

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

December 3, 2012
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 Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 9, Absent 0.

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, City Attorney Robert Scott, and City Clerk Kevin Halliday.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of November 19, City Council Work Session Minutes of November 26, Rice Hospital Board Minutes of November 14, Municipal Utilities Commission Minutes of November 26, Accounts Payable Report through November 28, Applications for Exempt Permit for Rocky Mountain Elk Foundation Prairie Lakes Chapter and NRA Foundation, Inc., Mayoral Appointments: Rice Hospital, Dr. Doug Allen and Dr. Lachlan Smith, Mayoral Reappointments: Rice Hospital, Jennifer Fischer; Airport Commission: Pat Curry, Sandy Gardner and Terry Albers; and Planning Commission: Andy Engan and Scott Thaden; Willmar Lakes Area Convention and Visitors Board Minutes of October 16, and Willmar Community and Activity Center Minutes of November 7, 2012. Council Member Johnson seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened the Truth-in-Taxation hearing. City Administrator Stevens explained that the purpose of the hearing is to discuss the percentage change in property taxes proposed and the specific purpose for which property tax revenues are being changed. The public is invited to speak and ask questions so they may become informed and offer input during the budget-setting process. City Administrator Stevens presented details of the Mayor's proposed budget and requested levy. There being no one present to comment on the proposed budget, Mayor Yanish closed the hearing at 7:10 p.m. Action was deferred to the Finance Committee Report later on the Agenda.

Wayne Nelson appeared before the Mayor and Council for a "Moving Willmar Forward" presentation. Mr. Nelson explained the Moving Willmar Forward team consists of 15 individuals and over the past couple of months, several people including business leaders, elected officials, government employees, community advocates, citizens and the media have been concerned about the current state of affairs within and outside the operation of the City of Willmar. The group is coming forward united to demonstrate public concern for the need to improve the manner in which elected and appointed officials conduct business within and outside City government. Mr. Nelson said the group formed during the last 30 to 35 days to discuss concerns they and others had heard in the community and that there were no particular Council actions or inactions. Some of those concerns were the health of the Mayor, micromanagement by Council members, a strained relationship between the Mayor and City Administrator, and the perception of lack of trust. Moving Willmar Forward issued a "white paper" citing concerns and recommendations which included requesting proposals from firms to conduct an organizational review of the City.

Mayor Yanish first cleared reports reporting his health. Council Member Christianson stated that the group concerns and recommendations be sent to committee because of the emotions involved; and that the group should have come to committee first as that is how the Council is structured. Mr. Christianson also indicated that he was not opposed to an organizational study, and expressed frustration with coverage of the West Central Tribune. He responded with a prepared brief that he titled

Conspiracy, Civility or Ethics" detailing a chain of events of emails and editorials that he perceived as demeaning and mean spirited.

Council Member Anderson thanked the Moving Willmar Forward group and stated the need to build trust and teamwork and engage in discussion of roles.

Council Member Reese noted a recent article in the West Central Tribune whereby he commented on the need for the Council to listen to staff as they are the experts. Mr. Reese stated that the Mayor and Council should listen to employees, and that City Administrator Stevens has a vision and he proposed to elected officials that if they have a question, seek out staff to answer and get the facts to their concerns.

Council Member Dokken thanked the group for coming and said the Council was recently re-elected by their constituents. He stated that throughout the year 206 resolutions/motions were before the Council and 200 passed unanimously, fortifying the position that the Council is not very "divided" on most policies and action items.

Council Member DeBlieck stated that the report presented by the Moving Willmar Forward group reiterated what the Council should do.

Council Member Ahmann said it was good to see citizen participation but asked what Council action led to the formation of the group and why none of the members had talked to him. Mr. Ahmann suggested that lines of communication be open and everyone work together. Mr. Nelson noted that the group wanted the same message to go to the Council at the same time and that individuals had personally come to him.

Dave Baker stated that the group came to take action to find a better way to lead, stating it is not working as well as it should and suggested the Council conduct a management assessment, to put the City on a new roadmap.

The Moving Willmar Forward group asked for an organizational review and offered up to \$5,000 to share the cost of a study.

Council Member Reese offered a motion to move ahead with an organizational review conducting an overview of the City structure and commit to an outside firm. Council Member DeBlieck seconded the motion, which carried. Council Member Christianson voted "No." *(see end of minutes). Council Member Reese moved to direct Staff to send out requests for proposals to various firms with the same scope of services as the previous RFP. Council Member DeBlieck seconded the motion, which carried. Council Member Christianson voted "No." *(see end of minutes)

Mayor Yanish called for a recess at 8:00 p.m. and reconvened the meeting at 8:10 p.m.

Mayor Yanish acknowledged three individuals who had signed up to address the City Council during its scheduled Open Forum. Gary Gilman expressed his respect for the Council's hard work, that he personally knows Ron Christianson devotes a lot of his time, and a special election costs money and was wondering why Council Member Reese didn't resign early enough to have a fall election.

Kelly Welch, former Council Member, stated that we have a great community that takes interest in government and take the time to put together solutions to make government better. When one runs for office they should expect to get into hot water. People like to ask questions – it's their duty to ask. The media shouldn't be blamed as he promotes a paper getting all the information out in front. Mr. Welch stated that he didn't like the idea of prejudice and that the West Central Collaborative needs the \$42,000.

John Sullivan spoke praising the Moving Willmar Forward group and concurred that an organizational review would be positive.

The Labor Relations Committee Report of November 20, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were two items for Council consideration.

Item No. 1 Closed pursuant to Minn. Stat. Sec. 13D.05, Subd. 2(a)(2) to discuss internal affairs data relating to allegations of law enforcement personnel misconduct. This matter was for information only.

Item No. 2 Closed pursuant to Minn. Stat. Sec. 13D.05, Subd. 3(b) to discuss pending litigation – Law Enforcement Labor Services, Inc. labor grievance. This matter was for information only.

The Labor Relations Committee Report of November 20, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Finance Committee Report for November 26, 2012, was presented to the Mayor and Council by Council Member Anderson. There were two items for Council consideration.

Item No. 1 The Committee discussed the recommendations for the 2013 Mayor's Proposed Budget resulting from a Council Work Session held just prior to this meeting as follows:

1) A proposed increase to the West Central Integration Collaborative allocation of \$21,000, their original request of \$42,000. This was suggested at the Council Work Session without the consensus of the members. No action was taken and the allocation in the 2013 Budget for the West Central Integration Collaborative remains at \$21,000. This matter was for information only.

2) Retain the amount originally budgeted for the Willmar Design Center of \$32,000 but increase the 2013 Expenditure Budget by \$6,200 for downtown flowers. The Committee was recommending the Council increase the 2013 Expenditure Budget by \$6,200 for the downtown flowers project. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Dokken seconding the motion which carried.

3) Remove the allocation of \$1,000 for the Willmar Chamber of Commerce Leadership Perspectives Program. The Committee was recommending the Council decrease the 2013 Expenditure Budget by removing \$1,000 originally allocated for the Willmar Chamber of Commerce Leadership Perspectives Program. Council Member Anderson moved to approve the recommendation of the Finance with Council Member Fagerlie seconding the motion, which carried on a roll call vote of Ayes 5, Noes 3 - Council Members Reese, Anderson, and DeBlieck voted "No."

4) After all adjustments to the original budget are applied, approximately \$93,000 remains as a revenue surplus in the 2013 Budget. Following discussion, the Committee was recommending the Council reduce the proposed 2013 Tax Levy increase of \$240,000 designated for street/infrastructure improvements by \$93,000. Council Member Anderson moved to approve the recommendation of the Committee with Council Member Fagerlie seconding the motion, which carried.

5) Following discussion of the 2013 Tax Levy, the Committee was recommending the Council pass a Resolution setting the 2013 City property tax levy at \$3,992,734 for the General Fund and \$147,000 for street/infrastructure. Resolution No. 1 was introduced by Council Member Anderson and seconded by Council Member Dokken. Council Member Reese moved to restore the West Central Integration Collaborative allocation to \$42,000 and to take the additional \$21,000 from available revenues. Council Member DeBlieck seconded the motion. Following discussion the City Clerk requested clarity to the motion makers' intent regarding the effect on the proposed levy. It was noted that the intent was to increase the levy by \$21,000 thereby reducing the \$93,000 proposed reduction to \$72,000 which failed 2 – 6, with Council Members Anderson, Ahmann, Johnson, Christianson, Dokken and Fagerlie voted "No." The original Resolution was approved on a roll call vote of Ayes 6, Noes 2 – Council Member Reese and DeBlieck voted "No."

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be levied for the current year collectable in 2013, upon the taxable property in said City of Willmar, for the following purposes:

General Fund	\$ 3,992,734
Street/Infrastructure Improvements	<u>\$ 147,000</u>
Total	\$ 4,139,734

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2013 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby cancelled;

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that pursuant to a request by the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota, for authorization to levy a special tax to be included as part of its fiscal year 2013 – 2014 Budget;

BE IT RESOLVED that the City Council of the City of Willmar, Minnesota, hereby authorizes the Housing and Redevelopment Authority to levy a special tax in the amount of \$170,000 pursuant to the powers vested under the Minnesota Statutes.

The City Clerk is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Kandiyohi County, Minnesota.

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

6) Following discussion, the Committee was recommending the Council pass a Resolution adopting the 2013 Budget as presented in the amount of \$31,730,616. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 6, Noes 2 – Council Members Reese and DeBleck voted “No.”

RESOLUTION NO. 2

ADOPTING THE BUDGET FOR THE FISCAL YEAR 2013

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2013, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor’s division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 15,232,125
Capital Improvements	5,051,245
Special Revenue/Internal	731,750
Debt Service	2,456,760
Enterprise (Wastewater)	<u>8,258,736</u>
Total 2013 Budget	\$ 31,730,616

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee reviewed future agenda items including the Western Interceptor Final Budget, updated 1995 Contribution Policy, and LELS 2012 Budget Amendment . This matter was for information only.

The Finance Committee Report for November 26, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for November 27, 2012, was presented to the Mayor and Council by Council Member Reese. There were five items for Council consideration.

Item No. 1 Planning and Development Services Director Peterson presented a scope of work from Donohue and Associates for additional consulting services for the Western Interceptor. The original agreement with the consulting engineer did not include construction management services for the storm sewer work that was bid as an alternate. The scope of services includes an additional fee of \$17,060.00 for this task. Staff recommended entering into a contract amendment with Donohue and Associates to perform construction management services on the alternate bid.

The Committee was recommending the City enter into a contract amendment with Donohue and Associates in the amount of \$17,060.00 and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

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 of the City of Willmar are hereby authorized to enter into an amendment to the professional services contract between the City of Willmar and Donohue and Associates for the Western Interceptor. The amendment increases the not-to-exceed figure for the contract approved on December 19, 2011 by \$17,060.00.

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Staff was directed by the Council to pursue RFP's for Airport Operations Supervisor at the municipal airport. This contract would be separate from the responsibilities of the Fixed Based Operator. Two parties responded and both were interviewed. After further consideration and follow-up, it was narrowed to one entity proposing to perform the tasks for \$76,000 a year. It was noted that current janitorial work the City pays \$6,000 per year for would be included in this proposal, along with all the mowing that is currently done by the Public Works Department. It was staff's recommendation to approve the proposal of Eric's Aviation Services for a term of two years.

It was noted that the work performed under this contract would be eligible for State reimbursement. Following discussion, the Committee was recommending the Council enter into a two-

year Airport Operations Supervisor contract with Eric's Aviation Service Inc. as presented and authorize the Mayor and City Administrator to sign on behalf of the City. Resolution No. 4 was introduced by Council Member Reese, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

Whereas the City of Willmar desires to retain a firm to provide on-site airport management and maintenance for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain Eric's Aviation Services, Inc. for a not to exceed amount of \$76,000.00 annually for two years for said services;

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

Dated this 3rd day of December, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Loren Engelby, Kandiyohi County Ditch Manager, addressed the Committee concerning the upcoming hearing for redetermination of ditch benefits. It is at this time that the City may choose to take over the responsibility of that portion of the County Ditch 23 system within City limits. The City is currently charged at a rate of 52% of the costs for ditch maintenance within the overall system. If the City were to take over responsibility of the ditch outlined on the map, it is estimated the City's rate would be decreased to approximately 26% with a \$5,000-\$10,000/year savings. Mr. Engelby also informed the members that a contractor has been hired to clean out a section of County Ditch 23 that runs just east of 5th Street SE from the area of the Bus Barn to 19th Avenue Southeast. This would be completed prior to the transfer of benefits at no extra cost to the City.

Discussion was held pertaining to redetermination costs for viewing and the establishment of the 16 1/2' buffer strip. It was noted the City can assume responsibility of any or all portions of the ditch. The possibility of using a section of Ditch 23 near the former Wastewater Treatment Plant for expansion into a storm water holding pond was discussed.

The Committee was recommending to the Council that the City assume responsibility of that portion of the County Ditch 23 system lying within City limits as outlined on the map. Council Member Reese moved to approve the recommendation of the Public Works/Safety Committee with Council Member DeBlieck seconded the motion, which carried.

Item No. 4 Planning and Development Services Director Peterson explained to the Committee that during rain events the City is receiving excess flow into the Eagle Lake Lift Stations, and there have been incidents of backup into homes. The City has performed home inspections within City limits, but not in the Eagle Lake Sewer District. Upon review of the contract it doesn't appear the City has the authority to enforce compliance by property owners in the district. It is Staff's recommendation at this time to meet with the Chair of the Eagle Lake Sewer District and explain the situation hoping for voluntary compliance. When the term of the current contract expires in 2016, they City will incorporate language allowing authority to enforce penalties on violators. This matter was for information only.

Item No. 5 Jan Franklin, a City resident bitten by a dog running at large in September, addressed the Committee. Ms. Franklin's immediate concern was if the dog was current with its vaccinations. When the Police Department responded to her call, they found the dog was within its

owner's residence. The owner was cited and ordered by a judge to provide proof of licensure within ten days. Ms. Franklin was questioning if the ordinance could be revisited to require the dog be impounded until such time as it is known it is not rabid. Chief Wyffels explained that the ordinance does not allow for the seizure of the animal from personal property. Staff was then directed to research State Health Laws to make certain no other action could be warranted and inform Mrs. Franklin. This matter was for information only.

Council Member Christianson corrected the minutes, noting he was in the audience only and not a Committee member.

The Public Works/Safety Committee Report of November 27, 2012, were approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Reese, seconded by Council Member DeBlieck, and carried.

The Community Development Committee Report of November 29, 2012, was presented to the Mayor and Council by Council Member Dokken. There were four items for Council consideration.

Item No. 1 There were no public comments offered at this meeting.

Item No. 2 Representatives of the Willmar Design Center were in attendance to discuss several items including historic preservation and infrastructure in the Central Business District. Richard Engan said that historic preservation has long been a goal of downtown groups. He said that it would be wise for Design Center representatives to meet with downtown property owners to gauge their interest in establishing a Historic Preservation District. Some buildings could then be eligible for historic tax credits if placed on the National Register. He said many of the buildings are in need of repair and financial investment to preserve or maintain them. A professional historian has encouraged preservation efforts. Legacy Grant money could be a source of funding an assessment of downtown buildings as a first step.

Committee members expressed concern over placing limits on property owners restricting the use of their buildings. It was acknowledged that there could be certain requirements for maintaining properties in a historic district. The Design Center will move forward with exploring the concept of a historic district in downtown Willmar.

Design Center representatives also offered comments regarding infrastructure concerns in the downtown. It is noted that the parking study and gateways study directly impact infrastructure. Both issues will come back to the Community Development Committee as the processes continue. Council member Ahmann expressed concern about dirty sidewalks and how to deal with maintenance. This matter was for information only.

Item No. 3 Kathy Schwantes, Regional Director of the University of Minnesota Extension, appeared before the Committee to discuss operations at the Mid-Central Research and Outreach Center (MCROC). Currently, seven or eight employees are at the facility, primary working with the Extension Service. MCROC has a full-fledged research lab which is available to the business community. A major focus is for academia to assist business with research and to bring intellectual property and ideas to the market place. The University of Minnesota operates an avian research lab on site, as well.

A test kitchen is also available for public use. Nutrition training is offered to seniors, youth, and food stamp recipients. Obesity education is also offered. There is a new lower-level conference room that is available for public meetings and teleconferences. It is equipped with the latest in meeting technology.

Another service offered by MCROC is internship matching with local businesses. The success of MCROC programs will be measured by the number of companies assisted and the long-term impact on the local economy. The U of M Carlson School of Management is currently developing a strategic plan for MCROC operations. This matter was for information only.

Item No. 4 Staff presented plans and building elevations for the upcoming redevelopment of the Holiday Inn site. The Holiday Inn Motel will be redeveloped into a Best Western Plus Motel, and the Comfort Inn will be remodeled into a Holiday Inn Express Inn and Suites, with a 3rd floor added to expand the number of rooms on-site. Restaurant options will also be increased. The existing Green Mill Restaurant will be remodeled to function more as a primary, sit-down restaurant, and a new entity called Hurricane Grill and Wings will be added to the site to offer more of a bar atmosphere. Staff reviewed changes to parking and traffic flow on the site and pointed out the major facelift the building was going to receive. It was noted that storm water concerns had been addressed in the planning process and there was very little in the way of increased impervious surface that will result from the changes. The Committee stated that they liked the looks of the plans and look forward to the project beginning in early 2013. This matter was for information only.

The Community Development Committee Report was approved as presented upon motion by Council Member Dokken, seconded by Council Member Ahmann, and carried.

Announcements for Council Committee meeting dates were as follows: Community Education and Recreation Board, December 7; Finance, December 10; Labor Relations, December 12; Community Development, December 13; and Public Works/Safety, December 18, 2012.

Council Member Christianson informed the Council that he wished to change his vote from a No to a Yes on the motion to commit to an outside firm conducting an organizational study and the motion to direct the preparation of Request for Proposals.

There being no further business to come before the Council, the meeting adjourned at 9:27 p.m. upon motion by Council Member Christianson, seconded by Council Member Johnson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

CITY COUNCIL WORK SESSION
Council Chambers
Willmar Municipal Utilities Commission

November 19, 2012

The Willmar City Council Work Session was called to order at 6:00 p.m. by Mayor Frank Yanish. Those present included Mayor Yanish; Council Members Bruce DeBlieck, Denis Anderson, Ron Christianson, Tim Johnson, Rick Fagerlie, Steve Ahmann, Doug Reese, and Jim Dokken; City Administrator Charlene Stevens, Finance Director Steve Okins, City Attorney Robert Scott, Planning and Development Director Bruce Peterson, Wastewater Superintendent Colleen Thompson; Kathy Aho, Patty Kettles and Matthew Stark with Springsted Incorporated; and David Little of the West Central Tribune.

Item 1 Presentation of Wastewater Rate Study

Patty Kettles and Matthew Stark of Springsted Incorporated were present to review the results of the rate study they had conducted on behalf of the City. Ms. Kettles and Mr. Stark reviewed the assumptions and trends for the utility. Ms. Kettles informed the Council that the operating revenues of the wastewater utility are positive, however when the debt service is factored in, the net result is negative. Ms. Kettles informed the Council that the projections on new rates are intended to provide a positive net income in 2014 and to establish a minimum cash balance of three months operating reserve and one year of debt service. Ms. Kettles also explained that in order to smooth the rate increases, the City would need to accept cash flow losses in 2013.

Mr. Stark explained that the projections in 2008 and 2009 were based upon a constant consumption, yet the utility has seen a 7.8% decrease in consumption since that time. Therefore, Mr. Stark explained that there was a considerable shortfall of approximately \$1.5 million between the projections and the actual revenues. Mr. Stark explained that the projected new rates presume that consumption rates will not decrease dramatically.

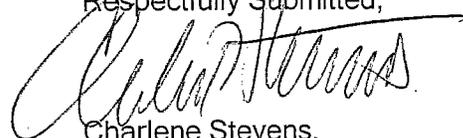
Council Member Christianson expressed a concern for appearing to penalize users for reducing their consumption.

Council Member Anderson asked if the three months of operating reserves and one year of debt service was a standard recommendation. Ms. Kettles confirmed that it was.

Council Member Dokken reminded the Council that the City did have tangible results from the new Wastewater Treatment Plant, specifically the lack of odor in the City and a decrease in pollution to our water sources.

There being no further business, the Work Session adjourned at 6:40 p.m.

Respectfully Submitted,



Charlene Stevens,
City Administrator

SUBJECT TO FINAL APPROVAL OF THE MUNICIPAL UTILITIES COMMISSION

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 10, 2012

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 10, 2012 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dave Baker, Steve Salzer, Dan Holtz, Jerry Gesch and Jeffrey Nagel. Absent were Commissioners Matt Schrupp and Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Manager of Electric Services Jeff Kimpling, Director of Water/District Heating Bart Murphy, Customer Service Supervisor Stacy Stien, Power Supply Broker Chris Carlson, Supervisor of Power Production Jon Folkedahl, Line Dept. Supervisor Rich Maxfield, Linemen Dick Thynes & Casey Jenny, Customer Service Rep. Lois Nelson, Mayor Frank Yanish, City Councilmen Bruce DeBlieck & Jim Dokken, City Attorney Robert Scott (via teleconference) and WC Tribune Journalist David Little.

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

RESOLUTION NO. 58

"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 November 26, 2012 Commission meeting; and,
- ❖ Bills represented by vouchers No. 122138 to No. 122232 inclusive in the amount of \$170,001.61 with a MISO credit in the amount of \$17,130.70 and an Absaloka Coal payment in the amount of \$77,568.11."

Dated this 10th day of December, 2012.

President

ATTEST:

Acting Secretary

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

Power Supply Broker Carlson reviewed with the Commission the October 2012 Power Supply Report. This was for information only.

At this time, Linemen Thynes & Jenny presented the Commission with a recap of their recent mutual aid assistance they provided to victims of Hurricane Sandy. They were members of the

MMUA-based contingency assisting in the disaster relief in the Long Island, NY, area. A slide presentation illustrating the devastation and restoration of power to the area was shown to the Commission. Following the presentation, the Commissioners expressed their sincere gratitude and appreciation to the Linemen and the entire Line Department for their service.

Commissioner Baker reported to the Commission on the WMU Labor Committee meeting held on November 26, 2012. The Committee continued discussion on the WMU Early Retirement Program offered to qualifying employees (20+ years of employment and eligible to collect pension from PERA). The current program has an expiration date of December 31, 2013. Following discussion, the Committee was recommending to extend the WMU Early Retirement Program for an additional four years with the intent of establishing a sunset date of December 31, 2017 with a review of the program to be conducted prior to the end of 2015.

The Labor Committee continued discussion on establishing a current organizational chart for WMU. It was the consensus of the Committee to continue to refine the organizational chart and to further discuss it at a strategic planning session to be conducted in early 2013.

The Labor Committee next addressed the job description for the new Compliance/Safety Officer. It was their recommendation to specifically state in the job description/summary that this position would include the responsibility of overseeing all safety policies and procedures related to WMU.

Following discussion, Commissioner Holtz made a motion to approve the minutes of the November 26th WMU Labor Committee meeting as presented. Commissioner Nagel seconded, and the motion was carried by a vote of five ayes and zero nays.

General Manager Hompe along with Commissioner Gesch reported to the Commission on their recent attendance at the MMUA Legal Seminar held on November 30th in Plymouth (Director of Finance Tim Hunstad also attended). A number of topics were discussed regarding utility-related laws. The seminar provided useful information to assist in representing the Municipal Utilities in present and future legal issues.

Manager of Electric Services Kimpling reported to the Commission on the fifth LED street lighting trial conducted within the City. Five individual LED units had been installed on 23rd Street SE. A walking tour of the area was conducted on November 27th by a number of Staff and Commission members. Following discussion, the two top units were selected by the group. The next phase of this program would be to purchase more units from the budgeted funds available. The designated area for installation of these units would be West Willmar Avenue between 7th Street and 18th Street. However, upon contacting the vendors of the chosen light manufacturers, it was discovered that one of the manufacturers is ready to begin production in the first quarter of 2013 with a "new improved and less costly unit". Following Staff recommendation and discussion with the Commission, a decision to delay the purchase of eight units from each company until March or April (2013) was approved.

General Manager Hompe informed the Commission of the process and procedure being followed regarding the mutual aid billing being submitted to FEMA for the disaster relief assistance recently provided.

General Manager Hompe presented the Commission with the monthly MRO (Midwest Reliability Organization) status report. It was noted that the process to hire a new Compliance/Safety Officer may not be completed by the end of 2012. To meet the established

MRO requirements, Terry Volkmann of Volkmann Consulting, Inc.. (St. Michael, MN) has agreed to serve as of the temporary Compliance Officer for WMU until this new position has been filled.

With no other business to come before the Commission, Commissioner Salzer made a motion to adjourn the meeting. Commissioner Gesch 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:

Dan Holtz, Acting Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 12, 2012**

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 12, 2012, at 7:00 p.m. at the Fire Hall Training Room of the Willmar Fire Hall.

** Members Present: Mark Klema, Charlie Oakes, Andrew Engan, Gary Geiger, Bob Poe, Nick Davis, Virgilio Aguirre, Jr., and Scott Thaden.

** Members Absent: Randy Czarnetzki.

** Others Present: Mario Santos, Arturo Ruiz, Roberto Resendiz, Esther Thorpe, Bruce Peterson- Director of Planning and Development Services, and Megan M. Sauer- Planner/Airport Manager.

2. MINUTES: The minutes of the November 14, 2012 meeting were approved as submitted.

3. CASA DE MISERICORDIA (LINCOLN SCHOOL) REZONE FROM G/I TO R-2- FILE NO. 12-4: The public hearing opened at 7:03 p.m. Mario Santos presented the request for a rezone on behalf of the Casa De Misericordia Church for the rezone of the old Lincoln School property from G/I (Government/Institutional) to R-2 (One and Two Family Residential) legally described as follows: Lots 1-14, Block 1, Ferring's Second Addition (511 Julii St. SE). Mr. Santos explained that they wish to have religious services in the facility and other associated religious activities such as religious education classes for the youth etc.

Arturo Ruiz, Robert Resendiz, and Esther Thorpe also spoke in favor of the rezone request.

With no further comments from the public the hearing was closed at 7:09 p.m.

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

The Commission talked about R-2 being the main district Churches are located in the community. Any site or use issues would be considered at the time of the conditional use permit public hearing.

Mr. Engan made a motion, seconded by Mr. Oakes, to approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

The motion carried.

4. MILL'S SECOND ADDITION- FINAL PLAT- FILE NO. 12-7: Staff presented the final plat of the Mill's Properties subdivision of three lots on property legally described as part of the NE 1/4, Section 27, Township 119, Range 35. The property is zoned GB and is accessed via 40th Ave. SW. A private drive is planned across Lot 2 and the applicant supplied a copy of the easement agreement as requested by the Planning Commission preliminary review. A gate valve shut-off has been added at the edge of the right-of-way as once the services leave the public domain they are private lines.

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

Mr. Oakes made a motion, seconded by Mr. Thaden, to approve the final plat as submitted.

The motion carried.

5. MSICELLANY: Staff updated the Commission on current building projects, and the anticipated building projects and street/trail improvements in 2013.
6. There being no further business to come before the Commission, the meeting adjourned at 7:35 p.m.

Respectfully submitted,



Megan M. Sauer, AICP
Planner

PLANNING COMMISSION-DECEMBER 12, 2012

STAFF COMMENTS

1. CASA DE MISERICORDIA CHURCH REZONE G/I TO R-2 FILE NO. 12-4:

- The applicant is Casa De Misericordia (House of Mercy), Willmar, MN.
- The applicant is requesting rezoning from G/I (Government/Institutional) to R-2 (One and Two Family Residential) on property legally described as: Lots 1-14, Block 1, Ferring's Second Addition to Willmar (511 Julii St. SE).
- The surrounding properties are zoned R-2 and P (Park District).
- The applicant wishes to operate a church out of the old school facility, which is permitted in the R-2 district with a conditional use permit.
- Use conditions can be added when the conditional use permit is applied for including fire sprinkler system, parking, building façade, and religious uses.

RECOMMENDATION: Approve the rezone and forward it onto the City Council for a public hearing and Ordinance adoption.

2. MILLS SECOND ADDITION TO WILLMAR FINAL PLAT- FILE NO. 12-7:

- The applicant is Mills Properties, Inc. Brainerd, MN.
- The applicant is proposing a three lot subdivision on property legally described as: part of the NE 1/4, Section 27, Township 119, Range 35 (Highway 71 S.).
- The private access easement agreement document was submitted to the City for review. And will be recorded congruous to the plat.
- The gate valve was added as requested.

RECOMMENDATION: Approve the final plat as requested and forward it onto the City Council for review and approval.

**WCER JOINT POWERS BOARD MEETING
DECEMBER 7, 2012**

Members Present: Eric Banks, Mike Miller, Bonnie Pehrson, Rachel Smith, Darin Strand
City Councilman Tim Johnson,

Staff Present: Steve Brisendine, Rob Baumgarn, Brad Bonk, Kevin Madsen, Tammy
Rudningen, Becky Sorenson, Jena Tollefson, City Administrator Charlene
Stevens

Guest Present: Bob Mathiasen

Chairman Eric Banks called the meeting to order and asked everyone to introduce themselves to our guest, Bob Mathiasen.

Eric then called upon him to present his proposal regarding Robbins Island. Mr. Mathiasen opened by stating he had approached Charlene Stevens and Steve Brisendine about an amphitheater at Robbins Island. He said he has also talked to most of the City Council and the Mayor and to Cheri Buzzeo from the Barn Theatre and Dennis Benson with the Prairie Winds Band. Mr. Mathiasen passed out some handouts which included an artist rendition of proposed band shell, seating area, a picture of an amphitheater in Maple Grove and an aerial view of Robbins Island showing 4 proposed locations.

Mr. Mathiasen stated that he is not requesting tax dollars for this project and is hoping to do some fund raising to supply the cost of construction. After some discussion, Darin Strand asked about costs for maintaining the facility. Bonnie Pehrson asked if there would be enough parking spaces. Steve responded that these issues would be considered during the process of determining the project feasibility.

Steve Brisendine presented the Park and Trail Development Plan by handing out the information. Discussion followed regarding existing parks and new parks. One need is for a park and green space in the Eagle's Landing area in north Willmar. Another is updating some of the older parks. Miller Park is in a nice location but is not well used, possibly because of old, outdated playground equipment. Bob Mathiasen mentioned that the current trend of Generation Y parents is to look at the community's amenities before deciding to take a job in the community.

Mike Miller presented the Curling Association's request for a liquor permit for the upcoming Bonspiel Tournament on January 4-6. Bonnie Pehrson made a motion to approve the request. Darin Strand seconded. After some discussion, the motion was passed. Mr. Miller also mentioned that the Curling Mixed Nationals Tournament is scheduled to take place in Willmar on March 16-23.

Brad Bonk talked about the adult leagues which have all started. There are 32 Co-Rec Volleyball, 26 Women's Volleyball and 9 Men's Volleyball teams with 16 Men's Monday Basketball and 26 Men's Wednesday Basketball teams. We also have 108 participating in Adult Hockey. He said that the spring leagues would start the week after winter league ends.

**WCER JOINT POWERS BOARD
DECEMBER 7, 2012, PAGE 2**

Brad also stated that due to budget cuts, only Garfield warming house will be open and staffed this winter. There will be ice rinks at Hilltop, Lincoln and Hedin. Garfield warming house staff will be taking care of turning on and shutting off lights at Lincoln. Hilltop lights are on a timer.

Rob Baumgarn talked about youth wrestling sign up which happened last night. There is a tournament this weekend. He is working on a new basketball program. Jim Anderson, high school tennis coach, has a tennis program going on Sunday nights for grades 1-5, grades 6-8 and grades 9-12 with a total of 67 participating. The gymnastics program for age 4 thru grade 6 which started December 1 is full. He also stated that a field house is needed. Gym usage between 4 and 9 pm every day is at 98%. Rob mentioned we are already working on summer.

Jena Tollefson from Cardinal Place stated there are 221 registered for before and after school. She said they are gearing up for winter break. A lot of the participants are making use of the homework help provided by Cardinal Place.

Tammy Rudningen talked about Prairie Fire Theater which wrapped up last week with a production of Peter Pan. Her youth service class is gearing up for their random act of kindness. Nine of them are helping Mark Stier with his food drive. The brochure is at the printers and will be mailed the first week of January. Tammy also talked about our radio campaign to boost awareness of our programs.

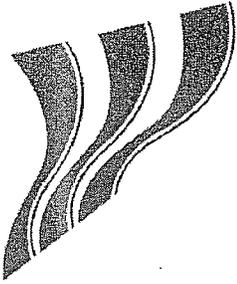
Kevin Madsen stated there are good numbers participating in hockey and curling programs. Last night was the first boy's hockey game. Wednesday night activities are full. Many improvements are being made in the facility.

Steve announced that Hal Beauvais has resigned from the Board so we need another member (from the School side). Steve said he would contact Ross Magnuson who has shown an interest in being on the Board.

Eric Banks asked about the letter to the School Board regarding baseball fields. Steve responded that he has talked to Dr. Kjergaard and will be submitting a letter to the School Board at their next meeting. Rob said an agronomist and field construction person came out to look over the fields and give their input in what needs to be done.

Bonnie Pehrson stated her concern regarding trash at Robbins Island. Steve said he would talk to Ron Gilbertson about more trash receptacles.

As there was no further business, the meeting adjourned. The next meeting will be January 25.



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

Agenda Item Number: Consent

Meeting Date: December 17, 2012

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: December 17, 2012

- | | |
|-----------------------------------|---------------------------------|
| <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: Formal approval of Willmar Municipal Utilities 2013 Budget

Guiding Principle: City Charter and Council Policy/Procedures

Introduction: Item removed from MUC minutes of 11/13/12 before acceptance through Consent Agenda.

Background/Justification: On November 19, 2012, the City Council removed the Willmar Municipal Utilities 2013 Budget action from the MUC November 13, 2012, Minutes, pending the Truth-In-Taxation hearing of December 3, 2012. At the December 3rd Truth-In-Taxation Hearing, further action by the Council to accept the Willmar Municipal Utilities 2013 Budget was overlooked. By accepting the 2013 MUC Budget as proposed would fulfill a City Charter requirement to approve budgets for all City funds.

Fiscal Impact: To cover 2013 operational costs of the Willmar Municipal Utilities.

Alternatives: Amend and approve at a later date.

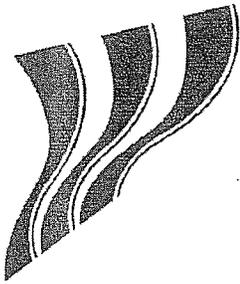
Staff Recommendation: Approve with acceptance of Consent Agenda.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature: 

Comments:



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

Agenda Item Number: Consent

Meeting Date: December 17, 2012

Attachments: No

CITY COUNCIL ACTION

Date:

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

Originating Department: City Administrator

Action Requested: Approve Donation

Introduction: Donation to City's Pumpkin Patch Carnival

Background/Justification:

The City has received a donation from the Willmar Stingers/Willmar Baseball LLC. In the amount of \$150.00. The donation is to go toward expenses of the Pumpkin Patch Carnival that was held at the City Auditorium in October, 2012.

Fiscal Impact: \$150.00 towards the Pumpkin Patch Carnival

Alternatives:

Staff Recommendation: Approve the donation as presented and send letter of appreciation to the Willmar Stingers/Willmar Baseball LLC.

Reviewed by:

Preparer: City Administrator

Signature:

Comments: N/A.

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
AB VACUUM CENTER 34989 12/12/12 34989 12/12/12	000008 VACUUM CLEANER VACUUM CLEANER	246.84 164.56 411.40	191 191 *CHECK TOTAL			D M 07 D M 07	SMALL TOOLS SMALL TOOLS	651.48474.0221 651.48475.0221
	VENDOR TOTAL	411.40						
ACS 34990 12/12/12	000131 SCHAAP-YR END SEMINAR	85.00		850719		D N	TRAVEL-CONF. -SCH	101.41405.0333
AFFORDABLE PUMPING SERVI 34991 12/12/12	002404 SEPTIC PUMPING	250.00		20565		D N	CLEANING AND WAS	101.43430.0338
AFRICAN DEVELOPMENT CNTR 34992 12/12/12	01772 DIVERSITY MEETING-MEALS	40.00		2011-420		D N	SUBSISTENCE OF P	101.41401.0227
ALEX AIR APPARATUS INC 34993 12/12/12	002061 PROTECTIVE CLOTHING	4,602.50		22804		D N	SUBSISTENCE OF P	101.42412.0227
AMERICAN PLANNING ASSOCI 34994 12/12/12	000053 DUES/SUBSCRIPTION	525.00		060270-1285		D N	PREPAID EXPENSES	101.128000
AMERICAN SOLUTIONS FOR B 34995 12/12/12	000046 1099'S, ENVELOPES	182.02		01299014		D N	OFFICE SUPPLIES	101.41405.0220
AMERICAN WELDING & GAS I 34996 12/12/12 34996 12/12/12 34996 12/12/12 34996 12/12/12 34996 12/12/12	000057 EXT. REFILL FIRE EXTINGUISHER FIRE EXTINGUISHER FIRE EXT. INSPECTION FIRE EXTINGUISHER FIRE EXT. INSPECTION	20.45 57.34 162.00 38.22 108.00 386.01	01991728 02000012 02000012 02000012 02000012 *CHECK TOTAL			D N D N D N D N D N	MTC. OF EQUIPME SMALL TOOLS MTC. OF EQUIPME SMALL TOOLS MTC. OF EQUIPME SMALL TOOLS	101.42411.0334 651.48474.0221 651.48474.0334 651.48475.0221 651.48475.0334
	VENDOR TOTAL	386.01						
AMERIPRIDE LINEN & APPAR 34997 12/12/12 34997 12/12/12	000051 TOWEL SERVICE TOWEL SERVICE	30.10 26.72 56.82		2200308815 2200314854 *CHECK TOTAL		D N D N	CLEANING AND WAS CLEANING AND WAS	101.43425.0338 101.43425.0338
	VENDOR TOTAL	56.82						
ANDERSON LAW OFFICES 34998 12/12/12	002954 PROFESSIONAL SERVICES	9,182.51		STMT/11-12		D N	PROFESSIONAL SER	101.41406.0446
APPLIED CONCEPTS INC 34999 12/12/12 34999 12/12/12 34999 12/12/12	001525 HANDHELD LIDAR RADAR REPL. POWER CABLES STALKER RADAR UNITS	2,312.50 210.00 5,625.00 8,147.50	146432 227789 228002 *CHECK TOTAL			D N D N D N	SMALL TOOLS MTC. OF EQUIPME SMALL TOOLS	101.42411.0221 101.42411.0224 101.42411.0221
	VENDOR TOTAL	8,147.50						

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
AUTOLIV ASP INC 35000 12/12/12 35000 12/12/12	002991 NOPTIC THERMAL IMAGER LIGHT HOUSING	2,820.00 99.76	1241668 1243509		D N D N	MACHINERY AND AU INSURANCE DEDUCT	450.42411.0553 101.41428.0822
	VENDOR TOTAL	2,919.76	*CHECK TOTAL				
BABY BLUE ARTS 35001 12/12/12	002574 2013 PRGRM SHIPPING CHG	30.00	120412		D M 07	PREPAID EXPENSES	207.128000
BAKER ELECTRIC SERVICES 35002 12/12/12	000088 REPL. BALLAST	48.00	10578		D N	MTCE. OF STRUCTU	101.42412.0335
BERNICK'S PEPSI-COLA CO 35003 12/12/12 35003 12/12/12 35003 12/12/12 35003 12/12/12 35003 12/12/12	000103 OFFICE COFFEE CONCESSION SUPPLIES CONCESSION SUPPLIES CONCESSION SUPPLIES CONCESSION SUPPLIES	39.48 39.01 420.55CR 628.96 316.56	7284 8676 8676 9799 9803		D N D N D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES	101.43425.0229 101.45433.0229 101.45433.0229 101.45433.0229 101.45433.0229
	VENDOR TOTAL	603.46	*CHECK TOTAL				
BSE 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12 35004 12/12/12	001980 EXHAUST FAN PARTS FLOOD LIGHTS-TRUCKS LOADOUT DOOR-PARTS LOADOUT DOOR-PARTS LOADOUT DOOR-PARTS WELSHIRE L.S. PARTS WELSHIRE L.S. PARTS WELSHIRE L.S. PARTS BULBS FOR RUNWAY LTS LOADOUT DOOR-PARTS LOADOUT DOOR-PARTS	67.78 620.98 3.68 3.68 37.94 4.20 5.91 540.20 59.15 59.15 1,402.68	904889868 904899752 904930588 904930588 904937471 904937831 904937944 904945365 904953284 904953284		D N D N	MTCE. OF STRUCTU MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF EQUIPME MTCE. OF EQUIPME	101.45433.0225 101.42412.0224 651.48478.0224 651.48479.0224 651.48476.0226 651.48476.0226 651.48476.0226 651.48476.0226 101.43430.0226 651.48478.0224 651.48479.0224
	VENDOR TOTAL	1,402.68	*CHECK TOTAL				
BUSINESSWARE SOLUTIONS 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12 35005 12/12/12	002776 PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT PRINT/PAGE COUNT	24.15 77.74 29.59 126.70 4.41 99.87 12.52 14.54 9.35 69.66 1.69 46.44 446.66	190339 190339 190339 190339 190339 190339 190339 190339 190339 190339 190339		D N D N	OFFICE SUPPLIES OFFICE SUPPLIES	101.41402.0220 101.41403.0220 101.41404.0220 101.41405.0220 101.41409.0220 101.42411.0220 101.43417.0220 101.43425.0220 101.45435.0220 651.48474.0220 651.48475.0220
	VENDOR TOTAL	446.66	*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
C D & T INC AUTO PARTS 000145 35006 12/12/12 TRAILER WIRE CONNECTORS 35006 12/12/12 COMPARTMENT LTS-TRUCKS 35006 12/12/12 #073501-HOSE	13.74 33.51 381.18 428.43		917918 917951 918304 *CHECK TOTAL		D N D N D N	INVENTORIES-MDSE MTCE. OF EQUIPME MTCE. OF EQUIPME	101.125000 101.42412.0224 101.43425.0224
VENDOR TOTAL	428.43						
CARD SERVICES 002552 35007 12/12/12 CONCESSION SUPPLIES 35007 12/12/12 PLANT-WERDER FUNERAL 35007 12/12/12 PLANT-YANISH FUNERAL 35007 12/12/12 CONCESSION SUPPLIES 35007 12/12/12 CONCESSION SUPPLIES 35007 12/12/12 CITY SALES TAX 35007 12/12/12 CONCESSION SUPPLIES 35007 12/12/12 SPECIAL EVENT SUPPLIES	33.63 39.83 28.86 28.08 79.44 0.33 116.21 40.21		110916 111308 111410 112318 112714 113013 113013 113021 *CHECK TOTAL		D N D N D N D N D N D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES GENERAL SUPPLIES SALES TAX PAYABL GENERAL SUPPLIES GENERAL SUPPLIES	101.45433.0229 651.48474.0229 101.41401.0229 101.45433.0229 101.45433.0229 101.206000 101.45433.0229 101.45435.0229
VENDOR TOTAL	366.59						
CARRANZA/NOE 002547 35008 12/12/12 PROFESSIONAL SERVICES 35008 12/12/12 PROFESSIONAL SERVICES	75.00 75.00 150.00		111712 112212 *CHECK TOTAL		D M 07 D M 07	PROFESSIONAL SER PROFESSIONAL SER	101.42411.0446 101.42411.0446
VENDOR TOTAL	150.00						
CEE VI TASK FORCE 000146 35009 12/12/12 TASK FORCE VEHICLE	5,000.00		120612		D N	DRUG ENFORCEMENT	800.42411.0881
CENTERPOINT ENERGY 000467 35010 12/12/12 NATURAL GAS CHARGES 35010 12/12/12 NATURAL GAS CHARGES 35010 12/12/12 NATURAL GAS CHARGES 35010 12/12/12 NATURAL GAS CHARGES	222.27 148.18 45.96 12.82		6048932/11-12 6048932/11-12 6072309/11-12 6093527/11-12 *CHECK TOTAL		D N D N D N D N	UTILITIES UTILITIES UTILITIES UTILITIES	651.48474.0332 651.48475.0332 101.45437.0332 101.43425.0332
VENDOR TOTAL	429.23						
CENTRAL LAKES COOPERATIV 001259 35011 12/12/12 OIL	825.08		35226		D N	MOTOR FUELS AND	651.48474.0222
CHAMBERLAIN OIL CO 000154 35012 12/12/12 OIL	1,215.69		105754		D N	INVENTORIES-MDSE	101.125000
CHAPPELL CENTRAL INC 000156 35013 12/12/12 PUMP STATION REPAIR 35013 12/12/12 ZAMBONI ROOM HTR PARTS	142.50 228.19 370.69		00051736 00123241 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF SYRUCTU	651.48475.0334 101.45433.0225
VENDOR TOTAL	370.69						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS 000736 35014 12/12/12 MONTHLY PHONE SERVICE 35014 12/12/12 MONTHLY PHONE SERVICE VENDOR TOTAL	174.56 153.96 328.52 328.52		3552/12-12 5168/12-12 *CHECK TOTAL		D N D N	COMMUNICATIONS COMMUNICATIONS	208.45005.0330 101.41409.0330
CHRISTIAN REFORMED CHURCH 000158 35015 12/12/12 CUSTODIAL SERVICES	50.00		121112		D N	RENTS	101.41424.0440
CIT TECHNOLOGY FIN SERV 002556 35016 12/12/12 COPIER LEASE AGRMT	169.93		22469426		D N	RENTS	101.41405.0440
CITY OF WILLMAR-GENERAL 000292 35017 12/12/12 CAFE/SOFTDRINK LICENSE	60.00		121112		D N	PREPAID EXPENSES	101.128000
CODE 4 SERVICES LLC 002984 35018 12/12/12 CONSOLE FOR SQUAD CAR	273.05		777		D N	MACHINERY AND AU	450.42411.0553
COFER/JANET .01951 35019 12/12/12 ELEC JUDGE PAY-N. COFER	192.50		121212		D N	SALARIES-TEMP. E	101.41424.0112
COLE-PARMER 002873 35020 12/12/12 MGOH-TUBING	159.97		8358011		D N	GENERAL SUPPLIES	651.48475.0229
COMPUTER PROF. UNLIMITED 000065 35021 12/12/12 CAMA MONTHLY SUPPORT-DEC	138.00		STMT/12-12		D N	MTCE. OF EQUIPME	101.41404.0334
COPIER BUSINESS SOLUTION 001934 35022 12/12/12 COPIER MTCE CHARGE 35022 12/12/12 COPIER MTCE CHARGE 35022 12/12/12 COPIER MTCE CHARGE VENDOR TOTAL	45.96 8.60 31.54 86.10 86.10		215814 215982 216106 *CHECK TOTAL		D N D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0334 101.42412.0334 101.42412.0334
DELL MARKETING LP 001747 35023 12/12/12 4-DELL 19" MONITORS	573.92		XJ1C8RJW7		D N	SMALL TOOLS	101.41409.0221
DEPT OF HUMAN SERVICES 000009 35024 12/12/12 CLEANING SERVICES	1,406.00		00000111474		D N	CLEANING AND WAS	101.45433.0338
DIAMOND VOGEL PAINT CENT 000205 35025 12/12/12 PAINT FOR HOCKEY BOARDS	178.96		821052299		D N	MTCE. OF OTHER I	101.43425.0226
DONOHUE & ASSOCIATES 002293 35026 12/12/12 WESTERN COLLECTOR SEW	13,755.76		11678-24		D N	CONTRACTS PAYABL	651.207000
DOOLEY'S PETROLEUM INC 000212 35027 12/12/12 225 GALLONS UNLEADED	469.81		317190		D N	MOTOR FUELS AND	651.48474.0222

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC 35027 12/12/12 002112 35027 12/12/12 225 GALLONS UNLEADED 35027 12/12/12 200 GALLONS DIESEL 35027 12/12/12 200 GALLONS DIESEL		313.20 479.04 319.36 1,581.41 1,581.41		317190 317191 317191 *CHECK TOTAL		D N D N D N	MOTOR FUELS AND MOTOR FUELS AND MOTOR FUELS AND	651.48475.0222 651.48474.0222 651.48475.0222
VENDOR TOTAL								
DOOLEY'S PETROLEUM INC 35028 12/12/12 002163 35028 12/12/12 3,999 GALLONS UNLEADED 35028 12/12/12 3,999 GALLONS DIESEL		11,901.03 13,332.68 25,233.71 25,233.71		18615 880020 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
VENDOR TOTAL								
ED DAVIS BUSINESS MACHIN 35029 12/12/12 000229 35029 12/12/12 OFFICE SUPPLIES 35029 12/12/12 OFFICE SUPPLIES 35029 12/12/12 OFFICE SUPPLIES 35029 12/12/12 OFFICE SUPPLIES		18.98 252.41 23.03 15.35 309.77 309.77		119187 119595 120028 120028 *CHECK TOTAL		D N D N D N D N	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	101.45432.0220 741.48001.0220 651.48474.0220 651.48475.0220
VENDOR TOTAL								
ED'S SERVICE CENTER & SA 35030 12/12/12 000231 35030 12/12/12 TOWING CHARGES		363.00		STMT/11-12		D N	OTHER SERVICES	101.42411.0339
ELECTRIC PUMP INC 35031 12/12/12 000788 35031 12/12/12 WELSHIRE L.S. RETROFI		25,007.78		0048750		D N	BUILDINGS AND ST	651.48476.0551
ENGINEERING AMERICA INC 35032 12/12/12 002940 35032 12/12/12 SEAL KITS/WIPERS 35032 12/12/12 SEAL KITS/WIPERS		1,794.74 897.37 2,692.11 2,692.11		11144 11144 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48474.0224 651.48475.0224
VENDOR TOTAL								
ENGWALL/ARDELLI 35033 12/12/12 00889 35033 12/12/12 MILEAGE EXPENSE		25.53		121112		D N	TRAVEL-CONF. -SCH	101.41424.0333
EXCEL OVERHEAD DOOR 35034 12/12/12 002443 35034 12/12/12 INST. 2 DOOR OPERATORS 35034 12/12/12 INST. 2 DOOR OPERATORS		185.00 185.00 370.00 370.00		18838 18838 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	651.48478.0334 651.48479.0334
VENDOR TOTAL								
FAMILY PRACTICE MED CENT 35035 12/12/12 000245 35035 12/12/12 DRUG TESTING 35035 12/12/12 DRUG TESTING 35035 12/12/12 DRUG TESTING		192.50 28.20 18.80 239.50 239.50		45/11-12 45/11-12 45/11-12 *CHECK TOTAL		D N D N D N	SUBSISTENCE OF P SUBSISTENCE OF P SUBSISTENCE OF P	101.43425.0337 651.48474.0337 651.48475.0337
VENDOR TOTAL								

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FARNAM'S GENUINE PARTS 35036 12/12/12 WATER PUMP 000249 35036 12/12/12 THERMOSTAT/BELT TENSIONE VENDOR TOTAL	102.20 62.87 165.07 165.07	137-663649 137-663717 *CHECK TOTAL		D N D N	INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000
FASTENAL COMPANY 35037 12/12/12 SHOP SUPPLIES 001188	28.08	MNWIL99369		D N	GENERAL SUPPLIES	101.42412.0229
FIRST BAPTIST CHURCH 35038 12/12/12 CUSTODIAL SERVICES 002124	30.00	121112		D N	RENTS	101.41424.0440
FIRST CHOICE FOOD & BEVE 35039 12/12/12 COFFEE 000775	460.00	93317		D N	GENERAL SUPPLIES	101.45435.0229
FISCHER/BETH 35040 12/12/12 BOXES FOR WELCOME BAGS 002484 35040 12/12/12 OFFICE SUPPLIES 35040 12/12/12 CELL PHONE-DECEMBER 35040 12/12/12 SPICER COMM. CLUB WTG 35040 12/12/12 PUBLIC POLICY MEETING 35040 12/12/12 WELCOME BAG SUPPLIES VENDOR TOTAL	11.49 21.46 14.77 5.29 11.00 66.32 130.33 130.33	121112 121112 121112 121112 121112 121112 *CHECK TOTAL		D M 07 D M 07 D M 07 D M 07 D M 07 D M 07	OFFICE SUPPLIES OFFICE SUPPLIES COMMUNICATIONS TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH OTHER CHARGES	208.45005.0220 208.45005.0220 208.45005.0330 208.45005.0333 208.45005.0333 208.45011.0449
FLAHERTY & HOOD P.A. 35041 12/12/12 PROFESSIONAL SERVICES 001449	9,674.40	6138		D N	PROFESSIONAL SER	101.41406.0446
FLEETPRIDE 35042 12/12/12 GASKET/O-RING/PLUG 002973	11.33	51293257		D N	INVENTORIES-MDSE	101.125000
FOSSO/SARAH 35043 12/12/12 RENTAL LICENSE REFUND 01946	30.00			D N	REFUNDS AND REIM	101.41428.0882
FRANCOTYP-POSTALIA INC 35044 12/12/12 POSTAGE METER RENTAL 001791 35044 12/12/12 POSTAGE METER RENTAL VENDOR TOTAL	124.12 62.07 186.19 186.19	R1101298564 R1101298564 *CHECK TOTAL		D N D N	PREPAID EXPENSES RENTS	101.128000 101.42411.0440
FREEMAN/LE ANNE 35045 12/12/12 MILEAGE 9/1-9/30/12 000937 35045 12/12/12 MILEAGE 10/1-10/31/12 VENDOR TOTAL	202.58 147.63 350.21 350.21	121012 121012 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.45432.0333 101.45432.0333
GALLS 35046 12/12/12 LT BAR OPTICOM EMITTER 1,191.78 000288	1,191.78	000203659		D N	MACHINERY AND AU	450.42411.0553

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GALLS	000288 35046 12/12/12 16-HEAD LED LIGHTBAR	1,238.22						
	VENDOR TOTAL	2,430.00	*CHECK TOTAL	000205560		D N	MACHINERY AND AU 450.42411.0553	
GEAR WASH	002678 35047 12/12/12 TURNOUT GEAR REPAIR	85.34		8274		D N	SUBSISTENCE OF P 101.42412.0337	
GENERAL MAILING SERVICES	000293 35048 12/12/12 POSTAGE	4.40		6312		D N	POSTAGE	208.45005.0223
	35048 12/12/12 POSTAGE	227.15		7930		D N	POSTAGE	208.45005.0223
	35048 12/12/12 TOURISM POSTAGE-NOVEMBER	183.90		7931		D N	POSTAGE	208.45006.0223
	VENDOR TOTAL	415.45	*CHECK TOTAL					
GILBERTSON *PETTY CASH/J	002975 35049 12/12/12 TO REIMBURSE PETTY CASH	19.00		112712		D N	MOTOR FUELS AND	101.42412.0222
	35049 12/12/12 TO REIMBURSE PETTY CASH	25.03		112712		D N	TRAVEL-CONF.-SCH	101.42412.0333
	VENDOR TOTAL	44.03	*CHECK TOTAL					
GRAINGER INC	000786 35050 12/12/12 REPL. EXHAUST FANS	622.23		9007448906		D N	MICE. OF STRUCTU	101.45433.0225
	35050 12/12/12 REPL. WATER PUMP	666.44		9008265390		D N	MICE. OF STRUCTU	101.45433.0225
	VENDOR TOTAL	1,288.67	*CHECK TOTAL					
HALLIDAY *ASSESSING/KEY	000319 35051 12/12/12 TO REIMBURSE PETTY CASH	21.24		120312		D N	OFFICE SUPPLIES	101.41404.0220
	35051 12/12/12 TO REIMBURSE PETTY CASH	13.97		120312		D N	GENERAL SUPPLIES	101.41404.0229
	35051 12/12/12 TO REIMBURSE PETTY CASH	15.00		120312		D N	TRAVEL-CONF.-SCH	101.41404.0333
	VENDOR TOTAL	50.21	*CHECK TOTAL					
HALVERSON/JENNIFER	002990 34983 12/03/12 ASSESSMENT SERVICES	2,500.00		113012		D M 07	PROFESSIONAL SER	101.41404.0446
HARDWARE HANK EXPRESS	000452 35052 12/12/12 OFFICE SUPPLIES	12.81		110112		D N	OFFICE SUPPLIES	101.41402.0220
	35052 12/12/12 STENCILS AND PAINT	8.10		110112		D N	GENERAL SUPPLIES	101.42411.0229
	35052 12/12/12 SUPER GLUE	1.59		110512		D N	GENERAL SUPPLIES	101.43425.0229
	35052 12/12/12 CABLE TIES	3.41		110612		D N	GENERAL SUPPLIES	101.43425.0229
	35052 12/12/12 KEYS FOR BLDG	8.46		110612		D N	MICE. OF STRUCTU	207.45001.0225
	35052 12/12/12 CABLE TIES	13.31		110712		D N	GENERAL SUPPLIES	101.43425.0229
	35052 12/12/12 PADLOCK	7.15		110812		D N	GENERAL SUPPLIES	101.42411.0229
	35052 12/12/12 BULBS FOR WREATHS	14.94		110812		D N	GENERAL SUPPLIES	101.43425.0229
	35052 12/12/12 DRILL BIT	2.45		110912		D N	SMALL TOOLS	101.43425.0221
	35052 12/12/12 CHRISTMAS LIGHT CORDS	14.92		110912		D N	GENERAL SUPPLIES	101.43425.0229

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
HARDWARE HANK EXPRESS 35052 12/12/12 000452 12/12/12 WOOD STAIN	14.41	111312		D N	MTCE. OF OTHER I	101.43425.0226
35052 12/12/12 BATTERIES	14.29	111412		D N	GENERAL SUPPLIES	101.43425.0229
35052 12/12/12 KEYS FOR BLDG	35.82	111412		D N	MTCE. OF STRUCTU	101.45427.0225
35052 12/12/12 MISCELLANEOUS SUPPLIES	2.67	111512		D N	GENERAL SUPPLIES	101.43425.0229
35052 12/12/12 LIGHT BULBS FOR BLDG	7.67	111612		D N	MTCE. OF STRUCTU	101.41408.0225
35052 12/12/12 CHRISTMAS LIGHT CORDS	103.65	111612		D N	GENERAL SUPPLIES	207.45001.0229
35052 12/12/12 PLASTIC WIRE CLIPS	17.39	111612		D N	GENERAL SUPPLIES	207.45001.0229
35052 12/12/12 KEYS FOR BLDG	3.48	111912		D N	MTCE. OF STRUCTU	101.45427.0225
35052 12/12/12 SKATE SHARPENING SUPPL.	18.36	112012		D N	GENERAL SUPPLIES	101.45433.0229
35052 12/12/12 BATTERIES	21.36	112112		D N	GENERAL SUPPLIES	101.41408.0229
35052 12/12/12 KEYS FOR BLDG	1.74	112112		D N	MTCE. OF STRUCTU	101.45427.0225
35052 12/12/12 YARD RAKES	30.96	112612		D N	SMALL TOOLS	101.43425.0221
35052 12/12/12 CLEANING SUPPLIES	57.68	112612		D N	CLEANING AND WAS	101.45433.0228
35052 12/12/12 SHOVEL	28.85	112812		D N	SMALL TOOLS	101.42412.0221
35052 12/12/12 WATER FILTER	23.50	112812		D N	GENERAL SUPPLIES	101.42412.0229
35052 12/12/12 MISCELLANEOUS SUPPLIES	10.57	112812		D N	GENERAL SUPPLIES	101.45433.0229
35052 12/12/12 HUMIDIFIER FILTERS	128.24	112912		D N	GENERAL SUPPLIES	101.41408.0229
607.78	607.78	*CHECK TOTAL				
VENDOR TOTAL						
HARTLAND OFFICIALS ASSOC 35053 12/12/12 002608 PROFESSIONAL SERVICES	1,040.00	113012		D N	PROFESSIONAL SER	101.45432.0446
HAUG-KUBOTA LLC 35054 12/12/12 002609 TRACTOR PARTS	76.37	2248		D N	MTCE. OF EQUIPME	651.48474.0224
35054 12/12/12 TRACTOR PARTS	50.91	2248		D N	MTCE. OF EQUIPME	651.48475.0224
35054 12/12/12 TRACTOR PARTS	13.89	2262		D N	MTCE. OF EQUIPME	651.48474.0224
35054 12/12/12 TRACTOR PARTS	9.26	2262		D N	MTCE. OF EQUIPME	651.48475.0224
35054 12/12/12 OIL	58.79	2266		D N	MOTOR FUELS AND	651.48474.0222
35054 12/12/12 OIL	39.19	2266		D N	MOTOR FUELS AND	651.48475.0222
248.41	248.41	*CHECK TOTAL				
VENDOR TOTAL						
HAWKINS INC 35055 12/12/12 000325 FERRIC CHLORIDE	4,886.33	3411492 RI		D N	GENERAL SUPPLIES	651.48475.0229
35055 12/12/12 FERRIC CHLORIDE	4,906.82	3413390 RI		D N	GENERAL SUPPLIES	651.48474.0229
9,793.15	9,793.15	*CHECK TOTAL				
VENDOR TOTAL						
HD SUPPLY WATERWORKS LTD 35056 12/12/12 002130 HYDRANT PARTS	2,590.92	5794740		D N	MTCE. OF OTHER I	101.43425.0226
HEGLUND CATERING 35057 12/12/12 002036 CVB BOARD LUNCHES	8.88	6247		D N	TRAVEL-CONF. -SCH	101.41401.0333
35057 12/12/12 CVB BOARD LUNCHES	8.88	6247		D N	TRAVEL-CONF. -SCH	101.41403.0333
35057 12/12/12 CVB BOARD LUNCHES	97.66	6247		D N	TRAVEL-CONF. -SCH	101.45433.0333
35057 12/12/12 CVB BOARD LUNCHES	124.30	6247		D N	TRAVEL-CONF. -SCH	208.45005.0333
124.30	124.30	*CHECK TOTAL				
VENDOR TOTAL						

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HYDRITE CHEMICAL CO 35061 12/12/12 ANTI FOAM 002837	871.20		01546304		D N	GENERAL SUPPLIES	651.48475.0229
IDSS 35062 12/12/12 PROFESSIONAL SERVICES 002707	1,800.00		516531		D N	PREPAID EXPENSES	208.128000
IMAGING PATH/THE 35063 12/12/12 COPIER MICE CHARGE 002270	40.93		129935		D N	MTC. OF EQUIPME	101.43425.0334
INFRA TECH TECHNOLOGIES I 35064 12/12/12 TELEVISED SANITARY SWR 001473	4,197.18		PR12968		D N	MTC. OF OTHER I	651.48476.0336
INT'L CODE COUNCIL 35065 12/12/12 MEMBERSHIP DUES 000355	125.00		2922909		D N	PREPAID EXPENSES	101.128000
INTERSTATE POWER SYSTEMS 35066 12/12/12 BELTS/PARTS 001699	400.51CR		5352666 RI		D N	MTC. OF EQUIPME	651.48474.0224
35066 12/12/12 BELTS/PARTS	267.01CR		5352666 RI		D N	MTC. OF EQUIPME	651.48475.0224
35066 12/12/12 LOADOUT CHUTE-PARTS	14.87		537888 RI		D N	MTC. OF OTHER I	651.48478.0226
35066 12/12/12 LOADOUT CHUTE-PARTS	14.88		537888 RI		D N	MTC. OF OTHER I	651.48479.0226
35066 12/12/12 T WAS PUMP/PARTS	1,310.27		543252 RI		D N	MTC. OF EQUIPME	651.48478.0224
VENDOR TOTAL	672.50		*CHECK TOTAL				
J.P. COOKE CO/THE 35067 12/12/12 2013 DOG & CAT LICENSES 001239	159.93		210972		D N	PREPAID EXPENSES	101.128000
K M FIRE PUMP SPECIALIST 35068 12/12/12 #052633 REPAIR-PARTS 000371	284.95		5749		D M 07	MTC. OF EQUIPME	101.42412.0224
35068 12/12/12 #052633 REPAIR-LABOR	37.50		5749		D M 07	MTC. OF EQUIPME	101.42412.0334
VENDOR TOTAL	322.45		*CHECK TOTAL				
KANDI STEEL CO 35069 12/12/12 WALL BRACKETS 000867	43.18		7636		D N	MTC. OF STRUCTU	101.45433.0225
KANDIYOHI AREA TRANSIT 35070 12/12/12 2012 OPERATIONS EXPENS 001941	9,000.00		4148		D N	OTHER SERVICES	101.43001.0339
KANDIYOHI CO AUDITOR 35071 12/12/12 LANDFILL CHARGES 000376	88.50		292179		D N	CLEANING AND WAS	101.43425.0338
KANDIYOHI CO PUBLIC HEAL 35072 12/12/12 CIVIC CNTR LICENSE APPL. 000378	250.00		121112		D N	PREPAID EXPENSES	101.128000
35072 12/12/12 DOAC LICENSE APPLICATION	350.00		121112		D N	PREPAID EXPENSES	101.128000
35072 12/12/12 RICE POOL LICENSE APPL.	250.00		121112		D N	PREPAID EXPENSES	101.128000
35072 12/12/12 IMMUNIZATIONS	47.00		939		D N	SAFETY PROGRAM	101.42428.0817
VENDOR TOTAL	897.00		*CHECK TOTAL				

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO RECORDER'S 35073 12/12/12	000382 RECORDING FEES	46.00		605853		D N	PROFESSIONAL SER	101.41401.0446
35073 12/12/12	RECORDING FEES	46.00		605854		D N	PROFESSIONAL SER	101.41401.0446
35073 12/12/12	RECORDING FEES	46.00		605855		D N	PROFESSIONAL SER	101.41401.0446
35073 12/12/12	RECORDING FEES	46.00		605907		D N	PROFESSIONAL SER	101.41401.0446
35073 12/12/12	RECORDING FEES	46.00		605908		D N	PROFESSIONAL SER	101.41401.0446
	VENDOR TOTAL	230.00		*CHECK TOTAL				
KANDIYOHI CO RECYCLING A 35074 12/12/12	002296 LAMP RECYCLING	24.50		112112		D N	CLEANING AND WAS	101.42412.0338
KRAY/MARVIN 35075 12/12/12	.01949 MILEAGE EXPENSE	13.46		121112		D N	TRAVEL-CONF.-SCH	101.41424.0333
KRUPA/KRISTA 34984 12/03/12	002303 ASSESSMENT SERVICES	2,500.00		113012		D M 07	PROFESSIONAL SER	101.41404.0446
LANGUAGES & RESOURCES CT 35076 12/12/12	002679 PROFESSIONAL SERVICES	225.00		1252		D N	PROFESSIONAL SER	101.42411.0446
LINCOLN FINANCIAL GROUP 34986 12/05/12	002789 LIFE INSURANCE-DECEMBER	43.31		M257		D N	EMPLOYER INSUR.	101.41400.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	43.75		M257		D N	EMPLOYER INSUR.	101.41402.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	17.50		M257		D N	EMPLOYER INSUR.	101.41403.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	17.50		M257		D N	EMPLOYER INSUR.	101.41404.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	35.00		M257		D N	EMPLOYER INSUR.	101.41405.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	8.75		M257		D N	EMPLOYER INSUR.	101.41408.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	17.50		M257		D N	EMPLOYER INSUR.	101.41409.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	2.19		M257		D N	EMPLOYER INSUR.	101.41424.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	82.40		M257		D N	RETIRED EMPLOYEE	101.41428.0818
34986 12/05/12	LIFE INSURANCE-DECEMBER	499.95		M257		D N	INS. PASS THROUG	101.42411.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	306.25		M257		D N	EMPLOYER INSUR.	101.42412.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	17.50		M257		D N	EMPLOYER INSUR.	101.43417.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	21.88		M257		D N	EMPLOYER INSUR.	101.43425.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	175.00		M257		D N	EMPLOYER INSUR.	101.45432.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	35.00		M257		D N	EMPLOYER INSUR.	101.45433.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	4.37		M257		D N	EMPLOYER INSUR.	101.45437.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	17.50		M257		D N	EMPLOYER INSUR.	207.45001.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	96.25		M257		D N	EMPLOYER INSUR.	651.48484.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	8.75		M257		D N	EMPLOYER INSUR.	651.48485.0114
34986 12/05/12	LIFE INSURANCE-DECEMBER	8.75		M257		D N	EMPLOYER INSUR.	651.48486.0114
	VENDOR TOTAL	2,476.60		*CHECK TOTAL				
LINDAHL/JASON 35077 12/12/12	001400 MWOA SECTION MEETING	29.97		439		D N	TRAVEL-CONF.-SCH	651.48474.0333

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 EX M ACCOUNT NAME	ACCOUNT
LINDAHL/JASON 35077 12/12/12 MWOA SECTION MEETING 001400 VENDOR TOTAL	19.98 49.95 49.95	439 *CHECK TOTAL		D N	TRAVEL-CONF.-SCH 651.48475.0333
LOCATORS & SUPPLIES INC 35078 12/12/12 RAIN JACKETS/PANTS 35078 12/12/12 RAIN JACKETS/PANTS 35078 12/12/12 LOGGERS HEADGEAR SYSTEM VENDOR TOTAL	70.31 46.87 172.15 289.33 289.33	0209216 0209216 0209266 *CHECK TOTAL		D N D N D N	SUBSISTENCE OF P 651.48474.0227 SUBSISTENCE OF P 651.48475.0227 SUBSISTENCE OF P 101.43425.0227
M-R SIGN CO INC 35079 12/12/12 STREET SIGNS 000424	680.06	174931		D N	MTCE. OF OTHER I 101.43425.0226
MADDEN GALANTER HANSON 35080 12/12/12 PROFESSIONAL SERVICES 35080 12/12/12 PROFESSIONAL SERVICES VENDOR TOTAL	771.75 807.78 1,579.53 1,579.53	110112 110112 *CHECK TOTAL		D N D N	LABOR NEGOTIATOR 101.41428.0806 LABOR NEGOTIATOR 101.41428.0806
MATHESON TRI-GAS INC 35081 12/12/12 CYLINDER RENTAL 002898	43.07	05933591		D N	RENTS 101.45433.0440
MENARDS 35082 12/12/12 SAW REPAIR-PARTS 35082 12/12/12 PAINTING SUPPLIES 35082 12/12/12 CORD-HEADWORKS BAGGER 35082 12/12/12 LIGHT REPAIR-PARTS 35082 12/12/12 BLDG MICE-PARTS 35082 12/12/12 LIGHT REPAIR-PARTS 35082 12/12/12 WALL PROJECT-MATERIALS 35082 12/12/12 WALL POSTS 35082 12/12/12 WALL PROJECT-MATERIALS 35082 12/12/12 WALL PROJECT-MATERIALS 35082 12/12/12 SMALL TOOLS 35082 12/12/12 SUPPLIES VENDOR TOTAL	6.39 42.70 8.46 25.59 15.80 23.44 43.57 179.25 47.84 18.63 244.75 109.31 765.73 765.73	8319 8967 9171 9310 9316 9317 9337 9357 9707 9793 9929 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME 101.43425.0224 GENERAL SUPPLIES 101.45433.0229 GENERAL SUPPLIES 651.48474.0229 MTCE. OF STRUCTU 101.45435.0225 MTCE. OF STRUCTU 101.43425.0225 MTCE. OF STRUCTU 101.45435.0225 MTCE. OF STRUCTU 101.45433.0225 MTCE. OF STRUCTU 101.45433.0225 MTCE. OF STRUCTU 101.45433.0225 SMALL TOOLS 101.45433.0221 GENERAL SUPPLIES 101.45433.0229
MIDWEST MEETINGS 35083 12/12/12 ADVERTISING 002685	500.00	W112090		D N	OTHER CHARGES 208.45008.0449
MIKE'S SMALL ENGINE CENT 35084 12/12/12 SMALL TOOLS 35084 12/12/12 CHAIN/BLADE 35084 12/12/12 SPRING FOR CHAIN GRNDR 35084 12/12/12 CHAIN	341.89 47.51 10.63 18.70	98931 98989 98870 99886		D N D N D N D N	SMALL TOOLS 101.43425.0221 MTCE. OF EQUIPME 101.43425.0224 MTCE. OF EQUIPME 101.43425.0224 MTCE. OF EQUIPME 101.43425.0224

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MIKE'S SMALL ENGINE CENT 35084 12/12/12	002699 FLTR/SWITCH/NUTS/WASHERS	41.47		99912		D N	MTCE. OF EQUIPME	101.43425.0224
	GUARD KIT	26.67		99921		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	486.87	*CHECK	TOTAL				
MILLER SANITATION 35085 12/12/12	002936 GARBAGE SERVICE-DECEMBER	93.90		1298/12-12		D N	CLEANING AND WAS	101.45433.0338
	GARBAGE SERVICE-DECEMBER	46.22		1299/12-12		D N	CLEANING AND WAS	101.45433.0338
	GARBAGE SERVICE-DECEMBER	52.70		1300/12-12		D N	CLEANING AND WAS	101.42412.0338
	GARBAGE SERVICE-DECEMBER	64.74		1301/12-12		D N	CLEANING AND WAS	101.41408.0338
	GARBAGE SERVICE-DECEMBER	251.31		1302/12-12		D N	CLEANING AND WAS	101.45427.0338
	GARBAGE SERVICE-DECEMBER	29.20		1303/12-12		D N	CLEANING AND WAS	651.48474.0338
	GARBAGE SERVICE-DECEMBER	19.47		1303/12-12		D N	CLEANING AND WAS	651.48475.0338
	GARBAGE SERVICE-DECEMBER	29.20		1304/12-12		D N	CLEANING AND WAS	651.48474.0338
	GARBAGE SERVICE-DECEMBER	161.04		1304/12-12		D N	CLEANING AND WAS	651.48474.0338
	GARBAGE SERVICE-DECEMBER	19.47		1304/12-12		D N	CLEANING AND WAS	651.48475.0338
	GARBAGE SERVICE-DECEMBER	49.67		1305/12-12		D N	CLEANING AND WAS	101.45435.0338
	GARBAGE SERVICE-DECEMBER	38.46		1306/12-12		D N	CLEANING AND WAS	101.43425.0338
	VENDOR TOTAL	920.12	*CHECK	TOTAL				
MINI BIFF LLC 35086 12/12/12	001805 TOILET RENTALS	75.01		A-54398		D N	RENTS	101.43425.0440
	TOILET RENTALS	77.59		A-54590		D N	RENTS	101.43425.0440
	TOILET RENTALS	77.59		A-54593		D N	RENTS	101.43425.0440
	VENDOR TOTAL	230.19	*CHECK	TOTAL				
MN ELEVATOR, INC 35087 12/12/12	000499 ELEVATOR SERVICE	143.01		262328		D N	MTCE. OF STRUCTU	101.41408.0335
MN HWY SAFETY & RESEARCH 35088 12/12/12	000352 WALLACE-SEMINAR REGIS.	469.00		629430-3023		D N	TRAVEL-CONF.-SCH	101.42411.0333
	CARLSON-SEMINAR REGIS.	469.00		629430-3023		D N	TRAVEL-CONF.-SCH	101.42411.0333
	VENDOR TOTAL	938.00	*CHECK	TOTAL				
MOTOROLA 35089 12/12/12	001797 DASH TO REMOTE MOUNT KIT	272.53		13929874		D N	MACHINERY AND AU	450.42411.0553
MUNICIPAL UTILITIES 35090 12/12/12	000541 UTILITIES FOR NOVEMBER	3,069.84		11/12		D N	UTILITIES	101.41408.0332
	UTILITIES FOR NOVEMBER	3,740.84		11/12		D N	UTILITIES	101.42412.0332
	UTILITIES FOR NOVEMBER	3,346.42		11/12		D N	UTILITIES	101.43425.0332
	UTILITIES FOR NOVEMBER	2,507.29		11/12		D N	UTILITIES	101.43430.0332
	UTILITIES FOR NOVEMBER	2,061.79		11/12		D N	UTILITIES	101.45427.0332

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VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES 35090 12/12/12	UTILITIES FOR NOVEMBER 000541	728.36		11/12		D N	UTILITIES	101.45433.0332
35090 12/12/12	UTILITIES FOR NOVEMBER	698.59		11/12		D N	UTILITIES	101.45435.0332
35090 12/12/12	UTILITIES FOR NOVEMBER	108.85		11/12		D N	UTILITIES	101.45437.0332
35090 12/12/12	UTILITIES FOR NOVEMBER	429.56		11/12		D N	UTILITIES	207.45001.0332
35090 12/12/12	UTILITIES FOR NOVEMBER	500.78		11/12		D N	UTILITIES	651.48474.0332
35090 12/12/12	ADMIN FEE	900.00		11/12		D N	PROFESSIONAL SER	651.48474.0446
35090 12/12/12	UTILITIES FOR NOVEMBER	15,600.52		11/12		D N	UTILITIES	651.48475.0332
35090 12/12/12	ADMIN FEE	600.00		11/12		D N	PROFESSIONAL SER	651.48475.0446
35090 12/12/12	UTILITIES FOR NOVEMBER	1,144.86		11/12		D N	UTILITIES	651.48476.0332
35090 12/12/12	UTILITIES FOR NOVEMBER	2,244.06		11/12		D N	UTILITIES	651.48477.0332
	VENDOR TOTAL	68,081.76		*CHECK TOTAL				
MUNICIPAL UTILITIES 35091 12/12/12	11/15/12 TAX STLMNT-C 002393	9,436.77		120712		D N	DUE TO COMPONENT	295.210001
MVTL LABORATORIES INC 35092 12/12/12	PROFESSIONAL SERVICES 000544	147.60		633128		D N	PROFESSIONAL SER	651.48474.0446
35092 12/12/12	PROFESSIONAL SERVICES	98.40		633128		D N	PROFESSIONAL SER	651.48475.0446
35092 12/12/12	PROFESSIONAL SERVICES	36.00		633132		D N	PROFESSIONAL SER	651.48474.0446
35092 12/12/12	PROFESSIONAL SERVICES	24.00		633132		D N	PROFESSIONAL SER	651.48475.0446
35092 12/12/12	PROFESSIONAL SERVICES	39.00		633976		D N	PROFESSIONAL SER	651.48475.0446
35092 12/12/12	PROFESSIONAL SERVICES	39.00		634823		D N	PROFESSIONAL SER	651.48475.0446
	VENDOR TOTAL	384.00		*CHECK TOTAL				
NAMEPLATES 35093 12/12/12	MYLAR LABELS 000546	220.48		266213		D N	OFFICE SUPPLIES	101.41403.0220
NATIONWIDE GLASS OF WILL 35094 12/12/12	PLEXIGLASS 000564	118.80		26709		D N	MTCE. OF STRUCTU	101.43425.0225
NELSON INTERNATIONAL 35095 12/12/12	#073501-GASKET SET 000568	306.59		594340		D N	MTCE. OF EQUIPME	101.43425.0224
35095 12/12/12	#073501-WIR PUMP/HOUSING	714.85		594341		D N	MTCE. OF EQUIPME	101.43425.0224
35095 12/12/12	#073501-BOLT	15.65		594489		D N	MTCE. OF EQUIPME	101.43425.0224
35095 12/12/12	#073501-GASKET	41.13		594551		D N	MTCE. OF EQUIPME	101.43425.0224
35095 12/12/12	#073501-ALTERNATOR	314.26		594635		D N	MTCE. OF EQUIPME	101.43425.0224
	VENDOR TOTAL	1,392.48		*CHECK TOTAL				
NORTHERN STATES SUPPLY 35096 12/12/12	SMALL TOOLS 000585	36.38		10-500908		D N	SMALL TOOLS	101.43425.0221
35096 12/12/12	HYDRANT CHECKS	133.50		10-500909		D N	GENERAL SUPPLIES	101.43425.0229
35096 12/12/12	CABLE TIES	9.60		10-500942		D N	GENERAL SUPPLIES	101.43425.0229
35096 12/12/12	SMALL TOOLS	243.05		10-501347		D N	SMALL TOOLS	101.45433.0221
35096 12/12/12	SUPPLIES	224.88		10-501347		D N	GENERAL SUPPLIES	101.45433.0229

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY 000585 35096 12/12/12 TOOL BOX LATCH KIT 35096 12/12/12 FOAM EAR PLUGS VENDOR TOTAL	151.06 67.12 865.59 865.59		55203 62607 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME SUBSISTENCE OF P	101.43425.0224 101.43425.0227
NORTON/NICOLE 35097 12/12/12 REFUND HOCKEY FEE .01947 000650	100.00		121012		D N	REFUNDS AND REIM	101.41428.0882
O'REILLY AUTOMOTIVE INC 35098 12/12/12 FLOOR DRY 35098 12/12/12 CITY SALES TAX 35098 12/12/12 SUPPLIES 35098 12/12/12 SMALL TOOLS 35098 12/12/12 LUBRICANT 35098 12/12/12 FUEL ADDITIVE 35098 12/12/12 BATTERY 35098 12/12/12 FUEL ADDITIVE VENDOR TOTAL	53.33 2.42 12.16 9.61 14.92 76.83 231.91 121.97 523.15 523.15		1528-180288 1528-182817 1528-182817 1528-187622 1528-188050 1528-188254 1528-189189 1528-190421 *CHECK TOTAL		D N D N D N D N D N D N D N D N	GENERAL SUPPLIES SALES TAX PAYABL GENERAL SUPPLIES SMALL TOOLS MOTOR FUELS AND MOTOR FUELS AND INVENTORIES-MDSE MOTOR FUELS AND	101.42412.0229 101.206000 101.43425.0229 101.45433.0221 101.42412.0222 101.42412.0222 101.125000 101.42412.0222
OLSON/SUSAN 35099 12/12/12 REFUND JERSEY DEPOSIT .01948 000604	60.00		121012		D N	REFUNDS AND REIM	101.41428.0882
PERKINS LUMBER CO INC 35100 12/12/12 LUMBER-CBD BENCHES 35100 12/12/12 LUMBER-CBD BENCHES 35100 12/12/12 HOCKEY BOARDS 35100 12/12/12 CONCRETE MIX 35100 12/12/12 HOCKEY BOARDS VENDOR TOTAL	40.88 19.44 427.43 42.64 84.97 615.36 615.36		361800 362049 362106 362264 363040 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF OTHER MTCE. OF OTHER MTCE. OF OTHER MTCE. OF OTHER	101.43425.0226 101.43425.0226 101.43425.0226 101.43425.0226
PEST PRO II 35101 12/12/12 PROFESSIONAL SERVICES 35101 12/12/12 PROFESSIONAL SERVICES 35101 12/12/12 PROFESSIONAL SERVICES VENDOR TOTAL	38.48 41.68 41.68 121.84 121.84		12702 12703 12703 *CHECK TOTAL		D N D N D N	PROFESSIONAL SER PROFESSIONAL SER PROFESSIONAL SER	101.45435.0446 101.41408.0446 101.45427.0446
PETE'S COMMUNICATIONS 000610 35102 12/12/12 FIRECOM SYSTEM REPAIR 35102 12/12/12 EMERGENCY SIREN REPAIR VENDOR TOTAL	32.00 796.09 828.09 828.09		0051895 0052004 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME CIVIL DEFENSE	101.42411.0334 101.42428.0809
PETERSON SHOE STORE 35103 12/12/12 SCHUELLER-SAFETY BOOTS 000608	75.00		144101		D N	SUBSISTENCE OF P	651.48474.0227

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VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
PETERSON SHOE STORE 35103 12/12/12 SCHUELER-SAFETY BOOTS 000608 VENDOR TOTAL	50.00 125.00 125.00	144101 *CHECK TOTAL		D N	SUBSISTENCE OF P	651.48475.0227
PING HD 35104 12/12/12 SOFTWARE LICENSE 35104 12/12/12 SOFTWARE LICENSE 002919 VENDOR TOTAL	125.00 25.00 150.00 150.00	1417 1417 *CHECK TOTAL		D N D N	PREPAID EXPENSES LICENSES AND TAX	101.128000 101.45433.0445
PLUMBING & HEATING OF WI 35105 12/12/12 HARD COPPER TUBE 35105 12/12/12 STOOL REPAIR-PARTS 35105 12/12/12 STOOL REPAIR-LABOR 35105 12/12/12 REPAIR LK ON COPPER LINE 35105 12/12/12 REPAIR LK ON COPPER LINE 35105 12/12/12 REPL. SUMP PUMP-PARTS 35105 12/12/12 REPL. SUMP PUMP-LABOR VENDOR TOTAL	14.40 41.94 70.00 85.87 175.00 200.51 70.00 657.72 657.72	15396 15415 15415 15439 15439 15440 15440 *CHECK TOTAL		D N D N D N D N D N D N D N	MTCE. OF OTHER I MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU	101.43425.0226 101.45427.0225 101.45427.0335 101.45427.0225 101.45427.0335 101.45427.0225 101.41408.0225 101.41408.0335
PRINT MASTERS 35106 12/12/12 1,000 REGULAR ENVELOPES 000624	102.60	74352		D N	OFFICE SUPPLIES	101.42411.0220
QUAM CONSTRUCTION CO INC 35107 12/12/12 REFUND DEC RENT HG-7 01D 35107 12/12/12 SEWER REPAIR-LABOR VENDOR TOTAL	120.00 3,495.00 3,615.00 3,615.00	120312 1299 *CHECK TOTAL		D N D N	REFUNDS AND REIM MTCE. OF OTHER I	101.43430.0882 651.48476.0336
RAILROAD MANAGEMENT CO I 35108 12/12/12 SANITARY SWR LINE LEASE 002582	132.87	292017		D N	PREPAID EXPENSES	651.128000
REDEEMER LUTHERAN CHURCH 35109 12/12/12 CUSTODIAL SERVICES 000644	50.00	121112		D N	RENTS	101.41424.0440
RICOH USA INC 35110 12/12/12 COPIER MTCE CHARGE 35110 12/12/12 COPIER MTCE CHARGE VENDOR TOTAL	90.19 10.04 100.23 100.23	5024408291 5024408629 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	741.48001.0334 101.42411.0334
RIDGEWATER COLLEGE 35111 12/12/12 FIRST RESPONDER COURSE 35111 12/12/12 EMT REFRESHER COURSE VENDOR TOTAL	1,430.00 825.00 2,255.00 2,255.00	00164992 00164993 *CHECK TOTAL		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.42411.0333 101.42411.0333

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SIZTO TECH CORPORATION 35119 12/12/12 GBT POLYMER VENDOR TOTAL	152.35 304.70 304.70	*CHECK TOTAL	107017		D N	MTCE. OF EQUIPME	651.48479.0224
SMEBY/ROSS 35120 12/12/12 MILEAGE 11/1-11/29/12	91.58		120312		D N	TRAVEL-CONF.-SCH	101.41409.0333
SPICER COMMERCIAL CLUB 35121 12/12/12 WINTERFEST PROMOTION	1,000.00		121112		D N	OTHER CHARGES	208.45013.0449
STACY'S NURSERY INC 35122 12/12/12 GRASS SEED 35122 12/12/12 GRASS SEED VENDOR TOTAL	159.67 106.45 266.12 266.12	7374 7374 *CHECK TOTAL			D N D N	MTCE. OF OTHER I MTCE. OF OTHER I	651.48474.0226 651.48475.0226
STATEWIDE DISTRIBUTING I 35123 12/12/12 CLEANING SUPPLIES 35123 12/12/12 CLEANING SUPPLIES 35123 12/12/12 CONCESSION SUPPLIES 35123 12/12/12 CONCESSION SUPPLIES VENDOR TOTAL	52.07 34.71 317.95 20.00 424.73 424.73	095623 095623 095639 095642 *CHECK TOTAL			D N D N D N D N	CLEANING AND WAS CLEANING AND WAS GENERAL SUPPLIES GENERAL SUPPLIES	651.48474.0228 651.48475.0228 101.45433.0229 101.45433.0229
STRATEGIC EQUIPMENT 35124 12/12/12 DISHWASHER SOAP	359.78		1947532		D N	CLEANING AND WAS	101.45435.0228
STREICHER'S 35125 12/12/12 27 MP15 RIFLES	22,949.26		1975661		D N	SMALL TOOLS	101.42411.0221
SURPLUS WAREHOUSE INC 35126 12/12/12 TORQUE WRENCH 35126 12/12/12 TORQUE WRENCH VENDOR TOTAL	14.11 9.40 23.51 23.51	112812 112812 *CHECK TOTAL			D N D N	SMALL TOOLS SMALL TOOLS	651.48474.0221 651.48475.0221
SW - WEST CNTRL SERVICES 35127 12/12/12 HEALTH INSURANCE-JAN 35127 12/12/12 HEALTH INSURANCE-JAN 35127 12/12/12 HEALTH INSURANCE-JAN VENDOR TOTAL	151,660.50 3,153.00 20,801.50 175,615.00 175,615.00	C259 C259 C259 *CHECK TOTAL			D N D N D N	PREPAID EXPENSES PREPAID EXPENSES PREPAID EXPENSES	101.128000 207.128000 651.128000
TERMINAL SUPPLY CO 35128 12/12/12 TRLR WIRE PLUGS/RECEPT.	87.78		83181-00		D N	INVENTORIES-MDSE	101.125000
THOMPSON BAKERY 35129 12/12/12 LEISURE TRAVEL MEETING	80.00		121112		D N	TRAVEL-CONF.-SCH	208.45005.0333

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TIRES PLUS 35130	12/12/12 SIGN DEPOSIT REFUND 000747	100.00		2012-26		D N	DEPOSITS-SIGN PE	101.230001
TORKELSON'S LOCK SERVICE 35131	12/12/12 KEYS FOR BLDG 002583	86.57		381713		D N	MTCE. OF STRUCTU	101.45433.0225
TOWMASTER 35132	12/12/12 #0399839-HYD. TANK 002674	692.53		343998		D N	MTCE. OF EQUIPME	101.43425.0224
TRAVEL GUIDES FREE 35133	12/12/12 TRAVEL GUIDE AD 002717	255.42		16049		D N	OTHER CHARGES	208.45010.0449
UNIQUE PAVING MATERIALS 35134	12/12/12 COLD MIX 002225	989.93		223694		D N	MTCE. OF OTHER I	101.43425.0226
	35134	1,039.36		223695		D N	MTCE. OF OTHER I	101.43425.0226
	35134	1,064.74		223696		D N	MTCE. OF OTHER I	101.43425.0226
	35134	3,094.03		*CHECK TOTAL				
	VENDOR TOTAL	3,094.03						
US POST OFFICE 35135	12/12/12 PO BOX RENTAL 000759	136.00		120312		D N	PREPAID EXPENSES	101.128000
USXC RACING INC 35136	12/12/12 SNOWMOBILE EVENT 002994	2,500.00		121112		D N	ADVERTISING	208.45015.0447
VISTAR CORPORATION 35137	12/12/12 CONCESSION SUPPLIES 002566	752.58		35276220		D N	GENERAL SUPPLIES	101.45433.0229
W.S. DARLEY & CO 35138	12/12/12 SAW BLADES 001147	748.80		17046210		D N	SMALL TOOLS	101.42412.0221
WALLACE/TIMOTHY 35139	12/12/12 FUEL REIMBURSEMENT 002971	7.00		171		D N	MOTOR FUELS AND	101.42411.0222
	35139	3.20		171		D N	GENERAL SUPPLIES	101.42411.0229
	35139	40.16		171		D N	TRAVEL-CONF.-SCH	101.42411.0333
	35139	50.36		*CHECK TOTAL				
	VENDOR TOTAL	50.36						
WEST CENTRAL INDUSTRIES 35140	12/12/12 LATH BUNDLES 000801	30.99		00035961		D N	GENERAL SUPPLIES	101.43425.0229
	35140	15,000.00		120312		D N	MEALS ON WHEELS	101.44428.0811
	35140	15,030.99		*CHECK TOTAL				
	VENDOR TOTAL	15,030.99						
WEST CENTRAL PRINTING 35141	12/12/12 REPORTS/LEAVE REQUESTS 000803	383.67		16538		D N	OFFICE SUPPLIES	101.42411.0220
WEST CENTRAL TRIBUNE 35142	12/12/12 NOTICE PUBLISHED 000807	39.90		CL03046214		D N	PRINTING AND PUB	101.41401.0331

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WEST CENTRAL TRIBUNE 35142 12/12/12	00807 NOTICE PUBLISHED	65.55		CL03046587		D N	PRINTING AND PUB	101.41401.0331
35142 12/12/12	AMERICAN EDUCATION WEEK	68.00		36787/11-12		D N	ADVERTISING	101.45432.0447
35142 12/12/12	HOLIDAZE PARADE AD	267.81		36787/11-12		D N	ADVERTISING	207.45001.0447
	VENDOR TOTAL	441.26		*CHECK TOTAL				
		441.26						
WILLMAR CHAMBER OF COMME 35143 12/12/12	000812 DIRECTOR SALARY	3,785.26		STMT/11-12		D N	SALARIES-REG. EM	208.45005.0110
35143 12/12/12	ASSISTANT SALARY	2,166.81		STMT/11-12		D N	SALARIES-REG. EM	208.45005.0110
35143 12/12/12	FICA & INSURANCE	1,044.34		STMT/11-12		D N	EMPLOYER PENSION	208.45005.0113
35143 12/12/12	IRA CONTRIBUTION	1,163.56		STMT/11-12		D N	EMPLOYER PENSION	208.45005.0113
35143 12/12/12	PHOTO COPIES-NOVEMBER	660.48		STMT/11-12		D N	OFFICE SUPPLIES	208.45005.0220
35143 12/12/12	PAYROLL/FLEX FEE	67.44		STMT/11-12		D N	OTHER SERVICES	208.45005.0339
35143 12/12/12	OFFICE RENT-NOVEMBER	626.61		STMT/11-12		D N	RENTS	208.45005.0440
35143 12/12/12	2013 MAP AD	275.00		37371		D N	PREPAID EXPENSES	208.128000
35143 12/12/12	STAFF DEV. RETREAT	82.78		37375		D N	TRAVEL-COMP. -SCH	208.45005.0333
35143 12/12/12	MAP PROJECT-ADS	290.00		37378		D N	ADVERTISING	101.41402.0447
	VENDOR TOTAL	9,162.28		*CHECK TOTAL				
		9,162.28						
WILLMAR LAKES ROTARY 35144 12/12/12	001557 MEALS-3RD & 4TH QUARTER	88.00		235		D N	SUBSISTENCE OF P	101.43417.0227
35144 12/12/12	SEMI ANNUAL DUES	30.41		235		D N	SUBSCRIPTIONS AN	101.43417.0443
35144 12/12/12	STINGERS GAME	30.00		235		D N	SUBSISTENCE OF P	101.43417.0227
	VENDOR TOTAL	148.41		*CHECK TOTAL				
		148.41						
WILLMAR NOON LIONS 35145 12/12/12	000822 TKTS-RIDE FOR TRLS EVENT	365.00		2265		D N	GENERAL SUPPLIES	101.45432.0229
WILLMAR WATER & SPAS 35146 12/12/12	000831 DRINKING WATER	15.00		29603		D N	SUBSISTENCE OF P	101.42412.0227
35146 12/12/12	SOFTENER SALT	8.76		29623		D N	GENERAL SUPPLIES	101.43430.0229
35146 12/12/12	SOFTENER SALT	97.26		29790		D N	GENERAL SUPPLIES	101.45433.0229
35146 12/12/12	SOFTENER SALT	149.63		65442		D N	GENERAL SUPPLIES	101.45433.0229
	VENDOR TOTAL	270.65		*CHECK TOTAL				
		270.65						
WINDSTREAM 35147 12/12/12	002100 MONTHLY SERVICE-NOV	44.93		STMT/11-12		D N	COMMUNICATIONS	101.41406.0330
35147 12/12/12	MONTHLY SERVICE-NOV	374.43		STMT/11-12		D N	COMMUNICATIONS	101.41408.0330
35147 12/12/12	MONTHLY SERVICE-NOV	39.54		STMT/11-12		D N	COMMUNICATIONS	101.42411.0330
35147 12/12/12	MONTHLY SERVICE-NOV	244.34		STMT/11-12		D N	COMMUNICATIONS	101.43425.0330
35147 12/12/12	MONTHLY SERVICE-NOV	235.64		STMT/11-12		D N	COMMUNICATIONS	101.43430.0330
35147 12/12/12	MONTHLY SERVICE-NOV	231.01		STMT/11-12		D N	COMMUNICATIONS	101.45433.0330
35147 12/12/12	MONTHLY SERVICE-NOV	125.41		STMT/11-12		D N	COMMUNICATIONS	101.45435.0330
35147 12/12/12	MONTHLY SERVICE-NOV	96.44		STMT/11-12		D N	COMMUNICATIONS	101.45437.0330

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WINDSTREAM 35147	002100 12/12/12 MONTHLY SERVICE-NOV	81.68		STMT/11-12		D N	COMMUNICATIONS	651.48474.0330
35147	12/12/12 MONTHLY SERVICE-NOV	54.94		STMT/11-12		D N	COMMUNICATIONS	651.48475.0330
		1,528.36		*CHECK TOTAL				
	VENDOR TOTAL	1,528.36						

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CITY OF WILLMAR
GL540R-V07.20 PAGE 22

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

5,734,980.30

RECORDS PRINTED - 000482

Vendor Payments History Report

ACS FINANCIAL SYSTEM
 12/12/2012 15:58:29

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	3,214,002.72
207	W.R.A.C. - 8	4,027.37
208	CONVENTION & VISITORS BUREAU	30,825.70
220	LOCAL OPTION SALES TAX	174,000.00
295	COMMUNITY INVESTMENT	27,436.77
296	PUBLIC WORKS RESERVE	1,000.00
302	D.S. - 2002 BOND	30,000.00
303	D.S. - 2003 BOND	21,000.00
304	D.S. - 2004 BOND	211,800.00
305	D.S. - 2005 BOND	385,753.75
306	D.S. - 2006 BOND	213,523.75
307	D.S. - 2007A BOND	126,000.00
308	D.S. - 2008 BOND	44,000.00
309	D.S. - 2009 BOND	17,000.00
310	D.S. - 2010 BOND	36,000.00
311	D.S. - 2011 BOND	61,000.00
312	D.S. - 2012 BOND	16,000.00
327	D.S. - 2007B BOND	20,000.00
330	D.S. - 2004C BOND AIRPORT	158,608.75
350	RICE HOSPITAL DEBT SERVICE	248,000.00
450	CAPITAL IMPROVEMENT FUND	71,795.58
651	WASTE TREATMENT	617,863.31
741	OFFICE SERVICES	342.60
800	LAW ENFORCEMENT FORFEITURE	5,000.00
	TOTAL ALL FUNDS	5,734,980.30

BANK	DISBURSEMENTS
BANK RECAP:	
BANK NAME	
HERT HERITAGE BANK	5,734,980.30
TOTAL ALL BANKS	5,734,980.30

City of Willmar, Minnesota Building Inspection Report

From 11/01/2012 To 11/30/2012

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
20973	11/29/2012	KATHY GOLDSCHMIDT 1117 4TH Street SW	95-280-1500 L PT OF 10-11; B 8 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,200.00	\$31.10
21155	11/13/2012	VINCE R VANHEUVELN 409 LITCHFIELD Avenue SE	95-630-0780 L 18 & PT OF 17; B 4 PAULSON'S/SUNDE'S ADDN	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$750.00	\$30.38
21164	11/9/2012	KANDIYOHI COUNTY 1601 LITCHFIELD Avenue SE	95-182-1460 L PTS. OF 6-7; B 10 ERICKSON'S 2ND ADDITION	Move/Raze Removal/Building	REMOVE HOUSE AND GARAGE	\$0.00	\$75.00
21187	11/6/2012	GORDON BERG 2700 10TH Street SW	95-687-0040 L 4; B 1 PRAIRIE VIEW WEST	Residential Add/Alter Residential/Alteration	CONSTRUCT 14' X 16' ADDN.	\$28,000.00	\$541.45
21229	11/7/2012	DUANE A & HILDA J STARKENBURG 613 13TH Street SW	95-006-7410 L 11; B 112 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,515.00	\$32.76
21235	11/7/2012	OK PROPERTIES 1004 2ND Street SE	95-252-0030 L 2, PTS. OF 1; B 10 GLARUM'S 2ND ADDITION	Commercial Add/Alter Commercial/Alteration	REMODEL BLDG / ROOF	\$40,000.00	\$819.84

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21242	11/5/2012	SCOTT CARLSON 1124 6TH Street SW	95-090-2070 L 7; B 0 BOOTH'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$3,000.00	\$51.50
21243	11/6/2012	AMERICINN BHAVIN PATEL 2404 HIGHWAY 12 E	95-025-0010 L 1; B 1 AMERICINN ADDITION	Commercial Add/Alter Commercial/Alteration	COMMERCIAL RESIDE	\$12,000.00	\$193.25
21244	11/6/2012	CHAPPELL CENTRAL 2101 GORTON Avenue NW	95-916-5200 L ; B S 16; T 119; R 35	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$28,822.17	\$400.16
21245	11/9/2012	MELODY CLARK 615 11TH Street SW	95-006-2830 L 11; B 76 FIRST ADDITION	Residential Add/Alter Accessory Building	INTERIOR DRAINTILE	\$4,550.00	\$166.87
21246	11/6/2012	TERRENCE ALBERS 1209 27TH Street NW	95-135-0620 L PT OF 12-13; B 3 COLLEGE VIEW ADDITION	Residential Add/Alter Accessory Building	REROOF DETACHED GARAGE	\$800.00	\$30.40
21247	11/30/2012	TRACY & BEVERLY OLSON 501 26TH Street SE	95-882-0290 L 13; B 3 WOODBERRY ADDN.	New Single-Family Dwelling New Residence	NEW HOME & GARAGE	\$318,079.35	\$2,934.19
21248	11/13/2012	WEST CENTRAL STEEL 110 19TH Street NW	95-383-0010 L 1; B 1 INDUSTRIAL ADDITION	Commercial Add/Alter Commercial/Alteration	INSTALL FIRE SUPPRESSION SYSTEM IN DUST COLLECTOR	\$13,471.00	\$356.95

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21252	11/13/2012	KEVIN REINEKE 404 JULII Street SE	95-220-1520 L PTS. OF 1&2; B 11 FERRING'S ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$650.00	\$37.43
21253	11/9/2012	BERNICKS PEPSI 2400 19TH Avenue SW	95-921-5854 L ; B S 21; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	interior remodel	\$500.00	\$34.90
21255	11/16/2012	TIM HELGESON 705 24TH Avenue SW	95-682-0230 L PT OF 3-4; B 3 PORTLAND ACRES 2ND ADD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,000.00	\$34.00
21257	11/16/2012	PAUL & CAROLYN VISS 1900 24TH Street SW	95-698-0020 L 2; B 1 ROE ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,500.00	\$31.75
21258	11/16/2012	DEB GORT 504 10TH Street SW	95-006-0020 L PT OF 2-3; B 57 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$4,700.00	\$32.35
21259	11/16/2012	BRUCE DEADRICK 1011 CAMPBELL Avenue NW	95-003-1120 L 7-9; B 12 ORIGINAL CITY	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
21261	11/21/2012	ACORN VENTURES 1510 5TH Street SW	95-700-0480 L PT OF 18 - 20; B 3 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Deck	REPLACE 2 DECKS	\$8,000.00	\$230.46

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21262	11/16/2012	DALE ANDERSON 1100 16TH Street SW	95-550-0110 L 11 & PT OF 12; B 0 NEWBERG'S ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRSS WINDOW	\$1,900.00	\$84.25
21263	11/16/2012	CENTRAL LAKES COOPERATIVE 721 LITCHFIELD Avenue SW	95-003-4620 L 12-14 & pt of 11; B 40 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	COMMERCIAL REROOF	\$16,520.00	\$258.01
21264	11/20/2012	DELORES SLAGTER 711 BONHAM Boulevard SW	95-070-0180 L 8; B B BONHAM'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
21266	11/20/2012	SAMUEL & STEPHANIE CAMP 311 COUNTRY CLUB Drive NE	95-467-0320 L 2; B 4 LAKEWOOD 3RD ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,000.00	\$33.00
21267	11/21/2012	ST. MARYS CHURCH 713 12TH Street SW	95-006-5410 L 5 - 14; PTS OF 1 - 3; B 98 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	INTERIOR REMODEL	\$25,000.00	\$589.59
21268	11/16/2012	DON WILLIAMSON 4095 ABBOTT Drive SE	95-714-0380 L 4; B 3 SOUTH INDUSTRIAL PARK	Move/Raze Commercial/Alteration	MOVE COMMERCIAL STRUCTURE	\$0.00	\$150.00
21269	11/20/2012	JUSTIN CRONEN 1010 LITCHFIELD Avenue SW	95-003-4060 L PT OF 5-8; B 36 ORIGINAL CITY	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$500.00	\$50.25

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee	
21273	11/21/2012	HOLIDAY GAS STATION 811 LITCHFIELD Avenue SW	95-003-4380 L PT OF 1-2; B 39 ORIGINAL CITY	Move/Raze Demolition	DEMO HOME	\$0.00	\$75.00	
21276	11/29/2012	STEPHEN STUHR 2689 FAIRWAY Drive NE	95-212-0050 L 5; B 1 FAIRWAY PARK ESTATES	Residential Add/Alter Garage	GARAGE ADDITION	\$9,500.00	\$231.90	
Current Year Current Month Totals							\$552,957.52	\$7,602.24
Previous Year Current Month Valuation							\$711,586.66	
Current YTD Valuation From 01/01/2012 To 11/30/2012							\$16,117,908.31	
Previous YTD Valuation							\$13,041,852.71	

Willmar Charter Commission
Minutes of Meeting
City Office Building
Willmar, Minnesota

October 8, 2012

The Willmar Charter Commission was called to order by Chair Shawn Mueske. Members present were, Audrey Nelsen, Ron Andreen, Shawn Mueske, Laura Becker, Joe Thompson, John Sullivan, and Richard Hoglund. Richard Falk was excused. Present 7 Absent 1. Also in attendance were City Attorney Robert Scott by conference call and City Clerk-Treasurer Kevin Halliday.

Commissioner Hoglund moved to approve the minutes of August 13, 2012. Commissioner Sullivan seconded the motion which carried.

Item 1 Chairman Mueske discussed the recent nomination of Richard Halterman by the City Council, noting the requested delay in the petition to the District Court to allow the Commission to advance a name for the District Court Judges' consideration. Commissioner Hoglund said he talked to Pat Curry and found him to be a good citizen to work on the Charter. Following discussion Pat Curry was nominated by Commissioner Hoglund. Commissioner Sullivan seconded the motion which carried.

Item 2 The Commission discussed the three pending expiration of Commissioners on December 31, 2012, and questioned if the matter could be addressed today rather than the December meeting. Following discussion Commissioner Andreen moved to nominate Joe Thompson, John Sullivan and Shawn Mueske to the District Court for reappointment to another four year term. Commissioner Hoglund seconded the motion which carried.

Item 3 The Commission discussed the amending language proposed by City Attorney Scott which would add clarity to Section 2.06 regarding vacancies of Council Members. Following a back and forth exchange, via the telephone with Attorney Scott, Commissioner Sullivan moved to adopt Section 2.06 Vacancies as proposed by the Attorney. Commissioner Hoglund seconded the motion. Upon further questions in another paragraph of Section 2.06, the motion and second were withdrawn.

Commissioner Thompson questioned the stringent threshold of the Council duties listed in Section 2.06 Subd 1 (G) with the writing of "any of" the duties. Upon receiving concurrent comments Commissioner Thompson moved to adopt Section 2.06 Vacancies as drafted by the City Attorney further amending Subd. 1. (G) by removing the words "any of" from the description of duties. Commissioner Andreen seconded the motion which carried.

Item 4 The Commission discussed the same matter of duties in the Mayoral section and Commissioner Thompson moved to remove the words "any of" from Section 3.07 Subd 2 (F) and Section 2.05 Subd. 1 (E). Commissioner Nelsen seconded the motion which carried.

Item 5 Commissioner Thompson voice his displeasure with no amendments to **Section 2.08 City Administrator** and still sees the need to rewrite the City Administrator section and write the City Attorney section. Chairman Mueske noted the section could be written in the Charter provision requiring the duties and responsibilities of the Administrator and Attorney to be adopted by Ordinance. Commissioner Thompson moved to amend Section 2.08 Subd. 1 to state that the City Council shall appoint a Chief Administrative Officer of the City who shall be called the City Administrator and that such person shall perform the duties required of the City Council by a simple majority vote of its' members and shall be enumerated in an Ordinance passed by the Council. Commissioner Hoglund seconded the motion. Following discussion of the timing of this amendment and the desire to get

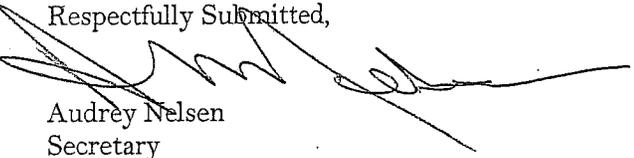
something passed without controversy, the motion failed 2-5. Nays were Commissioners Becker, Nelsen, Mueske, Andreen, and Sullivan. Following a lengthy discussion Commissioner Becker moved to approve the draft Ordinance as amended. Commissioner Nelsen seconded the motion which carried 6-1. Naye was Commissioner Thompson.

Commissioner Mueske acknowledged that he had a potential conflict with the scheduled November 5, 2012, public hearing and advised the Vice Chairman and Secretary to be prepared to attend.

The Commission set the next meeting at 1:30 p.m. on December 10, 2012.

Meeting was adjourned at 3:00 p.m.

Respectfully Submitted,



Audrey Nelsen
Secretary

ds

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, DECEMBER 10, 2012**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, December 10, 2012, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Rick Fagerlie	Vice-Chair
	Jim Dokken	Member
	Ron Christianson	Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish, Council Member Bruce Deblieck, Audrey Nelson, John Sullivan, 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 – Lakeland Drive Intent to Reimburse (Resolution)

Staff explained that the Lakeland Drive Interceptor/Minn West lift station project is scheduled for construction in 2013. Engineering work on this project has begun and the proposed routine resolution is necessary for the City to reimburse itself from bond proceeds. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Christianson and passed to make the following:

RECOMMENDATION: to introduce a resolution establishing procedures relating to compliance with Reimbursement Bond Regulations under the Internal Revenue Code.

Item No. 3 – Western Collector Final Budget (Resolution)

Staff reported that design approval and bidding have been completed for the construction of the sanitary sewer interceptor on the western side of the community. Council action is required to approve the final budget outlining the estimated costs and funding sources for the project which is comprised of approximately \$1.3 million of LOST funds, \$649,000 of Capital Reserves, and \$2.57 million in PFA Loans. Following discussion, it was moved by Council Member Christianson, seconded by Council Member Fagerlie and passed to make the following:

RECOMMENDATION: to introduce a resolution approving the Final Budget for the Western Interceptor Project as presented.

Council Member Dokken arrived at this time.

Item No. 4 – First Street Bridge Funding (Resolution)

Staff explained that it has been determined that the City has not reimbursed the State of Minnesota for non-eligible State Aid costs associated with the relocation of water lines on the First Street Bridge Project. The State has made several unsuccessful attempts requesting this reimbursement in the amount of \$50,785.19. It is staff recommendation to authorize payment out of Capital Reserves from the Community Investment/Capital Improvement Fund. Council Member Dokken would like to review the

file on the First Street Bridge Project. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Dokken and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing reimbursement to the State of Minnesota for non-eligible State Aid costs incurred for the First Street Bridge Project in the amount of \$50,785.19.

Item No. 5 – Police Department 2012 Budget Amendment (Resolution)

Staff explained that the Council has previously approved Arbitration requirements for the Police Department LELS group. A resolution is needed to amend the 2012 Budget to reflect the additional costs associated with that settlement by transferring \$53,724 from Non-Departmental Uncompensated Absences to Police Department Salaries (\$45,251), Pensions (\$7,021), and Insurances (\$1,452). Following discussion, it was moved by Council Member Johnson, seconded by Council Member Fagerlie and passed to make the following:

RECOMMENDATION: to introduce a resolution transferring \$53,724 from Non-Departmental Uncompensated Absences to Police Department Salaries, Pensions, and Insurances as presented.

Item No. 6 – Reports (Information)

The Committee reviewed the Rice Trust Third Quarter Report, the Willmar Municipal Utilities Financial Report as of September 30, 2012, and the Rice Hospital Financial Report as of October 31, 2012. This matter was for information only.

Item No. 7 – Miscellany (Information)

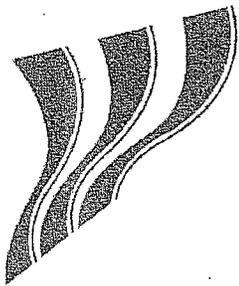
Council Member Christianson referred to a discussion held at a previous council meeting regarding the City not being allowed to pay dues to the Chamber of Commerce. He was wondering whether it was also illegal for the Willmar Municipal Utilities, Rice Memorial Hospital, Community Education and Recreation, and the Willmar HRA to pay dues to the Chamber of Commerce as well. This matter will be referred to the City Attorney for a determination.

There being no further business to come before the Committee, the meeting was adjourned at 5:00 p.m. upon motion by Council Member Fagerlie, second by Council Member Christianson, and carried.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 1

Meeting Date: 12-10-12

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Action Requested: Adoption of resolution of intent to reimburse for the Lakeland Drive Interceptor/Minn West lift station project.

Guiding Principle: Internal Revenue Code

Introduction: The Lakeland Drive Interceptor/Minn West lift station project is scheduled for construction in 2013.

Background/Justification: Engineering work on the project has begun. The proposed routine resolution is necessary for the City to reimburse itself from bond proceeds.

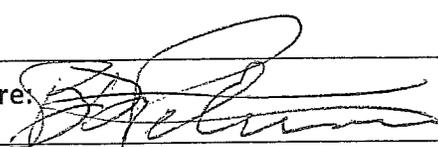
Fiscal Impact: Without the resolution, the City of Willmar will not be eligible for reimbursement.

Alternatives: Discontinue work on the project.

Staff Recommendation: Adopt the resolution.

Reviewed by:

Preparer: Bruce D. Peterson

Signature: 

Comments:

RESOLUTION NO. _____

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

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

1. Recitals.

A. The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

B. The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

C. The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

D. The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

A. Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A, which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

B. Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

C. Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby

authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

D. The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 17th day of December, 2012, by the Willmar City Council.

MAYOR

Attest:

CITY CLERK-TREASURER

EXHIBIT A

DECLARATION OF OFFICIAL INTENT

The undersigned, being the duly appointed and acting City Clerk of the City of Willmar, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Willmar City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed: Project 1310 – Lakeland Drive Interceptor/MinnWest Lift Station

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$7,000,000.00 is the maximum principal amount of the Bonds, which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the Date thereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Dated: December 17, 2012

Kevin J. Halliday
City Clerk-Treasurer
City of Willmar, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Willmar, Minnesota, hereby certifies the following:

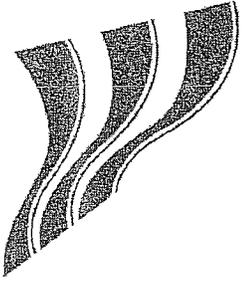
The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on _____. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect, and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Willmar, Minnesota, this 17th day of December, 2012.

City Clerk-Treasurer
City of Willmar, Minnesota



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

Agenda Item Number: 3

Meeting Date: December 10, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 17, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Introduction and passage of resolution approving recommended budget for the Western Collector project.

Guiding Principle: City Charter and Council Policy

Introduction: Final budget presentation for the Western Collector.

Background/Justification: The design approval and bidding have been completed for the construction of a sanitary sewer interceptor on the western side of the community. Council action is required to approve the final budget outlining the estimated cost and funding sources for the project.

Fiscal Impact: Usage of \$1.3 million of LOST funds, \$649,000 of Capital Reserves and borrowing \$2.57 million of PFA Loans.

Alternatives: Further review and discussion of Project Costs and Financing.

Staff Recommendation: Adopt resolution as presented.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

RESOLUTION NO. _____
 FINAL WESTERN INTERCEPTOR BUDGET

ESTIMATED TOTAL COST \$4,537,178.00
 *Budget Amounts are Essential

Dated: December 17, 2012

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

30	Communications	
31*	Printing & Publishing	
32	Utilities	
33*	Travel-Conf.-Schools	
34	Mtce. of Equipment	
35	Mtce. of Structures	
36*	Mtce. of Other Impr.	\$3,575,354.00
37	Subsistence of Persons	
38	Cleaning & Waste Removal	
39*	Other Services	
	TOTAL	\$3,575,354.00

OTHER CHARGES

40	Rents	
41*	Insurance & Bonds	
42	Awards & Indemnities	
43	Subscription/Memberships	
44	Interest	
45	Licenses & Taxes	
46*	Prof. Serv.	\$453,678.00
47*	Advertising	
48*	Adm. OH (Transfer)	\$178,767.00
49	Other Charges	\$632,445.00
	TOTAL	

CAPITAL OUTLAY

51	Land and Legal	\$329,379.00
	TOTAL	\$329,379.00

GRAND TOTAL

\$4,537,178.00

RECEIVABLES

Property Owners	
County	
City Capital Storm Wate:	\$571,087.00
LOST	\$1,316,074.00
Temp Bond (PFA)	\$2,571,437.00
Other WTP Capital	\$78,580.00
TOTAL	\$4,537,178.00

FINANCING

Bonds	
City Capital Storm Wate:	\$571,087.00
LOST	\$1,316,074.00
Temp Bond (PFA)	\$2,571,437.00
Other WTP Capital	\$78,580.00
TOTAL	\$4,537,178.00

GRAND TOTAL \$4,537,178.00

Dated: _____

 Mayor

Attest:

 City Clerk/Treasurer

Minnesota Public Facilities Authority
 CWRE/DWRF Loan Application
 Form 4 - Clean Water Project Budget (Wastewater Projects)

Applicant: City of Willmar, Minnesota

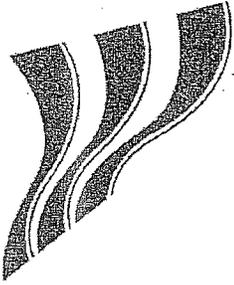
Project: Western Interceptor Sewer

Date: 12/10/2012

	Start Date	End Date	Total Requested From PFA	Other Funding (name source) City L.O.S.T.	Other Funding (name source) City Stormwater	Other Funding (name source) City Funds	Total Project Cost
1. Non-Construction Costs							
A. Planning	07/21/09	02/19/11	67,432	37,931			105,363
B. Engineering Design	02/20/11	05/30/12	76,541	43,054	40,030		159,625
C. Other Engineering/Inspection	06/01/12	12/01/13	120,762	67,928			188,690
D. Legal/Financing Related Fees	02/01/11	11/01/13	250,799				250,799
E. Land ⁽¹⁾						78,580	78,580
Non-Construction Subtotal			\$ 515,534	\$ 148,913	\$ 40,030	\$ 78,580	\$ 783,057
2. Construction Costs ⁽²⁾							
A. Secondary Treatment							-
B. Advanced Treatment							-
C. Infiltration / Inflow Correction							-
D. Sewer System Rehabilitation							-
E. New Collector Sewers							-
F. New Interceptors	11/12/12	11/01/13	1,958,003	1,111,582			3,069,585
G. CSO Correction							-
H. Storm Sewer					505,769		505,769
I. Service Connections ⁽³⁾							-
Construction Subtotal			\$ 1,958,003	\$ 1,111,582	\$ 505,769	\$ -	\$ 3,575,354
Contingencies (up to 5% of construction subtotal)			97,900	55,579	25,288		178,768
Project Total			\$ 2,571,437	\$ 1,316,074	\$ 571,087	\$ 78,580	\$ 4,537,179

Notes:

- (1) Land costs are not PFA eligible except in limited situations. Contact your PFA loan officer with any questions.
- (2) After as-bid project costs are known, a revised Form 4 must be submitted
- (3) Service connections are not PFA eligible



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

Agenda Item Number: 4

Meeting Date: December 10, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 17, 2012

- | | |
|-----------------------------------|---------------------------------|
| <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: Introduction and passage of resolution authorizing reimbursement to State of Minnesota for non-eligible State Aid costs incurred for First Street Bridge Project.

Guiding Principle: City Charter and Council Policy

Introduction: Review City costs associated with the First Street Bridge Project.

Background/Justification: It has been determined that the City has not reimbursed the State of Minnesota for non-eligible State Aid costs associated with the relocation of water lines on the First Street Bridge Project. The State has made several unsuccessful attempts requesting this reimbursement.

Fiscal Impact: Usage of \$50,785.19 of Capital Reserves from the Community Investment Fund and/or the Capital Improvement Fund.

Alternatives: Find alternative source of funding.

Staff Recommendation: Adopt resolution as presented.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL OPERATIONS
395 JOHN IRELAND BLVD-MS 215
ST. PAUL, MN 55155

FINAL STATE AID NOTICE

FINAL NOTICE - INVOICE

DUE FROM: City of Willmar

YEAR AUTHORIZED		FUNDS RELEASED FROM	Local
PROJECT APPROVAL NO.		FUND NO.	
STATE AID PROJECT NO.	175-153-001	PROJECT TITLE	SP
FEDERAL PROJECT NO.	0092 (012)	TOTAL INVOICE AMOUNT	\$50,785.19

TOTAL CONTRACT AMOUNT	\$4,513,885.29	TOTAL FINAL LOCAL OBLIGATION	\$53,355.80
FUNDING		LESS PREVIOUS DEPOSITS	2,570.61
FEDERAL AID	2,128,910.73	* AMT DUE FROM Willmar	50,785.19
MSAS	153,867.03		
LOCAL	53,355.80		
MTB	1,799,391.07		
BRIDGE BONDING	378,360.66		

2/11/09, 10/1/08 Sandra EM
10/5/09 Sandra called

Extensive correspondence has taken place on this
Mel left before it was paid and now I have sent 2
e-mails to Holly 2/12 & 8/12
9/14/2012 EM sent CKD

10/16/2012 EM sent CKD
11/26/2012 EM sent CKD

* Make checks payable to Commissioner of Transportation
Questions regarding this Invoice should be directed to Cindy Degener at (651) 366-4850

PAST DUE!

Approved by: Cynthia K. Degener Date: 7/19/2004

**Minnesota Department of Transportation - Office of Finance
SAAS Project History Report**

MUNICIPALITY: 175-WILLMAR

Proj Nbr: 175-153-001 **Plan Approval Dt:** 02/28/1992

Tied To:

Local Proj Nbr:

Bid Opening Dt:

Fed Proj Nbr: 0092012

Contractor Name:

Project Type: SP

Description: OVER TH 12 AND BN RR IN WILLMAR

Type of Work:

Total Proj Oblig (Incl All Oblig)	Trans Dt	Acct	PP FT #	Encumbrances	Overpymt Applied To Pymt	Actual Payment Amount	Payment Short	Overpymt To Be Applied	To Be Refunded	State Aid Advances	Acct to Acct Advances
3,807,864.75	05/28/1992	90	P T 1	9,250.00	0.00	175,750.00	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										
3,807,864.75	06/11/1992	91	P T 2	70,228.77	0.00	1,334,346.67	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										
50,550.00	06/11/1992	91	P P 3	0.00	50,550.00	0.00	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										
476,123.28	10/21/1992	91	P P 4	0.00	0.00	425,573.28	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										
3,852,864.75	04/08/1994	90	P T 5	11,500.00	0.00	42,750.00	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										
1,123,669.89	08/19/1996	91	P P 6	0.00	18.00	647,528.61	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										
1,123,669.89	12/15/1998	91	P P 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Comments: Converted 20021115										

Note: Bridge Bonding payments and Short payments made prior to SAAS conversion (Nov 2002) are not included in this report.

Note: Federal payments made prior to FCRB conversion (Sept 2007) are not included in this report.

Note: Column labeled PP/FT#: 1st character = Partial or Final; 2nd character = Payment or Transfer; 3rd character = Payment Number

Minnesota Department of Transportation - Office of Finance
SAAS Project History Report

MUNICIPALITY: 175-WILLMAR

Proj Nbr: 175-153-001

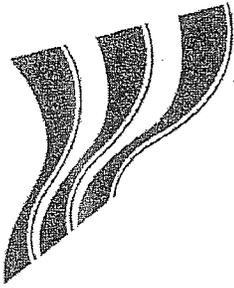
Total Proj Oblig (Incl All Oblig)	Trans Dt	Acct	PP FT #	Encumbrances	Overpymt Applied To Pymt	Actual Payment Amount	Payment Short	Overpymt To Be Applied	To Be Refunded	State Aid Advances	Acct to Acct Advances
4,247,680.38	12/15/1998	91	P T 8	0.00	0.00	465,044.40	0.00	0.00	0.00	0.00	0.00
Comments: Converted 20021115											
4,835,190.77	07/19/2004	90	F T 9	0.00	0.00	-64,632.97	0.00	0.00	0.00	0.00	0.00
4,835,190.77	10/28/2004	91	F T 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1,123,669.89	06/05/2006	91	F P 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:						<u>3,026,359.99</u>					

This report uses tables: CO_MUNL_INFORMATION, FEDERAL_PROJS, MASTER_ACCTS, OVERPAYMENTS_LEDGER, PROJ_ACCT_ENC_SUM, PROJS, TRANS_LEDGER, FCRB_CARD, FCRB_PROJ_SETUP, FCRB_WORK_CERTIFIED_HDR, FCRB_PAYMT_DETAIL

Note: Bridge Bonding payments and Short payments made prior to SAAS conversion (Nov 2002) are not included in this report.

Note: Federal payments made prior to FCRB conversion (Sept 2007) are not included in this report.

Note: Column labeled PP/FT# : 1st character = Partial or Final; 2nd character = Payment or Transfer; 3rd character = Payment Number



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: December 10, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 17, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Amend 2012 Police Department Budget for the 2012 Arbitration Wage and Benefits (pending health insurance ruling) settlement.

Guiding Principle: City Charter and Council Policy/Procedures.

Introduction: Need to appropriate funds to cover contract settlement costs per Police Department LELS Arbitration.

Background/Justification: Council has previously approved Arbitration requirements for the Police Department LELS group. This action would amend the 2012 Budget to reflect the additional costs associated with that settlement.

Fiscal Impact: Additional \$53,724 to be transferred from Non-Departmental Uncompensated Absences Appropriation to Police Department Salaries (\$45,251), Pensions (\$7,021), and Insurances (\$1,452).

Alternatives: Find alternative source of funding.

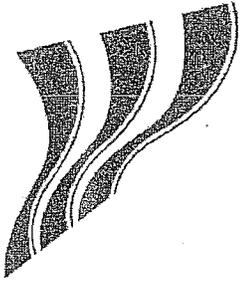
Staff Recommendation: Adopt resolution as presented.

Reviewed by: Steven B. Okins, Finance Director

Preparer: Steven B. Okins, Finance Director

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: December 10, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 17, 2012

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Action Requested: Receive and review reports.
Information Only.

Guiding Principle: City Charter and Council Policy/Procedures

Introduction: Review various reports.

Background/Justification: A. Third Quarter Rice Trust
B. Willmar Municipal Utilities Financial Through 09/30/12
C. Rice Hospital Financial Through 10/31/12

Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: Receive and review reports for information only.

Reviewed by: Steve Okins, City Finance Director

Preparer: Steve Okins, City Finance Director

Signature:

Comments:



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

Did you know that Bremer also offers insurance services? Whether it's for individuals, business or agriculture, Bremer Insurance offers a wide variety of insurance options and plans to select from. We'll find the very best coverage to fit your needs. If you'd like to meet with a Bremer Insurance Representative, contact your Relationship Manager.

Account Statement

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Cushman A Rice Trust
180205

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Pending Trades	23
Messages and Notices Section	24

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

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0005104 - 0800576



Investment Management & Trust

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

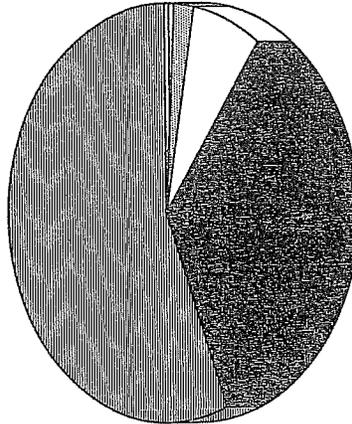
Account Summary

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Market Value Reconciliation		
	This Period	1/1/12 to 9/30/12
Beginning Market Value	\$2,520,485.89	\$2,466,271.49
Additions	\$0.00	\$0.00
Withdrawals	-\$11,000.00	-\$58,822.87
Expenses/ Fees/ Taxes	-\$6,115.08	-\$16,553.26
Income	\$17,383.74	\$44,384.16
Other	\$0.00	\$0.00
Change in Market Value	\$91,939.12	\$177,414.15
Ending Market Value	\$2,612,693.67	\$2,612,693.67
Realized Gains/Losses (Included in Total Above)	-\$1,139.83	-\$6,774.59

Asset Allocation		
	Asset Class	Balance
	56% Equities	\$1,456,863.75
	34% Fixed Income	\$891,717.84
	7% Alternative	\$191,575.96
	2% Other	\$46,632.33
	1% Cash and Money Market	\$25,903.79
	100% Total Assets Value	\$2,612,693.67



Asset Detail

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Asset Detail

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Cash and Money Market						
Federated Government Obligations	25,502.62	1,000	\$25,502.62	\$25,502.62	\$3.52	0.01%
Tax-Managed Fund TICKER: GOTXX						
Cash			\$401.17			
Total Cash and Money Market						
			\$25,903.79	\$25,502.62	\$3.52	
Equities						
Stocks						
Abbott Labs TICKER: ABT	235.00	68.560	\$16,111.60	\$11,189.68	\$479.40	2.97%
Activision Blizzard, Inc TICKER: ATVI	1,117.00	11.275	\$12,594.18	\$13,065.67	\$201.06	1.60%
Air Products & Chemicals Inc TICKER: APD	227.00	82.700	\$18,772.90	\$15,813.51	\$581.12	3.10%
Akamai Technologies Inc TICKER: AKAM	560.00	38.260	\$21,425.60	\$15,878.82	\$0.00	0.00%
Apple Inc TICKER: AAPL	47.00	667.105	\$31,353.94	\$4,362.40	\$0.00	0.00%
Assurant Inc TICKER: AIZ	345.00	37.300	\$12,868.50	\$10,500.16	\$289.80	2.25%
Broadcom Corp TICKER: BRCM	390.00	34.570	\$13,482.30	\$16,653.15	\$156.00	1.16%
Celgene Corp TICKER: CELG	295.00	76.400	\$22,538.00	\$13,294.78	\$0.00	0.00%
Cisco Systems Inc TICKER: CSCO	1,118.00	19.095	\$21,348.21	\$22,392.76	\$626.08	2.93%

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Colgate Palmolive Co TICKER: CL	132.00	107.220	\$14,153.04	\$9,683.21	\$327.36	2.31%
Comcast Corp-CL A TICKER: CMCSA	813.00	35.745	\$29,060.69	\$13,575.13	\$528.45	1.82%
CVR Energy, Inc. Escrow CVS Caremark Corp TICKER: CVS	609.00 356.00	0.000 48.420	\$0.00 \$17,237.52	\$0.00 \$9,785.80	\$0.00 \$231.40	0.00% 1.34%
Deere & Co TICKER: DE	222.00	82.470	\$18,308.34	\$17,979.96	\$408.48	2.23%
Dover Corp TICKER: DOV	216.00	59.490	\$12,849.84	\$10,383.11	\$302.40	2.35%
Ebay Inc TICKER: EBAY	382.00	48.370	\$18,477.34	\$13,280.92	\$0.00	0.00%
EMC Corp Mass TICKER: EMC	488.00	27.270	\$13,307.76	\$5,601.58	\$0.00	0.00%
Emerson Elec Co TICKER: EMR	409.00	48.270	\$19,742.43	\$18,771.16	\$654.40	3.31%
Exxonmobil Corp TICKER: XOM	243.00	91.450	\$22,222.35	\$15,346.06	\$554.04	2.49%
Google Inc CL A TICKER: GOOG	34.00	754.500	\$25,653.00	\$18,505.71	\$0.00	0.00%
Hudson City Bancorp Inc TICKER: HCBK	3,084.00	7.945	\$24,502.38	\$29,419.14	\$986.88	4.03%
ITC Holdings Corp TICKER: ITC	185.00	75.580	\$13,982.30	\$8,901.57	\$279.35	2.00%
Johnson & Johnson TICKER: JNJ	204.00	68.910	\$14,057.64	\$12,654.49	\$497.76	3.54%
Microsoft Corp TICKER: MSFT	501.00	29.760	\$14,909.76	\$12,362.57	\$460.92	3.09%

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Mylan Inc TICKER: MYL	590.00	24.372	\$14,379.30	\$8,820.85	\$0.00	0.00%
Pepsico Inc TICKER: PEP	299.00	70.770	\$21,160.23	\$10,731.84	\$642.85	3.04%
Procter & Gamble Co TICKER: PG	203.00	69.360	\$14,080.08	\$11,529.86	\$456.34	3.24%
Qualcomm Inc TICKER: QCOM	250.00	62.470	\$15,617.50	\$10,032.22	\$250.00	1.60%
Quest Diagnostics Inc TICKER: DGX	261.00	63.430	\$16,555.23	\$14,561.96	\$177.48	1.07%
Schlumberger LTD TICKER: SLB	323.00	72.330	\$23,362.59	\$20,003.47	\$355.30	1.52%
St Jude Medical Inc TICKER: STJ	262.00	42.130	\$11,038.06	\$8,956.30	\$241.04	2.18%
State Street Corp TICKER: STT	540.00	41.960	\$22,658.40	\$25,792.29	\$518.40	2.29%
Stericycle Inc TICKER: SRCL	145.00	90.483	\$13,120.05	\$8,027.09	\$0.00	0.00%
Sysco Corp TICKER: SYY	440.00	31.270	\$13,758.80	\$13,347.51	\$475.20	3.45%
T Rowe Price Group Inc TICKER: TROW	355.00	63.300	\$22,471.50	\$17,061.43	\$482.80	2.15%
Target Corp TICKER: TGT	359.00	63.470	\$22,785.73	\$12,938.51	\$516.96	2.27%
The Mosaic Company TICKER: MOS	379.00	57.610	\$21,834.19	\$21,006.26	\$379.00	1.74%
Thermo Fisher Scientific Inc TICKER: TMO	209.00	58.830	\$12,295.47	\$9,730.97	\$108.68	0.88%
Transocean LTD TICKER: RIG	325.00	44.890	\$14,589.25	\$19,183.74	\$0.00	0.00%

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Vodafone Group Spons ADR TICKER: VOD	685.00	28.500	\$19,522.50	\$17,656.84	\$995.99	5.10%
3M Co TICKER: MMM	212.00	92.420	\$19,593.04	\$14,228.26	\$500.32	2.55%
			\$727,781.54	\$562,950.74	\$13,665.26	
Mutual Funds						
Baron Growth Fund-Ins TICKER: BGRIX	1,254.33	58.700	\$73,628.99	\$51,217.76	\$0.00	0.00%
Calamos Growth Fund-A TICKER: CVGRX	1,029.70	52.550	\$54,110.58	\$32,677.22	\$0.00	0.00%
Diamond Hill Large Cap Fd-I TICKER: DHLRX	4,640.73	16.730	\$77,639.38	\$63,513.05	\$914.22	1.18%
Federated Strategic Val Div Is TICKER: SVAIX	24,763.73	5.130	\$127,037.93	\$93,133.27	\$5,027.04	3.96%
Harbor International Fd-Ins TICKER: HAINX	2,039.32	58.810	\$119,932.35	\$78,996.90	\$2,683.74	2.24%
ICM Small Company Port Instl TICKER: ICSCX	1,833.43	29.250	\$53,627.86	\$28,647.75	\$144.84	0.27%
JP Morgan Mid Cap Value Fund-I TICKER: FLMVX	1,731.72	27.830	\$48,193.85	\$38,908.92	\$488.35	1.01%
Oppenheimer Developing Mkt-Y TICKER: ODVYX	1,649.33	33.590	\$55,400.86	\$23,800.61	\$1,113.30	2.01%
Vanguard International Growth Fd-iv TICKER: VWIGX	6,505.74	18.370	\$119,510.41	\$84,474.12	\$2,172.92	1.82%
			\$729,082.21	\$495,369.60	\$12,544.41	

Total Equities	\$1,456,863.75	\$1,058,320.34	\$26,209.67
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Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Fixed Income						
Taxable Individual Bonds						
Assurant Inc DTD 02/18/2004 5.625% 02/15/2014 Non Callable	50,000.00	104.252	\$52,126.00	\$51,515.07	\$2,812.50	5.40%
Federal Home Loan Bank DTD 08/12/2009 3.250% 09/12/2014 Non Callable	50,000.00	105.769	\$52,884.50	\$50,756.77	\$1,625.00	3.07%
University Oklahoma Revs Higher Education DTD 03/03/2011 2.659% 07/01/2015 Non Callable	25,000.00	104.211	\$26,052.75	\$25,028.55	\$664.75	2.55%
United States Treasury Notes DTD 08/31/2010 1.250% 08/31/2015 TICKER: UTN1215	45,000.00	102.719	\$46,223.55	\$46,179.49	\$562.50	1.22%
United States Treasury Strips Stripped Coupon DTD 02/15/1986 Zero Cpn 02/15/2016 TICKER: 21516	60,000.00	98.696	\$59,217.60	\$58,143.60	\$0.00	0.00%
Cisco Systems Inc DTD 02/22/2006 5.500% 02/22/2016 Non Callable	50,000.00	116.136	\$58,068.00	\$48,882.40	\$2,750.00	4.74%
United States Treasury Strips Stripped Coupon DTD 08/15/1987 Zero Cpn 02/15/2017	100,000.00	97.525	\$97,525.00	\$96,847.00	\$0.00	0.00%
Washington Post Co DTD 01/30/2009 7.250% 02/01/2019 Non Callable	25,000.00	117.168	\$29,292.00	\$28,068.55	\$1,812.50	6.19%

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
United States Treasury Notes	25,000.00	111.414	\$27,853.50	\$23,875.86	\$687.50	2.47%
DTD 02/15/2009 2.750% 02/15/2019						
Fedl Natl Mtge Assn Pool #765251	7,548.46	107.335	\$8,102.14	\$7,562.40	\$301.94	3.73%
15 Yr Gtd Single Family Mortgage						
DTD 03/01/2004 4.000% 03/01/2019						
Non Callable						
TICKER: 765251A						
Charles Schwab Corp	25,000.00	114.452	\$28,613.00	\$27,538.25	\$1,112.50	3.89%
DTD 07/22/2010 4.450% 07/22/2020						
Non Callable						
Fedl Natl Mtge Assn Pool #829079	26,864.08	107.460	\$28,868.14	\$28,274.45	\$1,074.56	3.72%
15 Yr Gtd Single Family Mortgage						
DTD 09/01/2005 4.000% 09/01/2020						
Non Callable						
TICKER: 829079A						
Symantec Corp	25,000.00	103.855	\$25,963.75	\$24,611.00	\$1,050.00	4.04%
DTD 09/16/2010 4.200% 09/15/2020						
Non Callable						
Federal Home Loan Mortgage Corp	25,000.00	104.904	\$26,226.00	\$24,898.75	\$593.75	2.26%
Medium Term Note						
DTD 01/13/2012 2.375% 01/13/2022						
Non Callable						
Port Authority New York & New Jersey	50,000.00	100.023	\$50,011.50	\$49,012.50	\$2,875.00	5.75%
Transportation Revenue						
DTD 11/01/2006 5.750% 11/01/2032.						
Callable						
AMBAC GO of Auth						

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
Govt Natl Mtge Assn Pool #553351	12,590.15	110.400	\$13,899.53	\$12,464.24	\$566.56	4.08%
30 Yr Gtd Single Family Mortgage						
DTD 07/01/2003 4.500% 07/15/2033						
Non Callable						
TICKER: 553351X						
Federal Home Loan Mortgage Corp	33,052.16	112.056	\$37,036.93	\$32,928.21	\$1,983.13	5.35%
Gold Pool #C01676-30 Yr Gtd Mtge						
DTD 11/01/2003 6.000% 11/01/2033						
Non Callable						
TICKER: C01676F						
Fedl Natl Mtge Assn Pool #357883	25,408.03	109.900	\$27,923.42	\$24,542.57	\$1,270.40	4.55%
30 Yr Gtd Single Family Mortgage						
DTD 08/01/2005 5.000% 05/01/2035						
Non Callable						
TICKER: 357883A						
Federal Home Loan Mortgage Corp	34,330.66	111.118	\$38,147.54	\$34,899.25	\$2,059.84	5.40%
Gold Pool #G02884-30 Yr Gtd Mtge						
DTD 04/01/2007 6.000% 04/01/2037						
Non Callable						
TICKER: G02884F						
Federal Home Loan Mortgage Corp	33,051.20	107.853	\$35,646.71	\$34,786.38	\$1,487.30	4.17%
Gold Pool #C03478-30 Yr Gtd Mtge						
DTD 06/01/2010 4.500% 06/01/2040						
Non Callable						
TICKER: C03478F						
			\$769,681.56	\$730,815.29	\$25,289.73	
Taxable Mutual Funds						
Sit Emerging Markets Debt Fund	2,397.87	12.070	\$28,942.28	\$27,023.98	\$1,589.78	5.49%
TICKER: SITEX						

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
SIMT High Yield Bond Fund TICKER: SHYAX	6,136.20	7.590	\$46,573.77	\$46,027.36	\$3,129.23	6.72%
Sit International Fixed Income Fund TICKER: SEFIX	4,303.44	10.810	\$46,520.23	\$44,927.95	\$1,148.16	2.47%
<hr/>						
Total Fixed Income			\$122,036.28	\$117,979.29	\$5,867.17	
<hr/>						
Alternative Absolute Strategies Fund TICKER: ASFIX	17,028.97	11.250	\$191,575.96	\$175,397.25	\$51.09	0.03%
<hr/>						
Total Alternative			\$191,575.96	\$175,397.25	\$51.09	
<hr/>						
Other						
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%

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

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

Asset Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Description	Shares/Par Value	Current Price	Market Value	Tax Cost	Est. Ann. Income	Current Yield
75% Mineral Interest In Sw4 10-162-77 Bottineau Co ND	1.00	3,000,000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In Sw4 28-162-78 Bottineau Co ND	1.00	3,000,000	\$3,000.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4 33-121-33 Kandiyohi Co MN	1.00	300,000	\$300.00	\$1.00	\$0.00	0.00%
75% Mineral Interest In S2se4ne4 9-118-34 Kandiyohi Co MN	1.00	75,000	\$75.00	\$1.00	\$0.00	0.00%
Total Other			\$46,632.33	\$26.00	\$0.00	
Total All Assets			\$2,612,693.67	\$2,108,034.79	\$57,421.18	

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

July 1, 2012 - September 30, 2012

Transaction Summary

<i>Transaction</i>	<i>Principal Cash</i>	<i>Income Cash</i>
Beginning Cash Balance on 7/1/12	-\$10,108.66	\$10,716.37
Additions	\$0.00	\$0.00
Disbursements		
Withdrawals	\$0.00	-\$11,000.00
Expenses	-\$125.00	-\$1,029.37
Fees	-\$2,480.38	-\$2,480.33
Taxes	\$0.00	\$0.00
Total Disbursements	-\$2,605.38	-\$14,509.70
Income		
Taxable Interest	\$0.00	\$11,844.43
Tax Exempt Interest	\$0.00	\$0.00
Dividends	\$0.00	\$5,039.24
Rental Income	\$0.00	\$0.00
Other Income	\$500.07	\$0.00
Total Income	\$500.07	\$16,883.67
Security Purchases	-\$96,847.00	\$0.00
Security Sales/Maturities	\$87,252.11	\$0.00
Security Sales/Maturities	\$87,252.11	\$0.00
Gain Distributions	\$0.00	\$0.00
Total Security Sales/Maturities	\$87,252.11	\$0.00
Money Market Purchases/Sales	\$9,119.69	\$0.00
Other	\$0.00	\$0.00
Ending Cash Balance on 9/30/12	-\$12,689.17	\$13,090.34

Transaction Detail

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Transaction Details By Category

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
7/1/12	Beginning Balance	-\$10,108.66	\$10,716.37	
Withdrawals				
7/3/12	Paid to Rice Memorial Hospital Distribution for 2nd Quarter Grants	\$0.00	-\$11,000.00	\$0.00
<hr/>				
Expenses				
8/8/12	Paid to Petroland Services (1986) LTD Deductible Estate Expense	\$0.00	-\$904.37	\$0.00
8/14/12	Appraisal of Canada Minerals, Invoice 12336 Paid to Bremer Trust NA Tax Preparation Fee	\$0.00	-\$125.00	\$0.00
8/14/12	Tax Preparation Fee for 2012 Fiduciary Tax Return (Form 990 Pf) Paid to Bremer Trust NA Tax Preparation Fee	-\$125.00	\$0.00	\$0.00
<hr/>				
Fees				
7/23/12	Account Portfolio Fee Collected	-\$817.70	\$0.00	\$0.00

Total Charges: \$1,635.39 Fees up To: 6/30/12 from \$2,477,158.19 In Market Value Issue Maintenance Fee: \$41.67

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
7/23/12	Account Portfolio Fee Collected	\$0.00		
	Total Charges: \$1,635.39 Fees up To: 6/30/12 from \$2,477,158.19 In Market Value		-\$817.69	\$0.00
	Issue Maintenance Fee: \$41.67			
8/17/12	Account Portfolio Fee Collected	-\$825.72	\$0.00	\$0.00
	Total Charges: \$1,651.42 Fees up To: 7/31/12 from \$2,515,442.68 In Market Value			
	Issue Maintenance Fee: \$41.67			
8/17/12	Account Portfolio Fee Collected	\$0.00	-\$825.70	\$0.00
	Total Charges: \$1,651.42 Fees up To: 7/31/12 from \$2,515,442.68 In Market Value			
	Issue Maintenance Fee: \$41.67			
9/19/12	Account Portfolio Fee Collected	-\$836.96	\$0.00	\$0.00
	Total Charges: \$1,673.90 Fees up To: 8/31/12 from \$2,563,993.70 In Market Value			
	Issue Maintenance Fee: \$41.67			
9/19/12	Account Portfolio Fee Collected	\$0.00	-\$836.94	\$0.00
	Total Charges: \$1,673.90 Fees up To: 8/31/12 from \$2,563,993.70 In Market Value			
	Issue Maintenance Fee: \$41.67			
Total Disbursements		-\$2,480.38	-\$2,480.33	
		-\$2,605.38	-\$14,509.70	
Taxable Interest				
7/2/12	University OK Revs 2.659% 7/01/15	\$0.00	\$332.38	\$0.00
7/2/12	Federated Gov Obl TX Mgd-1	\$0.00	\$0.33	\$0.00
	Dividend from 6/1/12 to 6/30/12			
7/2/12	SEI SIMT High Yield Bond CL A 59	\$0.00	\$267.53	\$0.00
	Dividend from 6/1/12 to 6/30/12			
7/9/12	SEI Sit Emerging Mkt Debt CL A 98	\$0.00	\$294.22	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
7/13/12	FHLMC MTN 2.375% 1/13/22	\$0.00	\$296.88	\$0.00
7/16/12	FHLMC Gd PL #C01676 6.000% 11/01/33	\$0.00	\$176.23	\$0.00
7/16/12	June FHLMC Due 7/15/12	\$0.00	\$184.32	\$0.00
7/16/12	FHLMC Gd PL #G02884 6.000% 4/01/37	\$0.00	\$139.64	\$0.00
7/16/12	June FHLMC Due 7/15/12	\$0.00	\$49.80	\$0.00
7/16/12	FHLMC Gd PL #C03478 4.500% 6/01/40	\$0.00	\$556.25	\$0.00
7/16/12	June FHLMC Due 7/15/12	\$0.00	\$116.23	\$0.00
7/16/12	GNMA PL #553351 4.500% 7/15/33	\$0.00	\$30.05	\$0.00
7/16/12	June GNMA Due 7/15/12	\$0.00	\$101.86	\$0.00
7/23/12	Charles Schwab Corp 4.450% 7/22/20	\$0.00	\$1,618.75	\$0.00
7/25/12	FNMA PL #357883 5.000% 5/01/35	\$0.00	\$906.25	\$0.00
7/25/12	June FNMA Due 7/25/12	\$0.00	\$0.26	\$0.00
7/25/12	FNMA PL #765251 4.000% 3/01/19	\$0.00	\$250.40	\$0.00
7/25/12	June FNMA Due 7/25/12	\$0.00	\$48.50	\$0.00
7/25/12	FNMA PL #829079 4.000% 9/01/20	\$0.00	\$171.52	\$0.00
7/25/12	June FNMA Due 7/25/12	\$0.00	\$181.13	\$0.00
7/31/12	U.S. Treasury Notes 4.625% 7/31/12	\$0.00	\$134.58	\$0.00
8/1/12	Washington Post 7.250% 2/01/19	\$0.00	\$1,406.25	\$0.00
8/1/12	Federated Gov Obl TX Mgd-1	\$0.00	\$343.75	\$0.00
8/1/12	Dividend from 7/1/12 to 7/31/12	\$0.00		
8/1/12	SEI SIMT High Yield Bond CL A 59	\$0.00		
8/1/12	Dividend from 7/1/12 to 7/31/12	\$0.00		
8/15/12	GNMA PL #553351 4.500% 7/15/33	\$0.00	\$48.50	\$0.00
8/15/12	July GNMA Due 8/15/12	\$0.00	\$171.52	\$0.00
8/15/12	FHLMC Gd PL #C01676 6.000% 11/01/33	\$0.00	\$181.13	\$0.00
8/15/12	July FHLMC Due 8/15/12	\$0.00	\$134.58	\$0.00
8/15/12	FHLMC Gd PL #G02884 6.000% 4/01/37	\$0.00	\$1,406.25	\$0.00
8/15/12	July FHLMC Due 8/15/12	\$0.00	\$343.75	\$0.00
8/15/12	FHLMC Gd PL #C03478 4.500% 6/01/40	\$0.00		
8/15/12	July FHLMC Due 8/15/12	\$0.00		
8/15/12	Assurant Inc 5.625% 2/15/14	\$0.00		
8/15/12	U.S. Treasury Notes 2.750% 2/15/19	\$0.00		

Transaction Detail (continued)
Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
8/22/12	CISCO Systems Inc 5.500% 2/22/16	\$0.00	\$1,375.00	\$0.00
8/27/12	FNMA PL #357883 5.000% 5/01/35	\$0.00	\$114.10	\$0.00
	July FNMA Due 8/25/12			
8/27/12	FNMA PL #765251 4.000% 3/01/19	\$0.00	\$29.47	\$0.00
	July FNMA Due 8/25/12			
8/27/12	FNMA PL #829079 4.000% 9/01/20	\$0.00	\$96.33	\$0.00
	July FNMA Due 8/25/12			
8/31/12	U.S. Treasury Notes 1.250% 8/31/15	\$0.00	\$281.25	\$0.00
9/4/12	SEI SIMT High Yield Bond CL A 59	\$0.00	\$249.48	\$0.00
	Dividend from 8/1/12 to 8/31/12			
9/5/12	Federated Gov Obl TX Mgd-I	\$0.00	\$0.49	\$0.00
	Dividend from 8/1/12 to 8/31/12			
9/12/12	FHLB 3.250% 9/12/14	\$0.00	\$812.50	\$0.00
9/17/12	GNMA PL #553351 4.500% 7/15/33	\$0.00	\$48.36	\$0.00
	August GNMA Due 9/15/12			
9/17/12	FHLMC Gd PL #C01676 6.000% 11/01/33	\$0.00	\$167.53	\$0.00
	August FHLMC Due 9/15/12			
9/17/12	FHLMC Gd PL #G02884 6.000% 4/01/37	\$0.00	\$176.66	\$0.00
	August FHLMC Due 9/15/12			
9/17/12	FHLMC Gd PL #C03478 4.500% 6/01/40	\$0.00	\$129.17	\$0.00
	August FHLMC Due 9/15/12			
9/17/12	Symantec Corp 4.200% 9/15/20	\$0.00	\$525.00	\$0.00
9/25/12	FNMA PL #357883 5.000% 5/01/35	\$0.00	\$111.02	\$0.00
	August FNMA Due 9/25/12			
9/25/12	FNMA PL #765251 4.000% 3/01/19	\$0.00	\$27.56	\$0.00
	August FNMA Due 9/25/12			
9/25/12	FNMA PL #829079 4.000% 9/01/20	\$0.00	\$93.40	\$0.00
	August FNMA Due 9/25/12			
		\$0.00	\$11,844.43	
	Dividends			
7/13/12	Schlumberger LTD	\$0.00	\$88.83	\$0.00

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
7/16/12	State Street Corp	\$0.00	\$129.60	\$0.00
7/16/12	Thermo Fisher Scientific Inc	\$0.00	\$27.17	\$0.00
7/18/12	Quest Diagnostics Inc	\$0.00	\$44.37	\$0.00
7/25/12	Cisco Systems Inc	\$0.00	\$89.44	\$0.00
7/25/12	Comcast Corp-CL A	\$0.00	\$132.11	\$0.00
7/27/12	Sysco Corp	\$0.00	\$118.80	\$0.00
7/31/12	St Jude Medical Inc	\$0.00	\$60.26	\$0.00
7/31/12	Federated Strategic Val Div Is	\$0.00	\$341.74	\$0.00
8/1/12	Deere & Co	\$0.00	\$102.12	\$0.00
8/1/12	Vodafone Group Spous ADR	\$0.00	\$678.70	\$0.00
8/3/12	CVS Caremark Corp	\$0.00	\$57.85	\$0.00
8/13/12	Air Products & Chemicals Inc	\$0.00	\$145.28	\$0.00
8/15/12	Abbott Labs	\$0.00	\$119.85	\$0.00
8/15/12	Colgate Palmolive Co	\$0.00	\$81.84	\$0.00
8/15/12	Procter & Gamble Co	\$0.00	\$114.09	\$0.00
8/16/12	Apple Inc	\$0.00	\$124.55	\$0.00
8/16/12	The Mosaic Company	\$0.00	\$94.75	\$0.00
8/29/12	Hudson City Bancorp Inc	\$0.00	\$246.72	\$0.00
8/31/12	Federated Strategic Val Div Is	\$0.00	\$458.13	\$0.00
9/10/12	Emerson Elec Co	\$0.00	\$163.60	\$0.00
9/10/12	Exxonmobil Corp	\$0.00	\$138.51	\$0.00
9/10/12	Target Corp	\$0.00	\$129.24	\$0.00
9/11/12	Assurant Inc	\$0.00	\$72.45	\$0.00
9/11/12	Johnson & Johnson	\$0.00	\$124.44	\$0.00
9/12/12	3M Co	\$0.00	\$125.08	\$0.00
9/13/12	Microsoft Corp	\$0.00	\$100.20	\$0.00
9/17/12	Dover Corp	\$0.00	\$75.60	\$0.00
9/17/12	Broadcom Corp	\$0.00	\$39.00	\$0.00
9/17/12	ITC Holdings Corp	\$0.00	\$69.84	\$0.00
9/26/12	Qualcomm Inc	\$0.00	\$62.50	\$0.00
9/27/12	T Rowe Price Group Inc	\$0.00	\$120.70	\$0.00
9/28/12	Pepsico Inc	\$0.00	\$160.71	\$0.00

Transaction Detail (continued)
Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
9/28/12	Federated Strategic Val Div Is	\$0.00	\$401.17	\$0.00
		\$0.00	\$5,039.24	
	Other Income			
7/16/12	Other Income	\$500.07	\$0.00	\$0.00
	Enron Victim Trust Distribution of Net Class Settlement Fund for Securities Litigation			
		\$500.07	\$0.00	
	Total Income	\$500.07	\$16,883.67	
	Security Purchases			
8/10/12	Purchased 100,000 Par Value of U.S. Treasury Strips Z-Cpn 2/15/17 Trade Date 8/9/12	-\$96,847.00	\$0.00	\$96,847.00
	100,000 Par Value At 96.847 %			
	Total Security Purchases	-\$96,847.00	\$0.00	
	Security Sales/Maturities			
7/16/12	Paid Down 941.12 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of June Due 7/15/12	\$941.12	\$0.00	-\$937.59
	June FHLMC Due 7/15/12			
7/16/12	Paid Down 637.48 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of June Due 7/15/12	\$637.48	\$0.00	-\$648.04
	June FHLMC Due 7/15/12			

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
7/16/12	Paid Down 1,350.66 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of June Due 7/15/12	\$1,350.66	\$0.00	-\$1,421.57
7/16/12	June FHLMC Due 7/15/12			
7/16/12	Paid Down 346.94 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of June Due 7/15/12	\$346.94	\$0.00	-\$343.47
7/25/12	June GNMA Due 7/15/12			
7/25/12	Paid Down 511.05 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of June Due 7/25/12	\$511.05	\$0.00	-\$493.64
7/25/12	June FNMA Due 7/25/12			
7/25/12	Paid Down 175.9 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of June Due 7/25/12	\$175.90	\$0.00	-\$176.22
7/25/12	June FNMA Due 7/25/12			
7/25/12	Paid Down 1,658.18 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of June Due 7/25/12	\$1,658.18	\$0.00	-\$1,745.23
7/31/12	June FNMA Due 7/25/12			
7/31/12	Matured 70,000 Par Value of U.S. Treasury Notes 4.625% 7/31/12 Trade Date 7/31/12	\$70,000.00	\$0.00	-\$70,781.29
8/15/12	70,000 Par Value At 100 %			
8/15/12	Paid Down 38.27 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of July Due 8/15/12	\$38.27	\$0.00	-\$37.89
8/15/12	July GNMA Due 8/15/12			
8/15/12	Paid Down 798.09 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of July Due 8/15/12	\$798.09	\$0.00	-\$795.10
8/15/12	July FHLMC Due 8/15/12			

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
8/15/12	Paid Down 895.79 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of July Due 8/15/12	\$895.79	\$0.00	-\$910.63
8/15/12	July FHLMC Due 8/15/12 Paid Down 1,442.25 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of July Due 8/15/12	\$1,442.25	\$0.00	-\$1,517.97
8/27/12	July FHLMC Due 8/15/12 Paid Down 739.25 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of July Due 8/25/12	\$739.25	\$0.00	-\$714.07
8/27/12	July FNMA Due 8/25/12 Paid Down 571.06 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of July Due 8/25/12	\$571.06	\$0.00	-\$572.11
8/27/12	July FNMA Due 8/25/12 Paid Down 880.54 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of July Due 8/25/12	\$880.54	\$0.00	-\$926.77
9/17/12	July FNMA Due 8/25/12 Paid Down 305.68 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of August Due 9/15/12	\$305.68	\$0.00	-\$302.62
9/17/12	August GNMA Due 9/15/12 Paid Down 454.16 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of August Due 9/15/12	\$454.16	\$0.00	-\$452.46
	August FHLMC Due 9/15/12			

Transaction Detail (continued)

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
9/17/12	Paid Down 1,000.53 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of August Due 9/15/12	\$1,000.53	\$0.00	-\$1,017.10
9/17/12	August FHLMC Due 9/15/12 Paid Down 1,393.63 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of August Due 9/15/12	\$1,393.63	\$0.00	-\$1,466.80
9/25/12	August FHLMC Due 9/15/12 Paid Down 1,236.27 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of August Due 9/25/12	\$1,236.27	\$0.00	-\$1,194.16
9/25/12	August FNMA Due 9/25/12 Paid Down 720.68 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of August Due 9/25/12	\$720.68	\$0.00	-\$722.01
9/25/12	August FNMA Due 9/25/12 Paid Down 1,154.58 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of August Due 9/25/12	\$1,154.58	\$0.00	-\$1,215.20
Total Security Sales/Maturities		\$87,252.11	\$0.00	

Money Market Purchases/Sales

Combined Purchases for the Period 7/1/12 - 9/30/12 of Federated Gov Obl TX Mgd-I

\$104,286.14

-\$104,286.14

\$0.00

Transaction Detail (continued)
Statement of Value and Activity

July 1, 2012 - September 30, 2012

Date	Transaction Description	Principal Cash	Income Cash	Tax Cost
	Combined Sales for the Period 7/1/12 - 9/30/12 of Federated Gov Obl TX Mgd-I	\$113,405.83	\$0.00	-\$113,405.83
Total Money Market Purchases/Sales		\$9,119.69	\$0.00	
9/30/12 Ending Balance		-\$12,689.17	\$13,090.34	

Pending Trades

Statement of Value and Activity

July 1, 2012 - September 30, 2012

Pending Purchases

Shares or Par Value	Asset Description	Trade Date	Settlement Date	Unit Price	Settlement Amount
149	Nike Inc-Class B	9/26/12	10/1/12	\$96.00	-\$14,310.24
Total Pending Purchases					-\$14,310.24

Pending Sales

Shares or Par Value	Asset Description	Trade Date	Settlement Date	Unit Price	Settlement Amount
204	Johnson & Johnson	9/26/12	10/1/12	\$69.00	\$14,064.52
Total Pending Sales					\$14,064.52

Messages and Notices Section

Statement of Value and Activity

July 1, 2012 - September 30, 2012

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.

WILLMAR MUNICIPAL UTILITIES
FINANCIAL STATEMENTS SUMMARY
THRU THIRD QUARTER ENDING SEPTEMBER 30

	2012	2011	INCREASE (DECREASE)	% INCREASE (DECREASE)
CONSUMPTION				
ELECTRIC	KWH	KWH	KWH	
RESIDENTIAL	52,501,924	54,856,722	(2,354,798)	-4.29%
COMMERCIAL/INDUSTRIAL	157,888,386	159,876,138	(1,987,752)	-1.24%
TOTAL	210,390,310	214,732,860	(4,342,550)	-2.02%
WATER (CU.FT.)	125,021,000	118,595,300	6,425,700	5.42%
HEATING (KWH)	16,821,257	21,381,910	(4,560,653)	-21.33%
COMBINED				
REVENUES	\$22,978,402	\$21,054,797	\$1,923,605	9.14%
EXPENSES	\$18,479,170	\$18,622,429	(\$143,259)	-0.77%
OPERATING INCOME	\$4,499,232	\$2,432,368	\$2,066,864	84.97%
RETAINED EARNINGS	\$3,035,995	\$942,703	\$2,093,292	222.05%
ELECTRIC DIVISION				
REVENUES	\$20,741,769	\$18,889,395	\$1,852,374	9.81%
EXPENSES	\$16,618,629	\$16,754,763	(\$136,134)	-0.81%
OPERATING INCOME	\$4,123,140	\$2,134,632	\$1,988,508	93.15%
RETAINED EARNINGS	\$2,788,124	\$781,178	\$2,006,946	256.91%
WATER DIVISION				
REVENUES	\$1,663,047	\$1,424,307	\$238,740	16.76%
EXPENSES	\$1,326,908	\$1,244,970	\$81,938	6.58%
OPERATING INCOME	\$336,139	\$179,337	\$156,802	87.43%
RETAINED EARNINGS	\$234,666	\$83,380	\$151,286	181.44%
HEATING DIVISION				
REVENUES	\$573,586	\$741,095	(\$167,509)	-22.60%
EXPENSES	\$533,633	\$622,696	(\$89,063)	-14.30%
OPERATING INCOME	\$39,953	\$118,399	(\$78,446)	-66.26%
RETAINED EARNINGS	\$13,205	\$78,145	(\$64,940)	-83.10%

WILLMAR MUNICIPAL UTILITIES
BALANCE SHEET

SEPTEMBER 30, 2012 AND 2011

ASSETS

	2012	2011
UTILITY PLANT:		
ELECTRIC	\$ 59,814,122	\$ 59,041,584
WATER	9,905,911	9,764,017
HEATING	7,355,708	7,359,952
	<u>77,085,741</u>	<u>76,165,563</u>
LESS ACCUMULATED DEPRECIATION	48,725,872	46,591,005
	<u>28,359,869</u>	<u>29,574,558</u>
WORK IN PROGRESS	2,489,003	1,092,260
NET UTILITY PLANT	<u>30,847,872</u>	<u>30,666,818</u>
RESTRICTED FUNDS AND ACCOUNTS:		
PARITY REVENUE BOND SINKING FUND	318,743	313,791
BOND AND INTEREST RESERVE ACCOUNT	887,481	887,481
CATASTROPHIC RESERVE FUND	2,000,000	2,000,000
CONSUMER DEPOSIT FUND	180,000	130,000
UTILITIES IMPROVEMENT & REPLACEMENT FUND	1,700,000	1,700,000
GENERATION CONSTRUCTION FUND	4,000,000	4,000,000
TRANSMISSION CONSTRUCTION FUND	2,000,000	2,000,000
TOTAL RESTRICTED FUNDS AND ACCOUNTS	<u>11,031,272</u>	<u>11,031,272</u>

CURRENT ASSETS:

CASH	2,430,823	860,101
UTILITIES OPERATING RESERVE	6,124,144	5,542,238
ACCOUNTS RECEIVABLE-NET OF ALLOWANCE FOR DOUBTFUL ACCOUNTS	2,983,392	3,298,890
INVENTORIES	1,117,080	658,655
PREPAID EXPENSES	895,404	912,489
TOTAL CURRENT ASSETS	<u>13,550,833</u>	<u>11,260,383</u>
OTHER ASSETS:		
DEFERRED CHARGES	86,491	86,480
INVESTMENT IN ALLIED POWER, LLC	0	258
TOTAL OTHER ASSETS	<u>86,491</u>	<u>86,738</u>
TOTAL ASSETS	<u>\$ 55,571,420</u>	<u>\$ 59,055,211</u>

LIABILITIES AND FUND EQUITY

FUND EQUITY:		
FUND EQUITY - BEGINNING OF YEAR	\$ 40,735,146	\$ 38,975,560
ADD CURRENT RETAINED EARNINGS	3,035,955	942,703
TOTAL FUND EQUITY	<u>43,771,141</u>	<u>40,918,263</u>
LONG-TERM DEBT, LESS CURRENT PORTION:		
UTILITIES REVENUE BONDS OF 2003 - 7/09/2025	7,295,000	7,715,000
GO WATER REVENUE BONDS OF 2005-06/01/2016	440,000	575,000
OTHER LONG-TERM DEBT	1,116,399	1,286,358
TOTAL LONG-TERM DEBT	<u>8,851,399</u>	<u>9,576,358</u>

CURRENT LIABILITIES:

CURRENT PORTION-LONG-TERM DEBT	555,000	535,000
ACCOUNTS PAYABLE	1,366,884	1,144,084
PAYABLE TO CITY OF WILLMAR	546,762	449,753
CONSUMER DEPOSITS	244,998	198,786
ACCRUED EXPENSES:		
INTEREST	88,871	90,868
PAYROLL TAXES	149,385	142,279
TOTAL CURRENT LIABILITIES	<u>2,846,980</u>	<u>2,660,570</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 55,571,420</u>	<u>\$ 59,055,211</u>

WILLMAR MUNICIPAL UTILITIES
COMBINING STATEMENT OF OPERATIONS
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

Q U A R T E R E N D E D S E P T E M B E R 3 0

	ELECTRIC DIVISION	WATER DIVISION	HEATING DIVISION	2012		2011	INCREASE (DECREASE)
				TOTAL	TOTAL		
	8,162,669	696,993	68,640	8,908,082	8,158,957	749,125	
	58,289	10,630	1,404	70,283	58,640	11,643	
	3,494	11,758		17,190	20,073	(2,883)	
	8,216,252	719,269	69,844	9,095,475	8,235,070	760,405	
	710,102	58,580	27,659	796,351	846,079	(149,528)	
	58,991	20,980		77,971	160,863	(82,892)	
	3,876,088	33,089		3,709,185	3,489,129	240,058	
	105,888			105,888	135,430	(29,532)	
	199,808	44,419	19,625	203,852	194,414	9,438	
	113,993	34,698	5,414	154,095	92,730	61,365	
	58,242	39,899	1,895	100,136	95,811	4,325	
	69,793			69,793	51,021	18,772	
	695,617	129,031	34,408	859,056	736,037	123,019	
	422,291	99,987	60,132	576,110	568,909	7,201	
	6,048,911	454,403	149,433	6,652,747	6,450,523	202,224	
	2,187,351	264,866	(69,489)	2,342,728	1,784,547	558,181	
	58,957	6,947	4,793	68,597	69,802	(1,205)	
	18,576	(5,834)		18,576	10,105	8,471	
	(97,698)	(453)		(98,332)	(98,823)	491	
	(954)			(1,487)	(1,935)	528	
	(13,119)	760	4,793	(7,566)	(20,851)	13,285	
	2,154,232	265,626	(94,686)	2,335,182	1,763,896	571,466	
	437,332	39,376	3,998	479,708	472,928	6,790	
	1,719,900	227,260	(88,694)	1,855,466	1,280,770	584,696	
	21.00%	32.00%	-148.00%	21.00%	15.00%		

	Y E A R T O D A T E				INCREASE (DECREASE)	
	ELECTRIC DIVISION	WATER DIVISION	HEATING DIVISION	TOTAL		
	20,555,794	1,618,427	670,174	22,744,395	20,623,831	1,920,564
	141,364	25,567	3,412	170,353	147,974	22,379
	44,621	19,033		63,654	62,992	(19,339)
	20,741,769	1,683,047	673,586	22,978,402	21,054,797	1,923,605
	1,950,360	186,237	195,071	2,341,668	2,721,678	(380,020)
	544,321	83,262		627,583	590,764	36,819
	9,627,942	82,101		9,710,043	9,715,578	3,667
	260,370			260,370	268,391	(8,021)
	407,577	102,500	46,367	556,444	573,040	(16,596)
	277,824	83,376	9,123	370,323	326,418	43,907
	104,402	126,905	6,345	317,652	303,370	14,282
	151,871			151,871	189,625	(17,754)
	1,957,413	982,484	96,662	2,416,559	2,236,568	179,991
	1,257,159	280,043	180,065	1,717,267	1,718,971	266
	16,618,629	1,328,908	533,633	18,479,170	16,622,429	(143,259)
	4,123,140	336,139	39,953	4,499,232	2,432,388	2,066,864
	185,408	22,323	15,626	223,357	213,248	10,109
	38,718	(16,803)		36,718	18,146	18,572
	(263,071)	(1,369)		(278,873)	(268,478)	(10,395)
	(2,882)			(4,221)	(6,009)	1,584
	(43,807)	4,082	15,626	(24,119)	(70,887)	46,768
	4,079,333	340,201	56,579	4,475,113	2,361,481	2,113,632
	1,291,209	165,595	42,374	1,499,118	1,413,778	20,940
	2,788,124	234,689	13,205	3,035,995	942,709	2,093,292
	13.00%	14.00%	2.00%	13.00%	4.00%	

OPERATING REVENUES:
UTILITY REVENUES
PENALTIES
OTHER
TOTAL OPERATING REVENUES

OPERATING EXPENSES:
PRODUCTION:
OPERATIONS
MAINTENANCE
PURCHASED POWER
TRANSMISSION
DISTRIBUTION:
OPERATIONS
MAINTENANCE
CUSTOMER ACCOUNTS
ENERGY SERVICES
ADMINISTRATIVE AND GENERAL
DEPRECIATION
TOTAL OPERATING EXPENSES

OPERATING INCOME
OTHER INCOME (EXPENSES)
INTEREST INCOME
MERCHANDISE AND CONTRACT
WORK NET
INTEREST EXPENSE
AMORTIZATION EXPENSE
TOTAL OTHER EXPENSES, NET
INCOME (LOSS)
DEDUCT INTERGOVERNMENTAL
TRANSFER
NET INCOME (LOSS)

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF COMPARISON IN CONSUMPTIONS
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

	QUARTER ENDED SEP 30		INCREASE (DECREASE)
	2012	2011	
ELECTRIC (KWH)			
RESIDENTIAL	20,743,823	20,291,888	451,935
COMMERCIAL AND INDUSTRIAL	58,132,406	58,118,079	14,327
TOTAL	78,876,229	78,409,967	466,262
WATER (CU. FT.)			
RESIDENTIAL AND COMMERCIAL	52,772,600	45,038,100	7,734,500
HOT WATER (KWH)			
RESIDENTIAL AND COMMERCIAL	2,128,146	2,502,923	(374,777)
YEAR TO DATE			
	2012	2011	INCREASE (DECREASE)
ELECTRIC (KWH)			
RESIDENTIAL	52,501,924	54,868,722	(2,364,798)
COMMERCIAL AND INDUSTRIAL	157,888,386	159,876,138	(1,987,752)
TOTAL	210,390,310	214,732,860	(4,342,550)
WATER (CU. FT.)			
RESIDENTIAL AND COMMERCIAL	125,021,000	118,595,300	6,425,700
HOT WATER (KWH)			
RESIDENTIAL AND COMMERCIAL	16,821,257	21,381,910	(4,560,653)

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF OPERATIONS
ELECTRIC DIVISION
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30	2012	2011	INCREASE (DECREASE)
OPERATING REVENUES:			
UTILITY REVENUES			
RESIDENTIAL	5,890,150	5,466,509	423,641
COMMERCIAL AND INDUSTRIAL	14,665,644	13,254,002	1,411,642
TOTAL UTILITY REVENUES	20,555,794	18,720,511	1,835,283
OTHER OPERATING REVENUES			
PENALTIES	141,354	122,764	18,590
MISCELLANEOUS SERVICE REVENUE	44,621	46,120	(1,499)
TOTAL OPERATING REVENUES	20,741,769	18,889,395	1,852,374
OPERATING EXPENSES:			
PRODUCTION - OPERATION	1,950,350	2,249,667	(299,317)
PRODUCTION - MAINTENANCE	544,321	539,916	4,705
PURCHASED POWER	9,627,342	9,626,909	433
TRANSMISSION	260,370	268,391	(8,021)
DISTRIBUTION - OPERATION	407,577	420,410	(12,833)
DISTRIBUTION - MAINTENANCE	277,824	236,803	41,021
CUSTOMER ACCOUNTS EXPENSES	184,402	175,953	8,449
ENERGY SERVICES	151,871	169,625	(17,754)
ADMINISTRATIVE AND GENERAL	1,957,413	1,811,757	145,656
DEPRECIATION	1,257,159	1,255,632	1,527
TOTAL OPERATING EXPENSES	16,618,629	16,754,763	(136,134)
OPERATING INCOME	4,123,140	2,134,632	1,988,508
OTHER INCOME (EXPENSE)			
INTEREST INCOME	165,408	176,996	8,412
MERCHANDISE AND CONTRACT WORK, NET	36,718	18,146	18,572
INTEREST EXPENSE	(263,071)	(274,066)	10,995
AMORTIZATION EXPENSE	(2,862)	(3,942)	1,080
OTHER INCOME (EXPENSES), NET	(43,807)	(62,866)	39,059
INCOME (LOSS)	4,079,333	2,051,766	2,027,567
DEDUCT INTERGOVERNMENTAL TRANSFER	1,291,209	1,270,588	20,621
NET INCOME (LOSS)	2,788,124	781,178	2,006,946
PERCENT OF TOTAL REVENUE	13.00%	4.00%	

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF OPERATING EXPENSES
ELECTRIC DIVISION
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30		INCREASE	
2012	2011	2012	2011
		(DECREASE)	
8,743	9,298	31,251	28,668
498,949	623,354	1,348,067	1,685,128
125,177	108,245	349,887	297,353
8,170	5,048	25,693	61,578
(61,276)	(43,511)	(230,966)	(267,807)
89,516	116,295	321,491	328,645
31,123	47,186	104,627	116,104
100	0	100	100
710,102	865,915	1,950,350	2,249,667
		(299,317)	

PRODUCTION:

OPERATIONS:

SUPERVISION AND ENGINEERING
FUEL
STEAM EXPENSE
WIND TURBINES
STEAM TRANSFERRED
ELECTRIC EXPENSE
OTHER
RENTS

TOTAL

MAINTENANCE:

SUPERVISION AND ENGINEERING
STRUCTURES
BOILER PLANT
ELECTRIC PLANT
WIND TURBINE

TOTAL

DISTRIBUTION:

OPERATION:

SUPERVISION AND ENGINEERING
STATION EXPENSE
OVERHEAD LINE
UNDERGROUND LINE
METER EXPENSE
OTHER

TOTAL

MAINTENANCE:

SUPERVISION AND ENGINEERING
STATION EQUIPMENT EXPENSE
OVERHEAD LINE
UNDERGROUND LINE
TRANSFORMERS
STREET LIGHTS
METERS

TOTAL

INCREASE
(DECREASE)

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF OPERATIONS
WATER DIVISION
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30	2012	2011	INCREASE (DECREASE)
OPERATING REVENUES:			
UTILITY REVENUES			
RESIDENTIAL AND COMMERCIAL	1,618,427	1,380,356	238,071
PENALTIES	25,587	22,244	3,343
MISCELLANEOUS SERVICE REVENUE	19,033	21,707	(2,674)
TOTAL OPERATING REVENUES	1,663,047	1,424,307	238,740
OPERATING EXPENSES:			
PRODUCTION - OPERATION	196,237	202,259	(6,022)
PRODUCTION - MAINTENANCE	83,262	51,178	32,084
PURCHASED POWER	92,101	88,667	3,434
DISTRIBUTION - OPERATION	102,500	99,072	3,428
DISTRIBUTION - MAINTENANCE	83,376	65,700	17,676
CUSTOMER ACCOUNTS EXPENSES	126,905	121,349	5,556
ADMINISTRATIVE AND GENERAL	362,484	335,378	27,106
DEPRECIATION	280,043	281,367	(1,324)
TOTAL OPERATING EXPENSES	1,326,908	1,244,970	81,938
OPERATING INCOME	336,139	179,337	156,802
OTHER INCOME (EXPENSE)			
INTEREST INCOME	22,323	21,325	998
MERCHANDISE AND CONTRACT WORK, NET	0	0	0
INTEREST EXPENSE	(16,902)	(22,410)	5,508
AMORTIZATION EXPENSE	(1,359)	(1,863)	504
OTHER INCOME (EXPENSES), NET	4,062	(2,948)	7,010
INCOME (LOSS) DEDUCT INTERGOVERNMENTAL TRANSFER	340,201	176,389	163,812
NET INCOME (LOSS)	105,535	93,009	12,526
	234,666	83,380	151,286
PERCENT OF TOTAL REVENUE	14.00%	6.00%	

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF OPERATING EXPENSES
WATER DIVISION
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30	2012	2011	INCREASE (DECREASE)
PRODUCTION:			
OPERATION:			
SUPERVISION AND ENGINEERING	6,680	7,887	(1,207)
STATION EXPENSE	27,437	30,380	(2,943)
OTHER	24,473	26,563	(2,090)
TOTAL	58,590	64,830	(6,240)
MAINTENANCE:			
STRUCTURES			
WELLS, PUMPS AND EQUIPMENT	11,368	257	11,111
	9,612	7,081	2,531
TOTAL	20,980	7,338	13,642
DISTRIBUTION:			
OPERATION:			
SUPERVISION AND ENGINEERING	6,251	6,190	61
UNDERGROUND MAINS	25,451	20,047	5,404
METER EXPENSE	6,651	5,187	1,464
CUSTOMER INSTALLATION EXPENSE	5,763	7,690	(1,927)
OTHER	303	851	(548)
TOTAL	44,419	39,965	4,454
MAINTENANCE:			
STRUCTURES			
UNDERGROUND MAINS	11,410	193	11,217
SERVICES	14,234	10,260	3,974
METERS	19,387	1,711	17,676
OTHER	(8,665)	2,124	(10,789)
	(1,668)	0	(1,668)
TOTAL	34,698	14,288	20,410
INCREASE (DECREASE)			
	2012	2011	(DECREASE)
	35,337	37,871	(2,534)
	93,484	105,045	(11,561)
	67,416	59,343	8,073
TOTAL	196,237	202,259	(6,022)
MAINTENANCE:			
STRUCTURES			
WELLS, PUMPS AND EQUIPMENT	21,068	1,090	19,978
	62,194	50,088	12,106
TOTAL	83,262	51,178	32,084
DISTRIBUTION:			
OPERATION:			
SUPERVISION AND ENGINEERING	19,643	19,078	565
UNDERGROUND MAINS	56,175	47,831	8,344
METER EXPENSE	17,234	16,542	692
CUSTOMER INSTALLATION EXPENSE	6,781	12,483	(5,702)
OTHER	2,667	3,138	(471)
TOTAL	102,500	99,072	3,428
MAINTENANCE:			
STRUCTURES			
UNDERGROUND MAINS	14,051	2,551	11,500
SERVICES	46,667	41,342	5,325
METERS	20,039	11,302	8,737
OTHER	2,619	10,505	(7,886)
	0	0	0
TOTAL	83,376	65,700	17,676

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF OPERATIONS
HEATING DIVISION
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30	2012	2011	INCREASE (DECREASE)
OPERATING REVENUES:			
UTILITY REVENUES			
RESIDENTIAL & COMMERCIAL (STEAM)	570,174	722,964	(152,790)
PENALTIES	3,412	2,966	446
MISCELLANEOUS SERVICE REVENUE	15,165	15,165	(15,165)
TOTAL OPERATING REVENUES	573,586	741,095	(167,509)
OPERATING EXPENSES:			
PRODUCTION - OPERATION	195,071	269,752	(74,681)
DISTRIBUTION - OPERATION	46,367	53,658	(7,191)
DISTRIBUTION - MAINTENANCE	9,123	23,913	(14,790)
CUSTOMER ACCOUNTS EXPENSES	6,345	6,068	277
ADMINISTRATIVE AND GENERAL	96,662	89,433	7,229
DEPRECIATION	180,065	179,972	93
TOTAL OPERATING EXPENSES	533,633	622,696	(89,063)
OPERATING INCOME	39,953	118,399	(78,446)
OTHER INCOME (EXPENSE)			
INTEREST INCOME	15,626	14,927	699
MERCHANDISE AND CONTRACT WORK, NET	0	0	0
INTEREST EXPENSE	0	0	0
AMORTIZATION EXPENSE	0	0	0
OTHER INCOME (EXPENSES), NET	15,626	14,927	699
INCOME (LOSS)	55,579	133,326	(77,747)
DEDUCT INTERGOVERNMENTAL TRANSFER	42,374	55,181	(12,807)
NET INCOME (LOSS)	13,205	78,145	(64,940)
PERCENT OF TOTAL REVENUE	2.00%	11.00%	

WILLMAR MUNICIPAL UTILITIES
 STATEMENT OF OPERATING EXPENSES
 HEATING DIVISION
 FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30	2012	2011	INCREASE (DECREASE)
	8,335	8,254	81
	9,482	6,129	3,333
	86	250	(164)
	357	462	(105)
	1,385	3,783	(2,398)
	19,625	18,878	747
DISTRIBUTION:			
OPERATION:			
	25,625	25,488	137
	9,662	8,353	1,309
	443	3,307	(2,864)
	1,550	6,950	(5,400)
	9,087	9,460	(373)
	46,367	53,558	(7,191)
MAINTENANCE:			
	3,600	2,966	634
	2,448	7,859	(5,411)
	3,075	13,088	(10,013)
	9,123	23,913	(14,790)
	5,414	3,166	2,248
	3,514	1,433	2,081
	322	386	(64)
	1,578	1,347	231
	0	0	0
	5,414	3,166	2,248

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CONSOLIDATED EXPENSES
FOR THIRD QUARTER ENDED SEPTEMBER 30, 2012 AND 2011

QUARTER ENDED SEP 30	2012	2011	INCREASE (DECREASE)
CUSTOMER ACCOUNTS EXPENSE:			
SUPERVISION	6,869	5,542	1,327
METER READING	38,254	34,959	3,295
CUSTOMER RECORDS AND COLLECTION EXPENSE	51,457	54,125	(2,668)
UNCOLLECTIBLE ACCOUNTS	3,556	1,285	2,271
TOTAL CUSTOMER ACCOUNTS EXPENSE	100,136	95,911	4,225
ALLOCATION OF CUSTOMER ACCOUNTS EXPENSE:			
ELECTRIC	56,242	55,627	2,615
WATER	39,899	38,365	1,534
HEATING	1,995	1,919	76
TOTAL ALLOCATION OF CUSTOMER ACCOUNTS EXPENSE	100,136	95,911	4,225
ADMINISTRATIVE AND GENERAL EXPENSE:			
ADMINISTRATIVE AND GENERAL SALARY	117,813	133,363	(15,550)
OFFICE SUPPLIES AND EXPENSE	49,255	49,548	(293)
OUTSIDE SERVICES EMPLOYED	20,835	19,140	1,695
PROPERTY INSURANCE	231,564	82,229	149,335
INJURIES AND DAMAGES INSURANCE	23,097	23,097	0
EMPLOYEE'S PENSIONS AND BENEFITS	343,288	352,347	(9,059)
TRANSPORTATION EXPENSE	22,058	22,379	(321)
MAINTENANCE AND GENERAL PLANT	51,346	53,933	(2,587)
TOTAL ADMINISTRATIVE AND GENERAL EXPENSE	859,256	736,036	123,220
ALLOCATION OF ADMINISTRATIVE AND GENERAL EXPENSE:			
ELECTRIC	695,817	596,326	99,491
WATER	129,031	110,288	18,733
HEATING	34,408	29,412	4,996
TOTAL ALLOCATION OF ADMINISTRATIVE AND GENERAL EXPENSE	859,256	736,036	123,220
2012	2,416,559	2,236,568	179,991
2011	2,236,568	179,991	179,991
INCREASE (DECREASE)			179,991

Rice Memorial Hospital
Financial Statements
October 31, 2012

Executive Summary

October was a good month in terms of financial performance compared to budget and last year. Rice posted a profit of \$1.0 million from operations compared to budgeted operating income of \$62,000 and last year's operating income of \$593,000. Volumes and revenues were down slightly but the receipt of the Meaningful Use reimbursement of \$1.2 million contributed to the positive month. Expenses were up for the month by 3.5% which offset some of this. The Balance Sheet improved in October as Net Assets increased \$1.0 during the month. The overall net income was \$1.0 million as non-operating activity incurred a slight deficit.

October 31, 2012 Balance Sheet:

The October Balance Sheet showed an increase in net assets of \$1.8 million; a \$1.0 million increase from last month. Total Assets have increased \$438,000 while total liabilities have decreased \$1.3 million. The Total Asset increase was due to an increase in current assets of \$1.4 million; a decrease in assets whose use is limited of \$423,000; a decrease in net property, plant, and equipment of \$2.3 million; and an increase in other assets of \$1.7 million. The increase in current assets was due to increases in Cash from the Meaningful Use payment; a decrease in Trustee Bond Reserves; and an increase in Receivables. Assets whose use is limited decreased due to the refunding of the 2002 Bond Issue which resulted in decreased investments in the reserve funds but offset some by an increase in the Rice Trust Endowment. Net Property, Plant, and Equipment decreased due to depreciation expense greater than capital expenditures. Other Assets have increased due to increases in general investments and an increase in the investment in Willmar Medical Services. Cash & General Investments have increased \$2.1 million since December 31, 2011 with Days of Cash at 121 days.

October 2012 Results:

The overall net operating income was \$1.0 million compared to budgeted operating income of \$62,000 and last year's operating income of \$593,000. Patient Revenues were \$188,000 (1.1%) less than budget for the month and 1.8% less than last year. Hospital revenues were less than budget with inpatient revenues 0.8% less than budget and outpatient revenues 3.5% less than budget. Outpatient revenue variances were the result of decreased revenues in Surgery, Emergency Room, and Radiation Therapy. Revenues at the Care Center were up by 45.0% due to increased therapy services provided to the residents even though there was a slight decrease in the census. Home Medical revenues were 7.2% less than budget due to lower sales and rentals.

Consolidated deductions from revenue were \$313,000 (3.6%) less than budget due to a slightly improved payer mix. Included in this variance was a decrease in Uncompensated Care which was 19.9% less than budget and 11.8% less than last year. When netted against Total Patient Revenues it yielded a positive Net Patient Revenue variance of

\$124,000 (1.4%). The Hospital reimbursement ratio for the month was 48.39% compared to the budget of 47.03%; a positive variance of \$211,000.

Other operating revenues were \$1.0 million (67.4%) greater than budget due to the Meaningful Use payment. However, this was somewhat offset by the lower than projected Willmar Medical Services (WMS) profitability. WMS patient activity at Rice was less than budget by \$104,000 (5.3%) due to decreased Medical Oncology and Radiation Therapy revenues. Total operating revenues were \$9.5 million or \$1.2 million (15.1%) greater than budget and \$1.1 million (13.5%) greater than last year.

Net Expenses were \$8.5 million which was \$289,000 (3.5%) greater than budget. Expenses were mixed for the month with Salaries \$68,000 (1.8%) greater than budget due to increased inpatient volumes and increased FTE's across many departments. Contract Labor was \$158,000 greater than budget due to contracted Emergency Room physicians, which should decrease later in the year with the recent successful recruitment efforts. Benefits were \$21,000 (1.8%) greater than budget due to higher salaries, health insurance costs, and PERA. Supplies were \$19,000 (1.9%) less than budget due lower activity in Home Medical. Drugs were \$265,000 (45.9%) less than budget due lower Medical Oncology activity purchased through Rice. Purchased Services were \$17,000 (3.0%) greater due to higher costs in Lab, Pharmacy, and Patient Accounting. The Pharmacy variance relates to a contract with CentraCare to provider after-hours pharmacy verification which occurred during 2012 and was budgeted for in 2013. Repairs were \$43,000 (14.4%) lower due to numerous positive variances in departments; Utilities were \$10,000 (7.5%) less than budget while Insurance was at budget. Patient Related Travel was \$4,100 (11.6%) greater than budget due to Hospice and Imaging costs while Education, Travel, and Dues were \$1,300 (1.7%) greater than budget. Other was at budget; Depreciation was \$52,000 (8.8%) greater than budget while Interest was \$59,000 (29.3%) less than budget due to the refunding of the 2002 bonds. Bad Debts were \$40,000 (26.7%) greater than budget while Taxes and Surcharge were \$1,900 (1.0%) less than budget. Total Bad Debts and Uncompensated Care was \$322,000 compared to the budget of \$315,000.

Non-operating income was \$93,000 less than budget due to lower investment earnings and unrealized losses. Rice will continue to analyze its investments to determine if any additional securities should be sold to capture realized gains.

The Hospital posted operating income of \$1.0 million compared to budgeted operating income of \$26,000 and last year's operating income of \$494,000. Care Center activity generated operating income of \$45,000 compared to expected operating income of \$36,000 and last year's operating income of \$8,400. Increased therapy services contributed to the positive income variance. Home Medical activity posted an operating loss of \$46,000 compared to a budgeted operating loss of \$1,500 and last year's operating income of \$90,000.

October YTD 2012 Results:

The consolidated net operating income was \$633,000 compared to budgeted operating income of \$1.5 million and last year's operating income of \$3.7 million. Patient revenues were \$7.8 million (4.5%) less than budget and 3.1% less than last year. Hospital revenues were less than budget with inpatient revenues 8.9% less than budget and outpatient revenues 2.9% less than budget. Inpatient revenues were driven by lower

surgical volumes while Outpatient revenues were the result of flat volumes in many departments and lower Surgery, Emergency Room, and Radiation Therapy revenue. Care Center revenues were \$1.2 million (20.2%) greater than budget while Home Medical revenues were \$1.1 million (12.1%) less than budget due to lower sales and rental activity.

Consolidated Deductions from Revenue were \$7.0 million (8.1%) less than budget and when netted against Total Patient Revenues yielded a negative Net Patient Revenue variance of \$781,000 (0.9%). The Hospital's reimbursement rate was 49.30% compared to a budget of 47.35%; a positive variance of \$2.9 million, which includes the \$500,000 CMS settlement received earlier in the year.

Other Operating Revenues were \$315,000 (2.1%) less than budget due to lower activity and profits at WMS but offset by the Meaningful Use payment. WMS activity at Rice was less than budget by \$820,000 (4.4%) due to lower Oncology activity. Total operating revenues were \$84.8 million or \$276,000 (0.3%) less than budget and \$900,000 (1.1%) greater than last year.

Net Expenses were \$84.2 million which was \$642,000 (0.8%) greater than budget and 5.0% greater than last year. Expenses were mixed with Salaries \$496,000 (1.3%) less than budget due lower activity and vacancies but offset by the Epic conversion costs which were greater than anticipated. Contract Labor was \$1.4 million greater than budget due to Emergency Room Physicians, Pharmacy, and contracted therapy costs. As the Care Center has outsourced its therapy services, this variance will continue for the remainder of the year. Benefits were \$535,000 (4.6%) less than budget due to lower than anticipated health insurance costs and lower salaries. Supplies were \$522,000 (5.0%) less than budget due lower activity in numerous departments including Surgery and Home Medical while Drugs were \$1.7 million (31.8%) greater due to Medical Oncology purchases. Purchased Services were \$276,000 (4.7%) greater due to consulting and legal costs, pharmacy costs, and reference lab costs. Repairs were \$439,000 (14.5%) less than budget due to lower activity in numerous departments while Utilities were \$119,000 (8.0%) less than budget due to mild weather and lower than anticipated costs. Insurance was \$15,000 (2.7%) greater than budget; Patient Related Travel was \$3,600 (1.0%) less than budget; Education, Travel, and Dues were \$45,000 (5.9%) greater than budget due to SWEPT costs; and Other was \$20,000 (4.7%) greater than budget due to marketing and donations. Depreciation was \$650,000 (10.9%) greater than budget due to the budget miscalculation while Interest was \$462,000 (22.6%) less than budget due to the bond refunding. Bad Debts were \$120,000 (8.2%) greater than budget and including Uncompensated Care, this combined total was \$2.8 million compared to the budget of \$3.0 million and last year's total of \$3.0 million. Taxes and Surcharges were \$122,000 (6.5%) less than budget due to the successful MN Care Tax and MA Surcharge appeal.

Non-operating income was \$11,000 less than budget due to unrealized investment losses. Investment income should be lower than budget for a few months due to investment redemptions and sales but offset somewhat by the increased level of investments as positive cash flows have resumed.

The Hospital posted operating income of \$350,000 compared to budgeted operating income of \$1.1 million and last year's operating income of \$3.8 million. Care Center activity generated operating income of \$517,000 compared to expected operating income

of \$294,000 and last year's operating loss of \$8,100. Home Medical activity posted an operating loss of \$234,000 compared to budgeted operating income of \$123,000 and last year's operating loss of \$22,000.

Statistical and Volume Summary

Statistics and volumes were mixed for the month. Patient days were 5.3% greater than budget while admissions were 6.2% greater than budget yielding an increase in length of stay from a budget of 3.50 to 3.54. Compared to the prior year, patient days were 63 greater for the month with admissions 33 greater than last year. The average daily census for the month was 33.4 compared to a budget of 31.7 and last year's 31.3. Observation patients were 1.6% less than budget and 3.0% greater than last year. Total Case Mix Index was 2.0% less than budget and 4.8% lower than last year. Overall activity as measured in terms of adjusted admissions was 4.3% greater than budget and 1.9% less than last year while adjusted patient days were 3.4% greater than budget and 7.1% less than last year. Care Center resident days were 4.1% less than budget with an average daily census of 71.9 compared to the budget of 75.

On a YTD basis, patient days were at budget but 7.3% less than last year with admissions 1.3% less than budget and 7.9% less than last year. This equated to an average length of stay of 3.56 compared to the budget of 3.50 and 3.51 last year. Observation patients were down by 17.3% to budget and 9.5% less than last year. Total Case Mix was 0.1% higher than budget and 0.7% higher than last year. Adjusted admissions were 3.1% greater than budget but 4.9% less than last year while adjusted patient days were 4.4% greater than budget but 4.3% less than last year. Deliveries were 6.1% less than budget and 6.1% less than last year. Care Center resident days were 3.2% less than budget with a census of 72.6 compared to the budget of 75.0 and last year's census of 64.8.

Surgical procedures were 11.8% less than budget and 13.4% less than last year. Inpatient surgical procedures were down from budget (22.0%) while outpatient procedures were 5.6% down. Emergency Room visits were 5.1% less than budget and 4.9% less than last year. Lab tests were 2.1% less than budget while Medical Imaging procedures were 5.4% greater than budget. Radiation Oncology treatments were 11.9% less than budget and 8.9% less than last year. Medical Oncology visits were 15.8% greater than budget and 12.6% greater than last year. GI procedures were 17.4% less than budget while Dialysis treatments were 13.9% greater than budget. Rehab visits were 19.3% greater than budget while Hospice visits were 9.7% greater than budget and Ambulance runs 2.7% greater than budget.

YTD ancillary activity was mixed. Surgical procedures were 10.0% less than budget and 11.7% less than last year with inpatient procedures 15.7% less than budget and 17.8% less than last year and outpatient procedures 6.9% less than budget and 8.4% less than last year. Emergency Room visits were 4.0% less than budget and 3.7% less than last year. Laboratory tests were 3.9% less than budget and 5.9% less than last year. Medical Imaging procedures were 5.9% greater than budget but 2.6% less than last year. Radiation Oncology treatments were 3.2% less than budget and 6.4% less than last year while Medical Oncology visits were 18.5% greater than budget and 15.5% greater than last year. GI procedures were 2.4% less than budget and 19.0% less than last year while Dialysis treatments were 7.5% greater than budget and 4.5% greater than last year. Rehab visits were greater than budget by 4.4% and 4.1% greater than last year; Hospice

visits were 3.1% greater than budget and 1.4% greater than last year; and Ambulance runs were 0.1% greater than budget and 1.0% less than last year.

Full Time Equivalent (FTE's) for the month were 804 compared to a budget of 764 and compared to last year's total of 782. FTE's were 3.8% greater than budget at the Hospital; 14.1% greater at the Care Center; and 8.9% higher at Home Medical. YTD FTE's were 804 compared to the budget of 780 (3.0% higher) and last year's 768 (4.6% higher). Hospital FTE's were 2.2% higher than budget and 2.8% higher than last year. Care Center FTE's were 11.5% higher than budget and 15.3% higher than last year. Home Medical FTE's were 0.6% less than budget but 10.1% higher than last year.

Key Indicators

The key Operational indicators were positive for the month compared to budget and last year. Consolidated Operating Margin was 10.7% compared to the budget of 0.7% and last year's 7.0%. Excess Margin was 10.7% compared to the budget of 1.8% and last year's 7.1%. The EBIDA margin was 18.9% compared to a budget of 11.3% and last year's 17.0%.

The YTD Consolidated Operating Margin was 0.7% compared to the budget of 1.8% and last year's 4.5%. Excess Margin was 1.7% compared to the budget of 2.8% and last year's 5.9%. The EBIDA margin was 11.3% compared to the budget of 12.2% and last year's 15.5%.

The Financial ratios indicate that the Debt/Capitalization ratio of 44% was less than the year-end target of 45%. Debt service coverage was 2.9 compared to the budget of 2.9 and compared to the debt covenant of 1.25. Days in accounts receivable were 58 compared to a target of 50 and last year's 55. Days of Cash were 121 compared to the year-end target of 126 and last year's 111. The Cash/Debt ratio was 67% compared to the budget of 71% and last year's ratio of 54%. The Financial Strength Index was 0.71 compared to the budget of 1.10 and last year's 1.65.

YTD Hospital productivity ratios in terms of staffing was slightly higher than the budget with FTE's per adjusted admit at 14.5 compared to a budget of 14.3; last year's ratio of 13.3; and the benchmark of 14.9. FTE's per adjusted patient day were 4.1 compared to the budget of 4.1; last year's ratio of 3.8; and the benchmark of 4.4. Care Center Hours per Resident Day were 6.2 compared to the budget of 5.5 and the benchmark of 5.8. The increase relates to the contracted therapy service which has been much greater than anticipated. Sales per FTE at Home Medical were \$144,000 which was 12.6% less than target and 5.8% less than last year.

RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET
For the Ten Months Ending October 31, 2012

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$5,142,609	\$3,728,757	\$1,413,853
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,876,897	2,130,440	(253,543)
5 ACCOUNTS RECEIVABLE NET	16,624,667	16,143,018	481,649
6 OTHER RECEIVABLES	557,069	521,975	35,094
7 INVENTORY	1,975,477	1,858,419	117,058
8 PREPAID EXPENSES	1,138,786	1,517,862	(379,075)
10 TOTAL CURRENT ASSETS	27,315,506	25,900,470	1,415,036
11			
12 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,731,642	(550,552)
15 REMAINDER UNITRUST - RECEIVABLE	28,765	47,976	(19,211)
16 ENDOWMENT FUND - INVESTMENTS	2,612,694	2,466,271	146,422
18 TOTAL ASSETS - USE IS LIMITED	5,822,548	6,245,889	(423,341)
19			
20 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	131,296,730	129,292,102	2,004,629
22 LESS: ACCUMULATED DEPRECIATION	(71,864,538)	(67,522,491)	(4,342,047)
24 NET PROPERTY, PLANT & EQUIPMENT	59,432,193	61,769,611	(2,337,418)
25			
26 OTHER ASSETS			
27 INVESTMENTS	25,829,765	25,125,564	704,201
28 INVESTMENTS - SHARED HEALTH RESOURCES	417,225	411,413	5,812
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,702,743	3,335,316	1,367,426
30 OTHER INVESTMENTS	79,963	79,136	827
31 GOODWILL, NET	21,278	0	21,278
32 DEFERRED DEBT ACQUISITION COSTS	202,896	518,347	(315,451)
35 TOTAL OTHER ASSETS	31,253,869	29,469,777	1,784,092
37 TOTAL ASSETS	<u>\$125,824,116</u>	<u>\$123,385,747</u>	<u>\$2,438,369</u>
39			
40 LIABILITIES AND NET ASSETS			
41 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,253,969	\$1,981,181	\$272,788
43 ACCOUNTS PAYABLE - TRADE	1,860,921	1,563,350	297,570
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(29,504)	217,700	(247,204)
45 ACCRUED SALARIES, WAGES AND BENEFITS	10,675,013	10,751,022	(76,009)
46 ACCRUED INTEREST AND DUE TO WMS	3,944,448	2,449,639	1,494,810
48 TOTAL CURRENT LIABILITIES	18,704,846	16,962,892	1,741,955
49			
50 LONG TERM DEBT (LESS CURRENT PORTION)	46,131,397	49,270,010	(3,138,613)
52 TOTAL LIABILITIES	64,836,244	66,232,902	(1,396,658)
53			
54 COMMITMENTS AND CONTINGENCIES			
55			
56 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,181,089	3,731,642	(550,552)
59 SPECIFIC PURPOSE FUND	(99,289)	74,593	(173,882)
60 PERMANENT ENDOWMENT	2,612,694	2,466,271	146,422
61 CURRENT YEAR INCOME	1,471,201	6,006,621	(4,535,420)
62 UNRESTRICTED	51,822,177	44,873,718	6,948,459
64 TOTAL NET ASSETS	58,987,872	57,152,845	1,835,028
66 TOTAL LIABILITIES AND NET ASSETS	<u>\$123,824,116</u>	<u>\$123,385,747</u>	<u>\$438,369</u>

RICE HOSPITAL
For the Ten Months Ending October 31, 2012

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR %
OPERATING REVENUE						
10.1% INPATIENT REVENUE	\$5,274,469	\$5,317,943	(\$43,474)	(0.8%)	\$54,903,839	(8.9%)
(9.9%) OUTPATIENT REVENUE	10,247,620	10,618,422	(370,802)	(3.5%)	104,703,275	(2.9%)
(3.9%) TOTAL PATIENT REVENUE	15,522,089	15,936,365	(414,276)	(2.6%)	159,603,785	(5.0%)
(5.6%) LESS DISCOUNTS & CONTRACTUALS	7,878,014	8,275,062	(397,048)	(4.8%)	82,472,859	(8.2%)
(11.8%) LESS UNCOMPENSATED CARE	133,055	166,155	(33,100)	(19.9%)	1,594,584	(24.1%)
(5.7%) TOTAL DEDUCTIONS FROM REVENUE	8,011,069	8,441,217	(430,148)	(5.1%)	84,067,443	(8.5%)
(2.0%) NET REVENUE FROM PATIENTS	7,511,020	7,495,148	15,872	0.2%	75,536,342	(1.1%)
80.3% OTHER OPERATING REVENUE	2,524,355	1,515,085	1,009,270	66.6%	15,234,417	(2.4%)
10.7% TOTAL OPERATING REVENUE	10,035,375	9,010,233	1,025,142	11.4%	90,830,759	(1.3%)
LESS: WILLMAR MEDICAL SERVICES						
(3.5%) OPERATING REVENUE	1,858,696	1,963,373	(104,677)	(5.3%)	18,443,486	(4.4%)
1.4% TOTAL OPERATING REVENUE	8,176,679	7,046,860	1,129,819	16.0%	72,387,273	(0.5%)
OPERATING EXPENSES						
0.5% SALARIES AND WAGES	3,340,784	3,291,115	49,669	1.5%	33,437,756	(1.0%)
9.9% CONTRACT LABOR	213,122	167,551	45,571	27.2%	2,471,106	46.3%
10.5% SUPPLEMENTAL BENEFITS	994,596	987,336	7,260	0.7%	9,546,431	(4.8%)
3.3% SUPPLIES	651,926	649,046	2,880	0.4%	6,775,249	(2.2%)
(52.5%) DRUGS	292,919	566,214	(273,295)	(48.3%)	6,627,138	114.1%
7.4% PURCHASED SERVICES	568,020	555,723	12,297	2.2%	5,306,164	31.6%
(2.7%) REPAIRS, SERVICE & RENTALS	232,147	280,689	(48,542)	(17.3%)	5,709,346	3.4%
2.6% UTILITIES	111,130	117,945	(6,815)	(5.8%)	1,280,412	(64.2%)
8.5% INSURANCE	49,081	51,930	(2,849)	(5.5%)	483,298	1.8%
7.9% PATIENT RELATED TRAVEL	24,839	23,380	1,459	6.2%	233,123	(15.0%)
11.5% EDUCATION, TRAVEL, & DUES	72,359	70,066	2,293	3.3%	702,759	24.5%
(34.4%) OTHER	28,726	37,111	(8,385)	(22.6%)	361,086	10.6%
4.3% DEPRECIATION AND AMORT	580,504	532,914	47,590	8.9%	5,336,722	11.1%
(33.6%) INTEREST	128,452	187,220	(58,768)	(31.4%)	1,889,579	(456.8%)
(203.5%) BAD DEBTS	177,894	144,212	33,682	23.4%	1,417,040	115.6%
5.9% TAXES & SURCHARGE	147,020	149,608	(2,588)	(1.7%)	1,496,075	(105.8%)
2.4% TOTAL OPERATING EXPENSES	7,613,519	7,812,060	(198,541)	(2.5%)	78,776,301	1.3%
LESS: WILLMAR MEDICAL SERVICES						
(41.1%) OPERATING EXPENSES	465,764	792,093	(326,329)	(41.2%)	7,523,010	962.0%
7.6% NET OPERATING EXPENSES	7,147,755	7,019,967	127,788	1.8%	71,253,291	417.0%
3.1% TOTAL OPERATING EXPENSES	7,613,519	7,812,060	(198,541)	(2.5%)	78,776,301	1.3%
1.4% TOTAL OPERATING REVENUE	8,176,679	7,046,860	1,129,819	16.0%	72,387,273	(0.5%)
1.4% SALARIES AND WAGES	3,340,784	3,291,115	49,669	1.5%	33,437,756	(1.0%)
9.9% CONTRACT LABOR	213,122	167,551	45,571	27.2%	2,471,106	46.3%
10.5% SUPPLEMENTAL BENEFITS	994,596	987,336	7,260	0.7%	9,546,431	(4.8%)
3.3% SUPPLIES	651,926	649,046	2,880	0.4%	6,775,249	(2.2%)
(52.5%) DRUGS	292,919	566,214	(273,295)	(48.3%)	6,627,138	114.1%
7.4% PURCHASED SERVICES	568,020	555,723	12,297	2.2%	5,306,164	31.6%
(2.7%) REPAIRS, SERVICE & RENTALS	232,147	280,689	(48,542)	(17.3%)	5,709,346	3.4%
2.6% UTILITIES	111,130	117,945	(6,815)	(5.8%)	1,280,412	(64.2%)
8.5% INSURANCE	49,081	51,930	(2,849)	(5.5%)	483,298	1.8%
7.9% PATIENT RELATED TRAVEL	24,839	23,380	1,459	6.2%	233,123	(15.0%)
11.5% EDUCATION, TRAVEL, & DUES	72,359	70,066	2,293	3.3%	702,759	24.5%
(34.4%) OTHER	28,726	37,111	(8,385)	(22.6%)	361,086	10.6%
4.3% DEPRECIATION AND AMORT	580,504	532,914	47,590	8.9%	5,336,722	11.1%
(33.6%) INTEREST	128,452	187,220	(58,768)	(31.4%)	1,889,579	(456.8%)
(203.5%) BAD DEBTS	177,894	144,212	33,682	23.4%	1,417,040	115.6%
5.9% TAXES & SURCHARGE	147,020	149,608	(2,588)	(1.7%)	1,496,075	(105.8%)
2.4% TOTAL OPERATING EXPENSES	7,613,519	7,812,060	(198,541)	(2.5%)	78,776,301	1.3%
LESS: WILLMAR MEDICAL SERVICES						
(41.1%) OPERATING EXPENSES	465,764	792,093	(326,329)	(41.2%)	7,523,010	962.0%
7.6% NET OPERATING EXPENSES	7,147,755	7,019,967	127,788	1.8%	71,253,291	417.0%
3.1% TOTAL OPERATING EXPENSES	7,613,519	7,812,060	(198,541)	(2.5%)	78,776,301	1.3%

RICE CARE CENTER
For the Ten Months Ending October 31, 2012

	CURRENT MONTH			YEAR TO DATE						
	ACTUAL	BUDGET	VAR	VAR %	PRIOR YR	VAR	VAR %	PRIOR YR	VAR	VAR %
OPERATING REVENUE										
74.7% RICE CARE CENTER REVENUE	\$950,449	\$655,312	\$295,137	45.0%	\$544,058	\$74,401	74.7%	\$4,650,756	\$1,299,637	20.2%
74.7% TOTAL PATIENT REVENUE	950,449	655,312	295,137	45.0%	544,058	74,401	74.7%	4,650,756	1,299,637	20.2%
483.6% LESS DISCOUNTS & CONTRACTUALS	284,510	141,306	143,204	101.3%	48,753	389,418	28.0%	570,645	389,418	28.0%
483.6% TOTAL DEDUCTIONS FROM REVENUE	284,510	141,306	143,204	101.3%	48,753	389,418	28.0%	570,645	389,418	28.0%
34.5% NET REVENUE FROM PATIENTS	665,939	514,006	151,933	29.6%	495,305	910,219	18.0%	4,080,111	4,080,111	18.0%
4.8% OTHER OPERATING REVENUE	742	593	149	25.1%	708	2,991	51.3%	8,292	8,292	51.3%
34.4% TOTAL OPERATING REVENUE	666,681	514,599	152,082	29.6%	496,013	913,210	18.0%	4,088,403	4,088,403	18.0%
LESS: WILLMAR MEDICAL SERVICES										
OPERATING EXPENSES										
(4.9%) SALARIES AND WAGES	227,324	223,649	3,675	1.6%	239,074	(1,117)	(0.1%)	2,043,903	(1,117)	(0.1%)
128.7% CONTRACT LABOR	113,372	102	113,270	111,049.0%	88	668,316	66.8%	2,043,903	668,316	66.8%
2.1% SUPPLEMENTAL BENEFITS	103,732	94,203	9,529	10.1%	101,559	(3,718)	(0.4%)	803,231	(3,718)	(0.4%)
15.3% SUPPLIES	39,983	39,325	658	1.7%	34,671	(16,594)	(4.3%)	366,634	(16,594)	(4.3%)
(247.4%) DRUGS	19,617	11,851	7,766	65.5%	(13,309)	47,580	40.8%	84,784	47,580	40.8%
(46.4%) PURCHASED SERVICES	8,878	4,354	4,524	103.9%	3,352	76,803	76.0%	134,234	76,803	76.0%
164.9% REPAIRS, SERVICE & RENTALS	7,370	10,184	(2,814)	(27.6%)	7,023	(34,969)	(28.6%)	74,298	(34,969)	(28.6%)
4.9% UTILITIES	4,048	2,954	1,094	37.0%	2,869	2,688	9.1%	28,040	2,688	9.1%
41.1% INSURANCE	417	122	295	241.8%	403	1,217	2.4%	2,164	1,217	2.4%
3.5% PATIENT RELATED TRAVEL	4,077	3,809	268	7.0%	4,153	3,573	9.4%	38,563	3,573	9.4%
(1.8%) EDUCATION, TRAVEL, & DUES	9	320	(311)	(97.2%)	205	(907)	(28.3%)	11,881	(907)	(28.3%)
(95.6%) OTHER	27,877	27,877	0	0.0%	30,666	0	0.0%	180,442	0	0.0%
(9.1%) DEPRECIATION AND AMORT	10,900	11,337	(437)	(3.9%)	14,777	(3,992)	(3.5%)	72,239	(3,992)	(3.5%)
(26.2%) INTEREST	(790)	2,033	(2,823)	(138.9%)	8,065	(18,590)	(93.0%)	16,985	(18,590)	(93.0%)
(109.8%) BAD DEBTS	35,693	35,675	18	0.1%	18,298	(23,848)	(6.7%)	184,425	(23,848)	(6.7%)
95.1% TAXES & SURCHARGE										
27.5% TOTAL OPERATING EXPENSES	621,626	477,954	143,672	30.1%	487,582	689,895	14.5%	4,096,507	689,895	14.5%
LESS: WILLMAR MEDICAL SERVICES										
27.5% NET OPERATING EXPENSES	621,626	477,954	143,672	30.1%	487,582	689,895	14.5%	4,096,507	689,895	14.5%
OPERATING INCOME (LOSS)	\$335,055	\$36,285	\$298,770	144.1%	\$9,931	\$223,315	59.9%	\$3,011,906	\$223,315	59.9%

RICE HOME MEDICAL
For the Ten Months Ending October 31, 2012

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING REVENUE						
RICE HOME MEDICAL REVENUE	\$ 892,237	\$ 961,742	-7.2%	\$ 8,656,386	\$ 9,844,612	-12.1%
TOTAL PATIENT REVENUE	892,237	961,742	(7.2%)	8,656,386	9,844,612	(12.1%)
LESS DISCOUNTS & CONTRACTUALS	189,871	216,392	(12.3%)	1,899,803	2,215,040	(14.5%)
LESS UNCOMPENSATED CARE	51	51	#DIV/0!	9,753	9,753	#DIV/0!
NET REVENUE FROM PATIENTS	702,315	745,350	(5.8%)	6,752,830	7,629,572	(11.5%)
OTHER OPERATING REVENUE	21,166	5,000	323.3%	90,577	37,024	144.6%
TOTAL OPERATING REVENUE	723,481	750,350	(3.6%)	6,843,407	7,666,596	(10.7%)
LESS: WILLMAR MEDICAL SERVICES						
TOTAL OPERATING REVENUE	723,481	750,350	(3.6%)	6,843,407	7,666,596	(10.7%)
OPERATING EXPENSES						
SALARIES AND WAGES	257,919	242,653	6.3%	2,220,007	2,387,404	(7.0%)
CONTRACT LABOR	73,259	68,841	6.4%	635,227	683,126	(7.0%)
SUPPLEMENTAL BENEFITS	291,732	314,674	(7.3%)	2,856,471	3,214,552	(11.1%)
SUPPLIES	20,540	24,052	(14.6%)	251,642	240,520	4.6%
PURCHASED SERVICES	18,550	18,089	2.5%	147,110	180,890	(18.7%)
REPAIRS, SERVICE & RENTALS	8,298	8,988	(7.7%)	75,926	96,200	(21.1%)
UTILITIES	6,566	5,322	23.4%	57,474	53,220	8.0%
INSURANCE	3,154	4,398	(28.3%)	135,413	126,420	7.1%
PATIENT RELATED TRAVEL	14,885	12,473	19.3%	155,413	166,420	(8.9%)
EDUCATION, TRAVEL, & DUES	14,957	6,884	117.3%	36,677	17,546	47.8%
OTHER	38,625	34,051	13.4%	101,052	68,840	46.8%
DEPRECIATION AND AMORT	4,045	4,254	(4.9%)	400,939	340,506	17.7%
INTEREST	12,628	3,474	263.5%	40,687	42,540	(4.4%)
BAD DEBTS	4,387	3,718	18.0%	58,005	34,740	67.0%
TAXES & SURCHARGE				43,967	37,186	18.2%
TOTAL OPERATING EXPENSES	769,545	751,871	2.4%	7,078,143	7,542,821	(6.2%)
LESS: WILLMAR MEDICAL SERVICES						
NET OPERATING EXPENSES	769,545	751,871	2.4%	7,078,143	7,542,821	(6.2%)
NET OPERATING INCOME	(45,064)	(1,481)	(3.3%)	(234,736)	(876,225)	(37.2%)
OPERATING INCOME	678,417	751,830	(9.1%)	6,608,671	6,790,371	(2.4%)
TOTAL OPERATING REVENUE	723,481	750,350	(3.6%)	6,843,407	7,666,596	(10.7%)
TOTAL OPERATING EXPENSES	769,545	751,871	2.4%	7,078,143	7,542,821	(6.2%)
NET OPERATING INCOME	(45,064)	(1,481)	(3.3%)	(234,736)	(876,225)	(37.2%)

RICE HOME MEDICAL
For the Month Ending October 31, 2012

	ACTUAL	% of SALES/CP	BUDGET	% of SALES/CP	% CHANGE	Prior Yr.	% of SALES/CP	% CHANGE
GROSS SALES								
SALES REVENUE	\$561,056	62.9%	\$587,410	61.1%	(4.5%)	\$571,430	58.3%	(1.8%)
RENTS REVENUE	331,181	37.1%	374,332	38.9%	(11.5%)	409,391	41.7%	(19.1%)
MISC REVENUE	282	0.0%						
GROSS SALES	892,519	100.0%	961,742	100.0%	(7.2%)	980,821	100.0%	(9.0%)
LESS: CONTRACTUAL ALLOWANCES	(189,871)	(21.3%)	(216,392)	(22.5%)	(12.3%)	(194,065)	(19.8%)	(2.2%)
LESS: UNCOMPENSATED CARE	(51)	(0.0%)						
NET SALES	702,597	78.7%	745,350	77.5%	(5.7%)	786,756	80.2%	(10.7%)
COST OF GOODS SOLD								
OXYGEN	12,272	1.7%	12,734	1.7%	(3.6%)	11,328	1.4%	8.3%
EQUIPMENT	65,979	9.4%	91,082	12.2%	(27.6%)	78,082	9.9%	(15.5%)
SUPPLY - FREIGHT	13,602	1.9%	14,801	2.0%	(8.1%)	20,288	2.6%	(33.0%)
SUPPLY	172,299	24.5%	170,553	22.9%	1.0%	184,367	23.4%	(6.5%)
EQUIPMENT REPAIR	12,309	1.8%	15,648	2.1%	(21.3%)	12,533	1.6%	(1.8%)
SHOP EXPENSE	7,306	1.0%	367	0.0%	1,890.7%	8,353	1.1%	(12.5%)
EQUIPMENT RENTAL & LEASES			348	0.0%	(100.0%)			
PURCHASE DISCOUNTS	(20,884)	(3.0%)	(5,000)	(0.7%)	317.7%	(7,489)	(1.0%)	178.9%
TOTAL COST OF GOODS SOLD	262,883	37.4%	300,533	40.3%	(12.5%)	307,462	39.1%	(14.5%)
GROSS PROFIT	429,714	62.6%	444,817	59.7%	(11.1%)	479,294	60.9%	(8.3%)
OPERATING EXPENSES								
SALARIES & WAGES	257,919	36.7%	242,653	32.6%	6.3%	199,638	25.4%	29.2%
CONTRACT LABOR						2,515	0.3%	(100.0%)
SUPPLEMENTAL BENEFITS	73,259	10.4%	68,841	9.2%	6.4%	57,142	7.3%	28.2%
SUPPLIES AND DRUGS	7,966	1.1%	9,141	1.2%	(12.9%)	156	0.0%	5,006.4%
PURCHASED SERVICES	20,540	2.9%	24,052	3.2%	(14.6%)	24,289	3.1%	(15.4%)
REPAIRS, SERVICE & RENTALS	18,550	2.6%	18,089	2.4%	2.5%	14,055	1.8%	32.0%
UTILITIES	8,298	1.2%	8,988	1.2%	(7.7%)	8,036	1.0%	3.3%
INSURANCE	6,566	0.9%	5,322	0.7%	23.4%	5,223	0.7%	25.7%
PATIENT RELATED TRAVEL	14,885	2.1%	12,473	1.7%	19.3%	15,447	2.0%	(3.6%)
EDUCATION, TRAVEL, & DUES	3,154	0.4%	4,398	0.6%	(28.3%)	5,679	0.7%	(44.5%)
OTHER EXPENSE	14,957	2.1%	6,884	0.9%	117.3%	13,327	1.7%	12.2%
DEPRECIATION & AMORTIZATION	38,625	5.5%	34,051	4.6%	13.4%	38,634	4.9%	(0.0%)
INTEREST EXPENSE	4,045	0.6%	4,254	0.6%	(4.9%)	4,198	0.5%	(3.6%)
BAD DEBTS	12,628	1.8%	3,474	0.5%	263.5%	(3,172)	(0.4%)	(498.1%)
TAXES	4,387	0.6%	3,718	0.5%	18.0%	3,575	0.5%	22.7%
TOTAL OPERATING EXPENSES	485,779	69.1%	446,338	59.9%	8.8%	388,742	49.4%	25.0%
NET OPERATING INCOME (LOSS)	(156,065)	(22.1%)	(151,521)	(20.0%)	(3.6%)	(90,552)	(11.2%)	(18.0%)

RICE HOME MEDICAL
For the Ten Months Ending October 31, 2012

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES	8,658,850	100.0%	9,844,612	100.0%	(12.0%)	8,353,864	100.0%	3.7%
SALES REVENUE	\$5,453,425	63.0%	\$6,038,971	61.3%	(9.7%)	\$5,047,912	60.4%	8.0%
RENTS REVENUE	3,202,961	37.0%	3,805,641	38.7%	(15.8%)	3,301,286	39.5%	(3.0%)
MISC REVENUE	2,464	0.0%		0.0%	0.0%	4,666	0.1%	(47.2%)
GROSS SALES	8,658,850	100.0%	9,844,612	100.0%	(12.0%)	8,353,864	100.0%	3.7%
LESS: CONTRACTUAL ALLOWANCES	(1,893,803)	(21.9%)	(2,215,040)	(22.5%)	(14.5%)	(1,867,702)	(22.4%)	1.4%
LESS: UNCOMPENSATED CARE	(9,753)	(0.1%)		0.0%	0.0%	(1,271)	0.0%	667.3%
NET SALES	6,755,294	78.0%	7,629,572	77.5%	(11.5%)	6,484,891	77.6%	4.2%
COST OF GOODS SOLD	112,954	1.7%	124,815	1.6%	(9.5%)	115,587	1.8%	(2.3%)
OXYGEN	722,094	10.7%	942,207	12.3%	(23.4%)	741,712	11.4%	(2.6%)
EQUIPMENT	139,917	2.1%	148,010	1.9%	(5.5%)	128,474	2.0%	8.9%
SUPPLY - FREIGHT	1,646,320	24.4%	1,733,241	22.7%	(5.0%)	1,556,872	24.0%	5.7%
SUPPLY	97,533	1.4%	161,006	2.1%	(39.4%)	103,866	1.6%	(6.1%)
EQUIPMENT REPAIR	52,896	0.8%	3,579	0.0%	1,378.0%	46,792	0.7%	13.0%
SHOP EXPENSE		0.0%	3,480	0.0%	(100.0%)		0.0%	0.0%
EQUIPMENT RENTAL & LEASES	(88,113)	(1.3%)	(37,024)	(0.5%)	138.0%	(44,850)	(0.7%)	96.5%
PURCHASE DISCOUNTS								
TOTAL COST OF GOODS SOLD	2,683,601	39.7%	3,079,314	40.4%	(12.9%)	2,648,453	40.8%	1.3%
GROSS PROFIT	4,075,249	60.1%	4,502,558	59.6%	(10.5%)	4,330,938	59.2%	6.1%
OPERATING EXPENSES	2,220,007	32.9%	2,387,404	31.3%	(7.0%)	1,823,627	28.1%	21.7%
SALARIES & WAGES	635,227	9.4%	683,126	9.0%	(7.0%)	568,272	8.8%	11.8%
CONTRACT LABOR	84,757	1.3%	98,214	1.3%	(13.7%)	90,000	1.4%	(5.8%)
SUPPLEMENTAL BENEFITS	251,642	3.7%	240,520	3.2%	4.6%	279,842	4.3%	(10.1%)
SUPPLIES AND DRUGS	147,110	2.2%	180,890	2.4%	(18.7%)	143,675	2.2%	2.4%
PURCHASED SERVICES	75,926	1.1%	96,200	1.3%	(21.1%)	86,733	1.3%	(12.5%)
REPAIRS, SERVICE & RENTALS	57,474	0.9%	53,220	0.7%	8.0%	52,876	0.8%	8.7%
UTILITIES	135,413	2.0%	126,420	1.7%	7.1%	126,889	2.0%	6.7%
INSURANCE	101,052	1.5%	68,840	0.9%	46.8%	46,342	0.7%	17.0%
PATENT RELATED TRAVEL	400,939	5.9%	340,506	4.5%	17.7%	380,615	5.9%	43.0%
EDUCATION, TRAVEL, & DUES	40,687	0.6%	42,540	0.6%	(4.4%)	50,110	0.8%	(18.8%)
OTHER EXPENSE	58,005	0.9%	34,740	0.5%	67.0%	47,754	0.7%	21.5%
DEPRECIATION & AMORTIZATION	43,967	0.7%	37,186	0.5%	18.2%	37,855	0.6%	16.1%
INTEREST EXPENSE								
BAD DEBTS								
TAXES	4,306,429	63.7%	4,426,483	58.0%	(2.7%)	3,858,704	59.5%	11.6%
TOTAL OPERATING EXPENSES	(234,736)	(3.5%)	123,775	1.6%	(289.6%)	(22,266)	(0.3%)	954.2%
NET OPERATING INCOME (LOSS)	1,599	0.0%	10,600	0.1%	(84.9%)	28,646	0.4%	(94.4%)
NON-OPERATING INCOME								
NET INCOME (LOSS)	1,599	0.0%	10,600	0.1%	(84.9%)	28,646	0.4%	(94.4%)

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:
October 31, 2012**

Line #.	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ 1,471,197	\$ 5,007,182
3 Depreciation & Amortization	6,630,592	\$ 6,121,913
4 Debt Proceeds	-	3,000,000
5 Other		
6		
7 Total Sources	<u>8,101,789</u>	<u>14,129,095</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	4,846,087	6,658,571
11 Debt Payments/Re-funding	2,865,825	1,826,796
12 Working Capital Changes & Other - Net	(1,728,176)	(1,559,997)
13		
14 Total Uses	<u>5,983,736</u>	<u>6,925,370</u>
15		
16 Increase / (Decrease) Cash & Investments	2,118,053	7,203,725
17		
18 Beginning of Period (January 1)	<u>28,854,321</u>	<u>19,798,398</u>
19		
20 End of Period	<u>\$ 30,972,374</u>	<u>\$ 27,002,123</u>

**RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:**

October 31, 2012

Line #	CURRENT MONTH			YEAR-TO-DATE			Act/Prior	
	Actual	Budget	Var.	Actual	Budget	Var.	Prior Yr.	Var. %
1	542	532	10	5,305	5,433	(128)	5,760	-2.4%
2	208	196	12	2,152	2,226	(74)	2,401	-3.3%
3	58	69	(11)	608	686	(78)	756	-11.4%
4	226	185	41	2,107	1,826	281	2,053	15.4%
5	1,034	982	52	10,172	10,171	1	10,970	0.0%
6	33.4	31.7	1.7	33.4	33.3	0.0	36.1	0.0%
7	3.54	3.50	0.04	3.56	3.50	0.06	3.51	1.6%
8	298	281	17	2,867	2,906	(39)	3,114	-1.3%
9	235	239	(4)	2,043	2,470	(427)	2,257	-17.3%
10	-	1,268	(1,268)	-	1,268	(1,268)	1,256	-100.0%
11	1,016	1,036	(0,020)	1,037	1,036	0,001	1,030	0.1%
12	877	841	36	8,694	8,437	257	9,147	3.1%
13	3,043	2,943	100	30,821	29,529	1,291	32,213	4.4%
14	38	38	-	135	237	(102)	215	-43.0%
15	155	127	28	1,294	1,407	(113)	1,479	-8.0%
16	6.2	5.3	0.9	4.7	5.4	(0.7)	5.6	-13.1%
17	77	61	16	633	674	(41)	674	-6.1%
18	2,229	2,325	(96)	22,152	22,874	(722)	19,686	-3.2%
19	71.9	75.0	(3.1)	72.6	75.0	(2.4)	64.8	-3.2%
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								

Patient Days

Adult Health Care

Women and Children's Care

ICCU

Mental Health

Total Adult & Peds

Average Daily Census

Average Length of Stay

Admissions-Inpatient

Observation patients

Medicare Case Mix Index

Case Mix Index-Total

Adjusted Admissions

Adjusted Patient Days

Intermediate Care Nursery

Nursery

Average Daily Census-ICN/Nursery

Births

Rice Care Center-Days

Rice Care Center-Average Daily Census

RICE MEMORIA HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
October 31, 2012

	CURRENT MONTH			YEAR-TO-DATE			Act/Prior Var. %
	Actual	Budget	Var.	Actual	Budget	Var.	
30							
31	110	141	(31)	1,466	(230)	-15.7%	1,503
32	219	232	(13)	2,697	(186)	-6.9%	2,741
33	329	373	(44)	4,163	(416)	-10.0%	4,244
34							
35	158	178	(20)	1,917	(205)	-10.7%	1,867
36	897	934	(37)	9,672	(253)	-2.6%	9,688
37	1,055	1,112	(57)	11,589	(458)	-4.0%	11,555
38							
39	24,184	24,710	(526)	247,987	(9,774)	-3.9%	253,060
40	1,511	1,434	77	14,512	849	5.9%	15,763
41	585	664	(79)	6,184	(199)	-3.2%	6,396
42	242	209	33	1,886	349	18.5%	1,935
43	100	121	(21)	1,186	(28)	-2.4%	1,430
44	818	718	100	7,099	531	7.5%	7,302
45	3,983	3,340	643	35,684	1,586	4.4%	35,809
46	2,454	2,236	218	20,377	627	3.1%	20,722
47	230	224	6	2,200	3	0.1%	2,226
48							
49							
50							
51	639	616	23	632	14	2.2%	629
52	88	77	11	77	9	11.5%	74
53	78	71	6	71	0	0.6%	65
54	804	764	40	780	23	3.0%	768

Ancillary Services

IP Surgeries	1,236	1,466	(230)				
OP Surgeries	2,511	2,697	(186)				
Total Surgeries	3,747	4,163	(416)				
ER Visits-Inpatient	1,712	1,917	(205)				
ER Visits-Outpatient	9,419	9,672	(253)				
ER Visits-Total	11,131	11,589	(458)				
Lab Tests	238,213	247,987	(9,774)				
Medical Imaging Procedures	15,361	14,512	849				
Radiation Oncology Treatments	5,985	6,184	(199)				
Medical Oncology Visits	2,235	1,886	349				
GI Procedures	1,158	1,186	(28)				
Dialysis Treatments	7,630	7,099	531				
Rehab Visits	37,270	35,684	1,586				
Hospice Visits	21,004	20,377	627				
Ambulance Runs	2,203	2,200	3				

Full Time Equivalents (FTE's)

FTE's - Hospital	646	632	14	2.2%	629	2.8%
FTE's - Care Center	85	77	9	11.5%	74	15.3%
FTE's - Home Medical	72	71	0	0.6%	65	10.1%
Total FTE's	804	780	23	3.0%	768	4.6%

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, December 12, 2012, in Conference Room #1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Bruce DeBlieck	Member
	Doug Reese	Member
	Tim Johnson	Member
	Charlene Stevens	City Administrator

Others present included Mayor Frank Yanish, Council Member Jim Dokken, Russ Bennett, Dave Baker, Ken Warner, Audrey Nelson, Ken Behm, David Herzer, John Sullivan, Finance Director Steve Okins, City Clerk Kevin Halliday, and David Little, West Central Tribune.

Item No. 1 Call Meeting to Order and Public Comment

Chair Ahmann called the meeting to order at 4:50 p.m. and asked if there was any public comment.

Mr. David Herzer, 1501 Country Club Drive, addressed the Committee about his questions and concerns regarding the organizational analysis (see attached.)

Mr. John Sullivan addressed the Committee regarding his disappointment that the Committee had not yet taken up the Charter Commission's recommendation on the City Attorney and City Administrator ordinance.

Item No. 2 Discussion Regarding RFP for Organizational Analysis (Motion)

City Administrator Stevens reviewed the proposed scope of work and timeframe for the Organizational Analysis. Ms. Stevens stated the following were the objectives of the study:

- Review of the existing organizational structure and identification of gaps and/or duplication.
- Propose options for a new organizational structure.
- Conduct an assessment of the workplace culture, including soliciting feedback from employees.
- Observations and identification of opportunities for intergovernmental cooperation.
- Succession Planning.
- Recommendations on current business practices and processes in place.
- An assessment of the City's customer service.
- Assistance in implementation of the final plan.

Ms. Stevens also discussed a proposed time frame for the process, noting that the timeframe was aggressive, yet stated her concern to move forward with some haste due to the number of vacancies in the organization and the desire to provide for a long-term direction. Ms. Stevens suggested that RFPs could be issued the week of December 17, 2012, with responses due January 7, and potential Council action on January 22, 2013.

The Committee considered the suggestion to include a compensation study or analysis in the RFP and agreed to include it as an alternate and address it further upon receipt of proposals.

The Committee discussed the value of including employee feedback as well as other customer feedback and agreed those components should remain in the RFP.

The Committee also discussed whether or not to solicit proposals from Springsted Inc.

Council Member Reese made a motion, seconded by Council Member Johnson to proceed with the RFP with the inclusion of a compensation study as an alternate. The motion carried.

Item No 3 Conflict of Interest Policy (Motion)

Ms. Stevens stated that Chair Ahmann had previously suggested that the City Council consider adopting a Conflict of Interest Policy and had asked the City Attorney to provide a review and recommendations on some sample policies.

Chair Ahmann stated that he thought it would be valuable to increase the awareness and education regarding conflict of interest. Chair Ahmann also stated he was looking for a policy that might also apply to those who receive funding from the City.

Council Member Reese noted that the City Attorney provided two recommendations, first to review and possibly update the City's current policy that applies to employees and secondly to draft a policy for elected and appointed officials similar to the example provided by Council Member Ahmann for the City of Brainerd.

Council Member Reese made a motion, seconded by Council Member DeBlieck, to ask the City Attorney to review the existing employee policy regarding conflict of interest and to draft a policy for elected and appointed officials. The motion carried.

Item No. 4 Rules of Order (Information Only)

City Clerk Kevin Halliday reviewed with the Committee the options for Rules of Order as suggested by the Charter Commission. Mr. Halliday stated that he had been reviewing the Standard Code of Parliamentary Procedure, formally known as Alice Sturgis' Rules of Order and felt they were similar to how the Council currently conducted business and superior to the Minnesota Mayor's Association Rules of Order. Mr. Halliday provided

some examples of how parliamentary procedure might change or be similar to current actions.

Mr. Halliday also stated once the Council agreed upon rules of order, staff had some recommendations of individuals who could conduct a training session for the Council as well as for Board and Commission chairs and members.

The Committee directed Staff to purchase enough copies for the Council Members to review before making a final recommendation. This matter was for information only.

Item No. 5 Council Committee Structure (Information Only)

Ms. Stevens stated that Chair Ahmann had requested some information on the committee structure of other communities and she had attempted to gather some information from various communities.

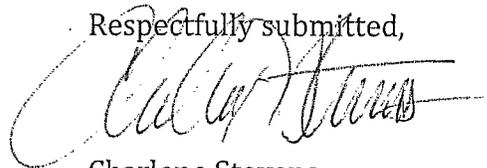
Council Member Reese stated that he felt this issue should be discussed by the full Council at the reorganizational meeting.

Council Member Ahmann stated that he felt rotation of committees or liaisons would be a way for each Council Member to become better educated.

Council Member DeBlieck requested that Staff provide a list of committees and liaisons to review as part of the reorganization as some committees may no longer be necessary.

There being no further business to come before the Committee, the meeting adjourned at 5:55 p.m. on a motion by Council Member Johnson, seconded by Council Member Reese, and carried.

Respectfully submitted,



Charlene Stevens,
City Administrator

REVISED

The City of Willmar is seeking proposals from firms to provide an organization assessment. The Work Plan is designed to provide information necessary for the City staff and City Council to make decisions on the future of the organization.

Objectives:

The City seeks the following deliverables from the assessment.

- Review of the existing organizational structure and identification of gaps and/or duplication of services, as well as efficiencies to be gained.
- Propose options for a new organizational structure and recommendations on staffing levels, workload and span of control.
- An assessment of the workplace culture. This assessment must involve soliciting feedback from employees.
- Observations and identification of opportunities for intergovernmental cooperation.
- Succession planning - Understanding and review of the length of service of the current employees, and a succession planning process review to focus on development of a plan for the future.
- Recommendations on the current business practices and processes in place.
- An assessment of the City's customer service. This assessment should involve soliciting feedback from a range of community partners.
- Assistance with implementation of the approved plan.

Background:

The City of Willmar operates with a \$31 M budget of which \$15.2 M is dedicated for general purposes and \$8M for Wastewater Treatment, which operates as an enterprise fund. The City employs approximately 100 FTEs and offers a full range of municipal services. A current organizational chart is attached to this RFP. The City also owns the Municipal Utility and Rice Hospital, although neither of those entities is included in the scope of this proposal. Recreation Services are provided through a Joint Powers Agreement with the Willmar Area Public Schools. The City operates under the Weak- Mayor – Strong Council form of government and employs a full time City Administrator.

The City has a long tenured workforce and many pending retirements in the next 3 to 5 years. The City is interested in looking at opportunities for restructuring, but also recognizes the importance of an orderly transition and knowledge transfer.

The purpose of conducting the organization analysis is to identify the strengths and weaknesses of the current organizational structure and leadership and to develop a roadmap for the City's future.

Requirements of the Proposals:

- Successful proposals will provide a project schedule, including key milestones.
- Proposals will also describe the methodology to be used to gather the appropriate information.
- Proposers should also identify and quantify in terms of time, the nature and scope or services to be provided by City staff to assist in the project's completion.
- Provide 3 references of similar organizational assessments completed. The submission of proposals will also include the company profiles, staffing of the firm, proposed process timeline and any potential statements regarding conflict of interest.
- Changes to the proposals can be completed upon the written request of either party, but must be approved in writing by both parties. These proposals will be reviewed in an open (not sealed bid) evaluation comparing each of them to the above objectives.
- The City of Willmar retains the right to cancel the request for proposals at any time, and has no obligation to act on any or all of the proposals. This RFP is valid for 60 days from receipt of the proposals.
- After award of the successful proposal, the City and Respondent will work to accomplish the task in an expeditious manner as reflected by the critical path time line submitted with the proposal.
- After approval of the draft assessment and its results by the City, Respondent will make a final presentation of the findings of the assessment and recommendations to the full City Council at a regularly scheduled meeting. The final presentation will include a complete summary of all the deliverables listed in the RFP. For the final presentation, Respondent will provide 10 copies in a bound format for the use of the City Council and one electronic version of the document suitable for making additional copies as the City requires.

Right of cancellation

- At any time during the performance of the work, the City of Willmar can choose to terminate the contract with a 30 day notice in writing to the Respondent. The City of Willmar will ask the Respondent to cease work, accumulate billing up to that time and submit to the City of Willmar all work completed to date and the final bill for payment.

Please submit 5 copies of the proposal by 4:00 pm, Monday, January 7, 2012 to the following contact:

City of Willmar

Attn: Charlene Stevens, City Administrator

333 SW 6th Street, P.O. Box 755

Willmar, MN 56201

Any questions related to this information can be directed to:

Charlene Stevens - (320) 235-4913 or cstevens@willmarmn.gov

Time spent in a workshop meeting before the RFP is finalized will result in a better Report. I say that because.....

1. A review of the initial draft RFP for an Organizational (Structural) Overview it calls into question definition of the scope of the project. Re-listening to last weeks Council meeting provides little clarity but does surface a number of opinions of "what" the scope should be. The resolution passed called for a mysterious five item scope definition from a former unidentified RFP; Councilman Christianson asked for it to be stated, but no one could do so. Nevertheless it passed and I'm hopeful those five items will be provided today in their original source format.

2. The Council discussion reveals a wide variety of expectations from the Organizational Review, many of which are included in the well written initial draft, but some that are not. The scope definition is perhaps the most meaningful component of the RFP and a few minutes time spent on Google provides a wealth of information from others who have previously invented this wheel.

3. A discussion and understanding of what differentiates this Project from Vision 2040 would be helpful because they might easily become confused, by the public and possibly the Council.

4. The RFP calls for an Assessment of the Workplace Culture and an Assessment of the Customer Base. While each is an important study that should take place regularly you might consider separating them from this Review. It doesn't seem timely to ask employees for feedback about a rumored potential change, and you don't want them taking the time of an Organizational Consultant, with complaints about an unfair supervisor. The same goes for Customer Service. Do it another time, it is unrelated to this work product. I am not saying the Consultant shouldn't have both employee concerns and customer needs in mind when he recommends change; but that is different than individual surveys and happiness indexes.

5. I found a great sample from the city of Greenbelt, MD, their Organizational Assessment RFP, offering for your consideration many excellent items to **Background Qualifications, Scope of Services, and most importantly a listing of Anticipated Deliverables**. Please take a look at it.
http://search.babylon.com/?q=organizational+study+greenbelt%2Cmd&affID=110796&tt=120812_bandext3212_3&babsrc=SP_ss&mntrId=0498ede200000000000006c626d0aaad2

6. I'm pleased to read the item, *Observations and Identification of Opportunities for Intergovernmental Cooperation*. I consider this a paramount goal because we all know it is the source for important savings for the taxpayer. Consultant advocacy of and experience with City-County collaboration should be added to the Background Requirement section. We want to hire a Consultant that thinks like a taxpayer, represents management, is a creative innovator, and will be an advocate of change. Maybe you should tell them that.

7. The List of enclosures to be supplied to bidders should include a Department Report of FTE counts, compensation paid, benefits paid, etc. I'd suggest you ask for a comparison of Willmar-Kandiyohi benefit programs and a comparison of Willmar's comp data to a MN peer group. They will be helpful.

8. Please request submission of the final report in digital format as well, for forwarding to the Chamber of Commerce, their Working Together group, and taxpayers like me.

In conclusion, the suggested timetable needs loosening to provide for a Council work session and gathering of more ideas. We have a good beginning and a week or two won't make much difference if the end result is measurably improved. I note some City's have a pre-submission conference a week or two before the deadline.

Inquiry should be made of the **Working Together Group** if this RFP will provide answers to their unidentified concerns about the "state of affairs and lack of understanding of individual roles and responsibilities".

And finally, to expect a good consultant to spend his Christmas & New Years preparing our bid isn't conducive to obtaining the best of the best.

**COMMUNITY DEVELOPMENT COMMITTEE
CITY OF WILLMAR, MINNESOTA
THURSDAY, DECEMBER 14, 2012**

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, December 13, 2012, in Conference Room No.1 at the City Office Building. Chair Dokken called the meeting to order at 4:45pm.

Present:

Jim Dokken	Chair
Ron Christianson	Council Member
Bruce DeBlieck	Council Member
Steve Ahmann	Council Member
Bruce Peterson	Director of Planning and Development Services

Others present: Mayor Frank Yanish, Audrey Nelson, John Sullivan

1. PUBLIC COMMENTS (FOR INFORMATION ONLY)

John Sullivan inquired about progress on a Zoning Ordinance amendment dealing with the administration of variances. Staff stated that they would review the matter and pursue the necessary amendment.

2. UNSAFE BUILDING DECLARATION FOR 511 7TH ST NW (MOTION)

Staff presented information relative to the status of the home at 511 7th ST NW (see Attachment A). The owner of the property has not responded to City orders to repair the property. Because of the continued deterioration, Staff requested that the Council issue a formal declaration for the house as an unsafe building. This declaration will be delivered to the building owner and would allow 30 days to bring the building up to standards or have the building demolished. Failure to do so could result in the City pursuing court action to allow the City to demolish the structure.

Staff has been in contact with a representative of the owner, Fannie Mae. The property representative had requested the formal declaration in an attempt to move Fannie Mae to action.

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

RECOMMENDATION: To issue an unsafe building declaration for the house at 511 7th ST NW.

3. EXTERIOR MAINTENANCE ORDINANCE (FOR INFORMATION ONLY)

The Committee reviewed and discussed a draft ordinance dealing with exterior maintenance for commercial/industrial/institutional buildings. The draft ordinance was fairly comprehensive and it was the opinion of the Committee that the length of the ordinance could be shortened, and that it needed to be reviewed with other ordinances for redundancy and duplication. Staff stated that a number of sections had already been removed due to duplication, but would review the ordinance again and eliminate any redundancies and inconsistencies. The Committee decided to receive the draft for information only. Staff will revise the draft and provide copies to all Council members

prior to the next Committee meeting. The Committee agreed to discuss the ordinance further in January.

4. ANN'S CAFÉ AND JOHN'S SUPPER CLUB UPDATE (FOR INFORMATION ONLY)

Staff presented status reports for the former Ann's Café and John's Supper Club buildings (see Attachment B). The Ann's site has been secured and no longer poses a safety hazard. Council member Ahmann stated he had met with Paul Kidrowski regarding progress on the John's Supper Club building. Mr. Kidrowski told him that some progress has been made, but the work done has not required formal inspections. The Committee saw no value in revoking the permit and will continue to work with Mr. Kidrowski to complete work on the building.

5. MISCELLANY (FOR INFORMATION ONLY)

Chair Dokken informed the Committee that staff was dealing with a problem house on Mary Avenue. A neighbor had contacted several Council persons regarding the conditions on that site.

Council member Ahmann inquired about HRA reporting on the conditions of rental properties at Welshire and other locations. His main concern was the condition that the HRA received the units in when a unit was abandoned.

Council member Christianson briefly informed the Committee about information prepared by the Attorney General's Office regarding local units of government paying dues to chambers of commerce and service clubs.

Council member DeBlieck informed the Committee that Willmar Municipal Utilities has put the subject of LED street lights on hold due to decreasing prices.

The Committee decided not to meet the last week of December. If a meeting is necessary before the next Council meeting, it was agreed that they would meet January 3rd. Otherwise, the next regular Committee meeting will be Thursday, January 17th.

6. There being no further business to come before the Committee, the meeting adjourned at 6:05pm.

Respectfully Submitted,



Bruce Peterson, AICP
Director of Planning and Development Services



WILLMAR

Attachment 4
12-13-12

PLANNING AND DEVELOPMENT SERVICES

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

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

FAX: 320-235-4917

MEMO

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

FROM: Randy L. Kardell, Building Official *RLK*

DATE: December 6, 2012

RE: **511 7th Street Northwest**

The 30 day voluntary period of compliance and the 45 day extension period expired on December 1, 2012. There have been no corrective actions performed on the above reference property. It is now time for the formal "Unsafe Building" declaration by the governing body as required in Minnesota State Statues, section 463.15 to 463.26.





Attachment B
12-13-12

PLANNING AND DEVELOPMENT SERVICES

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

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

FAX: 320-235-4917

MEMO

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

FROM: Randy L. Kardell, Building Official *RLK*

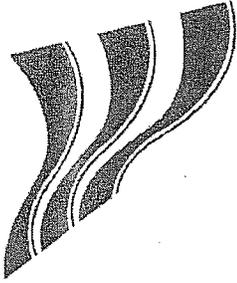
DATE: November 30, 2012

RE: Anns Café and John's Supper Club

I met with UMEC, Inc. on Friday, November 30th in regards to the open excavation behind their facility. The open excavation will be protected by a 42" high fencing barrier with proper framing supports. This work will be done on December 1st as stated by the person in charge. The project will be secured as requested.

The last scheduled building inspection of the John's Supper Club was conducted on April 18, 2012. There have been no further documented construction inspections. Minnesota State Rules, Chapter 1300.1021 Subd. 11 states "Every permit issued shall become invalid unless the work authorized by the permit is commenced within 180 days after its issuance. If the work authorized by the permit is suspended or abandoned for 180 days after the time is commenced, the building official may grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extensions shall be requested in writing and justifiable cause demonstrated." The City Council granted Mr. Kidrowski an indefinite time for compliance. There never was any written request for extension as required by code. Building permit #19042 has become invalid, due to lack of construction activity. Technically, this office is required to revoke the permit and ensure there is no further construction. Mr. Kidrowski will be required to submit new construction documents and re-apply for a new building permit. Does this office revoke the permit or adhere to the non-deadline given by the Council?





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

Agenda Item Number: 11 Meeting

Date:

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: December 17, 2012

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

Originating Department: City Clerk-Treasurer

Action Requested: Motion to Approve

Guiding Principle: Willmar Municipal Code Section 3-136

Agenda Item: Consideration of On-Sale, Club On-Sale 2013 Sunday Liquor Licenses

Background/Justification:

The following establishments are requesting renewal of their current Sunday Liquor Licenses:

On-Sale

Austin F. Hanscom Post 167

Applebee's Neighborhood Grill & Bar

El Tapatio Mexican Restaurant

Holiday Inn / Green Mill Willmar

Grizzly's Grill N' Saloon

Kandi Entertainment Center

The Oaks at Eagle Creek

Finstad-Week Post 1639

Club On-Sale

Willmar Frat. Order of Eagles

Willmar Elks Lodge

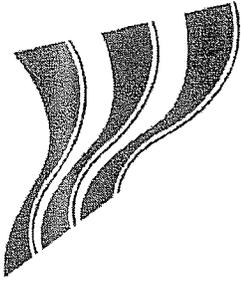
Fiscal Impact: \$2,000.00 (\$200 per establishment)

Alternatives: Deny

Staff Recommendation: Approve the Applications on a Roll Call Vote Subject to the Approval of the Chief of Police

Preparer: City Clerk-Treasurer

Signature:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 12

Meeting Date:

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: December 17, 2012

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Action Requested: Motion for approval

Guiding Principle: Willmar Municipal Code Section 3-5

Agenda Item: Consideration of Civic Center Arena Special Event by On-Sale Liquor License Holder Permit

Background/Justification: The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling New Year's Bonspiel. On January 4, 5 and 6, 2013, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC has applied for this permit with on-site employee listed as Tara Bonnema.

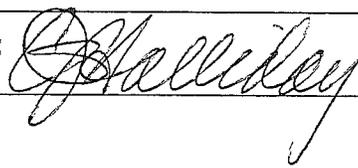
Fiscal Impact: \$100

Alternatives: None

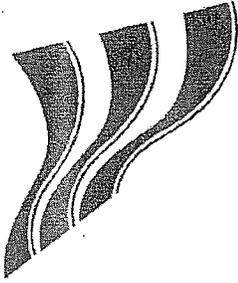
Staff Recommendation: Approve the Permit on a roll call vote

Reviewed by: Community Education & Recreation Board (approval on 12/07/2012)

Preparer: City Clerk-Treasurer

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 13

Meeting Date: December 17, 2012

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk

Action Requested: Approve Resolution establishing an Absentee Ballot Board

Introduction: The resolution is required by Minnesota Statute 203B.121, Subd. 1

Background/Justification: The Absentee Ballot Board will bring uniformity in the process of accepting or rejecting returned absentee ballots in the City of Willmar's Ward and Special Elections. The Board will consist of a sufficient number of Election Judges as provided in Sections 204.B19 to 204B.22.

Fiscal Impact:

Alternatives:

Staff Recommendation: Approve the resolution.

Reviewed by:

Preparer: Kevin Halliday

Signature:

Comments: N/A.

RESOLUTION NO. _____
ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, the City of Willmar is required by Minnesota Statute 203B.121, Subd. 1 to establish an Absentee Ballot Board effective June 19, 2012; and

WHEREAS, the Board will bring uniformity in the process of accepting or rejecting returned absentee ballots in the City of Willmar's Ward and Special Election in Kandiyohi County; and

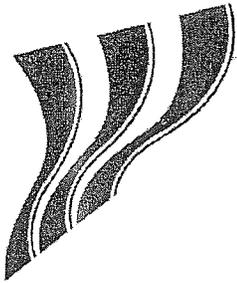
WHEREAS, the Absentee Ballot Board would consist of a sufficient number of Election Judges as provided in Sections 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willmar, hereby establishes an Absentee Ballot Board that would consist of a sufficient number of Election Judges as provided in Minnesota Statute 204B.19 to 204B.22 to perform the task.

Dated this 17th day of December, 2012.

Mayor

City Clerk-Treasurer



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 14

Meeting Date: December 17,
2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning and Development Services

Action Requested: Introduction of an Ordinance to Rezone from G/I to R-2

Guiding Principle: Comprehensive Plan

Introduction: The applicant Casa De Misericordia Church applied for a rezone of the old Lincoln School property to operate a church out of the property.

Background/Justification: All of the abutting property is zoned R-2 except for the P (Park) District to the east. The rezone is consistent with the Comprehensive Plan. Churches are permitted with a conditional use permit in an R-2 zone, and at that time the Planning Commission can attach use conditions of operation etc.

Fiscal Impact: N/A

Alternatives: Not rezone the property

Staff Recommendation: Staff recommends that the ordinance be introduced for a public hearing on January 7, 2012.

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

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

Signature: *Megan M. Sauer*

Comments:

ORDINANCE NO. _____

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from G/I Government Institutional to R-2 One and Two Family Residential:

Lots 1-4, Block 1, Ferring's Second Addition to Willmar (511 Julii St. SE)

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: _____

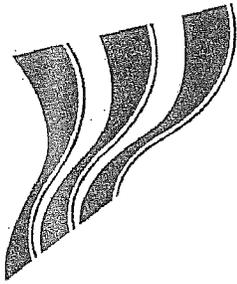
This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 15

Meeting Date: December 17,
2012

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Planning & Development Services

Action Requested: Mills Second Addition Final Plat Approval

Guiding Principle: Subdivision Ordinance

Introduction: The applicant Mills Properties wishes to subdivide a portion of their property into three commercial lots.

Background/Justification: The property owned by Mills Properties is proposed for platting so that different parent companies within their corporation can own each parcel, such as their automotive group etc. The lot sizes and frontage well exceed Zoning Ordinance minimums. Two conditions that were placed on the plat per Planning Commission preliminary plat approval regarding a water valve shut off and an access easement agreement have been dealt with prior to final plat submittal.

Fiscal Impact: N/A

Alternatives: N/A

Staff Recommendation: Staff recommends approval of the final plat.

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

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

Signature: *Megan M Sauer*

Comments: