

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

January 6, 2014
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Denis Anderson, Ron Christianson, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 1. Council Member Steve Ahmann 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 via teleconference call.

The Council requested that the Mayoral Appointment of Shirley Carter to the City/County Economic Development Operations Board be removed from the Consent Agenda and the presentation by the Willmar Community Education and Recreational Organizational Study and Recommendations be removed and rescheduled.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of December 16, Rice Memorial Hospital Minutes of December 18, Willmar Municipal Utilities Minutes of December 23, Resolution accepting a memorial donation from the Family of Lorraine Himango; Out-of-State Travel for Council Member DeBlieck to Washington D.C. for APPA National Conference, Accounts Payable Report through January 2, 2014, Building Inspection Report for December, and CER Joint Powers Board Minutes of December 13. Council Member Anderson seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened a hearing on the MinnWest Technology Campus Lift Station/Lakeland Drive Improvements. Planning and Development Services Director Peterson offered a brief overview of the project. Mr. Peterson introduced Paul Jurek of Bollig Inc. who explained the proposed project in more detail. A two-inch mill and overlay of Lakeland Drive from Civic Center Drive to Willmar Avenue SE is proposed with the roadway striped to allow a center-turn lane from Willmar Avenue to just north of Becker Avenue. The wet-well lift station at the MinnWest Technology Campus will be demolished and replaced with a dry-well lift station, increasing the capacity. The forcemain will be abandoned in-place and a new 12" forcemain will be bored. New sanitary sewer will be replaced in deteriorated areas as needed; the extent of which is yet to be determined upon completion of the televising.

A new 8' trail will be constructed from Olena Avenue to Civic Center Drive. A center-median refuge island will be installed south of Trott Avenue where the trail crosses Lakeland Drive from the west to east and continues to the north. A quiet zone will be established at the four-track BNSF crossing just north of Litchfield Avenue. Center medians will be installed along with gate arms where the trail crosses. The estimated total project cost is \$5,914,000.00. There being no one present to speak for or against the proposed project, Mayor Yanish closed the hearing at 7:05 p.m.

Following the presentation, Council Member Anderson made a motion to accept the Improvement Report as presented and refer the financing to the Finance Committee for consideration. Council Member DeBlieck seconded the motion, which carried.

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

The Finance Committee Report for December 30, 2013, was presented to the Mayor and Council by Council Member Anderson. There were seven items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Windstream has approached the City with the request to close its local office. Section 5, Paragraph 8 of the current cable television franchise requires a cable company to maintain a local office within the City operating for 40 hours per week, staffed for bill payments, subscriber inquiries and equipment transfers. Windstream is proposing language to amend the cable franchise agreement with Windstream to allow closing of the local office with the following stipulations: \$10,000 payment to the City; 3rd party location able to accept payment 40 hours per week; subscribers do not have to return cable equipment; and Windstream will notify subscribers prior to effective date. It was noted that Charter Communications is also operating under an identical cable television franchise. The Committee was recommending the Council deny the Windstream request to close its local office and to leave the existing cable franchise agreement with Windstream as is. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 3 The City was approached by Rice Memorial Hospital in 1995 for permission to construct a vehicle storage facility on City property next to the fueling facilities. Permission was granted and a lease executed. Rice Hospital is now requesting an extension of this lease for a ten-year period, which would be through August 31, 2015. Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into an Agreement for the Rice Memorial Hospital land lease extension through August 31, 2015, subject to receiving proof of insurance from Rice Hospital.

Dated this 6th day of January, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 In early September, 2013, the City closed the Indoor Gun Range at the City Auditorium due to a malfunction with the Heating Ventilation and Air Conditioning (HVAC) system. At the same time, access to other areas of the building were limited due to concerns regarding potential contamination from the range HVAC. Since that time, testing has been conducted that revealed the shortfalls in the gun range technology and HVAC system. Staff has solicited proposals from architectural and mechanical engineering firms to assist in redesigning the HVAC and assessing any other building conditions that may need upgrades in order to return the range and other areas to public use. Proposals from three architectural firms with associated mechanical firms were received: 1) TSP with WSB, Inc. from Rochester; Miller Dunwiddie with Gausman & Moore from Roseville; and Engan Associates with Duffy Engineering from Willmar. The Committee was recommending Engan Associates with Duffy Engineering for the low bid of \$9,500.00. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, to award the Building Assessment and Master Planning contract for the City Auditorium improvements to Engan Associates with Duffy Engineering for \$9,500.00

Dated this 6th day of January, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 The Committee received the preliminary 12/31/13 general fund expenditures report, with notations of areas that have exceeded the 2013 budget amounts which include Mayor/Council Professional Services, Legal Professional Services, and NonDepartmental in both General and Public Safety. The final overages will be addressed by the Council in January. Staff was asked to look into a policy governing the procedure to follow in contacting Flaherty & Hood in an effort to streamline charges. The Committee also received reports on the November CVB Financials, October Rice Financials, MUC financials, and November Rice Trust Financials. This matter was taken for information only.

Item No. 6 There was no old business.

Item No. 7 The issue was raised of Rice Hospital no longer allowing Heartland Orthopedics to operate at the hospital. This question will be addressed when representatives from the Hospital present their year-end financial report to the Finance Committee in January.

The Finance Report for December 30, 2013, 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 proposed 2014 Fee Schedule which establishes fees for City services, permits and licenses, and rental rates for City equipment was presented to the Council for consideration. Following discussion, Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

RESOLUTION ESTABLISHING FEES FOR SERVICE

(For Resolution in its entirety and the list of fees, see City Council Proceedings file dated January 6, 2014, located in the City Clerk's Office)

Due to the Martin Luther King Day holiday, Council Member Anderson moved to reschedule the second Council meeting of the month to January 21, 2014. Council Member Fagerlie seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, January 13; Public Works/Safety, January 14; Labor Relations, January 15 and Community Development, January 16, 2014.

There being no further business to come before the Council, the meeting adjourned at 7:27 p.m. upon motion by Council Member Christianson, seconded by Council Member Dokken, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JANUARY 8, 2014**

MINUTES

1. The Willmar Planning Commission met on Wednesday, January 8, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

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

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

** Others Present: Steve Salzer, Wes Hompe, Bruce D. Peterson- Director of Planning and Development Services, Megan DeSchepper- Planner.

2. REORGANIZATION: Mr. Geiger made a motion, seconded by Mr. Engan, to nominate Mr. Klema for Chair.

Mr. Klema made a motion, seconded by Mr. Poe, to nominate Mr. Engan for Vice Chair.

Mr. Engan made a motion, seconded by Mr. Thaden, to nominate Mr. Geiger for Secretary.

The motions carried.

3. WELCOME NEW COMMISSION MEMBER: Sandy Bebler was welcomed by the Planning Commission as a new member and thanked for volunteering her time to the community.

4. MINUTES: The minutes of the December 11, 2013 meeting were approved as submitted.

5. BREWER TAPROOMS TEXT AMENDMENT- FILE NO. 14-01: The public hearing opened at 7:07 p.m. Staff presented the proposed text amendment to Zoning Ordinance 1060 to include brewer tap rooms as permitted uses in the Central Business District and General Business District with a conditional use permit. Staff explained that the City Council amended the liquor license requirements to permit brewer taprooms a few months back.

No one appeared to speak for or against the request and the public hearing closed at 7:08 p.m.

The Commission talked about the history of brewer taprooms in State Statute and keeping the City up to the new regulations. And that once the City Council had amended

the liquor license the Planning Commission recommended starting the text amendment process to regulate where brewer taprooms would be permissible uses.

Mr. Thaden made a motion, seconded by Mr. Davis, to approve the text amendment ordinance and forward it onto the City Council for public hearing and adoption.

The motion carried.

6. WILLMAR MUNICIPAL UTILITIES ACQUISITION OF PROPERTY: Wes Hompe, General Manager of Willmar Municipal Utilities, presented a proposal for Willmar Municipal Utilities to acquire property at 810 Litchfield Ave. SW (Gerry's Liquor). Mr. Hompe explained that in 2010 a long range study was performed that laid out a plan for operation and energy efficiency solutions that included facility improvements and development. It has been the Utilities plan to acquire the identified properties in the expansion area as they become available. The goal is to ultimately own all the parcels for their staged growth plan.

Staff reminded the Planning Commission that as per the City Charter the Planning Commission reviews and approves all land acquisitions.

The Commission inquired about the use of the property for the time being. Mr. Hompe explained that the rental apartments in the upper level will continue to be rented out and that the main level will be used for some commercial space but not a liquor store. The Commission supported the Utilities efforts for a long range plan and vision.

Mr. Geiger made a motion, seconded by Mr. Engan, to approve the acquisition of land by Willmar Municipal Utilities as requested.

The motion carried.

7. MINNWEST TECHNOLOGY CAMPUS PARKING EXPANSION PLAN REVIEW- FILE NO. 13-10: Steve Salzer, of MinnWest Technology Campus, explained that he had submitted the parking lot layout for Planning Commission review as a conceptual plan; the design has to go to Historical Preservation for review and approval. Once they approve the concept, then MinnWest will design the stormwater plan, and other construction requirements. Mr. Salzer also brought a parking layout with diagonal stalls as another possible alternative. It was the consensus of the Commission was that the conceptual layout was acceptable and Mr. Salzer can bring the plan back for formal review after Historic has approved the concept. The Planning Commission chose to leave the matter on the table and take no action.
8. GESCH ACRES SECOND ADDITION FINAL PLAT- FILE NO. 13-02: Staff presented the final plat of a two lot subdivision on behalf of Gesch Properties, LLC of property legally described as follows: part of the south half of the northwest quarter of Section 23, Township 119, Range 35 (19th Ave. SE). The conditions of preliminary plat

approval such as utility and drainage easements and the plat name change had all been added to the plat.

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

Staff added that the other conditions for the preliminary plat were development related, and when a developer comes forward with plans those conditions shall be met.

Mr. Thaden made a motion, seconded by Mr. Geiger, to approve the final plat and forward it onto the City Council for approval.

The motion carried.

9. HIGHWAY 40 VACATION: Staff presented a proposal for the vacation of Highway 40 SW from Willmar Ave. SW to County Road 5 to allow for the expansion of Jennie-O Turkey Store to the north. This has the potential to create more jobs in the community and possible sale of industrial park land for the expansion as well. TIF monies may also be available for the project. The City Charter requires Planning Commission approval prior to City Council holding a public hearing on the vacation.

Mr. Poe made a motion, seconded by Mr. Engan, to approve the Highway 40 vacation as proposed and forward it onto the Council for a public hearing.

The motion carried.

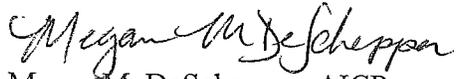
10. MISCELLANY: The Commission discussed storage containers or PODS that may be an issue in the future in residential areas. Some parcel delivery companies use them as holding sortation centers and drop them in residential areas during high volume times like the Holidays. The containers are often used as temporary storage during a house move etc. The Commission talked about people turning these storage containers into storage sheds that may turn into eyesores. Staff was of the opinion that they would have to be of similar materials and colors as the home on the property, but someone could put residential siding on them etc.

The Commission asked staff to bring draft language to the next meeting that would prohibit shipping containers/PODS as permanent storage units in residential areas.

The Commission also further discussed off-premise advertising and what constitutes advertising.

11. There being no further business to come before the Planning Commission the meeting adjourned at 7:58 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION- JANUARY 8, 2014

STAFF COMMENTS

1. GESCH ACRES SECOND ADDITION FINAL PLAT- FILE NO. 13-02:

- The applicant is Gesch Properties, LLC, Willmar, MN.
- The applicant is requesting to subdivide a parcel into two parcels on property legally described as follows: part of the south half of the northwest quarter of Section 23, Township 119, Range 35 (19th Ave. SE).
- The parcels front 19th Ave. SE and 5th St. SE respectively.
- The parcels are zoned SCD (Shopping Center District).
- Minimum sq. ft. and lot width are well exceeded.
- The plat name was changed as per the City Assessor's recommendation.
- Willmar Municipal Utilities easements were added as requested.
- The drainage and utility easements were added as per the Interim City Engineer's request.

RECOMMENDATION: Approve the final plat with the following conditions:

- A. Stormwater adjacent to both lots. Ponding will likely be required. Grading, erosion control, and drainage plans will be required during the site plan review.
- B. A site plan illustrating proposed access locations for Lot 1, Block 1 and Lot 1, Block 2 shall be submitted for review prior to a building permit being issued for either of the sites.

RICE MEMORIAL HOSPITAL

BOARD OF DIRECTORS

January 8, 2014

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

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

GUESTS: Jan Maxfield; Bill Igel & Brad Hackenmueller, JE Dunn; Rick Hintz & Meredith Hayes-Gordon, Perkins + Will; David Chamberlain, Halsa Advisors

Call to Order/Meeting Minutes: President Anfinson called the meeting to order at 5:32 pm. He introduced and welcomed Jon Saunders as a new member of the Hospital's Board of Directors. **ACTION: A motion was made by Director Weiberg, seconded by Director Allen and carried that the minutes of the December 18, 2013 meeting be approved as written.**

Patient Experience: Teri Beyer reviewed a Patient Experience which the Hospice Department received shortly before Christmas. The family presented a gift to the Hospice Staff and expressed thanks for the excellent care provided to their Father. They also wanted to say a special thank you to the volunteers who freely gave of their time to visit with/care for their Dad.

Quality Report:

- A. Wendy Ulferts informed the Board that the annual adverse events report will be released from the Minnesota Department of Health on or around January 23. Included in the report will be the adverse events which occurred between October, 2012 and October, 2013 in the State of Minnesota. Rice Hospital will have one adverse event that will be included in this report.
- B. Teri Beyer distributed and reviewed a summary of the major quality projects that were completed by Rice Hospital staff and physicians in 2013. The summary included projects completed as well as progress that has been made.
- C. Care Improvement Plan: Teri Beyer also reviewed for the Board the 2014 Care Improvement Plan which summarizes the major projects to be completed by Hospital staff and physicians this year. The Care improvement Plan has been reviewed and approved by the Care Improvement Team as well as the Medical Staff Executive Committee.
- D. OB Safety Report: One of the quality projects completed in 2013 was in regard to OB Safety. Jan Maxfield and Dr. Ken Flowe reviewed the following information in regard to the OB Safety project: 1) OB Safety Team membership. 2) Primary goal of the team. 3) History of the project. 4) Ongoing work. 5) Next project focus. 6) Teamwork and communication. 7) Integrating Simulation. 8) Two emergency Obstetrical procedures were selected for the simulation/training. 9) Multidisciplinary Rice team will be going to Health Partners on March 5th to participate in four OB emergency simulations.

Board Education - Master Facility Plan Presentation: Mike Schramm introduced the members of the team that have been working on the proposed Master Facility Plan for Rice Memorial Hospital. He also provided the Board with an overview of the space planning process. Meredith Hayes-Gordon and David Chamberlain presented the following information in regard to the proposed Master Facility Plan: A) Planning process schedule. B) Five key goals of the project. C) Strategic planning basis: 1) Service area. 2) Facilities and site. 3) Patient projections. D) First level floor plan. E) Project initiatives introduction. F) Initiative #1: Acuity adaptable patient rooms and Laboratory. Total project cost - \$2,416,292, done in three steps with an approximate timeline/completion of 40 weeks. G) Initiative #2 - Rehab Services. This initiative constructs a new outpatient rehab building. Total project cost - \$4,948,730, with an approximate timeline/completion of 43 weeks. H) Initiative #3: Rice Institute/Behavioral Health Services. This initiative creates four new inpatient behavioral beds and modifies the reception area of the outpatient behavioral clinic on second floor. Total project cost - \$1,110,837, with an approximate timeline/completion of 20 weeks. I) Related projects.

J) Priority of proposed project initiatives. K) Proposed master plan investment and schedule summary. L) The five year capital plan for Rice Memorial Hospital which was approved in the Summer of 2012, in the amount of \$51,250,000, has been now been revised to \$45,208,000. Discussion was held in regard to project initiatives, revenues and return on investment. **ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the proposed Master Facility Plan for Rice Memorial Hospital be approved as presented and recommended.**

Medical Staff Report: Dr. Fred Hund reviewed the minutes of the December 17, 2013 Executive Committee and Credentials Committee meetings as follows: A) The proposed Care Improvement Plan for 2014 was approved as presented. B) In an effort to increase efficiency and decrease paper usage, the Medical Executive Committee (MEC) voted to go "paperless" in 2014. The MEC Committee minutes and agendas will be sent out to its membership in electronic format only beginning in 2014. **ACTION: A motion was made by Director Gardner, seconded by Director Smith and carried to approve the 2014 Care Improvement Plan for Rice Memorial Hospital; and that the minutes of the December 17, 2013 Executive and Credentials Committee meetings be approved as presented; and that the following appointments to the Medical Staff of Rice Memorial Hospital be approved:** **INITIAL APPLICATIONS:** **Locum Tenens Staff:** Beck, David M.D. – Hospitalist-Internal Medicine/Department of Internal Medicine. HealthEast Care System, St. Paul, MN. Temporary privileges previously granted for start date: 12/1/2013. Ann McIntosh, M.D. -- Emergency Physician/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Temporary privileges previously granted for start state of 11/15/2013. **Temporary Privileges:** Joseph Berdecia-Rodriguez, M.D. – Emergency Medicine/Department of Emergency Medicine. Ninline, San Diego, CA. Temporary privileges for start date of 12/13/13. Several disclosure issues on Dr. Berdecia's application were noted and after discussion the group was in agreement that he be granted temporary privileges. **REAPPOINTMENT APPLICATIONS:** **Active Staff:** Anthony Amon, M.D. – Family Practice/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Mary Amon, M.D. -- Family Practice/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Daniel Fuglestad, M.D. – Family Medicine/Department of Family Medicine. Affiliated Community Medical Center, Willmar, MN. Martin Janning, M.D. – Otolaryngologist/Department of Surgery. Janning ENT Center, LLC, Willmar, MN. Rachel Tollefsrud, M.D. – Family Practice/Department of Family Practice. Family Practice Medical Center, Willmar, MN. **Affiliate Staff:** Sharon Banister, M.D. – Pathologist/Department of Pathology. Minnesota Pathologists Chartered, Willmar, MN. Curt Behrns, M.D. – Radiologist/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Elizabeth Bisinov, M.D. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Darrell Carter, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Granite Falls, MN. Evelyn Erickson, M.D. – Plastic Surgeon/Department of Surgery. MidSota Plastic Surgeons, P.A., St. Cloud, MN. Jeff Gerdes, M.D. – Neurosurgeon/Department of Surgery. Central Minnesota Neurosciences, Ltd., Sartell, MN. Margaret Johnson, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Terrance Longe, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. Charles Pinkerman, D.O. – Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Daniel Tiede, M.D. – Cardiovascular Disease/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. James Tiede, M.D. – Internal Medicine/Department of Internal Medicine. Rice Memorial Hospital, Willmar, MN. Jay Traverse, III, M.D. – Cardiovascular Disease/Department of Internal Medicine. Minneapolis Heart Institute, Minneapolis, MN. David Whaley, M.D. – Psychiatry/Department of Psychiatry. Avera McKennan Hospital, Sioux Falls, SD. Christopher Widstrom, M.D. – Orthopedics/Department of Surgery. St. Cloud Orthopedic Associates, Sartell, MN. **Allied Health Staff:** Shawn Dischinger, PA-C – Physician Assistant/Department of Family Practice. Family Practice Medical Center, Willmar, MN. **Responsible Physician:** Andrew Hoffmann, M.D. Holly Gibson, CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Warren Hagen, CO/P – Orthotist-Prosthetist/Department of Rehabilitation. Hagen Orthotics and Prosthetics, Inc., Willmar, MN. John Held, CO – Orthotist-Prosthetist/Department of

Rehabilitation. Great Steps O & P Solutions, Sartell, MN. Elgin Johns, LPN – Surgical Assistant/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Kevin Unger, M.D.

CEO Report – Mike Schramm:

- A. Rice Financials: 1) Volumes remain flat which has been the trend in 2013. 2) Also, we continue to see a shift in our payer mix. 3) Rice did receive federal reimbursement dollars in 2013 for its participation in phase 1 of the Meaningful Use project for funding for Rice's electronic health record.
- B. Orthopedics: 1) Work continues on the finalizing of a proposed agreement with ACMC through WMS, for Orthopedic Services. 2) Progress continues on physician recruitment efforts in the area of Orthopedics.
- C. Willmar Regional Cancer Center (WRCC): Dr. Tod Speer will be joining the Cancer Center staff effective January 20.
- D. Building Projects: 1) JE Dunn is the firm Rice engaged to manage both the Imaging Services and Care Center building projects. 2) Project timelines: a) The Therapy Suites project should be completed by the end of March. b) The Care Center project should be completed by the end of July.

Financial Report: Bill Fenske reviewed the Hospital's financial reports for the period ending November 30, 2013 in regard to the following: A) Rice generated a loss of \$713,000 from operations compared to budgeted Operating Income of \$241,000 and last year's November Operating Income of \$100,000. B) The primary contributing factors for this month's negative results were lower revenues and volumes as well as lower reimbursement. C) The lower reimbursement was due to the continued shift in payer mix and declining reimbursement rates within the governmental payers due to lower case mix acuity. D) Operating expenses were also lower but not enough to offset the decreased revenues. E) Care Center activity generated operating income of \$53,000 compared to expected Operating Income of \$36,000 and last year's Operating Income of \$54,000. F) Home Medical activity generated an Operating Loss of \$90,000 compared to a budgeted Operating Loss of \$19,000 and last year's Operating Loss of \$78,000. G) The Hospital's 2013 bond issue was able to close/be completed on December 31. **ACTION: A motion was made by Director Gardner, seconded by Director Allen and carried that the November 30, 2013 financial reports for Rice Memorial Hospital be approved as presented.**

New Business:

- A. Committee Appointments: President Anfinson distributed and reviewed the Hospital Board Committee appointments for 2014.
- B. Rice Regional Dental Clinic (RRDC) Grant: Mike Schramm stated that the RRDC has been invited, again this year, by the Minnesota Department of Health (MDH) to apply for a 2014 MDH "Community Clinic Grant" and is currently working with a grant writer in submitting a final application in an effort to provide additional resources for the Dental Clinic. **ACTION: A motion was made by Director Weiberg, seconded by Director Gardner, and carried that the Board of Directors of Rice Memorial Hospital adopt a resolution indicating that the Hospital is qualified to receive the grant and that Administration be authorized to enter into a grant contract with the Minnesota Department of Health if the Rice Regional Dental Clinic's grant application is selected. (See attachment).**

Committee Reports:

- A. 1) Director Carruthers stated that she will be completing her Board Orientation process this week with a tour of the Rice Rehab Center, Rice Institute/Behavioral Health Services, as well as meeting with Wendy Ulferts, CNO. 2) She will also be attending the Minnesota Hospital Association's Trustee Boot Camp and Winter Conference on January 10-12.
- B. Rice Foundation Board (RHF): In attendance at the December 19 RHF Board meeting were Directors Gardner, Smith and Anfinson.

Adjournment: There being no further business, the meeting was adjourned at 7:02 pm.

Submitted by: Eric E. Weiberg, Secretary

GOVERNING BOARD RESOLUTION

Be it resolved that:

1) Rice Memorial Hospital may apply for a Community Clinic grant
(organization or unit of government name)

from the Office of Rural Health and Primary Care of the Minnesota Department of Health.

2) Rice Memorial Hospital certifies that it will comply with the
(organization or unit of government name)

requirements of the Community Clinic Program, including the requirements in Minnesota Statute, section 145.9268.

3) Rice Memorial Hospital may enter into a grant contract
(organization or unit of government name)

with the State of Minnesota if the application is successful.

4) Michael Schramm, C.E.O. is hereby authorized
(Name and Title of Authorized Official)

to execute contracts and certifications as required to implement the organization's participation in the Minnesota Community Clinic Grant Program.

I certify that the above resolution was adopted by the Board of Directors
(Governing Body)

of Rice Memorial Hospital on January 8, 2014.
(Organization) (Date)

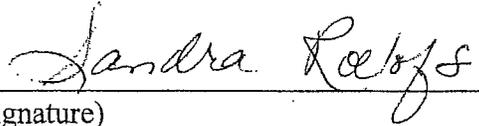
SIGNED:


(Signature)

CEO
(Title)

1/9/14
(Date)

WITNESSED:


(Signature)

Executive Assistant
(Title)

1/9/14
(Date)

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JANUARY 13, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, January 13, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Carol Laumer, Jeff Nagle, Joe Gimse, and Justin Mattern. Absent was Commissioner Dan Holtz.

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, City Councilman Bruce DeBlieck, City Attorney Robert Scott (via teleconference), WC Tribune Journalist David Little, and Chase Kroll of David Turch & Associates.

Commissioner Salzer opened the meeting by introducing and welcoming the newest member to join the Commission, Justin Mattern.

Commissioner Salzer informed the Commission that the first item of business to be addressed would be the election of officers for 2014. For the position of President, Commissioner Nagel made a motion to nominate Commissioner Salzer to serve as President. There being no other nominations, Commissioner Laumer seconded the motion which carried, and Commissioner Salzer was elected President of the Municipal Utilities Commission for the year 2014 by a unanimous vote.

For the position of Vice President, Commissioner Laumer made a motion nominate Commissioner Schrupp to serve as Vice President. There being no other nominations, Commissioner Nagel seconded the motion which carried, and Commissioner Schrupp was elected Vice President of the Municipal Utilities Commission for the year 2014 by a unanimous vote.

For the position of Secretary, Commissioner Schrupp made a motion to nominate Commissioner Laumer to serve as Secretary. There being no other nominations, Commissioner Gimse seconded the motion which carried, and Commissioner Laumer was elected Secretary of the Municipal Utilities Commission for the year 2014 by a unanimous vote.

For the position of Treasurer, Commissioner Gimse made a motion to nominate Commissioner Holtz to serve as Treasurer. There being no other nominations, Commissioner Laumer seconded the motion which carried, and Commissioner Holtz was elected Treasurer of the Municipal Utilities Commission for the year 2014 by a unanimous vote.

Following the election of officers for 2014, President Salzer requested a resolution to approve the Consent Agenda. Commissioner Schrupp offered a resolution to approve the Consent Agenda as presented. Commissioner Gimse seconded.

RESOLUTION NO. 1

“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 December 23, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 140002 to No. 140111 inclusive in the amount of \$288,515.29 with a MISO credit in the amount of \$26,529.39 and an Absaloka Coal payment in the amount of \$74,164.06.

President

ATTEST:

Secretary

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

At this time, President Salzer noted that there were several organizational matters to be addressed. The first matter would be to establish regular meeting times and location for the year 2014. Following discussion, Commissioner Laumer made a motion to set the 2014 Municipal Utilities Commission meeting schedule as presented with meetings to be held on the second and fourth Mondays of each month (unless otherwise designated) at 11:45 a.m. in the Municipal Utilities Auditorium. Commissioner Gimse seconded the motion, which carried.

President Salzer then requested recommendations for appointments to the Labor Relations Committee and the Planning Committee for 2014. Following discussion, President Salzer appointed Commissioners Schrupp, Laumer, and Gimse to serve on the WMU Labor Relations Committee, and Commissioners Holtz, Nagel, and Mattern to serve on the WMU Planning Committee. Commissioner Schrupp offered a motion to approve the committee appointments as designated. Commissioner Laumer seconded the motion which carried by a vote of six ayes and zero nays.

Director of Finance Hunstad reviewed with the Commission the 2014 Beginning Year Fund Balances. Following a review of the fund balances, General Manager Hompe was recommending that a resolution to set the 01/01/2014 fund balances at the 12/31/2013 levels including to increase the minimum balance of the Operating Reserve to \$2.3 million, increasing the Customer Deposit Fund to \$250,000, fund the Expansion Reserve Fund to \$50,000 by year end 2014, and to discontinue the \$250,000 quarterly funding of the Water Treatment Plant Reserve Fund until further notice.

FUND/ACCOUNT

| | <u>1/1/2014</u> | <u>12/31/2013</u> |
|--|---------------------|---------------------|
| <u>Funds required Bond Covenants:</u> | | |
| 1. Operating reserve | \$5,391,141 | \$5,391,141 |
| 2.a. Parity revenue bond sinking fund | 415,957 | 415,957 |
| 2.b. Subordinate GO bond sinking fund | 138,686 | 138,686 |
| 3. Bond and interest reserve account | 887,481 | 887,481 |
| 4. Utilities improvement & replacement fund | 1,700,000 | 1,700,000 |
| <u>Funds designated by Municipal Utilities Commission:</u> | | |
| 5. Customer deposit fund | 250,000 | 225,000 |
| 6. Expansion reserve fund | 50,000 | 0 |
| 7. Catastrophic reserve fund | 2,000,000 | 2,000,000 |
| 8. Water treatment plant reserve fund | 1,000,000 | 1,000,000 |
| 9. Transmission construction fund | 2,000,000 | 2,000,000 |
| 10. Generation construction fund | 4,000,000 | 4,000,000 |
| TOTAL | <u>\$17,833,265</u> | <u>\$17,758,265</u> |

Following discussion, Commissioner Schrupp offered a resolution to approve the fund balances as presented. Commissioner Gimse seconded.

RESOLUTION NO. 2

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2014 Beginning Year Fund Balances be approved as presented.”

Dated this 13th day of January 2014.

President

ATTEST:

Secretary

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

At this time, Commissioner Salzer introduced Chase Kroll, an associate with the firm of David Turch & Associates (DTA) from Washington, DC. DTA is a government relations firm that has served as a consultant to WMU for a number of years regarding legislative issues facing the utility industry. Mr. Kroll recapped past and future issues that could affect WMU (i.e. grants, federal appropriations, etc.).

General Manager Hompe was requesting the Commission to schedule a meeting of the WMU Planning Committee. It was noted that the main topic of discussion will focus on the computer system upgrade/conversion project. Following discussion, it was the consensus of the Commission to schedule a meeting of the WMU Planning Committee for Friday, January 17th @ 1:00 p.m. (WMU Conference Room).

General Manager Hompe informed the Commission that he had attended the City Planning Commission meeting on January 8th. At the meeting, General Manager Hompe requested the Commission to approve the purchase of property located at 810 Litchfield Avenue SW (former Gerry's Liquors). This property would be acquired for possible future use as indicated in the recent long-range facilities plan. Following the presentation by General Manager Hompe, formal approval by the City Planning Commission to purchase the property at the former Gerry's Liquors site was granted.

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

- Electric Utility 101 Webinar Series (1 of 4): “Generation” January 15th @ 1:00-2:30 p.m.
- 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)
- Electric Utility 101 Webinar Series (3 of 4): “Transmission” March 19th @ 1:00-2:30 p.m.
- Electric Utility 101 Webinar Series (4 of 4): “Distribution” April 16th @ 1:00-2:30 p.m.
- MMUA Legislative Conference – April 23-25 (Bloomington)

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

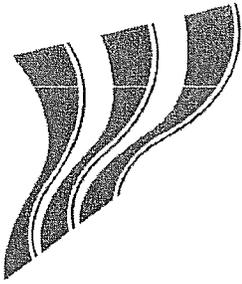
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5 E

Meeting Date: NA

Attachments: Yes No

CITY COUNCIL ACTION

Date: January 21, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Leisure Services

Agenda Item:

Donation of Woodshop Equipment from The Willmar Area Senior Citizens Club in the amount of \$1,880.57

Recommended Action:

Accept the Donation of The Woodshop Equipment from the Willmar Area Senior Citizens Club

Background/Summary:

During the upgrade work on the woodshop fall of 2013. The Willmar Area Senior Citizens Club wanted to contribute equipment for the Woodshop at the Community & Activity Center so that more equipment could be purchased.

Alternatives: NA

Financial Considerations:

The amount that The Willmar Seniors Citizens Club donated was \$1,880.57

Preparer: LeAnne Freeman

Signature:

Comments:



Northern States Supply
Bolts, Nuts and Tools

P.O. Box 1057 * Willmar, MN-56201
(320) 235-0555 * Fax (320) 235-0981

ORDER ACKNOWLEDGEMENT

December 10, 2013 1:28 PM

| | |
|---------------|-------------|
| Order # | 10-00127675 |
| Order Date | 12/10/2013 |
| Page | 1 of 1 |
| Req Ship Date | 12/10/2013 |

| |
|----------------------|
| Payment Terms |
| NET 30 DAYS |

| | | | | | |
|-------------|--------------|--------------|----------|--------------|--------------|
| | Phone | Fax | | Phone | Fax |
| Fargo | 701-282-2088 | 701-282-5792 | Mankato | 507-388-4060 | 507-388-1279 |
| Sioux Falls | 605-334-5695 | 605-332-0228 | Duluth | 218-722-3014 | 218-722-7842 |
| St. Cloud | 320-253-3340 | 320-253-3171 | Bismarck | 701-250-1151 | 701-250-1131 |

Bill To: 2350711

WILLMAR COMMUNITY(WOODSHOP) AND

ACTIVITY CTR

624 HWY 71 NE

WILLMAR, MN 56201

Ship To: SAME

WILLMAR COMMUNITY(WOODSHOP)
AND

ACTIVITY CTR

624 HWY 71 NE

WILLMAR, MN 56201

Confirmed With:

| Entered By | Salesperson | Freight | Ship Via | Customer PO# |
|------------|---------------|---------|----------|--------------|
| DO | WILLMAR STORE | PP/ADD | CPU | LEANNE -- DO |

| Item # / Description | Cust # | Order Qty | B/O | UM | Price UM | Ext Price |
|--|--------|-----------|-----|----|------------|--|
| BOS-PR10E PALM ROUTER 1HP SP NLS | | 1 | 1 | EA | 111.625 EA | \$111.63 Taxable <input type="checkbox"/> |
| DW-S780 12" COMPOUND SLIDING MITER SAWUSES STAND DW-X723 | | 1 | 0 | EA | 599.990 EA | \$599.99 Taxable <input type="checkbox"/> |
| DW-618PK 2-1/4HP ELEC VS ROUTER DEWFIXED BASE/W/SOFT START KIT | | 1 | 0 | EA | 248.963 EA | \$248.96 Taxable <input type="checkbox"/> |
| JET-708457-DXK S/O JET 6" LONG BED JOINTER | | 1 | 1 | EA | 919.990 EA | \$919.99 Taxable <input type="checkbox"/> |

RECD 4/3/14 EDC

Club

SUBTOTAL: \$1,880.57

TAX: \$0.00

TOTAL: \$1,880.57

RESOLUTION NO. _____

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.

MAYOR PRO TEMPORE

Attest:

CITY CLERK

**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)
- X _____ 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 Assoc.-to P.A. ; 311 4th St SW ; Willmar
MN 56201

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 EX M | ACCOUNT NAME | ACCOUNT |
|--|------------------------------------|------------|-------|--------------|-----|------------|------------------|----------------|
| ACLS COMPANY/THE 38595 01/16/14 | 003059 FIRST RESPONDER TRNG | 1,400.00 | | 1054 | | D N | TRAVEL-CONF.-SCH | 101.42412.0333 |
| ACS 38493 01/16/14 | 000131 *13* YEAR END SEMINAR | 255.00 | | 985821 | | D N | TRAVEL-CONF.-SCH | 101.41405.0333 |
| AFFORDABLE PUMPING SERVI 38494 01/16/14 | 002404 *13* SEPTIC PUMPING | 330.00 | | 23659 | | D N | CLEANING AND WAS | 230.43430.0338 |
| AMERICAN WELDING & GAS I 38495 01/16/14 | 000057 *13* WELDING GAS | 47.76CR | | 02484261 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| 38495 01/16/14 | *13* FIRE EXT INSP. | 344.50 | | 02524646 | | D N | MTCE. OF EQUIPME | 651.48484.0334 |
| 38495 01/16/14 | *13* FIRE EXTINGUISHER | 71.50 | | 02525702 | | D N | SMALL TOOLS | 101.42411.0221 |
| 38495 01/16/14 | *13* WELDING WIRE | 8.47 | | 02528555 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 38495 01/16/14 | *13* WELDING GAS | 137.86 | | 02541664 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| 38495 01/16/14 | *13* WELDING GAS | 16.26 | | 02552416 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| 38495 01/16/14 | *13* WELDING GAS | 12.92 | | 02552703 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| | VENDOR TOTAL | 543.75 | | *CHECK TOTAL | | | | |
| | | 543.75 | | | | | | |
| ANDERSON LAW OFFICES 38596 01/16/14 | 002954 PROFESSIONAL SERVICES | 9,333.00 | | STMT/12-13 | | D M 07 | CONTRACTS PAYABL | 101.207000 |
| ASPEN MILLS 38496 01/16/14 | 003008 *13* FIRE FIGHTER JKTS | 5,263.50 | | 144409 | | D N | SUBSISTENCE OF P | 101.42412.0227 |
| ASSN OF MN BUILDING OFFI 38597 01/16/14 | 000820 KARDELL-MEMBERSHIP DUES | 100.00 | | 010314 | | D N | SUBSCRIPTIONS AN | 101.41402.0443 |
| ATCO INTERNATIONAL 38598 01/16/14 | 000072 CAR WASH SOAP | 1,085.00 | | I0394142 | | D N | CLEANING AND WAS | 101.43425.0228 |
| BENNETT OFFICE TECHNOLOG 38599 01/16/14 | 000099 TONER | 305.00 | | 197016 | | D N | OFFICE SUPPLIES | 208.45005.0220 |
| BERNICK'S PEPSI-COLA CO 38497 01/16/14 | 000103 *13* CONCESSION SUPPLIES | 512.97 | | 9052 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| BIG COUNTRY 100.1 FM 38498 01/16/14 | 002853 *13* ADVERTISING | 38.30 | | 35951 | | D N | ADVERTISING | 101.45433.0447 |
| BOESCHEN/MARK 38499 01/16/14 | 002260 *13* MILEAGE 8/21-12/31 | 90.97 | | 123113 | | D N | TRAVEL-CONF.-SCH | 101.41409.0333 |
| BOLLIG INC 38600 01/16/14 | 002999 PROFESSIONAL SERVICE | 128,887.91 | | 2610 | | D N | PROFESSIONAL SER | 432.48504.0446 |
| BSE 38500 01/16/14 | 001980 *13* ELEC PARTS | 60.69 | | 906694646 | | D N | MTCE. OF STRUCTU | 101.45433.0225 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|------------------------|----------|----------|-------------------------------|----------|--------------|------------|-----|---|---|---|----|---|------------------|----------------|
| BSE | 38500 | 01/16/14 | *13* 001980 30 FLASHLIGHTS | 1,896.90 | | 906753158 | | D | N | | | | SMALL TOOLS | 101.42412.0221 |
| | | | VENDOR TOTAL | 1,957.59 | *CHECK TOTAL | | | | | | | | | |
| | 38601 | 01/16/14 | LIGHT BULBS | 91.44 | | 906732090 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 38601 | 01/16/14 | LIGHT BULBS | 237.36 | | 906738810 | | D | N | | | | MTCE. OF STRUCTU | 101.43425.0225 |
| | 38601 | 01/16/14 | WLCM TO WLMR SIGN-PARTS | 270.72 | | 906755807 | | D | N | | | | MTCE. OF OTHER I | 101.43425.0226 |
| | | | VENDOR TOTAL | 599.52 | *CHECK TOTAL | | | | | | | | | |
| | | | VENDOR TOTAL | 2,557.11 | | | | | | | | | | |
| BUSINESSWARE SOLUTIONS | | | 002776 | | | | | | | | | | | |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 7.24 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.41400.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 26.24 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.41402.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 8.99 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.41403.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 16.42 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.41404.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 99.37 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.41405.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 4.45 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.41409.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 194.28 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.42411.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 17.85 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.43417.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 14.64 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.43425.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 35.88 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.45433.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 10.36 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 101.45435.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 163.19 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 651.48484.0220 |
| 38501 | 01/16/14 | *13* | PRINT/PAGE COUNT | 0.35 | | 209249 | | D | N | | | | OFFICE SUPPLIES | 651.48484.0220 |
| | | | VENDOR TOTAL | 599.26 | *CHECK TOTAL | | | | | | | | | |
| CARD SERVICES | | | 002552 | | | | | | | | | | | |
| 38502 | 01/16/14 | *13* | CONCESSION SUPPLIES | 100.18 | | 120317 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| 38502 | 01/16/14 | *13* | CONCESSION SUPPLIES | 59.11 | | 120612 | | D | N | | | | GENERAL SUPPLIES | 101.45433.0229 |
| 38502 | 01/16/14 | *13* | PLANT FOR FUNERAL | 34.20 | | 121711 | | D | N | | | | GENERAL SUPPLIES | 101.41401.0229 |
| 38502 | 01/16/14 | *13* | CUPS/NAPKINS/SUPL. | 38.81 | | 121810 | | D | N | | | | GENERAL SUPPLIES | 101.41408.0229 |
| 38502 | 01/16/14 | *13* | BIEGERT-FAREWELL | 45.99 | | 122311 | | D | N | | | | GENERAL SUPPLIES | 101.42412.0229 |
| | | | VENDOR TOTAL | 278.29 | *CHECK TOTAL | | | | | | | | | |
| CARDMEMBER SERVICE | | | 002365 | | | | | | | | | | | |
| 38503 | 01/16/14 | *13* | 5 TABLET CAR CHRGRS | 66.44 | | STMT/12-13 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| 38503 | 01/16/14 | *13* | 1 TABLET | 448.94 | | STMT/12-13 | | D | N | | | | SMALL TOOLS | 101.41409.0221 |
| 38503 | 01/16/14 | *13* | 3 TABLET SLIM CASES | 50.85 | | STMT/12-13 | | D | N | | | | GENERAL SUPPLIES | 101.41409.0229 |
| 38503 | 01/16/14 | *13* | 3 TABLET SLIM CASES | 56.97 | | STMT/12-13 | | D | N | | | | GENERAL SUPPLIES | 101.41409.0229 |
| 38503 | 01/16/14 | *13* | 1 TABLET SLIM CASE | 16.95 | | STMT/12-13 | | D | N | | | | GENERAL SUPPLIES | 101.41409.0229 |
| 38503 | 01/16/14 | *13* | TRNG VIDEO SERIES | 37.50 | | STMT/12-13 | | D | N | | | | TRAVEL-CONF -SCH | 101.41409.0333 |
| 38503 | 01/16/14 | *13* | BROADCASTER SUBSCR. | 49.00 | | STMT/12-13 | | D | N | | | | SUBSCRIPTIONS AN | 101.41409.0443 |
| 38503 | 01/16/14 | *13* | SOFTWARE LICENSE | 0.99 | | STMT/12-13 | | D | N | | | | LICENSES AND TAX | 101.41409.0445 |
| 38503 | 01/16/14 | *13* | SOFTWARE LICENSE | 3.99 | | STMT/12-13 | | D | N | | | | LICENSES AND TAX | 101.41409.0445 |
| 38503 | 01/16/14 | *13* | PROF. SERVICES | 113.50 | | STMT/12-13 | | D | N | | | | PROFESSIONAL SER | 101.41409.0446 |
| 38503 | 01/16/14 | *13* | PROF. SERVICES | 117.10 | | STMT/12-13 | | D | N | | | | PROFESSIONAL SER | 101.41409.0446 |

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---------------------------------------|--------------------------|----------|--------------|---------------|-----|------------|------------------|----------------|
| CARDMEMBER SERVICE | 002365 | | | | | | | |
| 38503 01/16/14 | *13* MAILING LABELS | 174.03 | | STMT/12-13 | | D N | OFFICE SUPPLIES | 101.42411.0220 |
| 38503 01/16/14 | *13* OFFICE SUPPLIES | 117.53 | | STMT/12-13 | | D N | OFFICE SUPPLIES | 101.42411.0220 |
| 38503 01/16/14 | *13* OFFICE SUPPLIES | 68.99 | | STMT/12-13 | | D N | OFFICE SUPPLIES | 101.42411.0220 |
| 38503 01/16/14 | *13* 4 CANON CAMERAS | 417.96 | | STMT/12-13 | | D N | SMALL TOOLS | 101.42411.0221 |
| 38503 01/16/14 | *13* DEFIB ELECTRODE PAD | 318.14 | | STMT/12-13 | | D N | MICE. OF EQUIPME | 101.42411.0224 |
| 38503 01/16/14 | *13* DEFIB BATTERIES | 716.00 | | STMT/12-13 | | D N | MICE. OF EQUIPME | 101.42411.0224 |
| 38503 01/16/14 | *13* SMALL TOOLS | 634.62 | | STMT/12-13 | | D N | SMALL TOOLS | 101.42412.0221 |
| 38503 01/16/14 | *13* FIRE CALL-KANDIYOHI | 32.06 | | STMT/12-13 | | D N | TRAVEL-CONF.-SCH | 101.42412.0333 |
| 38503 01/16/14 | *13* BURGERT-RECOG AWARD | 99.00 | | STMT/12-13 | | D N | AWARDS AND INDEM | 101.42412.0442 |
| 38503 01/16/14 | *13* FIREFIGHTER AWARDS | 305.70 | | STMT/12-13 | | D N | AWARDS AND INDEM | 101.42412.0442 |
| 38503 01/16/14 | *13* RECOG. EVENT-MEALS | 499.67 | | STMT/12-13 | | D N | AWARDS AND INDEM | 101.42412.0442 |
| 38503 01/16/14 | *13* PLANT-HOEKSTRA FNRL | 42.06 | | STMT/12-13 | | D N | GENERAL SUPPLIES | 101.43417.0229 |
| | 4,387.99 | | *CHECK TOTAL | | | | | |
| 38602 01/16/14 | ROSEMEIER-SEMINAR REGIS. | 300.00 | | STMT/12-13 | | D N | TRAVEL-CONF.-SCH | 101.41402.0333 |
| | VENDOR TOTAL | 4,687.99 | | | | | | |
| CDW GOVERNMENT INC | 001845 | | | | | | | |
| 38504 01/16/14 | *13* 2 MICROPHONES | 1,209.50 | | DXPL323 | | D N | SMALL TOOLS | 101.41409.0221 |
| 38504 01/16/14 | *13* CLEANING CARTRIDGE | 77.29 | | HX41887 | | D N | GENERAL SUPPLIES | 101.41409.0229 |
| 38504 01/16/14 | *13* CLEANING CARTRIDGE | 72.32 | | HZ29551 | | D N | GENERAL SUPPLIES | 101.41409.0229 |
| 38504 01/16/14 | *13* 2 MICROPHONES | 1,019.90 | | JB75333 | | D N | SMALL TOOLS | 101.41409.0221 |
| | VENDOR TOTAL | 2,379.01 | *CHECK TOTAL | | | | | |
| CENTERPOINT ENERGY | 000467 | | | | | | | |
| 38505 01/16/14 | *13* NATURAL GAS CHARG | 1,039.77 | | 6048932/12-13 | | D N | UTILITIES | 651.48484.0332 |
| 38505 01/16/14 | *13* NATURAL GAS CHARGES | 48.20 | | 6072309/12-13 | | D N | UTILITIES | 101.45437.0332 |
| 38505 01/16/14 | *13* NATURAL GAS CHARGES | 119.22 | | 6093527/12-13 | | D N | UTILITIES | 101.43425.0332 |
| | VENDOR TOTAL | 1,207.19 | *CHECK TOTAL | | | | | |
| CHAPPELL, CENTRAL, INC | 000156 | | | | | | | |
| 38506 01/16/14 | *13* PUMP REPAIR-PARTS | 521.68 | | 00057239 | | D N | MTCE. OF STRUCTU | 101.45427.0235 |
| 38506 01/16/14 | *13* PUMP REPAIR-LABOR | 343.00 | | 00057239 | | D N | MTCE. OF STRUCTU | 101.45427.0335 |
| 38506 01/16/14 | *13* CK HEAT EXCHANGER | 98.00 | | 00057240 | | D N | MTCE. OF STRUCTU | 101.45427.0335 |
| 38506 01/16/14 | *13* FURNACE REPAIR-PRTS | 249.35 | | 00057247 | | D N | MTCE. OF STRUCTU | 651.48484.0225 |
| 38506 01/16/14 | *13* FURNACE REPAIR-LABR | 392.00 | | 00057247 | | D N | MTCE. OF STRUCTU | 651.48484.0335 |
| 38506 01/16/14 | *13* FURNACE REPAIR-LABR | 147.00 | | 00057249 | | D N | MTCE. OF STRUCTU | 651.48484.0335 |
| | VENDOR TOTAL | 1,751.03 | *CHECK TOTAL | | | | | |
| CHARTER COMMUNICATIONS | 000736 | | | | | | | |
| 38603 01/16/14 | MONTHLY PHONE SERVICE | 46.79 | | 1136/1-14 | | D N | COMMUNICATIONS | 101.41409.0330 |
| 38603 01/16/14 | MONTHLY PHONE SERVICE | 173.05 | | 3552/1-14 | | D N | COMMUNICATIONS | 208.45005.0330 |
| 38603 01/16/14 | MONTHLY PHONE SERVICE | 41.64 | | 3941/1-14 | | D N | COMMUNICATIONS | 101.41409.0330 |
| 38603 01/16/14 | MONTHLY PHONE SERVICE | 106.99 | | 4972/1-14 | | D N | COMMUNICATIONS | 101.41409.0330 |
| | VENDOR TOTAL | 368.47 | *CHECK TOTAL | | | | | |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 B X M | ACCOUNT NAME | ACCOUNT |
|--|------------------------------------|-----------|--------|-------------|-----|-------------|-------------------|----------------|
| CHILDREN'S FOUNDATION 38507 01/16/14 | .01922 *13* BIKE RIDE PROCEEDS | 682.56 | | 081813 | | D N | OTHER CHARGES | 208.45011.0449 |
| CIT TECHNOLOGY FIN SERV 38604 01/16/14 | 002556 COPIER LEASE AGRMT | 169.93 | | 24451687 | | D N | RENTS | 101.41405.0440 |
| COALITION OF GREATER MN 38605 01/16/14 | 000168 GENERAL ASSESME | 35,151.00 | | 011014 | | D N | SUBSCRIPTIONS AN | 101.41401.0443 |
| CODE 4 SERVICES LLC 38508 01/16/14 | 002984 *13* CAR 3 VEHICLE UPF | 2,699.68 | | 1256 | | D N | MACHINERY AND AU | 450.42411.0553 |
| COMPUTER PROF. UNLIMITED 38606 01/16/14 | 000065 CAMA MONTHLY SUPPORT-JAN | 150.00 | | SIMT/1-14 | | D N | MTCE. OF EQUIPME | 101.41404.0334 |
| 38606 01/16/14 | ASSR APEX ANNUAL MTCE | 860.00 | | SIMT/1-14 | | D N | MTCE. OF EQUIPME | 101.41404.0334 |
| | VENDOR TOTAL | 1,010.00 | *CHECK | TOTAL | | | | |
| | | 1,010.00 | | | | | | |
| COPIER BUSINESS SOLUTION 38509 01/16/14 | 001934 *13* COPIER MTCE CHARGE | 66.73 | | 232101 | | D N | MTCE. OF EQUIPME | 101.42412.0334 |
| 38509 01/16/14 | *13* COPIER MTCE CHARGE | 58.06 | | 232257 | | D N | MTCE. OF EQUIPME | 101.41405.0334 |
| | VENDOR TOTAL | 124.79 | *CHECK | TOTAL | | | | |
| | | 124.79 | | | | | | |
| CROW CHEMICAL & LIGHTING 38510 01/16/14 | 000186 *13* CLEANING SUPPLIES | 104.20 | | 402024 | | D N | CLEANING AND WAS | 101.45433.0228 |
| 38607 01/16/14 | ICE MELT | 84.80 | | 402202 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | VENDOR TOTAL | 189.00 | | | | | | |
| CUB FOODS 38511 01/16/14 | 000189 *13* FIRE CALL-KANDIYOHI | 140.76 | | 101413 | | D N | TRAVEL-CONF. -SCH | 101.42412.0333 |
| DAN'S SHOP INC 38608 01/16/14 | 002212 FILTERS | 268.40 | | 63139 | | D N | INVENTORIES-MDSE | 101.125000 |
| 38608 01/16/14 | FILTERS | 293.76 | | 63198 | | D N | INVENTORIES-MDSE | 101.125000 |
| 38608 01/16/14 | FILTERS | 47.52CR | | 63215 | | D N | INVENTORIES-MDSE | 101.125000 |
| | VENDOR TOTAL | 514.64 | *CHECK | TOTAL | | | | |
| | | 514.64 | | | | | | |
| DANIELSON/JEFFREY 38609 01/16/14 | 002414 PARKING SPACE RENTAL | 480.00 | | 47 | | D M 07 | RENTS | 101.41409.0440 |
| DEPT OF HUMAN SERVICES 38610 01/16/14 | 002914 #22 RICE CARE CENTER- | 19,447.91 | | 00000183481 | | D N | OTHER CHARGES | 101.41428.0449 |
| DONOHUE & ASSOCIATES 38512 01/16/14 | 002293 *13* WESTERN COLLECTOR | 7,326.12 | | 11678-37 | | D N | PROFESSIONAL SER | 432.48503.0446 |

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|------------------------------------|--------------------|--------------|--------------|-----|------------|-------------------|----------------|
| DONOHUE & ASSOCIATES 38512 01/16/14 *13* | SPERRYVILLE L.S. 002293 | 2,590.00 | | 12466-9 | | D N | PROFESSIONAL SER | 432.48506.0446 |
| | VENDOR TOTAL | 9,916.12 | *CHECK TOTAL | | | | | |
| DOOLEY'S PETROLEUM INC 38513 01/16/14 *13* | 200 GAL. UNLEADED 002112 | 658.20 | | 267950 | | D N | MOTOR FUELS AND | 651.48484.0222 |
| DUININCK INC 38514 01/16/14 *13* | HANGAR REMOVAL 00222 | 29,957.00 | | 106043 | | D N | PROFESSIONAL SER | 205.43451.0446 |
| DYNA SYSTEMS 38611 01/16/14 | SELF TAPPING SCREWS 00223 | 105.69 | | 20745333 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| ED'S SERVICE CENTER & SA 38515 01/16/14 *13* | TOWING CHARGES 00231 | 1,958.40 | | STMT/12-13 | | D N | OTHER SERVICES | 101.42411.0339 |
| ELMQUIST JEWELERS 38516 01/16/14 *13* | PETERSON-RETIREMENT 00236 | 208.49 | | 97084 | | D N | GENERAL SUPPLIES | 101.41401.0229 |
| EMERGENCY RESPONSE SOLUT 38517 01/16/14 *13* | HELMET 003048 | 45.00 | | 1161 | | D N | SUBSISTENCE OF P | 101.42412.0227 |
| | SCBA EQUIP MTCE | 530.79 | | 1258 | | D N | MTCE. OF EQUIPME | 101.42412.0224 |
| | HYD. GATE VALVE | 599.78 | | 1269 | | D N | SMALL TOOLS | 101.42412.0221 |
| | SCBA QUICK FILL KIT | 725.90 | | 1300 | | D N | SMALL TOOLS | 101.42412.0221 |
| | VENDOR TOTAL | 1,901.47 | *CHECK TOTAL | | | | | |
| 38612 01/16/14 | SCBA AIR CART HOSE VENDOR TOTAL | 275.70 2,177.17 | | 1304 | | D N | SMALL TOOLS | 101.42412.0221 |
| ERIC'S AVIATION SERVICES 38518 01/16/14 *13* | BEACON REPAIR-PARTS 002998 | 204.18 | | 20909 | | D N | MTCE. OF OTHER I | 230.43430.0226 |
| ERICKSON/PATSY 38519 01/16/14 *13* | MILEAGE 10/18-12/30 000952 | 27.63 | | 010114 | | D N | TRAVEL-CONF. -SCH | 101.41404.0333 |
| ETTERMAN ENTERPRISES 38520 01/16/14 *13* | L.S. ANCHORS 001567 | 259.55 | | 204982 | | D M 07 | MTCE. OF STRUCTU | 651.48485.0225 |
| 38613 01/16/14 | BOLTS VENDOR TOTAL | 16.45 276.00 | | 205381 | | D M 07 | MTCE. OF EQUIPME | 651.48484.0224 |
| FASTENAL COMPANY 38521 01/16/14 *13* | PLOW BOLTS 001188 | 3.53 | | MNWILL110695 | | D N | MTCE. OF EQUIPME | 651.48484.0224 |
| | DRILL BITS | 96.18 | | MNWILL110751 | | D N | SMALL TOOLS | 101.42412.0221 |
| | PLANT SUPPLIES | 214.14 | | MNWILL111080 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| | VENDOR TOTAL | 313.85 | *CHECK TOTAL | | | | | |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|--|-----------|--------|------------|-----|------------|------------------|----------------|
| FISCHER LASER EYE CENTER 38522 01/16/14 *13* GOGGLE SPECTACLE 00244 | 67.94 | | 0054180 | | D N | SUBSISTENCE OF P | 101.42412.0227 |
| FISCHER/BETH 38523 01/16/14 *13* MILEAGE 11/23-12/31 002484 | 60.46 | | 123113 | | D M 07 | TRAVEL-CONF.-SCH | 208.45005.0333 |
| FLAHERTY & HOOD P.A. 38524 01/16/14 *13* PROF. SERVICES 001449 | 14,941.30 | | 6785 | | D M 07 | PROFESSIONAL SER | 101.41406.0446 |
| FLOOR TO CEILING STORE 38525 01/16/14 *13* INST. CARPET-BSMNT 00274 | 2,016.00 | | 117360 | | D N | MTC. OF STRUCTU | 101.41408.0225 |
| 38525 01/16/14 *13* INST. CARPET-BSMNT | 384.00 | | 117360 | | D N | MTC. OF STRUCTU | 101.41408.0335 |
| VENDOR TOTAL | 2,400.00 | *CHECK | TOTAL | | | | |
| FREEMAN/LE ANNE 38526 01/16/14 *13* MILEAGE 11/1-11/30 000937 | 58.20 | | 010714 | | D N | TRAVEL-CONF.-SCH | 101.45435.0333 |
| 38526 01/16/14 *13* MILEAGE 12/1-12/31 | 37.86 | | 010714 | | D N | TRAVEL-CONF.-SCH | 101.45435.0333 |
| VENDOR TOTAL | 96.06 | *CHECK | TOTAL | | | | |
| FREMONT INDUSTRIES INC 38527 01/16/14 *13* POLYMER 002879 | 4,973.05 | | 819212 | | D N | GENERAL SUPPLIES | 651.48486.0229 |
| G & K SERVICES 38528 01/16/14 *13* CLEANING SERVICES 002465 | 56.62 | | 1043572694 | | D N | CLEANING AND WAS | 230.43430.0338 |
| 38528 01/16/14 *13* CLEANING SERVICES | 56.62 | | 1043583189 | | D N | CLEANING AND WAS | 230.43430.0338 |
| 38528 01/16/14 *13* CLEANING SERVICES | 169.86 | *CHECK | TOTAL | | D N | CLEANING AND WAS | 230.43430.0338 |
| 38614 01/16/14 CLEANING SERVICES | 52.98 | | 1043614830 | | D N | CLEANING AND WAS | 230.43430.0338 |
| VENDOR TOTAL | 222.84 | | | | | | |
| GALLS 38529 01/16/14 *13* FLSHLT BATTERY PACK 000288 | 44.62 | | 001427490 | | D N | MTC. OF EQUIPME | 101.42411.0224 |
| GEAR GRID CORPORATION 38530 01/16/14 *13* GEAR GRID LOCKER 003061 | 1,226.93 | | 0008671 | | D N | SMALL TOOLS | 101.42412.0221 |
| GENERAL MAILING SERVICES 38531 01/16/14 *13* POSTAGE 000293 | 15.62 | | 10740 | | D N | POSTAGE | 101.41401.0223 |
| 38531 01/16/14 *13* POSTAGE | 27.99 | | 10740 | | D N | POSTAGE | 101.41402.0223 |
| 38531 01/16/14 *13* POSTAGE | 102.05 | | 10740 | | D N | POSTAGE | 101.41403.0223 |
| 38531 01/16/14 *13* POSTAGE | 6.16 | | 10740 | | D N | POSTAGE | 101.41404.0223 |
| 38531 01/16/14 *13* POSTAGE | 2.24 | | 10740 | | D N | POSTAGE | 101.41405.0223 |
| 38531 01/16/14 *13* POSTAGE | 15.00 | | 10740 | | D N | POSTAGE | 101.41408.0223 |
| 38531 01/16/14 *13* POSTAGE | 0.56 | | 10740 | | D N | POSTAGE | 101.43425.0223 |
| 38531 01/16/14 *13* POSTAGE | 5.51 | | 10740 | | D N | POSTAGE | 230.43430.0223 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 | EX M | ACCOUNT NAME | ACCOUNT |
|---|----------|-------|---------------|-----|-------|------|-------------------|----------------|
| GENERAL MAILING SERVICES 000293 | | | | | | | | |
| 38531 01/16/14 *13* POSTAGE 12/16-12/20 | 8.96 | | 10740 | | D | N | POSTAGE | 651.48484.0223 |
| 38531 01/16/14 *13* POSTAGE | 10.95 | | 10835 | | D | N | POSTAGE | 101.42412.0223 |
| 38531 01/16/14 *13* POSTAGE | 13.30 | | 10840 | | D | N | POSTAGE | 101.42411.0223 |
| 38531 01/16/14 *13* POSTAGE | 461.27 | | 10843 | | D | N | POSTAGE | 208.45006.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 17.80 | | 10861 | | D | N | POSTAGE | 101.41401.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 21.92 | | 10861 | | D | N | POSTAGE | 101.41402.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 11.79 | | 10861 | | D | N | POSTAGE | 101.41403.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 68.88 | | 10861 | | D | N | POSTAGE | 101.41404.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 1.55 | | 10861 | | D | N | POSTAGE | 101.41405.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 15.00 | | 10861 | | D | N | POSTAGE | 101.41408.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 1.37 | | 10861 | | D | N | POSTAGE | 101.41409.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 0.56 | | 10861 | | D | N | POSTAGE | 101.42412.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 3.36 | | 10861 | | D | N | POSTAGE | 101.45433.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 2.94 | | 10861 | | D | N | POSTAGE | 230.43430.0223 |
| 38531 01/16/14 *13* POSTAGE 12/23-12/27 | 39.20 | | 10861 | | D | N | POSTAGE | 651.48484.0223 |
| 38531 01/16/14 *13* POSTAGE | 0.56 | | 10874 | | D | N | POSTAGE | 208.45005.0223 |
| 38531 01/16/14 *13* POSTAGE | 841.25 | | 10874 | | D | N | POSTAGE | 208.45006.0223 |
| VENDOR TOTAL | 1,695.79 | | *CHECK TOTAL | | | | | |
| GLASS WERKS 003058 | | | | | | | | |
| 38532 01/16/14 *13* REPL. WINDSHIELD | 186.58 | | I053734 | | D | N | MTCE. OF EQUIPME | 651.48486.0224 |
| 38532 01/16/14 *13* REPL. WINDSHIELD | 60.00 | | I053734 | | D | N | MTCE. OF EQUIPME | 651.48486.0334 |
| VENDOR TOTAL | 246.58 | | *CHECK TOTAL | | | | | |
| GLOCK PROFESSIONAL INC 002328 | | | | | | | | |
| 38615 01/16/14 OAKLEAF-SEMINAR REGIS. | 195.00 | | TRP/100051495 | | D | N | TRAVEL-CONF. -SCH | 101.42411.0333 |
| 38615 01/16/14 DOBRANSKY-SEMINAR REGIS. | 195.00 | | TRP/100051497 | | D | N | TRAVEL-CONF. -SCH | 101.42411.0333 |
| 38615 01/16/14 HELGESON-SEMINAR REGIS. | 195.00 | | TRP/100051501 | | D | N | TRAVEL-CONF. -SCH | 101.42411.0333 |
| VENDOR TOTAL | 585.00 | | *CHECK TOTAL | | | | | |
| GOV'T FINANCE OFFICERS A 000302 | | | | | | | | |
| 38616 01/16/14 MEMBERSHIP DUES | 31.70 | | 0162001/14 | | D | N | PREPAID EXPENSES | 101.128000 |
| 38616 01/16/14 MEMBERSHIP DUES | 158.30 | | 0162001/14 | | D | N | SUBSCRIPTIONS AN | 101.41405.0443 |
| VENDOR TOTAL | 190.00 | | *CHECK TOTAL | | | | | |
| GREENSPRING MEDIA GROUP 001504 | | | | | | | | |
| 38533 01/16/14 *13* RSVP MN AD | 875.00 | | 12-13-RSV1029 | | D | N | OTHER CHARGES | 208.45008.0449 |
| HANSEN ADVERTISING SPECI 000321 | | | | | | | | |
| 38534 01/16/14 *13* PROMOTIONAL ITEMS 1,685.03 | 32195 | | 32195 | | D | N | OTHER CHARGES | 208.45010.0449 |
| 38534 01/16/14 *13* PROMOTIONAL ITEMS 721.71 | 32196 | | 32196 | | D | N | OTHER CHARGES | 208.45008.0449 |
| 38534 01/16/14 *13* WLCM BAG SUPPLIES 3,191.50 | 32197 | | 32197 | | D | N | OTHER CHARGES | 208.45008.0449 |
| 38534 01/16/14 *13* PROMOTIONAL ITEMS 878.19 | 32198 | | 32198 | | D | N | OTHER CHARGES | 208.45008.0449 |

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---------------------------------------|----------------------|------------|-------|--------------|-----|------------|------------------|----------------|
| HANSEN ADVERTISING SPECI | | | | | | | | |
| | 000321 | | | | | | | |
| 38534 01/16/14 *13* | WLCM BAG SUPPLIES | 1,885.95 | | 32199 | | D N | OTHER CHARGES | 208.45008.0449 |
| 38534 01/16/14 *13* | PROMOTIONAL ITEMS | 802.80 | | 32200 | | D N | OTHER CHARGES | 208.45008.0449 |
| 38534 01/16/14 *13* | WLCM BAG SUPPLIES | 1,153.89 | | 32201 | | D N | OTHER CHARGES | 208.45008.0449 |
| 38534 01/16/14 *13* | PROMOTIONAL ITEMS | 889.08 | | 32202 | | D N | OTHER CHARGES | 208.45011.0449 |
| 38534 01/16/14 *13* | PROMOTIONAL ITEMS | 432.36 | | 32203 | | D N | OTHER CHARGES | 208.45008.0449 |
| 38534 01/16/14 *13* | PROMO EVENT CLOTHING | 519.00 | | 32204 | | D N | ADVERTISING | 208.45015.0447 |
| | VENDOR TOTAL | 12,159.51 | | *CHECK TOTAL | | | | |
| | | 12,159.51 | | | | | | |
| HARDWARE HANK EXPRESS | | | | | | | | |
| | 000452 | | | | | | | |
| 38535 01/16/14 *13* | ICE MELT | 25.63 | | 120213 | | D N | GENERAL SUPPLIES | 101.45435.0229 |
| 38535 01/16/14 *13* | ICE MELT | 70.52 | | 120413 | | D N | GENERAL SUPPLIES | 101.41409.0229 |
| 38535 01/16/14 *13* | MOUSE TRAPS/D-CON | 5.22 | | 120913 | | D N | GENERAL SUPPLIES | 101.41408.0229 |
| 38535 01/16/14 *13* | BATTERIES | 21.36 | | 121013 | | D N | GENERAL SUPPLIES | 101.45427.0229 |
| 38535 01/16/14 *13* | SAW BLADE | 5.97 | | 121113 | | D N | SMALL TOOLS | 101.45427.0221 |
| 38535 01/16/14 *13* | SUPPLIES | 4.80 | | 121113 | | D N | GENERAL SUPPLIES | 101.45435.0229 |
| 38535 01/16/14 *13* | KEYS FOR BLDG | 6.16 | | 121313 | | D N | MTCE. OF STRUCTU | 101.43425.0225 |
| 38535 01/16/14 *13* | SUPPLIES | 29.37 | | 121313 | | D N | SMALL TOOLS | 101.42412.0221 |
| 38535 01/16/14 *13* | CLEANING SUPPLIES | 11.73 | | 121813 | | D N | CLEANING AND WAS | 101.45435.0228 |
| 38535 01/16/14 *13* | ICE MELT | 25.63 | | 122013 | | D N | GENERAL SUPPLIES | 101.45435.0229 |
| 38535 01/16/14 *13* | TRASH BAGS | 8.43 | | 122713 | | D N | GENERAL SUPPLIES | 101.41408.0229 |
| 38535 01/16/14 *13* | TOILET REPAIR KIT | 14.95 | | 123013 | | D N | MTCE. OF STRUCTU | 101.45427.0225 |
| | VENDOR TOTAL | 229.77 | | *CHECK TOTAL | | | | |
| | | 229.77 | | | | | | |
| HAUG IMPLEMENT CO - JOHN | | | | | | | | |
| | 000324 | | | | | | | |
| 38536 01/16/14 *13* | #125025-HYD. FTNGS | 113.08 | | 150077 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38536 01/16/14 *13* | #125025-HYD. FTNGS | 22.59 | | 150092 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38536 01/16/14 *13* | #125025-PTO SHIELD | 93.98 | | 150180 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38536 01/16/14 *13* | #125025-PTO SHIELD | 89.91 | | 150746 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38536 01/16/14 *13* | HYDRAULIC FITTINGS | 114.97 | | 151532 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38536 01/16/14 *13* | #059968-REAR AXLE | 1,137.71 | | 151575 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| | VENDOR TOTAL | 1,392.42 | | *CHECK TOTAL | | | | |
| | | 1,392.42 | | | | | | |
| HAWKINS INC | | | | | | | | |
| | 000325 | | | | | | | |
| 38537 01/16/14 *13* | FERRIC CHLORIDE | 4,890.46 | | 3549041 RI | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 38617 01/16/14 | SODIUM HYPOCHLORITE | 373.50 | | 3550258 RI | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| | VENDOR TOTAL | 5,263.96 | | | | | | |
| HERITAGE BANK | | | | | | | | |
| | 000001 | | | | | | | |
| 38618 01/16/14 #144 | 2003 GO IMP BOND | 1,127.50 | | 010714 | | D N | INTEREST | 303.47100.0444 |
| 38618 01/16/14 #144 | 2003 GO IMP BOND | 55,000.00 | | 010714 | | D N | BONDS | 303.47100.0660 |
| 38618 01/16/14 #153 | 2007 GO IMP BOND | 31,062.50 | | 010714 | | D N | INTEREST | 307.47100.0444 |
| 38618 01/16/14 #153 | 2007 GO IMP BON | 330,000.00 | | 010714 | | D N | BONDS | 307.47100.0660 |
| 38618 01/16/14 #155 | 2008 GO IMP BOND | 17,067.50 | | 010714 | | D N | INTEREST | 308.47100.0444 |

Vendor Payments History Report
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| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 B X M | ACCOUNT NAME | ACCOUNT |
|--------------------------|--------|----------|--------------------------|----------|-------|---------------|-----|-------------|------------------|----------------|
| JOBSHQ | | | 002923 | | | | | | | |
| | 38541 | 01/16/14 | *13* ADMIN ASST. AD | 415.60 | | 103559/12-13 | | D N | ADVERTISING | 101.41400.0447 |
| | 38541 | 01/16/14 | *13* CITY ENGINEER AD | 387.00 | | 103559/12-13 | | D N | ADVERTISING | 101.43417.0447 |
| | | | VENDOR TOTAL | 802.60 | | *CHECK TOTAL | | | | |
| | | | | 802.60 | | | | | | |
| KANDIYOHI CO AUDITOR | | | 000376 | | | | | | | |
| | 38542 | 01/16/14 | *13* AIR CARDS OCT-DEC | 1,574.55 | | 010114 | | D N | COMMUNICATIONS | 101.42411.0330 |
| KANDIYOHI CO RECORDER'S | | | 000382 | | | | | | | |
| | 38543 | 01/16/14 | *13* PLAT COPIES FEE | 10.00 | | SOP-057748 | | D N | PROFESSIONAL SER | 101.41401.0446 |
| | 38543 | 01/16/14 | *13* RECORDING FEES | 56.00 | | 616359 | | D N | PROFESSIONAL SER | 101.41401.0446 |
| | | | VENDOR TOTAL | 66.00 | | *CHECK TOTAL | | | | |
| | | | | 66.00 | | | | | | |
| KANDIYOHI CO RECYCLING A | | | 002296 | | | | | | | |
| | 38621 | 01/16/14 | LAMP RECYCLING | 43.00 | | 010914 | | D N | CLEANING AND WAS | 101.43425.0338 |
| KANDIYOHI CO SHERIFF'S D | | | 001507 | | | | | | | |
| | 38544 | 01/16/14 | *13* SOVERIEGN COMM TRNG | 510.00 | | 0007 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |
| KANDIYOHI CO TREASURER | | | 000385 | | | | | | | |
| | 38622 | 01/16/14 | LICENSE TABS | 32.00 | | 010714 | | D N | LICENSES AND TAX | 101.41402.0445 |
| | 38622 | 01/16/14 | LICENSE TABS | 16.00 | | 010714 | | D N | LICENSES AND TAX | 101.42411.0445 |
| | 38622 | 01/16/14 | LICENSE TABS | 64.00 | | 010714 | | D N | LICENSES AND TAX | 101.43417.0445 |
| | 38622 | 01/16/14 | LICENSE TABS | 544.00 | | 010714 | | D N | LICENSES AND TAX | 101.43425.0445 |
| | 38622 | 01/16/14 | LICENSE TABS | 16.00 | | 010714 | | D N | LICENSES AND TAX | 101.43425.0445 |
| | 38622 | 01/16/14 | LICENSE TABS | 16.00 | | 010714 | | D N | LICENSES AND TAX | 101.45433.0445 |
| | 38622 | 01/16/14 | LICENSE TABS | 96.00 | | 010714 | | D N | LICENSES AND TAX | 101.45433.0445 |
| | | | VENDOR TOTAL | 784.00 | | *CHECK TOTAL | | | | |
| | | | | 784.00 | | | | | | |
| KANDIYOHI CO-OP ELECTRIC | | | 000375 | | | | | | | |
| | 38623 | 01/16/14 | WELCOME TO WILLMAR SIGN | 130.00 | | STMT/1-14 | | D N | UTILITIES | 101.43425.0332 |
| | 38623 | 01/16/14 | WELCOME TO WILLMAR SIGN | 53.64 | | STMT/1-14 | | D N | UTILITIES | 101.43425.0332 |
| | 38623 | 01/16/14 | CO RD 23/HWY 71 BYPASS | 166.00 | | STMT/1-14 | | D N | UTILITIES | 101.43425.0332 |
| | 38623 | 01/16/14 | ELEC SERV-LIFT STATIONS | 715.00 | | STMT/1-14 | | D N | UTILITIES | 651.48485.0332 |
| | 38623 | 01/16/14 | ABBOTT DR LIFT STATION | 68.00 | | STMT/1-14 | | D N | UTILITIES | 651.48485.0332 |
| | 38623 | 01/16/14 | ELEC SERV-SECURITY LIGHT | 36.00 | | STMT/1-14 | | D N | UTILITIES | 651.48486.0332 |
| | | | VENDOR TOTAL | 1,168.64 | | *CHECK TOTAL | | | | |
| | | | | 1,168.64 | | | | | | |
| KIPLINGER | | | 002501 | | | | | | | |
| | 38624 | 01/16/14 | ANNUAL SUBSCRIPTION | 16.50 | | 0495013724/14 | | D N | PREPAID EXPENSES | 101.128000 |
| | 38624 | 01/16/14 | ANNUAL SUBSCRIPTION | 82.50 | | 0495013724/14 | | D N | SUBSCRIPTIONS AN | 101.41405.0443 |
| | | | VENDOR TOTAL | 99.00 | | *CHECK TOTAL | | | | |
| | | | | 99.00 | | | | | | |

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 | B X M | ACCOUNT NAME | ACCOUNT |
|--|--------|-------|---|-----|-------------------|-------|---|--|
| KKLN 94.1 THE LOON 001977 38545 01/16/14 *13* HOLIDAY GREETINGS | 94.00 | | 1973-1 | | D N | | ADVERTISING | 101.42411.0447 |
| KWLM - AM 000398 38546 01/16/14 *13* ADVERTISING | 38.30 | | 58451 | | D N | | ADVERTISING | 101.45433.0447 |
| LAKE REGION FIRE FIGHTER 001298 38625 01/16/14 MEMBERSHIP DUES | 40.00 | | 326 | | D N | | SUBSCRIPTIONS AN | 101.42412.0443 |
| LAW ENFORCEMENT TECHNOLO 002844 38547 01/16/14 *13* 2013 SOFTWARE MTCE | 680.00 | | 14422 | | D N | | MTCE. OF EQUIPME | 101.42412.0334 |
| LEAGUE OF MN CITIES 000412 38626 01/16/14 NELSEN-LEADERSHIP CONF. | 225.00 | | 194134 | | D N | | TRAVEL-CONF. -SCH | 101.41401.0333 |
| LEICA GEOSYSTEMS INC 002533 38548 01/16/14 *13* RADIO MODULE/ANT. 1,679.25 38548 01/16/14 *13* FIRMWARE/SOFTWARE 2,377.33 VENDOR TOTAL 2,056.58 | | | 900063486 900063487 *CHECK TOTAL | | D N D N | | SMALL TOOLS SMALL TOOLS | 101.43417.0221 101.43417.0221 |
| MADSEN GALANTER, HANSEN 000429 38549 01/16/14 *13* PROF. SERVICES | 338.06 | | 123113 | | D N | | PROFESSIONAL SER | 101.41406.0446 |
| MAGNUSON SHEET METAL INC 001121 38550 01/16/14 *13* HOT WTR CIRC. PUMP 418.60 38550 01/16/14 *13* HOT WTR CIRC. PUMP 75.00 VENDOR TOTAL 493.60 | | | 122990 122990 *CHECK TOTAL | | D N D N | | MTCE. OF EQUIPME MTCE. OF EQUIPME | 101.41409.0224 101.41409.0334 |
| MATHESON TRI-GAS INC 002898 38551 01/16/14 *13* CYLINDER RENTAL | 46.53 | | 08355098 | | D N | | RENTS | 101.45433.0440 |
| MBPTA 001749 38627 01/16/14 MEMBERSHIP DUES | 100.00 | | 010314 | | D N | | SUBSCRIPTIONS AN | 101.41402.0443 |
| MCKALE'S CATERING 002208 38552 01/16/14 *13* LEISURE COMM. LNCHS | 105.22 | | 5833 | | D N | | TRAVEL-CONF. -SCH | 208.45005.0333 |
| MENARDS 000449 38553 01/16/14 *13* SAMPLER LAB PARTS | 47.06 | | 39366 | | D N | | MTCE. OF OTHER I | 651.48484.0226 |
| 38628 01/16/14 FURNACE FILTER 10.49 38628 01/16/14 STEP LADDER 54.99 38628 01/16/14 BLDG MTCE-PARTS 25.98 VENDOR TOTAL 91.46 | | | 40399 40465 40465 *CHECK TOTAL | | D N D N D N | | GENERAL SUPPLIES SMALL TOOLS MTCE. OF STRUCTU | 651.48484.0229 101.43425.0221 101.43425.0225 |

| VENDOR NAME AND NUMBER | CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|--------------------------|----------|--------------------------|--------------|----------|-------|---------------|-----|---|---|---|----|---|------------------|----------------|
| MIDWEST MEETINGS | | | | | | | | | | | | | | |
| 38629 | 01/16/14 | ADVERTISING | 002685 | 575.00 | | GB14112 | | D | N | | | | OTHER CHARGES | 208.45008.0449 |
| MILLER SANITATION | | | | | | | | | | | | | | |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | 002936 | 93.90 | | 1298/1-14 | | D | N | | | | CLEANING AND WAS | 101.45433.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 46.22 | | 1299/1-14 | | D | N | | | | CLEANING AND WAS | 101.45433.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 52.70 | | 1300/1-14 | | D | N | | | | CLEANING AND WAS | 101.42412.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 64.74 | | 1301/1-14 | | D | N | | | | CLEANING AND WAS | 101.41408.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 64.74 | | 1301/1-14 | | D | N | | | | CLEANING AND WAS | 101.45427.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 251.31 | | 1302/1-14 | | D | N | | | | CLEANING AND WAS | 101.43425.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 24.34 | | 1303/1-14 | | D | N | | | | CLEANING AND WAS | 651.48484.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 48.67 | | 1304/1-14 | | D | N | | | | CLEANING AND WAS | 651.48484.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 161.04 | | 1305/1-14 | | D | N | | | | CLEANING AND WAS | 651.48484.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 49.67 | | 1305/1-14 | | D | N | | | | CLEANING AND WAS | 651.48484.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 46.15 | | 1306/1-14 | | D | N | | | | CLEANING AND WAS | 101.45435.0338 |
| 38630 | 01/16/14 | GARBAGE SERVICE-JANUARY | | 58.64 | | 1378/1-14 | | D | N | | | | CLEANING AND WAS | 101.43425.0338 |
| | | | VENDOR TOTAL | 962.12 | | *CHECK TOTAL | | | | | | | | |
| MILLS AUTO CENTER | | | | | | | | | | | | | | |
| 38554 | 01/16/14 | *13* SIGN DEPOSIT REFUND | 001384 | 100.00 | | 2013-25 | | D | N | | | | DEPOSITS-SIGN PE | 101.230001 |
| MINI BIFF LLC | | | | | | | | | | | | | | |
| 38555 | 01/16/14 | *13* TOILET RENTALS | 001805 | 77.59 | | A-61697 | | D | N | | | | RENTS | 101.43425.0440 |
| 38555 | 01/16/14 | *13* TOILET RENTALS | | 77.59 | | A-61701 | | D | N | | | | RENTS | 101.43425.0440 |
| | | | VENDOR TOTAL | 155.18 | | *CHECK TOTAL | | | | | | | | |
| MN DEPT OF AGRICULTURE | | | | | | | | | | | | | | |
| 38631 | 01/16/14 | PESTICIDE APPL. LICENSE | 000487 | 15.00 | | 20079178 | | D | N | | | | LICENSES AND TAX | 101.43425.0445 |
| 38631 | 01/16/14 | PESTICIDE APPL. LICENSE | | 15.00 | | 20079179 | | D | N | | | | LICENSES AND TAX | 101.43425.0445 |
| 38631 | 01/16/14 | PESTICIDE APPL. LICENSE | | 15.00 | | 20079180 | | D | N | | | | LICENSES AND TAX | 101.43425.0445 |
| 38631 | 01/16/14 | PESTICIDE APPL. LICENSE | | 15.00 | | 20079181 | | D | N | | | | LICENSES AND TAX | 101.43425.0445 |
| 38631 | 01/16/14 | PESTICIDE APPL. LICENSE | | 15.00 | | 20088824 | | D | N | | | | LICENSES AND TAX | 101.43425.0445 |
| | | | VENDOR TOTAL | 75.00 | | *CHECK TOTAL | | | | | | | | |
| MN DEPT OF LABOR & INDUS | | | | | | | | | | | | | | |
| 38556 | 01/16/14 | *13* 4TH QTR SURCHARGE | 000522 | 4,058.86 | | 010214 | | D | N | | | | OTHER CHARGES | 101.41402.0449 |
| 38632 | 01/16/14 | KARDELL-RECERTIFICATION | | 110.00 | | 632404 ?MN DE | | D | N | | | | SUBSCRIPTIONS AN | 101.41402.0443 |
| | | | VENDOR TOTAL | 4,168.86 | | | | | | | | | | |
| MN SPORTS FEDERATION | | | | | | | | | | | | | | |
| 38633 | 01/16/14 | TEAM MEMBERSHIP FEE | 000517 | 90.00 | | 011514 | | D | N | | | | OTHER CHARGES | 101.45432.0449 |
| MN WEST COMMUNITY TECH C | | | | | | | | | | | | | | |
| 38634 | 01/16/14 | TRAINING MEMBERSHIP | 001713 | 725.00 | | 010714 | | D | N | | | | TRAVEL-CONF.-SCH | 101.42411.0333 |

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 EX M | ACCOUNT NAME | ACCOUNT |
|---|-----------|--------------|-------------|-----|------------|------------------|----------------|
| MOTOR SPORTS OF WILLMAR 000873 38557 01/16/14 *13* UTV PARTS | 34.97 | | 1324158 | | D N | MTCE. OF EQUIPME | 101.42412.0224 |
| MPSTMA 002933 38635 01/16/14 MEMBERSHIP DUES | 50.00 | | 2014 | | D N | SUBSCRIPTIONS AN | 101.43425.0443 |
| MUNICIPAL UTILITIES 000541 | | | | | | | |
| 38558 01/16/14 *13* UTILITIES FOR DEC 3, | 561.12 | | 12/13 | | D N | UTILITIES | 101.41408.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DEC | 658.15 | | 12/13 | | D N | UTILITIES | 101.41409.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DEC | 720.04 | | 12/13 | | D N | UTILITIES | 101.42412.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DEC | 3,548.36 | | 12/13 | | D N | UTILITIES | 101.43425.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DE | 1,976.34 | | 12/13 | | D N | UTILITIES | 101.45427.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DE | 1,694.97 | | 12/13 | | D N | UTILITIES | 101.45433.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DEC | 781.40 | | 12/13 | | D N | UTILITIES | 101.45435.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DEC | 101.23 | | 12/13 | | D N | UTILITIES | 101.45437.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DE | 3,180.17 | | 12/13 | | D N | UTILITIES | 230.43430.0332 |
| 38558 01/16/14 *13* UTILITIES FOR DE | 1,500.00 | | 12/13 | | D N | UTILITIES | 651.48484.0446 |
| 38558 01/16/14 *13* ADMIN FEE | 1,500.00 | | 12/13 | | D N | PROFESSIONAL SER | 651.48484.0446 |
| 38558 01/16/14 *13* UTILITIES FOR DEC | 3,391.56 | | 12/13 | | D N | UTILITIES | 651.48485.0332 |
| VENDOR TOTAL | 66,216.08 | *CHECK TOTAL | | | | | |
| MVTL LABORATORIES INC 000544 | | | | | | | |
| 38636 01/16/14 PROFESSIONAL SERVICES | 39.00 | | 686409 | | D N | PROFESSIONAL SER | 651.48484.0446 |
| 38636 01/16/14 PROFESSIONAL SERVICES | 39.00 | | 686724 | | D N | PROFESSIONAL SER | 651.48484.0446 |
| 38636 01/16/14 PROFESSIONAL SERVICES | 45.00 | | 687104 | | D N | PROFESSIONAL SER | 651.48484.0446 |
| VENDOR TOTAL | 123.00 | *CHECK TOTAL | | | | | |
| NARTEC INC 002884 | | | | | | | |
| 38559 01/16/14 *13* EVIDENCE SUPPLIES | 160.80 | | 6946 | | D N | GENERAL SUPPLIES | 101.42411.0229 |
| NORTHERN BUSINESS PRODUC 002322 | | | | | | | |
| 38560 01/16/14 *13* OFFICE SUPPLIES | 196.46 | | 658275-0 | | D N | OFFICE SUPPLIES | 741.48001.0220 |
| 38560 01/16/14 *13* OFFICE SUPPLIES | 33.11 | | 658275-1 | | D N | OFFICE SUPPLIES | 741.48001.0220 |
| VENDOR TOTAL | 229.57 | *CHECK TOTAL | | | | | |
| NORTHERN STATES SUPPLY 000585 | | | | | | | |
| 38561 01/16/14 *13* WOODSHOP TOOLS | 1,121.98 | | 178649 | | D N | SMALL TOOLS | 101.45435.0221 |
| 38561 01/16/14 *13* WOODSHOP TOOLS | 1,859.51 | | 178885 | | D N | SMALL TOOLS | 101.45435.0221 |
| VENDOR TOTAL | 2,981.49 | *CHECK TOTAL | | | | | |
| O'REILLY AUTOMOTIVE INC 000650 | | | | | | | |
| 38562 01/16/14 *13* WIPER BLADES | 63.87 | | 1528-265990 | | D N | MTCE. OF EQUIPME | 101.42411.0224 |
| OKINS/STEVEN B 000943 | | | | | | | |
| 38491 01/10/14 *13* 64GB DRIVE CHIP | 24.57 | | 113013 | | D N | OFFICE SUPPLIES | 101.41405.0220 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|---|--------------|--|-----|--------------------------|--|--|
| OKINS/STEVEN B 38491 01/10/14 *13* OFFICE CHAIR 000943 VENDOR TOTAL | 284.65 309.22 309.22 | *CHECK TOTAL | 113013 | | D N | SMALL TOOLS | 101.41405.0221 |
| PERKINS LUMBER CO INC 38563 01/16/14 *13* SUPPLIES FOR TRNG 38563 01/16/14 *13* SUPPLIES FOR TRNG VENDOR TOTAL | 30.10CR 46.17 16.07 16.07 | *CHECK TOTAL | 143840 396404 | | D N D N | GENERAL SUPPLIES GENERAL SUPPLIES | 101.42412.0229 101.42412.0229 |
| PEST PRO II 38637 01/16/14 PROFESSIONAL SERVICES 001968 | 36.00 | | 14534 | | D N | PROFESSIONAL SER | 101.45435.0446 |
| PETE'S COMMUNICATIONS 38564 01/16/14 *13* SIREN RELOCATION 000610 | 858.59 | | 0052631 | | D N | MTC. OF OTHER I | 413.48452.0336 |
| PETERSON SHOE STORE 38565 01/16/14 *13* KOOISTRA-SFTY BOOTS 000608 | 125.00 | | 154319 | | D N | SUBSISTENCE OF P | 101.42412.0227 |
| PLUMBING & HEATING OF WI 38566 01/16/14 *13* REPL. FAUCET-PARTS 38566 01/16/14 *13* REPL. FAUCET-LABOR VENDOR TOTAL | 297.15 148.75 445.90 445.90 | *CHECK TOTAL | 16853 16853 | | D N D N | MTC. OF STRUCTU MTC. OF STRUCTU | 101.45435.0225 101.45435.0335 |
| PREMIUM WATERS INC 38567 01/16/14 *13* DRINKING WATER 000374 | 25.00 | | 329949/12-13 | | D N | SUBSISTENCE OF P | 101.42412.0227 |
| QUICK SIGNS 38568 01/16/14 *13* CVB SIGN-CIVIC CNTR 38568 01/16/14 *13* CVB SIGN FOR BLDG VENDOR TOTAL | 262.91 4,256.30 4,519.21 4,519.21 | *CHECK TOTAL | 169623 169657 | | D N D N | ADVERTISING ADVERTISING | 208.45015.0447 208.45015.0447 |
| QUILL CORPORATION 38569 01/16/14 *13* OFFICE SUPPLIES 38569 01/16/14 *13* OFFICE SUPPLIES 38569 01/16/14 *13* OFFICE SUPPLIES 38569 01/16/14 *13* OFFICE SUPPLIES VENDOR TOTAL | 14.42CR 157.75 36.23 48.84 228.40 228.40 | *CHECK TOTAL | 7303334 8229782 8253912 8301689 | | D N D N D N D N | OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES | 101.42411.0220 101.42411.0220 101.42411.0220 101.41405.0220 |
| Q102 - FM 38570 01/16/14 *13* ADVERTISING 000630 | 46.60 | | 537801 | | D N | ADVERTISING | 101.45433.0447 |
| RUNNING'S SUPPLY INC 38571 01/16/14 *13* 2 FANS 001418 | 206.86 | | 3308989 | | D N | SMALL TOOLS | 101.42412.0221 |

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 B X M | ACCOUNT NAME | ACCOUNT |
|--|-----------------------------------|----------|-------|----------------|-----|-------------|-------------------|----------------|
| RUNNING'S SUPPLY INC 38571 01/16/14 | 001418 *13* PLANT SUPPLIES | 18.68 | | 3317521 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 38571 01/16/14 | *13* PLANT SUPPLIES | 38.43 | | 3329660 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| | VENDOR TOTAL | 263.97 | | *CHECK TOTAL | | | | |
| RUTER/DOUGLAS H 38572 01/16/14 | 002288 *13* LODGING EXPENSE | 212.10 | | 109310 | | D N | TRAVEL-CONF. -SCH | 651.48484.0333 |
| SAND ELECTRIC 38573 01/16/14 | 000678 *13* ELEC WORK-WOODSHOP | 344.62 | | 3484 | | D N | MTCE. OF STRUCTU | 101.45435.0225 |
| 38573 01/16/14 | *13* ELEC WORK-WOODSHOP | 133.60 | | 3484 | | D N | MTCE. OF STRUCTU | 101.45435.0335 |
| | VENDOR TOTAL | 478.22 | | *CHECK TOTAL | | | | |
| SERVICE CENTER/CITY OF W 38574 01/16/14 | 000685 *13* EQUIP REPAIR-PARTS | 1.08 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.41408.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-OIL | 45.90 | | STMT/12-13 | | D N | MOTOR FUELS AND | 101.42411.0222 |
| 38574 01/16/14 | *13* EQUIP REPAIR-OIL | 30.60 | | STMT/12-13 | | D N | MOTOR FUELS AND | 101.42411.0222 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 79.30 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.42411.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 152.94 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.42411.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-OIL | 11.90 | | STMT/12-13 | | D N | MOTOR FUELS AND | 101.42412.0222 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 8.20 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.42412.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-OIL | 11.90 | | STMT/12-13 | | D N | MOTOR FUELS AND | 101.43425.0222 |
| 38574 01/16/14 | *13* EQUIP REPAIR-OIL | 280.00 | | STMT/12-13 | | D N | MOTOR FUELS AND | 101.43425.0222 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 3.20 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 619.67 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 32.05 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.45435.0224 |
| 38574 01/16/14 | *13* EQUIP REPAIR-PARTS | 138.94 | | STMT/12-13 | | D N | MTCE. OF EQUIPME | 101.45435.0224 |
| | VENDOR TOTAL | 1,415.68 | | *CHECK TOTAL | | | | |
| SKONARD/DAVID 38638 01/16/14 | .02096 PAINT FOR BLDG | 28.26 | | 010314 | | D N | MTCE. OF STRUCTU | 101.45435.0225 |
| SMEBY/ROSS 38575 01/16/14 | 002570 *13* MILEAGE 12/1-12/31 | 126.00 | | 010214 | | D N | MTCE. OF STRUCTU | 101.41409.0335 |
| STERLING WATER-MINNESOTA 38576 01/16/14 | 000188 *13* SOFTENER RENTAL | 33.93 | | 112508-9/12-13 | | D N | RENTS | 101.45435.0440 |
| | VENDOR TOTAL | 267.25 | | 86488-6/12-13 | | D N | RENTS | 101.42411.0440 |
| 38639 01/16/14 | WATER COOLER RENTAL | 301.18 | | | | | | |
| SW - WEST CNTRL SERVICES 38492 01/10/14 | 000892 HEALTH INSURANCE-FEB | 1,140.00 | | C272 | | D N | EMPLOYER INSUR. | 101.41400.0114 |
| 38492 01/10/14 | HEALTH INSURANCE-FEB | 5,303.50 | | C272 | | D N | EMPLOYER INSUR. | 101.41402.0114 |
| 38492 01/10/14 | HEALTH INSURANCE-FEB | 3,244.29 | | C272 | | D N | EMPLOYER INSUR. | 101.41403.0114 |

| VENDOR NAME AND NUMBER | CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 EX M | ACCOUNT NAME | ACCOUNT |
|---------------------------|----------------|--------------------------------|----------|-------|--------------|-----|------------|------------------|----------------|
| TORKELSON'S LOCK SERVICE | 38580 01/16/14 | *13* SERVICED EXT. DOOR | 57.00 | | 1511881 | | D N | MTCE. OF STRUCTU | 101.41408.0335 |
| TOSHIBA FINANCIAL SERVICE | 38640 01/16/14 | *00218 COPIER LEASE AGRMT | 120.77 | | 011513 | | D N | RENTS | 101.42412.0440 |
| TRAVEL GUIDES FREE | 38581 01/16/14 | *02717 TRAVEL GUIDE AD | 169.29 | | 18339 | | D N | OTHER CHARGES | 208.45010.0449 |
| UNIFORMS UNLIMITED | 38582 01/16/14 | *00762 TASER BATTERY | 48.70 | | 188929 | | D N | MTCE. OF EQUIPME | 101.42411.0224 |
| VERIZON WIRELESS | 38583 01/16/14 | *02915 CELL PHONE USAGE | 21.23 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.45432.0330 |
| VIKING COCA-COLA BOTTLIN | 38584 01/16/14 | *00777 CONCESSION SUPPLIES | 55.00 | | 1218183 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 16.50 | | 1270310 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 156.75 | | 1274295 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 305.00 | | 1293598 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 281.25 | | 1322274 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 101.25 | | 1322345 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 250.00 | | 153487 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | | | 1,165.75 | | *CHECK TOTAL | | | | |
| | | VENDOR TOTAL | 1,165.75 | | | | | | |
| WCSSO | 38641 01/16/14 | 003060 SEMINAR REGISTRATIONS | 60.00 | | 011514 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |
| WEST CENTRAL COMMUNICATI | 38585 01/16/14 | *00796 RADIO CONV. KIT | 272.53 | | 123013 | | D N | MACHINERY AND AU | 450.42411.0553 |
| | | | 52.50 | | 0767865 | | D N | MTCE. OF EQUIPME | 101.42411.0334 |
| | | VENDOR TOTAL | 325.03 | | | | | | |
| WEST CENTRAL SANITATION | 38643 01/16/14 | 000805 GARBAGE SERVICE-JANUARY | 27.45 | | 6806100/1-14 | | D N | CLEANING AND WAS | 230.43430.0338 |
| WEST CENTRAL TRIBUNE | 38586 01/16/14 | *00807 NOTICE PUBLISHED | 81.00 | | CL03059408 | | D N | PRINTING AND PUB | 101.41402.0331 |
| | | | 67.50 | | 36787/12-13 | | D N | ADVERTISING | 101.45433.0447 |
| | | | 148.50 | | *CHECK TOTAL | | | | |
| | | | 72.00 | | CL03059070 | | D N | PRINTING AND PUB | 101.41403.0331 |
| | | | 18.00 | | CL03059590 | | D N | PRINTING AND PUB | 101.41401.0331 |
| | | | 14.92 | | 177823700/14 | | D N | PREPAID EXPENSES | 101.128000 |
| | | | 164.06 | | 177823700/14 | | D N | SUBSCRIPTIONS AN | 101.41409.0443 |
| | | | 14.92 | | 177823911/14 | | D N | PREPAID EXPENSES | 101.128000 |

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|--|-------|--|-----|--|--|--|
| WEST CENTRAL TRIBUNE 38644 01/16/14 ANNUAL SUBSCRIPTION 38644 01/16/14 DOG/CAT LICENSE NOTICES VENDOR TOTAL | 164.06 48.00 495.96 644.46 | | 177823911/14 36792 *CHECK TOTAL | | D N D N | SUBSCRIPTIONS AN PRINTING AND PUB | 101.42411.0443 101.41401.0331 |
| WEST CENTRAL TROPHIES 38645 01/16/14 HELMET/LOCKER TAGS | 170.00 | | 18222 | | D N | GENERAL SUPPLIES | 101.42412.0229 |
| WESTBERG, EISCHENS PLLP 38587 01/16/14 *13* AUDIT AT 12/31/1 | 22,000.00 | | 19259 | | D N | PROFESSIONAL SER | 101.41405.0446 |
| WILLMAR AUTO VALUE 38588 01/16/14 *13* AIR COMP. PARTS 38588 01/16/14 *13* BRAKE PARTS VENDOR TOTAL | 10.68 40.60 51.28 51.28 | | 22072379 22073126 *CHECK TOTAL | | D N D N | MTCE. OF EQUIPME INVENTORIES-MDSE | 651.48484.0224 101.125000 |
| WILLMAR CHAMBER OF COMME 38589 01/16/14 *13* CVB BOARD LUNCH 38589 01/16/14 *13* CVB BOARD LUNCH 38589 01/16/14 *13* CVB BOARD LUNCH 38589 01/16/14 *13* USB JUMP DRIVE 38589 01/16/14 *13* CVB BOARD LUNCHES 38589 01/16/14 *13* ENVELOPES 38589 01/16/14 *13* EXEC COMMITTEE LUNCH 38589 01/16/14 *13* OFFICE SUPPLIES 38589 01/16/14 *13* EXEC COMMITTEE LUNCH 38589 01/16/14 *13* GIFT BAG SUPPLIES VENDOR TOTAL | 10.86 10.86 10.86 7.47 119.50 19.05 9.45 82.24 37.78 7.91 315.98 | | STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/12-13 STMT/12-13 STMT/12-13 STMT/12-13 *CHECK TOTAL | | D N D N D N D N D N D N D N D N D N D N | TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH TRAVEL-CONF. -SCH OFFICE SUPPLIES TRAVEL-CONF. -SCH OTHER CHARGES TRAVEL-CONF. -SCH OFFICE SUPPLIES TRAVEL-CONF. -SCH OTHER CHARGES | 101.41401.0333 101.41403.0333 101.45433.0333 208.45005.0220 208.45005.0333 208.45011.0449 101.41403.0333 208.45005.0220 208.45005.0333 208.45008.0449 |
| 38646 01/16/14 MOA DISTRIBUTION 38646 01/16/14 2014 D & O INSURANCE VENDOR TOTAL | 525.00 447.00 972.00 1,287.98 | | 120913 39510 *CHECK TOTAL | | D N D N | OTHER CHARGES INSURANCES AND B | 208.45010.0449 208.45005.0441 |
| WILLMAR COMMUNITY ED & R 38647 01/16/14 MANZER-SEMINAR REGIS. | 44.00 | | 010813 | | D N | TRAVEL-CONF. -SCH | 101.43425.0333 |
| WILLMAR DESIGN CENTER 38590 01/16/14 *13* EXP. REIMBURSEMEN | 1,947.37 | | 122013 | | D N | DOWNTOWN ITEMS | 101.41428.0820 |
| WILLMAR PUBLIC SCHOOLS 38591 01/16/14 *13* SCHOOL'S TKT SALE | 1,120.00 | | 123113 | | D N | REFUNDS AND REIM | 101.45433.0882 |
| WILLMAR WATER & SPAS 38592 01/16/14 *13* DRINKING WATER 38592 01/16/14 *13* SOFTENER SALT | 18.75 8.76 | | E10240 E10526 | | D N D N | SUBSISTENCE OF P GENERAL SUPPLIES | 651.48484.0227 101.41408.0229 |

| VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 B X M | ACCOUNT NAME | ACCOUNT |
|--|----------|--------------|------------|-----|-------------|-------------------|----------------|
| WILLMAR WATER & SPAS 38592 01/16/14 *13* LAB WATER 000831 | 32.25 | | E10530 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 38592 01/16/14 *13* LAB WATER | 46.37 | | E10749 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 38592 01/16/14 *13* SOFTENER SALT | 4.38 | | E10797 | | D N | GENERAL SUPPLIES | 230.43430.0229 |
| 38592 01/16/14 *13* DRINKING WATER | 1.00 | | E11124 | | D N | SUBSISTENCE OF P | 101.41408.0227 |
| 38592 01/16/14 *13* DRINKING WATER | 8.76 | | E11124 | | D N | GENERAL SUPPLIES | 101.41408.0229 |
| 38592 01/16/14 *13* DRINKING WATER | 38.50 | | E11128 | | D N | SUBSISTENCE OF P | 651.48484.0227 |
| 38592 01/16/14 *13* SOFTENER SALT | 134.66 | | E11213 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| 38592 01/16/14 *13* LAB WATER | 27.75 | | E11288 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 38592 01/16/14 *13* DRINKING WATER | 18.75 | | E11310 | | D N | SUBSISTENCE OF P | 651.48484.0227 |
| 38592 01/16/14 *13* ICE MELT | 12.83 | | 69430 | | D N | GENERAL SUPPLIES | 101.45433.0229 |
| | 352.76 | *CHECK TOTAL | | | | | |
| VENDOR TOTAL | 352.76 | | | | | | |
| WINDSTREAM 38593 01/16/14 *13* MONTHLY SERV-DEC 002100 | 1.02 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.41408.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 39.92 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.42411.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 42.72 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.43425.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 296.37 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.45433.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 130.83 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.45435.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 32.70 | | STMT/12-13 | | D N | COMMUNICATIONS | 101.45437.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 241.13 | | STMT/12-13 | | D N | COMMUNICATIONS | 230.43430.0330 |
| 38593 01/16/14 *13* MONTHLY SERV-DEC | 90.13 | | STMT/12-13 | | D N | COMMUNICATIONS | 651.48484.0330 |
| | 874.82 | *CHECK TOTAL | | | | | |
| VENDOR TOTAL | 874.82 | | | | | | |
| WOODHALL/DOUGLAS A 38648 01/16/14 NEUBAUER-SEMINAR REGIS. .02097 | 250.00 | | 011014 | | D N | TRAVEL-CONF. -SCH | 101.42411.0333 |
| WOODY'S CUSTOM EDGE 38649 01/16/14 SHARPENED RENTAL SKATES 003057 | 250.00 | | 011314 | | D N | MTCE. OF EQUIPME | 101.45433.0334 |
| 106.5 THE TRAIN 38594 01/16/14 *13* ADVERTISING 002449 | 29.50 | | 9032 | | D N | ADVERTISING | 101.45433.0447 |
| 5 STAR WALT'S LLC 38650 01/16/14 PREPAID CAR WASHES 000790 | 3,271.04 | | WASHES2014 | | D N | MTCE. OF EQUIPME | 101.42411.0334 |

ACS FINANCIAL SYSTEM
01/16/2014 10:05:34

CITY OF WILLMAR
GL540R-V07.24 PAGE 20

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 |
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REPORT TOTALS:

4,316,789.75

RECORDS PRINTED - 000466

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.24 RECAPPAGE
GL540R

| FUND | DESCRIPTION | DISBURSEMENTS |
|-----------------|------------------------------|---------------|
| 101 | GENERAL FUND | 336,791.98 |
| 205 | INDUSTRIAL DEVELOPMENT | 29,957.00 |
| 208 | CONVENTION & VISITORS BUREAU | 22,173.33 |
| 230 | WILLMAR MUNICIPAL AIRPORT | 4,218.60 |
| 303 | D.S. - 2003 BOND | 56,127.50 |
| 307 | D.S. - 2007A BOND | 361,062.50 |
| 308 | D.S. - 2008 BOND | 172,067.50 |
| 310 | D.S. - 2010 BOND | 196,993.75 |
| 311 | D.S. - 2011 BOND | 205,760.00 |
| 312 | D.S. - 2012 BOND | 169,196.88 |
| 313 | D.S. - 2013 BOND | 25,970.00 |
| 327 | D.S. - 2007B BOND | 187,800.00 |
| 350 | RICE HOSPITAL DEBT SERVICE | 2,222,362.50 |
| 413 | S.A.B.F. - #2013 | 858.59 |
| 432 | C.P. - WASTE TREATMENT | 138,804.03 |
| 450 | CAPITAL IMPROVEMENT FUND | 2,972.21 |
| 651 | WASTE TREATMENT | 183,443.81 |
| 741 | OFFICE SERVICES | 229.57 |
| TOTAL ALL FUNDS | | 4,316,789.75 |

| BANK | NAME | DISBURSEMENTS |
|-----------------|---------------|---------------|
| HERT | HERITAGE BANK | 4,316,789.75 |
| TOTAL ALL BANKS | | 4,316,789.75 |

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JANUARY 15, 2014**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, January 15, 2014, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, Don Cole, Dan Reigstad, Richard Kacher, and Dan O'Meara.

** Members Absent: Sandy Gardner.

** Others Present: Brian Negan- Maximum Cruise Aviation, John Deal- Life Link III, Paul Macheledt- Life Link III, Megan DeSchepper- Planner/Airport Manager, Eric Rudningen- Eric's Aviation Services, and Jared Voge- Bolton and Menk.

2. REORGANIZATION: Mr. Cole made a motion, seconded by Mr. Reigstad, to nominate Mr. Curry for Chair.

Mr. Reigstad made a motion, seconded by Mr. Albers, to nominate Mr. Cole for Vice Chair.

The motions carried.

3. MINUTES: The minutes of the October 9, 2013 meeting were approved as presented.

4. LIFE LINK III POTENTIAL USAGE OF FBO BUILDING DISCUSSION: Paul Macheledt, of Life Link III, requested the Airport Commission consider allowing Life Link III office operations and rest quarters to be housed in the second level loft of the FBO building for a five year period. Mr. Macheledt explained that they hope to turn the loft space into four offices, break room, conference room, and restroom. Brian Negan, owner of Maximum Cruise Aviation the FBO, is in agreement to the request as a sublease. The FBO is currently leasing temporary space to Life Link III to house their medical helicopter in a portion of the FBO bay. The Commission discussed the various options and locations that Life Link III could operate.

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

Mr. Macheledt and Mr. Negan spoke about needing stability in the sublease for the five year term and renovation. The current FBO agreement is up in January 2015, it was noted they have first right of refusal in the continuance of the agreement. Staff added that an RFQ will likely be necessary.

Utilities were discussed, and that as Life Link III is already operating at the Airport there will be no more usage of the holding tank than there currently is. Mr. Negan stated that the current sublease for the helicopter is working well; they try to coordinate and work together with usage of the hangar door etc.

The Commission talked about wanting the FBO to directly sublease to Life Link III, as the agreement would be mutually beneficial for each party. The Commission questioned the need for an RFQ but if one was indeed necessary that the process could commence immediately for a start date of February 1, 2015. That would give Life Link and the FBO the stability to know they can plan and lease for the next five years.

Mr. Cole made a motion, seconded by Mr. Reigstad, to verify if an RFQ is required for the FBO contract; if so to commence the process immediately with an effective date of February 1, 2015, if not extend the FBO agreement for another 5 year term.

The motion carried.

5. AIRPORT UPDATES: Localizer drainage plans were drafted and put out for quotes late last fall, but the quotes came in quite high and the City hopes to get lower bids this spring for that project.

Brett Hoover completed his Eagle Scout project and the three flag poles are installed and lit. The Commission asked staff to write a letter on their behalf commending Mr. Hoover on his success and to thank him for choosing the Airport for his project.

The snow stop guards for the terminal building were authorized to be ordered late in the fall. As such the contractor was unable to get them installed before winter weather started, once there is a warm dry day they can install them over the doors.

Eric Rudningen received his Ag sprayers permit so in the spring he will be able to spray weeds on the airport grounds.

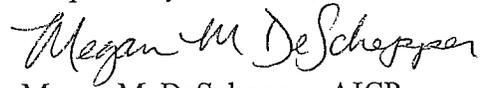
Staff stated that the majority of the t-hangar lease renewals for 2014 have been completed. There are currently two vacant t-hangars open for rent.

Mr. Rudningen explained that the rotating beacon stopped rotating. He was able to order parts and is now waiting for a warmer less windy day to work on the apparatus. He also updated the Commission that a new windsock has been installed that has an LED light on it that was free of charge from MNDOT. He thanks the Public Works Department for their hard work and dedication to keep the airport functioning over the last few weeks, and especially during the rain episode that quickly turned to ice.

6. MINIMUM STANDARDS: Staff distributed the updated drafts of the Airport Minimum Standards for Aeronautical Activity including all the past meetings recommendations for the Commission to review and further discuss at the next meeting.

7. There being no further business to come before the Commission, the meeting adjourned at 5:32 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan M DeSchepper".

Megan M. DeSchepper, AICP
Planner/Airport Manager

Life Link III Background Summary

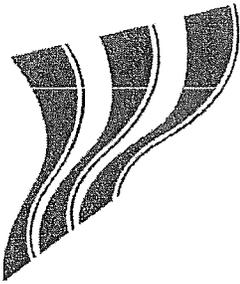
- Life Link III relocated to Willmar in July 2013 from Hutchinson, MN.
- They temporarily operated their office out of the terminal building (a couple weeks), until they moved in a temporary trailer to operate out of.
- At that time they housed the helicopter in a private hangar.
- Their plan was to either build a hangar (lease or build to suit) or lease an existing hangar prior to the end of 2013.
- In October Life Link III contacted the City asking if they could sublet a portion of the FBO building from the FBO to house their helicopter in as they were no longer able to use the private hangar they had been in and their back up hangar had been sold.
- As this was a temporary (year or less) proposition, and the FBO was willing to sublet a portion as allowed by the FBO agreement of their space, the City agreed.
- In late December Life Link III met with the City to request the City consider allowing Life Link III to house their office and rest quarters in the loft area as well as housing their helicopter in the FBO building, staff let them know that this would be a long term change for the Airport and thus would require Airport Commission action.

Points to consider

- The current FBO agreement with the City is up in January 2015.
- The current FBO agreement allows them to sublet portions of the building as long as they are still able to provide FBO services (FBO collects sublease rent).
- If Life Link III sublets from the FBO for five years and the FBO does not continue to operate after 2015, Life Link would be concerned about their stability to be in the space for five years.
- However, in order to lease the space directly from the City the current FBO agreement would need to be amended (with the FBO approval) to allow direct leasing from the City (City collects sublease rent).
- Would this hamper/limit the future of the FBO at the Airport for the FBO in 2015 and beyond?
- The use of the second level of the FBO building for offices for Life Link III will require improvements, which will be at full cost of Life Link III and be able to be removed when their lease expires.
- The FBO building is owned by the City, the City pays the utilities for electric and any necessary maintenance on the building. The City pumps the holding tank and water is via a City well.

Airport Commissions role

1. Does the Commission support the use of portions of the FBO building by a private helicopter emergency medical service business including office and rest quarters in the City owned FBO building?
2. If no, no further action needed other than to deny the request.
3. If yes, then does the City allow the FBO to sublet to Life Link III for five years, requiring an early FBO RFQ process as the current agreement is up in June 2015- opening up operations to other FBO's?
4. Or if yes, the City amends the FBO agreement and directly leases the space to Life Link III with the FBO's agreement providing the 5 year stability Life Link III requires?



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Community Ed/Rec

Agenda Item: WCER Organizational Study/Recommendations

Recommended Action: For information only at this time.

Background/Summary: Willmar Public Schools enlisted the services of Roger Worner Associates, Inc. to complete an organizational study of the Willmar Community Education and Recreation Department last summer. Roger Worner interviewed WCER Staff, District Staff, City Staff and members of the School Board/City Council/WCER Joint Powers Board. Upon completion of these interviews along with studying budgets, by-laws and numerous other WCER documents the final report was completed. This report along with the Power Point presentation Dr. Worner will go over at the council meeting is attached in the Council packet.

Alternatives: Direct staff to review the recommendations submitted and come back to the City Council and School Board with plans for the future.

Financial Considerations: None at this time.

Preparer: Steve Brisendine

Signature:

Comments:

WILLMAR COMMUNITY EDUCATION AND RECREATION PROGRAM

ORGANIZATIONAL ANALYSIS STUDY

Prepared for

**Dr. Jerry Kjergaard, Superintendent of Schools
Willmar School District #347**

and

**Ms. Charlene Stevens, City Administrator
City of Willmar**

Dr. Roger B. Worner

Roger Worner Associates, Inc.

Cedar, Minnesota

November, 2013

**WILLMAR COMMUNITY EDUCATION AND RECREATION
ORGANIZATIONAL ANALYSIS STUDY**

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CHAPTER I

DESIGN OF THE STUDY

1.0 Purpose of the Study

Dr. Jerry Kjergaard, Superintendent of Schools of Willmar School District #347, and Ms. Charlene Stevens, City of Willmar City Administrator, determined it would be enhancing to the school district and City to commission an independent, third-party, neutral firm to conduct an **Organizational Analysis Study** of the Willmar Community Education and Recreation Program.

The purposes of the **Organizational Analysis Study** were to conduct a status review of the Willmar Community Education and Recreation Program and provide timely, value-added recommendations that may assist the Superintendent of Schools, City Administrator, and Director of the Willmar Community Education and Recreation Program in future planning, development, and organizational refinement. The ultimate focus of any **Organizational Analysis Study** is to enhance the organizations' (in this case, the school district and city) effectiveness, efficiency, and cost/effectiveness.

The Superintendent of Schools selected Roger Worner Associates, Inc., Educational Systems' Consultants, Cedar, Minnesota, to design and conduct the **Organizational Analysis Study** and serve as the school district's **independent third-party neutral** throughout the duration of the study. Dr. Roger Worner, Roger Worner Associates, Inc., was engaged as the study's Project Consultant.

As designed by the Project Consultant, the **Organizational Analysis Study** focused on a comprehensive examination of the Willmar Community Education and Recreation Program's organization; participation; finances; programs and services; facilities; and other operational components.

The timetable of the **Organizational Analysis Study** spanned four months, commencing on or about August 1, 2013 and concluding on or about November 26, 2013.

1.1 Need for the Study

In 2000, Willmar School District #347 and the City of Willmar entered into a Joint Powers Agreement to merge the school district's Community Education Program and the City's recreation programs and services to establish, in effect, a "one-stop shop" for community programming.

With the establishment of this formal joint venture, the school district and city selected a single executive administrator as the Director of Willmar Community Education and Recreation Program, whose responsibilities—among others—included reporting to the City of Willmar City Council and Willmar School District #347's School Board.

The school district/city Joint Powers Agreement established a Joint Powers Board to provide "advice" to the Director of the Willmar Community Education and Recreation Program.

The school district/city "product line"—as a result of merging programs and services to the Joint Powers Agreement mechanism—is very comprehensive and complex.

The need for the **Organizational Analysis Study** is precipitated by the comprehensiveness, complexity, and uniqueness of the Willmar Community Education and Recreation Program and the sense that, after thirteen years of operation, it would be valuable to the Superintendent of Schools, the City Administrator, and Director of the Willmar Community Education and Recreation Program to engage the services of an **independent third party neutral** firm to examine the status of the Program and, as appropriate, tender recommendations that may be of assistance in future organizational planning, development, and refinement.

The Project Consultant verified that additional needs justifying the **Organizational Analysis Study** included the following:

- ❖ The school district and city have a need to demonstrate financial and operational accountability to its citizenry.
- ❖ The school district and city have a need to provide programs, services, staffing, and facilities that are cost/effectively operated within the financial parameters of the Willmar Community Education and Recreation Program's budget.
- ❖ The school district and city have a need to provide quality programs, services, staffing and facilities that will accommodate the short-term and long-term educational, recreational, social, and support needs and interests of the school district's and community's pre-school, school-aged, and adult populations.

1.2 Methodology of the Study

At the time of the design of the framework for the Willmar Community Education and Recreation Program's **Organizational Analysis Study**, the Project Consultant delineated methodological procedures to address the purpose and need of the study. Select components of the study's methodology were as follows:

- ❖ Interview the Superintendent of Schools.
- ❖ Interview members of the School Board.
- ❖ Interview members of the Joint Powers Board.
- ❖ Interview the Director of the Willmar Community Education and Recreation Program.
- ❖ Interview select members of the Willmar Community Education and Recreation Program's staff.
- ❖ Interview the City of Willmar City Administrator.
- ❖ Interview the City of Willmar Chief Financial Officer.
- ❖ Interview the Willmar School District's Chief Financial Officer.
- ❖ Examine the City of Willmar/Willmar School District #347 Joint Powers Agreement.
- ❖ Examine the Willmar Community Education and Recreation Program's organizational structure.
- ❖ Examine the Willmar Community Education and Recreation Program's job descriptions.
- ❖ Examine the Willmar Community Education and Recreation Program's programs and services.
- ❖ Examine the Willmar Community Education and Recreation Program's multi-year participation rates.
- ❖ Tour the City of Willmar's community facilities and a sampling of the City's (most frequently used) parks.

- ❖ Examine financial trend data for the Willmar Community Education and Recreation Program.
- ❖ Examine promotional documentation for programs and services delivered by the Willmar Community Education and Recreation Program.
- ❖ Gather and examine additional data.
- ❖ Conduct informal interviews with community patrons and parents.
- ❖ Gather/analyze other data as may be warranted.
- ❖ Prepare the **Organizational Analysis Study** final document.
- ❖ Present the **Organizational Analysis Study** findings and recommendations to the School Board and Superintendent of Schools.

1.3 Geographic Setting

Willmar School District #347 is a large critical student mass educational enterprise by State of Minnesota standards. At the onset of the 2013-14 school year, the school district enrolled 4,095 students in grades K-12.

Located in south-central Minnesota, Willmar School District #347 is situated entirely in Kandiyohi County. The primary population centers in Willmar School District #347 are the City of Willmar, the county seat of Kandiyohi County, and the communities of Blomkest, Kandiyohi, and Pennock.

Willmar School District #347 is contiguous to the following school districts: New London-Spicer, Atwater-Cosmos-Grove City (ACGC), Bird Island-Olivia-Lake Lillian-Danube (BOLD), Renville County West, Maynard-Clara City-Raymond (M.A.C.C.R.A.Y.), and Kerkhoven-Murdock-Sunburg (KMS).

Willmar School District #347's District Administrative Center is located at 611 5th Street Southwest, Willmar, Minnesota 56201. The school district's Superintendent of Schools is Dr. Jerry Kjergaard. Regular and special School Board meetings of Willmar School District #347 are convened at the District Administrative Center at 611 5th Street Southwest, Willmar, Minnesota 56201.

Willmar School District #347's District Administrative Center and the City of Willmar are geographically located 62 miles southwest of the City of St. Cloud along Minnesota Highway 23 and 94 miles due west of the City of Minneapolis along U.S. Highway 12.

For the readers information, the City of Willmar reported a 2010 census population of 19,610 residents. The population of the City of Willmar has increased over the past 50 years from 10,417 residents (1960) to 19,610 (2010), a gain of +9,193 residents or +88.2%.

1.4 Questions of the Study

At the initiation of the Willmar Community Education and Recreation Program **Organizational Analysis Study**, the Project Consultant identified critical questions to aid in investigating the purpose of and needs for the study. Subsequently, the Project Consultant gathered and analyzed data which would permit the formulation of findings, conclusions, and recommendations for review and consideration by the School Board, Superintendent, City Council, City Administrator, and Director of the Willmar Community Education and Recreation Program of Willmar School District #347.

The specific questions prepared to guide the Project Consultant and furnish substantial content for the **Organizational Analysis Study** document were as follows:

- ❖ What is the current status of the Willmar Community Education and Recreation Program, including its organization, participation, finances, programs and services, facilities, and other related issues?
- ❖ What conclusions may be drawn about the effectiveness, efficiency, and cost/effectiveness of the Willmar Community Education and Recreation Program's operations?
- ❖ What recommendations does the Project Consultant suggest be implemented to increase the effectiveness, efficiency, and/or cost/effectiveness of the Willmar Community Education and Recreation Program's operations in the future?

1.5 Assumptions

The Project Consultant identified specific operating assumptions that would facilitate the qualitative conduct of the **Organizational Analysis Study** for the Willmar Community Education and Recreation Program. Prior to actually gathering and analyzing comprehensive data, presenting findings, drawing conclusions, and tendering recommendations, the Project Consultant established the following operating assumptions:

- ❖ The Willmar Community Education and Recreation Program is a large, complex organizational subdivision of the City of Willmar and Willmar School District #347.

- ❖ The Willmar Community Education and Recreation Program delivers a broad array of programs and services to pre-school, school-aged, and adult populations in the City of Willmar and Willmar School District #347.
- ❖ The Willmar Community Education and Recreation Program is a financially well-managed organizational subdivision of the City of Willmar and Willmar School District #347.
- ❖ The Willmar Community Education and Recreation Program has displayed, in the main, effectiveness, efficiency, and cost/effectiveness in the delivery of its programs and services.
- ❖ The Willmar Community Education and Recreation Program will display operational functions which are not enhancing to the organization and **if identified and corrected** will strengthen the effectiveness, efficiency, and cost/effectiveness of the organization and/or strengthen the quality of programs and services delivered by the organization.

1.6 Organization of the Study

The Willmar Community Education and Recreation Program **Organizational Analysis Study** is designed in a seven chapter format. Chapter I contains the study's design, including purpose, needs, methodology, geographic setting, questions, assumptions, and organization. Chapters II through VI present the Project Consultant's findings regarding the Willmar Community Education and Recreation Program's organization; participation; finances; programs and services; and

facilities. Chapter VII offers the Project Consultant's conclusions and recommendations for deliberation and future action by the Superintendent, School Board, City Administrator, City Council, and Director of the Willmar Community Education and Recreation Program of Willmar School District #347.

CHAPTER II ORGANIZATION

2.0 Introduction

A central feature of an **Organizational Analysis Study** is an examination of the organization's legal authorization, purpose, governance, leadership, and organizational components.

An examination of the organization of the Willmar Community Education and Recreation Program was undertaken by the Project Consultant through a review and analysis of a myriad of organizational source documents and interviews of Joint Powers Board members, Willmar Community Education and Recreation Program staff members, Willmar School District #347 School Board members, the Superintendent of Schools of Willmar School District #347, the City Administrator of the City of Willmar, and the chief financial officers of Willmar School District #347 and the City of Willmar.

2.1 Legal Authorization

The Willmar Community Education and Recreation Program receives its legal authorization from a **Joint Powers Agreement for Community Education and Recreation**. The agreement was written and entered into by Independent School District #347 (Willmar School District #347) and the City of Willmar both in 2000 pursuant to and in accordance with authority granted by Minnesota Statute 471.59.

2.2 Purpose

According to the **Joint Powers Agreement for Community Education and Recreation**, the purpose of the formal agreement between Willmar School District #347 and the City of Willmar was specified as follows:

“To collaborate and coordinate in the provision of social, educational, vocational and recreational services to the members of the community.”

The agreement between Willmar School District #347 and the City of Willmar further specified the following:

“These services include, but are not limited to, the following: Community Education programs for adults and children; Community Recreational programs for adults and children; recreational athletic programs for adults and children; community safety programs; Adult Basic Education programs; Early Childhood Education; chemical abuse education; collaboration between law enforcement and public schools; and any other programs or services that the parties agree to jointly offer.”

The Project Consultant assessed that there was evidence of a good faith effort on the part of the school district and city “to offer services collaboratively,” “to coordinate their service program,” “to eliminate (or avoid) duplication of services,” and “to maximize the effectiveness of services provided.”

2.3 Governance

In accordance with the **Joint Powers Agreement for Community Education and Recreation**, Willmar School District #347 and the City of Willmar created a Joint Powers Board “to exercise any power provided to such a board in this agreement and the powers of a Joint Board as set out in Minnesota Statute 471.59.”

The Joint Powers Board is comprised of 14 members. Six members each are appointed by the Willmar City Council and the Willmar School District #347 School Board, along with one elected member of the Willmar City Council and the Willmar School District #347 School Board. The Willmar City Administrator and the Willmar School District #347 Superintendent of Schools serve as ex-officio members of the Joint Powers Board.

The Willmar Community Education and Recreation Program Joint Powers Board meets on a monthly basis. Agendas for the monthly meetings are distributed prior to the meetings and Joint Powers Board members are afforded opportunities to suggest additional items to board meeting agendas. Minutes are recorded for each Joint Powers Board meeting and distributed for board member review.

The focuses of a preponderance of Joint Powers Board meetings were presentations by the Director of the Willmar Community Education and Recreation Program and/or members of his staff regarding programs, services, possible future initiatives, topics of interest, and the like.

The Project Consultant assessed that (a) the **Joint Powers Agreement for Community Education and Recreation** does not clearly delineate the desired role and/or functions of the Joint Powers Board; (b) Joint Powers Board members, generally, are not certain of the role and/or responsibilities they are to perform on behalf of their appointing organizations; (c) Joint Powers Board members do not have in their possession a role and/or responsibility description; and (d) Joint Powers Board members have not participated in a strategic planning process which would/could provide

guidance in performing their roles and/or responsibilities as members of a Joint Powers Board.

During the course of interviewing Joint Powers Board members and Willmar Community Education and Recreation Program staff members, any number of interviewees referred to the Joint Powers Board as a “listening Board.” That is, it was stated and implied, the Joint Powers Board members were expected to attend meetings, listen to presentations, and offer minimal “input” or “advice.”

Whether or not it is an intention that the Willmar Community Education and Recreation Program Joint Powers Board serve as a “listening Board,” it is clear that, while some Board members are fulfilled in performing that role, other Board members are not. The latter Board members expressed a desire to contribute in a more meaningful manner **without** infringing on the management prerogatives of the Director of Willmar Community Education and Recreation Program and his staff.

The Project Consultant observed that there is merit in formally delineating/specifying the role and responsibilities of the Joint Powers Board, expanding the role and responsibilities beyond its current functions, and developing a Joint Powers Board/Director of Community Education and Recreation Program strategic plan. These documents should be shared, in turn, with the Willmar City Council and Willmar School District #347 School Board for review, revision (as necessary), and adoption.

For those who might be inclined to seek out a “culprit” in the status of the Willmar Community Education and Recreation Program Joint Powers

Board governance, the Project Consultant would identify the **Joint Powers Agreement for Community Education and Recreation** document itself as the culprit. Candidly, while the document is quite specific and well-crafted in numerous sections, it is mostly “amorphous” in specifying a specific role for the Joint Powers Board. Conversely, in those sections of the Joint Powers Agreement which are concretely specified, implementation has occurred with a high degree of precision (e.g. Joint Powers Board structure; monthly meetings; agendas; minutes; information dissemination).

2.4 Leadership

The Director of Willmar Community Education and Recreation Program is the executive administrator of the Willmar Community Education and Recreation Program.

The Superintendent of Schools of Willmar School District #347 is the perceived immediate supervisor of the Director of Community Education and Recreation. (The Joint Powers Agreement is not clear about the Director’s chain of command and immediate supervisor).

The Director of the Willmar Community Education and Recreation Program regularly attends the meetings of and, as required, reports to the Willmar City Council and Willmar School District #347 School Board.

The Director of Willmar Community Education and Recreation serves on the Superintendent of Schools’ administrative cabinet (meets twice monthly) and regularly reports to and confers with both Willmar School

District 347's Superintendent of Schools and the City of Willmar City Administrator.

The Director of Willmar Community Education and Recreation Program has in place a formal job description which delineates a detailed job summary and essential duties and responsibilities. The Director's job summary states as follows:

“Under the direction of the Superintendent and City of Willmar Administrator, the Director of WCER is responsible for the overall planning, implementation, fiscal control and operation of Community Education programs and its staff in the areas of Early Childhood Family Programs, School Readiness, Preschool Screening, School Age Care, Glacial Lakes ABE Consortium, Youth/Adult Enrichment, Youth/Adult Recreation, and Senior Programming. In addition to programming, the Director and CER staff oversee the use of public facilities including two ice sheet Civic Center, Community Center, Dorothy Olson Aquatic Center, schools, ball fields, and gymnasiums.”

As specified in Article 5, Section 5.3 of the **Joint Powers Agreement for Community Education and Recreation**, “The school district will employ an individual certified in the State of Minnesota to administer Community Education Programs and to manage the programs listed in Paragraph 5.1 above (scheduling necessary facilities, services, and employees to provide adult and youth Community Education programs, youth and adult enrichment programs, and youth and adult recreational and athletic programs). The City and School agree to share equally in the cost of the Director's salary and benefits.”

The Project Consultant found that the essential organizational components for the Willmar Community Education and Recreation Program are in place. That is, a Director has been employed; a chain of command for supervisory, reporting, and evaluative purposes—the Superintendent of Schools (with participation by and input from the City of Willmar City Administrator) performs the Director’s evaluation—is in place; a job description is in place; and a clear and unambiguous role and responsibilities for the Director have been established.

2.5 Organizational Components of the Program

The Director of the Willmar Community Education and Recreation Program has established or caused to have been established select organizational components of the Program, including an organizational chart; organizational chain of command; job descriptions; coordinated program management meetings; and other organizational features (e.g. meeting agendas).

Organizational Chart

There is in place an organizational chart of the Willmar Community Education and Recreation Program which establishes the line and staff relationships between the Director of Willmar Community Education and Recreation Program and the Joint Powers Board, City Administrator, Superintendent of Schools, and subordinate Coordinators.

Organizational Chain of Command

The organizational chart (referred to as CER Flow Chart) delineates the superordinate/subordinate relationship between the Superintendent of Schools/City Administrator/Joint Powers Board and the Director of the

Willmar Community Education and Recreation Program. As well, the organizational chart specifies the superordinate/subordinate relationship between the Director and nine Willmar Community Education and Recreation Program Coordinators.

Organizational Job Descriptions

The Director of the Willmar Community Education and Recreation Program has created, participated in creating, or caused to have been created job descriptions for each of the nine subordinate Coordinators. The primary roles of those nine Coordinators are as follows: Civic Center Manager; Cardinal Place Coordinator; Early Childhood Program Coordinator; Youth/Adult Enrichment Coordinator; Senior/Intergenerational Program Coordinator; Facilities/Middle School Athletics/Youth Recreation/Sports Coordinator; Adult Recreation and Aquatics Coordinator; ABE Consortium Coordinator; and Child Guides Coordinator.

The Willmar Community Education and Recreation Program Coordinators respective job descriptions specify, individually, a Job Summary and Essential Duties and Responsibilities. Each of the nine Coordinators are subordinate to the Willmar Community Education and Recreation Program Director and responsible to the Director for supervisory, reporting, and evaluative purposes. The nine Coordinators receive performance evaluations from the Director on an annual basis.

Select Coordinators receive their salary and benefits from the City of Willmar, while the significant majority of such Coordinators receive their salary and benefits from Willmar School District #347. Despite their

funding sources, all nine Coordinators are subordinate and accountable to the Director of the Willmar Community Education and Recreation Program.

Program Management Meetings

The Director of the Willmar Community Education and Recreation Program convenes regular meetings (twice monthly) of the Coordinators for the purposes of administering and managing the Program, planning, delegating tasks, organizing, scheduling, sharing/communicating, and evaluating components of the Program.

Program management meetings are structured with formal agendas. The Director is primarily responsible for creating the initial, skeletal agenda, though Coordinators are encouraged to submit issues for placement on meeting agendas.

2.6 Observations and Conclusions

The Project Consultant concluded that the Willmar Community Education and Recreation Program—along with the Joint Powers Board, Director of the Willmar Community Education and Recreation Program, Willmar School District #347's Superintendent of Schools, and the City of Willmar City Administrator—would benefit from a more detailed specification and greater clarity in the contents of the **Joint Powers Agreement for Community Education and Recreation**.

The Project Consultant concluded that it would be beneficial to explain and amplify on the role of the Willmar Community Education and Recreation Program Joint Powers Board.

The Project Consultant concluded that the Willmar Community Education and Recreation Program Joint Powers Board, Director, and Coordinators would benefit from the development of an over-arching strategic plan.

The Project Consultant concluded that the meetings of the Director and Coordinators of the Willmar Community Education and Recreation Program would be greatly enhanced by expanding the content of those meetings to focus more expansively on planning, needs assessment, program development, and program evaluation. Additionally, periodic half-day or full-day retreats for planning purposes may prove valuable.

CHAPTER III PARTICIPATION

3.0 Introduction

Quality participation in any Community Education Program is vital to the long-term viability of the enterprise. In general, Community Education Programs are expected to be financially self sufficient, and only in the rarest of circumstances would School Boards and Superintendents be willing to devote funding from other General Fund programs and services to “cost underwrite” Community Education Programs that are not “paying their own way.”

In most school districts in the State of Minnesota and, as well, Willmar School District #347, Community Education Programs are heavily reliant on the generation of fees and tuitions from community residents to assist, significantly, in cost/underwriting the organization’s operating budget. Hence, quality, robust program participation is essential to ensure the maintenance and/or expansion of staff, programs, and services.

Programs and services with poor organization, content, and/or delivery typically result in reduced participations which, in turn, yields reduced revenues which, in turn, result in budget reductions which, in turn, result in staffing reductions which, in turn, result in program and service reductions, which, in turn, result in reduced participation. This is not the case in the Willmar Community Education and Recreation Program.

3.1 Participation Documentation

The Willmar Community Education and Recreation Program reports community education participation on an annual basis to the Minnesota Department of Education through the **Community Education Annual Report**. Additionally, reports are also submitted by the district to the Minnesota Department of Education on the following, additional programs and services: Adult Basic Education; School Readiness; Pre-School Screening; Early Childhood Family Education.

The **Community Education Annual Report** requests that Minnesota school districts report participation in the following five categories:

- ❖ **Pre-Kindergarten**
- ❖ **Youth**
- ❖ **Adult**
- ❖ **Adults with Disabilities**
- ❖ **Community (two categories)**

Reviewing each of the aforementioned categories, the following seven **service** focuses are delineated:

- ❖ **Academic**
- ❖ **Childcare** (not include for adult or adults with disabilities)
- ❖ **Enrichment**
- ❖ **Health/Safety**
- ❖ **Recreation**
- ❖ **Service**
- ❖ **Sports**

For each of the **service** focuses, participants are to be cited by the school district for the following age categories:

- ❖ **Age 0-5**
- ❖ **Grade K-5**
- ❖ **Grade 6-8**
- ❖ **Grade 9-12**
- ❖ **Age 19-54**
- ❖ **Age 55+**

(The Project Consultant note: The design of the **MDE Community Education Annual Report** is poor. It lends itself, unfortunately, to duplicatory counting of participants and inconsistencies in year-to-year reporting within a school district and between/among school districts).

The Project Consultant examined five years of the Willmar Community Education and Recreation Program's submission of the **Community Education Annual Report** to the Minnesota Department of Education.

In an examination of the most recent **Community Education Annual Report**, submitted in November, 2012, youth participation was recorded as follows: Age 0-5: 730 participants (Enrichment; Recreation; Service; Sports); Grade K-5: 2,953 participants (Academic; Childcare; Enrichment; Recreation; Service; Sports); Grade 6-8: 618 participants (Academic; Enrichment; Recreation; Sports); Grade 9-12: 237 participants (Academic; Enrichment; Recreation; Sports).

During that same year, adult participation was reported as follows: Age 19-54: 3,946 participants (Enrichment; Health/Safety; Recreation; Sports);

Age 55+: 936 participants (Enrichment; Health/Safety; Recreation; Service; Sports).

Adults with disabilities' participation was cited in the annual report as follows: Age 19-54: 377 participants (Enrichment; Recreation); Age 55+: 58 participants (Enrichment; Recreation).

Participation rates for community were reported as follows: Age 0-5: 250 participants; Grade K-5: 460 participants; Age 19-54: 280 participants; Age 55+: 70 participants. The service provided to these age groups was labeled as "community concerns."

The number of participants using facilities managed by the Willmar Community Education and Recreation Program amounted to 137,500.

In a separate document (**Early Childhood Screening Report**), it was reported that 323 children were screened by the school district (a function which is under the auspices of the Willmar Community Education and Recreation Program).

In a separate document (**Early Childhood Family Education Annual Report**) it was reported that 304 children—ages 0-5—were enrolled in Early Childhood Family Education class offerings (a function which is under the auspices of the Willmar Community Education and Recreation Program).

In a separate document (**School Readiness Annual Report**) it was reported that 174 children were served in the School Readiness Program

(a function which is under the auspices of the Willmar Community Education and Recreation Program).

The Project Consultant did not find it instructive or valuable to compute multi-year participation trend data for the Willmar Community Education and Recreation Program, given that potential fluctuations in program offerings, community events, facility demand, and other variables could/would significantly distort comparative data and, possibly, result in rendering highly inaccurate conclusions.

3.2 Observations and Conclusions

The Project Consultant concluded, in general, that participation rates in the Willmar Community Education and Recreation Program were robust. While participation numbers fluctuate from year-to-year, it would appear that the numbers of participants were commendable across all age and grade classifications. Participation by service focus would appear to be strongest in Childcare; Enrichment; Recreation; Sports; and Health/Safety.

The Project Consultant concluded that it would be valuable for the Willmar Community Education and Recreation Program Director, Coordinators, and the Joint Powers Board to explore procedures for more precisely recording participation data in the future. Accurate, multi-year trend data could prove to be a significant asset in making future decisions about whether or not existing programs should be strengthened, otherwise modified, or deleted and replaced by programs or services with greater customer appeal.

The Project Consultant noted that, during the course of numerous interviews, no mention was made by any interviewees of deteriorating

participation rates in programs and services delivered by the Willmar Community Education and Recreation Program. Indeed, some mention was made of the fact that participation in select programs was limited by space or staffing, and consideration should be given to possible program or service expansion.

CHAPTER IV

FINANCES

4.0 Introduction

The Project Consultant examined select aspects of Willmar Community Education and Recreation Program's financial condition as one aspect of the organization's accountability.

4.1 Financial Analysis

In order to provide a context for examining the revenues, expenditures, and fund balances of the Willmar Community Education and Recreation Program, the Project Consultant gathered and analyzed Willmar School District #347's audit reports for each of the five fiscal years from 2007-08 through 2011-12. The Project Consultant focused on the status of the school district's General Fund budget and, subsequently, the Willmar Community Education and Recreation Program's budget.

Table 1 data delineate that Willmar School District #347's General Fund revenues increased from \$41,038,954 in 2007-08 (base year) to \$42,225,736 in 2011-12, an increase of +\$1,186,782 or +2.9%. Within the same five year span of time, the school district's General Fund expenditures decreased from \$42,897,780 in 2007-08 to \$42,255,530 in 2011-12, a decline of -\$642,250 or -1.5%.

Between the 2007-08 (base year) and 2011-12, Willmar School District #347's General Fund balance increased from \$6,115,487 (2007-08) to \$8,296,414 (2011-12), an increase of +\$2,180,927 or +35.7%.

| TABLE 1 WILLMAR SCHOOL DISTRICT #347 GENERAL FUND REVENUES, EXPENDITURES, FUND BALANCES 2007-08 / 2011-12 | | | |
|--|----------------|--------------------|---------------------|
| <u>Fiscal Year</u> | <u>Revenue</u> | <u>Expenditure</u> | <u>Fund Balance</u> |
| 2007-08 | \$41,038,954 | \$42,897,780 | \$6,115,487 |
| 2008-09 | \$41,252,010 | \$42,793,992 | \$4,593,661 |
| 2009-10 | \$42,068,352 | \$40,313,101 | \$6,351,012 |
| 2010-11 | \$43,334,980 | \$41,639,948 | \$8,326,208 |
| 2011-12 | \$42,225,736 | \$42,255,530 | \$8,296,414 |
| Change | +\$1,186,782 | -\$642,250 | +\$2,180,927 |
| % Change | +2.9% | -1.5% | +35.7% |

Willmar School District #347 presents itself as a **financially well-managed educational enterprise**.

As depicted in Table 2, the Willmar Community Education and Recreation Program revenues increased from \$2,196,730 in 2007-08 to \$2,337,454 in 2011-12, an increase of +\$140,724 or +6.4%. Within the same five year span of time, the Program's expenditures increased from \$2,280,929 in 2007-08 to \$2,444,428 in 2011-12, an increase of +\$163,499 or +7.2%.

Between the 2007-08 and 2011-12 organizational years, the Willmar Community Education and Recreation Program fund balance increased from \$264,868 to \$417,789, a gain of +\$152,921 or +57.7%.

Over the five year span of time reported (2007-08 through 2011-12), the Willmar Community Education and Recreation Program operated three balanced and two (slightly) imbalanced operating budgets.

TABLE 2
WILLMAR SCHOOL DISTRICT #347
COMMUNITY SERVICES REVENUE, EXPENDITURES, FUND BALANCES
2007-08 / 2011-12

| <u>Fiscal Year</u> | <u>Revenue</u> | <u>Expenditure</u> | <u>Fund Balance</u> |
|--------------------|----------------|--------------------|---------------------|
| 2007-08 | \$2,196,730 | \$2,280,929 | \$264,868 |
| 2008-09 | \$2,028,015 | \$2,012,843 | \$280,040 |
| 2009-10 | \$2,241,563 | \$2,027,701 | \$493,902 |
| 2010-11 | \$2,283,602 | \$2,252,741 | \$524,763 |
| 2011-12 | \$2,337,454 | \$2,444,428 | \$417,789 |
| Change | +\$140,724 | +\$163,499 | +\$152,921 |
| % Change | +6.4% | +7.2% | +57.7% |

At the conclusion of the 2011-12 organizational year, the Willmar Community Education and Recreation Program's fund balance (\$417,789) amounted to +17.1% of the organization's operating budget in that year (\$2,444,428).

Table 3 reports the sources of revenue for the Willmar Community Education and Recreation Program budget during the 2011-12 organizational year. As depicted in the Table, tuition/fees—amounting to \$1,039,058—represented 44.4% of the Program's revenue, while funding from the State of Minnesota—totaling \$896,722 in 2011-12—represented 38.4% of the Program's revenue. Local property taxes contributed \$366,500 or 15.7% of the Program's revenue. Other, minor sources of revenue for the Willmar Community Education and Recreation Program were as follows: federal: \$34,989 or 1.5% and interest earnings: \$185.

TABLE 3
WILLMAR SCHOOL DISTRICT #347
SOURCES OF COMMUNITY SERVICES REVENUE
2011-12

| <u>Source</u> | <u>Actual</u> | <u>% of Total</u> |
|-------------------------------|--------------------|-------------------|
| Local Property Taxes | \$366,500 | 15.7% |
| Interest Earnings | \$185 | .0% |
| Other: Primarily Tuition/Fees | \$1,039,058 | 44.4% |
| State | \$896,722 | 38.4% |
| Federal | \$34,989 | 1.5% |
| Total | \$2,337,454 | 100.0% |

The Project Consultant concluded that the primary sources of revenue for supporting the Willmar Community Education and Recreation Program were tuition and fees and funding from the State of Minnesota.

The Project Consultant concluded that the stability of Willmar Community Education and Recreation Program's revenue would suggest a high degree of consistency in the participation rates of clients/customers, including pre-school, school-aged, and adult populations. This is particularly noteworthy in light of the fact that the organization's fees and tuitions have remained relatively constant over a multi-year timeframe.

4.2 Observations and Conclusions

The Project Consultant concluded that the Willmar Community Education and Recreation Program is a **financially well-managed component of Willmar School District #347 and the City of Willmar.**

The Project Consultant observed that the Willmar Community Education and Recreation Program Director and support staff were involved, monthly, in preparing a billing and support documentation for transmission to the City of Willmar in order to secure City funding. Given the consistency of City spending each year to support the Willmar Community Education and Recreation Program, the Project Consultant concluded that the current billing practice is cost/ineffective and should be discontinued, replacing it by a single, estimated billing at the onset of the fiscal year and, as necessary, a final billing reconciliation at the conclusion of the fiscal year.

The Project Consultant noted an unusual and disconcerting provision—related to financing the Willmar Community Education and Recreation Program—in the **Joint Powers Agreement for Community Education and Recreation**. That provision—located in Article 4, Section 5.3—states as follows: “The amount to be paid by City to School District shall not exceed the amount budgeted by City for its obligations under this agreement.” The implications of Article 4 Section 5.3 might very well be that the City of Willmar City Council could—at its own discretion—unilaterally reduce its budgetary commitment to the Willmar Community Education and Recreation Program at any time it were to see fit, resulting in an increased budgetary commitment/obligation on the part of Willmar School District #347. The Project Consultant concluded that this passage of the **Joint Powers Agreement for Community Education and Recreation** should be modified in such a way as to provide reasonable notification to Willmar School District #347 if the City of Willmar were planning to reduce its fiscal commitment to the Willmar Community Education and Recreation Program for the ensuing fiscal year. An advance

notice of six months in advance of the initiation of the subsequent fiscal year would not appear burdensome to either of the parties.

CHAPTER V PROGRAMS AND SERVICES

5.0 Introduction

The Willmar Community Education and Recreation Program offers an impressive array of programs and services to pre-school, school-aged, and adult populations in the Willmar School District #347 and City of Willmar service areas.

The Project Consultant examined documentation about and/or visited/toured a sampling of the programs and services dispensed by the Willmar Community Education and Recreation Program.

Brief commentary about the Willmar Community Education and Recreation Program's programs and services is offered below.

5.1 Programs and Services

The Project Consultant examined multiple informational sources to acquire an understanding of the breadth and scope of programs and services delivered (or facilitated) by the Willmar Community Education and Recreation Program. Indeed, the array of programs and services offered or facilitated is impressive.

Table 4 reveals the **primary programs and services** delivered by the Willmar Community Education and Recreation Program in 2013-14. Those **primary programs and services** would be classified (by the Project Consultant) as primarily focused on the following age groupings:

- ❖ **Early Childhood**
- ❖ **Youth**
- ❖ **Adult**
- ❖ **Senior Adult**
- ❖ **Multi-Age Category**
- ❖ **Facilities**

| TABLE 4 WILLMAR SCHOOL DISTRICT #347 COMMUNITY SERVICES PRIMARY PROGRAMS AND SERVICES 2013-14 |
|--|
| ◆ Preschool (3-5 years old) (Cardinal Kids) |
| ◆ School Readiness |
| ◆ Early Childhood Family Education (Birth-5 years old) |
| ◆ Early Childhood Screening |
| ◆ Youth Service |
| ◆ Youth Enrichment |
| ◆ Youth Recreation |
| ◆ Adult Enrichment |
| ◆ Adult Recreation |
| ◆ Senior/Intergenerational |
| ◆ Aquatics |
| ◆ Adult Basic Education (including GED; citizenship) |
| ◆ School Age Childcare – Cardinal Place |
| ◆ Facilities Management |
| ◆ Willmar Community Center |
| ◆ Civic Center (Arena) |

Major **Early Childhood Programs and Services** dispensed by Willmar Community Education and Recreation Program include Early Childhood Family Education; School Readiness; Early Childhood Screening; and 3-5 year old pre-school (Cardinal Kids).

Major Youth Programs and Services include Youth Service; Youth Enrichment; and Youth Recreation.

Major Adult Programs and Services include Adult Enrichment; Adult Recreation; and Adult Basic Education.

Major Senior Adult Programs and Services include Senior/Intergenerational.

Major Multi-Age Programs and Services include Aquatics; and School Age Childcare (Cardinal Place).

Major Facility Functions include Facilities Management; Willmar Community Center; and Civic Center (arena).

5.2 Array of Programs, Services, Courses, and Activities

Through an examination of a multiplicity of Willmar Community Education and Recreation Program documents over a multi-year time span, the Project Consultant was in a position to review the content of programs, services, courses, and activities that were made available to pre-school, school-aged, and adult populations.

While the Willmar Community Education and Recreation Program Director and Coordinators are responsible for organizing and overseeing the delivery of programs, services, courses, and activities, published information confirms that there is a high degree of collaboration and cooperation between WCERP and other organizations in providing

opportunities for the community's and area's pre-school, school-aged, and adult populations.

The Project Consultant is highly complimentary of the degree to which the Willmar Community Education and Recreation Program collaborates and cooperates with other entities to enhance the volume and quality of opportunities made available to its clientele.

5.3 Publicity

The Project Consultant reviewed mechanisms employed by the Willmar Community Education and Recreation Program to publicize its programs, services, courses, and activities. Among those publicity sources reviewed were fall, winter, and summer catalogues; program and service brochures; website; Facebook; and, indirectly, mass media advertisements (radio, newspaper).

The Project Consultant assessed that the publicity vehicles employed by the Willmar Community Education and Recreation Program were comprehensive and informative. The 40 page catalogue—distributed three times annually—is a particularly informative and attractive document, providing instructions on opportunities, fees, registration options, forms, and telephone/fax numbers.

5.4 Registration

In keeping with modern-day Community Education programming, Willmar Community Education and Recreation Program provides four, customer-friendly means by which interested patrons can register for programs,

services, courses, and/or activities. Customers may register (a) online; (b) by mail; (c) by telephone; and (d) in person/face-to-face.

Refunds of fees are provided by the Willmar Community Education and Recreation Program for programs, services, courses, or activities that are cancelled as a result of insufficient enrollment or the activity has achieved its maximum enrollment. Other refunds—caused by participant withdrawal—may or may not be made at the discretion of WCERP's administration.

5.5 Observations and Conclusions

During the course of the conduct **Organizational Analysis Study**, the Project Consultant received more comments related to programs and services (and/or their delivery) than on any other aspect of the Willmar Community Education and Recreation Program. Detailed below are observations and conclusions that were gleaned from multiple sources regarding WCERP programs and services.

The Project Consultant concluded that there is significant dissatisfaction about the (perceived lack of) training for and general attentiveness of youth who are assigned responsibilities for supervising/overseeing select programs or activities.

The Project Consultant concluded there is concern that the Middle School program is receiving insufficient oversight and priority for future development, resulting in lessened opportunities for those students.

The Project Consultant concluded that there is substantial support for and interest in involving Willmar High School coaches and assistant coaches in provided orientation and training to volunteer coaches of younger athletes to ensure a “seamless transition” from youth programming to junior varsity and varsity athletics.

The Project Consultant concluded that there is substantial interest in conducting future needs assessments which could/would ascertain programmatic interests of the community’s/school district’s diverse population and, ultimately, result in expanded programming to enhance greater participation by that diverse population.

The Project Consultant concluded there is broad interest in expanding “individual” (lifelong) activities/sports offerings.

The Project Consultant concluded there was concern, among many interviewed, that the programs and services remain unchanged and, over time, will result in a future decline in participation.

The Project Consultant concluded there is substantial concern about the need for additional gymnasium space in the community. Multiple references were made to the need for the construction of a field house.

CHAPTER VI

FACILITIES

6.0 Introduction

The Willmar Community Education and Recreation Program operates a significant number of facilities and sites on behalf of its “parent organizations,” Willmar School District #347 and the City of Willmar.

During the course of the study, the Project Consultant was accorded one or more opportunities to observe, tour, or visit facilities and sites owned and maintained by either Willmar School District #347 or the City of Willmar and **all scheduled** by members of the Willmar Community Education and Recreation Program staff.

Table 5 delineates those facilities and sites primarily operated for the delivery of Willmar Community Education and Recreation programs and services.

To be sure, the Project Consultant noted that the City of Willmar has in operation 36 parks and 9 shelters—along with biking and walking trails—not delineated in the table.

Table data reveal that Rob Baumgarn is primarily responsible for the Willmar Community Education and Recreation Program’s facilities’ scheduling, while LeAnne Freeman is responsible for scheduling the Willmar Community and Activity Center and Dorothy Olson Aquatics Center, and Kevin Madsen schedules the Willmar Civic Center.

TABLE 5
WILLMAR SCHOOL DISTRICT #347
FACILITIES/SITES
2013-14

| <u>Facility/Site</u> | <u>Scheduling Responsibility</u> | <u>Maintenance Responsibility</u> |
|---|----------------------------------|-----------------------------------|
| ◆ Dorothy Olson Aquatics Center | Freeman | City |
| ◆ Soccer Fields | Baumgarn | District |
| ◆ Bill Taunton Stadium @ Bakers Field | Baumgarn | City |
| ◆ North Swanson Athletic Complex | Baumgarn | City |
| ◆ Willmar Community and Activity Center | Freeman | City |
| ◆ Willmar Civic Center | Madsen | City |
| ◆ City Auditorium | Baumgarn | City |
| ◆ Robbins Island | Baumgarn | City |
| ◆ Rice Park | Baumgarn | City |
| ◆ Willmar High School | Baumgarn | District |
| ◆ Willmar Middle School | Baumgarn | District |
| ◆ Jefferson School | Baumgarn | District |
| ◆ Roosevelt Elementary School | Baumgarn | District |
| ◆ Kennedy Elementary School | Baumgarn | District |
| ◆ Willmar Education and Arts Center | Baumgarn | District |
| ◆ Parks | Baumgarn | City |
| ◆ Closed School (Garfield) | Baumgarn | City |

The Project Consultant found that there is a fairly clear delineation of responsibility for maintaining Willmar Community Education and Recreation Program facilities and sites.

Primary maintenance responsibilities for the City of Willmar include the Dorothy Olson Aquatics Center; Bill Taunton Stadium at Bakers Field; North Swanson Athletic Complex; Willmar Community and Activity Center;

Willmar Civic Center; City Auditorium; Robbins Island; Rice Park; and all other parks.

Willmar School District #347's personnel are assigned responsibility for maintaining school facilities and sites that are used for the delivery of P-K-12 programs and services and, as well, Willmar Community Education and Recreation Program services, activities, and opportunities. Primary facilities and sites operated and maintained by Willmar School District #347 personnel include Willmar High School; Willmar Middle School; Jefferson School; Kennedy Elementary School; Willmar Education and Arts Center; and Roosevelt Elementary School.

6.1 Observations and Conclusions

The Project Consultant concluded that given the high demand for facilities and grounds, Willmar Community Education and Recreation Program staff members perform remarkably well and satisfy the facility/site interests of the dispensers of programs, services, courses, and activities at a high level.

The Project Consultant concluded that—in the main—indoor facilities used by the Willmar Community Education and Recreation Program were of adequate to good quality and befitting the programs assigned to them.

The Project Consultant concluded that, based on feedback from multiple sources, the Willmar Community Education and Recreation Program has substantial needs for greater, quality gymnasium and support spaces.

The Project Consultant concluded there were numerous instances in which programs and services offered through Willmar Community Education and Recreation Program were reported to be of insufficiently high priority by school personnel (when compared to regular school district programs) to be prepared for usage by customers on a timely basis.

CHAPTER VII

CONCLUSIONS AND RECOMMENDATIONS

7.0 Introduction

Throughout Chapters II-VI of the **Willmar Community Education and Recreation Program Organizational Analysis Study**, the Project Consultant offered summary observations and conclusions for the reader's further analysis and consideration. Many of those observations and conclusions—though meritorious and worthy of consideration—have not been included in this chapter in order that a smaller number of conclusions and recommendations could be purposefully highlighted.

7.1 Major Conclusions

The Project Consultant tenders the following major conclusions for consideration by the School Board, Superintendent of Schools, Director of Willmar Community Education and Recreation Program, the Willmar City Council, and the City Administrator:

Conclusion 1

The Joint Powers Agreement for Community Education and Recreation does not clearly delineate the desired role and/or functions of the Joint Powers Board.

Conclusion 2

Joint Powers Board members do not have in their possession or have access to an explanation of their role and/or responsibility description.

Conclusion 3

The Joint Powers Board members have not participated in a strategic planning process which would provide guidance in performing their roles and/or responsibilities as a member of a Joint Powers Board.

Conclusion 4

The essential organizational components for the Willmar Community Education and Recreation Program are in place, including the employment of a Director, a chain of command for supervisory, reporting, and evaluative purposes, a job description, and a clear and unambiguous role and responsibilities for the Director.

Conclusion 5

The Director of the Willmar Community Education and Recreation Program has established or caused to have been established select organizational components of the Program, including an organizational chart; organizational chain of command; job description; coordinated program management and meetings; and other organizational features.

Conclusion 6

Participation rates in the Willmar Community Education and Recreation Program are robust and have been consistently so over a multi-year time span.

Conclusion 7

The Willmar Community Education and Recreation Program is a financially well-managed component of Willmar School District #347 and the City of Willmar.

Conclusion 8

The Willmar Community Education and Recreation Program offers and delivers an excellent array of programs, services, activities, and opportunities to the community's and area's pre-school, school-aged, and adult populations.

Conclusion 9

The Willmar Community Education and Recreation Program is a highly collaborative organization.

Conclusion 10

The Willmar Community Education and Recreation Program schedules and operates a highly significant number of facilities and sites on behalf of Willmar School District #347 and the City of Willmar. Given the high demand for usage of facilities and grounds, Willmar Community Education and Recreation Program staff members perform remarkably well in satisfying the facility/site interests of the dispensers of programs, services, courses, and activities.

Conclusion 11

Based on feedback from multiple sources, it would appear that the Willmar Community Education and Recreation Program, City of

Willmar, and Willmar School District #347 have substantial need for greater, quality gymnasium and support spaces.

Conclusion 12

There are a number of measures which—if implemented—would increase the effectiveness, efficiency, and/or cost/effectiveness (including customer satisfaction) of the Willmar Community Education and Recreation Program’s operations in the future.

7.2 Recommendations

The Project Consultant tenders the following major recommendations for consideration by the School Board, Superintendent of Schools, Director of Willmar Community Education and Recreation Program, the Willmar City Council, and the City Administrator:

Recommendation 1

The Project Consultant recommends that a specific role and functions of the Joint Powers Board and its members be developed and approved by the Willmar City Council and the School Board of Willmar School District #347.

Recommendation 2

The Project Consultant recommends that, among other functions, the Joint Powers Board be assigned participatory responsibilities for strategic planning, needs assessment, program evaluation, and program publicity.

Recommendation 3

The Project Consultant recommends that the Director, Coordinators, and Joint Powers Board members be engaged in the process of developing a strategic plan for the Willmar Community Education and Recreation Program.

Recommendation 4

The Project Consultant recommends that the Willmar Community Education and Recreation Program establish a time table for regularly conducting needs assessments and evaluations of its several programs and services.

Recommendation 5

The Project Consultant recommends that the billing process between the City of Willmar and Willmar School District #347—on behalf of the Willmar Community Education and Recreation Program—be simplified and standardized.

Recommendation 6

The Project Consultant recommends that the Joint Powers Agreement for Willmar Community Education and Recreation be modified to provide reasonable notification to Willmar School District #347 if the City of Willmar were intending to reduce its fiscal commitment to the Willmar Community Education and Recreation Program.

Recommendation 7

The Project Consultant recommends that the Willmar Community Education and Recreation Program examine processes and

procedures for training (primarily itinerate) youth supervisors to perform their duties with greater effectiveness and involving the school district's coaching staff in orienting and training volunteer coaches (of younger athletes) to ensure those youth are acquiring background skills necessary to function, later, in junior varsity and varsity level programs.

Recommendation 8

The Project Consultant recommends that Willmar School District 347 and the City of Willmar support future endeavors which will result in the provision of additional, quality gymnasium and support spaces.

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, JANUARY 13, 2014**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, January 13, 2014, in Conference Room #1 at the City Office Building. Chair Denis Anderson called the meeting to order. Members present included Chair Denis Anderson, Vice-Chair Tim Johnson, Rick Fagerlie, and Audrey Nelsen. Others present included Mayor Frank Yanish; Council Member Bruce Deblieck; Council Member Jim Dokken; City Administrator Charlene Stevens; City Finance Director Steve Okins; Planning & Development Director Bruce Peterson; Waste Treatment Supervisor Colleen Thompson; Bolton & Menk Engineer Jared Voge; Accounting Supervisor Carol Cunningham; and West Central Tribune Journalist David Little.

Item No. 1 – Public Comment

Chair Anderson acknowledged that no one present wished to address the Council at this time.

Item No. 2 – Surplus Phones to Willmar Public Schools (Motion)

Staff reported to the Committee that 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. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed to make the following:

RECOMMENDATION: to make a motion to execute a contract with the Willmar Public Schools through which the City will provide to the school for no charge up to 40 telephones that are surplus to the City's needs.

Item No. 3 – Country Club Drive Capital Funding (Motion)

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. Following discussion, it was then moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed for the following:

RECOMMENDATION: To make a motion amending 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.

Item No. 4 – Building Inspections Vehicle (Motion)

Staff reported to the Committee that the Building Inspections Vehicle scheduled for replacement in 2014 has numerous physical and mechanical issues that warrant replacement and has not been driven for several months. Staff is 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. Staff is requesting authorization to proceed with the replacement of the Building Inspections Vehicle. After discussion, it was then moved by Council Member Nelsen, seconded by Council Member Fagerlie and passed for the following:

RECOMMENDATION: To make a motion authorizing the replacement of the Building Inspections Vehicle as presented.

Item No. 5 – Lakeland Drive Project Financing (Resolution)

Staff explained to the Committee that the MinnWest 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, Council Member Nelsen also requested staff to provide a report on the status of the Local Option Sales Tax Funds and made a motion, seconded by Council Member Fagerlie and passed for the following:

RECOMMENDATION: To introduce a resolution amending the MinnWest Lift Station/Lakeland Drive project scope by eliminating the overlay, trail, and quiet zone portions, thereby reducing the total budget to \$2,730,000.

Item No. 6 – Annual Investment Policy Review (Information)

Staff presented the City of Willmar Investment Policy to 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. This matter was for information only.

Item No. 7 – Future Agenda

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 – Old Business (Information)

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

Item No. 9 – New Business (Information)

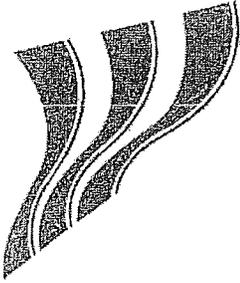
Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

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

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: 2

Meeting Date:

Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department:

Information Systems

Agenda Item: Surplus Phones to Willmar Public Schools

Recommended Action: Motion to enter into a contract with Willmar Public Schools pursuant to which the City will provide to Willmar Public Schools up to 40 telephones that are surplus to the City's needs for no cost.

Background/Summary: After upgrading the City's phone system, we have surplus telephones, which are of minimal value. The Willmar Public Schools have expressed interest in acquiring these phones. Minnesota Statute 471.64 authorizes the City to gift property to the public school.

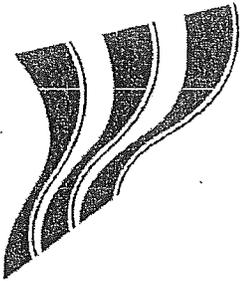
Alternatives: Sell or dispose of equipment under City's normal disposal policy.

Financial Considerations: Approximately +\$100 for equipment plus staff time if sold via City auction. Approximately -\$100 if disposing of equipment.

Preparer: Mark Boeschen

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: January 13, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: January 21, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Wastewater Treatment

Action Requested: Approve an amendment to the 2014 Wastewater Treatment Collection Capital Budget for Phase 1 Country Club Drive (CCDR) Lift Station Design and CRS Engineering work.

Guiding Principle: Comprehensive Sewer Plan and staff projected collection system projects.

Introduction: CCDR lift station has been earmarked for design/crs engineering services in 2014 and construction in 2015 utilizing funds from the WWTF Collection Capital Budget.

Background/Justification: The CCDR lift station was built in 1987 but the station has required numerous bypasses during rainstorm events resulting in capacity issues. There have been approximately five (5) reported bypasses 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. During the design period, a relocation of the station will be discussed as well as redirection of the radio station forcemain to the Westwood Court lift station. WWTF department requested \$75,000 in 04-46 of the 2014 collection budget however only \$30,000 was adopted. Staff agreed the project should continue. \$30,000 is not enough to cover design and crs services for the project. An additional \$60,000 is being requested.

Fiscal Impact: Reappropriate or redesignate funds from line item 04-46 of 2014 collection budget and redesignate it and an additional \$60,000 to 2014 capital outlay for 05-51 as Phase 1 CCDR project (design and crs). Phase 2 CCDR project (construction) will follow in 2015.

Alternatives: Do nothing until MPCA directs us to do so and hope that bypasses don't occur with potential for sewer backups.

Staff Recommendation: Staff recommends amending the 2014 WWTF Collections Capital Budget to include Phase 1 CCDR Design and CRS costs at \$90,000.

Reviewed by: Bruce Peterson

Preparer: Colleen Thompson

Signature:

Comments:

Preliminary Schedule for Country Club Drive Lift Station

Project: Country Club Drive Lift Station; Design in 2014; Construct in 2015

Revision Date:

December 31, 2013

| Task | Start Date | Finish Date | Complete |
|--|------------|-------------|-------------------------------------|
| Finance committee for approval to proceed with project financing | 01/13/14 | 01/13/14 | <input type="checkbox"/> |
| PW/S committee meeting for approval to proceed with project | 01/14/14 | 01/14/14 | <input type="checkbox"/> |
| Council approval to proceed with project | 01/21/14 | 01/21/14 | <input type="checkbox"/> |
| Submit RFP to Quest | 01/22/14 | | <input checked="" type="checkbox"/> |
| Time allotted for consultants to prepare RFP's | 01/22/14 | 02/17/14 | <input type="checkbox"/> |
| Receive & Review RFP's | 02/17/14 | 02/20/14 | <input type="checkbox"/> |
| Staff RFP Recommendation to PWS to accept approval of design and CRS contract | 02/25/14 | 02/25/14 | <input type="checkbox"/> |
| Council approval of Design Engineering and CRS Contract | 03/03/14 | 03/03/14 | <input type="checkbox"/> |
| Kick off meeting | | | <input type="checkbox"/> |
| Survey Services | | | <input type="checkbox"/> |
| Geotechnical Investigation | | | <input type="checkbox"/> |
| LS Design Flows | | | <input type="checkbox"/> |
| 30% Design Plans & Cost Estimates | | | <input type="checkbox"/> |
| Workshop No 1-30% Design Review | | | <input type="checkbox"/> |
| Easement list & information for the City to use in obtaining easements or Property Acquisition | | | <input type="checkbox"/> |
| Regulatory and Permit Needs | | | <input type="checkbox"/> |
| 90% Design Plans & Specifications | | | <input type="checkbox"/> |
| Workshop No 2-90% Design Review | | | <input type="checkbox"/> |
| Incorporate Owner Comments and UC | | | <input type="checkbox"/> |
| Draft Contract Documents-Send to Attorney | | | <input type="checkbox"/> |
| PW/S recommendation to call for bids | 11/11/14 | | <input type="checkbox"/> |
| Contract Documents-Plans & Specs Finalized | | | <input type="checkbox"/> |
| Council Authorization for bids | 11/17/14 | | <input type="checkbox"/> |
| Advertise for bids | 11/24/14 | | <input type="checkbox"/> |
| Open Bids | 01/01/15 | | <input type="checkbox"/> |
| PW/S recommendation to award | 01/09/15 | | <input type="checkbox"/> |
| Council Approval to award | 01/15/15 | | <input type="checkbox"/> |
| Notice to Proceed | | | <input type="checkbox"/> |
| Substantial Completion | | | <input type="checkbox"/> |
| Final Completion | 11/01/15 | | <input type="checkbox"/> |

RESOLUTION NO. _____
 PRELIMINARY COUNTRY CLUB DRIVE LIFT STATION BUDGET

ESTIMATED TOTAL COST \$

*Budget Amounts are Essential

Dated: 12/11/13

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. | \$600,000.00 |
| 37 | Subsistence of Persons | |
| 38 | Cleaning & Waste Removal | |
| 39* | Other Services | \$45,000.00 (7.5% contingency) |
| | TOTAL | \$645,000 |

OTHER CHARGES

| | | |
|-----|--------------------------|--------------------|
| 40 | Rents | |
| 41* | Insurance & Bonds | |
| 42 | Awards & Indemnities | |
| 43 | Subscription/Memberships | |
| 44 | Interest | |
| 45 | Licenses & Taxes | |
| 46* | Prof. Serv. | \$90,000.00 |
| 47* | Advertising | |
| 48* | Adm. OH (Transfer) | |
| 49 | Other Charges | |
| | TOTAL | \$90,000.00 |

CAPITAL OUTLAY

| | | |
|----|----------------|--|
| 51 | Land and Legal | \$15,000.00 (Permanent Easement or purchase of land) |
|----|----------------|--|

GRAND TOTAL **\$750,000**

RECEIVABLES

| | |
|------------------------|------------------|
| Property Owners | |
| County | |
| State | |
| City 2015 Collection (| \$600,000.00 |
| City 2014 Collection (| \$30,000.00 |
| Other | |
| TOTAL | \$630,000 |

FINANCING

| | |
|--------------|------------------|
| Bonds | |
| State | |
| City | \$600,000.00 |
| City | 30000 |
| Other | |
| TOTAL | \$630,000 |

GRAND TOTAL **\$645,000.00**

Dated: _____

 Mayor

 Attest:

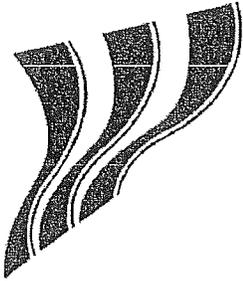
 City Clerk/Treasurer

Proposed Capital Improvement Program - Revised 11/14

| Project | Department | Cost | Bond | WWTP Fund | IOS | Stormwater | State Aid |
|--|-----------------|---------------|-----------------|-----------|-----------------|---------------|---------------|
| Overlay Taxi Lanes - East Hangar Area | Airport | \$ 30,000.00 | | | | | \$ 70,000.00 |
| Master Plan Update - Airport | Airport | \$ 25,000.00 | | | | | \$ 225,000.00 |
| Crack Repair/Seal taxlanes & parking lot | Airport | \$ 13,125.00 | | | | | \$ 30,625.00 |
| Airfield Electrical Back-Up Generator | Airport | \$ 21,000.00 | | | | | \$ 49,000.00 |
| Tiling & Drainage Design/Implementation | Airport | \$ 13,500.00 | | | | | \$ 31,500.00 |
| Fencing (Planning & Survey) Airport | Airport | \$ 36,000.00 | | | | | \$ 84,000.00 |
| Apron Expansion - Design | Airport | \$ 24,000.00 | | | | | \$ 56,000.00 |
| Terminal Irrigation System | Airport | \$ 18,000.00 | | | | | \$ 42,000.00 |
| Freestanding Sign & MnDOT Sign | Airport | \$ 30,000.00 | | | | | |
| Environmental Assessment 13/31 Ext | Airport | \$ 25,500.00 | | | | | \$ 59,500.00 |
| HVAC/Refrigeration Plants - Civic Center | Civic Center | | | | \$ 1,000,000.00 | | |
| Door Replacement - Civic Center | Civic Center | | | | \$ 30,000.00 | | |
| North Driveway Repair - Civic Center | Civic Center | | | | \$ 40,000.00 | | |
| Reconstruction - Various locations | Engineering | | \$ 2,500,000.00 | | | | |
| Old WWTP Retrofit | Engineering | | | | | \$ 100,000.00 | |
| Sidewalk/Bike Path Reconstruction/Maintenance | Engineering | \$ 5,000.00 | | | \$ 10,000.00 | | |
| Color Plotter Replacement | Engineering | \$ 10,000.00 | | | | | |
| Area West of Menards (Phase 1) | Engineering | | | | | \$ 100,000.00 | |
| Signal Loop Detector Replacement | Engineering | \$ 10,000.00 | | | | | |
| Signal Cabinet Replacement | Engineering | \$ 30,000.00 | | | | | |
| Sidewalk/Bike Path New Construction | Engineering | \$ 10,000.00 | | | \$ 25,000.00 | | |
| Aerial Photography | Engineering | \$ 15,000.00 | | | | | |
| Emergency Outdoor Sirens | Fire | \$ 5,000.00 | | | | | |
| West Bay Garage Door Adjustment | Fire | \$ 10,000.00 | | | | | |
| Copy Machine/Printer | Fire | \$ 9,600.00 | | | | | |
| Ind. Park Expansion - Infrastructure Improve. | Industrial Park | | | | \$ 3,500,000.00 | | |
| Server Replacement | IT | \$ 25,000.00 | | | | | |
| Video Camera | IT | \$ 17,000.00 | | | | | |
| Agenda Software | IT | \$ 27,000.00 | | | | | |
| Indoor Gun Range | LS | \$ 250,000.00 | | | | | |
| Lighting Repair Swanson Field (red, green, yellow) | LS | \$ 10,225.00 | | | | | |
| Fence Repair - North Swanson | LS | \$ 20,000.00 | | | | | |
| Canine (1 unit) | Police | \$ 6,000.00 | | | | | |
| Sign Reflectivity | Public Works | \$ 25,000.00 | | | | | |
| PW Facility Siding & Painting | Public Works | \$ 100,000.00 | | | | | |

City of Willmar 2014
Proposed Capital Improvement Program - Revised 11/14

| Project | Department | Cash | Bond | WWTP Fund | Lost | Stormwater | HEPAC |
|---|--------------|------------------------|------------------------|----------------------|------------------------|------------|----------------------|
| Play Equipment | Public Works | \$ 30,000.00 | | | | | |
| Replace Garage Door - PW Garage | Public Works | \$ 10,000.00 | | | | | |
| Path Lighting 15th Ave to 19th Ave | Public Works | \$ 15,000.00 | | | | | |
| Path Lighting Willmar Ave & 15th Ave | Public Works | \$ 5,000.00 | | | | | |
| Parking Lot Green Field | Public Works | | \$ 72,000.00 | | | | |
| Lakeland Drive Interceptor/Minn West LS | Waste Water | | \$ 6,611,000.00 | | | | |
| Sanitary Sewer Line under BNSF by Sperryville | Waste Water | | | \$ 60,000.00 | | | |
| Sewer Replacement on streets being constructed | Waste Water | | | | | | |
| Diesel Particulate Filters stby generators | Waste Water | | | \$ 60,000.00 | | | |
| WCAC Signage | WCAC | \$ 12,000.00 | | | | | |
| Mechanical work/kitchen Area (Community Center) | WCAC | \$ 7,500.00 | | | | | |
| Exterior Building - Community Center | WCAC | \$ 50,000.00 | | | | | |
| Cooridor Study Highway 12 | Engineering | \$ 50,000.00 | | | | | |
| Facilities Study | Facilities | \$ 50,000.00 | | | | | |
| Total | | \$ 1,050,450.00 | \$ 9,183,000.00 | \$ 120,000.00 | \$ 4,605,000.00 | | \$ 647,625.00 |



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: January 13, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Replacement of inspections vehicle.

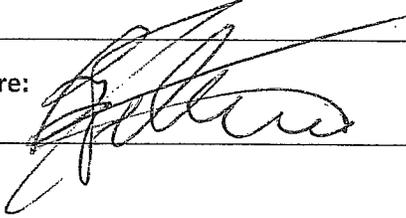
Recommended Action: Authorize the replacement of the inspections vehicles as per the vehicle replacement schedule.

Background/Summary: The inspection vehicle is scheduled for replacement in 2014, and has numerous physical and mechanical issues that warrant replacement. It has not been driven in several months.

Alternatives: 1. Replace as proposed and scheduled.
2. Find another means of mobility.

Financial Considerations: The vehicle replacement schedule has budgeted \$27,000. Quotes are lower than that.

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

Signature: 

Comments:

Midway Ford Commercial
 Fleet and Government Sales
 2777 N. Snelling Ave.
 Roseville MN 55113



Travis Swanson
 651-343-5212
 tswanson@rosevillemidwayford.com

Fax # 651-638-4880

T103 X1E Contract # 54363
2014 F-150 Super Cab 4x4 6.5' Box XL



Vehicle will include the following required OEM equipment if not part of standard base package.

- | | | |
|-------------------------------|--------------------|---------------------|
| Automatic Transmission | 40/20/40 Seat | |
| Matching Full Size Spare Tire | Rubber Floor | |
| AM/FM/ Radio | 4-Wheel ABS Brakes | Dual Front Air Bags |
| Tilt Wheel | Air Conditioning | Bumpers w/Rear Step |

| Options | Code | Price | Select | Exterior Colors | Select |
|------------------------------------|------|---------|--------|---|-------------|
| 5.0L V8 | 99F | | x | Blue Jeans Metallic | N1 |
| Cloth 40/20/40 Seat | CS | | x | Vermillion Red | E4 |
| 17" Aluminum Wheels | 64F | | x | Tuxedo Black Metallic | UH |
| Power Group | 85A | | x | Sterling Grey Metallic | UJ |
| Rear Defrost | 57Q | | x | Ingot Silver Metallic | UX |
| XL Décor Group (Chrome Bumpers) | 86D | | x | Oxford White | YZ |
| 4" Tube Steps | 18E | | x | | |
| P265/70r17 OWL AT Tires | T7H | | x | Interior Colors | |
| Limited Slip 3.55 Axle | XH9 | | x | Steel only (color for XL) | |
| | | | | Extended Service Contracts | Cost Select |
| | | | | F150 4x2 Premium Care 5yr/75000 | \$1,160 |
| | | | | F150 4x4 Premium Care 5yr/75000 | \$1,240 |
| | | | | (Other time and milage options available) | |
| Option Total | | \$3,271 | | (Some restrictions apply, see dealer) | |

| | |
|---------------------------|---------------|
| Base Price | Totals |
| 3.7 Liter | \$21,047.92 |
| Options Price Totals | \$3,271.00 |
| Extended Warranty | |
| Transit Impr Excise Tax | |
| Tax Exempt Lic | |
| Other | |
| Document fee | |
| Sub total per vehicle | \$24,318.92 |
| Number of Vehicles | 1 |
| Grand Total for all units | \$24,318.92 |

You must have a active FIN code to participate in this purchase contract : FIN code # _____

Purchase Order required prior to order placement

Payment due upon agreed vehicle acceptance, 1.5 % added after 30 days.

Name of Organization _____

Address _____

City, State, Zip _____

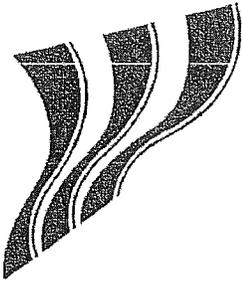
Contact Person/ Phone # _____

Contact's e-mail address and fax # _____

Midway Ford Acceptance Signature _____ Date _____

Acceptance Signature _____

Print Name and Title _____ Date _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: January 13, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Agenda Item: Minn West Lift Station/Lakeland Drive project financial considerations/change of scope.

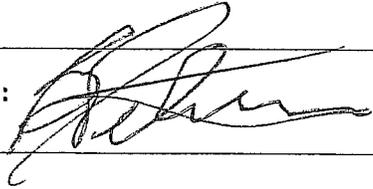
Recommended Action: Change the scope of the project by eliminating the overlay, trail, and quiet zone.

Background/Summary: Changes to the availability of funding sources requires the review of the project scope. Staff will provide information regarding each project activity.

Alternatives: 1. Amend the scope of the project.
2. Leave as is and find additional sources of funds.

Financial Considerations: To be presented.

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

Signature: 

Comments:

RESOLUTION NO. _____
REVISED LAKELAND DRIVE BUDGET

ESTIMATED TOTAL COST \$2,730,000.00

*Budget Amounts are Essential

Dated: January 21, 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. \$2,080,000.00
37 Subsistence of Persons
38 Cleaning & Waste Removal
39* Other Services \$105,000.00
TOTAL \$2,185,000.00

OTHER CHARGES

40 Rents
41* Insurance & Bonds
42 Awards & Indemnities
43 Subscription/Memberships
44 Interest
45 Licenses & Taxes
46* Prof. Serv. \$545,000.00
47* Advertising
48* Adm. OH (Transfer)
49 Other Charges
TOTAL \$545,000.00
GRAND TOTAL \$2,730,000.00

RECEIVABLES

Property Owners
County
State (PFA) \$2,730,000.00
City (State Aid)
City (LOST)
Other
TOTAL \$2,730,000.00

FINANCING

Bonds
State (PFA) \$2,730,000.00
City (State Aid)
City (LOST)
Other
TOTAL \$2,730,000.00

GRAND TOTAL \$2,730,000.00

Dated: January 21, 2014

Mayor Pro Tempore

Attest:

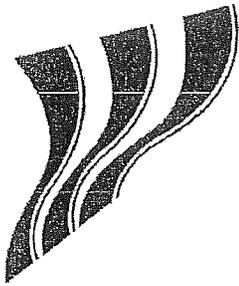
City Clerk/Treasurer

Table 1

Lakeland Drive Interceptor/MinnWest Lift Station Project
 Probable Project Capital Cost - December 5, 2013

| No. | Item | Unit | Units Required | Unit Cost | Total Cost | Interceptor/Lift Station | | | City Funds (Other) |
|-----|--|------|----------------|--------------------|-------------|--------------------------|---------------------|-------------------|--------------------|
| | | | | | | Station (PFA Eligible) | Municipal State Aid | City Funds (LOST) | |
| 1 | Mobilization | LS | 1 | \$78,000 | \$78,000 | | | | |
| 2 | Demolish Lift Station | LS | 1 | \$30,000 | \$30,000 | | | | |
| 3 | 12-inch DIP Forcemain | LF | 2,000 | \$60 | \$120,000 | | | | |
| 4 | 12-inch DIP Forcemain(Bored) | LF | 1,500 | \$129 | \$195,000 | | | | |
| 5 | State Hospital Lift Station | EA | 1 | \$800,000 | \$800,000 | | | | |
| 6 | Dewatering | LS | 1 | \$100,000 | \$100,000 | | | | |
| 7 | Roadways | | | | \$1,678,000 | | \$1,621,000 | | |
| 8 | Quiet Zone | | | | \$247,000 | | | | \$247,000 |
| 9 | Path & RR Safety Measures | | | | \$745,000 | | | \$745,000 | |
| 10 | Sewer Interceptor (if needed) | | | | \$700,000 | | | | |
| | | | | Subtotal | \$4,693,000 | \$2,080,000 | \$1,621,000 | \$745,000 | \$247,000 |
| | | | | Subtotal (rounded) | \$4,693,000 | \$2,080,000 | \$1,621,000 | \$745,000 | \$247,000 |
| | | | | Contingency @ 5% | \$235,000 | \$105,000 | \$81,000 | \$37,000 | \$12,000 |
| | Legal, Engineering, Sewer Video & Cleaning, Admin, Finance, Land | | | | \$986,000 | \$545,000 | \$340,000 | \$56,000 | \$45,000 |
| | | | | Total | \$5,914,000 | \$2,730,000 | \$2,042,000 | \$838,000 | \$304,000 |

Path for Willmar to be funded from LOST. Costs for path Quiet Zone crossing to be determined during design.



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

Agenda Item Number: 6
Meeting Date: January 13, 2014
Attachments: Yes No

CITY COUNCIL ACTION
Date: January 22, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Annual Investment Policy Review

Recommended Action: Review the City of Willmar's Investment Policy with no changes recommended.

Background/Summary: The Council annually reviews the City of Willmar's Investment Policy.

Alternatives: N/A

Financial Considerations: Sound investment practices.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

CITY OF WILLMAR INVESTMENT POLICY

Dated: December 20, 1995
Revised: January 13, 1997
Revised: January 21, 1998
Revised: February 3, 1999
Revised: January 24, 2000
Revised: January 6, 2002
Revised: December 15, 2003
Revised: March 16, 2009
Revised: September 20, 2010
Revised: March 7, 2011
Revised: September 4, 2012

1.0 Policy:

It is the policy of the City of Willmar to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets of the City of Willmar. These funds are accounted for the City's **Annual Financial Report** and include:

2.1 **Funds:**

2.1.1 General Fund

2.1.2 Special Revenue Funds

2.1.3 General Debt Service Funds:

2.1.4 Capital Projects Funds:

2.1.5 Enterprise Funds:

2.1.6 Internal Service Funds:

2.1.7 Trust and Agency Funds

3.0 Prudence:

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely

fashion and appropriate action is taken to control adverse developments.

4.0 **Objective:**

The primary objectives, in priority order, of the City of Willmar investment activities shall be:

4.1 **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willmar be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, **diversification** is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 **Liquidity:** The City of Willmar investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 **Return on Investments:** The City of Willmar investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 **Delegation of Authority:**

Authority to manage the City of Willmar's investment program is derived from trading resolutions and Minnesota statutes. Management responsibility for the investment program is hereby delegated to the City Clerk-Treasurer,

who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to person responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Clerk-Treasurer. The City Clerk-Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 **Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decision. Employees and investment officials shall disclose to the City Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Willmar, particularly with regard to the time of purchases and sales.

7.0 **Authorized Financial Dealers and Institutions:**

The City Clerk-Treasurer will maintain a list of financial institutions authorized to

provide investment services. In addition, a list will also be maintained of approved security **broker/dealers** selected by credit worthiness who are authorized to provide investment services in the State of Minnesota. These may include "**primary**" dealers or regional dealers that qualify under **Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule)**. No public deposit shall be made except in a **qualified public depository** as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Clerk-Treasurer with a **Notification to Broker and Certification by Broker** pursuant to Minnesota Statute 118A.04.

8.0 Authorized and Suitable Investments

Minnesota Statutes, Section 118A.04, Subdivision 1 through Subdivision 7, lists all permissible investments for municipalities. This list established the maximum investments risk permitted for a Minnesota municipality. The City of Willmar will not authorize its employees to invest in all of these investments, staying consistent with its number one priority of safety of capital. The following are investments the City will be authorized to invest in:

8.1 Government Securities: Instruments such as bonds, notes, bills, mortgages and other securities which are direct obligations of the federal government or its agencies and instrumentalities, with the principal fully guaranteed by the U.S. government or its agencies. The City will

not invest in any mortgage or mortgage related security unless a return of principal is completely guaranteed by a federal entity.

8.2 Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$100,000 by the Federal Deposit Insurance Corporation (FDIC). (See 9.0 "Collateralization")

8.3 Repurchase Agreement: An investment which consists of two simultaneous transactions, where the City purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

8.4 Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for maturity specified by the purchaser. The City will only invest in commercial paper that has the highest rating of two (2) of the three (3) rating agencies.

8.5 Any security which is a **general obligation of the State of Minnesota** or any of its municipalities.

8.6 Bankers Acceptances of United States banks eligible for purchase by the Federal Reserve System.

8.7 Investment Pools: Governmental sponsored pools and money market mutual funds are allowable short-term cash management facilities. These

pools/funds can provide safety, liquidity and yield in a single investment instrument. However, the City will follow due diligence standard which applies to the use of pools/funds. A thorough investigation of the pool/fund is required prior to investing. Currently the City uses the Minnesota Money Market Mutual Fund (4M) sponsored by the League of Minnesota Cities.

8.8 Mutual Funds: Shares of an investment company registered under the Federal Investment Company Act of 1940, whose shares are registered under the Federal Securities Act of 1933 whose portfolio consists of direct obligations or are guaranteed issued of the United States, its agencies or instrumentalities. ***Effective January 1, 1997, mutual funds will be limited to funds held as of December 31, 1996, or a funds whose portfolio consists of the aforementioned obligations with a maturity of thirteen (13) months or shorter. Reinvestment of dividends paid from a fund holding obligation maturing beyond thirteen months will be prohibited.*** Generally speaking, participation in this investment type shall maintain a target balance of 15-20% of the portfolio and staff shall exercise discretion in setting mutual fund investment levels given market conditions and cash flow projections.

Investing in mutual funds is deemed long term and local restrictions therefore, prohibit the purchase of shares from any **general debt service fund** or any other city funds anticipating investment proceeds within a 36 month period and forcing the liquidation of shares in an unfavorable market.

9.0 Collateralization:

Collateralization will be required on two types of investments: certificates of deposit where the par value exceeds the Federal Deposit Insurance Corporation (FDIC) coverage limit, and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 10 percent more than the amount on deposit at the close of the financial institution's banking day, except when the collateral is irrevocable standby letters of credit issued by Federal Reserve Banks. In that case, the amount of collateral must be at least equal the amount of deposit.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement or physically remitted to the City. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

10.0 Safekeeping and Custody:

All security transactions entered into by the City of Willmar shall be held in safekeeping by the respective investment dealer on behalf of the City of Willmar and evidenced by safekeeping receipts. Each investment dealer must provide evidence to the City of possessing customer account insurance protection of \$500,000 from Securities Investor Protection Corporation (SIPC) plus other insurance totaling at a minimum \$10,000,000 per account.

11.0 Diversification:

The City will diversify its investments by

security type and institution. No more than **40%** of the City's total deposits will be invested with a single financial institution or broker/dealer on the day of purchase.

12.0 Maximum Maturities:

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 10 years from date of purchase. Funds dedicated to capital projects anticipated to be completed within one year shall not be invested in instruments maturing beyond one year. Reserve funds may be invested in securities exceeding 10 years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

13.0 Internal Control:

The development of a system of internal controls shall be established by the City Clerk-Treasurer.

The City Clerk-Treasurer shall assist in an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

14.1 Market Yield (Benchmark): The City's investment strategy is active and mildly aggressive, yet it always yields to the objective of safety of principal. Given this strategy, the basis used by the City Clerk-Treasurer to determine whether market yields are being achieved shall be the annual goal of one and one-half (1 ½) percent above the annualized earnings at the Fed Funds rate during the year.

15.0 Reporting:

The Finance Director shall provide to the City Council quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report should include comments on the markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments listed
- Coupon, discount or earnings rate
- Par value and Market Value

16.0 Investment Policy Adoption:

The City of Willmar investment policy shall be adopted by resolution of the Willmar City Council. The policy shall be reviewed annually by the Finance Committee and any modifications made thereto must be approved by the City Council.

PUBLIC WORKS/SAFETY COMMITTEE REPORT 14-01
CITY OF WILLMAR
TUESDAY, JANUARY 14, 2014

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, January 14, 2014, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Steve Ahmann, Audrey Nelsen, and Bruce DeBlieck. Also present were: Bruce Peterson - Director of Planning and Development Services, Police Chief - David Wyffels, Finance Director - Steve Okins, Brian Bollig - Bollig Inc., Gary Gillman, and David Little - West Central Tribune.

1. PUBLIC COMMENT

There were no public comments.

2. ARCHERY RANGE CONSIDERATIONS (FOR INFORMATION ONLY)

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 (See Attachment). 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.

3. GRASS LAKE/STORMWATER UPDATE (FOR INFORMATION ONLY)

Staff presented a memo from Jared Voge of Bolton & Menk regarding impacts of the Grass Lake project on the City 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.

4. VIAENE EASEMENT (MOTION)

Staff presented 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.

A motion was made by Council Member Dokken, seconded by Council Member DeBlieck and passed for the following:

RECOMMENDATION: That the City enter into a 5 year extension of the Viaene agreement and that the City Administrator be authorized to execute the necessary document.

5. MINN WEST LIFT STATION/LAKELAND DRIVE PROJECT CHANGE OF SCOPE (RESOLUTIONS)

Staff presented information regarding a change in scope for the MinnWest 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.

Staff 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 Minn West 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.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen and passed for the following:

RECOMMENDATION: That a resolution be adopted that orders the improvements and directs the preparation of final plans and specifications.

That a resolution be adopted that approves plans and specifications for the amended scope of services and calls for bids.

6. OLD BUSINESS

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.

7. NEW BUSINESS

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.

8. There being no further business to come before the Committee the meeting adjourned at 6:30p.m.

Respectfully submitted,



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

Bruce Peterson

From: Bruce Deblieck
Sent: Tuesday, January 14, 2014 10:24 PM
To: Bruce Peterson
Subject: Fwd: Archery

Email from O'Meara from public works agenda minutes

Bruce DeBlieck
Willmar City Council Ward 1

Begin forwarded message:

From: Dan O'Meara <dan@meara.com>
Date: January 13, 2014 at 9:54:51 AM CST
To: Bruce Deblieck <bdeblieck@willmarmn.gov>
Subject: RE: Archery

Bruce,

Thanks for following up on this. I fly for a local company, and am not sure what time I will be back from my trip tomorrow. If I cannot make it, can you pass on my concerns?

- We need a system that allows regular citizens to obtain a range certification without extensive costs, bureaucracies, etc. - The ability to have a range should not be so complex or expensive that people choose not to do it or cannot complete the process.

- We have to make certain assumptions about the people applying for and using private ranges:
- They have adequate safety training and a certain level of common sense.
- Any ethical archer understands his / her limits on target size and distance
- They are still subject to MN state laws concerning criminal damage to property, criminal discharge of a weapon, civil liabilities, etc.

- Some reasons why someone would choose to shoot at a private range: decrease the cost of the sport, decrease travel times, capitalize on short notice opportunities, shoot longer distances and more realistic conditions that indoor ranges do not offer, etc.

- Safety is obviously the priority, but we need to be reasonable with controls. The initial ordinance required a 16' x 10' backstop. This is about double what is really required depending on the person shooting and the distance. When I told one councilman about how my current 10' x 10' shed (backstop) would not meet the requirement, he suggested I use my house as the backstop - does this really meet the intent to increase safety?

- If it helps, here is my situation: I live in city limits, but right on the edge. I have a range where I can shoot up to 70 yards. All shooting is done in the opposite direction of any neighbors. I have 200+ acres of field alongside and behind my range with my house blocking the third side. I shoot at a 2' x 2' arrow stopper target, with a 4' x 4' foam stopper behind that. All this sits in front of a 10' x 10' shed with farm field behind. I am not a professional archer by any means, but I shoot an average of 100-150 arrows per week with 95% of the shots in the 2' x 2' block and the 4' x 4' block stopping the rest. If I have friends over to shoot, they often choose to shoot from

a shorter distance until they build a certain level of proficiency - as anyone should. I have completed the MN firearms safety course (This could easily be a requirement for all ranges) and the MN Advanced Hunter Education Course. I choose to shoot at my range for the convenience and cost savings. Like most people, I am very busy and often only have a short amount of time to shoot. If I can shoot at my range, I am able to take my kids out for 30 minutes or whatever we have available. If I had to load everything up and drive to another range, I would not be able to take my kids out 75% of the time. I also have friends that are residents of Willmar shoot at my range since their houses do not offer a safe place to shoot.

I am more than willing to explain more as needed. I would also be willing to use my range as a means to develop a reasonable process for others to follow. Thanks again for your efforts on this!

Dan O'Meara

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, January 15, 2014, in Conference Room No. 1 at the City Office Building.

| | | | |
|----------|------------------|-------|--------------------|
| Present: | Steve Ahmann | | Chair |
| | Denis Anderson | | Member |
| | Ron Christianson | | Member |
| | Jim Dokken | | Member |
| | Charlene Stevens | | City Administrator |

Others present: Labor Attorney, Frank Madden (via conference call) and Finance Director Steve Okins.

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 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 Reopen Meeting

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 Public Works Director/City Engineer Vacancy

City Administrator Stevens 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.

Following discussion, Council Member Dokken made a motion, seconded by Council Member Anderson 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. The motion carried.

Item No. 6 Clerk/Secretary for Public Works – Authorization to Fill Vacancy

Ms. Stevens introduced a request 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.

Following discussion, Council Member Anderson made a motion, seconded by Council Member Dokken, to fill the vacancy of Public Works Clerk/Secretary. The motion carried.

Item No. 7 Clerk/Typist for Fire Department – Authorization to Fill Vacancy

Ms. Stevens introduced 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 an .8 FTE position, but does provide essential support to the Fire Department. Ms. Stevens stated that the job description had been reviewed and updated.

Following discussion, Council Member Anderson 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 Strategic Planning

Chair Ahmann presented his concepts for strategic planning, including a potential outline of the process (see attached). 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 (see attached).

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.

The committee agreed to have further discussion with the full council.

Item No. 9 Other Business

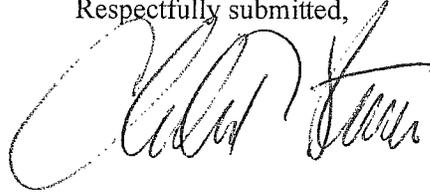
Chair Ahmann asked if the building inspection program with the County was still working effectively and Ms. Stevens stated that it was.

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

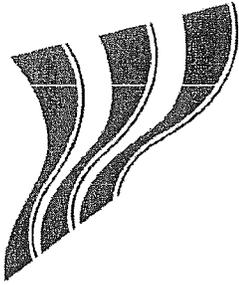
Chair Ahmann also asked about language training for City staff. Ms. Stevens stated that departments work within the training budgets and that the City is making an effort to recruit multi-lingual staff.

There being no further business to come before the Committee the meeting was adjourned at 6:15 p.m. on a motion by Council Member Dokken, seconded by Council Member Anderson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charlene Stevens". The signature is written in a cursive style with a large initial "C" and "S".

Charlene Stevens,
City Administrator



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: January 10, 2014

Attachments: X 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: City Administrator

Agenda Item: Hiring of a Public Works Director/City Engineer

Recommended Action: Approve the Hiring of Sean Christensen as PW Director/City Engineer.

Background/Summary: See attached memo.

Alternatives: Continue to advertise the position or hire an outside consulting firm as City Engineer.

Financial Considerations: The position was budgeted in the 2014 budget.

Preparer: C. Stevens

Signature:

Comments:



WILLMAR

CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

MEMORANDUM

TO: Labor Relations
FROM: Charlene Stevens, City Administrator
DATE: January 10, 2014
RE: PUBLIC WORKS DIRECTOR/CITY ENGINEER

Five Candidates were interviewed for the position of Public Works Director/City Engineer for the City of Willmar. The interview panel included the City Administrator, Planning and Community Development Director, Wastewater Superintendent, Mel Odens (MNDOT) and Council Member Ahmann.

It is my recommendation to hire Sean Christensen as the next Public Works Director/City Engineer for the City of Willmar at an annual salary of \$91,924. It is also my recommendation to provide \$5,000 in relocation allowance for Mr. Christensen.

Mr. Christensen is currently the City Engineer for the City of Powell, Wyoming and has been for 13 years. He also has experience working in the private sector.

Mr. Christensen's start date would be March 13, 2014. His resume is attached.

Please contact me with any questions.



SEAN CHRISTENSEN, P.E.

Areas of Expertise:

- Experienced Municipal Engineer with ability to initiate/manage multiple departments/projects and budgets
 - Excellent personal communication skills both oral and written
 - Project management skills: Influencing, leading, negotiating and delegating abilities
 - Proven ability to build consensus with citizens, State and Federal agencies, elected officials and contractors
 - Computer software - Autodesk Civil 3D & Map 3D (GIS), WaterCAD, MS Office, Water Hydraulics
 - Decision making and problem solving skills, analytical thinking, determination and diplomacy skills
-

PROFESSIONAL EXPERIENCE

CITY ENGINEER

12/2000 – present

City of Powell, Powell WY

City Engineer: Prepared and controlled expenditures of the \$150,000 to \$200,000 annual engineering budget. Managed state and federally funded projects. Performed reconnaissance and feasibility reports and engineering and construction surveys for municipal public works projects. Designed streets, parking lots, treated water, sanitary sewer, storm drain and pedestrian pathways. Performed calculations, set lines and grades for infrastructure construction. Ensured construction project safety and compliance with MUTCD and ADA. Coordinated with multiple agencies before, during and after projects to ensure timely completion, closeout, and compliance with agency terms. Assisted the public, contractors and other city departments with engineering related matters. Prepared cost estimates, contract documents, specifications, bid tabulations and change orders. Estimated costs of future construction projects for planning and budget. Prepared RFPs, selected and managed consultants, reviewed plans and specifications. Directed and coordinated external consultants and contractors. Created and maintained GIS mapping for all municipal utilities. Directed and supervised Engineering Technicians on GPS, GIS, engineering design and construction management. Presented complex ideas & projects to city council often with strong opposition present. 13-15 years experience designing and approving flat-grade sewers and curb and gutters.

Airport Manager: Prepared and controlled expenditures of the \$500,000 to \$1,000,000 annual airport budget including all FAA and State grant and loan funds. Coordinated and/or performed routine maintenance of all Navigational Aids (NAVAIDS), fuel farms, municipal-owned hangars and terminal building. Attended technical workshops, grant meetings with the State Loan and Investment Board, committee and State Airport Operators Association board meetings. Wrote, acquired and tracked State and Federal grants and loans. Construction inspection as needed. Coordinated and external consultants, FAA and State Aeronautics as required to accomplish ongoing projects and improvements. Ensured all construction was FAA and State Aeronautics compliant. Supervised, directed and negotiated contracts for local Fixed Base Operator (FBO).

Selected Achievements

- design, layout and contract administration for 55,000 square foot parking lot constructed entirely with pervious concrete. Construction cost = \$345,000
- design, bid, coordinated and managed cured-in-place sanitary sewer lining project using American Recovery and Reinvestment Act (ARRA) funds - Construction cost = \$163,000
- design, layout and construction management of city-wide pedestrian pathway system
- designated owner's representative and direct responsibility for new General Aviation terminal and maintenance building. Construction cost = \$550,000
- designated owner's representative and direct responsibility for Partial Parallel Taxiway, Hangar Access Taxiway and Runway Turnaround project. Construction cost = \$600,000
- project liaison for multiple large-scale municipal projects including new aquatic center, State rest area reconstruction and solid waste transfer station
- direct responsibility for multiple large-scale general aviation airport projects including wildlife perimeter fencing, apron expansion and hangar construction

11/1997-12/2000

PROJECT ENGINEER

Holm, Blough and Company, Cody WY

Prepared drainage plans and reports including floodplain analysis and percolation tests. Designed various utility plans for land development projects. Designed water distribution systems and mainline extensions. Design of public and private septic systems. Worked directly with Department of Transportation to prepare earthwork and haul quantities for bridge replacements. Performed compaction testing and construction inspection for compliance with codes and specifications. Read and interpret access and utility easements.

Selected Achievements

- Designed 200 unit RV Park and Campground including on-site water and wastewater treatment
- Complete site design and construction inspection for multiple commercial sites
- Complete layout and design of numerous city and county residential subdivisions

7/1996-11/1997

DESIGN ENGINEER II

JR Engineering, Colorado Springs CO

Designed roadways, sanitary sewer, water and storm drain systems for major subdivisions. Planning and layout of residential and commercial developments including all easements and preparation of plats with surveyors. Prepared and reviewed drainage plans and reports for commercial and private developments. Supervised, directed and trained engineering technicians. Coordinated with city departments for final approval.

Selected Achievements

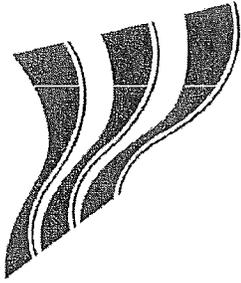
- Part of design team for multiple subdivisions including a 400+ lot residential subdivision
- Site design for multiple commercial sites including those for Boston Market restaurant chain
- Designed numerous two and multi-lane Arterial and Collector Streets for the city of Colorado Springs

EDUCATION / CERTIFICATIONS

- License: Wyoming Professional Engineer (P.E.), #9224
- License: Minnesota Professional Engineer (P.E.), Reciprocity (Comity) in progress
- B.S. in Civil Engineering, Montana State University, 1995
- Certificate: Local Public Agency (LPA), expires 2014
- Certificate: Managing Floodplain Development Through the NFIP, 2010
- Certificate: Pervious Concrete Technician, expires 2015
- Certificate: Park County Leadership Institute, 2002

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
- Wyoming Airport Operators Association Board Member nominated and elected by peers (WAOA)
- Selected to State Airport Priority Rating Model Task force (competitive selection), 2013
- Selected to Statewide Airport Inventory and Implementation Committee, 2010



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: **6**
Meeting Date: January 10, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Public Works Secretary

Recommended Action: Authorize advertisement and hiring for a Public Works Secretary due to internal promotion.

Background/Summary: The Public Works Secretary was promoted to another position within the City leaving a vacancy. The position is critical position for Public Works providing support to Engineering, Wastewater Treatment, Streets and Parks, as well as the City Engineer. The position also provides additional clerical support and reception assistance for City Hall in general.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position is a Range 4 with a salary of \$30,597 to \$42,141, plus benefits. The position has been included in the 2014 budget.

Preparer: C. Stevens

Signature:

Comments:

City of WILLMAR

CLERK-SECRETARY

Position Title: Clerk-Secretary
Department: Public Works/Engineering
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 4 FLSA Status: Non-exempt

| | |
|-----------|---------------|
| APPROVED: | April 5, 2000 |
| REVISED: | January, 2014 |
| REVISED: | |
| REVISED: | |

Purpose

Performs office support for the Public Works, Wastewater Treatment and Engineering Departments. Processes various reports and related documents including construction/vehicle specifications, handling/directing phone calls, meeting agendas/minutes and tasks as assigned.

Organizational Relationships

Reports to: Public Works Director. Communicates with: *Internally* – City Administrator, Department Directors, Senior Technician, Public Works Superintendent, Wastewater Treatment Plant Superintendent, Administrative Assistant, City Attorney, Mayor and City Council and other City personnel; *Externally* – Municipal Utilities staff, “West Central Tribune,” consulting engineering firms and architects, contractors and suppliers, County offices, vendors, various offices of the Minnesota Department of Transportation, Minnesota Department of Revenue, Kandiyohi Area Transit and Rice Memorial Hospital.
Supervises: None

ESSENTIAL FUNCTIONS

Calculate sales and road tax and issue proper forms to State monthly. Assist in state audit.
Maintain fuel system: calculate fuel prices; encode and issue keys; validate employee use; keep records of identification numbers; keep/update records of vehicles and identification numbers; prepare monthly reports of fuel usage by vehicle, driver and account; and prepare billings for city departments and outside users to accounts receivable.
Assist Public Works Committee: prepare agendas, and minutes for supervisor’s approval.
Type/compile specifications for street/utility line construction, city equipment purchases, trees requirements, sanitation service, various quote requests and requests for proposals.
Type correspondence, memos, reports, documents, forms, resolutions, policies, etc. Ensure legal documents are recorded.
Develop timeline to follow and monitor project deadlines; follow legal procedures for bidding, and awarding, prepare contracts for projects, quotes, and other purchases or services and monitor for correct payment and deadlines.
Prepare bid tabulations and review contractor/suppliers calculations; prepare permit forms; design format and prepare contractor payments; prepare agreement; type budgets and follow expenditures through project close out, prepare necessary easements.
Collect expenses, employee time records, right-of-way costs and other financial data necessary for reimbursement of projects costs from State funds.

CLERK-SECRETARY

ESSENTIAL FUNCTIONS (Continued)

Coordinate the brush site attendants and workdays, tally site use, collect and calculate their pay on timesheets.

Update required staff members in drug testing program. Initiate testing upon notice from consortium, send results and keep official records.

Prepare news releases and snow emergencies to ensure the proper entities are notified. Post on the website, fax and electronically send to subscribers.

Assist with annual reports for bridge inventory, needs, and access to State reports of financial database.

Tabulate the work summaries of each employee of the Public Works Department and develop into monthly and annual spreadsheets according to task hours.

Code invoices to appropriate budget expenditure for departments/projects; prepare monthly billings; and other miscellaneous billings that arise to be invoiced.

Prepare forms for fixed assets additions/deletions and requisitions.

Receive complaints and when in violation locate property owner in County system, mail certified notice of violations according to ordinance, track correction and close violation. Submit billing upon correction by staff.

Assist with department timesheets: collect for signature and make copies as requested.

Input parcel numbers into County system to obtain list of property owners/legal descriptions for official assessment; check parcels for assessments; assist in calculations of footages to unit prices and street totals; and input parcel number to obtain labels from County for improvement notices.

Input dollar figures of assessment against parcel in computer; ensure that total balances with clerk's figures, mail assessment hearing and final assessment notices; and publish hearing notices.

Greet and answer questions of the public and assist with telephones. Assist with parking tickets receipting cash/checks for various payments, building permit applications and collection.

Arrange meetings/interviews, set up employee registrations and reservations. Mail-sort, open and prioritize.

Assist in preparation of correspondence, minutes, agendas, memos, etc. in absence of other staff.

Maintain inventory of Public Works and Wastewater Treatment equipment, signs and supplies/parts.

Coordinate parade participants and units for the Willmar Fests parade.

Record all city sump pump certificates, maintain map and process necessary requests for permits or violation letters.

Maintain department's files and petty cash.

Other Duties and Responsibilities

Performs other related duties as assigned by Supervisor or as apparent.

CLERK-SECRETARY

Required Knowledge, Skills and Abilities

Knowledge of secretarial and accounting practices, procedures and duties.

Knowledge of applicable federal and state statutes, state/federal drug policy, municipal code, City ordinances, departmental policies and procedures, and relevant reference materials.

Knowledge of the department's structure and operation and City's overall structure.

Skill in assembling data and preparing accurate records and reports.

Skill in operating a variety of office machines and computer programs.

Skill in organizing and managing work flow.

Skill to communicate verbally and in writing.

Ability to perform clerical/bookkeeping work of average difficulty.

Ability to understand and follow verbal and written instructions.

Ability to organize assignments and complete in a timely manner.

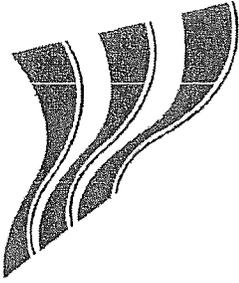
Machines, tools and equipment used: Computer, typewriter, two-way radio, calculator, postage scale, fuel key encoder, laminator, various copy machines, punching/binding machine, envelope sealer, fax and telephone.

MINIMUM QUALIFICATIONS

A combination of education and experience equivalent to an associate's degree and three years of progressively responsible general administrative and clerical experience. Good customer service and general skills.

Working Conditions

Work is performed in typical office environment. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing, and handle departmental files and records. Uses near vision, hearing and sense of touch.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: January 10, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire Department

Agenda Item: Clerk/Typist

Recommended Action: Authorize advertisement and hiring for a Clerk/Typist for the Fire Department due to resignation.

Background/Summary: The Clerk/Typist for the Fire Department resigned to take another position outside of the organization. The position provides critical support services for the Fire Department. The position is a .8 FTE.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position is a Range 3 with a salary of \$27,955 to \$38,501, plus benefits. The position has been included in the 2014 budget.

Preparer: C. Stevens

Signature:

Comments:

CLERK-TYPIST

Position Title: Clerk-Typist

Department: Fire

Department Head: Fire Chief/Marshal

Immediate Supervisor: Fire Chief/Marshal

Pay Range: 4 FLSA Status: Non-exempt

| | |
|-----------|--------------------------|
| APPROVED: | <u>April 5, 2000</u> |
| REVISED: | <u>December 20, 2004</u> |
| REVISED: | <u>August, 2007</u> |
| REVISED: | <u>January, 2014</u> |

Purpose

To provide clerical and administrative support for Fire Chief/Marshal and other department personnel including the Building and Equipment Maintenance Worker. This position is responsible for accurate information through personal communications and working with reports and records.

Organizational Relationships

Reports to: Fire Chief/Marshal

Communicates with: Internally - Building and Equipment Maintenance Worker, Clerk-Treasurer, City Administrator's Administrative Assistant, Police Department personnel, and Fire Department personnel; *Externally* - Vendors, physicians and other medical staff, other fire departments, State Fire Marshal's office, Emergency Management staff, media, training schools and the general public.

Supervises: None

ESSENTIAL FUNCTIONS

Answer multi-line phone system, take messages and screen calls, welcome visitors, distribute pamphlets and give mini-tours; schedule meeting room activities with other City departments; and record and submit all fire calls to the State.

Type correspondence, take minutes and transcribes; perform related filing; and order and maintain office supplies.

Send out correspondence for quotes; meet with facility and staff; set up appointments for firefighter annual physicals and send out instruction and appointment time; and receive job suitability forms from physicians.

Place ad in newspaper for new hires, collect applications, notify applicants of interview process; submit recommendation of applicant to Fire Chief; and set up orientation for new applicants and assemble packet and necessary paper work.

Provide support for departmental training.

Receive and code all invoices, review line items on budget and process all department billings; and handle personnel expense sheets, assist with preparation of yearly budget and type/submit to Fire Chief.

Calculate all department payroll for firefighters; prepare all time sheets for payroll; and submit completed payroll along with spreadsheets and summaries.

Gather departmental statistics and compile into annual report.

Maintains City-wide records of federally-mandated National Incident Management Systems (NIMS) training.

Works with Emergency Management in compiling NIMS records and the organization and

CLERK-TYPIST

scheduling of NIMS training.

Serves as support staff and secondary contact for City of Willmar Emergency Management in the event of an influenza pandemic event, or a man-made or natural disaster.

Coordinates with community officials and with the Kandiyohi Department of Emergency Management as necessary to ensure the effective administration of the emergency management program.

Responsible for creating, maintaining and updating department website.

Prepares monthly Pre-Plans and works with Fire Officers on their presentations of new and existing businesses to firefighters.

Prepares and manages fire grants at direction of Fire Chief and City Council.

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent.

Type up monthly and year-end financial report; send out quarterly notices for meetings of former firefighters.

Required Knowledge, Skills, and Abilities

Knowledge of clerical work, math calculations and basic accounting.

Knowledge of NFPA-training, physicals, job descriptions and required operations.

Knowledge of state and federal reporting requirements for fire reports.

Knowledge of departmental SOP.

Knowledge of City policies, ordinances, safety and personnel procedures.

Ability to work independently, organize daily duties, run computer software and communications.

Ability of verbal and written, meet deadlines, map reading and manage an office confidentiality.

Ability to communicate and work with a wide variety of individuals and groups.

Machines, tools and equipment used: computer, printer, multi-line phone system, copier, fax, ten-key calculator, paging system-radio, operate pick-up truck and transcribing/dictaphone equipment.

Preferred Knowledge, Skills, and Abilities

Certified Emergency Manager

Knowledge of the National Incident Management System (NIMS)

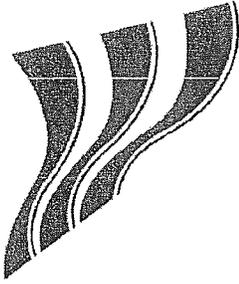
MINIMUM QUALIFICATIONS

A combination of education and experience equivalent to an associate's degree and three years of progressively responsible general administrative and clerical experience. Good customer service and general skills.

CLERK-TYPIST

Working Conditions

Work is performed in typical office environment. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing and handle departmental files and records. Sits for extended periods of time. Uses near vision, hearing, and sense of touch. May use a vehicle for business errands.



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

Agenda Item Number: 8
Meeting Date: January 10, 2014
Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Council

Agenda Item: Discuss process for continuation of strategic planning for City Council.

Recommended Action: Determine a process for strategic planning that can be recommended to council for further discussion and action.

Background/Summary: Council Member Ahmann has proposed that the City continue its strategic planning process and he will describe the process he envisions.

Alternatives: Set aside the planning process.

Financial Considerations: Costs may vary depending on the need for outside facilitation, location, etc.

Preparer: C. Stevens

Signature:

Comments:

1-15-14

Labor Relations Meeting
Strategic Planning Discussion Topics

THEY WHO FAIL TO PLAN --- PLAN TO FAIL

The following are some discussion points to help us consolidate and define the process, on how establish a strategic plan for our community.

1. IDENTIFY THE ISSUES

- Business needs
- Citizens needs
- Cultural needs
- Policy and Legislative needs
- 2040 plan needs

2. GAIN BROADBASED CONCENT

- Council
- Staff
- Constituents

3. DEFINE GOALS AND ISSUES

Long term goals

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.

Short term goals

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

4. ESTABLISH FINANCIL NEEDS

- a. Prioritize fiscal needs .
- b. Establish time table for financial commitment through the budget process.
- c.
- d.
- e.
- f.
- g.

5. ESTABLISH FUTURE FISCIAL PRIORITIES

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

6. ASSIGN TASKS TO APPROPRIATE COMMITTEE AND STAFF

7. EVALUATE PROGRESS OF GOALS ON A REGULAR BASIS

- a quarterly
- b semi-annually
- c annually

OTHER TOPICS TO CONSIDER DURING THE PLANNING PROCESS.

- a. Clearly define the public purpose
- b. Why do we feel the topic is important to our community.
- c. Explain financial appropriations and impact to the public.
- d. Detail our financial sustainability to every project or issue.
- e. Categorize each objective through committee structure and staff process.

We, as the City Council, have not established any new goals in a couple of years. The establishment of short and long term goals is imperative for proper governance of the City. I would like to propose that we work on establishing goals through a series of City Council Workshops. We should establish a list of broad topics we need to consider and then devote a workshop, not longer than 1 ½ hours in length, to each topic. At the conclusion of the workshop we need to have established some short term and long term goals. After we have concluded all of our workshops, we will have a final session where all of the individual workshop goals will be discussed and a final set of goals will be established.

The following are my suggestions for topics we might want to consider:

1. Vision 2040
2. Downtown
3. Infrastructure
4. Community Education and Recreation and parks
5. Staffing and Service level expectations
6. Renewing community partnerships
7. Economic Development
8. Budget considerations

Other possible topics

Council relations

What have we learned from Brimeyer-Fursman, Carl Neu and others?

Other ideas

This will only work if we all agree to work toward the common good, are willing to compromise, are prepared for each session and get full participation

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, JANUARY 16, 2014**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, January 16, 2014, in Conference Room No.1 at the City Office Building. Chair Fagerlie called the meeting to order at 4:45 p.m.

Present:

| | |
|------------------|---|
| Rick Fagerlie | Chair |
| Jim Dokken | Council Member |
| Bruce DeBlieck | Council Member |
| Tim Johnson | Council Member |
| Bruce Peterson | Director of Planning and Development Services |
| Charlene Stevens | City Administrator |

Others present: Steve Renquist – Economic Development Commission, Randy Alsleben – Jennie-O Turkey Store, David Little – West Central Tribune

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments.

2. VACATION OF PORTION OF FORMER HIGHWAY 40 (RESOLUTION)

Staff presented 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 (See Attachment A). Steve Renquist, EDC Director, presented a summary of the proposed Jennie-O Turkey Store expansion projects (See Attachment B).

Following discussion, a motion was made by Council member DeBlieck, seconded by Council member Dokken and passed for the following:

RECOMMENDATION: That a resolution be adopted setting a public hearing for February 3, 2004.

3. HOLIDAY INN EXPRESS OPEN HOUSE (FOR INFORMATION ONLY)

The Committee was informed that the Holiday Inn Express was holding an open house the evening of January 16th, and that Committee members were invited to attend and view the results of the first phase of the Torgerson Legacy Project.

4. **LIFE LINK (FOR INFORMATION ONLY)**

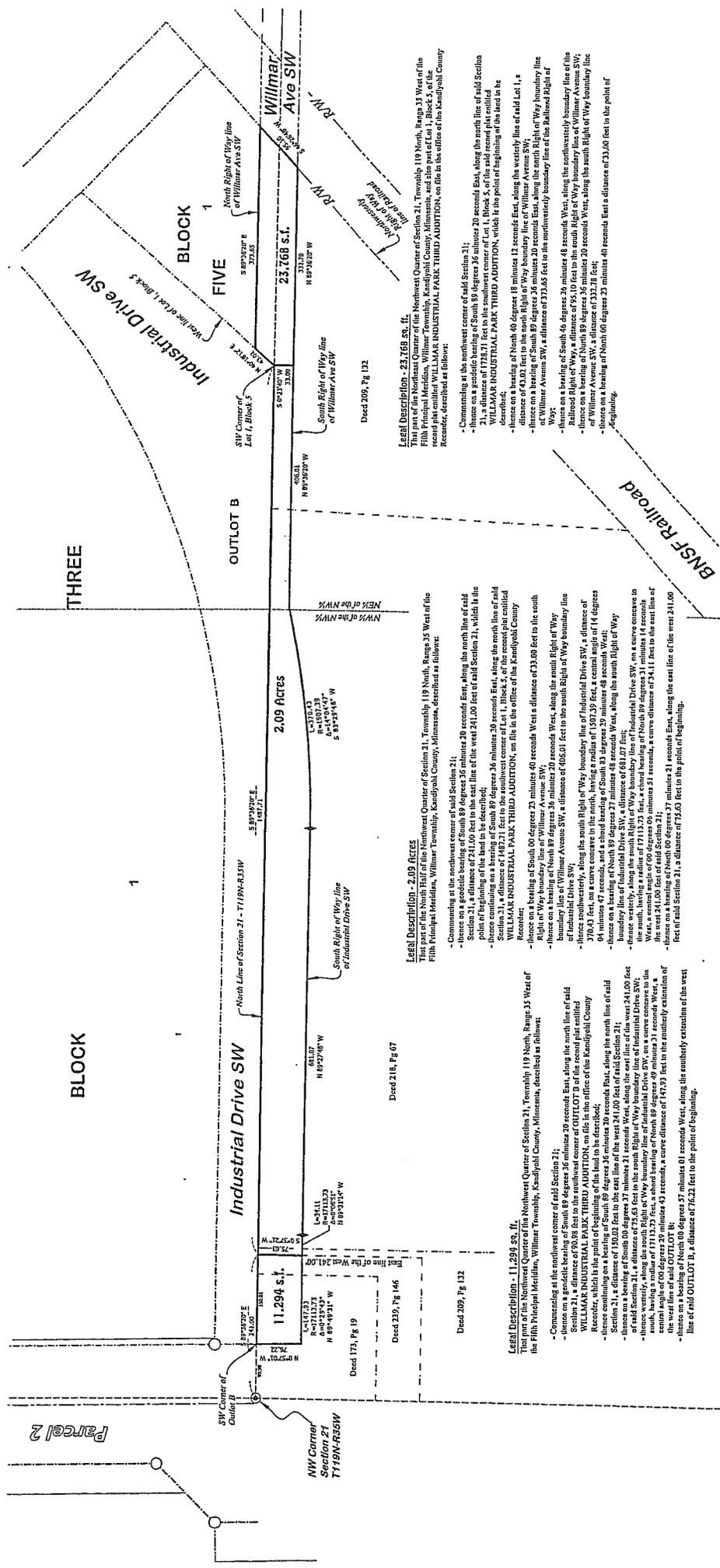
Staff updated the Committee as to discussions between the Airport Commission and Life Link regarding lease space in the FBO hangar at the Willmar Municipal Airport.

5. There being no further business to come before the Committee, the meeting adjourned at 5:10p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bruce Peterson". The signature is stylized and cursive.

Bruce Peterson, AICP
Director of Planning and Development Services



Legal Description - 23,768 sq. ft.
 That part of the Northwest Quarter of Section 21, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota, as shown on a certain record plat entitled WILLMAR INDUSTRIAL PARK THIRD ADDITION, on file in the office of the Kandiyohi County Recorder, described as follows:

- Commencing at the southwest corner of said Section 21;
- thence on a geodesic bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 728.71 feet to the southwest corner of Lot 1, Block 5, of the said record plat entitled WILLMAR INDUSTRIAL PARK THIRD ADDITION, which is the point of beginning of this land to be described;
- thence on a bearing of North 40 degrees 18 minutes 12 seconds East, along the westerly line of said Lot 1, a distance of 43.02 feet to the north Right of Way boundary line of Willmar Avenue SW;
- thence on a bearing of South 89 degrees 36 minutes 20 seconds East, along the north Right of Way boundary line of Willmar Avenue SW, a distance of 373.65 feet to the northeasterly boundary line of the Railroad Right of Way;
- thence on a bearing of South 46 degrees 20 minutes 48 seconds West, along the northeasterly boundary line of the Railroad Right of Way, a distance of 55.10 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 332.78 feet;
- thence on a bearing of North 60 degrees 27 minutes 40 seconds West a distance of 33.00 feet to the point of beginning.

Legal Description - 2.09 ACRES
 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 southwest corner of said Section 21;
- thence on a geodesic 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 this land to be described;
- thence on a bearing of North 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 148.71 feet to the northeast corner of said Section 21;
- thence on a bearing of North 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 148.71 feet to the northeast corner of said Section 21;
- thence on a bearing of South 00 degrees 23 minutes 40 seconds West a distance of 73.00 feet to the south boundary line of Willmar Avenue SW, a distance of 486.01 feet to the south Right of Way boundary line of Industrial Drive SW;
- thence on a bearing of North 89 degrees 36 minutes 20 seconds West, along the south Right of Way boundary line of Industrial Drive SW, a distance of 1507.25 feet, a central angle of 14 degrees 04 minutes 47 seconds West;
- thence on a bearing of North 89 degrees 36 minutes 20 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 west, a curve radius of 1000 feet, a central angle of 14 degrees 04 minutes 47 seconds West, a curve distance of 354.11 feet to the east line of the west 241.00 feet of said Section 21;
- thence on a bearing of North 00 degrees 27 minutes 21 seconds East, along the east line of the west 241.00 feet of said Section 21, a distance of 73.00 feet to the point of beginning.

Legal Description - 11,294 sq. ft.
 That part 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 southwest corner of said Section 21;
- thence on a bearing of South 89 degrees 36 minutes 20 seconds East, along the north line of said Section 21, a distance of 982.88 feet to the southwest corner of OUTLOT B of the said record plat entitled WILLMAR INDUSTRIAL PARK THIRD ADDITION, on file in the office of the Kandiyohi County Recorder, which is the point of beginning of this land to be described;
- thence on a bearing of North 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;
- thence on a bearing of South 00 degrees 27 minutes 21 seconds West, along the south line of said Section 21, a distance of 73.00 feet to the south Right of Way boundary line of Industrial Drive SW;
- thence westerly, along the south Right of Way boundary line of Industrial Drive SW, on a curve concave to the west, a curve radius of 1000 feet, a central angle of 14 degrees 04 minutes 47 seconds West, a curve distance of 354.11 feet to the east line of the west 241.00 feet of said Section 21;
- thence on a bearing of North 00 degrees 27 minutes 21 seconds East, along the east line of the west 241.00 feet of said Section 21, a distance of 73.00 feet to the point of beginning.

Kandiyohi County and City of Willmar
Economic Development Commission

333 Litchfield Ave. SW, Suite 100, P.O. Box 1783; Willmar, MN 56201 | 320.235.7370 | 866.665.4556 | fax: 320.231.2320 | edc@kandiyohi.com | www.kandiyohi.com

To; City of Willmar Community Development Committee
From: Steve Renquist
Date: January 16, 2014
RE: Jennie-O Turkey Store Expansion

We have the opportunity to facilitate a potential two phase expansion of the Jennie-O Turkey Store, Inc. in Willmar. To enable the corporate growth the city will be asked to consider:

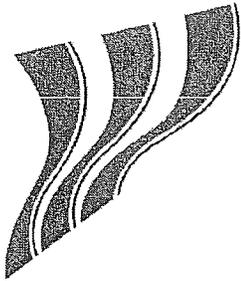
- a. Vacation of the portion of former Highway 40 that separated the company facility located at 2505 Willmar Avenue SW from the new Willmar Industrial Park
- b. Movement of utilities located in vacated property right-of-way
- c. Application of municipal industrial land buy-down program to Phase I land purchase (business subsidy)
- d. Utilization of Pay-as-you-go tax increment financing to repay company the cost of utility relocation and other affiliated expenses
- e. Purchase Agreement executed with the company determining the cost of land and business subsidy provisions to facilitate Phase II of the project
- f. Additional sequence of actions will be determined by City of Willmar and State of Minnesota protocol, ordinance, statute and law.

My description of the impact of the company:

1. 3300 employees within 100 miles (my request to company) Minnesota payroll exceeds \$180 million
2. 2000 employees within 30 miles of Willmar
3. Compensation package exceeds City of Willmar Business Subsidy provisions (reviewed in 2013)

supporting. assisting. recruiting.

4. Extensive employee benefit package
5. In the past two years the company has paid over \$18 million in annual bonuses to hourly employees and farm workers that are not reflected
6. There are, presently 150 jobs in Willmar Corporate offices
7. 100 jobs to be moved to Willmar, over half paying over \$50,000 per year not including bonuses or benefits (20 of these jobs new to the county)
8. Additional growth anticipated but difficult to predict
9. Corporate purchases are \$300 - \$400 million in area feed. As well as \$250 million more in outside services and supplies



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: January 21, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning & Development Services

Agenda Item: Zoning Ordinance text amendment brewer taprooms

Recommended Action: Staff recommends that the ordinance be introduced for a public hearing on February 3, 2014.

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: _____

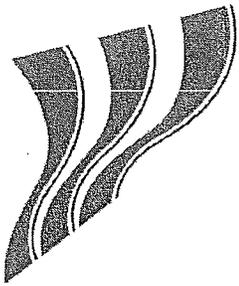
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14
Meeting Date: January 21, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Gesch Acres Second Addition- Final Plat

Recommended Action: Approve the final plat.

Background/Summary: Gesch Acres Second Addition is a two parcel subdivision at the corners of 5th St. SE and 19th Ave. SE. of property owned by Gesch Properties, LLC. The conditions of preliminary plat approval had been met and the final plat was approved by the Planning Commission.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: *Megan M DeSchepper*

Comments: