

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

January 21, 2014
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Pro Tempore Denis Anderson. Members present on a roll call were Council Members Ron Christianson, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 0. Mayor Frank Yanish was excused from the meeting

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, Fire Chief Gary Hendrickson, City Clerk Kevin Halliday, and City Attorney Robert Scott.

The Council requested that the Rice Hospital Minutes, the Planning Commission Minutes, the donation from the Willmar Area Senior Citizens Club and the appointment of Andrew Bjur to the Zoning Appeals Board be removed from the Consent Agenda.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of January 6, Willmar Municipal Utilities Minutes of January 13, Council Member Nelsen attending the LMC Conference, the Accounts Payable Report through January 16 and the Airport Commission Minutes of January 15. Council Member Dokken seconded the motion, which carried.

The Council reviewed the Financial Report Items A. through G. of the Rice Hospital Board Minutes. The Rice Hospital Board Minutes of January 8, 2014 were approved as presented upon motion by Council Member Dokken, seconded by Council Member Fagerlie, and carried.

The Council discussed the Planning Commission Minutes, specifically Item No. 6, Willmar Municipal Utilities Acquisition of Property at 810 SW Litchfield Avenue. The Planning Commission Minutes of January 8, 2014 were approved as presented upon motion by Council Member DeBlieck, seconded by Council Member Fagerlie and carried.

The donation of \$1,880.57 from the Willmar Area Senior Citizens Club to be used toward the purchase of items for the woodshop at the Willmar Area Community Center was recognized by the Council. Resolution No. 1 was introduced by Council Member Ahmann, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City of Willmar has received a donation of woodshop equipment from the Willmar Area Senior Citizens Club to the Willmar Area Community and Activity Center;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from the Willmar Area Senior Citizens Club and the City Administrator be directed to express the community's appreciation.

Dated this 21st day of January, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

The Council discussed the proposed appointment of Andrew Bjur to the Zoning Appeals Board. Council Member Ahmann motioned to table the appointment until the Mayor has reviewed the request. Council Member Dokken seconded the motion, which carried.

Community Education and Recreation Director Brisendine appeared before the Council to present the Willmar Community Education and Recreational Organizational Study and Recommendations. Director Brisendine summarized the timetable on the organizational study conducted by Roger Worner Associates, Inc. Mr. Worner presented a 15-minute summary of the organizational analysis study, the methodology of the study, its major components and its conclusions. He offered eight recommendations for future consideration. He was complementary to the City for its robust program, being so broadly based and expansive.

Mayor Pro Tempore Anderson acknowledged Ken Behm of 2217 Country Club Drive NE who had signed up to address the City Council during its scheduled Open Forum. Mr. Behm spoke in favor of the vacation of a portion of former Highway 40 to allow for expansion of the Jennie-O Turkey Store facility.

The Finance Committee Report for January 13, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Anderson. There were six items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 After upgrading the City's telephone system last summer; there are surplus phones from the old system that are of minimal value. The Willmar Public Schools have expressed an interest in acquiring these phones. It was noted that Minnesota Statute 471.64 authorizes the City to gift property to the public school. The committee was recommending a contract be executed that provides to the school, for no charge, up to 40 telephones that are surplus to the City's needs. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 3 Staff explained to the Committee that the Country Club Drive Lift Station, which was built in 1987, has required numerous bypasses during rainstorm events resulting in capacity issues. There have been approximately five bypasses reported to MPCA since 2009. Too many bypasses could result in a moratorium on growth in the lift station basin. In 2011 and 2012, televising and sump pump inspections have taken place in this area to identify sources of infiltration with limited success. Staff had requested \$75,000 for the Professional Services in the 2014 Waste Treatment Plant Collection Budget; however, only \$30,000 was adopted. Staff agreed this project should continue but \$30,000 is not adequate to cover design and engineering services required; subsequently, an additional \$60,000 is being requested for Professional Services for the Country Club Drive Lift Station Design and Engineering Budget. It was noted that funds not utilized for the Lakeland Drive Project, which will be addressed under an agenda item later this meeting, would be available for this budget increase.

Council Member Anderson offered a motion to amend the 2014 Wastewater Treatment Collection Capital Budget for Phase 1 Country Club Drive Lift Station Design and Engineering by \$60,000, and that said funds would be reallocated from the Lakeland Drive Project. Council Member Fagerlie seconded the motion, which carried.

Item No. 4 The Committee considered the purchase of the Building Inspections Vehicle scheduled for replacement in 2014 which has numerous physical and mechanical issues that warrant replacement and has not been driven for several months. Staff was requesting authorization to replace the Building Inspections Vehicle per the Vehicle Replacement Schedule. Quotes have been received well within the budgeted amount of \$27,000. Authorization to proceed with the replacement of the Building Inspections Vehicle was recommended to the Committee. Council Member Anderson moved to approve the

recommendation of the Finance Committee with Council Member Nelsen seconding the motion, which passed on a voice vote of Ayes 7, Noes 1 - Council Member Ahmann voted "No."

Item No. 5 Staff explained to the Committee that the MinnWest Technology Campus Lift Station/Lakeland Drive project scope of work needs to be amended due to changes in the availability of Municipal State Aid funds. It was noted that street projects done in 2013 utilized a substantial amount of MSA funds leaving a minimal balance available for 2014. The City needs to rebuild these funds at the State before pursuing extensive future projects using MSA funds. Therefore, it is being recommended that the overlay, trail, and quiet zone portions be eliminated from the Lakeland Drive Project. The remaining portion of the project consists of the interceptor/lift station improvements and is budgeted at \$2,730,000 which may be eligible for MN Public Facilities Authority funding. Council Member Nelsen asked staff to research the possibility of pursuing construction of the trail this year yet, even if the road is not reconstructed or overlaid, since the trail portion was to be funded by Local Option Sales Tax funds. After discussion, staff was requested to provide a report on the status of the Local Option Sales Tax Funds. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

REVISED LAKELAND DRIVE BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mtce. of Other Impr.	\$2,080,000.00	State (PFA)	<u>\$2,730,000.00</u>
Other Services	<u>\$105,000.00</u>	TOTAL	\$329,100.00
TOTAL	\$2,185,000.00		
OTHER CHARGES:		FINANCING:	
Prof. Serv.	<u>\$545,000.00</u>	State (PFA)	<u>\$2,730,000.00</u>
TOTAL	\$545,000.00	TOTAL	\$329,100.00
GRAND TOTAL	\$2,730,000.00		

Dated this 21st day of January, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The City of Willmar Investment Policy came before the Committee for its annual review. No changes are being recommended at this time. Discussion included: Repurchase Agreements, Collateral, and Internal Control Processes. Staff was asked to provide information on who owns the collateral for the City's investments. City Clerk Halliday briefed the Council on the Securities Investor Protection Corporation (SIPC) coverage and the additional required insurance carried by the brokerage firms. He also reported on the practice of purchasing Certificate of Deposits at various banks in amounts under the FDIC protection level. This matter was for information only.

Item No. 7 It was noted that future agenda items include the Local Options Sales Tax Funds Report, preliminary year-end reports, and the Rice Memorial Hospital unaudited year-end report.

Item No. 8 Chair Anderson acknowledged there was no old business for the Committee to discuss at this time.

Item No. 9 There was no new business for the Committee to discuss at this time.

The Finance Report for January 13, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for January 14, 2014 was presented to the Mayor Pro Tempore and Council by Council Member Christianson. There were seven items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Police Chief David Wyffels lead discussion of developing guidelines for the establishment of outdoor archery ranges. He recommended approval of all proposed indoor ranges. In the case of outdoor ranges, he suggested a permit application process for Council review. The process would educate the applicant of City requirements. A sample application form was reviewed and discussed. The application included technical specifications, as well as definitions. Committee discussion focused on safety. There were four main issues:

1. The appropriate degree of offset for the range.
2. The appropriate backstop size.
3. The acceptable exposure risk to neighboring properties.
4. The types of arrow tips to be allowed.

Council Member DeBlieck presented an email from Dan O'Meara with some thoughts regarding range development which are attached to the meeting minutes. Council Member Nelsen asked if it would be reasonable to require ranges to be fenced. The committee discussed safety issues at length and ended the discussion by receiving the material for information only.

Item No. 3 Staff presented a memo to committee members from Jared Voge of Bolton & Menk regarding impacts of the Grass Lake project on the City's stormwater system. Staff and Mr. Voge met with Loren Engelby of Kandiyohi County to discuss the most recent plans for the project. It was acknowledged that the Peach Creek flows were to be diverted in the future, but that the City would still have to deal with the tail water effect due to other flows coming into the ditch system. It is anticipated that the Peach Creek diversion could have a positive impact, but the extent of that impact is not known. The County plans to hold a public meeting in the spring of 2014 to discuss the results of modeling, incorporating various changes to the project. County staff had mentioned that one possible change to the overall system could be a slight reduction in lake elevation for Lake Wakanda. No decision regarding the lake elevation has been made at this time.

A motion was made by Council Member Ahmann to make a formal request to the Department of Natural Resources and Kandiyohi County to lower Lake Wakanda by 12 inches in an effort of joint cooperation to solve the storm water problems. Council Member Christianson seconded the motion, which was later withdrawn.

Item No. 4 The committee considered an easement agreement between the City of Willmar and Jim Viaene. This easement allows access to Mr. Viaene's property across a portion of the former Wastewater Treatment site. The original easement agreement was drafted in 2004 with a 5-year extension granted in 2009. Mr. Viaene pays \$100 per year for the privilege of the easement. The committee was recommending the Council enter into a 5-year extension of the Viaene agreement and that the City Administrator be authorized to execute the necessary document. Council Member Christianson moved to approve the recommendation of the Public Works/Safety Committee with Council Member Ahmann seconding the motion, which carried.

Item No. 5 The Committee discussed information presented regarding a change in scope for the MinnWest Technology Campus Lift Station/Lakeland Drive Project. The project scope is proposed to be reduced due to funding issues. There are insufficient state aid funds to complete the road work and a source of funds is yet to be identified for the quiet zone. The trail could still be constructed in 2014, but work continues on the final design and financial estimates for that portion of the project.

The committee recommended that the formal scope of the project be reduced to only that portion that could be funded with the PFA loan. That work would include the MinnWest Technology Campus Lift Station, the force main, and associated sanitary sewer work. The committee was in agreement with the reduction in scope and was informed that the Finance Committee had acted on the financing portion contingent on the Public Works/Safety Committee concurrence and recommending the Council order the improvements and direct preparation of final plans and specifications. Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes, 8, Noes 0.

RESOLUTION NO. 3

ORDERING 2013 MINNWEST TECHNOLOGY CAMPUS LIFT STATION
AND LAKELAND DRIVE IMPROVEMENTS
(AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS)

WHEREAS, after due Notice of Public Hearing on the construction of the MinnWest Technology Campus Lift Station and Lakeland Drive Improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made as amended.
2. The improvements described in said Notice of Hearing and subsequently amended are hereby designated and shall be known as MinnWest Technology Campus/Lakeland Drive Improvements - Project No. 1310.
3. The City's Consulting Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 21st day of January, 2014.

/s/ Denis Anderson
MAYOR PRO TEMPORE

/s/ Kevin Halliday
Attest: CITY CLERK

The committee also recommended that the Council approve the plans and specifications including the amended scope of services and calls for bids. Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes, 8, Noes 0.

RESOLUTION NO. 4

WHEREAS the Consulting Engineer, Bollig Inc., for the City of Willmar has presented to the City Council plans and specifications for Project No. 1310 for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:00 p.m. on the 3rd day of March, 2014, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of January, 2014.

/s/ Denis Anderson

MAYOR PRO TEMPORE

/s/ Kevin Halliday

Attest: CITY CLERK

Item No. 6 It was mentioned that there is still some train horn noise at the Trott Avenue quiet zone crossing. A citizen had also contacted their council person regarding problems with the lighting along the path at Taunton Stadium.

Item No. 7 Council Member DeBlieck asked if the City was aware of the types of hazardous materials moving through the rail yard and aware of the timing of hazardous product movement. Included in the discussion was the related discussion of pipeline safety. Chief Wyffels informed the committee that the Police Department and Fire Department train for these types of disasters, but that there is no specific communication process with the Burlington Northern-Santa Fe or pipeline companies regarding the timing of transportation of product or the type of products being moved.

The committee briefly discussed options for an additional site for prescription drug drop-off.

The Public Works/Safety Report for January 14, 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 Fagerlie, and carried.

The Labor Relations Report for January 15, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Ahmann. There were nine items for consideration.

Item No. 2 There were no comments from the public.

Item No. 3 Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. The motion carried and the meeting was closed at 4:46 p.m. Labor Attorney Frank Madden joined the closed session via conference call.

Item No. 4 The meeting was reopened at 5:25 p.m. upon motion by Council Member Anderson, seconded by Council Member Christianson and carried. Finance Director Steve Okins joined the meeting at this time.

Item No. 5 Committee members reviewed the advertisement and hiring process for the Public Works Director/City Engineer stating five applicants had been interviewed. Ms. Stevens recommended the hiring of Sean Christensen as Public Works Director/City Engineer effective March 13, 2014 at a salary of \$91,924 plus benefits. Ms. Stevens also recommended a relocation allowance of \$5,000.

Council Member Ahmann moved to approve the hiring of Sean Christensen as Public Works Director/City Engineer at an annual salary of \$91,924 and to also approve the relocation allowance of \$5,000. Council Member Dokken seconded the motion, which carried.

Item No. 6 A request was introduced to the committee to fill the Clerk-Secretary position for Public Works which had recently become vacant due to an internal promotion. Ms. Stevens stated that the position would be posted internally and externally. Ms. Stevens stated that the job description had been reviewed and updated. The committee was recommending approval of staff's request. A motion was made by Council Member Ahmann, seconded by Council Member Dokken and carried.

Item No. 7 The committee also received a request to fill the Clerk-Typist position recently vacated due to a career change by the individual. Ms. Stevens stated the position is only a .8 FTE position, but does provide essential support to the Fire Department. Ms. Stevens stated that the job description had been reviewed and updated. Council Member Ahmann made a motion, seconded by Council Member Dokken, to fill the vacancy of Clerk/Typist for the Fire Department. The motion carried.

Item No. 8 Chair Ahmann presented his concepts for strategic planning, including a potential outline of the process. Chair Ahmann stated his thoughts on the importance of strategic planning and having input from Council, staff, and constituents and asked those present for their input.

Council Member Anderson suggested some possible topics for strategic planning and some similar suggestions to those of Chair Ahmann.

The committee discussed using the committee nights as possible work sessions or venue and discussed the merits of having a facilitator and full council participation or dividing topics by committee.

Chair Ahmann encouraged members to look at what other cities had done for strategic planning and referenced some models from Salt Lake City, UT and Wood Buffalo, Canada.

During discussion of the full council, Council Member Nelsen stated that the 2011/2012 planning sessions had good goals and wondered about staff and council accomplishments to date. This matter will be referred back to committee for further discussion .

Item No. 9 Chair Ahmann asked if the building inspection program with the County was still working effectively and Ms. Stevens stated that it was.

Chair Ahmann also recommended the Finance Committee look at how community funding requests are handled as part of the budget process for 2014.

Chair Ahmann also asked about language training for City staff. Ms. Stevens stated that departments work within the training budgets and that the City is making an effort to recruit multi-lingual staff.

The committee inquired as to how major projects in the community come to fruition without the elected officials being informed. These were received for information only.

The Labor Relations Committee Report for January 15, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Christianson, and carried.

The Community Development Report for January 16, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 The Committee considered an expansion proposal by Jennie-O Turkey Store and described how their expansion plans conflict with the right-of-way of former Highway 40, now Industrial Boulevard. A request has been made that the City vacate that portion of the former Highway 40 right-of-way from Willmar Avenue west to County Road 5. A map showing the proposal for vacation was reviewed and discussed. Steve Renquist, EDC Director, presented a summary of the proposed Jennie-O Turkey Store expansion projects.

The committee was recommending the Council hold a public hearing to provide notice of a street vacation of a portion of former Highway 40. Resolution No. 6 was introduced by Council Member Fagerlie, seconded by Council Member Dokken, reviewed by Mayor Pro Tempore Anderson, and approved on a roll call vote of Ayes, 8, Noes 0.

RESOLUTION NO. 5

SETTING A PUBLIC HEARING TO CONSIDER THE
VACATION OF A PORTION OF PUBLIC STREET

Be it resolved by the City Council of the City of Willmar that a public hearing be conducted at 7:02 p.m. on Monday, February 3, 2014, in the Council Chambers at the Municipal Utilities Commission Building, 700 SW Litchfield Avenue, Willmar, Minnesota.

Be it further resolved that the purpose of the hearing will be to consider the vacation of that portion of the public street as described below:

(For Resolution in its entirety, see City Council Proceedings file dated January 21, 2014, located in the City Clerk's Office)

Be it further resolved that any person having an interest in said matter is invited to appear in person or be represented by counsel to be heard on this matter.

Dated this 21st day of January, 2014.

/s/ Denis Anderson

MAYOR PRO TEMPORE

/s/ Kevin Halliday

Attest: CITY CLERK

Item No. 3 The committee was informed that the Holiday Inn Express was holding an open house the evening of January 16th, and that members were invited to attend and view the results of the first phase of the Torgerson Legacy Project. This was for information only.

Item No. 4 The committee was updated as to discussions between the Airport Commission and Life Link regarding lease space in the FBO hangar at the Willmar Municipal Airport. This was for information only.

The Community Development Committee Report for January 16, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Dokken, and carried.

Planning and Development Director Peterson presented a zoning ordinance text amendment to allow Brewer Taprooms as a permitted use in the Central and General Business Districts. Council Member Christianson offered a motion to introduce an Ordinance Amending Sections 6.J.3.c and 6.I.3.e allowing

Brewer Taprooms and schedule a public hearing for 7:03 p.m., February 3, 2014. Council Member Fagerlie seconded the motion, which carried.

The Mayor Pro Tempore and Council considered the final plat for property owned by Gesch Properties LLC. Planning and Development Services Director Peterson explained that the property owners wished to subdivide the plat which is bisected by 5th Street SE into two parcels. The conditions of the preliminary plat approval have been met and the final plat approved by the Planning Commission. Council Member Christianson moved to approve the Gesch Acres Second Addition Final Plat with Council Member DeBlieck seconding the motion, which carried.

Under new business City Administrator Stevens commented on the impact the Jennie-O Turkey Store Project would have on the community. Comments were made that elected officials had no knowledge of the upcoming project and a policy should be implemented. Council Member Ahmann made a motion to form a negotiating team of the four Council Committee Chairpersons to discuss the Jennie-O Turkey Project. The motion was seconded by Council Member Christianson.

Kandiyohi County Economic Development Director Renquist informed the Council of a January 15, 2014 letter that was presented to the Community Development Committee at their January 16th meeting. He also stated that land buy down decisions need to be made by the Council. The motion and second to form a negotiating team was then withdrawn by Council Members Ahmann and Christianson respectively.

Council Member Christianson asked if in his absence Ward 2 Council Member Johnson can attend the Economic Development Annual Meeting. City Attorney Robert Scott opined "No."

Announcements for Council Committee meeting dates were as follows: Finance, January 27; Public Works/Safety, January 28; Labor Relations, January 29 and Community Development, January 30, 2014.

Council Member DeBlieck gave a brief update on the working groups of the Vision 2040 planning process.

There being no further business to come before the Council, the meeting adjourned at 9:23 p.m. upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR PRO TEMPORE

SECRETARY TO THE COUNCIL

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JANUARY 22, 2014**

MINUTES

1. The Willmar Planning Commission met on Wednesday, January 22, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Gary Geiger, Andrew Engan, Bob Poe, and Scott Thaden.

**** Members Absent:** Margaret Fleck, Randy Czarnetzki, and Sandy Bebler.

**** Others Present:** Steve Salzer, Michelle Haefner, Nathan Feist, Andy Nelson, Jay Jorgenson, Megan DeSchepper- Planner.

2. MINUTES: The minutes of the January 8, 2014 meeting were approved as submitted.

3. BETHESDA NURSING HOME THIRD ADDITION PRELIMINARY PLAT- FILE NO. 14-01: The public hearing opened at 7:01 p.m. Michelle Haefner presented the request for subdivision of land owned by Bethesda and moving some lot lines around to better accommodate future expansion plans on property legally described as: Lot 1, Block 1, Bethesda Nursing Home Addition, Lot 1 and Lot 2, Block 1 Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 1105 9th St. SE, 1113 & 1115 9th St. SE). The parcels are all platted and owned by Bethesda and some of the lot lines are being shifted or consolidated for future expansion.

Jay Jorgenson, a property owner northeast of Bethesda inquired about the improvement of 12th St. SE; staff stated that project was not part of the Bethesda plat. Mr. Jorgenson inquired about a timeline for the street improvement and when he will be able to comment on that project. Staff said there were plans to improve the street in 2014 but there would be improvement hearings etc. in the future. Mr. Jorgenson was concerned about possible assessments. Staff directed him to contact the Engineering Department regarding timelines and improvement hearings.

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

The Planning Commission inquired about the timeline. Ms. Haefner stated that they hope to commence on the project within a year likely after 12th St. SE is completed.

The Commission talked about that the proposed Lot 2 will only have street frontage/access via 12th St. SE (as well as an access easement via 9th St. SE), and thus cannot be finalized until the street is constructed so that it has legal frontage/access.

Mr. Thaden made a motion, seconded by Mr. Poe, to approve the preliminary plat with the following conditions:

- A. All relocating of electrical service and lines shall be at the full cost of the developer.
- B. All of the City Engineers comments on the staff report (see Attachment A) shall be added to the plat and additional information supplied for review and approval prior to issuance of a building permit.
- C. The existing assessment shall either be paid in full or reapportioned concurrent with the final plat approval.
- D. The final plat shall not be recorded until 12th St. SE is constructed.
- E. The existing easements shall be referenced on the plat including the recording documentation numbers (microfiche) to allow for tracking.

The motion carried.

4. MINNWEST TECHNOLOGY CAMPUS PARKING LOT EXPANSION PLAN REVIEW (EAST LOT) FILE NO. 14-01: Steve Salzer presented the east parking lot expansion on behalf of the MinnWest Technology Campus on property legally described as: Unit 33 and Unit 34 MinnWest Technology Campus CIC #40 a Planned Community (1800 Technology Dr. NE). The 100 stall parking lot is needed as more of the leasable space is being filled on the campus. The parking lot plan has already been reviewed and approved by the Minnesota State Historic Preservation Office.

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

Andy Nelson, of Bollig Inc., stated that once the layout is approved by the Planning Commission the full construction and drainage plans will be submitted to the City for review and approval.

Staff noted that the parking lot is approximately four feet off the southerly property line. The Commercial parking lot setback is 10'. The Commission discussed the existing parking lot to the west that is at the same setback, as well as the fact that the campus is a common interest community and really functions like a planned unit development. The Commission talked about shifting it another 6' off the property line, but were concerned the jog would detract from the layout. Mr. Nelson added that the Historic Preservation office requested the green spaces between the portions of the lot to match the existing open and green spaces on the campus and this plan is in keeping with the overall flow.

Mr. Thaden made a motion, seconded by Mr. Engan to approve the parking lot plan review with the following conditions:

- A. The Interim Engineers comments shall be added or submitted in the construction documents and approved prior to any construction commencing.
- B. The ten foot parking setback shall be met off of the south property line.
- C. The use shall meet all applicable local, state, and federal rules and regulations at all times.

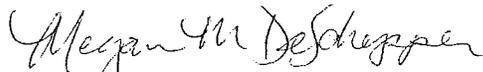
Mr. Geiger made a motion, seconded by Mr. Thaden, to amend Mr. Thaden's motion by removing letter B from the conditions of approval and allow the setback as submitted.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

5. STORAGE CONTAINER DRAFT/DISCUSSION: Per the Commissions direction staff drafted a sample ordinance regarding prohibiting storage/shipping containers in residential areas except in a temporary fashion for moving purposes. The Planning Commission talked about the time limit for a temporary storage container and three months seemed like too long a timeframe. The consensus was one month in a twelve month period would be more reasonable; and that trailers shouldn't be used as storage containers either. Staff will reword the Ordinance and prepare it for a public hearing at an upcoming meeting.
6. There being no further business to come before the Planning Commission the meeting adjourned at 7:53 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION- JANUARY 22, 2014

STAFF COMMENTS

1. BETHESDA NURSING HOME THIRD ADDITION- PRELIMINARY PLAT- FILE NO. 14-01:

- The applicant is Bethesda Willmar, MN.
- The applicant is requesting subdivision of three existing platted lots into two on property legally described as: Lot 1, Block 1 Bethesda Nursing Home Addition, Lot 1 and Lot 2, Block 1 Bethesda Nursing Home Second Addition (901 Willmar Ave. SE, 1015 Willmar Ave. SE, 1105 9th St. SE, 1107 9th St. SE, 1113 1115 9th St. SE).
- The applicant is requesting combining Lot 1, Block 1 Bethesda Nursing Home Second Addition with Lot 1, Block 1 Bethesda Nursing Home Addition. As well as combining a portion of the southeast corner of Lot 1, Block 1 Bethesda Nursing Home Second Addition with Lot 2, Block 1 Bethesda Nursing Home Addition.
- 12th St. SE is proposed to be improved in 2014 connecting Willmar Ave. SE to 11th Ave. SE. The 12th St. SE r-o-w plat has been recorded.
- Proposed Lot 2, Block 1 will not have legal street access until 12th St. SE is built. The final plat shall not be recorded until 12th St. SE is completed.
- Question whether the light blue parking easement is a shared parking agreement between the three lots? Not sure purpose of proposed permanent access easement on the east portion of lot perhaps east parking areas, assume west easement is to the existing parking lot?
- Any need to keep old access easements, or should those be vacated?
- Prior to any building additions or new structures that include new beds/services, a conditional use permit amendment will be required.
- Reference to the existing easements and recording or microfiche number on the plat would be helpful for tracking.
- Lot sizes and frontage exceed Zoning Ordinance minimums except for Lot 2, Block One as mentioned above regarding access.

Assessor's Comments: Replat of parcels 95-055-0010, 95-055-0100, and 95-055-0110. There are existing assessments of \$3,084.85 that shall either be paid in full or reapportioned. I have concerns regarding townhomes that sit on parcel 95-055-0010. They are taxable and subject to residency agreements which allow holders to homestead (having four structures of various values is difficult to track etc.). Also, I have concerns regarding access if current access easements are vacated and 12th St. SE is not developed as noted on preliminary plat. Also, access to parcel 95-055-0120 will be effected by this plat as will the shared parking that occurs with the current parcels 95-055-0100 and 95-055-0110.

Interim City Engineer Comments: I recommend approval of the preliminary plat contingent on the below referenced revisions as well as the submittal of the additional requested information.

1. The applicant shall verify the bearing and distance calls around the parcel perimeter. The distances do not reflect the distances identified in the Bethesda Nursing Home Second Addition Plat.
2. Distance and bearing information shall be provided for all proposed easements.
3. The easements existing on Lot 3 shall be identified on the preliminary plat.
4. All easements with the exception of drainage and utility easements must be dedicated through a separate recording process. By statute, only drainage and utility easements can be dedicated on a final plat.
5. The applicant shall coordinate the proposed permanent access easement from 12th Street SE with the future 12th St. SE roadway construction.
6. The applicant shall submit utility for the review and approval by the City of Willmar prior to final plat approval or a building permit being issued for the site.
7. The applicant shall submit grading, drainage, and erosion control plans for the review and approval of the City Engineer. Drainage plans shall include drainage areas. Drainage calculations shall comply with the City of Willmar ordinances as well as the Minnesota Pollution Control Agency requirements.
8. The applicant shall submit a Stormwater Pollution Prevention Plan for review and approve of the City Engineer.
9. The applicant shall be responsible for obtaining an NPDES Construction Stormwater Permit prior to construction on the project. A copy of the permit shall be submitted to the City of Willmar for our files.
10. The existing lot lines shall be clearly identified on the preliminary plat as well as the boundaries between them.

MUC Comments: Electrical service 3 phase power is available via overhead along Willmar Ave. SE and 9th St. SE. A large portion (approx. 75%) of existing underground will need to be relocated/reinstalled. Water is available via a 12" inch main in Willmar Ave. SE and an 8" main in 9th St. SE and 11th Ave. SE. When 12th St. SE is developed connect 11th Ave. SE and Willmar Ave. Se with 8" water main.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. All relocating of electrical service and lines shall be at the full cost of the developer.
- B. All of the above mentioned City Engineers comments shall be added to the plat and additional information supplied for review and approval prior to issuance of a building permit.
- C. The existing assessment shall either be paid in full or reapportioned concurrent with the final plat approval.
- D. The final plat shall not be recorded until 12th St. SE is constructed.

- E. The existing easements shall be referenced on the plat including the recording documentation numbers (microfiche) to allow for tracking.

2. MINNWEST TECHNOLOGY CAMPUS PARKING LOT EXPANSION PLAN REVIEW (EAST LOT) FILE NO. 14-01:

- MinnWest Technology Campus, Willmar, MN requests plan review for a parking lot expansion on the east side of the campus to accommodate the additional tenants they've acquired over the past few years on property legally described as Unit 33 and Unit 34 MinnWest Technology Campus CIC #40 a Planned Community (1800 Technology Dr. NE).
- The parking lot is an extension of an existing parking lot on the southeast portion of the campus off of 18th St. NE.
- They propose 100 new parking stalls.
- The parking lot is on two parcels, both of which are owned by the MinnWest Technology Campus. This may need to be covered by a parking or access agreement depending on the future plans for the vacant parcel?
- The 10' parking setback is not met on the south side of the property, the whole lot shall be shifted north to meet the 10' parking setback requirement.
- The parking lot is proposed to be paved with bituminous and curbed.
- Connection to other buildings with walking paths?

Interim City Engineer Comments: I have reviewed the east parking lot layout submitted for the MinnWest Technology Campus dated January 1, 2013, and have the following comments:

1. Parcel ownership information shall be provided to the City for our records. Parcel lines have been identified on the parking exhibit; however, parcel ownership has not.
2. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans.
3. All existing easements shall be clearly identified on the construction drawings.
4. All utilities, consisting of but not limited to sanitary sewer, watermain, storm sewer, electrical, and street lights shall be clearly identified on the construction drawings.
5. The applicant shall submit stormwater calculations and maps complete with pre and post development drainage areas for the review of the City.
6. The applicant shall submit grading, drainage, and erosion control plans for the review and approval of the City of Willmar.
7. All construction shall be in accordance with the City of Willmar Standards.

I recommend that revised plans incorporating the above mentioned comments be submitted for the review and approval of the City.

RECOMMENDATION: Approve the parking lot expansion with the following conditions:

- A. The Engineers comments shall be added or submitted in the construction documents and approved prior to any construction commencing.
- B. The ten foot setback shall be met for the south property line.

**Special meeting of the
Rice Memorial Hospital
Board of Directors**

**January 22, 2014
5:30 pm
Board Room**

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

ADMINISTRATIVE STAFF: Michael Schramm, CEO; Teri Beyer, Bill Fenske, Dale Hustedt, Wendy Ulferts, Dr. Ken Flowe

GUESTS: Daniel McInerney

CALL TO ORDER: The Board of Directors of Rice Memorial Hospital met in special session on Wednesday, January 22, 2014, in the Hospital Board Room. President Anfinson called the meeting to order at 5:30 p.m.

REPORTS:

- A. Wendy Ulferts, CNO, presented an update to the Board in regard to the annual Adverse Health Event Report.

ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the Board of Directors go into closed session at 5:38 p.m., pursuant to Minnesota Statute 144.581, for strategic planning purposes.

ACTION: A motion was made by Director Weiberg, seconded by Director Smith and carried that the Board of Directors reconvene its regular meeting at 7:34 p.m.

ACTION: A motion was made by Director Allen, seconded by Director Gardner and carried that the regular business meeting of the Rice Memorial Hospital Board of Directors be adjourned at 7:35 p.m.

Submitted by:

Eric E. Weiberg
Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JANUARY 27, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, January 27, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Carol Laumer, Dan Holtz, Jeff Nagel, Joe Gimse, and Justin Mattern.

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

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

RESOLUTION NO. 3

"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 January 13, 2014 Commission meetings; and,
- ❖ Bills represented by vouchers No. 140112 to No. 140195 inclusive in the amount of \$1,826,630.89 with a MISO credit in the amount of \$148,244.10 and an Absaloka Coal payment in the amount of \$43,397.52.

President

ATTEST:

Secretary

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

Commissioner Holtz (Chair) reviewed with the Commission the minutes from the January 17, 2014 WMU Planning Committee meeting. The first item of discussion was to present current project updates including the following: 1) Mobile Substation/Transformer Project; 2) transmission & substation planning; 3) Diesel Generator Relocation Project; and, 4) power supply. The main topic of interest to be discussed was the Computer System Conversion/Upgrade Project. Director of Finance Hunstad along with SI Coordinator Sangren had presented the Committee with a detailed description involved in the selection process including a brief history of the current system. Power Systems Engineering (PSE) had been designated as the Project Coordinator and assisted in creating a RFP for both the Financial Information System (FIS) and the Customer Information System (CIS) portions of the project. Following an in-depth review and evaluation of the criteria of each submitted proposal (6), two finalists were named. Extensive reference checks were conducted along with a number of on-site visits. Following extensive discussions, the Project Team (consisting of WMU Staff members) was recommending the selection of NISC to serve as the vendor for the

implementation of both the FIS & CIS upgrades. Following considerable discussion, it was the recommendation of the WMU Planning Committee to recommend that Staff begin the negotiation process to engage NISC in the implementation of the FIS & CIS computer upgrades. Following further discussion, Commissioner Nagel offered a motion to approve the minutes of the January 17th WMU Planning Committee Meeting as presented including to direct Staff to begin negotiations to engage NISC. Commissioner Gimse seconded the motion which carried by a vote of seven ayes and zero nays.

General Manager Hompe discussed with the Commission a request received to release a portion of a transmission line easement from a parcel of land that has recently been sold. The parcel is currently covered with a "blanket easement" and the request is asking for a partial release of the area of the purchased property only, not a release of the entire blanket easement. The request is for property located near the south end of 15th Street SW, approximately 1200' north of the Bypass. Following a review of the request, it was the recommendation of Staff to authorize a partial release of the blanket easement. Following discussion, Commissioner Laumer offered a resolution to approve the partial release of the blanket easement as proposed and to forward the request to the City of Willmar for further approval. Commissioner Holtz seconded.

RESOLUTION NO. 4

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a request for a partial release of a blanket easement located near the south end of 15th Street SW of Section 27, approximately 1200' north of the Bypass, be approved as presented."

Dated this 27th day of January 2014.

President

ATTEST:

Secretary

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

General Manager Hompe presented the Commission with the annual summary of the 2013 WMU Reliability Standard Report. Contained in this report are four individual reports. These annual reports are: 1) Reliability Performance Report; 2) Miles of Electrical Distribution & Transmission Line Report; 3) Quality Performance Report; and 4) Safety Report. Hompe noted that actual reliability for customer's percentage of service was 99.988% for 2013. This equates to an average outage time of 51 min. 05 sec. per customer for the year. Over 75.87% of the recordable service interruptions were caused due to transmission events with the remaining 24.03% being a culmination of nature (i.e. weather), animal (i.e. squirrels), human (i.e. accidents), and electrical/mechanical failure causes.

General Manager Hompe presented the Commission with the 2013 NERC Activity & 4th Quarter Update report. This report reflects the efforts of the Willmar Municipal Utilities to remain compliant with the North American Electric Reliability Corporation (NERC) as Transmission Owners (TO), Load Serving Entity (LSE), and Distribution Provider (DP). Compliance Officer Janell Johnson created a summary of activities which have taken place to meet compliance as required to maintain and continue utilizing revenue generating assets, providing stable transmission for WMU

and the bulk electric system. Staff will continue to move forward with constant review to meet the requirements and compliances for WMU.

Power Supply Broker Carlson reviewed with the Commission the November 2013 Power Supply Report. This was for information only.

General Manager Hompe presented a request to the Commission to approve a consulting services agreement with HDMK Consulting Services, LLC of Annandale, MN. The consulting services would be for monthly inspections of WMU's six diesel generators as required for the year 2014. Following a review of the consulting agreement, Commissioner Schrupp offered a resolution to approve the agreement for consulting services with HDMK to conduct monthly inspections of WMU's diesel generators in the amount of \$6,600, contingent on a review of the Limitation of Liability (Item #15) portion of the contract by City Attorney Scott. Commissioner Gimse seconded.

RESOLUTION NO. 5

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the agreement for consulting services for 2014 with HDMK Consulting Services, LLC of Annandale, MN, to conduct monthly inspections of WMU's six diesel generators be approved in the amount of \$6,600, contingent on a contract review by City Attorney Scott."

Dated this 27th day of January 2014.

President

ATTEST:

Secretary

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

General Manager Hompe informed the Commission of two key management members who have announced their impending retirements. Bart Murphy, Superintendent of Water/Heating, will be retiring in April, and Rich Maxfield, Line Dept. Supervisor, will be retiring in May. We would like to thank them both for their vast number of years of service and dedication to the Willmar Municipal Utilities.

General Manager Hompe (Steering Committee member) reported to the Commission on the results of the Willmar Vision 2040 public forums (4) recently held. It was noted that over 190 individuals had participated by offering their input concerning the future needs and wants in the Willmar area. The outcome of this process established four main goals/objectives for the Willmar area. These are: 1) Attract Newcomers; 2) Economic Diversity; 3) Things To Do; and, 4) Next Leaders. Groups have been designated for each goal with meetings to follow to further discuss the beneficial path for each.

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

- Electric Utility 101 Webinar Series (2 of 4): "Substations" February 19th @ 1:00-2:30 p.m.
- APPA Legislative Rally – March 10-12 (Washington, DC)
- MMUA Legislative Conference – April 23-25 (Bloomington)

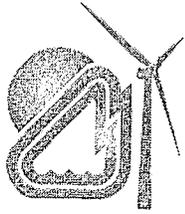
There being no further business to come before the Commission, Commissioner Laumer made a motion to adjourn the meeting. Commissioner Holtz seconded the motion, and the meeting was adjourned by a vote of seven ayes and zero nays

Respectfully Submitted,
WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



WILLMAR MUNICIPAL
UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES
Friday, January 17, 2014 – 1:00 p.m.
WMU Conference Room

Present: Commissioners Dan Holtz (Chair), Jeff Nagel & Justin Mattern, Wesley Hompe, Jeron Smith, Tim Hunstad, Mike Sangren, Bart Murphy, Chris Carlson, John Harren, and Steve Wearda.

Chairman Holtz called the meeting to order at 12:55 p.m. by welcoming Commissioner Mattern to the WMU Planning Committee.

AGENDA ITEMS:

1. Current Project Updates:

- Mobile Substation Transformer Project: (Jeron & Wes) Staff will travel to T & R Electric (Coleman, SD) the week of February 3rd to have an on-site testing inspection. If progress continues as anticipated, delivery of the mobile sub would be made to Willmar the week of February 10th. Repair update was presented. Hope to be operational by the first week of April (during Power Plant overhaul).
- Transmission/Substation Planning: (Jeron) Looking at the possibility of acquiring property for the Priam Substation Project. Continuing discussions with an appraiser at this time (dealing on two parcels of land).
- Diesel Plan: (Jeron) The previously discussed Diesel Generator Relocation Project is currently on hold. Plan to complete a local generation study to determine amounts and where we want the location of the diesels to be.
- Power Supply: (Wes) WMU released a RFP for power supply options due next Tuesday (Jan. 21th). Over a dozen respondents stated they would be submitting proposals. RFP requested six products to be included (i.e. on-peak, off-peak, etc.) along with both five and ten-year proposals. This process is an effort to assist in meeting the future power supply needs of the WMU. (Note: Anticipate having a local generation study completed by the end of 2014.)
- Sartell Dam Project: (Tim) This nine-megawatt dam (associated with the paper plant) has been separated & sold. North American Hydro doing business as Eagle Creek is working on a purchase agreement right now. WMU has expressed interest with them as a future power supply option.

2. Computer System Conversion/Upgrade Project:

Tim & Mike presented the WMU Planning Committee with information concerning the Computer System Conversion/Upgrade Project, both the Financial Information System (FIS) and the Customer Information System (CIS) elements of the project. At this point, selection of a vendor for both the FIS & CIS must be determined. A description of the selection process was given along with a brief history of the current system. Rationale of the process began following the Organizational Assessment conducted in 2012, which identified major issues & challenges facing WMU with our information systems being one of them. The current system (COBOL based) is outdated and very

labor intensive. The goal is to make the system more efficient in house both internally and externally by being more customer-service oriented. WMU brought on board Power Systems Engineering (PSE) to serve as the Project Coordinator. PSE assisted in the development of the RFP which was sent out to ten different firms. Six proposals were submitted to WMU. CIS & FIS requirements along with vendor support and pricing weighed heavily in the evaluation process. Systematic scoring on all the criteria was conducted in the vendor evaluation process. Following the determination of the "short list", three vendors were brought in to present demonstrations of their systems (day-long demos). Extensive reference checks were conducted on the final two vendors. Various site visits were conducted. As a result, the Project Team (WMU Staff members) came forward to recommend NISC. NISC presented the highest level of integration with the modules we are looking at, and they also offer a full suite of other technologies for possible future use that are firmly integrated into their proposed system. Multi-Speak is the "language" path they use of which NISC is a leader in the third-party communications system (i.e. automated meter reading). The Project Team felt that NISC was very strong in meeting all the functional requirements for both the FIS and the CIS. It will be a Windows-based environment. Implementation & training: Approximately 500 software systems have been successfully implemented by NISC. Technical support is provided 24/7 by NISC.

Staff is recommending to begin the process to negotiate with NISC to finalize a contract for the best & final pricing. The process would begin late spring or early summer with installation of the FIS scheduled to be completed by the end of 2014.

Following considerable discussion by the WMU Planning Committee, Commissioner Nagel offered a motion to recommend to the Commission that Staff begin negotiations to engage NISC in the implementation of the FIS & CIS upgrade. Commissioner Holtz seconded, and the motion was carried by a vote of three ayes and zero nays.

Adjournment:

Following discussion, Commissioner Holtz offered a motion to adjourn the meeting of the WMU Planning Committee at 1:10 p.m. Commissioner Nagel seconded, and the motion was carried by a vote of three ayes and zero nays.

Meeting adjourned at 1:10 p.m. on Monday, July 17, 2011.

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	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION

Organization name: MN Ducks Unlimited Inc. Previous gambling permit number:

Minnesota tax ID number, if any: 10416070 Federal employer ID number (FEIN), if any:

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: PO Box 752 City: Willmar State: MN Zip code: 56201 County: Kandiyohi

Name of chief executive officer [CEO]: Mike Brown Daytime phone number: 320-295-9547 E-mail address: mgbrown@j-ots.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.
 Willmar Conference Center

Address [do not use PO box]: 2100 HWY 12 East City or township: Willmar Zip code: 56201 County: Kandiyohi

Date[s] of activity. For raffles, indicate the date of the drawing.
 Feb 14th - 16th

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle 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 and click on *Distributors* under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

**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 [60 days for a 1st class city].
- The application is denied.

- 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 city name City of Willmar

Print county name _____

Signature of city personnel [Signature]

Signature of county personnel _____

Title City Clerk Treasurer Date 1-16-2014

Title _____ Date _____

Local unit of government must sign

TOWNSHIP -If required by 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 [Signature] Date 1-8-14

Print name Mike Brown

Print form and have CEO sign

REQUIREMENTS

Reset form

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.

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.

Send application with:
 a copy of your proof of nonprofit status, and
 application fee. Make check payable to "State of Minnesota."

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

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

Questions?
Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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.

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 .
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ORGANIZATION INFORMATION

Organization name Willmar Sertoma Club	Previous gambling permit number x-34006-11-001
Minnesota tax ID number, if any	Federal employer ID number (FEIN), if any 411468632

Type of nonprofit organization. Check one.
 Fraternal
 Religious
 Veterans
 Other nonprofit organization

Mailing address PO Box 134	City Willmar	State MN	Zip code 56201	County Kandiyohi
Name of chief executive officer [CEO] David Feist	Daytime phone number 320 235-6060	E-mail address gm@willmarhotels.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.
 Green Mill Restaurant

Address [do not use PO box] 2100 East Hwy 12	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.
 3-6-14

Check each type of gambling activity that your organization will conduct.
 Bingo*
 Raffle
 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 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 City of Willmar

Signature of city personnel [Signature]

Title City Clerk Treasurer Date 1-29-2014

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 [Signature] Date 1-28-14

Print name DAVID FEIG

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.

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.

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

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: *(If more than one, please number in order of choice - Applications are kept on file for two years)*

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

Applicant Information

Name: Linda Kacher Date of Application: 12/31/2013
Address: 407 Country Club Drive NE, Willmar, MN 56201 Phone No. 320-222-5447
(must be a resident of the City of Willmar)
Email: lrkacher@charter.net

What prompted you to make application for a citizen committee? An interest in Willmar/Kandiyohi economics.

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

I am interesting in addressing why net income has shifted out of Kandiyohi County in the past 10 years (per Kiplinger's Aug. 2013 issue). I am very interested in attracting and retaining higher wage producing businesses.

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

My past work experience of close to 30 years in IT, involving management of people and projects, most recently for Kraft Foods Distribution Systems as a Senior Business Consultant.

List your educational background: University of Wisconsin - Milwaukee, Math

Certificate of Computer Programming; IBM Business Partner, Sales; assorted IT & Project Management training

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

Humane Society Co-President, 2007-2009, fundraising for new facility (Hawk Creek Animal Shelter);

Celebrate Art/Celebrate Coffee inaugurated Big Kids Art Tent 2008; 2013 Meals on Wheels;

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

Retired

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

**Application for Appointment to
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- Municipal Utilities Commission (meets bi-monthly)
- Pioneerland Library System Board (meets monthly)
- Planning Commission (meets bi-monthly)
- Police Civil Service Commission (meets monthly)
- Rice Memorial Hospital (meets bi-monthly)
- Zoning Appeals Board (meets monthly)
- Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Andrew Bjur Date of Application: 1-9-14
Address: 1310 Becker Ave SW Phone No. 325-214-8729 ext 204
(must be a resident of the City of Willmar) *work number*

Email: andrew.bjur@engan.com

What prompted you to make application for a citizen committee? Requested by Staff

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

I enjoy volunteering in the Willmar Community

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

Architect, Former WCEB Board chair, Former Planning Commission Chair

List your educational background: B of Architecture NDSU; B of S Environmental Design; Willmar Public Schools

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

AIA MN - Director ; Willmar Green steps task force - chair

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

Engan Associates P.A. ; 311 4th St SW ; Willmar
MN 56201

Please return completed application to:

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

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(320) 235-4917

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

Applicant Information

Name: Shirley D. Carter Date of Application: Jan 2018

Address: 3103 Eagle Ridge Dr. E Phone No. 320-994-6634
(must be a resident of the City of Willmar)

Email: Shirley.carter@rice.willmar.mn.us

What prompted you to make application for a citizen committee? Request to serve

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

List any special background or experience you have which would be helpful to this Board/Committee/Commission:
Governance, Administration, Non-profit management

List your educational background: (MBA) Masters, Business Administration

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

Governing Board, Willmar Community Owned Grocery

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

Executive Director, Rice Health Foundation - Position

Michael Schramm, CEO Rice Memorial Hospital - Supervisor/Employer

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

Applicant Information

Name: Karen Nelson Date of Application: 1-10-14
Address: 2707 SW 10th St. Phone No. 235-6834
(must be a resident of the City of Willmar) 295-8678
Email: klnelson1953@yahoo.com

What prompted you to make application for a citizen committee? I had previously stated that I would be willing to serve on a committee.
Briefly tell us why you want to serve on this Board/Committee/Commission:
I feel that I can make a difference

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

I have previously served on other boards.

List your educational background: High School graduate and one year of college.

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

VFW, American Legion Auxiliary; I served on a political board for 6 years, & have been a state delegate for 14 years.

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

I am retired.

Please return completed application to:

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333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to:

(320) 235-4917

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- _____ Housing and Redevelopment Authority (meets monthly)
- _____ Municipal Utilities Commission (meets bi-monthly)
- _____ Pioneerland Library System Board (meets monthly)
- X _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets monthly)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Aaron Larson

Date of Application: 1/20/2014

Address: 219 Anthony St. SE
(must be a resident of the City of Willmar)

Phone No. 320-905-3564

Email: al Larson 44@g.com

What prompted you to make application for a citizen committee? Get involved in the community.

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

I enjoy volunteering and interested in getting involved.

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

I have grown up in Willmar and have volunteered around the community.

I also have knowledge in buildings and architecture which is related to my profession

List your educational background: A.A.S. Degree in Architectural Construction Tech.-

from St. Cloud Technical and Community College, Diploma from Willmar Senior High

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

Willmar Community Greenhouse, Willmar Public Schools
Bethel Lutheran Church, 4-H

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

Engan Associates, 311 4th Street SW, Willmar, MN 56201
CAD Technician

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
01/29/2014 14:16:28

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AMERICAN MESSAGING 38654 01/29/14	002594 LATE PAYMENT FEE	3.29		D20809810A		D N	OTHER CHARGES	101.42411.0449
APPERT'S FOOD SERVICE 38655 01/29/14	002526 CONCESSION SUPPLIES	1,096.61		2051902		D N	GENERAL SUPPLIES	101.45433.0229
ASCAP 38656 01/29/14	001253 MUSIC LICENSE FEE	330.00		500578878/14		D N	LICENSES AND TAX	101.45433.0445
AT&T MOBILITY 38657 01/29/14	000075 WIRELESS INTERNET SERV.	40.65		X01252014		D N	COMMUNICATIONS	101.41409.0330
BATTERY WHOLESALE INC 38658 01/29/14	002860 GENERATOR BATTERIES	940.84		19245		D N	MTCE. OF EQUIPME	651.48484.0224
BENNETT VENTURES INC 38659 01/29/14	001323 FLUSH BOLT FOR BLDG	224.70		10883		D N	MTCE. OF STRUCTU	101.45437.0225
BERNICK'S PEPSI-COLA CO 38660 01/29/14	000103 OFFICE COFFEE	78.96		7285		D N	GENERAL SUPPLIES	101.43425.0229
BMI 38661 01/29/14	003010 MUSIC LICENSE FEE	330.00		24465363		D N	LICENSES AND TAX	101.45437.0445
BOLTON & MENK INC 38662 01/29/14	001010 AIRPORT CONSULTING	5,552.50		0161468		D N	PROFESSIONAL SER	230.43430.0446
BONNEMA SURVEYS 38663 01/29/14	001716 IND. PARK DEVELOPMENT	658.50		14-005		D N	PROFESSIONAL SER	205.43451.0446
BSE 38664 01/29/14	001980 BULBS-WLCM TO WLMR SIGNS	166.52		906784077		D N	MTCE. OF OTHER I	101.43425.0226
		582.82		906784078		D N	MTCE. OF OTHER I	101.43425.0226
		749.34		*CHECK TOTAL				
		749.34						
VENDOR TOTAL								
BUSINESSWARE SOLUTIONS 38665 01/29/14	002776 PRINT/PAGE COUNT	8.56		210696		D N	OFFICE SUPPLIES	101.41400.0220
		23.36		210696		D N	OFFICE SUPPLIES	101.41402.0220
		11.42		210696		D N	OFFICE SUPPLIES	101.41403.0220
		8.98		210696		D N	OFFICE SUPPLIES	101.41404.0220
		132.18		210696		D N	OFFICE SUPPLIES	101.41405.0220
		11.29		210696		D N	OFFICE SUPPLIES	101.41409.0220
		91.85		210696		D N	OFFICE SUPPLIES	101.42411.0220
		9.07		210696		D N	OFFICE SUPPLIES	101.43417.0220
		14.50		210696		D N	OFFICE SUPPLIES	101.43425.0220
		33.12		210696		D N	OFFICE SUPPLIES	101.45433.0220
		10.80		210696		D N	OFFICE SUPPLIES	101.45433.0220

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS 000736 38671 01/29/14 MONTHLY PHONE SERVICE	44.86	*CHECK	5124/2-14		D N	COMMUNICATIONS	101.41409.0330
VENDOR TOTAL	246.24		TOTAL				
CHRISTENSEN/GEORGE .01481 38672 01/29/14 WOODSHOP SUPPLIES	53.03		011914		D N	GENERAL SUPPLIES	101.45435.0229
CHRISTENSEN/LYNETTE 002735 38673 01/29/14 OFFICE SUPPLIES	263.81		012814		D N	OFFICE SUPPLIES	101.45433.0220
38673 01/29/14 HOCKEY SUPPLIES	28.24		012814		D N	GENERAL SUPPLIES	101.45433.0229
VENDOR TOTAL	292.05	*CHECK	TOTAL				
CODE 4 SERVICES LLC 002984 38674 01/29/14 RADAR MOUNTING BRACKET	51.80		1278		D N	MTCE. OF EQUIPME	101.42411.0224
COLLISION CARE 003017 38675 01/29/14 #121406 REPAIR-PARTS	1,012.50		1900		D N	INSURANCE DEDUCT	101.41428.0822
38675 01/29/14 #121406 REPAIR-LABOR	830.30		1900		D N	INSURANCE DEDUCT	101.41428.0822
VENDOR TOTAL	1,842.80	*CHECK	TOTAL				
CROW CHEMICAL & LIGHTING 000186 38676 01/29/14 CLEANING SUPPLIES	79.70		402227		D N	CLEANING AND WAS	651.48484.0228
38676 01/29/14 WEED KILLER	250.00		402227		D N	GENERAL SUPPLIES	651.48484.0229
38676 01/29/14 CLEANING SUPPLIES	86.95		402236		D N	CLEANING AND WAS	651.48484.0228
VENDOR TOTAL	416.65	*CHECK	TOTAL				
CUMMINS NPOWER LLC 000903 38677 01/29/14 GENERATOR TANK HEATER	740.24		100-15192		D N	MTCE. OF EQUIPME	651.48484.0224
DAN'S SHOP INC 002212 38678 01/29/14 FILTERS	34.97		63294		D N	INVENTORIES-MDSE	101.125000
DEPT OF HUMAN SERVICES 000009 38679 01/29/14 CLEANING SERVICES	84.00		00000186021		D N	CLEANING AND WAS	101.45435.0338
38679 01/29/14 CLEANING SERVICES	1,406.00		00000186023		D N	CLEANING AND WAS	101.45433.0338
VENDOR TOTAL	1,490.00	*CHECK	TOTAL				
DOOLEY'S PETROLEUM INC 002163 38680 01/29/14 5,000 GALLONS DIESEL	17,879.90		660220		D N	INVENTORIES-MDSE	101.125000
38680 01/29/14 3,000 GALLONS UNLEADED	9,066.02		660221		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	26,945.92	*CHECK	TOTAL				

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ACS FINANCIAL SYSTEM
01/29/2014 14:16:28

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
DUININCK INC 38681 01/29/14 WATER MAIN/STORM SEWER 38681 01/29/14 CONCRETE SAND 00222 VENDOR TOTAL	5,138.83 1,912.34 7,051.17 7,051.17	1301B/EST. 3 515806 *CHECK TOTAL		D N D N	MTCE. OF OTHER I GENERAL SUPPLIES	413.48451.0336 101.43425.0229
EMERGENCY RESPONSE SOLUT 38682 01/29/14 SCBA MASK PARTS 38682 01/29/14 SCBA MASK FOG CLEANER 38682 01/29/14 SCBA MASK CLEANER VENDOR TOTAL	66.17 14.92 84.82 165.91 165.91	1317 1368 1378 *CHECK TOTAL		D N D N D N	MTCE. OF EQUIPME GENERAL SUPPLIES GENERAL SUPPLIES	101.42412.0224 101.42412.0229 101.42412.0229
ENVIRONMENTAL RESOURCE A 38683 01/29/14 LAB SUPPLIES 002723	562.66	707969		D N	GENERAL SUPPLIES	651.48484.0229
ERIC'S AVIATION SERVICES 38684 01/29/14 ON SITE MGMT SERV-FEB 002998	6,333.33	STMT/2-14		D N	PROFESSIONAL SER	230.43430.0446
FARM-RITE EQUIPMENT 38685 01/29/14 #080492-CAB FILTERS 38685 01/29/14 #003576-WIPER ARM VENDOR TOTAL	58.46 31.88 90.34 90.34	P01338 P01370 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.43425.0224
FASTENAL COMPANY 38686 01/29/14 PARTS FOR L.S. TRUCK 38686 01/29/14 HEADWORKS RWW PUMP-PARTS 38686 01/29/14 1" THREAD TAP TOOL 38686 01/29/14 LOCK OUT/TAG OUT KITS VENDOR TOTAL	26.49 13.01 45.82 684.26 769.58 769.58	MNWILL111315 MNWILL111461 MNWILL111476 MNWILL111501 *CHECK TOTAL		D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME SMALL TOOLS SMALL TOOLS	651.48485.0224 651.48484.0224 651.48484.0221 101.42412.0221
FLEETPRIDE 38687 01/29/14 #118382-DRIVESHAFT REP. 38687 01/29/14 #118382-DRIVESHAFT REP. VENDOR TOTAL	131.38 185.00 316.38 316.38	58860779 58860779 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.43425.0334
FRANCOTYP-POSTALIA INC 38688 01/29/14 POSTAGE METER RENTAL 001791	174.21	RI101812605		D N	RENTS	101.42411.0440
G & K SERVICES 38689 01/29/14 CLEANING SERVICES 002465	56.62	1043593716		D N	CLEANING AND WAS	230.43430.0338
GENERAL MAILING SERVICES 38690 01/29/14 POSTAGE 12/30 - 01/03/14 38690 01/29/14 POSTAGE 12/30 - 01/03/14 VENDOR TOTAL	4.48 31.60 31.60	10901 10901		D N D N	POSTAGE POSTAGE	101.41400.0223 101.41401.0223

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293									
38690 01/29/14	POSTAGE 12/30 - 01/03/14	21.28		10901		D	N	POSTAGE	101.41402.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	84.49		10901		D	N	POSTAGE	101.41403.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	10.08		10901		D	N	POSTAGE	101.41404.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	15.00		10901		D	N	POSTAGE	101.41408.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	0.56		10901		D	N	POSTAGE	101.41409.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	1.12		10901		D	N	POSTAGE	101.41428.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	3.36		10901		D	N	POSTAGE	101.42411.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	0.56		10901		D	N	POSTAGE	101.43417.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	5.04		10901		D	N	POSTAGE	101.43425.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	0.56		10901		D	N	POSTAGE	101.45432.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	0.56		10901		D	N	POSTAGE	101.45433.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	1.68		10901		D	N	POSTAGE	208.45005.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	20.87		10901		D	N	POSTAGE	230.43430.0223
38690 01/29/14	POSTAGE 12/30 - 01/03/14	2.49		10901		D	N	POSTAGE	651.48484.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	0.56		10927		D	N	POSTAGE	101.41400.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	7.57		10927		D	N	POSTAGE	101.41401.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	59.00		10927		D	N	POSTAGE	101.41402.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	71.52		10927		D	N	POSTAGE	101.41403.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	1.12		10927		D	N	POSTAGE	101.41404.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	2.24		10927		D	N	POSTAGE	101.41405.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	15.00		10927		D	N	POSTAGE	101.41408.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	1.12		10927		D	N	POSTAGE	101.41409.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	0.56		10927		D	N	POSTAGE	101.42412.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	4.00		10927		D	N	POSTAGE	101.43417.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	1.12		10927		D	N	POSTAGE	101.43425.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	1.12		10927		D	N	POSTAGE	101.43425.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	4.73		10927		D	N	POSTAGE	101.45433.0223
38690 01/29/14	POSTAGE 01/06 - 01/10/14	10.43		10927		D	N	POSTAGE	230.43430.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	28.98		10962		D	N	POSTAGE	101.41401.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	25.41		10962		D	N	POSTAGE	101.41402.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	13.22		10962		D	N	POSTAGE	101.41403.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	3.92		10962		D	N	POSTAGE	101.41404.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	0.56		10962		D	N	POSTAGE	101.41405.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	15.00		10962		D	N	POSTAGE	101.41408.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	0.56		10962		D	N	POSTAGE	101.43417.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	0.56		10962		D	N	POSTAGE	101.43425.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	1.68		10962		D	N	POSTAGE	101.45432.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	3.07		10962		D	N	POSTAGE	101.45433.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	0.56		10962		D	N	POSTAGE	208.45005.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	3.05		10962		D	N	POSTAGE	230.43430.0223
38690 01/29/14	POSTAGE 01/13 - 01/17/14	2.28		10962		D	N	POSTAGE	651.48484.0223
	*CHECK TOTAL	482.67							
	VENDOR TOTAL	482.67							

GENERAL REPAIR SERVICE 000294
38691 01/29/14 SAMPLER PUMP PARTS 648.51
MTCE. OF EQUIPME 651.48484.0224
D N

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
GRAINGER INC 38692 01/29/14	000786 AUTOMATIC SAMPLER FUSES	14.77		9347380371		D N	MTCE. OF EQUIPME	651.48484.0224
HAUG-KUBOTA LLC 38693 01/29/14	002609 UTILITY TRACTOR REPAIR	17.54		13802R		D N	MTCE. OF EQUIPME	651.48484.0224
38693 01/29/14	UTILITY TRACTOR REPAIR	371.25		13802R		D N	MTCE. OF EQUIPME	651.48484.0334
38693 01/29/14	LEVER FOR UTILITY TRCTR	36.65		4023		D N	MTCE. OF EQUIPME	651.48484.0224
38693 01/29/14	PARTS FOR UTILITY TRCTR	229.82		4062		D N	MTCE. OF EQUIPME	651.48484.0224
	*CHECK TOTAL	655.26						
	VENDOR TOTAL	655.26						
HAWKINS INC 38694 01/29/14	000325 FERRIC CHLORIDE	4,575.87		3555333 RI		D N	GENERAL SUPPLIES	651.48484.0229
HILLYARD FLOOR CARE SUPP 38695 01/29/14	000333 CLEANING SUPPLIES	26.49		601008231		D N	CLEANING AND WAS	101.41408.0228
38695 01/29/14	CLEANING SUPPLIES	36.00		601008231		D N	CLEANING AND WAS	101.45427.0228
38695 01/29/14	SCRUBBER PARTS	26.31		700114481		D N	MTCE. OF EQUIPME	101.45433.0224
	*CHECK TOTAL	88.80						
	VENDOR TOTAL	88.80						
HOFFMAN FILTER SERVICE 38696 01/29/14	000335 FILTER RECYCLING	50.00		65715		D N	CLEANING AND WAS	101.43425.0338
38696 01/29/14	FLOOR DRY RECYCLING	145.00		65715		D N	CLEANING AND WAS	101.43425.0338
	*CHECK TOTAL	195.00						
	VENDOR TOTAL	195.00						
HUMANE SOCIETY OF KANDIY 38697 01/29/14	002907 ANIMAL CARE SERV-1ST Q	7,000.00		5791		D N	OTHER SERVICES	101.42411.0339
38697 01/29/14	ANNUAL PLEDGE	10,000.00		5791		D N	CIVIC PROMOTION	101.45428.0812
	*CHECK TOTAL	17,000.00						
	VENDOR TOTAL	17,000.00						
HYDRITE CHEMICAL CO 38698 01/29/14	002837 MAGNESIUM HYDROXIDE	9,016.80		01668557		D N	GENERAL SUPPLIES	651.48484.0229
INNOVATIVE OFFICE SOLUTI 38699 01/29/14	003023 CLEANING SUPPLIES	25.54		IN0444707		D N	CLEANING AND WAS	101.42412.0228
INTERSTATE POWER SYSTEMS 38700 01/29/14	001699 HYD. FITTINGS/HOSE	530.81		584411 RI		D N	MTCE. OF EQUIPME	101.43425.0224
JAGUSH/JEFFREY 38701 01/29/14	003037 MILEAGE 1/7-1/17/14	22.40		011714		D N	TRAVEL-CONF. -SCH	101.43425.0333
38701 01/29/14	MILEAGE 1/7-1/17/14	22.40		011714		D N	TRAVEL-CONF. -SCH	651.48484.0333
	*CHECK TOTAL	44.80						
	VENDOR TOTAL	44.80						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO AUDITOR 38702 01/29/14	000376 LONG DISTANCE OCT-DEC	83.22	011614			D N	COMMUNICATIONS	101.42411.0330
KENNEDY & GRAVEN 38703 01/29/14	002520 WASTE TRTMTNT PLAN PROJ.	120.00	118246/12-13			D N	PROFESSIONAL SER	432.48483.0446
KRIS ENGINEERING INC 38704 01/29/14	002498 CUTTING EDGES	6,482.69	23158			D N	MTCE. OF EQUIPME	101.43425.0224
		1,147.38	23202			D N	MTCE. OF EQUIPME	101.43425.0224
		7,630.07	*CHECK TOTAL					
	VENDOR TOTAL	7,630.07						
LAMBING/JOHN 38705 01/29/14	.02098 WOODSHOP EQUIP PARTS	35.24	012014			D N	MTCE. OF EQUIPME	101.45435.0224
		33.56	012014			D N	GENERAL SUPPLIES	101.45435.0229
		10.60	012014			D N	GENERAL SUPPLIES	101.45435.0229
		120.00	012014			D N	MTCE. OF EQUIPME	101.45435.0334
		199.40	*CHECK TOTAL					
	VENDOR TOTAL	199.40						
LEAGUE OF MN CITIES 38706 01/29/14	000412 ONLINE LEGAL UPDATES	170.00	194335			D N	TRAVEL-CONF. -SCH	101.42411.0333
LIFELOC TECHNOLOGIES INC 38707 01/29/14	000978 PBT REPAIR-LABOR	111.90	0174295			D N	MTCE. OF EQUIPME	101.42411.0334
LINCOLN FINANCIAL GROUP 38708 01/29/14	002789 LIFE INSURANCE-FEBRUARY	49.50	M271			D N	EMPLOYER INSUR.	101.41400.0114
		48.75	M271			D N	EMPLOYER INSUR.	101.41402.0114
		19.50	M271			D N	EMPLOYER INSUR.	101.41403.0114
		29.25	M271			D N	EMPLOYER INSUR.	101.41404.0114
		39.00	M271			D N	EMPLOYER INSUR.	101.41405.0114
		29.25	M271			D N	EMPLOYER INSUR.	101.41408.0114
		39.00	M271			D N	EMPLOYER INSUR.	101.41409.0114
		551.05	M271			D N	INS. PASS THROUGH	101.41428.0819
		351.00	M271			D N	EMPLOYER INSUR.	101.42411.0114
		29.25	M271			D N	EMPLOYER INSUR.	101.42412.0114
		29.25	M271			D N	EMPLOYER INSUR.	101.43417.0114
		192.08	M271			D N	EMPLOYER INSUR.	101.43425.0114
		19.50	M271			D N	EMPLOYER INSUR.	101.45432.0114
		39.00	M271			D N	EMPLOYER INSUR.	101.45433.0114
		5.85	M271			D N	EMPLOYER INSUR.	101.45435.0114
		4.87	M271			D N	EMPLOYER INSUR.	101.45437.0114
		89.70	M271			D N	EMPLOYER INSUR.	101.45437.0114
		9.75	M271			D N	EMPLOYER INSUR.	651.48484.0114
		9.75	M271			D N	EMPLOYER INSUR.	651.48485.0114
		2,585.30	*CHECK TOTAL					
	VENDOR TOTAL	2,585.30						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M ACCOUNT NAME	ACCOUNT
LOCATORS & SUPPLIES INC 002162 38709 01/29/14 CONES FOR TRAFFIC CNTL 1,507.20	1,507.20	0219935		D N	SMALL TOOLS 101.43425.0221
LUTHERAN SOCIAL SERVICE .00909 38710 01/29/14 MEALS-DINING PROMOTION	73.07	012414		D N	GENERAL SUPPLIES 101.45435.0229
M-R SIGN CO INC 000424 38711 01/29/14 STREET SIGNS	263.82	179045		D N	MTCE. OF OTHER I 101.43425.0226
MADISON NATIONAL LIFE 002249					
38712 01/29/14 LTD PREMIUM-JANUARY	48.42	210		D N	EMPLOYER INSUR. 101.41400.0114
38712 01/29/14 LTD PREMIUM-JANUARY	87.58	210		D N	EMPLOYER INSUR. 101.41402.0114
38712 01/29/14 LTD PREMIUM-JANUARY	34.59	210		D N	EMPLOYER INSUR. 101.41403.0114
38712 01/29/14 LTD PREMIUM-JANUARY	43.53	210		D N	EMPLOYER INSUR. 101.41404.0114
38712 01/29/14 LTD PREMIUM-JANUARY	58.41	210		D N	EMPLOYER INSUR. 101.41405.0114
38712 01/29/14 LTD PREMIUM-JANUARY	9.21	210		D N	EMPLOYER INSUR. 101.41408.0114
38712 01/29/14 LTD PREMIUM-JANUARY	52.70	210		D N	EMPLOYER INSUR. 101.41409.0114
38712 01/29/14 LTD PREMIUM-JANUARY	1.71	210		D N	EMPLOYER INSUR. 101.41424.0114
38712 01/29/14 LTD PREMIUM-JANUARY	594.54	210		D N	EMPLOYER INSUR. 101.42411.0114
38712 01/29/14 LTD PREMIUM-JANUARY	31.72	210		D N	EMPLOYER INSUR. 101.42412.0114
38712 01/29/14 LTD PREMIUM-JANUARY	29.74	210		D N	EMPLOYER INSUR. 101.43417.0114
38712 01/29/14 LTD PREMIUM-JANUARY	281.20	210		D N	EMPLOYER INSUR. 101.43425.0114
38712 01/29/14 LTD PREMIUM-JANUARY	13.68	210		D N	EMPLOYER INSUR. 101.45432.0114
38712 01/29/14 LTD PREMIUM-JANUARY	42.44	210		D N	EMPLOYER INSUR. 101.45433.0114
38712 01/29/14 LTD PREMIUM-JANUARY	13.87	210		D N	EMPLOYER INSUR. 101.45435.0114
38712 01/29/14 LTD PREMIUM-JANUARY	9.80	210		D N	EMPLOYER INSUR. 101.45437.0114
38712 01/29/14 LTD PREMIUM-JANUARY	122.79	210		D N	EMPLOYER INSUR. 651.48484.0114
38712 01/29/14 LTD PREMIUM-JANUARY	13.09	210		D N	EMPLOYER INSUR. 651.48485.0114
38712 01/29/14 LTD PREMIUM-JANUARY	13.68	211		D N	EMPLOYER INSUR. 651.48486.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	44.93	211		D N	EMPLOYER INSUR. 101.41400.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	87.58	211		D N	EMPLOYER INSUR. 101.41402.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	34.59	211		D N	EMPLOYER INSUR. 101.41403.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	43.53	211		D N	EMPLOYER INSUR. 101.41404.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	58.41	211		D N	EMPLOYER INSUR. 101.41405.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	9.21	211		D N	EMPLOYER INSUR. 101.41408.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	52.70	211		D N	EMPLOYER INSUR. 101.41409.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	1.71	211		D N	EMPLOYER INSUR. 101.41424.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	587.26	211		D N	EMPLOYER INSUR. 101.42411.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	32.54	211		D N	EMPLOYER INSUR. 101.42412.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	24.03	211		D N	EMPLOYER INSUR. 101.43417.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	275.49	211		D N	EMPLOYER INSUR. 101.43425.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	13.68	211		D N	EMPLOYER INSUR. 101.45432.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	42.44	211		D N	EMPLOYER INSUR. 101.45433.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	13.87	211		D N	EMPLOYER INSUR. 101.45435.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	9.80	211		D N	EMPLOYER INSUR. 101.45437.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	122.79	211		D N	EMPLOYER INSUR. 651.48484.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	13.09	211		D N	EMPLOYER INSUR. 651.48485.0114
38712 01/29/14 LTD PREMIUM-FEBRUARY	13.68	211		D N	EMPLOYER INSUR. 651.48486.0114

*CHECK TOTAL
2,984.03
2,984.03

VENDOR TOTAL

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MARCUS/JEREMY 38713 01/29/14	002495 OFFICE SUPPLIES	22.43		012814		D N	OFFICE SUPPLIES	101.45433.0220
MENARDS 38714 01/29/14	000449 OIL	8.97		40839		D N	MOTOR FUELS AND	651.48484.0222
38714 01/29/14	COTTON SWABS	6.56		40839		D N	GENERAL SUPPLIES	651.48484.0229
38714 01/29/14	HEAVY DUTY STAPLES	2.49		40839		D N	GENERAL SUPPLIES	651.48484.0229
38714 01/29/14	SIGNAL LIGHT BULBS	149.40		41676		D N	MTCE. OF OTHER I	101.43425.0226
	VENDOR TOTAL	167.42		*CHECK TOTAL				
		167.42						
METRO SALES INC 38715 01/29/14	003016 COPIER MTCE 1/12-2/12	362.02		578064		D N	MTCE. OF EQUIPME	741.48001.0334
38715 01/29/14	COPIER LEASE 1/24-4/24	675.00		578747		D N	RENTS	101.42411.0440
38715 01/29/14	COPIER MTCE 1/24-4/24	371.14		579048		D N	MTCE. OF EQUIPME	101.42411.0334
	VENDOR TOTAL	1,408.16		*CHECK TOTAL				
		1,408.16						
MINNEAPOLIS FINANCE DEPA 38716 01/29/14	000466 AUTO PAWN TRANS FEE	131.40		400413004503		D N	PROFESSIONAL SER	101.42411.0446
MN COUNCIL OF AIRPORTS 38717 01/29/14	000484 2014 MEMBERSHIP DUES	150.00		1113-2014		D N	SUBSCRIPTIONS AN	230.43430.0443
MN DEPT OF REVENUE 195 01/17/14	000492 *13* SALES TAX-DECEMBER	2,418.00		STMT/12-13		M N	SALES TAX PAYABL	101.206000
195 01/17/14	*13* USE TAX-DECEMBER	223.45		STMT/12-13		M N	SALES TAX PAYABL	101.206000
195 01/17/14	*13* USE TAX-DECEMBER	1.17		STMT/12-13		M N	SMALL TOOLS	101.41409.0221
195 01/17/14	*13* USE TAX-DECEMBER	3.92		STMT/12-13		M N	GENERAL SUPPLIES	101.41409.0221
195 01/17/14	*13* USE TAX-DECEMBER	2.58		STMT/12-13		M N	TRAVEL-CONF -SCH	101.41409.0333
195 01/17/14	*13* USE TAX-DECEMBER	16.84		STMT/12-13		M N	GENERAL SUPPLIES	101.42411.0229
195 01/17/14	*13* DIESEL FUEL TAX-DEC	893.41		STMT/12-13		M N	MOTOR FUELS AND	101.43425.0222
195 01/17/14	*13* USE TAX-DECEMBER	338.82		STMT/12-13		M N	MOTOR FUELS AND	101.43425.0222
195 01/17/14	*13* USE TAX-DECEMBER	3.78		STMT/12-13		M N	MTCE. OF EQUIPME	101.43425.0224
195 01/17/14	*13* USE TAX-DECEMBER	158.48		STMT/12-13		M N	GENERAL SUPPLIES	101.43430.0229
195 01/17/14	*13* USE TAX-DECEMBER	1.73		STMT/12-13		M N	MOTOR FUELS AND	230.43430.0222
195 01/17/14	*13* USE TAX-DECEMBER	25.49		STMT/12-13		M N	SMALL TOOLS	651.48484.0221
195 01/17/14	*13* USE TAX-DECEMBER	698.74		STMT/12-13		M N	GENERAL SUPPLIES	651.48484.0229
195 01/17/14	*13* DIESEL FUEL TAX-DEC	23.15		STMT/12-13		M N	MOTOR FUELS AND	651.48485.0222
	VENDOR TOTAL	4,809.56		*CHECK TOTAL				
		4,809.56						
MN MAYORS ASSN 38718 01/29/14	000502 2014 MEMBERSHIP DUES	30.00		011714		D N	SUBSCRIPTIONS AN	101.41401.0443
MN POLLUTION CONTROL AGE 38719 01/29/14	000511 WASTEWATER CERTIF. EXAM	55.00		012414		D N	LICENSES AND TAX	651.48484.0445

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
MN POLLUTION CONTROL AGE 38720 01/29/14	000512 WASTEWATER CONF REGIS.	300.00		012414		D N	TRAVEL-CONF.-SCH	651.48484.0333
MN PUBLIC FACILITIES AUT 38721 01/29/14	000496 CDAP-95-0342-R-FY96	16,969.26		012914		D N	INTEREST	651.48484.0444
38721 01/29/14	MPFA-07-0043-R-FY09	619,761.00		012914		D N	INTEREST	651.48484.0444
38721 01/29/14	MPFA-09-0005-R-FY10	17,581.70		012914		D N	INTEREST	651.48484.0444
38721 01/29/14	MPFA-09-0043-R-FY10	442,710.80		012914		D N	INTEREST	651.48484.0444
38721 01/29/14	MPFA-09-0044-R-FY13	6,132.16		012914		D N	INTEREST	651.48484.0444
38721 01/29/14	CDAP-95-0342-R-FY96	128,478.42		012914		D N	BONDS	651.48484.0660
	VENDOR TOTAL	1,231,633.34	*CHECK TOTAL					
MN RURAL WATER ASSN 38722 01/29/14	002261 TECHNICAL CONF REGIS.	200.00		012214		D N	TRAVEL-CONF.-SCH	651.48484.0333
MN SECTION CSWEA 38653 01/28/14	000516 MARCUS-SEMINAR REGIS.	60.00		012814		D N	TRAVEL-CONF.-SCH	651.48484.0333
38653 01/28/14	WERDER-SEMINAR REGIS.	60.00		012814		D N	TRAVEL-CONF.-SCH	651.48484.0333
	VENDOR TOTAL	120.00	*CHECK TOTAL					
MN UC FUND 38723 01/29/14	000524 UNEMPLOYMENT BENEFITS	481.38		07977283/1-14		D N	RE-EMPLOYMENT IN	101.41428.0815
MTI DISTRIBUTING CO 38724 01/29/14	000539 #970130-SWEEPER FINGERS	327.90		940980-00		D N	MTCE. OF EQUIPME	101.43425.0224
MVTL LABORATORIES INC 38725 01/29/14	000544 WW INFLUENT TESTING	45.00		688299		D N	PROFESSIONAL SER	651.48484.0446
38725 01/29/14	WW EFFLUENT TESTING	381.00		688646		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	426.00	*CHECK TOTAL					
NATIONWIDE GLASS OF WILL 38726 01/29/14	000564 INSULATED GLASS-WNDWS	840.00		1167		D N	MTCE. OF STRUCTU	101.45435.0225
NEXTEL COMMUNICATION 38727 01/29/14	000578 CELLULAR PHONE USAGE	52.07		317498885-068		D N	COMMUNICATIONS	101.41400.0330
38727 01/29/14	CELLULAR PHONE USAGE	56.07		317498885-068		D N	COMMUNICATIONS	101.41402.0330
38727 01/29/14	CELLULAR PHONE USAGE	52.07		317498885-068		D N	COMMUNICATIONS	101.41403.0330
38727 01/29/14	CELLULAR PHONE USAGE	52.07		317498885-068		D N	COMMUNICATIONS	101.41405.0330
38727 01/29/14	CELLULAR PHONE USAGE	586.57		317498885-068		D N	COMMUNICATIONS	101.41409.0330
38727 01/29/14	CELLULAR PHONE USAGE	259.38		317498885-068		D N	COMMUNICATIONS	101.42411.0330
38727 01/29/14	CELLULAR PHONE USAGE	401.74		317498885-068		D N	COMMUNICATIONS	101.42412.0330
38727 01/29/14	CELLULAR PHONE USAGE	20.83		317498885-068		D N	COMMUNICATIONS	101.43417.0330
38727 01/29/14	CELLULAR PHONE USAGE	104.14		317498885-068		D N	COMMUNICATIONS	101.43425.0330
38727 01/29/14	CELLULAR PHONE USAGE	30.96		317498885-068		D N	COMMUNICATIONS	101.45432.0330

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NEXTEL COMMUNICATION 38727 01/29/14	000578 CELLULAR PHONE USAGE	21.83	317498885-068		D N	COMMUNICATIONS	101.45433.0330
38727 01/29/14	CELLULAR PHONE USAGE	75.27	317498885-068		D N	COMMUNICATIONS	651.48484.0330
38727 01/29/14	CELLULAR PHONE USAGE	52.07			D N	COMMUNICATIONS	651.48485.0330
	VENDOR TOTAL	1,765.07	*CHECK TOTAL				
		1,765.07					
NORTH AMERICAN SALT CO 38728 01/29/14	002344 ROAD SALT	3,892.44	71094755		D N	GENERAL SUPPLIES	101.43425.0229
38728 01/29/14	ROAD SALT	7,898.96	71094756		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	11,791.40	*CHECK TOTAL				
		11,791.40					
OFFICE SERVICES 38729 01/29/14	000589 OFFICE SUPPLIES-JANUARY	10.01	STMT/1-14		D N	OFFICE SUPPLIES	101.41401.0220
38729 01/29/14	PHOTO COPIES-JANUARY	479.10	STMT/1-14		D N	OFFICE SUPPLIES	101.41401.0220
38729 01/29/14	PHOTO COPIES-JANUARY	68.80	STMT/1-14		D N	OFFICE SUPPLIES	101.41401.0220
38729 01/29/14	OFFICE SUPPLIES-JANUARY	117.17	STMT/1-14		D N	OFFICE SUPPLIES	101.41402.0220
38729 01/29/14	PHOTO COPIES-JANUARY	40.05	STMT/1-14		D N	OFFICE SUPPLIES	101.41402.0220
38729 01/29/14	OFFICE SUPPLIES-JANUARY	46.59	STMT/1-14		D N	OFFICE SUPPLIES	101.41403.0220
38729 01/29/14	PHOTO COPIES-JANUARY	15.38	STMT/1-14		D N	OFFICE SUPPLIES	101.41403.0220
38729 01/29/14	PHOTO COPIES-JANUARY	37.87	STMT/1-14		D N	OFFICE SUPPLIES	101.41403.0220
38729 01/29/14	OFFICE SUPPLIES-JANUARY	207.86	STMT/1-14		D N	OFFICE SUPPLIES	101.41404.0220
38729 01/29/14	PHOTO COPIES-JANUARY	110.10	STMT/1-14		D N	OFFICE SUPPLIES	101.41404.0220
38729 01/29/14	PHOTO COPIES-JANUARY	390.40	STMT/1-14		D N	OFFICE SUPPLIES	101.41404.0220
38729 01/29/14	OFFICE SUPPLIES-JANUARY	35.60	STMT/1-14		D N	OFFICE SUPPLIES	101.41405.0220
38729 01/29/14	PHOTO COPIES-JANUARY	0.68	STMT/1-14		D N	OFFICE SUPPLIES	101.41405.0220
38729 01/29/14	PHOTO COPIES-JANUARY	26.43	STMT/1-14		D N	OFFICE SUPPLIES	101.41405.0220
38729 01/29/14	OFFICE SUPPLIES-JANUARY	11.76	STMT/1-14		D N	OFFICE SUPPLIES	101.41409.0220
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38729 01/29/14	PHOTO COPIES-JANUARY	4.49	STMT/1-14		D N	OFFICE SUPPLIES	101.43425.0220
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38729 01/29/14	PHOTO COPIES-JANUARY	19.83	STMT/1-14		D N	OFFICE SUPPLIES	101.45432.0220
38729 01/29/14	OFFICE SUPPLIES-JANUARY	0.26	STMT/1-14		D N	OFFICE SUPPLIES	230.43430.0220
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	VENDOR TOTAL	1,815.71	*CHECK TOTAL				
		1,815.71					

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	EX M	ACCOUNT NAME	ACCOUNT
PETERSON SHOE STORE 38730 01/29/14 LEDEBOER-SAFETY BOOTS 000608	125.00		154575		D N		SUBSISTENCE OF P	101.43425.0227
POWER PLAN OIB 38731 01/29/14 #007712-SHARPENED KNIVES 000342	33.50		P98107		D N		MTCE. OF EQUIPME	101.43425.0334
PRINT MASTERS 38732 01/29/14 JAN-APR 2014 NEWSLETTER 000624	116.00		76551		D N		PRINTING AND PUB	101.45435.0331
QUALITY FLOW SYSTEMS INC 38733 01/29/14 L.S. SEAL KIT 000633	709.29		27400		D N		MTCE. OF EQUIPME	651.48485.0224
RICOH USA INC 38734 01/29/14 COPIER LEASE AGRMT 002101	632.00		91656515		D N		RENTS	741.48001.0440
ROSEMEIER/THOMAS J 38735 01/29/14 SCHL FOR BLDG OFFICIALS 001742	430.50		362		D N		TRAVEL-CONF. -SCH	101.41402.0333
ROSENBAUER MINNESOTA LLC 38651 01/17/14 QUINT TRUCK CHASSIS 003062	378,671.00		65717		D N		MACHINERY AND AU	450.42412.0553
RULE TIRE SHOP 38736 01/29/14 KUBOTA DECK TIRES/TUBES 000665	877.80		66400		D N		MTCE. OF EQUIPME	101.43425.0224
SCHILLER/LARRY 38737 01/29/14 WOODSHOP SUPPLIES .02099	31.19		010614		D N		GENERAL SUPPLIES	101.45435.0229
SCHWANKE TRACTOR & TRUCK 38738 01/29/14 COMPRESSOR PARTS 000681	225.00		2022		D N		MTCE. OF EQUIPME	651.48484.0224
SERVICE CENTER/CITY OF W 38739 01/29/14 EQUIPMENT REPAIR-OIL 000685	32.30		STMT/1-14		D N		MOTOR FUELS AND	101.42411.0222
38739 01/29/14 EQUIPMENT REPAIR-PARTS	295.72		STMT/1-14		D N		MTCE. OF EQUIPME	101.42411.0224
38739 01/29/14 EQUIPMENT REPAIR-OIL	10.20		STMT/1-14		D N		MOTOR FUELS AND	101.43417.0222
38739 01/29/14 EQUIPMENT REPAIR-PARTS	9.52		STMT/1-14		D N		MTCE. OF EQUIPME	101.43417.0224
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38739 01/29/14 EQUIPMENT REPAIR-PARTS	7.92		STMT/1-14		D N		MTCE. OF EQUIPME	101.43425.0224
38739 01/29/14 EQUIPMENT REPAIR-OIL	13.60		STMT/1-14		D N		MOTOR FUELS AND	101.45433.0222
38739 01/29/14 EQUIPMENT REPAIR-PARTS	8.20		STMT/1-14		D N		MTCE. OF EQUIPME	101.45433.0224
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SPRINGSTED INCORPORATED 38740 01/29/14 ARBITRAGE CALCULATIONS 000705	2,750.00		000862.999-1		D N		PROFESSIONAL SER	308.47100.0446
STATEWIDE DISTRIBUTING I 38741 01/29/14 CONCESSION SUPPLIES 000718	245.75		097703		D N		GENERAL SUPPLIES	101.45433.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
UNITED LABORATORIES 38742 01/29/14 HAND CLEANER 000764	538.14	INV071655		D N	CLEANING AND WAS	101.43425.0228
UNIVERSITY OF MINNESOTA 38743 01/29/14 TREE INSPEC. TRNG WRKSH 001658	85.00	0121114		D N	TRAVEL-CONF. -SCH	101.43425.0333
VANDER HAGEN/DUSTIN 38744 01/29/14 SQUAD PICKUP/DELIVERY 002316	70.65	561		D N	MOTOR FUELS AND	101.42411.0222
VERIZON WIRELESS 38745 01/29/14 CELLULAR PHONE USAGE 002915	15.38	STMT/12-13		D N	COMMUNICATIONS	101.45432.0330
WEST CENTRAL PRINTING 38746 01/29/14 BUSINESS CARDS 000803	192.41	17427		D N	OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL TRIBUNE 38747 01/29/14 NOTICE-HEARING ON IMPROV 000807	186.00	CL03059325		D N	ADVERTISING	432.48504.0447
38747 01/29/14 NOTICE PUBLISHED	18.00	CL03059738		D N	PRINTING AND PUB	101.41401.0331
38747 01/29/14 COUNCIL PROCEEDINGS PUB. 666.00	666.00	CL03059786		D N	PRINTING AND PUB	101.41401.0331
38747 01/29/14 NOTICE PUBLISHED	21.00	CL03059787		D N	PRINTING AND PUB	101.41401.0331
38747 01/29/14 COUNCIL PROCEEDINGS PUB. 279.00	279.00	DI03122510		D N	PRINTING AND PUB	101.41401.0331
38747 01/29/14 COUNCIL PROCEEDINGS PUB. 720.00	720.00	DI03122511		D N	PRINTING AND PUB	101.41401.0331
38747 01/29/14 SUBSCRIPTION JAN 14.92	14.92	177823865/14		D N	PREPAID EXPENSES	101.128000
38747 01/29/14 SUBSCRIPTION FEB-DEC 164.06	164.06	177823865/14		D N	SUBSCRIPTIONS AN	101.42412.0443
VENDOR TOTAL	2,068.98	*CHECK TOTAL				
WILLMAR DESIGN CENTER 38748 01/29/14 HOLIDAZE SUPPORT/CONTR 5,000.00	5,000.00	1183		D N	CIVIC PROMOTION	101.45428.0812
WILLMAR ELECTRIC SERVICE 38749 01/29/14 ALARM MONITORING FEE 000816	306.00	24561		D N	MTCE. OF STRUCTU	101.42412.0335
WILLMAR LAKES ROTARY 38750 01/29/14 QUARTERLY MEALS 001557	130.00	1138		D N	SUBSISTENCE OF P	101.45432.0227
38750 01/29/14 QUARTERLY DUES	35.94	1138		D N	SUBSCRIPTIONS AN	101.45432.0443
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WILLMAR OVERHEAD DOOR SA 38751 01/29/14 GARAGE DOOR PARTS 000825	34.00	0047953		D N	MTCE. OF STRUCTU	101.45433.0225
3D SPECIALITIES INC 38752 01/29/14 SIGNPOST BREAKAWAY BRKTS 002726	510.12	4444447		D N	MTCE. OF OTHER I	101.43425.0226

ACS FINANCIAL SYSTEM
01/29/2014 14:16:28

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.24 PAGE 14

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
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REPORT TOTALS:
1,821,700.55

RECORDS PRINTED - 000341

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	147,342.06
205	INDUSTRIAL DEVELOPMENT	658.50
208	CONVENTION & VISITORS BUREAU	2.24
230	WILLMAR MUNICIPAL AIRPORT	13,181.97
308	D.S. - 2008 BOND	2,750.00
413	S.A.B.F. - #2013	5,138.83
432	C.P. - WASTE TREATMENT	306.00
450	CAPITAL IMPROVEMENT FUND	378,671.00
651	WASTE TREATMENT	1,272,655.93
741	OFFICE SERVICES	994.02
TOTAL ALL FUNDS		1,821,700.55

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	1,821,700.55
TOTAL ALL BANKS		1,821,700.55

**Willmar Lakes Area CVB Board Meeting
EBO Room of the Chamber/CVB
Tuesday, December 17, 2013 @ 12:00 Noon**

Members Present: Ron Erpelding, Kevin Halliday, Janet Demuth, Sue Steinert, David Feist, Ken Warner, Ron Fake, Rick Schueller and Audrey Nelsen

Members Excused: Dave Pederson, Don Asche, Roger Imdieke and Jim Butterfield

Members Absent: Asim Siddiqui, Denny Baker and Kevin Madsen

Staff Present: Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Steinert called the meeting to order at 12:18pm.
 - a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda.
- II. **Approve Minutes from the November 19, 2013 Meeting:** It was MSC (m/Halliday; s/Erpelding) to approve the minutes from the November 19, 2013 meeting.
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Warner, s/Demuth) to approve the financial report as it was presented.
- IV. **Committee Reports & Requests:**
 - a. **Sports Committee:** No new business to report.
 - b. **Special Events Committee:** No new business to report.
 - c. **Meetings & Conventions Committee:** Feist shared the committee finalized their marketing plans for 2014. Plans include a silver sponsorship with MSAE, an ad in Midwest Living, three issues of RSVP MN, meetingpages.com and several advertisements with Twin Cities Business. Fischer is still negotiating with MN Meetings & Events. The committee also discussed their goals for next year which included doing site visits, competitive analysis and updating current marketing materials.
 - d. **Visitor Guide Committee:** Steinert said the 2014 Visitors Guide is printed and is available for distribution.
 - e. **Leisure Travel Committee:** Demuth shared that they met at the New London Little Theatre and were given a great presentation about how the building is being used. They also went over the inquiries report, calendar of events, and goals for 2014 which included a monthly newsletter being sent out by email, stay n play packages, and a quarterly newsletter to local government entities and officials that goes over tourism stats and the economic impact of tourism.
 - f. **Executive Committee:** Steinert said they gave Fischer her annual review and stated that she is doing a good job. The Executive Committee recommended David Feist as Chair and Dave Pederson as Vice Chair for 2014. It was MSC (m/Halliday; s/Nelsen) to approve the Executive Committee's recommendation for chair and vice chair.
- V. **Affiliated Partnership Updates/Reports:**
 - a. **Community Marketing Coalition Update:** No new business to report.
- VI. **Executive Director Report:** Fischer distributed the report and went over some of the larger events that are coming up, such as the Boys & Girls Basketball Tournaments, New Year's Bonspiel, Lakes Area Classic, Hockey Tournaments, Spicer's WinterFest, MN Ducks Unlimited State Convention and the MN Elks State Bowling Tournament. Fischer has contracted two graphical ads on the Explore Minnesota website, set up visitor guide distribution at the Explore Minnesota store in the Mall of America, committed to a silver sponsorship with MSAE, and placed an ad in the winter issue of RSVP MN. She has also been working with organizers for the Habitat for Humanity Convention, Youth Baseball Tournament, Willmar Lakes Area 100, Elks Bowling

Tournament, and Lakes Area Classic to set up room blocks and discuss event details. A complete copy of the Executive Director's Report is available upon request from the CVB office.

VII. Other Business:

a. Word Around the Community:

- i. Nelsen:** Nelsen shared that the City Council did support the plan for an amphitheater at Robbins Island and they are working with three different sources to raise the \$350,000 needed for the project. Also, there was an Open House for the Park Plan last week and they are looking at doing some focus groups and looking on ways to have a regional park designation.
- ii. Erpelding:** Erpelding invited everyone to the Sleigh & Ski Festival at Prairie Woods Environmental Learning Center on February 16th from 11am-4pm.
- iii. Warner:** Warner shared that tomorrow will be the start of Fischer's eighth year as Executive Director for the CVB.
- iv. Fake:** Fake shared that O'Neil's has been doing well and their food is excellent.
- v. Halliday:** Halliday shared that the Vision 2040 will be calling volunteers for the four main goals in January. There will be a committee or task force on each of the main goals.

VIII. Adjournment: Steinert adjourned the meeting at 12:43pm for a tour of the Holiday Inn Express & Suites.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

CVB Executive Director's Report – January 2014

- January 18 – February: WinterFest
- January 25: 9th Annual Polar Plunge on Green Lake
- January 25 – 26: Green Lake Pond Hockey Tournament
- January 31 – February 2: Pee Wee Hockey Tournament
- February 1: Frozen 5K Run / Walk
- February 1 – 23: MN Elks State Bowling Tournament
- February 7-8: Squirt Hockey Tournament
- February 8: MVSDRS Vintage Drag Race Series
- February 14 -16: MN Ducks Unlimited State Convention
- February 16: Ski & Sleigh Festival
- February 22: Sno – Skippers All Class Drag Race
- February 22 – 23: Willmar Basketball Boosters Tournament
- March 12 – 14: Habitat for Humanity State Conference
- March 14 – 16: Novice Bonspiel
- March 25: MN Association of Townships
- March 28-30: 7th District GOP Convention

Advertising:

- Submitted ad for Explore Southern MN Guide.
- Submitted ad for Midwest Living.
- Submitted ad for AAA Living – Iowa Mar/Apr issue.
- Submitted ad for May/June & Sept/Oct - MN Bike page in AAA Living.
- Met via conference call with WCCO regarding Winterfest. Unfortunately, when the ice castle did not materialize, they decided to pull the plug on the spot. They did commit to doing it next year if there was an ice castle.

Proposals/Conference Assistance:

- Working to finalize bid for the 2015 Kiwanis Key Club Convention. My portion of the bid is complete. I plan to submit the full bid on Friday.
- Met with MN 4-H Convention organizers to discuss details for their convention. The CVB is assisting with name badges, welcome bags, registration assistance, social activities and meal tickets.
- Assisted Lakes Area Classic organizers with details for their January competition. There were 77 participants in the event. The CVB provided welcome bags, registration assistance and help with their program.
- Provided welcome bags to the Little Crow Archers for their State 3-D bid presentation. They lost the 3-D Shoot, but were awarded the State Shoot in June 2014.
- Assisted Willmar Basketball Boosters with hotel accommodations for teams attending their February 2014 tournament.
- Visited with LifeScience Alley to discuss the possibility of Willmar hosting a regional F.I.R.S.T. Robotics Competition. Provided facility and other relevant information to them for consideration.
- Met with Catholic Order of Foresters regarding a convention proposal for 2016. The group was last in the area in 2008. I had a nice meeting with the organizer and there is real interest in returning to Willmar.

- Visited with Willmar Hockey Association regarding the Pee Wee tournament. The CVB will provide welcome bags for the tournament.
- Checked in with Willmar Lakes Area 100 organizer regarding the event. Overall it was a great event for the area and several racers participated. The CVB assisted with room blocks, site selection, banquet/registration space and was a sponsor of the event.
- Working with several groups on finalizing details for their upcoming conventions including, but not limited to, MN Ducks Unlimited, Habitat for Humanity, MN Elks and 7th District GOP.
- Completed several prospect calls looking to bring new groups to the Willmar Lakes Area and sales calls encouraging old business to bring their meeting or conference back to the area.

Misc:

- The CVB participated in two Sport Shows. We were in Omaha January 9-12 and in Des Moines January 16 -19. We will be going to Sioux Falls in February and the Northwest Sport Show in Minneapolis in March.
- Attended WinterFest planning meeting and assisted with marketing components for the winter celebration. WinterFest is underway and is a great winter tourism event for the area. There are many activities planned over the course of the event.
- Participated in a MN Heartland Marketing Conference Call to finalize the marketing campaign for 2014. The bulk of this year's regional advertising efforts will be on social media outlets.
- Attended a variety of meetings including the Glacial Ridge Trail Association, Willmar Fests, Connections Committee and the Community Marketing Coalition.
- Continue to work on establishing the communities of Willmar, Spicer and New London as Bike Friendly Communities. Groups are meeting monthly and working on key objectives for the designation, as well as different events and connectivity. We will be participating in a local bike event in March to increase awareness in the area for bike trails, connectivity, etc. The Mayor's Bike Ride is set for Friday, May 16, 2014.
- Continue to market the area via Facebook, Twitter and Pinterest.

CER Joint Powers Board Meeting

January 24, 2014

Members Present: Bill Borth, Matt Dawson, Pablo Obregon, Bonnie Pehrson, Audrey Peterson, Lynn Peterson, Darin Strand, Liz VanDerBill.

Staff Present: Steve Brisendine, Brad Bonk, Jena Tollefson, Ann Trochlil, Jodi Wambeke

1. Welcome

Darin Strand called the meeting to order in Eric's absence. After introductions, Steve Brisendine thanked everyone for participating in Roger Worner's work. His report was shared with the City Council on Monday the 20th of January.

2. Data Workshop

Darin and Jodi gave a report about the MCEA Data workshop they attended. Rob Baumgarn, Mandi Lighthizer-Schmidt and Steve attended as well. The workshop included an overview about how Community Education is perceived and how it can have a direct affect on school levy success. Catalogs are still the number one source of information with websites and flyers coming in second and third. 1,011 phone interviews were conducted across the region by Bill Morris's firm and that is where the data was drawn from for this workshop. The workshop was beneficial and info we can use. Staff will review the information when considering class offerings.

Bill suggested more fitness classes like Zumba as two or more participants at the YMCA have mentioned the classes are packed and wondered if WCER could provide more offerings. The group then discussed how we can make new ideas/classes happen quickly. It was suggested that staff not let new ideas sit and wait for the next catalog.

3. Joint Powers Board Members Job Descriptions

Job descriptions for JPB members were discussed. Darrin, Liz, Audrey and Steve will meet and review job descriptions from other organizations and create a rough draft. That will be shared with the whole group before a final document is presented to both the School Board and the City Council.

Strategic planning will begin soon. A survey regarding time of day/day of week will be sent to JPB members to find a time that will work best for everyone for a planning retreat. The staff will work with the leadership team of the JPB to decide on a firm to take on this task. At our February meeting we will begin the discussion about the process to be use.

4. Bike Willmar Initiative

Brad gave a report about the Bike Initiative. Brad, Jarett, and Steve met to discuss the current bike atmosphere in the Willmar area. There are many groups who are working on Bike initiatives in our area. A survey was developed and sent to WCER contacts/participants and 138 responses were received overnight.

The group would like to develop a bike plan that is more comprehensive rather than small groups working independently as has been the case recently. An open house meeting has been scheduled for March 3 at 5 pm at WEAC rehearsal hall. Interested participants can choose to sign up to work on initiatives. Liz offered up to Brad that the survey needs to have a way of capturing the names/contact info of those interested in attending the session on March 3 and a way to contact them. A meeting to go over the "Bike Friendly" designation is set for next Thursday.

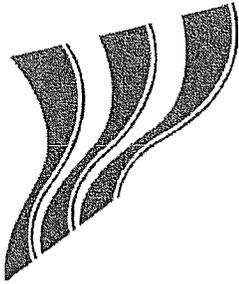
5. Park Plan

A report on the Park Plan was also shared. Don Winkler has a draft of the park plan almost completed but as it has not been reviewed that planned will be shared at a later date. It has become apparent to the committee that the project will be much bigger than originally thought. As plans to build regional parks at Swansson Fields and Robbins Island are being considered, the plan from Mid Minnesota will be included in a more comprehensive park plan. Staff will be looking at developing an RFP for firms to consider in assisting Willmar with this plan.

6. Other-Vision 2040

Pablo gave an update on Vision 2040. Each of the four groups (Building up New Leaders, Welcoming Newcomers, Things to Do, and Economic Diversity) are being formed now. There have been meetings scheduled for the end of January. Pablo encouraged everyone to get involved but also to encourage others to get involved also. The groups will begin implementation soon.

As there was no further business, the meeting was adjourned. The next meeting will be February 28, 2014.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7.A.

Meeting Date: January 16, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Vacation of portion of Highway 40

Recommended Action: To adopt a resolution vacating a portion of former Highway 40 as described in, and with the conditions stated in the resolution.

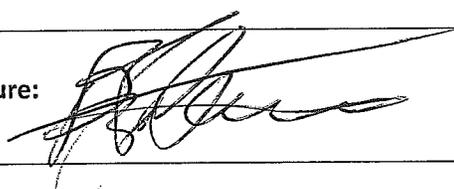
Background/Summary: A significant industrial development project is being planned at the Jennie-O Turkey Store facility, necessitating the vacation of a portion of former Highway 40. This portion of the highway was turned back to the City by the State of Minnesota a number of years ago. The portion to be vacated extends from the intersection with Willmar Avenue west to the Hoting property.

Alternatives:

1. Proceed with the vacation to allow the project to occur.
2. Delay the vacation
3. Deny the vacation

Financial Considerations: A tax increment financing district will be proposed to fund the costs of right-of-way work and utility relocation.

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

Signature: 

Comments:

RESOLUTION NO. _____

VACATING A PORTION OF A PUBLIC STREET

WHEREAS, the vacation of that portion of the public street as described below was initiated by the City.

Outlot B of WILLMAR INDUSTRIAL PARK THIRD ADDITION, and that part of the North Half of the Northwest Quarter of Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, described as follows:

- commencing at the northwest corner of said Section 21;
- thence on a geodetic bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 241.00 feet to the east line of the west 241.00 feet of said Section 21, which is the point of beginning of the land to be described;
- thence continuing on a bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 1487.71 feet to the southwest corner of Lot 1, Block 5, of the record plat entitled WILLMAR INDUSTRIAL PARK THIRD ADDITION, on file in the office of the Kandiyohi County Recorder;
- thence on a bearing of South 00 degrees 23 minutes 40 seconds West a distance of 33.00 feet to the south Right of Way boundary line of Willmar Avenue SW;
- thence on a bearing of North 89 degrees 36 minutes 20 seconds West, along the south Right of Way boundary line of Willmar Avenue SW, a distance of 406.01 feet to the south Right of Way boundary line of Industrial Drive SW;
- thence southwesterly, along the south Right of Way boundary line of Industrial Drive SW, a distance of 370.43 feet, on a curve concave to the north, having a radius of 1507.39 feet, a central angle of 14 degrees 04 minutes 47 seconds, and a chord bearing of South 83 degrees 29 minutes 48 seconds West;
- thence on a bearing of North 89 degrees 27 minutes 48 seconds West, along the south Right of Way boundary line of Industrial Drive SW, a distance of 681.07 feet;
- thence westerly, along the south Right of Way boundary line of Industrial Drive SW, on a curve concave to the south, having a radius of 17113.73 feet, a chord bearing of North 89 degrees 31 minutes 14 seconds West, a central angle of 00 degrees 06 minutes 51 seconds, a curve distance of 34.11 feet to the east line of the west 241.00 feet of said Section 21;
- thence on a bearing of North 00 degrees 37 minutes 21 seconds East, along the east line of the west 241.00 feet of said Section 21, a distance of 75.63 feet to the point of beginning.

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

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

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said street on February 3, 2014.

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

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated street be, and hereby is, vacated conditioned on the completion and opening of the realigned Willmar Avenue SW between 22nd Street SW and County State Aid Highway 5.

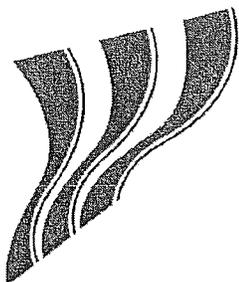
BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after February 10, 2014.

Dated this 3rd day of February, 2014.

MAYOR

Attest:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7.B.

Meeting Date: February 3, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Planning & Development Services

Agenda Item: Zoning Ordinance text amendment brewer taprooms

Recommended Action: Staff recommends that the ordinance be adopted, assigned a number, and published.

Background/Summary: The City Council adopted a new section in the Willmar Municipal Code allowing brewer taprooms. The Planning Commission initiated a Zoning Ordinance text amendment to state which zoning districts the use would be permitted in with a conditional use permit.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M. DeSchepper*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING NO. 1060
KNOWN AS THE WILLMAR ZONING ORDINANCE
BY AMENDING SECTION 6 RELATING TO
BREWER TAPROOMS

The City Council of City of Willmar does ordain as follows:

SECTION 6. Ordinance 1060 is hereby amended by ADDING TO SECTION 6.J.3.c uses permitted in the Central Business District with a conditional use permit so as to read as follows:

c. Brewer taprooms.

SECTION 6. Ordinance 1060 is hereby amended by ADDING TO SECTION 6.I.3.e. uses permitted in the General Business district with a conditional use permit so as to read as follows:

e. Brewer taprooms.

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

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, January 27, 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: Finance Director Steve Okins; Planning & Development Director Bruce Peterson, City Clerk Kevin Halliday; Rice Hospital CEO Mike Schramm; Rice Hospital CFO Bill Fenske; Public Works Superintendent Scott Ledebøer.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Rice Memorial Hospital 2013 Report (Information)

Bill Fenske, CFO of Rice Hospital, presented the committee with the 2013 Financial Report, which reflects a net operating loss of \$2,870,499 as of December 31. Inpatient volumes are stable but the hospital continues to see lower outpatient volumes. Discussion included accounts receivable issues, the shift in Payer Mix to more governmental sources and less commercial sources, and efforts to recruit more specialized physicians for the hospital, particularly orthopedists. This matter was received for information.

Item No. 4 Lakeland Drive Bike Path Consultant/Budget (Resolutions - 2)

Staff explained to the committee that should the Council wish to pursue the Lakeland Drive Bike Path Project, nineteen parcels of property need to be appraised to purchase easements to construct the designed bike path along this street. Noting the limited number of available appraisers in the area, a proposal was received from William Latham Real Estate, Inc., for these consultant services totaling \$29,500. It is proposed that Local Option Sales Tax Funds be used for this contract.

Following discussion, Council Member Fagerlie made a motion, seconded by Council Member Nelsen, to introduce a resolution to approve the consultant services contract for the Lakeland Drive Bike Path Project Property Appraisals with William Latham Real Estate, Inc., for \$29,500. The motion carried.

Staff then presented the Preliminary Lakeland Drive Bike Path Project Budget for Easement Acquisition to the Committee totaling \$70,000. Of this amount, \$29,500 is for Professional Services for the required property appraisals just discussed. The other \$40,500 is the estimated cost of the easements required for constructing the bike path.

Following discussion, Council Member Nelsen made a motion, seconded by Council Member Johnson, to introduce a resolution to approve the Preliminary Lakeland Drive Bike Path Project Budget for Easement Acquisition in the amount of \$70,000. The motion carried.

Item No. 5 Robbins Island Trail Project 1304 Budget Amendment (Resolution)

Staff presented the proposed revisions to the Robbins Island Trail Project 1304 Budget. The project budget has not been amended since before bids were taken and needs to be revised to reflect actual costs. Bids came in considerably higher than anticipated and the State of Minnesota has agreed to cover 80% of the bid costs for the project with federal grant dollars. Total construction costs are estimated at \$260,000. The project bid was \$251,986 but due to the addition and deletion of items in the project, there will be approximately \$8,000 of additional costs that will need to be borne by the City. The Local Option Sales Tax Fund will be used for the entire City portion with Federal grants funding the remainder.

Following discussion, Council Member Nelsen made a motion, seconded by Council Member Fagerlie, to introduce a resolution to approve the Amended Robbins Island Trail Project 1304 Budget as presented. The motion carried.

Item No. 6 Public Works Snow Equipment (Motion)

Staff presented a request to purchase two trucks with snow removal equipment to replace two of the current fleet. The two new trucks would be equipped with plows and dump bodies for a total cost of \$333,568.48 which includes tax and license fees. There is a trade value of \$49,000 that would be credited at the time of delivery. The Capital Improvements Program for 2014 included \$320,000 for both trucks. Hours and mileage on the old trucks was provided to the committee by Public Works Superintendent Scott Ledebor.

Following discussion, Council Member Fagerlie made a motion, seconded by Council Member Johnson, to approve the purchase of two new Public Works trucks with snow equipment as presented. The motion carried.

Item No. 7 Public Works Oil Distributor Equipment (Motion)

Staff presented a request to purchase a trailer-mounted oil distributor used by Public Works for street patching. The existing equipment is in need of replacement and it is being proposed that a 300-gallon trailer-mounted unit be purchased in the amount of \$41,296 from Stepp Manufacturing. The 2014 Capital Improvement Program included \$187,427 to replace the existing 1,000-gallon truck-mounted unit. Public Works Superintendent Ledebor explained that with the truck-mounted rig, they are required to drive to Chaska, Minnesota, to pick up the product, which has a lengthy shelf-life. With the trailer-mounted rig, the product can be obtained from the local MnDOT station, but that product has a shelf-life of only a couple of weeks. Both products are equally effective in patching streets. The existing truck, which is 24 years old, would be disposed of by selling it on the state governmental website.

Following discussion, Council Member Fagerlie made a motion, seconded by Council Member Nelsen, to approve the purchase of the trailer-mounted oil distributor for \$41,296 from Stepp Manufacturing. The motion carried.

Item No. 8 Reports (Information)

The Committee received the following reports: 12/31/13 Cash/Investments Portfolio; 3rd Quarter Investment Activity; 2013 Interest/Dividends by Institution; 10-Year Investments History By Quarter; 10-Year Interest/Dividends History By Quarter; December, 2013, Rice Trust; and 2013 Kandiyohi Area Transit. This matter was taken for information only.

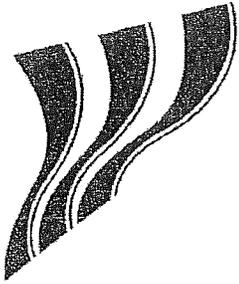
Item No. 9 Other Business (Information)

There being no further business to come before the committee the meeting was adjourned at 5:50 p.m. on a motion by Council Member Nelsen, seconded by Council Member Johnson.

Respectfully submitted,

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

Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 3
Meeting Date: January 27, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: February 3, 2014

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

Originating Department: Finance

Agenda Item: Rice Memorial Hospital 2013 Financial Report

Recommended Action: Receive and review the Rice Memorial Hospital 2013 Financial Report.

Background/Summary: Representatives from Rice Hospital are scheduled to attend this Finance Committee Meeting to present their 2013 Financial Report and to answer questions from the Committee.

Alternatives: N/A

Financial Considerations: Observe Rice Hospital's financial status as of 2013.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET**
For the Twelve Months Ending December 31, 2013

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$9,357,157	\$2,999,489	\$6,357,668
4 TRUSTEE BOND AGREEMENTS - CURRENT	2,379,838	2,393,907	(14,068)
5 ACCOUNTS RECEIVABLE NET	14,513,548	18,416,955	(3,903,406)
6 OTHER RECEIVABLES	437,453	626,156	(188,703)
7 INVENTORY	2,117,850	1,881,543	236,307
8 PREPAID EXPENSES	991,750	1,080,525	(88,774)
10 TOTAL CURRENT ASSETS	29,797,596	27,398,573	2,399,023
12 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,571,279	3,181,089	390,189
15 REMAINDER UNITRUST - RECEIVABLE	47,522	43,996	3,526
16 ENDOWMENT FUND - INVESTMENTS	2,960,184	2,616,990	343,194
18 TOTAL ASSETS - USE IS LIMITED	6,578,984	5,842,075	736,909
20 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	136,903,754	132,297,068	4,606,687
22 LESS: ACCUMULATED DEPRECIATION	(75,712,695)	(72,741,611)	(2,971,084)
24 NET PROPERTY, PLANT & EQUIPMENT	61,191,059	59,555,457	1,635,603
26 OTHER ASSETS			
27 INVESTMENTS	22,595,563	25,941,901	(3,346,337)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	3,932,519	3,647,124	285,395
30 OTHER INVESTMENTS	54,963	79,963	(25,000)
31 GOODWILL, NET	84,722	86,056	(1,333)
32 DEFERRED DEBT ACQUISITION COSTS	0	200,398	(200,398)
35 TOTAL OTHER ASSETS	27,092,954	30,380,628	(3,287,674)
37 TOTAL ASSETS	\$124,660,594	\$123,186,783	\$1,473,811
40 LIABILITIES AND NET ASSETS			
41 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$1,730,232	\$2,290,275	(\$560,044)
43 ACCOUNTS PAYABLE - TRADE	1,934,402	1,730,604	203,798
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	192,060	(29,504)	221,564
45 ACCRUED SALARIES, WAGES AND BENEFITS	11,135,015	10,992,653	142,362
46 ACCRUED INTEREST AND DUE TO WMS	2,093,781	2,089,775	4,006
48 TOTAL CURRENT LIABILITIES	17,085,490	17,073,804	11,686
50 LONG TERM DEBT (LESS CURRENT PORTION)	49,770,570	45,957,263	3,813,307
52 TOTAL LIABILITIES	66,856,060	63,031,067	3,824,993
54 COMMITMENTS AND CONTINGENCIES			
56 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,001,698	3,181,089	(179,392)
59 SPECIFIC PURPOSE FUND	270,286	88,338	181,948
60 PERMANENT ENDOWMENT	2,960,184	2,616,990	343,194
61 CURRENT YEAR INCOME	(3,273,784)	2,430,598	(5,704,382)
62 UNRESTRICTED	54,846,150	51,828,651	3,017,499
64 TOTAL NET ASSETS	57,804,534	60,145,666	(2,341,132)
66 TOTAL LIABILITIES AND NET ASSETS	\$124,660,594	\$123,186,783	\$1,473,811

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Twelve Months Ending December 31, 2013

	CURRENT MONTH			YEAR TO DATE			PRIOR YR	VAR %
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %		
OPERATING REVENUE	\$5,292,268	\$5,009,167	5.7%	\$62,291,363	\$59,356,707	4.9%	\$60,874,196	2.3%
INPATIENT REVENUE	9,889,714	10,315,727	(4.1%)	119,464,466	(6,133,526)	(4.9%)	120,441,357	(0.8%)
OUTPATIENT REVENUE	847,372	785,060	7.9%	9,733,227	452,235	4.6%	9,504,099	7.2%
RICE CARE CENTER REVENUE	1,286,589	1,167,130	10.2%	13,046,127	12,077,006	8.0%	10,467,284	24.6%
RICE HOME MEDICAL REVENUE	17,315,943	17,277,084	0.2%	204,987,418	206,764,732	(0.9%)	201,286,936	1.8%
TOTAL PATIENT REVENUE	8,789,583	8,091,818	8.6%	102,036,836	97,696,966	4.4%	94,670,764	7.8%
LESS DISCOUNTS & CONTRACTUALS	70,066	124,097	(43.5%)	1,254,322	(270,971)	(17.8%)	1,412,306	(11.2%)
LESS UNCOMPENSATED CARE	8,859,649	8,215,915	7.8%	103,291,158	99,222,163	4.1%	96,083,370	7.5%
TOTAL DEDUCTIONS FROM REVENUE	8,456,294	9,061,169	(6.7%)	101,696,260	107,542,569	(5.4%)	105,203,566	(3.3%)
NET REVENUE FROM PATIENTS	2,138,893	1,499,899	42.6%	17,513,973	18,047,734	(3.0%)	17,571,197	(0.3%)
OTHER OPERATING REVENUE	10,595,187	10,561,068	0.3%	119,210,233	123,590,303	(5.1%)	122,774,763	(2.9%)
TOTAL OPERATING REVENUE	1,985,245	1,697,562	16.9%	22,684,701	20,868,009	8.7%	20,785,386	9.1%
LESS: WILLMAR MEDICAL SERVICES								
OPERATING REVENUE								
OPERATING EXPENSES	3,946,945	3,882,307	1.7%	46,003,619	46,267,223	(0.6%)	44,950,173	2.3%
SALARIES AND WAGES	260,176	249,837	4.1%	3,583,397	3,044,641	17.7%	3,945,352	(9.2%)
CONTRACT LABOR	1,234,819	1,129,954	9.3%	13,758,919	13,462,942	2.2%	13,418,873	2.5%
SUPPLEMENTAL BENEFITS	1,244,388	1,145,780	8.6%	12,419,375	12,816,467	(3.1%)	11,884,945	4.5%
DRUGS	396,832	769,867	(48.5%)	7,101,784	9,337,074	(23.9%)	8,389,945	(15.4%)
PURCHASED SERVICES	519,442	522,096	(0.5%)	6,326,453	6,358,677	(0.5%)	7,185,504	(12.0%)
REPAIRS, SERVICE & RENTALS	252,557	269,627	(6.3%)	3,352,854	3,376,655	(0.8%)	3,096,613	8.3%
UTILITIES	149,049	146,185	2.0%	1,670,919	1,720,589	(2.9%)	1,649,567	1.3%
INSURANCE	55,715	59,957	(7.1%)	707,455	726,582	(2.9%)	708,521	(0.2%)
PATIENT RELATED TRAVEL	33,875	41,077	(17.5%)	451,257	460,028	(1.9%)	432,023	4.5%
EDUCATION, TRAVEL, & DUES	81,401	81,401	(22.0%)	986,113	988,008	(1.9%)	963,879	2.3%
OTHER	29,829	42,696	(30.1%)	380,841	479,927	(20.6%)	530,874	(30.9%)
DEPRECIATION AND AMORT	728,806	718,648	1.4%	8,083,528	8,413,289	(3.9%)	7,952,550	1.7%
INTEREST	132,320	144,387	(8.4%)	1,655,144	1,754,576	(5.7%)	1,682,029	(1.6%)
BAD DEBTS	135,512	141,320	(5.5%)	1,804,921	1,728,581	4.4%	2,015,332	(10.4%)
TAXES & SURCHARGE	198,348	187,043	6.0%	2,239,636	2,258,240	(0.8%)	2,097,380	6.8%
TOTAL OPERATING EXPENSES	9,380,097	9,531,482	(1.6%)	110,528,215	113,143,499	(2.3%)	110,923,460	(0.4%)
LESS: WILLMAR MEDICAL SERVICES								
OPERATING EXPENSES	1,000,002	899,371	11.2%	11,132,184	11,001,917	1.2%	10,409,637	6.9%
NET OPERATING EXPENSES	8,380,095	8,632,111	(2.9%)	99,396,031	102,141,582	(2.7%)	100,513,803	(1.1%)
OPERATING INCOME (LOSS)	229,847	231,395	(1.54%)	(3,870,499)	2,580,712	(211.2%)	1,475,574	(294.5%)
NON OPERATING INCOME	(243,940)	771,162	(321.102)	(403,283)	933,950	(133.233)	955,023	(142.2%)
NET INCOME (LOSS)	(14,093)	1,008,557	(322.150)	(4,273,782)	1,514,662	(358.844)	1,420,597	(333.7%)

TOTAL OPERATING REVENUE (62,291,363) (59,356,707) (4.9%) (204,987,418) (206,764,732) (0.9%) (2,138,893) (1,499,899) (42.6%) (17,513,973) (18,047,734) (3.0%) (119,210,233) (123,590,303) (5.1%) (22,684,701) (20,868,009) (8.7%) (110,528,215) (113,143,499) (2.3%) (11,132,184) (11,001,917) (1.2%) (99,396,031) (102,141,582) (2.7%) (3,870,499) (2,580,712) (211.2%) (403,283) (933,950) (133.233)

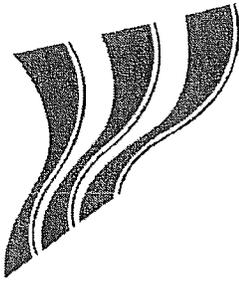
RICE CARE CENTER
For the Twelve Months Ending December 31, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
OPERATING REVENUE						
RICE CARE CENTER REVENUE	8847,372	8785,060	62,312	89,733,227	89,504,099	229,128
TOTAL PATIENT REVENUE	847,372	785,060	62,312	9,733,227	9,504,099	229,128
LESS DISCOUNTS & CONTRACTUALS	251,547	180,564	76,983	2,238,642	2,250,703	(11,061)
TOTAL DEDUCTIONS FROM REVENUE	251,547	180,564	76,983	2,238,642	2,250,703	(11,061)
NET REVENUE FROM PATIENTS	589,825	604,496	(14,671)	7,494,585	7,253,396	241,189
OTHER OPERATING REVENUE	453	717	(264)	8,600	10,271	(1,671)
TOTAL OPERATING REVENUE	590,278	605,213	(14,935)	7,503,185	7,263,667	239,518
LESS: WILLMAR MEDICAL SERVICES						
OPERATING EXPENSES						
SALARIES AND WAGES	216,966	204,683	12,283	2,597,639	2,643,815	(46,176)
CONTRACT LABOR	96,932	72,814	24,118	937,769	867,347	70,422
SUPPLEMENTAL BENEFITS	105,991	89,685	16,306	1,134,566	1,122,598	11,968
SUPPLIES	43,488	35,702	7,786	460,924	453,480	7,444
DRUGS	10,844	14,666	(3,822)	174,291	188,885	(14,594)
PURCHASED SERVICES	15,093	13,341	1,752	239,588	166,102	73,486
REPAIRS, SERVICE & RENTALS	8,719	3,998	4,721	38,726	31,045	7,681
UTILITIES	12,119	9,709	2,410	116,180	105,521	10,659
INSURANCE	4,195	4,175	20	49,225	40,323	8,902
PATIENT RELATED TRAVEL	300	330	(30)	73	4,407	(4,334)
EDUCATION, TRAVEL, & DUES	3,008	3,696	(688)	4,224	50,340	(46,116)
OTHER	22	249	(227)	195	3,353	(3,158)
DEPRECIATION AND AMORT	37,835	20,328	17,507	2,990	358,736	(355,746)
INTEREST	4,764	18,628	(13,864)	383,243	131,182	252,061
BAD DEBTS	(2,339)	1,250	(3,589)	223,914	15,000	208,914
TAXES & SURCHARGE	34,984	35,170	(186)	423,500	402,837	20,663
TOTAL OPERATING EXPENSES	592,941	528,424	64,517	6,789,288	6,633,758	155,530
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES	592,941	528,424	64,517	6,789,288	6,633,758	155,530
OPERATING INCOME (LOSS)	(2,663)	76,789	(79,452)	713,897	629,909	83,988
NON OPERATING INCOME	210	500	(290)	6,000	4,851	1,149
NET INCOME (LOSS)	(2,453)	76,289	(78,742)	707,897	634,760	73,137

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
OPERATING REVENUE						
RICE CARE CENTER REVENUE	8847,372	8785,060	62,312	89,733,227	89,504,099	229,128
TOTAL PATIENT REVENUE	847,372	785,060	62,312	9,733,227	9,504,099	229,128
LESS DISCOUNTS & CONTRACTUALS	251,547	180,564	76,983	2,238,642	2,250,703	(11,061)
TOTAL DEDUCTIONS FROM REVENUE	251,547	180,564	76,983	2,238,642	2,250,703	(11,061)
NET REVENUE FROM PATIENTS	589,825	604,496	(14,671)	7,494,585	7,253,396	241,189
OTHER OPERATING REVENUE	453	717	(264)	8,600	10,271	(1,671)
TOTAL OPERATING REVENUE	590,278	605,213	(14,935)	7,503,185	7,263,667	239,518
LESS: WILLMAR MEDICAL SERVICES						
OPERATING EXPENSES						
SALARIES AND WAGES	216,966	204,683	12,283	2,597,639	2,643,815	(46,176)
CONTRACT LABOR	96,932	72,814	24,118	937,769	867,347	70,422
SUPPLEMENTAL BENEFITS	105,991	89,685	16,306	1,134,566	1,122,598	11,968
SUPPLIES	43,488	35,702	7,786	460,924	453,480	7,444
DRUGS	10,844	14,666	(3,822)	174,291	188,885	(14,594)
PURCHASED SERVICES	15,093	13,341	1,752	239,588	166,102	73,486
REPAIRS, SERVICE & RENTALS	8,719	3,998	4,721	38,726	31,045	7,681
UTILITIES	12,119	9,709	2,410	116,180	105,521	10,659
INSURANCE	4,195	4,175	20	49,225	40,323	8,902
PATIENT RELATED TRAVEL	300	330	(30)	73	4,407	(4,334)
EDUCATION, TRAVEL, & DUES	3,008	3,696	(688)	4,224	50,340	(46,116)
OTHER	22	249	(227)	195	3,353	(3,158)
DEPRECIATION AND AMORT	37,835	20,328	17,507	2,990	358,736	(355,746)
INTEREST	4,764	18,628	(13,864)	383,243	131,182	252,061
BAD DEBTS	(2,339)	1,250	(3,589)	223,914	15,000	208,914
TAXES & SURCHARGE	34,984	35,170	(186)	423,500	402,837	20,663
TOTAL OPERATING EXPENSES	592,941	528,424	64,517	6,789,288	6,633,758	155,530
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES	592,941	528,424	64,517	6,789,288	6,633,758	155,530
OPERATING INCOME (LOSS)	(2,663)	76,789	(79,452)	713,897	629,909	83,988
NON OPERATING INCOME	210	500	(290)	6,000	4,851	1,149
NET INCOME (LOSS)	(2,453)	76,289	(78,742)	707,897	634,760	73,137

RICE HOME MEDICAL
For the Twelve Months Ending December 31, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR %
OPERATING REVENUE						
RICE HOME MEDICAL REVENUE	\$1,286,589	\$1,167,130	\$119,459	10.2%	\$1,060,981	21.3%
TOTAL PATIENT REVENUE	1,286,589	1,167,130	119,459	10.2%	1,060,981	21.3%
LESS DISCOUNTS & CONTRACTUALS	481,688	254,147	227,541	89.5%	269,601	78.7%
LESS UNCOMPENSATED CARE	3,396	295	3,101	1,051.2%	200	1,598.0%
TOTAL DEDUCTIONS FROM REVENUE	485,084	254,442	230,642	90.6%	269,801	79.8%
NET REVENUE FROM PATIENTS	801,505	912,688	(111,183)	(12.2%)	791,180	1.3%
OTHER OPERATING REVENUE	10,405	1,500	8,905	593.7%	4,576	127.4%
TOTAL OPERATING REVENUE	811,910	914,188	(102,278)	(11.2%)	795,756	2.0%
LESS: WILLMAR MEDICAL SERVICES						
TOTAL OPERATING REVENUE	811,910	914,188	(102,278)	(11.2%)	795,756	2.0%
OPERATING EXPENSES						
SALARIES AND WAGES	294,818	274,670	20,148	7.3%	298,845	(1.3%)
CONTRACT LABOR	113,495	91,975	21,520	23.4%	79,972	0.0%
SUPPLEMENTAL BENEFITS	441,063	389,524	51,539	13.2%	226,552	53.4%
SUPPLIES	39,571	29,702	9,869	33.2%	25,935	94.7%
PURCHASED SERVICES	23,339	20,431	2,908	14.2%	17,565	52.6%
REPAIRS, SERVICE & RENTALS	16,648	12,291	4,357	35.4%	10,791	32.9%
UTILITIES	3,822	6,262	(2,440)	(39.0%)	9,048	54.3%
INSURANCE	10,941	18,997	(8,056)	(42.4%)	14,890	(57.8%)
PATIENT RELATED TRAVEL	2,626	4,398	(1,772)	(40.3%)	3,289	(26.5%)
EDUCATION, TRAVEL, & DUES	9,126	10,137	(1,011)	(10.9%)	10,304	(20.2%)
OTHER	148,732	53,290	95,442	179.1%	24,977	(11.4%)
DEPRECIATION AND AMORT	22,759	3,550	19,209	541.1%	4,126	495.5%
INTEREST	3,383	4,208	(825)	(19.6%)	2,730	451.6%
BAD DEBTS	4,435	4,373	62	1.4%	4,387	23.9%
TAXES & SURCHARGE	1,134,758	923,808	210,950	22.8%	727,411	1.1%
TOTAL OPERATING EXPENSES	1,134,758	923,808	210,950	22.8%	727,411	56.0%
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES	1,134,758	923,808	210,950	22.8%	727,411	56.0%
OPERATING INCOME (LOSS)	(322,848)	(9,620)	(313,228)	3,256.0%	68,345	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
NET OPERATING INCOME (LOSS)	(322,525)	(10,799)	(311,726)	3,256.0%	64,044	(572.4%)
OPERATING INCOME (LOSS)	(322,525)	(10,799)	(311,726)	3,256.0%	64,044	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(322,202)	(9,970)	(312,232)	3,256.0%	59,743	(572.4%)
OPERATING INCOME (LOSS)	(322,202)	(9,970)	(312,232)	3,256.0%	59,743	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(321,879)	(9,141)	(312,735)	3,256.0%	55,442	(572.4%)
OPERATING INCOME (LOSS)	(321,879)	(9,141)	(312,735)	3,256.0%	55,442	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(321,556)	(8,312)	(313,238)	3,256.0%	51,141	(572.4%)
OPERATING INCOME (LOSS)	(321,556)	(8,312)	(313,238)	3,256.0%	51,141	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(321,233)	(7,483)	(313,741)	3,256.0%	46,840	(572.4%)
OPERATING INCOME (LOSS)	(321,233)	(7,483)	(313,741)	3,256.0%	46,840	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(320,910)	(6,654)	(314,244)	3,256.0%	42,539	(572.4%)
OPERATING INCOME (LOSS)	(320,910)	(6,654)	(314,244)	3,256.0%	42,539	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(320,587)	(5,825)	(314,747)	3,256.0%	38,238	(572.4%)
OPERATING INCOME (LOSS)	(320,587)	(5,825)	(314,747)	3,256.0%	38,238	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(320,264)	(5,000)	(315,250)	3,256.0%	33,937	(572.4%)
OPERATING INCOME (LOSS)	(320,264)	(5,000)	(315,250)	3,256.0%	33,937	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(319,941)	(4,171)	(315,753)	3,256.0%	29,636	(572.4%)
OPERATING INCOME (LOSS)	(319,941)	(4,171)	(315,753)	3,256.0%	29,636	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(319,618)	(3,342)	(316,256)	3,256.0%	25,335	(572.4%)
OPERATING INCOME (LOSS)	(319,618)	(3,342)	(316,256)	3,256.0%	25,335	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(319,295)	(2,513)	(316,759)	3,256.0%	21,034	(572.4%)
OPERATING INCOME (LOSS)	(319,295)	(2,513)	(316,759)	3,256.0%	21,034	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(318,972)	(1,684)	(317,262)	3,256.0%	16,733	(572.4%)
OPERATING INCOME (LOSS)	(318,972)	(1,684)	(317,262)	3,256.0%	16,733	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(318,649)	(855)	(317,765)	3,256.0%	12,432	(572.4%)
OPERATING INCOME (LOSS)	(318,649)	(855)	(317,765)	3,256.0%	12,432	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(318,326)	(1,684)	(318,268)	3,256.0%	8,131	(572.4%)
OPERATING INCOME (LOSS)	(318,326)	(1,684)	(318,268)	3,256.0%	8,131	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(317,999)	(855)	(318,771)	3,256.0%	3,830	(572.4%)
OPERATING INCOME (LOSS)	(317,999)	(855)	(318,771)	3,256.0%	3,830	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(317,676)	(2,684)	(319,274)	3,256.0%	(600)	(572.4%)
OPERATING INCOME (LOSS)	(317,676)	(2,684)	(319,274)	3,256.0%	(600)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(317,353)	(3,513)	(319,777)	3,256.0%	(1,101)	(572.4%)
OPERATING INCOME (LOSS)	(317,353)	(3,513)	(319,777)	3,256.0%	(1,101)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(317,030)	(4,342)	(320,280)	3,256.0%	(1,902)	(572.4%)
OPERATING INCOME (LOSS)	(317,030)	(4,342)	(320,280)	3,256.0%	(1,902)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(316,707)	(5,171)	(320,783)	3,256.0%	(2,703)	(572.4%)
OPERATING INCOME (LOSS)	(316,707)	(5,171)	(320,783)	3,256.0%	(2,703)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(316,384)	(6,000)	(321,286)	3,256.0%	(3,504)	(572.4%)
OPERATING INCOME (LOSS)	(316,384)	(6,000)	(321,286)	3,256.0%	(3,504)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(316,061)	(6,829)	(321,789)	3,256.0%	(4,305)	(572.4%)
OPERATING INCOME (LOSS)	(316,061)	(6,829)	(321,789)	3,256.0%	(4,305)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(315,738)	(7,658)	(322,292)	3,256.0%	(5,106)	(572.4%)
OPERATING INCOME (LOSS)	(315,738)	(7,658)	(322,292)	3,256.0%	(5,106)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(315,415)	(8,487)	(322,795)	3,256.0%	(5,907)	(572.4%)
OPERATING INCOME (LOSS)	(315,415)	(8,487)	(322,795)	3,256.0%	(5,907)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(315,092)	(9,316)	(323,298)	3,256.0%	(6,708)	(572.4%)
OPERATING INCOME (LOSS)	(315,092)	(9,316)	(323,298)	3,256.0%	(6,708)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(314,769)	(10,145)	(323,801)	3,256.0%	(7,509)	(572.4%)
OPERATING INCOME (LOSS)	(314,769)	(10,145)	(323,801)	3,256.0%	(7,509)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(314,446)	(10,974)	(324,304)	3,256.0%	(8,310)	(572.4%)
OPERATING INCOME (LOSS)	(314,446)	(10,974)	(324,304)	3,256.0%	(8,310)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(314,123)	(11,803)	(324,807)	3,256.0%	(9,111)	(572.4%)
OPERATING INCOME (LOSS)	(314,123)	(11,803)	(324,807)	3,256.0%	(9,111)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(313,800)	(12,632)	(325,310)	3,256.0%	(9,912)	(572.4%)
OPERATING INCOME (LOSS)	(313,800)	(12,632)	(325,310)	3,256.0%	(9,912)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(313,477)	(13,461)	(325,813)	3,256.0%	(10,713)	(572.4%)
OPERATING INCOME (LOSS)	(313,477)	(13,461)	(325,813)	3,256.0%	(10,713)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(313,154)	(14,290)	(326,316)	3,256.0%	(11,514)	(572.4%)
OPERATING INCOME (LOSS)	(313,154)	(14,290)	(326,316)	3,256.0%	(11,514)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(312,831)	(15,119)	(326,819)	3,256.0%	(12,315)	(572.4%)
OPERATING INCOME (LOSS)	(312,831)	(15,119)	(326,819)	3,256.0%	(12,315)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(312,508)	(15,948)	(327,322)	3,256.0%	(13,116)	(572.4%)
OPERATING INCOME (LOSS)	(312,508)	(15,948)	(327,322)	3,256.0%	(13,116)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(312,185)	(16,777)	(327,825)	3,256.0%	(13,917)	(572.4%)
OPERATING INCOME (LOSS)	(312,185)	(16,777)	(327,825)	3,256.0%	(13,917)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(311,862)	(17,606)	(328,328)	3,256.0%	(14,718)	(572.4%)
OPERATING INCOME (LOSS)	(311,862)	(17,606)	(328,328)	3,256.0%	(14,718)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(311,539)	(18,435)	(328,831)	3,256.0%	(15,519)	(572.4%)
OPERATING INCOME (LOSS)	(311,539)	(18,435)	(328,831)	3,256.0%	(15,519)	(572.4%)
NON OPERATING INCOME	323	829	(506)	(61.0%)	(4,301)	(107.5%)
TOTAL OPERATING INCOME (LOSS)	(311,216)	(19,264)	(329,334)	3,256.0%	(16,320)	(572.4%)
OPERATING INCOME (LOSS)	(311,216)	(19,264)	(329,334)	3,256.0%	(16,320)	(572.4%)
NON OPERATING INCOME	323	829				



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

Agenda Item Number: 4

Meeting Date: January 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: February 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Consultant Service Contract for William Latham Real Estate, Inc.

Recommended Action:

Approve the contract with William Latham Real Estate, Inc. and authorize the Mayor and City Administrator to execute the contract.

Background/Summary:

19 parcels of property need to be appraised to purchase easements to construct the designed bike path along Lakeland Drive.

Alternatives: Terminate investing in bike paths along this street until available funding can be obtained for the whole project.

Financial Considerations: \$29,500 from Local Option Sales Tax funds

Preparer: City Clerk-Treasurer

Signature:

Comments: Approve the Agreement for Consultant Services Contract

CONSULTANT SERVICE CONTRACT

This Contract is made this _____ day of January, 2014, by and between the CITY OF WILLMAR, a Minnesota Municipal Corporation, 333 6th Street SW, Willmar, MN 56201, ("CITY"), and William Latham Real Estate, Inc., 11305 North Shore Drive, Spicer, Minnesota, ("CONSULTANT"), (collectively the "PARTIES").

WHEREAS, CITY requires appraisal services in conjunction with Lakeland Drive Interceptor Project; and

WHEREAS, CONSULTANT agrees to furnish the various appraisal services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph J of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1, attached hereto, requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation for the additional services proportionate to the compensation provided for in Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate, prior to CITY's authorization of the changed scope of services.
- C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, attached hereto, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT's effort required to perform its services under this Contract exceeds the estimate which formed the basis for CONSULTANT's compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and

CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors and/or sub-consultants under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties.

E. **Insurance.**

1. Required Insurance. CONSULTANT agrees to maintain, at CONSULTANT's expense, the following insurance policies in the listed amounts:

Comprehensive General Liability	\$1,000,000 property damage and bodily injury per occurrence \$1,000,000 general aggregate \$1,000,000 Products – Completed Operations Aggregate \$100,000 fire legal liability each occurrence \$5,000 medical expense
Comprehensive Automobile Liability	\$500,000 combined single limit each accident (shall include coverage for all owned, hired and non-owned vehicles)

All policies listed above shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.

With the exception of the Worker's Compensation policies, all policies listed above shall insure the defense and indemnity obligations assumed by CONSULTANT under this Contract, and shall name CITY as an additional insured under the policy.

All policies listed above shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to CITY.

2. Professional Liability Insurance. CONSULTANT agrees to provide to CITY a certificate evidencing that it has in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services for CITY. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services. Said policy shall provide coverage in the minimum amounts of \$1,000,000 for each occurrence. Said policy shall not name CITY as an insured. Said policy shall additionally contain a provision that coverages afforded there under shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to CITY.
3. Certificates of Insurance. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto as Exhibit 2.
4. Effect of Failure to Provide Insurance. If CONSULTANT fails to provide the specified insurance, then CONSULTANT will defend, indemnify and hold harmless CITY and CITY's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to CITY (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of CONSULTANT, its subcontractors, agents, employees or delegates. CONSULTANT agrees that this indemnity shall be construed and applied in favor of indemnification. CONSULTANT also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, CITY may require CONSULTANT to:

- a. Furnish and pay for a surety bond, satisfactory to CITY, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from CONSULTANT's insurance company.

CONSULTANT will take the action required by CITY within fifteen (15) days of receiving notice from CITY.

SECTION II – CITY’S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the City Clerk-Treasurer, in accordance with Section III of this Contract.
- B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1, attached hereto, in its custody to CONSULTANT for its use, at CONSULTANT’s request.
- C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT’s performance of the services detailed in Exhibit 1, attached hereto.
- D. Kevin J. Halliday, CITY’s City Clerk-Treasurer, shall serve as the liaison person to act as CITY’s representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY’S policies with respect to the Project and CONSULTANT’s services.
Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 1, Schedule of Fees, which is attached hereto and incorporated herein by reference, for CONSULTANT’s performance of services under this Contract.
- B. If CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the City Clerk-Treasurer and expenses within thirty days after the date of CONSULTANT’s invoice, CONSULTANT may, after giving seven days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability whatsoever to CITY, suspend services and withhold project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

SECTION IV – TERM AND TERMINATION

- A. **Term.** This Contract shall be in effect until such time as the Project is completed or as

otherwise provided in this Contract.

- B. **Termination.** This Contract may be terminated by either party for any reason or for convenience by either party upon seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Contract.
- C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1, attached hereto, pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of the Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorney and consultant fees reasonably incurred by CITY in enforcing this Contract.
- D. **Suspension of Work.** If any work performed by CONSULTANT is abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the City Clerk-Treasurer prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 1, attached hereto) equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the City Clerk-Treasurer as determined by CITY.

SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, hold harmless and insure CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CONSULTANT or its agents, employees, contractors, subcontractors, or sub-consultants with respect to CONSULTANT's performance of its obligations under this Contract. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY. CITY, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CITY.

All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

- B. CITY shall indemnify protect, save, hold harmless and insure CONSULTANT, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CITY or its agents, employees, contractors, subcontractors or sub-consultants with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense, with counsel reasonably acceptable to CONSULTANT. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the gross negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services provided hereunder.

SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents thereof; that in executing this Contract they voluntarily accept all terms described in this Contract 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 other that (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- C. **Notices.** The PARTIES' representatives for notification for all purposes are:

CITY:

Kevin J. Halliday
City Clerk-Treasurer
333 SW 6th Street
Willmar, MN 56201
Phone: 320-214-5166
Email: khalliday@willmarmn.gov

CONSULTANT:

William Latham

Certified General Real Property Appraiser
11305 North Shore Drive
Spicer, MN 56288
Phone: 320-796-5264
Email: blatham@tds.net

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.
- E. **Electronic/Digital Data.** Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this Contract or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by the CONSULTANT and is not warranted to be compatible with other systems or software.
- F. **Opinions or Estimates of Construction Cost.** Where provided by the CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CITY and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.
- G. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

CONSULTANT is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes and paying all other employment tax obligations on their behalf.

- H. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within 10 calendar days of CONSULTANT's receipt of payment from the CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s). This paragraph does not prohibit consultant from using a licensed appraiser to assist in researching and preparing appraisal reports provided that all appraisal reports submitted to the City are submitted and signed by consultant.
- I. **Assignment.** This Contract may not be assigned by either Party without the written consent of the other Party.
- J. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the CITY and CONSULTANT.
- K. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, 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 CONSULTANT and involve transactions relating to this Contract.
- CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.
- L. **Force Majeure.** The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the party

affected by force majeure shall give written notice with explanation to the other party immediately.

- M. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.
- N. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.
- O. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with the CITY.
- P. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.
- Q. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
- R. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Contract ("Materials") shall become the property of CITY upon completion of the work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) CITY understands that the Materials have been prepared for a specific project, and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.
- S. **Governing Law.** This Contract shall be deemed to have been made and accepted in Kandiyohi County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.
- T. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes,

Section 13.01 *et seq.*

- U. **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 Contract 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 Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving Party.
- V. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3 and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.
- W. **Patented Devices, Materials and Processes.** If this Contract requires, or the CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with CITY. If no such agreement is made or filed as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.
- X. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.
- Y. **Entire Contract.** These terms and conditions constitute the entire Contract between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.
- Z. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.
- AA. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of CITY and

CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.

BB. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing Party.

Remainder of page intentionally left blank.

SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

CONSULTANT: William Latham Real Estate, Inc.

By: _____
(Signature)

Date: _____

Title: _____

Print Name: _____

By: _____
(Signature)

Date: _____

Title: _____

Print Name: _____

CITY OF WILLMAR:

By: _____
Frank Yanish, Its Mayor

Date: _____

ATTEST:

Charlene Stevens, Its City Administrator

Date: _____

EXHIBIT 1

SCOPE OF SERVICES AND COMPENSATION

Subject to the terms of this Contract, CONSULTANT shall perform the following services:

Wm. Latham Real Estate, Inc.
11305 North Shore Dr. Spicer, MN 56288
blatham@tds.net 320-796 5264

January 14, 2014

Kevin Halliday
333 6th Street SW
PO Box 755
Willmar, MN 56201

Sent Via E-mail: khalliday@willmarmn.gov

RE: Market value appraisal reports for 19 parcels with permanent and or temporary easements over land owned by landowners located along Lakeland Drive SE, Willmar Minnesota.

Dear Mr. Halliday:

This proposal is to prepare appraisal reports for the following parcels to be completed by September 1, 2014 for the following fees. On completion, two copies of each report will be provided to the City of Willmar by the appraiser.

Parcel #	Owner	Parcel Tax ID #	Easement Area Permanent Easement (PE) SF	Easement Area Temporary Easement (TE) SF	Proposed Fee \$
1	Gesch	95-914-2610	22,660	19,995	\$1,500*
2	Willmar Leased HSG Assoc. IV	95-913-1220		1,625	\$1,500
3	Perle Berg/Floyd	95-913-1210		575	\$1,500
4	Hanson Properties	95-913-1040	2,200	2,200	\$1,500**
5	Anda Construction Co Inc	95-913-0997	1,871	1,871	\$1,500*
6	Common Element IN CIC	95-445-0030 95-445-0020 95-445-0010		473	\$1,500
7	Home State Bank of Kandiyohi	95-367-0010 95-367-0030	1,411		\$1,500*
8	Willmar Ten Investors	95-830-0020		737	\$1,500
9	County of Kandiyohi	95-182-1430 95-182-1450 95-182-1460 95-182-1490	750	1,000	\$1,500*
10	To The Queen LLC	95-182-1410		502	\$1,500
11	Agri Warehouse LLC	95-912-0960		2,403	\$1,500
12	Gary Helenbrand	95-912-1060		1,500	\$1,500
13	CC VIII Operating LLC	95-912-0980		1,460	\$1,500
14	Holmgren Properties LLC	95-912-0985		1,180	\$1,500
15	Erickson Land Company of Willmar	95-828-0500	1,000		\$1,500*
16	Four East of Willmar LLC	95-828-0210 95-828-0200	2,236		\$1,500*

17	Erickson Land Company of Willmar	95-828-0100 95-912-0950	1,000 + Slope Easement 20,394		\$2,500
18	Regency of Minnesota Inc.	95-912-0951		2,805	\$1,500
19	Carol J. Gilbertson	95-912-0952	2,915		\$1,500*

*If it is determined that a "before and after" report is required for any of the above parcels the proposed fee is \$2,500 per parcel.

** If it is determined that a "before and after" report is required the fee is to be determined.

The City will grandfather the existing right of way line for determining front yard setback to reduce damages in the event the new r/w line would restrict or prevent rebuilding of a structure according to zoning regulations.

If I am required to present my reports at a Commissioners Hearing, my hourly rate at the hearings is \$150. Any additional consultation and preparation leading up to the hearing will be billed at \$85 per hour. The City will provide copies of the respective field cards to the appraiser.

The appraisal reports will be prepared in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute.

If you agree to these basic terms of the assignment, please return a signed copy of this proposal as my authorization to proceed on the assignment.

Sincerely,

Wm. Latham Real Estate, Inc.



Bill Latham
MN Certified General Appraisal License #4000331

AUTHORIZATION TO PROCEED:

SIGNED: _____

DATE: _____

EXHIBIT 2
CERTIFICATES OF REQUIRED INSURANCE COVERAGES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 01/08/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	INSURANCE BY STREHLOW 716 1ST STREET SOUTH WILLMAR, MN 56201	CONTACT NAME: NORM STREHLOW
		PHONE (A/C, No, Ext): 320-235-1091 FAX (A/C, No): 320-235-2804 E-MAIL ADDRESS: NSTREHLOW@INSURANCEBYSTREHLOW.COM
INSURED	WILLIAM D LATHAM 11305 N SHORE DR SPICER MN 56288-9572	INSURER(S) AFFORDING COVERAGE
		INSURER A: SELECTIVE INSURANCE COMPANY OF SE NAIC # 39926
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			S 1932281	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000	
	<input checked="" type="checkbox"/> BLANKET CONTRACTUAL	Y	N				PERSONAL & ADV INJURY \$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000	
<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							PRODUCTS - COMP/DP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY			S 1932281	12/31/2013	12/31/2014	Fire Damage \$	
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS	N				N	BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS	N				N	BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			S 1932281	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR	N				N	AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ ZERO	<input type="checkbox"/> CLAIMS-MADE						
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							WC STATUTORY LIMITS	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)							OTHER	
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder Included as "Additional Insured" as respects to General Liability. General Liability includes forms 2503 & 2504 "Per Project" & "Per Location". Thirty day notice of CANCELLATION provision is also INCLUDED.

CERTIFICATE HOLDER CITY OF WILLMAR ATTN: KEVIN HALLIDAY PO BOX 755 WILLMAR MN 56201 khalliday@willmarmn.gov	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Resolution No. _____

Whereas the City of Willmar desires to retain an appraisal firm to provide property appraisals to purchase easements for the Lakeland Drive Bike Path for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain the firm of William Latham Real Estate of Spicer, Minnesota in the amount of \$29,500 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 3rd day of February, 2014

Mayor

Attest:

City Clerk

RESOLUTION NO. _____
PRELIMINARY LAKELAND DRIVE PATH BUDGET
FOR EASEMENT ACQUISITION
ESTIMATED TOTAL COST \$70,000.00

*Budget Amounts are Essential

Dated: January 17, 2014

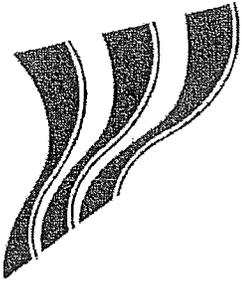
Code			
	PERSONNEL SERVICES		RECEIVABLES
10*	Salaries Reg. Employees		Property Owners
11*	Overtime Reg. Employees		County
12*	Salaries Temp. Employees		Stte
13*	Employer Pension Contr.		City
14*	Employer Ins. Contr.		City (LOST) \$70,000.00
	TOTAL	\$0.00	Other
			TOTAL \$70,000.00
	SUPPLIES		FINANCING
20*	Office Supplies		Bonds
21*	Small Tools		State
22*	Motor Fuels & Lubricants		City
23*	Postage		City (LOST) \$70,000.00
24	Mtce. of Equipment		Other
25	Mtce. of Structures		TOTAL \$70,000.00
26	Mtce. of Other Improvements		
27	Subsistence of Persons		
28	Cleaning & Waste Removal		GRAND TOTAL \$70,000.00
29*	General Supplies		
	TOTAL	\$0.00	
	OTHER SERVICES		
30	Communications		
31*	Printing & Publishing		
32	Utilities		
33*	Travel-Conf.-Schools		
34	Mtce. of Equipment		
35	Mtce. of Structures		
36*	Mtce. of Other Impr.		
37	Subsistence of Persons		
38	Cleaning & Waste Removal		
39*	Other Services		
	TOTAL	\$0.00	
	OTHER CHARGES		
40	Rents		
41*	Insurance & Bonds		
42	Awards & Indemnities		
43	Subscription/Memberships		
44	Interest		
45	Licenses & Taxes		
46*	Prof. Serv.	\$29,500.00	
47*	Advertising		
48*	Adm. OH (Transfer)		
49	Other Charges	\$40,500.00	
	TOTAL	\$70,000.00	
	GRAND TOTAL	\$70,000.00	

Dated:

Mayor

Attest:

City Clerk/Treasurer



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: January 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Project 1304 budget amendment (Robbins Island Trail)

Recommended Action: Approve the budget as amended.

Background/Summary: The project budget has not been amended since before bids were taken. Bids came in considerably higher than anticipated. The State of Minnesota has agreed to cover 80% of the bid costs for the project with federal grant dollars. Total construction costs are estimated at \$260,000.00. The project bid was \$251,986.00, but due to the addition and deletion of items in the project, there will be approximately \$8,000.00 of additional costs that will need to be borne by the City. The entire City portion is being funded by the local options sale tax.

Alternatives: The project has been constructed. There are no alternatives, as it is necessary to amend the budget to pay the contractor.

Financial Considerations: Total project cost is being covered by the Federal grant and the local option sales tax.

Preparer: Bruce D. Peterson, AICP
Acting Public Works Director

Signature: 

Comments:

RESOLUTION NO. _____
PRELIMINARY PROJECT NO. 1304 BUDGET

ESTIMATED TOTAL COST \$293,576
***Budget Amounts are Essential**

Dated: January 23, 2014

Code

PERSONNEL SERVICES	
10*	Salaries Reg. Employees
11*	Overtime Reg. Employees
12*	Salaries Temp. Employees
13*	Employer Pension Contr.
14*	Employer Ins. Contr.
	TOTAL
	\$0.00

SUPPLIES	
20*	Office Supplies
21*	Small Tools
22*	Motor Fuels & Lubricants
23*	Postage
24	Mtce. of Equipment
25	Mtce. of Structures
26	Mtce. of Other Improvements
27	Subsistence of Persons
28	Cleaning & Waste Removal
29*	General Supplies
	TOTAL
	\$0.00

OTHER SERVICES	
30	Communications
31*	Printing & Publishing
32	Utilities
33*	Travel-Conf.-Schools
34	Mtce. of Equipment
35	Mtce. of Structures
36*	Mtce. of Other Impr.
37	Subsistence of Persons
38	Cleaning & Waste Removal
39*	Other Services
	TOTAL
	\$268,024.00

OTHER CHARGES	
40	Rents
41*	Insurance & Bonds
42	Awards & Indemnities
43	Subscription/Memberships
44	Interest
45	Licenses & Taxes
46*	Prof. Serv.
47*	Advertising
48*	Adm. OH (Transfer)
49	Other Charges
	TOTAL
	\$25,552.00
	GRAND TOTAL
	\$293,576.00

RECEIVABLES	
	Property Owners
	County
	State (MSA)
	City (LOST)
	City
	Other (Fed. Grant)
	TOTAL
	\$92,059.00
	\$201,517.00
	\$293,576.00

FINANCING	
	Bonds
	State (MSA)
	City (LOST)
	City
	Other (Fed. Grant)
	TOTAL
	\$92,059.00
	\$201,517.00
	\$293,576.00

GRAND TOTAL **\$293,576.00**

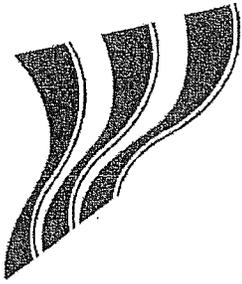
Dated: _____

Mayor

Attest: _____

City Clerk/Treasurer

1. Bike Path \$293,576.00
(Downtown/Robbins Island)



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: January 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Purchase of two trucks with snow removal equipment

Recommended Action: Approve the purchase of two International trucks to replace two Sterling trucks.

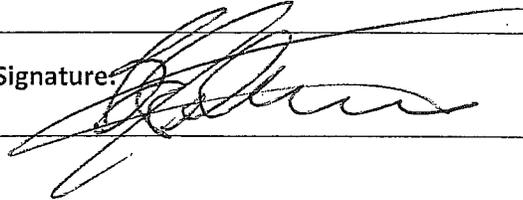
Background/Summary: These trucks would be equipped with plows and dump bodies. The total cost for the two trucks is \$333,568.48; this includes tax and license fees. The Capital Improvements Program for 2014 included \$320,000.00 for the two trucks. There is a \$49,000 trade value that would be credited at the time of delivery.

Alternatives:

1. Purchase the trucks and plows as proposed
2. Reconsider other options

Financial Considerations: There are sufficient funds in the 2014 Capital Improvements Program to cover these anticipated costs.

Preparer: Bruce D. Peterson, AICP
Acting Public Works Director

Signature: 

Comments:



WILLMAR



PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 W. Hwy. 40 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.ci.willmar.mn.us

Memorandum

TO: Charlene Stevens, City Administrator
FROM: Bruce Peterson, Planning and Development Services Director
DATE: January 15, 2014
RE: Purchase of Trucks with Snow Removal Equipment

.....
Staff is in the process of proceeding with the purchase and replacement of two (2) dump trucks in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace Sterling Truck # 039839 and Sterling Truck # 039838 for \$157,164.88 from Astleford International., through State Contract # 60983 and \$176,403.60 from Tow Master Inc. to replace plows, dump body, warning lights and hydraulic systems, through State Contract # 61353. Please be advised that the 2014 Capital Outlay Program has included \$320,000.00 for replacement of above stated equipment. Please note that sales tax has been included for the Tow Master Inc. equipment and tax and license would be added later on the truck chassis portion. Please note Truck # 039839 and Truck # 039838 would be traded to Astleford International and would be credited \$49,000.00 trade value at the time of delivery.

Please let me know if you concur with this submittal.

sl

Approval: _____



Holen

VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number 039839 Photo
(\$160,000.00) Attending Dump Truck

Finance Director comments

Initial

Operator comments

BASICALLY SAME COMMENTS AS BELOW. NO FUEL GAUGE. WHEN START UP TAKES A WHILE FOR TRUCK TO GET RUNNING WELL - SEEMS TO BE SLUGGISH. SHIFTING FROM FORWARD TO REVERSE AND VICE VERSA NOT ALWAYS SMOOTH.

Initial GS

3-20-13

Mechanic comments

44,069 miles Approximate hours - 3,055. Dash information not always accessible. Fuel gauge does not work - Needs new electronic dash - if available. Many parts not available. Fenders/supports in need of repair/replacement.

Initial MDS 3/15/13

Supervisor comments (if applicable)

This unit should be replaced without dash information can't operate truck

Initial RAN

Department Director comments

This vehicle should be replaced as noted.

Initial JJ 3-22-13

APPROVED

DENIED

Vehicle/Equipment Committee

EW April 18, 2013

APPROVED

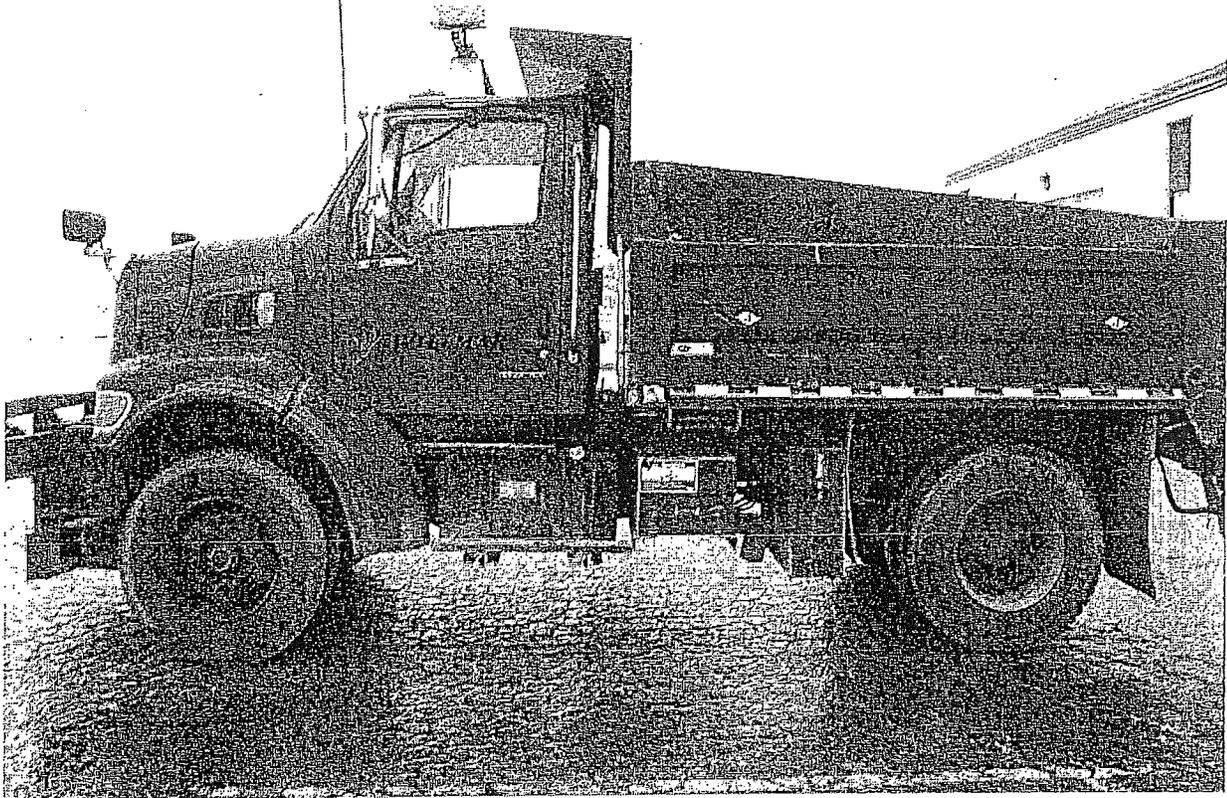
DENIED

[Signature]

City Administrator

5-30-13

Date



TAG# 039839 STERLING Dump TRUCK

Cal

VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number
(\$160,000.00)

03 9838
Sterling Dump Truck

Photo

Finance Director comments

Initial

Operator comments

HEATER DEFROST major repair - Oil Cooled Leaking
poor visibility w/ windshield - wipers/defroster
FRAME TWISTED FROM HITTING MANHOLES/WATER VACUES

Initial CR

Mechanic comments

39,671 miles. Approximate hours 3,191. Information often not
accessible in dash. Heater/defrost/AC controls/ductwork not working -
needs major repair in dash components. Truck frame/plow frame twisted -
had incident that broke engine & transmission mounts and trans. Initial MDS 3/15/13
Housing. Fenders & bracing in need of repair. Some parts not available.

Supervisor comments (if applicable)

With what mechanic has commented this unit
should be replaced

Initial Ron A

Department Director comments

This vehicle should be replaced as noted.

Initial

APPROVED

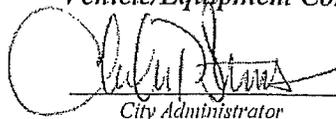
DENIED

Vehicle/Equipment Committee

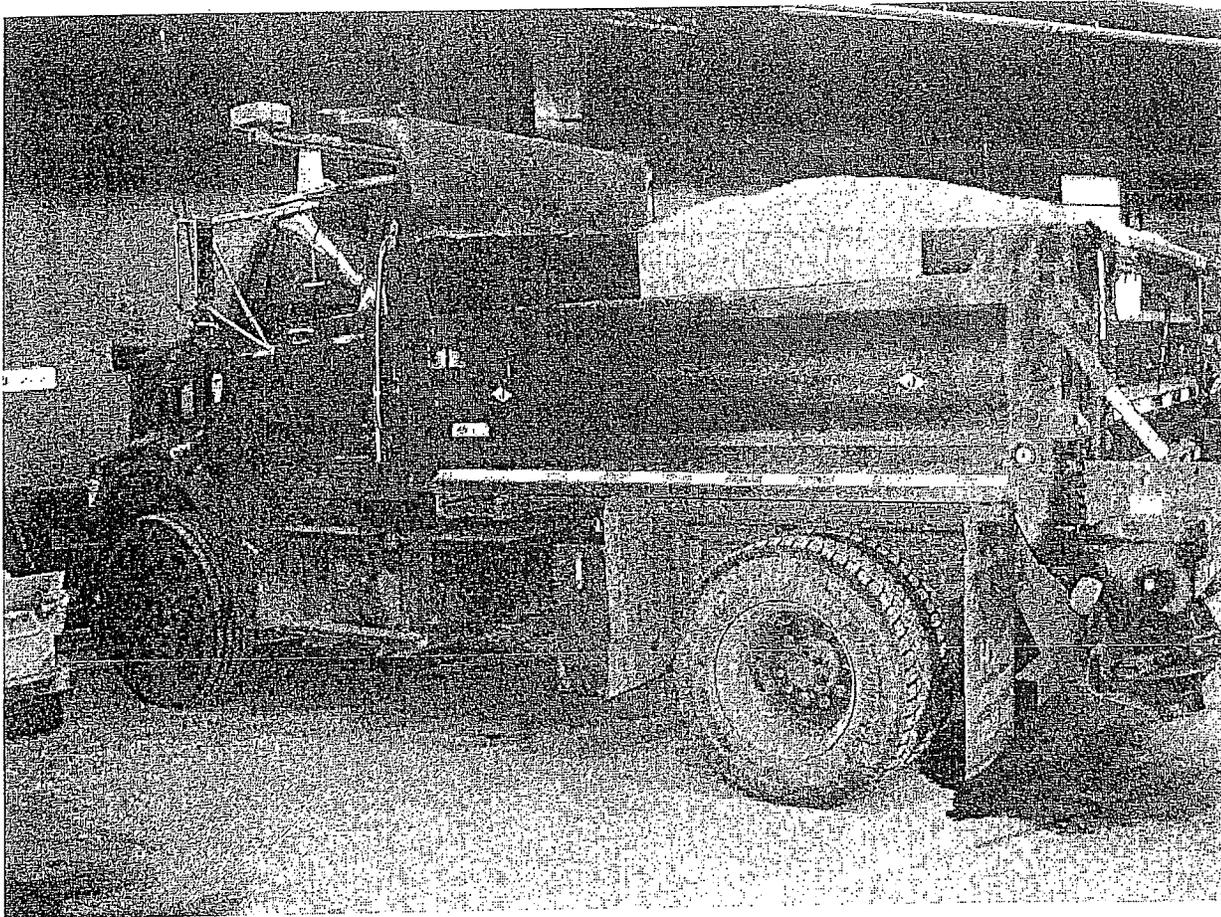
APR 18, 2013
Date

APPROVED

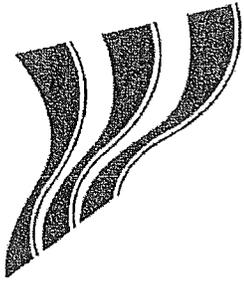
DENIED


City Administrator

5-30-13
Date



TAG# 03 9828 STERLING DUMP TRUCK



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: January 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

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

Originating Department: Public Works

Agenda Item: Purchase of trailer-mounted oil distributor

Recommended Action: Approve the purchase in the amount of \$41,296.00 from Stepp Manufacturing.

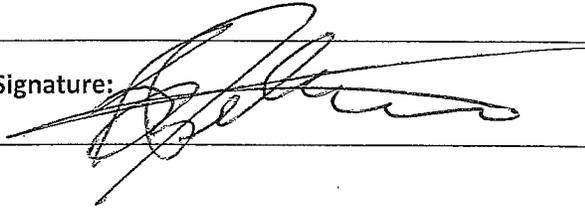
Background/Summary: The oil distributor used by the Public Works Department for street patching is in need of replacement. The 2014 Capital Improvement Program included \$187,427 for replacement. Staff is proposing that a 300 gallon trailer-mounted unit be purchased, as opposed to a 1,000 gallon truck-mounted unit.

Alternatives:

1. Purchase as proposed
2. Reconsider other options

Financial Considerations: The 2014 Capital Improvement Program anticipated this purchase.

Preparer: Bruce D. Peterson, AICP
Acting Public Works Director

Signature: 

Comments:



WILLMAR

PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 W. Hwy. 40 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.ci.willmar.mn.us

Memorandum

TO: Charlene Stevens, City Administrator
FROM: Bruce Peterson, ^{BP} Planning and Development Services Director
DATE: January 14, 2014
RE: Purchase of Trailer Mounted Oil Distributor

.....

Staff is in the process of proceeding with the purchase and replacement of an Oil Distributor in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace International Truck # 898881 for \$41,296.00 from Stepp Mfg., through State Contract # P-961(5). Staff is recommending changing from a truck mounted 1000 gallon unit, which Public Works currently has, to a 300 gallon trailer mounted unit. Please be advised that the 2014 Capital Outlay Program has included \$187,425.00 for replacement of above stated equipment.

Please be advised that the end of the State Contract term is August 31, 2014.

Also be advised that staff is recommending selling Unit # 898881 on a governmental selling outlet, such as the City Vehicle Auction, League of Minnesota Cities Web site or other such approved outlets.

Please let me know if you concur with this submittal.

sl

Approval: _____



VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number 89881 Photo X
(\$187,405.00) International (Tax Dist.)

Finance Director comments

Initial

Operator comments

UNIT IS OFTEN USED TO PULL PATCHING TRACTOR - HAVE
NOTICED TRANSMISSION OFTEN TAKES A LONG TIME BETWEEN
SHIFTS (I.E. GETTING VERY WEAR) PUMP ON REAR SEEMS TO
BE GETTING WEAR. Initial

Mechanic comments

74,223 miles 5,777 hours Unit is 24 years old - Parts are getting
difficult to get. Air/Brake system has multiple small leaks - basically needs complete
component replacement. Air compressor is not up to today's standards.
Transmission has tendency to overheat. Initial MDS 3/15/13

Supervisor comments (if applicable)

This unit should be replaced

Initial Ron G

Department Director comments

Replace before it fails completely.

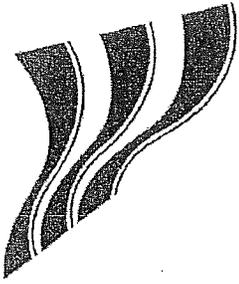
Initial BJ 3-22-13

X APPROVED _____ DENIED _____
Y APPROVED _____ DENIED _____
Vehicle/Equipment Committee SN April 18, 2013
[Signature] Date 5-30-13
City Administrator Date



TAB# 898881

INTERNATIONAL TAR DIST.



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

Agenda Item Number: 8
Meeting Date: January 27, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: February 3, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following reports:
A) 12/31/13 Cash/Investments Portfolio
B) 4th Quarter Investment Activity
C) 2013 Interest/Dividends by Institution
D) 10-Year Investments By Quarter
E) 10-Year interest/Dividends By Quarter
F) December Rice Trust
G) 2013 Kandiyohi Area Transit

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

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

CASH/INVESTMENT PORTFOLIO AS OF DECEMBER 31, 2013

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-36160TFS0	01/23/2014	3.400%	96,000.00	96,129.60
2	MSSB	CD-795450HC2	01/23/2014	3.500%	96,000.00	96,133.44
3	MSSB	CD-140653G26	01/28/2014	3.500%	96,000.00	96,172.80
4	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	151,500.00
5	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	96,557.76
6	MSSB	CD-25811LZ28	08/10/2015	1.000%	245,000.00	246,425.90
7	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	150,871.50
8	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	153,316.50
9	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	250,382.65
10	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	153,309.00
11	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	153,289.50
12	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	250,252.80
13	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	151,749.00
14	MSSB	FNMA-3136G1PJ2	07/17/2018	1.800%	1,000,000.00	994,220.00
15	MSSB	CD-17284A3Z9	12/12/2019	1.600%	245,000.00	234,398.85
16	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	1,895,356.00
17	UBS	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	931,580.00
18	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	5,588,700.00
19	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	1,871,516.00
20	Wells Fargo	FHLB-313381C60	06/07/2022	2.080%	2,000,000.00	1,841,490.00
21	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	910,650.00
22	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	797,872.34 ^	740,321.80
23	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	912,210.00
24	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,824,416.00
25	MSSB	FHLB-313380GQ4	09/07/2022	1.500-5.000%	4,000,000.00	3,699,600.00
26	UBS	FNMA-3136G0D65	09/27/2022	2.000%	3,000,000.00 *	2,700,480.00
27	UBS	FNMA-3135G0RC9	10/25/2022	2.200%	1,000,000.00	912,660.00
28	UBS	FNMA-3136G0ZZ3	11/15/2022	2.250%	1,900,000.00	1,737,778.00
29	Wells Fargo	FHLB-313381DA0	12/05/2022	2.190%	2,000,000.00	1,769,224.00
30	Wells Fargo Advisors	FHLB-313381GY5	12/27/2022	1.500-5.000%	3,000,000.00	2,740,020.00
31	Multi-Bank Securities	FHLB-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	893,330.00
32	Multi-Bank Securities	FHLB-313382G49	03/27/2023	2.000-6.000%	1,000,000.00	915,440.00
33	Wells Fargo Advisors	FHLB-313382VW0	04/25/2023	1.625-5.500%	1,150,000.00	1,032,815.00
34	Wells Fargo Advisors	FHLB-313382TV5	04/25/2023	1.625-6.000%	850,000.00	767,983.50
35	Multi-Bank Securities	FHLB-3133832Q3	05/23/2023	1.750-8.000%	1,000,000.00	918,130.00
36	Wells Fargo Advisors	FHLB-313383A27	06/13/2023	1.625-10.000%	2,000,000.00	1,787,200.00
37	Wells Fargo Advisors	FHLB-313383BL4	06/13/2023	1.500-4.000%	2,500,000.00	2,276,150.00
38	Multi-Bank Securities	FNMA-3136G1Q51	07/24/2023	2.050-6.500%	1,000,000.00 ^	958,740.00
39	Wells Fargo Advisors	FHLB-313383PQ8	07/25/2023	2.000-6.500%	1,000,000.00 ^	971,170.00
TOTAL INVESTMENT					\$ 47,461,872.34	\$ 43,871,669.60
40	Heritage Bank	Low Activity Ckg	None	0.250%	6,600,885.63	6,300,885.63
41	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	48,031.22	48,031.22
42	Heritage Bank	Commercial Ckg	None	0.100%	644,624.27	644,624.27
TOTAL PORTFOLIO FOR DECEMBER 31, 2013					\$ 54,755,413.46	\$ 50,865,210.72

* 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>	



WILLMAR

FINANCE

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

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING DECEMBER 31, 2013

BALANCE AT PRIOR QUARTER ENDED SEPTEMBER 30, 2013 \$ 45,544,516.83

SUMMARY OF OCTOBER THROUGH DECEMBER, 2013, TRANSACTIONS:

(10/07/2013) SOLD: MSSB, CD-591557DP5, 1.15%	(245,000.00)
(10/07/2013) Market Value Adjustment: MSSB, CD-591557DP5	(17.15)
(10/15/2013) SOLD: MSSB, CD-70153RGY8, 1.25%	(245,000.00)
(10/15/2013) Market Value Adjustment: MSSB, CD-70153RGY8	(90.65)
(12/24/2013) SOLD: MSSB, CD-02580VDA0, 4.750%	(96,000.00)
(12/24/2013) Market Value Adjustment: MSSB, CD-02580VDA0	(913.92)
(12/24/2013) SOLD: MSSB, CD-02586TDA9, 4.750%	(96,000.00)
(12/24/2013) Market Value Adjustment: MSSB, CD-02586TDA9	(913.92)
(12/31/2013) SOLD: MSSB, CD-36159CGN0, 4.100%	(96,000.00)
(12/31/2013) Market Value Adjustment: MSSB, CD-36159CGN0	(831.36)
(12/31/2013) SOLD: MSSB, CD-381426XZ3, 4.000%	(96,000.00)
(12/31/2013) Market Value Adjustment: MSSB, CD-381426XZ3	(816.96)
(12/31/2013) Quarter-End Market Value Adjustment	(795,263.27)

DECEMBER 31, 2013 BALANCE \$ 43,871,669.60





WILLMAR

FINANCE

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

2013 Interest/Dividends Received By Institution

<u>Institution</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>2013 Year-To-Date</u>	<u>2012 Year-To-Date</u>
Heritage Bank	\$ 418.11	\$ 427.63	\$ 983.60	\$ 8,043.19	\$ 17,638.45
Morgan Stanley Smith Barney	\$ 4,288.66	\$ -	\$ 17,531.25	\$ 132,876.68	\$ 145,374.94
Multi-Bank Securities	\$ -	\$ 8,750.00	\$ 7,500.00	\$ 33,750.00	\$ -
UBS	\$ 16,000.00	\$ 26,375.00	\$ 26,250.03	\$ 307,250.06	\$ 180,625.08
Wells Fargo	\$ 18,400.00	\$ 20,000.00	\$ 42,700.00	\$ 215,200.00	\$ 170,618.05
Wells Fargo Advisors	\$ 16,250.00	\$ -	\$ 59,004.11	\$ 192,008.66	\$ 310,504.84
Totals	\$ 55,356.77	\$ 55,552.63	\$ 153,968.99	\$ 889,128.59	\$ 824,761.36

Historical Balances At the End of Each Quarter 2003 through 12/31/2013

Investments

Operating Cash (Flex Gold and Checking)

Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
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
2003	\$34,064,199.18	\$30,950,347.81	\$35,925,098.63	\$40,818,791.70	\$3,859,939.14 **	\$7,755,088.56 **	\$2,656,112.08 **	\$933,074.61 **

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

Historical Interest/Dividends Received Per Quarter 2003 through 12/31/2013

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
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
2003	\$ 347,623.33	\$ 429,146.02	\$ 278,583.40	\$ 303,848.26	\$ 1,359,201.01

Market Value Reconciliation

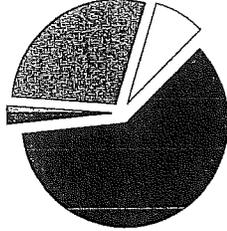
	Since 12/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,922,121.60	2,616,990.01
Disbursements		
Withdrawals	0.00	-53,002.36
Expenses	0.00	-498.75
Fees	-1,815.94	-21,068.12
Total Disbursements	-1,815.94	-74,569.23

Income		
Investment Income	10,739.92	52,769.41
Other Income	0.00	46.00
Total Income	10,739.92	52,815.41

Value on Dec 31, 2013	2,960,183.93	2,960,183.93
Total Change in Portfolio Value	29,138.35	364,947.74

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	29,833.66	1.01
Fixed Income	842,573.15	28.46
Alternative	241,084.00	8.14
Equity	1,800,060.79	60.81
Other	46,632.33	1.58
Total	\$2,960,183.93	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	10,739.92	52,769.41
Other Income	0.00	46.00
Total Income Summary	10,739.92	52,815.41

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	1,758.36	2,033.73
Long-term	43,450.58	60,729.38
Total Gain/Loss Summary	45,208.94	62,763.11



*Investment Management
& Trust*

Selected Period Performance
RICE CUSHMAN A CHAR TR
 Account 180205
 Period Ending: 12/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (1 Year)</u>
Total Fund	2,921,201	1.42	16.50
Total Fd Net Fee	2,921,201	1.36	15.61
Fixed Income	848,874	-.36	-.01
BarCap Int Aggregate Bd		-.57	-1.03
Domestic Equity	1,417,344	2.77	32.38
S&P 500 Index		2.53	32.41
Russell 2000 Index		1.97	38.82
Intl. Equity	384,066	1.85	17.60
MSCI EAFE (US\$ & Net) Index		1.50	22.79
Short Term Cash	28,637	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	241,084	-.27	-.99
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	1,197	.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.

**KANDIYOHI AREA TRANSIT
LOCAL AND MNDOT REVENUES**

DRAFT

REVENUES	12 month budget												YTD	Remaining	%
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13			
2010-1 FAREBOX - CASH	\$ 16,500	\$ 1,436	\$ 1,281	\$ 1,254	\$ 1,099	\$ 1,536	\$ 1,483	\$ 835	\$ 1,243	\$ 1,620	\$ 1,409	\$ 1,361	\$ 15,608	\$ 892	-5.4%
2010-2 FAREBOX - PREPAID	\$ 153,500	\$ 4,692	\$ 13,526	\$ 15,100	\$ 12,494	\$ 16,735	\$ 11,685	\$ 14,104	\$ 11,193	\$ 23,690	\$ 9,992	\$ 24,039	\$ 172,602	\$ (19,102)	12.4%
2013 TITLE III FARES	\$ 10,000	\$ 470	\$ 914	\$ 896	\$ 881	\$ 1,430	\$ 851	\$ 1,156	\$ 890	\$ 1,392	\$ 845	\$ 887	\$ 10,963	\$ (963)	9.6%
2013 TITLE III COST SHARE	\$ 5,000	\$ 83	\$ 161	\$ 158	\$ 155	\$ 252	\$ 150	\$ 60	\$ 474	\$ 806	\$ 797	\$ 1,251	\$ 4,755	\$ 245	-4.9%
SUBTOTAL	\$ 185,000	\$ 6,680	\$ 15,683	\$ 17,407	\$ 14,630	\$ 19,954	\$ 14,383	\$ 16,236	\$ 13,261	\$ 27,508	\$ 13,043	\$ 27,637	\$ 203,928	\$ (18,928)	10.2%
LOCAL REVENUE															
2020-1 ST OF MN-HVST	\$ 428,275	\$ -	\$ 44,325	\$ -	\$ -	\$ 184,688	\$ -	\$ 72,398	\$ -	\$ 126,685	\$ -	\$ -	\$ 428,095	\$ 180	0.0%
2023 TITLE III - CONTRACT	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ 6,664	\$ -	\$ -	\$ -	\$ -	\$ 6,923	\$ -	\$ 19,507	\$ 11,493	-37.1%
2023-1 TITLE III - CITY OF SPICER	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600	\$ -	\$ 2,600	\$ -	0.0%
2024 SPECIAL SERVICES	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ 2,263	\$ -	\$ 2,688	\$ -	\$ 2,680	\$ -	\$ 975	\$ 12,192	\$ 4,808	-28.3%
2025 FUNDRAISING	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 61	\$ 56	\$ 35	\$ 76	\$ 38	\$ 1,314	\$ 29	\$ 1,736	\$ (736)	73.6%
2026 ADVERTISING	\$ 13,000	\$ 675	\$ 195	\$ 1,420	\$ 2,470	\$ 2,095	\$ 745	\$ 1,270	\$ 1,570	\$ 2,470	\$ 1,420	\$ 1,795	\$ 17,695	\$ (4,995)	36.1%
2027 INTEREST	\$ 3,500	\$ 258	\$ 209	\$ 154	\$ 145	\$ 173	\$ 146	\$ 197	\$ 194	\$ 185	\$ 207	\$ 218	\$ 2,301	\$ 1,199	-34.3%
LOCAL SUBTOTAL	\$ 496,375	\$ 933	\$ 44,729	\$ 2,824	\$ 3,739	\$ 196,010	\$ 947	\$ 75,190	\$ 1,840	\$ 132,057	\$ 12,464	\$ 3,017	\$ 484,126	\$ 12,249	-2.5%
MN/ED OPERATION GRANTS															
2028 MNDOT GRANT	\$ 280,725	\$ -	\$ 140,363	\$ -	\$ -	\$ -	\$ 112,290	\$ -	\$ -	\$ 20,685	\$ -	\$ -	\$ 273,338	\$ 7,388	-2.6%
2028-1 FEDERAL GRANT	\$ 299,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,286	\$ -	\$ 70,135	\$ -	\$ -	\$ -	\$ 139,422	\$ 159,678	-53.4%
2028-2 KANDIYOHI COUNTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 5	\$ (5)	#DIV/0!
2028-3 CITY OF WILLMAR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ 579,825	\$ -	\$ 140,363	\$ -	\$ -	\$ 4	\$ 69,286	\$ 112,290	\$ 70,135	\$ 20,686	\$ -	\$ -	\$ 412,764	\$ 167,061	-28.8%
OPERATIONS SUBTOTAL	\$ 1,261,200	\$ 7,613	\$ 200,975	\$ 20,232	\$ 18,368	\$ 215,968	\$ 87,639	\$ 201,863	\$ 95,746	\$ 15,102	\$ 25,507	\$ 30,554	\$ 1,100,818	\$ 160,382	-12.7%
CAPITAL REIMBURSEMENTS															
2029-1 STATE OF MINNESOTA	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,427	\$ -	\$ -	\$ -	\$ 45,573	\$ -	\$ 136,000	\$ -	0.0%
2029-2 FEDERAL	\$ 92,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,000	-100.0%
2029-3 KANDIYOHI COUNTY	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,993	\$ -	\$ -	\$ 17	\$ -	\$ 5,980	\$ 12,990	\$ 10	-0.1%
2029-4 CITY OF WILLMAR	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	0.0%
2029-5 INSURANCE REIMB	\$ 254,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,993	\$ 90,427	\$ -	\$ 17	\$ 45,573	\$ 18,980	\$ 161,990	\$ 92,010	-36.2%
CAPITAL SUBTOTAL	\$ 1,515,200	\$ 7,613	\$ 200,975	\$ 20,232	\$ 18,368	\$ 215,968	\$ 94,632	\$ 292,290	\$ 96,746	\$ 15,102	\$ 180,268	\$ 71,081	\$ 1,262,809	\$ 252,391	-16.7%
2000 TOTAL REVENUES	\$ 1,515,200	\$ 7,613	\$ 200,975	\$ 20,232	\$ 18,368	\$ 215,968	\$ 94,632	\$ 292,290	\$ 96,746	\$ 15,102	\$ 180,268	\$ 71,081	\$ 1,262,809	\$ 252,391	-16.7%
JARC	\$ (22,422)														
PROCEEDS-BUSES SOLD	\$ -														
RESERVE	\$ 21,000														
NET-OUT OF COUNTY	\$ 11,200														
GRAND TOTAL	\$ 1,524,978														
CHECKING	\$ 28,577	\$ 28,950	\$ 28,857	\$ 30,219	\$ 36,195	\$ 32,188	\$ 25,690	\$ 25,550	\$ 45,691	\$ 72,556	\$ 57,366	\$ 57,366	\$ 57,366	\$ 57,366	
SAVINGS	\$ 487,768	\$ 562,086	\$ 456,166	\$ 405,142	\$ 495,470	\$ 466,645	\$ 658,135	\$ 672,791	\$ 581,992	\$ 675,229	\$ 564,814	\$ 564,814	\$ 521,635	\$ 521,635	
SAVINGS DIRECT	\$ 153,254	\$ 153,297	\$ 153,334	\$ 153,374	\$ 153,413	\$ 153,449	\$ 153,490	\$ 153,528	\$ 153,567	\$ 183,901	\$ 283,957	\$ 283,957	\$ 284,032	\$ 284,032	

12 month budget

PERSONNEL	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	YTD	Remaining	%
1010 Admin Mgmt	\$ 94,520	\$ 7,271	\$ 7,271	\$ 7,271	\$ 10,907	\$ 7,137	\$ 7,222	\$ 7,213	\$ 7,187	\$ 7,271	\$ 10,907	\$ 7,271	\$ 94,201	\$ 319	0.3%
1020 Drivers	\$ 292,315	\$ 21,917	\$ 23,386	\$ 23,051	\$ 32,083	\$ 22,698	\$ 20,867	\$ 20,989	\$ 21,227	\$ 20,647	\$ 33,202	\$ 22,345	\$ 285,611	\$ 6,704	2.3%
1029 Driver Coordinator	\$ 25,114	\$ 1,552	\$ 964	\$ 1,423	\$ 2,523	\$ 333	\$ 1,607	\$ 1,051	\$ 1,133	\$ 1,643	\$ 1,579	\$ 1,517	\$ 16,879	\$ 8,235	32.8%
1030 Maintenance	\$ 44,156	\$ 3,173	\$ 2,958	\$ 3,132	\$ 4,646	\$ 2,888	\$ 2,792	\$ 2,578	\$ 2,616	\$ 2,758	\$ 5,019	\$ 3,596	\$ 39,257	\$ 4,899	11.1%
1031 Bus Washing	\$ 10,000	\$ 631	\$ 551	\$ 631	\$ 724	\$ 277	\$ 335	\$ 303	\$ 308	\$ 405	\$ 659	\$ 228	\$ 5,623	\$ 4,377	43.8%
1041 Secretary/Clerk	\$ 35,446	\$ 2,727	\$ 2,786	\$ 2,694	\$ 4,309	\$ 2,871	\$ 2,730	\$ 2,796	\$ 2,763	\$ 2,744	\$ 4,081	\$ 2,719	\$ 35,950	\$ (504)	-1.4%
1041-1 Advertising Commission	\$ 3,741	\$ -	\$ -	\$ 118	\$ 219	\$ 314	\$ 112	\$ 199	\$ 243	\$ 243	\$ 371	\$ -	\$ 2,195	\$ 1,547	41.3%
1042 Fiscal Clerk	\$ 11,201	\$ 856	\$ 867	\$ 898	\$ 1,294	\$ 876	\$ 882	\$ 860	\$ 875	\$ 869	\$ 1,312	\$ 917	\$ 11,391	\$ (190)	-1.7%
1050 Operations Support	\$ 76,050	\$ 4,309	\$ 4,483	\$ 4,989	\$ 7,659	\$ 5,350	\$ 5,995	\$ 6,074	\$ 6,061	\$ 6,037	\$ 9,233	\$ 5,951	\$ 71,549	\$ 4,501	5.9%
1061 Health & Life Insurance	\$ 106,920	\$ 7,116	\$ 6,989	\$ 8,844	\$ 7,726	\$ 8,816	\$ 5,428	\$ 7,852	\$ 7,685	\$ 9,473	\$ 7,598	\$ 10,294	\$ 96,680	\$ 10,240	9.6%
1062 Employer Payroll Taxes	\$ 49,059	\$ 2,140	\$ 3,182	\$ 3,254	\$ 4,720	\$ 3,131	\$ 3,143	\$ 3,117	\$ 3,114	\$ 3,124	\$ 4,839	\$ 3,260	\$ 40,792	\$ 8,292	17.9%
1064 PERA	\$ 46,382	\$ 2,886	\$ 5,496	\$ 3,129	\$ 4,502	\$ 2,992	\$ 3,028	\$ 2,931	\$ 2,979	\$ 2,994	\$ 4,543	\$ 3,047	\$ 41,658	\$ 4,724	10.2%
1065 Workers Compensation	\$ 17,000	\$ 16,663	\$ -	\$ (1,626)	\$ -	\$ 510	\$ -	\$ -	\$ -	\$ 944	\$ -	\$ -	\$ 16,491	\$ 509	30.4%
1066 Other	\$ 900	\$ 53	\$ -	\$ 100	\$ -	\$ 50	\$ 100	\$ -	\$ 50	\$ 50	\$ 50	\$ 200	\$ 701	\$ 199	22.1%
1000 TOTAL STAFF	\$ 812,804	\$ 71,291	\$ 58,913	\$ 59,671	\$ 81,468	\$ 58,243	\$ 54,242	\$ 55,964	\$ 56,239	\$ 59,201	\$ 83,391	\$ 61,345	\$ 758,455	\$ 54,349	6.7%

ADMINISTRATION

1130 Advertising/Mktg	\$ 14,554	\$ 736	\$ 392	\$ 1,121	\$ 760	\$ 497	\$ 497	\$ 497	\$ 141	\$ 959	\$ 786	\$ 1,661	\$ 10,262	\$ 4,292	29.5%
1141 Legal	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	100.0%
1142 Accounting	\$ 19,000	\$ 1,694	\$ -	\$ 806	\$ 4,892	\$ 1,007	\$ 1,145	\$ 960	\$ 971	\$ -	\$ 2,308	\$ 976	\$ 16,015	\$ 2,985	15.7%
1144 Audit Services	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600	\$ -	\$ -	\$ -	\$ -	\$ 5,600	\$ 400	6.7%
1150 Training	\$ 3,000	\$ 760	\$ 790	\$ 44	\$ 124	\$ (992)	\$ (520)	\$ -	\$ -	\$ 135	\$ 391	\$ -	\$ 1,633	\$ 1,367	45.8%
1160 Office Supplies	\$ 8,000	\$ -	\$ 62	\$ 6	\$ 9	\$ 68	\$ 118	\$ 375	\$ 608	\$ -	\$ 794	\$ 1,331	\$ 4,866	\$ 3,134	39.2%
1161 Computer Expense	\$ 15,500	\$ 822	\$ 208	\$ 838	\$ 582	\$ 2,339	\$ 570	\$ 166	\$ 292	\$ -	\$ 4,147	\$ 1,532	\$ 11,662	\$ 3,834	24.7%
1170 Leases/Copier	\$ 2,200	\$ 154	\$ 154	\$ 230	\$ 154	\$ 115	\$ 154	\$ 154	\$ 175	\$ -	\$ 308	\$ 173	\$ 1,925	\$ 275	12.5%
1180 Utilities	\$ 35,000	\$ 2,788	\$ 1,742	\$ 2,006	\$ 3,958	\$ 1,890	\$ 1,620	\$ 2,217	\$ 1,414	\$ 1,486	\$ 2,855	\$ 2,832	\$ 27,262	\$ 7,738	22.1%
1190 Other Directs	\$ 20,000	\$ 387	\$ 285	\$ 193	\$ (115)	\$ 872	\$ 1,157	\$ 1,298	\$ 31,836	\$ (29,778)	\$ 316	\$ 920	\$ 8,270	\$ 11,730	58.6%
1191 Uniforms	\$ 4,600	\$ 171	\$ 307	\$ -	\$ 227	\$ -	\$ -	\$ 64	\$ -	\$ -	\$ -	\$ 2,654	\$ 3,422	\$ 1,178	25.6%
1193 Title III Other Admin	\$ 5,700	\$ 265	\$ 299	\$ 1,101	\$ 351	\$ 104	\$ 565	\$ 324	\$ 419	\$ 1,451	\$ 1,205	\$ 1,086	\$ 7,201	\$ (1,501)	-26.3%
1100 TOTAL ADMIN	\$ 134,554	\$ 7,747	\$ 4,237	\$ 6,305	\$ 10,942	\$ 6,247	\$ 6,694	\$ 11,298	\$ 36,674	\$ (25,920)	\$ 14,529	\$ 13,165	\$ 98,124	\$ 36,430	27.1%

VEHICLE CHGES

1210 Fuel/Lubricants	\$ 114,000	\$ 9,121	\$ 2,790	\$ 8,792	\$ 9,420	\$ 9,198	\$ 8,475	\$ 8,767	\$ 10,189	\$ 9,023	\$ 11,302	\$ -	\$ 95,451	\$ 18,549	16.3%
1220 Internal Routine Parts	\$ 14,000	\$ 325	\$ 810	\$ 352	\$ 1,635	\$ 410	\$ 353	\$ 337	\$ 492	\$ 436	\$ 679	\$ 426	\$ 7,933	\$ 6,067	43.3%
1222 Internal Repair Parts	\$ 4,500	\$ -	\$ 1,928	\$ 725	\$ (340)	\$ 1,563	\$ 568	\$ 572	\$ 741	\$ 37	\$ 847	\$ 1,952	\$ 10,385	\$ (385)	-3.8%
1230 Contract Labor-Routine	\$ 1,000	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 84	\$ 30	\$ -	\$ 159	\$ 80	\$ -	\$ 402	\$ 4,098	91.1%
1232 Contract Parts-Routine	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	100.0%
1234 Contract Repair Labor	\$ 12,500	\$ 2,340	\$ -	\$ 68	\$ 355	\$ 452	\$ -	\$ -	\$ -	\$ -	\$ 3,451	\$ -	\$ 6,666	\$ 5,834	46.7%
1236 Contract Repair Parts	\$ 8,000	\$ 2,572	\$ -	\$ -	\$ -	\$ 953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,525	\$ 4,475	55.9%
1240 Tires	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,423	\$ 68	\$ 7,491	\$ 4,509	37.5%
1250 Other Vehicle	\$ 6,000	\$ -	\$ -	\$ 75	\$ 138	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ 550	\$ 2,584	\$ 3,371	\$ 2,529	43.8%
1200 TOTAL VEHICLE	\$ 182,000	\$ 15,343	\$ 5,428	\$ 10,043	\$ 11,257	\$ 12,566	\$ 9,480	\$ 9,706	\$ 11,456	\$ 9,655	\$ 24,332	\$ 5,010	\$ 135,225	\$ 46,775	25.7%

OPERATIONS CHGES

1310 Purchase of Service	\$ 37,740	\$ 3,071	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1333 Senior Volunteer	\$ 30,000	\$ 3,865	\$ 1,320	\$ 1,482	\$ 2,615	\$ 2,893	\$ 619	\$ 1,728	\$ 1,704	\$ 3,553	\$ 5,010	\$ 4,207	\$ 40,076	\$ (2,336)	-6.2%
1340 Other Rep/Maint.	\$ 67,740	\$ 6,936	\$ 1,320	\$ 4,528	\$ 9,810	\$ 6,108	\$ 5,468	\$ 5,386	\$ 5,242	\$ 5,749	\$ 9,616	\$ 5,758	\$ 65,529	\$ 1,211	1.8%
1300 TOTAL OPERATIONS	\$ 135,480	\$ 13,866	\$ 3,640	\$ 6,010	\$ 12,425	\$ 11,106	\$ 11,156	\$ 12,820	\$ 12,650	\$ 10,492	\$ 24,636	\$ 10,165	\$ 108,021	\$ 10,192	7.5%

INSURANCE CHGES

1410 Liability Insurance	\$ 39,880	\$ 15,035	\$ -	\$ -	\$ 21,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,580)	\$ 31,396	\$ 8,484	21.3%
1420 Other	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 2,000	66.7%
1400 TOTAL INSURANCE	\$ 42,880	\$ 15,035	\$ -	\$ -	\$ 21,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ (5,580)	\$ 32,396	\$ 10,484	24.4%

OPERATIONS SUBTOTAL \$ 1,239,978 \$ 116,351 \$ 89,897 \$ 80,516 \$ 90,495 \$ 128,290 \$ 76,087 \$ 75,874 \$ 82,354 \$ 109,611 \$ 48,685 \$ 132,868 \$ 79,698 \$ 1,090,728 \$ 149,250 12.0%

CAPITAL EXPEND

1710 Vehicles	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	100.0%
1750 Other	\$ 170,000	\$ 6,210	\$ 44,205	\$ 47,571	\$ 18,866	\$ 2,359	\$ 19,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,213	\$ 5,787	3.4%
1700 TOTAL CAPITAL EXP	\$ 285,000	\$ 6,210	\$ 44,205	\$ 47,571	\$ 18,866	\$ 2,359	\$ 19,852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,213	\$ 120,787	42.4%
TOTAL EXPENDITURES	\$ 1,524,978	\$ 122,561	\$ 114,103	\$ 128,087	\$ 109,362	\$ 130,649	\$ 95,726	\$ 82,354	\$ 109,611	\$ 48,685	\$ 132,868	\$ 79,698	\$ 1,254,941	\$ 270,037	17.7%

KANDIYOHI AREA TRANSIT
GENERAL TRANSPORTATION

	12 month												YTD	Remaining	%	
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13				
budget																
REVENUES																
2024-1 OUT OF COUNTY REV	\$ 50,750	\$ -	\$ 3,238	\$ 4,013	\$ 4,604	\$ 5,004	\$ 4,627	\$ 5,599	\$ 6,919	\$ 8,055	\$ 7,342	\$ 1,297	\$ 6,921	\$ 57,620	\$ (6,870)	13.5%
2024-2 BLUE RIDE	\$ -	\$ -	\$ (1)	\$ 1,999	\$ 1,538	\$ 1,406	\$ 2,361	\$ 2,361	\$ 2,376	\$ 2,989	\$ 2,706	\$ 2,052	\$ 2,052	\$ 22,315	\$ (22,315)	#DIV/0!
2024-3 U CARE	\$ -	\$ -	\$ 206	\$ 214	\$ 235	\$ 691	\$ -	\$ 997	\$ 417	\$ 215	\$ 603	\$ 211	\$ 400	\$ 4,188	\$ (4,188)	#DIV/0!
TOTAL REVENUES	\$ 50,750	\$ -	\$ 3,442	\$ 6,755	\$ 6,838	\$ 7,233	\$ 6,033	\$ 8,957	\$ 9,696	\$ 10,646	\$ 10,934	\$ 4,214	\$ 9,373	\$ 84,122	\$ (33,372)	65.8%
EXPENSES																
2024.15 OUT OF COUNTY	\$ 39,550	\$ 4,173	\$ -	\$ 4,359	\$ 6,985	\$ 4,000	\$ -	\$ 5,538	\$ 7,499	\$ 4,826	\$ 3,350	\$ 2,687	\$ 5,509	\$ 48,926	\$ (9,376)	-23.7%
2024.25 BLUE RIDE	\$ 1,276	\$ -	\$ 879	\$ 1,565	\$ 1,048	\$ -	\$ 1,313	\$ 1,376	\$ 1,717	\$ 1,587	\$ 1,587	\$ 1,387	\$ 2,079	\$ 14,227	\$ (14,227)	#DIV/0!
2024.35 UCARE	\$ 214	\$ -	\$ 96	\$ 96	\$ 685	\$ 711	\$ -	\$ 157	\$ 404	\$ 222	\$ 266	\$ 205	\$ 227	\$ 3,187	\$ (3,187)	#DIV/0!
TOTAL EXPENSES	\$ 39,550	\$ 5,663	\$ -	\$ 5,334	\$ 9,236	\$ 5,759	\$ -	\$ 7,008	\$ 9,278	\$ 6,765	\$ 5,203	\$ 4,279	\$ 7,816	\$ 66,340	\$ (26,790)	67.7%
NET	\$ 11,200	\$ (5,663)	\$ 3,442	\$ 1,421	\$ (2,397)	\$ 1,474	\$ 6,033	\$ 1,949	\$ 418	\$ 3,881	\$ 5,731	\$ (65)	\$ 1,557	\$ 17,783	\$ (6,582)	-58.8%

KANDIYOHI AREA TRANSIT
ELDERLY/DISABLED

12 month budget	%															
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	YTD	Remaining	Remaining	
REVENUES																
2024 Special Services	\$ -	\$ -	\$ 175	\$ 1,792	\$ 150	\$ 115	\$ 500	\$ 100	\$ 950	\$ 550	\$ 1,310	\$ 750	\$ 675	\$ 7,067	\$ (7,067)	#DIV/0!
TOTAL REVENUES	\$ -	\$ -	\$ 175	\$ 1,792	\$ 150	\$ 115	\$ 500	\$ 100	\$ 950	\$ 550	\$ 1,310	\$ 750	\$ 675	\$ 7,067	\$ (7,067)	#DIV/0!
EXPENSES																
1010 Admin Mgmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134	\$ 49	\$ -	\$ 27	\$ 85	\$ -	\$ -	\$ -	\$ 295	\$ (295)	#DIV/0!
1020 Drivers	\$ -	\$ 126	\$ 163	\$ 49	\$ 406	\$ 97	\$ 530	\$ 170	\$ 654	\$ 371	\$ 488	\$ 207	\$ 373	\$ 3,465	\$ (3,465)	#DIV/0!
1030 Maintenance Wages	\$ -	\$ 38	\$ 75	\$ 75	\$ 113	\$ 154	\$ 170	\$ -	\$ 75	\$ 38	\$ 38	\$ 142	\$ -	\$ 918	\$ (918)	#DIV/0!
1055/66 Bus Dispatch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1130 Advertising/Mkting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1190 Other Directs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1210 Fuel & Lubricants	\$ -	\$ 126	\$ -	\$ 116	\$ 227	\$ 82	\$ 184	\$ -	\$ 127	\$ 228	\$ 81	\$ 43	\$ -	\$ 1,389	\$ (1,389)	#DIV/0!
1222 Rep Parts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1410 Public Liab & Prop	\$ -	\$ 3,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,554	\$ (3,554)	#DIV/0!
TOTAL EXPENSES	\$ -	\$ 3,680	\$ 164	\$ 413	\$ 241	\$ 468	\$ 933	\$ -	\$ 883	\$ 721	\$ 607	\$ 392	\$ 373	\$ 9,621	\$ (9,621)	#DIV/0!
CAPITAL EXPEND																
1710 Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1750 Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL CAP EXPEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
NET	\$ -	\$ (3,680)	\$ 11	\$ 1,379	\$ (91)	\$ (632)	\$ 32	\$ (833)	\$ 67	\$ (171)	\$ 703	\$ 358	\$ 302	\$ (2,554)	\$ 2,554	#DIV/0!

KANDIYOHI AREA TRANSIT
JARC

	12 month budget	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	YTD	Remaining	%
REVENUES																
2010 Farebox-Cash	\$ 7,000	\$ 746	\$ 675	\$ 713	\$ 684	\$ 749	\$ 552	\$ 600	\$ 605	\$ 539	\$ 686	\$ 555	\$ 734	\$ 7,835	\$ (835)	11.9%
2025 Fundraising	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ 100	\$ -	\$ 250	\$ -	\$ 1,100	\$ (100)	10.0%
2028 Federal Grant	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,490	\$ -	\$ 4,697	\$ -	\$ -	\$ 5,628	\$ -	\$ 11,815	\$ 8,185	-40.9%
TOTAL REVENUES	\$ 28,000	\$ 746	\$ 675	\$ 713	\$ 684	\$ 749	\$ 2,042	\$ 1,350	\$ 5,302	\$ 639	\$ 686	\$ 6,433	\$ 734	\$ 20,750	\$ 7,250	-25.9%
EXPENSES																
1010 Admin Mgmt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ (31)	#DIV/0!
1020 Drivers	\$ 19,095	\$ 1,443	\$ 1,510	\$ 1,554	\$ 1,524	\$ 2,317	\$ 1,425	\$ 1,437	\$ 1,684	\$ 1,554	\$ 1,381	\$ 2,087	\$ 1,253	\$ 19,170	\$ (75)	-0.4%
1030 Maintenance Wages	\$ 350	\$ -	\$ 208	\$ 160	\$ 75	\$ 132	\$ 113	\$ 113	\$ 75	\$ 151	\$ 132	\$ 75	\$ 38	\$ 1,274	\$ (924)	-263.9%
1032 Repair Wages	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	100.0%
1050 Operations Support	\$ 1,000	\$ 115	\$ 115	\$ 115	\$ 115	\$ 172	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 86	\$ 57	\$ 1,346	\$ (346)	-34.6%
1060 Fringe Benefits	\$ 3,327	\$ 232	\$ 273	\$ 273	\$ 249	\$ 391	\$ 246	\$ 248	\$ 265	\$ 271	\$ 243	\$ 335	\$ 201	\$ 3,226	\$ 101	3.0%
1180 Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1130 Advertising/Mktg	\$ 10,000	\$ 786	\$ 675	\$ 786	\$ 897	\$ 111	\$ 786	\$ 786	\$ 675	\$ 786	\$ 1,461	\$ 428	\$ 786	\$ 8,963	\$ 1,037	10.4%
1150 Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1160 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1190 Other Admin	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	100.0%
1210 Fuel & Lubricants	\$ 10,500	\$ 888	\$ -	\$ 805	\$ 857	\$ 855	\$ 999	\$ 943	\$ 1,075	\$ 1,941	\$ 809	\$ 366	\$ -	\$ 9,437	\$ 1,063	10.1%
1220 Maint/Parts	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441	\$ 59	11.8%
1222 Rep Parts	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318	\$ 182	36.3%
1230 Contract Maint/Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1232 Contract Maint/Parts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1234 Contract Rep Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1236 Contract Rep Parts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1240 Tires	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1340 Other Facility Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335	\$ -	\$ 335	\$ (35)	-11.5%
1410 Public Liab & Prop In	\$ 4,000	\$ 3,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,498	\$ 502	12.6%
1420 Insurance-Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1510 Vehicle Registration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL EXPENSES	\$ 50,422	\$ 6,962	\$ 2,781	\$ 3,693	\$ 3,717	\$ 3,978	\$ 3,684	\$ 3,641	\$ 3,920	\$ 4,718	\$ 4,458	\$ 4,153	\$ 2,335	\$ 48,039	\$ 2,383	-4.7%
TOTAL	\$ (22,422)	\$ (6,216)	\$ (2,106)	\$ (2,980)	\$ (3,033)	\$ (3,229)	\$ (1,642)	\$ (2,291)	\$ 1,382	\$ (4,080)	\$ (3,773)	\$ 2,280	\$ (1,602)	\$ (27,289)	\$ 4,867	-21.7%
CAPITAL REIMBURSEMENTS																
2029-2 FEDERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL CAP REIMB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,602)	\$ -	\$ -	#DIV/0!
CAPITAL EXPEND																
1710 Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
1750 Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL CAP EXPEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,602)	\$ -	\$ -	#DIV/0!
NET	\$ (22,422)	\$ (6,216)	\$ (2,106)	\$ (2,980)	\$ (3,033)	\$ (3,229)	\$ (1,642)	\$ (2,291)	\$ 1,382	\$ (4,080)	\$ (3,773)	\$ 2,280	\$ (3,203)	\$ (27,289)	\$ 4,867	-21.7%

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, January 28, 2014, in Conference Room No. 1 at the City Office Building.

Present: Audrey Nelsen Vice Chair
Tim Johnson Member
Bruce DeBlieck Member
Steve Ahmann Member

Others present: Mayor Frank Yanish; Director of Planning and Development Services Bruce Peterson; Wastewater Treatment Plant Superintendent Colleen Thompson; Josh Halverson, Donohue and Associates; and David Little, "West Central Tribune".

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Sperryville Lift Station-Donohue Engineering Contract Amendment (Resolution)

Staff presented an amendment to the engineering services agreement for the Sperryville Lift Station. The original agreement omitted certain services for construction services. It was determined that the services are necessary to see the project through to completion. A proposal was received from Donohue and Associates for an amendment to the agreement in the amount of \$5,760. The new total of the Donohue and Associates agreement for the Sperryville Lift Station project would be \$58,469.

Following discussion, Council Member Ahmann made a motion, seconded by Council Member DeBlieck to adopt a resolution that amends the engineering services agreement for the Sperryville Lift Station project with Donohue and Associates in the amount of \$5,760, resulting in a total contract amount of \$58,469.

Item No. 4 Highway 12 Project Costs

Staff presented a summary of local costs for the 2014 Highway 12 Projects as being designed and bid by MnDOT. The primary expenditures that require local participation are project mobilization, signal work at the Highway 12 / 7th Street SW intersection, and storm drainage work at the east end of the corridor that is being reconstructed as a maintenance project.

The Committee discussion focused on the width of 7th Street as impacted by the turn lane. There are concerns that 7th Street should be widened to accommodate right-turning traffic off of Highway 12. Staff indicated to the Committee that the turn lane was being constructed as a safety project, to separate the through traffic from the right-turning movements, and that the work was being designed to MnDOT standards. The Committee asked if staff had plans for the intersection that they could see. No plans were available for viewing at the meeting. However, staff said that a plan would be available at the Council meeting. No action was taken pending review of plans at the City Council Meeting.

Item No. 5 Other Business (Information)

The Committee briefly discussed archery range issues and expressed their desire to have significant discussion of outdoor archery ranges at their February 11, 2014, meeting. Information was presented by

Council Member DeBlieck and for distribution to the Mayor and Council for review. This information details a variety of possible range layouts or configurations.

Item No. 6 New Business (Information)

The Committee discussed the status of the 2014 Street Project. Several members expressed a desire to identify a consistent future funding source for street projects.

There being no further business to come before the Committee, the meeting was adjourned at 5:30p.m. by Vice Chair Nelsen.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bruce D. Peterson". The signature is fluid and cursive, with a large initial "B" and "P".

Bruce D. Peterson, AICP
Acting Public Works Director

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 29, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Denis Anderson	Member
	Tim Johnson	Member
	Jim Dokken	Member
	Charlene Stevens	City Administrator

Others present: Labor Attorney, Frank Madden (via conference call).

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Closed Session Pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies

Council Member Anderson made a motion, seconded by Council Member Dokken to go into closed session pursuant to Minn. Stat. §13D.03 to Discuss Labor Negotiation Strategies. The motion carried and the meeting was closed at 4:46 p.m. Labor Attorney Frank Madden joined the closed session via conference call.

Item No. 4 Reopen Meeting

The meeting was reopened at 6:12 p.m. upon motion by Council Member Anderson, seconded by Council Member Dokken and carried.

Item No. 5 Strategic Planning

Due to time, this item was tabled until a future meeting.

Item No. 7 New Business

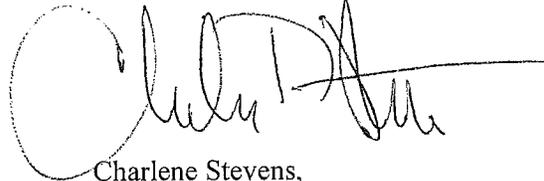
Chair Ahmann asked if City staff were engaged in succession planning similar to the WMU. Ms. Stevens stated that staff is working on this, though not as formally as WMU.

Chair Ahmann suggested that City staff reach out to Jennie-O Turkey Store to determine if they need assistance in workforce recruitment.

Ms. Stevens stated that the City would be filing its Pay Equity Report and from the analysis by Springtred the City would appear to be in compliance.

There being no further business to come before the Committee the meeting was adjourned at 6:17 p.m. on a motion by Council Member Anderson, seconded by Council Member Johnson.

Respectfully submitted,

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

Charlene Stevens,
City Administrator

COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, January 30, 2014, in Conference Room No. 1 at the City Office Building.

Present: Rick Fagerlie Chair
Bruce DeBlieck Vice Chair
Jim Dokken Member
Tim Johnson Member

Others present: Denis Anderson, Council Member; Andrey Nelsen, Council Member; Bruce Peterson, Director of Planning and Development Services; Paula and Brett Peterson; and David Little "West Central Tribune"

Item No. 1 Call to Order

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

Item No. 2 Public Comments (Information)

Paula and Brett Peterson, who farm south of Murdock on Highway 40, were present to ask that consideration be given to the installation of traffic signals at the Highway 40/County Road 5 intersection; also, to the future intersection of County Road 5 and Willmar Avenue. They indicated that it is difficult to make left turning movements from Highway 40 onto County Road 5 and they anticipate the same problems at the future Willmar Avenue intersection. The Committee received their comments for information. Staff will follow up with MnDOT to see if warrants exist for signals at either of those locations and to discuss a possible traffic study.

Item No. 3 UMEC Building Declaration as "Unsafe" (Motion)

Staff presented information regarding the condition of the UMEC building in downtown Willmar. This building is the former Erickson Furniture building on Litchfield Avenue. The building has deteriorated over the years to a point where there are a number of conditions that warrant an unsafe building declaration. Photographs of problem areas were viewed by the Committee. The photos were exterior photos only, as access into the building was not possible due to the relocation of the business. Various remedies to the problem were discussed. The biggest question was if the City demolishes the structure, how the City would be reimbursed? The available options at this time are to file a lien or to place it on the real estate taxes as a special assessment. The situation may be somewhat different if there is a mortgage on the property. Staff will try to determine if there is a mortgage on the property and contact the mortgage holder. The Committee did not want to delay action due to the unsafe conditions at the rear of the building.

A motion was made by Council member Johnson, seconded by Council member DeBlieck and passed for the following, that the Council issue an unsafe building declaration and take the necessary steps to have the conditions corrected or the building demolished.

Item No. 4 Consideration of Fee Adjustments (Motion)

Staff presented proposals to increase fees for planning and zoning activities, as well as for the rental housing program. Planning and zoning fees have not been increased in five years, and the rental housing program fees have not been adjusted since the inception of the program. The primary adjustments proposed to the planning and zoning fees were a \$50 across the board increase in application fees for matters that go

before the Planning Commission. These would include conditional use permits, plats, rezoning, and variances that go before the Board of Zoning Appeals. Also proposed were a \$50 charge to write a zoning letter for mortgage companies/appraisers and a \$100 charge for formal plan review before the Planning Commission as well as small changes to sign permit fees. Staff proposed that applicants for action by the Commission also provide \$700 in escrow to be used for special studies or review in the course of consideration of land-use matters. The Committee did not support this idea.

In the rental program, the primary change being recommended by staff was to increase the registration fee. It is currently \$25.00 per building and \$5.00 per unit. Staff was recommending an increase to \$50 per building and \$10.00 per unit. This would result in a \$25.00 increase in registration fees for a single-family home, which would cover a two-year period. The registration period for other types of structures ranges from two-four years, so the increased fees would be able to be spread over a number of years and across a number of units. The Committee recognized that a fee structure that would support 100% of the cost of the rental inspection program was not feasible, but did believe there were some increases warranted. Other changes proposed for the program were slight increases in fines and penalties.

A motion was made by Council member DeBlieck, seconded by Council member Johnson and passed to adjust the planning and zoning fees as proposed, without the escrow fee requirement, and that an ordinance be introduced for a hearing on March 3, 2014.

A motion was made by Council member Johnson, seconded by Council member DeBlieck and passed that the rental housing program fees be adjusted as proposed, with an ordinance introduced for a hearing on March 3, 2014.

Item No. 5 JOTS Project Anticipated Timeline (Information)

Staff presented a proposed timeline for the Jennie-O Turkey Store project. The timeline shows approximately six months to get through the procedures necessary to vacate the right of way, convey property, structure any public financing package, review plans, and issue permits for construction. The Committee briefly discussed how the process might be kept more open and with information available to the public. Staff informed the Committee that every step of the process that required City action would be conducted either at the Committee level or at the full Council, and would include public hearings for the street vacation, any conveyance of real estate, and for any public financing or incentives provided in the course of the project.

Item No. 6 Old Business

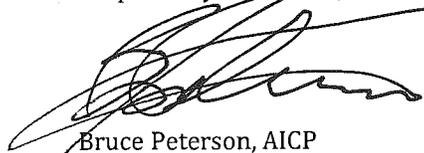
There was no old business.

Item No. 7 New Business

There was no new business.

There being no further business to come before the Committee the meeting was adjourned at 5:45 p.m. by Chair Fagerlie.

Respectfully submitted,



Bruce Peterson, AICP
Director of Planning and Development Services

Attachment #1



PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

MEMO

TO: Bruce D. Peterson, Director of Planning and Development

FROM: Randy Kardell, Building Official *RK*

Date: January 22, 2014

RE: **309 & 313 Litchfield Avenue Southwest**

On December 16, 2013 correspondence was sent to UMEC USA, Inc. informing them of the conditions that exist on the above reference property. The south side of the building where the demolition occurred has not been repaired to resist weather elements. There is exposed interior drywall and several wall penetrations to the interior. A building permit was issued April 19, 2007 for the remodel and restoration of the building for an office use. The basement has several concrete roof supporting beams that have deteriorated to the extent that a major structural collapse could occur. The signage and barriers that were required to prevent vehicle traffic have been removed and not replaced.

This structure has several issues that would warrant an "unsafe building" declaration. Currently the structure is vacant and has major structural issues. The structure has been dilapidated to the extent that a removal permit should be issued and completely removed within 30 days.





December 16, 2013

UMEC USA, Inc.
720 West Cheyenne Ave
Las Vegas, NV 89030

To whom it may concern:

The City of Willmar has received several complaints regarding the conditions that exist at 309 & 313 Litchfield Avenue Southwest in Willmar, Minnesota. The south side of the building where the demolition occurred has not been repaired to resist weather elements. There is exposed interior drywall and several wall penetrations to the interior. The exterior wall needs to be constructed with approved weather resistive coverings as per IBC Section 1405.

On April 19, 2007 a building permit was issued for the remodel and restoration of the building for an office use. At that time, the building also received an NFPA #13 compliant fire sprinkler system. Another part of this permit was to address a services structure concern. The area behind the building at the loading dock has a basement which has a parking surface over the top. This basement has several concrete roof supporting beams that have deteriorated to the extent that a major structural collapse could occur. Nothing has been done to correct this problem. The only action taken was to place signage to prevent any vehicle traffic; however these signs and barriers have been removed and not replaced. This area constitutes a major structural concern that will classify the structure as an "Unsafe Building". Under Minnesota Rules Chapter 1300.0180 the code states, "A building or structure regulated by the code is unsafe, for purposes of this part, if it is structurally unsafe, not provided with adequate egress, a fire hazard, or otherwise dangerous to human life. Building service equipment that is regulated by code is unsafe, for purpose of this part, if it is a fire, electrical, or health hazard; an unsanitary condition; or otherwise dangerous to human life. Use of a building, structure, or building service equipment constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purpose of this part, an unsafe use. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a building and that are in deteriorated condition or otherwise unable to sustain

PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

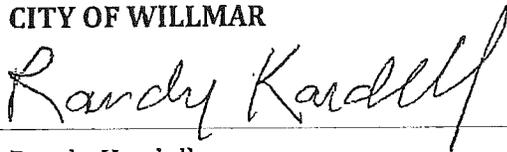


the design loads that are specified in the code are unsafe building appendages. The building official may order any building or portion of a building to be vacated if continued use is dangerous to life, health, or safety of the occupants. The order shall be writing and state the reasons for the action. All unsafe buildings, structures, or appendages are public nuisances and must be abated by repair, rehabilitation, demolition, or removal according to Minnesota Statutes, sections 463.15 to 463.26." The exterior conditions will also classify the structure as an unsafe building because of the lack of inadequate maintenance and dilapidation.

You are hereby ordered to properly repair the exterior and abate the structural deficiencies by not later than **January 20, 2014**. Any failure to comply with this order shall result in the matter being referred to the City Attorney to initiate the formal removal process as allowed by Minnesota State Statutes, Sections 463.15 to 463.26. If you have any questions, feel free to call me at 320-214-5185.

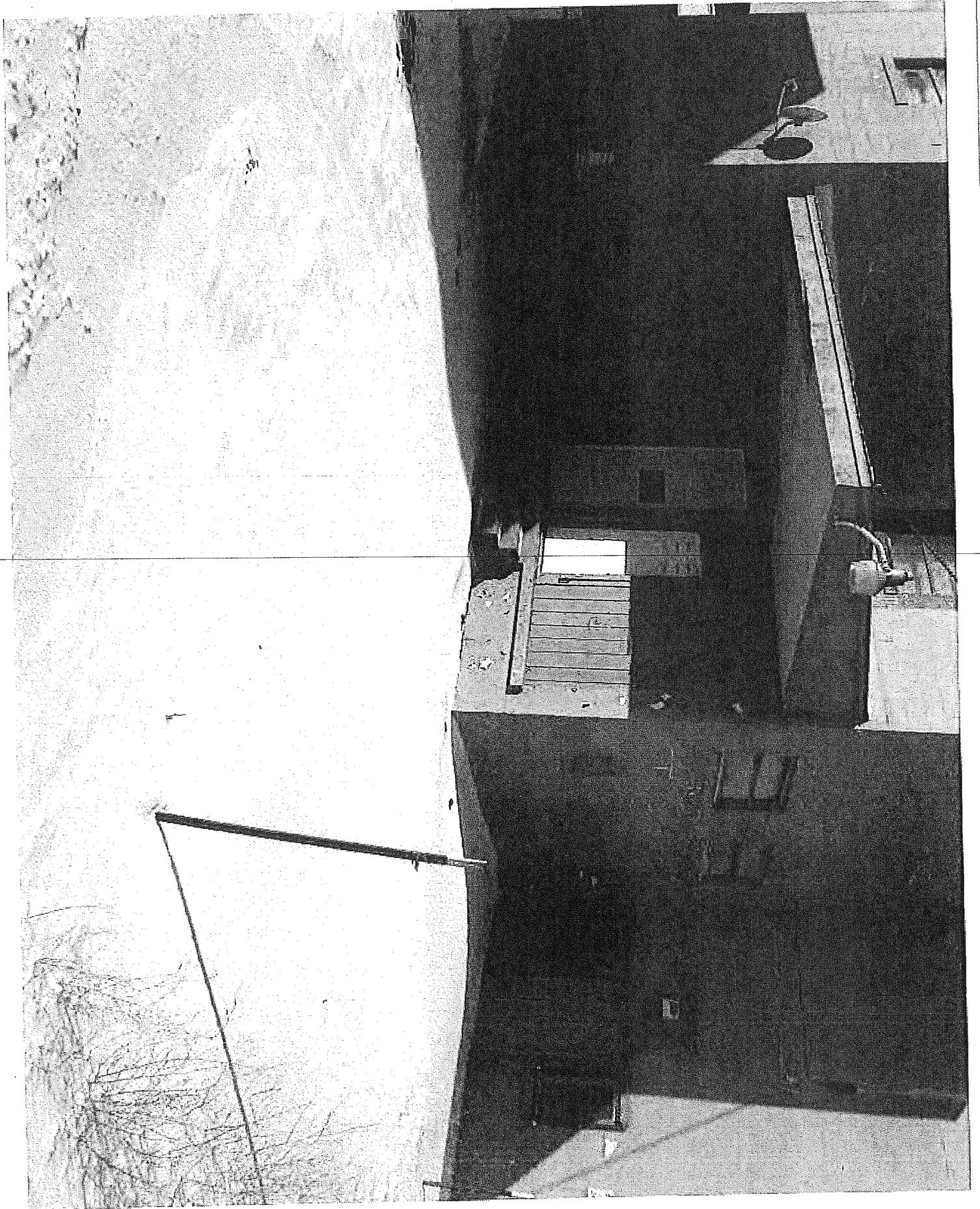
Sincerely,

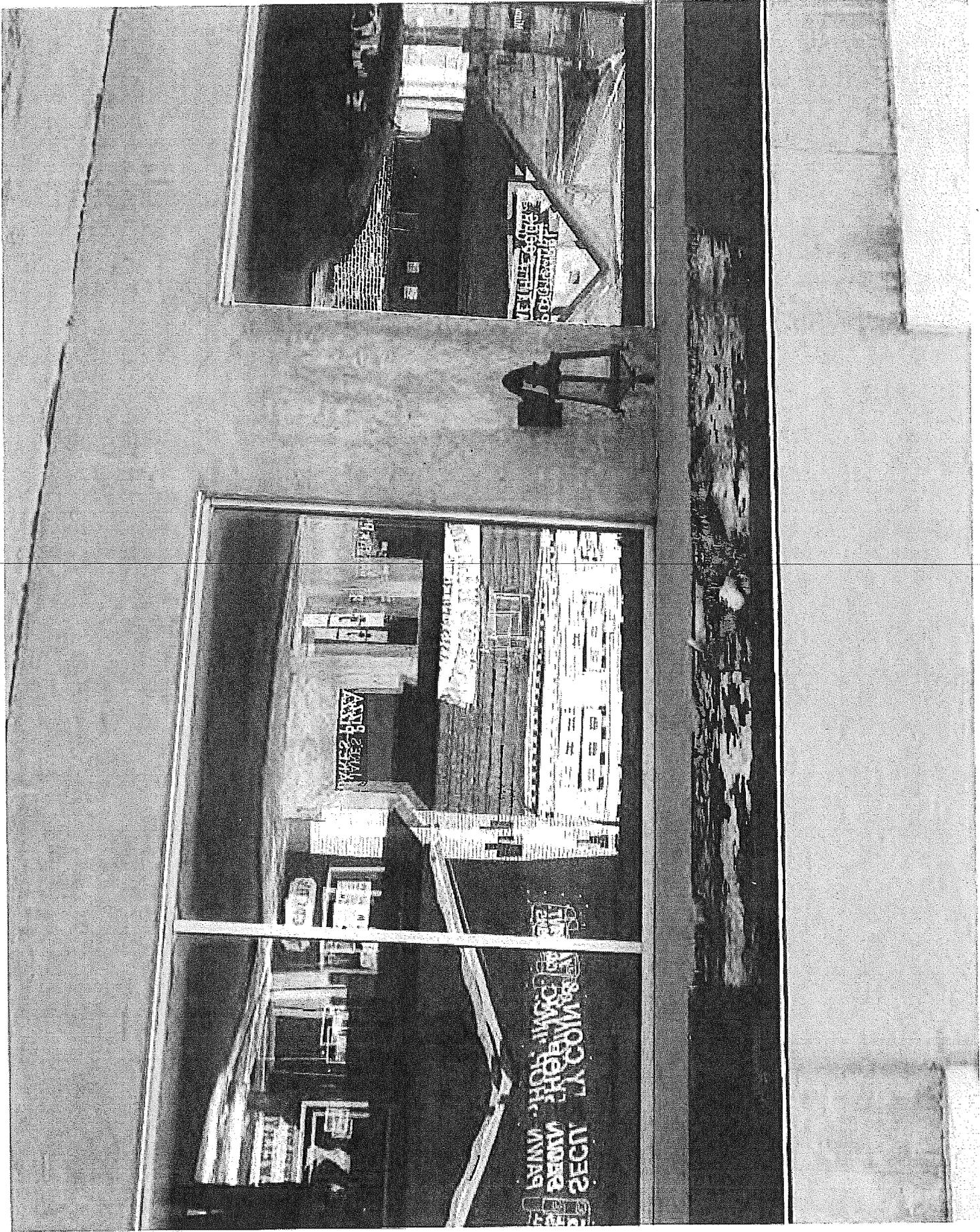
CITY OF WILLMAR

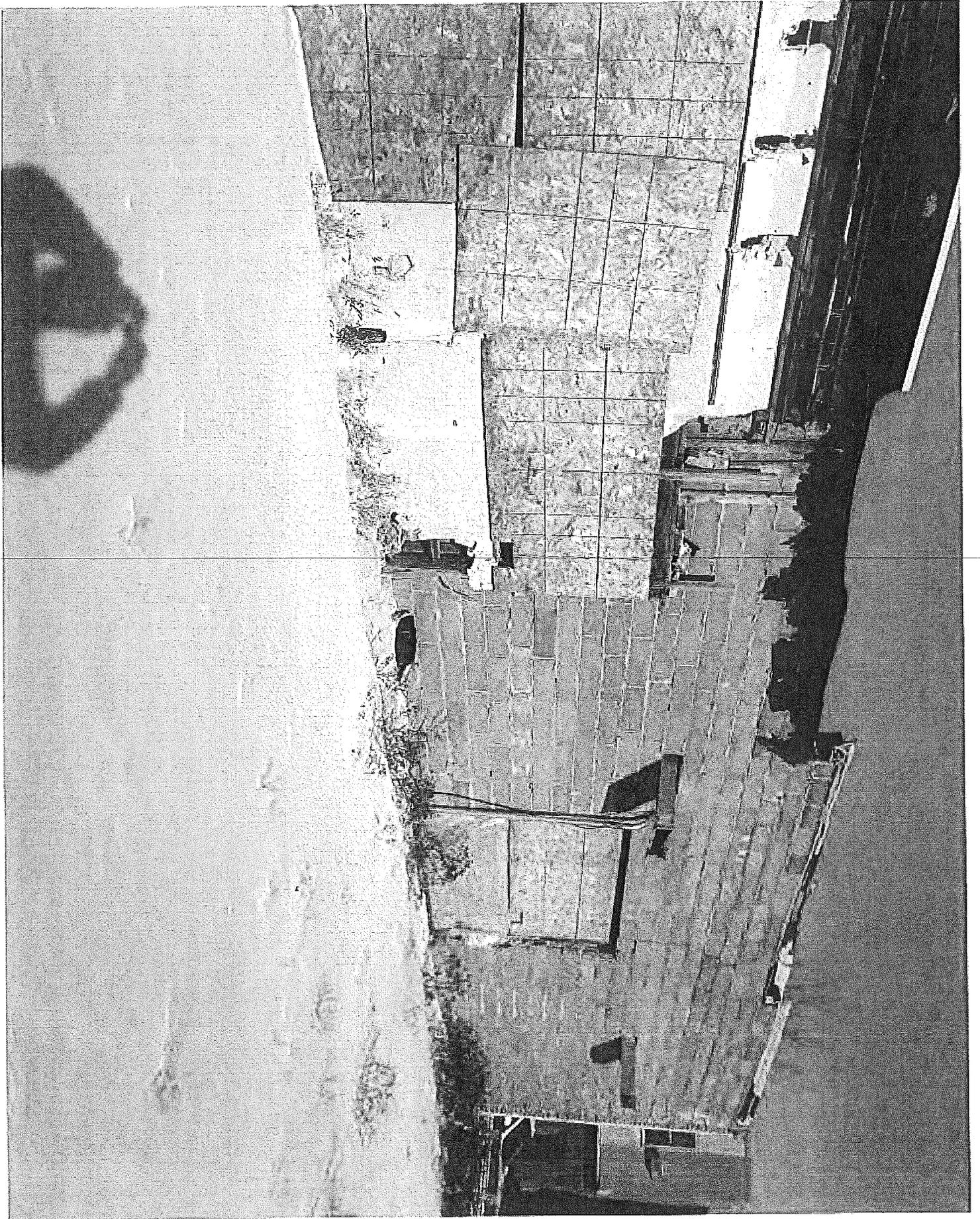
A handwritten signature in cursive script that reads "Randy Kardell". The signature is written in black ink and is positioned above a horizontal line.

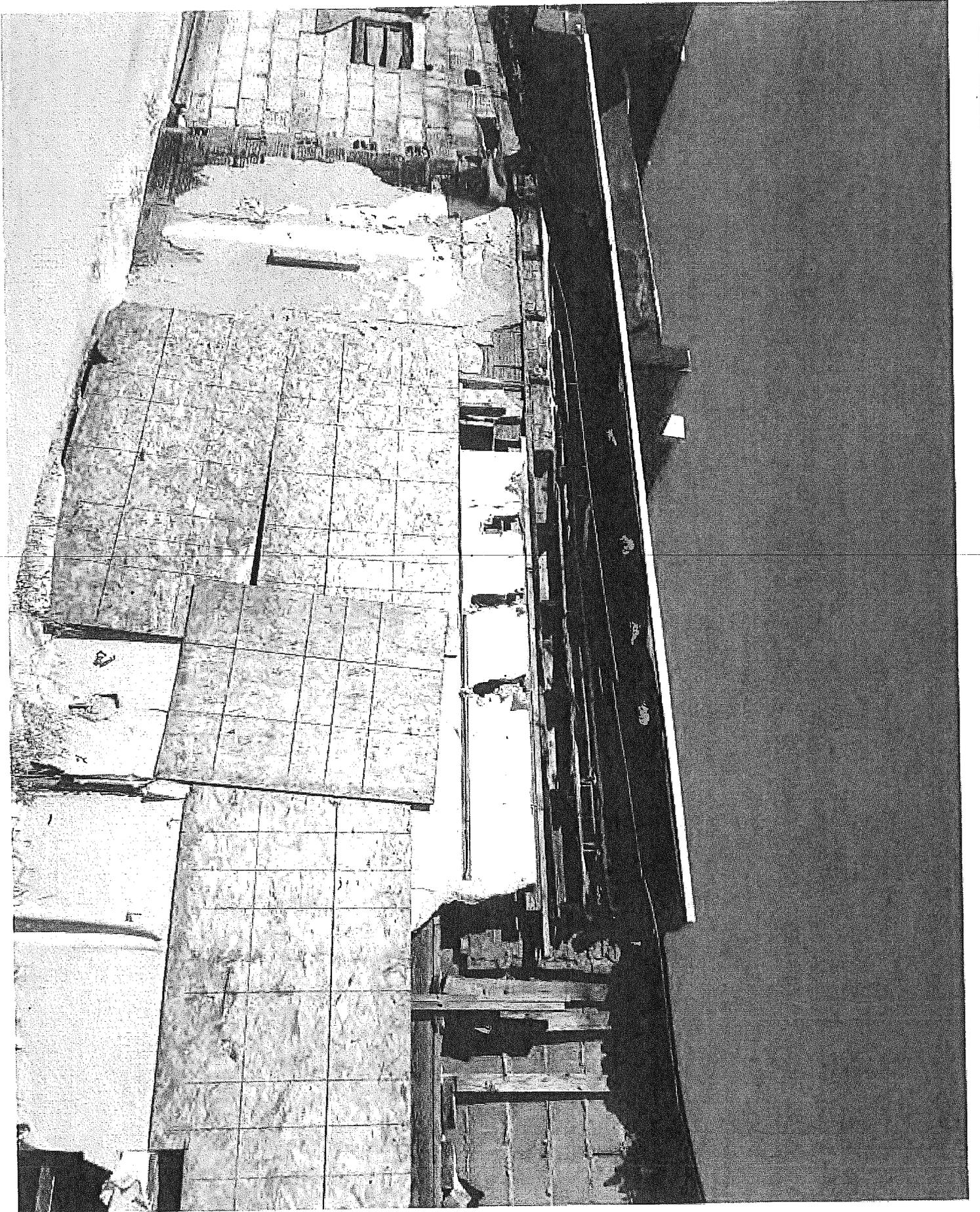
Randy Kardell
Building Official

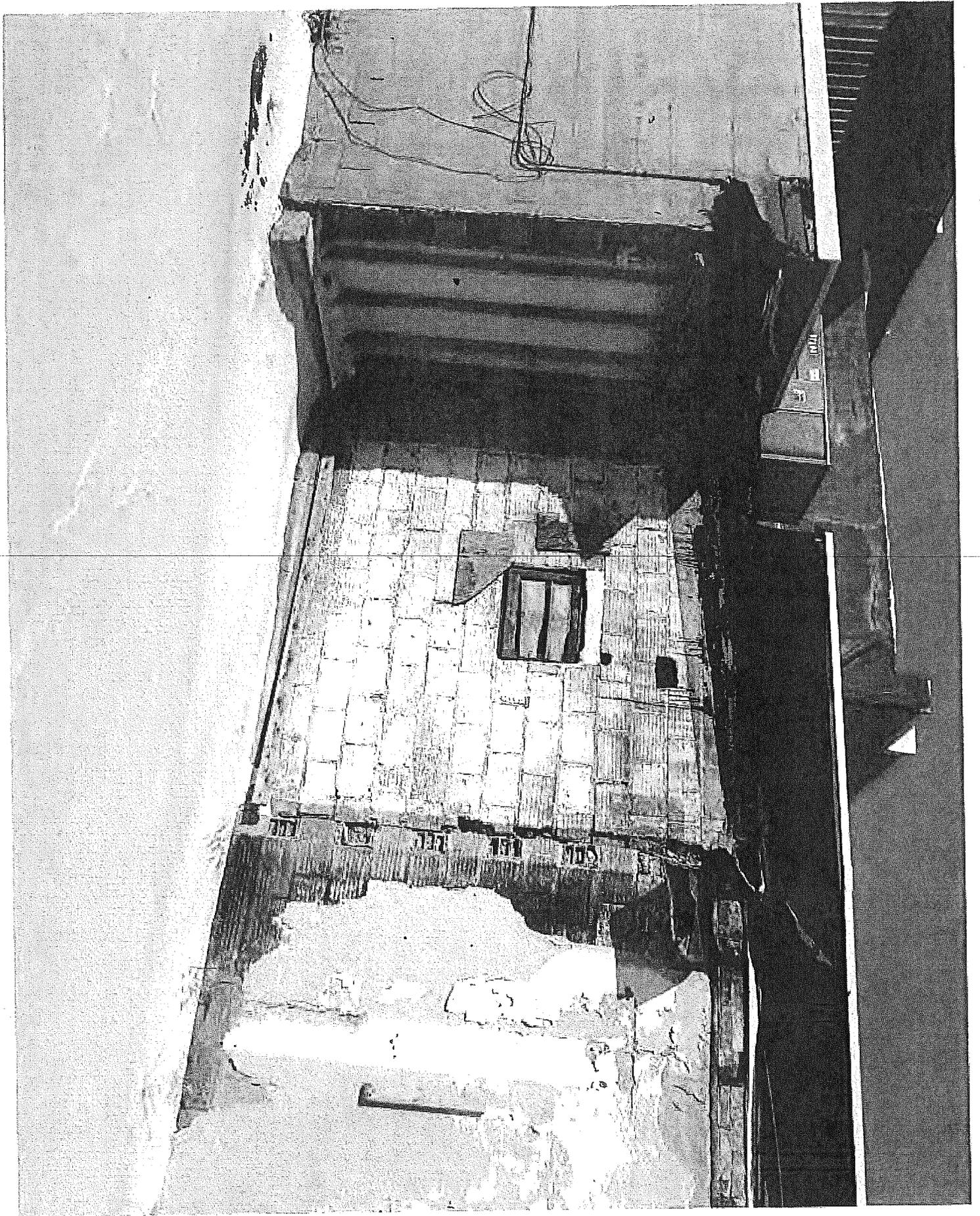












Attachment #2



WILLMAR



PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

TO: Bruce D. Peterson, AICP, Director of Planning & Development Services

FROM: Megan M. DeSchepper, AICP, Planner/Airport Manager *MMD*

DATE: January 16, 2014

RE: Fee Schedule

When considering the City of Willmar current fee schedule various aspects were considered. What is the cost of a land use application and process? For example, a conditional use permit, which as required by State Statute includes a public hearing notice to be published in the paper and property owners within 350' to receive public hearing mailed notice. The cost of the public hearing notice in the paper ranges from \$66.00 to \$99.00 based on the length of notice. The mailing and printing costs averaged \$21.08 for conditional use permits in 2013. And then there is staff time in compiling the mailings and notices as well as the review of the request. Certain applications also require staff review by other departments such as Municipal Utilities, Engineering (contracted Engineering), Fire Chief and City Assessor. A \$225 fee for the conditional use permit and \$46.00 recording fee (paid to the Kandiyohi County Recorder) is a minimal cost for a project.

Another aspect to consider is the fee schedules of other communities of comparable size. I've reviewed a mixture of outstate communities as well as metro communities to take into account varying cost of living etc. in the various communities. See fee schedule comparisons in Attachment A, different cities have varying regulations and review processes which makes it more difficult to do an apples to apples comparison.

Willmar's current planning and zoning fees haven't changed since 2009. And since the development boom and subsequent recession certain aspects in the industry have changed. For example, many mortgage companies and financial institutions require a zoning verification letter from a municipality to refinance a property. The zoning verification letter requires detailed information such as current zoning, history of land use actions on the property, copies of zoning approvals, copies of certificate of occupancies, and copies of building permits. Gathering the information on a twenty year old facility takes staff time, five of the eleven attached communities require a fee for zoning verification letters.



Another area that requires more review is stormwater, drainage, and ponding requirements. Many development projects require engineering review, calculations, and multiple revisions to meet the required Stormwater guidelines. This staff or consultant time is costly. Many of the communities listed on Attachment A require escrow along with the regular land use fee to cover these additional review costs which depend on the complexity of the projects and the number of revisions and subsequent reviews that are warranted.

Several of the communities that are attached have a base minimum fee and then a dollar amount for each lot involved in the project (listed as the fee plus (+) subsequent per lot fee). This method allows for a simple one or two lot project to be of minimal costs as review is not as intense, whereas with a large 30 lot project the development fee will meet its review encumbrance.

Another area that Willmar does not collect a fee is final plat submittals. There is an initial fee for a preliminary plat application; however there is no fee for the subsequent required final plat and the review that goes along with it. Willmar does not charge a fee for plan review either, which is required by the Zoning Ordinance to have Planning Commission review. A public hearing is not required, but staff review time can be extensive depending on the project.

And finally sign permit fees are very minimal; the electronic reader boards that some businesses are installing cost thousands of dollars whereas the permit fee is \$30. Some of the communities listed on Attachment A base the costs of the permit off of the value of the sign similar to a building permit.

Staff's recommendation would be to increase all the land use fees by \$50.00 (\$225 to \$275) to cover the publishing costs, engineering/consulting costs, legal, and staff review time. This increase is in keeping with the communities on Attachment A. Sign permits should be increased \$20.00 each (\$40 to \$70). Final plats should have a fee the same as preliminary plats (\$75). All land use permits should require an escrow fee of \$700, to be used to cover possible engineering, consultants, legal, and staff review costs. Plan Reviews should have a \$100 fee. And finally, Willmar should charge a zoning verification letter fee of \$50 as it's a burdensome requirement being placed on the city by financial institutions.

Attachment A

Land Use Fees Comparison

Land Use	City		Population		Rezoning	CUP's	PUD	Variance	Signs	Zoning Verification
	City	Population	Plats	Population						
Willmar		19,610	\$225	\$225	\$225	\$225	\$225	\$225.00	\$20-\$50 based on size	no charge
Farmington		21,086	Pre \$750 +/- Final \$300	\$450	\$200	\$500	\$200	\$200	\$20-\$80 based on value	\$25
Stillwater		18,225	\$500 + minimum	\$500 + escrow	\$200-\$500	\$3,000 + escrow	\$200-\$500	\$200-\$500	\$50.00	\$100
Sartell		15,876	\$800 + minimum	\$775	\$425	\$900 min	\$375	\$375	\$80 perm \$200-\$800 temp	
Hutchinson		14,178	\$600 + minimum	\$375	\$300	\$500	\$300	\$300	\$1 per sq. ft., \$60 minimum	\$30
Brainerd		13,590	\$210	\$250	\$190		\$220	\$220	\$10	
Alexandria		11,070	\$350 plus \$10/lot	\$250	\$250	\$450 + \$10/lot	\$250	\$250	\$15-\$25, 101 sq. ft. + \$25 = \$.20/sq. ft.	
Albert Lea		18,016	\$1,000 + \$700 escrow	\$500+\$700	\$500+\$700 escrow	\$500 + \$700 e	\$500 + escrow	\$500 + escrow	\$.50 a sq. ft.- maximum \$100	no charge
New Hope		20,339	\$400 + \$900 deposit	\$400+\$900 deposit	\$325+\$900 deposit	\$800+\$1000 deposit	\$325+\$900 depos	\$325+\$900 depos	\$50-\$100	
Faribault		23,352	\$400 + \$15/lot escrow	\$300	\$250-\$550	\$600 + escrow	\$250-\$350	\$250-\$350	\$60-\$85	\$30
Elk River		22,974	\$275+ \$1,000 escrow	\$275+\$1,000 escrow	\$275+\$1000 escrow	\$275+\$1000 escrow	\$275+\$1000 escrow	\$275+\$1000 escrow	\$30, \$100 deposit for temporary	\$50

A \$ signifies \$46.00 recording fee

A plus sign signifies that there is additional escrow (deposit) or consultant fees for legal, engineering, and in some cities planning staff.

Minimum means that depending on the number lots in the application an additional fee is added per lot

January 15, 2014

Proposed Rental Fees Increase

Mobile Home, Renter-Occupied:	Two Years
Single Family Rental Property:	Three Years
Duplex or Triplex:	Three Years
Four-Plex:	Three Years
Five to Eight Unit Structure:	Three Years
More than Eight Unit Structure:	Four Years

To begin the inspection process, each owner of the properties must register that property with the City of Willmar. At the time of registration a fee shall be paid in accordance with the following fee schedule:

\$50 per building plus \$10 per unit
(fee will cover the initial inspection, and one re-inspection)
Example – Single Family Home = \$60.00 for 3 year license

First notification of failure to register property = \$50.00

Second notification of failure to register property = \$75.00

Third notification of failure to register property = \$100.00

After the expiration of the third written notification of failure to register property, the matter shall be referred to the City Attorney of the City of Willmar for appropriate legal action.

Re-inspections:

First Re-Inspection – No fine, covered in registration cost

Second Re-Inspection - \$50.00 fine

Third Re-Inspection - \$100.00 fine, plus \$10.00 per day beginning on the day that alleged violation continues after expiration of the specified reasonable consideration period and extending until alleged violations are corrected.

Penalties:

No show inspections - \$50.00 fee

January 15, 2014

Current Rental Fees Increase

Mobile Home, Renter-Occupied:	Two Years
Single Family Rental Property:	Three Years
Duplex or Triplex:	Three Years
Four-Plex:	Three Years
Five to Eight Unit Structure:	Three Years
More than Eight Unit Structure:	Four Years

To begin the inspection process, each owner of the properties must register that property with the City of Willmar. At the time of registration a fee shall be paid in accordance with the following fee schedule:

\$25 per building plus \$5 per unit
example – Single Family Home = \$30.00 for 3 year license

First notification of failure to register property = \$25.00

Second notification of failure to register property = \$50.00

Third notification of failure to register property = \$100.00

After the expiration of the third written notification of failure to register property, the matter shall be referred to the City Attorney of the City of Willmar for appropriate legal action.

Re-inspections:

First Re-Inspection – No fine, covered in registration cost

Second Re-Inspection – No fee

Third Re-Inspection - \$50.00 fine, plus \$5.00 per day beginning on the day that alleged violation continues after expiration of the specified reasonable consideration period and extending until alleged violations are corrected.

Penalties:

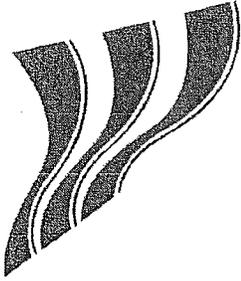
No show inspections - \$30.00 fee

JOTS Project (s)--Anticipated Timeline

- 1) JOTS letter proposing project and requesting City participation
*Received January 15, 2014
- 2) Vacate portion of former Hwy 40 Right-of-Way
*Public Hearing on February 3, 2014
*Vacation effective after February 10, 2014, or when utility easements are provided and Willmar Avenue is completed
- 3) JOTS submittal of site, construction and utility plans
*February – March 2014
- 4) JOTS TIF request and land conveyance request
*February 2014
- 5) Structure TIF program; amend development district, create TIF district, draft TIF plan and development agreement
*February – April 2014
- 6) Conveyance of land for Phase I and option for Phase II
*March 2014
- 7) Plan review and permitting
*April 2014
- 8) Construction
*Spring 2014

Previous City Action to Foster Industrial Development

- 1) Hwy. 40 turn-back
*2007
- 2) Airport land releases
*2012 - 2014
- 3) L.O.S.T
*2006 - 2012
- 4) Adoption of Business subsidy and TIF policies
*May 2013
- 5) Adoption of industrial land write-down policy
*October 2013



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

Agenda Item Number: 14

Meeting Date:

Attachments: ___ Yes No

CITY COUNCIL ACTION

Date: February 3, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Application

Recommended Action: Motion to Approve the State Application on a Roll Call Vote

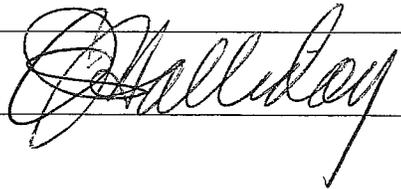
Background/Summary:

The Willmar Holiday Inn & Conference Center has rented space to Minnesota Ducks Unlimited; a nonprofit corporation organized under the laws of the State of Minnesota, who will hold the Minnesota State Ducks Unlimited Convention February 13, through February 16, 2014. A State 1 Day to 4 Day Temporary On-Sale Liquor License is required to distribute or consume alcohol for this event.

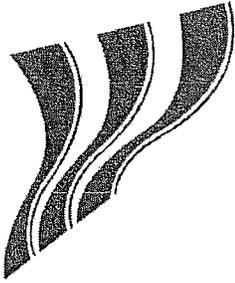
Alternatives: Drink Non-Alcoholic Beverages Only or Require Holiday Inn Staff to Man and Control a Portable Booth Where Desired

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15

Meeting Date: February 3, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Planning & Development Services

Agenda Item: Bethesda Nursing Home Third Addition Preliminary Plat

Recommended Action: Staff recommends approval of the preliminary plat.

Background/Summary: The property is owned by Bethesda and they wish to subdivide the parcels they currently own into two lots (moving lot lines to accommodate future expansion plans). The lot sizes and minimum lot frontages well exceed Zoning Ordinance minimums. The Planning Commission approved the preliminary plat with several conditions involving easements, drainage, access etc.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments: