

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

April 15, 2013
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 Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Jim Dokken, Rick Fagerlie and Bruce DeBlieck; Present 8, Absent 1 - Council Member Denis Anderson 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 Attorney Robert Scott, and City Clerk Kevin Halliday.

An addition to the Agenda included the Willmar Curling Club.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Work Session Minutes of April 1, City Council Minutes of April 1, Municipal Utilities Commission Minutes of April 8, Planning Commission Minutes of April 10, Accounts Payable Report through April 10, Building Inspection Report for March, and Community/Activity Center Minutes for April 2, 2013. Council Member Ahmann seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened the hearing on a proposed Business Subsidy/Tax Abatement for Torgerson Properties, Inc. Planning and Development Services Director Peterson presented details of the request for tax abatement from Torgerson Properties for the proposed remodel and expansion of the motel/conference center properties on east Highway 12. The Planning Commission has approved the physical plans. Bids came in substantially over budget, thereby prompting the request for tax abatement. The impact to the City over a ten-year period is estimated at just under \$190,000 using the current year tax information as a baseline. It was noted that 30 jobs would be created by the project.

Steve Renquest, Economic Development Commission Executive Director, spoke in support of the proposed abatement noting business subsidies are an economic development tool needed to compete with neighboring cities and encourages businesses to do expansions today, not delay them.

Ken Behm spoke to the comparison of the abatement of public dollars versus public convention center ownership such as St. Cloud and Rochester.

Jerry Gesch spoke with pride of our local business leadership noting a busy conference center, making this tax abatement request very reasonable.

Kimberly Pearson, Torgerson Property Inc. employee, presented her viewpoint of this needed expansion from taking phone calls whereas customers ask about amenities, breakfast offers, elevator convenience, and the need to compete for each hotel stay.

Tom Torgerson, CEO of Torgerson Properties Inc., thanked the Council for the opportunity to present his request for the abatement. He stated his roots are here as a third-generation businessman. Mr. Torgerson noted the conference center doesn't make a profit, which is why most conference centers outstate are publicly owned. He stated the project would lose its punch if it is picked apart, noting the City is best served if 100 percent of the improvements are completed, and the project has grown to nearly \$13 million now. This

project enhances the quality of life, providing Willmar jobs. By the Council supporting the project it is a win-win situation sending the message that we are in this together.

Nancy Stredde offered a comment of the TPI project stating she has no problem with the project, just with a lack of a City tax abatement policy.

Upon hearing all those who wish to be heard, Mayor Yanish closed the hearing at 7:42 p.m. Following discussion, Council Member Fagerlie moved to approve Resolution No. 1 and authorize the Mayor and City Administrator to execute a Tax Abatement and Business Subsidy Agreement in substantial conformance to the draft agreement attached to the staff report. Council Member Nelsen seconded the motion.

Council Member Christianson stated he received calls from citizens concerned about opening the flood gates with other retail expansions such as McDonalds, Burger King and LuLu Beans completed in recent months. He questioned where abatements were going to stop without a policy in place.

Council Member Dokken cautioned the Council to put a policy in place first to fairly judge everybody.

Council Member Johnson noted that abatement is not free money and there is no good history of the outcome of tax abatement projects. He stated the size of our community behooves us to have a conference center and he wasn't aware so many public entities own the conference center in their cities.

Council Member DeBlieck reminded the Council that the City follows the TIF policy and each project always come before the Mayor and Council and each one is weighed on its merits. He further stated the conference center brings tourism and is a great public/private partnership.

Council Member Ahmann voiced frustration with the lack of information and stated this is spending the taxpayers' dollars to help a business. He is concerned about citizens who don't believe in abatements with Council goals going unfunded, yet taxpayers pay for TPI growth. Mr. Ahmann stated that he can't see direct benefits.

Council Member Fagerlie thanked TPI for embarking on the path of expansion noting that the City of Rochester is getting \$37 million from the State of Minnesota for their conference center remodeling. He further stated the proposed expansion is a good project, worthy of the abatement.

Council Member Johnson further noted the agreement calls for job thresholds which reduces the risk. Taxpayers are not at risk unless the City increases its levy.

Council Member Christianson reminded the Council the abatement was cut from original request to a diminishing percentage over the ten years.

Council Member Ahmann moved to amend the offer to a two-year abatement of 100 percent of City portion of the property taxes payable during the construction period and to amend the agreement accordingly. Council Member Christianson seconded the motion for discussion and following additional comments, he withdrew his second. The motion died for the lack of a second.

Council Member Fagerlie moved to close the debate with Council Member Johnson seconding the motion, which carried on the required two-thirds threshold.

Resolution No. 1 then carried on a roll vote of Ayes 6, Noes 1 – Council Member Ahmann voted “No.”

RESOLUTION NO. 1

RESOLUTION APPROVING PROPERTY TAX ABATEMENT

BE IT RESOLVED by the City Council (the "Council") of the City of Willmar, Minnesota (the "City"), as follows:

1. Recitals.

- a. Torgerson Properties (the "Developer") proposes to construct additions to the motel buildings, as well as remodel the motels and conference center with corresponding exterior improvements (the "Project"). The developer has requested that the City provide financial assistance to the Developer for the project. The City proposes to use tax abatement for the purposes provided for in the Abatement Law (as hereinafter defined), including the Project. The proposed term of the abatement will be for ten years in an amount not to exceed \$189,750. The abatement will apply to a portion of the City's share of the property taxes (the "Abatement") derived from the value of the Project at 2100 East Highway 12 (parcel number 95-913-1010).
- b. On April 15, 2013 the Council held a public hearing on the question of the Abatement, with proper notice being duly given.
- c. The Abatement is authorized under Minnesota Statutes, Section 469.1812 through 469.1815 (the "Abatement Law").

2. Findings for the Abatement. The City Council hereby makes the following findings:

- a. The Council expects the benefits to the City of the Abatement to at least or exceed the costs to the City thereof.
- b. Granting the Abatement is in the public interest because it will increase or preserve the tax base of the City and provide employment opportunities in the City.
- c. The Property is not located in a tax increment financing district.
- d. In any year, the total amount of property taxes abated by the City by this and other resolutions, if any, does not exceed greater of ten percent (10%) of the current levy or \$200,000.

3. Terms of Abatement. The Abatement is hereby approved; provided, however, this approval is contingent upon the approval by Kandiyohi County of an abatement program for the Project upon the same terms as set forth below for the County's share of property tax amount which the County receives from the Property. The terms of the Abatement are as follows:

- a. The Abatement shall be for ten (10) years and shall apply to the taxes payable in the years 2016 through 2025 inclusive.
- b. The City will abate a portion of the City's share of property tax amount derived from the Project which the City receives from the Property, not to exceed as follows:
 - 2016-2020 - 100%
 - 2021-2023 - 75%
 - 2024-2025 - 50%
- c. The Abatement shall be subject to all the terms and limitation of the Abatement Law.
- d. The Abatement may not be modified or changed during its term.

Dated this 15th day of April, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish acknowledged Bob Enos who had signed up to address the City Council during its scheduled Open Forum. Mr. Enos noted recent articles in the West Central Tribune that distressed him about Council Member Christianson and Ahmann. He stated that he sent a 300-word editorial to West Central Tribune Editor, but it was returned. Mr. Enos then read his letter to the Council.

Mayor Yanish called for a recess at 8:50 p.m. and reconvened the meeting at 8:56 p.m.

The Finance Committee Report for April 8, 2013, was presented to the Mayor and Council by Council Member Johnson. There were five items for Council consideration.

Item No. 1 There was no one present to address the Committee.

Item No. 2 The Committee considered a revised budget, prepared by Staff, for the Western Interceptor Project. Current estimates show this project qualifies for a PFA loan of \$1,886,812 and a PFA Grant of \$763,205, both of which have been incorporated into the revised budget. In addition, a segment was added to the project within the Industrial Park area which is proposed to be funded with \$345,000 from the Local Option Sales Tax Program.

The Committee was recommending the Council introduce a Resolution setting the Western Interceptor Revised Budget as presented. Resolution No. 2 was introduced by Council Member Johnson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

FINAL WESTERN INTERCEPTOR BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mtce of Other Improvements	<u>\$3,875,755.00</u>	LOST Terminal	\$ 345,000.00
Total:	\$3,875,755.00	City Capital Storm Water	571,087.00
OTHER CHARGES:		LOST	1,316,075.00
Professional Services	\$ 498,278.00	(PFA) Loans	1,886,812.00
Other Charges	<u>178,767.00</u>	PFA Grant	<u>763,205.00</u>
Total:	\$ 677,045.00	Total:	\$4,882,179.00
CAPITAL OUTLAY		FINANCING:	
Land and Legal	<u>\$ 329,379.00</u>	LOST Terminal	\$ 345,000.00
Total:	\$ 329,379.00	City Capital Storm Water	571,087.00
GRAND TOTAL:	\$4,882,179.00	LOST	1,316,075.00
		(PFA) Loans	1,886,812.00
		PFA Grant	<u>763,205.00</u>
		Total:	\$ 4,882,179.00

Dated this 15th day of April, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee received the following reports: 2012 Interest/Dividends by Institution; Historical Interest/Dividends 2001 - 2012; 12/31/12 Cash/Investments; 4th Quarter, 2012, Investment Activity; Cash/Investment Balances 2001 - 2012; February, 2013, Rice Hospital. Discussion included the decline in interest rates over the past few years, at which time Chair Anderson stated that Bremer Bank has been providing 2.6% interest on Library and County funds deposited there and suggested Staff research this possibility. Also suggested was that the Council receive quarterly reports on a global scale reflecting the revenues/expenditures in relation to the budget. This matter was for information only.

Item No. 4 Staff noted that future agendas include the 2013 Street Improvement funding, Waste Treatment rate adjustments, a report on the Local Option Sales tax fund, 2014 Budget calendar, Public Works Reserve report, and first quarter reports from Rice Memorial Hospital and Willmar Municipal Utilities. This matter was for information only.

Item No. 5 At Chair Anderson's request, Administrator Stevens provided an update on the Local Government Aid (LGA) Bill that the Coalition sponsored. Based on the Governor's new formula, the City of Willmar could receive an additional \$387,000 in LGA. However, there has been some discussion that the LGA Bill may be reduced from \$80 million to \$60 million which could impact this anticipated increase. This matter was for information only.

The Finance Committee Report for April 8, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Johnson, seconded by Council Member Dokken, and carried.

The Public Works/Safety Committee Report for April 9, 2013, was presented to the Mayor and Council by Council Member Christianson. There were seven items for Council consideration.

Item No. 1 The Committee reviewed a summary of the recent bids opened for five of the 2013 Improvement Projects. At this time the Council is required to declare the costs to be assessed in accordance with the requirements of Chapter 429, State of Minnesota Statutes. The Committee was recommending the Council declare costs to be assessed and order the preparation of the assessment roll for the 2013 Street and Other Improvements.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF ASSESSMENT ROLL IN CONNECTION WITH 2013 STREET AND OTHER IMPROVEMENTS (PROJECT NOS. 1301-A, 1301-B, 1303-A, 1303-B and 1305)

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 2013 in the City, to-wit: City Project Nos. 1301-A, 1301-B, 1303-A, 1303-B and 1305 and;

WHEREAS, the total cost of said Street and Other Improvements of 2013 is \$3,804,505.28.

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

1. The City Council hereby determines that the City shall pay \$2,505,968.82 of said cost, exclusive of the amount it may pay as a property owner, and the sum of \$1,298,536.46 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

2. The Clerk-Treasurer, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and he shall file a copy of such assessment in his office for public inspection.

3. The Clerk-Treasurer shall, upon the completion of such assessment, notify the City Council thereof.

Dated this 15th day of April, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee was informed that Staff is in the process of preparing the assessable footage and amounts for each affected property. It is at this time the affected property owners are to be notified of their assessed amount and a hearing date set. The Committee was recommending the Council set an Assessment Hearing for May 6, 2013.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

CALLING HEARING ON ASSESSMENTS FOR
PROJECT NOS. 1301-A, 1301-B, 1303-A, 1303-B AND 1305
2013 STREET AND OTHER IMPROVEMENTS

WHEREAS, the City Clerk-Treasurer with the assistance of the City Engineer has prepared an assessment roll for Project Nos. 1301-A, 1301-B, 1303-A, 1303-B and 1305 of the 2013 Street and Other Improvements, and said proposed assessment roll is on file with the Clerk-Treasurer and open to public inspection.

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

1. The Clerk-Treasurer shall publish notice that this City Council will meet to consider the proposed assessments on May 6, 2013, at 7:02 p.m. in the Council Chambers, Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota.
2. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.
3. Such notice shall be in substantially the following form (for notice in its entirety, see City Council minutes file dated April 15, 2013, on file in the City Clerk's Office).
4. Said notice shall be published by the City Clerk-Treasurer in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk-Treasurer to the owners of each parcel described in the assessment roll.

Dated this 15th day of April, 2013.

/s/ Frank Yanish

MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 City Planner/Airport Manager Sauer came before the Committee by request to provide a report on the current occupants/owners of the various hangars at the municipal airport. The City has 23 privately-owned hangars. Many of the tenants have remained the same since they were constructed except for three recent sales. The current rental rate for the City-owned hangars is 15 cents per square foot with an increase to 16 cents projected in 2015. This item was for information only.

Item No. 3 The Committee was informed by Staff that as part of the process to alter the Willmar Avenue SW railroad crossing location and create a quiet zone, an agreement and an easement with the railroad are required. The Planning Commission has approved the easement and an appraisal was completed indicating a \$12,500 value. BNSF is requesting \$15,000 which is slightly higher, but Staff believes it is in the City's best interest to pay the requested amount in order to avoid delaying the project. Funding for the crossing is from the LOST program.

The Committee was recommending the Council approve the agreement and easement with BNSF and authorize the Mayor and Administrator to execute the same. Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

WHEREAS, the City of Willmar entered into an agreement with the BNSF Railway Company and the Commissioner of Transportation for the installation and maintenance of a railroad crossing and crossing signals at the intersection of Willmar Avenue SW with the tracks of the BNSF Railway Company at Line Segment 197 and Milepost 1.14, designated by D.O.T. No. 067710A in Willmar, Kandiyohi County, Minnesota. The City's share of the total cost shall be 100 percent; and

WHEREAS, the City of Willmar desires to enter into an easement with BNSF Railway Company for payment compensation for the value of land for a permanent 100' x 100' railroad crossing easement. An easement amount has been approved which allows for compensation valued at \$15,000.00.

NOW THEREFORE BE IT RESOLVED, that the Mayor and City Administrator are hereby authorized to execute said agreement and easement and any amendments thereto for and on behalf of the City.

Dated this 15th day of April, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Captain Felt briefed the Committee and answered questions relating to the Police Department. The newest officer, Ben Hannenan, is nearing completion of his training and expected to be out on patrol sometime in June. It was noted that the DARE graduation is scheduled for April 25, 2013. The question of parking enforcement on Saturdays was discussed and it was the consensus of the Committee to discuss this matter after the parking study information is received. This matter was for information only.

Item No. 5 Fire Chief Hendrickson reported that there have been 61 fire calls for the first quarter of 2013 with \$272,500 in damages and no injuries to firefighters. There are currently 30 members to the Department and they are in the process of hiring four more. This matter was for information only.

Item No. 6 Staff informed the Committee that Kandiyohi County recently completed the redetermination of Ditch 23A. At this time the City may petition for transfer of the ditch and its public drainage system per Minnesota Statute 103E.812. The transfer of the drainage system within the City's corporate limits will provide for the management of storm waters by the City without obtaining permission from Kandiyohi County and other property owners outside the corporate limits. It is a requirement that at the time of transfer, the ditch is in good condition and not in need of repair.

The Committee was recommending the Council authorize the Mayor and City Administrator to execute the petition for the transfer of the jurisdictional authority of County Ditch 23A and associated branches within the City limits as per MS 103E.812.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

AUTHORIZATION TO PETITION

KANDIYOHI COUNTY TO TRANSFER DITCH AUTHORITY

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 petition Kandiyohi County to hold a public hearing to transfer authority from the County to the City for portions of County Ditch 23A.

Dated this 15th day of April, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 The Committee discussed the closing of the access to Robbins Island at the main entrance on Business 71-23. Staff explained that the entrance has been barricaded to stop the off-road use of vehicles and several areas in the park have received extensive damage. This matter was for information only.

The Public Works/Safety Committee Report for April 9, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

The Mayor and Council considered a Master Subscriber Agreement and FAST Access Amendment. City Administrator Stevens explained that the Agreement will allow the City Attorney to electronically access court records and documents. Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO 7

RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO ENTER INTO A MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES USING THE FAST ACCESS KANDIYOHI COUNTY PILOT PROGRAM

WHEREAS, The Minnesota Judicial Branch went paperless as of February 26, 2013; and

WHEREAS, The FAST Access Program will allow the City Attorney to electronically access court records and documents.

IT IS HEREBY RESOLVED by the City Council of the City of Willmar, Minnesota enter into the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies using FAST Access in Kandiyohi County Program.

IT IS FURTHER RESOLVED that the Mayor and City Administrator are authorized to execute the Agreement.

Dated this 15th day of April, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

City Clerk Halliday presented to the Mayor and Council for consideration a list of establishments requesting renewal of current liquor licenses: On-Sale - American Legion, El Tapatio Mexican Restaurant, Kandi Entertainment Center, New Fireside and Oaks at Eagle Creek; On-Sale 3.2% Malt Liquor - Hoja

Restaurant, KRA Speedway and Willmar Stingers; Off-Sale – Wal-Mart Super Center; and Wine – Barn Theatre and Willmar Stingers. Council Member Fagerlie moved to approve the liquor licenses as presented. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Halliday presented to the Mayor and Council for consideration a City Park Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday explained that the Willmar Stingers will be holding a “Jimmy Buffett” night on June 29, 2013, with plans to serve a full array of liquor. Council Member Fagerlie moved to approve the City Park Special Event by On-Sale Liquor License Holder Permit as presented. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Yanish read a Proclamation designating May 2, 2013, as a day of prayer for the concerns of the City.

Announcements for Council Committee meeting dates were as follows: Finance, April 22; Public Works/Safety, April 23; Labor Relations, April 24; and Community Development, April 25, 2013.

Council Member Dokken commented on the recent Curling Club Banquet and the outstanding season the Club had and their exemplary work with the Mixed Curling Nationals.

Community Education and Recreation Director Brisendine noted that surplus funds from the Mayor’s Prayer Breakfast will be donated to Youth Summer Scholarships for Willmar Community Education and Recreation programs.

Council Member Christianson inquired about the School Board’s use of Ipads and questioned when the City would review new technologies for the Council meetings.

There being no further business to come before the Council, the meeting adjourned at 9:31 p.m. upon motion by Council Member Christianson, seconded by Council Member Fagerlie, and carried.

Attest: _____
MAYOR

SECRETARY TO THE COUNCIL

RICE MEMORIAL HOSPITAL

Board of Directors

April 17, 2013

PRESENT: David Anfinson, President; Steve Cederstrom, Vice President; Dr. Michael Gardner, Treasurer; Jenna Fischer, Secretary; and Directors Eric Weiberg, Dr. Lachlan Smith, and Dr. Douglas Allen.

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

GUESTS: Shirley Carter, Jim Dokken

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 p.m. **ACTION: A motion was made by Director Gardner, seconded by Director Cederstrom and carried that the minutes of the March 20, 2013 meeting be approved as written.**

Patient Experience: Teri Beyer reviewed a letter in regard to a patient experience involving Rice Home Medical, as follows: A patient's daughter wrote about her experience in attempting to purchase a nebulizer for her Father-in-law who was having difficulty breathing. Since they were unable to purchase one in Olivia they drove to Willmar. The pharmacies in Willmar did not have any available either. On their way back home they drove by Rice Home Medical and one of their staff was just leaving work and was able to assist them with purchasing a nebulizer, processing paperwork, etc. The family was truly grateful for the RHM staff person who took time on her Friday night to help them.

Quality Report: The Hospital's Laboratory is certified by the College of American Pathologists (CAP). Rice's Laboratory was inspected by a CAP survey team on March 11. The Lab received seven deficiencies, four of which were phase 2 deficiencies requiring correction action; three of them were phase 1 which did not require follow-up and 1 is currently being challenged by the Laboratory staff.

Financial Report: Bill Fenske reviewed the February, 2013 financial report for the Board in regard to the following: 1) Rice generated a loss of \$509,000 from operations in February. 2) Outpatient activity was down 8% and a real driver in overall performance as it accounts for two-thirds of Rice's business. 3) Expenses were well managed with FTE's remaining flat. 4) Receivables/collections have improved with the coding backlog mostly resolved.

2012 Audit Report: 1) The Hospital's 2012 audit report was presented by the McGladrey audit team to the Finance Committee at its April 12 meeting. 2) Bill Fenske reviewed the following reports provided by McGladrey: a) 2012 audit report. b) Auditor's communication/report to the Board of Directors. c) Report summarizing certain matters required by professional standards to be communicated to the Board who is responsible for the Hospital's financial reporting process. 3) The Hospital's financial year in review for 2012, which included the annual review of the Hospital's capital equipment budget was also presented by Bill Fenske.

Medical Staff Report: Dr. Smith reviewed for the Board, the minutes from the March 26, 2013 Executive and Credentials Committee meetings. **ACTION: A motion was made by Director Fischer, seconded by Director Gardner and carried that that the minutes of the March 26, 2013 Executive and Credentials Committee meeting minutes be approved as presented and that the following appointments to the Rice Memorial Hospital's Medical Staff be approved as presented and recommended: REAPPOINTMENT APPLICATIONS: Affiliate Staff: Charles Debold, M.D., Endocrinology/Department of Internal Medicine. Park Nicollet Clinic, St. Louis Park, MN. John Haugland, M.D., Cardiovascular Disease/Department of Internal Medicine. Park Nicollet Heart Center, St. Louis Park, MN. Robert Hauser, M.D., Cardiovascular Disease/Department of Internal Medicine, Minneapolis Heart Institute, Minneapolis, MN. Richard Jolkovsky, M.D., Cardiovascular Disease/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Allied Health Staff: Michael Fischer, LICSW, Social Worker Department of Psychiatry, Independent Practice, Willmar, MN. Responsible Physician: Anthony Amon, M.D. Amie Schafer, CMA, Medical Assistant/Department of Surgery. Oral Facial Surgery, Willmar, MN. Responsible physician: James Hughes, DDS.**

CEO Report – Mike Schramm:

1. Space Planning: a) Rice has spent considerable time with regard to bringing a firm on board to assist Rice with its space planning needs, as we plan for the Imaging Services remodeling/renovation project. b) As part of this plan, a new location for the Laboratory will also need to be found. As the department grows it will encroach upon the Lab. A new location for the Lab will have to be determined. c) Master space planning for the Hospital will take place and the Exec Team will be looking at all of our space needs and then priorities will be determined for future renovation/remodeling. d) Space planning interviews were held and the firm, Perkins & Will, was selected. A schedule and timeline will be developed for the master space planning for Rice Hospital.
2. Physician Recruitment: Recruitment efforts continue in the areas of Cardiology, Orthopedics, Urology and Nephrology. Within the past few weeks there have been 14 perspective physician recruitment visits at Rice.
3. Building projects: Progress continues on both the Rice Care Center and RHM Store projects.
4. CQI Conferences: This year's CQI session available for all staff to attend is entitled, "I am Rice," presented by Dr. Barry Lane. 12 sessions are provided throughout the year for our staff. The average attendance for each session thus far has been 70 staff members.

Legislative Report:

1. Progress is being made on obtaining critical access designation for the Rice Regional Dental Clinic.
2. An update was given to the Board on the health insurance exchange, MNsure in regard to the following:
a) This is the exchange that will enroll Medicaid and MinnesotaCare. b) It is estimated that 1.3 million Minnesotans will be enrolled through the exchange in 2015. c) A board of directors will be appointed by the Governor and confirmed by the House and Senate. d) 60 million dollars will be the cost per year to run the exchange which will be funded from premium plans sold and will be a self-funded plan. e) Work on the plan continues regarding what type of benefit levels are offered in this exchange. f) Rice has signed a contract with BCBS on developing a network and payment methodology for anyone who enrolls in this new plan through the exchange in order to better understand this plan. g) The anticipated date for implementation of the new program is January 1, 2014.
3. Medical education and research costs or MERC funds: a) We have heard good news that the Governor and the House and Senate all want to reduce cuts back to 2011 levels. b) They are looking at adding additional providers that would be subject to receiving these funds such as dental therapists, etc. c) The Community health needs assessment does not apply to Rice since it is not a 501c3 Hospital/facility. d) The Medicaid surcharge does not directly affect the Hospital, but legislators are proposing to change the surcharge which is Federally matched and would pay out increased reimbursements to the Hospital(s).

New Business:

1. Review of the Hospital's 2012 Work Plan: Mike Schramm reviewed information which was developed by the Hospital's Executive Team and has also been presented and reviewed with the Hospital's Medical Staff Executive Committee. He presented to the Board an update on the RMH 2012 Work Plan in regard to: a) Rice's five pillars: Growth, Finance, Quality, People and Service. b) Summary Questions. c) Goals. d) 2012 Actions. e) Measures. f) Progress.
2. Review of the 2013-2015 Initiatives in Response to Changes in the Healthcare Environment: Mike Schramm, Dr. Flowe, Bill Fenske, Teri Beyer and Wendy Ulferts reviewed information in regard to the 2013-2015 actions, and tactical initiatives in the following areas: A) Patient/Community Health. B) Medical Staff Alignment. C) Cost Containment. D) Transition Culture from Volume-Value. E) Clinical Care/Quality Coordination.
3. Review of the Hospital's 2013 Work Plan: Mike Schramm reviewed information in regard to 2013 Actions under Rice's five pillars: Growth, Finance, Quality, People and Service. Discussion followed by the Board.

DISCUSSION: 1) Recommendation by Dr. Allen that the following language be added under the People section/Summary Question - "How do we ensure the long term strength of the RMH Board?" Change the goal to read: "Cultivate a strong board that is able to make appropriate policy and governance decisions that support Rice Memorial Hospital's mission and vision." 2 Engagement is key, along with collaboration in regard to the mutual growth of the Hospital and its Medical Staff.

ACTION: A motion was made by Director Gardner seconded by Director Cederstrom and carried that the 2013 Work Plan, and 2013 – 2015 Initiatives in Response to Changes in the Healthcare Environment, for Rice Memorial Hospital, be approved as presented and recommended, with noted revisions.

Old Business: None.

Hospital Committee Reports:

1. Finance Committee: The Committee met on April 12. In attendance were Directors Gardner, Allen, and Anfinson. The 2012 annual audit report was presented by representatives of McGladrey, LLP. Troy Barrick also presented an update on the resident move into the newly renovated space at Rice Care Center.
2. Ethics Committee: The Committee met on April 1 and Director Allen was in attendance at the meeting. Discussion was held on articles/case reviews in regard to: a) Advocacy for undocumented patients. b) Selling bone marrow/bone marrow donors. c) Clinical hierarchies.
3. The Hospital Board Executive Committee met on April 11. Directors Anfinson, Cederstrom and Gardner were in attendance.
4. The Medical Space Planning interviews were held on April 2. Director Gardner was in attendance for the interview process.
5. City Council Report: Jim Dokken reviewed the following information from the April 15 City Council meeting:
 - a) Discussion was held on the tax abatement for the Torgerson property which came down to a policy issue. The Mayor has not yet signed the document until further discussion on a tax abatement policy is held. The new Charter calls for the implementation of policy on behalf of the citizens of Willmar.

Adjournment: There being no further business, the meeting was adjourned at 7:58 p.m.

Submitted by: Jenna Fischer, Secretary

sr

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
APRIL 22, 2013

The Municipal Utilities Commission met in its regular meeting on Monday, April 22, 2013 at 11:45 .m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Jerry Gesch, Dan Holtz, Jeff Nagel and Joe Gimse. Absent were Commissioners Steve Salzer and Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/Heating Bart Murphy, Power Supply Broker Chris Carlson, Director of Finance Tim Hunstad, Director of Electric Production Jon Folkedahl, Customer Service Supervisor Stacy Stien, City Attorney Robert Scott (via teleconference), Conway, Deuth & Schmiesing Accountants Darrin Ogdahl & Wendy Martin, and WC Tribune Journalist Dave Little.

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

RESOLUTION NO. 18

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

- ❖ Minutes from the April 8, 2013 Commission meetings; and,
- ❖ Bills represented by vouchers No. 130610 to No. 130710 inclusive in the amount of \$1,758,921.89 including a MISO charge in the amount of \$68,170.94.

Dated this 22nd day of April 2013.

Vice President

ATTEST:

Secretary

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

Commissioner Schrupp introduced Certified Public Accountant Darrin Ogdahl & Senior Accountant Wendy Martin from the accounting firm of Conway, Deuth & Schmiesing, PLLP. Mr. Ogdahl was in attendance to present the Commission with a report summarizing the 2012 Financial Statements & Accountants' Report for the Willmar Municipal Utilities. Mr. Ogdahl informed the Commission that following a thorough review of the financial statements and reporting records of the Willmar Municipal Utilities, it was determined that the WMU was in compliance with the provisions of laws, regulations, contracts, and grant agreements. It was noted that all recommendations (six) presented by CDS in the "Schedule of Findings on Accounting Issues & Internal Controls" from the previous year (2011 Financial Statements & Accountants' Report) had been addressed and completed. Following discussion, Commissioner Gimse offered a motion to accept the 2012 Financial Statements & Accountants' Report as presented. Commissioner Holtz seconded the motion which carried by a vote of five ayes and zero nays.

General Manager Hompe informed the Commission that a number of utility-related statistical reports would be presented at this time. The informational reports presented were:

- 1) February 2013 Power Supply Report (Power Supply Broker Carlson);
- 2) March 2013 Revenue/Sales Report (Customer Service Supervisor Stien);
- 3) March 31, 2013 Investment Report (Director of Finance Hunstad) and,
- 4) March 2013 Financial Report (Director of Finance Hunstad).

All report presentations were for information only.

At this time, General Manager Hompe was requesting that the Commission remove item #4 ("Review & approve bid award for Mobile Substation Transformer Repair Project") from today's agenda. Following a review the bids submitted, Staff was recommending to further evaluate and analyze the bids prior to awarding the bid. This item will be included on the agenda for the May 13th MUC meeting.

Commissioner Schrupp (WMU Labor Committee Chair) informed the Commission that the WMU Labor Committee had conducted a six-month performance evaluation of the General Manager position. He stated that following General Manager Hompe's favorable review, the Labor Committee was recommending a \$3,000/year adjustment in salary (from \$115,000 to \$118,000). Following discussion, Commissioner Schrupp offered a resolution to approve a wage increase of \$3,000/year for General Manager Hompe. Commissioner Holtz seconded.

RESOLUTION NO. 19

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that following a positive six-month job performance evaluation, that the salary for General Manager Wesley Hompe be adjusted from \$115,000 to \$118,000 retroactive to March 5, 2013 (date of actual performance review)."

Dated this 22nd day of April 2013.

Vice President

ATTEST:

Secretary

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

General Manager Hompe informed the Commission that a Strategic Planning Session has been tentatively scheduled for June 1st beginning at 9:00 a.m. The facilitator for the session will be Dave Unmacht from Springsted, Inc. Commissioners will be advised of the location and instructions for the planning session in the near future.

General Manager Hompe made a request to the Commission to schedule a meeting of the WMU Planning Committee. Among the items to be addressed would be the computer system upgrade and the northside underground electric distribution system. Following discussion, it was the consensus of the Commission to schedule a meeting of the WMU Planning Committee for Friday, April 26th beginning at 11:00 a.m.

General Manager Hompe reminded the Commissioners of upcoming meetings and conferences to note. These items include:

1. CMMPA Annual Meeting – April 25th (rescheduled) in Springfield or April 23rd in Owatonna (both @ 5:00 p.m.)
2. MRES Annual Meeting – May 8-9 in Sioux Falls,
3. APPA National Conference – June 14-19 in Nashville, TN

Anyone interested in attending any or all of the meetings should contact Beth Mattheisen at the WMU office for necessary arrangements to be made.

General Manager Hompe informed the Commission of two changes affecting the WMU personnel. Janell Johnson of Atwater, Minnesota, recently joined the WMU Staff as the new Compliance Officer. Line Department Foreman Brian Peters will be retiring from WMU after 34 years of service.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Jeff Kimpling
Manager of Electric Services

ATTEST:

Jerry Gesch, Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, APRIL 24, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, April 24, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Charles Oakes, Andrew Engan, Bob Poe, Nick Davis, and Gary Geiger.

**** Members Absent:** Scott Thaden, and Randy Czarnetzki.

**** Others Present:** Adam Arvidson, Margaret Fleck, Bethany Hardy, John Chapin, John Cola, Jessica Bruck, Zack Liebl, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the April 10, 2013 meeting were approved as presented.

3. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05: Mr. Oakes made a motion, seconded by Mr. Geiger to remove the item from the table and open it up for further discussion.

The motion carried.

Staff updated the Commission on comments from the Fire Chief regarding access and hydrants, reiterated the previous comments from the City Engineer regarding civil plans, and shared the current numbers on enrollment, classrooms, and teachers.

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

The architects depicted additional parking areas on the east and west side of the main portion of the building where parking could be accommodated to meet the five year enrollment projections (20 spaces each lot).

John Chapin, interim administrator for Community Christian School, said that they are a member of MN High School Sports Federation for cross country, track, and golf. None of those events are held on the premises, and any band/choir concerts are held elsewhere for better acoustics. Large event parking shouldn't be an issue.

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

- A. A parking plan shall be submitted and approved by staff depicting how sport and music event parking will be accommodated.
- B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.

- C. Full civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
- D. Fire Chief Comments for access, fire lanes, hydrant, and additional parking shall be met and/or approved by him prior to school year commencement (Fall 2013).
- E. All utilities and services shall be as per MUC and City policies and standards.
- F. The use shall meet all applicable local, state, and federal laws and regulations at all times.
- G. The exterior façade of the addition shall blend and match the colors and materials of the existing structure as best as possible.

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

The motion carried.

- 4. DOWNTOWN GATEWAYS PRESENTATION: Adam Arvidson, of Treeline, presented possible Downtown Gateways scenarios for the main entrances into downtown as per the Downtown Plan that was adopted last year. He designed three possible themes connected to the development and ecosystem of the area one relating to the railroad, the glacial lakes, and the forest meeting the prairie.

The Commission talked about placement, style considerations, and fit for the intersections. They thanked Mr. Arvidson for his presentation and designs and look forward to the project moving forward.

- 5. There being no further business to come before the Commission, the meeting adjourned at 8:16 p.m.

Respectfully submitted,


Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-APRIL 24, 2013

STAFF COMMENTS

1. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05:

- The applicant is Cities Edge Architects on behalf of Community Christian School, Willmar, MN.
- The applicant is proposing a 24,400 sq. ft. one story addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19th Ave. SW)(see file for full legal).
- The property is zoned R-2, and as it is already an existing private school facility plan review is required.
- All setbacks will be met/exceeded with the proposed addition.
- The addition may be done in two phases, depending on funding etc.
- The Zoning Ordinance stipulates that parking spaces for High Schools should be one space for each four (4) students plus three (3) spaces for each classroom. The current parking lot layout has 62 stalls and 10 bus stalls the proposed schematic is 84 stalls. There are currently 31 High School Students and 5 High School teachers. Once all phases of the addition are completed there will be a band room, choir room, 4 High School Rooms, and 22 pre-school to middle school rooms. The proposed parking meets current Ordinance requirements, if the projected five year growth is realized additional parking will be needed.
- How many parking stalls could be accommodated in the proposed additional parking areas?
- The exterior façade of the addition will blend and match the colors and materials of the existing structure as best as possible.
- No landscape plan was submitted, landscape plan shall be submitted prior to issuance of a building permit.
- **Interim City Engineer Comments:** A preliminary grading plan has been submitted, but full Civil plans have not been submitted. The Civil plans shall include the following:
 1. Utility plans.
 2. Grading, drainage, and erosion control plans.
 3. Stormwater pollution prevention plan.
 4. Stormwater Management Plan and hydraulic calculations.All approvals and permitting, shall be contingent upon Interim City Engineer review/comments and conditions all being met.
- **Fire Chief Comments:**
 1. I would request one fire apparatus access lane 26 feet in width be constructed on the North side of the future structure. I'm also requesting 1 additional fire hydrant be placed near the end of the above-noted fire apparatus access lane. Due to the length of the apparatus access lane, a 120'-foot hammerhead turn-around will be required.

2. Parking at the facility during events causes me concern for responding apparatus. If possible I would recommend additional parking to minimize visitors from parking in the Fire Lane. This will also provide adequate space for apparatus to maneuver upon arrival.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. A parking plan shall be submitted and approved by staff depicting how sport and music event parking will be accommodated.
- B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.
- C. Full civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
- D. Fire Chief Comments for access, fire lanes, and additional parking shall be met and/or approved by him prior to school year commencement (Fall 2013).
- E. All utilities and services shall be as per MUC and City policies and standards.
- F. The use shall meet all applicable local, state, and federal laws and regulations at all times.

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AMERICAN SOLUTIONS FOR B 36149 05/01/13	000046 ACCTS PAYABLE CHECKS	534.57		01416409		D N	OFFICE SUPPLIES	101.41403.0220
AMERICAN WELDING & GAS I 36150 05/01/13	000057 2 FIRE EXTINGUISHERS	152.84		02152815		D N	SMALL TOOLS	101.43425.0221
36150 05/01/13	FIRE EXTINGUISHER CLIPS	57.15		02152815		D N	MTCE. OF EQUIPME	101.43425.0224
36150 05/01/13	CYLINDER RENTAL	12.92		02175917		D N	RENTS	101.43425.0440
	VENDOR TOTAL	222.91		*CHECK TOTAL				
ASMUS/JULIE 36151 05/01/13	001221 SUPPLIES-DISPLAY CASE	150.98		179		D N	GENERAL SUPPLIES	101.42411.0229
AUTOLIV ASP INC 36152 05/01/13	002991 NOPTIC THERMAL IMAGER	2,600.00		1294709		D N	MACHINERY AND AU	450.42411.0553
36152 05/01/13	NOPTIC THERMAL IMAGER	2,600.00		1294709		D N	MACHINERY AND AU	450.42411.0553
	VENDOR TOTAL	5,200.00		*CHECK TOTAL				
BAKER PRINTING INK 36153 05/01/13	002534 FIRE ALARM PERMIT LABELS	331.01		0413/146		D N	OFFICE SUPPLIES	101.42412.0220
BATTERY WHOLESALER INC 36154 05/01/13	002860 #080492-BATTERY	75.96		13555		D N	MTCE. OF EQUIPME	101.43425.0224
36154 05/01/13	UPS BATTERIES	52.13		13881		D N	MTCE. OF EQUIPME	651.48484.0224
	VENDOR TOTAL	128.09		*CHECK TOTAL				
BERNICK'S PEPSI-COLA CO 36155 05/01/13	000103 OFFICE COFFEE	39.48		4096		D N	GENERAL SUPPLIES	101.43425.0229
36155 05/01/13	OFFICE COFFEE	39.48		8395		D N	GENERAL SUPPLIES	101.43425.0229
	VENDOR TOTAL	78.96		*CHECK TOTAL				
BNSF RAILWAY COMPANY 36156 05/01/13	000129 RR CROSSING SIGNALS	420.50		1305/EST. 1		D N	MTCE. OF OTHER I	413.48455.0336
BRAD'S PLUMBING 36157 05/01/13	001896 CK BACKFLOW PREVENTORS	424.96		3876		D N	MTCE. OF EQUIPME	651.48485.0224
36157 05/01/13	CK BACKFLOW PREVENTORS	360.00		3876		D N	MTCE. OF EQUIPME	651.48485.0334
	VENDOR TOTAL	784.96		*CHECK TOTAL				
BROWN TRAFFIC PRODUCTS 36158 05/01/13	002241 SIGNAL LIGHT VISORS	153.90		037863		D N	MTCE. OF OTHER I	101.43425.0225
BSE 36159 05/01/13	001980 FURNACE CONTROL COVER	24.31		905492970		D N	MTCE. OF STRUCTU	101.42412.0225

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BSE	001980							
36159 05/01/13	FUSES FOR SCOREBOARD	67.65		905552600		D N	MTCE. OF OTHER I	101.43425.0226
36159 05/01/13	FUSES FOR SCOREBOARD	128.25		905553344		D N	MTCE. OF OTHER I	101.43425.0226
36159 05/01/13	REPLACEMENT PLUG	20.58		905556010		D N	MTCE. OF EQUIPME	101.42412.0224
	*CHECK TOTAL	240.79						
	VENDOR TOTAL	240.79						
BSN SPORTS INC	003001							
36160 05/01/13	BASEBALL SUPPLIES	2,754.97		95271966		D N	GENERAL SUPPLIES	101.45432.0229
CANON FINANCIAL SERVICES	002336							
36161 05/01/13	COPIER LEASE AGRMT	26.59		12675776		D N	RENTS	101.43425.0440
CARDMEMBER SERVICE	002365							
36142 04/17/13	STEVENS-CONFERENCE REG.	225.00		STMT/3-13		D N	TRAVEL-CONF.-SCH	101.41400.0333
36142 04/17/13	KARDELL-SEMINAR REGIS.	85.00		STMT/3-13		D N	TRAVEL-CONF.-SCH	101.41402.0333
36142 04/17/13	ROSEMEIER-SEMINAR REGIS.	85.00		STMT/3-13		D N	TRAVEL-CONF.-SCH	101.41402.0333
36142 04/17/13	MINI DV PRO CASSETTES	133.20		STMT/3-13		D N	GENERAL SUPPLIES	101.41409.0229
36142 04/17/13	MONTHLY PHONE SERVICE	127.19		STMT/3-13		D N	COMMUNICATIONS	101.41409.0330
36142 04/17/13	USTREAM VIDEO SUBSCRIP.	49.00		STMT/3-13		D N	SUBSCRIPTIONS AN	101.41409.0443
36142 04/17/13	PROFESSIONAL SERVICES	125.00		STMT/3-13		D N	PROFESSIONAL SER	101.41409.0446
36142 04/17/13	PROFESSIONAL SERVICES	29.00		STMT/3-13		D N	PROFESSIONAL SER	101.41409.0446
36142 04/17/13	REPORTS/FORMS	19.24		STMT/3-13		D N	OFFICE SUPPLIES	101.42411.0220
36142 04/17/13	CABLES/PARTS	69.98		STMT/3-13		D N	MTCE. OF EQUIPME	101.42411.0224
36142 04/17/13	SUPPLIES FOR THE ARMOY	94.91		STMT/3-13		D N	GENERAL SUPPLIES	101.42411.0229
36142 04/17/13	SUPPLIES FOR THE ARMOY	57.62	CR	STMT/3-13		D N	GENERAL SUPPLIES	101.42411.0229
36142 04/17/13	HELGESON/HAY-LODGING	224.98		STMT/3-13		D N	TRAVEL-CONF.-SCH	101.42411.0333
36142 04/17/13	HERZOG/WALLACE-LODGING	224.98		STMT/3-13		D N	TRAVEL-CONF.-SCH	101.42411.0333
36142 04/17/13	LAUGHLIN-LODGING DEPOSIT	125.00		STMT/3-13		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	1,559.86		*CHECK TOTAL				
		1,559.86						
CARLSON/MICHAEL	002996							
36162 05/01/13	CRIMINAL PATROL TRNG	15.75		179		D N	TRAVEL-CONF.-SCH	101.42411.0333
CARRANZA/NOE	002547							
36163 05/01/13	PROFESSIONAL SERVICES	100.00		040913		D M 07	PROFESSIONAL SER	101.42411.0446
CENTERPOINT ENERGY	000467							
36164 05/01/13	NATURAL GAS CHARGES	12.82		6007936/4-13		D N	UTILITIES	230.43430.0332
36164 05/01/13	NATURAL GAS CHARGES	2,505.17		6007939/4-13		D N	UTILITIES	101.43425.0332
36164 05/01/13	NATURAL GAS CHARGES	32.81		6038773/4-13		D N	UTILITIES	101.43425.0332
36164 05/01/13	NATURAL GAS CHARGES	1,776.21		6051271/4-13		D N	UTILITIES	101.45433.0332
36164 05/01/13	NATURAL GAS CHARGES	70.01		6059198/4-13		D N	UTILITIES	101.43425.0332
36164 05/01/13	NATURAL GAS CHARGES	544.15		6084836/4-13		D N	UTILITIES	101.45435.0332
36164 05/01/13	NATURAL GAS CHARGES	728.11		6085332/4-13		D N	UTILITIES	101.45433.0332
36164 05/01/13	NATURAL GAS CHARGES	644.64		6102726/4-13		D N	UTILITIES	101.42412.0332
36164 05/01/13	NATURAL GAS CHARGES	607.98		6725927/4-13		D N	UTILITIES	230.43430.0332

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY			000467											
36164	05/01/13	NATURAL GAS CHARGES		12.82		7177865/4-13		D	N				UTILITIES	230.43430.0332
36164	05/01/13	NATURAL GAS CHARGES		351.85		8503501/4-13		D	N				UTILITIES	651.48485.0332
36164	05/01/13	NATURAL GAS CHARGES		728.25		8512023/4-13		D	N				UTILITIES	651.48485.0332
36164	05/01/13	NATURAL GAS CHARGES		9,775.70		8795475/4-13		D	N				UTILITIES	651.48484.0332
		VENDOR TOTAL		17,790.52		*CHECK TOTAL								
		VENDOR TOTAL		17,790.52										
CHAMBERLAIN OIL CO			000154											
36165	05/01/13	OIL		1,647.56		110808		D	N				INVENTORIES-MDSE	101.125000
36165	05/01/13	DRUM RETURN		40.00CR		110808		D	N				INVENTORIES-MDSE	101.125000
		VENDOR TOTAL		1,607.56		*CHECK TOTAL								
		VENDOR TOTAL		1,607.56										
CHARTER COMMUNICATIONS			000736											
36166	05/01/13	MONTHLY PHONE SERVICE		44.79		0594/4-13		D	N				COMMUNICATIONS	101.41409.0330
36166	05/01/13	MONTHLY PHONE SERVICE		157.01		1251/4-13		D	N				COMMUNICATIONS	101.41409.0330
36166	05/01/13	MONTHLY PHONE SERVICE		154.12		5168/4-13		D	N				COMMUNICATIONS	101.41409.0330
36166	05/01/13	MONTHLY PHONE SERVICE		107.91		5168/4-13		D	N				COMMUNICATIONS	101.41409.0330
		VENDOR TOTAL		463.83		*CHECK TOTAL								
		VENDOR TOTAL		463.83										
CLOUDNET			002354											
36167	05/01/13	DOMAIN NAME REGISTRATION		22.00		20130438787		D	N				COMMUNICATIONS	208.45005.0330
CNA SURETY			003019											
36168	05/01/13	RIGHT OF WAY BOND		33.28		71226749		D	N				PREPAID EXPENSES	101.128000
36168	05/01/13	RIGHT OF WAY BOND		66.72		71226749		D	N				INSURANCES AND B	101.43425.0441
		VENDOR TOTAL		100.00		*CHECK TOTAL								
		VENDOR TOTAL		100.00										
COALITION OF GREATER MN			001335											
36169	05/01/13	ANDERSON-SEMINAR REGIS.		60.00		042513		D	N				TRAVEL-CONF.-SCH	101.41401.0333
36169	05/01/13	JOHNSON-SEMINAR REGIS.		60.00		042513		D	N				TRAVEL-CONF.-SCH	101.41401.0333
		VENDOR TOTAL		120.00		*CHECK TOTAL								
		VENDOR TOTAL		120.00										
CODE 4 SERVICES LLC			002984											
36170	05/01/13	LTS/SIREN FOR SQUAD		4,006.62		938		D	N				MACHINERY AND AU	450.42411.0553
36170	05/01/13	SIREN CNTRL/SQUAD EQUI		1,355.68		949		D	N				MACHINERY AND AU	450.42411.0553
36170	05/01/13	PUSH BUMPER/LTS/PANEL		706.40		966		D	N				MACHINERY AND AU	450.42411.0553
36170	05/01/13	PUSH BUMPER/LTS/PANEL		706.40		966		D	N				MACHINERY AND AU	450.42411.0553
36170	05/01/13	PUSH BUMPER/LTS/PANEL		706.40		966		D	N				MACHINERY AND AU	450.42411.0553
		VENDOR TOTAL		7,481.50		*CHECK TOTAL								
		VENDOR TOTAL		7,481.50										
COLEPAPERS INC			000170											
36171	05/01/13	TOILET TISSUE/HAND TWLS		405.05		8848048		D	N				GENERAL SUPPLIES	101.45435.0229

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/01/2013 14:46:01

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
COLEPAPERS INC 36171 05/01/13 36171 05/01/13	000170 CLEANING SUPPLIES CLEANING SUPPLIES	168.02 167.08 740.15		8848049 8848049 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.41408.0228 101.45427.0228
	VENDOR TOTAL	740.15						
COLLISION CARE 36172 05/01/13 36172 05/01/13	003017 #121406 REPAIR-PARTS #121406 REPAIR-LABOR	696.40 862.50 1,558.90		1175 1175 *CHECK TOTAL		D N D N	INSURANCE DEDUCT INSURANCE DEDUCT	101.41428.0822 101.41428.0822
	VENDOR TOTAL	1,558.90						
CON-WAY FREIGHT INC 36173 05/01/13	.01586 SHIPPING CHARGES	198.82		114-077036		D N	POSTAGE	651.48484.0223
CONTINENTAL RESEARCH COR 36174 05/01/13	000178 ADHESIVE	127.54		385988-CRC-1		D N	GENERAL SUPPLIES	651.48484.0229
CORNELL-ELKJER AGENCY 36175 05/01/13 36175 05/01/13	000181 PUBLIC OFFICIAL BOND PUBLIC OFFICIAL BOND	367.87 515.13 883.00		100321/6-13 100321/6-13 *CHECK TOTAL		D N D N	PREPAID EXPENSES INSURANCES AND B	101.128000 101.41428.0441
	VENDOR TOTAL	883.00						
CROW CHEMICAL & LIGHTING 36176 05/01/13	000186 SUPPLIES	32.06		401591		D N	GENERAL SUPPLIES	651.48484.0229
CUNNINGHAM/CAROL 36177 05/01/13	002191 RHIMB.-OFFICE SUPPLIES	9.93		041813		D N	OFFICE SUPPLIES	101.41405.0220
CUSTOM MANUFACTURING INC 36178 05/01/13	002718 PICNIC TABLE FRAMES	1,726.03		4779		D N	MICE. OF OTHER I	101.43425.0226
DELL MARKETING LP 36179 05/01/13 36179 05/01/13 36179 05/01/13	001747 MONITOR DELL 19" MONITOR BATTERY CARTRIDGE SMALL TOOLS	163.76 242.65 386.99 793.40		XJ4CRTJN7 XJ4D7XF38 XJ4D9J2C2 *CHECK TOTAL		D N D N D N	SMALL TOOLS MICE. OF EQUIPME SMALL TOOLS	101.41409.0221 101.41409.0224 101.41409.0221
	VENDOR TOTAL	793.40						
DEPT OF HUMAN SERVICES 36180 05/01/13	000009 CLEANING SERVICES	45.00		00000133227		D N	CLEANING AND WAS	101.45435.0338
DOOLEY'S PETROLEUM INC 36145 04/22/13 36145 04/22/13	002163 3,999 GALLONS UNLEADE 4,003 GALLONS DIESEL	13,096.34 12,134.69 25,231.03		630191 630192 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
	VENDOR TOTAL	25,231.03						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DYNA SYSTEMS 36181 05/01/13 DRILL BITS 36181 05/01/13 SCREWS VENDOR TOTAL	67.94 128.56 196.50 196.50	20665484 20665484 *CHECK TOTAL		D N D N	SMALL TOOLS MTCE. OF EQUIPME	101.43425.0221 101.43425.0224
ED DAVIS BUSINESS MACHIN 36182 05/01/13 COPY PAPER/SUPPLIES 36182 05/01/13 OFFICE SUPPLIES 36182 05/01/13 OFFICE SUPPLIES 36182 05/01/13 FLOOR MAT 36182 05/01/13 CALCULATOR 36182 05/01/13 OFFICE SUPPLIES VENDOR TOTAL	73.32 38.71 33.48 129.24 177.34 15.51 467.60 467.60	123515 123577 123610 123650 123663 123779 *CHECK TOTAL		D N D N D N D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES GENERAL SUPPLIES SMALL TOOLS OFFICE SUPPLIES	208.45005.0220 741.48001.0220 741.48001.0220 101.41408.0229 101.41405.0221 741.48001.0220
EMD MILLIPORE CORPORATION 36183 05/01/13 LAB SUPPLIES 36183 05/01/13 LAB SUPPLIES VENDOR TOTAL	319.24 846.90 1,166.14 1,166.14	6381414 6381881 *CHECK TOTAL		D N D N	GENERAL SUPPLIES GENERAL SUPPLIES	651.48484.0229 651.48484.0229
EQUIPMENT SYSTEMS CO 36184 05/01/13 MANHOLE EXTRACTOR PICKS ERICKSON/PATSY 36185 05/01/13 SEMINAR REGISTRATION	406.58 160.00	505 041713		D N D N	SMALL TOOLS TRAVEL-CONF. -SCH	651.48485.0221 101.41404.0333
FASTENAL COMPANY 36186 05/01/13 BOLTS 36186 05/01/13 BOLTS FOR HONEYWAGON VENDOR TOTAL	15.86 29.39 45.25 45.25	MNWILL02854 MNWILL03882 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.45433.0224 651.48486.0224
FERGUSON ENTERPRISES INC 36187 05/01/13 PLUMBING PARTS 36187 05/01/13 PLUMBING PARTS 36187 05/01/13 STADIUM WATER HOOK-UP 36187 05/01/13 STADIUM WATER HOOK-UP 36187 05/01/13 GAS LINE BALL VALVE 36187 05/01/13 PLUMBING PARTS 36187 05/01/13 PLUMBING PARTS VENDOR TOTAL	11.08 63.33 85.95 8.33 15.67 74.72 6.19 20.79 75.47 361.53 361.53	2743154 2743459 2744115 2744361 2745213 2750524 2754686 2755380 2763197 *CHECK TOTAL		D N D N D N D N D N D N D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.43425.0225 101.43425.0225 101.43425.0225 101.43425.0225 101.43425.0225 101.43425.0225 101.43425.0225 101.43425.0225
FISCHER/BETH 36188 05/01/13 OFFICE SUPPLIES	21.99	050113		D M 07	OFFICE SUPPLIES	208.45005.0220

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
FISCHER/BETH 36188 05/01/13	002484 POSTAGE	9.20		050113		D M 07	POSTAGE	208.45005.0223
36188 05/01/13	CELL PHONE-APRIL	14.77		050113		D M 07	COMMUNICATIONS	208.45005.0330
36188 05/01/13	SPICER COMM. CLUB MTG	10.28		050113		D M 07	TRAVEL-CONF.-SCH	208.45005.0333
36188 05/01/13	TRAIL EXT. HEARING	3.50		050113		D M 07	OTHER CHARGES	208.45010.0449
36188 05/01/13	WELCOME BAG SUPPLIES	49.40		050113		D M 07	OTHER CHARGES	208.45011.0449
	VENDOR TOTAL	109.14		*CHECK TOTAL				
		109.14						
FISHNET SECURITY INC 36189 05/01/13	002817 SOFTWARE SUPPORT AGRMT	38.22		I0074181		D N	PREPAID EXPENSES	101.128000
36189 05/01/13	SOFTWARE SUPPORT AGRMT	38.22		I0074181		D N	MICE. OF EQUIPME	101.41409.0334
	VENDOR TOTAL	76.44		*CHECK TOTAL				
		76.44						
FREMONT INDUSTRIES INC 36190 05/01/13	002879 POLYMER	8,709.03		802365		D N	GENERAL SUPPLIES	651.48484.0229
G & K SERVICES 36191 05/01/13	002465 CLEANING SERVICES	51.46		1007416449		D N	CLEANING AND WAS	230.43430.0338
GALLS 36192 05/01/13	000288 CSO-BOOTS	147.00		000532443		D N	SUBSISTENCE OF P	101.42411.0227
GENERAL MAILING SERVICES 36193 05/01/13	000293 POSTAGE 03/11 - 03/15/13	35.37		231		D N	POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	19.80		231		D N	POSTAGE	101.41402.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	3.05		231		D N	POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	7.84		231		D N	POSTAGE	101.41404.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	15.00		231		D N	POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	0.56		231		D N	POSTAGE	101.42411.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	13.25		231		D N	POSTAGE	101.42412.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	30.61		231		D N	POSTAGE	101.43417.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	15.80		231		D N	POSTAGE	101.43425.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	0.56		231		D N	POSTAGE	101.45432.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	15.26		231		D N	POSTAGE	101.45432.0223
36193 05/01/13	POSTAGE 03/11 - 03/15/13	30.58		260		D N	POSTAGE	230.43430.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	25.40		260		D N	POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	63.84		260		D N	POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	2.24		260		D N	POSTAGE	101.41404.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	1.68		260		D N	POSTAGE	101.41405.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	15.00		260		D N	POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	0.56		260		D N	POSTAGE	101.42411.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	14.19		260		D N	POSTAGE	101.42412.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	1.12		260		D N	POSTAGE	101.43417.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	0.81		260		D N	POSTAGE	101.43425.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	1.83		260		D N	POSTAGE	101.45432.0223
36193 05/01/13	POSTAGE 03/18 - 03/22/13	153.44		260		D N	POSTAGE	651.48484.0223

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293												
36193 05/01/13	POSTAGE 03/25 - 03/29/13	62.06		289		D	N				POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	12.88		289		D	N				POSTAGE	101.41402.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	51.66		289		D	N				POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	1.57		289		D	N				POSTAGE	101.41405.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	15.00		289		D	N				POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	0.56		289		D	N				POSTAGE	101.41428.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	1.68		289		D	N				POSTAGE	101.42411.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	10.36		289		D	N				POSTAGE	101.42412.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	1.12		289		D	N				POSTAGE	101.43417.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	2.80		289		D	N				POSTAGE	101.43425.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	0.56		289		D	N				POSTAGE	101.45432.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	2.24		289		D	N				POSTAGE	101.45433.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	1.68		289		D	N				POSTAGE	230.43430.0223
36193 05/01/13	POSTAGE 03/25 - 03/29/13	1.68		289		D	N				POSTAGE	230.43430.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	7.28		289		D	N				POSTAGE	651.48484.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	30.11		357		D	N				POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	31.15		357		D	N				POSTAGE	101.41402.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	57.90		357		D	N				POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	1.68		357		D	N				POSTAGE	101.41405.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	15.00		357		D	N				POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	1.12		357		D	N				POSTAGE	101.42411.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	2.03		357		D	N				POSTAGE	101.42412.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	3.76		357		D	N				POSTAGE	101.43425.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	16.24		357		D	N				POSTAGE	101.45432.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	1.12		357		D	N				POSTAGE	101.45433.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	2.80		357		D	N				POSTAGE	101.45435.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	8.96		357		D	N				POSTAGE	208.45005.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	9.20		357		D	N				POSTAGE	230.43430.0223
36193 05/01/13	POSTAGE 04/01 - 04/05/13	1.68		357		D	N				POSTAGE	651.48484.0223
36193 05/01/13	POSTAGE 04/08 - 04/12/13	61.47		382		D	N				POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 04/08 - 04/12/13	16.17		382		D	N				POSTAGE	101.41402.0223
36193 05/01/13	POSTAGE 04/08 - 04/12/13	10.33		382		D	N				POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 04/08 - 04/12/13	0.56		382		D	N				POSTAGE	101.41404.0223
36193 05/01/13	POSTAGE 04/08 - 04/12/13	15.00		382		D	N				POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	23.06		411		D	N				POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	142.54		411		D	N				POSTAGE	101.41402.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	4.48		411		D	N				POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	15.00		411		D	N				POSTAGE	101.41405.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	1.12		411		D	N				POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	1.12		411		D	N				POSTAGE	101.42411.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	1.12		411		D	N				POSTAGE	101.42412.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	0.56		411		D	N				POSTAGE	101.45432.0223

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 36193 05/01/13	000293 POSTAGE 04/15 - 04/19/13	0.56		411		D N	POSTAGE	101.45433.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	0.56		411		D N	POSTAGE	101.45435.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	125.32		411		D N	POSTAGE	413.48451.0223
36193 05/01/13	POSTAGE 04/15 - 04/19/13	2.19		411		D N	POSTAGE	651.48484.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	27.74		440		D N	POSTAGE	101.41401.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	15.12		440		D N	POSTAGE	101.41402.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	4.92		440		D N	POSTAGE	101.41403.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	0.56		440		D N	POSTAGE	101.41405.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	15.00		440		D N	POSTAGE	101.41408.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	3.05		440		D N	POSTAGE	101.43417.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	5.84		440		D N	POSTAGE	101.43425.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	0.81		440		D N	POSTAGE	101.45432.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	3.71		440		D N	POSTAGE	101.45433.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	8.73		440		D N	POSTAGE	101.45435.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	0.56		440		D N	POSTAGE	230.43430.0223
36193 05/01/13	POSTAGE 04/22 - 04/26/13	1.12		440		D N	POSTAGE	651.48484.0223
	VENDOR TOTAL	1,388.53		*CHECK TOTAL				
		1,388.53						
HACH COMPANY 36194 05/01/13	000316 LAB SUPPLIES	286.97		8233765		D N	GENERAL SUPPLIES	651.48484.0229
HARDWARE HANK EXPRESS 36195 05/01/13	000452 BLDG MICE-PARTS	5.12		030113		D N	MTCE. OF STRUCTU	101.43425.0225
36195 05/01/13	BATTERIES	28.83		030713		D N	GENERAL SUPPLIES	101.43425.0229
36195 05/01/13	MISCELLANEOUS SUPPLIES	35.77		031213		D N	GENERAL SUPPLIES	101.41409.0229
36195 05/01/13	CARPET TAPE	16.02		031313		D N	MTCE. OF STRUCTU	101.45433.0225
36195 05/01/13	WASTE BASKET/SUPPLIES	19.86		031513		D N	GENERAL SUPPLIES	101.45433.0229
36195 05/01/13	ICE MELT	46.16		031513		D N	GENERAL SUPPLIES	101.45433.0229
36195 05/01/13	CLEANING SUPPLIES	25.63		031613		D N	CLEANING AND WAS	101.45433.0228
36195 05/01/13	GORILLA TAPE	52.32		031613		D N	GENERAL SUPPLIES	101.45433.0229
36195 05/01/13	LOCK FOR SPEED TRAILER	19.64		031813		D N	MTCE. OF STRUCTU	101.42411.0229
36195 05/01/13	KEY FOR BLDG	4.00		031913		D N	GENERAL SUPPLIES	101.43425.0229
36195 05/01/13	SUPPLIES	4.04		032713		D N	MTCE. OF STRUCTU	101.45427.0225
36195 05/01/13	KEY FOR BLDG	3.00		032713		D N	MTCE. OF STRUCTU	101.45427.0225
36195 05/01/13	GUN RANGE STARTER CORD	20.30		033113		D N	MTCE. OF STRUCTU	101.45427.0225
	VENDOR TOTAL	305.45		*CHECK TOTAL				
		305.45						
HAUG IMPLEMENT CO - JOHN 36196 05/01/13	000324 OIL	46.34		121609		D N	MOTOR FUELS AND	101.45433.0222
HAUG-KUBOTA LLC 36197 05/01/13	002609 BELTS	79.26		2732		D N	MTCE. OF EQUIPME	101.43425.0224
HAWKINS INC 36198 05/01/13	000325 FERRIC CHLORIDE	4,902.89		3457748 RI		D N	GENERAL SUPPLIES	651.48484.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HAY/JASON 36199 05/01/13 CRIMINAL PATROL TRNG 002690	16.79		179		D N	TRAVEL-CONF.-SCH	101.42411.0333
HEGLUND CATERING 36200 05/01/13 MEALS-BOARD OF EQUALIZ. 002036	85.87		6588		D N	SUBSISTENCE OF P	101.41401.0227
HERITAGE BANK 36147 04/25/13 INVESTMENT 36147 04/25/13 INVESTMENT	1,523,000.00 11,000.00 5,000.00 1,000.00 12,000.00 3,000.00 2,000.00 268,000.00 175,000.00 2,000,000.00 2,000,000.00		042513 042513 042513 042513 042513 042513 042513 042513 042513 042513		D N D N D N D N D N D N D N D N D N D N	INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS INVESTMENTS	101.109000 205.109000 208.109000 234.109000 295.109000 296.109000 305.109000 350.109000 651.109000
VENDOR TOTAL		*CHECK TOTAL					
HILLYARD FLOOR CARE SUPP 36201 05/01/13 BUFFER PADS/HAND TOWELS 36201 05/01/13 CARPET SANITIZER 36201 05/01/13 HAND TOWELS 36201 05/01/13 CLEANING SUPPLIES 36201 05/01/13 TOILET TISSUE 36201 05/01/13 CLEANING SUPPLIES 36201 05/01/13 VACUUM REPAIR-PARTS 36201 05/01/13 VACUUM REPAIR-LABOR	194.09 103.54 40.05 92.17 44.44 101.02 66.85 81.00 723.16 723.16		600646815 600646833 600650402 600650402 600650402 600650402 700076427 700076427		D N D N D N D N D N D N D N D N	GENERAL SUPPLIES CLEANING AND WAS GENERAL SUPPLIES CLEANING AND WAS GENERAL SUPPLIES CLEANING AND WAS MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0229 101.41408.0228 101.41408.0229 101.45427.0228 101.45427.0229 101.45435.0228 101.42412.0224 101.42412.0224
VENDOR TOTAL		*CHECK TOTAL					
HUMANE SOCIETY OF KANDIY 36202 05/01/13 ANIMAL CARE SERV-2ND Q	7,200.00		4139		D N	OTHER SERVICES	101.42411.0339
HYDRITE CHEMICAL CO 36203 05/01/13 ANTIFOAM	871.20		01581728		D N	GENERAL SUPPLIES	651.48484.0229
IMAGE TREND INC 36204 05/01/13 PROFESSIONAL SERVICES	500.00		25373		D N	PROFESSIONAL SER	101.42412.0446
INTERSTATE POWER SYSTEMS 36205 05/01/13 TWAS PUMP PARTS-RETURN 36205 05/01/13 CHAIN FINE SCREENS 36205 05/01/13 MUNI PARTS 36205 05/01/13 L.S. PARTS 36205 05/01/13 HONEYWAGON BRNGS/SEAL	69.86CR 880.22 19.41 194.19 388.19 1,412.15 1,412.15		546530 RI 550617 RI 551106 RI 555693 RI 556324 RI		D N D N D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48486.0224 101.43425.0224 651.48484.0224 651.48485.0224 651.48486.0224
VENDOR TOTAL		*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
KANDI STEEL CO 36206 05/01/13 STEEL FOR CARTS 000867	148.42		8177		D N	MTCE. OF EQUIPME	101.45433.0224
KANDIYOHI CO AUDITOR 36207 05/01/13 ELECTION MICE FEE 000376	1,620.53		022113		D N	MTCE. OF EQUIPME	101.41424.0334
36207 05/01/13 ELECTION MICE FEE	1,014.00		040413		D N	COMMUNICATIONS	101.42411.0330
36207 05/01/13 13 AIR CARDS JAN-MAR	2,634.53	*CHECK TOTAL					
VENDOR TOTAL	2,634.53						
KANDIYOHI CO-OP ELECTRIC 36208 05/01/13 WELCOME TO WILLMAR SIGN 000375	105.00		STMT/4-13		D N	UTILITIES	101.43425.0332
36208 05/01/13 WELCOME TO WILLMAR SIGN	51.21		STMT/4-13		D N	UTILITIES	101.43425.0332
36208 05/01/13 WELCOME TO WILLMAR SIGN	116.00		STMT/4-13		D N	UTILITIES	101.43425.0332
36208 05/01/13 CO RD 23/HWY 71 BYPASS	743.00		STMT/4-13		D N	UTILITIES	651.48485.0332
36208 05/01/13 ELEC SERV-LIFT STATIONS	70.00		STMT/4-13		D N	UTILITIES	651.48485.0332
36208 05/01/13 ABBOTT DR LIFT STATION	36.00		STMT/4-13		D N	UTILITIES	651.48486.0332
36208 05/01/13 ELEC SERV-SECURITY LIGHT	1,121.21	*CHECK TOTAL					
VENDOR TOTAL	1,121.21						
LANGE/CRAIG 36209 05/01/13 SEXUAL ASSAULT TRNG 002000	18.08		179		D N	TRAVEL-CONF. -SCH	101.42411.0333
LARSON/JIM 36210 05/01/13 TRT HOSE REEL PARTS 002151	46.66		248		D N	SMALL TOOLS	101.42412.0221
LAYMAN CONSTRUCTION INC 36211 05/01/13 REPL. 3 WINDOWS-MAT'L 002967	2,186.66		042013		D N	MTCE. OF STRUCTU	101.41408.0225
36211 05/01/13 REPL. 3 WINDOWS-LABOR	1,093.34		042013		D N	MTCE. OF STRUCTU	101.41408.0335
VENDOR TOTAL	3,280.00	*CHECK TOTAL					
LOCATORS & SUPPLIES INC 36212 05/01/13 SAW BLADE 002162	287.51		0211796		D N	SMALL TOOLS	101.43425.0221
MADDEN, GALANTER, HANSEN 36213 05/01/13 PROFESSIONAL SERVICES 000429	42.00		040113		D N	LABOR NEGOTIATOR	101.41428.0806
36213 05/01/13 PROFESSIONAL SERVICES	1,763.17		040113		D N	LABOR NEGOTIATOR	101.41428.0806
VENDOR TOTAL	1,805.17	*CHECK TOTAL					
MADISON NATIONAL LIFE 36143 04/17/13 LTD PREMIUM-MAY 002249	48.42		202		D N	EMPLOYER INSUR.	101.41400.0114
36143 04/17/13 LTD PREMIUM-MAY	87.13		202		D N	EMPLOYER INSUR.	101.41402.0114
36143 04/17/13 LTD PREMIUM-MAY	34.59		202		D N	EMPLOYER INSUR.	101.41403.0114
36143 04/17/13 LTD PREMIUM-MAY	32.48		202		D N	EMPLOYER INSUR.	101.41404.0114
36143 04/17/13 LTD PREMIUM-MAY	49.92		202		D N	EMPLOYER INSUR.	101.41405.0114
36143 04/17/13 LTD PREMIUM-MAY	8.19		202		D N	EMPLOYER INSUR.	101.41406.0114
36143 04/17/13 LTD PREMIUM-MAY	41.80		202		D N	EMPLOYER INSUR.	101.41409.0114

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MADISON NATIONAL LIFE 36143 04/17/13	002249 LTD PREMIUM-MAY	1.71		202		D N	EMPLOYER INSUR.	101.41424.0114
36143 04/17/13	LTD PREMIUM-MAY	583.15		202		D N	EMPLOYER INSUR.	101.42411.0114
36143 04/17/13	LTD PREMIUM-MAY	19.88		202		D N	EMPLOYER INSUR.	101.42411.0114
36143 04/17/13	LTD PREMIUM-MAY	34.06		202		D N	EMPLOYER INSUR.	101.43417.0114
36143 04/17/13	LTD PREMIUM-MAY	269.10		202		D N	EMPLOYER INSUR.	101.43425.0114
36143 04/17/13	LTD PREMIUM-MAY	13.68		202		D N	EMPLOYER INSUR.	101.45432.0114
36143 04/17/13	LTD PREMIUM-MAY	42.44		202		D N	EMPLOYER INSUR.	101.45433.0114
36143 04/17/13	LTD PREMIUM-MAY	9.76		202		D N	EMPLOYER INSUR.	101.45437.0114
36143 04/17/13	LTD PREMIUM-MAY	9.80		202		D N	EMPLOYER INSUR.	101.45437.0114
36143 04/17/13	LTD PREMIUM-MAY	122.42		202		D N	EMPLOYER INSUR.	651.48484.0114
36143 04/17/13	LTD PREMIUM-MAY	13.09		202		D N	EMPLOYER INSUR.	651.48485.0114
36143 04/17/13	LTD PREMIUM-MAY	13.68		202		D N	EMPLOYER INSUR.	651.48485.0114
36143 04/17/13	LTD PREMIUM-MAY	1,435.30	*CHECK TOTAL	202		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	1,435.30						
MATHESON TRI-GAS INC 36214 05/01/13	002898 CYLINDER RENTAL	44.20		06679500		D N	RENTS	101.45433.0440
MENARDS 36215 05/01/13	000449 L.S. PUMP/PARTS	193.39		18458		D N	MTC. OF EQUIPME	651.48485.0224
36215 05/01/13	STADIUM WATER HOOK-UP	41.71		18462		D N	MTC. OF STRUCTU	101.43425.0225
36215 05/01/13	PIPE FOR CARTS	117.03		18773		D N	MTC. OF EQUIPME	101.45433.0224
36215 05/01/13	BLDG MTC. PARTS	7.46		18937		D N	MTC. OF STRUCTU	101.43425.0225
36215 05/01/13	SMALL TOOLS	10.57		19111		D N	SMALL TOOLS	651.48484.0221
36215 05/01/13	WISE-EVIDENCE ROOM	71.99		19343		D N	GENERAL SUPPLIES	101.42411.0229
36215 05/01/13	PLUMBING PARTS	36.13		19498		D N	MTC. OF STRUCTU	101.43425.0225
	VENDOR TOTAL	478.28	*CHECK TOTAL					
METRO SALES INC 36146 04/22/13	003016 COPIER LEASE AGRMT	231.92		64789A		D N	RENTS	101.42411.0440
36216 05/01/13	COPIER MTC. CHARGE-APR	248.85		516652		D N	MTC. OF EQUIPME	741.48001.0334
	VENDOR TOTAL	480.77						
MIGHTY DOG MEDIA 36217 05/01/13	002708 MN MEETINGPAGES.COM	1,200.00		1660		D N	OTHER CHARGES	208.45008.0449
MINNEAPOLIS FINANCE DEPA 36218 05/01/13	000466 PROFESSIONAL SERVICES	198.00		400413003894		D N	PROFESSIONAL SER	101.42411.0446
MN DEPT OF REVENUE 186 04/20/13	000492 SALES TAX-MARCH	705.00		STMT/3-13		M N	SALES TAX PAYABL	101.206000
186 04/20/13	USE TAX-MARCH	229.98		STMT/3-13		M N	SALES TAX PAYABL	101.206000
186 04/20/13	USE TAX-MARCH	9.23		STMT/3-13		M N	SMALL TOOLS	101.41409.0221
186 04/20/13	USE TAX-MARCH	7.65		STMT/3-13		M N	GENERAL SUPPLIES	101.41409.0229
186 04/20/13	USE TAX-MARCH	4.88		STMT/3-13		M N	GENERAL SUPPLIES	101.42411.0229

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MN DEPT OF REVENUE 186 04/20/13	000492 DIESEL FUEL TAX-MARCH	537.65		STMT/3-13		M N	MOTOR FUELS AND	101.43425.0222
186 04/20/13	USE TAX-MARCH	206.70		STMT/3-13		M N	MOTOR FUELS AND	101.43425.0222
186 04/20/13	USE TAX-MARCH	10.33		STMT/3-13		M N	SMALL TOOLS	101.45433.0221
186 04/20/13	USE TAX-MARCH	2.15		STMT/3-13		M N	MOTOR FUELS AND	101.45433.0222
186 04/20/13	USE TAX-MARCH	20.17		STMT/3-13		M N	MOTOR FUELS AND	230.43430.0222
186 04/20/13	USE TAX-MARCH	25.89		STMT/3-13		M N	MICE, OF EQUIPME	651.48484.0224
186 04/20/13	USE TAX-MARCH	59.90		STMT/3-13		M N	GENERAL SUPPLIES	651.48484.0229
186 04/20/13	USE TAX-MARCH	629.12		STMT/3-13		M N	GENERAL SUPPLIES	651.48484.0229
186 04/20/13	DIESEL FUEL TAX-MARCH	28.08		STMT/3-13		M N	MOTOR FUELS AND	651.48485.0222
	VENDOR TOTAL	2,476.73		*CHECK TOTAL				
MN UC FUND 36219 05/01/13	000524 UNEMPLOYMENT BENEFITS	1,195.35		07977283/5-13		D N	RE-EMPLOYMENT IN	101.41428.0815
MN UNITED SNOWMOBILE ASS 36220 05/01/13	001970 MEMBERSHIP DUES	33.28		70867/13		D N	PREPAID EXPENSES	208.128000
36220 05/01/13	MEMBERSHIP DUES	66.72		70867/13		D N	SUBSCRIPTIONS AN	208.45005.0443
	VENDOR TOTAL	100.00		*CHECK TOTAL				
MONOPRICE INC 36221 05/01/13	002794 COMPUTER CABLES	58.92		8079445		D N	GENERAL SUPPLIES	101.41409.0229
MOTOROLA 36222 05/01/13	001797 REMOTE MOUNT KIT/CABLE	272.53		13952254		D N	MACHINERY AND AU	450.42411.0553
MSAE 36223 05/01/13	000538 TRADE SHOW BOOTH RENTAL	640.00		5682408		D N	OTHER CHARGES	208.45008.0449
36223 05/01/13	FISCHER-SYMPOSIUM REGIS.	59.00		5755664		D N	OTHER CHARGES	208.45008.0449
	VENDOR TOTAL	699.00		*CHECK TOTAL				
MUNICIPAL CODE CORPORATI 36224 05/01/13	000540 PROFESSIONAL SERVICES	2,997.43		00228309		D N	PROFESSIONAL SER	101.41403.0446
MUNICIPAL UTILITIES 36225 05/01/13	000541 WORKERS COMP DIVIDEND	10,700.00		041913		D N	INS. PASS THROUGH	101.41428.0819
MVTL LABORATORIES INC 36226 05/01/13	000544 PROFESSIONAL SERVICES	39.00		649215		D N	PROFESSIONAL SER	651.48484.0446
36226 05/01/13	PROFESSIONAL SERVICES	65.00		650414		D N	PROFESSIONAL SER	651.48484.0446
36226 05/01/13	PROFESSIONAL SERVICES	1,158.00		650563		D N	PROFESSIONAL SER	651.48486.0446
36226 05/01/13	PROFESSIONAL SERVICES	39.00		650627		D N	PROFESSIONAL SER	651.48484.0446
36226 05/01/13	PROFESSIONAL SERVICES	395.00		650777		D N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	1,696.00		*CHECK TOTAL				
	VENDOR TOTAL	1,696.00						

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NBS CALIBRATIONS 36227 05/01/13	001167 LAB BALANCE/CALIBRATION	300.00		00084778		D N	MTC. OF EQUIPME	651.48484.0334
NCL OF WISCONSIN INC 36228 05/01/13	001627 LAB SUPPLIES	544.91		319514		D N	GENERAL SUPPLIES	651.48484.0229
NELSON INTERNATIONAL 36148 04/25/13	000568 REPAIR-PARTS	4,773.28		308342		D N	MTC. OF EQUIPME	651.48486.0224
36148 04/25/13	#069956 REPAIR-LABOR	3,454.13		308342		D N	MTC. OF EQUIPME	651.48486.0334
36148 04/25/13	#069956 REPAIR-LABOR	3,454.13		39117		D N	MTC. OF EQUIPME	651.48486.0224
36148 04/25/13	CASING CREDIT	90.00CR		39117		D N	MTC. OF EQUIPME	651.48486.0224
36148 04/25/13	#088960-WATER PUMP	207.37		599384		D N	MTC. OF EQUIPME	101.43425.0224
36148 04/25/13	#088960-BRAKE CHAMBER	11.96		599405		D N	MTC. OF EQUIPME	101.43425.0224
36148 04/25/13	#052443-TUBE/GSKT/BOLTS	332.12		599549		D N	MTC. OF EQUIPME	101.43425.0224
36148 04/25/13	FILTERS	90.01		599550		D N	INVENTORIES-MDSE	101.125000
36148 04/25/13	#088960-BRAKE CHAMBER	78.18		599694		D N	MTC. OF EQUIPME	101.43425.0224
36148 04/25/13	#052443-HOSE	118.92		599922		D N	MTC. OF EQUIPME	101.43425.0224
36148 04/25/13	#052443-HOSE	8,975.97		599922		D N	MTC. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	8,975.97		*CHECK TOTAL				
NELSON/AUDREY 36229 05/01/13	003018 MILEAGE-LMC TRAINING	197.76		456		D N	TRAVEL-CONF.-SCH	101.41401.0333
NEXTEL COMMUNICATION 36230 05/01/13	000578 CELLULAR PHONE USAGE	58.99		317498885-059		D N	COMMUNICATIONS	101.41400.0330
36230 05/01/13	CELLULAR PHONE USAGE	58.99		317498885-059		D N	COMMUNICATIONS	101.41402.0330
36230 05/01/13	CELLULAR PHONE USAGE	58.99		317498885-059		D N	COMMUNICATIONS	101.41403.0330
36230 05/01/13	CELLULAR PHONE USAGE	58.99		317498885-059		D N	COMMUNICATIONS	101.41405.0330
36230 05/01/13	CELLULAR PHONE USAGE	176.97		317498885-059		D N	COMMUNICATIONS	101.41409.0330
36230 05/01/13	CELLULAR PHONE USAGE	271.67		317498885-059		D N	COMMUNICATIONS	101.42411.0330
36230 05/01/13	CELLULAR PHONE USAGE	167.83		317498885-059		D N	COMMUNICATIONS	101.42412.0330
36230 05/01/13	CELLULAR PHONE USAGE	17.07		317498885-059		D N	COMMUNICATIONS	101.43417.0330
36230 05/01/13	CELLULAR PHONE USAGE	117.98		317498885-059		D N	COMMUNICATIONS	101.43425.0330
36230 05/01/13	CELLULAR PHONE USAGE	25.06		317498885-059		D N	COMMUNICATIONS	101.45432.0330
36230 05/01/13	CELLULAR PHONE USAGE	10.05		317498885-059		D N	COMMUNICATIONS	101.45433.0330
36230 05/01/13	CELLULAR PHONE USAGE	68.49		317498885-059		D N	COMMUNICATIONS	651.48484.0330
36230 05/01/13	CELLULAR PHONE USAGE	8.63		317498885-059		D N	COMMUNICATIONS	651.48485.0330
	VENDOR TOTAL	1,099.71		*CHECK TOTAL				
NPPA 36231 05/01/13	001091 MEMBERSHIP DUES	18.30		2963722		D N	PREPAID EXPENSES	101.128000
36231 05/01/13	MEMBERSHIP DUES	91.70		2963722		D N	SUBSCRIPTIONS AN	101.42412.0443
	VENDOR TOTAL	110.00		*CHECK TOTAL				
PETERSON SHOE STORE 36232 05/01/13	000608 MARCUS-SAFETY BOOTS	125.00		146798		D N	SUBSISTENCE OF P	101.45433.0227
36232 05/01/13	WERDER-SAFETY BOOTS	42.50		147036		D N	SUBSISTENCE OF P	651.48484.0227
	VENDOR TOTAL	167.50		*CHECK TOTAL				

Vendor Payments History Report
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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PLUMBING & HEATING OF WI 000618 36233 05/01/13 RESTROOM REPAIR-PARTS 36233 05/01/13 RESTROOM REPAIR-LABOR VENDOR TOTAL	63.00 105.00 168.00 168.00		15892 15892 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.41408.0225 101.41408.0335
POWER PLAN OIB 36234 05/01/13 #010410-SOLONOID/SWITCH	641.88		P29420		D N	MTCE. OF EQUIPME	101.43425.0224
PREMIUM WATERS INC 36235 05/01/13 DRINKING WATER	35.00		330267/3-13		D N	SUBSISTENCE OF P	101.41409.0227
PUBLIC HEALTH 36236 05/01/13 LIVINGOOD-SEMINAR REGIS. 36236 05/01/13 HERZOG-SEMINAR REGIS. 36236 05/01/13 ASMUS-SEMINAR REGIS. VENDOR TOTAL	25.00 25.00 25.00 75.00 75.00		042513 042513 042513 *CHECK TOTAL		D N D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.42411.0333 101.42411.0333 101.42411.0333
QUALITY FLOW SYSTEMS INC 36237 05/01/13 L.S. SEAL	339.56		26338		D N	MTCE. OF EQUIPME	651.48485.0224
QUICK SIGNS 36238 05/01/13 HOME RUN FENCE SIGNS 36238 05/01/13 CHNG DATE-BRUSHSITE SIGN VENDOR TOTAL	125.04 16.03 141.07 141.07		168848 168852 *CHECK TOTAL		D N D N	MTCE. OF OTHER I MTCE. OF OTHER I	101.43425.0226 101.43425.0226
RICOH USA INC 36239 05/01/13 COPIER LEASE AGRMT	707.05		88930470		D N	RENTS	741.48001.0440
RIDGEWATER COLLEGE 36240 05/01/13 HANNEMAN-1ST RESP. TRNG	161.61		00170468		D N	TRAVEL-CONF.-SCH	101.42411.0333
ROTH CHEVROLET 36241 05/01/13 #104490 REPAIR-PARTS 36241 05/01/13 #104490 REPAIR-LABOR VENDOR TOTAL	597.90 360.00 957.90 957.90		05663 05663 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42411.0224 101.42411.0334
RUNNING'S SUPPLY INC 36242 05/01/13 DRAIN GRATES 36242 05/01/13 AIR COMPRESSOR PARTS 36242 05/01/13 SMALL TOOLS 36242 05/01/13 FLAGS FOR MARKING 36242 05/01/13 PLANT SUPPLIES VENDOR TOTAL	13.16 25.64 24.98 26.71 16.33 106.82 106.82		3118449 3121976 3122295 3126499 3132285 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF STRUCTU MTCE. OF EQUIPME SMALL TOOLS GENERAL SUPPLIES MTCE. OF OTHER I	651.48484.0225 651.48484.0224 101.45433.0221 651.48484.0229 651.48484.0226

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SANIBEL INC 36243 05/01/13	LEISURE COMMITTEE LNCHS 001492	83.36		1037		D N	TRAVEL-CONF.-SCH	208.45005.0333
SERVICE CENTER/CITY OF W	000685							
36244 05/01/13	EQUIPMENT REPAIR-OIL	73.10		STMT/3-13		D N	MOTOR FUELS AND	101.42411.0222
36244 05/01/13	EQUIPMENT REPAIR-OIL	11.90		STMT/3-13		D N	MOTOR FUELS AND	101.42411.0222
36244 05/01/13	EQUIPMENT REPAIR-PARTS	863.15		STMT/3-13		D N	MICE. OF EQUIPME	101.42411.0224
36244 05/01/13	EQUIPMENT REPAIR-PARTS	16.20		STMT/3-13		D N	MICE. OF EQUIPME	101.42412.0224
36244 05/01/13	EQUIPMENT REPAIR-OIL	370.00		STMT/3-13		D N	MOTOR FUELS AND	101.43425.0222
36244 05/01/13	EQUIPMENT REPAIR-PARTS	459.73		STMT/3-13		D N	MICE. OF EQUIPME	101.43425.0224
36244 05/01/13	EQUIPMENT REPAIR-OIL	3.20		STMT/3-13		D N	MOTOR FUELS AND	651.48485.0222
36244 05/01/13	EQUIPMENT REPAIR-PARTS	1,504.25		STMT/3-13		D N	MICE. OF EQUIPME	651.48485.0224
36244 05/01/13	EQUIPMENT REPAIR-OIL	10.20		STMT/4-13		D N	MOTOR FUELS AND	101.42411.0222
36244 05/01/13	EQUIPMENT REPAIR-PARTS	51.31		STMT/4-13		D N	MICE. OF EQUIPME	101.42411.0224
36244 05/01/13	EQUIPMENT REPAIR-OIL	325.03		STMT/4-13		D N	MOTOR FUELS AND	101.43425.0222
36244 05/01/13	EQUIPMENT REPAIR-PARTS	567.57		STMT/4-13		D N	MICE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	4,255.64		*CHECK TOTAL				
		4,255.64						
SHERWIN WILLIAMS CO 36245 05/01/13	PAINT FOR BLDG 000690	58.77		6443-9		D N	MICE. OF STRUCTU	101.45433.0225
SHORT ELLIOT HENDRICKSON 36246 05/01/13	MISC TRAFFIC SERVICES 001987	356.14		267330		D N	PROFESSIONAL SER	101.43417.0446
STATE INDUSTRIAL PRODUCT 36247 05/01/13	WASP/HORNET SPRAY 000712	406.71		96199583		D N	GENERAL SUPPLIES	101.43425.0229
STATEWIDE DISTRIBUTING I 36248 05/01/13	PAPER TOWELS 000718	118.95		096319		D N	GENERAL SUPPLIES	651.48484.0229
SW - WEST CNTRL SERVICES	000892							
36144 04/17/13	HEALTH INSURANCE-MAY	4,061.00		C263		D N	EMPLOYER INSUR.	101.41400.0114
36144 04/17/13	HEALTH INSURANCE-MAY	5,303.50		C263		D N	EMPLOYER INSUR.	101.41402.0114
36144 04/17/13	HEALTH INSURANCE-MAY	3,244.29		C263		D N	EMPLOYER INSUR.	101.41403.0114
36144 04/17/13	HEALTH INSURANCE-MAY	3,458.50		C263		D N	EMPLOYER INSUR.	101.41404.0114
36144 04/17/13	HEALTH INSURANCE-MAY	5,489.00		C263		D N	EMPLOYER INSUR.	101.41405.0114
36144 04/17/13	HEALTH INSURANCE-MAY	1,428.00		C263		D N	EMPLOYER INSUR.	101.41408.0114
36144 04/17/13	HEALTH INSURANCE-MAY	4,886.50		C263		D N	EMPLOYER INSUR.	101.41409.0114
36144 04/17/13	HEALTH INSURANCE-MAY	214.21		C263		D N	EMPLOYER INSUR.	101.41424.0114
36144 04/17/13	HEALTH INSURANCE-MAY	12,150.00		C263		D N	RETIRED EMPLOYEE	101.41428.0818
36144 04/17/13	HEALTH INSURANCE-MAY	30,437.10		C263		D N	INS. PASS THROUGH	101.41428.0819
36144 04/17/13	HEALTH INSURANCE-MAY	46,623.50		C263		D N	EMPLOYER INSUR.	101.42411.0114
36144 04/17/13	HEALTH INSURANCE-MAY	4,723.90		C263		D N	EMPLOYER INSUR.	101.42412.0114
36144 04/17/13	HEALTH INSURANCE-MAY	4,172.50		C263		D N	EMPLOYER INSUR.	101.43417.0114
36144 04/17/13	HEALTH INSURANCE-MAY	22,658.50		C263		D N	EMPLOYER INSUR.	101.43425.0114
36144 04/17/13	HEALTH INSURANCE-MAY	766.60		C263		D N	EMPLOYER INSUR.	101.45432.0114
36144 04/17/13	HEALTH INSURANCE-MAY	5,501.50		C263		D N	EMPLOYER INSUR.	101.45433.0114

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
05/01/2013 14:46:01

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
SW - WEST CNTRL SERVICES 36144 04/17/13	000892 HEALTH INSURANCE-MAY	454.80		C263		D N	EMPLOYER INSUR.	101.45435.0114
36144 04/17/13	HEALTH INSURANCE-MAY	865.60		C263		D N	EMPLOYER INSUR.	101.45437.0114
36144 04/17/13	HEALTH INSURANCE-MAY	13,328.50		C263		D N	EMPLOYER INSUR.	651.48484.0114
36144 04/17/13	HEALTH INSURANCE-MAY	1,428.00		C263		D N	EMPLOYER INSUR.	651.48485.0114
36144 04/17/13	HEALTH INSURANCE-MAY	1,428.00		C263		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	172,623.50		*CHECK TOTAL				
	VENDOR TOTAL	172,623.50						
TAHER INC 36249 05/01/13	000623 CVB BOARD LUNCHESES	9.09		3029		D N	TRAVEL-CONF.-SCH	101.41401.0333
36249 05/01/13	CVB BOARD LUNCHESES	9.09		3029		D N	TRAVEL-CONF.-SCH	101.41403.0333
36249 05/01/13	CVB BOARD LUNCHESES	9.09		3029		D N	TRAVEL-CONF.-SCH	101.45433.0333
36249 05/01/13	CVB BOARD LUNCHESES	81.75		3029		D N	TRAVEL-CONF.-SCH	208.45005.0333
	VENDOR TOTAL	109.02		*CHECK TOTAL				
	VENDOR TOTAL	109.02						
TDS METROCOM 36250 05/01/13	000758 MONTHLY SERVICE	231.92		240		D N	COMMUNICATIONS	101.42412.0330
36250 05/01/13	MONTHLY SERVICE	49.16		240		D N	COMMUNICATIONS	101.43425.0330
	VENDOR TOTAL	281.08		*CHECK TOTAL				
	VENDOR TOTAL	281.08						
TEMPLER/THOMAS 36251 05/01/13	001406 ANNUAL WASTEWATER CONF.	150.61		442		D N	TRAVEL-CONF.-SCH	651.48484.0333
TERMINAL SUPPLY CO 36252 05/01/13	001974 BACKUP ALARMS/ELEC. TAPE	220.47		22484-00		D N	INVENTORIES-MDSE	101.125000
THOMPSON/JUDY 36253 05/01/13	000949 SEMINAR REGISTRATION	160.00		041713		D N	TRAVEL-CONF.-SCH	101.41404.0333
TOSHIBA FINANCIAL SERVIC 36254 05/01/13	000218 COPIER LEASE AGRMT	120.77		050113		D N	RENTS	101.42412.0440
TWIN CITY SEED COMPANY 36255 05/01/13	002949 FERTILIZER	930.88		29438		D N	GENERAL SUPPLIES	101.43425.0229
UNIFORMS UNLIMITED 36256 05/01/13	000762 HANNEMAN-HOLSTER	145.29		159691		D N	SUBSISTENCE OF P	101.42411.0227
UNITED LABORATORIES 36257 05/01/13	000764 HAND CLEANER	570.29		043536		D N	CLEANING AND WAS	101.43425.0228
VIGIL/RUDY 36258 05/01/13	000951 TRICASTER HD & DVD'S	18.64		042313		D N	TRAVEL-CONF.-SCH	101.41409.0333
36258 05/01/13	DO YOU KNOW SHOW-MILEAGE	20.90		042413		D N	TRAVEL-CONF.-SCH	101.41409.0333
36258 05/01/13	NAB CONVENTION	465.09		042513		D N	TRAVEL-CONF.-SCH	101.41409.0333

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
VIGIL/RUDY 36258 05/01/13 DO YOU KNOW SHOW-MILEAGE VENDOR TOTAL	8.47 513.10 513.10		042613 *CHECK TOTAL		D N	TRAVEL-CONF.-SCH	101.41409.0333
WAL-MART COMMUNITY 36259 05/01/13 BATTERIES	52.74		032213		D N	GENERAL SUPPLIES	101.42411.0229
WALKER PROCESS EQUIPMENT 36260 05/01/13 SHEAR PINS	64.04		INV006735		D N	MTCE. OF EQUIPME	651.48484.0224
WALLACE/TIMOTHY 36261 05/01/13 CRIMINAL PATROL TRNG	14.89		179		D N	TRAVEL-CONF.-SCH	101.42411.0333
WEST CENTRAL COMMUNICATI 36262 05/01/13 DASH TO REMOTE MOUNT KIT 36262 05/01/13 DASH TO REMOTE MOUNT KIT 36262 05/01/13 DASH TO REMOTE MOUNT KIT VENDOR TOTAL	297.12 297.11 297.11 891.34 891.34		075070S 075070S 075070S *CHECK TOTAL		D N D N D N	MACHINERY AND AU MACHINERY AND AU MACHINERY AND AU	450.42411.0553 450.42411.0553 450.42411.0553
WEST CENTRAL PRINTING 36263 05/01/13 BUSINESS CARDS	172.40		16823		D N	OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL SANITATION 36264 05/01/13 GARBAGE SERVICE-APRIL	27.68		6806100/4-13		D N	CLEANING AND WAS	230.43430.0338
WEST CENTRAL TRIBUNE 36265 05/01/13 ORDINANCE PUBLISHED 36265 05/01/13 BOARD OF EQUALIZ. NOTICE 36265 05/01/13 NOTICE PUBLISHED 36265 05/01/13 NOTICE-HEARING ON ASSMTS VENDOR TOTAL	222.30 444.60 22.80 242.25 931.95 931.95		CL03050296 CL03050619 CL03050935 CL03051088 *CHECK TOTAL		D N D N D N D N	PRINTING AND PUB PRINTING AND PUB PRINTING AND PUB ADVERTISING	101.41401.0331 101.41404.0331 101.41401.0331 413.48451.0447
WILLMAR BUS SERVICE 36266 05/01/13 BUS SERVICE	50.00		13-0056		D N	OTHER CHARGES	101.45435.0449
WILLMAR CHAMBER OF COMME 36267 05/01/13 DIRECTOR SALARY 36267 05/01/13 ASSISTANT SALARY 36267 05/01/13 FICA & INSURANCE 36267 05/01/13 IPA CONTRIBUTION 36267 05/01/13 STATE UNEMPLOYMENT TAX 36267 05/01/13 FEDERAL UNEMPLOYMENT TAX 36267 05/01/13 MN WORKFORCE FEE 36267 05/01/13 PHOTO COPIES-MARCH 36267 05/01/13 PAYROLL/FLEX FEE	3,917.74 379.31 624.79 117.54 94.88 65.17 19.58 42.24 46.57		STMT/3-13 STMT/3-13 STMT/3-13 STMT/3-13 STMT/3-13 STMT/3-13 STMT/3-13 STMT/3-13 STMT/3-13		D N D N D N D N D N D N D N D N	SALARIES-REG. EM SALARIES-REG. EM EMPLOYER PENSION EMPLOYER PENSION EMPLOYER PENSION EMPLOYER PENSION EMPLOYER PENSION OFFICE SUPPLIES OTHER SERVICES	208.45005.0110 208.45005.0110 208.45005.0113 208.45005.0113 208.45005.0113 208.45005.0113 208.45005.0113 208.45005.0220 208.45005.0339

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME 36267 05/01/13 OFFICE RENT-MARCH 36267 05/01/13 MAIL PICKUP FEB-MAR 36267 05/01/13 SYMANTEC PROTECT RENEWAL	000812 36267 05/01/13 OFFICE RENT-MARCH 36267 05/01/13 MAIL PICKUP FEB-MAR 36267 05/01/13 SYMANTEC PROTECT RENEWAL	626.61 50.00 50.78 6,035.21		STMT/3-13 38256 38257 *CHECK TOTAL		D N D N D N	RENTS POSTAGE COMMUNICATIONS	208.45005.0440 208.45005.0223 208.45005.0330
VENDOR TOTAL		6,035.21						
WILLMAR DESIGN CENTER 36268 05/01/13 EXPENSE REIMBURSEMENT	002348 36268 05/01/13 EXPENSE REIMBURSEMENT	2,250.00		042513		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR ELECTRIC SERVICE 36269 05/01/13 MOVED ALARM/KEY PANEL 36269 05/01/13 MOVED ALARM/KEY PANEL	000816 36269 05/01/13 MOVED ALARM/KEY PANEL 36269 05/01/13 MOVED ALARM/KEY PANEL	32.76 95.00 127.76		22512 22512 *CHECK TOTAL		D N D N	MICE. OF STRUCTU MICE. OF STRUCTU	101.41409.0225 101.41409.0335
VENDOR TOTAL		127.76						
WILLMAR WATER & SPAS 36270 05/01/13 DRINKING WATER	000831 36270 05/01/13 DRINKING WATER	25.00		34907		D N	SUBSISTENCE OF P	651.48484.0227
WYFFELS/DAVID 36271 05/01/13 POLICE CHIEF CONFERENCE	001753 36271 05/01/13 POLICE CHIEF CONFERENCE	20.95		179		D N	TRAVEL-CONF.-SCH	101.42411.0333

ACS FINANCIAL SYSTEM
05/01/2013 14:46:01

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.23 PAGE 19

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:
2,341,222.76

RECORDS PRINTED - 000459

Vendor Payments History Report

ACS FINANCIAL SYSTEM
 05/01/2013 14:46:02

FUND RECAP:	
FUND	DESCRIPTION
101	GENERAL FUND
205	INDUSTRIAL DEVELOPMENT
208	CONVENTION & VISITORS BUREAU
230	WILLMAR MUNICIPAL AIRPORT
234	LIBRARY IMPROVEMENT RESERVE
295	COMMUNITY INVESTMENT
296	PUBLIC WORKS RESERVE
305	D.S. - 2005 BOND
350	RICE HOSPITAL DEBT SERVICE
413	S.A.B.F. - #2013
450	CAPITAL IMPROVEMENT FUND
651	WASTE TREATMENT
741	OFFICE SERVICES
TOTAL ALL FUNDS	

DISBURSEMENTS	
1,778,960.21	
11,000.00	
13,414.42	
760.19	
1,000.00	
12,000.00	
3,000.00	
2,000.00	
268,788.07	
13,845.37	
235,410.90	
1,043.60	
2,341,222.76	

BANK RECAP:	
BANK	NAME
HERT	HERITAGE BANK
TOTAL ALL BANKS	

DISBURSEMENTS	
2,341,222.76	
2,341,222.76	

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

Applicant Information

Name: Mary Huesing _____ Date of Application: April 18, 2013

Address: 529 12th St. NW _____ Phone No. 235-4324__ (must be a resident of the City of Willmar)

Email: huesingr@willmar.com

What prompted you to make application for a citizen committee? I have a strong interest in our local library.

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

I feel that having a strong public library in a community is one of the pillars of a community's strength. A public library is an important resource for every member of the community. Willmar has a wonderful library and I think the Pioneerland System is doing well in what is still a relatively weak financial environment. It is important that the library continue to serve the community in every way it can.

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

I have been a member of the Friends of the Library since it was founded and have served as president and vice-president of the organization. Presently I am the group's president. Currently I am a tutor in the library's tutoring program. About 15 years ago I served on the Pioneerland Board and was a member of the

technology committee. I have also been on the board of the League of Women Voters and am currently on the board of the Community Owned Grocery. Perhaps more importantly, I love libraries and use them often. They are an importance resource in keeping a community strong, acting not only as a source of information, but also as a gathering space for the entire community.

List your educational background: Bachelors Degree from the College of St. Catherine. Former Communications teacher at Willmar Senior High.

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

Willmar Community Owned Grocery, Friends of the Library, League of Women Voters

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

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed: *(If more than one, please number in order of choice - 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)
- X _____ Planning Commission (meets bi-monthly)
- _____ Police Civil Service Commission (meets monthly)
- _____ Rice Memorial Hospital (meets bi-monthly)
- _____ Zoning Appeals Board (meets monthly)
- _____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Margaret D Fleck Date of Application: 04/24/2013
Address: 1116 SW 15th ST Phone No. 320-444-3972
(must be a resident of the City of Willmar)
Email: mdfecom@live.com

What prompted you to make application for a citizen committee? Interested, & wanting to giving back to the City

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

I have been interested in planning since I was student in high school and Montevideo Developed the downtown street Mall that was one way. I also studied and worked in planning while in architecture school and worked with planning staff and commissions while working .

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

30 years as a licensed architect researching planning, & zoning code nationwide for a multi client practice for 15 years and another 15 as an owner representative fo Marriott and Target.

I am analytical, and more a business person then an architect. Planning, zoning and codes are necessary and wise. List your educational background: Bachelor in Architecture University of Mn College of Technology.

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

HABITAT FOR HUMANITY BOARD CHAIR

VOLUNTEER: GREEN STEP CITY TASK FORCE

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

RETIRED

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

MINNESOTA LAWFUL GAMBLING

1/13 Page 1 of 2

LG220 Application for Exempt Permit

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

Application fee (non refundable)

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

ORGANIZATION INFORMATION

Organization name: PHEASANT'S FOREVER KANDIYOHKI COUNTY #2
Previous gambling permit number: X-03697-12-001

Minnesota tax ID number, if any:
Federal employer ID number (FEIN), if any: (FOR BANQUET APRIL 6th 2013)

Type of nonprofit organization. Check one.

Fraternals, Religious, Veterans, Other nonprofit organization (checked)

Mailing address: Box 732
City: WILLMAR
State: MN
Zip code: 56201
County: KANDIYOHKI

Name of chief executive officer [CEO]:
Daytime phone number: 320 235 7572
E-mail address: Kjochs@yahoo.com

NONPROFIT STATUS

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

ON FILE ALREADY
Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

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

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

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

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

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



GAMBLING PREMISES INFORMATION

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

Address [do not use PO box]: 2100 E. HIGHWAY 12
City or township: WILLMAR
Zip code: 56201
County: KANDIYOHKI

Date[s] of activity. For raffles, indicate the date of the drawing.
DECEMBER 30, 2013

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

Bingo*, Raffle (checked), Paddlewheels*, Pull-tabs*, Tipboards*

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

To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-639-4000.

10 Local Approval

4/8/13 LM for CEO NO LGB sign = Take copy to city + fax or email/press

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

CITY APPROVAL for a gambling premises located within city limits

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

Print city name City of Willmar

Signature of city personnel [Signature]

Title City Clerk/Treasurer Date 4-12-2013



COUNTY APPROVAL for a gambling premises located in a township

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

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

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

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.165.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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

Chief executive officer's signature Kevin L. Ochsendorf Date 3-28-2013

Print name KEVIN L. OCHSENDORF

REQUIREMENTS

Complete a separate application for:

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

Send application with:

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

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

Financial report and recordkeeping required

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

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

Questions?

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

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

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

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

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

City of Willmar, Minnesota Building Inspection Report

From 04/01/2013 To 04/30/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21291	4/10/2013	SONIA RAMIREZ REGENCY PARK 1400 LAKELAND Drive NE Lot #96	95-980-6360 L 93; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - #30008 '74 ROLLOHOME 14X70 GREY	\$0.00	\$25.00
21331	4/10/2013	AMADO VILLARREAL REGENCY PARK MANAGER 1400 LAKELAND Drive NE Lot #33	95-980-5330 L 33; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO '72 RIDGEWOOD 14X70 GRAY/PINK #1464-2243	\$0.00	\$25.00
21370	4/10/2013	ANDREA MALDONADO REGENCY MANAGEMENT 1400 LAKELAND Drive NE Lot 67	95-980-6070 L 67; B WILLMAR REGENCY EAST M	Mobile Home In/Out Demolition	DEMO - CL9982 '77 ARTCRAFT 14X70 IVORY/BWN	\$0.00	\$25.00
21422	4/4/2013	BILL LEENSTRA 1419 KANDIYOHI Avenue SW	95-570-0940 L PT OF 6; B 5 NURSERY ADDITION	Residential Add/Alter Residential/Alteration	112' INTERIOR DRAINTILE	\$5,000.00	\$142.15
21427	4/4/2013	MARCUS CONSTRUCTION 2580 HIGHWAY 12 E	95-912-1050 L; B S 12; T 119; R 35	Move/Raze Demolition	DEMO 2 OVERHANG PORTIONS	\$0.00	\$150.00
21428	4/3/2013	PETERSON PROPERTIES 130 WILLMAR Avenue SE	95-923-8540 L; B S 23; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$43,869.00	\$542.68

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21429	4/3/2013	THOMAS A EHLEN 401 TROTT Avenue SW	95-006-0840 L 1-7; B 63 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$33,715.00	\$447.61
21430	4/4/2013	JUAN LEAL 908 3RD Street SE	95-250-0830 L 3; B 5 GLARUM'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,500.00	\$51.25
21434	4/8/2013	STEVEN L WILLEY 2500 15TH Street SW	95-868-0080 L 8; B 1 WESTWIND ESTATES	Residential Add/Alter Deck	RESIDENTIAL DECK	\$6,500.00	\$177.90
21437	4/10/2013	WILLMAR CHRISTIAN REFORMED CH 1804 8TH Street SW	95-922-6260 L ; B S 22; T 119N; R 35W	Churches/Schools Commercial/Alteration	MINOR INTERIOR REMODEL TO MEETING ROOM	\$700.00	\$44.08
21441	4/10/2013	KIEVO PROPERTIES LLC 1404 TROTT Avenue SE	95-184-1210 L PT OF 11-12; B 8 ERICKSON'S 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
21442	4/17/2013	MINNESOTA DEPT. OF TRANSPORTA 2505 TRANSPORTATION Drive NE	95-901-0300 L ; B S 1; T 119N; R 35W	Commercial New Commercial	CONSTRUCT 180' COMMUNICATIO NS MONOPLOE	\$240,000.00	\$1,707.25
21443	4/15/2013	ED RHUDE 502 6TH Street SW	95-006-0550 L PT OF 1-2; B 61 FIRST ADDITION	Residential Add/Alter Residential/Alteration	INTERIOR DRAIN TILE & RADON MITIGATION SYSTEM	\$7,370.00	\$178.34

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21445	4/15/2013	ARLENE R MRZENA 1725 GORTON Avenue NW	95-916-4020 L ; B S 16; T 119; R 35	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21447	4/15/2013	Brandon C Meder 500 11TH Street SW	95-006-5640 L PT OF 1 & 2; B 100 FIRST ADDITION	Residential Add/Alter Remodel	COMPLETELY REMODEL HOME	\$40,000.00	\$698.65
21450	4/22/2013	MARCUS CONSTRUCTION CO. 2580 HIGHWAY 12 E	95-912-1050 L ; B S 12; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	RENOVATE EXISTING SHOP BUILDING	\$112,000.00	\$1,618.96
21456	4/22/2013	UNITED METHODIST CHURCH 1818 9TH Street SW	95-922-7430 L ; B NW 1/4 1/4; S 22; T 119; R 35	Churches/Schools Commercial/Alteration	REPLACE WINDOWS IN CHURCH	\$12,000.00	\$314.96
21457	4/23/2013	SHERNEY ECKLUND 808 PIONEER Circle SE	95-230-0530 L 13; B 3 GESCH ADDITION	Residential Add/Alter Addition	CONSTRUCT ROOF OVER FRONT STEPS	\$4,000.00	\$124.15
21458	4/17/2013	RALPH & LORI WERSINGER 1118 TROTT Avenue SE	95-914-1310 L ; B NE 1/4 1/4; S 14; T 119; R 35	Residential Add/Alter Residential/Alteration	10 X 16 Deck & Reroof House	\$5,500.00	\$89.10
21462	4/23/2013	DOMINIC D OERTER 1009 19TH Avenue SE	95-143-0430 L 3; B 3 DANA HEIGHTS 3RD	Residential Add/Alter Residential/Alteration	RADON MITIGATION SYSTEM	\$1,500.00	\$68.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21463	4/23/2013	MARILYN ORSTEN 920 4TH Street SE	95-250-1160 L 6; B 6 GLARUM'S ADDITION	Residential Add/Alter Residential/Alteration	160' INTERIOR DRAINTILE	\$6,500.00	\$160.40
21464	4/17/2013	DENNIS LANG 716 2ND Street SE	95-410-0130 L PT OF 12-13; B 1 JOHNSON'S SUBDIVISION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
21465	4/23/2013	TERRILL J SIECK 1317 7TH Street SW	95-750-0300 L PT OF 18; B 0 SUBDIVISION N1/2 NE 1/4	Move/Raze Removal/Building	GARAGE REMOVAL	\$0.00	\$30.00
21466	4/23/2013	TERRILL J SIECK 1317 7TH Street SW	95-750-0300 L PT OF 18; B 0 SUBDIVISION N1/2 NE 1/4	Garage/Shed Garage	NEW DETACHED GARAGE	\$39,543.84	\$698.42
21467	4/25/2013	STATE OF MINNESOTA RIDGewater COLLEGE 2101 15TH Avenue NW	95-909-0070 L ; B S 9; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	MAJOR RENOVATION/PA RTIAL REMOVAL	\$7,830,000.00	\$43,176.33
21468	4/30/2013	WILLMAR PUBLIC SCHOOLS 1234 KANDIYOHI Avenue SW	95-006-7460 L 0; B 113 FIRST ADDITION	Churches/Schools Commercial/Alteration	CONSTRUCT A PARTITION WALL	\$13,225.00	\$356.82
21469	4/25/2013	KANDIYOHI COUNTY FAIR BOARD 801 7TH Street NW	95-210-0010 L ; B FAIRGROUNDS ADDITION	Commercial Add/Alter Reroofing	REROOF EXISTING LOG CABIN	\$10,000.00	\$167.75

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21470	4/25/2013	MINNWEST TECHNOLOGY 1707 18TH Street NE UNIT #1	95-508-0230 L UNIT 16; B 0 MINNWEST TECH. CIC#40	Commercial Add/Alter Commercial/Alteration	NEW TENANT RENOVATION	\$7,000.00	\$209.34
21472	4/30/2013	WILLIAM EISCHENS 702 7TH Street NW	95-710-0130 L PTS. OF 1 - 3; B 2 SEMINARY ADDITION	Residential Add/Alter Residential/Alteration	CHANGE FLAT ROOF TO 4/12 PITCH	\$5,000.00	\$142.15
21480	4/30/2013	LEROY W & DORIS M OLSON 1437 VISTA Lane SW	95-720-0120 L 2; B 2 SPAULDING'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
21481	4/30/2013	LINDA M SJOBERG 619 2ND Street SW	95-006-1540 L PT OF 9; B 67 FIRST ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,000.00	\$51.00
21482	4/30/2013	PHYLLIS R KEIL 1409 11TH Street SE	95-671-0020 L 2; B 1 PLEASANT VIEW 2ND ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
21484	4/30/2013	TOM RATH 801 26TH Avenue SW	95-683-0310 L 1; B 3 PORTLAND ACRES 3RD ADD	Residential Add/Alter Deck	RESIDENTIAL DECK	\$3,000.00	\$106.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
		Current Year Current Month Totals		33		\$8,445,422.84	\$51,686.34
		Previous Year Current Month Valuation				\$1,370,581.51	
		Current YTD Valuation From 01/01/2013 To 04/30/2013				\$9,837,044.85	
		Previous YTD Valuation				\$4,281,613.75	

Willmar Lakes Area CVB Board Meeting
EBO Room of the CVB
Tuesday, March 19, 2013 at noon

Members Present: Audrey Nelsen, Kevin Halliday, Jim Butterfield, Sue Steinert, Ron Fake, Roger Indieke, Ron Erpelding, Denny Baker and Ken Warner

Members Excused: Dave Pederson, Shawna Adams, David Feist, Don Asche, Asim Siddiqui and Janet Demuth

Members Absent: Kevin Madsen

Staff Present: Beth Fischer and Amber Schueler

- I. **Call to order:** Steinert called the meeting to order at 12:17 pm. She welcomed City Council Member Audrey Nelsen to the CVB Board of Directors and self-introductions were done.
 - a. **Additions or corrections to the agenda:** No additions or corrections to the agenda.

- II. **Approve Minutes from the January 15, 2013 Board Meeting:** It was MSC (m/Baker; s/Butterfield) to approve the minutes from the January 15, 2013 Board Meeting

- III. **Financial Report:** Halliday reported the financials are solid and lodging tax is showing a slight increase over last year at this time. Halliday emphasized the CVB Board budgeted to spend \$30,000 in reserves in 2013. This was a conscience decision to go after new business by increasing marketing efforts. It was MSC (m/Butterfield; s/Fake) to approve the financial report.

- IV. **Committee Reports:**
 - a. **Sports Committee:** Fischer reported the USA Curling Mixed National Championships are currently taking place out at the Blue Line Arena. The opening ceremony was on Saturday, March 16. Most draws are 1:30pm and 6:30pm. The curlers are saying they really appreciate the hospitality the Willmar Curling Club, Civic Center Staff and the City of Willmar has provided. The committee went over their goals for the 2013 year. Goals include: 1) Successful USA Curling Mixed Nationals Championships; 2) Support and grow tennis events in corporation with the Tennis Association; 3) Add members to the Sports Committee; 4) Support the enhancement of Robbins Island; 5) Start planning stages of a Fieldhouse for the Willmar Lakes Area; 6) Partner with the Hockey Association to strengthen tournament business. Fischer shared the area is in need of a sports complex, such as a Fieldhouse, to be able to compete with other communities to host a variety of different sporting events and tournaments. There are a variety of different Fieldhouse options available for many sports including but not limited to Basketball, Volleyball, Tennis, Softball/Baseball, Track, etc. She shared that currently it is cost prohibitive for Willmar to host several types of tournaments. Recently, Willmar was approached to host a state MSF Basketball Tournament, and the cost for using multiple locations, made it impossible for the community to host it. Willmar offered the option to New London-Spicer and they were not able to host it either. We need a facility that can establish the Willmar Lakes Area as a Sports Regional hub.
 - b. **Special Events Committee:** Baker stated at their most recent meeting, they went over their goals. The goals for the committee include: 1) Consult funding guidelines for all application requests to ensure we are meeting guidelines and funding organizations appropriately; 2) Local education via Committee, Staff and Board Members on the opportunity for new events, which meet the guidelines in Kandiyohi County, to apply for CVB Special Event funding; 3) Track attendance and lodging use at each event that is funding by the CVB Special Event funding; 4) Seek out new opportunity for area and approach an organization to host the event in Kandiyohi County with support of CVB Special Events funding. Summer

events are coming up soon; so many applications are expected shortly. Fischer stated the Green Lake Triathlon is a great example of an event enhancing itself. They started with just the triathlon and a few years ago added a Kids triathlon the day before. This attracts more people into the area for a longer period of time. They encourage existing events to come up with new ideas for their event to draw in more people. Fake added the BAM Bicycle Tour that is coming to the area on August 16 & 17 this year. They are partaking in many different events in the Willmar Lakes Area.

- c. **Meetings & Conventions Committee:** Fischer stated the committee met and went over their goals. Committee goals include: 1) Sale Calls on cold files; 2) Look into overlapping ideas with other committees for possible convention or meetings opportunity (i.e. XCC, Biking, etc.); 3)MSAE Sponsorship to debut the remodeled Conference Center; 4) Attend MSAE Expo, Fall Conference and Sales Symposium events; 5) Continue advertising programs from 2012; 6)Work toward obtaining CMP status; 7) Join DMAI
- d. **Visitor Guide Committee:** Steinert reported they are busy distributing visitor guides. The committee is currently working on their goals for the year. These goals include: 1) Send out a RFP for the 2014 Visitor Guide; 2) Successful completion of the 2014 Visitor Guide; 3) Attract new committee members from a variety of different communities and attractions in Kandiyohi County; 4) Use existing creative photos or find a way to seek out photos at no or low cost; 5) Look for new editorial feature opportunities for the guide. Fischer stated the first draft of the guide is expected in September. They do continually work on the visitor guide all year. Visitor Guides are sent out all over the world. There are 18 different tourism racks throughout the county. The guides are expected to be here the last week in December. Every type of tourism related attraction in the community is promoted in the guide.
- e. **Leisure Travel Committee:** Butterfield stated the committee met and reviewed their 2013 goals. Their goals include: 1) Bike Focus (connectivity, events, Mayor's Bike Ride, Bike Friendly Communities/County, Bike Racks, County Wide Planning). A Sub Committee to focus on Biking has been formed. 2) Work on getting more events in the area-specifically outdoors events; 3) Look for new advertising and editorial opportunities. The last meeting was held at the Kandiyohi County Historical Society in their new multi-purpose room and it was very nice. They are having an open house in May. Fischer stated the Omaha Sport Show and the Sioux Falls Sports show were both successful events. Fischer also added the committee approved to have an ad in the Minnesota Getaways mailer and the Gateway Magazine. The committee also discussed the need to support a Post Labor Day School Start. The negative economic impact, on the tourism industry, would be significant if schools started prior to Labor Day. One resort estimated their resort would lose \$10,000 a week for each week school started before Labor Day. The Leisure Committee made a formal request for the CVB to adopt a resolution in support of maintaining a Post Labor Day School Start.
- f. **Executive Committee:** Steinert stated the Executive Committee met and reviewed the proposed 2014 line-item budget for the CVB. A Budget Summary will be presented to the board for approval. The Executive Committee reviewed the request from the Leisure Committee to adopt a resolution and agreed with their recommendation. Steinert presented a draft resolution to the CVB Board of Directors outlining the CVB's support of maintaining the Post Labor Day School Start. Fischer shared the Tourism Center at the University of Minnesota released a study recently showing that families travel 50% less in August and September if school starts before Labor Day. The same study shows that families travel 30% less during the entire summer if school starts early. She added a question on the State Opinion Poll conducted by the Center for Survey Research at the University of Minnesota was released on January 17, 2013. The poll asked "Should kindergarten through 12th grade start before or after Labor Day?" 75% of respondents said "after Labor Day." The sample was large enough to be credible and the method scientifically accurate to +/- 3.5%. We now have two years of results from the school districts in southwestern Minnesota that have started school prior to Labor Day. The hope was that the early start would improve test scores. That has not been the case; test scores stayed the same. The bill to allow schools to start class before Labor Day was defeated in the Senate Education Committee on

Wednesday, March 13, 2013, however, it is expected that it will be offered as an amendment on the floor of both the House and the Senate when the education bill is considered. It is believed that some area Legislators, Superintendents and some School Board members, want to be able to have the choice, or the option to start school prior to Labor Day. Fischer shared to allow them the choice, which is believed some will make the change, would be detrimental to the \$76 million+ Tourism Industry in Kandiyohi County, which generates 4.6 million in State Tax and accounts for 1638 jobs. It was MSC (m/Steinert; s/Baker) to pass the Resolution of Support for a Post Labor Day School Start. The document will be sent to area Legislators and list all members of the CVB Board of Directors and Leisure Committee Members. Copies of the resolution are available upon request.

V. Affiliated Partnership Updates/Reports:

- a. **Community Marketing Coalition Update:** Warner stated they met and viewed presentations from three different marketing companies. The Johnson Group was selected and they are meeting with them in April. They will develop a logo, branding standards; develop a marketing plan, including print and social media for the new slogan "Expect Great Things". Out of the three, they were the best selection and met the budget restrictions. They will engage the group to get the message across.

[Butterfield and Imdieke exited the meeting]

- VI. Executive Director Report:** Fischer highlighted several upcoming events including; the USA Curling Mixed National Championships, Daughters of Isabella State Convention, the BNSF Convention, and Valdres Stevne. Fischer stated Spicer and Winterfest were featured on WCCO's Finding Minnesota, and she assisted with the details on this event. There were several ads done including submissions for the March/April issue of the AAA Living-Iowa edition, a graphical ad for exploreminnesota.com, an ad listing for the MN Explorer newspaper, the Spring Vacation Guide, the MN Bike Program in AAA, the 2013/2014 MN Biking publication, and the May issue of USA Weekend. The Willmar Lakes Area was awarded the 2014 & 2015 MN Ducks Unlimited Convention and the 2015 Lions Convention. The CVB assisted the Willmar Curling Club with a variety of details for the Mixed Nationals Championships. The CVB also assisted the Lions Convention organizers with a wide variety of items for their recent convention, including welcome bags, name badges, registration assistance, and church information to all their attendees. Fischer arranged for their social activities and transportation during their stay in the area. Fischer assisted BAM organizers with a variety of different details for their August stop in Spicer & New London. Fischer is assisting a Bank Club tour operator with activities for a tour in Willmar, Spicer & New London. The CVB is assisting the Daughters of Isabella with details for their April State Conference. Fischer met with the Willmar Hockey Association Board to discuss future hockey tournaments. Fischer met with the MN Parks & Trails via conference call to discuss the 2013 MN Parks & Trail Labor Day Weekend Bike Ride that will be based out of Sibley State Park. For a complete listing of the Executive Director's Report, please contact Fischer.

VII. Other Business:

- a. **2014 Budget Summary:** The review and approval of the 2014 Budget Summary was tabled to the April 16, 2013 meeting.
- b. **Appreciation Event on March 22:** Steinert encouraged Board Members to attend the Chamber & CVB Volunteer Appreciation Event that is being held on March 22, 2013 from 12:00 noon-1:30 pm at the Willmar Conference Center.
- c. **Word Around the Community:**
 - Halliday** - Stated they are keeping busy with the Vision 2040 group. He added the City has passed an ordinance allowing the Green Mill and Hurricane Grill and Wings be able to serve liquor at both of their establishments.

Steinert - Shared the Super 8 was awarded the Burlington Northern Contract. It is a 1-year contract. They are in the process of remodeling and painting.

Fischer - Shared the Comfort Inn is expected to close around April 15th.

Fake - Added O'Neil's is being remodeled. They are in the process of tearing down the old building. There have been some roadblocks with taking it down. The Teal family has purchased Jahnke's grocery store in Spicer. They seem very excited to be a part of the community. Winterfest is over, and the banquet is coming up in April. Westwood Café will be recognized as the Business of the Year and Dave Henle will be recognized as Citizen of the Year.

Baker - Stated they had a wonderful planning session for the County Fair. There are lots of exciting things being planned.

Erpelding – Shared the Sibley State Park Improvement Association is working with local legislators to expand statutory boundaries of Sibley State Park. This expansion of the boundaries would help with the connection of the trail at Highway 71 with the proposed new extension along Country Road 40 between Sibley State Park and New London.

Nelsen - Stated she was appreciative of being added to the board and she is excited to learn more!

VIII. Adjournment: Steinert adjourned the meeting at 1:20pm.

Respectfully Submitted,

Amber Schueler, Administrative Assistant
Willmar Lakes Area Convention & Visitors Bureau



City of Willmar
CONVENTION & VISITORS BUREAU
Balance Sheet as of March 31, 2013
(As of 04/02/13)
(Year-End Accruals Have NOT Been Completed)

Assets

Cash	\$ 653.30
Petty Cash	50.00
Investments	192,670.37
Taxes Receivable	
Accounts Receivable	
Prepaid Expenses	15,108.61
Interest Receivable	142.78
Total Assets	\$ 208,625.06

Liabilities

Accounts Payable	\$ -
Due to General Fund	8,112.91
Due to Capital Improvements	-
Total Liabilities	8,112.91

Fund Balance

Restricted Fund Balance - Prepaid Expenses	15,094.17
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	154,174.36
Total Fund Balance	200,512.15

Total Liabilities & Fund Balance **\$ 208,625.06**





City of Willmar
CONVENTION & VISITORS BUREAU
COMPARATIVE INCOME STATEMENT
 For the Period Ended March 31, 2013
 (As of 04/02/13)

(Year-End Accruals Have NOT Been Completed)

	<u>Budget</u>	<u>2013 Actual</u>	<u>2012 Actual</u>
<u>Revenues</u>			
Lodging Receipts	\$ 152,000.00	\$ 20,408.50	\$ 20,617.97
State Tourism Grant	3,000.00	-	-
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	4,000.00	-	2,653.50
Miscellaneous	-	-	-
Interest Earnings	6,000.00	255.44	302.73
Market Value Increase (Decr)	-	7.22	0.20
Refunds & Reimbursements	-	58.10	218.37
	214,500.00	54,729.26	57,792.77
<u>Expenditures</u>			
Operating			
Full Time Exec Director Salary	84,240.00	12,023.10	11,410.38
Temporary Employee Salaries	-	-	-
Benefits and Taxes	19,500.00	2,267.82	2,363.14
Office Supplies/Copies	3,400.00	1,022.34	503.20
Small Tools	-	-	-
Postage	1,300.00	134.92	92.62
Mtce. of Equipment	1,000.00	-	-
General Supplies	2,200.00	250.00	350.92
Telephone/Fax	4,200.00	689.54	760.54
Printing & Publishing	2,000.00	-	90.84
Travel/Lodging/Dues	5,000.00	1,331.46	1,525.50
Mtce. of Equipment	-	-	-
Other Services	-	271.19	310.62
Rents	8,000.00	1,253.22	1,253.22
Insurances & Bonds	355.00	375.00	355.00
Awards & Indemnities	200.00	256.50	-
Subscription/Membership	1,600.00	1,308.84	1,804.22
Professional Services	2,400.00	48.00	1,848.00
Advertising/Marketing	-	343.10	-
Other Charges			
Contingency Fund	1,300.00	60.00	-
City Transfer (5%)	7,500.00	-	-
Transfer Out Capital Improvement	-	-	-
Refunds and Reimbursements	-	-	22.93
Market Value Adjustment	-	18.94	32.33
Tourism Expenses	34,000.00	12,253.02	6,291.65
Ad Development & Revisions	250.00	-	-
Conference & Convention	21,000.00	1,720.42	4,212.50
Group Tour Promotions	2,000.00	-	-
Leisure Travel	25,000.00	6,108.98	5,531.78
Fall/Winter Promotions	6,000.00	137.61	48.75
Spring/Summer Promotions	-	-	-
Special Projects	7,000.00	500.00	500.00
Strategic Marketing	6,000.00	-	-
	245,445.00	42,374.00	39,308.14
Net Income (Loss)	(30,945.00)	12,355.26	18,484.63
Fund Balance January 1	188,156.89	188,156.89	207,922.15
Prior Period Adjustment	-	-	-
Fund Balance March 31	\$ 157,211.89	\$ 200,512.15	\$ 226,406.78

* Indicates Over Budget



Lodging Tax History

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
January	\$ 6,721.82	\$ 7,257.21	\$ 7,998.33	\$ 7,855.69	\$ 8,682.75	\$ 9,803.51	\$ 10,143.12	\$ 9,356.74	\$ 8,863.45	\$ 8,485.83	\$ 8,884.20	\$ 8,809.36	\$ 9,592.37	\$ 10,146.02
February	\$ 8,293.41	\$ 8,301.68	\$ 8,273.68	\$ 8,564.69	\$ 8,499.71	\$ 10,224.37	\$ 10,054.13	\$ 9,566.54	\$ 10,602.01	\$ 8,480.61	\$ 10,444.66	\$ 10,611.48	\$ 11,908.11	\$ 10,911.35
March	\$ 8,434.93	\$ 9,310.62	\$ 8,369.92	\$ 7,834.79	\$ 8,617.73	\$ 9,891.40	\$ 9,769.91	\$ 10,355.41	\$ 11,159.67	\$ 9,627.34	\$ 11,072.50	\$ 10,383.91	\$ 11,246.07	
April	\$ 7,739.96	\$ 7,911.69	\$ 8,364.42	\$ 8,217.88	\$ 8,791.84	\$ 10,683.76	\$ 10,486.74	\$ 10,298.58	\$ 11,256.15	\$ 8,896.70	\$ 10,582.99	\$ 11,572.47	\$ 9,979.39	
May	\$ 11,331.49	\$ 9,234.55	\$ 10,054.26	\$ 9,078.07	\$ 9,523.49	\$ 11,180.11	\$ 11,916.43	\$ 12,498.33	\$ 11,400.34	\$ 9,590.19	\$ 10,405.48	\$ 12,184.92	\$ 13,372.89	
June	\$ 11,234.16	\$ 12,152.89	\$ 12,103.69	\$ 11,693.46	\$ 13,263.93	\$ 13,222.78	\$ 14,656.50	\$ 14,272.52	\$ 13,587.59	\$ 14,138.00	\$ 14,192.88	\$ 16,310.94	\$ 17,056.44	
July	\$ 14,621.26	\$ 13,656.84	\$ 13,956.28	\$ 14,304.97	\$ 16,313.57	\$ 16,679.03	\$ 17,455.49	\$ 17,601.37	\$ 18,627.95	\$ 17,670.65	\$ 18,118.86	\$ 21,102.74	\$ 19,419.80	
August	\$ 12,551.31	\$ 12,932.30	\$ 12,484.49	\$ 12,430.55	\$ 13,557.57	\$ 15,367.67	\$ 15,914.31	\$ 16,146.49	\$ 15,076.77	\$ 14,583.82	\$ 16,871.90	\$ 17,099.31	\$ 18,441.81	
September	\$ 9,640.38	\$ 8,815.63	\$ 8,761.79	\$ 9,282.67	\$ 11,132.73	\$ 11,735.70	\$ 13,352.34	\$ 12,661.74	\$ 12,474.13	\$ 12,845.44	\$ 12,965.58	\$ 14,485.25	\$ 16,027.03	
October	\$ 9,639.82	\$ 10,148.01	\$ 10,165.02	\$ 10,461.69	\$ 10,748.60	\$ 12,586.44	\$ 12,889.49	\$ 11,976.87	\$ 12,486.39	\$ 10,180.03	\$ 12,657.71	\$ 13,417.43	\$ 13,824.00	
November	\$ 7,549.61	\$ 7,893.51	\$ 6,602.76	\$ 8,430.63	\$ 8,898.66	\$ 10,188.40	\$ 10,176.16	\$ 9,264.87	\$ 9,444.09	\$ 8,785.56	\$ 9,312.75	\$ 11,366.74	\$ 11,414.80	
December	\$ 7,321.74	\$ 8,725.40	\$ 7,875.14	\$ 8,583.87	\$ 8,521.55	\$ 10,286.25	\$ 9,985.78	\$ 9,345.52	\$ 8,748.64	\$ 6,998.74	\$ 9,662.25	\$ 10,045.27	\$ 10,378.89	
Total Lodging tax	\$ 115,069.89	\$ 116,340.33	\$ 125,755.88	\$ 129,733.51	\$ 138,699.63	\$ 153,913.28	\$ 149,046.17	\$ 157,316.91	\$ 149,764.53	\$ 138,486.75	\$ 145,171.76	\$ 161,969.85	\$ 177,390.40	\$ 21,057.37

MEETING MINUTES
Operations Board
Kandiyohi Area Transit

Tuesday, April 2, 2013 – 10:00 a.m.
KAT Facility

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

Members Absent: Lori Petersen, LeAnne Freeman, Darrell Ruch

Staff Present: Tiffany Collins, Transit Director; Doug Sweeter, Operations Coordinator;
Darla Kimpling, Office Coordinator

Ex-Officio Members

Absent: Bev Herfindahl

Guest(s): None

Introductions

No introductions were made.

Approval of Agenda

Tiffany stated that she had no additions.

Approval of Minutes

A question was asked whether the audit had to be rebid this year and it does.

Kevin Halliday made a motion to approve the minutes from January 22, 2013. Pam Meinert seconded the motion, which carried.

Director's Update

Financials – Tiffany reviewed the financials for February. Revenues are at 87.8% remaining. Amounts from January have been split out and put back into December resulting in a lower amount for January. The amount for the Title III Cost Share is being calculated using a percentage. This is being done because some of the senior passengers are not putting their names on their donation envelopes. The 1st quarter payment for the state grants has been received. In the Expenditures, Personnel is at 86.5% remaining. Tiffany stated that she will be working with Doug on hiring for the part time dispatcher position which has not been filled.

Additional hours are being put in for dispatch to enter information into RouteMatch. Administration is at 91.1% remaining. Fuel prices have been staying pretty stable. Two fuel payments were made in March. Vehicle charges are at 88.8% remaining. There were a couple of larger items on 2 buses. Operations charges are at 87.8% remaining. Line item 1750 in Capital Expenditures is the cost for the RouteMatch dispatching software for both KAT and Renville County. Revenues and expenses are coming in for the General Transportation Program. The Elderly/Disabled Program has been fairly quiet. The grants for the JARC Program will not start until February 15. All the expenses that are incurred before then will be included in the 5311 program. Revenues and expenses are coming in as expected. Tiffany had met with John Groothuis and JARC will be nonexistent in 2014. Tiffany has written a summary of how this program can be rolled into the general transportation. She also requested that any leftover fund be used to replace the JARC vehicle. This vehicle is not included in the ATP for replacement.

Ridership – Doug reviewed the ridership for February.

- ✓ Total ridership for February was 9211 (a few bad weather days)
- ✓ Total accumulated ridership was 1,569,358
- ✓ Average daily ridership was 460.55
- ✓ 5310 ridership was 148
- ✓ JARC ridership was 380
- ✓ Saturday ridership was 282 which is pretty strong
- ✓ Monday evening ridership was 32, one night of bowling was cancelled
- ✓ Sr. Transportation ridership was 402 and is busy this month again.

The Monday evening route does not run during the summer months. Overall ridership is fairly strong. On snow days the schools and Bethesda Daybreak do not go resulting in lower ridership for the day. The in town routes run as normal. Sometimes the County route does not go out until 8:00 depending on the road conditions.

Committee Updates

Administration Committee – Kevin Halliday reviewed the Administration Committee minutes from March 19, 2013. Tiffany had an update from the Joint Powers Board meeting regarding the new bus. The Joint Powers Board authorized up to \$115,000.00 which is the contracted amount. Tiffany received the paperwork from MnDOT stating that she can talk to the vendors. Tiffany is hoping to have options ready for the April Administration meeting. Tiffany wants to get a bus with 26 seats. The back door is good for safety purposes as well as storage for walkers. Tiffany is working on getting 4 flip seats in the back that can be utilized when there are no walkers. Both Hoglund Bus and North Central are working on a floor plan. There is not advertising on the back because of the back door, but could put ads on the sides. The sign ordinance for the City of Willmar has to be complied with as far as size. This size bus is filled a couple of time a day. Tiffany also reported that the go live date for the RouteMatch dispatching software is April 15. It was discovered that another user license was needed which the Joint Powers did approve the purchase of. Each of the two dispatchers have one, the third one (back-up) will be shared by Doug and Donna and the fourth will be shared by Tiffany and Darla for billing and reporting.

Expansion Committee – Michelle PrahI reviewed the Expansion Committee minutes from February 12, 2013. Tiffany had an update on the Sr.Center Promotion. KAT and Bethesda agreed to pay for meals and KAT had provided free rides to and from the Sr. Center. The number of meals for February was 115 and 130 for March. Food had been prepared for 120 and portions had to be cut to feed everyone. The seniors need to call and make reservations to get the correct number attending. Bethesda Daybreak and Westview Village both took groups there. The hope is that they will go other days as well. Claudia Cederstrom has found another group to help with sponsoring the \$2.00 meal. As a sponsor they are allowed to get up in front of the group and tell about their business. In February the \$500.00 contributed by KAT was dispensed as follows:

\$136.00 for transportation (68 rides)

\$106.38 for meals (\$1.85 per meal)

\$257.62 was the amount leftover to be used for March

There is a Sr. Punch Pass that is available to be used for going to and from the Sr. Center for dining. The ride costs 50 cents with the rest of the cost being subsidized by the Sr. Club. There was discussion as to how to use the next \$500.00. It was suggested to use only a portion for the cost of the transportation to move towards eventually having the passengers pay the full cost of the rides. There was discussion regarding not providing a free ride, but having a reduced cost for rides.

Michelle PrahI made a motion to designate \$500.00 to the continuation of the Sr. Dining \$2.00 Wednesday by providing \$2.00 route trip fares. Kristi Maahs seconded the motion, which carried.

The \$500.00 did not last as long as it was thought it would. The people that attended were a mix of ages.

Tiffany stated that a survey was handed out at the Atwater Health Fair. A survey will also be sent out with the Atwater Block Nurse Program to see if there are people interested in riding from Willmar to Litchfield. This is part of the coordination piece that MnDOT has talked about.

The safety rewards change would allow for individuals who had received points in the past that haven't been receiving them under the new guidelines to again receive some. Tiffany is still working on coming up with a formula to determine the points earned.

Kristi Maahs reviewed the Expansion Committee minutes from March 11, 2013. Tiffany is still looking for someone to help Michele at the Life Connections on Friday, April 19. Tiffany and Darla picked out red bags to hand out that day. Tiffany stated that she and Doug had been in Redwood for a training regarding Revation. A new computer for this will be delivered between April 9 and 11. If an agency gets a phone call and they aren't able to help, this is a way to help them get to another program that will be able to help them. It can also be used for others to direct them to KAT. Veterans are a part of this system.

Other Updates

Staff is practicing to become fluent on using the dispatch software. During the next two weeks rides will be moved to the buses. A notice will be put in the newspaper as well as on all buses asking for patience during this process. A user acceptance testing phase will have to be signed once we know that it's working properly. Next week some drivers will do mock trial runs. To introduce the tablets to the drivers it is planned to have two drivers in a bus with one to do the driving and the other to use the tablet. After an hour they could then switch places. So far things have been going well and will keep moving forward. On Monday a dispatcher from Pipestone will be here to help the dispatchers. Training on the web portals will be in May. Requests can be made in this web portal for changes in schedules and when the dispatcher makes the changes an email will be sent back saying that it's been accepted. A notification module will come later on.

Meeting Set Up/Dates

The next meeting is Tuesday, April 23, 2013 – 10:00 a.m.

Adjourn Meeting

Kevin Halliday made a motion to adjourn the meeting. Michelle Prah seconded the motion, which carried.

Meeting adjourned at 11:15.

Submitted by,

*Darla Kimpling
Office Coordinator*

CER Joint Powers Board Meeting

Friday April 26, 2013

Members Present: Eric Banks, Audrey Nelsen, Tim Johnson, Ross Magnuson, Patti Johnson, Rachel Smith, Bonnie Pehrson, Pablo Obregon, Lynn Peterson, Liz VanDerBill, Matt Dawson, Bill Borth, Mike Miller

Staff: Steve Brisendine, Brad Bonk, Tammy Rudningen, Rob Baumgarn, Jena Tollefson

Updating JPB By-Laws & Joint Powers Agreement:

-Steve Brisendine informed the Board that there are some differences between the By-Laws and Joint Powers Agreement that need to be reconciled. Steve led the board through these changes and the board agreed to changes. Staff will email the corrected By-Laws & JPA to members and will also forward to the City Council and School Board for approval.

-Update Mission Statement-

Current: The Mission of the Community Education and Recreation Department is to generate, support, and encourage the lifelong learning opportunities in the areas of education, personal growth, and leisure activities. Willmar Community Education and Recreation evolve to meet the needs of area residents and surrounding communities through collaboration and non-duplication of services.

Update: Generate, support, and encourage the lifelong learning opportunities in the areas of education, personal growth, and leisure activities through collaboration and non-duplication of services.

Members agreed to accept the new mission.

Officers & Elections:

-JPB struggled to keep officers in attendance.

-Steve advised to do away with officers and have a chair person and possibly vice-chair person to lead the meetings. We don't call upon specific officers to perform duties above and beyond what a regular JPB member would do.

-Members agreed with Steve's advisement because JPB is an advisory board and does not make executive decisions.

Membership:

-12 members, 6 appointed by each entity. City Council and School Board reps on JPB are ex-officio.

-Written notice to a WCER staff member to withdraw from JPB.

-Student Representation- Meeting times have not been conducive to get student representation at the meetings. We have staff on the board that work with students and can provide input from a programming perspective.

Quorum:

-Ross Magnuson asked how many members need to be present to vote.

Current: Members present constitutes a quorum.

Update: 50% plus 1 constitutes a quorum.

Audrey Nelsen brought up that from meetings she can be in attendance that a quorum of majority is needed. Meetings will be held no matter who is present, Liz recommended JPB needing a quorum to protect ourselves and members agreed.

Dan Halldin has changed jobs and is checking into whether or not he can continue to serve on the JPB.

JPB Agreement:

-The agreement that the City and the School developed in 2000 that is the working document of how the actions take place between the two entities.

-Last revision was 3 years ago.

-JPB was acting as the Park Board. The Charter wanted a separate board outside of JPB. Park Board will meet next month. The City reps of JPB and Steve will act as the Park Board. There is a current need for park development.

-Meetings will still take place without a quorum but no voting will take place.

-When Dave Gort left and Brad Bonk took over his position. Brad is now a school district employee. Through attrition the whole department will all be school employees with the City continuing to pay for the staff that was in the original arrangement.

-Will get new signatures-Last time it was signed in 2010 by Les Heitke. Will get it updated with a July 1st date for the new school year.

-JPB will review this document every 3 years with member turnover to review with new members.

School Budget:- The revenue side of Community Ed & Rec- \$379,000 from tax payers from the local levy each year. \$800,000 budgeted from participants for programming fees. Interest earnings are \$64. Gifts and Grants-\$179,000-

Page 3 CER minutes 4/26/13

budgeted. Biggest grantee is The Child Guide program of \$108,000. State Contribution-\$651,000 with \$600,000+ going to ABE and Early Childhood. \$2.357 Million Dollar Budget for 2012-2013. We are currently at 60% of our revenue. Still waiting on local tax money, summer fees, and state aid.

-Fees for facilities- We don't charge much for our facilities since they are already paying for them from their taxes. We only charge a facility rental fee to people who are going to make money off of the rental, \$5 per person for long standing commitments to our facilities. Liz stated that the School Board is still reviewing that policy.

-What we spend our money on of a \$2.4 Million budget: Salaries/Wages and Benefits are \$2 Million. Purchasing Services-Monthly Credit Card Fees-65% of revenue is through credit cards, pretty hefty bank fees for that. Under \$100,000 of supplies for all the programs we run in a year. Capitol Improvements-Field work this year at softball and baseball fields.

Steve showed budget spreadsheets the broken down budget by each code.

-ABE pays money to their 10 member consortium and 3 Jails. Split \$59,000. Total Budget of \$712,000. Willmar is \$480,00-500,000.

-Cardinal Place \$377,000 up from \$253,000 last year. 25% increase in enrollment.

-Preschool Screening \$50-60 per 3 year old, \$45 per 4 year old, and \$30 per 5 year old for each child screened. So we try to screen them at 42-48 months. Annually screen around 400 kids.

-Patti Johnson was wondering about Licensed Nursing budget-\$14,000, \$8,000 has been expended. For Home School resources. Would be a topic for Pam Harrington. Home School is in the Community Ed Budget and but staff has no control over it. Would not include Dona Haines.

Amphitheater:

-Andrew Bjur is working on drafts and costs.

-Andrew, Bob Mathiason, and Steve are going to visit 5 amphitheaters around the Twin Cities. Hutchinson, Edina, St. Louis Park, Eden Prairie, Maple Grove, and Plymouth. May 10. Check out how they look, maintenance, and on-going costs.

Board/Staff Updates:

-Rob Baumgarn- Baseball and Softball getting outside finally, elementary programs and camps start June 10th. Registrations are flowing in and we anticipate similar numbers to last year. Time conflicts for parents during the day-doing the best we can to solve transportation issues for families. Cardinal Place will provide transportation to all WCER activities.

Brad Bonk- Waiting on the sun to get the fields going. Men's deadlines have passed and working on a schedule. Winter activities will end next week barring no more now. Women's volleyball and co-rec volleyball were very delayed due to weather this year. Final make up for swimming lessons is tonight. So many things to register for coming up this summer.

Jena Tollefson- Still taking registrations for school year. Gearing up for summer-calendars are available. Cardinal Place was present at both Kindergarten registrations and hopefully will bring in new families from that.

Tammy Rudningen- New brochure is out. Encourage people to sign up and check out all the great things we have to offer. WCER has freshened up their logo and look.

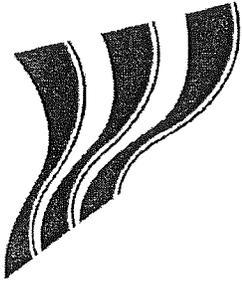
Stopped using local pictures in the brochure due to the lack of high quality pictures and not having permission from everyone to use their pictures. Pictures are selected based on the fact that they look like they could be from around Willmar.

City-Audrey Nelsen -Talked to Steve about being concerned about the lack of lifeguards for the wading pool. Let Steve know that someone brought up a concern from the Community Development meeting that the City Auditorium is left open and can get vandalized. Steve said they are looking at cameras, a key card system, and hopefully cutting those risks. Also noted the changes they have made by contacting key holders and renters about how to use the door locks, and when they have and don't have staff at the City Auditorium.

School Board-Liz VanDerBill-Reviewing the rental procedure and will have what they decide on in place for the next school year. Making sure Willmar is in line with other schools our size.

Steve-Scholarship money: Pact 4 had been giving \$3,000 annually up until last year so for the last year we have had no dedicated money for scholarships we have just been absorbing those costs into the programs. The Willmar Rotary Club donated \$500 for our scholarship fund and Steve was contacted about WCER Scholarships being the benefactor of the Mayor's Prayer Breakfast. WCER will receive the excess of donations after the cost of the breakfast. A request has also been submitted to the United Way for a discretionary grant.

Meeting adjourned 1:00pm with next meeting date May 24.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: N/A

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

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

Originating Department: Engineering

Agenda Item: Assessment Hearing

Recommended Action: Adopt the assessment roll, and if objections are resolved, award all five contracts to Duininck Inc.

Background/Summary: A public hearing on the proposed 2013 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed assessments and to obtain input from interested parties.

- Alternatives:
1. Amend the assessment roll
 2. Approved the roll as presented and award the contracts to the low bidders

Financial Considerations: Sources of funding for the 2013 Improvement Projects include monies from the Willmar Municipal Utilities, assessments, state aid and bond proceeds. The estimated total cost for the 2013 Improvement Project is \$3,804,505.28.

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, APRIL 22, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, April 22, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member
	Charlene Stevens	City Administrator
	Steve Okins	City Finance Director
	Kevin Halliday	City Clerk Treasurer

Others present included Kathy Aho of Springsted, Inc., Josh Halvorson of Donohue & Associates, West Central Tribune Journalist David Little and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

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

Item No. 2 – Statutory Municipal Liability Coverage Limits (Resolution)

Staff presented details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Staff was recommending not to waive the statutory tort limits at this time. Following discussion, it was moved by Council Member Nelsen, seconded by Council Member Johnson, and passed to make the following:

RECOMMENDATION: to introduce a resolution stating the City will not waive the statutory tort limits.

Item No. 3 – Western Collector Financing Amended Budget (1 Motion and 1 Resolution)

Kathy Aho of Springsted, Inc., explained to the Committee that funds are available through the State of Minnesota's Public Facilities Authority (PFA) for the City of Willmar to obtain a WIF Grant for a portion of the Western Collector project. By accepting this grant, the City would be required to fund a

reserve based on sewage flows and follow additional reporting requirements with PFA. It was being recommended that the City take this WIF Grant and proceed with the financing schedule. Current estimates show this project qualifies for a PFA loan of \$1,886,812 and a PFA Grant of \$763,205. After discussion, it was moved, by Council Member Nelsen, seconded by Council Member Fagerlie, and passed for the following:

RECOMMENDATION: To make a motion to accept the WIF Grant and borrow the lower amount.

It was then moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed for the following:

RECOMMENDATION: To introduce a resolution to adopt the financing schedule for the Western Collector Project, introduce the ordinance, and order a public hearing for May 20, 2013.

Item No. 4 – Waste Treatment Rate Discussion (Information)

Staff presented the Wastewater Utility Rate Study to the Committee again, explaining that several financing alternatives have been explored, including the WIF Grant for the Western Collector that the Committee just recommended. Capital expenditures, not operational costs, are driving the rate increases as well as a significant reduction in consumer usage. It was also reported that Eagle Lake rate issues have currently been resolved. Council Member Fagerlie asked about the possibility of increasing the meter charge to ensure more stable revenue. After extensive discussion, it was determined that Springsted, Inc., would update the rate information utilizing higher meter rates and bring the rate structure back to the Finance Committee at the May 13, 2013 Meeting.

Item No. 5 – 2013 Street Improvement Financing (4 Resolutions)

Kathy Aho of Springsted, Inc., presented information to the Committee regarding the proposed 2013 Street Improvement Program financing. Bonds would be issued for \$1.95 million with interest rates projected at approximately 1.5%. After discussion, it was moved, by Council Member Fagerlie, seconded by Council Member Nelsen, and passed for the following:

RECOMMENDATION: To introduce a resolution to introduce the ordinance and call for a public hearing on May 20, 2013.

The final budget for Project 1301 was presented to the Committee for review and approval. After discussion, it was then moved by Council Member Nelsen, seconded by Council Member Johnson and passed for the following:

RECOMMENDATION: To introduce a resolution adopting the Final Budget for Project 1301 under the 2013 Street Improvement Program.

The final budget for Project 1303 was presented to the Committee for review and approval. After discussion, it was then moved by Council Member Fagerlie, seconded by Council Member Johnson and passed for the following:

RECOMMENDATION: To introduce a resolution adopting the Final Budget for Project 1303 under the 2013 Street Improvement Program.

The final budget for Project 1305 was presented to the Committee for review and approval. After discussion, it was then moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed for the following:

RECOMMENDATION: To introduce a resolution adopting the Final Budget for Project 1305 under the 2013 Street Improvement Program.

Item No. 6 – Ten-Year Street Program – Debt Funding History Presentation

Finance Director Okins presented information to the Committee regarding the Ten-Year Street Program. Debt Service Funds are established to collect special assessments and disburse principal and interest payments. The Community Investment Fund was first established in 1990 to fund the City's portion of street work after special assessments are applied. The Public Works Fund was established in 2010 to be used for infrastructure/street work and is funded by a utility fee which is currently at \$4/customer. It was also noted that the State Legislature is seeking to authorize cities to create Street Maintenance Districts and impose fees to plan and fund street upkeep. After considerable discussion, members noted that the current street assessment policy should be reviewed. This matter was for information only.

Item No. 7 – Reports (Information)

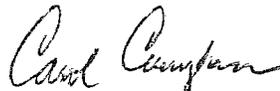
The Committee received the following reports: 1st Quarter General Fund; 1st Quarter Investment & Interest Activity; 1st Quarter Rice Trust; and March, Rice Trust. It was noted that City Clerk Halliday was attempting to contact Bremer Bank regarding the possibility of the City receiving 2.6% interest on funds deposited there, similar to Library and County funds. This matter was taken for information only.

Item No. 8 – Miscellany (Information)

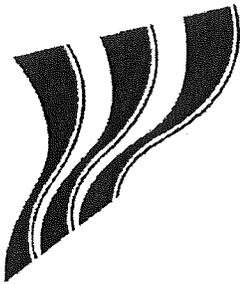
Council Member Johnson asked about insuring against law enforcement violations of data privacy which has gained concern across the state. Administrator Stevens stated that staff has taken steps to tighten up policy and procedures and educate employees to deter future violations. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. upon motion by Council Member Johnson, second by Council Member Nelsen, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 2
Meeting Date: April 22, 2013
Attachments: Yes x No

CITY COUNCIL ACTION

Date: May 6, 2013

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Action Requested: Adopt Resolution with the municipal tort limits set at \$500,000 per claimant, \$1,500,000 per occurrence.

Guiding Principle: Minnesota State Statute

Agenda Item: Statutory Municipal Liability Coverage Limits —City Options

Background/Justification: The statutory municipal tort liability limits for 2013 are set at \$500,000 per claimant, \$1,500,000 per occurrence.

The city will have \$1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city, and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant's recovery to no more that \$500,000.

The statutory liability limit only comes into play if somebody has been injured by the city's negligence, and has proved to the court that his/her actual injuries exceed \$500,000. The statutory liability limit means, very literally, that the city and LMCIT won't fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than \$500,000 available to compensate a citizen who has been injured by the city's negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

- If the city does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.*
- If the city waives the statutory tort limits and does not purchase excess liability coverage; a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000, regardless of the number of claimants.*
- If the city waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased (example \$10 Million). The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

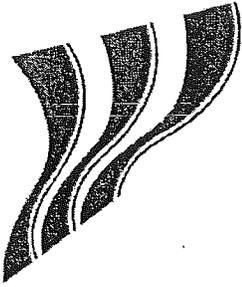
Fiscal Impact: No fiscal impact unless a new option is selected

Alternatives: Waive limits and purchase excess liability coverage from the LMCIT.

Staff Recommendation: Recommend that the City Council not waive the statutory tort liability limits

Preparer: City Clerk-Treasurer

Signature:



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

Agenda Item Number: 3
Meeting Date: April 22, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: A) Motion to accept the WIF Grant and borrow the lower amount; B) Motion to adopt the financing schedule, introduce an ordinance, and call for a public hearing for May 20, 2013.

Guiding Principle: City Council Policy and Procedures; Minnesota State Statute

Agenda Item: Western Collector Financing

Background/Justification: City Staff has been working with Springsted, Inc., and the State of Minnesota Public Facilities Authority (PFA) to determine the best method and options of funding the construction of the City Council-approved Western Collector Project. Representatives from Springsted will be present to present the information included and answer any questions.

Fiscal Impact: Improvement to the collection system and potential growth of the expansion of the present Industrial Park. Increase costs for the system rate payors.

Alternatives: Borrow full amount at a higher cost to the rate payors.

Staff Recommendation: Introduce the two motions as presented.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Municipal Utilities Building in the City of Willmar, Minnesota, at _____ o'clock p.m. on the 20th day of May, 2013 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A
GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES
2013B.

The City of Willmar hereby ordains:

1. The City of Willmar has heretofore determined to acquire and construct approximately 13,000 linear feet of gravity sewer pipe and associated structures (collectively, the "Western Interceptor Project").
2. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of a General Obligation Sewer Revenue Note, Series 2013B, to finance a portion of the costs of the Western Interceptor Project in an approximate aggregate principal amount not to exceed \$1,886,812 as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

Such persons as desire to be heard with reference to the proposed Ordinance will be heard at this hearing.

By Order of the City Council

/S/ Kevin Halliday

City Clerk

4. No bonds shall be issued until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

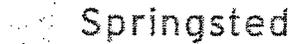
The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com



MEMORANDUM

TO: Finance Committee, City of Willmar
Charlene Stevens, City Administrator
Steve Okins, Finance Director

FROM: Kathleen Aho

DATE: April 18, 2013

SUBJECT: Western Interceptor PFA Financing

The Western Interceptor project financing has been moving forward in the form of a loan from the Minnesota Public Facilities Authority or "PFA". This memorandum is being provided to update the City on its options relative to the financing and to establish a calendar of events that must take place to secure the financing.

Recently, the PFA indicated that funds were freed up and the City is now able to fund a portion of the project with a Wastewater Infrastructure Funding ("WIF") grant. The City has the option of receiving a WIF grant in the amount of \$763,205 and a reduced loan in the amount of \$1,886,812 in lieu of a loan for the full amount of project costs, \$2,650,017. This seems like a financially reasonable thing to do, however, it does affect system cash flow since in order to take advantage of the WIF grant, the City will need to fund a segregated capital reserve. The requirement for the reserve is contained in MSA 476A.072, subdivision 12 which states:

"Each governmental unit receiving a loan or grant under this section shall establish a system replacement fund and shall annually deposit a minimum of \$.50 per 1,000 gallons of flow for major rehabilitation or expansion of the treatment system, or replacement of the treatment system at the end of its useful life. Money must remain in the account for the life of the loan from the authority or USDA/RECD, unless use of the fund is approved in writing by the authority for major rehabilitation, expansion, or replacement of the treatment system. By March 1 each year during the life of the loan, each recipient shall submit a report to the authority regarding the amount deposited and the fund balance for the prior calendar year. Failure to comply with the requirements of this subdivision shall result in the authority assessing a penalty fee to the recipient equal to one percent of the supplemental assistance amount for each year of noncompliance. Failure to make the required deposit or pay the penalty fee as required constitutes a default on the loan."

For your reference, I've included the full text of the relevant statute at the end of this document.

Josh Halvorson from Donahue has discussed the parameters of the reserve funding with Kathe Barrett and confirmed that the annual amount of set-aside for Willmar if the WIF grant is accepted will be \$86,220. If the grant is accepted the City will need to annually pay debt service on the loan portion and also deposit \$86,220 to a segregated capital reserve. The reserve can be spent on capital costs of the system, but only after a written request has been

made of PFA. Kathe Barrett has indicated that they will only require that the City fund the reserve up to the amount of the grant, \$763,205, and then deposits can stop unless it is drawn down. If draws are made, contributions will need to resume until the reserve is again at the amount of the original grant. No deposits need to be made to the reserve until the project being funded has been completed.

To contrast the two approaches, two schedules are attached. These are estimates and the interest rate will be confirmed by PFA when the City locks into the loan. The attached schedules have lower principal repayment amounts through 2017. This will ease a small amount of pressure on the sewer rate structure in the early years while the rates are ramping up and yet start full amortization once the rates are able to plateau.

The first schedule attached illustrates the structure described above and funding the full amount of project costs with a loan. We have used a presumed rate of 1.040% based on estimates from PFA on April 8th. The second schedule illustrates the WIF grant/loan combination. The final two columns on the schedule show the contribution to the capital reserve and the variance to the first schedule. As you can see, there is a period where the cash flow needs will be higher with the WIF grant than without it, but overall the WIF grant/loan combination will require less money. Also, once the deposits to the capital reserve accumulate, the reserve will in essence provide the City with a source of interest-free borrowing for smaller capital projects in the future. With PFA approval, cash can be used to fund capital expenditures and then be replaced over time and used again.

We recommend that the City accept the WIF grant, borrow at the lower amount, and make provisions to fund the needed capital reserve.

Proposed rate increases

A number of modifications to original assumptions have been made in the past months and we have updated the rate model to reflect the WIF option discussed above, including the funding of the capital reserve, an increase in the size of the anticipated Lakeland Drive Interceptor financing scheduled for 2014, and a delay in implementation of the initial rate increase. The outcomes of the revisions are summarized in the final schedule attached.

The following assumptions are included in the projections:

- Western Interceptor project cost - \$2,650,017
 - o PFA low-interest loan - \$1,886,812
 - o WIF Grant - \$763,205
- Annual transfer out to a capital replacement reserve in the amount of \$86,220 until the WIF grant amount is reached in 2022.
- Western Interceptor project will be completed in 2013 with first full transfer of \$86,220 to the capital reserve occurring in 2014
- Lakeland Drive Interceptor project in 2014 - \$6,701,000
- Other miscellaneous capital outlay averaging approximately \$360,000 annually 2013-2022
- Administrative fees will increase 3.0% annually
- Utility Improvement fee remains flat over planning period

- Meter fees remain at 2012 levels over planning period
- Volume charge increases needed are projected to be:

	2012	2013	2014	2015	2016	2017
Admin/Billing Charge	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Tier 1 Volume (per 100 cu ft)	\$ 2.17	\$ 2.60	\$ 3.07	\$ 3.50	\$ 3.75	\$ 4.01
Tier 2 Volume (per 100 cu ft)	\$ 3.33	\$ 4.00	\$ 4.72	\$ 5.38	\$ 5.76	\$ 6.16

Rate increases assumed to go into effect June 1, 2013 and then January 1 for each year thereafter.

Schedule of events

Jennifer Boulton has confirmed that the PFA loan will need to be authorized under the ordinance process the City follows for its other bond issues. I've included a schedule of events on page 9 that will accomplish that requirement. The City has indicated that if draws are needed prior to receipt of funds that they can be internally funded. PFA has indicated that provided that the expenditures are for project related costs they can be reimbursed after closing from loan or grant proceeds under the City's existing reimbursement resolution.

\$2,650,017
City of Willmar, Minnesota
General Obligation Clean Water Bonds (PFA Loan), 2013

DEBT SERVICE SCHEDULE

Date	Principal	1.040% Coupon	Interest	Total P+I	Fiscal Total
05/28/2013					
02/20/2014			20,057.68	20,057.68	
08/20/2014	5,017	1.040%	13,780.09	18,797.09	38,854.77
02/20/2015		-	13,754.00	13,754.00	
08/20/2015	5,000	1.040%	13,754.00	18,754.00	32,508.00
02/20/2016		-	13,728.00	13,728.00	
08/20/2016	5,000	1.040%	13,728.00	18,728.00	32,456.00
02/20/2017		-	13,702.00	13,702.00	
08/20/2017	5,000	1.040%	13,702.00	18,702.00	32,404.00
02/20/2018		-	13,676.00	13,676.00	
08/20/2018	29,000	1.040%	13,676.00	42,676.00	56,352.00
02/20/2019		-	13,525.20	13,525.20	
08/20/2019	44,000	1.040%	13,525.20	57,525.20	71,050.40
02/20/2020		-	13,296.40	13,296.40	
08/20/2020	59,000	1.040%	13,296.40	72,296.40	85,592.80
02/20/2021		-	12,989.60	12,989.60	
08/20/2021	74,000	1.040%	12,989.60	86,989.60	99,979.20
02/20/2022		-	12,604.80	12,604.80	
08/20/2022	91,000	1.040%	12,604.80	103,604.80	116,209.60
02/20/2023		-	12,131.60	12,131.60	
08/20/2023	105,000	1.040%	12,131.60	117,131.60	129,263.20
02/20/2024		-	11,585.60	11,585.60	
08/20/2024	107,000	1.040%	11,585.60	118,585.60	130,171.20
02/20/2025		-	11,029.20	11,029.20	
08/20/2025	107,000	1.040%	11,029.20	118,029.20	129,058.40
02/20/2026		-	10,472.80	10,472.80	
08/20/2026	109,000	1.040%	10,472.80	119,472.80	129,945.60
02/20/2027		-	9,906.00	9,906.00	
08/20/2027	110,000	1.040%	9,906.00	119,906.00	129,812.00
02/20/2028		-	9,334.00	9,334.00	
08/20/2028	111,000	1.040%	9,334.00	120,334.00	129,658.00
02/20/2029		-	8,756.80	8,756.80	
08/20/2029	112,000	1.040%	8,756.80	120,756.80	129,513.60
02/20/2030		-	8,174.40	8,174.40	
08/20/2030	113,000	1.040%	8,174.40	121,174.40	129,348.80
02/20/2031		-	7,586.80	7,586.80	
08/20/2031	115,000	1.040%	7,586.80	122,586.80	130,173.60
02/20/2032		-	6,988.80	6,988.80	
08/20/2032	117,000	1.040%	6,988.80	123,988.80	130,977.60
02/20/2033		-	6,380.40	6,380.40	
08/20/2033	117,000	1.040%	6,380.40	123,380.40	129,760.80
02/20/2034		-	5,772.00	5,772.00	
08/20/2034	119,000	1.040%	5,772.00	124,772.00	130,544.00
02/20/2035		-	5,153.20	5,153.20	
08/20/2035	120,000	1.040%	5,153.20	125,153.20	130,306.40
02/20/2036		-	4,529.20	4,529.20	
08/20/2036	120,000	1.040%	4,529.20	124,529.20	129,058.40
02/20/2037		-	3,905.20	3,905.20	
08/20/2037	122,000	1.040%	3,905.20	125,905.20	129,810.40
02/20/2038		-	3,270.80	3,270.80	
08/20/2038	123,000	1.040%	3,270.80	126,270.80	129,541.60
02/20/2039		-	2,631.20	2,631.20	
08/20/2039	124,000	1.040%	2,631.20	126,631.20	129,262.40
02/20/2040		-	1,986.40	1,986.40	
08/20/2040	126,000	1.040%	1,986.40	127,986.40	129,972.80
02/20/2041		-	1,331.20	1,331.20	
08/20/2041	127,000	1.040%	1,331.20	128,331.20	129,662.40
02/20/2042		-	670.80	670.80	
08/20/2042	129,000	1.040%	670.80	129,670.80	130,341.60
Total	2,650,017	-	\$511,582.57	\$3,161,599.57	\$3,161,599.57

City of Willmar, Minnesota
 General Obligation Clean Water Bonds (PFA Loan), 2013 & WIF Grant

DEBT SERVICE SCHEDULE

Date	Principal	1.040% Coupon	Interest	Total P+I	Fiscal Total	Required Reserve Dep.	Cum. Reserve Dep.	Gross Annual Req.	Variance to Full Loan
05/28/2013									
02/20/2014			14,281.07	14,281.07			-		
08/20/2014	6,812	1.040%	9,811.42	16,623.42	30,904.49		-	30,904	(7,950)
02/20/2015		-	9,776.00	9,776.00			-		
08/20/2015	5,000	1.040%	9,776.00	14,776.00	24,552.00	86,220	86,220	110,772	78,264
02/20/2016		-	9,750.00	9,750.00			86,220		
08/20/2016	5,000	1.040%	9,750.00	14,750.00	24,500.00	86,220	172,440	110,720	78,264
02/20/2017		-	9,724.00	9,724.00			172,440		
08/20/2017	5,000	1.040%	9,724.00	14,724.00	24,448.00	86,220	258,660	110,668	78,264
02/20/2018		-	9,698.00	9,698.00			258,660		
08/20/2018	15,000	1.040%	9,698.00	24,698.00	34,396.00	86,220	344,880	120,616	64,264
02/20/2019		-	9,620.00	9,620.00			344,880		
08/20/2019	24,000	1.040%	9,620.00	33,620.00	43,240.00	86,220	431,100	129,460	58,410
02/20/2020		-	9,495.20	9,495.20			431,100		
08/20/2020	35,000	1.040%	9,495.20	44,495.20	53,990.40	86,220	517,320	140,210	54,618
02/20/2021		-	9,313.20	9,313.20			517,320		
08/20/2021	42,000	1.040%	9,313.20	51,313.20	60,626.40	86,220	603,540	146,846	46,867
02/20/2022		-	9,094.80	9,094.80			603,540		
08/20/2022	50,000	1.040%	9,094.80	59,094.80	68,189.60	86,220	689,760	154,410	38,200
02/20/2023		-	8,834.80	8,834.80			689,760		
08/20/2023	77,000	1.040%	8,834.80	85,834.80	94,669.60	73,445	763,205	168,115	38,851
02/20/2024		-	8,434.40	8,434.40			763,205		
08/20/2024	78,000	1.040%	8,434.40	86,434.40	94,868.80	0	763,205	94,869	(35,302)
02/20/2025		-	8,028.80	8,028.80			763,205		
08/20/2025	78,000	1.040%	8,028.80	86,028.80	94,057.60	0	763,205	94,058	(35,001)
02/20/2026		-	7,623.20	7,623.20			763,205		
08/20/2026	79,000	1.040%	7,623.20	86,623.20	94,246.40	0	763,205	94,246	(35,699)
02/20/2027		-	7,212.40	7,212.40			763,205		
08/20/2027	80,000	1.040%	7,212.40	87,212.40	94,424.80	0	763,205	94,425	(35,387)
02/20/2028		-	6,796.40	6,796.40			763,205		
08/20/2028	81,000	1.040%	6,796.40	87,796.40	94,592.80	0	763,205	94,593	(35,075)
02/20/2029		-	6,375.20	6,375.20			763,205		
08/20/2029	82,000	1.040%	6,375.20	88,375.20	94,750.40	0	763,205	94,750	(34,763)
02/20/2030		-	5,948.80	5,948.80			763,205		
08/20/2030	83,000	1.040%	5,948.80	88,948.80	94,897.60	0	763,205	94,898	(34,451)
02/20/2031		-	5,517.20	5,517.20			763,205		
08/20/2031	83,000	1.040%	5,517.20	88,517.20	94,034.40	0	763,205	94,034	(36,139)
02/20/2032		-	5,085.60	5,085.60			763,205		
08/20/2032	84,000	1.040%	5,085.60	89,085.60	94,171.20	0	763,205	94,171	(36,806)
02/20/2033		-	4,648.80	4,648.80			763,205		
08/20/2033	85,000	1.040%	4,648.80	89,648.80	94,297.60	0	763,205	94,298	(35,463)
02/20/2034		-	4,206.80	4,206.80			763,205		
08/20/2034	86,000	1.040%	4,206.80	90,206.80	94,413.60	0	763,205	94,414	(36,130)
02/20/2035		-	3,759.60	3,759.60			763,205		
08/20/2035	87,000	1.040%	3,759.60	90,759.60	94,519.20	0	763,205	94,519	(35,787)
02/20/2036		-	3,307.20	3,307.20			763,205		
08/20/2036	88,000	1.040%	3,307.20	91,307.20	94,614.40	0	763,205	94,614	(34,444)
02/20/2037		-	2,849.60	2,849.60			763,205		
08/20/2037	89,000	1.040%	2,849.60	91,849.60	94,699.20	0	763,205	94,699	(35,111)
02/20/2038		-	2,386.80	2,386.80			763,205		
08/20/2038	90,000	1.040%	2,386.80	92,386.80	94,773.60	0	763,205	94,774	(34,768)
02/20/2039		-	1,918.80	1,918.80			763,205		
08/20/2039	91,000	1.040%	1,918.80	92,918.80	94,837.60	0	763,205	94,838	(34,425)
02/20/2040		-	1,445.60	1,445.60			763,205		
08/20/2040	92,000	1.040%	1,445.60	93,445.60	94,891.20	0	763,205	94,891	(35,082)
02/20/2041		-	967.20	967.20			763,205		
08/20/2041	93,000	1.040%	967.20	93,967.20	94,934.40	0	763,205	94,934	(34,728)
02/20/2042		-	483.60	483.60			763,205		
08/20/2042	93,000	1.040%	483.60	93,483.60	93,967.20	0	763,205	93,967	(36,374)
Total	\$1,886,812	-	\$368,696.49	\$2,255,508.49	\$2,255,508.49	\$763,205		\$3,018,713	(142,886)

Springsted

Projected Sewer Rate Adjustment	2012	2013	20.00%	18.00%	14.00%	7.00%	7.00%	7.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Revenues													
Charges for Services - City	5,840,045	3,715,768	4,270,462	4,637,854	4,851,391	5,073,550	5,073,550	5,073,550	5,073,550	5,073,550	5,073,550	5,073,550	5,073,550
Charges for Services - JOTS	N/A	2,698,384	3,093,433	3,468,399	3,681,301	3,916,333	3,916,333	3,916,333	3,916,333	3,916,333	3,916,333	3,916,333	3,916,333
Charges for Services - Eagle Lake	150,000	226,416	246,494	264,864	275,544	286,651	286,651	286,651	286,651	286,651	286,651	286,651	286,651
Charges for Services - Kandiyohi Co	120,000	121,200	122,412	123,636	124,872	126,121	127,382	128,656	129,943	131,242	132,555	133,889	135,222
Charges for Services - Delivered Waste	16,000	16,160	16,322	16,485	16,650	16,816	16,984	17,154	17,326	17,499	17,674	17,849	18,024
Administration and Billing Charges	200,000	198,386	204,444	210,502	216,559	222,617	228,675	234,733	240,791	246,849	252,907	258,965	265,023
Replacement Charges	410,200	415,872	415,872	415,872	415,872	415,872	415,872	415,872	415,872	415,872	415,872	415,872	415,872
Other Revenue	15,100	15,533	16,020	16,500	16,995	17,505	18,030	18,571	19,128	19,702	20,293	20,899	21,511
Total Revenues	6,751,345	7,407,739	8,385,459	9,154,112	9,599,184	10,088,825	10,117,825	10,138,039	10,167,798	10,197,689	10,231,056	10,264,425	10,297,794
Operating Expenses													
Personal Services													
Salaries - Treatment	541,689	557,940	574,678	591,918	609,676	627,966	646,805	666,209	686,195	706,781	727,985	749,810	772,266
Salaries - Collection	55,335	56,995	58,705	60,466	62,280	64,148	66,073	68,055	70,097	72,200	74,366	76,596	78,889
Salaries - Biosolids	59,465	61,249	63,086	64,979	66,928	68,936	71,004	73,134	75,328	77,588	79,916	82,314	84,784
Pension Contributions	96,346	101,163	106,221	111,533	117,109	122,965	129,113	135,568	142,347	149,464	156,937	164,774	172,984
Insurance Contributions	204,258	214,471	225,194	236,454	248,277	260,691	273,725	287,412	301,782	316,871	332,715	349,324	366,519
Total - Personal Services	957,093	991,818	1,027,885	1,065,350	1,104,270	1,144,706	1,186,720	1,230,379	1,275,750	1,322,905	1,371,919	1,421,904	1,473,488
Supplies													
Office Supplies	3,200	3,296	3,395	3,497	3,602	3,710	3,821	3,936	4,054	4,175	4,301	4,432	4,568
Small Tools	12,900	13,287	13,686	14,096	14,519	14,955	15,403	15,865	16,341	16,832	17,337	17,857	18,392
Motor Fuels and Lubricants	108,500	111,755	115,108	118,561	122,118	125,781	129,555	133,441	137,445	141,568	145,815	150,198	154,721
Postage	1,100	1,133	1,167	1,202	1,238	1,275	1,313	1,353	1,393	1,435	1,478	1,524	1,571
Misc. Of Equipment	26,000	26,780	27,583	28,411	29,263	30,141	31,045	31,977	32,936	33,924	34,942	35,990	37,069
Misc. Of Structures	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219	5,376	5,538	5,704
Misc. Of Other Improvements	14,100	14,523	14,959	15,407	15,870	16,346	16,836	17,341	17,861	18,397	18,949	19,517	20,099
Subsistence of Persons	2,250	2,318	2,387	2,459	2,532	2,608	2,687	2,767	2,850	2,936	3,024	3,114	3,207
Cleaning and Waste Removal	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	4,032	4,154	4,280
General Supplies	582,500	599,975	617,974	636,513	655,609	675,277	695,535	716,402	737,894	760,030	782,831	806,289	830,376
Total - Supplies	757,550	780,277	803,685	827,795	852,629	878,208	904,554	931,691	959,642	988,431	1,018,084	1,047,611	1,077,024

Projected Sewer Rate Adjustment	2012	20.00%	18.00%	14.00%	7.00%	7.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other Services and Charges	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
Communications	5,450	5,614	5,782	5,955	6,134	6,318	6,508	6,703	6,904	7,111	7,324	
Printing and Publishing	500	515	530	546	563	580	597	615	633	652	672	
Utilities	895,000	921,850	949,506	977,991	1,007,330	1,037,550	1,068,677	1,100,737	1,133,759	1,167,772	1,202,805	
Travel, Conferences, and Schools	6,400	6,592	6,790	6,993	7,203	7,419	7,642	7,871	8,107	8,351	8,601	
Maint - Equipment	43,000	44,290	45,619	46,987	48,397	49,849	51,344	52,885	54,471	56,105	57,788	
Maint - Structures	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720	
Maint - Other Improvements	12,600	12,978	13,367	13,768	14,181	14,607	15,045	15,496	15,961	16,440	16,933	
Subsistence of Persons	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344	
Cleaning and Waste Removal	27,000	27,810	28,644	29,504	30,389	31,300	32,239	33,207	34,203	35,229	36,286	
Rents	86,500	89,095	91,768	94,521	97,357	100,277	103,286	106,384	109,576	112,863	116,249	
Insurances and Bonds	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878	
Awards & Indemnities	-	-	-	-	-	-	-	-	-	-	-	
Subscriptions & Memberships	5,200	5,356	5,517	5,682	5,853	6,028	6,209	6,395	6,587	6,785	6,988	
Licenses & Taxes	27,200	28,016	28,856	29,722	30,614	31,532	32,478	33,453	34,456	35,490	36,555	
Professional Services	104,000	107,120	110,334	113,644	117,053	120,565	124,181	127,907	131,744	135,696	139,767	
Advertising	200	206	212	219	225	232	239	246	253	261	269	
Other Charges	16,000	16,480	16,974	17,484	18,008	18,548	19,105	19,678	20,268	20,876	21,503	
Existing Depreciation	2,400,000	2,280,000	2,166,000	2,057,700	1,954,815	1,857,074	1,764,221	1,676,010	1,592,209	1,512,599	1,436,969	
New Depreciation	-	-	61,595	206,615	222,815	225,482	234,815	240,815	246,815	252,815	258,815	
Total - Other Services and Charges	3,655,050	3,572,702	3,559,078	3,635,742	3,590,200	3,537,503	3,497,631	3,460,378	3,428,884	3,402,970	3,382,466	
Total Operating Expenses	5,369,693	5,344,796	5,390,648	5,528,888	5,547,100	5,560,417	5,588,906	5,622,448	5,664,276	5,714,305	5,772,469	
Operating Income (Loss)	1,381,652	2,062,943	2,994,811	3,625,224	4,052,085	4,528,408	4,528,919	4,515,592	4,503,523	4,483,384	4,458,588	
Non Operating Revenues (Expenses)												
State or Federal Grants	-	1,546,731	-	-	-	-	-	-	-	-	-	
Interest Income	100,000	64,104	54,355	51,778	52,685	56,220	63,057	68,703	73,354	78,090	81,875	
Interest Expense Existing Debt	(2,374,845)	(2,303,162)	(2,245,954)	(2,157,399)	(2,070,503)	(1,979,947)	(1,887,563)	(1,798,925)	(1,709,985)	(1,620,198)	(1,527,670)	
Interest Expense New Debt	-	-	(12,771)	(155,816)	(175,278)	(173,291)	(177,334)	(171,658)	(165,849)	(159,905)	(153,821)	
Amortization Expense	-	-	-	-	-	-	-	-	-	-	-	
Special Assessments - Existing	-	-	-	-	-	-	-	-	-	-	-	
New Special Assessments	-	-	-	-	-	-	-	-	-	-	-	
Refunds and Reimbursements	15,000	-	-	-	-	-	-	-	-	-	-	
Other	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Total Non Operating Revenues (Expenses)	(2,257,345)	(689,827)	(2,201,870)	(2,258,936)	(2,190,596)	(2,094,518)	(1,999,340)	(1,899,380)	(1,799,980)	(1,699,512)	(1,597,110)	
Net Income (Loss) Before Transfers	(875,693)	1,373,116	792,941	1,366,288	1,861,489	2,433,890	2,529,579	2,616,212	2,703,543	2,783,872	2,861,472	
Operating Transfers												
Transfers (Out) - W/F Capital Reserve	-	-	-	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	
Transfers (Out) - General Fund/Admin	(560,200)	(614,258)	(620,316)	(626,374)	(632,431)	(651,848)	(659,048)	(666,247)	(673,446)	(681,445)	(689,445)	
Total Operating Transfers	(560,200)	(614,258)	(706,636)	(712,694)	(718,651)	(738,068)	(745,268)	(752,467)	(759,666)	(767,665)	(762,890)	
Net Income (Loss)	(1,435,893)	758,858	86,405	653,694	1,142,838	1,695,821	1,784,311	1,863,745	1,943,876	2,016,207	2,098,582	

Projected Sewer Rate Adjustment	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
		20.00%	18.00%	14.00%	7.00%	7.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Operating Transfers											
Transfers (Out) - WIF Capital Reserve	-	(614,258)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(86,220)	(73,445)
Transfers (Out) - General Fund/Admin	(560,200)	(614,258)	(620,316)	(626,374)	(632,431)	(651,848)	(659,048)	(666,247)	(673,446)	(681,445)	(689,445)
Total Operating Transfers	(560,200)	(614,258)	(706,536)	(712,594)	(718,651)	(738,068)	(745,268)	(752,467)	(759,666)	(767,665)	(762,890)
Net Income (Loss)	(1,435,893)	758,858	86,405	653,694	1,142,838	1,695,821	1,784,311	1,863,745	1,943,876	2,016,207	2,098,582
Beginning Cash & Investments	7,886,546	6,410,390	5,435,469	5,177,847	5,268,514	5,622,045	6,305,711	6,870,284	7,335,403	7,809,044	8,187,460
Net Income	(1,435,893)	758,858	86,405	653,694	1,142,838	1,695,821	1,784,311	1,863,745	1,943,876	2,016,207	2,098,582
Depreciation	2,400,000	2,280,000	2,227,595	2,264,315	2,177,630	2,082,556	1,999,036	1,916,825	1,839,024	1,765,414	1,695,784
Amortization	-	-	-	-	-	-	-	-	-	-	-
Acquisition and Construction of Assets	(1,971,812)	(2,997,138)	(7,176,000)	(783,000)	(100,000)	(308,500)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
Proceeds from New Long-Term Debt	1,886,812	1,450,407	7,176,000	783,000	100,000	308,500	-	-	-	-	-
Payments on New Long-Term Debt	-	-	(15,843)	(193,206)	(226,373)	(235,082)	(251,775)	(257,451)	(263,260)	(269,204)	(275,289)
Payments on Existing Long-Term Debt	(2,355,263)	(2,467,048)	(2,535,780)	(2,634,137)	(2,740,563)	(2,859,630)	(2,667,000)	(2,758,000)	(2,746,000)	(2,834,000)	(2,925,000)
Ending Cash Balance	6,410,390	5,435,469	5,177,847	5,268,514	5,622,045	6,305,711	6,870,284	7,335,403	7,809,044	8,187,460	8,481,538
Minimum Cash Balance											
For ongoing operations (months)	1,342,423	1,336,199	1,347,662	1,382,222	1,386,775	1,390,104	1,397,226	1,405,612	1,416,069	1,428,576	1,443,117
For debt service	4,770,210	4,830,347	5,140,557	5,212,717	5,247,950	4,983,672	4,986,034	4,885,094	4,883,307	4,881,779	4,916,435
Minimum Cash Balance Required	6,112,634	6,166,546	6,488,219	6,594,939	6,634,725	6,373,776	6,383,260	6,290,706	6,299,376	6,310,355	6,359,552
Amount Over (Under) Minimum	297,757	(731,077)	(1,310,372)	(1,326,425)	(1,012,680)	(68,065)	487,024	1,044,697	1,509,668	1,877,105	2,121,986
WIF Capital Replacement Reserve Accumulation			86,220	172,440	258,660	344,880	431,100	517,320	603,540	689,760	765,205

**City of Willmar, MN
 G. O. Sewer Revenue Notes, Series 2013B
 Western Interceptor MN PFA Loan and WIF Grant**

April 2013							May 2013							June 2013						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

July 2013							August 2013							September 2013						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

Schedule of Events		
Date	Event	Responsible Party
April 16, 2013	Finalize Loan structure. Provide issue description for Finance Committee.	Springsted
April 22, 2013	Finance Committee Meeting.	City Staff
April 30, 2013	Materials submitted to City for setting the public hearing.	Kennedy & Graven
May 6, 2013	City Council calls for public hearing on the ordinance.	City Council
May 7, 2013	Submit ordinance hearing to the local paper. (The publication must appear in local paper at least 7 days prior to the hearing.)	City Staff
May 13, 2013	Last possible day for publication for hearing on ordinance.	
May 14, 2013	Materials submitted to City for hearing and approving sale	Kennedy & Graven & MNPFA
May 20, 2013	City Council conducts public hearing on the ordinance and approves financing documents, authorizing execution if no petition is received.	City Council
May 21, 2013	Submit Ordinance for publication in local paper.	City Staff
May 24, 2013	Publication of Ordinance (15 day petition period begins).	
Saturday, June 8, 2013	Final date for filing of certificate of intent (15 days from publication of ordinance).	

446A.072 WASTEWATER INFRASTRUCTURE FUNDING PROGRAM.

Subdivision 1. Establishment of program.

The authority will establish a wastewater infrastructure funding program to provide supplemental assistance to governmental units receiving funding through the clean water revolving fund program or the United States Department of Agriculture Rural Economic and Community Development's (USDA/RECD) Water and Waste Disposal Loans and Grants program for the predesign, design, and construction of municipal wastewater treatment systems, including purchase of land and easements. The purpose of the program is to assist governmental units demonstrating financial need to build cost-effective projects to address existing environmental or public health problems. To implement the program, the authority shall establish a wastewater infrastructure fund to provide grants and loans for the purposes authorized under title VI of the Federal Water Pollution Control Act. The fund shall be credited with all investment income from the fund and all repayments of loans, grants, and penalties.

Subd. 2.

[Repealed, 2002 c 393 s 91]

Subd. 3. Program administration.

(a) The authority shall provide supplemental assistance, as provided in subdivision 5a to governmental units:

- (1) whose projects are listed on the Pollution Control Agency's project priority list;
- (2) that demonstrate their projects are a cost-effective solution to an existing environmental or public health problem; and
- (3) whose projects are approved by the USDA/RECD or certified by the commissioner of the Pollution Control Agency.

(b) For a governmental unit receiving grant funding from the USDA/RECD, applications must be made to the USDA/RECD with additional information submitted to the authority as required by the authority. Eligible project costs and affordability criteria shall be determined by the USDA/RECD.

(c) For a governmental unit not receiving grant funding from the USDA/RECD, application must be made to the authority on forms prescribed by the authority for the clean water revolving fund program with additional information as required by the authority. In accordance with section 116.182, the Pollution Control Agency shall:

- (1) calculate the essential project component percentage which must be multiplied by the total project cost to determine the eligible project cost; and
- (2) review and certify approved projects to the authority.

(d) Each fiscal year the authority shall make funds available for projects based on their ranking on the Pollution Control Agency's project priority list. The authority shall reserve

funds for a project when the applicant receives a funding commitment from the United States Department of Agriculture Rural Development (USDA/RECD) or submits plans and specifications to the Pollution Control Agency. Funds must be reserved in an amount based on the project cost estimate submitted to the authority prior to the appropriation of the funds and awarded based on the lesser of that amount or the as-bid cost.

Subd. 4.

[Repealed, 2002 c 393 s 91]

Subd. 4a.

[Repealed, 1998 c 404 s 84]

Subd. 5.

[Repealed, 2002 c 393 s 91]

Subd. 5a. Type and amount of assistance.

(a) For a governmental unit receiving grant funding from the USDA/RECD, the authority may provide assistance in the form of a grant of up to 65 percent of the eligible grant need determined by USDA/RECD. A governmental unit may not receive a grant under this paragraph for more than \$4,000,000 per project or \$15,000 per existing connection, whichever is less, unless specifically approved by law.

(b) For a governmental unit receiving a loan from the clean water revolving fund under section 446A.07, the authority may provide assistance under this section in the form of a grant if the average annual residential wastewater system cost after completion of the project would otherwise exceed 1.4 percent of the median household income of the project service area. In determining whether the average annual residential wastewater system cost would exceed 1.4 percent, the authority must consider the total costs associated with building, operating, and maintaining the wastewater system, including existing wastewater debt service, debt service on the eligible project cost, and operation and maintenance costs. Debt service costs for the proposed project are calculated based on the maximum loan term permitted for the clean water revolving fund loan under section 446A.07, subdivision 7. The amount of the grant is equal to 80 percent of the amount needed to reduce the average annual residential wastewater system cost to 1.4 percent of median household income in the project service area, to a maximum of \$4,000,000 per project or \$15,000 per existing connection, whichever is less, unless specifically approved by law. The eligible project cost is determined by multiplying the total project costs minus any other grants by the essential project component percentage calculated under subdivision 3, paragraph (c), clause (1). In no case may the amount of the grant exceed 80 percent of the eligible project cost.

(c) Notwithstanding the limits in paragraphs (a) and (b), for a governmental unit receiving supplemental assistance under this section after January 1, 2002, if the authority determines that the governmental unit's construction and installation costs are significantly increased due to geological conditions of crystalline bedrock or karst areas and discharge limits that are more stringent than secondary treatment, the maximum award under this section shall not be more than \$25,000 per existing connection.

Subd. 5b. Special assessment deferral.

A governmental unit receiving a loan under subdivision 5a that levies special assessments to repay the loan under subdivision 5a or section 446A.07 may defer payment of such assessments under the provisions of sections 435.193 to 435.195.

Subd. 6. Disbursements.

Disbursements of grants or loans awarded under this section by the authority to recipients must be made for eligible project costs as incurred by the recipients, and must be made by the authority in accordance with the project financing agreement and applicable state and federal laws and rules governing the payments.

Subd. 7. Loan repayments.

Notwithstanding the limitations set forth in section 475.54, subdivision 1, this subdivision shall govern the maturities and mandatory sinking fund redemptions of the loans under this section. A governmental unit receiving a loan under this section shall repay the loan in semiannual payment amounts determined by the authority. The payment amount must be based on the average payments on the governmental unit's clean water revolving fund loan or, if greater, the minimum amount required to fully repay the loan by the maturity date. Payments must begin within one year of the date of the governmental unit's final payment on the clean water revolving fund loan. The final maturity date of the loan under this section must be no later than 20 years from the date of the first payment on the loan under this section and no later than 40 years from the date of the first payment on the clean water revolving fund loan.

Subd. 8. Eligibility.

A governmental unit is eligible for assistance under this section only after applying for grant funding from other sources and funding has been obtained, rejected, or the authority has determined that the potential funding is unlikely.

Subd. 9. Funding limitation.

Supplemental assistance may not be used to reduce the sewer service charges of a significant wastewater contributor, or a single user that has caused the need for the project or whose current or projected flow and load exceed one-half of the current wastewater treatment plant's capacity.

Subd. 10.

[Repealed, 2002 c 393 s 91]

Subd. 11. Report on needs.

By February 1 of each even-numbered year, the authority, in conjunction with the Pollution Control Agency, shall prepare a report to the Finance Division of the senate Environment and Natural Resources Committee and the house of representatives Environment and Natural Resources Finance Committee on wastewater funding assistance needs of governmental units under this section.

Subd. 12. System replacement fund.

Each governmental unit receiving a loan or grant under this section shall establish a system replacement fund and shall annually deposit a minimum of \$.50 per 1,000 gallons of flow for major rehabilitation or expansion of the treatment system, or replacement of the treatment system at the end of its useful life. Money must remain in the account for the life of the loan from the authority or USDA/RECD, unless use of the fund is approved in writing by the authority for major rehabilitation, expansion, or replacement of the treatment system. By March 1 each year during the life of the loan, each recipient shall submit a report to the authority regarding the amount deposited and the fund balance for the prior calendar year. Failure to comply with the requirements of this subdivision shall result in the authority assessing a penalty fee to the recipient equal to one percent of the supplemental assistance amount for each year of noncompliance. Failure to make the required deposit or pay the penalty fee as required constitutes a default on the loan.

Subd. 13.

[Repealed, 2002 c 393 s 91]

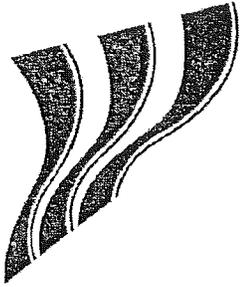
Subd. 14. Consistency with land use plans.

A governmental unit applying for a project in an unsewered area shall include in its application to the authority a certification from the county in which the project is located that:

- (1) the project is consistent with the county comprehensive land use plan, if the county has adopted one;
- (2) the project is consistent with the county water plan, if the county has adopted one; and
- (3) the county has adopted specific land use ordinances or controls so as to meet or exceed the requirements of Minnesota Rules, part 7080.0305.

History:

1996 c 463 s 45; 1997 c 246 s 18; 1998 c 404 s 50-52; 1999 c 223 art 2 s 48; 2000 c 492 art 1 s 60; 2002 c 393 s 65-75; 2006 c 281 art 4 s 24; 2007 c 96 art 1 s 6; 2008 c 277 art 3 s 3; 2008 c 300 s 37,38; 2010 c 290 s 3-6



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

Agenda Item Number: 4
Meeting Date: April 22, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Approval to start the process to increase the rates charged for the Waste Treatment operations.

Guiding Principle: City Council Policy and Procedures

Introduction: Staff needs direction and approval from Committee to implement rates calculated by Springsted for the Wastewater Treatment Plant.

Background/Justification: (See Attachment)

Fiscal Impact: Increase in revenues and profitability for the Wastewater Treatment operations.

Alternatives: Subsidize rates with other revenues such as tax dollars. Not raising rates is not an option.

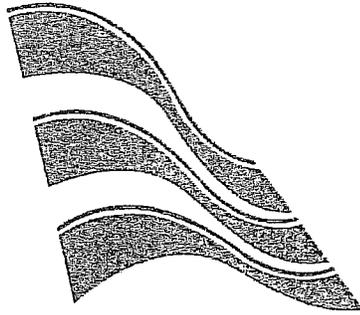
Staff Recommendation: Grant approval to prepare an ordinance to increase rates.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:



City of Willmar, Minnesota

Wastewater Utility Rate Study

November 2012

Wastewater Utility Rate Study

- Purpose of Study
- Assumptions
- Recent Financial Performance
- Recommendations
- Financial Projections
- Sample Bills
- Conclusions



Purpose of Study

- Review financial performance
- Recommend rate structure to generate revenues sufficient for:
 - Operating expenses
 - Capital maintenance and replacement
 - Debt service
 - Cash reserves



Assumptions

- 6,310 accounts
- 8,575 meters
- Sewer Volume
 - 56.0 million cubic feet/year from JOTS
 - 4.3 million cubic feet/year from Eagle Lake
 - 88.8 million cubic feet/year from RCPLi
 - 7.5% lower than total water sales



Assumptions (cont.)

- Most expenses increase 3% per year
 - Benefits increase 5% per year
- \$5.4 million in capital outlay over 5 years
- Existing debt service of \$4.9 million annually
 - Includes Western Interceptor debt payments



Recent Financial Performance

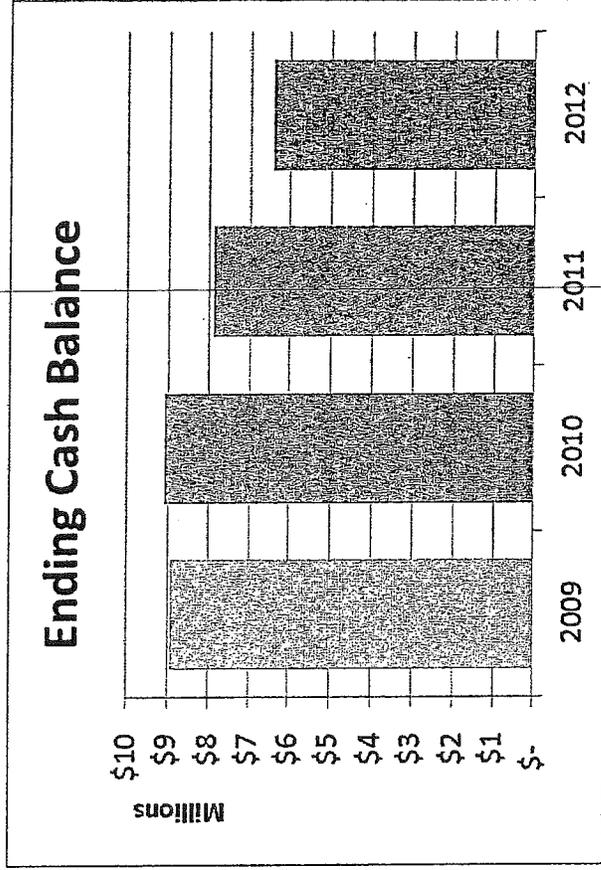
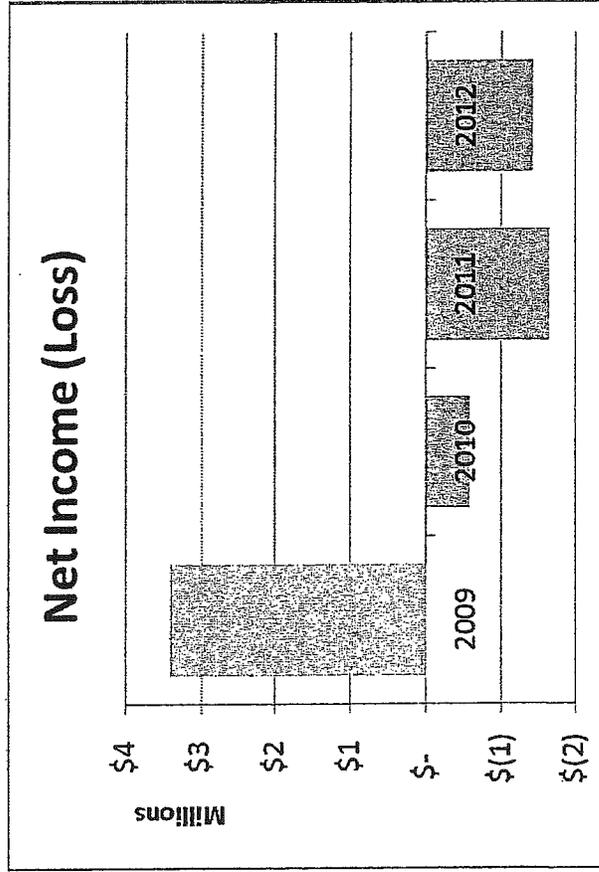
- Operating income is positive
- Net income is negative
 - \$2.3 million interest payments on debt
 - Net loss of (\$1.67 million) in 2011
 - Net loss of (\$1.44 million) in 2012
- Cash position is worsening
 - \$9.0 million in 2010
 - \$6.4 million in 2012

Recent Financial Performance (cont.)

	2009	2010	2011	2012
Total Operating Revenue	\$ 3,576,202	\$ 4,139,101	\$ 5,670,166	\$ 6,751,345
Total - Personal Services	\$ 905,654	\$ 950,855	\$ 945,389	\$ 957,093
Total - Supplies	\$ 131,241	\$ 275,966	\$ 481,454	\$ 757,550
Total - Other Services and Charges	\$ 1,180,672	\$ 1,851,491	\$ 3,209,440	\$ 3,655,050
Total Operating Expenses	\$ 2,217,567	\$ 3,078,312	\$ 4,636,283	\$ 5,369,693
Operating Income (Loss)	\$ 1,358,635	\$ 1,060,789	\$ 1,033,883	\$ 1,381,652
Total Non Operating Revenues (Expenses)	\$ 2,307,617	\$ (1,398,915)	\$ (2,034,795)	\$ (2,257,345)
Transfers (Out)	\$ (250,000)	\$ (250,000)	\$ (665,616)	\$ (560,200)
Net Income (Loss)	\$ 3,416,252	\$ (588,126)	\$ (1,666,528)	\$ (1,435,893)
Ending Cash Balance	\$ 8,954,947	\$ 9,070,148	\$ 7,886,546	\$ 6,410,390



Recent Financial Performance (cont.)



- Need to recover an additional \$1.5 million annually

JOTS – Revenues and Expenses

Expenses Allocated to JOTS		Revenues from JOTS	
General Admin, O&M	389,681	Meter charges	52,566
Utilities	349,990	Volume charges	1,791,776
Chemicals	227,787	Surcharges	475,045
Additional Biosolids	33,433		
Replacement Fund	160,409		
Debt Service	1,162,901		
Depreciation	-		
Total	2,324,199	Total	2,319,387
		Surplus/(Deficit)	(4,812)

- Current revenues match allocated expenses



Rate Recommendations

	2012	2013	2014	2015	2016	2017
Admin/Billing Charge	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Tier 1 Volume (per 100 cu ft)	\$ 2.17	\$ 2.57	\$ 3.05	\$ 3.36	\$ 3.70	\$ 3.96
Tier 2 Volume (per 100 cu ft)	\$ 3.33	\$ 3.95	\$ 4.68	\$ 5.15	\$ 5.67	\$ 6.07

- Admin/Billing projected to grow 3% annually
- Meter charges unchanged
- Volume-based rates must rise to generate necessary revenues



Financial Projections

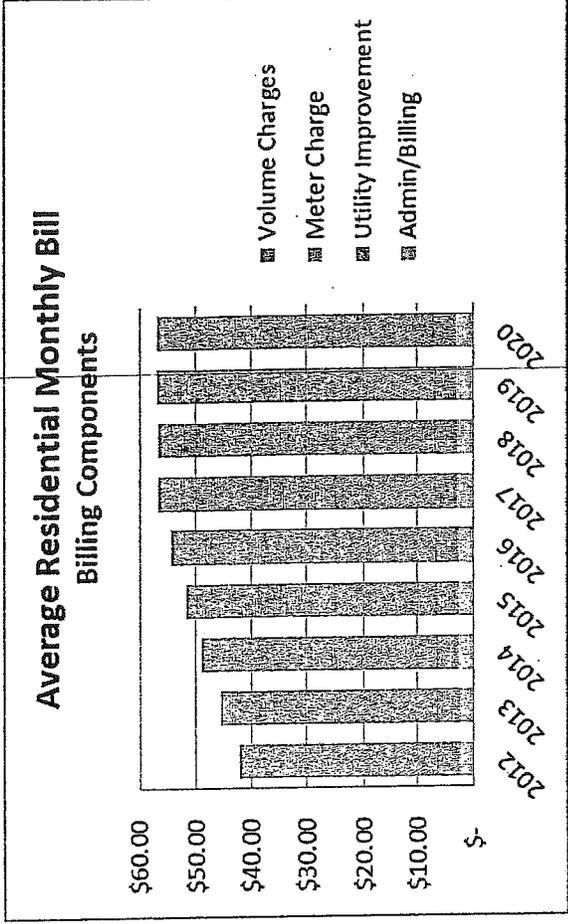
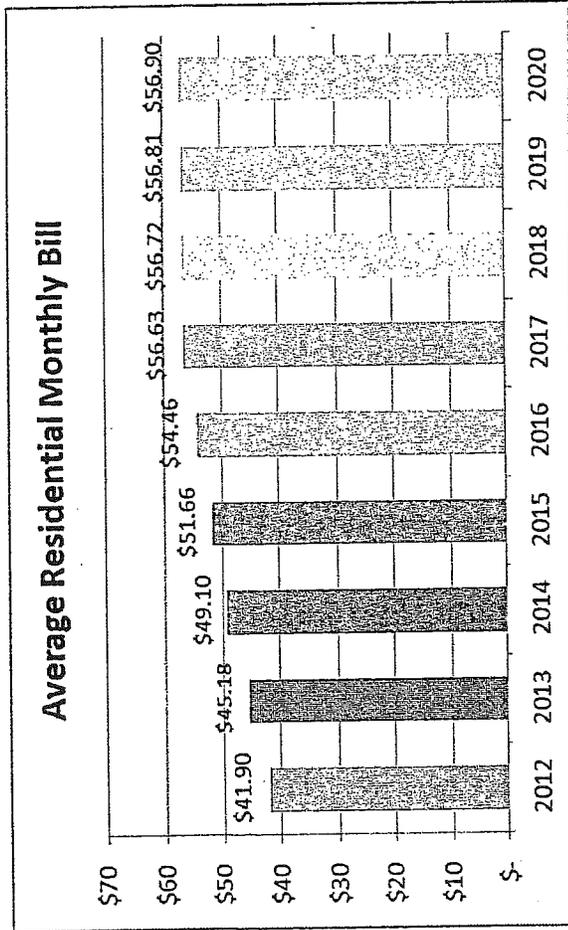
	2012	2013	2014	2015	2016	2017
Beginning Cash & Investments	7,886,546	6,410,390	5,463,118	5,183,025	5,175,031	5,596,297
Net Income	(1,435,893)	(705,667)	192,550	670,648	1,325,510	1,878,269
Depreciation	2,400,000	2,280,000	2,176,167	2,144,867	2,058,182	1,963,108
Amortization	-	-	-	-	-	-
Acquisition and Construction of Assets	(2,958,557)	(425,700)	(3,775,000)	(783,000)	(100,000)	(308,500)
Proceeds from New Long-Term Debt	2,873,557	425,700	3,775,000	783,000	100,000	308,500
Payments on New Long-Term Debt			(15,843)	(109,371)	(140,862)	(147,860)
Payments on Existing Long-Term Debt	(2,355,263)	(2,521,605)	(2,632,968)	(2,714,137)	(2,821,563)	(2,941,630)
Ending Cash Balance	6,410,390	5,463,118	5,183,025	5,175,031	5,596,297	6,348,184
Minimum Cash Balance						
For ongoing operations (months)	1,342,423	1,336,199	1,334,805	1,352,360	1,356,913	1,360,242
For debt service	4,841,290	4,911,632	5,076,501	5,148,863	5,184,288	4,910,191
Minimum Cash Balance Required	6,183,714	6,247,831	6,411,306	6,501,223	6,541,201	6,270,433
Amount Over (Under) Minimum	226,677	(784,713)	(1,228,281)	(1,326,192)	(944,903)	77,750

- Positive net income in 2014
- Cash reserves rebuilt by 2017



Sample Bill – Residential

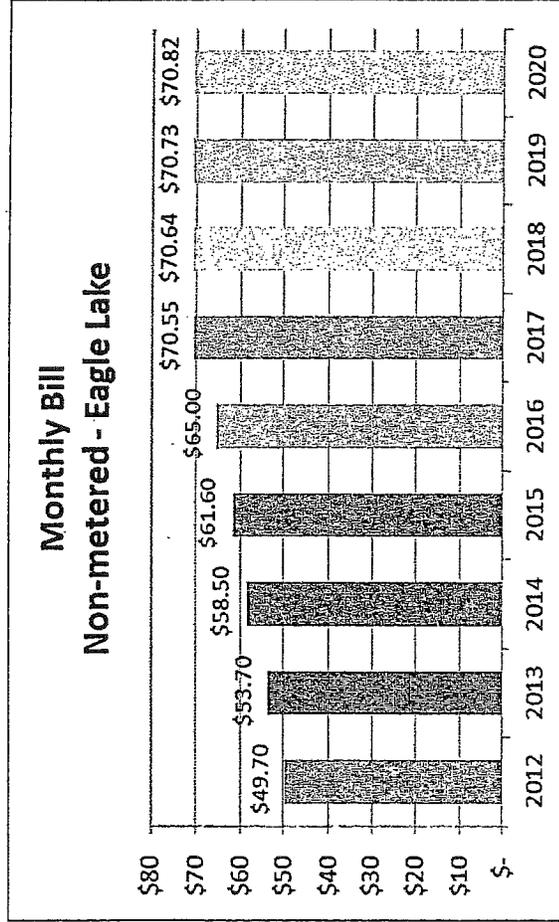
Average Residential User (5/8" meter and 800 cu ft (5,984 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (5/8" meter)	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00	\$ 18.00
Volume Charge (800 cu ft)	\$ 17.36	\$ 20.56	\$ 24.40	\$ 26.88	\$ 29.60	\$ 31.68	\$ 31.68	\$ 31.68	\$ 31.68
Total Monthly Charges	\$ 41.90	\$ 45.18	\$ 49.10	\$ 51.66	\$ 54.46	\$ 56.63	\$ 56.72	\$ 56.81	\$ 56.90



Sample Bill – Eagle Lake

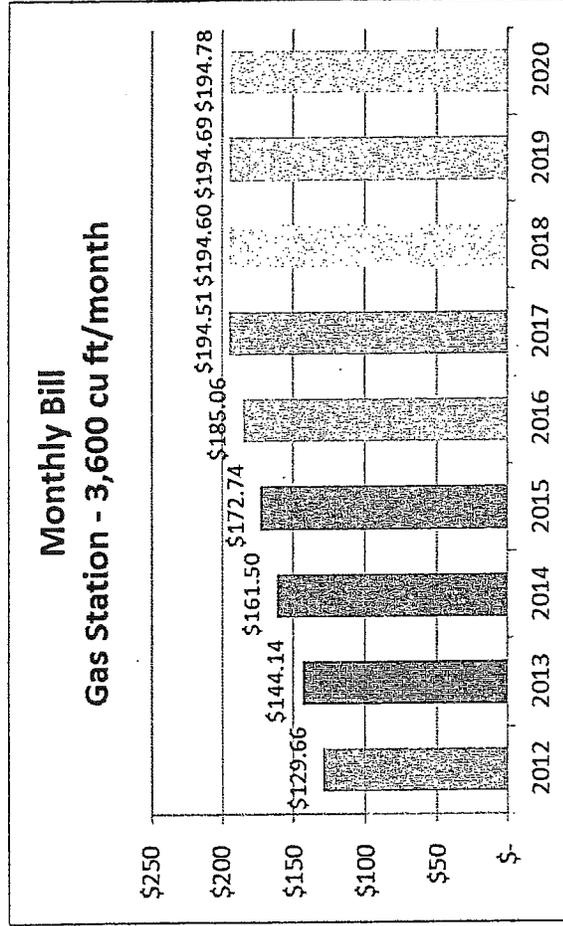
Non-Metered Eagle Lake User (1,000 cu ft (7,480 gal) per month and 1.5x residential meter charge)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Meter Charge (residential x 1.5)	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00
Volume Charge (1,000 cu ft)	\$ 21.70	\$ 25.70	\$ 30.50	\$ 33.60	\$ 37.00	\$ 39.60	\$ 39.60	\$ 39.60	\$ 39.60
Total Monthly Charges	\$ 49.70	\$ 53.70	\$ 58.50	\$ 61.60	\$ 65.00	\$ 70.55	\$ 70.64	\$ 70.73	\$ 70.82

* Eagle Creek agreement expires in 2016; assume that Admin charges start in 2017



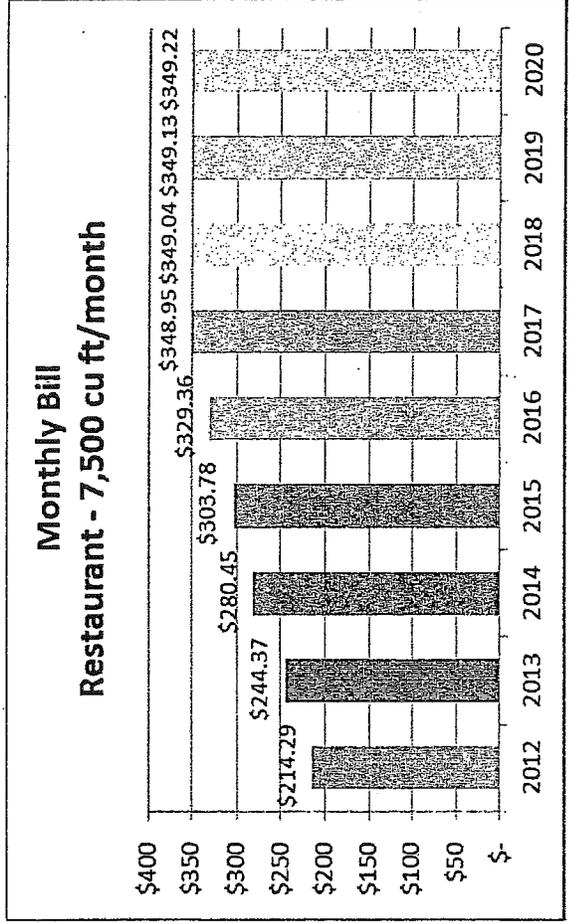
Sample Bill – Gas Station

Gas Station - 1" meter and 3,600 cu ft (26,928 gallons) per month									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Meter Charge (1" meter)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Volume Charge (3,600 cu ft)	\$ 78.12	\$ 92.52	\$ 109.80	\$ 120.96	\$ 133.20	\$ 142.56	\$ 142.56	\$ 142.56	\$ 142.56
Total Monthly Charges	\$ 129.66	\$ 144.14	\$ 161.50	\$ 172.74	\$ 185.06	\$ 194.51	\$ 194.60	\$ 194.69	\$ 194.78



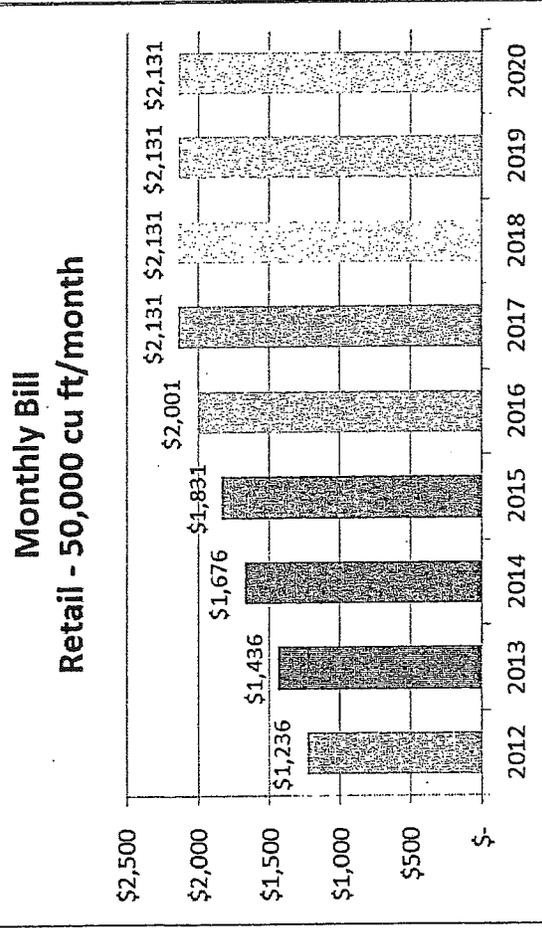
Sample Bill – Restaurant

Restaurant - 1" meter and 7,500 cu ft (56,100 gallons) per month										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22	
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	
Meter Charge (1" meter)	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	
Volume Charge (7,500 cu ft)	\$ 162.75	\$ 192.75	\$ 228.75	\$ 252.00	\$ 277.50	\$ 297.00	\$ 297.00	\$ 297.00	\$ 297.00	
Total Monthly Charges	\$ 214.29	\$ 244.37	\$ 280.45	\$ 303.78	\$ 329.36	\$ 348.95	\$ 349.04	\$ 349.13	\$ 349.22	



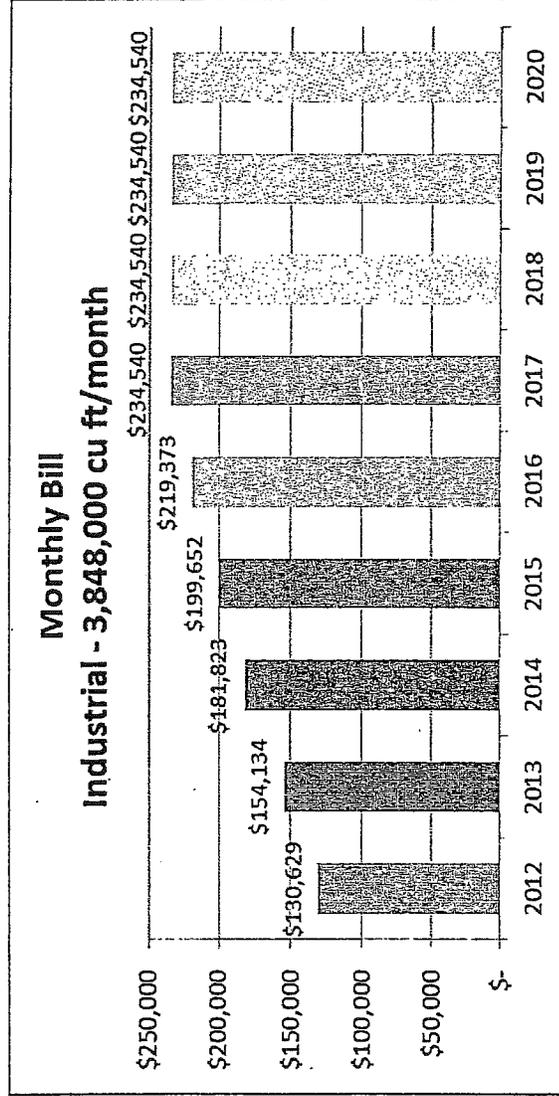
Sample Bill – Retail

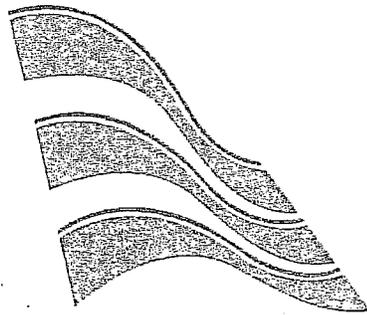
Retail User - 2" meter and 50,000 cu ft (374,000 gallons) per month										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22	
Utility Improvement Charge	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	
Meter Charge (2" meter)	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	\$ 144.00	
Volume Charge (50,000 cu ft)	\$ 1,085.00	\$ 1,285.00	\$ 1,525.00	\$ 1,680.00	\$ 1,850.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00	\$ 1,980.00	
Total Monthly Charges	\$ 1,235.54	\$ 1,435.62	\$ 1,675.70	\$ 1,830.78	\$ 2,000.86	\$ 2,130.95	\$ 2,131.04	\$ 2,131.13	\$ 2,131.22	



Sample Bill – Industrial

Industrial User - 12 meters and 3,848,000 cu ft (28,785,000 gallons) per month										
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Administration and Billing	\$ 2.54	\$ 2.62	\$ 2.70	\$ 2.78	\$ 2.86	\$ 2.95	\$ 3.04	\$ 3.13	\$ 3.22	
Utility Improvement Charge (x12)	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00
Meter Charge (12 various meters)	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302	\$ 4,302
Volume Charge (3,848,000 cu ft)	\$ 126,277	\$ 149,781	\$ 177,470	\$ 195,299	\$ 215,020	\$ 230,187	\$ 230,187	\$ 230,187	\$ 230,187	\$ 230,187
Total Monthly Charges	\$ 130,629	\$ 154,134	\$ 181,823	\$ 199,652	\$ 219,373	\$ 234,540	\$ 234,540	\$ 234,540	\$ 234,540	\$ 234,540



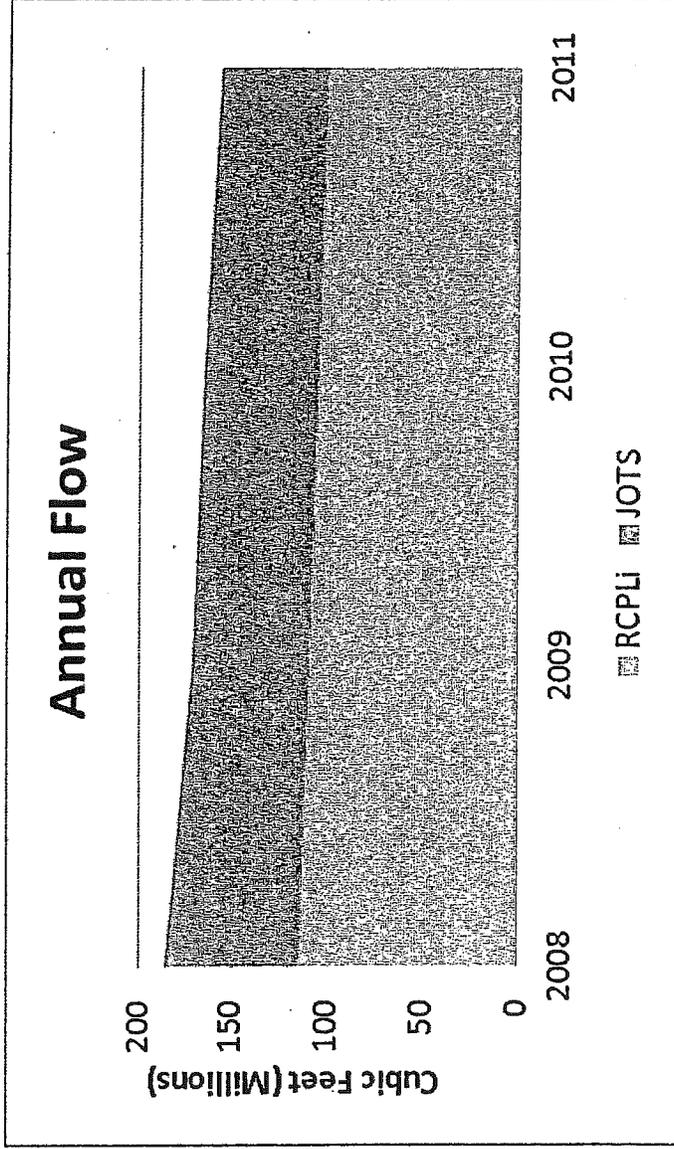


City of Willmar, Minnesota

Wastewater Utility Rate Study Supplementary Material

November 2012

Usage Trends

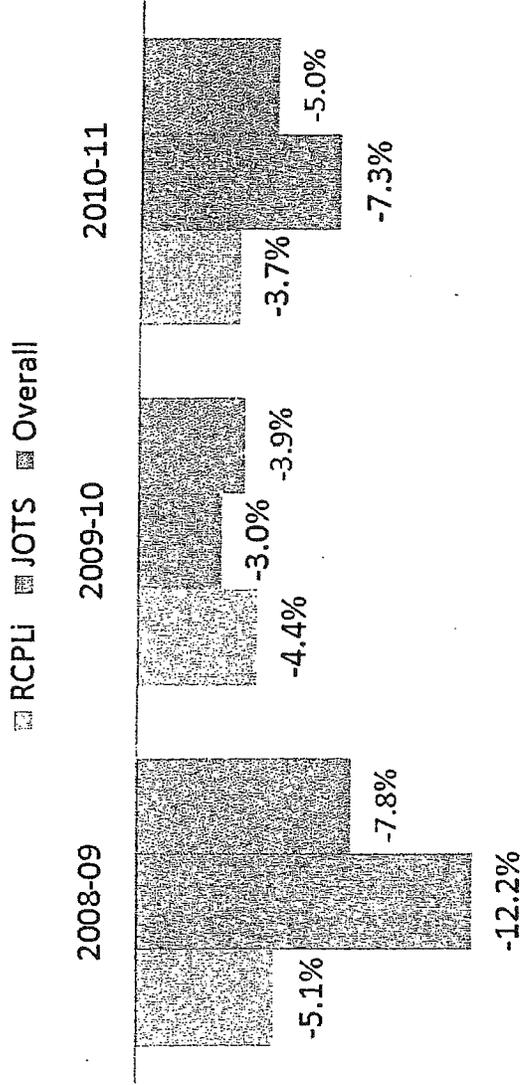


Consumption (cu ft)	2008	2009	2010	2011
RCPLi	115,495,455	109,624,400	104,809,100	100,959,400
JOTS	70,965,107	62,281,700	60,382,400	55,993,300
Overall	186,460,830	171,906,100	165,191,500	156,952,700



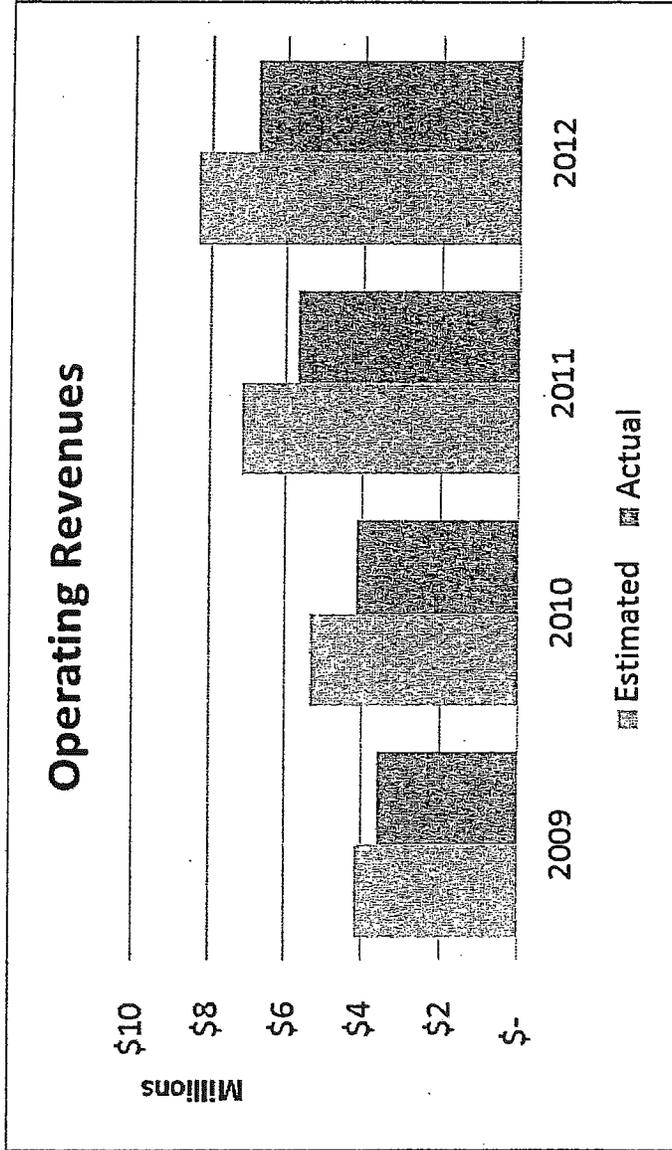
Usage Trends (cont.)

Annual Change in Flow



Annual Change	2008-09	2009-10	2010-11
RCPLi	-5.1%	-4.4%	-3.7%
JOTS	-12.2%	-3.0%	-7.3%
Overall	-7.8%	-3.9%	-5.0%

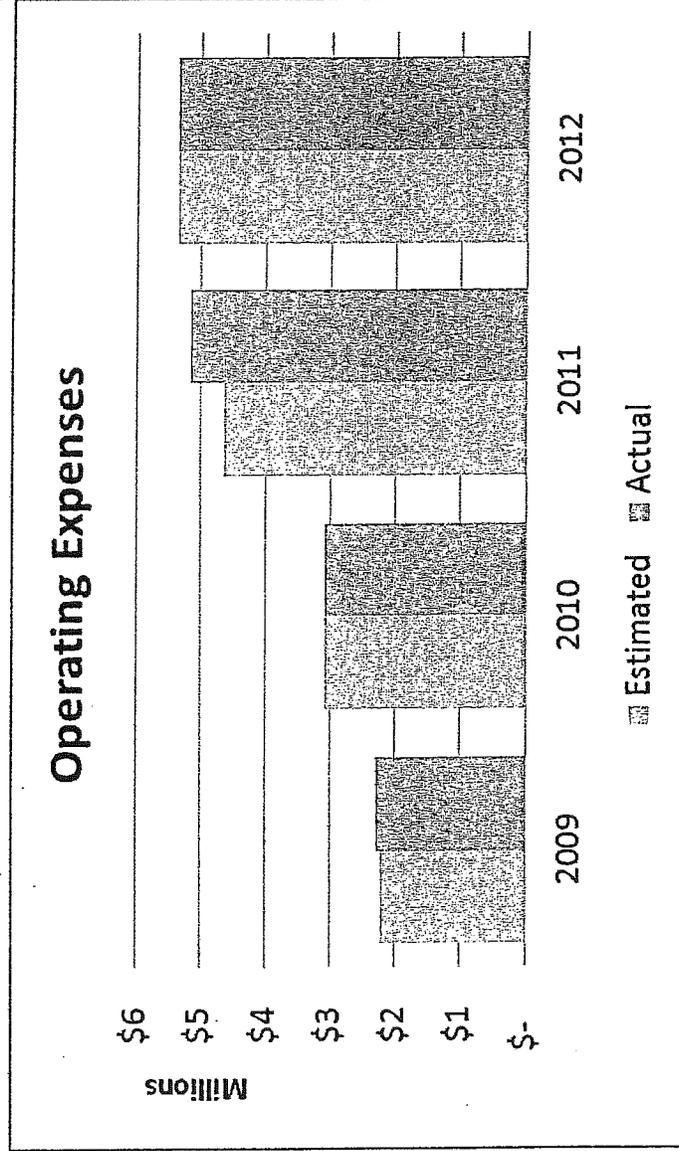
Projections vs. Actual – Revenues



	2009	2010	2011	2012
Operating Revenues				
Estimated	\$ 4,155,561	\$ 5,322,435	\$ 7,156,962	\$ 8,327,592
Actual	\$ 3,576,202	\$ 4,139,101	\$ 5,670,166	\$ 6,751,345
Difference	\$ (579,359)	\$ (1,183,334)	\$ (1,486,796)	\$ (1,576,247)

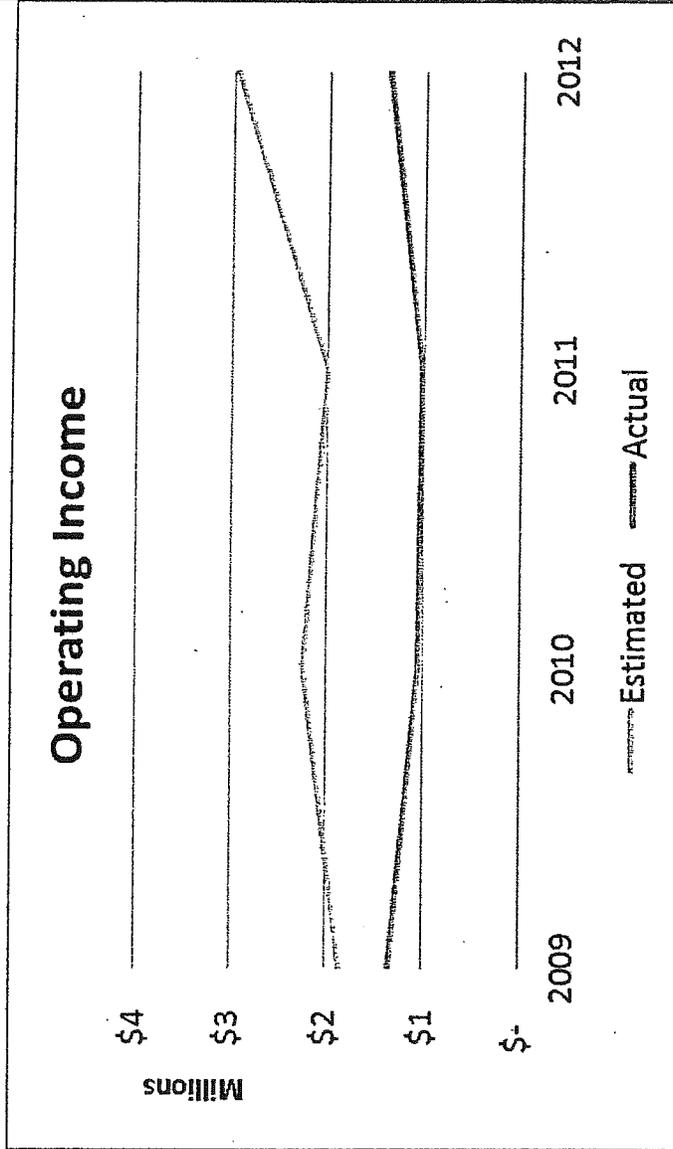


Projections vs. Actual – Expenses



Operating Expenses	2009	2010	2011	2012
Estimated	\$ (2,217,567)	\$ (3,078,312)	\$ (4,636,283)	\$ (5,369,693)
Actual	\$ (2,300,039)	\$ (3,087,997)	\$ (5,165,979)	\$ (5,371,190)
Difference	\$ (82,472)	\$ (9,685)	\$ (529,696)	\$ (1,497)

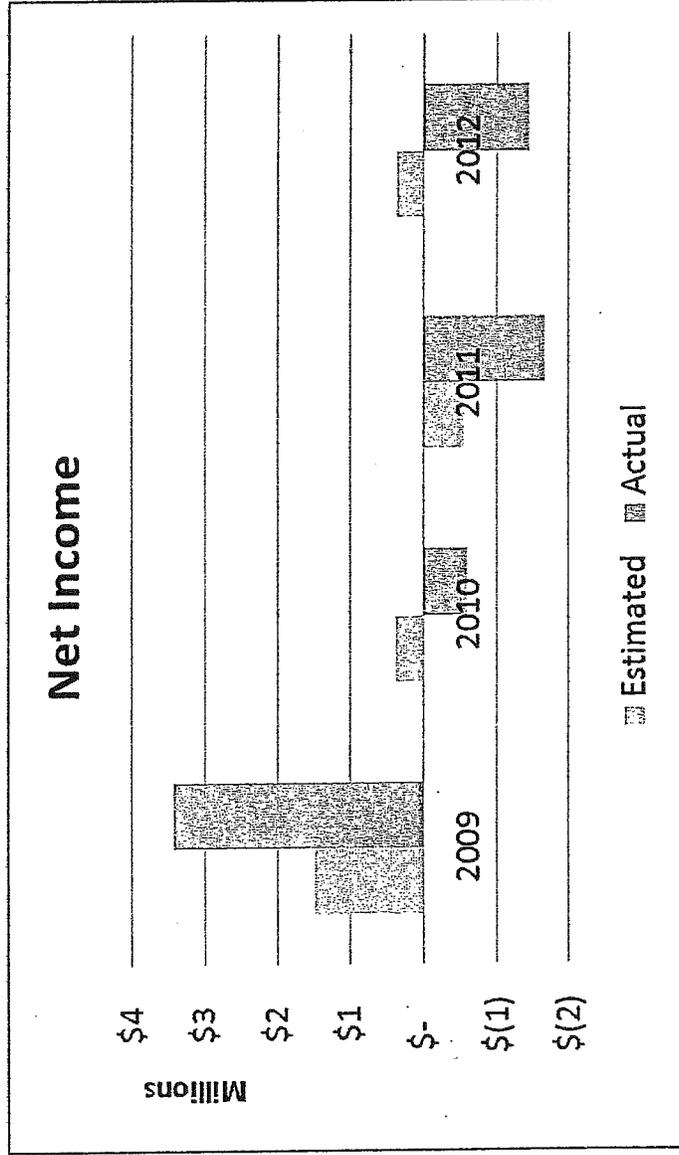
Projections vs. Actual – Operating Income



Operating Income	2009	2010	2011	2012
Estimated	\$ 1,855,522	\$ 2,234,438	\$ 1,990,983	\$ 2,956,402
Actual	\$ 1,358,635	\$ 1,060,789	\$ 1,033,883	\$ 1,381,652
Difference	\$ (496,887)	\$ (1,173,649)	\$ (957,100)	\$ (1,574,750)

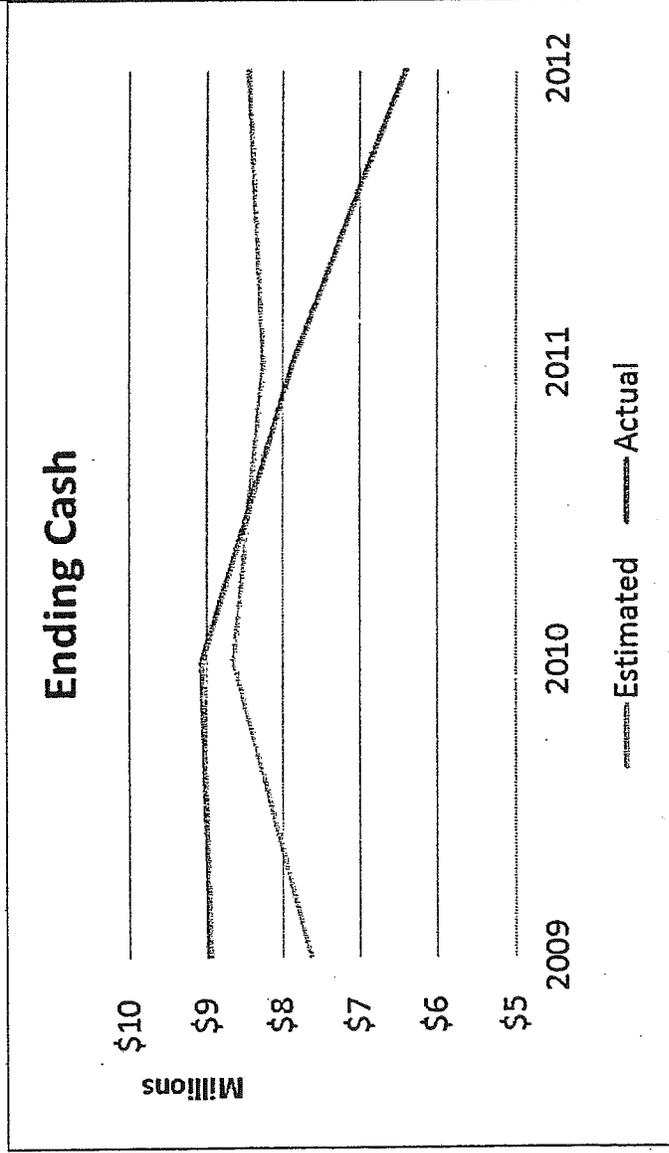


Projections vs. Actual – Net Income

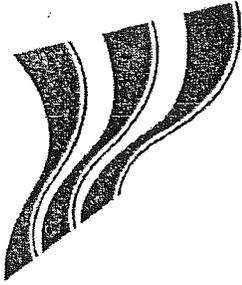


Net Income	2009	2010	2011	2012
Estimated	\$ 1,480,093	\$ 376,341	\$ (542,576)	\$ 369,048
Actual	\$ 3,416,252	\$ (588,126)	\$ (1,666,528)	\$ (1,435,893)
Difference	\$ 1,936,159	\$ (964,467)	\$ (1,123,952)	\$ (1,804,941)

Projections vs. Actual – Ending Cash



Ending Cash	2009	2010	2011	2012
Estimated	\$ 7,636,020	\$ 8,652,159	\$ 8,272,405	\$ 8,465,332
Actual	\$ 8,954,947	\$ 9,070,148	\$ 7,886,546	\$ 6,410,390
Difference	\$ 1,318,927	\$ 417,989	\$ (385,859)	\$ (2,054,942)



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

Agenda Item Number: 5
Meeting Date: April 22, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: A) Motion to introduce an Ordinance and call for a public hearing for May 20, 2013; B) Resolution to adopt the Final Budget for Project 1301; C) Resolution to adopt the Final Budget for Project 1303; and D) Resolution to adopt the Final Budget for Project 1305.

Guiding Principle: City Council Policy and Procedures; Minnesota State Statute

Agenda Item: 2013 Street Improvement Financing

Background/Justification: City Staff has again been working with Springsted, Inc., to determine the best method and options of funding the City Council-approved 2013 Street Improvement Program. Representatives from Springsted will be present to answer any questions the committee may have. Internally, staff has received bids and compiled final budgets for Projects 1301, 1303, and 1305 for Committee approval.

Fiscal Impact: Improvement of city streets and continue street funding with direction of expanding funding options. Adding approximately \$65,000 of annual obligation to Community Investment Fund.

Alternatives: Discontinue 10-year street improvement program.

Staff Recommendation: Introduce the motion and adopt three resolutions as presented.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

NOTICE OF PUBLIC HEARING
ON THE ADOPTION OF AN ORDINANCE

NOTICE IS HEREBY GIVEN by the City Council of the City of Willmar, Minnesota, that the City Council will conduct a public hearing on and consider adoption of the Ordinance described below at the Municipal Utilities Building in the City of Willmar, Minnesota, at _____ o'clock p.m. on the 20th day of May, 2013 said proposed Ordinance is as follows:

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,950,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES
2013A AND THE LEVYING OF TAXES TO SECURE PAYMENT
THEREFOR.

The City of Willmar hereby ordains:

1. In accordance with Minnesota Statutes, Chapter 429, the City of Willmar has heretofore determined to construct the following improvements:

<u>Project</u>	<u>Total Cost</u>	<u>Amount to be Financed</u>	<u>Amount to be Assessed</u>
2013 Improvements (Projects 1301 and 1303)	\$3,750,280	\$1,950,000	\$1,316,167

2. In order to finance said improvements it is necessary to issue General Obligation Improvement Bonds of the City in the amount of \$1,950,000.

3. For the purposes of complying with Minnesota Statutes, Section 475.61, there is hereby levied a direct ad valorem tax upon all taxable property in the municipality in such amounts as are required by law to secure payment of said Bonds.

4. This Ordinance is adopted in order to authorize the borrowing of money and the issuance of general obligation bonds and the levying of taxes therefore as provided in Section 2.12 of the City Charter. Further details shall be set forth by resolution.

Such persons as desire to be heard with reference to the proposed Ordinance will be heard at this hearing.

By Order of the City Council

/S/ Kevin Halliday
City Clerk

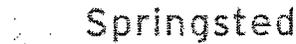
4. Upon sale of said bonds, the City Clerk shall compute the levy made by said Ordinance No. _____ commencing in or about the year 2013 and ending in or about the year 2022 upon all taxable property in the City, which tax shall be spread upon the tax rolls and collected with and as part of other general property taxes in said City in such an amount as is necessary to comply with Minnesota Statutes, Section 475.61(1). Said tax levy shall be irrevocable so long as any of said bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61(3).

5. No bonds shall be issued and no tax levy shall be effective in accordance with this resolution until (a) after the Ordinance has been duly adopted and published in accordance with the City Charter, and (b) the applicable 15 day period has elapsed with respect to said Ordinance and all appropriate bond resolutions during which period no Certificate of Intent is filed in accordance with Section 7.04(j) of the City Charter.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



Springsted Incorporated
 380 Jackson Street, Suite 300
 Saint Paul, MN 55101-2887

Tel: 651-223-3000
 Fax: 651-223-3002
 www.springsted.com

MEMORANDUM

TO: Finance Committee, City of Willmar
 Charlene Stevens, City Administrator
 Steve Okins, Finance Director

FROM: Kathleen Aho

DATE: April 18, 2013

SUBJECT: 2013 Street Improvement Project Financing

This memorandum speaks to a request that the Finance Committee recommend that the City Council call for a public hearing on an ordinance authorizing the issuance of \$1,950,000 General Obligation Improvement Bonds, Series 2013A.

The proceeds of the Bonds will be used to finance the City's annual street improvement project, specifically portions of projects 1301 and 1303. In addition to Bond proceeds, the City will use Municipal State-aid Street funds, Municipal Utility funds, Wastewater Treatment Plant funds and other City funds to pay a portion of the project costs. The table below outlines the sources that will provide funding for the improvements:

	1301	1303	Total
Sources Of Funds			
Assessments.....	\$694,527	\$621,640	\$1,316,167
Other - Transfer.....	429,527	(429,527)	-
City Community Investment Fund.....	633,871	-	633,871
Rounding.....	-	-	(38)
Subtotal Bonding.....	\$1,757,925	\$192,113	\$1,950,000
State MSA Funds.....	1,061,092	323,589	1,384,681
City (General/Cap. Imp.).....	-	240,000	240,000
Municipal Utility Commission.....	113,186	-	113,186
City Wastewater Treatment Plant.....	62,375	-	62,375
Rounding.....	-	-	38
Total Sources.....	\$2,994,578	\$755,702	\$3,750,280

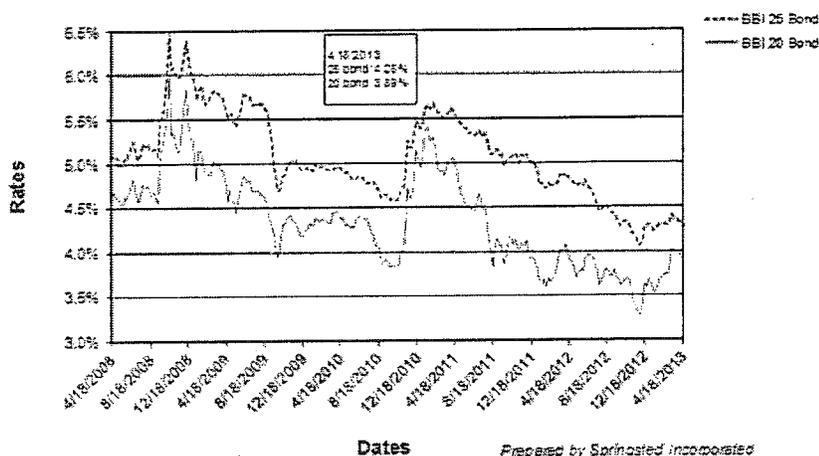
The Bonds will be repaid from a combination of special assessments and general ad valorem tax levies or other available City funds. The City intends to use the Community Investment Fund to offset the need for future levies for debt service.

The Bonds will be repaid over a term of ten years to coincide with the term of the repayment of special assessments. Principal payments on the Bonds are structured around the projected assessment income to achieve approximately equal annual debt service for the portion not paid by special assessments. Schedules showing the sources and uses of funds and estimated debt service payments on the Bonds are attached. The debt service schedule includes the projection of special assessment collections and the resulting tax levy portion of the Bonds.

Municipal market conditions continue to be attractive for issuers. The Federal Open Market Committee has pledged to keep interest rates low through mid-2015. Combined with the limited supply of municipal bonds, interest rates continue near historical lows.

To the right is a chart of the Bond Buyer's Index ("BBI") for the past five years. The BBI measures the yield of high grade municipal bonds in the 20th year for general obligation bonds (the BBI 20 Bond Index) and the 30th year for revenue bonds (the BBI 25 Bond Index).

BBI 25-bond (Revenue) and 20-bond (G.O.) Rates for 5 Years Ending 4/18/2013



A schedule of events has been established assuming that the public hearing will be held on May 20, 2013, at which time the City Council will also consider a resolution authorizing the City move forward with the sale and award of the Bonds on July 1, 2013 if all conditions for issuance under the Charter have been met. Additional key events are outlined below:

- | | |
|---------------------|--|
| April 22, 2013 | Finance Committee forwards request |
| May 6, 2013 | Council calls for public hearing |
| May 20, 2013 | Council conducts public hearing, authorizes bond sale contingent on satisfaction of Charter provisions |
| July 1, 2013 | Council considers award of bonds |
| Late July 2013 | Proceeds are received |

\$1,950,000

City of Willmar, Minnesota
General Obligation Improvement Bonds, Series 2013A

Sources & Uses

Dated 07/15/2013 | Delivered 07/15/2013

	Total
Sources Of Funds	
Par Amount of Bonds.....	\$1,950,000.00
Reoffering Premium.....	16,846.10
City Cash for Feb. 1, 2014 Interest Payment.....	14,395.11
Total Sources.....	\$1,981,241.21
Uses Of Funds	
Rounding Amount.....	1,918,300.00
Costs of Issuance.....	31,700.00
Total Underwriter's Discount (0.864%).....	16,846.10
Deposit to Capitalized Interest (CIF) Fund.....	14,395.11
Total Uses.....	\$1,981,241.21

\$1,950,000
 City of Willmar, Minnesota
 General Obligation Improvement Bonds, Series 2013A

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total PIH	City Funds	Net New DIS	105% of Total	Assessment	Levy Required
02/01/2014	-	-	14,395.11	14,395.11	(14,395.11)	-	-	-	-
02/01/2015	210,000.00	1.250%	26,440.00	236,440.00	-	236,440.00	248,262.00	186,132.34	62,129.66
02/01/2016	200,000.00	1.250%	23,815.00	223,815.00	-	223,815.00	235,005.75	172,128.32	62,877.43
02/01/2017	200,000.00	1.250%	21,315.00	221,315.00	-	221,315.00	232,380.75	167,627.02	64,753.73
02/01/2018	195,000.00	1.250%	18,815.00	213,815.00	-	213,815.00	224,505.75	163,125.74	61,380.01
02/01/2019	195,000.00	1.250%	16,377.50	211,377.50	-	211,377.50	221,946.38	158,624.44	63,321.94
02/01/2020	185,000.00	1.250%	13,940.00	208,940.00	-	208,940.00	219,387.00	154,123.16	65,263.84
02/01/2021	190,000.00	1.300%	11,502.50	201,502.50	-	201,502.50	211,577.63	149,621.86	61,955.77
02/01/2022	190,000.00	1.450%	9,032.50	199,032.50	-	199,032.50	208,984.13	145,120.58	63,863.55
02/01/2023	190,000.00	1.600%	6,277.50	196,277.50	-	196,277.50	206,091.38	140,619.28	65,472.10
02/01/2024	185,000.00	1.750%	3,237.50	188,237.50	-	188,237.50	197,649.38	136,118.00	61,531.38
Total	\$1,950,000.00	-	\$165,147.61	\$2,115,147.61	(14,395.11)	\$2,100,752.50	\$2,205,790.13	\$1,573,240.74	\$632,549.39

Dated.....
 Delivery Date.....
 First Coupon Date.....

Yield Statistics

Bond Year Dollars.....
 Average Life.....
 Average Coupon.....
 Net Interest Cost (NIC).....
 True Interest Cost (TIC).....
 Bond Yield for Arbitrage Purposes.....
 All Inclusive Cost (AIC).....

IRS Form 8038

Net Interest Cost.....
 Weighted Average Maturity.....

RESOLUTION NO. _____
 FINAL PROJECT NO. 1301 BUDGET

ESTIMATED TOTAL COST \$ 2,994,578

*Budget Amounts are Essential

Dated: May 6, 2013

Code

PERSONNEL SERVICES

0*	Salaries Reg. Employees	
1*	Overtime Reg. Employees	
2*	Salaries Temp. Employees	
3*	Employer Pension Contr.	
4*	Employer Ins. Contr.	
	TOTAL	\$0.00

SUPPLIES

0*	Office Supplies	
1*	Small Tools	
2*	Motor Fuels & Lubricants	
3*	Postage	\$1,000.00
4	Mtce. of Equipment	
5	Mtce. of Structures	
6	Mtce. of Other Improvements	
7	Subsistence of Persons	
8	Cleaning & Waste Removal	
9*	General Supplies	\$500.00
	TOTAL	\$1,500.00

OTHER SERVICES

0	Communications	
1*	Printing & Publishing	\$1,000.00
2	Utilities	
3*	Travel-Conf.-Schools	
4	Mtce. of Equipment	
5	Mtce. of Structures	
5*	Mtce. of Other Impr.	\$2,577,894.00
7	Subsistence of Persons	
3	Cleaning & Waste Removal	
3*	Other Services	\$128,895.00
	TOTAL	\$2,707,789.00

OTHER CHARGES

0	Rents	
1*	Insurance & Bonds	
2	Awards & Indemnities	
3	Subscription/Memberships	
4	Interest	
5	Licenses & Taxes	
5*	Prof. Serv.	\$84,289.00
7*	Advertising	\$1,000.00
3*	Adm. OH (Transfer)	\$200,000.00
1	Other Charges	
	TOTAL	\$285,289.00
	GRAND TOTAL	\$2,994,578.00

RECEIVABLES

Property Owners	\$694,527.00
City (Com. Inv.)	\$633,871.00
State (MSA)	\$1,061,092.00
City (MUC)	\$113,186.00
City (WTP)	\$62,375.00
Other-Prop. Owners 1303	\$429,527.00
TOTAL	\$2,994,578.00

FINANCING

Bonds	\$1,328,398.00
State (MSA)	\$1,061,092.00
City (MUC)	\$113,186.00
City (WTP)	\$62,375.00
Other (Bonds 1303)	\$429,527.00
TOTAL	\$2,994,578.00

GRAND TOTAL **\$2,994,578.00**

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

RESOLUTION NO. _____
FINAL PROJECT NO. 1303 BUDGET

ESTIMATED TOTAL COST \$755,702.00

*Budget Amounts are Essential

Dated: June 6, 2013

ode

PERSONNEL SERVICES	RECEIVABLES	
)* Salaries Reg. Employees	Property Owners	\$621,640.00
[* Overtime Reg. Employees	County	
)* Salaries Temp. Employees	State (MSA)	\$323,589.00
)* Employer Pension Contr.	City (Gen./Cap. Imp.)	\$240,000.00
[* Employer Ins. Contr.	City	
TOTAL	Other (Transfer 1301)	-\$429,527.00
\$0.00	TOTAL	\$755,702.00
SUPPLIES		
)* Office Supplies	FINANCING	
* Small Tools	Bonds	\$192,113.00
)* Motor Fuels & Lubricants	State (MSA)	\$323,589.00
)* Postage	City	
\$1,000.00	City (Gen./Cap. Imp.)	\$240,000.00
Mtce. of Equipment	Other (City LOST)	
Mtce. of Structures	TOTAL	\$755,702.00
Mtce. of Other Improvements		
Subsistence of Persons	GRAND TOTAL	\$755,702.00
Cleaning & Waste Removal		
)* General Supplies		
\$500.00		
TOTAL		
\$1,500.00		
OTHER SERVICES		
Communications		
* Printing & Publishing		\$1,000.00
Utilities		
* Travel-Conf.-Schools		
Mtce. of Equipment		
Mtce. of Structures		
* Mtce. of Other Impr.		\$657,132.00
Subsistence of Persons		
Cleaning & Waste Removal		
* Other Services		\$32,857.00
TOTAL		\$690,989.00
OTHER CHARGES		
Rents		
* Insurance & Bonds		
Awards & Indemnities		
Subscription/Memberships		
Interest		
Licenses & Taxes		
* Prof. Serv.		\$13,213.00
* Advertising		
* Adm. OH (Transfer)		\$50,000.00
Other Charges		
TOTAL		\$63,213.00
GRAND TOTAL		\$755,702.00

Dated: _____

Mayor

Attest:

City Clerk/Treasurer

1. Overlay \$657,132.00
(see list)

RESOLUTION NO. _____
 FINAL PROJECT NO. 1305 BUDGET

ESTIMATED TOTAL COST \$399,040
 *Budget Amounts are Essential

Dated: June 6, 2013

ode

PERSONNEL SERVICES

0*	Salaries Reg. Employees	
1*	Overtime Reg. Employees	
2*	Salaries Temp. Employees	
3*	Employer Pension Contr.	
4*	Employer Ins. Contr.	
	TOTAL	\$0.00

SUPPLIES

0*	Office Supplies	
1*	Small Tools	
2*	Motor Fuels & Lubricants	
3*	Postage	\$500.00
4	Mtce. of Equipment	
5	Mtce. of Structures	
5	Mtce. of Other Improvements	
7	Subsistence of Persons	
3	Cleaning & Waste Removal	
3*	General Supplies	
	TOTAL	\$500.00

OTHER SERVICES

0	Communications	
1*	Printing & Publishing	\$500.00
1	Utilities	
1*	Travel-Conf.-Schools	
1	Mtce. of Equipment	
1	Mtce. of Structures	
1*	Mtce. of Other Impr.	\$346,991.00
1	Subsistence of Persons	
1	Cleaning & Waste Removal	
1*	Other Services	\$17,350.00
	TOTAL	\$364,841.00

OTHER CHARGES

	Rents	
1*	Insurance & Bonds	
	Awards & Indemnities	
	Subscription/Memberships	
	Interest	
	Licenses & Taxes	
1*	Prof. Serv.	\$19,375.00
1*	Advertising	\$1,000.00
1*	Adm. OH (Transfer)	\$13,324.00
	Other Charges	
	TOTAL	\$33,699.00
	GRAND TOTAL	\$399,040.00

RECEIVABLES

	Property Owners	
	County	
	State (MSA)	\$166,165.00
	City	
	City	
	Other (Fed. RR)	\$232,875.00
	TOTAL	\$399,040.00

FINANCING

	Bonds	
	State (MSA)	\$166,165.00
	City	
	City	
	Other (Fed. RR)	\$232,875.00
	TOTAL	\$399,040.00

GRAND TOTAL **\$399,040.00**

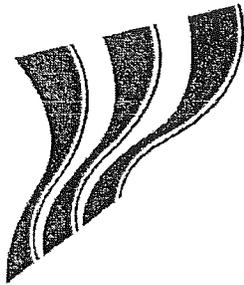
Dated: _____

 Mayor

Attest:

 City Clerk/Treasurer

1.	Trott Ave. SW	\$88,241.00
	(Ind. Blvd./16th St. SW)	
2.	Quiet Zone	\$258,750.00



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

Agenda Item Number: 6
Meeting Date: April 22, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

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

Originating Department: Finance

Action Requested: Receive for information only.

Guiding Principle: City Council Policy and Procedures

Agenda Item: Ten-Year Street Program – Debt and Funding History Presentation

Background/Justification: City Staff will present, update and explain the City's Program for Financing the Ten-Year Street Improvement Program.

Fiscal Impact: Possible depletion and need for future commitment of City Council to additional resources for continuing the Street Improvement Program for the next five to ten years.

Alternatives: Commit additional resources to fund Street Reconstruction, Overlay, and other Improvement. Possible Street Improvement District.

Staff Recommendation: Review and receive for information only.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

2013

DEBT SERVICE (SPECIAL ASSESSMENTS) FUNDS

Principal and interest payments on special assessment bonds are paid from this fund.

~~Bonds are issued periodically in amounts necessary to meet expenditure requirements~~
for special assessment projects.

Revenue consists of payments from property owners whose properties have been assessed for the improvements, interest earnings, interfund transfers and ad valorem taxes.

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Budget</u>	<u>2013</u> <u>Proposed</u>	<u>2013</u> <u>Adopted</u>
Undesignated Bal. \$	\$ —	\$ —	\$ —	\$ —	\$ —
Designated Bal.	5,091,588	5,109,921	5,282,118	4,548,501	4,548,501
Revenues	2,520,580	2,632,154	1,697,827	1,785,845	1,785,845
Expenditures	(2,502,247)	(2,459,957)	(2,431,444)	(2,456,760)	(2,456,760)
Prior Adjust.	—	—	—	—	—
Balance-Dec. 31	<u>5,109,921</u>	<u>5,282,118</u>	<u>4,548,501</u>	<u>3,877,586</u>	<u>3,877,586</u>

**BONDED INDEBTEDNESS AS OF DECEMBER 31, 2012 AND
STATEMENT OF PRINCIPAL AND INTEREST REQUIREMENTS FOR 2013**

	<u>Outstanding As of 12/31/2012</u>			<u>Amount Due in 2013</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
<u>ENTERPRISE FUNDS</u>					
Waste Treatment Note-1997	\$ 1,335,345.87	\$ 117,504.88	\$ 1,452,850.75	\$ 251,048.00	\$ 39,847.00
Waste Treatment-2004	\$ 745,000.00	108,223.75	853,223.75	95,000.00	27,111.00
Waste Treatment-2008 CWRP	\$ 39,293,000.00	13,483,764.62	52,776,764.62	1,445,000.00	1,286,846.00
Waste Treatment-2008 WIF	\$ 7,000,000.00	-	7,000,000.00	-	-
Waste Treatment-2009 CWRP	\$ 1,503,151.43	353,576.54	1,856,727.97	72,000.00	36,933.00
Waste Treatment-2009 CWRP	\$ 34,915,000.00	18,647,735.48	53,562,735.48	795,000.00	1,123,171.00
Total	\$ 84,791,497.30	\$ 32,710,805.27	\$ 117,502,302.57	\$ 2,658,048.00	\$ 2,513,908.00
<u>SPECIAL ASSESSMENT BONDS</u>					
Improvement Bond-2002	\$ 100,000.00	1,875.00	101,875.00	100,000.00	1,875.00
Improvement Bond-2003	\$ 110,000.00	4,510.00	114,510.00	55,000.00	3,383.00
Improvement Bond-2004	\$ 595,000.00	35,400.00	630,400.00	200,000.00	19,700.00
Improvement Bond-2005	\$ 1,395,000.00	98,728.75	1,493,728.75	360,000.00	43,208.00
Improvement Bond-2006	\$ 980,000.00	93,686.25	1,073,686.25	195,000.00	33,440.00
Improvement Bond-2007A	\$ 1,970,000.00	224,781.25	2,194,781.25	335,000.00	68,407.00
Improvement Bond-2007B	\$ 1,060,000.00	129,400.00	1,189,400.00	170,000.00	39,000.00
Improvement Bond-2008	\$ 1,070,000.00	141,232.50	1,211,232.50	155,000.00	36,693.00
Improvement Bond-2010	\$ 1,600,000.00	183,068.75	1,783,068.75	185,000.00	35,838.00
Improvement Bond-2011	\$ 1,825,000.00	217,930.00	2,042,930.00	180,000.00	32,600.00
Improvement Bond-2012B	\$ 1,460,000.00	165,253.22	1,625,253.22	60,000.00	28,994.00
Total	\$ 12,165,000.00	\$ 1,295,865.72	\$ 13,460,865.72	\$ 1,995,000.00	\$ 343,138.00
<u>S.O. REVENUE BONDS</u>					
Airport-2004	\$ 1,255,000.00	\$ 204,858.75	\$ 1,459,858.75	\$ 135,000.00	\$ 44,855.00
Total	\$ 1,255,000.00	\$ 204,858.75	\$ 1,459,858.75	\$ 135,000.00	\$ 44,855.00
Grand Total	<u>\$ 98,211,497.30</u>	<u>\$ 34,211,529.74</u>	<u>\$ 132,423,027.04</u>	<u>\$ 4,788,048.00</u>	<u>\$ 2,901,901.00</u>

2013

COMMUNITY INVESTMENT

The Community Investment Fund was established in 1990 for the sole purpose of payment of capital costs for the general benefit to the City of Willmar.

Expenditures shall be made solely from accumulated investment earnings until 1995.

After 1995 and beyond, only from accumulated investment earnings whenever possible.

The projects are prioritized as follows:

- First Priority: Projects which can be funded within the amount of available investment earnings.
- Second Priority: Projects using principal funds which have the capacity to repay the principal.
- Third Priority: Projects with no other reasonable funding source.

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Budget</u>	2013 <u>Mayor Proposed</u>	2013 <u>Adopted</u>
Unassigned Bal.	\$ 4,265,750	\$ 3,986,720	\$ 0	\$ 0	\$ 0
Assigned Bal.			4,158,320	658,320	658,320
Restricted Bal.	4,500,000	4,500,000	4,500,000	8,000,000	8,000,000
Revenues	382,236	768,622	444,940	514,734	514,734
Expenditures	(661,265)	(597,022)	(444,940)	(514,734)	(514,734)
Prior Adjust.	(1)		----	----	----
Balance-Dec. 31	<u>8,486,720</u>	<u>8,658,320</u>	<u>8,658,320</u>	<u>8,658,320</u>	<u>8,658,320</u>

Community Investment Fund Obligations

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
2012	\$34,345.91	\$36,575.02	\$36,378.04	\$36,181.06	\$35,984.08	\$35,787.10	\$35,590.12	\$30,143.14	\$30,051.16	\$35,209.18	\$0.00	\$0.00
2011	\$66,224.78	\$89,317.26	\$86,883.34	\$89,158.67	\$90,851.25	\$86,711.08	\$87,343.18	\$87,408.26	\$87,095.34	\$86,404.42	\$0.00	\$0.00
2010	\$66,845.50	\$62,852.32	\$64,214.14	\$65,575.96	\$61,687.78	\$62,695.22	\$63,243.29	\$63,791.36	\$63,420.68	\$0.00	\$0.00	\$0.00
2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2008A	\$46,072.12	\$47,325.66	\$48,416.47	\$49,263.14	\$49,947.05	\$45,136.86	\$45,613.40	\$45,932.46	\$0.00	\$0.00	\$0.00	\$0.00
2007A	\$82,767.12	\$84,360.28	\$80,703.41	\$82,493.42	\$79,033.45	\$81,020.34	\$83,007.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2007B	\$133,616.04	\$135,670.32	\$132,264.60	\$134,108.88	\$135,743.16	\$131,917.44	\$133,341.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2006A	\$88,705.73	\$88,167.30	\$87,628.87	\$86,988.06	\$86,244.86	\$90,751.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2005A	\$15,784.13	\$15,792.88	\$10,735.38	\$11,295.38	\$11,858.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2004B	\$2,391.97	\$572.78	\$3,885.46	\$1,738.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2003A	-\$5,464.50	-\$4,354.50	-\$3,302.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2002A	\$23,590.58	\$20,068.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2001D	\$50,774.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual	\$605,654.28	\$576,347.66	\$547,807.46	\$556,802.69	\$551,349.63	\$534,019.72	\$448,138.95	\$227,275.22	\$180,567.18	\$121,613.60	\$0.00	\$0.00
2013	\$0.00	\$0.00	\$62,129.66	\$62,877.43	\$64,753.73	\$61,380.01	\$63,321.94	\$65,263.84	\$61,955.77	\$63,663.55	\$65,422.10	\$61,531.38
	\$605,654.28	\$576,347.66	\$609,937.12	\$619,680.12	\$616,103.36	\$595,399.73	\$511,460.89	\$292,539.06	\$242,522.95	\$185,277.15	\$65,422.10	\$61,531.38

2013

PUBLIC WORKS RESERVE

The Fund was established to accelerate and maintain/sustain Public Improvements.

Initiating a Financing Mechanism with a five-year street improvement/Reconstruction Program

Key Points

Establish supplemental public (street) improvement financing vehicle utilizing annual utility fund revenues.

Program commits utility fund or portions thereof for a period of up to fifteen years.

Program allows time for the Community Investment Fund to rebound by paying off debt and building up reserves.

Future Considerations

City should consider permanent financing for public works improvements through local option sales tax which is due to expire in 2012.

No deferred assessments. All projects must be financed 100% with public funds, assessments developer financing, or combinations thereof.

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Budget</u>	2013 <u>Mayor Proposed</u>	2013 <u>Adopted</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	----	409,512	635,086	791,564	791,564
Revenues	409,512	419,464	400,000	424,800	424,800
Expenditures	----	(193,890)	(243,522)	(363,373)	(363,373)
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>409,512</u>	<u>635,086</u>	<u>791,564</u>	<u>852,991</u>	<u>852,991</u>

BASIC PREMISE

TO ACCELERATE AND MAINTAIN / SUSTAIN
PUBLIC IMPROVEMENTS INITIATING A FINANCING MECHANISM WITH A FIVE-YEAR
STREET IMPROVEMENT / RECONSTRUCTION PROGRAM

KEY POINTS

- ❖ Establish supplemental public (street) improvement financing vehicle utilizing annual utility fund revenues.
- ❖ Program commits utility fund or portions thereof for a period of up to 15 years.
- ❖ No new fees or taxes. Revenues being used for essentially same purposes.

YEAR	DEDICATED FUND	ANNUAL DEBT PAYMENTS	DEDICATED BALANCE	EARNED INTEREST
2010	400,000		400,000	8,000
2011	808,000	80,000	728,000	14,560
2012	1,142,560	160,000	982,560	19,651
2013	1,402,211	240,000	1,162,211	23,244
2014	1,585,455	320,000	1,265,455	25,309
2015	1,690,765	400,000	1,290,765	25,815
2016	1,716,580	400,000	1,316,580	26,332
2017	1,742,911	400,000	1,342,911	26,858
2018	1,769,770	400,000	1,369,770	27,395
2019	1,797,165	400,000	1,397,165	27,943
2020	1,825,108	400,000	1,425,108	28,502
2021		400,000		
2022		320,000		
2023		240,000		
2024		160,000		
2025		80,000		
			<u>\$2,625,108</u>	

Calculation based on \$400,000 annual revenue, \$7-\$800,000 annual City share, 4% interest on debt service, \$80,000 annual debt payments, and 2% interest earnings on dedicated balances.

YEAR	DEDICATED FUND	ANNUAL DEBT PAYMENTS	EARNED INTEREST	DEDICATED BALANCE
2010	400,000		8,000	400,000
2011	400,000	-80,000	14,560	808,000
2012	400,000	-160,000	19,651	1,142,560
2013	400,000	-240,000	23,244	1,402,211
2014	400,000	-320,000	25,309	1,585,455
2015	400,000	-400,000	25,815	1,690,764
2016	400,000	-400,000	26,332	1,716,579
2017	400,000	-400,000	26,858	1,742,911
2018	400,000	-400,000	27,395	1,769,769
2019	400,000	-400,000	27,943	1,797,164
2020	400,000	-400,000	28,502	1,825,107
2021		-400,000		1,853,609
2022		-320,000		
2023		-240,000		
2024		-160,000		
2025		-80,000		

Calculation based on \$400,000 annual revenue, \$7-\$800,000 annual City share, 4% interest on debt service, \$80,000 annual debt payments, and 2% interest earnings on dedicated balances.

YEAR	DEDICATED FUND	ANNUAL DEBT PAYMENTS	EARNED INTEREST	DEDICATED BALANCE
2010	409,512	-0-	-0-	409,512
2011	411,016	-193,890	8,448	635,086
2012	412,164	-248,162	12,928	799,088
2013	411,000 (B)	-363,373 (B)	13,800 (B)	860,515 (B)
2014	411,000	-411,000	17,210	877,725
2015	411,000	-411,000	17,555	895,280
2016	411,000	-411,000	17,906	913,186
2017	411,000	-411,000	18,264	931,450
2018	411,000	-411,000	18,629	950,079
2019	411,000	-411,000	19,002	969,081
2020	411,000	-411,000	19,382	988,463
2021		-411,000		
2022		-329,000		
2023		-247,000		
2024		-165,000		
2025		-85,000		

Calculation based on \$400,000 annual revenue, \$7-\$800,000 annual City share, 4% interest on debt service, \$80,000 annual debt payments, and 2% interest earnings on dedicated balances.

OTHER CONSIDERATIONS

- ❖ Five- year street improvement program with consistent City share (\$7-\$800, 000).
- ❖ No Deferred Assessments. All projects must be financed 100% with public funds, assessments, developer financing, or combinations thereof.
- ❖ Allows time for Community Investment Fund to rebound and build up balance.
- ❖ Financing plan will have accumulated sufficient funds to retire debt in year nine.

COMMUNITY INVESTMENT FUND OBLIGATIONS

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
2009	\$0	\$0	\$0	\$0
2008A	\$49,947	\$45,136	\$45,613	\$45,932
2007A	\$79,033	\$81,020	\$83,007	
2007B	\$135,743	\$131,917	\$133,341	
2006A	\$86,244	\$90,751		
2005A	\$11,858			
2004B				
2003A				
2002A				
2001D				
2000A				
1999				
	<u>\$362,825</u>	<u>\$348,824</u>	<u>\$261,961</u>	<u>\$45,932</u>

2011 IMPROVEMENTS
PROPOSED SCHEDULE
CITY OF WILLMAR

SCHEDULED ACTION

OPTION A

Receive Report and Order Hearing	February 7, 2011
Improvement Hearing	February 22, 2011
Open Bids	April 12, 2011
Assessment Hearing	May 16, 2011
Award Bid	June 20, 2011

Senate Transportation Committee Advances Statewide Investment

On Wednesday, the Senate Transportation Committee passed a statewide, comprehensive investment in Minnesota's transportation infrastructure (S.F. 1173). The road to passing this bill was rocky, with the Governor proclaiming last week that he would not support a gas tax increase and thus derailing the committee's original budget proposal. The Senate Transportation Committee then considered a "lights on" transportation bill that provided no additional transportation funding, but that bill was laid over due to a lack of support from committee members.

So, this week, the committee proposed new funding package that included a different funding source-- a gross receipts tax on motor fuels at the wholesale level. Motor fuels distributors will be imposed a 5.5 percent tax on their gross receipts to be paid on a quarterly basis (not per transaction). Correspondingly, the gas tax is decreased by six cents. Advocates of this funding proposal state that this tax may or may not be passed along to the consumer because it is imposed at the wholesale level, and this mechanism provides for more long-term security than the gas tax, as vehicles are becoming more fuel efficient. Funding for the gross receipts tax would go to Highway User Tax Distribution Fund and distributed to trunk highways, county highways, and city streets under the same formula as the gas tax.

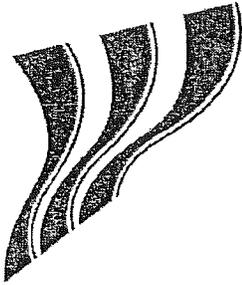
The Senate's bill provides a statewide, balanced investment and is good for Greater Minnesota. It includes the following:

- * * * Cities are authorized to create Street Maintenance Districts and impose fees to plan and fund street upkeep
- Funding for Greater Minnesota transit is increased by \$20 million, with a General Fund increase and increasing its MVST allocation from 4% to 5%
- Funding for the new "Corridors of Commerce" program, which will help complete the missing links in interregional corridor projects throughout the state
- Greater Minnesota counties are given the same authority to impose a half-cent sales tax for transportation projects without voter referendum as metro counties currently hold
- All counties are given the authority to impose a \$10 wheelage tax
- \$20 million in increased funding for the TED program
- A .25 metro sales tax increase to support the transit system.

The bill is up for consideration in the Senate Finance Committee tonight. The House's "lights on" transportation funding bill—which includes no new funding due to House leadership's strong objection to a highway investment-- is scheduled to be heard in Ways and Means tomorrow.

Parks & Trails Bill on House Floor Saturday

The Legacy bill (H.F. 1183), which contains parks and trails funding, will be up on the House floor Saturday. Structurally, the bill is good for Greater Minnesota. Twenty percent of the funding will go to Greater Minnesota and the bill also establishes the Greater Minnesota Parks and Trail Commission. Therefore, if contacting your legislator, you can tell them they should support the bill. If you have any questions, please contact Elizabeth Wefel at ewefel@flaherty-hood.com.



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

Agenda Item Number: 7
Meeting Date: April 22, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Receive and review reports.

Guiding Principle: City Council Policy/Procedures.

Introduction: Submission of various reports.

Background/Justification: A) 1st Quarter General Fund
B) 1st Quarter Investment & Interest Activity
C) 1st Quarter Rice Trust
D) March Rice Trust

Fiscal Impact:

Alternatives: N/A

Staff Recommendation: Receive reports and place on file.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

2013

GENERAL FUND

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. It has more diverse sources than other funds, and includes property taxes, licenses, permits, fines and forfeits, intergovernmental revenues, service charges, rents and investment interest earnings. The fund's resources finance a wide range of functions including current operations of general government, public safety, public works and non-departmental general expenditures.

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Budget</u>	2013 <u>Adopted</u>	2013 Actual <u>1st Quarter</u>
Undesignated Bal. \$	\$ ---	\$ ---	\$ ---	\$ ---	\$ ---
Designated Bal.	14,576,343	14,042,972	14,191,120	14,032,047	14,032,047
Revenues	13,501,740	13,851,529	13,967,407	14,102,167	1,043,498
Operating	(12,840,642)	(12,681,667)	(12,433,067)	(13,414,514)	(2,552,910)
Capital Transfers	(1,194,915)	(1,018,319)	(1,693,413)	(1,817,611)	---
Expenditures	<u>(14,035,557)</u>	<u>(13,699,986)</u>	<u>(14,126,480)</u>	<u>(15,232,125)</u>	<u>(2,552,910)</u>
Prior Adjust.	446	(3,395)	---	---	---
Balance-Dec. 31	<u>14,042,972</u>	<u>14,191,120</u>	<u>14,032,047</u>	<u>12,902,089</u>	<u>12,522,635</u>

SUMMARY OF REVENUE ACCOUNTS

GENERAL FUND

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Adopted</u>	<u>2013 Actual 1st Quarter</u>
TAXES					
CURRENT AD VALOREM	3,296,429	3,450,982	3,992,734	3,992,734	0
DELINQUENT AD VALOREM	72,658	111,256	55,000	100,000	52,356
FRANCHISE FEE	---	---	---	230,000	0
LICENSES AND PERMITS	364,712	297,120	272,030	277,730	76,669
INTERGOVERNMENTAL					
OTHER AIDS	942,510	922,430	763,853	736,941	127,953
LOCAL GOVERNMENT AID	4,052,790	4,052,790	4,052,790	4,052,790	0
SERVICE CHARGES	869,222	944,488	741,830	724,450	125,184
FINES AND FORFEITS	168,716	163,098	184,000	170,500	39,186
SPECIAL ASSESSMENTS	2,023	1,477	---	---	119
MISCELLANEOUS REVENUE	1,142,314	1,274,952	715,500	980,500	123,138
OTHER FINANCING SOURCES	2,590,364	2,632,936	3,189,670	2,836,522	498,893
EXTRAORDINARY ITEMS	---	---	---	---	---
TOTAL	<u>13,501,740</u>	<u>13,851,529</u>	<u>13,967,407</u>	<u>14,102,167</u>	<u>1,043,498</u>

SUMMARY OF EXPENDITURES BY FUNCTION

GENERAL FUND

	2010	2011	2012	2013	2013
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>	<u>Actual</u> <u>1st Quarter</u>
GENERAL GOVERNMENT					
CITY ADMINISTRATOR	231,208	264,211	240,749	272,701	62,387
MAYOR & COUNCIL	160,960	185,704	179,200	204,615	17,565
PLANNING & DEVELOPMENT	449,573	449,048	461,840	482,412	105,799
CITY CLERK-TREASURER	206,961	206,706	209,121	207,994	47,731
ASSESSING	301,090	259,332	263,951	274,950	51,660
FINANCE	341,668	344,326	369,592	387,032	73,290
LEGAL	186,844	185,280	196,737	216,000	40,853
CITY HALL	135,765	151,789	169,123	145,254	24,000
INFORMATION TECHNOLOGY	264,646	267,029	267,548	425,530	93,793
CULTURAL DIVERSITY	21,000	42,000	42,000	0	0
ELECTIONS	48,010	28,672	57,486	22,697	11,973
NON-DEPARTMENTAL	1,158,402	1,233,737	805,217	1,255,100	216,939
TOTAL GENERAL GOV'T	<u>3,506,127</u>	<u>3,617,834</u>	<u>3,262,564</u>	<u>3,894,285</u>	<u>745,990</u>
PUBLIC SAFETY					
POLICE DEPARTMENT	4,006,814	3,775,748	4,137,724	4,111,630	812,065
FIRE PROTECTION	718,077	732,263	652,668	645,430	123,625
NON-DEPARTMENTAL	1,660	14,608	15,000	15,000	18
TOTAL PUBLIC SAFETY	<u>4,726,551</u>	<u>4,522,619</u>	<u>4,805,392</u>	<u>4,772,060</u>	<u>935,708</u>
PUBLIC WORKS					
TRANSIT SYSTEM	0	6,000	9,000	13,000	0
ENGINEERING	705,408	470,502	504,714	496,938	56,813
PUBLIC WORKS	2,882,784	2,859,601	3,029,502	2,384,391	464,777
NON-DEPARTMENTAL	928	812	243,618	2,000	0
AIRPORT	110,632	151,062	179,350	0	0
TOTAL PUBLIC WORKS	<u>3,699,752</u>	<u>3,487,977</u>	<u>3,966,184</u>	<u>2,896,329</u>	<u>521,590</u>

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Budget</u>	<u>2013 Proposed</u>	<u>2013 Actual 1st Quarter</u>
HEALTH & SOCIAL SERVICES					
NON-DEPARTMENTAL	15,000	15,000	15,000	0	0
TOTAL HEALTH/SOC SER	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>
CULTURE & RECREATION					
LIBRARY	412,597	459,007	459,007	469,173	92,920
AUDITORIUM	65,111	40,867	59,600	47,500	8,789
NON-DEPARTMENTAL	41,800	51,000	52,500	110,500	15,000
PARK DEVELOPMENT	22,000	(21,057)	45,000	0	0
LEISURE SERVICES	402,516	435,107	395,767	327,051	50,058
CIVIC CENTER	550,277	541,883	640,946	564,705	144,863
COMMUNITY CENTER	135,474	82,920	75,828	133,242	24,530
AQUATIC CENTER	176,852	176,394	168,614	199,669	13,462
TOTAL CULTURE/RECR	<u>1,806,627</u>	<u>1,766,121</u>	<u>1,897,262</u>	<u>1,851,840</u>	<u>349,622</u>
OTHER FINANCING USES					
TRANSFERS OUT	281,500	290,435	180,078	1,817,611	0
TOTAL OTHER FINANC	<u>281,500</u>	<u>290,435</u>	<u>180,078</u>	<u>1,817,611</u>	<u>0</u>
GRAND TOTAL	<u><u>14,035,557</u></u>	<u><u>13,699,986</u></u>	<u><u>14,126,480</u></u>	<u><u>15,232,125</u></u>	<u><u>2,552,910</u></u>



WILLMAR



FINANCE

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

2013 Interest/Dividends Received By Institution

<u>Institution</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>2013 Year-To-Date</u>	<u>2012 Year-To-Date</u>
Heritage Bank	\$ 22.82	\$ 962.30	\$ 310.73	\$ 1,295.85	\$ 3,643.35
Morgan Stanley Smith Barney	\$ 5,033.03	\$ 14,760.56	\$ 30,000.00	\$ 49,793.59	\$ 15,702.48
UBS	\$ 75,000.03	\$ 5,000.00	\$ 5,000.00	\$ 85,000.03	\$ 56,250.00
Wells Fargo	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 35,122.22
Wells Fargo Advisors	\$ 22,593.08	\$ 21,715.00	\$ 21,250.00	\$ 65,558.08	\$ 33,153.84
Totals	\$ 122,648.96	\$ 42,437.86	\$ 56,560.73	\$ 221,647.55	\$ 143,871.89

Willmar



2005



WILLMAR



FINANCE

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

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING MARCH 31, 2013

BALANCE AT PRIOR QUARTER ENDING DECEMBER 31, 2012	\$ 47,119,283.92
SUMMARY OF JANUARY, 2013, THROUGH MARCH, 2013, TRANSACTIONS:	
(02/15/2013) SOLD: MSSB, FHLMC-3134G3LC2 2.00%	(1,000,000.00)
(02/15/2013) Market Value Adjustment: MSSB, FHLMC-3134G3LC2	1,760.00
(03/27/2013) PURCHASED: Multi-Bank Securities, FHLB-313382G49, 2.000-6.000%	999,750.00
(03/28/2013) SOLD: Wells Fargo Advisors, FHLMC-3134G3SF8, 2.125 - 7.000%	(2,000,000.00)
(03/28/2013) Market Value Adjustment: Wells Fargo Advisors, FHLMC-3134G3SF8	(4,620.00)
(03/31/2012) Market Value Adjustment at Quarter-End	(79,527.55)
MARCH 31, 2013 BALANCE	\$ 45,036,646.37

*Morgan Stanley Smith Barney

Historical Interest/Dividends Received Per Quarter 2001 through 03/31/2013

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2013	\$ 221,647.55				\$ 221,647.55
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90
2004	\$ 256,365.99	\$ 349,941.03	\$ 239,169.92	\$ 363,170.98	\$ 1,208,647.92
2003	\$ 347,623.33	\$ 429,146.02	\$ 278,583.40	\$ 303,848.26	\$ 1,359,201.01

Historical Balances At the End of Each Quarter 2001 through 03/31/2013

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2013	\$45,036,646.37 #				\$ 4,864,300.48			
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38
2004	\$33,825,796.69	\$36,595,276.05	\$36,590,625.49	\$41,648,716.38	\$ 4,244,239.97	\$ 1,158,817.03	\$ 201,061.64	\$ 275,984.98
2003	\$34,064,199.18	\$30,950,347.81	\$35,925,098.63	\$40,818,791.70	\$ 3,859,939.14 **	\$ 7,755,088.56 **	\$ 2,656,112.08 **	\$ 933,074.61 **

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

**4M, Flex Gold, General Ckg



Investment Management & Trust

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

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

Associate: Beth A Ritter
Phone Number: 507-537-0232

Are you concerned about paying too much in taxes? Contact your relationship manager to discuss tax managed investment strategies.

Account Statement

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Cushman A Rice Trust
180205

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



Investment Management & Trust

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

Account Summary

Statement of Value and Activity

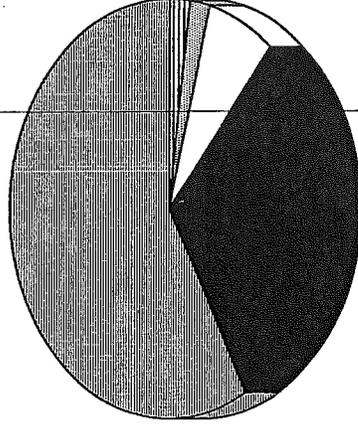
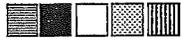
January 1, 2013 - March 31, 2013

Market Value Reconciliation

	This Period	1/1/13 to 3/31/13
Beginning Market Value	\$2,616,990.01	\$2,616,990.01
Additions	\$0.00	\$0.00
Withdrawals	-\$20,002.36	-\$20,002.36
Expenses/ Fees/ Taxes	-\$5,355.64	-\$5,355.64
Income	\$14,750.67	\$14,750.67
Other	\$0.00	\$0.00
Change in Market Value	\$122,807.30	\$122,807.30
Ending Market Value	\$2,729,189.98	\$2,729,189.98
Realized Gains/Losses (Included in Total Above)	\$2,877.70	\$2,877.70

Asset Allocation

Asset Class	Balance
Equities	\$1,572,160.21
Fixed Income	\$853,975.71
Alternative	\$191,405.67
Cash and Money Market	\$65,016.06
Other	\$46,632.33
Total Assets Value	\$2,729,189.98



Asset Detail

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Asset Detail

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Cash and Money Market						
Federated Government Obligations	64,446.40	1.000	\$64,446.40	\$64,446.40	\$5.86	0.01%
Tax-Managed Fund TICKER: GOTXX						
Cash			\$569.66			
Total Cash and Money Market						
			\$65,016.06	\$64,446.40	\$5.86	
Equities						
Stocks						
Abbott Labs TICKER: ABT	235.00	35.320	\$8,300.20	\$5,368.27	\$131.60	1.59%
Air Products & Chemicals Inc TICKER: APD	227.00	87.120	\$19,776.24	\$15,813.51	\$644.68	3.26%
Akamai Technologies Inc TICKER: AKAM	560.00	35.320	\$19,779.20	\$15,878.82	\$0.00	0.00%
Apple Inc TICKER: AAPL	66.00	442.660	\$29,215.56	\$13,015.37	\$699.60	2.39%
Broadcom Corp TICKER: BRCM	390.00	34.679	\$13,524.81	\$16,653.15	\$171.60	1.27%
Cameron International Corp TICKER: CAM	241.00	65.200	\$15,713.20	\$12,866.81	\$0.00	0.00%
Celgene Corp TICKER: CELG	295.00	115.910	\$34,193.45	\$13,294.78	\$0.00	0.00%
Cisco Systems Inc TICKER: CSCO	1,118.00	20.895	\$23,360.61	\$22,332.76	\$626.08	2.68%
Citigroup Inc TICKER: C	324.00	44.240	\$14,333.76	\$12,175.73	\$12.96	0.09%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Colgate Palmolive Co TICKER: CL	132.00	118.030	\$15,579.96	\$9,683.21	\$359.04	2.30%
Comcast Corp-CL A TICKER: CMCSA	813.00	41.980	\$34,129.74	\$13,575.13	\$634.14	1.86%
CVR Energy, Inc. Escrow	609.00	0.000	\$0.00	\$0.00	\$0.00	0.00%
CVS Caremark Corp TICKER: CVS	356.00	54.990	\$19,576.44	\$9,785.80	\$320.40	1.64%
Deere & Co TICKER: DE	222.00	85.980	\$19,087.56	\$17,979.96	\$452.88	2.37%
Dover Corp TICKER: DOV	216.00	72.880	\$15,742.08	\$10,383.11	\$302.40	1.92%
Ebay Inc TICKER: EBAY	382.00	54.220	\$20,712.04	\$13,280.92	\$0.00	0.00%
EMC Corp Mass TICKER: EMC	488.00	23.890	\$11,658.32	\$5,601.58	\$0.00	0.00%
Emerson Elec Co TICKER: EMR	409.00	55.870	\$22,850.83	\$18,771.16	\$670.76	2.93%
Exxonmobil Corp TICKER: XOM	163.00	90.110	\$14,687.93	\$9,871.93	\$371.64	2.53%
Ford Motor Co DEL TICKER: F	1,004.00	13.150	\$13,202.60	\$13,249.39	\$401.60	3.04%
Google Inc CL A TICKER: GOOG	34.00	794.188	\$27,002.39	\$18,505.71	\$0.00	0.00%
Hudson City Bancorp Inc TICKER: HCBK	3,084.00	8.640	\$26,645.76	\$29,419.14	\$986.88	3.70%
ITC Holdings Corp TICKER: ITC	185.00	89.260	\$16,513.10	\$8,901.57	\$279.35	1.69%
Microsoft Corp TICKER: MSFT	501.00	28.605	\$14,331.11	\$12,362.57	\$460.92	3.22%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Mylan Inc TICKER: MYL	590.00	28.955	\$17,083.45	\$8,820.85	\$0.00	0.00%
Nike Inc-Class B TICKER: NKE	298.00	59.010	\$17,584.98	\$14,310.24	\$250.32	1.42%
Pepsico Inc TICKER: PEP	299.00	79.110	\$23,653.89	\$10,731.84	\$642.85	2.72%
Procter & Gamble Co TICKER: PG	203.00	77.060	\$15,643.18	\$11,529.86	\$456.34	2.92%
Qualcomm Inc TICKER: QCOM	250.00	66.940	\$16,735.00	\$10,032.22	\$250.00	1.49%
Quest Diagnostics Inc TICKER: DGX	261.00	56.461	\$14,736.32	\$14,561.96	\$313.20	2.13%
Schlumberger LTD TICKER: SLB	242.00	74.890	\$18,123.38	\$13,936.78	\$302.50	1.67%
St Jude Medical Inc TICKER: STJ	262.00	40.440	\$10,595.28	\$8,956.30	\$262.00	2.47%
State Street Corp TICKER: STT	540.00	59.090	\$31,908.60	\$25,792.29	\$561.60	1.76%
Stericycle Inc TICKER: SRCL	145.00	106.180	\$15,396.10	\$8,027.09	\$0.00	0.00%
Sysco Corp TICKER: SYU	440.00	35.170	\$15,474.80	\$13,347.51	\$492.80	3.18%
T Rowe Price Group Inc TICKER: TROW	355.00	74.870	\$26,578.85	\$17,061.43	\$539.60	2.03%
Target Corp TICKER: TGT	359.00	68.450	\$24,573.55	\$12,938.51	\$516.96	2.10%
The Mosaic Company TICKER: MOS	379.00	59.610	\$22,592.19	\$21,006.26	\$379.00	1.68%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

<i>Description</i>	<i>Shares/Par Value</i>	<i>Current Price</i>	<i>Market Value</i>	<i>Tax Cost</i>	<i>Est. Ann. Income</i>	<i>Current Yield</i>
Thermo Fisher Scientific Inc TICKER: TMO	209.00	76.490	\$15,986.41	\$9,730.97	\$125.40	0.78%
Transocean LTD TICKER: RIG	325.00	51.960	\$16,887.00	\$19,183.74	\$0.00	0.00%
Vodafone Group Spons ADR TICKER: VOD	685.00	28.400	\$19,454.00	\$17,656.84	\$1,026.82	5.28%
3M Co TICKER: MMM	212.00	106.310	\$22,537.72	\$14,228.26	\$538.48	2.39%
			\$795,461.59	\$570,623.33	\$14,184.40	
<i>Mutual Funds</i>						
Baron Growth Fund-Ins TICKER: BGRIX	1,254.33	61.330	\$76,927.87	\$51,217.76	\$7,014.20	9.12%
Calamos Growth Fund-A TICKER: CVGRX	1,029.70	49.700	\$51,175.94	\$32,677.22	\$0.00	0.00%
Diamond Hill Large Cap Fd-I TICKER: DHLRX	4,640.73	18.530	\$85,992.69	\$63,513.05	\$1,131.85	1.32%
Federated Strategic Val Div Is TICKER: SVAIX	24,763.73	5.410	\$133,971.77	\$93,133.27	\$5,004.75	3.74%
Harbor International Fd-Ins TICKER: HAINX	2,039.32	63.420	\$129,333.61	\$78,996.90	\$1,437.39	1.11%
ICM Small Company Port Instl TICKER: ICSCX	1,833.43	31.570	\$57,881.42	\$28,647.75	\$234.68	0.40%
JP Morgan Mid Cap Value Fund-I TICKER: FLMVX	1,731.72	31.520	\$54,583.91	\$38,908.92	\$702.28	1.29%
Oppenheimer Developing Mkt-Y TICKER: ODVYX	1,649.33	34.940	\$57,627.45	\$23,800.61	\$411.23	0.71%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Vanguard International Growth Fd-IV TICKER: VWIGX	6,505.74	19.860	\$129,203.96	\$84,474.12	\$3,656.22	2.83%
			\$776,698.62	\$495,369.60	\$19,592.60	
Total Equities						
Fixed Income						
Taxable Individual Bonds						
Assurant Inc DTD 02/18/2004 5.625% 02/15/2014 Non Callable	50,000.00	103.997	\$51,998.50	\$50,626.28	\$2,812.50	5.41%
Federal Home Loan Bank DTD 08/12/2009 3.250% 09/12/2014 Non Callable	50,000.00	104.341	\$52,170.50	\$50,386.41	\$1,625.00	3.11%
University Oklahoma Revs Higher Education DTD 03/03/2011 2.659% 07/01/2015 Non Callable	25,000.00	103.866	\$25,966.50	\$25,018.21	\$664.75	2.56%
United States Treasury Notes DTD 08/31/2010 1.250% 08/31/2015 TICKER: UTN1216	45,000.00	102.297	\$46,033.65	\$45,778.38	\$562.50	1.22%
United States Treasury Strips Stripped Coupon DTD 02/15/1986 Zero Cpn 02/15/2016 TICKER: 21516	60,000.00	98.922	\$59,353.20	\$58,503.92	\$0.00	0.00%
Cisco Systems Inc DTD 02/22/2006 5.500% 02/22/2016 Non Callable	50,000.00	113.647	\$56,823.50	\$48,882.40	\$2,750.00	4.84%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
United States Treasury Strips Stripped Coupon	100,000.00	97.768	\$97,768.00	\$97,120.83	\$0.00	0.00%
DTD 08/15/1987 Zero Cpn 02/15/2017						
Montclair Twp New Jersey General Obligation	25,000.00	100.693	\$25,173.25	\$25,575.48	\$490.00	1.95%
DTD 11/07/2012 1.960% 04/01/2017 Non Callable						
Washington Post Co DTD 01/30/2009 7.250% 02/01/2019 Non Callable	25,000.00	118.906	\$29,726.50	\$27,547.43	\$1,812.50	6.10%
United States Treasury Notes DTD 02/15/2009 2.750% 02/15/2019	25,000.00	110.250	\$27,562.50	\$23,875.86	\$687.50	2.49%
Fedl Natl Mtge Assn Pool #765251 15 Yr Gtd Single Family Mortgage	5,724.57	107.276	\$6,141.09	\$5,730.27	\$228.98	3.73%
DTD 03/01/2004 4.000% 03/01/2019 Non Callable TICKER: 765251A						
Charles Schwab Corp DTD 07/22/2010 4.450% 07/22/2020 Non Callable	25,000.00	114.382	\$28,595.50	\$27,287.89	\$1,112.50	3.89%
Fedl Natl Mtge Assn Pool #829079 15 Yr Gtd Single Family Mortgage	20,719.55	107.338	\$22,239.95	\$21,340.42	\$828.78	3.73%
DTD 09/01/2005 4.000% 09/01/2020 Non Callable TICKER: 829079A						
Symantec Corp DTD 09/16/2010 4.200% 09/15/2020 Non Callable	25,000.00	106.792	\$26,698.00	\$24,611.00	\$1,050.00	3.93%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Federal Home Loan Mortgage Corp Medium Term Note DTD 01/13/2012 2.375% 01/13/2022 Non Callable	25,000.00	104.080	\$26,020.00	\$24,898.75	\$593.75	2.28%
Clear Creek Texas Indep Sch Dist School District Revenue DTD 11/01/2012 3.700% 02/15/2026 Non Callable	25,000.00	106.658	\$26,664.50	\$26,872.38	\$925.00	3.47%
Psf-Gtd Govt Natl Mtge Assn Pool #553351 30 Yr Gtd Single Family Mortgage DTD 07/01/2003 4.500% 07/15/2033 Non Callable TICKER: 553351X	10,792.06	109.941	\$11,864.90	\$10,684.12	\$485.64	4.09%
Federal Home Loan Mortgage Corp Gold Pool #C01676-30 Yr Gtd Mtge DTD 11/01/2003 6.000% 11/01/2033 Non Callable TICKER: C01676F	27,261.81	111.679	\$30,445.72	\$27,159.58	\$1,635.71	5.37%
Fedl Natl Mtge Assn Pool #357883 30 Yr Gtd Single Family Mortgage DTD 08/01/2005 5.000% 05/01/2035 Non Callable TICKER: 357883A	21,241.33	108.965	\$23,145.62	\$20,778.89	\$1,062.07	4.59%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Federal Home Loan Mortgage Corp Gold Pool #G02884-30 Yr Gtd Mige DTD 04/01/2007 6.000% 04/01/2037 Non Callable TICKER: G02884F	28,426.48	110.333	\$31,363.79	\$28,740.61	\$1,705.59	5.44%
Federal Home Loan Mortgage Corp Gold Pool #C03478-30 Yr Gtd Mige DTD 06/01/2010 4.500% 06/01/2040 Non Callable TICKER: C03478F	25,673.95	107.043	\$27,482.17	\$26,604.14	\$1,155.33	4.20%
<hr/>						
Taxable Mutual Funds			\$733,237.34	\$698,023.25	\$22,188.10	
Sit Emerging Markets Debt Fund TICKER: SITEX	2,397.87	11.330	\$27,167.86	\$27,023.98	\$1,694.81	6.24%
SIMT High Yield Bond Fund TICKER: SHYAX	6,136.20	7.850	\$48,169.18	\$46,027.36	\$3,035.09	6.30%
Sit International Fixed Income Fund TICKER: SEFIX	4,303.44	10.550	\$45,401.33	\$44,927.95	\$2,085.45	4.59%
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			\$120,738.37	\$117,979.29	\$6,815.35	
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Alternative			\$853,975.71	\$816,002.54	\$29,003.45	
Absolute Strategies Fund TICKER: ASFIX	17,028.97	11.240	\$191,405.67	\$175,397.25	\$0.00	0.00%
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Total Alternative			\$191,405.67	\$175,397.25	\$0.00	

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
<i>Other</i>						
Mineral Interest In Se4 16-159-67 Towner Co ND	1.00	1,600.000	\$1,600.00	\$1.00	\$0.00	0.00%
Mineral Interest Ne4 31-8-30 W1m Storhoaks Area, Saskatchewan (Cert of Title)	1.00	18,400.000	\$18,400.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In E2sw4 W2se4 17-119-34 Kandiyohi Co MN	1.00	600.000	\$600.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 1 2-161-78 Bottineau Co ND	1.00	750.000	\$750.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lot 4 of Govt Lot 5 4-121-35 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and E2sw4 31-162-77 Bottineau Co ND	1.00	2,926.130	\$2,926.13	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-4 and S2nw4 1-161-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Lots 3-7 Se4nw4 E2sw4 N2se4 6-161-77 Bottineau Co ND	1.00	7,500.000	\$7,500.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4nw4 20-119-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Ne4se4 9-118-34 Kandiyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4 33-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
75% Mineral Interest In Nw4nw4 4-122-36 Kandyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Nw4se4 29-119-34 Kandyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In N2nw4 Except W 18.25 Acres N2ne4 4-120-33 Kandyohi Co MN	1.00	231.200	\$231.20	\$1.00	\$0.00	0.00%
75% Mineral Interest In Part of Govt Lot 4 34-121-35 Kandyohi Co MN	1.00	150.000	\$150.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 S2nw4 W2se4 Sw4ne4 24-119-36 Kandyohi Co MN	1.00	1,350.000	\$1,350.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 10-162-77 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 28-162-78 Bottineau Co ND	1.00	3,000.000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4 33-121-33 Kandyohi Co MN	1.00	300.000	\$300.00	\$1.00	\$0.00	0.00%

Asset Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
75% Mineral Interest In S2se4ne4 9-118-34 Kandiyohi Co MN	1.00	75.000	\$75.00	\$1.00	\$0.00	0.00%
Total Other						
			\$46,632.33	\$20.00	\$0.00	
Total All Assets			\$2,729,189.98	\$2,121,859.12	\$62,786.31	

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

Transaction Summary

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Transaction Summary

<i>Transaction</i>	<i>Principal Cash</i>	<i>Income Cash</i>
Beginning Cash Balance on 1/1/13	-\$18,143.16	\$20,002.36
Additions	\$0.00	\$0.00
Disbursements		
Withdrawals	\$0.00	-\$20,002.36
Expenses	\$0.00	-\$223.75
Fees	-\$2,565.96	-\$2,565.93
Taxes	\$0.00	\$0.00
Total Disbursements	-\$2,565.96	-\$22,792.04
Income		
Taxable Interest	\$0.00	\$9,993.79
Tax Exempt Interest	\$0.00	\$0.00
Dividends	\$0.00	\$4,756.88
Rental Income	\$0.00	\$0.00
Other Income	\$0.00	\$0.00
Total Income	\$0.00	\$14,750.67
Security Purchases	-\$21,902.36	\$0.00
Security Sales/Maturities		
Security Sales/Maturities	\$38,298.90	\$0.00
Gain Distributions	\$0.00	\$0.00
Total Security Sales/Maturities	\$38,298.90	\$0.00
Money Market Purchases/Sales	-\$7,078.75	\$0.00
Other	\$0.00	\$0.00
Ending Cash Balance on 3/31/13	-\$11,391.33	\$11,960.99

Transaction Detail

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Transaction Details By Category

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
1/1/13	Beginning Balance	-\$18,143.16	\$20,002.36	
Withdrawals				
1/15/13	Paid to Rice Memorial Hospital Distribution for 4th Quarter Grants	\$0.00	-\$20,002.36	\$0.00
Expenses				
1/16/13	Paid to Kandiyohi County Court Admin Deductible Estate Expense	\$0.00	-\$55.00	\$0.00
2/20/13	Annual Filing Fee for Court Accounting Paid to Johnson Moody Schmidt & Kleinhuizen Legal Fee for Services Rendered on File #Bjs-93132	\$0.00	-\$168.75	\$0.00
Fees				
1/28/13	Account Portfolio Fee Collected Total Charges: \$1,691.43 Fees up To: 12/31/12 from \$2,606,047.42 In Market Value Issue Maintenance Fee: \$41.67	-\$845.72	\$0.00	\$0.00
1/28/13	Account Portfolio Fee Collected Total Charges: \$1,691.43 Fees up To: 12/31/12 from \$2,606,047.42 In Market Value Issue Maintenance Fee: \$41.67	\$0.00	-\$845.71	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
2/20/13	Account Portfolio Fee Collected Total Charges: \$1,714.49 Fees up To: 1/31/13 from \$2,661,403.18 In Market Value Issue Maintenance Fee: \$41.67	-\$857.25	\$0.00	\$0.00
2/20/13	Account Portfolio Fee Collected Total Charges: \$1,714.49 Fees up To: 1/31/13 from \$2,661,403.18 In Market Value Issue Maintenance Fee: \$41.67	\$0.00	-\$857.24	\$0.00
3/25/13	Account Portfolio Fee Collected Total Charges: \$1,725.97 Fees up To: 2/28/13 from \$2,688,949.31 In Market Value Issue Maintenance Fee: \$41.67	-\$862.99	\$0.00	\$0.00
3/25/13	Account Portfolio Fee Collected Total Charges: \$1,725.97 Fees up To: 2/28/13 from \$2,688,949.31 In Market Value Issue Maintenance Fee: \$41.67	\$0.00	-\$862.98	\$0.00
Total Disbursements		-\$2,565.96	-\$2,792.04	
Taxable Interest				
1/2/13	University OK Revs 2.659% 7/01/15	\$0.00	\$332.38	\$0.00
1/3/13	SEI SIMT High Yield Bond CL A 59 Dividend from 12/1/12 to 12/31/12	\$0.00	\$258.28	\$0.00
1/3/13	Federated Gov Obl TX Mgd-I Dividend from 12/1/12 to 12/31/12	\$0.00	\$0.35	\$0.00
1/14/13	FHLMC MTN 2.375% 1/13/22	\$0.00	\$296.88	\$0.00
1/15/13	FHLMC Gd PL #C01676 6.000% 11/01/33 December FHLMC Due 1/15/13	\$0.00	\$151.50	\$0.00
1/15/13	FHLMC Gd PL #G02884 6.000% 4/01/37 December FHLMC Due 1/15/13	\$0.00	\$159.39	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
1/15/13	FHLMC Gd PL #C03478 4.500% 6/01/40 December FHLMC Due 1/15/13	\$0.00	\$109.89	\$0.00
1/15/13	GNMA PL #553351 4.500% 7/15/33 December GNMA Due 1/15/13	\$0.00	\$42.05	\$0.00
1/22/13	Charles Schwab Corp 4.450% 7/22/20	\$0.00	\$556.25	\$0.00
1/25/13	FNMA PL #357883 5.000% 5/01/35 December FNMA Due 1/25/13	\$0.00	\$96.95	\$0.00
1/25/13	FNMA PL #765251 4.000% 3/01/19 December FNMA Due 1/25/13	\$0.00	\$22.59	\$0.00
1/25/13	FNMA PL #829079 4.000% 9/01/20 December FNMA Due 1/25/13	\$0.00	\$78.11	\$0.00
2/1/13	SEI SIMT High Yield Bond CL A 59 Dividend from 1/1/13 to 1/31/13	\$0.00	\$250.36	\$0.00
2/1/13	Washington Post 7.250% 2/01/19	\$0.00	\$906.25	\$0.00
2/1/13	Federated Gov Obl TX Mgd-I Dividend from 1/1/13 to 1/31/13	\$0.00	\$0.44	\$0.00
2/15/13	FHLMC Gd PL #C01676 6.000% 11/01/33 January FHLMC Due 2/15/13	\$0.00	\$145.72	\$0.00
2/15/13	FHLMC Gd PL #G02884 6.000% 4/01/37 January FHLMC Due 2/15/13	\$0.00	\$155.08	\$0.00
2/15/13	FHLMC Gd PL #C03478 4.500% 6/01/40 January FHLMC Due 2/15/13	\$0.00	\$104.18	\$0.00
2/15/13	GNMA PL #553351 4.500% 7/15/33 January GNMA Due 2/15/13	\$0.00	\$40.89	\$0.00
2/15/13	Assurant Inc 5.625% 2/15/14	\$0.00	\$1,406.25	\$0.00
2/15/13	Clear Creek TX Sch 3.700% 2/15/26	\$0.00	\$267.22	\$0.00
2/15/13	U.S. Treasury Notes 2.750% 2/15/19	\$0.00	\$343.75	\$0.00
2/22/13	CISCO Systems Inc 5.500% 2/22/16	\$0.00	\$1,375.00	\$0.00
2/25/13	FNMA PL #357883 5.000% 5/01/35 January FNMA Due 2/25/13	\$0.00	\$95.43	\$0.00
2/25/13	FNMA PL #765251 4.000% 3/01/19 January FNMA Due 2/25/13	\$0.00	\$21.93	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
2/25/13	FNMA PL #829079 4.000% 9/01/20 January FNMA Due 2/25/13	\$0.00	\$73.59	\$0.00
2/28/13	U.S. Treasury Notes 1.250% 8/31/15	\$0.00	\$281.25	\$0.00
3/1/13	Federated Gov Obl TX Mgd-I Dividend from 2/1/13 to 2/28/13	\$0.00	\$0.39	\$0.00
3/1/13	SEI SIMT High Yield Bond CL A 59 Dividend from 2/1/13 to 2/28/13	\$0.00	\$208.80	\$0.00
3/12/13	FHLB 3.250% 9/12/14	\$0.00	\$812.50	\$0.00
3/15/13	FHLMC Gd PL #C01676 6.000% 11/01/33 February FHLMC Due 3/15/13	\$0.00	\$139.82	\$0.00
3/15/13	FHLMC Gd PL #G02884 6.000% 4/01/37 February FHLMC Due 3/15/13	\$0.00	\$150.62	\$0.00
3/15/13	FHLMC Gd PL #C03478 4.500% 6/01/40 February FHLMC Due 3/15/13	\$0.00	\$100.50	\$0.00
3/15/13	GNMA PL #553351 4.500% 7/15/33 February GNMA Due 3/15/13	\$0.00	\$40.60	\$0.00
3/15/13	Symantec Corp 4.200% 9/15/20	\$0.00	\$525.00	\$0.00
3/25/13	FNMA PL #357883 5.000% 5/01/35 February FNMA Due 3/25/13	\$0.00	\$92.69	\$0.00
3/25/13	FNMA PL #765251 4.000% 3/01/19 February FNMA Due 3/25/13	\$0.00	\$20.25	\$0.00
3/25/13	FNMA PL #829079 4.000% 9/01/20 February FNMA Due 3/25/13	\$0.00	\$71.45	\$0.00
3/27/13	SEI Sit Emerging Mkt Debt CL A 98	\$0.00	\$259.21	\$0.00
		\$0.00	\$9,993.79	
	Dividends			
1/2/13	Pepsico Inc	\$0.00	\$160.71	\$0.00
1/11/13	Schlumberger LTD	\$0.00	\$88.83	\$0.00
1/15/13	State Street Corp	\$0.00	\$129.60	\$0.00
1/15/13	Thermo Fisher Scientific Inc	\$0.00	\$31.35	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
3/29/13	Pepsico Inc	\$0.00	\$160.71	\$0.00
		\$0.00	\$4,756.88	
	Total Income	\$0.00	\$14,750.67	
	Security Purchases			
1/29/13	Purchased 19 Shares of Apple Inc	-\$8,652.97	\$0.00	\$8,652.97
	Trade Date 1/24/13			
	Paid \$1.52 Brokerage			
	19 Shares At \$455.33960078			
2/11/13	Purchased 1,004 Shares of Ford Motor Co DEL	-\$13,249.39	\$0.00	\$13,249.39
	Trade Date 2/6/13			
	Paid \$40.16 Brokerage			
	1,004 Shares At \$13.1566			
	Total Security Purchases	-\$21,902.36	\$0.00	
	Security Sales/Maturities			
1/15/13	Paid Down 1,156.12 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of December Due 1/15/13	\$1,156.12	\$0.00	-\$1,151.78
	December FHLMC Due 1/15/13			
1/15/13	Paid Down 862.88 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of December Due 1/15/13	\$862.88	\$0.00	-\$872.89
	December FHLMC Due 1/15/13			

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
1/15/13	Paid Down 1,523.15 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of December Due 1/15/13	\$1,523.15	\$0.00	-\$1,581.05
1/15/13	December FHLMC Due 1/15/13 Paid Down 311.03 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of December Due 1/15/13	\$311.03	\$0.00	-\$307.92
1/25/13	December GNMA Due 1/15/13 Paid Down 366.33 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of December Due 1/25/13	\$366.33	\$0.00	-\$357.90
1/25/13	December FNMA Due 1/25/13 Paid Down 195.86 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of December Due 1/25/13	\$195.86	\$0.00	-\$196.07
1/25/13	December FNMA Due 1/25/13 Paid Down 1,354.98 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of December Due 1/25/13	\$1,354.98	\$0.00	-\$1,398.54
1/30/13	Sold 235 Shares of Abbvie Inc Trade Date 1/24/13 Paid \$9.40 Brokerage Paid \$0.20 SEC Fee 235 Shares At \$37.31620009	\$8,759.71	\$0.00	-\$5,821.41
2/11/13	Sold 1,117 Shares of Activision Blizzard, Inc Trade Date 2/6/13 Paid \$44.68 Brokerage Paid \$0.30 SEC Fee 1,117 Shares At \$11.86149999	\$13,204.32	\$0.00	-\$13,065.67

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
2/15/13	Paid Down 1,179.66 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of January Due 2/15/13	\$1,179.66	\$0.00	-\$1,175.24
2/15/13	January FHLMC Due 2/15/13 Paid Down 892.49 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of January Due 2/15/13	\$892.49	\$0.00	-\$902.58
2/15/13	January FHLMC Due 2/15/13 Paid Down 981.48 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of January Due 2/15/13	\$981.48	\$0.00	-\$1,017.77
2/15/13	January FHLMC Due 2/15/13 Paid Down 75.46 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of January Due 2/15/13	\$75.46	\$0.00	-\$74.71
2/25/13	January GNMA Due 2/15/13 Paid Down 655.96 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of January Due 2/25/13	\$655.96	\$0.00	-\$641.31
2/25/13	January FNMA Due 2/25/13 Paid Down 506.68 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of January Due 2/25/13	\$506.68	\$0.00	-\$507.20
2/25/13	January FNMA Due 2/25/13 Paid Down 643.19 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of January Due 2/25/13	\$643.19	\$0.00	-\$663.11
3/15/13	January FNMA Due 2/25/13 Paid Down 702.75 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of February Due 3/15/13	\$702.75	\$0.00	-\$700.11

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
3/15/13	Paid Down 1,696.95 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of February Due 3/15/13	\$1,696.95	\$0.00	-\$1,715.70
3/15/13	Paid Down 1,126.05 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of February Due 3/15/13	\$1,126.05	\$0.00	-\$1,166.85
3/15/13	Paid Down 35.19 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of February Due 3/15/13	\$35.19	\$0.00	-\$34.84
3/25/13	Paid Down 1,004.76 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of February Due 3/25/13	\$1,004.76	\$0.00	-\$982.88
3/25/13	Paid Down 349 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of February Due 3/25/13	\$349.00	\$0.00	-\$349.35
3/25/13	Paid Down 714.9 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of February Due 3/25/13	\$714.90	\$0.00	-\$736.32
Total Security Sales/Maturities		\$38,298.90	\$0.00	

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Money Market Purchases/Sales
 Combined Purchases for the Period
 1/1/13 - 3/31/13 of
 Federated Gov Obl TX Mgd-I

\$0.00

-\$39,285.45

\$39,285.45

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
	Combined Sales for the Period 1/1/13 - 3/31/13 of Federated Gov Obl TX Mgd-I	\$32,206.70	\$0.00	-\$32,206.70
Total Money Market Purchases/Sales		-\$7,078.75	\$0.00	
	Other			
1/2/13	Spin Off Received 235 Shares Distribution At 1 Share of Abbvie Inc for Each Share of Abbott Labs Due 01/01/13 Market Value of \$0.00	\$0.00	\$0.00	\$5,821.41
1/2/13	Each Share Held of Abbott Labs (002824100) Entitles The Holder to Receive 1 Share of Abbvie Inc (00287Y109). Non-Taxable	\$0.00	\$0.00	\$0.00
1/2/13	Spin Off Book Value of Abbott Labs Adjusted by \$-5,821.41 Old: \$11,189.68 / New \$5,368.27	\$0.00	\$0.00	-\$1,297.34
1/2/13	Spin Off Federal Cost Basis of Abbott Labs Adjusted by \$-1,297.34 Old: \$2,493.70 / New \$1,196.36	\$0.00	\$0.00	\$0.00
1/2/13	Spin Off State Cost Basis of Abbott Labs Adjusted by \$-1,297.34 Old: \$2,493.70 / New \$1,196.36	\$0.00	\$0.00	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
1/2/13	Spin Off Federal Cost Basis of Abbott Labs Adjusted by \$-399.16 Old: \$767.25 /New \$368.09	\$0.00	\$0.00	-\$399.16
1/2/13	Spin Off State Cost Basis of Abbott Labs Adjusted by \$-399.16 Old: \$767.25 /New \$368.09	\$0.00	\$0.00	\$0.00
1/2/13	Spin Off Federal Cost Basis of Abbott Labs Adjusted by \$-4,124.91 Old: \$7,928.73 /New \$3,803.82	\$0.00	\$0.00	-\$4,124.91
1/2/13	Spin Off State Cost Basis of Abbott Labs Adjusted by \$-4,124.91 Old: \$7,928.73 /New \$3,803.82	\$0.00	\$0.00	\$0.00
1/15/13	Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$4.34 to \$32,248.55 1/15/13	\$0.00	\$0.00	-\$4.34
1/15/13	Current Year Amortization Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$14.16 to \$30,418.55 1/15/13	\$0.00	\$0.00	-\$14.16



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Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
1/22/13	Amortized Premium on Charles Schwab Corp 4.450% 7/22/20 Fed Basis Decreased by \$15.21 to \$27,287.89	\$0.00	\$0.00	-\$15.21
1/22/13	Current Year Amortization Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$15.94 to \$22,733.01	\$0.00	\$0.00	\$15.94
1/25/13	Market Discount Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.24 to \$6,783.41	\$0.00	\$0.00	-\$0.24
1/25/13	Current Year Amortization Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$22.18 to \$24,185.98	\$0.00	\$0.00	-\$22.18
2/1/13	Current Year Amortization Amortized Premium on Washington Post 7.250% 2/01/19 Fed Basis Decreased by \$28.47 to \$27,547.43	\$0.00	\$0.00	-\$28.47
2/15/13	Current Year Amortization Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$9.12 to \$31,366.54	\$0.00	\$0.00	-\$9.12
	Current Year Amortization			

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
2/15/13	Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$28.92 to \$28,808.58 2/15/13	\$0.00	\$0.00	-\$28.92
2/15/13	Current Year Amortization Amortized Premium on Assurant Inc 5.625% 2/15/14 Fed Basis Decreased by \$71.93 to \$50,626.28 2/15/13	\$0.00	\$0.00	-\$71.93
2/15/13	Current Year Amortization Amortized Premium on Clear Creek TX Sch 3.700% 2/15/26 Fed Basis Decreased by \$13.75 to \$26,872.38 2/15/13	\$0.00	\$0.00	-\$13.75
2/25/13	Current Year Amortization Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$15.25 to \$22,390.36 2/25/13	\$0.00	\$0.00	\$15.25
2/25/13	Market Discount Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.29 to \$6,587.05 2/25/13	\$0.00	\$0.00	-\$0.29
2/25/13	Current Year Amortization Amortized Premium on FNMA PL #829079 4.000% 9/01/20 Fed Basis Decreased by \$26.13 to \$22,761.31 2/25/13	\$0.00	\$0.00	-\$26.13
	Current Year Amortization			



Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

<i>Date</i>	<i>Transaction Description</i>	<i>Principal Cash</i>	<i>Income Cash</i>	<i>Tax Cost</i>
2/28/13	Amortized Premium on U.S. Treasury Notes 1.250% 8/31/15 Fed Basis Decreased by \$49.44 to \$45,778.38	\$0.00	\$0.00	-\$49.44
3/12/13	2/28/13 Current Year Amortization Amortized Premium on FHLB 3.250% 9/12/14 Fed Basis Decreased by \$48.34 to \$50,386.41	\$0.00	\$0.00	-\$48.34
3/15/13	3/12/13 Current Year Amortization Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by \$7.65 to \$30,456.31	\$0.00	\$0.00	-\$7.65
3/15/13	3/15/13 Current Year Amortization Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by \$19.82 to \$27,770.99	\$0.00	\$0.00	-\$19.82
3/25/13	3/15/13 Current Year Amortization Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by \$12.72 to \$21,761.77	\$0.00	\$0.00	\$12.72
3/25/13	3/25/13 Market Discount Amortized Premium on FNMA PL #765251 4.000% 3/01/19 Fed Basis Decreased by \$0.23 to \$6,079.62	\$0.00	\$0.00	-\$0.23
	3/25/13 Current Year Amortization			

Transaction Detail (continued)

Statement of Value and Activity

January 1, 2013 - March 31, 2013

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
3/25/13	Amortized Premium on FNMA PL #629079 4.000% 9/01/20 Fed Basis Decreased by \$21.46 to \$22,076.74 3/25/13 Current Year Amortization	\$0.00	\$0.00	-\$21.46
Total Other		\$0.00	\$0.00	
3/31/13	Ending Balance	-\$11,391.33	\$11,960.99	



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Pending Trades

Statement of Value and Activity

January 1, 2013 - March 31, 2013

No pending trades.

Messages and Notices Section

Statement of Value and Activity

January 1, 2013 - March 31, 2013

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



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Investment Management
& Trust

Activity Summary as of 3/31/2013

RICE CUSHMAN A CHAR TR

Account 180205

Market Value Reconciliation

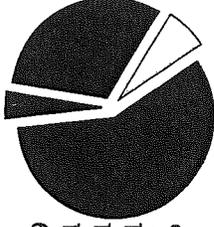
	Since 03/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,686,663.42	2,616,990.01
Disbursements		
Withdrawals	0.00	-20,002.36
Expenses	0.00	-223.75
Fees	-1,725.97	-5,131.89
Total Disbursements	-1,725.97	-25,358.00

Income		
Investment Income	4,016.92	14,750.67
Total Income	4,016.92	14,750.67

Value on Mar 31, 2013	2,729,189.96	2,729,189.96
Total Change in Portfolio Value	40,235.59	122,807.28

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	65,016.06	2.38
Fixed Income	853,975.69	31.29
Alternative	191,405.67	7.01
Equity	1,572,160.21	57.61
Other	46,632.33	1.71
Total	\$2,729,189.96	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	4,016.92	14,750.67
Total Income Summary	4,016.92	14,750.67

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	0.00	138.65
Long-term	-56.45	2,739.05
Total Gain/Loss Summary	-56.45	2,877.70

Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 03/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (3 Months)</u>
Total Fund	2,686,034	1.66	5.22
Total Fd Net Fee	2,686,034	1.59	5.02
Fixed Income	856,724	.21	.63
BarCap Int Aggregate Bd		.13	.14
Domestic Equity	1,256,723	3.31	10.42
S&P 500 Index		3.75	10.61
Russell 2000 Index		4.62	12.39
Intl. Equity	316,165	-.05	2.13
MSCI EAFE (US\$ & Net) Index		.82	5.12
Short Term Cash	64,447	.00	.00
Citigroup 1 Month Treas Bill		.01	.01
Alternative Investments	191,406	.99	1.44
Citigroup 3 Month Treas Bill		.01	.02
Uninvested Cash	570	.00	.00

PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-07
CITY OF WILLMAR
TUESDAY, APRIL 23, 2013

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, April 23, 2013, by Vice Chairman Audrey Nelsen at the City Office Building. Members present were: Council Members Bruce DeBlieck, Tim Johnson (substituting for Ron Christianson) and Steve Ahmann. Also present were: Mayor Frank Yanish, Charlene Stevens, City Administrator; Bruce Peterson, Planning and Development Services Director; Jim Felt, Police Captain; Adam Arvidson, Gary Geiger, Wayne Nelson, Bev Dougherty, and David Little, "West Central Tribune."

1. PRESENTATION OF CENTRAL BUSINESS DISTRICT GATEWAY CONCEPTS (FOR INFORMATION ONLY):

Adam Arvidson presented concepts for "gateways" to the Central Business District. These gateways were a specified element of the Downtown Plan. The gateway areas include 1st Street and Litchfield Avenue, 3rd Street and Highway 12, and the area between 7th Street and Benson Avenue on Highway 12.

Gateways to downtown Willmar are constrained by available right-of-way or public space. The ideas presented were a mix of parts or components, including linear elements or fences, vertical elements or columns, and pavement changes. Other components could be curb alternatives, murals on buildings, and the reduction of sign clutter.

Mr. Arvidson conceptually applied each of the components to the three gateways. Aerial photos were viewed showing how the components could be incorporated into each gateway. The 3rd Street and Highway 12 Gateway was viewed with three different concepts inspired by the railroad switching yards, the forest meeting the prairie, and the glacial lakes

The committee offered comments regarding preferences. An unofficial favorite was the railroad concept, and the committee discussed possible materials and colors. The next step will be for Mr. Arvidson to refine drawings for each gateway showing the favored concept, along with estimates of cost. This will follow a public open house, Planning Commission review, and public viewing.

2. SUMP PUMP INSPECTION UPDATE (FOR INFORMATION ONLY):

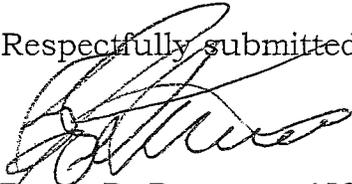
Staff informed the committee that the program to inspect sump pump systems in the Country Club Drive area and southwest Willmar is complete. One residence remains noncompliant. A letter has been sent informing the property owner that a \$100/day penalty will begin as of May 1st in accordance with the Municipal Code.

3. MISCELLANEOUS (FOR INFORMATION ONLY):

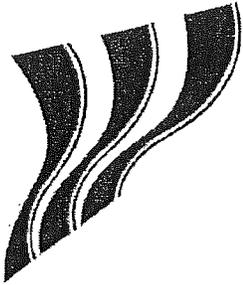
Captain Jim Felt provided an update on parking ticket statistics and offered a report on recent vehicle vandalism. Responding to a request from a committee member, Gary Geiger spoke briefly about past efforts to survey downtown businesses regarding future plans.

There being no further business to come before the committee, the meeting adjourned at 5:45 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Bruce D. Peterson", written over the text "Respectfully submitted:".

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



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

Agenda Item Number: _____

Meeting Date: April 23, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Action Requested: Consideration of a presentation regarding Central Business District "Gateways"

Guiding Principle: Economic Development , specifically downtown development

Introduction: The Downtown Plan adopted in 2012 had as one of its elements the development of "gateways" for the Central Business District.

Background/Justification: Adam Arvidson, of Treeline, will present "gateways" concepts for consideration by the Committee. The "gateways" concepts will also be presented at a public meeting on April 24th, as well as to the Planning Commission on April 24th. These "gateways" serve to visually inform the public of their approach and access to the downtown.

Fiscal Impact: The development of "gateways" comes at a cost to the municipality. The cost of individual "gateways" varies based on complexity, and types of materials used.

Alternatives: 1. To approve a concept and move forward with the next step of developing cost estimates.
2. To reject all concepts and look for additional ideas.
3. To discontinue consideration of "gateways" development.

Staff Recommendation: N/A

Reviewed by:

Preparer: Bruce D. Peterson, AICP

Signature:

Comments:

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Thursday, April 24, 2013, in Conference Room #1 at the City Office Building.

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

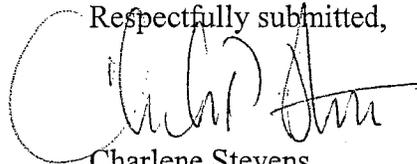
Others present included Mayor Frank Yanish; Council Members Audrey Nelsen, Bruce DeBlieck, Tim Johnson; and City Administrator Charlene Stevens. Council Member Rick Fagerlie was absent.

Item No. 1 The meeting was called to order by Council Member Ahmann a 4:45 p.m.

Item No. 2 At 4:48 p.m. Council Member Dokken moved to closed the meeting pursuant to Minn. Stat. §13D.03, Subdivision 3(a) for the job performance evaluation of the City Administrator. Council Member Anderson seconded the motion, which carried.

The meeting was reopened and adjourned at 8:09 p.m. upon a motion by Council Member Anderson, seconded by Council Member Nelsen, and carried.

Respectfully submitted,



Charlene Stevens,
City Administrator

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, APRIL 25, 2013**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, April 25, 2013, in Conference Room No.1 at the City Office Building. Chair Fagerlie called the meeting to order at 4:45pm.

Present:

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

Others present: Frank Yanish - Mayor, Audrey Nelsen - Council Member, Steve Renquist - EDC Director, and Gary Gillman

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

There were no public comments.

2. BUSINESS SUBSIDY POLICY (MOTION)

Staff presented the City of Willmar business subsidy policy that was adopted in 2004 and amended in 2007. The policy is a statutory requirement for any community that grants business subsidies. The policy was used to guide recommendations for the recent Torgerson Project, as a tax abatement is a form of business subsidy. It was noted that the policy currently sets a wage floor of \$11.00 for jobs created by businesses receiving business subsidies. Staff was recommending that the wage floor be adjusted to \$12.00 per hour based on the most recent median City and County hourly wage statistics.

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

RECOMMENDATION: To adjust the wage floor in the business subsidy policy to \$12.00 per hour.

Policy discussion continued with a brief review of the tax increment financing policies. The review criteria in the TIF policies were used in crafting a recommendation for the Torgerson project. With regard to a possible tax abatement policy, staff recommended that any policy be flexible and follow state statutes. It was also recommended that the review criteria in the tax abatement policy be consistent with the TIF policy. Council member Anderson agreed that the City needed to have flexibility because of the wide range of projects the City could face. He said that it was necessary for the City to have as much discretion as possible. Council member Johnson said that it was a good idea to have an individual policy for tax abatement, and he too liked the idea of flexibility. Council member Dokken said he agreed with the previous comments, but asked that all decisions and

recommendations be documented. Staff stated that written agreements, including subsidy goals and claw back provisions, are part of the current process. Staff will craft a tax abatement policy and return to Committee for review and comment.

3. **MISCELLANY (FOR INFORMATION ONLY)**

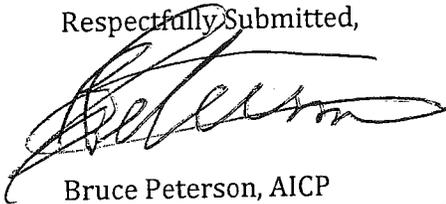
The Committee discussed the issue of security at the auditorium relative to graffiti, thefts, and unauthorized entrance. Staff told the Committee that the 2013 capital improvement budget included \$25,000 for doors. The door projects are being bid and it is hoped that there is money left over for security cameras and a card reader system.

Conditions at Regency East were also discussed. Staff said that with the snow gone, it would be easier to tour the parks and write up violations.

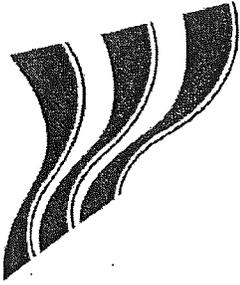
It was requested that parking issues in the area of 11th Street Southeast and Willmar Avenue be referred to the Public Works/Safety Committee.

4. There being no further business to come before the Committee, the meeting adjourned at 5:25pm.

Respectfully Submitted,



Bruce Peterson, AICP
Director of Planning and Development Services



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

Agenda Item Number: 14
Meeting Date: N/A
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Proclaim the month of May as the City of Willmar's official Arbor Month.

Recommended Action: Proclaim May as Arbor Month for the City of Willmar.

Background/Summary: The City of Willmar has been designated as a Tree City since 1993. It is a requirement of the program to designate one month each year as Arbor Month. For past years the City has chosen the month of May.

Alternatives: 1. Proclaim May as Arbor Month
2. No longer participate in the Tree City USA Program

Financial Considerations: None

Preparer: Janell Sommers, Public Works Secretary

Signature:

Comments:

PROCLAMATION

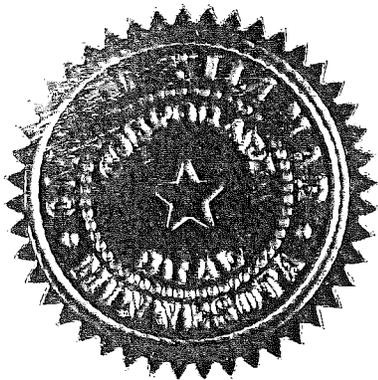
WHEREAS, trees offer environmental benefits, conservation and other additions to Willmar's quality of life that although not assessable in monetary terms, have a direct impact on citizen's lives; and

WHEREAS, future generations are dependent upon our continued planting of trees and shrubs; and

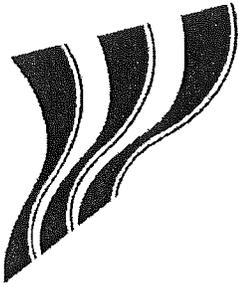
WHEREAS, the City of Willmar is desirous of encouraging all residents to be involved in planting and care of trees and shrubs.

NOW, THEREFORE, BE IT RESOLVED that I, Frank Yanish, Mayor of the City of Willmar, do hereby proclaim the month of May, 2013, as Arbor Month in Willmar, Minnesota, and urge all citizens to recognize and take cognizance of this event.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Willmar to be affixed.



Frank Yanish
MAYOR OF WILLMAR



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

Agenda Item Number: 15
Meeting Date: May 6, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Update - Kandiyohi County and City of Willmar Housing and Redevelopment Authority Consolidation

Recommended Action:

Receive and File for Information Only

Background/Summary:

The Kandiyohi County HRA and City of Willmar HRA currently share an Executive Director. At the end of 2012, the shared Executive Director raised the possibility of a full merger of the two HRAs. Council Member Christianson, as liaison to the City of Willmar HRA, will provide a brief update on the merger discussions.

Alternatives:

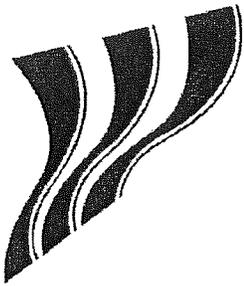
N/A

Financial Considerations:

Preparer: Charlene Stevens

Signature: *Charlene Stevens, by ap*

Comments:



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

Agenda Item Number: 16
Meeting Date: May 6, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: May 6, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Update – Vision 2040

Recommended Action:

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Background/Summary:

The City of Willmar has agreed to participate in a community-wide visioning process, known as Vision 2040. Council Member DeBlieck currently serves as liaison to the Steering Team and will provide a brief update on the efforts.

Alternatives:

N/A

Financial Considerations: The City of Willmar has committed \$5,000 to Vision 2040.

Preparer: Charlene Stevens

Signature: *Charlene Stevens, by ap*

Comments: