

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

July 7, 2014
7:00 p.m.

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

Others present were City Administrator Charlene Stevens, Police Chief Jim Felt, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Finance Director Steve Okins, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Fire Chief Gary Hendrickson and City Attorney Robert Scott.

Council Member Ahmann noted he would like to read the Special City Council Meeting Minutes, Items B. and C. under the Consent Agenda. Mayor Yanish asked that Item G. Mayoral Appointment of Rachel Skretvedt be removed from the Consent Agenda.

Council Member DeBlieck offered a motion adopting the Consent Agenda which included the following: City Council Minutes of June 16, Rice Memorial Hospital Board Minutes of June 18, Willmar Municipal Utilities Minutes of June 23, Planning Commission Minutes of June 25, Application for Exempt Permit – Kandi Racing Association, Application for Exempt Permit – Willmar Community Theater, Accounts Payable Report through July 2, Building Inspection Report for the Month of June, Willmar Lakes Area CVB Board Minutes of May 20, Airport Commission Minutes of June 18, and CER Joint Powers Board Minutes of June 27, 2014. Council Member Christianson seconded the motion, which carried.

Items removed from the Consent Agenda were the Special City Council Meeting Minutes of June 16 and June 17, 2014. Council Member Ahmann read the minutes aloud. Council Member Ahmann made a motion to file the minutes as presented with Council Member Christianson seconding the motion, which carried. Council Member Ahmann then presented a summary of the performance evaluation for the City Administrator. Mayor Yanish explained the removal of Item G. Mayoral Appointment of Rachel Skretvedt to the CER Advisory Board, as he would first like to meet with the candidate.

Mayor Yanish acknowledged the request of Bob Enos, 905 Trott Avenue SW to speak in the Open Forum. He commented on the EDC Joint Powers Board meeting and the selection of a new office location. He spoke of a third option costing only \$48,000 for five years versus \$110,000 for the chosen option.

Mayor Yanish then acknowledged Kim Eickhoff who reported that on July 3rd he was driving his truck on Becker Avenue and ran over a manhole cover that flipped onto his truck and trailer causing damage to his vehicle and trailer. He was advised to file an insurance claim for the incident.

Planning and Development Services Director Bruce Peterson explained a request from Jennie-O Turkey Store (JOTS) to obtain a license agreement that would allow the company to begin construction in the former Highway 40 and Willmar Avenue right-of-ways once they are closed to public access in order to begin the project on or before August 1, 2014 as stipulated in the purchase and development agreements. Staff was recommending Council accept the temporary license agreement with Jennie-O Turkey Store and authorize the Mayor and City Administrator execute it on behalf of the City.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Temporary License Agreement to Construct and Maintain Improvements in Public Easement Area between Jennie-O Turkey Store, a Minnesota corporation, and the City of Willmar.

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Planning and Development Services Director Bruce Peterson presented a resolution for consideration that amends the previous resolution vacating the right-of-way for the JOTS project as the area actually needed has been reduced. This action will preserve the City's rights to access all public utilities.

Resolution No. 2 was introduced by Council Member DeBlieck, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

AMENDING RESOLUTION NO. 2014.01
VACATING A PORTION OF A PUBLIC STREET

WHEREAS, the City Council by duly adopted Resolution 2014.01, enacted February 3, 2014, which authorized the vacation of a portion of a public street, namely portions of the former Highway 40 as identified in that Resolution;

WHEREAS, Resolution 2014.01 provides that such vacation shall become effective "conditioned on the completion and opening of the realigned Willmar Avenue SW between 22nd Street SW and County State Aid Highway 5";

WHEREAS, Resolution 2014.01 provides that "a utility easement be kept by the owners of the above-described properties over the entire street right of way vacated by this resolution";

WHEREAS, subsequent to adoption of Resolution 2014.01 but prior to the effective date of the vacation of public right-of-way authorized in such Resolution, and following City staff review of the construction plans and specifications for the project to be constructed in the area, the City has determined that it is in the best interests of the City of Willmar to more clearly define the utility easement area.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby amends Resolution 2014.01 to more particularly define the utility easement identified and reserved to the City therein as follows and as depicted on Exhibit A:

A permanent utility easement and right of way, over, under and across the following described property located in Section 21, Township 119 North, Range 35W in the County of Kandiyohi, State of Minnesota, which shall run with the lands of the party/parties hereto, including the perpetual right to enter upon such described property at any time that it may see fit to construct, maintain and repair an underground utility line or lines under and through such described property, together with the right to excavate and refill ditch and trenches for the location of said utility lines and the further right to remove such trees, bushes, undergrowths and other obstructions interfering with the

location, construction and maintenance of said utility lines as may be reasonable necessary with the right of access, for ingress and egress across said easement:

Beginning at the Southeast Corner of Lot 1, Block 5, WILLMAR INDUSTRIAL PARK THIRD ADDITION, according to the recorded plat thereof, Kandiyohi County, Minnesota, thence on an assumed bearing S 46° 26' 48" W, a distance of 47.55 feet, thence on a bearing N 89° 36' 20" W, a distance of 43.23 feet, thence on a bearing N 46° 26' 48" E, a distance of 47.55 feet, thence on a bearing S 89° 36' 20" E, a distance of 43.23 feet to the point of beginning.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after July 7, 2014.

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Planning and Development Services Director Bruce Peterson then explained a minor title question dating back to 1936 was uncovered during the title work for the land transfer. When the City platted the property in 2009, the Title Insurance Commitment clearly indicated the City as the fee owner of the property. In addition to the title commitment, the County has listed the City as owner and taxes were paid by the City. The recent title work indicates a concern regarding the transfer of right-of-way from MnDOT to the City and in order to fully resolve the matter, quiet title action must take place. Staff was recommending the Council adopt a resolution to commence quiet title action and also within the resolution include language that the quiet title action be included in the developer agreement.

Council Member Johnson questioned who would be responsible for the legal fees for the quiet title action and whether or not the 40-year Statute of Limitations would apply and there might not be a need for a title action.

City Attorney Robert Scott commented there may be a dispute over the chain of title being marketable. The City took a deed from the property owners in 1940 and it appears that a small section of Outlot B was apparently carved out of the deed the City received at that time. Previous to that, the same property owners had granted an easement to the State for the highway right-of-way. In 2008 the State granted everything it owned to the City by turnback of Highway 40. Jennie-O Turkey Store's title company is objecting saying the City only has a right-of-way easement to the property rather than fee ownership.

More discussion was held regarding which party would be responsible for the quiet title fees. A motion was made by Council Member Christianson to amend the resolution to include if a quiet title is used to transfer the ownership of the property; Jennie-O Turkey Store be responsible for all costs incurred. Council Member Johnson seconded the motion, which was approved on a roll call vote of Ayes 7, Noes 1, with Council Member Nelsen voting against the amendment.

A motion was made by Council Member Fagerlie to introduce Resolution No. 3 and to approve a corresponding change to the development agreement with JOTS previously approved by the City Council pursuant to which the City would agree to undertake or participate in a quiet title action, at JOTS's expense, if necessary in the event that it cannot produce satisfactory evidence of title to Outlot B., seconded by Council Member DeBlicke, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

WHEREAS, the City entered into a purchase agreement with Jennie-O Turkey Store, Inc. (JOTS) pursuant to which it agreed to convey to JOTS the following City-owned real property:

Outlot B and Lot 1, Block 5, Willmar Industrial Park Third Addition, City of Willmar,
Kandiyohi County, Minnesota

(the "Real Property"); and

WHEREAS, JOTS has asserted a title objection arising from a potential defect in the City's title to a portion of Outlot B within the former Highway 40 right-of-way, which possible defect was not disclosed in a commitment for title insurance obtained by the City when it platted this property in 2009; and

WHEREAS, JOTS has agreed to close on the purchase of the Real Property conditioned on the City bringing and/or participating in an action to quiet title to the portion of the Real Property that is subject to JOTS's title objection.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Attorney to commence and/or participate in an action to quiet title to that portion of Outlot B, Willmar Industrial Park Third Addition that is subject to JOTS's title objection on the City's behalf, as necessary.

BE IT FURTHER RESOLVED that the costs incurred to secure the Quiet Title shall be borne by Jennie-O-Turkey Store.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after July 7, 2014.

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Finance Committee Report for June 23, 2014 was presented to the Mayor and Council by Council Member Anderson. There were seven items for consideration.

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

Item No. 2 Staff presented information on the Capital Improvement Program. The various funding sources were reviewed which include Bonding/Debt, Cash from prior years' excess revenues as well as unspent previous years' capital allocations, and special revenues from the wastewater treatment fund and Local Option Sales Tax. The CIP Committee is currently working on the new five-year Capital Improvement Plan. The areas of focus for 2015 include Transportation/Pavement Management, Facilities Review and Maintenance, Vehicle Replacement Program, Storm/Surface Water Management, and the Community Park Plan. It was noted that the Public Improvement Revolving (PIR) Fund has \$1,000,000 which can be used temporarily and is to be repaid to the PIR fund within five years. Chair Anderson asked council members for their input.

Chair Anderson suggested budgeting \$250,000 per year for four years for Vision 2040 Projects. He also said facilities maintenance is needed as well as park improvements. He also raised the issue of economic development and the downtown redevelopment.

Council Member Christianson felt the funds allocated for Becker Avenue Improvements and Downtown Gateways should be removed and applied instead toward the Auditorium improvements. He felt the City should not be involved with Downtown Redevelopment. He also said that 2nd Street Southwest is in poor shape and strongly urged that it be redone using the geofoam base and concrete street. Storm water

improvements should also be considered, possibly purchasing another house in the 10th Street and Kandiyohi Avenue area.

Council Member Nelsen supported allocating funds for storm water improvements needed throughout the City, Vision 2040 improvements and park improvements. She suggested researching other communities that have installed the geofoam base/concrete street to see how it wears. She also requested new chairs for the Council Chambers as well as the Conference Rooms at City Hall.

Council Member Fagerlie said funds could be allocated to only purchase property that is for sale in problem areas in an effort to avoid relocation costs.

Council Member Dokken supported the storm water improvements and pothole repairs. He also felt that the Olena Avenue street improvement was done too early before school was done for the year which disrupted traffic.

Council Member Johnson felt we should set aside funds to either raze or improve vacant buildings in the downtown area. This item was received by the Council for information only.

Item No. 3 Staff explained that the 2013 Capital Improvement Plan budgeted \$30,000 for the installation of a Vertical Wheel Chair Lift in the Blue Line Center Viewing Area. Civic Center staff has been working with vendors to create a plan to install this equipment to provide access for all users and spectators to the viewing area of the Blue Line Arena. It is being recommended the project be awarded to the lower of the two bids received in the amount of \$28,850 from Access Lifts. Council members inquired if there were any existing equipment of this type at the Civic Center/Blue Line Center. Staff will research this question.

The Committee was recommending the Council approve the purchase of the vertical wheel chair lift from Access Lifts in the amount of \$28,850 and to authorize the Mayor and City Administrator to execute the agreement.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute the agreement with Access Lifts for the purchase and installation of a vertical wheel chair lift in the Blue Line Center Viewing Area for \$28,850.

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Staff explained that NU-Telecom has contracted with State and County Officials to install underground fiber connections which needs to be done in the City Right-of-Way. Pursuant to Article VII, Section 8.01 of the City Code, it is required that NU-Telecom obtain a license from the City to perform this task. Pursuant to Minnesota Statutes Sections 237.162 and 237.163, it is required that Nu-Telecom enter into a License Agreement with the City of Willmar to use the City Right-Of-Way. The fee to be charged to NU-Telecom for this License Agreement is \$2,000.

The Committee was recommending the Council authorize the Mayor and City Administrator to execute the License Agreement with NU-Telecom as presented.

Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a License Agreement with NU-Telecom to install fiber connections in City Right-Of Way as specified in the Agreement.

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff presented the proposed final budgets for the 2014 Street Improvement Projects No. 1401, 1404, 1405, and 1407. It was noted that Project 1403, which was for the street overlay projects previously denied by the Council, has been eliminated.

The Committee recommended approving the final budget for the 2014 Street Improvement Project No. 1401, Street Reconstruction, in the amount of \$1,160,160 as presented. Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

PRELIMINARY PROJECT NO. 1401 RECONSTRUCTION BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$966,800.00	Property Owners	\$114,123.00
Other Services	<u>\$48,340.00</u>	State - MSA	\$467,920.00
TOTAL	\$1,015,140.00	City - LOST	\$30,400.00
		City	\$25,200.00
		Other	<u>\$522,517.00</u>
OTHER CHARGES:		TOTAL	\$1,160,160.00
Professional Services	<u>\$145,020.00</u>	FINANCING:	
TOTAL	\$145,020.00	Bonds	\$636,640.00
		State - MSA	\$467,920.00
		City - LOST	\$30,400.00
		City	<u>\$25,200.00</u>
		TOTAL	\$1,160,160.00
GRAND TOTAL	\$1,160,160.00		

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee also recommended adopting the final budget for the 2014 Street Improvement Project No. 1404, Street New Construction, in the amount of \$361,383. Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

PRELIMINARY PROJECT NO. 1404 NEW CONSTRUCTION BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$301,150.00	Property Owners	<u>\$361,383.00</u>
Other Services	<u>\$15,058.00</u>	TOTAL	\$361,383.00
TOTAL	\$316,208.00		
OTHER CHARGES:		FINANCING:	
Professional Services	<u>\$45,175.00</u>	Bonds	<u>\$361,383.00</u>
TOTAL	\$45,175.00	TOTAL	\$361,383.00
GRAND TOTAL	\$361,383.00		

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee recommended the Council approve the final budget for the 2014 Street Improvement Project 1405, Industrial Park Streets, in the amount of \$3,500,000 as presented. Resolution No. 8 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

PRELIMINARY PROJECT NO. 1405 INDUSTRIAL PARK BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$2,898,445.00	City - LOST	<u>\$3,500,000.00</u>
Other Services	<u>\$145,033.00</u>	TOTAL	\$3,500,000.00
TOTAL	\$3,043,478.00		
OTHER CHARGES:		FINANCING:	
Professional Services	<u>\$456,522.00</u>	City - LOST	<u>\$3,500,000.00</u>
TOTAL	\$456,522.00	TOTAL	\$3,500,000.00
GRAND TOTAL	\$3,500,000.00		

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The final budget for the 2014 Street Improvement Project 1407, Willmar Avenue Street Lighting Realignment, in the amount of \$76,200 was presented to the Council for approval. Resolution No. 9 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

PRELIMINARY PROJECT NO. 1407 STREET LIGHTING BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Impr.	\$63,500.00	City - LOST	<u>\$76,200.00</u>
Other Services	<u>\$3,175.00</u>	TOTAL	\$76,200.00
TOTAL	\$66,675.00		
		FINANCING:	
OTHER CHARGES:		City - LOST	<u>\$76,200.00</u>
Professional Services	<u>\$9,525.00</u>	TOTAL	\$76,200.00
TOTAL	\$9,525.00		
GRAND TOTAL	\$76,200.00		

Dated this 7th day of July, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 There was no old business brought before the Council.

Item No. 7 There was no new business brought before the Council.

The Finance Committee Report for June 23, 2014, 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 June July 1, 2014 was presented to the Mayor and Council by Council Member Christianson. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Fire Chief Gary Hendrickson presented for information purposes the issuance of burn permits within City limits. The authority to issue burning permits on behalf of the Department of Natural Resources is designated to the Fire Marshal. As of May 15th the Fire Marshal has determined it was in the best interest of the City to stop issuing burn permits within city limits due to the numerous complaints from citizens. This will encourage members of the community to bring their brush to the City's brush site with the expectation it will also minimize burning complaints. An alternative would be that burn permits could be issued during the winter months when there is a three inch snow pack which is sufficient to keep the fire from spreading.

Item No. 3 Under Old Business Public Works Director Sean Christensen presented project updates on the 2014 Street Improvements. Project No. 1401 Gorton/9th Street NW- the contracts are

currently being processed. A preconstruction meeting will be scheduled during the next couple of weeks. At the preconstruction meeting, the contractor will provide their project schedule.

Project No. 1404 12th Street SE – the contracts for the project are currently being processed. A preconstruction meeting will be held during the next couple of weeks. At the preconstruction meeting, the contractor will provide their project schedule.

Willmar Avenue Railroad Crossing – A meeting was held on-site on June 23rd with representatives from BNSF, Duininck, Bolton and Menk, Inc., and the City in attendance. BNSF stated that work on the crossing would begin the week of July 14th and the signal work would follow. Although a specific date has not been set, it is expected that Duininck Inc. will resume construction after the track surface has been installed by BNSF and as early as the week of the 14th. Construction will require that the traffic on Willmar Avenue be detoured. It is estimated that the detour will be in-place beginning sometime the week of the 14th and will remain in place until the new roadway alignment construction is complete.

Project No. 1301-B 2nd Street SE – the non-wear paving is complete and the contractor will be seeding and adjusting valves/manholes soon. As soon as the contractor is in town paving other wear courses, they will pave the intersections at Olena and Willmar Avenue.

The MinnWest Lift Station project was awarded to Duininck and they will be clearing trees around the site. They are anticipating the Notice to Proceed on July 7th with the News Release on July 14th.

The City anticipates closing with Jennie-O next week on the land for their corporate office addition, with site work, paving, and storm water drainage work starting in July.

The Auditorium lead abatement is expected to start in August, and the lead dust has been found to be worse than anticipated. The committee requested Engan present an update on their report and findings on the project at the next Council Meeting on July 7th.

Chief of Police Jim Felt noted the jail census for July 1, 2014, was 113, and the calls for service for the previous two weeks totaled 1,106. Fire Chief Gary Hendrickson noted there have been 142 calls for the year so far compared to 121 at this time last year, with far less property loss in the 2014 year. It was highlighted that on July 12th the Willmar Fire Department was given permission by Rice Hospital to burn a structure at 525 SW 3rd Street. They will send out notices to all residents in the area notifying that the burn will be taking place unless there are high winds.

All the items under Old Business were received by the Council for information only.

Item No. 4 As a matter of New Business, Fire Chief Hendrickson presented a recommendation to approve the Kandiyohi County Mitigation Plan developed by City and County Emergency Management staff. The plan identifies policies and actions implemented to reduce risk and future loss. Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. FEMA will not obligate funds unless the local or State government meets the requirements and there is a FEMA approved Mitigation Plan in place. The County adopted the Plan on June 3, 2014 and sent it to the cities in the County to be adopted as well.

The Committee considered the policy and recommended the Council adopt it formally. Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

ADOPTION OF THE KANDIYOHI COUNTY ALL-HAZARD MITIGATION PLAN

WARD ONE	Precinct One:	Pat Morse, Head Judge Cheryl Retrum, Assistant Head Judge Verle Watson Tina Harried Kent Skoglund
	Precinct Two:	Ramona Berg-Perry, Head Judge Ardell Engwall, Assistant Head Judge Carol Wegner Sally McAdams Samuela Heyer Rita Dagt
	Precinct Three:	Eugene Kerfeld, Head Judge Lynn Shuldes, Assistant Head Judge George Christensen Owen Heuring JoAnn Jagt Evelyn Paulson
WARD TWO	Precinct One:	Mary Louise Wallin, Co-Head Judge Helen Behrends, Co-Head Judge James Buisman Karen Stern Marvin Kinzler Millicent Larsen
	Precinct Two:	Dan Reigstad, Head Judge Susan Thorson, Assistant Head Judge Linda Dilly Patrick Curry Clara De Ronde Joan Kuhn
	Precinct Three:	Marsha Butterfield, Co-Head Judge Carolyn Gripentrog, Co-Head Judge Doris Doerhoefer Mary Lorentzen Donna Hillenbrand George Berg
WARD THREE	Precinct One:	Nancy Snyder, Co-Head Judge Corey Pavelko, Co-Head Judge G. Richard Huesing Susan Schiro Marilyn Hanson Suzanne Wilson
	Precinct Two:	Ardel Stiles, Co-Head Judge Julie Rote, Assistant Head Judge J. Marie Engwall Donna Krogsrud Diane Plowman

	Precinct Three:	Stephen Enockson, Head Judge LeAnn Griepentrog, Assistant Head Judge Shirley Jensen Mary Ellen deCathelineau Arend Jagt Don Thompson
WARD FOUR	Precinct One:	David Rogers, Head Judge Bonnie Kleman, Assistant Head Judge Sandra George Judith Hillenbrand Joan Gleasman
	Precinct Two:	Dennis Krueger, Co-Head Judge George Brecheisen, Co-Head Judge Carol Laumer Mary Konieczny Wendy Kidd
	Precinct Three:	Suzanne Rogers, Co-Head Judge Connie Heath, Co-Head Judge Janice Krueger Jan Swanson Janice Crackel
Absentee Judges:		Marv Kray Ardell Engwall

Dated this 7th day of July, 2014.

/s/ Kevin Halliday
Attest: CITY CLERK

/s/ Frank Yanish
MAYOR

City Clerk Kevin Halliday brought forth for consideration two separate applications from TPI Core Inc. dba Ruff's Wings & Sports Bar located at 2100 East Highway 12. The first request is for an On-Sale Sunday Liquor License through December 31, 2014. The Willmar Police Department has performed the required review and approved the application. Council Member Anderson moved to approve the On-Sale Sunday Liquor License, with Council Member Christianson seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

The Council then considered the second application from TPI Core Inc., for an On-Sale Intoxicating Liquor License through April, 2015. The required background checks by the Willmar Police Department were completed and approved for this application as well. Council Member DeBlicek moved to approve the On-Sale Intoxicating Liquor License, with Council Member Nelsen seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

City Clerk Kevin Halliday presented an application for consideration of a One-Day to a Four-Day Temporary On-Sale Liquor License from FOE Aerie 2334 dba Willmar Fraternal Order of Eagles. The establishment is requesting authorization to host a picnic for members, family and guests only, with outdoor liquor sales/consumption on their fenced in, rear parking lot on July 20, 2104. Council Member Anderson

moved to approve the Temporary On-Sale Liquor License, with Council Member Dokken seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Planning and Development Services Director Bruce Peterson brought forth a final plat for the Mayor and Council's consideration. Har-Mar Foods Addition is a two-parcel and one outlot subdivision of the Hardee's property at 1704 South First Street. There are two existing buildings on the parcel and the proposed plat would split the lot allowing access and common interest between the two properties. The final plat has been approved by the Planning Commission with the condition that the declarations and bylaws of the outlot be recorded congruent with the final plat. A motion was made by Council Member Anderson to approve the final plat of Har-Mar Foods Addition. Council Member Nelsen seconded the motion, which carried.

The Mayor and Council considered the final plat for Bethesda Nursing Home Third Addition. Planning and Development Services Director Peterson explained that the property is a two-parcel subdivision of the Bethesda Campus at the corner of Willmar Avenue and 9th Street SE and the plan will accommodate future building expansion. The Planning Commission approved the final plat with several conditions: civil drawings to be submitted for review and final approval by the City, assessments be paid or reapportioned, and that access/parking/storm water easements be recorded congruent with the final plat. Council Member Anderson moved to approve the Bethesda Nursing Home Third Addition Final Plat with Council Member Christianson seconding the motion, which carried.

There was no New Business brought before the Council.

Under Old Business Council Member Fagerlie asked that the EDC Board reconvene to revisit lease options. Council Member Anderson opined that there was a process in place for receiving proposals and the legalities will be reviewed.

Council Member DeBlieck announced that Vision 2040 sponsored their first event – "Movie in the Park" on June 27th with over 100 in attendance. The next one is scheduled for July 23rd at the Dorothy Olson Aquatic Center.

Announcements for Council Committee meeting dates were as follows: Finance, July 14; Public Works/Safety, July 15; and Community Development, July 17, 2014

There being no further business to come before the Council, the meeting adjourned at 8:24 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JULY 14, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, July 14, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp (arrived @ 12:00 noon), Dan Holtz, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Compliance Officer Janell Johnson, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), WC Tribune Journalist David Little.

Due to the absence of Secretary Laumer, President Salzer opened the meeting by appointing Commissioner Mattern to serve as Acting Secretary. Following the appointment, President Salzer next requested a resolution to approve the Consent Agenda. Following a review, Commissioner Holtz offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

RESOLUTION NO. 24

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

- ❖ Minutes from the June 23, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 141195 to No. 141351 inclusive in the amount of \$315,711.43 with a MISO charge in the amount of \$4,030.41 and a Westmoreland Resource coal payment in the amount of \$103,111.86.

Dated this 14th day of July, 2014.

President

ATTEST:

Secretary

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

Commissioner Gimse reviewed with the Commission the minutes from the June 26th WMU Labor Committee meeting (see attached). The agenda items included:

- 1) Organizational Assessment Update;
- 2) How Becoming a Transmission Owner will Affect WMU;
- 3) Union Negotiations/Mediation Discussion; and
- 4) Miscellaneous items.

Following discussion, Commissioner Nagel offered a motion to approve the minutes of the June 26th WMU Labor Committee meeting as presented. Commissioner Gimse seconded the motion which carried by a vote of five ayes and zero nays.

At this time, two utility-related reports were presented to the Commission for review and discussion. Compliance Officer Johnson presented the 2014 NERC Second Quarter Update Report. This report reflects the activities and training involved in the effort to meet all Federal (FERC), Regional (NERC), and MRO Reliability Standards to keep WMU up to date with the ever-changing compliance requirements.

Customer Service Supervisor Stien next presented an analysis of the June 2014 Sales & Revenue Report. This analysis reflects both the monthly and year-to-date data associated with the electric, water, and heating divisions.

General Manager Hompe presented the Commission with a report and analysis compiled illustrating the operation of the Utility's two wind turbine generators. This analysis had been requested by the Commission in an effort to answer a number of questions regarding the contract, operations, maintenance, warranty & production of the turbines. The prepared report presented illustrations of the yearly production, maintenance data, monthly availability of the turbines, along with data regarding the contract with DeWind and the current status of the warranty, and the bond repayment schedule. (See Attached Wind Turbine Report.)

General Manager Hompe reminded the Commissioners of a number of upcoming utility-related events. Items of interest to note include:

- City Finance Committee Meeting – Monday, July 14th @ 4:45 pm.
- WMU Planning Committee Meeting – July 23rd @ 1:00 p.m. (WMU Conference Room)
- MMUA Annual Summer Meeting – August 18-20 (Alexandria)
- APPA Utility Governance Webinar Series (nine-part series): #7: *“Strategic Planning for Utility Boards & City Councils”*, Tuesday, July 29th @ 1:00-2:30 p.m.

Anyone interested in attending or participating in any of the events is asked to contact Beth Mattheisen (WMU Office) to make the necessary arrangements.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Justin Mattern, Acting Secretary



WILLMAR MUNICIPAL UTILITIES

WMU Labor Committee Meeting Minutes Thursday, June 26, 2014 – 9:00 a.m.

Attendees: Commissioners Matt Schrupp, Carol Laumer & Joe Gimse, General Manager Wesley Hompe, and Director of Operations John Harren

Committee Chair Schrupp called the meeting to order at 9:01 a.m. by requesting any additions or changes to the presented Agenda.

AGENDA ITEMS:

1. Organizational Assessment Update:

General Manager Hompe presented the Committee with a brief recap of the Organizational Assessment of the WMU conducted by Springsted Inc. in 2012. This report was designed to provide an objective guide and road map for the future of WMU. The report contained prioritizing of objectives/issues facing the Utility including staffing needs and to streamline the organizational structure of WMU.

General Manager Hompe next presented the Committee with a progress report on the activities and achievements to date relating to the findings included in the Organizational Assessment. Staffing issues addressed included retirements (i.e. succession planning), cross-training, labor negotiating, employee safety & injury reporting, defining chain of command, communications improvements, etc. Additional areas reviewed included addressing buildings/facilities needs and achieving the goal to bring WMU into compliance in all safety and utility-related matters (MRO, NERC, MPCA, EPA, cybersecurity, etc.).

2. Discussion on WMU and How Becoming a Transmission Owner (TO) will Affect the Organization:

In conjunction with item #1, General Manager Hompe continued discussion by identifying the Staffing requirements needed to focus on matters related to becoming a full TO in MISO. It was noted that all transmission work associated with being a TO (including staffing expenses) is submitted and included with the Attachment O agreement with MISO for reimbursement to WMU. It is crucial to have WMU representation at the MISO meetings to address current and future transmission projects which WMU would have the potential to invest in and/or offer their recommendations on ("having a seat at the table"). As transmission costs continue to increase, WMU will need to take advantage of the investment opportunities available to offset these rising costs. The intent would be to fill this future position with a transmission engineer or comparable engineer. This individual would be required to have the technical insight and objectives to address future transmission projects and their potential viability (i.e. bidding and/or involvement in future projects). The goal is to have full representation of WMU in place by the time the Utility becomes a full-fledged MISO TO (target date 01/01/2016).

Relating to the Staffing options to be considered, a current WMU Organizational Chart was reviewed.

3. Union Negotiations & Strategies Discussion:

A brief synopsis of the current issues between WMU/IBEW Local Union#160 was presented for discussion. A reminder was given that a negotiation/mediation session between the two parties has been scheduled for Wednesday, July 2nd @ 9:00 a.m., at the Willmar Conference Center (2 rooms). WMU Labor Committee will be meeting briefly prior to the session (8:30 am).

4. **Litigation Update:** Litigation/mediation continues with a former WMU employee. No update is available at this time.
5. **Miscellany:**

The Labor Committee was recommending to begin the General Manager's annual Performance Evaluation Review beginning in July with completion by the end of August. A presentation to the Commission will be conducted prior to the General Manager's actual anniversary date (September). A review of the evaluation process was discussed.

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 10:10 a.m. Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero nays.



WILLMAR MUNICIPAL UTILITIES

WIND TURBINE REPORT MONDAY, JULY 14, 2014

Background

Minnesota has a renewable energy standard (RES) goal of 25% of energy produced by 2025 to be sourced by renewable methods.

On August 4, 2008, the Willmar Municipal Utilities Commission approved a Turbine Supply Agreement with the DeWind Company of Round Rock, Texas to purchase two D8.2 model wind turbines, for installation at what is termed the "High School Site" within the city limits of Willmar. The turbines were delivered in May of 2009, were installed by July 7th, and were commissioned on September 3rd.

Prior to MUC approval of the purchase, a wind study was commissioned to model the projected output of the turbines over time, based on wind speed data collected at the Ridgewater College site, by the Minnesota Department of Commerce from 2002-2004. The study was completed by EAPC Engineers Architects of Grand Forks, North Dakota. The results indicated that the turbines combined output should average approximately 8,300,000 kW-hours per year, with a Capacity Factor of 23.7%.

Also prior to MUC approval, a financial projection was prepared to estimate the total cost of the wind turbines, based on a twenty-year project life. The projection was prepared by Folkedahl Consulting, Inc. of Willmar. The estimated twenty-year average cost of the electrical energy, \$0.074 per kW-hr, was based on the bid price of the turbines, estimated balance of plant costs, and the projected wind turbine production. Using a 6% discount rate, the estimated net present value of the project equated to a twenty year average per-kW-hr energy cost of \$0.047.

Performance

Review of the wind turbines' energy production combined with warranty payments received and pending since 2009, shows that the turbines have performed as projected. The estimated twenty-year average cost of the electrical energy has not varied significantly from original projections. 2012 sales of the turbines' energy production exceeded cash flow expenses.

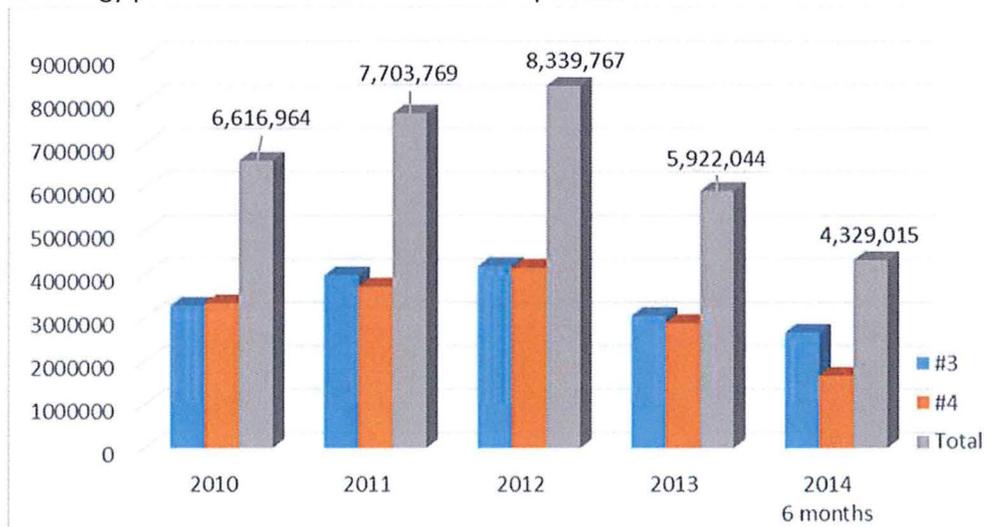


Figure 1. Yearly Production (kwh)

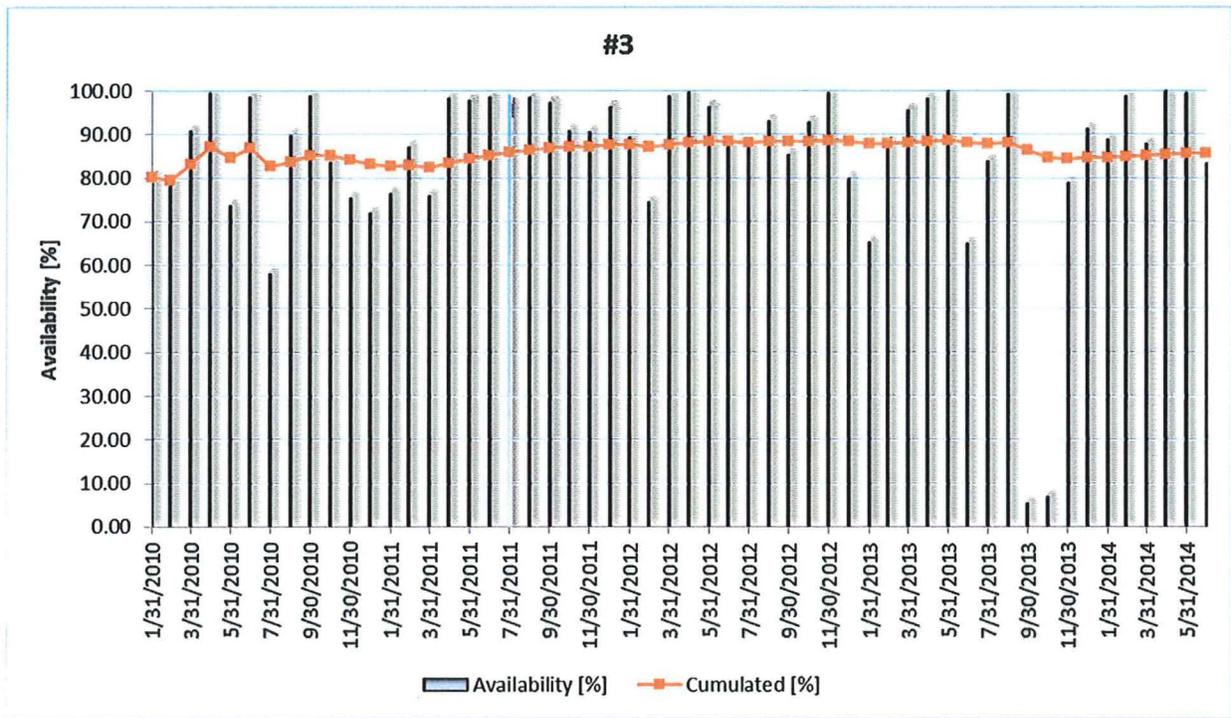
Availability percentages for the turbines have improved each year in the time period 2009 through 2012, with actual energy production climbing from 6,600,000 kW-hrs in 2010 to 7,700,000 kW-hrs in 2011. In 2012, combined production reached the EAPC prediction of 8,300,000 kW-hrs with a Capacity Factor of 23.7%. Figure 1 illustrates the increased production over those three years which was expected to stabilize at approximately 8,300,000 kW-hours per year. In 2013, production was 5,922,044 KW-hours and as of June 30, 2014 production was 4,329,015 KW-hours. Monthly production and availability data can be found on Willmar Municipal Utilities Website: <http://www.wmu.willmar.mn.us/>.

Value of the Wind Production

The value of the energy that is produced by the turbines is not based on the fuel, which is free, but the cost of the capital and the maintenance. Included in the calculation is insurance, lease cost, maintenance expense, and debt service. While the bond is being paid off, the cost of the energy will be above 10 cents/Kwh. After the debt is paid off, the energy should be the least cost of our portfolio.

Maintenance

Heaters in addition to those provided originally have been installed by both DeWind and WMU, and have improved the turbines' cold-weather performance considerably. Various adjustments to the various turbine control systems have also been responsible for much of the improvements in production. Figure 2 shows the availability of each wind turbine since 2010.



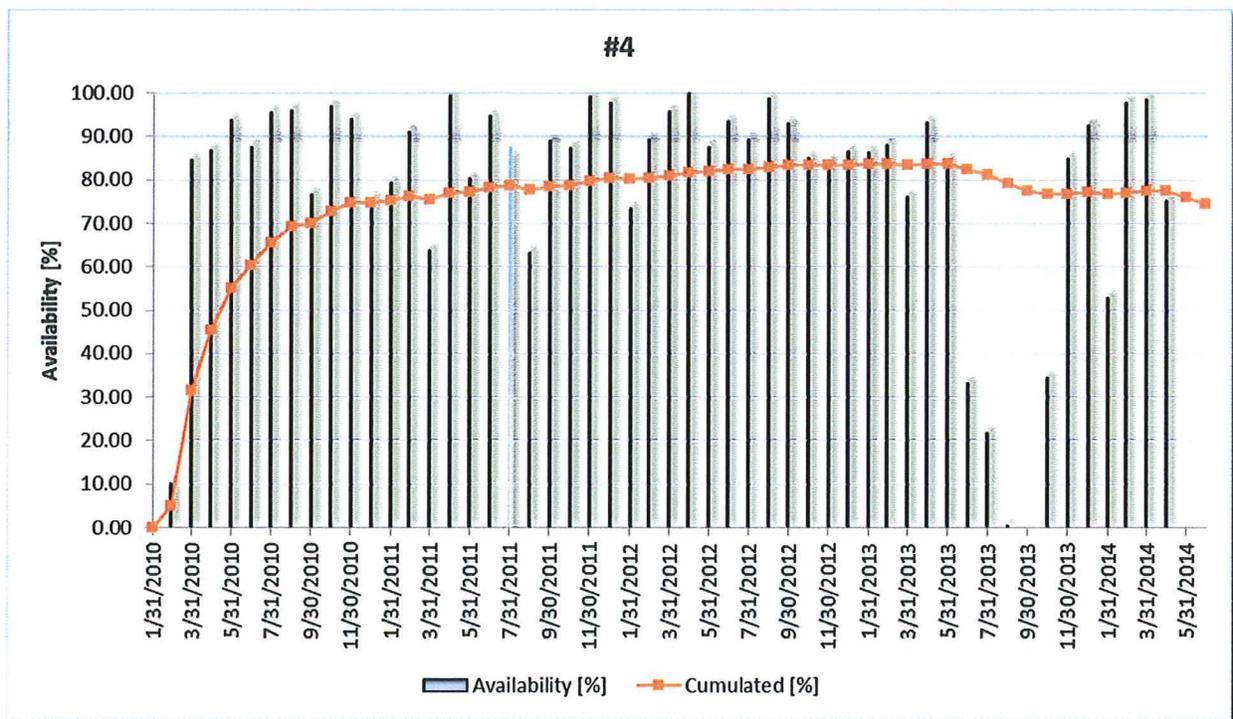


Figure 2. Monthly Availability

During the period of January 1st, 2010 through December 31st, 2012, scheduled maintenance was performed on wind turbine #3 31 times for a total of 389 hours. In addition, unscheduled service was performed 158 times for a total of 969 hours. Hydraulic pressure errors were the most frequent problems with turbine #3 and low temperature conditions were the most time consuming. During the same period, scheduled maintenance was performed on wind turbine #4 40 times for a total of 443 hours. In addition, unscheduled service was performed 164 times for a total of 2195 hours. Hydraulic pressure errors were the most frequent and time consuming problems with turbine #4.

In May of 2013, the 15 KV breaker in #4 failed. This device ties the output of the machines to the grid. In August of 2013 the #3 15 KV breaker failed also. In November of 2013, both breakers were installed and commissioned. From November of 2013 to April of 2014, both units performed as expected. In April 2014, the nose cone of #4 fell off and the unit was shut down for safety. Total hours of unavailability equaled 4631 for the 15 KV breakers and 1643 (as of 6/30/2014) for the nose cone. In 2013, scheduled maintenance was performed on wind turbine #3 13 times for a total of 485 hours. In addition, unscheduled service was performed 21 times for a total of 76 hours. Hydraulic pressure errors were the most frequent and time consuming problems with turbine #3. Also in 2013, scheduled maintenance was performed on wind turbine #4 14 times for a total of 814 hours. In addition, unscheduled service was performed 41 times for a total of 2278 hours. Generator bearing errors were the most frequent and time consuming problems with turbine #4.

No major repairs have been required since commissioning. However, a major component failure financial analysis was performed in 2008 prior to purchase. Insertion of a \$1,000,000 repair cost at the ten-year mark increased the twenty-year NPV energy cost by less than one cent per KW-hr to the \$.057/KW-hr range.

Contract Update

The original contract included a 2 year warranty that also included the performance warranty. In early 2011, WMU exercised the option to extend the warranty for an additional 3 years at a cost of \$65,000 per year per turbine. The extended warranty included requirement to extend the maintenance agreement with DeWind also. The annual cost for both is \$200,000/ year.

Availability Warranty

Included in the contract is an availability warranty of 90% in the first 6 months and 95% for the remaining of the contract. If the units fail to perform, there is a formula that calculates the lost revenue that WMU is due. In the first year, DeWind credited WMU \$73,349 for lost production in the period through early 2011. In 2013, WMU submitted a statement to DeWind for a lost production claim. In June of 2014, DeWind submitted a check to cover the claim. The most recent check is final and reflects the contractual maximum of 10% of the purchase price or \$310,749.

End of Warranty Preparation and Future Maintenance

WMU has created a list of activities/ tasks required to perform normal scheduled maintenance and a list for end of warranty (EOW) inspection for a third party to perform. Included in the EOW work is a schedule of tasks that will be included in normal activities and check off lists that will accompany workers as they inspect the units. WMU has made contact with several vendors who are interested in signing a contract to do the work. It is anticipated that there will continue to be a need to have a repair crew on contract to work on any issues that arise in the future. The plan is to have a greater frequency of visits to reduce the impact of other failures and reduce the down time that results from them.

WMU plans to use a combination of staff and vendors to have a greater presence at the units than has been done by DeWind. The annual budget of \$200,000 that has been paid to DeWind will be allocated to staff and contractors. The final budget amount is dependent on the amount of the maintenance contracts award.

In addition to the vendors for the services, WMU is creating a list of parts vendors to be able to procure those parts required. There will remain a need for DeWind-only sourced parts as well.

Wind turbines have a history of a major component failure in their twenty-year rated lifetime, so WMU anticipates funding that through our generation reserve fund that is in place for any large generation expense.

WMU will assume the full operation and maintenance responsibility for these units and anticipates that the impact of the majority of issues that arise during the subsequent years will be caught and repaired in a more timely manner, thereby reducing downtime and increasing production.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JULY 9, 2014**

MINUTES

1. The Willmar Planning Commission met on Wednesday, July 9, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Andrew Engan, Randy Czarnetzki, Sandy Bebler, Bob Poe, and Aaron Larson.

**Members Absent: Gary Geiger, Margaret Fleck, and Scott Thaden.

** Others Present: Bruce D. Peterson- Director Planning and Development Services, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the June 25, 2014 meeting were approved as submitted.

3. BEE KEEPING DISCUSSION CONTINUED: The Commission asked staff to contact the County Health Department and Police Department to seek their input on beekeeping in the City limits.

Mr. Engan made a motion, seconded by Ms. Bebler, to table the discussion for an upcoming meeting.

The motion carried.

4. ZONING ORDINANCE UPDATE DISCUSSION CONTINUED- SECTION 5 SIGNS: The Planning Commission discussed vehicle signs and wraps on business vehicles. Vehicles would still not be able to be used solely for advertising if they weren't delivering a service or product nor were business related they shall be prohibited. Application on vehicles was discussed for the side of vehicles and on roofs. Staff was asked to contact the League of MN Cities regarding vehicle signs. The Commission gave some suggested language regarding vehicle signage that staff will bring for review at an upcoming meeting.

5. WILLMAR AVE. SW STREET R-O-W VACATION: Staff explained that part of the closing and title work for the Jennie-O expansion project requires the vacation of a portion of Willmar Ave. SW that is being rebuilt/relocated a few 100 feet to the north. The new Willmar Ave. SW is constructed the project is just waiting for the new BNSF RR crossing to be completed. The vacation of the old Willmar Ave. SW r-o-w is from the RR to the connection to old Hwy. 40 SW, the vacation would be effective once the new street is open.

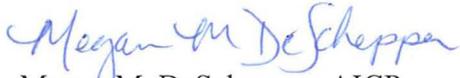
The Commission inquired about any existing utilities in the proposed vacated street. Staff commented that the utilities are aware of the eventual vacation and abandonment of the old road and that rerouting of utilities has been planned for and accommodated.

Mr. Czarnetzki made a motion, seconded by Mr. Engan, to approve the resolution recommending the street r-o-w vacation of a portion of Willmar Ave. SW.

The motion carried.

6. There being no further information to come before the Commission the meeting closed at 8:05 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

**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 - Applications are kept on file for two years)

- _____ Airport Commission (meets monthly)
- X Community Education & Advisory Board (meets monthly)
- _____ City/County Economic Development Operations Board (meets monthly)
- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets monthly)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Rachel L. Skretvedt Date of Application: June 16, 2014
Address: 1504 2nd St. NE, Willmar Phone No. (320) 262-3060 home
(must be a resident of the City of Willmar) (320) 441-9761 cell
Email: rskretvedt@yahoo.com
What prompted you to make application for a citizen committee? Friend recommendation

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

I want to help the City of Willmar make park improvements and add additional facilities & events to serve our growing community.

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

For over four years, I was the Communications Specialist for the Grand Forks Park District. My duties also included serving on →

List your educational background: Received BS Degree in Mass Communications with concentration in Public Relations from Minnesota State University Moorhead.

Various community clubs, events, etc.

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

While living/working in Grand Forks, I served on many service organizations.

Currently, I am serving on my church, Christian Ed Committee at Bethel Lutheran. I was also on the Rice Hospital Gala Committee with →

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

I am currently a stay-at-home parent.

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFILIATED MED CENTERS			000028											
	40012	07/16/14	NEW HIRE PHYSICALS	4,167.51		4913000/7-14		D	N				SUBSISTENCE OF P	101.42411.0337
AMERICAN WELDING & GAS I			000057											
	40013	07/16/14	FIRE EXT. INSPECTION	15.00		02794045		D	N				MTCE. OF EQUIPME	101.45437.0334
	40013	07/16/14	FIRE EXT. REFILL	20.45		02795340		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	35.45										
				35.45									*CHECK TOTAL	
AMERIPRIDE LINEN & APPAR			000051											
	40014	07/16/14	TOWEL SERVICE	25.70		2200519055		D	N				CLEANING AND WAS	101.43425.0338
	40014	07/16/14	TOWEL SERVICE	26.67		2200519057		D	N				CLEANING AND WAS	101.43425.0338
	40014	07/16/14	TOWEL SERVICE	25.70		2200523768		D	N				CLEANING AND WAS	101.43425.0338
	40014	07/16/14	TOWEL SERVICE	35.59		2200523769		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	113.66										
				113.66									*CHECK TOTAL	
ANDERSON LAW OFFICES			002954											
	40015	07/16/14	LEGAL SERVICES-JUNE	10,216.70		STMT/6-14		D	M	07			PROFESSIONAL SER	101.41406.0446
APPERT'S FOOD SERVICE			002526											
	40016	07/16/14	CONCESSION SUPPLIES	55.97		406130517		D	N				GENERAL SUPPLIES	101.45437.0229
	40016	07/16/14	CONCESSION SUPPLIES	626.14		406300428		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	682.11										
				682.11									*CHECK TOTAL	
BENNETT OFFICE TECHNOLOG			000099											
	40017	07/16/14	REPL. LAPTOP SCREEN	207.67		205265		D	N				MTCE. OF EQUIPME	101.42411.0224
BOLLIG INC			002999											
	40018	07/16/14	ENG./SURVEYING SERVICE	3,755.00		2789		D	N				OTHER SERVICES	413.48451.0339
	40018	07/16/14	ENG./SURVEYING SERVICES	450.00		2789		D	N				OTHER SERVICES	413.48454.0339
	40018	07/16/14	ENG./SURVEYING SERVICES	550.00		2789		D	N				OTHER SERVICES	413.48455.0339
	40018	07/16/14	L.S. DESIGN SERVICES	18,172.15		2790		D	N				PROFESSIONAL SER	432.48504.0446
			VENDOR TOTAL	22,927.15										
				22,927.15									*CHECK TOTAL	
BOLTON & MENK INC			001010											
	40019	07/16/14	WILLMAR AVE IMPROVEMENTS	810.00		0167311		D	N				PROFESSIONAL SER	413.48452.0446
	40019	07/16/14	L.S. DESIGN SERVICES	3,856.00		0167316		D	N				PROFESSIONAL SER	432.48507.0446
			VENDOR TOTAL	4,666.00										
				4,666.00									*CHECK TOTAL	
BROKEN WINDOWS & PRO TEC			002892											
	40020	07/16/14	SAFETY GLASS FOR WINDOWS	77.28		IBP-0708-09394		D	N				MTCE. OF STRUCTU	651.48484.0225
BRYAN ROCK PRODUCTS INC			000030											
	40021	07/16/14	BALLFIELD AGGREGATE	880.46		2228		D	N				MTCE. OF OTHER I	101.43425.0226

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

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BSE			001980											
	40022	07/16/14	CHANGE OUT ELEC METERS	243.36		907584759		D	N				MTCE. OF STRUCTU	101.41408.0225
BSN SPORTS INC			003001											
	40023	07/16/14	BASEBALLS	645.87		96146243		D	N				GENERAL SUPPLIES	101.45432.0229
	40023	07/16/14	SOFTBALL BASES	103.20		96170939		D	N				GENERAL SUPPLIES	101.45432.0229
			VENDOR TOTAL	749.07										
				749.07										
CARD SERVICES			002552											
	40024	07/16/14	COFFEE	19.78		060515		D	N				GENERAL SUPPLIES	101.41408.0229
	40024	07/16/14	CLEANING SUPPLIES	10.64		062614		D	N				CLEANING AND WAS	101.45437.0228
			VENDOR TOTAL	30.42										
				30.42										
CARRANZA/NOE			002547											
	40025	07/16/14	INTERPRETED 07/06/14	75.00		070614		D	M	07			PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY			000467											
	40026	07/16/14	NATURAL GAS CHARGES	2,308.66		6072309/6-14		D	N				UTILITIES	101.45437.0332
CENTRAL LAKES COOPERATIV			001259											
	40027	07/16/14	PROPANE-STREET PATCHING	33.77		054422		D	N				MTCE. OF OTHER I	101.43425.0226
CHAMBERLAIN OIL CO			000154											
	40028	07/16/14	SCREW PUMP GREASE	637.52		128656		D	N				MOTOR FUELS AND	651.48484.0222
CHAPPELL CENTRAL INC			000156											
	40029	07/16/14	A/C MTCE-PARTS	383.38		00059257		D	N				MTCE. OF STRUCTU	101.41408.0225
	40029	07/16/14	A/C MTCE-LABOR	539.00		00059257		D	N				MTCE. OF STRUCTU	101.41408.0335
	40029	07/16/14	A/C MTCE-PARTS	103.63		00059317		D	N				MTCE. OF STRUCTU	101.41408.0225
	40029	07/16/14	A/C MTCE-LABOR	1,127.00		00059317		D	N				MTCE. OF STRUCTU	101.41408.0335
	40029	07/16/14	A/C MTCE-PARTS	9.00		00059318		D	N				MTCE. OF STRUCTU	101.45427.0225
	40029	07/16/14	A/C MTCE-LABOR	490.00		00059318		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	2,652.01										
				2,652.01										
CHARTER COMMUNICATIONS			000736											
	40030	07/16/14	MONTHLY PHONE SERVICE	46.76		1136/8-14		D	N				COMMUNICATIONS	101.41409.0330
	40030	07/16/14	MONTHLY PHONE SERVICE	74.54		3941/7-14		D	N				COMMUNICATIONS	101.41409.0330
	40030	07/16/14	MONTHLY PHONE SERVICE	380.17		4972/7-14		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	501.47										
				501.47										
CHRISTENSEN/SEAN			003094											
	40031	07/16/14	T.H. 12 COORIDOR STUDY	9.00		070214		D	N				TRAVEL-CONF.-SCH	101.43417.0333
CIT TECHNOLOGY FIN SERV			002556											
	40032	07/16/14	COPIER LEASE AGRMT	159.00		25444602		D	N				RENTS	101.41405.0440

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
ED'S SERVICE CENTER & SA			000231											
	40044	07/16/14	TOWING CHARGES	1,035.00		STMT/6-14		D	N				OTHER SERVICES	101.42411.0339
	40044	07/16/14	TOWING CHARGES	45.00		117584		D	N				OTHER SERVICES	101.42411.0339
	40044	07/16/14	TOWING CHARGES	80.00		117688		D	N				OTHER SERVICES	101.42411.0339
			VENDOR TOTAL	1,160.00		*CHECK TOTAL								
EMERGENCY RESPONSE SOLUT			003048											
	40045	07/16/14	SCBA FLOW TEST ADJ.	190.00		2418		D	N				MTCE. OF EQUIPME	101.42412.0334
	40045	07/16/14	SCBA FLOW TEST	3,000.00		2418		D	N				PROFESSIONAL SER	101.42412.0446
	40045	07/16/14	SPANNER WRENCHES/TOOLS	473.15		2440		D	N				SMALL TOOLS	101.42412.0221
	40045	07/16/14	SMALL TOOLS	947.04		2445		D	N				SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	4,610.19		*CHECK TOTAL								
ENGAN ASSOCIATES P.A.			000240											
	40046	07/16/14	RENOVATION DESIGN FEE	8,000.00		2014-146		D	N				BUILDINGS AND ST	450.45427.0551
EZ FACILITY INC			002631											
	40047	07/16/14	EZ LEAGUES SUBSCRIPTION	727.56		0057469		D	N				PREPAID EXPENSES	101.128000
	40047	07/16/14	SCHDULING WIZARD SUBSCR.	305.58		0057469		D	N				PREPAID EXPENSES	101.128000
	40047	07/16/14	EZ LEAGUES SUBSCRIPTION	727.56		0057469		D	N				SUBSCRIPTIONS AN	101.45432.0443
	40047	07/16/14	SCHDULING WIZARD SUBSCR.	305.58		0057469		D	N				SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	2,066.28		*CHECK TOTAL								
FARNAM'S GENUINE PARTS			000249											
	40048	07/16/14	BATTERIES	11.64		704952		D	N				MTCE. OF EQUIPME	101.43425.0224
	40048	07/16/14	#066412-ALTERNATOR	227.57		705430		D	N				MTCE. OF STRUCTU	101.43425.0225
	40048	07/16/14	CORE RETURN	38.50	CR	705451		D	N				MTCE. OF STRUCTU	101.43425.0225
	40048	07/16/14	TRAILER ADAPTER	7.66		706264		D	N				MTCE. OF EQUIPME	101.43425.0224
	40048	07/16/14	#040582-THERMOSTAT	11.82		706475		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	220.19		*CHECK TOTAL								
FASTENAL COMPANY			001188											
	40049	07/16/14	HOIST REPAIR-PARTS	3.80		MNWIL116582		D	N				MTCE. OF EQUIPME	651.48485.0224
	40049	07/16/14	SPRAY PAINT	7.41		MNWIL116806		D	N				MTCE. OF STRUCTU	651.48485.0225
			VENDOR TOTAL	11.21		*CHECK TOTAL								
FIRE CATT LLC			003029											
	40050	07/16/14	FIRE HOSE TESTING	3,016.00		MN-4366		D	N				PROFESSIONAL SER	101.42412.0446
	40050	07/16/14	GROUND LADDER TESTING	447.00		MN-4366		D	N				PROFESSIONAL SER	101.42412.0446
			VENDOR TOTAL	3,463.00		*CHECK TOTAL								
FIRST CHOICE FOOD & BEVE			000775											
	40051	07/16/14	CONCESSION SUPPLIES	97.12		2107-001457		D	N				GENERAL SUPPLIES	101.45437.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FLAHERTY & HOOD P.A.	40052	07/16/14	PROFESSIONAL SERVICES	14,150.45		7135		D	M	07			PROFESSIONAL SER	101.41406.0446
FOSTERVOLD/TIM	40053	07/16/14	REFUND SHELTER DEPOSIT	50.00		070914		D	N				DEPOSITS	101.230000
FRANCOTYP-POSTALIA INC	40054	07/16/14	POSTAGE METER RENTAL	174.21		RI102055810		D	N				RENTS	101.42411.0440
G & K SERVICES	40055	07/16/14	CLEANING SERVICES	59.18		1043731305		D	N				CLEANING AND WAS	230.43430.0338
	40055	07/16/14	CLEANING SERVICES	59.18		1043741882		D	N				CLEANING AND WAS	230.43430.0338
	40055	07/16/14	CLEANING SERVICES	59.18		1043752472		D	N				CLEANING AND WAS	230.43430.0338
			VENDOR TOTAL	177.54										
				177.54									*CHECK TOTAL	
GENERAL MAILING SERVICES	40056	07/16/14	POSTAGE 06/23 - 06/27/14	21.40		12368		D	N				POSTAGE	101.41401.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	14.99		12368		D	N				POSTAGE	101.41402.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	2.62		12368		D	N				POSTAGE	101.41403.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	104.43		12368		D	N				POSTAGE	101.41404.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	1.18		12368		D	N				POSTAGE	101.41405.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	15.00		12368		D	N				POSTAGE	101.41408.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	2.36		12368		D	N				POSTAGE	101.41409.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	0.59		12368		D	N				POSTAGE	101.43417.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	27.80		12368		D	N				POSTAGE	101.43425.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	0.85		12368		D	N				POSTAGE	101.45433.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	1.97		12368		D	N				POSTAGE	101.45435.0223
	40056	07/16/14	POSTAGE 06/23 - 06/27/14	2.55		12368		D	N				POSTAGE	205.48012.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	4.59		12395		D	N				POSTAGE	101.41401.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	15.16		12395		D	N				POSTAGE	101.41402.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	10.08		12395		D	N				POSTAGE	101.41403.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	0.59		12395		D	N				POSTAGE	101.41404.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	25.96		12395		D	N				POSTAGE	101.41405.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	15.00		12395		D	N				POSTAGE	101.41408.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	1.77		12395		D	N				POSTAGE	101.41428.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	1.18		12395		D	N				POSTAGE	101.42411.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	0.59		12395		D	N				POSTAGE	101.43417.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	66.67		12395		D	N				POSTAGE	101.43425.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	0.59		12395		D	N				POSTAGE	101.45435.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	5.90		12395		D	N				POSTAGE	208.45005.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	10.03		12395		D	N				POSTAGE	230.43430.0223
	40056	07/16/14	POSTAGE 06/30 - 07/04/14	4.60		12395		D	N				POSTAGE	651.48484.0223
	40056	07/16/14	FED EX CHARGES	47.70		12455		D	N				POSTAGE	101.42412.0223
	40056	07/16/14	UPS CHARGES	61.99		12523		D	N				POSTAGE	101.42411.0223
			VENDOR TOTAL	468.14										
				468.14									*CHECK TOTAL	

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRAINGER INC			000786											
	40057	07/16/14	WATER COOLER	388.06		9467037405		D	N				GENERAL SUPPLIES	101.45433.0229
	40057	07/16/14	GLASS FILLER KIT	242.76		9467037405		D	N				GENERAL SUPPLIES	101.45433.0229
	40057	07/16/14	WATER COOLER	388.06		9468260170		D	N				GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	1,018.88		*CHECK TOTAL								
				1,018.88										
HARDWARE HANK EXPRESS			000452											
	40058	07/16/14	KEYS FOR POOL SHED	12.94		061914		D	N				MTCE. OF STRUCTU	101.45432.0225
HAWKINS INC			000325											
	40059	07/16/14	SODIUM HYPOCHLORITE	396.89		3612935 RI		D	N				GENERAL SUPPLIES	651.48484.0229
	40059	07/16/14	FERRIC CHLORIDE	4,372.37		3614020 RI		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	4,769.26		*CHECK TOTAL								
				4,769.26										
HENNES MACHINE & REPAIR			.02157											
	40060	07/16/14	EXHAUST MANIFOLD REPAIR	280.50		3202		D	N				INVENTORIES-MDSE	101.125000
HILLYARD FLOOR CARE SUPP			000333											
	40061	07/16/14	CLEANING SUPPLIES	19.42		601195580		D	N				CLEANING AND WAS	101.45435.0228
	40061	07/16/14	CLEANING SUPPLIES	1,040.64		701730		D	N				CLEANING AND WAS	101.45437.0228
			VENDOR TOTAL	1,060.06		*CHECK TOTAL								
				1,060.06										
HOFFMAN/COURTNEY M			.02151											
	40011	07/07/14	REPLACED PAYROLL CHECK	43.81		070714		D	N				SALARIES-TEMP. E	101.45437.0112
HOME DEPOT CREDIT SERVIC			000058											
	40062	07/16/14	TARGETS FOR TRAINING	21.35		4012976		D	N				GENERAL SUPPLIES	101.42411.0229
	40062	07/16/14	SUPPLIES	14.54		5583656		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	35.89		*CHECK TOTAL								
				35.89										
HORIZON COMMERCIAL POOL			003075											
	40063	07/16/14	POOL CHEMICALS	612.10		140613026		D	N				MTCE. OF OTHER I	101.45437.0226
HYDRITE CHEMICAL CO			002837											
	40064	07/16/14	ANTIFOAM	924.00		01717969		D	N				GENERAL SUPPLIES	651.48484.0229
INDIGO SIGNWORKS INC			.01994											
	40065	07/16/14	MESSAGE BRD REPAIR-LABOR	909.93		SC8279		D	N				MTCE. OF OTHER I	101.42412.0336
INNOVATIVE OFFICE SOLUTI			003023											
	40066	07/16/14	OFFICE PAPER	7.60		IN0559878		D	N				OFFICE SUPPLIES	101.42412.0220
JOBSHQ			002923											
	40067	07/16/14	IS TECHNICIAN AD	416.00		103559/6-14		D	N				ADVERTISING	101.41409.0447

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LEAGUE OF MN CITIES			INS 000983											
	40075	07/16/14	EQUIPMENT INS. PREMIUM	3.00		47347		D	N				INSURANCES AND B	101.42411.0441
	40075	07/16/14	MUNICIPAL LIABILITY I	20,991.00		47347		D	N				INSURANCES AND B	101.42411.0441
	40075	07/16/14	AUTO LIAB/PHYS DAMAGE	4,189.00		47347		D	N				INSURANCES AND B	101.42411.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	849.00		47347		D	N				INSURANCES AND B	101.42412.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	402.00		47347		D	N				INSURANCES AND B	101.42412.0441
	40075	07/16/14	AUTO LIAB/PHYS DAMAGE	2,652.00		47347		D	N				INSURANCES AND B	101.42412.0441
	40075	07/16/14	AUTO LIAB/PHYS DAMAGE	298.00		47347		D	N				INSURANCES AND B	101.43417.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	11,508.00		47347		D	N				INSURANCES AND B	101.43425.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	1,198.00		47347		D	N				INSURANCES AND B	101.43425.0441
	40075	07/16/14	MOBILE PROPERTY PREMIU	6,744.00		47347		D	N				INSURANCES AND B	101.43425.0441
	40075	07/16/14	AUTO LIAB/PHYS DAMAGE	3,188.00		47347		D	N				INSURANCES AND B	101.43425.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	1,204.00		47347		D	N				INSURANCES AND B	101.45427.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	565.00		47347		D	N				INSURANCES AND B	101.45427.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	144.00		47347		D	N				INSURANCES AND B	101.45432.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	7.00		47347		D	N				INSURANCES AND B	101.45432.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	2,620.00		47347		D	N				INSURANCES AND B	101.45433.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	1,602.00		47347		D	N				INSURANCES AND B	101.45433.0441
	40075	07/16/14	MOBILE PROPERTY PREMIUM	515.00		47347		D	N				INSURANCES AND B	101.45433.0441
	40075	07/16/14	AUTO LIAB/PHYS DAMAGE	63.00		47347		D	N				INSURANCES AND B	101.45433.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	927.00		47347		D	N				INSURANCES AND B	101.45435.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	211.00		47347		D	N				INSURANCES AND B	101.45435.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	3,073.00		47347		D	N				INSURANCES AND B	101.45437.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	244.00		47347		D	N				INSURANCES AND B	101.45437.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	8,813.00		47347		D	N				INSURANCES AND B	230.43430.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	540.00		47347		D	N				INSURANCES AND B	230.43430.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	20,281.00		47347		D	N				INSURANCES AND B	651.48485.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	9,360.00		47347		D	N				INSURANCES AND B	651.48485.0441
	40075	07/16/14	MOBILE PROPERTY PREMIUM	593.00		47347		D	N				INSURANCES AND B	651.48485.0441
	40075	07/16/14	AUTO LIAB/PHYS DAMAGE	729.00		47347		D	N				INSURANCES AND B	651.48485.0441
	40075	07/16/14	PROPERTY INS. PREMIUM	1,464.00		47347		D	N				INSURANCES AND B	816.41402.0441
	40075	07/16/14	EQUIPMENT INS. PREMIUM	532.00		47347		D	N				INSURANCES AND B	816.41402.0441
				147,240.00										
			VENDOR TOTAL	147,240.00										
														*CHECK TOTAL
LINCOLN FINANCIAL GROUP			002789											
	40076	07/16/14	LIFE INSURANCE-JULY	55.80		M276		D	N				EMPLOYER INSUR.	101.41400.0114
	40076	07/16/14	LIFE INSURANCE-JULY	48.75		M276		D	N				EMPLOYER INSUR.	101.41402.0114
	40076	07/16/14	LIFE INSURANCE-JULY	16.25		M276		D	N				EMPLOYER INSUR.	101.41403.0114
	40076	07/16/14	LIFE INSURANCE-JULY	29.25		M276		D	N				EMPLOYER INSUR.	101.41404.0114
	40076	07/16/14	LIFE INSURANCE-JULY	29.25		M276		D	N				EMPLOYER INSUR.	101.41405.0114
	40076	07/16/14	LIFE INSURANCE-JULY	9.75		M276		D	N				EMPLOYER INSUR.	101.41408.0114
	40076	07/16/14	LIFE INSURANCE-JULY	29.25		M276		D	N				EMPLOYER INSUR.	101.41409.0114
	40076	07/16/14	LIFE INSURANCE-JULY	3.25		M276		D	N				EMPLOYER INSUR.	101.41424.0114
	40076	07/16/14	LIFE INSURANCE-JULY	1,471.75		M276		D	N				INS. PASS THROUG	101.41428.0819
	40076	07/16/14	LIFE INSURANCE-JULY	331.50		M276		D	N				EMPLOYER INSUR.	101.42411.0114
	40076	07/16/14	LIFE INSURANCE-JULY	29.25		M276		D	N				EMPLOYER INSUR.	101.42412.0114
	40076	07/16/14	LIFE INSURANCE-JULY	43.87		M276		D	N				EMPLOYER INSUR.	101.43417.0114

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MESERB			002201							
	40084	07/16/14	2015 MEMBERSHIP DUES	2,718.72		070714		D N	PREPAID EXPENSES	651.128000
	40084	07/16/14	2014 MEMBERSHIP DUES	2,718.73		070714		D N	SUBSCRIPTIONS AN	651.48484.0443
			VENDOR TOTAL	5,437.45		*CHECK TOTAL				
				5,437.45						
MIKE'S SMALL ENGINE CENT			002699							
	40085	07/16/14	STIHL CHAIN SAW	864.05		105961		D N	SMALL TOOLS	101.43425.0221
	40085	07/16/14	MOWER PARTS	6.95		106177		D N	MTCE. OF EQUIPME	101.43425.0224
	40085	07/16/14	MOWER PARTS	17.95		106227		D N	MTCE. OF EQUIPME	101.43425.0224
	40085	07/16/14	CHAIN FOR SAWS	78.30		106317		D N	MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	967.25		*CHECK TOTAL				
				967.25						
MILLER SANITATION			002936							
	40086	07/16/14	GARBAGE SERVICE-JULY	93.90		1298/7-14		D N	CLEANING AND WAS	101.45433.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	46.22		1299/7-14		D N	CLEANING AND WAS	101.45433.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	52.70		1300/7-14		D N	CLEANING AND WAS	101.42412.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	64.74		1301/7-14		D N	CLEANING AND WAS	101.41408.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	64.74		1301/7-14		D N	CLEANING AND WAS	101.45427.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	251.31		1302/7-14		D N	CLEANING AND WAS	101.43425.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	24.34		1303/7-14		D N	CLEANING AND WAS	651.48484.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	48.67		1304/7-14		D N	CLEANING AND WAS	651.48484.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	161.04		1304/7-14		D N	CLEANING AND WAS	651.48484.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	49.67		1305/7-14		D N	CLEANING AND WAS	101.45435.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	58.64		1378/7-14		D N	CLEANING AND WAS	101.43425.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	616.55		1379/7-14		D N	CLEANING AND WAS	101.43425.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	61.60		1379/7-14		D N	CLEANING AND WAS	101.43425.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	251.60		1388/7-14		D N	CLEANING AND WAS	101.43425.0338
	40086	07/16/14	GARBAGE SERVICE-JULY	78.84		1456/7-14		D N	CLEANING AND WAS	101.45437.0338
			VENDOR TOTAL	1,924.56		*CHECK TOTAL				
				1,924.56						
MILLIAN/ZULEIMA			.02155							
	40087	07/16/14	REFUND SHELTER DEPOSIT	50.00		070914		D N	DEPOSITS	101.230000
MINI BIFF LLC			001805							
	40088	07/16/14	TOILET RENTALS	77.25		A-64455		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	154.50		A-64456		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	77.25		A-64457		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	77.25		A-64459		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	77.25		A-64462		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	77.25		A-64463		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	77.25		A-64464		D N	RENTS	101.43425.0440
	40088	07/16/14	TOILET RENTALS	48.93		A-64466		D N	RENTS	101.43425.0440
			VENDOR TOTAL	666.93		*CHECK TOTAL				
				666.93						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NEW LIFE COMMUNICATIONS			000574											
	40097	07/16/14	REPL. EQUIP-CONF RM #1	1,165.51		104833		D	N				MTCE. OF EQUIPME	101.41409.0224
	40097	07/16/14	REPL. EQUIP-CONF RM #1	595.00		104833		D	N				MTCE. OF EQUIPME	101.41409.0334
			VENDOR TOTAL	1,760.51										
				1,760.51									*CHECK TOTAL	
NORTHERN BUSINESS PRODUC			002322											
	40098	07/16/14	OFFICE SUPPLIES	166.38		721490-0		D	N				OFFICE SUPPLIES	741.48001.0220
	40098	07/16/14	OFFICE SUPPLIES	225.59		721490-1		D	N				OFFICE SUPPLIES	741.48001.0220
			VENDOR TOTAL	391.97										
				391.97									*CHECK TOTAL	
NORTHERN STATES SUPPLY			000585											
	40099	07/16/14	1/2" HAMMER DRILL TOOL	139.99		10-517804		D	N				SMALL TOOLS	101.43425.0221
	40099	07/16/14	BLDG MTCE-PARTS	0.31		10-517831		D	N				MTCE. OF STRUCTU	101.43425.0225
	40099	07/16/14	EAR PLUGS	49.95		10-518047		D	N				SUBSISTENCE OF P	101.43425.0227
	40099	07/16/14	SMALL TOOLS	92.47		10-518117		D	N				SMALL TOOLS	101.43417.0221
	40099	07/16/14	STORAGE SHED MTCE-PARTS	13.52		10-518344		D	N				MTCE. OF STRUCTU	101.45437.0225
	40099	07/16/14	BLDG PAINT	5.79		10-518374		D	N				MTCE. OF STRUCTU	101.43425.0225
	40099	07/16/14	BLDG PAINT	17.36		10-518381		D	N				MTCE. OF STRUCTU	101.43425.0225
	40099	07/16/14	BLDG PAINT	11.57		10-518388		D	N				MTCE. OF STRUCTU	101.43425.0225
	40099	07/16/14	BOLTS	38.10		10-518532		D	N				MTCE. OF EQUIPME	101.43425.0224
	40099	07/16/14	BLDG PAINT	12.94		10-518607		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	382.00										
				382.00									*CHECK TOTAL	
O'REILLY AUTOMOTIVE INC			000650											
	40100	07/16/14	WAX FOR VEHICLES	19.78		1528-298922		D	N				GENERAL SUPPLIES	101.43425.0229
OFFICE SERVICES			000589											
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	12.73		STMT/6-14		D	N				OFFICE SUPPLIES	101.41400.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	17.02		STMT/6-14		D	N				OFFICE SUPPLIES	101.41401.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	66.07		STMT/6-14		D	N				OFFICE SUPPLIES	101.41402.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	33.69		STMT/6-14		D	N				OFFICE SUPPLIES	101.41403.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	103.07		STMT/6-14		D	N				OFFICE SUPPLIES	101.41404.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	71.16		STMT/6-14		D	N				OFFICE SUPPLIES	101.41405.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	6.44		STMT/6-14		D	N				OFFICE SUPPLIES	101.41408.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	12.33		STMT/6-14		D	N				OFFICE SUPPLIES	101.41409.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	41.04		STMT/6-14		D	N				OFFICE SUPPLIES	101.41424.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	63.98		STMT/6-14		D	N				OFFICE SUPPLIES	101.42411.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	503.83		STMT/6-14		D	N				OFFICE SUPPLIES	101.43417.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	282.90		STMT/6-14		D	N				OFFICE SUPPLIES	101.43425.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	17.25		STMT/6-14		D	N				OFFICE SUPPLIES	101.45432.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	10.70		STMT/6-14		D	N				OFFICE SUPPLIES	101.45435.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	8.28		STMT/6-14		D	N				OFFICE SUPPLIES	101.45437.0220
	40101	07/16/14	OFFICE SUPPLIES-MAY/JUN	4.80		STMT/6-14		D	N				OFFICE SUPPLIES	230.43430.0220
			VENDOR TOTAL	1,255.29										
				1,255.29									*CHECK TOTAL	

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
PERKINS LUMBER CO INC			000604											
	40102	07/16/14	PLYWOOD FOR BENCH	16.96		410058		D	N				MTCE. OF EQUIPME	101.43425.0224
	40102	07/16/14	SOFFIT REPAIR-MATERIALS	75.26		410580		D	N				MTCE. OF STRUCTU	101.43425.0225
	40102	07/16/14	PLANKS-LEVEL BLEACHERS	30.72		411918		D	N				MTCE. OF EQUIPME	101.43425.0224
	40102	07/16/14	CEMENT	37.82		412644		D	N				MTCE. OF OTHER I	101.43425.0226
	40102	07/16/14	CEMENT	29.94		412811		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	190.70										
				190.70		*CHECK TOTAL								
PEST PRO II			001968											
	40103	07/16/14	PROFESSIONAL SERVICES	36.00		15477		D	N				PROFESSIONAL SER	101.45435.0446
PETERSON SHOE STORE			000608											
	40104	07/16/14	MAXFIELD-SAFETY BOOTS	125.00		157940		D	N				SUBSISTENCE OF P	651.48484.0227
PETERSON/MICHAEL			.01281											
	40105	07/16/14	SIGN DEPOSIT REF 2014-16	100.00		2014-16		D	N				DEPOSITS-SIGN PE	101.230001
PING HD			002919											
	40106	07/16/14	SOFTWARE LICENSE	125.00		2217		D	N				PREPAID EXPENSES	101.128000
	40106	07/16/14	SOFTWARE LICENSE	25.00		2217		D	N				LICENSES AND TAX	101.45433.0445
			VENDOR TOTAL	150.00										
				150.00		*CHECK TOTAL								
PREMIUM WATERS INC			000374											
	40107	07/16/14	DRINKING WATER	30.00		329949/6-14		D	N				SUBSISTENCE OF P	101.42412.0227
	40107	07/16/14	SOFTENER SALT	12.00		329949/6-14		D	N				GENERAL SUPPLIES	101.42412.0229
			VENDOR TOTAL	42.00										
				42.00		*CHECK TOTAL								
REGAL STARTER & GENERATO			002686											
	40108	07/16/14	#993744 REPAIR-PARTS	129.95		12177		D	M	07			MTCE. OF EQUIPME	101.43425.0224
RIDLER/BECCA			.01965											
	40109	07/16/14	GARDEN CLASS SUPPLIES	9.62		070214		D	N				GENERAL SUPPLIES	101.45435.0229
	40109	07/16/14	CLEANING SUPPLIES	5.77		070214		D	N				CLEANING AND WAS	101.45437.0228
	40109	07/16/14	POOL PARTY SUPPLIES	19.98		070214		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	35.37										
				35.37		*CHECK TOTAL								
RIDLER/JENNIFER			.01578											
	40110	07/16/14	SPECIAL EVENT SUPPLIES	47.30		070214		D	N				GENERAL SUPPLIES	101.45437.0229
ROSENBAUER MINNESOTA LLC			003062											
	40111	07/16/14	GRAPHICS-2014 FIRE TRUCK	860.00		13192		D	N				MACHINERY AND AU	450.42412.0553
SCHWEISS BI-FOLD DOORS			002458											
	40112	07/16/14	HNGR DOOR REPAIR-PARTS	32.94		40436		D	N				MTCE. OF STRUCTU	230.43430.0225

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
SCHWEISS BI-FOLD DOORS			002458											
	40112	07/16/14	HNGR DOOR REPAIR-LABOR	236.00		40436		D	N				MTCE. OF STRUCTU	230.43430.0335
				268.94	*CHECK	TOTAL								
			VENDOR TOTAL	268.94										
SCHWIETERS			003031											
	40113	07/16/14	#121406 REPAIR-LABOR	224.64		102277		D	N				MTCE. OF EQUIPME	101.42411.0334
SERVICE CENTER/CITY OF W			000685											
	40114	07/16/14	GAS-89.95 GALLONS	306.58		STMT/6-14		D	N				MOTOR FUELS AND	101.41402.0222
	40114	07/16/14	GAS-18.71 GALLONS	63.42		STMT/6-14		D	N				MOTOR FUELS AND	101.41408.0222
	40114	07/16/14	GAS-1841.21 GALLONS	6,317.47		STMT/6-14		D	N				MOTOR FUELS AND	101.42411.0222
	40114	07/16/14	EQUIPMENT REPAIR-OIL	100.30		STMT/6-14		D	N				MOTOR FUELS AND	101.42411.0222
	40114	07/16/14	EQUIPMENT REPAIR-PARTS	985.49		STMT/6-14		D	N				MTCE. OF EQUIPME	101.42411.0224
	40114	07/16/14	DIESEL-189.59 GALLONS	597.21		STMT/6-14		D	N				MOTOR FUELS AND	101.42412.0222
	40114	07/16/14	GAS-101.03 GALLONS	348.55		STMT/6-14		D	N				MOTOR FUELS AND	101.42412.0222
	40114	07/16/14	GAS-131.52 GALLONS	451.92		STMT/6-14		D	N				MOTOR FUELS AND	101.43417.0222
	40114	07/16/14	DIESEL-1900.4 GALLONS	6,016.60		STMT/6-14		D	N				MOTOR FUELS AND	101.43425.0222
	40114	07/16/14	GAS-1352.72 GALLONS	4,637.08		STMT/6-14		D	N				MOTOR FUELS AND	101.43425.0222
	40114	07/16/14	EQUIPMENT REPAIR-OIL	431.40		STMT/6-14		D	N				MOTOR FUELS AND	101.43425.0222
	40114	07/16/14	EQUIPMENT REPAIR-PARTS	258.59		STMT/6-14		D	N				MTCE. OF EQUIPME	101.43425.0224
	40114	07/16/14	DIESEL-39.49 GALLONS	125.33		STMT/6-14		D	N				MOTOR FUELS AND	101.45433.0222
	40114	07/16/14	GAS-70.48 GALLONS	239.53		STMT/6-14		D	N				MOTOR FUELS AND	101.45433.0222
	40114	07/16/14	DIESEL-125 GALLONS	396.54		STMT/6-14		D	N				MOTOR FUELS AND	230.43430.0222
	40114	07/16/14	GAS-24.92 GALLONS	84.29		STMT/6-14		D	N				MOTOR FUELS AND	651.48484.0222
	40114	07/16/14	DIESEL-130.46 GALLONS	412.12		STMT/6-14		D	N				MOTOR FUELS AND	651.48485.0222
	40114	07/16/14	EQUIPMENT REPAIR-PARTS	5.39		STMT/6-14		D	N				MTCE. OF EQUIPME	651.48485.0224
				21,777.81	*CHECK	TOTAL								
			VENDOR TOTAL	21,777.81										
SHERWIN WILLIAMS CO			000690											
	40115	07/16/14	TRAFFIC PAINT	627.00		1214-9		D	N				GENERAL SUPPLIES	101.43425.0229
	40115	07/16/14	L.S. PAINT SUPPLIES	13.49		1566-2		D	N				MTCE. OF STRUCTU	651.48485.0225
	40115	07/16/14	SHELTER PAINT	342.93		2388-0		D	N				MTCE. OF STRUCTU	101.43425.0225
				983.42	*CHECK	TOTAL								
			VENDOR TOTAL	983.42										
SMEBY/ROSS			002570											
	40116	07/16/14	LAMP RECYCLING	29.00		633		D	N				CLEANING AND WAS	101.41409.0338
	40116	07/16/14	LAMP/TV RECYCLING	96.50		634		D	N				CLEANING AND WAS	101.41409.0338
				125.50	*CHECK	TOTAL								
			VENDOR TOTAL	125.50										
STACY'S NURSERY INC			000706											
	40117	07/16/14	GARDEN PROGRAM SUPPLIES	23.92		8163		D	N				GENERAL SUPPLIES	101.45435.0229
STEIN'S INC			000720											
	40118	07/16/14	CLEANING SUPPLIES	64.12		702513		D	N				CLEANING AND WAS	101.43425.0228

ACS FINANCIAL SYSTEM
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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.24 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WINDSTREAM			002100											
	40133	07/16/14	MONTHLY PHONE SERV-JUNE	860.94		STMT/6-14		D	N				COMMUNICATIONS	101.41409.0330

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Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				735,609.58										

RECORDS PRINTED - 000409

ACS FINANCIAL SYSTEM
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Vendor Payments History Report

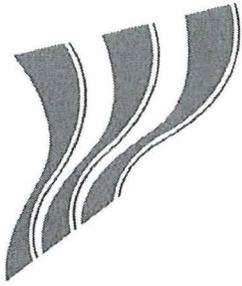
CITY OF WILLMAR
GL060S-V07.24 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	567,060.14
205	INDUSTRIAL DEVELOPMENT	2.55
208	CONVENTION & VISITORS BUREAU	5.90
230	WILLMAR MUNICIPAL AIRPORT	12,917.49
413	S.A.B.F. - #2013	5,565.00
432	C.P. - WASTE TREATMENT	26,428.15
450	CAPITAL IMPROVEMENT FUND	8,860.00
651	WASTE TREATMENT	112,382.38
741	OFFICE SERVICES	391.97
816	BIOSCIENCE GRANT	1,996.00
TOTAL ALL FUNDS		735,609.58

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	735,609.58
TOTAL ALL BANKS		735,609.58



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: NA

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 21, 2014

- | | |
|-----------------------------------|---------------------------------|
| <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:

Donation of Flags from the Veterans of Foreign Wars Post #1639

Recommended Action:

Accept the donation of flags from VFW Post #1639 presented by Commander Del Bjerketvedt.

Background/Summary:

In the past the VFW has donated flags for use at facilities and parks throughout the City of Willmar. A request was submitted to the VFW and Post #1639 has graciously agreed to donate numerous USA, State of Minnesota and POW flags to the City.

Alternatives: NA

Financial Considerations: NA

Preparer: LeAnne Freeman, Recreation Supervisor

Signature:

Comments:

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, July 14, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member
	Bruce Deblieck	Member

Others present: Finance Director Steve Okins, City Clerk Kevin Halliday, Fire Chief Gary Hendrickson, Police Chief Jim Felt, MUC General Manager Wes Hompe, MUC Finance Director Tim Hunstad, KAT Transit Director Tiffany Collins, Mayor Frank Yanish, Council Member Jim Dokken, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Willmar Municipal Utilities Financial Report (Information)

MUC General Manager Wes Hompe and Finance Director Tim Hunstad presented information on the MUC 2013 Financial Report as well as a summary of the MUC financial status as of May 31, 2014. The Statements of Revenues and Expenses as of December 31, 2013, reflect a net change in position of a negative \$37,610 which is attributable to expenses booked for market value decreases during 2013. It was noted that market values have rebounded to date in 2014 reflecting a positive balance in investment income. Other discussion included an update on the wind turbines. This matter was for information only.

Item No. 4 Transit Joint Powers Agreement (Resolution and Motion)

City Clerk Kevin Halliday explained that pursuant to the directive from the MNDOT Office of Transit, elected officials from KAT and Renville County have been meeting to draft a new joint powers agreement, by-laws, and governing policies. The timeline for this new agency is set for an operational start of January 1, 2015. Most agreements, by-laws and operational policies should be finalized by the August, 2014, submission deadlines for the 2015 grant funding applications. Assets, bus titles, and cash reserves will be combined and existing employees will be hired by this new transit agency. The KAT Transit Director will take the lead role with the Renville County Transit Director as the assistant. Attrition will be the only planned reduction in staff, if any. The estimated cost sharing arrangement for the new transit entity will be one-third each for the City of Willmar, Kandiyohi County, and Renville County. This final draft of the new Joint Powers Agreement presented to the Committee has been approved by the attorneys for Renville County, Kandiyohi County, the City of Willmar, and KAT and needs to be ratified by both the County Board and the Willmar City Council. Additionally, two council members need to be appointed to represent the City on the new Transit Board as well.

Following discussion, Council Member Nelsen moved to introduce a resolution authorizing the Mayor and City Administrator to execute the new Transit Joint Powers Agreement. Council Member Fagerlie seconded the motion which carried.

Council Member Nelsen then moved to appoint the two council members currently representing the City on the existing KAT Board to the new Transit Board, which are Bruce Deblieck and Rick Fagerlie. Council Member Johnson seconded the motion which carried.

Item No. 5 Sale of Fire Engine 8 (Resolution)

Fire Chief Gary Hendrickson explained that the Fire Department recently took delivery of the new Ladder Truck which replaces the 1991 E-One Hush Truck (Engine 8). The Town of Clara City has offered \$25,000 to purchase Engine 8. Another option would be to retain Engine 8 as a backup engine or for use in another department; however, the costs of regular maintenance need to be taken into consideration for a fire truck that is not used regularly. Consequently, staff's recommendation is to sell Engine 8 to Clara City for \$25,000.

Following discussion, Council Member Nelsen moved to introduce a resolution approving the sale of the 1991 E-One Hush Fire Truck (Engine 8) to the Town of Clara City for \$25,000. Council Member Deblieck seconded the motion which carried.

Item No. 6 School Resource Officer Agreement 2014 - 2017 (Resolution)

Police Chief Jim Felt explained that Willmar Schools have contracted with the Willmar Police Department for school resource officers for over 15 years. The most recent three-year contract concluded in June which was for three officers assigned during the school year to the Willmar High School, Middle School, and Alternative Learning Center/Elementary Schools. Staff is proposing a new agreement for 2014 - 2017 incorporating an increase of \$33,000 over the three-year period.

Following discussion, Council Member Fagerlie moved to introduce a resolution authorizing the City Administrator to execute the 2014-2017 School Resource Officers Agreement as presented. Council Member Nelsen seconded the motion which carried.

Item No. 7 General Obligation Improvement Bonds 2014B (Resolution)

Finance Director Steve Okins explained that staff was directed to work with the local lending institutions to develop a negotiated sale of \$1,000,000 for funding the 2014 Street Improvements. Results show that by utilizing local options, the interest rate will be 2.17% which is slightly higher than the metro rate; however, there are less underwriting costs involved so overall expenditures will be similar to traditional bonding. Staff is recommending that the Council proceed with the local funding option.

Following discussion, Council Member Deblieck moved to introduce a resolution authorizing the Mayor and City Administrator to execute the agreements for the negotiated sale of \$1,000,000 of General Obligation Improvement Bonds 2014B through local lending institutions as presented for financing the 2014 Street Improvements. Council Member Nelsen seconded the motion which carried.

Item No. 8 Reports (Information)

2013 General Fund Staff presented the preliminary December 31, 2013, General Fund Revenues and Expenditures noting that more detail will be brought to the Committee in the near future to authorize budget overages. This matter was for information only.

Item No. 9 Old Business (Information)

There was no old business.

Item No. 10 New Business (Information)

Council Member Deblieck indicated that Dan Groothuis had sent an e-mail to council members last weekend regarding agriculture land owned by the City. Vice-Chair Johnson will forward this e-mail to the City Administrator to issue a response and/or forward to appropriate staff to address.

There being no further business to come before the Committee, the meeting was adjourned at 5:33 p.m.

Respectfully submitted,

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

Carol Cunningham
Accounting Supervisor

WILLMAR MUNICIPAL UTILITIES

STATEMENTS OF NET POSITION

	December 31,	
	2013	2012
ASSETS		
Current Assets		
Cash and Investments	\$ 9,193,948	\$ 8,640,246
Accounts Receivable (Net of Allowance for Doubtful Accounts of \$10,200 and \$10,200, respectively)	2,479,387	2,912,913
Inventory	952,020	1,172,221
Prepaid Expenses	876,652	816,683
Total Current Assets	<u>13,502,007</u>	<u>13,542,063</u>
Noncurrent Assets		
Restricted Investments	12,366,724	11,315,451
Capital Assets		
Assets Not Being Depreciated	2,572,566	1,913,445
Other Capital Assets, Net of Depreciation	27,190,382	28,692,896
Net Capital Assets	<u>29,762,948</u>	<u>30,606,341</u>
Total Noncurrent Assets	<u>42,129,672</u>	<u>41,921,792</u>
Total Assets	<u>\$ 55,631,679</u>	<u>\$ 55,463,855</u>
LIABILITIES AND NET POSITION		
Current Liabilities		
Current Portion of Long-Term Debt	\$ 575,000	\$ 555,000
Accounts Payable	2,018,243	1,464,746
Payable to City of Willmar	613,152	496,888
Consumer Deposits	246,415	216,815
Accrued Expenses		
Interest	170,144	179,463
Salaries Payable	104,451	82,259
Accrued Taxes	129,556	56,334
Total Current Liabilities	<u>3,856,961</u>	<u>3,051,505</u>
Noncurrent Liabilities		
Noncurrent Portion of Long-Term Debt		
Bonds Payable	7,160,000	7,735,000
Compensated Absences	1,005,690	1,030,712
Total Noncurrent Liabilities	<u>8,165,690</u>	<u>8,765,712</u>
Total Liabilities	<u>12,022,651</u>	<u>11,817,217</u>
Net Position		
Net Investment in Capital Assets	22,027,948	22,316,341
Restricted	12,366,724	11,315,451
Unrestricted	9,214,356	10,014,846
Total Net Position	<u>43,609,028</u>	<u>43,646,638</u>
Total Liabilities and Net Position	<u>\$ 55,631,679</u>	<u>\$ 55,463,855</u>

See Accompanying Notes to the Financial Statements

WILLMAR MUNICIPAL UTILITIES

STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	Years Ended December 31,	
	2013	2012
OPERATING REVENUES		
Electric Energy	\$ 26,526,514	\$ 26,464,607
Water	2,009,774	2,085,994
Heating	957,409	802,760
Penalties	224,386	225,051
Other Revenues	156,836	125,171
Total Operating Revenues	29,874,919	29,703,583
OPERATING EXPENSES		
Production		
Operations	2,877,768	3,294,236
Maintenance	1,408,099	769,121
Purchased Power	14,494,797	12,923,526
Transmission	227,113	290,242
Distribution		
Operations	815,988	782,260
Maintenance	589,170	532,631
Customer Accounts	444,796	409,278
Energy Services	197,465	223,252
Administrative and General	3,881,938	3,300,128
Depreciation	2,284,151	2,308,461
Total Operating Expenses	27,221,285	24,833,135
Operating Income (Loss)	2,653,634	4,870,448
NONOPERATING REVENUES (EXPENSES)		
Investment Income	(369,973)	271,490
Refunds and Reimbursements		12,538
Merchandise and Contract Work, Net	29,570	52,673
Gain (Loss) on Disposition of Property	(1,007)	55,659
Interest Expense	(354,261)	(373,567)
Total Nonoperating Revenues (Expenses)	(695,671)	18,793
Income (Loss) Before Transfers	1,957,963	4,889,241
TRANSFERS TO THE CITY OF WILLMAR	1,995,573	1,918,820
Change in Net Position	(37,610)	2,970,421
NET POSITION, BEGINNING OF YEAR, AS ORIGINALLY STATED		40,735,136
PRIOR PERIOD ADJUSTMENT		(58,919)
NET POSITION, BEGINNING OF YEAR, AS RESTATED	43,646,638	40,676,217
NET POSITION, END OF YEAR	\$ 43,609,028	\$ 43,646,638

See Accompanying Notes to the Financial Statements

WILLMAR MUNICIPAL UTILITIES

STATEMENTS OF CASH FLOWS

	Years Ended December 31,	
	2013	2012
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from Customers	\$ 30,308,445	\$ 29,292,594
Payments to Suppliers	(20,169,707)	(18,842,556)
Payments to Employees	(3,837,442)	(4,039,300)
Net Cash Provided (Used) by Operating Activities	6,301,296	6,410,738
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Transfers to the City of Willmar	(1,995,573)	(1,918,820)
Merchandise and Contract Work, Net	29,570	52,673
Net Cash Provided (Used) by Noncapital Financing Activities	(1,966,003)	(1,866,147)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Additions to Utility Plant	(1,441,765)	(2,656,078)
Proceeds from Disposition of Property		108,008
Principal Payments on Long-Term Debt	(555,000)	(535,000)
Interest Paid on Long-Term Debt	(363,580)	(382,302)
Net Cash Provided (Used) by Capital and Related Financing Activities	(2,360,345)	(3,465,372)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest Received	(369,973)	271,490
Refunds and Reimbursements Received		12,538
Purchase of Restricted Investments	(1,263,800)	(817,578)
Redemption of Restricted Investments	212,527	763,230
Net Cash Provided (Used) by Investing Activities	(1,421,246)	229,680
Net Increase (Decrease) in Cash and Cash Equivalents	553,702	1,308,899
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	8,640,246	7,331,347
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 9,193,948	\$ 8,640,246
RECONCILIATION OF CASH AND CASH EQUIVALENTS		
Cash and Cash Equivalents	\$ 4,478,078	\$ 2,129,109
Temporary Cash Investments	4,715,870	6,511,137
Total	\$ 9,193,948	\$ 8,640,246

See Accompanying Notes to the Financial Statements

WILLMAR MUNICIPAL UTILITIES

STATEMENTS OF CASH FLOWS

	Years Ended December 31,	
	<u>2013</u>	<u>2012</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO CASH FLOWS FROM OPERATING ACTIVITIES		
Operating Income (Loss)	\$ 2,653,634	\$ 4,870,448
Adjustments to Reconcile Operating Income (Loss)		
Net Cash Provided (Used) by Operating Activities		
Depreciation	2,284,151	2,308,461
Allowance for Uncollectible Accounts		200
(Increase) Decrease in Assets		
Accounts Receivable	433,526	(411,189)
Inventory	220,201	(207,494)
Prepaid Expenses	(59,969)	(59,424)
Increase (Decrease) in Liabilities		
Accounts Payable	553,497	(84,324)
Payable to City of Willmar	116,264	89,227
Consumer Deposits	29,600	36,299
Compensated Absences	(25,022)	(143,285)
Accrued Expenses	95,414	11,819
	<u>6,301,296</u>	<u>6,410,738</u>
Net Cash Provided (Used) by Operating Activities	<u>\$ 6,301,296</u>	<u>\$ 6,410,738</u>

See Accompanying Notes to the Financial Statements

Statements of Revenues and Expenses

	2013 Budget	2013 Actual	2013 Variance	2012 Actual	Increase (Decrease)
Operating Revenues					
Utility Revenues					
Electric Energy	\$ 27,192,600	\$ 26,526,514	\$ (666,086)	\$ 26,464,607	\$ 61,907
Water	2,011,000	2,009,774	(1,226)	2,085,994	(76,220)
Heating	922,500	957,409	34,909	802,760	154,649
Penalties	237,000	224,386	(12,614)	225,051	(665)
Other Revenues	98,700	156,836	58,136	125,171	31,665
Total Operating Revenues	30,461,800	29,874,919	(586,881)	29,703,583	171,336
Operating Expenses					
Production					
Operations	3,658,700	2,877,768	780,932	3,294,236	(416,468)
Maintenance	1,287,100	1,408,099	(120,999)	769,121	638,978
Purchased Power	14,629,800	14,494,797	135,003	12,923,526	1,571,271
Transmission	233,500	227,113	6,387	290,242	(63,129)
Distribution					
Operations	782,400	815,988	(33,588)	782,260	33,728
Maintenance	606,200	589,170	17,030	532,631	56,539
Customer Accounts	474,000	444,796	29,204	409,278	35,518
Energy Services	266,200	197,465	68,735	223,252	(25,787)
Administrative & General	3,609,500	3,881,938	(272,438)	3,300,128	581,810
Depreciation	2,313,400	2,284,151	29,249	2,308,461	(24,310)
Total Operating Expenses	27,860,800	27,221,285	639,515	24,833,135	2,388,150
Operating Income	2,601,000	2,653,634	52,634	4,870,448	(2,216,814)

Statements of Revenues and Expenses (Cont'd.)

	2013 Budget	2013 Actual	2013 Variance	2012 Actual	Increase (Decrease)
Other Income (Expense)					
Investment Income	\$ 192,400	\$ (369,973)	\$ (562,373)	\$ 271,490	\$ (641,463)
Equity Interest in Joint Venture			-	12,538	(12,538)
Merchandise & Contract Work (Net)	(22,000)	29,570	51,570	52,673	(23,103)
Gain (Loss) on Disposition of Property		(1,007)	(1,007)	55,659	(56,666)
Interest Expense	(346,600)	(354,261)	(7,661)	(373,567)	19,306
Total Other Income (Expenses)	(176,200)	(695,671)	(519,471)	18,793	(714,464)
Income Before Transfer	2,424,800	1,957,963	(466,837)	4,889,241	(2,931,278)
Transfer to City of Willmar	(1,955,400)	(1,995,573)	(40,173)	(1,918,820)	(76,753)
Change in Net Position	\$ 469,400	\$ (37,610)	\$ (507,010)	\$ 2,970,421	\$ (3,008,031)

Operating Results Analysis – May 2014 Year To DateElectric

- Revenues (without transmission) are \$10.501 million. This is \$0.086 million (+0.8%) above 2013 and \$0.059 million unfavorable to budget. GRE transmission revenues are \$0.659 million year-to-date May and are offset by transmission charges of \$0.813 million.
- Total kwh sales were the same as May 2013 and are up 1% over year-to-date 2013.
- Total operating expenses are \$9.818 million. This is \$0.242 higher than 2013 (includes transmission in 2014) and \$0.099 million unfavorable to budget. Key budget to actual differences include positive variances for the wind turbine maintenance accrual, higher sales of excess power in the first four months of the year and timing on depreciation; offset by the splitting out of the transmission expenses and timing in the allocation of customer service and G&A expenses.
- Operating income of \$1.341 million is \$0.502 million above 2013 and is \$0.502 million favorable to budget.

Water

- Revenues are \$0.743 million. This is \$0.003 million (+0.5%) above 2013 and \$0.004 million (-0.5%) unfavorable to budget.
- Total cubic feet sales were up 2% over the month of May 2013 and are up 1% over year-to-date 2013.
- Total operating expenses are \$0.707 million. This is \$0.031 million lower than 2013 and \$0.090 million favorable to budget. Key budget to actual differences include positive variances in customer service and G&A allocations and depreciation due to timing offset somewhat by distribution maintenance due to higher than planned main/service breaks.
- Operating income of \$0.036 million is \$0.034 million over 2013 and is \$0.086 million favorable to budget.

Heating

- Revenues are \$0.641 million. This is \$0.054 million (+9.1%) above 2013 and \$0.047 million (+7.8%) favorable to budget.
- Kwh sales were down 2% over the month of May 2013 and are up 3% over year-to-date 2013.
- Total operating expenses are \$0.425 million. This is \$0.015 million lower than 2013 and \$0.071 favorable to budget. Key budget to actual differences include positive variances in purchased power and timing differences on G&A allocations and depreciation.
- Operating income of \$0.216 million is \$0.068 million over 2013 and is \$0.117 million favorable to budget.

Combined

- Total operating income of \$1.594 million is \$0.604 million over 2013 and is \$0.705 million favorable to budget. As previously mentioned the key differences are:
 - Wind turbine maintenance accrual
 - Higher than planned energy sales in the first four months

BUDGET CODE - E - EQUALLY DIVIDED L - LAST YEAR P - PERCENTAGE PERIOD ENDING MAY 2014

2013 5 MONTHS	ACTUAL 12 MONTHS		2014 12 MONTHS	BUDGET 5 MONTHS	ACTUAL 5 MONTHS	UNDER/(OVER)
OPERATING REVENUES						
3,042,277	7,557,949	RESIDENTIAL OPERATING REVENUES	7,624,500	3,072,673	3,115,052	(42,379)
7,270,533	19,003,150	COMMERCIAL/INDUSTRIAL REVENUES	19,299,100	7,392,265	7,275,761	116,504
1-	1-	ENERGY ACQUISITION/FUEL ADJ				
101,674	256,175	MISCELLANEOUS REVENUE	224,500	93,702	768,229	(674,527)
-----	-----	* TOTAL * OPERATING REVENUES	27,148,100	10,558,640	11,159,042	(600,402)
10,414,483	26,817,273	OPERATING EXPENSES				
974,680	2,637,776	PRODUCTION OPERATION	2,770,700	1,094,198	1,117,070	(22,872)
448,592	1,342,959	PRODUCTION MAINTENANCE	863,219	304,942	83,673	221,269
5,388,921	13,938,132	PURCHASED POWER	14,575,911	5,608,441	4,867,772	740,669
69,344	179,828	TRANSMISSION OPERATION	182,753	74,316	887,157	(812,841)
12,370	47,274	TRANSMISSION MAINTENANCE	181,937	40,506	152,893	(112,387)
247,619	611,005	DISTRIBUTION OPERATION	612,419	225,067	217,858	7,209
194,296	405,651	DISTRIBUTION MAINTENANCE	374,400	197,756	217,761	(20,005)
194,079	455,636	CUSTOMER SERVICE	519,485	203,326	214,586	(11,260)
1,300,216	3,144,357	GENERAL & ADMINISTRATIVE	2,882,689	1,181,486	1,332,531	(151,045)
744,595	1,776,022	DEPRECIATION	1,894,992	788,764	726,318	62,446
-----	-----	* TOTAL * OPERATING EXPENSES	24,858,505	9,718,802	9,817,619	(98,817)
9,574,712	24,538,640	OPERATING INCOME				
839,771	2,278,633	OTHER INCOME	282,164	120,343	109,802	10,541
101,124	278,085-	OTHER DEDUCTIONS	326,606	136,011	136,901	(890)
139,980	336,440	NET EARNINGS				
800,915	1,664,108	INTERGOVERNMENTAL TRANSFER	1,867,856	762,085	778,273	(16,188)
733,275	1,796,015	RETAINED EARNINGS	377,297	62,085	536,051	(473,966)
67,640	131,907-	=====				

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BUDGET CODE - E - EQUALLY DIVIDED L - LAST YEAR P - PERCENTAGE PERIOD ENDING MAY 2014

2013 5 MONTHS	ACTUAL 12 MONTHS		2014 12 MONTHS	BUDGET 5 MONTHS	ACTUAL 5 MONTHS	UNDER/(OVER)
OPERATING REVENUES						
388,596	1,081,556	RESIDENTIAL OPERATING REVENUES	1,108,300	397,879	384,973	12,906
331,040	928,218	COMMERCIAL/INDUSTRIAL REVENUES	924,700	330,117	336,392	(6,275)
20,182	85,971	MISCELLANEOUS REVENUE	84,800	19,295	21,929	(2,634)
-----	-----	* TOTAL * OPERATING REVENUES	-----	-----	-----	-----
739,818	2,095,745		2,117,800	747,291	743,294	3,997
OPERATING EXPENSES						
100,012	239,969	PRODUCTION OPERATION	260,900	110,031	106,032	3,999
28,891	64,629	PRODUCTION MAINTENANCE	106,800	41,804	40,452	1,352
51,440	128,288	PURCHASED POWER	147,000	58,947	66,225	(7,278)
56,767	179,291	DISTRIBUTION OPERATION	163,500	61,305	64,209	(2,904)
44,015	110,062	DISTRIBUTION MAINTENANCE	106,600	64,987	89,712	(24,725)
69,904	177,730	CUSTOMER SERVICE	203,880	80,124	50,838	29,286
240,780	582,290	GENERAL & ADMINISTRATIVE	535,541	221,713	177,834	43,879
145,781	313,092	DEPRECIATION	338,387	157,859	111,614	46,245
-----	-----	* TOTAL * OPERATING EXPENSES	-----	-----	-----	-----
737,590	1,795,351		1,862,608	796,770	706,916	89,854
-----	-----	OPERATING INCOME	-----	-----	-----	-----
2,228	300,394		255,192	49,479-	36,378	(85,857)
-----	-----	OTHER INCOME	-----	-----	-----	-----
10,039	37,250-		28,800	11,857	9,386	2,471
7,427	17,819	OTHER DEDUCTIONS	13,590	5,667	6,227	(560)
-----	-----	NET EARNINGS	-----	-----	-----	-----
4,840	245,325		270,402	43,289-	39,537	(82,826)
-----	-----	INTERGOVERNMENTAL TRANSFER	-----	-----	-----	-----
57,032	139,690		145,278	59,273	60,532	(1,259)
-----	-----	RETAINED EARNINGS	-----	-----	-----	-----
52,192-	105,635		125,124	102,562-	20,995-	(81,567)
=====	=====		=====	=====	=====	=====
%	5%		5%	%	%	

BUDGET CODE - E - EQUALLY DIVIDED L - LAST YEAR P - PERCENTAGE

PERIOD ENDING MAY

2014

2013 ACTUAL		2014 BUDGET		ACTUAL	UNDER/(OVER)
5 MONTHS	12 MONTHS	12 MONTHS	5 MONTHS	5 MONTHS	
OPERATING REVENUES					
87,899	122,831	RESIDENTIAL OPERATING REVENUES	112,000	80,192	(13,538)
534,548	834,577	COMMERCIAL/INDUSTRIAL REVENUES	800,000	512,800	(32,702)
36,622-	36,622-	ENERGY ACQUISITION/FUEL ADJ			
1,704	4,487	MISCELLANEOUS REVENUE	4,200	1,596	(264)
-----	-----	* TOTAL * OPERATING REVENUES	916,200	594,588	(46,504)
OPERATING EXPENSES					
82	82	PRODUCTION OPERATION	100	100	100
2,495	10,450	PRODUCTION MAINTENANCE	16,700	3,000	2,733
250,368	381,709	PURCHASED POWER	465,500	305,235	39,023
9,186	25,662	DISTRIBUTION OPERATION	24,500	9,824	1,871
22,895	73,438	DISTRIBUTION MAINTENANCE	68,700	24,975	2,123
3,495	8,887	CUSTOMER SERVICE	10,194	4,006	1,465
64,208	155,277	GENERAL & ADMINISTRATIVE	142,811	59,123	11,701
87,020	195,033	DEPRECIATION	200,289	89,342	11,759
-----	-----	* TOTAL * OPERATING EXPENSES	928,794	495,605	70,775
439,749	850,538	OPERATING INCOME	12,594-	98,983	(117,279)
147,780	74,735	OTHER INCOME	21,420	8,825	2,255
7,556	26,075-	INTERGOVERNMENTAL TRANSFER	62,262	25,402	(540)
24,442	59,867	RETAINED EARNINGS	53,436-	82,406	(114,484)
-----	-----		=====	=====	=====
130,894	11,207-			196,890	
=====	=====			=====	=====
22%	%		%	13%	30%

BUDGET CODE - E - EQUALLY DIVIDED L - LAST YEAR P - PERCENTAGE PERIOD ENDING MAY 2014

2013 ACTUAL			2014 BUDGET		ACTUAL	UNDER/ (OVER)
5 MONTHS	12 MONTHS		12 MONTHS	5 MONTHS		
OPERATING REVENUES						
3,518,772	8,762,336	RESIDENTIAL OPERATING REVENUES	8,844,800	3,550,744	3,593,755	(43,011)
8,136,121	20,765,945	COMMERCIAL/INDUSTRIAL REVENUES	21,023,800	8,235,182	8,157,655	77,527
36,623-	36,623-	ENERGY ACQUISITION/FUEL ADJ				
123,560	346,633	MISCELLANEOUS REVENUE	313,500	114,593	792,018	(677,425)
11,741,830	29,838,291	* TOTAL * OPERATING REVENUES	30,182,100	11,900,519	12,543,428	(642,909)
OPERATING EXPENSES						
1,074,774	2,877,827	PRODUCTION OPERATION	3,031,700	1,204,329	1,223,102	(18,773)
479,978	1,418,038	PRODUCTION MAINTENANCE	986,719	349,746	124,392	225,354
5,690,729	14,448,129	PURCHASED POWER	15,188,411	5,972,623	5,200,209	772,414
69,344	179,828	TRANSMISSION OPERATION	182,753	74,316	887,157	(812,841)
12,370	47,274	TRANSMISSION MAINTENANCE	181,937	40,506	152,893	(112,387)
313,572	815,958	DISTRIBUTION OPERATION	800,419	296,196	290,020	6,176
261,206	589,151	DISTRIBUTION MAINTENANCE	549,700	287,718	330,325	(42,607)
267,478	642,253	CUSTOMER SERVICE	733,559	287,457	267,965	19,492
1,605,204	3,881,924	GENERAL & ADMINISTRATIVE	3,561,041	1,462,323	1,557,787	(95,464)
977,396	2,284,147	DEPRECIATION	2,433,668	1,035,965	915,515	120,450
10,752,051	27,184,529	* TOTAL * OPERATING EXPENSES	27,649,907	11,011,179	10,949,365	61,814
989,779	2,653,762	OPERATING INCOME	2,532,193	889,340	1,594,063	(704,723)
118,719	341,410-	OTHER INCOME	332,384	141,025	125,758	15,267
147,407	354,259	OTHER DEDUCTIONS	340,196	141,678	143,128	(1,450)
961,091	1,958,093	NET EARNINGS	2,524,381	888,687	1,576,693	(688,006)
814,749	1,995,572	INTERGOVERNMENTAL TRANSFER	2,075,396	846,760	864,747	(17,987)
146,342	37,479-	RETAINED EARNINGS	448,985	41,927	711,946	(670,019)
1%	%		1%	%	5%	



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

Agenda Item Number: 4
Meeting Date: July 14, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: July 21, 2014

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

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Final Transit Joint Powers Agreement

Recommended Action: Approve Agreement and Authorize the Mayor and City Administrator to Sign the Agreement

Background/Summary:

Pursuant to the direction from the MNDOT Office of Transit staff, elected officials from KAT and Renville County have been meeting to draft new joint powers agreements, by-laws, and governing policies. The timeline for this new agency is set for an operational start of January 1, 2015. Most agreements, by-laws, and operational policies should be finalized by the August 2014 submission deadlines for the 2015 grant funding applications. Assets, bus titles, and cash reserves will be combined.

Existing employees will be hired by this new transit agency. The KAT Transit Director will take the lead role with the Renville County Transit Director being the assistant. Attrition will be the only planned reduction in staff (if any). The final draft was presented and approved by the County Attorney(s), Willmar City Attorney, and the KAT Attorney. This Joint Powers Agreement will need to be ratified by both the County Board and the Willmar City Council.

Alternatives:

Financial Considerations: The estimated cost sharing arrangement will be 1/3 each for the City of Willmar, Kandiyohi County, and Renville County

Preparer: City Clerk-Treasurer

Signature:

Comments:

KANDIYOHI RENVILLE TRANSIT
JOINT POWERS AGREEMENT

This joint powers agreement, for public transit services is made and entered into this _____ day of _____, 2014, by and between the Counties of Kandiyohi and Renville and the City of Willmar, Minnesota (collectively, the "Parties"),

WITNESSETH:

WHEREAS, local units of government are empowered under Minnesota Statutes Section 471.59 jointly and cooperatively to exercise any power common to the contracting parties or any similar powers; and

WHEREAS, Kandiyohi Area Transit ("KAT"), an independent joint powers entity formed by Kandiyohi County and the City of Willmar, currently provides public transportation services throughout Kandiyohi County and the City of Willmar; and

WHEREAS, Renville County currently provides public transportation services throughout Renville County; and

WHEREAS, the Parties desire to provide for an agreement between and among them establishing a _____ Joint Powers Board (hereinafter referred to as "Joint Powers Board") to succeed KAT and Renville County's current public transit operations and for purposes of providing a coordinated service delivery and funding source for public transportation throughout Kandiyohi County, Renville County, and the City of Willmar (the "Service Area"); and

WHEREAS, it is the resolution of the Kandiyohi County Board of Commissioners, Renville County Board of Commissioners, and the Willmar City Council that it is in the best interests of the people of each to enter into such an agreement in order to obtain funding and provide centralized planning and implementation of needed transit services in this portion of rural Minnesota;

NOW THEREFORE, the undersigned parties jointly agree as follows:

1. Joinder of Local Units of Government. The undersigned local units of government hereby join together for the purposes of coordinating service delivery and

providing a funding source for public transportation in and among said area through the _____ Joint Powers Board.

2. Funding Sources. It is intended and anticipated that funding for activities and programs administered under this Joint Powers Agreement shall come primarily from grant monies. The financial commitment of each member local unit of government is limited to the Joint Powers Board's operating and capital costs obligation to the Minnesota Department of Transportation as determined annually by MnDOT, which responsibility shall be borne by the Parties in equal amounts.

If future additional funding is required of the member local units of government, this will be accomplished by separate resolution.

3. Board Makeup. The Joint Powers Board shall consist of two members appointed by Kandiyohi County from its County Board, two members appointed by the City of Willmar from its City Council, two members appointed by Renville County from its County Board, and two elected officials from the remaining local units of government, one being from a local government in Kandiyohi County and one being from a local government in Renville County that are otherwise unrepresented on the Joint Powers Board, to be appointed at large by the Joint Powers Board. Any local units of government represented on the Joint Powers Board may appoint an alternate member, who may act in the place and stead of an absent Joint Powers Board member from that local unit of government including the exercise of all voting rights of that member.

4. Exercise of Powers. The powers of the Joint Powers Board shall be exercised by the members appointed to the Joint Powers Board by each member's local unit of government.

5. Meetings. The Joint Powers Board shall meet at least biannually on a schedule determined by the Board in compliance with all applicable requirements of Minnesota Statutes, Chapter 13D. Notice of meetings to Board members will take place no less than seven days prior to the meeting by phone, mail, or email. Mileage will be

reimbursed at the regular agency rate if the board member uses his or her own vehicle to attend meetings. Car-pooling is encouraged whenever possible. Mileage requests must be submitted using an agency mileage form and signed by the board member claiming reimbursement. A supervisor will review all mileage reimbursement requests for reasonableness before being paid.

6. Terms of Members. The terms of the Joint Powers Board members shall be for up to one year, whose terms shall run through December 31 of the year of their appointment. The members serve at the pleasure of their respective governing body. At the end of their terms, the individual Joint Powers Board members may be reappointed by their respective governing body.

7. Joint Powers Board Voting. Each Joint Powers Board member shall have one vote. Voting by proxy shall not be allowed, except that an alternate member may vote as provided in item 3, above. Except as specifically provided to the contrary in this Agreement, a quorum shall consist of a simple majority of board members (or their alternates), and at least one voting member (or alternate) from the County of Kandiyohi, the County of Renville, and the City of Willmar.

8. Officers. Officers of the Joint Powers Board shall be a chair, vice-chair, and treasurer, to be elected at its first meeting, whose terms shall run through December 31 of the year following their initial election. Terms thereafter shall be for one year. At the last meeting prior to completion of an officer's term, his or her successor shall be elected. This provision shall not prohibit an officer's reelection. Officers shall be chosen from among the voting Joint Powers Board members.

Agents of the Joint Powers Board shall be selected in accordance with procedures adopted by the Joint Powers Board.

9. Finances. The Joint Powers Board shall prepare an annual budget presented to each member unit of government for review and comment no later than July 31 of each year. The Joint Powers Board shall consider any such comments

received by a member unit of government in good faith, however the Joint Powers Board shall have exclusive and final decision making authority with respect to its budget.

10. Records and Reporting. The Joint Powers Board shall receive a monthly financial report of all expenditures, receipts, and current fund balances from the Executive Director. The Joint Powers Board shall cause to be made an annual audit of its books and accounts and shall make and file a report to its members including a) financial condition; b) status of projects; c) business transacted; and d) other matters which affect the interests of the Joint Powers Board. The books and records of the Joint Powers Board shall be open to inspection by members' at all reasonable times, and by the public pursuant to Minnesota Statutes, Chapter 13.

11. Powers. The Joint Powers Board is authorized and empowered to expend funds for the purpose of establishing, funding, coordinating, administering, and operating a Public Transportation Service, including but not limited to providing the transit services listed on Exhibit A attached hereto, and for any other activities necessary for an efficient Public Transportation Service.

12. Use of Earnings. No part of any net earnings of the Joint Powers Board or any transit programs established, funded, coordinated, administered or operated thereunder shall be distributed to, or otherwise benefit its members, directors, officers or other private person, except that the Joint Powers Board shall be authorized and empowered to pay reasonable compensation for services rendered.

13. Contracting. The Joint Powers Board may enter into contracts or otherwise provide for the establishment, funding, coordination, administration and operation of Public Transportation Services, except that the Joint Powers Board has no authority to bind any individual member unit of government to the expenditure of funds.

14. Property. The Joint Powers Board may acquire and hold, lease, and convey personal property necessary for the administration, operation, and coordination of a Public Transit System. At such time as the Joint Powers Board is dissolved, the disposition, dispersment, and/or transfer of any capital equipment, personal property or other assets otherwise acquired or held by the Joint Powers Board will follow federal requirements binding public transit entities. All prior owned transit property, as more specifically detailed on the attached Exhibit B, will be transferred to the Joint Powers Board, upon the effective date of this Agreement.

15. Bylaws and Operating Procedures. The Joint Powers Board may adopt such operating procedures as are necessary for its effective operation, and shall have bylaws which shall govern the operation of the Joint Powers Board and which shall initially be adopted by a majority vote of all voting members. Thereafter, the bylaws and operating procedures may be amended by a majority vote of members (or alternates) at a regular meeting or a special meeting called on at least seven days' notice to Joint Powers Board members.

16. Transit System Operations Board.

A. Membership: The Joint Powers Board shall hereby establish a 14 member Transit System Operations Board (hereinafter referred to as "Operations Board") consisting of one member representing the following groups and no county shall have less than five representatives:

Kandiyohi County	Health Care Organization
City of Willmar	Consumer (Disabilities)
Renville County	Consumer (Seniors)
Other Participating Communities	Consumer (Employee)
Human Service Organization	Education
Long Term Care	Business
Senior Organization	Other Ethnic Communities

B. Appointment: The Joint Powers Board shall make appointments to the Operations Board pursuant to solicitation of citizens through the local media. All nominees shall be required to complete the "application for appointment" on the forms prescribed by the Joint Powers Board. The application shall include letter(s) of support for the individual from representative groups throughout the local area.

C. Terms of members: The terms of the Operations Board members shall be for four (4) years. In the first year of appointment a sufficient number of members shall be appointed to two (2) year terms and three (3) year terms to assure that a maximum of five (5) member terms would expire in any given year. At the end of their terms, the individual Operations Board members may be reappointed with no limiting length of service.

D. Voting: Operations Board member shall have one vote. Voting by proxy shall not be allowed. Except as specifically provided to the contrary in this Agreement, a quorum shall consist of a simple majority of currently approved Operations board members. Voting and board participation by interactive television is allowed for the Operations Board, pursuant to the requirements of Minnesota Statutes, Section 13D. 02.

E. Officers: Officers of the Operations Board shall be a chair, vice-chair, and secretary to be elected at its first meeting called in each calendar year, whose terms shall run until a successor is elected in a new calendar year. This provision shall not prohibit an officer's re-election. Officers shall be chosen from among the voting Operations Board members.

F. Powers and Duties: The Operations Board shall:

1) Supervise and oversee the development of an annual transit services plan.

2) Adopt and promulgate such rules and regulations for the operation of the transit system, as it shall from time to time deem necessary, subject to the veto power of the Joint Powers Board.

3) Monitor and evaluate the effectiveness of the transit services.

- 4) Monitor the program expenses and adherence to the approved budget.
- 5) Evaluate the effectiveness of the procedures for the collection of fares, contracts, and other revenue sources.
- 6) Make recommendations for revenue enhancement options.
- 7) Recommend marketing plans to improve ridership.
- 8) Provide direction in the development of transit contracts for supplies, materials, equipment, facilities, and labor subject to such bidding as may be required by law.
- 9) Conduct interviews and recommend to Joint Powers Board, the better option for securing the services of an Executive Director and conducting evaluations of same.
- 10) Make such bylaws, as it may deem necessary for its own meetings.

17. Executive Director. The Joint Powers Board shall secure the services of an Executive Director who will be charged with the responsibility to design an affordable, accessible and cost effective transportation plan under the direction of the Operations Board, and perform the following additional functions.

A. Draft an annual transit services plan under the direction of the Operations Board and assure the Joint Powers Board that a "Public Transit Assistance Application", is submitted to the MN/DOT Office of Transit in compliance with current regulation.

B. Contract or employ the services of a transit system operations supervisor, dispatchers, and drivers and other positions as it shall from time to time deem necessary.

C. Control and monitor the fiscal duties of the transit system including monitoring the internal controls for the safeguarding of assets, collected fares, grant moneys, tokens, and other various revenue sources and verifying the legitimacy of bills, purchase orders, and other forms of debt incurred by the transit system, and provide monthly reports of the same to the Joint Powers Board pursuant to Paragraph 10 above.

18. Insurance

A. The Joint Powers Board will maintain liability coverage with a minimum limit equal to or greater than the maximum liability of municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended.

B. Alternatively, the Joint Powers Board may maintain equivalent private liability insurance coverage. Such private liability insurance policies must comply with the following requirements:

- Each policy shall have a limit of at least \$2 million per occurrence. If the policy contains a general aggregate limit, the general aggregate limit shall not be less than \$2,000,000.
- The insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability.

C. Each member, and each member's officers, employees, and volunteers, shall be named as additional covered parties on each policy for all claims arising from Joint Powers Board activities or operations.

D. The Joint Powers Board may in its discretion procure coverage for auto liability and damage to or loss of property. If the Joint Powers Board at any time hires employees, it will immediately acquire and maintain workers' compensation coverage.

19. Indemnification.

A. The Joint Powers Board is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.

B. The Joint Powers Board shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes, Section 466.04.

C. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

D. To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the parties that they shall be deemed a “single governmental unit” for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of another party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

E. Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

20. Effective date; termination. This agreement shall become effective on execution by all parties hereto, and shall continue in force until a party hereto gives the other contracting parties 12 months’ written notice of its termination, delivered to the County and City Administrator(s). The termination will be effective on January 1st of the next calendar year. Upon receipt of such notice from one or more members, the remaining units of government may agree to continue this agreement with the remaining members, add additional members, modify the agreement, or discontinue the arrangement contemplated herein.

21. General Terms.

A. Voluntary and Knowing Action: the parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

B. Authorized Signatories: The parties each represent and warrant to the others that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the others harmless against any breach of the foregoing representation and warranty.

C. Noticies: The Members representatives for notification for all purposes are:

To Kandiyohi County:
County Administrator
Kandiyohi County
2200 23rd Stree NE, Suite 2020
Willmar, MN 56201

To Renville County:
County Administrator
Renville County
105 South 5th Street
Olivia, MN 56277

To City of Willmar:
City Administrator
City of Willmar
333 6th Street SW
Willmar, MN 56201

D. Assignment: This Agreement may not be assigned by a Party without the written consent of the others.

E. Modifications/Amendment: Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representatives of all of the Parties hereto. The Joint Powers Board or any Party may propose amendments to

this Agreement. Such amendments shall be in the form of a resolution adopted by the Joint Powers Board or a resolution adopted by the governing body of a Party, as applicable, depending on which entity is proposing the amendment. The Party seeking to amend shall present the proposed amendment to the other Parties and to the Joint Powers Board, as applicable. The Joint Powers Board shall issue a report on all proposed amendments, including those initiated by the Joint Powers Board, explaining the amendment and process for amendment consideration and adoption. The Joint Powers Board shall include in its report a proposed resolution reflecting its recommendation regarding the proposed amendment. The Joint Powers Board shall act to approve, modify or deny, by a majority vote, the proposed amendment within ninety (90) days after the Joint Powers Board issues its report concerning the proposed amendment. Any amendment affecting the rights of a Joint Powers member requires a supermajority vote.

F. Records—Availability and Retention: Pursuant to Minn. Stat. § 16C.05, subd. 5, the Parties agree that any Party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the NAFRS and involve transactions relating to this Agreement.

G. Data Practices: The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*

H. No Waiver: Any Party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.

I. Entire Agreement: These terms and conditions constitute the entire Agreement between the Parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

J. Savings Clause: If any section, subdivision or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision or provision shall not invalidate or render unenforceable any of the remaining provision hereof.

K. Counterparts: This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, this agreement is signed by the respective chairpersons of the units of government, all pursuant to approval for the agreement and the signing of the same duly given by each of their respective Boards or Councils duly made, seconded and carried, all effective on the day and year first hereinbefore written.

ATTEST:

Administrator
Kandiyohi County

Chairman of
Kandiyohi County Commissioners

ATTEST:

Administrator
Renville County

Chairman of
Renville County Commissioners

ATTEST:

Administrator
City of Willmar

Mayor
City of Willmar

EXHIBIT A TRANSIT SERVICES

As of the effective date, The Joint Powers Board shall provide services throughout the Service Area including but not limited to the following:

- Monday Evening Service – KAT offers Monday evening service beginning September thru 1st of May for Kandi Entertainment Center (KEC) bowlers.
- KAT Carriage Transportation – Transporting groups from long term care facilities, senior living residences, group homes, etc.
- Public Transportation – Transporting the general public for a fee. KAT and RCHE provide transportation options for all residents of Kandiyohi County (adults, children, youth, elderly and individuals with disabilities).
- Fixed Flexible Route – A route that will deviate to pick up at any location within 3/4 of a mile (or 10 blocks) from any of the scheduled route stops. (provide link to routes and maps)
- Demand Response Rides (Dial-a-Ride) KAT and RCHE– A route that is directed based on the ridership demands. This type of route generally has a base route with more flexibility than that of a fixed flexible route.
- Same Day Service – Bus routes are available at times to pick up passengers on the same day for an additional fee above the base fare.
- Saturday Service – KAT offers fixed flexible route service on Saturdays from 8am to 4pm, within the city limits of Willmar. Passenger pick-ups that deviate from the city route must be pre-scheduled the day before (the dispatcher center is closed on Saturdays).
- JARC Transportation– The KAT Job Access Route is designed to provide passengers shorter rides to and from major employers in and around Industrial Park, downtown and Southeast Willmar.
- Senior Volunteer Driver Program – This program utilizes a volunteer driver using a personal vehicle to transport seniors 60 years of age or older to medical appointments, groceries, errands, etc. Similar programs in both KAT and RCHE.
- New London/Spicer Senior Dining – A weekday bus route that picks up New London and Spicer city residents going to each of the nutrition sites.
- Group Transportation – KAT for Community - elderly and disabled group transportation.
- Group Transportation for various groups such as summer recreation, nursing homes, and other community groups in Renville County for seasonal transportation and holiday celebrations including the general public.

EXHIBIT B

As of the Effective Date, the capital equipment and other transit property owned by each of the Parties that will be transferred to the Joint Powers Board is as follows:

Fleet #	Vin	Make	Model	Class	Fuel	Year	Owner	Mileage	Est. Value
80	1HVBEABM61H360063	Intl	Eldorado	500	Diesel	2001	KAT	284,767	\$ 2,000.00
81	1FD4E45P09DA22848	Ford	Elkhart	400	Diesel	2009	KAT	142,454	\$ 7,750.00
82	1FD4E45P48DB26767	Ford	Elkhart	400	GAS	2011	KAT	89,505	\$ 17,500.00
83	1FD4E45P79DA50159	Ford	Elkhart	400	Diesel	2009	KAT	133,966	\$ 7,350.00
84	1FD4E45P08DA22776	Ford	Elkhart	400	GAS	2011	KAT	82,791	\$ 18,000.00
85	1FD4E45P88DB51751	Ford	Elkhart	400	Diesel	2008	KAT	165,261	\$ 5,250.00
86	1FD4E45P48DB29863	Ford	Elkhart	400	GAS	2011	KAT	57,189	\$ 21,500.00
87	1FD4E45P69DA21316	Ford	Elkhart	400	Diesel	2009	KAT	139,904	\$ 8,050.00
88	1FD4E45P7DA61769	Ford	Elkhart	400	Diesel	2007	KAT	231,600	\$ 2,750.00
89	1HVBTA5M53H567224	Intl	Goshen	500	Diesel	2003	KAT	241,952	\$ 3,400.00
90	1GBGV1958F411420	Chevy	5500	500	Diesel	2008	KAT	107,694	\$ 19,500.00
91	5WEASAAM3EH017645	Intl	Goshen	500	GAS	2014	KAT	1,717	\$ 59,500.00
5310	1FD4E45P38DB23563	Ford	Star Trans	400	Diesel	2008	KAT	49,939	\$ 21,000.00
173	1FD4E45P3DDA70002	Ford	Eldorado	400	GAS	2013	RCHE	33,598	\$ 44,000.00
172	1FD4E45P3CDB38183	Ford	Eldorado	400	GAS	2012	RCHE	53,844	\$ 38,000.00
171	1FD4E45P88DB12225	Ford	Eldorado	400	GAS	2011	RCHE	101,000	\$ 24,000.00
169	1FD4E45S98DA50688	Ford	Eldorado	400	GAS	2008	RCHE	197,417	\$ 5,250.00
167	1GBHG31U271160004	Chevy	Turtletop	400	GAS	2007	RCHE	66,450	\$ 15,500.00
166	1FD4E45S66HB33062	Ford	Eldorado	400	GAS	2006	RCHE	300,225	\$ 2,500.00
157	1FD4E45S72HA69799	Ford	Eldorado	400	GAS	2002	RCHE	304,000	\$ 2,500.00
VAN	1D4GP24303B215724	Dodge	Caravan		Gas		RCHE	161,948	\$ 2,900.00

Other KAT Capital Assets:

- Office, Maintenance and Storage Facility located at 1320 22nd Street SW Willmar
- Downtown Bus Shelter located at 4th Street SW and Becker Ave SW Willmar
- 4 Mobile vehicle lifts
- John Deere Lawn Tractor with snow blower

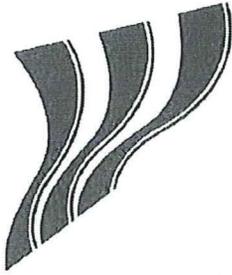
**Kandiyohi Renville Transit
Operations board
By-Laws**

Adopted _____

Section 16. Transit System Operations Board

- A. Sub-Committees: The Kandiyohi Renville Operations Board shall be comprised of two sub committees. The sub-committees will deal with general and specific areas of concern. The Operations Board chairperson will assign members to the appropriate sub-committees. The sub-committees and their responsibilities are as follows:
1. Administration Sub-Committee: Human resources (including personnel policies), budget (including financial reviews and audits), insurance, etc.
 2. Expansion/System Management Sub-Committee: Route design and development, fundraising, operating policies, advertising/marketing, complaints, etc.
- B. Other Committees – The Kandiyohi Renville Operations Board shall form other committees as deemed necessary. Examples of these Committee are as follows but not limited to:
1. Executive Committee: This Committee consists of the Operations Board Officers and is called upon by the Transit Director at his/her discretion.
 2. Building Committee: This Committee consists of Board members appointed by the Operations Board and is called upon by the Transit Director at his/her discretion.
- C. Fiscal Responsibility: The Joint Powers Board has directed the Kandiyohi Renville Operations Board the ability to enter into expense and revenue contracts of \$5,000 or less.
- D. Meeting: The Kandiyohi Renville Operations Board meetings shall be called when ever deemed necessary by the Board Members with a minimum of 4 meetings (quarterly) a year. The Kandiyohi Renville Operations Board meetings shall be scheduled for the fourth Tuesday of the month with changes in the aforementioned dates at the discretion of the Transit Director. Notice of meetings will take place no less than 3 days prior to the meeting by phone, mail or email. Mileage will be reimbursed at the regular agency rate if the board member uses his or her own vehicle to attend meetings. Car-pooling is encouraged whenever possible. Mileage requests must be submitted using an agency mileage form and signed by the individual claiming reimbursement. A supervisor will review all mileage reimbursement requests for reasonableness before being paid.

- E. Voting: Each Operations Transit Board member shall have one vote. Voting and board participation via telephone or other electronic means is allowed.
- F. Insurance and Indemnity: Kandiyohi Renville Transit shall maintain insurance coverage which includes directors and officers liability to protect operations board members.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date:

Attachments: Yes No X

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire

Agenda Item: Sale of Engine 8

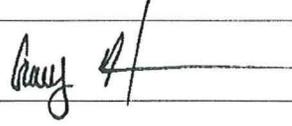
Recommended Action: Approve the sale of Engine 8 to Clara City, Minnesota for the sum of \$25,000.00

Background/Summary: The fire department recently took delivery of our new Ladder. Ladder 8 replaces Engine 8 which is a 1991 E-One Hush.

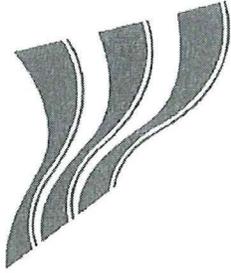
Alternatives: Do not sell and maintain as a back-up engine for the fire department, or retain for the use of another department.

Financial Considerations: Retaining Engine 8 as a back-up engine or retaining it for another departments use would be a financial burden for the fire department or the other department's budget. Additionally the dealer who sold us our new truck indicated the truck may have a value of \$13,000.00 so selling it for \$25,000.00 is a respectable return on our initial investment of \$197,000.00 and 25 years of use.

Preparer: Fire Chief Gary Hendrickson

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Willmar Police Dept

Agenda Item: School Resource Officer Contract with Willmar Schools 2015 to 2017

Recommended Action:

Request approval of the proposed contract for School Resource Officers (SRO's) with Willmar Public Schools for 2015 to 2017.

Approval of this contract would be pending full Willmar School Board approval. City Administration and Willmar School Superintendent have met and given preliminary approval to this proposed contract.

Background/Summary: Willmar Schools have contracted with the Willmar Police Department for coverage for over 15 years. Currently there are three officers assigned during the school year to the Willmar High School, Middle School and Alternative Learning Center / Elementary Schools.

Alternatives: Re-negotiate contract

Financial Considerations: Compared to the 2012 – 2014 contract with Willmar Schools, this contract represents an increase of \$11,000.00 per school year and \$33,000.00 overall during the three year period.

Preparer: Chief Jim Felt

Signature:

Comments:

SCHOOL RESOURCE OFFICERS AGREEMENT

This Agreement is made and entered into this _____ day of _____, 2014, by and between the City of Willmar, a municipal corporation under the laws of the State of Minnesota (hereinafter City) and Independent School District No. 347 (hereinafter School).

WITNESSETH:

WHEREAS, City employs a number of police officers and operates a police department as a part of the functions as a municipality; and

WHEREAS, School provides education to residents of the school district, and others, at properties located within the municipal limits of City; and

WHEREAS, School has determined that it would like the services of three full-time police officers to provide services to School as more particularly set out in this Agreement;

and

WHEREAS, City does agree to provide the services of three of its police officers to perform the services required by School;

NOW THEREFORE, IT IS HERBY AGREED by and between the parties hereto as follows:

1. City does hereby agree to provide School three full-time peace officers to act as School Resource Officers (SROs) and to perform such police services and duties as are hereinafter specified. The officers assigned by City to School shall be state licensed peace officers, shall have at least one year's experience as full-time law enforcement officers, shall have prior experience in working with children, and should be trained D.A.R.E. officers with a minimum of one year's experience in teaching the D.A.R.E. classes.

2. School agrees to pay to City the sum of \$144,000.00 per school year for the services to be performed by the police officers assigned to School in accordance with this Agreement. Said sum shall be paid in two equal installments of \$72,000.00 each, with the first installment being paid on or before July 31, 2014, and the second installment being paid on or before January 31, 2015. During the second year of this agreement, School shall pay City \$147,000.00 payable \$73,500.00 on or before July 31, 2015 and \$73,500.00 on or before January 31, 2016. During the third year of this agreement, School shall pay City \$150,000.00 payable \$75,000.00 on or before July 31, 2016 and \$75,500.00 on or before January 31, 2017. School shall provide appropriate office space and services to accommodate the officers.
3. The officers assigned by City to School shall work on School property commencing on or about the last week of August and terminating on or about the first week of June. The School Resource Officers shall work eight or ten hours per day, Monday through Friday, during each week that they are to provide services pursuant to this Agreement. Starting time of their shift may vary depending on the requirements of the School or Police Department.
4. City agrees to provide all the customary police equipment assigned to any other patrol officer, including a police vehicle to be used by the School Resource Officers while in the performance of their duties under the terms of the Agreement. The School Resource Officers shall alternate their uniform between police uniform and plain clothes. The officers shall wear the complete police uniform a minimum of three days per week.
5. The City agrees to provide the assigned officers with personal computer hardware with limited software to facilitate word processing and spreadsheet data assembly. The School agrees to provide, at no cost to the City, software (and related hardware if needed) for the transmission of internal and external electronic mail, internet

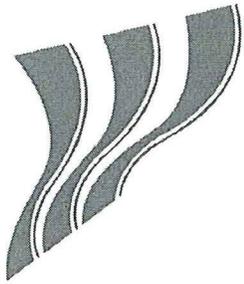
access, and network connection to facilitate the performance of authorized job functions and the necessary communications to the Police Department headquarters. The School shall provide the appropriate ergonomic workstation for the proper use of the above-mentioned hardware. Said Officers agree to abide by established School policy for the use of electronic mail (e-mail), internet access, and other electronic communication systems.

6. The School Resource Officers shall at all times be under the direct supervision and control of the Chief of Police of City; however, the Chief of Police shall coordinate the services to be provided by the School Resource Officers with the administration of School.
7. City shall pay the entire salary and fringe benefits of the officers and shall fully insure the officers with the same liability and workers compensation insurance coverage as it provides to all other officers of the City's Police Department.
8. School acknowledges that its requirement for police services beyond the services of the three School Resource Officers, for example, having additional police officers on duty at sporting events, extracurricular activities of School, or additional requested police coverage will require School to pay City's normal and customary charge for police services for such duties. The services to be provided by such officers are not included in the consideration for the Agreement.
9. The services to be provided by the School Resource Officers shall include, but not be limited to the following:
 - A. Provide traffic control on the School parking lot both before and after school.
 - B. Investigation of any incident on Willmar School property which, if it occurred elsewhere, would be investigated by a law enforcement officer.

- C. Provide resource information and act as a liaison between the students, faculty and administration of School and the City of Willmar and its agencies with respect to School related topics.
 - D. Develop, coordinate and present programs on public safety, substance abuse, crime prevention and other pertinent topics.
 - E. Be present at School dances, athletic events, and other School functions, provided however, regular daytime hours are adjusted to reflect the time put in for these functions.
 - F. Provide counseling or assistance to students as requested by them.
 - G. Coordinate the student Ride-Along Program.
 - H. Obtain information on runaways and act as a liaison between the School and law enforcement with respect to said runaways.
 - I. Assist with coordination of the D.A.R.E. Program and be a classroom instructor for the Junior High D.A.R.E. Program.
 - J. Attend meetings, as necessary, concerning student problems and welfare.
 - K. Provide information to City's Police Department as necessary to coordinate the activities and meet the objectives of the City's Police Department.
 - L. Provide any other services and perform such other duties as are related to the function of law enforcement.
10. This Agreement shall be for a term of three (3) years, beginning June 16, 2014 and terminating June 15, 2017.
11. This Agreement contains the entire agreement of the parties and shall not be amended except in writing and signed by both the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement the day and year first above-written.

CITY OF WILLMAR



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

Agenda Item Number: 7

Meeting Date: July 14, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 21, 2014

- | | |
|-----------------------------------|---------------------------------|
| <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: Consideration of General Obligation Improvement Bonds 2014B

Recommended Action: Authorize the Mayor and City Administrator to finalize the execution of agreements for the negotiated sale of \$1,000,000 of General Obligation Improvement Bonds 2014B for the financing of the 2014 Street Improvements.

Background/Summary: Staff was directed to work with the local lending institutions to develop a negotiated sale of \$1,000,000 for the funding of the 2014 Street Improvements. Staff has done this and is recommending that the Council authorize the execution of the documents by the Mayor and City Administrator.

Alternatives: Not grant permission and direct staff to explore other means of financing

Financial Considerations: Increase the City debt to finance Street Improvements by \$1,000,000

Preparer: Steve Okins, Finance Director

Signature:

Comments:

\$1,000,000

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Heritage Bank Purchase

Total Issue Sources And Uses

Dated 08/01/2014 | Delivered 08/01/2014

	Sub- Project 1401	Sub-Project 1404	Project Summary
Sources Of Funds			
Par Amount of Bonds.....	\$638,617.00	\$361,383.00	\$1,000,000.00
State MSA Funds.....	467,920.00	0.00	467,920.00
Municipal Utility Commission.....	25,200.00	0.00	25,200.00
City - LOST.....	30,400.00	0.00	30,400.00
Sub- Total Current Sources.....	\$1,162,137.00	\$361,383.00	\$1,523,520.00
City contribution of 2/1/2015 interest.....	\$6,928.99	\$3,921.01	10,850.00
Total Current Sources.....	\$1,169,065.99	\$365,304.01	\$1,534,370.00
Uses Of Funds			
Deposit to Project Construction Fund.....	1,149,365.00	354,155.00	1,503,520.00
Costs of Issuance.....	12,772.00	7,228.00	20,000.00
Deposit to make February 1, 2015 Interest Payment.....	6,928.99	3,921.01	10,850.00
Total Uses.....	\$1,169,065.99	\$365,304.01	\$1,534,370.00

\$1,000,000

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Heritage Bank Purchase

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	City Cash	Net New D/S	105% Overlevy	Fiscal Total
08/01/2014	-	-	-	-	-	-	-	-
02/01/2015	-	-	10,850.00	10,850.00	(10,850.00)	-	-	-
08/01/2015	-	-	10,850.00	10,850.00	-	10,850.00	11,392.50	-
02/01/2016	91,000.00	2.170%	10,850.00	101,850.00	-	101,850.00	106,942.50	118,335.00
08/01/2016	-	-	9,862.65	9,862.65	-	9,862.65	10,355.78	-
02/01/2017	92,000.00	2.170%	9,862.65	101,862.65	-	101,862.65	106,955.78	117,311.57
08/01/2017	-	-	8,864.45	8,864.45	-	8,864.45	9,307.67	-
02/01/2018	95,000.00	2.170%	8,864.45	103,864.45	-	103,864.45	109,057.67	118,365.35
08/01/2018	-	-	7,833.70	7,833.70	-	7,833.70	8,225.38	-
02/01/2019	97,000.00	2.170%	7,833.70	104,833.70	-	104,833.70	110,075.39	118,300.77
08/01/2019	-	-	6,781.25	6,781.25	-	6,781.25	7,120.31	-
02/01/2020	99,000.00	2.170%	6,781.25	105,781.25	-	105,781.25	111,070.31	118,190.63
08/01/2020	-	-	5,707.10	5,707.10	-	5,707.10	5,992.45	-
02/01/2021	100,000.00	2.170%	5,707.10	105,707.10	-	105,707.10	110,992.46	116,984.91
08/01/2021	-	-	4,622.10	4,622.10	-	4,622.10	4,853.20	-
02/01/2022	103,000.00	2.170%	4,622.10	107,622.10	-	107,622.10	113,003.21	117,856.41
08/01/2022	-	-	3,504.55	3,504.55	-	3,504.55	3,679.78	-
02/01/2023	105,000.00	2.170%	3,504.55	108,504.55	-	108,504.55	113,929.78	117,609.56
08/01/2023	-	-	2,365.30	2,365.30	-	2,365.30	2,483.57	-
02/01/2024	108,000.00	2.170%	2,365.30	110,365.30	-	110,365.30	115,883.57	118,367.13
08/01/2024	-	-	1,193.50	1,193.50	-	1,193.50	1,253.18	-
02/01/2025	110,000.00	2.170%	1,193.50	111,193.50	-	111,193.50	116,753.18	118,006.35
Total	\$1,000,000.00	-	\$134,019.20	\$1,134,019.20	(10,850.00)	\$1,123,169.20	\$1,179,327.66	-

SIGNIFICANT DATES

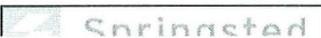
Dated Date.....	8/01/2014
Delivery Date.....	8/01/2014
First Coupon Date.....	2/01/2015

Yield Statistics

Bond Year Dollars.....	\$6,176.00
Average Life.....	6.176 Years
Average Coupon.....	2.1700000%
Net Interest Cost (NIC).....	2.1700000%
True Interest Cost (TIC).....	2.1700000%
Bond Yield for Arbitrage Purposes.....	2.1700000%
All Inclusive Cost (AIC).....	2.5273510%

IRS Form 8038

Net Interest Cost.....	2.1700000%
Weighted Average Maturity.....	6.176 Years



\$1,000,000

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Heritage Bank Purchase

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	City Cash	Net New D/S	105% of Total	Assessment	Levy Required
02/01/2015	-	-	10,850.00	10,850.00	(10,850.00)	-	-	-	-
02/01/2016	91,000.00	2.170%	21,700.00	112,700.00	-	112,700.00	118,335.00	59,622.42	58,712.58
02/01/2017	92,000.00	2.170%	19,725.30	111,725.30	-	111,725.30	117,311.57	59,622.43	57,689.14
02/01/2018	95,000.00	2.170%	17,728.90	112,728.90	-	112,728.90	118,365.35	59,622.42	58,742.93
02/01/2019	97,000.00	2.170%	15,667.40	112,667.40	-	112,667.40	118,300.77	59,622.40	58,678.37
02/01/2020	99,000.00	2.170%	13,562.50	112,562.50	-	112,562.50	118,190.63	59,622.43	58,568.20
02/01/2021	100,000.00	2.170%	11,414.20	111,414.20	-	111,414.20	116,984.91	59,622.41	57,362.50
02/01/2022	103,000.00	2.170%	9,244.20	112,244.20	-	112,244.20	117,856.41	59,622.41	58,234.00
02/01/2023	105,000.00	2.170%	7,009.10	112,009.10	-	112,009.10	117,609.56	59,622.41	57,987.14
02/01/2024	108,000.00	2.170%	4,730.60	112,730.60	-	112,730.60	118,367.13	59,622.42	58,744.71
02/01/2025	110,000.00	2.170%	2,387.00	112,387.00	-	112,387.00	118,006.35	59,622.41	58,383.94
Total	\$1,000,000.00	-	\$134,019.20	\$1,134,019.20	(10,850.00)	\$1,123,169.20	\$1,179,327.66	\$596,224.16	\$583,103.50

Dated..... 8/01/2014
Delivery Date..... 8/01/2014
First Coupon Date..... 2/01/2015

Yield Statistics

Bond Year Dollars..... \$6,176.00
Average Life..... 6.176 Years
Average Coupon..... 2.1700000%
Net Interest Cost (NIC)..... 2.1700000%
True Interest Cost (TIC)..... 2.1700000%
Bond Yield for Arbitrage Purposes..... 2.1700000%
All Inclusive Cost (AIC)..... 2.5273510%

IRS Form 8038

Net Interest Cost..... 2.1700000%
Weighted Average Maturity..... 6.176 Years

\$638,617

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Sub-Project 1401

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	City Cash	Net New D/S	105% of Total	Assessment	Levy Required
02/01/2015	-	-	6,928.99	6,928.99	(6,928.99)	-	-	-	-
02/01/2016	58,617.00	2.170%	13,857.98	72,474.98	-	72,474.98	76,098.73	14,309.57	61,789.16
02/01/2017	59,000.00	2.170%	12,586.00	71,586.00	-	71,586.00	75,165.30	14,309.58	60,855.72
02/01/2018	60,000.00	2.170%	11,305.70	71,305.70	-	71,305.70	74,870.99	14,309.58	60,561.41
02/01/2019	62,000.00	2.170%	10,003.70	72,003.70	-	72,003.70	75,603.89	14,309.57	61,294.32
02/01/2020	63,000.00	2.170%	8,658.30	71,658.30	-	71,658.30	75,241.22	14,309.58	60,931.64
02/01/2021	64,000.00	2.170%	7,291.20	71,291.20	-	71,291.20	74,855.76	14,309.57	60,546.19
02/01/2022	66,000.00	2.170%	5,902.40	71,902.40	-	71,902.40	75,497.52	14,309.57	61,187.95
02/01/2023	67,000.00	2.170%	4,470.20	71,470.20	-	71,470.20	75,043.71	14,309.58	60,734.13
02/01/2024	69,000.00	2.170%	3,016.30	72,016.30	-	72,016.30	75,617.12	14,309.58	61,307.54
02/01/2025	70,000.00	2.170%	1,519.00	71,519.00	-	71,519.00	75,094.95	14,309.57	60,785.38
Total	\$638,617.00	-	\$85,539.77	\$724,156.77	(6,928.99)	\$717,227.78	\$753,089.17	\$143,095.75	\$609,993.42

Dated..... 8/01/2014
Delivery Date..... 8/01/2014
First Coupon Date..... 2/01/2015

Yield Statistics

Bond Year Dollars..... \$3,941.93
Average Life..... 6.173 Years
Average Coupon..... 2.1699997%
Net Interest Cost (NIC)..... 2.1699997%
True Interest Cost (TIC)..... 2.1699996%
Bond Yield for Arbitrage Purposes..... 2.1700000%
All Inclusive Cost (AIC)..... 2.5275350%

IRS Form 8038

Net Interest Cost..... 2.1699997%
Weighted Average Maturity..... 6.173 Years

\$361,383

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Sub-Project 1404

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	City Cash	Net New D/S	105% of Total	Assessment	Levy Required
02/01/2015	-	-	3,921.01	3,921.01	(3,921.01)	-	-	-	-
02/01/2016	32,383.00	2.170%	7,842.02	40,225.02	-	40,225.02	42,236.27	45,312.85	(3,076.58)
02/01/2017	33,000.00	2.170%	7,139.30	40,139.30	-	40,139.30	42,146.27	45,312.85	(3,166.59)
02/01/2018	35,000.00	2.170%	6,423.20	41,423.20	-	41,423.20	43,494.36	45,312.84	(1,818.48)
02/01/2019	35,000.00	2.170%	5,663.70	40,663.70	-	40,663.70	42,696.89	45,312.83	(2,615.95)
02/01/2020	36,000.00	2.170%	4,904.20	40,904.20	-	40,904.20	42,949.41	45,312.85	(2,363.44)
02/01/2021	36,000.00	2.170%	4,123.00	40,123.00	-	40,123.00	42,129.15	45,312.84	(3,183.69)
02/01/2022	37,000.00	2.170%	3,341.80	40,341.80	-	40,341.80	42,358.89	45,312.84	(2,953.95)
02/01/2023	38,000.00	2.170%	2,538.90	40,538.90	-	40,538.90	42,565.85	45,312.83	(2,746.99)
02/01/2024	39,000.00	2.170%	1,714.30	40,714.30	-	40,714.30	42,750.02	45,312.84	(2,562.83)
02/01/2025	40,000.00	2.170%	868.00	40,868.00	-	40,868.00	42,911.40	45,312.84	(2,401.44)
Total	\$361,383.00	-	\$48,479.43	\$409,862.43	(3,921.01)	\$405,941.42	\$426,238.49	\$453,128.41	(26,889.92)

Dated..... 8/01/2014
Delivery Date..... 8/01/2014
First Coupon Date..... 2/01/2015

Yield Statistics

Bond Year Dollars..... \$2,234.07
Average Life..... 6.182 Years
Average Coupon..... 2.1700006%
Net Interest Cost (NIC)..... 2.1700006%
True Interest Cost (TIC)..... 2.1700006%
Bond Yield for Arbitrage Purposes..... 2.1700000%
All Inclusive Cost (AIC)..... 2.5270263%

IRS Form 8038

Net Interest Cost..... 2.1700006%
Weighted Average Maturity..... 6.182 Years

\$475,506

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Assessments

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2014	-	-	-	-
12/31/2015	35,607.78	4.170%	24,014.64	59,622.42
12/31/2016	41,278.67	4.170%	18,343.76	59,622.43
12/31/2017	42,999.98	4.170%	16,622.44	59,622.42
12/31/2018	44,793.08	4.170%	14,829.32	59,622.40
12/31/2019	46,660.95	4.170%	12,961.48	59,622.43
12/31/2020	48,606.71	4.170%	11,015.70	59,622.41
12/31/2021	50,633.61	4.170%	8,988.80	59,622.41
12/31/2022	52,745.03	4.170%	6,877.38	59,622.41
12/31/2023	54,944.50	4.170%	4,677.92	59,622.42
12/31/2024	57,235.69	4.170%	2,386.72	59,622.41
Total	\$475,506.00	-	\$120,718.16	\$596,224.16

SIGNIFICANT DATES

Filing Date..... 10/15/2014
First Payment Date..... 12/31/2015

\$114,123

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Sub-Project 1401 Assessments

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2014	-	-	-	-
12/31/2015	8,545.98	4.170%	5,763.59	14,309.57
12/31/2016	9,907.02	4.170%	4,402.56	14,309.58
12/31/2017	10,320.14	4.170%	3,989.44	14,309.58
12/31/2018	10,750.49	4.170%	3,559.08	14,309.57
12/31/2019	11,198.78	4.170%	3,110.80	14,309.58
12/31/2020	11,665.77	4.170%	2,643.80	14,309.57
12/31/2021	12,152.23	4.170%	2,157.34	14,309.57
12/31/2022	12,658.98	4.170%	1,650.60	14,309.58
12/31/2023	13,186.86	4.170%	1,122.72	14,309.58
12/31/2024	13,736.75	4.170%	572.82	14,309.57
Total	\$114,123.00	-	\$28,972.75	\$143,095.75

SIGNIFICANT DATES

Filing Date..... 10/15/2014
First Payment Date..... 12/31/2015

\$361,383

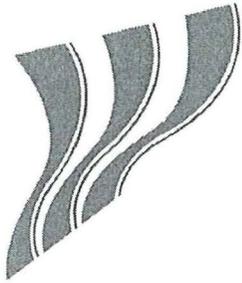
City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2014B
Sub-Project 1404 Assessments

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2014	-	-	-	-
12/31/2015	27,061.80	4.170%	18,251.05	45,312.85
12/31/2016	31,371.65	4.170%	13,941.20	45,312.85
12/31/2017	32,679.84	4.170%	12,633.00	45,312.84
12/31/2018	34,042.59	4.170%	11,270.24	45,312.83
12/31/2019	35,462.17	4.170%	9,850.68	45,312.85
12/31/2020	36,940.94	4.170%	8,371.90	45,312.84
12/31/2021	38,481.38	4.170%	6,831.46	45,312.84
12/31/2022	40,086.05	4.170%	5,226.78	45,312.83
12/31/2023	41,757.64	4.170%	3,555.20	45,312.84
12/31/2024	43,498.94	4.170%	1,813.90	45,312.84
Total	\$361,383.00	-	\$91,745.41	\$453,128.41

SIGNIFICANT DATES

Filing Date..... 10/15/2014
First Payment Date..... 12/31/2015



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: July 14, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 21, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following report:
A) 2013 General Fund
B) MUC 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:

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
101 GENERAL FUND							
31311 GENERAL PROPERTY TAXES	4,322,734.00	4,322,734.00	62,619.00	4,379,475.30	56,741.30-	101	-----
32330 LICENSES AND PERMITS	277,730.00	277,730.00	2,685.01	542,405.44	264,675.44-	195	-----!!!!
33340 INTERGOVERNMENTAL	4,789,731.00	4,789,731.00	49,526.60-	4,847,054.64	57,323.64-	101	-----
34350 SERVICE CHARGES	724,450.00	733,569.00	120,625.50	733,932.11	363.11-	100	-----
35349 FINES AND FORFEITS	170,500.00	170,500.00	7,968.33	153,774.22	16,725.78	90	-----
36320 SPECIAL ASSESSMENTS	0.00	0.00	0.00	12,744.60	12,744.60-	9999	-----!!!!
38351 MISCELLANEOUS REVENUE	980,500.00	985,500.00	41,456.74	975,021.01	10,478.99	98	-----
39355 OTHER FINANCING SOURCES	2,836,522.00	2,836,522.00	0.00	2,872,270.04	35,748.04-	101	-----
39359 EXTRAORDINARY ITEMS	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GENERAL FUND	14,102,167.00	14,116,286.00	185,827.98	14,516,677.36	400,391.36-	102	-----

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2013 THROUGH DEC 31, 2013

	REVISED	ANNUAL BUDGET	ENCUMBERED	ACT MTD AND IN PROCESS	POSTED AND IN PROCESS	ACT YTD AND IN PROCESS	POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
101										
41400		272,701.00	0.00	628.19	270,495.66	2,205.34	99	-----		
41401		209,615.00	0.00	3,170.96	214,797.45	5,182.45-	102	-----		
41402		482,412.00	0.00	6,950.43	488,582.49	6,170.49-	101	-----		
41403		207,994.00	0.00	1,829.21	205,837.19	2,156.81	98	-----		
41404		274,950.00	0.00	3,917.51	225,833.07	49,116.93	82	-----		
41405		387,032.00	0.00	1,540.69	337,360.35	49,671.65	87	-----		
41406		216,000.00	0.00	27,516.98	263,434.00	47,434.00-	121	-----!!!		
41408		145,254.00	0.00	8,826.05	121,200.33	24,053.67	83	-----		
41409		425,530.00	0.00	6,156.79	383,762.86	41,767.14	90	-----		
41418		0.00	0.00	0.00	0.00	0.00	0	-----		
41424		22,697.00	0.00	0.00	21,138.75	1,558.25	93	-----		
41428		1,255,100.00	0.00	401,452.97	1,768,240.74	513,140.74-	140	-----!!!!		
42411		4,111,630.00	0.00	53,355.89	3,868,614.95	243,015.05	94	-----		
42412		645,430.00	0.00	82,680.71	584,143.29	61,286.71	90	-----		
42428		15,000.00	0.00	100.35	44,989.78	29,989.78-	299	-----!!!!		
43001		13,000.00	0.00	0.00	13,000.00	0.00	100	-----		
43417		496,938.00	0.00	8,224.69	281,147.51	215,790.49	56	-----		
43425		2,385,891.00	0.00	53,493.13	2,233,126.38	152,764.62	93	-----		
43428		2,000.00	0.00	0.00	872.50	1,127.50	43	-----		
43430		0.00	0.00	0.00	0.00	0.00	0	-----		
44428		0.00	0.00	0.00	0.00	0.00	0	-----		
45426		469,173.00	0.00	80,557.29	500,988.39	31,815.39-	106	-----		
45427		47,500.00	0.00	4,066.05	44,346.27	3,153.73	93	-----		
45428		110,500.00	0.00	52,718.42	98,718.42	11,781.58	89	-----		
45431		0.00	0.00	0.00	0.00	0.00	0	-----		
45432		334,670.00	0.00	46,462.38	329,457.36	5,212.64	98	-----		
45433		564,705.00	0.00	28,621.53	574,453.74	9,748.74-	101	-----		
45435		133,242.00	0.00	7,112.38	121,060.53	12,181.47	90	-----		
45437		199,669.00	0.00	2,670.89	183,079.84	16,589.16	91	-----		
49429		1,817,611.00	0.00	778,288.64	2,595,899.64	778,288.64-	142	-----!!!!		
TOTAL:		15,246,244.00	0.00	1,660,342.13	15,774,581.49	528,337.49-	103	-----		

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, July 15, 2014, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson Chair
Audrey Nelsen Vice Chair
Bruce DeBlieck Member

Others present: Mayor Frank Yanish; Council Member Jim Dokken; Council Member Tim Johnson; Director of Public Works Sean Christensen; Chief of Police Jim Felt; Public Works Superintendent Scott Ledebor.

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:55 p.m.

Item No. 2 Public Comments

There were no public comments.

Item No. 3 2014 Consultant Engineering Services (Resolution)

Public Works Director Sean Christensen brought forth for approval the estimated fees associated with the design, materials testing, and construction services provided by Bolton and Menk, Inc. and to enter into a Consultant Service Contract. Clarification was given by Christensen on the estimated fees calculated being included in the existing projects in the bonding bid.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member DeBlieck to approve the estimated fees and enter into a Consultant Service Contract with Bolton and Menk, Inc. for the 2014 Consultant Engineering Services. The motion carried.

Item No. 4 Old Business

Public Works Director Sean Christensen presented information on the retention pond's effectiveness in the recent storms this summer. It was noted the ponds did exactly what they were designed to do, with detaining water to let the storm drain system catch up with excess flow of rainfall to the outfall structure. The official rainfall for the month of June was 10.86 inches.

The Committee discussed the 5 Year Street Improvement Plan that uses the Pavement Management Program, established in 1995, to rate the City streets every two years. The streets are assigned a numerical designation on a scale from zero to 100, with zero being the a gravel road condition to 100 being brand new pavement. The ratings of each street are then kept in a database to determine when and what type of repair is needed. When a street is rated in the vicinity of a 71-99, it is eligible for a sealcoat. In the rating range of 60 the street would be in the condition needing a mill and overlay. At a rating of 60 or less the street would be considered for reconstruction. There are over 130 miles of streets within the City. Currently 30.4 miles are rated at 61-75 needing seal coating and 23.6 miles are rated at 60 or less. The Committee questioned the City's liability when a street project is removed from the Improvement Program and the fact that it may possibly deteriorate the street faster without proposed needed repairs. The Committee also questioned whether the Pavement Management Program is a formally adopted policy of the City. Christensen stated he would look into it further to see if it was adopted by the Council at any point in time.

An update on potholes was presented by Public Works Superintendent Scott Ledebor, stating patching began on May 29th. Of the 31 days available so far this season, 18 days have been used to patch with a total of 281 tons of hot mix. There are 21 street cuts also being patched where the water and sewer lines were repaired. There will be continued patching as the weather allows. The 2014 Seal Coating project is completed, and the Crack Sealing project is just over half done for the year.

Public Works Superintendent Ledebor explained the mosquito spraying program to the Committee. To date the entire City has been sprayed four times while also spraying at Robbins Island and Baker Field. In addition to the spraying the City applies larvacide in stagnate surface water, primarily storm water ponds.

Public Works Director Christensen presented his findings on the possibility of trial areas of foam used under roadways. Christensen consulted with other City Engineers in the region while researching the topic. With research and other professional opinions combined, Christensen cannot recommend the use of the foam under any of the City streets. The research showed the foam caused numerous inherent issues based on the insulative characteristics, as well as the additional costs to install it at the depth required.

A motion was made by Council Member Nelsen, seconded by Council Member DeBlick to support the City Engineer's recommendation to not use foam under City streets and remove the possibility of trial areas of foam from any further discussions, with Council Member Christianson dissenting.

Chief of Police Jim Felt noted the jail census for July 15, 2014, was 123, and the calls for service for the previous two weeks totaled 765. The majority of the calls are for traffic, followed by theft and damage to property. There will be extra patrol assigned strictly for Sonshine and a no vacation policy has been put into place for that time period. The event will be billed for the hours of the overtime shifts of the patrol provided to reimburse the City.

Item No. 5 New Business

Council Member Jim Dokken spoke about the recent controlled burn by the Fire Department, questioning when it will be completed and the hole will be filled in. The Fire Chief will be contacted to find a completion date.

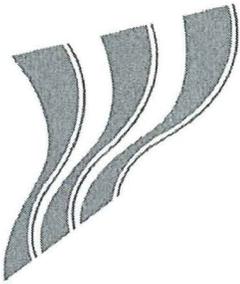
Council Member Christianson questioned what happened to the "Welcome to Willmar" sign on the North side. It was informed that an accident had caused the damage to the sign and is still under investigation, so no estimates for replacing it have been completed at this time.

There being no further business to come before the Committee, the meeting was adjourned at 5:48 p.m. by Chair Christianson.

Respectfully submitted,



Sean Christensen, P.E.
Public Works Director



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: July 15, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: July 21, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Agenda Item: 2014 Consultant Engineering Services

Recommended Action: Approve the estimated fees associated with the design, materials testing, and construction services provided by Bolton & Menk, Inc. and enter into a Consultant Service Contract.

Background/Summary: Due to the fact that the design for the 2014 projects needed to be initiated last fall, the City selected Bolton & Menk, Inc. as the Engineering Consultant. Mr. Voge was under contract as the Interim City Engineer and his familiarity with the City procedures and infrastructure made it evident that it was in the City's best interest to continue working with Bolton & Menk. A fee schedule for the 2014 Improvement Projects has been submitted for consideration.

Alternatives: To complete construction services on the 2014 Improvement Projects in house.

Financial Considerations: The Budget for each project includes sufficient funds to approve and award the contract to Bolton & Menk, Inc.

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

Signature:

Comments:



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

June 4, 2014

Mr. Sean Christensen, Public Works Director/City Engineer
City of Willmar
P.O. Box 755
Willmar, MN 56201

RE: 2014 Improvements
City of Willmar, Minnesota
BMI Project No. W18.107167

Dear Sean:

Please find listed below the estimated fees associated with the design, materials testing, and construction services for the 2014 Improvement Projects. The 2014 Improvements consist of the reconstruction of Gorton Avenue NW between 10th Street NW and 7th Street NW and 9th Street NW between Campbell Avenue NW and Ella Avenue NW, (City Project Number 1401). In addition, the 2014 Improvements include the construction of 12th St SE between Willmar Avenue SE and 11th Avenue SE, (City Project Number 1404), as well as the Industrial Park 4th Addition located on the former airport west of CSAH 5 and north of TH 40, (City Project Number 1405). Other projects associated with the 2014 Improvements being completed by City Staff include various overlays and lighting improvements along Willmar Avenue between 22nd Street SW and CSAH 5. As requested, I have also identified the fees invoiced through May 14, 2014.

Industrial Park 4th Addition City Project No. 1405

Total Project Cost per CIP -	\$3,500,000.00
Invoiced through 5/14/2014 -	\$166,574.00
Total Estimated Design Fees -	\$290,000.00
Estimated Construction Services Fees-	\$290,000.00
Estimated Testing Cost -	\$35,000.00
Estimated Construction, Engineering Testing Cost -	\$2,885,000.00

Design Services associated with the project include the acquisition of project topography, the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of bid tabulation, and the preparation of contract documents for execution by the contractor and City of Willmar. To date, Bolton and Menk, Inc. has obtained the topo data and we are currently preparing the various plans including but not limited to grading, erosion control, and utilities. Before the plans can be completed, the wetland delineation must be updated. The results of the wetland delineation must be incorporated into the project plans and the appropriate wetland permits must be obtained. The wetland delineation is being updated by another consultant selected by the City. Through May 14, 2014, the City of Willmar has been invoiced \$166,574.00 for the topographic and design work through that period.

As requested, I have estimated the fees associated with Construction Services to be \$290,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also

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been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of hard copy and electronic files to the City. Finally, estimated construction materials testing costs have also been identified above.

**12th Street SE Improvements
City Project No. 1404**

Construction Bid Price -	\$301,140.47
Invoiced through 5/14/2014 -	\$35,704.00
Total Estimated Design Fees -	\$40,000.00
Estimated Construction Services Fees-	\$30,000.00
Estimated Testing Cost -	\$6,000.00
Total Estimated Construction, Engineering, Testing Cost -	\$377,140.47

Design Services associated with the project include the acquisition of project topography, the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of bid tabulation, preparation of contract documents for execution by the contractor and City of Willmar. Through May 14, 2014, the City of Willmar has been invoiced \$35,704.00 for the topographic and design work through that period.

As requested, I have estimated the fees associated with Construction Services to be \$30,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of hard copy and electronic files to the City. Finally, estimated construction materials testing costs have also been identified above.

**Gorton Avenue NW/9th Street Improvements
City Project No. 1401**

Construction Bid Price -	\$966,788.83
Invoiced through 5/14/2014 -	\$112,156.00
Total Estimated Design Fees -	\$116,000.00
Estimated Construction Services Fees-	\$96,000.00
Estimated Testing Cost -	\$19,000.00
Total Estimated Construction, Engineering, Testing Cost -	\$1,197,788.83

Design Services associated with the project include the acquisition of project topography, the preparation of plans and specifications, cost estimates, advertisement for bids (not publishing costs), preparation of bid tabulation, preparation of contract documents for execution by the contractor and City of Willmar. Through May 14, 2014, the City of Willmar has been invoiced \$112,156.00 for the topographic and design work through that period.

As requested, I have estimated the fees associated with Construction Services to be \$96,000.00. Construction Services consist of construction observation from the project pre-construction meeting through construction and the completion of record drawings. In addition, construction staking for grading and utility installation has also been included in the fee estimate. Project management tasks have also been included in the estimated Construction Services fee above. These tasks include the preparation of payment requests, attendance at City Council and Public Works/Safety Committee meetings when the project is on the agenda, providing asset management information, and maintenance and distribution of

hard copy and electronic files to the City. Finally, estimated construction materials testing costs have also been included in the number above.

In summary, the estimated design fees associated with the projects mentioned above are \$446,000.00. The Construction Services Fees are estimated to be \$416,000.00. The estimated costs associated with materials testing for the above-referenced projects are \$60,000.00. We proposed to bill the City of Willmar on an hourly basis according to the attached Fee Schedule. By doing so, the City will only be charged for time spent on the projects.

If you have any questions, please call. Thank you.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read 'JV', is written over the printed name of Jared Voge.

Jared Voge, P.E.
Principal Engineer

JV/kg



2014 Fee Schedule

The following Fee Schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the Professional and the Client that fees be commensurate with the service rendered.

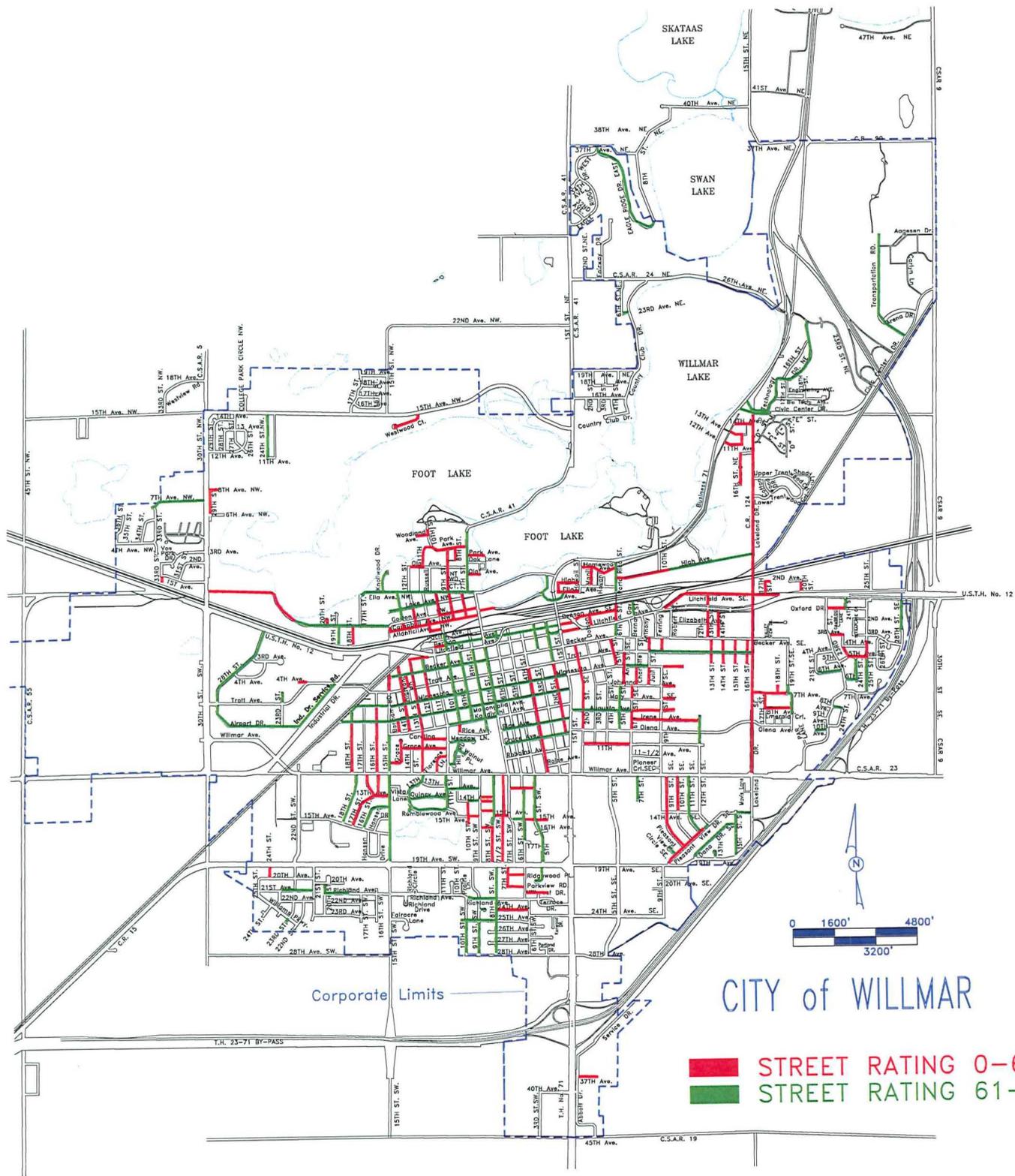
Employee Classification	Hourly Billing Rates
Sr. Principal Engineer/Surveyor	\$140-150/Hour
Sr. Project Manager - Principal Engineer/Surveyor	\$118-140
Senior Transportation/Aviation Planner	\$120-170
Project Manager (Inc. Landscape Architect)	\$100-150
Project/Design Engineer/Planner/Landscape Architect	\$64-100
Licensed Surveyor	\$76-140
Project Surveyor	\$60-110
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$70-110
Senior Technician (Inc. Survey ¹)	\$70-90
Technician (Inc. Survey ¹)	\$54-85
Administrative Support & Clerical	\$35-65
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for Principals and members of the staff vary according to skill and experience. The Fee Schedule shall apply for projects for the period through December 31, 2014. These rates may be adjusted annually thereafter to account for changed labor costs, inflation or changed overhead conditions.

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance and other items of this general nature, will be invoiced separately. Rates and charges do not include sales tax, if applicable.

When it is possible to accurately define the scope of the project and the professional services to be performed, a lump sum may be agreed upon for total compensation.



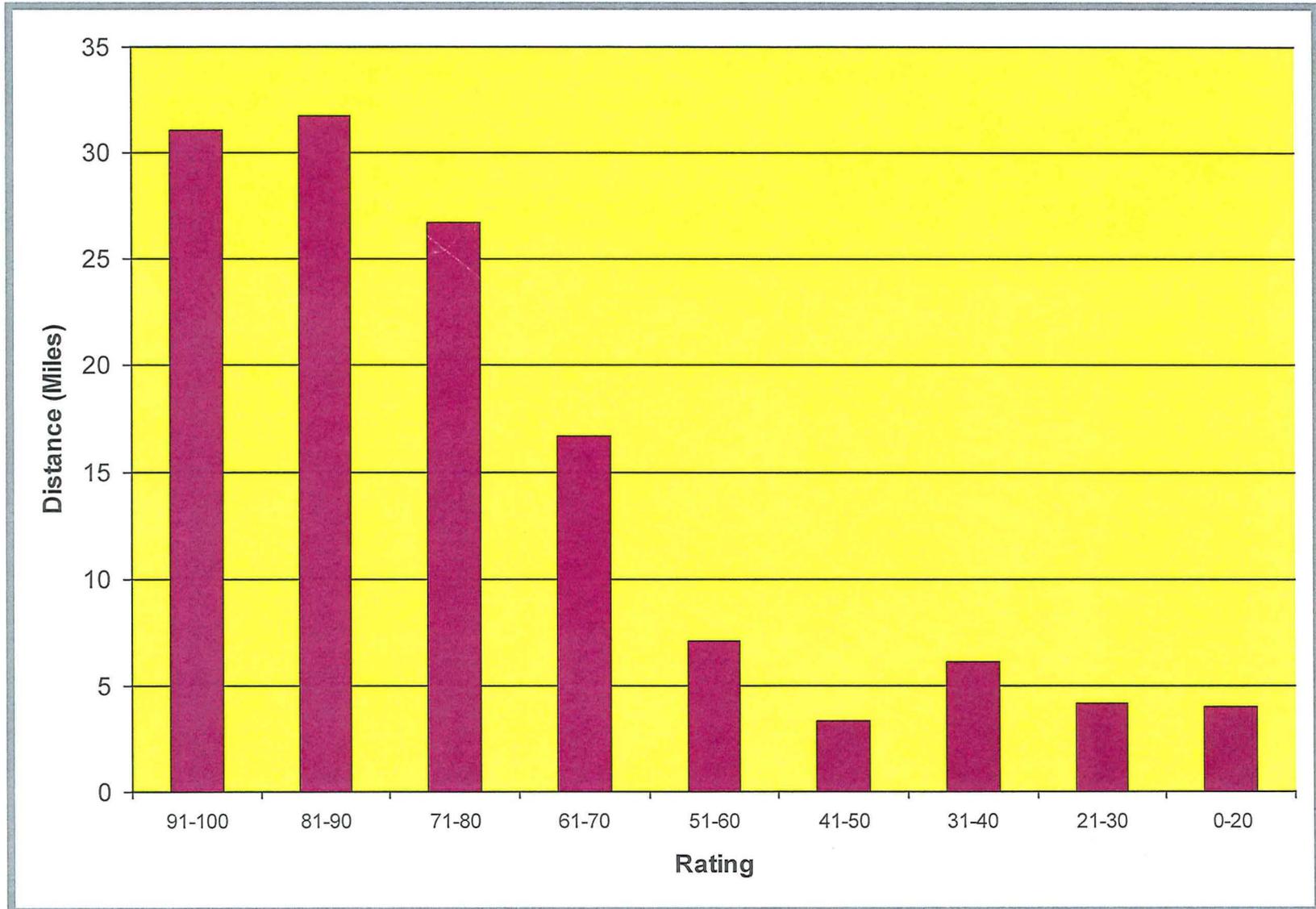
Corporate Limits

CITY of WILLMAR

- STREET RATING 0-60 23.6 MILES
- STREET RATING 61-75 30.4 MILES

Distance Vs Rating

FunctionalClass <> 'pth' And FunctionalClass <> 'pl' And FunctionalClass <> 'utl' And FunctionalClass <> 'f' And FunctionalClass <> 'v'



7/14/2014

MILES

Rating

23.64

0-60

30.41

61-75

74.97

76-100

2.23

Private Streets

131.25

Total