

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

April 21, 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 Yanish, Council Members Audrey Nelsen, Jim Dokken, Rick Fagerlie, Denis Anderson, Ron Christianson, Steve Ahmann, Tim Johnson and Bruce DeBlieck; Present 9, Absent 0.

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

Council Member Ahmann announced he had an item to add to the agenda under new business.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of April 7, Willmar Municipal Utilities Minutes of April 14, Accounts Payable Report through April 16, and Police Commission Minutes of April 1, 2014. Council Member Ahmann seconded the motion, which carried. Council Member DeBlieck asked to highlight the section of the Municipal Utilities Commission minutes relating to a long-term power contract with Great River Energy effective January, 2016, which will allow them to diversify the power supply.

It was noted that each year the City designates the month of May as Arbor Month and Mayor Yanish read a Proclamation describing it as such.

Mayor Yanish acknowledged one request to speak in the Open Forum. Bob Skor, 617 SW 14<sup>th</sup> Street, came before the Council to speak on the gun range issue. He raised questions as to why the range was shut down and how other maintenance issues have arose at the Auditorium as a result of this. Mr. Skor was informed his questions may best be answered when the City Auditorium Report is given by Engan and Associates in an upcoming agenda item.

Fire Chief Gary Hendrickson gave a brief presentation highlighting Severe Weather Awareness Week, April 21-25, 2014. This is a state-wide awareness effort to encourage safety for everyone by preparedness for severe weather and how to take precautions.

A presentation of Phase I of the Park Plan, an addendum to the City of Willmar Comprehensive Plan was given by CER Director Steve Brisendine and Donn Winkler, Executive Director of the Mid Minnesota Development Commission. The City currently maintains 37 parks and approximately six months ago a Park Planning Committee, consisting of various staff and community members, proceeded in developing a strategy to maintain the recreational facilities. The document presented to the Council is the first phase in an overall City Parks Plan. The second phase will be the preparation of a detailed "Master Parks Plan" which will utilize the talents of a landscape architect. Phase I provides the City's vision and mission statements, as well as the core values in providing park amenities to the community. He detailed the concept of two regional park complexes and also planning for some of the key parks classified as community parks.

In development of Phase II of the Park Plan, the talents of a landscape architect would be utilized to prepare park concept layout plans, and the best placement of amenities. It will also provide a much greater detail analysis of the needs for each individual facility. A Master Plan will provide the ability to further refine costs and funding sources to formulate a timeline/schedule on how to proceed. By completing Phase I of the

plan, it is believed to have saved the City a substantial amount of labor, thus reducing the cost of Phase II. Staff's best estimate for Phase II is \$30-\$50,000 taking about 3-4 months' time.

Council Member Dokken opined that the Joint Veterans Council has expressed an interest in the Flags of Honor location and would like to see some sort of a sit-down shelter near the site. The Joint Veterans Council may be willing to contribute some dollars toward a place to sit and reflect.

Following discussion and review of the Park Plan as presented, it was recommended that the Council accept Phase I of the City's Park Plan as presented and approve soliciting Requests for Proposals for Phase 2 with results to be brought back for consideration. Council Member Anderson moved to approve the recommendation with Council Member Nelsen seconding the motion, which carried.

The Finance Committee Report for April 14, 2014 was presented to the Mayor and Council by Council Member Anderson. There were two items for consideration.

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

Item No. 2        Staff explained to the Committee that the City Housing and Redevelopment Authority (HRA) is in the process of merging with the County HRA. Executive Director Jill Bengtson reported on their progress and presented a request to the Council for the City's support of this merger, stating that HUD programs that have been administered by the City HRA until now, including the Public Housing Program and Housing Choice Voucher Program, need to be transferred to the County HRA. It was noted that both HRA Commissions have passed a resolution approving this transfer request for submission to the Department of Housing and Urban Development. The Committee was also in support this transfer request as well.

Following discussion, the Committee recommended the Council support the request to the Department of HUD to transfer the Public Housing and Housing Choice Voucher Programs from the Willmar HRA to the County HRA, assign the HUD Public Housing and Housing Choice Voucher Programs to the County HRA, permit the County HRA to function in the City's jurisdiction, and to complete all transfer actions required by the Department of HUD.

Resolution No. 1 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. 1

Approval of Request to Transfer HUD Programs  
From the Willmar HRA to the Kandiyohi County HRA

WHEREAS, the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota (herein referred to as the Willmar HRA) and the Housing and Redevelopment Authority of Kandiyohi County, Minnesota (herein referred to as the Kandiyohi County HRA) have had ongoing discussions and planning regarding transferring the HUD Public Housing Program and HUD Housing Choice Voucher Program of the Willmar HRA to the Kandiyohi County HRA;

WHEREAS, the Willmar HRA Board of Commissioners is committed to developing a HUD Public Housing Program and Housing Choice Voucher Program which utilizes program dollars efficiently and effectively in service to the public;

WHEREAS, the Willmar HRA Board of Commissioners has passed resolution requesting HUD transfer the MN051 Public Housing Program and Housing Choice Voucher Program to the Kandiyohi County HRA MN168 for further efficiency purposes;

WHEREAS, the Kandiyohi County HRA Board of Commissioners has passed resolution accepting the transfer of the Willmar HRA Public Housing Program and Housing Choice Voucher Program upon HUD's approval;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, Minnesota that the City hereby supports the request to the Department of Housing and Urban Development to transfer the Public Housing and Housing Choice Voucher Programs from the Willmar HRA to the Kandiyohi County HRA;

BE IT FURTHER RESOLVED by the City Council of the City of Willmar, Minnesota that the City of Willmar agrees to 1) assign the HUD Public Housing Program and Housing Choice Voucher Program to the Kandiyohi County HRA; 2) permit the Kandiyohi County HRA to function in its jurisdiction; and 3) to complete all transfer actions required by the Department of Housing and Urban Development.

Dated this 21st day of April, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 3 The Committee received the February, 2014, Rice Hospital Report which reflects a net operating loss of \$1.1 million for the month, compounding the January deficit. Concerns were expressed regarding the hospital's significant downward trend in their financial status. Chair Anderson requested hospital representatives be present at the next Finance Committee meeting to present their March report. This matter was received for information only.

The Finance Committee Report for April 14, 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 Nelsen, and carried.

The Public Works/Safety Committee Report for April 15, 2014 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 No public comments.

Item No. 2 Andy Bjur of Engan & Associates presented to the Committee the 2014 Master Plan for the Willmar City Auditorium in five steps and provided a potential order of completion. The City entered into a contract with Engan & Associates in December of 2013 to conduct a study of the facility and recommend improvements and mitigation strategies. The City closed the indoor gun range and limited access to other areas of the building due to concerns regarding potential contamination from the range HVAC.

Questions were raised from the Committee regarding the Americans with Disabilities Act requirements on the building. Requirements were questioned for the need of improvements to the Firing Range to make it operational, as well if it is the appropriate facility to house the range. It was discussed if Steps 1 (Hazardous Material (Lead) Abatement), Step 2 (Ventilation Equipment), and Step 3 (Firing Range Restoration) should be completed all at once rather than completing Step 3 at a later date.

Andy Bjur was also in attendance at the Council meeting to present the Master Plan to the full Council and go over the basic needs of the City Auditorium. He briefly went over the five steps of the plan and included the estimate of costs. He mentioned which areas of improvement may be eligible for legacy grant dollars due to the historic importance of the building.

Donovan Kuehl spoke on behalf of members of the Willmar Rifle and Pistol Club and offered suggestions to increase fees to provide additional funding mechanisms. The Club is offering to aid with clean

up and regular maintenance. He detailed the benefits having a range provides to the community and urged the Council to proceed with Steps 1-3 of the Master Plan with no further delays.

The Committee was recommending the City engage Engan & Associates to carry out Step 1 (Hazardous Material (Lead) Abatement), Step 2 (Ventilation Equipment) in the main Auditorium and refer the gutter/water concerns options to staff to see if it could be immediately repaired by reprioritizing from within the maintenance budget. Step 3 (Firing Range Restoration) will be reviewed with the Americans with Disabilities Act mandates and staff will meet with the Willmar Rifle and Pistol Club to ascertain their commitment to the facility and operational participation. Council Member Christianson moved to approve the recommendation with Council Member Nelsen seconding the motion.

After further discussion, Council Member Christianson moved to amend the motion to also include Step 3, Restoration of the Firing Range, with Council Member Ahmann seconding the motion. The Council discussed the source of funding for Step 3 estimated at \$254,000. Council Member DeBlieck moved to amend the motion to include referring the inclusion of Step 3 to the Finance Committee for funding, with Council Member Anderson seconding, the motion carried on a roll call vote of Ayes 8, Noes 0. The original motion then carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 The Archery Range Safety Planning was brought back to the committee for further discussion. Police Chief Wyffels presented final suggestions and proposed range designs. Also presented was a recent amended version of the proposal for safety guidelines submitted by Mr. Gilman on behalf of the archers.

The Committee recommended the Council approve the three range design requirements and general range safety regulations and require a permit application to be approved by council. Council Member Christianson moved to approve the recommendation of the Committee, with Council Member Ahmann seconding the motion, which carried.

Item No. 4 Police Chief Wyffels requested approval for the Willmar Police Department to apply for, and if awarded, participate in a Federal Bureau of Justice Assistance (BJA) grant which reimburses 50% of the cost to purchase bulletproof vests for police officers. This grant has been an ongoing grant in which the department has participated in for more than 25 years. Participation reduces the amount that would otherwise be incurred to maintain bulletproof vests for officers.

The Committee recommended granting permission to allow the Willmar Police Department to apply for and participate in the Federal Bureau of Justice Assistance grant for the fiscal year 2014 Bulletproof Vest Program. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar that the Willmar Police Department be allowed to apply for, and if awarded, participate in a Federal Bureau of Justice Assistance grant for the fiscal year 2014 Bulletproof Vest Program.

Dated this 21st day of April, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No. 5 The committee reviewed staff's requests to purchase one riding lawn mower with attachments and a utility vehicle from Haug Kubota for the Wastewater Treatment Facility in the amount of \$28,798; \$20,848 for mower/attachments after trade-in allowance of \$15,000 and \$7,950 for utility vehicle. The 2014 Capital Outlay Program includes \$33,000 for the purchase. The mower can also be used to blow snow, serving multiple purposes throughout the year.

The Committee's recommendation was to authorize staff to purchase a riding lawn mower with attachments and utility vehicle from Haug Kubota in the amount of \$28,798. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlicek seconding the motion, which carried.

Item No. 6 Under old business Police Chief Dave Wyffels noted that the jail census for April 15, 2014 was 72, and that the calls for service for the previous two weeks totaled 699. This was for information only.

Item No. 7 Under New Business Council Member Ahmann brought for consideration the donation of city-owned property between 12<sup>th</sup> Street SE and 15<sup>th</sup> Street SE on Pleasant View Drive to be developed residentially. Chair Christianson commented that possibly all property that has potential to be donated be inventoried at a later date for review. This was for information only.

The Public Works/Safety Report for April 15, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Dokken, and carried.

City Clerk Kevin Halliday presented a list of establishments requesting renewals for On-Sale, On-Sale Wine, and On-Sale 3.2% Intoxicating Malt Liquor Licenses. The applications have been reviewed by Police Chief Wyffels. Council Member Anderson moved to approve the renewals, with Council Member Christianson seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Council Member Ahmann announced the upcoming Willmar Community Service Day on May 3, 2014. Volunteers will be going out into the community to help neighbors in need from 9:30 a.m. to 12:00 noon. The event is sponsored by Willmar Area Faith @Work and the United Way of West Central Minnesota.

Announcements for Council Committee meeting dates were as follows: Finance, April 28; Public Works/Safety, April 29; Labor Relations, April 23; and Community Development, May 1, 2014.

There being no further business to come before the Council, the meeting adjourned at 9:12 p.m. upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

Attest:

\_\_\_\_\_  
MAYOR

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

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BOARD ROOM**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

April 21, 2014  
5:30 p.m.

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

Others present included City Administrator Charlene Stevens and Labor Attorney Frank Madden.

Council Member Ahmann moved to close the meeting pursuant to Minnesota Statute §13D.03, for the purpose of discussion of labor negotiation strategies. Council Member Fagerlie seconded the motion, which carried.

The meeting reopened and there being no further business, adjourned at 6:50 p.m. on a motion by Council Member DeBlieck, seconded by Council Member Ahmann, and carried.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY ADMINISTRATOR

# RICE MEMORIAL HOSPITAL

## Board of Directors

April 16, 2014

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

**ADMINISTRATIVE STAFF:** Michael Schramm, CEO; Bill Fenske, Dr. Ken Flowe, Teri Beyer, Sandy Roelofs

**GUESTS:** Jim Dokken, Shirley Carter, Dr. Fred Hund, and numerous nurses from the Minnesota Nurses Association (MNA) Bargaining Unit were also present.

**Call to Order/Minutes:** President Anfinson called the meeting to order at 5:29 p.m. **ACTION: A motion was made by Director Allen, seconded by Director Gardner and carried that the minutes of the March 19, 2014 meeting be approved as presented.** President Anfinson thanked the MNA bargaining unit members for attending tonight's meeting. He stated that if they wished to speak/present information to the Board of Directors at a future meeting, he would ask that they contact him prior to the preparation of the Board meeting agenda, or one week in advance of the meeting date.

Members of the MNA Unit left the meeting at this time.

**Board Education:** Follow-up discussion was held in regard to the Estes Park Institute Report which was provided by Director Allen to the Board at the March 19 meeting. Board members were asked to further review the following documents which were presented at last month's meeting: A) Board compact. B) Consent agenda approach. C) Board self-assessment. D) Reexamining Board Committee structure. E) Commitment to Board development. Discussion followed. **ACTION: It was the consensus of the Board that these items be referred back to the Board's Executive Committee for further review; and that the Committee bring back possible recommendations to the Board for review and discussion.**

**Patient Experience:** Teri Beyer reviewed correspondence from a patient written to the Adult Health Care staff. The patient was transferred to Rice Hospital from a nearby Hospital with kidney failure. He thanked the Hospital staff for the "very best care" received. He thanked the physicians, nurses, aides, Food Service staff, and all who were involved in his recovery process. The patient is doing well with his ongoing kidney treatments.

**Quality Report:** Teri Beyer reviewed the Hospital's most recently publicly reported measures for the third and fourth quarters of 2013 as well as State and National averages. The following measurements were reviewed: A) Acute Myocardial Infarction (AMI). B) Heart Failure. C) Stroke. D) Venous Thromboembolism (VTE). E) Pneumonia. F) Surgical Care Improvement (SCIP). G) Emergency Services Department (in minutes). It was stated that some of these measures do impact Medicare reimbursement. Director Carruthers suggested that volumes also be included in future reports presented to the Board.

**Financial Report – Bill Fenske:** A) The Hospital's Financial statements for the period ending February 28, 2014 were reviewed in detail with the Board's Finance Committee at its April 10 meeting. Highlights reviewed by CFO Fenske included: 1) Rice generated a loss of \$1.1 million from operations in February compounding the January deficit. 2) Primary contributing factors were lower than expected patient activity and revenues. 3) Total operating revenues were 14.5% less than the prior three-month average. 4) Rice continued to realize decreased activity in inpatient surgery, outpatient services and Home Medical sales. The Care Center's revenues were relatively flat. B) The March, 2014 financial reports have been completed with volumes increasing for the month. C) April financials are starting out pretty solid so far for the month.

**Medical Staff Report:** Dr. Hund, Chief of Staff, reviewed the minutes of the March 25, 2014 Medical Staff Executive and Credentials Committee meetings in regard to the following: A) It was noted than under Section 3 of the Credentials Committee minutes, that Affiliate Staff privileges for Matthew Dammeyer, M.D., Family Medicine, ACMC, Benson, MN, not be renewed at this time. **ACTION: A motion was made by Director Weiberg, seconded by Director Allen and**

carried that the minutes of the March 25, 2014 Executive and Credentials Committee meetings be approved as presented; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved: **INITIAL APPLICATIONS: Locum Tenens Staff: Temporary Privileges: Lawrence Vierra, D.O.** – Orthopedics/ Department of Surgery. Staff Care, Irving, TX. Temporary privileges granted for start date of 3/3/2014. **Affiliate Staff: Adam Jeffers, M.D.** – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Temporary privileges for start date after 3/12/2014. **Temporary Privileges for Non-Staff Physician: Pauline Seymour, D.P.M.** – Podiatry/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Privileges to assist preceptor, Russell Sticha, D.P.M. March 19-31, 2014. **Reappointment Applications: Active Staff: Kent Donelan, M.D.** – Pathology/Department of Pathology. Minnesota Pathologists Chartered, Willmar, MN. **Louis Hanna, M.D.** – Medical Oncology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Eric Haugen, M.D.** – Nephrology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **Richard Kacher, M.D.** – Anesthesiologist/Department of Anesthesiology. Affiliated Community Medical Center, Willmar, MN. **Robert Kruger, M.D.** – General Surgery/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. **Thomas Lange, M.D.** – General Surgery/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. **Michael May, M.D.** – Hospitalist/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. **David Olson, M.D.** – Anesthesiology/Department of Anesthesiology. Affiliated Community Medical Center, Willmar, MN. **Harley Pakola, M.D.** – Anesthesiology/Department of Anesthesiology. Affiliated Community Medical Center, Willmar, MN. **Jon Peterson, DPM** – Podiatry/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. **Timothy Pieh, M.D.** – Ophthalmology/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. **John Seifert, D.O.** – Anesthesiologist/Department of Anesthesiology. Affiliated Community Medical Center, Willmar, MN. **Lachlan Smith, M.D.** – Obstetrics-Gynecology/Department of Obstetrics-Gynecology. Affiliated Community Medical Center, Willmar, MN. **Steven Vanderwerf, M.D.** – Pathology/Department of Pathology. Minnesota Pathologists Chartered, Willmar, MN. **Affiliate Staff: Eric Nelson, M.D.** – Orthopedics/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. **David Spight, D.O.** – Pain Management/Department of Internal Medicine. Institute for Low Back and Neck Care, Bloomington, MN. **George Strauss, M.D.** – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. **Sarah Vernon, M.D.** – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. **Allied Health Staff: Jason Klein, RN-CRNA** – Nurse Anesthetist/Department of Anesthesiology. Willmar Surgery Center, Willmar, MN. **Curtis Mottinger, RN** – Surgical Assistant/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. **Responsible Physician: Jonathan Haas, M.D.**

Director Allen left the meeting at this time.

#### **CEO Report – Michael Schramm:**

- A. Financial Improvement Plans: 1) The decrease in patient volumes continues to be a trend of Hospitals throughout the State. 2) Work continues on cost reduction measures/plans across the organization.
- B. Orthopedic Services: We continue to work on a communication plan to promote orthopedic services and will have a presentation from marketing at the WMS Operations Committee meeting on April 22<sup>nd</sup>. We also will be hearing a presentation on our marketing plan for the Cancer Center at that meeting.
- C. Rice Care Center (RCC): Tony Ogdahl, Interim Administrator at RCC, started on March 31<sup>st</sup> and his first day included an unannounced Department of Health survey. The State was at the Care Center for most of the week and Tony and staff are now working on a plan of correction to address the deficiencies that were cited in the survey report.
- D. Union Negotiations: A mediation session is scheduled with the MNA on May 1<sup>st</sup>. This is the second meeting with the Mediator with the first being in late March.
- E. Recruitment: Recent physician recruitment visits include: 1) OB/GYN physician candidate – APMC. 2) Pathologist candidate – Minnesota Pathologists Chartered/Rice Memorial Hospital.

- F. Willmar Surgery Center (WSC): The firm, Perkins and Will, has been engaged to complete an architectural and engineering assessment of the building and they have been out for the site visit. We are working on scheduling a time to hear the report/assessment from the architect.
- G. Master Plan: Perkins and Will staff have been out for initial meetings with Hospital managers and staff.
- H. Federal Public Policy: The House and Senate have passed bills/legislation delaying ICD-10 implementation for another year.
- I. State Public Policy: We are currently working with Senator Koenen on an amendment to exclude Charitable Hospitals in Minnesota from a bill that will change the process for filing of unfair labor practice claims. We believe this is bad policy and it would significantly drive up the number of claims.
- J. Rice Regional Dental Clinic (RRDC): We recently were awarded a community clinic grant for the RRDC through the Minnesota Department of Health.
- K. ReYOU Wellness Program: The staff continues to work with area businesses around the community. We are working on a plan for sustainability to continue our wellness efforts in the community.

**New Business:**

- A. 2013 Audit Report – Bill Fenske: Dan Vandenberghe, Emily Labarre and Jeremy Zabel from the audit firm, McGladrey, LLP, presented the Hospital's 2013 audit report, in detail, to the Board's Finance Committee last week. CFO Fenske stated that the Finance Committee is recommending approval by the full Board of the Hospital's 2013 audit report. **ACTION: A motion was made by Director Gardner, seconded by Director Weiberg and carried that the 2013 audit report for Rice Memorial Hospital be approved as presented and recommended; and that the report be kept on file.**

**Hospital Committee Reports:** Committee reports were received for the following Board Committees: 1) Finance – April 10. 2) Ethics Committee – April 7.

**City Council Report – April 7, 2014:** Councilman Dokken reviewed the following information: A) The City's street projects will begin for 2014 once the snow stops this Spring. He reviewed the proposed street projects that have been approved by the Council. B) A Public Works meeting was held last night and discussions were held on the City Auditorium report/study that has been completed and is currently being reviewed in Committee. C) The Willmar MUC has approved a Purchase Power Agreement from the Great River Agency. D) Mr. Schramm and Mr. Fenske will be attending the next City Finance committee meeting to review and discuss Rice Hospital's financial reports. E) Reviewed a presentation given by Deb Gillis, Rice Hospice, as well as two other individuals, at recent meeting(s) he attended. They gave a tremendous presentation and recommended that this program also be presented to the Hospital Board at one of its upcoming meetings.

**Adjournment:** There being no further business, President Anfinson declared the meeting adjourned at 6:11 p.m.

Submitted by:

Eric Weiberg, Secretary

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**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 23, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 23, 2014, at 7:00 p.m. at the Willmar Municipal Utilities Office (Council Chambers).

\*\* Members Present: Mark Klema, Gary Geiger, Scott Thaden, Randy Czarnetzki, Sandy Bebler, and Aaron Larson.

\*\* Members Absent: Andy Engan, Bob Poe, and Margaret Fleck.

\*\* Others Present: Don & Meg Miller, Elaine Mae, Mark Foss, Mark Aslesen, Roger & Carol Tatge, Cecil Meyer, Denny Baker, Jim Butterfield, Terrie Butterfield, David Peterson, Charles Nelson, Heidi Ahmann, Steve Ahmann, Peter Fostervold, Karna Campolasso, Susan Malecek, Loren & Judy Schultz, Chris Alle, Dave & Becky Benoit, Chuck Wickersham, Mary Wickersham, Bruce D. Peterson- Director Planning and Development Services, Megan DeSchepper- Planner.

2. MINUTES: The minutes of the March 26, 2014 meeting were approved as submitted.

3. LIFE RIGHT OUTREACH TRANSITIONAL HOUSING- CONDITIONAL USE PERMIT FILE NO. 14-03: The public hearing opened at 7:05 p.m. Mark Foss, presented a request for a transitional housing facility for a Christian 501c (3) organization on property described as: south 267' of Lot 3 and of west 82' of Lot 4, Block 5, Thorpe & Lien's Addition (500 Russell St. NW). Mr. Foss explained that they operate a similar facility in Alexandria where they provide transitional housing, worship, mentoring, life skills courses, and support groups for recovering alcohol and chemical dependents. Most of the clients will come to the facility after completing teen challenge, a treatment program, local jail, or prison. They don't allow sex offenders, they do back ground checks, have curfews, 24 hour surveillance, random urine tests, and if any violence erupts and they are removed from the facility. Mr. Foss stated he felt the existing parking is adequate as many of the residents don't have cars. They provide education classes and structure throughout the day. There are 32 rooms that they would use for single occupancies. Their facility would be inspected by the state but not the program itself.

Cecil Meyer, 615 Becker Ave. SW, explained that a steering committee was formed in the community last year to work towards bringing this type of facility and program to Willmar as it was seen as a need that was not being met in the area. They talked with MN Adult and Teen Challenge but that organization coming to Willmar would be two to five years out. The steering committee was looking for a Christian driven program and was greatly impressed with the Life Right Outreach Facility in Alexandria, MN.

Dave Benoit, of Pennock, a professional in State run treatment programs stated he supports this type of facility and that there is a real need for this type of facility for people that leave jail or treatment programs and need somewhere to live with structure to continue with recovery and get life skills with Christian guidance.

Mark Aslesen, 404 21<sup>st</sup> St. SE, explained that his son who worked at a local bank got into the drug world and lost everything. He went through MN Challenge and then went to a half-way house. He wishes this facility had been in Willmar for his son. He said he visited the Alexandria facility and that it's first class and adds value to the neighborhood.

Jim Butterfield, 1004 Willmar Ave. SW, said he does bible study at the Kandiyohi County Jail and that the community needs somewhere with structure for the men to go when they are released from jail. They are released with no money, job etc. from an environment where they were told when to eat and sleep. They end up staying with their buddies, as there is nowhere else to turn, who still use drugs and quickly slip back into their old ways. Life Right Outreach would be somewhere safe for them to go and keep on the path of staying clean.

Heidi Ahmann, 620 19<sup>th</sup> St. SE, talked about her surviving alcoholism and seeing the Christian program and the spirit of their worship as something this Community needs.

Chris Alle, 532 9<sup>th</sup> St. NW, spoke about the program curing the problem not just the addiction. The emotional and spiritual reasons people abuse drugs and alcohol. He explained that as the people running the program have been in these men's shoes they can read them and know if they are straying, they have to follow the rules or they are out. They aren't bringing dangerous people to the neighborhood, their normal people that are already in your neighborhood they just need help.

Roger Tatge, 919 Ella Ave. NW, said his son went through some troubles and he thinks it's a great idea and worthwhile for the community.

Don Miller, 600 Russell St. NW, the property owner directly to the north said he doesn't think Life Right Outreach operations will be a problem, as the past uses of the property weren't disruptive to the neighborhood.

Becky Benoit, a mental health professional with Rice Hospital, said when she visited the facility in Alexandria there was a young man there from Willmar and he was excited that the facility would be coming to Willmar and he saw the need for it.

Charlie Nelson, 612 Russell St. NW, spoke on behalf of the some of the concerned residents in the neighborhood that are worried about how property values may be affected by the use. He added that they are concerned that it may be bringing people to the neighborhood that won't be safe for children or the elderly.

With no further testimony from the public, the hearing was closed at 7:58 p.m.

Staff comments were reviewed and discussed (see Attachment A).  
The Planning Commission asked Mr. Foss about plans for exterior improvements to the facility.

Mr. Foss stated that the window trim needs paint, gutters need some fixing, trim the hedges etc.

The Commission then discussed parking regulations. As the request is a hybrid use there are no definitive parking requirements that can be based off of the sq. ft. or number of residents. It's a residential use, as well as worship and counseling center.

Staff commented that perhaps 1/3 of the maximum number of residents would be the appropriate amount of off-street parking plus maximum number of employees on a shift. Staff also added that the Commission could put a condition on the approval that the existing off-street parking is appropriate at this time but if in the future it is demonstrated that more is needed the applicant shall submit plans for additional spaces (there is room on site for parking lot expansion).

Mr. Scott made a motion, seconded by Ms. Bebler, to approve the conditional use permit.

The following affirmative findings of fact per Section 9.E.3.a.1-7. were made for the conditional use permit:

1. That the conditional use, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City as it is a residential use on residentially zoned property with no greater intensity than the nursing home.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use as no value studies were submitted.
3. The conditional use will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community as this is an already existing facility.
4. That the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned as the surrounding neighborhood is fully developed.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being provided as it's an already developed property with existing utilities and accesses.
6. That adequate measures have been, or will be taken to provided ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets as the drive accesses are already existing functional points of entry/exit.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood it will fit in aesthetically as well as it has in the past with the neighborhood.

Mr. Thaden made a motion, seconded by Mr. Larson, to amend the motion to include the following condition:

- A. If increased parking demands are demonstrated in the future, additional off-street parking plans shall be submitted to the City for review and approval.

The motion carried.

Mr. Thaden made a motion, seconded by Mr. Geiger, to amend the motion to include the following conditions:

- B. The applicant shall supply the City their list of 'house rules' for the residents of their facility for the record.
- C. All applicable local, state, and federal rules and regulations shall be met at the facility at all times.

The motion carried.

4. TIF DISTRICT RESOLUTION: Staff explained that per that TIF District policy with the City the Planning Commission has to determine if the proposed TIF project with the purpose and intent of the Comprehensive Plan. As the Jennie-O turkey store property and expansion area is zoned industrially and this is the expansion of an existing industrial use it does meet the purpose and intent of the Comprehensive Plan.

Mr. Czarnetzki made a motion, seconded by Mr. Thaden to approve the resolution stating the Planning Commission verified the proposed TIF District policy is consistent with the Comprehensive Plan of the City of Willmar.

The motion carried.

5. SIGN SECTION OF THE ZONING ORDINANCE DISCUSSION CONTINUED: The Planning Commission postponed the discussion till the next meeting.
6. There being no further information to come before the Commission the public hearing closed at 8:31 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

PLANNING COMMISSION-APRIL 23, 2014

STAFF COMMENTS

1. LIFE RIGHT OUTREACH TRANSITIONAL HOUSING –CONDITIONAL USE PERMIT FILE NO. 14-03:

- The applicant is Life Right Outreach, Alexandria, MN.
- The applicant is requesting a conditional use permit for transitional house for a Christian 501c3 program on property legally described as: south 267' of Lot 3 and of west 82' of Lot 4, Block 5, Thorpe & Lien's Addition (500 Russell St. NW).
- The proposed use is not listed in any zoning district so a conditional use permit is required. The property is currently zoned R-2 (One and Two Family Residential).
- The facility has 32 bedrooms, and they plan on having a maximum of 32 residents.
- They plan on having 4-5 staff and 24 hour monitoring. Types of employee's counselors, pastors, psychiatrists?
- There appears to be 14 parking spaces available on site, plus two handicapped signs on Russell St. NW. Needs based on number of beds/employees? Residents are allowed cars, but most don't have them.
- There are no exterior or interior alterations planned other than maintenance and upkeep projects such as painting, landscaping, and any structural maintenance that is needed once they acquire the property.
- Worship, counseling, and housing will be provided at the site.
- Not licensed by the State of Minnesota.
- Rules for residents? There are curfews, sign out sheets, and they are allowed visitors.
- Worship taking place on site, hours, attendance of non-residents?

