

**WILLMAR CITY COUNCIL MEETING
MONDAY, AUGUST 17, 2015, 7:00 P.M.
COUNCIL CHAMBERS, WILLMAR MUNICIPAL UTILITIES
700 WEST LITCHFIELD AVENUE, WILLMAR, MINNESOTA**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items:
Approve: A. City Council Minutes of August 3, 2015
 B. Willmar Municipal Utilities Minutes of August 10, 2015
 C. Planning Commission Minutes of August 12, 2014
 D. Mayoral Appointments:
 Charter Commission - Brad Hanson and Todd Engle
 E. Accounts Payable Report through August 12, 2015
Accept: F. Building Inspection Report for July, 2015
 G. CER Joint Powers Board Minutes of July 31, 2015
6. Items Removed from Consent Agenda
7. Scheduled Hearing:
7:01 p.m. – Amend Ordinance No. 1152 to Allow Windstream Office Closing
8. Willmar Fests Presentation – James Miller
9. David Drown Associates Presentation
10. Coalition of Greater Minnesota Cities Report of 2015 Legislative Session & Activities: Bradley Peterson
11. Open Forum
12. Finance Committee Report of August 10, 2015
Action Item: A. Possible Sale of Decommissioned Squad Cars
 B. Set Special Assessment Hearing for Unpaid Weed/Grass Mowing
 C. Set Special Assessment Hearing for Unpaid Garbage Removal
 D. Set Special Assessment Hearing for Unpaid Snow/Ice Removal
 E. Fire Department Verbal SCBA Order
13. Public Works/Safety Committee Report of August 11, 2015
Action Item: A. Agreement for Maintenance Work at Aquatic Center
 B. Consider Change Order No. 2 for Project No. 1405 – Industrial Park Project
14. Labor Relations Committee Report of August 12, 2015
Action Item: A. Revisions to Personnel Policy
15. Consideration of Willmar Regional Access Channels Policy Change
16. Consideration of Removing Engagement Agreement with Moss and Barnett from Table
17. Reschedule First Meeting in September Due to Labor Day

18. Consideration of Council Member Vacancy in Ward 4
19. Consideration of Preliminary Plat Cambridge Fourth Addition
20. Consideration of Ordinance for Sale of Land to Willmar Poultry Company
21. Consideration of Ordinance for Sale of Land to Habitat for Humanity
22. Announcement of Council Committee Meeting Dates
23. Adjourn

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

August 3, 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, Denis Anderson, Audrey Nelsen, and Tim Johnson; Present 8, Absent 0.

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

There were no additions or deletions to the agenda.

Council Member Anderson offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of July 20, Rice Memorial Hospital Board Minutes of July 15, Municipal Utilities Commission Minutes of July 27, Planning Commission Minutes of July 22, Accounts Payable Report through July 29, and the Housing and Redevelopment Authority Board Minutes of June 17, 2015. Council Member Ahmann seconded the motion, which carried.

At 7:01 p.m. Mayor Calvin opened the Hearing for the consideration of vacation of a portion of the Western Interceptor Right-of-Way. Planning and Development Director Bruce Peterson presented the vacation stating the reason is the City no longer needs this area identified as right-of-way as it will be included in the new plat. The utility easement over the parcels will be retained. There being no one present to speak for or against the ordinance, Mayor Calvin closed the hearing at 7:02 p.m.

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

RESOLUTION NO. 1

VACATING A PORTION OF SEWER RIGHT-OF-WAY VACATION

WHEREAS, the vacation of those portions of dedicated right-of-way parcels as described below was initiated by the City of Willmar:

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 a utility easement.

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 by 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 right-of-way parcels on August 3, 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 right-of-way parcels;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated right-of-way be, and hereby is, vacated.

BE IT FURTHER RESOLVED, that the above described portion of right-of-way be, and hereby is, retained as a utility easement.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after August 10, 2015.

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin recognized Jim Dokken, Council Member for Ward 4, for his 16 years of dedicated service to the City of Willmar and presented him with a commemorative plaque. He was commended for all his years of community service prior to becoming a Council Member in 1999. Mayor Calvin noted his service as a liaison to the Rice Hospital Board, Airport Commission and the Willmar Municipal Utilities Commission along with many other committees and being instrumental in Veterans' activities. Mr. Dokken thanked the Mayor and Council and stated "it's time to say goodbye."

Mayor Calvin acknowledged Bob Enos, 905 Trott Avenue SW, who had signed up to address the City Council during its scheduled Open Forum. Mr. Enos commented on a letter written by Jessica Rohloff representing the League of Women Voters strongly advocating that the replacement for Mr. Dokken on the Council come from a fair and open election from the members of Ward 4. He urged the same stating he heard one of the objections of having an open election was it is expensive. People should be allowed to govern themselves with free and open elections. Mr. Enos started to speak about his involvement in refugee resettlement in central Minnesota when his required time limit was called.

Jessica Rohloff, 3501 SE 15th Avenue, was acknowledged to speak by Mayor Calvin. She stated she was in attendance representing the League of Women Voters and spoke of the council seat vacancy being filled by election or appointment. She highly recommended the process of election and need for the people to be heard.

Council Member Fagerlie, liaison for Willmar Downtown Development, Inc., presented a Certificate of Commendation signed by Governor Dayton. The Willmar Downtown Development, Inc. received this honor because Willmar is the first City in Minnesota to be accredited nationwide for achievements in revitalizing the downtown. The other "firsts" included: Willmar being the first City in Minnesota to be designated, the first City to become accredited by the State of Minnesota and lastly the first outstate City in Minnesota to participate in the Preservation Alliance of Minnesota's Fix-It Program, which has allowed Willmar Downtown Development to purchase Historic 313 Fourth Street and renovate it as a regional local food hub to be opening the end of August. The award will hang in the Mayor's office.

Interim City Administrator Kevin Halliday informed the Council that the League of Minnesota Cities has selected Senator Lyle Koenen as one of the Legislators of Distinction for 2015. The League's Board recognized a total of 28 legislators this year including 17 House members and 11 Senate members for their actions and leadership on a wide variety of legislative issues of importance to cities across our state.

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

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

Item No. 2 Staff explained to the Committee that back in December, 2014, the Fire Chief at that time, Gary Hendrickson, discussed with and received approval from the City Administrator to verbally order 50 Self Contained Breathing Apparatuses with a commitment to purchase them in 2016. The SCBA's and Apparatuses were listed on the 2016 CIP for an estimated \$340,000. Staff noted that it is not common practice for the City to use a verbal order and that, per the City's auditor; there are no legal requirements to honor this order. Fire Chief Frank Hanson and Mayor Marv Calvin have been discussing this matter with the City attorney for any legal ramifications. Chief Hanson stated there are no grants available for the 2015/2016 Fiscal Year and, since Willmar's equipment is currently only one step behind the standard, the City will not be eligible for a grant until 2019. However, the useful life of SCBA's is 15 years and Willmar's equipment will reach that on April 1, 2016, Staff noted that the Council's options in this matter include 1) leaving it as a verbal order with the company assuming full liability, or 2) officially authorizing any or all of the purchase. This matter was for information only.

Item No. 3 Staff explained to the Committee that the 2015 CIP included \$60,000 for the purchase/replacement of the forklift at the Civic Center with a Bobcat Toolcat. The current forklift did not meet OSHA standards for indoor use and was recommended for replacement after a safety walk through of the Civic Center. The Toolcat is an OSHA-approved multi-use machine with forks, snow blower, and mowing attachments, making it more versatile for various tasks. The total purchase price for the new Toolcat is \$67,769.24 from Farm-Rite Equipment, Inc. Staff is requesting \$7,769.24 of unused funds from the purchase of four Kubota mowers be re-allocated for this expenditure. It was noted that this item has already been ordered and received but that it had not been brought to the Committee for approval until now. The Council's policy is that staff is to bring any item on the CIP Budget that is over \$10,000 to the Committee for approval. Staff was directed to review this policy to ensure this issue does not recur.

The Committee was recommending the Council approve the purchase of the Bobcat Toolcat from Farm-Rite Equipment, Inc., in the amount of \$67,769.24 and to re-allocate \$7,769 from the purchase of four Kubota mowers to cover the actual cost for the Toolcat over the 2015 CIP Budget amount.

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

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to approve the purchase of a Bobcat Toolcat in the amount of \$67,769.24 and to authorize the Finance Director to reallocate \$7,769 in excess funds from the 2015 Capital Improvement Program Budget for the purchase of four Kubota mowers to the purchase of this Bobcat Toolcat as follows:

Decrease:	2015 Capital Outlay/Public Works/4 Kubota Mowers	\$ 7,769
Increase:	2015 Capital Outlay/Civic Center/Bobcat Toolcat	\$ 7,769

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 The Committee received the following reports: 06/30/15 Cash/Investment Portfolio Report; 06/30/15 Quarterly Investment Activity Report; 06/30/15 Quarterly Interest/Dividends Report; 06/30/15 Ten-Year Historical Quarterly Investments Balances; 06/30/15 Ten-Year Historical Quarterly Interest/Dividends; and 06/30/15 Quarterly Rice Trust Report. This matter was taken for information only.

Item No. 5 Council Members noted that the CIP information they recently received is only for 2016 and were wondering about the other four years since it is a five-year plan. Staff explained that the first year (2016) has been ranked and will be included on the 2016 budget. The remaining four years are estimates only but have not yet been ranked. Both Chair Anderson and Mayor Calvin stated the remaining four years' estimates need to be ranked before the final 2016 Mayor's Proposed Budget is presented. This was received by the Council for information only.

The Finance Committee Report for July 27, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for July 28, 2015 was presented to the Mayor and Council by Council Member Christianson. There were eight items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Police Chief Jim Felt noted the jail census for July 28, 2015 was 170; 97 inmates from the Department of Corrections, 72 inmates from Kandiyohi County, 1 inmate from Swift County. The calls for service for the previous two weeks totaled 943. The majority of the calls were for traffic stops, followed by public assists and thefts. The total calls for service so far this year is approximately 15 days ahead of 2014 at this date. The committee discussed the recent criminal activity of thefts from unlocked cars and garages and the Neighborhood Watch program. Two conditional offers have been made to fill the vacant Officer positions, with the candidates scheduled to complete physicals and psychological evaluations. The department received a total of 39 applications for the vacancies, which is a lower number than usual, but the applications were all of good quality.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 18, and included several fire calls, vehicle accidents, severe weather watches and natural gas leaks. The total calls for service so far this year is 189, 32 calls above last year. The department continues the hiring process of Fire Fighters, with 18 applicants scheduled for a written test. Of the applicants, 5 will be hired at this time with an additional 5 to be hired in the fall to achieve the goal of a total of 40 Fire Fighters.

The Committee discussed National Night Out, scheduled for August 4th and having the Council's support for the Neighborhood Watch program to encourage people to get involved. A suggestion was offered to have Ward meetings with a possible presentation by LeeAnn Nelson of the program.

Item No. 3 Staff brought forth, for approval, the authorization to apply with the Wal-Mart Foundation for a \$1,000 grant for the DARE Program. If approved, the grant funds would be used for instructor training and development, as well as curriculum materials for students.

It was the Committee's recommendation to the Council to approve the Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant for the DARE Program and if awarded, accept the grant as requested.

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

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Police Department for, and the acceptance of, a Wal-Mart Foundation's Grant for the DARE program.

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Staff presented, for approval, the authorization to apply with the Wal-Mart Foundation for a \$1,000 grant for the Shop with a Cop event. Officers volunteer their time to assist an underprivileged child in shopping for holiday gifts for the child's family using Wal-Mart gift cards. The children are identified as having a need for this program to the department from Family Services or school counselors.

The Committee recommended the Council approve the Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant for the Shop with a Cop event and if awarded, accept the grant as requested.

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

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the Willmar Police Department for, and the acceptance of, a Wal-Mart Foundation's Grant for the Shop with a Cop program.

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the purchase of one 2015 John Deere 624K loader with snow pusher from RDO Equipment through State Contract #90751 in the amount of \$128,356.00. \$222,000.00 was included in the 2015 CIP for the purchase and the current unit, a 2000 John Deere 624H loader, is showing signs of age in the bearings, hydraulics and transmission as well as rusting issues. The loader will be traded in and the purchase price reflects the trade in value of \$54,300.00. The Committee discussed the option of keeping the existing loader and the cost comparison of repairs versus purchasing a new loader. The new unit will have the ability to utilize existing attachments such as a bucket and forks and will be used for snow removal of larger areas such as the parking lot at the Civic Center and Community Center.

The Committee was recommending the Council approve the purchase and replacement of a front end loader with snow pusher from RDO Equipment through State Contract #90751 in the amount of \$128,356.00.

Resolution No. 5 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. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one 2015 John Deere 624K loader with snow pusher is accepted through State Contract #90751, 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 RDO Equipment Company for the terms and consideration of the contract in the amount of \$128,356.00.

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the purchase of agrilime from Bryan Rock Products, Inc. in the amount of \$24,395 and miscellaneous expenses totaling \$2,000 for parts and rental equipment to complete the Swansson Field drainage and warning track rehab project. \$50,000 was allocated in the 2015 CIP to rehab the warning tracks of all five fields at North Swansson along with fixing drainage on the Orange Baseball Field.

It was the recommendation of the Committee to approve the purchase of agrilime from Bryan Rock Products, Inc. in the amount of \$24,395 and miscellaneous expenses from the Public Works Department in the amount of \$2,000 for the Swansson Field drainage and warning track rehabilitation.

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

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of agrilime from Bryan Rock Products, Inc. of Shakopee, MN for the Swansson field drainage and warning track rehab project in the amount of \$24,395.00 and the purchase of miscellaneous supplies and equipment by the Public Works Department in the estimated amount of \$2,000 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 \$26,395.00.

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, the recommendation of the Water View project by Duininck, Inc. to re-plat their design to align Lakeland Drive to 28th Avenue with a "T" intersection at 24th Avenue and for the City to participate in project financing to the extent Council recognizes benefit to the greater community. Discussion included the difficulty in recommending a specific dollar amount of funding as the benefit to the City of any commercial/industrial project is unknown. Concerns were noted that businesses along 19th Avenue would be affected and the safety issue of children crossing 19th Avenue as they walk to school. The Committee discussed the concept of assessing the school for a portion of the project if the area is chosen to build the new elementary school and if there was anything similar done when the high school was built.

The Committee recommended to the Council the alignment of Lakeland Drive to 28th Avenue with a "T" intersection at 24th Avenue SE and for the City to participate in project financing to the extent the Council recognizes the benefit to the greater community. Council Member Christianson moved the recommendation of the Committee. Council Member Ahmann seconded the motion, which carried.

Item No. 8 Miscellaneous Information (Information)

The Committee discussed potential stormwater pond locations and the possibility of using a stormwater utility fee in the future to fund potential solutions. The Yellow Bike Program was discussed, and the procedure by which the bikes are collected and returned to their appropriate stations.

Council Member Ahmann requested updates on stormwater improvements.

The Public Works/Safety Committee Report for July 28, 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 Nelsen, and carried.

The Labor Relations Committee Report for July 29, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies. The meeting was closed at 4:22 p.m.

Labor Attorney Frank Madden was present to discuss labor negotiation strategies with the Committee.

The meeting was reopened at 5:22 p.m. on a motion by Council Member Christianson, seconded by Council Member Anderson.

It was at this time that Labor Attorney Frank Madden left the meeting and the other individuals joined the meeting.

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

Item No. 2 Council Member Ahmann addressed the next three items on the agenda that were tabled by the Labor Relations Committee at the April 29, 2015 meeting. These included the review of three position classifications within the City (Accounting Supervisor, Administrative Assistant to the Police Department and Administrative Assistant to the City Administrator). He stated that it has been decided at this time, due to the Bureau of Mediation Services Unit Determination, that these items will not be removed from the table until the election is completed after August 18, 2015. He expressed that the Council is trying to be amiable about the situation, yet at this time they have been advised by the Labor Attorney not to discuss the position classifications. This was received for information only by the Council.

Item No. 3 Interim City Administrator Kevin Halliday presented a revised Memorandum of Agreement (MOA) between the City and the AFSCME General Unit for setting up a Health Care Savings Plan. He explained the language in the MOA was not acceptable to the Minnesota State Retirement Systems and their Finance Director was unable to establish the program on the City's behalf. Labor Attorney Frank Madden worked in conjunction with the MSRS office and AFSCME representative to prepare this revised agreement which should establish the health care savings account and is presented in the form of an MOA. Staff recommended the Council approve the MOA as drafted. The Committee was recommending the Council approve the MOA and direct Labor Attorney Frank Madden to present the document to the MSRS. Council Member Ahmann moved the recommendation of the Committee. Council Member Anderson seconded the motion which carried.

Item No. 4 Interim City Administrator Kevin Halliday stated there are three actions from this item. He informed the Council that pursuant to the Personnel Policy it is a requirement that the City Administrator get final approval to grant "permanent status" to any employee. He would recommend granting full-time status to the two Policer Officers who recently completed their probationary period, but the League of Minnesota Cities has long advised the City to remove the word "permanent" from its policy.

The first staff recommendation is to grant the two officers full-time status. He then requested the Council amend the Personnel Policy removing the word "permanent" in several areas and allow the granting of full-time status upon completion of probationary periods by the City Administrator.

The Committee was recommending to the Council to grant Officers' Liebl and Vazquez full-time status with the City of Willmar. Council Member Ahmann moved to accept the recommendation of the Committee. Council Member Christianson seconded the motion, which carried.

The Committee also made the recommendation to the Council to direct staff to make changes as presented to the Personnel Policy in legislative print to be brought to the Labor Relations Committee at a future meeting. Council Member Ahmann made the motion as recommended by the Committee to make the proposed changes and bring them back to Committee. Council Member Anderson seconded the motion, which carried.

The Labor Relations Committee Report for July 29, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

The Community Development Committee/Full Council Report for July 30, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were six items for consideration

Item No. 1 There were no public comments.

Item No. 3 The full Council was present to initiate discussion of the capital improvements programming process. Mayor Calvin introduced the subject and explained how the capital improvements budget fits into the overall City budget. Steve Okins, Finance Director, presented a PowerPoint outlining the capital improvements planning process. Mr. Okins noted that a staff committee reviewed, scored, and ranked all requests using six criteria. The primary sources of funding for the capital improvements program are bonding, cash (general revenues), special revenue, and State/Federal aid. Mr. Okins noted that there was approximately \$900,000 carryover from the 2014 budget that can be used for the CIP. Additional dollars will come from other unspent capital projects. The areas of focus for 2016 are pavement management, municipal facilities, vehicle replacement, storm/surface water management, and the community parks plan. Planning and Development Services Director Peterson presented a spreadsheet showing departmental requests for 2016, as scored and ranked by the staff committee. The Council raised a number of questions about projects and funding sources. Mayor Calvin requested that the Council Members review the CIP budget information in Dropbox as updates are made available. The CIP budget proposals were received for information only.

Item No. 3 Steve Renquist, EDC Director, provided an update on EDC activities. He reviewed development statistics from the last 10 years, such as retail spending, employment, and weekly payroll, that all demonstrate the growth of the area economy. He said the biggest projects to deal with in the near future will be the Willmar Wye rail project, and the industrial park expansion. He said it was a good opportunity to bring rail service into the west end of the new industrial park. He did express concern that the City has priced the industrial land too high. Mr. Renquist praised the land write-down policy as one means of reducing the cost of industrial park land. He emphasized the importance of the turkey industry to not just Kandiyohi County, but to the entire region. He said that the EDC was pushing the U of M for a turkey research facility and noted the expansion of activity at the avian lab located at the Mid Central Research and Outreach Center. He concluded by saying that the City and County need to grow their way to prosperity, rather than save their way to prosperity. Because the JOBZ program is shutting down statewide, a number of local companies will be

losing some property tax benefits. Mr. Renquist urged the Council to consider other means of assisting the local companies as those benefits expire. He concluded his presentation by stating that he would make the EDC five- year plan available to the Council as an electronic document. This was received by the Council for information only.

Item No. 4 Staff presented a request by Habitat for Humanity that the City gift to them a lot described as Lot 1, Block 2, Pleasant View 4th Addition. This is property that the City received as a gift a number of years ago and has since improved with utilities and streets. Joline Hovland from Habitat was present to answer questions such as the number of homes they have completed in Willmar (over 10) and how many homes have come back to Habitat because the purchasers couldn't perform on the mortgages (approximately 3). Ms. Hovland said that Habitat currently needs a lot for a 5-6 bedroom home and the lot they have on North 7th Street is too large for the house they need to build. The property is valued at \$6,300 and there is approximately \$9,600 in special assessments against the property. Ms. Hovland stated that Habitat would be willing to take on the assessments as those would be passed onto the buyer and be payable over a 10-year period.

It was the recommendation of the Committee to the Council that the City sell the lot for \$1.00 with the buyer paying the assessments. Council Member Fagerlie made a motion following the Committee's recommendation for sale of the lot for \$1.00 and the buyer paying assessments. Council Member Nelsen seconded the motion, which carried.

Item No. 5. Staff presented a proposal by a local company to purchase approximately 4.8 acres of land at the Waste Water Treatment Facility site to develop an ag/industrial use. The Council had previously given preliminary approval to the concept and directed staff to negotiate an agreement. That has been done. The offer on the table is consistent with an appraisal of the land as ordered by the City. The offer is for the sale of 4.8 acres in the amount of \$54,000 dollars. This price represents the value of the land as Ag land, with a premium added due to its accessibility to municipal sewer. The Committee discussed the nature of the business and concluded that it would be a good fit at that site due to the fact that it does generate some truck traffic and odors. It was noted that the volume and strength of discharge to the sewer system would be very minimal.

The Committee recommendation to the Council was that the City proceed with the sale of the property, that the buyer survey the property and provide a legal description to the City for the purpose of Ordinance adoption, and that staff pursue the drafting of a development agreement to govern the activities of the buyer with respect to site development and sewer construction. Council Member Fagerlie moved the recommendation of the Committee. Council Member Anderson seconded the motion, which carried.

Council Member Ahmann questioned what the volume and strength of discharge to the sewer system would be. Planning and Development Director Bruce Peterson responded that the information that was given to him was approximately 9,800 gallons per month which appears to be very minimal from a treatment standpoint.

Item No. 7. Old Business

Staff provided an update on the clean-up efforts at 944 Olaf Avenue Northwest.

The Community Development Committee Report for July 30, 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.

Interim City Administrator Kevin Halliday explained that due to the recent Council Member vacancy in Ward 4, the Council needs to assign another Council Member to both the Finance and Labor Relations Committees, as well as a liaison to both the Airport Commission and Municipal Utilities Commission. It was the Council's direction to keep representation from each ward on the Finance and Labor Relations Committee

by appointing Council Member Nelsen from the 4th Ward. Council Member Plowman offered to be the liaison to the Airport Commission and step up from alternate for Willmar Municipal Utilities Commission until such time as a new appointment can be made. He stated if there is a conflict with attending the meeting, some other member of the Council or the Mayor would be contacted to attend in his absence.

Resolution No. 7 was introduced by Council Member Ahmann, seconded by Council Member Anderson, 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, Minnesota, that the 2015 through 2016 Amended Committee and Council Liaison appointments for members of the Council shall be provided in the list of appointments as follows:

- | | | |
|---------------------------------|-----------------------|--|
| Labor Relations Committee: | Chair: | Ahmann
Nelsen
Christianson
Anderson |
| Finance Committee: | Chair:
Vice Chair: | Anderson
Johnson
Fagerlie
Nelsen |
| Airport Commission: | | Plowman |
| Municipal Utilities Commission: | | Plowman
Alternate: Unlisted |

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Interim City Administrator Kevin Halliday summarized the options available by City Charter for filling the Council Member vacancy in Ward 4. Two choices were discussed, that being to fill the vacancy by appointment, or hold a special election in roughly 90 days of the vacancy. In the case of a special election no primary will be held, the candidate receiving the highest number of votes is elected. If the election option is chosen, the M-100 precinct counters and the Automark handicap assist machines must be programmed. Also an Absentee Ballot Board must be established, as well as the customary costs incurred for election judges in the three precincts of Ward Four at an approximate cost of \$6,200. Mr. Halliday clarified that the deadline to make a decision on filling the Council seat is September 5th allowing one more Council meeting prior to the deadline. The question was raised as to the time allotment needed by staff to complete a special election and clarification was given by City Attorney Robert Scott stating the City has 90 days from their decision to hold a special election. It was the consensus of the Council to allow time to receive input from the public. This was received for information by the Council.

Planning and Development Services Director Bruce Peterson presented for Council consideration the final plat for an addition named Free 35 Foot Addition which is a four lot replat of three existing parcels and a portion of a vacated street in Pleasant View 3rd Addition (Pleasant View Drive SE) by Steve Woehler of Willmar. The lots would be for single-family home development and the plat has been approved by the

Planning Commission. Council Member Fagerlie made a motion to approve the final plat for Free 35 Foot Addition. Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson brought forth a request for reapportionment of special assessments which is concurrent with the filing of the final plat of Free 35 Foot Addition. In replating the three lots into four, Mr. Woehler has asked that the existing assessments be reapportioned equally to the four lots being created. This was a condition of the Planning Commission's approval of the subdivision and is a recommendation of staff.

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

RESOLUTION NO. 7

WHEREAS, a request for reapportionment of special assessments has been filed with the City of Willmar, said request being signed by all the parties having an interest in the following-described property:

Lots 3, 4, & 5, AND that part of vacated 13th St SE, Pleasant View Third Addition.

Parcel No. 95-672-0230, 95-672-0240, and 95-672-0250

to wit: Steven C. Woehler

WHEREAS, the above have waived notice of hearing on said reapportionment; and

WHEREAS, The City Council of the City of Willmar is in agreement that the special assessments totaling \$24,106.38 placed against the above-described parcel be hereby reapportioned as herein described:

<u>Parcel No.</u>	<u>Legal Description</u>	<u>Amount</u>
95-232-0100	Lot 1, Block One, Free 35 Foot Addition	\$6,476.34
95-232-0110	Lot 2, Block One, Free 35 Foot Addition	\$5,576.85
95-232-0120	Lot 3, Block One, Free 35 Foot Addition	\$6,476.34
95-232-0130	Lot 4, Block One, Free 35 Foot Addition	\$5,576.85

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willmar, pursuant to the request of the above that the special assessments on the above-described property be and they hereby are reapportioned as provided in the request of the above named, and BE IT FURTHER RESOLVED that the reapportionment be recorded in the records of the City of Willmar and the Kandiyohi County Auditor effective for taxes and assessments due and payable on tax statements issued in the year 2016 and thereafter.

Dated this 3rd day of August, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Interim City Administrator Kevin Halliday stated that subsequent to Council action at the July 20, 2015 meeting in which consideration was given to the closing of the Windstream office and direction given for staff to amend Ordinance No. 1152, the amended ordinance was presented for consideration. Staff's recommendation was to set a public hearing for August 17, 2015 to consider the ordinance amendment allowing for the closure. Council Member Christianson made a motion to set the public hearing for 7:01 p.m. on August 17, 2015. Council Member Fagerlie seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, August 10; Public Works/Safety, 4:45 p.m. at City Hall, August 11; Labor Relations, 4:45 p.m. at City Hall, August 12, 2015.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:19 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
AUGUST 10, 2015

The Municipal Utilities Commission met in its regular meeting on Monday, August 10, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak Mahboub. Absent were Commissioners Matt Schrupp and Dan Holtz.

Others present at the meeting were: General Manager Wesley Hompe, 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), Mayor Marv Calvin, WC Tribune Journalist David Little, State Representative Dave Baker, and WPD Sergeant Mike Jahnke.

Due to the absence of Commissioners Schrupp (President) and Holtz (Vice President), Acting President Laumer opened the meeting by appointing Commissioner Gimse to serve as Acting Secretary. Following the appointment, Commissioner Laumer requested a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Gimse seconded.

RESOLUTION NO. 32

“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 July 27, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143870 to No. 143962 inclusive in the amount of \$226,311.43 with a MISO credit in the amount of \$41,948.63, and a Westmoreland Resources (coal) payment in the about of \$82,449.90.

Dated this 10th day of August, 2015.

Acting President

ATTEST:

Acting Secretary

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

Commissioner Laumer introduced Representative Dave Baker who was in attendance to present a recap of his freshman year serving on the MN House of Representatives. Along with his regular legislative duties, Rep. Baker's committee service assignments included: 1) Vice-Chair of the Job Growth & Energy Committee; 2) Aging & Long-Term Care Committee; and, 3) Health & Human Services Reform Committee. Among the issues Rep. Baker (former WMU Commissioner) touched on were: 1) clean energy & water plans including EPA's regulations & guidelines; 2) renewable energy (i.e. net metering reform); 3) expansion of broadband in greater Minnesota; 4) Propane Relief Act; and, 5) local response to the recent avian flu outbreak. Following discussion, the

Commissioners and Staff expressed their appreciation to Rep. Baker for his time and effort spent in reviewing a number of issues effecting Willmar and the electric and water industry.

At this time, a number of utility-related reports were presented to the Commission for discussion and review by Staff. These informational reports and analyses included:

1. May 2015 Financial Statements & Report (General Manager Hompe)
2. May 31, 2015 Investment Report (General Manager Hompe)
3. July 2015 Wind Turbine Report (Power Production Supervisor Folkedahl)

General Manager Hompe informed the Commission that the annual Public Power Week has been set for October 4-10. It was noted that the Commission would like to continue to hold an Open House during the Public Power Week as in previous years. Following discussion, Commissioner Gimse offered a resolution designating October 4-10, 2015 as the 29th Annual Public Power Week with an Open House to be held on Tuesday, October 6th (Willmar Civic Center). Commissioner Nagel seconded.

RESOLUTION NO. 33

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

At the recent 2015 Strategic Planning Session (July 22nd), Staff had recommended to the Commission that consideration be given to modify the current WMU Mission Statement. The intention was to simplify the statement while emphasizing the attributes of the WMU. Four alternative mission statements were presented. Due to the absence of a full Commission, it was the consensus of the Commissioners to table the topic and review the options at a later date.

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

- MMUA Annual Summer Conference (Breezy Point) – August 17th-19th
- WMU/IBEW Labor Negotiating Session (2nd) – Thurs., Sept. 3rd @ 9:00 a.m.
- WMU/IBEW Labor Negotiating Session (3rd) – Thurs., Oct. 8th @ 9:00 a.m.

General Manager Hompe informed the Commission that immediately following the regular meeting, Willmar Police Dept. Sergeant Mike Jahnke would be conducting a workplace violence training session for Commissioners and Staff. The main objective was to advise and inform on responses and actions concerning an active shooter event.

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

Beth Mattheisen
Administrative Secretary

ATTEST:

Joe Gimse, Acting Secretary

RESOLUTION NO. 33

**2015 PUBLIC POWER WEEK
IN APPRECIATION OF WILLMAR MUNICIPAL UTILITIES,
OUR HOMETOWN ELECTRIC UTILITY**

WHEREAS, we, the citizens of Willmar, place high value on local control over community services and therefore have chosen to operate a community-owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, Willmar Municipal Utilities is committed to investing in the future energy needs of its customers with clean, affordable, and renewable energy sources; and

WHEREAS, Willmar Municipal Utilities provides our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, Willmar Municipal Utilities is a valuable community asset that contributes substantially to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, problems with the deregulation of the electric utility industry have renewed public interest in and appreciation for the concept of locally controlled, community-owned public power systems; and

WHEREAS, Willmar Municipal Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place in which to work and live;

NOW, THEREFORE BE IT RESOLVED, that Willmar Municipal Utilities will continue work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since 1895, the year when the utility was created to serve all the citizens of Willmar; and

BE IT FURTHER RESOLVED, that the week of October 4-10, be designated the 29th annual Public Power Week in order to honor Willmar Municipal Utilities for its contributions to the community and to make its consumer-owners, policy makers, and employees more aware of its overall contributions to their well-being; and

BE IT FURTHER RESOLVED, that our community joins hands with more than 2,000 other public power systems in the United States that through local, community-ownership ensure cost-cutting service for electricity customers.

Dated this 10th day of August, 2015.

Acting President

ATTEST:

Acting Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 12, 2015**

MINUTES

1. The Willmar Planning Commission met on Wednesday, August 12, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

Members Present: Andrew Engan, Scott Thaden, Gary Geiger, Randy Czarnetzki, Aaron Larson, Steve Gardner, and Rolf Standfuss.

Members Absent: Bob Poe, and Margret Fleck.

Others Present: Dustin Koosman, and Megan DeSchepper-Planner.

2. MINUTES: The minutes of the July 22, 2015 meeting were approved as submitted.
3. CAMBRIDGE FOURTH ADDITION PRELIMINARY PLAT- FILE NO. 15-03: The public hearing opened at 7:03 p.m. Dustin Koosman, of Koosman Construction, Willmar, MN, presented the preliminary plat of a 16 lot single family home development which is a replat of property legally described as follows: Lots 1-11 and Lots 16-22, Block 2, TerraPlane Estates. The property is zoned R-4 (Medium Density Multiple Family). Single family homes are not permitted in an R-4. Koosman Construction has applied for a rezone of the property to R-3 (Low Density Multiple Family) and the hearing is set for the next Planning Commission meeting. The applicant has also applied for a conditional use permit for a planned unit development amendment (to be reviewed at the next meeting in August). As the street is private it shall be governed by declarations and private covenants for access, utilities, and shared common area.

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

Staff explained that the private development was laid out for four plexes and three plexes, so the water, sewer, and electric services will likely have to be moved and relocated to align properly for single family homes. These relocations will be solely at the developer's expense.

The Commission discussed drainage in the area. Mr. Koosman said that in the past during major rain events they have had some flooding issues by the pond to the west and some of their other rental units were affected.

With no comments from the public, the hearing was closed 7:20 p.m.

- A. Mr. Thaden made a motion, seconded by Mr. Larson, to approve the preliminary plat with the following conditions: The property shall be properly zoned for single family home development prior to final plat signatures.

- B. The conditional use permit for the planned unit development shall be completed and declarations/covenants submitted and approved by Staff to ensure access and common areas prior to final plat signatures and recorded with the final plat.
- C. 5' utility easements shall be added to all rear and side lots lines.
- D. Each home shall have its own separate water shut off valve.
- E. All utility relocation costs shall be at the cost of the developer.
- F. Plans shall be submitted to the Engineering Department verifying sewer service to each lot prior to final plat signatures.
- G. Stormwater detention plans including calculations shall be submitted for review and approval by the Engineering Department prior to final plat signatures.
- H. "No parking" signs shall be installed on the private street prior to final plat signatures.

The Commission talked about the zoning in the area, and it was noted the rezone application would be considered at an upcoming meeting. There was concern about the existing GB (General Business) property directly to the north. Possible use conflicts of high commercial uses abutting residential was discussed. Staff noted it's currently zoned that way and an R-4 (dense residential) next to a GB is not uncommon.

The motion carried, with Mr. Czarnetzki voting no.

4. KINNEY/SMOLINSKY COMMERCIAL CATERING KITCHEN CONDITIONAL USE PERMIT FILE NO. 15-04: The public hearing opened at 7:25 p.m. Staff presented the conditional use permit application for a commercial catering kitchen on behalf of Greta Smolinsky and Michael Kinney, Willmar, MN on property legally described as follows: Lot 3, Block 53, Original Townsite of Willmar (408 7th St. SW). Staff explained that the property is zoned LB (Limited Business) and that the applicants have operated a law office out of the property and reside there. They now wish to operate a catering business and remodel the kitchen into a commercial grade kitchen. If any exterior changes would occur at the home, it would be in keeping with the existing materials and architecture of the home.

No one appeared to speak for or against the request and the public hearing was closed at 7:30 p.m.

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

The Commission talked about parking, onsite traffic, and delivery routes to the property. As 7th St. SW is a truck route and the driveway is not overly wide, deliveries will likely be wheeled up to the property from the road. It was questioned if there was a shared parking/access agreement with the property to the north, as the pavement between the two properties goes over the lot line. It was a consensus of the Commission that because most catering businesses deliver their product to the site of events, traffic and parking needs should be minimal.

- A. Mr. Gardner made a motion, seconded by Mr. Standfuss, to approve the conditional use permit with the following condition: The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.E.3.a.1-7.

The motion carried.

- 5. With no further business to come before the Commission, the meeting adjourned at 7:37 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION- AUGUST 12, 2015

STAFF COMMENTS

1. KINNEY/SMOLINSKY COMMERCIAL CATERING KITCHEN CONDITIONAL USE PERMIT FILE NO. 15-04:

- The applicants are Greta Smolnisky and Michael Kinney, Willmar, MN.
- The applicants are requesting to operate a commercial catering kitchen on property legally described as Lot 3, Block 53, Original Townsite of Willmar (408 7th St. SW).
- The property is zoned LB- Limited Business. Restaurants are permitted in the LB with a conditional use permit; this is a commercial grade kitchen catering business.
- The applicant has operated a law office out of the property in the past and also resides at the property.
- All changes to the structure would occur within the home to make the kitchen legal for commercial purposes. Any addition or exterior changes would be in keeping with the existing architecture of the building.
- Zoning to the North is Limited Business, East is Central Business District, South and West is residential.
- Traffic would consist of food service deliveries, employees? Parking available for # of cars, shared agreement to the north?

RECOMMENDATION: Approve the conditional use permit with the following conditions:

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

2. CAMBRIDGE FOURTH ADDITION PRELIMINARY PLAT- FILE NO. 15-03:

- The applicant is Koosman Construction, Willmar, MN.
- The applicant is requesting a replat of property creating 16 single family homes on property legally described as follows: Lots 1-11 and Lots 16-22, Block 2, TerraPlane Estates.
- The property is currently zoned R-4 (Medium Density Multiple Family Residential).
- The applicant proposes restructuring the lots to allow for single family home construction, the property shall be rezoned as single family homes are not permitted in the R-4 district.
- The property is accessed via 25th St. SE and the private ring road of 2nd Ave. SE, Terraplane Dr. SE, and 3rd Ave. SE. (Outlot A).
- The development requires a conditional use permit planned unit development amendment to include the newly created lots to ensure they will all have access and common area privileges (via Outlot A) etc. and due to the reduced lot area and widths.
- Planned unit developments with private streets allow for reduced setbacks, however the property lines that abut other properties or the public street must meet Zoning Ordinance setbacks. Proposed Lot 9 side setback shall be 10', Lot 16, side setback shall be 10', 30' front yard setback for Lots 15 and 16, and 30' side yard setback for lot 14.

Assessing Comments: Replat of parcels 95-803-0200, 0210, 0230, 0240, 0250, 0260, 0270, 0280, 0290, 0300, 0350, 0360, 0370, 0380, 0390, 0400, 0410. The area being replatted is part of a PUD and therefore covered by Articles & Declarations for the common area which includes the street. This would need to be addressed in the new plat so that access and other common area issues would not create problems in the future. For reference, I have attached copies of the first page of the documents recorded for Cambridge Third Addition that addressed some of the same issues.

Willmar Municipal Utilities Comments: Electricity is available, but install needed. Developer will be responsible for cost of relocation. Each home will need its own water shut off valve. Private utility relocation costs will be at the developer's expense. Add 5' utility easement to all rear and side lot lines.

Fire Chief/Marshal Comments: Fire Hydrants are ok. 2nd Ave. SE, 3rd Ave. SE, and Terraplane Dr. are only 30' streets, "no parking" signs shall be added to the private street by the developer.

Engineering/Public Works Comments: All streets are private except for 25th St. SE. The sanitary sewer is a private system. Not all lots have service lines or are adjacent to sewer. How do they plan on servicing those lots, plans shall be submitted prior to final plat approval verifying access to the private sewer for all homes. This area is subject to high water levels during storm events. Because of additional impervious surfaces being constructed, storm water detention will be required. Calculations shall be submitted for review of pre and post construction runoff rates.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. The property shall be properly zoned for single family home development prior to final plat signatures.
- B. The conditional use permit for the planned unit development shall be completed and declarations/covenants submitted and approved by Staff to ensure access and common areas prior to final plat signatures and recorded with the final plat.
- C. 5' utility easements shall be added to all rear and side lots lines.
- D. Each home shall have its own separate water shut off valve.
- E. All utility relocation costs shall be at the cost of the developer.
- F. Plans shall be submitted to the Engineering Department verifying sewer service to each lot prior to final plat signatures.
- G. Stormwater detention plans including calculations shall be submitted for review and approval by the Engineering Department prior to final plat signatures.



Application for Appointment to City Board/Committee/Commission

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

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

Applicant Information

Name: Brad Hanson Date of Application: 08/11/2016

Address: 1708 SW Hansen Dr Phone No. 320-212-4983 (Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: Bradh7301@gmail.com

What prompted you to make application for a citizen committee? I have been advised there was a need for members for the charter commission. I also have a background in public service/safety and feel the police commission if needed would be a good fit.

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

I feel with my background in public service, I can offer a understanding of city government. I am also an active board member with EMS associations as well as the Chamber of Commerce and feel my input could be helpful in both suggested commissions.

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

I have been in public service for 28 years, I am currently the operations manager (EMS Chief) for Willmar Ambulance Service a department of Rice Memorial Hospital. I have served on many EMS related board and have been board chair and or president of many of them. I am currently the chair elect for the WLACC and will again be the board chair of the WLACC in 2016.

List your educational background: I am a Critical Care, Nationally Registered Paramedic; I am a FEMA certified Emergency Manager. _____

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

I am currently the Vice President of Chapter 2, Kandiyohi County Pheasants Forever, Board Member of the Willmar Hockey Boosters, Chair Elect, Willmar Lakes Area Chamber of Commerce

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

Rice Memorial Hospital, Ambulance Operations Manager 301 SW Becker Ave, Willmar MN

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
City Board/Committee/Commission**

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

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

Applicant Information

Name: Todd Engle Date of Application: 9/13/15

Address: 913 1854 SW Phone No. 320 441-8661
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: toddringle@hotmail.com

What prompted you to make application for a citizen committee? SEE ATTACHED

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

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

SEE ATTACHED

List your educational background:

SEE ATTACHED

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

SEE ATTACHED

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

SEE ATTACHED

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

What prompted you to make application for a citizen committee?
I have been a consumer of the civic benefits of living in this community for many years. It is now time for me to be involved in providing those benefits to others.
Briefly tell us why you want to serve on this Board / Committee / Commission:
Cities with a guiding charter are able to avoid administrative inefficiencies and have the freedom to establish governing rules (https://en.wikipedia.org/wiki/Charter_city).
The city council is currently looking for a new city administrator. The scope of this position is currently being debated as to whether the position should be a city administrator or a city manager. Should the council decide to hire a city manager, the Charter Commission may need to review the charter articles and make revision recommendations. I feel that my professional background would allow me to make a positive impact on this process.
List any special background or experience you have which would be helpful to this Board / Committee / Commission:
In my current position I am responsible for translating rules and requirements from other external groups and agencies, including but not limited to court settlements and court orders into software applications that provide a supportive system to ensure the Department of Human Services is complying with the settlement or order.
I can help the Charter Commission in two ways. First, I can use my experience with the state to work with the other members of the commission to ensure that the city charter continues to comply with new rules and regulations that may impact larger governing documents such as the state constitution.
A second way that I can help the commission is to work with the city technical team to increase the online presence of the commission and to document how the commission is making a positive impact to Willmar citizens.
List your educational background:
High School Diploma – Willmar Senior High School Bachelor of Arts – St. Cloud State University Masters of Business Administration – Cardinal Stritch University
List any social, fraternal, patriotic, governmental or service organizations which you have or currently are serving on:
None
If you are employed, please provide the name and address of your employer and your position:
MN.IT Services @ Department of Human Services / State of Minnesota <u>Central Office</u> 200 Centennial Office Building 658 Cedar Street St. Paul, MN 55155 <u>Local Office</u> 1701 Technology Drive NE Willmar, MN 56201 Position: Business Analyst

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
ALMENDAREZ/JENNIE			.02287											
	43509	08/12/15	REFUND SHELTER DEPOSIT	50.00		080715		D	N				DEPOSITS	101.230000
AMERICAN WELDING & GAS I			000057											
	43510	08/12/15	WELDING GAS	34.80		03372911		D	N				GENERAL SUPPLIES	101.43425.0229
	43510	08/12/15	WELDING GAS	21.00		03373175		D	N				GENERAL SUPPLIES	101.43425.0229
	43510	08/12/15	FIRE EXT. O-RING	5.90		03395242		D	N				MTCE. OF EQUIPME	101.42411.0224
	43510	08/12/15	FIRE EXT. REFILL	37.00		03395242		D	N				MTCE. OF EQUIPME	101.42411.0334
	43510	08/12/15	FIRE EXT. INSPECTION	30.00		03404023		D	N				MTCE. OF EQUIPME	101.41409.0334
	43510	08/12/15	WELDING GAS	36.47		03444503		D	N				GENERAL SUPPLIES	101.43425.0229
	43510	08/12/15	WELDING GAS	22.21		03444733		D	N				GENERAL SUPPLIES	101.43425.0229
				187.38										
			VENDOR TOTAL	187.38										
														*CHECK TOTAL
AMERIPRIDE LINEN & APPAR			000051											
	43511	08/12/15	TOWEL SERVICE	25.70		2200669586		D	N				CLEANING AND WAS	101.43425.0338
	43511	08/12/15	TOWEL SERVICE	39.14		2200669588		D	N				CLEANING AND WAS	101.43425.0338
	43511	08/12/15	TOWEL SERVICE	40.75		2200674764		D	N				CLEANING AND WAS	101.43425.0338
				105.59										
			VENDOR TOTAL	105.59										
														*CHECK TOTAL
ANDERSON LAW OFFICES			002954											
	43512	08/12/15	LEGAL SERVICES-JULY	10,138.76		STMT/7-15		D	M	07			PROFESSIONAL SER	101.41406.0446
ANDI'S FENCEALL			002815											
	43513	08/12/15	FENCE FOR DOG PARK	7,725.32		938		D	N				OTHER IMPROVEMEN	450.45431.0554
APPERT'S FOOD SERVICE			002526											
	43514	08/12/15	CONCESSION SUPPLIES	669.54		507310480		D	N				GENERAL SUPPLIES	101.45437.0229
	43514	08/12/15	CONCESSION SUPPLIES	504.55		508070341		D	N				GENERAL SUPPLIES	101.45437.0229
				1,174.09										
			VENDOR TOTAL	1,174.09										
														*CHECK TOTAL
ASTLEFORD INTERNATIONAL			002527											
	43515	08/12/15	2016 INT'L 7400	78,832.72		U4806		D	N				MACHINERY AND AU	450.43425.0553
BATTERY WHOLESALE INC			002860											
	43516	08/12/15	BATTERY	75.60		14594WIL		D	N				MTCE. OF EQUIPME	651.48486.0224
BCA CJTE			000095											
	43517	08/12/15	LAPATKA-RECERTIF. TRNG	75.00		26672		D	N				TRAVEL-CONF.-SCH	101.42411.0333
BEHRENBRINKER/STEPHEN C			003160											
	43518	08/12/15	ASSESSING SERVICES-JUL	2,800.00		080115		D	M	07			PROFESSIONAL SER	101.41404.0446
BENNETT OFFICE TECHNOLOG			000099											
	43519	08/12/15	WALL BRKTS FOR CABINET	116.80		225281		D	N				MTCE. OF STRUCTU	101.41408.0225

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BERNICK'S PEPSI-COLA CO			000103											
	43520	08/12/15	CONCESSION SUPPLIES	296.00		119214		D	N				GENERAL SUPPLIES	101.45437.0229
	43520	08/12/15	CONCESSION SUPPLIES	414.40		122151		D	N				GENERAL SUPPLIES	101.45437.0229
	43520	08/12/15	OFFICE COFFEE	95.13		13662		D	N				GENERAL SUPPLIES	101.43425.0229
				805.53										
			VENDOR TOTAL	805.53										
BERISENDINE/STEVE			002453											
	43521	08/12/15	PEDESTRIAN PLAN MEETING	142.05		748		D	N				TRAVEL-CONF.-SCH	101.45432.0333
BSE			001980											
	43522	08/12/15	ELEC PARTS FOR BLDG	33.83		909717431		D	N				MTCE. OF STRUCTU	101.43425.0225
	43522	08/12/15	ELEC PARTS FOR BLDG LTS	294.93		909718173		D	N				MTCE. OF STRUCTU	101.43425.0225
	43522	08/12/15	STRAPS FOR HOSES	23.00		909718662		D	N				MTCE. OF EQUIPME	101.45433.0224
	43522	08/12/15	CLAMP-MTCE SUPPLIES	35.82		909724943		D	N				MTCE. OF EQUIPME	101.45433.0224
	43522	08/12/15	REPL. LIGHT FIXTURE	217.62		909749463		D	N				MTCE. OF STRUCTU	101.42412.0225
				605.20										
			VENDOR TOTAL	605.20										
BURGESS/STEFANIE			.01728											
	43523	08/12/15	REFUND JERSEY DEPOSIT	30.00		080715		D	N				REFUNDS AND REIM	101.41428.0882
BUSINESSWARE SOLUTIONS			002776											
	43524	08/12/15	PRINT/PAGE COUNT	4.47		240458		D	N				OFFICE SUPPLIES	101.41400.0220
	43524	08/12/15	PRINT/PAGE COUNT	39.79		240458		D	N				OFFICE SUPPLIES	101.41402.0220
	43524	08/12/15	PRINT/PAGE COUNT	7.12		240458		D	N				OFFICE SUPPLIES	101.41403.0220
	43524	08/12/15	PRINT/PAGE COUNT	13.00		240458		D	N				OFFICE SUPPLIES	101.41404.0220
	43524	08/12/15	PRINT/PAGE COUNT	261.72		240458		D	N				OFFICE SUPPLIES	101.41405.0220
	43524	08/12/15	PRINT/PAGE COUNT	60.70		240458		D	N				OFFICE SUPPLIES	101.41409.0220
	43524	08/12/15	PRINT/PAGE COUNT	82.56		240458		D	N				OFFICE SUPPLIES	101.42411.0220
	43524	08/12/15	PRINT/PAGE COUNT	27.47		240458		D	N				OFFICE SUPPLIES	101.43417.0220
	43524	08/12/15	PRINT/PAGE COUNT	108.70		240458		D	N				OFFICE SUPPLIES	101.43425.0220
	43524	08/12/15	PRINT/PAGE COUNT	7.57		240458		D	N				OFFICE SUPPLIES	101.45433.0220
	43524	08/12/15	PRINT/PAGE COUNT	1.42		240458		D	N				OFFICE SUPPLIES	101.45435.0220
	43524	08/12/15	PRINT/PAGE COUNT	99.23		240458		D	N				OFFICE SUPPLIES	651.48484.0220
	43524	08/12/15	PRINT/PAGE COUNT	64.03		240693		D	N				OFFICE SUPPLIES	101.42412.0220
				777.78										
			VENDOR TOTAL	777.78										
C D & T INC AUTO PARTS			000145											
	43525	08/12/15	HYD. FITTINGS	107.22		933594		D	N				INVENTORIES-MDSE	101.125000
	43525	08/12/15	HYD. FITTINGS	63.92		933644		D	N				MTCE. OF EQUIPME	101.43425.0224
	43525	08/12/15	FLOOR DRY	74.50		933690		D	N				GENERAL SUPPLIES	101.42412.0229
				245.64										
			VENDOR TOTAL	245.64										
CARD SERVICES			002552											
	43526	08/12/15	B-DAY PARTY SUPPLIES	26.59		061310		D	N				GENERAL SUPPLIES	101.45437.0229

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VENDOR NAME AND NUMBER		DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHECK#	DATE								
CARD SERVICES		002552							
	43526	08/12/15	B-DAY PARTY SUPPLIES	9.59	061410		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	HOUSE BURN TRNG-MEALS	25.44	062006		D N	TRAVEL-CONF.-SCH	101.42412.0333
	43526	08/12/15	B-DAY PARTY SUPPLIES	15.30	062111		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	B-DAY PARTY SUPPLIES	15.30	062712		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	B-DAY PARTY SUPPLIES	9.99	062913		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	HANSON-WELCOME CAKE	49.99	062915		D N	TRAVEL-CONF.-SCH	101.42412.0333
	43526	08/12/15	B-DAY PARTY SUPPLIES	10.20	070712		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	B-DAY PARTY/CONC. SUPPL	40.08	071111		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	B-DAY PARTY SUPPLIES	9.99	071411		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	WFD OPEN HOUSE COFFEE	10.27	072109		D N	TRAVEL-CONF.-SCH	101.42412.0333
	43526	08/12/15	B-DAY PARTY SUPPLIES	31.32	072411		D N	GENERAL SUPPLIES	101.45437.0229
	43526	08/12/15	B-DAY PARTY SUPPLIES	4.99	072512		D N	GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	259.05					
				259.05					
CARRANZA/NOE		002547							
	43527	08/12/15	DOWNTOWN BOOKLET TRANSL.	320.00	071415		D M 07	PROFESSIONAL SER	101.42411.0446
	43527	08/12/15	INTERPRETED 07/19/15	50.00	071915		D M 07	PROFESSIONAL SER	101.42411.0446
	43527	08/12/15	INTERPRETED 07/26/15	75.00	072615		D M 07	PROFESSIONAL SER	101.42411.0446
	43527	08/12/15	INTERPRETED 08/02/15	75.00	080215		D M 07	PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	520.00					
				520.00					
CENTERPOINT ENERGY		000467							
	43528	08/12/15	NATURAL GAS-JULY	16.03	6038773/7-15		D N	UTILITIES	101.43425.0332
	43528	08/12/15	NATURAL GAS-JULY	66.89	6048932/7-15		D N	UTILITIES	651.48484.0332
	43528	08/12/15	NATURAL GAS-JULY	51.34	6061271/7-15		D N	UTILITIES	101.45433.0332
	43528	08/12/15	NATURAL GAS-JULY	19.63	6069198/7-15		D N	UTILITIES	101.43425.0332
	43528	08/12/15	NATURAL GAS-JULY	1,312.93	6072309/7-15		D N	UTILITIES	101.45437.0332
	43528	08/12/15	NATURAL GAS-JULY	51.94	6084836/7-15		D N	UTILITIES	101.45435.0332
	43528	08/12/15	NATURAL GAS-JULY	87.82	6085332/7-15		D N	UTILITIES	101.45433.0332
	43528	08/12/15	NATURAL GAS-JULY	21.44	6093527/7-15		D N	UTILITIES	101.43425.0332
	43528	08/12/15	NATURAL GAS-JULY	287.60	8795475/7-15		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	1,915.62					
				1,915.62					
CENTRAL COMMUNITY TRANSI		003178							
	43529	08/12/15	ADS ON KAT BUSES	125.00	5336		D N	ADVERTISING	101.45432.0447
CHAMBERLAIN OIL CO		000154							
	43530	08/12/15	CPLNG GREASE-SCREW PUMPS	142.74	144143		D N	MOTOR FUELS AND	651.48484.0222
	43530	08/12/15	GREASE PUMP	545.40	145723		D N	SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	688.14					
				688.14					
CHAPPELL CENTRAL INC		000156							
	43531	08/12/15	CK'D BSMT UNIT FOR LEAK	1.69	00064496		D N	MTCE. OF STRUCTU	101.41408.0225
	43531	08/12/15	CK'D BSMT UNIT FOR LEAK	103.00	00064496		D N	MTCE. OF STRUCTU	101.41408.0335

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CHAPPELL CENTRAL INC						000156								
	43531	08/12/15	CK'D AIR HNDLNG UNIT	103.00		00064498		D	N				MTCE. OF STRUCTU	101.41408.0335
				207.69	*CHECK	TOTAL								
			VENDOR TOTAL	207.69										
CHARTER COMMUNICATIONS						000736								
	43532	08/12/15	PHONE SERVICE-AUG	74.90		3941/8-15		D	N				COMMUNICATIONS	101.41409.0330
	43532	08/12/15	PHONE SERVICE-AUG	630.34		4184/8-15		D	N				COMMUNICATIONS	101.41409.0330
	43532	08/12/15	PHONE SERVICE-AUG	169.30		4972/8-15		D	N				COMMUNICATIONS	101.41409.0330
				874.54	*CHECK	TOTAL								
			VENDOR TOTAL	874.54										
CITY OF WILLMAR-GENERAL						000292								
	43533	08/12/15	BLDG PERMIT #23220	31.75		2015-23220		D	N				LICENSES AND TAX	101.43425.0445
COALITION OF GREATER MN						001335								
	43534	08/12/15	NELSEN-CONFERENCE REGIS.	275.00		072815		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CODE 4 SERVICES LLC						002984								
	43535	08/12/15	SQUAD CAR TRANSF. EQUIP	594.00		2062		D	N				MACHINERY AND AU	450.42411.0553
COLEPAPERS INC						000170								
	43536	08/12/15	TOILET TISSUE	49.92		9110749		D	N				GENERAL SUPPLIES	101.45435.0229
	43536	08/12/15	RETURNED PRODUCT	77.50	CR	9112122		D	N				GENERAL SUPPLIES	101.45435.0229
	43536	08/12/15	NAPKINS/HAND TOWELS	108.31		9117503		D	N				GENERAL SUPPLIES	101.45435.0229
				80.73	*CHECK	TOTAL								
			VENDOR TOTAL	80.73										
COMPUTER PROF. UNLIMITED						000065								
	43537	08/12/15	CAMA MONTHLY SUPPORT-AUG	156.00		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41404.0334
	43537	08/12/15	TAX APPRAISAL SUMMRY	100.00		STMT/8-15		D	N				MTCE. OF EQUIPME	101.41404.0334
				256.00	*CHECK	TOTAL								
			VENDOR TOTAL	256.00										
CONNEY SAFETY PRODUCTS						000176								
	43538	08/12/15	FIRST AID SUPPLIES	89.68		04980038		D	N				SUBSISTENCE OF P	101.45437.0227
CORNERSTONE OF WILLMAR I						002164								
	43539	08/12/15	BLDG REPAIRS/REPL. DOO 2,	1,25.00		2330		D	N				MTCE. OF STRUCTU	101.41409.0335
CROW CHEMICAL & LIGHTING						000186								
	43540	08/12/15	CLEANING SUPPLIES	27.00		5660		D	N				CLEANING AND WAS	651.48484.0228
	43540	08/12/15	TRIGGER SPRAYERS/MOPS	40.14		5691		D	N				SMALL TOOLS	101.43425.0221
	43540	08/12/15	MOP	15.00		5725		D	N				SMALL TOOLS	101.43425.0221
				82.14	*CHECK	TOTAL								
			VENDOR TOTAL	82.14										
DAN'S TOWING INC						.02289								
	43541	08/12/15	UNLOCK IMPOUND VEHICLE	75.00		6471		D	N				OTHER SERVICES	101.42411.0339

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DANIELSON/MELISSA			.02283											
	43542	08/12/15	REFUND JERSEY DEPOSIT	30.00		072915		D	N				REFUNDS AND REIM	101.41428.0882
DAVY LABORATORIES			003101											
	43543	08/12/15	LAB WATER TESTING	363.00		5080026		D	N				PROFESSIONAL SER	651.48484.0446
DEPT OF HUMAN SERVICES			000009											
	43544	08/12/15	CLEANING SERVICES-JULY	1,776.00		00000293010		D	N				CLEANING AND WAS	101.45433.0338
DEPT OF HUMAN SERVICES			002914											
	43545	08/12/15	#22 RICE CARE CENTER-	25,164.49		00000287296		D	N				OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT			000205											
	43546	08/12/15	TRAFFIC PAINT	854.30		821058566		D	N				GENERAL SUPPLIES	101.43425.0229
	43546	08/12/15	PAINT FOR BLDG	98.97		821058617		D	N				MTCE. OF STRUCTU	101.45433.0225
	43546	08/12/15	TRAFFIC PAINT	143.90		821058621		D	N				GENERAL SUPPLIES	101.43425.0229
	43546	08/12/15	PAINT SPRAYER PARTS	475.00		821058654		D	N				MTCE. OF EQUIPME	101.43425.0224
	43546	08/12/15	TRAFFIC PAINT	287.80		821058654		D	N				GENERAL SUPPLIES	101.43425.0229
	43546	08/12/15	PAINT SPRAYER TIP	28.25		821058655		D	N				MTCE. OF EQUIPME	101.43425.0224
	43546	08/12/15	PAINT FOR TRAFFIC POLE	40.39		821058679		D	N				MTCE. OF OTHER I	101.43425.0226
				1,928.61									*CHECK TOTAL	
			VENDOR TOTAL	1,928.61										
DOOLEY'S PETROLEUM INC			002163											
	43506	08/11/15	3,000 GAL #2 RED DIESE	5,187.00		267585		D	N				INVENTORIES-MDSE	101.125000
	43506	08/11/15	3,021 GAL #1 RED DIESE	6,319.93		268635		D	N				INVENTORIES-MDSE	101.125000
				11,506.93									*CHECK TOTAL	
	43547	08/12/15	5,003 GALLONS UNLEADE	11,086.65		267584		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	22,593.58										
DUININCK CONCRETE			000151											
	43548	08/12/15	FOAM FOR CONCRETE	46.80		72985		D	N				MTCE. OF OTHER I	101.43425.0226
	43548	08/12/15	CAULK-CONCRETE REPAIR	95.34		72986		D	N				MTCE. OF OTHER I	101.43425.0226
	43548	08/12/15	CONCRETE	687.60		72987		D	N				MTCE. OF OTHER I	101.43425.0226
				829.74									*CHECK TOTAL	
			VENDOR TOTAL	829.74										
ELECTRIC PUMP INC			000788											
	43549	08/12/15	L.S. PUMP WEAR RINGS	353.91		0055930		D	N				MTCE. OF EQUIPME	651.48485.0224
EMBLEM AUTHORITY/THE			.00886											
	43550	08/12/15	EXPLORER PATCHES/BADGES	340.50		19060		D	N				SUBSISTENCE OF P	101.42411.0227
EMERGENCY RESPONSE SOLUT			003048											
	43551	08/12/15	FIREFIGHTER HELMET	250.22		4523		D	N				SUBSISTENCE OF P	101.42412.0227
ERBERTS AND GERBERTS			003000											
	43552	08/12/15	CVB BOARD LUNCHES	10.74		30001-61615		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	43552	08/12/15	CVB BOARD LUNCHES	10.74		30001-61615		D	N				TRAVEL-CONF.-SCH	101.41403.0333

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KANDIYOHI CO AUDITOR			000376											
	43575	08/12/15	LANDFILL CHARGES-JULY	20.33		344593		D	N				CLEANING AND WAS	101.43425.0338
KANDIYOHI CO RECORDER'S			000382											
	43576	08/12/15	RECORDING FEES	46.00		628859		D	N				PROFESSIONAL SER	101.41401.0446
KEEPRS INC			001905											
	43577	08/12/15	SHIPPING CHARGES	15.00		274040-90		D	N				POSTAGE	101.42411.0223
KEY ENTERPRISES LLC			003069											
	43578	08/12/15	AD/TWIN CITIES BUS.-AU	1,750.00		2015-48071		D	N				OTHER CHARGES	208.45008.0449
LAKESIDE PRESS			001646											
	43579	08/12/15	TRAILS MAP	1,238.95		5357		D	N				PROFESSIONAL SER	208.45006.0446
	43579	08/12/15	TRAILS MAP	1,238.94		5357		D	N				OTHER CHARGES	208.45010.0449
	43579	08/12/15	BUSINESS CARDS	51.00		5369		D	N				OFFICE SUPPLIES	101.42412.0220
			VENDOR TOTAL	2,528.89		*CHECK TOTAL								
LEAGUE OF MN CITIES			INS 001189											
	43580	08/12/15	WORKER'S COMP 9/1-12/1	335.52		30443		D	N				EMPLOYER INSUR.	101.41400.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	69.67		30443		D	N				EMPLOYER INSUR.	101.41401.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	691.69		30443		D	N				EMPLOYER INSUR.	101.41402.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	258.35		30443		D	N				EMPLOYER INSUR.	101.41403.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	409.44		30443		D	N				EMPLOYER INSUR.	101.41404.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	449.50		30443		D	N				EMPLOYER INSUR.	101.41405.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	405.32		30443		D	N				EMPLOYER INSUR.	101.41408.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	182.45		30443		D	N				EMPLOYER INSUR.	101.41409.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	94.86		30443		D	N				EMPLOYER INSUR.	101.41409.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	13.15		30443		D	N				EMPLOYER INSUR.	101.41424.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	20,192.06		30443		D	N				EMPLOYER INSUR.	101.42411.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	10,501.83		30443		D	N				EMPLOYER INSUR.	101.42412.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	553.18		30443		D	N				EMPLOYER INSUR.	101.43417.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	17,269.87		30443		D	N				EMPLOYER INSUR.	101.43425.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	538.27		30443		D	N				EMPLOYER INSUR.	101.45427.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	1,184.13		30443		D	N				EMPLOYER INSUR.	101.45432.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	967.35		30443		D	N				EMPLOYER INSUR.	101.45433.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	507.03		30443		D	N				EMPLOYER INSUR.	230.43430.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	6,956.11		30443		D	N				EMPLOYER INSUR.	651.48484.0114
	43580	08/12/15	WORKER'S COMP 9/1-12/1	1,226.47		30443		D	N				EMPLOYER INSUR.	651.48485.0114
			VENDOR TOTAL	62,806.25		*CHECK TOTAL								
LIEN/EMILY			003041											
	43581	08/12/15	APPRAISAL PROCEDURES	357.00		081015		D	N				TRAVEL-CONF.-SCH	101.41404.0333
LIFE RIGHT OUTREACH			.02290											
	43582	08/12/15	SHOWMOBILE DEPOSIT	200.00		081215		D	N				DEPOSITS	101.230000

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LINCOLN FINANCIAL GROUP 002789															
	43507	08/11/15	LIFE INSURANCE-AUGUST	17.33		M289		D	N				COBRA INS PREMIU	101.120001	
	43507	08/11/15	LIFE INSURANCE-AUGUST	12.50		M289		D	N				EMPLOYER INSUR.	101.41400.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	62.50		M289		D	N				EMPLOYER INSUR.	101.41402.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	20.83		M289		D	N				EMPLOYER INSUR.	101.41403.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	37.50		M289		D	N				EMPLOYER INSUR.	101.41404.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	62.50		M289		D	N				EMPLOYER INSUR.	101.41405.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	12.50		M289		D	N				EMPLOYER INSUR.	101.41408.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	50.00		M289		D	N				EMPLOYER INSUR.	101.41409.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	4.17		M289		D	N				EMPLOYER INSUR.	101.41424.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	1,410.70		M289		D	N				INS. PASS THROUG	101.41428.0819	
	43507	08/11/15	LIFE INSURANCE-AUGUST	425.00		M289		D	N				EMPLOYER INSUR.	101.42411.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	25.00		M289		D	N				EMPLOYER INSUR.	101.42412.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	56.25		M289		D	N				EMPLOYER INSUR.	101.43417.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	252.50		M289		D	N				EMPLOYER INSUR.	101.43425.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	12.50		M289		D	N				EMPLOYER INSUR.	101.45432.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	25.00		M289		D	N				EMPLOYER INSUR.	101.45433.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	7.50		M289		D	N				EMPLOYER INSUR.	101.45435.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	6.25		M289		D	N				EMPLOYER INSUR.	101.45437.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	115.00		M289		D	N				EMPLOYER INSUR.	651.48484.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	12.50		M289		D	N				EMPLOYER INSUR.	651.48485.0114	
	43507	08/11/15	LIFE INSURANCE-AUGUST	12.50		M289		D	N				EMPLOYER INSUR.	651.48486.0114	
			VENDOR TOTAL	2,640.53		*CHECK TOTAL									
				2,640.53											
MAGNUSON SHEET METAL INC 001121															
	43583	08/12/15	A/C REPAIR-TERMINAL BLDG	84.90		126797		D	N				MTCE. OF STRUCTU	230.43430.0225	
	43583	08/12/15	A/C REPAIR-TERMINAL BLDG	85.00		126797		D	N				MTCE. OF STRUCTU	230.43430.0335	
			VENDOR TOTAL	169.90		*CHECK TOTAL									
				169.90											
MATHESON TRI-GAS INC 002898															
	43584	08/12/15	WELDING GAS	67.15		11735990		D	N				GENERAL SUPPLIES	101.45433.0229	
MENARDS 000449															
	43585	08/12/15	CREDIT FOR DOUBLE PYMT	12.38CR		79252		D	N				MTCE. OF STRUCTU	101.45437.0225	
	43585	08/12/15	SAFETY GLASSES	4.99		80270		D	N				SUBSISTENCE OF P	101.42412.0227	
	43585	08/12/15	PAINTING SUPPLIES	16.82		80270		D	N				GENERAL SUPPLIES	101.42412.0229	
	43585	08/12/15	2-12,000 LB RHINO RAMPS	82.58		80605		D	N				SMALL TOOLS	651.48484.0221	
	43585	08/12/15	BLDG MTCE-PARTS	11.55		80807		D	N				MTCE. OF STRUCTU	101.45433.0225	
	43585	08/12/15	GARBAGE BAGS	24.73		81087		D	N				GENERAL SUPPLIES	101.43425.0229	
	43585	08/12/15	PIPE CLIPS	7.98		81174		D	N				MTCE. OF EQUIPME	101.45427.0224	
	43585	08/12/15	CEILING PAINT	4.47		81174		D	N				MTCE. OF STRUCTU	101.45427.0225	
	43585	08/12/15	CLEANING SUPPLIES	7.36		81174		D	N				CLEANING AND WAS	101.45427.0228	
	43585	08/12/15	RETURNED PIPE CLIPS	7.98CR		81365		D	N				MTCE. OF EQUIPME	101.45427.0224	
	43585	08/12/15	WALL REPAIR-MATERIALS	83.43		81563		D	N				MTCE. OF STRUCTU	101.41409.0225	
	43585	08/12/15	6-PANEL STEEL DOOR	112.97		81654		D	N				MTCE. OF STRUCTU	651.48486.0225	
	43585	08/12/15	HOSE REEL PARTS	109.01		81657		D	N				MTCE. OF OTHER I	651.48484.0226	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MENARDS 000449														
	43585	08/12/15	POOL CHEMICALS	51.92		81718		D	N				MTCE. OF OTHER I	101.45437.0226
	43585	08/12/15	WALL REPAIR-MATERIALS	29.22		81737		D	N				MTCE. OF STRUCTU	101.41409.0225
			VENDOR TOTAL	526.67		*CHECK TOTAL								
				526.67										
MIKE'S SMALL ENGINE CENT 002699														
	43586	08/12/15	SNAPPER DRIVE WHEEL BRNG	30.90		032		D	N				MTCE. OF EQUIPME	101.43425.0224
	43586	08/12/15	STIHL CHAIN SAW	599.95		107849		D	N				SMALL TOOLS	101.43425.0221
	43586	08/12/15	BAR OIL	51.80		2130		D	N				MOTOR FUELS AND	101.43425.0222
	43586	08/12/15	SPOOL FOR WEED TRIMMER	33.95		2156		D	N				GENERAL SUPPLIES	651.48484.0229
	43586	08/12/15	GRINDING STONE	7.95		2177		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	724.55		*CHECK TOTAL								
				724.55										
MILLER SANITATION 002936														
	43587	08/12/15	GARBAGE SERVICE-AUGUST	187.80		1298/8-15		D	N				CLEANING AND WAS	101.45433.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	52.70		1300/8-15		D	N				CLEANING AND WAS	101.42412.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	64.74		1301/8-15		D	N				CLEANING AND WAS	101.41408.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	64.74		1301/8-15		D	N				CLEANING AND WAS	101.45427.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	251.31		1302/8-15		D	N				CLEANING AND WAS	101.43425.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	24.34		1303/8-15		D	N				CLEANING AND WAS	651.48484.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	48.67		1304/8-15		D	N				CLEANING AND WAS	651.48484.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	161.04		1304/8-15		D	N				CLEANING AND WAS	651.48484.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	49.67		1305/8-15		D	N				CLEANING AND WAS	101.45435.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	58.64		1378/8-15		D	N				CLEANING AND WAS	101.43425.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	628.15		1379/8-15		D	N				CLEANING AND WAS	101.43425.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	50.00		1379/8-15		D	N				CLEANING AND WAS	101.43425.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	29.57		1379/8-15		D	N				CLEANING AND WAS	101.43425.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	251.60		1388/8-15		D	N				CLEANING AND WAS	101.43425.0338
	43587	08/12/15	GARBAGE SERVICE-AUGUST	78.84		1456/8-15		D	N				CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	2,001.81		*CHECK TOTAL								
				2,001.81										
MINI BIFF LLC 001805														
	43588	08/12/15	TOILET RENTALS-JULY	77.01		A-72154		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	77.01		A-72155		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	77.01		A-72156		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	78.20		A-72272		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	156.42		A-72274		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	78.20		A-72275		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	78.20		A-72300		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	77.64		A-72376		D	N				RENTS	101.43425.0440
	43588	08/12/15	TOILET RENTALS-JULY	78.20		A-72716		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	777.89		*CHECK TOTAL								
				777.89										
MN DEPT OF TRANSPORTATIO 000497														
	43589	08/12/15	MATERIAL SAMPLE TESTS	699.35		P00004576		D	N				OTHER SERVICES	101.43417.0339

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RAILROAD MANAGEMENT CO I			002582											
			VENDOR TOTAL	482.34										
RICE HOSPITAL			001166											
43608	08/12/15	DRAW CHG-CASE 15010432		34.09		6295		D	N				PROFESSIONAL SER	101.42411.0446
RUDNINGEN/ERIC			.01798											
43609	08/12/15	T-HANGAR KEYPAD LOCK KIT		129.00		070115		D	N				MTCE. OF STRUCTU	230.43430.0225
RUNNING'S SUPPLY INC			001418											
43610	08/12/15	GREASE GUN HOSE		9.99		3683044		D	N				MTCE. OF EQUIPME	101.43425.0224
43610	08/12/15	#101303-AIR COMP.		45.99		3684695		D	N				MTCE. OF EQUIPME	101.43425.0224
43610	08/12/15	SMITH-SAFETY BOOTS		94.99		3685437		D	N				SUBSISTENCE OF P	101.43425.0227
43610	08/12/15	HJELDEN-SAFETY BOOTS		89.99		3689075		D	N				SUBSISTENCE OF P	101.43425.0227
43610	08/12/15	CORD-EQUIPMENT REPAIR		13.99		3690977		D	N				MTCE. OF EQUIPME	101.43425.0224
43610	08/12/15	TREE/BRUSH KILLER		69.98		3693842		D	N				GENERAL SUPPLIES	651.48484.0229
43610	08/12/15	WEED KILLER		47.99		3696698		D	N				GENERAL SUPPLIES	651.48484.0229
43610	08/12/15	12" PVC GLOVES		4.49		3698374		D	N				SUBSISTENCE OF P	651.48484.0227
43610	08/12/15	SMALL TOOLS		26.17		3701854		D	N				SMALL TOOLS	101.43425.0221
43610	08/12/15	LEDEBOER-SAFETY BOOTS		175.00		3703595		D	N				SUBSISTENCE OF P	101.43425.0227
43610	08/12/15	WEED KILLER		430.09		3711012		D	N				GENERAL SUPPLIES	101.43425.0229
43610	08/12/15	PLANT SUPPLIES		35.98		3712878		D	N				GENERAL SUPPLIES	651.48484.0229
43610	08/12/15	WEED KILLER		64.49		3717940		D	N				GENERAL SUPPLIES	101.43425.0229
43610	08/12/15	WEED KILLER		17.10		3727682		D	N				GENERAL SUPPLIES	101.43425.0229
43610	08/12/15	PLANT SUPPLIES		97.52		3728754		D	N				GENERAL SUPPLIES	651.48484.0229
				1,223.76										
				1,223.76										
			VENDOR TOTAL											
SANCHEZ/MARTHA			.02288											
43611	08/12/15	PARTIAL RENTAL REFUND		200.00		080515		D	N				REFUNDS AND REIM	101.41428.0882
SCHAEFFER MFG CO			001122											
43612	08/12/15	SCREW PUMP GREASE		465.60		EC3167-INV1		D	N				MOTOR FUELS AND	651.48484.0222
SCHWIETERS			003031											
43613	08/12/15	#129961 REPAIR-PARTS		1,100.57		112343		D	N				MTCE. OF EQUIPME	101.42411.0224
43613	08/12/15	#129961 REPAIR-LABOR		656.89		112343		D	N				MTCE. OF EQUIPME	101.42411.0334
				1,757.46										
				1,757.46										
			VENDOR TOTAL											
SERVICE CENTER/CITY OF W			000685											
43614	08/12/15	EQUIPMENT REPAIR-OIL		16.64		STMT/7-15		D	N				MOTOR FUELS AND	101.41402.0222
43614	08/12/15	EQUIPMENT REPAIR-PARTS		24.32		STMT/7-15		D	N				MTCE. OF EQUIPME	101.41402.0224
43614	08/12/15	EQUIPMENT REPAIR-OIL		43.68		STMT/7-15		D	N				MOTOR FUELS AND	101.42411.0222
43614	08/12/15	EQUIPMENT REPAIR-PARTS		518.13		STMT/7-15		D	N				MTCE. OF EQUIPME	101.42411.0224
43614	08/12/15	EQUIPMENT REPAIR-OIL		250.45		STMT/7-15		D	N				MOTOR FUELS AND	101.43425.0222
43614	08/12/15	EQUIPMENT REPAIR-PARTS		453.50		STMT/7-15		D	N				MTCE. OF EQUIPME	101.43425.0224
43614	08/12/15	EQUIPMENT REPAIR-OIL		16.64		STMT/7-15		D	N				MOTOR FUELS AND	101.45433.0222
43614	08/12/15	EQUIPMENT REPAIR-PARTS		23.97		STMT/7-15		D	N				MTCE. OF EQUIPME	101.45433.0224
43614	08/12/15	GAS-56.86 GALLONS		146.07		STMT/7-15		D	N				MOTOR FUELS AND	101.41402.0222

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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											
	43614	08/12/15	GAS-28.65 GALLONS	76.05		STMT/7-15		D	N				MOTOR FUELS AND	101.41408.0222
	43614	08/12/15	EQUIPMENT REPAIR-OIL	14.56		STMT/7-15		D	N				MOTOR FUELS AND	101.42411.0222
	43614	08/12/15	GAS-2144.50 GALLONS	5,525.90		STMT/7-15		D	N				MOTOR FUELS AND	101.42411.0222
	43614	08/12/15	EQUIPMENT REPAIR-PARTS	233.31		STMT/7-15		D	N				MTCE. OF EQUIPME	101.42411.0224
	43614	08/12/15	DIESEL-132.75 GALLONS	262.18		STMT/7-15		D	N				MOTOR FUELS AND	101.42412.0222
	43614	08/12/15	GAS-137.91 GALLONS	358.76		STMT/7-15		D	N				MOTOR FUELS AND	101.42412.0222
	43614	08/12/15	GAS-104.09 GALLONS	270.83		STMT/7-15		D	N				MOTOR FUELS AND	101.43417.0222
	43614	08/12/15	EQUIPMENT REPAIR-OIL	47.40		STMT/7-15		D	N				MOTOR FUELS AND	101.43425.0222
	43614	08/12/15	DIESEL-1757.24 GALLONS	3,431.45		STMT/7-15		D	N				MOTOR FUELS AND	101.43425.0222
	43614	08/12/15	GAS-1343.93 GALLONS	3,494.59		STMT/7-15		D	N				MOTOR FUELS AND	101.43425.0222
	43614	08/12/15	EQUIPMENT REPAIR-PARTS	26.00		STMT/7-15		D	N				MTCE. OF EQUIPME	101.43425.0224
	43614	08/12/15	GAS-24.89 GALLONS	67.20		STMT/7-15		D	N				MOTOR FUELS AND	101.45433.0222
	43614	08/12/15	DIESEL-63.48 GALLONS	126.96		STMT/7-15		D	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	15,428.59		*CHECK TOTAL								
SIMPLEX GRINNELL			001411											
	43615	08/12/15	FIRE ALARM INSPECTION	2,058.74		77843695		D	N				MTCE. OF STRUCTU	651.48484.0335
	43615	08/12/15	ANNUAL ALARM MONITORING	670.52		77982677		D	N				PREPAID EXPENSES	651.128000
	43615	08/12/15	ANNUAL ALARM MONITORING	335.28		77982677		D	N				MTCE. OF STRUCTU	651.48484.0335
			VENDOR TOTAL	3,064.54		*CHECK TOTAL								
SMEBY/ROSS			002570											
	43616	08/12/15	MILEAGE 7/1-7/31/15	138.00		073115		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STEIN'S INC			000720											
	43617	08/12/15	TOILET TISSUE/HAND TWLS	617.32		732735		D	N				GENERAL SUPPLIES	101.43425.0229
STERLING WATER-MINNESOTA			000188											
	43618	08/12/15	SOFTENER RENTAL-AUGUST	31.75		112508-9/8-15		D	N				RENTS	101.45435.0440
STEVENS ENGINEERS INC			003126											
	43619	08/12/15	HVAC IMPROVEMENTS	4,080.00		10155		D	N				BUILDINGS AND ST	450.45433.0551
	43619	08/12/15	REIMBURSABLE EXPENSES	32.80		10155		D	N				BUILDINGS AND ST	450.45433.0551
			VENDOR TOTAL	4,112.80		*CHECK TOTAL								
STREICHER'S			000722											
	43620	08/12/15	AMMUNITION	315.95		I1163791		D	N				GENERAL SUPPLIES	101.42411.0229
TABOR/CANDY			.02143											
	43621	08/12/15	REFUND-SWIM LESSONS	20.00		072915		D	N				REFUNDS AND REIM	101.41428.0882
TACTICAL SOLUTIONS			003040											
	43622	08/12/15	RADAR CERTIFICATIONS	420.00		5102		D	N				PROFESSIONAL SER	101.42411.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
TEMPLER/THOMAS			001406											
	43623	08/12/15	MWOA ANNUAL CONFERENCE	246.33		460		D	N				TRAVEL-CONF.-SCH	651.48484.0333
THOMPSON/COLLEEN			000948											
	43624	08/12/15	MWOA ANNUAL CONFERENCE	247.05		460		D	N				TRAVEL-CONF.-SCH	651.48486.0333
TIMBERLAKE LODGE			.01452											
	43625	08/12/15	THOMPSON-LODGING EXPENSE	606.51		239A		D	N				TRAVEL-CONF.-SCH	651.48486.0333
	43625	08/12/15	TEMPLER-LODGING EXPENSE	342.81		317A		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	949.32		*CHECK TOTAL								
TIRES PLUS			000747											
	43626	08/12/15	DISMOUNT/REMOUNT TIRES	8.00		268916		D	N				MTCE. OF EQUIPME	101.42411.0224
	43626	08/12/15	DISMOUNT/REMOUNT TIRES	52.50		268916		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	60.50		*CHECK TOTAL								
UNDERTHUN/DUWAYNE			001262											
	43627	08/12/15	2015 STUMP GRINDING	4,235.00		080615		D	M	07			OTHER SERVICES	101.43425.0339
US BANK			000264											
	43628	08/12/15	#162 GO IMP BOND-SC	425.00		4034187		D	N				OTHER CHARGES	313.47100.0449
	43628	08/12/15	#159 GO IMP BOND-SC	450.00		4040042		D	N				OTHER CHARGES	311.47100.0449
	43628	08/12/15	#161 GO IMP BOND-SC	450.00		4040121		D	N				OTHER CHARGES	312.47100.0449
			VENDOR TOTAL	1,325.00		*CHECK TOTAL								
US BANK EQUIPMENT FINANC			003143											
	43629	08/12/15	COPIER LEASE-AUG	131.75		283655546		D	N				RENTS	101.41405.0440
VANDER POL/BRENDA			003164											
	43630	08/12/15	APPRAISAL PROCEDURES	514.76		081215		D	N				TRAVEL-CONF.-SCH	101.41404.0333
VIKING COCA-COLA BOTTLIN			000777											
	43631	08/12/15	COFFEE SUPPLIES	240.00		252589		D	N				GENERAL SUPPLIES	101.45435.0229
VRUWINK/PAM			003194											
	43632	08/12/15	BULBS-PRETZEL MACHINE	15.96		081215		D	N				MTCE. OF EQUIPME	101.45437.0224
	43632	08/12/15	SPECIAL EVENT SUPPLIES	67.32		081215		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	83.28		*CHECK TOTAL								
WAMBEKE/JODI			.02278											
	43633	08/12/15	DO YOU KNOW SHOW HOST	30.00		080615		D	N				PROFESSIONAL SER	101.41409.0446
WEST CENTRAL PRINTING			000803											
	43634	08/12/15	BUSINESS CARDS	161.31		18584		D	N				OFFICE SUPPLIES	101.42411.0220

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
WILLMAR WATER & SPAS										000831
	43639	08/12/15	DRINKING WATER	14.00		E33464		D N	SUBSISTENCE OF P	101.41408.0227
	43639	08/12/15	DRINKING WATER	7.00		E33980		D N	SUBSISTENCE OF P	101.41408.0227
	43639	08/12/15	SOFTENER SALT	13.80		E34243		D N	GENERAL SUPPLIES	230.43430.0229
	43639	08/12/15	DRINKING WATER	14.00		E34394		D N	SUBSISTENCE OF P	101.41408.0227
	43639	08/12/15	LAB WATER	34.00		E34398		D N	GENERAL SUPPLIES	651.48484.0229
	43639	08/12/15	DRINKING WATER	7.00		E35060		D N	SUBSISTENCE OF P	101.41408.0227
	43639	08/12/15	LAB WATER	32.25		E35065		D N	GENERAL SUPPLIES	651.48484.0229
	43639	08/12/15	LAB WATER	38.50		E35285		D N	GENERAL SUPPLIES	651.48484.0229
	43639	08/12/15	SOFTENER SALT	4.60		E35335		D N	GENERAL SUPPLIES	230.43430.0229
	43639	08/12/15	WTR PURIFIER RENTAL-JUL	35.00		R12864		D N	RENTS	101.41408.0440
	43639	08/12/15	WTR PURIFIER RENTAL-AUG	35.00		R13128		D N	RENTS	101.41408.0440
	43639	08/12/15	DRINKING WATER	25.00		07142015		D N	SUBSISTENCE OF P	651.48484.0227
	43639	08/12/15	LAB WATER	27.75		07142015*		D N	GENERAL SUPPLIES	651.48484.0229
	43639	08/12/15	WATER FILTERS	44.97		74643		D N	GENERAL SUPPLIES	101.41408.0229
				332.87						
			VENDOR TOTAL	332.87		*CHECK TOTAL				
WINDSTREAM										002100
	43640	08/12/15	PHONE SERVICE-JULY	715.16		STMT/7-15		D N	COMMUNICATIONS	101.41409.0330
	43640	08/12/15	PHONE SERVICE-JULY	52.88		STMT/7-15		D N	COMMUNICATIONS	101.45433.0330
				768.04						
			VENDOR TOTAL	768.04		*CHECK TOTAL				
WOLTJER/CHRIS										.02286
	43641	08/12/15	REFUND JERSEY DEPOSIT	30.00		072915		D N	REFUNDS AND REIM	101.41428.0882
5 STAR WALT'S LLC										000790
	43642	08/12/15	6.74 GAL. UNLEADED	24.04		2.7020.7		D N	MOTOR FUELS AND	101.42412.0222

ACS FINANCIAL SYSTEM
08/12/2015 15:19:04

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.27 PAGE 19

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:			1,310,940.65										

RECORDS PRINTED - 000460

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	212,689.33
205	INDUSTRIAL DEVELOPMENT	169,000.00
208	CONVENTION & VISITORS BUREAU	20,675.66
230	WILLMAR MUNICIPAL AIRPORT	18,762.38 CR
234	LIBRARY IMPROVEMENT RESERVE	2,000.00
295	COMMUNITY INVESTMENT	84,000.00
296	PUBLIC WORKS RESERVE	10,000.00
311	D.S. - 2011 BOND	450.00
312	D.S. - 2012 BOND	450.00
313	D.S. - 2013 BOND	425.00
414	S.A.B.F. - #2014	708,858.83
450	CAPITAL IMPROVEMENT FUND	91,264.84
651	WASTE TREATMENT	29,889.37
TOTAL ALL FUNDS		1,310,940.65

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,310,940.65
TOTAL ALL BANKS		1,310,940.65

City of Willmar, Minnesota

Building Inspection Report

From 07/01/2015 To 07/31/2015

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22780	7/27/2015	ROBERT HORYZA 2509 COUNTRY CLUB Drive NE	95-137-0020 L 2; B 1 COUNTRY CLUB TERRACE	Residential Add/Alter Addition	FAMILY ROOM / GARAGE ADDITION	\$136,876.52	\$1,569.59
22971	7/2/2015	MATT MONSON 1804 4TH Street NE	95-467-1100 L 5; B 2 LAKEWOOD 7TH ADDITION	Garage/Shed Garage	ADD 34SF TO EXISTING PERMIT #22897	\$1,311.04	\$57.01
23030	7/8/2015	AL STOCKLAND 413 MINNESOTA Avenue SE	95-740-1350 L PT OF 4,5,6, & 7; B 9 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
23044	7/8/2015	PETE ETTERMAN 1225 18TH Street SW	95-510-0270 L PT OF 6 ; B 3 MOLENAAR'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,000.00	\$34.50
23098	7/8/2015	RYAN KOOSMAN 2417 3RD Avenue SE	95-121-3000 L 1; B 1 CAMBRIDGE 3RD ADDITION	New Two-Family Dwelling Multiple Dwelling	NEW DUPLEX AND GARAGE	\$308,769.00	\$2,859.53
23104	7/8/2015	RYAN KOOSMAN 2421 3RD Avenue SE	95-121-3010 L 2; B 1 CAMBRIDGE 3RD ADDITION	New Two-Family Dwelling Multiple Dwelling	NEW DUPLEX AND GARAGE	\$308,769.00	\$2,859.53

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23107	7/8/2015	RYAN KOOSMAN 2425 3RD Avenue SE	95-121-3020 L 3; B 1 CAMBRIDGE 3RD ADDITION	New Two-Family Dwelling Multiple Dwelling	NEW DUPLEX AND GARAGE	\$308,769.00	\$2,859.53
23116	7/2/2015	JAN KOSITZKY 750 15TH Avenue SW	95-780-1300 L 10 - 14; B 6 SUNNYSIDE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,000.00	\$32.00
23117	7/2/2015	JOEY NICHOLS 806 8TH Street SW	95-090-0020 L PT. OF 2; B A BOOTH'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,400.00	\$31.20
23119	7/30/2015	EH LIN REGENCY PARK 401 30TH Street NW H-3	95-980-1030 L H-3; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	LOT H-3 - DEMO #3713W '77 CHICKASHA 14X70 GRAY/WHI	\$0.00	\$75.00
23124	7/28/2015	WILLOW RUN PARTNERS 400 15TH Avenue SW	95-922-6050 L ; B S 22; T 119; R 35	Commercial Add/Alter Reroofing	COMMERCIAL REROOF	\$35,310.00	\$466.41
23126	7/8/2015	M.D.B. PROPERTIES 516 ANN Street SE	95-222-0540 L PT OF 4; B 4 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,200.00	\$32.60
23131	7/7/2015	RICHARD SCORE 1110 1ST Street S B	95-280-2450 L PTS. OF 5,6,7; B 14 HANSON'S ADDITION	Commercial Add/Alter Commercial/Alteration	MONOR INTERIOR REMODEL FOR MESSAGE CLINIC	\$4,000.00	\$145.96

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23132	7/8/2015	GEOFF GILBERTSON 1313 9TH Street SE	95-670-0290 L 9; B 2 PLEASANT VIEW ADDITION	Residential Add/Alter Drainage system	INSTALL 6 WALL ANCHORS, 124' DRAINAGE SYSTEM	\$17,385.00	\$375.84
23134	7/8/2015	MICHELLE O'TOOLE 1408 WILLMAR Avenue SW	95-080-0020 L 2; B 1 BON VAN ACRES	Residential Add/Alter Drainage system	INSTALL 18' OF DRAINAGE SYSTEM	\$1,850.00	\$84.23
23135	7/2/2015	MIKE & LAURA NEGEN 500 26TH Street SE	95-882-0690 L 28; B 4 WOODBERRY ADDN.	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$253,216.72	\$2,446.76
23138	7/2/2015	ISD #347 824 7TH Street SW	95-090-0100 L 0; B B BOOTH'S ADDITION	Commercial Add/Alter Commercial/Alteration	REMODEL NORTH SECOND FLOOR RESTROOMS	\$76,740.00	\$1,206.15
23139	7/2/2015	ISD #347 512 8TH Street SW	95-006-0300 L 1-14; B 59 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	MINOR INTERIOR REMODEL	\$17,686.00	\$441.55
23145	7/8/2015	DOROTHY BROMAN 1600 10TH Street SE	95-671-0380 L 8; B 3 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$800.00	\$30.40
23148	7/8/2015	ISD# 347 2701 30TH Street NE	95-901-0100 L ; B S 1; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	CONSTRUCT DOOR CANOPY	\$9,600.00	\$272.51

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23150	7/8/2015	OKAY HOME SOLUTIONS 612 BECKER Avenue SE	95-220-1720 L PT OF 1-2; B 12 FERRING'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$1,950.00	\$30.98
23152	7/14/2015	NICK DANIELSON 1404 12TH Street SE	95-672-0120 L 2; B 2 PLEASANT VIEW 3RD ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
23153	7/17/2015	MYRON & JOANNE MAYER 1417 17TH Street SW	95-861-0110 L 1; B 1 WEST PARK 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$21,000.00	\$40.50
23154	7/14/2015	SHARON BROGREN 2603 9TH Street SW	95-867-0460 L 6; B 2 WEST PORTLAND ACRES 2N	Residential Add/Alter Residential/Alteration	CONSTRUCT 18_6 X 20' ADDN.	\$70,957.00	\$1,023.88
23155	7/14/2015	SHARON TACK 1439 GRACE Avenue SW	95-080-0130 L 13; B 1 BON VAN ACRES	Residential Add/Alter Deck	RESIDENTIAL DECK	\$3,000.00	\$106.15
23156	7/8/2015	ANDREA LOPEZ 416 2ND Street SE	95-740-0750 L 5; B 5 SPICER'S ADDITION	Residential Add/Alter Residential/Alteration	FRAME IN NEW WINDOW	\$4,323.00	\$141.81
23157	7/7/2015	DWAYNE RUMNEY 3240 EAGLE RIDGE Drive W	95-148-1280 L PT OF 8; B 3 EAGLES LANDING PH. II	Residential Add/Alter Siding	RESIDENTIAL RESIDING	\$800.00	\$50.40

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23158	7/16/2015	RUNNINGS 3031 1ST Street S	95-926-0055 L ; B S 26; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMOVE 112' OF INTERIOR BEARING MASONRY WALL	\$130,000.00	\$1,776.46
23159	7/7/2015	LUCY VASQUEZ 1514 TROTT Avenue SW	95-040-0020 L 2,5 AND 6; B 1 BARNSTAD'S ADDITION	Residential Add/Alter Remodel	REPLACE SUPPORT POSTS IN BASEMENT	\$1,839.18	\$84.22
23160	7/8/2015	JAMES M & DONNA K KROGSRUD 905 PLEASANTVIEW Drive SE	95-671-0390 L 9; B 3 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,670.00	\$33.34
23161	7/16/2015	DANA COBB (LARSON) 724 OLAF Avenue NW	95-300-0020 L 2; B 0 HARRIS SUBDV. OF SEMINAR	Residential Add/Alter Siding	RESIDE DET. GARAGE	\$550.00	\$50.28
23164	7/16/2015	JIM BOSCH 512 7TH Street NW	95-540-0150 L PT OF 4; B 2 NELSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$3,500.00	\$31.75
23166	7/28/2015	EMILY MORTON 1105 13TH Street SW	95-570-0480 L LOT 7 OF SUBDIV. OF ; B 3 NURSERY ADDITION	Residential Add/Alter Residential/Alteration	INSTALL WINDOWS, 3 EGRESS WINDOWS & PATIO DR.	\$10,000.00	\$232.15
23167	7/16/2015	WILLMAR 10 INVESTORS 1601 HIGHWAY 12 E	95-914-1650 L ; B S 14; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	REMODEL SPACE INTO CONFERENCE ROOM	\$20,000.00	\$483.96

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23170	7/15/2015	MARLO NORUM 404 PORTLAND Drive SW	95-785-0030 L 3; B 1 SUNNYVIEW ADDITION, 2ND	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,640.00	\$32.82
23171	7/15/2015	JACKIE CUNNINGHAM 512 PORTLAND Drive SW	95-785-0220 L 2; B 1 SUNNYVIEW ADDITION, 2ND	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,640.00	\$32.82
23172	7/15/2015	BETTY BONNEMA 514 PORTLAND Drive SW	95-785-0210 L 1; B 1 SUNNYVIEW ADDITION, 2ND	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,640.00	\$32.82
23173	7/15/2015	SHIRLEY FREESE 406 PORTLAND Drive SW	95-785-0040 L 4; B 1 SUNNYSIDE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,640.00	\$32.82
23174	7/15/2015	MERLE HILLENBRAND 408 PORTLAND Drive SW	95-785-0050 L 5; B 1 SUNNYSIDE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,640.00	\$32.82
23175	7/15/2015	CLIFF DELP 410 PORTLAND Drive SW	95-785-0060 L 6; B 1 SUNNYSIDE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,640.00	\$32.82
23177	7/16/2015	DEAN KLINGHAGEN 520 CHARLOTTE Street SE	95-222-0390 L 9; B 3 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23178	7/28/2015	GEORGE CHRISTENSEN 1009 13TH Street SW	95-570-0440 L 3 & 5-7; B 3 NURSERY ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
23180	7/30/2015	ROGER KLINGHAGEN 1908 8TH Street SW	95-680-0330 L 3; B 2 PORTLAND ACRES ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
23182	7/22/2015	ENRIQUE ACASTA 405 ROBBINS Avenue SW	95-280-0610 L 1; B 4 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
23184	7/28/2015	ALYANN, LLC 2300 1ST Street S	95-330-0450 L 15-16; B 3 HILLSIDE TERRACE ADDITIO	Move/Raze Demolition	REMOVE COMMERICAL BUILDING	\$0.00	\$150.00
23185	7/28/2015	ALYANN LLC 2300 10TH Street S	95-330-0450 L 15 - 16; B 3 HILLSIDE TERRACE ADDITIO	Commercial New Commercial	CONSTRUCT NEW 3584 SF DRUG STORE	\$750,000.00	\$6,892.09
23188	7/24/2015	TREVOR DUININCK 1419 FAIRACRE Lane SW	95-209-0070 L 7; B 1 FAIRACRE ADDT.	New Single-Family Dwelling New Residence	AMENDMENT TO PERMIT #22795	\$10,874.02	\$250.09
23192	7/28/2015	DENNIS MEYER 635 JULII Street SE	95-222-1590 L 9-10; B 8 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$8,500.00	\$34.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
23193	7/28/2015	MARLYS BOEDER 372 13TH Street SE	95-030-0020 L 2; B A ANDERSONS ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$5,000.00	\$32.50
23195	7/28/2015	RAY WAECHTER 1407 WESTWOOD Court NW	95-562-0100 L 10; B 1 NORTHWOOD ESTATES 2ND	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$15,000.00	\$37.50
23196	7/24/2015	RC INVESTMENTS 409 MINNESOTA Avenue SE	95-740-1390 L PT OF 8-11; B 9 SPICER'S ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOFING AND RESIDING	\$5,000.00	\$92.50
23199	7/30/2015	SKYLARK PROPERTIES LIMITED PAR 1604 1ST Street S	95-922-6820 L ; B S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL PUBLIC RESTROOMS	\$61,523.00	\$1,102.85
23201	7/28/2015	ELSIE SAMMONS 520 JOHANNA Avenue SE	95-250-0230 L PT OF 1-3; B 2 GLARUM'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$3,200.00	\$31.60
23204	7/30/2015	CAROL CARLSON 2008 11TH Street SW	95-132-0060 L 6; B 1 CHIEF ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$17,500.00	\$38.75
23205	7/30/2015	ANNA BUTLER 1005 6TH Street SE	95-230-0100 L 10; B 1 GESCH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,500.00	\$31.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
Current Year Current Month Totals				55		\$2,716,208.48	\$29,049.98
Previous Year Current Month Valuation						\$4,198,525.79	
Current YTD Valuation From 01/01/2015 To 07/31/2015						\$25,612,930.62	
Previous YTD Valuation						\$14,117,319.69	

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
JULY 31, 2015**

Members Present: Eric Banks, Dave Baumgart, Bill Borth, Matt Dawson, Scott Guptil, Audrey Nelsen, Pablo Obregon, Darin Strand

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

Guest Present: Superintendent Jeff Holm

1. Chairman Eric Banks called the meeting to order by asking for introductions.
2. Steve then presented Superintendent Jeff Holm who spoke briefly about himself.

3. Park Committee Meeting Date: The Board has been divided into committees:

Finance or Executive – Steve, Audrey Nelsen, Tim Johnson and Liz VanDerBill

Program – Matt Dawson, Carol Laumer, Pablo Obregon, Bill Borth and Darin Strand as chair

Park – Dave Baumgart, Scott Guptil, Ross Magnuson, Rachel Skretvedt, Audrey Nelsen and Eric Banks as chair

A discussion followed regarding possible meeting dates. Tuesday, August 4 at 5 pm was chosen for the first Park Committee meeting.

4. City 2016 Capital Improvement Projects and Operations Budget:

Steve announced that Troy Ciernia has resigned as Arena Manager. The job is posted thru August 13.

Steve discussed the budget thru a PowerPoint presentation. He stated City Department Heads have been told to hold the line on expenses for the 2016 fiscal year. There were a few increases being proposed with most of them either around part time staff and the increase in minimum wage and program participant increases. In addition some of the buildings are showing some needs for improvements so those line items have been increased as well. Steve will bring budgets back in the near future for further discussion.

Community Center Budget – Has one regular employee – Jeff the custodian. The budget was increased to add some overtime hours. This was done due to increased usages outside of the regular work day. Temporary salaries budget was decreased from \$10,000 to \$8,000 to help offset the overtime increase.

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
JULY 31, 2015, PAGE 2**

The facility is aging – roof issues – waiting for the Facility Study to be completed before submitting any substantial building dollars into the budget. Audrey Nelsen asked about the computer lab and wireless capability in the Center. Steve stated more hubs are needed to increase wireless capacity. Ross Smeby, City Computer Tech, is looking to expand the capabilities and has requested funds in the 2016 CIP.

Another budget request is for tables, chairs, carpeting. In the past that would have been in the 5 year CIP but given the amount falls under \$10,000.00 staff decided to add it to the operations budget.

Recreation Budget - Looking at the process for how we reconcile monthly expenses with School and City. Change to every six months (instead of monthly), this would save staff time with both agencies.

The biggest change in the Rec budget is to increase the \$87,000 part-time summer help budget to \$98,000. Last year \$92,000 was spent, previous to that the amount was \$99,000. We are not able to operate at the level we would like to at the lower budget amount given the increases in programs and now with the minimum wage increase.

The Park Plan includes a new shelter and splash pad at Rice Park and this was included in the 2016 CIP.

Audrey Nelsen asked if money is in the budget to pay for the park plan. Steve stated that the company will come back to address the Council upon request. But at this time he is not including this service in the 2016 budget.

- 5. Civic Center** - Troy Ciernia has already left his position as Civic Center Manager. Rob has been filling in handling the administrative duties such as scheduling ice time and contacting any dry floor users. Maintenance staff has done a nice job getting the facility ready for the fall usage.

Budget – requesting more in the temporary employee budget – from \$29,000 to \$40,000. Steve is leaving it up to the new manager to decide if the clerical position will be re-instated. If so, then the \$40,000 would decrease (\$40,000 would cover additional concession staff) and the money for the Clerk position would stay in the budget.

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
JULY 31, 2015, PAGE 3**

Cedar shakes replacement has been added to the 2016 CIP. They are in need of replacement due to water infiltrating in areas. Staff will work with the construction firm hired to decide on the product used to replace the shakes.

Darin Strand asked about the refrigeration projects. Steve responded that new HVAC should be installed by October. The R22 refrigerant the Arena uses is being phased out by 2018. That is what is driving the discussion on replacing the refrigeration systems. Steve stated it could cost two million to replace the systems currently in use. Our units are in good repair so we probably have a longer time with them than previously thought. Audrey Nelsen asked if there were any grants that could be applied for. There is some money available thru the Mighty Ducks but, due to the number of Arenas needing to replace their equipment, the grant money will not be enough for everyone. Matt Dawson said the project has to be planned out before grants can be applied for.

Scott Guptil asked about improving the broadband at the Arena. The Curling Club will contribute \$1,000 with \$5,000 from the Arena. Cost to upgrade WiFi is \$16,000. Audrey Nelsen asked about WiFi at Taunton Stadium. Steve responded that he thought the Stingers may be the organization who should ask about that. Matt Dawson suggested that rentals would increase at the Arena if broadband was available. The EDC did apply for a broadband grant and the Civic Center was one of the projects in that grant. They did receive the grant thus the broadband expansion will take place yet this fall.

6. **DOAC** – In the Capital Plan is \$40,000 for a replacement heater. The current one is 12 years old with a life expectancy of 15-16 years. Repairs have been done this year; a new heater would reduce monthly costs as the new ones are much more efficient. Staffing budget request has an increase of \$8,000.00 for next year due to minimum wage and competitive salaries needed to hire quality staff.

Pam Vruwink talked about the Aquatic Center. So far this summer, the pool has been closed only a couple of days due to the weather. Daily attendance averaged 248 in June and 291 in July with a summer total at 13,000. Donations collected on the Thursday Food Shelf event during July totaled 1,100 pounds (not including yesterday's which looks to be about 350 pounds.)

The pool inspection has been completed and Justin DeLeeuw received glowing remarks on his job of keeping up the facility.

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
JULY 31, 2015, PAGE 4**

August 21 will be the last day the Aquatic Center will be open for the summer of 2015.

There were quite a few private rentals, from ACMC, Girl Scouts, to name a few. The rental fee is \$400 for two hours (outside of regular hours)

- 7. Casey Hagert** talked about the summer rec programs. The weather cooperated and very few activities had to be cancelled. There were over 210 participating in gymnastics. Total number of participants in the various programs was 925.

The next Movie in the Park is August 21 at Robbins Island, starting about 8:30. Casey stated there were quite a few people at the Island during the last movie many people came up and asked what was going on and wanting to pay to participate. Hopefully, word will spread so the crowd is larger for the next movie.

Jena Tollefson Cardinal Place has added new kids every week. Some of the day trips this summer have been a trip to watch the Twins, a River boat cruise and Valley Fair, along with Friday trips to the Aquatic Center.

Jena and Allie Olson have visited some other locations in other towns. They have been working on changing the format of available options of attendance so families have more flexibility. The fee structure has not increased in recent years but with minimum wage being increased, that may impact the daily fees that will be charged in 2016.

Jena is starting to look at fall staffing needs and she knows she will have openings if anyone knows someone looking for this type of work to have them contact Jena.

- 8. Rob Baumgarn** said the Adult Leagues went well. The Co-Ed league is done and Men's and Church are in playoffs. There were a total of 62 teams in Men's, Co-Ed and Church with 12 teams in the Sunday Soccer league.

Rob reported that the Community Center is being utilized on the weekends often, for wedding receptions, graduations and birthday parties.

After the Stingers are done for the season, we will be putting Orange and Baker out of commission for needed maintenance such as replacing the agri-lime on the warning tracks, moving some irrigation lines at Baker to list a couple of the tasks to be completed.

**COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD
JULY 31, 2015, PAGE 5**

Steve reported on the Yellow Bike program. We started with 46 bikes and 20 racks. There have been positive and negative feedback with the program. Theft and vandalism is being dealt with. Part-time staff is getting bikes from the impound lot and bringing to Rick's to get ready to be added to the yellow bike fleet. Volunteers are needed to help work on the bikes for this program to be sustainable into the future.

Laura Morales reported on ABE. Presently there are five levels of ESL classes. Programs are also offered at Ridgewater and the County jail. Due to the retirement of the Consortia Manager there is currently a leadership position open and being advertised.

9. Pam stated that we find out at 2:00 today if Willmar won the \$25,000 or \$100,000 Bark for your Park contest (we did not win). She also said the fencing for the dog park is almost complete. August 26 is the grand opening for the Dog Park. The cost to add water and water stations is \$10,000 to \$11,000. Hopefully this can be installed next year. Temporary water is available at this point.

Audrey Nelsen encouraged everyone to keep the CIP in mind. Steve mentioned that 30% of equipment in Willmar's parks has a rating of 1 or 2 (a rating of 1 means equipment needs to be replaced). He said we need to start advocating support for the parks.

As there was no further business, the meeting adjourned.

The next meeting will be August 28.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

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

Originating Department: Information Systems

Agenda Item: Hearing to Consider Ordinance Amendment for Windstream Office Closing

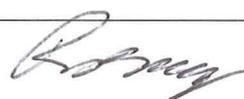
Recommended Action: Staff recommends adoption of the amendment to Ordinance No. 1152 which would allow the closing of the Windstream Office and acceptance of the \$12,000 donation to the City.

Background/Summary: A motion was made to allow Windstream to close their local office and direct staff to modify Ordinance 1152 was passed at the July 20, 2015 Council Meeting. The revised Ordinance was drafted, approved by our franchise attorney and notice of the hearing and ordinance revision published.

Alternatives: Do not adopt the amended Ordinance.

Financial Considerations: Windstream is offering to donate 12,000 to the City.

Preparer: Ross Smeby

Signature: 

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CABLE COMMUNICATIONS FRANCHISE
ORDINANCE GRANTED TO EN-TEL COMMUNICATIONS, LLC

Recitals:

1. On or about November 21, 2001, the City of Willmar, Minnesota (“City”) granted a Cable Communications Franchise Ordinance (“Ordinance”) to En-Tel Communications, LLC.
2. The Ordinance is currently held by EN-TEL, LLC (“Windstream”).
3. Due to its relatively minor market presence in the City, Windstream has requested that the City allow Windstream to close its local office within the City.
4. Windstream has committed that it will continue to provide to Windstream subscribers in the City access to a toll-free call center, on-line chat and local field technicians.
5. Windstream further agrees to accept payments through third-party payment agencies within the City.
6. Windstream further agrees to a one-time payment to the City of \$12,000 in exchange for elimination of the local office obligation.

The City of Willmar, Minnesota does ordain as follows:

Section 1. Each of the above recitals is hereby incorporated by reference as a finding of the City.

Section 2. Section 5.8 of the Ordinance is deleted in its entirety.

~~5.8 — Local Office Policy. Grantee shall maintain a location in City for receiving Subscriber inquiries, bill payments, and equipment transfers. The location must be staffed by a Person capable of receiving inquiries and bill payments and the location shall be open a minimum of forty (40) hours per week, excluding state or national holidays.~~

Section 3. This Ordinance shall be effective after its adoption and second publication.

This Ordinance introduced by Council Member: Christianson

This Ordinance introduced on: August 3, 2015

This Ordinance published on: August 8, 2015

This Ordinance adopted on: _____

This Ordinance published on: _____

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, August 10, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member
	Andrew Plowman	Member

Others present: Finance Director Steve Okins, Interim City Administrator Kevin Halliday, Police Chief Jim Felt, Fire Chief Frank Hanson, Walmart Alcohol Manager Kim Lippert, Willmar Municipal Utilities Finance Director Tim Hunsted, Rice Memorial Hospital Representatives Mike Schramm and Bill Fenske, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Liquor License Violations (Information)

Staff reported to the Committee that the Willmar Police Department conducted alcohol compliance checks on 16 on-sale and 5 off-sale liquor establishments in the City of Willmar. As a result, all of these businesses passed the compliance check with the exception of Walmart and Grizzly's. This is the first failed compliance check for Walmart and the second failed compliance check for Grizzly's. A first violation requires the license holder to appear at a City Council Committee Meeting to explain measures being taken to eliminate future violations. A second violation requires the license holder to be fined \$1,000 or request a hearing to appeal the penalty. Kim Lippert, Walmart Alcohol Manager, was present to explain to the Committee what measures they are undertaking to eliminate future violations. Grizzly's paid their fine in full on August 3, 2015; consequently, they will not be requesting a hearing to appeal. This matter was for information only.

Item No. 4 Possible Sale of Decommissioned Squad Cars (Resolution)

Police Chief Jim Felt explained to the Committee that the Police Department (WPD) has three Chevrolet Impala squad cars that are scheduled for decommission and sale as part of the City Vehicle Replacement Program. The Minnesota Highway Safety Research Center (MHSRC - St. Cloud / a division of St. Cloud State University) would like to directly purchase the vehicles for use in the emergency vehicle operators training. Staff is requesting authorization to sell the three decommissioned squad cars directly to the MHSRC in return for training voucher dollars for drivers training. MHSRC has offered \$4,000 in vouchers per vehicle, will take them as-is, and will incorporate the emergency equipment that cannot be re-used by the WPD. Historically, the City has sold these squads on the City auction, averaging \$3,900 per vehicle. It was noted that additional expenses of an auction would include the cost of removing all emergency equipment and a 5% auctioneer fee. The MHSRC voucher dollars would be used for WPD officers to attend the mandatory emergency vehicle operators' courses which typically cost about \$600 per officer. By utilizing a sale to MHSRC, the City can retain a higher value on the squad cars and directly reduce costs for recertification of officers.

Following discussion, Council Member Fagerlie moved to introduce a resolution to approve the sale of the three decommissioned Chevrolet Impala squad cars to MHSRC for \$4,000 in vouchers per vehicle. Council Member Nelsen seconded the motion which carried.

Item No. 5 Willmar Municipal Utilities 05/31/15 Financial Report (Information)

Willmar Municipal Utilities (WMU) Finance Director Tim Hunsted presented their Financial Report as of May 31, 2015. Both revenues and expenditures are below budget for the period to date reflecting a net loss of \$725,276 as of May 31, 2015. It was noted that rate increases went into effect in June. This matter was for information only.

Item No. 6 Rice Memorial Hospital 06/30/15 Financial Report (Information)

Rice Hospital Chief Financial Officer Bill Fenske presented their Financial Report as of June 30, 2015, which reflected a net income of \$2,177,751 compared to a net loss of \$2,698,460 a year ago. It was noted that inpatient volumes are up and expenses are down. CEO Mike Schramm updated the Committee regarding ICCU's integration into general hospital areas which provides more support staff for rooms near nurses' stations. He also reported on anticipated changes to Rehab Services. This matter was for information only.

Item No. 7 Set Special Assessment Hearing for Unpaid Weed/Grass Mowing (Motion)

Staff presented to the Committee a list of properties that have not paid the charges for weed and grass mowing. Pursuant to Municipal Code, Chapter 9, Article III, concerning the cutting of weeds or grass and in the case of noncompliance, such work is to be performed by the City or its agent. The costs thereof can be certified as a special assessment against the property in question. The Committee asked staff to review standard mowing fees to determine whether or not changes are warranted.

Following discussion, Council Member Fagerlie moved to set a public hearing for 7:01 p.m. on September 8, 2015, to consider objections to the proposed assessment for the mowing costs incurred. Council Member Nelsen seconded the motion which carried.

Item No. 8 Set Special Assessment Hearing for Unpaid Garbage Removal (Motion)

Staff presented to the Committee a list of properties that have not paid the charges for garbage removal. Pursuant to Municipal Code, Chapter 12, Article II, concerning the removal of nuisance conditions by the City, the costs thereof can be certified as a special assessment against the property in question.

Following discussion, Council Member Nelsen moved to set a public hearing for 7:02 p.m. on September 8, 2015, to consider objections to the proposed assessment for the garbage removal costs incurred. Council Member Plowman seconded the motion which carried.

Item No. 9 Set Special Assessment Hearing for Unpaid Snow/Ice Removal (Motion)

Staff presented to the Committee a list of properties that have not paid the charges for snow or ice removal. Pursuant to Municipal Code, Chapter 13, Article III, concerning the removal of snow or ice from sidewalks, the costs thereof can be certified as a special assessment against the property in question.

Following discussion, Council Member Plowman moved to set a public hearing for 7:03 p.m. on September 8, 2015, to consider objections to the proposed assessment for the snow or ice removal costs incurred. Council Member Nelsen seconded the motion which carried.

Item No. 10 Maintenance Work at Aquatic Center (Information)

Staff reported to the Committee that this item has been deferred to the Public Works/Public Safety Committee meeting on August 11, 2015.

Item No. 11 Fire Department Verbal SCBA Order (No Action Taken)

As requested by Chair Denis Anderson, the issue of the verbal SCBA order placed in December, 2014, has been returned to the Committee to become an official motion. After review, the City Attorney indicated that if the City wishes to lock in the price of purchasing the full \$330,000+ worth of equipment in 2016 without legally committing to such purchase at this time, and the seller is okay without receiving a legal commitment to purchase, Attorney Scott would "...recommend the City Council pass a motion to approve the purchase as proposed, but which is contingent on 1) the City including such expenditure in its official 2016 budget (or CIP, as applicable); and 2) City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget (or CIP, as applicable) has been officially adopted and includes such expenditure."

Following considerable discussion, Council Member Nelsen moved to approve the purchase as proposed contingent on the City including the SCBA Purchase in its 2016 budget and City staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget has been officially adopted and includes this expenditure. There was no second to this motion which consequently failed.

Item No. 12 Reports (Information)

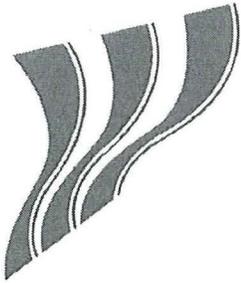
The Committee received the following report: 07/31/15 CVB Financial Report. Council Member Nelsen raised a concern that the CVB Board should review these reports before they are provided to the Council. This matter was taken for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m. by Vice-Chair Johnson.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: August 10, 2015

Attachments: Yes X No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Agenda Item: Liquor License Violations

Recommended Action: Receive Testimony to Make Recommendation to Full Council

Background/Summary:

Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in one (1) violation of On-Sale establishment and one (1) violation of an Off-Sale establishment.

- 1) A first violation for license holder **Walmart Stores, Inc. dba Walmart #1470** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.
- 2) A Second violation for license holder **Ringneck Restaurant Inc. dba Grizzly's Grill N' Saloon** and as such fined one thousand dollars (\$1,000.00) or request a hearing to appeal the penalty.
 - Payment was received August 3, 2015 (no appeal).

Alternatives:

Financial Considerations: Not Applicable

Preparer: City Clerk-Treasurer

Signature:

Comments:

MEMORANDUM

TO: City Clerk Kevin Halliday

FROM: Police Chief Jim Felt



DATE: July 16, 2015

SUBJECT: ALCOHOL COMPLIANCE CHECKS

On July 8, 2015 and July 9, 2015, the Willmar Police Department conducted alcohol compliance checks on (16) on-sale and (5) off-sale liquor establishments in the City of Willmar.

The on-sale establishments that were checked were: Applebee's, El Tapatio Mexican Restaurant, Golden Palace, Green Mill, Grizzly's, KEC, KRA Speedway, Peps Sports Bar, Ruff's Wings & Sports Bar, The Oaks at Eagle Creek, Valley Golf, Willmar American Legion Post 167, Willmar Eagles Club, Willmar Elks Lodge 952, Willmar Stingers, Willmar VFW Post 1639.

The Barn Theatre and New Fireside/Caribbean Club were closed and were not checked at this time.

The off-sale establishments that were checked were: Cashwise Liquor, Cub Foods Liquor, Sunray Spirits, Walmart Super Center and Westside Liquor.

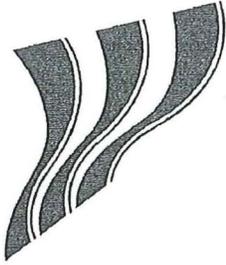
All passed the compliance check, with the exception of Walmart and Grizzly's, who sold alcoholic beverages to our 19 year old decoy. Attached is a copy of the police reports for your records.

This is the first failed compliance check for Walmart, and the second failed compliance check for Grizzly's.

If you have any questions, please contact me.

JEF/sae

Attachments



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 Police

Agenda Item: Possible sale of decommissioned squad cars to MN Highway Safety Research Center

Recommended Action: Willmar PD has three Chevrolet Impala squad cars that are scheduled for decommission and sale as part of the city vehicle replacement program. The Minnesota Highway Safety Research Center (MHSRC – St. Cloud / a division of St. Cloud State University) would like to directly purchase the vehicles for use in their emergency vehicle operators training. Willmar PD is requesting authorization to sell the three decommissioned squad cars directly to the MHSRC in return for training voucher dollars for drivers training.

Background/Summary: The MHSRC has been the primary drivers training institution for the Willmar Police Department for over 25 years. Willmar Police Officers attend mandatory emergency vehicle operators courses every four years. The MHSRC has done a site visit and offered WPD \$4,000 per vehicle. Research shows that the squad cars have typically gone on city auction and averaged \$3,900. Additional expenses of an auction would include the cost of removing all emergency equipment and a 5% auctioneer fee. The MHSRC will take vehicles as-is and incorporate the emergency equipment that cannot be re-used by WPD. Payment in lieu of cash would be in voucher dollars for WPD officers to attend the mandatory emergency vehicle operators courses (typically about \$600 per officer). By utilizing a sale to MHSRC, the city can retain a higher value on the squad cars and directly reduce costs for recertification of officers.

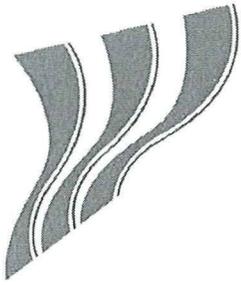
Alternatives: Continue to sell squad cars at auction

Financial Considerations: Known price offer versus auction value. No additional costs for auctioneer or for removal of equipment. Payment would be in voucher dollars for training versus cash.

Preparer: Chief Jim Felt

Signature:

Comments:



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

Agenda Item Number: 5
Meeting Date: August 10, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Willmar Municipal Utilities 05/31/15 Financial Report

Recommended Action: Receive and review the Willmar Municipal Utilities' 05/31/15 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:

Operating Results Analysis – May 2015 and Year to Date

Month

Electric

- May revenues were \$2.082 million. This is \$0.003 million (0.1%) **higher** than May 2014 and \$0.350 million **unfavorable** to budget (14.4%). (Across the board.)
- Total operating expenses were \$1.937 million. This is \$0.285 million (12.8%) **lower** than May 2014 and \$0.439 million (18.5%) **favorable** to budget. Key budget to actual differences include lower production O&M, purchased power, transmission operations and G&A offset somewhat by higher distribution O&M..
- Operating income of \$0.144 million is \$0.288 million **higher** than May 2014 and is \$0.088 million **favorable** to budget.

Water

- May revenues were \$0.157 million. This is \$0.008 million (5.7%) **higher** than May 2014 and \$0.024 million (13.4%) **unfavorable** to budget. (Across the board.)
- Total operating expenses were \$0.143 million. This is \$0.006 million **lower** than May 2014 and \$0.018 million **favorable** to budget.
- Operating income of \$0.013 million is \$0.015 million **higher** than May 2014 and is \$0.006 million **unfavorable** to budget due to the revenue shortfall.

Heating

- May revenues were \$0.058 million. This is \$0.014 million **lower** than May 2014 and \$0.001 million **favorable** to budget.
- Total operating expenses were \$0.072 million. This is \$0.034 million **higher** than May 2014 (lower purchased power costs) and \$0.031 million **favorable** to budget.
- Operating loss of (\$0.015) million is \$0.048 million **higher** than May 2014 and is \$0.032 million **favorable** to budget.

Combined

- Total operating income of \$0.143 million is \$0.068 million **higher** than May 2014 and is \$0.114 million **favorable** to budget due to the revenue shortfall being offset by operating expense savings.
- Intergovernmental Transfers to City of Willmar are \$0.179 million in May.
- Net loss is -2% as compared to May 2014 of -6% and -6% for budget.

Year to Date

Electric

- YTD revenues are \$11.099 million. This is \$0.060 million (0.5%) **lower** than 2014 and \$1.429 million (11.4%) **unfavorable** to budget.
- Total operating expenses are \$11.033 million. This is \$1.215 million **higher** than 2014 (excess sales and DeWind) and \$0.773 million (6.5%) **favorable** to budget. (Lower transmission and production operations than budgeted.)
- Operating income of \$0.067 million is \$0.275 million **unfavorable** to 2014 (excess energy sales and DeWind) and is \$0.655 million **unfavorable** to budget driven by lower revenues than budgeted.

Water

- YTD revenues are \$0.758 million. This is \$0.015 million (2.0%) **higher** than 2014 and \$0.148 million (16.3%) **unfavorable** to budget.
- Total operating expenses are \$0.782 million. This is \$0.075 million higher than 2014 and \$0.026 million **favorable** to budget.
- Operating loss of (\$0.023) million is \$0.060 **lower** than 2014 and is \$0.122 million **unfavorable** to budget.

Heating

- YTD revenues are \$0.564 million. This is \$0.077 million (12.0%) **lower** than 2014 and \$0.007 million (1.2%) **unfavorable** to budget. (Commercial/industrial.)
- Total operating expenses are \$0.403 million. This is \$0.022 million **lower** than 2014 and \$0.096 million **favorable** to budget.
- Operating income of \$0.161 million is \$0.055 million **lower** than 2014 and is \$0.089 million **favorable** to budget.

Combined

- Total operating income of \$0.204 million is \$1.390 million **lower** than 2014 (excess sales and DeWind) and is \$0.689 million **unfavorable** to budget.
- Intergovernmental transfers to City of Willmar are \$0.897 million YTD, 7.2% of revenues.
- Net loss of (\$0.725) million is -6% as compared to 2014 of +6% and 0% for budget.

Electric										
2014 Actual May	2014 YTD May	2014 Actual 12 months	Summary	2015 Budget 12 months	2015 Actual May	2015 Budget May	May Variance	2015 Actual YTD	2015 Budget YTD	YTD Variance
Operating revenues										
512,705	3,115,052	7,477,972	Residential	7,862,120	484,685	616,705	(132,020)	2,936,739	3,176,471	(239,732)
1,418,782	7,275,761	18,798,010	Commercial/industrial	21,177,601	1,467,274	1,661,173	(193,899)	7,431,655	8,556,222	(1,124,567)
-	-	-	Energy acquisition/fuel adj	-	-	-	-	-	-	-
-	-	1,606,163	Transmission	1,733,526	111,717	135,978	(24,261)	619,707	700,383	(80,676)
147,617	768,229	263,037	Miscellaneous	235,600	18,434	18,480	(46)	111,372	95,187	16,185
2,079,104	11,159,042	28,145,182	Total operating revenues	31,008,847	2,082,110	2,432,336	(350,226)	11,099,474	12,528,263	(1,428,789)
Operating expenses										
92,225	1,117,070	3,407,315	Production operation	3,474,056	110,642	304,567	(193,925)	1,164,019	1,365,826	(201,807)
104,535	83,673	367,659	Production maintenance	1,152,408	92,972	96,033	(3,061)	495,807	480,165	15,642
1,180,213	4,867,772	12,760,188	Purchased power	14,009,896	1,033,148	1,069,169	(36,021)	5,718,496	5,729,880	(11,384)
180,278	887,157	2,257,441	Transmission operation	3,271,930	147,380	252,595	(105,215)	847,687	1,341,349	(493,662)
88,996	152,893	181,070	Transmission maintenance	139,739	15,701	11,645	4,056	45,978	58,225	(12,247)
44,497	217,858	581,003	Distribution operation	496,283	66,088	41,357	24,731	314,698	206,785	107,913
48,416	217,761	510,957	Distribution maintenance	597,335	75,613	49,778	25,835	242,203	248,890	(6,687)
56,262	214,586	529,578	Customer service/energy services	498,816	30,607	42,828	(12,221)	223,582	214,140	9,442
282,334	1,332,531	2,894,964	General & administrative	3,316,697	220,771	276,395	(55,624)	1,263,111	1,381,975	(118,864)
145,023	726,318	1,745,611	Depreciation	1,870,000	144,813	155,833	(11,020)	717,347	779,165	(61,818)
2,222,779	9,817,619	25,235,786	Total operating expenses	28,827,160	1,937,734	2,300,200	(362,466)	11,032,929	11,806,400	(773,471)
(143,675)	1,341,423	2,909,396	Operating income	2,181,687	144,376	132,136	12,240	66,544	721,863	(655,319)
16,921	109,802	793,494	Other income	232,000	16,886	19,333	(2,447)	87,129	96,665	(9,536)
(27,381)	(136,901)	(320,930)	Other expense	(320,100)	(26,117)	(26,675)	558	(130,560)	(133,375)	2,815
(154,135)	1,314,324	3,381,960	Net earnings	2,093,587	135,145	124,794	10,351	23,114	685,153	(662,039)
155,655	778,273	1,867,856	Intergovernmental transfer	1,942,570	161,881	161,881	-	808,533	809,405	(872)
(309,790)	536,051	1,514,104	Net income	151,017	(26,736)	(37,087)	10,351	(785,419)	(124,252)	(661,167)
-15%	5%	5%		0%	-1%	-2%	-3%	-7%	-1%	46%

			Water							
2014	2014	2014	Summary	2105	2015	2015		2015	2015	
Actual	YTD	Actual		Budget	Actual	Budget	May	Actual	Budget	YTD
May	May	12 months		12 months	May	May	Variance	YTD	YTD	YTD
										Variance
			Operating revenues							
78,103	384,973	1,033,732	Residential	1,268,296	81,836	94,078	(12,242)	385,420	470,555	(85,135)
67,756	336,392	954,974	Commercial/industrial	1,073,446	74,857	79,624	(4,767)	354,148	398,263	(44,115)
2,609	21,929	87,654	Miscellaneous	102,000	256	7,566	(7,310)	18,824	37,845	(19,021)
148,468	743,294	2,076,360	Total operating revenues	2,443,742	156,948	181,268	(24,320)	758,391	906,663	(148,272)
			Operating expenses							
22,183	106,032	236,482	Production operation	268,738	23,447	22,396	1,051	112,843	111,980	863
1,835	40,452	77,562	Production maintenance	105,350	528	8,780	(8,252)	36,064	43,900	(7,836)
11,166	66,225	155,313	Purchased power	165,300	10,872	13,775	(2,903)	64,290	68,875	(4,585)
-	-	-	Transmission operation	-	-	-	-	-	-	-
-	-	-	Transmission maintenance	-	-	-	-	-	-	-
16,536	64,209	173,649	Distribution operation	169,809	20,806	14,150	6,656	70,727	70,750	(23)
7,542	89,712	142,317	Distribution maintenance	156,834	2,092	13,069	(10,977)	45,282	65,345	(20,063)
15,881	50,838	160,617	Customer service/energy services	178,280	19,056	14,857	4,199	93,776	74,285	19,491
52,284	177,834	528,036	General & administrative	614,203	44,876	51,184	(6,308)	250,066	255,920	(5,854)
22,421	111,614	264,324	Depreciation	280,000	21,805	23,333	(1,528)	108,681	116,665	(7,984)
149,848	706,916	1,738,300	Total operating expenses	1,938,514	143,481	161,544	(18,063)	781,730	807,720	(25,990)
(1,380)	36,378	338,060	Operating income	505,228	13,467	19,724	(6,257)	(23,338)	98,943	(122,281)
1,797	9,386	82,722	Other income	23,000	2,025	1,917	108	9,460	9,585	(125)
(1,245)	(6,227)	(12,880)	Other expense	(11,100)	(1,038)	(925)	(113)	(5,192)	(4,625)	(567)
(828)	39,537	407,902	Net earnings	517,128	14,454	20,716	(6,262)	(19,071)	103,903	(122,974)
12,107	60,532	145,278	Intergovernmental transfer	150,682	12,106	12,107	(1)	61,432	60,535	897
(12,935)	(20,995)	262,624	Net income	366,446	2,348	8,609	(6,261)	(80,502)	43,368	(123,870)
-9%	-3%	13%		15%	1%	5%		-11%	5%	

Heating										
2014	2014	2014	Summary	2015	2015	2015	2015	2015	2015	2015
Actual	YTD	Actual		Budget	Actual	Budget	May	Actual	Budget	YTD
May	May	12 months		12 months	May	May	Variance	YTD	YTD	YTD
										Variance
Operating revenues										
8,354	93,730	125,456	Residential	100,008	6,019	6,268	(249)	72,800	63,142	9,658
62,913	545,502	852,325	Commercial/industrial	800,001	51,573	50,142	1,431	489,542	505,108	(15,566)
-	-	-	EAA/Fuel Adjustment	-	-	-	-	-	-	-
348	1,860	4,147	Miscellaneous	4,000	34	251	(217)	1,573	2,526	(953)
71,615	641,092	981,928	Total operating revenues	904,009	57,625	56,661	964	563,915	570,776	(6,861)
Operating expenses										
-	-	-	Production operation	-	-	-	-	-	-	-
-	267	967	Production maintenance	17,000	-	1,417	(1,417)	-	7,085	(7,085)
2,536	266,212	488,344	Purchased power	484,000	39,560	30,563	8,997	233,146	303,230	(70,084)
-	-	-	Transmission operation	-	-	-	-	-	-	-
-	-	-	Transmission maintenance	-	-	-	-	-	-	-
2,532	7,953	25,022	Distribution operation	28,000	1,925	2,334	(409)	20,827	11,670	9,157
2,666	22,852	55,851	Distribution maintenance	64,100	4,652	5,343	(691)	19,639	26,715	(7,076)
794	2,541	8,031	Customer service/energy services	8,914	953	743	210	4,689	3,715	974
13,942	47,422	140,873	General & administrative	163,787	11,154	13,649	(2,495)	52,877	68,245	(15,368)
15,529	77,583	186,334	Depreciation	187,000	14,134	15,583	(1,449)	71,762	77,915	(6,153)
37,999	424,830	905,422	Total operating expenses	952,801	72,378	69,632	2,746	402,940	498,575	(95,635)
33,616	216,262	76,506	Operating income	(48,792)	(14,753)	(12,971)	(1,782)	160,975	72,201	88,774
1,258	6,570	57,905	Other income	16,000	1,418	1,333	85	6,622	6,665	(43)
-	-	-	Other expense	-	-	-	-	-	-	-
34,874	222,832	134,411	Net earnings	(32,792)	(13,335)	(11,638)	(1,697)	167,597	78,866	88,731
5,189	25,942	62,262	Intergovernmental transfer	59,348	5,396	5,396	-	26,951	26,980	(29)
29,685	196,890	72,149	Net income	(92,140)	(18,731)	(17,034)	(1,697)	140,646	51,886	88,760
41%	31%	7%		-10%	-33%	-30%		25%	9%	

Combined Company										
2014 Actual May	2014 YTD May	2014 Actual 12 months	Summary	2015 Budget 12 months	2015 Actual May	2015 Budget May	May Variance	2015 Actual YTD	2015 Budget YTD	YTD Variance
			Operating revenues							
1,933,401	3,593,755	8,637,160	Residential	9,230,424	572,539	717,051	(144,512)	3,394,958	3,710,168	(315,210)
4,654,327	8,157,655	20,605,309	Commercial/industrial	23,051,048	1,593,704	1,790,939	(197,235)	8,275,345	9,459,593	(1,184,248)
-	-	-	Energy acquisition/fuel adj	0	0	0	-	0	0	-
658,990	658,990	1,606,163	Transmission	1,733,526	111,717	135,978	(24,261)	619,707	700,383	(80,676)
61,728	133,028	354,838	Miscellaneous	341,600	18,723	26,297	(7,574)	131,769	135,558	(3,789)
7,308,446	12,543,428	31,203,470	Total operating revenues	34,356,598	2,296,683	2,670,265	(373,582)	12,421,780	14,005,702	(1,583,922)
			Operating expenses							
576,432	1,223,102	3,643,797	Production operation	3,742,794	134,089	326,963	(192,874)	1,276,863	1,477,806	(200,943)
247,921	124,392	446,188	Production maintenance	1,274,758	93,500	106,230	(12,730)	531,871	531,150	721
3,275,840	5,200,209	13,403,845	Purchased power	14,659,196	1,083,580	1,113,507	(29,927)	6,015,932	6,101,985	(86,053)
863,225	887,157	2,257,441	Transmission operation	3,271,930	147,380	252,595	(105,215)	847,687	1,341,349	(493,662)
122,684	152,893	181,070	Transmission maintenance	139,739	15,701	11,645	4,056	45,978	58,225	(12,247)
187,386	290,020	779,674	Distribution operation	694,092	88,819	57,841	30,978	406,253	289,205	117,048
228,552	330,325	709,125	Distribution maintenance	818,269	82,358	68,190	14,168	307,124	340,950	(33,826)
176,869	267,965	698,226	Customer service/energy services	686,010	50,616	58,428	(7,812)	322,046	292,140	29,906
1,006,599	1,557,787	3,563,873	General & administrative	4,094,687	276,800	341,228	(64,428)	1,566,054	1,706,140	(140,086)
546,565	915,515	2,196,269	Depreciation	2,337,000	180,751	194,749	(13,998)	897,790	973,745	(75,955)
7,232,073	10,949,365	27,879,508	Total operating expenses	31,718,475	2,153,593	2,531,376	(377,783)	12,217,599	13,112,695	(895,096)
76,373	1,594,063	3,323,962	Operating income	2,638,123	143,090	138,889	4,201	204,181	893,007	(688,826)
81,389	125,758	934,121	Other income	271,000	20,329	22,583	(2,254)	103,210	112,915	(9,705)
(85,878)	(143,128)	(333,810)	Other expense	(331,200)	(27,156)	(27,600)	444	(135,752)	(138,000)	2,248
71,884	1,576,693	3,924,273	Net earnings	2,577,923	136,263	133,872	2,391	171,640	867,922	(696,282)
518,850	864,747	2,075,396	Intergovernmental transfer	2,152,600	179,383	179,384	(1)	896,916	896,920	(4)
(446,966)	711,946	1,848,877	Net income	425,323	(43,120)	(45,512)	2,392	(725,276)	(28,998)	(696,278)
-6%	6%	6%		1%	-2%	-2%	-1%	-6%	0%	44%



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

Agenda Item Number: 6

Meeting Date: August 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 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: Rice Hospital 06/30/15 Financial Report

Recommended Action: Receive and review the Hospital's 06/30/15 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
 June 30, 2015
Executive Summary

June was a positive month in terms of actual financial performance with Rice generating a gain on operations of \$184,000. Total Patient Revenues were 0.1% greater than the three-month average with Total Operating Revenues 2.1% greater and Net Operating Expenses 4.4% greater. Improved payer mix contributed to the positive performance.

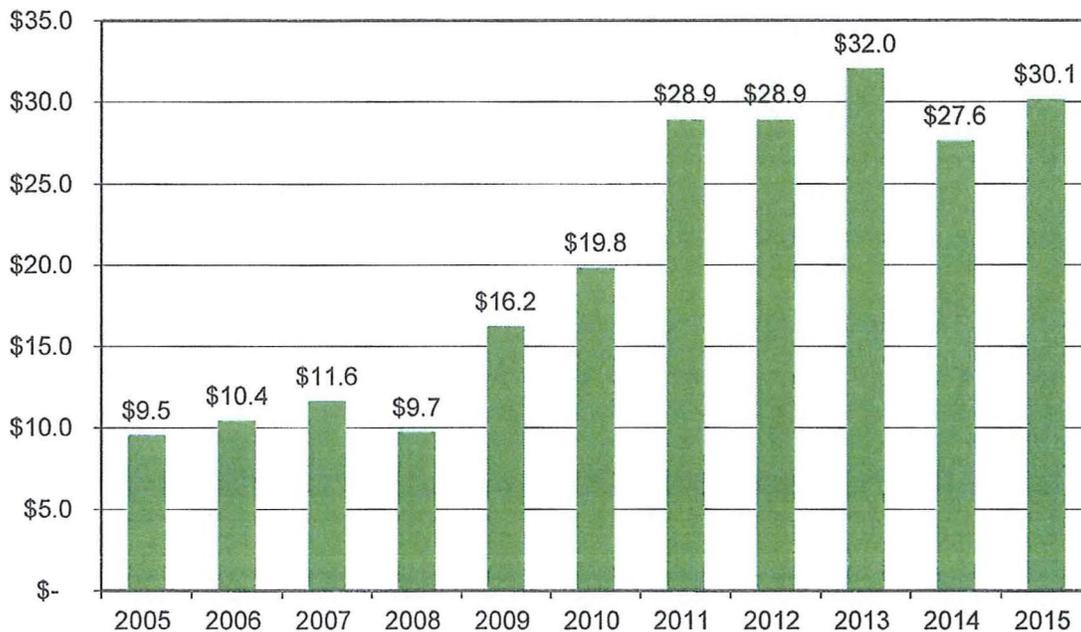
Here is a summary of key financial indicators:

	<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	2.2%	1.8%				↑	↑
Operating Margin-YTD	3.1%	1.8%	-3.3%	-3.2%	2.2%	↑	
Excess Margin-Month	3.1%	2.6%				↑	
Excess Margin-YTD	4.5%	2.6%	-1.8%	-3.6%	2.8%	↑	
EBIDA Margin-Month	12.3%	12.6%				↔	
EBIDA Margin-YTD	13.5%	12.6%	7.1%	7.0%	10.8%	↑	
Debt/Capitalization	43.6%	44.5%	45.8%	46.3%	38.7%	↓	
Net Days of Receivables	54	48	53	52	46	↑	
Days of Cash	128	119	116	128	131	↑	
Cash/Debt	65%	62%	57%	64%	87%	↔	

June 30, 2015 Balance Sheet:

The June Balance Sheet realized an increase in Net Assets of \$2.7 million from December 31, 2014. Total Assets have increased \$1.4 million while Total Liabilities have decreased \$1.3 million. The Total Assets increase was due an increase in Current Assets of \$2.3 million; a decrease in Assets-Use is Limited of \$3,600; a decrease in Property, Plant, and Equipment of \$1.6 million; and an increase in Other Assets of \$687,000. The increase in Current Assets was due to increases in Cash and Receivables and partially offset by the February Bond Payment. 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 \$2.5 million since December 31, 2014 due an increase in financial performance.

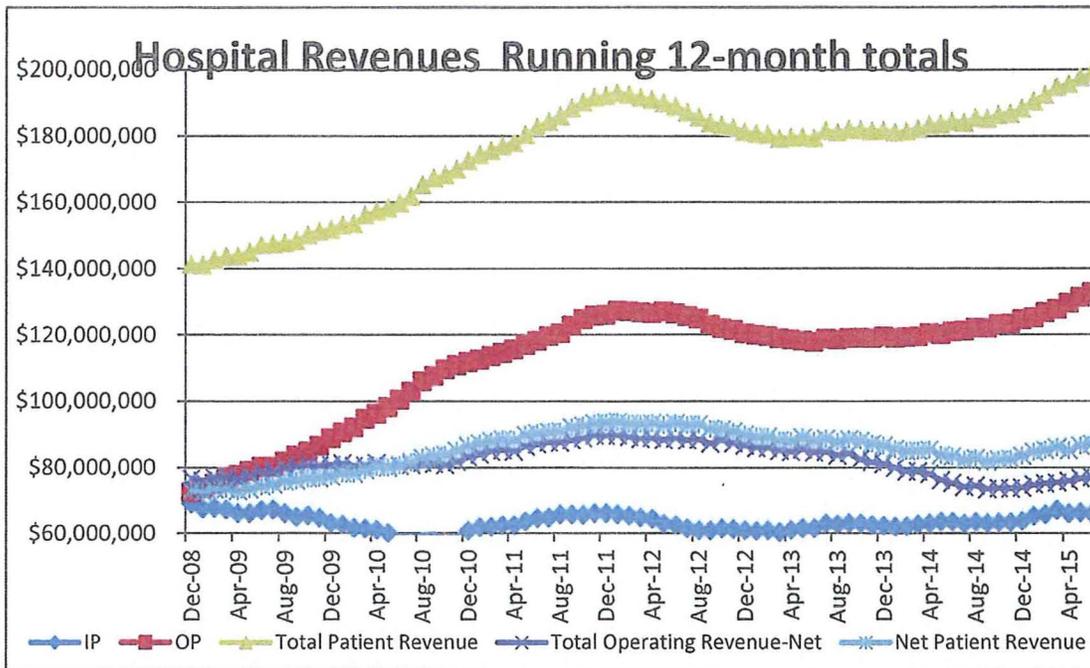
**Cash & General Investments
(\$millions)**



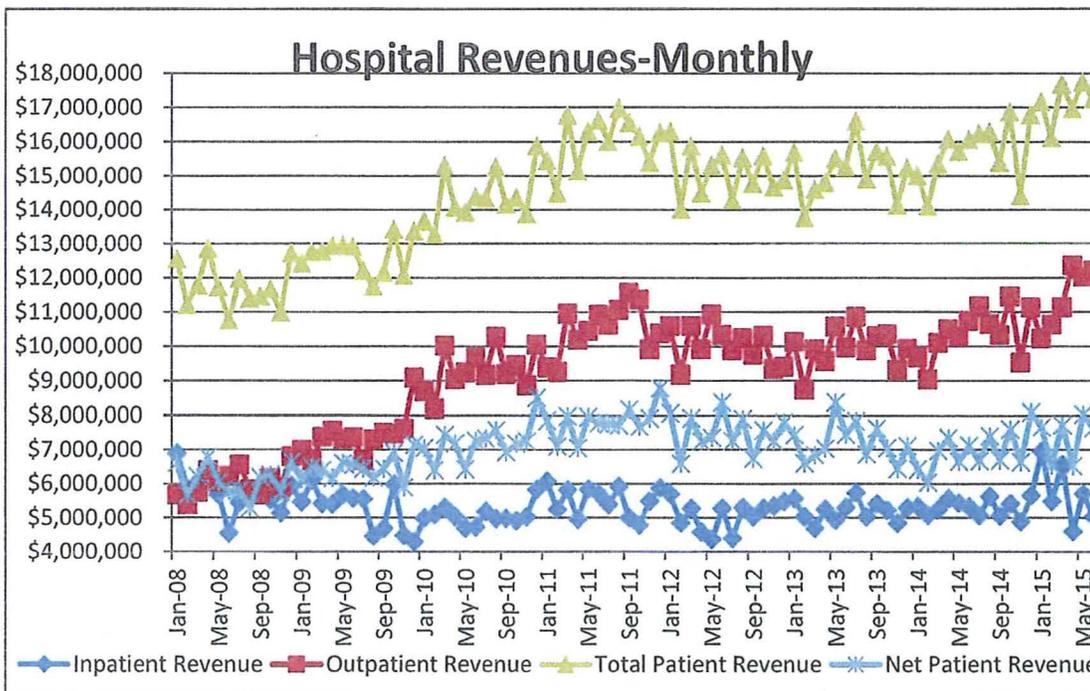
Liabilities have also decreased due to the February Bond Payment which offset the increases in Current Liabilities. In the Net Asset section, Specific Purpose Funds have increased along with an increase in profitability.

June 2015 Results:

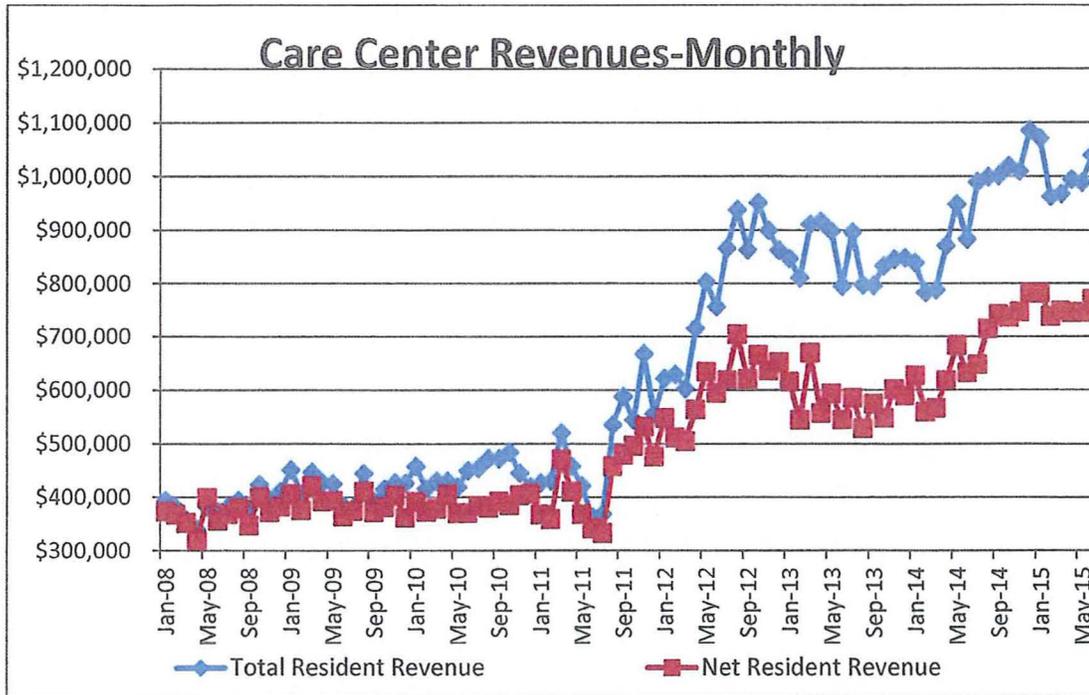
The Consolidated Operating Income was \$184,000 compared to the prior three-month average Operating Income of \$356,000. Total Patient Revenues were 0.1% higher than the 3-month average while Total Operating Revenues were 2.1% higher than the average. Hospital Total Operating Revenues were 0.6% higher than the average with Inpatient Revenues 10.2% lower than average and Outpatient Revenues 3.1% 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 remained relatively flat.



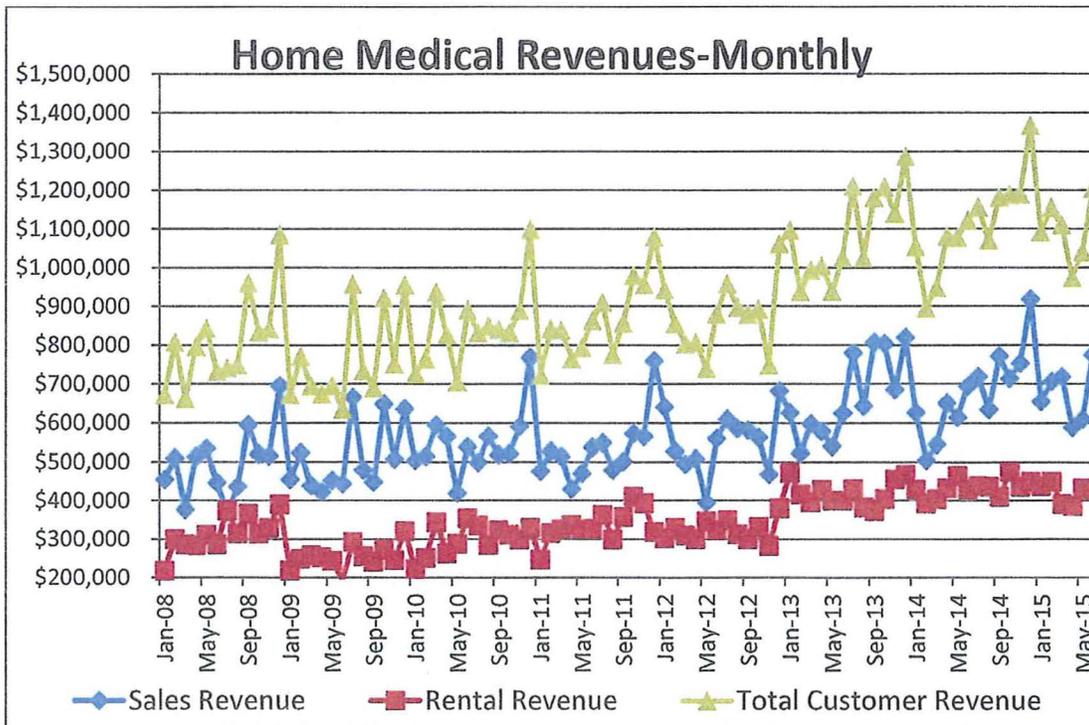
The monthly Hospital Revenues decreased in June due to a decrease in Inpatient Revenues. Outpatient Revenues continued its upward trend over the past few months while Inpatient Revenues continued its roller coaster trend.



Care Center Total Operating Revenues were higher than average by 3.2% for the month with Total Resident Revenues at \$1.0 million; 5.7% greater than average.

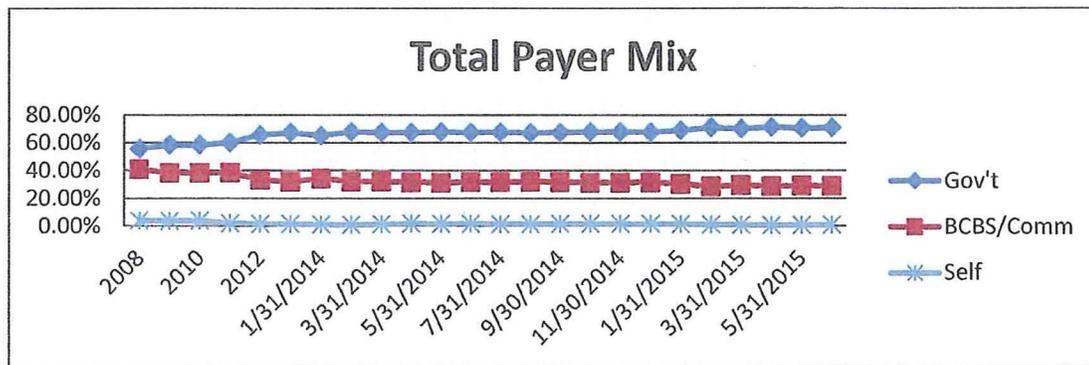


Home Medical Total Customer Revenues increased in June and were 15.6% greater than average. Sales Revenues were significantly higher in June while Rental Revenues were slightly higher



Total Deductions from Revenue were 3.2% less than average due to a decrease in Medicare/Medicaid Revenues percentage. The Hospital's reimbursement rate for the month was 44.2% compared to the 4th Quarter 2014 rate of 46.3%; 1st Quarter 2015 rate

of 42.9%, and 2nd Quarter rate of 42.6%. As shown in the Total Payer Mix graph, Government sources of Revenue in June were 70.5% of Hospital Revenues.



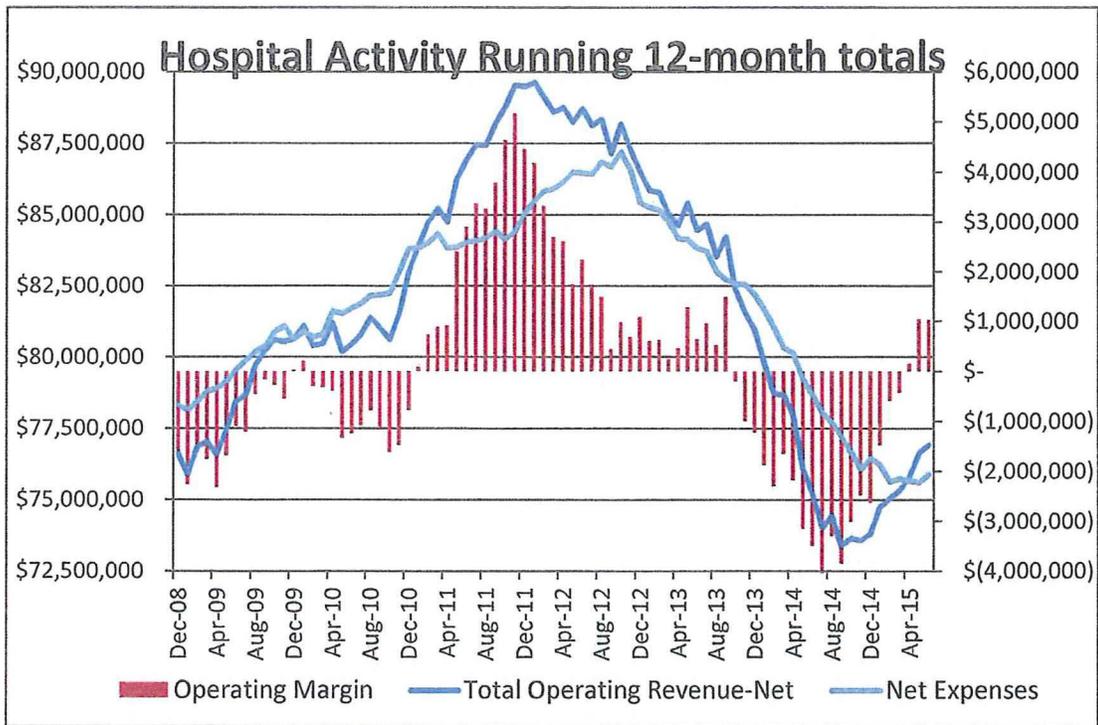
As a result from the service mix of Patient Revenues and the change in the Payer Mix, Net Revenue from Patients was 3.9% greater than average. Other Operating Revenues were significantly lower due to the Meaningful Use reimbursement in April and lower profits at WMS. Net WMS activity at Rice was greater than the average by 1.1% due to higher patient activity.

Net Expenses were \$8.0 million, 4.4% greater than average. Expenses were mixed for the month with Salaries 2.0% (\$75,000) less than average, Contract Labor was 19.5% (\$57,000) greater than average, and Benefits 14.7% (\$162,000) higher than average. Salaries were lower due to decreased inpatient activity, Contract Labor was higher due to Oncology activity and Benefits were higher due to pension accruals and health insurance costs. The Hospital Compensation Ratio was 52.1% for the month and 50.9% for the quarter compared to the target of 50%.

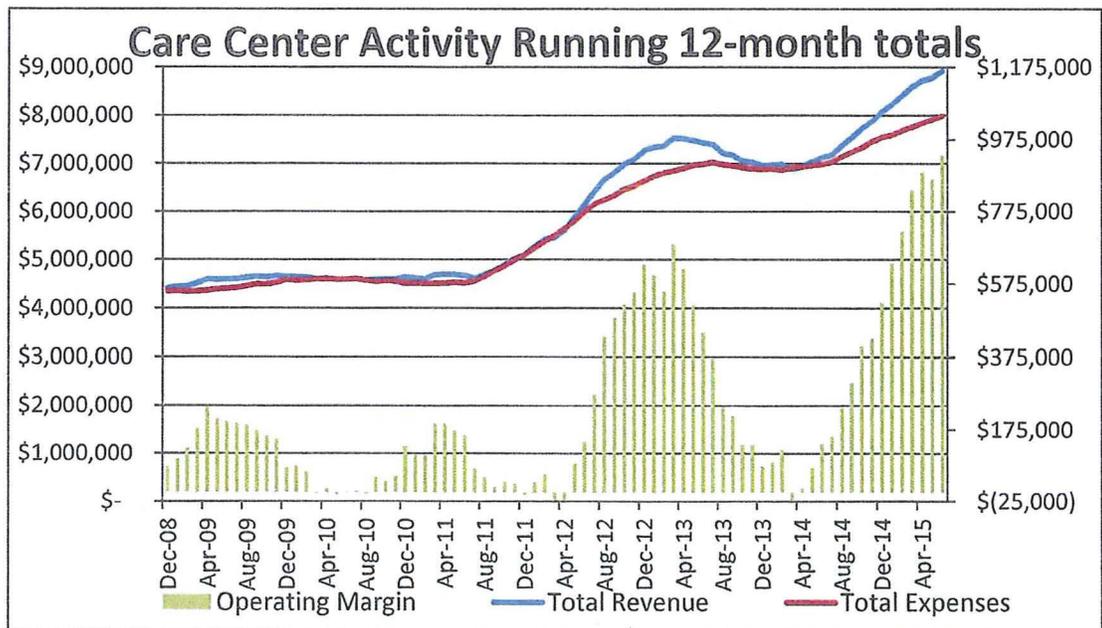
Supplies were 19.7% (\$188,000) higher than average due to Surgery activity and quarterly fees paid to VHA. Drugs were 5.9% (\$34,000) higher than average due to Oncology activity. Purchased Services were 6.4% (\$41,000) higher due to Pathology and Lab; Repairs & Rentals 4.0% lower; Utilities 7.1% lower; Insurance 1.0% lower; Patient Related Travel 2.6% higher due to activity; Education, Travel, and Dues 16.6% lower; and Other 50.5% higher due community benefits. Total Hospital Controllable Costs were \$7.1 million, \$279,000 (3.9%) higher than average. Capital Costs were lower with Depreciation 1.0% lower and Interest 0.2% lower. Taxes were 0.2% greater due to higher cash receipts.

Non-operating activity was higher than the three-month average by \$19,000. Investment Income was lower than average and Unrealized Losses were higher than average. Other Gains were higher due to sale/trade of equipment.

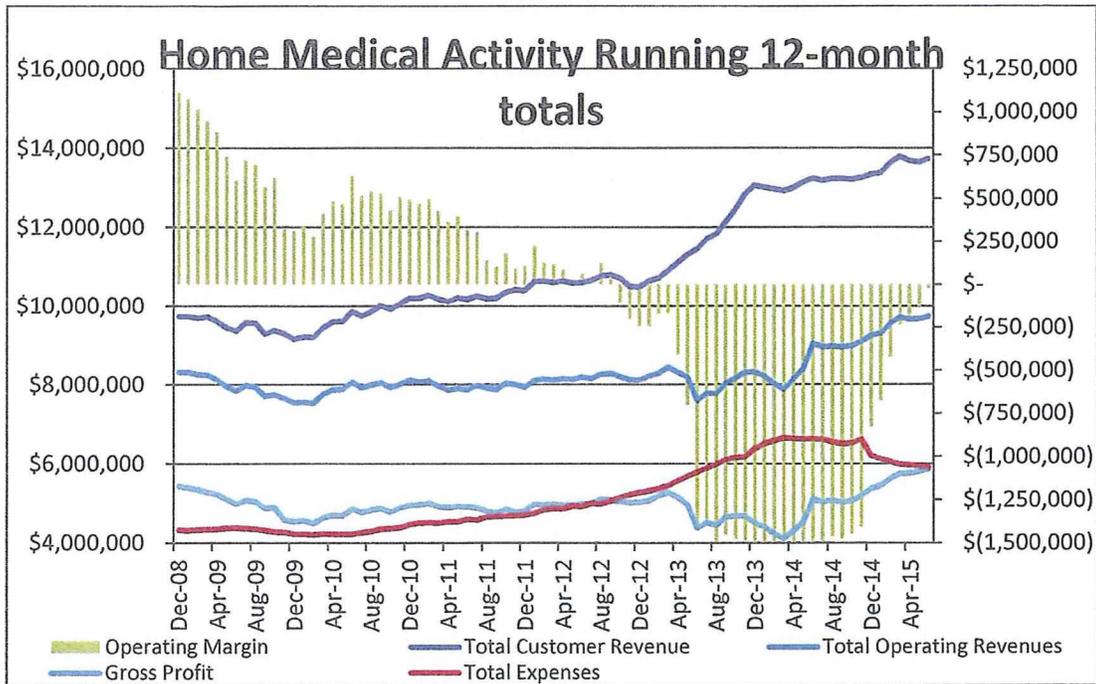
The Hospital generated Operating Income of \$83,000 compared to average Operating Income of \$319,000. Total Operating Revenues were higher than average by 0.6% while Net Operating Expenses were 4.4% higher than average. Operating Income for the Hospital for the past 12 months was slightly above \$1.0 million.



Care Center activity generated Operating Income of \$103,000 compared to average Operating Income of \$63,000. Net Resident Revenues were 3.2% higher than average with Net Operating Expenses 2.3% lower than average. Operating Income for the past twelve months was \$931,000.



Home Medical activity broke even compared to an average Operating Loss of \$20,000. Gross Profit was 6.3% higher than average while Total Operating Expenses were 1.6% higher than average. Operating Losses for the past twelve months were \$25,000.



June YTD Summary

The Consolidated YTD Operating Income was \$1.5 million compared to last year's Operating Loss of \$3.3 million and 2013 YTD Operating Loss of \$1.5 million. Total Operating Revenues were 10.1% greater in 2015 compared to 2014 and 0.8% greater than 2013. Hospital Inpatient Revenues were 7.3% higher than 2014 and 11.5% higher than 2013 with Outpatient Revenues 13.7% higher than 2014 and 16.5% higher than 2013. Care Center Revenues were 17.9% higher than 2014 and 16.4% higher than 2013 and Home Medical Revenues were 6.4% higher than last year and 9.7% higher than 2013. Total Patient Revenues were 11.5% higher than last year; 14.6% higher than 2013; and 14.7% higher than 2012.

The Revenue increases were partially offset by reimbursement decreases experienced by the Hospital. Consolidated Deductions from Revenues were 12.9% higher than 2014 and 22.1% higher than 2013. Even with the increases in Deductions from Revenues, Net Patient Revenues have increased 9.9% from 2014; 6.8% from 2013; and 2.3% compared to 2012. Other Operating Revenues are 13.6% higher than 2014 but 0.5% lower than 2013. WMS activity at Rice which transfers net revenues back to WMS has increased 11.5% from 2014 and 28.9% from 2013 due to increased activity and the transfer of Anesthesia and Sleep Services.

Expenses have trended downward with Net Operating Expenses 1.0% lower than 2014; 5.4% less than 2013; and 6.6% less than 2012. Expenses were mixed with Salaries 1.4% higher than 2014 and 0.7% higher than 2013; Contract Labor 14.9% lower than 2014 but 10.3% higher than 2013; and Benefits 7.4% lower than 2014 and 1.2% lower than 2013.

Other expense categories realizing lower costs in 2015 were Utilities (5.8%/4.3% higher); Insurance (16.4%/10.9% lower); and Patient Related Travel (24.2%/32.1% lower). 2015 expense increases have been realized in Supplies (4.0%/0.1% lower) due to increased activity; Drugs (48.1%/4.0% higher) due to increased Hospital Inpatient and Oncology

activity; Purchased Services (4.2%/16.8% higher) due to increases in numerous departments; Repairs (4.8%/0.4% lower); Education, Travel, & Dues (4.3%/15.1% lower); and Other (1.1%/0.5% higher). Capital Costs were lower with Depreciation (5.2%/0.9% higher) and Interest (4.8%/4.4% higher). Taxes were also higher (0.3%/2.5% higher) due to increased collections.

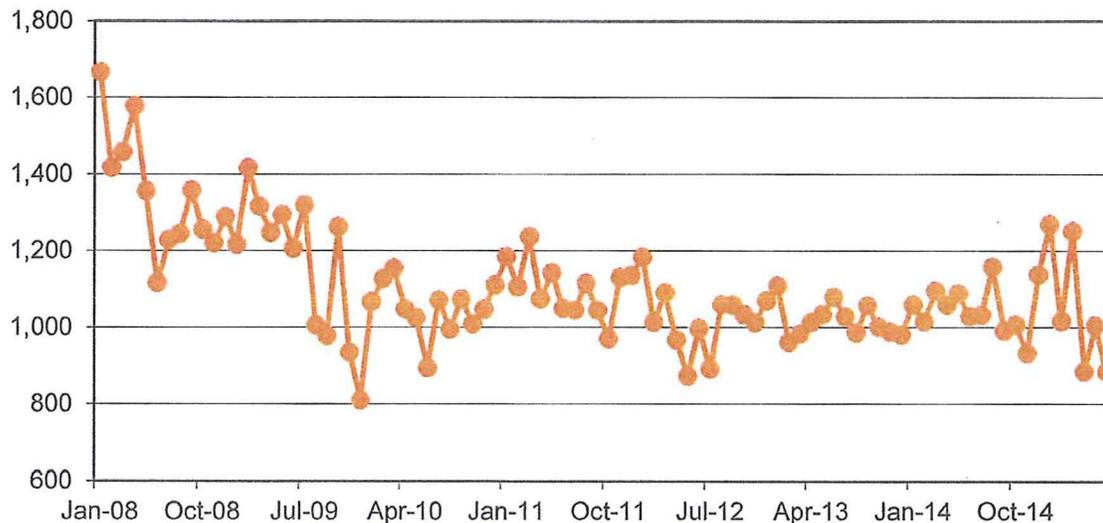
Non-Operating Income has increased \$23,000 from 2014. Non-Operating Income was \$676,000 in 2015 compared to \$653,000 in 2014. Investment Income was higher by 3.9% (\$14,000); Unrealized Gains on Investments were \$268,000 lower compared to 2014; and Other Gains were \$277,000 higher compared to 2014.

The Hospital generated Operating Income of \$1.0 million compared to last year's Operating Loss of \$2.5 million. Care Center's Operating Income was \$510,000 compared to last year's \$102,000 while Home Medical's Operating Loss was \$76,000 compared to last year's Loss of \$838,000.

Statistical and Volume Summary

Patient days were 162 (15.5%) less than forecast with admissions 15 (5.4%) less than forecast yielding a decrease in length of stay of 10.3% and a 14.3% decrease in case-mix adjusted length of stay. Compared to the prior year, patient days were 14.0% lower with admissions 7.1% lower. The average daily census for the month was 29.5 compared to forecast of 34.9; 34.3 last year; and a 34.1 monthly average.

Hospital Patient Days



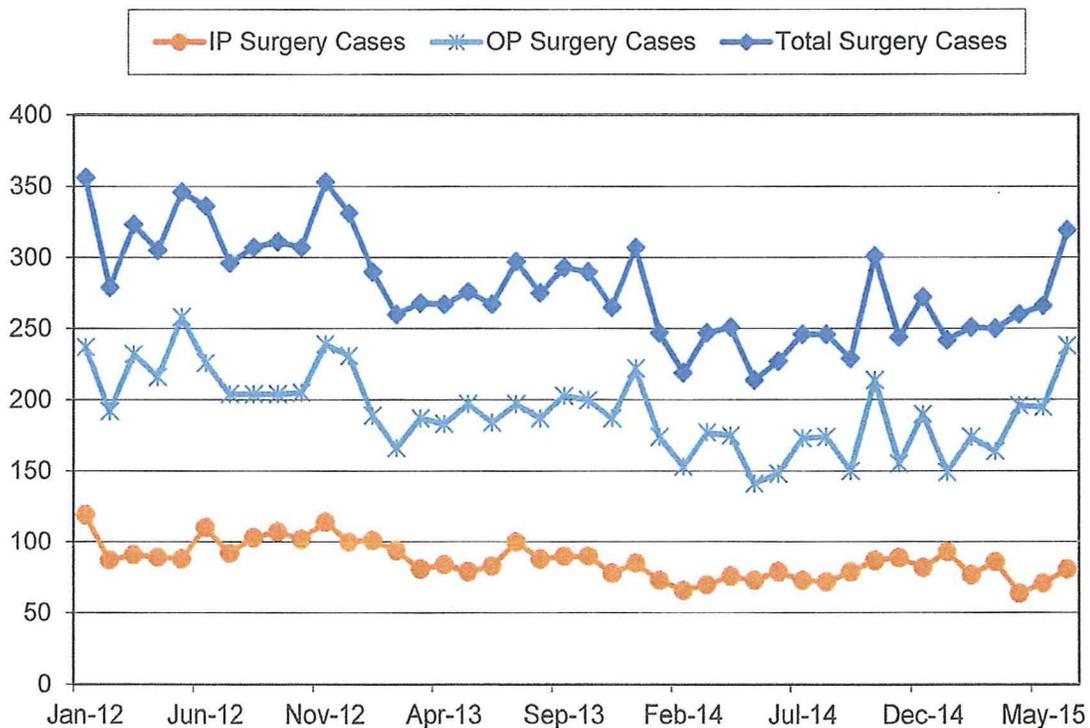
YTD Patient days were 21 (0.3%) greater than forecast with YTD admissions 53 (3.2%) greater than forecast yielding a decrease in length of stay of 3.1% and a 2.8% decrease in case-mix adjusted length of stay. Compared to the prior year, patient days were 0.6% lower with admissions 3.2% higher. The YTD average daily census was 34.9 compared to forecast of 34.8 and 35.1 last year.

The monthly Hospital Medicare case mix was 8.5% greater than forecast and 13.6% greater than last year. The overall case mix was 4.7% greater than forecast and 5.1% greater than last year. Overall activity as measured in adjusted admissions was 11.7% higher than forecast and 5.3% higher than last year while adjusted patient days were 0.2% less than forecast and 2.6% less 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 9.5% greater than forecast, 9.5% greater than last year, and 6.8% higher than the average.

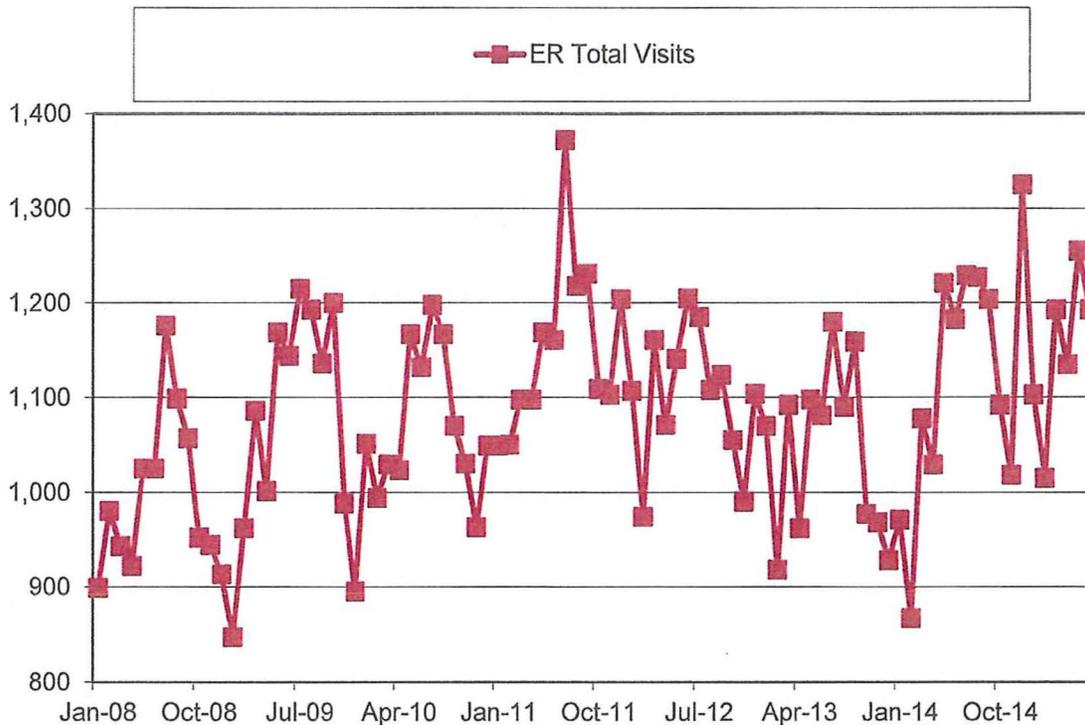
The YTD Hospital Medicare case mix was 1.5% less than forecast and 1.9% less than last year. The overall case mix was 0.3% less than forecast but 1.3% greater than last year. YTD overall activity as measured in adjusted admissions was 7.2% greater than forecast and 7.6% higher than last year while adjusted patient days were 3.8% greater than forecast and 3.3% greater than last year. YTD Care Center resident days were 1.9% less than forecast with a 73.6 average daily census. YTD case mix was 1.1% greater than forecast and 2.2% greater than last year.

Ancillary departments were mixed for the month. Monthly Surgery & GI cases were 27.6% greater than forecast, 40.5% greater than last year, and 23.2% greater than average. Inpatient activity was 2.5% greater than forecast and 2.5% greater than last year while Outpatient activity was 39.2% greater than forecast and 60.8% greater than last year.



YTD Surgery cases were 6.5% greater than forecast and 13.0% greater than last year. Inpatient cases were 0.9% greater than forecast and 8.0% greater than last year while Outpatient cases were 9.1% greater than forecast and 15.3% greater than last year.

Emergency Room visits were 3.2% greater than forecast for the month, 0.8% higher than last year, but 0.1% less than average. YTD visits were 0.4% greater than forecast and 8.6% greater than last year and 10.8% greater than 2013.



Monthly Laboratory tests were 5.0% less than forecast, 2.6% greater than last year, but 3.3% less than average. Medical Imaging procedures were 3.2% greater than forecast, 3.3% less than last year, and 3.1% less than average. Radiation Oncology treatments were 10.6% greater than forecast, 14.0% less than last year, and 5.2% less than average. Medical Oncology visits were 21.4% greater than forecast, 13.6% greater than last year, and 5.6% greater than average. Dialysis treatments were 1.6% greater than forecast, 4.5% greater than last year, but 1.8% less than average; Rehab visits were 2.6% less than forecast, 4.6% less than last year, and 5.4% less than average; Hospice visits were 2.4% less than forecast, 4.1% less than last year, but 2.9% greater than average; and Ambulance runs were 11.5% less than forecast, 8.9% less than last year, and 6.5% less than average.

YTD Laboratory tests were 2.6% less than forecast but 0.6% greater than last year. Medical Imaging procedures were 3.0% greater than forecast and 0.7% greater than last year. Radiation Oncology treatments were 15.6% greater than forecast and 8.2% greater than last year. Medical Oncology visits were 10.5% greater than forecast and 11.6% greater than last year. Dialysis treatments were 2.0% greater than forecast and 5.0% greater than last year; Rehab visits were 1.2% greater than forecast and 3.1% greater than last year; Hospice visits were 8.1% less than forecast and 9.2% less than last year; and Ambulance runs were 5.9% less than forecast and 1.4% less than last year.

Full Time Equivalents (FTE's) for the month were 773 compared to a forecast of 760, an increase of 1.8%. This compared to last year's total of 789 (1.9% lower) and the three month average of 765 (1.1% higher). Hospital FTE's were 1.3% higher than forecast, 2.6% less than last year, and 0.4% higher than average. Care Center FTE's were 9.8% greater than forecast, 8.0% greater than last year and 3.3% greater than average. Home

Medical FTE's were 3.4% less than forecast, 8.2% less than last year, but 3.7% greater than average.

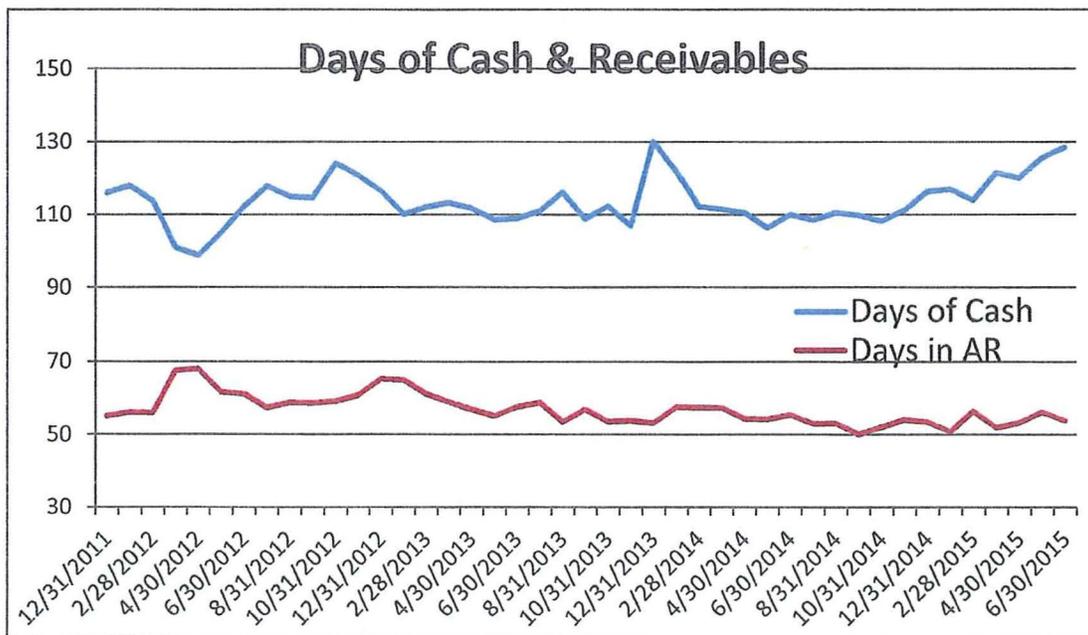
YTD FTE's were 1.7% higher than forecast at 774 compared to 762. This compared to last year's FTE's of 790 (2.0% lower) and 801 (3.3% lower) from 2013. Hospital FTE's were 1.6% higher than forecast but 2.6% less than last year. Care Center was 8.1% higher than forecast and 12.7% higher than last year while Home Medical was 5.1% less than forecast and 13.0% less than last year.

Key Performance Indicators

The Operational indicators were positive for the month and compared to the forecast. Consolidated Operating Margin was 2.2% for the month; 3.1% YTD; forecast of 1.8% and last year's -3.3%. Excess Margin was 3.1% for the month; 4.5% YTD; forecast of 2.6% and last year's -1.8%. EBIDA Operating Margin was 12.3% for the month; 13.5% YTD; forecast of 12.6% and last year's 7.1%.

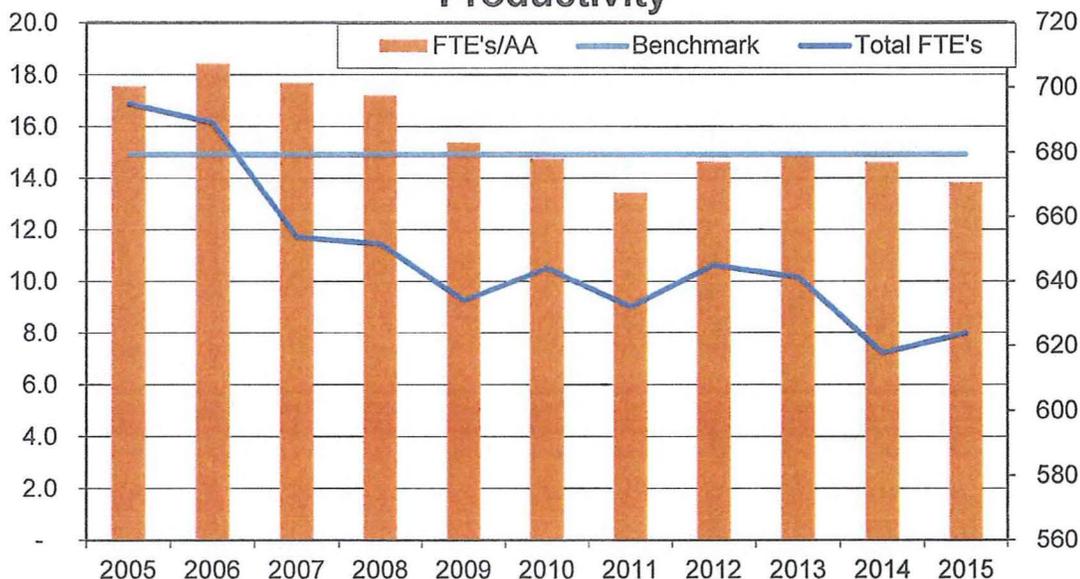
The Financial ratios indicate that the Debt/Capitalization ratio of 43.6% was lower than last month; lower than the forecast of 44.5%; lower than last year's 45.8%, and lower than the targeted ceiling of 45%. The decrease was due to improved financial performance and the February Bond payment. Debt Service Coverage was 3.8 compared to the forecast of 3.0 and last year's 2.4. The Cash/Debt ratio was 65% compared to the forecast of 62% and last year's 57%. The Financial Strength Index was 1.49 compared to the forecast of 1.0 and -0.33 last year.

Days in accounts receivable were 54 compared to the forecast of 48 and last year's 53. Days of Cash were 128 compared to the forecast of 119 and last year's 116.



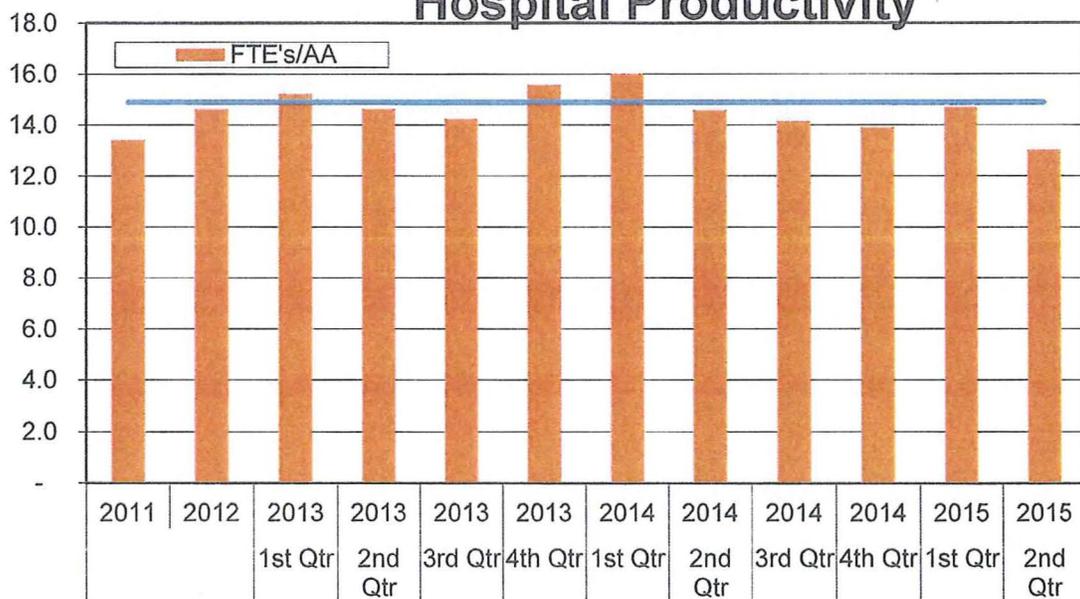
Hospital productivity ratios in terms of staffing were lower for the month than the forecast with FTE's per adjusted admit at 13.2 for the month and 13.8 YTD compared to the forecast of 14.4 and last year's ratio of 14.6. FTE's per adjusted patient day were 3.9 for the month and 3.8 YTD compared to the forecast of 4.1 and 3.9 last year.

Hospital Full Time Equivalents & Productivity

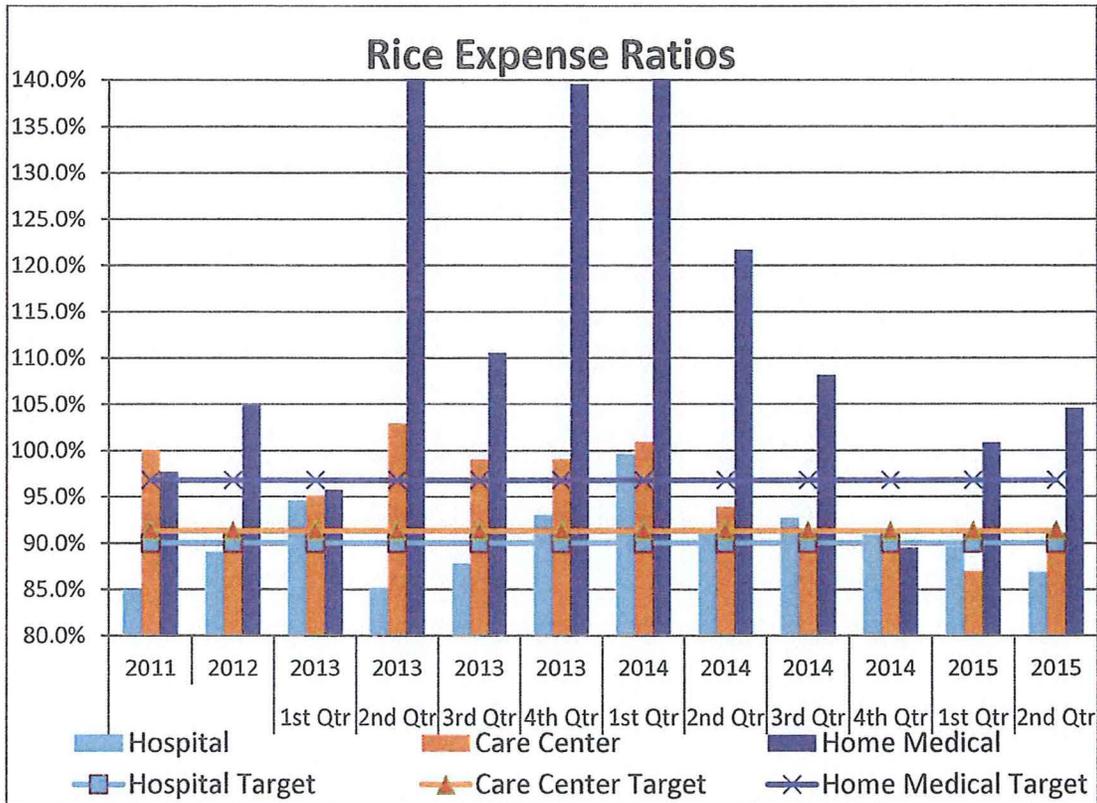


Comparing 2nd Quarter productivity to the prior quarters, the Hospital Productivity ratio was lower than the recent quarters and significantly improved from 1st Quarter 2014 and 4th Quarter 2013.

Hospital Productivity



The Hospital Total Operating Expense Ratio was 89.0% for the month; 88.2% YTD, forecast of 90%; and last year's 93.5%. Bad Debt ratio was 1.2% 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%.

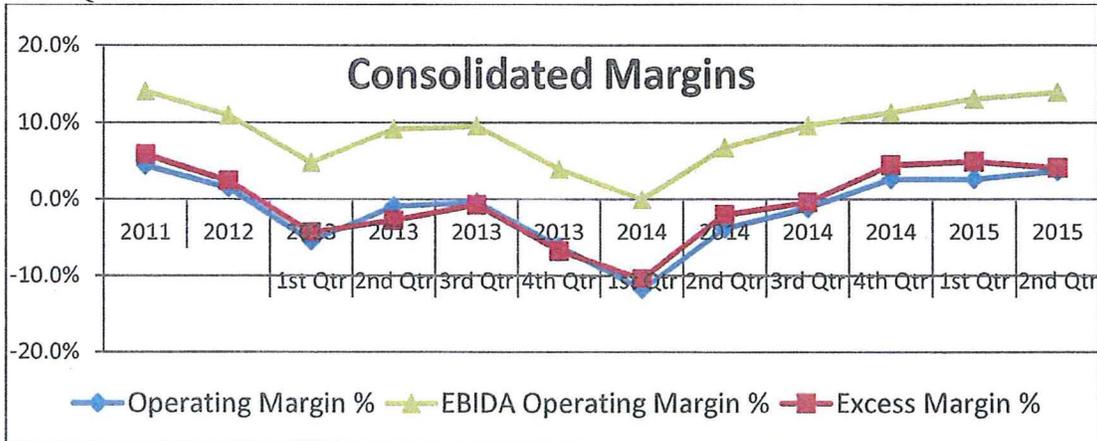


Care Center Hours per Resident Day were 7.3 for the month; 6.7 YTD; forecast of 6.5 and 6.7 last year. The Care Center's Total Operating Expense Ratio was 86.6% for the month; 88.8% YTD; 91.3% Forecast; and 93.5% in 2014.

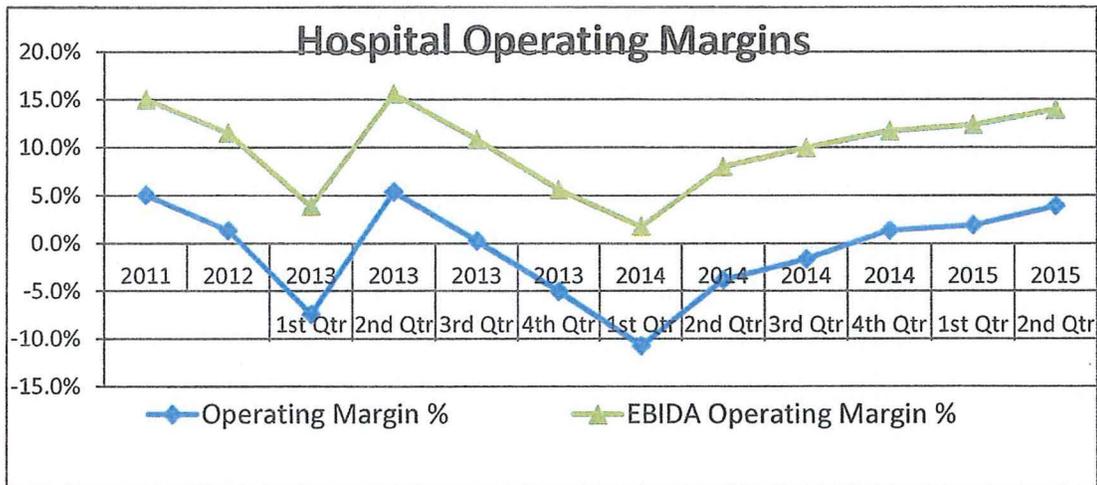
Sales per FTE at Home Medical were \$204,800 for the month; \$187,200 YTD; forecast of \$191,600 and \$171,700 last year. Home Medical's Total Operating Expense Ratio was 100.1% for the month; 102.6% YTD; 96.8% Forecast; and 115.5% in 2014.

Key Performance Indicators by Entity

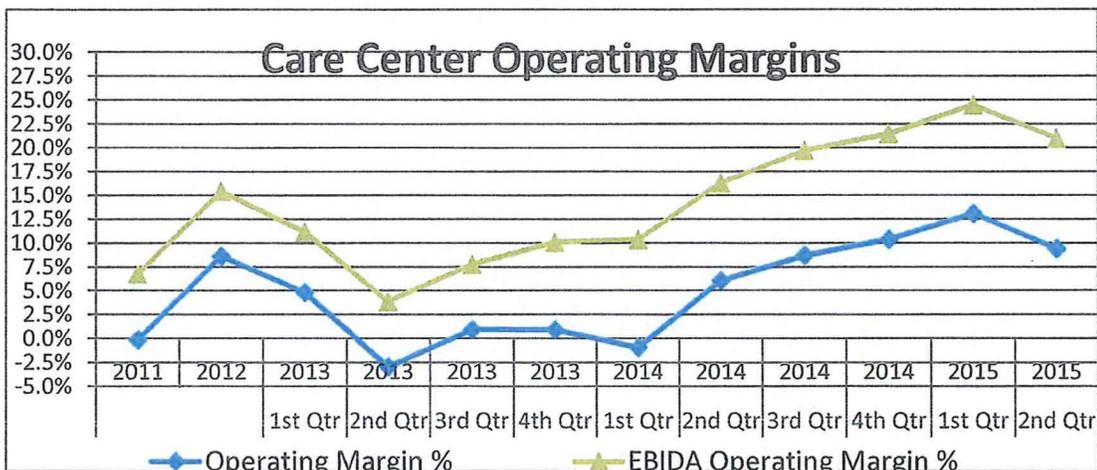
The Consolidated Margins were positive in 2nd Quarter 2015. Operating Margin and EBIDA Operating Margin improved while Excess Margin was slightly lower compared to 1st Quarter 2015.



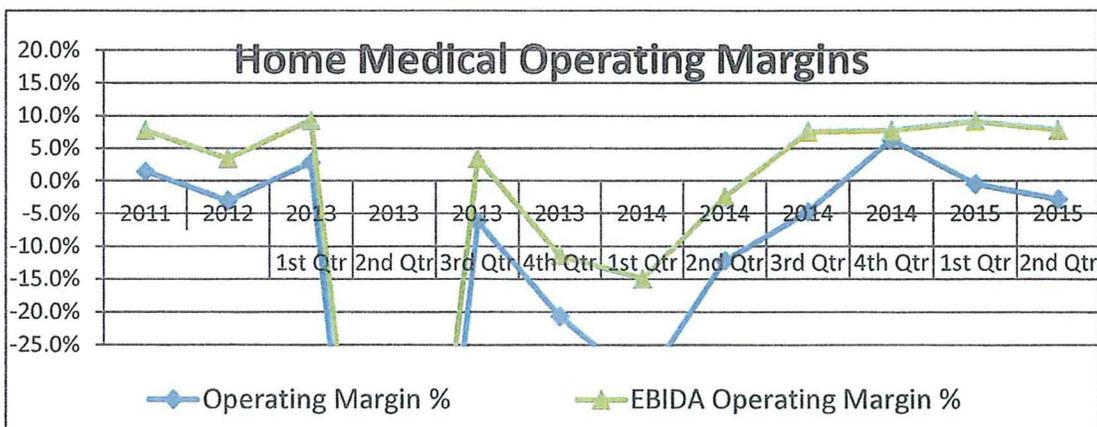
Hospital Margins improved in 2nd Quarter 2015 compared to 1st Quarter 2015 and 4th Quarter 2014 due to increased patient activity and lower expenses.



Care Center Margins declined in 2nd Quarter 2015 compared to 1st Quarter due to increased expenses and lower Net Resident Revenues.



Home Medical financial performance declined in 2nd Quarter 2015 compared to the past two quarters due to lower activity.



**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET
For the Six Months Ending June 30, 2015**

	June 2015	12/31/14	Variance	12/31/13	Variance	12/31/12	Variance
1 ASSETS							
2 CURRENT ASSETS							
3 CASH AND CASH EQUIVALENTS	\$4,581,362	\$2,447,311	\$2,134,051	\$9,355,434	(\$4,774,072)	\$2,999,489	\$1,581,874
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,854,531	2,757,540	(903,010)	2,379,838	(525,307)	2,393,907	(539,376)
5 ACCOUNTS RECEIVABLE NET	15,759,157	14,720,163	1,038,994	14,513,548	1,245,608	18,416,955	(2,657,798)
6 OTHER RECEIVABLES	569,844	548,759	21,085	437,453	132,392	626,156	(56,311)
7 INVENTORY	1,973,293	1,974,860	(1,567)	2,117,850	(144,557)	1,881,543	91,750
8 PREPAID EXPENSES	958,261	\$77,299	80,961	991,750	(33,490)	1,080,525	(122,264)
10 TOTAL CURRENT ASSETS	25,696,447	23,325,933	2,370,514	29,795,874	(4,099,427)	27,398,573	(1,702,126)
11 ASSETS LIMITED AS TO USE							
13 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	3,057,381	3,061,232	(3,651)	2,960,184	97,397	2,616,990	440,591
18 TOTAL ASSETS - USE IS LIMITED	6,881,737	6,885,388	(3,651)	6,578,984	302,753	5,842,075	1,039,662
19 PROPERTY PLANT & EQUIPMENT							
21 PROPERTY PLANT & EQUIPMENT	144,109,477	142,634,962	1,474,514	136,903,754	7,205,722	132,297,068	11,812,409
22 LESS: ACCUMULATED DEPRECIATION	(83,972,230)	(80,874,221)	(3,098,009)	(75,712,695)	(8,259,535)	(72,741,611)	(11,230,619)
24 NET PROPERTY, PLANT & EQUIPME	60,137,247	61,760,741	(1,623,494)	61,191,059	(1,053,812)	59,555,457	581,790
25 OTHER ASSETS							
27 INVESTMENTS - FIXED INCOME	25,491,471	25,106,026	385,445	22,595,563	2,895,908	25,941,901	(450,429)
28 INVESTMENTS - SHR	459,048	459,048		439,455	19,593	425,186	33,862
29 INVESTMENTS - WMS	4,608,837	4,269,043	339,794	3,769,317	839,521	3,647,124	961,713
30 INVESTMENTS - LAKE REGION HMS	(14,025)	18,125	(32,150)	(14,025)	(14,025)	(14,025)	(14,025)
30 INVESTMENTS - VHAUM CSC	50,000	54,963	(4,963)	54,963	(4,963)	79,963	(29,963)
32 GOODWILL, NET	82,728	83,389	(661)	84,722	(1,995)	86,056	(3,328)
33 DEFERRED DEBT ACQUISITION COSTS						200,398	(200,398)
36 TOTAL OTHER ASSETS	30,678,059	29,990,593	687,466	26,944,020	3,734,039	30,380,628	297,431
38 TOTAL ASSETS	\$123,393,490	\$121,962,656	\$1,430,834	\$124,509,937	(\$1,116,447)	\$123,176,733	\$216,757
40 LIABILITIES AND NET ASSETS							
41 CURRENT LIABILITIES							
43 CURRENT MATURITIES OF LTD	\$1,944,520	\$1,944,520		\$1,730,232	\$214,288	\$2,290,275	(\$345,755)
44 ACCOUNTS PAYABLE - TRADE	2,111,656	1,856,340	255,315	1,939,719	171,937	1,730,604	381,052
45 EST. THIRD PARTY PAYOR SETTLEMENTS	(59,000)	(188,000)	129,000	192,060	(251,060)	(29,504)	(29,496)
46 ACCRUED SALARIES, WAGES AND BENEFITS	11,398,529	11,471,484	(72,955)	11,131,571	266,958	10,992,653	405,876
47 ACCRUED INTEREST AND DUE TO WMS	2,581,640	2,225,849	355,790	2,093,781	487,859	2,089,775	491,865
49 TOTAL CURRENT LIABILITIES	17,977,344	17,310,194	667,151	17,087,362	889,982	17,073,804	903,541
51 LONG TERM DEBT (LESS CURRENT)	45,958,673	47,945,859	(1,987,186)	49,770,570	(3,811,897)	45,957,263	1,410
53 TOTAL LIABILITIES	63,936,017	65,256,052	(1,320,035)	66,857,932	(2,921,915)	63,031,067	904,951
54 COMMITMENTS AND CONTINGENCIES							
56 NET ASSETS							
58 RESTRICTED FUNDS							
59 DEBT SERVICE AND RESERVE	3,776,634	3,776,634		3,571,279	205,356	3,181,089	595,545
60 SPECIFIC PURPOSE FUND	439,890	216,568	223,322	270,286	169,604	88,338	351,553
61 PERMANENT ENDOWMENT	3,057,381	3,061,232	(3,651)	2,960,184	97,397	2,616,990	440,591
62 CURRENT YEAR INCOME	2,177,739	(1,677,986)	3,855,726	(3,426,313)	5,604,052	2,430,598	(252,859)
63 UNRESTRICTED	50,005,628	51,330,156	(1,324,528)	54,276,569	(4,270,941)	51,828,651	(1,823,023)
65 TOTAL NET ASSETS	59,457,473	56,706,604	2,750,869	57,652,005	1,805,468	60,145,666	(688,193)
67 TOTAL LIABILITIES AND NET ASSET	\$123,393,490	\$121,962,656	\$1,430,834	\$124,509,937	(\$1,116,447)	\$123,176,733	\$216,757

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RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Month Ending

	June 2015	Prior 3 Mo Average	% Var	May 2015	% Var	April 2015	% Var	March 2015	% Var
OPERATING REVENUE									
INPATIENT REVENUE	\$5,040,036	\$5,615,569	(10.2%)	\$5,706,510	(11.7%)	\$4,597,052	9.6%	\$6,543,145	(23.0%)
OUTPATIENT REVENUE	12,214,163	11,846,306	3.1%	12,034,126	1.5%	12,367,059	(1.2%)	11,137,732	9.7%
RICE CARE CENTER REVENUE	1,039,449	983,202	5.7%	988,371	5.2%	994,229	4.5%	967,005	7.5%
RICE HOME MEDICAL REVENUE	1,203,440	1,041,472	15.6%	1,040,252	15.7%	974,011	23.6%	1,110,154	8.4%
TOTAL PATIENT REVENUE	19,497,088	19,486,549	0.1%	19,769,259	(1.4%)	18,932,351	3.0%	19,758,036	(1.3%)
LESS DISCOUNTS & CONTRACTUALS	10,006,253	10,388,544	(3.7%)	10,198,610	(1.9%)	10,722,243	(6.7%)	10,244,780	(2.3%)
LESS UNCOMPENSATED CARE	108,092	152,218	(29.0%)	96,603	11.9%	280,315	(61.4%)	79,737	35.6%
LESS BAD DEBT EXPENSE	151,477	59,548	154.4%	(18,536)	(917.2%)	9,686	1,463.9%	187,495	(19.2%)
TOTAL DEDUCTIONS FROM REVENUE	10,265,822	10,600,311	(3.2%)	10,276,677	(0.1%)	11,012,244	(6.8%)	10,512,012	(2.3%)
NET REVENUE FROM PATIENTS	9,231,266	8,886,238	3.9%	9,492,582	(2.8%)	7,920,107	16.6%	9,246,024	(0.2%)
OTHER OPERATING REVENUE	1,326,558	1,479,361	(10.3%)	1,214,851	9.2%	2,122,022	(37.5%)	1,101,211	20.5%
TOTAL OPERATING REVENUE	10,557,824	10,365,599	1.9%	10,707,433	(1.4%)	10,042,129	5.1%	10,347,235	2.0%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,313,283	2,287,121	1.1%	2,396,166	(3.5%)	2,261,819	2.3%	2,203,378	5.0%
TOTAL OPERATING REVENUE	8,244,541	8,078,478	2.1%	8,311,267	(0.8%)	7,780,310	6.0%	8,143,857	1.2%
OPERATING EXPENSES									
SALARIES AND WAGES	3,797,222	3,872,922	(2.0%)	3,899,993	(2.6%)	3,834,288	(1.0%)	3,884,485	(2.2%)
CONTRACT LABOR	347,286	290,658	19.5%	297,391	16.8%	298,159	16.5%	276,423	25.6%
SUPPLEMENTAL BENEFITS	1,262,695	1,100,542	14.7%	1,095,765	15.2%	1,108,415	13.9%	1,097,447	15.1%
SUPPLIES	1,142,244	954,509	19.7%	863,951	32.2%	970,704	17.7%	1,028,873	11.0%
DRUGS	615,871	581,781	5.9%	726,048	(15.2%)	526,895	16.9%	492,400	25.1%
PURCHASED SERVICES	681,595	640,895	6.4%	613,323	11.1%	652,796	4.4%	656,565	3.8%
REPAIRS, SERVICE & RENTALS	281,652	293,486	(4.0%)	317,225	(11.2%)	277,831	1.4%	285,401	(1.3%)
UTILITIES	124,747	134,292	(7.1%)	134,304	(7.1%)	131,066	(4.8%)	137,505	(9.3%)
INSURANCE	50,085	50,590	(1.0%)	52,189	(4.0%)	50,108	0.0%	49,473	1.2%
PATIENT RELATED TRAVEL	27,349	26,656	2.6%	25,954	5.4%	25,040	9.2%	28,973	(5.6%)
EDUCATION, TRAVEL, & DUES	66,319	79,524	(16.6%)	77,303	(14.2%)	92,152	(28.0%)	69,118	(4.0%)
OTHER	55,958	37,174	50.5%	31,277	78.9%	35,741	56.6%	44,504	25.7%
DEPRECIATION AND AMORT	687,237	694,460	(1.0%)	702,398	(2.2%)	683,106	0.6%	697,875	(1.5%)
INTEREST	145,461	145,736	(0.2%)	141,471	2.8%	145,563	(0.1%)	150,174	(3.1%)
TAXES & SURCHARGE	192,237	191,886	0.2%	188,662	1.9%	175,126	9.8%	211,869	(9.3%)
TOTAL OPERATING EXPENSES	9,477,958	9,095,110	4.2%	9,167,254	3.4%	9,006,990	5.2%	9,111,085	4.0%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,417,557	1,373,587	3.2%	1,492,975	(5.1%)	1,295,238	9.4%	1,332,549	6.4%
NET OPERATING EXPENSES	8,060,401	7,721,522	4.4%	7,674,279	5.0%	7,711,752	4.5%	7,778,536	3.6%
OPERATING INCOME (LOSS)	184,140	356,956	(48.4%)	636,988	(71.1%)	68,558	168.6%	365,321	(49.6%)
NON OPERATING INCOME									
INVESTMENT INCOME	47,387	51,579	(8.1%)	52,999	(10.6%)	52,863	(10.4%)	48,876	(3.0%)
UNREALIZED GAIN (LOSS)	(7,417)	566	(1,410.4%)	(48,476)	(84.7%)	(36,455)	(79.7%)	86,630	(108.6%)
OTHER GAIN (LOSS)	34,636	3,586	865.9%	700	4,848.0%	9,218	275.7%	840	4,023.3%
TOTAL NON OPERATING INCOME	74,606	55,732	33.9%	5,223	1,328.4%	25,626	191.1%	136,346	(45.3%)
NET INCOME (LOSS)	\$258,746	\$412,687	(37.3%)	\$642,211	(59.7%)	\$94,184	174.7%	\$501,667	(48.4%)

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RICE HOSPITAL
For the Month Ending

	June 2015	Prior 3 Mo Average	% Var	May 2015	% Var	April 2015	% Var	March 2015	% Var
OPERATING REVENUE									
INPATIENT REVENUE	\$5,040,036	\$5,615,569	(10.2%)	\$5,706,510	(11.7%)	\$4,597,052	9.6%	\$6,543,145	(23.0%)
OUTPATIENT REVENUE	12,214,164	11,846,306	3.1%	12,034,126	1.5%	12,367,059	(1.2%)	11,137,732	9.7%
TOTAL PATIENT REVENUE	17,254,200	17,461,875	(1.2%)	17,740,636	(2.7%)	16,964,111	1.7%	17,680,877	(2.4%)
LESS DISCOUNTS & CONTRACTUALS	9,378,441	9,850,142	(4.8%)	9,665,624	(3.0%)	10,177,059	(7.8%)	9,707,742	(3.4%)
LESS UNCOMPENSATED CARE	108,056	152,132	(29.0%)	96,566	11.9%	280,279	(61.4%)	79,552	35.8%
LESS BAD DEBT EXPENSE	144,009	54,440	164.5%	(28,509)	(605.1%)	3,145	4,479.0%	188,683	(23.7%)
TOTAL DEDUCTIONS FROM REVENUE	9,630,506	10,056,714	(4.2%)	9,733,681	(1.1%)	10,460,483	(7.9%)	9,975,977	(3.5%)
NET REVENUE FROM PATIENTS	7,623,694	7,405,161	3.0%	8,006,955	(4.8%)	6,503,628	17.2%	7,704,900	(1.1%)
OTHER OPERATING REVENUE	1,315,785	1,468,378	(10.4%)	1,204,200	9.3%	2,111,912	(37.7%)	1,089,023	20.8%
TOTAL OPERATING REVENUE	8,939,479	8,873,539	0.7%	9,211,155	(2.9%)	8,615,540	3.8%	8,793,923	1.7%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,313,283	2,287,121	1.1%	2,396,166	(3.5%)	2,261,819	2.3%	2,203,378	5.0%
TOTAL OPERATING REVENUE	6,626,196	6,586,418	0.6%	6,814,989	(2.8%)	6,353,721	4.3%	6,590,545	0.5%
OPERATING EXPENSES									
SALARIES AND WAGES	3,317,826	3,385,943	(2.0%)	3,398,610	(2.4%)	3,352,039	(1.0%)	3,407,180	(2.6%)
CONTRACT LABOR	249,568	192,353	29.7%	203,420	22.7%	194,457	28.3%	179,182	39.3%
SUPPLEMENTAL BENEFITS	1,090,161	911,159	19.6%	882,595	23.5%	937,700	16.3%	913,183	19.4%
SUPPLIES	741,696	625,359	18.6%	537,500	38.0%	665,786	11.4%	672,790	10.2%
DRUGS	588,612	562,248	4.7%	708,567	(16.9%)	506,044	16.3%	472,134	24.7%
PURCHASED SERVICES	629,163	601,118	4.7%	574,570	9.5%	615,771	2.2%	613,012	2.6%
REPAIRS, SERVICE & RENTALS	260,407	269,182	(3.3%)	296,172	(12.1%)	246,940	5.5%	264,434	(1.5%)
UTILITIES	107,378	113,260	(5.2%)	115,000	(6.6%)	111,735	(3.9%)	113,045	(5.0%)
INSURANCE	42,629	43,119	(1.1%)	44,733	(4.7%)	42,629	0.0%	41,996	1.5%
PATIENT RELATED TRAVEL	18,318	18,489	(0.9%)	16,678	9.8%	17,459	4.9%	21,330	(14.1%)
EDUCATION, TRAVEL, & DUES	58,546	73,604	(20.5%)	71,149	(17.7%)	85,653	(31.6%)	64,011	(8.5%)
OTHER	39,548	20,942	88.8%	15,881	149.0%	20,297	94.8%	26,647	48.4%
DEPRECIATION AND AMORT	545,683	554,145	(1.5%)	560,582	(2.7%)	543,718	0.4%	558,135	(2.2%)
INTEREST	119,053	119,328	(0.2%)	115,063	3.5%	119,155	(0.1%)	123,766	(3.8%)
TAXES & SURCHARGE	151,783	150,275	1.0%	148,209	2.4%	134,838	12.6%	167,779	(9.5%)
TOTAL OPERATING EXPENSES	7,960,371	7,640,525	4.2%	7,688,729	3.5%	7,594,221	4.8%	7,638,624	4.2%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,417,557	1,373,587	3.2%	1,492,975	(5.1%)	1,295,238	9.4%	1,332,549	6.4%
NET OPERATING EXPENSES	6,542,814	6,266,937	4.4%	6,195,754	5.6%	6,298,983	3.9%	6,306,075	3.8%
OPERATING INCOME (LOSS)	83,382	319,481	(73.9%)	619,235	(86.5%)	54,738	52.3%	284,470	(70.7%)
NON OPERATING INCOME									
INVESTMENT INCOME	46,413	50,913	(8.8%)	51,999	(10.7%)	51,863	(10.5%)	48,876	(5.0%)
UNREALIZED GAIN (LOSS)	(7,417)	566	(1,410.4%)	(48,476)	(84.7%)	(36,455)	(79.7%)	86,630	(108.6%)
OTHER GAIN (LOSS)	30,000	3,233	827.9%	700	4,185.7%	8,998	233.4%		0.0%
TOTAL NON OPERATING INCOME	68,996	54,712	26.1%	4,223	1,533.8%	24,406	182.7%	135,506	(49.1%)
NET INCOME (LOSS)	\$152,378	\$374,193	(59.3%)	\$623,458	(75.6%)	\$79,144	92.5%	\$419,976	(63.7%)

RICE CARE CENTER
For the Month Ending

	June 2015	Prior 3 Mo Average	% Var	May 2015	% Var	April 2015	% Var	March 2015	% Var
OPERATING REVENUE									
RICE CARE CENTER REVENUE	\$1,039,449	\$983,202	5.7%	\$988,371	5.2%	\$994,229	4.5%	\$967,005	7.5%
TOTAL PATIENT REVENUE	1,039,449	983,202	5.7%	988,371	5.2%	994,229	4.5%	967,005	7.5%
LESS DISCOUNTS & CONTRACTUALS	262,152	235,665	11.2%	230,205	13.9%	248,557	5.5%	228,234	14.9%
LESS BAD DEBT EXPENSE	6,186	493	1,154.8%	11,715	(47.2%)		0.0%	(10,237)	(160.4%)
TOTAL DEDUCTIONS FROM REVENUE	268,338	236,158	13.6%	241,920	10.9%	248,557	8.0%	217,997	23.1%
NET REVENUE FROM PATIENTS	771,111	747,044	3.2%	746,451	3.3%	745,672	3.4%	749,008	3.0%
OTHER OPERATING REVENUE	573	761	(24.7%)	1,059	(45.9%)	463	23.8%	761	(24.7%)
TOTAL OPERATING REVENUE	771,684	747,805	3.2%	747,510	3.2%	746,135	3.4%	749,769	2.9%
LESS: WILLMAR MEDICAL SERVICES									
TOTAL OPERATING REVENUE	771,684	747,805	3.2%	747,510	3.2%	746,135	3.4%	749,769	2.9%
OPERATING EXPENSES									
SALARIES AND WAGES	254,321	261,143	(2.6%)	274,896	(7.5%)	262,496	(3.1%)	246,036	3.4%
CONTRACT LABOR	97,718	98,305	(0.6%)	93,971	4.0%	103,702	(5.8%)	97,242	0.5%
SUPPLEMENTAL BENEFITS	84,879	104,298	(18.6%)	129,302	(34.4%)	85,738	(1.0%)	97,854	(13.3%)
SUPPLIES	41,928	36,682	14.3%	35,636	17.7%	38,955	7.6%	35,456	18.3%
DRUGS	27,133	19,459	39.4%	17,481	55.2%	20,748	30.8%	20,149	34.7%
PURCHASED SERVICES	22,599	13,033	73.4%	13,374	69.0%	9,542	136.8%	16,183	39.6%
REPAIRS, SERVICE & RENTALS	2,181	6,657	(67.2%)	3,599	(39.4%)	12,202	(82.1%)	4,171	(47.7%)
UTILITIES	9,692	11,393	(14.9%)	10,227	(5.2%)	10,151	(4.5%)	13,801	(29.8%)
INSURANCE	3,401	3,401	0.0%	3,401	0.0%	3,401	0.0%	3,401	0.0%
PATIENT RELATED TRAVEL	273	286	(4.5%)	72	279.2%	642	(57.5%)	144	89.6%
EDUCATION, TRAVEL, & DUES	2,731	3,254	(16.1%)	2,969	(8.0%)	3,962	(31.1%)	2,832	(3.6%)
OTHER		3,432	(100.0%)	1,864	(100.0%)	30	(100.0%)	8,403	(100.0%)
DEPRECIATION AND AMORT	60,165	61,519	(2.2%)	62,183	(3.2%)	60,184	0.0%	62,190	(3.3%)
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%
TOTAL OPERATING EXPENSES	668,429	684,271	(2.3%)	710,383	(5.9%)	673,161	(0.7%)	669,270	(0.1%)
LESS: WILLMAR MEDICAL SERVICES									
NET OPERATING EXPENSES	668,429	684,271	(2.3%)	710,383	(5.9%)	673,161	(0.7%)	669,270	(0.1%)
OPERATING INCOME (LOSS)	103,255	63,533	62.5%	37,127	178.1%	72,974	41.5%	80,499	28.3%
NON OPERATING INCOME									
INVESTMENT INCOME	1,000	667	49.9%	1,000	0.0%	1,000	0.0%		0.0%
TOTAL NON OPERATING INCOME	1,000	667	49.9%	1,000	0.0%	1,000	0.0%		0.0%
NET INCOME (LOSS)	\$104,255	\$64,200	62.4%	\$38,127	173.4%	\$73,974	40.9%	\$80,499	29.5%

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RICE HOME MEDICAL
RICE HOME MEDICAL
For the Month Ending June 30, 2015

	June 2015	% of Gross Sales	Prior 3 Mo Average	% of Gross Sales	May 2015	% of Gross Sales	April 2015	% of Gross Sales
GROSS SALES								
SALES REVENUE	\$775,501	64.44%	\$638,322	61.28%	\$608,353	58.48%	\$587,754	60.34%
RENTS REVENUE	427,939	35.56%	403,151	38.70%	431,899	41.52%	386,257	39.66%
MISC REVENUE	0	0.00%	230	0.02%	0	0.00%	0	0.00%
GROSS SALES	1,203,440	100.00%	1,041,703	100.00%	1,040,252	100.00%	974,011	100.00%
LESS: CONTRACTUAL ALLOWANCES	(365,661)	(30.38%)	(302,738)	(29.06%)	(302,782)	(29.11%)	(296,627)	(30.45%)
LESS: UNCOMPENSATED CARE	(36)	0.00%	(86)	(0.01%)	(36)	0.00%	(36)	0.00%
LESS: BAD DEBT EXPENSE	(1,281)	(0.11%)	(4,616)	(0.44%)	1,742	0.17%	(6,540)	(0.67%)
NET SALES	836,462	69.51%	734,263	70.49%	739,175	71.06%	670,807	68.87%
COST OF GOODS SOLD								
OXYGEN	6,523	0.54%	6,429	0.62%	6,319	0.61%	6,680	0.69%
EQUIPMENT	50,966	4.24%	43,636	4.19%	35,151	3.38%	34,940	3.59%
SUPPLY - FREIGHT	13,630	1.13%	13,459	1.29%	14,622	1.41%	12,982	1.33%
SUPPLY	250,300	20.80%	194,640	18.68%	203,530	19.57%	178,689	18.35%
EQUIPMENT REPAIR	27,854	2.31%	20,026	1.92%	11,973	1.15%	19,938	2.05%
SHOP EXPENSE	398	0.03%	2,028	0.19%	398	0.04%	3,955	0.41%
EQUIPMENT RENTAL & LEASES	3,628	0.30%	3,059	0.29%	3,628	0.35%	2,988	0.31%
PURCHASE DISCOUNTS	(3,441)	(0.29%)	(6,332)	(0.61%)	(7,674)	(0.74%)	(8,570)	(0.88%)
TOTAL COST OF GOODS SOLD	349,858	29.07%	276,945	26.59%	267,946	25.76%	251,600	25.83%
GROSS PROFIT	486,604	40.43%	457,318	43.90%	471,229	45.30%	419,207	43.04%
OTHER OPERATING REVENUE	8,949	0.74%	9,550	0.92%	8,028	0.77%	9,702	1.00%
TOTAL OPERATING REVENUE	495,553	41.18%	466,868	44.82%	479,257	46.07%	428,910	44.04%
OPERATING EXPENSES								
SALARIES & WAGES	225,075	18.70%	225,837	21.68%	226,487	21.77%	219,753	22.56%
SUPPLEMENTAL BENEFITS	87,654	7.28%	85,085	8.17%	83,867	8.06%	84,977	8.72%
SUPPLIES AND DRUGS	5,448	0.45%	9,265	0.89%	15,195	1.46%	5,895	0.61%
PURCHASED SERVICES	29,833	2.48%	26,744	2.57%	25,379	2.44%	27,483	2.82%
REPAIRS, SERVICE & RENTALS	19,064	1.58%	17,646	1.69%	17,454	1.68%	18,689	1.92%
UTILITIES	7,677	0.64%	9,639	0.93%	9,076	0.87%	9,180	0.94%
INSURANCE	4,056	0.34%	4,071	0.39%	4,056	0.39%	4,079	0.42%
PATIENT RELATED TRAVEL	8,758	0.73%	7,881	0.76%	9,204	0.88%	6,939	0.71%
EDUCATION, TRAVEL, & DUES	5,041	0.42%	2,666	0.26%	3,185	0.31%	2,537	0.26%
OTHER EXPENSE	16,410	1.36%	12,800	1.23%	13,532	1.30%	15,415	1.58%
DEPRECIATION & AMORTIZATION	81,389	6.76%	78,796	7.56%	79,633	7.66%	79,204	8.13%
TAXES	5,454	0.45%	6,610	0.63%	5,454	0.52%	5,288	0.54%
TOTAL OPERATING EXPENSES	495,858	41.20%	487,039	46.75%	492,523	47.35%	479,440	49.22%
NET OPERATING INCOME (LOSS)	(305)	(0.03%)	(20,171)	(1.94%)	(13,266)	(1.28%)	(50,530)	(5.19%)
INVESTMENT INCOME (LOSS)	(2,189)	(0.18%)	(5,891)	(0.57%)	(6,111)	(0.59%)	(8,626)	(0.89%)
OTHER GAIN (LOSS)	4,610	0.38%	353	0.03%	0	0.00%	220	0.02%
NET INCOME (LOSS)	\$2,116	0.18%	(\$25,708)	(2.47%)	(\$19,377)	(1.86%)	(\$58,936)	(6.05%)

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Year To Date Period Ending

	June 2015	June 2014	% Var	June 2013	% Var	June 2012	% Var
OPERATING REVENUE							
INPATIENT REVENUE	\$34,306,009	\$31,965,001	7.3%	\$30,765,712	11.5%	\$30,054,438	14.1%
OUTPATIENT REVENUE	68,615,244	60,336,487	13.7%	58,886,719	16.5%	61,521,368	11.5%
RICE CARE CENTER REVENUE	6,021,596	5,107,863	17.9%	5,173,647	16.4%	4,128,997	45.8%
RICE HOME MEDICAL REVENUE	6,575,147	6,179,980	6.4%	5,996,051	9.7%	5,030,218	30.7%
TOTAL PATIENT REVENUE	115,517,996	103,589,331	11.5%	100,822,129	14.6%	100,735,021	14.7%
LESS DISCOUNTS & CONTRACTUALS	61,137,434	53,525,859	14.2%	49,534,319	23.4%	47,275,271	29.3%
LESS UNCOMPENSATED CARE	645,852	708,785	(8.9%)	675,765	(4.4%)	684,186	(5.6%)
LESS BAD DEBT EXPENSE	593,121	1,012,682	(41.4%)	872,802	(32.0%)	810,132	(26.8%)
TOTAL DEDUCTIONS FROM REVENUE	62,376,407	55,247,326	12.9%	51,082,886	22.1%	48,769,589	27.9%
NET REVENUE FROM PATIENTS	53,141,589	48,342,005	9.9%	49,739,243	6.8%	51,965,432	2.3%
OTHER OPERATING REVENUE	8,051,661	7,089,717	13.6%	8,091,577	(0.5%)	8,505,383	(5.3%)
TOTAL OPERATING REVENUE	61,193,250	55,431,722	10.4%	57,830,820	5.8%	60,470,815	1.2%
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	13,276,278	11,911,578	11.5%	10,296,609	28.9%	10,476,459	26.7%
TOTAL OPERATING REVENUE	47,916,972	43,520,144	10.1%	47,534,211	0.8%	49,994,356	(4.2%)
OPERATING EXPENSES							
SALARIES AND WAGES	23,146,413	22,836,333	1.4%	22,981,339	0.7%	22,645,231	2.2%
CONTRACT LABOR	1,863,865	2,190,792	(14.9%)	1,689,096	10.3%	1,869,538	(0.3%)
SUPPLEMENTAL BENEFITS	6,561,262	7,086,809	(7.4%)	6,641,167	(1.2%)	6,867,427	(4.5%)
SUPPLIES	5,853,833	5,630,838	4.0%	5,860,109	(0.1%)	5,834,681	0.3%
DRUGS	3,590,926	2,424,952	48.1%	3,454,350	4.0%	4,627,336	(22.4%)
PURCHASED SERVICES	3,823,947	3,670,153	4.2%	3,275,204	16.8%	3,598,876	6.3%
REPAIRS, SERVICE & RENTALS	1,714,849	1,636,396	4.8%	1,722,527	(0.4%)	1,560,455	9.9%
UTILITIES	822,528	873,340	(5.8%)	788,893	4.3%	798,405	3.0%
INSURANCE	304,627	364,422	(16.4%)	342,077	(10.9%)	326,188	(6.6%)
PATIENT RELATED TRAVEL	155,311	205,131	(24.3%)	228,840	(32.1%)	204,235	(24.0%)
EDUCATION, TRAVEL, & DUES	489,778	469,527	4.3%	576,696	(15.1%)	528,093	(7.3%)
OTHER	231,427	228,801	1.1%	230,259	0.5%	256,070	(9.6%)
DEPRECIATION AND AMORT	4,110,409	4,337,396	(5.2%)	4,073,746	0.9%	3,985,562	3.1%
INTEREST	873,013	917,345	(4.8%)	836,136	4.4%	1,005,063	(13.1%)
TAXES & SURCHARGE	1,117,886	1,114,067	0.3%	1,091,053	2.5%	1,016,785	9.9%
TOTAL OPERATING EXPENSES	54,660,074	53,986,302	1.2%	53,791,492	1.6%	55,123,945	(0.8%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	8,244,576	7,114,526	15.9%	4,749,236	73.6%	5,425,311	52.0%
NET OPERATING EXPENSES	46,415,498	46,871,776	(1.0%)	49,042,256	(5.4%)	49,698,634	(6.6%)
OPERATING INCOME (LOSS)	1,501,474	(3,351,632)	(144.8%)	(1,508,045)	(199.6%)	295,722	407.7%
NON OPERATING INCOME							
INVESTMENT INCOME	368,384	354,709	3.9%	325,866	13.0%	594,434	(38.0%)
UNREALIZED GAIN (LOSS)	61,417	329,721	(81.4%)	(621,720)	(109.9%)	(33,071)	(285.7%)
OTHER GAIN (LOSS)	246,476	(31,258)	(888.5%)	108,653	126.8%	3,573	6,798.3%
TOTAL NON OPERATING INCOME	676,277	653,172	3.5%	(187,201)	(461.3%)	564,936	19.7%
NET INCOME (LOSS)	\$2,177,751	(\$2,698,460)	(180.7%)	(\$1,695,246)	(228.5%)	\$860,658	153.0%

RICE HOSPITAL
For the Year To Date Period Ending

	June 2015	June 2014	% Var	June 2013	% Var	June 2012	% Var
OPERATING REVENUE							
INPATIENT REVENUE	\$34,306,009	\$31,965,001	7.3%	\$30,765,712	11.5%	\$30,054,438	14.1%
OUTPATIENT REVENUE	68,615,244	60,336,488	13.7%	58,886,719	16.5%	61,521,368	11.5%
TOTAL PATIENT REVENUE	102,921,253	92,301,489	11.5%	89,652,431	14.8%	91,575,806	12.4%
LESS DISCOUNTS & CONTRACTUALS	57,723,621	50,206,682	15.0%	45,359,904	27.3%	45,452,052	27.0%
LESS UNCOMPENSATED CARE	645,469	705,079	(8.5%)	672,213	(4.0%)	675,220	(4.4%)
LESS BAD DEBT EXPENSE	555,968	940,712	(40.9%)	864,063	(35.7%)	787,804	(29.4%)
TOTAL DEDUCTIONS FROM REVENUE	58,925,058	51,852,473	13.6%	46,896,180	25.7%	46,915,076	25.6%
NET REVENUE FROM PATIENTS	43,996,195	40,449,016	8.8%	42,756,251	2.9%	44,660,730	(1.5%)
OTHER OPERATING REVENUE	7,983,545	7,047,746	13.3%	8,042,307	(0.7%)	8,456,396	(5.6%)
TOTAL OPERATING REVENUE	51,979,740	47,496,762	9.4%	50,798,558	2.3%	53,117,126	(2.1%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	13,276,278	11,911,578	11.5%	10,296,609	28.9%	10,476,459	26.7%
TOTAL OPERATING REVENUE	38,703,462	35,585,184	8.8%	40,501,949	(4.4%)	42,640,667	(9.2%)
OPERATING EXPENSES							
SALARIES AND WAGES	20,223,186	19,991,432	1.2%	20,259,980	(0.2%)	20,023,955	1.0%
CONTRACT LABOR	1,264,855	1,649,666	(23.3%)	1,062,848	19.0%	1,589,899	(20.4%)
SUPPLEMENTAL BENEFITS	5,485,948	5,955,396	(7.9%)	5,583,414	(1.7%)	5,930,361	(7.5%)
SUPPLIES	3,764,001	3,509,303	7.3%	3,824,422	(1.6%)	3,996,814	(5.8%)
DRUGS	3,466,179	2,320,945	49.3%	3,351,017	3.4%	4,529,563	(23.5%)
PURCHASED SERVICES	3,567,640	3,435,365	3.9%	2,922,088	22.1%	3,342,296	6.7%
REPAIRS, SERVICE & RENTALS	1,569,894	1,486,874	5.6%	1,552,643	1.1%	1,455,857	7.8%
UTILITIES	692,679	723,431	(4.3%)	674,188	2.7%	702,823	(1.4%)
INSURANCE	259,800	316,113	(17.8%)	293,248	(11.4%)	276,223	(5.9%)
PATIENT RELATED TRAVEL	107,366	127,214	(15.6%)	138,700	(22.6%)	122,881	(12.6%)
EDUCATION, TRAVEL, & DUES	445,000	423,170	5.2%	514,687	(13.5%)	463,128	(3.9%)
OTHER	134,791	135,667	(0.6%)	173,479	(22.3%)	221,126	(39.0%)
DEPRECIATION AND AMORT	3,277,429	3,573,006	(8.3%)	3,603,389	(9.0%)	3,554,393	(7.8%)
INTEREST	714,563	750,347	(4.8%)	748,740	(4.6%)	914,785	(21.9%)
TAXES & SURCHARGE	875,164	875,708	(0.1%)	854,389	2.4%	798,058	9.7%
TOTAL OPERATING EXPENSES	45,848,495	45,273,637	1.3%	45,557,232	0.6%	47,922,162	(4.3%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	8,244,576	7,114,526	15.9%	4,749,236	73.6%	5,425,311	52.0%
NET OPERATING EXPENSES	37,603,919	38,159,111	(1.5%)	40,807,996	(7.9%)	42,496,851	(11.5%)
OPERATING INCOME (LOSS)	1,099,543	(2,573,927)	(142.7%)	(306,047)	(459.3%)	143,816	664.5%
NON OPERATING INCOME							
INVESTMENT INCOME	362,710	351,149	3.3%	323,757	12.0%	592,397	(38.8%)
UNREALIZED GAIN (LOSS)	61,417	329,721	(81.4%)	(621,720)	(109.9%)	(33,071)	(285.7%)
OTHER GAIN (LOSS)	238,730	(36,892)	(747.1%)	102,244	133.5%	(9,270)	(2,675.3%)
TOTAL NON OPERATING INCOME	662,857	643,978	2.9%	(195,719)	(438.7%)	550,056	20.5%
NET INCOME (LOSS)	\$1,762,400	(\$1,929,949)	(191.3%)	(\$501,766)	(451.2%)	\$693,872	154.0%

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RICE CARE CENTER
For the Year To Date Period Ending

	June 2015	June 2014	% Var	June 2013	% Var	June 2012	% Var
OPERATING REVENUE							
RICE CARE CENTER REVENUE	\$6,021,596	\$5,107,863	17.9%	\$5,173,647	16.4%	\$4,128,997	45.8%
TOTAL PATIENT REVENUE	6,021,596	5,107,863	17.9%	5,173,647	16.4%	4,128,997	45.8%
LESS DISCOUNTS & CONTRACTUALS	1,478,281	1,416,508	4.4%	1,649,753	(10.4%)	773,791	91.0%
LESS BAD DEBT EXPENSE	9,999	3,569	180.2%	(3,746)	(366.9%)	(609)	(1,741.9%)
TOTAL DEDUCTIONS FROM REVENUE	1,488,280	1,420,077	4.8%	1,646,007	(9.6%)	773,182	92.5%
NET REVENUE FROM PATIENTS	4,533,316	3,687,786	22.9%	3,527,640	28.5%	3,355,815	35.1%
OTHER OPERATING REVENUE	7,415	2,539	192.0%	2,828	162.2%	5,877	26.2%
TOTAL OPERATING REVENUE	4,540,731	3,690,325	23.0%	3,530,468	28.6%	3,361,692	35.1%
LESS: WILLMAR MEDICAL SERVICES							
TOTAL OPERATING REVENUE	4,540,731	3,690,325	23.0%	3,530,468	28.6%	3,361,692	35.1%
OPERATING EXPENSES							
SALARIES AND WAGES	1,538,865	1,325,247	16.1%	1,264,992	21.7%	1,325,683	16.1%
CONTRACT LABOR	599,010	541,126	10.7%	626,249	(4.3%)	279,639	114.2%
SUPPLEMENTAL BENEFITS	549,329	529,313	3.8%	521,555	5.3%	565,114	(2.8%)
SUPPLIES	236,108	223,259	5.8%	257,972	(8.5%)	210,908	11.9%
DRUGS	124,097	103,795	19.6%	103,333	20.1%	97,773	26.9%
PURCHASED SERVICES	92,657	82,498	12.3%	125,114	(25.9%)	94,471	(1.9%)
REPAIRS, SERVICE & RENTALS	35,962	23,523	52.9%	37,657	(4.5%)	18,586	93.5%
UTILITIES	71,710	78,552	(8.7%)	60,231	19.1%	51,041	40.5%
INSURANCE	20,403	25,172	(18.9%)	24,275	(16.0%)	17,215	18.5%
PATIENT RELATED TRAVEL	1,951	2,116	(7.8%)	1,526	27.9%	2,393	(18.5%)
EDUCATION, TRAVEL, & DUES	17,893	26,410	(32.2%)	23,344	(23.4%)	27,004	(33.7%)
OTHER	10,403	15,583	(33.2%)	2,392	334.9%	506	1,955.9%
DEPRECIATION AND AMORT	363,072	228,259	59.1%	167,147	117.2%	185,886	95.3%
INTEREST	158,450	166,998	(5.1%)	64,645	145.1%	65,781	140.9%
TAXES & SURCHARGE	210,001	216,048	(2.8%)	210,631	(0.3%)	192,307	9.2%
TOTAL OPERATING EXPENSES	4,029,911	3,587,899	12.3%	3,491,063	15.4%	3,134,307	28.6%
LESS: WILLMAR MEDICAL SERVICES							
NET OPERATING EXPENSES	4,029,911	3,587,899	12.3%	3,491,063	15.4%	3,134,307	28.6%
OPERATING INCOME (LOSS)	510,820	102,426	398.7%	39,405	1,196.3%	227,385	124.6%
NON OPERATING INCOME							
INVESTMENT INCOME	5,700	3,560	60.1%	2,111	170.0%	3,344	70.5%
OTHER GAIN (LOSS)			0.0%	3,500	(100.0%)		0.0%
TOTAL NON OPERATING INCOME	5,700	3,560	60.1%	5,611	1.6%	3,344	70.5%
NET INCOME (LOSS)	\$516,520	\$105,986	387.3%	\$45,016	1,047.4%	\$230,729	123.9%

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Rice Home Medical
RICE HOME MEDICAL
For the 06 Months Ending June 30, 2015

	June 2015	% of Gross Sales	June 2014	% of Gross Sales	June 2013	% of Gross Sales	June 2012	% of Gross Sales
GROSS SALES								
SALES REVENUE	\$4,051,210	61.61%	\$3,630,327	58.66%	\$3,484,858	58.06%	\$3,119,124	62.01%
RENTS REVENUE	2,523,937	38.38%	2,549,653	41.20%	2,511,193	41.84%	1,911,094	37.99%
MISC REVENUE	764	0.01%	8,858	0.14%	5,788	0.10%	166	0.00%
GROSS SALES	6,575,912	100.00%	6,188,838	100.00%	6,001,839	100.00%	5,030,384	100.00%
LESS: CONTRACTUAL ALLOWANCES	(1,935,532)	(29.43%)	(1,902,670)	(30.74%)	(2,524,662)	(42.06%)	(1,049,429)	(20.86%)
LESS: UNCOMPENSATED CARE	(383)	(0.01%)	(3,706)	(0.06%)	(3,552)	(0.06%)	(8,966)	(0.18%)
LESS: BAD DEBT EXPENSE	(27,155)	(0.41%)	(68,402)	(1.11%)	(12,486)	(0.21%)	(22,937)	(0.46%)
NET SALES	4,612,842	70.15%	4,214,061	68.09%	3,461,138	57.67%	3,949,052	78.50%
COST OF GOODS SOLD								
OXYGEN	38,142	0.58%	37,538	0.61%	57,553	0.96%	66,024	1.31%
EQUIPMENT	293,763	4.47%	455,122	7.35%	450,550	7.51%	402,154	7.99%
SUPPLY - FREIGHT	80,747	1.23%	69,525	1.12%	84,486	1.41%	83,713	1.66%
SUPPLY	1,219,892	18.55%	1,105,050	17.86%	992,321	16.53%	946,303	18.81%
EQUIPMENT REPAIR	143,733	2.19%	152,472	2.46%	118,553	1.98%	49,679	0.99%
SHOP EXPENSE	9,304	0.14%	27,320	0.44%	22,395	0.37%	30,266	0.60%
EQUIPMENT RENTAL & LEASES	19,633	0.30%	4,908	0.08%	40	0.00%	0	0.00%
PURCHASE DISCOUNTS	(37,473)	(0.57%)	(56,731)	(0.92%)	(40,655)	(0.68%)	(42,944)	(0.85%)
TOTAL COST OF GOODS SOLD	1,767,740	26.88%	1,795,204	29.01%	1,685,244	28.08%	1,535,196	30.52%
GROSS PROFIT	2,845,102	43.27%	2,418,857	39.08%	1,775,894	29.59%	2,413,856	47.99%
OTHER OPERATING REVENUE	54,613	0.83%	15,242	0.25%	0	0.00%	0	0.00%
TOTAL OPERATING REVENUE	2,899,715	44.10%	2,434,099	39.33%	1,775,894	29.59%	2,413,856	47.99%
OPERATING EXPENSES								
SALARIES & WAGES	1,384,363	21.05%	1,519,654	24.55%	1,456,367	24.27%	1,295,593	25.76%
SUPPLEMENTAL BENEFITS	525,985	8.00%	602,100	9.73%	536,198	8.93%	371,952	7.39%
SUPPLIES AND DRUGS	49,161	0.75%	46,555	0.75%	51,816	0.86%	48,818	0.97%
PURCHASED SERVICES	163,649	2.49%	152,290	2.46%	228,002	3.80%	162,109	3.22%
REPAIRS, SERVICE & RENTALS	108,994	1.66%	125,999	2.04%	132,227	2.20%	86,012	1.71%
UTILITIES	58,138	0.88%	71,356	1.15%	54,473	0.91%	44,541	0.89%
INSURANCE	24,423	0.37%	23,136	0.37%	24,554	0.41%	32,750	0.65%
PATIENT RELATED TRAVEL	45,995	0.70%	75,802	1.22%	88,614	1.48%	78,960	1.57%
EDUCATION, TRAVEL, & DUES	26,885	0.41%	19,948	0.32%	38,666	0.64%	37,961	0.75%
OTHER EXPENSE	86,232	1.31%	77,551	1.25%	54,388	0.91%	34,438	0.68%
DEPRECIATION & AMORTIZATION	469,908	7.15%	536,131	8.66%	303,210	5.05%	245,282	4.88%
INTEREST EXPENSE	0	0.00%	0	0.00%	22,751	0.38%	24,497	0.49%
TAXES	32,722	0.50%	22,311	0.36%	26,033	0.43%	26,419	0.53%
TOTAL OPERATING EXPENSES	2,976,454	45.26%	3,272,832	52.88%	3,017,300	50.27%	2,489,333	49.49%
NET OPERATING INCOME (LOSS)	(76,739)	(1.17%)	(838,733)	(13.55%)	(1,241,406)	(20.68%)	(75,477)	(1.50%)
INVESTMENT INCOME (LOSS)	(32,150)	(0.49%)	(41,400)	(0.67%)	0	0.00%	0	0.00%
OTHER GAIN (LOSS)	7,720	0.12%	5,633	0.09%	2,907	0.05%	11,535	0.23%
NET INCOME (LOSS)	(\$101,169)	(1.54%)	(\$874,500)	(14.13%)	(\$1,238,499)	(20.64%)	(\$63,942)	(1.27%)

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**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

FOR THE PERIOD ENDED:

June 30, 2015

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 2,177,754	\$ (2,698,462)
3 Depreciation & Amortization	4,110,409	\$ 4,337,395
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>6,288,163</u>	<u>1,638,933</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	2,550,440	6,019,564
11 Debt Payments/Re-funding	1,987,186	1,662,712
12 Working Capital Changes & Other - Net	(768,959)	(175,373)
13		
14 Total Uses	<u>3,768,667</u>	<u>7,506,903</u>
15		
16 Increase / (Decrease) Cash & Investments	2,519,496	(5,867,970)
17		
18 Beginning of Period (January 1)	<u>27,553,337</u>	<u>31,952,720</u>
19		
20 End of Period	<u>\$ 30,072,833</u>	<u>\$ 26,084,750</u>

**RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
June 30, 2015**

Line #		CURRENT MONTH				Act/2014	Prior	Act/Prior	
		Actual	Forecast	Var.	Var. %	2014	Var. %	3 mo avg	Var. %
1	Adult Health Care	450	574	(124)	-21.6%	548	-17.9%	556	-19.1%
2	Women and Children's Care	165	188	(23)	-12.2%	203	-18.7%	207	-20.3%
3	ICCU	50	59	(9)	-15.3%	55	-9.1%	56	-10.7%
4	Mental Health	220	226	(6)	-2.7%	223	-1.3%	228	-3.5%
5	Total Adult & Peds	885	1,047	(162)	-15.5%	1,029	-14.0%	1,047	-15.5%
6									
7	Average Daily Census	29.5	34.9	(5.4)	-15.5%	34.3	-14.0%	34.1	-13.6%
8									
9	Average Length of Stay	3.38	3.76	(0.39)	-10.3%	3.56	-5.1%	3.53	-4.3%
10	Average Length of Stay-CMI	3.20	3.74	(0.54)	-14.3%	3.55	-9.7%	3.61	-11.3%
11									
12	Admissions-Inpatient	263	278	(15)	-5.4%	283	-7.1%	292	-9.9%
13	Observation patients	150	128	22	17.3%	110	36.5%	176	-14.7%
14									
15	Medicare Case Mix Index	1.392	1.284	0.109	8.5%	1.226	13.6%	1.240	12.3%
16	Case Mix Index-Total	1.055	1.008	0.047	4.7%	1.004	5.1%	0.980	7.7%
17									
18	Adjusted Admissions	900	806	94	11.7%	855	5.3%	910	-1.1%
19	Adjusted Patient Days	3,030	3,036	(7)	-0.2%	3,110	-2.6%	3,257	-7.0%
20									
21	Births	53	66	(13)	-19.7%	68	-22.1%	68	-22.1%
22									
23	Rice Care Center-Days	2,191	2,250	(59)	-2.6%	1,887	16.1%	2,240	-2.2%
24	Rice Care Center-Average Daily Census	73.0	75.0	(2.0)	-2.6%	62.9	16.1%	73.0	0.0%
25	Rice Care Center Case Mix Index	1.150	1.050	0.100	9.5%	1.050	9.5%	1.077	6.8%
26									
27									
28									
		YEAR-TO-DATE				Act/2014		Act/2013	
		Actual	Forecast	Var.	Var. %	2014	Var. %	2013	Var. %
29	<u>Patient Days</u>								
30	Adult Health Care	3,359	3,444	(85)	-2.5%	3,433	-2.2%	3,153	6.5%
31	Women and Children's Care	1,229	1,134	95	8.4%	1,189	3.4%	1,333	-7.8%
32	ICCU	367	354	13	3.7%	370	-0.8%	378	-2.9%
33	Mental Health	1,357	1,359	(2)	-0.1%	1,358	-0.1%	1,318	3.0%
34	Total Adult & Peds	6,312	6,291	21	0.3%	6,350	-0.6%	6,182	2.1%
35									
36	Average Daily Census	34.9	34.8	0.1	0.3%	35.1	-0.6%	34.2	2.1%
37									
38	Average Length of Stay	3.65	3.76	(0.11)	-3.1%	3.80	-3.9%	3.59	1.7%
39	Average Length of Stay-CMI	3.63	3.73	(0.11)	-2.8%	3.82	-5.1%	3.51	3.3%
40									
41	Admissions-Inpatient	1,724	1,671	53	3.2%	1,671	3.2%	1,718	0.3%
42	Observation patients	996	774	222	28.6%	829	20.1%	1,007	-1.1%
43									
44	Medicare Case Mix Index	1.264	1.284	(0.019)	-1.5%	1.289	-1.9%	1.337	-5.4%
45	Case Mix Index-Total	1.005	1.008	(0.003)	-0.3%	0.993	1.3%	1.021	-1.5%
46									
47	Adjusted Admissions	5,195	4,846	349	7.2%	4,827	7.6%	5,010	3.7%
48	Adjusted Patient Days	18,931	18,244	687	3.8%	18,334	3.3%	18,045	4.9%
49									
50	Births	395	393	2	0.5%	395	0.0%	409	-3.4%
51									
52	Rice Care Center-Days	13,315	13,575	(260)	-1.9%	10,953	21.6%	11,862	12.2%
53	Rice Care Center-Average Daily Census	73.6	75.0	(1.4)	-1.9%	60.5	21.6%	65.5	12.2%
54	Rice Care Center Case Mix Index	1.061	1.050	0.011	1.1%	1.039	2.2%	1.033	2.7%

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RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
June 30, 2015

	CURRENT MONTH				Act/2014	Prior	Act/Prior	
	Actual	Forecast	Var.	Var. %	2014	Var. %	3 mo avg	Var. %
Ancillary Services								
1 IP Surgeries	81	79	2	2.5%	79	2.5%	74	9.5%
2 OP Surgeries	238	171	67	39.2%	148	60.8%	185	28.6%
3 Total Surgeries	319	250	69	27.6%	227	40.5%	259	23.2%
4								
5 ER Visits-Inpatient	178	176	2	1.1%	172	3.5%	200	-11.0%
6 ER Visits-Outpatient	1,015	980	35	3.6%	1,011	0.4%	994	2.1%
7 ER Visits-Total	1,193	1,156	37	3.2%	1,183	0.8%	1,194	-0.1%
8								
9 Lab Tests	22,091	23,245	(1,154)	-5.0%	21,525	2.6%	22,840	-3.3%
10 Medical Imaging Procedures	1,486	1,440	46	3.2%	1,537	-3.3%	1,533	-3.1%
11 Radiation Oncology Treatments	271	245	26	10.6%	315	-14.0%	286	-5.2%
12 Medical Oncology Visits	301	248	53	21.4%	265	13.6%	285	5.6%
13								
14 Dialysis Treatments	1,015	999	16	1.6%	971	4.5%	1,034	-1.8%
15 Rehab Visits	3,831	3,934	(103)	-2.6%	4,017	-4.6%	4,048	-5.4%
16 Hospice Visits	1,820	1,864	(44)	-2.4%	1,897	-4.1%	1,768	2.9%
17 Ambulance Runs	216	244	(28)	-11.5%	237	-8.9%	231	-6.5%
18								
19								
20 Full Time Equivalents (FTE's)								
21 FTE's - Hospital	609	601	8	1.3%	625	-2.6%	606	0.4%
22 FTE's - Care Center	94	86	8	9.8%	87	8.0%	91	3.3%
23 FTE's - Home Medical	71	73	(2)	-3.4%	77	-8.2%	68	3.7%
24 Total FTE's	773	760	13	1.8%	789	-1.9%	765	1.1%

	YEAR-TO-DATE				Act/2014	Act/2013		
	Actual	Forecast	Var.	Var. %	2014	Var. %	2013	Var. %
29 Ancillary Services								
30 IP Surgeries	472	468	4	0.9%	437	8.0%	522	-9.6%
31 OP Surgeries	1,116	1,023	93	9.1%	968	15.3%	1,106	0.9%
32 Total Surgeries	1,588	1,491	97	6.5%	1,405	13.0%	1,628	-2.5%
33								
34 ER Visits-Inpatient	1,145	1,053	92	8.7%	1,032	10.9%	1,010	13.4%
35 ER Visits-Outpatient	5,749	5,811	(62)	-1.1%	5,317	8.1%	5,211	10.3%
36 ER Visits-Total	6,894	6,864	30	0.4%	6,349	8.6%	6,221	10.8%
37								
38 Lab Tests	135,240	138,813	(3,573)	-2.6%	134,379	0.6%	132,337	2.2%
39 Medical Imaging Procedures	8,878	8,622	256	3.0%	8,812	0.7%	8,364	6.1%
40 Radiation Oncology Treatments	1,696	1,467	229	15.6%	1,568	8.2%	2,878	-41.1%
41 Medical Oncology Visits	1,631	1,476	155	10.5%	1,462	11.6%	1,233	32.3%
42								
43 Dialysis Treatments	6,101	5,979	122	2.0%	5,811	5.0%	4,756	28.3%
44 Rehab Visits	23,728	23,439	289	1.2%	23,018	3.1%	21,692	9.4%
45 Hospice Visits	10,293	11,202	(909)	-8.1%	11,338	-9.2%	10,954	-6.0%
46 Ambulance Runs	1,378	1,464	(86)	-5.9%	1,398	-1.4%	1,297	6.2%
47								
48								
49 Full Time Equivalents (FTE's)								
50 FTE's - Hospital	612	602	9	1.6%	628	-2.6%	639	-4.3%
51 FTE's - Care Center	92	86	7	8.1%	82	12.7%	83	12.1%
52 FTE's - Home Medical	70	74	(4)	-5.1%	81	-13.0%	79	-11.3%
53 Total FTE's	774	762	13	1.7%	790	-2.0%	801	-3.3%

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**RICE MEMORIAL HOSPITAL
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED:

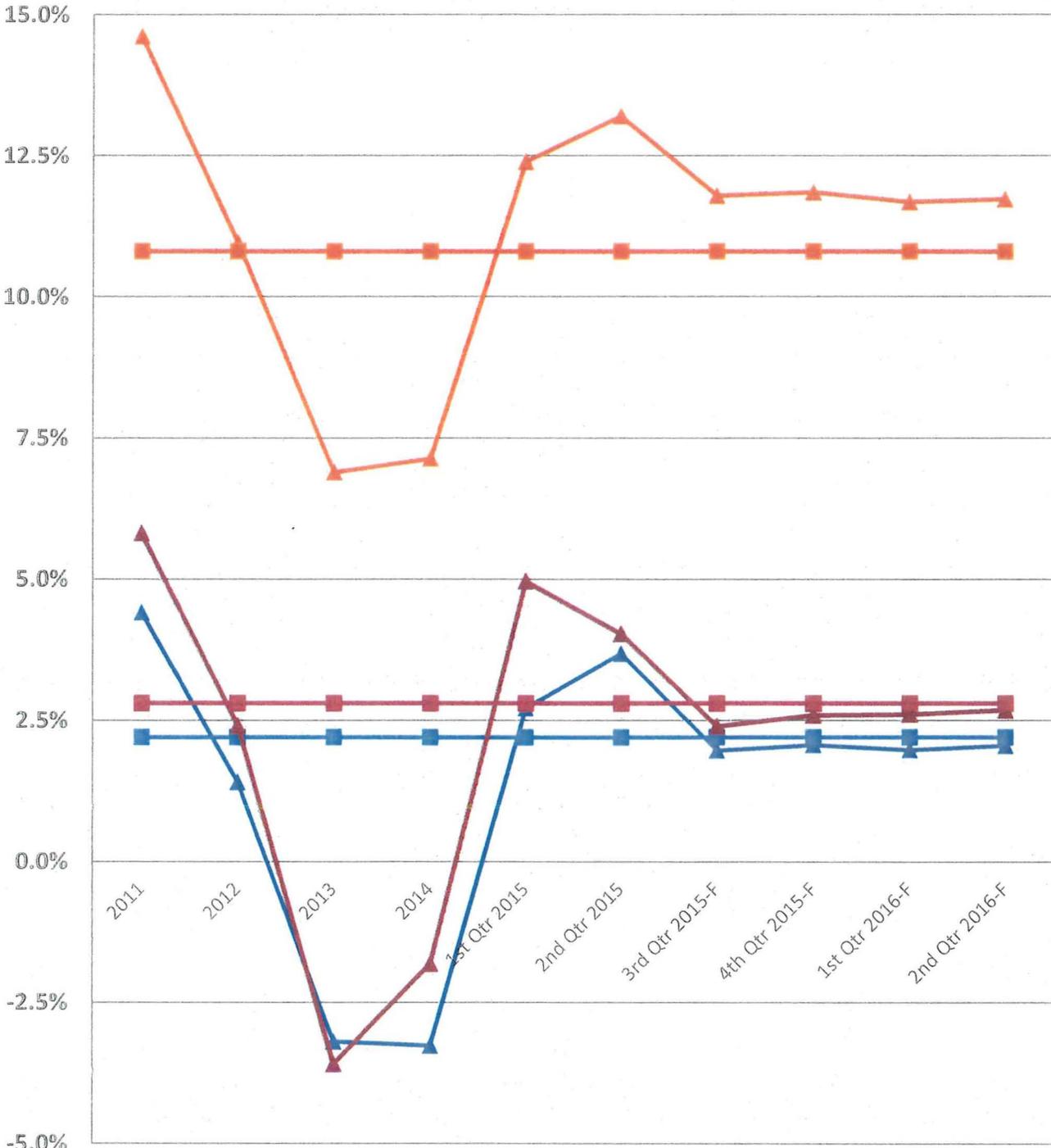
Line #	06/30/15 Actual	2015 YTD Actual	2015 Forecast	2014 Actual	2013 Actual	2012 Actual	2011 Actual	Industry Benchmarks
1	OPERATIONAL							
2	Operating Margin							
3	1.3%	2.8%	1.3%	-3.6%	-1.5%	1.3%	5.0%	
4	13.4%	11.2%	8.7%	6.5%	1.0%	8.7%	-0.1%	
5	0.0%	-1.6%	1.9%	-9.0%	-22.5%	-3.0%	1.4%	
6								
7	2.2%	3.1%	1.8%	-3.3%	-3.2%	1.4%	4.4%	2.2%
8								
9	3.1%	4.5%	2.6%	-1.8%	-3.6%	2.4%	5.8%	2.8%
10								
11	12.3%	13.5%	12.6%	7.1%	7.0%	11.6%	14.6%	10.8%
12								
13	FINANCIAL							
14		43.6%	44.5%	45.8%	46.3%	43.3%	46.3%	38.7%
15		3.8	3.0	2.4	1.8	3.0	3.5	2.9
16		54	48	53	52	64	55	46
17		128	119	116	128	114	116	131
18		65%	62%	57%	64%	63.0%	58.6%	87%
19		8.1	8.0	7.7	8.9	7.1	6.3	9.1
20		11.8	11.0	10.6	9.3	9.1	9.2	10.2
21		1.49	1.00	(0.33)	(0.52)	0.75	1.65	0.30
22	PRODUCTIVITY							
23	Rice Hospital							
24								
25	\$ 7,934	\$ 7,923		\$ 8,197	\$ 8,265	\$ 8,287	\$ 7,610	
26								
27	89.0%	88.2%	90.0%	93.5%	90.0%	89.1%	85.0%	
28								
29	52.1%	51.9%	50.0%	55.5%	52.6%	50.5%	48.1%	50%
30								
31	13.2	13.8	14.4	14.6	14.9	14.6	13.4	14.9
32	3.9	3.8	4.1	3.9	4.2	4.1	3.8	4.4
33								
34	\$ 784	\$ 721		\$ 771	\$ 770	\$ 755	\$ 739	
35	\$ 622	\$ 664		\$ 584	\$ 684	\$ 762	\$ 614	
36	\$ 1,405	\$ 1,386		\$ 1,355	\$ 1,454	\$ 1,517	\$ 1,353	
37								
38		1.2%	2.0%	2.6%	2.0%	2.2%	2.1%	7.4%
39								
40		8.7%	9.0%	9.3%	9.1%	9.0%	9.6%	6.9%
41								
42	Rice Care Center							
43	7.3	6.7	6.5	6.7	6.6	6.7	6.5	5.8
44								
45	86.6%	88.8%	91.3%	93.5%	99.0%	91.3%	100.1%	
46								
47	Rice Home Medical							
48	\$ 204,800	\$ 187,200	\$ 191,600	\$ 171,700	\$ 161,600	\$ 144,500	\$ 158,000	
49								
50	100.1%	102.6%	96.8%	115.5%	142.0%	104.9%	97.7%	
51								
52		#DIV/0!		4.9	4.7	5.8	6.0	
53		#DIV/0!		74	78	63	61	
54								

27

2015 Forecast
KEY PERFORMANCE INDICATORS

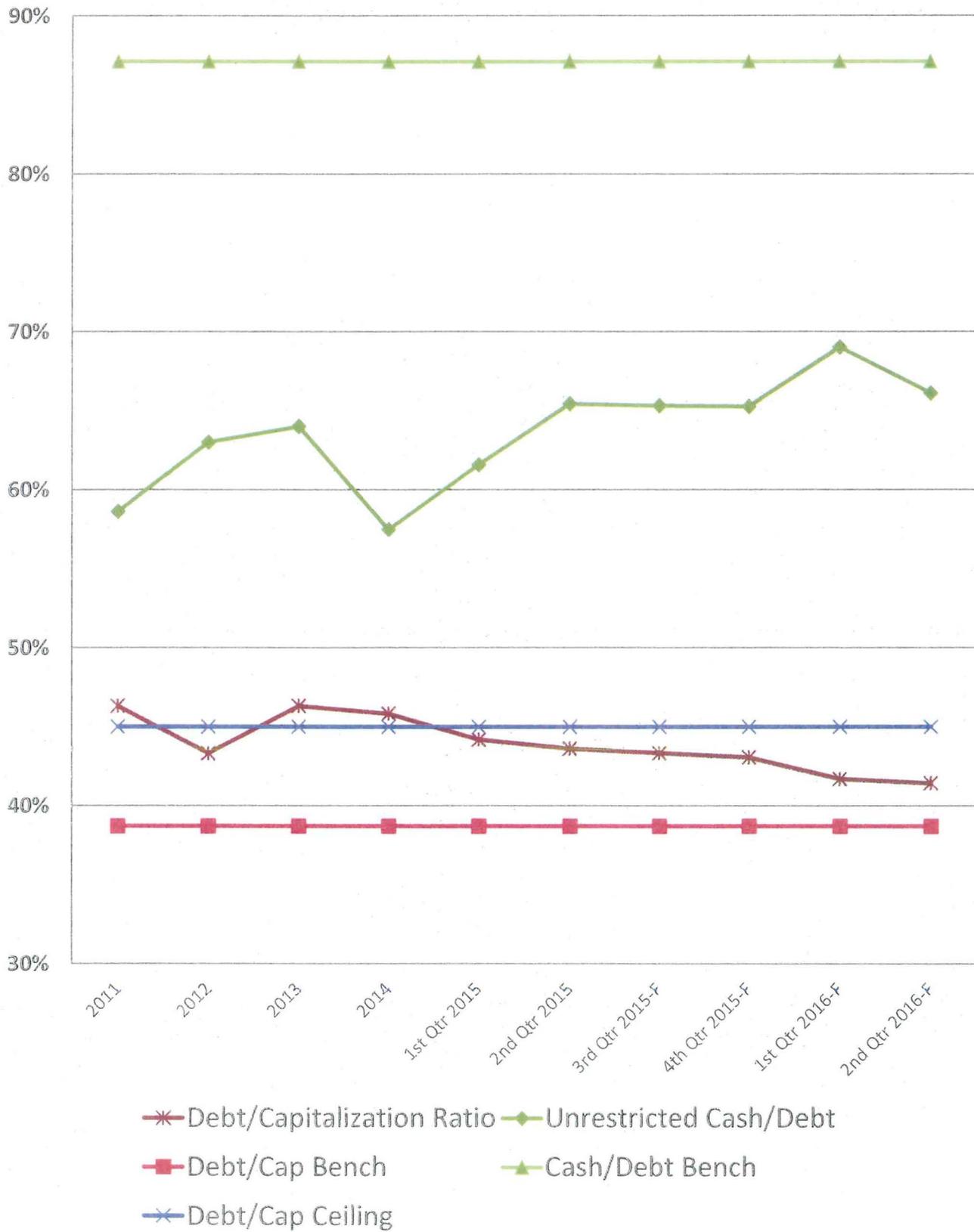
FOR THE PERIOD ENDED:	2011	2012	2013	2014	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	2015	2015	2015	2015	Benchmarks	
					2015	2015	2015-F	2015-F	2016-F	2016-F	Forecast- Revised	Forecast @ 05/08/15	Forecast @ 03/04/15	Forecast @ 11/13/14		
1	OPERATIONAL															
2	Operating Margin															
3	Rice Hospital	5.0%	1.3%	-1.5%	-3.6%	1.9%	3.8%	1.2%	1.2%	1.2%	1.2%	2.0%	2.6%	2.3%	1.3%	
4	Rice Care Center	-0.1%	8.7%	1.0%	6.5%	13.1%	9.4%	9.4%	9.4%	9.4%	10.3%	10.8%	10.0%	8.7%		
5	Rice Home Medical	1.4%	-3.0%	-22.5%	-9.0%	-0.5%	-2.8%	0.6%	1.6%	0.7%	1.6%	-0.2%	1.3%	1.4%	1.9%	
6																
7	Operating Margin	4.4%	1.4%	-3.2%	-3.3%	2.7%	3.7%	2.0%	2.1%	2.0%	2.0%	2.6%	3.2%	2.9%	2.1%	2.2%
8																
9	Excess Margin	5.8%	2.4%	-3.6%	-1.8%	5.0%	4.0%	2.4%	2.6%	2.6%	2.7%	3.5%	4.3%	3.5%	2.6%	2.8%
10																
11	EBIDA Operating Margin	14.6%	10.9%	6.9%	7.1%	12.4%	13.2%	11.8%	11.8%	11.7%	11.7%	12.3%	12.5%	12.9%	12.6%	10.8%
12																
13	FINANCIAL															
14	Debt/Capitalization Ratio	46.3%	43.3%	46.3%	45.8%	44.2%	43.6%	43.3%	43.0%	41.7%	41.4%	43.0%	42.9%	43.1%	44.5%	38.7%
15	Net Days in Accounts Receivable	55	64	52	53	52	54	52	50	48	48	48	48	48	48	46
16	Days of Cash	116	114	128	116	122	129	129	129	131	125	129	128	121	119	131
17	Unrestricted Cash/Debt	58.6%	63.0%	64%	57%	62%	65%	65%	65%	69%	66%	65%	63%	63%	62%	87%

Operational Ratios

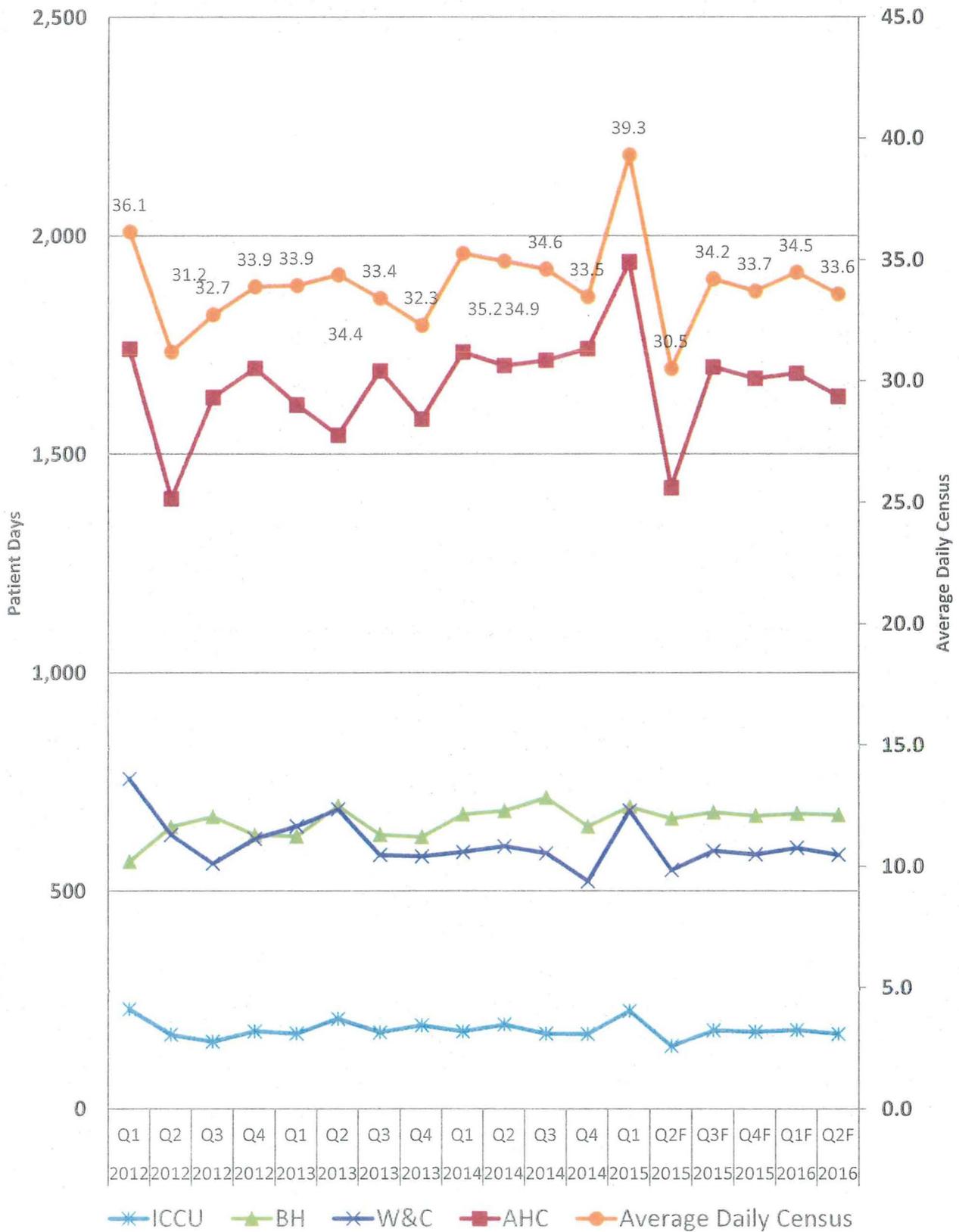


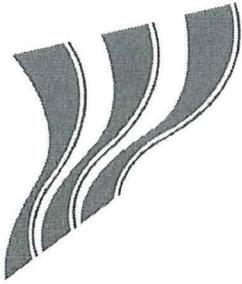
- ▲ Operating Margin
- ▲ Excess Margin
- ▲ EBIDA Operating Margin
- OM Bench
- EM Bench
- EBIDA Bench

Financial Debt Ratios



Patient Days





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

Agenda Item Number: 7
Meeting Date: August 10, 2015
Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal

Recommended Action: Set Hearing for 7:01 p.m. on September 8, 2015

Background/Summary:

Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned, and

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 8th day of September 2015, at 7:01 p.m. to consider objections to the proposed assessment for the mowing cost incurred on the below-listed property owners.

95-880-0030	Raymundo & Elma Bazaldua	1011 Becker Ave SE	\$152.32
95-600-0190	David & Christine Bofenkamp	931 Meadow Lane SW	\$152.32
95-922-6700	Juan & Laura Cardenas	1600 6 th St SW	\$152.32
95-280-2060	Craig Danielson.	922 2 nd St SW	\$152.32
95-006-6890	U.S. Bank, N.A	318 12 th St SW	\$609.28
95-250-1600	Stacy Evans	408 Augusta Ave SE	\$304.64
95-143-0380	Minnesota Housing Finance Agency c/o US Bank National Association	1311 19 th Ave SE	\$152.32
95-130-0110	Lorraine Hofland & M. V. Blom	116 Minnesota Ave SE	\$113.57
95-323-0010	Jel Land Company	1901 1 st Street S	\$152.32
95-280-0250	Michael Madsen	920 4 th Street SW	\$606.07
95-665-0260	Corey A. Marthaller	1101 Olena Ave SE	\$456.96
95-914-2080	Tyson & Sarah Reuer	802 Mary Avenue SE	\$152.32
95-250-0900	Shane Vanhove	936 3 rd Street SE	\$190.01

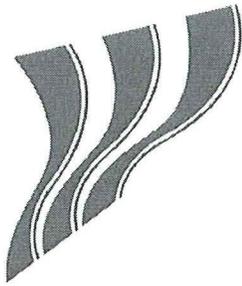
Alternatives: Deny

Financial Considerations: \$3,346.77

Preparer: City Clerk-Treasurer

Signature:

Comments:



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

Agenda Item Number: 8

Meeting Date: August 10, 2015

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Special Assessment Hearing for Unpaid Garbage Removal

Recommended Action: Set Hearing for 7:02 p.m. on September 8, 2015

Background/Summary:

Pursuant to Willmar Municipal Code, Chapter 12, Article II concerning the removal of nuisance conditions by the City. The cost of such removal or remedial measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require.

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 8th day of September 2015, at 7:02 p.m. to consider objections to the proposed assessment for the garbage removal costs on the below-listed property owners.

95-180-0380	Jeffrey T. Ellingboe	728 3 rd Street SE	\$80.00
95-040-0020	Luci M Vasquez	1514 Trott Avenue SW	\$80.00

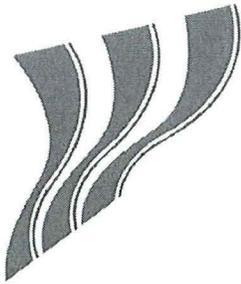
Alternatives: Deny

Financial Considerations: \$160.00

Preparer: City Clerk-Treasurer

Signature:

Comments:



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

Agenda Item Number: 9

Meeting Date: August 10, 2015

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Special Assessment Hearing for Unpaid Snow / Ice Removal

Recommended Action: Set Hearing for 7:03 p.m. on September 8, 2015

Background/Summary:

Pursuant to Willmar Municipal Code, Chapter 13, Article III concerning the removal of snow or ice from sidewalks, and in the case of nonpayment of the charge against each separate lot, the personal liability of said cost of service to be certified for collection.

Notice will be given that the City Council of the City of Willmar, Minnesota, will meet on the 8th day of September 2015, at 7:03 p.m. to consider objections to the proposed assessment for the snow/ice removal costs on the below-listed property owners.

95-143-0380	Minnesota Housing Finance Agency c/o US Bank National Association	1311 19 th Ave SE	\$ 36.00
-------------	--	------------------------------	----------

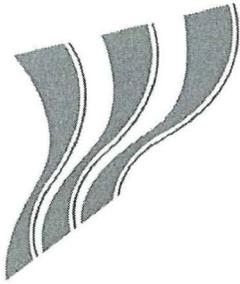
Alternatives: Deny

Financial Considerations: \$36.00

Preparer: City Clerk-Treasurer

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: August 10, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Fire Department

Agenda Item: Fire Department SCBA Verbal Order

Recommended Action: To pass a motion to approve the purchase as proposed, contingent on: 1) the City including such expenditures in its official 2016 Budget (or CIP as applicable); and 2) City Staff not execute any contracts, purchase orders, or other documents related to the purchase until after the 2016 Budget (or CIP as applicable) has been officially adopted and instituted.

Background/Summary: Further discussion on previous SCBA actions.

Alternatives: Not Applicable

Financial Considerations: None for 2015
Up to \$340,000 for 2016

Preparer: Steve Okins, Finance Director

Signature:

Comments:

Steve Okins

From: Steve Okins
Sent: Monday, July 27, 2015 3:42 PM
To: Marvin Calvin
Cc: Kevin Halliday
Subject: FW: SCBA & bottles purchase

fyi

From: Robert Scott [mailto:rtscott@flaherty-hood.com]
Sent: Thursday, July 23, 2015 3:32 PM
To: Kevin Halliday
Cc: Steve Okins
Subject: SCBA & bottles purchase

Kevin,

I'm not sure what direction you're going to head with the proposed SCBA purchase after Monday's meeting. The below issues may be moot if the city decides to purchase only the bottles and not apparatuses themselves at this time.

First, the motion that the council considered on Monday was problematic because the motion was simply to approve the purchase of \$330,000+ of equipment in 2016 without any caveats to that approval, such that city staff could execute a legally binding contract or purchase order any time after that motion had passed and have been acting consistent with the council's action. I'm not sure if the company would have insisted on the city actually executing a legally binding contract or purchase order, but the motion itself would have allowed for it. Of course the 2016 budget and/or capital programs have not been set yet, so as Council Member Anderson indicated (and as section 5.09 of the charter requires) the city council should not incur an obligation for a future year when the budget for that year has not been set.

If as indicated at the meeting Monday night the City wishes to lock in the price of purchasing the full \$330,000+ worth of equipment in 2016 without legally committing to such purchase at this time, and the seller is okay without receiving a legal commitment to purchase from the city, I would recommend the City Council pass a motion to approve the purchase as proposed, but which is contingent on (1) the city including such expenditure in its official 2016 budget (or CIP, as applicable); and (2) city staff not executing any contracts, purchase orders or other documents related to the purchase until after the 2016 budget (or CIP, as applicable) has been officially adopted and includes such expenditure.

There does appear to be one way for the city to incur a financial obligation for a future year for which it has not yet budgeted: to pass an ordinance authorizing the future expenditure. This would only come into play in the event the city council wished to authorize entry into a legally binding contract or purchase order for the purchase to be made in 2016 before approving the 2016 budget (or CIP, as applicable). The applicable charter provision is as follows:

Section 5.09. - Administration of budget.

* * * *

Subdivision 2. Payments and obligations prohibited. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the Council or its designee first certify that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such obligation, and said officer shall also be liable to the City for any amount so paid. However, except where prohibited by

law, nothing in this Charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance.

I copied Steve on this message in case he has any additional thoughts about how this contemplated 2016 purchase would affect the budgeting process.

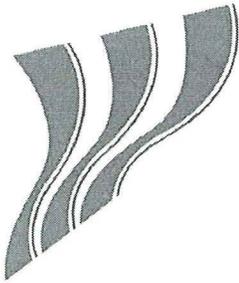
Please let me know if you have any questions.

Thank you.

Robert

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

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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12
Meeting Date: August 10, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following report:
A) 07/31/15 CVB Financial Report

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

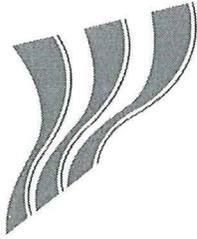
Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of July 31, 2015
(As of 08/05/15)

Assets

Cash	\$ 29,120.13
Petty Cash	50.00
Investments	183,301.14
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	13,250.36
Interest Receivable	-
Total Assets	\$ 225,721.63

Liabilities

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

Fund Balance

Restricted Fund Balance - Prepaid Expenses	12,766.43
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	181,711.58
Total Fund Balance	225,721.63

Total Liabilities & Fund Balance **\$ 225,721.63**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended July 31, 2015
 (As of 08/05/15)

	<u>Budget</u>	<u>2015 Actual</u>	<u>2014 Actual</u>
<u>Revenues</u>			
Lodging Receipts	\$ 170,000.00	\$ 117,232.05	\$ 82,576.49
State Tourism Grant	7,000.00	4,056.98	845.54
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	2,039.63 *	2,045.29 *
Miscellaneous	-	-	-
Interest Earnings	-	1,628.47 *	1,435.15
Market Value Increase (Decr)	-	3,535.90 *	8,701.42 *
Refunds & Reimbursements	-	2,968.79 *	627.48 *
Total Revenues	228,500.00	165,461.82	130,231.37
<u>Expenditures</u>			
Operating			
Full Time Exec Director Salary	88,000.00	39,661.00	37,351.04
Temporary Employee Salaries	-	-	-
Benefits and Taxes	18,000.00	10,286.46	7,786.91
Office Supplies/Copies	3,000.00	840.06	938.57
Small Tools	-	1,277.89 *	4,211.08 *
Postage	1,500.00	421.43	409.01
Mtce. of Equipment	1,000.00	-	161.34
General Supplies	2,200.00	292.94	250.00
Telephone/Fax	9,000.00	7,367.47	1,915.93
Printing & Publishing	2,000.00	2,020.88 *	1,374.15
Travel/Lodging/Dues	6,000.00	2,976.55	2,788.35
Mtce. of Equipment	-	57.75 *	1,042.50 *
Other Services	-	380.73 *	382.98 *
Rents	8,000.00	3,759.66	3,759.66
Insurances & Bonds	450.00	460.00 *	447.00 *
Awards & Indemnities	250.00	-	-
Subscription/Membership	2,600.00	609.01	1,295.83
Professional Services	2,200.00	60.00	1,911.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	-	12.50
City Transfer (5%)	8,500.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	2,449.77 *	3,474.66 *
Tourism Expenses	34,000.00	24,158.21	31,357.34
Ad Development & Revisions	300.00	40.00	-
Conference & Convention	22,000.00	6,223.46	14,363.57
Group Tour Promotions	1,500.00	1,500.00	-
Leisure Travel	25,000.00	19,365.10	14,031.96
Fall/Winter Promotions	6,500.00	3,379.65	1,868.49
Spring/Summer Promotions	-	-	-
Special Projects	5,000.00	-	1,000.00
Strategic Marketing	4,000.00	-	1,564.58
Total Expenditures	251,500.00	127,588.02	133,698.45
Net Income (Loss)	(23,000.00)	37,873.80	(3,467.08)
Fund Balance January 1	187,847.83	187,847.83	184,413.58
Prior Period Adjustment	-	-	-
Fund Balance July 31	\$ 164,847.83	\$ 225,721.63	\$ 180,946.50

* Indicates Over Budget



Carol Cunningham

From: Steve Okins
Sent: Thursday, August 06, 2015 11:03 AM
To: Carol Cunningham
Subject: RE: July, 2015, CVB Financial Report

Please include in Finance Agenda under reports. Thank you in advance. Steve

From: Carol Cunningham
Sent: Wednesday, August 05, 2015 2:24 PM
To: Steve Okins
Subject: July, 2015, CVB Financial Report

Hi Steve
Attached is the Excel file containing the CVB Financial Reports as of 7/31/15. Please forward on to Beth Fischer at the CVB at your earliest convenience. Thanks.
Carol

Carol Cunningham
Accounting Supervisor
City of Willmar Finance Dept
333 SW 6th Street
Willmar, MN 56201
(320) 214-5177
ccunningham@willmarmn.gov

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, August 11, 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; David Little, "West Central Tribune".

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

There was no public comment.

Item No. 3 Police and Fire Updates (Information)

Police Chief Jim Felt noted the jail census for August 11, 2015 was 170; 101 inmates from the Department of Corrections, 68 inmates from Kandiyohi County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 841. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 15 days ahead of 2014 at this date. The committee discussed the continued recent criminal activity of thefts from unlocked cars with officers continuing to be more present in the areas affected as well as utilizing crimemapping.com tied in with the department's record keeping. The two new officers hired will be starting their four months of training. Alex Anderson, a Willmar native, will be starting on the 17th and Lukas Eitrem, from Savage, will be starting on the 25th.

Fire Chief Frank Hanson noted the total calls for service for the previous two weeks totaled 14, and included several fire calls, vehicle accidents, a car fire and natural gas leak. The total calls for service so far this year is 218, 26 calls above last year. The Committee suggested Chief Hanson join Chief Felt for the Open Mic radio program to spread additional awareness on fire safety.

The Committee discussed the concern of a stop sign request made by residents at the intersection of 9th Street and Becker Avenue SW. Public Works Director Christensen explained multiple variables must be in place to warrant a stop sign to be placed at the intersection and he does not believe this intersection would qualify at this time. A few of the warrants include traffic counts, types of traffic, design and also the number and type of accidents. This is regulated by the Manual on Uniform Traffic Control Devices (MUTCD). The Committee requested to review the policy on placing a sign at the intersection and give a formal answer to the concerned citizens regarding this issue.

Item No. 4 Emergency Management Training for Elected Officials (Information)

Staff brought forth, for information, the plan for elected officials of the City of Willmar to receive emergency management training through the National Incident Management Systems (NIMS) FEMA online classes and also to receive Emergency Operations Center training. Proper City identification cards will be issued with proper color codes for the elected officials on September 3rd at the Fire Station.

Item No. 5 Maintenance Work at Dorothy Olson Aquatic Center (Resolution)

Staff presented, for approval, to enter into an agreement with Horizon Commercial Pool Supply to refurbish three play features and to perform maintenance on the two slides at the Dorothy Olson Aquatic Center in the total amount of \$44,850. The 2015 CIP has \$75,500 budgeted for the improvements. The Committee discussed the maintenance work on the slide as a new coating on the fiberglass and useful life of the equipment. Staff noted there are a few additional maintenance items budgeted in the coming years but none of the items are a safety concern at this time.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to enter into an agreement and authorize signatures of the Mayor and Interim City Administrator with Horizon Commercial Pool Supply to refurbish three play features and perform maintenance on the two slides at the Dorothy Olson Aquatic Center in the amount of \$44,850. The motion carried.

Item No. 6 Project No. 1405 Change Order No. 2 (Resolution)

Staff brought forth, for approval, Change Order No. 2 for the Industrial Park 4th Addition Project No. 1405. The project was awarded to R&R Excavating for the construction of new streets, utilities and industrial lots in the Industrial Park. Due to instability of the existing soils in the storm sewer trenches, additional granular and rock bedding was required to be placed beneath the storm sewer pipe. Change Order No. 2 was submitted in the amount of \$6,015.70 for the additional work and is within the project budget funded by Local Option Sales Tax.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve Change Order No. 2 for Project No. 1405 in the amount of \$6,015.70 . The motion carried.

Item No. 7 Public Works and Airport Updates (Information)

Staff brought forth, for information, an update on the Public Works Department and Airport. The Public Works Department has been replacing and trimming boulevard trees, pothole patching continues throughout the City and also drainage of the Orange Field. The Engineering Department is starting to develop potential improvement projects for 2016. The Committee discussed the ice and snow issues on the curve of 1st Street N by Hedin Park and if additional safety precautions are needed above the cautionary signs currently in place and frequent attention from plows to keep the road clear. Crews are crack sealing along Willmar Avenue, and concrete work is near completion on Trott Ave. Carolina Avenue is drying out after the heavy rains, with the water line finished and storm sewer currently being constructed. The Civic Center Drive storm pond is also under construction and the path overlays at Robbin's Island, north 7th Street and Hedin Park are expected to begin soon. All of the overlay projects have a deadline of August 28th, therefore increased construction activity is expected.

The Airport had a busy month of July with multiple weeks of more than 70 operations and high fuel sales. The conference room was utilized several times, noting the non-profit air ambulance from Papua New Guinea being one of the occupants. The PAPI lights were flight checked and functioning on July 8th and the F-14 fighter jet was washed on the 13th. The Committee discussed starting conversations with the Airport Commission regarding promoting the airport through a possible fly in and pancake feed to increase activity. Staff noted funds are being proposed for the 2016 budget for promotional activities to celebrate the 10 year anniversary of the new airport facility.

Item No. 8 Miscellaneous Information (Information)

The Committee discussed National Night Out, which took place on August 4th in the Garfield and Eagle's Landing neighborhoods, inquiring if attendance was up from previous years and if any funds should

be budgeted to help promote the event in the future. The Committee noted any purchase over the amount of \$10,000 needs Council approval.

There being no further business to come before the Committee, the meeting was adjourned at 5:45 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: Fire Department

Agenda Item: Emergency Management training for elected officials.

Recommended Action: Information only: The plan for the elected officials for the City of Willmar will be to complete the following classes: National Incident Management Systems (NIMS) IS-700 (required), IS-100.B, IS-200.B, IS-800.B, IS-29, IS-908, and IS-20.15. (Recommended training). It is important to note that all recommended NIMS classes are self-study, on-line through FEMA. They are self-paced, and usually take approximately 1-2 hours each. The second phase of the training would to receive Emergency Operations Center (EOC) training for elected officials. Proper city identification cards will be issued on September 3 at 6:00pm at the Willmar Fire Station.

Background/Summary: Emergency Management training is required by FEMA.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Frank Hanson, Fire Chief

Signature:

Comments:



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

Agenda Item Number: 5

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Community Education & Recreation

Agenda Item: Maintenance Work at Dorothy Olson Aquatic Center

Recommended Action: Enter into an agreement with Horizon Commercial Pool Supply to refurbish 3 play features \$9,600.00 and to perform maintenance on the two slides \$44,850.00 at the DOAC.

Background/Summary: In the 2015 CIP resources were allocated to complete this work. Total amount in the CIP was \$75,500.00. Quotes for this work totaled \$54,450.00.

Alternatives: No alternatives really exist for the play features as we are down to the last layer of surface prior to the fiberglass starting to shred. The facility is over ten years old and that is the estimated timeline to consider this work.

Financial Considerations:

Preparer: Steve Brisendine

Signature: *Steve Brisendine*

Comments:



2125 ENERGY PARK DRIVE, ST. PAUL, MN 55108

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1-800-969-0454

LOCAL 651-917-3075

FAX 651-917-3087



Cover Sheet

To: **Steve Brisendine**

From: **Bob LaDuke**

Pages: **4**
(including cover)

Steve: Below is summation of refurb process for play features in the Zero Depth area of the pool. Call or email with any questions.

Refurbish three (3) interactive play features installed in the zero depth area of pool:

- **Water Dome**
- **Multi-Play**
- **Arm Bar**

Work to include:

- **Disconnect and transport to shop**
- **Surface Preparation**
- **Install initial epoxy coating – color selections by owner**
- **Install 2nd Coating – Mathews Clear Coat**
- **Inspect all hardware**
- **Deliver back to job site and re-install**

Additional Services Offered:

As an established commercial pool contractor & supplier we are here to provide additional services as needed including but not limited to:

- CPO training for your staff
- Training on local and state health codes
- Repair and maintenance of filter room equipment
- Repair and maintenance of pool vessel and plumbing
- Renovation services
- Online resources and purchasing
- Free ongoing consultation
- Water Quality Management Programs

ACCEPTANCE OF PROPOSAL – I am authorized to sign on behalf of the owner and I have read the attached **Terms & Conditions** and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

Estimate Accepted By: Steve Brisendine

Date: 7/29/15

Authorized Signature: Steve Brisendine

Total:

- Products and equipment used to complete job are subject to applicable state & city sales taxes.
- Pricing above is an estimate of cost. Invoice will reflect actual time and materials used.
- Estimates exceeding \$2,000 will require a payment of 50% upon quote acceptance and the remainder is due Net 10 Days.
- Please read all attached Terms & Conditions, Proposal Notes, and product information. This estimate, once signed, is a contract between Horizon Commercial Pool Supply & the property owner.

Complete Restoration of Aquatic Play Units (APU)

- Entire structure will be disassembled and shipped for offsite restoration.
- All components will be either sanded or soda blasted to remove existing coatings.
- Most hardware will be blasted in a cabinet to remove any slight corrosion and staining, leaving it looking new. Some of the hardware, especially the smaller bolts, will be replaced.
- Components will be recoated with the selected colors, and clear coated for maximum protection and longevity.
- All gaskets will be replaced during reassembly.
- Fiberglass covers will be provided to cover the column bases against the pool floor, improving the appearance and safety of the unit.
- Entire unit will be shipped and reassembled onsite.

TERMS AND CONDITIONS

MECHANIC'S LIEN NOTICES (Minnesota & Wisconsin)

MINNESOTA: Pursuant to MINN. STAT. § 514.011 (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.

WISCONSIN: As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

PAYMENT: On contracts exceeding two-thousand dollars (\$2,000.00), unless otherwise agreed, in writing on the first page of this Contract, payment shall be made in two equal installments. The first installment shall be due as a deposit and paid at the time this contract is signed by the Customer. The second installment is due and payable upon completion of the Project. If, for any reason, any amount less than 50% of the Contract is paid in the first installment, the entire remaining balance shall be paid in the second installment even though such payment renders the installment unequal. All payments on account must be made within **10 days from the invoice date**, unless otherwise agreed to by Horizon Commercial Pool Supply and Customer in writing. Customer agrees that receipt of any invoice setting forth the amount owed to Horizon Commercial Pool Supply represents an account stated unless, within ten days (10) days of receipt of the invoice, Customer objects to the invoice in writing and said written objection is delivered to Horizon Commercial Pool Supply.

INTEREST AND ATTORNEYS' FEES: Horizon Commercial Pool Supply will charge, and Customer agrees to pay, a service charge of 1.5% per month (18.0% per annum) or the maximum rate allowed by law. The service charge will be assessed on the past due portion of the account. Customer agrees to pay on demand all costs and expenses including reasonable attorneys' fees incurred by Horizon Commercial Pool Supply in connection with this Contract, and any other document or agreement related thereto, including all costs, expenses and attorneys' fees incurred by Horizon Commercial Pool Supply in enforcing these Terms and Conditions.

SCHEDULING AND ESTIMATES: All time estimates, schedules, start dates, completion dates, etc., are subject to change at Horizon Commercial Pool Supply's sole discretion and Horizon shall not be liable for any changes thereof. Customer acknowledges that time estimates, schedules, start and completion dates can and will change due to weather, unforeseen changes to jobs, workforce variations, material availability, unforeseen delays due to other contractor's work, equipment breaking down and holidays, etc. Any quotes, estimates or representations as to pricing are subject to change at Horizon Commercial Pool Supply's sole discretion as well.

LIMITED WARRANTY ON WORKMANSHIP: Horizon Commercial Pool Supply provides a limited one year warranty on its workmanship. This Limited Warranty on Workmanship ("Warranty") covers labor provided by Horizon staff only. Any product or equipment warranties are limited to and provided by their respective manufacturer or supplier. This Warranty does not cover problems arising from normal wear and tear, chemical action, stains from pool water or pool water minerals, neglect, abuse, or acts of God. Failure to pay the full Contract price relieves Horizon Commercial Pool Supply of all of its responsibilities under this Warranty and shall render this Warranty void. Warranty claims can be made by contacting Horizon Commercial Pool Supply at (651) 917-3075 within 12 months of completion. Horizon Commercial Pool Supply shall not be responsible or held liable for damages resulting from causes beyond its control caused by fire, flood, accidents, delay in transit, labor difficulty, inability of our normal sources of supply, acts of god, any law, act or regulation of any governmental body. Customer acknowledges and agrees that Horizon Commercial Pool Supply's liability for any reason, including, without limitation, negligence, or strict liability, shall not include special, consequential or incidental damages.

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Cover Sheet

To: **Steve Brisendine**

From: **Bob LaDuke**

Pages: **6**
(including cover)

Steve:

See below regarding Waterslide project. Details on the process are listed on page 4. I will need to get you a color chart as you will be able to choose a new exterior color for each slide. The price listed below is for both slides. The slide work would be done this fall after the pool is closed for the season. Call or email with any questions.

While on site for slide project, we will disconnect and remove the play features in the Zero Depth area of the pool and transport back to the shop for refurbish.

Sincerely,

Bob LaDuke
Horizon Pool Supply

Additional Services Offered:

As an established commercial pool contractor & supplier we are here to provide additional services as needed including but not limited to:

- CPO training for your staff
- Training on local and state health codes
- Repair and maintenance of filter room equipment
- Repair and maintenance of pool vessel and plumbing
- Renovation services
- Online resources and purchasing
- Free ongoing consultation
- Water Quality Management Programs



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Customer Proposal / Quotation

Quoted to:

City of Willmar
801 Industrial Blvd
Willmar, MN 56201

Contact 1: Steve Brisendine

Contact 2: Justin DeLeeuw

Phone: (320) 231-8494

Fax:

Date: 5/21/2015

Good Through: 6/21/2015

Quote #: 20150522 CIT18

Description:

CIT18

Quoted by: **Bob LaDuke**

Provide Waterslide Restoration and/or Maintenance as follows:

Slide Description:

- Perform "Basic Slide Maintenance" as detailed in attached Descriptions of Processes.
- Perform "Exterior Slide Restoration" as detailed in attached Descriptions of Processes.
- Perform "Slide Seam Alignment" as detailed in attached Descriptions of Processes.

- NOTES:
- See detailed Description of Processes in the following pages for complete descriptions of maintenance & restoration processes.
 - Only the processes specified above are included in this quote even though descriptions are provided for all processes.
 - Unless otherwise specified there are no other repairs or materials included in the quoted price.
 - All products and labor carry a 1-year warranty from the date of completion.

Pricing:

Quantity	Item Number	Description	Unit Price	Total Price
1		<ul style="list-style-type: none"> - Perform Interior Maintenance Process, Exterior Restoration Process and Seem Alignment as specified below on open 42" MIRACLE SLIDE. New color selection for exterior by owner - Perform Interior Maintenance Process, Exterior Restoration Process and Seem Alignment as specified below on 32" to 42" MIRACLE BODY SLIDE. New color selection for exterior by owner 	\$44,850.00	\$44,850.00

\$44,850.00

ACCEPTANCE OF PROPOSAL – I am authorized to sign on behalf of the owner and I have read the attached **Terms & Conditions** and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

Quote Accepted By: Steve Brisendine

Date: 7/29/15

Authorized Signature: Steve Brisendine

Total:

- Products and equipment used to complete job are subject to applicable state & city sales taxes.
- Quotes exceeding \$2,000 will require a payment of 50% upon quote acceptance and the remainder is due Net 10 Days.
- Please read all attached Terms & Conditions, Proposal Notes, and product information. This quote, once signed, is a contract between Horizon Commercial Pool Supply & the property owner.



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Descriptions of Waterslide Maintenance and Restoration Processes

Interior Maintenance Process

- Repair of any chips, scratches, weak areas, or other blemishes on slide interior surface.
- Buffing as needed on slide interior surface to remove calcium deposits, watermarks, faded gel coat, and generally shine up the surface for an improved riding experience and dramatically better appearance. *On tube slides, only the starter tub and first few feet of enclosed flume are completely buffed. After that, it is just the ride path that is buffed. On flume slides, the entire interior surface is typically buffed.*
- Repair of any leaks.
- Repair of any deficiencies in the fiberglass
- Removal of old sealant and complete re-caulking of seams.
- Pressure washing of slide exterior to remove some of the faded gel coat for a shinier, more consistent color appearance (unless exterior restoration is completed during the same visit).
- Check all flange and structural hardware for corrosion and tightness; replace or tighten as necessary.
- Pressure wash structural components, stairs, landings as needed.
- General close inspection and notification of any potential issues looking into the future.
- Removal of rust from structural field welds and recoating of area with zinc-rich spray.
- Re-welding and/or reinforcement of any field welds that show weakness or breakage.

Exterior Restoration Process

- Exterior surface of slides will be aggressively pressure washed to remove contaminants and fading, creating a stable surface for new coating.
- Any necessary structural repairs will be completed before recoating.
- Fiberglass flange hardware will be checked for appropriate torque, replaced or tightened as necessary.
- TNEMEC Series 69 Epoxy basecoat will be applied to the slide exterior surface.
- After curing of basecoat, TNEMEC Series 73 Industrial Urethane will be applied as a topcoat. This is a high end coating, available in thousands of colors, and extremely resistant to UV and abrasion. The result will be a vibrant, attractive slide finish that will last far longer than the original factory finish.

Seam Alignment

- In many cases, waterslides were installed in such a way that the seams between fiberglass sections are not aligned properly, causing a bumpy, slow, or painful rider experience. Correcting this situation is a very labor intensive process.
- There are several ways to fix this condition....

- Grinding and sanding down the high side of the seam, then spraying new gel coat on the exposed fiberglass and going through standard finishing techniques.
- Bridging the seam completely with fiberglass, to make the entire seam disappear.
- Taking out bolts and realigning the seam, then re-bolting the flange. This is not usually a good option, as most manufacturers use an adhesive between the fiberglass sections, making it nearly impossible to separate the sections.

TERMS AND CONDITIONS

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WISCONSIN: As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

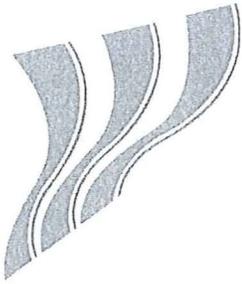
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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: August 11, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 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: Project No. 1405 – Change Order No. 2

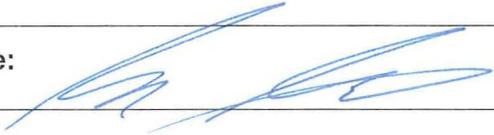
Recommended Action: Approve Change Order No. 2 for the Industrial Park 4th Addition Project No. 1405

Background/Summary: Project No. 1405 was awarded on November 3rd, 2014 to R&R Excavating and included the construction of new streets, utilities, and industrial lots. Due to instability of the existing soils in the storm sewer trenches, additional granular and rock bedding was required to be placed beneath the storm sewer pipe. Change Order No. 2 was submitted in the amount of \$6,015.70 for the additional work.

Alternatives: Do not approve Change Order No. 2

Financial Considerations: The funding associated with the project includes Local Option Sales Tax Funds and is within the budget.

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

Signature: 

Comments:

CHANGE ORDER

No. 2 (TWO)

PROJECT INDUSTRIAL PARK, 4TH ADDITION
 DATE OF ISSUANCE 7/29/15 EFFECTIVE DATE 7/29/15

OWNER City of Willmar

OWNER's Contract No. BMI Project # W18.107641

CONTRACTOR R&R Excavating

ENGINEER Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description: See Exhibit A- Change Order No. 2

Reason for Change Order:

- 1.) Due to the instability of the existing soils encountered in the storm sewer trenches, granular bedding in addition to the amount required by the contract documents, was required to be installed beneath the storm sewer pipe.
- 2.) Due to the instability of the existing soils encountered in the storm sewer trenches, rock bedding in addition to the amount required by the contract documents, was required to be installed beneath the storm sewer pipe.
- 3.) Due to the use of rock bedding used for pipe bedding, granular bedding was not used per the contract documents and therefor deducted where rock bedding was utilized.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$3,657,690.57	Original Contract Times Substantial Completion: <u>October 30, 2015</u> Ready for final payment: <u>June 24, 2016</u> days or dates
Net changes from previous Change Orders No. <u>1</u> to No. <u>1</u> \$5,800.00	Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> N/A days
Contract Price Prior to this Change Order \$3,663,490.57	Contract Times prior to this Change Order Substantial Completion: <u>October 30, 2015</u> Ready for final payment: <u>June 24, 2016</u> days or dates
Net Increase of this Change Order \$6,015.70	Net Increase of this Change Order N/A Days
Contract Price with all approved Change Orders \$3,669,506.27	Contract Times with all approved Change Orders Substantial Completion: <u>October 30, 2015</u> Ready for final payment: <u>June 24, 2016</u> days or dates

RECOMMENDED:
 By: [Signature]
 Engineer (Authorized Signature)
 Date: 7/31/15

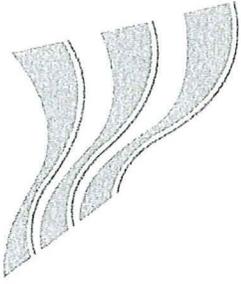
APPROVED:
 By: _____
 Owner (Authorized Signature)
 Date: _____

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)
 Date: 7/31/15

EXHIBIT A
 CHANGE ORDER NO. 2
 INDUSTRIAL PARK, 4TH ADDITION
 CITY OF WILLMAR, MN
 BMI PROJECT NO. W18.107641

ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	BID AMOUNT EXTENSION
1	GRANULAR BEDDING (LV)	CU YD	32	\$11.00	\$352.00
2	ROCK BEDDING (LV)	CU YD	237	\$27.10	\$6,422.70
3	GRANULAR BEDDING - DEDUCT: ALTERNATE ROCK FOR GRANULAR BEDDING	CU YD	69	\$11.00	-\$759.00

TOTAL CHANGE ORDER AMOUNT= \$6,015.70



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

Agenda Item Number: 7

Meeting Date: August 11, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

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

Originating Department: Public Works

Agenda Item: Public Works & Airport Updates

Recommended Action: For information only

Background/Summary: Updates on activities of the Public Works Department and Airport.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: 

Comments:

Willmar Municipal Airport Operations Monthly Report July 2015

The Month of July was very hot, and a very busy month at the airport. We had multiple weeks of more than 70 operations bringing our average to 65-70 per week. The trips out west continue, but this increase in traffic is due to more flight training activities, as well as more transient recreational flying. The EAA airshow in Oshkosh was held in July which explains some of the additional traffic.

The terminal building was cleaned weekly, and the conference room was utilized a couple of times in July, including use by a non-profit air ambulance from Papua New Guinea. You may have read the West Central Tribune Story. These are very good promotions for the airport, as it helps to show the extremely diverse uses of the airport.

Mowing has slowed a bit as we move into the warm dry portion of summer. We continue to mow and spray where needed. We have increased the length of the sod runway grass to $3\frac{3}{4}$ inches to try and keep it from drying up. It is very direct sunlight all day, so the extra length should help.

I have had a few geese to scare off over the last couple of weeks of July. We will continue to use non-lethal methods until the time comes that the birds are not scared.

The PAPI lights were flight checked on July 8th, and found to be correct, so they have been back in service for most of the month. Other lamps continue to be replaced as needed.

Pat Curry and the Public Works Department were out on the 13th of the month to wash the F-14. It looks great. We continue to discuss some long term options for the decorative plantings around the F-14 as some have died, and others no longer look very good.

We are looking forward to a busy August at the airport.

Thank You
Eric

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, August 12, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

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

Others present: Mayor Marv Calvin, Council Member Tim Johnson, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, and Administrative Assistant Janell Sommers.

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

There were no comments from the public.

Item No. 3 Revision to Personnel Policy (Motion)

Staff was directed by the Council to make changes to the Personnel Policy in legislative print to be brought back to the Labor Relations Committee for review. The Committee reviewed the Personnel Policy drafts removing the word "permanent" in several areas replacing it with "full time, year-round" and allowing the granting of full time, year-round status upon completion of probationary periods by the City Administrator.

A motion was made by Council Member Christianson to approve the revisions to the Personnel Policy as presented. Council Member Plowman seconded the motion, which carried.

Item No. 4 Health Insurance Review (Information)

Interim City Administrator Kevin Halliday presented details of the City, County, and Other Governmental Agencies (CCOGA) Insurance Pool and details of the three health insurance plans proposed to employees. He stated that the First Dollar plan will no longer be offered by BCBS and the Traditional Plan has been chosen to replace it with noted out-of-pocket maximums. He also stated there is no increase in health insurance premiums for 2016 and reviewed the Service Cooperative Insurance Pool eight-year history.

The penalties of the "Cadillac tax" if health insurance aggregate premiums were found to be in excess of the thresholds was explained, along with the benefit of employees using the new Clear Cost Health program to search for health care services based on cost per service. Mr. Halliday informed the Committee that Dan Weir, consultant for SW/WC Service Cooperative, will present the entire program in more detail when he comes before the City Council on September 21, 2015. This was received for information only.

Item No. 5 Job Descriptions (Information)

The ranking of four job descriptions by the Employee Compensation Study Committee were brought to the Committee for discussion. Council Member Nelsen questioned having this item before the Committee as she was of the understanding that this item was being removed from the agenda. Interim City Administrator Halliday stated that no agenda change came from his office and proceeded to provide information received from the Committee on the job descriptions of: 1) Building Maintenance Supervisor, 2)

Environmental Specialist, 3) Recreation Facilities Manager, and 4) Assistant Public Works Director. These four positions were previously discussed before the Labor Relations Committee for consideration as recommended staff changes presented by Public Works Director Sean Christensen.

The Recreation Facilities Manager, an amended job description of the Arena Manager, was scored to see if the amended duties, including Staff Clerk fiscal duties would warrant any change in Pay Grade. It was noted the additional tasks were not of a nature to raise the position on the point value system.

Council Member Christianson questioned the Assistant Public Works Director job description which would replace the position of Assistant City Engineer. He felt it was important to have a licensed individual on staff with the ability to promote to Public Works Director should that position become vacant. You would have a staff member familiar with the position and have the ability to step into the vacancy.

The position evaluations were received by the Committee for information only and the item will be placed on a future committee agenda.

Item No. 6 Establish an Agenda Review Process (Information)

Chair Ahmann raised the question of establishing an agenda review process for Council Committees and City Council agendas whereby the Chairman for each Council Committee would review and sign off on each agenda prior to them being uploaded to Ipads and/or the City website. It was his directive that in the interim, Labor Attorney Madden receives Labor Relation minutes and agendas as well. These Committee agendas would need to be approved by 3:00 p.m. on the Thursday of the week prior to meetings in order to allow staff time to upload. If no changes are received by the respective Chair by that deadline, the upload will take place. The Mayor would be responsible to review the City Council agenda noting his response would be needed by 1:00 p.m. on the Thursday of the week prior to the Council meeting. It was the consensus of the Committee to direct staff to implement the review process.

Item No. 7 LMC Training (Information)

Chair Ahmann brought up the necessity to continue with training offered by the League of MN Cities for Council Members and staff whether it is online or with staff from LMC. Mayor Calvin and Interim City Administrator Kevin Halliday are currently in contact with LMC staff for planning future sessions. It was the consensus of the Committee that if a list of available training items became available, they should be shared with the Council.

Item No. 8 Civic Center Arena Manager (Information)

Council Member Nelsen raised the question of discussion that was held at the July 15, 2015 Labor Relations Committee regarding the hiring of the Civic Center Manager, whereby Council Member Christianson raised the question of this position being placed under the supervision of the City rather than Willmar Community Education and Recreation. Council Member Nelsen stated this has not been brought back and the application process for the Civic Center Manger closes August 13th. Council Member Nelsen made a motion to have the Civic Center Manager report to the Public Works Director. Council Member Ahmann seconded the motion for discussion. Interim City Administrator Kevin Halliday pointed out that the agreement with the Willmar Community Education and Recreation was recently renewed in November, 2014 and it would take an amendment to the agreement to change who this position reports to. The question was raised if you remove this facility from contracted management, do you do it for the other City facilities, i.e. the City Auditorium, Community Center and the Aquatic Center.

The Committee discussed the effects of this action at length and staff stated concern for hearing comments from the CER Director as well. Council Member Plowman expressed his concern with making a decision without more information and Council Member Nelsen withdrew her motion stating her willingness to bring people forward at the Council meeting. Council Member Ahmann withdrew his second.

Item No. 9 Succession Planning (Information)

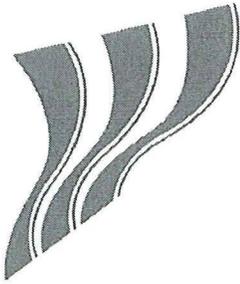
Council Member Christianson expressed concern for pending retirements of City employees and being prepared. The possibility of job shadowing was discussed. Council Member Nelsen felt the primary focus at this time would be to get a City Administrator hired. Council Member Christianson questioned waiting. This discussion was for information only.

There being no further business, the meeting was adjourned at 6:10 p.m. by motion of Council Member Plowman.

Respectfully submitted,



Janell Sommers
Administrative Assistant



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

Agenda Item Number: 3

Meeting Date: August 12, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

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

Originating Department: Administration

Agenda Item: Consideration of Revisions to Personnel Policy

Recommended Action: Motion to approve and adopt the revised Personnel Policy.

Background/Summary:

The Labor Relations Committee members were informed at the last committee meeting whereby probationary status was removed for two Police Officers that the word "permanent" should not be in a Personnel Policy and that the Interim City Administrator was requesting authority to grant full-time, year round status to any employee satisfactorily completing probationary review.

Those amended policies are attached.

Alternatives:

Financial Considerations: NA

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

1.4.9. Employee means an individual who devotes or applies one's time and energy in service to the City in any of the legal conditions of employment including (A) through (D) as follows:

- A. Permanent Year-round Employee means an employee who has successfully completed their initial probationary period with the City and has been granted permanent full time, year-round status by the City Council-Administrator.
- B. Full-time Employee means an employee who normally works 40 hours a week throughout the year hours per week throughout the year.
- C. Part-time Employee means an employee who normally works less than 40 hours per week throughout the year.

2.5. Probationary Period

The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to the position, and for rejecting any employee whose performance does not meet the required work standards. Every new appointment of an employee who is not a veteran shall be subject to a probationary period of six months after appointment. Every promotional appointment of a ~~permanent~~ full time, year-round employee who is not a veteran shall be subject to a probationary period of a minimum of six months after appointment.

The appointing authority may terminate a probationary employee at any time during the probationary period if, in the appointing authority's opinion, the working test indicates that the employee is unable or unwilling to perform the duties of the position satisfactorily or that the employee's habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the reasons for the termination and shall not have the right to appeal unless the employee is a veteran, in which case the procedure prescribed in Minnesota Statutes Section 197.46 shall be followed.

An permanent employee terminated during the probationary period from a position to which they have been promoted or transferred shall be reinstated to a position in the class from which they were promoted or transferred unless the employee is discharged from the City service as provided in the rules.

Vacation and sick leave shall be earned by the new employee during the probationary period, but will not be available for use by the new employee until the period has been successfully completed. If the new employee does not complete the probationary period, no vacation or sick leave for that period shall be credited to the employee.

Wage or salary increases shall be consistent with the governing labor contract regardless of the dates of action by the City Council.

2.16. Lay-Offs

After at least two-week's notice to the employee, the Council may lay off an employee whenever such action is made necessary by reason of shortage of work or funds, the abolition of a position, or because of changes in organization. However, no ~~permanent~~ full-time, year round employee shall be laid off while there are temporary or probationary employees serving in the same class of positions for which the ~~permanent~~ full-time, year round employee is qualified, eligible, and available. Lay-offs, when necessary, shall be considered according to the length of the employee's service within the same class of positions for which the ~~permanent~~ full-time, year round employee is qualified, eligible, and available.

5.2. Sick Leave

Sick leave with pay shall be granted to City employees except that no employee shall be allowed to use sick leave until after the expiration of the employee's probationary period and City Council Administrator action granting permanent full time, year-round status. In cases of extreme emergency, and with the express approval of the Department Director, sick leave may be granted during the probationary period. ~~Permanent~~ full-time, year-round employees shall accrue sick leave according to the schedule of their collective bargaining agreement. Permanent part-time employees shall accrue sick leave according to a rate equal to the average hours worked per week divisible by a forty (40) hour work week multiplied by the respective collective bargaining agreement sick leave schedule.

Employees may use sick leave for the following:

- A. Illness of the employee, causing absence from work.
- B. Injury to employee, causing absence from work.
- C. Need by employee for acute medical or dental care which cannot be obtained after working hours.
- D. Illness or injury to members of the immediate family - father or grandfather, mother or grandmother, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or stepparents, and a member of the employee's immediate household.
- E. Pregnancy prior to delivery and up to four (4) months post delivery.

When an employee is unable to report to work because of illness or injury, or because of illness in the immediate family, he/she shall report to the Department Director or First Line Supervisor, or cause to be reported, early enough so that arrangements may be made to carry on the employee's work. The Department Director may require a signed statement from the employee's physician or other evidence of the extent of the injury or condition of the employee or employee's family member during illness.

Sick leave is accrued when vacation days, holidays, and sick days are taken. No sick leave shall accrue during a leave of absence, except employees on military leave with pay.

Sick leave with pay shall not be granted to emergency or per diem employees. When incapacitating sickness or hospitalization occurs within a period of vacation leave, the period of illness may, upon presentation of a statement from the attending licensed physician, be charged as sick leave and the charge against vacation leave reduced accordingly.

The appointing authority may require the employee to produce medical certification from a registered, practicing physician attesting to the fact that the employee is fit to return to work.

Pregnancy is treated as a sickness. When the employee is unable to perform her job responsibilities, sick leave may be used prior to the maternity leave of absence within the following guidelines:

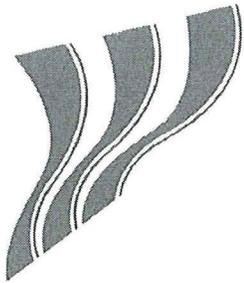
- A. Sick days may be used continuously until the employee has depleted the number of sick days accrued, after which the leave of absence would become effective.
- B. It is not required that all or any sick days be used for maternity leave, as it may be desired to save the sick days in case of illness or surgery. Maternity leave of absences are granted up to four (4) months after the date of delivery, regardless of the extent of sick days used.
- C. Sick days may only be used up to four months after the delivery.

Natural or adoptive parents may use sick leave for the following reasons:

- A. Pregnant employees requesting maternity leave may use paid sick leave prior to the birth of the child and up to four (4) months after the birth of the child unless all accumulated sick leave is exhausted at an earlier date.
- B. Male employees who become a natural or adoptive parent may use a maximum of three (3) sick days before or after the birth or arrival of the child.
- C. Female employees who become an adoptive parent may use a maximum of three (3) sick leave days before or after the arrival of the child.

Any employee sustaining an injury while on the job is eligible for Workers Compensation. Accumulated sick leave may be used in conjunction with the payment

received from Workers Compensation so that the combined total will be equal to the employees net salary (see Workers Compensation).



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: August 12, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Health Insurance Review

Recommended Action:

Background/Summary:

On August 10, 2015, staff will attend the SW/WC Service Cooperative's Cities, Counties, and other Governmental Agencies (CCOGA) Insurance Pool Annual Meeting. At this meeting we will be given the 2016 rates and be introduced to the new plan proposed for the City. We have been officially informed that the First Dollar Plan (base plan) will not be offered to use by BCBS. It appears from emails to date that it will be offered a modified base plan, but that options for their many common plans could be selected by the unions/City.

Staff will present a refresher course on the Service Cooperative Insurance Pool System, show 2016 rates, and provide details to their proposed plan.

Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

GROUP HEALTH INSURANCE

PLAN YEAR	BCBS RECOMMENDED INCREASE (DECREASE)	SW/WC CCOGA INSURANCE POOL INCREASE (DECREASE)
2009	8.70%	8.50%
2010	1.00%	0%
2011	-5.05%	0%
2012	16.10%	5.00%
2013	18.80%	12.10%
2014	-10.00%	0%
2015	-1.00%	-5.00%
2016	1.10%	0%
<u>8 YEAR TOTALS</u>	<u>29.65%</u>	<u>20.60%</u>
<u>8 YEAR AVERAGE</u>	<u>3.70%</u>	<u>2.57%</u>

Rates

Coverage Effective Date: 01/01/2016

Renewal Months 12

Min Value				Current Rates	Renewal Rates	Change in Rates
94%	PLAN 1	Double Gold Plan				
		Single	13	\$720.00	\$720.00	
		Family	39	\$2,014.50	\$2,014.50	
		Annual Total Premium		\$1,055,106	\$1,055,106	
00%	PLAN 2	Traditional Plan				
		Single	23	\$584.50	\$584.50	
		Family	34	\$1,639.00	\$1,639.00	
		Annual Total Premium		\$830,034	\$830,034	
60%	PLAN 3	Minimum Value Plan \$6350				
		Single	1	\$412.50	\$412.50	
		Family	1	\$1,154.50	\$1,154.50	
		Annual Total Premium		\$18,804	\$18,804	
Group Total			111	\$1,903,944	\$1,903,944	0.0%

- No agent commission included in rates

City of Willmar

This is only a summary and is subject to the terms of the contract.

01/01/2016

Covered Services	Traditional Plan (In-Network)	Double Gold	Minimum Value Plan
Calendar-year Deductible	\$100 per person \$300 family	None- In Network \$200 single \$600 family Out of Network	\$6350 single deductible \$12700 family deductible
Calendar Year Out of pocket maximum	\$1,000 Single \$3,000 Family	\$2500 per person	\$6350 single/\$12700 family Out of Network \$10,000 single/\$20,000 family
Well Baby and Prenatal Care Up to Age 5	100%	100%	100% In-Network 80% after deductible Out of network
Preventive Care -well-child care to age 6 -prenatal care -preventive medical evaluation age 6 and older -cancer Screening -preventive hearing and vision exam -immunizations and vaccinations	100% 100% 100% 100% 100% 100%	100% 100% 100% 100% 100% 100%	100% 100% 100% 100% 100% 100%
Physician Services -In-hospital medical visits, -Surgery, anesthesia, -Office visits due to illness or injury Includes chiropractic visits -Professional Lab Services -Urgent Care (clinic-based) -Wisdom Teeth Surgery	Deductible then 80% Coinsurance Deductible then 80% Coinsurance Deductible then 80% Coinsurance Deductible then 80% Coinsurance Deductible then 80% Coinsurance	100% with participating providers: 80% after deductible with non-par providers 100%	100% after deductible with MN Network provider: 80% after deductible with extended and non-participating provider
Inpatient Hospital Services 365 days of medically necessary care in average semi-private room	Deductible then 80% Coinsurance	100%	100% after deductible with par-provider: 80% after deductible with non-par provider
Outpatient Hospital Services -Chemotherapy, Radiation therapy, PT, OT, ST -Kidney Dialysis, scheduled surgery -Lab and X-ray	Deductible then 80% Coinsurance	100%	100% after deductible with par-provider: 80% after deductible with non-participating provider
Emergency Care -Emergency Room -Physician Services	Deductible then 80% Coinsurance Deductible then 80% Coinsurance	100% after \$35 co-pay	100% after deductible
Ambulance Medically necessary transport to the nearest facility	Deductible then 80% Coinsurance	80%	100% after deductible
Mental Health and Chemical Dependency Care -Inpatient facility Care -Outpatient facility Care -Professional Care	Deductible then 80% Coinsurance Deductible then 80% Coinsurance Deductible then 80% Coinsurance	100% 100% 100% with par-providers: 80% after deductible with non-par providers	100% after deductible with par-providers; 80% after deductible with non-participating providers 100% after deductible with MN Network provider: 80% after deductible with extended and non-participating provider
Prescription Drugs –Select Network retail 31 day supply -specialty	Deductible then 80% Coinsurance Member pays 20% to a maximum of \$200	\$8 co-pay Formulary drugs \$12 co-pay for Non-formulary drugs 34 day supply or 100 units, whichever is greater	100% after deductible for prescriptions listed in the formulary. The patient will pay the difference if a brand-name is selected when generic is available 31 day supply
Supplies	Deductible then 80% Coinsurance	80%	100% after deductible
Dependent Child Age limit	To age 26 through the calendar month of the birthday		
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Benefit payments	Payment for participating network providers as described. Most payments are based on allowed amounts. If non-participating provider services are covered, you are responsible for the difference between the billed charges and allowed amount.		

City of Willmar

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01/01/2014

Covered Services	First Dollar Plan	Double Gold	Minimum Value Plan
Calendar-year Deductible	\$100 per person 3 per family	None- In Network \$200 single \$600 family Out of Network	\$6350 single deductible \$12700 family deductible
Annual Out of pocket maximum	20% of \$10,000 per person	\$2500 per person	\$6350 single/\$12700 family Out of Network \$10,000 single/\$20,000 family
Well Baby and Prenatal Care Up to Age 5	100%	100%	100% In-Network 80% after deductible Out of network
Preventive Care over age 6 -well-child care to age 6 -prenatal care -preventive medical evaluation age 6 and older -cancer Screening -preventive hearing and vision exam -immunizations and vaccinations	100% 100% 100% 100% 100% 100%	100% 100% 100% 100% 100% 100%	100% 100% 100% 100% 100% 100%
Physician Services -Lab and X-ray -In-hospital medical visits, surgery, anesthesia, -Office visits due- illness or injury Includes chiropractic visits -Wisdom Teeth Surgery	100% up to \$100; balance subject to deductible and 80% coinsurance Portion paid at 100% balance 80% after deductible 80% of allowed amount No coverage	100% with participating providers; 80% after deductible with non-par providers 100%	100% after deductible with MN Network provider; 80% after deductible with extended and non-participating provider
Inpatient Hospital Services 365 days of medically necessary care in average semi-private room	100%	100%	100% after deductible with par-provider; 80% after deductible with non-par provider
Outpatient Hospital Services -Chemotherapy, Radiation therapy, PT, OT, ST -Kidney Dialysis, scheduled surgery -Lab and X-ray	100% for portion of service; balance 80% after deductible 80% after deductible	100%	100% after deductible with par-provider; 80% after deductible with non-participating provider
Emergency Care -Emergency Room -Physician Services	80% after deductible If accident related first \$150 pays at 100% balance 80% after deductible	100% after \$35 co-pay	100% after deductible
Ambulance Medically necessary transport to the nearest facility	100%	80%	100% after deductible
Mental Health and Chemical Dependency Care -Inpatient facility Care -Outpatient facility Care -Professional Care	100% 80% after deductible 80% after deductible	100% 100% 100% with par-providers; 80% after deductible with non-par providers	100% after deductible with par-providers; 80% after deductible with non-participating providers 100% after deductible with MN Network provider; 80% after deductible with extended and non-participating provider
Prescription Drugs	80% after deductible 34 day supply or 100 units, whichever is greater	\$8 co-pay Formulary drugs \$12 co-pay for Non-formulary drugs 34 day supply or 100 units, whichever is greater	100% after deductible for prescriptions listed in the formulary. The patient will pay the difference if a brand-name is selected when generic is available 31 day supply
Supplies	80% after deductible	80%	100% after deductible
Dependent Child Age limit	To age 26 through the calendar month of the birthday		
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Benefit payments	Payment for participating network providers as described. Most payments are based on allowed amounts. If non-participating provider services are covered, you are responsible for the difference between the billed charge and allowed amount.		

SOUTHWEST/WEST CENTRAL SERVICE COOPERATIVE

MILLIMAN - PROBABILITIES THAT TARGET RSR LEVEL IS SUFFICIENT FOR A GIVEN PERIOD

CCOGA Insurance Pool

Annual Premium (2015)

\$44,588,334 (estimate)

Target RSR Level	Target RSR Dollar Level of Total Premium	Current Reserve Fund	
5%	\$2,229,417		
10%	\$4,458,833		
15%	\$6,688,250		
20%	\$8,917,667		
25%	\$11,147,084		
30%	\$13,376,500	-\$930,178	Underfunded at 30%
Estimated RSR as of 6/30/15		\$	5,518,892
Restricted Reserve/Drug Rebates/Interest		\$	6,927,430 (committed to 2015 renewal = \$1,489,054)
Total Reserve Funds		\$	12,446,322

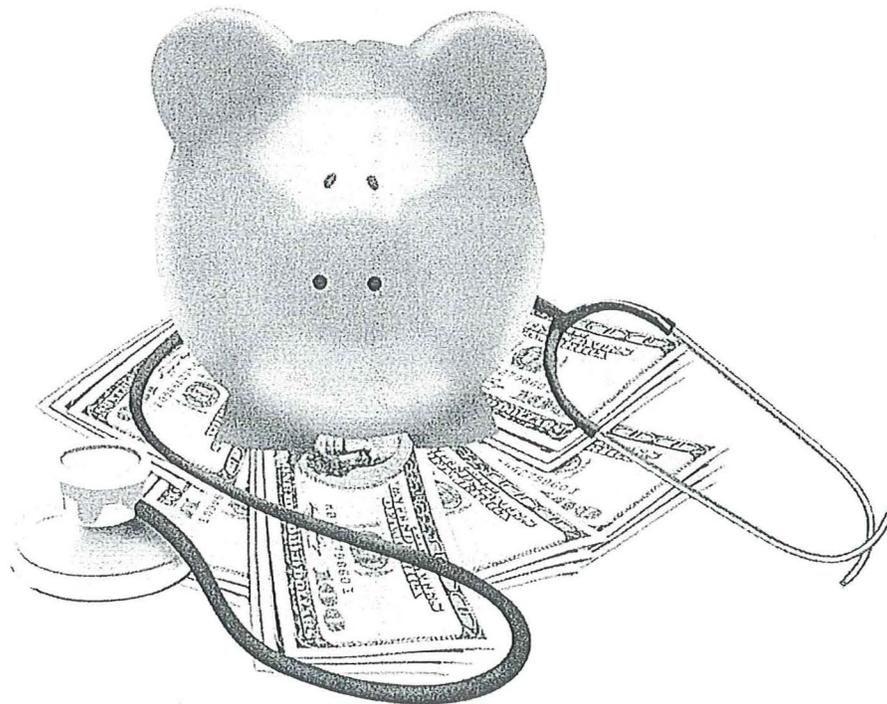
IBNR as of 6/30/14

\$3,485,668

Employee Benefits Series



Health Care Reform Penalties BY COMPANY SIZE



Health Care Reform Penalties by Company Size

The following is a general overview of the penalties that may apply if employers do not comply with key provisions under Health Care Reform. The information is subject to change based on new government requirements or amendments to the law. Additionally, your company or group health plan may be exempt from certain requirements and/or subject to more stringent requirements under your state's laws. **If you have any questions regarding your obligations, please consult knowledgeable employment law counsel.**

The Affordable Care Act (ACA) amends various preexisting federal laws, including the Internal Revenue Code (IRC) and the Employee Retirement Income Security Act (ERISA). Therefore, enforcement of many ACA requirements may be carried out through the mechanisms provided for in those laws. For purposes of this chart:

- The term "\$100 excise tax" refers to a penalty tax, imposed by employers under the IRC, of \$100 per affected individual for each day the plan is not in compliance*.
- The term "ERISA penalties" refers to a civil action by the U.S. Department of Labor (DOL) or plan participants or beneficiaries to compel the plan or sponsor to comply with ERISA. Civil money penalties may also apply.

PENALTIES FOR ALL EMPLOYERS

Employers Sponsoring Group Health Plans

Employer Payment Plans Prohibited	<p>Employer payment plans—arrangements under which an employer reimburses an employee for some or all of the premium expenses incurred for an individual health insurance policy, or uses its funds to directly pay the premium for an individual policy—are considered group health plans that do not comply with the ACA.</p> <p>Penalties for Noncompliance: <u>\$100 excise tax</u> (small employers—generally those with fewer than 50 full-time employees, including full-time equivalents—were granted <u>temporary relief</u> from this penalty through June 30, 2015); <u>ERISA penalties</u>.</p>
Dependent Coverage to Age 26	<p>Plans that offer dependent coverage must continue to make the coverage available until a child reaches the age of 26, regardless of other coverage options.</p> <p>Penalties for Noncompliance: <u>\$100 excise tax</u>; <u>ERISA penalties</u>.</p>
No Lifetime or Annual Limits	<p>Plans cannot impose lifetime or annual dollar limits on coverage of "essential health benefits"</p> <p>Penalties for Noncompliance: <u>\$100 excise tax</u>; <u>ERISA penalties</u>.</p> <p><i>Note: Health plans may continue to limit the number of visits to health providers and days of treatment so long as the visit or day limit does not amount to a dollar limit.</i></p>
No Pre-Existing Condition Exclusions	<p>Plans cannot exclude individuals from coverage or limit or deny benefits on the basis of pre-existing medical conditions</p> <p>Penalties for Noncompliance: <u>\$100 excise tax</u>; <u>ERISA penalties</u>.</p>
90-Day Limitation on Waiting Periods	<p>Plans cannot use a waiting period—the time that must pass before coverage for an employee or dependent who is otherwise eligible to enroll under the terms of the plan can become effective—that exceeds 90 days</p> <p>Penalties for Noncompliance: <u>\$100 excise tax</u>; <u>ERISA penalties</u>.</p>

PENALTIES FOR ALL EMPLOYERS (CONT'D)

Employers Sponsoring Group Health Plans

Nondiscrimination for Wellness Programs

Employers sponsoring a health-contingent wellness program in connection with a group health plan (i.e., a program that requires an individual to satisfy a standard related to a health factor in order to obtain a reward) must confirm the program complies with revised nondiscrimination rules

Penalties for Noncompliance: \$100 excise tax; ERISA penalties.

Summary of Benefits and Coverage (SBC)

Plans must provide an SBC to participants and beneficiaries at several points during the enrollment process and upon request, explaining what the plan covers and what it costs

Penalties for Noncompliance: Plans that willfully fail to provide the required information will be subject to a fine of not more than \$1,000 for each failure (each participant or beneficiary constitutes a separate offense). Plans are also generally subject to the \$100 excise tax and ERISA penalties.

Notice of Modification

Plans must ensure that participants and beneficiaries are provided with notice of any material modification that would affect the content of the SBC (and that occurs other than in connection with coverage renewal or reissuance) no later than 60 days prior to the effective date of the change

Penalties for Noncompliance: Plans that willfully fail to provide the required information will be subject to a fine of not more than \$1,000 for each failure (each participant or beneficiary constitutes a separate offense). Plans are also generally subject to the \$100 excise tax and ERISA penalties.

Medical Loss Ratio (MLR) Rebates

Employers of fully insured plans are responsible for distributing rebates, received as a result of insurers not meeting specific standards related to how premium dollars are spent, to eligible plan enrollees where appropriate

Penalties for Noncompliance: Any portion of a rebate constituting plan assets must be handled in accordance with ERISA's fiduciary responsibility provisions. Fiduciaries that do not follow the basic standards of conduct may be personally liable.

PCORI Fees for Employers Sponsoring Self-Insured Plans

For plan years ending on or after Oct. 1, 2012, and before Oct. 1, 2019, employers that sponsor certain self-insured plans—including HRAs that are not treated as excepted benefits—must pay fees to fund the Patient-Centered Outcomes Research Institute (fees are filed annually using Form 720 and are due no later than July 31st of the year following the last day of the plan year to which the fee applies)

Penalties for Noncompliance: Standard penalties related to late filing or late tax payment generally apply, but these penalties may be waived or abated if the employer has reasonable cause and the failure was not due to willful neglect.

Transitional Reinsurance Program Fees

Employers sponsoring certain self-insured plans must make contributions to support payments to individual market issuers that cover high-cost individuals

Penalties for Noncompliance: In general, a maximum penalty of \$100 per day for each affected individual is imposed, with certain limitations for failures corrected within 30 days or failures not discovered when exercising reasonable diligence.

Health Care Reform Penalties by Company Size

PENALTIES FOR ALL EMPLOYERS (CONT'D)

Employers Sponsoring Non-Grandfathered Group Health Plans

Preventive Services Coverage

Plans must cover certain preventive services delivered by in-network providers without cost-sharing

Penalties for Noncompliance: \$100 excise tax; ERISA penalties.

Patient Protections

Plans must give participants certain rights with respect to choosing a primary care provider or a pediatrician (when the plan requires designation of a primary care physician), obtaining OB/GYN care without prior authorization (if coverage is provided for OB/GYN care under the plan), and coverage of emergency services (for plans that provide such benefits)

Penalties for Noncompliance: \$100 excise tax; ERISA penalties.

Note: Plans must also provide a notice to participants outlining their right to choose a primary care provider or pediatrician, or to obtain OB/GYN care without prior authorization, when applicable.

Reviewing Claims Decisions

Plans must follow new procedures regarding decisions to deny payment for treatment or services

Penalties for Noncompliance: \$100 excise tax; ERISA penalties.

Note: Plans must also provide specific notices to participants and beneficiaries when a claim for benefits is denied.

Coverage of Essential Health Benefits

Fully insured plans offered in the small group market (both inside and outside of Health Insurance Exchanges) must cover a core package of items and services known as "essential health benefits"

Penalties for Noncompliance: \$100 excise tax; ERISA penalties.

Note: If allowed by a particular state and insurer, a small business may be able to renew its current group coverage that does not comply with the requirements related to essential health benefits and cost-sharing limits, through policy years beginning on or before October 1, 2016.

Limits on Cost-Sharing

Out-of-pocket costs under the plan for coverage of "essential health benefits" provided in-network cannot exceed certain limitations

Penalties for Noncompliance: \$100 excise tax; ERISA penalties.

Employers Sponsoring Grandfathered Group Health Plans

Disclosure of Grandfathered Status

A plan must include a statement indicating the plan believes it is a grandfathered plan, along with certain other information, in any plan materials provided to participants or beneficiaries describing the benefits provided under the plan

Penalties for Noncompliance: Loss of grandfathered status, which requires the plan to come into compliance with all ACA provisions that previously did not apply because the plan was exempt.

PENALTIES FOR ALL EMPLOYERS (CONT'D)

Employers With Tax-Favored Arrangements

Cafeteria Plan Benefits

Employers may not provide a qualified health plan offered through the Individual Health Insurance Marketplace as a benefit under the employer's [section 125 cafeteria plan](#) (a plan which meets specific requirements to allow employees to receive benefits on a pre-tax basis)

Penalties for Noncompliance: In general, if a plan fails to operate in compliance with section 125, it is not considered a cafeteria plan and employees' elections of nontaxable benefits will result in gross income to the employees. ERISA penalties may also apply.

Note: This requirement does not apply to group coverage offered through the [SHOP Marketplace](#)

Health FSAs Through Cafeteria Plans

A health flexible spending arrangement (FSA) must be offered through a cafeteria plan in order to comply with the annual dollar limit prohibition

Penalties for Noncompliance: [\\$100 excise tax](#); ERISA penalties.

Health FSAs as Excepted Benefits

A health FSA must qualify as [excepted benefits](#) to comply with the preventive services requirements

Penalties for Noncompliance: [\\$100 excise tax](#); ERISA penalties.

Health FSA Contribution Limits

The amount of salary reduction contributions to health FSAs must be limited to \$2,500 annually (as adjusted for inflation—for taxable years beginning in 2015, the annual limit [increased to \\$2,550](#)); written cafeteria plans must have been amended by Dec. 31, 2014 to reflect this change

Penalties for Noncompliance: If a cafeteria plan fails to operate in compliance with section 125 or fails to satisfy any of the written plan requirements for health FSAs, the plan is generally not considered a cafeteria plan and employees' elections of nontaxable benefits result in gross income to the employees.

Note: If a cafeteria plan timely complies with the written plan requirement limiting health FSA salary reduction contributions, but one or more employees are erroneously allowed to elect a salary reduction of more than the limit for a plan year, the plan may still be considered a cafeteria plan for that plan year if [certain conditions](#) are satisfied.

Health Reimbursement Arrangements

An HRA may not be used to reimburse an employee's individual insurance policy premiums

Penalties for Noncompliance: [\\$100 excise tax](#); ERISA penalties.

All Employers (No Group Health Plan Required)

Exchange Notice

Employers must provide written notice about the Health Insurance Exchange (Marketplace) to each new employee at the time of hiring, within 14 days of the employee's start date

Penalties for Noncompliance: There is [no fine or penalty](#) for failing to provide the notice.

PENALTIES FOR ALL EMPLOYERS (CONT'D)

All Employers (No Group Health Plan Required)

Break Time for Nursing Mothers

Employers must provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth, as well as a place to do so (other than a bathroom) that is shielded from view and free from intrusion from coworkers and the public

Penalties for Noncompliance: Any employee who is terminated or otherwise discriminated against may file a retaliation complaint with the DOL or may file a private cause of action seeking appropriate remedies including, but not limited to, employment, reinstatement, lost wages, and liquidated damages. The DOL can also seek injunctive relief in federal district court, and may obtain reinstatement and lost wages for the employee.

Note: Employers with fewer than 50 employees are not subject to the break time requirement if compliance would impose an undue hardship.

Additional Medicare Tax for High Earners

Employers must withhold Additional Medicare Tax—at a rate of 0.9%—on wages or compensation paid to an employee in excess of \$200,000 in a calendar year

Penalties for Noncompliance: Employers that do not deduct and withhold Additional Medicare Tax as required are liable for the tax, unless the tax they failed to withhold is paid by the employee. Even if not liable for the tax, employers that do not meet their withholding, deposit, reporting, and payment responsibilities for Additional Medicare Tax may be subject to the applicable penalties for willfully failing to deduct and withhold.

PENALTIES FOR EMPLOYERS WITH 50+ EMPLOYEES

Employer Information Reporting on Health Insurance Coverage

Large employers subject to "pay or play" (generally those with 50 or more full-time employees, including full-time equivalents) are required to report certain information to the IRS and to their employees regarding compliance with the pay or play provisions and the health care coverage they have offered

Note: Self-insured employers providing minimum essential health coverage (regardless of size) are subject to a separate set of information reporting requirements; however, the penalties for noncompliance are the same.

Penalties for Noncompliance: General reporting penalty provisions for failure to file correct information returns and employee statements may apply—ranging from \$30-\$100 per return (increased to \$250 for returns and statements required to be filed after Dec. 31, 2015), with a maximum penalty of \$1.5 million per year (increased to \$3 million for returns and statements required to be filed after Dec. 31, 2015)—with certain exceptions if the failure is due to reasonable cause and not willful neglect.

In general, the IRS **will not impose penalties** for 2015 returns and statements filed and furnished in 2016 on reporting entities that can show that they have made **good faith efforts to comply**.

PENALTIES FOR EMPLOYERS WITH 50+ EMPLOYEES (CONT'D)

**Employer Shared
Responsibility
("Pay or Play")**

Large employers (generally those with **50 or more full-time employees**, including full-time equivalents) must offer affordable health insurance that provides a minimum level of coverage ("minimum value") to full-time employees and their dependents or pay a penalty tax if any full-time employee is certified to receive a premium tax credit for purchasing coverage on the Health Insurance Exchange (Marketplace)

*Note: Employers with **100 or more full-time employees** (including full-time equivalents) are subject to these requirements starting in 2015, while those with **50 to 99 full-time employees** (including full-time equivalents) do not need to comply until 2016 if they meet certain criteria.*

Penalties for Noncompliance: There are two circumstances under which large employers may owe a penalty:

- 1. Employers Not Offering Coverage:** A large employer that does not offer coverage or offers coverage to fewer than 70%* of its full-time employees (and their dependents, unless transition relief applies) during the calendar year owes a penalty equal to the number of full-time employees employed for the year (minus up to 80*) multiplied by \$2,000 (\$2,080 for 2015 and \$2,160 for 2016)**, as long as at least one full-time employee receives a premium tax credit. For an employer that offers coverage for some months but not others during the calendar year, the penalty is computed separately for each month for which coverage was not offered. The amount of the penalty for the month equals the number of full-time employees employed for the month (minus up to 80*) multiplied by 1/12 of \$2,000 (\$2,080 for 2015 and \$2,160 for 2016)**.
- 2. Employers Offering Coverage That is Not Affordable or Does Not Provide Minimum Value:** For a large employer that offers coverage to at least 70%* of its full-time employees (and their dependents, unless transition relief applies), but has one or more full-time employees who receive a premium tax credit, the penalty is computed separately for each month. The amount of the penalty for the month equals the number of full-time employees who receive a premium tax credit for that month multiplied by 1/12 of \$3,000 (\$3,120 for 2015 and \$3,240 for 2016)**. The penalty is the lesser of the amount calculated or the amount that would be owed if the employer did not offer coverage.

*After 2015, 95% should be substituted for 70%, and 30 should be substituted for 80. In addition, the transition relief for dependent coverage will generally not be available for periods on or after January 1, 2016 (or, if applicable, for any period after the last day of the 2015 plan year).

**For calendar years after 2014, penalty amounts are adjusted for inflation; however, the IRS has not released the specific penalty amounts that will apply for 2015 or 2016. The 2015 and 2016 amounts used above are derived from statutory formulas using the premium adjustment percentages announced by the U.S. Department of Health and Human Services.

PENALTIES FOR EMPLOYERS WITH 250+ EMPLOYEES

Employers Sponsoring Group Health Plans

Form W-2 Reporting

Employers who must file 250 or more Forms W-2 for the preceding calendar year and who sponsor a group health plan are required to report the cost of coverage provided to each employee on the Form W-2 (provided to employees in January), with certain exceptions

Penalties for Noncompliance: General reporting penalty provisions for failure to file correct information returns and employee statements may apply—ranging from \$30-\$100 per return (increased to \$250 for returns and statements required to be filed after Dec. 31, 2015), with a maximum penalty of \$1.5 million per year (increased to \$3 million for returns and statements required to be filed after Dec. 31, 2015)—with certain exceptions if the failure is due to reasonable cause and not willful neglect.

ACA PENALTY PROVISIONS THAT ARE NOT YET EFFECTIVE

Employers Sponsoring Group Health Plans

Excise Tax on High Cost Employer-Provided Coverage

Effective Beginning in 2018: The cost of plan benefits generally cannot exceed the threshold of \$10,200 for self-only coverage and \$27,500 for family coverage, with exceptions for certain types of coverage

Penalties for Noncompliance: Employers sponsoring self-insured plans will pay a 40% tax (known as the "cadillac tax") for any amount of the premium that is above these thresholds—but all employers that sponsor group health plans are responsible for calculating this amount. (For fully insured plans, the issuer is responsible for paying the tax.) Additional penalties may apply for failing to properly calculate this amount.

Automatic Enrollment

Effective Date Delayed: Employers with **more than 200 full-time employees** must automatically enroll new full-time employees in one of the employer's health plans (subject to any waiting period authorized by law), and must continue the enrollment of current employees in a health plan offered through the employer

Penalties for Noncompliance: Employers are not required to comply until final regulations are issued and become applicable.

Employers Sponsoring Non-Grandfathered Group Health Plans

Nondiscrimination Rules for Insured Group Plans

Effective Date Delayed: Fully insured plans must comply with the rules prohibiting discrimination in favor of highly compensated individuals, which are currently applicable to self-insured plans

Penalties for Noncompliance: \$100 excise tax; ERISA penalties. Compliance with the nondiscrimination provisions will not be required (and thus, any sanctions for failure to comply do not apply) until after regulations or other administrative guidance of general applicability are issued.

Note: Cafeteria plan health benefits remain subject to the nondiscrimination requirements of Internal Revenue Code section 125.

Health Care Reform Penalties by Company Size

* The excise tax applies on the day a failure first occurs and ends on the day the failure is corrected. The minimum tax is \$2,500 for violations not corrected before the date a notice of examination of income tax liability is sent to the employer, and which occur or continue during the period under examination. The minimum tax for violations determined to be more than "de minimus" is \$15,000.

No excise tax will be imposed if:

- The employer did not know, and exercising reasonable diligence would not have known, that a failure existed; or
- The failure was due to reasonable cause and not willful neglect, and such failure is corrected during the 30-day period starting from the date the employer knew, or exercising reasonable diligence would have known, that such failure existed.
 - If the failure was not corrected within 30 days, the maximum tax imposed will be the lesser of \$500,000 or 10% of the amount paid or incurred by the employer during the preceding taxable year for its group health plans.

Additionally, the tax **may not apply** to certain fully insured small employer plans (generally those with no more than 50 employees) for a failure to comply which is solely because of the health insurance coverage offered by the issuer.

Provided by:



SW/WC Service Cooperative
1420 East College Drive
Marshall, MN 56258

Phone: 507-537-2295
www.swsc.org

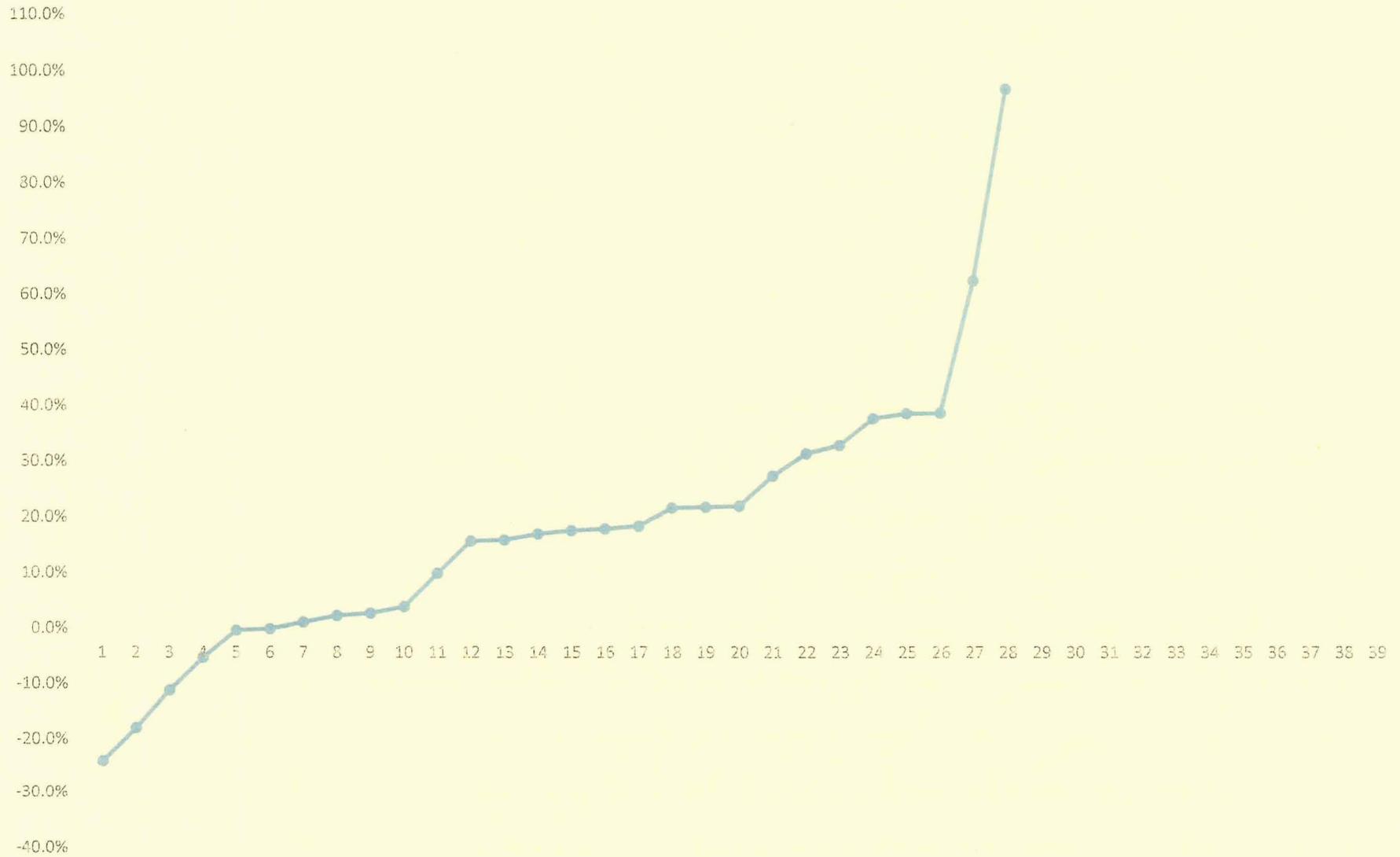
Written and created by: HR 360, Inc. | Last updated on July 9, 2015

Note: The information and materials herein are provided for general information purposes only and are not intended to constitute legal or other advice or opinions on any specific matters and are not intended to replace the advice of a qualified attorney, plan provider or other professional advisor. This information has been taken from sources believed to be reliable, but there is no guarantee as to its accuracy. In accordance with IRS Circular 230, this communication is not intended or written to be used, and cannot be used as or considered a 'covered opinion' or other written tax advice and should not be relied upon for any purpose other than its intended purpose.

Health Care Reform: Penalties by Company Size

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CCOGA 2016 Renewal
Needed Increases
All Groups 50+
77% of Pool Contracts



FORMULA NINE-Apply formula to 1/1/2016 NEEDED Column

IF LESS THAN	(10.00)	GIVE:	(2.50)	IF LESS THAN	30.00	GIVE:	17.50
IF LESS THAN	1.10		0.00	IF LESS THAN	40.00		17.50
IF LESS THAN	7.50	Actual -1		IF LESS THAN	50.00		17.50
IF LESS THAN	12.50		7.50	IF LESS THAN	100.00		17.50
IF LESS THAN	15.00		12.50	IF LESS THAN			
IF LESS THAN	25.00		14.90	IF LESS THAN			
				IF LESS THAN	500.00		17.50

Overall 3.93% Increase

GROUP NAME	GROUP #	1/1/2016 NEEDED	250,000-75,000	Pooling Adj. > (7.6%)	Adjusted 1/1/2016 NEEDED	1/1/2016 ACTUAL	1/1/2015 CURRENT INCOME	1/1/2016 NEEDED INCOME	1/1/2016 ACTUAL INCOME
		15.40	(8.60)	(1.0)	14.40	12.50			
		15.70	(1.50)		15.70	14.90			
		15.90	(3.60)		15.90	14.90			
		16.80			16.80	14.90			
		17.00	(10.70)	(3.1)	13.90	12.50			
		17.10			17.10	14.90			
		17.60	(1.30)		17.60	14.90			
		17.90			17.90	14.90			
		18.40	(6.60)		18.40	14.90			
		19.50	(4.50)		19.50	14.90			
		21.70	(11.10)		21.70	14.90			
		21.80	(0.20)		21.80	14.90			
		22.00	(16.20)	(8.6)	13.40	12.50			
		24.40	(12.70)	(5.1)	19.30	14.90			
		27.40	(18.60)	(11.0)	16.40	14.90			
		27.70	(21.80)	(14.2)	13.50	12.50			
		27.80			27.80	17.50			
		28.40	(14.00)	(6.4)	22.00	14.90			
		29.50	(24.10)	(16.5)	13.00	12.50			
		29.80			29.80	17.50			
		30.40			30.40	17.50			
		31.40	(9.50)	(1.9)	29.50	17.50			
		32.90			32.90	17.50			
		32.90	(13.40)	(5.8)	27.10	17.50			
		33.70			33.70	17.50			
		37.20			37.20	17.50			
		37.30			37.30	17.50			
		37.80	(6.50)		37.80	17.50			
		38.70	(5.90)		38.70	17.50			
		38.80	(5.00)		38.80	17.50			
		40.30			40.30	17.50			
		41.40			41.40	17.50			
		43.60			43.60	17.50			
		61.20			61.20	17.50			
		62.70	(20.20)	(12.6)	50.10	17.50			
		83.30	(16.90)	(9.3)	74.00	17.50			
		97.20	(10.60)	(3.0)	94.20	17.50			
		109.50			109.50	17.50			
		131.90	(19.30)	(11.7)	120.20	17.50			
		142.90	(32.50)	(24.9)	118.00	17.50			
	TOTAL	180.10			40.30	573.80	44,588,334	50,937,038	48,663,972
	#	105.00			105.00	105.00		14.24%	
	AVG	1.72			0.38	5.46	9.14% Per SC		4,075,638
	HIGH	142.90			120.20	17.50	14.24% Per BCBS		6,348,704
	LOW	(79.10)			(79.10)	(2.50)			(2,273,066)

* = New group

Cost of credits for high cases is 7.6%; If pooling adjustment is less than 7.6%, do not apply credit

Cadillac tax: A huge car wreck for employers?

by John Turner
JUL 10, 2015

Commentary: By now, you've probably heard of the Cadillac tax, the piece of the Affordable Care Act that levies a 40% excise tax on the cost of health insurance coverage above a certain threshold.

That's a big tax, but most employers don't seem too concerned with it. There are likely a couple reasons for this. One, it goes into effect in 2018, which still seems a long way off. And, two, since it's called the Cadillac tax, most employers don't seem to think it could possibly apply to their health insurance plan. They know they don't have "Cadillac benefits" so they aren't focused on it.

But I'm here to tell you that you need to start paying attention to this tax, and you need to start paying attention now.

Starting in 2018, employers will have to pay a 40% tax on the cost of health plan coverage exceeding \$10,200 for self-only coverage and exceeding \$27,500 for other-than-self-only coverage (e.g., "employee plus one" or "family" coverage). If an employer is self-insured, they are responsible for the payment; if they're fully insured, the carrier is responsible, but this will surely impact the rates the employer pays. The tax cannot be written off corporate taxes, so it'll sting twice.

According to the Congressional Budget Office (CBO), the tax is expected to generate \$5 billion in revenue in 2018, then \$34 billion by 2024 as more employers meet that minimum threshold.[i] A 40% penalty is a pretty good incentive to avoid doing something but, at the same time, the CBO is clearly expecting a lot of employers to pay the tax to help fund the ACA. A recent study promoted by the Council of Insurance Agents and Brokers projects that 42% of employers will have to pay the tax for 2018.[ii]

You're probably wondering whether so many employers really have such rich benefits plans. The short answer is "not really."

However, the tax is based upon the cost of the insurance an employer offers, not on the quality of the benefits offered. Unfortunately, there are a lot of firms paying Cadillac prices without having Cadillac plans; they're overpaying. In most of these cases, the employer's underlying base rates and a relatively high number of claims have caused their rates to jump through the years. Meanwhile, we all know that insurance prices have been steadily increasing for decades. Medical inflation and bad claims experience compounds over time to create a difficult scenario, and it's a

scenario that could cost you an extra 40% — depending on the size of your workforce — and could very quickly turn into millions of dollars you owe the government.

There are two things plan sponsors need to do:

1. Take a closer look at the health benefits you offer and the overall cost of your medical program to determine whether you're over the threshold.
2. If you are, that means you need to take steps to reduce your exposure by reducing utilization and claims expenses.

Employers have a heavy incentive to avoid the tax. One way to do that is to reduce the coverage you offer your employees, often by raising deductibles. However, just because you raise deductibles doesn't mean you reduce utilization or claims expense. The smart approach for employers is to keep employees as healthy as possible, and thereby reduce episodic care.

The other option is to manage your claims better to lower your expense by decreasing utilization and managing claims better, i.e., helping your employees to become healthier so that they ultimately don't use their insurance as often. This is not a change that can occur overnight; you can't issue a memo ordering your employees to be healthier. What employers have to do — starting now — is to think strategically about how best to make employees healthier.

Wellness and disease management programs create a win-win for the employer and employee. Though many employers have embraced this idea, seeing results takes patience. While the Cadillac tax doesn't hit for two-and-a-half years, it'll likely take that long to institute a program that will have a significant positive impact on your workforce. And that means you have to be thinking about it now.

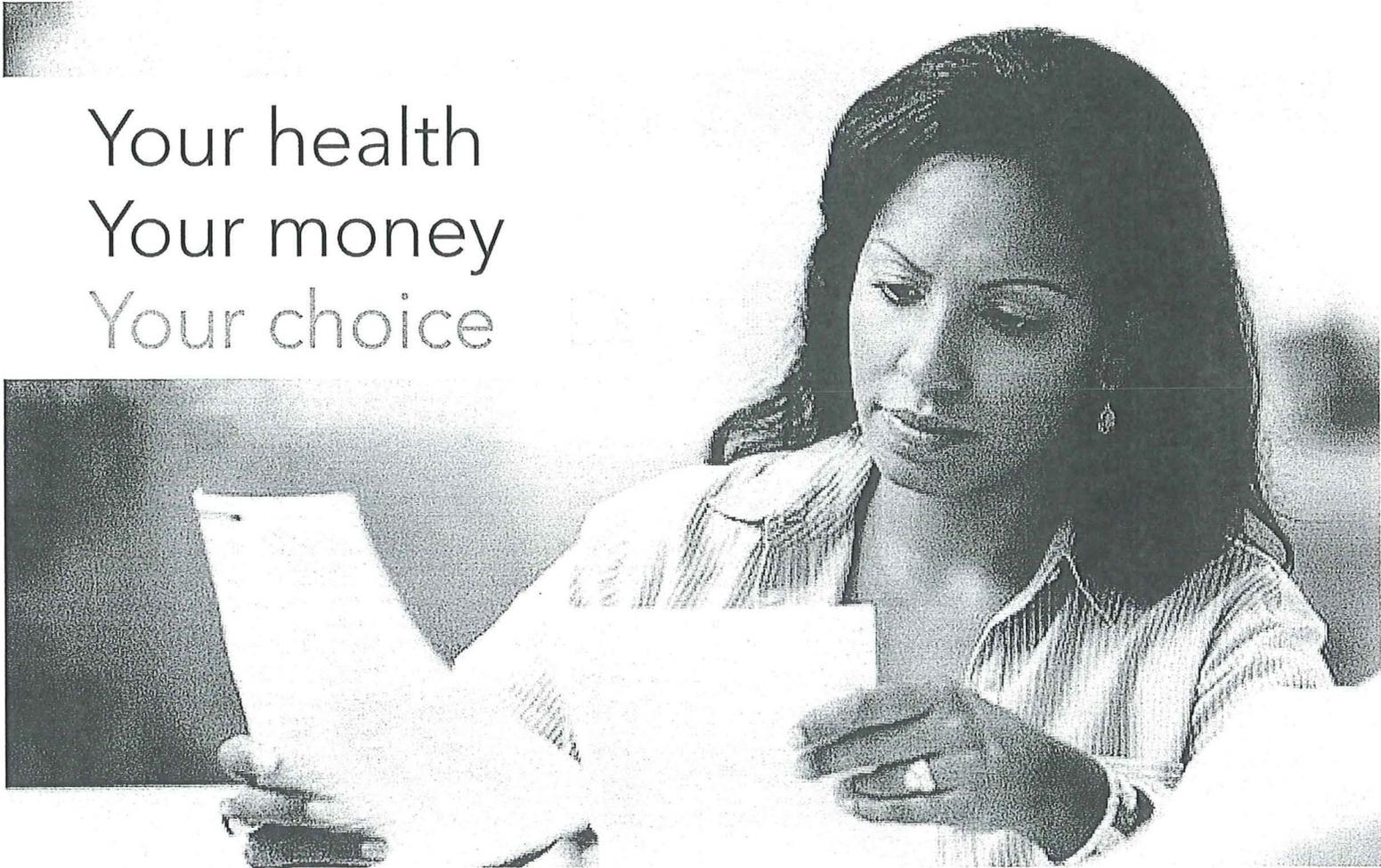
The other piece worth considering is a private exchange. A private exchange, done well, provides freedom of choice for the employee and cost controls for the employer, who can disperse risk across less expensive benefit plans. Again, this strategy will take a couple of years to have a worthwhile impact, and therefore employers should be considering this option now.

There are plenty of employers who seem to think that the smart strategy is to wait for the results of the 2016 presidential election and hope that whoever wins throws out the Cadillac tax or lobbies Congress to revise the current regulations. But hope is not a strategy. Similar to passing a car on a blind curve and wishing for the best, hope can get you into deep trouble.

So let's start planning for how you're going to avoid paying this tax.



Your health
Your money
Your choice



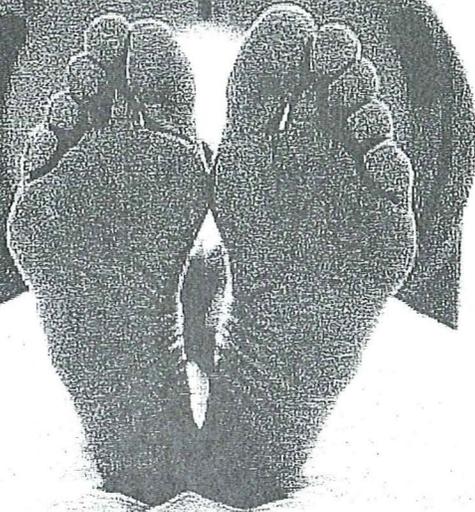
Use ClearCost Health to search for health care services based on cost and quality.

Your first step is to register at **ClearCostHealth.com/SWWC**. Then you'll be on your way to taking charge of your health care costs. No more surprises!

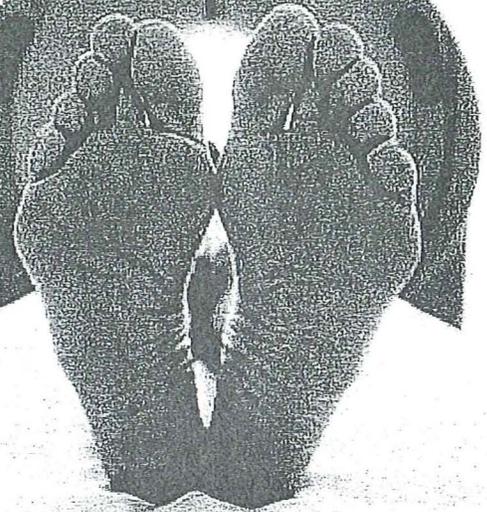
You can also contact us at **servicecooperatives@clearcosthealth.com** or (866) 381-9961.



Cost of a Knee MRI



\$2,795



\$685

Use ClearCost Health to search for health care services based on cost and quality.

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You can also contact us at

servicecooperatives@clearcosthealth.com or (866) 381-9961.

WHAT IS CLEARCOST HEALTH?

ClearCost Health empowers Service Cooperative members to comparison shop for health care based on cost, quality, and convenience. Across Minnesota, there are significant price differences for basic health care services among in-network providers. This occurs because large hospitals and physician groups demand higher prices from insurance companies. These price differences mean it's possible to shop for health care and save significant amounts of money without sacrificing quality.



Examples:

Service	Out-of-Network Price	In-Network Price	Price Difference
Sleep Study	\$130	\$1,633	12.6x
Knee X-ray	\$22	\$259	11.8x
Cholesterol (lipid) panel	\$7	\$23	3.3x
Cardiology office visit	\$82	\$211	2.6x



WHAT DOES THIS MEAN FOR YOUR SERVICE COOPERATIVE AND YOUR MEMBERS?

ClearCost can help health plan participants and the Service Cooperatives save significant amounts of money on basic medical services and prescription drugs. In addition, the ClearCost website and accompanying communications will allow each Service Cooperative to generate positive PR and promote the Service Cooperative "brand" wherever possible. ClearCost's clients have achieved a return on investment (ROI) of 2:1 or greater with high service engagement. Larger savings are driven by greater use of the service, so we encourage programs and incentives that drive higher participation.



The ClearCost service is quite simple – it's a 100% voluntary price and quality search engine for medical services and prescription drugs using an easy-to-use web interface, mobile platform and call center. ClearCost also includes robust member outreach programs to educate participants about their individual cost savings opportunities and support them as they consider providers that meets their needs. The result? Savings for individual members, savings for the plan, and a better health care experience for all.



HOW CLEARCOST WILL HELP WITH THE ROLL-OUT OF THIS NEW SERVICE

ClearCost will work with each Service Cooperative, their respective Advisory Boards, Boards of Directors, and participating employer groups to configure, announce and promote this new benefit to your members.



Configuration. We will configure the ClearCost service according to the plans offered by each Service Cooperative. The ClearCost service will also feature and promote any other health promotion (e.g., biometric screenings) or cost containment initiatives (e.g., mail order Rx) that may be offered.

Program Announcement. Using a timetable and means of communication that fits each Service Cooperative, ClearCost will develop service launch communications that each Service Cooperative can produce and distribute.

Initial Program Promotion. The goal of the program is to impact health care consumption behavior by empowering Service Cooperative members to become smarter shoppers for health care. To do so, we need for your members to not only know about the ClearCost service but also to begin using it.



CONTACT US

Where email addresses are available, ClearCost can work with the Service Cooperatives to create a communication that will encourage Service Cooperative to login to the ClearCost site and begin using the service. The first time they do this, they will validate their site credentials, confirm dependent access (if any) and accept ClearCost's Terms and Conditions for site usage.

While ClearCost will provide a turnkey level of communications support, it will not be cookie-cutter. We will schedule periodic meetings with Service Cooperative project management staff – and employer groups where necessary – to determine what works best to engage your membership around new benefits and health care in particular.

If you have any questions regarding the ClearCost service, please contact us at: (866)-381-9961 or servicecooperatives@clearcosthealth.com

ONGOING PROGRAM PROMOTION AND COMMUNICATIONS

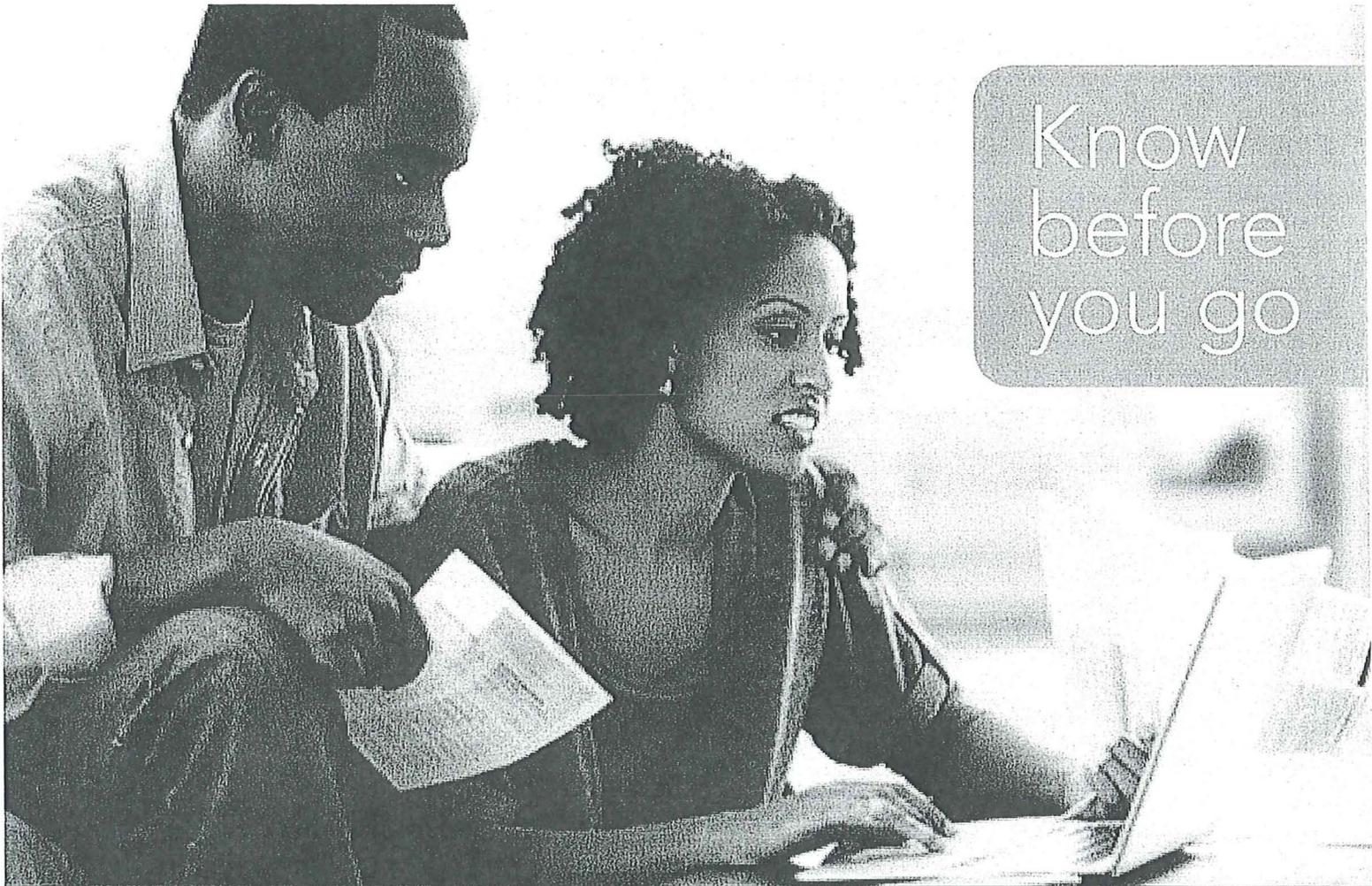
After the initial program launch, ClearCost Health will make available a wide range of support for your employer groups and their members:

- Monthly educational email campaign
- Monthly "savings alert" email campaign personalized to each member with savings from the previous month
- Monthly "health shopper" phone & email outreach to members with the most to gain (e.g., >\$250 in savings)
- Home mailings
- Posters
- Brochures
- Webinars
- Lunch & learns
- Benefits fairs
- Educational meetings for key influencers

ONGOING CLEARCOST SUPPORT

Once the program is launched, ClearCost's account team will be there to support each Service Cooperative. This support will also include providing quarterly management reports that will detail how the service is being used and what is being generated in terms of estimated savings.

NAME OF FACILITY	LOCATION	DISTANCE	ESTIMATED COST	TAX	HEALTHSAVER™ BOUNTY PROGRAM
ClearCost Health	ClearCost Health	3.4%	\$100 - \$500	10%	✓
ClearCost Health	ClearCost Health	1.2%	\$100 - \$500	10%	✓
ClearCost Health	ClearCost Health	1.2%	\$100 - \$500	10%	✓
ClearCost Health	ClearCost Health	1.2%	\$100 - \$500	10%	✓
ClearCost Health	ClearCost Health	1.2%	\$100 - \$500	10%	✓
ClearCost Health	ClearCost Health	1.2%	\$100 - \$500	10%	✓
ClearCost Health	ClearCost Health	1.2%	\$100 - \$500	10%	✓



Know
before
you go

Use ClearCost Health to search for health care services based on cost and quality.

Your first step is to register at **ClearCostHealth.com/SWWC**. Then you'll be on your way to taking charge of your health care costs. No more surprises!

You can also contact us at **servicecooperatives@clearcosthealth.com** or (866) 381-9961.



Shopping for health care 101

July 22, 2015



Proprietary/Confidential

True or false?

Out-of-network providers cost more than in-network providers

True

All in-network providers charge the same amount for the same service

False



2

Animated video



 ClearCost Health

3

ClearCost Health Overview

- Free service paid for by the Service Cooperative
- Shop & save on health care
- Cost, quality and convenience of:
 - Medical visits & procedures
 - Lab services
 - Radiology services
 - Prescription drugs
- Secure & HIPAA-compliant

 ClearCost Health

4

Multiple choice

How much does the price for a new patient office visit with a family medicine doc vary within Marshall?

1. \$82 - \$104 (\$22)
2. \$60 - \$219 (\$159)
3. \$30 - \$507 (\$477)
4. \$71 - \$71 (\$0)

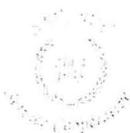


5



SEARCH | REGISTER

Shop for medical services based on cost and quality ratings



West Virginia

[Tell me more](#)

REGISTRATION: Only for residents
and in-state patients (not for out-of-state)
ClearCost Health

Multiple choice

How much money could the average Service Cooperative plan member save by using ClearCost Health?

1. \$0
2. \$53
3. \$136
4. \$382



Outreach programs

- Savings Alerts
 - Sent monthly via email
 - Encourage you to look at Past Care and view savings
- Health Shopper
 - Sent monthly via email and phone
 - Support to help you find the best providers for your individual needs



Contact Us

www.ClearCostHealth.com/SWWC

Phone: 866-381-9961

Hours: M - F, 8 a.m. - 7 p.m. Central Time

Email: ServiceCooperatives@ClearCostHealth.com

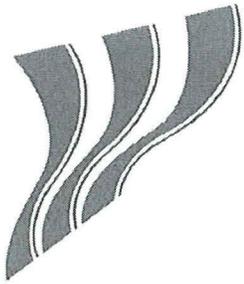


9

Questions?



10



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

Agenda Item Number: 5
Meeting Date: August 12, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

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

Originating Department: Administration

Agenda Item: Job Description Information

Recommended Action:

Background/Summary:

The Pay Equity Review Committee met on August 4, 2015, and ranked four job descriptions. The pay grades will be available for committee review, but any further discussion may be limited in time.

Alternatives:

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201
320-235-8311
Fax: 320-235-4917
www.willmarmn.gov

MEMORANDUM

TO: Kevin Halliday, Interim City Administrator
FROM: Bruce D. Peterson, ^{BP} Director of Planning and Development Services
DATE: August 6, 2015
RE: Position Evaluations

Earlier this week the Employee Compensation Study Committee meet to evaluate four positions as requested. Those positions and their scores are as follows:

- | | |
|--|-------------|
| 1. Building Maintenance Supervisor - 259 | Pay Grade 6 |
| 2. Environmental Specialist - 278 | Pay Grade 7 |
| 3. Recreation Facilities Manager - 284 | Pay Grade 7 |
| 4. Assistant Public Works Director - 391 | Pay Grade 9 |

Copies of each evaluation are attached

Looking back, I noted that the Building Maintenance Supervisor position had been scored twice previously. All three evaluations have scored within 4 points of each other. It is my opinion that this position is well understood and can be accurately placed within a pay range. No further review of the position is warranted. The other three positions are technically new, however, the Recreation Facilities Manager Position is a re-drafting of the former Arena Manager Position description.

The Committee at this time makes no recommendations with regard to salary. Due to fact that none of these four positions are currently filled, it will be left to the Administrator and Council to determine pay ranges at the time of hiring. When hiring, salaries associated with these positions should be determined based on the qualifications brought to the position.

If you have any questions, please contact me at your convenience.



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

Agenda Item Number: 15

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

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

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.

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

Mission and Philosophy

It is the mission of the Willmar Regional Access Channels to provide opportunities for individuals, educational, governmental, civic and charitable groups to produce and cablecast 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 Willmar.

Channel Use Guidelines

The Willmar Regional Access Channels shall be available to any individual or other entity wishing to cablecast programs of nature consistent with the mission stated above who is a resident or doing its principal business in the City or 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.

The equipment and facilities available for the Public Access Channels are to be used on a priority basis to produce programming to be cablecast on the access channels unless the proposed use has the prior approval. Use of the equipment and facilities for non-public purposes will not be authorized.

Program Guidelines

Programs cablecast may not contain: obscene or indecent materials as defined by community standards, fundraising material not in compliance with law, or programming that libels, slanders, or infringes upon copyright ownership.

Programs cablecast may have underwriters that can be acknowledged at the beginning, middle and/or end of the program.

Any person submitting or producing a program to be cablecast assumes responsibility for program content and will be required to sign a Cablecast Request Form.

Any program, which fails to abide by the program guidelines, will not be accepted for cable casting.

Programs only need to be cablecast on two separate dates, then may be placed at the end of the filter rotation rack for later air dates.

General

The Willmar Regional Access Channels are a branch of the City of Willmar. The guidelines of its channels will be implemented on an operational basis by its coordinator. Day to day decisions on particular matters will be at the discretion of the coordinator and will include but not be limited to the following:

Whether or not staff will tape, produce, edit, or cablecast any particular program, activity or event.

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.

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

Access Equipment

Public access equipment and facilities are available at no charge to residents of the City of Willmar or Kandiyohi County.

Equipment Check-out / Check-in Procedures

- Accessor accepts full responsibility for damage to equipment or facilities.
- All equipment must be checked-out and returned at the scheduled appointment time.
- Accessor will report any problems with equipment upon return or use of it.

Training

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

Community Announcements

Currently, there are no airtime charges for community announcements. Announcements shall be furnished to the studio in writing and contain all pertinent information, including a contact person and a phone number.

Format

The Willmar Regional Access Channels supports the following formats: VHS, SVHS, ¾, Digital, DVD.

Studio Sets

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

Dubbing

One copy of a program produced for the Willmar Regional Access Channels may be dubbed for the producer, free of charge, on a tape provided by the producer when requested within one week after the program is submitted. Fees for additional copies will be assessed by the Access Coordinator.

Studio Hours of Operation

Monday thru Friday 8:30am – 5:00pm

The studio will be closed to the general public on the following holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

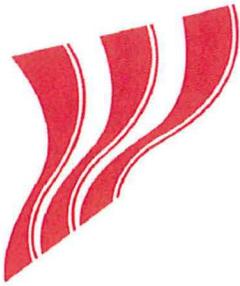
Any program scheduled to be cablecast on these holidays may air in the pm hours only.

Preferences

The City of Willmar will have the final determination over any conflicting preferences in these guidelines or dispute not covered by these guidelines.

Failure to comply with these guidelines may subject the access user to forfeit the right to use access equipment, studio facilities, or airtime as may be determined by the coordinator. An appeal of any decision in this regard may be made to the City of Willmar Cable Advisory Committee.

Programs cablecast 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: 16
Meeting Date:
Attachments: Yes No

**CITY COUNCIL ACTION
Date: August 17, 2015**

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

Originating Department: Administrator

Agenda Item: Remove Engagement Agreement with Moss and Barnett from table

Recommended Action: Remove the Engagement Agreement with Moss and Barnett from the table for further discussion.

Background/Summary: The Engagement Agreement was tabled at the July 29, 2015 Council Meeting pending clarification on their representation with Windstream. The city has received a revised agreement with further explanation from Moss and Barnett on representation.

Alternatives: N/A

Financial Considerations

Preparer: Ross Smeby

Signature:

Comments:

Ross Smeby

From: Grogan, Brian T. <brian.grogan@lawmoss.com>
Sent: Wednesday, July 22, 2015 1:45 PM
To: Ross Smeby
Cc: Hammer, Terri L.; 'Krachmer, Edward'
Subject: RE: Engagement Agreement - Willmar
Attachments: DOCS-#2519956-v2-Engagement_Agreement_-_Willmar.DOC

Ross:

Per our conversation today, I have slightly revised paragraph H of the attached Engagement Agreement for the City's review and consideration. I can confirm that if the attached Engagement Agreement is executed by the City, I will represent the City of Willmar (not Windstream) in matters before the City involving the Windstream cable franchise. I have confirmed this fact with Mr. Edward Krachmer, in-house legal counsel with Windstream, who has waived any conflict of interest related to my representation of the City. Further, Mr. Krachmer is conferring internally at Windstream to determine the company's future plans regarding its cable franchise in Willmar and relevant timing questions. Given that the Engagement Agreement has not yet been executed by the City, I have not yet discussed specific cable franchise issues with Mr. Krachmer.

If the City elects not to waive the conflict of interest as described in the Engagement Agreement, then under the rules of professional conduct I will simply not represent either party in this proceeding and will be happy to recommend alternative legal counsel for the City to consider using on matters involving Windstream.

Please let me know if you have any questions.

Thank you,

Brian

Brian T. Grogan

Attorney At Law

Moss & Barnett

Direct: (612) 877-5340 | Brian.Grogan@lawmoss.com

Fax: (612) 877-5031 Mobile: (612) 360-0838

www.LawMoss.com

150 South Fifth Street Suite 1200 Minneapolis, MN 55402

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From: Grogan, Brian T.
Sent: Thursday, June 18, 2015 11:29 AM
To: 'Ross Smeby'
Cc: Hammer, Terri L.
Subject: Engagement Agreement - Willmar

Ross:

Attached please find the engagement agreement you requested. Note that Windstream has waived the conflict of interest which means Moss & Barnett will be able to represent the City on enforcement issues related to Windstream. I have addressed that issue in the attached document.

Please feel free to contact me after you have had an opportunity to review. If there are no questions please move forward with City approval and we can exchange executed copies. Please also let me know when the City would like to commence the franchise fee review as we discussed.

Thank you,

Brian

Brian T. Grogan

Attorney At Law

Moss & Barnett

Direct: (612) 877-5340 | Brian.Grogan@lawmoss.com

Fax: (612) 877-5031 Mobile: (612) 360-0838

www.LawMoss.com

150 South Fifth Street Suite 1200 Minneapolis, MN 55402

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ENGAGEMENT AGREEMENT – Drafted July 22, 2015

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 cable franchise matters involving the Windstream franchise in Willmar. The City agrees to Moss & Barnett's representation of the City on matters involving the Windstream cable franchise 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

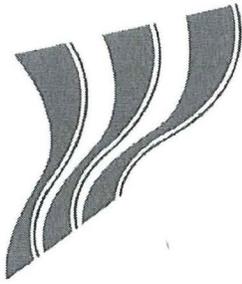
Dated: _____, 2015

CITY OF WILLMAR, MINNESOTA

By: _____

Its: _____

Dated: _____, 2015



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

Agenda Item Number: 18
Meeting Date:
Attachments: Yes No X

CITY COUNCIL ACTION

Date: August 17, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Council Ward 4 Vacancy

Recommended Action:

Background/Summary:

Pursuant to Section 2.06, subdivision 3 of the Charter, the council must act within 45 days (on or before September 5, 2015) to either (1) appoint an eligible person to fill the vacancy for the remainder of Council Member Dokken's term (a new term after Municipal elections in 2016 will start January 9, 2017); or (2) schedule a special election to be held within 90 days to fill the vacancy for the remainder of Council Member Dokken's term.

Because less than two years remained in Council Member Dokken's term at the time of his resignation, there is no requirement that the City hold a special election to fill the vacancy for the remainder of the term under Section 2.06, subdivision 4 of the Charter. However, under subdivision 3 above, the City Council is free to decide to call a special election to fill the vacancy if it wishes to do so.

If the City Council chooses to call a special election to fill the vacancy, the following is the time table that would comply with City Charter and Federal regulations:

- August 17, 2015 City Council Action on Ward 4 Election
- August 18, 2015 90 day Election Countdown Begins
- August 18, 2015 Notify Media sources of Filing dates
- August 25, 2015 8:00 a.m. Two-week Filing for Candidacy period opens
- September 8, 2015 5:00 p.m. Filing for Candidacy closes.
- September 9, 2015 Remit Candidate(s) names to County Auditor's Office
- September 9, 2015 County Auditor notifies Secretary of State of Pending Election
- County Auditor Remits Candidate(s) names(s) to Sea Change Ballot Company.
- September 10, 2015 Last date for Candidate(s) to remove name from ballot.
- September 14, 2015 City Clerk to verify ballot proofs
- September 24, 2015 Printed ballots delivered to City Clerk 46 days prior to Election Day
- September 25, 2015 UOCAVA 45 day Absentee Voting begins at 8:00 a.m.
(Uniformed Overseas Citizens Absentee Voting Act)
- November 5, 2015 Public Accuracy Test on M-100 counters
- November 9, 2015 Precinct Voting Supplies delivered and set-up
- November 10, 2015 Election Day 7:00 a.m. to 8:00 p.m. Polls Open
- November 11, 2015 Precinct voting supplies picked up by Clerk/Public Works staff
(Holiday)
- November 13, 2015 Board of Canvass Convenes
- November 16, 2015 90 day Election Countdown Ends

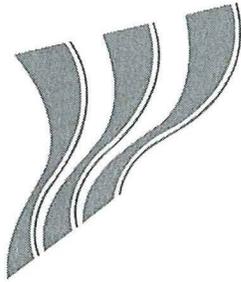
Alternatives: No other options, vacancy must be filled

Financial Considerations: \$6,200

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 19

Meeting Date: August 12, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: August 17, 2015

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

Originating Department: Planning & Development Services

Agenda Item: Cambridge Fourth Addition Preliminary Plat

Recommended Action: Staff recommends approval of the preliminary plat.

Background/Summary: The proposed plat is a replat of several lots from Terraplane Estates by Koosman Construction Willmar, MN on the southeast portion of town off of 25th St. SE. The proposed development consists of 16 single family lots. The development is a planned unit development with a private street and private utilities and will be governed by private covenants and articles of declaration. The Planning Commission approved the preliminary plat with various conditions regarding the private covenants and declarations, private utility connections, stormwater detention, and rezoning the property to meet the single family plan.

Alternatives: N/A

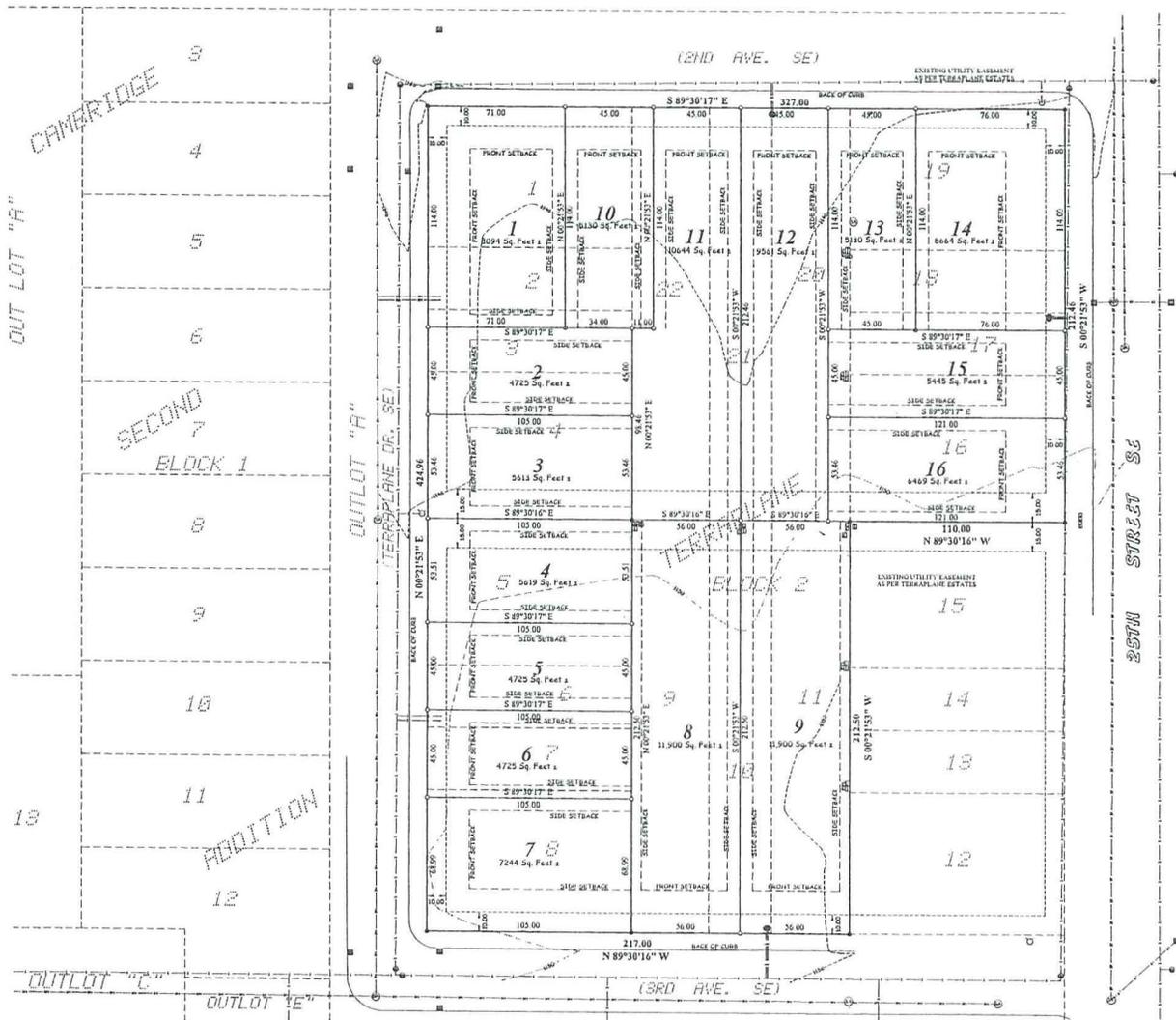
Financial Considerations: N/A

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

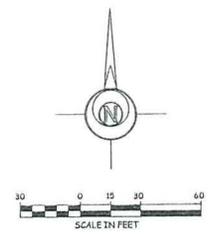
Signature:

Comments:

PRELIMINARY PLAT OF: **CAMBRIDGE FOURTH ADDITION**



LEGAL DESCRIPTION
 Lots 1-11 and Lots 16-22, Block 2, TERRAPLANE ESTATES as of public record, Kandiyohi County, Minnesota.
 Subject to easements of record.



- Legend**
- INDICATES IRON MONUMENT PLACED
 - INDICATES IRON MONUMENT FOUND
 - INDICATES WATER VALVE
 - ⊥ INDICATES HYDRANT
 - ⊞ INDICATES CATCH BASIN
 - ⊞ INDICATES STORM SEWER MANHOLE
 - ⊞ INDICATES SANITARY SEWER MANHOLE
 - ⊞ INDICATES ELECTRICAL PEDESTAL
 - ⊞ INDICATES TELEPHONE PEDESTAL
 - ⊞ INDICATES CABLE PEDESTAL
 - INDICATES WATER LINE
 - INDICATES STORM SEWER LINE
 - INDICATES SANITARY SWER LINE

NOTE: ALL UTILITIES SHOWN HEREON ARE FROM ABOVE GROUND VISIBLE EVIDENCE ONLY AND SHOULD BE FIELD VERIFIED BEFORE DOING ANY DESIGNING AND/OR CONSTRUCTION.

NOTE: THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

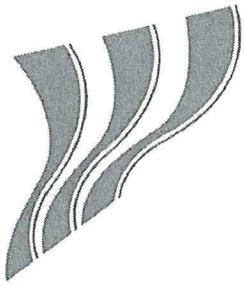
370 CHAPEL HILL RD., SUITE 105
 COLD SPRING, MN 56320
 PH. 320-685-5905
 FAX 320-685-3056

PRELIMINARY PLAT PREPARED BY:
O'MALLEY & KRON
 LAND SURVEYORS, INC.

1004 2nd ST. SE
 WILLMAR, MN 56201
 PH. 320-235-4012
 FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: 7-23-2015
 BENJAMIN C. O'MALLEY
 MINNESOTA REGISTRATION NO. 42100

PRELIMINARY PLAT PREPARED FOR:
KOOSMAN HOMES
 JOB NO. 2015-266
 FILE NAME: 2015-266PP.DWG
 LOCATION: 13-119-35



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 20

Meeting Date: August 17, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Introduce Ordinance for the sale of land to Willmar Poultry Company

Recommended Action: Introduce the Ordinance for a hearing to be held September 8, 2015.

Background/Summary: The adoption of an Ordinance authorizing the sale of land to Willmar Poultry Company is the next step in the process, as preliminary approval was given by the City Council. The property is part of the WWTP site and consists of 5.45 acres exclusive of right-of-way (67 acres).

Alternatives:

1. To not sell the land
2. To negotiate a different price

Financial Considerations: The land is being sold for the appraised value of \$11,250 per acre.

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

Signature:

Comments:

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO
WILLMAR POULTRY COMPANY**

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

Section 1. AUTHORIZATION OF SALE. The Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as:

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, St. Johns Township, Kandiyohi County, Minnesota, described as follows: Commencing at the southeast corner of said Section 23; thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959.50 feet to the point of beginning of the land to be described; thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet; thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 527.00 feet; thence on a bearing of South 89 degrees 26 minutes 49 seconds East a distance of 506.00 feet to the east line of said Section 23; thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 527.00 feet to the point of beginning.

To Willmar Poultry Company, Inc. by quitclaim deed pursuant to the terms and conditions of sale set forth in a certain Industrial Real Property Purchase Agreement, between the City and Willmar Poultry Company.

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

This is a survey of:
 part of:
E½ of the SE¼
 Located in:

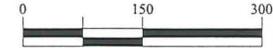
**Section 23, T119N-R36W, St. Johns Township,
 Kandiyohi County, Minnesota**



This drawing prepared by:

Bonnema Surveys Inc.
 Professional Land Surveying
 1809 22nd St SW - Suite 104
 Willmar, MN 56201
 Office (320) 231-2844 Fax (320) 231-2827

Requested by: *Life Science Innovations*



LEGEND

- Found Iron Monument from former survey
- Bonnema Surveys Placed Capped Iron Monument
- ⊙ Cast Iron Monument
- ⊗ Placed Monument on the property line at a position which is offset from the actual property corner. Please Note that the property boundary distances shown on this survey are measured to the actual property corner location, not the offset monument.
- ⊕ Power Pole
- Overhead Power Line
- - - Tillage Line

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

The distances shown from improvements to the property lines are shown for reference purposes only and are NOT intended for determining the property line location. Property corner monuments shall always be used when establishing the property line.

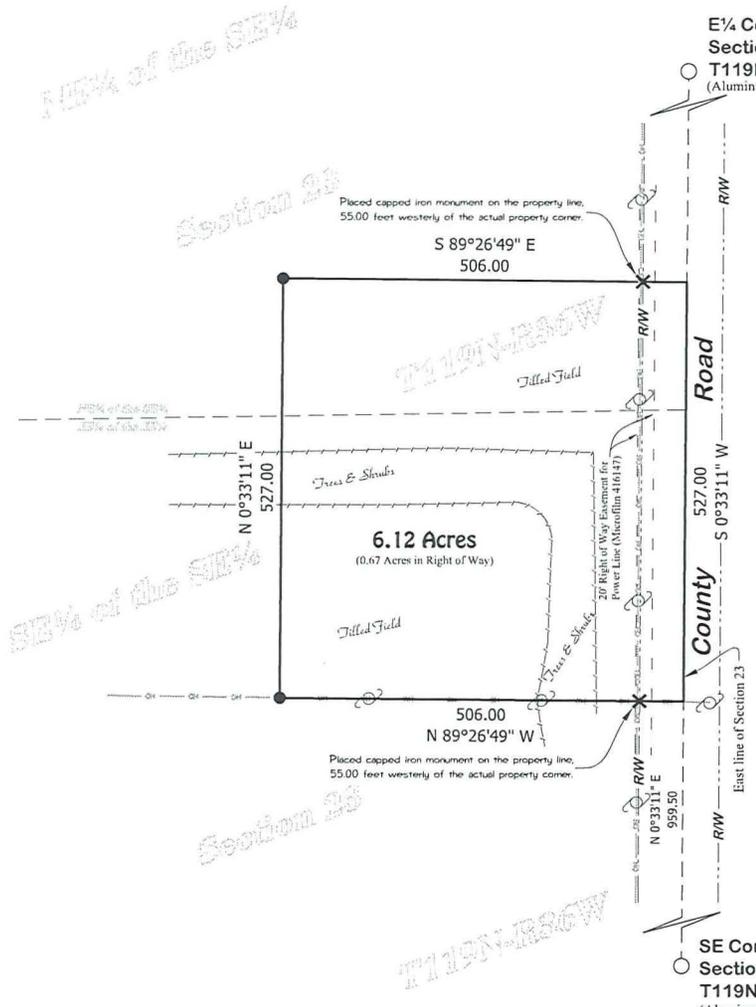
I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew D. Runke
 Matthew D. Runke

Date August 11, 2015 License No. 46171

**NE¼ Corner
 Section 23
 T119N-R36W
 (Aluminum Capped Iron Rod)**

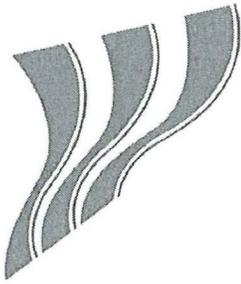
**SE Corner
 Section 23
 T119N-R36W
 (Aluminum Capped Iron Rod)**



Legal Description - 6.12 Acres

That part of the East Half of the Southeast Quarter of Section 23, Township 119 North, Range 36 West of the Fifth Principal Meridian, St. Johns Township, Kandiyohi County, Minnesota, described as follows:

- Commencing at the southeast corner of said Section 23;
- thence on an assumed bearing of North 0 degrees 33 minutes 11 seconds East, along the east line of said Section 23, a distance of 959.50 feet to the point of beginning of the land to be described;
- thence on a bearing of North 89 degrees 26 minutes 49 seconds West a distance of 506.00 feet;
- thence on a bearing of North 0 degrees 33 minutes 11 seconds East a distance of 527.00 feet;
- thence on a bearing of South 89 degrees 26 minutes 49 seconds East a distance of 506.00 feet to the east line of said Section 23;
- thence on a bearing of South 0 degrees 33 minutes 11 seconds West, along the east line of said Section 23, a distance of 527.00 feet to the point of beginning.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 21

Meeting Date: August 17, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Introduce Ordinance for the Sale of Land to Habitat for Humanity.

Recommended Action: Introduce the Ordinance for a hearing to be held September 8, 2015.

Background/Summary: The adoption of an Ordinance authorizing the sale of land to Habitat for Humanity of West Central Minnesota is the next step in the process, as given preliminary approval by the City Council. The property is in Pleasant View Fourth Addition.

Alternatives:

1. To not sell the land
2. To negotiate a different price

Financial Considerations: Sale price is \$1.00

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

Signature: 

Comments:

ORDINANCE NO. _____

**AN ORDINANCE AUTHORIZING THE SALE OF REAL PROPERTY TO
HABITAT FOR HUMANITY OF WEST CENTRAL MINNESOTA**

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

Section 1. AUTHORIZATION OF SALE. The Willmar City Council hereby authorizes the sale and conveyance of real property legally defined as:

Lot 1, Block 2, and north one-half of vacated 13th Street Southeast, Pleasant View Fourth Addition.

to Habitat for Humanity of West Central Minnesota by quitclaim deed pursuant to the terms and conditions of sale set forth in a certain Real Property Purchase Agreement between the City and Habitat for Humanity of West Central Minnesota.

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____