	TOWEL SERVICE	26.97		2200654094		D	N				CLEANING AND WAS	101.43425.0338
	43238	07/16/15	TOWEL SERVICE	25.70		2200659321		D	N				CLEANING AND WAS	101.43425.0338
	43238	07/16/15	TOWEL SERVICE	29.40		2200659323		D	N				CLEANING AND WAS	101.43425.0338
	43238	07/16/15	TOWEL SERVICE	25.70		2200664506		D	N				CLEANING AND WAS	101.43425.0338
	43238	07/16/15	TOWEL SERVICE	26.97		2200664507		D	N				CLEANING AND WAS	101.43425.0338
				160.44										
			VENDOR TOTAL	160.44										
													*CHECK TOTAL	
ANDERSON LAW OFFICES 002954	43239	07/16/15	LEGAL SERVICES-JUNE	10,003.94		STMT/6-15		D	M	07			PROFESSIONAL SER	101.41406.0446
	43239	07/16/15	NOTICE-NUISANCE ABATEMNT	908.04		063015		D	M	07			PROFESSIONAL SER	101.41406.0446
				10,911.98										
			VENDOR TOTAL	10,911.98										
													*CHECK TOTAL	
ANDERSON/DENIS 001231	43240	07/16/15	LMC CONFERENCE-DULUTH	684.41		062615		D	N				TRAVEL-CONF.-SCH	101.41401.0333
APPERT'S FOOD SERVICE 002526	43241	07/16/15	CONCESSION SUPPLIES	790.97		506240223		D	N				GENERAL SUPPLIES	101.45437.0229
	43241	07/16/15	CONCESSION SUPPLIES	637.49		507010123		D	N				GENERAL SUPPLIES	101.45437.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
APPERT'S FOOD SERVICE			002526											
	43241	07/16/15	CONCESSION SUPPLIES	739.80		507030451		D	N				GENERAL SUPPLIES	101.45437.0229
	43241	07/16/15	CONCESSION SUPPLIES	748.97		507130385		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	2,917.23										
				2,917.23										
ARNDT/AMBER			.02263											
	43219	07/09/15	REFUND SHELTER DEPOSIT	50.00		062315		D	N				DEPOSITS	101.230000
ARNOLD'S OF WILLMAR INC			000068											
	43242	07/16/15	#62312J-PLUGS/CONDENSOR	66.25		WC61184		D	N				MTCE. OF EQUIPME	101.43425.0224
ASPEN MILLS			003008											
	43243	07/16/15	FIREFIGHTER UNIFORMS	61.77		167233		D	N				SUBSISTENCE OF P	101.42412.0227
BARNUM GATE SERVICES INC			003188											
	43244	07/16/15	ELECTRIC GATE DRIVE	164.33		16575		D	N				MTCE. OF OTHER I	651.48484.0226
BATTERY WHOLESALE INC			002860											
	43245	07/16/15	BATTERIES	240.64		12600WIL		D	N				MTCE. OF EQUIPME	651.48484.0224
BEHAVIORAL FORENSIC SERV			002819											
	43246	07/16/15	EMPLOYEE EVALUATION	350.00		071315		D	N				PROFESSIONAL SER	101.42412.0446
BEHRENBRINKER/STEPHEN C			003160											
	43247	07/16/15	ASSESSING SERVICES	2,800.00		070115		D	M	07			PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO			000103											
	43248	07/16/15	CONCESSION SUPPLIES	562.40		110435		D	N				GENERAL SUPPLIES	101.45437.0229
	43248	07/16/15	CONCESSION SUPPLIES	177.60		112438		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	740.00										
				740.00										
BREMER BANK			000263											
	43249	07/16/15	2014 GO IMP BOND-I	2,170.00		070115		D	N				INTEREST	314.47100.0444
BSE			001980											
	43250	07/16/15	ELEC PARTS FOR BLDG	4.60		909533473		D	N				MTCE. OF STRUCTU	101.45433.0225
	43250	07/16/15	WLCM TO WLMR SIGN-PARTS	250.44		909548957		D	N				MTCE. OF OTHER I	101.43425.0226
	43250	07/16/15	ELEC PARTS FOR BLDG	66.00		909565517		D	N				MTCE. OF STRUCTU	101.43425.0225
	43250	07/16/15	LIGHT BULBS	62.20		909624707		D	N				MTCE. OF STRUCTU	101.45427.0225
			VENDOR TOTAL	383.24										
				383.24										
BUSINESS IMPACT GROUP			003073											
	43251	07/16/15	DEPT T-SHIRTS/SWEATSHR	1,360.58		1236991		D	N				SUBSISTENCE OF P	101.42412.0227
C D & T INC AUTO PARTS			000145											
	43252	07/16/15	SPARK PLUG	2.31		932514		D	N				MTCE. OF EQUIPME	101.43425.0224



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CODE 4 SERVICES LLC			002984											
	43260	07/16/15	SQUAD CAR TRANSF. EQUI	9,410.79		2005		D	N				MACHINERY AND AU	450.42411.0553
	43260	07/16/15	SQUAD NON-TRANSF. EQUI	2,936.13		2005		D	N				MACHINERY AND AU	450.42411.0553
				12,346.92										
			VENDOR TOTAL	12,346.92										
COLEPAPERS INC			000170											
	43261	07/16/15	CLEANING SUPPLIES	119.58		9108506		D	N				CLEANING AND WAS	101.45435.0228
	43261	07/16/15	HAND TOWELS	96.49		9108506		D	N				GENERAL SUPPLIES	101.45435.0229
			VENDOR TOTAL	216.07										
COMPUTER PROF. UNLIMITED			000065											
	43262	07/16/15	CAMA MEETING	46.00		STMT/7-15		D	N				TRAVEL-CONF.-SCH	101.41404.0333
	43262	07/16/15	CAMA MONTHLY SUPPORT-JUL	156.00		STMT/7-15		D	N				MTCE. OF EQUIPME	101.41404.0334
	43262	07/16/15	TAX WEB APPRAISAL SUMMRY	100.00		STMT/7-15		D	N				MTCE. OF EQUIPME	101.41404.0334
			VENDOR TOTAL	302.00										
CONNEY SAFETY PRODUCTS			000176											
	43263	07/16/15	FIRST AID SUPPLIES	89.02		04962659		D	N				SUBSISTENCE OF P	101.45437.0227
CORNERSTONE OF WILLMAR I			002164											
	43264	07/16/15	AUDITORIUM RENOVATION	15,840.00		EST. 7		D	N				MTCE. OF OTHER I	450.45427.0336
CROW CHEMICAL & LIGHTING			000186											
	43265	07/16/15	GARBAGE BAGS	154.40		5556		D	N				GENERAL SUPPLIES	101.43425.0229
	43265	07/16/15	CLEANING SUPPLIES	309.87		5567		D	N				CLEANING AND WAS	101.43425.0228
	43265	07/16/15	GERMICIDAL SPRAY	24.00		5582		D	N				GENERAL SUPPLIES	651.48484.0229
	43265	07/16/15	CLEANING SUPPLIES	84.90		5618		D	N				CLEANING AND WAS	101.43425.0228
			VENDOR TOTAL	573.17										
DAN'S SHOP INC			002212											
	43266	07/16/15	FILTERS	212.44		68155		D	N				INVENTORIES-MDSE	101.125000
DEPT OF HUMAN SERVICES			002914											
	43267	07/16/15	#22 RICE CARE CENTER-	25,164.49		00000282071		D	N				OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT			000205											
	43268	07/16/15	SPRAYER PARTS	28.25		821058275		D	N				MTCE. OF EQUIPME	101.43425.0224
	43268	07/16/15	FIELD MARKING PAINT	67.50		821058275		D	N				GENERAL SUPPLIES	101.43425.0229
	43268	07/16/15	TRAFFIC PAINT	59.00		821058323		D	N				GENERAL SUPPLIES	101.43425.0229
	43268	07/16/15	PAINT FOR EQUIPMENT	143.46		821058325		D	N				MTCE. OF EQUIPME	101.45433.0224
	43268	07/16/15	TRAFFIC PAINT	215.60		821058326		D	N				GENERAL SUPPLIES	101.43425.0229
	43268	07/16/15	PAINTING SUPPLIES	6.16		821058379		D	N				GENERAL SUPPLIES	101.43425.0229
	43268	07/16/15	EXTENSION FOR PAINTING	41.70		821058399		D	N				SMALL TOOLS	101.43425.0221
	43268	07/16/15	PAINTING SUPPLIES	20.17		821058424		D	N				GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DIAMOND VOGEL PAINT CENT 000205	43268	07/16/15	PAIN FOR BLDG	65.98		821058429		D	N				MTCE. OF STRUCTU	101.45433.0225
	43268	07/16/15	FIELD MARKING PAINT	310.20		821058508		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	958.02		*CHECK TOTAL								
DOOLEY'S PETROLEUM INC 000212	43269	07/16/15	DIESEL-574.4 GALLONS	1,414.16		268249		D	N				MOTOR FUELS AND	651.48486.0222
	43269	07/16/15	UNLEADED-143.3 GALLONS	364.70		268250		D	N				MOTOR FUELS AND	651.48484.0222
			VENDOR TOTAL	1,778.86		*CHECK TOTAL								
DUININCK INC 000222	43270	07/16/15	BITUMINOUS MIX	2,452.65		518856		D	N				MTCE. OF OTHER I	101.43425.0226
	43270	07/16/15	ARCHERY RANGE PROJECT	184.41		518934		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	2,637.06		*CHECK TOTAL								
ELECTRIC MOTOR CENTER .02276	43271	07/16/15	REBUILT ELECTRIC MOTOR	125.08		65352		D	N				MTCE. OF EQUIPME	651.48486.0224
	43271	07/16/15	REBUILT ELECTRIC MOTOR	387.50		65352		D	N				MTCE. OF EQUIPME	651.48486.0334
			VENDOR TOTAL	512.58		*CHECK TOTAL								
EMBROIDORI .02267	43226	07/09/15	LOGO-MSAE EXPO SHIRTS	17.00		3240		D	N				OTHER CHARGES	208.45008.0449
	43226	07/09/15	LOGO-MSAE EXPO SHIRTS	17.00CR		3240		M	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	0.00		*CHECK TOTAL								
	43272	07/16/15	LOGO-MSAE EXPO SHIRTS	17.00		3240		D	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	17.00										
EMERGENCY RESPONSE SOLUT 003048	43273	07/16/15	FIRE HELMET	243.61		4447		D	N				SUBSISTENCE OF P	101.42412.0227
ERIC'S AVIATION SERVICES 002998	43274	07/16/15	ON SITE MGMT SERV-AUG	6,428.00		STMT/8-15		D	N				PROFESSIONAL SER	230.43430.0446
FANCY COATS 002172	43275	07/16/15	K-9 BOARDING FEE	98.33		14296		D	N				PROFESSIONAL SER	101.42411.0446
FARNAM'S GENUINE PARTS 000249	43276	07/16/15	BRAKE PARTS	292.70		728959		D	N				INVENTORIES-MDSE	101.125000
	43276	07/16/15	BRAKE PARTS	79.86		729515		D	N				INVENTORIES-MDSE	101.125000
	43276	07/16/15	BRAKE PARTS	194.08		729538		D	N				INVENTORIES-MDSE	101.125000
	43276	07/16/15	BRAKE PARTS	463.47		730113		D	N				INVENTORIES-MDSE	101.125000
	43276	07/16/15	#151914-HOSE CLAMP	8.07		730153		D	N				MTCE. OF EQUIPME	101.43425.0224
	43276	07/16/15	#151914-HOSE CLAMP	4.00CR		730281		D	N				MTCE. OF EQUIPME	101.43425.0224



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GARCIA/MARY ANN			.02265 VENDOR TOTAL	150.00										
GENERAL MAILING SERVICES			000293											
43287	07/16/15	POSTAGE	06/22 - 06/26/15	1.72		15686		D	N				POSTAGE	101.41401.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	21.83		15686		D	N				POSTAGE	101.41402.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	4.89		15686		D	N				POSTAGE	101.41403.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	20.56		15686		D	N				POSTAGE	101.41404.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	2.36		15686		D	N				POSTAGE	101.41405.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	15.00		15686		D	N				POSTAGE	101.41408.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	1.18		15686		D	N				POSTAGE	101.41409.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	1.18		15686		D	N				POSTAGE	101.42411.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	1.77		15686		D	N				POSTAGE	101.42412.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	4.13		15686		D	N				POSTAGE	101.43417.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	16.93		15686		D	N				POSTAGE	101.43425.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	2.23		15686		D	N				POSTAGE	101.45432.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	0.59		15686		D	N				POSTAGE	230.43430.0223
43287	07/16/15	POSTAGE	06/22 - 06/26/15	1.18		15686		D	N				POSTAGE	651.48484.0223
43287	07/16/15	POSTAGE		67.58		15775		D	N				POSTAGE	208.45006.0223
43287	07/16/15	POSTAGE/FED EX CHARGES		89.74		15777		D	N				POSTAGE	101.42411.0223
43287	07/16/15	POSTAGE		1.18		15804		D	N				POSTAGE	208.45005.0223
43287	07/16/15	POSTAGE	1,929.64			15805		D	N				POSTAGE	208.45006.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	1.80		15836		D	N				POSTAGE	101.41401.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	82.65		15836		D	N				POSTAGE	101.41402.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	16.81		15836		D	N				POSTAGE	101.41403.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	0.59		15836		D	N				POSTAGE	101.41404.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	15.00		15836		D	N				POSTAGE	101.41408.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	1.77		15836		D	N				POSTAGE	101.42411.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	1.77		15836		D	N				POSTAGE	101.42412.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	2.04		15836		D	N				POSTAGE	101.43417.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	63.00		15836		D	N				POSTAGE	101.43425.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	1.18		15836		D	N				POSTAGE	101.45432.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	4.72		15836		D	N				POSTAGE	208.45005.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	12.98		15836		D	N				POSTAGE	230.43430.0223
43287	07/16/15	POSTAGE	06/29 - 07/03/15	4.99		15836		D	N				POSTAGE	651.48484.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	2.67		15863		D	N				POSTAGE	101.41400.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	2.97		15863		D	N				POSTAGE	101.41401.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	24.19		15863		D	N				POSTAGE	101.41402.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	90.76		15863		D	N				POSTAGE	101.41403.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	4.03		15863		D	N				POSTAGE	101.41404.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	4.13		15863		D	N				POSTAGE	101.41405.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	15.00		15863		D	N				POSTAGE	101.41408.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	3.98		15863		D	N				POSTAGE	101.41409.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	0.59		15863		D	N				POSTAGE	101.42411.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	0.59		15863		D	N				POSTAGE	101.42412.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	2.67		15863		D	N				POSTAGE	101.43417.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	17.98		15863		D	N				POSTAGE	101.43425.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	1.79		15863		D	N				POSTAGE	101.45432.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	4.14		15863		D	N				POSTAGE	101.45433.0223
43287	07/16/15	POSTAGE	07/06 - 07/10/15	2.85		15863		D	N				POSTAGE	230.43430.0223

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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											
	43287	07/16/15	POSTAGE 07/06 - 07/10/15	0.59		15863		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	2,571.92		*CHECK TOTAL								
				2,571.92										
GRAND RENTAL STATION			001887											
	43288	07/16/15	VIBRATOR FOR CONCRETE	41.20		535473		D	N				RENTS	101.43425.0440
HACH COMPANY			000316											
	43289	07/16/15	LAB SUPPLIES	71.06		9453342		D	N				GENERAL SUPPLIES	651.48484.0229
HALLIDAY			*PETTY CASH/KE											
			000318											
	43290	07/16/15	TO REIMBURSE PETTY CASH	8.00		071515		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43290	07/16/15	TO REIMBURSE PETTY CASH	20.00		071515		D	N				TRAVEL-CONF.-SCH	101.41403.0333
	43290	07/16/15	TO REIMBURSE PETTY CASH	18.25		071515		D	N				LICENSES AND TAX	101.41403.0445
			VENDOR TOTAL	46.25		*CHECK TOTAL								
				46.25										
HARDWARE HANK EXPRESS			000452											
	43291	07/16/15	SPACE HEATER	28.99		060115		D	N				SMALL TOOLS	101.41408.0221
	43291	07/16/15	BATTERIES	14.99		060115		D	N				GENERAL SUPPLIES	101.41409.0229
	43291	07/16/15	SMALL TOOLS	18.38		060115		D	N				SMALL TOOLS	101.45427.0221
	43291	07/16/15	GENERAL SUPPLIES	32.99		060115		D	N				GENERAL SUPPLIES	101.45427.0229
	43291	07/16/15	BLDG MTCE-PARTS	12.47		060215		D	N				MTCE. OF STRUCTU	101.43425.0225
	43291	07/16/15	TIN SNIPS	9.99		060215		D	N				SMALL TOOLS	101.45427.0221
	43291	07/16/15	CLEANING SUPPLIES	8.69		060215		D	N				CLEANING AND WAS	101.45427.0228
	43291	07/16/15	BLDG MTCE-PARTS	2.99		060315		D	N				MTCE. OF STRUCTU	101.41409.0225
	43291	07/16/15	PAINTING SUPPLIES	7.58		060315		D	N				GENERAL SUPPLIES	101.43425.0229
	43291	07/16/15	BLDG MTCE-PARTS	6.89		060315		D	N				MTCE. OF STRUCTU	101.45427.0225
	43291	07/16/15	GARDEN HOSE NOZZLES	17.68		060415		D	N				GENERAL SUPPLIES	101.42412.0229
	43291	07/16/15	NO SPILL GAS CAN	23.87		060415		D	N				SMALL TOOLS	101.45432.0221
	43291	07/16/15	PLUMBING PARTS	4.59		060515		D	N				MTCE. OF STRUCTU	101.41409.0225
	43291	07/16/15	SUMP PUMP REPAIR	157.06		060515		D	N				MTCE. OF STRUCTU	101.41409.0225
	43291	07/16/15	FERTILIZER	10.98		060515		D	N				GENERAL SUPPLIES	101.43425.0229
	43291	07/16/15	GENERAL SUPPLIES	18.18		060515		D	N				GENERAL SUPPLIES	101.45427.0229
	43291	07/16/15	SOFTENER SALT	21.45		060815		D	N				GENERAL SUPPLIES	101.42412.0229
	43291	07/16/15	TRASH CANS	59.98		060815		D	N				GENERAL SUPPLIES	101.45427.0229
	43291	07/16/15	AIR FRESHENER	16.38		060915		D	N				GENERAL SUPPLIES	101.45427.0229
	43291	07/16/15	FIELD MARKING PAINT	8.80		060915		D	N				GENERAL SUPPLIES	101.45432.0229
	43291	07/16/15	NUTS/BOLTS/FASTENERS	2.65		061015		D	N				MTCE. OF EQUIPME	101.45427.0224
	43291	07/16/15	MAINTENANCE SUPPLIES	48.76		061115		D	N				MTCE. OF EQUIPME	101.45432.0224
	43291	07/16/15	MASKING TAPE/SPRAY PAINT	31.96		061115		D	N				GENERAL SUPPLIES	101.45432.0229
	43291	07/16/15	HOSE COUPLING/HOSE END	1.50		061115		D	N				MTCE. OF EQUIPME	101.45437.0224
	43291	07/16/15	FERTILIZER	41.44		061115		D	N				GENERAL SUPPLIES	101.45437.0229
	43291	07/16/15	MOUNTING TAPE	7.98		061215		D	N				GENERAL SUPPLIES	101.43425.0229
	43291	07/16/15	HANDRAIL BRACKET SCREWS	2.58		061715		D	N				MTCE. OF STRUCTU	101.45427.0225
	43291	07/16/15	HAND SANITIZER	8.49		061915		D	N				GENERAL SUPPLIES	101.41408.0229
	43291	07/16/15	SMALL TOOLS	6.49		061915		D	N				SMALL TOOLS	101.45433.0221

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS 000452														
	43291	07/16/15	PAINTING SUPPLIES	10.28		062315		D	N				GENERAL SUPPLIES	101.43425.0229
	43291	07/16/15	PLASTIC LAMP HOLDER	1.69		062515		D	N				GENERAL SUPPLIES	101.41408.0229
	43291	07/16/15	CABLE TIES	5.99		062515		D	N				GENERAL SUPPLIES	101.41409.0229
	43291	07/16/15	TOILET TISSUE/HAND TWLS	52.43		062515		D	N				GENERAL SUPPLIES	101.41409.0229
	43291	07/16/15	TRASH BAGS	23.98		062615		D	N				GENERAL SUPPLIES	101.43425.0229
	43291	07/16/15	PADLOCKS	85.94		062615		D	N				GENERAL SUPPLIES	101.43425.0229
	43291	07/16/15	SUMP PUMP PIPE REPAIR	18.37		062615		D	N				MTCE. OF STRUCTU	101.45427.0225
	43291	07/16/15	PIPE FOR SIGNS	21.96		063015		D	N				MTCE. OF OTHER I	101.43425.0226
				855.42										
			VENDOR TOTAL	855.42		*CHECK TOTAL								
HARMON AUTOGLASS 000323														
	43292	07/16/15	WINDSHIELD REPAIR-PARTS	115.00		202-121960		D	N				MTCE. OF EQUIPME	101.42411.0224
	43292	07/16/15	WINDSHIELD REPAIR-LABOR	100.00		202-121960		D	N				MTCE. OF EQUIPME	101.42411.0334
				215.00										
			VENDOR TOTAL	215.00		*CHECK TOTAL								
HAUG-KUBOTA LLC 002609														
	43293	07/16/15	KUBOTA MOTOR OIL	11.44		6153		D	N				MOTOR FUELS AND	101.45433.0222
HAWKINS INC 000325														
	43294	07/16/15	FERRIC CHLORIDE	4,440.21		3746826 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HD SUPPLY WATERWORKS LTD 002130														
	43295	07/16/15	HYDRANT PARTS	1,048.46		E089563		D	N				MTCE. OF OTHER I	101.43425.0226
HERITAGE BANK 000001														
	43218	07/02/15	#149 GO IMP BOND-I	6,205.00		06152015		D	N				INTEREST	305.47100.0444
	43218	07/02/15	#151 GO IMP BOND-I	7,555.00		06152015		D	N				INTEREST	306.47100.0444
	43218	07/02/15	#148 GO IMP BOND-I	16,150.00		06152015		D	N				INTEREST	330.43430.0444
				29,910.00										
						*CHECK TOTAL								
	43296	07/16/15	2014 GO IMP BOND-I	2,170.00		070115		D	N				INTEREST	314.47100.0444
			VENDOR TOTAL	32,080.00										
HILLYARD FLOOR CARE SUPP 000333														
	43297	07/16/15	CLEANING MACHINE-PARTS	22.41		601665863		D	N				MTCE. OF EQUIPME	101.45433.0224
	43297	07/16/15	CASTERS FOR TILT TRUCK	54.92		601665864		D	N				GENERAL SUPPLIES	101.45433.0229
	43297	07/16/15	CLEANING SUPPLIES	49.90		601667839		D	N				CLEANING AND WAS	101.45437.0228
	43297	07/16/15	TOILET TISSUE	80.17		601667839		D	N				GENERAL SUPPLIES	101.45437.0229
	43297	07/16/15	VACUUM PARTS	23.79		601671321		D	N				MTCE. OF EQUIPME	101.43425.0224
	43297	07/16/15	CLEANING SUPPLIES	189.00		601677654		D	N				CLEANING AND WAS	101.45433.0228
	43297	07/16/15	DISPOSABLE GLOVES	74.90		601677654		D	N				GENERAL SUPPLIES	101.45433.0229
				495.09										
			VENDOR TOTAL	495.09		*CHECK TOTAL								
HOME DEPOT CREDIT SERVIC 000058														
	43298	07/16/15	RAT POISON	42.17		3573473		D	N				GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HOME DEPOT CREDIT SERVIC			000058											
	43298	07/16/15	MEASURING TAPE	25.15		9574098		D	N				SMALL TOOLS	101.45433.0221
				67.32										
			VENDOR TOTAL	67.32		*CHECK TOTAL								
HOME STATE BANK			003067											
	43299	07/16/15	2014 GO IMP BOND-I	2,170.00		070115		D	N				INTEREST	314.47100.0444
HOOR MEDIA			002697											
	43300	07/16/15	AAA LIVING AD JUL/AUG	844.00		7-15-AAA1027		D	N				ADVERTISING	208.45006.0447
HYDRO KLEAN			.02268											
	43221	07/09/15	PORTABLE GAS MONITOR	689.10		52038		D	N				SMALL TOOLS	651.48484.0221
INTERSTATE POWER SYSTEMS			001699											
	43301	07/16/15	#101303-BELTS	72.21		1634601 RI		D	N				MTCE. OF EQUIPME	101.43425.0224
J & J DUST CONTROL			003025											
	43302	07/16/15	DUST CNTL APPLICATION	2,049.00		371		D	M	07			MTCE. OF OTHER I	101.43425.0336
K M FIRE PUMP SPECIALIST			000371											
	43303	07/16/15	REPL INTAKE RELIEF VALVE	415.36		6463		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	43303	07/16/15	REPL INTAKE RELIEF VALVE	280.00		6463		D	M	07			MTCE. OF EQUIPME	101.42412.0334
				695.36		*CHECK TOTAL								
			VENDOR TOTAL	695.36										
KANDIYOHI CO AUDITOR			000376											
	43304	07/16/15	LEC ANNUAL PAYMENT	175,000.00		070115		D	N				BONDS	101.42411.0660
KANDIYOHI CO FIRE CHIEFS			000380											
	43305	07/16/15	ASSOCIATION DUES	55.00		041215		D	N				SUBSCRIPTIONS AN	101.42412.0443
KANDIYOHI CO PUBLIC HEAL			000378											
	43306	07/16/15	EMT VACCINATIONS	75.00		1069		D	N				SUBSISTENCE OF P	101.42412.0337
KANDIYOHI CO SHERIFF'S D			001507											
	43307	07/16/15	RADIO BATTERIES	120.00		15-0622-1		D	N				MTCE. OF EQUIPME	101.42411.0224
KANDIYOHI CO-OP ELECTRIC			000375											
	43308	07/16/15	WELCOME TO WILLMAR SIGN	61.82		STMT/7-15		D	N				UTILITIES	101.43425.0332
	43308	07/16/15	CO RD 23/HWY 71 BYPASS	127.00		STMT/7-15		D	N				UTILITIES	101.43425.0332
	43308	07/16/15	ELEC SERV-LIFT STATIONS	993.00		STMT/7-15		D	N				UTILITIES	651.48485.0332
	43308	07/16/15	ELEC SERV-SECURITY LIGHT	36.00		STMT/7-15		D	N				UTILITIES	651.48486.0332
				1,217.82		*CHECK TOTAL								
			VENDOR TOTAL	1,217.82										
LAKE REGION BANK			002886											
	43309	07/16/15	2014 GO IMP BOND-I	2,170.00		070115		D	N				INTEREST	314.47100.0444

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LAKESIDE PRESS			001646											
	43310	07/16/15	LETTERHEAD	245.00		5823		D	N				PRINTING AND PUB	208.45005.0331
	43310	07/16/15	BUSINESS CARDS	86.42		5823		D	N				PRINTING AND PUB	208.45005.0331
			VENDOR TOTAL	331.42		*CHECK TOTAL								
LAND PRIDE CONSTRUCTION			003149											
	43311	07/16/15	SWR/WATER MAIN IMPROV	59,810.55		1502/EST. 1		D	N				MTCE. OF OTHER I	415.48451.0336
LAW ENFORCEMENT TECHNOLO			002844											
	43312	07/16/15	36 ROLLS THERMAL PAPER	262.53		15017		D	N				OFFICE SUPPLIES	101.42411.0220
LEAGUE OF MN CITIES INS			001189											
	43313	07/16/15	WORKER'S COMP PREMIUM	335.52		30100		D	N				EMPLOYER INSUR.	101.41400.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	69.67		30100		D	N				EMPLOYER INSUR.	101.41401.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	691.69		30100		D	N				EMPLOYER INSUR.	101.41402.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	258.35		30100		D	N				EMPLOYER INSUR.	101.41403.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	409.44		30100		D	N				EMPLOYER INSUR.	101.41404.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	449.50		30100		D	N				EMPLOYER INSUR.	101.41405.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	405.32		30100		D	N				EMPLOYER INSUR.	101.41408.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	182.45		30100		D	N				EMPLOYER INSUR.	101.41409.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	94.86		30100		D	N				EMPLOYER INSUR.	101.41409.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	13.15		30100		D	N				EMPLOYER INSUR.	101.41424.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	20,192.06		30100		D	N				EMPLOYER INSUR.	101.42411.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	10,501.83		30100		D	N				EMPLOYER INSUR.	101.42412.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	553.18		30100		D	N				EMPLOYER INSUR.	101.43417.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	17,269.87		30100		D	N				EMPLOYER INSUR.	101.43425.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	538.27		30100		D	N				EMPLOYER INSUR.	101.45427.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	1,184.13		30100		D	N				EMPLOYER INSUR.	101.45432.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	967.35		30100		D	N				EMPLOYER INSUR.	101.45433.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	507.03		30100		D	N				EMPLOYER INSUR.	230.43430.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	6,956.11		30100		D	N				EMPLOYER INSUR.	651.48484.0114
	43313	07/16/15	WORKER'S COMP PREMIUM	1,226.47		30100		D	N				EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	62,806.25		*CHECK TOTAL								
				62,806.25										
LEGEND DATA SYSTEMS INC			.02275											
	43314	07/16/15	ACCOUNTABILITY BOARD	290.80		106558		D	N				SMALL TOOLS	101.42412.0221
M-R SIGN CO INC			000424											
	43315	07/16/15	STREET SIGNS	267.61		186726		D	N				MTCE. OF OTHER I	101.43425.0226
MADDEN, GALANTER, HANSEN			000429											
	43316	07/16/15	LABOR RELATIONS SERVIC	3,255.13		050115		D	N				PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			002249											
	43317	07/16/15	LTD PREMIUM-JUNE	45.44		227		D	N				EMPLOYER INSUR.	101.41400.0114
	43317	07/16/15	LTD PREMIUM-JUNE	90.37		227		D	N				EMPLOYER INSUR.	101.41402.0114
	43317	07/16/15	LTD PREMIUM-JUNE	33.80		227		D	N				EMPLOYER INSUR.	101.41403.0114
	43317	07/16/15	LTD PREMIUM-JUNE	35.85		227		D	N				EMPLOYER INSUR.	101.41404.0114





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MUNICIPAL CODE CORPORATI			000540											
	43331	07/16/15	ONLINE CODE HOSTING	550.00		00256690		D	N				PROFESSIONAL SER	101.41403.0446
MUNICIPAL UTILITIES			000541											
	43332	07/16/15	UTILITIES FOR JUNE	2,373.47		6/15		D	N				UTILITIES	101.41408.0332
	43332	07/16/15	UTILITIES FOR JUNE	493.13		6/15		D	N				UTILITIES	101.41409.0332
	43332	07/16/15	UTILITIES FOR JUNE	4,350.92		6/15		D	N				UTILITIES	101.43425.0332
	43332	07/16/15	UTILITIES FOR JUNE	1,935.64		6/15		D	N				UTILITIES	101.45427.0332
	43332	07/16/15	UTILITIES FOR JUNE	2,949.28		6/15		D	N				UTILITIES	101.45433.0332
	43332	07/16/15	UTILITIES FOR JUNE	1,138.81		6/15		D	N				UTILITIES	101.45435.0332
	43332	07/16/15	UTILITIES FOR JUNE	2,362.61		6/15		D	N				UTILITIES	101.45437.0332
	43332	07/16/15	UTILITIES FOR JUNE	87.59		6/15		D	N				UTILITIES	230.43430.0332
	43332	07/16/15	UTILITIES FOR JUNE	714.28		6/15		D	N				UTILITIES	651.48484.0332
	43332	07/16/15	ADMIN FEE-MAY	1,500.00		6/15		D	N				PROFESSIONAL SER	651.48484.0446
	43332	07/16/15	ADMIN FEE-JUNE	1,500.00		6/15		D	N				PROFESSIONAL SER	651.48484.0446
	43332	07/16/15	UTILITIES FOR JUNE	1,710.59		6/15		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	21,116.32		*CHECK TOTAL								
MVTL LABORATORIES INC			000544											
	43333	07/16/15	WASTEWATER TESTING	35.00		763283		D	N				PROFESSIONAL SER	651.48484.0446
	43333	07/16/15	WASTEWATER TESTING	189.00		763567		D	N				PROFESSIONAL SER	651.48484.0446
	43333	07/16/15	WASTEWATER TESTING	45.00		764280		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	269.00		*CHECK TOTAL								
NCL OF WISCONSIN INC			001627											
	43334	07/16/15	LAB SUPPLIES	1,245.92		357826		D	N				GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL			000568											
	43335	07/16/15	OIL PRESSURE SENSOR	1.65	CR	CM635719		D	N				MTCE. OF EQUIPME	101.43425.0224
	43335	07/16/15	#088960 REPAIR-PARTS	313.43		319626		D	N				MTCE. OF EQUIPME	101.43425.0224
	43335	07/16/15	#088960 REPAIR-LABOR	287.04		319626		D	N				MTCE. OF EQUIPME	101.43425.0334
	43335	07/16/15	#118382 REPAIR-PARTS	551.60		319868		D	N				MTCE. OF EQUIPME	101.43425.0224
	43335	07/16/15	#118382 REPAIR-LABOR	763.20		319868		D	N				MTCE. OF EQUIPME	101.43425.0334
	43335	07/16/15	#052443-TANK STRAPS	97.30		634788		D	N				MTCE. OF EQUIPME	101.43425.0224
	43335	07/16/15	#101303-TEMP SENSOR	10.88		635714		D	N				MTCE. OF EQUIPME	101.43425.0224
	43335	07/16/15	OIL PRESSURE SENSOR	25.87		635719		D	N				MTCE. OF EQUIPME	101.43425.0224
	43335	07/16/15	OIL PRESSURE SENSOR	13.76		635949		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	2,061.43		*CHECK TOTAL								
NELSON/BROOK			.02269											
	43222	07/09/15	REFUND SHELTER DEPOSIT	50.00		061215		D	N				DEPOSITS	101.230000
NEXTEL COMMUNICATION			000578											
	43336	07/16/15	CELLULAR PHONE USAGE	1,853.63		317498885-085		D	N				COMMUNICATIONS	101.41409.0330
	43336	07/16/15	CELL PHONE	39.98		317498885-085		D	N				SMALL TOOLS	101.42411.0221
	43336	07/16/15	CELL PHONE	199.99		317498885-085		D	N				SMALL TOOLS	101.42412.0221
	43336	07/16/15	CELL PHONE	63.98		317498885-085		D	N				SMALL TOOLS	101.43425.0221



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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														
	43340	07/16/15	PHOTO COPIES-JULY	32.25		STMT/7-15		D	N				OFFICE SUPPLIES	101.41401.0220
	43340	07/16/15	PHOTO COPIES-JULY	23.46		STMT/7-15		D	N				OFFICE SUPPLIES	101.41401.0220
	43340	07/16/15	PHOTO COPIES-JULY	130.50		STMT/7-15		D	N				OFFICE SUPPLIES	101.41402.0220
	43340	07/16/15	PHOTO COPIES-JULY	46.80		STMT/7-15		D	N				OFFICE SUPPLIES	101.41402.0220
	43340	07/16/15	PHOTO COPIES-JULY	29.40		STMT/7-15		D	N				OFFICE SUPPLIES	101.41403.0220
	43340	07/16/15	PHOTO COPIES-JULY	22.13		STMT/7-15		D	N				OFFICE SUPPLIES	101.41403.0220
	43340	07/16/15	PHOTO COPIES-JULY	19.65		STMT/7-15		D	N				OFFICE SUPPLIES	101.41404.0220
	43340	07/16/15	PHOTO COPIES-JULY	66.45		STMT/7-15		D	N				OFFICE SUPPLIES	101.41404.0220
	43340	07/16/15	PHOTO COPIES-JULY	0.30		STMT/7-15		D	N				OFFICE SUPPLIES	101.41405.0220
	43340	07/16/15	PHOTO COPIES-JULY	74.91		STMT/7-15		D	N				OFFICE SUPPLIES	101.41405.0220
	43340	07/16/15	PHOTO COPIES-JULY	30.83		STMT/7-15		D	N				OFFICE SUPPLIES	101.41409.0220
	43340	07/16/15	PHOTO COPIES-JULY	3.56		STMT/7-15		D	N				OFFICE SUPPLIES	101.41409.0220
	43340	07/16/15	PHOTO COPIES-JULY	23.18		STMT/7-15		D	N				OFFICE SUPPLIES	101.43417.0220
	43340	07/16/15	PHOTO COPIES-JULY	83.28		STMT/7-15		D	N				OFFICE SUPPLIES	101.43417.0220
	43340	07/16/15	PHOTO COPIES-JULY	6.90		STMT/7-15		D	N				OFFICE SUPPLIES	101.43425.0220
	43340	07/16/15	PHOTO COPIES-JULY	7.79		STMT/7-15		D	N				OFFICE SUPPLIES	101.43425.0220
	43340	07/16/15	PHOTO COPIES-JULY	0.08		STMT/7-15		D	N				OFFICE SUPPLIES	101.45432.0220
	43340	07/16/15	PHOTO COPIES-JULY	34.89		STMT/7-15		D	N				OFFICE SUPPLIES	101.45432.0220
				636.36										
			VENDOR TOTAL	636.36										
						*CHECK TOTAL								
OKINS/STEVEN B 000943														
	43341	07/16/15	2015 BONDING MEETING	42.00		070615		D	N				TRAVEL-CONF.-SCH	415.48451.0333
ONEBIRD LLC 002717														
	43342	07/16/15	TRAVEL GUIDE AD	150.48		301		D	N				OTHER CHARGES	208.45010.0449
ORELLANA/YOHANNA .02270														
	43224	07/09/15	REFUND SHELTER DEPOSIT	50.00		061915		D	N				DEPOSITS	101.230000
PAPER & THREADS LLC 002895														
	43343	07/16/15	PATCHES-EXPLORER SHIRTS	135.00		070115		D	N				SUBSISTENCE OF P	101.42411.0227
PERKINS LUMBER CO INC 000604														
	43344	07/16/15	SCREWS AND STAKES	71.93		43538972		D	N				GENERAL SUPPLIES	101.43425.0229
	43344	07/16/15	DOG KENNEL SUPPLIES	126.00		43539026		D	N				GENERAL SUPPLIES	101.42411.0229
	43344	07/16/15	BLDG MTCE-PARTS	6.49		43539514		D	N				MTCE. OF STRUCTU	101.45437.0225
	43344	07/16/15	BIKE RACK MTCE-PARTS	56.83		43539621		D	N				MTCE. OF EQUIPME	101.43425.0224
	43344	07/16/15	BOARDS FOR ARCHERY PARK	41.60		43540021		D	N				MTCE. OF EQUIPME	101.43425.0224
	43344	07/16/15	REEROD FOR CONCRETE PROJ.	15.96		43540157		D	N				MTCE. OF OTHER I	101.43425.0226
	43344	07/16/15	CONCRETE MIX	25.74		43540450		D	N				MTCE. OF OTHER I	101.43425.0226
	43344	07/16/15	CONCRETE MIX	4.29		43540474		D	N				MTCE. OF OTHER I	101.43425.0226
	43344	07/16/15	CONCRETE MIX	34.32		43540581		D	N				MTCE. OF OTHER I	101.43425.0226
	43344	07/16/15	BLDG MTCE-MATERIALS	33.92		43540751		D	N				MTCE. OF STRUCTU	101.43425.0225
	43344	07/16/15	AIRPORT SIGN BASE	160.77		43541851		D	N				OTHER IMPROVEMEN	450.43430.0554
	43344	07/16/15	AIRPORT SIGN BASE	174.06		43542182		D	N				OTHER IMPROVEMEN	450.43430.0554
	43344	07/16/15	PARK SHLTR REPAIR-PARTS	6.99		43543156		D	N				MTCE. OF STRUCTU	101.43425.0225



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INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W			000685											
43353	07/16/15	EQUIPMENT REPAIR-OIL	106.08			STMT/6-15		D	N				MOTOR FUELS AND	101.42411.0222
43353	07/16/15	EQUIPMENT REPAIR-PARTS	1,236.45			STMT/6-15		D	N				MTCE. OF EQUIPME	101.42411.0224
43353	07/16/15	EQUIPMENT REPAIR-OIL	14.56			STMT/6-15		D	N				MOTOR FUELS AND	101.42412.0222
43353	07/16/15	EQUIPMENT REPAIR-PARTS	195.12			STMT/6-15		D	N				MTCE. OF EQUIPME	101.42412.0224
43353	07/16/15	EQUIPMENT REPAIR-OIL	10.40			STMT/6-15		D	N				MOTOR FUELS AND	101.43417.0222
43353	07/16/15	EQUIPMENT REPAIR-PARTS	7.76			STMT/6-15		D	N				MTCE. OF EQUIPME	101.43417.0224
43353	07/16/15	EQUIPMENT REPAIR-OIL	344.53			STMT/6-15		D	N				MOTOR FUELS AND	101.43425.0222
43353	07/16/15	EQUIPMENT REPAIR-PARTS	328.80			STMT/6-15		D	N				MTCE. OF EQUIPME	101.43425.0224
			2,243.70											
		VENDOR TOTAL	2,243.70			*CHECK TOTAL								
SHERWIN WILLIAMS CO			000690											
43354	07/16/15	SHELTER PAINT	460.47			2865-7		D	N				MTCE. OF STRUCTU	101.43425.0225
43354	07/16/15	PAINT ROLLERS/SUPPLIES	17.72			3188-3		D	N				GENERAL SUPPLIES	101.43425.0229
43354	07/16/15	PAINT TO COVER GRAFFIT	1,042.25			3213-9		D	N				MTCE. OF OTHER I	101.43425.0226
43354	07/16/15	PAINT FOR DOORS	89.83			3506-6		D	N				MTCE. OF STRUCTU	101.43433.0225
43354	07/16/15	SHELTER PAINT	136.08			3549-6		D	N				MTCE. OF STRUCTU	101.43425.0225
43354	07/16/15	SHELTER PAINT	123.95			6858-8		D	N				MTCE. OF STRUCTU	101.43425.0225
			1,870.30											
		VENDOR TOTAL	1,870.30			*CHECK TOTAL								
SIMON/CHRIS			003098											
43355	07/16/15	MILEAGE 1/2-5/5/15	202.98			070915		D	N				TRAVEL-CONF.-SCH	101.41408.0333
43355	07/16/15	MILEAGE 5/21-7/6/15	111.55			070915		D	N				TRAVEL-CONF.-SCH	101.41408.0333
			314.53											
		VENDOR TOTAL	314.53			*CHECK TOTAL								
SIMPLEX GRINNELL			001411											
43356	07/16/15	FIRE ALARM REPAIR-PARTS	377.94			81453219		D	N				MTCE. OF STRUCTU	651.48484.0225
43356	07/16/15	FIRE ALARM REPAIR-LABOR	704.68			81453219		D	N				MTCE. OF STRUCTU	651.48484.0335
			1,082.62											
		VENDOR TOTAL	1,082.62			*CHECK TOTAL								
SIOUX SALES COMPANY			.02273											
43228	07/09/15	REPLACED RIFLE	813.00			179367		D	N				REFUNDS AND REIM	101.41428.0882
SMEBY/ROSS			002570											
43357	07/16/15	PICTURE FRAMES FOR WRAC	86.54			643		D	N				GENERAL SUPPLIES	101.41409.0229
STACY'S NURSERY INC			000706											
43358	07/16/15	SHADE TREES	12,665.00			8648		D	N				MTCE. OF OTHER I	101.43425.0226
STERLING WATER-MINNESOTA			000188											
43359	07/16/15	SOFTENER RENTAL	31.75			112508-9/7-15		D	N				RENTS	101.45435.0440
SURPLUS WAREHOUSE INC			000728											
43360	07/16/15	APPLIANCE DISPOSAL	20.00			063015		D	N				CLEANING AND WAS	101.45437.0338



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
TORKELSON'S LOCK SERVICE			002583											
	43364	07/16/15	LOCKS/DEADBOLTS/KNOBSE	1,281.00		4517311		D	N				MTCE. OF STRUCTU	101.45427.0225
	43364	07/16/15	INST. HARDWARE ON DOORS	175.00		4517311		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	1,456.00		*CHECK TOTAL								
UNITED STATES TREASURY			001661											
	43365	07/16/15	PCORI FEE	626.08		070615		D	N				EMPLOYER INSUR.	101.41428.0114
US BANK EQUIPMENT FINANC			003143											
	43366	07/16/15	COPIER LEASE AGRMT	131.75		281619882		D	N				RENTS	101.41405.0440
USPCA REGION 12			002275											
	43367	07/16/15	K-9 CERTIFICATION TRIAL	60.00		071615		D	N				TRAVEL-CONF.-SCH	101.42411.0333
VANDER POL/BRENDA			003164											
	43368	07/16/15	ASSMT LAWS & PROCEDURES	523.00		071415		D	N				TRAVEL-CONF.-SCH	101.41404.0333
VAZQUEZ/ENRIQUE			003187											
	43369	07/16/15	INTERPRETED 06/21/15	100.00		1		D	M	07			PROFESSIONAL SER	101.42411.0446
VREEMAN CONSTRUCTION CO			000784											
	43370	07/16/15	STORM SEWER IMPROVEMEN	2,250.00		0777		D	N				MTCE. OF OTHER I	101.43425.0336
WAMBEKE/JODI			.02278											
	43371	07/16/15	PARADE ANNOUNCER	75.00		062715		D	N				PROFESSIONAL SER	101.41409.0446
WEST CENTRAL INDUSTRIES			000801											
	43372	07/16/15	CLEANED TAUNTON STADIU	2,108.96		00046549		D	N				CLEANING AND WAS	101.43425.0338
	43372	07/16/15	LAWN MAINTENANCE	84.60		00046554		D	N				MTCE. OF OTHER I	101.45437.0336
	43372	07/16/15	GARBAGE SERVICE-JULY	26.59		6806100/7-14		D	N				CLEANING AND WAS	230.43430.0338
			VENDOR TOTAL	2,220.15		*CHECK TOTAL								
WEST CENTRAL STEEL INC			000806											
	43373	07/16/15	STOCK ANGLE	71.90		1156439		D	N				GENERAL SUPPLIES	651.48484.0229
WEST CENTRAL TRIBUNE			000807											
	43374	07/16/15	APPEAL FOR A VARIANCE	74.16		CL03071220		D	N				PRINTING AND PUB	101.41402.0331
	43374	07/16/15	ORD.-AMENDING MUC RATES	86.52		CL03071383		D	N				PRINTING AND PUB	101.41401.0331
	43374	07/16/15	SAMPLE PRIMARY BALLOT	397.50		DI03140444		D	N				ADVERTISING	101.41424.0447
	43374	07/16/15	2015 GO BOND ORD. HRNG	185.40		DI03167626		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	743.58		*CHECK TOTAL								
WILLMAR AUTO VALUE			002689											
	43375	07/16/15	#073501-FREON CHRNG KIT	9.99		22133278		D	N				MTCE. OF EQUIPME	101.43425.0224
	43375	07/16/15	#073501-FREON CAN TAP	30.99		22133280		D	N				MTCE. OF EQUIPME	101.43425.0224



ACS FINANCIAL SYSTEM  
07/16/2015 12:01:13

Vendor Payments History Report  
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CITY OF WILLMAR  
GL540R-V07.27 PAGE 22

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				843,750.17										

RECORDS PRINTED - 000558

ACS FINANCIAL SYSTEM  
07/16/2015 12:01:13

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.27 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	516,342.69
208	CONVENTION & VISITORS BUREAU	12,363.28
230	WILLMAR MUNICIPAL AIRPORT	7,411.19
305	D.S. - 2005 BOND	6,205.00
306	D.S. - 2006 BOND	7,555.00
314	D.S. - 2014 BOND	10,850.00
330	D.S. - 2004C BOND AIRPORT	16,150.00
415	S.A.B.F. - #2015	59,852.55
450	CAPITAL IMPROVEMENT FUND	159,295.45
651	WASTE TREATMENT	47,547.71
741	OFFICE SERVICES	177.30
TOTAL ALL FUNDS		843,750.17

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	843,750.17
TOTAL ALL BANKS		843,750.17

**Community Education & Recreation  
Joint Powers Board Meeting  
June 26, 2015**

**Members Present:** Eric Banks, Dave Baumgart, Bill Borth, Scott Guptil, Tim Johnson, Liz VanDerBill

**Staff Present:** Steve Brisendine, Rob Baumgarn, Becky Sorenson, Jena Tollefson, Pam Vruwink

**Guest Present:** Tom Amberg with Selvig Park Supporters

Chairman Eric Banks welcomed everyone and asked for introductions. He then presented Tom Amberg to speak on proposed improvements of Selvig Park in downtown Willmar. Mr. Amberg stated he had been asked by Mayor Frank Yanish to adopt Selvig Park. He stated that he and a group of others had researched various improvements and costs associated with those improvements. The cost to remove the existing retaining walls and rebuild new walls is \$22,000. Additional costs would be \$7,200 for new shrubs, evergreens, irrigation with \$1,500 to cover the cost of sod in the area in front of the parking lot. Steve suggested that Tom should contact Doug Reese. He is part of the Faith at Work organization which is looking for projects to support.

There is a plan to install a plaque in memory of Dick Hoglund.

Selvig Park was created 25 years ago and is in need of an update. Eric Banks asked if it was appropriate for the Board to make a motion of support. Steve stated he felt it was an appropriate motion. Liz VanDerBill stated she thought the plan was a good idea but wanted to make sure that the City was involved in the park plan. A motion was made by Eric Banks, seconded by Bill Borth to support the Selvig Park improvement project. Motion carried.

The next item discussed was the Board openings: one City and one School appointee is needed. Steve suggested looking at our users and asking some of them to serve. The Mayor and School Board Chair have been asked to assist with adding two new members.

Staff Updates: Steve talked about the Dog Park and stated that Pam was working diligently on the project. Pam talked about the Petsafe "Bark for your Park" contest. Willmar was one of 1,000 entrants and is in the top 15. Willmar is the only Minnesota city in the top. Pam requested that everyone present at the meeting not only vote for Willmar but to encourage others to vote.

Jena Tollefson talked about the Text Marketing program that we are creating so people can sign up and receive text messages automatically when there are weather cancellations and other info that we would send out.

Jena stated that there are 200 kids enrolled in the summer Cardinal Place which is a record number. Last year the highest number at the end of the summer was 170. She said they are averaging 130 each day. A bus of Cardinal Place students and staff went to a Twins game this past Wednesday and the Stingers came to Cardinal Place today to visit with the kids. Every Friday is a trip to the Dorothy Olson Aquatic Center. A question arose if there was a plan to increase the rates. Both Jena and Steve stated that we are waiting for the School's year end budget to make a determination regarding a fee increase.

## **Joint Powers Board Minutes**

**June 26, 2015, Page 2**

July 6-24 Cardinal Place is moving to Roosevelt so maintenance and cleaning can be done at Kennedy.

Rob Baumgarn said that adult leagues are running smoothly. The City Auditorium is up and running and looks great. The Range is good but needing some minor changes. Sunday Soccer has started and is a work in progress. Pablo Obregon said he has received complaints of field conditions at Roosevelt. Rob responded that we are in the third year of seeding and fertilizing which has improved the field.

Rob stated the Community Center has been quite busy with graduations and other events.

Steve reported on the Yellow Bike program. There are some kinks to work out but there is heavy usage of the 50 or so bikes currently available. Rick's Cycling and Sports Center has been doing a great job on getting bikes ready and out to the public and making repairs on bikes as they occur.

Movie in the Park started last night, June 25 at the City Auditorium. There were over 100 people attending. Movie in the Park will be the third Friday of July, August and September at Robbins Island. Roberto Valdez will have the inflatables at the event 1 hour prior to the start of the movie. Viking Coca Cola is furnishing the pop and water.

The application to the Greater Minnesota Regional Parks and Trails Commission for regional park status for Robbins Island is due June 30. This would enable us to apply for legacy dollars for future projects at Robbins Island if the application is successful.

A scoreboard for Swansson Orange has been ordered. Home State Bank, Bernick's Pepsi and the Willmar Stingers and Lakeland Broadcasting will be advertising on this scoreboard.

Steve informed the Board of staff changes. Troy Ciernia, Civic Center Manager has resigned and his last day is today. Two Early Education instructors and one Special Education instructor and a part time interventionist have resigned. Those positions are in the process of being filled.

Pablo Obregon asked about the City Auditorium. Steve stated the floor looks great. There are a few minor glitches in the Range which are being worked on.

Steve mentioned that the budget looks good from CER's standpoint.

Eric Banks stated that the baseball teams using Swansson Orange are looking for concessions. Steve mentioned that the City has an Info Booth that could be moved to Orange and used temporarily for concession sales.

Another question arose about graduations at Baker Diamond, if the City is being reimbursed. Steve responded that issue has been addressed for future occurrences.

Liz VanDerBill asked how programs and classes have been going this summer. Steve responded everything is good, with some classes being full and a few having been cancelled.

As there was no further business, the meeting adjourned. The next Board Meeting will be July 24 or 31.

**BOARD OF ZONING APPEALS  
CITY OF WILLMAR, MN  
MONDAY, JULY 13, 2015**

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Monday, July 13, 2015 at 5:00 p.m. at the City Office Building.

\*\* Members Present: Jeff Kimpling, Jay Lawton, and Jim Rudnick.

\*\* Members Absent: Andrew Bjur, and Beverly Dougherty.

\*\* Others Present: Tom and Ann Kingery, and Megan M. DeSchepper-Planner.

2. KINGERY GARAGE ADDITION VARIANCE-FILE NO. 15-02: The public hearing opened at 5:01 p.m. Tom Kingery presented his request for a garage addition side setback variance onto an existing garage at a 5' setback on property legally described as: Lot 17, Block 8, Ramblewood Addition (1408 11<sup>th</sup> St. SW). The Zoning Ordinance requires a 10' side yard setback for attached garages. Mr. Kingery requested to add 10' onto an existing 14' wide garage to create a second stall.

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

The Board discussed the site plan and accuracy of the property line/corners. Mr. Kingery discussed locating two property pins but not all four. The width of the front of the property was questioned as it was slightly wider than depicted on the plat.

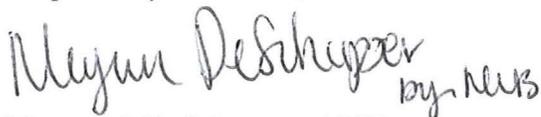
Mr. Lawton made a motion, seconded by Mr. Rudnick, to approve a 5' side setback for a garage addition with the condition that the property line be verified prior to construction (with the understanding that if the garage is closer to the line than assumed the applicant would still have to adhere to the 5' setback).

The reasoning the Board gave for approving the variance was that the request was in harmony with the Zoning Ordinance and in keeping with the Comprehensive Plan. The proposed variance is reasonable and will not alter the essential character of the locality. The lots are oddly shaped and the Board preferred an addition to the garage, rather than a detached garage further in the back that would require a great deal of fill and change to the naturally sloped area towards Ramblewood Slough.

The motion carried.

3. There being no further business to come before the Board, the meeting adjourned at 5:17 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**BOARD OF ZONING APPEALS- JULY 13, 2015**

***STAFF COMMENTS***

1. KINGERY GARAGE ADDITION VARIANCE- FILE NO. 15-02:

- The applicant is Tom and Ann Kingery, Willmar, MN.
- The applicant requests to allow a garage addition onto an existing attached garage with a 5' setback on property legally described as: Lot 17, Block 8, Ramblewood Addition (1408 11<sup>th</sup> St. SW)
- The property is zoned R-2 (One and Two Family Residential).
- Zoning Ordinance requires a 10' side yard setback for attached garages.
- The applicant wishes to add 10' onto a 14' wide garage.
- A detached garage could be built in the rear yard with no variance needed.

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

# ***PROCLAMATION***

## **NATIONAL NIGHT OUT 2015**

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on August 4<sup>th</sup>, 2015 entitled “National Night Out;” and

WHEREAS, the “32<sup>nd</sup> Annual National Night Out” provides a unique opportunity for Willmar to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, Garfield Neighbors play a vital role in assisting the Police and Sheriff’s Departments through joint crime, drug and violence prevention efforts in Willmar and are supporting “National Night Out 2015” locally; and

WHEREAS, it is essential that all citizens of Willmar be aware of the importance of crime prevention programs and the impact that their participation can have on reducing crime, drugs and violence in Willmar; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE, BE IT RESOLVED that I, Marv Calvin, Mayor of the City of Willmar, do hereby call upon all citizens of Willmar to join Garfield Neighbors and the National Association of Town Watch in supporting the “32<sup>nd</sup> Annual National Night Out” on August 4, 2015.

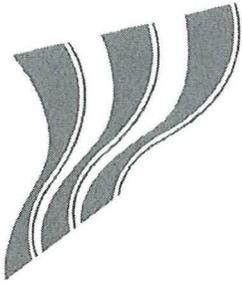
FURTHER, LET IT BE RESOLVED THAT, I Mayor Marv Calvin do hereby proclaim Tuesday, August 4, 2015 as “National Night Out” in Willmar.

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

Dated this 20th day of July, 2015.



  
\_\_\_\_\_  
Marvin Calvin, Mayor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date:

Attachments:  Yes No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Information Systems

Agenda Item: Consideration of addition of a fourth channel to the Willmar Regional Access Channels

Recommended Action: Adopt resolutions requiring Charter and Windstream to provide a fourth channel to the Willmar Regional Access Channels.

Background/Summary: Due to a high volume of programming and recent additions in recording of community events, Willmar Regional Access Channels would like to request the addition of a 4<sup>th</sup> Channel. The channel would be slated as an "Events and Local Programming" channel. It would eventually become a high definition channel on Charter and remain in the current format on Windstream.

Alternatives: N/A

Financial Considerations: None

Preparer: Ross Smeby

Signature:

Comments:

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

**A RESOLUTION AUTHORIZING CITY STAFF TO PROVIDE WRITTEN NOTICE TO CC VIII OPERATING, LLC D/B/A CHARTER COMMUNICATIONS TO PROVIDE A FOURTH PEG CHANNEL AS PERMITTED UNDER THE CABLE TELEVISION FRANCHISE ORDINANCE**

**WHEREAS**, CC VIII OPERATING, LLC, d/b/a Charter Communications (“Charter”) operates a Cable System to provide Cable Service within City of Willmar, Minnesota (“City”) pursuant to a Cable Television Franchise Ordinance with the City (“Franchise”);

**WHEREAS**, Exhibit B, paragraph 1 of the Franchise sets forth specific public, educational and government (“PEG”) access channel requirements;

**WHEREAS**, Charter is currently providing three (3) PEG Channels available exclusively for public, educational and governmental use; and

**WHEREAS**, Exhibit B, paragraph 1 the Franchise provides that City shall have the right to require that Charter provide a fourth (4<sup>th</sup>) PEG Channel upon nine (9) months advance written notice by the City, which notice shall be approved by the City Council.

**NOW, THEREFORE**, the City Council of the City of Willmar, Minnesota hereby resolves that the City staff is authorized to provide written notice to Charter to provide a fourth (4) PEG Channel, pursuant to Exhibit B, paragraph 1 of the Franchise.

Passed and adopted by the City Council of Willmar, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF WILLMAR, MINNESOTA**

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

By: \_\_\_\_\_  
Its: City Clerk

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

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Passed and adopted by the City Council of Willmar, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**CITY OF WILLMAR, MINNESOTA**

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

By: \_\_\_\_\_  
Its: City Clerk



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

**Agenda Item Number:** 10

**Meeting Date:** July 20, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date: July 20, 2015**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |
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**Originating Department:** Information Systems

**Agenda Item:** WRAC Policy Change

**Recommended Action:** Vote to adopt the new Rules and Procedures for the Willmar Regional Access Channels.

**Background/Summary:** The current rules and procedures for the Willmar Regional Access Channels are 15 years old. We were advised by our Cable Attorney to have them updated prior to the franchise expiration.

**Alternatives:** Do not adopt the new Rules and Procedures.

**Financial Considerations:** None

**Preparer:** Ross Smeby

**Signature:**

**Comments:**

Rules and Procedures  
for the Use of the  
Willmar Regional Access  
Facilities, Services, Equipment,  
and Channels

Revised: June 29, 2015

## **1. Mission and Philosophy**

It is the mission of the Willmar Regional Access Channels ("WRAC") to provide opportunities for individuals, educational, governmental, civic and charitable groups to produce and cablecast / broadcast programs that will promote open expression, bilingual education, economic growth, public forums, and enrichment of the multi-cultural, artistic and civic aspects of life in the regional area of the City of Willmar, Minnesota.

## **2. Channel Use Guidelines**

a. WRAC shall be available to any individual or other entity wishing to cablecast / broadcast programs of nature consistent with the mission statement above who is a resident or doing its principal business in the City of Willmar or the county of Kandiyohi on a first come, first served basis and will not discriminate on the basis of race, religion, sex, age, national origin, or handicap.

b. WRAC's equipment and facilities are to be used on a priority basis to produce programming to be cablecast / broadcast on the access channels unless the proposed use has prior approval. Use of the equipment and facilities for non-public purposes will not be authorized.

## **3. Program Guidelines**

a. Programs cablecast / broadcast may not contain:

- i. obscene or indecent content as defined by applicable law;
- ii. fundraising material not in compliance with law;
- iii. libel, slander, incitement or invasions of privacy;
- iv. Content protected by copyright, unless the proper authorization has been obtained; and
- v. Any other content in violation of the law.

b. WRAC will not exercise editorial control over the content of any person's programs. WRAC does not assume responsibility for viewing programs. All program content is the responsibility of the person producing the program. Any program will be cablecast / broadcast unless it is known that it violates paragraphs (c) and/or (d) below.

c. Access equipment, facilities, and channels may not be used for the presentation or production of material designed to promote the sale of commercial products or services or the dissemination of any information directly or indirectly involving lotteries as defined in Section 76.213 of the Rules of the Federal Communications Commission.

- d. Violations of Section 3(a) (b) and (c) may result in cancellation of the User's program, or in the case of repeated violations of the Rules and Procedures, suspension of the privilege to use WRAC's access facilities, equipment and channels in accordance with the procedures set forth in Section 12.
- e. Programs cablecast / broadcast may have underwriters that can be acknowledged at the beginning, middle and/or end of the program.
- f. Any person submitting or producing a program to be cablecast / broadcast assumes responsibility for program content and will be required to sign a Cablecast Request Form.
- g. Any program, which fails to abide by the Program Guidelines, will not be accepted for cablecasting.
- h. Programs may be cablecast up to 6 times and then may be placed at the end of the filler rotation for later air dates.
- i. WRAC studios will not retain copies of any program or programs submitted or produced other than Willmar City Government meetings and programs produced by WRAC Staff.
- j. Complaints of programs which may violate these Rules and Procedures will result in a suspension of the program from the schedule until the program is reviewed by the City's Communication Attorney. Complaints must be submitted in writing to WRAC Staff and need to be specific to the program and detailed on the alleged violation.
- k. Any submitted or produced program found to violate this policy will be immediately removed from the cablecast / broadcast schedule and not allowed to air. The person submitting or producing the program will be notified of the violation.

#### **4. General**

- a. WRAC is a branch of the City of Willmar. The guidelines of its channels will be implemented on an operational basis by WRAC's cable coordinator. Day to day decisions on particular matters will be at the discretion of WRAC's cable coordinator and will include but not be limited to the following:
  - i. Whether or not staff will tape, produce, edit, or cablecast / broadcast any particular program, activity or event.

ii. Whether or not a particular program will air, the time it will air, what channel it will air on, and what forms or permission may be necessary for airing.

iii. Determine the scheduling of access equipment checkout, training, editing, and studio facilities.

## **5. Access Equipment**

a. WRAC's public access equipment and facilities are available at no charge to residents of the City of Willmar or Kandiyohi County ("User").

### **b. Equipment Check-out / Check-in Policy**

i. User accepts full responsibility for damage to equipment or facilities.

ii. All equipment must be checked-out and returned at the scheduled appointment time.

iii. User will report any problems with equipment upon return or use of it.

## **6. Training**

a. Training is offered on a first come, first served, non-discriminatory basis. Free orientation, basic camera, editing and field production training can be scheduled with WRAC Staff.

## **7. Community Announcements**

Currently, there are no airtime charges for community announcements. Announcements shall contain all pertinent information, including a contact person and a phone number.

## **8. Format**

WRAC supports the following formats:

DVD, MPEG2, MPEG4

## **9. Studio Sets**

Sets for studio shoots may be provided by the studio, User, or underwriter. User will not be allowed to use established sets for other programs shot in the studio.

**10. Dubbing**

One copy of a program produced for WRAC may be dubbed for the producer, free of charge, on a DVD provided by the User when requested within one week after the program is submitted. Fees for additional copies will be assessed by the cable coordinator.

**11. Studio Hours of Operation**

Monday thru Friday 8 am to 2 pm – Closed Saturday & Sunday.

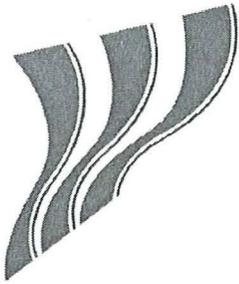
The studio will be closed to the general public on the following holidays:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King, Jr. Day	Labor Day	Day following Thanksgiving
President's Day	Columbus Day	Christmas Day
Memorial Day	Veteran's Day	

Any program scheduled to be cablecast on these holidays may only air in the pm hours.

**12. Preferences**

- a. The City of Willmar will have the final determination over any conflicting preferences in these Rules and Procedures or dispute not covered by these Rules and Procedures.
- b. Failure to comply with these Rules and Procedures may subject the User to forfeit the right to use WRAC's access equipment, studio facilities, or airtime as may be determined by the cable coordinator. A first time policy violation will result in a written warning to the User. A second policy violation will result in a 30 day suspension from use of the WRAC facility and broadcast/cablecast rights for the User. A third violation will result in a 180 day suspension from use of the WRAC facility and broadcast / cablecast rights for the User.
- c. Programs cablecast / broadcast do not necessarily reflect the views and opinions of the City of Willmar and/or its employees.



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

**Agenda Item Number:** 11

**Meeting Date:** 2015-07-20

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date: 2015-07-20**

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

**Originating Department:** Information Systems

**Agenda Item:** Moss and Barnett Engagement Agreement

**Recommended Action:** Vote to approve the Engagement Agreement between the City of Willmar and Moss and Barnett.

**Background/Summary:** The City of Willmar is currently using Moss and Barnett for all legal matters for the PEG Channel. It is recommended that they be retained for the next Cable Franchise Agreement.

**Alternatives:** Do not retain Moss and Barnett.

**Financial Considerations:** None

**Preparer:** Ross Smeby

**Signature:**

**Comments:**

## ENGAGEMENT AGREEMENT

This Engagement Agreement sets forth the agreement between the City of Willmar, Minnesota ("City") and Moss & Barnett, A Professional Association ("Moss & Barnett"), concerning legal representation to renew the cable television franchise held by Charter Communications ("Charter") and to handle other cable communications issues as may be directed by the City. For purposes of this representation, Moss & Barnett understands that its client is the City not any of its individual officers, agents or employees or any other entity.

- A. The scope of the engagement is to assist the City in connection with drafting and negotiating a cable television franchise with Charter, advising the City regarding the renewal process to be followed, performing a review of the franchise fee and PEG fee payments the City has received from Charter, and other related cable communications services as directed by the City. Moss & Barnett's 2015 hourly rates for communications work on behalf of municipal clients ranges from \$165/hour for paralegal work to \$450/hour for senior shareholder work. Moss & Barnett generally finds that the average hourly rate for municipal franchise renewal work is approximately \$295/hour. The parties recognize that neither the City nor Moss & Barnett can control the actions of the cable operator during renewal negotiations; and, therefore the cost may be higher or lower than the estimated costs. Our billing rates are subject to change from time to time, generally in January of each year.
- B. Moss & Barnett will represent the City with Brian Grogan as the primary attorney responsible for all services. While other professionals at Moss & Barnett may perform services on the City's behalf in connection with the services referenced above, it is understood and agreed that Brian Grogan will not be removed or replaced as the primary and responsible attorney for all services without the prior written consent of the City. Moss & Barnett will use its best judgment to determine the most economical use of its attorneys and its staff personnel.
- C. The City will receive an itemized statement of its account from Moss & Barnett on a monthly basis, which summarizes the services rendered, and the costs and expenses incurred on the City's behalf. Moss & Barnett reserves the right to increase the hourly rates of any attorneys and staff. Such increases will, however, not be implemented without the prior approval of the City. Time is billed by the one-tenth of an hour, which is the minimum time charged for any service. Billed time includes all time spent on the City's behalf in connection with the matter referenced above, including conferences, telephone calls, drafting and reviewing of documents and memoranda, preparing and reviewing of correspondence, negotiations, legal research, interoffice conferences, and travel to and from locations away from the office.

- D. The City will reimburse Moss & Barnett for all reasonable and necessary costs and expenses which we incur on the City's behalf. These costs and expenses include charges for subcontractors working on the City's behalf, photocopying, delivery and messenger services, WESTLAW, travel, mileage, food and lodging.
- E. The periodic statement of account which the City will receive from Moss & Barnett will include a brief description of activity on the matter. We do not itemize all specific services rendered on a particular date. The City will contact Moss & Barnett in writing within thirty (30) days of receipt of its statement if the City has a question regarding any charges on its statement. If Moss & Barnett does not hear from the City, it will assume that there are no questions or problems.
- F. All balances on the City's account are due thirty (30) days after the date of the statement. Interest at the legal rate shall accrue on the unpaid balance of the City's account from the due date.
- G. Moss & Barnett is a general service law firm that the City recognizes has represented, now represents, and will continue to represent numerous clients nationally and internationally, over a wide range of industries and businesses and in a wide variety of matters. Given this, without a binding conflict waiver, conflicts of interest might arise that could deprive the City or other clients of the right to select this firm as their counsel. Thus, as an integral part of the engagement, the City agrees that Moss & Barnett may, now or in the future, represent other entities or persons, including in litigation, adverse to the City on matters that are not substantially related to (a) the legal services that we have rendered, are rendering, or in the future will render to the City under the engagement and (b) other legal services that we have rendered, are rendering, or in the future will render to the City (an "Allowed Adverse Representation"). The City also agrees that it will not assert that either (a) this firm's representation of the City in any past, present, or future matter or (b) this firm's actual, or possible, possession of confidential information belonging to the City is a basis to disqualify this firm from representing another entity or person in any Allowed Adverse Representation. The City agrees that any Allowed Adverse Representation does not breach any duty that this firm owes to the City.
- H. The City acknowledges that Moss & Barnett represents Windstream, a franchised cable operator in the City, on certain telecommunications and regulatory matters and that Windstream has agreed to waive the conflict of interest which allows Moss & Barnett to represent the City on select franchise enforcement matters involving Windstream. The City agrees to allow Moss & Barnett to represent the City on matters involving Windstream and waives any conflict of interest. No information regarding Windstream that Moss & Barnett has previously learned will be provided to the City.

- I. Moss & Barnett assures that its services will be accomplished in a timely manner and with the cooperation and assistance of the City. In this regard, the City agrees to designate a contact whom Moss & Barnett will contact and who will regularly review, discuss, and meet with Moss & Barnett regarding the services provided, the time for performance of the services, and to assist in arranging meetings, conferences, and other arrangements with City personnel to facilitate the performance of services by Moss & Barnett and to ensure that all information and issues required for review by the City are made available to Moss & Barnett. The City designates Ross Smeby as its contact person for this project.
- J. This Agreement may be terminated for any reason by either the City or Moss & Barnett upon giving thirty (30) days written notice to the other. If such notice is given to Moss & Barnett, it shall immediately cease work. All fees and costs incurred to the date of receipt of the notice will be paid to Moss & Barnett. Otherwise, there shall be no further liability to the City.
- K. Although Moss & Barnett is not required to do so, it is Moss & Barnett's policy to retain files for ten (10) full calendar years after a file has been closed. Files will thereafter be destroyed unless the City specifically directs us otherwise. If the City wishes all or a part of the City's file returned to the City, please notify Moss & Barnett as soon as possible. All reasonable steps will be taken to preserve confidential communications and secrets from disclosure to third parties.
- L. This Agreement contains all of the terms of the services and financial arrangement between the City and Moss & Barnett and can only be modified by a written document signed by both parties.

**MOSS & BARNETT,  
A Professional Association**

By: \_\_\_\_\_  
Brian T. Grogan, Esq., Shareholder

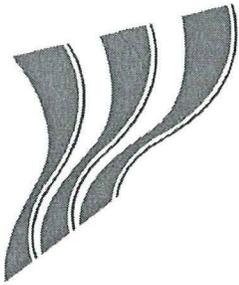
Dated: \_\_\_\_\_, 2015

**CITY OF WILLMAR, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2015



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12  
Meeting Date: July 20, 2015  
Attachments:  Yes  No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Information Systems

Agenda Item: Windstream Office Closing

Recommended Action: Vote to close the Windstream office and direct staff to amend Ordinance 1152.

Background/Summary: Due to minimal customer traffic Windstream is requesting to close their Willmar Office.

Alternatives: Vote to not close the office.

Financial Considerations: They are offering to donate 12,000 to the city.

Preparer: Ross Smeby

Signature:

Comments:

**BY OVERNIGHT COURIER**

Kevin Halliday  
City Administrator  
City of Willmar  
333 SW 6<sup>th</sup> St.  
Willmar, MN 56201

Re: Windstream's Local Office in Willmar

Dear Mr. Halliday:

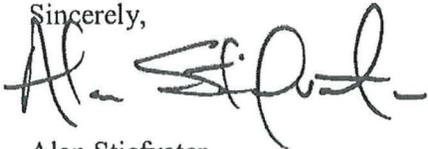
As you know, Windstream's EN-TEL, LLC ("Windstream") currently has a relatively-minor market presence in Willmar. With the passage of time customers have all but stopped using this location for their convenience. As a result of their actions, maintaining this location, as required by Ordinance No. 1152, seems to be less important to them. Therefore, by this letter, Windstream respectfully requests permission to close its local office. Recognizing that there might be inconvenience to the people of Willmar, Windstream is willing to donate \$12,000 to the City for the City to put to its best use with regard to serving citizens' needs.

Considering how little Windstream's Willmar video customers (or any other types of customers) utilize Windstream's local office, it would appear that Windstream could continue to provide excellent customer service to Willmar through our toll-free call centers, on-line chat and local field technicians, as well as take payments through third-party payment agencies. Specifically with regard to the latter, in addition to our telephone and online payment option, Windstream would make sure an alternate local payment option is available for customer convenience. With this change, we would provide advance written communication to notify customers of the store closing and the various customer service and payment options available to them. See page two for details on the above.

To the extent that City is amendable to this proposal, please let me know. If you believe that a franchise agreement amendment is necessary, we would be happy to provide a draft.

Thank you for your attention to this matter. We look forward to hearing from you.

Sincerely,



Alan Stiefvater  
Vice President – Consumer and Small Business Sales  
[alan.stiefvater@windstream.com](mailto:alan.stiefvater@windstream.com)  
501-748-6857

Additional details on payment volume and alternative payment options:

For the months of April, May and June 2015 Windstream received 83 payments in the Willmar location or approximately 30 per month. Most of these payments are currently left in a drop box and not made in person.

Our current payment relationship is with Western Union. The Western Union is currently located at LaFiesta market where they process Convenience Pay for utility companies such as Windstream.

Alternatives for customers to make payment on their Windstream account include:

- Online payments
- Auto Draft
- By Mail to a P.O. Box
- By Phone through an automated system for free, or assisted payment over the phone for a nominal processing fee

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, July 13, 2015, 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: Finance Director Steve Okins, IS Coordinator Ross Smeby, Public Works Director Sean Christensen, and Community Education and Recreation Director Steve Brisendine.

#### 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      Consideration of Funding Source For Executive Search Firm Proposal (Information)

Staff explained to the Committee that the City Council selected the David Drown Associates proposal of \$14,000 to begin the search for the new City Administrator. It was noted that this item will be charged to the Professional Services line item in the 2015 Mayor/Council Budget. This matter was for information only.

#### Item No. 4      Auditorium Access Policy (Motion)

IS Coordinator Ross Smeby explained to the Committee that to date there has been no procedure or policy on the issuing of keys or allowing of access to the Auditorium. The proposed Auditorium Access Policy was distributed to the Committee which clearly defines how someone will request keyed access to the Auditorium and sets the policies and rules for persons using the Auditorium.

Following discussion, Council Member Fagerlie moved to approve the Auditorium Access Policy as presented. Council Member Johnson seconded the motion which carried.

#### Item No. 5      Local Government Information Systems (LOGIS) Agreement (Resolution)

Staff explained that the City of Willmar currently does not have an effective or supported Permitting System. Multiple departments do depend on the software for this information. The IS Department, in cooperation with the Planning and Development Services Department and City Clerk, have explored multiple systems. The system from LOGIS would best fit our needs and is currently used by multiple governmental agencies. The initial purchase, training and setup cost estimate is \$19,979, which includes the Business Licenses and Code Enforcement Modules.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and Interim City Administrator to execute the LOGIS Agreement for the purchase of a Permitting System in the amount of \$19,979 as presented. Council Member Johnson seconded the motion which carried.

#### Item No. 6      Information Systems 2015 Capital Improvement Reallocation (Resolution)

Staff explained that due to several building maintenance and project needs at the WRAC-8 Studio, the IS Coordinator is requesting that \$16,000 from the Thin Client CIP Project be reallocated to fund these

projects. A motion to re-appropriate the funds for these projects was approved at the July 8, 2015, Cable Advisory Board Meeting. That motion was amended to specifically include funding for these projects and to obtain a second quote for window treatments. It was noted that \$125,000 was initially budgeted for the Thin Client Project. Other projects that may require funding from this would include a new AS 400 Financial System, Data Storage Array for the IS Department, and HVAC equipment at the WRAC-8 Studio.

Following discussion, Council Member Fagerlie moved to introduce a resolution to reallocate the 2015 Capital Improvement Program Thin Client Funds to the Charter Fiber Rack move, Leightronix Switcher, Studio Sign, Roof Repair, and new Bulletin Board Server for \$16,000. Council Member Johnson seconded the motion which carried.

Item No. 7      Approve Sale of Public Works Pickup to Willmar Public Schools (Resolution)

Staff explained that the Public Works Department replaced the 2003 Ford F350 Pickup with a 2015 Ford F350 in accordance with the Vehicle Replacement Program through the Southwest West Central Service Cooperative Agreement as approved at the April 20, 2015, Council Meeting. Sale prices for vehicles in the region with similar age, accessories, and general condition were researched prior to setting the price at \$7,000.

Following discussion, Council Member Fagerlie moved to introduce a resolution to approve the sale of the Public Works 2003 Ford F350 Pickup to the Willmar Public Schools for \$7,000. Council Member Johnson seconded the motion which carried.

Item No. 8      Reallocate Funds for the County Office Building Parking Lot (Resolution)

Staff explained that the reconstruction of the COB West Parking Lot was included in the 2015 CIP and the Cooperative Construction Agreement with Kandiyohi County was approved by the Council on April 20, 2015. The agreement details the City reimbursing the County for 50% of the cost, estimated at \$90,000 for the City's portion, in exchange for 12-20 spots in the lot. Bids were received for the project on July 7<sup>th</sup>, with the low bid from Duinink, Inc., in the amount of \$203,328.91, increasing the City's cost to \$101,664.46. Staff is requesting \$15,000 of unused funds from the purchase of four Kubota mowers be re-allocated for this expense. It was noted that \$127,628 was budgeted in the 2015 CIP for the purchase of the mowers with the actual cost totaling \$72,695.

Following discussion, Council Member Fagerlie moved to introduce a resolution to reallocate \$15,000 from unused funds from the purchase of four Kubota mowers to this COB West Parking Lot Project. Council Member Johnson seconded the motion which carried.

Item No. 9      Community Donation for Dog Park – Northland Group (Resolution)

Staff explained to the Committee that the Northland Group contacted KC Dog, supporters of the dog park, and offered a donation of \$212 to assist with expenses related to the creation of the dog park at Lions Park. It was noted that Northland Group was founded in 1982 and provides business process outsourcing services focused on accounts receivable management and collection services for national credit grantors and debt buyers.

Following discussion Council Member Fagerlie moved to introduce a resolution to accept the donation of \$212 from Northland Group to assist with expenses related to the creation of the dog park at Lions Park, and to direct the Interim City Administrator to send a letter of appreciation. Council Member Johnson seconded the motion which carried.

Item No. 10      Westwind Park – Top Dress for Soccer Field Development Agreement (Resolution)

Staff explained to the Committee that Westwind Park has been unutilized since the development was created. Given the shortage of youth soccer field areas, staff believes this park is ideal to create some youth practice fields. In addition to this work we will need to seed and fertilize the field to be ready for soccer in the

summer of 2016. Duininck was the sole bidder for the Westwind Project in the amount of \$15,076. This project was previously approved in the amount of \$30,000 in the 2015 CIP. It was noted that Duininck recently completed top dressing Hodapp Field, making that field much more playable.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and Interim City Administrator to execute the Westwind Park Soccer Field Project Agreement with Duininck, Inc., in the amount of \$15,076. Council Member Nelsen seconded the motion which carried.

Item No. 11      Movies In The Park Program Budget (Resolution)

Staff explained to the Committee that Movies In The Park was a concept that started in 2014 and was successfully supported by the Community last year. Staff was part of the decision to move that program to the CER Department for the 2015 season which includes four movies, one at the auditorium and three at Robbins Island. Donations have been received in support of that program in the amount of \$3,750 and letters of appreciation have been sent to those donating. Staff is requesting the Leisure Services Professional Services budget be increased by \$3,750 for this program. Costs include movie rentals, screen/projector rental, inflatable rentals and advertising costs.

Following discussion, Council Member Nelsen moved to introduce a resolution to increase the 2015 Leisure Services Operating Budget for Professional Services by \$3,750 for the Movies In the Park Program. Council Member Johnson seconded the motion which carried.

Item No. 12      Bicycle Alliance of MN Consulting Agreement – Budget Amendment (Resolution)

Staff explained to the Committee that the services of Bicycle Alliance of Minnesota have been enlisted to audit the biking/trail infrastructure in Willmar for a total of \$5,000. This work is a key component to our future application to achieve a designation of a Bicycle Friendly Community. The Willmar Lakes Area CVB and Kandiyohi County SHIP programs each donated \$1,000 to support this work. Staff is requesting that the Leisure Services Professional Services Budget be increased by \$2,000 to accommodate this expenditure.

Following discussion, Council Member Fagerlie moved to introduce a resolution to increase the 2015 Leisure Services Operating Budget for Professional Services by \$2,000 for Bicycle Alliance of MN Consulting Agreement and to direct staff to send a letter of appreciation to the Willmar Lakes Area CVB and Kandiyohi County SHIP for their donations. Council Member Johnson seconded the motion which carried.

Item No. 13      Reports (Information)

The Committee received the following reports: 04/30/15 Rice Memorial Hospital and 12/31/14 Kandiyohi Area Transit Annual Financial Report. This matter was taken for information only.

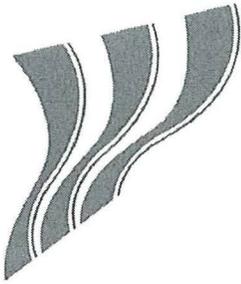
Item No. 14      Miscellany: Mayor's Proposed 2016 Budget Presentation 08/31/15. Chair Anderson noted that the Mayor will be presenting his proposed 2016 Budget at the Finance Committee Meeting with Full Council attendance on August 31, 2015.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3  
Meeting Date: July 13, 2015  
Attachments: X Yes No

CITY COUNCIL ACTION

Date: July 20, 2015

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

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Originating Department: Finance

Agenda Item: Consideration of Funding Source for Executive Search Firm Proposal

Recommended Action:

Background/Summary:

On June 17, 2015, the City Council selected the David Drown Associates proposal to begin the search for the new City Administrator. The Request for Proposal listed the price of \$14,000.

This unbudgeted item needs a funding source. It is staff's recommendation to charge the professional line item in the City Administrator's Budget.

Alternatives: n/a.

Financial Considerations: \$14,000.00

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



Faribault Office:  
1327 Merrywood Court  
Faribault, MN 55021  
(612) 920-3320x109 | fax: (612) 605-2375  
gary@daviddrown.com  
www.daviddrown.com

June 5, 2015

Kevin Halliday, Clerk  
City of Willmar  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201

Dear Mr. Halliday,

David Drown Associates is pleased to submit a proposal to assist the City of Willmar with a search for your next City Administrator. Our firm has extensive experience in local government and we understand the complexities faced by City Councils in outstate Minnesota.

The attached proposal includes a draft timeline where the search process does not commence until late July or early August 2015. We are a small firm by design and are committed to providing the most professional service to our clients at all times. We pride ourselves in providing personalized service and making sure every client gets the professional service they want and need. Because of current workload, this draft timeline articulates a schedule that is slightly less accelerated than other search processes performed by DDA. We do not want to take on additional work and then have our first order of business be a request for stretching out the timeline. What is presented in this proposal is achievable and accurate; however, a bit less expeditious than other DDA searches.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- Knowledge: Our firm comprehensively understands rural Minnesota.
- Communication: We will be on site 5-7 times throughout the search process and will provide weekly email updates to the Council throughout the process.
- Adherence to deadlines: When the Council adopts a deadline, we will meet it.
- Background check process: Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the Council.
- Work Personality Index: Each finalist will receive a Work Personality Index and the Council will receive a full report of the results on each person.
- Our approach is fresh and uniquely focused on meeting your individual needs.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Gary Weiers'.

Gary Weiers  
David Drown Associates

**David Drown Associates  
Proposal for City of Willmar  
City Administrator Search  
June 5, 2015**

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## CONTENTS OF PROPOSAL

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Description of the Firm	Process Details
Approach to the Process	References
Service Team	Fees
Timeline	Assurance

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## DESCRIPTION OF THE FIRM

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For 18 years, David Drown Associates (DDA) has provided Financial Solutions, Tax Increment Financing, Economic Development, Strategic Planning, Executive Searches and other services to cities and counties throughout Minnesota. With over 250 local government clients, we have a deep understanding of the workings of local government in Minnesota. DDA has provided services to communities in the Willmar area for many years and DDA recently completed Administrator searches for Steele County, the City of Cokato and the City of Northfield. A list of completed searches from the past two years is included later in the proposal. We are currently in various stages of administrator searches for the City of Little Falls, the City of Winsted, and Winona County.

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## APPROACH TO THE PROCESS

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Our approach to this search will be to focus on finding the best fit for the City of Willmar. This is accomplished first and foremost by listening to what you are saying, understanding your goals and objectives and building the search process off that foundation.

After gathering background information, we comprehensively advertise the position and make sure the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that when the semifinalists are presented to the City Council, you will be confident that these people are the best matches from the submitted applications.

After the Council selects the finalists, they will be fully researched so all the necessary hiring information will be available prior to the Council making a decision.

Communication with the City Council and staff is a high priority, so in addition to Gary Weiers being on site regularly, the City Council will receive weekly email updates and he will always be available for questions.

## SERVICE TEAM

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### Gary Weiers

Our team will be led by Gary Weiers. He joined DDA in 2013 after completing over 20 years of County government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower and Sherburne Counties. Gary received his Bachelor's Degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Gary will be assisted by associate Shannon Sweeney and firm president David Drown, but the vast majority of work will be directly performed by Gary. It is likely that Gary will be the only member of the firm that you will see and you will see plenty of him.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning and other management related work.

*"Gary Weiers has done a fantastic job for us. He communicated with us throughout the process and kept it moving forward. Gary fit in with our culture immediately and helped make this very important process fun."*

*-Steve Stotko  
Mayor of Winsted, MN*

### Shannon Sweeney

Shannon Sweeney has been with DDA for 14 years and has worked with dozens of cities and counties in Minnesota. In addition, Shannon has conducted administrator searches and will provide professional consultation to Gary throughout the search.

### David Drown

David Drown is the President of DDA and founded the company 18 years ago to provide a wide array of services in a cost effective, efficient and professional manner and to enhance the quality of services to cities and counties in Minnesota. The vast majority of our work is done in outstate Minnesota, and as a result, we have a deep understanding of the unique needs of rural Minnesota. David will lend professional support and input where needed.

## TENTATIVE TIMELINE

*This timeline is tentative. The final timeline will be set after the City Council's decision to proceed. Because of current workload, this timeline reflects a process that moves less rapidly than other searches conducted by DDA.*

Item	Task	Completion Date
<b>Decision by City Council to proceed with search</b>		June 29, 2015
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>• Meet individually with City Council members</li> <li>• Meet with Department Heads in a group session</li> <li>• Gather all pertinent background information</li> <li>• Gather salary information and review job description</li> </ul>	July 31, 2015
<b>Professional profile</b>	<ul style="list-style-type: none"> <li>• Develop position profile and advertisement</li> </ul>	August 10, 2015
<b>Approve position profile</b>	<ul style="list-style-type: none"> <li>• City Council approves profile, job description, salary range and hiring process</li> </ul>	August 17, 2015
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>• Post position immediately upon approval of profile</li> <li>• Comprehensively advertise</li> <li>• Email and phone calls to prospective candidates</li> </ul>	August 18 - September 16, 2015
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	September 17, 2015
<b>Initial interview by DDA</b>	DDA will conduct initial phone interviews of semifinalists	October 5, 2015
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>• City Council reviews semifinalists and selects finalists for interviews. If the Council prefers, DDA can select a short list of finalists to be interviewed by the Mayor, Council and Hiring Committee Members.</li> <li>• Notification of candidates not selected as finalists</li> </ul>	October 19, 2015
<b>Background check of all finalists selected for interviews</b>	<ul style="list-style-type: none"> <li>• Includes:                             <ul style="list-style-type: none"> <li>○ Criminal background: county, state, national</li> <li>○ Sex offender registry</li> <li>○ Social security number verification</li> <li>○ Employment and education verification</li> <li>○ Credit check</li> </ul> </li> </ul>	October 31, 2015
<b>References on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	October 31, 2015
<b>Personality index</b>	DDA will administer a work related personality index to all finalists	October 31, 2015
<b>Presentation of finalists</b>	DDA will present the Council information including: <ul style="list-style-type: none"> <li>• Summary of references</li> <li>• Results of background checks</li> <li>• Personality index report</li> <li>• Resume, etc.</li> </ul>	November 2, 2015
<b>Interviews</b>	<ul style="list-style-type: none"> <li>• It is recommended that interviews be at a special meeting</li> <li>• DDA will prepare all interview materials and be present at all interviews and other functions</li> </ul>	November 12 & 13, 2015
<b>Decision</b>	City Council will select candidate for offer	November 13, 2015
<b>Offer and agreement</b>	DDA will negotiate agreement with selected person	November 14, 2015
<b>Projected start date</b>	New City Administrator begins	December 14, 2015
<b>Follow up</b>	DDA will follow up periodically with the new Administrator	November, 2016

## PROCESS DETAILS

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### **Step 1: Information Gathering**

DDA will meet individually with each Council Member to gather information about City Administrator attributes, organizational goals and other priorities. We will also facilitate a group meeting with Department Heads to hear their input about candidate skills and abilities. At the same time, the job description will be reviewed and we will gather relevant comparative salary information for consideration by the Council.

### **Step 2: Development of Position Profile**

Based on the direction received from the City Council, DDA will develop a professional position profile that is customized to present the City of Willmar in the most positive manner and provide prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising.

### **Step 3: Advertisement and Recruitment**

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, and municipal associations in Iowa, Wisconsin, North Dakota and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, Hamline University and the University of Minnesota. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology.

### **Step 4: Initial Screening and Review**

DDA will complete a comprehensive analysis of every application received and determine semifinalists based on job related criteria. Gary will then conduct an initial phone or internet interview with the semifinalists and present an interview summary along with all application information to the City Council for selection of finalists to be interviewed. As an alternative, the Council may appoint a committee of Councilors, staff and others to conduct an initial interview and select finalists. DDA will facilitate the process completely. At this point, those not selected as finalists will be notified by DDA.

### **Step 5: Selection**

After the City Council selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of employment, verification of education, driver's license review, credit check and other items. Along with background checking all finalists, Gary will personally check employment references on each person.

Simultaneously, we will administer a work oriented personality index that assesses individual characteristics likely to influence work behaviors. This information can prove very helpful in determining the right fit for the City of Willmar.

Prior to the final interview, the City Council will receive a report including resumes, summary of initial interviews, background check results, reference information and a work personality report on each person.

Early in the search process, Gary will discuss possibilities for community involvement through a meet and greet event or other options, and if an event takes place, it will be coordinated with the final City Council interviews.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job.

**Step 6: Offer**

After interviews are complete, we will assist the City Council with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the City Council.

**Step 7: Follow Up**

If requested, DDA will assist the new Administrator in establishing position priorities with the City Council. In addition, we will make periodic contact with the new Administrator for at least the first year of employment.

**LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS**

<b>Entity</b>	<b>Type of Search</b>	<b>Entity</b>	<b>Type of Search</b>
City of Northfield, MN	Engineer/PW Dir.	City of Northfield, MN	Administrator
City of Cokato, MN	Administrator	Chippewa County, MN	Social Service Director
City of Cokato, MN	Clerk/Treasurer	Sherburne County, MN	Administrator
Steele County, MN	Administrator	City of Madison Lake, MN	Administrator
City of Howard Lake, MN	Administrator	City of Winsted, MN	Administrator

Please note that all but one of the individuals holding the positions listed above remain in their positions. None of these people have been terminated, but one recently took a position closer to their home. In addition to the specific references listed on the following page, the City of Willmar is encouraged to speak with any of the entities listed above.

Open administrator searches include: Winona County, the City of Little Falls and the City of Winsted. Searches for Jackson County and the City of Pequot Lakes will commence soon.

## REFERENCES

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### **Pete Zimmerman**

*Administrator Search, Organizational Planning*  
Mayor, City of Howard Lake  
Phone number: 952-457-4503  
Email: [pzimmerman@ci.orono.mn.us](mailto:pzimmerman@ci.orono.mn.us)

### **John Howard**

*Administrator Search*  
Council Member, City of Madison Lake  
Phone number: 507-243-3854  
Email: [john.howard.mlccouncil@gmail.com](mailto:john.howard.mlccouncil@gmail.com)

### **Nick Haggemiller**

*Administrator Search, Engineer Search, Organizational Planning*  
Administrator, City of Northfield  
Phone number: 507-645-3009  
Email: [nick.haggemiller@ci.northfield.mn.us](mailto:nick.haggemiller@ci.northfield.mn.us)

### **Gordy Erickson**

*Administrator Search, City Clerk Search*  
Mayor, City of Cokato  
Phone number: 612-597-2030  
Email: [doreneerickson10@charter.net](mailto:doreneerickson10@charter.net)

### **Steve Stotko**

*Administrator Search*  
Mayor, City of Winsted  
Phone number: 320-485-2366  
Email: [stotko@winsted.mn.us](mailto:stotko@winsted.mn.us)

### **Dana Graham**

*Administrator Search, Engineer Search, Organizational Planning*  
Mayor, City of Northfield  
Phone number: 612-483-2570  
Email: [dana.graham@ci.northfield.mn.us](mailto:dana.graham@ci.northfield.mn.us)

## FEES

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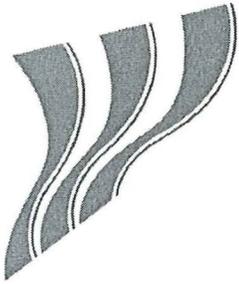
The fee for the search process is \$14,000. This all inclusive fee covers professional services and all expenses including travel, advertising, personality index, background checks on all finalists, etc.

This proposal represents a full service administrator search option. Other less comprehensive options are available should the Council decide some search components are not needed or can be performed by City employees.

## ASSURANCE

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If during the first 24 months of employment the newly hired Administrator leaves the organization, DDA will complete another search without cost to the City of Willmar.



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

**Agenda Item Number:** 4

**Meeting Date:** 20150713

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved       Denied
- Amended       Tabled
- Other

**Originating Department:** Information Systems

**Agenda Item:** - Auditorium Policy

**Recommended Action:** Approve the Auditorium Access Policy

**Background/Summary:** To date there has been no procedure or policy on the issuing of keys or allowing of access to the Auditorium. This policy clearly defines how someone will request keyed access to the and sets the policies and rules for persons using the Auditorium.

**Alternatives:** Do not approve the policy or approve with changes.

**Financial Considerations:** None

**Preparer:** Ross Smeby

**Signature:** *Ross Smeby*

**Comments:** Attached – Auditorium Policy Draft and Access Form



**CITY OF WILLMAR**

**POLICY**

*TITLE: AUDITORIUM ACCESS POLICY*

*DESCRIPTION: POLICY FOR USERS WHO HAVE BEEN ISSUED KEY ACCESS TO THE CITY OF WILLMAR AUDITORIUM*

**Draft POLICY**

DATE ISSUED:

REVISED: 20150622

**Purpose**

To facilitate access to space and equipment by authorized users and in particular, to safeguard members of the Willmar community and its physical assets, a policy on Auditorium Access Control has been established. This policy and supporting guidelines sets out specific responsibilities, conditions and practices which are designed to address critical access needs in a manner which minimizes risks and maximizes the protection of the cities physical assets.

**Definitions**

**Key**

A traditional metal key, Proximity Card, or any electronic means of access.

**Proximity Card**

Is an electronic access technology that allows users to use a magnetic card as the means of access. Proximity Cards replace traditional keys with an electronic door strike that is hard wired and networked into the current Information Technology infrastructure to allow for remote communication.

**Access**

The ability to enter the Auditorium space by means of a traditional metal key or Proximity Card.

**Access Request Procedure**

All persons requesting a key or proximity card for access to the City Auditorium must request access from either the City Administrator or Leisure Services Department Director or their designee. City of Willmar Employees will not require authorization for work related access. After such access is requested the City of Willmar Auditorium Access Form will be filled out and signed by the person requesting an access key and either the City Administrator or the Leisure Services Department Director. A form must be filled with the name of the individual requesting an access key, not an affiliated group or organization. The form will then be sent to the Information Systems Coordinator who will setup the account with the correct access types and permissions. The Information Systems Department will retain the form for verification purposes. By signing the Auditorium Account Setup Form the user acknowledges that they have read and will follow this policy.

**Access Revocation/Card Return**

1. When a user has reached the end of their authorized access dates they must return their card within 7 days to the city or they may be charged for a card replacement.



## **CITY OF WILLMAR**

### **POLICY**

*TITLE: AUDITORIUM ACCESS POLICY*

*DESCRIPTION: POLICY FOR USERS WHO HAVE BEEN ISSUED KEY ACCESS TO THE CITY OF WILLMAR AUDITORIUM*

2. If a user has their card damaged they must notify the city and if possible return the damaged card for a new one. There will be no charge to the user for a replacement card.
3. If a user has lost their card they must notify the city immediately. A new card will be issued to the user at no cost. The user will still be held responsible for any unauthorized access or damages that are incurred at the auditorium until they notify the city of their lost card.
4. In the event that a user has their access terminated they must return their card to the city immediately. The user will still be held responsible for any unauthorized access or damages that are incurred at the auditorium until they return their card.

### **User Responsibility**

Users will be held responsible for unauthorized access, damages, theft or misuse of the building or equipment that has occurred, when it is determined that their card was used to access the facility, during the time of the violations. City Staff will not allow any unauthorized person access to the auditorium.

### **Access Control Policy Violations**

The following acts are examples of violations of the Auditorium Access Policy:

- Loaning keys
- Transfer of keys without authorization
- Unauthorized duplication of keys
- Altering keys, locks or mechanisms, installation of padlocks anywhere within the auditorium
- Damaging, tampering or vandalizing any lock or hardware
- Propping doors open
- Admitting unauthorized person(s) into the building
- Failure to return a key when requested by the city
- Failure to report missing key(s) or keycard(s)
- Accessing the auditorium or attempting to access the auditorium outside of the authorized times
- Trespassing in unauthorized areas of the auditorium

Access violations may include items or acts not included in the examples provided in this policy. Any control policy violation or failure to follow any part of this policy could result in having access to the auditorium revoked. The city retains the right to change or revoke access to the auditorium at any time. The city also retains the right to modify or change Auditorium Access Policy at any time.



# City of Willmar Auditorium Access Form Account Setup

Person requesting an auditorium access key

Access Revoked/Denied

Last Name

First Name

Middle Initial

Group/Department

Title/Job Description

Telephone

Badge number assigned

Date of Badge Issue

Date of Badge Return

						Days						
Access Type	Full Access	<input type="checkbox"/>	Access needed from: ___:___ am/pm	to	___:___ am/pm	S	M	T	W	T	F	S
	Front Door Only	<input type="checkbox"/>	Access needed from: ___:___ am/pm	to	___:___ am/pm	S	M	T	W	T	F	S
	Gun Range Only	<input type="checkbox"/>	Access needed from: ___:___ am/pm	to	___:___ am/pm	S	M	T	W	T	F	S

Access Dates: Starting Date    /    /                      Ending Date                      /    /

Reason for Access:

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Supervisor Authorization name/title:

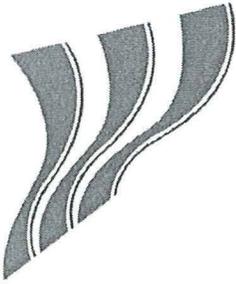
Supervisor Authorization Signature:

Date:    /    /

Card User Signature:

Date:    /    /

By the person requesting an Auditorium access key signing this form they acknowledge that they have read and will abide by the City of Willmar Auditorium Access Policy and Permissions set by the city.



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

**Agenda Item Number:** 5  
**Meeting Date:** 20150713  
**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved
- Amended
- Other
- Denied
- Tabled

**Originating Department:** Information Systems

**Agenda Item:** - Local Government Information Systems (LOGIS) Agreement

**Recommended Action:** Approve the agreement with LOGIS for the new City Permitting System.

**Background/Summary:** Currently the City does not have an effective or supported Permitting system. Multiple departments do depend on the software. The IS Department, in cooperation with the PDS Department and City Clerk have explored multiple systems. The system from LOGIS would best fit our needs and is currently used by multiple Government Agencies. The current year funds have been approved on the CIP.

**Alternatives:** Do not approve the agreement.

**Financial Considerations:** \$20,000

**Preparer:** Ross Smeby

**Signature:**

**Comments:** Attached – LOGIS Agreement and Quote

**Permits and Inspections Software Quote for the  
City of Willmar  
By LOGIS, 5/12/2015**

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**Estimated LOGIS Annual Support Fees**

Permits, Inspections, and Scheduling ..... 16,619.00  
Training and Setup..... 0.00

**Total: ..... \$16,619.00**

**Estimated Annual Support Fees for Optional Modules**

ePermits.....\$1,680.00  
Business Licenses ..... \$1,680.00  
Code Enforcement ..... \$1,680.00

**LOGIS Support Fees (Annual)**

Systems Development (starting year 2)..... \$1,680.00

**Note:** These are the rates that are currently in effect for the 2015 LOGIS annual budget. They will change slightly for the 2016 calendar year. All charges above will be prorated monthly based on the start of significant user activity.

## JOINT AND COOPERATIVE AGREEMENT

### LOCAL GOVERNMENT INFORMATION SYSTEMS

(Originally dated May 1, 1972)

(Amended, effective December 3, 1993)

(Further Amended, effective October 1, 2003)

The parties to this agreement are governmental units of the State of Minnesota. This agreement is made and entered into pursuant to Minnesota Statutes, Section 471.59.

#### I. GENERAL PURPOSE

The general purpose of this agreement is to provide for an organization through which the parties may jointly and cooperatively provide for (i) the establishment, operation and maintenance of data processing facilities and management information systems for the use and benefit of the parties and others and (ii) group health, life, accident, and other insurance and personnel benefits for the officers and employees of the parties and the organization. (Amended by Amendment No. 2, effective October 1, 2003).

#### II. DEFINITION OF TERMS

Section 1. For the purpose of this agreement, the terms defined in this article shall have the meanings given them.

Section 2. "Local Government Information Systems" means the organization created pursuant to this agreement, which organization is hereafter referred to as "LOGIS."

Section 3. "Board" means the Board of Directors of LOGIS, consisting of one director from each governmental unit which is a member of LOGIS.

Section 4. "Council" means the governing body of the member governmental unit, except that in the case of any department or agency of the state, council shall be deemed to mean the Commissioner of Administration of the State of Minnesota.

Section 5. "Member" means a governmental unit which enters into this agreement and is, at the time involved, a party in good standing.

Section 6. "Governmental unit" means any city, village, borough, town or other political subdivision of the State of Minnesota or any department or agency of the state government.

Section 7. "Software" means computer programs, form designs, user manuals and associated documentation.

### III. MEMBERSHIP

Section 1. Any governmental unit is eligible to be a member of LOGIS.

Section 2. A governmental unit desiring to be a member shall execute a copy of this agreement and shall pay the established membership dues and charges.

Section 3. The initial members shall be those members who joined LOGIS on or prior to June 1, 1972.

Section 4. Governmental units joining LOGIS after June 1, 1972, shall be admitted only upon the favorable vote of two-thirds of the members of the board. The board may impose conditions upon the admission of members other than the initial members.

### IV. BOARD OF DIRECTORS

Section 1. The governing body of LOGIS shall be its board. Each member shall be entitled to one director, who shall have one vote.

Section 2. Each member shall also be entitled to one alternate director who shall be entitled to attend meetings of the board and who may vote in the absence of the member's director.

Section 3. Directors and alternate directors shall be appointed by the council of each member. In order for LOGIS to develop data processing and management information systems which will be of maximum value to member governmental units, the members shall appoint, as their directors and alternates, their chief administrative officers and employees with general management responsibilities. Directors and alternates shall serve without compensation from LOGIS but this shall not prevent a member from providing compensation for its director or alternate director if such compensation is authorized by such unit and by law.

Section 4. There shall be no voting by proxy, but all votes must be cast in person at board meetings by the director or his alternate.

Section 5. Directors and alternate directors shall be appointed to serve until their successors are appointed and qualified.

Section 6. When the council of a member appoints a director or an alternate director, it shall give notice of such appointment to LOGIS in writing. Such notice shall include the mailing address of the persons so appointed. The names and addresses shown on such notices may be used as the official names and addresses for the purposes of giving any notices required by this agreement or by the bylaws of LOGIS.

Section 7. Any director or alternate director shall be subject to removal by the council of the member appointing him, at any time, with or without cause.

Section 8. A majority of the votes of the members shall constitute a quorum of the board.

Section 9. A vacancy on the board shall be filled by the council of the member whose position on the board is vacant.

Section 10. A director (or his alternate) shall not be eligible to vote on behalf of his governmental unit during the time that such governmental unit is in default on any contribution to LOGIS or on any contract with it. During the existence of such default, the vote or votes of such governmental unit shall not be counted as eligible votes for the purposes of this agreement. If a governmental unit remains in default for a period of more than 45 days on any billing from LOGIS, the membership of such governmental unit automatically shall be terminated.

#### V. MEETINGS - ELECTION OF OFFICERS

Section 1. Any governmental unit desiring to enter into this agreement may do so by the duly authorized execution of a copy of this agreement by its proper officers. Thereupon, the clerk or other corresponding officer of the governmental unit shall file a duly executed copy of the agreement, together with a certified copy of the authorizing resolution or other action, with the city manager of the City of Brooklyn Center. The resolution authorizing the execution of the agreement shall also designate the first director and alternate for the member. The agreement shall become effective when it has been authorized by ten (10) governmental units and when executed copies from such governmental units, together with certified copies of the authorizing resolutions, have been duly filed as set out herein. Within thirty (30) days after the effective date of this agreement, the manager of the City of Brooklyn Center shall call the first meeting of the board, which shall be held not later than fifteen (15) days thereafter.

Section 2. At the first meeting of the board and in July of each even numbered year after 1972, the board shall elect from its directors a president, a vice-president and a secretary-treasurer.

Section 3. At the organizational meeting, or as soon thereafter as it may reasonably be done, the board shall adopt bylaws governing its procedures including the time, place and frequency of its regular meetings. Such bylaws may be amended from time to time. Regular public meetings of the board, however, shall be held at least quarterly in the months of January, April, July and October.

Section 4. Special meetings of the board may be called (a) by the president, (b) by the executive committee or (c) by the executive committee upon the written request of a majority of the directors. Five days' written notice of special meetings shall be given to the directors and alternates. Such notice shall include the agenda for the special meeting.

Section 5. The specific date, time and location of regular and special meetings of the board shall be determined by the executive committee. Regular and special meetings of the board shall be held in the seven county twin city metropolitan area.

Section 6. Notice of regular meetings of the board shall be given to the directors and alternates by the secretary-treasurer of the board at least fifteen (15) days in advance and the agenda for such meetings shall accompany the notice. However, business at regular meetings of the board need not be limited to matters set forth in the agenda.

## VI. POWERS AND DUTIES OF THE BOARD

Section 1. The powers and duties of the board shall include the powers set forth in this article.

Section 2. It shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization including the establishment of data processing and information systems, engaging in the development and implementation of the necessary programs therefor, acquiring any necessary site, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for the handling of data processing and management information for the members and for others. Any of the foregoing activities, or any other activities authorized by this agreement, may be accomplished by entering into contracts, leases or other agreements with others, whenever the board shall deem this to be advisable.

Section 3. The board shall have full control and management of the affairs of LOGIS including the power to make contracts as it deems necessary to make effective any power to be exercised by LOGIS pursuant to this agreement; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the organization; to acquire, hold and dispose of property both real and personal as the board deems necessary; and to contract for space, materials, supplies and personnel either with a member or with a number of members or elsewhere.

Section 4. It may establish and collect membership dues.

Section 5. It may establish and collect charges for its services to members and to others.

Section 6. It may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.

Section 7. It shall cause an annual independent audit of the books to be made and shall make an annual financial accounting and report in writing to the members. Its books and records shall be available for and open to examination by its members at all reasonable times.

Section 8. It shall establish the annual budget for the organization as provided in this agreement.

Section 9. It may delegate authority to the executive committee of the board, between board meetings. Such delegation of authority shall be by resolution of the board and may be conditioned in such manner as the board may determine.

Section 10. It may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of the organization. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of village funds.

Section 11. It shall make its data processing and management information systems available to its members, subject to reasonable charges for the development and processing thereof.

Section 12. It may pay the reasonable and necessary expenses of officers, directors and alternates incurred in connection with their duties as such, but this shall not include the expenses of attending meetings of LOGIS within the seven county twin city metropolitan area.

Section 13. It may provide for any of its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which municipalities are authorized or required by law to make.

Section 14. It may purchase public liability insurance and such other bonds or insurance as it may deem necessary.

Section 15. It may exercise any other power necessary and incidental to the implementation of its powers and duties.

## VII. OFFICERS

Section 1. The officers of the board shall consist of a president, a vice-president and a secretary-treasurer who shall be elected at the regular annual meeting of the board held in even numbered years after 1972. New officers shall take office at the adjournment of the annual meeting of the board at which they are elected.

Section 2. A vacancy shall immediately occur in the office of any officer upon his resignation, death or upon his ceasing to be an employee of his member governmental unit. Upon vacancy occurring in any office, the executive committee shall fill such position until the next meeting of the board.

Section 3. The three officers shall all be members of the executive committee.

Section 4. The president shall preside at all meetings of the board and the executive committee. The vice-president shall act as president in the absence of the president.

Section 5. The secretary-treasurer shall be responsible for keeping a record of all of the proceedings of the board and executive committee, for custody of all funds, for the keeping of all financial records of the organization and for such other matters as shall be delegated to him by the board. Any persons may be engaged to perform such services under his supervision and direction, when authorized by the board. He shall post a fidelity bond or other insurance against loss of organization funds in an amount approved by the board, at the expense of the organization.

## VIII. EXECUTIVE COMMITTEE

Section 1. The board shall have an executive committee consisting of three officers and two other directors, all of whom shall be elected at the annual meetings of the board held in even numbered years after 1972. Vacancies of members on the executive committee may be filled by the board of directors at any regular or special meeting.

Section 2. The executive committee may adopt bylaws governing its own procedures, which shall be subject to this agreement, the bylaws of the board, and any resolutions or other directives of the board.

Section 3. A quorum at a meeting of the executive committee is three (3).

Section 4. The executive committee shall meet at the call of the president or upon the call of any two other members of the executive committee. The date and place of the meeting shall be fixed by the person or persons calling it. At least forty-eight (48) hours' advance written notice of such meeting shall be given to all members of the executive committee by the person or persons calling the meeting. Such notice, however, may be waived by any or all members who actually attend the meeting or who give written waiver of such notice for a specified meeting.

Section 5. The executive committee shall have the following duties:

(a) It shall exercise the powers and perform the duties delegated to it by the board of directors, subject to such conditions and limitations as may be imposed by the board.

(b) It shall cause to be prepared a proposed annual budget each year which shall be submitted to the board of directors at least thirty (30) days before the annual meeting.

(c) It shall present a full report of its activities at each regular meeting of the board.

Section 6. Subject to the provisions of the approved budget it shall have the authority to appoint, fix the conditions of employment of, and remove any employees of the organization.

Section 7. It shall have authority to fix charges for the use of the programs and facilities of LOGIS, both as to members and nonmembers consistent with policies and guidelines established by the board.

Section 8. All actions taken by the executive committee shall be subject to control by the board of directors as the board shall deem advisable.

#### IX. FINANCIAL MATTERS

Section 1. The fiscal year of LOGIS shall be the calendar year.

Section 2. The annual budget of LOGIS must be adopted in the following manner:

(a) annually prior to June 1 the Board will supply each member with a proposed preliminary budget;

(b) annually prior to the annual meeting of the Board in July the Board will supply each member with a proposed budget adjusted for withdrawal notifications received pursuant to Article XII;

(c) the annual budget must be adopted at the annual meeting of the Board in July.

Promptly after adoption of the budget, the Board must mail copies of the budget to the chief administrative officer of each member. Upon adoption of the budget each member is obligated to LOGIS for the budgeted revenues and cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with this Article. (Amended by Amendment No. 1, December 3, 1993.)

Section 3. The board shall have authority to fix cost sharing charges for all members in an amount sufficient to provide the funds required by the budgets of the organization. It shall advise the chief administrative officer of each member, on or before September 1 of each year, of the amounts of such charges falling within Classes 1 and 2 and the rates of such charges falling within Class 3, as such classes are defined in Section 5 of this article.

Section 4. Billings for all charges shall be made by the board and shall be due when rendered. Any member whose charges have not been paid within 45 days after billing shall be in default and shall not be entitled to further voting privileges nor to have its director hold any office nor to use any LOGIS facilities or programs until such time as no longer in default. In the event that such charges have not been paid within 45 days after such billing, such defaulting member shall be deemed to have given, on such 45th day, notice of withdrawal from membership. In the event of a bona fide dispute between the member and the board as to the amount which is due and payable, the member shall nevertheless make such payment in order to preserve its status as a member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it.

Section 5. The charges of LOGIS shall be divided, for cost sharing purposes, into three classes, to-wit:

(a) Class 1 Charges. These charges shall be made to cover the organization's general, administrative and operational expenses not falling within Classes 2 and 3. Class 1 charges shall be made as fixed monthly, quarterly or annual membership dues. They shall be determined annually by the board of directors. They shall not be retroactively applied to new members.

(b) Class 2 Charges. These charges shall be made to cover the costs of design and development of computer programs and systems and other capital costs. The initial members of LOGIS shall pay such portion of the Class 2 charges as shall be established by the board, provided that the board shall attempt in good faith to pro rate such Class 2 charges among the members in as equitable a manner as possible, giving consideration, among other things, to anticipated use of the programs, systems and facilities of the organization. Any new members, i.e. any governmental units joining LOGIS after May 31, 1972, shall pay a pro rated share of the accumulated Class 2 charges which have been charged to or incurred by all members, as computed by the board on the same formula as for initial members as the price of membership; and such charges, when paid by such new members, shall be apportioned among the then existing members in cash or credit on unpaid or future billings in proportion to the Class 2 charges which such existing members have thus far paid or incurred.

(c) Class 3 Charges. These charges shall be to cover the costs of system operation and maintenance in serving members (and others) on a "as requested" basis. The amount of such charges shall be determined by the board and such amounts shall be computed on the basis of the actual workload utilized by each member. Class 3 charges shall not be retroactively applied to new members.

Section 6. Nothing contained in the foregoing Section 5 shall prevent the board from charging nonmembers for services rendered by LOGIS, on such basis as the board shall deem appropriate. For example, the board shall not be obligated to charge nonmembers, for services, only Class 3 charges.

Section 7. It is anticipated that certain members may be in a position to extend special financial assistance to LOGIS in the form of grants. The board may credit any such grants against any charges which the granting member would otherwise have to pay. The board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges which have been made or in the future may be made against one or more specified members.

Section 8. Board funds may be expended by the board in accordance with procedures established by law for the expenditure of funds by villages. Orders, checks, drafts and other legal instruments shall be signed by the president or vice-president and countersigned by the secretary-treasurer or such other person as shall be designated by the board.

Section 9. Contracts shall be let and purchases shall be made in accordance with the legal requirements applicable to contracts and purchases by Minnesota villages.

#### X. ADMINISTRATOR

An administrator may be appointed to perform such administrative duties as shall be delegated to him by the board.

#### XI. ASSOCIATES

Section 1. It is contemplated that certain governmental units may desire to follow, closely, the activities of LOGIS, to provide input into systems design, and to receive detailed information about system characteristics and performance, for the purpose of coordinating intergovernmental relationships. Such governmental units may affiliate with LOGIS as "associates."

Section 2. A governmental unit desiring to become an associate may do so in the same manner as is applicable to becoming a member, except as otherwise provided in this article.

Section 3. At the time of joining LOGIS as an associate, the governmental unit shall indicate in writing that it is not joining as a member but as an associate.

Section 4. An associate may appoint a director and an alternate director to the board but such director (or alternate) shall be without voting power, shall not be eligible to serve as an officer and shall not be counted for quorum purposes.

Section 5. The board may establish the charges to be paid by associates and for that purpose it may classify associates in accordance with their varying circumstances.

Section 6. An associate may apply for membership status and become a regular member.

Section 7. An associate may discontinue its association with LOGIS at any time by giving written notice of withdrawal to the secretary-treasurer of LOGIS. Withdrawal shall not relieve such withdrawing associate from its obligation to pay any charges which the associate has incurred up to the time of withdrawal.

#### XII. WITHDRAWAL

Section 1. Any member may at any time give written notice of withdrawal from LOGIS. The nonpayment of charges as set forth herein, and the refusal or declination of any member to be bound by any obligation to the organization shall also constitute notice of withdrawal.

(a) Actual withdrawal shall not take effect for a period of forty-five (45) days from the date of such notification.

(b) Upon effective withdrawal the member shall continue to be responsible (1) for all of its prorated share of any unpaid Class 2 obligations, (2) for its share of Class 1 charges to the effective date of withdrawal, (3) for its share of any Class 3 charges to the effective date of withdrawal and (4) for any contractual obligations it has separately incurred with LOGIS.

Section 2. A member who has not given notice of withdrawal on or before June 15 of a given year is obligated for the budgeted revenues and the cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with Article IX. (Added by Amendment No. 1, December 3, 1993.)

Section 3. A member withdrawing from membership at a time when such withdrawal does not result in dissolution of the organization shall forfeit its claim to any assets of the organization except that it shall have access to any software developed for its use while it was a member, in accordance with and subject to the provisions of Article XIII, Section 5, Paragraph (b).

### XIII. DISSOLUTION

Section 1. The organization shall be dissolved whenever (a) a sufficient number of members withdraws from the organization to reduce the total number of members to less than six (6), or (b) by two-thirds vote of all members of the board.

Section 2. In the event of dissolution the board shall determine the measures necessary to effect the dissolution and shall provide for taking of such measures as promptly as circumstances permit and subject to the provisions of this agreement.

Section 3. Upon dissolution the remaining assets of LOGIS, after payment of all obligations, shall be distributed among the then existing members in proportion to their contributions, as determined by the board, provided that computer software prepared for such members shall be available to them, subject to such reasonable rules and regulations as the board shall determine.

Section 4. If, upon dissolution, there is an organizational deficit, such deficit shall be charged to and paid by the members and former members on a pro rata basis, based upon the Class 1, 2 and 3 charges incurred by such members and former members during the two years preceding the event which gave rise to the dissolution.

Section 5. In the event of dissolution the following provisions shall govern the distribution of computer software owned by the organization:

(a) All such software shall be an asset of the organization.

(b) A member or former member may use (but may not authorize reuse by others) any software developed during its membership upon (1) paying any unpaid sums due LOGIS, (2) paying the costs of taking such software, and (3) complying with

reasonable rules and regulations of the board relating to the taking and use of such software. Such rules and regulations may include a reasonable time within which such software must be taken by any member or former member desiring to do so.

#### XIV. DURATION

This agreement shall continue in effect indefinitely, until terminated in accordance with its terms.

IN WITNESS WHEREOF, the undersigned governmental unit has caused this agreement to be signed and delivered on its behalf.

IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_  
(Name of Governmental Unit)

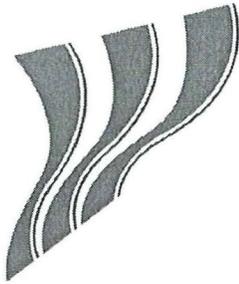
\_\_\_\_\_

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

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

Dated: \_\_\_\_\_, 20\_\_.

Filed in the office of the City Manager of the City of Brooklyn Center, Minnesota, this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6  
Meeting Date: 20150709  
Attachments:  Yes No

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Information Systems

Agenda Item: - Information Systems 2015 Capital Improvement Reallocation

Recommended Action: Reallocate the 2015 Capital Improvement Thin Client Funds for the following items. The Charter Fiber Rack move, Leightronix Switcher, Studio Sign, Roof Repair, and new Bulletin Board Server.

Background/Summary: Due to several building maintenance and project needs at the WRAC Studio the IS Coordinator is requesting that \$16,000 from the thin client CIP project be reallocated to fund these projects. The motion to re-appropriate the funds for these projects was made at the Cable Advisory Board Meeting on July 8 and was approved. The motion was amended to specifically include funding for these projects and to receive a second quote for window treatments.

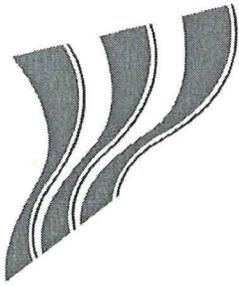
Alternatives: Do not approve the fund change.

Financial Considerations: \$16,000

Preparer: Ross Smeby

Signature:

Comments: Attached – WRAC Project quotes. Currently \$125,000 was set aside for the Thin Client Project. Other projects that may require funding from this would include a new Financial AS400 System, Data Storage Array for the IS Department and HVAC equipment at the WRAC Studio.



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

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

**Meeting Date:** 20150709

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

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

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**Originating Department:** Information Systems

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**Signature:**

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## Ross Smeby

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**From:** Theisen, Pam J <Pam.Theisen@charter.com>  
**Sent:** Wednesday, May 13, 2015 5:31 PM  
**To:** Ross Smeby  
**Subject:** move cable drop

Hi Ross,

There will be a one-time fee of \$2,500.00 to make this move and could take up to 30 days to complete.

Please respond with approval to move forward.

This is to relocate the fiber rack from the basement to the main floor. Break the existing 2 burns and remove the fiber from the rack. Carry the fiber rack out of the basement to the main level. Drill a 1" hole through the floor to run fiber up stairs and mount the rack to the floor. prep fiber and re burn to fibers. Also extend audio wires from the basement to the 1st floor.

Pam



**Pam Theisen** | *Major Account Representative*

320.229.7337 (o) 320.248.1027(c) 320.258.3724(f)

400 Sundial Drive, Waite Park, MN 56387



201505284270040

**SERVICE ORDER**

**Under the Business Internet, Video and Music Service Agreement**

This Service Order is executed on Jun 03, 2015 and modifies the Service Agreement dated Sep 05, 2014 by and between Charter Communications, LLC, ("Spectrum Business" or "Charter") with corporate offices at 12405 Powerscourt Dr, Saint Louis, MO. 63131, and WRAC, ("Customer") with offices located at 417 LITCHFIELD AVE SW, WILLMAR, MN 562013241. Except as specifically modified herein, all other terms and conditions of the Agreement and Commercial Terms of Service shall remain unamended and in full force and effect.

**CUSTOMER INFORMATION:**

Account Name: WRAC

Invoicing Address: \_\_\_\_\_

Invoicing Special Instructions: \_\_\_\_\_

**1. SITE-SPECIFIC INFORMATION:**

New  Renew  Change: Order Type: Mid Contract: Upgrade

Service Location (Address): 417 LITCHFIELD AVE SW, WILLMAR, MN 562013241

Service Location Name (for purposes of identification): \_\_\_\_\_

Service Location Special Instructions: \_\_\_\_\_

Non-Hospitality or Non-Video

**Customer Contact Information.** To facilitate communication the following information is provided as a convenience and may be updated at any time without affecting the enforceability of the terms and conditions herein:

	Billing Contact	Site Contact	Technical Contact
Name			
Phone			
Fax			
Cell			
Email Address			

**MONTHLY SERVICE FEES:** \_\_\_\_\_

*\* If Customer has selected the Spectrum Business Special Offers, the Section 3(i) of the Commercial Terms of Service (for Spectrum Business Bundle) shall apply.*

**ONE - TIME CHARGES :**

**ONE - TIME CHARGES \$2,500.00**

**2. TOTAL FEES.**

**Total Monthly Service Fees of \$0.00 are due upon receipt of the monthly invoice.**

**Total One-Time Charges of \$2,500.00 are included in the first monthly invoice.**

3. **SERVICE PERIOD.** The initial Service Period of this Service Order shall begin on the date installation is completed and shall continue for a period of 1 month. Upon expiration of the initial term, this Service Order shall automatically renew for successive one-month terms and Charter may then apply Charter's then-current Monthly Service Fees unless either party terminates this Service Order by giving thirty (30) days prior written notice to the other party before the expiration of the current term.
4. **NO UNTRUE STATEMENTS.** Customer further represents and warrants to Charter that neither this Service Order, nor any other information, including without limitation, any schedules or drawings furnished to Charter contains any untrue or incorrect statement of material fact or omits or fails to state a material fact.
5. **CONFIDENTIALITY.** Customer hereby agrees to keep confidential and not to disclose directly or indirectly to any third party, the terms of this Service Order or any other related Service Orders, except as may be required by law. If any unauthorized disclosure is made by Customer and/or its agent or representative, Charter shall be entitled to, among other damages arising from such unauthorized disclosure, injunctive relief and a penalty payment in the amount of the total One-Time Charges associated with this Service Order, and Charter shall have the option of terminating this Service Order, other related Service Orders and/or the Service Agreement.
6. **ENTIRE AGREEMENT.** The terms and conditions of the Service Agreement will remain in full force and effect, except as modified by this Service Order. This Service Order will serve to supplement the Service Agreement. In the event of any conflict between the provisions of this Service Order and the provisions of the Service Agreement excluding those set forth in Indemnification of the Commercial Terms of Service, the provisions of this Service Order shall prevail. All terms not otherwise defined herein will have the same meaning ascribed to them in the Service Agreement. This Service Order supersedes and replaces any and all other Service Orders, either oral or written, regarding the specific Service Locations. This Service Order may not be amended except by a written agreement signed by both parties. The person signing on behalf of the Customer represents that he/she has full authority to bind Customer to the terms and conditions of this Service Order.
7. **FACSIMILE.** A copy sent via fax machine or scanned and e-mailed of a duly executed Agreement and Service Order signed by both authorized parties shall be considered evidence of a valid order, and Charter may rely on such copy of the Agreement and Service Order as if it were the original.

**NOW THEREFORE,** Charter and Customer agree to the terms and conditions included within this Service Order and hereby execute this Service Order by their duly authorized representatives.

**Charter Communications, LLC**

**WRAC**

By:

**By: Charter Communications, Inc., its Manager**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

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

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

# Charter Commercial Subscriber Privacy Policy

## TV Internet Phone

### Charter Commercial Subscriber Privacy Policy:

Charter takes the protection of our subscribers ("You," "Your" or "Customer(s)") privacy seriously. The following privacy policy ("Policy") applies to those Charter commercial Customers who subscribe to Charter's commercial video programming, high-speed Internet and/or telephone service (individually and collectively the "Service") and describes the Customer Information that Charter collects and retains, how Charter uses and protects it, the limited cases where Charter may disclose some or all of that information, and Your rights under the Cable Communications Policy Act of 1984 ("Cable Act"). Depending upon the Charter Service to which You subscribe, parts of this Policy may not be applicable to You. Charter values Your privacy and considers all personally identifiable information contained in our business records to be confidential. Please review this Policy and, if You are a Charter telephone service subscriber, the attached Customer Proprietary Network Information ("CPNI") Policy (the "CPNI Policy"), in conjunction with Your service agreement, terms of service and acceptable use policy ("Your Service Agreement"). Charter will provide You copies of this Policy annually and the CPNI Policy at least once every two years, whether or not we have revised the policies. We may modify this Policy at any time. The most current version of this Policy can be found on [www.charter.com](http://www.charter.com). If you find the changes unacceptable and if those changes materially and adversely impact Your use of the Service, you may have the right to cancel Your Service under Your Service Agreement. If you continue to use the Service following the posting of a revised Policy, we will consider that to be your acceptance of and consent to the Policy as revised.

### What type of information does Charter collect?

Charter collects both personally identifiable information and non-personal information about You when You subscribe to our Service. Charter uses its system to collect personally identifiable information about You: (a) when it is necessary to provide our services to You; (b) to prevent unauthorized reception of our services; and (c) as otherwise provided in this Policy. Charter will not use the system to collect Your personally identifiable information for other purposes without Your prior written or electronic consent. Charter also collects personally identifiable and non-personal information about You when You voluntarily provide information to Charter, as may be required under applicable law, and from third parties, as described in this Policy. Personally identifiable information is any information that identifies or can potentially be used to identify, contact, or locate You. This includes information that is used in a way that is personally identifiable, including linking it with identifiable information from other sources, or from which other personally identifiable information can easily be derived, including, but not limited to, name, address, phone or fax number, email address, spouses or other relatives' names, drivers license or state identification number, financial profiles, tax identification number, bank account information, and credit card information. Personally identifiable information does not include information that is collected anonymously (i.e., without identification of the individual or business) or demographic information not connected to an identified individual or business.

Non-personal information, which may or may not be aggregated information about our Customers and may include information from third parties, does not identify individual Customers. Charter may combine third party data with our business records as necessary to better serve our Customers. Examples of non-personal information include IP addresses, MAC addresses or other equipment identifiers, among other data. Our systems may automatically collect certain non-personal information when You use an interactive or transactional service. This information is generally required to provide the service and is used to carry out requests a Customer makes through a remote control or set-top box.

We may also collect and maintain information about Your account, such as billing, payment and deposit history; maintenance and complaint information; correspondence with or from You, information about the service options that You have chosen; information on the equipment You have, including specific equipment identifiers; and information about Your use of our services, including the type, technical arrangement, quantity, destination and amount of use of certain of those services, and related billing for those services.

Charter also collects customer-provided customization settings and preferences. By using our service, You consent to our collection of this information and other information communicated to Charter such as correspondence, responses to surveys or emails, information provided in chat sessions with us, registration information, or participation in promotions or contests.

If You subscribe to our video service, then in certain of our systems, our set-top boxes automatically collect information that may be used to determine which programs are most popular, how many set-top boxes are tuned to watch a program to its conclusion and whether commercials are being watched, as well as other audience-measurement focused information. Our processes are designed to track

this information and audience statistics on an anonymous basis. Information such as channel tuning, the time the channel is changed, and when the set-top box is "on" or "off" is collected at a secure database in an anonymous format. Charter, or our contractors or agents, may from time to time share the anonymous information with our advertisers, content providers, or other third parties with whom we have a relationship. We will not provide our advertisers, content providers, or these other third parties with personally identifiable information about You unless we have received Your consent first, except as required by law. (See "Who sees the information collected by Charter?")

### Why does Charter collect personally identifiable information?

Charter collects and uses personally identifiable information to:

- properly deliver our Services to You;
- provide You with accurate and high quality customer service;
- perform billing, invoicing and collections;
- provide updates, upgrades, repairs or replacements for any of our service-related devices or software used in providing or receiving services;
- protect the security of the system, prevent fraud, detect unauthorized reception, use, and abuse of Charter's Services or violations of our policies or terms of service;
- keep You informed of new or available products and services;
- better understand how the Service is being used and to improve the Service;
- manage and configure our device(s), system(s) and network(s);
- maintain our accounting, tax and other records; and
- comply with applicable federal and state laws and regulations, as well as for the general administration of our business.

If You use an interactive or transactional service, for example, responding to a survey or ordering a pay-per-view event, the system will collect certain additional personally identifiable information, such as account and billing information or Customer-provided locale and service preferences, to properly bill You for the services purchased and to provide You with a more personalized experience. In addition, certain information such as Your connections to our system is automatically collected to, for example, make it possible for Your digital boxes to receive and process the signals for the services You order.

Charter may also collect personally identifiable information from third parties to enhance our customer database for use in marketing and other activities. Charter also collects personally identifiable information from third parties to verify information You have provided us and collects personally identifiable information from credit reporting agencies to, for example, determine Your creditworthiness, credit score, and credit usage. Charter also may maintain research records containing information obtained through voluntary subscriber interviews or surveys.

If You subscribe to our high-speed Internet service, Charter transmits personally identifiable and non-personal identifiable information about You over the Service when You send and receive e-mail and instant messages, transfer and share files, make files accessible, visit websites, or otherwise use the Service and its features. Our transmission of this information is necessary to allow You to use the Service as You have chosen and to render the Service to You.

### Who sees the information collected by Charter?

Charter will only disclose personally identifiable information to others if: (a) Customer provides written or electronic consent in advance, or (b) it is permitted or required under federal or applicable state law. Specifically, federal law allows Charter to disclose personally identifiable information to third parties:

- when it is necessary to provide Charter's services or to carry out Charter's business activities;
- as required by law or legal process; or
- for mailing list or other purposes, subject to Your ability to limit this last type of disclosure.

To provide services and carry out our business activities, certain authorized people have access to Your information, including our employees, entities affiliated through common ownership or control with Charter and third parties that provide and/or include: billing and collection services; installation, repair and customer service subcontractors or agents; program guide distributors; software vendors; program and other service suppliers for audit purposes; marketers of Charter's products and services; third party auditors; our attorneys and accountants; and/or strategic partners offering or providing products or services jointly or on behalf of Charter. The frequency of disclosures varies according to business needs, and may involve access on a regular basis. Charter restricts third parties' use of Your information to the

purposes for which it is disclosed and prohibits third parties from further disclosure or use of Your personally identifiable information obtained from us, whether for that third party's own marketing purposes or otherwise.

Unless You object in advance, federal law also allows Charter to disclose through "mailing lists," personally identifiable information, such as Your name, address and the level of Your service subscription, to non-affiliated entities, including advertisers and marketing entities, for non-service related purposes, including product advertisement, direct marketing and research. Under no circumstances will Charter disclose to these advertising entities the extent of Your viewing habits or the transactions You make over the system. Charter, or our contractors or agents, may from time to time share non-personal and/or aggregate information such as the number of Service subscribers who match certain statistical profiles (for example, the number of subscribers in various parts of the country) with our advertisers, content providers, or other third parties with whom we have a relationship.

We may provide anonymous data to third parties who may combine it with other information to conduct more comprehensive audience analysis for us and for television advertisers. This data helps program networks and cable operators decide on which programs, channels, and advertising to carry. Charter may also use that information to distribute targeted advertising to You without having disclosed any of Your personally identifiable information to the advertisers. These advertisements may invite interactive or transactional follow-up from You. By using any of Charter's interactive services, You consent to our collection of this additional information. Unless You consent first or except as required by law, only anonymous information is disclosed to audience measurement services.

As part of its business activities, if Charter enters into a merger, acquisition, or sale of all or a portion of our assets, Charter may transfer Customers' personally identifiable and non-personal information as part of the transaction.

If You subscribe to our telephone service, Your name, address and/or telephone number may be transmitted via Caller ID, published and distributed in affiliated or unaffiliated telephone directories, and available through affiliated or unaffiliated directory assistance operators. We take reasonable precautions to ensure that non-published and non-listed numbers are not included in the telephone directories or directory assistance services, although we cannot guarantee that errors will never occur. Please note that Caller ID blocking may not prevent the display of Your name and/or telephone number when You dial certain business numbers, 911, 900 numbers or toll-free 800, 866, 877 or 888 numbers.

If allowed by and after complying with any federal law requirements, Charter may disclose personally identifiable information about Customer to representatives of government or to comply with valid legal process, except as provided below, disclosures shall not include records revealing Customer's selection of video programming. Disclosures to representatives of government may be made pursuant to an administrative subpoena, warrant, court order, or our reasonable discretion in cases of emergency or serious physical injury, or other permitted means. In these situations, Charter may be required to disclose personally identifiable information about a Customer without Customer's consent and without notice to the Customer. Law enforcement agencies may, by federal or state court order, and without notice to You, obtain the right to install a device that monitors Your Internet and e-mail use, including addresses of email sent and received and in some cases the content of those communications; and/or Your use of our telephone service, including listings of incoming and outgoing calls and in some cases the content of those calls. In some instances where there are valid legal requests for or orders for disclosure of Your information, we may notify You of the requests or orders and then it may be up to You to object or take specific action to prevent any disclosures pursuant to those requests or orders.

Where a governmental entity is seeking personally identifiable information of a Customer who subscribes to Charter's video services only or records revealing Customer's selection of video programming, the Cable Act requires a court order and that the video subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At such a proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the prosecution of the case. Except in certain situations (such as with respect to those who owe, or are owed, welfare or child support) state welfare agencies may obtain the names, addresses, and certain other Customer information as it appears in Charter's subscriber records under the authority of an administrative subpoena.

We may also use or disclose personally identifiable information about You without Your consent (a) to protect our Customers, employees, or property, (b) in emergency situations, (c) to enforce our rights in court or elsewhere, or directly with You, for violations of service terms, conditions or policies and/or (d) in order to comply with the Digital Millennium Copyright Act or as otherwise required by law, for example, as part of a regulatory proceeding.

#### **Note to California Customers Regarding Your Privacy Rights:**

California law requires Charter provide to certain Customers, upon request, certain information regarding the sharing of personally identifiable information to third parties for their direct marketing purposes. As mentioned above, Charter does not share personally identifiable information with unaffiliated third parties for their own direct marketing purposes. However, Charter may share personally identifiable information with some same-branded affiliates for those affiliates' direct marketing purposes (and, if a Charter telephone subscriber, then subject to the restrictions in the attached CPNI Policy). If You make a request by phone or on-line, Charter will provide You with the number of its same-branded affiliates in California and a list of personal information that it may have shared with some or all such affiliates.

#### **Can I prohibit or limit Charter's use and disclosure of my personally identifiable information?**

If You do not want Your name, address, level of service or other personally identifiable information disclosed to third parties in a "mailing list" as explained above, please register this preference at <http://unsubscribe.charter.com> or by contacting us by telephone at 1-888-GET-CHARTER. Customers of our video service cannot opt-out of the collection of audience measurement data.

Also, if You do not want to receive marketing messages (e.g., phone calls, emails, and direct mail) from Charter, You may call 1-888-GET-CHARTER or visit <http://unsubscribe.charter.com> and make a request to have your privacy preferences updated. Please note that such request will not eliminate all telephone calls, emails or direct mail sent to You from Charter as Charter may still continue to send non-marketing account-related messages to You.

#### **How long does Charter maintain personally identifiable information?**

Charter will maintain personally identifiable information about You as long as You are a subscriber to Charter's Service and as long as necessary for the purpose for which it was collected. If You are no longer a subscriber to any Charter Service and the information is no longer necessary for the purpose for which it was collected, Charter will only keep personally identifiable information as long as necessary to comply with laws governing our business. These laws include, but are not limited to, tax and accounting requirements that require record retention. Charter will also maintain personally identifiable information to satisfy pending requests for access by a subscriber to his/her information or pursuant to a court order. Charter will destroy Customers' personally identifiable information when the information is no longer necessary for the purpose for which it was collected, when there are no longer pending requests for such information, and when it is no longer necessary to retain the information under applicable laws.

#### **How does Charter protect customer information?**

Charter takes the security of our Customers' personally identifiable information seriously. Charter takes such actions as are reasonably necessary to prevent unauthorized access by entities other than Charter to personally identifiable information. Charter uses security and/or encryption technology to secure certain sensitive personally identifiable information when it collects such information over the system. Charter restricts access to its customer database and secures the content by use of firewalls and other security methods. Charter limits access to databases containing Customers' personally identifiable information to those specifically authorized employees and agents of Charter and other parties identified in the "Who sees the information collected by Charter?" section above. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

You need to help protect the privacy of Your own information. You and others who use Your equipment must not give identifying information to strangers or others whom You are not certain have a right or need to the information. You also must take precautions to protect the security of any personally identifiable information that You may transmit over any home networks, wireless routers, wireless fidelity (WiFi) networks or similar devices by using encryption and other techniques to prevent unauthorized persons from intercepting or receiving any of Your personally identifiable information. You are responsible for the security of Your information when using unencrypted, open access or otherwise unsecured networks in Your home. For more information on things you can do to help protect the privacy of Your own information, visit [www.charter.com/security](http://www.charter.com/security) or [www.OnGuardOnline.gov](http://www.OnGuardOnline.gov).

#### **Can I see the information that Charter collects about me?**

You have a right under the Cable Act to see Your personally identifiable information that Charter collects and maintains. The information Charter has about its Customers is maintained at the local offices where service is provided, in our systems, and at our corporate headquarters. If You would like to see Your information, please send a written request to Your local Charter office. To find the location of your local office please visit [www.charter-business.com](http://www.charter-business.com). Charter will be glad to make an appointment for You to come in to Your local office during regular business hours. If You review

reveals an error in our records, Charter will correct it. You may also be able to access certain information about You or Your account by telephone or online at [www.charter-business.com](http://www.charter-business.com), depending upon the information You have provided.

#### **Does Charter protect children's privacy?**

Charter is concerned about children's privacy and does not knowingly collect personally identifiable information from anyone under the age of 13 over its Service unless otherwise expressly identified. At those specific parts of our Service, Charter will provide a special notice or other information describing the additional privacy protections that may apply. Charter urges children to always obtain a parent or legal guardian's permission before sending any information about themselves over the Internet and urges parents and legal guardians to be vigilant regarding children's Internet usage. Other services or web pages accessed through Charter's Service may have different policies on collection of information pertaining to children and You should consult their privacy policies and read their notices if You have any concerns about the collection or use of such information by those entities.

#### **How does Charter use cookies and web beacons?**

A cookie is a small file that stores information in Your browser on Your computer. Charter places cookies in Your browser that contain some of the information You provide when You register with us and when You set up a personalized service or customize Your settings and preferences on our websites. Charter does not store highly sensitive personal information such as Your password, e-mail address or credit card number in cookies. Cookies enable Charter to summarize overall usage patterns for analysis. In addition, Charter uses cookies to provide personalized services such as saving your astrological sign on Charter.net. Charter may also use cookies to provide a more useful online experience, such as allowing You to quickly enter a sweepstakes if You're already logged on.

A web beacon is an invisible graphic on a web page that is programmed to collect non-personally identifiable information about Your use of a given site. Like cookies, web beacons allow Charter and its technology providers to summarize overall usage patterns for our analysis and provide personalized services. Charter does not share or provide personally identifiable information we may collect, such as names, e-mail addresses and phone numbers with our advertisers without Your express permission. However, Charter may provide site usage information linked to your personally identifiable information to law enforcement or others in compliance with valid legal process or in other situations as stated in the "Who Sees the Information Collected by Charter?" paragraphs above.

You may opt-out of the cookies delivered by Charter on its websites by changing the setting on Your browser. Depending on Your privacy settings, please be aware that this may disable all cookies delivered to Your browser, not just the ones delivered by Charter.

#### **Targeted Marketing**

Charter wants to make its advertisements for its goods and services more relevant to You. Charter collects and uses non-personal information, such as information about Your visits to our websites and IP address, and personally identifiable information, such as information You provide Charter and from Your Charter account (see "What type of Information does Charter Collect?"), to identify and present such tailored advertisements for Charter's goods and services. In addition, Charter may partner with a third-party advertising company who may utilize cookies, web beacons, or other technology to deliver or facilitate the delivery of targeted advertisements about Charter's goods and services on third-party websites. Charter will not provide this partner with access to Your name, address, e-mail address, telephone number or other personally identifiable information. When these targeted online advertisements are based on Your personally identifiable information and displayed on third-party websites, You may opt-out by going to <http://unsubscribe.charter.com> and requesting to have Your privacy preferences updated. After doing so, we recommend that You also remove any unwanted cookies from Your browser. For more information on how to adjust these settings go to Charter.com > Support > Internet Help.

#### **What can I do if I believe Charter has violated my rights?**

You may enforce the limitations imposed on us by federal law with respect to the collection and disclosure of personally identifiable subscriber information about You, through a civil action under federal law, in addition to other rights and remedies that may be available to You under federal or other applicable laws.

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

If You have any questions about our privacy protections and policies, please contact Your local customer service office. You can find the phone number for Your local customer service office on Your monthly bill statement or by visiting Charter's website at [www.charter-business.com](http://www.charter-business.com).

#### **IMPORTANT NOTE:**

This Policy does not apply to Your use of any Charter website. You should review the privacy policy applicable to each site, which is available under the "Your Privacy Rights" or "Privacy Policy" section of each Charter website. This Policy also does not apply to those residential customers who subscribe to Charter's residential video programming, high-speed Internet and/or telephone service. The Residential Subscriber Privacy Policy is available under the "Your Privacy Rights" section of [www.charter.com](http://www.charter.com).

Effective: May 4, 2010

#### **Charter Commercial Customer Proprietary Network Information (CPNI) Policy**

The following CPNI Policy is in addition to requirements set forth in Charter's Commercial Subscriber Privacy Policy and is subject to some permitted uses and disclosures of your name, address, and/or telephone number outlined in the Privacy Policy. The information that we have (1) relating to the quantity, technical configuration, type, destination, location, and amount of Your use of telephone service, and / or (2) contained on Your telephone bill concerning the telephone services that You receive is subject to additional privacy protections. That information, when matched to Your name, address, and telephone number is known as "Customer Proprietary Network Information," or CPNI for short. Examples of CPNI include information typically available from details on a customer's monthly telephone bill -- the type of line, technical characteristics, class of service, current telephone charges, long distance and local service billing records, directory assistance charges, usage data, and calling patterns. As a subscriber to our telephone services, You have the right, and Charter has a duty, under federal law to protect the confidentiality of CPNI. Charter offers many communications-related services, such as, for example, Charter Internet services. From time to time we would like to use the CPNI information we have on file to provide You with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to Your specific needs. We would like Your approval so that we, our agents, affiliates, joint venture partners, and independent contractors may use this CPNI to let You know about communications-related services other than those to which You currently subscribe that we believe may be of interest to You. You do have the right to restrict this use of CPNI.

IF WE DO NOT HEAR FROM YOU WITHIN 30 DAYS OF THIS NOTIFICATION, WE WILL ASSUME THAT YOU APPROVE OUR USE OF YOUR CPNI FOR THE PURPOSES OF PROVIDING YOU WITH INFORMATION ABOUT OTHER COMMUNICATIONS-RELATED SERVICES. YOU HAVE THE RIGHT TO DISAPPROVE OUR USE OF YOUR CPNI, AND MAY DENY OR WITHDRAW OUR RIGHT TO USE YOUR CPNI AT ANY TIME BY CALLING THE TELEPHONE NUMBER REFLECTED ON YOUR MONTHLY BILLING STATEMENT OR 1-888-GET-CHARTER. We will also honor any restrictions applied by state law, to the extent applicable. Charter also offers various other services that are not related to the communications services to which You subscribe. Under the CPNI rules, some of those services, such as Charter video services, are considered to be non-communications related services. Occasionally, You may be asked during a telephone call with one of our representatives for Your oral consent to Charter's use of Your CPNI for the purpose of providing You with an offer for products or services not related to the telephone services to which You subscribe. If You provide Your oral consent for Charter to do so, Charter may use Your CPNI for the duration of such telephone call in order to offer You additional services. Any action that You take to deny or restrict approval to use Your CPNI will not affect our provision to You, now or in the future, of any service to which You subscribe. You may disregard this notice if You previously contacted us in response to a CPNI Notification and denied use of Your CPNI for the purposes described above. Any denial of approval for use of Your CPNI outside of the service to which You already subscribe is valid until such time as Your telephone services are discontinued or You affirmatively revoke or limit such approval or denial. The CPNI Policy above may be required by law to apply to our Voice over Internet Protocol, or IP voice services.

Effective: May 4, 2009

**City of Willmar / WRAC TV**

**417 Litchfield Ave. SE**

**Willmar, MN 56201**

**Leightronix Pro 16 Switcher**

**Power Supply**

**Total - \$475.00**

**Jerry Abraham**

**710 11<sup>th</sup> St. NE**

**Little Falls, MN 56345**

## Ross Smeby

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**From:** Quick Signs <signs@quicksignsofwillmar.com>  
**Sent:** Monday, November 17, 2014 2:07 PM  
**To:** Ross Smeby  
**Subject:** Re: WRAC sign

Ross

The cost to have the logo done in plastic lettering at the size of 28"x 40" comes to \$735.99. This includes the lettering and install. The letters will all be cut separate and the logo will be a white formed plastic that we install the colored decal too. Let me know if you are interested and I will get them ordered.

Thanks  
John

**From:** Ross Smeby  
**Sent:** Thursday, November 06, 2014 8:54 AM  
**To:** Quick Signs  
**Subject:** WRAC sign

John,

Here is the city logo that we would like cut out to place on a wall. The total dimensions would be 40" x 28".

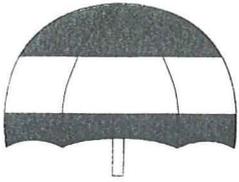
Call me if there are any questions.

Thanks,  
Ross  
214-5182  
Thank You,  
Lisa  
Quick Signs of Willmar | Print Masters of Willmar  
919 First Street South | Willmar, MN 56201

Phone: 320-235-7411 | 320-235-8055  
F 320-235-7149  
[signs@quicksignsofwillmar.com](mailto:signs@quicksignsofwillmar.com) | [print@printmastersofwillmar.com](mailto:print@printmastersofwillmar.com)

Paper is a renewable resource. Did you know that the paper industry plants 1.7 million trees every day and that American forests have increased by 12 million acres since 1987? In addition, 60 percent of all paper in the U.S. is recycled. This compares to less than 20 percent of electronic devices that get recycled.

DISCLAIMER: All artwork is copyrighted and cannot be reproduced without Print Masters/Quick Signs permission. It is illegal to duplicate or reproduce copyrighted artwork without prior permission.



# West Central Roofing

P.O. Box 1292 - 4030 Hwy 71 NE  
Willmar, MN 56201

Lic. #: 20627812 • www.westcentralroofing.net

(320) 235-8748

(800) 675-8748

Fax (320) 214-7334

License# RR627812

CONTRACT# 2977

PROPOSAL SUBMITTED TO: City of Willmar P.O. Box 755 Willmar, MN 56201		CONTACT: Ross	DATE: 5/29/2015
		JOB NAME: WRAC Repairs	
		JOB LOCATION: P.O. Box 755, Willmar, MN	
HOME PHONE:	WORK PHONE: (320) 235-4202	ESTIMATOR: Todd Asche	FAX:

We hereby submit specifications and estimates for:

- (1) - Secure and seal new metal cap
- (2) - Clean drains and scuppers
- (3) - Install 100' of termination bar and seal to roof on West side
- (4) - Install 30' of termination bar and seal to roof on East side
- (5) - Crane old satellite dishes off roof
- (6) - Repair West over flow scupper
- (7) - Repair vertical seam

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:  
Two Thousand Six Hundred Sixty One Dollars And No Cents dollars ( \$2,661.00).

Payment to be made as follows: Down Payment of 1/3 is required before work will begin, balance due upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature 

Note: This proposal may be withdrawn by us if not accepted within 30 days.

### Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. A 1 1/2% (18% APR) late fee will be charged on all unpaid balances over 30 days. In event of default by buyer, buyer agrees to pay all costs of collection including reasonable attorneys fees in addition to other damages incurred by seller.

Signature \_\_\_\_\_

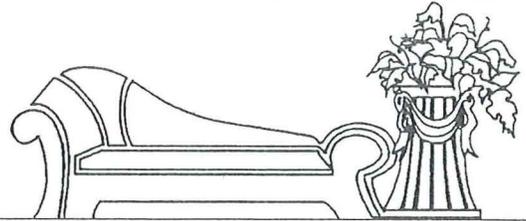
Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_



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# Interior Design Showroom

344 W. LITCHFIELD AVENUE • WILLMAR, MN 56201  
320/235-6381 • FAX 320/231-1341  
www.interiordesignstudio.net



Client: WRAC 8

Designer: Katie

Date: June 10, 2015

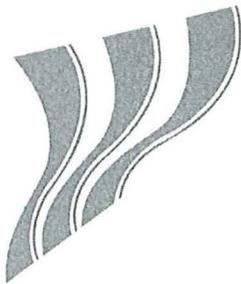
## SHADING OPTIONS FOR 5 SIDE WINDOWS

Window Film installed	\$1,869.00
Roller shades with cordloops installed	\$1,150.00
Rods at top and bottom treatments - installed	\$1,195.00

## SHADING OPTIONS FOR DOOR AND SIDELIGHTS

Window Film installed	\$595.00
Rods at top and bottom treatments - installed	\$750.00

Plus tax



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: July 13, 2015

*WDC* Attachments:  Yes No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Public Works

Agenda Item: Sale of 2003 Ford F350

Recommended Action: Approve the sale of a 2003 Ford F350 to Willmar Public Schools for the sum of \$7,000.00.

Background/Summary: The Public Works Department replaced the 2003 Ford F350, Unit #030074, with a 2015 Ford F350 in accordance with the Vehicle Replacement Program through the Southwest West Central Service Cooperative Agreement at the April 20, 2015 Council Meeting. Sale prices for vehicles in the region with similar age, accessories, and general condition were researched prior to setting the price at \$7,000.00.

Alternatives: Send the truck to the auction.

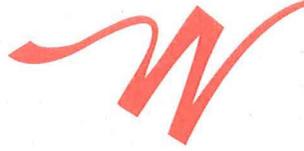
Financial Considerations: Likely to receive less return if sold at the auction.

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

Signature:

Comments:

JERRY KJERGAARD, Ed. D., Superintendent  
PAMELA HARRINGTON, Director of Business and Finance  
ELIZABETH FISCHER, Director of Human Resources



## The Willmar Public Schools

Independent School District 347  
611 Fifth Street SW, Willmar, MN 56201  
Telephone: 320-231-8500  
FAX: 320-231-8504  
[www.willmar.k12.mn.us](http://www.willmar.k12.mn.us)

Willmar Public Schools ISD #347 would like to purchase the 2003 Ford F-350 (VIN #1FDWF36LX3EB30074 and tag #030074) from the City of Willmar for the amount of \$7000.00

*Pamela Harrington*  
6/26/15



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: July 13, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 20, 2015

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

Originating Department: Engineering

Agenda Item: Re-allocating Funds for the County Office Building Parking Lot

Recommended Action: Approval of re-allocating funds for the reconstruction of the County Office Building west parking lot.

Background/Summary: The reconstruction of the COB west parking lot was included in the 2015 Improvement Projects and the Cooperative Construction Agreement with Kandiyohi County was approved by the Council on April 20, 2015. The agreement details the City reimbursing the County for 50% of the cost, estimated at \$90,000 for the City's portion, in exchange for 12-20 public spots in the lot. Bids were received for the project on July 7th, with the low bid from Duininck, Inc. in the amount of \$203,328.91, increasing the City's cost to \$101,664.46. Staff is requesting \$15,000 of unused funds from the purchase of four Kubota mowers be re-allocated for this expense.

Alternatives: Look for another funding source.

Financial Considerations: The Agreement is included in the approved 2015 Improvement Projects budget at a total amount of \$90,000.00. \$127,628.00 was budgeted in the 2015 CIP for the purchase of the mowers, with the cost of the purchases totaling \$72,695.00.

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

Signature:

Comments:

**KANDIYOHI COUNTY & CITY OF WILLMAR  
COOPERATIVE CONSTRUCTION AGREEMENT  
COUNTY OFFICE BUILDING WEST LOT (COB LOT-15)  
IMPROVEMENT PROJECT**

THIS AGREEMENT, made this 19<sup>th</sup> day of May, 2015, by and between the COUNTY OF KANDIYOHI, MINNESOTA, party of the first part, hereinafter known as COUNTY and the CITY OF WILLMAR, MINNESOTA, a municipal corporation, party of the second part, hereinafter known as CITY, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, the COUNTY for itself, and the CITY for itself, as follows:

**COB LOT-15**

THIS agreement shall apply only to the improvement of the County Office Building West Lot, lying within the CITY as detailed in the COB LOT-15 Improvement Plans for said project. Said lot shall be 100% - 2 hour public parking. County employees may obtain parking permits to allow all day parking during business hours.

**Administration of the Project**

The CITY agrees that the COUNTY shall hereafter act as the agent of the CITY in the award and administration of the contract for the COB LOT-15 Improvement Plans.

**Estimated Construction Costs**

Estimated pre-bid construction costs incurred by the respective parties of this agreement are shown in **Exhibit A**, which is attached to and made part of this agreement. An Abstract of Low Bid will be provided to CITY after bids are opened and will be made part of this agreement.

**County Costs**

The COUNTY agrees to finance, with its own funds, all items shown on the plan COB LOT-15 but excluding the total amount in the following paragraph and in the attached **Exhibit A**. The COUNTY also agrees to provide, with its own funds, design and construction testing services.

**City Costs and Payments**

The CITY agrees to reimburse the COUNTY for 50% of the construction items as provided in the attached **Exhibit A**. The CITY also agrees that upon presentation of reimbursable costs certified to the CITY by a COUNTY generated Request for Payment; the CITY shall make payment within 30 days. The CITY also agrees to provide, with its own funds, construction staking, with construction stake out point data supplied by designer. The supplied stake out point data to be Kandiyohi County coordinate system for horizontal and vertical control in the City's official vertical datum of NAVD88 and horizontal datum of NAD83. The CITY also agrees to provide inspection services.

**Future Lot Maintenance**

The CITY agrees to provide, with its own funds, snow and ice removal for said lot as it currently does. The COUNTY agrees to provide, with its own funds, all other maintenance items including but not limited to striping, pothole/crack repair, lighting repair, turf maintenance, etc.

**Designated COUNTY/CITY Representatives**

The Kandiyohi County Public Works Director shall be the designated COUNTY representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or a change in the work requiring a Change Order. The City of Willmar Public Works Director shall be the designated CITY representative to approve any needed modification of the Plans affecting City costs requiring a Change Order.

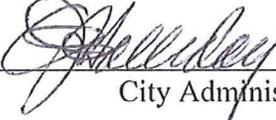
**COUNTY AND CITY APPROVAL**

IN TESTIMONY WHEREOF, the County of Kandiyohi, by the authority of the Board of Commissioners, and the City of Willmar, by the authority of the of the City Council, have caused this agreement to be enacted, the day and year first written above.

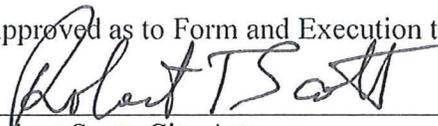
**CITY OF WILLMAR**

Date: 4-28-15

BY:   
City Mayor

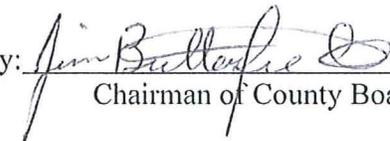
BY:   
City Administrator

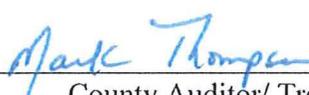
Approved as to Form and Execution this 5 day of May, 2015

  
Robert Scott, City Attorney

**COUNTY OF KANDIYOHI**

Date: 5/19/15

By:   
Chairman of County Board

BY:   
County Auditor/ Treasurer

Approved as to Form and Execution this 15<sup>th</sup> day of May, 2015

  
Shane Baker, County Attorney



RUN DATE: 07-07-2015 TIME- 11-58-46 MN KANDIYOHI COUNTY PUBLIC WORKS DEPARTMENT DL-HIGH CC150R PAGE 1  
 HIGHWAY COSTING SYSTEM  
 PROJECTS "SEPARATED" FOR BIDDING SUMMARY ABSTRACT OF BIDS FOR CONTRACT # 15007 DATE BIDS RECEIVED: JULY 07, 2015

PROJECT ID	COB LOT-15	DESCRIPTION - RECONSTRUCT WEST PARKING LOT	COUNTY OFFICE BUILDING	ENGINEERS PROJECT ESTIMATE
				\$ 208,775.50
VENDOR #	VENDOR NAME	BID AMOUNT THIS PROJECT	PERCENT OVER / UNDER ESTIMATE	
1888	DUININCK INC.	\$ 203,328.91	2.61 % UNDER ESTIMATE	
8631	MONSON EXCAVATING	\$ 239,806.60	14.86 % OVER ESTIMATE	

PROJECTS "SEPARATED" FOR BIDDING  
FOR CONTRACT # 15007

DATE BIDS RECEIVED: JULY 07, 2015

PROJECT COB LOT-15

ITEM	CUTTER	ITEM DESCRIPTION	ENGINEERS ESTIMATES			
			QUANTITY	UNIT	UNIT PRICE	\$ AMOUNT
2021.501-00000		MOBILIZATION	1.00	LMP SM	10,000.0000	10,000.00
2101.507-00000		GRUBBING	6.00	TREE	250.0000	1,500.00
2104.501-00007		REMOVE CURB AND GUTTER	1,200.00	LIN FT	3.5000	4,200.00
2104.501-00083		REMOVE SEWER PIPE (PVC STORM)	185.00	LIN FT	7.0000	1,295.00
2104.501-00113		REMOVE WATER MAIN	15.00	LIN FT	12.0000	180.00
2104.501-00200		REMOVE CONDUIT SYSTEM	490.00	LIN FT	3.0000	1,470.00
2104.503-00004		REMOVE CONCRETE PAVEMENT	3,062.00	SQ FT	2.5000	7,655.00
2104.503-00021		REMOVE CONCRETE WALK	960.00	SQ FT	1.5000	1,440.00
2104.503-00115		REMOVE CONCRETE MEDIAN	90.00	SQ FT	1.5000	135.00
2104.505-00001		REMOVE BITUMINOUS PAVEMENT	1,980.00	SQ YD	4.5000	8,910.00
2104.509-00044		REMOVE BOLLARDS	4.00	EACH	100.0000	400.00
2104.509-00068		REMOVE FOOTINGS	5.00	EACH	300.0000	1,500.00
2104.509-00102		REMOVE CATCHBASINS	3.00	EACH	250.0000	750.00
2104.509-00108		REMOVE GATE VALVE & BOX	1.00	EACH	300.0000	300.00
2104.509-00111		REMOVE HYDRANT	1.00	EACH	500.0000	500.00
2104.511-00010		SAW CONCRETE PAVEMENT	60.00	LIN FT	5.0000	300.00
2104.513-00002		SAW BITUMINOUS PAVEMENT	250.00	LIN FT	5.0000	1,250.00
2104.523-00419		SALVAGE LIGHT STANDARD AND LUMINAIRE	3.00	EACH	1,000.0000	3,000.00
2105.501-00010		COMMOM EXCAVATION (CV)	1,400.00	CU YD	15.0000	21,000.00
2211.501-00005		AGGREGATE BASE, CLASS 5	945.00	TON	16.0000	15,120.00
2360.501-12200		TYPE SP 9.5 WEARING COURSE MIX (2,B)	220.00	TON	85.0000	18,700.00
2360.502-12200		TYPE SP 9.5 NON-WEARING COURSE MIX (2,B)	380.00	TON	80.0000	30,400.00
2502.521-20012		12" PVC PIPE DRAIN	188.00	LIN FT	70.0000	13,160.00
2503.602-00044		CONNECT TO EXISTING MANHOLE	1.00	EACH	500.0000	500.00
2504.602-00019		6" HYDRANT	1.00	EACH	4,000.0000	4,000.00
2504.602-00106		6" PIPE PLUG	1.00	EACH	200.0000	200.00
2504.603-02006		6" PVC WATERMAIN	15.00	LIN FT	30.0000	450.00
2504.608-00020		WATERMAIN FITTINGS	205.00	LBS	6.0000	1,230.00
2506.501-00070		CONSTR DRAINAGE STRUCT DESIGN G	15.20	LIN FT	300.0000	4,560.00
2506.501-00080		CONSTR DRAINAGE STRUCT DESIGN H	4.30	LIN FT	250.0000	1,075.00
2506.516-00000		CASTING ASSEMBLY	4.00	EACH	750.0000	3,000.00
2506.522-00000		ADJUST FRAME AND RING CASTINGS	2.00	EACH	400.0000	800.00
2521.501-00041		4" CONCRETE SIDEWALK	1,100.00	SQ FT	4.5000	4,950.00
2521.501-00042		4" CONCRETE WALK SPECIAL	1,120.00	SQ FT	5.0000	5,600.00
2531.501-00001		CONCRETE CURB & GUTTER, DESIGN B624	225.00	LIN FT	20.0000	4,500.00
2531.501-02310		CONCRETE CURB & GUTTER DESIGN B612	725.00	LIN FT	18.0000	13,050.00
2531.507-00000		6" CONCRETE DRIVEWAY PAVEMENT	100.00	SQ YD	50.0000	5,000.00
2531.618-00010		TRUNCATED DOME	8.00	SQ FT	50.0000	400.00
2540.602-00046		BOLLARD	2.00	EACH	150.0000	300.00
2545.515-00001		LIGHT FOUNDATION	3.00	EACH	850.0000	2,550.00
2545.521-00027		1" RIGID STEEL CONDUIT	230.00	LIN FT	7.5000	1,725.00
2545.523-00027		1" NON-METALLIC CONDUIT	200.00	LIN FT	3.0000	600.00

PROJECTS "SEPARATED" FOR BIDDING

DETAILED ABSTRACT OF BIDS  
FOR CONTRACT # 15007

DATE BIDS RECEIVED: JULY 07, 2015

PROJECT COB LOT-15

		----- ENGINEERS ESTIMATES -----				
ITEM	CUTTER	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	\$ AMOUNT
2545.532-00008		POWER CABLE 1 CONDUCTOR NO. 8	770.00	LIN FT	1.4000	1,078.00
2545.532-00010		POWER CABLE 1 CONDUCTOR NO. 10	1,020.00	LIN FT	1.5000	1,530.00
2545.602-00054		INSTALL LIGHT STANDARD	3.00	EACH	800.0000	2,400.00
2573.502-00010		SILT FENCE, TYPE HI	375.00	LIN FT	3.5000	1,312.50
2573.530-00010		STORM DRAIN INLET PROTECTION	4.00	EACH	200.0000	800.00
2574.525-00001		TOPSOIL BORROW	100.00	CU YD	40.0000	4,000.00
*****						
TOTAL ENGINEERS ESTIMATE						208,775.50
FOR PROJECT COB LOT-15						
*****						
TOTAL ENGINEERS ESTIMATE						208,775.50
FOR CONTRACT # 15007						
*****						

PROJECTS "SEPARATED" FOR BIDDING DETAILED ABSTRACT OF BIDS DATE BIDS RECEIVED: JULY 07, 2015  
FOR CONTRACT # 15007

PROJECT COB LOT-15

DUININCK INC. MONSON EXCAVATING  
408 6TH STREET GARY MONSON  
PO BOX 208 14214 HWY 71 NE  
PRINSBURG, MN 56281-0208 NEW LONDON, MN 56273

ITEM	CUTTER	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	UNIT BID	\$ AMOUNT	UNIT BID	\$ AMOUNT
2021.501-00000		MOBILIZATION	1.00	:LMP SM:	10,000.0000	5,000.0000	5,000.00	6,800.0000	6,800.00
2101.507-00000		GRUBBING	6.00	:TREE :	250.0000	175.0000	1,050.00	300.0000	1,800.00
2104.501-00007		REMOVE CURB AND G:	1,200.00	:LIN FT:	3.5000	3.6600	4,392.00	1.4500	1,740.00
2104.501-00083		REMOVE SEWER PIPE:	185.00	:LIN FT:	7.0000	4.9200	910.20	4.0000	740.00
2104.501-00113		REMOVE WATER MAIN:	15.00	:LIN FT:	12.0000	4.9200	73.80	20.0000	300.00
2104.501-00200		REMOVE CONDUIT SY:	490.00	:LIN FT:	3.0000	4.5900	2,249.10	3.0000	1,470.00
2104.503-00004		REMOVE CONCRETE P:	3,062.00	:SQ FT :	2.5000	0.8500	2,602.70	1.3000	3,980.60
2104.503-00021		REMOVE CONCRETE W:	960.00	:SQ FT :	1.5000	0.6000	576.00	1.3000	1,248.00
2104.503-00115		REMOVE CONCRETE M:	90.00	:SQ FT :	1.5000	0.5400	48.60	1.3000	117.00
2104.505-00001		REMOVE BITUMINOUS:	1,980.00	:SQ YD :	4.5000	3.7400	7,405.20	3.2000	6,336.00
2104.509-00044		REMOVE BOLLARDS :	4.00	:EACH :	100.0000	100.0000	400.00	100.0000	400.00
2104.509-00068		REMOVE FOOTINGS :	5.00	:EACH :	300.0000	260.0000	1,300.00	300.0000	1,500.00
2104.509-00102		REMOVE CATCHBASIN:	3.00	:EACH :	250.0000	375.0000	1,125.00	150.0000	450.00
2104.509-00108		REMOVE GATE VALVE:	1.00	:EACH :	300.0000	150.0000	150.00	420.0000	420.00
2104.509-00111		REMOVE HYDRANT :	1.00	:EACH :	500.0000	360.0000	360.00	500.0000	500.00
2104.511-00010		SAW CONCRETE PAVE:	60.00	:LIN FT:	5.0000	5.0000	300.00	4.0000	240.00
2104.513-00002		SAW BITUMINOUS PA:	250.00	:LIN FT:	5.0000	3.0000	750.00	4.0000	1,000.00
2104.523-00419		SALVAGE LIGHT STA:	3.00	:EACH :	1,000.0000	209.0000	627.00	600.0000	1,800.00
2105.501-00010		COMMOM EXCAVATION:	1,400.00	:CU YD :	15.0000	12.4300	17,402.00	12.4000	17,360.00
2211.501-00005		AGGREGATE BASE, C:	945.00	:TON :	16.0000	15.5300	14,675.85	12.0000	11,340.00
2360.501-12200		TYPE SP 9.5 WEARI:	220.00	:TON :	85.0000	86.3500	18,997.00	118.0000	25,960.00
2360.502-12200		TYPE SP 9.5 NON-W:	380.00	:TON :	80.0000	82.4000	31,312.00	118.0000	44,840.00
2502.521-20012		12" PVC PIPE DRAI:	188.00	:LIN FT:	70.0000	51.0000	9,588.00	26.0000	4,888.00
2503.602-00044		CONNECT TO EXISTI:	1.00	:EACH :	500.0000	600.0000	600.00	1,000.0000	1,000.00
2504.602-00019		6" HYDRANT :	1.00	:EACH :	4,000.0000	3,900.0000	3,900.00	5,000.0000	5,000.00
2504.602-00106		6" PIPE PLUG :	1.00	:EACH :	200.0000	340.0000	340.00	800.0000	800.00
2504.603-02006		6" PVC WATERMAIN :	15.00	:LIN FT:	30.0000	218.4500	3,276.75	140.0000	2,100.00
2504.608-00020		WATERMAIN FITTING:	205.00	:LBS :	6.0000	8.2500	1,691.25	4.0000	820.00
2506.501-00070		CONSTR DRAINAGE S:	15.20	:LIN FT:	300.0000	355.0000	5,396.00	200.0000	3,040.00
2506.501-00080		CONSTR DRAINAGE S:	4.30	:LIN FT:	250.0000	313.6700	1,348.78	200.0000	860.00
2506.516-00000		CASTING ASSEMBLY :	4.00	:EACH :	750.0000	750.0000	3,000.00	1,000.0000	4,000.00
2506.522-00000		ADJUST FRAME AND :	2.00	:EACH :	400.0000	388.5900	777.18	300.0000	600.00
2521.501-00041		4" CONCRETE SIDWA:	1,100.00	:SQ FT :	4.5000	6.0000	6,600.00	8.2500	9,075.00
2521.501-00042		4" CONCRETE WALK :	1,120.00	:SQ FT :	5.0000	12.0000	13,440.00	12.9000	14,448.00
2531.501-00001		CONCRETE CURB & G:	225.00	:LIN FT:	20.0000	25.0000	5,625.00	50.0000	11,250.00
2531.501-02310		CONCRETE CURB & G:	725.00	:LIN FT:	18.0000	19.0000	13,775.00	30.0000	21,750.00
2531.507-00000		6" CONCRETE DRIVE:	100.00	:SQ YD :	50.0000	80.0000	8,000.00	83.0000	8,300.00
2531.618-00010		TRUNCATED DOME :	8.00	:SQ FT :	50.0000	50.0000	400.00	60.0000	480.00
2540.602-00046		BOLLARD :	2.00	:EACH :	150.0000	383.6000	767.20	600.0000	1,200.00
2545.515-00001		LIGHT FOUNDATION :	3.00	:EACH :	850.0000	806.0000	2,418.00	1,200.0000	3,600.00
2545.521-00027		1" RIGID STEEL CO:	230.00	:LIN FT:	7.5000	7.0000	1,610.00	10.0000	2,300.00
2545.523-00027		1" NON-METALLIC C:	200.00	:LIN FT:	3.0000	3.0000	600.00	7.0000	1,400.00

PROJECTS "SEPARATED" FOR BIDDING DETAILED ABSTRACT OF BIDS FOR CONTRACT # 15007 DATE BIDS RECEIVED: JULY 07, 2015

PROJECT COB LOT-15

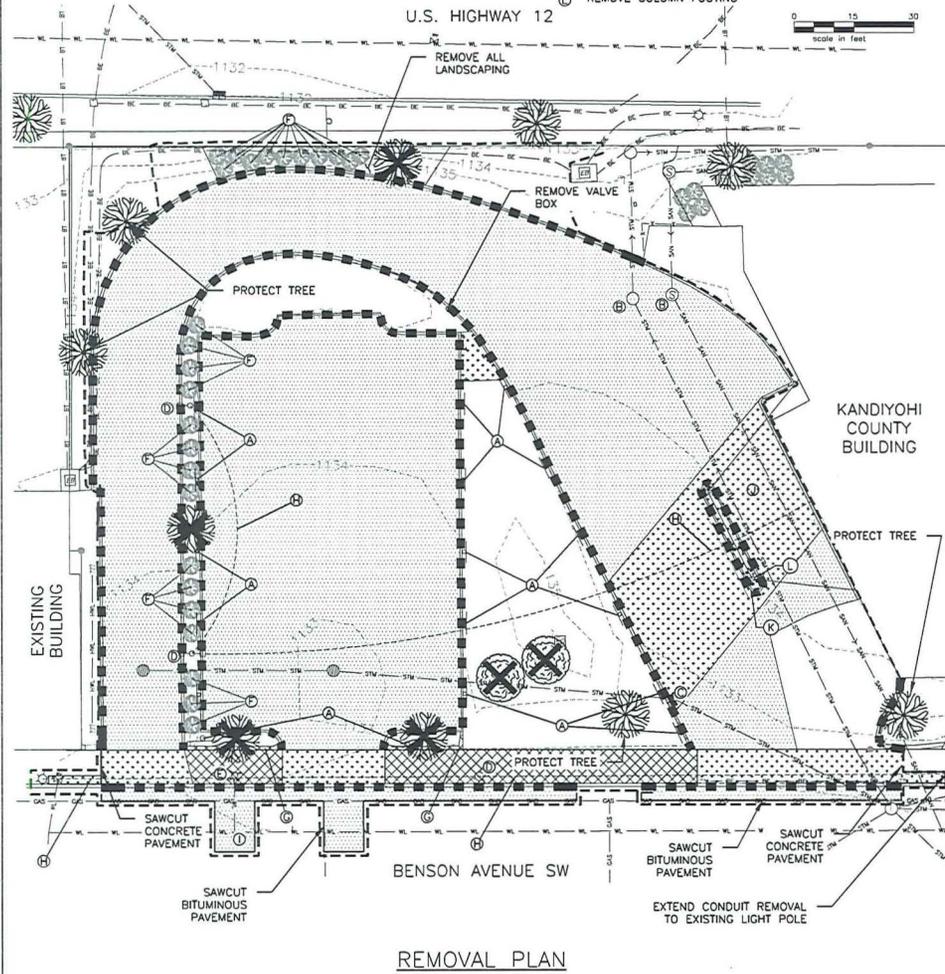
DUININCK INC. MONSON EXCAVATING  
408 6TH STREET GARY MONSON  
PO BOX 208 14214 HWY 71 NE  
PRINSBURG, MN 56281-0208 NEW LONDON, MN 56273

ITEM	CUTTER	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	UNIT BID	\$ AMOUNT	UNIT BID	\$ AMOUNT
2545.532-00008		POWER CABLE 1 CON:	770.00	LIN FT:	1.4000	0.8700	669.90	3.0000	2,310.00
2545.532-00010		POWER CABLE 1 CON:	1,020.00	LIN FT:	1.5000	0.6200	632.40	3.2000	3,264.00
2545.602-00054		INSTALL LIGHT STA:	3.00	EACH	800.0000	429.0000	1,287.00	1,000.0000	3,000.00
2573.502-00010		SILT FENCE, TYPE :	375.00	LIN FT:	3.5000	4.0000	1,500.00	4.0000	1,500.00
2573.530-00010		STORM DRAIN INLET:	4.00	EACH	200.0000	145.0000	580.00	120.0000	480.00
2574.525-00001		TOPSOIL BORROW :	100.00	CU YD	40.0000	38.0000	3,800.00	20.0000	2,000.00
						PROJECT COB LOT-15		PROJECT COB LOT-15	
						BID =	203,328.91	BID =	239,806.60
						2.61 % UNDER ESTIMATE		14.86 % OVER ESTIMATE	
						GRAND TOTAL CONTRACT 15007		GRAND TOTAL CONTRACT 15007	
						BID =	203,328.91	BID =	239,806.60
						2.61 % UNDER ESTIMATE		14.86 % OVER ESTIMATE	

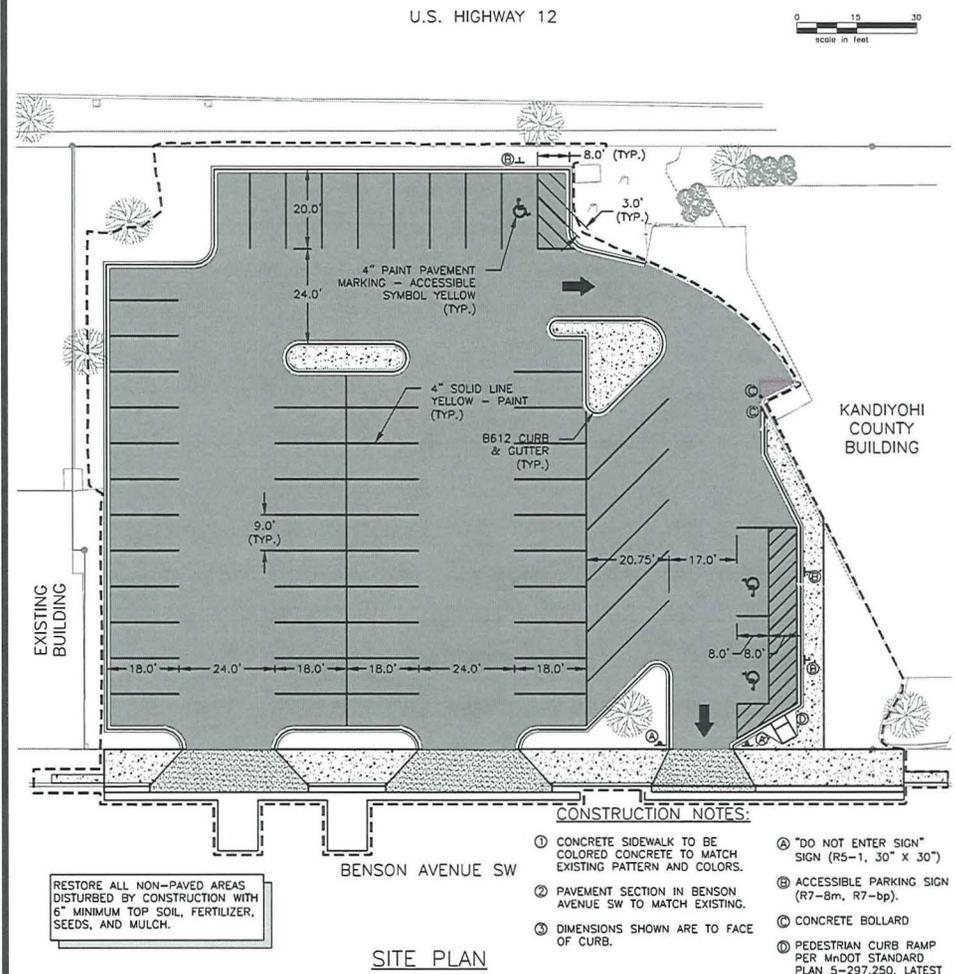
END OF REPORT - 48 RECORDS PRINTED

**REMOVAL NOTES:**

- |                             |                                    |   |
|-----------------------------|------------------------------------|---|
| (A) SALVAGE SIGN            | (E) REMOVE HYDRANT, VALVE AND PIPE | (I) CAP TEE   |
| (B) ADJUST MANHOLE          | (F) REMOVE SHRUB                   | (J) CANOPY TO BE REMOVED BY OTHERS                  |
| (C) RECONSTRUCT CATCH BASIN | (G) REMOVE BRICKS                  | (K) REMOVE ALL BOLLARDS, PAVEMENT, ETC. FROM ISLAND |
| (D) RELOCATE LIGHT STANDARD | (H) REMOVE CONDUIT AND WIRING      | (L) REMOVE COLUMN FOOTING                           |



**REMOVAL PLAN**



**CONSTRUCTION NOTES:**

- CONCRETE SIDEWALK TO BE COLORED CONCRETE TO MATCH EXISTING PATTERN AND COLORS.
- PAVEMENT SECTION IN BENSON AVENUE SW TO MATCH EXISTING.
- DIMENSIONS SHOWN ARE TO FACE OF CURB.
- "DO NOT ENTER" SIGN (R5-1, 30" X 30")
- ACCESSIBLE PARKING SIGN (R7-8m, R7-bp).
- CONCRETE BOLLARD
- PEDESTRIAN CURB RAMP PER MNDOT STANDARD PLAN 5-297.250, LATEST EDITION

**SITE PLAN**

3/23/2015 12:11:00 PM  
H:\PROJECTS\8252\CAO\_BIM\PLAN\8252\_REM01-CFD1.dwg: REMOVAL-SITE

NO	DATE	BY	CHK	APPR

H:\PROJECTS\8252\CAO\_BIM\PLAN\8252\_REM01-CFD1.dwg: REMOVAL-SITE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Print Name: MICHAEL C. AARON  
 Date: 03/18/15 License #: 25721

DRAWN BY  
P. GAI ZEI  
 DESIGNED BY  
P. GAI ZEI  
 CHECKED BY  
M. AARON  
 COMM. NO. 0138252



**ENGINEERS  
PLANNERS  
DESIGNERS**

**KANDIYOHI COUNTY**  
 REMOVAL AND SITE PLANS  
 KANDIYOHI COUNTY WILLMAR PARKING LOT  
 KANDIYOHI COUNTY BUILDING

SHEET  
4  
OF  
5



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

**Agenda Item Number:** 9

**Meeting Date:**

**Attachments:** *is* Yes No

**CITY COUNCIL ACTION**

**Date:**

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

**Originating Department:** Community Ed/Rec

**Agenda Item:** Community Donation for Dog Park-Northland Group

**Recommended Action:** Accept \$212.00 donation from the Northland Group to assist with expenses related to the creation of the dog park at Lions Park.

**Background/Summary:** The Northland Group contacted the KC Dog, supporters of the dog park and offered up a donation. Founded in 1982, Northland Group provides business process outsourcing services focused on accounts receivable management and collection services for national credit grantors and debt buyers.

**Alternatives:** Do not accept the donation.

**Financial Considerations:** \$212.00

**Preparer:** Steve Brisendine

**Signature:** *Steve Brisendine*

**Comments:**



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

**Agenda Item Number:** 10

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Community Ed/Rec

**Agenda Item:** Westwind Park-Top Dress for Soccer Field Development

**Recommended Action:** Approve entering into an agreement with Duininck Inc to top dress Westwind Park at a cost of \$15,076.00. This project was approved for financing in the 2015 CIP and has \$30,000 available to complete this project.

**Background/Summary:** Westwind Park has been sitting unutilized since the development was created. Given the shortage of youth soccer field areas staff believes this park is ideal to create some youth practice fields. Duininck recently completed top dressing Hodapp Field which made that field much more playable. In addition to this work we will need to seed and fertilize this field with the plan of playing soccer on it in the summer of 2016. We sought bids from other businesses but Duinincks was the only company that submitted a bid.

**Alternatives:** Do not support this concept and Westwind sits as it currently does as green space.

**Financial Considerations:** \$15,076.00

**Preparer:** Steve Brisendine

**Signature:**

**Comments:**



# DUININCK INCORPORATED

408 6th St. PO Box 208 Prinsburg, MN 56281  
An Equal Opportunity Employer

ESTIMATE #: **0765-15**  
PREPARED BY: **Justin Zylstra**  
PHONE: 320-212-3954  
FAX: (320) 978-4978  
EMAIL: justinz@duininck.com  
www.duininck.com

<b>JOB NAME</b>	WCER: WESTWIND SOCCER FIELD 2015	<b>DATE:</b>	6/24/2015
		<b>CONTACT NAME:</b>	BAUMGARN, ROB
<b>SOLD TO:</b>	WILLMAR COMMUNITY EDUCATION AND RECREATION	<b>OFFICE #</b>	(320) 231-8492 <b>FAX #</b>
<b>BILL TO:</b>		<b>JOB LOCATION:</b>	INTERSECTION OF 16TH ST SW & 23RD AVE SW
	WILLMAR, MN 56201		WILLMAR, MN

WE PROPOSE HEREBY TO FURNISH THE MATERIAL & LABOR - COMPLETE IN ACCORDANCE WITH SPECIFICATIONS:

**Line # Item Description**

**A) 350' X 386' - APPROX. 15,011 SY**

- 10 MOBILIZE
- 20 MIX AND HAUL TOP DRESSING
- 30 PLACE TOP DRESSING

**Total Alternate Price: \$15,076.00**

- Notes:**
- Quote ONLY good for 20 Days without verbal commitment or mutually agreed upon extension. Please review & respond ASAP.
  - Mixture contains 80% Mason Sand and 20% Pulverized Topsoil.

Payments to be made as follows: **Monthly Progress Payments** Payment Type  Check  Credit Card  
**Interest charge of 1.5% will be charged 30 days after invoice. Send Checks to above address.**

Authorized Signature 

Credit Card Authorization ( To be charged monthly )  
Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Type: Visa MC  
Name on Card: \_\_\_\_\_  
Authorization: \_\_\_\_\_

**Note: This proposal may be withdrawn by Duininck Incorporated if not accepted WITHIN 20 DAYS.**

*For Internal Use Only*

Job Start Date:

Job Completion Date:

Job Number:

Signature to endorse the contract \_\_\_\_\_  
Date: \_\_\_\_\_

The above prices, conditions, specifications, & payment terms are hereby accepted. You are authorized to do the work as specified.



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INCORPORATED**

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[www.duininck.com](http://www.duininck.com)

**Additional Terms & Conditions of this Contract:**

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.
- (c) You agree to pay reasonable costs of collection, including attorney's fees, if payment is not made when due according to the terms agreed to within this contract.
- (d) All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become extra charges over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Duininck Incorporated employees are fully covered by Workers Compensation Insurance according to all applicable statutes.

**Additional Information and Diagrams:**



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

**Agenda Item Number:** 11

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Community Education/Recreation

**Agenda Item:** Movies in the Park Program

**Recommended Action:** Approve motion to adjust Leisure Service Budget for professional services by \$3,750.00 to \$16,750.00.

**Background/Summary:** Movies in the Park was a concept that started in 2014 and was successfully supported by the Community last year. Staff was part of the decision to move that program to the CER Department for the 2015 season (4 movies, 1 at the auditorium, 3 at Robbins Island). Donations have come in to support that program in the amount of \$3,750.00. Staff is requesting the professional services budget be increased by that amount. Expenses to be paid for this program include movie rentals, screen/projector rental, inflatable rentals and advertising costs.

**Alternatives:**

**Financial Considerations:** \$3,750.00

**Preparer:** Steve Brisendine

**Signature:**

*Steve Brisendine*

**Comments:**

FREE ADMISSION | POPCORN | POP

MOVIE STARTS @ DUSK

Pre-activities start 1 hour before the show!

www.willmarlakesarea.com

# SEASON 2 SUMMER MOVIES IN THE PARK



Pack up the kids, Grab your blankets & Lawn Chairs and Join us for the 2<sup>nd</sup> Season of "Movies in the Park!"

In the event of bad weather, event will be held at the Willmar City Auditorium

 Icon shows events where inflatable games will be available

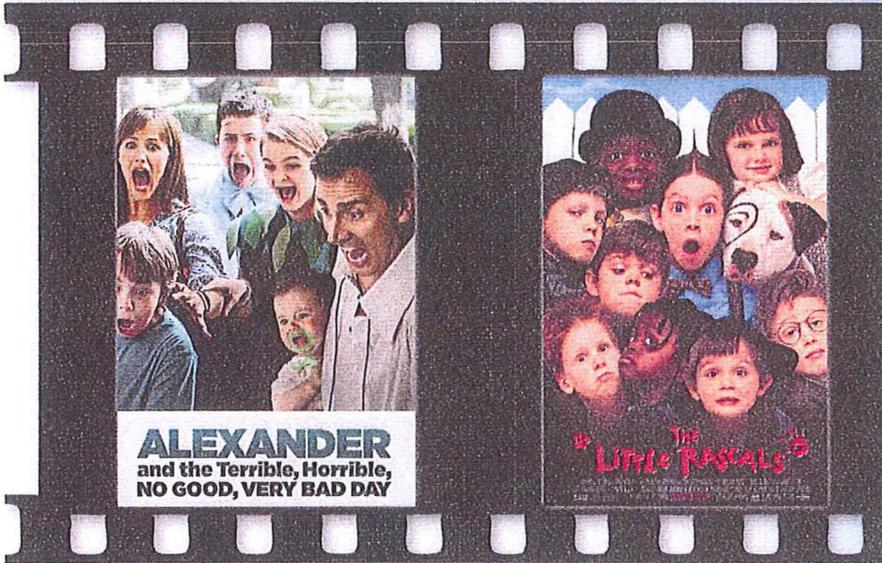
June 25th

City Auditorium  
Movie Starts @ 8pm

July 17th

Robbins Island   
Movie Starts @ 9pm

**SPONSORED BY:**



August 21st  
Robbins Island   
Movies Start @ 8pm

September 18th  
Robbins Island   
Movie Starts @ 7pm



Willmar Lakes  
Rotary Club  
Willmar Rotary Club





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

**Agenda Item Number:** 12

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** Community Ed/Recreation

**Agenda Item:** Bike Alliance Consulting Agreement

**Recommended Action:** Approve motion to adjust the Leisure Service Budget for Professional Services by \$2,000.00 to \$13,000.00 for 2015.

**Background/Summary:** Staff enlisted the services of the Bicycle Alliance of Minnesota to audit the biking/trail infrastructure in Willmar. This work is a key component to our future application to achieve a designation of a Bicycle Friendly Community. The Willmar Lakes CVB and Kandiyohi County SHIP programs each donated \$1,000.00 to support this work. Thus we are requesting our budget be increased to allow for this expense.

**Alternatives:**

**Financial Considerations:** \$2,000.00

**Preparer:** Steve Brisendine

**Signature:**

**Comments:**



*Minnesota is a state where bicycling is a safe, easy, fun and cool choice for everyone.*

Bicycle Alliance of Minnesota  
PO Box 5078  
Saint Paul, MN 55101  
www.bikemn.org

May 28, 2015

To: Steve Brisendine  
Director of Community Education and Recreation  
City of Willmar/Willmar Public Schools

From: Dorian Grilley - Bicycle Alliance of Minnesota  
651-387-2445

Re: Invoice for Willmar Minnesota Bicycle Friendly Community Assessment

Please pay the following:

\$5,000.00 - Cost for the Willmar Minnesota Bicycle Friendly Community assessment and report\*

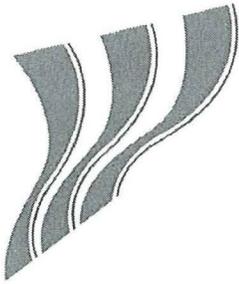
\$5,000.00 - Total Payment Due

\* Report will be completed and presented in June 2015. BikeMN will continue working with the City of Willmar, the school district and others in the community on an ongoing basis, including assistance with a BFC application to be submitted by the August 11, 2015 deadline, review of the feedback from LAB and continued assistance with the implementation of Walk! Bike! Fun! to the school district at no charge.

Make check payable to: Bicycle Alliance of Minnesota  
P.O. Box 5078  
St. Paul, MN 55101

MN tax ID: 9780856  
Federal tax ID: 41-1719332

*OK to Pay,*  
*Steve Brisendine*  
*101.45432.0446*



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: July 13, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: July 20, 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: Reports

Recommended Action: Receive and review the following reports:  
A) 04/30/15 Rice Memorial Hospital Financial Report  
B) 12/31/14 Kandiyohi Area Transit Annual Financial Report

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

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

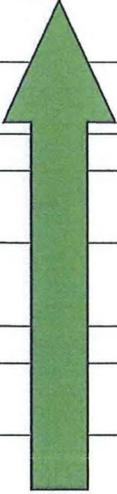
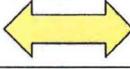
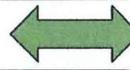
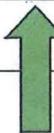
Signature:

Comments:

Rice Memorial Hospital  
Financial Statements  
April 30, 2015  
Executive Summary

April was a positive month in terms of actual financial performance with Rice generating a gain on operations, however, not as positive considering the receipt of \$700,000 of Meaningful Use reimbursement. Total Patient Revenues were 1.1% less than the three-month average with Total Operating Revenues 1.0% less and Net Operating Expenses 0.7% greater yielding Net Operating Income of \$68,000 for the month. Although Total Patient Revenues were only 1.1% less, the shift of activity from Inpatient to Outpatient pushed down profitability due to lower reimbursement for Outpatient services.

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	0.9%	1.8%					
Operating Margin-YTD	2.2%	1.8%	-3.3%	-3.2%	2.2%		
Excess Margin-Month	1.2%	2.6%					
Excess Margin-YTD	4.0%	2.6%	-1.8%	-3.6%	2.8%		
EBIDA Margin-Month	11.5%	12.6%					
EBIDA Margin-YTD	12.7%	12.6%	7.1%	7.0%	10.8%		
Debt/Capitalization	44.1%	44.5%	45.8%	46.3%	38.7%		
Net Days of Receivables	53	48	53	52	46		
Days of Cash	120	119	116	128	131		
Cash/Debt	61%	62%	57%	64%	87%		

**April 30, 2015 Balance Sheet:**

The April Balance Sheet realized an increase in Net Assets of \$1.5 million from December 31, 2014. Total Assets have decreased \$1.0 million while Total Liabilities have decreased \$2.6 million. The Total Assets decrease was due a decrease in Current Assets of \$564,000; a decrease in Assets-Use is Limited of \$3,600; a decrease in Property, Plant, and Equipment of \$1.5 million; 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 Cash, Receivables and Prepaid Expenses. Assets-Use is Limited has decreased due to market value change and activity in the Rice Trust. Property, Plant, and Equipment has decreased due to lower capital expenditure 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 increased \$493,000 since December 31, 2014 due an increase in financial performance.

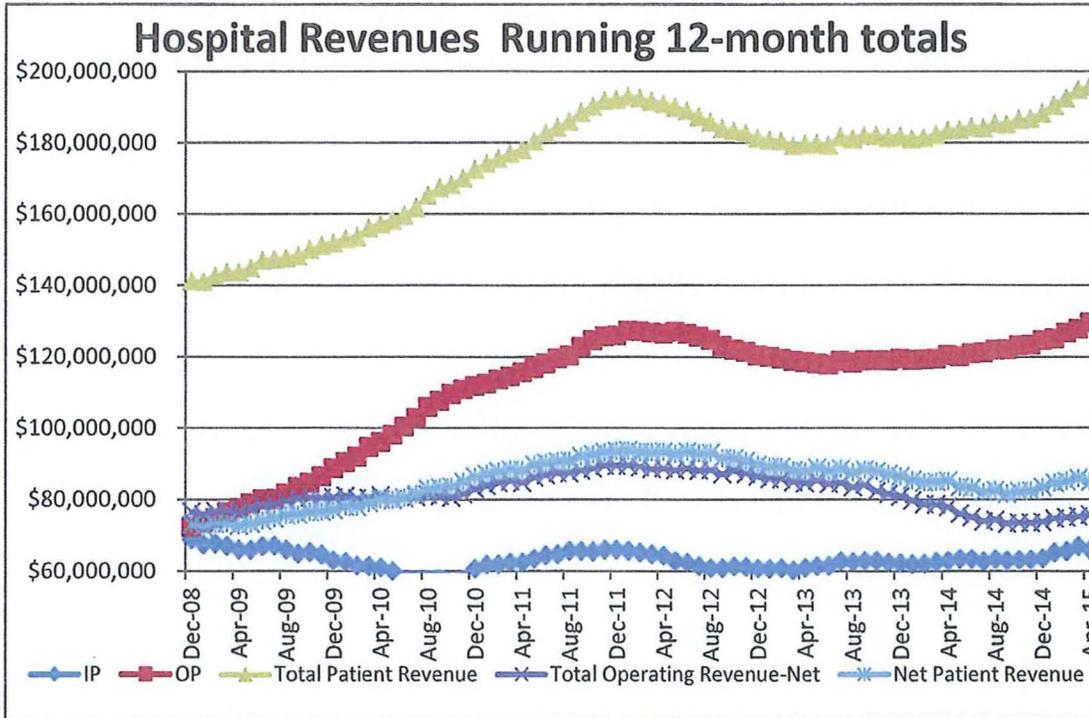
**Cash & General Investments  
(\$millions)**



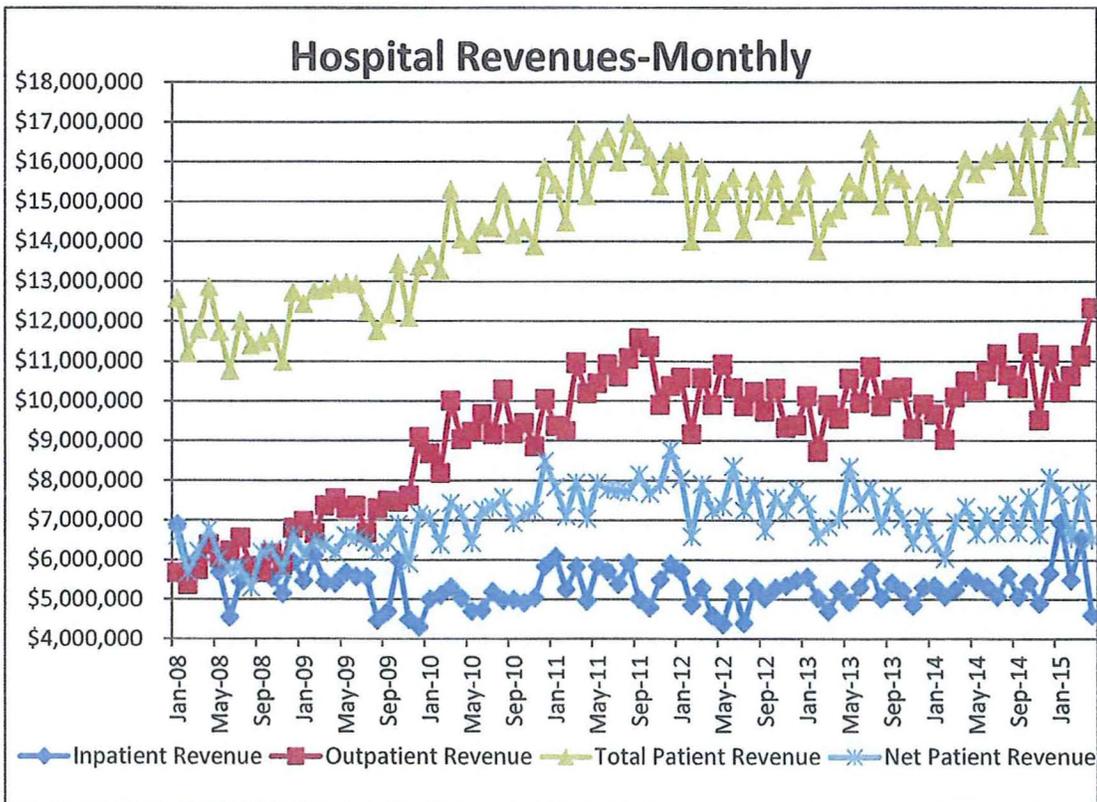
Liabilities have also decreased due to the February Bond Payment and other decreases in Current Liabilities. In the Net Asset section, Specific Purpose Funds have increased along with an increase in profitability.

**April 2015 Results:**

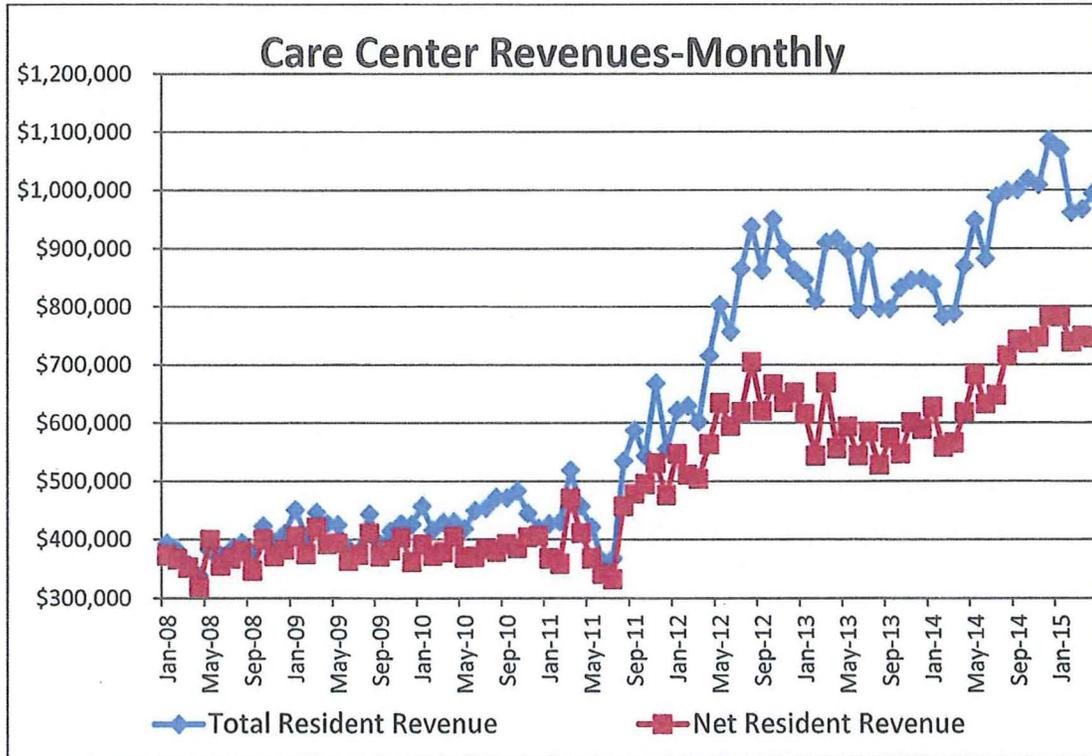
The Consolidated Operating Income was \$68,000 compared to the prior three-month average Operating Income of \$203,000. Total Patient Revenues were 1.1% lower than the 3-month average while Total Operating Revenues were 1.0% lower than the average. Hospital Total Operating Revenues were 0.8% higher than the average with Inpatient Revenues 27.3% lower than average and Outpatient Revenues 15.6% higher than average. As shown in the graph below, Total Patient Revenues have been trending upward for the past year with the increase from Outpatient Revenues while Inpatient Revenues have flattened.



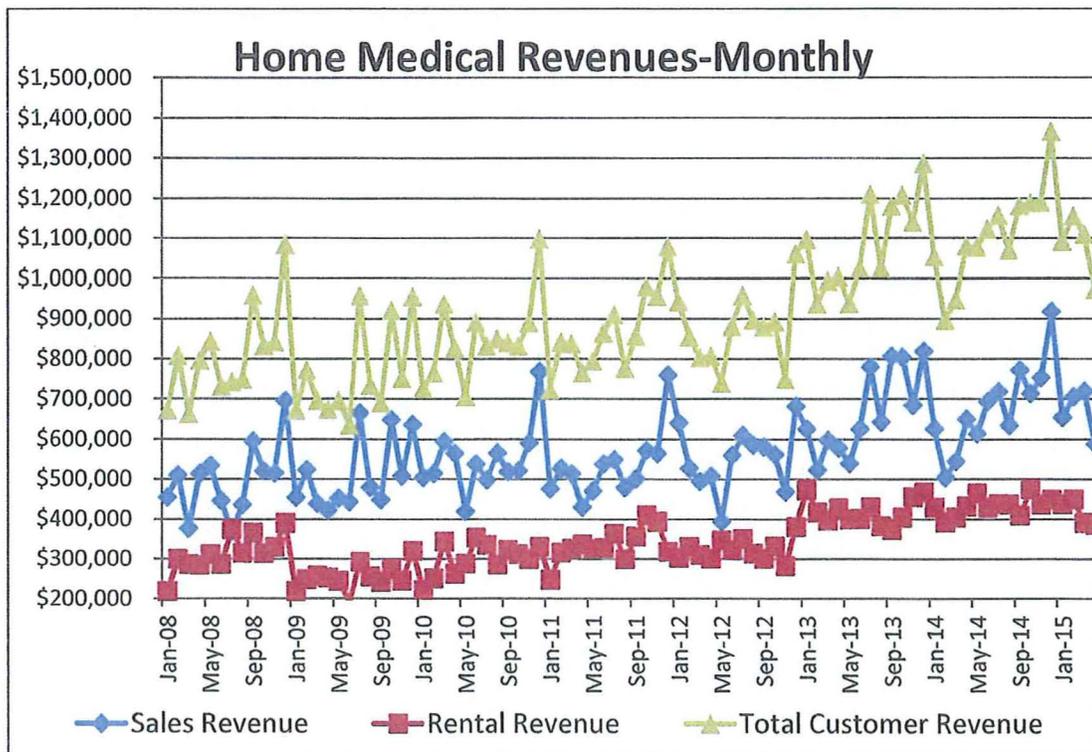
The monthly Hospital Revenues decreased in April due to a significant decline in Inpatient Revenues. Outpatient Revenues continued its upward trend over the past few months while Inpatient Revenues continued its roller coaster trend.



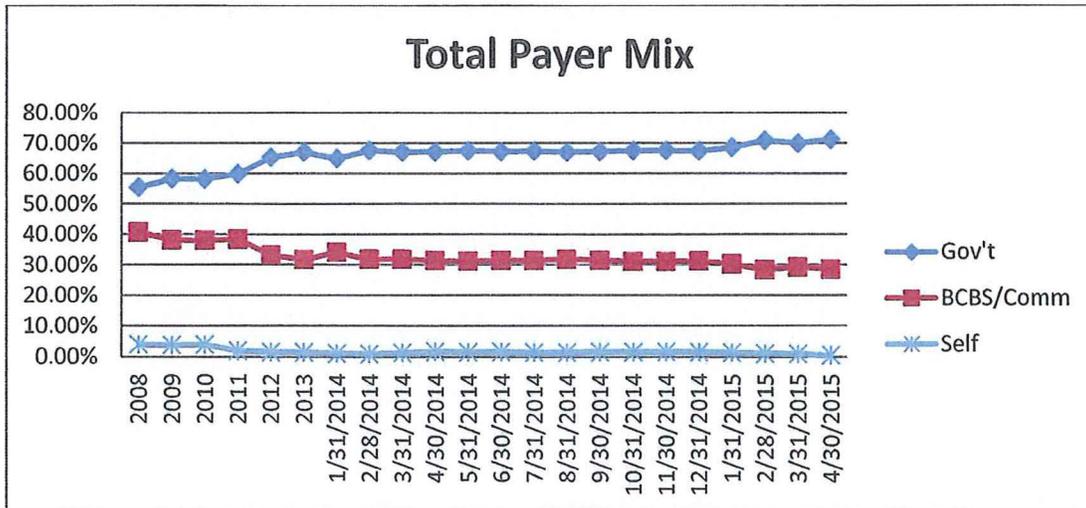
Care Center Total Operating Revenues were lower than average by 1.6% for the month with Total Resident Revenues at \$994,000; 0.6% less than average.



Home Medical Total Customer Revenues decreased in April and were 13.0% less than average. Sales and Rental Revenues were both lower in April than the average.



Total Deductions from Revenue were 7.0% greater than the three-month average which was due to an increase in Medicare/Medicaid Revenues and the increase in Outpatient Revenues resulting in lower reimbursement. The Hospital's reimbursement rate for the month was 38.3% compared to the 2014 rate of 44.3%; 4<sup>th</sup> Quarter 2014 rate of 46.3%; and 1<sup>st</sup> Quarter 2015 rate of 42.9%. As shown in the Total Payer Mix graph, Government sources of Revenue increased in April to 71.07% of Hospital Revenues were from government sources.



In addition to the increase in Government Payer mix; the shift to Outpatient Revenues which realizes lower reimbursement rates contributed to the increase in Total Deductions from Revenue. As a result, Net Revenue from Patients was 10.6% less than average.

Other Operating Revenues were significantly higher due to the Meaningful Use reimbursement and WMS profits. The Meaningful Use payment of \$691,000 represents the next step in the Meaningful Use initiative designed to incent healthcare providers to invest in electronic health records. Net WMS activity at Rice was greater than the average by 6.1% due to higher patient activity.

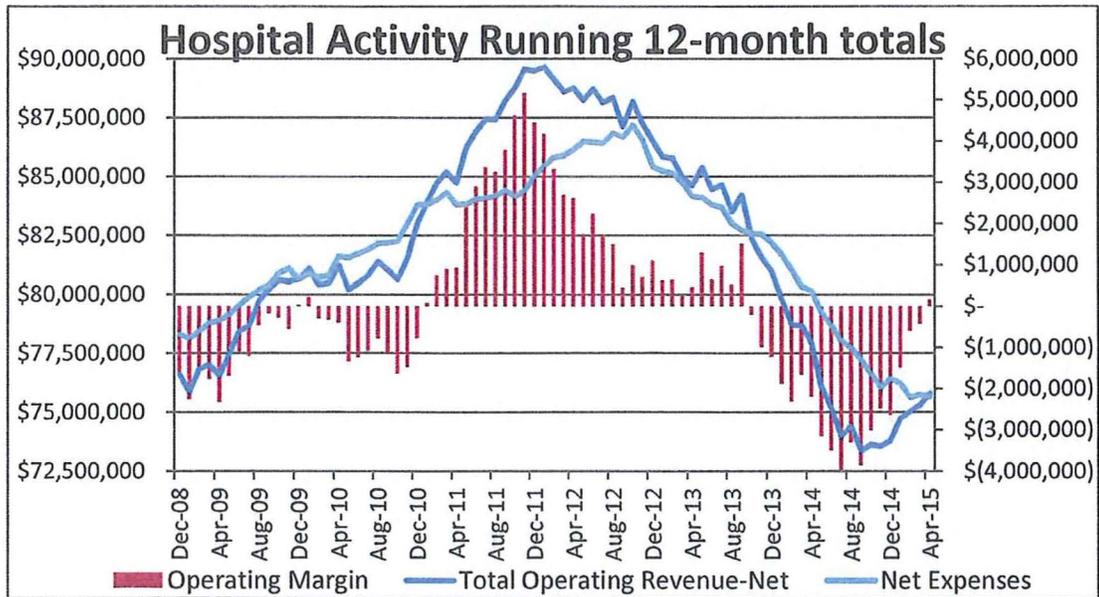
Net Expenses were \$7.7 million, 0.7% greater than the three-month average. Expenses were mixed for the month with Salaries 1.0% (\$37,000) less than average, Contract Labor was 8.7% (\$26,000) greater than average due to Oncology activity, and Benefits 7.5% (\$77,000) higher than average. Salaries were slightly lower due to lower Inpatient activity even though FTE's were up. Contract Labor was higher due Medical Oncology providers; and Benefits were slightly higher due to Health insurance accruals and pension accruals. The Hospital Compensation Ratio was 52.7% for the month compared to the target of 50%.

Supplies were 1.2% (\$12,000) higher than average due to numerous departments. Drugs were 16.6% (\$95,000) higher than average due to Oncology activity. Purchased Services were 1.1% (\$7,000) higher due to numerous departments; Repairs & Rentals 0.6% lower; Utilities 9.1% lower; Insurance 1.3% lower; Patient Related Travel 5.7%; Education, Travel, and Dues 2.5% higher due to numerous departments; and Other 28.3% lower. Total Hospital Controllable Costs were \$6.9 million, \$212,000 higher than average.

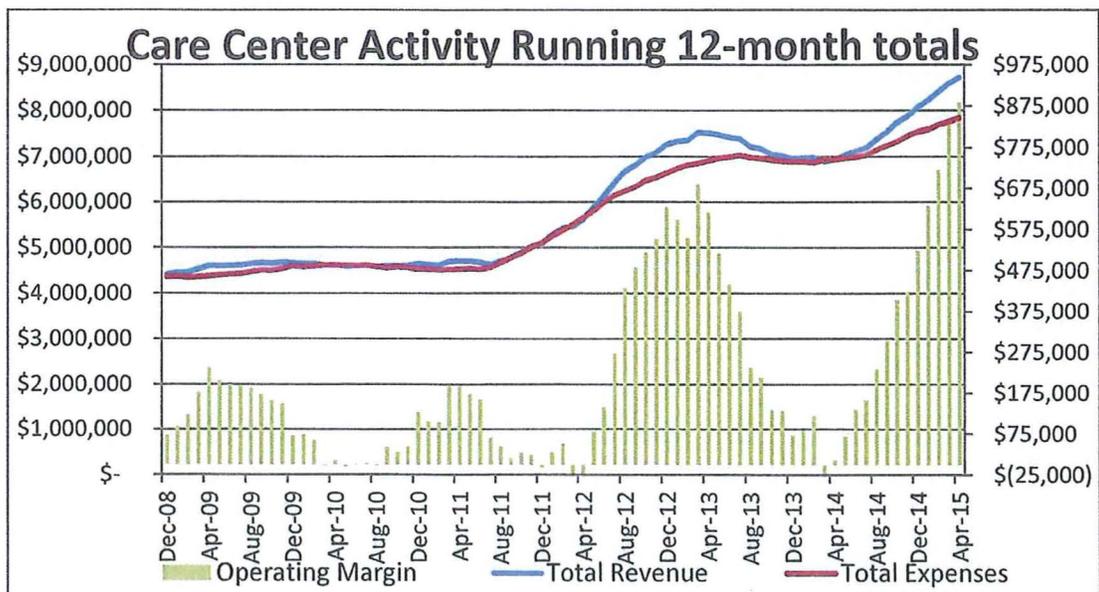
Capital Costs were higher with Depreciation 0.6% higher and Interest 0.6% lower. Taxes were 6.5% lower due to lower cash receipts.

Non-operating activity was lower than the three-month average by \$165,000. Investment Income was \$19,000 lower and Unrealized Gains/Losses were \$87,000 lower. Other Gains were lower due to sale of the Rehab Building in a previous month.

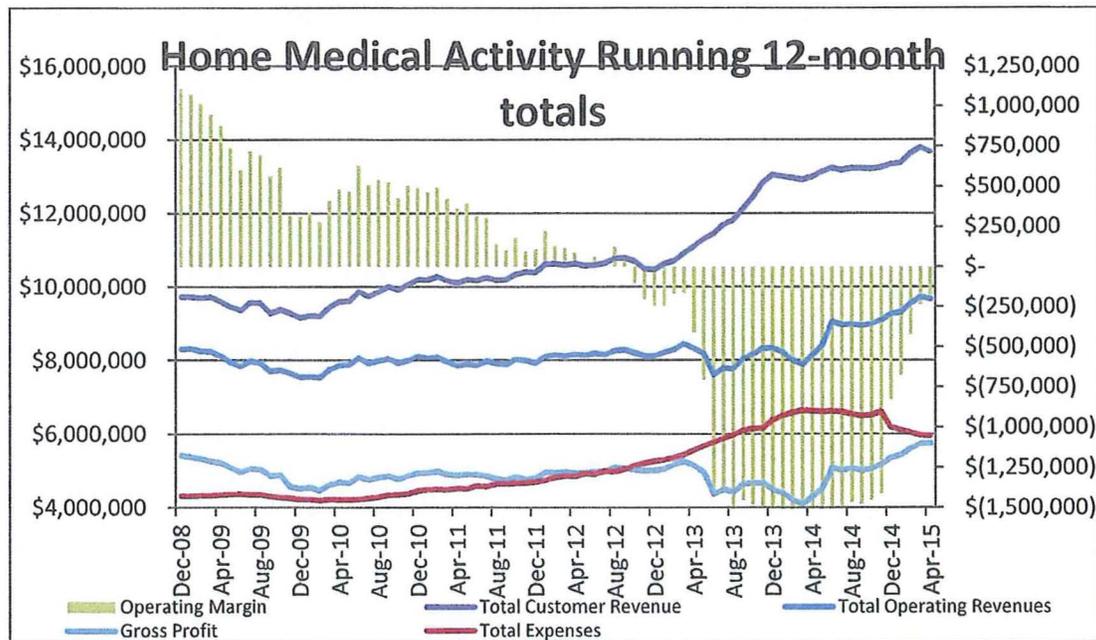
The Hospital generated Operating Income of \$54,000 compared to average Operating Income of \$114,000. Total Operating Revenues were higher than average by 0.8% while Net Operating Expenses were 1.8% higher than average. Operating Income for the Hospital for the past 12 months was slightly above break-even.



Care Center activity generated Operating Income of \$72,000 compared to average Operating Income of \$99,000. Net Resident Revenues were 1.5% lower than average with Net Operating Expenses 2.1% higher than average.



Home Medical activity generated an Operating Loss of \$50,000 compared to an average Operating Loss of \$4,200. Total Operating Revenues were 14.8% lower than average while Expenses were 8.5% lower than average.



**April YTD Summary**

The Consolidated YTD Operating Income was \$680,000 compared to last year's Operating Loss of \$3.0 million and 2013 YTD Operating Loss of \$1.5 million. Operating results continued to improve throughout 2014 and into 2015 compared to 1<sup>st</sup> Quarter 2014. Total Operating Revenues were 10.6% greater in 2015 compared to 2014 and 1.0% greater than 2013. Hospital Inpatient Revenues were 11.1% higher than 2014 and 14.7% higher than 2013 with Outpatient Revenues 12.8% higher than 2014 and 15.6% higher than 2013. Care Center Revenues were 21.8% higher than 2014 and 14.7% higher than 2013 and Home Medical Revenues were 8.8% higher than last year and 7.4% higher than 2013. Total Patient Revenues were 12.4% higher than last year; 14.8% higher than 2013; and 14.3% higher than 2012.

The Revenue increases were partially offset by reimbursement decreases experienced by the Hospital. Consolidated Deductions from Revenues were 16.1% higher than 2014 and 23.7% higher than 2013. Even with the increases in Deductions from Revenues, Net Patient Revenues have increased 8.3% from 2014; 5.5% from 2013; and 1.0% compared to 2012. Other Operating Revenues are 26.6% higher than 2014 and 6.8% higher than 2013 due to the Meaningful Use payment. WMS activity at Rice which transfers net revenues back to WMS has increased 10.0% from 2014 and 27.4% from 2013 due to increased activity and the transfer of Anesthesia and Sleep Services.

Expenses have trended downward with Net Operating Expenses 2.3% lower than 2014; 6.0% less than 2013; and 7.8% less than 2012. Expenses were mixed with Salaries 1.4% higher than 2014 and 1.0% higher than 2013; Contract Labor 14.1% lower than 2014 but 12.9% higher than 2013; and Benefits 15.5% lower than 2014 and 6.7% lower than 2013. Although Salaries were higher than 2014 and 2013 due to increased patient activity,

lower Contract Labor services and improved Health Insurance utilization positively contributed to lower expenses when comparing 2015 to 2014.

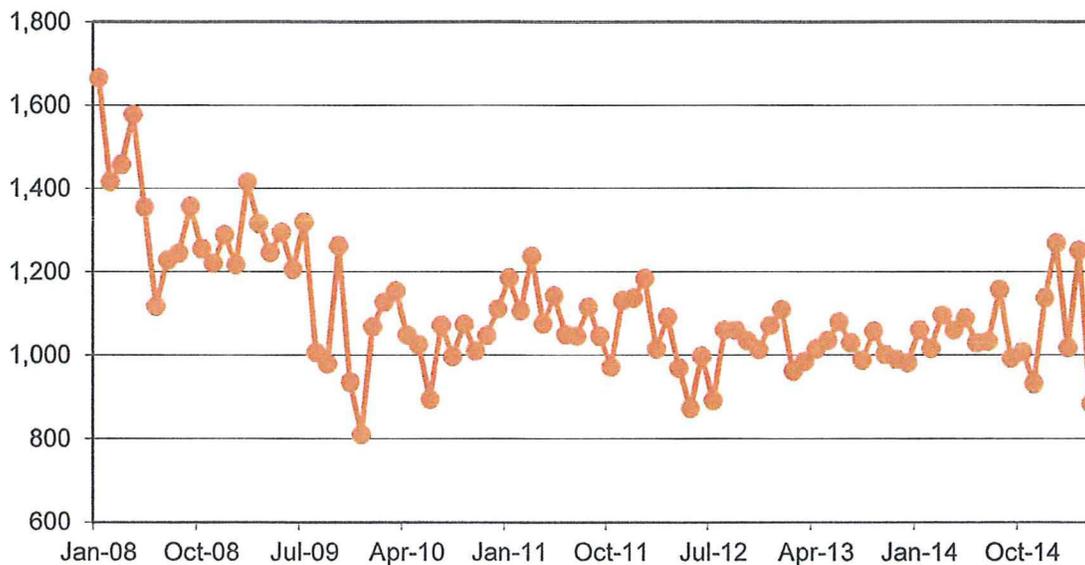
Other expense categories realizing lower costs in 2015 were Utilities (6.1%/8.7% higher); Insurance (17.7%/10.6% lower); and Patient Related Travel (24.5%/33.6% lower). 2015 expense increases have been realized in Supplies (2.8%/1.3% lower) due to increased activity, Drugs (43.1%/11.3% higher) due to increased Hospital Inpatient and Oncology activity, Purchased Services (4.4%/15.5% higher) due to increases in numerous departments, Repairs (3.4%/2.6% lower), Education, Travel, & Dues (15.4%/7.4% lower), and Other (0.7%/10.7% lower). Capital Costs were lower with Depreciation (6.9%/0.6% higher) and Interest (4.5%/4.8% higher). Taxes were also higher (0.9%/1.3% higher) due to increased collections.

Non-Operating Income has increased significantly compared to 2014. Non-Operating Income was \$596,000 in 2015 compared to \$393,000 in 2014. Investment Income was higher by 13.0% (\$30,000); Unrealized Gains on Investments were \$70,000 lower compared to 2014; and Other Gains were \$242,000 higher compared to 2014.

**Statistical and Volume Summary**

Patient days were 162 (15.5%) less than forecast with admissions 38 (13.7%) less than forecast yielding an decrease in length of stay of 8.9% and an 8.0% decrease in case-mix adjusted length of stay. Compared to the prior year, patient days were 16.5% lower with admissions 14.9% lower. The average daily census for the month was 29.5 compared to forecast of 34.9; 35.3 last year; and a 39.3 monthly average.

**Hospital Patient Days**

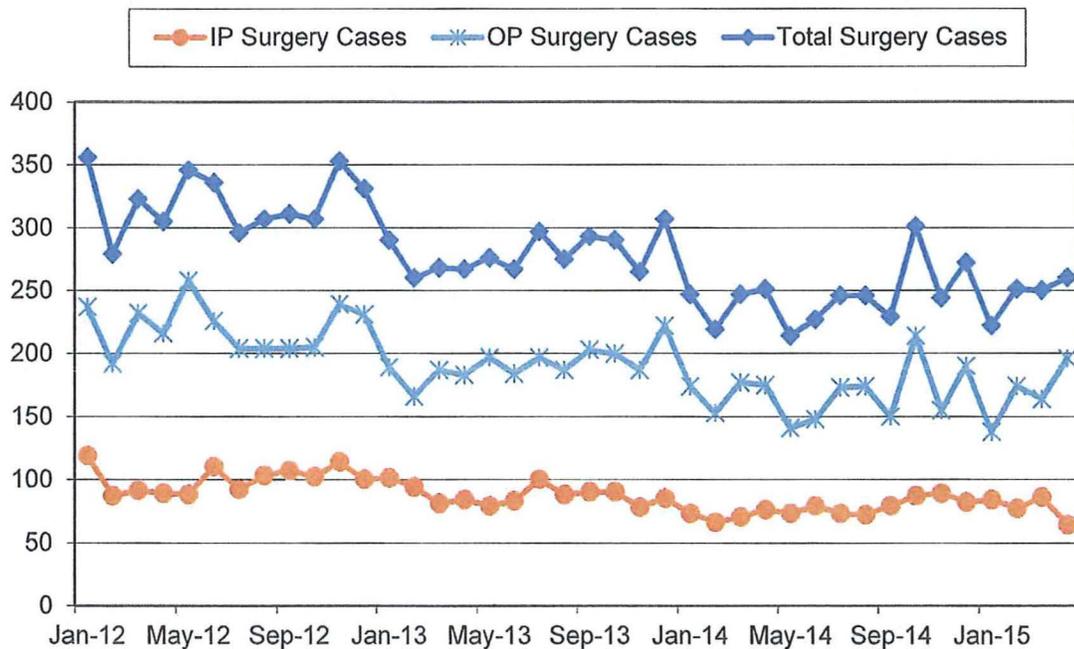


YTD Patient days were 225 (5.4%) greater than forecast with YTD admissions 47 (4.2%) greater than forecast yielding an increase in length of stay of 0.6% and a 0.5% increase in case-mix adjusted length of stay. Compared to the prior year, patient days were 4.5% higher with admissions 5.7% higher. The YTD average daily census was 36.9 compared to forecast of 35.0 and 35.3 last year.

The monthly Hospital Medicare case mix was 0.9% greater than forecast and 1.3% greater than last year. The overall case mix was 1.0% less than forecast but 0.1% greater than last year. Overall activity as measured in adjusted admissions was 9.6% higher than forecast and 8.5% higher than last year while adjusted patient days were 7.3% greater than forecast and 6.5% greater than last year. Care Center resident days were 2.6% less than forecast with a 73.0 average daily census. Case mix for the month was 1.0% greater than forecast, 2.3% greater than last year, but 7.8% lower than the average.

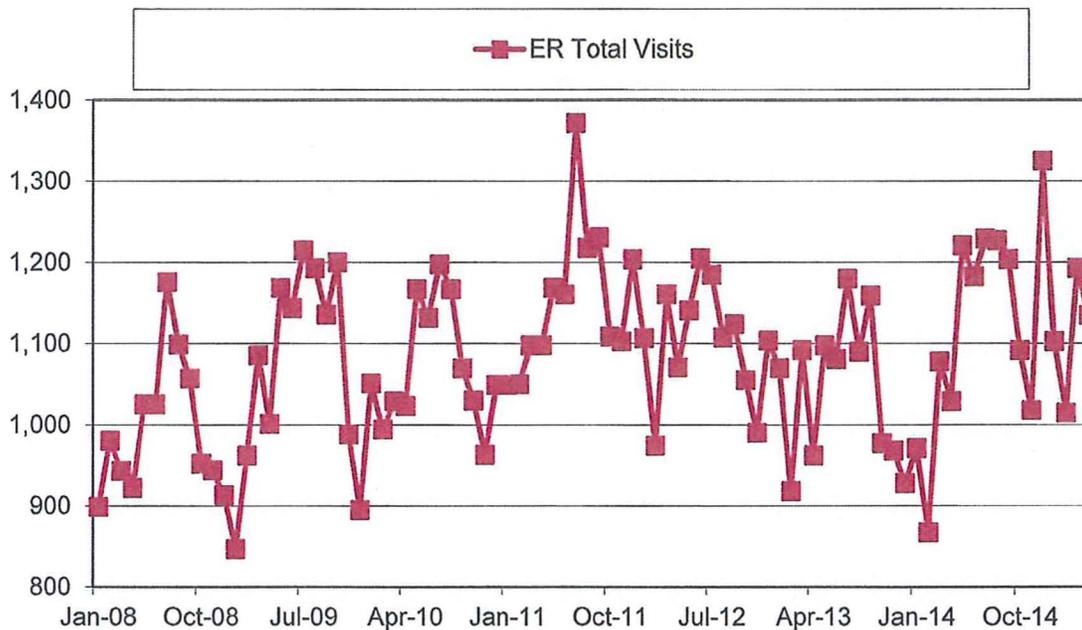
The YTD Hospital Medicare case mix was 2.9% less than forecast and 6.1% less than last year. The overall case mix was 0.1% greater than forecast and 0.6% greater than last year. YTD overall activity as measured in adjusted admissions was 4.0% greater than forecast and 7.2% higher than last year while adjusted patient days were 4.9% greater than forecast and 5.7% greater than last year. YTD Care Center resident days were 2.1% less than forecast with a 73.4 average daily census. YTD case mix was 0.9% greater than forecast and 2.8% greater than last year.

Ancillary departments were mixed for the month. Monthly Surgery & GI cases were 4.0% greater than forecast, 3.6% greater than last year, and 7.9% greater than the three-month average. Inpatient activity was 19.0% less than forecast and 15.8% less than last year while Outpatient activity was 14.6% greater than forecast and 12.0% greater than last year.



YTD Surgery cases were 0.8% less than forecast but 2.0% greater than last year. Inpatient cases were 0.3% greater than forecast and 9.1% greater than last year but Outpatient cases were 1.3% less than forecast and 1.0% less than last year.

Emergency Room visits were 1.8% less than forecast for the month, 10.3% higher than last year, and 2.9% greater than the three-month average. YTD visits were 2.3% less than forecast but 12.7% greater than last year and 10.0% greater than the year before.



Monthly Laboratory tests were 3.7% less than forecast, 3.5% less than last year, and 2.2% less than average. Medical Imaging procedures were 2.9% less than forecast, 7.3% less than last year, and 3.5% less than average. Radiation Oncology treatments were 24.5% greater than forecast, 3.5% less than last year, and 15.5% greater than average. Medical Oncology visits were 23.4% greater than forecast, 13.3% greater than last year, and 23.9% greater than average.

Dialysis treatments were 1.3% greater than forecast, 2.6% greater than last year, and 0.8% greater than average; Rehab visits were 4.4% greater than forecast, 2.9% greater than last year, and 0.7% greater than average; Hospice visits were 5.3% less than forecast, 5.1% less than last year, but 7.7% greater than average; and Ambulance runs were 9.8% less than forecast, 3.1% less than last year, and 7.6% less than average.

YTD Laboratory tests were 1.3% less than forecast but 2.1% greater than last year. Medical Imaging procedures were at forecast and 0.1% less than last year. Radiation Oncology treatments were 12.3% greater than forecast and 7.0% greater than last year. Medical Oncology visits were 6.9% greater than forecast and 8.3% greater than last year. Dialysis treatments were 1.1% greater than forecast and 4.8% greater than last year; Rehab visits were 4.9% greater than forecast and 9.9% greater than last year; Hospice visits were 10.6% less than forecast and 10.8% less than last year; and Ambulance runs were 4.2% less than forecast but 0.3% greater than last year.

Full Time Equivalents (FTE's) for the month were 762 compared to a forecast of 761, a negative variance of 0.2%. This compared to last year's total of 790 (3.5% lower) and the three month average of 782 (2.5% lower). Hospital FTE's were 0.6% greater than forecast, 3.9% less than last year, and 2.3% lower than average. Care Center FTE's were 5.8% greater than forecast, 8.7% greater than last year but 1.6% less than average. Home Medical FTE's were 8.9% less than forecast, 13.6% less than last year, and 5.0% less than average.

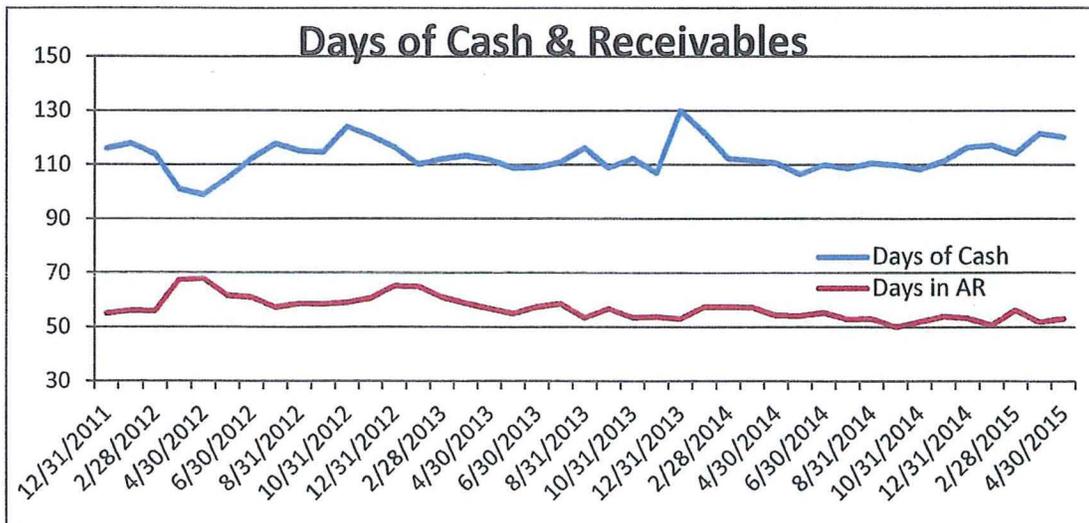
YTD FTE's were 2.0% higher than forecast at 778 compared to 763. This compared to last year's FTE's of 795 (2.1% lower) and 801 (2.9% lower) from the year before. Hospital FTE's were 2.1% higher than forecast but 2.6% less than last year. Care Center was 7.4% higher than forecast and 13.9% higher than last year while Home Medical was 5.5% less than forecast and 14.3% less than last year.

**Key Performance Indicators**

The Operational indicators were positive for the month but unfavorable compared to the forecast. Consolidated Operating Margin was 0.9% for the month; 2.2% YTD; forecast of 1.8% and last year's -3.3%. Excess Margin was 1.2% for the month; 4.0% YTD; forecast of 2.6% and last year's -1.8%. EBIDA Operating Margin was 11.5% for the month; 12.7% YTD; forecast of 12.6% and last year's 7.1%.

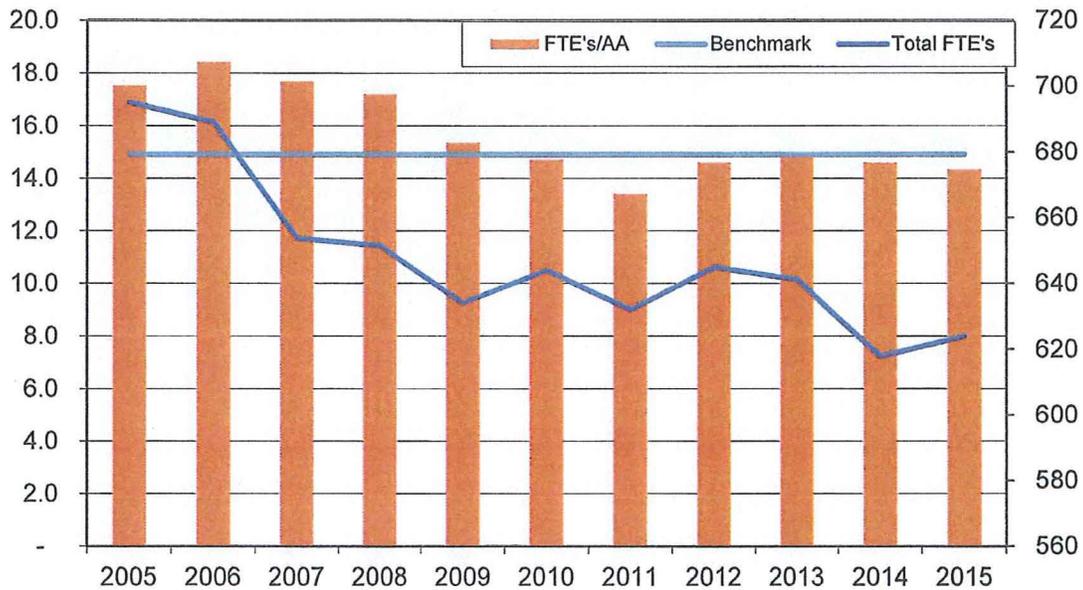
The Financial ratios indicate that the Debt/Capitalization ratio of 44.1% was lower than last month; lower than the forecast of 44.5%; lower than last year's 45.8%, and lower than the targeted ceiling of 45%. The decrease was due to improved financial performance and the February Bond payment. Debt Service Coverage was 3.7 compared to the forecast of 3.0 and last year's 2.4. The Cash/Debt ratio was 61% compared to the forecast of 62% and last year's 57%. The Financial Strength Index was 1.21 compared to the forecast of 1.0 and -0.33 last year.

Days in accounts receivable were 53 compared to the forecast of 48 and last year's 53. Days of Cash were 120 compared to the forecast of 119 and last year's 116.



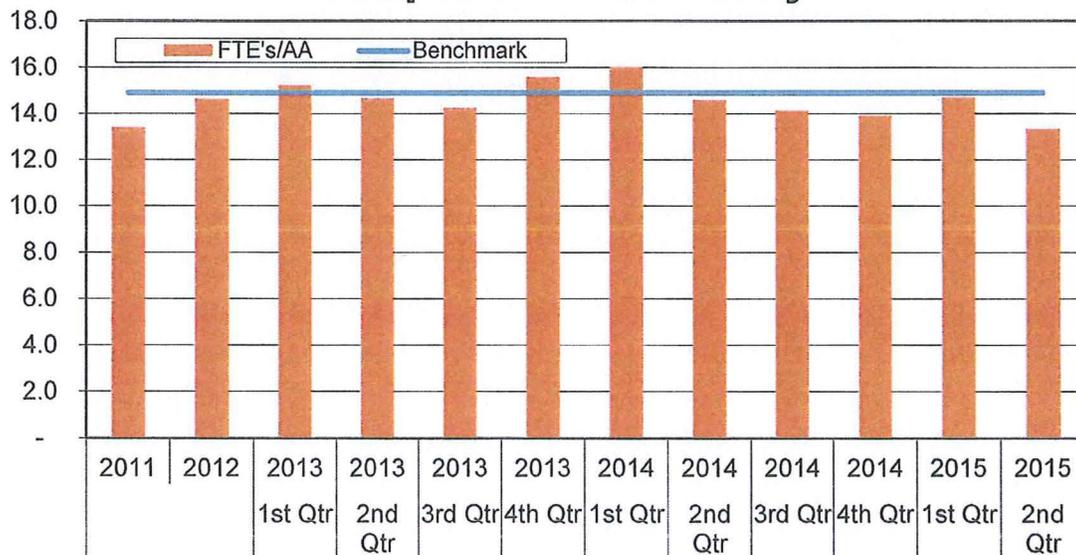
Hospital productivity ratios in terms of staffing were lower for the month than the forecast with FTE's per adjusted admit at 13.3 for the month and 14.3 YTD compared to the forecast of 14.4 and last year's ratio of 14.6. FTE's per adjusted patient day were 3.6 for the month and 3.8 YTD compared to the forecast of 4.1 and 3.9 last year.

### Hospital Full Time Equivalents & Productivity

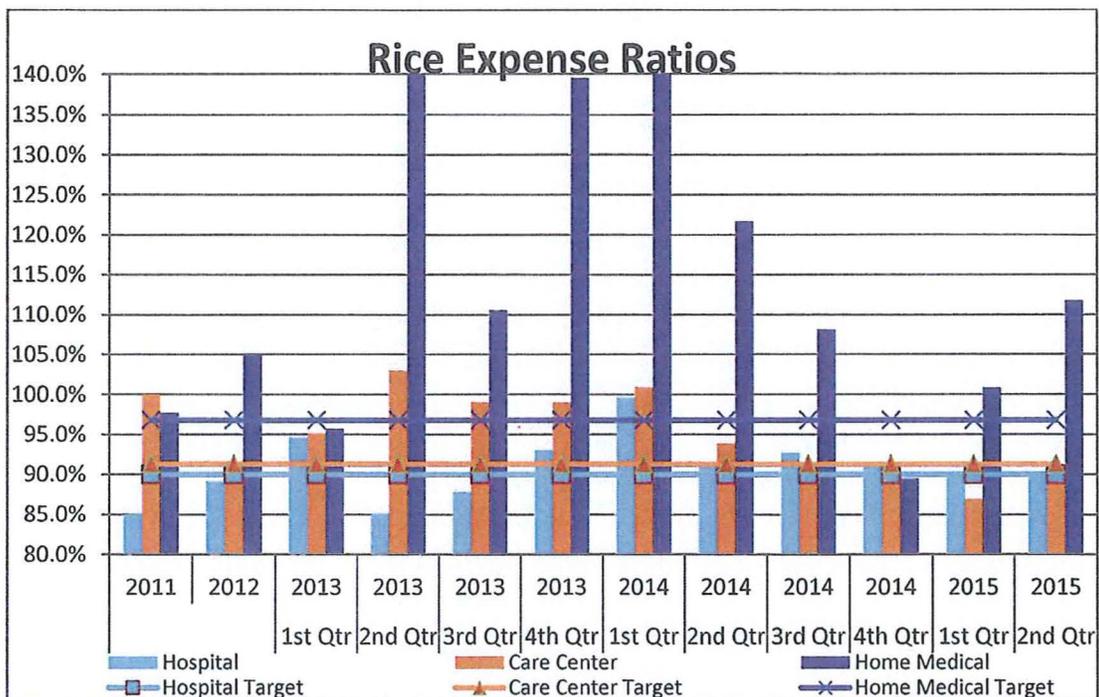


Comparing 2<sup>nd</sup> Quarter productivity to the prior quarters, the Hospital Productivity ratio was lower than the recent quarters and significantly improved from 1<sup>st</sup> Quarter 2014 and 4<sup>th</sup> Quarter 2013.

### Hospital Productivity



The Hospital Total Operating Expense Ratio was 90.1% for the month; 89.8% YTD, forecast of 90%; and last year's 93.5%. Bad Debt ratio was 1.5% YTD compared to the 2.0% forecast and significantly better than the benchmark of 7.4%. Capital Expense ratio was 8.7% YTD compared to 9.0% forecast, 9.3% last year, and the benchmark of 6.9%.

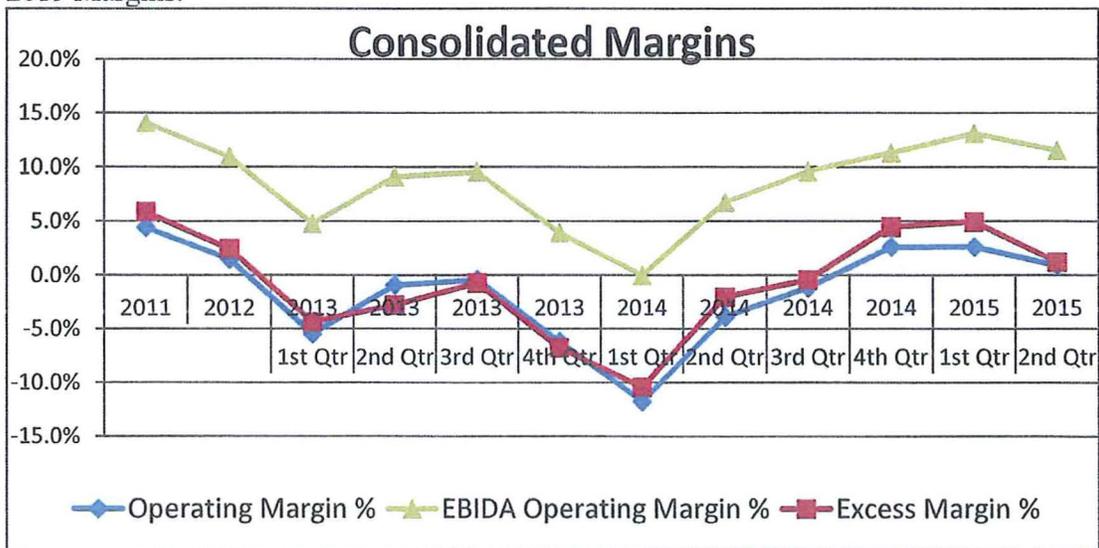


Care Center Hours per Resident Day were 6.4 for the month; 6.5 YTD; forecast of 6.5 and 6.7 last year. The Care Center's Total Operating Expense Ratio was 90.2% for the month; 87.7% YTD; 91.3% Forecast; and 93.5% in 2014.

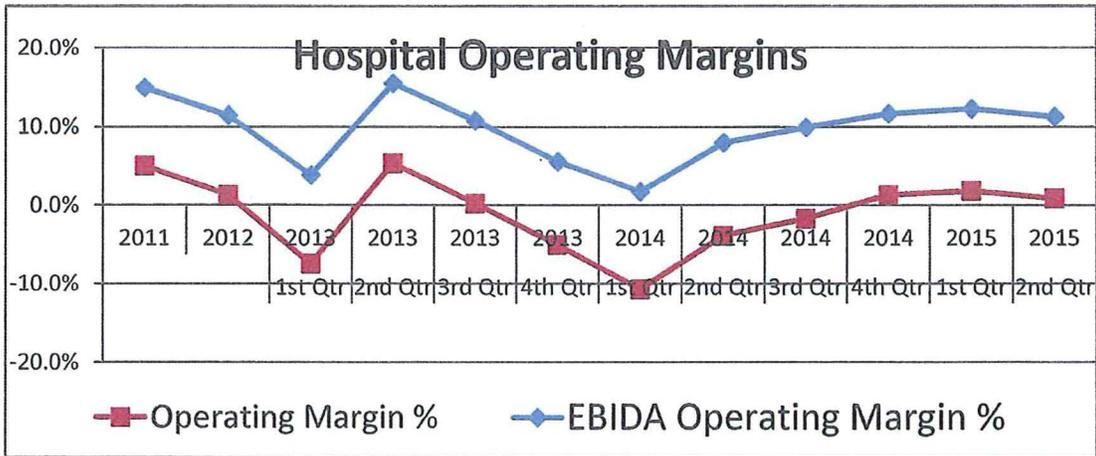
Sales per FTE at Home Medical were \$173,400 for the month; \$184,500 YTD; forecast of \$191,600 and \$171,700 last year. Home Medical's Total Operating Expense Ratio was 111.8% for the month; 103.3% YTD; 96.8% Forecast; and 115.5% in 2014. Inventory Turns were 4.4 YTD compared to 4.9 last year.

**Key Performance Indicators by Entity**

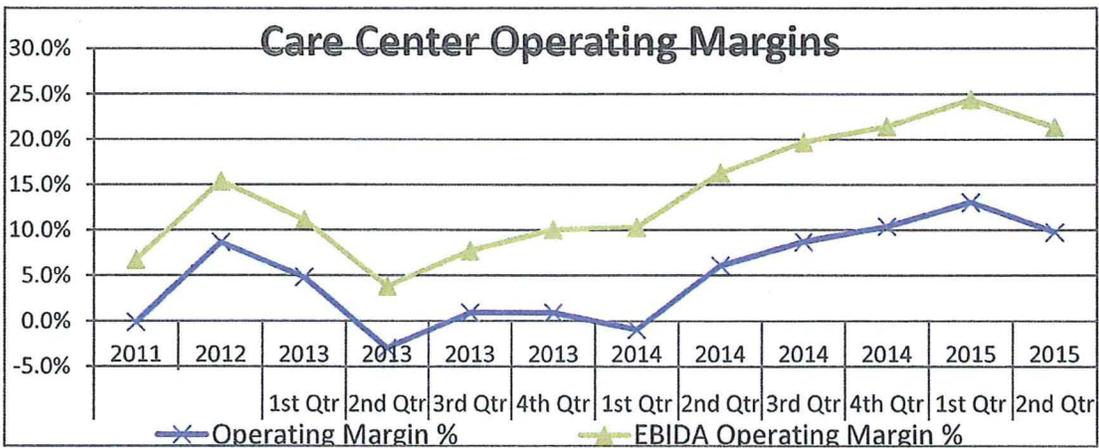
The Consolidated Margins were positive in 2<sup>nd</sup> Quarter 2015 but lower than 1<sup>st</sup> Quarter 2015 Margins.



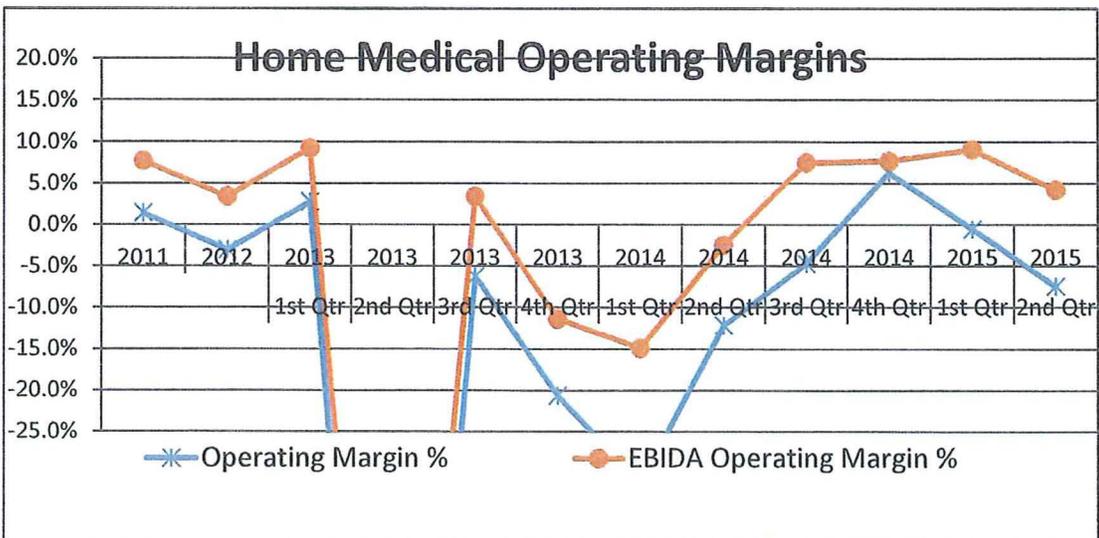
Hospital Margins declined slightly in 2<sup>nd</sup> Quarter 2015 compared to 1<sup>st</sup> Quarter 2015 and 4<sup>th</sup> Quarter 2014 but still positive compared to early 2014.



Care Center Margins declined in 2<sup>nd</sup> Quarter 2015 compared to 1<sup>st</sup> Quarter but were similar to 4<sup>th</sup> Quarter 2014.



Home Medical financial performance declined in 2<sup>nd</sup> Quarter 2015 compared to the past two quarters due to lower activity.



**RICE MEMORIAL HOSPITAL  
CONSOLIDATED  
BALANCE SHEET**  
For the Four Months Ending April 30, 2015

	April 2015	12/31/14	Variance	12/31/13	Variance	12/31/12	Variance
<b>1 ASSETS</b>							
<b>2 CURRENT ASSETS</b>							
3 CASH AND CASH EQUIVALENTS	\$2,591,752	\$2,447,311	\$144,441	\$9,355,434	(\$6,763,682)	\$2,999,489	(\$407,736)
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,278,044	2,757,540	(1,479,497)	2,379,838	(1,101,795)	2,393,907	(1,115,863)
5 ACCOUNTS RECEIVABLE NET	15,246,347	14,720,163	526,184	14,513,548	732,799	18,416,955	(3,170,608)
6 OTHER RECEIVABLES	584,830	548,759	36,071	437,453	147,377	626,156	(41,326)
7 INVENTORY	1,891,461	1,974,860	(83,398)	2,117,850	(226,388)	1,881,543	9,919
8 PREPAID EXPENSES	1,169,313	877,299	292,014	991,750	177,563	1,080,525	88,789
<b>10 TOTAL CURRENT ASSETS</b>	<b>22,761,748</b>	<b>23,325,933</b>	<b>(564,186)</b>	<b>29,795,874</b>	<b>(7,034,126)</b>	<b>27,398,573</b>	<b>(4,636,825)</b>
<b>11 ASSETS LIMITED AS TO USE</b>							
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	3,057,581	3,061,232	(3,651)	2,960,184	97,397	2,616,990	440,591
<b>18 TOTAL ASSETS - USE IS LIMITED</b>	<b>6,881,737</b>	<b>6,885,388</b>	<b>(3,651)</b>	<b>6,578,984</b>	<b>302,753</b>	<b>5,842,075</b>	<b>1,039,662</b>
<b>19 PROPERTY PLANT &amp; EQUIPMENT</b>							
20 PROPERTY PLANT & EQUIPMENT	143,098,902	142,634,962	463,940	136,903,754	6,195,148	132,297,068	10,801,834
22 LESS: ACCUMULATED DEPRECIATION	(82,907,508)	(80,874,221)	(2,033,287)	(75,712,695)	(7,194,813)	(72,741,611)	(10,165,897)
<b>24 NET PROPERTY, PLANT &amp; EQUIPME</b>	<b>60,191,394</b>	<b>61,760,741</b>	<b>(1,569,347)</b>	<b>61,191,059</b>	<b>(999,665)</b>	<b>59,555,457</b>	<b>635,938</b>
<b>25 OTHER ASSETS</b>							
26 INVESTMENTS - FIXED INCOME	25,455,102	25,106,026	349,076	22,595,563	2,859,538	25,941,901	(486,799)
28 INVESTMENTS - SHR	459,048	459,048		439,455	19,593	425,186	33,862
29 INVESTMENTS - WMS	5,004,620	4,269,043	735,577	3,769,317	1,235,303	3,647,124	1,357,495
30 INVESTMENTS - LAKE REGION HMS	(5,725)	18,125	(23,850)		(5,725)		(5,725)
30 INVESTMENTS - VHAUM CSC	54,963	54,963		54,963		79,963	(25,000)
32 GOODWILL, NET	82,951	83,389	(438)	84,722	(1,772)	86,056	(3,105)
33 DEFERRED DEBT ACQUISITION COSTS						200,398	(200,398)
<b>36 TOTAL OTHER ASSETS</b>	<b>31,050,958</b>	<b>29,990,593</b>	<b>1,060,365</b>	<b>26,944,020</b>	<b>4,106,938</b>	<b>30,380,628</b>	<b>670,330</b>
<b>38 TOTAL ASSETS</b>	<b>\$120,885,837</b>	<b>\$121,962,656</b>	<b>(\$1,076,819)</b>	<b>\$124,509,937</b>	<b>(\$3,624,101)</b>	<b>\$123,176,733</b>	<b>(\$2,290,896)</b>
<b>40 LIABILITIES AND NET ASSETS</b>							
<b>41 CURRENT LIABILITIES</b>							
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	1,692,477	1,856,340	(163,864)	1,939,719	(247,243)	1,730,604	(38,127)
45 EST. THIRD PARTY PAYOR SETTLEMENTS	(88,000)	(188,000)	100,000	192,060	(280,060)	(29,504)	(38,496)
46 ACCRUED SALARIES, WAGES AND BENEFITS	10,800,394	11,471,484	(671,090)	11,131,571	(331,176)	10,992,653	(192,259)
47 ACCRUED INTEREST AND DUE TO WMS	2,271,749	2,225,849	45,899	2,093,781	177,968	2,089,775	181,973
<b>49 TOTAL CURRENT LIABILITIES</b>	<b>16,621,140</b>	<b>17,310,194</b>	<b>(689,054)</b>	<b>17,087,362</b>	<b>(466,223)</b>	<b>17,073,804</b>	<b>(452,664)</b>
<b>50 LONG TERM DEBT (LESS CURRENT)</b>	<b>45,992,132</b>	<b>47,945,859</b>	<b>(1,953,727)</b>	<b>49,770,570</b>	<b>(3,778,438)</b>	<b>45,957,263</b>	<b>34,869</b>
<b>53 TOTAL LIABILITIES</b>	<b>62,613,272</b>	<b>65,256,052</b>	<b>(2,642,781)</b>	<b>66,857,932</b>	<b>(4,244,661)</b>	<b>63,031,067</b>	<b>(417,795)</b>
<b>54 COMMITMENTS AND CONTINGENCIES</b>							
<b>55 NET ASSETS</b>							
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	483,950	216,568	267,382	270,286	213,664	88,338	395,612
61 PERMANENT ENDOWMENT	3,057,581	3,061,232	(3,651)	2,960,184	97,397	2,616,990	440,591
62 CURRENT YEAR INCOME	1,276,793	(1,677,986)	2,954,780	(3,426,313)	4,703,106	2,430,598	(1,153,805)
63 UNRESTRICTED	49,677,607	51,330,156	(1,652,549)	54,276,569	(4,598,962)	51,828,651	(2,151,044)
<b>65 TOTAL NET ASSETS</b>	<b>58,272,565</b>	<b>56,706,604</b>	<b>1,565,961</b>	<b>57,652,005</b>	<b>620,560</b>	<b>60,145,666</b>	<b>(1,873,101)</b>
<b>67 TOTAL LIABILITIES AND NET ASSET</b>	<b>\$120,885,837</b>	<b>\$121,962,656</b>	<b>(\$1,076,819)</b>	<b>\$124,509,937</b>	<b>(\$3,624,101)</b>	<b>\$123,176,733</b>	<b>(\$2,290,896)</b>

15

RICE MEMORIAL HOSPITAL CONSOLIDATED  
For the Month Ending

	April 2015	Prior 3 Mo Average	% Var	March 2015	% Var	February 2015	% Var	January 2015	% Var
<b>OPERATING REVENUE</b>									
INPATIENT REVENUE	\$4,597,052	\$6,320,803	(27.3%)	\$6,543,145	(29.7%)	\$3,477,529	(16.1%)	\$6,941,736	(33.8%)
OUTPATIENT REVENUE	12,328,724	10,666,632	15.6%	11,137,732	10.7%	10,638,933	15.9%	10,223,230	20.6%
RICE CARE CENTER REVENUE	994,229	999,849	(0.6%)	967,005	2.8%	961,855	3.4%	1,070,686	(7.1%)
RICE HOME MEDICAL REVENUE	974,011	1,119,148	(13.0%)	1,110,154	(12.3%)	1,155,276	(15.7%)	1,092,015	(10.8%)
<b>TOTAL PATIENT REVENUE</b>	<b>18,894,016</b>	<b>19,106,432</b>	<b>(1.1%)</b>	<b>19,758,036</b>	<b>(4.4%)</b>	<b>18,233,593</b>	<b>3.6%</b>	<b>19,327,667</b>	<b>(2.2%)</b>
LESS DISCOUNTS & CONTRACTUALS	10,704,717	10,070,109	6.3%	10,244,780	4.5%	9,988,971	7.2%	9,976,576	7.3%
LESS UNCOMPENSATED CARE	280,315	53,614	422.8%	79,737	251.5%	67,822	313.3%	13,284	2,010.2%
LESS BAD DEBT EXPENSE	9,686	150,165	(93.5%)	187,495	(94.8%)	118,922	(91.9%)	144,077	(93.3%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>10,994,718</b>	<b>10,273,888</b>	<b>7.0%</b>	<b>10,512,012</b>	<b>4.6%</b>	<b>10,175,715</b>	<b>8.0%</b>	<b>10,133,937</b>	<b>8.5%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>7,899,298</b>	<b>8,832,544</b>	<b>(10.6%)</b>	<b>9,246,024</b>	<b>(14.6%)</b>	<b>8,057,878</b>	<b>(2.0%)</b>	<b>9,193,730</b>	<b>(14.1%)</b>
OTHER OPERATING REVENUE	2,110,104	1,129,410	86.8%	1,101,211	91.6%	1,150,770	83.4%	1,136,250	85.7%
<b>TOTAL OPERATING REVENUE</b>	<b>10,009,402</b>	<b>9,961,954</b>	<b>0.5%</b>	<b>10,347,235</b>	<b>(3.3%)</b>	<b>9,208,648</b>	<b>8.7%</b>	<b>10,329,980</b>	<b>(3.1%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,229,092	2,101,670	6.1%	2,203,378	1.2%	2,033,256	9.6%	2,068,376	7.8%
<b>TOTAL OPERATING REVENUE</b>	<b>7,780,310</b>	<b>7,860,284</b>	<b>(1.0%)</b>	<b>8,143,857</b>	<b>(4.5%)</b>	<b>7,175,392</b>	<b>8.4%</b>	<b>8,261,604</b>	<b>(5.8%)</b>
<b>OPERATING EXPENSES</b>									
SALARIES AND WAGES	3,834,288	3,871,637	(1.0%)	3,884,485	(1.3%)	3,598,989	6.5%	4,131,436	(7.2%)
CONTRACT LABOR	333,821	307,009	8.7%	276,423	20.8%	311,294	7.2%	333,310	0.2%
SUPPLEMENTAL BENEFITS	1,108,415	1,031,462	7.5%	1,097,447	1.0%	742,968	49.2%	1,253,972	(11.6%)
SUPPLIES	970,527	958,978	1.2%	1,028,873	(5.7%)	976,295	(0.6%)	871,766	11.3%
DRUGS	669,114	574,037	16.6%	492,400	35.9%	693,482	(3.5%)	536,230	24.8%
PURCHASED SERVICES	632,329	625,411	1.1%	656,565	(3.7%)	659,487	(4.1%)	560,181	12.9%
REPAIRS, SERVICE & RENTALS	277,797	279,380	(0.6%)	285,401	(2.7%)	288,116	(3.6%)	264,624	5.0%
UTILITIES	131,066	144,137	(9.1%)	137,505	(4.7%)	141,045	(7.1%)	153,861	(14.8%)
INSURANCE	50,108	50,748	(1.3%)	49,473	1.3%	50,106	0.0%	52,664	(4.9%)
PATIENT RELATED TRAVEL	24,205	25,656	(5.7%)	28,973	(16.5%)	21,377	13.2%	26,617	(9.1%)
EDUCATION, TRAVEL, & DUES	86,804	84,668	2.5%	69,118	25.6%	86,430	0.4%	98,457	(11.8%)
OTHER	25,937	36,151	(28.3%)	44,504	(41.7%)	21,399	21.2%	42,549	(39.0%)
DEPRECIATION AND AMORT	683,143	679,223	0.6%	697,875	(2.1%)	642,481	6.3%	697,312	(2.0%)
INTEREST	145,989	146,839	(0.6%)	150,174	(2.8%)	141,491	3.2%	148,852	(1.9%)
TAXES & SURCHARGE	175,126	187,287	(6.5%)	211,869	(17.3%)	163,884	6.9%	186,108	(5.9%)
<b>TOTAL OPERATING EXPENSES</b>	<b>9,148,669</b>	<b>9,002,623</b>	<b>1.6%</b>	<b>9,111,085</b>	<b>0.4%</b>	<b>8,538,844</b>	<b>7.1%</b>	<b>9,357,939</b>	<b>(2.2%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,436,917	1,346,269	6.7%	1,332,549	7.8%	1,440,997	(0.3%)	1,265,260	13.6%
<b>NET OPERATING EXPENSES</b>	<b>7,711,752</b>	<b>7,656,354</b>	<b>0.7%</b>	<b>7,778,536</b>	<b>(0.9%)</b>	<b>7,097,847</b>	<b>8.6%</b>	<b>8,092,679</b>	<b>(4.7%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>68,558</b>	<b>203,930</b>	<b>(66.4%)</b>	<b>365,321</b>	<b>(81.2%)</b>	<b>77,545</b>	<b>(11.6%)</b>	<b>168,925</b>	<b>(59.4%)</b>
<b>NON OPERATING INCOME</b>									
INVESTMENT INCOME	52,863	71,712	(26.3%)	48,876	8.2%	55,745	(5.2%)	110,514	(52.2%)
UNREALIZED GAIN (LOSS)	(36,455)	51,255	(171.1%)	86,630	(142.1%)	(206,027)	(82.3%)	273,162	(113.3%)
OTHER GAIN (LOSS)	9,218	67,307	(86.3%)	840	997.4%	200,842	(95.4%)	240	3,740.8%
<b>TOTAL NON OPERATING INCOME</b>	<b>25,626</b>	<b>190,274</b>	<b>(86.5%)</b>	<b>136,346</b>	<b>(81.2%)</b>	<b>50,560</b>	<b>(49.3%)</b>	<b>383,916</b>	<b>(93.3%)</b>
<b>NET INCOME (LOSS)</b>	<b>\$94,184</b>	<b>\$394,204</b>	<b>(76.1%)</b>	<b>\$501,667</b>	<b>(81.2%)</b>	<b>\$128,105</b>	<b>(26.5%)</b>	<b>\$552,841</b>	<b>(83.0%)</b>

RICE HOSPITAL  
For the Month Ending

	April 2015	Prior 3 Mo Average	% Var	March 2015	% Var	February 2015	% Var	January 2015	% Var
<b>OPERATING REVENUE</b>									
INPATIENT REVENUE	\$4,597,052	\$6,320,803	(27.3%)	\$6,543,145	(29.7%)	\$5,477,529	(16.1%)	\$6,941,736	(33.8%)
OUTPATIENT REVENUE	12,328,723	10,666,632	15.6%	11,137,732	10.7%	10,638,933	15.9%	10,223,231	20.6%
<b>TOTAL PATIENT REVENUE</b>	<b>16,925,775</b>	<b>16,987,435</b>	<b>(0.4%)</b>	<b>17,680,877</b>	<b>(4.3%)</b>	<b>16,116,462</b>	<b>5.0%</b>	<b>17,164,967</b>	<b>(1.4%)</b>
LESS DISCOUNTS & CONTRACTUALS	10,159,533	9,500,833	6.9%	9,707,742	4.7%	9,421,736	7.8%	9,373,020	8.4%
LESS UNCOMPENSATED CARE	280,279	53,523	423.7%	79,552	252.3%	67,822	313.3%	13,195	2,024.1%
LESS BAD DEBT EXPENSE	3,145	145,774	(97.8%)	188,683	(98.3%)	108,656	(97.1%)	139,982	(97.8%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>10,442,957</b>	<b>9,700,129</b>	<b>7.7%</b>	<b>9,975,977</b>	<b>4.7%</b>	<b>9,598,214</b>	<b>8.8%</b>	<b>9,526,197</b>	<b>9.6%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>6,482,818</b>	<b>7,287,306</b>	<b>(11.0%)</b>	<b>7,704,900</b>	<b>(15.9%)</b>	<b>6,518,248</b>	<b>(0.5%)</b>	<b>7,638,770</b>	<b>(15.1%)</b>
OTHER OPERATING REVENUE	2,099,994	1,117,216	88.0%	1,089,023	92.8%	1,131,189	85.6%	1,131,437	85.6%
<b>TOTAL OPERATING REVENUE</b>	<b>8,582,812</b>	<b>8,404,522</b>	<b>2.1%</b>	<b>8,793,923</b>	<b>(2.4%)</b>	<b>7,649,437</b>	<b>12.2%</b>	<b>8,770,207</b>	<b>(2.1%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,229,092	2,101,670	6.1%	2,203,378	1.2%	2,033,256	9.6%	2,068,376	7.8%
<b>TOTAL OPERATING REVENUE</b>	<b>6,353,720</b>	<b>6,302,852</b>	<b>0.8%</b>	<b>6,590,545</b>	<b>(3.6%)</b>	<b>5,616,181</b>	<b>13.1%</b>	<b>6,701,831</b>	<b>(5.2%)</b>
<b>OPERATING EXPENSES</b>									
SALARIES AND WAGES	3,352,039	3,384,904	(1.0%)	3,407,180	(1.6%)	3,129,493	7.1%	3,618,038	(7.4%)
CONTRACT LABOR	230,119	205,803	11.8%	179,182	28.4%	212,684	8.2%	225,543	2.0%
SUPPLEMENTAL BENEFITS	937,700	858,497	9.2%	913,183	2.7%	567,147	65.3%	1,095,162	(14.4%)
SUPPLIES	665,609	606,340	9.8%	672,790	(1.1%)	609,175	9.3%	537,055	23.9%
DRUGS	648,264	554,319	16.9%	472,134	37.3%	677,179	(4.3%)	513,643	26.2%
PURCHASED SERVICES	595,304	582,712	2.2%	613,012	(2.9%)	611,965	(2.7%)	523,159	13.8%
REPAIRS, SERVICE & RENTALS	246,906	255,458	(3.3%)	264,434	(6.6%)	263,348	(6.2%)	238,593	3.5%
UTILITIES	111,735	119,522	(6.5%)	113,045	(1.2%)	116,743	(4.3%)	128,777	(13.2%)
INSURANCE	42,629	43,271	(1.5%)	41,996	1.5%	42,629	0.0%	45,187	(5.7%)
PATIENT RELATED TRAVEL	16,624	18,304	(9.2%)	21,330	(22.1%)	13,608	22.2%	19,973	(16.8%)
EDUCATION, TRAVEL, & DUES	80,305	76,550	4.9%	64,011	25.5%	72,487	10.8%	93,153	(13.8%)
OTHER	10,492	19,688	(46.7%)	26,647	(60.6%)	10,530	(0.4%)	21,888	(52.1%)
DEPRECIATION AND AMORT	543,756	542,482	0.2%	558,135	(2.6%)	511,270	6.4%	558,040	(2.6%)
INTEREST	119,581	120,431	(0.7%)	123,766	(3.4%)	115,082	3.9%	122,444	(2.3%)
TAXES & SURCHARGE	134,838	146,778	(8.1%)	167,779	(19.6%)	125,166	7.7%	147,389	(8.5%)
<b>TOTAL OPERATING EXPENSES</b>	<b>7,735,901</b>	<b>7,535,058</b>	<b>2.7%</b>	<b>7,638,624</b>	<b>1.3%</b>	<b>7,078,506</b>	<b>9.3%</b>	<b>7,888,044</b>	<b>(1.9%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,436,917	1,346,269	6.7%	1,332,549	7.8%	1,440,997	(0.3%)	1,265,260	13.6%
<b>NET OPERATING EXPENSES</b>	<b>6,298,984</b>	<b>6,188,789</b>	<b>1.8%</b>	<b>6,306,075</b>	<b>(0.1%)</b>	<b>5,637,509</b>	<b>11.7%</b>	<b>6,622,784</b>	<b>(4.9%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>54,736</b>	<b>114,063</b>	<b>(52.0%)</b>	<b>284,470</b>	<b>(80.8%)</b>	<b>(21,328)</b>	<b>(356.6%)</b>	<b>79,047</b>	<b>(30.8%)</b>
<b>NON OPERATING INCOME</b>									
INVESTMENT INCOME	51,863	70,812	(26.8%)	48,876	6.1%	54,395	(4.7%)	109,164	(52.5%)
UNREALIZED GAIN (LOSS)	(36,455)	51,255	(171.1%)	86,630	(142.1%)	(206,027)	(82.3%)	273,162	(113.3%)
OTHER GAIN (LOSS)	8,998	66,344	(86.4%)		0.0%	198,792	(95.5%)	240	3,649.2%
<b>TOTAL NON OPERATING INCOME</b>	<b>24,406</b>	<b>188,411</b>	<b>(87.0%)</b>	<b>135,506</b>	<b>(82.0%)</b>	<b>47,160</b>	<b>(48.2%)</b>	<b>382,566</b>	<b>(93.6%)</b>
<b>NET INCOME (LOSS)</b>	<b>\$79,142</b>	<b>\$302,474</b>	<b>(73.8%)</b>	<b>\$419,976</b>	<b>(81.2%)</b>	<b>\$25,832</b>	<b>206.4%</b>	<b>\$461,613</b>	<b>(82.9%)</b>

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RICE CARE CENTER  
For the Month Ending

	April 2015	Prior 3 Mo Average	% Var	March 2015	% Var	February 2015	% Var	January 2015	% Var
<b>OPERATING REVENUE</b>									
RICE CARE CENTER REVENUE	\$994,229	\$999,849	(0.6%)	\$967,005	2.8%	\$961,855	3.4%	\$1,070,686	(7.1%)
<b>TOTAL PATIENT REVENUE</b>	<b>994,229</b>	<b>999,849</b>	<b>(0.6%)</b>	<b>967,005</b>	<b>2.8%</b>	<b>961,855</b>	<b>3.4%</b>	<b>1,070,686</b>	<b>(7.1%)</b>
LESS DISCOUNTS & CONTRACTUALS	248,557	245,789	1.1%	228,234	8.9%	221,093	12.4%	288,040	(13.7%)
LESS BAD DEBT EXPENSE		(2,634)	(100.0%)	(10,237)	(100.0%)	1,730	(100.0%)	605	(100.0%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>248,557</b>	<b>243,155</b>	<b>2.2%</b>	<b>217,997</b>	<b>14.0%</b>	<b>222,823</b>	<b>11.5%</b>	<b>288,645</b>	<b>(13.9%)</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>745,672</b>	<b>756,694</b>	<b>(1.5%)</b>	<b>749,008</b>	<b>(0.4%)</b>	<b>739,032</b>	<b>0.9%</b>	<b>782,041</b>	<b>(4.7%)</b>
OTHER OPERATING REVENUE	463	1,773	(73.9%)	761	(39.2%)	3,997	(88.4%)	561	(17.5%)
<b>TOTAL OPERATING REVENUE</b>	<b>746,135</b>	<b>758,467</b>	<b>(1.6%)</b>	<b>749,769</b>	<b>(0.5%)</b>	<b>743,029</b>	<b>0.4%</b>	<b>782,602</b>	<b>(4.7%)</b>
LESS: WILLMAR MEDICAL SERVICES									
<b>TOTAL OPERATING REVENUE</b>	<b>746,135</b>	<b>758,467</b>	<b>(1.6%)</b>	<b>749,769</b>	<b>(0.5%)</b>	<b>743,029</b>	<b>0.4%</b>	<b>782,602</b>	<b>(4.7%)</b>
<b>OPERATING EXPENSES</b>									
SALARIES AND WAGES	262,496	249,051	5.4%	246,036	6.7%	235,886	11.3%	265,231	(1.0%)
CONTRACT LABOR	103,702	101,206	2.5%	97,242	6.6%	98,610	5.2%	107,767	(3.8%)
SUPPLEMENTAL BENEFITS	85,738	83,137	3.1%	97,854	(12.4%)	87,020	(1.5%)	64,536	32.9%
SUPPLIES	38,955	39,862	(2.3%)	35,456	9.9%	40,656	(4.2%)	43,475	(10.4%)
DRUGS	20,748	19,579	6.0%	20,149	3.0%	16,201	28.1%	22,386	(7.3%)
PURCHASED SERVICES	9,542	15,714	(39.3%)	16,183	(41.0%)	19,814	(51.8%)	11,144	(14.4%)
REPAIRS, SERVICE & RENTALS	12,202	5,993	103.6%	4,171	192.5%	7,475	63.2%	6,334	92.6%
UTILITIES	10,151	13,880	(26.9%)	13,801	(26.4%)	13,885	(26.9%)	13,954	(27.3%)
INSURANCE	3,401	3,401	0.0%	3,401	0.0%	3,401	0.0%	3,401	0.0%
PATIENT RELATED TRAVEL	642	321	100.0%	144	345.8%		0.0%	819	(21.6%)
EDUCATION, TRAVEL, & DUES	3,962	2,744	44.4%	2,832	39.9%	3,457	14.6%	1,942	104.0%
OTHER	30	2,837	(98.9%)	8,403	(99.6%)	107	(72.0%)		0.0%
DEPRECIATION AND AMORT	60,184	60,180	0.0%	62,190	(3.2%)	56,186	7.1%	62,164	(3.2%)
INTEREST	26,408	26,408	0.0%	26,408	0.0%	26,408	0.0%	26,408	0.0%
TAXES & SURCHARGE	35,000	35,000	0.0%	35,000	0.0%	35,000	0.0%	35,000	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>673,161</b>	<b>659,312</b>	<b>2.1%</b>	<b>669,270</b>	<b>0.6%</b>	<b>644,106</b>	<b>4.5%</b>	<b>664,561</b>	<b>1.3%</b>
LESS: WILLMAR MEDICAL SERVICES									
<b>NET OPERATING EXPENSES</b>	<b>673,161</b>	<b>659,312</b>	<b>2.1%</b>	<b>669,270</b>	<b>0.6%</b>	<b>644,106</b>	<b>4.5%</b>	<b>664,561</b>	<b>1.3%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>72,974</b>	<b>99,154</b>	<b>(26.4%)</b>	<b>80,499</b>	<b>(9.3%)</b>	<b>98,923</b>	<b>(26.2%)</b>	<b>118,041</b>	<b>(38.2%)</b>
<b>NON OPERATING INCOME</b>									
INVESTMENT INCOME	1,000	900	11.1%		0.0%	1,350	(25.9%)	1,350	(25.9%)
<b>TOTAL NON OPERATING INCOME</b>	<b>1,000</b>	<b>900</b>	<b>11.1%</b>	<b></b>	<b>0.0%</b>	<b>1,350</b>	<b>(25.9%)</b>	<b>1,350</b>	<b>(25.9%)</b>
<b>NET INCOME (LOSS)</b>	<b>\$73,974</b>	<b>\$100,054</b>	<b>(26.1%)</b>	<b>\$80,499</b>	<b>(8.1%)</b>	<b>\$100,273</b>	<b>(26.2%)</b>	<b>\$119,391</b>	<b>(38.0%)</b>

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**RICE HOME MEDICAL**  
**RICE HOME MEDICAL**  
For the Month Ending April 30, 2015

	April 2015	% of Gross Sales	Prior 3 Mo Average	% of Gross Sales	March 2015	% of Gross Sales	February 2015	% of Gross Sales
<b>GROSS SALES</b>								
SALES REVENUE	\$587,754	60.34%	\$693,201	61.93%	\$718,858	64.71%	\$706,359	61.14%
RENTS REVENUE	386,257	39.66%	425,947	38.05%	391,296	35.23%	448,917	38.86%
MISC REVENUE	0	0.00%	255	0.02%	691	0.06%	74	0.01%
<b>GROSS SALES</b>	<b>974,011</b>	<b>100.00%</b>	<b>1,119,403</b>	<b>100.00%</b>	<b>1,110,845</b>	<b>100.00%</b>	<b>1,155,349</b>	<b>100.00%</b>
LESS: CONTRACTUAL ALLOWANCES	(296,627)	(30.45%)	(323,488)	(28.90%)	(308,804)	(27.80%)	(346,142)	(29.96%)
LESS: UNCOMPENSATED CARE	(36)	0.00%	(91)	(0.01%)	(185)	(0.02%)	(1)	0.00%
LESS: BAD DEBT EXPENSE	(6,540)	(0.67%)	(7,025)	(0.63%)	(9,049)	(0.81%)	(8,535)	(0.74%)
<b>NET SALES</b>	<b>670,807</b>	<b>68.87%</b>	<b>788,799</b>	<b>70.47%</b>	<b>792,807</b>	<b>71.37%</b>	<b>800,671</b>	<b>69.30%</b>
<b>COST OF GOODS SOLD</b>								
OXYGEN	6,680	0.69%	6,207	0.55%	6,288	0.57%	6,305	0.55%
EQUIPMENT	34,940	3.59%	57,568	5.14%	60,817	5.47%	59,628	5.16%
SUPPLY - FREIGHT	12,982	1.33%	13,171	1.18%	12,773	1.15%	13,339	1.15%
SUPPLY	178,689	18.35%	195,791	17.49%	201,702	18.16%	190,021	16.45%
EQUIPMENT REPAIR	19,938	2.05%	27,989	2.50%	28,168	2.54%	45,346	3.92%
SHOP EXPENSE	3,955	0.41%	1,518	0.14%	1,730	0.16%	1,870	0.16%
EQUIPMENT RENTAL & LEASES	2,988	0.31%	3,130	0.28%	2,561	0.23%	3,201	0.28%
PURCHASE DISCOUNTS	(8,570)	(0.88%)	(5,929)	(0.53%)	(2,751)	(0.25%)	(12,047)	(1.04%)
<b>TOTAL COST OF GOODS SOLD</b>	<b>251,600</b>	<b>25.83%</b>	<b>299,445</b>	<b>26.75%</b>	<b>311,289</b>	<b>28.02%</b>	<b>307,662</b>	<b>26.63%</b>
<b>GROSS PROFIT</b>	<b>419,207</b>	<b>43.04%</b>	<b>489,354</b>	<b>43.72%</b>	<b>481,518</b>	<b>43.35%</b>	<b>493,009</b>	<b>42.67%</b>
OTHER OPERATING REVENUE	9,702	1.00%	9,311	0.83%	10,921	0.98%	9,567	0.83%
<b>TOTAL OPERATING REVENUE</b>	<b>428,910</b>	<b>44.04%</b>	<b>498,665</b>	<b>44.55%</b>	<b>492,438</b>	<b>44.33%</b>	<b>502,576</b>	<b>43.50%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES	219,753	22.56%	237,682	21.23%	231,270	20.82%	233,610	20.22%
SUPPLEMENTAL BENEFITS	84,977	8.72%	89,829	8.02%	86,411	7.78%	88,802	7.69%
SUPPLIES AND DRUGS	5,895	0.61%	7,541	0.67%	6,704	0.60%	6,856	0.59%
PURCHASED SERVICES	27,483	2.82%	26,985	2.41%	27,370	2.46%	27,707	2.40%
REPAIRS, SERVICE & RENTALS	18,689	1.92%	17,929	1.60%	16,796	1.51%	17,293	1.50%
UTILITIES	9,180	0.94%	10,735	0.96%	10,659	0.96%	10,416	0.90%
INSURANCE	4,079	0.42%	4,077	0.36%	4,077	0.37%	4,077	0.35%
PATIENT RELATED TRAVEL	6,939	0.71%	7,031	0.63%	7,500	0.68%	7,769	0.67%
EDUCATION, TRAVEL, & DUES	2,537	0.26%	5,374	0.48%	2,275	0.20%	10,485	0.91%
OTHER EXPENSE	15,415	1.58%	13,625	1.22%	9,454	0.85%	10,762	0.93%
DEPRECIATION & AMORTIZATION	79,204	8.13%	76,561	6.84%	77,550	6.98%	75,024	6.49%
TAXES	5,288	0.54%	5,509	0.49%	9,089	0.82%	3,718	0.32%
<b>TOTAL OPERATING EXPENSES</b>	<b>479,440</b>	<b>49.22%</b>	<b>502,878</b>	<b>44.92%</b>	<b>489,154</b>	<b>44.03%</b>	<b>496,521</b>	<b>42.98%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(50,530)</b>	<b>(5.19%)</b>	<b>(4,213)</b>	<b>(0.38%)</b>	<b>3,284</b>	<b>0.30%</b>	<b>6,055</b>	<b>0.52%</b>
INVESTMENT INCOME (LOSS)	(8,626)	(0.89%)	(5,075)	(0.45%)	(2,936)	(0.26%)	(6,104)	(0.53%)
OTHER GAIN (LOSS)	220	0.02%	963	0.09%	840	0.08%	2,050	0.18%
<b>NET INCOME (LOSS)</b>	<b>(\$58,936)</b>	<b>(6.05%)</b>	<b>(\$8,324)</b>	<b>(0.74%)</b>	<b>\$1,188</b>	<b>0.11%</b>	<b>\$2,000</b>	<b>0.17%</b>

RICE MEMORIAL HOSPITAL CONSOLIDATED  
For the Year To Date Period Ending

	April 2015	April 2014	% Var	April 2013	% Var	April 2012	% Var
<b>OPERATING REVENUE</b>							
INPATIENT REVENUE	\$23,559,463	\$21,209,887	11.1%	\$20,531,206	14.7%	\$20,411,429	15.4%
OUTPATIENT REVENUE	44,328,619	39,309,291	12.8%	38,347,748	15.6%	40,259,770	10.1%
RICE CARE CENTER REVENUE	3,993,775	3,277,870	21.8%	3,482,059	14.7%	2,569,959	55.4%
RICE HOME MEDICAL REVENUE	4,331,456	3,979,747	8.8%	4,033,008	7.4%	3,409,183	27.1%
<b>TOTAL PATIENT REVENUE</b>	<b>76,213,313</b>	<b>67,776,795</b>	<b>12.4%</b>	<b>66,394,021</b>	<b>14.8%</b>	<b>66,650,341</b>	<b>14.3%</b>
LESS DISCOUNTS & CONTRACTUALS	40,915,045	35,024,619	16.8%	32,937,331	24.2%	31,624,817	29.4%
LESS UNCOMPENSATED CARE	441,158	436,420	1.1%	383,136	15.1%	491,762	(10.3%)
LESS BAD DEBT EXPENSE	460,180	557,859	(17.5%)	479,006	(3.9%)	463,651	(0.7%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>41,816,383</b>	<b>36,018,898</b>	<b>16.1%</b>	<b>33,799,473</b>	<b>23.7%</b>	<b>32,580,230</b>	<b>28.3%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>34,396,930</b>	<b>31,757,897</b>	<b>8.3%</b>	<b>32,594,548</b>	<b>5.5%</b>	<b>34,070,111</b>	<b>1.0%</b>
OTHER OPERATING REVENUE	5,498,334	4,343,995	26.6%	5,148,714	6.8%	5,396,589	1.9%
<b>TOTAL OPERATING REVENUE</b>	<b>39,895,264</b>	<b>36,101,892</b>	<b>10.5%</b>	<b>37,743,262</b>	<b>5.7%</b>	<b>39,466,700</b>	<b>1.1%</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	8,534,102	7,757,990	10.0%	6,699,878	27.4%	6,965,929	22.5%
<b>TOTAL OPERATING REVENUE</b>	<b>31,361,162</b>	<b>28,343,902</b>	<b>10.6%</b>	<b>31,043,384</b>	<b>1.0%</b>	<b>32,500,771</b>	<b>(3.5%)</b>
<b>OPERATING EXPENSES</b>							
SALARIES AND WAGES	15,449,197	15,233,642	1.4%	15,293,762	1.0%	15,269,157	1.2%
CONTRACT LABOR	1,254,849	1,460,242	(14.1%)	1,111,794	12.9%	1,270,924	(1.3%)
SUPPLEMENTAL BENEFITS	4,202,802	4,972,122	(15.5%)	4,503,203	(6.7%)	4,471,185	(6.0%)
SUPPLIES	3,847,460	3,741,702	2.8%	3,896,569	(1.3%)	3,801,844	1.2%
DRUGS	2,391,228	1,670,934	43.1%	2,149,302	11.3%	3,118,519	(23.3%)
PURCHASED SERVICES	2,508,561	2,401,843	4.4%	2,171,213	15.5%	2,565,899	(2.2%)
REPAIRS, SERVICE & RENTALS	1,115,939	1,078,973	3.4%	1,145,158	(2.6%)	1,051,811	6.1%
UTILITIES	563,477	600,394	(6.1%)	518,392	8.7%	532,771	5.8%
INSURANCE	202,353	245,966	(17.7%)	226,380	(10.6%)	217,442	(6.9%)
PATIENT RELATED TRAVEL	101,173	134,051	(24.5%)	152,261	(33.6%)	138,900	(27.2%)
EDUCATION, TRAVEL, & DUES	340,809	295,299	15.4%	368,229	(7.4%)	312,907	8.9%
OTHER	134,387	133,439	0.7%	150,461	(10.7%)	177,436	(24.3%)
DEPRECIATION AND AMORT	2,720,811	2,921,046	(6.9%)	2,703,429	0.6%	2,647,190	2.8%
INTEREST	586,506	614,104	(4.5%)	559,470	4.8%	710,580	(17.5%)
TAXES & SURCHARGE	736,987	730,062	0.9%	727,469	1.3%	645,213	14.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>36,156,539</b>	<b>36,233,819</b>	<b>(0.2%)</b>	<b>35,677,092</b>	<b>1.3%</b>	<b>36,931,778</b>	<b>(2.1%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	5,475,723	4,821,031	13.6%	3,035,574	80.4%	3,637,461	50.5%
<b>NET OPERATING EXPENSES</b>	<b>30,680,816</b>	<b>31,412,788</b>	<b>(2.3%)</b>	<b>32,641,518</b>	<b>(6.0%)</b>	<b>33,294,317</b>	<b>(7.8%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>680,346</b>	<b>(3,068,886)</b>	<b>(122.2%)</b>	<b>(1,598,134)</b>	<b>(142.6%)</b>	<b>(793,546)</b>	<b>(185.7%)</b>
<b>NON OPERATING INCOME</b>							
INVESTMENT INCOME	267,998	237,232	13.0%	211,046	27.0%	290,468	(7.7%)
UNREALIZED GAIN (LOSS)	117,310	187,269	(37.4%)	56,991	105.8%	85,262	37.6%
OTHER GAIN (LOSS)	211,140	(31,258)	(775.5%)	124,484	69.6%	4,945	4,169.8%
<b>TOTAL NON OPERATING INCOME</b>	<b>596,448</b>	<b>393,243</b>	<b>51.7%</b>	<b>392,521</b>	<b>52.0%</b>	<b>380,675</b>	<b>56.7%</b>
<b>NET INCOME (LOSS)</b>	<b>\$1,276,794</b>	<b>(\$2,675,643)</b>	<b>(147.7%)</b>	<b>(\$1,205,613)</b>	<b>(205.9%)</b>	<b>(\$412,871)</b>	<b>(409.2%)</b>

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RICE HOSPITAL  
For the Year To Date Period Ending

	April 2015	April 2014	% Var	April 2013	% Var	April 2012	% Var
<b>OPERATING REVENUE</b>							
INPATIENT REVENUE	\$23,559,463	\$21,209,887	11.1%	\$20,531,206	14.7%	\$20,411,429	15.4%
OUTPATIENT REVENUE	44,328,619	39,309,292	12.8%	38,347,748	15.6%	40,259,770	10.1%
<b>TOTAL PATIENT REVENUE</b>	<b>67,888,082</b>	<b>60,519,179</b>	<b>12.2%</b>	<b>58,878,954</b>	<b>15.3%</b>	<b>60,671,199</b>	<b>11.9%</b>
LESS DISCOUNTS & CONTRACTUALS	38,662,031	32,868,761	17.6%	30,658,750	26.1%	30,434,402	27.0%
LESS UNCOMPENSATED CARE	440,847	434,018	1.6%	382,810	15.2%	483,134	(8.8%)
LESS BAD DEBT EXPENSE	440,467	509,659	(13.6%)	477,654	(7.8%)	449,922	(2.1%)
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>39,543,345</b>	<b>33,812,438</b>	<b>16.9%</b>	<b>31,519,214</b>	<b>25.5%</b>	<b>31,367,458</b>	<b>26.1%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>28,344,737</b>	<b>26,706,741</b>	<b>6.1%</b>	<b>27,359,740</b>	<b>3.6%</b>	<b>29,303,741</b>	<b>(3.3%)</b>
OTHER OPERATING REVENUE	5,451,642	4,308,319	26.5%	5,119,629	6.5%	5,360,587	1.7%
<b>TOTAL OPERATING REVENUE</b>	<b>33,796,379</b>	<b>31,015,060</b>	<b>9.0%</b>	<b>32,479,369</b>	<b>4.1%</b>	<b>34,664,328</b>	<b>(2.5%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	8,534,102	7,757,990	10.0%	6,699,878	27.4%	6,965,929	22.5%
<b>TOTAL OPERATING REVENUE</b>	<b>25,262,277</b>	<b>23,257,070</b>	<b>8.6%</b>	<b>25,779,491</b>	<b>(2.0%)</b>	<b>27,698,399</b>	<b>(8.8%)</b>
<b>OPERATING EXPENSES</b>							
SALARIES AND WAGES	13,506,749	13,332,147	1.3%	13,496,962	0.1%	13,519,695	(0.1%)
CONTRACT LABOR	847,528	1,111,622	(23.8%)	686,755	23.4%	1,136,642	(25.4%)
SUPPLEMENTAL BENEFITS	3,513,192	4,232,685	(17.0%)	3,835,662	(8.4%)	3,839,912	(8.5%)
SUPPLIES	2,484,629	2,373,972	4.7%	2,533,313	(1.9%)	2,542,470	(2.3%)
DRUGS	2,311,220	1,598,221	44.6%	2,080,421	11.1%	3,055,474	(24.4%)
PURCHASED SERVICES	2,343,440	2,259,150	3.7%	1,937,452	21.0%	2,388,114	(1.9%)
REPAIRS, SERVICE & RENTALS	1,013,281	982,079	3.2%	1,037,954	(2.4%)	980,486	3.3%
UTILITIES	470,301	489,220	(3.9%)	438,566	7.2%	465,803	1.0%
INSURANCE	172,439	213,761	(19.3%)	193,826	(11.0%)	184,149	(6.4%)
PATIENT RELATED TRAVEL	71,535	81,426	(12.1%)	98,167	(27.1%)	83,120	(13.9%)
EDUCATION, TRAVEL, & DUES	309,957	258,429	19.9%	326,623	(5.1%)	273,796	13.2%
OTHER	69,558	81,357	(14.5%)	110,264	(36.9%)	158,934	(56.2%)
DEPRECIATION AND AMORT	2,171,201	2,383,869	(8.9%)	2,403,170	(9.7%)	2,358,481	(7.9%)
INTEREST	480,873	502,442	(4.3%)	501,137	(4.0%)	650,269	(26.1%)
TAXES & SURCHARGE	575,172	571,086	0.7%	570,368	0.8%	505,920	13.7%
<b>TOTAL OPERATING EXPENSES</b>	<b>30,341,075</b>	<b>30,471,466</b>	<b>(0.4%)</b>	<b>30,250,640</b>	<b>0.3%</b>	<b>32,143,265</b>	<b>(5.6%)</b>
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	5,475,723	4,821,031	13.6%	3,035,574	80.4%	3,637,461	50.5%
<b>NET OPERATING EXPENSES</b>	<b>24,865,352</b>	<b>25,650,435</b>	<b>(3.1%)</b>	<b>27,215,066</b>	<b>(8.6%)</b>	<b>28,505,804</b>	<b>(12.8%)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>396,925</b>	<b>(2,393,365)</b>	<b>(116.6%)</b>	<b>(1,435,575)</b>	<b>(127.6%)</b>	<b>(807,405)</b>	<b>(149.2%)</b>
<b>NON OPERATING INCOME</b>							
INVESTMENT INCOME	264,298	236,532	11.7%	209,550	26.1%	289,058	(8.6%)
UNREALIZED GAIN (LOSS)	117,310	187,269	(37.4%)	56,991	105.8%	85,262	37.6%
OTHER GAIN (LOSS)	208,030	(36,892)	(663.9%)	122,484	69.8%	(4,349)	(4,883.4%)
<b>TOTAL NON OPERATING INCOME</b>	<b>589,638</b>	<b>386,909</b>	<b>52.4%</b>	<b>389,025</b>	<b>51.6%</b>	<b>369,971</b>	<b>59.4%</b>
<b>NET INCOME (LOSS)</b>	<b>\$986,563</b>	<b>(\$2,006,456)</b>	<b>(149.2%)</b>	<b>(\$1,046,550)</b>	<b>(194.3%)</b>	<b>(\$437,434)</b>	<b>(325.5%)</b>

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RICE CARE CENTER  
For the Year To Date Period Ending

	April 2015	April 2014	% Var	April 2013	% Var	April 2012	% Var
<b>OPERATING REVENUE</b>							
RICE CARE CENTER REVENUE	\$3,993,775	\$3,277,870	21.8%	\$3,482,059	14.7%	\$2,569,959	55.4%
<b>TOTAL PATIENT REVENUE</b>	<b>3,993,775</b>	<b>3,277,870</b>	<b>21.8%</b>	<b>3,482,059</b>	<b>14.7%</b>	<b>2,569,959</b>	<b>55.4%</b>
LESS DISCOUNTS & CONTRACTUALS	985,924	909,600	8.4%	1,096,152	(10.1%)	443,330	122.4%
LESS BAD DEBT EXPENSE	(7,902)	(2,843)	177.9%	(3,961)	99.5%	(547)	1,344.6%
<b>TOTAL DEDUCTIONS FROM REVENUE</b>	<b>978,022</b>	<b>906,757</b>	<b>7.9%</b>	<b>1,092,191</b>	<b>(10.5%)</b>	<b>442,783</b>	<b>120.9%</b>
<b>NET REVENUE FROM PATIENTS</b>	<b>3,015,753</b>	<b>2,371,113</b>	<b>27.2%</b>	<b>2,389,868</b>	<b>26.2%</b>	<b>2,127,176</b>	<b>41.8%</b>
OTHER OPERATING REVENUE	5,783	1,840	214.3%	2,145	169.6%	4,280	35.1%
<b>TOTAL OPERATING REVENUE</b>	<b>3,021,536</b>	<b>2,372,953</b>	<b>27.3%</b>	<b>2,392,013</b>	<b>26.3%</b>	<b>2,131,456</b>	<b>41.8%</b>
LESS: WILLMAR MEDICAL SERVICES							
<b>TOTAL OPERATING REVENUE</b>	<b>3,021,536</b>	<b>2,372,953</b>	<b>27.3%</b>	<b>2,392,013</b>	<b>26.3%</b>	<b>2,131,456</b>	<b>41.8%</b>
<b>OPERATING EXPENSES</b>							
SALARIES AND WAGES	1,009,648	874,041	15.5%	836,069	20.8%	889,802	13.5%
CONTRACT LABOR	407,321	348,619	16.8%	425,039	(4.2%)	134,282	203.3%
SUPPLEMENTAL BENEFITS	335,147	340,114	(1.5%)	324,508	3.3%	386,836	(13.4%)
SUPPLIES	158,544	156,046	1.6%	180,639	(12.2%)	140,031	13.2%
DRUGS	79,484	72,633	9.4%	68,881	15.4%	63,045	26.1%
PURCHASED SERVICES	56,684	53,051	6.8%	90,300	(37.2%)	62,356	(9.1%)
REPAIRS, SERVICE & RENTALS	30,182	13,584	122.2%	23,053	30.9%	14,672	105.7%
UTILITIES	51,791	59,653	(13.2%)	43,290	19.6%	36,335	42.5%
INSURANCE	13,602	16,782	(18.9%)	16,184	(16.0%)	11,477	18.5%
PATIENT RELATED TRAVEL	1,605	1,312	22.3%	1,111	44.5%	1,443	11.2%
EDUCATION, TRAVEL, & DUES	12,193	19,996	(39.0%)	15,936	(23.5%)	18,189	(33.0%)
OTHER	8,540	452	1,789.4%	2,012	324.5%	307	2,681.8%
DEPRECIATION AND AMORT	240,725	152,048	58.3%	111,448	116.0%	124,227	93.8%
INTEREST	105,633	111,639	(5.4%)	43,222	144.4%	43,980	140.2%
TAXES & SURCHARGE	140,001	143,532	(2.5%)	139,937	0.0%	121,647	15.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>2,651,100</b>	<b>2,363,502</b>	<b>12.2%</b>	<b>2,321,629</b>	<b>14.2%</b>	<b>2,048,629</b>	<b>29.4%</b>
LESS: WILLMAR MEDICAL SERVICES							
<b>NET OPERATING EXPENSES</b>	<b>2,651,100</b>	<b>2,363,502</b>	<b>12.2%</b>	<b>2,321,629</b>	<b>14.2%</b>	<b>2,048,629</b>	<b>29.4%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>370,436</b>	<b>9,451</b>	<b>3,819.5%</b>	<b>70,384</b>	<b>426.3%</b>	<b>82,827</b>	<b>347.2%</b>
<b>NON OPERATING INCOME</b>							
INVESTMENT INCOME	3,700	1,500	146.7%	1,495	147.5%	2,594	42.6%
<b>TOTAL NON OPERATING INCOME</b>	<b>3,700</b>	<b>1,500</b>	<b>146.7%</b>	<b>1,495</b>	<b>147.5%</b>	<b>2,594</b>	<b>42.6%</b>
<b>NET INCOME (LOSS)</b>	<b>\$374,136</b>	<b>\$10,951</b>	<b>3,316.5%</b>	<b>\$71,879</b>	<b>420.5%</b>	<b>\$85,421</b>	<b>338.0%</b>

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**Rice Home Medical**  
**RICE HOME MEDICAL**  
For the 04 Months Ending April 30, 2015

	April 2015	% of Gross Sales	April 2014	% of Gross Sales	April 2013	% of Gross Sales	April 2012	% of Gross Sales
<b>GROSS SALES</b>								
SALES REVENUE	\$2,667,357	61.57%	\$2,322,914	58.27%	\$2,321,325	57.49%	\$2,166,305	63.54%
RENTS REVENUE	1,664,099	38.41%	1,656,832	41.56%	1,711,683	42.39%	1,242,878	36.46%
MISC REVENUE	764	0.02%	6,540	0.16%	4,658	0.12%	0	0.00%
<b>GROSS SALES</b>	<b>4,332,220</b>	<b>100.00%</b>	<b>3,986,287</b>	<b>100.00%</b>	<b>4,037,666</b>	<b>100.00%</b>	<b>3,409,183</b>	<b>100.00%</b>
LESS: CONTRACTUAL ALLOWANCES	(1,267,090)	(29.25%)	(1,246,258)	(31.26%)	(1,182,429)	(29.28%)	(747,086)	(21.91%)
LESS: UNCOMPENSATED CARE	(310)	(0.01%)	(2,403)	(0.06%)	(326)	(0.01%)	(8,628)	(0.25%)
LESS: BAD DEBT EXPENSE	(27,615)	(0.64%)	(51,043)	(1.28%)	(5,313)	(0.13%)	(14,276)	(0.42%)
<b>NET SALES</b>	<b>3,037,205</b>	<b>70.11%</b>	<b>2,686,583</b>	<b>67.40%</b>	<b>2,849,599</b>	<b>70.58%</b>	<b>2,639,194</b>	<b>77.41%</b>
<b>COST OF GOODS SOLD</b>								
OXYGEN	25,300	0.58%	23,259	0.58%	39,085	0.97%	42,913	1.26%
EQUIPMENT	207,646	4.79%	285,192	7.15%	315,089	7.80%	265,073	7.78%
SUPPLY - FREIGHT	52,494	1.21%	44,752	1.12%	57,601	1.43%	54,838	1.61%
SUPPLY	766,063	17.68%	726,784	18.23%	655,863	16.24%	671,744	19.70%
EQUIPMENT REPAIR	103,906	2.40%	78,080	1.96%	66,510	1.65%	34,011	1.00%
SHOP EXPENSE	8,508	0.20%	21,210	0.53%	13,352	0.33%	20,523	0.60%
EQUIPMENT RENTAL & LEASES	12,377	0.29%	1,067	0.03%	0	0.00%	0	0.00%
PURCHASE DISCOUNTS	(26,357)	(0.61%)	(43,423)	(1.09%)	(22,283)	(0.55%)	(31,721)	(0.93%)
<b>TOTAL COST OF GOODS SOLD</b>	<b>1,149,936</b>	<b>26.54%</b>	<b>1,136,921</b>	<b>28.52%</b>	<b>1,125,216</b>	<b>27.87%</b>	<b>1,057,380</b>	<b>31.02%</b>
<b>GROSS PROFIT</b>	<b>1,887,269</b>	<b>43.56%</b>	<b>1,549,662</b>	<b>38.87%</b>	<b>1,724,383</b>	<b>42.71%</b>	<b>1,581,814</b>	<b>46.40%</b>
OTHER OPERATING REVENUE	37,637	0.87%	0	0.00%	0	0.00%	0	0.00%
<b>TOTAL OPERATING REVENUE</b>	<b>1,924,906</b>	<b>44.43%</b>	<b>1,549,662</b>	<b>38.87%</b>	<b>1,724,383</b>	<b>42.71%</b>	<b>1,581,814</b>	<b>46.40%</b>
<b>OPERATING EXPENSES</b>								
SALARIES & WAGES	932,800	21.53%	1,027,454	25.77%	960,730	23.79%	859,660	25.22%
SUPPLEMENTAL BENEFITS	354,463	8.18%	399,323	10.02%	343,033	8.50%	244,438	7.17%
SUPPLIES AND DRUGS	28,519	0.66%	31,420	0.79%	35,119	0.87%	30,242	0.89%
PURCHASED SERVICES	108,437	2.50%	89,642	2.25%	143,461	3.55%	115,429	3.39%
REPAIRS, SERVICE & RENTALS	72,476	1.67%	83,310	2.09%	84,151	2.08%	56,653	1.66%
UTILITIES	41,385	0.96%	51,521	1.29%	36,536	0.90%	30,633	0.90%
INSURANCE	16,311	0.38%	15,423	0.39%	16,369	0.41%	21,816	0.64%
PATIENT RELATED TRAVEL	28,033	0.65%	51,313	1.29%	52,983	1.31%	54,337	1.59%
EDUCATION, TRAVEL, & DUES	18,658	0.43%	16,873	0.42%	25,669	0.64%	20,923	0.61%
OTHER EXPENSE	56,290	1.30%	51,631	1.30%	38,185	0.95%	18,196	0.53%
DEPRECIATION & AMORTIZATION	308,886	7.13%	385,129	9.66%	188,811	4.68%	164,481	4.82%
INTEREST EXPENSE	0	0.00%	22	0.00%	15,111	0.37%	16,330	0.48%
TAXES	21,814	0.50%	15,444	0.39%	17,163	0.43%	17,645	0.52%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,988,073</b>	<b>45.89%</b>	<b>2,218,506</b>	<b>55.65%</b>	<b>1,957,322</b>	<b>48.48%</b>	<b>1,650,785</b>	<b>48.42%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(63,168)</b>	<b>(1.46%)</b>	<b>(668,844)</b>	<b>(16.78%)</b>	<b>(232,939)</b>	<b>(5.77%)</b>	<b>(68,971)</b>	<b>(2.02%)</b>
INVESTMENT INCOME (LOSS)	(23,850)	(0.55%)	(16,126)	(0.40%)	0	0.00%	0	0.00%
OTHER GAIN (LOSS)	3,110	0.07%	4,833	0.12%	2,001	0.05%	8,111	0.24%
<b>NET INCOME (LOSS)</b>	<b>(\$83,907)</b>	<b>(1.94%)</b>	<b>(\$680,137)</b>	<b>(17.06%)</b>	<b>(\$230,938)</b>	<b>(5.72%)</b>	<b>(\$60,860)</b>	<b>(1.79%)</b>

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**RICE MEMORIAL HOSPITAL  
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:**

**April 30, 2015**

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 1,276,797	\$ (2,675,644)
3 Depreciation & Amortization	2,720,811	\$ 2,921,046
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>3,997,608</u>	<u>245,402</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	1,214,914	5,122,140
11 Debt Payments/Re-funding	1,953,727	1,632,594
12 Working Capital Changes & Other - Net	335,450	(1,037,261)
13		
14 Total Uses	<u>3,504,091</u>	<u>5,717,473</u>
15		
16 Increase / (Decrease) Cash & Investments	493,517	(5,472,071)
17		
18 Beginning of Period (January 1)	<u>27,553,337</u>	<u>31,952,720</u>
19		
20 End of Period	<u>\$ 28,046,854</u>	<u>\$ 26,480,649</u>

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**RICE MEMORIAL HOSPITAL**  
**STATISTICAL AND VOLUME SUMMARY**  
**FOR THE PERIOD ENDED:**  
**April 30, 2015**

Line #	Patient Days	CURRENT MONTH				Act/2014	Prior	Act/Prior	
		Actual	Forecast	Var.	Var. %	2014	Var. %	3 mo avg	Var. %
1	Adult Health Care	444	574	(130)	-22.6%	561	-20.9%	646	-31.3%
2	Women and Children's Care	171	188	(17)	-9.0%	203	-15.8%	228	-25.0%
3	ICCU	35	59	(24)	-40.7%	73	-52.1%	75	-53.3%
4	Mental Health	235	226	9	4.0%	223	5.4%	231	1.7%
5	Total Adult & Peds	885	1,047	(162)	-15.5%	1,060	-16.5%	1,180	-25.0%
6									
7	Average Daily Census	29.5	34.9	(5.4)	-15.5%	35.3	-16.5%	39.3	-25.0%
8									
9	Average Length of Stay	3.43	3.76	(0.33)	-8.9%	3.81	-10.0%	3.89	-11.8%
10	Average Length of Stay-CMI	3.44	3.74	(0.30)	-8.0%	3.82	-10.2%	3.84	-10.5%
11									
12	Admissions-Inpatient	240	278	(38)	-13.7%	282	-14.9%	307	-21.8%
13	Observation patients	170	128	42	32.8%	124	36.9%	168	1.2%
14									
15	Medicare Case Mix Index	1.296	1.284	0.012	0.9%	1.279	1.3%	1.230	5.3%
16	Case Mix Index-Total	0.998	1.008	(0.010)	-1.0%	0.997	0.1%	1.010	-1.2%
17									
18	Adjusted Admissions	884	806	77	9.6%	814	8.5%	826	7.0%
19	Adjusted Patient Days	3,258	3,036	222	7.3%	3,060	6.5%	3,170	2.8%
20									
21	Births	56	66	(10)	-15.2%	66	-15.2%	69	-18.8%
22									
23	Rice Care Center-Days	2,191	2,250	(59)	-2.6%	1,806	21.3%	2,206	-0.7%
24	Rice Care Center-Average Daily Census	73.0	75.0	(2.0)	-2.6%	60.2	21.3%	73.5	-0.7%
25	Rice Care Center Case Mix Index	1.060	1.050	0.010	1.0%	1.036	2.3%	1.150	-7.8%
26									
27									
28									
		YEAR-TO-DATE				Act/2014		Act/2013	
		Actual	Forecast	Var.	Var. %	2014	Var. %	2013	Var. %
29	<b>Patient Days</b>								
30	Adult Health Care	2,382	2,296	86	3.7%	2,293	3.9%	2,091	13.9%
31	Women and Children's Care	854	758	96	12.7%	791	8.0%	907	-5.8%
32	ICCU	259	236	23	9.7%	250	3.6%	220	17.7%
33	Mental Health	927	907	20	2.2%	898	3.2%	850	9.1%
34	Total Adult & Peds	4,422	4,197	225	5.4%	4,232	4.5%	4,068	8.7%
35									
36	Average Daily Census	36.9	35.0	1.9	5.4%	35.3	4.5%	33.9	8.7%
37									
38	Average Length of Stay	3.79	3.76	0.02	0.6%	3.86	-1.9%	3.52	7.7%
39	Average Length of Stay-CMI	3.75	3.73	0.02	0.5%	3.85	-2.4%	3.44	9.0%
40									
41	Admissions-Inpatient	1,162	1,115	47	4.2%	1,099	5.7%	1,152	0.9%
42	Observation patients	673	518	155	30.0%	575	17.1%	697	-3.4%
43									
44	Medicare Case Mix Index	1.247	1.284	(0.037)	-2.9%	1.328	-6.1%	1.462	-14.7%
45	Case Mix Index-Total	1.009	1.008	0.001	0.1%	1.003	0.6%	1.022	-1.3%
46									
47	Adjusted Admissions	3,363	3,234	129	4.0%	3,137	7.2%	3,304	1.8%
48	Adjusted Patient Days	12,769	12,171	598	4.9%	12,077	5.7%	11,685	9.3%
49									
50	Births	264	261	3	1.1%	254	3.9%	275	-4.0%
51									
52	Rice Care Center-Days	8,810	9,000	(190)	-2.1%	7,156	23.1%	8,009	10.0%
53	Rice Care Center-Average Daily Census	73.4	75.0	(1.6)	-2.1%	59.6	23.1%	66.7	10.0%
54	Rice Care Center Case Mix Index	1.059	1.050	0.009	0.9%	1.031	2.8%	1.030	2.9%

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**RICE MEMORIAL HOSPITAL  
STATISTICAL AND VOLUME SUMMARY  
FOR THE PERIOD ENDED:  
April 30, 2015**

	CURRENT MONTH				2014	Act/2014	Prior	Act/Prior
	Actual	Forecast	Var.	Var. %		Var. %	3 mo avg	Var. %
<b>Ancillary Services</b>								
1 IP Surgeries	64	79	(15)	-19.0%	76	-15.8%	82	-22.0%
2 OP Surgeries	196	171	25	14.6%	175	12.0%	159	23.3%
3 Total Surgeries	260	250	10	4.0%	251	3.6%	241	7.9%
4								
5 ER Visits-Inpatient	177	176	1	0.6%	160	10.6%	195	-9.2%
6 ER Visits-Outpatient	958	980	(22)	-2.2%	869	10.2%	908	5.5%
7 ER Visits-Total	1,135	1,156	(21)	-1.8%	1,029	10.3%	1,103	2.9%
8								
9 Lab Tests	22,388	23,245	(857)	-3.7%	23,210	-3.5%	22,902	-2.2%
10 Medical Imaging Procedures	1,398	1,440	(42)	-2.9%	1,508	-7.3%	1,448	-3.5%
11 Radiation Oncology Treatments	305	245	60	24.5%	316	-3.5%	264	15.5%
12 Medical Oncology Visits	306	248	58	23.4%	270	13.3%	247	23.9%
13								
14 Dialysis Treatments	1,012	999	13	1.3%	986	2.6%	1,004	0.8%
15 Rehab Visits	4,107	3,934	173	4.4%	3,992	2.9%	4,078	0.7%
16 Hospice Visits	1,766	1,864	(98)	-5.3%	1,861	-5.1%	1,639	7.7%
17 Ambulance Runs	220	244	(24)	-9.8%	227	-3.1%	238	-7.6%
18								
19								
20 <b>Full Time Equivalents (FTE's)</b>								
21 FTE's - Hospital	605	601	3	0.6%	629	-3.9%	619	-2.3%
22 FTE's - Care Center	90	86	5	5.8%	83	8.7%	92	-1.6%
23 FTE's - Home Medical	67	74	(7)	-8.9%	78	-13.6%	71	-5.0%
24 Total FTE's	762	761	2	0.2%	790	-3.5%	782	-2.5%

	YEAR-TO-DATE				2014	Act/2014	2013	Act/2013
	Actual	Forecast	Var.	Var. %		Var. %		Var. %
<b>Ancillary Services</b>								
30 IP Surgeries	311	310	1	0.3%	285	9.1%	360	-13.6%
31 OP Surgeries	672	681	(9)	-1.3%	679	-1.0%	725	-7.3%
32 Total Surgeries	983	991	(8)	-0.8%	964	2.0%	1,085	-9.4%
33								
34 ER Visits-Inpatient	763	701	62	8.8%	673	13.4%	660	15.6%
35 ER Visits-Outpatient	3,683	3,851	(168)	-4.4%	3,272	12.6%	3,382	8.9%
36 ER Visits-Total	4,446	4,552	(106)	-2.3%	3,945	12.7%	4,042	10.0%
37								
38 Lab Tests	91,093	92,323	(1,230)	-1.3%	89,221	2.1%	87,468	4.1%
39 Medical Imaging Procedures	5,741	5,742	(1)	0.0%	5,744	-0.1%	5,371	6.9%
40 Radiation Oncology Treatments	1,097	977	120	12.3%	1,025	7.0%	1,841	-40.4%
41 Medical Oncology Visits	1,048	980	68	6.9%	968	8.3%	787	33.2%
42								
43 Dialysis Treatments	4,025	3,981	44	1.1%	3,842	4.8%	3,043	32.3%
44 Rehab Visits	16,340	15,571	769	4.9%	14,873	9.9%	13,988	16.8%
45 Hospice Visits	6,683	7,474	(791)	-10.6%	7,495	-10.8%	7,222	-7.5%
46 Ambulance Runs	935	976	(41)	-4.2%	932	0.3%	870	7.5%
47								
48								
49 <b>Full Time Equivalents (FTE's)</b>								
50 FTE's - Hospital	616	603	13	2.1%	632	-2.6%	640	-3.8%
51 FTE's - Care Center	92	86	6	7.4%	81	13.9%	83	10.3%
52 FTE's - Home Medical	70	75	(4)	-5.5%	82	-14.3%	78	-10.0%
53 Total FTE's	778	763	15	2.0%	795	-2.1%	801	-2.9%

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**RICE MEMORIAL HOSPITAL  
KEY PERFORMANCE INDICATORS**

**FOR THE PERIOD ENDED:**

Line #	04/30/15 Actual	2015 YTD Actual	2015 Forecast	2014 Actual	2013 Actual	2012 Actual	2011 Actual	Industry Benchmarks
1	<b>OPERATIONAL</b>							
2	<b>Operating Margin</b>							
3	Rice Hospital	0.9%	1.6%	1.3%	-3.6%	-1.5%	1.3%	5.0%
4	Rice Care Center	9.8%	12.3%	8.7%	6.5%	1.0%	8.7%	-0.1%
5	Rice Home Medical	-7.4%	-2.1%	1.9%	-9.0%	-22.5%	-3.0%	1.4%
6								
7	Consolidated Operating Margin	0.9%	2.2%	1.8%	-3.3%	-3.2%	1.4%	4.4%
8								2.2%
9	Consolidated Excess Margin	1.2%	4.0%	2.6%	-1.8%	-3.6%	2.4%	5.8%
10								2.8%
11	EBIDA Operating Margin	11.5%	12.7%	12.6%	7.1%	7.0%	11.6%	14.6%
12								10.8%
13	<b>FINANCIAL</b>							
14	Debt/Capitalization Ratio		44.1%	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-Consolidated		53	48	53	52	64	55
17	Days of Cash		120	119	116	128	114	116
18	Unrestricted Cash/Debt		61%	62%	57%	64%	63.0%	58.6%
19	Cushion Ratio		7.5	8.0	7.7	8.9	7.1	6.3
20	Average Age of Plant		11.9	11.0	10.6	9.3	9.1	9.2
21	Financial Strength Index		1.21	1.00	(0.33)	(0.52)	0.75	1.65
22	<b>PRODUCTIVITY</b>							
23	<b>Rice Hospital</b>							
24								
25	Controllable Expense/Adj. Admit	\$ 7,851	\$ 8,098		\$ 8,197	\$ 8,255	\$ 8,287	\$ 7,610
26								
27	Total Operating Expense % of NPR + OOR	90.1%	89.8%	90.0%	93.5%	90.0%	89.1%	85.0%
28								
29	Compensation Ratio	52.7%	52.9%	50.0%	55.5%	52.6%	50.5%	48.1%
30								50%
31	FTE per Adjusted Admit	13.3	14.3	14.4	14.6	14.9	14.6	13.4
32	FTE per Adjusted Patient Day	3.6	3.8	4.1	3.9	4.2	4.1	3.8
33								4.4
34	Supply Expense per CMI Adjusted Discharge	\$ 702	\$ 732		\$ 771	\$ 770	\$ 755	\$ 739
35	Drug Expense per CMI Adjusted Discharge	\$ 684	\$ 681		\$ 584	\$ 684	\$ 762	\$ 614
36	Total Supply & Drug Expense per CMI Adj. Disch	\$ 1,385	\$ 1,412		\$ 1,355	\$ 1,454	\$ 1,517	\$ 1,353
37								
38	Bad Debt as % of Net Patient Revenue		1.6%	2.0%	2.6%	2.0%	2.2%	2.1%
39								7.4%
40	Capital Expense (Interest + Depreciation)		8.7%	9.0%	9.3%	9.1%	9.0%	9.6%
41								6.9%
42	<b>Rice Care Center</b>							
43	Hours per Resident Day	6.4	6.5	6.5	6.7	6.6	6.7	6.5
44								5.8
45	Total Operating Expense %	90.2%	87.7%	91.3%	93.5%	99.0%	91.3%	100.1%
46								
47	<b>Rice Home Medical</b>							
48	Sales per FTE	\$ 173,400	\$ 184,500	\$ 191,600	\$ 171,700	\$ 161,600	\$ 144,500	\$ 158,000
49								
50	Total Operating Expense %	111.8%	103.3%	96.8%	115.5%	142.0%	104.9%	97.7%
51								
52	Inventory Turns		4.4		4.9	4.7	5.8	6.0
53	Inventory Days on Hand		82.1		74	78	63	61
54								

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**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**ANNUAL FINANCIAL REPORT  
OF  
KANDIYOHI AREA TRANSIT  
December 31, 2014 and 2013**

WESTBERG EISCHENS, PLLP  
Certified Public Accountants  
Willmar, Minnesota 56201

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For review and discussion  
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**KANDIYOHI AREA TRANSIT  
ORGANIZATION  
December 31, 2014**

**PRELIMINARY DRAFT**  
For review and discussion  
Position on Board  
subject to change

Term On  
Board Expires

**Joint Powers Board Members:**

Kevin Crowley, City of Pennock	Chair	12/31/2014
Jim Butterfield, Kandiyohi County	Vice-Chair	12/31/2014
Rick Fagerlie, City of Willmar	Secretary/Treasurer	12/31/2014
Dean Shuck, Kandiyohi County	Member	12/31/2014
Bruce DeBlieck, City of Willmar	Member	12/31/2014

**Transit System Operations Board Members:**

Darrell Ruch	Chair	Indefinite
Chad Christianson	Vice-Chair	12/31/2014
Kevin Halliday	Secretary/Treasurer	Indefinite
Kristi Maahs	Member	12/31/2014
LeAnne Freeman	Member	12/31/2014
Michelle Prah	Member	12/31/2014
Terri Fehn	Member	12/31/2014
Debra Buffington	Member	12/31/2014
Pam Meinert	Member	Indefinite

**Management**

Tiffany Collins	Transit Director	Indefinite
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**INDEPENDENT AUDITOR'S REPORT**  
**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

Kandiyohi Area Transit Board  
Willmar, Minnesota

**Report on the Financial Statements**

We have audited the accompanying financial statements of Kandiyohi Area Transit, as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements, which collectively comprise Kandiyohi Area Transit's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above, present fairly, in all material respects, the respective financial position of Kandiyohi Area Transit as of December 31, 2014 and 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial

PRELIMINARY DRAFT  
For review and discussion  
subject to change

statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Kandiyohi Area Transit's basic financial statements. The supplemental schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedules of Revenues and Expenses – By Program is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedules of Revenues and Expenses – By Program is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 11, 2015 on our consideration of Kandiyohi Area Transit's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Kandiyohi Area Transit's internal control over financial reporting and compliance.

WESTBERG EISCHENS, PLLP  
Willmar, Minnesota  
June 11, 2015

**KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013  
SUBSIDIARY DRAFT  
For review and discussion  
subject to change**

**Introduction**

Kandiyohi Area Transit (KAT) is a joint powers enterprise operation between Kandiyohi County, Minnesota, and the City of Willmar, Minnesota, created to provide a coordinated service delivery and funding source for public transportation for the mutual benefit of each of the joint participants.

KAT's management presents this discussion and analysis of its financial performance during the fiscal years ended December 31, 2014 and 2013, to assist the reader in focusing on significant financial issues and concerns.

**Overview of the Financial Statements**

This annual financial report consists of three parts – the Management's Discussion and Analysis (this section), the basic financial statements (which include notes to those financial statements) and supplementary information. KAT follows enterprise fund reporting; accordingly, the financial statements are presented using the economic resources measurement focus and the accrual basis of accounting in accordance with principals generally accepted in the United States of America. The financial statements include the statement of net position, the statement of revenues, expenses, and changes in net position, and the statement of cash flows.

The statement of net position provides information about the nature of assets and obligations (liabilities) of KAT as of the end of the year. The statement of revenues, expenses, and changes in net position reports revenues and expenses for the current year. The statement of cash flows reports cash receipts, cash payments, and changes in cash resulting from operating activities, noncapital financing activities, capital financing activities, and investing activities.

The basic proprietary fund financial statements can be found on pages 12-14 of this report.

The notes on pages 15-22 of this report provide additional information that is essential to a full understanding of the data provided in the fund financial statements.

**Financial Highlights**

The majority of KAT's net position (57%) is unrestricted. The remaining net position (43%) is invested in capital assets at December 31, 2014. This represents the net investment in the buses that transport citizens for KAT system, plus the buildings, improvements and office equipment purchased.

**KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013**

**Net Position**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

The following tables summarize the financial position of KAT, as of December 31, 2014 and 2013:

**Condensed Statement of Net Position**

	2014	2013	Dollar Change	Percentage Change
<b>Assets</b>				
Current and other assets	\$ 1,319,931	\$ 1,169,799	\$ 150,132	12.8 %
Capital assets, net	<u>782,588</u>	<u>814,562</u>	<u>(31,974)</u>	(3.9) %
Total assets	<u>\$ 2,102,519</u>	<u>\$ 1,984,361</u>	<u>\$ 118,158</u>	6.0 %
<b>Liabilities</b>				
Current liabilities	\$ 256,090	\$ 232,918	\$ 23,172	9.9 %
Noncurrent liabilities	<u>27,911</u>	<u>28,178</u>	<u>(267)</u>	%
Total liabilities	<u>284,001</u>	<u>261,096</u>	<u>22,905</u>	8.8 %
<b>Net position</b>				
Net investment in capital assets	782,588	814,562	(31,974)	(3.9) %
Unrestricted	<u>1,035,930</u>	<u>908,703</u>	<u>127,227</u>	14.0 %
Total net position	<u>1,818,518</u>	<u>1,723,265</u>	<u>95,253</u>	5.5 %
Total liabilities and net position	<u>\$ 2,102,519</u>	<u>\$ 1,984,361</u>	<u>\$ 118,158</u>	6.0 %

Condensed statement of net position highlights are as follows for the year ended December 31, 2014:

- The net position of KAT exceeded liabilities by \$1,534,517.
- Current assets increased by \$150,132 primarily due to a significant increase in cash balances. Receipts from transit users and grants were higher in 2014. Current assets consist of cash and cash equivalents, accounts receivable and due from other governments.
- Long-term assets (capital assets) of \$782,588 consist of the net value of the buses that are used in the KAT system, plus net value of the office and garage facility, bus shelters, any improvements made to those structures and equipment purchased. Long-term assets decreased \$31,974 from 2013 to 2014 primarily as a result of a disposal of \$87,151 in capital assets.
- Current liabilities increased by \$23,172 due to an increase in accounts payable. The accounts payable balance at December 31, 2014 includes two buses that were purchased for \$139,914.
- Noncurrent liabilities, the portion of compensated absences due after one year, decreased by \$267.
- Total net position increased by \$95,253.

**KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013**

**Net Position (continued)**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

The following tables summarize the financial position of KAT as of December 31, 2013 and 2012:

**Condensed Statement of Net Position**

	2013	2012	Dollar Change	Percentage Change
<b>Assets</b>				
Current and other assets	\$ 1,169,799	\$ 909,753	\$ 260,046	28.6 %
Capital assets, net	814,562	704,074	110,488	15.7 %
<b>Total assets</b>	<b>\$ 1,984,361</b>	<b>\$ 1,613,827</b>	<b>\$ 370,534</b>	<b>23.0 %</b>
<b>Liabilities</b>				
Current liabilities	\$ 232,918	\$ 106,929	\$ 125,989	117.8 %
Noncurrent liabilities	28,178	30,834	(2,656)	(8.6) %
<b>Total liabilities</b>	<b>261,096</b>	<b>137,763</b>	<b>123,333</b>	<b>89.5 %</b>
<b>Net position</b>				
Net investment in capital assets	814,562	704,074	110,488	15.7 %
Unrestricted	908,703	771,990	136,713	17.7 %
<b>Total net position</b>	<b>1,723,265</b>	<b>1,476,064</b>	<b>247,201</b>	<b>16.7 %</b>
<b>Total liabilities and net position</b>	<b>\$ 1,984,361</b>	<b>\$ 1,613,827</b>	<b>\$ 370,534</b>	<b>23.0 %</b>

Condensed statement of net position highlights are as follows for the year ended December 31, 2013:

- The net position of KAT exceeded liabilities by \$1,462,169.
- Current assets increased by \$260,046 primarily due to grant money for a bus that was receivable at year end. Current assets consist of cash and cash equivalents, accounts receivable and due from other governments.
- Long-term assets (capital assets) of \$782,588 consist of the net value of the buses that are used in the KAT system, plus net value of the office and garage facility, bus shelter, any improvements made to those structures and equipment purchased. Long-term assets increased \$110,488 from 2012 to 2013 primarily as a result of an additional \$303,482 in capital assets. A new bus and software purchased consisted of the majority of the additions in 2013.
- Current liabilities increased by \$125,989 as accounts payable increased \$118,915 due largely in part to a bus that was purchased in 2013 but not paid for until 2014.
- Noncurrent liabilities, the portion of compensated absences due after one year, decreased by \$2,656.
- Total net position increased by \$247,201.

**KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013**

**Changes in Net Position**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

The following charts summarize operating revenues, expenses, and changes in net position of KAT for the years ended December 31, 2014 and 2013:

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	2014	2013	Dollar Change	Percentage Change
<b>Operating Revenues:</b>				
Passenger fare	\$ 245,639	\$ 227,377	\$ 18,262	8.0 %
Contract revenue	214,812	157,198	57,614	36.7 %
Federal grants	365,887	314,658	51,229	16.3 %
State grants	709,363	709,000	363	0.1 %
Total operating revenues	<u>1,535,701</u>	<u>1,408,233</u>	<u>127,468</u>	9.1 %
<b>Operating Expenses:</b>				
Personnel	865,601	789,644	75,957	9.6 %
Administration	143,272	105,844	37,428	35.4 %
Vehicle	199,648	167,713	31,935	19.0 %
Operations	187,307	143,986	43,321	30.1 %
Insurance	35,848	39,938	(4,090)	(10.2) %
Depreciation	175,258	192,994	(17,736)	(9.2) %
Total operating expenses	<u>1,606,934</u>	<u>1,440,119</u>	<u>166,815</u>	11.6 %
Non-Operating Revenues	<u>166,486</u>	<u>279,087</u>	<u>(112,601)</u>	(40.3) %
Change in net position	95,253	247,201	(151,948)	(61.5) %
Beginning Net Position	<u>1,723,265</u>	<u>1,476,064</u>	<u>247,201</u>	16.7 %
Ending Net Position	<u>\$ 1,818,518</u>	<u>\$ 1,723,265</u>	<u>\$ 95,253</u>	5.5 %

Condensed statements of revenues, expenses, and changes in net position highlights are as follows for the year ended December 31, 2014:

- Passenger fare revenues increased \$18,262 (8.00%) due to an increase of approximately 10,000 riders.
- Contract revenues increased by \$57,614 (36.70%). The grant funding for the senior transportation program increased approximately \$21,000. In addition, Blue Ride and UCare revenue increased approximately \$27,000.
- The federal share of the operating grant increased to 40% of the operating deficit compared to 30% in 2013.
- Personnel expenses increased by \$75,957 (9.6%) primarily due all staff receiving a 3% raise and having more hours of service.
- Administration expenses increased by \$37,428 (35.4%) primarily due to professional fees and employee training.
- Vehicle expenses increased \$31,935 (19.0%). The increase is attributed to KAT keeping an older bus that required more maintenance.
- Operations expenses increased \$43,321 (30.1%) primarily due to higher usage of the volunteer driver program.
- Non-operating revenues decreased \$112,601 (61.5%). Capital grants were approximately \$117,000 less in 2014.

**KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

December 31, 2014 and 2013

PRELIMINARY DRAFT  
For review and discussion  
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**Changes in Net Position (Continued)**

The following charts summarize operating revenues, expenses, and changes in net position of KAT for the years ended December 31, 2013 and 2012:

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	2013	2012	Dollar Change	Percentage Change
Operating Revenues:				
Passenger fare	\$ 227,377	\$ 211,808	\$ 15,569	7.4 %
Contract revenue	157,198	156,089	1,109	0.7 %
Federal grants	314,658	310,000	4,658	1.5 %
State grants	709,000	644,250	64,750	10.1 %
Total operating revenues	<u>1,408,233</u>	<u>1,322,147</u>	<u>86,086</u>	6.5 %
Operating Expenses:				
Personnel	789,644	727,806	61,838	8.5 %
Administration	105,844	109,062	(3,218)	(3.0) %
Vehicle	167,713	183,672	(15,959)	(8.7) %
Operations	143,986	119,334	24,652	20.7 %
Insurance	39,938	39,953	(15)	(0.0) %
Depreciation	192,994	174,624	18,370	10.5 %
Total operating expenses	<u>1,440,119</u>	<u>1,354,451</u>	<u>85,668</u>	6.3 %
Non-Operating Revenues	<u>279,087</u>	<u>46,829</u>	<u>232,258</u>	496.0 %
Change in net position	247,201	14,525	232,676	1,601.9 %
Beginning Net Position	<u>1,476,064</u>	<u>1,461,539</u>	<u>14,525</u>	1.0 %
Ending Net Position	<u>\$ 1,723,265</u>	<u>\$ 1,476,064</u>	<u>\$ 247,201</u>	16.7 %

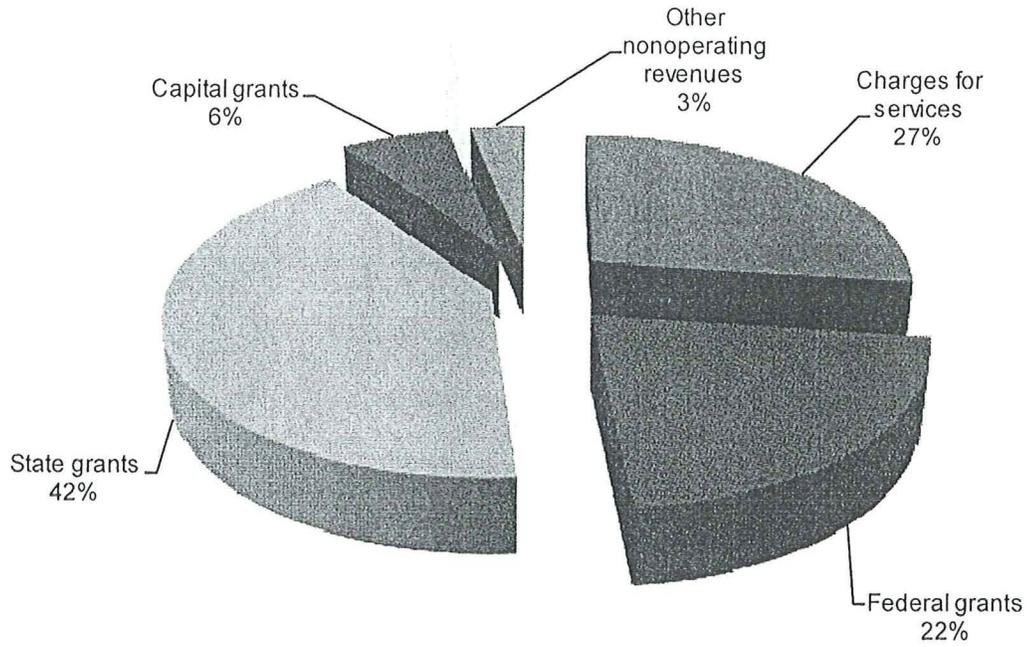
Condensed statements of revenues, expenses, and changes in net assets highlights are as follows for the year ended December 31, 2013:

- Passenger fare revenues increased \$15,569 (7.40%) from 2012 to 2013 due to an increase in fare prices.
- The state share of the operating grant increased to make up for the decrease in the federal share.
- Personnel expenses increased \$61,838 (8.5%) primarily due to more full-time employees and an additional 2,080 hours of driving. In addition, health insurance expense had a significant increase.
- Vehicle expenses have decreased \$15,959 (8.70%) from 2012 to 2013. The decrease is attributed to there being less repairs and maintenance done in 2013.
- Operations expenses increased \$24,652 (20.7%) primarily due to higher usage of the volunteer driver program.
- Non-operating revenues increased \$ 232,258 (496.00%). The KAT system received a Federal capital grant of \$92,000 for a bus and a State capital grant of \$136,000 for software, whereas in 2012 the KAT system did not have any large capital purchases, so no capital grants were requested.

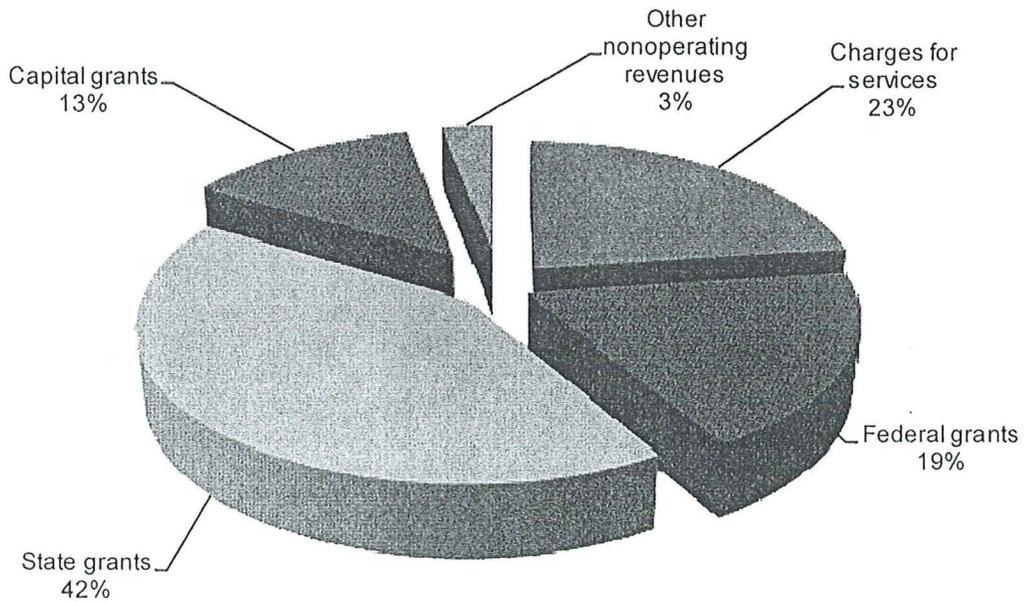
KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013

PRELIMINARY DRAFT  
For review and discussion  
subject to change

2014 - Revenues



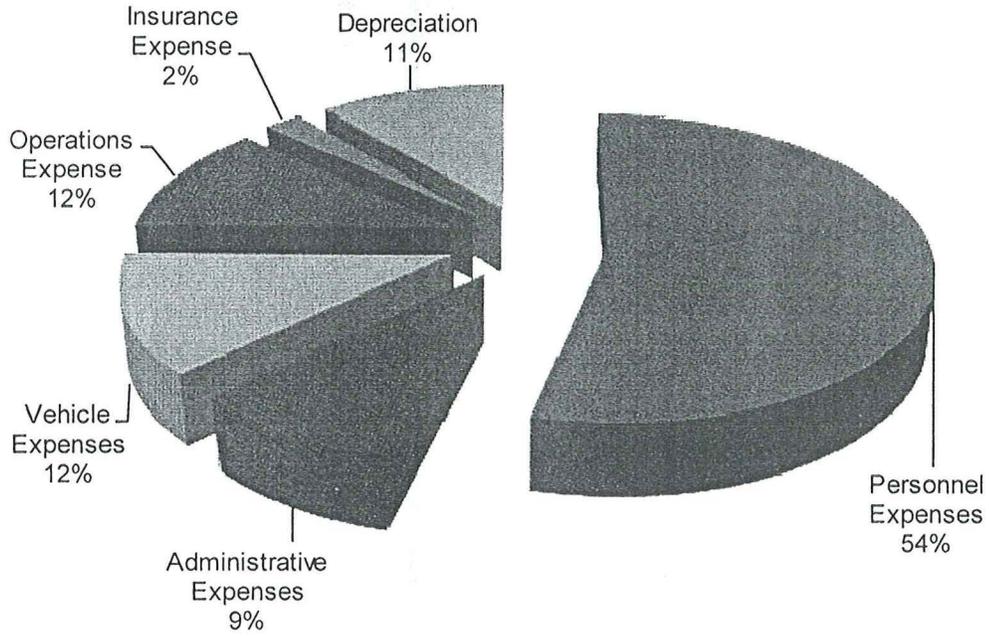
2013 - Revenues



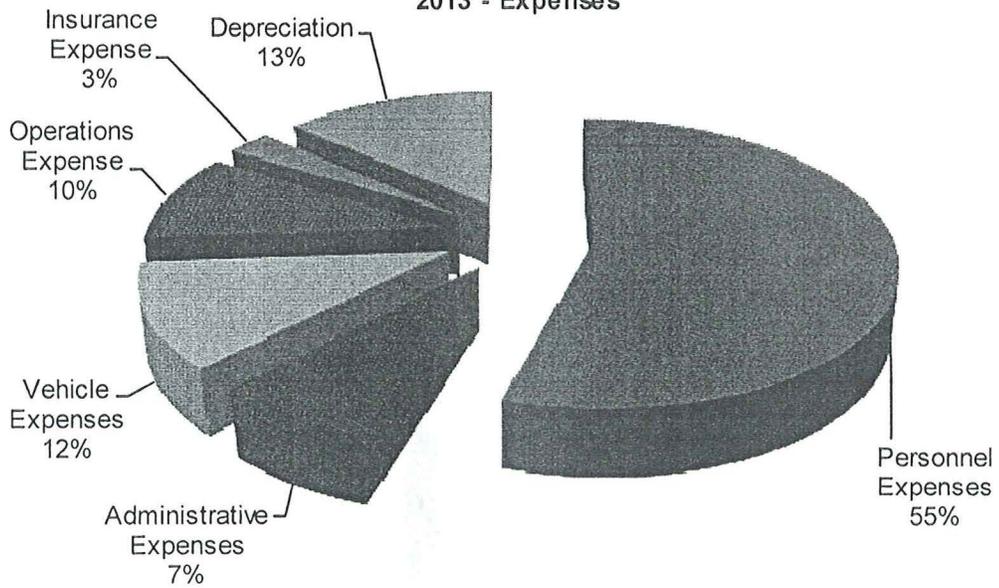
KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

2014 - Expenses



2013 - Expenses



**KANDIYOHI AREA TRANSIT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2014 and 2013**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**Capital Assets**

KAT's investment in capital assets for its business-type activities as of December 31, 2014 amounts to \$782,588 (net of accumulated depreciation). This investment in capital assets includes buildings and improvements, furniture and equipment, and vehicles.

**Change in Capital Assets**

	2014	2013	Change
Vehicles	\$ 1,055,937	\$ 1,003,175	\$ 52,762
Buildings and improvements	465,731	468,834	(3,103)
Bus shelter	158,974	152,724	6,250
Furniture and equipment	355,521	355,521	-
Accumulated depreciation	(1,253,575)	(1,165,692)	(87,883)
Net Capital Assets	\$ 782,588	\$ 814,562	\$ (31,974)

Additional information regarding KAT's capital assets can be found in Note 3 on page 18.

**Contacting KAT's Management**

This financial report is designed to provide our citizens, customers, and creditors with a general overview of KAT's finances and to show the Board's accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to the Transit Director, Kandiyohi Area Transit, 1320 22<sup>nd</sup> Street SW, Willmar, MN 56201.

KANDIYOHI AREA TRANSIT  
**STATEMENTS OF NET POSITION DRAFT**  
 December 31, 2014 and 2013  
 For review and discussion  
 subject to change

	2014	2013
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,057,686	\$ 863,029
Accounts receivable	33,636	12,949
Due from other governments	228,609	293,821
Total current assets	1,319,931	1,169,799
<b>NONCURRENT ASSETS</b>		
Capital assets		
Vehicles	1,055,937	1,003,175
Buildings and improvements	465,731	468,834
Bus shelter	158,974	152,724
Furniture and equipment	355,521	355,521
	2,036,163	1,980,254
Less: Accumulated depreciation	(1,253,575)	(1,165,692)
Total noncurrent assets	782,588	814,562
<b>TOTAL ASSETS</b>	<b>\$ 2,102,519</b>	<b>\$ 1,984,361</b>
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 189,255	\$ 154,877
Due to other governments	11,451	20,994
Accrued wages	18,735	14,927
Accrued payroll taxes and related liabilities	3,649	9,120
Unearned revenue	8,000	8,000
Compensated absences - due within one year	25,000	25,000
Total current liabilities	256,090	232,918
<b>NONCURRENT LIABILITIES</b>		
Compensated absences - due in more than one year	27,911	28,178
Total noncurrent liabilities	27,911	28,178
<b>TOTAL LIABILITIES</b>	284,001	261,096
<b>NET POSITION</b>		
Net investment in capital assets	782,588	814,562
Unrestricted	1,035,930	908,703
Total net position	1,818,518	1,723,265
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 2,102,519</b>	<b>\$ 1,984,361</b>

**KANDIYOHI AREA TRANSIT**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
For the Years Ended **December 31, 2014 and 2013**  
**PRELIMINARY DRAFT**  
For review and discussion  
subject to change 2014

	<b>2014</b>	<b>2013</b>
<b>OPERATING REVENUES</b>		
Passenger fare	\$ 245,639	\$ 227,377
Contract revenue	214,812	157,198
Federal operating grants	365,887	314,658
State operating grants	709,363	709,000
Total operating revenues	1,535,701	1,408,233
<b>OPERATING EXPENSES</b>		
Salaries and wages	649,189	589,057
Payroll taxes and benefits	216,412	200,587
Uniforms	1,221	3,895
Training	10,223	1,633
Building maintenance	32,097	26,313
Occupancy	34,457	28,159
Advertising and promotions	26,492	19,557
Professional fees	29,087	22,451
Office and other administrative	41,792	30,149
Fuel and lubricants	133,981	126,846
Vehicle maintenance	65,667	40,867
Volunteer driver reimbursement	155,210	117,673
Liability and property insurance	35,848	39,938
Depreciation	175,258	192,994
Total operating expenses	1,606,934	1,440,119
<b>OPERATING INCOME (LOSS)</b>	(71,233)	(31,886)
<b>NONOPERATING REVENUES (EXPENSES)</b>		
Interest earnings	2,341	2,301
Advertising and fundraising	20,636	22,526
Federal capital grant	56,000	92,000
State capital grant	54,359	136,000
Joint powers member capital contribution	30,112	26,260
Gain on disposal of capital assets	3,038	-
Total nonoperating revenues	166,486	279,087
<b>CHANGE IN NET POSITION</b>	95,253	247,201
<b>NET POSITION, BEGINNING</b>	1,723,265	1,476,064
<b>NET POSITION, ENDING</b>	\$ 1,818,518	\$ 1,723,265

**KANDIYOHI AREA TRANSIT**  
**STATEMENTS OF CASH FLOWS**  
For the Years Ended December 31, 2014 and 2013  
**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

	2014	2013
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers	\$ 433,355	\$ 366,341
Payments to suppliers for goods and services	(553,020)	(456,247)
Payments to employees for services	(867,531)	(790,679)
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	(987,196)	(880,585)
<b>CASH FLOWS FROM NON CAPITAL FINANCING ACTIVITIES</b>		
Intergovernmental receipts	1,167,606	962,555
Advertising and fundraising	18,001	23,482
<b>NET CASH PROVIDED BY NON CAPITAL FINANCING ACTIVITIES</b>	1,185,607	986,037
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Grants restricted for capital purchases	92,000	136,000
Joint powers member contributions	30,132	25,995
Acquisition of capital assets	(134,384)	(175,348)
Proceeds from sales of capital assets	6,157	-
<b>NET CASH PROVIDED BY (USED IN)</b>		
<b>CAPITAL AND RELATED FINANCING ACTIVITIES</b>	(6,095)	(13,353)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest received on cash and investments	2,341	2,301
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	2,341	2,301
<b>NET INCREASE IN CASH</b>	194,657	94,400
<b>CASH AND TEMPORARY INVESTMENTS, BEGINNING</b>	863,029	768,629
<b>CASH AND TEMPORARY INVESTMENTS, ENDING</b>	\$ 1,057,686	\$ 863,029
<b>Reconciliation of operating loss to net cash provided by operating activities:</b>		
Operating loss	\$ (71,233)	\$ (31,886)
Adjustments to reconcile operating loss to net cash provided by operating activities		
Depreciation	175,258	192,994
Intergovernmental revenue	(1,075,250)	(1,023,658)
<i>(Increase) decrease in assets</i>		
Accounts receivable	(18,052)	643
Due from other governments	(9,044)	(13,877)
<i>Increase (decrease) in liabilities</i>		
Accounts payable	22,598	(9,219)
Due to other governments	(9,543)	10,453
Accrued wages and benefits	(1,930)	(1,035)
Unearned revenue	-	(5,000)
<b>NET CASH USED IN OPERATING ACTIVITIES</b>	\$ (987,196)	\$ (880,585)

See Notes to Basic Financial Statements.

**KANDIYOHI AREA TRANSIT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014 and 2013**

**PRELIMINARY DRAFT**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

For review and discussion  
subject to change

**A. Basis of Presentation**

The financial statements of Kandiyohi Area Transit (KAT) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The GASB pronouncements are recognized as U.S. generally accepted accounting principles for state and local governments.

**B. Financial Reporting Entity**

Kandiyohi Area Transit Board was established October 20, 1998, by a joint powers agreement between the City of Willmar and Kandiyohi County, Minnesota pursuant to Minnesota Statute Section 471.59. Operations did not begin until 1999. The agreement was established to provide public transportation services throughout the Kandiyohi County area. The joint powers agreement remains in force until a member notifies the other party of its intentions to withdraw, at least 90 days before termination takes effect.

The Board consists of two members appointed by Kandiyohi County from its County Board, two members appointed by the City of Willmar from its City Council, and one elected official from the remaining local units of government in Kandiyohi County appointed at large by the Board. Members of the Board serve an annual term and may be reappointed by their respective governing body. The Board has established a Transit Systems Operations Board that is responsible for the operating policies and procedures in delivering public transportation services.

**C. Measurement Focus and Basis of Accounting**

KAT's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned, and expenses are recorded when the related liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The principal operating revenues are federal and state grants, plus fare box revenues.

**D. Assets, Liabilities, and Net Assets**

**1. Assets**

**Cash**

For purpose of the statement of cash flows, cash and cash equivalents include cash on hand and all cash and investments with an original maturity of three months or less when purchased.

**Due from other governments**

Due from other governments primarily represents amounts due from federal and state grants.

**KANDIYOHI AREA TRANSIT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014 and 2013**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**1. Assets (continued)**

**Capital Assets and Depreciation**

Capital assets are defined as any item financed by a capital grant regardless of cost. All other capital assets are subject to an initial individual cost of \$1,000 or more and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

Depreciation is determined using the straight-line method for the estimated useful lives of the assets:

Classification	Range
Leasehold improvements	7-15 years
Building	20-40 years
Furniture and equipment	5-7 years
Vehicles	5 years

**2. Liabilities**

**Unearned Revenue**

Unredeemed bus fare tickets and tokens are reported as unearned revenue until they are redeemed.

**Compensated Absences**

The accompanying financial statements include a liability for unused vacation that has vested. KAT's personnel policy provides that employees earn vacation leave dependent upon their years of service. Part-time employees earn vacation on a prorated basis. Unused vacation leave may not be accumulated in excess of the amount earned by an employee during any 12-month period using January 1 as the beginning reference date for computation. As of December 31, 2014 and 2013, KAT reported accrued vacation time of \$32,380 and \$27,545, respectively.

Sick leave is accumulated at one day per month for full-time employees after completing one year of service. Part-time employees earn sick leave on a prorated basis. Upon retirement, as qualified by PERA and FICA or by disability, severance pay of accumulated sick leave hours shall be paid at 75%, not to exceed 700 hours based on the employee's rate of pay at the time of retirement. The employee must have a minimum of ten years of service at KAT to qualify for the retirement payout. As of December 31, 2014 and 2013, KAT reported accrued sick leave of \$20,531 and \$25,633, respectively.

**3. Net Position**

The portion of net position reported as net investment in capital assets represents the capital assets of KAT, net of accumulated depreciation. The remaining net position is reported as unrestricted net position.

**E. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## NOTE 2 DEPOSITS AND INVESTMENTS

### A. Deposits

In accordance with Minnesota statutes, KAT is authorized to designate a depository for public funds and to invest in certificates of deposit. The Minnesota statutes require that all KAT's deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged shall be at least ten percent more than the amount on deposit plus accrued interest at the close of the financial institution's banking day, not covered by insurance or bonds.

Authorized collateral includes treasury bills, notes, and bond; issues of U.S. government agencies; general obligations rated "A" or better and revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

As of December 31, 2014 and 2013, KAT's deposits were entirely covered by federal depository insurance or collateral held by KAT or its agent in KAT's name.

### B. Investments

Minnesota statutes generally authorize the following types of investments as available to KAT:

1. Securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as "high risk" by Minnesota Statute.
2. Mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments.
3. General obligations of the State of Minnesota and its municipalities, and certain state agency and local obligations of Minnesota and other states provided such obligations have certain specified bond ratings by a national bond rating service.
4. Bankers' acceptances of United States banks.
5. Commercial paper issued by the United States corporations or their Canadian subsidiaries that is rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less.
6. Repurchase agreements, securities lending agreements, joint powers in investment trusts and guaranteed investment contracts, with certain restrictions.

#### Interest Rate Risk

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment.

#### Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

**KANDIYOHI AREA TRANSIT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014 and 2013**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**B. Investments (continued)**

**Custodial Credit Risk**

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.

**Concentration of Credit Risk**

As of December 31, 2014 and 2013, KAT did not own any investments that required disclosure regarding interest rate risk, credit risk, custodial credit risk or concentration of credit risk.

**NOTE 3 CAPITAL ASSETS**

Capital asset activity for the years ended December 31, 2014 and 2013 was as follows:

	12/31/2014			
	Beginning	Additions	Dispositions	Ending
Capital Assets				
Vehicles	\$ 1,003,175	\$ 139,914	\$ (87,152)	\$ 1,055,937
Buildings & improvements	468,834	-	(3,103)	465,731
Bus shelter	152,724	6,250	-	158,974
Furniture & equipment	355,521	-	-	355,521
	<u>1,980,254</u>	<u>146,164</u>	<u>(90,255)</u>	<u>2,036,163</u>
Accumulated depreciation				
Vehicles	748,113	93,385	(87,151)	754,347
Buildings & improvements	164,327	14,632	(224)	178,735
Bus shelter	39,393	7,688	-	47,081
Furniture & equipment	213,859	59,553	-	273,412
	<u>1,165,692</u>	<u>175,258</u>	<u>(87,375)</u>	<u>1,253,575</u>
Capital assets, net	<u>\$ 814,562</u>	<u>\$ (29,094)</u>	<u>\$ (2,880)</u>	<u>\$ 782,588</u>
	12/31/2013			
	Beginning	Additions	Dispositions	Ending
Capital Assets				
Vehicles	\$ 875,041	\$ 128,134	\$ -	\$ 1,003,175
Buildings & improvements	463,807	5,027	-	468,834
Bus shelter	152,724	-	-	152,724
Furniture & equipment	185,200	170,321	-	355,521
	<u>1,676,772</u>	<u>303,482</u>	<u>-</u>	<u>1,980,254</u>
Accumulated depreciation				
Vehicles	633,203	114,910	-	748,113
Buildings & improvements	149,548	14,779	-	164,327
Bus shelter	31,757	7,636	-	39,393
Furniture & equipment	158,190	55,669	-	213,859
	<u>972,698</u>	<u>192,994</u>	<u>-</u>	<u>1,165,692</u>
Capital assets, net	<u>\$ 704,074</u>	<u>\$ 110,488</u>	<u>\$ -</u>	<u>\$ 814,562</u>

PRELIMINARY DRAFT  
 For review and discussion  
 subject to change

**NOTE 4 CHANGES IN LONG-TERM LIABILITIES**

Long-term liability activity for the years ended December 31, 2014 and 2013 was as follows:

	12/31/2014			Ending Balance
	Beginning Balance	Additions	Reductions	
Compensated absences	\$ 53,178	\$ 50,367	\$ 50,634	\$ 52,911

	12/31/2013			Ending Balance
	Beginning Balance	Additions	Reductions	
Compensated absences	\$ 55,834	\$ 49,326	\$ 51,982	\$ 53,178

**NOTE 5 EMPLOYEE RETIREMENT SYSTEMS AND PENSION PLANS**

**A. Plan Description**

All full-time and certain part-time employees of KAT are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The PERA administers the General Employees Retirement Fund (GERF) which is a cost sharing, multiple-employer retirement plan. The plan is established and administered in accordance with Minn. Stat. chs.353 and 356.

GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security, and Basic Plan members are not. All new members must participate in the Coordinated Plan.

PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefits are established by state statute and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first 10 years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first 10 years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For all GERF members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree--no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

**KANDIYOHI AREA TRANSIT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014 and 2013**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**NOTE 5 EMPLOYEE RETIREMENT SYSTEMS AND PENSION PLANS (continued)**

**A. Plan Description (continued)**

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for GERF, PEPFF, and PECF. That report may be obtained on the Internet at [www.mnpera.org](http://www.mnpera.org), by writing to PERA at 60 Empire Drive #200, St. Paul, Minnesota, 55103-2088 or by calling (651) 296-7460 or 1-800-652-9026.

**B. Funding Policy**

*Minnesota Statutes* Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. KAT makes annual contributions to the pension plans equal to the amount required by state statutes. GERF Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.25%, respectively, of their annual covered salary in 2014 and 2013.

KAT was required to contribute the following percentages of annual covered payroll.

	2014	2013	2012
Public Employee Retirement Fund			
Basic Plan Members	11.78%	11.78%	11.78%
Coordinated Plan Members	7.25%	7.25%	7.25%

KAT's contributions for the years ending December 31, 2014, 2013, and 2012, for the Public Employees Retirement Fund were:

2014	\$ 43,860
2013	\$ 43,228
2012	\$ 38,319

KAT's contributions were equal to the contractually required contributions for each year as set by state statute.

Contribution rates will increase on January 1, 2015 for the Coordinated Plan, 6.5% for members and 7.5% for employers.

**NOTE 6 LEASE AGREEMENT**

During 2001, KAT entered into a lease with Joint Powers member Kandiyohi County to utilize land in which to construct a bus operations facility and garage. Concurrent with the lease, the County financed construction of the building and other leasehold improvements. This loan was repaid in full during 2005. The initial lease term is for ten years with no annual cost to KAT. The lease matured during 2011 and thereafter requires an annual payment of \$1 per year for the additional fifty year lease renewal period.

On April 18, 2008, the Joint Powers Board authorized entering into a land lease agreement for a bus shelter/transit site with Joint Powers Member, City of Willmar. The lease is for \$1 per year for twenty years.

**KANDIYOHI AREA TRANSIT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014 and 2013**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**NOTE 7 RELATED PARTY**

Joint Powers members consist of the City of Willmar and Kandiyohi County, Minnesota.

The City of Willmar annually provides fuel and occasional vehicle repair and maintenance services and is reimbursed for these costs. Willmar Municipal Utilities provides utility service to KAT.

Various purchases were made with Kandiyohi County for license tabs, recycling services, etc. All of the purchases were of minimal amounts.

	2014	2013
Total paid to the City of Willmar	\$ 143,846	\$ 116,242
Total paid to Kandiyohi County	\$ -	\$ -

Kandiyohi County contracts with KAT to provide transportation services. Kandiyohi County also provides support with a capital contribution.

The City of Willmar provides support with a capital contribution. The Housing and Redevelopment Authority is an occasional customer of the transit system.

	2014	2013
Total received from the City of Willmar	\$ 15,000	\$ 13,000
Total received from Kandiyohi County	\$ 15,112	\$ 53,174

At year end, there were outstanding balances as follows:

	2014	2013
Accounts receivable - Kandiyohi County	\$ 12,838	\$ 6,802
Accounts receivable - City of Willmar	\$ 75	\$ 75
Accounts payable - Kandiyohi County	\$ -	\$ 23
Accounts payable - City of Willmar	\$ 11,077	\$ 20,994

**KANDIYOHI AREA TRANSIT  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014 and 2013**

**PRELIMINARY DRAFT**  
For review and discussion  
subject to change

**NOTE 8 RISK MANAGEMENT**

KAT is exposed to various risks of loss related to torts: theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. In order to protect against these risks of loss, KAT purchases commercial insurance through the League of Minnesota Cities Insurance Trust (LMCIT), a public entity risk pool. The LMCIT currently operates common risk management and insurance programs for municipal entities. KAT pays an annual premium to the LMCIT for its insurance coverage. The LMCIT is self-sustaining through commercial companies for excess claims. KAT is covered through the pool for any claims incurred but unreported, however, retains risk for the deductible portion of its insurance policies. The amounts of these deductibles are considered immaterial to the financial statements.

KAT workers' compensation insurance policy is retrospectively rated. With this type of policy, final premiums are determined after loss experience, workers' compensation rates and salaries for the year are known. The final premium adjustment was reduced in the year the adjustment was made.

As of December 31, 2014 and 2013, there were no significant reductions in insurance coverage from the prior year.

**NOTE 9 CONTINGENCIES**

Amounts received or receivable from grantor agencies are subject to audit and possible adjustment, principally Minnesota Department of Transportation and corresponding federal agencies. The amount, if any, of expenditures which may be disallowed cannot be determined at this time. KAT expects these amounts, if any, to be immaterial to these financial statements.

**NOTE 10 SUBSEQUENT EVENTS**

Management has evaluated subsequent events through June 11, 2015 the date the financial statements were available to be issued.

Subsequent to year end, Kandiyohi Area Transit merged with Renville County Heartland Express to become Central Community Transit. The new entity was formed through a joint powers agreement between Kandiyohi County, City of Willmar and Renville County.

**KANDIYOHI AREA TRANSIT  
SCHEDULES OF REVENUES AND EXPENSES BY PROGRAM**

For The Year Ended December 31, 2014

**PRELIMINARY DRAFT**  
review and discussion  
subject to change

	Primary Operations	Elderly/ Disabled Program	County and Insurance Contracts	Highway 12 Route	Total
<b>OPERATING REVENUES</b>					
Passenger fare	\$ 240,839	\$ -	\$ -	\$ 4,800	\$ 245,639
Contract revenue	67,640	6,100	137,887	3,185	214,812
Federal grants	365,887	-	-	-	365,887
State grants	690,463	-	-	18,900	709,363
Total operating revenues	<u>1,364,829</u>	<u>6,100</u>	<u>137,887</u>	<u>26,885</u>	<u>1,535,701</u>
<b>OPERATING EXPENSES</b>					
Salaries and wages	632,742	2,581	-	13,866	649,189
Payroll taxes and benefits	214,534	-	-	1,878	216,412
Uniforms	1,221	-	-	-	1,221
Training	10,223	-	-	-	10,223
Building maintenance	32,097	-	-	-	32,097
Occupancy	32,899	-	-	1,558	34,457
Advertising and promotions	20,627	-	-	5,865	26,492
Professional fees	29,087	-	-	-	29,087
Office and other administrative	41,774	-	-	18	41,792
Fuel and lubricants	122,897	6,113	-	4,971	133,981
Vehicle maintenance	65,667	-	-	-	65,667
Volunteer driver reimbursement	53,026	-	102,184	-	155,210
Liability and property insurance	35,848	-	-	-	35,848
Depreciation	175,258	-	-	-	175,258
Total operating expenses	<u>1,467,900</u>	<u>8,694</u>	<u>102,184</u>	<u>28,156</u>	<u>1,606,934</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(103,071)</u>	<u>(2,594)</u>	<u>35,703</u>	<u>(1,271)</u>	<u>(71,233)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Interest earnings	2,341	-	-	-	2,341
Advertising and fundraising	20,636	-	-	-	20,636
Federal capital grant	56,000	-	-	-	56,000
State capital grant	54,359	-	-	-	54,359
Joint powers member capital contribution	30,112	-	-	-	33,150
Gain on disposal of capital assets	3,038	-	-	-	3,038
Total nonoperating revenues	<u>166,486</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>166,486</u>
<b>CHANGE IN NET POSITION</b>	<u>\$ 63,415</u>	<u>\$ (2,594)</u>	<u>\$ 35,703</u>	<u>\$ (1,271)</u>	95,253
<b>NET POSITION, BEGINNING</b>					<u>1,723,265</u>
<b>NET POSITION, ENDING</b>					<u>\$ 1,818,518</u>

**KANDIYOHI AREA TRANSIT**  
**SCHEDULES OF REVENUES AND EXPENSES - BY PROGRAM**  
**For The Year Ended December 31, 2019**

**PRELIMINARY DRAFT**  
*for review and discussion  
subject to change*

	Primary Operations	Elderly/ Disabled Program	Job Access Reverse Commute	County and Insurance Contracts	Total
<b>OPERATING REVENUES</b>					
Passenger fare	\$ 219,542	\$ -	\$ 7,835	\$ -	\$ 227,377
Contract revenue	44,493	7,812	-	104,893	157,198
Federal grants	298,749	-	15,909	-	314,658
State grants	709,000	-	-	-	709,000
Total operating revenues	<u>1,271,784</u>	<u>7,812</u>	<u>23,744</u>	<u>104,893</u>	<u>1,408,233</u>
<b>OPERATING EXPENSES</b>					
Salaries and wages	562,992	4,678	21,387	-	589,057
Payroll taxes and benefits	197,361	-	3,226	-	200,587
Uniforms	3,895	-	-	-	3,895
Training	1,633	-	-	-	1,633
Building maintenance	26,313	-	-	-	26,313
Occupancy	28,159	-	-	-	28,159
Advertising and promotions	10,483	-	9,074	-	19,557
Professional fees	22,451	-	-	-	22,451
Office and other administrative	30,149	-	-	-	30,149
Fuel and lubricants	114,021	1,629	11,196	-	126,846
Vehicle maintenance	40,108	-	759	-	40,867
Volunteer driver reimbursement	44,229	-	-	73,444	117,673
Liability and property insurance	32,886	3,554	3,498	-	39,938
Depreciation	192,994	-	-	-	192,994
Total operating expenses	<u>1,307,674</u>	<u>9,861</u>	<u>49,140</u>	<u>73,444</u>	<u>1,440,119</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(35,890)</u>	<u>(2,049)</u>	<u>(25,396)</u>	<u>31,449</u>	<u>(31,886)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Interest earnings	2,301	-	-	-	2,301
Advertising and fundraising	21,426	-	1,100	-	22,526
Federal capital grant	92,000	-	-	-	92,000
State capital grant	136,000	-	-	-	136,000
Joint powers member capital contribution	26,260	-	-	-	26,260
Total nonoperating revenues	<u>277,987</u>	<u>-</u>	<u>1,100</u>	<u>-</u>	<u>279,087</u>
<b>CHANGE IN NET POSITION</b>	<u>\$ 242,097</u>	<u>\$ (2,049)</u>	<u>\$ (24,296)</u>	<u>\$ 31,449</u>	247,201
<b>NET POSITION, BEGINNING</b>					<u>1,476,064</u>
<b>NET POSITION, ENDING</b>					<u>\$ 1,723,265</u>

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

PRELIMINARY DRAFT  
For review and discussion  
subject to change

Kandiyohi Area Transit Joint Powers Board  
Willmar, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Kandiyohi Area Transit as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements, which collectively comprise Kandiyohi Area Transit's basic financial statements, and have issued our report thereon dated June 11, 2015.

#### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Kandiyohi Area Transit's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Kandiyohi Area Transit's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Kandiyohi Area Transit's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a deficiency in internal control described in the accompanying Schedule of Findings and Recommendations as 2009-001 that we consider to be a significant deficiency.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Kandiyohi Area Transit's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing such an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PRELIMINARY DRAFT  
For review and discussion  
subject to change

## Minnesota Legal Compliance

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. 6.65, contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions. Our audit considered all of the listed categories, except that we did not test for compliance with the provisions for public indebtedness because Kandiyohi Area Transit does not have any debt.

In connection with our audit, nothing came to our attention that caused us to believe that Kandiyohi Area Transit failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding Kandiyohi Area Transit's noncompliance with the above referenced provisions.

Kandiyohi Area Transit's responses to the internal control finding identified in our audit have been included in the Schedule of Findings and Recommendations. Kandiyohi Area Transit's responses were not subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Kandiyohi Area Transit's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Kandiyohi Area Transit's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

WESTBERG EISCHENS, PLLP  
Willmar, Minnesota  
June 11, 2015

KANDIYOHI AREA TRANSIT  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS

December 31, 2014

PRELIMINARY DRAFT  
for review and discussion  
subject to change

**FINANCIAL STATEMENT FINDINGS**

**Finding 2009-001**

**Criteria:**

Generally, a system of internal control includes controls over preparing the financial statements and related disclosures in accordance with accounting principles generally accepted in the United States of America (GAAP).

**Condition:**

KAT has relied upon the auditor to prepare the financial statements and related disclosures in accordance with GAAP.

**Questioned Costs:**

None

**Effect:**

KAT management may not be able to detect or prevent misstatements in the financial statements.

**Cause:**

The small size and resources of its business office staff precludes KAT management from preparing its own financial statements.

**Recommendation:**

We recommend that KAT evaluate its internal controls and make changes that are determined to be cost effective.

**CORRECTIVE ACTION PLAN (CAP)**

**Finding 2009-001**

**Explanation of Disagreement with Audit Finding:**

There is no disagreement with the audit finding.

**Actions Planned in Response to Finding:**

KAT will continue to review auditor prepared financial statements with the intention of understanding and acceptance of responsibility for reporting under GAAP.

**Officer Responsible for Ensuring CAP:**

Transit Director

**Planned Completion Date:**

Ongoing

**Plan to Monitor Completion of CAP:**

The Operations Board will monitor corrective action plan.

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, July 14, 2015, in Conference Room No. 1 at the City Office Building.

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

Others present: Public Works Director Sean Christensen; Chief of Police Jim Felt; Fire Chief Frank Hanson; Police Officer Chris Flatten; Finance Director Steve Okins; Director of Planning and Development Services Bruce Peterson; Jason Ver Steeg, Duininck, Inc.; citizen Beverly Donley; citizen Joshua Erickson.

#### Item No. 1      Call to Order

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

#### Item No. 2      Public Comments

Citizen Beverly Donley, 904 Becker Avenue SW, spoke about traffic concerns of the uncontrolled intersection at the corner of Becker Avenue and 9<sup>th</sup> Street.

#### Item No. 3      Police Update (Information)

Police Chief Jim Felt noted the jail census for July 14, 2015 was 170; 93 inmates from the Department of Corrections, 76 inmates from Kandiyohi County, 1 inmate from Swift County and 1 inmate from Chippewa County. The calls for service for the previous two weeks totaled 939. 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 is approximately 11 days ahead of 2014 at this date. The new canine Axel was available for a meet and greet at the meeting with his handler, Officer Chris Flatten. Axel will be completing his drug certification in the upcoming week and will be fitted for a vest after he has reached 18 months of age. The committee discussed the recent criminal activity of thefts from cars and garages and the Neighborhood Watch program utilizing the website [www.nextdoor.com](http://www.nextdoor.com). With the departure of Frank Hanson to the Fire Department and the retirement Mike Markkanen, the Police Department anticipates starting the hiring process of two new officers after the Police Commission meeting on Thursday, July 16<sup>th</sup>. The weekend parking concerns of the Central Business District were noted.

Fire Chief Frank Hanson introduced himself to the Committee as the new Chief as of June 22<sup>nd</sup>. Hanson has resided in Willmar his whole life, and has been a member of the Willmar Fire Department for the past 22 years as well as Police Officer for the past 20 years. The total calls for service for the previous two weeks totaled 10, and included several fire calls, bonfires, vehicle accidents and lift assists. The total calls for service so far this year is 187, up from 155 at this time last year. Chief Hanson recapped the regulations for bonfires in City limits needing to be in a pit or container and 3 feet in diameter, 25 feet from any structure, have a water source to put out the fire, and must be attended until fully extinguished.

#### Item No. 4      Purchase of Self Contained Breathing Apparatus (SCBA) and Spare Bottles (Resolution)

Staff brought forth, for approval, the authorization to purchase 50 Self Contained Breathing Apparatus (SCBA) and spare bottles for the Fire Department. The current SCBA's and bottles were purchased in 2001, with their useful life of 15 years to be reached on April 1, 2016. If the new units are ordered in 2015, the department will save about \$15,000 versus ordering in 2016 and not having enough funding in the CIP for

the increased price after the first of the year with the company invoicing us in January of 2016. The total cost of the units and bottles totals \$330,812.66 and will be budgeted in the 2016 CIP. The old units will be disassembled and some of bottles sold to interested parties.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to approve the purchase of the Self Contained Breathing Apparatus (SCBA) units and spare bottles in the amount of \$330,812.66 from Emergency Response Solutions. The motion carried.

Item No. 5      Request to Purchase/Replace Biosolids Pickup Truck and Blade (Resolution)

Staff presented, for approval, the purchase/replacement of one Biosolids pickup truck and blade in accordance with the 2015 CIP and Vehicle Replacement Schedule. The current unit, a 2005 Ford F-250 and blade, is to be replaced with a 2016 Ford F-250 XL 4WD truck with V plow from Nelson Auto Center under the Southwest/West Central Service Cooperative in the amount of \$35,783.27. \$51,000 was budgeted in the CIP for the truck and blade, and the current unit will be sold at the City auction.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to approve the purchase/replacement of one Biosolids pickup truck and blade from Nelson Auto Center in the amount of \$35,783.27. The motion carried.

Item No. 6      Old Rule Tire Building Parking Discussion (Motion)

Staff brought forth, for information, concerns from a new business owner who purchased a downtown building located at 102 6<sup>th</sup> Street SW and is addressing possibilities of using City land as a public parking lot for her customers as well as other citizens in the area. The Committee discussed the site, formally the Rule Tire building lot, is currently a gravel lot and would only require signage to create a temporary lot until it is determined if the property will be sold.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the designation of the lot as a public parking lot until it is determined what the City would like to do with the property. The motion carried.

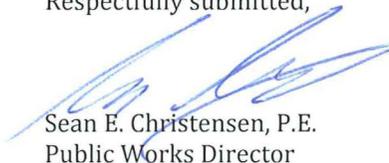
Item No. 7      Water View Phase 2 School Project Infrastructure Improvements (Information)

Duininck Engineer Jason Ver Steeg brought forth, for information, the proposal of the Water View Phase 2 school project infrastructure improvements. Duininck first presented the information on the extension of 24<sup>th</sup> Avenue SE connecting to Lakeland Drive at the Public Works/Safety Committee meeting on April 29, 2014. A parcel of land in this location has been identified as a possible site for the new elementary school and Duininck staff is presenting the concept of a cost share agreement for infrastructure needs to accommodate the school as well as the extension of the street. The design was noted as a preliminary adaption of the school based on the specifications given by the school. Mr. Ver Steeg discussed possible benefits Duininck staff has identified, with rebuttal of the benefits given by City Engineer Sean Christensen.

The proposal was received for information by the Committee.

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

Respectfully submitted,



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



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4  
Meeting Date:  
Attachments:  Yes No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Willmar Fire Department

Agenda Item: Purchase of new Self Contained Breathing Apparatus (SCBA) and spare bottles

Recommended Action: Request a motion to approve the Willmar Fire Department to preorder new SCBA's and bottles, prior to the 2016 Capital Improvement Project (CIP) being formally adopted.

Background/Summary: The current SCBA's and bottles were purchased in 2001. Through a Assistance to Firefighters Grant (AFG) these SCBA's were upgraded to the NFPA 1981 standard (2007 edition) in 2010. In order to be DOT and NFPA compliant there is a useful life of 15 years, which expires on April 1, 2016. We have an opportunity to purchase new SCBA's and bottles to meet the NFPA 1981 standard (2013 edition), which was introduced January of 2015, and save about \$15,000 versus ordering in 2016 and not having enough funding to order the required 50 SCBA's. The order must be placed by August 2015. The turnaround time on the order is about 120 days. We will be purchasing the equipment from Emergency Response Solutions who is allowing us to add onto a larger order so we can purchase additional equipment to update the ladder truck breathing air system and the Technical Rescue Team breathing air systems as well as fully equipping our Firefighter rescue (RIT) bags with upgraded air supply systems and still save approximately \$10000. We will be purchasing the equipment through a national joint powers purchasing cooperative (H-GAC). This meets the state requirement for bids.

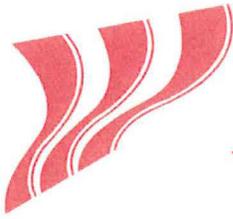
Alternatives: Order some of the equipment in January of 2016

Financial Considerations: There is a total of \$340,000 budgeted in the 2016 Capital Improvements for these two projects.

Preparer: Chief Frank Hanson, Willmar Fire

Signature:

Comments:



**WILLMAR**



**WILLMAR FIRE DEPARTMENT  
FIRE CHIEF  
515 SW 2<sup>ND</sup> ST**

**WILLMAR, MN 56201-0932  
320-235-1354**

## Memorandum

**TO:** Kevin Halliday  
**FROM:** Frank Hanson, Fire Chief  
**DATE:** July 1st, 2015  
**RE:** **SCBA Purchase Options**



2016 Capital Improvements includes \$275,000.00 for Self Contained Breath Apparatus' (SCBA) and \$65,000.00 for the SCBA bottles. Listed below are (2) purchase options for the replacement of our SCBA's, it is imperative that they are replaced by April, 1<sup>st</sup> 2016 as the 15 year life of the air bottles regulated by the Department of Transportation and National Fire Protection Association is expired. The lead time for delivery is a minimum of 120 days. The fire department is requesting permission to order by August 3<sup>rd</sup>, 2015 for an anticipated delivery in December of 2015, with billing being due in January 2016. We expect these units to be in service February 1<sup>st</sup>, 2016 due to inventory control and 10 – 12 hours of training per firefighter.

### **2015 Package pricing**

- Emergency Response Solutions – 2015 Houston Galveston Area Council (H-GAC)
  - 50 High pressure packs @ \$4,242.00 each for a total of \$212,100.00
  - 80 - 30 minute bottles @ \$675.44 each for a total of \$54,035.20
  - 29 – 60 minute bottles @ \$1,012.98 each for a total of \$29,376.42
  - 61 Face pieces @ \$244.08 each for a total of \$14,888.88
  - 2 Rescue Air adapters @ \$688.10 each for a total of \$1376.20
  - 14 Air Purifying Respirator (APR) adapters @ \$29.33 each for a total of \$410.62
  - 10 Spectacle kits @ \$74.06 each for a total of \$740.60
  - 3 Full firefighter rescue kits (R.I.T.) @ \$3,500.00 each for a total of \$10,500.00
  - 1 - 25 foot rescue breathing hose @ \$873.13
  - 2 Escape air bottles (Technical Rescue Team) @ \$592.04 each for a total of \$1,184.08
  - 12 Spare battery packs @ \$134.66 each for a total of \$1615.92
  - 5 Ladder truck airline adapters @ \$551.52 each for a total of \$2,757.60
  - Miscellaneous adapters \$954.01

**Total: \$330,812.66**

## 2015 Standard Pricing

- Emergency Response Solutions – 2016 Houston Galveston Area Council (H-GAC)
  - 50 High pressure packs @ \$4,620.00 each for a total of \$231,000.00
  - 80 - 30 minute bottles @ \$735.63 each for a total of \$58,850.40
  - 29 – 60 minute bottles @ \$1,103.24 each for a total of \$31,993.96
  - 61 Face pieces @ \$288.13 each for a total of \$17,575.93
  - 2 Rescue Air adapters @ \$854.50 each for a total of \$1,709.00
  - 14 Air Purifying Respirator (APR) adapters @ \$29.33 each for a total of \$410.62
  - 10 Spectacle kits @ \$95.33 each for a total of \$953.30
  - 3 Full firefighter rescue kits (R.I.T.) @ \$4,282.35 each for a total of \$12,847.05
  - 1 - 25 foot rescue breathing hose @ \$1,135.23
  - 2 Escape air bottles (Technical Rescue Team) @ \$629.04 each for a total of \$1,258.08
  - 12 Spare battery packs @ \$182.00 each for a total of \$2,184.00
  - 5 Ladder truck airline adapters @ \$582.16 each for a total of \$2,910.80
  - Miscellaneous adapters \$1,159.83

**Total: \$363,988.28**

## 2016 Standard Pricing

Add 4%- 6% to 2015 Standard pricing

## Frank Hanson

---

**From:** Kevin Halliday  
**Sent:** Monday, July 06, 2015 3:54 PM  
**To:** Frank Hanson  
**Subject:** FW: SCBA Purchase

Our attorney's comments.

---

**From:** Robert Scott [<mailto:rtscott@flaherty-hood.com>]  
**Sent:** Monday, July 06, 2015 2:14 PM  
**To:** Kevin Halliday  
**Subject:** RE: SCBA Purchase

Kevin,

I have previously looked into HGAC and they appear to be a legitimate national joint powers purchasing cooperative, so the City may purchase equipment through it pursuant to under Minn. Stat. 471.345, subd. 15(b):

Subd. 15. **Cooperative purchasing.** (a) Municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section [16C.11](#). For a contract estimated to exceed \$25,000, a municipality must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source.

(b) If a municipality does not utilize the state's cooperative purchasing venture, a municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements of this section if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than one source on the basis of competitive bids or competitive quotations.

The City must still compare what it proposes to buy through a national purchasing cooperative like HGAC with what is available on through the state's cooperative purchasing venture under the highlighted language in subd. 15(a) above, but if the city in good faith determines that it is in its best interests to buy through HGAC it may do so under subd. 15(b).

Thanks,

Robert T. Scott, Senior Attorney  
Flaherty & Hood, P.A.  
525 Park Street, Suite 470  
St. Paul, MN 55103  
Phone (651) 225-8840  
Fax (651) 225-9088  
[www.flaherty-hood.com](http://www.flaherty-hood.com)

# FireRescue1 News



## Product News

with Robert Avsec

06/10/2013

## 4 major NFPA changes to SCBA

Changes to NFPA standards mean a functionality revamping for the next generation of SCBA

The standard, it is a changin' — NFPA 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services, that is.

The 2007 edition of 1981 was slated for revision in 2012, but didn't hit the street until January 2013.

Why the delay?

The technical committee working on NFPA 1981's revisions needed additional time to ensure the accuracy and validity of testing done by NFPA's collaborative agencies — the NFPA Research Foundation, the National Institute for Standards and Technology, and the National Institute for Occupational Safety Health.

The committee's extra review activity ensured that new tests for SCBA components were valid and that SCBA manufacturers would be able to comply with new requirements. Getting it right before publication was important to ensure that fire departments would not be spending precious dollars today on technology that wouldn't work tomorrow.

Also, the revised NFPA 1981 comes with four pretty heady changes that will affect not only purchasing decisions, but also tactical fireground considerations for fire service leaders.

### 1. Low-air alarm

The NFPA 1981-2007 required the alarm to sound when 25 percent of the cylinder's available air was left. The 2013 edition ups that requirement to 33 percent of the cylinder's available air.

The 2013 edition is the first that specifies an EOSTI level for fire service SCBA. The 25 percent threshold commonly accepted for years by the fire service actually came from NIOSH.

And even NIOSH never had a hard and fast 25 percent; the NIOSH standard had always been a window of 20 percent to 25 percent of available air.

NFPA 1404: Standard for Fire Service Respiratory Protection Training, 2013 edition, contains several requirements for individual air management when using SCBA:

1. The individual shall exit from an IDLH atmosphere before consumption of reserve air supply begins.

2. The individual shall recognize that the low air alarm notification indicates that the member is consuming the reserve air supply.

The committee added the higher 33 percent threshold to NFPA 1981 to increase the reserve air supply available and be in line with the specifications of NFPA 1404. The major manufacturers of SCBA are saying that they can accomplish compliance for existing SCBA through firmware upgrades for electronic EOSTI and changing spring tension on audible alarms, or the low-air bell.

With all the discussions regarding air management in recent years, including whether or not 25 percent was enough of a reserve air supply, this is a step in the right direction.

## 2. Facepiece improvements

During its work, the committee became aware of several firefighter fatality incidents where thermal degradation of the facepiece lens was a factor. The committee members looked at what facepiece-lens requirements in NFPA 1981 had changed; they discovered that no changes had been made in the past 20 years.

So why were lens melting?

In 2012, UL released the results for its tests that compared fire behavior in legacy and modern homes. Those tests provided confirmation to what many of us have been saying for years: firefighters today are dealing with fuels, heat, flashover and chemicals that we'd never experienced before.

While the committee's research indicated that there wasn't a lens problem (from a standards perspective), the members felt that the lens standard had perhaps not kept pace with the changing fire environment.

NFPA requires the facepiece lens to be subjected to a test of radiant heat at 15 kW/m<sup>2</sup>. The previous lens testing specification focused on convected heat, prevalent in legacy home fires, rather than the impact of radiant heat present in homes with modern fuel loads.

The new test specifications also call for the entire SCBA assembly, mounted on a test manikin and breathing cylinder air, to be subjected to a 500-degree Fahrenheit oven test. This test helps determine whether the SCBA can survive a catastrophic event, like flashover, and still allow a firefighter to safely exit the building.

## 3. Voice intelligibility requirements

Verbal communication while using SCBA continues to be a challenge. Much of the previous testing efforts in other organizations have been done with real users.

While practical and easy to do, such research is very subjective so NFPA 1981 includes a new test, speech transmission index (STI). STI gives numerical values to sound and measures how a machine picks it up and receives it, so the evaluator can create a baseline that the SCBA must meet.

NFPA 1981 also includes a new requirement for all SCBA facepieces to have a mechanical speaking system. Electronically enhanced communication systems can be an accessory, but all units must have a mechanical one that works independent of any power source.

## 4. Emergency Breathing Safety Systems (EBSS)

NFPA 1981 finally provides legitimacy to EBSS — buddy breathers. Previous editions of NFPA 1981 did not include references for EBSS, and NIOSH has prohibited the use of buddy breathers since 1984. So while EBSS technically didn't exist, the reality was that manufacturers were designing accessories that were ultimately used as buddy breathers and firefighters were using them as such.

The committee members considered if the original prohibition by NIOSH was based on firefighter behavior or lack of an acceptable technical solution. They concluded that the original prohibition was technical, not behavioral.

Among several of the technical challenges was the ability to have twice the volume of airflow — to ensure adequate airflow to both users. Once the SCBA manufacturers were able to demonstrate a viable solution for that issue, the committee felt it appropriate to give EBSS a seat at the table.

NIOSH lifted the prohibition on buddy breathers for structural firefighting only. As far as NFPA 1981 is concerned, EBSS will be considered an accessory — they're not required — but if a department chooses to have them on their SCBA, they must perform to the new standard.

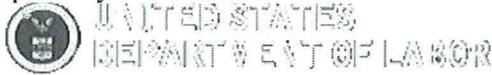
Now is a good time to get in contact with the manufacturer of your current SCBA to determine what needs to happen to bring your equipment into compliance with NFPA 1981. The sooner that conversation happens, the sooner you can put that information into budgeting and operational planning for your organization.

#### **About the author**

Battalion Chief Robert Avsec (Ret.) served with the Chesterfield (Va.) Fire & EMS Department for 26 years. He was an active instructor for fire, EMS, and hazardous materials courses at the local, state, and federal levels, which included more than 10 years with the National Fire Academy. Chief Avsec earned his bachelor of science degree from the University of Cincinnati and his master of science degree in executive fire service leadership from Grand Canyon University. He is a 2001 graduate of the National Fire Academy's Executive Fire Officer Program. Since his retirement in 2007, he has continued to be a life-long learner working in both the private and public sectors to further develop his "management sciences mechanic" credentials. He makes his home near Charleston, W.Va. Contact Robert at [Robert.Avsec@FireRescue1.com](mailto:Robert.Avsec@FireRescue1.com)

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## Occupational Safety &amp; Health Administration We Can Help

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## Regulations (Standards - 29 CFR) - Table of Contents

- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** I
- **Subpart Title:** Personal Protective Equipment
- **Standard Number:** 1910.134
- **Title:** Respiratory Protection.
- **Appendix:** A, B-1, B-2, C, D
- **GPO Source:** e-CFR

This section applies to General Industry (part 1910), Shipyards (part 1915), Marine Terminals (part 1917), Longshoring (part 1918), and Construction (part 1926).

## 1910.134(a)

***Permissible practice.***

## 1910.134(a)(1)

In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to this section.

## 1910.134(a)(2)

A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in paragraph (c) of this section. The program shall cover each employee required by this section to use a respirator.

## 1910.134(b)

respirator.

**Powered air-purifying respirator (PAPR)** means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

**Pressure demand respirator** means a positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

**Qualitative fit test (QLFT)** means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

**Quantitative fit test (QNFT)** means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

**Respiratory inlet covering** means that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

**Self-contained breathing apparatus (SCBA)** means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

**Service life** means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

**Supplied-air respirator (SAR) or airline respirator** means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

**This section** means this respiratory protection standard.

**Tight-fitting facepiece** means a respiratory inlet covering that forms a complete seal with the face.

**User seal check** means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

#### 1910.134(c)

**Respiratory protection program.** This paragraph requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program must be administered by a suitably trained program administrator. In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator. The Small Entity Compliance Guide contains criteria for the selection of a program administrator and a sample program that meets the requirements of this paragraph. Copies of the Small Entity Compliance Guide will be available on or about April 8, 1998 from the Occupational Safety and Health Administration's Office of Publications, Room N 3101, 200 Constitution Avenue, NW, Washington, DC, 20210 (202-219-4667).

#### 1910.134(c)(1)

In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. The employer shall include in the program the following provisions of this section, as applicable:

##### 1910.134(c)(1)(i)

Procedures for selecting respirators for use in the workplace;

##### 1910.134(c)(1)(ii)

Medical evaluations of employees required to use respirators;

##### 1910.134(c)(1)(iii)

Fit testing procedures for tight-fitting respirators;

##### 1910.134(c)(1)(iv)

Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations;

##### 1910.134(c)(1)(v)

Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;

##### 1910.134(c)(1)(vi)

Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators;

##### 1910.134(c)(1)(vii)

Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;

##### 1910.134(c)(1)(viii)



Print

## Resources

American Recovery and Reinvestment Act

Custom Product Center

Emergency Preparedness

Exclusive Brands

Government

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Industries

Product Resources

Productivity

Safety Resources

Small Business

Electrical Safety

Info Library

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**SCBA Cylinder Hydrostatic Testing**

Quick Tips #307

Hydrostatic testing is the most common way to check an SCBA cylinder for leaks or flaws. During a hydrostatic test, the cylinder is examined to ensure it can safely hold its rated pressure. SCBA cylinder hydrostatic testing is crucial as such containers can explode if they fail when containing compressed gas.

A hydrostatic test consists of filling the cylinder with a nearly incompressible liquid—usually water—and examining it for leaks or permanent changes in shape. The test pressure is always considerably more than the operating pressure to give a margin for safety. Typically, 150% of the operating pressure is used. Water is commonly used as it is almost incompressible and will only expand by a very small amount. If high-pressure gas was used, the gas could expand up to several hundred times its compressed volume, running the risk of serious injury.

All SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. The frequency of the maintenance depends upon the cylinder material.

- Steel cylinders should be tested every five years and have an indefinite service life until they fail a hydro test
- Aluminum cylinders (not including hoop-wrapped) should be tested every five years and have an indefinite service life until they fail a hydro test
- Hoop-wrapped cylinders should be tested every three years and have a 15-year service life.
- Fully wrapped fiberglass cylinders should be tested every three years and have a 15-year service life.
- Fully wrapped Kevlar cylinders should be tested every three years and have a 15-year service life.

- ✖ Fully wrapped carbon fiber cylinders should be tested every five years and have a 15-year service life.

Cylinders should not be filled if they have exceeded their valid service life or re-test dates. Cylinders which show evidence of exposure to high heat or flames (paint turned to a brown or black color, decals missing or gauge lens melted) need to be removed from service and re-hydrostatic tested prior to recharging. If there is any doubt about the suitability of the cylinder for recharge, it should be returned to a certified hydrostatic test facility for examination and retesting. Any evidence of a crack, defect or damage requires the cylinder to be removed from service.

Visual inspections should also be performed on a regular basis as recommended by the Department of Transportation (DOT). The visual inspection should include, but is not limited to, removing the cylinder valve, inserting a high-intensity light probe and angled mirror into the cylinder and examining the inner surfaces of the cylinder. This inspection is necessary to aid in identifying defects in the inner surfaces of the neck and shoulder area of the cylinder.

In addition to the mandatory SCBA cylinder hydrostatic testing and visual inspections, it is also suggested to submit cylinders for non-destructive testing in between the required hydrostatic testing. These types of tests are usually ultrasonic tests or eddy current tests.

The DOT requires that hydrostatic retesting and re-qualification be conducted by registered agents who have been certified by the DOT and who have been issued a valid Re-testers Identification Number (RIN) by the DOT Research and Special Programs Administration (RSPA). The recommended visual inspections do not have to be conducted by a DOT-certified RIN holder. However, the visual inspection should be performed by an individual who has the proper training and is competent in performing visual inspections.

Many fire departments have the equipment and trained personnel to perform the SCBA cylinder hydrostatic testing. The SCBA manufacturer or the distributor it was purchased through should be able to direct you to a test facility in your area.

**Tools for Your Safety Program:**

Industrial SCBA Equipment

SCBA and Breathing Air Cylinders

SCBA Accessories

**You May Also Be Interested In:**

Supplied Air Respirator Standards

Starting a Respiratory Program

SCBA Standards



**Hydrostatic Testing Services**

Automatic Fire Control offers hydrostatic testing services of most types of D.O.T. rated cylinders, both steel and aluminum. At our facility, competent testing and safety are stressed. Quick turn-around time and careful handling of cylinders are also important considerations. Most cylinders can be tested and back in service in 2-3 working days. Our technicians are trained and certified to meet D.O.T. requirements and our facility is licensed, certified, and monitored by the U.S. Department of Transportation.

Hydrostatic testing is a nondestructive test required by the Department of Transportation to insure the integrity of pressurized cylinders. These include everything from small fire extinguishers, to Self Contained Breathing Apparatuses (SCBA) used by fire departments, to CO<sub>2</sub> cylinders used for soft drinks, to medical and industrial oxygen cylinders, to Nitros cylinders used for race cars and SCUBA tanks used by divers.

Hydrostatic testing for different types of cylinders is required at different intervals.

All DOT-3AL marked CO<sub>2</sub> cylinders are to be inspected and hydrostatically tested every five years as required in CFR Title 49 Part 180.205(c). Cylinders still with charge at the time the 5 year test is due, do not have to be tested until the charge is used, but prior to the re-filling of the cylinders.

High pressure, fiber wrapped aluminum cylinders, such as those used by fire fighters must be tested every three years and must be decommissioned after 15 years.

Additional information can be found in the Code of Federal Regulations (CFR) 49, under "transportation".

Cylinder type	Testing Interval
SCBA bottles, composite	3 years (15 year life)
SCBA bottles, carbon composites by Luxfer	5 years
SCBA bottles, steel or aluminum	5 years
Oxygen bottle, steel or aluminum	5 years
CO <sub>2</sub> bottles	5 years
A/C bottle, 4BA bottle	5 years

NFPA 10 lists these guidelines for portable fire extinguishers.

Extinguisher Type	Hydrostatic Testing Interval
Stored Pressure Water, Loaded	

Stream, and/or Antifreeze fire extinguishers	5 Years
Wetting Agent fire extinguishers	5 Years
AFFF (Aqueous Film Forming Foam) fire extinguishers	5 Years
FFFP (Film Forming Fluoroprotein Foam) fire extinguishers	5 Years
Dry Chemical With Stainless Steel Shells fire extinguishers	5 Years
Carbon Dioxide fire extinguishers	5 Years
Dry Chemical, Stored Pressure, with mild steel shells, brazed brass shells, or aluminum shell fire extinguishers	12 Years
Dry Chemical, Cartridge or cylinder operated, with mild steel shell fire extinguishers	12 Years
Halogenated Agent fire extinguishers	12 Years
FE-36 fire extinguishers	12 Years
Dry Powder, Stored Pressure, Cartridge or Cylinder-Operated, with mild steel shell fire extinguishers	12 Years

First, the cylinders are visually inspected. Visual inspection, at the time of hydrostatic testing, must be performed by a DOT licensed test agency. Visual inspection must be performed in accordance with CGA pamphlet C-6.1; Standards for Visual Inspection of High Pressure Aluminum Compressed Gas Cylinders. Internal and external visual inspection of a cylinder is performed prior to hydrostatic testing. The visual inspection includes: checking for cracks and fissures, sidewall stamps, rust, and verifying the correct tolerances for outside diameter, wall thickness, length and straightness.

Next, the cylinders are put under pressures of over 66% higher than their normal working pressure. Hydrostatic testing must be performed by a DOT licensed re-test agency. Hydrostatic testing must be performed in accordance with CGA Pamphlet C-1; Methods for Hydrostatic Testing of Compressed Gas Cylinders.

Once a cylinder has successfully passed all visual inspection and hydrostatic test requirements, it is to be permanently marked with the test date, month and year, and licensed test agency's number in the proximity of the previous hydrostatic test date. No cylinder is to be marked with the licensed test agency's number until the cylinder has passed all visual inspection and hydrostatic test requirements. No cylinder is to be marked with a licensed test agency number by any other person or agency other than the personnel of the licensed test agency.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: July 14, 2015

Attachments:  Yes No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Wastewater Treatment

Agenda Item: Request to Purchase/Replace one Biosolids Truck and Blade

Recommended Action: Approve the purchase/replacement of one Biosolids Pickup Truck and Blade.

Background/Summary: Staff is requesting replacement of one pickup truck and blade in accordance with the 2015 Capital Outlay Program and Vehicle Replacement Schedule. The new 2016 Ford F250 XL 4WD pickup with V plow would be purchased through Nelson Auto Center, Inc through the Southwest/West Central Service Cooperative in the total amount of \$35,783.27.

Alternatives: Keep the current unit/s.

Financial Considerations: There are sufficient funds in the 2015 Wastewater Treatment Biosolids Budget to cover these purchases. The current unit/s will be sold on the City Auction.

Preparer: Sean Christensen, 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.



**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**  
1400 SE 7th St. 320-235-4760  
Willmar, Minnesota 56201  
Fax 320-235-4917

TO: Kevin Halliday, Interim City Administrator

FROM: Sean Christensen, Public Works Director

DATE: July 2, 2015

RE: Purchase of WWTF Truck with Blade

.....  
Staff is in the process of proceeding with the purchase and replacement of one truck and blade in accordance with the 2015 Capital Outlay Program and 2015 WWTF Biosolids Budget.

I am requesting approval to replace a 2005 Ford F-250 Biosolids Truck and blade with a 2016 Ford F250 XL 4WD Truck with V plow from Nelson Auto Center under the Minnesota Service Cooperative Project # MSC Contract 13.5 in the amount of \$35,783.27. The truck being replaced will be placed on the city auction thereby eliminating the need for a trade-in.

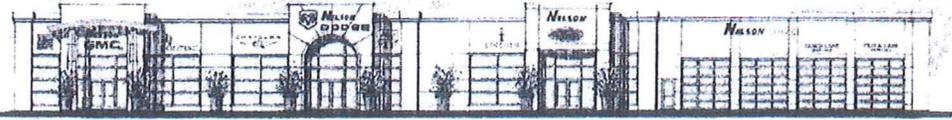
Please be advised that the 2015 Biosolids Budget includes \$45,000 for the replacement of the truck and \$6,000 for the replacement of the blade totaling \$51,000 available for these purchases.

Please let me know if you concur with this submittal.

Ct

Approval: \_\_\_\_\_





**Fleet Department**

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338  
 218-998-8866 • 800-477-3013 Ext. 8866 • Fax 218-998-8813 • www.nelsonfergusfalls.com

**VEHICLE INVOICE NUMBER F WillmarWWTF F2B**

**Sold To:** Willmar, City of **Date:** 06/26/2015  
**Attn:** Paul Marcus **Phone:** 320-894-0963  
**Address:** 1400 SE 7th **FAX:**  
 Willmar, MN 56201 **Salesperson:** Gerry Worner  
 pmarcus@willmarmn.gov **Key Code:** Ignition/Door: 0

**Stock No.** WillmarWWTF F2B **Year** 2016 **Make** Ford **Model** F250 XL **New/Used** New **Vehicle ID Number**  
 4WD RegCab  
 Color: Blue Jeans Metallic /Gray Vinyl

**Price of Vehicle** \$26,761.24

**Options & Extras** \$9,022.03

Includes all std items for Ford F-250 w/vinyl seat, plus power windows/locks/mirrors & remote entry, chrome bumpers, Electric Shift 4wd, cruise control, snowplow prep. pkg., tailgate step & handle

Dealer installed Luverne running boards \$595.00  
 Dealer Installed 8' 2" Boss V-plow \$5,995.00  
 Ford splash guards FIA accessory \$130.00  
 MN motor vehicle excise tax @ 6.5% \$2,176.28  
 Tax exempt license plates & fees \$50.75  
 Document Administration Fee \$75.00  
 Delivery **FOB Fergus Falls**

**Subtotal** \$35,783.27

**Trade - In** \$0.00

**Total Cash Price** \$35,783.27

includes discount for payment at time of delivery; add daily charges at 1.5%/mo. if we receive payment later

**Your Purchase Order #** **Project #** **MSC Contract #13.5**

**Thanks for your business!**

Ship To / Lessee / End User: Willmar, City of **Phone:** 320-894-0963  
 Paul Marcus **FAX:**  
 Waste Water Treatment Plant  
 1400 SE 7th  
 Willmar, MN 56201

Signed \_\_\_\_\_ and initialed \_\_\_\_\_

Printed Name \_\_\_\_\_ and Date \_\_\_\_\_

## 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):		✓	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3017.00021	Reminder to Attach Photo	
Vehicle Number:	054478	Replacement Cost:	\$6,000

(Comments): AFTER REVIEW EQUIPMENT, THIS PLOW IS IN NEED  
OF REPLACEMENT, IT IS NO LONGER FUNCTIONAL AS INTENDED

Initial SC

**Operator or Supervisor** (comments if applicable):

The plow needs to be replaced, it is best making cutting  
Edge Replacement difficult, the hydraulic ram has a seal  
failure leaking hydraulic oil

Initial JZ

**Mechanic** (comments if applicable):

This plow needs to be upgraded to fit our needs. The  
plow is bent from hitting manholes which makes it  
difficult to replace the replaceable blade. The shoes are  
all gone, The hydraulic ram needs to be rebuilt. Initial P.M.

APPROVED

DENIED

D. Wappels  
 Vehicle/Equipment Committee

04-03-14  
 Date

APPROVED

DENIED

[Signature]  
 City Administrator

4-10-14  
 Date

WWTF Plow Blade 3017.00021



## 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):		✓	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3018.00039	Reminder to Attach Photo	
Vehicle Number:	056649	Replacement Cost:	\$ 45,000

(Comments): THIS PICKUP IS IN NEED OF REPLACEMENT, IT WOULD REQUIRE A SIGNIFICANT AMOUNT OF MONEY TO PATCH TOGETHER

Initial SC

**Operator or Supervisor** (comments if applicable):

The pickup is used as a plow truck in the winter and a field truck during the Spring & Fall hunting season. The engine has a knock. CV Joints are shot, needs new tie rods ends and drives window track

Initial JZ

**Mechanic** (comments if applicable):

This P.U. HAS knocking in the engine, leaks oil, Bad suspension, needs all tie rod ends, needs all brakes, calipers, Transmission is starting to slip, Constant velocity Joints are going to have to be replaced -Cracking sound, Drivers door window track is broken. 55,000 hard miles Initial f.m.

X APPROVED

\_\_\_\_\_ DENIED

D. Wuffels  
Vehicle/Equipment Committee

04-03-14  
Date

X APPROVED

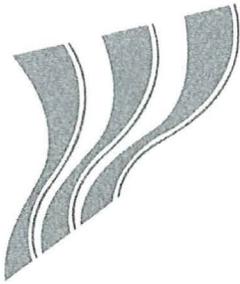
\_\_\_\_\_ DENIED

[Signature]  
City Administrator

4-10-14  
Date

WWTF Biosolids Truck 3018.00039





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: July 14, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved       Denied  
 Amended       Tabled  
 Other

Originating Department: Public Works

Agenda Item: Old Rule Tire Building Parking Discussion

Recommended Action: Receive for information only.

Background/Summary: A new business owner who purchased a downtown building located at 102 6<sup>th</sup> Street SW has brought forth limited parking concerns, with the possibility of using City land for a parking lot for her customers as well as improving the beautification of the area.

Alternatives: NA

Financial Considerations: N/A

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

Signature: 

Comments:

July 7, 2015

RE: Parking Lot Usage

To whom it may concern,

My name is Judy Lopez. I recently purchased a building in downtown Willmar. It is located at 102 Sixth Street Southwest. I am from the Willmar area and when I saw this property, I knew immediately what I wanted to do with it. The plan for this building is a combination of services that will be made available to the public.

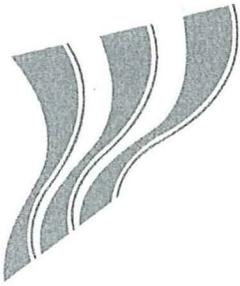
My intention is to create an aesthetically pleasing grocery store, restaurant, and rentable venue. I have recently spoken to an architect to get some idea of the buildings potential. My goal would be to further enhance the overall look of the surrounding area of my building. I am excited about bringing a new and vibrant energy to this part of town. I also plan to support beautification efforts or projects to help improve the look of the area.

I am however faced with a dilemma, limited parking. I struggle with the fact that there will not be enough parking to accommodate customers and vendors. It was made known to me that there is the possibility of using some land that belongs to the City of Willmar. If I could be allowed to use that space for my customers, that would promote more business to that area and revive that section of Willmar.

I ask that you please consider my request. I feel it would help bring new commerce and vitality to that area. I welcome the opportunity to speak to you about my plans for both the business and the parking lot. I feel that it would be a good collaboration for us both. Thank you so much for both your time and consideration.

Sincerely,

Judy Lopez



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: July 14, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Agenda Item: Water View Phase 2 School Project Infrastructure Improvements

Recommended Action: Receive for information only.

Background/Summary: Duininck first presented the information on the extension of 24<sup>th</sup> Avenue SE connecting to Lakeland Drive at the Public Works/Safety Committee Meeting on April 29, 2014. The parcel of land in this location has been identified as a possible site for the new elementary school and Duininck staff will present infrastructure needs to accommodate the school as well as the extension of the street.

Alternatives: NA

Financial Considerations: Unknown at this time

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

Signature:

Comments:



July 9, 2015

Sean Christensen  
City of Willmar Public Work Director  
333 6th St SW  
Willmar, MN 56201

Re: Water View Phase 2 School Project Infrastructure Improvements

Dear Mr. Christensen:

As we spoke of recently, our company owns a parcel of land in the southeast side of Willmar that has recently been identified as one of two locations being considered for the new elementary school that Willmar Public School will be constructing. In light of this development, we are in the process of identifying the infrastructure needed to accommodate the school, as well as understand the potential impacts of this project. As part of this analysis, it seemed appropriate to include the City in the discussions surrounding this project. This proposal will give some relevant background information, describe the project along with the anticipated cost, identify project benefits, and suggest a cost-sharing arrangement between Duininck (as the developer) and the City. Please pass this proposal onto the City's public works committee for their review and recommendation.

### **Background**

Over the last 50 years, Duininck has purchased several contiguous parcels in the southeast portion of Willmar, south of 19<sup>th</sup> Avenue and east of 1<sup>st</sup> Street. In 2006, Duininck worked cooperatively with the city to combine several of those parcels into a 115 acre commercial development that became known as the Water View Business Park. Development of this land was controlled by a development agreement entered into between the City of Willmar and Duininck Development. As part of this plat, right-of-way was dedicated to the city for 5<sup>th</sup> Street, 9<sup>th</sup> Street, and 24<sup>th</sup> Avenue. 5<sup>th</sup> Street was then constructed from 19<sup>th</sup> Avenue to 28<sup>th</sup> Avenue, 9<sup>th</sup> Street constructed from 19<sup>th</sup> Avenue to 24<sup>th</sup> Avenue, and 24<sup>th</sup> Avenue constructed from 1<sup>st</sup> Street to 9<sup>th</sup> Street. As part of the road construction project, large sanitary sewer interceptor lines were installed throughout the project, in order to serve areas well beyond the limits of the Water View development. One such line, a 21" sanitary sewer, terminates of the intersection of 9<sup>th</sup> Street and 24<sup>th</sup> Avenue. Additional right-of-way for 24<sup>th</sup> Avenue and adjacent lots were also included in the plat going to the east up to the TH 23/71 bypass and terminating roughly parallel to the TH 23/71 bypass at the edge of the "Bryant" parcel (owned by Duininck), which was intended to be a second phase to the Water View Business Park. In this second phase, we had planned

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408 6<sup>th</sup> Street, PO Box 208  
Prinsburg, MN 56281  
(800)328-8949

An Equal Opportunity Employer

to continue 24<sup>th</sup> Avenue from the end of our plat northeast up to Lakeland Drive, in the area of 15<sup>th</sup> Street SE. Throughout the last 10 years, we have discussed several potential layouts of the infrastructure associated with this potential Phase 2 project with city staff and committees, albeit with the understanding that the ultimate final design would be dictated in large part by the needs of a potential future user of the land.

### **Willmar Public School Proposal**

As you are aware, a referendum was recently passed by the voters of the City of Willmar to construct a new elementary school, addressing the overcrowding, accessibility, and functionality issues they currently have. Through that process, a potential site layout was developed by the school's architect to determine the feasibility of the Duinick site (Water View Phase 2 property) and to facilitate associated discussion. Through discussion with the architect and other school representatives, Duinick made some minor revisions to that layout to incorporate the infrastructure that would be needed to serve not only the school, but also the Water View development that this school would tie into, and the needs of the public that use the transportation and utility systems in this area of the City. As a result of the initial and revised layouts, a "Preliminary Site Layout – School Option 4" was developed and is included with this proposal. This layout shows the "on-site" improvements, including the school building, parking lots, bus/car drop-off areas, playground area, 2 soccer/football fields, 3 softball/baseball fields, and the necessary ponding, all located mainly on the Water View Phase 2 area, but also partially on Block 6, Lot 7 of the initial Water View plat. In total, the school will use approximately 23 acres.

It also shows the "off-site" improvements, which include the road and the associated utilities located in the road right-of-way. Adjacent to the school, 24<sup>th</sup> Avenue will extend through the eastern edge of the property, parallel and adjacent to the TH 23/71 bypass, up to Lakeland drive, which will also change the intersection of 15<sup>th</sup> Street and 19<sup>th</sup> Avenue as indicated. The new street will be named Lakeland Drive, changing to 24<sup>th</sup> Avenue to the west of 9<sup>th</sup> Street, as it is currently named. Naming the streets in this way would provide for logical traffic patterns and avoid any change to current addresses, simplifying the process. The width of the new Lakeland Drive from 9<sup>th</sup> Street to the school entrance would be consistent with the width of the current 24<sup>th</sup> Avenue from 1<sup>st</sup> Street to 9<sup>th</sup> Street (60 ft). It would then taper down to the width of Lakeland Drive going to the northeast (42 ft). A center turn lane could be provided along the entire stretch, or dedicated turn lanes could also be developed if more appropriate. Additionally, a right turn lane could be provided into the school property, enhancing safety. A sidewalk would also be provided along the west side of the road. It would also be anticipated that the 21" sanitary sewer that currently terminates at the intersection of 24<sup>th</sup> Avenue and 9<sup>th</sup> Street, along with the necessary water and other utility lines, would be extended along the entire new alignment to serve the area to the north and northeast, beyond the limits of our property.

## Benefits

Many parties will benefit by developing a school on this property. The following is a partial list of benefits that we would anticipate being realized by the City.

- Provides consistency through Lakeland Drive / 24<sup>th</sup> Ave Corridor (eliminates the business-residential-business use sequence that currently exists)
- Removes traffic pressure through the Dana Heights / Pleasantview residential area
- Increases safety through the entire corridor (especially through the current residential area)
- Increases safety for students walking to school by diverting traffic to the south and east of the potential school property
- Promotes residential development in the area around the school (mainly north)
- Continues good access to the 19<sup>th</sup> Street business
- Provides good access into the heart of the Water View business district
- Opens up new area for development (east side of Water View Business Park)
- Increased tax base from the new commercial development area and accelerated development of the first phase of the Water View Business Park.

## Cost Share Agreement

The cost of the “on-site” improvements will be negotiated between the school and Duinick. However, we anticipate the total cost of the “off-site” infrastructure needed to support this project, as shown on the attached map, will be in the neighborhood of \$2.0 – 2.4 million. Because of the benefits that the city will realize through this project, the “trunk costs” of developing larger roads and utilities than are needed for the school project in order to serve the greater public good, as well as the fact that the project only allows for developer costs to be borne by the property on one side of the newly-developed street, we believe that it is prudent for the City to equally participate in the cost of constructing these improvements. Thus, we would respectfully request that the city pay for 50% of the costs of constructing this infrastructure, with Duinick covering the remainder. While the details of exactly how the work would be completed and the project financed can be worked out through the development agreement, what we are asking for at this time is agreement in principle on a 50% cost-share arrangement. We believe that this is the most fair and equitable way to divide the costs associated with this project.

Thank you for the opportunity to submit this proposal. Please contact me if you have questions.

Sincerely,



Jason Ver Steeg, P.E.  
Duinick, Inc.



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P.O BOX 208  
 408 SIXTH STREET  
 PRINSBURG, MN 56281  
 PHONE: (320) 978-6011  
 FAX: (320) 978-4978

SCALE  
 1" = 100'  
 DRAWN BY:  
 JVS  
 CHECKED BY:  
 JVS  
 SURVEYED BY:  
 DK

**WATERVIEW - PHASE 2**  
**PRELIMINARY SITE LAYOUT**  
**SCHOOL OPTION 4**

**WILLMAR, MN**

DATE  
 JULY 8, 2015

SHEET  
 1 OF 1

DATE	REVISIONS	NO.	BY



CITY OF WILLMAR  
333 SW 6<sup>th</sup> Street  
Box 755  
Willmar, MN 56201  
320-235-4915

# Memorandum

To: Mayor and Council

From: Sean Christensen, Public Works Director 

Date: July 16, 2015

**RE: Water View Phase 2 Project Infrastructure Improvements**



## GENERAL DISCUSSION

Previous discussion over the past years, with former Public Works Directors has included the desire to continue Lakeland to 28<sup>th</sup> Ave, not 24<sup>th</sup> Ave. This would be my suggestion as well

There are no traffic signals along 24<sup>th</sup> Avenue, only 19<sup>th</sup> Avenue and 28<sup>th</sup> Avenue

24<sup>th</sup> Avenue does not continue after 1<sup>st</sup> Street but for a couple of residential blocks, 19<sup>th</sup> Avenue and 28<sup>th</sup> Avenue both continue to the west and the continuation of each is State Aid eligible

The box culvert crossing on 24<sup>th</sup> Avenue is very rough and needs serious consideration. A similar type of repair has already been performed at the box culvert crossing in 19<sup>th</sup> Avenue

This proposal actually removes traffic from the front of businesses along 19<sup>th</sup> Avenue

## SPECIFIC POINTS

- Provides consistency through Lakeland Drive / 24<sup>th</sup> Ave Corridor (eliminates the business-residential-business use sequence that currently exists) – **This will actually create a business-school-business sequence**
- Removes traffic pressure through the Dana Heights / Pleasantview residential area – **This potentially transfers the traffic pressure to another area**
- Increases safety through the entire corridor (especially through the current residential area) – **Potentially through the residential area but not necessarily through the entire corridor**
- Increases safety for students walking to school by diverting traffic to the south and east of the potential school property – **Students will still cross 19<sup>th</sup> Avenue**



- Promotes residential development in the area around the school (mainly north) – This may create a business-residential-school-business sequence
- Continues good access to the 19th Street business – Access will be from the rear of the existing businesses along 19<sup>th</sup> Avenue
- Provides good access into the heart of the Water View business district – This appears to be more of a developer benefit than a City benefit
- Opens up new area for development (east side of Water View Business Park) – This is true, but again more of a developer benefit
- Increased tax base from the new commercial development area and accelerated development of the first phase of the Water View Business Park. – Yes, this will increase the tax base IF development occurs but that is not guaranteed and nobody can guess the time-frame.

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, July 15, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

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

Others present: Mayor Marv Calvin, Council Member Audrey Nelsen, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Wastewater Treatment Plant Superintendent Colleen Thompson, Public Works Superintendent Scott Ledeboer, Accounting Supervisor Carol Cunningham and Administrative Assistant Sue Edwards.

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 Comments

Finance Director Steve Okins asked Chair Ahmann if the positions that were tabled by Committee will be brought back to Committee. The discussion of the positions can be placed on a future agenda and proper notice will be given to the Department Directors affected.

Item No. 3 Report of Building Inspector Shared Professionals - Kandiyohi County (For Information Only)

Staff informed the Committee that the Building Department at Kandiyohi County will no longer be contracting the services of the City's Building Inspection Department. A billing summary for the hours and mileage reimbursement for the contracted services was reviewed by the Committee. This was received for information only.

Council Member Dokken arrived at 4:49 p.m.

Item No. 4 Civic Center Staffing Options (Motion)

Staff informed the Committee that due to the resignation of the Civic Center Arena Manager, staff reviewed the job duties and presented three options for the Committee's consideration. One being the current staffing layout, a second to include the manager with additional administrative duties at a higher pay grade with no part-time staff clerk and a third by which the City would contract with Community Education and Recreation using one of their employees whose salary would be shared .75 FTE for arena work and .25 FTE for school facility management.

The Committee discussed the options at length and the need to market the use of the facility in the summer months. It was the consensus of the Committee that the facility requires a full-time manager to be on-site as the Civic Center is an important facility of the community which should be operated by the City. Discussion was held pertaining to the Arena Staff Clerk position of which some duties including answering phones, accounts payable and accounts receivable could be shifted to the Arena Manager. The Committee discussed giving the Arena Manager the option to decide on whether or not to fill the position after this individual is employed. Council Member Christianson made a motion to direct City staff to proceed with advertising the position of Arena Manager following the Modified City Staffing Layout and to not fill the Arena

Staff Clerk position until it is requested by the Arena Manager. Council Member Anderson seconded the motion, which carried.

Item No. 5      Assessing Department Updates (Motion)

Interim City Administrator Kevin Halliday informed the Committee that it was brought to the City's attention by AFSCME Union Stewards that our Appraiser job descriptions in the Assessing Department are listed as a Pay Range 6 for Appraiser I and a Pay Range 5 for Appraiser II and that the City's Appraiser job descriptions are not following MN Standards which may lead to confusion. Staff recommendation was to change the Pay Range 6 job to be an Appraiser II and the Pay Range 5 to an Appraiser I and notify ASCME of the same.

A motion was made by Council Member Anderson to change the job descriptions as recommended and amend the AFSCME contract to reflect the change. Council Member Dokken seconded the motion, which carried.

Interim City Administrator Kevin Halliday informed the Committee that the Assessor position remains vacant. The most recent applicant that was offered the position has declined and that the contract the City currently has with a professional assessor only allows time for review of the commercial properties. This in turn has added more tasks to the Senior Appraiser and a MOA may be forthcoming to compensate for the additional duties. He also informed the Committee that the City offers no additional compensation for attaining the Department of Revenue certifications placing staff at risk for local competition for job vacancies and a review of their positions in the pay range schedule is needed. This was received for information only.

Item No. 6      Public Works/Engineering Staff Changes (For Information Only)

Public Works Director Sean Christensen presented proposed Public Works/Engineering staff changes. He provided a proposal to fill the vacant Assistant City Engineer position by removing the Professional Engineering Certification and promoting from within. This in turn would open up an entry-level Technician position maintaining the necessary staffing. The next proposed change was the creation of the Environmental Specialist position due to the current and evolving environmental/regulatory issues and monitoring the ever-changing MS4 regulations and reporting requirements. This position has funding available in the Wastewater Budget. Thirdly Mr. Christensen proposed the creation of a Building Maintenance Supervisor which would be crucial to the daily operations and supervision of all City facilities. This position would manage compliance with maintenance standards and ensure the necessary work is completed along with the supervision of custodial staff. Lastly, within the Public Works Department, due to pending retirements he proposed hiring of two entry level Operators prior to the end of the year. This would be beneficial for training purposes prior to the winter snow season. Also included in the proposal is the promotion of one of the Public Works Operators to a Parks Working Foreman to advance the maintenance of the City's 37 parks and promoting and administering the recently adopted Parks Plan. The fiscal impact of this position is approximately \$1,900 a year. These staffing changes were received for information only and will be brought back to Committee on an individual basis in the near future.

Item No. 7      City Administrator Search Firm Report (For Information Only)

Interim City Administrator Kevin Halliday informed the Committee that he has met with Gary Weiers of David Drown Associates and the search has actively begun. He urged Council Members to arrange their schedules to accommodate their individual meeting times.

Item No. 8      Anderson Law Firm Contract (Motion)

Staff informed the Committee the contract with Anderson Law Firm , the City's prosecuting attorney, will be expiring at the end of the year and requested direction. A motion was made by Council Member Anderson to direct staff to proceed with renewing the contract with Anderson Law Firm for a period of one year. Council Member Christianson seconded the motion, which carried.

There being no further business to come before the Committee, they adjourned at 6:23 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Janell Sommers". The signature is written in a cursive style with a large initial "J".

Janell Sommers  
Administrative Assistant

*Billing for Kandiyohi County -  
Inspection/Plan Review*

<b>Year</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Billed</b>
2012	314.5 hours	47.50 hour	\$ 14,938.75
2013	240 hours	47.50 hour	\$ 11,400.00
2014	339 hours	47.50 hour	\$ 16,102.50
2015	82.5 hours	47.50 hour	\$ 3,918.75
			<b>\$ 46,360.00</b>

<b>Year</b>	<b>Miles</b>	<b>Rate</b>	<b>Total Billed</b>
2012	684.3 miles	.555 mile	\$ 379.78
2013	474.5 miles	.555 mile	\$ 263.35
2014	23 miles	.555 mile	\$ 12.77
2015	30 miles	.555 mile	\$ 16.65
			<b>\$ 672.55</b>

# CIVIC CENTER ARENA STAFFING OPTIONS

## CURRENT STAFFING LAYOUT

ARENA MANAGER Pay Range 7 Exempt \$25.86 HR	\$52,754
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$50,274
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$37,981
ARENA STAFF CLERK Pay Range 3 Non-Exempt \$13.96-\$19.26 HR .5 FTE	\$20,030

**TOTAL**

\$161,039

## MODIFIED CITY STAFFING LAYOUT

ARENA MANAGER Pay Range 8 Exempt \$28.84 HR	\$60,000
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$50,274
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$37,981
ARENA STAFF CLERK LEAVE UNFILLED Tasks blended in Arena Manager	\$0

**TOTAL**

\$148,254

## COMM ED & REC/CITY STAFFING LAYOUT

CER FACILITY MANAGER SCHOOL CONTRACT \$28.84 HR 25% paid by ISD 347	\$60,000 (\$15,000)
ARENA WORKING MANAGER (General Unit "Working Foreman") Pay Range 6 Non-Exempt \$25.09 HR	\$52,187
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$37,981
ARENA STAFF CLERK LEAVE UNFILLED Tasks blended in Arena Manager	\$0

**TOTAL**

\$135,168

## FACILITY MANAGER

**Position Title:** Arena Manager  
**Department:** Community Ed and Recreation  
**Department Head:** Community Ed and Recreation Director  
**Immediate Supervisor:** Community Ed and Recreation  
**Pay Range:**     **FLSA Status:** Non-exempt Director

<i>Approved:</i> <i>Revised:</i> <i>Revised:</i>
--

### **Purpose**

Performs supervisory specialized/professional work to manage the daily operations/schedules of the Civic Center, Willmar Public Schools, Community Center, City Auditorium, Robbins Island Shelters, Park Shelters, Recreational fields, Playgrounds and Showmobile. Coordinates facility use with a wide variety of groups, responds to building equipment, supervises and trains employees, prepares/monitors budget, and performs marketing/advertising activities. Operates machinery and performs some manual tasks during minority of time.

### **Organizational Relationships**

Communicates with: Internally – Community Education and Recreation staff, WRAC-8 staff, Public Works staff, School maintenance staff, City Administrator, other City departments, and MUC staff; Externally - numerous local sports and recreation groups, school officials, teachers and coaches, other facility users, various local suppliers/vendors, local media and the general public. Supervises: Regular full- and part-time staff, numerous part-time employees, instructors and work study individuals

### **ESSENTIAL FUNCTIONS**

Schedule daily facility usage for Willmar Public Schools and the City of Willmar. Produce ice and dry-floor activities; plan School and City sponsored events and assist other users in event planning; develop Youth and Adult skating programs; assist groups to plan figure skating show; assist in groups musical/speakers; assist in groups with basketball tournaments, assist in tennis tournaments and baseball/softball tournaments and develop new revenue-producing concepts. Produce dry floor shows including setting and collecting fees, critiquing work, adopting format and ensuring rules are followed. Assist and guide user groups in producing successful shows. Analyze proposed projects for feasibility, cost and facility impact. Determine timeframes and sets goals for project undertaken. Account for various revenue sources, petty cash, vending and concession cash; prepare/make bank deposits; prepare income statement and submit report to Supervisor; evaluate expense and revenue reports and prepare annual expense, revenue and activity reports; submit budget information to Supervisor; authorize purchases of supplies and materials; and prepare expenditure requests for Supervisor. Compose, negotiate and sign rental contracts to be finally approved by the City and enforce provisions of contracts.

Schedule all full time employees, review/calculate full-time employee time sheets, authorize overtime; train and supervise full-time staff to perform variety of tasks. Recognize and resolve employee conflicts

and concerns. Meet with public, private groups or individuals regarding facility usage, concerns, problems, program direction, policies, proposals, codes, etc. Answer inquiries, resolve rental and use questions, explain contract expectations. Supervise all major events, communicate with key people, and provide information and advice to insure successful production. Act to resolve conflicts between groups competing for facility usage. Attend required health and safety meetings and other job-related training. Perform interviews with media to promote programs and events; create advertising layouts for newspapers and radio spots; solicit clients for purchase of indoor advertising; work to expand existing events to create more opportunities for revenue; and create additional advertising concepts for revenue generation

### **Other Duties And Responsibilities**

Participates in committee meetings as needed. Participates in professional association leadership positions and committees. Operates machinery as needed; performs janitorial and concession tasks; performs emergency repairs on equipment and physical structure. Performs other related duties as assigned by WCER Director, City Administrator, or as apparent.

### **Required Knowledge, Skills and Abilities**

Knowledge of various laws/rules/regulations/codes such as County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, State Board of Electricity, OSHA, ADA, City Safety Policy and local fire and building codes.

### **MACHINES, TOOLS and EQUIPMENT USED:**

Knowledge of building maintenance including ability to understand heating, cooling, plumbing, electrical and structural matters. Knowledge of industrial refrigeration equipment for an indoor ice facility. Knowledge of administrative and managerial practices and procedures relating to finance/accounting, personnel administration and supervision. Knowledge of food preparation and distribution. Knowledge of building, health and safety codes. Skill in operating various machines and equipment. Skill in negotiating resolutions, solving problems between user groups. Skill in promoting, advocating facility usefulness. Ability to encourage employees to work to full potential. Ability to maintain positive and orderly work environment. Ability to direct and lead activities during public events. Ability to communicate with various groups and interested parties.

### **MINIMUM QULIFICATIONS**

High school degree or equivalent with post-secondary course work in business administration, facility/operations management, marketing or related program and five to seven years of in facility operation. EPA Certification in specialty areas.

### **PREFERRED QUALIFICATIONS**

Bachelor's degree in related field.

## **WORKING CONDITIONS**

Works at both School and City facilities. Based out the Civic Center during majority of time. Travels for meetings and other events. Sits and stand/walks for extended periods of time. Engages in some production/manual work tasks including operating the zamboni and other equipment.

## ARENA WORKING FOREMAN

**Position Title:** Arena Working Foreman

**Department:**

**Department Head:**

**Immediate Supervisor:**

**Pay Range:**      **FLSA Status:** Non-exempt Director

*Approved:*

*Revised:*

*Revised:*

### **Purpose**

Performs lead worker and supervision with responsibility for organizing daily work to maintain the building and grounds of the Civic Center. Operates a variety of equipment to perform the maintenance and repairs in areas such as refrigeration, heating, plumbing, electrical, compressors, snow removal, mowers, zamboni and ice resurfacers. Assist in the facility use with a wide variety of groups, responds to building needs, supervises and assists in training of part time employees.

### **Organizational Relationships**

Communicates with: Internally – Facility Manager, Arena Staff, Crossroads Staff, Public Works Staff

Externally – Contractors, Equipment and Material suppliers, numerous local sports and recreation groups, school officials, teachers and coaches, other facility users

Supervises: Part-time staff

### **ESSENTIAL FUNCTIONS**

Plan, direct and provide customer service to arena users as requested or needed. Directs the timeline of ice making to dry floor events. Diagnose problems with plumbing, HVAC, electrical and energy management systems. Operate and maintain all facility equipment and machinery. Plan work projects, prepare work schedules and outline work assignments and assemble appropriate resources. Meet with equipment sales persons to identify options available and prepare bid specification to match department needs. Keep necessary records of time, materials and accomplishment and order necessary material. Respond to concerns of the public.

Schedule all part time employees. Recognize and resolve employee conflicts and concerns. Meet with public, private groups or individuals regarding facility usage, concerns, and problems. Assist in supervision of all major events, communicate with key people, and provide information and advice to insure successful production.

### **Other Duties And Responsibilities**

Participates in committee meetings as needed. Participates in professional association leadership positions and committees. Operates machinery; performs janitorial and concession tasks; performs emergency repairs on equipment and physical structure. Performs other related duties as assigned by supervisor.

**Required Knowledge, Skills and Abilities**

Knowledge of various laws/rules/regulations/codes such as County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, State Board of Electricity, OSHA, ADA, City Safety Policy and local fire and building codes.

**MACHINES, TOOLS and EQUIPMENT USED:**

Knowledge of building maintenance including ability to understand heating, cooling, plumbing, electrical and structural matters. Knowledge of industrial refrigeration equipment for an indoor ice facility. Knowledge of food preparation and distribution. Knowledge of building, health and safety codes. Skill in operating various machines and equipment. Ability to direct and lead activities during public events. Ability to communicate with various groups and interested parties.

Machines, tools and equipment used: Zamboni ice resurfacer, ice edger, Snow blower and plow, Cushman ice painter and sprayer, mower, floor scrubber, Honeywell system controller and various hand tools including capentary, arc welder, metal lathe cutting torch.

**MINIMUM QULIFICATIONS**

High school degree or equivalent years of experience in arena maintenance.

Background in cooling and heating.

Background in mechanics

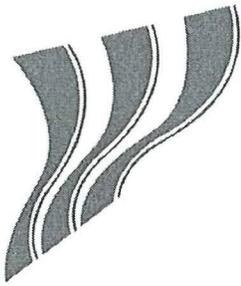
**PREFERRED QUALIFICATIONS**

Univerisal refrigerant handling license

Certified food handling License

**WORKING CONDITIONS**

Performs a variety of physical movements such as bending/stooping, pushing/pulling and twisting/turning. Operates a variety of equipment and machinery. Performs a variety of lifting with objects weighing over 150 pounds. Occasionally enters confined spaces and works at heights up to 30 feet. Experiences temperature extremes and must maintain balance while working on ice surface. Exposure to irritants/fumes hazardous chemicals, vibrations, infectious diseases, noise and electrical shock. Uses all types of vision, expect color, hearing and sense of touch.



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

**Agenda Item Number:** 5

**Meeting Date:** July 15, 2015

**Attachments:** \_\_\_ Yes  No

**CITY COUNCIL ACTION**

**Date:** July 20, 2015

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

**Originating Department:** City Administrator

**Agenda Item:** Consideration of Appraiser I & II Job Descriptions

**Recommended Action:** Motion to Amend Our Current Appraiser Job Descriptions to Reflect Industry Standards

**Background/Summary:**

AFCSME Union Stewards brought to my attention that our Appraiser job descriptions in the Assessing Department are listed as a Pay Range 6 Appraiser I and a Pay Range 5 Appraiser II. Our Appraiser job descriptions are not following MN Standards and it leads to confusion. Staff's recommendation is to change the Pay Range 6 job to be an Appraiser II and the Pay Range 5 job to be an Appraiser I and notify AFCSME of same.

**Alternatives:** Leave as is and deal with minor recruitment confusion

**Financial Considerations:** N/A

**Preparer:** City Administrator Interim

**Signature:**

**Comments:**



CITY OF WILLMAR  
333 SW 6<sup>th</sup> Street  
Box 755  
Willmar, MN 56201  
320-235-4915

# Memorandum

To: Kevin Halliday, Interim City Administrator

From: Sean Christensen, Public Works Director *SL*

Date: July 8, 2015

**RE: Department Staffing**



This is a follow up to an original letter dated April 3, 2015. I have included quite a bit of information on numerous positions. This information is the basis for my personnel proposal.

The position of Assistant City Engineer, or Assistant Public Works Director, is a unique position that requires an individual who is trained in the knowledge of modern principles, practices and techniques of civil engineering as applied to development, construction and maintenance of municipal engineering projects and Public Works facilities. I am requesting permission to fill the Assistant City Engineer, or Assistant Public Works Director, by the promotion of the Senior Technician. His 27 years with the City of Willmar Engineering Department, 7 years of which as the City's Senior Technician, have given him vast knowledge in all aspects of the essential functions of this position. He performs these duties on a daily basis and I am convinced he is the right person for this position. He also performed a number of engineering duties in the absence of a City Engineer.

The Engineering Department, with the appropriate staff, provides a full range of engineering services. The promotion of the Senior Technician will allow us to fill an entry-level Technician position while maintaining the integrity of the Engineering Department. Under the direct supervision of the Assistant City Engineer, or Public Works Director, the Technician will obtain and record all field information for the design and construction of projects, perform locates and set project control points, determine elevations and lay out and stake projects in the field. This position will aid in the inspection for compliance and assure quality control measures are followed for the Engineering Department.

The creation of the Environmental Specialist position for the City of Willmar is critical to our municipal Public Works organization due to the current and evolving environmental/regulatory climate in which we exist. The position will provide project management support primarily for water, wastewater and stormwater related projects and studies. Utilizing the Environmental Specialist will allow a more efficient and accurate delivery of projects and initiatives. The Environmental Specialist will reduce the dependence on consultants to a large degree for projects and environmental and regulatory support. This position will be instrumental in monitoring the ever-changing MS4 regulations and reporting requirements.

The Building Maintenance Supervisor, or similar title, is crucial to the daily operations and supervision of all City facilities. The position ensures the buildings are maintained in a safe, clean and



efficient manner by managing compliance with maintenance standards and ensuring necessary work is completed. The position also includes supervision of custodial staff; including planning of work projects and assembling appropriate resources. I am proposing an internal promotion to fill this position.

With the pending retirement of an Operator in the Public Works Department, I am requesting to hire two new entry level Operators prior to the end of the year. I would like one to start around September 1<sup>st</sup> and the other to start around November 1<sup>st</sup>. This is beneficial to have the individuals trained ahead of the winter snow season. This will also advance our succession planning as other Public Works Employees retire in the coming years.

Prior to December 2015, I am proposing the promotion of one of the Public Works Operators to a Parks Working Foreman. This will advance the maintenance of the City's 37 park areas and aid in promoting and administering the recently adopted parks plan. This new position will not necessarily prompt an additional employee hire but will be a natural progression within the Public Works Department.

## TENTATIVE TIMELINE

*This timeline is tentative. The final timeline will be set after the City Council's decision to proceed. Because of current workload, this timeline reflects a process that moves less rapidly than other searches conducted by DDA.*

Item	Task	Completion Date
<b>Decision by City Council to proceed with search</b>		June 29, 2015
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>• Meet individually with City Council members</li> <li>• Meet with Department Heads in a group session</li> <li>• Gather all pertinent background information</li> <li>• Gather salary information and review job description</li> </ul>	July 31, 2015
<b>Professional profile</b>	<ul style="list-style-type: none"> <li>• Develop position profile and advertisement</li> </ul>	August 10, 2015
<b>Approve position profile</b>	<ul style="list-style-type: none"> <li>• City Council approves profile, job description, salary range and hiring process</li> </ul>	August 17, 2015
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>• Post position immediately upon approval of profile</li> <li>• Comprehensively advertise</li> <li>• Email and phone calls to prospective candidates</li> </ul>	August 18 - September 16, 2015
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select semifinalists	September 17, 2015
<b>Initial interview by DDA</b>	DDA will conduct initial phone interviews of semifinalists	October 5, 2015
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>• City Council reviews semifinalists and selects finalists for interviews. If the Council prefers, DDA can select a short list of finalists to be interviewed by the Mayor, Council and Hiring Committee Members.</li> <li>• Notification of candidates not selected as finalists</li> </ul>	October 19, 2015
<b>Background check of all finalists selected for interviews</b>	<ul style="list-style-type: none"> <li>• Includes:                             <ul style="list-style-type: none"> <li>○ Criminal background: county, state, national</li> <li>○ Sex offender registry</li> <li>○ Social security number verification</li> <li>○ Employment and education verification</li> <li>○ Credit check</li> </ul> </li> </ul>	October 31, 2015
<b>References on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	October 31, 2015
<b>Personality index</b>	DDA will administer a work related personality index to all finalists	October 31, 2015
<b>Presentation of finalists</b>	DDA will present the Council information including: <ul style="list-style-type: none"> <li>• Summary of references</li> <li>• Results of background checks</li> <li>• Personality index report</li> <li>• Resume, etc.</li> </ul>	November 2, 2015
<b>Interviews</b>	<ul style="list-style-type: none"> <li>• It is recommended that interviews be at a special meeting</li> <li>• DDA will prepare all interview materials and be present at all interviews and other functions</li> </ul>	November 12 & 13, 2015
<b>Decision</b>	City Council will select candidate for offer	November 13, 2015
<b>Offer and agreement</b>	DDA will negotiate agreement with selected person	November 14, 2015
<b>Projected start date</b>	New City Administrator begins	December 14, 2015
<b>Follow up</b>	DDA will follow up periodically with the new Administrator	November, 2016

## PROCESS DETAILS

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### **Step 1: Information Gathering**

DDA will meet individually with each Council Member to gather information about City Administrator attributes, organizational goals and other priorities. We will also facilitate a group meeting with Department Heads to hear their input about candidate skills and abilities. At the same time, the job description will be reviewed and we will gather relevant comparative salary information for consideration by the Council.

### **Step 2: Development of Position Profile**

Based on the direction received from the City Council, DDA will develop a professional position profile that is customized to present the City of Willmar in the most positive manner and provide prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising.

### **Step 3: Advertisement and Recruitment**

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, and municipal associations in Iowa, Wisconsin, North Dakota and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, Hamline University and the University of Minnesota. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology.

### **Step 4: Initial Screening and Review**

DDA will complete a comprehensive analysis of every application received and determine semifinalists based on job related criteria. Gary will then conduct an initial phone or internet interview with the semifinalists and present an interview summary along with all application information to the City Council for selection of finalists to be interviewed. As an alternative, the Council may appoint a committee of Councilors, staff and others to conduct an initial interview and select finalists. DDA will facilitate the process completely. At this point, those not selected as finalists will be notified by DDA.

### **Step 5: Selection**

After the City Council selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of employment, verification of education, driver's license review, credit check and other items. Along with background checking all finalists, Gary will personally check employment references on each person.

Simultaneously, we will administer a work oriented personality index that assesses individual characteristics likely to influence work behaviors. This information can prove very helpful in determining the right fit for the City of Willmar.

Prior to the final interview, the City Council will receive a report including resumes, summary of initial interviews, background check results, reference information and a work personality report on each person.

Early in the search process, Gary will discuss possibilities for community involvement through a meet and greet event or other options, and if an event takes place, it will be coordinated with the final City Council interviews.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job.

**Step 6: Offer**

After interviews are complete, we will assist the City Council with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the City Council.

**Step 7: Follow Up**

If requested, DDA will assist the new Administrator in establishing position priorities with the City Council. In addition, we will make periodic contact with the new Administrator for at least the first year of employment.

**LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS**

<b>Entity</b>	<b>Type of Search</b>	<b>Entity</b>	<b>Type of Search</b>
City of Northfield, MN	Engineer/PW Dir.	City of Northfield, MN	Administrator
City of Cokato, MN	Administrator	Chippewa County, MN	Social Service Director
City of Cokato, MN	Clerk/Treasurer	Sherburne County, MN	Administrator
Steele County, MN	Administrator	City of Madison Lake, MN	Administrator
City of Howard Lake, MN	Administrator	City of Winsted, MN	Administrator

Please note that all but one of the individuals holding the positions listed above remain in their positions. None of these people have been terminated, but one recently took a position closer to their home. In addition to the specific references listed on the following page, the City of Willmar is encouraged to speak with any of the entities listed above.

Open administrator searches include: Winona County, the City of Little Falls and the City of Winsted. Searches for Jackson County and the City of Pequot Lakes will commence soon.

## REFERENCES

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### **Pete Zimmerman**

*Administrator Search, Organizational Planning*  
Mayor, City of Howard Lake  
Phone number: 952-457-4503  
Email: [pzimmerman@ci.orono.mn.us](mailto:pzimmerman@ci.orono.mn.us)

### **John Howard**

*Administrator Search*  
Council Member, City of Madison Lake  
Phone number: 507-243-3854  
Email: [john.howard.mlcouncil@gmail.com](mailto:john.howard.mlcouncil@gmail.com)

### **Nick Haggenmiller**

*Administrator Search, Engineer Search, Organizational Planning*  
Administrator, City of Northfield  
Phone number: 507-645-3009  
Email: [nick.haggenmiller@ci.northfield.mn.us](mailto:nick.haggenmiller@ci.northfield.mn.us)

### **Gordy Erickson**

*Administrator Search, City Clerk Search*  
Mayor, City of Cokato  
Phone number: 612-597-2030  
Email: [doreneerickson10@charter.net](mailto:doreneerickson10@charter.net)

### **Steve Stotko**

*Administrator Search*  
Mayor, City of Winsted  
Phone number: 320-485-2366  
Email: [stotko@winsted.mn.us](mailto:stotko@winsted.mn.us)

### **Dana Graham**

*Administrator Search, Engineer Search, Organizational Planning*  
Mayor, City of Northfield  
Phone number: 612-483-2570  
Email: [dana.graham@ci.northfield.mn.us](mailto:dana.graham@ci.northfield.mn.us)

## FEES

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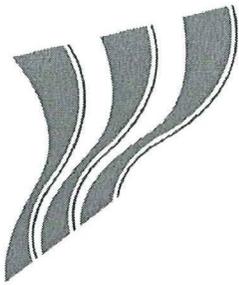
The fee for the search process is \$14,000. This all inclusive fee covers professional services and all expenses including travel, advertising, personality index, background checks on all finalists, etc.

This proposal represents a full service administrator search option. Other less comprehensive options are available should the Council decide some search components are not needed or can be performed by City employees.

## ASSURANCE

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If during the first 24 months of employment the newly hired Administrator leaves the organization, DDA will complete another search without cost to the City of Willmar.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 16

Meeting Date:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning & Development Services

Agenda Item: Consideration of vacation a portion of Western Interceptor Sewer right of way

Recommended Action: Staff recommends adoption of a resolution setting a public hearing for the August 3, 2015 Council meeting.

Background/Summary: Due to an error in the plat of the Industrial Park 4<sup>th</sup> Addition plat, the parcels of the western interceptor sewer right-of-way were not combined with the newly created lots. In order to have them be a part of the new lots, the parcels should be vacated and protected/retained with utility easements. The Planning Commission approved the vacation with the retention of a utility easement over the sewer parcels.

Alternatives: Leave the R-O-W in place.

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments:

RESOLUTION NO. \_\_\_\_

RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER  
VACATION OF A PORTION OF SEWER RIGHT-OF-WAY PARCELS

BE IT RESOLVED by the City Council of the City of Willmar that the Council conduct a public hearing at 7:00 p.m. on Monday, August 3, 2015, in the Council Chambers at the Municipal Utilities Commission Building, 700 Litchfield Ave. SW, Willmar, MN.

BE IT FURTHER RESOLVED that the purpose of the hearing will be to consider a sewer right-of-way vacation initiated by the City described as:

Parcels 9, 10, 11, 12, and 13, City of Willmar Western Interceptor Sewer Right-of-Way Plat No. 1, with retention of the said parcels as utility easement.

BE IT FURTHER RESOLVED that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Date this 20<sup>th</sup> day of July, 2015.

Marvin Calvin  
MAYOR

Attest:

Kevin Halliday  
CLERK TREASURER

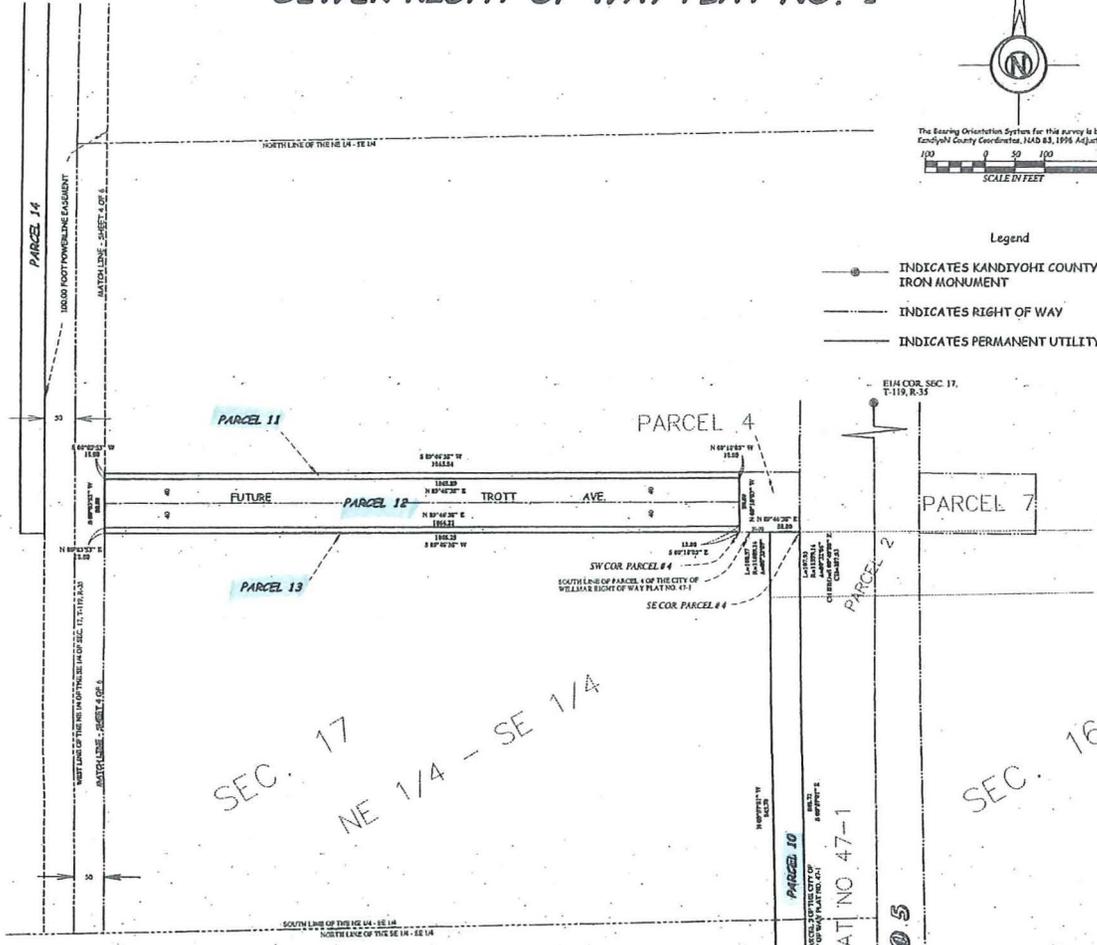
# CITY OF WILLMAR WESTERN INTERCEPTOR SEWER RIGHT OF WAY PLAT NO. 1



The Bearing Orientation System for this survey is based on Kandiyohi County Coordinates, NAD 83, 1996 Adjustment.  
100 0 50 100 200  
SCALE IN FEET

**Legend**

- INDICATES KANDIYOHI COUNTY CAST IRON MONUMENT
- INDICATES RIGHT OF WAY
- INDICATES PERMANENT UTILITY EASEMENT



SEC. 17  
NE 1/4 - SE 1/4

SEC. 16

SE 1/4 - SE 1/4

SW 1/4



VICINITY MAP  
NOT TO SCALE

PARCEL AREA INFORMATION				
OWNER	PROPERTY ID NO.	PARCEL NUMBER	PERMANENT EASEMENT AREA	ROW AREA
CITY OF WILLMAR	95-917-0590	9	35,538 SQ. FT. +/-	
CITY OF WILLMAR	95-917-0590	10	1,096 ACRES +/-	
CITY OF WILLMAR	95-917-0590	11	30,659 SQ. FT. +/-	
CITY OF WILLMAR	95-917-0590	12		1,958 ACRES +/-
CITY OF WILLMAR	95-917-0590	13	10,682 SQ. FT. +/-	

**S.T.H. NO. 40**