RECOMMENDATION: Due to several unknowns regarding the parking, occupancy, and functionality of the property staff is not comfortable offering a recommendation at this time.

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**APRIL 28, 2014**

The Municipal Utilities Commission met in its regular meeting on Monday, April 28, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Jeff Nagel, and Joe Gimse. Absent were Commissioners Carol Laumer and Justin Mattern.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Supt. of Water/Heating Bart Murphy, Line Supervisor Rich Maxfield, Power Supply Broker Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, City Councilman Bruce DeBlieck, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist David Little

Commissioner Laumer, the Commission's Secretary, was absent from the meeting; Commissioner Nagel therefore will fulfill the obligations of the Secretary and attest to the actions taken by the Commission at this meeting and to these minutes.

Commission President Salzer opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

**RESOLUTION NO. 15**

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

- ❖ Minutes from the April 14, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 140688 to No. 140773 inclusive in the amount of \$1,693,925.04 with a MISO credit in the amount of \$830.23 and a Westmoreland Resource coal payment in the amount of \$27,145.00.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Acting Secretary

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

General Manager Hompe reviewed with the Commission an updated summary reflecting revisions to WMU's current Strategic Plan. It was noted that this plan/report is considered a "working" document and will continue to be revised as actions and changes are implemented. The purpose of the Strategic Planning session (held on June 1, 2013) was to assist WMU in defining its strategy, or direction, while identifying and prioritizing a number of issues and goals all in an effort to benefit both the WMU and its customers. The Strategic Plan is designed to be a guide for the future of WMU. Through this process, five key areas were defined. These areas include (but in no particular order or importance): 1) organization; 2) financial plan; 3) power supply; 4) customer relations;

and, 5) operations. It was suggested that timetables be included for the completion of specific items, and to have the Strategic Plan reviewed periodically with the Commission.

Customer Service Supervisor Stien reviewed with the Commission the March 2014 Sales & Revenue Report. It was noted that the extreme cold weather reflected an increase in electric sales, while consumer awareness and conservations efforts played a part in the slight decrease of water sales.

General Manager Hompe, Commissioner Nagel and Director of Operations Harren presented the Commission with a brief recap of their recent attendance at the MMUA Legislative Conference. While the annual conference is both interesting and educational, it also presents the opportunity to educate legislators in the difference between municipalities and investor-owned utilities. Among the topics discussed were: 1) sales tax issues including the taxing of water systems; 2) solar power; 3) broadband critical infrastructure; 4) grid security/smart grid; 5) energy savings & NERC requirements; 6) pole attachment policies; 7) ground water issues (DNR); and, 8) distributed generation. It was also noted that the annual APPA Linemen's Rodeo will be hosted by MMUA in Minnesota in 2016. Preparations have begun in anticipation for this national event. The exact site location of the event is yet to be determined.

General Manager Hompe reported to the Commission on the current status of Willmar's wind turbines. On April 23<sup>rd</sup>, wind turbine #4 was shut down due to a component failure within the rotor hub. DeWind technicians were contacted to evaluate the problem and arrange for the necessary repairs. (Technicians were also on site April 28<sup>th</sup> to perform an inspection of wind turbine #3.) The estimated repair time of wind turbine #4 is to be determined.

General Manager Hompe reminded the Commission of two upcoming retirements. Superintendent of Water & Heating Bart Murphy will be retiring on April 30<sup>th</sup>, and Line Department Supervisor Rich Maxfield will be retiring May 9<sup>th</sup>. General Manager Hompe along with Commissioner Salzer expressed their sincere appreciation to both Bart and Rich for their years of service and dedication to the Willmar Municipal Utilities. Congratulations!

General Manager Hompe reminded the Commission that due to the Memorial Day holiday, the second meeting in May is scheduled to be held on Tuesday, May 27<sup>th</sup>.

At this time, General Manager Hompe presented a request to the Commission to schedule a meeting of the WMU Planning Committee. It was the consensus of the Commission to conduct the meeting during the week of May 5-9. Once the date & time have been determined, a notice will be forwarded to the Committee members.

General Manager Hompe reminded the Commissioners of upcoming utility-related meetings and events scheduled. Items to note include:

- APPA Utility Governance Webinar Series (4 of 9): *"Industry Issues & Challenges Facing Public Power Governing Bodies"*, April 30<sup>th</sup> @ 1:00-2:30 p.m. (WMU Auditorium)
- WMU/IBEW Labor Negotiations: Tuesday, May 6<sup>th</sup> @ 9:00 a.m. (Willmar Holiday Inn & Conf. Center)
- 49<sup>th</sup> Annual MRES Meeting – May 7-8 (Sioux Falls, SD)
- APPA National Conference – June 13-18 (Denver, CO)

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 Gimse made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned by a vote of five ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Acting Secretary

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name  
Pheasant's Forever Kandiyohi County #2

Previous gambling permit number  
x-03697-13-006

Minnesota tax ID number, if any      Federal employer ID number (FEIN), if any

**Type of nonprofit organization. Check one.**

Fraternal     Religious     Veterans     Other nonprofit organization

Mailing address      City      State      Zip code      County  
 Box 732      Willmar      MN      56201      Kandiyohi

Name of chief executive officer [CEO]      Daytime phone number      E-mail address  
 Kevin Ochsendorf (Pres.)      320-212-2412      kjochs@yahoo.com

**NONPROFIT STATUS**

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

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**

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

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.

*KANDI ENTERTAINMENT CENTER*

Address [do not use PO box]      City or township      Zip code      County  
*500 SE 19 AV*      Willmar      56201      Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.

*DECEMBER 9<sup>TH</sup>, 2014*

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

Bingo\*     Raffle [total value of raffle prizes awarded for year \$ \_\_\_\_\_]     Paddlewheels\*     Pull-tabs\*     Tipboards\*

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

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

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

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

Print city name Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 4-28-2014

**Local unit of government must sign**

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

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

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature Kevin L Ochsendorf Date 4-28-2014

Print name KEVIN L. OCHSENDORF

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
  - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

**Send application with:**

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

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

**Financial report and recordkeeping required**

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

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

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

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

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

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

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An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	<p><b>Application fee (non refundable)</b></p> If application is postmarked or received 30 days or more before the event <b>\$50</b> ; otherwise <b>\$100</b> .
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**ORGANIZATION INFORMATION**

Organization name Pheasant's Forever Kandiyohi County #2	Previous gambling permit number x-03697-13-006
---	---

Minnesota tax ID number, if any	Federal employer ID number (FEIN), if any
---------------------------------	---

**Type of nonprofit organization. Check one.**

Fraternal   
  Religious   
  Veterans   
  Other nonprofit organization

Mailing address Box 732	City Willmar	State MN	Zip code 56201	County Kandiyohi
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Name of chief executive officer [CEO] Kevin Ochsendorf (Pres.)	Daytime phone number 320-212-2412	E-mail address kjochs@yahoo.com
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Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
*BEST WESTERN PLUS CONFERENCE CENTER*

Address [do not use PO box] <i>2100 HWY 12 E</i>	City or township Willmar	Zip code 56201	County Kandiyohi
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Date[s] of activity. For raffles, indicate the date of the drawing.  
*4-11-15 (APRIL 11, 2015)*

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

Bingo\*   
  Raffle [total value of raffle prizes awarded for year \$ \_\_\_\_\_]   
  Paddlewheels\*   
  Pull-tabs\*   
  Tipboards\*

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

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Signature of city personnel [Signature]

Title City Clerk Treasurer Date 4-29-2014

**Local unit of government must sign**

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- The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

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Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

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

Chief executive officer's signature Kevin L. Ochsenorf Date 4-29-14

Print name KEVIN L. OCHSENORF

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

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

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AFFILIATED MED CENTERS			000028							
	39369	05/01/14	IMMUNIZATIONS	78.40		4934253/4-14		D N	SAFETY PROGRAM	101.42428.0817
AMERICAN SCIENTIFIC SERV			002512							
	39366	04/24/14	WETLAND DELINEATION	600.00		206		D M 07	PROFESSIONAL SER	414.48455.0446
AMERICAN WELDING & GAS I			000057							
	39370	05/01/14	FIRE EXTINGUISHER INSP.	415.75		02658933		D N	MTCE. OF EQUIPME	101.45433.0334
ASPEN MILLS			003008							
	39371	05/01/14	FIREFIGHTER JACKETS	714.00		149159		D N	SUBSISTENCE OF P	101.42412.0227
AT&T MOBILITY			000075							
	39372	05/01/14	WIRELESS INTERNET SERV.	40.65		X04252014		D N	COMMUNICATIONS	101.41409.0330
BATTERY WHOLESALE INC			002860							
	39373	05/01/14	CORE RETURN	90.00CR		C36531		D N	MTCE. OF EQUIPME	651.48484.0224
	39373	05/01/14	BATTERY	254.13		20684		D N	INVENTORIES-MDSE	101.125000
				164.13						
			VENDOR TOTAL	164.13						
										*CHECK TOTAL
BME LAB AND SCIENCE			002850							
	39374	05/01/14	AUTOCLAVE CALIBRATION	670.00		45352		D N	MTCE. OF EQUIPME	651.48484.0334
BODY SHOP/THE			000114							
	39375	05/01/14	#120152 REPAIR-PARTS	288.81		042514		D M 07	MTCE. OF EQUIPME	101.45433.0224
	39375	05/01/14	#120152 REPAIR-LABOR	480.60		042514		D M 07	MTCE. OF EQUIPME	101.45433.0334
				769.41						
			VENDOR TOTAL	769.41						
										*CHECK TOTAL
BOLTON & MENK INC			001010							
	39376	05/01/14	2014 IMPROVEMENTS	3,665.50		0164873		D N	PROFESSIONAL SER	414.48451.0446
	39376	05/01/14	GORTON AVE NW IMPROVE	17,597.50		0164874		D N	PROFESSIONAL SER	414.48451.0446
	39376	05/01/14	12TH ST SE IMPROVEMENT	2,560.50		0164875		D N	PROFESSIONAL SER	414.48454.0446
	39376	05/01/14	IND. PARK 4TH ADDITIO	47,241.00		0164876		D N	PROFESSIONAL SER	414.48455.0446
				71,064.50						
			VENDOR TOTAL	71,064.50						
										*CHECK TOTAL
BROKEN WINDOWS & PRO TEC			002892							
	39377	05/01/14	REPL. WINDOW-ADMIN BLDG	128.14		IBP-0411-08936		D N	MTCE. OF STRUCTU	651.48484.0225
	39377	05/01/14	REPL. WINDOW-ADMIN BLDG	102.00		IBP-0411-08936		D N	MTCE. OF STRUCTU	651.48484.0335
				230.14						
			VENDOR TOTAL	230.14						
										*CHECK TOTAL
BSE			001980							
	39378	05/01/14	BATTERIES-HANDHELD MTRS	18.72		907138081		D N	MTCE. OF EQUIPME	651.48484.0224
	39378	05/01/14	ELEC PANEL DOORS-PARTS	114.72		907174272		D N	MTCE. OF STRUCTU	651.48484.0225
	39378	05/01/14	ELEC RECEPTACLE PARTS	338.20		907174278		D N	MTCE. OF STRUCTU	651.48484.0225

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
BSE			001980											
	39378	05/01/14	BALLASTS/LAMPS	285.84		907181598		D	N				MTCE. OF STRUCTU	101.43425.0225
	39378	05/01/14	CONNECTORS FOR WIRE	66.43		907181622		D	N				MTCE. OF EQUIPME	101.43425.0224
	39378	05/01/14	BALLASTS	244.58		907182984		D	N				MTCE. OF STRUCTU	101.45433.0225
	39378	05/01/14	SMOKE DETECTORS	1,932.00		907226125		D	N				GENERAL SUPPLIES	101.42412.0229
	39378	05/01/14	OVERHEAD DR REPAIR-PARTS	59.57		907231677		D	N				MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	3,060.06										
													*CHECK TOTAL	
BUSINESS IMPACT GROUP			003073											
	39379	05/01/14	UNIFORM WEBSITE SETUP	200.00		996882		D	N				PROFESSIONAL SER	101.42412.0446
BUSINESSWARE SOLUTIONS			002776											
	39380	05/01/14	HP OFFICE JET PRO PRNTR	559.00		216063		D	N				SMALL TOOLS	101.41409.0221
	39380	05/01/14	PRINT/PAGE COUNT	9.49		216151		D	N				OFFICE SUPPLIES	101.41400.0220
	39380	05/01/14	PRINT/PAGE COUNT	23.83		216151		D	N				OFFICE SUPPLIES	101.41402.0220
	39380	05/01/14	PRINT/PAGE COUNT	9.75		216151		D	N				OFFICE SUPPLIES	101.41403.0220
	39380	05/01/14	PRINT/PAGE COUNT	11.59		216151		D	N				OFFICE SUPPLIES	101.41404.0220
	39380	05/01/14	PRINT/PAGE COUNT	184.36		216151		D	N				OFFICE SUPPLIES	101.41405.0220
	39380	05/01/14	PRINT/PAGE COUNT	5.88		216151		D	N				OFFICE SUPPLIES	101.41409.0220
	39380	05/01/14	PRINT/PAGE COUNT	141.42		216151		D	N				OFFICE SUPPLIES	101.42411.0220
	39380	05/01/14	PRINT/PAGE COUNT	5.20		216151		D	N				OFFICE SUPPLIES	101.43417.0220
	39380	05/01/14	PRINT/PAGE COUNT	30.38		216151		D	N				OFFICE SUPPLIES	101.43425.0220
	39380	05/01/14	PRINT/PAGE COUNT	30.64		216151		D	N				OFFICE SUPPLIES	101.45433.0220
	39380	05/01/14	PRINT/PAGE COUNT	25.46		216151		D	N				OFFICE SUPPLIES	101.45435.0220
	39380	05/01/14	PRINT/PAGE COUNT	120.38		216151		D	N				OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	1,157.38										
													*CHECK TOTAL	
CANON FINANCIAL SERVICES			002336											
	39381	05/01/14	COPIER LEASE AGRMT	24.88		13699054		D	N				RENTS	101.43425.0440
CARRANZA/NOE			002547											
	39382	05/01/14	INTERPRETED 04/18/14	50.00		041814		D	M	07			PROFESSIONAL SER	101.42411.0446
	39382	05/01/14	INTERPRETED 04/20/14	75.00		042014		D	M	07			PROFESSIONAL SER	101.42411.0446
	39382	05/01/14	INTERPRETED 04/27/14	125.00		042714		D	M	07			PROFESSIONAL SER	101.42411.0446
			VENDOR TOTAL	250.00										
													*CHECK TOTAL	
CENTERPOINT ENERGY			000467											
	39383	05/01/14	NATURAL GAS CHARGES	13.46		6007936/4-14		D	N				UTILITIES	230.43430.0332
	39383	05/01/14	NATURAL GAS CHARGES	2,730.92		6007939/4-14		D	N				UTILITIES	101.43425.0332
	39383	05/01/14	NATURAL GAS CHARGES	38.75		6038773/4-14		D	N				UTILITIES	101.43425.0332
	39383	05/01/14	NATURAL GAS CHARGES	1,898.42		6061271/4-14		D	N				UTILITIES	101.45433.0332
	39383	05/01/14	NATURAL GAS CHARGES	79.12		6069198/4-14		D	N				UTILITIES	101.43425.0332
	39383	05/01/14	NATURAL GAS CHARGES	681.76		6084836/4-14		D	N				UTILITIES	101.45435.0332
	39383	05/01/14	NATURAL GAS CHARGES	1,437.08		6085332/4-14		D	N				UTILITIES	101.45433.0332
	39383	05/01/14	NATURAL GAS CHARGES	886.74		6102726/4-14		D	N				UTILITIES	101.42412.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY			000467							
	39383	05/01/14	NATURAL GAS CHARGES	651.91		6725927/4-14		D N	UTILITIES	230.43430.0332
	39383	05/01/14	NATURAL GAS CHARGES	13.46		7177865/4-14		D N	UTILITIES	230.43430.0332
	39383	05/01/14	NATURAL GAS CHARGES	440.40		8503501/4-14		D N	UTILITIES	651.48485.0332
	39383	05/01/14	NATURAL GAS CHARGES	805.59		8512023/4-14		D N	UTILITIES	651.48485.0332
	39383	05/01/14	NATURAL GAS CHARGES	12,580.02		8795475/4-14		D N	UTILITIES	651.48484.0332
			VENDOR TOTAL	22,257.63		*CHECK TOTAL				
CHARTER COMMUNICATIONS			000736							
	39384	05/01/14	MONTHLY PHONE SERVICE	156.36		2191/4-14		D N	COMMUNICATIONS	101.41409.0330
	39384	05/01/14	MONTHLY PHONE SERVICE	44.93		5124/5-14		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	201.29		*CHECK TOTAL				
CITY ENGINEER'S ASSN OF			001387							
	39385	05/01/14	2014 MEMBERSHIP DUES	60.00		041614		D N	SUBSCRIPTIONS AN	101.43417.0443
CITY OF WILLMAR-GENERAL			000292							
	39386	05/01/14	BLDG PERMIT #22096	30.65		22096		D N	LICENSES AND TAX	101.43425.0445
	39386	05/01/14	BLDG PERMIT #22097	30.50		22097		D N	LICENSES AND TAX	101.43425.0445
			VENDOR TOTAL	61.15		*CHECK TOTAL				
CLARKE MOSQUITO CONTROL			002157							
	39387	05/01/14	MOSQUITO CNTL CHEMICAL	1,206.71		5059971		D N	GENERAL SUPPLIES	101.43425.0229
	39387	05/01/14	MOSQUITO CNTL CHEMICAL	2,744.43		5059992		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	3,951.14		*CHECK TOTAL				
COPIER BUSINESS SOLUTION			001934							
	39388	05/01/14	COPIER MTCE CHARGE	27.85		236624		D N	MTCE. OF EQUIPME	101.41405.0334
CROW CHEMICAL & LIGHTING			000186							
	39389	05/01/14	LAB PAPER TOWELS	86.95		4127		D N	GENERAL SUPPLIES	651.48484.0229
D. ERVASTI SALES CO			002899							
	39390	05/01/14	MOUND CLAY-BALLFIELDS	4,069.60		12232		D N	GENERAL SUPPLIES	101.43425.0229
DELL MARKETING LP			001747							
	39391	05/01/14	DELL 19" MONITOR	171.74		XJDD3PJ33		D N	SMALL TOOLS	101.41409.0221
DELTA DENTAL OF MINNESOT			002867							
	39364	04/22/14	DENTAL INSURANCE-MAY	27.35		5495739		D N	RETIRED EMPLOYEE	101.41428.0818
DEPT OF HUMAN SERVICES			000009							
	39392	05/01/14	CLEANING SERVICES	1,406.00		00000201086		D N	CLEANING AND WAS	101.45433.0338

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
DJ RADIATOR			.02122											
	39393	05/01/14	GENERATOR REPAIR-LABOR	500.00		066841		D	N				MTCE. OF EQUIPME	651.48484.0334
DOOLEY'S PETROLEUM INC			002163											
	39365	04/22/14	4,003 GALLONS UNLEADE	13,294.15		948488		D	N				INVENTORIES-MDSE	101.125000
	39365	04/22/14	4,001 GALLONS DIESEL	12,855.32		948488		D	N				INVENTORIES-MDSE	101.125000
				26,149.47										
			VENDOR TOTAL	26,149.47										
DYNA SYSTEMS			000223											
	39394	05/01/14	SPRAY PAINT	282.93		20770513		D	N				MTCE. OF EQUIPME	101.43425.0224
	39394	05/01/14	LAMP	222.90		20776402		D	N				MTCE. OF EQUIPME	101.43425.0224
				505.83										
			VENDOR TOTAL	505.83										
EMERGENCY RESPONSE SOLUT			003048											
	39395	05/01/14	HELMET FRONTS	126.76		1945		D	N				SUBSISTENCE OF P	101.42412.0227
ETTERMAN ENTERPRISES			001567											
	39396	05/01/14	L.S. PARTS	34.34		209433		D	M	07			MTCE. OF EQUIPME	651.48485.0224
EXCEL OVERHEAD DOOR			002443											
	39397	05/01/14	OVERHEAD DR REPAIR-PARTS	372.61		21951		D	N				MTCE. OF STRUCTU	651.48484.0225
	39397	05/01/14	OVERHEAD DR REPAIR-LABOR	252.00		21951		D	N				MTCE. OF STRUCTU	651.48484.0335
				624.61										
			VENDOR TOTAL	624.61										
FELT/JAMES E			000993											
	39398	05/01/14	ASSMT CENTER-PARKING	13.00		572		D	N				SUBSISTENCE OF P	101.42411.0227
FINANCE AND COMMERCE			002809											
	39399	05/01/14	AD FOR BIDS-PROJ. 1401	78.81		741526963		D	N				ADVERTISING	414.48451.0447
	39399	05/01/14	AD FOR BIDS-PROJ. 1404	207.06		741539173		D	N				ADVERTISING	414.48454.0447
	39399	05/01/14	AD FOR BIDS-PROJ. 1401	222.35		741539174		D	N				ADVERTISING	414.48451.0447
				508.22										
			VENDOR TOTAL	508.22										
GENERAL MAILING SERVICES			000293											
	39400	05/01/14	POSTAGE	43.39		11658		D	N				POSTAGE	101.42411.0223
	39400	05/01/14	SPEEDEE DELIVERY	9.31		11658		D	N				POSTAGE	101.42412.0223
	39400	05/01/14	UPS CHARGES	14.74		11761		D	N				POSTAGE	101.43425.0223
	39400	05/01/14	SPEEDEE DELIVERY	12.02		11761		D	N				POSTAGE	101.43425.0223
				79.46										
			VENDOR TOTAL	79.46										
GRAINGER INC			000786											
	39401	05/01/14	HVAC BLDG FILTERS	314.38		9419294039		D	N				MTCE. OF STRUCTU	651.48484.0225



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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
INTEGRATED POWER SERVICE			003044											
	39412	05/01/14	HVAC MOTOR	492.83		9005890		D	N				MTCE. OF STRUCTU	651.48484.0225
JAGUSH/JEFFREY			003037											
	39413	05/01/14	MILEAGE 4/15-4/24/14	22.40		043014		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	39413	05/01/14	MILEAGE 4/15-4/24/14	22.40		043014		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	44.80										
				44.80										*CHECK TOTAL
JIMMY JOHN'S			.02079											
	39414	05/01/14	SIGN DEPOSIT REF 2014-8	100.00		2014-8		D	N				DEPOSITS-SIGN PE	101.230001
JMD MANUFACTURING INC			001898											
	39415	05/01/14	L.S. PUMP #1 SHAFT	563.00				D	N				MTCE. OF EQUIPME	651.48485.0224
KANDIYOHI CO RECYCLING A			002296											
	39416	05/01/14	LAMP RECYCLING	51.50		22		D	N				CLEANING AND WAS	101.45433.0338
	39416	05/01/14	LAMP RECYCLING	16.00		24		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	67.50										
				67.50										*CHECK TOTAL
KANDIYOHI CO SHERIFF'S D			001507											
	39417	05/01/14	5 MOTOROLA BATTERIES	300.00				D	N				MTCE. OF EQUIPME	101.42411.0224
KANDIYOHI CO-OP ELECTRIC			000375											
	39418	05/01/14	WELCOME TO WILLMAR SIGN	111.00		STMT/4-14		D	N				UTILITIES	101.43425.0332
	39418	05/01/14	WELCOME TO WILLMAR SIGN	62.59		STMT/4-14		D	N				UTILITIES	101.43425.0332
	39418	05/01/14	CO RD 23/HWY 71 BYPASS	139.00		STMT/4-14		D	N				UTILITIES	101.43425.0332
	39418	05/01/14	ELEC SERV-LIFT STATIONS	740.00		STMT/4-14		D	N				UTILITIES	651.48485.0332
	39418	05/01/14	ABBOTT DR LIFT STATION	71.00		STMT/4-14		D	N				UTILITIES	651.48485.0332
	39418	05/01/14	ELEC SERV-SECURITY LIGHT	36.00		STMT/4-14		D	N				UTILITIES	651.48486.0332
			VENDOR TOTAL	1,159.59										
				1,159.59										*CHECK TOTAL
KING/VINCENT			001264											
	39419	05/01/14	DEATH INVESTIG. CONF	18.00		570		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LANGE/CRAIG			002000											
	39420	05/01/14	ST PAUL BACKGROUND SCHL	32.00		571		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LANGNER/LUKE			003070											
	39421	05/01/14	MNDOT CONCRETE COURSE	35.70		04161		D	N				TRAVEL-CONF.-SCH	101.43417.0333
LINCOLN FINANCIAL GROUP			002789											
	39422	05/01/14	LIFE INSURANCE-MAY	55.80		M274		D	N				EMPLOYER INSUR.	101.41400.0114
	39422	05/01/14	LIFE INSURANCE-MAY	48.75		M274		D	N				EMPLOYER INSUR.	101.41402.0114
	39422	05/01/14	LIFE INSURANCE-MAY	16.25		M274		D	N				EMPLOYER INSUR.	101.41403.0114
	39422	05/01/14	LIFE INSURANCE-MAY	29.25		M274		D	N				EMPLOYER INSUR.	101.41404.0114

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
LINCOLN FINANCIAL GROUP			002789							
	39422	05/01/14	LIFE INSURANCE-MAY	29.25		M274		D N	EMPLOYER INSUR.	101.41405.0114
	39422	05/01/14	LIFE INSURANCE-MAY	9.75		M274		D N	EMPLOYER INSUR.	101.41408.0114
	39422	05/01/14	LIFE INSURANCE-MAY	29.25		M274		D N	EMPLOYER INSUR.	101.41409.0114
	39422	05/01/14	LIFE INSURANCE-MAY	3.25		M274		D N	EMPLOYER INSUR.	101.41424.0114
	39422	05/01/14	LIFE INSURANCE-MAY	1,566.25		M274		D N	INS. PASS THROUGH	101.41428.0819
	39422	05/01/14	LIFE INSURANCE-MAY	351.00		M274		D N	EMPLOYER INSUR.	101.42411.0114
	39422	05/01/14	LIFE INSURANCE-MAY	19.50CR		M274		D N	EMPLOYER INSUR.	101.42412.0114
	39422	05/01/14	LIFE INSURANCE-MAY	29.25		M274		D N	EMPLOYER INSUR.	101.43417.0114
	39422	05/01/14	LIFE INSURANCE-MAY	192.08		M274		D N	EMPLOYER INSUR.	101.43425.0114
	39422	05/01/14	LIFE INSURANCE-MAY	19.50		M274		D N	EMPLOYER INSUR.	101.45432.0114
	39422	05/01/14	LIFE INSURANCE-MAY	39.00		M274		D N	EMPLOYER INSUR.	101.45433.0114
	39422	05/01/14	LIFE INSURANCE-MAY	5.85		M274		D N	EMPLOYER INSUR.	101.45435.0114
	39422	05/01/14	LIFE INSURANCE-MAY	4.87		M274		D N	EMPLOYER INSUR.	101.45437.0114
	39422	05/01/14	LIFE INSURANCE-MAY	89.70		M274		D N	EMPLOYER INSUR.	651.48484.0114
	39422	05/01/14	LIFE INSURANCE-MAY	9.75		M274		D N	EMPLOYER INSUR.	651.48485.0114
	39422	05/01/14	LIFE INSURANCE-MAY	9.75		M274		D N	EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	2,519.05		*CHECK TOTAL				
				2,519.05						
LITTLE FALLS MACHINE INC			000928							
	39423	05/01/14	#010410-BRACE/CLEVIS	633.97		00053948		D N	MTCE. OF EQUIPME	101.43425.0224
LOGE SEED FARM			000418							
	39424	05/01/14	STRAW FOR TREE PLANTING	40.00		4652		D M 07	GENERAL SUPPLIES	101.43425.0229
M-R SIGN CO INC			000424							
	39425	05/01/14	STREET SIGNS	142.00		180534		D N	MTCE. OF OTHER I	101.43425.0226
	39425	05/01/14	STREET SIGNS	206.67		180642		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	348.67		*CHECK TOTAL				
				348.67						
MACQUEEN EQUIPMENT INC			000427							
	39426	05/01/14	PTO SHAFT/O-RINGS	1,105.64		2142901		D N	MTCE. OF EQUIPME	101.43425.0224
MADISON NATIONAL LIFE			002249							
	39427	05/01/14	LTD PREMIUM-MAY	44.93		214		D N	EMPLOYER INSUR.	101.41400.0114
	39427	05/01/14	LTD PREMIUM-MAY	87.58		214		D N	EMPLOYER INSUR.	101.41402.0114
	39427	05/01/14	LTD PREMIUM-MAY	33.45		214		D N	EMPLOYER INSUR.	101.41403.0114
	39427	05/01/14	LTD PREMIUM-MAY	43.53		214		D N	EMPLOYER INSUR.	101.41404.0114
	39427	05/01/14	LTD PREMIUM-MAY	58.41		214		D N	EMPLOYER INSUR.	101.41405.0114
	39427	05/01/14	LTD PREMIUM-MAY	9.21		214		D N	EMPLOYER INSUR.	101.41408.0114
	39427	05/01/14	LTD PREMIUM-MAY	52.70		214		D N	EMPLOYER INSUR.	101.41409.0114
	39427	05/01/14	LTD PREMIUM-MAY	2.85		214		D N	EMPLOYER INSUR.	101.41424.0114
	39427	05/01/14	LTD PREMIUM-MAY	590.09		214		D N	EMPLOYER INSUR.	101.42411.0114
	39427	05/01/14	LTD PREMIUM-MAY	32.54		214		D N	EMPLOYER INSUR.	101.42412.0114
	39427	05/01/14	LTD PREMIUM-MAY	65.42		214		D N	EMPLOYER INSUR.	101.43417.0114
	39427	05/01/14	LTD PREMIUM-MAY	276.44		214		D N	EMPLOYER INSUR.	101.43425.0114

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE			002249							
	39427	05/01/14	LTD PREMIUM-MAY	13.68		214		D N	EMPLOYER INSUR.	101.45432.0114
	39427	05/01/14	LTD PREMIUM-MAY	42.44		214		D N	EMPLOYER INSUR.	101.45433.0114
	39427	05/01/14	LTD PREMIUM-MAY	13.87		214		D N	EMPLOYER INSUR.	101.45435.0114
	39427	05/01/14	LTD PREMIUM-MAY	9.80		214		D N	EMPLOYER INSUR.	101.45437.0114
	39427	05/01/14	LTD PREMIUM-MAY	123.09		214		D N	EMPLOYER INSUR.	651.48484.0114
	39427	05/01/14	LTD PREMIUM-MAY	13.09		214		D N	EMPLOYER INSUR.	651.48485.0114
	39427	05/01/14	LTD PREMIUM-MAY	13.68		214		D N	EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,526.80						
				1,526.80						*CHECK TOTAL
MATHESON TRI-GAS INC			002898							
	39428	05/01/14	CYLINDER RENTAL	48.66		08910858		D N	RENTS	101.45433.0440
MBFTE			002881							
	39429	05/01/14	FF LICENSE RENEWAL FEE	25.00		043014		D N	PREPAID EXPENSES	101.128000
	39429	05/01/14	FF LICENSE RENEWAL FEE	25.00		043014		D N	PREPAID EXPENSES	101.128000
	39429	05/01/14	FF LICENSE RENEWAL FEE	12.50		043014		D N	PREPAID EXPENSES	101.128000
	39429	05/01/14	FF LICENSE RENEWAL FEE	12.50		043014		D N	SUBSCRIPTIONS AN	101.42412.0443
			VENDOR TOTAL	75.00						
				75.00						*CHECK TOTAL
MENARDS			000449							
	39430	05/01/14	REPL. CEILING TILES	36.64		47472		D N	MTCE. OF STRUCTU	101.45433.0225
	39430	05/01/14	HAMMER	9.99		47550		D N	SMALL TOOLS	651.48484.0221
	39430	05/01/14	BATTERIES	26.93		47560		D N	GENERAL SUPPLIES	101.43425.0229
	39430	05/01/14	GARBAGE BAGS	11.79		47560		D N	GENERAL SUPPLIES	101.43425.0229
	39430	05/01/14	PLUMBING PARTS	64.68		47705		D N	MTCE. OF STRUCTU	101.43425.0225
			VENDOR TOTAL	150.03						
				150.03						*CHECK TOTAL
METRO SALES INC			003016							
	39431	05/01/14	COPIER CONTRACT EXPIRED	266.67CR		513599		D N	RENTS	101.42411.0440
	39431	05/01/14	COPIER LEASE 4/24-7/24	675.00		599643		D N	RENTS	101.42411.0440
	39431	05/01/14	COPIER MTCE 4/12-5/12	270.52		599718		D N	MTCE. OF EQUIPME	741.48001.0334
	39431	05/01/14	COPIER MTCE 4/24-7/24	427.57		599991		D N	MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	1,106.42						
				1,106.42						*CHECK TOTAL
MINNEAPOLIS FINANCE DEPA			000466							
	39432	05/01/14	AUTO PAWN TRANS FEE	182.70		400413004906		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE			000492							
	198	04/18/14	SALES TAX-MARCH	356.00		STMT/3-14		M N	SALES TAX PAYABL	101.206000
	198	04/18/14	USE TAX-MARCH	232.26		STMT/3-14		M N	SALES TAX PAYABL	101.206000
	198	04/18/14	USE TAX-MARCH	4.08CR		STMT/3-14		M N	GENERAL SUPPLIES	101.41408.0229
	198	04/18/14	USE TAX-MARCH	1.38CR		STMT/3-14		M N	LICENSES AND TAX	101.41409.0445
	198	04/18/14	USE TAX-MARCH	11.34CR		STMT/3-14		M N	SMALL TOOLS	101.42411.0221



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
NELSON/CHAD			001794											
	39438	05/01/14	DEATH INVESTIG. TRNG	15.82		569		D	N				TRAVEL-CONF.-SCH	101.42411.0333
NEXTEL COMMUNICATION			000578											
	39439	05/01/14	CELLULAR PHONE USAGE	1,672.43		317498885-071		D	N				COMMUNICATIONS	101.41409.0330
PLUMBING & HEATING OF WI			000618											
	39440	05/01/14	RESTROOM REPAIR-PARTS	4.90		17402		D	N				MTCE. OF STRUCTU	101.45427.0225
	39440	05/01/14	RESTROOM REPAIR-LABOR	85.00		17402		D	N				MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	89.90										
				89.90									*CHECK TOTAL	
POWER PLAN OIB			000342											
	39441	05/01/14	#006586-SWITCH/HARNES	575.68		P34859		D	N				MTCE. OF EQUIPME	101.43425.0224
	39441	05/01/14	#006586-WIRE HARNES	72.94		P34932		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	648.62										
				648.62									*CHECK TOTAL	
QUICK SIGNS			001093											
	39442	05/01/14	SIGNS FOR TENNIS COURTS	81.00		169923		D	N				MTCE. OF OTHER I	101.43425.0226
	39442	05/01/14	VEHICLE LETTERING	75.00		169933		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	156.00										
				156.00									*CHECK TOTAL	
RAILROAD MANAGEMENT CO I			002582											
	39443	05/01/14	SEWER PIPELINE LEASE	514.46		307331		D	N				RENTS	101.43425.0440
RENVILLE SALES INC			002803											
	39444	05/01/14	DECK MOUNT CONVERTOR	199.75		129304		D	N				MTCE. OF EQUIPME	101.42412.0224
RICOH USA INC			002101											
	39445	05/01/14	COPIER LEASE AGRMT	632.00		92263951		D	N				RENTS	741.48001.0440
RUHLAND COMMERCIAL			002550											
	39446	05/01/14	PROPERTY APPRAISAL	6,000.00		14558		D	N				PROFESSIONAL SER	101.41406.0446
RULE TIRE SHOP			000665											
	39447	05/01/14	TIRE REPAIR-PARTS	4.00		68047		D	N				MTCE. OF EQUIPME	101.43425.0224
	39447	05/01/14	TIRE REPAIR-LABOR	51.00		68047		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	55.00										
				55.00									*CHECK TOTAL	
RUNNING'S SUPPLY INC			001418											
	39448	05/01/14	BLDG MTCE-PARTS	12.29		3376282		D	N				MTCE. OF STRUCTU	651.48484.0225
	39448	05/01/14	BALLFIELD CART	25.98		3379256		D	N				SMALL TOOLS	101.43425.0221
	39448	05/01/14	2 PC HAMMER DRILL KIT	249.99		3379906		D	N				SMALL TOOLS	101.45433.0221
	39448	05/01/14	SUPPLIES	17.99		3379906		D	N				GENERAL SUPPLIES	101.45433.0229
	39448	05/01/14	GREASE GUN	43.98		3389239		D	N				SMALL TOOLS	651.48484.0221

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
RUNNING'S SUPPLY INC 001418							
39448 05/01/14 BALLFIELD CART	12.99		3393286		D N	SMALL TOOLS	101.43425.0221
39448 05/01/14 BRANCH CUTTER	19.96		3393293		D N	SMALL TOOLS	101.43425.0221
	383.18						
	383.18	*CHECK TOTAL					
VENDOR TOTAL	383.18						
SAFE AVENUES .01816							
39368 04/30/14 YANISH-EVENT REGIS.	65.00		043014		D N	TRAVEL-CONF.-SCH	101.41401.0333
SMEBY/ROSS 002570							
39449 05/01/14 OFFICE SUPPLIES	10.68		629		D N	SMALL TOOLS	101.41409.0221
39449 05/01/14 ONLINE SOFTWARE PURCH.	4.00		630		D N	SMALL TOOLS	101.41409.0221
	14.68						
	14.68	*CHECK TOTAL					
VENDOR TOTAL	14.68						
SPRINGSTED INCORPORATED 000705							
39450 05/01/14 PAY EQUITY 2014	1,103.43		000862.124-1		D N	PROFESSIONAL SER	101.41401.0446
TIGER CORPORATION 000015							
39451 05/01/14 MOWER PARTS	1,184.18		4445835-RI		D N	MTCE. OF EQUIPME	101.43425.0224
TINKLENBERG/PAUL C 002604							
39452 05/01/14 PESTICIDE APPLIC. TESTS	15.00		042314		D N	LICENSES AND TAX	101.43425.0445
TIRES PLUS 000747							
39453 05/01/14 TIRE REPAIR-LABOR	8.00		249512		D N	MTCE. OF EQUIPME	101.42411.0334
UNIFORMS UNLIMITED 000762							
39454 05/01/14 2 TASERS	87.50		201711		D N	SMALL TOOLS	101.42411.0221
VIKING COCA-COLA BOTTLIN 000777							
39455 05/01/14 CONCESSION SUPPLIES	38.00		1362331		D N	GENERAL SUPPLIES	101.45433.0229
WAL-MART COMMUNITY 000789							
39456 05/01/14 CAMERA LOCK/BATTERIES	31.67		032614		D N	SMALL TOOLS	101.42411.0221
39456 05/01/14 OFFICE SUPPLIES	54.09		040114		D N	OFFICE SUPPLIES	651.48484.0220
39456 05/01/14 BATTERIES/SUPPLIES	66.11		040314		D N	GENERAL SUPPLIES	101.42411.0229
39456 05/01/14 CORD WRAP/TIME PIECE	10.84		040314		D N	GENERAL SUPPLIES	651.48484.0229
39456 05/01/14 BATTERIES	33.04		041014		D N	GENERAL SUPPLIES	101.42411.0229
39456 05/01/14 OFFICE SUPPLIES	4.85		041214		D N	OFFICE SUPPLIES	101.42411.0220
	200.60						
	200.60	*CHECK TOTAL					
VENDOR TOTAL	200.60						
WEST CENTRAL ROOFING 000927							
39457 05/01/14 ROOF REPAIR-LABOR	657.21		11452		D N	MTCE. OF STRUCTU	230.43430.0335
WEST CENTRAL TRIBUNE 000807							
39458 05/01/14 BD OF APPEAL/EQUAL. MTG	468.00		CL03061440		D N	PRINTING AND PUB	101.41401.0331



ACS FINANCIAL SYSTEM  
05/01/2014 08:39:15

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.24 PAGE 13

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				211,156.03										

RECORDS PRINTED - 000264

ACS FINANCIAL SYSTEM  
05/01/2014 08:39:15

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.24 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	87,078.92
230	WILLMAR MUNICIPAL AIRPORT	1,336.04
414	S.A.B.F. - #2014	72,916.72
450	CAPITAL IMPROVEMENT FUND	26,487.28
651	WASTE TREATMENT	22,434.55
741	OFFICE SERVICES	902.52
TOTAL ALL FUNDS		211,156.03

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	211,156.03
TOTAL ALL BANKS		211,156.03

Meeting Minutes  
Kandiyohi Area Transit  
Operations Board

Tuesday, March 4, 2014 at 10:00 a.m.  
KAT Facility

Members Present: Debra Buffington, Chad Christianson, Terri Fehn, Kevin Halliday, Kristi Maahs, Pam Meinert, Michelle Prah

Members Absent: LeAnne Freeman, Darrell Ruch

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator; Michele Johnson, Fiscal Clerk; Galen Thompson, Maintenance Coordinator

Ex-Officio Members Absent: Bev Herfindahl

Guests(s): None

No introductions were made.

Approval of Agenda

**Kevin Halliday made a motion to approve agenda with Director's change to start with Director's Update while waiting for quorum and also Bus Discussion to follow Committee Updates so Galen can return to his work after this discussion. Pam Meinert seconded the motion which passed.**

Director's Update

Financials – No budget and financial information was provided as this has all been reviewed in committee meetings and KAT is also waiting for the finalized 2013 reporting from CDS. Payment has not been made for the 2013 bus as it has not been delivered due to a few minor warranty issues, and seating configurations, however, it should be here soon. Signage will be done within two weeks, but magnetic numbers may be used temporarily. Advertising on the new bus will be at least one transfer from another bus.

Operations report – Doug reviewed January ridership which is at 9,911 with one extra service day and extreme weather conditions contributing to the increase. The 5310 bus had 23 rides compared to zero last year. Doug noted that from 2011 there was a significant drop in rides but summer rides went up. Doug stated this is due to requests in summer for more outings with groups like Let's Go Fishing and other places to visit in the summer months. JARC ridership is up and is now used to pick up at West Central Industries in the afternoon and will continue that route as it seems to be working well. Saturday ridership was impacted by one less Saturday in January and severe weather conditions. Monday route ridership is good. Senior transportation is strong at 600 rides in January. Tiffany and

Doug reviewed calls received and requests for other hours. The YMCA is looking at afternoons from two schools to transport about 25 persons to their facility starting in the fall. Crossroads has used KAT, and would like to increase afternoon rides. Chad from Crossroads has stated they would like KAT to do all ridership which would be about 70 persons per day. Other requests include, from churches for Sunday mornings, and Roseland Reformed would like to use the 5310 bus Sundays for three hours bus is researching the needs from the Prinsburg church to see if there is need.

Tiffany stated that Bev with MN DOT suggests that a city this size could support a Sunday route. The Expansion Committee is exploring this which would be a public transportation route and follow base routes. Kevin suggested using the language "houses of worship" and instead of churches to include all groups and make it clear this would be a public route.

#### Election of 2014 Operations Board Officers

Chad opened the floor for nominations. There were none. Current officers are Darrell Ruch, Chair; Chad Christianson, Vice-Chair; and Kevin Halliday, Secretary-Treasurer.

**Kevin Halliday made a motion to maintain same slate of officers. Pam Meinert seconded the motion which passed.**

#### Approval of Minutes

**Kevin Halliday made a motion to approve the November 26, 2013, meeting minutes. Pam Meinert seconded the motion which passed.**

#### Committee Updates

The Committee minutes were included in with the agenda for this meeting. Board members were asked to read these minutes on their own and notify staff if any questions or comments.

#### 2014 Bus Purchase Discussion

Tiffany said KAT has been verbally awarded two buses and have the contract to move forward with one of the purchases so far. There is a concern with having enough chassis available from manufacturer so need to move quickly if wanting to purchase. This would need a recommendation from this Board to Joint Powers Board which meets on March 21. The contract is for \$76,000. Local share is 20 per cent to include \$15,000 from the City of Willmar and \$15,000 from Kandiyohi County. Bids received so far are from North Central Bus for \$66,478, Ford Elkhart, gas instead of diesel; and from Hogle Bus for \$72,220 which needs to be broken out depending on make of bus and options. There will be meetings held with each company to review their bids and options. Another bus could be ordered later in the year to increase the fleet to 13 buses once that contract is awarded.

Galen reviewed the line item options on the vehicle order form from North Central Bus. This bus will replace Bus #88 which has 266,000 miles on it. Kevin asked if roof hatches which have never been used

are still necessary. Doug replied that for \$215 this is a good safety feature if bus was ever in an accident and lands on its side. Persons could be removed more quickly through a roof hatch. Tiffany explained that there is still work to be done on the bids to ensure that they are equal to each other but is looking for a recommendation if the board is comfortable doing that due to the time constraints.

**Kevin Halliday made a motion to bring the lowest bid for the buses as a recommendation to the Joint Powers Board at their March meeting. Kristi Maahs seconded the motion which passed.**

#### Operations Policy Review – Recommendation

Tiffany explained that an annual review of the operations policies was performed and that staff is recommending the following updates to the policy.

#12.3 change language from AVL to tablets.  
Include Title VI Policy in the Operations Policy document

**Kevin Halliday made a motion to recommend to the Joint Powers Board the formal adoption of these policies. Terri Fehn seconded the motion which passed.**

#### Hwy 12 Route Update

Tiffany reported that one of the hired drivers is currently having medical issues, and the second driver is waiting for testing on March 14. Goal is to begin the route on March 24. The West Central Tribune is willing to do a feature article on this route.

#### Other Updates

There has been discussion about using the Armer radio system with the Kandiyohi County Sheriff's department. Since both Meeker County uses this system and Renville County has recently received a grant to upgrade to the Armer radio system, KAT is researching if those radios could be used in Kandiyohi County. Radios may be used when vehicle is in motion, whereas cell phone usage when in motion is not allowed. CDL drivers cannot use mobile devices while driving but can use Armer radios. This makes radios an attractive form of communication for transit. Also, the fact that a transit talk group could be created for use between all three transit systems for more efficient communication between those entities as well as the emergency communication that is the true benefit of the Armer Radio system. Cost per radio is \$1,600. Kandiyohi County would need to change its plan to include transit and plans to do so. KAT will plan to purchase one radio with the Transit For Our Future grant for connectivity with Meeker County dispatch.

Tiffany explained that she, Jim Butterfield, and Kevin Halliday have continued to meet with representatives from Renville County and are working on a Joint Powers agreement. It is getting closer to being ready to share with the Joint Powers Board and legal representation for all parties. Discussions have been going well, and it is still the goal to be ready to apply for 2015 Operational funds as a joint entity.

Ridgewater Project

Tiffany reviewed the planning for a bus shelter located at the college. Approximate cost would be \$6,000 to KAT for the shelter. Tiffany will meet with college administration on March 6 to see if college has funding to contribute toward the building of it. Chad stated KAT should be sure the agreement language includes full maintenance by the college.

Next Meeting

April 22, 2014 at 10:00am

Submitted by,

*Michele Johnson*

## MINUTES

### WILLMAR POLICE COMMISSION

Friday, April 11, 2014

A meeting of the Willmar Police Civil Service Commission was held on Friday, April 11, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. Police Chief David Wyffels was also present.

The meeting was called to order by President Anfinson at 3:30 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the April 1, 2014 minutes as submitted. **Motion carried.**

Chief Wyffels advised the Commission that City Administrator Stevens gave verbal direction on April 10, 2014, to move forward with the process of promoting a sergeant to replace the position being vacated by Sergeant Julie Asmus due to pending retirement; hence, the purpose of this meeting.

Discussion was held on the sergeant promotional process. The discussion covered anticipated officer interest, past promotional processes relating to this position, department timelines, application requirements, written test requirements, skills test (computer) requirements, and the interview process followed by the subsequent scoring procedure.

After discussion, Police Commissioner Akerson made a motion to:

- Post the sergeant promotional notice stating the date of April 30, 2014, 2:00 PM, as the final date/time for applications to be accepted for the position.
- Require all applicants for the position to submit a completed application form, provide a cover letter, provide a résumé, and complete the four preliminary questions in a handwritten format as part of the application process.
- Set the date for the written test to occur on May 8, 2014, at a time and location suitable to administer such test.
- Use the same testing company and test type that was used for the previous sergeant promotional process in 2011, which consists of an "In-basket" style test supplied by PDI (Personnel Decisions International) as the written test format.
- Additionally, require a computer skills test to be administered within the same testing time frame as when the PDI "In-basket" test occurs.
- Set up a four person interview panel consisting of a Police Commission member (to be determined), a Willmar Police Sergeant (of Chief Wyffels' choosing), Captain Felt and Chief Wyffels.
- Maintain an overall promotional process scoring system with a 40% weighting of the overall score attributed to the written portion of the testing process and 60% weighting of the overall score attributed to the oral interview process.
- To use the questions selected by the Commissioners as identified at this meeting for the oral interview process.

The motion was seconded by Commissioner Schwantes, to approve Commissioner Akerson's motion as read. **Motion carried.**

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Schwantes. Meeting was adjourned at 4:45 p.m.

Secretary Kathy Schwantes  
by David Wyffels

**Willmar Community Education & Recreation  
Joint Powers Board  
April 25, 2014**

**Present:** Eric Banks, Any Boersma, Bill Borth, Matt Dawson, Tim Johnson, Audrey Nelson, Bonnie Pehrson, Lynn Peterson, Darin Strand, Liz VanDerBill

**Staff Present:** Steve Brisendine, Rob Baumgarn, Christine Hilbert, Becky Sorenson, Jena Tollefson, Ann Trochlil, Jodi Wambeke

Chairman Eric Banks opened the meeting by discussing the Park Plan. The Park Plan Committee, consisted of Eric, Bonnie Pehrson, Steve Brisendine, Brad Bonk, Rob Baumgarn, Audrey Nelson, Charlene Stevens, Scott Ledebor, Gary Manzer along with Don Winckler and Matt Johnson of Mid Minnesota Development. After numerous meetings, a 150 page Park Plan document was presented to the City Council on Monday, April 21. Eric stated he felt the City Council was receptive to the plan which they adopted at the meeting.

Steve mentioned that he has contacted several landscape architect firms for quotes. Dead-line for submissions is May 22. The next step is funding the plan for 2015.

Eric mentioned that there was substantial input from the public, both at the open meetings that were held along with the on-line survey which was completed by 650 families. Audrey asked if there would be continued means of input from the community in the upcoming months of the more in-depth studies and plans that will be forth coming. Steve responded that there would be.

The next item on the agenda was the Strategic Plan Process. Steve stated that he has been corresponding with two individuals who are interested in running a strategic planning meeting for us. Since the Board felt it would be good to have someone new, versus using Roger Worner, Steve said that whoever is chosen to lead will probably want some time to meet and talk to the Board Members prior to the actual meeting date. Because of this, Steve is not sure if our May meeting date would give enough time for the interviews prior to the meeting.

Steve also mentioned that we are currently short one Board Member as Patty Johnson's term expired in March and she elected not to continue to the end of the year which had been decided as a way to get all Board Members on the same month for term expiration. Bonnie Pehrson's term also expired in March but she agreed to serve thru December.

Steve updated the Board of the progress of the Outdoor Archery Range plans. He has been in conversation with members of the Little Crow Archery Club. Steve and the club members have been looking over the open area south of the old Waste Water Treatment plant, east of the Kandi Mall. There is adequate space there and the area is currently not utilized, except as a spot for the City to haul excess snow.

The main concern is safety. Steve stated that there is adequate space between the open area and the closest neighborhood that there would be no worry about arrows hitting houses or people in their yards. He also talked about the possibility of adding a berm on the north side as added protection. Steve is concerned the berm may be more of a problem with regard to blocking visibility than a safety value. Audrey Nelson asked how far the distance is from the north end of the targets to Pleasantview Park. Steve stated the distance was at least 400 yards.

The next item on the agenda was staff openings. Steve stated that Kevin Madsen, Civic Center Manager, is retiring, effective the end of May. Two individuals were interviewed yesterday. Background checks are being done and a decision will be made based upon further discussion with the interview team. Steve is hopeful to have someone in place prior to Kevin's departure.

Jim Nicholson, Adult Basic Ed Coordinator, has submitted his resignation effective the end of this school year. Currently, Jim and Julie Mischke (working at the Hutchinson campus) have been working together on coordination. Julie is currently thinking about retiring next year. The plan for now is to hire some additional instructors to free Julie to handle more of the coordination and then hire a new person in the spring of 2015 to work with Julie and take over the coordinator position.

Matt Dawson asked if the replacement for Kevin would be doing the same duties as Kevin has been doing. Steve responded by stating that he was hopeful the new person would be more managerial, leaving the day to day maintenance to the current maintenance staff.

A Request for Proposal has been submitted for the Arena refrigeration and HVAC system. Kevin, Steve and Sean Christensen, City Engineer is in the process of hiring a firm to do a study of the needs at the Arena. The HVAC system needs replacement first and will hopefully be completed before the upcoming winter if possible.

Due to government mandate, the R22 freon being used in most ice arenas has been ordered replaced by 2020. We are planning to do that work in 2015, after winter ice and hopefully before Sonshine in July. Fortunately, we should be able to accomplish this without tearing out the floor and replacing the pipes.

Matt Dawson asked if Steve had heard about any grant funds that could be applied for. Steve stated that has been talked about but due to the number of arenas who will need to replace their cooling units; the costs will be much larger than the amount that has been talked about by legislators. Eric Banks asked about the sales tax option. Steve responded that was expired. If we want to do that again for a specific project, a request must first be filed with the State. If the State grants the right to Willmar to increase their sales tax, the next step would be to put it on a ballot for the residents to vote on.

**CER Joint Powers Board Meeting**

**April 25, 2014, Page 3**

Liz VanDerBill presented a report to the Board regarding the School District Facility Plan. Various options have been discussed: a) building a Middle School near the High School and changing the current Middle School to an elementary school; b) move 5<sup>th</sup> grade to the Middle School and add to the Middle School.

Due to the differences in cost, most members are leaning towards building an addition to the Middle School. An architect had drawn up plans for the proposed changes to the Middle School which included adding a wing for grade 5 on the west side of the school, adding a science lab and possibly adding gym space, both at the Middle School and the High School, along with adding a gymnastics area to the High School. This would add gym space at Kennedy by removing all the gymnastics equipment from the gym.

The next item discussed was Jefferson and what to do with programs housed there. The consensus of the School Board is that Jefferson needs too much money spent on upgrades and was not worth the expense. The idea of building a wing to Kennedy for ECFE classes was brought up.

Liz stated that there was some concern about cafeteria space at the Middle School. Since there is an unused open courtyard next to the cafeteria, that could be retrofitted to create more cafeteria space.

Audrey Nelson asked if this is a short term or long term solution. Liz stated that another 125 kids could be added before reaching maximum capacity.

Bonnie Pehrson asked about Community Ed & Rec and Adult Basic Education. Liz responded that so far, nothing has been talked about regarding Community Ed & Rec and Adult Basic Education.

When asked about a time-line, Liz responded she didn't know if the plans would be ready to put on the ballot this fall or if they would plan a special referendum.

Eric asked if there were any further questions or business. Bill Borth asked if the tennis courts at Rice were in the plans for repairs. Matt Dawson also asked about Miller Tennis Courts. Steve responded that Rice courts are scheduled for work in 2015 and Miller in 2017 or 2018. Bill stated that he had the names of a couple of people who were interested in teaching Zumba. Steve asked him to email the names to him and he would get them to Tammy Rudningen. Bill asked about the possibility of adding some academic courses for adults. Steve responded that he thought that might be part of the strategic plan.

As there was no further business, the meeting adjourned. The next meeting will be May 30.

# City of Willmar, Minnesota Building Inspection Report

From 04/01/2014 To 04/30/2014

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22087	4/8/2014	PAUL COOL 609 RICHLAND Avenue SW	95-680-0580 L 8; B 3 PORTLAND ACRES ADDITION	Residential Add/Alter Residential/Alteration	INSTALL RADON MITIGATION SYSTEM	\$1,250.00	\$60.83
22088	4/14/2014	DIVINE HOUSE 320 4TH Street SW	95-003-5000 L 5 & PT OF 6; B 43 ORIGINAL CITY	Commercial Add/Alter Reroofing	COMMERCIAL REROOFING	\$108,145.00	\$1,592.28
22089	4/8/2014	ANDREW EASTON 520 12TH Street SW	95-006-7220 L 6; B 111 FIRST ADDITION	Residential Add/Alter Drainage system	INSTALL INTERIOR DRAINAGE SYSTEM	\$2,677.00	\$105.99
22092	4/7/2014	JOSHUA NELSON 905 16TH Street SW	95-042-0210 L PT OF 6; B 1 BARNSTAD'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,200.00	\$31.10
22098	4/23/2014	GREATER MINNESOTA SERVICES 2320 HIGHWAY 12 E	95-913-1011 L ; B S 13; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT OFFICES AND CONFERENCE ROOMS	\$120,000.00	\$1,688.96
22099	4/14/2014	HARMAR FOODS HARDEE'S 1704 1ST Street S	95-922-6902 L ; B S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL EXISTING RESTAURANT /NEW TENNANT	\$290,000.00	\$3,176.46

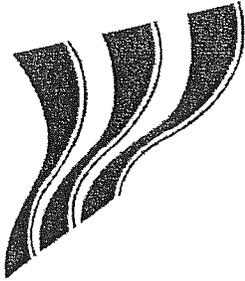
No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22101	4/14/2014	SANDRA LEE WOEHLER 1801 LOWER TRENTWOOD Circle NE	95-828-0750 L 6; B 1 TRENTWOOD ESTATES, 2ND	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$194,639.13	\$2,004.47
22104	4/2/2014	PIZZA HUT 1605 1ST Street S	95-923-8640 L ; B S 23; T 119; R 35	Move/Raze Demolition	REMOVING 4 FEET OF EXISTING ROOF LINE	\$9,000.00	\$75.00
22105	4/14/2014	CASSANDRA HUNSTAD 500 BECKER Avenue SE	95-740-0020 L PT OF 1-2; B 1 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,800.00	\$31.90
22106	4/8/2014	LOIDA ESPINOZA 1617 17TH Avenue NW	95-603-0720 L 2; B 4 OSLO HEIGHTS	Residential Add/Alter Residential/Alteration	RADON MIDIGATION SYSTEM	\$1,675.00	\$87.99
22107	4/8/2014	CINDY NICHOLSON 1101 LAKELAND Drive NE	95-911-0560 L ; B S 11; T 119; R 35	Residential Add/Alter Residential/Alteration	RADON MIDIGATION SYSTEM	\$1,400.00	\$68.60
22108	4/7/2014	DWIGHT HUBERS 1416 GORTON Avenue NW	95-033-0020 L 2; B 1 ARFSTROM'S ADDITION	Residential Add/Alter Siding	RESDENTIAL RESIDE	\$17,543.00	\$58.77
22115	4/8/2014	HENRY WEETS 618 7TH Street SW	95-006-2320 L 5; B 73 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$850.00	\$30.43

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22116	4/23/2014	TORGERSON PROPERTIES RUFF'S WINGS 2100 HIGHWAY 12 E	95-913-1010 L ; B S 13; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INSTALL UL-300 HOOD FIRE SUPPRESSION SYSTEM	\$3,025.00	\$145.47
22117	4/14/2014	HABITAT FOR HUMANITY  2424 1ST Street S	95-922-7840 L ; B S 22; T 119; R 35	Commercial New Accessory Building	INSTALL 8' X 20' STEEL STORAGE BUILDING	\$7,122.40	\$230.02
22118	4/30/2014	GARY GEIGER  3510 EAGLE RIDGE Drive W	95-148-0050 L 5; B 1 EAGLES LANDING	Residential Add/Alter Addition	RESIDENTIAL ADDITION	\$18,900.00	\$394.10
22120	4/14/2014	FOOT LAKE ESTATES  410 30TH Street NW	95-909-0164 L ; B S 9; T 119N; R 35W	Commercial Add/Alter Reroofing	COMMERCIAL REROOF	\$30,000.00	\$666.34
22121	4/9/2014	DOROTHY NAYLOR  1214 QUINCY Avenue SW	95-690-0750 L 25; B 4 RAMBLEWOOD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,580.00	\$30.79
22124	4/14/2014	ROY MINTER  1207 QUINCY Avenue SW	95-690-1070 L 7 & PT OF 8; B 6 RAMBLEWOOD ADDITION	Residential Add/Alter Porch	PRE MANUFACTURE D - SHADE PORCH	\$11,823.50	\$268.06
22127	4/16/2014	DENNIS & BARBARA ANDERSON  610 12TH Street SW	95-006-7340 L 3 & pt of 4; B 112 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22129	4/17/2014	DOREEN MAGES 924 2ND Street SW	95-280-2070 L 7; B 12 HANSON'S ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL RESIDE & REROOF	\$5,912.13	\$82.96
22131	4/17/2014	MARK ERICKSON 1313 10TH Street SW	95-922-7390 L ; B S 22; T 119; R 35	Residential Add/Alter Residential/Alteration	ADD BASEMENT BATHROOM	\$4,000.00	\$124.15
22133	4/28/2014	WENDELL KEINITZ 304 MONONGALIA Avenue SW	95-006-1790 L 7 & PT OF 6,8,&9; B 69 FIRST ADDITION	Commercial Add/Alter Deck	REPLACING EXISTING DECK	\$1,500.00	\$80.78
22134	4/21/2014	JOSE FRANCO 418 15TH Street SW	95-040-0010 L 1; B 1 BARNSTAD'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$24,452.72	\$62.23
22136	4/22/2014	COLLEEN & DAN THORPPE 1429 7TH Street SW	95-750-0480 L PT OF 21-22; B O SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Siding	RESIDENTIAL RESIDE & WINDOW REPLACEMENT	\$20,000.00	\$60.00
22137	4/21/2014	SCHWIETERS CHEVROLET OF WILL 1418 1ST Street S	95-922-6040 L ; B S 22; T 119; R 35	Move/Raze Demolition	DEMO USED CAR BUILDING 60'X150'	\$0.00	\$150.00
22139	4/30/2014	JON NELSON 905 MEADOW Lane SW	95-600-0120 L 11 & PT OF 12; B 2 ORCHARD HILL, NURSERY A	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$9,280.00	\$34.64

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22141	4/28/2014	MARTHA SANCHEZ 1020 2ND Street SE	95-252-0060 L 5; B 10 GLARUM'S 2ND ADDITION	Residential Add/Alter Deck	REPLACING FRONT LANDING & STEPS	\$384.00	\$29.59
22143	4/24/2014	NATHAN PITT 1200 TROTT Avenue SE	95-100-0020 L 2; B 0 BOWER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
22145	4/28/2014	RICHARD HERMAN 716 OLENA Avenue SE	95-230-0060 L PT OF 6-7; B 1 GESCH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF GARAGE	\$1,000.00	\$30.50
22146	4/28/2014	KENNETH COX 1002 16TH Street NE	95-036-0010 L 1; B 1 ARNZEN'S 2ND ADDITION	Residential Add/Alter Residential/Alteration	INTERIOR DRAINTILE	\$4,742.00	\$102.12
22154	4/28/2014	MARK NORBIE 524 14TH Street SW	95-015-0460 L 7; B 4 FOURTH RAILROAD ADDITIO	Residential Add/Alter Addition	RESIDENTIAL ADDITION	\$20,000.00	\$412.15
22160	4/30/2014	ARNOLD ROOD 1706 7TH Street SW	95-664-0590 L 9; B 4 PERKIN'S 4TH ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$750.00	\$41.33

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
Current Year Current Month Totals				33		\$922,150.88	\$12,020.26
Previous Year Current Month Valuation						\$8,445,422.84	
Current YTD Valuation From 01/01/2014 To 04/30/2014						\$2,432,837.18	
Previous YTD Valuation						\$9,837,044.85	



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7.A.

Meeting Date: May 5, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

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

- Approved  Denied
- Amended  Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing on Geographic Amendment to Municipal Development District No. VI

Recommended Action: Adopt the resolution amending the legal description for Municipal Development District No. VI.

Background/Summary: Municipal Development District No VI was created in 1989 to facilitate economic development projects in SW Willmar. The project proposed for JOTS in 2014 includes land outside the original M.D.D., thereby requiring the legal description to be amended.

Alternatives:

1. Approve the resolution
2. Delay consideration
3. Not approve the resolution

Financial Considerations: N/A

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

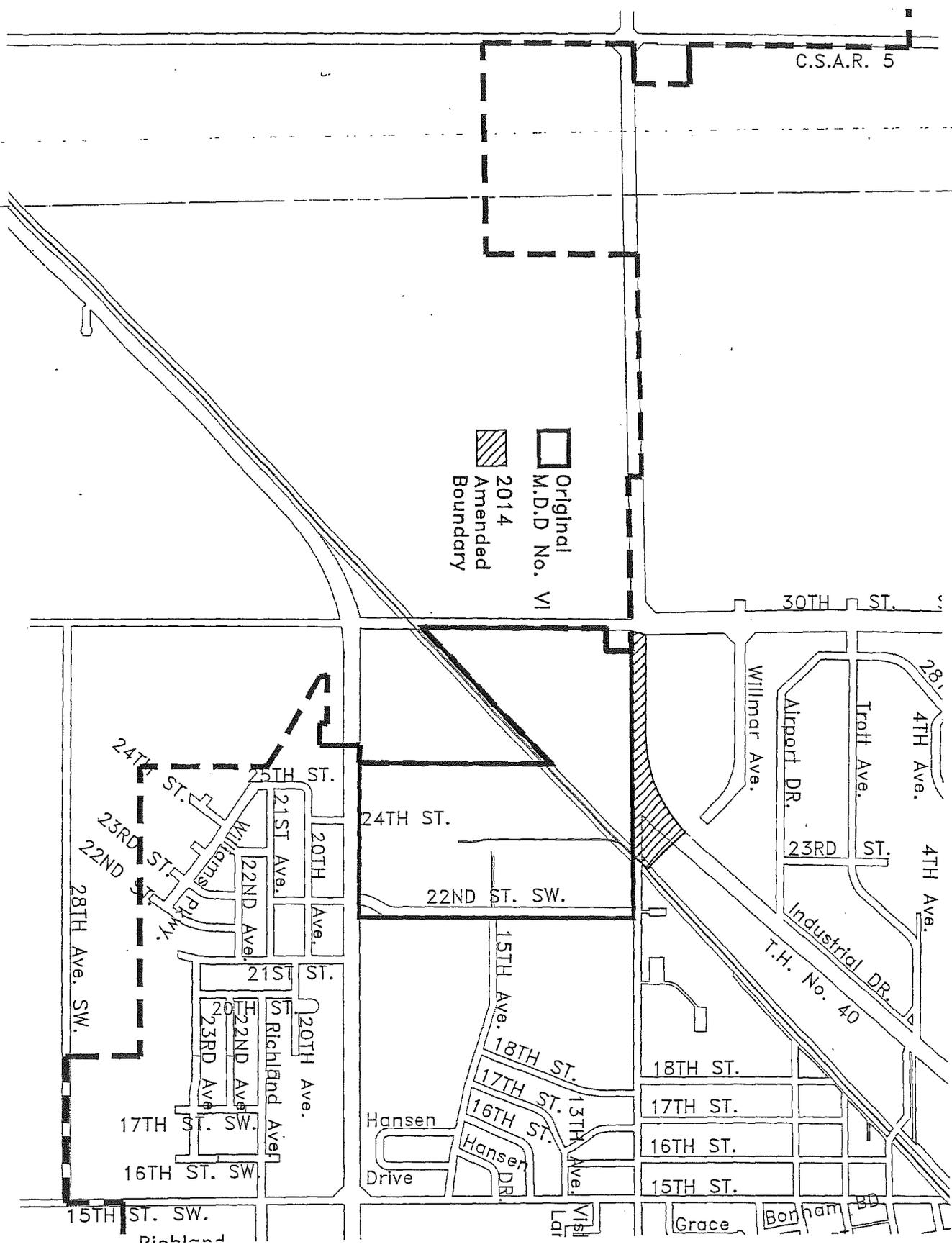
Signature:

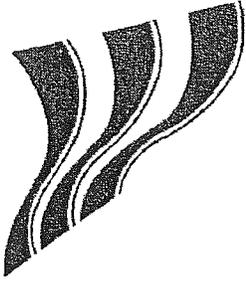
Comments:

C.S.A.R. 5

Original  
M.D.D. No. VI

2014  
Amended  
Boundary





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7.B.

Meeting Date: May 5, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

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

- Approved  Denied
- Amended  Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing to consider approval of TIF Plan for Jennie-O Turkey Store Project.

Recommended Action: Adopt the resolution approving the tax increment financing plan.

Background/Summary: The JOTS tax increment financing program will occur on property that is part of, and within, M.D.D. No. VI. The TIF plan addresses all statutory requirements for presenting the economic/fiscal impacts of the project (see attached summary). Staff has met with the School Board and County Board to review the TIF Plan.

- Alternatives:
1. Approve the resolution
  2. Delay consideration
  3. Not approve the resolution

Financial Considerations: Please refer to the attached TIF summary

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

Signature:

Comments:

**TAX INCREMENT FINANCING PRELIMINARY WORK-UP  
(JOTS 2014 project)**

**1. Eligible costs could include:**

- Highway 40 roadbed removal
- Excavation soil correction
- Parking lots (stormwater control)
- Stormwater pond
- Utility relocation
- Utility extension
- Admin and legal

**2. Increment Estimate**

Total increment est. for \$4.0 million estimate market value

= \$82,542

- \$8,254 10% max admin.

\$74,288

X 8 8 year max district

\$594,304 est. amount available to JOTS

**3. Increment Payments by Taxing Jurisdiction**

City - \$27,239

County - \$45,398

ISD - \$9,905

**4. District Duration**

Estimated at 8 years

**5. Funding Mechanism**

Developer responsible for all up-front costs (pay-as-you-go)

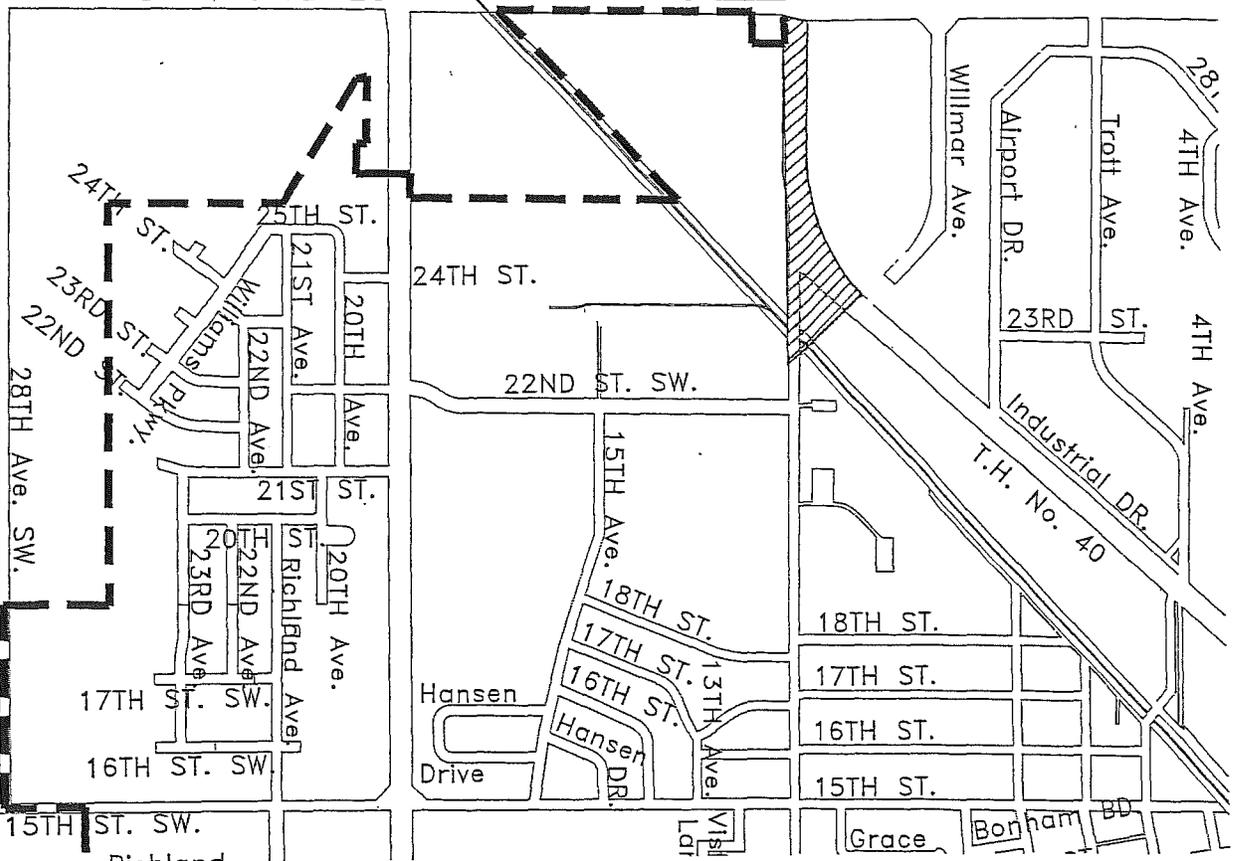
**6. Payment of Current Taxes**

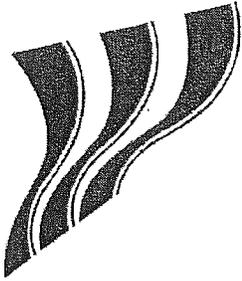
Current taxes in the amount of \$144,756 (payable 2014) will continue to be paid and allocated to the taxing jurisdictions.

C.S.A.R. 5

 T.I.F. District  
No. 2 of  
M.D.D. No.  
VI-2014  
JOTS Project

30TH ST.





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7.C.

Meeting Date: May 5, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: May 5, 2014

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing to discuss the status of the City's 2012 Small Cities Development Program

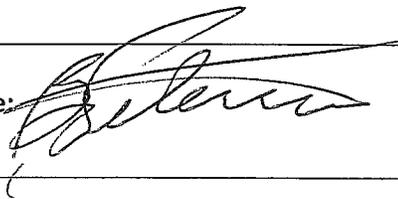
Recommended Action: None required

Background/Summary: The City of Willmar, under the terms of a 2012 Small Cities Development Grant is required to conduct a status hearing to provide information and receive citizen input on the projects funded by the Grant (see attached hearing notice). Jill Bengtson of the Willmar HRA will attend the hearing to present the report and answer questions.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: 

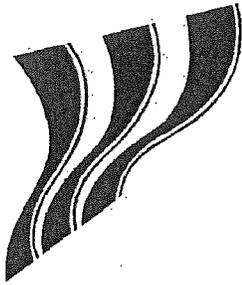
Comments:

**PLEASE PUBLISH THE FOLLOWING LEGAL NOTICE ON APRIL 24, 2014,  
PLEASE SEND TEAR SHEETS AND BILL TO THE WILLMAR HRA. THANK YOU!**

**NOTICE OF PUBLIC HEARING**

The Willmar City Council will conduct a public hearing on Monday, May 5, 2014 at 7:03 p.m. at the Council Chambers, Willmar Municipal Utilities Building, 700 SW Litchfield Avenue, Willmar, Minnesota to discuss the status of the City's 2012 Small Cities Development Program funded through the Minnesota Department of Employment and Economic Development. The intent of the public hearing is to provide information and receive citizen input on the project consisting of the following activities: 1) owner-occupied housing for a targeted area in the City of Willmar and City of Raymond; 2) commercial rehabilitation for a targeted area in the City of Willmar; and 3) rental concerning the project may be addressed to: Jill Bengtson, Willmar HRA, 2200 23<sup>rd</sup> Street NE, Suite 2090, Willmar, MN 56201; 320-235-8637 ext. 2855 or [jill.bengtson@co.kandiyohi.mn.us](mailto:jill.bengtson@co.kandiyohi.mn.us)

Kevin J. Halliday  
City Clerk-Treasurer



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: NA

Attachments:  No

CITY COUNCIL ACTION

Date: May 5, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Willmar Police Department

**Agenda Item:**

Presentation of a LIDAR unit to be received from Tom Kummrow as the TZD (Toward Zero Deaths) Enforcement Liason representing the Office of Traffic Safety.

**Recommended Action:**

Allow Mr. Kummrow to present the LIDAR unit which was previously approved through Council action on February 18, 2014.

**Background/Summary:**

On February 18, 2014, the Willmar City Council approved resolution #2 accepting a LIDAR unit valued at approximately \$2500.00. The LIDAR was awarded to the Willmar Police Department by the Office of Traffic Safety as a TZD (Toward Zero Death) grant reward incentive for stellar participation efforts.

Alternatives: N/A

**Financial Considerations:**

None.

Preparer: David Wyffels

Signature: *David F. Wyffels*

Comments:

**LABOR RELATIONS COMMITTEE**

**MINUTES**

The Labor Relations Committee of the Willmar City Council met on Wednesday, April 23, 2014, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Charlene Stevens, Council Member Tim Johnson, Labor Attorney Frank Madden, Mike Schramm and Joyce Elkjer, Rice Hospital.

Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:10 p.m.

Item No. 2      Closed Session Pursuant to Minn. Stat. §13D.03.

Council Member Anderson made a motion, seconded by Council Member Christianson, to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies with Rice Hospital. The meeting was closed at 4:12 p.m.

The meeting was reopened at 5:00 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken.

At this point in the meeting, Finance Director Steve Okins, Planning and Development Director Bruce Peterson, City Clerk Kevin Halliday, Wastewater Treatment Superintendent Colleen Thompson, Recreation Supervisor Leanne Freeman, City Assessor Pat Erickson and Administrative Assistant to the Police Chief Sue Edwards joined the meeting and presented a Step 3 grievance.

Item No. 3      Pending Litigation -- Department Head, First Line Supervisors and Confidential Employees Labor Contract Grievances.

Mr. Okins and Mr. Peterson addressed the committee on behalf of the grievants, communicating the basis for the Department Head, First Line Supervisors and Confidential Employees' grievances.

Mr. Madden addressed the committee on behalf of the City Administrator and communicated the City Administrator's position with respect to these grievances.

Following discussion and questions, the Chairman thanked the employees for their professionalism and courtesy in presenting and stated that the Committee would review the matter.

Item No. 4      Closed Session Pursuant to Minn. Stat. §13D.05, Subd. 3(b) Pending Litigation.

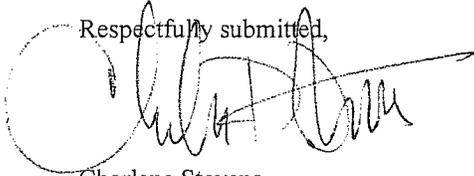
Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session pursuant to Minn. Stat. §13D.05 to discuss pending litigation. The meeting was closed at 6:19 p.m.

The meeting was reopened at 7:10 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken.

Council Member Christianson asked about the evaluation process for the City Administrator. Ms. Stevens stated she had sent information to Council Member Ahmann and was waiting to meet with him to finalize the process.

There being no further business, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Charlene Stevens', with a long horizontal flourish extending to the right.

Charlene Stevens  
City Administrator

**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee of the Willmar City Council met on Monday, April 28, 2014, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Charlene Stevens, Finance Director Steve Okins, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Kandiyohi Area Transit Director Tiffany Collins, Mayor Frank Yanish, Council Member Bruce DeBlicek, Council Member Ron Christianson, Gary Gilman, Donavon Kuehl, Christine Weitzel, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1      Call to Order

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

Item No. 2      Public Comments

Gary Gilman expressed his support for the proposed improvements to the Auditorium, stating it is one of Willmar's greatest assets. He also raised concerns about security issues, negligence and why these improvements weren't done years ago.

Donovan Kuehl expressed his support for making improvements particularly to the gun range in the Auditorium.

Christine Weitzel also stated the Auditorium is an asset to the community and as a community building it needs to be reopened.

Item No. 3      Funding for Additional Costs for Auditorium Improvements

Staff explained that at the last City Council meeting, the Master Plan for the City Auditorium Improvements was reviewed. At that time, Council approved implementation of Steps 1 and 2 and referred Step 3 to the Finance Committee to discuss bid alternatives and potential funding sources. It was noted that \$250,000 has previously been designated in the Capital Improvements Program for indoor gun range improvements. An additional \$340,000 will be needed to complete Steps 1 through 3. City Clerk Halliday presented the following options to the Committee: 1) use \$250,000 from the \$1,000,000 self-insurance deductible reserve; 2) seek general obligation bonding; 3) use prior-year capital appropriations that are no longer needed; 4) eliminate other 2014 Capital Improvement Program (CIP) projects; 5) determine if departmental expenditures may be less than anticipated; 6) determine if additional revenue may be received over amount budgeted; 7) designate the audited prior year surplus; and 8) temporary funding from the Public Improvement Revolving Fund to be replenished through the budgeting process. Council Member Fagerlie asked about using Local Option Sales Tax Funds for this project. It was noted that the LOST program was closed so Council could legally authorize uses other than what voters and the legislature approved.

After considerable discussion, it was the consensus of the Committee to direct staff to determine funds available from the Self-Insurance Deductible Reserve, the Public Improvements Revolving Fund and from CIP projects that could be eliminated from the 2014 schedule. Staff was also directed to encourage Engan Associates to apply for long-term and short-term funding options for the auditorium improvements.

Item No. 4      Transit Joint Powers Agreement (Motion)

Staff explained that the MnDOT Office of Transit has issued a directive that County and City transit service agencies are expected to combine programs in an effort to provide the most cost beneficial delivery of services. The Kandiyohi Area Transit Joint Powers Board and the Renville County Board of Commissioners have given preliminary approval to combine agencies. Staff and elected officials from both agencies 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. This new transit service will be called Kandiyohi Renville Transit and will combine assets, bus titles for insurance purposes, and cash reserves. Existing employees will be hired by the new agency with the KAT Transit Director taking the lead role and the Renville County Transit Director being the assistant director. Attrition will be the only planned reduction in staff - if any. The estimated cost sharing arrangement will be one-third each for the City of Willmar, Kandiyohi County, and Renville County. Members of the new Kandiyohi Renville Transit Board will include two Kandiyohi County Commissioners, two Willmar City Council Members, two Renville County Commissioners, and two elected officials from remaining local units of government. The proposed Joint Powers Agreement, which has been presented to the County Attorneys, the Willmar City Attorney, and the KAT Attorney for their review, will need to be ratified by both County Boards and the Willmar City Council.

Following discussion, Council Member Fagerlie made a motion to approve the concept of the proposed new Transit Joint Powers Board structure and agreement. Council Member Nelsen seconded the motion which carried.

Chair Denis Anderson left at 5:43 p.m. with Vice-Chair Johnson assuming Chair duties.

Item No. 5      Reports (Information)

The Committee received the following reports: First Quarter Rice Trust Activity, First Quarter Investment Activity, March 31, 2014, Investment Listing, First Quarter Interest/Dividends by Institution, Ten-Year Historical Interest/Dividends by Quarter, and Ten-Year Historical Investment Balances by Quarter. This matter was taken for information only.

Item No. 6      Future Agendas

Staff reported that the Finance Committee meeting scheduled for May 12, 2014, will include a financial status report from Rice Memorial Hospital representatives and discussion of the 2014B Street Improvement Financing.

Item No. 7      Old Business (Information)

There was no old business.

Item No. 8      New Business (Information)

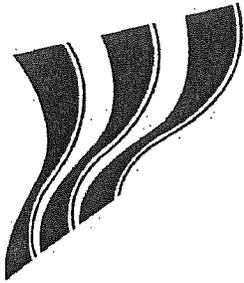
There was no new business.

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

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 28<sup>th</sup>, 2014

Attachments:  Yes No

CITY COUNCIL ACTION

Date: May 5, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Public Works

Agenda Item: City Auditorium Improvements

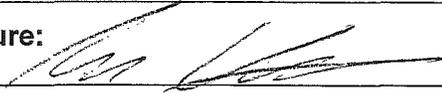
Recommended Action: For information only.

Background/Summary: The Master Plan for the City Auditorium was presented to Council at their last meeting. Proceeding with Steps 1 and 2 were approved and Step 3 was referred to the Finance Committee to discuss bid alternatives and potential funding. \$250,000.00 has been designated in the CIP for this project.

Alternatives: To be discussed. Possibilities are attached.

Financial Considerations: Costs are estimates at this time.

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

Signature: 

Comments:

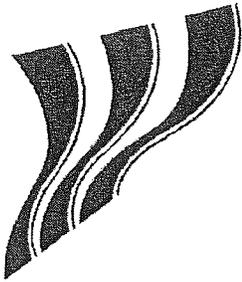
## CITY AUDITORIUM/GUN RANGE FUNDING SOURCES

Consideration could be given to reducing the INSURANCE DEDUCTIBLE RESERVE. In 1986 the city chose to join the League of Minnesota Cities Insurance Trust (LMCIT). Shortly thereafter the city began receiving dividends from the good experience with losses (minimal pay outs to claimants) and the LMCIT Board established ways to return dividends to cities based on loss history. City staff presented a plan, and the Council approved, setting aside those dividends and rebates into this reserve for the unfortunate event of having a large catastrophic loss such as a tornado/high wind event that would destroy assets not insured like park equipment in many of the 37 city parks. The council could lower the threshold to \$750,000 and direct staff to place future dividends back into the fund to build it back to the \$1,000,000 threshold. The \$250,000 could then be expended in the budget established to address the options of choice in the city auditorium project.

Consideration could be given to bonding for the repairs. Sell \$1,000,000 in bonds and set a 10 year amortization schedule in the subsequent year's city budget. Bonding would be strictly General Obligation, since there would not be enough revenue to pay the debt service, therefore it would have to be done by referendum.

Areas that normally are explored to fund non anticipated projects or items are as follows:

1. If a departmental expenditure other items that may be less than anticipated;
2. Additional revenue received that was not planned for in the current year;
3. Other departments that may have appropriations that will not be needed for one reason or another;
4. In the case of Capital, prior year appropriations no longer needed and available (this is best re-appropriated thru the Capital Improvement Process for future years);
5. The remainder of the 2014 Capital projects would have to be eliminated (2014 CIP projects equals just over \$1,000,000, \$250,000 is already ear marked for this facility);
6. Audited prior year surplus (current policy is to appropriate in future Budget process ie. 2015, this would be best planning practice);
7. Temporary funding from PIR and funding to be replenished thru future Budgeting process.



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

**Agenda Item Number:** 4

**Meeting Date:** April 28, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** May 5, 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 New Transit Joint Powers Agreement

**Recommended Action:** Motion to Approve

**Background/Summary:**

Pursuant to the direction from the MNDOT Office of Transit, County and City transit service agencies are expected to combine programs to aid in the most cost beneficial delivery of services. The KAT Joint Powers Board and the Renville County Board of Commissioners have given preliminary approval to combine agencies. Staff and elected officials from both agencies have been meeting to draft new joint powers agreements, by-laws, and governing policies. Assigned members include Commissioner Jim Butterfield, Commissioner Dean Schuck, Renville County Commissioner Paul Setzepfandt, Renville County Human Services Director Jerry Brustuen, Renville County Administrator Sara Folsted, Renville County Transit Director Rachel Schneiderman, Kat Director Tiffany Collins, and Willmar City Clerk-Treasurer Kevin Halliday. 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. No clever name for the new service is scheduled for this first year and it will simply be called Kandiyohi Renville Transit. Assets will be combined, bus titles included for insurance purposes, as well as cash reserves. Existing employees will be hired by this new transit agency with the KAT Transit Director taking the lead role and the Renville County Transit Director being the assistant director (until her retirement) or other similar job title. Attrition will be the only planned reduction in staff (if any). The final draft was presented to the County Attorney(s), Willmar City Attorney, and the KAT Attorney for their ten day review. The proposed draft Joint Powers Agreement will need to be ratified by each County Board and the Willmar City Council.

**Alternatives:** NA

**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:**

**\*\*\*DRAFT\*\*\***  
**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 ~~undersigned~~ Parties desire to provide for an agreement between and among them establishing a \_\_\_\_\_ Transit Board (hereinafter referred to as "Transit 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 in—and among them 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 joined together for the purposes of coordinating service delivery and

providing a funding source for public transportation in and among said area through the \_\_\_\_\_ Transit 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 Transit 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.

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If future additional funding is required of the member local units of government, this will be accomplished by separate resolutions and/or further agreement.

3. Board Makeup. The Transit 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 in Kandiyohi County and Renville County that are otherwise unrepresented on the Transit Board, to be appointed at large by the Transit Board. Any local units of government represented on the Transit Board may appoint an alternate members, who may act in the place and stead of an absent Transit 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 Transit Board shall be exercised by the members appointed to the Transit Board by each member's local unit of government.

5. Meetings. The Transit 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 7-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 Transit 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 Transit Board members may be reappointed by their respective governing body.

7. Transit Board Voting. Each Transit 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. ~~Voting and board participation via telephone or other electronic means is allowed for the Operations Board.~~

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8. Officers. Officers of the Transit 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 Transit Board members.

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

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

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

10. Records and Reporting. The Transit Board shall receive a monthly financial report of all expenditures, receipts, and current fund balances from the Transit Executive Director. The Transit 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 Transit Board. The books and records of the Transit 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 Transit 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 Transit Board or any transit programs established, funded, coordinated, administered or operated thereunder shall ~~portion to the benefit of, or be distributed~~ able to, or otherwise benefit its members, directors, officers or other private person, except that the Transit Board shall be authorized and empowered to pay reasonable compensation for services rendered.

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

14. Property. The Transit 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 Transit Board is dissolved, any capital equipment or personal property contributed to the Transit Board by a member Party shall be returned to such Party, and any capital equipment, personal property or other assets otherwise acquired or held by the Transit Board shall be dispersed equally among the member units of government. All prior owned transit property, as more specifically detailed on the attached Exhibit B, will be transferred into the new transit entity Transit Board, upon the effective date of this Agreement.

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15. Bylaws and Operating Procedures. The Transit Board may adopt such operating procedures as are necessary for its effective operation, and shall have bylaws which shall govern the operation of the Transit 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 5 seven days' notice to Transit Board members.

Comment [RS1]: Inconsistent with seven day notice requirement in ¶ 5?

16. Transit System Operations Board.

A. Membership: The Transit Board shall hereby establish a [14 member?] Transit System Operations Board [of sufficient size to accommodate?] consisting of one member representing the following groups and no county shall have less than five representatives:

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- |                                       |                          |
|---------------------------------------|--------------------------|
| 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 Transit Board shall make appointments to the Transit System 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 Transit Board. The application shall include letter(s) of support for the individual from representative groups throughout the local area.

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C. Terms of members: The terms of the Transit System 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 Transit System Operations Board members may be reappointed with no limiting length of service.

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D. Voting: Each Transit System 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 Transit System Operations board members. Voting and board participation by interactive television via telephone or other electronic means is allowed for the Operations Board pursuant to the requirements of Minnesota Statutes, Section 13D.02.

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**Comment [RS2]:** Given extensive powers and duties delegated to operations board in subparagraph F, meetings must be conducted consistent with OML, which does not allow voting/participation by phone.

E. Officers: Officers of the Transit System 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 Transit System Operations Board members.

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F. Powers and Duties: The Transit System Operations Board shall:

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

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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 Transit 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 Transit 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 Transit 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 Transit System Operations Board, and perform the following additional functions. ~~The Executive Director or shall:~~

A. Draft an annual transit services plan under the direction of the Transit System Operations Board and assure the Transit 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 deemed 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 Transit Board pursuant to Paragraph 10 above.

**18. Insurance**

A. The Transit 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 Transit 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 Transit Board activities or operations.

D. The Transit Board may in its discretion procure coverage for auto liability and damage to or loss of property. If the Transit Board at any

time hires employees, it will immediately acquire and maintain workers' compensation coverage.

19. Indemnification.

A. The Transit 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 Transit 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 the acts or omissions of the Transit 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 others 12 months' written notice of its termination, delivered to their respective highest ranking elected official. 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. Notices; The Member's representatives for notification for all purposes are:

To Kandiyohi County:  
County Administrator  
Kandiyohi County  
2200 23<sup>rd</sup> Street NE, Suite 2020  
Willmar, MN 56201

To Renville County:  
County Administrator  
Renville County

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105 South 5<sup>th</sup> Street  
Olivia, MN 56277

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**To City of Willmar:**  
City Administrator  
City of Willmar  
333 6<sup>th</sup> Street SW  
Willmar, MN 56201

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

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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 Board or any Party may propose  
amendments to this Agreement. Such amendments shall be in the form of a  
resolution adopted by the 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 the Board, as applicable. The Board shall issue a report on all  
proposed amendments, including those initiated by the Board, explaining the  
amendment and process for amendment consideration and adoption. The Board  
shall include in its report a proposed resolution reflecting its recommendation  
regarding the proposed amendment. Parties shall act to approve, modify or deny  
a proposed amendment within ninety (90) days after the Board issues its report  
concerning the proposed amendment.

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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.

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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.*

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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.

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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.

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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.

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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**

The Transit Board shall provide services throughout the Service Area including but not limited to the following:

[Insert list of essential services that member local governments desire:

*E.g. (example list taken from KAT website):*

- 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 provides 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) – 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 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. (provide link to senior trans).
- 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.

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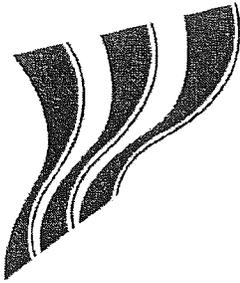
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CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: April 28, 2014

Attachments:  Yes No

CITY COUNCIL ACTION

Date: May 5, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Finance

Agenda Item: Reports

**Recommended Action:** Receive and review the following reports:  
A) 1<sup>st</sup> Quarter Rice Trust Activity  
B) 1<sup>st</sup> Quarter Investment Activity  
C) 03/31/14 Investment Listing  
D) 1<sup>st</sup> Quarter Interest/Dividends by Institution  
E) Ten-Year Historical Interest/Dividends by Quarter  
F) Ten-Year Historical Investment Balances by Quarter

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

**Alternatives:** N/A

**Financial Considerations:** Review Financial Status.

**Preparer:** Steve Okins, Finance Director

**Signature:**

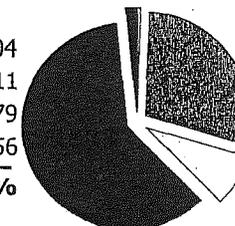
**Comments:**

**Market Value Reconciliation**

	Since 03/01/2014 (\$)	Year to Date (\$)
<b>Beginning Market Value</b>	<b>2,980,989.32</b>	<b>2,960,183.93</b>
<b>Disbursements</b>		
Withdrawals	0.00	-9,901.82
Expenses	0.00	-169.50
Fees	-1,823.39	-5,473.90
<b>Total Disbursements</b>	<b>-1,823.39</b>	<b>-15,545.22</b>
<b>Income</b>		
Investment Income	7,277.47	19,163.26
<b>Total Income</b>	<b>7,277.47</b>	<b>19,163.26</b>
<b>Other</b>		
Other	1,676.16	10,092.11
<b>Total Other</b>	<b>1,676.16</b>	<b>10,092.11</b>
<b>Value on Mar 31, 2014</b>	<b>2,982,676.94</b>	<b>2,982,676.94</b>
<b>Total Change in Portfolio Value</b>	<b>-5,442.62</b>	<b>8,782.86</b>

**Asset Allocation**

Asset Category	Market Value	% Total
Cash & Money	14,778.11	0.50
Markets		
Fixed Income	866,056.81	29.04
Alternative	241,963.07	8.11
Equity	1,813,246.62	60.79
Other	46,632.33	1.56
<b>Total</b>	<b>\$2,982,676.94</b>	<b>100.00%</b>



**Income Summary**

	This Period (\$)	Year to Date (\$)
Taxable Income	7,277.47	19,163.26
<b>Total Income Summary</b>	<b>7,277.47</b>	<b>19,163.26</b>

**Gain/Loss Summary**

	This Period (\$)	Year to Date (\$)
Short-term	-87.07	-66.04
Long-term	4,080.16	4,047.34
<b>Total Gain/Loss Summary</b>	<b>3,993.09</b>	<b>3,981.30</b>



Investment Management  
& Trust

Selected Period Performance  
RICE CUSHMAN A CHAR TR  
Account 180205  
Period Ending: 03/31/2014

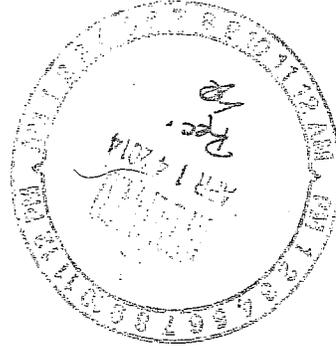
<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (3 Months)</u>
Total Fund	2,940,922	.01	1.22
Total Fd Net Fee	2,940,922	-.06	1.03
Fixed Income	869,989	-.09	1.24
BarCap Int Aggregate Bd		-.30	1.20
Domestic Equity	1,431,320	-.17	1.76
S&P 500 Index		.84	1.80
Russell 2000 Index		-.68	1.12
Intl. Equity	382,871	.53	-.31
MSCI EAFE (US\$ & Net) Index		-.64	.66
Short Term Cash	14,329	.00	.00
Citigroup 1 Month Treas Bill		.00	.00
Alternative Investments	241,963	.46	.36
Citigroup 3 Month Treas Bill		.00	.00
Uninvested Cash	450	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.



*Investment Management & Trust*

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



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P00575



**Willmar City Offices**  
ATTN Michael Schmit  
Box 755  
Willmar MN 56201-0755



*Investment Management & Trust*

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

**Relationship Manager:** Carol E Hruby  
**Phone Number:** 507-537-0208

**Associate:** Cindy M Rasmussen  
**Phone Number:** 507-537-0233

We're always looking for ways to make managing your finances easier and more secure. If you are not familiar with Bremer Trust Online, your relationship manager can show you how easy it is to use.

**Account Statement**

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**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

Cushman Albert Rice Trust  
180205

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**Willmar City Offices**  
ATTN Michael Schmit  
Box 755  
Willmar MN 56201-0755



Investment Management & Trust

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

Account Summary

Statement of Value and Activity

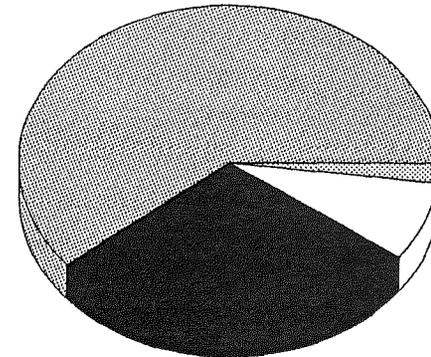
January 1, 2014 - March 31, 2014

Market Value Reconciliation

	<i>This Period</i>	<i>1/1/14 to 3/31/14</i>
<b>Beginning Market Value</b>	<b>\$2,960,183.93</b>	<b>\$2,960,183.93</b>
Additions	\$0.00	\$0.00
Withdrawals	-\$9,901.82	-\$9,901.82
Expenses/ Fees/ Taxes	-\$5,643.40	-\$5,643.40
Income	\$19,163.26	\$19,163.26
Other	\$10,092.11	\$10,092.11
Change in Market Value	\$8,782.88	\$8,782.88
<b>Ending Market Value</b>	<b>\$2,982,676.96</b>	<b>\$2,982,676.96</b>
Realized Gains/Losses (Included in Total Above)	\$3,981.30	\$3,981.30

Asset Allocation

	<i>Asset Class</i>	<i>Balance</i>
61%	Equities	\$1,813,246.63
29%	Fixed Income	\$866,056.82
8%	Alternative	\$241,963.07
2%	Other	\$46,632.33
0%	Cash and Money Market	\$14,778.11
<b>100%</b>	<b>Total Assets Value</b>	<b>\$2,982,676.96</b>



0000256-0800575

**Asset Detail**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

**Asset Detail**

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
<i>Cash and Money Market</i>						
Federated Government Obligations Tax-Managed Fund TICKER: GOTXX	14,328.52	1.000	\$14,328.52	\$14,328.52	\$1.30	0.01%
Cash			\$449.59			
<b>Total Cash and Money Market</b>			<b>\$14,778.11</b>	<b>\$14,328.52</b>	<b>\$1.30</b>	
<i>Equities</i>						
<i>Stocks</i>						
Abbott Labs TICKER: ABT	488.00	38.510	\$18,792.88	\$13,902.59	\$429.44	2.28%
Air Products & Chemicals Inc TICKER: APD	227.00	119.040	\$27,022.08	\$15,813.51	\$699.16	2.59%
Akamai Technologies Inc TICKER: AKAM	560.00	58.210	\$32,597.60	\$15,878.82	\$0.00	0.00%
Apple Inc TICKER: AAPL	66.00	536.740	\$35,424.84	\$13,015.37	\$805.20	2.27%
Cameron International Corp TICKER: CAM	241.00	61.770	\$14,886.57	\$12,866.81	\$0.00	0.00%
Celgene Corp TICKER: CELG	197.00	139.600	\$27,501.20	\$8,075.44	\$0.00	0.00%
Cisco Systems Inc TICKER: CSCO	745.00	22.415	\$16,699.18	\$13,498.81	\$566.20	3.39%
Citigroup Inc TICKER: C	324.00	47.600	\$15,422.40	\$12,175.73	\$12.96	0.08%
Colgate Palmolive Co TICKER: CL	264.00	64.870	\$17,125.68	\$9,683.21	\$380.16	2.22%

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

January 1, 2014 - March 31, 2014

<b>Description</b>	<b>Shares/Par Value</b>	<b>Current Price</b>	<b>Market Value</b>	<b>Tax Cost</b>	<b>Est. Ann. Income</b>	<b>Current Yield</b>
Comcast Corp-CL A TICKER: CMCSA	813.00	50.040	\$40,682.52	\$13,575.13	\$731.70	1.80%
CVS Caremark Corp TICKER: CVS	356.00	74.860	\$26,650.16	\$9,785.80	\$391.60	1.47%
Dover Corp TICKER: DOV	216.00	81.750	\$17,658.00	\$8,673.34	\$324.00	1.83%
eBay Inc TICKER: EBAY	382.00	55.240	\$21,101.68	\$13,280.92	\$0.00	0.00%
EMC Corp Mass TICKER: EMC	677.00	27.410	\$18,556.57	\$13,437.57	\$270.80	1.46%
Emerson Elec Co TICKER: EMR	409.00	66.800	\$27,321.20	\$18,771.16	\$703.48	2.57%
Expeditors Intl Wash Inc TICKER: EXPD	326.00	39.630	\$12,919.38	\$14,202.81	\$195.60	1.51%
ExxonMobil Corp TICKER: XOM	163.00	97.680	\$15,921.84	\$9,871.93	\$410.76	2.58%
Ford Motor Co DEL TICKER: F	1,004.00	15.600	\$15,662.40	\$13,249.39	\$502.00	3.20%
F5 Networks Inc TICKER: FFIV	259.00	106.630	\$27,617.17	\$18,649.42	\$0.00	0.00%
Google Inc CL A TICKER: GOOG	34.00	1,114.510	\$37,893.34	\$18,505.71	\$0.00	0.00%
Hudson City Bancorp Inc TICKER: HCBK	3,084.00	9.830	\$30,315.72	\$29,419.14	\$493.44	1.63%
ITC Holdings Corp TICKER: ITC	852.00	37.350	\$31,822.20	\$17,701.21	\$485.64	1.53%
Mylan Inc TICKER: MYL	590.00	48.830	\$28,809.70	\$8,820.85	\$0.00	0.00%
Nike Inc-Class B TICKER: NKE	298.00	73.860	\$22,010.28	\$14,310.24	\$286.08	1.30%

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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Pepsico Inc TICKER: PEP	299.00	83.500	\$24,966.50	\$10,731.84	\$678.73	2.72%
Procter & Gamble Co TICKER: PG	203.00	80.600	\$16,361.80	\$11,529.86	\$488.42	2.98%
Qualcomm Inc TICKER: QCOM	250.00	78.860	\$19,715.00	\$10,032.22	\$350.00	1.77%
Quanta Services Incorporated TICKER: PWR	196.00	36.900	\$7,232.40	\$6,124.53	\$0.00	0.00%
Schlumberger LTD TICKER: SLB	242.00	97.500	\$23,595.00	\$13,936.78	\$387.20	1.64%
St Jude Medical Inc TICKER: STJ	262.00	65.390	\$17,132.18	\$8,956.30	\$282.96	1.65%
State Street Corp TICKER: STT	540.00	69.550	\$37,557.00	\$25,792.29	\$561.60	1.49%
Stericycle Inc TICKER: SRCL	145.00	113.620	\$16,474.90	\$8,027.09	\$0.00	0.00%
T Rowe Price Group Inc TICKER: TROW	355.00	82.350	\$29,234.25	\$17,061.43	\$624.80	2.14%
Target Corp TICKER: TGT	359.00	60.510	\$21,723.09	\$12,938.51	\$617.48	2.84%
The Mosaic Company TICKER: MOS	379.00	50.000	\$18,950.00	\$21,006.26	\$379.00	2.00%
Thermo Fisher Scientific Inc TICKER: TMO	209.00	120.240	\$25,130.16	\$9,730.97	\$125.40	0.50%
Transocean LTD TICKER: RIG	325.00	41.340	\$13,435.50	\$19,183.74	\$728.00	5.42%
VMware Inc. TICKER: VMW	131.00	108.020	\$14,150.62	\$10,460.42	\$0.00	0.00%

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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Vodafone Group Spons ADR TICKER: VOD	373.00	36.810	\$13,730.13	\$17,626.78	\$1,102.96	8.03%
3M Co TICKER: MMM	212.00	135.660	\$28,759.92	\$14,228.26	\$725.04	2.52%
			\$908,563.04	\$554,532.19	\$14,739.81	
<i>Mutual Funds</i>						
Baron Growth Fund-Ins TICKER: BGRIX	1,254.33	73.310	\$91,954.71	\$51,217.76	\$0.00	0.00%
Diamond Hill Large Cap Fd-I TICKER: DHLRX	4,640.73	21.950	\$101,863.98	\$63,513.05	\$1,002.40	0.98%
Federated Strategic Val Div Is TICKER: SVAIX	23,012.42	5.910	\$136,003.38	\$84,481.78	\$6,995.77	5.14%
Harbor International Fd-Ins TICKER: HAINX	2,039.32	71.740	\$146,300.75	\$78,996.90	\$3,048.78	2.08%
ICM Small Company Port Instl TICKER: ICSCX	2,105.91	35.210	\$74,149.13	\$37,704.99	\$343.26	0.46%
JP Morgan Mid Cap Value Fund-I TICKER: FLMVX	2,012.78	36.240	\$72,943.15	\$48,487.34	\$615.91	0.84%
Oppenheimer Developing Mkt-Y TICKER: ODVYX	2,327.20	36.910	\$85,896.95	\$48,610.80	\$379.33	0.44%
SPDR S&P Regional Banking ETF TICKER: KRE	493.00	41.380	\$20,400.34	\$16,307.90	\$283.97	1.39%
SPDR S&P 500 ETF Trust TICKER: SPY	131.00	187.010	\$24,498.31	\$23,827.56	\$456.14	1.86%

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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Vanguard International Growth Fd-Iv TICKER: VWIGX	6,505.74	23.160	\$150,672.89	\$84,474.12	\$2,185.93	1.45%
			\$904,683.59	\$537,622.20	\$15,311.49	
<b>Total Equities</b>			<b>\$1,813,246.63</b>	<b>\$1,092,154.39</b>	<b>\$30,051.30</b>	
<b>Fixed Income</b>						
<i>Taxable Individual Bonds</i>						
Federal Home Loan Bank DTD 08/12/2009,3.250% 09/12/2014 Non Callable	50,000.00	101.419	\$50,709.50	\$50,130.54	\$1,625.00	3.20%
University Oklahoma Revs Higher Education DTD 03/03/2011 2.659% 07/01/2015 Non Callable	25,000.00	102.979	\$25,744.75	\$25,011.07	\$664.75	2.58%
United States Treasury Notes DTD 08/31/2010 1.250% 08/31/2015 TICKER: UTN1215	45,000.00	101.484	\$45,667.80	\$45,468.31	\$562.50	1.23%
United States Treasury Strips Stripped Coupon DTD 02/15/1986 Zero Cpn 02/15/2016 TICKER: 21516	60,000.00	99.230	\$59,538.00	\$58,978.12	\$0.00	0.00%
Cisco Systems Inc DTD 02/22/2006 5.500% 02/22/2016 Non Callable	50,000.00	109.215	\$54,607.50	\$48,882.40	\$2,750.00	5.04%
United States Treasury Strips Stripped Coupon DTD 08/15/1987 Zero Cpn 02/15/2017	100,000.00	97.408	\$97,408.00	\$97,811.76	\$0.00	0.00%



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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Montclair Twp New Jersey General Obligation DTD 11/07/2012 1.960% 04/01/2017 Non Callable	25,000.00	100.570	\$25,142.50	\$25,443.24	\$490.00	1.95%
United States Treasury Notes DTD 02/15/2009 2.750% 02/15/2019	25,000.00	104.977	\$26,244.25	\$23,875.86	\$687.50	2.62%
Fedl Natl Mtge Assn Pool #765251 15 Yr Gtd Single Family Mortgage DTD 03/01/2004 4.000% 03/01/2019 Non Callable TICKER: 765251A	3,344.74	105.679	\$3,534.69	\$3,346.83	\$133.79	3.78%
Charles Schwab Corp DTD 07/22/2010 4.450% 07/22/2020 Non Callable	25,000.00	109.158	\$27,289.50	\$27,012.38	\$1,112.50	4.08%
Fedl Natl Mtge Assn Pool #829079 15 Yr Gtd Single Family Mortgage DTD 09/01/2005 4.000% 09/01/2020 Non Callable TICKER: 829079A	12,580.74	105.707	\$13,298.72	\$12,835.74	\$503.23	3.78%
Symantec Corp DTD 09/16/2010 4.200% 09/15/2020 Non Callable	25,000.00	104.176	\$26,044.00	\$24,611.00	\$1,050.00	4.03%
Quest Diagnostic Inc DTD 03/24/2011 4.700% 04/01/2021 Non Callable	50,000.00	106.275	\$53,137.50	\$53,255.00	\$2,350.00	4.42%
Burlington North Santa Fe DTD 05/19/2011 4.100% 06/01/2021 Callable	50,000.00	105.359	\$52,679.50	\$52,934.50	\$2,050.00	3.89%

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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Federal Home Loan Mortgage Corp Medium Term Note DTD 01/13/2012 2.375% 01/13/2022 Non Callable	25,000.00	97.949	\$24,487.25	\$24,898.75	\$593.75	2.42%
Clear Creek Texas Indep Sch Dist School District Revenue DTD 11/01/2012 3.700% 02/15/2026 Non Callable Psf-Gtd	25,000.00	98.335	\$24,583.75	\$26,752.92	\$925.00	3.76%
Govt Natl Mtge Assn Pool #738040 15 Yr Gtd Single Family Mortgage DTD 03/01/2011 3.500% 03/15/2026 Non Callable TICKER: 738040X	18,491.60	105.307	\$19,472.95	\$19,223.85	\$647.21	3.32%
Govt Natl Mtge Assn Pool #553351 30 Yr Gtd Single Family Mortgage DTD 07/01/2003 4.500% 07/15/2033 Non Callable TICKER: 553351X	6,351.92	108.325	\$6,880.72	\$6,288.38	\$285.84	4.15%
Federal Natl Mtge Assn Pool #Ma1527 20 Yr Gtd Single Family Mortgage DTD 07/01/2013 3.000% 08/01/2033 Non Callable TICKER: MA1527A	24,169.14	99.832	\$24,128.54	\$23,927.45	\$725.07	3.00%



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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Federal Home Loan Mortgage Corp Gold Pool #C01676-30 Yr Gtd Mtge DTD 11/01/2003 6.000% 11/01/2033 Non Callable TICKER: C01676F	19,354.04	112.397	\$21,753.36	\$19,281.46	\$1,161.24	5.34%
Fedl Natl Mtge Assn Pool #357883 30 Yr Gtd Single Family Mortgage DTD 08/01/2005 5.000% 05/01/2035 Non Callable TICKER: 357883A	15,099.98	109.559	\$16,543.39	\$14,849.32	\$755.00	4.56%
Federal Home Loan Mortgage Corp Gold Pool #G02884-30 Yr Gtd Mtge DTD 04/01/2007 6.000% 04/01/2037 Non Callable TICKER: G02884F	18,472.85	111.888	\$20,668.90	\$18,625.88	\$1,108.37	5.36%
Federal Home Loan Mortgage Corp Gold Pool #C03478-30 Yr Gtd Mtge DTD 06/01/2010 4.500% 06/01/2040 Non Callable TICKER: C03478F	18,606.17	106.663	\$19,845.90	\$19,153.35	\$837.28	4.22%
			\$739,410.97	\$722,598.11	\$21,018.03	
<i>Taxable Mutual Funds</i>						
Sit Emerging Markets Debt Fund TICKER: SITEX	3,185.27	10.270	\$32,712.73	\$35,023.99	\$892.19	2.73%
SIMT High Yield Bond Fund TICKER: SHYAX	6,136.20	7.860	\$48,230.54	\$46,027.36	\$2,714.73	5.63%

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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Sit International Fixed Income Fund TICKER: SEFIX	4,303.44	10.620	\$45,702.58	\$44,927.95	\$250.46	0.55%
			\$126,645.85	\$125,979.30	\$3,857.38	
<b>Total Fixed Income</b>			<b>\$866,056.82</b>	<b>\$848,577.41</b>	<b>\$24,875.41</b>	
<i>Alternative</i>						
Absolute Strategies Fund TICKER: ASFIX	21,976.66	11.010	\$241,963.07	\$230,289.15	\$0.00	0.00%
<b>Total Alternative</b>			<b>\$241,963.07</b>	<b>\$230,289.15</b>	<b>\$0.00</b>	
<i>Other</i>						
Mineral Interest In Se4 16-159-67 Towner Co ND	1.00	1,600.000	\$1,600.00	\$1.00	\$0.00	0.00%
Mineral Interest Ne4 31-8-30 W1m Storthoaks Area, Saskatchewan (Cert of Title)	1.00	18,400.000	\$18,400.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In E2sw4 W2se4 17-119-34 Kandiyohi Co MN	1.00	600.000	\$600.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 1 2-161-78 Bottineau Co ND	1.00	750.000	\$750.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 4 of Govt Lot 5 4-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%



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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
75% Mineral Interest In Lots 3-4 and E2sw4 31-162-77 Bottineau Co ND	1.00	2,926.130	\$2,926.13	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and S2nw4 1-161-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-7 Se4nw4 E2sw4 N2se4 6-161-77 Bottineau Co ND	1.00	7,500.000	\$7,500.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4nw4 20-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4se4 9-118-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4 33-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4nw4 4-122-36 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4se4 29-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In N2nw4 Except W 18.25 Acres N2ne4 4-120-33 Kandiyohi Co MN	1.00	231.200	\$231.20	\$1.00	\$0.00	0.00%
75% Mineral Interest In Part of Govt Lot 4 34-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 S2nw4 W2se4 Sw4ne4 24-119-36 Kandiyohi Co MN	1.00	1,350.000	\$1,350.00	\$1.00	\$0.00	0.00%

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**Asset Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
75% Mineral Interest In Sw4 10-162-77 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 28-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4 33-121-33 Kandiyohi Co MN	1.00	300.000	\$300.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4ne4 9-118-34 Kandiyohi Co MN	1.00	75.000	\$75.00	\$1.00	\$0.00	0.00%
<b>Total Other</b>			<b>\$46,632.93</b>	<b>\$20.00</b>	<b>\$0.00</b>	
<b>Total All Assets</b>			<b>\$2,982,676.96</b>	<b>\$2,185,369.47</b>	<b>\$54,928.01</b>	

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



0000261 - 0900575

**Transaction Summary**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

**Transaction Summary**

<i>Transaction</i>	<i>Principal Cash</i>	<i>Income Cash</i>
<b>Beginning Cash Balance on 1/1/14</b>	<b>-\$8,704.92</b>	<b>\$9,901.82</b>
<b>Additions</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Disbursements</b>		
Withdrawals	\$0.00	-\$9,901.82
Transfers	\$0.00	\$0.00
Expenses	\$0.00	-\$169.50
Fees	-\$2,736.97	-\$2,736.93
Taxes	\$0.00	\$0.00
<b>Total Disbursements</b>	<b>-\$2,736.97</b>	<b>-\$12,808.25</b>
<b>Income</b>		
Taxable Interest	\$0.00	\$8,174.61
Tax Exempt Interest	\$0.00	\$0.00
Dividends	\$0.00	\$10,988.65
Rental Income	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$19,163.26</b>
<b>Security Purchases</b>	<b>-\$124,081.80</b>	<b>\$0.00</b>
<b>Security Sales/Maturities</b>		
Security Sales/Maturities	\$105,408.21	\$0.00
Gain Distributions	\$0.00	\$0.00
<b>Total Security Sales/Maturities</b>	<b>\$105,408.21</b>	<b>\$0.00</b>
<b>Money Market Purchases/Sales</b>	<b>\$14,308.24</b>	<b>\$0.00</b>
<b>Other</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ending Cash Balance on 3/31/14</b>	<b>-\$15,807.24</b>	<b>\$16,256.83</b>

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**Transaction Detail**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

**Transaction Details By Category**

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/1/14	Beginning Balance	-\$8,704.92	\$9,901.82	
<b>Withdrawals</b>				
1/8/14	Paid to Rice Memorial Hospital Distribution for 4th Quarter 2013 Grants	\$0.00	-\$9,901.82	\$0.00
		\$0.00	-\$9,901.82	
<b>Expenses</b>				
1/22/14	Paid to Johnson Moody Schmidt & Kleinhuizen Legal Fee for Professional Services on Bjs-93132	\$0.00	-\$112.50	\$0.00
1/24/14	Paid to Kandiyohi County Court Admin Deductible Estate Expense Annual Filing Fee for Court Accounting	\$0.00	-\$57.00	\$0.00
		\$0.00	-\$169.50	
<b>Fees</b>				
1/21/14	Account Portfolio Fee Collected Total Charges: \$1,821.06 Fees up To: 12/31/13 Issue Maintenance Fee: \$41.67	-\$910.54	\$0.00	\$0.00
1/21/14	Account Portfolio Fee Collected Total Charges: \$1,821.06 Fees up To: 12/31/13 Issue Maintenance Fee: \$41.67	\$0.00	-\$910.52	\$0.00
2/20/14	Account Portfolio Fee Collected Total Charges: \$1,829.45 Fees up To: 1/31/14 Issue Maintenance Fee: \$41.67	-\$914.73	\$0.00	\$0.00



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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/20/14	Account Portfolio Fee Collected Total Charges: \$1,829.45 Fees up To: 1/31/14 Issue Maintenance Fee: \$41.67	\$0.00	-\$914.72	\$0.00
3/20/14	Account Portfolio Fee Collected Total Charges: \$1,823.39 Fees up To: 2/28/14 Issue Maintenance Fee: \$41.67	-\$911.70	\$0.00	\$0.00
3/20/14	Account Portfolio Fee Collected Total Charges: \$1,823.39 Fees up To: 2/28/14 Issue Maintenance Fee: \$41.67	\$0.00	-\$911.69	\$0.00
		-\$2,736.97	-\$2,736.93	
<b>Total Disbursements</b>		<b>-\$2,736.97</b>	<b>-\$12,808.25</b>	
<b>Taxable Interest</b>				
1/2/14	University OK Revs 2.659% 7/01/15	\$0.00	\$332.38	\$0.00
1/2/14	Federated Gov Obl TX Mgd-I Dividend from 12/1/13 to 12/31/13	\$0.00	\$0.20	\$0.00
1/2/14	SEI SIMT High Yield Bond CL A 59 Dividend from 12/1/13 to 12/31/13	\$0.00	\$229.20	\$0.00
1/13/14	FHLMC MTN 2.375% 1/13/22	\$0.00	\$296.88	\$0.00
1/15/14	FHLMC Gd PL #C01676 6.000% 11/01/33 December FHLMC Due 1/15/14	\$0.00	\$104.43	\$0.00
1/15/14	FHLMC Gd PL #G02884 6.000% 4/01/37 December FHLMC Due 1/15/14	\$0.00	\$102.37	\$0.00
1/15/14	FHLMC Gd PL #C03478 4.500% 6/01/40 December FHLMC Due 1/15/14	\$0.00	\$72.27	\$0.00
1/15/14	GNMA PL #553351 4.500% 7/15/33 December GNMA Due 1/15/14	\$0.00	\$27.09	\$0.00
1/15/14	GNMA PL #738040 3.500% 3/15/26 December GNMA Due 1/15/14	\$0.00	\$56.16	\$0.00
1/22/14	Charles Schwab Corp 4.450% 7/22/20	\$0.00	\$556.25	\$0.00

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/27/14	FNMA PL #357883 5.000% 5/01/35 December FNMA Due 1/25/14	\$0.00	\$65.69	\$0.00
1/27/14	FNMA PL #765251 4.000% 3/01/19 December FNMA Due 1/25/14	\$0.00	\$12.23	\$0.00
1/27/14	FNMA PL #829079 4.000% 9/01/20 December FNMA Due 1/25/14	\$0.00	\$44.95	\$0.00
1/27/14	FNMA PL #Ma1527 3.000% 8/01/33 December FNMA Due 1/25/14	\$0.00	\$61.25	\$0.00
2/3/14	Washington Post 7.250% 2/01/19	\$0.00	\$906.25	\$0.00
2/3/14	Federated Gov Obl TX Mgd-I Dividend from 1/1/14 to 1/31/14	\$0.00	\$0.21	\$0.00
2/3/14	SEI SIMT High Yield Bond CL A 59 Dividend from 1/1/14 to 1/31/14	\$0.00	\$226.06	\$0.00
2/18/14	FHLMC Gd PL #C01676 6.000% 11/01/33 January FHLMC Due 2/15/14	\$0.00	\$101.75	\$0.00
2/18/14	FHLMC Gd PL #G02884 6.000% 4/01/37 January FHLMC Due 2/15/14	\$0.00	\$96.71	\$0.00
2/18/14	FHLMC Gd PL #C03478 4.500% 6/01/40 January FHLMC Due 2/15/14	\$0.00	\$71.39	\$0.00
2/18/14	GNMA PL #553351 4.500% 7/15/33 January GNMA Due 2/15/14	\$0.00	\$26.98	\$0.00
2/18/14	GNMA PL #738040 3.500% 3/15/26 January GNMA Due 2/15/14	\$0.00	\$55.32	\$0.00
2/18/14	Assurant Inc 5.625% 2/15/14	\$0.00	\$1,406.25	\$0.00
2/18/14	Clear Creek TX Sch 3.700% 2/15/26	\$0.00	\$462.50	\$0.00
2/18/14	U.S. Treasury Notes 2.750% 2/15/19	\$0.00	\$343.75	\$0.00
2/24/14	CISCO Systems Inc 5.500% 2/22/16	\$0.00	\$1,375.00	\$0.00
2/25/14	FNMA PL #357883 5.000% 5/01/35 January FNMA Due 2/25/14	\$0.00	\$65.11	\$0.00
2/25/14	FNMA PL #765251 4.000% 3/01/19 January FNMA Due 2/25/14	\$0.00	\$11.98	\$0.00
2/25/14	FNMA PL #829079 4.000% 9/01/20 January FNMA Due 2/25/14	\$0.00	\$43.23	\$0.00

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/25/14	FNMA PL #Ma1527 3.000% 8/01/33 January FNMA Due 2/25/14	\$0.00	\$60.95	\$0.00
2/28/14	U.S. Treasury Notes 1.250% 8/31/15	\$0.00	\$281.25	\$0.00
2/28/14	Paid Accrued Interest on Purchase of Quest Diagnostic 4.700% 4/01/21	\$0.00	-\$959.58	\$0.00
3/3/14	SEI SIMT High Yield Bond CL A 59 Dividend from 2/1/14 to 2/28/14	\$0.00	\$200.15	\$0.00
3/4/14	Federated Gov Obl TX Mgd-I Dividend from 2/1/14 to 2/28/14	\$0.00	\$0.34	\$0.00
3/12/14	FHLB 3.250% 9/12/14	\$0.00	\$812.50	\$0.00
3/17/14	FHLMC Gd PL #C01676 6.000% 11/01/33 February FHLMC Due 3/15/14	\$0.00	\$100.22	\$0.00
3/17/14	FHLMC Gd PL #G02884 6.000% 4/01/37 February FHLMC Due 3/15/14	\$0.00	\$94.00	\$0.00
3/17/14	FHLMC Gd PL #C03478 4.500% 6/01/40 February FHLMC Due 3/15/14	\$0.00	\$70.53	\$0.00
3/17/14	GNMA PL #553351 4.500% 7/15/33 February GNMA Due 3/15/14	\$0.00	\$25.58	\$0.00
3/17/14	GNMA PL #738040 3.500% 3/15/26 February GNMA Due 3/15/14	\$0.00	\$54.50	\$0.00
3/17/14	Symantec Corp 4.200% 9/15/20	\$0.00	\$525.00	\$0.00
3/19/14	Received Accrued Interest on Sale of Washington Post 7.250% 2/01/19	\$0.00	\$241.67	\$0.00
3/25/14	FNMA PL #357883 5.000% 5/01/35 February FNMA Due 3/25/14	\$0.00	\$64.87	\$0.00
3/25/14	FNMA PL #765251 4.000% 3/01/19 February FNMA Due 3/25/14	\$0.00	\$11.76	\$0.00
3/25/14	FNMA PL #829079 4.000% 9/01/20 February FNMA Due 3/25/14	\$0.00	\$42.62	\$0.00
3/25/14	FNMA PL #Ma1527 3.000% 8/01/33 February FNMA Due 3/25/14	\$0.00	\$60.65	\$0.00

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/28/14	Paid Accrued Interest on Purchase of Burlington North 4.100% 6/01/21	\$0.00	-\$666.24	\$0.00
		<hr/>	<hr/>	
		\$0.00	\$8,174.61	
	<b>Dividends</b>			
1/2/14	Pepsico Inc	\$0.00	\$169.68	\$0.00
1/6/14	Nike Inc-Class B	\$0.00	\$71.52	\$0.00
1/10/14	Schlumberger LTD	\$0.00	\$75.63	\$0.00
1/15/14	Thermo Fisher Scientific Inc	\$0.00	\$31.35	\$0.00
1/16/14	State Street Corp	\$0.00	\$140.40	\$0.00
1/22/14	Cisco Systems Inc	\$0.00	\$126.65	\$0.00
1/23/14	Comcast Corp-CL A	\$0.00	\$158.54	\$0.00
1/23/14	EMC Corp Mass	\$0.00	\$67.70	\$0.00
1/31/14	SPDR S&P 500 ETF Trust	\$0.00	\$99.99	\$0.00
1/31/14	St Jude Medical Inc	\$0.00	\$65.50	\$0.00
1/31/14	Federated Strategic Val Div Is	\$0.00	\$204.81	\$0.00
2/3/14	CVS Caremark Corp	\$0.00	\$97.90	\$0.00
2/5/14	Vodafone Group Spons ADR	\$0.00	\$390.73	\$0.00
2/10/14	Air Products & Chemicals Inc	\$0.00	\$161.17	\$0.00
2/13/14	Apple Inc	\$0.00	\$201.30	\$0.00
2/14/14	Colgate Palmolive Co	\$0.00	\$89.76	\$0.00
2/18/14	Abbott Labs	\$0.00	\$107.36	\$0.00
2/18/14	Procter & Gamble Co	\$0.00	\$122.10	\$0.00
2/28/14	Citigroup Inc	\$0.00	\$3.24	\$0.00
2/28/14	Federated Strategic Val Div Is	\$0.00	\$2,964.00	\$0.00
3/3/14	Ford Motor Co DEL	\$0.00	\$125.50	\$0.00
3/3/14	Hudson City Bancorp Inc	\$0.00	\$123.36	\$0.00
3/4/14	Vodafone Group Spons ADR	\$0.00	\$3,375.68	\$0.00
3/10/14	Emerson Elec Co	\$0.00	\$175.87	\$0.00
3/10/14	ExxonMobil Corp	\$0.00	\$102.69	\$0.00
3/10/14	Target Corp	\$0.00	\$154.37	\$0.00



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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/12/14	3M Co	\$0.00	\$181.26	\$0.00
3/19/14	ITC Holdings Corp	\$0.00	\$121.41	\$0.00
3/19/14	Transocean LTD	\$0.00	\$182.00	\$0.00
3/20/14	The Mosaic Company	\$0.00	\$94.75	\$0.00
3/26/14	Qualcomm Inc	\$0.00	\$87.50	\$0.00
3/28/14	T Rowe Price Group Inc	\$0.00	\$156.20	\$0.00
3/31/14	Dover Corp	\$0.00	\$81.00	\$0.00
3/31/14	Pepsico Inc	\$0.00	\$169.68	\$0.00
3/31/14	SPDR S&P Regional Banking ETF	\$0.00	\$58.46	\$0.00
3/31/14	ICM Small Company Port Instl	\$0.00	\$65.28	\$0.00
3/31/14	Federated Strategic Val Div Is	\$0.00	\$384.31	\$0.00
		\$0.00	\$10,988.65	
<b>Total Income</b>		<b>\$0.00</b>	<b>\$19,163.26</b>	

<b>Security Purchases</b>				
2/12/14	Purchased 196 Shares of Quanta Services Incorporated Trade Date 2/7/14 Paid \$7.84 Brokerage 196 Shares at \$31.20759997	-\$6,124.53	\$0.00	\$6,124.53
2/28/14	Purchased 50,000 Par Value of Quest Diagnostic 4.700% 4/01/21 Trade Date 2/25/14 Purchase Interest \$959.58 50,000 Par Value at 106.51 %	-\$53,255.00	\$0.00	\$53,255.00
3/21/14	Purchased 63 Units of SPDR S&P 500 ETF Trust Trade Date 3/19/14 Paid \$3.15 Brokerage 63 Units at \$186.74	-\$11,767.77	\$0.00	\$11,767.77

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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2014 - March 31, 2014

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
3/28/14	Purchased 50,000 Par Value of Burlington North 4.100% 6/01/21 Trade Date 3/25/14 Purchase Interest \$666.24 50,000 Par Value at 105.869 %	-\$52,934.50	\$0.00	\$52,934.50
<b>Total Security Purchases</b>		<b>-\$124,081.80</b>	<b>\$0.00</b>	
<b>Security Sales/Maturities</b>				
1/15/14	Paid Down 536.91 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of December Due 1/15/14 December FHLMC Due 1/15/14	\$536.91	\$0.00	-\$534.90
1/15/14	Paid Down 1,132.59 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of December Due 1/15/14 December FHLMC Due 1/15/14	\$1,132.59	\$0.00	-\$1,142.41
1/15/14	Paid Down 235.73 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of December Due 1/15/14 December FHLMC Due 1/15/14	\$235.73	\$0.00	-\$242.86
1/15/14	Paid Down 28.37 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of December Due 1/15/14 December GNMA Due 1/15/14	\$28.37	\$0.00	-\$28.09
1/15/14	Paid Down 288.54 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of December Due 1/15/14 December GNMA Due 1/15/14	\$288.54	\$0.00	-\$300.42



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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/27/14	Paid Down 139.02 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of December Due 1/25/14 December FNMA Due 1/25/14	\$139.02	\$0.00	-\$136.63
1/27/14	Paid Down 75.26 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of December Due 1/25/14 December FNMA Due 1/25/14	\$75.26	\$0.00	-\$75.31
1/27/14	Paid Down 515.03 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of December Due 1/25/14 December FNMA Due 1/25/14	\$515.03	\$0.00	-\$526.14
1/27/14	Paid Down 119.38 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of December Due 1/25/14 December FNMA Due 1/25/14	\$119.38	\$0.00	-\$118.19
2/12/14	Sold 34 Units of SPDR S&P 500 ETF Trust Trade Date 2/7/14 Paid \$1.70 Brokerage Paid \$0.11 SEC Fee 34 Units at \$178.633408	\$6,071.73	\$0.00	-\$6,029.89
2/18/14	Paid Down 305.32 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of January Due 2/15/14 January FHLMC Due 2/15/14	\$305.32	\$0.00	-\$304.18
2/18/14	Paid Down 542.07 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of January Due 2/15/14 January FHLMC Due 2/15/14	\$542.07	\$0.00	-\$546.66

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/18/14	Paid Down 229.08 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of January Due 2/15/14 January FHLMC Due 2/15/14	\$229.08	\$0.00	-\$235.91
2/18/14	Paid Down 374.62 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of January Due 2/15/14 January GNMA Due 2/15/14	\$374.62	\$0.00	-\$370.87
2/18/14	Paid Down 280.67 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of January Due 2/15/14 January GNMA Due 2/15/14	\$280.67	\$0.00	-\$292.00
2/18/14	Matured 50,000 Par Value of Assurant Inc 5.625% 2/15/14 Trade Date 2/15/14 50,000 Par Value at 100 %	\$50,000.00	\$0.00	-\$50,000.00
2/25/14	Paid Down 58.38 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of January Due 2/25/14 January FNMA Due 2/25/14	\$58.38	\$0.00	-\$57.39
2/25/14	Paid Down 65.35 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of January Due 2/25/14 January FNMA Due 2/25/14	\$65.35	\$0.00	-\$65.39
2/25/14	Paid Down 182.53 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of January Due 2/25/14 January FNMA Due 2/25/14	\$182.53	\$0.00	-\$186.34
2/25/14	Paid Down 120.89 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of January Due 2/25/14 January FNMA Due 2/25/14	\$120.89	\$0.00	-\$119.68

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/14/14	Sold 0.636 Shares of Vodafone Group Spons ADR Trade Date 3/14/14 0.636 Shares at \$36.9935 Fractional Shares Sold @ \$36.9935	\$23.53	\$0.00	-\$30.06
3/17/14	Paid Down 690.04 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of February Due 3/15/14 February FHLMC Due 3/15/14	\$690.04	\$0.00	-\$687.45
3/17/14	Paid Down 327.1 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of February Due 3/15/14 February FHLMC Due 3/15/14	\$327.10	\$0.00	-\$329.81
3/17/14	Paid Down 202.29 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of February Due 3/15/14 February FHLMC Due 3/15/14	\$202.29	\$0.00	-\$208.24
3/17/14	Paid Down 468.5 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of February Due 3/15/14 February GNMA Due 3/15/14	\$468.50	\$0.00	-\$463.81
3/17/14	Paid Down 194.79 Par Value of GNMA PL #738040 3.500% 3/15/26 for Record Date of February Due 3/15/14 February GNMA Due 3/15/14	\$194.79	\$0.00	-\$202.50
3/17/14	Sold 0.1557 Shares of Verizon Communications Trade Date 3/14/14 0.1557 Shares at \$46.0566 Fractional Shares Sold @ \$46.0566	\$7.17	\$0.00	-\$7.27

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/19/14	Sold 25,000 Par Value of Washington Post 7.250% 2/01/19 Trade Date 3/14/14 Sold Interest \$241.67 25,000 Par Value at 118.1 %	\$29,525.00	\$0.00	-\$27,122.82
3/21/14	Sold 180 Shares of Verizon Communications Trade Date 3/19/14 Paid \$7.20 Brokerage Paid \$0.18 SEC Fee 180 Shares at \$46.31069988	\$8,328.55	\$0.00	-\$8,408.70
3/21/14	Sold 108 Shares of Knowles Corporation Trade Date 3/19/14 Paid \$4.32 Brokerage Paid \$0.08 SEC Fee 108 Shares at \$31.45	\$3,392.20	\$0.00	-\$1,709.77
3/25/14	Paid Down 468.04 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of February Due 3/25/14 February FNMA Due 3/25/14	\$468.04	\$0.00	-\$460.27
3/25/14	Paid Down 183.86 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of February Due 3/25/14 February FNMA Due 3/25/14	\$183.86	\$0.00	-\$183.98
3/25/14	Paid Down 206.58 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of February Due 3/25/14 February FNMA Due 3/25/14	\$206.58	\$0.00	-\$210.77



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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/25/14	Paid Down 89.09 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of February Due 3/25/14 February FNMA Due 3/25/14	\$89.09	\$0.00	-\$88.20
<b>Total Security Sales/Maturities</b>		<b>\$105,408.21</b>	<b>\$0.00</b>	
<b>Money Market Purchases/Sales</b>				
	Combined Purchases for the Period 1/1/14 - 3/31/14 of Federated Gov Obl TX Mgd-I	-\$114,688.41	\$0.00	\$114,688.41
	Combined Sales for the Period 1/1/14 - 3/31/14 of Federated Gov Obl TX Mgd-I	\$128,996.65	\$0.00	-\$128,996.65
<b>Total Money Market Purchases/Sales</b>		<b>\$14,308.24</b>	<b>\$0.00</b>	
<b>Other</b>				
2/14/14	Gain/Loss for Broadcom Corp Was Recalculated Original Trn Date: 10/17/13-Trn #Zy000405 001590 LT Loss Adjusted By: 128.70 Old: -6,334.24 New: -6,205.54 Fed Cost Old: 16,653.15 New: 16,524.45 Rocr Adjustment Gain/Loss for 10/17/13 Trn #Zy000405 001590	\$0.00	\$0.00	\$0.00

0000268 - 0800575

**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/24/14	Spin_Off Received 180.1557 Shares Distribution at 0.263001 Shares of Verizon Communications for Each Share of Vodafone Group Spons ADR Due 02/24/14 Market Value of \$8,415.97 Each Share Held of Vodafone Group Spons ADR (92857w209) Entitles The Holder to Receive 0.263001 Shares of Verizon Communications Inc. (92343v104). Taxable	\$0.00	\$0.00	\$8,415.97
2/27/14	Reverse Split Delivery of Vodafone Group Spons ADR Due 02/24/14 685 Shares Delivered Market Value of \$15,393.82 6 for 11 Reverse Stock Split. The New Cusip Is 92857w308. Non-Taxable	\$0.00	\$0.00	-\$17,656.84
2/27/14	Reverse Split 6 for 11 on Vodafone Group Spons ADR Due 02/24/14 373.636 Shares Received Market Value of \$15,393.80 6 for 11 Reverse Stock Split. The Old Cusip Was 92857w209.	\$0.00	\$0.00	\$17,656.84

0000268 - 0800575

**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/3/14	Spin_Off Received 108 Shares Distribution at 0.5 Shares of Knowles Corporation for Each Share of Dover Corp Due 02/28/14 Market Value of \$1,676.16 Each Share Held of Dover Corp (260003108) Entitles The Holder to Receive 0.5 Shares of Knowles Corporation (49926d109). Non-Taxable	\$0.00	\$0.00	\$1,709.77
		\$0.00	\$0.00	
	<b>Security Changes</b>			
1/15/14	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$1.84 to \$20,652.11 1/15/14 Current Year Amortization	\$0.00	\$0.00	-\$1.84
1/15/14	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$3.49 to \$19,855.87 1/15/14 Current Year Amortization	\$0.00	\$0.00	-\$3.49
1/15/14	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$7.21 to \$20,048.72 1/15/14 Current Year Amortization	\$0.00	\$0.00	-\$7.21

0000269 - 080575

**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
1/22/14	Amortized Premium on Charles Schwab Corp 4.450% 7/22/20 Fed Basis Decreased by \$15.87 to \$27,012.38 1/22/14 Current Year Amortization	\$0.00	\$0.00	-\$15.87
1/27/14	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$5.18 to \$15,493.41 1/27/14 Market Discount	\$0.00	\$0.00	\$5.18
1/27/14	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.07 to \$3,671.68 1/25/14 Current Year Amortization	\$0.00	\$0.00	-\$0.07
1/27/14	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$7.14 to \$13,775.69 1/25/14 Current Year Amortization	\$0.00	\$0.00	-\$7.14
2/3/14	Amortized Premium on Washington Post 7.250% 2/01/19 Fed Basis Decreased by \$29.96 to \$27,176.12 2/1/14 Current Year Amortization	\$0.00	\$0.00	-\$29.96
2/14/14	Fed Basis of Broadcom Corp Adjusted by \$29.70- Old: \$2,987.64 /New: \$2,957.94 Fixed Fedrl TX CST from \$2987.64 to \$2957.94	\$0.00	\$0.00	-\$29.70



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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/14/14	Fed Basis of Broadcom Corp Adjusted by \$99.00- Old: \$13,665.51 /New: \$13,566.51 Fixed Fedrl TX CST from \$13665.51 to \$13566.51	\$0.00	\$0.00	-\$99.00
2/18/14	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$3.98 to \$19,505.72 2/15/14 Current Year Amortization	\$0.00	\$0.00	-\$3.98
2/18/14	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$8.27 to \$19,604.74 2/15/14 Current Year Amortization	\$0.00	\$0.00	-\$8.27
2/18/14	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$15.92 to \$19,732.38 2/15/14 Current Year Amortization	\$0.00	\$0.00	-\$15.92
2/18/14	Amortized Premium on Assurant Inc 5.625% 2/15/14 Fed Basis Decreased by \$73.04 to \$50,000.00 2/15/14 Current Year Amortization	\$0.00	\$0.00	-\$73.04
2/18/14	Amortized Premium on Clear Creek TX Sch 3.700% 2/15/26 Fed Basis Decreased by \$14.19 to \$26,752.92 2/15/14 Current Year Amortization	\$0.00	\$0.00	-\$14.19

0000270-0900575

**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/25/14	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$5.38 to \$15,362.16 2/25/14 Market Discount	\$0.00	\$0.00	\$5.38
2/25/14	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.09 to \$3,596.28 2/25/14 Current Year Amortization	\$0.00	\$0.00	-\$0.09
2/25/14	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$8.92 to \$13,240.63 2/25/14 Current Year Amortization	\$0.00	\$0.00	-\$8.92
2/28/14	Amortized Premium on U.S. Treasury Notes 1.250% 8/31/15 Fed Basis Decreased by \$49.71 to \$45,468.31 2/28/14 Current Year Amortization	\$0.00	\$0.00	-\$49.71
3/3/14	Spin_Off Book Value of Dover Corp Adjusted by \$-1,709.77 Old: \$10,383.11 /New \$8,673.34	\$0.00	\$0.00	\$0.00
3/3/14	Spin_Off Federal Cost Basis of Dover Corp Adjusted by \$-129.55 Old: \$786.75 /New \$657.20	\$0.00	\$0.00	-\$129.55

0000270 - 0800575

**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/3/14	Spin_Off State Cost Basis of Dover Corp Adjusted by \$-129.55 Old: \$786.75 /New \$657.20	\$0.00	\$0.00	\$0.00
3/3/14	Spin_Off Federal Cost Basis of Dover Corp Adjusted by \$-1,580.22 Old: \$9,596.36 /New \$8,016.14	\$0.00	\$0.00	-\$1,580.22
3/3/14	Spin_Off State Cost Basis of Dover Corp Adjusted by \$-1,580.22 Old: \$9,596.36 /New \$8,016.14	\$0.00	\$0.00	\$0.00
3/3/14	Stock Split 3 for 1 Stock Split on ITC Holdings Corp Due 2/28/14 568 Additional Shares Received	\$0.00	\$0.00	\$0.00
3/12/14	Amortized Premium on FHLB 3.250% 9/12/14 Fed Basis Decreased by \$49.70 to \$50,130.54 3/12/14 Current Year Amortization	\$0.00	\$0.00	-\$49.70
3/17/14	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$3.37 to \$18,955.69 3/15/14 Current Year Amortization	\$0.00	\$0.00	-\$3.37

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**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/17/14	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$7.24 to \$19,361.59 3/15/14 Current Year Amortization	\$0.00	\$0.00	-\$7.24
3/17/14	Amortized Premium on GNMA PL #738040 3.500% 3/15/26 Fed Basis Decreased by \$14.03 to \$19,426.35 3/15/14 Current Year Amortization	\$0.00	\$0.00	-\$14.03
3/19/14	Amortized Premium on Washington Post 7.250% 2/01/19 Fed Basis Decreased by \$53.30 to \$27,122.82 3/19/14 Current Year Amortization	\$0.00	\$0.00	-\$53.30
3/25/14	Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$4.82 to \$15,309.59 3/25/14 Market Discount	\$0.00	\$0.00	\$4.82
3/25/14	Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.08 to \$3,530.81 3/25/14 Current Year Amortization	\$0.00	\$0.00	-\$0.08



0000271-0900575

**Transaction Detail (continued)**

**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
3/25/14	Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$7.78 to \$13,046.51 3/25/14 Current Year Amortization	\$0.00	\$0.00	-\$7.78
		\$0.00	\$0.00	
<b>Total Other</b>		<b>\$0.00</b>	<b>\$0.00</b>	
3/31/14	<b>Ending Balance</b>	<b>-\$15,807.24</b>	<b>\$16,256.83</b>	

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*Pending Trades*

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*Statement of Value and Activity*

January 1, 2014 - March 31, 2014

No pending trades.



0000272-0800575

**Messages and Notices Section**

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**Statement of Value and Activity**

January 1, 2014 - March 31, 2014

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

0000273 - 0800575



**WILLMAR**



**FINANCE**

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

**INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING MARCH 31, 2014**

<b>BALANCE AT PRIOR QUARTER ENDING DECEMBER 31, 2013</b>	<b>\$ 43,871,669.60</b>
<b>SUMMARY OF JANUARY, 2014, THROUGH MARCH, 2014, TRANSACTIONS:</b>	
(01/24/2014) SOLD: MSSB, CD-36160TFS0, 3.400%	(96,000.00)
(01/24/2014) Market Value Adjustment: MSSB, CD-36160TFS0	(129.60)
(01/24/2014) SOLD: MSSB, CD-795450HC2, 3.500%	(96,000.00)
(01/24/2014) Market Value Adjustment: MSSB, CD-795450HC2	(133.44)
(01/28/2014) SOLD: MSSB, CD-140653G26, 3.500%	(96,000.00)
(01/28/2014) Market Value Adjustment: MSSB, CD-140653G26	(172.80)
(03/31/2014) Market Value Adjustment at Quarter-End	1,086,724.72
<hr/>	
<b>MARCH 31, 2014 BALANCE</b>	<b>\$ 44,669,958.48</b>

\*Morgan Stanley Smith Barney

**CASH/INVESTMENT PORTFOLIO AS OF MARCH 31, 2014**



	<u>INSTITUTION</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	151,107.00
2	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	96,629.76
3	MSSB	CD-25811LZ28	08/10/2015	1.000%	245,000.00	246,609.65
4	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	150,984.00
5	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	153,694.50
6	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	250,843.25
7	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	153,690.00
8	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	153,571.50
9	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	250,821.20
10	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	150,394.50
11	MSSB	FNMA-3136G1PJ2	07/17/2018	1.800%	1,000,000.00	999,620.00
12	MSSB	CD-17284A3Z9	12/12/2019	1.600%	245,000.00	235,577.30
13	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	1,928,632.00
14	UBS	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	956,910.00
15	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	5,729,580.00
16	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	1,894,226.00
17	Wells Fargo	FHLB-313381C60	06/07/2022	2.080%	2,000,000.00	1,889,728.00
18	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	935,260.00
19	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	797,872.34 ^	769,188.82
20	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	912,800.00
21	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,825,592.00
22	MSSB	FHLB-313380GQ4	09/07/2022	1.500-5.000%	4,000,000.00	3,799,640.00
23	UBS	FNMA-3136G0D65	09/27/2022	2.000%	3,000,000.00 *	2,753,220.00
24	UBS	FNMA-3135G0RC9	10/25/2022	2.200%	1,000,000.00	931,690.00
25	UBS	FNMA-3136G0Z23	11/15/2022	2.250%	1,900,000.00	1,778,875.00
26	Wells Fargo	FHLB-313381DA0	12/05/2022	2.190%	2,000,000.00	1,861,520.00
27	Wells Fargo Advisors	FHLB-313381GY5	12/27/2022	1.500-5.000%	3,000,000.00	2,830,680.00
28	Multi-Bank Securities	FHLB-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	932,860.00
29	Multi-Bank Securities	FHLB-313382G49	03/27/2023	2.000-6.000%	1,000,000.00	938,280.00
30	Wells Fargo Advisors	FHLB-313382VW0	04/25/2023	1.625-5.500%	1,150,000.00	1,078,447.00
31	Wells Fargo Advisors	FHLB-313382TV5	04/25/2023	1.625-6.000%	850,000.00	805,307.00
32	Multi-Bank Securities	FHLB-3133832Q3	05/23/2023	1.750-8.000%	1,000,000.00	945,060.00
33	Wells Fargo Advisors	FHLB-313383A27	06/13/2023	1.625-10.000%	2,000,000.00	1,849,780.00
34	Wells Fargo Advisors	FHLB-313383BL4	06/13/2023	1.500-4.000%	2,500,000.00	2,353,300.00
35	Multi-Bank Securities	FNMA-3136G1Q51	07/24/2023	2.050-6.500%	1,000,000.00 *	974,830.00
36	Wells Fargo Advisors	FHLB-313383PQ8	07/25/2023	2.000-6.500%	1,000,000.00 *	1,001,010.00
TOTAL INVESTMENT					\$ 47,173,872.34	\$ 44,669,958.48
37	Heritage Bank	Low Activity Ckg	None	0.250%	3,000,409.75	3,000,409.75
38	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	55,843.57	55,843.57
39	Heritage Bank	Commercial Ckg	None	0.100%	(363,915.52)	(363,915.52)
TOTAL PORTFOLIO FOR MARCH 31, 2014					\$ 49,866,210.14	\$ 47,362,296.28

\* Par Value is not equal to Purchase Amount

^ WFA FHLB-313379VX4	1,500,000.00	Par Value
Partial Call 10/12/12	(15,957.45)	
Partial Call 12/17/12	(686,170.21)	
	<u>797,872.34</u>	Par Value



# WILLMAR



## FINANCE

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

### 2014 Interest/Dividends Received By Institution

<u>Institution</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>2014 Year-To-Date</u>	<u>2013 Year-To-Date</u>
Heritage Bank	\$ 1,335.50	\$ 479.35	\$ 434.14	\$ 2,248.99	\$ 1,295.85
Morgan Stanley Smith Barney	\$ 14,033.03	\$ 4,760.56	\$ 30,000.00	\$ 48,793.59	\$ 49,793.59
Multi-Bank Securities	\$ 10,250.00	\$ -	\$ 10,000.00	\$ 20,250.00	\$ -
UBS	\$ 75,000.00	\$ 5,000.00	\$ 5,000.00	\$ 85,000.00	\$ 85,000.03
Wells Fargo	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Wells Fargo Advisors	\$ 20,093.08	\$ -	\$ -	\$ 20,093.08	\$ 65,558.08
<b>Totals</b>	<b>\$ 140,711.61</b>	<b>\$ 10,239.91</b>	<b>\$ 45,434.14</b>	<b>\$ 196,385.66</b>	<b>\$ 221,647.55</b>



## Historical Interest/Dividends Received Per Quarter 2004 through 03/31/2014

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2014	\$ 196,385.66	\$ -	\$ -	\$ -	\$ 196,385.66
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90
2004	\$ 256,365.99	\$ 349,941.03	\$ 239,169.92	\$ 363,170.98	\$ 1,208,647.92

## Historical Balances At the End of Each Quarter 2004 through 03/31/2014

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2014	\$44,669,958.48 #	\$ - #	\$ - #	\$ - #	\$ 2,692,337.80	\$ -	\$ -	\$ -
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38
2004	\$33,825,796.69	\$36,595,276.05	\$36,590,625.49	\$41,648,716.38	\$ 4,244,239.97	\$ 1,158,817.03	\$ 201,061.64	\$ 275,984.98

# Investment Balance after adjusting for market values  
2010 market values were only adjusted 1/1/10 and 12/31/10

\*\*4M, Flex Gold, General Ckg

**PUBLIC WORKS/SAFETY COMMITTEE**

**MINUTES**

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, April 29, 2014, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson ..... Chair  
Audrey Nelsen ..... Vice Chair  
Bruce DeBlieck ..... Member  
Jim Dokken ..... Member

Others present: Mayor Frank Yanish; Director of Public Works Sean Christensen; Chief of Police Dave Wyffels; Fire Chief Gary Hendrickson; Paul Jurek, Bollig Inc.; Jason VerSteeg, Duininck Inc.; David Little, "West Central Tribune."; Private Archery Applicant Dan O'Meara.

Item No. 1      Call to Order

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

Item No. 2      Public Comments

No public comments.

Item No. 3      Waterview Business Park (Information)

Jason VerSteeg of Duininck, Inc. presented the proposed Waterview Business Park Phase 2. The project would consist of extending 24<sup>th</sup> Avenue to connect with Lakeland Drive SE and relocating a portion of 19<sup>th</sup> Avenue. Possible benefits of the project were discussed with the committee. Project funding is yet to be determined.

Questions were raised from the committee regarding storm water issues. Duininck, Inc. will work with the Army Corps of Engineers and staff regarding City ordinances and MPCA requirements.

Item No. 4      MinnWest Lift Station Bid Award (Resolution)

Staff presented a recommendation to award the contract to Duininck Inc. in the amount of \$2,421,172.50 for the MinnWest Lift Station/Lakeland Drive Sewer Project, with a base bid of \$2,297,278.50 including Alternate A (\$43,342.00) and B (\$80,552.00) which adds 1267 feet of Cured In Place Pipe (CIPP) and five manhole rehabilitations. The award is contingent on MPCA approval, however it was noted the comment period had passed so the approval should be in place shortly.

A motion was made by Council Member Nelsen and seconded by Council Member Dokken that the contract be awarded for the MinnWest Lift Station/Lakeland Drive Sewer Project to Duininck Inc. in the amount of \$2,421,172.50 contingent upon MPCA approval. The motion carried.

Item No. 5      Crack Seal Bid Award (Resolution)

Staff presented a recommendation to award the contract for the 2014 Crack Sealing, Project No. 1406 to Glieden Enterprises LLC in the amount of \$33,500.00 and authorize the Mayor and City Administrator to execute the agreement on behalf of the City. Committee briefly discussed using any additional monies from the Public Works budget for crack seal repair on additional streets. Staff will be researching possibilities for that option. The remainder of the budget is to be used for seal coat and pavement marking.

A motion was made by Council Member DeBlieck and seconded by Council Member Nelsen that the contract be awarded for the 2014 Crack Sealing, Project No. 1406 to Glieden Enterprises LLC in the amount of \$33,500.00. The motion carried.

Item No. 6      Private Archery Range Request (Motion)

The committee reviewed staff's requests for approval of four permit applications allowing construction/use of private archery range designs as illustrated on the applications. The permits were reviewed by Chief Wyffels and approved for Dan O'Meara, located at 1609 College Park Circle; Bruce DeBlieck, located at 820 7<sup>th</sup> Street NW; Gary Gilman, located at 500 34<sup>th</sup> Street NW; and Michael Gardner, located at 1401 16<sup>th</sup> Street SW.

A motion was made by Council Member Dokken and seconded by Council Member Nelsen, to authorize the Private Archery Range Permit Requests. The motion carried, with Council Member DeBlieck abstaining.

Item No. 7      Old Business

Fire Chief Gary Hendrickson noted there have been 90 fire calls for the year so far and highlighted that May 4<sup>th</sup> through the 10<sup>th</sup> is Arson Awareness Week. Police Chief Dave Wyffels noted the jail census for April 29, 2014 was 79, and that the calls for service for the previous two weeks totaled 587.

Item No. 8      New Business - Project No. 1407 (Resolution)

Staff presented a recommendation to approve plans and specifications for the 2014 Street Lighting Project No. 1407 along Willmar Avenue SW from County Road 5 to 22<sup>nd</sup> Street SW as presented and authorize signatures and call for advertisement for bids to be opened on June 3<sup>rd</sup>, 2014. The project includes the installation of 13 steel pole breakaway street lights.

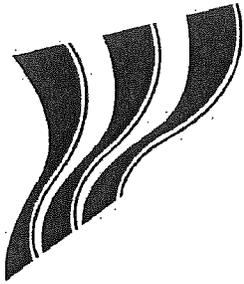
A motion was made by Council Member Nelsen, seconded by Council Member DeBlieck, to authorize signatures and call for advertisement for bids. The motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 5:42 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:** 3

**Meeting Date:** April 29, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** May 5<sup>th</sup>, 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:** Waterview Business Park Phase 2

**Recommended Action:** For discussion purposes

**Background/Summary:** The City was approached by Duinick Inc. who has proposed the extension of 24<sup>th</sup> Ave SE to connect to Lakeland Drive. Also included is the reconfiguration of the 19<sup>th</sup> Ave and Lakeland Drive intersection. Representatives from Duinick Inc. will present the concept for committee review and discussion.

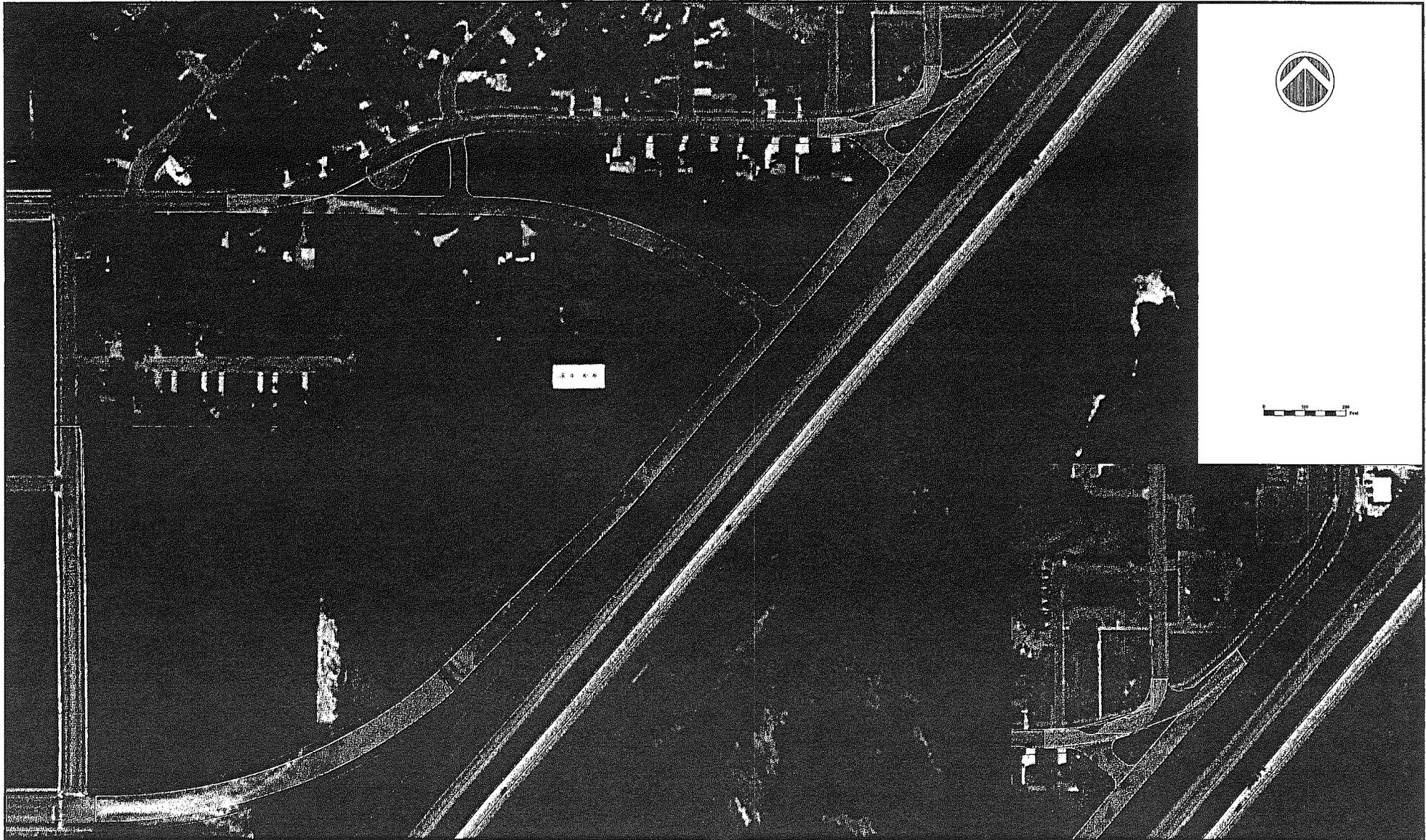
**Alternatives:**

**Financial Considerations:** Unknown at this time

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

**Signature:**

**Comments:**



DUINICK INC. 8114. ANY USE OR REUSE OF THIS PLAN/DRAWING AND THE CORRESPONDING COMPUTER AIDED DESIGN/DRAWING FILES WITHOUT THE EXPRESS WRITTEN CONSENT OF DUINICK INC IS PROHIBITED. DUINICK INC. SHALL NOT BE RESPONSIBLE FOR ANY LIABILITY/LOSSES USE OR REUSE OF THESE MATERIAL, OR DAMAGES RESULTING THEREFROM.



**DUINICK**

P.O BOX 208  
 408 SIXTH STREET  
 PRINSBURG, MN 56281  
 PHONE: (320) 978-6011  
 FAX: (320) 978-4978

SCALE  
 1" = 100'  
 DRAWN BY:  
 JVS  
 CHECKED BY:  
 JVS  
 SURVEYED BY:  
 DK

**WATERVIEW – PHASE 2  
 MASTER SITE PLAN  
 OPTION 1**

**WILLMAR, MN**  
 DATE  
 JANUARY 15, 2014  
 SHEET  
 1 OF 1

DATE	REVISIONS	NO.	BY



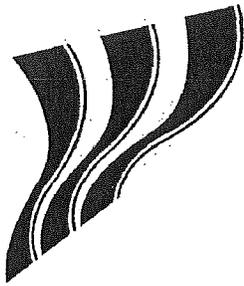
## **WATERVIEW - PHASE 2**

24<sup>TH</sup> Ave. Extention / Connection to Lakeland Dr.

19<sup>th</sup> Ave. Relocation

### **Benefits**

- Provides consistency through Lakeland Dr. / 24<sup>th</sup> Ave. Corridor
- Removes traffic pressure through residential neighborhood (Dana Hts.)
- Increases safety through corridor (especially through residential)
- Continues good access to 19<sup>th</sup> Street Businesses
- Provides good access into the heart of Water View business district promoting continued growth in this area
- Opens up new area for development
- Increased tax base from new development area



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: April 29, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: May 5, 2014

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: Engineering

Agenda Item: MinnWest Lift Station/Lakeland Drive Sewer Project - Consideration of Bids

Recommended Action: To award the contract to Duininck Inc. in the amount of \$2,421,172.50.

**Background/Summary:** Bids were opened on the MinnWest Lift Station/Lakeland Drive Sewer Project on March 3, 2014. Duininck Inc. of Prinsburg, Minnesota is the low bidder with a base bid of \$2,297,278.50, Bid alternate A bid of \$43,342 and a bid alternate B of \$80,552 for a total bid of \$2,421,172.50. Quam Construction was the other bidder on the project with a total bid of \$2,950,837. The engineers estimate was \$2,080,770 for the base bid, \$72,150 for alternate A and \$153,370 for alternate B. Alternate A includes and additional 431 feet of Cured in Place Pipe (CIPP) and two manhole rehabilitations while Alternate B is an additional 836 feet of CIPP and three manhole rehabilitations. The award of bids was delayed pending the MPCA review process which has now been completed.

**Alternatives:**

1. Award only the base bid
2. Award the base bid and Alternate A

**Financial Considerations:** The majority of the project will be funded by PFA funds, with minor amounts of State Aid dollars and local option sales tax funds being part of the project. The finances are detailed in the project budget dated April 7, 2014.

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

Signature:

Comments:

**BID TABULATION**

MINNWEST TECHNOLOGY CAMPUS LIFTSTATION AND LAKELAND DRIVE IMPROVEMENTS  
CITY OF WILLMAR, MN

3/3/2013

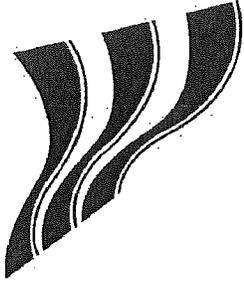
Item No.	Description	Unit	Total Est Qty	Engineer's Estimate		Duininck, Inc; Prinsburg, MN		Quam Construction Company, Inc; Willmar, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>MOBILIZATION</b>									
1.	MOBILIZATION	LS	1	\$250,000.00	\$250,000.00	\$175,600.00	\$175,600.00	\$140,000.00	\$140,000.00
<b>LIFT STATION</b>									
2.	REMOVE LIFT STATION	LS	1	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$33,000.00	\$33,000.00
3.	CONSTRUCT LIFT STATION	LS	1	\$932,000.00	\$932,000.00	\$1,441,000.00	\$1,441,000.00	\$2,000,000.00	\$2,000,000.00
<b>FORCEMAIN</b>									
4.	AIR RELIEF MANHOLE	EACH	2	\$3,000.00	\$6,000.00	\$15,000.00	\$30,000.00	\$14,000.00	\$28,000.00
5.	CONNECT TO EXISTING MANHOLE	EACH	1	\$15,000.00	\$15,000.00	\$3,125.00	\$3,125.00	\$24,000.00	\$24,000.00
6.	12" PVC FORCE MAIN (P)	LF	3692	\$129.00	\$476,268.00	\$109.00	\$402,428.00	\$82.00	\$302,744.00
7.	ABANDON FORCEMAIN (P)	LF	3651	\$12.00	\$43,812.00	\$5.50	\$20,080.50	\$22.00	\$80,322.00
<b>CIPP LINING</b>									
8.	CIPP LINING SEWER PIPE 12"	LF	815	\$80.00	\$65,200.00	\$47.00	\$38,305.00	\$53.00	\$43,195.00
9.	CIPP LINING SEWER PIPE 15"	LF	1586	\$95.00	\$150,670.00	\$53.00	\$84,058.00	\$65.00	\$103,090.00
10.	CIPP LINING SEWER PIPE 18"	LF	434	\$105.00	\$45,570.00	\$73.00	\$31,682.00	\$86.00	\$37,324.00
11.	SANITARY MANHOLE INTERIOR REHABILITATION	EACH	11	\$3,750.00	\$41,250.00	\$4,000.00	\$44,000.00	\$2,200.00	\$24,200.00
12.	TRAFFIC CONTROL	LS	1	\$25,000.00	\$25,000.00	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00
<b>TOTAL BASE BID</b>					<b>\$2,080,770.00</b>		<b>\$2,297,278.50</b>		<b>\$2,830,875.00</b>

**ALTERNATE A**

Item No.	Description	Unit	Total Est Qty	Engineer's Estimate		Duininck, Inc; Prinsburg, MN		Quam Construction Company, Inc; Willmar, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
A13	CIPP LINING SEWER PIPE 18"	LF	431	\$150.00	\$64,650.00	\$82.00	\$35,342.00	\$86.00	\$37,066.00
A14	SANITARY MANHOLE INTERIOR REHABILITATION	EACH	2	\$3,750.00	\$7,500.00	\$4,000.00	\$8,000.00	\$2,200.00	\$4,400.00
<b>TOTAL ALTERNATE A</b>					<b>\$72,150.00</b>		<b>\$43,342.00</b>		<b>\$41,466.00</b>

**ALTERNATE B**

Item No.	Description	Unit	Total Est Qty	Engineer's Estimate		Duininck, Inc; Prinsburg, MN		Quam Construction Company, Inc; Willmar, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
B15	CIPP LINING SEWER PIPE 18"	LF	836	\$170.00	\$142,120.00	\$82.00	\$68,552.00	\$86.00	\$71,896.00
B16	SANITARY MANHOLE INTERIOR REHABILITATION	EACH	3	\$3,750.00	\$11,250.00	\$4,000.00	\$12,000.00	\$2,200.00	\$6,600.00
<b>TOTAL ALTERNATE B</b>					<b>\$153,370.00</b>		<b>\$80,552.00</b>		<b>\$78,496.00</b>



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: April 29<sup>th</sup>, 2014

Attachments:  Yes No

CITY COUNCIL ACTION

Date: May 5<sup>th</sup>, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Public Works

Agenda Item: Award the Contract for the 2014 Crack Sealing, Project No. 1406.

Recommended Action: To award the Contract to Glieden Enterprises, LLC in the amount of \$33,500.00 and authorize signatures on the 2014 Crack Seal Contract.

Background/Summary: The City requested quotes for the 2014 Crack Seal Project. Three quotes were received with the lowest being from Glieden Enterprises, LLC at \$33,500.00. The other bids received were from Precision Sealcoating, Inc. with a bid of \$54,925.00 and Fahrner Asphalt Sealers, LLC with a bid of \$66,250.00.

Alternatives: 1. Reject all bids

Financial Considerations: The funding associated with the project is included in the 2014 Public Works budget. \$70,000 was allotted for Crack Sealing and Seal Coating. The quotes for Seal Coating close on May 9<sup>th</sup>, 2014.

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

Signature: 

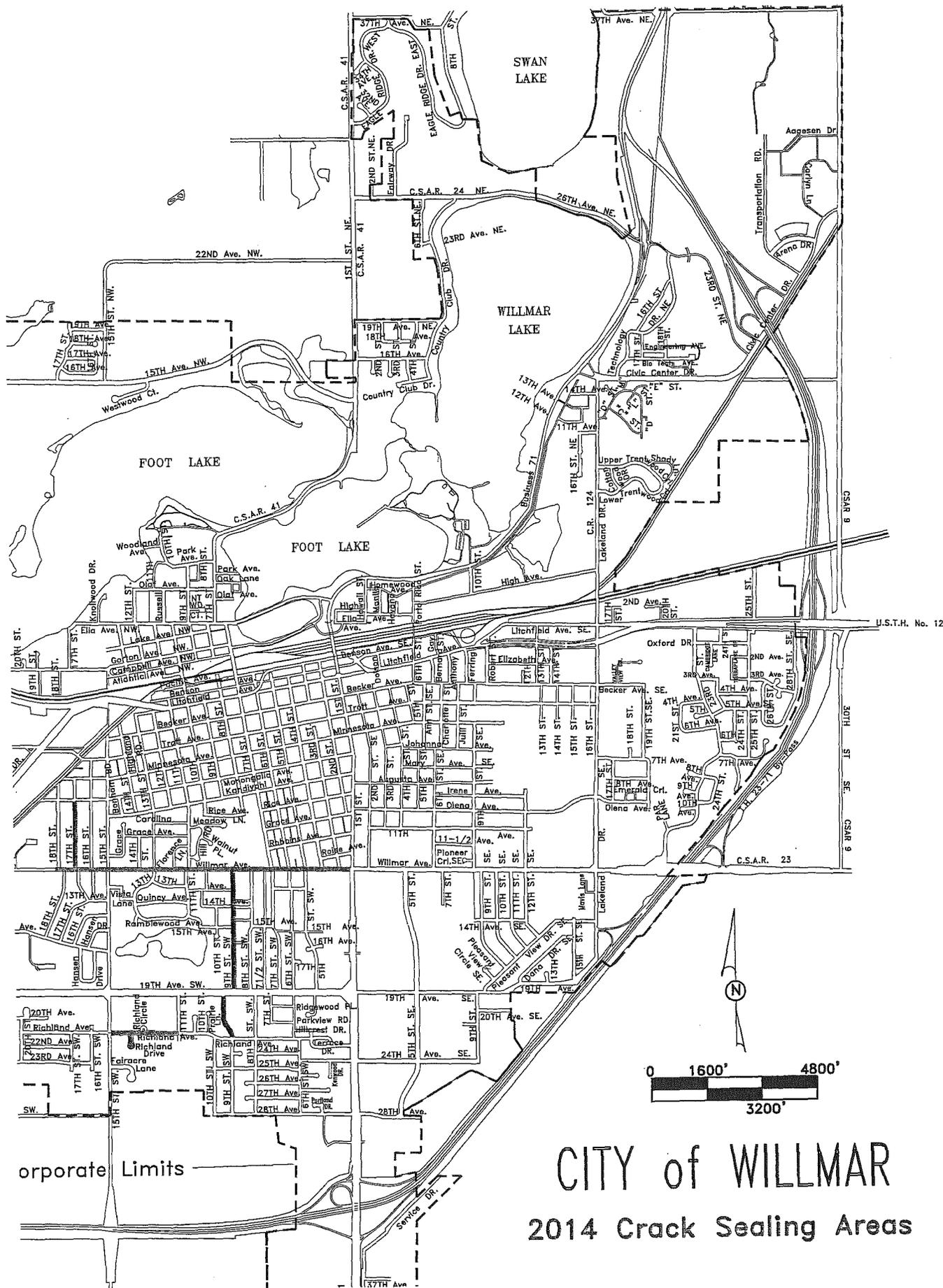
Comments:

**2014 CRACK SEAL  
QUOTE TABULATION**

**ENGINEERING DEPARTMENT  
CITY OF WILLMAR**

<b>BIDDER</b>	<b>PER POUND</b>	<b>ESTIMATED TOTAL</b>
Glieden Enterprises, LLC Belgrade, MN	\$1.34	\$33,500.00
Precision Sealcoating, Inc Princeton, WI	\$2.19	\$54,925.00
Fahrner Asphalt Sealers, LLC Eau Claire, WI	\$2.65	\$66,250.00

April 18, 2014



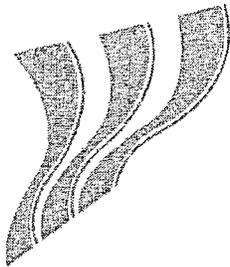
**CITY of WILLMAR**  
 2014 Crack Sealing Areas      2.49 Mi.

**SPECIFICATIONS FOR  
2014 BITUMINOUS PAVEMENT  
CRACK SEALING**

**PUBLIC WORKS DEPARTMENT  
CITY OF WILLMAR, MINNESOTA**

Willmar Ave. SW - 1<sup>st</sup> to 18<sup>th</sup> St. SW (6300 ft.)  
17<sup>th</sup> St. SW - Willmar Ave. SW to Monongalia Ave SW (1470 ft.)  
9<sup>th</sup> St. SW - Willmar Ave. SW to 19<sup>th</sup> Ave. SW (2595 ft.)  
9<sup>th</sup> St. SW - 19<sup>th</sup> Ave. SW to Richland Ave. SW (1025 ft.)  
Richland Ave. SW - 11<sup>th</sup> St. SW to 15<sup>th</sup> St. SW (1450 ft.)  
Richland Circle. SW - Richland Ave. SW to South end (300 ft.)

**QUOTES CLOSE:  
April 18, 2014 AT 1:00 PM**



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: April 29, 2014

Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Willmar Police Department

Agenda Item: Private Archery Range Request

**Recommended Action:** Approve both permit applications (a separate permit was completed for each range design) allowing construction/use of the two private archery range designs as illustrated on the applications.

**Background/Summary:** A request to construct and use two separate private archery ranges at 1609 College Park Circle has been received. A review of each attached application demonstrates that the design of each archery range will comply with the safety standards established through Council action on April 21, 2014.

**Alternatives:** Deny the request and further identify to the citizen what additional safety requirements are desired.

**Financial Considerations:** None.

Preparer: David Wyffels

Signature:

**Comments:** Examination of the designs of the requested ranges along with the detailed diagrams clearly indicate that both ranges would meet the safety standard requirements Council considers when giving approval to such requests.

**City of Willmar**  
**Private Archery Range Permit Application**

RANGE #1

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address) :1609 College Park Circle \_\_\_\_\_ Willmar, MN.

I do own this property.

\*\*\*\*\*  
(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: \_\_\_\_\_ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: \_\_\_\_\_.

Address of property owner/manager: \_\_\_\_\_.

Phone number of property owner/manager: \_\_\_\_\_.

Signature of property owner/manager: \_\_\_\_\_.

\*\*\*\*\*  
(Check one)

Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

Range Design #1 (downrange safety is based upon a properly sized backstop).

Range Design #2 (downrange safety is based upon proper safe buffer zones).

Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: \_\_\_\_\_ 170 \_\_\_\_\_ feet wide by \_\_\_\_\_ 250 \_\_\_\_\_ feet long.

The distance from the archers shooting position to the backstop will be \_\_180\_\_ feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

**City of Willmar**  
**Private Archery Range Permit Application**

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).



**City of Willmar**  
**Private Archery Range Permit Application**

I will not allow arrows which penetrate through a backstop to be shot on this range.

I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.

Printed name of applicant: Dan O'Meara

Address of applicant: 1609 College Park Circle Willmar, MN 56201

Phone number of applicant: 320-214-0714

Signature of applicant: *Dan O'Meara*

\*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: \_\_\_\_\_

Approved by Council Action?    Yes     No

**City of Willmar**  
**Private Archery Range Permit Application**

RANGE # 2 - ONLY FOR BOWS 25# OR LESS

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address) : 1609 College Park Circle \_\_\_\_\_ Willmar, MN.

I do own this property.

\*\*\*\*\*  
(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: \_\_\_\_\_ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: \_\_\_\_\_

Address of property owner/manager: \_\_\_\_\_

Phone number of property owner/manager: \_\_\_\_\_

Signature of property owner/manager: \_\_\_\_\_

\*\*\*\*\*  
(Check one)

Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

Range Design #1 (downrange safety is based upon a properly sized backstop).

Range Design #2 (downrange safety is based upon proper safe buffer zones).

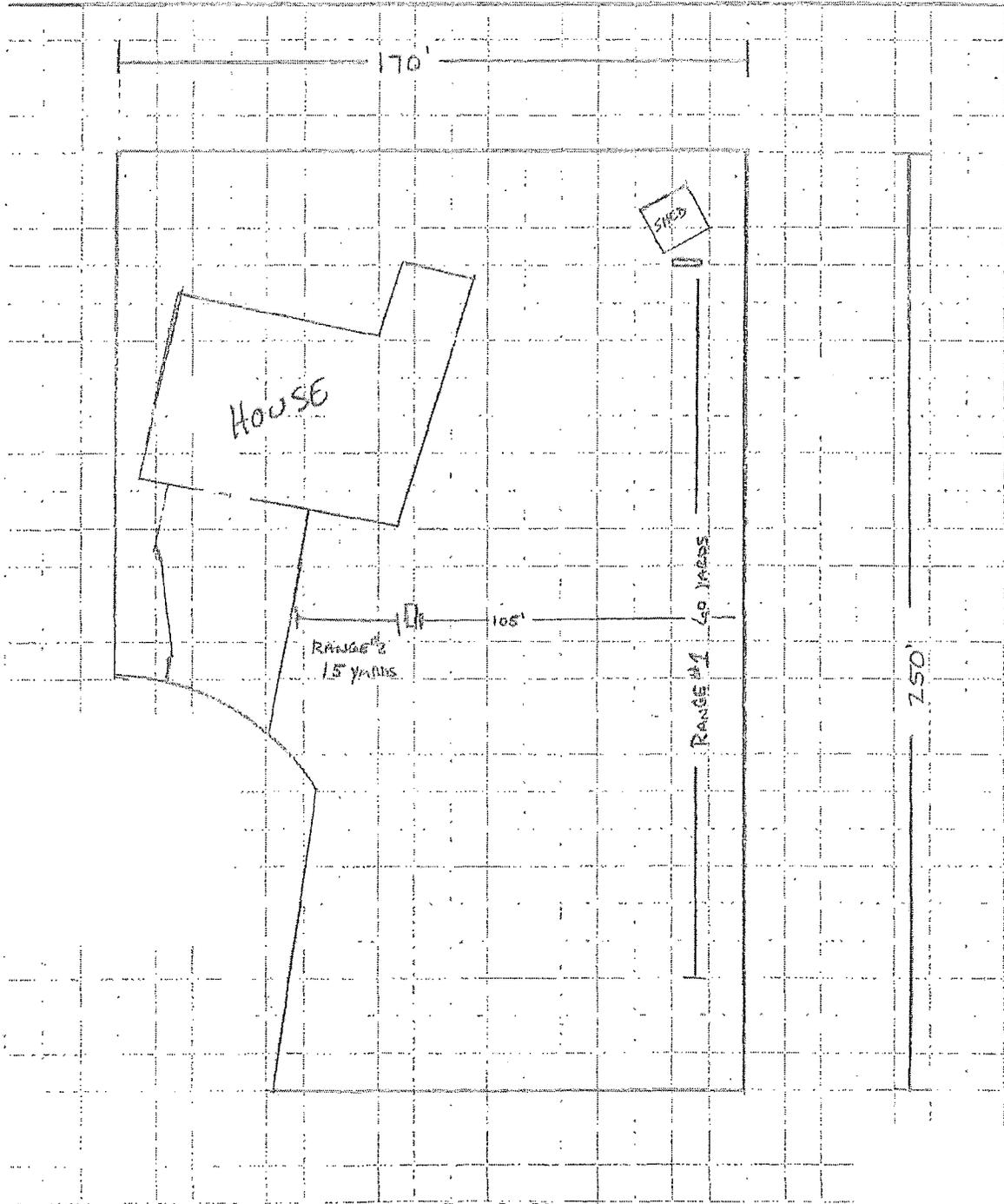
Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: \_\_\_\_\_ 250 \_\_\_\_\_ feet wide by \_\_\_\_\_ 170 \_\_\_\_\_ feet long.

The distance from the archers shooting position to the backstop will be \_\_\_\_\_ 45 \_\_\_\_\_ feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

**City of Willmar**  
**Private Archery Range Permit Application**

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).



**City of Willmar**  
**Private Archery Range Permit Application**

I will not allow arrows which penetrate through a backstop to be shot on this range.

I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.

Printed name of applicant: Dan O'Meara

Address of applicant: 1609 College Park Circle Willmar, MN 56201

Phone number of applicant: 320-214-0714

Signature of applicant: *Dan O'Meara*

\*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: \_\_\_\_\_

Approved by Council Action?    Yes     No



esi

Survey Map

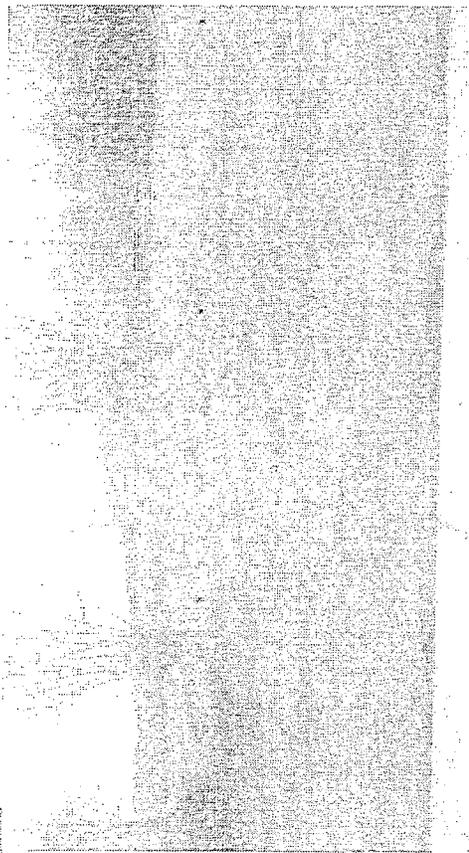


© Kandiyohi County - This is not an Official County Map or Survey Map Apr 21 2014 07:30:07 AM.

# 1609 College Park Circle

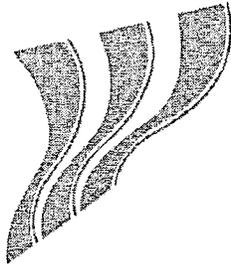


Range #1



Range #2





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

**Agenda Item Number:** 7  
**Meeting Date:** April 29, 2014  
**Attachments:** Yes

**CITY COUNCIL ACTION**

**Date:**

- Approved       Denied  
 Amended       Tabled  
 Other

**Originating Department:** Willmar Police Department

**Agenda Item:** Private Archery Range Request

**Recommended Action:** Approve both permit applications (a separate permit was completed for each range design) allowing construction/use of the two private archery range designs as illustrated on the applications.

**Background/Summary:** A request to construct and use two separate private archery ranges at 820 7<sup>th</sup> St. NW has been received. A review of each attached application demonstrates that the design of each archery range (one in the front yard and one in the back) will comply with the safety standards established through Council action on April 21, 2014.

**Alternatives:** Deny the request and further identify to the citizen what additional safety requirements are desired.

**Financial Considerations:** None.

**Preparer:** David Wyffels

**Signature:** *David F. Wyffels*

**Comments:** Examination of the designs of the requested ranges (both front yard and back yard) along with the detailed diagram clearly indicate that both ranges would meet the safety standard requirements Council considers when giving approval to such requests.

**City of Willmar**  
**Private Archery Range Permit Application**

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address) : 820 7<sup>th</sup> St NW Willmar, MN.

I do own this property.

\*\*\*\*\*  
(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: \_\_\_\_\_ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: \_\_\_\_\_.

Address of property owner/manager: \_\_\_\_\_.

Phone number of property owner/manager: \_\_\_\_\_.

Signature of property owner/manager: \_\_\_\_\_.

\*\*\*\*\*  
(Check one)

Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

Range Design #1 (downrange safety is based upon a properly sized backstop).

Range Design #2 (downrange safety is based upon proper safe buffer zones).

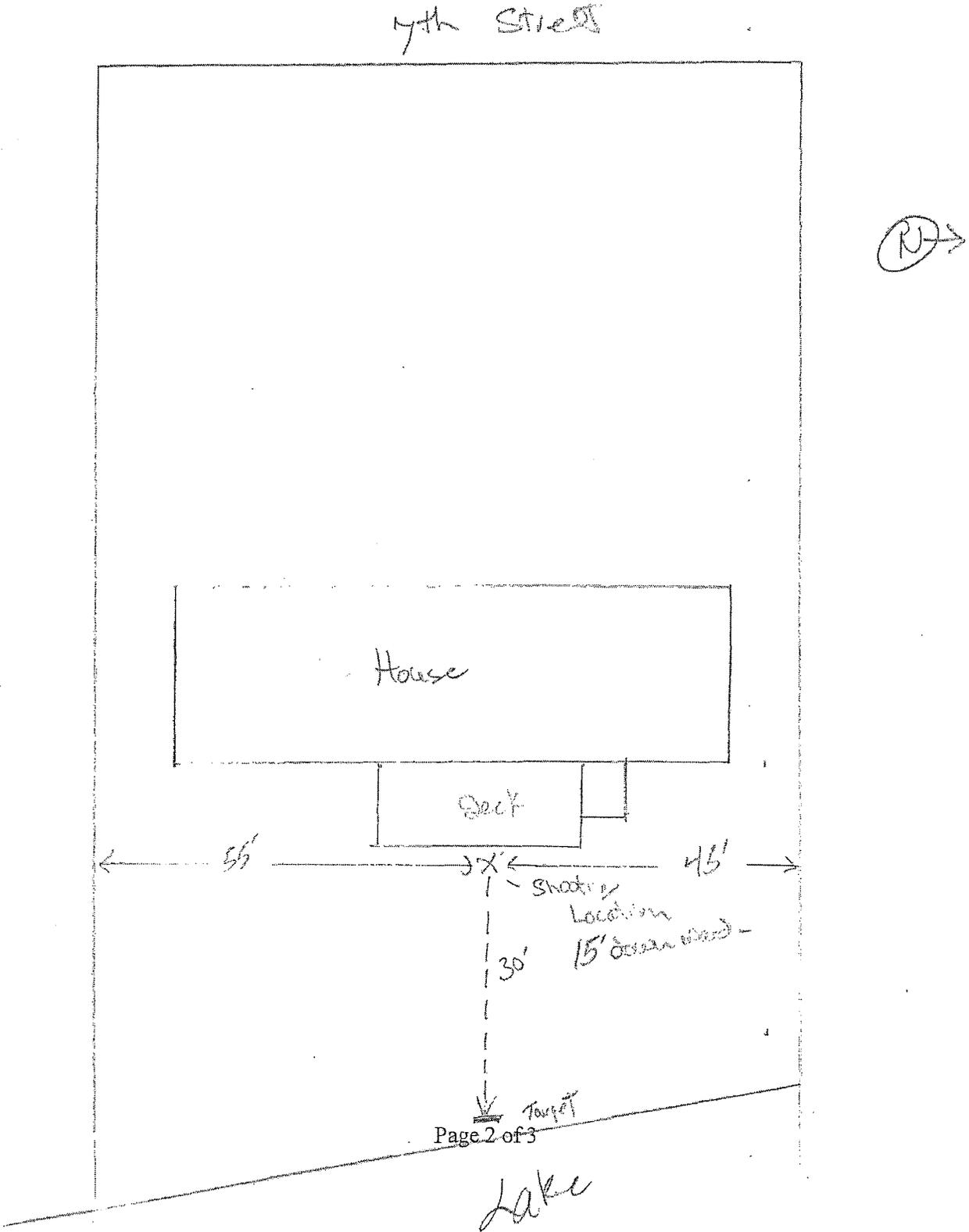
Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: 100' feet wide by 325 feet long.

The distance from the archers shooting position to the backstop will be 30 feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

**City of Willmar  
Private Archery Range Permit Application**

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).





# 820 7th St NW

Print Date: 04/21/2014  
Image Date: 05/03/2011  
Level: Neighborhood



**City of Willmar**  
**Private Archery Range Permit Application**

I will not allow arrows which penetrate through a backstop to be shot on this range.

**I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.**

Printed name of applicant: Bruce DeBlieck

Address of applicant: 820 7<sup>th</sup> St NW

Phone number of applicant: 320-222-6103

Signature of applicant: 

\*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: \_\_\_\_\_

Approved by Council Action?    Yes     No

**City of Willmar**  
**Private Archery Range Permit Application**

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address) : 820 7<sup>th</sup> St NW Willmar, MN.

I do own this property.

\*\*\*\*\*  
(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: \_\_\_\_\_ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: \_\_\_\_\_.

Address of property owner/manager: \_\_\_\_\_.

Phone number of property owner/manager: \_\_\_\_\_.

Signature of property owner/manager: \_\_\_\_\_.

\*\*\*\*\*  
(Check one)

Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

Range Design #1 (downrange safety is based upon a properly sized backstop).

Range Design #2 (downrange safety is based upon proper safe buffer zones).

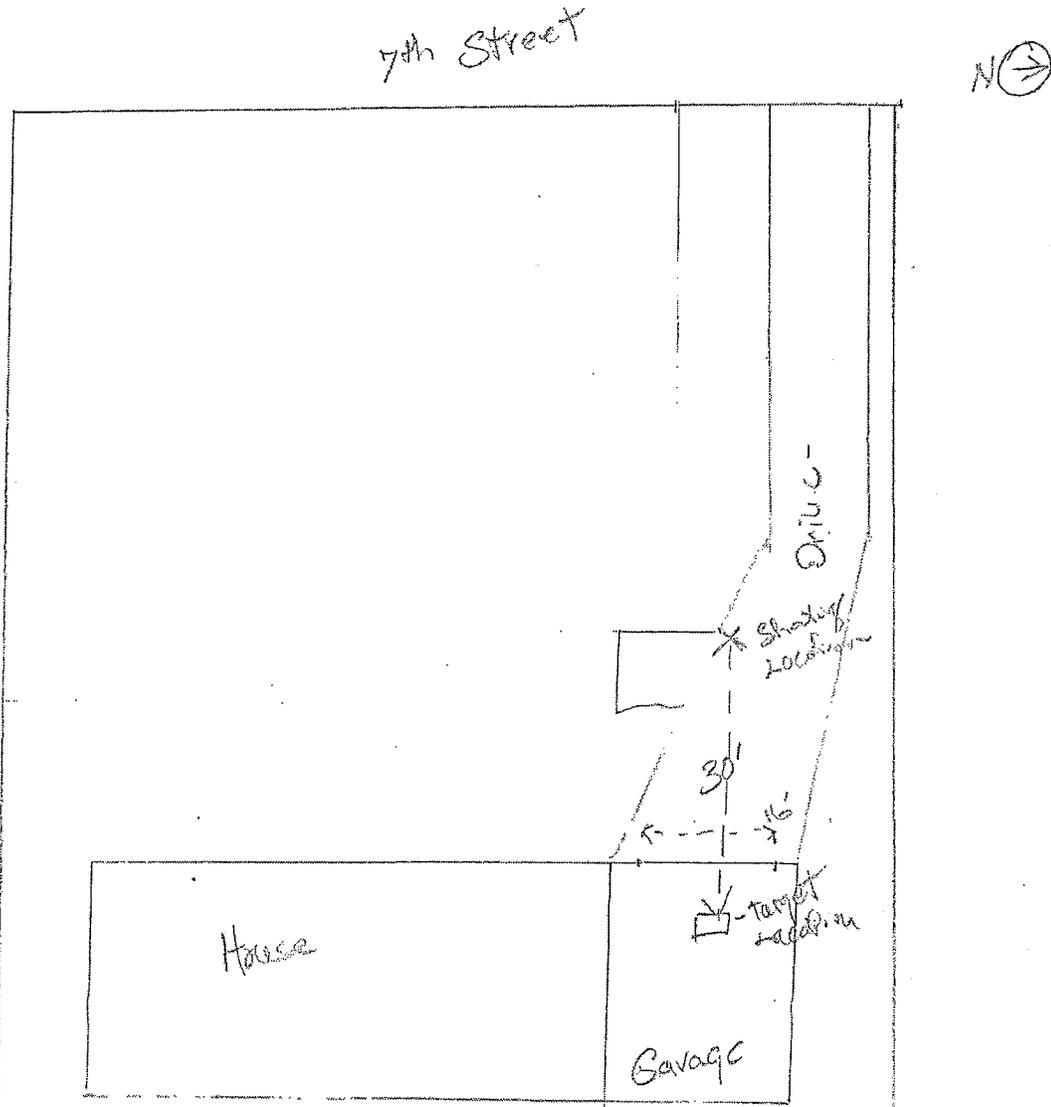
Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: 100' feet wide by 325 feet long.

The distance from the archers shooting position to the backstop will be 30 feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

**City of Willmar  
Private Archery Range Permit Application**

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).





# 820 7th St

Print Date: 04/21/2014  
Image Date: 05/03/2011  
Level: Neighborhood



**City of Willmar**  
**Private Archery Range Permit Application**

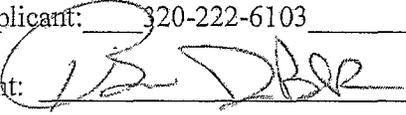
I will not allow arrows which penetrate through a backstop to be shot on this range.

**I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.**

Printed name of applicant: Bruce DeBlieck

Address of applicant: 820 7<sup>th</sup> St NW

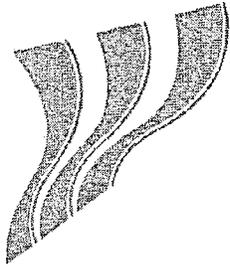
Phone number of applicant: 320-222-6103

Signature of applicant: 

\*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: \_\_\_\_\_

Approved by Council Action?    Yes     No



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: April 29, 2014

Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Willmar Police Department

Agenda Item: Private Archery Range Request

**Recommended Action:** Approve the requested permit application allowing construction/use of the private archery range design as illustrated on the application.

**Background/Summary:** A request to construct and use a private archery range at 500 NW 34<sup>th</sup> St which includes two additional property parcels owned by the same person has been received. A review of the attached application demonstrates that the design of the purposed archery range will comply with the safety standards established through Council action on April 21, 2014. The constructed range would include the parcel of property identified as 500 NW 34<sup>th</sup> St. and the adjoining two parcels identified as #95-833-0660 and 95-833-0670.

**Alternatives:** Deny the request and further identify to the citizen what additional safety requirements are desired.

**Financial Considerations:** None.

Preparer: David Wyffels

Signature: David J. Wyffels

**Comments:** Examination of the design of the requested range along with the detailed diagrams clearly indicate the range would meet the safety standard requirements Council considers when giving approval to such requests.

**City of Willmar**  
**Private Archery Range Permit Application**

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address): 500 NW 34<sup>th</sup> ST. Willmar, MN.

I do own this property. AND Parcel: 95-833-0660 + 95-833-0670

\*\*\*\*\*  
(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: \_\_\_\_\_ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: \_\_\_\_\_.

Address of property owner/manager: \_\_\_\_\_.

Phone number of property owner/manager: \_\_\_\_\_.

Signature of property owner/manager: \_\_\_\_\_.

\*\*\*\*\*  
(Check one)

Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

Range Design #1 (downrange safety is based upon a properly sized backstop).

Range Design #2 (downrange safety is based upon proper safe buffer zones).

Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: 200 feet wide by 200 feet long.

The distance from the archers shooting position to the backstop will be \_\_\_\_\_ feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

**City of Willmar**  
**Private Archery Range Permit Application**

I will not allow arrows which penetrate through a backstop to be shot on this range.

**I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.**

Printed name of applicant: Gary Gilman

Address of applicant: 500 NW 34<sup>th</sup> St.

Phone number of applicant: 320-235-9495 / 212-4142

Signature of applicant: Gary Gilman

\*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: \_\_\_\_\_

Approved by Council Action?    Yes \_\_\_    No \_\_\_

**City of Willmar**  
**Private Archery Range Permit Application**

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).

*Attached  
drawing & google map*

4.

N →

Designated 35<sup>th</sup> St. NW

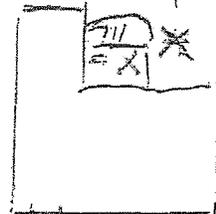
200'

200'

100'

200'

X Archer  
□ Target

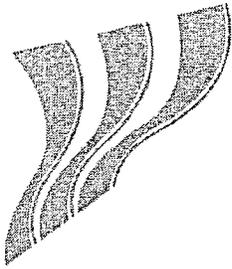


100'

34<sup>th</sup> St. NW



 Target  
X. Archer



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9  
Meeting Date: April 29, 2014  
Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Willmar Police Department

Agenda Item: Private Archery Range Request

**Recommended Action:** Approve the requested permit application allowing construction/use of the private archery range design as illustrated on the application.

**Background/Summary:** A request to construct and use a private archery range at 1401 16<sup>th</sup> St. SW owned by the same person has been received. A review of the attached application demonstrates that the design of the purposed archery range will comply with the safety standards established through Council action on April 21, 2014. The range style is identified as "Range Design #3" which consists of a hybrid design of Range #1 and #2.

**Alternatives:** Deny the request and further identify to the citizen what additional safety requirements are desired.

**Financial Considerations:** None.

Preparer: David Wyffels

Signature:

**Comments:** Examination of the design of the requested range along with the detailed diagrams clearly indicates the range would meet the safety standard requirements Council considers when giving approval to such requests.

MIKE GARDNER

City of Willmar
Private Archery Range Permit Application

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address) : 1401 16TH ST. S.W. Willmar, MN.

[checked] I do own this property.

\*\*\*\*\*
(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: \_\_\_\_\_ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: \_\_\_\_\_.

Address of property owner/manager: \_\_\_\_\_.

Phone number of property owner/manager: \_\_\_\_\_.

Signature of property owner/manager: \_\_\_\_\_.

\*\*\*\*\*
(Check one)

\_\_\_\_\_ Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

\_\_\_\_\_ Range Design #1 (downrange safety is based upon a properly sized backstop).

\_\_\_\_\_ Range Design #2 (downrange safety is based upon proper safe buffer zones).

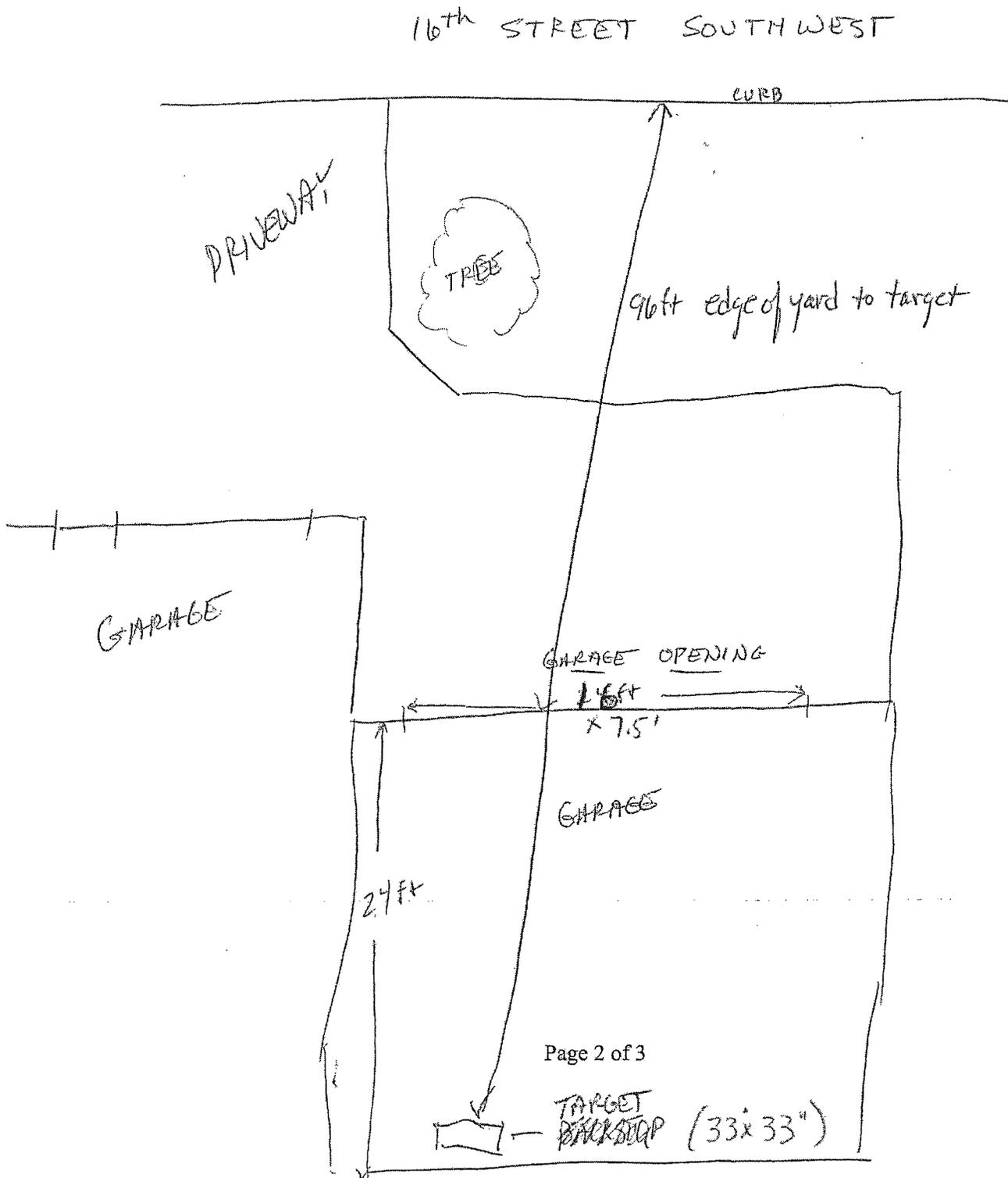
[checked] Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

The distance from the archers shooting position to the backstop will be 96 feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

# City of Willmar Private Archery Range Permit Application

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).





Google earth



**City of Willmar  
Private Archery Range Permit Application**

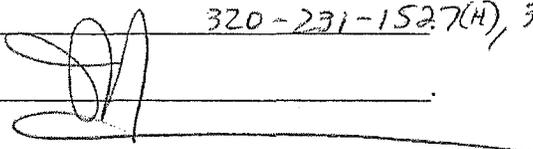
I will not allow arrows which penetrate through a backstop to be shot on this range.

**I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.**

Printed name of applicant: MICHAEL GARDNER

Address of applicant: 1401 16<sup>th</sup> St. S.W., WILLMAR, MN, 56201

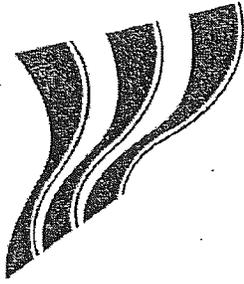
Phone number of applicant: 320-231-1527(H), 320-231-1290(W)  
320-894-5545 (C)

Signature of applicant: 

\*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: \_\_\_\_\_

Approved by Council Action?    Yes     No



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

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

**Meeting Date:** April 29, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date: May 5, 2014**

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

**Originating Department:** Engineering

**Agenda Item:** Project No. 1407- Street Lighting

**Recommended Action:** Approve Plans and Specifications and Call for Bids for Project No. 1407 – Street Lighting as presented and call for advertisement for bids to be opened June 3, 2014.

**Background/Summary:** The City Council conducted the 2014 Improvement Hearing and ordered the improvements as presented by the City Engineer. The plans and specifications for the improvements need to be approved and authorization received for advertisement for bids in order to proceed with construction in 2014. The City Engineer hereby submits the City Council the Plans and Specifications for 2014 Street Lighting along Willmar Avenue SW from County Road 5 to 22<sup>nd</sup> Street to be approved and authorization given to advertise for bids.

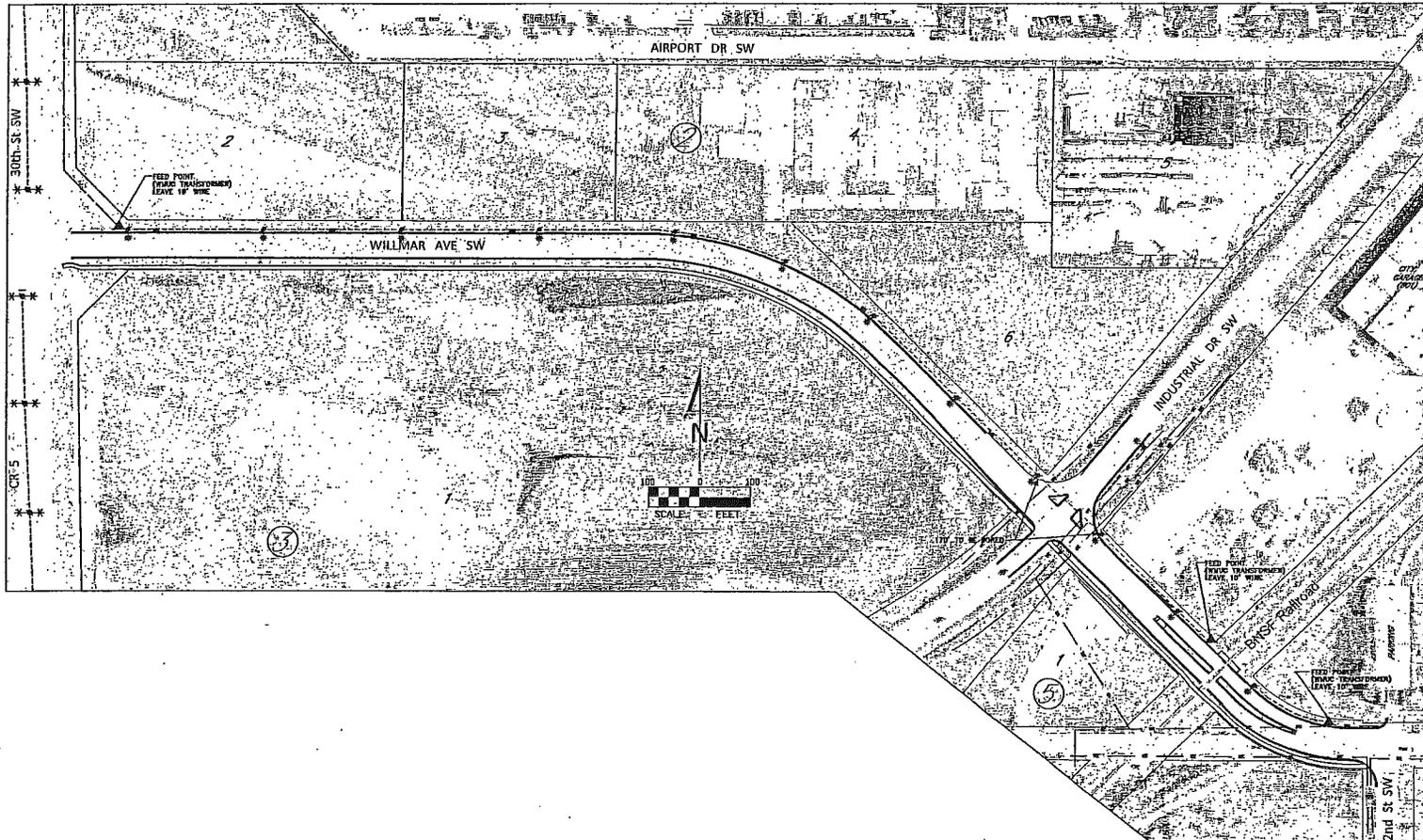
**Alternatives:** N/A

**Financial Considerations:** The funding associated with the project includes Special Assessments and Local Funds

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

**Signature:**

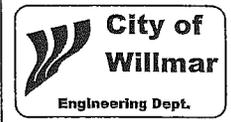
**Comments:**



WILLMAR AVE SW STREET LIGHTING

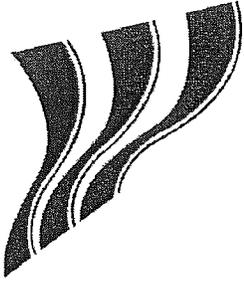
**General Notes:**

- 1: Conductor To Be #6 Aluminum Triplex Wire
- 2: Lighting Units To Be LEOTEK Green Cobra Street Light GC1-80F-MV-NW -3-GY-350
- 3: Steel Poles To Be Millerbrand Model MVTB8-300
- 4: Innerduct To Be 1", Red



I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
*[Signature]* Date: 4/27/14  
 \_\_\_\_\_ City Engineer 146, Inc. 2014

PLAN	
Project # 1407	Sheet: <b>3</b>
Project: Willmar Avenue SW Street Lighting	
Date: 3-27-14	
Scale: 1"=100'	



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

**Agenda Item Number:** 14

**Meeting Date:** May 5, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** May 5, 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 Designating Polling Locations for 2014 Elections

**Recommended Action:** Introduce Resolution to Approve the Designated Locations

**Background/Summary:**

The City is required by election law to publish/post the polling locations for the Primary Election, scheduled for Tuesday, August 12, and the General Election, scheduled for November 4, 2014. In accordance to Minnesota Statutes 204B.21, Subdivision 2, and Minnesota Statutes 204B.16, Subdivision 1, it is necessary at this time to pass resolution designating polling locations.

In accordance to Minnesota Statutes 204B.16, Subdivision 1a, it is necessary to give notice to voters if the location of the polling place has changed. Ward 1, Precinct 3 which was held at the Ridgewater College, and can no longer be held there due to current year construction and future year space limitations, will be held at the Word of Faith Family Church. Notification will be given to registered voters in this specific precinct upon adoption of the proposed Resolution.

**Alternatives:** Deny Resolution and Search for Other Sites

**Financial Considerations:** N/A

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

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

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the following buildings be designated as the official voting locations for the 2014 Primary and General Elections:

FIRST WARD:	1 <sup>st</sup> Precinct	Willmar Community Center 624 North Highway 71
	2 <sup>nd</sup> Precinct	Lakeview Apartment Building 300 North 7th Street
	3 <sup>rd</sup> Precinct	Word of Faith Family Church 3010 7 <sup>th</sup> Avenue Northwest
SECOND WARD:	1 <sup>st</sup> Precinct	St. Mary's Catholic Church 713 Southwest 12th Street
	2 <sup>nd</sup> Precinct	Vinje Lutheran Church 1101 Willmar Avenue Southwest
	3 <sup>rd</sup> Precinct	Christian Reform Church 1708 Southwest 8th Street
THIRD WARD:	1 <sup>st</sup> Precinct	Willmar Conference Center 2100 East Highway 12
	2 <sup>nd</sup> Precinct	Highland Apartments 115 East Becker Avenue
	3 <sup>rd</sup> Precinct	City Auditorium 313 West 6th Street
FOURTH WARD:	1 <sup>st</sup> Precinct	First Baptist Church 1000 6 <sup>th</sup> Street Southeast
	2 <sup>nd</sup> Precinct	Calvary Lutheran Church 302 Olena Avenue
	3 <sup>rd</sup> Precinct	Redeemer Lutheran Church 1401 Southwest 6th Street

Dated this 5<sup>th</sup> day of May, 2014.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK-TREASURER