

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

April 7, 2014
7:00 p.m.

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

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

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of March 17, Rice Memorial Hospital Minutes of March 19, Willmar Municipal Utilities Minutes of March 24, Planning Commission Minutes of March 26, Accounts Payable Report through April 2, Community/Activity Center Minutes of March 4, Willmar Police Commission Minutes of February 19, Airport Commission Minutes of March 19, CER Joint Powers Board Minutes of March 21, and Building Inspection Report for March, 2014. Council Member Christianson seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened the Improvement Hearing for the 2014 Street and Other Improvements. Jared Voge of Bolton and Menk, Project Engineer, appeared before the Mayor and Council to describe in detail, and via PowerPoint presentation, the proposed improvements consisting of reconstruction, mill and overlay, new construction, and street lighting. Faith Wilson, owner of Ed's Service Center, questioned the timeline of the project and expressed her concerns of access for tow equipment in and out of her business. Mr. Voge addressed her concerns stating it has been incorporated into the contract to phase the construction with the contractor so that access can be maintained a majority of the time. Kristina Gabrielson, 510 SW 9th Street, inquired as to the cost to the homeowners. City Clerk Kevin Halliday read a letter submitted from Terry Brunson of 520 SW 9th Street and signed by 14 others living on 9th Street SW between Litchfield Avenue and Kandiyohi Avenue. These residents requested the Council consider removing this section of 9th Street SW from the 2014 Improvements. Mr. Voge recommended obtaining the bids so that a more accurate estimate of project costs can be obtained and the Council can reevaluate the request to include the possibility of a seal coat. City Clerk Halliday explained the assessment payment process as well. The question was raised as to the depth of water main replacements. It was noted that the current specification is a seven foot depth from the top of the road to the top of the pipe. After all were heard to speak for or against the improvements, Mayor Yanish closed the hearing at 7:28 p.m.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

**RESOLUTION ORDER IMPROVEMENTS AND AUTHORIZING PREPARATION
OF PLANS AND SPECIFICATIONS FOR 2014 IMPROVEMENT PROJECTS**

WHEREAS:

After due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

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

It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.

The improvements described in said Notice of Hearing are hereby designated and shall be known as 2014 Improvements.

The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.

The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 7th day of April, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

In order to keep the project on schedule, it is necessary to approve the plans and specifications for the project included in the Improvement Report at this time and open bids on May 6, 2014. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

WHEREAS:

The City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project Nos. 1401, 1403, 1404, 1405 & 1407 for the City of Willmar;

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

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Multiple bid packages will be publicly opened and read with the first opening scheduled for 1:00 p.m. on the 6th day of May, 2014, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 7th day of April, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

At 7:40 p.m. Mayor Yanish opened a hearing on an Ordinance Authorizing the Sale of Real Property to Jennie-O Turkey Store, Inc. Planning and Development Services Director, Bruce Peterson presented the purchase agreement for 7.6 acres and right of first refusal for the remaining 30 acres of land to the north. The City's current Industrial Land Write-Down Policy allows the purchase price to be reduced to \$0.00. Ken

Warner, 1216 SW 11th Street, spoke in favor of the land sale and expansion of the City's Industrial Park. Steve Gardner, 2645 SW 19th Avenue, also spoke in favor stating the Local Option Sales was established to enable the development of the Industrial Park and grow our local economy by allowing the Jennie-O projects to move forward. Mike Carlson, 1115 Carolina Avenue SW, commended Jennie-O Turkey Store (JOT-S) for being an active part of making Willmar a better community. Christie Kurth, 907 SE Becker Avenue, spoke on the support Jennie-O Turkey Store gives to the community. Bob Skor, 617 SW 14th Street, spoke against the land transfer and tax increment financing concept, and stated various other reasons the citizens voted for the Local Option Sales Tax. Warren Erickson, 1607 Upper Trentwood Circle, touched on competitive wages and the assistance Jennie-O and other businesses have given to the YMCA. Steve Renquist, 3106 Eagle Ridge Drive, spoke on the land write-down policy and tax increment financing. He stated cities prosper through the creation of jobs. JOT-S looked for good value and found that in Willmar. The wages JOT-S pays are well in excess of those required by the State of Minnesota to work for the Job Creation Fund or the Minnesota Investment Fund. Jonathan Kreps, 3297 SW 15th Street, spoke in favor of the land transfer and touched on the rate of return from property taxes. Harlen Madsen, 15263 - 120th Avenue SE, Lake Lillian, MN, representing himself as a dairy farmer stated JOT-S support for the ag markets. After all were heard speaking for or against the proposed ordinance, Mayor Yanish closed the hearing at 8:05 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of Ordinance No. 1363 Authorizing the Sale of Real Property to Jennie-O Turkey Store, Inc. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Mayor Yanish called a recess to the meeting at 8:15 p.m. At 8:25 p.m. the Council reconvened.

Mayor Yanish acknowledged several individuals in the Open Forum. Carol Laumer, 1313 - Ella Avenue NW, came before the Council to request more thought be given to improving or expanding the City's hike and bike trails and using more LOST funds. Bob Skor - 1617 SW 14th Street, requested clarification on the lease for the Trap Range, the status of the City Auditorium review and an update on the quiet zone at Trott Avenue. Loren Schultz - 901 Irene Avenue SE, came before the Council questioning if core drills have been performed under the proposed JOTS site and where the storm water will be detained.

The Labor Relations Report for March 26, 2014, was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 Council Member Christianson made a motion, seconded by Council Member Anderson to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies. The meeting was closed at 4:46 p.m.

The meeting was reopened at 5:30 p.m. on a motion by Council Member Anderson, seconded by Council Member Christianson.

At this point, Finance Director, Steve Okins, joined the meeting.

Item No. 2 Chair Ahmann reviewed the tentative agreement with AFSCME Public Works summarizing the agreement for 2014-2015. Chair Ahmann highlighted the annual wage increases of 2.0%, the changes in language for contracting, the change in post-retirement health care and the changes in the employer contribution for insurance. The Committee was recommending the Council approve the contract with AFSCME Public for 2014-2015 as described. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Item No. 3 Ms. Stevens stated that Mark Boesch, the Information Systems Coordinator, has given his notice. His last day of employment will be April 4th. Mark will be starting his own business in the technology field. As his position is critical to the operations of the City, it was recommended the vacancy be posted and filled as soon as possible.

Council Member Christianson asked if it would be possible to contract for the service. Ms. Stevens stated that she felt the City had a need for an individual on staff. Chair Ahmann questioned if forensic skills were necessary. Ms. Stevens stated that Ross Smeby, another employee, did have some of that training.

Following the discussion, the Committee recommended opening the hiring process for Information Systems Coordinator. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Christianson seconding the motion, which carried.

Item No. 4 Under Old Business Chair Ahmann stated that he would like to meet with the City Administrator to discuss the annual evaluation process and forms. Ms. Stevens stated that she was willing to discuss the process and forms and noted that the annual evaluation process should more closely follow that of other City employees, which follows an employee's anniversary date.

Chair Ahmann also raised the topic of the Council Planning Retreat again. Council Member Anderson suggested that perhaps an early start on the budget and potential discussion of the Capital Improvements Plan (CIP) would be a starting point.

The Labor Relations Committee Report for March 26, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

The Community Development Report for March 27, 2014 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Ryan Raske of AECOM, assisted by Jesus Celis of BNSF Railroad, presented information to the Committee regarding a proposed TIGER grant for construction of a wye/by-pass west of Willmar. TIGER stands for Transportation Investment Generating Economic Recovery. Project partners have been BNSF, MnDOT, City of Willmar, Kandiyohi County, and the EDC.

A PowerPoint presentation was viewed and discussed. Track and route geometrics were presented. Several minor roads will require rerouting and an at-grade crossing will be constructed at County Road 55. Road-over-rail overpasses would be constructed on Highway 12 and Highway 40. The typical railroad right-of-way width will be 150'. A combination of private and municipal property takes are needed. Approximately 27 acres of City-owned property and 103 acres of privately-owned property is needed for the railroad and overpass right-of-ways. Most private property owners have been receptive to the project.

A memorandum of understanding (MOU) has been prepared that spells out generally the responsibilities of all parties to the project. If the TIGER grant is unsuccessful, none of the parties will be held responsible for claims made in the MOU. Project benefits include: a reduction in blocked crossings, less train horn noise, fewer idling trains, lower emissions, and an increase in economic development potential. The project would allow for a switch and siding into the west end of the new industrial park. It was estimated that 7-10 trains per day would be diverted due to the construction of the wye/bypass, significantly reducing the amount of traffic in and out of the Willmar yard.

Council Member Dokken proposed a public meeting to get citizen input. Mr. Raske said that the grant application was due on April 28, 2014 with all information to be submitted by April 21, 2014. It is anticipated that the grant award will occur in September 2014. Design will take a full year and construction could begin in 2016. The Committee discussed the project in depth including preliminary costs and benefits to the community.

Following discussion, the Committee was recommending that the City approve entering into the MOU, participating as a co-applicant, and provide the right-of-way for the project across City property, subject to a future hearing and ordinance. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Christianson seconding the motion, which carried.

Item No. 3 Staff presented additional information to the Committee regarding the Jennie-O Turkey Store project. The process for land transfers was discussed. The relationship between the purchase agreement and subsequent development agreement was also discussed. It was noted that the job creation and retention goals for the project would be audited in the annual business subsidy reports that are submitted to the State of Minnesota. Discussion concluded by the Committee reviewing the application of employment credits from Phase I to Phase II, and the mechanism to make it happen. It was acknowledged that the exact impact of the industrial land write-down policy on the purchase prices for both phases of the project would not be known until the projects are completed. Language in the business subsidy and development agreements will address this issue.

The Committee recommended that the City approve the purchase agreement and right of first refusal in substantial conformance with the draft, subject to the public hearing and ordinance adoption. Council Member Fagerlie moved to approve the purchase agreement and authorize the Mayor and City Administrator to sign on behalf of the City, with Council Member Johnson seconding the motion, which carried.

The Committee then reviewed the proposed tax increment financing program for the project. Timeframes and steps to follow were discussed at length. In order to stay on schedule and to meet the statutory timeframes, staff said it was necessary for the Committee to set a public hearing for the tax increment financing plan. In the interim, staff will be providing information to the County and School District regarding the potential financial impacts on those taxing jurisdictions.

A motion was made by Council Member Fagerlie, seconded by Council Member Dokken, to set a hearing on the Jennie-O Turkey Store Tax Increment Financing Plan for May 5, 2014 at 7:02 p.m. The motion carried.

Item No. 4 Under old business the Committee was provided with an update on the Rule Tire project. An offer by an adjacent property owner to buy one of the decrepit buildings was discussed. Staff recommended that there be no sale of buildings, and that the City proceed with demolition as planned due to the extremely poor condition of the structures. This item was for information only.

The Community Development Report for March 27, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Dokken, and carried.

The Finance Committee Report for March 31, 2014 was presented to the Mayor and Council by Council Member Anderson. There were five items for consideration.

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

Item No. 2 Staff explained to the Committee that the amphitheater proposed to be constructed at Robbins Island Park is being spearheaded by private citizens and introduced Bob Mathiasen, Community Fund Raising Chair, who presented an update to the Committee on the project progress and naming rights requirements. The cost to construct the amphitheater is estimated at \$350,000 to be funded through grants, naming rights donations, and business/individual donations. Council support is needed for utilizing naming rights donations as one of the fund sources. Mr. Mathiasen also requested Council approval to allow donors to make payments over a period of ten years.

Council Member Johnson raised concerns about the amount the City would be underwriting and the credibility of donors making payments. Mr. Mathiasen responded that those donors making payments would be required to execute a pledge agreement.

Council Member Fagerlie also raised a concern about possible land-use restrictions that may be listed on the Robbins Island deed to the City of Willmar. Staff will research this question.

The Committee was recommending the Council approve naming rights donations as one of the sources of funding for the amphitheater project and to support the continued fund-raising efforts for grants, naming rights donations and business/individual donations to fully fund the project. The recommendation further requires that a minimum of 50 percent of the total funds needed for the project be received in cash up front and an allowance of the remaining balance of these donations be secured with a pledge agreement payable over a maximum of ten years. .

A motion was made by Council Member Anderson to approve the Committee recommendations for funding the amphitheater, Council Member Nelsen seconded the motion, which carried.

Item No. 3 Staff explained to the Committee that 2014 is the last year of the first five-year agreement with the Northwoods League and Willmar Baseball LLC for use of the Bill Taunton Stadium at Baker Diamond. A new five-year lease is being proposed effective August 25, 2014 through August 25, 2019, and has been reviewed by the City Attorney. It was noted that rents were increased by \$18,540 over the previous agreement for the five-year period and that these rates are comparable with statewide cities of like-size. Other changes to the agreement include opening the concessions one-half hour prior to game time and disallowing political signage at the stadium. Concerns were raised about conflicts with the Legion, VFW and Willmar Baseball Association. Community Ed and Rec Director Brisendine explained that he is working with these groups to coordinate schedules and alleviate conflicts. In response to a question from Council Member Nelsen, CER Director Brisendine noted that requests are being addressed for improvements to the Orange Field for Concession area, bathroom facilities, and a press box. Concerns were also raised regarding recycling issues. Mr. Brisendine stated that would be the City's responsibility to address and will look into providing those receptacles.

Following discussion, the Council agreed to table the five-year agreement with the Northwoods League and Willmar Baseball LLC.

Item No. 4 The Committee reviewed details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

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

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 7th day of April, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff presented a summary of the Local Option Sales Tax Program that expired December 31, 2012, for the four authorized projects including the Industrial Park Expansion, Hiking/Biking Trails, Purchase of WRTC 60 Acres, and the Civic Center/Blue Line Arena Connection to the Committee. It was noted that one year has elapsed since the expiration of the tax; subsequently, the City Council could explore the possibility of requesting authorization to reinstate the tax from the State Legislature, as previously considered, for street funding. Unrealized market value losses over the last year reduced the amount of the total funds remaining in the Local Option Sales Tax (LOST) Fund by approximately \$722,000. Staff recommended the Committee consider reallocating this unrealized market value loss to other City funds to reinstate the full amount back into the LOST Funds portion of the Industrial Development Fund. It was noted that this market value loss is anticipated to be regained upon maturity of the applicable investments.

After discussion, it was recommended by the Committee to approve reallocating the 2013 unrealized market value loss in the Industrial Development Fund by prorating the total among other City funds. A motion was made by Council Member Anderson to approve the Committee recommendation, Council Member Nelsen seconded the motion, which carried.

The Finance Committee Report for March 31, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for April 1, 2014 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 Dan Groothuis and Denny Bredeson, property owners near the new airport, came before the Committee and discussed potential leasing or purchase of City-owned surrounding land for farming purposes. Discussion involved the sealed bid process versus open bidding. Also discussed was the length of the lease and any possible extensions. This was received for information only.

Item No. 2 Staff updated the Committee on the proposed scope of services and costs for construction-related engineering services with Bollig, Inc. Staff made no recommendation at this time. The total cost of all four amendments was discussed at length. The proposed cost of the scope of services for construction-related services is \$185,800. This represents 8% of the construction bid amount. Council Member Ahmann inquired how many hours staff commits to these projects. The Committee recommendation was to approve Amendment No. 4 to the Bollig Inc. construction-related services agreement for the MinnWest Lift Station/Lakeland Drive Sewer Project.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

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 Amendment #4 to the professional services contract between the City of Willmar and Bollig Inc. for the MinnWest Lift Station/Lakeland Drive Interceptor Sewer Project. The amendment increases the not-to-exceed figure for the previously amended contract amount approved by Council to \$628,428.96.

Dated this 7th day of April, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 Brian Bollig, Bollig Inc., was present to update the Committee on the MinnWest Lift Station/Lakeland Drive Sewer Project. It was his recommendation to delay awarding the bids pending final MPCA review. Staff suggested bids could be brought back at a later date, as they are valid for 90 days after the bid opening date of March 3, 2014.

Council Member Christianson made a motion to delay the awarding of bids pending the MPCA Review Process. Council Member DeBlicek seconded the motion, which carried.

Item No. 4 Staff gave an update on the budget amendment and presented it to the Committee for consideration. It was staff's recommendation the Committee approve the amended budget as presented. It was noted bids came in slightly higher than anticipated. The total estimated cost for the project is \$3,251,977.76. Of this amount, \$2,999,716.76 is expected to be PFA eligible. The budget also shows expenditures of \$210,261 in Municipal State Aid Funds, and \$42,000 in Local Option Sales Tax Funds.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

FINAL PROJECT NO. 1310 BUDGET
MINNWEST LIFT STATION/LAKELAND DR SEWER PROJECT

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Improvements	<u>\$2,421,172.50</u>	State - PFA	\$2,999,716.76
TOTAL	\$2,421,172.50	City - State Aid	\$210,261.00
		City - LOST	<u>\$42,000.00</u>
		TOTAL	\$3,251,977.76
OTHER CHARGES:		FINANCING:	
Professional Services	\$687,961.60	State - PFA	\$2,999,716.76
Other Charges	<u>\$142,843.66</u>	City - State Aid	\$210,261.00
TOTAL	\$830,805.26	City - LOST	<u>\$42,000.00</u>
		TOTAL	\$3,251,977.76
GRAND TOTAL	\$3,251,977.76		

Dated this 7th day of April, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff updated the Committee on the Highway 12 Cooperative Construction Agreement and the level of City participation in the project. Staff recommended approving the Cooperative Agreement and amending the level of cost sharing from the estimated cost of \$58,747 to the revised share in the amount of \$63,920.34. The change was due primarily to the addition of construction-engineering services. Council Member Ahmann asked about signal maintenance and who would be responsible. Staff explained that MnDOT will be responsible for the maintenance of the signals.

The Committee gave two recommendations for the Council to consider. The first is to amend the level of City construction participation in the amount of \$63,920.34 and second to authorize the Mayor and City Administrator to execute the Cooperative Construction Agreement with MnDOT for the project.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

AMENDING RESOLUTION NO. 6 DATED FEBRUARY 3, 2014

BE IT RESOLVED by the City Council of the City of Willmar that the City's share of the Cooperative Construction Agreement between the City and MnDOT be amended to \$63,970.34, with the funding source being a re-appropriation from the savings on the purchase of oil distribution equipment within the Capital Improvement Fund.

Dated this 7th day of April 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED that the City of Willmar enter into MnDOT Agreement No. 05329 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the grading, bituminous paving, bridge approach panels, lighting, signals and ADA improvements construction and other associated construction to be performed upon, along and adjacent to Truck Highway No. 12 from 500 feet west of 7th Street to 0.44 miles east of County Road No. 9 within the corporate City limits under State Project No. 3403-68 (T.H. 12=010), and

BE IT FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Dated this 7th day of April 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 Gary Manzer, Public Works Working Foreman, attended the Committee meeting to answer questions regarding the purchase and replacement of a motor grader. The 2014 CIP includes the replacement at a cost of \$265,590. Staff proposed purchasing a new 2014 John Deere under state contract for \$247,150, including trade in of the 1991 model. The Committee asked if this item would need to go to the Finance Committee for approval, staff informed them this item did not as no budgetary action is required. The Committee recommended approving the purchase. A motion was made by Council Member Christianson to authorize the purchase of a new motor grader for the amount of \$247,150. Council Member DeBlieck seconded the motion, which carried.

Item No. 7 Under New Business the Committee inquired as to any updates on the City Auditorium. Staff explained the City is awaiting more options from Engan and Associates.

The Committee has been hearing concerns about lead at the City trap range. Staff explained they are only discussing renewal of the leases of this time. These leases may include such language as mitigation of lead. This information will come back to the Committee at a later date.

Item No. 8 Under New Business Police Chief Dave Wyffels noted the jail census for April 1, 2014 was 76, and that the calls for service for the previous two weeks totaled 672.

Fire Chief Gary Hendrickson noted there have been 70 calls to date this year, which is on pace to be similar to the number of calls in 2013. Chief Hendrickson also reminded the Committee that property owners are not allowed to burn leaves within the City, and are encouraged to use the City brush-site. He also discussed additional staffing needs.

The Committee expressed gratitude and thanked Bruce Peterson for his help and service the last 18 months, during this time of transition.

The Public Works/Safety Report for April 1, 2014, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

City Clerk Kevin Halliday presented the list of establishments requesting renewals for On-Sale, On-Sale Club, On-Sale Wine, On-Sale 3.2% Intoxicating Malt, and Off-Sale Liquor Licenses. Council Member Anderson moved to approve the renewals, with Council Member Fagerlie seconding the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Announcements for Council Committee meeting dates were as follows: Finance, April 14; Public Works/Safety, April 15; and Labor Relations, April 23, 2014.

There being no further business to come before the Council, the meeting adjourned at 9:20 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
APRIL 14, 2014

The Municipal Utilities Commission met in its regular meeting on Monday, April 14, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Carol Laumer, Jeff Nagel, and Justin Mattern. Absent were Commissioners Steve Salzer, Dan Holtz, and Joe Gimse.

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

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

RESOLUTION NO. 13

"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 March 24, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 140562 to No. 140687 inclusive in the amount of \$346,686.24 with a MISO credit in the amount of \$33,537.50 and a Westmoreland Resource coal payment in the amount of \$58,031.40.

Vice President:

ATTEST:

Secretary

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

Commissioner Nagel reviewed with the Commission the minutes from the April 3rd WMU Planning Committee meeting. The first item to be addressed was to review and consider entering into an agreement for future power supply, noting that the current contract expires at the end of 2015. The entire process and analysis involved in evaluating the submitted proposals (RFP's) was discussed. Following considerable discussion, the WMU Planning Committee was recommending that the proposal submitted by Great River Energy (GRE) for future power supply be approved, contingent on further review by Attorney Robert Scott and Attorney Robert Jablon.

In addition to the power supply discussion, the WMU Planning Committee briefly discussed a number of utility-related projects and issues involving WMU. These items included negotiating a new Interconnection Agreement with Xcel Energy; consideration to purchase parcel of land for the

future Priam Substation project; and, transmission & generation issues (Attachment O Submission, MAPP exit fees, scheduling software, etc.).

Following discussion, Commissioner Mattern offered a motion to approve the minutes of the April 3rd WMU Planning Committee as presented. Commissioner Laumer seconded the motion which carried by a vote of four and zero nays.

In conjunction with the approval of the WMU Planning Committee minutes, Commissioner Schrupp was requesting the Commission to approve the proposal submitted by GRE and to enter into an agreement for future power supply. The power supply agreement would be for a ten-year period beginning January 1, 2016. The three energy products in the contract would be for 20 MW On-Peak Energy, 14 MW Off-Peak Energy, and 20 MW of Capacity. (Note: The actual pricing information associated with the proposed offer is trade secret data and protected by the legal standards in the Data Practices Law.) Following extensive discussion, Commissioner Mattern offered a resolution to approve the proposed ten-year power supply agreement with Great River Energy contingent upon review and approval of Attorneys Robert Scott and Robert Jablon. Commissioner Nagel seconded.

RESOLUTION NO. 14

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Willmar Municipal Utilities enter into a ten-year agreement with Great River Energy of Maple Grove, MN, as reflected in the March 5, 2014 redacted proposal (attached) for future power supply beginning January 1, 2016. The agreed upon energy agreement would include 20 MW On-Peak Energy, 14 MW Off-Peak Energy, and 20 MW of Capacity. This agreement would be contingent upon review and approval of Attorneys Robert Scott and Robert Jablon and the GRE's Governing Board."

Vice President

ATTEST:

Secretary

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

General Manager Hompe reviewed with the Commission the 2014 NERC First Quarter Review. This report listed the activities and educational training which have taken place in an effort to keep up with the ever-changing compliance requirements.

Power Supply Broker Carlson next presented the Commission with the January 2014 Power Supply Report. She noted that the extreme cold weather along with the increased gas prices had an impact on the power supply pricing.

General Manager Hompe reminded the Commission of two upcoming retirements (both managerial positions). Superintendent of Water & Heating Bart Murphy will be retiring on April 30th, and Line Department Supervisor Rich Maxfield will be retiring May 9th.

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

- APPA Electric Utility 101 Webinar: "Distribution", April 16th @ 1:00-2:30 p.m. (WMU Auditorium)
- APPA Utility Governance Webinar Series (4 of 9): "Industry Issues & Challenges Facing Public Power Governing Bodies", April 28th @ 1:00-2:30 p.m. (WMU Auditorium)
- MMUA Legislative Conference - April 23-25 (Bloomington)
- WMU/IBEW Labor Negotiations: Tuesday, May 6th @ 9:00 a.m. (Willmar Holiday Inn & Conference Center)
- 49th Annual MRES Meeting - May 7-8 (Sioux Falls, SD)
- APPA National Conference - June 13-18 (Denver, CO)

Anyone interested in attending or participating in any of the events is asked to contact Beth Mattheisen (WMU Office) to make the necessary arrangements.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



WILLMAR MUNICIPAL
UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
Thursday, April 3, 2014 - 10:00 a.m.
WMU Conference Room

Present: Commissioners Dan Holtz (Chair), Jeff Nagel & Justin Mattern, Wesley Hompe, Tim Hunstad, Chris Carlson, and John Harren.

Chairman Holtz called the meeting to order at 10:01 a.m.

AGENDA ITEMS:

1. Power Supply Proposal - Request for review & recommendation:

In an effort to meet WMU's future energy requirements, WMU released an RFP in December of 2013 for six products relative to purchased power (energy & capacity, transmission costs, market projection forecasts, etc.). These products were determined by an analysis of WMU's power supply needs after 2015, at which time the current WMU/GRE contract for 30 MW of power expires. Following a complete review of the submitted proposals, the top three energy providers were identified. These three candidates were then contacted by Staff to follow up on their submitted proposals by entering into negotiations with the vendors. It was noted that energy-consulting Attorney Bob Jablon (Washington, DC) continued to assist Staff throughout the process. Documentation and spreadsheets containing associated data and negotiated specifications were distributed to the Planning Committee for their review.

Following extensive discussion, Commissioner Mattern offered a motion to recommend to the Commission that the proposal submitted by GRE be approved contingent on a review by City Attorney Robert Scott and Attorney Bob Jablon. It was noted that the recommended proposal is for three energy products each for a ten-year term (20 MW on-Peak Energy, 14 MW Off-Peak Energy, and 20 MW of Capacity). Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

This recommendation will be presented to the WMU Commission at their April 14th meeting for review and approval.

(Please Note: The actual pricing information associated with the proposed offer is trade secret data and protected by the legal standards in the data practices law.)

2. Current Projects/Issues Updates:

- **Interconnection Agreement:** Negotiating a new agreement with Xcel Energy. (Attorney Bob Jablon is assisting in the process.) Anticipate having the agreement completed by the end of 2014.
- **Priam Substation:** Intent is to make an offer to the land owner for 40 acres of land needed for the Priam Substation project. Property appraisal process has been conducted.
- **Budget Affects:**
 - **MCR Schedule:** Attachment O submission deadline May 1st. Will be meeting throughout April to prepare for the submission. Next step will be to determine TO vs. non-TO (Transmission Owner)
 - **MAPP:** Exit fees more costly than anticipated.
- **Alterations in Scheduling Software:** Power scheduling software issues for data integrity were a major factor. (Currently using a scheduling firm, while we plan to conduct the scheduling in-house in the future.)
- **2013 Audit:** To be presented on May 12th.

Adjournment:

Following discussion, Commissioner Nagel offered a motion to adjourn the meeting of the WMU Planning Committee at 11:15 a.m. Commissioner Mattern seconded, and the motion was carried by a vote of three ayes and zero nays.

TRADE SECRET AND CONFIDENTIAL

GRE considers all Product Pricing to be TRADE SECRET and requests that all Product Pricing not be disclosed to the public or other businesses or competitors. Please see the further description at bottom of this page.

GRE RESPONSE TO WMU REQUEST FOR PRICING PROPOSAL FOR ADDITIONAL CAPACITY AND ENERGY FOR A 10 YEAR PERIOD

Proposal is based on GRE's Response to WMU RFP January 21, 2014 and further discussions with WMU.

5-Mar-14

This offer requires that all 3 products be taken together: 20 MW on peak energy for 10 years, 14 MW off peak energy for 10 years and 20 MW capacity for 10 years. Pricing is based on all 3 products combined. No single product is available at the individual prices. Pricing is good for 30 days, until April 7, 2014.

20 MWs of 5 x 16 On-Peak Energy		
WMU RFP Product #2		
Physical Power		
Firm LD 5 x 16		
HE 7-22 CPT		
Excludes NERC Holidays		
10 Year Term		
Delivery Point GRE.WILM		
Year	MW	\$/MWh
2016	20	
2017	20	
2018	20	
2019	20	
2020	20	
2021	20	
2022	20	
2023	20	
2024	20	
2025	20	

14 MWs of 5x8 Off-Peak Energy		
WMU RFP Product #3		
Physical Power		
Firm LD 5 x 8		
HE 1-6, 23, 24 CPT		
Includes NERC Holidays		
10 Year Term		
Delivery Point GRE.WILM		
Year	MW	\$/MWh
2016	14	
2017	14	
2018	14	
2019	14	
2020	14	
2021	14	
2022	14	
2023	14	
2024	14	
2025	14	

20 MWs of Capacity		
WMU RFP Product #6		
10 Year Term		
Delivery Point MISO Zone 1		
Year	MW	\$/MW-Month
Jan 1 - May 31, 2016	20	
PY 2016-2017	20	
PY 2017-2018	20	
PY 2018-2019	20	
PY 2019-2020	20	
PY 2020-2021	20	
PY 2021-2022	20	
PY 2022-2023	20	
PY 2023-2024	20	
PY 2024-2025	20	
PY 2025-2026	20	

Notes:

The 10 year capacity price is the same as GRE's January 21, 2014 RFP response, while the capacity amount has increased to 20 MWs. On-Peak and Off-Peak energy prices for the first 5 years are the same as GRE's January 21, 2014 RFP response, while the energy amounts have increased and the term is extended to 10 years. This offer expires on April 7, 2014. This offer is dependent upon GRE Board of Directors approval.

Disclaimer:

This proposal is presented by GRE to WMU in good faith. However, this proposal does not constitute a binding offer or agreement by GRE to sell electric capacity or energy or any other product or service to WMU. GRE specifically disclaims any intent or implication that by submitting this proposal to WMU that GRE is agreements setting forth all of the detailed terms and conditions of the specific transaction, all necessary management, board approvals and/or making a binding offer or agreement. Neither GRE, nor WMU, will be bound by the terms contained in this proposal or in any document, or to enter into any transaction in connection with this proposal or otherwise unless we have negotiated definitive written other required consents have been obtained for such agreements, and the written agreements have been executed and delivered. Prior to such time, either of us may terminate the discussions concerning this proposal without liability or penalty.

GRE submits this proposal with the presumption that all information contained herein will be treated as confidential, and not released or discussed with any parties or people outside of WMU.

TRADE SECRET DESIGNATION

GRE has designated all product pricing information as Trade Secret and has excised this information to prevent disclosure of information regarding the formulas, compilations, methods, techniques and processes that GRE employs in providing this proposal. Pricing information is highly confidential, is the subject of reasonable efforts by GRE to maintain its secrecy, and derives independent economic value, actual or potential, from not being generally known to or accessible by the public, our competitors and suppliers, who might otherwise gain a commercial advantage over GRE if the information was made public. If the pricing information were to be made public, it would jeopardize the ability of GRE and our members to provide reliable energy at affordable rates.

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
AFFORDABLE PUMPING SERVI			002404							
	39237	04/16/14	SEPTIC PUMPING	330.00		24183		D N	CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I			000057							
	39238	04/16/14	WELDING GAS	26.66		02673895		D N	GENERAL SUPPLIES	101.43425.0229
	39238	04/16/14	WELDING GAS	13.33		02674183		D N	GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	39.99		*CHECK TOTAL				
AMERIPRIDE LINEN & APPAR			000051							
	39239	04/16/14	TOWEL SERVICE	29.92		2200487820		D N	CLEANING AND WAS	101.43425.0338
	39239	04/16/14	TOWEL SERVICE	32.35		2200492433		D N	CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	62.27		*CHECK TOTAL				
ANDERSON LAW OFFICES			002954							
	39240	04/16/14	LEGAL SERVICES-MARCH	9,678.21		STMT/3-14		D M 07	PROFESSIONAL SER	101.41406.0446
ANDERSON/MICHAEL			001828							
	39241	04/16/14	S.O.T.A. TRAINING	8.13		579		D N	TRAVEL-CONF.-SCH	101.42411.0333
ANEZ/KAMI			.02116							
	39242	04/16/14	HOCKEY EQUIP DEPOSIT	50.00		041114		D N	REFUNDS AND REIM	101.41428.0882
ANNUAL OUTDOORS			002672							
	39243	04/16/14	SNOW REMOVAL	390.00		755		D M 07	OTHER SERVICES	101.41409.0339
BAKER PRINTING INK			002534							
	39244	04/16/14	500 FIRE CALL REPORTS	138.00		0314/152		D N	PRINTING AND PUB	101.42412.0331
BATTERY WHOLESALE INC			002860							
	39245	04/16/14	UPS BATTERIES	314.64		20452		D N	MTCE. OF EQUIPME	651.48485.0224
BERNICK'S PEPSI-COLA CO			000103							
	39246	04/16/14	OFFICE COFFEE	39.48		8700		D N	GENERAL SUPPLIES	101.43425.0229
BSE			001980							
	39247	04/16/14	RELAY-OLD SITE HEAT	40.67		907088261		D N	MTCE. OF EQUIPME	651.48484.0224
	39247	04/16/14	FUSE-BALLFIELD LIGHTS	58.70		907098843		D N	MTCE. OF OTHER I	101.43425.0226
	39247	04/16/14	ELECTRICAL PARTS	184.16		907113227		D N	MTCE. OF EQUIPME	101.43425.0224
	39247	04/16/14	LIGHT BULBS	91.44		907121057		D N	MTCE. OF STRUCTU	101.45435.0225
	39247	04/16/14	PARTS-BALLFIELD LIGHTS	399.54		907132323		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	774.51		*CHECK TOTAL				
BSN SPORTS INC			003001							
	39248	04/16/14	SOFTBALL SUPPLIES	2,572.09		95965367		D N	GENERAL SUPPLIES	101.45432.0229
	39248	04/16/14	SOFTBALL SUPPLIES	2,281.37		95978463		D N	GENERAL SUPPLIES	101.45432.0229
			VENDOR TOTAL	4,853.46		*CHECK TOTAL				

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
C D & T INC AUTO PARTS			000145							
	39249	04/16/14	#114532-HYD. FITTINGS	13.90		926531		D N	MTCE. OF EQUIPME	101.43425.0224
	39249	04/16/14	L.S. BEARING	19.95		926561		D N	MTCE. OF EQUIPME	651.48485.0224
				33.85						
			VENDOR TOTAL	33.85						
										*CHECK TOTAL
CARD SERVICES			002552							
	39250	04/16/14	COFFEE	39.56		030616		D N	GENERAL SUPPLIES	101.41408.0229
	39250	04/16/14	CONCESSION SUPPLIES	49.65		030722		D N	GENERAL SUPPLIES	101.45433.0229
	39250	04/16/14	CONCESSION SUPPLIES	79.85		031018		D N	GENERAL SUPPLIES	101.45433.0229
	39250	04/16/14	CONCESSION SUPPLIES	24.21		031107		D N	GENERAL SUPPLIES	101.45433.0229
	39250	04/16/14	CONCESSION SUPPLIES	57.34		031207		D N	GENERAL SUPPLIES	101.45433.0229
	39250	04/16/14	CONCESSION SUPPLIES	32.74		032112		D N	GENERAL SUPPLIES	101.45433.0229
	39250	04/16/14	CONCESSION SUPPLIES	59.31		032813		D N	GENERAL SUPPLIES	101.45433.0229
	39250	04/16/14	CONCESSION SUPPLIES	23.94		032910		D N	GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	366.60						
				366.60						*CHECK TOTAL
CARDMEMBER SERVICE			002365							
	39251	04/16/14	STEVENS-PUB. POLICY MTG	10.99		STMT/3-14		D N	SUBSISTENCE OF P	101.41400.0227
	39251	04/16/14	PRO-LIGHT VIDEO CASE	129.00		STMT/3-14		D N	SMALL TOOLS	101.41409.0221
	39251	04/16/14	TRAINING VIDEO SERIES	37.50		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.41409.0333
	39251	04/16/14	BROADCASTER SUBSCRIP.	49.00		STMT/3-14		D N	SUBSCRIPTIONS AN	101.41409.0443
	39251	04/16/14	LANGNER-LODGING EXPENSE	183.24		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.43417.0333
	39251	04/16/14	LANGNER-LODGING EXPENSE	113.03		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.43417.0333
	39251	04/16/14	POCKET NOTE PADS	605.00		STMT/3-14		D N	OFFICE SUPPLIES	101.42411.0220
	39251	04/16/14	CHEMICAL MUNITIONS BAGS	38.85		STMT/3-14		D N	GENERAL SUPPLIES	101.42411.0229
	39251	04/16/14	AMMUNITION	2,706.62		STMT/3-14		D N	GENERAL SUPPLIES	101.42411.0229
	39251	04/16/14	LANGE-GANG CONFERENCE	295.00		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.42411.0333
	39251	04/16/14	VANDERHAGEN-GANG CONF.	295.00		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.42411.0333
	39251	04/16/14	LANGE-LODGING EXPENSE	100.99		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.42411.0333
	39251	04/16/14	KING-LODGING EXPENSE	72.68		STMT/3-14		D N	TRAVEL-CONF.-SCH	101.42411.0333
	39251	04/16/14	6 I-PAD CASES	359.94		STMT/3-14		D N	SMALL TOOLS	101.42412.0221
	39251	04/16/14	TEXTING SERVICE UPGRADE	118.44		STMT/3-14		D N	COMMUNICATIONS	101.42412.0330
	39251	04/16/14	PROFESSIONAL SERVICES	24.00		STMT/3-14		D N	PROFESSIONAL SER	101.42412.0446
	39251	04/16/14	TRNSMT LICENSE TO STATE	60.00		STMT/3-14		D N	LICENSES AND TAX	101.43417.0445
	39251	04/16/14	TRAIL CAMERA	774.75		STMT/3-14		D N	SMALL TOOLS	800.42411.0221
	39251	04/16/14	2 CAMERA MEMORY DISKS	32.04		STMT/3-14		D N	SMALL TOOLS	800.42411.0221
			VENDOR TOTAL	6,006.07						
				6,006.07						*CHECK TOTAL
CENTERPOINT ENERGY			000467							
	39252	04/16/14	NATURAL GAS CHARGES	48.20		6072309/3-14		D N	UTILITIES	101.45437.0332
CHAMBERLAIN OIL CO			000154							
	39253	04/16/14	OIL	1,967.64		125185		D N	INVENTORIES-MDSE	101.125000
	39253	04/16/14	DRUM RETURN	60.00CR		125185		D N	INVENTORIES-MDSE	101.125000
	39253	04/16/14	OIL	634.35CR		125186		D N	INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	1,273.29						
				1,273.29						*CHECK TOTAL

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
CHAPPELL CENTRAL INC			000156							
	39254	04/16/14	SERVICED HVAC UNIT-PARTS	122.96		00056745		D N	MTCE. OF STRUCTU	651.48484.0225
	39254	04/16/14	SERVICED HVAC UNIT-LABOR	294.00		00056745		D N	MTCE. OF STRUCTU	651.48484.0335
	39254	04/16/14	COUPLER FOR HEATING SYS.	37.67		00137578		D N	MTCE. OF STRUCTU	101.41408.0225
			VENDOR TOTAL	454.63		*CHECK TOTAL				
CHARTER COMMUNICATIONS			000736							
	39255	04/16/14	MONTHLY PHONE SERVICE	46.81		1136/4-14		D N	COMMUNICATIONS	101.41409.0330
	39255	04/16/14	MONTHLY PHONE SERVICE	175.71		3552/4-14		D N	COMMUNICATIONS	208.45005.0330
	39255	04/16/14	MONTHLY PHONE SERVICE	74.65		3941/4-14		D N	COMMUNICATIONS	101.41409.0330
	39255	04/16/14	MONTHLY PHONE SERVICE	51.66		4972/4-14		D N	COMMUNICATIONS	101.41409.0330
	39255	04/16/14	MONTHLY PHONE SERVICE	44.86		5124/4-14		D N	COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	393.69		*CHECK TOTAL				
CIT TECHNOLOGY FIN SERV			002556							
	39256	04/16/14	COPIER LEASE AGRMT	159.00		25020140		D N	RENTS	101.41405.0440
COMPUTER PROF. UNLIMITED			000065							
	39257	04/16/14	CAMA MONTHLY SUPPORT-APR	150.00		STMT/4-14		D N	MTCE. OF EQUIPME	101.41404.0334
COPIER BUSINESS SOLUTION			001934							
	39258	04/16/14	COPIER MTCE CHARGE	33.75		236067		D N	MTCE. OF EQUIPME	101.42412.0334
CROW CHEMICAL & LIGHTING			000186							
	39259	04/16/14	MOP HEADS	25.00		4063		D N	GENERAL SUPPLIES	651.48484.0229
	39259	04/16/14	CLEANING SUPPLIES	217.20		4079		D N	CLEANING AND WAS	651.48484.0228
			VENDOR TOTAL	242.20		*CHECK TOTAL				
DELL MARKETING LP			001747							
	39260	04/16/14	4 APC BACK UPS	267.44		XJCWPJNX7		D N	SMALL TOOLS	101.41409.0221
DEPT OF HUMAN SERVICES			002914							
	39261	04/16/14	#22 RICE CARE CENTER-	19,447.91		00000195659		D N	OTHER CHARGES	101.41428.0449
DIAMOND VOGEL PAINT CENT			000205							
	39262	04/16/14	PAINT FOR PLAY EQUIP	155.74		821055538		D N	MTCE. OF OTHER I	101.43425.0226
DOOLEY'S PETROLEUM INC			000212							
	39263	04/16/14	150 GALLONS UNLEADED	553.65		268582		D N	MOTOR FUELS AND	651.48484.0222
	39263	04/16/14	220 GALLONS UNLEADED	807.37		268660		D N	MOTOR FUELS AND	651.48484.0222
	39263	04/16/14	FUEL PUMP NOZZLES/PARTS	343.97		3940		D N	MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	1,704.99		*CHECK TOTAL				
DUININCK INC			000222							
	39264	04/16/14	GRAVEL	2,433.55		515862		D N	MTCE. OF OTHER I	101.43425.0226

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
DUININCK/EMILY			003041											
	39265	04/16/14	APPRAISAL PRINCIPLES	425.00		040814		D	N				TRAVEL-CONF.-SCH	101.41404.0333
DUININCK/TREVOR			.02117											
	39266	04/16/14	HOCKEY EQUIP DEPOSIT	50.00		040714		D	N				REFUNDS AND REIM	101.41428.0882
ED'S SERVICE CENTER & SA			000231											
	39267	04/16/14	TOWING CHARGES	1,215.00		STMT/3-14		D	N				OTHER SERVICES	101.42411.0339
	39267	04/16/14	TOWING CHARGES	45.00		117003		D	N				OTHER SERVICES	101.42411.0339
			VENDOR TOTAL	1,260.00		*CHECK TOTAL								
				1,260.00										
EMD MILLIPORE CORPORATIO			000464											
	39268	04/16/14	LAB SUPPLIES	837.77		6757251		D	N				GENERAL SUPPLIES	651.48484.0229
	39268	04/16/14	LAB SUPPLIES	583.38		6762774		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	1,421.15		*CHECK TOTAL								
				1,421.15										
EMERGENCY RESPONSE SOLUT			003048											
	39269	04/16/14	HELMET FRONT	50.39		1366		D	N				SUBSISTENCE OF P	101.42412.0227
	39269	04/16/14	SCBA REPAIR-PARTS	33.51		1861		D	N				MTCE. OF EQUIPME	101.42412.0224
	39269	04/16/14	SCBA REPAIR-LABOR	14.25		1861		D	N				MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	98.15		*CHECK TOTAL								
				98.15										
EMERGENT LLC			003014											
	39270	04/16/14	ADOBE SOFTWARE LICENSE	560.00		34778		D	N				PREPAID EXPENSES	101.128000
	39270	04/16/14	ADOBE SOFTWARE LICENSE	1,120.00		34778		D	N				LICENSES AND TAX	101.41409.0445
			VENDOR TOTAL	1,680.00		*CHECK TOTAL								
				1,680.00										
ETTERMAN ENTERPRISES			001567											
	39271	04/16/14	THUMB SCREWS	39.74		206336		D	M	07			MTCE. OF EQUIPME	651.48484.0224
	39271	04/16/14	DEGREASER/CLEANER	113.38		209089		D	M	07			GENERAL SUPPLIES	651.48484.0229
	39271	04/16/14	PARTS FOR HWY 12 L.S.	66.72		209090		D	M	07			MTCE. OF EQUIPME	651.48485.0224
			VENDOR TOTAL	219.84		*CHECK TOTAL								
				219.84										
EVANS/JASON			002177											
	39272	04/16/14	S.O.T.A. TRAINING	9.00		578		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FASTENAL COMPANY			001188											
	39273	04/16/14	PLANT SUPPLIES	53.64		MNWIL113629		D	N				GENERAL SUPPLIES	651.48484.0229
	39273	04/16/14	SAND PAPER	43.39		MNWIL113944		D	N				GENERAL SUPPLIES	651.48485.0229
			VENDOR TOTAL	97.03		*CHECK TOTAL								
				97.03										
FIGENSKAU/ROLF			.02118											
	39274	04/16/14	HOCKEY EQUIP DEPOSIT	50.00		040914		D	N				REFUNDS AND REIM	101.41428.0882

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FLAHERTY & HOOD P.A.			001449							
	39275	04/16/14	STEVENS-SEMINAR REGIS.	60.00		041414		D M 07	TRAVEL-CONF.-SCH	101.41400.0333
	39275	04/16/14	PROFESSIONAL SERVICES	13,292.99		6990		D M 07	PROFESSIONAL SER	101.41406.0446
			VENDOR TOTAL	13,352.99		*CHECK TOTAL				
				13,352.99						
FRANCOTYP-POSTALIA INC			001791							
	39276	04/16/14	POSTAGE METER RENTAL	174.21		RI101950580		D N	RENTS	101.42411.0440
FREEMAN/LE ANNE			000937							
	39277	04/16/14	COFFEE SUPPLIES	34.80		032314		D N	GENERAL SUPPLIES	101.45435.0229
	39277	04/16/14	MILEAGE 1/1-1/31/14	55.44		040814		D N	TRAVEL-CONF.-SCH	101.45435.0333
	39277	04/16/14	MILEAGE 2/1-2/28/14	39.20		040814		D N	TRAVEL-CONF.-SCH	101.45435.0333
			VENDOR TOTAL	129.44		*CHECK TOTAL				
				129.44						
GENERAL MAILING SERVICES			000293							
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	4.65		11528		D N	POSTAGE	101.41401.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	22.42		11528		D N	POSTAGE	101.41402.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	70.80		11528		D N	POSTAGE	101.41403.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	27.73		11528		D N	POSTAGE	101.41404.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	2.88		11528		D N	POSTAGE	101.41405.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	15.00		11528		D N	POSTAGE	101.41408.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	0.59		11528		D N	POSTAGE	101.41409.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	1.77		11528		D N	POSTAGE	101.42411.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	22.42		11528		D N	POSTAGE	101.43417.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	0.59		11528		D N	POSTAGE	101.43425.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	0.59		11528		D N	POSTAGE	101.45432.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	10.56		11528		D N	POSTAGE	101.45435.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	87.32		11528		D N	POSTAGE	414.48451.0223
	39278	04/16/14	POSTAGE 03/17 - 03/21/14	168.10		11528		D N	POSTAGE	651.48484.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	9.51		11559		D N	POSTAGE	101.41401.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	19.43		11559		D N	POSTAGE	101.41402.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	12.28		11559		D N	POSTAGE	101.41403.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	4.72		11559		D N	POSTAGE	101.41404.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	1.18		11559		D N	POSTAGE	101.41405.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	15.00		11559		D N	POSTAGE	101.41408.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	44.25		11559		D N	POSTAGE	101.41424.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	1.77		11559		D N	POSTAGE	101.43417.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	8.85		11559		D N	POSTAGE	101.45433.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	8.85		11559		D N	POSTAGE	101.45435.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	15.34		11559		D N	POSTAGE	230.43430.0223
	39278	04/16/14	POSTAGE 03/24 - 03/28/14	4.13		11559		D N	POSTAGE	651.48484.0223
	39278	04/16/14	POSTAGE-MARCH	9.20		11612		D N	POSTAGE	208.45005.0223
	39278	04/16/14	POSTAGE-MARCH	1,472.09		11613		D N	POSTAGE	208.45006.0223
			VENDOR TOTAL	2,062.02		*CHECK TOTAL				
				2,062.02						

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRAINGER INC			000786											
	39279	04/16/14	IN-FLOOR HEAT VALVE	142.43		9406271214		D	N				MTCE. OF STRUCTU	651.48484.0225
GREAT NORTHERN ENVIRONME			003064											
	39280	04/16/14	UV SYSTEM PARTS	628.62		121		D	N				MTCE. OF EQUIPME	651.48484.0224
GREENSPRING MEDIA GROUP			001504											
	39281	04/16/14	RSVP MN AD	875.00		4-14-RSV1025		D	N				OTHER CHARGES	208.45008.0449
HARDWARE HANK EXPRESS			000452											
	39282	04/16/14	LUNCH ROOM TABLE REPAIR	7.38		030314		D	N				MTCE. OF EQUIPME	101.43425.0224
	39282	04/16/14	NUTS/BOLTS/FASTENERS	5.00		030314		D	N				GENERAL SUPPLIES	101.45433.0229
	39282	04/16/14	CLEANING SUPPLIES	3.99		030414		D	N				CLEANING AND WAS	101.41408.0228
	39282	04/16/14	CLEANING SUPPLIES	13.75		030514		D	N				CLEANING AND WAS	101.45435.0228
	39282	04/16/14	CHAIR TIPS	117.50		031114		D	N				MTCE. OF EQUIPME	101.45435.0224
	39282	04/16/14	BATTERIES	35.96		031314		D	N				GENERAL SUPPLIES	101.45435.0229
	39282	04/16/14	SUPER GLUE/LIQUID PLMBR	9.77		031814		D	N				GENERAL SUPPLIES	101.45427.0229
	39282	04/16/14	CLEANING SUPPLIES	25.98		031914		D	N				CLEANING AND WAS	101.45435.0228
	39282	04/16/14	CLEANING SUPPLIES	7.47		032014		D	N				CLEANING AND WAS	101.41409.0228
	39282	04/16/14	LATEX GLOVES	13.49		032014		D	N				GENERAL SUPPLIES	101.41409.0229
	39282	04/16/14	PLUMBING PARTS	7.18		032414		D	N				MTCE. OF STRUCTU	101.43425.0225
	39282	04/16/14	PLUMBING PARTS	0.90CR		032514		D	N				MTCE. OF STRUCTU	101.43425.0225
	39282	04/16/14	PVC PLUG	3.99		032614		D	N				MTCE. OF STRUCTU	101.45435.0225
	39282	04/16/14	LUNCH ROOM TABLE REPAIR	11.07		032714		D	N				MTCE. OF EQUIPME	101.43425.0224
	39282	04/16/14	LIGHT BULBS	20.18		032714		D	N				MTCE. OF STRUCTU	101.45427.0225
	39282	04/16/14	TAPE MEASURE	25.57		033114		D	N				SMALL TOOLS	101.43425.0221
	39282	04/16/14	PIPE COVER/TAPE	25.56		033114		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	332.94										
				332.94										
													*CHECK TOTAL	
HARMON AUTOGLASS			000323											
	39283	04/16/14	WINDSHIELD REPAIR-LABOR	45.90		202-106508		D	N				MTCE. OF EQUIPME	101.42411.0334
HAWKINS INC			000325											
	39284	04/16/14	FERRIC CHLORIDE	4,579.75		3578927 RI		D	N				GENERAL SUPPLIES	651.48484.0229
HERRBOLDT/NATHAN & LORAL			003056											
	39236	04/14/14	FIRE LOSS DEMOLITION	25,000.00		041414		D	N				OTHER SERVICES	812.42412.0339
HOLME/MICHAEL			002511											
	39285	04/16/14	S.O.T.A. TRAINING	9.00		577		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HOOR MEDIA			002697											
	39286	04/16/14	AAA LIVING AD MAR/APR	844.00		3-14-AAA1122		D	N				ADVERTISING	208.45006.0447
HYDRITE CHEMICAL CO			002837											
	39287	04/16/14	ANTIFOAM	906.40		01688356		D	N				GENERAL SUPPLIES	651.48484.0229

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
IMDIEKE/ROGER			.02121											
	39288	04/16/14	SIoux FALL SPORTS SHOW	306.41		041414		D	N				TRAVEL-CONF.-SCH	208.45006.0333
INNOVATIVE OFFICE SOLUTI			003023											
	39289	04/16/14	FORKS	18.96		IN0492386		D	N				GENERAL SUPPLIES	101.42412.0229
I\O SOLUTIONS INC			003043											
	39290	04/16/14	POLICE-ENTRY LEVEL EXAMS	939.00		C31408A		D	N				PROFESSIONAL SER	101.42411.0446
JAGUSH/JEFFREY			003037											
	39291	04/16/14	MILEAGE 4/1-4/11/14	21.00		041414		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	39291	04/16/14	MILEAGE 4/1-4/11/14	21.00		041414		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	42.00		*CHECK TOTAL								
JAHNKE/MICHAEL J			001737											
	39292	04/16/14	S.O.T.A. TRAINING	15.56		575		D	N				TRAVEL-CONF.-SCH	101.42411.0333
JOBSHQ			002923											
	39293	04/16/14	POLICE CHIEF AD	777.60		1373496/3-14		D	N				ADVERTISING	101.42411.0447
	39293	04/16/14	ENGINEERING DEPT ADS	1,408.40		1373496/3-14		D	N				ADVERTISING	101.43417.0447
	39293	04/16/14	ARENA MANAGER AD	726.40		1373496/3-14		D	N				ADVERTISING	101.45433.0447
			VENDOR TOTAL	2,912.40		*CHECK TOTAL								
KANDIYOHI CO HISTORICAL			001642											
	39294	04/16/14	MEMBERSHIP DUES	15.00		041414		D	N				SUBSCRIPTIONS AN	208.45005.0443
KANDIYOHI CO RECORDER'S			000382											
	39295	04/16/14	RECORDING FEES	46.00		617940		D	N				PRINTING AND PUB	101.41401.0331
	39295	04/16/14	RECORDING FEES	46.00		617940		D	N				PRINTING AND PUB	101.41401.0331
	39295	04/16/14	RECORDING FEES	46.00		618211		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	138.00		*CHECK TOTAL								
KANDIYOHI CO RECYCLING A			002296											
	39296	04/16/14	LAMP RECYCLING	10.00		15		D	N				GENERAL SUPPLIES	101.45435.0229
KANDIYOHI CO-OP ELECTRIC			000375											
	39297	04/16/14	REPL. DAMAGED VAULT	1,661.88		1484		D	N				INSURANCE DEDUCT	101.41428.0822
KOOSMAN/HOLLY			.02119											
	39298	04/16/14	HOCKEY EQUIP DEPOSIT	50.00		040914		D	N				REFUNDS AND REIM	101.41428.0882
LAKESIDE PRESS			001646											
	39299	04/16/14	5,000 REGULAR ENVELOPES	351.11		4075		D	N				OFFICE SUPPLIES	741.48001.0220
LANGE/CRAIG			002000											
	39300	04/16/14	BCA TRAINING	9.00		568		D	N				TRAVEL-CONF.-SCH	101.42411.0333

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LEAGUE OF MN CITIES			000412											
	39301	04/16/14	SAFETY/LOSS CNTL WRKSH	60.00		198647		D	N				TRAVEL-CONF.-SCH	101.42411.0333
	39301	04/16/14	STEVENS-CONFERENCE REG.	325.00		198690		D	N				TRAVEL-CONF.-SCH	101.41400.0333
				385.00										
			VENDOR TOTAL	385.00										
LIFELOC TECHNOLOGIES INC			000978											
	39302	04/16/14	PORTABLE BREATH TESTER	2,780.00		0178319		D	N				SMALL TOOLS	800.42411.0221
LILLEMO ENTERPRISES INC			.01113											
	39303	04/16/14	SIGN DEPOSIT REF 2014-5	100.00		2014-5		D	N				DEPOSITS-SIGN PE	101.230001
LINDAHL/JASON			001400											
	39304	04/16/14	WASTEWATER CONFERENCE	14.00		455		D	N				TRAVEL-CONF.-SCH	651.48484.0333
LOCATORS & SUPPLIES INC			002162											
	39305	04/16/14	REPAIR METAL LOCATOR	278.10		0221707		D	N				MTCE. OF EQUIPME	101.43425.0224
	39305	04/16/14	REPAIR METAL LOCATOR	120.00		0221707		D	N				MTCE. OF EQUIPME	101.43425.0334
				398.10										
			VENDOR TOTAL	398.10										
MACQUEEN EQUIPMENT INC			000427											
	39306	04/16/14	IMPELLER BLADES/BOLTS	1,807.68		2141680		D	N				MTCE. OF EQUIPME	101.43425.0224
MADDEN, GALANTER, HANSEN			000429											
	39307	04/16/14	LABOR RELATIONS SERV.	1,112.55		040114		D	N				PROFESSIONAL SER	101.41406.0446
MAGNUSON SHEET METAL INC			001121											
	39308	04/16/14	REPL. THERMOSTAT-PARTS	162.10		123754		D	N				MTCE. OF STRUCTU	101.42412.0225
	39308	04/16/14	REPL. THERMOSTAT-LABOR	50.00		123754		D	N				MTCE. OF STRUCTU	101.42412.0335
				212.10										
			VENDOR TOTAL	212.10										
MARRIOTT HOTEL			.02102											
	39309	04/16/14	LINDAHL-LODGING EXPENSE	262.46		8619/3-14		D	N				TRAVEL-CONF.-SCH	651.48484.0333
MATHESON TRI-GAS INC			002898											
	39310	04/16/14	GLOVES	35.19		08882583		D	N				SUBSISTENCE OF P	651.48484.0227
MENARDS			000449											
	39311	04/16/14	WOOD/TACKSTRIP ADHESIVE	9.95		46241		D	N				GENERAL SUPPLIES	101.45435.0229
	39311	04/16/14	PLANT SUPPLIES	10.43		46452		D	N				GENERAL SUPPLIES	651.48484.0229
	39311	04/16/14	LP TANK EXCHANGE	17.82		46453		D	N				GENERAL SUPPLIES	651.48484.0229
				38.20										
			VENDOR TOTAL	38.20										
MERIDIAN DISC INSTITUTE			.01509											
	39312	04/16/14	SIGN DEPOSIT REF 2014-4	100.00		2014-4		D	N				DEPOSITS-SIGN PE	101.230001

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MIGHTY DOG MEDIA						002708								
	39313	04/16/14	MN MEETINGPAGES.COM	350.00		1714		D	N				PREPAID EXPENSES	208.128000
	39313	04/16/14	MN MEETINGPAGES.COM	850.00		1714		D	N				OTHER CHARGES	208.45008.0449
			VENDOR TOTAL	1,200.00										
				1,200.00										
MIKE'S SMALL ENGINE CENT						002699								
	39314	04/16/14	CHAINS FOR SAWS	243.10		104410		D	N				MTCE. OF EQUIPME	101.42412.0224
	39314	04/16/14	REPL. BROKEN HNDL-PARTS	48.95		4403861		D	N				MTCE. OF EQUIPME	101.43425.0224
	39314	04/16/14	REPL. BROKEN HNDL-LABOR	32.50		4403861		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	324.55										
				324.55										
MILLER SANITATION						002936								
	39315	04/16/14	GARBAGE SERVICE-APRIL	93.90		1298/4-14		D	N				CLEANING AND WAS	101.45433.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	46.22		1299/4-14		D	N				CLEANING AND WAS	101.45433.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	52.70		1300/4-14		D	N				CLEANING AND WAS	101.42412.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	64.74		1301/4-14		D	N				CLEANING AND WAS	101.41408.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	64.74		1301/4-14		D	N				CLEANING AND WAS	101.45427.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	251.31		1302/4-14		D	N				CLEANING AND WAS	101.43425.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	24.34		1303/4-14		D	N				CLEANING AND WAS	651.48484.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	48.67		1304/4-14		D	N				CLEANING AND WAS	651.48484.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	161.04		1304/4-14		D	N				CLEANING AND WAS	651.48484.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	49.67		1305/4-14		D	N				CLEANING AND WAS	101.45435.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	58.64		1378/4-14		D	N				CLEANING AND WAS	101.43425.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	616.55		1379/4-14		D	N				CLEANING AND WAS	101.43425.0338
	39315	04/16/14	GARBAGE SERVICE-APRIL	251.60		1388/4-14		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	1,784.12										
				1,784.12										
MINI BIFF LLC						001805								
	39316	04/16/14	TOILET RENTALS	77.25		A-62451		D	N				RENTS	101.43425.0440
	39316	04/16/14	TOILET RENTALS	77.25		A-62454		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	154.50										
				154.50										
MN ELEVATOR INC						000499								
	39317	04/16/14	ELEVATOR SERVICE	143.01		308016		D	N				MTCE. OF STRUCTU	101.41408.0335
MN SECRETARY OF STATE -						002916								
	39318	04/16/14	NOTARY FEE	120.00		041614		D	N				LICENSES AND TAX	101.43417.0445
MUBARAK FOOD & GROCERY						.02115								
	39319	04/16/14	REFUND FOR OVER PAYMENT	30.00		040714		D	N				REFUNDS AND REIM	101.41428.0882
MUNICIPAL CODE CORPORATI						000540								
	39320	04/16/14	CODE SUPPLEMENT/UPDATE	2,807.95		00240863		D	N				PROFESSIONAL SER	101.41403.0446

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MUNICIPAL UTILITIES			000541											
	39321	04/16/14	UTILITIES FOR MARCH	3,543.80		3/14		D	N				UTILITIES	101.41408.0332
	39321	04/16/14	UTILITIES FOR MARCH	564.35		3/14		D	N				UTILITIES	101.41409.0332
	39321	04/16/14	UTILITIES FOR MARCH	909.62		3/14		D	N				UTILITIES	101.42412.0332
	39321	04/16/14	UTILITIES FOR MARCH	5,264.99		3/14		D	N				UTILITIES	101.43425.0332
	39321	04/16/14	UTILITIES FOR MARCH	1,975.63		3/14		D	N				UTILITIES	101.45427.0332
	39321	04/16/14	UTILITIES FOR MARCH	10,163.59		3/14		D	N				UTILITIES	101.45433.0332
	39321	04/16/14	UTILITIES FOR MARCH	865.33		3/14		D	N				UTILITIES	101.45435.0332
	39321	04/16/14	UTILITIES FOR MARCH	103.39		3/14		D	N				UTILITIES	101.45437.0332
	39321	04/16/14	UTILITIES FOR MARCH	3,349.24		3/14		D	N				UTILITIES	230.43430.0332
	39321	04/16/14	UTILITIES FOR MARCH	34,301.53		3/14		D	N				UTILITIES	651.48484.0332
	39321	04/16/14	ADMIN FEE	1,500.00		3/14		D	N				PROFESSIONAL SER	651.48484.0446
	39321	04/16/14	UTILITIES FOR MARCH	3,629.76		3/14		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	66,171.23		*CHECK TOTAL								
MVTL LABORATORIES INC			000544											
	39322	04/16/14	WASTEWATER ANALYSIS	297.00		696668		D	N				PROFESSIONAL SER	651.48484.0446
MWOA			000545											
	39323	04/16/14	HATZINGER-MBRSHIP DUES	15.00		040314		D	N				SUBSCRIPTIONS AN	651.48484.0443
NCL OF WISCONSIN INC			001627											
	39324	04/16/14	LAB SUPPLIES	133.18		336582		D	N				GENERAL SUPPLIES	651.48484.0229
NELSON/CHAD			001794											
	39325	04/16/14	MISSING PERSON TRAINING	9.00		567		D	N				TRAVEL-CONF.-SCH	101.42411.0333
NEXTEL COMMUNICATION			000578											
	39326	04/16/14	CELLULAR PHONE USAGE	1,664.47		317498885-070		D	N				COMMUNICATIONS	101.41409.0330
	39326	04/16/14	I-PAD	349.99		317498885-070		D	N				SMALL TOOLS	651.48484.0221
	39326	04/16/14	CELL PHONE	99.99		317498885-070		D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	2,114.45		*CHECK TOTAL								
NORTHERN STATES SUPPLY			000585											
	39327	04/16/14	BOLTS/WASHERS	16.23		10-514913		D	N				MTCE. OF EQUIPME	101.43425.0224
	39327	04/16/14	DRILL BITS	14.71		10-514936		D	N				SMALL TOOLS	101.43425.0221
	39327	04/16/14	BOLTS/NUTS	18.99		10-514966		D	N				MTCE. OF EQUIPME	101.45433.0224
	39327	04/16/14	SURVEY PAINT	55.55		10-515157		D	N				GENERAL SUPPLIES	101.43417.0229
	39327	04/16/14	BOLTS	44.19		10-515173		D	N				MTCE. OF EQUIPME	101.43425.0224
	39327	04/16/14	BOLTS/WASHERS	3.23		10-515318		D	N				MTCE. OF EQUIPME	101.43425.0224
	39327	04/16/14	BLADES FOR SAWZALL	40.98		10-515406		D	N				SMALL TOOLS	101.43425.0221
	39327	04/16/14	GRINDING WHEELS	36.60		10-515485		D	N				SMALL TOOLS	101.43425.0221
	39327	04/16/14	CABLE TIES	165.12		10-515637		D	N				GENERAL SUPPLIES	101.43425.0229
	39327	04/16/14	WOODSHOP EQUIP SUPPLIES	52.57CR		10-515663		D	N				MTCE. OF EQUIPME	101.45435.0224
	39327	04/16/14	WOODSHOP EQUIP SUPPLIES	68.97		10-515664		D	N				MTCE. OF EQUIPME	101.45435.0224
	39327	04/16/14	CABLE TIES	9.03		10-515704		D	N				GENERAL SUPPLIES	101.43425.0229

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
NORTHERN STATES SUPPLY			000585							
	39327	04/16/14	WOODSHOP EQUIP SUPPLIES	92.00		202103		D N	MTCE. OF EQUIPME	101.45435.0224
				513.03	*CHECK	TOTAL				
			VENDOR TOTAL	513.03						
O'REILLY AUTOMOTIVE INC			000650							
	39328	04/16/14	WIPER BLADES	37.03		1528-276845		D N	MTCE. OF EQUIPME	101.42411.0224
	39328	04/16/14	BATTERY	224.99		1528-277070		D N	INVENTORIES-MDSE	101.125000
	39328	04/16/14	L.S. TRUCK AC COMPRESSOR	457.39		1528-279401		D N	MTCE. OF EQUIPME	651.48485.0224
	39328	04/16/14	IMPALA HEADLIGHT BULBS	42.72		1528-281398		D N	MTCE. OF EQUIPME	101.42411.0224
				762.13	*CHECK	TOTAL				
			VENDOR TOTAL	762.13						
OFFICE SERVICES			000589							
	39329	04/16/14	OFFICE SUPPLIES-MARCH	60.95		STMT/3-14		D N	OFFICE SUPPLIES	101.41401.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	23.90		STMT/3-14		D N	OFFICE SUPPLIES	101.41402.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	37.66		STMT/3-14		D N	OFFICE SUPPLIES	101.41403.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	23.80		STMT/3-14		D N	OFFICE SUPPLIES	101.41404.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	65.63		STMT/3-14		D N	OFFICE SUPPLIES	101.41405.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	23.64		STMT/3-14		D N	OFFICE SUPPLIES	101.41408.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	2.94		STMT/3-14		D N	OFFICE SUPPLIES	101.41409.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	132.21		STMT/3-14		D N	OFFICE SUPPLIES	101.43417.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	6.24		STMT/3-14		D N	OFFICE SUPPLIES	101.43425.0220
	39329	04/16/14	OFFICE SUPPLIES-MARCH	37.91		STMT/3-14		D N	OFFICE SUPPLIES	413.48451.0220
				414.88	*CHECK	TOTAL				
			VENDOR TOTAL	414.88						
PERKINS LUMBER CO INC			000604							
	39330	04/16/14	NAILS	8.97		401530		D N	MTCE. OF EQUIPME	101.43425.0224
	39330	04/16/14	TIES FOR SAND BAGS	14.79		402707		D N	GENERAL SUPPLIES	101.43425.0229
				23.76	*CHECK	TOTAL				
			VENDOR TOTAL	23.76						
PETERSON SHOE STORE			000608							
	39331	04/16/14	NELSON-SAFETY BOOTS	125.00		155587		D N	SUBSISTENCE OF P	101.43425.0227
PLUNKETT'S PEST CONTROL			000620							
	39332	04/16/14	PEST CONTROL SERVICES	98.28		3539672		D N	PREPAID EXPENSES	101.128000
	39332	04/16/14	PEST CONTROL SERVICES	295.02		3539672		D N	PROFESSIONAL SER	101.41408.0446
				393.30	*CHECK	TOTAL				
			VENDOR TOTAL	393.30						
PREMIUM WATERS INC			000374							
	39333	04/16/14	DRINKING WATER	30.00		329949/3-14		D N	SUBSISTENCE OF P	101.42412.0227
	39333	04/16/14	SOFTENER SALT	18.00		329949/3-14		D N	GENERAL SUPPLIES	101.42412.0229
				48.00	*CHECK	TOTAL				
			VENDOR TOTAL	48.00						

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ROSENAU/TANYA			.02113											
	39334	04/16/14	NORTHWEST SPORTS SHOW	129.40		041414		D	N				OTHER CHARGES	208.45010.0449
	39334	04/16/14	VISITOR GUIDE DELIVERY	36.96		041414		D	N				OTHER CHARGES	208.45010.0449
				166.36										
			VENDOR TOTAL	166.36										
ROSENBAUER MINNESOTA LLC			003062											
	39335	04/16/14	#022446-WINDOW PARTS	187.36		0000012228		D	N				MTCE. OF EQUIPME	101.42412.0224
RULE TIRE SHOP			000665											
	39336	04/16/14	TIRE REPAIR-LABOR	8.00		249512		D	N				MTCE. OF EQUIPME	101.42411.0334
SCHWIETERS			003031											
	39337	04/16/14	#121323 REPAIR-PARTS	8.10		11636		D	N				MTCE. OF EQUIPME	101.42411.0224
	39337	04/16/14	#121323 REPAIR-LABOR	270.00		11636		D	N				MTCE. OF EQUIPME	101.42411.0334
	39337	04/16/14	#129461 REPAIR-LABOR	120.51		11748		D	N				MTCE. OF EQUIPME	101.42411.0334
				398.61										
			VENDOR TOTAL	398.61										
SERVICE CENTER/CITY OF W			000685											
	39338	04/16/14	GAS-70.36 GALLONS	231.56		STMT/3-14		D	N				MOTOR FUELS AND	101.41402.0222
	39338	04/16/14	GAS-47.13 GALLONS	160.43		STMT/3-14		D	N				MOTOR FUELS AND	101.41408.0222
	39338	04/16/14	DIESEL-21.51 GALLONS	83.89		STMT/3-14		D	N				MOTOR FUELS AND	101.42411.0222
	39338	04/16/14	GAS-2025.26 GALLONS	6,743.87		STMT/3-14		D	N				MOTOR FUELS AND	101.42411.0222
	39338	04/16/14	DIESEL-51.5 GALLONS	187.54		STMT/3-14		D	N				MOTOR FUELS AND	101.42412.0222
	39338	04/16/14	GAS-40.16 GALLONS	135.28		STMT/3-14		D	N				MOTOR FUELS AND	101.42412.0222
	39338	04/16/14	GAS-40.46 GALLONS	125.02		STMT/3-14		D	N				MOTOR FUELS AND	101.43417.0222
	39338	04/16/14	DIESEL-2414.75 GALLONS	9,117.57		STMT/3-14		D	N				MOTOR FUELS AND	101.43425.0222
	39338	04/16/14	GAS-831.88 GALLONS	2,742.50		STMT/3-14		D	N				MOTOR FUELS AND	101.43425.0222
	39338	04/16/14	EQUIPMENT REPAIR-OIL	80.50		STMT/3-14		D	N				MOTOR FUELS AND	101.43425.0222
	39338	04/16/14	EQUIPMENT REPAIR-PARTS	65.04		STMT/3-14		D	N				MTCE. OF EQUIPME	101.43425.0224
	39338	04/16/14	GAS-11.29 GALLONS	39.29		STMT/3-14		D	N				MOTOR FUELS AND	101.45433.0222
	39338	04/16/14	DIESEL-314.51 GALLONS	1,175.77		STMT/3-14		D	N				MOTOR FUELS AND	651.48485.0222
				20,888.26										
			VENDOR TOTAL	20,888.26										
SHI CORP			000275											
	39339	04/16/14	SOFTWARE LICENSING	2,045.14		B01781529		D	N				PREPAID EXPENSES	101.128000
	39339	04/16/14	SOFTWARE LICENSING	10,225.50		B01781529		D	N				LICENSES AND TAX	101.41409.0445
	39339	04/16/14	SOFTWARE LICENSING	88.50		B01807491		D	N				PREPAID EXPENSES	101.128000
	39339	04/16/14	SOFTWARE LICENSING	442.50		B01807491		D	N				LICENSES AND TAX	101.41409.0445
				12,801.64										
			VENDOR TOTAL	12,801.64										
SMEBY/ROSS			002570											
	39340	04/16/14	MILEAGE 3/1-3/31/14	110.32		040114		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STAR TRIBUNE			000710											
	39341	04/16/14	MN EXPLORER AD	285.00		1009835226		D	N				OTHER CHARGES	208.45010.0449

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
STOEN'S HYDROSTATIC SERV			002739											
	39342	04/16/14	REBUILD HYD. MOTOR-PARTS	155.08		43900		D	N				MTCE. OF EQUIPME	101.43425.0224
	39342	04/16/14	REBUILD HYD. MOTOR-LABOR	255.00		43900		D	N				MTCE. OF EQUIPME	101.43425.0334
				410.08										
			VENDOR TOTAL	410.08										
SWENSON/ANGIE			.02120											
	39343	04/16/14	HOCKEY EQUIP DEPOSIT	50.00			040714	D	N				REFUNDS AND REIM	101.41428.0882
TAHER INC			000623											
	39344	04/16/14	BOESCHEN-FAREWELL COFFEE	58.75			3546	D	N				SUBSISTENCE OF P	101.41409.0227
THOMPSON/COLLEEN			000948											
	39345	04/16/14	MWOA CNTRL SECTION MTG	77.12			457	D	N				TRAVEL-CONF.-SCH	651.48484.0333
THOMPSON/JUDY			000949											
	39346	04/16/14	MAAO SUMMER SEMINAR	160.00			040814	D	N				TRAVEL-CONF.-SCH	101.41404.0333
TIGER OAK PUBLICATIONS I			002283											
	39347	04/16/14	MN MTGS & EVENTS AD	1,200.00			2014-119694	D	N				OTHER CHARGES	208.45008.0449
TOSHIBA FINANCIAL SERVIC			000218											
	39348	04/16/14	COPIER LEASE AGRMT	105.23			251191151	D	N				RENTS	101.42412.0440
TRAVEL GUIDES FREE			002717											
	39349	04/16/14	TRAVEL GUIDE AD	298.98			18703	D	N				OTHER CHARGES	208.45010.0449
ULINE			002687											
	39350	04/16/14	EVIDENCE SUPPLIES	393.56			57885712	D	N				GENERAL SUPPLIES	101.42411.0229
VIGIL/RUDY			000951											
	39351	04/16/14	MILEAGE-DO YOU KNOW SHOW	17.92			032414	D	N				TRAVEL-CONF.-SCH	101.41409.0333
	39351	04/16/14	NAB CONVENTION	741.24			032414	D	N				TRAVEL-CONF.-SCH	101.41409.0333
				759.16										
			VENDOR TOTAL	759.16										
WEST CENTRAL COMMUNICATI			000796											
	39352	04/16/14	WIRELESS ADAPTER	364.80			077384S	D	N				SMALL TOOLS	101.42411.0221
WEST CENTRAL SANITATION			000805											
	39353	04/16/14	GARBAGE SERVICE-APRIL	27.58			6806100/4-14	D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL STEEL INC			000806											
	39354	04/16/14	2014 TAX ABATEMENT	4,757.06			040314	D	N				REFUNDS AND REIM	101.41428.0882
WEST CENTRAL TRIBUNE			000807											
	39355	04/16/14	HEARING ON IMPROVEMENTS	252.00			CL03061158	D	N				PRINTING AND PUB	101.41401.0331
	39355	04/16/14	DESTINATIONS GUIDE AD	700.00			35008/3-14	D	N				ADVERTISING	208.45006.0447

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL TRIBUNE			000807											
	39355	04/16/14	DESTINATIONS GUIDE AD	1,245.00		35008/3-14		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	2,197.00										
													*CHECK TOTAL	
WILLMAR CHAMBER OF COMME			000812											
	39356	04/16/14	DIRECTOR SALARY	4,075.16		STMT/3-14		D	N				SALARIES-REG. EM	208.45005.0110
	39356	04/16/14	ASSISTANT SALARY	2,100.00		STMT/3-14		D	N				SALARIES-REG. EM	208.45005.0110
	39356	04/16/14	FICA & INSURANCE	1,025.80		STMT/3-14		D	N				EMPLOYER PENSION	208.45005.0113
	39356	04/16/14	IRA CONTRIBUTION	185.26		STMT/3-14		D	N				EMPLOYER PENSION	208.45005.0113
	39356	04/16/14	STATE UNEMPLOYMENT TAX	18.63		STMT/3-14		D	N				EMPLOYER PENSION	208.45005.0113
	39356	04/16/14	FEDERAL UNEMPLOYMENT TAX	80.40		STMT/3-14		D	N				EMPLOYER PENSION	208.45005.0113
	39356	04/16/14	MN WORKFORCE FEE	18.63		STMT/3-14		D	N				EMPLOYER PENSION	208.45005.0113
	39356	04/16/14	PHOTO COPIES-MARCH	23.20		STMT/3-14		D	N				OFFICE SUPPLIES	208.45005.0220
	39356	04/16/14	OFFICE SUPPLIES	121.90		STMT/3-14		D	N				OFFICE SUPPLIES	208.45005.0220
	39356	04/16/14	RETENTION STRGE BOXES	106.31		STMT/3-14		D	N				OFFICE SUPPLIES	208.45005.0220
	39356	04/16/14	PAYROLL/FLEX FEE	39.80		STMT/3-14		D	N				OTHER SERVICES	208.45005.0339
	39356	04/16/14	OFFICE RENT-MARCH	626.61		STMT/3-14		D	N				RENTS	208.45005.0440
	39356	04/16/14	ELECTRICITY-SPORTS SHOW	127.00		STMT/3-14		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39356	04/16/14	CHAIRS-SPORTS SHOW BOOTH	102.95		STMT/3-14		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39356	04/16/14	DRAPED TABLE-SPORTS SHOW	168.99		STMT/3-14		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	39356	04/16/14	MTG PLANNER GFT BASKET	37.40		STMT/3-14		D	N				OTHER CHARGES	208.45008.0449
	39356	04/16/14	MTG PLANNER GFT BASKET	14.99		STMT/3-14		D	N				OTHER CHARGES	208.45008.0449
	39356	04/16/14	MEALS-NW SPORTS SHOW	17.35		STMT/3-14		D	N				OTHER CHARGES	208.45010.0449
	39356	04/16/14	PARKING-NW SPORTS SHOW	10.00		STMT/3-14		D	N				OTHER CHARGES	208.45010.0449
	39356	04/16/14	MAIL PICKUP FEE-MARCH	50.00		39913		D	N				POSTAGE	208.45005.0223
	39356	04/16/14	INTERNET-1ST QUARTER	125.16		39920		D	N				COMMUNICATIONS	208.45005.0330
	39356	04/16/14	WORKERS COMP INSURANCE	149.76		39962		D	N				PREPAID EXPENSES	208.128000
	39356	04/16/14	WORKERS COMP INSURANCE	299.60		39962		D	N				EMPLOYER INSUR.	208.45005.0114
			VENDOR TOTAL	9,524.90										
													*CHECK TOTAL	
WILLMAR FESTS			000817											
	39357	04/16/14	DONATION	25,000.00		040214		D	N				CIVIC PROMOTION	101.45428.0812
WILLMAR H.R.A.			000341											
	39358	04/16/14	CDAP REQ #3 OWNER REH	57,039.00		041514		D	N				OTHER SERVICES	212.46441.0339
	39358	04/16/14	CDAP REQ #3 RENTAL REHAB	450.00		041514		D	N				OTHER SERVICES	212.46441.0339
	39358	04/16/14	CDAP REQ #3 COMM ADMI	69,780.00		041514		D	N				OTHER SERVICES	212.46441.0339
	39358	04/16/14	CDAP REQ #3 GEN ADMIN	14.00		041514		D	N				OTHER SERVICES	212.46441.0339
			VENDOR TOTAL	127,283.00										
													*CHECK TOTAL	
WILLMAR LAKES ROTARY			001557											
	39359	04/16/14	QUARTERLY MEALS	143.00		1182		D	N				SUBSISTENCE OF P	101.45432.0227
	39359	04/16/14	QUARTERLY DUES	35.94		1182		D	N				SUBSCRIPTIONS AN	101.45432.0443
			VENDOR TOTAL	178.94										
													*CHECK TOTAL	

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CITY OF WILLMAR
GL540R-V07.24 PAGE 16

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				416,257.07										

RECORDS PRINTED - 000345

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Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.24 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	172,535.86
205	INDUSTRIAL DEVELOPMENT	12,000.00
208	CONVENTION & VISITORS BUREAU	18,317.65
212	COMMUNITY DEVELOPMENT	127,283.00
230	WILLMAR MUNICIPAL AIRPORT	3,730.36
413	S.A.B.F. - #2013	37.91
414	S.A.B.F. - #2014	87.32
651	WASTE TREATMENT	53,327.07
741	OFFICE SERVICES	351.11
800	LAW ENFORCEMENT FORFEITURE	3,586.79
812	FIRE INSURANCE ESCROW/TRUST	25,000.00
TOTAL ALL FUNDS		416,257.07

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	416,257.07
TOTAL ALL BANKS		416,257.07

MINUTES

WILLMAR POLICE COMMISSION

Tuesday, April 1, 2014

A meeting of the Willmar Police Civil Service Commission was held on Tuesday, April 1, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. City Administrator Charlene Stevens, Police Chief David Wyffels and Administrative Assistant Sue Edwards were also present.

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

A motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the March 18, 2014 minutes as submitted. **Motion carried.**

Discussion was held on the police chief hiring and the eight applications received. City Administrator Stevens explained that after researching testing companies and seeking input from other cities, she would recommend using Martin-McAllister. She believes they are a more affordable option, they have a reasonable proposal, and the City of Waseca had very good things to say about the company and the profiles you get back. Some of the things covered in the testing/assessment would include a series of psychological exams, problem solving, critical thinking, in-basket tests, etc. City Administrator Stevens would receive the assessment results with recommendations on the candidates, along with developmental suggestions.

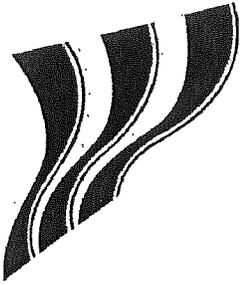
After reviewing the applications and further discussion, the Police Commission made the recommendation to test four of the eight candidates (Adam Christopher, Jim Felt, David Kvam and David Oyaas). City Administrator Stevens will set up the assessments for the applicants.

The Commission then reviewed the results of the entry level police officer selection test written scores. After discussion, Commissioner Akerson made a motion, seconded by Commissioner Schwantes, that the applicants representing the top 22 written scores would be considered eligible for an oral interview. **Motion carried.**

The interviews will be held on Tuesday, April 15th, Wednesday, April 16th and Thursday, April 17th; with the panel members being Chief Wyffels, Captain Felt, Sergeant Erickson and Commissioner Anfinson.

There being no further business, a motion to adjourn was made by Commissioner Schwantes, seconded by Commissioner Akerson. Meeting was adjourned at 4:26 p.m.

Secretary Kathy Schwantes
by Sue Edwards



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

Agenda Item Number: _____

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 21, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Mayoral Proclamation – Arbor Month

Recommended Action: Receive for information.

Background/Summary: Annually the City of Willmar designates May as Arbor Month. A proclamation is prepared to be read at the Council meeting and a tree planting ceremony will be held in May. Both of these are requirements that enable the City to continue being a part of the Tree City USA for 20+ years.

Alternatives: NA

Financial Considerations: NA

Preparer: Sean Christensen, Public Works Director

Signature:

Comments:

PROCLAMATION

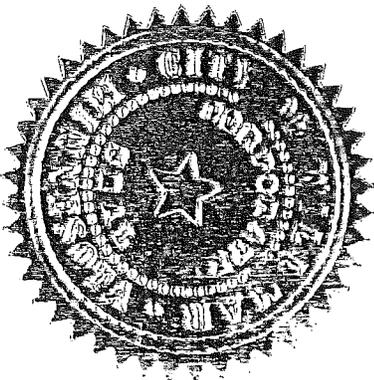
WHEREAS, trees offer environmental benefits, conservation and other additions to Willmar's quality of life that although not assessable in monetary terms, have a direct impact on citizen's lives; and

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

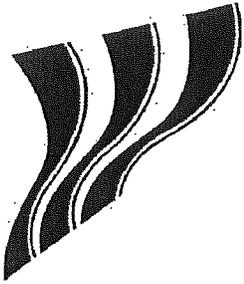
WHEREAS, the City of Willmar is desirous of encouraging all residents to be involved in planting and care of trees and shrubs.

NOW, THEREFORE, BE IT RESOLVED that I, Frank Yanish, Mayor of the City of Willmar, do hereby proclaim the month of May, 2014, as Arbor Month in Willmar, Minnesota, and urge all citizens to recognize and take cognizance of this event.

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



Frank Yanish
MAYOR OF WILLMAR



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

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

CITY COUNCIL ACTION

Date: April 21, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Fire Department

Agenda Item: Presentation on Minnesota Severe Weather Awareness Week April 21-25, 2014

Recommended Action: Receive for information.

Background/Summary: Are you ready for severe weather? The week of April 21-25 is a great time to make and practice your emergency plan and build an emergency kit.

Two of the most important events during Severe Weather Awareness Week are the annual statewide tornado drills. These drills are scheduled for Thursday, April 24, 2014 at 1:45 p.m. and 6:55 p.m.

Outdoor warning sirens and NOAA Weather Radios will sound in a simulated tornado warning. The first drill is intended for institutions and businesses. The evening drill is intended for second shift workers and families.

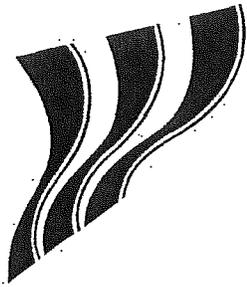
Alternatives: N/A

Financial Considerations: N/A

Preparer: Gary Hendrickson

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

Approved Denied
 Amended Tabled
 Other

Originating Department: Community Ed & Recreation

Agenda Item: Presentation of Park Plan Phase 1, an addendum to the City of Willmar Comprehensive Plan, by Donn Winkler and Steve Brisendine.

Recommended Action: Accept Phase 1 of the Park Plan and approve soliciting RFP's for Phase 2. To accomplish this phase, staff is requesting to reallocate resources from the Park Development and Leisure Service budgets up to \$50,000 to cover the costs. The final phase will be much more detailed and will also include potential park development drawings to guide park development for the future.

Background/Summary: Last fall City staff and CER Joint Powers Board members worked with Donn Winkler and Matt Johnson from the Mid Minnesota Development Commission (MMDC) to create this phase of a park plan. Late in the process it was determined that this project needed expertise that MMDC was not able to provide. We believe hiring a consulting firm that has access to landscape architects will enhance this project and create a park plan that the City can follow for the years to come to enhance and maintain our park system. This planning is also very timely in conjunction with citizen efforts for Vision 2040.

Alternatives: 1. Accept Phase 1 as the Park Plan and not solicit RFP's for Phase 2.

Financial Considerations: Reallocate current budgeted resources to complete this work.

Preparer: Steve Brisendine

Signature: _____

Comments:

City of Willmar

City Parks Plan—Phase One



April 2014

Prepared by City of Willmar and the
Mid-Minnesota Development Commission

Willmar Parks Plan

Phase One

April 2014



Lead City Department:
Assisting City Department:

Willmar Community Education and Recreation
Public Works

Prepared by:
Principal Authors:

Mid-Minnesota Development Commission (MMDC)
Donn Winckler, Executive Director
Matt Johnson, Community Development Director

WILLMAR PARKS PLAN

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CHAPTER ONE: INTRODUCTION

Chapter One contains sections on the purpose of the Willmar Parks Plan; and the benefits of parks, recreational facilities, and open space. Additionally this chapter will provide the City's vision and mission statements, as well as the core values in providing park amenities to the community. Lastly, this chapter will provide information on the community outreach and planning process that was utilized in preparing this document.

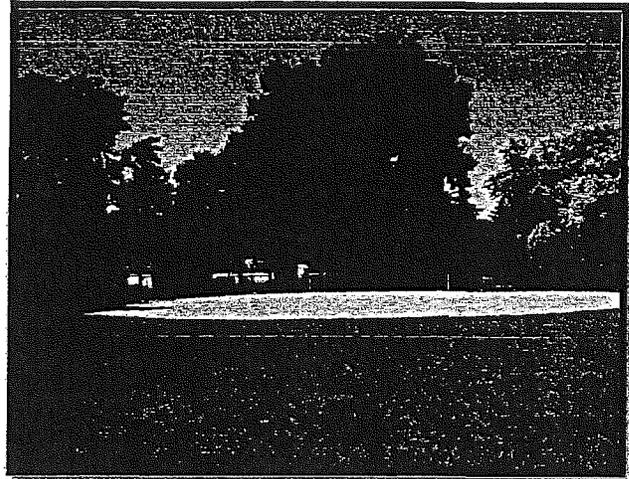
Section One: Purpose of the Parks Plan

Parks, green space, and recreation facilities are vital elements to a community's higher quality of life for its citizens. These facilities provide the City of Willmar with personal, social, economic, and environmental benefits. The City has made parks and recreation a priority because of the many benefits these services provide. Willmar is well served by numerous municipal parks, recreational areas, and open spaces add greatly to the beauty and livability of this All American City.

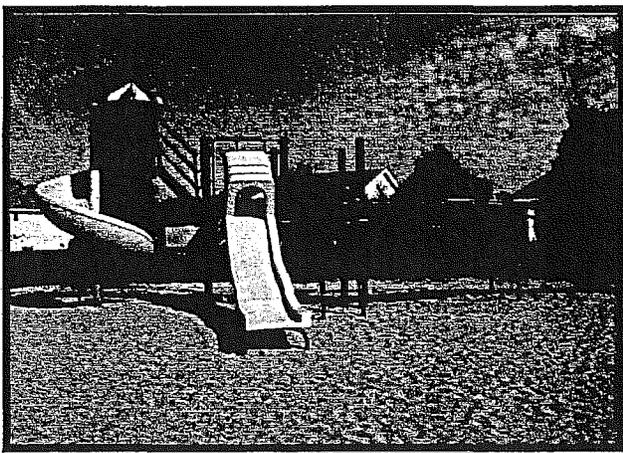
This document is the first phase of an overall City Parks Plan. The second phase will be the preparation of a detailed "Master Parks Plan" as described in Chapter Three, Section Three of this Plan. The talents of a landscape architect will be utilized in preparing this master plan. The overall two-phased approach will become the guiding document for the future of the community as it relates to parks, green space, and recreation within the City. The plan will become an addendum to the Willmar Comprehensive Plan. It is also important to note that the City adopted a Trails and Pedestrian Plan addendum to the Comprehensive plan in August of 2011 that will serve as an important companion plan to this parks plan.

As the City of Willmar continues to grow and change in demographic characteristics, so too the city's park and recreational facilities needs and priorities will need to evolve to meet the needs of these community changes. As the City of Willmar looks to continue and improve its position as one of the premier communities in Minnesota, its park and recreation facilities will be a critical component of this goal. The 2013 Willmar Lakes Area Vision 2040 Plan also provides some context to this need. Under the Plan's goal of "develop and enable more things to do in the Willmar Lakes Area," there is a vision of creating additional park and recreational opportunities. The Plan calls for the further development of Robbins Island Park as one of the key strategies to achieving the "things to do" goal.

Besides the current park system and publicly and open space within Willmar, the city is surrounded by agricultural land which, although not publicly owned, is nonetheless visually an open space. However, as population grows and agricultural land is used for development, visual open space diminishes and the demand for additional and expanded outdoor facilities to serve the leisure-time needs of residents increases. Land, not functions, or facilities, is the key element of a park recreational facility; a passive recreational facility can become an active recreational facility (i.e. part of the Roosevelt School site is now an aquatic center and soccer field complex). Unless the land is available and acquired, however, properly located parks will not exist in new areas the city expands into. It is important, therefore, for a community to plan its future park and open-space requirements and acquire sites for future development before costs become prohibitive and while suitable land is available.



With the city growing in all directions, we have the need to look at all compass points in addressing future park needs. The increasing population of Willmar will require on-going park and open space planning. Locating additional playgrounds, playfields, and neighborhood parks and providing appropriate accessibility to them are among some of the considerations, which will confront the community as it expands in the future.



Through community input, this plan will provide the necessary guidance for current and future park needs, including the need for the acquisition of new sites, the development of existing undeveloped land, and the redevelopment or repurposing of some existing park facilities that may have out lived their use. The plan will look at the overall parks and recreational facilities system needs as well as the needs for each park and recreational facility. One of the primary purposes of this plan will be to

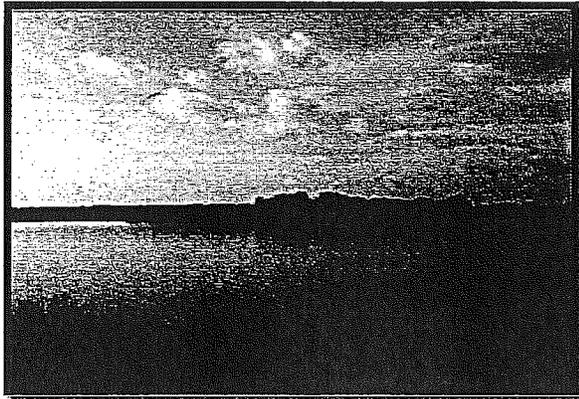
provide an action plan to follow. The plan will help guide the 5-year Capital Improvements Plan, as well as provide planning on a medium and long-term basis. Lastly, the plan will review current city policies and determine what additions or changes are desired to provide the necessary guidance of the parks and recreational facilities operations.

Section Two: The Benefits of Parks, Recreation, and Open Space

As was discussed above there are a variety of purposes that parks, recreation facilities, and open spaces play in providing a high quality of life for a community's residents. The following is intended to give a brief overview of some of these key overarching advantages of providing a quality parks and recreation system. Each topic presented below has been documented by numerous sources and discussed in much greater detail.

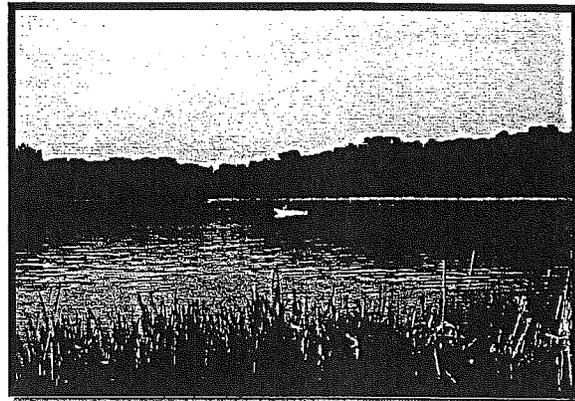
Health Benefits

Parks and recreation facilities increase a person's physical activity levels, which in turn has a wide host of physical and mental health benefits. Helping control obesity can help reduce the number of persons suffering from such medical conditions as type 2 diabetes, heart disease, hypertension, and some cancers to name a few. Exposure to nature and greenery has shown to help with a person's psychological health as it can help with the feelings of peacefulness, tranquility, or relaxation. Exercise has been shown to increase the brain's capacity for learning.



pristine places for restoration from mental fatigue; solitude and quiet; artistic inspiration and expression; and they also provide places for educational development.

Parks and recreational facilities not only provide a variety of options for physical activities, but also offer other health and wellness benefits as well. They provide social settings for people to enhance their personal relationships and networks. They offer quiet



Environmental Benefits

Parks and open green space can mitigate climate, air, and water pollution. It provides benefits in helping control stormwater runoff. Parks provides protection to wildlife.

Community and Social Benefits

Parks and recreation sources give communities a vital identity. A good, accessible park system can play an important role with a strong, safe, family-friendly community. People that engage in

city park and recreation activities feel better about their quality of life. Park and recreational opportunities encourage citizens to be more engaged in their communities. Community recreation reduces alienation, loneliness, and antisocial behavior, such as crime.

Economic Benefits

There are numerous ways that parks and recreation facilities provide cities with positive economic benefits, which makes investments in parks a good financial investment for the community. Studies show that houses that are near parks have increased property values. Increased property values and increased municipal revenues go hand in hand. Houses are also more attractive to potential homebuyers.

Cities with excellent park systems have been shown to do a better job in attracting and retaining affluent retirees. This is important with persons over 65 years old on the rise.

Cities with excellent park systems also stand a better opportunity to attract “knowledge workers”. These types of skilled workers are in what is referred to as the “footloose” sector – companies that are not tied to a certain location in order to achieve a competitive advantage. To be successful, businesses need to compete for attracting or retaining these “knowledge workers”; and studies show that such workers prefer places with a diverse range of outdoor recreational activities. Attracting and retaining young professionals will grow even more important in the upcoming years as the key to economic growth. Good parks, with many amenities to choose from, ranks high on giving a community a strong positive perception.

Section Three:

Parks Plan Vision Statement, Mission Statement, and Core Values

Vision Statement

Willmar parks and recreation facilities shall enhance the quality of life for all Willmar residents.

Mission Statement

The mission of the Willmar Parks System is to provide welcoming, safe, and well-maintained parks and recreational facilities, while being good stewards of the environment.

Core Values

The City of Willmar believes that the success of the community’s park system is based on the following values:

Conservation and Stewardship

We accept our roles as stewards of our natural environment through the conservation of our parks, natural and open spaces, wildlife habitat, shoreline environment, and ecological resources. We value efficient and effective management of our assets. We will use our capital to renew our aging infrastructure and leverage partnerships that sustain our park system for future generations.

Inclusiveness

We value creating, enhancing, expanding, and promoting opportunities for participation in, and enjoyment of, parks and recreational services. We will strive to meet the diverse needs of all of our residents. We encourage public participation through outreach and community relations. We will strengthen a common sense of community.

Affordability and Accountability

We prioritize quality in our programs and facilities and accountability in our fiscal management to provide excellent and affordable parks and recreation that invites all to come out to enjoy. We use professional and equitable standards when planning, preserving, and maintaining our resources to reflect community needs and changing interests. We recognize the added benefits of inter-agency and community partnerships.

Extra Effort

We strive to provide outstanding public service. We support innovation and welcome new ideas. We will provide great customer service and a productive workplace. We recognize the contributions professional staff make to our success. We also recognize the contributions that volunteers make to our success. We are committed to public and employee safety.

Quality of Life

We value the health and well-being of the Willmar community, and the benefits that parks, recreation, and open space offer to our quality of life.

Section Four: The Planning Process and Community Outreach

This planning project has been guided by a project team, made up of City and Willmar Community Education and Recreation (WCER) staff and the WCER Advisory Committee. This team met with the consultants, Mid-Minnesota Development Commission, and provided input throughout the planning process. This collaborative effort provides for expertise, local knowledge, and institutional history that only community members can provide.

Community input into the plan was achieved by the following outreach efforts:

- Discussions with various staff;
- Input from the plan's project team;
- A community survey;
- One-on-one and focus-group discussions with various community stakeholders;
- Providing the ability for feedback through the WCER's and City's websites;
- Holding a public open house meeting to gather citizen input;
- The Community's Vision 2040 process that was proceeding at the same time.

The second phase of this Parks Plan that will utilize the talents of a landscape architect firm will add additional opportunities for public input, including additional focus group discussions and public meetings.

Besides gathering community input, the Phase One Parks Plan also provided analysis of needs through such efforts as:

- Review of previous planning efforts and city historical information;
- Providing a community profile, demographics, and future anticipated population growth;
- Research on trends and statistics related to American lifestyles;
- Inventorying current park and recreational facilities;
- Comparing Willmar current park facilities to national standards;
- Working on updating and expanding on park and recreational facility goals and objectives;
- Making recommendations from the community and technical input factors;
- Developing an action plan;
- Providing information on potential funding sources that can possibly be utilized.

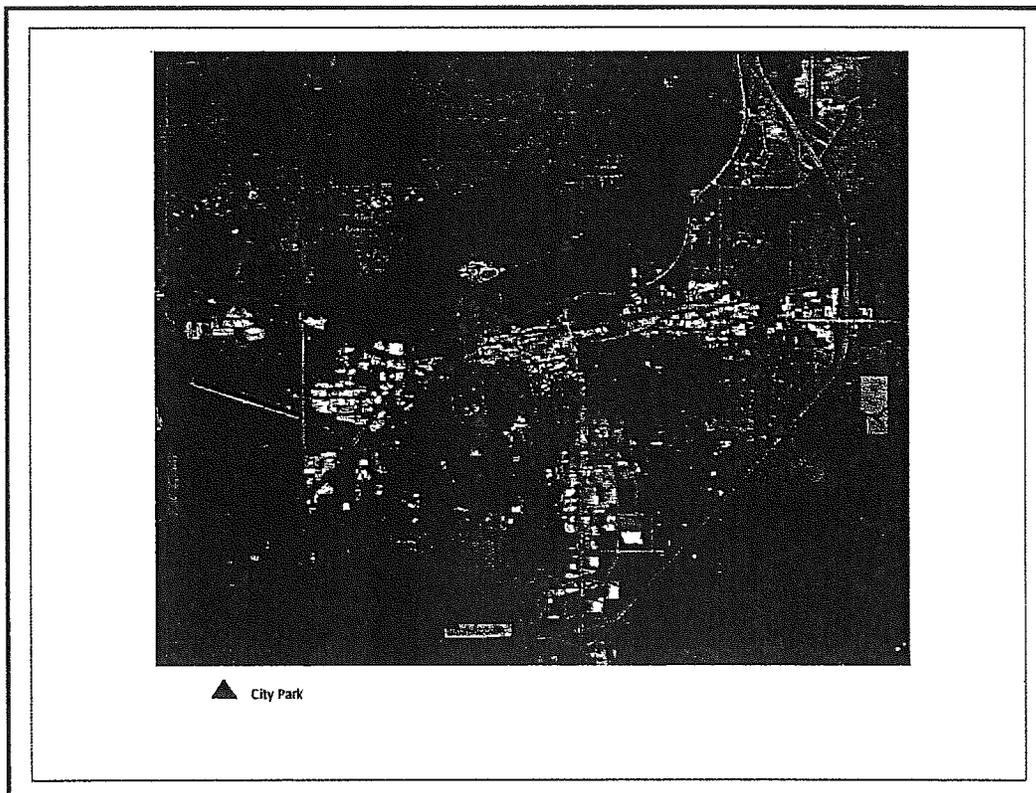
CHAPTER TWO: EXISTING CONDITIONS

Section One: Introduction

Willmar is fortunate that previous and current leaders have placed parks and recreation as a top-priority quality of life issue for the community. The park system within the City consists of diverse parks, recreational facilities, and natural areas that provide a wide variety of recreational opportunities and serves to satisfy a broad range of human needs. The park blueprint is in place to provide a great experience to its residents but we have reached a critical stage for our parks. The age and current condition of many of our amenities call for a substantial allocation of resources to maintain a quality system of parks in Willmar. By implementing a parks plan, the City will be able to determine the financial commitment necessary to meet the needs of the park system today and into the future.

There are 37 designated City Parks operated and maintained within the corporate city limits. In addition to parks, the City also has areas of open space and several recreational facilities. The current total acreage managed or maintained by the City is approximately 350 acres. The City

Willmar Park Locations



has over 17.5 acres of park and recreational land per 1,000 residents. The City also has additional acreage devoted to recreation and open green space that are managed by the Willmar School District and other public and private entities.

The WCER Department is responsible for the operations of the parks and recreational facilities. The WCER is overseen by a Joint Powers Board agreement between the City and the Willmar public school district. The Willmar Public Works Department is responsible for the major undertaking of maintaining these facilities for the safe use by the community and visitors.

Each park has been profiled to determine what amenities are located at each park, and the current condition of these amenities. These park profiles are shown below within Appendix A.

The City's parks system for the most part meets the National Recreation and Park Association's (NRPA) suggested park facility development standards for the number of various facilities such as basketball courts and tennis courts that are needed to meet the community's population.

Willmar parks are currently in an aging condition that needs additional resources and attention. Overall, the Willmar park system is diverse and meets the needs of a diverse group of users. In order to continue to provide quality amenities the City must reconsider the annual allocation for park maintenance and enhancements. Some of the primary park improvements are summarized below:

- The Rice Park wading pool needs to be removed as it is not economically feasible to make the needed repairs.
- Several tennis courts need resurfacing. The pickleball courts at Northside Park also need major work.
- The water quality at Robbins Island beach needs to be addressed to better utilize the beach area. The DNR and other water quality experts should be engaged to find potential solutions to this issue.
- There needs to be consistent signage at all Willmar parks.
- There are a number of parks where various playground equipment, benches, and other amenities either need to be repaired, replaced, or possibly just removed. In addition, there are some repairs needed to some of the shelters as well as court surfacing needs.
- At Thompson Park, the historic CCC stone fire pit needs to be preserved.

Section Two: Community Profile

The City of Willmar serves as a regional center for a large geographic area in west central Minnesota. The community is located near the center of Kandiyohi County and shares borders with Willmar, Dovre, Green Lake, and Kandiyohi Townships. U.S. Highways 12, 71, and State Highway 23 are the three major roadways. Willmar is situated near numerous lakes, with Foot and Willmar Lakes being located inside the City's corporate limits, and Swan Lake located just outside the city's limits. The City utilizes these water resources with a number of parks located along their shores. The City's land area is 14.15 square miles.

The current estimated population for the City of Willmar is 20,300. According to the 2010 Census, the City of Willmar had 19,610 residents, which was approximately a 6.4 percent increase from the 2000 Census. In 2010, the median age for residents of Willmar is 34.2 compared to the states median age of 37.4. Persons under five years old accounted for 7.8 percent of the population; persons under eighteen account for 25.2 percent of the population. This compares to the state's figures of 6.7 percent under the age of five, and 24.2 percent under the age of eighteen. While the city has a slightly higher percentage of persons under 18 than the state, it also has a higher percentage of persons sixty-five years old and older. The 2010 Census shows that 15.8 percent of the population was 65 years old or older, versus the state's 12.9 percent figure.

One of Willmar's strengths is its growing diversity in its population. The City has a large and growing minority population. The City's Hispanic and Latino population is the largest minority group in the community with 20.9 percent of the population in 2010. The City also has a significant number of East African immigrants that have recently moved to the community.

The 2010 Census shows that 60.3 percent of the City's occupied housing units are owner occupied, and 39.7 percent are renter occupied. Statewide, the percentage of owner occupied housing is approximately 73 percent. Approximately 31 percent of housing units are inside multi-unit buildings. The City has approximately 2.3 persons per household, which is slightly lower than the state's 2.5 percent figure.

The 2008 – 2012 American Community Survey Five-Year Estimates shows that the City's per capita income is \$21,946 compared to the state's \$30,656 amount. The same data shows that median household income in Willmar is \$40,417 versus the state with a median income of \$59,126. The number of persons in the community that fall below the poverty rate is 20.8 percent, versus the state's 11.2 percent.

Demographic Information

Willmar	2013 (est.)	2010	2000	1990
Population	20,300	19,610	18,351	17,531

“QuickFacts” from the U.S. Census Bureau (2010 data, unless noted differently)

Willmar

Male Population	9,567
Female Population	10, 043
Median Age	33.8 years
Total Households	7,677
Family Households	4,538
Average Household Size	2.43
Average Family Size	3.10
Total Housing Units	8,123
Occupied Housing Units	7,677
Owner Occupied Units	4,512 (58.8%)
Renter Occupied Units	3,165 (41.2%)

Population by Age

Under 5	1,521	7.8%
5 to 14	2,588	13.2%
15 to 19	1,605	8.2%
20 to 24	1,700	8.7%
25 to 34	2,647	13.5%
35 to 49	3,199	16.3%
50 to 64	3,260	16.6%
65 & over	3,090	15.8%

	Willmar	Minnesota	U.S.A.
Persons under 5 years	7.8%	6.7%	6.4%
Persons under 18 years	25.2%	24.2%	23.5%
Persons 65 years and over	15.8%	12.9%	13.7%
Female persons	51.2%	50.4%	50.8%
White alone	86.9%	85.3%	77.9%
Black or African American alone	4.8%	5.2%	13.1%
American Indian alone	0.5%	1.1%	1.2%
Asian alone	0.6%	4.0%	5.1%
Two or More Races	1.8%	2.4%	2.4%

Hispanic or Latino (Any Race)	20.9%	4.7%	16.9%
White alone, not Hispanic or Latino	72.4%	83.1%	63.0%
High School graduate for persons 25+	83.2%	91.9%	85.7%
Bachelor's degree or higher for persons 25+	19.8%	32.2%	28.5%
Persons per household, 2008-2012	2.31	2.46	2.61
Per capita income 2008-2012	\$21,946	\$30,656	\$28,051
Median household income, 2008-2012	\$40,417	\$59,126	\$53,046
Persons below poverty level	20.8%	11.2%	14.9%

Section Three:
Current Park and Recreational Facilities by Classification

This plan has established a City of Willmar Parks Classification System that divides the parks into the following park categories:

- Regional Park Complex
- Community Parks
- Neighborhood Parks
- Neighborhood Mini-Playground Parks
- Special Use Parks

Regional Park Complex

Regional Park Complex' definition is more fully explained in Chapter Three, Section Two. This is a brand new concept for Willmar parks classification. In brief, the definition is that a grouping of neighboring parks, together act as one large regional destination park complex. They are large in size and have numerous reasons to draw persons community-wide and throughout the greater region to their facilities. The two identified Regional Park Complexes in the community both have a number of city-wide significant amenities.

Robbins Island Regional Park Complex includes the following parks:

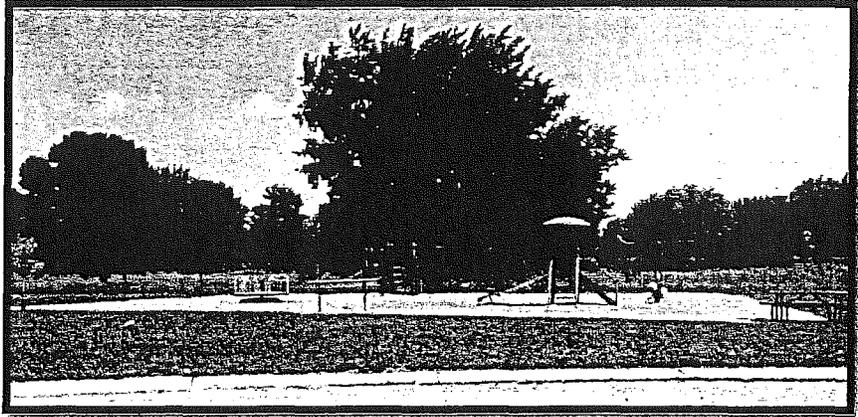
Robbins Island Park, Hedin Park, Sperry Park, the Flags of Honor Memorial, Thompson Park, and Rau Park.

Swansson Field Regional Park and Recreation Complex includes the following parks and recreation facilities:

Swansson Field North, Swansson Field South, Lions Park, Dorothy Olson Aquatic Center, and the two soccer fields owned by Willmar Public Schools.

Community Parks

Community Parks are larger multi-purpose parks that serve the entire community. These parks have key facilities/amenities that are utilized by persons from throughout the community. Some of these parks may not currently play as important a role know as a community park, but will be designed to take on this role within the twenty-year timeframe of this Plan. The parks chosen as community parks have been chosen not just for their current and potential amenities, but also as they are uniformly spread throughout the community. Parks within the community that fit this definition are:



Lincoln Park, Northside Park, Ramblewood Park, Rice Park.

Neighborhood Parks

Neighborhood Parks are parks that are intended to serve residents in the neighborhoods that surround the park. These parks are primarily utilized by their neighborhood residents, and have no significant park facility that persons from throughout the community utilize. Parks within the community that fit this definition are:

Bjorsell Park, East Willmar Park, Garfield Park, Gesch Park, Hanson Park, Miller Park, Minnegasco Park, Pleasant View Park, Richland Park, Seventh Street Park, Southfield Park, Sunrise Park, Valley Brook Park, and Voss Park.

Neighborhood Mini-Parks

Neighborhood Mini-Parks are smaller versions of neighborhood parks, usually serving a smaller radius of homes. These parks typically are utilized primarily for children playground equipment. Parks within the community that fit this definition are:

Canigo Park, Cardinal Park, College View Park, Rainbow Park, Wellin Park, and Welshire Park.

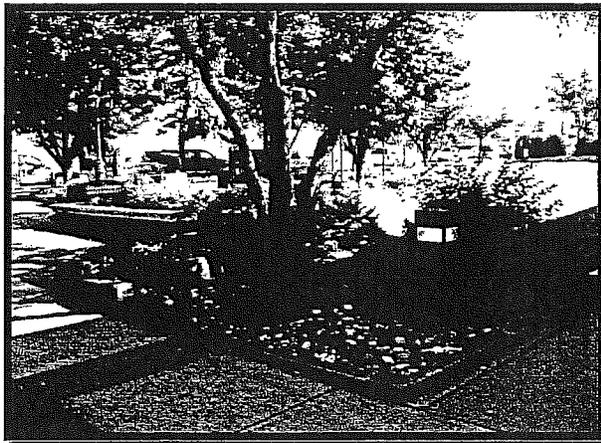
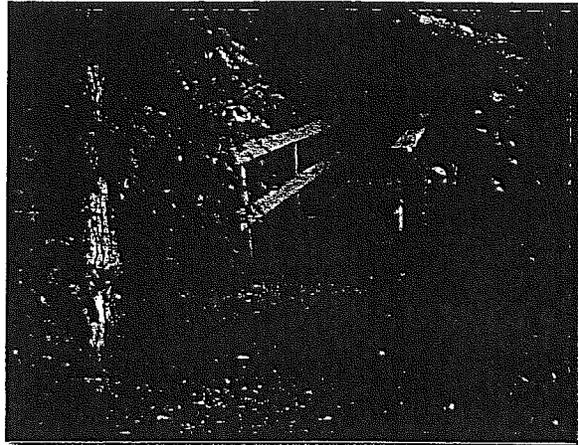


Special Use Parks

Special Use Parks are parks that do not easily fit into the above park classification as they are intended to serve primarily as a special recreation facility or other unique reason, such as a nature park.

Berquist Park serves as a nature area park on Foot Lake.

Selvig International Park is a small park located in the Central Business District; it will be utilized as a trailhead for the Glacial Lakes State Trail.



City staff will work with special interests groups to determine how to proceed with requests such as Archery Parks, Dog Parks, and other ideas that may come forward. These facilities would be considered as special use parks.

This Parks Plan focuses on outdoor parks and recreational facilities. While not part of this plan, it should be noted that there are several City owned buildings that provide residents with various recreational opportunities. These facilities include the

City Auditorium, the Civic Center, and the Willmar Community Activity Center.

Section Four: Park and Recreational Facilities Profiles

Overview of Willmar Current City Park Amenities by Location

The following information shows some key park amenities, and in which City Parks they are located. In certain instances, amenities at the public schools are also shown to provide a more complete picture of what is available for the public to utilize.

Outdoor Swimming at 2 park locations

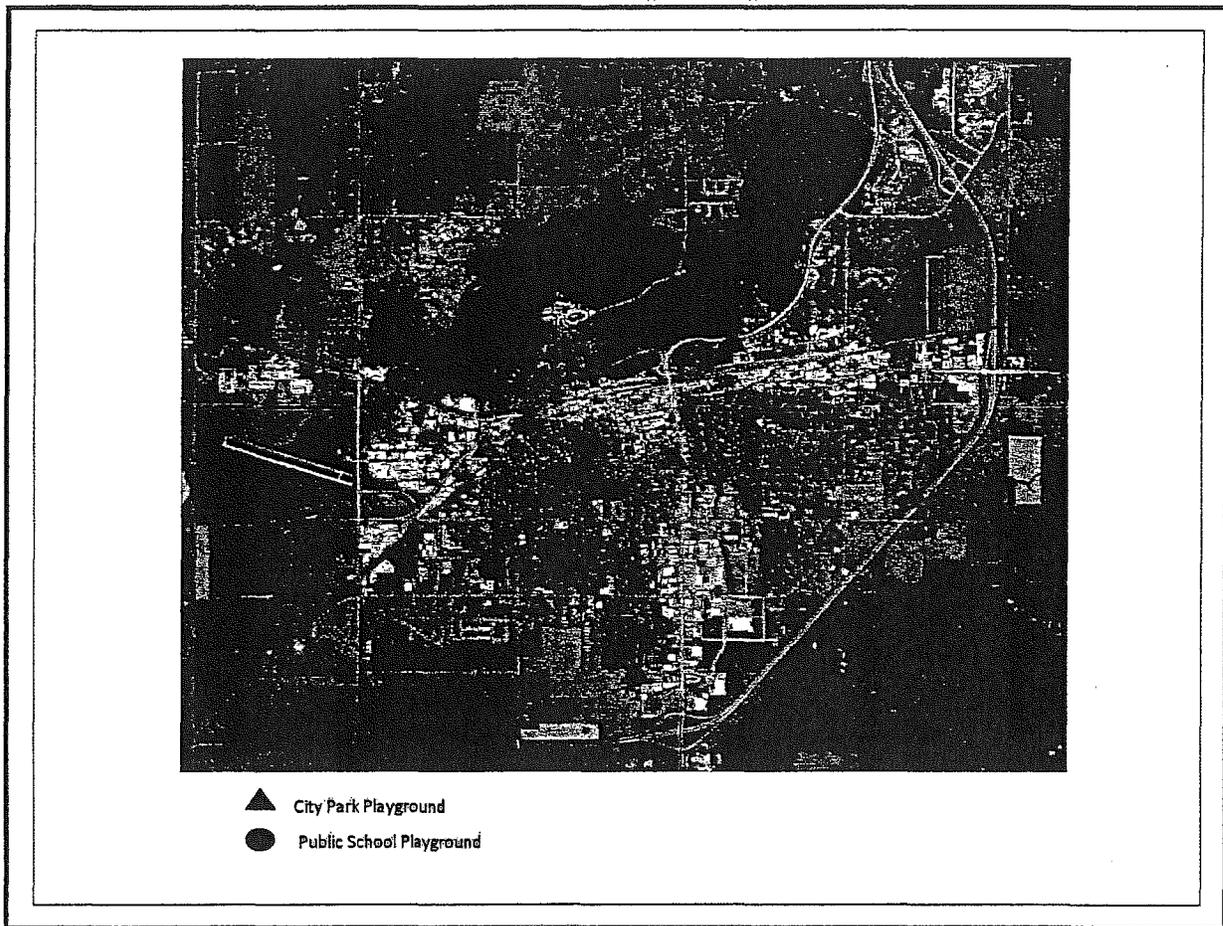
Beach at Robbins Island, Dorothy Olson Aquatic Center at Swansson Field Sports Complex

Playground Equipment at 28 parks and 4 public school locations

Park locations: Bjorsell, Canigo ,Cardinal, Collegeview, East Willmar (Eastside), Gesch, Hanson, Hedin, Hilltop, Jaycee, Lincoln, Miller, Minnegasco, Northside, Pleasantview, Rainbow, Ramblewood, Rice, Richland, Robbins Island, Southfield, Sperry, Sunrise, Swansson Field South, Valleyside, Vos, Wellin, Welshire

School locations: Kennedy, Roosevelt, Garfield, Jefferson Learning Center

Willmar Playground Locations



Ball fields (Baseball and/or Softball) at 12 parks and 5 public school locations (*indicates field with just a backstop)

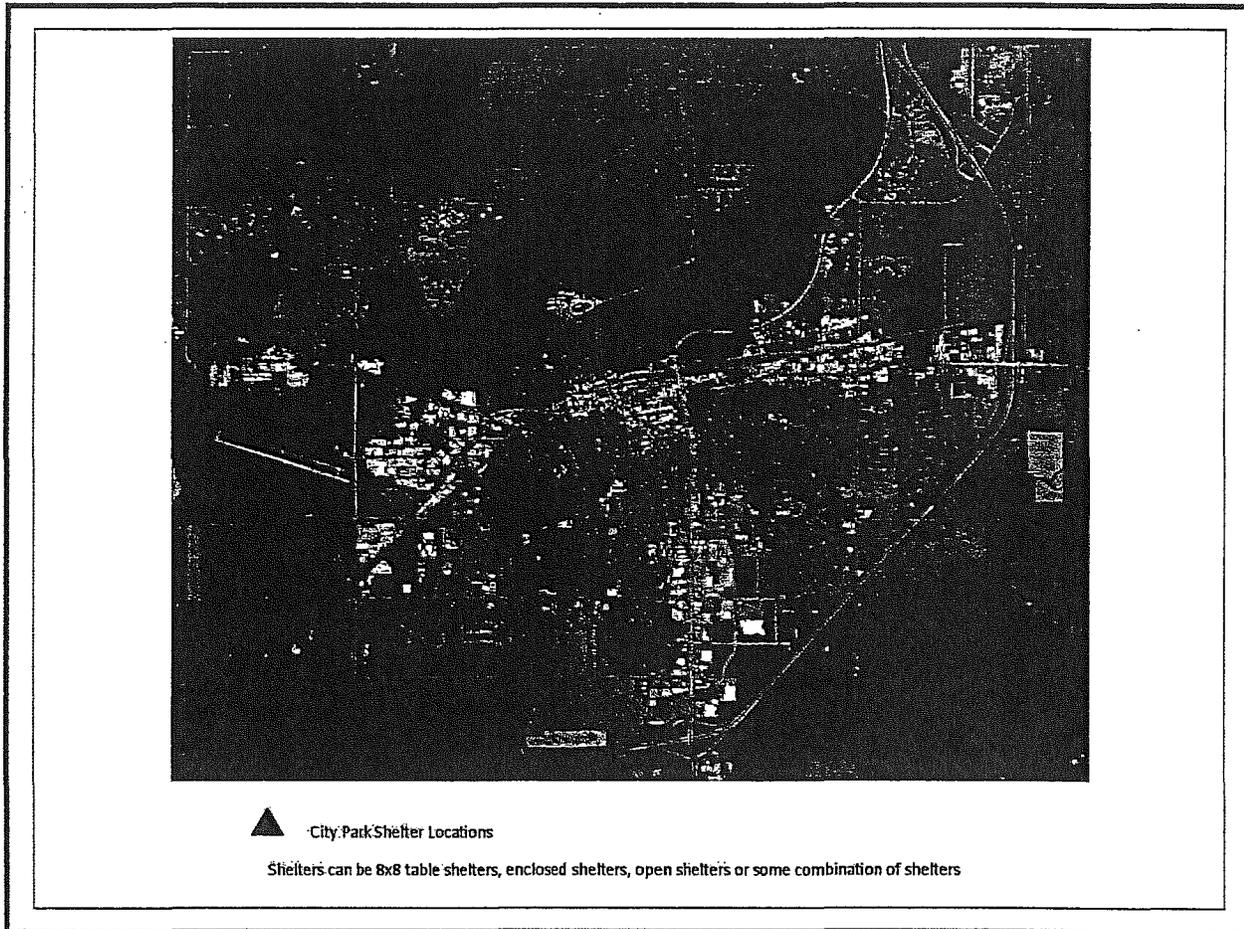
Park Locations: Garfield, Gesch, Lincoln, Miller, Northside, Robbins Island*, Southfield, Sperry*, Sunrise, Swansson Fields (North & South), Valleyside, Vos*

School locations: Kennedy Elementary, Roosevelt Elementary*, Middle School*, Senior High School, Ridgewater College

Shelters (Open and/or Enclosed) at 23 park locations

Bergquist, Collegeview, Flags of Honor, Gesch, Hanson, Hedin, Hilltop, Lincoln, Lions, Thompson, Miller, Minnegasco, Northside, Pleasantview, Ramblewood, Rau, Rice, Robbins Island, Southfield, Sperry, Sunrise, Valleyside, Vos

Willmar Park Shelter Locations



Soccer Fields at 3 parks and 3 public school locations

Park locations: Robbins Island, Southfield, Swansson Field Sports Complex (Soccer Field on School property) Additionally in the summer of 2014, the City will utilize the undeveloped Westwind Park as a soccer field.

School locations: Kennedy Elementary, Middle School, Senior High School

Horseshoe Courts at 2 park locations

Rice and Sunrise

Outdoor Basketball Courts at 17 parks and 2 public school locations

Park locations: Bjorsell, Cardinal, Collegeview, Gesch, Hilltop, Jaycee, Lincoln, Miller, Northside, Pleasantview, Ramblewood, Rice, Southfield, Sperry, Sunrise, Valleyside, Vos

School locations: Kennedy and Roosevelt Elementary Schools

Willmar Outdoor Basketball Locations



Grills at 8 park locations

Lions, Minnegasco, Rau, Rice, Robbins Island, Sperry, Southfield, Thompson

Ice Rinks at 4 park locations

Garfield, Hedin, Hilltop, Lincoln

Outdoor Volleyball Sand Courts at 2 park locations

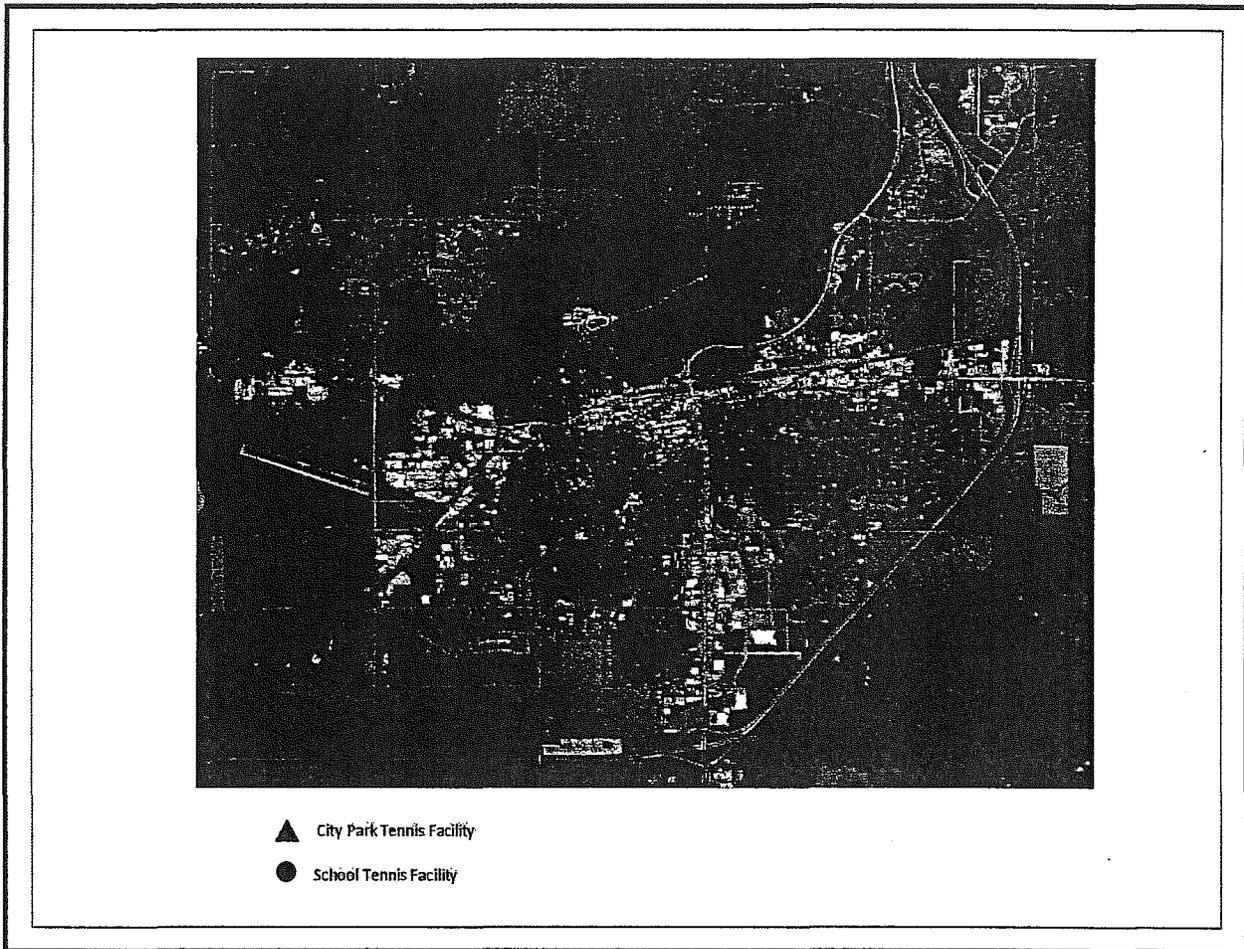
Rice and Robbins Island Parks

Tennis Courts at 6 parks and 3 public school locations

Park locations: Hilltop, Lincoln, Miller, Pleasantview, Rice, Sperry

School locations: Middle School, Senior High School, Ridgewater College

Willmar Tennis Court Facility Locations



Fishing at 3 park locations

Hedin, Rau, and Robbins Island Parks

Boat Launches at 1 park location

Robbins Island and at the Fair Grounds

Nature Trails at 3 park locations

Bergquist, Ramblewood, and Robbins Island Parks

Other Amenities

There are a variety of other park amenities located within the City's park system. Many of the parks have benches and picnic tables. Some parks have memorials, fountains, gazebos and other similar amenities. Northside Park has pickleball; Robbins Island has a disc golf course.

Individual City Park Profiles

Each park in the city has been profiled for this plan. The profiles are located in Appendix A. The park profiles provide general information on each park, such as the year the park was established, the park's size, address, and location where you may find the park on the map. Each profile provides a listing of current facilities and amenities that are rated on their current condition. As part of this plan, City Maintenance staff visited each park to conduct this inventory and condition rating. The profile lastly, highlights the parks' future needs, issues, and plans.

CHAPTER THREE: ASSESSMENT OF PARKS NEEDS

Section One: Assessment Process

The purpose of this chapter is to discuss the various parks and recreational needs and desires that have come forward through the planning process. There are a variety of projects that have been discussed, including repair needs and potential new park amenities. This chapter also highlights the various means to which the list of potential projects has come forward. Lastly, this chapter will highlight some potential possible new amenities and discuss what issues and needs that must be addressed if these projects are undertaken. The actual discussion on providing an action plan for pursuing projects will be discussed in Chapter Five.

Residents and staff have highlighted a number of needs and desires to help improve Willmar parks. The total cost for undertaking all these projects that have come forward would be extremely cost prohibited within a short few-year timeframe. Thus, the ideas and needs presented in this plan are meant to be carried out over a number of years. The City will look to see the level of interest some of these projects will generate. If some projects can garner the financial support of community individuals and community groups/organizations and businesses it is likely these projects will move up in priority and be able to be constructed in an earlier timeframe. Before the City moves forward with a number of these projects, additional detailed planning is needed. Chapter Five will discuss this further, as well as highlight some other potential funding sources the City may investigate to move projects quicker towards completion.

This plan does not focus on the normal day to day maintenance and upkeep needs for the park system that are budgeted on an annual basis by the City. It should, however, be pointed out that when new amenities are added to the park system, a corresponding increase in the annual budget to maintain the park system will also need to be increased.

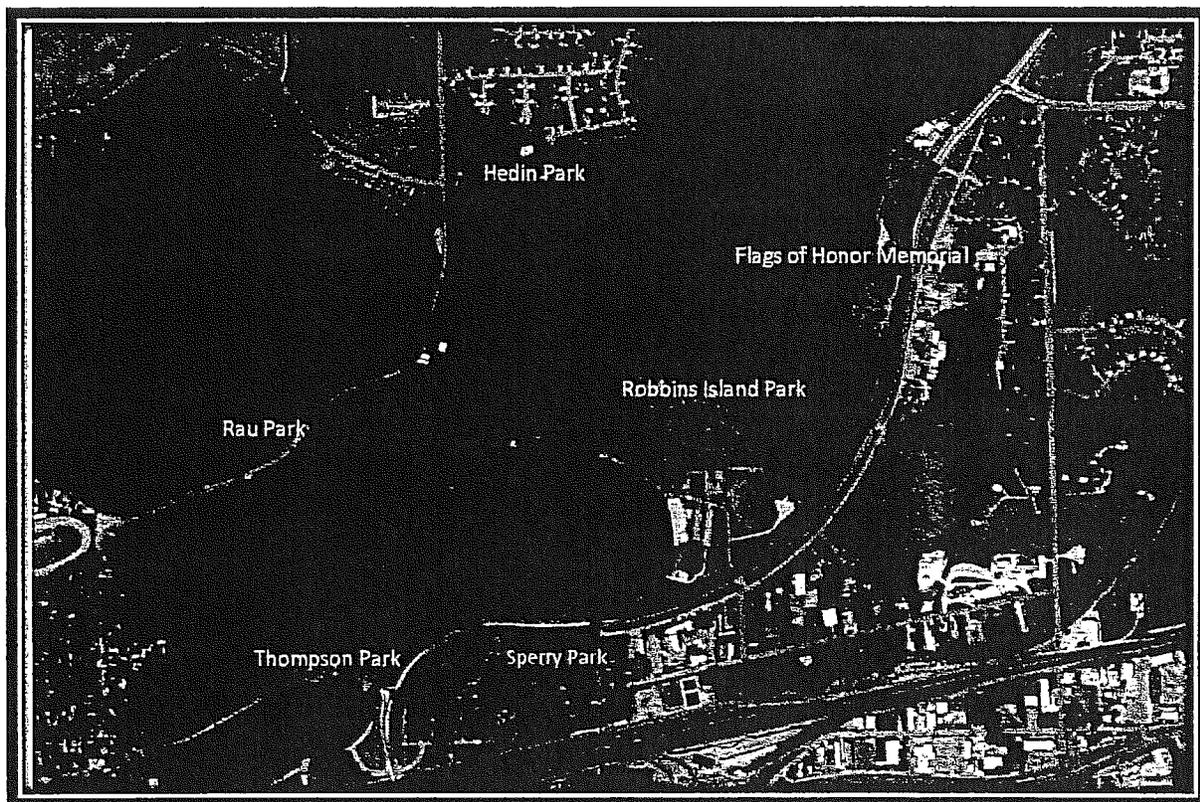
There has been a variety of public input means utilized to determine the list of potential park projects discussed within this Plan. A parks survey was widely promoted to the public, and 603 persons responded to the survey. The results of the survey indicated what potential park amenities the public would most like to see developed. The results of the survey also helped indicate areas where current park amenities need attention. An Open House was held in early December 2013, and many comment cards were filled out about park needs and desires. There were discussions with various community members, and discussions with interested groups and organizations. The results of the Willmar Lakes Area Vision 2040 final plan shared in November of 2013 were strongly taken into consideration with the development of this plan. The Parks Plan Committee, City, and WCER staff provided much insight into the preparation of this plan. Staff

provided professional knowledge of what park amenities need attention as well as having a strong sense of what new amenities are important to meet the expectations of Willmar residents.

Section Two: Concept of Willmar's Two Regional Park Complexes

The City of Willmar has a unique situation where there are two separate locations in the community where various parks and/or recreational facilities are interconnected by land or separated only by a road. When these parks are thought of as a single park complex, they take on much more of an appearance of a regional destination park center. Besides creating a much larger park setting, these two park complexes also can be seen as offering a greater variety of amenities and services that can be marketed together. The individual parks may continue to keep their individual names, but there will also be a name given to the regional park complex as well. This new regional park complex can be viewed as an overlay on top of maps showing existing park and recreation facilities. As, will be discussed below under Section Four of this Chapter, both park complexes will need far greater detailed analysis and planning than is called for in this plan. A master plan utilizing the talents of a landscape architectural firm will make sure these park complexes may live up to their fullest potentials.

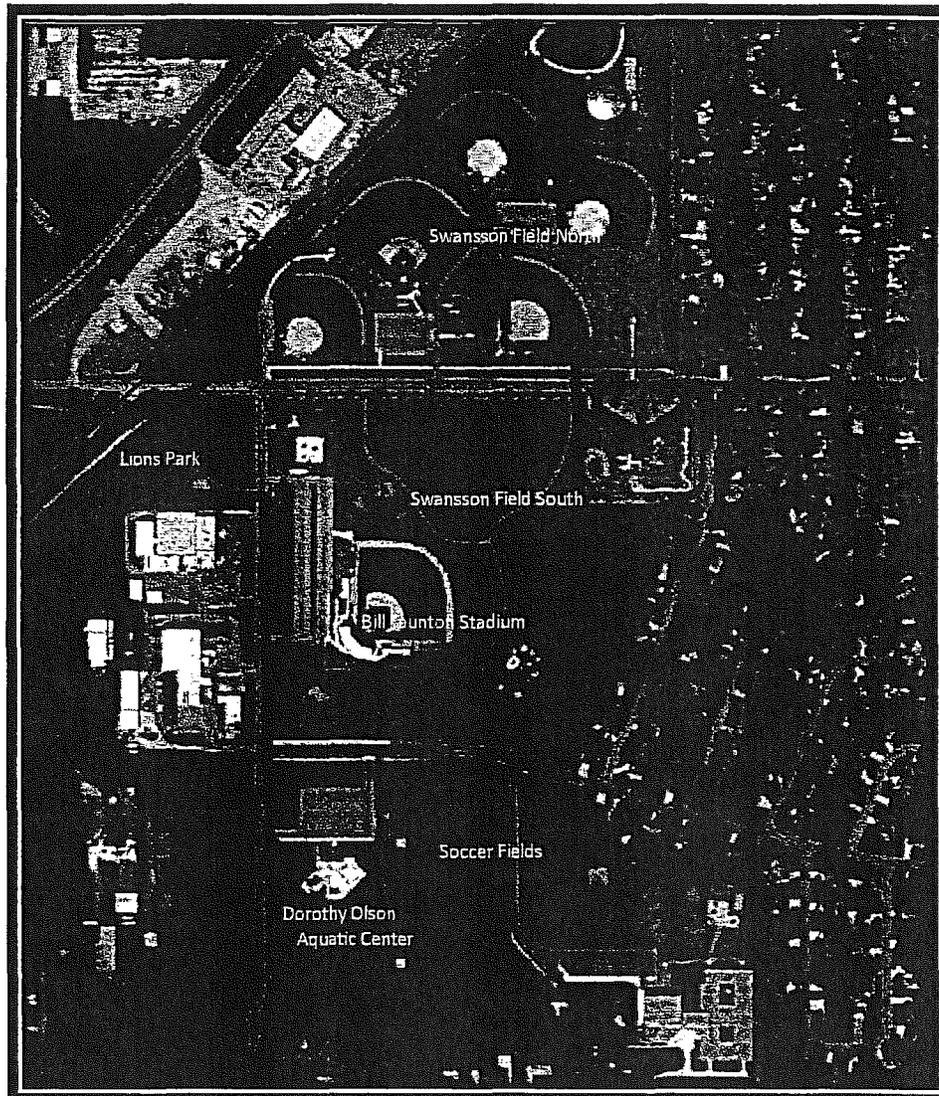
The two Regional Park Complexes are as follows:



1. *Robbins Island Regional Park Complex* includes the following parks: Robbins Island Park, Hedin Park, Sperry Park**, the Flag Memorial, Thompson Park, and Rau Park

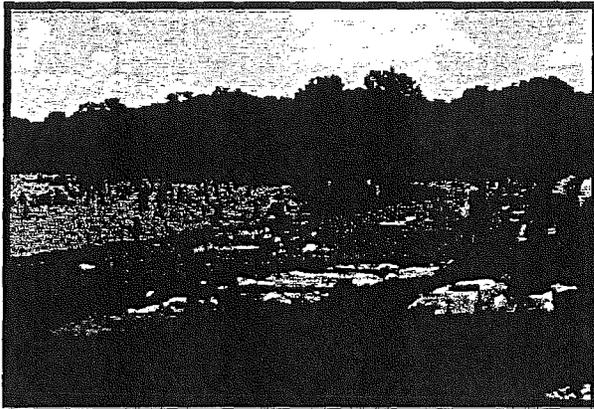
**With Sperry Park being across the highway from the other parks that make up the Robbins Island Regional Park Complex, it takes on a slightly different dynamic of the other parks in the regional park. Access to the park from the other parks is best done through a short motor vehicle drive. There is a pedestrian connection of crossing under the bridge on the south side of the park complex near Thompson Park. During special occasions, the City may utilize crossing guards to assist pedestrians cross over the highway in a more direct fashion.

2. *Swansson Field Regional Park and Recreation Complex* includes the following parks and recreation facilities: Swansson Field North, Swansson Field South, Bill Taunton Stadium, Lions Park, Dorothy Olson Aquatic Center, and the two soccer fields owned by Willmar Public Schools.



Robbins Island Regional Park and Recreation Complex

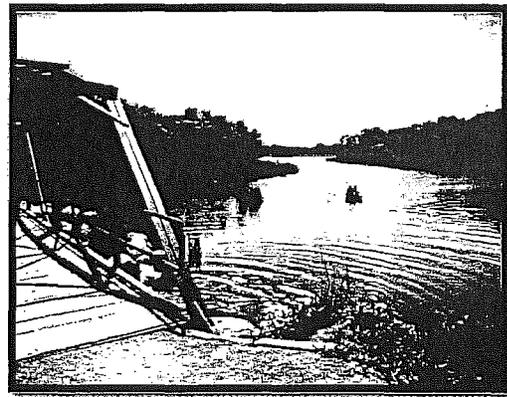
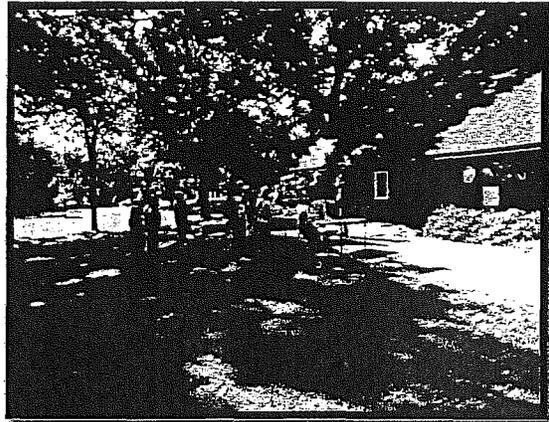
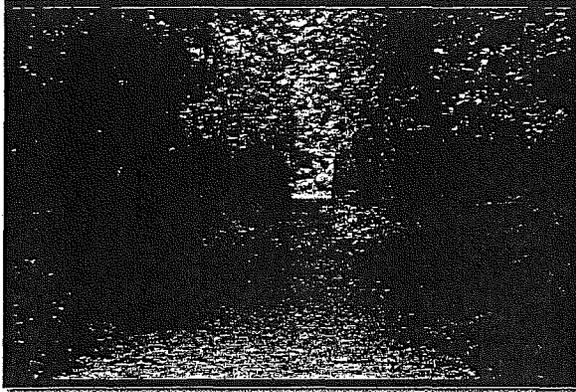
The total size of the Robbins Island Regional Park Complex is approximately 122 acres. The parks complex showcases two of the city's most important attributes, Foot Lake and Willmar Lake. The parks complex borders on these lakes extensively. The beauty of the lakes and the wide variety of recreational opportunities make the Robbins Island Regional Park Complex a destination park for Willmar and the surrounding region. Combining the parks into the overall park complex adds to the strength of the park as a major destination. The park features major amenities including:



- A swimming beach with a changing house
- Fishing platform and pier
- Boat landing
- Disk golf course
- Nature Trail
- Paved trails that are interconnect throughout the park complex and connected to the community as a whole
- Numerous park shelters (both open and enclosed) and numerous picnicking locations
- Tennis courts
- Basketball court
- Several memorials and monuments, including the Flags of Honor
- Several locations with playground equipment

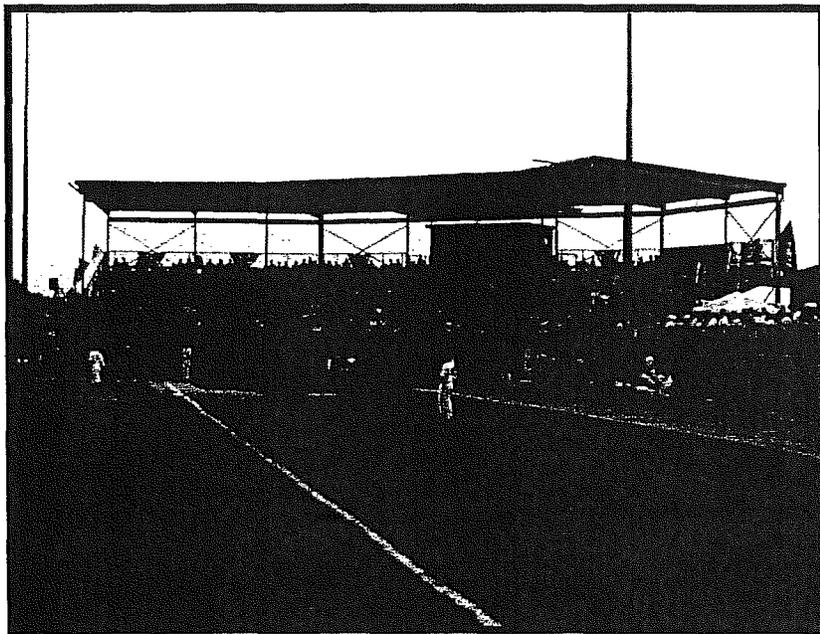


- Soccer fields and ball fields
- Skating rink
- Sand volleyball courts
- Bird and other nature watching
- Restrooms



Swansson Field Regional Park and Recreation Complex

The total size of the Swansson Field Regional Park and Recreation Complex is approximately 85 acres. This parks complex has several of the community's major destination draws for sport and leisure activities. Bill Taunton Stadium hosts a large number of spectators to watch organized

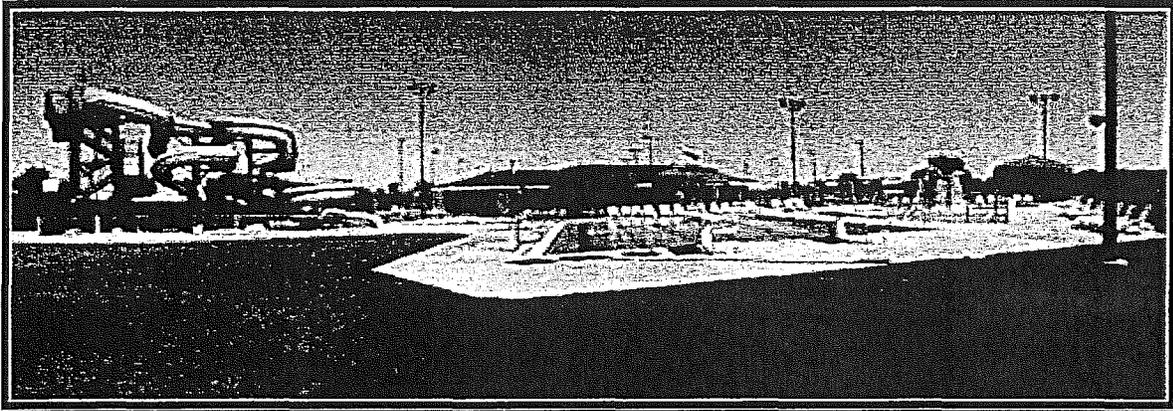


baseball games, including the Willmar Stingers of the Northwoods League. The Northwoods League is comprised of teams of top college players from across the nation. Each team is operated similar to a professional minor league team, however players are not paid to allow them to keep their NCAA eligibility.

In addition to Bill Taunton Stadium the parks complex has five additional ball fields

for both organized and pickup baseball and softball games. A variety of youth baseball and softball leagues utilize the ball fields, as do numerous adult softball leagues.

The Dorothy Olson Aquatic Center is also located within the parks complex. This attraction draws large numbers of persons of all ages during the summer months. Attractions at the park includes two towering water slides, diving boards, a kiddie slide, zero depth pool with interactive features, and a six lane 25 yard recreational pool. Amenities at the site include chaise lounges, concessions, funbrellas for shade, and picnic tables.



The Swansson Field Regional Park and Recreation Complex other park amenities include:

- An open picnic shelter and grill
- Playground equipment
- Recreational trails
- Two soccer fields
- Skate park
- Batting cage
- Restrooms and drinking fountains

Reasoning Behind the Regional Parks Complex Concept

By clustering existing neighboring parks together under one overarching park complex, the City is able to demonstrate in a much more compelling narrative on the significance of the facilities as a whole. The neighboring parks and recreation facilities can be seen as a much greater destination when combined together. As can be shown above on the availability of activities/amenities at both park complexes, the number of amenities that can be marketed is greatly expanded when compared to looking at the parks individually. This will make visiting the parks more attractive. The two park complexes will also be very visible attributes for economic development attraction of businesses and skilled workers. This concept is further backed up by the 2013 Willmar Lakes Area Vision 2040 Plan that has a key strategy of the further

development of Robbins Island Park to help reach the Plan's goal of developing more "things to do" in the community.

The concept of park complexes will provide a greater opportunity for grants that target their funds toward regional parks. When the City develops new city-wide impact park/recreation facilities, the two park complexes should be considered as possible locations first, prior to looking at other parks or new locations. It may be determined that another site is preferred over the two park complex locations, but a majority of the citywide significant new park facilities should be located at one of the two locations. By adding new amenities at these two locations, it will continue to add to their status as regional destination parks. Other Willmar parks will not be excluded from improvements, and some parks will remain key parks for various activities. A couple examples of this would be the pickleball courts located at Northside Park, and a possible future archery range at Pleasant View Park.

Possible New Amenities for the Robbins Island Park Complex

Most of the potential new amenities proposed for the Robbins Island Park Complex will be placed within Robbins Island Park. New major amenities that have been discussed include an amphitheater, upgraded playground and/or natural playground, and an expansion and repurpose of Guri Endresen Park Shelter to include restrooms, concessions, and a possible equipment rental space. Robbins Island Park could also be emphasized as a winter recreational destination with activities such as cross-country skiing, snow shoeing, ice fishing, sliding, and the possible desire to construct a skating rink. The Guri Shelter could be utilized as a warming shelter. At the Flags of Honor, there has been a discussion that this would be a good location for a flower garden, but other locations within the complex could also be utilized. To accommodate the Glacial Lakes State Trail coming into downtown Willmar, a secondary trailhead has been discussed at Thompson Park. This plan calls for a more detailed Master Plan of the Robbins Island Park Complex to determine what amenities should be located there and the potential architectural layout of the facilities. Further information about this detailed plan is located later in Section Four of this Chapter.

Possible New Amenities for the Swansson Field Park Complex

New planned amenities for the Swansson Field Park Complex will be placed throughout the various park facilities. There has been some thoughts to light the trail that winds its way through much of the park. A whiffle ball field has been discussed for South Swansson Field. At North Swansson Field there is the need to build concessions, restrooms, and press box facility. At the Dorothy Olson Aquatic Center there are plans to construct a concessions building with a picnic area. This would accommodate both the aquatic facility and the nearby soccer field. A new basketball court has been discussed as a possibility south of the aquatic center. If a dog park is constructed, Lions Park has been discussed as a possible good location as it has plenty of underutilized room and is far away from any residential area. As with the Robbins Island Park

complex, a master plan is needed to fully determine what amenities should be within this park complex, and how to best have the park laid out.

Section Three: Master Plan

One of the primary findings of this plan is that there is a strong need to move forward with more detailed “master” plan for the two regional park complexes and also planning for some of the key parks classified as community parks. The Master Plan will become the second phase of the overall City Parks Plan. Utilizing the talents of a landscape architect to prepare park concept layout plans, the Master Park Plan will determine where best to place new amenities. This planning process will also provide a much greater detail analysis of the needs for each individual facility that is planned. After this is completed, project prioritization may occur. The master plan will also help focus on making sure the City is obtaining the highest level design and performance to facilities that are either new or are in need of major repairs. This Park Plan will provide the city leadership a blueprint to follow as they make decisions to allocate future resources for park development/improvements.

The Master Parks Plan will establish the framework and key elements of the park sites, which will reflect a clear vision that has been developed and adopted through an open process. It will involve utilizing the assistance of professionals to form design principles and ecological techniques that will shape the park’s growth. Through the use of public comments and expert advice, a park master plan will determine a list of park elements, facilities, features, activities, places, and restored landscapes that best fit the needs of the community and the park site. The park master plan will look at the relationship of all these elements and determine optimum park layouts, proposing where park amenities should go, and the system of drives and paths to link these amenities with each other and the park’s entrance.

A parks’ master plan will further refine costs and funding sources from what is provided in this plan. It will work on formulating a time line/schedule on how to proceed. It should be pointed out that the master plan is a long-range plan, and as such, it will be an evolving document. Lastly a good master plan will formulate guidelines for the many designers who will work on the specific planned amenities for the site. Good guidelines will help ensure that the built project is more than just the sum of its parts. Such guidelines will strengthen the park goals and the form of the park without inhibiting programing flexibility or the creativity of designers.

Master Plan for Robbins Island Regional Park Complex

As this City Parks Plan provides guidance for the overall city park system, there is a need to have a more focused study/plan for the Robbins Island Regional Park Complex, and Robbins Island Park in particular. This Plan and the Willmar Lakes Area Vision 2040 Plan call for Robbins

Island Park to be a major destination for the community and region. Given this designation, we really need to concentrate our efforts in the short term on creating Robbins Island amenities that bring the region to this park for a plethora of recreational opportunities. A detailed plan will make sure that the park is planned to be utilized fully, and that the layout of the parks amenities flow properly between one another.

Current park amenities, such as park shelters, and parking, will also need to be analyzed as to how they fit the plans for this park. The Guri Endresen Shelter, in particular needs to be studied to determine what improvements need to be completed at this facility. There needs to be a study of the water quality of Foot/Willmar Lake. Currently each summer the city has to close the beach at certain periods due to high fecal counts. Addressing the water quality and ensuring that the beach is usable all summer will enhance the use and perception of this system.

Master Plan for the Swansson Field Regional Park Complex

There are a number of possible new amenities that have been identified as good potential projects to be located within the Swansson Field Regional Park Complex. Similar to the needs discussed above for Robbins Island Park, a Master Plan will better determine what and how best to situate the new facilities in the park complex. Items that have been discussed for this area include upgraded concession stands at North Swansson and the Dorothy Olson Aquatic Center, press box/bathroom facility at North Swansson, Dog Park, Splash Park and a clubhouse/restroom/office area at Taunton Stadium to name a few.

Master Planning for Community Parks

Utilizing the talents of a landscape architect is also needed for the designated community parks in the city. The designated community parks are Rice, Northside, Lincoln, and Ramblewood. Other specific needs at other parks may also be included. The primary purpose of this plan is to determine what amenities should be located at these facilities. For example, is it better to have fewer tennis court and basketball court locations that can be maintained at a high level, or continue to try to maintain the current facilities at a lower level of maintenance? What amenity should replace the wading pool at Rice Park? If the pickleball courts are improved, should they be kept at Northside Park or moved to Rice Park? These and other questions could be answered and planned for. There has been discussion among the Parks Plan Committee that there is also a need to hold meetings around the community to learn from neighborhoods what improvements are needed for their neighborhood parks as well.

Section Four: Discussion on Some New Potential Amenities

A variety of proposed new potential park amenities have been generated as part of this study. These include amenities that include new activities and park destinations, as well as new amenities that will enhance facilities that are already in place. Some of the primary new amenities that have been proposed are as follows in no particular order of importance:

- Amphitheater
- Destination playground
- Splash/spray park
- Trailheads
- Archery range
- Improved pickleball courts
- Dog park
- Flower garden
- Basketball court at the Swansson Field Regional Parks Complex
- Little league Baseball field
- Whiffle ball field
- Trail lighting at both Robbins Island and South Swansson Field
- Concessions and picnic area near the Dorothy Olson Aquatic Center
- Concessions, press box, and restrooms at North Swansson Field
- Additional winter activities/amenities at Robbins Island Park
- Consistent signage at all parks and along the trails
- Bicycle racks at larger parks

One possible amenity that was raised was a miniature golf course. The Parks Plan Committee thought such a facility would be best provided by the private sector.

The following section provides some information and guidance for some of the new amenities that have been proposed for the community.

Robbins Island Park Amphitheater

The Willmar City Council gave their support for the construction of an amphitheater at Robbins Island Park that is being spearheaded by local citizens. The goal of project organizers is to raise \$350,000 in local fundraising before construction can occur. In March 2013 the City Council

approved \$5,000 to conduct a planning and feasibility study for the amphitheater. A local architect firm, Engan Associates Architects, agreed to provide the \$10,000 study for the lower amount.

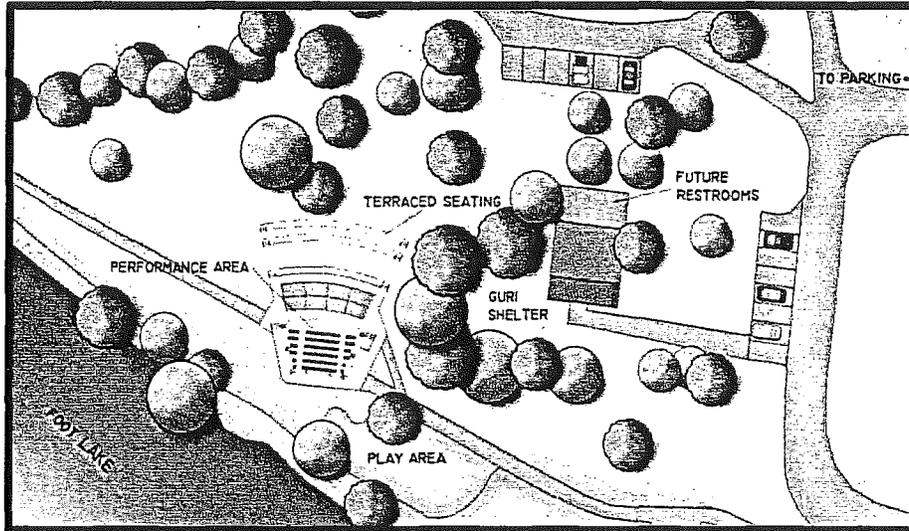


Figure 1 Rendering by Engan Associates Architects

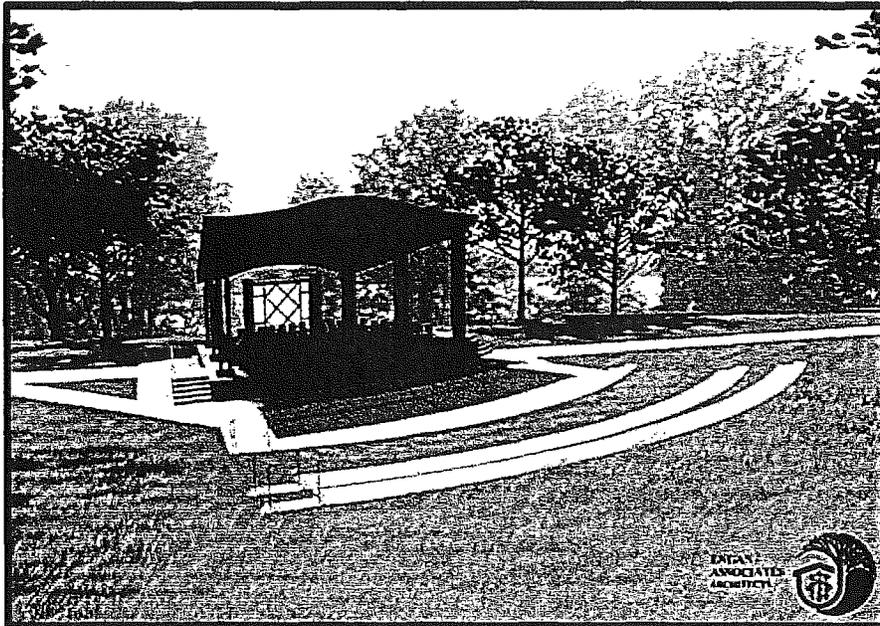


Figure 2 Rendering by Engan Associates Architects

The above amphitheater renderings come from Engan Associates Architects, with Andrew Bjur, AIA, the principal architect. The proposal is to build the amphitheater a little west of the Guri Endresen Shelter, near Foot Lake. "The finished structure will comprise a concrete stage, vertical steel columns, and a contoured roof built with laminated beams, wood boards and shingles. Performers will be shielded from the weather from behind by a translucent back panel." The

design also calls for a 350–capacity structured seating, with the grassy hill at the location allowing more than 1,000 persons to be able to enjoy performances.

Selvig International Park – Glacial Lakes State Trail Trailhead

Through improvements made to the City’s trail system, DNR has agreed to move the beginning of the Glacial Lakes State Trail from Northeastern Willmar to the Downtown. Selvig International Park, located at Becker Avenue and Fourth Street, will be the designated Trailhead for the trails southern end. The next step in the process is to get cooperative agreements signed between the City and DNR. Work will need to be done with expanding the trail to Selvig Park. Glacial Lakes State Trail runs from Willmar northeast to north of Richmond. The trail is paved from Willmar to Paynesville. The Trailhead in Willmar is currently located just off County Road 9 near the Civic Center. Another discussed possible location for an additional trail head is Thompson Park.

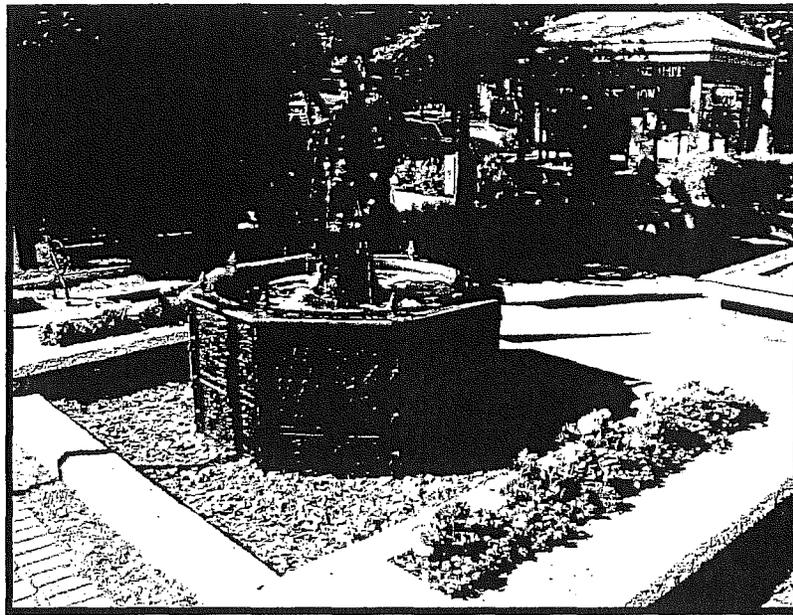


Figure 3 Selvig International Park in Downtown Willmar

The Willmar 2011 City Trails and Pedestrian Plan includes plans for a completed trail to Selvig Park. The Willmar Design Center’s plans for Becker Avenue as a “complete street” design also identifies a trail to Selvig International Park.

Selvig International Park will need additional amenities to best serve the public as a State Trailhead. Amenities in most need at the park are: a bike rack, drinking fountain, and a kiosk and signage for trail information. Being located downtown, adequate parking and public restrooms are currently available nearby.

The Willmar Design Center also indicated that they would like to partner with the City in bringing playground equipment into the Central Business District. Selvig Park is too small of a location, thus another location should be found for a playground.

Destination Playground

One of the proposed new amenities for the Willmar Parks System is to construct a destination playground. The most likely location for such a facility would be Robbins Island, but further study will be needed. A destination playground is a facility that is built on a much grander scale than a typical park playground. It is designed to be highly visible and draw families from the entire community and region to utilize the facility. Any destination playground that is constructed should provide maximum play value and safety for visitors. The design should minimize the lifetime cost of maintaining the facility and meet required ADA regulations. Ideally a destination playground will be designed with a theme to match Willmar's unique historical characteristics, and be a destination for years to come.

Before constructing such a facility, a plan needs to be prepared to be sure the playground is efficient, has an exciting layout, and that it follows recommended design guidelines. One of the planning considerations will be to determine what are the ages and abilities of the children who will use the play area. Another consideration will be to anticipate how many visitors are expected to typically be playing at once. As was mentioned above, a well thought out theme for the playground will also help make the playground more fun and memorable. Lastly, the plan for the playground needs to think of the additional amenities that are needed, such as shade, benches, and nearby restrooms. If the decision is to place a destination playground within Robbins Island Park, the proposed park master plan should incorporate planning for this signature playground facility.

A destination playground can vary greatly in cost depending on the type and size of the facility that is built. The cost will also depend on if volunteer labor can be utilized in constructing the playground. The City has placed an estimated cost of \$300,000 for constructing such a facility.

Natural Playground

A natural playground or natural playscape is an alternative to a traditional playground. Such a playground utilizes as little man-made components as possible, focusing on constructing the play area using natural materials. It is an area where children can play with natural elements such as sand, water, wood, and living plants. Natural playgrounds allow children to have creative play through adventurous natural activities and objectives. A properly designed natural playscape are typically very safe, as they include few or no tall structures and no equipment with moving parts. They are also often less expensive to build than traditional playgrounds. When the new design for Robbins Island Park is drawn up, decisions will need to be made about upgrading the current playground with more typical playground equipment or looking at a concept of a natural playground.

Americans with Disabilities Act (ADA) Standards for Accessible Playgrounds

The U.S. Department of Justice is serious about ensuring that public playgrounds are accessible for all children. An accessible playground means it is easy as possible for everyone to play, regardless of their abilities or disabilities. Other terms used for accessible playgrounds include names such as inclusive playgrounds, universal designed playgrounds and universally accessible playgrounds. Another term used is “Boundless Playground.” This term is trademarked and can only be used if the playground has certified plans that are first certified by the nonprofit organization Boundless Playgrounds.

New ADA standards regarding the accessibility of public playgrounds in the United States went into effect March 15, 2012. These new ADA Standards address different categories of needs including routes, access and transfer spaces, ground level play activities, elevated play activities, and surfacing. “The Access Board Accessibility Guidelines for Play Areas – final Rule were published on October 18, 2000, but were not enforceable until adopted by the Department of Justice. The guidelines were adopted as part of the ADAS Standards for Accessible Design (2010) by the Department of Justice in September 2010. The rules went into effect on March 15, 2011.” Compliance was not required until March 15, 2012.

The information provided in this section of the Parks Plan is intended to provide a general context and information on playground accessibility needs. It is not meant to be a comprehensive analysis of the ADA Standards with all its complexities. The purpose is to provide an overview of the playground related requirements of the new ADA Standards, and to propose that the City further investigate the compliance issues and to prepare a plan to be sure that any unmet Standards will be dealt with in a timely manner.

The degree to which a playground must comply with ADA Standards depends on when the playground was built. If a playground was built before January 26, 1992, the required action is to remove all barriers to access. If the playground was built after January 26, 2012 and before the new law the following is required:

- Provide an accessible route of travel
- Provide a range of accessible equipment
- Provide an accessible surface beneath all accessible equipment.

New playgrounds that are built need to meet all of the Standards for playgrounds as stated in the new law.

New Playground Standards

The following is a brief overview of the new ADA Standards for new playgrounds.

Paths: There must be a path within the use zone connecting the play equipment to other paved surfaces within the park. The path must be made of an accessible resilient material and be at least 60” (1.5 m) in width.

Play Areas: Where separate play areas are provided within a site for specific groups, such as an area for preschool children and a play area for children aged 5 to 12 years old, each play area must comply with the guidelines. The new rules do not apply to children under the age of two. Where play areas are designed or constructed in phases, the guidelines are to be applied so that when each successive addition is completed, the entire play area complies with all the applicable provisions and guidelines.

Elevated Play Activities: Requirements call for one-half of all elevated play components on a play structure shall be accessible. “To be ruled accessible, the play component must meet ADA guidelines for both the top and bottom ends of the activity. This includes an accessible route to the top of the activity with no step higher than 8 inches, and an accessible surface from the bottom of the activity back to the entrance.” When there are 20 or more elevated play components, there must be access to 25 percent by wheelchair ramp.

Ground Level Play Activities: New playgrounds must provide accessible play activities equal to one-half of the total of elevated play activities. This requires accessible surfacing route to and around the activity. (See the chart provided below.) One of each type of ground level activity must be accessible.

Number of Elevated Components Provided	Ground Level Components Required & Number of Different Types Ground Level Play Components Required
2 - 4	1
5 - 7	2 (at least 2 types)
8 - 10	3 (at least 3 types)
11 - 13	4 (at least 3 types)
14 - 16	5 (at least 3 types)
17 - 19	6 (at least 3 types)
20 - 22	7 (at least 4 types)
23 - 25	8 (at least 4 types)
Over 25	8 plus 1 for each additional 3 over 25, or a fraction thereof (at least 5 types)

Surfacing: “To be ruled accessible, any surfacing must be compliant with ASTM F 1951 Accessibility of Surface Systems Under and Around Playground Equipment¹.” The types of surfacing often used for compliance are engineered wood fiber, rubber tiles, or rubber poured in-place. As was discussed earlier, there must be an accessible travel route to the play equipment.

Splash or Spray Park

There has been much interest shown by Willmar residents for their desires for a splash park, also known as a spray park facility. These types of facilities are designed to provide interaction with various types of water features with no standing water. If and when there is a decision to move forward in constructing a splash park the proper planning for the facility will need to be undertaken. Splash parks vary greatly dependent upon specific application, budget, and space available. This section of the plan highlights some major considerations that need to be taken into consideration when the City decides to move forward in designing and constructing such a facility. Determination of how such a new facility would be financed is also a topic not discussed within this section. The estimated cost to build a splash park will likely be around \$225,000, but could be higher, depending on the project design.

A decision needs to be made if this will be a facility that residents will have to pay to use. If the decision is for the facility to be free, how will this impact the need to generate revenue at the Aquatic Center? There have been discussions that a splash park would be best put adjacent or a part of the Dorothy Olson Aquatic Center to encourage use of the facility and have a revenue stream to help pay for operational costs. Others have indicated wanting to see a splash park replace the wading pool at Rice Park, and to have the facility be free for the public to use. A compromise solution may be to have a major splash park built at the Aquatic Center and a much smaller splash park located at Rice Park.

Splash/spray parks can be built in phases, allowing a community to add onto your facility when the budget allows. It is important to look for a manufacturer that offers a swappable anchoring system, which allows for easy replacement or interchangeable play products. By changing and/or adding features, it helps keep the facility fun and patrons coming. Signs should be posted to encourage appropriate behavior, help ensure safety, and minimize injuries.

When compared to conventional swimming pools, well-designed splash/spray parks are easier to maintain, and lower in cost to operate. The facility does not require a lifeguard to be on duty to be open to the public, as there is no standing water. The facilities can be designed to be fully automatic. They also have the advantage of being readily usable by persons with disabilities.

Ideally a splash park will offer different areas for age-appropriate play. Some communities plan for three areas of play within the facility. An area of non-intimidating mists and gentle streams are ideal for toddlers. Another area can be used to encourage social interaction and family play. Features might include water tunnels and dumping buckets. A third area might be best used for more high-energy play, competition, and teamwork with water cannons and other interactive games.

Water Circulation Choice

The first thing that needs to be considered in planning a splash park is determining how the water

will be circulated through the features. There are primarily two types of configuration that can be used. They are Pass-through systems and Recirculation systems. A Pass-through systems does not reuse the sprayed water, but is drained directly to a wastewater system. A Recirculation system utilizes stored water. This stored water is continually treated and filtered similar to a swimming pool. A separate pump supplies the treated water to the various spray elements.

A Pass-through water system does not need a sanitation system; however, water consumption is much greater. Flow and pressure requirements are limited by capacity of potable water source. A Recirculation system will have more upfront costs, and needs greater regular maintenance, however, the use of water is far less. Flow and pressure requirements are not a concern.

Whatever the system that is chosen, sanitation is going to be an important factor. By planning appropriately upfront, a community can be much better assured they have the infrastructure in place to keep the water clean and protect the users health.

Site Selection

The placement of a splash park should be located in a secure, convenient, and accessible location. There should be plenty of space available for the splash park and its associated mechanical equipment. Also consider space for possible future expansion. The design should have the mechanical equipment easily accessible for service staff. It may be wise to consider placing the facility next to the aquatic center so that both facilities can help draw patrons to both sites as a greater draw destination than they would be individually. The two facilities can also share restrooms and changing rooms. Much of the infrastructure needed is already at the site, which will lower costs.

Layout and Element Selection

The size of the pad will be determined by the number of features. Incorporate a variety of spray elements that can entertain a range of age groups. Include seating and observation zones. Shaded areas should also be designed into the plan. Strongly consider lighting to allow extended use and for after-hours security.

Operation and Maintenance Considerations

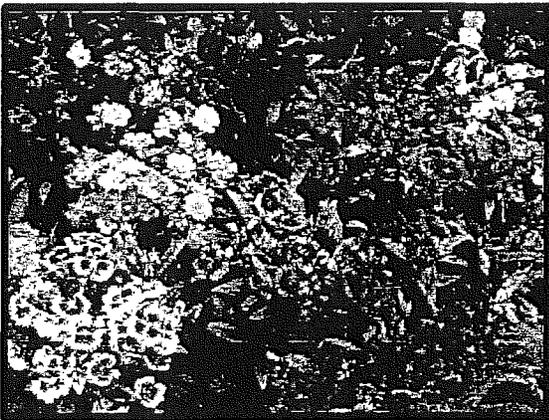
When planning a facility, analyze splash zones, overspray, and wind to reduce potential for water loss. The pad should be sloped towards drains and accommodate overspray due to winds. Slopes should be 2 percent to 5 percent with a maximum of 6.5 percent in wet areas. A typical overspray zone is six to ten feet. Design gravity drainage for operation and winterization. Design mechanical systems and operational programming within achievable hydraulic capacities. Incorporate an off-hours bypass to prevent contamination of re-circulated water. In case the main drain should become blocked, there should be sufficient overflow drainage to limit the water depth to two inches or less. Drain covers should not cause dangerous suction or vortexes and be

large enough to handle the escaping water. Materials and equipment should be chosen that have long lifecycles.

Themes

Some communities will choose a theme for their splash park design. Consider local, cultural, historical, or geographical influences. For example Willmar could possibly consider themes like the railroad or farming as examples. Spray components can often be customized based on themes to increase the play value of the park.

Flower Garden



A community flower garden has been an amenity that has been put forward for consideration. To be a viable project, the City will require that a volunteer group come forward, such as the Master Gardeners Club, to provide the necessary labor that is needed to develop and maintain such a facility.

No proposed site has been identified as a primary location for a flower garden. Ideally the site for a garden would be at a highly visible location with access to water. Somewhere along the Robbins

Island Regional Park Complex would be a likely good location for such a location, with good visibility off Highway Business 71. This would make an attractive north side entryway to the City.

If a volunteer group comes forward to be the principal care keepers of a flower garden, the group should also be given a large amount of input to the design of the facility, working with WCER staff and City Maintenance Staff. The City should be responsible for the material costs for implementing the project, and provide much of the annual financing for the plantings. For planning purposes, it is estimated that start-up costs for a flower garden will be in the \$20,000 range.

Archery Range

There has been interest shown by archery enthusiasts for the City to provide a public archery range within the community, as has been shown through comments made on the parks survey and parks plan open house. The land owned by the City south of Pleasant View Park has been identified as a possible location for such a facility, as the park can be expanded to the south on vacant land owned by the City.

This plan calls for the City to provide the land and some base needs for establishing an archery range, at an approximate cost of \$10,000. Archery groups will be asked to raise dollars for additional cost needs for such a facility that is estimated to be in the \$20,000 range.

In designing the range, proper safety design rules should be followed. The Archery Trade Association is one possible good location to find design standards. Safety rules will also need to be established with a sign posted at the site. Archery range guidelines are available through the National Field Archery Association.

Dog Park Design Elements

There has been some interest shown by a number of Willmar residents of their desire for a dog park facility. If, and when, there is a decision to move forward in constructing a dog park the proper planning for the facility will need to be undertaken. This section of the plan highlights some major considerations that need to be reviewed when the City decides to move forward in designing and constructing such a facility. Prioritization of a dog park is discussed elsewhere in this plan. Determination of how such a new facility would be financed is also a topic not discussed within this section. With this being said, it is likely that such a project would need the financial backing of city dog owners in the community to rise up in priority ranking. A project champion would also help with its development. It is estimated that to develop a several acre dog park, it would cost approximately \$25,000.

Location of a Dog Park

It is best to select an area in the community that is off to the side and preferably to the back of the community, away from housing units. This will help to cut down on noise complaints. The park should be easily accessible.

Dog Park Amenities

The following are some recommendations for the design of a dog park:

- Three acres or greater is recommended.
- A dog park entrance needs to include a secure double gate. Placing the gate in the corners is not advisable. New dogs can be easily cornered by greeting dogs may make them nervous and cause a fight.
- Grass may be utilized, but might not be the best choice for the dog park. Grass will cost more to maintain. With busy dog parks there will be urine and general dog play that will damage the grass. These worn dirt patches become muddy after rain. Decomposed granite is considered a very good choice. Decomposed granite is made up of very small pieces of granite and can range from size ¼ inch to a sandy consistency.
- Some dog parks have two separate sections – one for large dogs and one for small dogs.

- It is good to have trees for shade.
- Fencing should be 5 feet or higher so that dogs cannot jump over it. The fence should be a coated, chain-linked fence.
- Provide the poop bags and trashcans, and have a rule that owners clean up after their dog immediately. This station is best to be located near the gate entrance for visibility and owners can grab a bag as they enter.
- Have benches for seating.
- A running water supply is very important. You do not want buckets of standing water because of possible spread of diseases and they are a breeding ground for mosquitoes. There are dog fountains and combination dog and human fountains on the market. Consider two adjacent drains to prevent flooding in case a drain gets clogged with dog hair.
- Signage is important to give the rules of the park
- Some parks provide lights to extend the parks use.
- A leash post is a nice amenity to consider.
- Some parks have dog play equipment, but this is more of a luxury. Maybe dog groups or clubs can choose to donate such items.

Suggested Dog Park Rules

The City will need to develop a list of rules for a dog park once it is developed. The following are some example rules that should be considered, and should be posted on a sign at the park entrance:

- Dogs must be leashed prior to entering and upon leaving the park.
- Dog owners are solely responsible for the actions and behavior of their dogs.
- Please ensure dogs do not escape the fenced area.
- Animals other than dogs are not allowed.
- Dogs must be properly vaccinated.
- Dogs must wear identification.
- Dogs must be in view of and within voice control of their owner/handler at all times.
- Immediately leash your dog and leave the park if aggressive behavior is observed.
- Never leave your dog unattended.
- Limit 3 dogs per person per visit.
- No female dogs in heat. Spayed/neutered dogs are recommended.
- No puppies under 4 months of age.

- Clean up after your dog. Fill any holes your dog may dig.
- Dogs with a known history of dangerous behavior are prohibited.
- No children under 10 years of age allowed.
- Children over age of 10 must be closely supervised and must behave appropriately: no running, shouting, chasing dogs, petting of other dogs without owner's permission.
- No food or drink, other than water, (Human or Dog) or smoking allowed in the park.
- Absolutely no bicycles, skateboards, rollerblades, scooters, or any motorized vehicles except those required for the physically challenged are allowed inside the fenced in park.
- No person shall go in the park with bare feet.

The City should also clearly post waivers of liability. Helpful instructions for safely breaking up dogfights are also recommended.

Basketball Court at Swansson Field Regional Park

There has been discussion about constructing an outdoor basketball court at the Swansson Field Regional Park Complex. Ideally the thinking is that a basketball court at the park would be placed in a somewhat separated location from other activities involving families and younger children. If this location is ultimately chosen for such a facility, a small parking lot will also likely be needed at the site. If a basketball court is built at this location, there is also discussions about if it would be best to remove the basketball Court at Rice Park. The Court at this location is near playgrounds and other family type activities. There have been complaints about language used and fighting occurring at this facility. Some residents have mentioned they do not use Rice Park because of this activity. Police reports show that Rice Park has the most police calls of all the parks in the community.

Expansion and Repurpose of Guri Endresen Shelter

There is a need to expand and possibly repurpose the Guri Endresen Shelter at Robbins Island Park. This plan would be further developed in the Park's Master Plan discussed in Section Three of this Chapter. If the identified location of the planned amphitheater remains the same, and with other thoughts of nearby new amenities, there will be the need to add restrooms to the facility. The facility should be looked at to make it a year round facility to better accommodate the winter activities taking place at the park. A concessions stand at the facility is also a likely possibility to be added. Lastly there has been some discussions if a recreational and sports rental facility is needed, and if so, the Guri Shelter would be a good possible location. The facility could rent out a variety of items, such as bicycles, canoes, Frisbees for the disc golf course, cross country skis, etc. There would need to be a determination if rental revenues would pay for both the rental items and the labor for such a facility.

Ramblewood Park Storm Pond/Natural Area and Trail Improvements

Ramblewood nature area is an open recreation area with a nature trail, water retention pond, and park playground. The nature area has been enjoyed by users as a prairie type wetland, enjoying the area wildlife, wetland habitat, and prairie landscape. The storm pond/nature area is slowly being taken over by vegetation such as Willow trees, Buckthorn trees, and Cottonwood trees. Efforts to restore the nature area would include removal and proper disposal of unwanted trees and treatment or removal of all tree stumps. The walk path/nature trails, which are enjoyed by many on a daily basis, are in need of an additional layer of aggregate to improve drainage and trail safety. The estimated cost for these park improvements is \$40,000.

Section Five: Parks Survey Results

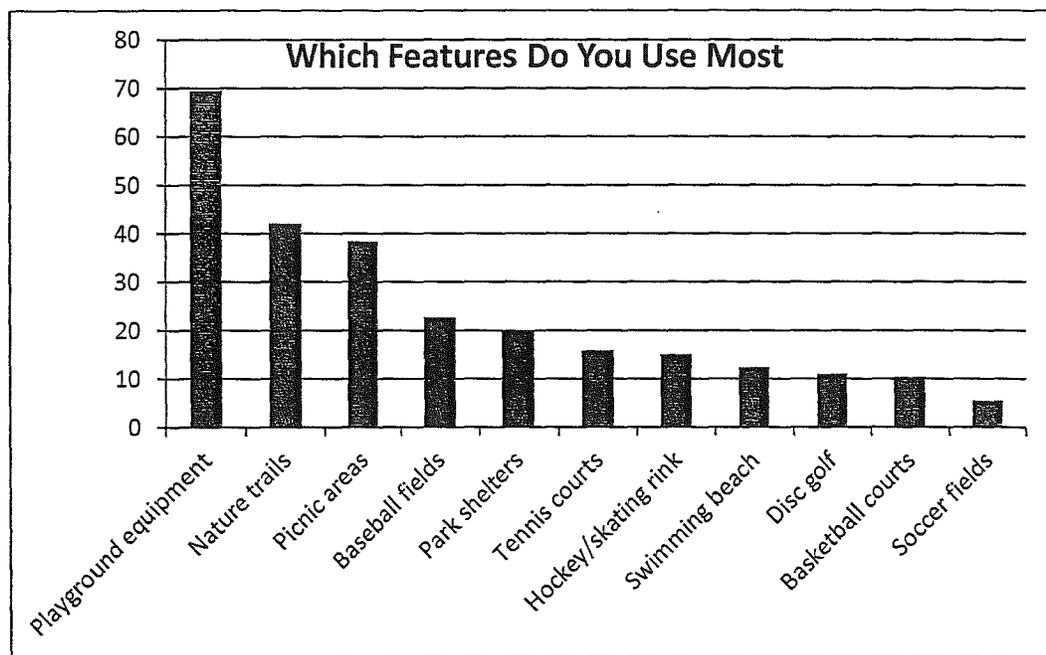
The WCER conducted a survey of Willmar residents during the late summer of 2013. The Parks Plan Committee prepared the survey for use in the Parks Plan. The WCER set up “SurveyMonkey™” as the survey instrument on their web site. A link to the survey was also on the City’s web site. The survey was well publicized through the newspaper, radio, WCER publications, and by word of mouth. The complete results of the survey can be found in the appendix of this plan.

With the survey open to all citizens to complete, there was no attempt for the survey to follow needed controls to make the results scientific. The survey’s purpose was to give all persons the opportunity to comment on the park system and to get a general sense of what is important to Willmar residents. It is not surprising that those residents that utilize the park system often were more likely to complete the survey. Sixty-one percent of the survey respondents indicated they visit community park and recreation sites on an average of once a week or greater.

There was a total of 603 survey takers; however, other than question one, the questions were not answered by 60 to 90 of these respondents. This means that there were 514 to 543 respondents for questions 2 through 10. Slightly over 75 percent of the survey responses were from households that had children under the age of eighteen. Nine percent of the survey responses were completed by households with persons 65 years old or older.

Question two asked what park and recreation facilities in the city are most utilized by members of your household. Robbins Island is the most utilized park at 42.4 percent. The Aquatic Center came in second with 39.6 percent. The other parks that stood out for their use were Rice Park at 29.8 percent, Miller Park at 27.4 percent and Swansson Field (North and South) at 25.1 percent. Other park facilities ranged from 17 percent to less than 1 percent.

Question three asked “which park features do you use the most.” Respondents could answer to all that apply to the eleven features provided. The chart below shows the percentage of answers to this question. As can be seen, Playground equipment at 69.5 percent, is by far the most utilized park feature. Nature Trails came in second with 42.2 percent of the respondents checking, and picnic areas came in third with 38.5 percent. For households that indicate that they utilize the park on a weekly or greater basis the percentages of usage is higher for all the features, except for picnic areas with the exact same percentage. Elderly households, as expected had a smaller percentage of use for all of the park features, except for nature trails, where they actually were checked by 51 percent of elderly respondents. Households with children under 18 years of age had a higher percentage of use for the active type park features than the overall survey results, and a smaller percentage of use generally for the more passive activities. The small percentage of use shown for basketball courts and soccer fields, may be a reflection that there may be fewer young adult men and minority households who participated in the survey. It is easily witnessed that basketball courts are heavily utilized by young adults and that soccer is a very popular activity with Willmar’s Hispanic and Somali population.



It is also suspected that many persons who answered that they utilize nature trails could also have been thinking about the City’s recreational trails. This is somewhat indicated through the number of persons who answered open-ended questions with the desire to improve the City’s recreational trail system. Twenty-five persons wrote down walking paths or trails under this question. The next highest written response to question three was 6 responses for swimming pool.

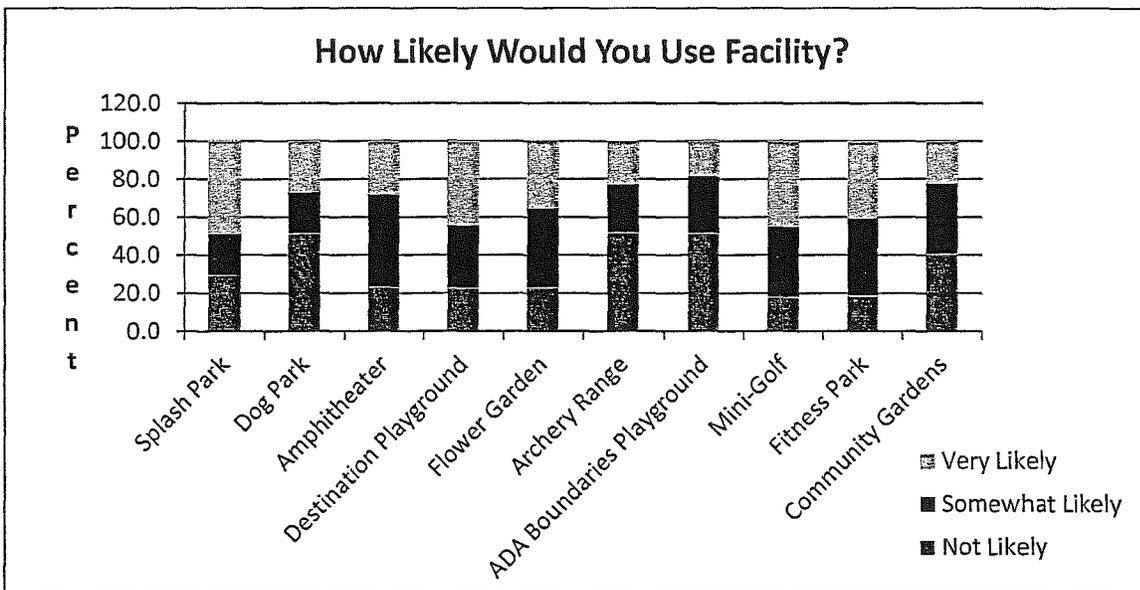
Question four asked about ten potential new park features the City is considering adding to the park system in the future. The question asked “how likely would you be to use the following potential park facilities”, allowing respondents to check all that apply. For this question, it is

important to compare responses of those who answered *very likely* with those who either answered *very likely* or *somewhat likely* to the question. There are some important differences in the comparisons. When looking exclusively at those who indicated they would be *very likely* to use a facility, a splash/spray park came in first with 49.2 percent. Mini-golf was second with 45.4 percent, a destination playground came in third with 44.5 percent, and a fitness park came in fourth with 40.8 percent. With *very likely* combined with *somewhat likely* to use the top answers for utilizing the facilities are in order mini-golf, fitness park, flower garden, destination playground, amphitheater, and splash park.

For elderly household respondents the top answer to question four was flower gardens. Nearly 47 percent of those who answered indicated they were *very likely* to use the facility, and 93 percent either answered *very likely* or *somewhat likely* to utilizing a flower garden. The other important new park features elderly persons are interested in are the fitness park, the amphitheater, and the destination playground.

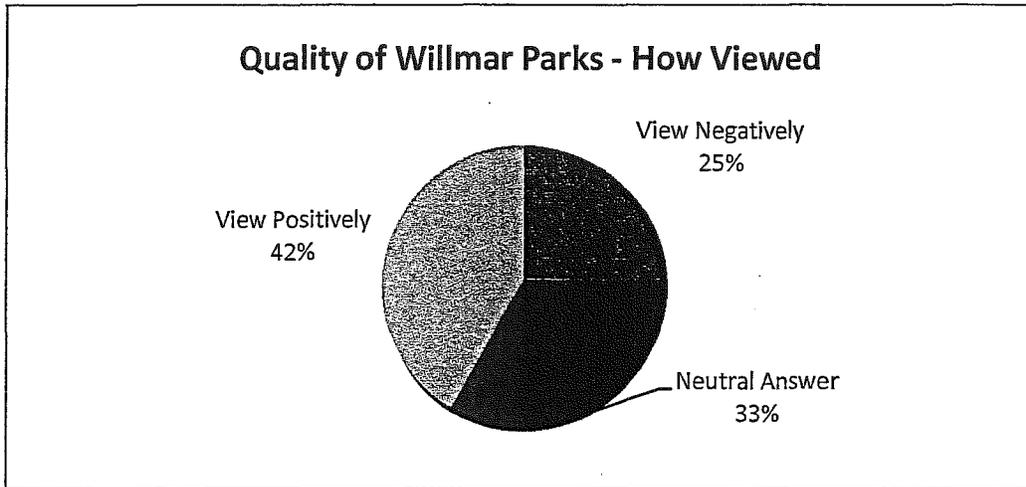
Households with children and households that frequent parks, to a greater degree, answered question four similar to the overall response, but with a higher percentage in most facilities than the overall survey response. Community gardens in particular, were the exception to this trend, with a small percentage showing interest in this type of facility.

The overall survey results to question four are shown in the following table:

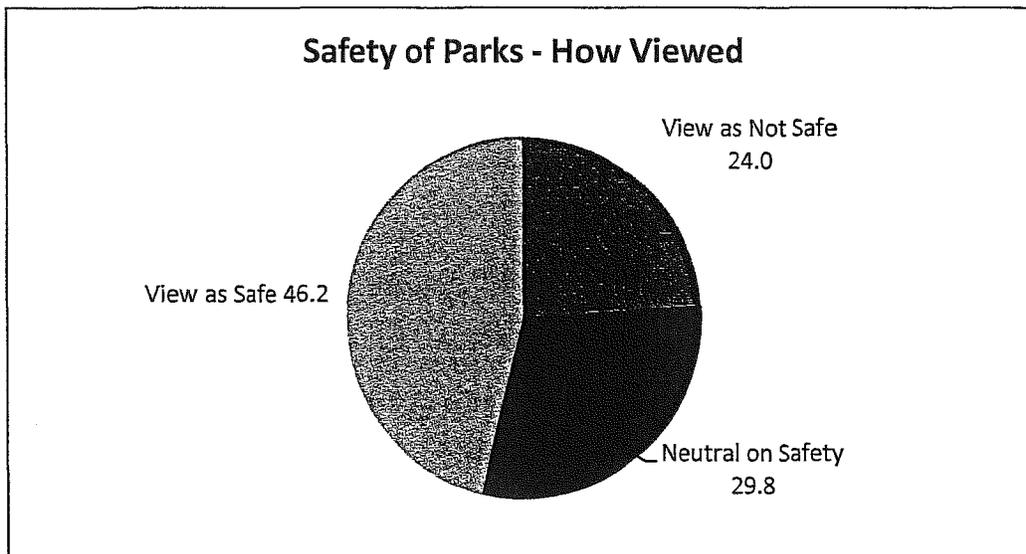


Question five asked “How would you rate the overall quality of Willmar Parks” on a 1 to 10 scale with 1 being most negative and 10 the most positive. The average for all survey responses was 5.89. This indicates that most persons that answered the question believe Willmar Parks are of average, to slightly above average quality. Approximately 25 percent of the responses were negative (scoring 1 through 4). Approximately 42 percent of the answers were scored 7 through

10, with the remaining 33 percent scoring Parks quality as a five or a six. From written comments on the survey there are a couple of areas that could have caused some of the negative responses to this question. A number of people thought that littering is a problem in the parks. Others mentioned that some facilities are in need of maintenance.



Question six asked survey respondents to rate “how safe do you feel the City parks and recreation facilities are”. This again was on a 1 to 10 scale, with 1 being viewed as the most unsafe and 10 as the safest. The average score for this question was 6.09. The following pie chart shows that 24 percent of those taking the survey felt that the parks are currently unsafe. Households that visit park facilities weekly or more frequently believe that parks are somewhat safer than the total survey response. Households with children are somewhat more negative to the safety of Willmar parks compared to the total survey response.



Question seven gave survey respondents the opportunity to write an open ended comment on anything regarding city parks and recreation facilities. There were a total of 38 comments that were made. There were a couple of themes that had repeated comments.

One problem that was identified by a number of persons was that some parks have a problem of park users littering. A couple persons thought that additional trash receptacles at strategic locations could help. Another individual discussed asking those involved with organized sports to better pick up their trash after their events.

The need to fix or replace old playground equipment was another area that received a number of written comments. Some comments mentioned old and outdated equipment, updates are needed, and more variety. An unsafe slide at Sperry Park was mentioned. Besides playground equipment one comment was on the need to repair tennis courts. Another individual mentioned that parks are not as well maintained as in years past. Another person wrote, "our parks are in need of major TLC."

Lastly, several comments dealt with some parks, particularly Rice Park, having some problems with poorly behaving teenagers. There was talk about swearing and loud, obnoxious behavior. One person wrote that they have had several bad experiences at Rice Park. Unleashed dogs was also mentioned as a problem.

Section Six: New Park Development

The City has one park that has land and a name, but has yet to be developed. Westwind Park is located at 16th Street SW and Richland Avenue SW. The park is 3.9 acres in size, and has yet to be developed. Current plans are to have open field space available for play, and have some picnic tables.

There is one neighborhood in the city that does not have a park, and the residence in this neighborhood are not within the one-half mile limit that this Plan has set as guidelines for all residents to be near parks. The Eagles Landing neighborhood will need to have land purchased and a park developed. There are a couple of possible locations that have been identified. The new park would function as a neighborhood park with a small playground. It is anticipated that to purchase land and develop a park will cost approximately \$200,000.

As the city continues to grow, new neighborhoods will also need to develop parks. The City needs to help cover its costs of new parks by utilizing development fees/special assessments placed on new housing development projects.

CHAPTER FOUR: GOALS AND OBJECTIVES

The following is the new parks and recreation goals and objectives for the City of Willmar.

Goal A: Willmar parks and recreation facilities will be maintained in a safe and sustainable manner while addressing any American with Disabilities Act (ADA) compliance standards.

Objectives:

- A.1. Provide the resources to maintain the parks and amenities located in the parks so our residents can expect a safe enjoyable experience. These resources need to allow for adequate staffing and maintenance dollars to reflect annual needs of the park system.
- A.2. Parking areas that are provided in parks should be properly landscaped and surfaced.
- A.3. Use low maintenance and low impact design/development techniques for future park properties; and be a leader in demonstrating sustainable building practices.
- A.4. Implement and fund maintenance frequency protocols that maximize the life of park and recreation assets.
- A.5. Invest in preventative maintenance and upgrades to parks and recreational facilities including lighting to maximize long-term benefits.
- A.6. When possible, design indoor and outdoor spaces for flexible use.
- A.7. Continue and improve internal coordination between city departments to maximize the public's access to park and recreational opportunities.
- A.8. Implement an ADA transition plan for the Willmar Park system.

Goal B: Expand parks, active and passive recreational opportunities in new and existing locations with an identified need; filling gaps in recreational services/facilities to keep pace with future growth.

Objectives:

- B.1. Provide for new park and open space recreation areas as part of the residential development process. Residential land uses should be located no further than one-half mile from a park facility.
- B.2. Provide a clearly defined network of pedestrian and bicycle trails linking together existing and proposed parks, trails, and other pedestrian traffic generators (schools, retail

outlets, and YMCA) by means of connected systems that provide safe accessibility to all pedestrian traffic.

- B.3. Abandoned railroad areas should be developed as public trails or recreational areas when future rail use of the site is not foreseeable.
- B.4. Areas best suited for future parks, open space, and trails should be identified and preserved. When possible, time land acquisition so as to take advantage of lowest possible purchase price.
- B.5. Where possible, enhance amenities to increase usage at existing parks and recreation facilities, such as lighting and trail access.
- B.6. Balance new acquisition and development with sustained maintenance of existing parks and facilities. Match the growth of the park system with budgets available for future operations.

Goal C: Protect, conserve, and enhance the City's diverse natural resources for long-term health of ecosystems, for the benefit and enjoyment of future generations.

Objectives:

- C.1. Use parkland as a buffer between conflicting land uses.
- C.2. Preserve environmentally sensitive land, which is not suitable for intensive development as open space.
- C.3. Encourage preservation and management of existing parks and open space areas.
- C.4. A system of tree plantings and landscaping, as well as reforestation, should be enacted to enhance the beauty of each area to the extent its primary use will permit.
- C.5. Protect, improve, and promote area lakes – Foot, Willmar, and Swan Lakes provide recreational and economic benefits to the City of Willmar and surrounding area. Improving water quality and enhancing associated recreational opportunities are important to the tourism, property values, and aesthetic appeal of the community.
- C.6. Coordinate with and formalize partnerships with the county, and other governmental agencies in consolidating and defining the methods to define, identify, retain, and conserve open space within Willmar and surrounding area.
- C.7. Protect significant environmental features, including unique wetlands, open spaces, woodlands, shorelines, waterfronts, and other characteristics that support wildlife and preserve natural areas.
- C.8. Monitor and maintain natural areas to minimize invasive species.

- C.9. Utilize the framework of the City's GreenSteps Cities Program to promote best practices related to enhancing the community's green infrastructure and reducing energy costs.

Goal D: Use effective and innovative funding methods and partnerships to build, maintain, operate, and promote the City's park and recreational facilities.

Objectives:

- D.1. As residential and commercial/industrial land areas expand, park and recreational facilities designed to serve the developing area should also be provided. This should be done either by a dedication of land to the public, or by payment in lieu of land dedication for park development.
- D.2. Maximize the potential of public land by combining various park and recreation uses with other public sites, such as airport clear zones, storm drainage ponds, and street rights of way.
- D.3. Create, expand park and recreational development, as well as expanding program opportunities through expanded partnerships and volunteers, i.e. Adopt a Park.
- D.4. Annually evaluate park impact and user fees to ensure that rates are sufficient to meet increased recreational needs and costs.
- D.5. Actively seek innovative funding methods to retain financial flexibility, match user benefits and interests, and increase facility services.
- D.6. Explore partnerships with other public and private agencies, civic organizations, and other organized groups where feasible and desirable.
- D.7. Optimize the utilization of existing resources across other public, private, nonprofit, and commercial entities through shared resources, partnerships, grants, etc.

Goal E: The City shall promote healthy and active lifestyles and build community through parks, recreational facilities, and programs that are inclusive, fun, and accessible for a diverse population.

Objectives:

- E.1. Provide a wide range of active and passive recreation experiences that meet the needs of diverse age groups, recreational interests, cultures, and abilities.
- E.2. Incorporate unique environments and interesting amenities/facilities into the park system to provide a balanced park and recreational experience and diverse recreational opportunities.

- E.3. Create indoor and outdoor recreational facilities with the capacity to support increased recreation programming and provide year-round recreational opportunities.
- E.4. Provide unique, innovative, state-of-the art, signature facilities to support economic development goals, draw users from throughout the region, and establish an identity/brand for the City's parks and recreational services.
- E.5. Provide flexible recreational programming that is constantly improving and responding to current trends and community desires.
- E.6. Provide programs and community events that encourage interaction between neighbors and celebrate the diversity of Willmar.
- E.7. Provide opportunities to create and appreciate art throughout the park system.
- E.8. Provide barrier-free structures and amenities (i.e. play apparatus, picnic tables, access to pavilions and other seating areas) when considering new or replacement facilities.

Goal F: Engage Willmar residents in the planning, stewardship, and programming of park and recreation resources. Provide effective community outreach and marketing to increase public awareness and support of parks and recreational services.

Objectives:

- F.1. Monitor community demand for additional recreational services as the population in the City continues to grow and diversify.
- F.2. Expand the community's access to fitness and health through education, awareness, and involvement.
- F.3. Provide easily accessible information about the park and recreation system, expanding knowledge and awareness of recreational opportunities.
- F.4. Park planning shall be completed in conjunction with public participation to guide all major park development and achieve cohesive design and efficient phasing of projects.
- F.5. Balance the perspectives of nearby neighbors with community preferences, city needs, staff knowledge, and city regulations to create effective plans and designs for parks, facilities, and programs.
- F.6. Enhance community awareness and involvement in natural resource area management.

CHAPTER FIVE: PLAN IMPLEMENTATION & POTENTIAL FUNDING SOURCES

Section One: Introduction

This chapter discusses a number of implementation steps that should be carried out by the City and other participants to fully implement the Plan's desired goals and objectives. These are additional planning steps and activities that will help ensure success of the plan, but are not listed in sequential order or ranked by priority. Potential funding sources for the projects identified within this Plan are also identified.

To meet the envisioned park system that is presented in this plan will require a significant investment. To be most successful to meeting these desired outcomes, the costs cannot be solely the responsibility of the taxpayers. Creative funding solutions must be part of the process that encourages the use of private development funds, grants, local donations, partnerships, and other means needed in order to implement this plan to its fullest extent and in a more time efficient manner. It will be as equally important that for those projects identified in this plan to be developed there will be the need to build strong community support. It will be important to employ public input, education, and outreach to garner the support needed to move these projects forward.

To be able to move forward with the components of this plan successfully there are some basic requirements to ensure that implementation of the plan does occur. First, somebody needs to be responsible for the implementation of each identified action needs identified in the plan. It would also be helpful to have inspired champions to keep the passion of the community behind the desires to provide new key amenities and to improve current key amenities. Second, develop metrics throughout the plan. Progress needs to be measured and milestones need to be set. Third, if issues develop, the root specific causes must be understood and adjustments made. Fourth, insist that those working toward implementing the components of this Plan, and the future parks master plan are in compliance to what has been planned. Fifth, there needs to be instruction, education, and coaching done throughout the implementation of the plan. Lastly, the community's strong interest in moving the plan forward needs to be maintained. Citizens need to become and stay engaged. The City also needs to always be open to look to others for implementation tips.

Section Two: Implementation Steps Needed To Carry Out Plan

Activate the Plan

The Willmar Parks Plan is an official planning document for the City of Willmar. As this document is phase one of a two phase Parks Plan, official adoption of the Parks Plan will need to occur after completion of the second phase of the Plan. The City will follow its procedures of public review and a hearing process before the complete Parks Plan is brought before the City Council for passage. After reviewing this phase one document, the City Council will need to approve proceeding to the second phase of the Parks Plan.

After the Parks Plan is completed and adopted, the Plan Goals and Objectives identified in Chapter Four will be followed to help guide day-to-day activities. This includes guiding land use decisions and properly pursuing the number of key implementation steps identified.

The final Parks Plan will need to be utilized to help guide annual work plans. There needs to be an annual review of the Plan's progress, as well as a structured means to move projects from mid-term or long-term goals to the short-term capital improvement program when opportunities arise. As projects are completed, possible new projects may also be identified and placed on the future project list. As situations change in the community, there may be the desire to change the priority order of the projects listed. If opportunities arise for outside funding for particular projects, these projects can rise in priority order. A more complete review/monitoring of the plan should be conducted every 5 years to validate or adjust the plan for any major shifts in priorities or project opportunities. The City should be open and encourage working with various community groups and organizations that wish to help fund a particular park project, and weigh priorities accordingly. The Willmar Community Education and Recreation (WCER) Joint Powers Board should act as the Plan's champion to ensure progress is made in achieving its goals. This group should also stay informed about the ever-changing funding/grant opportunities and see that such opportunities are pursued. The City should encourage citizens or community groups to come forward to help champion a particular project. The Vision 2040 process has championed some areas of park development that fit the mission of this Park Plan as well. Staff and volunteers will continue to work with the Vision 2040 participants to move any proposals forward together.

The Goals and Objectives Chapter of this Plan recommends some of the changes and new text to be added to the City's zoning and subdivision ordinances. City staff and the Willmar Planning Commission should review these recommendations and give serious consideration to making the changes to the City's policies. If an update is made to the Willmar Comprehensive Plan, this document should be reviewed for possible revisions relative to the Comprehensive Plan.

Conduct Detailed Plans

This plan will need to be followed up with various more detailed plans as discussed below.

Master Parks Plan

At the start of this planning process, the Parks Plan Committee had as one of their goals to prioritize park projects that have arisen through this planning process. The Committee, however, has realized that before project prioritization can occur on many of the identified amenities, a parks master plan needs to be prepared. It has been determined that many of the new amenities should be targeted toward the two regional park complexes that this plan endorses. To best determine the optimum location for these desired park amenities, there is the need for the services of a landscape architect consultant to assist in developing master plans. A description of the master plan is found in Chapter Three, Section Three of this Plan.

These specific master park plans will bring into focus where amenities are best located and also determine the scope of these individual projects. These decisions will impact costs and the priority to which they should be undertaken. In conducting master plans, it is also hoped that specific projects will bring forward community individuals and/or organizations that want to champion a particular amenity project. The degree to which outside assistance and funding can be brought forward on a particular park amenity will also greatly influence its priority.

The Master Plan key objectives shall be:

- Review current programming at each park with City and WCER staff and identify opportunities and constraints.
- From the list of desired new amenities highlighted within this Plan, and with identifying any other park facilities, determine the ideal location for these new facilities.
- Develop a schematic park layout plans for the two regional park complexes and the four designated community parks. This activity includes identifying new site improvements and amenities needed to increase visibility and use as signature park facilities.
- Provide specific direction or a course of action for implementing priority park and recreation system capital improvements for a five-year period with projected needs for a ten-year development program. This will include an analysis of best funding methodologies that should be considered for each improvement.

The Robbins Island Regional Park Complex Portion of the Master Plan

This Plan, and the Willmar Lakes Area Vision 2040 Plan have aspirations of developing Robbins Island Park as a major regional destination park and recreation facility. Robbins Island Park and the connecting parks that make up the Robbins Island Park Complex is a unique and special attribute that needs to be further developed to fulfill its strong potential. The Robbins Island

Regional Park Complex is the primary community park that provides a lake setting and wooded areas that provide great scenery and nature. The Vision 2040 Plan has a vision that the park will be a “four-season playground for the young and young at heart”. This plan highlights a possible number of amenities that will help the park achieve this status. To move this concept into a reality will require a commitment from the city and further detailed planning on how to proceed.

There needs to be a master plan prepared that will take the ideas laid out in this plan and design the park facility that optimizes both the aesthetic qualities of the park as well as the needed practicality of a well thought out plan and design.

Swansson Field Regional Park Complex Portion of the Master Plan

The Swansson Field Regional Park Complex is the primary facility in the community for recreational sport activities. It contains the City’s baseball stadium, the aquatic center, ball fields, and many other park amenities. Along with the Robbins Island Regional Park Complex, this regional park will also be a primary location for future new park amenities. A master plan is needed to determine what new park amenities best fit with the amenities that occur at the facility. The master plan will provide the best layout for how these new amenities should be designed to fit into the current uses.

Classified Community Parks Portion of the Master Plan

There are four parks that are classified as community parks in the City of Willmar. These parks provide or will provide facilities/amenities that are utilized by persons from throughout the entire community. In certain circumstances these parks may be the best location for a new park amenity, and in such cases, these amenities will need to be designed into the current park facility.

A greater need in having a master plan of community classified parks is to have an open discussion about what amenities should be located at these parks. There is a need to further refine how many various amenities, such as tennis courts and basketball courts, are needed to meet the needs of the public. By eliminating excess, underutilized amenities, more financial resources can go to maintain the remaining amenities. It is better to maintain fewer amenities at a high level of condition, than to have a number of underutilized facilities that the City cannot afford to maintain at a desirable level of condition. The City can remove some park amenities, while not dropping below national standards for such facilities.

There also needs to be conversations, at the neighborhood level, on what people living in these neighborhoods think needs to be improved with their neighborhood and community parks. There is likely to be found some park amenities will not be missed and that the land can be better repurposed into an amenity that will be in much greater demand.

Implementation Steps in Moving Master Plans Forward

The City should look to prepare a request for proposal (RFP) for a landscape architect planning firm to help the city prepare this plan. This Plan has laid the groundwork needed to move forward with the Park's Master Plan and save on costs to produce the plan. The plan must continue to develop the strategy of developing the park complex into a heavily used destination for both its citizens and for the surrounding region.

The City and the WCER will need to form a committee to help provide feedback to the hired consultant firm. The plan will further develop the concepts laid out in this plan. Park layouts shall be drawn out. Accessibility standards for the park shall be part of the planning process. The plan will need to provide the city with the information it needs to move forward with specific projects, where these projects can be ready to move forward when City Council determines it is time to put the various projects out for bid. As this plan should be completed before amenities are added or improved at the parks, the City should make this plan one of its top priorities moving forward.

Safety and Security Plan

A committee of WCER staff, City Maintenance Department staff, and the City Police Department staff should be organized to recommend action steps to be taken in implementing a Parks and Recreation Facility Safety and Security Plan.

This plan should include detailed plans on the following elements:

- What are current patrol and enforcement needs and determine how these needs can be best met. Review current rules and regulations at parks and recreational facilities to see if changes are needed.
- Continue to track and review crime statistics to better understand the location of crimes.
- Look at lighting and camera needs. Currently a camera is utilized at Rice Park.
- Ensure that all public parks and recreation facilities are appropriately signed to promote adherence to adopted rules and regulations.
- Maintain funding and staffing for graffiti and vandalism removal and repair.
 - Document and track acts of vandalism and cost of repair.
 - Work with juvenile court system to allow first-time offenders to work off their restitution requirements.
 - Work with Police Department to address any repeat vandalism acts.
- Ensure that the design and maintenance of future park amenities and parks promote public security and maintain user safety.

- Implement park design and maintenance standards that incorporate principals of Crime Prevention Through Environmental Design (CPTED).
- Improve public safety and security through funding major repair and maintenance projects.
- Continue to fund and implement proactive protective maintenance measures to better ensure that public safety and security needs are met.
 - Continue to conduct regular inspections and preventative maintenance of parks and recreational facilities. This should also include inspecting needs such as pruning trees that are within trails and walkways.
 - Provide adequate training for staff regarding public safety and security needs.
 - Monitor accident rates and types and provide appropriate follow-up.
- Adopt and implement an exclusion ordinance for the parks and recreation system.
- Have a plan in place for emergency response.

ADA Transition Plan

The Americans with Disabilities Act (ADA) was enacted on July 26, 1990. The ADA extended civil rights legislation to people with disabilities, and is a companion of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA has broad application to public agencies and private businesses in its protections against discrimination for people with disabilities.

Title II of the Americans with Disabilities Act prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. This title also requires public entities with 50 employees or more to create and regularly update an ADA Transition Plan. The plan is intended to have communities identify where structural modifications are required to achieve program accessibility, and to take steps necessary to make structural modifications to remove these identified barriers. "The Transition Plan should cover at a minimum:

- List of physical barriers in facilities
- Detailed outline of methods to remove barriers and costs
- Time schedule for taking steps to comply and report on status of implementation
- Name of official responsible for implementing."

This ADA requirement impacts Willmar's parks system. It also covers needs for transportation, which is discussed within the City's 2011 Trail's and Pedestrian Plan. In Chapter Three of this plan information is provided on needs regarding playgrounds and ADA requirements.

Maintenance Plan for Increased Budgeting

Within the park system, there is a significant need to remove and replace equipment that is outdated or in disrepair. The City's Public Works Department does a good job in handling the day-to-day duties of maintaining the parks. Lack of adequate resources, however, has caused a backlog of a variety of non-routine maintenance work. The Park Profiles in Appendix A highlights many of these needed equipment updates in our parks. City staff will prepare a prioritized plan to highlight the equipment replacement and maintenance needs within the parks. Cost estimates will be included in this plan.

This plan will help demonstrate and emphasize to the City policy makers that the historic level of annual park maintenance funding is not enough to keep pace with the need. The development of this maintenance plan will help City Officials determine what should be budgeted annually to maintain the quality of the parks. Along with the call for the Master Parks plan, the Maintenance Plan should be the top priority of this Plan's implementation steps.

Cultivate and Leverage Existing Partnerships & Identify New Partners

Identify and Work With Groups/Organizations Interested in a Particular Planned Amenity

There are certain organizations that have a strong desire to see that specific planned park amenities occur in a timely manner. The city should work closely with these organizations and encourage financial support where feasible. For certain planned new park amenities, it is the city's intentions to build new facilities to a certain basic need specification. For further improvements, the city will look for these clubs/organizations to pay for any additional improvements that they desire. The city will need to work with, and approve any of the improvements that are made.

Friends of the Park Program

A Friends of the Park Program, also called an Adopt a Park Program, shall be studied to determine if such a program should be set up. The primary purpose of such a program is to promote partnerships between community groups/organizations, businesses, and community members to assist the City Public Works Department with routine maintenance, clean-up, and beautification of the city's parks and trails. This added volunteer assistance can make a significant difference in being able to achieve the high standards we want these facilities to be maintained at.

If it is determine to move forward with such a program, work will be needed to properly set up the program. There will need to be a determination of what tasks the volunteers will be allowed and asked to undertake. City staff will need to generate a list of what activities they feel comfortable in allowing volunteers to assist with. Typical tasks may include, but are not limited to such activities as:

- cleaning picnic tables
- picking up trash
- sweeping shelters and court surfaces
- painting benches
- watering plants
- planting approved trees, shrubs, and other plantings
- piling up fallen branches and sticks
- mowing
- graffiti/vandalism reporting

An application, guidelines, and policies will need to be developed. Safety guidelines will need to be in place that should include training of volunteer group leaders. Forms for such needs as tool check-out and supply requests will also be need to be developed. Many communities have set up such programs, thus examples of these materials are readily available.

Such a program can also welcome donations as part of the program. It is best that a non-profit organization is set up that will be able to receive charitable contributions that are tax deductible. For example the Friends of the Park group can make financial contributions toward the maintenance supplies that are utilized. They may also contribute toward the purchase of the wish list items for the particular park, such as benches, picnic tables, grills, trashcans, plants, trees, and other facility improvements. It can also be utilized to provide a mechanism for individuals and organizations to contribute to one or more of the key new park amenities that are discussed in this plan. The City should study how other communities formed these organizations and how they operate.

Identify and Move Forward With Grant Opportunities & Other Funding Opportunities

In Section Three of this Chapter, there is a discussion of possible funding mechanisms and grant opportunities. Staff will need to take the proper steps to ensure they receive notifications and application information on the grant programs highlighted. Through time, new grant program opportunities arise, while some grant programs are no longer funded. Staff will need to continue efforts to learn about new funding opportunities. The City will need to be willing to allow staff the time and resources necessary to prepare competitive applications for funding. As these grant programs are highly competitive, it should not be expected that getting grant approval will be successful with the first attempt, and that resubmittals of applications are common practices.

For each component of the Plan, as well as the future more detailed plans, there will need to be a discussion and plan made on how to best proceed in attempting to fund the activity. The pros and cons of the various funding opportunities need to be evaluated to decide on the best course of action. Much of this work will be done within the Park’s Master Plan. Policy makers will need to

make decisions on which city funding mechanisms will be utilized and what amount the City can spend on a particular project, before it can be programmed. Groups and organizations that wish to champion a particular parks project should be encouraged, and have an understanding of what their role is expected to be to move the project forward. This will need to be done on a case-by-case basis, as City financial needs change, and the priority given projects are different.

Maintain Community Passion

The goodwill and support for parks and recreation that have been generated through the development of this Parks Plan needs to be maintained and expanded upon. This also is the case with the recently completed Willmar Lakes Area Vision 2040 Plan. To generate the community support needed to implement this plan will require substantial effort and additional resources. This effort needs to begin soon after the adoption of the Plan.

Education and Promotion Activities

It is recommended that WCER develop and carry out a comprehensive plan to both promote the advancement of this plan as well as encouraging the use of the park facilities. Besides the WCER, the YMCA, the Kandiyohi County Public Health Department, and other groups should assist with promoting use of the parks. Promotional efforts should also focus on educating the public on all the reasons it is important to have an excellent park and recreation system. This will improve public support for the needed investments to carry out the goals and objectives of this plan. It will also have an added benefit of having more healthy citizens.

As part of the promotion of the park system it is important to let both citizens and visitors know about the facilities that are in place. A variety of information mechanisms should be developed, and implemented.

The WCER should consider forming sub-committees that will focus on both promotion activities and on the educational activities for the community. Current efforts need to be documented, and then a plan developed to expand on these efforts. As mentioned above, it is important to enlist the assistance of other relevant groups and organizations to educate the public and promote park activities.

Some key messages of the public information campaign are:

- Continue to discuss the role of parks, trails, and recreation in the City. What do these elements mean to individual residents, the environment, and to the greater good of the community;
- Spreading the vision of the parks plan, what it means, and where it came from;
- What is at stake if adequate funding is or is not obtained to move the Plan forward, what is needed to sustain adequate funding, and how the public can help; and

- What different funding options are, what could the tradeoffs be and what is the best possible course of action.

Celebrate Successes

Celebrating successes in implementing key milestones in parks development should be integrated within the WCER's and the City's larger public information campaign. Publicly documenting and communicating successes in implementing significant park projects will lead to increased appreciation and enthusiasm of the public, leading to further support. This celebration of successes should be sure to include the proper acknowledgment of project supporters and key partners. The community can utilize these successes to help seek continued commitment towards future park projects. This will help continue to build needed partnerships and funding opportunities.

Several specific steps in celebrating successes are:

- Discuss successes at meetings. Provide local media with needed news release information. Promote and conduct celebrations such as ribbon cuttings.
- Build a contact list, beginning with the list of names generated from the Plan's public input process, to share successes related directly to plan implementation.
- Utilize on-line tools and social media to inform and celebrate successes.

Section Three: Funding Opportunities & Strategies

There are a variety of park and recreation funding programs and other opportunities that are currently available to assist the City with helping pay for the Plan's identified short-term projects. It is important to note that, in today's economic climate, it is likely that some of the government funded grant programs may be cut back or eliminated. It is also possible, however, that other new funding programs may be created in the future. For those reasons, the following list of funding opportunities will need to be updated annually. Please note that this list of possible funding opportunities is not intended to be a comprehensive listing of all possible funding opportunities. The community should keep vigilant to other funding opportunities.

City Funding Mechanisms

Some of the primary city funding sources that can possibly be utilized are as follows:

The City's General Fund

This is the City's primary source for operating revenue. Most of the revenue comes from taxes levied on property, but revenue can also come from such sources as the sale of merchandise and utilities, and fees collected through the park and recreation system.

General Obligation Bonds

This is an obligation that pledges the full faith and credit of the city to payment of the principal and interest. The bond's security is a pledge of a city's resources and taxing powers to payback the bond with the amount of interest agreed upon.

Revenue Bonds

These bonds have pledges to pay the bondholder principal and interest only from the revenues of the facility financed by the bond proceeds. These are usually at a higher interest rate, as the risk is higher. The city assures that it will operate the facility efficiently; and impose the necessary charges for the use of the facility to insure that the bond is paid promptly. A park facility would need to show that the facility built would have the use and fee structure to pay back the bond in a timely agreed to manner.

Special Assessments (Impact Fees)

These are compulsory charges a city levies against real property (real estate) for a city that provides special benefits to the charged properties. The city may finance all or part of an improvement's cost in this manner. A city can only charge against those particular parcels of property that receive some benefit from the program. The amount that can be charged must bear a direct relationship to the value of the benefits the property receives. There are three general uses of special assessments:

- Financing new improvements – used mainly for converting new tracts of land to urban use,
- Helping to finance large scale repairs and maintenance operations on streets, sidewalks, sewers, and similar needs,
- To make existing neighborhoods more desirable, through such activities as the development of parks, playgrounds, and tree plantings.

Thus, the State of Minnesota does allow cities to use special assessments for parks, playgrounds and recreational facilities. This includes the cost of acquisition and improvement of land, and the purchase of equipment and facilities. Developer dedication requirements are among the more common techniques used to fund trails and new parks in cities. In such cases developers are required to dedicate open space or parkland on which trails or parks can be developed, or donate money in lieu of land based on the density/intensity of development.

Local Sales Tax

The City of Willmar previously included funds for trail development in their local sales tax plan. If the City decides to approach the state legislature in the future to be allowed to have the local sales tax again, regionally significant park projects highlighted in this plan as well as bicycle and pedestrian projects highlighted in the 2011 Bicycle and Pedestrian Plan should be considered for such funding.

Fees

The City should continue to develop fee schedules that provide cost recovery balanced against needed services, while continuing to subsidize certain programs that serve populations with a demonstrated need. The City should look at providing services to city residences at lower cost than to non-residence persons.

Exchange of Property

If the City has an excess parcel of land with some development value, it could possibly be traded for private land more suitable for park use.

Private and Public Partnerships

There may be an opportunity in the future for the City to look to partner with a private business on a facility that serves the public, where both the City and the business gain financially. These partnerships can be effective funding methods for such facilities as special use sport complexes, recreation centers, restaurants, and sport rentals. Private developers could lease space from city-owned land through a subordinate lease that pays out a set dollar amount plus a percentage of gross dollars for recreational enhancements.

Catering Permits and Services

The City could issue licenses to allow caterers to work in the park system on a permit basis with a set fee or percentage of food sales returning to the City.

Advertising Sales and Naming Rights

The City could look at selling tasteful and appropriate advertising on park and recreation related items such as scoreboards and program guides. The City could also sell naming rights to a new larger park facility.

Shared Facilities

The City and the Willmar School District currently have a very good working relationship and share responsibility for the WCER. The City and School District should be open to look at sharing the funding and use of a facility if and when it makes sense to do so.

Partnerships

The City should consider developing partnerships with others to implement projects identified in this plan. Some potential partners include the YMCA, private sport groups, neighborhood organizations, the County, and perhaps neighboring city governments.

Donations and Local Fundraising

The donation of labor, land or cash by service agencies, private groups, businesses, and individuals, is a popular way to help pay for specific projects. Willmar Community Education and Recreation has done some fundraising in the past and will continue efforts in the future. Local businesses may be willing to donate some funds for projects that will benefit their employees and/or customers. Local service clubs could be asked to come together to help fund a particular new park amenity.

The City may look into setting up a *Parks/Trails Trust or Endowment Fund*. Such funds are set up as a way for people and businesses to donate toward future improvement to parks/trails. Donations can be given to the fund with stipulations that the money be used for specific projects. The dollars contributed can be tax-deductible donations.

In some communities a *Friends of the Parks* 501(c) 3 non-profit organization is established as a mechanism to provide for the development and maintenance of parks in their communities. Members decide what park projects they wish to contribute towards.

The City may consider creating an *Adopt-A-Park Program*, sometimes called *Friends of the Park Program*, where organizations, businesses or a group of individuals have the opportunity to assist with maintaining a park. If such a program is established, there will need to be a formalized process setup to ensure proper procedures are followed. This program allows tax dollars to go further as city maintenance staff can focus on other pressing needs at the parks, with volunteers helping with more routine unskilled needed tasks. See the above Implementation Steps section for further information about this program.

Grant Opportunities

Some projects may present better grant opportunities than other projects, thus the City needs to pursue grants where there is a strong likelihood that the project will score well competitively. Each grant will have different priorities and scoring methods. Even if grant dollars can be found to help offset project costs, these programs almost always include a matching dollar requirement. It is also important to realize that not all grant funds will be found for all the identified projects. Grant programs typically spread their funding around to multiple communities, thus it is unlikely that the same sources of funding will be available to fund new projects year after year. Non-grant sources of funding also need to be identified.

There are some sources of available funding which do not fund parks or other large facility type projects. Some programs need to be used to assist with planning, educational opportunities, and smaller facility projects, such as helping pay for bicycle racks or other supporting infrastructure. These opportunities should be investigated, and used where it is possible.

Minnesota Department of Natural Resources Programs

The current programs offered through the DNR are briefly described below. As with any source of funding, the availability of these programs are subject to change.

Parks and Trails Legacy Grant Program - This program provides grants to local units of government to support parks and trails of regional or statewide significance. Funding for this grant program is from the Parks and Trails Fund created by the Minnesota legislature from the Clean Water, Land, and Legacy Amendment passed by voters in 2008. Eligible projects include acquisition, development, restoration, and maintenance of park and trail facilities that are considered to be of at least regional significance. Park priorities are outlined in the Parks and Trails Legacy Plan. Grant amounts range between \$20,000 and \$500,000, and grants will pay up to 75 percent of eligible costs on a reimbursement basis. More information can be found at http://www.dnr.state.mn.us/grants/recreation/pt_legacy.html.

Solar Energy Legacy Grants - The Solar Energy Legacy Grant Program is a special grant program within the Parks and Trails Legacy Grant program. Local units of government can apply for grants for solar energy projects within parks and on trails of regional or statewide significance. “Eligible projects include the purchase, installation, and subsequent interpretation of solar energy projects within parks and on trails. This includes projects for solar electric, hot water, and space heating, including air heat.” Grant amounts range from \$10,000 to \$150,000. The grant may pay up to 75 percent of eligible costs. More information can be found at http://www.dnr.state.mn.us/grants/recreation/pt_legacy.html.

Outdoor Recreation Grants - This program is designed to provide grants to local units of government for park projects. The goal of the program is to “increase and enhance local and community parks throughout the state.” The program is established in Minnesota Statutes 85.019. The grant pays for 50 percent of eligible expenses. More information can be found at http://www.dnr.state.mn.us/grants/recreation/outdoor_rec.html.

Regional Park Grant Program – At the writing of this Plan, there was no funding available under this program, but it remains as a program listed under DNR grant programs. The purpose of this program is to provide grants to local units of government to support parks of regional or statewide significance. The status of this program should be monitored to see if and funding becomes available.

Other Non-Local Grant Funding Opportunities

Minnesota Council on Foundations - The Minnesota Council on Foundations produces a directory of foundation and corporate grant programs entitled "Guide to Minnesota Grantmakers." Their web site is www.mcf.org.

Statewide Health Improvement Program (SHIP) – In late 2013, Kandiyohi and Renville Counties Public Health Departments have jointly received a grant to conduct a plan and assess community needs. After they complete their planning process, it is likely that future funding will be made available to them to help implement projects discussed within their plan. SHIP funding will be for projects involved with physical activity, improve nutrition, and decreasing tobacco use. One of the key areas of interest under physical activity is to "create bike-and pedestrian- friendly communities." A possible activity such as helping pay for bicycle racks at park facilities may be a project of interest that should be investigated.

Prevention Minnesota from Blue Cross and Blue Shield of Minnesota - While not a source for infrastructure funding, Prevention Minnesota puts out RFPs to help communities create policies, environments, and opportunities that improve the health of their residents. The program was established to "address root causes of heart disease and cancer by promoting smoke-free policies, healthy eating, and walkable and bikeable communities." The community should pay attention to announcements of funding opportunities from this program. Prevention Minnesota's web site is www.preventionminnesota.com; click on the Community Funding tab.

Twins Fields for Kids Program –The Minnesota Twin's Community Fund's Twins Fields for Kids Program provides financial support to improve baseball and/or softball facilities for youth in the Upper Midwest. The matching grant provides between \$1,000 and \$10,000 for such projects. Grants can be given to non-profit organizations and local governments that operate baseball and/or softball programs.

State Bonding - Every other year there are a number of trail related projects that state legislators submit for inclusion into the state bonding program. Very few make it onto the list, but it is a source of possible funding that should at least be investigated for the more high profile projects on the priority funding list.

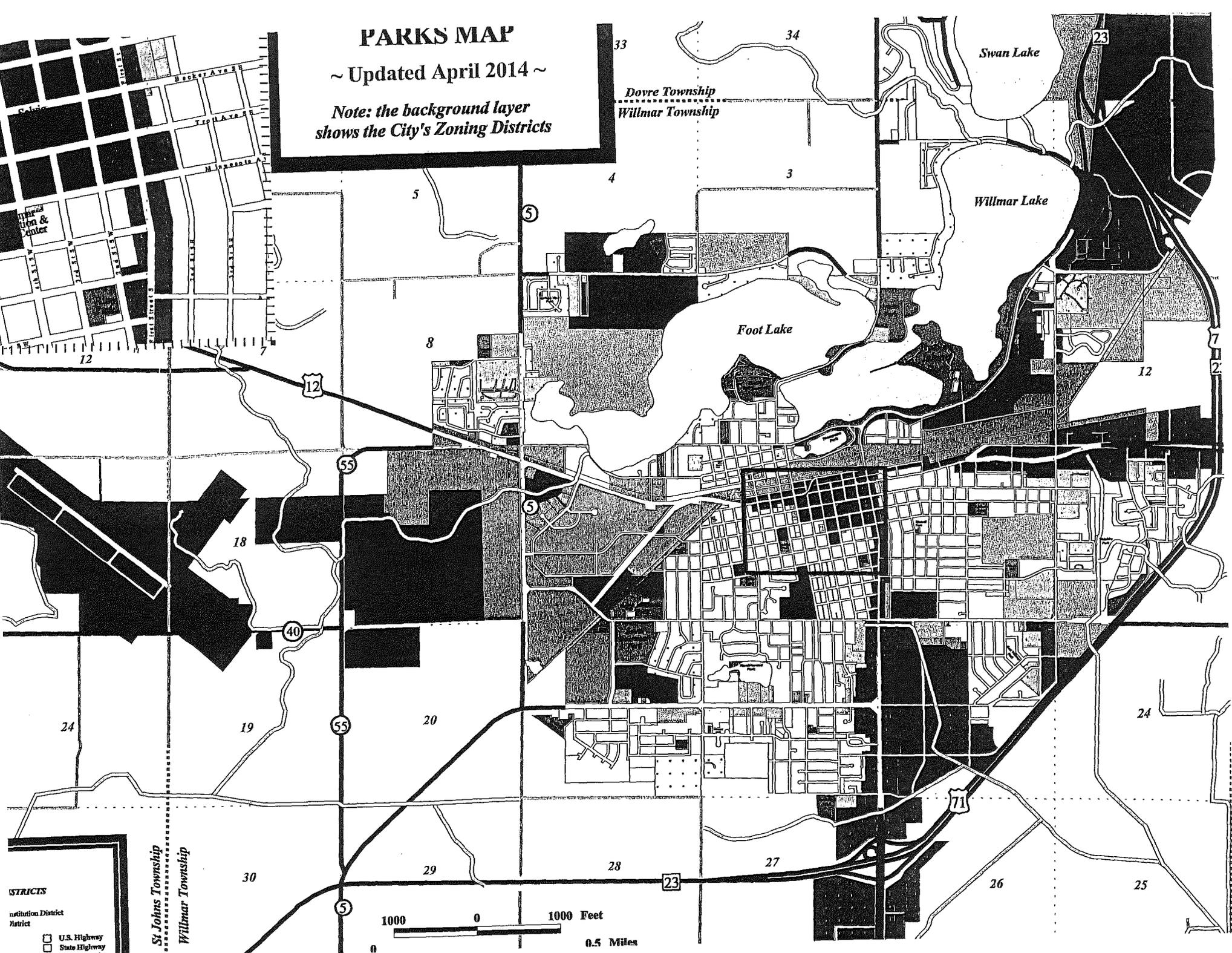
APPENDIX A

Park Profiles

PARKS MAP

~ Updated April 2014 ~

Note: the background layer shows the City's Zoning Districts



Dovre Township
Willmar Township

Swan Lake

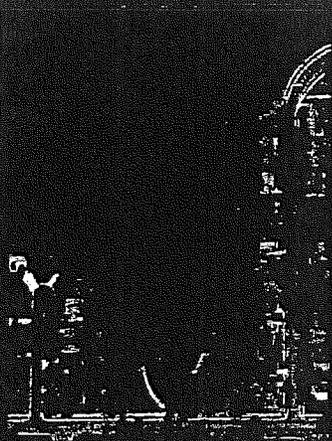
Willmar Lake

Foot Lake

St. Johns Township
Willmar Township

DISTRICTS
Institution District
District
U.S. Highway
State Highway
County Road

1000 0 1000 Feet
0.5 Miles



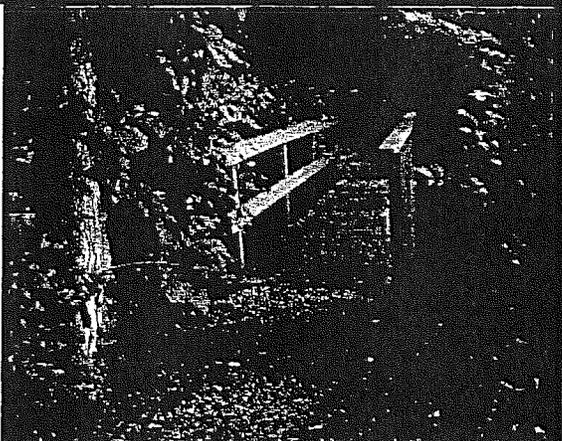
Bergquist Park

Year Established: 1980

Size: 5.6 acres

*Address: Gorton Ave NW
& 18th St NW*

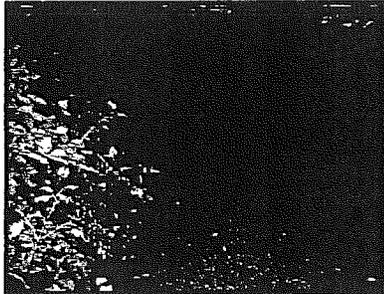
Map Location: J-10



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Natural Trail
- 8' by 8' Picnic Shelter (4)
- 3'6" by 20' Wooden Bridge (3)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- New aggregate trail
- Wood sign needs paint
- Overhanging branches on trail
- Picnic Shelter needs paint and shingles



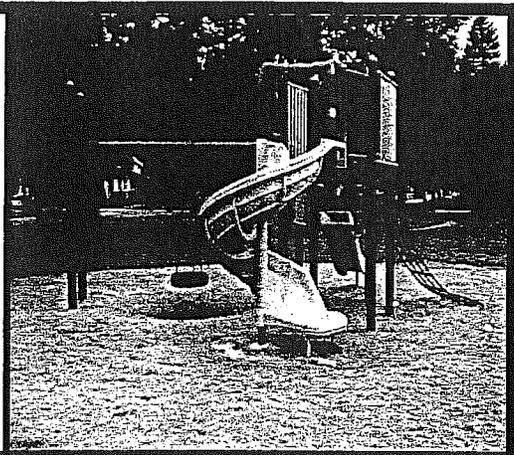
Bjorsell Park

Year Established: 1946

Size: 1.5 acres

*Address: Joanna Ave SE
& 4th St SE*

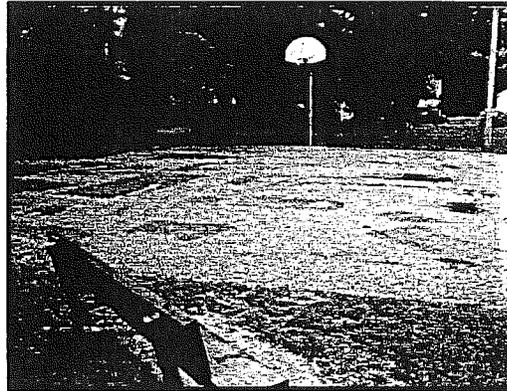
Map Location: P-11



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

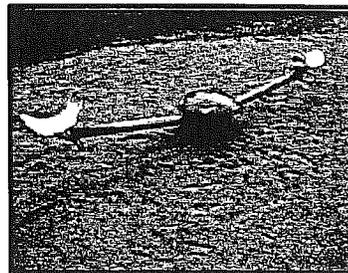
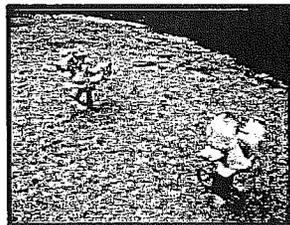
- Two Spring Animals (1)
- Jack-N-Jill Climber (3)
- Buck-A-Bout (4)
- Large Swing Set (4)
- Small Swing Set (4)
- Play Unit (4)
- Two Park Benches (3)
- Basketball Court (4)

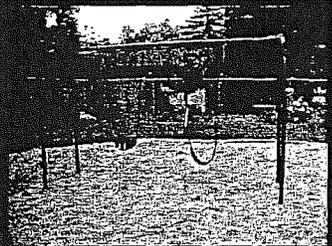


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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove Spring Animals
- Remove Remaining Buck-A-Bout





Canigo Park

Year Established: 1981

Size: 0.2 acres

Address: 12th St. NW

& Lake Ave NW

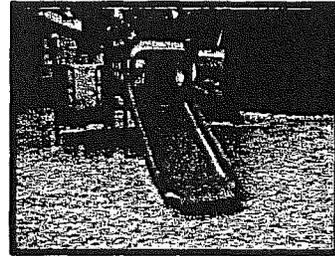
Map Location: L-10



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

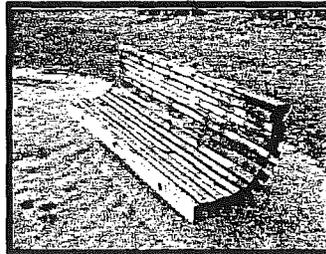
- Two Spring Animals (5)
- Concrete Turtle (3)
- Concrete Camel (3)
- Wooden Bench (2)
- Deck Sitting Area (3)
- Digger (4)
- Steel Climber (5)
- Play Unit (4)
- Swing Set – Single Bay (5)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Replace Wooden Bench



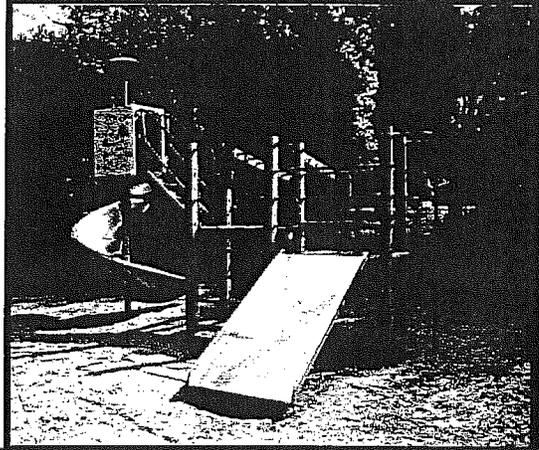
Cardinal Park

Year Established: 1975

Size: 0.2 acres

Address: 20th Ave SW

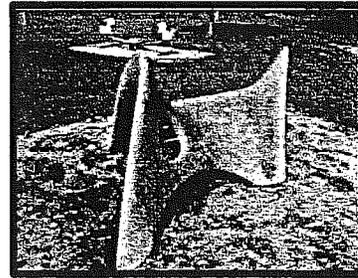
Map Location: G-15



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

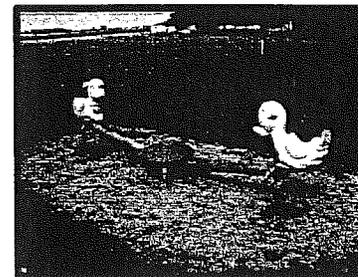
- Concrete Climber (4)
- Backhoe Digger (3)
- T-Swing (4)
- Exerglide Swing (3)
- Two Spring Animals (1)
- Saddle Mate (1)
- Wood Play Unit (3)
- Wood Unit with Spiral Slide (3)
- Two Aluminum Benches (4)
- Basketball Court (3)

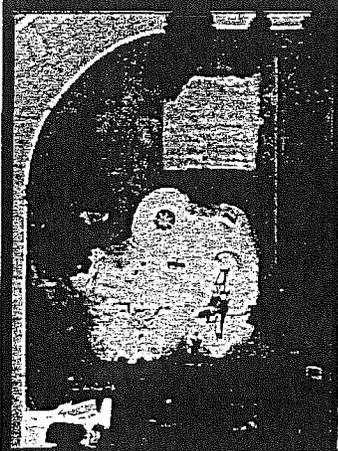


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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove Exerglide Swing
- Remove Two Spring Animals
- Remove Saddle Mate
- Resurface Basketball Court
- Add Park Sign





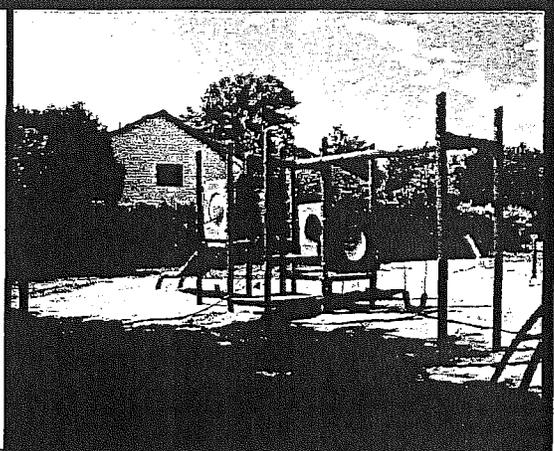
College View Park

Year Established: 1985

Size: 0.4 acres

*Address: 28th St NW
& 13th Ave NW*

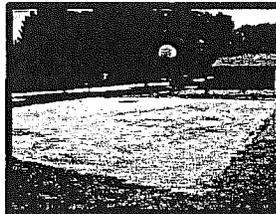
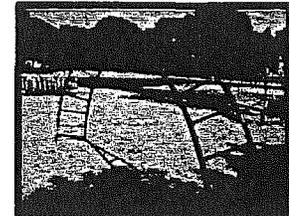
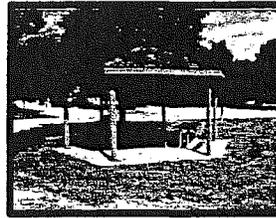
Map Location: G-7



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

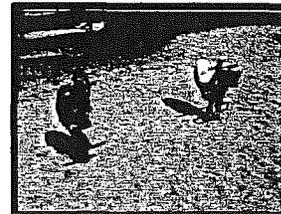
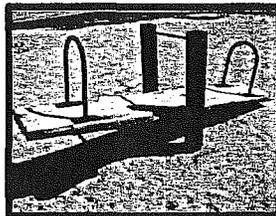
- Swing Park Bench (8)
- Backhoe Digger (5)
- Space Arch Climber (8)
- Play Booster Unit (7)
- Two Spring Animals (1)
- Landing Net Climber (7)
- Large Whirl (7)
- Swing Set – Two Seats (7)
- Shelter (6)
- Basketball Court (8)
- Stand-up Teeter-Totter (1)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove Spring Animals
- Remove Stand-up Teeter Totter
- Shingle the Shelter
- Add Park Sign



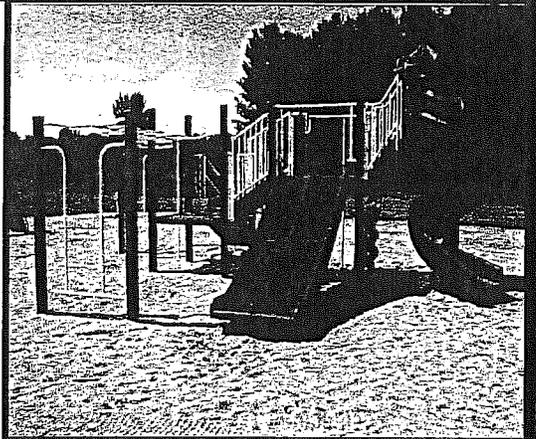
East Willmar Park
“Eastside Park”

Year Established: 1986

Size: 4.2 acres

*Address: 12th St SE &
 Pleasant View Drive SE*

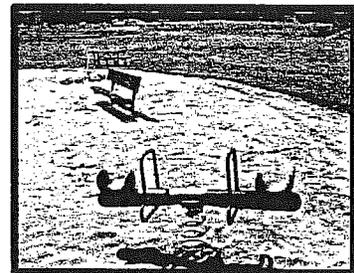
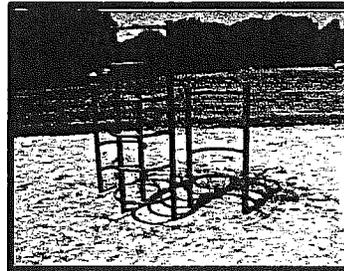
Map Location: R-14



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

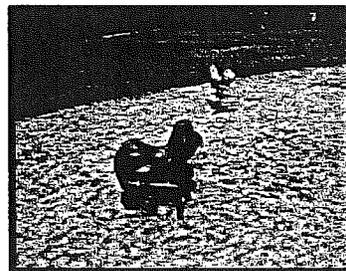
- 6’ Jr. Whirl (5)
- Single Bay Swing (5)
- Small Slide (5)
- Green Semi Circle Climber (5)
- Two Spring Animals (1)
- Play Unit (4)
- Digger (4)
- Two Spring Teeter Totter (4)
- Two Benches (4)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove Spring Animals
- Add Park Sign
- Add Access Path or Trail



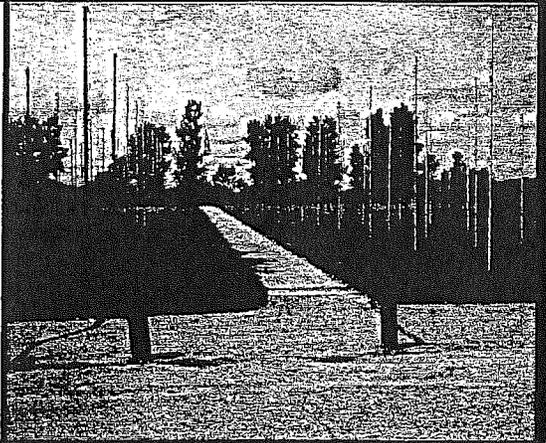


Flags of Honor Park

Size: 13.78 acres

Address: North Hwy 71

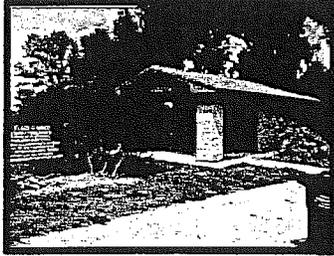
Map Location: R-8



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

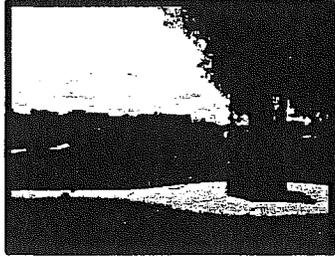
- 16' by 20' Flag Storage Building (5)
- Angel of Hope Monument (5)
- Flags of Honor (5)
- CCC Monument
- 8' by 8' Picnic Table Shelter

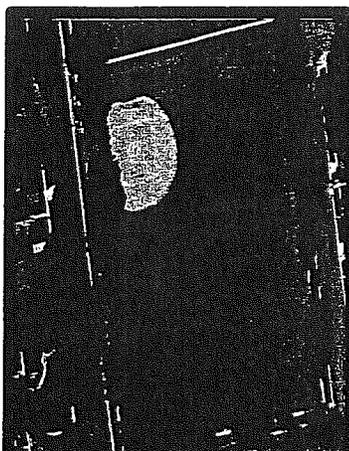


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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Shingle 8' by 8' Picnic Shelter



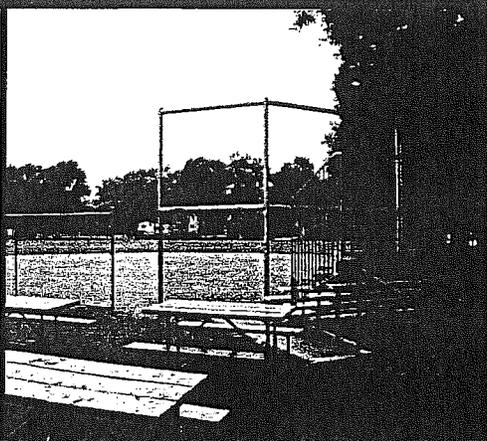


Garfield Park

Size: 5.0 acres

**Address: Monongalia Ave SW
& 9th St SW**

Map Location: M-12



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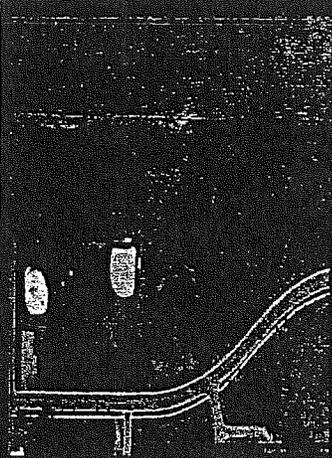
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Lighted Hockey Rink with Boards (4)
- Lighted Ice Skating Rink (4)
- Ball Field Fence-Backstop (4)
- Five-high Bleacher (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Warming house



Gesch Park

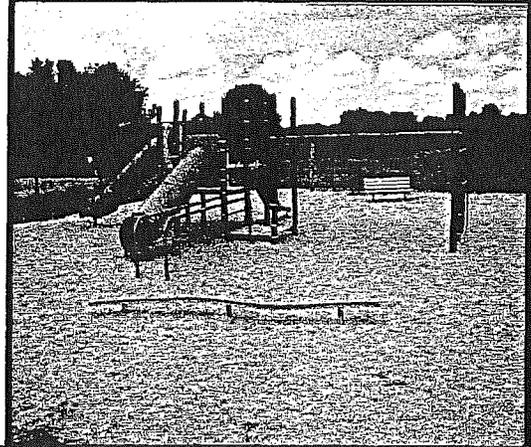
Year Established: 1979

Size: 7 acres

Address: 12th St SE

& Irene Ave SE

Map Location: R-12



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

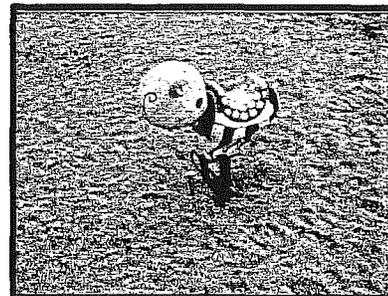
- Two Spring Saddle Mates (3)
- Balance Beam (3)
- Two Benches (3)
- Three Swing Bay (3)
- Spring Animal (1)
- Tunnel Slide Play Unit (2)
- Jack-N-Jill Slide (3)
- 20' by 20' Shelter (4)
- Backstop Fence (4)
- Ball Diamond & Two Player's Benches (4)
- Basketball Court (4)

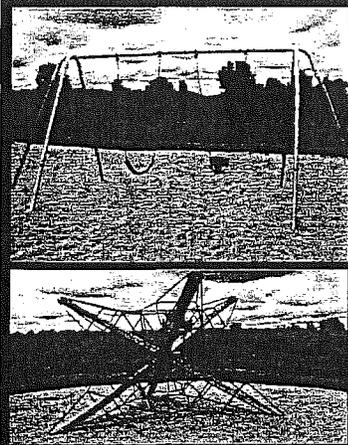


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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove Spring Animal
- Remove Spring Saddle Mates
- Replace non-skid surface on balance beam





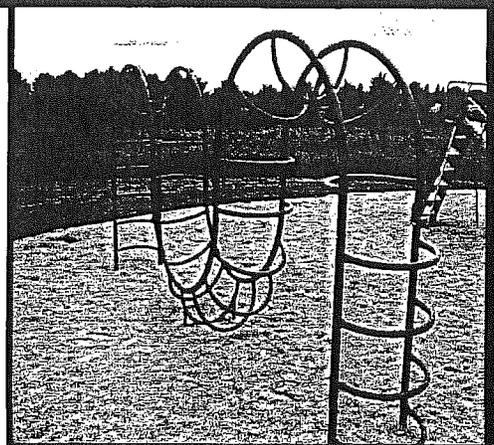
Hanson Park

Year Established: 1979

Size: 2 acres

*Address: 16th Ave NW
& 17th St. NW*

Map Location: J-6



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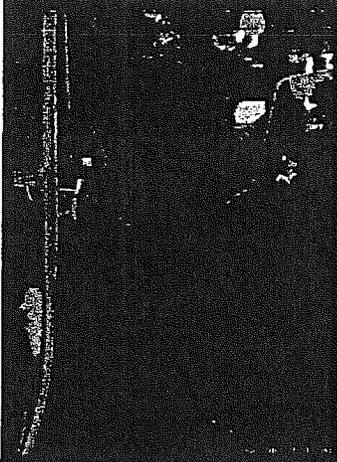
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Redone in 2010
- Funnel Ball (3)
- Small Single Bay Swing (5)
- Large Single Bay Swing (5)
- 3' Jr. Whirl (5)
- 6' Jr. Whirl (5)
- Arch Climber (5)
- Small Slide (5)
- Spring Animal (5)
- Net Space Climber (3)
- 18' by 18' Shelter (2)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Move shelter back/pour slab/knee walls
- Need funnel ball slab
- Add Park Sign



Hedin Park
Year Established: 1984
Size: 14 acres
Address: County Club Dr. NE
Map Location: P-7



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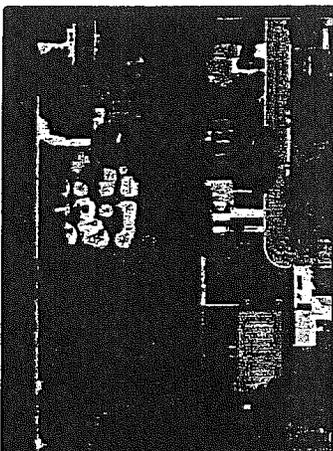
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Whirl (4)
- Slide (4)
- Two Seat Totter (4)
- Two Spring Animals (1)
- Two Timer Swing (4)
- Single Bay Swing (4)
- Space Climb (4)
- Climber Unit (5)
- Digger (4)
- Two Benches (4)
- 18' by 18' Open Shelter (3)
- 2 - 8' by 8' Picnic Table Shelters (3)
- Fishing Bridge (4)
- Ice Rink (5)

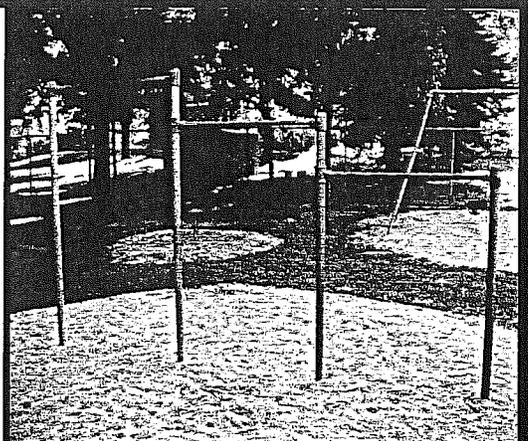
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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Replace siding on the shelter/paint
- Regularly inspect the bridge deck
- Add Park Sign



Hilltop Park
Year Established: 1970
Size: 3 acres
Address: 7th St SW
& Parkview Rd SW
Map Location: N-15



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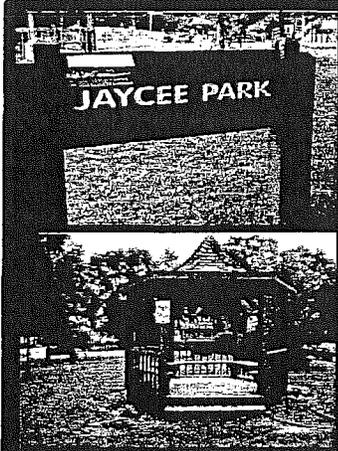
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Uneven Triple Bars (5)
- Multi Climb (5)
- Horizontal Ladder (5)
- Small Whirl (4)
- Medium Whirl (5)
- Exerglide (4)
- Two Unit Swing with Climber (4)
- Slide (4)
- Horse Shoe Court (3)
- Durascape Play Unit (4)
- Lunar Lander Climber (4)
- Two Buck A Bouts (4)
- Large Swings (4)
- Small Swings (4)
- Digger (4)
- Two Spring Animals (5)
- Tennis Court (4)
- Basketball Court (3)
- Enclosed and Open Shelter (4)
- Skating Rink (5)
- Bench (3)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- None at this time



Jaycee Park

~ formally 7th St. Park ~

Year Established: 2010

Address: 7th St & Ella

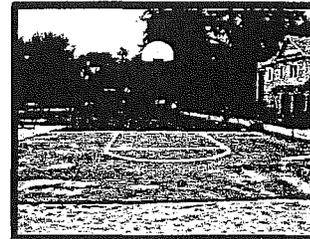
Map Location: M-10



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- 12' by 12' Gazebo (3)
- 4-way picnic tables (5)
- Benches (5)
- Basketball Court (5)
- Hippo Climber (5)
- Spring Animals (5)
- Small Play Booster Unit (5)
- Large Whirl (5)
- Bay Swing Set (4)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Shingle roof on gazebo
- Stain, fix rails, and landscape gazebo
- Large Play Unit (5)



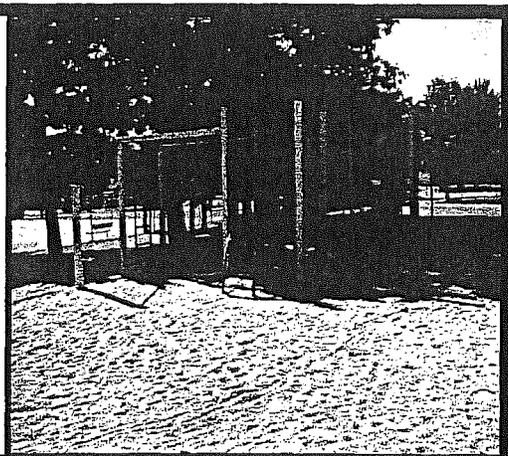
Lincoln Park

Year Established: 1956

Size: 5.03 acres

*Address: Minnesota Ave SE
& 9th St SE*

Map Location: R-11



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Two Timer Swing (4)
- Three Four-Seat Swing Sets (4)
- Buck A Bout (4)
- Two Slides (4)
- Green Play Unit (4)
- Purple Play Unit (5)
- Drop Shot Basketball (5)
- Funnel Ball (5)
- Platform Spring Toy (5)
- Two Basketball Standards (4)
- Fenced Play Area (3)
- Shelter (3)
- Ball Diamond (3)
- Skating/Hockey Rink (5)
- Five-high Bleacher (9)
- Ten-high Bleacher (9)
- Green Swing (5)
- Merry-Go-Round (5)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- New diamond
- Rink need lighting



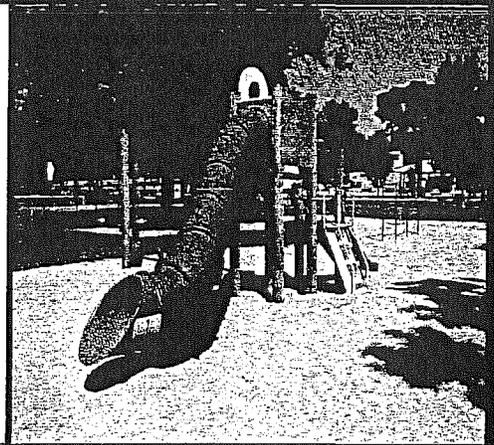
Miller Park

Year Established: 1956

Size: 3.2 acres

*Address: 11th St SW
& Kandiyohi Ave SW*

Map Location: L-12



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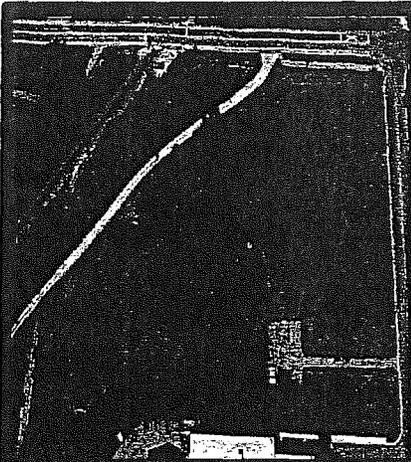
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Ball Diamond (4)
- Five-high Bleacher (4)
- Basketball Court (4)
- Open/Closed Shelter (4)
- Two Lighted Tennis Courts (4)
- Large Swings – Four seats (4)
- Infant Swings – Four seats (4)
- Two-Timer Swing (4)
- Exerglide (3)
- Small Slide (4)
- Large Whirl (3)
- Two Buck A Bouts (4)
- Two Spring Animals (1)
- Overhead Ladder Climber (4)
- Three-Level Chinning Bars (4)
- Vertical Climber (5)
- Bench (4)
- Wooden Play Unit (3)

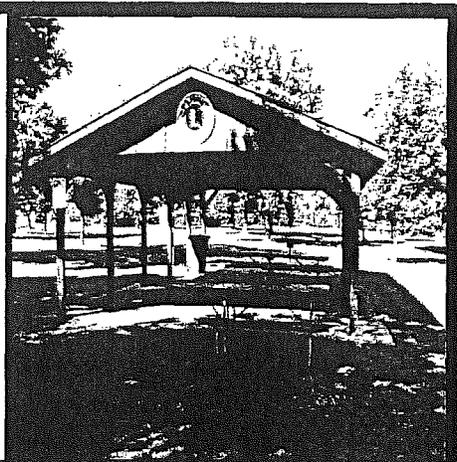
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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove/replace Spring Animals



Lions Park
Year Established: 1980
Size: 5.6 acres
Address: Willmar Ave SW
 & 22nd St SW
Map Location: H-14



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Open Shelter (4)
- Grill (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- None at this time



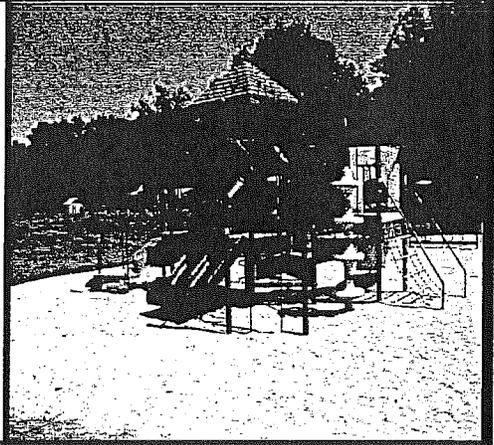
Minnegassco Park

Year Established: 1976

Size: 2.64 acres

*Address: Trott Ave SW
& 16th St SW*

Map Location: J-12



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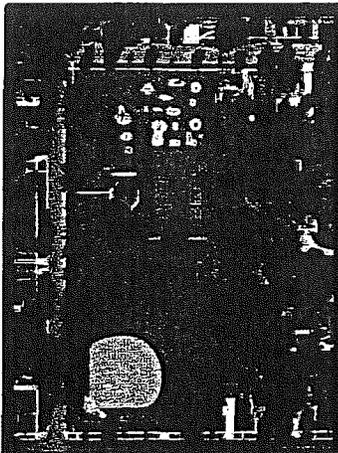
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- 8' by 8' Shelter Table (4)
- Grill (4)
- Play Unit (5)
- Net Climber (4)
- Two Benches (4)
- Two Spring Animals (1)
- Digger (4)
- Buck A Bout (1)
- Slide (4)
- Three Swing Arch Swing (4)
- Large Whirl (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove/replace Spring Animal
- Remove Buck A Bout



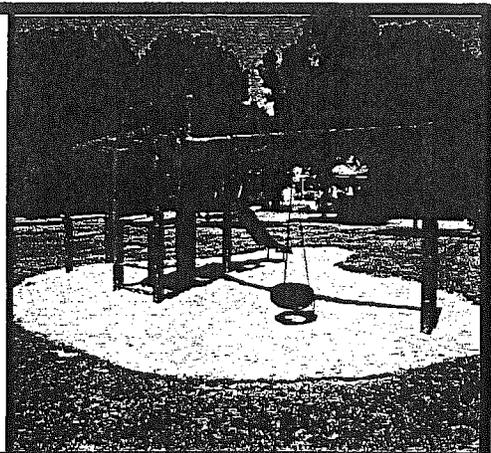
Northside Park

Year Established: 1945

Size: 4 acres

*Address: Ella Ave NW
& 12th St. NW*

Map Location: L-9



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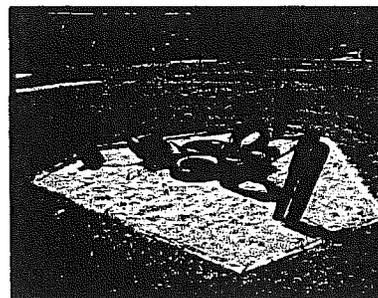
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Baseball Diamond (5)
- Five-High Bleacher (5)
- Two Basketball Courts (4)
- 4-Pickleball Courts (4)
- Shelter (4)
- Buck A Bouts (4)
- Large 3-Swing Unit (4)
- Small 3-Swing Unit (4)
- Small 4-Swing Unit (4)
- Tire Climber (3)
- Exerglide (3)
- Wood Play Unit (4)
- 2-Aluminum Benches (4)
- 2-Spring Animals (1)
- Small Slide (3)
- Small Slide (4)
- Jr. Whirl (4)
- Large Whirl (4)
- Overhead Ladder Climber (4)
- Triple Chinning Bars (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Siding on building
- Monitor tire climber casing cords



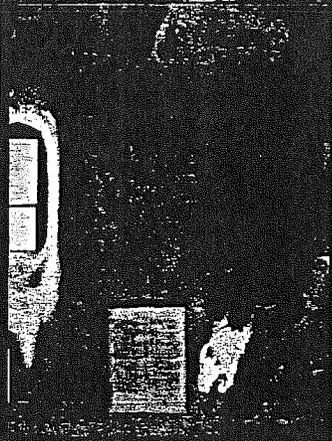
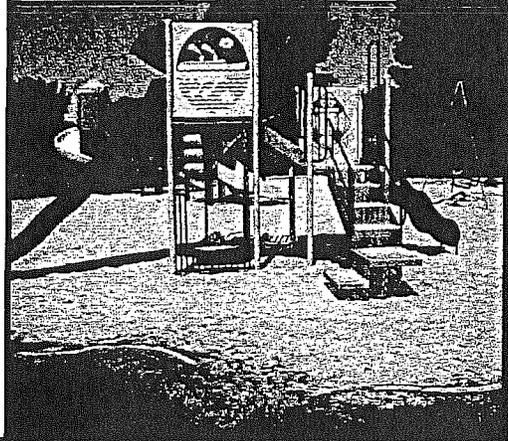
Pleasant View Park

Year Established: 1977

Size: 3 acres

*Address: 14th Ave SE
& 9th St SE*

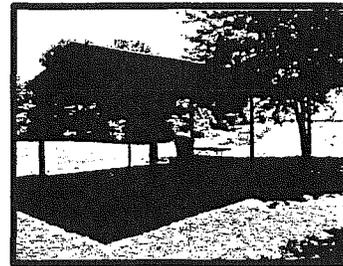
Map Location: Q-14



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

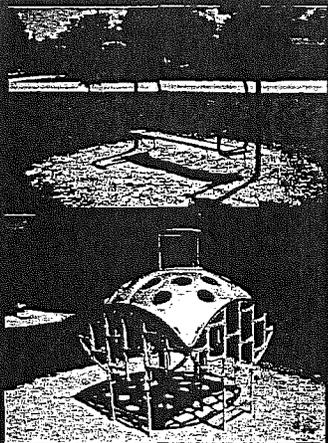
- 2-Tennis Courts (2)
- Basketball Court (4)
- Open Shelter (4)
- Bench (4)
- Three-Arch Swing (4)
- 2-Spring Animals (4)
- Exerglide (3)
- Buck A Bouts (4)
- Small Play Unit (4)
- Medium/Large Play Unit (4)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Add Park Sign



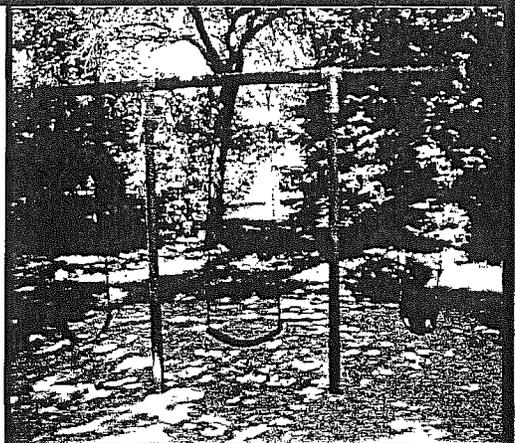
Rainbow Park

Year Established: 1982

Size: 0.36 acres

*Address: 24th St SE
& 5th Ave SE*

Map Location: V-11



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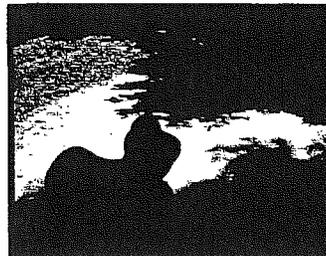
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Small Whirl (4)
- Buck A Bout (4)
- Three Unit Swing (4)
- Swing Bench (4)
- 2-Spring Animals (1)
- Squirrel House Climber (4)
- Digger (3)
- Bench (3)
- Play Booster Unit (3)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Replace/remove Spring Animals
- Add Park Sign





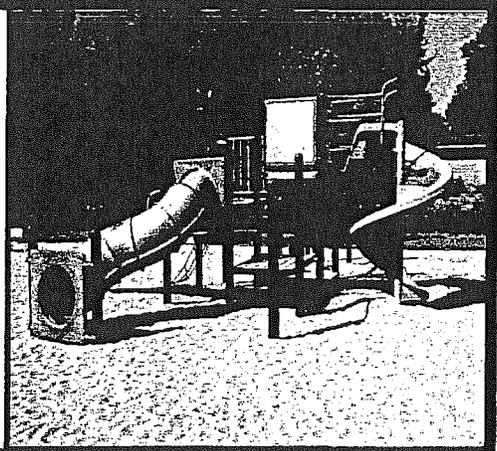
Ramblewood Park

Year Established: 1986

Size: 34 acres

*Address: 13th St SW
& Ramblewood Ave SW*

Map Location: L-14



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Three Seat Wood Swing (3)
- Digger (4)
- 2-Spring Animals (1)
- Large Whirl (3)
- 2-Wood Buck a Bouts (2)
- Play Unit (3)
- Wood Bench (4)
- Basketball Court (4)
- Open Shelter (4)
- Nature Viewing Deck (4)
- 8' by 8' Bench Shelter (3)
- Aggregate Walking Path (4)
- Net Climber (3)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Add Park Sign
- Remove Spring Animals

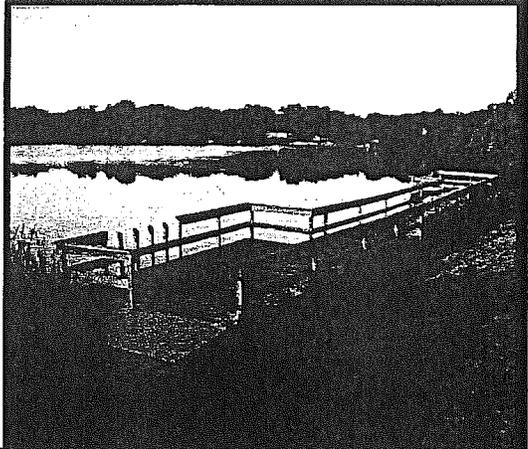
Rau Park

Year Established: 1959

Size: 2 acres

*Address: 7th St NW or
County Road 41*

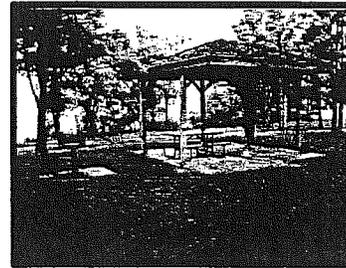
Map Location: N-8



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

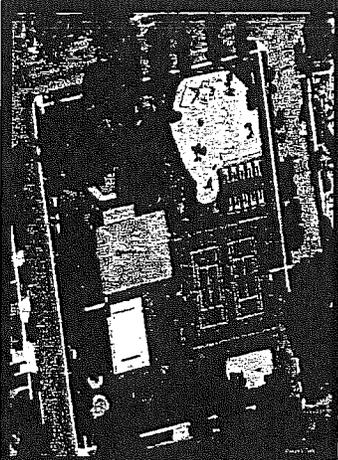
- Fishing Platform (5)
- Fishing Pier (5)
- Fairgrounds Boat Dock (4)
- Shelter (4)
- 3-Benches (4)
- Swinging Bench (3)
- 2-Grills (3)
- Four-Way Steel Table (5)
- 2-8' by 8' Picnic Table Shelters (4)
- Aggregate Path (3)/Steps (2)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- None at this time



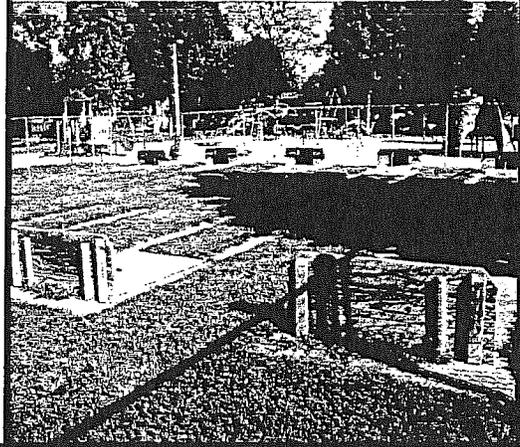
Rice Park

Year Established: 1918

Size: 2.24 acres

*Address: 3rd St SW
& Kandiyohi Ave SW*

Map Location: O-12



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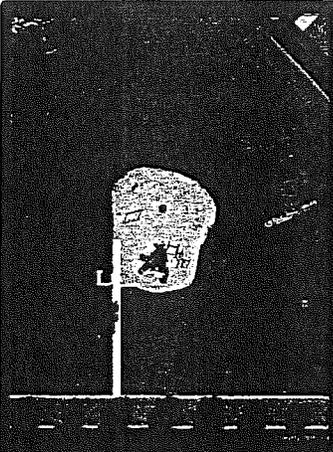
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Shelter (4)
- 8' by 8' Picnic Table Shelter (3)
- 5-Horseshoe Courts (3)
- Basketball Courts (4)
- 2-Lighted Tennis Courts (4)
- Sand Volleyball Court (4)
- Eagle Perch Dome Climber (3)
- 3-Spring Animals (1)
- Four Animal Whirl (2)
- 2-Grills (2)
- Spiral Slide (3)
- Metal Bench (2)
- 2-Rubber Coated Benches (5)
- 2-Spring Toys (5)
- Large Play Unit (5)
- Small Play Unit (5)
- Wave Climber (5)
- 3' Whirl (5)
- 6' Whirl (5)
- Small Swing Set (4)
- Large Swing Set (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- What to do with the wading pool area?



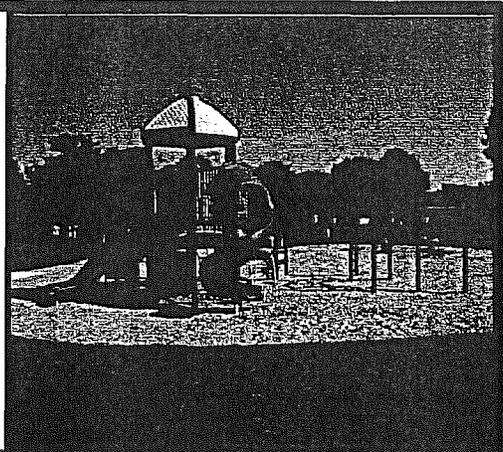
Richland Park

Year Established: 1993

Size: 1.09 acres

*Address: Richland Ave SW
& Richland Drive SW*

Map Location: K-15



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Large Play Unit (5)
- Two-Swing Swing Set (5)
- Bench (5)
- 2-Spring Animal (1)
- 2-Buck A Bouts (4)
- Small Whirl (5)
- 8' by 8' Covered Table & Shelter (5)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Add Park Sign

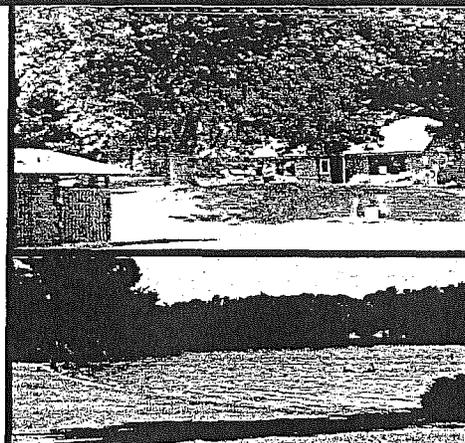
Robbins Island Park

Year Established: 1940

Size: 55 acres

Address: North Highway 71

Map Location: P-8



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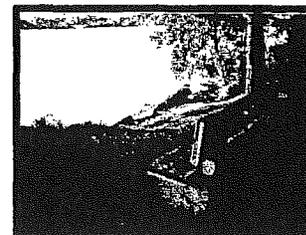
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

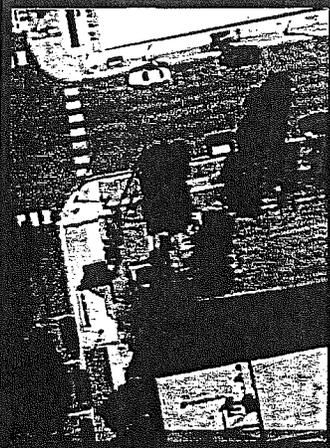
- Beach (4)
- Boat Access (4)
- 2-Sand Volleyball Courts (4)
- Disc Golf Course (4)
- 4-8' by 8' Covered Tables (4)
- Gazebo (3)
- Changing House (3)
- Beach Bathroom (3)
- Upper Bathroom (3)
- 3-Open Shelters (2)
- 4-Enclosed Shelters (3)
- Small Play Unit/Beach (6)
- 2-Small Slides (4)
- Two Bay 4-Swing Set (4)
- Large Whirl (4)
- 2-Buck A Bouts (4)
- Three Seat Infant Swing Set (4)
- 7-Grills (4)
- Nature Trail (3)
- Swinging Benches (4)
- Ball Field (3)
- 2 Soccer Fields (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove old railroad tie stairway
- Shoreline Erosion Control
- Consider making into Regional Park



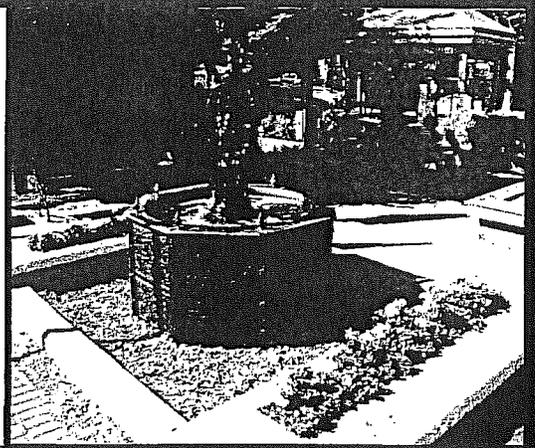


Selvig Park

Size: 1 acre

*Address: 4th St SW
& Becker Ave SW*

Map Location: N-11



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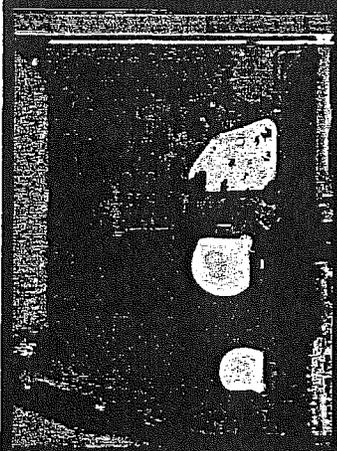
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Fountain (3)
- 3-Wooden Benches (2)
- Landscape Walls/Benches (2)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Trailhead for the Glacial Lakes State Trail



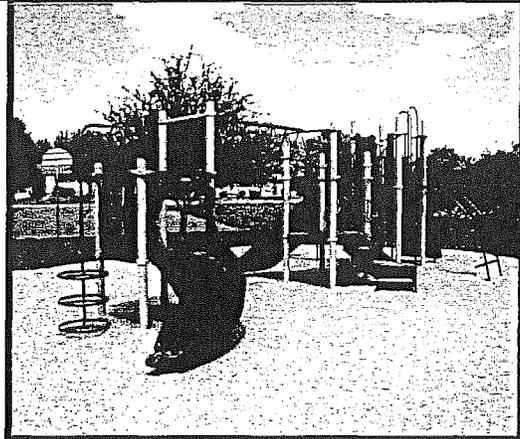
Southfield Park

Year Established: 1981

Size: 5 acres

*Address: 28th Ave SW
& 6th St SW*

Map Location: N-17



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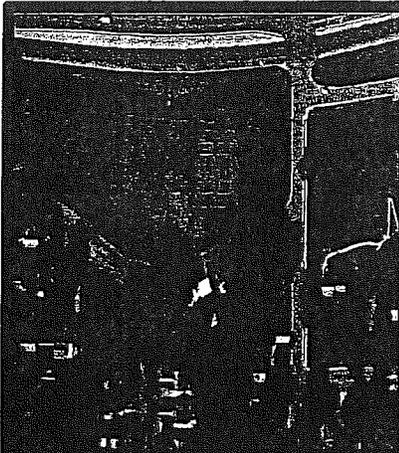
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- 20' by 20' Open Shelter (4)
- Five-High Bleacher (3)
- 2-Ball Diamond & Benches (4)
- Soccer Field (5)
- Park Bench (5)
- Small Play Unit (5)
- Large Play Unit (5)
- Long Horn Swing (5)
- Swing Set 3-Seat (5)
- Spiral Slide (3)
- Jack N Jill Play Unit (3)
- Large Whirl (3)
- 2-Spring Animal (5)
- Buck A Bout (4)
- Grill (4)
- Digger (3)
- Basketball Court (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Whirl needs bearings
- Add Park Sign



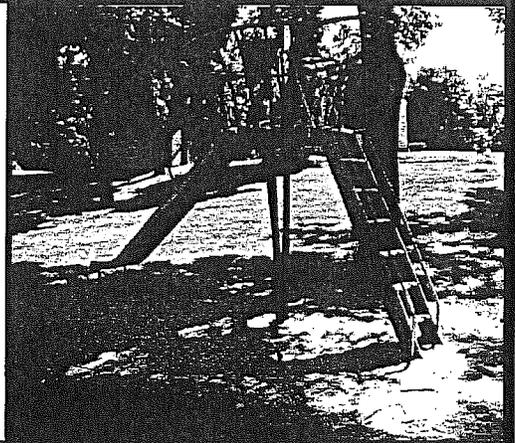
Sperry Park

Year Established: 1909

Size: 7 acres

*Address: Highway 71 N
& Homewood Ave NE*

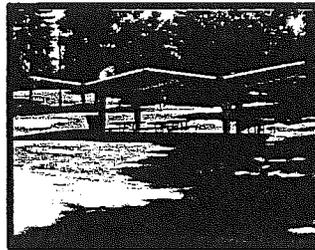
Map Location: P-9



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

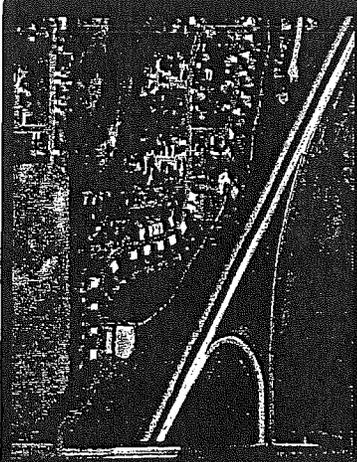
- Veterans Flag Memorial (4)
- Bathroom (3)
- Open Shelter (4)
- Basketball Court (4)
- Ballfield Backstop (3)
- 2-Lighted Tennis Courts (4)
- Overhead Climber (5)
- Two Bay 6-Swing Set (4)
- Slide (4)
- 2-Buck A Bouts (4)
- Large Whirl (3)
- Grill (3)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Add Park Sign

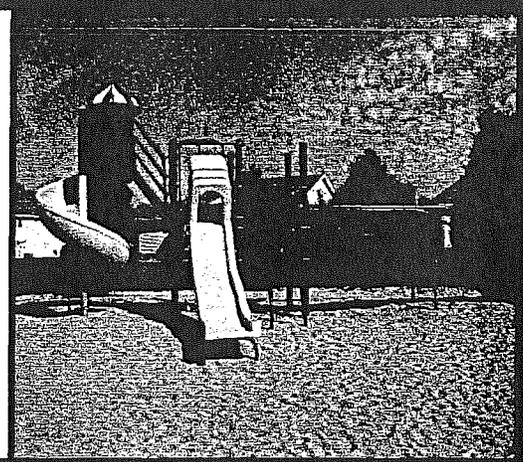


Sunrise Park

Size: 11.64 acres

*Address: Willmar Ave SE
& 23rd St SE*

Map Location: U-13



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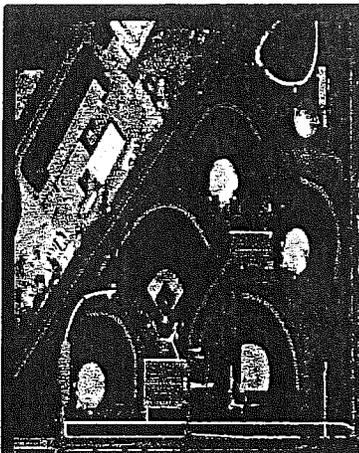
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- 2-Spring Animals (1)
- 2-Buck A Bouts (3)
- T-Swing – 2 Seats (4)
- Swing Set – 2 Seats (4)
- Digger (3)
- Playbooster Play Unit (4)
- Large Whirl (4)
- Open Shelter & Grill (4)
- Horseshoe Court & Bench (3)
- Basketball Court (4)
- Ball Diamond (5)
- Bench (5)
- Net Climber (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Add Park Sign



Swansson Park –

“North & South”

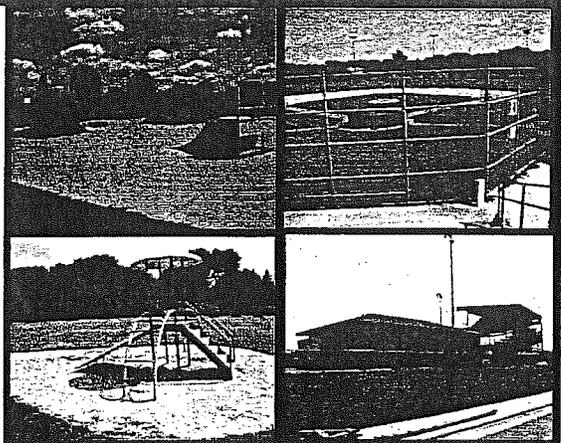
Year Established: 1972

Size: 60.6 acres

Address: Willmar Ave

SW & 22nd St SW

Map Location: I-13/14



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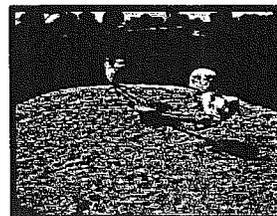
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

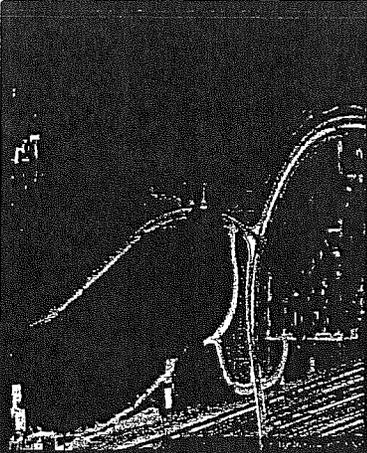
- Enclosed Storage/Bathroom (3)
- 8-Five-High Bleachers (5)
- 5-Ten-High Bleachers (5)
- 1-Fifteen-High Bleachers (5)
- Press Box (3)
- 5-Drinking Fountains (3)
- 2-Single Tire Arch Swings (3)
- Large Whirl (3)
- Exerglide (3)
- Buck-A-Bout (1)
- Spider Climber (4)
- Three-Way Vertical Climber (5)
- Spring Animal (1)
- Jack-N-Jill (3)
- Three Swing Arch Swing Set (4)
- Large Play Unit (4)
- Batting Cage (4)
- Skate Park (4)
- Baker Field Complex (5)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove/Replace Buck-A-Bout





*Thompson Park -
“Memorial Parkway”*

Year Established: 1953

Size: 28.8 acres

*Address: Highway 71
& Ella Ave NW*

Map Location: M-9



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

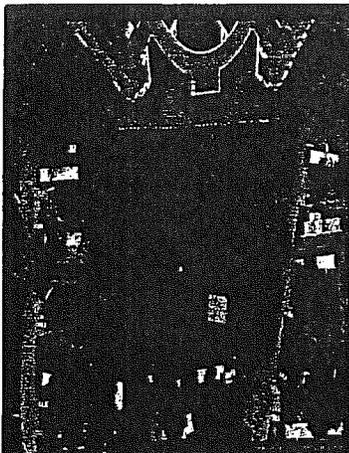
- Monument (5)
- Aeration Building (4)
- CCC Stone Fire Pit (2)
- Four-way Picnic Table (5)
- Two Metal Park Benches (5)
- 8’ by 8’ Picnic Table Shelter (4)
- Grill (5)



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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Preserve Fire Pit
- Add Park Sign



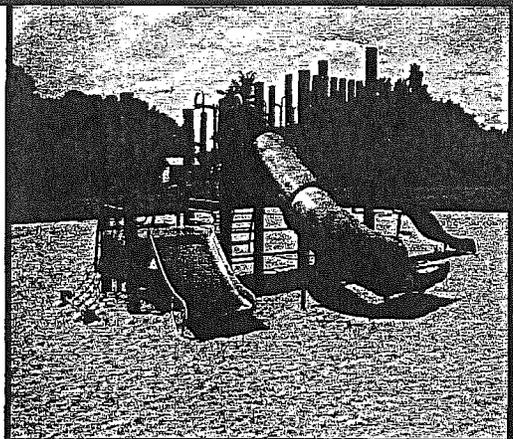
Valleyside Park

Year Established: 1984

Size: 6.36 acres

*Address: 7th Ave NW
& 33rd St NW*

Map Location: E-8



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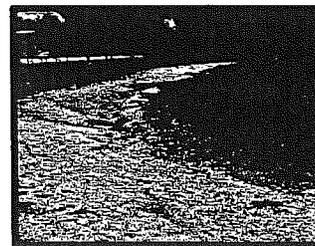
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

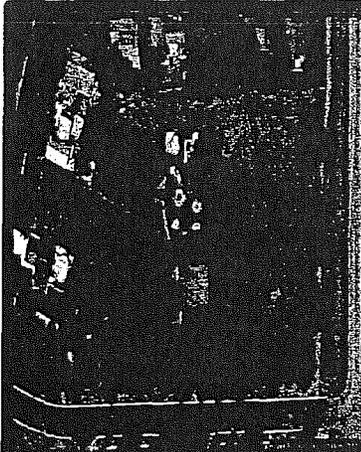
- Open Shelter & Grill (3)
- Two Seat Wood Swing Set (4)
- Basketball Court (4)
- Hanging Bench Swing (3)
- Ball Diamond (3)
- Exerglide (3)
- Park Bench (4)
- Large Play Unit (2)
- Digger (3)
- Aggregate Path (1)
- Spring Animal (1)
- Spacer Saucer Spinner (3)
- Overhead Space Climber (5)
- 2-Buck-A-Bouts (4)
- Small Whirl (4)

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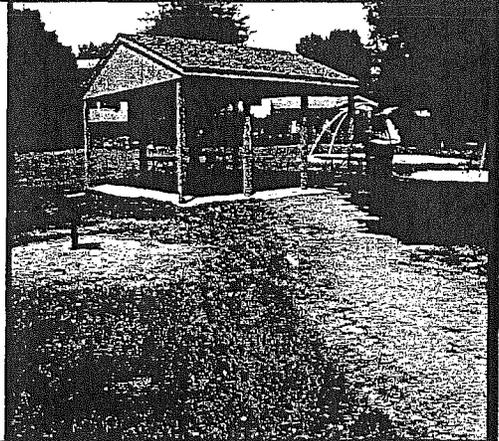
Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Upgrade Path
- Shingle Shelter
- Remove Spring Animal
- Everglide is missing seat
- Ag lime on ball field
- Possibly remove large play unit





Vos Park
Year Established: 1978
Size: 4.29 acres
Address: County Road 5
& 1st Ave NW
Map Location: F-9



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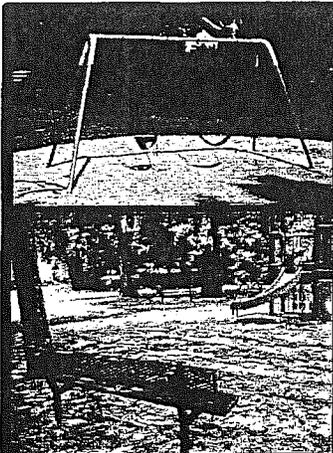
Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Baseball Backstop - no field (3)
- Basketball Court (3)
- Exerglide (3)
- 2-Spring Animals (1)
- Small Slide (4)
- Buck-A-Bout (4)
- Medium Whirl (3)
- Three Swing Arch Set (4)
- 2-Benches (3)
- Large Play Unit (2)
- Open Shelter & Grill (4)
- Aggregate Path (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Safety concerns with large play unit – has been repaired many times.



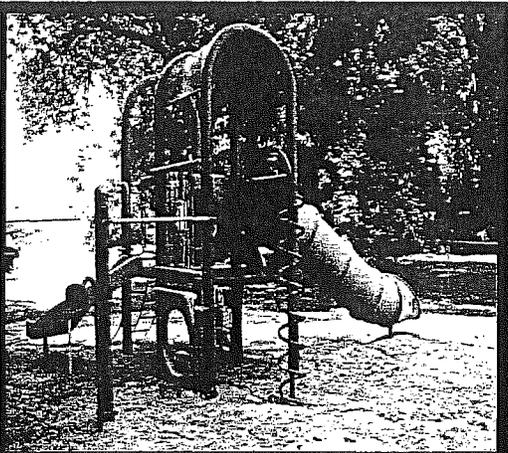
Wellin Park

Year Established:

Size: 2 acres

***Address: 14th St. SW
& Becker Ave SW***

Map Location: K-11



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

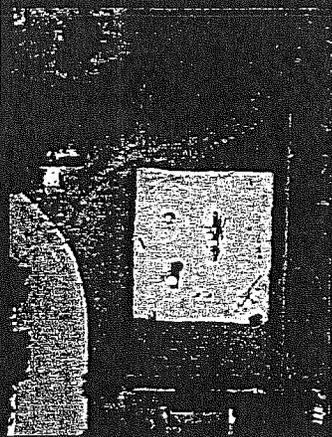
- Medium Whirl (5)
- 2-Spring Animals (1)
- 2-Swing Sets (4)
- Digger (4)
- Small Play Booster Unit (4)
- 2-Benches (4)

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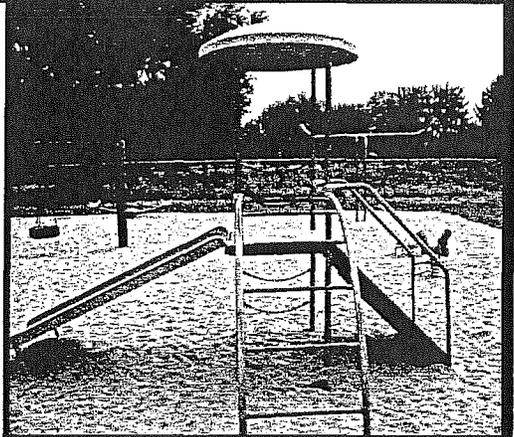
Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Remove/Replace Spring Animals
- Add Park Sign





Welshire Park
Year Established: 1979
Size: 1.21 acres
Address: 7th Ave SE
Map Location: T-12



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- Medium Whirl (4)
- 2-Spring Animals (1)
- Buck-A-Bout (4)
- Digger (4)
- Two Seat Longhorn Swing (4)
- Jack-N-Jill (3)
- Wood Play Unit (3)
- Bench (4)

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Add Park Sign



West Wind Park

Size: 3.9 acres

*Address: 16th St SW
& Richland Ave SW*

Map Location: J-16



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Current Facilities & Amenities (condition rated from 1 – 5, with 5 being the highest)

- None

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Future Needs, Issues, and Plan: (priority rated from 1 – 5, with 5 being the highest)

- Needs to be developed

APPENDIX B

Willmar Parks Plan Committee

PARKS PLAN COMMITTEE MEMBERS:

The Willmar Parks Plan Committee had individuals representing the WCER Joint Powers Board, WCER staff, City staff, and the City Council. The Parks Plan Committee is as follows:

Audrey Nelsen-City Council

Bonnie Pehrson-WCER Joint Powers Board Member

Eric Banks-WCER Joint Powers Board Member

Charlene Stevens-City Administrator

Scott Ledeboer-Public Works Superintendent

Gary Manzer-Public Works Foreman

Brad Bonk-Adult Recreation Coordinator

Rob Baumgarn-Youth Recreation/Facilities Coordinator

LeAnne Freeman-WCAC/DOAC Coordinator

Steve Brisendine-WCER Director

Mid-Minnesota Development Commission staff included:

Donn Winckler, Executive Director

Matt Johnson, Community Development Director

APPENDIX C

2013 Willmar Survey Results

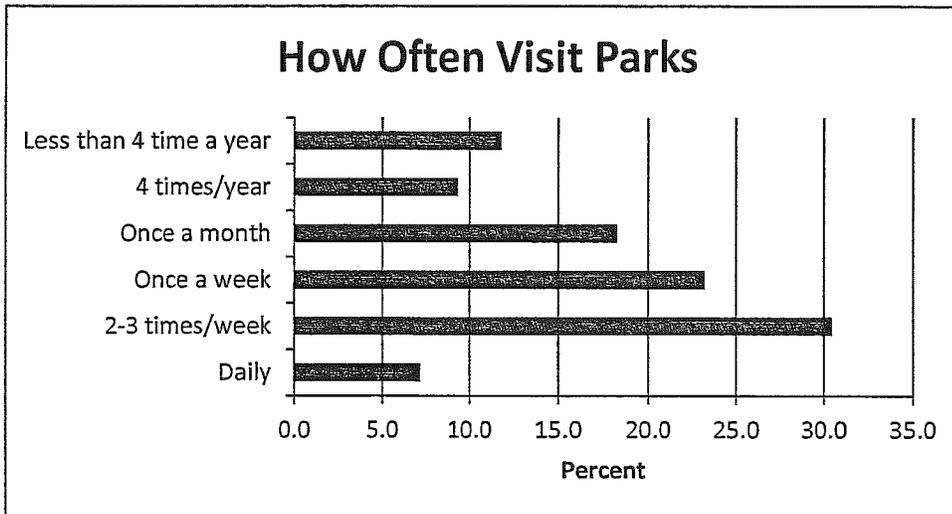
2013 Willmar Parks Survey Results

603 individuals completed all or part of the survey.

1. How often do you or members of your household visit city parks and recreational facilities?

597 answered question, 6 skipped.

	Percent	Number
Daily	7.2	43.0
2-3 times/week	30.5	182.0
Once a week	23.3	139.0
Once a month	18.3	109.0
4 times/year	9.4	56.0
Less than 4 time a year	11.9	71.0



2. What parks and recreational facilities in the City are most utilized by members of your household?

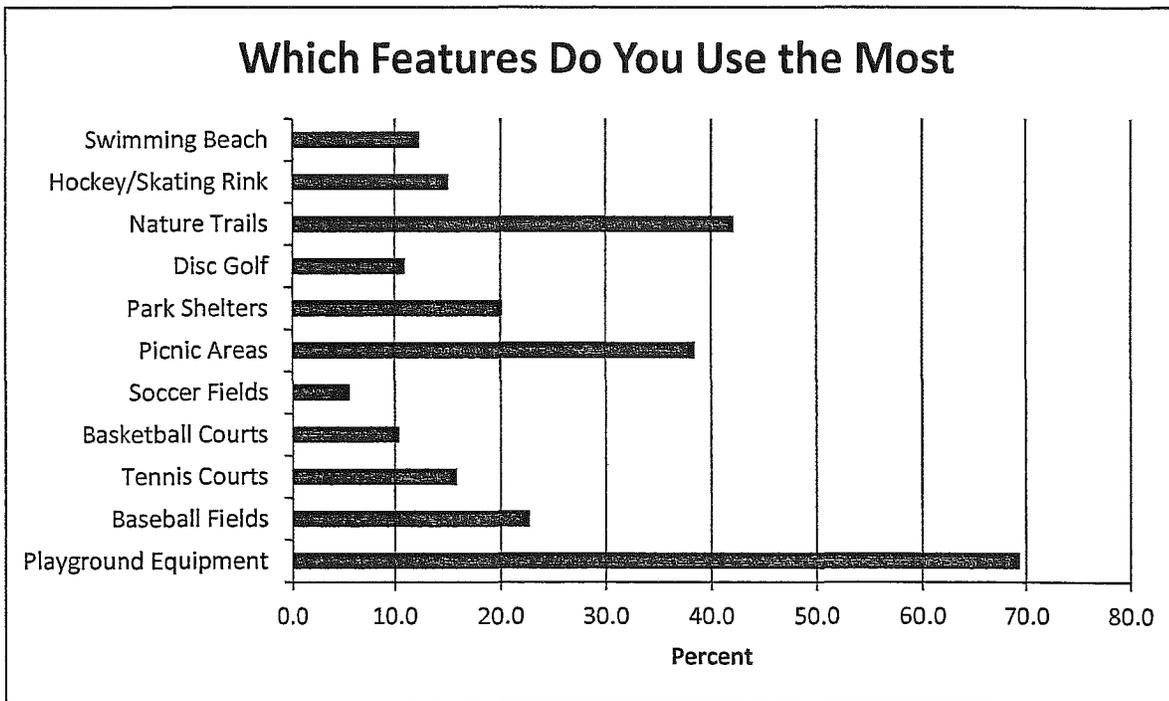
543 answered, 60 skipped

	<u>Percent</u>	<u>Number</u>
Bergquist	2.8	15
Bjorsell	2.4	13
Canigo	1.7	9
Cardinal	5.2	28
Collegeview	2.6	14
Aquatic Center	39.6	215
East Willmar	3.1	17
Flags of Honor	8.5	46
Garfield	14.0	76
Gesch	7.4	40
Hanson	1.8	10
Hedin	2.4	13
Hilltop	10.1	55
Jaycees	17.3	94
Lincoln	11.2	61
Lions	3.0	16
Miller	27.4	149
Minnegasco	4.4	24
Northside	7.0	38
Pleasantview	3.7	20
Rainbow	1.7	9
Ramblewood	14.0	76
Rau	4.8	26
Rice	29.8	163
Richland	7.6	41
Robbins Island	42.4	230
Selvig	2.2	12
Southfield	8.8	48
Sperry	3.5	19
Sunrise	6.3	34
North Swansson	12.0	65
South Swansson	13.1	71
Thompson	2.2	12
Valley Brook	1.1	6
Vos	2.4	13
Wellin	0.6	3
Welshire	1.7	9

3. Which Park features do you use the most? Please check all that apply...

514 answered, 89 skipped

	<u>Percent</u>	<u>Number</u>
Playground Equipment	69.5	357
Baseball Fields	22.8	117
Tennis Courts	16.0	82
Basketball Courts	10.5	54
Soccer Fields	5.6	29
Picnic Areas	38.5	198
Park Shelters	20.2	104
Disc Golf	11.1	57
Nature Trails	42.2	217
Hockey/Skating Rink	15.2	78
Swimming Beach	12.5	64



4. How Likely would you be to use the following potential park facilities?

Check all that apply.

528 answered, 75 skipped

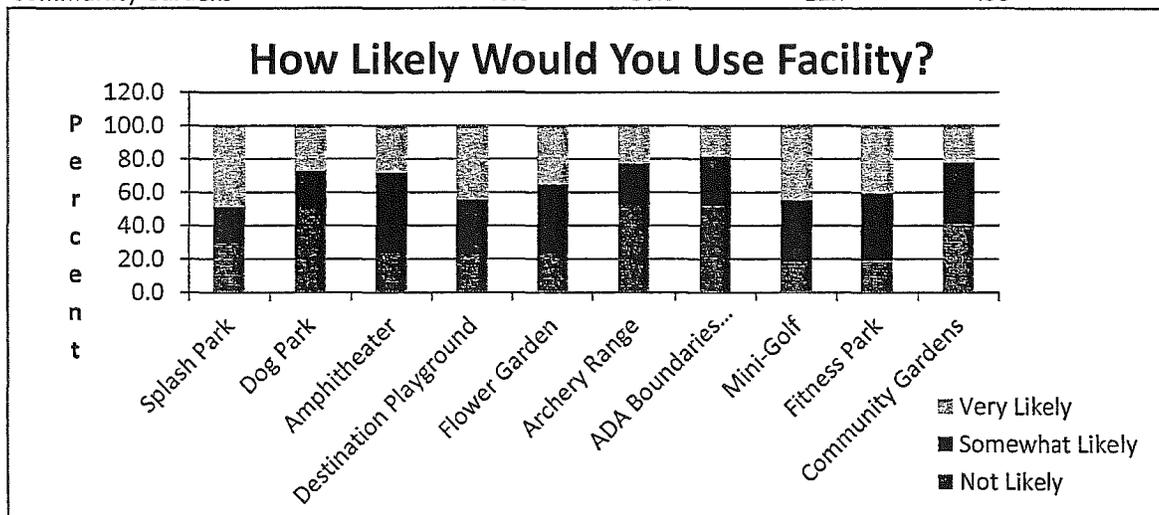
Numbers:	Not Likely	Somewhat Likely	Very Likely	Total Responses
Splash Park	146	108	244	496
Dog Park	241	101	129	470
Amphitheater	107	225	130	462
Destination Playground	104	152	205	461
Flower Gardens	106	193	168	464
Archery Range	236	114	107	455
ADA Boundaries Playground	213	123	78	413
Mini-Golf	85	175	215	474
Fitness Park	88	192	193	473
Community Gardens	184	167	103	453

4. How Likely would you be to use the following potential park facilities?

Check all that apply.

528 answered, 75 skipped

Percentages:	Not Likely	Somewhat Likely	Very Likely	Total Responses
Splash Park	29.4	21.8	49.2	496
Dog Park	51.3	21.5	27.5	470
Amphitheater	23.2	48.7	28.1	462
Destination Playground	22.6	33.0	44.5	461
Flower Garden	22.8	41.6	36.2	464
Archery Range	51.9	25.1	23.5	455
ADA Boundaries Playground	51.6	29.8	18.9	413
Mini-Golf	17.9	36.9	45.4	474
Fitness Park	18.6	40.6	40.8	473
Community Gardens	40.6	36.9	22.7	453



5. How would you rate the overall quality of Willmar Parks?

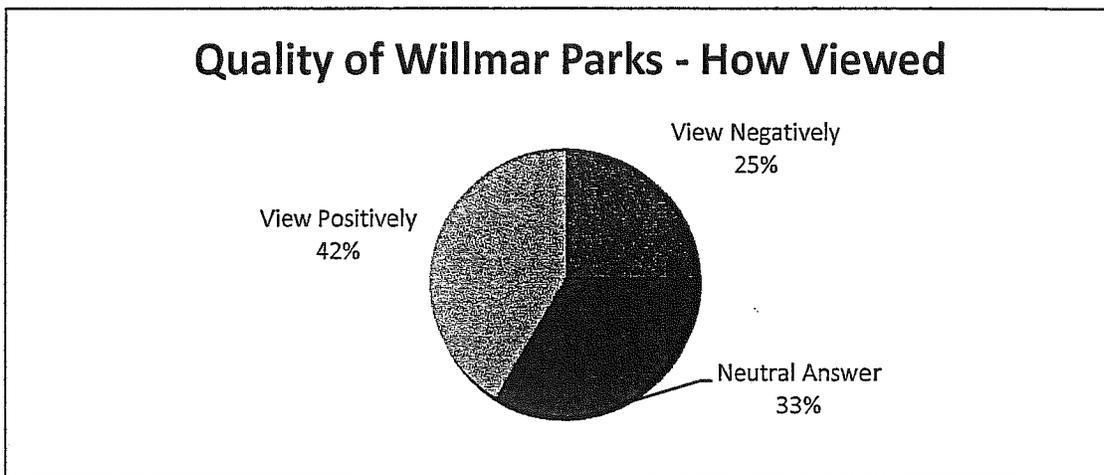
Scale 1 - 10, 1 poor and 10 excellent

Ave = 5.89

524 answered, 79 skipped

	1	2	3	4	5
Number	9	13	46	63	93
Percent	1.7	2.5	8.8	12.0	17.8
	6	7	8	9	10
Number	81	101	71	36	11
Percent	15.5	19.3	13.6	6.9	2.1

	Percent	Number
Negatively (1 -4)	25.0	131
Neutral Answer (5 -6)	33.2	174
Positively (7 - 10)	41.8	219



6. How safe do you feel the City parks and recreation facilities are?

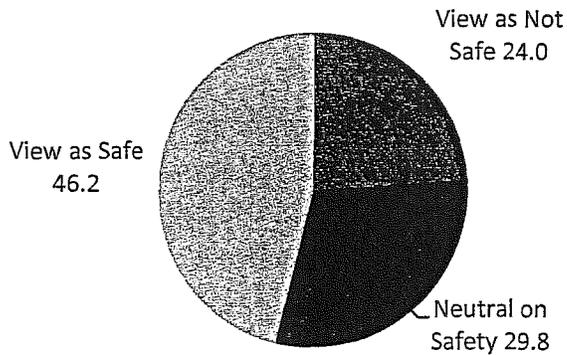
Scale 1 - 10, 1 not at all and 10 extremely

Ave. = 6.09

	1	2	3	4	5
Number	12	21	44	49	90
Percent	2.3	4.0	8.4	9.4	17.2
	6	7	8	9	10
Number	66	80	85	46	31
Percent	12.6	15.3	16.2	8.8	5.9

	Percent	Number
Not safe (1 -4)	24.0	126
Neutral (5 - 6)	29.8	156
Safe (7 - 10)	46.2	242

Safety of Parks - How Viewed



8. How many people in your household are over the age of 65?

522 answered, 81 skipped

	Percent	Number
Zero Persons	91.00	475
One Person	5.36	28
Two Persons	3.07	16
Three Persons	0	0
Four Persons	0.19	1
Five Persons	0.38	2

9. How many people in your household are between the ages 18 - 65?

520 answered, 83 skipped

	Percent	Number
Zero Persons	2.87	15
One Person	9.2	48
Two Persons	66.28	346
Three Persons	10.73	56
Four Persons	6.51	34
Five Persons	2.87	15
Six Persons	0.96	5
Seven Persons	0.57	3

10. How many people in your household are under the age 18?

520 answered, 83 skipped

	<u>Percent</u>	<u>Number</u>
Zero Persons	24.23	126
One Person	18.27	95
Two Persons	31.73	165
Three Persons	17.88	93
Four Persons	5.77	30
Five Persons	1.54	8
Six Persons	0.58	3

Question 3: Open Ended question

Which park features do you use the most? (written responses)

walking paths/trails	25
swimming pool	6
softball	4
benches/seating	3
restrooms	3
crosscountry skiing	2
dog park	2
kiddie pool/wading pool	2
indoor shooting range	2
fishing area	1
picnics	1
Lincoln hockey	1
pickleball courts	1
relaxing on the grass	1
ice arena	1
none	1
enjoy open space and beauty	1
Stingers games	1
geocaching	1

Cosstabulation Results For Those who frequent Park Once a Week or Greater

Question 3: Which Park features do you use most?

327 answered

	<u>Percent</u>	<u>Versus</u>	<u>Total Survey</u>
Playground Equipment	74.6		69.5
Baseball Fields	25.4		22.8
Tennis Courts	19.0		16.0
Basketball Courts	13.1		10.5
Soccer Fields	5.8		5.6
Picnic Areas	38.5		38.5

Park Shelters	22.6	20.2
Disc Golf	11.6	11.1
Nature Trails	44.0	42.2
Hockey/Skating Rink	16.2	15.2
Swimming Beach	11.9	12.5

4. How Likely would you be to use the following potential park facilities?

Percentages:	Not Likely	Somewhat Likely	Very Likely	Total Responses
Splash Park	25.7	17.5	56.8	315
Dog Park	45.2	21.4	33.3	303
Amphitheater	21.6	45.5	32.9	292
Destination Playground	19.7	27.8	52.5	295
Flower Garden	21.6	40.4	38.0	292
Archery Range	47.9	26.4	25.7	292
ADA Boundaries Playground	48.3	28.9	22.8	263
Mini-Golf	18.8	36.2	45.0	298
Fitness Park	17.9	41.1	41.1	302
Community Gardens	43.8	35.5	20.6	276

5. How would you rate the overall quality of Willmar Parks?

Scale 1 - 10, 1 poor and 10 excellent

330 answered

	1	2	3	4	5
Percent	0.9	3.0	10.0	12.1	16.4
	6	7	8	9	10
Percent	15.5	20.0	14.5	6.1	1.5

	Percent	Versus	Total Survey
Negatively (1 -4)	26.1		25.0
Neutral Answer (5 -6)	31.8		33.2
Positively (7 - 10)	42.1		41.8

6. How safe do you feel the City parks and recreation facilities are?

Scale 1 - 10, 1 not at all and 10 extremely

	1	2	3	4	5
Percent	1.8	4.2	7.9	9.4	17.5
	6	7	8	9	10
Percent	12.7	13.6	17.2	10.6	5.7

	Percent	Versus	Total Survey
Not safe (1 -4)	23.3		24.0
Neutral (5 - 6)	30.2		29.8
Safe (7 - 10)	47.1		46.2

Crosstabulations

4. How Likely would you be to use the following potential park facilities?

Check all that apply.

Those who Answered Somewhat likely and Very Likely will use

	Overall Results	Visit Parks	Age	Households
		Weekly or More	65+ Households	With Children
Splash Park	70.6	74.3	43.9	80.8
Dog Park	48.7	54.8	35.0	50.0
Amphitheater	76.8	78.4	84.6	77.4
Destination Playground	77.4	80.3	75.0	83.6
Flower Gardens	77.2	78.4	93.0	73.0
Archery Range	48.1	52.1	23.5	51.8
ADA Boundaries Playground	48.4	51.7	41.4	52.4
Mini-Golf	82.1	81.2	68.4	84.8
Fitness Park	81.4	82.1	87.2	82.6
Community Gardens	59.4	56.2	68.4	40.6

(Note: The amount of no answers vary by amenity with less popular activities having fewer responses)

4. How Likely would you be to use the following potential park facilities?

Check all that apply.

Those who Answered Very Likely Will Use

	Overall Results	Visit Parks	Age	Households
		Weekly or More	65+ Households	With Children
Splash Park	49.2	56.8	34.2	57.2
Dog Park	27.5	33.3	20.0	28.8
Amphitheater	28.1	32.9	38.5	27.2
Destination Playground	44.5	52.5	38.9	51.5
Flower Gardens	36.2	38.0	46.5	32.5
Archery Range	23.5	25.7	5.9	27.1
ADA Boundaries Playground	18.9	22.8	24.1	21.3
Mini-Golf	45.4	45.0	34.2	49.0
Fitness Park	40.8	41.1	41.0	44.0
Community Gardens	22.7	20.6	31.6	19.0

(Note: The amount of no answers vary by amenity with less popular activities having fewer responses)

3. Which Park features do you use the most? Please check all that apply...

	Overall Results	Visit Parks	Age	Households
		Weekly or More	65+ Households	With Children
Playground Equipment	69.5	74.6	62.2	79.6
Baseball Fields	22.8	25.4	15.6	26
Tennis Courts	16.0	19.0	13.3	17.6
Basketball Courts	10.5	13.1	2.2	12.2
Soccer Fields	5.6	5.8	4.4	6.9

Picnic Areas	38.5	38.5	35.6	37.8
Park Shelters	20.2	22.6	11.1	18.9
Disc Golf	11.1	11.6	4.4	10
Nature Trails	42.2	44.0	51.1	38.3
Hockey/Skating Rink	15.2	16.2	6.7	18.1
Swimming Beach	12.5	11.9	11.1	14.3

APPENDIX D

Links to Other City Plans and Sights

Links to Other City Plans & Sights

The Parks Plan references various other City planning documents. The following are links to bring you to internet sites that contains these plans. In addition there is a link to the Willmar Community Education and Recreation (WCER) web page, and the City's parks and recreation page.

City Trails and Pedestrian Plan

www.willmarmn.gov/WillmarTrailPedestrianPlan.pdf

Greater Willmar Lakes Area Vision 2040 Plan and Web Site

www.willmarlakesarea2040.com

Willmar Community Education and Recreation Web Site

www.willmar.k12.mn.us/Domain/13

City of Willmar Web Site Page on Recreation and Parks

www.willmarmn.gov/visitors/recreation

Strategy Two Committee

(Breakdown of Strategies)

Strategy 2.1 Form a “Learning and Earning” task force that includes education leaders

(Ridgewater College, Willmar Lakes Area High Schools, and other job training programs) and business leaders.

Strategy 2.2 Create two new databases to track economic progress and job growth

2.2.a Business Census of the Greater Willmar Area

2.2.b A Workforce Survey

Strategy 2.3 Expand the number of middle-skill and high-skill jobs. The Willmar Lakes Area must balance its high percentage of entry-level jobs with additional middle-skill and high-skill jobs.

2.3a Develop a Culinary retail training program and business incentives for entrepreneurs interested in starting independent, locally owned restaurants.

Strategy 2.4 Create a fertile ecosystem for entrepreneurs and small business owners.

Strategy 2.5 Develop a dynamic, micro-funding platform.

Strategy 2.6 Create a co-working space for the region’s entrepreneurs, creative class, and free agents.

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, April 14, 2014, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Rick Fagerlie Member
Audrey Nelsen Member
Ron Christianson Member

Others present: City Administrator Charlene Stevens, Finance Director Steve Okins, HRA Executive Director Jill Bengtson, Council Member Jim Dokken, "West Central Tribune" David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

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

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 HUD Program Transfer (Resolution)

Staff explained that the City Housing and Redevelopment Authority (HRA) is in the process of merging with the County HRA. Executive Director Jill Bengtson reported on their progress and presented a request to the Council for the City's support of this merger, stating that HUD programs that have been administered by the City HRA until now, including the Public Housing Program and Housing Choice Voucher Program, need to be transferred to the County HRA. It was noted that both HRA Commissions have passed a resolution approving this transfer request for submission to the Department of Housing and Urban Development. Staff is recommending Council support for this transfer request as well.

Following discussion, Council Member Nelsen made a motion to introduce a resolution in support of the request to the Department of HUD to transfer the Public Housing and Housing Choice Voucher Programs from the Willmar HRA to the County HRA, assign the HUD Public Housing and Housing Choice Voucher Programs to the County HRA, permit the County HRA to function in the City's jurisdiction, and to complete all transfer actions required by the Department of HUD. Council Member Fagerlie seconded the motion which carried.

Item No. 4 Reports (Information)

The Committee received the February, 2014, Rice Hospital Report which reflects a net operating loss of \$1.1 million for the month, compounding the January deficit. Concerns were expressed regarding the hospital's significant downward trend in their financial status. Chair Anderson requested hospital representatives be present at the next Finance Committee meeting to present their March report. This matter was taken for information only.

Item No. 5 Old Business (Information)

There was no old business.

Item No. 6 New Business (Information)

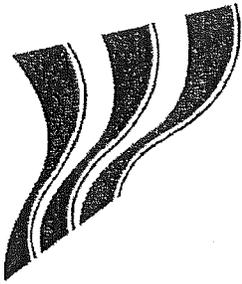
There was no new business.

There being no further business to come before the Committee, the meeting was adjourned at 5:05 p.m. by Chair Anderson.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carol Cunningham".

Carol Cunningham
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 14, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Consideration of a request to transfer HUD Programs from the Willmar HRA to the Kandiyohi County HRA.

Recommended Action: Approve the resolution as attached.

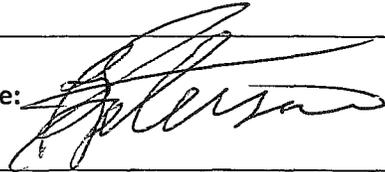
Background/Summary: Planning has been underway for the transfer of HUD programs from the City to the County HRA. To facilitate the transfer, a request must be submitted to HUD.

Alternatives:

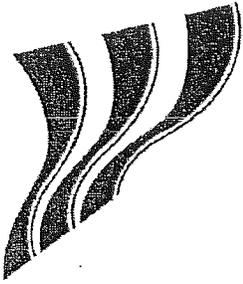
1. Approve the resolution
2. Amend the resolution
3. Not approve the resolution

Financial Considerations: Transferring the programs to the County comes at no cost to the City.

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

Signature: 

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: April 14, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: April 21, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following reports:
A) 02/28/14 Rice Memorial Hospital Financial

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

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

RESOLUTION _____

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

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

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

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

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

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

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

Adopted by the City Council of the City of Willmar, Minnesota this 21st day of April, 2014.

Frank Yanish, Mayor

Kevin Halliday, City Clerk

Roll-Call

() Ayes: _____
() Nays: _____

Rice Memorial Hospital Financial Statements February 28, 2014

Executive Summary

February was a negative month in terms of financial performance compared to prior performance and targeted performance. Rice generated a loss of \$1.1 million from operations in February compounding the January deficit. The primary contributing factors for February's loss were lower than expected patient activity & revenues. Total Operating Revenues were 14.5% less than the prior three-month average while Net Operating Expenses were 7.0% less than the prior three-month average. Rice continued to realize decreased activity in IP Surgery, Outpatient services, and Home Medical.

Here is a summary of key financial indicators:

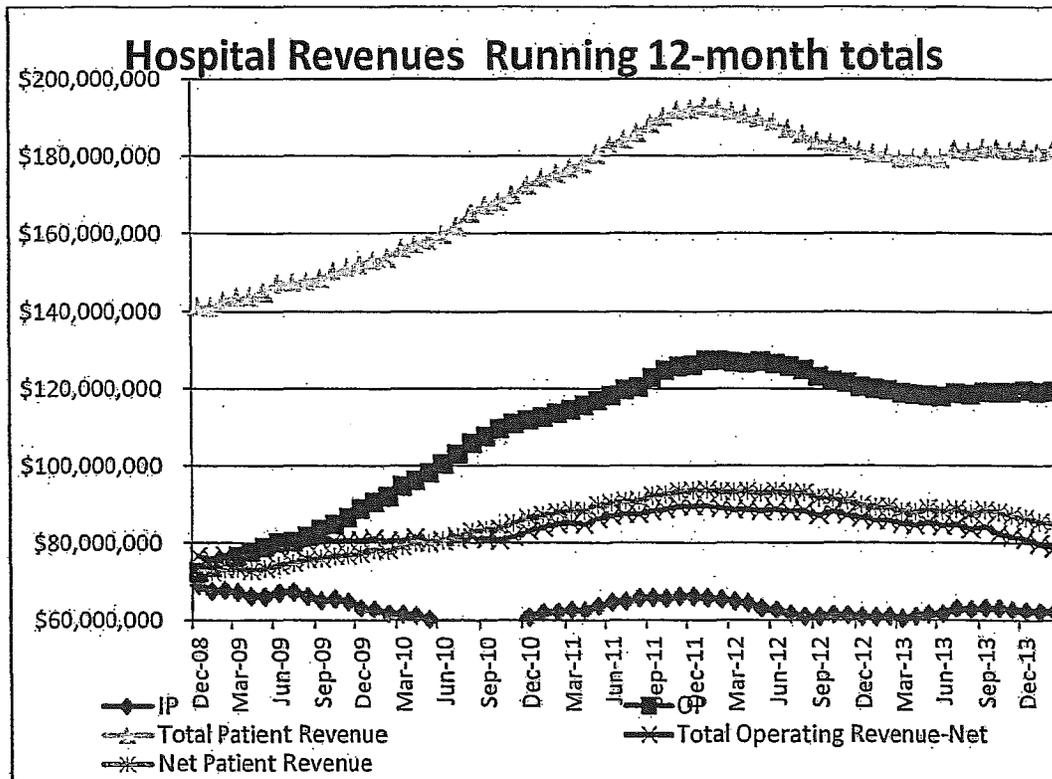
	<u>Actual</u>	<u>Target</u>	<u>2013</u>	<u>2012</u>	<u>Benchmark</u>	<u>Actual - YTD</u>	<u>Desired</u>
Operating Margin-Month	-17.8%	2.0%	-			↓	↑
Operating Margin-YTD	-17.5%	2.0%	-3.2%	1.4%	2.2%	↓	
Excess Margin-Month	-17.8%	2.5%				↓	
Excess Margin-YTD	-15.1%	2.5%	-3.6%	2.4%	2.8%	↓	
EBIDA Margin-Month	-4.1%	12.6%				↓	
EBIDA Margin-YTD	-4.3%	12.6%	7.0%	11.6%	10.8%	↓	
Debt/Capitalization	46.1%	43.3%	46.3%	43.3%	38.7%	↑	↓
Net Days of Receivables	57	46	52	64	46	↔	↓
Days of Cash	113	117	128	114	131	↔	↑
Cash/Debt	58%	68%	64%	63%	87%	↓	↑

February 28, 2014 Balance Sheet:

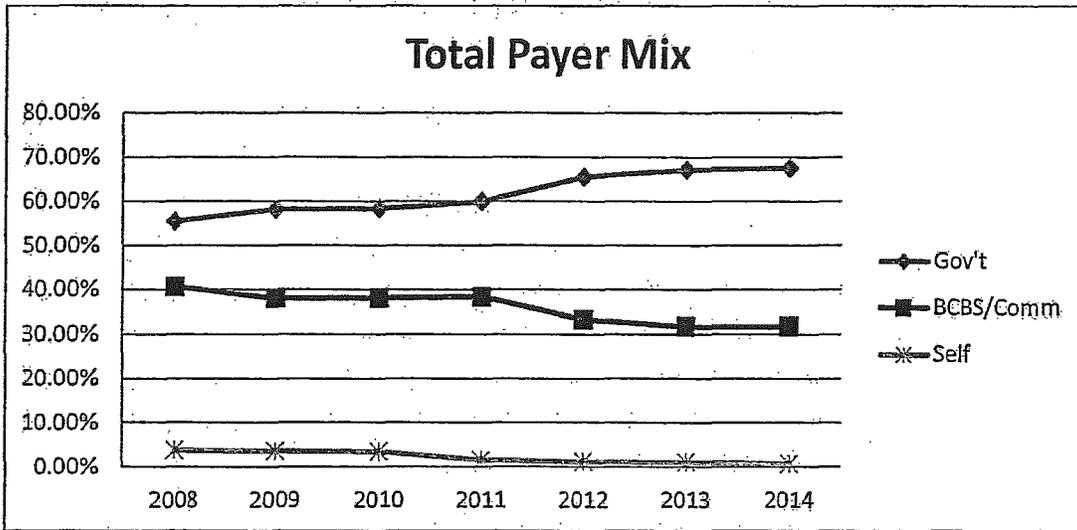
The February balance sheet realized a decrease in net assets of \$1.7 million from December 31, 2013. Total Assets have decreased \$3.5 million while total liabilities have increased \$1.8 million. The Total Asset decrease was due to a decrease in current assets of \$8.4 million; an increase in property, plant, and equipment of \$1.2 million, and an increase in other assets of \$3.7 million. The decrease in current assets was due to decreases in Cash due to poor financial performance and transfers to Investments. In addition, the February Debt Service payment was made thus decreasing the Trustee Bond Agreement reserves. Property, Plant, and Equipment has increased due to the Care Center Project and Home Medical projects. Other Assets have increased due to General Investment transfers from Cash and the investment in Willmar Medical Services. Cash & General Investments have decreased \$4.1 million since December 31, 2013 due to negative Operations and the construction project payments. Liabilities have decreased due to the February Debt Service payment.

February 2014 Results:

The overall Net Operating Loss was \$1.1 million compared to the prior three-month average Operating Loss of \$628,000. Hospital Total Operating Revenues were 14.0% less than the three-month average with Inpatient Revenues 1.5% less than the average and Outpatient Revenues 6.3% less than the average. Inpatient Revenues were driven by decreased activity in Surgery and Women & Children's. Outpatient Revenues decreased as the result of lower revenues in Surgery, Oncology, and Dialysis. As shown in the graph below, Total Patient Revenues have been steady for the past year but Total Operating Revenue has continued its downward trend. Care Center Resident Revenues were less than the average by 7.2% while Home Medical revenues were 22.8% less than the average due to lower sales. Overall, Patient Revenues were 6.0% less than the three-month average.



Total Deductions from Revenue were 2.9% less than the three-month average even though Patient Revenues were 6.0% less than the average. The Payer Mix has shifted slightly in 2014 with the Hospital's reimbursement rate for the month was 42.69% compared to the 2013 rate of 46.57%; a negative revenue variance of \$547,000. Uncompensated Care was 37.7% greater than the average due to higher activity and resolution of open applications. Included in the Deductions from Revenues is Bad Debt Expense, which has been reclassified from Operating Expenses to enhance comparability with other hospitals. Bad Debts were 9.4% higher than the average due to increased aging of the accounts.

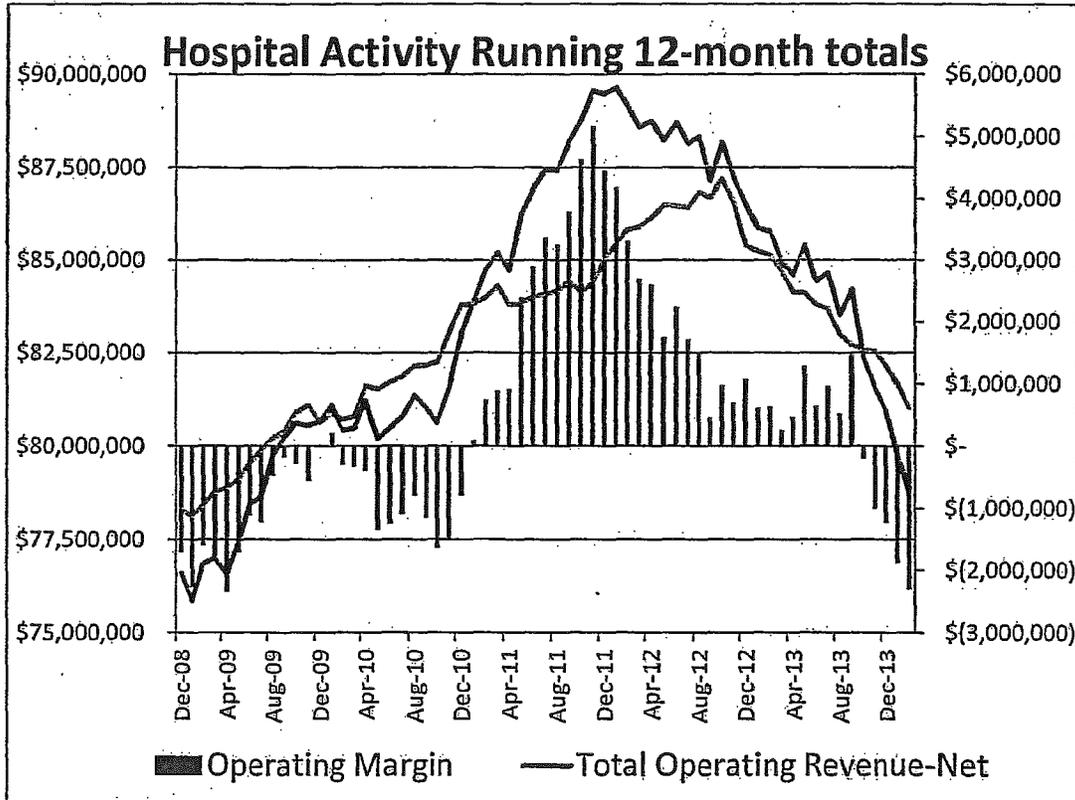


Other operating revenues were 28.5% less than the average due to lower Willmar Medical Services (WMS) profits and lower services sold to other organizations. Net WMS activity at Rice was less than the average by 5.3% due to lower Medical Imaging and Oncology activity. Total Operating Revenues were \$6.4 million; 14.5% (\$1.0 million) less than the three-month average.

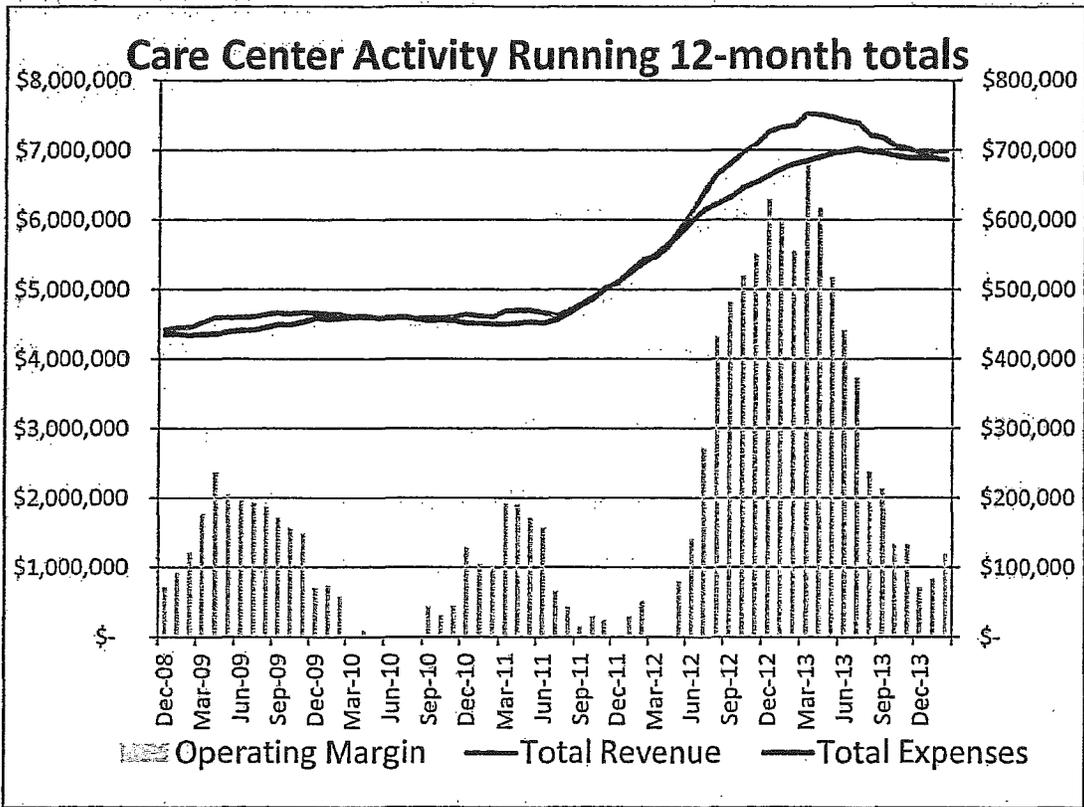
Net Expenses were \$7.6 million, 7.0% (\$569,000) less than the three-month average. Expenses were mixed for the month with Salaries 7.4% (\$285,000) less than average, Contract Labor 16.0% (\$55,000) less than average, but Benefits were 3.8% (\$48,000) greater than average. Salaries were lower due to fewer days in the month; Contract Labor was less due to lower Emergency Room physician and Care Center contracted services; and Benefits were higher due to increased health insurance costs. The Hospital Compensation Ratio was 63.2% compared to the target of 51%, a variance of \$649,000. Supplies were 23.5% (\$261,000) less than average due to lower Surgical activity and Home Medical Sales. Drugs were 25.6% (\$145,000) less than average due to lower Medical Oncology activity. Purchased Services were 1.1% greater due to numerous departments; Repairs & Rentals were 1.0% lower; Utilities were 5.6% greater due to weather; Insurance was 8.5% greater; Patient Related Travel was 17.1% less due to lower patient activity; Education, Travel, and Dues were 22.1% lower; and Other was 35.8% less due to lower Outreach costs. Capital Costs were higher with Depreciation 7.1% greater due to projects being completed and Interest 5.5% greater due to the 2013 Bond Issue. Taxes were 3.6% less due to decreased collections.

Non-operating activity was lower than the three-month average due to lower Investment Income and Other Losses but offset by a \$70,000 loss on sale of equipment.

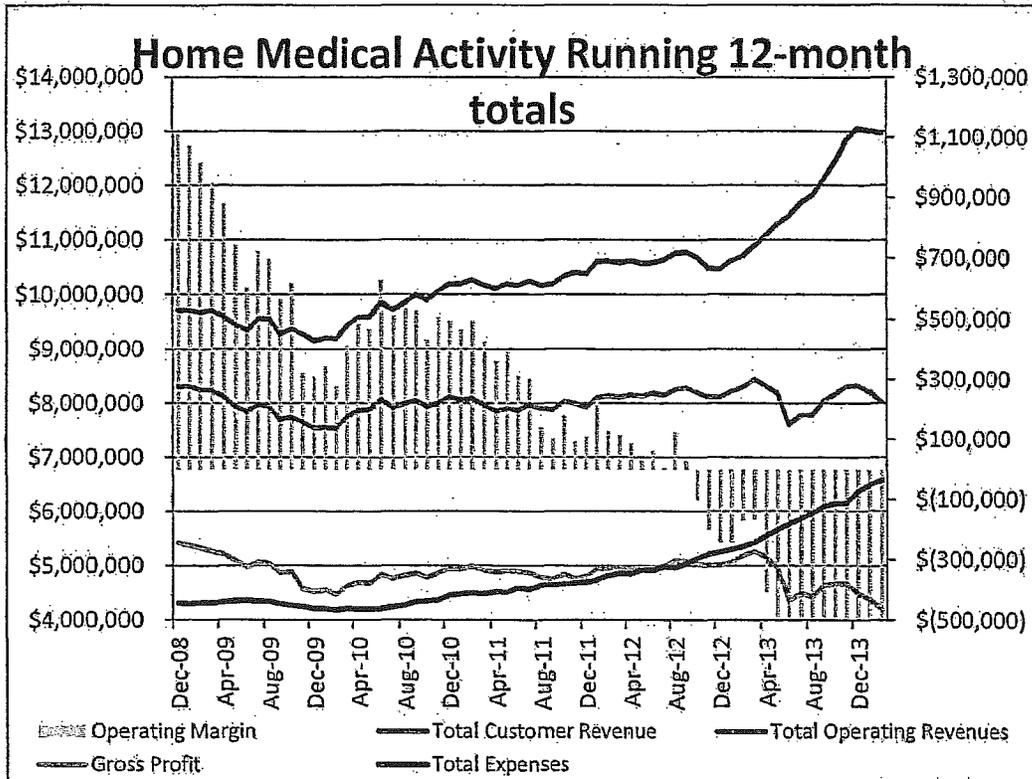
The Hospital generated an Operating Loss of \$916,000 compared to the three-month average Operating Loss of \$452,000. Hospital losses continued to push downward over a running 12-month period with the decreases in patient activity and reimbursement.



Care Center activity generated Operating Income of \$10,000 compared to the three-month average Operating Income of \$19,000. Activity has been fairly stable over the past few months which will increase in late 2nd quarter into the 3rd quarter with the opening of Project F and D.



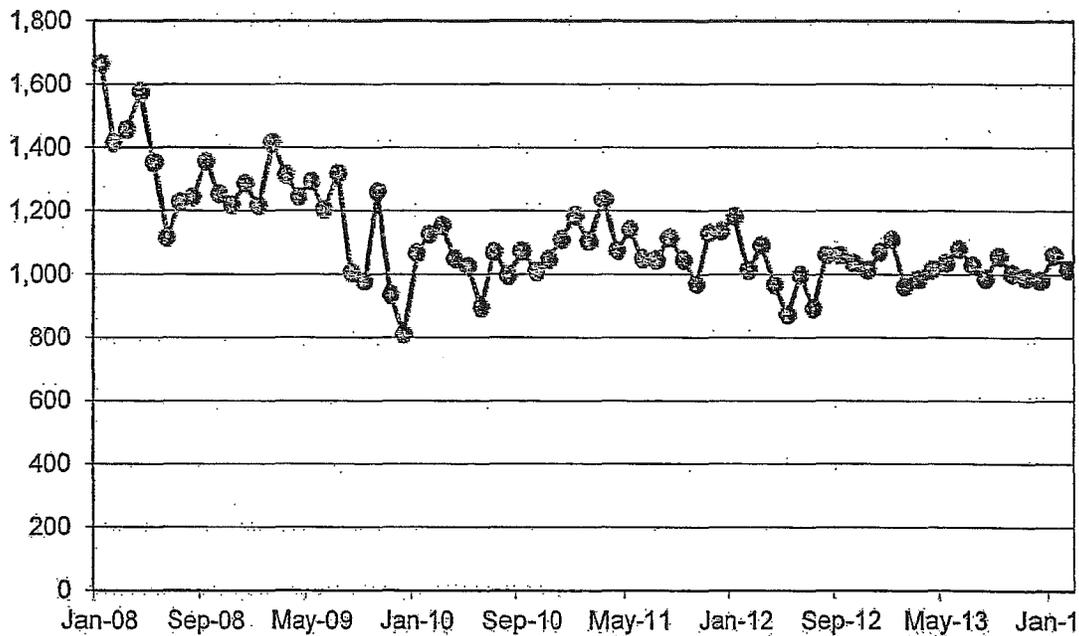
Home Medical activity generated an Operating Loss of \$247,000 compared to the three-month average Operating Loss of \$195,000. Revenues were significantly below targets and prior months. Expense adjustments have been identified and implemented or will be implemented within the next month.



Statistical and Volume Summary

Patient days were 12 (1.2%) less than forecast with admissions 28 (9.8%) less than forecast yielding an increase in length of stay of 8.3%. Compared to the prior year, patient days were 55 (5.7%) greater with admissions 23 (8.1%) less than last year. The average daily census for the month was 36.3 compared to forecast of 36.7 and 34.3 last year. Observation patients were 2.9% less than forecast and 3.2% less than last year. Medicare case mix was 3.7% greater than forecast and the overall case mix was 0.2% less than forecast. Overall activity as measured in terms of adjusted admissions was 13.5% less than forecast and 6.6% less than last year while adjusted patient days were 5.3% less than forecast but 7.4% greater than last year. Care Center resident days were 9.6% less than forecast with a 60.0 average daily census.

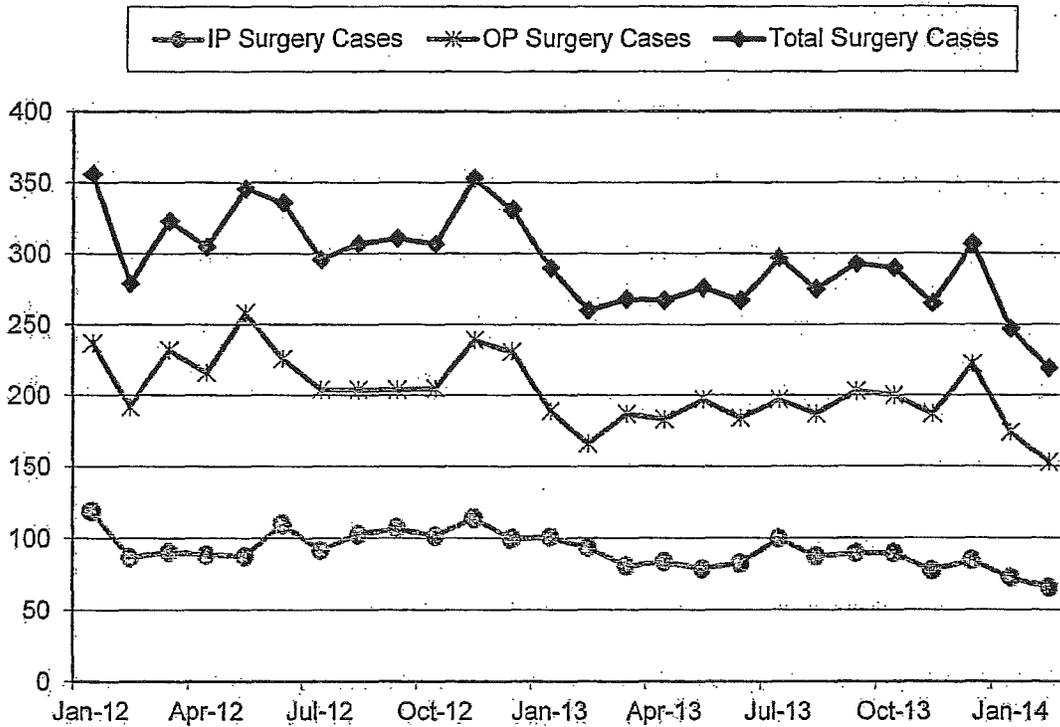
Patient Days



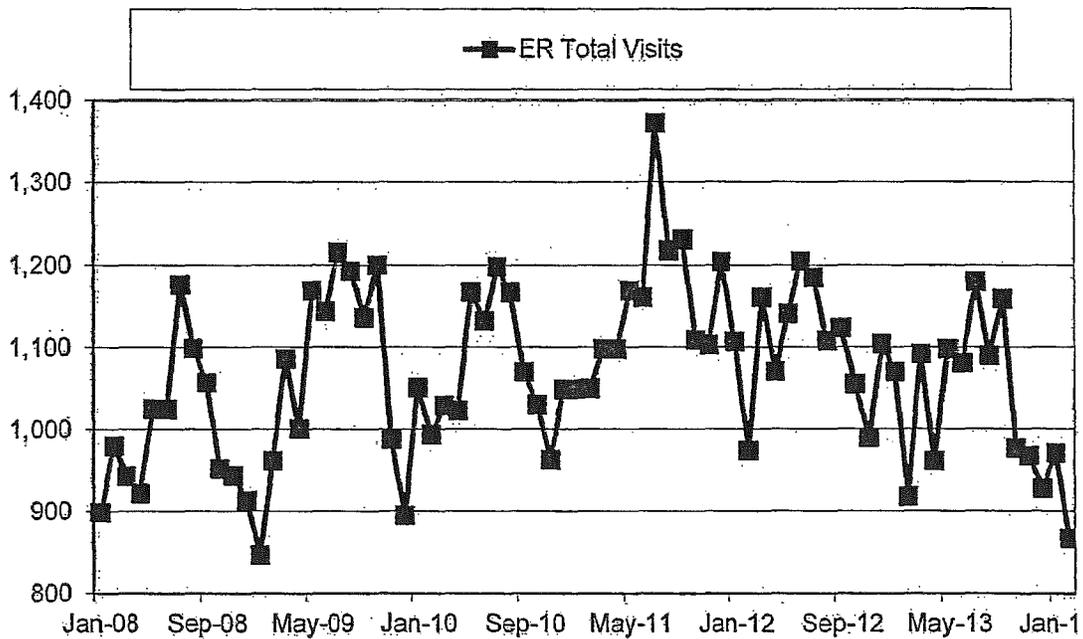
YTD patient days were 20 (1.0%) greater than forecast with admissions 47 (8.1%) less than forecast yielding an increase in length of stay of 10.0%. Compared to the prior year, patient days were 6 (0.3%) greater with admissions 57 (9.6%) less than last year. The average daily census was 35.2 compared to the forecast of 34.8 and 35.1 last year. Observation patients were 17.0% less than forecast and 20.2% less than last year. Medicare case mix was 6.5% greater than forecast and 7.1% greater than last year while the overall case mix was 0.5% greater than forecast and 0.4% greater than last year. Overall activity as measured in terms of adjusted admissions was 11.3% less than forecast and 9.1% less than last year while adjusted patient days were 2.6% less than forecast but 0.8% greater than last year. Care Center resident days were 5.5% less than forecast with a 59.6 average daily census.

Ancillary departments were mostly lower for the month. Surgery & GI cases were 24.5% less than forecast and 15.8% less than last year. Inpatient activity was 29.0% less than forecast and 29.8% less than last year while Outpatient activity was 22.3% less than forecast and 7.8% less than last year. YTD Surgery cases were 19.7% less than forecast

and 15.3% less than last year with IP cases 25.3% less than forecast and 28.7% less than last year and OP cases 17.0% less than forecast and 7.9% less than last year. The monthly activity over the past couple of years indicates a downward trend in cases which is noticeably down on inpatient cases.



Emergency Room visits were 19.6% less than forecast and 5.6% less than last year while YTD visits were 14.8% less and 7.5% less respectively. Outpatient visits lagged more than inpatient visits.



Monthly Laboratory tests were 8.2% less than forecast and 3.8% less than last year. Medical Imaging procedures were 4.5% less than forecast but 5.7% greater than last year. Radiation Oncology treatments were 37.4% less than forecast and 37.6% less than last year. Medical Oncology visits were 11.7% greater than forecast and 49.7% greater than last year. Dialysis treatments were 6.0% greater than forecast and 23.3% greater than last year; Rehab visits were 0.8% greater than forecast and 5.0% greater than last year; Hospice visits were 3.1% less than forecast but 4.1% greater than last year; and Ambulance runs were 5.0% greater than forecast and 7.4% greater than last year.

YTD Laboratory tests were 3.6% less than forecast and 2.3% less than last year. Medical Imaging procedures were 5.1% less than forecast but 3.2% greater than last year. Radiation Oncology treatments were 44.7% less than forecast and 46.1% less than last year. Medical Oncology visits were 12.7% greater than forecast and 20.0% greater than last year. Dialysis treatments were 12.2% greater than forecast and 25.1% greater than last year; Rehab visits were 3.2% less than forecast and 1.0% less than last year; Hospice visits were 4.7% less than forecast and 10.0% less than last year; and Ambulance runs were 10.9% greater than forecast and 7.9% greater than last year.

Full Time Equivalent's (FTE's) for the month were 800 compared to a forecast of 791 (1.2%) and compared to last year's total of 804 (0.5%). Hospital FTE's were 1.8% greater than forecast but 0.9% less than last year; Care Center was 0.4% greater than forecast but 5.2% less than last year; and Home Medical 3.0% less than forecast but 8.4% greater than last year.

YTD Full Time Equivalent's (FTE's) were 796 compared to a forecast of 791 (0.6%) and last year's total of 802 (0.8%). Hospital FTE's were 1.3% greater than forecast but 1.0% less than last year; Care Center was 0.5% greater than forecast but 5.9% less than last year; and Home Medical 4.1% less than forecast but 6.5% greater than last year.

Key Performance Indicators

The Operational indicators were negative for the month compared to forecast and last year. Consolidated Operating Margin was -17.8% for the month and YTD was -17.5% compared to the forecast of 2.0% and last year's -3.2%. Excess Margin was -17.8% for the month and YTD was -15.1% compared to the forecast of 2.5% and last year's -3.6%. EBIDA Operating Margin was -4.1% for the month and YTD was -4.3% compared to the forecast of 12.6% and last year's 7.0%.

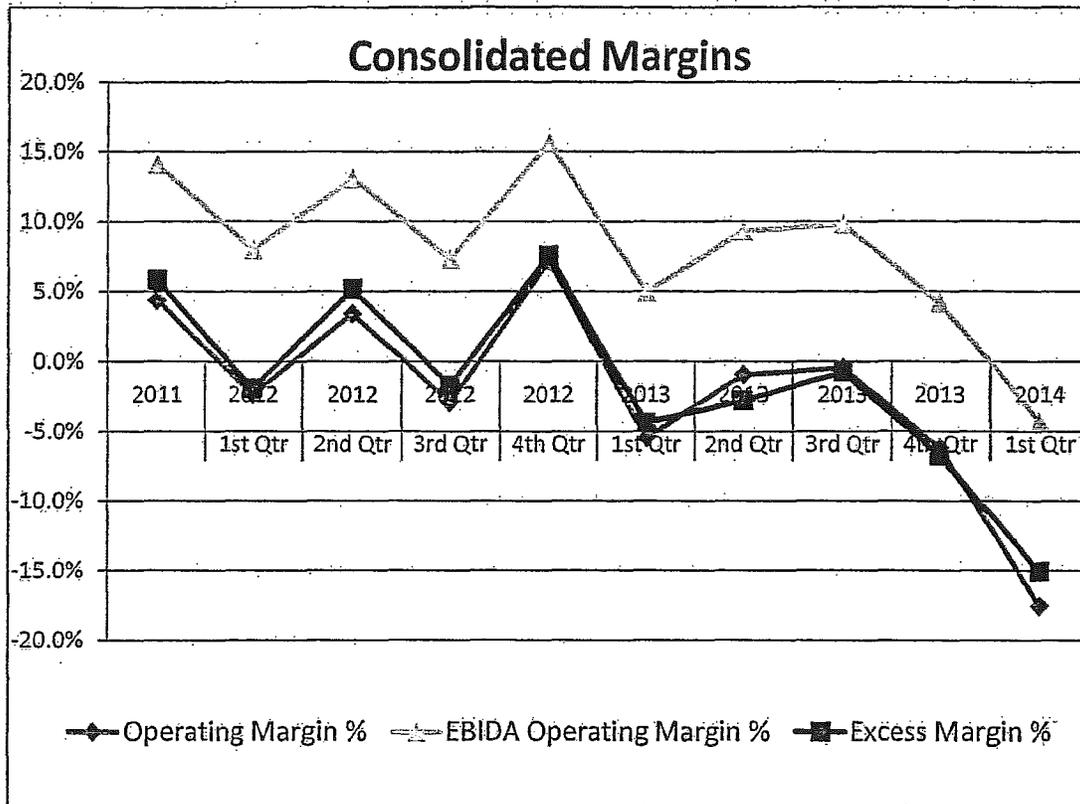
The Financial ratios indicate that the Debt/Capitalization ratio of 46.1% was higher than the forecast of 43.3%; last year's 46.3%, and the targeted ceiling of 45%. Debt Service Coverage was -0.5 compared to the forecast of 3.2 and last year's 1.8. Days in accounts receivable were 57 compared to the forecast of 46 and last year's 52. Days of Cash were 113 compared to the forecast of 117 and last year's 128. The Cash/Debt ratio was 58% compared to the forecast of 68% and last year's 64%. The Financial Strength Index was a -3.68 compared to the forecast of 0.79 and -0.52 last year.

Hospital productivity ratios in terms of staffing were higher than forecast with FTE's per adjusted admit at 17.2 for the month and 16.6 YTD compared to a forecast of 14.4 and last year's ratio of 14.9. FTE's per adjusted patient day were 4.4 for the month and 4.3 YTD compared to the forecast of 4.1 and 4.2 last year. Care Center Hours per Resident Day were 6.9 for the month and 6.9 YTD compared to the forecast of 6.5 and 6.6 last

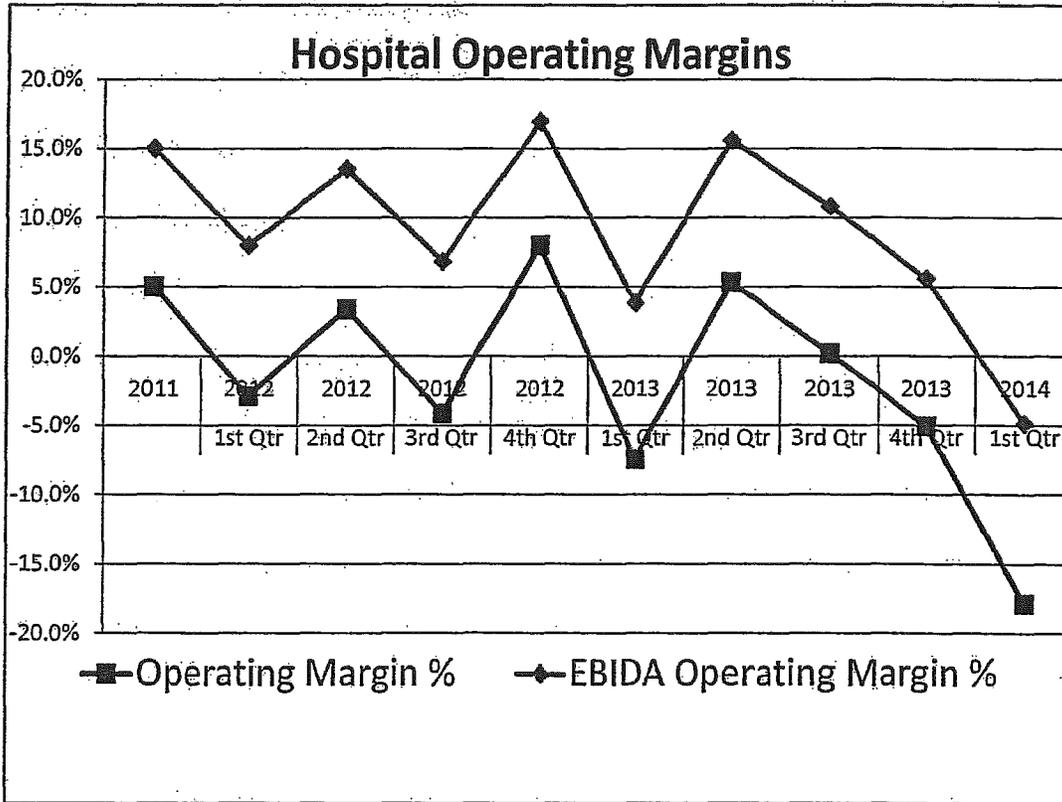
year. Sales per FTE at Home Medical were \$127,400 for the month and \$140,300 YTD compared to the forecast of \$191,600 and \$161,600 last year.

Key Performance Indicators by Entity

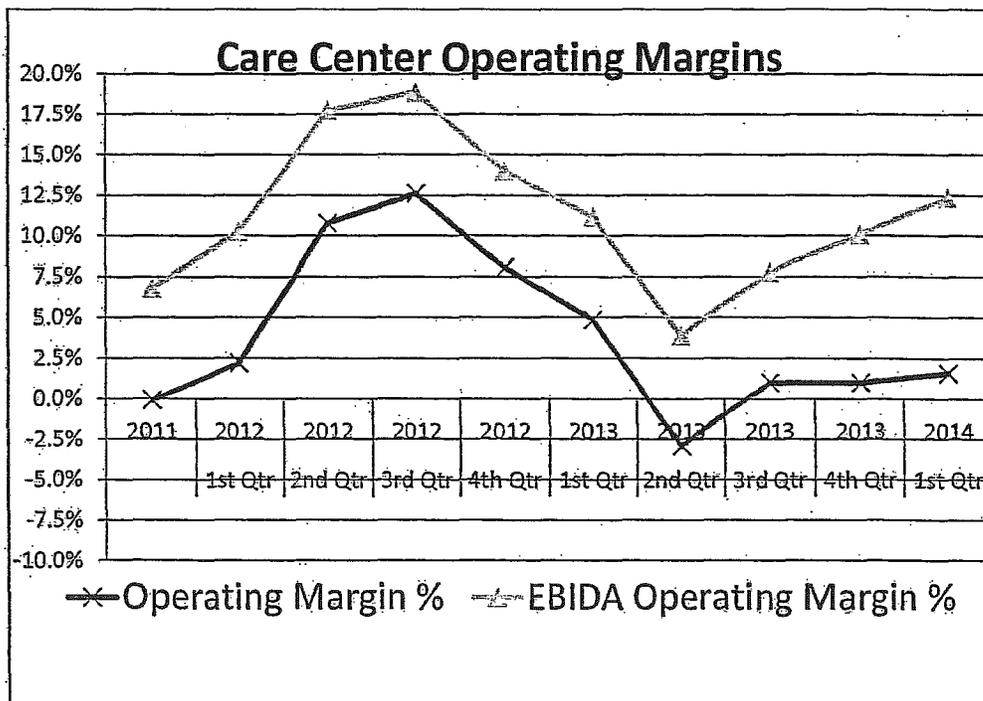
The Key Performance Indicators by Entity page has been included in the packet as the last page which identifies key metrics and indicators by entity by quarter. The Consolidated Margins continued to experience declines for most of 2013 and now into 2014. Quarterly results were mostly profitable in 2011 through 2012 but have been negative since 1st Quarter 2013. Decreased patient activity and reimbursement have pushed profits into deficits.



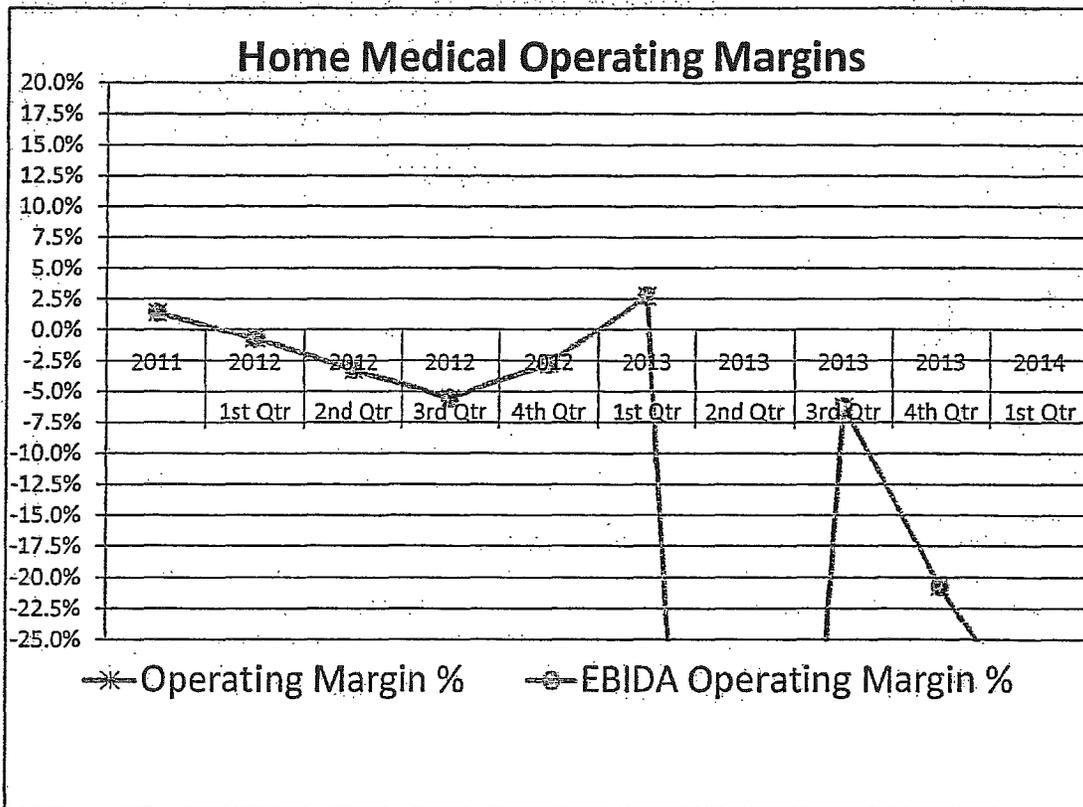
The Hospital activity continued its profitability decline from 2013 into 2014. The decline in Hospital profitability drove the poor performance in January 2014 due to the decreased volumes and reimbursement. Quarterly results have consistently declined since 2nd Quarter 2013.



Care Center activity has steadily improved since 2nd Quarter 2013 even with the construction projects disrupting the operation. 1st Quarter 2014 has started out positive and will likely remain flat, but positive, for the first two quarters of 2014 until Projects D and F are operational and occupied.



Home Medical losses continued into 2014 and have been negative since 1st Quarter 2013. Sales started the year very slow in January and have not improved through the end of March.



**RICE MEMORIAL HOSPITAL
RICE MEMORIAL HOSPITAL CONSOLIDATED
BALANCE SHEET
For the Two Months Ending February 28, 2014**

	February 2014	12/31/13	Variance	12/31/12	Variance	12/31/11	Variance
1 ASSETS							
2 CURRENT ASSETS							
3 CASH AND CASH EQUIVALENTS	\$2,474,174	\$9,357,157	(\$6,882,983)	\$2,999,489	(\$525,315)	\$1,928,445	\$545,729
4 TRUSTEE BOND AGREEMENTS - CURRENT	629,476	2,379,838	(1,750,363)	2,393,907	(1,764,431)	2,130,440	(1,500,965)
5 ACCOUNTS RECEIVABLE NET	14,475,401	14,513,548	(38,148)	18,416,955	(3,941,554)	16,149,018	(1,667,617)
6 OTHER RECEIVABLES	478,492	437,453	41,040	626,156	(147,663)	521,975	(43,482)
7 INVENTORY	2,101,905	2,117,850	(15,945)	1,881,543	220,363	1,858,419	243,487
8 PREPAID EXPENSES	1,186,975	991,750	195,224	1,080,525	106,450	1,517,862	(330,887)
10 TOTAL CURRENT ASSETS	21,346,423	29,797,596	(8,451,173)	27,398,573	(6,052,150)	24,100,158	(2,753,735)
11 ASSETS LIMITED AS TO USE							
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,571,279	3,571,279		3,181,089	390,189	3,731,642	(160,363)
15 REMAINDER UNITRUST - RECEIVABLE	47,522	47,522		43,996	3,526	47,976	(454)
16 ENDOWMENT FUND - INVESTMENTS	2,960,184	2,960,184		2,616,990	343,194	2,466,271	493,912
18 TOTAL ASSETS - USE IS LIMITED	6,578,984	6,578,984		5,842,075	736,909	6,245,889	333,095
19 PROPERTY PLANT & EQUIPMENT							
21 PROPERTY PLANT & EQUIPMENT	138,858,186	136,903,754	1,954,432	132,297,068	6,561,119	129,292,102	9,566,084
22 LESS: ACCUMULATED DEPRECIATION	(76,466,268)	(75,712,695)	(753,573)	(72,741,611)	(3,724,657)	(67,522,491)	(8,943,777)
24 NET PROPERTY, PLANT & EQUIPMENT	62,391,918	61,191,059	1,200,859	59,555,457	2,836,461	61,769,611	622,307
25 OTHER ASSETS							
27 INVESTMENTS - FIXED INCOME	25,320,514	22,595,563	2,724,950	25,941,901	(621,387)	25,125,564	194,949
28 INVESTMENTS - SHARED HEALTH RESOUR	439,455	439,455		425,186	14,269	411,413	28,042
29 INVESTMENTS - WILLMAR MEDICAL SERV	4,664,626	3,769,317	895,309	3,647,124	1,017,501	3,335,316	1,329,309
30 INVESTMENTS - LAKE REGION HOME MED	100,000	100,000		100,000		100,000	
30 INVESTMENTS - VEAUM CSC	54,963	54,963		79,963	(25,000)	79,136	(24,173)
32 GOODWILL, NET	84,500	84,722	(222)	86,056	(1,556)	84,500	84,500
33 DEFERRED DEBT ACQUISITION COSTS				200,398	(200,398)	518,347	(518,347)
36 TOTAL OTHER ASSETS	30,664,057	26,944,020	3,720,037	30,380,628	283,429	29,469,777	1,194,280
38 TOTAL ASSETS	\$120,981,383	\$124,511,659	(\$3,530,277)	\$123,176,733	(\$2,195,350)	\$121,585,435	(\$804,052)
40 LIABILITIES AND NET ASSETS							
42 CURRENT LIABILITIES							
43 CURRENT MATURITIES OF LONG TERM DE	\$2,177,132	\$1,730,232	\$446,900	\$2,290,275	(\$113,144)	\$1,981,181	\$195,951
44 ACCOUNTS PAYABLE - TRADE	1,557,244	1,939,719	(382,475)	1,730,604	(173,359)	1,563,350	(6,106)
45 ESTIMATED THIRD PARTY PAYOR SETTL	192,060	192,060		(29,504)	221,564	217,700	(25,640)
46 ACCRUED SALARIES, WAGES AND BENEFIT	10,586,633	11,135,015	(548,382)	10,992,653	(406,020)	10,751,022	(164,389)
47 ACCRUED INTEREST AND DUE TO WMS	2,647,586	2,093,781	553,805	2,089,775	557,811	2,449,639	197,947
49 TOTAL CURRENT LIABILITIES	17,160,655	17,090,807	69,848	17,073,804	86,852	16,962,892	197,763
51 LONG TERM DEBT (LESS CURRENT PORT	47,892,818	49,770,570	(1,877,752)	45,957,263	1,935,556	49,270,010	(1,377,192)
53 TOTAL LIABILITIES	65,053,474	66,861,377	(1,807,903)	63,031,067	2,022,407	66,232,902	(1,179,428)
55 COMMITMENTS AND CONTINGENCIES							
56 NET ASSETS							
58 RESTRICTED FUNDS							
59 DEBT SERVICE AND RESERVE	3,571,279	3,571,279		3,181,089	390,189	3,731,642	(160,363)
60 SPECIFIC PURPOSE FUND	479,807	270,286	209,521	88,338	391,470	74,593	405,215
61 PERMANENT ENDOWMENT	2,960,184	2,960,184		2,616,990	343,194	2,466,271	493,912
62 CURRENT YEAR INCOME	(2,094,964)	(3,428,035)	1,333,071	2,430,598	(4,525,562)	4,206,309	(6,301,273)
63 UNRESTRICTED	51,011,603	54,276,569	(3,264,966)	51,828,651	(817,048)	44,873,718	6,137,885
65 TOTAL NET ASSETS	55,927,909	57,650,282	(1,722,374)	60,145,666	(4,217,758)	55,352,533	575,376
67 TOTAL LIABILITIES AND NET ASSETS	\$120,981,383	\$124,511,659	(\$3,530,277)	\$123,176,733	(\$2,195,350)	\$121,585,435	(\$804,052)

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RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Month Ending

	February 2014	Prior 3 Mo Average	% Var	January 2014	% Var	December 2013	% Var	November 2013	% Var
OPERATING REVENUE									
INPATIENT REVENUE	\$5,077,226	\$5,154,718	(1.5%)	\$5,330,834	(4.8%)	\$5,292,268	(4.1%)	\$4,841,053	4.9%
OUTPATIENT REVENUE	9,036,190	9,632,756	(6.2%)	9,671,408	(6.6%)	9,927,513	(9.0%)	9,299,347	(2.8%)
RICE CARE CENTER REVENUE	782,455	843,270	(7.2%)	837,973	(6.6%)	847,372	(7.7%)	844,466	(7.3%)
RICE HOME MEDICAL REVENUE	896,205	1,160,363	(22.8%)	1,054,342	(15.0%)	1,286,589	(30.3%)	1,140,158	(21.4%)
TOTAL PATIENT REVENUE	15,792,076	16,791,108	(5.9%)	16,894,557	(6.5%)	17,353,742	(9.0%)	16,125,024	(2.1%)
LESS DISCOUNTS & CONTRACTUALS	8,405,263	8,586,696	(2.1%)	8,782,102	(4.3%)	8,802,825	(4.5%)	8,175,160	2.8%
LESS UNCOMPENSATED CARE	92,986	149,256	(37.7%)	180,504	(48.5%)	70,066	32.7%	197,198	(52.8%)
LESS BAD DEBT EXPENSE	141,744	156,369	(9.4%)	177,433	(20.1%)	133,512	6.2%	158,161	(19.4%)
TOTAL DEDUCTIONS FROM REVENUE	8,639,993	8,892,320	(2.8%)	9,140,039	(5.5%)	9,006,403	(4.1%)	8,530,519	1.3%
NET REVENUE FROM PATIENTS	7,152,083	7,898,787	(9.5%)	7,754,518	(7.8%)	8,347,339	(14.3%)	7,594,505	(5.8%)
OTHER OPERATING REVENUE	1,109,162	1,543,505	(28.1%)	1,204,710	(7.9%)	1,975,690	(43.9%)	1,450,114	(23.5%)
TOTAL OPERATING REVENUE	8,261,245	9,442,292	(12.5%)	8,959,228	(7.8%)	10,323,029	(20.0%)	9,044,619	(8.7%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	1,798,406	1,884,763	(4.6%)	1,821,554	(1.3%)	2,009,803	(10.5%)	1,822,931	(1.3%)
TOTAL OPERATING REVENUE	6,462,839	7,557,529	(14.5%)	7,137,674	(9.5%)	8,313,226	(22.3%)	7,221,688	(10.5%)
OPERATING EXPENSES									
SALARIES AND WAGES	3,556,845	3,880,909	(8.4%)	3,955,028	(10.1%)	3,946,945	(9.9%)	3,740,755	(4.9%)
CONTRACT LABOR	379,486	341,059	11.3%	391,656	(3.1%)	329,212	15.3%	302,310	25.5%
SUPPLEMENTAL BENEFITS	1,305,355	1,270,551	2.7%	1,478,341	(11.7%)	1,234,819	5.7%	1,098,494	18.8%
SUPPLIES	852,467	1,114,156	(23.5%)	1,000,880	(14.8%)	1,244,454	(31.5%)	1,097,135	(22.3%)
DRUGS	430,654	528,486	(18.5%)	463,074	(7.0%)	474,889	(9.3%)	647,495	(33.5%)
PURCHASED SERVICES	514,261	531,821	(3.3%)	472,347	8.9%	519,736	(1.1%)	603,381	(14.8%)
REPAIRS, SERVICE & RENTALS	293,749	273,004	7.6%	305,181	(3.7%)	255,057	15.2%	258,773	13.5%
UTILITIES	154,072	145,841	5.6%	157,695	(2.3%)	149,321	3.2%	130,506	18.1%
INSURANCE	80,962	54,239	49.3%	45,881	76.5%	56,654	60,181	34.5%	
PATIENT RELATED TRAVEL	29,299	35,104	(16.5%)	33,810	(13.3%)	37,644	(22.2%)	33,857	(13.5%)
EDUCATION, TRAVEL, & DUES	64,526	79,740	(19.1%)	92,277	(30.1%)	68,676	(6.0%)	78,267	(17.6%)
OTHER	26,837	39,800	(32.6%)	41,519	(35.4%)	49,838	(46.2%)	28,043	(4.3%)
DEPRECIATION AND AMORT	740,489	692,237	7.0%	760,281	(2.6%)	743,006	(0.3%)	573,424	29.1%
INTEREST	149,817	141,584	5.8%	155,695	(3.8%)	132,320	13.2%	136,738	9.6%
TAXES & SURCHARGE	182,446	189,267	(3.6%)	191,966	(5.0%)	198,348	(8.0%)	177,487	2.8%
TOTAL OPERATING EXPENSES	8,761,265	9,317,799	(6.0%)	9,545,631	(8.2%)	9,440,919	(7.2%)	8,966,846	(2.3%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	1,144,946	1,132,024	1.1%	1,175,081	(2.6%)	1,189,018	(3.7%)	1,031,974	10.9%
NET OPERATING EXPENSES	7,616,319	8,185,774	(7.0%)	8,370,550	(9.0%)	8,251,901	(7.7%)	7,934,872	(4.0%)
OPERATING INCOME (LOSS)	(1,153,480)	(628,245)	83.6%	(1,232,876)	(6.4%)	61,325	(1,980.9%)	(713,184)	61.7%
NON OPERATING INCOME									
INT & REALIZED GAIN (LOSS) INVEST	30,114	94,271	(68.1%)	115,127	(73.8%)	114,216	(73.6%)	53,470	(43.7%)
UNREALIZED GAIN (LOSS) ON INVEST	45,186	(72,839)	(162.0%)	161,928	(72.1%)	(349,806)	(112.9%)	(30,639)	(247.5%)
OTHER NON OPERATING INCOME	(70,840)	21	(337,433.3%)	9,876	(817.3%)	5,919	(1,296.8%)	(15,733)	350.3%
TOTAL NON OPERATING INCOME	4,460	21,453	(79.2%)	286,931	(98.4%)	(229,671)	(101.9%)	7,098	(37.2%)
NET INCOME (LOSS)	(\$1,149,020)	(\$606,792)	89.4%	(\$945,945)	21.5%	(\$168,346)	582.5%	(\$706,086)	62.7%

RICE HOSPITAL
For the Month Ending

	February 2014	Prior 3 Mo Average	% Var	January 2014	% Var	December 2013	% Var	November 2013	% Var
OPERATING REVENUE									
INPATIENT REVENUE	\$5,077,226	\$5,154,718	(1.5%)	\$5,330,834	(4.8%)	\$5,292,268	(4.1%)	\$4,841,053	4.9%
OUTPATIENT REVENUE	9,022,411	9,632,756	(6.3%)	9,671,408	(6.7%)	9,927,512	(9.1%)	9,299,347	(3.0%)
TOTAL PATIENT REVENUE	14,099,637	14,787,474	(4.7%)	15,002,242	(6.0%)	15,219,780	(7.4%)	14,140,400	(0.3%)
LESS DISCOUNTS & CONTRACTUALS	7,871,439	7,943,771	(0.9%)	8,246,357	(4.5%)	8,063,590	(2.4%)	7,521,365	4.7%
LESS UNCOMPENSATED CARE	91,184	147,978	(38.4%)	180,497	(49.5%)	66,670	36.8%	196,768	(53.7%)
LESS BAD DEBT EXPENSE	119,146	149,200	(20.1%)	172,062	(30.8%)	132,467	(10.1%)	143,070	(16.7%)
TOTAL DEDUCTIONS FROM REVENUE	8,081,769	8,240,949	(1.9%)	8,598,916	(6.0%)	8,262,727	(2.2%)	7,861,203	2.8%
NET REVENUE FROM PATIENTS	6,017,868	6,546,525	(8.1%)	6,403,326	(6.0%)	6,957,053	(13.5%)	6,279,197	(4.2%)
OTHER OPERATING REVENUE	1,092,053	1,521,426	(28.5%)	1,184,436	(7.8%)	1,964,833	(44.4%)	1,433,010	(23.8%)
TOTAL OPERATING REVENUE	7,109,921	8,073,952	(11.9%)	7,587,762	(6.3%)	8,921,886	(20.3%)	7,712,207	(7.8%)
LESS: WILLMAR MEDICAL SERVICES									
OPERATING REVENUE	1,784,595	1,884,763	(5.3%)	1,821,554	(2.0%)	2,009,803	(11.2%)	1,822,931	(2.1%)
TOTAL OPERATING REVENUE	5,325,326	6,189,189	(14.0%)	5,766,208	(7.6%)	6,912,083	(23.0%)	5,889,276	(9.6%)
OPERATING EXPENSES									
SALARIES AND WAGES	3,163,237	3,387,594	(6.6%)	3,441,822	(8.1%)	3,435,160	(7.9%)	3,285,800	(3.7%)
CONTRACT LABOR	206,692	246,568	(16.2%)	301,302	(31.4%)	232,260	(11.0%)	206,141	0.3%
SUPPLEMENTAL BENEFITS	1,126,370	1,078,421	4.4%	1,291,926	(12.8%)	1,015,333	10.9%	928,003	21.4%
SUPPLIES	559,120	691,999	(19.2%)	636,052	(12.1%)	759,903	(26.4%)	680,043	(17.8%)
DRUGS	368,013	515,082	(28.6%)	448,001	(17.9%)	464,045	(20.7%)	633,200	(41.9%)
PURCHASED SERVICES	498,462	482,488	3.3%	438,421	13.7%	465,072	7.2%	543,971	(8.4%)
REPAIRS, SERVICE & RENTALS	246,322	245,375	0.4%	277,168	(11.1%)	222,999	10.5%	235,958	4.4%
UTILITIES	122,527	119,873	2.2%	128,660	(4.8%)	120,554	1.6%	110,406	11.0%
INSURANCE	50,811	46,210	10.0%	37,830	34.3%	48,637	4.5%	52,164	(2.6%)
PATIENT RELATED TRAVEL	16,905	22,355	(24.4%)	21,223	(20.3%)	26,402	(36.0%)	19,440	(13.0%)
EDUCATION, TRAVEL, & DUES	48,533	73,364	(33.8%)	84,892	(42.8%)	63,042	(23.0%)	72,157	(32.7%)
OTHER	9,054	27,634	(67.2%)	27,422	(67.0%)	40,690	(77.7%)	14,789	(38.8%)
DEPRECIATION AND AMORT	598,864	568,470	5.3%	593,207	1.0%	556,440	7.6%	555,763	7.8%
INTEREST	124,780	118,404	5.4%	127,994	(2.5%)	104,796	19.1%	122,423	1.9%
TAXES & SURCHARGE	142,054	149,713	(5.1%)	152,143	(6.6%)	158,928	(10.6%)	138,068	2.9%
TOTAL OPERATING EXPENSES	7,281,744	7,773,550	(6.3%)	8,008,063	(9.1%)	7,714,261	(5.6%)	7,598,326	(4.2%)
LESS: WILLMAR MEDICAL SERVICES									
OPERATING EXPENSES	1,040,036	1,132,024	(8.1%)	1,175,081	(11.5%)	1,189,018	(12.5%)	1,031,974	0.8%
NET OPERATING EXPENSES	6,241,708	6,641,526	(6.0%)	6,832,982	(8.7%)	6,525,243	(4.3%)	6,566,352	(4.9%)
OPERATING INCOME (LOSS)	(916,382)	(452,337)	102.6%	(1,066,774)	(14.1%)	386,840	(336.9%)	(677,076)	35.3%
NON OPERATING INCOME	3,960	26,667	(85.2%)	287,232	(98.6%)	(230,204)	(101.7%)	22,973	(82.8%)
NET INCOME (LOSS)	(\$912,422)	(\$425,670)	114.3%	(\$779,542)	17.0%	\$156,636	(682.5%)	(\$654,103)	39.5%

RICE CARE CENTER
For the Month Ending

	February 2014	Prior 3 Mo Average	% Var	January 2014	% Var	December 2013	% Var	November 2013	% Var
OPERATING REVENUE									
RICE CARE CENTER REVENUE	\$782,455	\$843,270	(7.2%)	\$837,973	(6.6%)	\$847,372	(7.7%)	\$844,466	(7.3%)
TOTAL PATIENT REVENUE	782,455	843,270	(7.2%)	837,973	(6.6%)	847,372	(7.7%)	844,466	(7.3%)
LESS DISCOUNTS & CONTRACTUALS	222,614	236,814	(6.0%)	209,415	6.3%	257,547	(13.6%)	243,481	(8.6%)
LESS BAD DEBT EXPENSE	729	1,122	(35.0%)	1,079	(32.4%)	(2,339)	(131.2%)	4,627	(84.2%)
TOTAL DEDUCTIONS FROM REVENUE	223,343	237,937	(6.1%)	210,494	6.1%	255,208	(12.5%)	248,108	(10.0%)
NET REVENUE FROM PATIENTS	559,112	605,334	(7.6%)	627,479	(10.9%)	592,164	(5.6%)	596,358	(6.2%)
OTHER OPERATING REVENUE	446	741	(39.8%)	430	3.7%	453	(1.5%)	1,341	(66.7%)
TOTAL OPERATING REVENUE	559,558	606,075	(7.7%)	627,909	(10.9%)	592,617	(5.6%)	597,699	(6.4%)
LESS: WILLMAR MEDICAL SERVICES									
TOTAL OPERATING REVENUE	559,558	606,075	(7.7%)	627,909	(10.9%)	592,617	(5.6%)	597,699	(6.4%)
OPERATING EXPENSES									
SALARIES AND WAGES	192,370	219,020	(12.2%)	243,763	(21.1%)	216,966	(11.3%)	196,330	(2.0%)
CONTRACT LABOR	79,734	94,492	(15.6%)	90,354	(11.8%)	96,952	(17.8%)	96,169	(17.1%)
SUPPLEMENTAL BENEFITS	80,987	90,508	(10.5%)	83,962	(3.5%)	105,991	(23.6%)	81,570	(0.7%)
SUPPLIES	28,170	39,090	(27.9%)	39,320	(28.4%)	43,488	(35.2%)	34,461	(18.3%)
DRUGS	25,280	13,404	88.6%	15,073	67.7%	10,844	133.1%	14,295	76.8%
PURCHASED SERVICES	14,585	16,065	(9.2%)	17,718	(17.7%)	15,093	(3.4%)	15,384	(5.2%)
REPAIRS, SERVICE & RENTALS	3,501	4,974	(29.6%)	3,611	(3.0%)	8,719	(59.8%)	2,591	35.1%
UTILITIES	16,303	13,199	23.5%	16,577	(1.7%)	12,119	34.5%	10,901	49.6%
INSURANCE	4,195	4,195	0.0%	4,195	0.0%	4,195	0.0%	4,195	0.0%
PATIENT RELATED TRAVEL	387	300	29.0%	321	20.6%	300	29.0%	278	39.2%
EDUCATION, TRAVEL, & DUES	5,142	3,368	52.7%	3,287	56.4%	3,008	70.9%	3,809	35.0%
OTHER	220	125	76.0%	55	300.0%	22	900.0%	298	(26.2%)
DEPRECIATION AND AMORT	37,979	37,813	0.4%	37,845	0.4%	37,835	0.4%	37,760	0.6%
INTEREST	24,595	14,385	71.0%	27,679	(11.1%)	4,764	416.3%	10,711	129.6%
TAXES & SURCHARGE	35,883	35,284	1.7%	35,883	0.0%	34,984	2.6%	34,984	2.6%
TOTAL OPERATING EXPENSES	549,331	586,220	(6.3%)	619,643	(11.3%)	595,280	(7.7%)	543,736	1.0%
ESS: WILLMAR MEDICAL SERVICES									
NET OPERATING EXPENSES	549,331	586,220	(6.3%)	619,643	(11.3%)	595,280	(7.7%)	543,736	1.0%
OPERATING INCOME (LOSS)	10,227	19,855	(48.5%)	8,266	23.7%	(2,663)	(484.0%)	53,963	(81.0%)
NON OPERATING INCOME	500	345	44.9%	500	0.0%	210	138.1%	325	53.8%
NET INCOME (LOSS)	\$10,727	\$20,200	(46.9%)	\$8,766	22.4%	\$(2,453)	(537.3%)	\$54,288	(80.2%)

RICE HOME MEDICAL
RICE HOME MEDICAL
For the Month Ending February 28, 2014

	February 2014	% of Gross Sales	Prior 3 Mo Average	% of Gross Sales	January 2014	% of Gross Sales	December 2013	% of Gross Sales
GROSS SALES								
SALES REVENUE	\$503,801	56.18%	\$710,151	61.09%	\$625,784	59.18%	\$819,644	63.59%
RENTS REVENUE	392,404	43.76%	450,212	38.73%	428,558	40.53%	466,945	36.23%
MISC REVENUE	600	0.07%	2,029	0.17%	3,075	0.29%	2,412	0.19%
GROSS SALES	896,805	100.00%	1,162,392	100.00%	1,057,417	100.00%	1,289,001	100.00%
LESS: CONTRACTUAL ALLOWANCES	(305,283)	(34.04%)	(406,111)	(34.94%)	(326,330)	(30.86%)	(481,688)	(37.37%)
LESS: UNCOMPENSATED CARE	(1,802)	(0.20%)	(1,278)	(0.11%)	(7)	0.00%	(3,396)	(0.26%)
LESS: BAD DEBT EXPENSE	(21,869)	(2.44%)	(6,046)	(0.52%)	(4,292)	(0.41%)	(3,383)	(0.26%)
NET SALES	567,851	63.32%	748,957	64.43%	726,788	68.73%	800,534	62.10%
COST OF GOODS SOLD								
OXYGEN	5,778	0.64%	5,841	0.50%	5,646	0.53%	6,441	0.50%
EQUIPMENT	62,134	6.93%	94,005	8.09%	73,358	6.94%	110,936	8.61%
SUPPLY - FREIGHT	10,802	1.20%	14,842	1.28%	13,889	1.31%	15,827	1.23%
SUPPLY	161,366	17.99%	216,378	18.61%	195,119	18.45%	231,668	17.97%
EQUIPMENT REPAIR	11,610	1.29%	29,861	2.57%	21,549	2.04%	42,096	3.27%
SHOP EXPENSE	6,240	0.70%	4,395	0.38%	4,259	0.40%	6,042	0.47%
PURCHASE DISCOUNTS	(10,103)	(1.13%)	(13,308)	(1.14%)	(16,769)	(1.59%)	(7,993)	(0.62%)
TOTAL COST OF GOODS SOLD	247,827	27.63%	352,014	30.28%	297,051	28.09%	405,017	31.42%
GROSS PROFIT	320,024	35.68%	396,944	34.15%	429,737	40.64%	395,517	30.68%
OPERATING EXPENSES								
SALARIES & WAGES	239,593	26.72%	274,295	23.60%	269,443	25.48%	294,818	22.87%
SUPPLEMENTAL BENEFITS	111,466	12.43%	101,623	8.74%	102,454	9.69%	113,495	8.80%
SUPPLIES AND DRUGS	7,127	0.79%	17,745	1.53%	11,687	1.11%	28,052	2.18%
PURCHASED SERVICES	24,309	2.73%	33,268	2.86%	16,207	1.53%	39,571	3.07%
REPAIRS, SERVICE & RENTALS	20,336	2.27%	22,655	1.95%	24,401	2.31%	23,339	1.81%
UTILITIES	15,131	1.69%	12,769	1.10%	12,459	1.18%	16,648	1.29%
INSURANCE	3,856	0.43%	3,833	0.33%	3,856	0.36%	3,822	0.30%
PATIENT RELATED TRAVEL	11,821	1.32%	12,448	1.07%	12,266	1.16%	10,941	0.85%
EDUCATION, TRAVEL, & DUES	8,428	0.94%	3,008	0.26%	4,098	0.39%	2,626	0.20%
OTHER EXPENSE	16,291	1.82%	12,041	1.04%	14,042	1.33%	9,126	0.71%
DEPRECIATION & AMORTIZATION	104,285	11.63%	85,954	7.39%	129,228	12.22%	148,732	11.54%
INTEREST EXPENSE		0.00%	8,795	0.76%	22	0.00%	22,759	1.77%
TAXES	4,509	0.50%	4,270	0.37%	3,939	0.37%	4,435	0.34%
TOTAL OPERATING EXPENSES	567,352	63.26%	592,705	50.99%	604,102	57.13%	718,364	55.73%
NET OPERATING INCOME (LOSS)	(247,328)	(27.58%)	(195,761)	(16.84%)	(174,365)	(16.49%)	(322,847)	(25.05%)
NON-OPERATING INCOME		0.00%	(5,559)	(0.48%)	(800)	(0.08%)	323	0.03%
NET INCOME (LOSS)	(\$247,328)	(27.58%)	(\$201,321)	(17.32%)	(\$175,165)	(16.57%)	(\$322,524)	(25.02%)

RICE MEMORIAL HOSPITAL CONSOLIDATED
For the Year To Date Period Ending

	February 2014	February 2013	% Var	February 2012	% Var	February 2011	% Var
OPERATING REVENUE							
INPATIENT REVENUE	\$10,408,060	\$10,591,922	(1.7%)	\$10,547,407	(1.3%)	\$11,307,576	(8.0%)
OUTPATIENT REVENUE	18,693,819	18,868,710	(0.9%)	19,760,218	(5.4%)	18,628,856	0.3%
RICE CARE CENTER REVENUE	1,620,428	1,656,238	(2.2%)	1,251,984	29.4%	856,357	89.2%
RICE HOME MEDICAL REVENUE	1,950,547	2,035,048	(4.2%)	1,799,116	8.4%	1,564,597	24.7%
TOTAL PATIENT REVENUE	32,672,854	33,151,918	(1.4%)	33,358,725	(2.1%)	32,357,386	1.0%
LESS DISCOUNTS & CONTRACTUALS	17,181,438	16,185,506	6.2%	16,014,168	7.3%	15,149,833	13.4%
LESS UNCOMPENSATED CARE	273,491	216,643	26.2%	247,849	10.3%	357,849	(23.6%)
LESS BAD DEBT EXPENSE	319,177	254,166	25.6%	203,417	56.9%	271,926	17.4%
TOTAL DEDUCTIONS FROM REVENUE	17,774,106	16,656,315	6.7%	16,465,434	7.9%	15,779,608	12.6%
NET REVENUE FROM PATIENTS	14,898,748	16,495,603	(9.7%)	16,893,291	(11.8%)	16,577,778	(10.1%)
OTHER OPERATING REVENUE	2,307,913	2,668,476	(13.5%)	2,882,171	(19.9%)	2,708,509	(14.8%)
TOTAL OPERATING REVENUE	17,206,661	19,164,079	(10.2%)	19,775,462	(13.0%)	19,286,287	(10.8%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	3,606,149	3,333,620	8.2%	3,434,615	5.0%	3,213,390	12.2%
TOTAL OPERATING REVENUE	13,600,512	15,830,459	(14.1%)	16,340,847	(16.8%)	16,072,897	(15.4%)
OPERATING EXPENSES							
SALARIES AND WAGES	7,550,228	7,585,723	(0.5%)	7,844,975	(3.8%)	7,163,954	5.4%
CONTRACT LABOR	678,081	455,608	48.8%	552,177	22.8%	277,362	144.5%
SUPPLEMENTAL BENEFITS	2,797,165	2,559,080	9.3%	2,174,736	28.6%	2,293,378	22.0%
SUPPLIES	1,853,226	2,054,895	(9.8%)	1,821,477	1.7%	1,813,760	2.2%
DRUGS	856,367	1,165,936	(26.6%)	1,539,021	(44.4%)	1,026,866	(16.6%)
PURCHASED SERVICES	1,009,902	1,057,137	(4.5%)	1,241,510	(18.7%)	1,052,643	(4.1%)
REPAIRS, SERVICE & RENTALS	575,340	582,829	(1.3%)	489,014	17.7%	536,901	7.2%
TILITIES	311,657	283,457	9.9%	298,819	4.3%	262,050	18.9%
INSURANCE	104,743	114,786	(8.7%)	107,408	(2.5%)	99,272	5.5%
PATIENT RELATED TRAVEL	62,924	67,993	(7.5%)	65,058	(3.3%)	63,126	(0.3%)
EDUCATION, TRAVEL, & DUES	154,379	191,120	(19.2%)	175,808	(12.2%)	149,298	3.4%
OTHER	67,084	56,340	19.1%	98,173	(31.7%)	50,698	32.3%
DEPRECIATION AND AMORT	1,501,409	1,348,229	11.4%	1,301,726	15.3%	1,225,776	22.5%
INTEREST	305,070	281,564	8.3%	415,044	(26.5%)	414,982	(26.5%)
TAXES & SURCHARGE	374,412	381,158	(1.8%)	346,072	8.2%	370,468	1.1%
TOTAL OPERATING EXPENSES	18,201,987	18,185,855	0.1%	18,471,018	(1.5%)	16,800,544	8.3%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	2,215,117	1,480,329	49.6%	1,714,667	29.2%	1,372,189	61.4%
NET OPERATING EXPENSES	15,986,870	16,705,526	(4.3%)	16,756,351	(4.6%)	15,428,355	3.6%
OPERATING INCOME (LOSS)	(2,386,358)	(875,067)	172.7%	(415,504)	474.3%	644,542	(470.2%)
NON OPERATING INCOME	291,392	200,506	45.3%	183,148	59.1%	83,995	246.9%
NET INCOME (LOSS)	(\$2,094,966)	(\$674,561)	210.6%	(\$232,356)	801.6%	\$728,537	(387.6%)

RICE HOSPITAL
For the Year To Date Period Ending

	February 2014	February 2013	% Var	February 2012	% Var	February 2011	% Var
OPERATING REVENUE							
INPATIENT REVENUE	\$10,408,060	\$10,591,922	(1.7%)	\$10,547,407	(1.3%)	\$11,307,576	(8.0%)
OUTPATIENT REVENUE	18,693,819	18,868,710	(0.9%)	19,760,218	(5.4%)	18,628,856	0.3%
TOTAL PATIENT REVENUE	29,101,879	29,460,632	(1.2%)	30,307,625	(4.0%)	29,936,432	(2.8%)
LESS DISCOUNTS & CONTRACTUALS	16,117,796	15,248,231	5.7%	15,442,453	4.4%	14,660,426	9.9%
LESS UNCOMPENSATED CARE	271,681	216,502	25.5%	245,319	10.7%	357,849	(24.1%)
LESS BAD DEBT EXPENSE	291,209	253,500	14.9%	197,818	47.2%	257,312	13.2%
TOTAL DEDUCTIONS FROM REVENUE	16,680,686	15,718,233	6.1%	15,885,590	5.0%	15,275,587	9.2%
NET REVENUE FROM PATIENTS	12,421,193	13,742,399	(9.6%)	14,422,035	(13.9%)	14,660,845	(15.3%)
OTHER OPERATING REVENUE	2,276,489	2,659,380	(14.4%)	2,873,132	(20.8%)	2,703,126	(15.8%)
TOTAL OPERATING REVENUE	14,697,682	16,401,779	(10.4%)	17,295,167	(15.0%)	17,363,971	(15.4%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	3,606,149	3,333,620	8.2%	3,434,615	5.0%	3,213,390	12.2%
TOTAL OPERATING REVENUE	11,091,533	13,068,159	(15.1%)	13,860,552	(20.0%)	14,150,581	(21.6%)
OPERATING EXPENSES							
SALARIES AND WAGES	6,605,059	6,699,237	(1.4%)	6,955,765	(5.0%)	6,417,332	2.9%
CONTRACT LABOR	507,994	250,769	102.6%	503,745	0.8%	272,590	86.4%
SUPPLEMENTAL BENEFITS	2,418,296	2,207,045	9.6%	1,817,396	33.1%	2,012,877	20.1%
SUPPLIES	1,195,173	1,349,341	(11.4%)	1,164,791	2.6%	1,233,991	(3.1%)
DRUGS	816,013	1,134,206	(28.1%)	1,510,193	(46.0%)	1,011,431	(19.3%)
PURCHASED SERVICES	936,883	932,665	0.5%	1,147,441	(18.4%)	995,379	(5.9%)
REPAIRS, SERVICE & RENTALS	523,490	535,388	(2.2%)	455,445	14.9%	500,625	4.6%
UTILITIES	251,187	241,748	3.9%	259,346	(3.1%)	231,858	8.3%
INSURANCE	88,640	98,508	(10.0%)	90,761	(2.3%)	83,008	6.8%
PATIENT RELATED TRAVEL	38,128	40,388	(5.6%)	38,591	(1.2%)	43,369	(12.1%)
EDUCATION, TRAVEL, & DUES	133,425	170,241	(21.6%)	154,390	(13.6%)	136,654	(2.4%)
OTHER	36,476	38,699	(5.7%)	92,057	(60.4%)	44,924	(18.8%)
DEPRECIATION AND AMORT	1,192,071	1,200,105	(0.7%)	1,158,121	2.9%	1,123,916	6.1%
INTEREST	252,774	252,351	0.2%	384,791	(34.3%)	394,660	(36.0%)
TAXES & SURCHARGE	294,197	302,597	(2.8%)	286,963	2.5%	326,421	(9.9%)
TOTAL OPERATING EXPENSES	15,289,806	15,453,288	(1.1%)	16,019,796	(4.6%)	14,829,035	3.1%
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	2,215,117	1,480,329	49.6%	1,714,667	29.2%	1,372,189	61.4%
NET OPERATING EXPENSES	13,074,689	13,972,959	(6.4%)	14,305,129	(8.6%)	13,456,846	(2.8%)
OPERATING INCOME (LOSS)	(1,983,156)	(904,800)	119.2%	(444,577)	346.1%	693,735	(385.9%)
NON OPERATING INCOME	291,192	199,856	45.7%	171,624	69.7%	72,036	304.2%
NET INCOME (LOSS)	(\$1,691,964)	(\$704,944)	140.0%	(\$272,953)	519.9%	\$765,771	(320.9%)

RICE CARE CENTER
For the Year To Date Period Ending

	February 2014	February 2013	% Var	February 2012	% Var	February 2011	% Var
OPERATING REVENUE							
RICE CARE CENTER REVENUE	\$1,620,428	\$1,656,238	(2.2%)	\$1,251,984	29.4%	\$856,357	89.2%
TOTAL PATIENT REVENUE	1,620,428	1,656,238	(2.2%)	1,251,984	29.4%	856,357	89.2%
LESS DISCOUNTS & CONTRACTUALS	432,029	496,693	(13.0%)	192,898	124.0%	130,374	231.4%
LESS BAD DEBT EXPENSE	1,807	(2,788)	(164.8%)	(2,600)	(169.5%)	6,647	(72.8%)
TOTAL DEDUCTIONS FROM REVENUE	433,836	493,905	(12.2%)	190,298	128.0%	137,021	216.6%
NET REVENUE FROM PATIENTS	1,186,592	1,162,333	2.1%	1,061,686	11.8%	719,336	65.0%
OTHER OPERATING REVENUE	876	1,222	(28.3%)	2,389	(63.3%)	2,643	(66.9%)
TOTAL OPERATING REVENUE	1,187,468	1,163,555	2.1%	1,064,075	11.6%	721,979	64.5%
LESS: WILLMAR MEDICAL SERVICES							
TOTAL OPERATING REVENUE	1,187,468	1,163,555	2.1%	1,064,075	11.6%	721,979	64.5%
OPERATING EXPENSES							
SALARIES AND WAGES	436,134	417,559	4.4%	460,309	(5.3%)	374,935	16.3%
CONTRACT LABOR	170,088	204,839	(17.0%)	48,432	251.2%	164	103,612.2%
SUPPLEMENTAL BENEFITS	164,949	187,160	(11.9%)	205,002	(19.5%)	169,229	(2.5%)
SUPPLIES	67,490	114,099	(40.8%)	71,219	(5.2%)	55,339	22.0%
DRUGS	40,354	31,730	27.2%	28,828	40.0%	15,435	161.4%
PURCHASED SERVICES	32,303	42,826	(24.6%)	24,425	32.3%	15,449	109.1%
REPAIRS, SERVICE & RENTALS	7,112	5,064	40.4%	4,818	47.6%	4,932	44.2%
UTILITIES	32,880	23,000	43.0%	22,153	48.4%	15,214	116.1%
INSURANCE	8,391	8,093	3.7%	5,738	46.2%	5,021	67.1%
PATIENT RELATED TRAVEL	708	670	5.7%	693	2.2%	92	669.6%
EDUCATION, TRAVEL, & DUES	8,429	8,355	0.9%	10,476	(19.5%)	7,181	17.4%
OTHER	275	1,330	(79.3%)	243	13.2%	256	7.4%
DEPRECIATION AND AMORT	75,824	55,749	36.0%	62,212	21.9%	25,962	192.1%
INTEREST	52,274	21,800	139.8%	22,180	135.7%	8,771	496.0%
TAXES & SURCHARGE	71,766	69,935	2.6%	51,712	38.8%	36,595	96.1%
TOTAL OPERATING EXPENSES	1,168,977	1,192,209	(1.9%)	1,018,440	14.8%	734,575	59.1%
LESS: WILLMAR MEDICAL SERVICES							
NET OPERATING EXPENSES	1,168,977	1,192,209	(1.9%)	1,018,440	14.8%	734,575	59.1%
OPERATING INCOME (LOSS)	18,491	(28,654)	(164.5%)	45,635	(59.5%)	(12,596)	(246.8%)
NON OPERATING INCOME	1,000	650	53.8%	1,500	(33.3%)	1,500	(33.3%)
NET INCOME (LOSS)	\$19,491	(\$28,004)	(169.6%)	\$47,135	(58.6%)	(\$11,096)	(275.7%)

RICE HOME MEDICAL
RICE HOME MEDICAL
For the Two Months Ending February 28, 2014

	February 2014	% of Gross Sales	February 2013	% of Gross Sales	February 2012	% of Gross Sales	February 2011	% of Gross Sales
GROSS SALES								
SALES REVENUE	\$1,129,585	57.80%	\$1,146,735	56.30%	\$1,166,591	64.84%	\$1,001,421	64.00%
RENTS REVENUE	820,961	42.01%	888,313	43.61%	632,525	35.16%	563,176	35.99%
MISC REVENUE	3,675	0.19%	1,870	0.09%		0.00%	137	0.01%
GROSS SALES	1,954,221	100.00%	2,036,918	100.00%	1,799,116	100.00%	1,564,734	100.00%
LESS: CONTRACTUAL ALLOWANCES	(631,613)	(32.32%)	(440,582)	(21.63%)	(378,817)	(21.06%)	(359,032)	(22.95%)
LESS: UNCOMPENSATED CARE	(1,810)	(0.09%)	(141)	(0.01%)	(2,530)	(0.14%)		0.00%
LESS: BAD DEBT EXPENSE	(26,161)	(1.34%)	(3,455)	(0.17%)	(8,199)	(0.46%)	(7,967)	(0.51%)
NET SALES	1,294,637	66.25%	1,592,740	78.19%	1,409,570	78.35%	1,197,735	76.55%
COST OF GOODS SOLD								
OXYGEN	11,424	0.58%	20,418	1.00%	21,422	1.19%	25,895	1.65%
EQUIPMENT	135,491	6.93%	157,489	7.73%	146,224	8.13%	179,554	11.48%
SUPPLY - FREIGHT	24,691	1.26%	28,535	1.40%	28,276	1.57%	17,218	1.10%
SUPPLY	356,485	18.24%	332,265	16.31%	348,136	19.35%	264,714	16.92%
EQUIPMENT REPAIR	33,159	1.70%	32,522	1.60%	17,181	0.95%	14,731	0.94%
SHOP EXPENSE	10,500	0.54%	5,511	0.27%	10,402	0.58%	3,845	0.25%
PURCHASE DISCOUNTS	(26,872)	(1.38%)	(6,004)	(0.29%)	(6,651)	(0.37%)	(2,604)	(0.17%)
TOTAL COST OF GOODS SOLD	544,878	27.88%	570,736	28.02%	564,990	31.40%	503,353	32.17%
GROSS PROFIT	749,759	38.37%	1,022,004	50.17%	844,580	46.94%	694,382	44.38%
OPERATING EXPENSES								
SALARIES & WAGES	509,036	26.05%	468,926	23.02%	428,901	23.84%	371,696	23.75%
CONTRACT LABOR		0.00%		0.00%		0.00%	4,608	0.29%
SUPPLEMENTAL BENEFITS	213,920	10.95%	164,875	8.09%	152,338	8.47%	111,273	7.11%
SUPPLIES AND DRUGS	18,814	0.96%	14,714	0.72%	13,827	0.77%	18,473	1.18%
PURCHASED SERVICES	40,716	2.08%	81,646	4.01%	69,643	3.87%	41,815	2.67%
REPAIRS, SERVICE & RENTALS	44,738	2.29%	42,377	2.08%	28,751	1.60%	31,345	2.00%
UTILITIES	27,590	1.41%	18,710	0.92%	17,320	0.96%	14,979	0.96%
INSURANCE	7,712	0.39%	8,185	0.40%	10,908	0.61%	11,243	0.72%
PATIENT RELATED TRAVEL	24,087	1.23%	26,935	1.32%	25,774	1.43%	19,665	1.26%
EDUCATION, TRAVEL, & DUES	12,526	0.64%	12,525	0.61%	10,942	0.61%	5,462	0.35%
OTHER EXPENSE	30,333	1.55%	16,311	0.80%	5,872	0.33%	5,518	0.35%
DEPRECIATION & AMORTIZATION	233,514	11.95%	92,375	4.54%	81,393	4.52%	75,898	4.85%
INTEREST EXPENSE	22	0.00%	7,413	0.36%	8,074	0.45%	11,551	0.74%
TAXES	8,448	0.43%	8,626	0.42%	7,397	0.41%	7,452	0.48%
TOTAL OPERATING EXPENSES	1,171,456	59.94%	963,618	47.31%	861,140	47.86%	730,978	46.72%
NET OPERATING INCOME (LOSS)	(421,697)	(21.58%)	58,386	2.87%	(16,560)	(0.92%)	(36,596)	(2.34%)
NON-OPERATING INCOME	(800)	(0.04%)		0.00%	10,024	0.56%	10,460	0.67%
NET INCOME (LOSS)	(\$422,497)	(21.62%)	\$58,386	2.87%	(\$6,536)	(0.36%)	(\$26,136)	(1.67%)

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

FOR THE PERIOD ENDED:

February 28, 2014

Line #	Current YTD	Prior YTD
1 Sources of Cash & Investments:		
2 Net Income	\$ (2,094,964)	\$ (674,558)
3 Depreciation & Amortization	1,501,409	\$ 1,348,229
4 Debt Proceeds	-	-
5 Other		
6		
7 Total Sources	<u>(593,555)</u>	<u>673,671</u>
8		
9 Uses		
10 Property, Plant, and Equipment - Gross	2,573,395	2,079,605
11 Debt Payments/Re-funding	1,430,852	194,172
12 Working Capital Changes & Other - Net	(439,770)	(1,885,033)
13		
14 Total Uses	<u>3,564,477</u>	<u>388,744</u>
15		
16 Increase / (Decrease) Cash & Investments	(4,158,032)	284,927
17		
18 Beginning of Period (January 1)	<u>31,952,720</u>	<u>28,941,389</u>
19		
20 End of Period	<u>\$ 27,794,688</u>	<u>\$ 29,226,316</u>

**RICE MEMORIAL HOSPITAL
 STATISTICAL AND VOLUME SUMMARY
 FOR THE PERIOD ENDED:
 February 28, 2014**

Line #	Patient Days	CURRENT MONTH				Act/Prior	
		Actual	Forecast	Var.	Var. %	Prior Yr.	Var. %
1	Adult Health Care	575	542	33	6.1%	516	11.4%
2	Women and Children's Care	163	210	(47)	-22.4%	212	-23.1%
3	ICCU	69	61	8	13.1%	36	91.7%
4	Mental Health	209	215	(6)	-2.8%	197	6.1%
5	Total Adult & Peds	1,016	1,028	(12)	-1.2%	961	5.7%
6							
7	Average Daily Census	36.3	36.7	(0.4)	-1.2%	34.3	5.7%
8							
9	Average Length of Stay	3.83	3.54	0.29	8.3%	3.41	12.5%
10							
11	Admissions-Inpatient	262	290	(28)	-9.8%	285	-8.1%
12	Observation patients	166	171	(5)	-2.9%	171	-3.2%
13							
14	Medicare Case Mix Index	1.336	1.288	0.047	3.7%	1.297	3.0%
15	Case Mix Index-Total	1.012	1.014	(0.002)	-0.2%	1.024	-1.2%
16							
17	Adjusted Admissions	728	842	(114)	-13.5%	780	-6.6%
18	Adjusted Patient Days	2,824	2,981	(157)	-5.3%	2,630	7.4%
19							
20	Births	52	68	(16)	-23.5%	60	-13.3%
21							
22	Rice Care Center-Days	1,681	1,860	(179)	-9.6%	1,908	-11.9%
23	Rice Care Center-Average Daily Census	60.0	66.4	(6.4)	-9.6%	68.1	-11.9%
24							
25							
26							
		YEAR-TO-DATE				Act/Prior	
		Actual	Forecast	Var.	Var. %	Prior Yr.	Var. %
27	<u>Patient Days</u>						
28	Adult Health Care	1,146	1,084	62	5.7%	1,085	5.6%
29	Women and Children's Care	363	420	(57)	-13.6%	446	-18.6%
30	ICCU	127	122	5	4.1%	127	0.0%
31	Mental Health	440	430	10	2.3%	412	6.8%
32	Total Adult & Peds	2,076	2,056	20	1.0%	2,070	0.3%
33							
34	Average Daily Census	35.2	34.8	0.3	1.0%	35.1	0.3%
35							
36	Average Length of Stay	3.89	3.54	0.35	10.0%	3.50	11.2%
37							
38	Admissions-Inpatient	534	581	(47)	-8.1%	591	-9.6%
39	Observation patients	284	342	(58)	-17.0%	356	-20.2%
40							
41	Medicare Case Mix Index	1.372	1.288	0.083	6.5%	1.280	7.1%
42	Case Mix Index-Total	1.019	1.014	0.005	0.5%	1.015	0.4%
43							
44	Adjusted Admissions	1,494	1,684	(191)	-11.3%	1,643	-9.1%
45	Adjusted Patient Days	5,807	5,962	(155)	-2.6%	5,759	0.8%
46							
47	Births	118	136	(18)	-13.2%	140	-15.7%
48							
49	Rice Care Center-Days	3,517	3,720	(203)	-5.5%	4,025	-12.6%
50	Rice Care Center-Average Daily Census	59.6	63.1	(3.4)	-5.5%	68.2	-12.6%

**RICE MEMORIAL HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
February 28, 2014**

	CURRENT MONTH				Act/Prior	
	Actual	Forecast	Var.	Var. %	Prior Yr.	Var. %
<u>Ancillary Services</u>						
1 IP Surgeries	66	93	(27)	-29.0%	94	-29.8%
2 OP Surgeries	153	197	(44)	-22.3%	166	-7.8%
3 Total Surgeries	219	290	(71)	-24.5%	260	-15.8%
4						
5 ER Visits-Inpatient	171	173	(2)	-1.2%	155	10.3%
6 ER Visits-Outpatient	696	906	(210)	-23.2%	763	-8.8%
7 ER Visits-Total	867	1,079	(212)	-19.6%	918	-5.6%
8						
9 Lab Tests	20,405	22,239	(1,834)	-8.2%	21,207	-3.8%
10 Medical Imaging Procedures	1,365	1,429	(64)	-4.5%	1,291	5.7%
11 Radiation Oncology Treatments	259	414	(155)	-37.4%	415	-37.6%
12 Medical Oncology Visits	229	205	24	11.7%	153	49.7%
13						
14 Dialysis Treatments	867	818	49	6.0%	703	23.3%
15 Rehab Visits	3,722	3,693	29	0.8%	3,546	5.0%
16 Hospice Visits	1,790	1,847	(57)	-3.1%	1,720	4.1%
17 Ambulance Runs	232	221	11	5.0%	216	7.4%
18						
19						
20 <u>Full Time Equivalents (FTE's)</u>						
21 FTE's - Hospital	637	625	12	1.8%	642	-0.9%
22 FTE's - Care Center	79	79	0	0.4%	84	-5.2%
23 FTE's - Home Medical	84	87	(3)	-3.0%	78	8.4%
24 Total FTE's	800	791	9	1.2%	804	-0.5%
25						
26						
27						
28						
<u>YEAR-TO-DATE</u>						
	Actual	Forecast	Var.	Var. %	Prior Yr.	Var. %
29 <u>Ancillary Services</u>						
30 IP Surgeries	139	186	(47)	-25.3%	195	-28.7%
31 OP Surgeries	327	394	(67)	-17.0%	355	-7.9%
32 Total Surgeries	466	580	(114)	-19.7%	550	-15.3%
33						
34 ER Visits-Inpatient	329	346	(17)	-4.9%	327	0.6%
35 ER Visits-Outpatient	1,509	1,812	(303)	-16.7%	1,661	-9.2%
36 ER Visits-Total	1,838	2,158	(320)	-14.8%	1,988	-7.5%
37						
38 Lab Tests	42,873	44,478	(1,605)	-3.6%	43,874	-2.3%
39 Medical Imaging Procedures	2,711	2,858	(147)	-5.1%	2,626	3.2%
40 Radiation Oncology Treatments	458	828	(370)	-44.7%	850	-46.1%
41 Medical Oncology Visits	462	410	52	12.7%	385	20.0%
42						
43 Dialysis Treatments	1,836	1,636	200	12.2%	1,468	25.1%
44 Rehab Visits	7,151	7,386	(235)	-3.2%	7,226	-1.0%
45 Hospice Visits	3,519	3,694	(175)	-4.7%	3,910	-10.0%
46 Ambulance Runs	490	442	48	10.9%	454	7.9%
47						
48						
49 <u>Full Time Equivalents (FTE's)</u>						
50 FTE's - Hospital	633	625	8	1.3%	640	-1.0%
51 FTE's - Care Center	79	79	0	0.5%	84	-5.9%
52 FTE's - Home Medical	83	87	(4)	-4.1%	78	6.5%
53 Total FTE's	796	791	5	0.6%	802	-0.8%

**RICE MEMORIAL HOSPITAL
KEY PERFORMANCE INDICATORS**

FOR THE PERIOD ENDED:

Line #	02/28/14 Actual	2014 YTD Actual	2014 Forecast	2013 Actual	2012 Actual	2011 Actual	Industry Benchmarks
1	OPERATIONAL						
2	Operating Margin						
3	-17.2%	-17.9%	1.6%	-1.5%	1.3%	5.0%	
4	1.8%	1.6%	3.7%	1.0%	8.7%	-0.1%	
5	-43.6%	-32.6%	4.0%	-22.5%	-3.0%	1.4%	
6							
7	-17.8%	-17.5%	2.0%	-3.2%	1.4%	4.4%	2.2%
8							
9	-17.8%	-15.1%	2.5%	-3.6%	2.4%	5.8%	2.8%
10							
11	-4.1%	-4.3%	12.6%	7.0%	11.6%	14.6%	10.8%
12							
13	FINANCIAL						
14		46.1%	43.3%	46.3%	43.3%	46.3%	38.7%
15		(0.5)	3.2	1.8	3.0	3.5	2.9
16		57	46	52	64	55	46
17		113	117	128	114	116	131
18		58%	68%	64%	63.0%	58.6%	87%
19		7.7	10.1	8.9	7.1	6.3	9.1
20		8.5	10.1	9.3	9.1	9.2	10.2
21		(3.68)	0.79	(0.52)	0.75	1.65	0.30
22	PRODUCTIVITY						
23	Rice Hospital						
24							
25	\$ 8,954	\$ 9,142	\$ 7,922	\$ 8,255	\$ 8,287	\$ 7,610	
26							
27	63.7%	65.1%	51.0%	52.6%	50.5%	48.1%	50%
28							
29	17.2	16.6	14.4	14.9	14.6	13.4	14.9
30	4.4	4.3	4.1	4.2	4.1	3.8	4.4
31							
32	\$ 750	\$ 787	\$ 744	\$ 770	\$ 755	\$ 739	
33	\$ 544	\$ 562	\$ 662	\$ 684	\$ 762	\$ 614	
34	\$ 1,294	\$ 1,348	\$ 1,406	\$ 1,454	\$ 1,517	\$ 1,353	
35							
36	1.9%	2.3%	1.9%	2.0%	2.2%	2.1%	7.4%
37							
38	9.8%	9.4%	9.3%	9.1%	9.0%	9.6%	6.9%
39							
40	6.9	6.9	6.5	6.6	6.7	6.5	5.8
41							
42	Rice Home Medical						
43	\$ 127,400	\$ 140,300	\$ 191,600	\$ 161,600	\$ 144,500	\$ 158,000	
44							
45		4.0		4.7	5.8	6.0	
46		92		78	63	61	
47							

KEY PERFORMANCE INDICATORS by ENTITY

	2011	1st Qtr 2012	2nd Qtr 2012	3rd Qtr 2012	4th Qtr 2012	1st Qtr 2013	2nd Qtr 2013	3rd Qtr 2013	4th Qtr 2013	1st Qtr 2014	YTD 2014
Consolidated:											
Operating Margin %	4.4%	-2.3%	3.4%	-2.9%	7.2%	-5.5%	-0.9%	-0.4%	-6.2%	-17.5%	-17.5%
Excess Margin %	5.8%	-1.9%	5.2%	-1.7%	7.6%	-4.4%	-2.8%	-0.7%	-6.8%	-15.1%	-15.1%
EBIDA Operating Margin %	14.1%	8.0%	13.1%	7.3%	15.6%	5.0%	9.3%	9.8%	4.2%	-4.3%	-4.3%
Hospital											
Operating Margin %	5.0%	-2.9%	3.4%	-4.1%	8.0%	-7.4%	5.3%	0.2%	-5.0%	-17.9%	-17.9%
EBIDA Operating Margin %	15.0%	8.0%	13.5%	6.8%	17.0%	3.9%	15.6%	10.8%	5.6%	-4.9%	-4.9%
Revenue/Adj. Admission Reimbursement Rate	\$ 10,120 48.7%	\$ 9,785 48.2%	\$ 10,358 49.4%	\$ 9,892 47.7%	\$ 10,800 48.7%	\$ 9,856 45.4%	\$ 10,417 48.9%	\$ 9,840 46.1%	\$ 10,283 44.8%	\$ 9,847 42.7%	\$ 9,848 42.7%
FTE/Adj. Admission FTE/Adj. Patient Day	13.4 3.8	14.5 4.0	14.4 4.1	14.8 4.1	14.9 4.3	15.2 4.3	14.6 4.0	14.2 4.2	15.6 4.3	16.7 4.3	16.6 4.3
Total Expense Ratio	49.0%	52.6%	52.1%	52.2%	50.3%	52.3%	49.4%	48.6%	51.7%	52.9%	52.9%
Controllable Exp./AA	\$ 7,610	\$ 8,082	\$ 8,087	\$ 8,122	\$ 8,101	\$ 8,277	\$ 7,638	\$ 7,686	\$ 8,552	\$ 9,137	\$ 9,142
Compensation Ratio	48.1%	53.2%	50.5%	51.9%	50.1%	55.4%	49.8%	52.3%	55.7%	65.1%	65.1%
Supply & Drug Expense/CMI AA	\$ 1,357	\$ 1,516	\$ 1,579	\$ 1,574	\$ 1,418	\$ 1,402	\$ 1,400	\$ 1,446	\$ 1,606	\$ 1,347	\$ 1,348
Care Center											
Operating Margin %	-0.1%	2.2%	10.8%	12.6%	8.1%	4.9%	-2.9%	1.0%	0.9%	1.6%	1.6%
EBIDA Operating Margin %	6.8%	10.2%	17.7%	18.9%	14.0%	11.2%	3.9%	7.8%	10.1%	12.3%	12.3%
Case Mix											
Total Revenue/Day	\$ 212	\$ 243	\$ 272	\$ 283	\$ 296	\$ 303	\$ 292	\$ 296	\$ 313	\$ 337	\$ 338
Controllable Exp./Day	\$ 187	\$ 205	\$ 208	\$ 214	\$ 238	\$ 251	\$ 263	\$ 254	\$ 262	\$ 275	\$ 276
Operating Margin/Day	\$ (0.3)	\$ 5.1	\$ 29.0	\$ 35.4	\$ 23.8	\$ 14.4	\$ (8.7)	\$ 3.1	\$ 3.2	\$ 5.3	\$ 5.3
Hours/Resident Day	6.1	6.2	6.2	6.1	6.2	6.4	6.5	6.8	6.7	6.9	6.9
Home Medical											
Operating Margin %	1.4%	-0.7%	-3.2%	-5.5%	-2.7%	2.7%	-118.6%	-6.2%	-20.7%	-32.6%	-32.6%
EBIDA Operating Margin %	7.7%	6.0%	3.8%	0.8%	3.1%	9.2%	-103.1%	3.4%	-11.4%	-14.5%	-14.5%
Net Sales % / Gross Sales	76.3%	77.9%	79.2%	75.2%	75.6%	77.9%	37.0%	73.4%	64.4%	66.2%	66.2%
Gross Profit %	60.6%	61.8%	60.4%	57.0%	66.6%	64.2%	23.9%	58.9%	52.5%	58.1%	58.1%
Sales/FTE	\$ 158,081	\$ 149,876	\$ 137,504	\$ 149,774	\$ 141,174	\$ 155,564	\$ 147,234	\$ 167,657	\$ 175,516	\$ 140,376	\$ 140,310
Sales/Sq. Ft.											

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PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, April 15, 2014, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson Chair
 Audrey Nelsen Vice Chair
 Denis Anderson Member
 Steve Ahmann Member

Others present: Council Members Jim Dokken, Denis Anderson; Director of Public Works Sean Christensen; Chief of Police Dave Wyffels; David Little, "West Central Tribune."; Andy Bjur of Engan & Associates; Donovan Kuehl, Dave Stuhr "Willmar Rifle & Pistol Club"; Gary Gilman and Michael Gardner.

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:47 p.m.

Item No. 2 Public Comments

No public comments.

Item No. 3 City Auditorium Report- Engan & Associates (Motion)

Andy Bjur of Engan & Associates presented the 2014 Master Plan for the Willmar City Auditorium in five steps and provided a potential order to be completed. The City entered into a contract with Engan & Associates in December of 2013 to conduct a study of the facility and recommend improvements and mitigation strategies. The City closed the indoor gun range and limited access to other areas of the building due to concerns regarding potential contamination from the range HVAC.

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

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

Item No. 4 Archery Range Safety Planning (Motion)

The Archery Range Safety Planning was brought back to the committee for further discussion. Police Chief Wyffels presented final suggestions and proposed range designs. Also presented was a recent amended version of the proposal for safety guidelines submitted by Mr. Gilman on behalf of the archers.

A motion was made by Council Member DeBlicke, seconded by Council Member Ahmann to approve the three range design requirements and general range safety regulations and require a permit application to be approved by council. The motion carried.

Item No. 5 Bullet Proof Vest Grant Application (Resolution)

Police Chief Wyffels requested approval for the Willmar Police Department to apply for, and if awarded, participate in a Federal Bureau of Justice Assistance (BJA) grant which reimburses 50% of the cost to purchase bulletproof vests for police officers. This grant has been an ongoing grant in which the department has participated in for more than 25 years. Participation reduces the amount that would otherwise be incurred to maintain bulletproof vests for officers.

A motion was made by Council Member DeBlicek, seconded by Council Member Ahmann, to grant permission to allow the Willmar Police Department to apply for and participate in the Federal Bureau of Justice Assistance grant for the fiscal year 2014 bullet proof vest program. The motion carried.

Item No. 6 Mower/Utility Cart Purchase (Motion)

The committee reviewed staff's requests to purchase one riding lawn mower with attachments and a utility vehicle from Haug Kubota for the Wastewater Treatment Facility in the amount of \$28,798; \$20,848 for mower/attachments after trade-in allowance of \$15,000 and \$7,950 for utility vehicle. The 2014 Capital Outlay Program includes \$33,000 for the purchase. The mower can also be used to blow snow, serving multiple purposes throughout the year.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann, to authorize staff to purchase a riding lawn mower with attachments and utility vehicle from Haug Kubota in the amount of \$28,798. The motion carried.

Item No. 7 Old Business

Police Chief Dave Wyffels noted that the jail census for April 15, 2014 was 72, and that the calls for service for the previous two weeks totaled 699.

Item No. 8 New Business

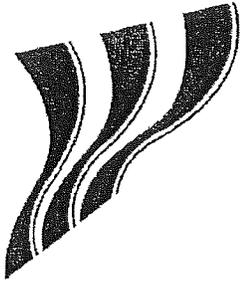
Council Member Ahmann brought for consideration the donation of city-owned property between 12th Street SE and 15th Street SE on Pleasant View Drive to be developed residentially. Chair Christianson commented that possibly all property that has potential to be donated be inventoried at a later date for review.

There being no further business to come before the Committee, the meeting was adjourned at 7:18 p.m. by Chair Christianson.

Respectfully submitted,



Sean Christensen, P.E.
Public Works Director



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3
Meeting Date: April 21, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Review of City Auditorium Report prepared by Engan and Associates.

Recommended Action: Review report. City staff recommends that the initial focus be placed on mitigation efforts initially and the City Council should decide on the long term goals for usage for the facility.

Background/Summary: In early September, the City closed the Indoor Gun Range at the City Auditorium due to a malfunction with the Heating Ventilation and Air Conditioning (HVAC) system. At the same time, access to other areas of building were limited due to concerns regarding potential contamination from the range HVAC. Since that time, testing has been conducted that revealed the shortfalls in the gun range technology and HVAC system. In December the City hired Engan and Associates to conduct a study of the facility and recommend improvements and mitigation strategies.

Engan has completed its review and representatives from the firm will be present to discuss their findings.

Alternatives: None.

Financial Considerations: \$250,000 was allocated towards improvements of the range and City Auditorium in the 2014 budget. The proposed improvements exceed this amount, however the mitigation and initial HVAC repair could be accomplished within this budget.

Preparer: Kevin Halliday

Signature:

Comments:



2014 Master Plan Willmar City Auditorium



City of Willmar, Minnesota

ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
shared vision. innovative design.



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Project Statement This Master Plan for the Willmar City Auditorium has been developed at the request of the City of Willmar. The purpose of the Plan is to identify upgrades to extend the life of and expand the use of the building.

- Goals** Master Plan goals include:
- Provide an existing building condition study
 - Develop a project understanding list
 - Develop a code summary of the building
 - Develop a list of upgrade projects
 - Outline the process for applying for historic tax credits and Minnesota Historical Society Legacy grant funds
 - Determine the budget of key upgrade projects

Key Issues Study of the Willmar City Auditorium has revealed the following key issues:

Hazardous Material

Hazardous material in the building needs to be abated. This process may remove ductwork, HVAC equipment, and building finishes. New ventilation will be needed to return the building to operable condition prior to the abatement process.

Testing for the clean-up process may be done independently or by the selected abatement company. Cleaning of moveable objects and equipment is typically not done by the abatement company.

Firing Range

The firing range will need a new air handler and exhaust system. New room finishes and acoustical finishes will be needed after the abatement process. New ballistic protection blocks are recommended for protecting the walls and columns. The deceleration backstop needs some repair; if it cannot be repaired, it will need replacement. To effectively maintain the firing range, a bimonthly cleaning policy should be instituted after the range is operational.

Code Requirements

The building needs sprinkling and fire alarm systems that meet code. The Americans with Disabilities Act (ADA) requires accessibility upgrades for all occupied floors. Further, a second means of egress is needed for the second and third floors.



Introduction

Building Preservation

Water is entering the building at the ground surface level next to the downspouts. Roof gutters and downspouts are leaking, causing damage to exterior masonry and interior finishes. Damaged masonry needs to be repaired.

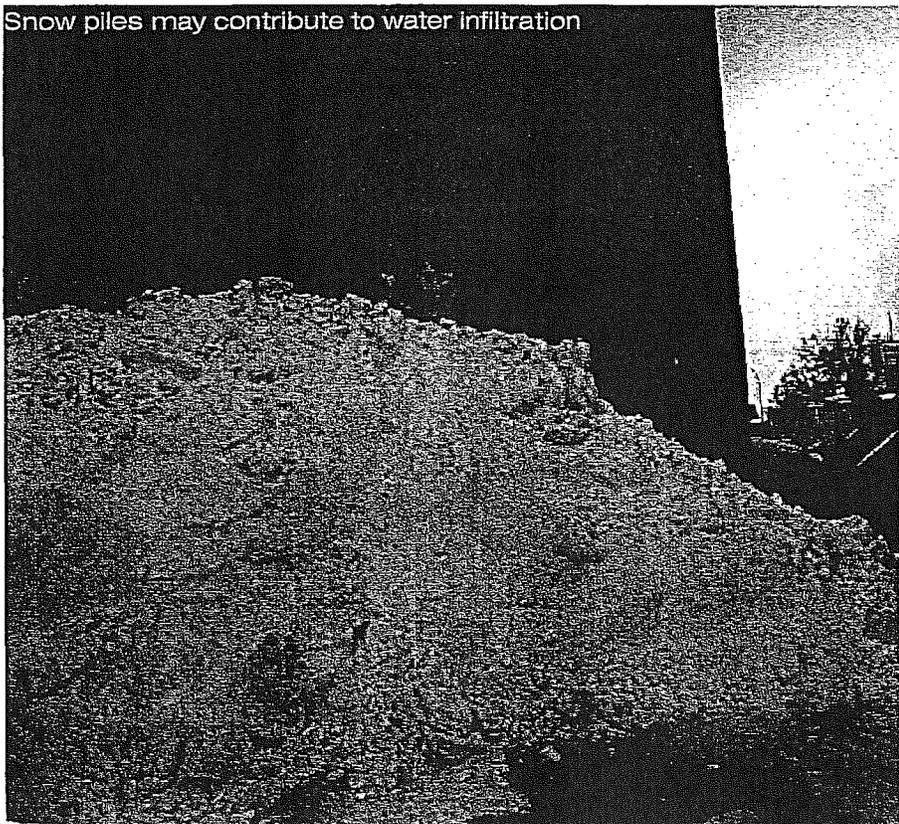
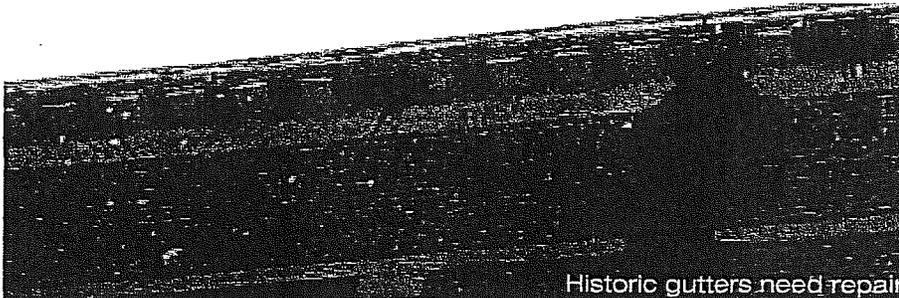
HVAC

The existing heating system uses district hot water heating. The ventilation system is comprised of exhaust fans with a make-up air handler. More fresh supply air is typically needed to meet the current mechanical code.

Usage

The second and third floors of the building are under-utilized due to the absence of needed maintenance and upgrades.

Key Issues (continued)



The City Auditorium is a well-constructed building that continues to provide long-term value for the City of Willmar. Listed on the National Register of Historic Places, it was built between 1936 and 1937 by the Works Progress Administration. The following Building Condition Study details the condition of each area of the Auditorium, then describes the work needed to bring the building back into operable condition.

Sub-Structure & Super-Structure

Existing Condition

The building's exterior foundation walls are concrete. Interior columns are also concrete. The lower level floor slab is concrete. There is an exterior steel frame in the masonry walls connected to the steel roof trusses.

Description of Work

The structure appears to be in good condition. However, surface and downspout water is leaking through the walls. Perimeter paving repair and some through-wall patching of conduit are recommended to solve the leaking issues. Leaking downspouts are also contributing to water infiltration. Coordination with the footings will be required for an elevator or stair addition.

Exterior Masonry Walls

Existing Condition

Exterior walls are face brick with cast stone details. Masonry walls are about 1'9" thick on the main floor, the second floor, and the third floor. The brick veneer is a face brick.

There are also low-relief sculptures on the front facade. These have become damaged, mostly due to the affects of winter climate.

Exterior gutters and downspouts are leaking. The water is damaging the brick and interior finishes.

Description of Work

Masonry restoration is required. The sculptures on the front of the building need to be repaired. Gutters and downspouts also need repair.



Building Condition Study

Existing Condition

The floor in this area is slab on grade. Walls are concrete, gypsum, clay tile or wood with plaster. The north side of the firing range is block. The ceiling is comprised of concrete beams and concrete slab.

Use

The lower floor of the building is about 15,060 square feet. This floor's prior uses include indoor play areas, an activity room, a gun range and training area, a weight room, locker rooms, storage rooms, and mechanical rooms. The floor is not ADA accessible. The gun range is a source of lead pollution throughout the building. Due to hazardous material and required code upgrades, the locker rooms are currently the only areas in use on this level. This level is not sprinkled, but an eight-inch water main is installed in the mechanical room. The water main is located too close to the electrical service. Some coordination will be needed to install the sprinkling system. The mechanical room contains the district hot water heating connection and the main air handler for the building. It appears that this handler also supplies air to the gun range. The gun range has an exhaust system. It is likely that the ducts to this system are not sealed. Mechanical penetrations in the walls are not sealed in several locations.

Description of Work

The following work is needed on the lower floor:

- Hazardous material cleaning
- Firing range upgrades
- Mechanical room upgrades
- Locker room renovations
- New lower level multipurpose rooms

Interior Framing & Use
Lower Floor



Interior Framing & Use *Existing Condition*

Main Floor

The main floor is primarily made of terrazzo, with a wood floor in the gym. Walls are made of wood with plaster or tile with plaster. The ceiling is comprised of concrete beams with concrete slabs. The gym area ceiling is made of acoustical tile on roof trusses. Structural elements of this floor appear to be in good condition.

Use

The main floor of the building is about 15,060 square feet. Its current main uses include a gymnasium, a stage exercise room, and the memorial meeting room. The main entrance is on grade. Restrooms are not ADA accessible. Stage access is not ADA accessible. Many of the lobby doors are historic features to the building. The memorial room has historic murals on the walls. This level is not sprinkled.

Description of Work

The following work is needed on the main floor:

- Accessible restrooms
- Coordination with the elevator project
- New offices and ADA accessible access to the gym stage

Interior Framing & Use *Existing Condition*

Second Floor

On this level, the floor is made of composite floor tile. Walls are made of wood with plaster. The ceiling consists of concrete beams with concrete slab.

Use

The second floor has about 5,664 square feet. These spaces are currently unused. A bleacher mezzanine is open to the gymnasium below. Some updates to the mezzanine guard rail have been made. There is a main area connected to the front stairs and two back rooms with remote stair access. This level is not ADA accessible.

Description of Work

The following work is needed on the second floor:

- Multipurpose classroom renovation
- Installation of an elevator
- Renovation of south balcony to provide a second egress path



Building Condition Study

Existing Condition

This floor is made of composite floor tile. Walls are made of wood with plaster. The ceiling is comprised of roof framing, steel trusses, and interior framing with a plaster finish.

Use

The third floor has a 2,200-square-foot front area attached to the front lobby stairs, and two remote rooms with separate stairs are at the back. One room contains 237 square feet and the other has 227 square feet. This floor is not occupied and not used.

Description of Work

The following work is needed on the third floor:

- Multipurpose classroom renovation
- Installation of an elevator
- Renovation of south balcony for an egress path

Existing Condition

The attic space contains wooden walkways, supported by wood framing trusses. Some portions of these walkways were not designed for the required spans, and some are no longer secured properly. The building inspector has ruled that building staff may no longer use the walkways. However, these walkways are needed to service the lights in the gym.

Description of Work

Additional framing needs to be added to the walkways to provide proper support.

Existing Condition

The building's original windows were wooden double-hung windows. These have been replaced with vinyl clad wood windows in a non-historic pattern. Original wood window jambs are still in place. On the lower floor, windows were replaced with glass block.

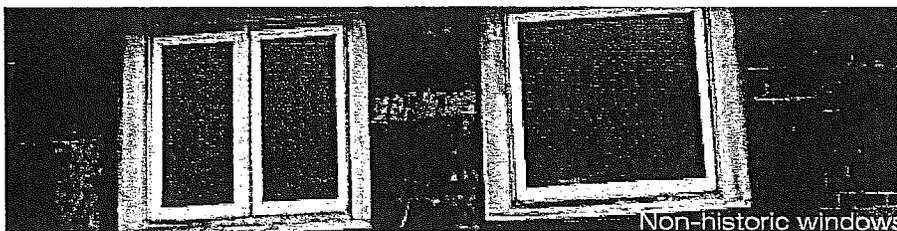
Description of Work

Some repair and painting of wood jambs should occur. A historical renovation project could include replacement of current windows with new wood windows with a pattern similar to the original, historic windows.

Interior Framing & Use Third Floor

Interior Framing & Use Attic

Windows



Exterior Doors *Existing Condition*

The original front door assembly has been replaced with a dark-anodized aluminum assembly. Interior vestibule doors have been removed. Exterior side doors have been replaced with steel doors and framing.

Description of Work

New weather proofing and sealing of joints and some hardware should be considered. The doors also appear to need painting.

Roofing *Existing Condition*

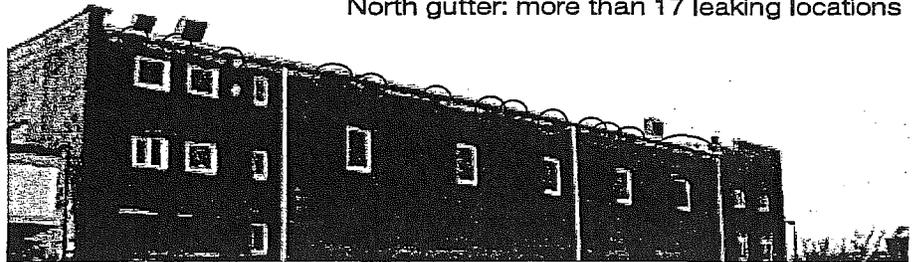
A single-ply, fully adhered membrane roof was installed in 1991, along with 3 inches of roof insulation. The roof appears to be in good condition for its age. The roof slopes to the north and to the south to a gutter system. The roof framing has steel trusses and a wood deck. There is an attic space, which has some ventilation ducts.

Description of Work

The following work is needed for the roofing:

- Gutters and downspouts need to be repaired or replaced
- Repair of the existing roof membrane can extend the life of the roof
- A new roof should be budgeted for in the next 5-10 years

North gutter: more than 17 leaking locations



Interior Finishes *Existing Condition*

Lower Floor

Floors: Most floors are exposed concrete. Locker areas have a tile finish. The weight room and exercise room finishes are in good condition. Other lower level finishes have lived out their useful life.

Walls: Partitions are made of plaster on wood studs. They are painted.

Ceiling: The ceiling is painted.

Description of Work

The following work is needed for the interior finishes of the lower floor:

- Firing range walls will need new acoustic panels and painting
- Firing range classroom will need new finishes
- Locker rooms will need new finishes.
- Coordination will be needed with the elevator addition and new multipurpose rooms.



Building Condition Study

Existing Condition

The gymnasium and the Heritage Room are in good condition overall. Floors: There is terrazzo in the front entry and a wooden floor in the gym.

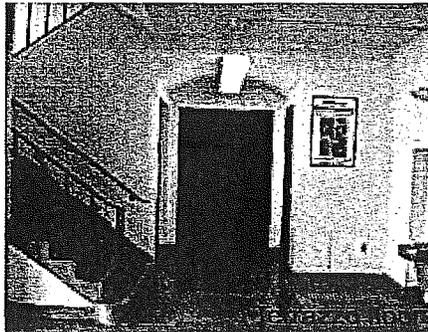
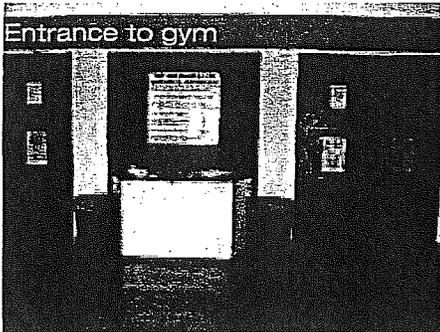
Walls: Partitions are comprised of painted plaster on wood studs

Ceiling: The ceiling is painted. The gym's ceiling acoustic panels are starting to fail and fall.

Description of Work

The following work is needed for main floor interior finishes:

- New finishes for restrooms and offices
- The stage will need to be converted to become ADA accessible
- Coordination will be needed with the elevator addition
- The wood gym floor may need to be replaced in 10 years.
- The gym ceiling may need to be replaced.



Interior Finishes **Main Floor**

Existing Condition

The second floor has not been used in several years. The ceiling is comprised of gypsum board soffits. The walls are generally painted gypsum board. Floors are finished with carpet or vinyl tile.

Description of Work

Several new finishes are needed throughout this floor to return it to operable condition.

Existing Condition

This floor has also not been used in several years. Like the second floor, the ceiling is comprised of gypsum board soffits. The walls are generally painted gypsum board. Floors are finished with carpet or vinyl tile.

Description of Work

Several new finishes are needed throughout this floor to return it to operable condition.

Interior Finishes **Second Floor**

Interior Finishes **Third Floor**



Elevator *Existing Condition*
There has never been an elevator in this building.

Description of Work

A passenger elevator will be required for ADA accessibility requirements.

Life Safety System *Existing Condition*

There is a fire sprinkling water service stub in the building. However, the building is not currently sprinkled. Only one egress stair is used to access the second and third floors. A second exit is needed for multipurpose rooms on the 2nd and 3rd floors.

Description of Work

Fire sprinkling and alarm systems need to be installed throughout the building. Further, the south balcony needs to be renovated to provide an egress path for the 2nd and 3rd floors.

Plumbing *Existing Condition*

Restrooms, locker rooms and showers are present on the lower floor. The main floor contains restrooms and janitor's rooms.

Description of Work

New ADA accessible restrooms will be required. Shower heads should be updated to include occupancy sensors and efficient, low-flow water heads. New sinks and restrooms will be needed to serve the new multipurpose rooms.

HVAC *Existing Condition*

The building is supplied with district hot water heating. An air handler is in use on the lower floor to provide make-up air for its exhaust ventilation system. This air handler currently also supplies air to the firing range.

Description of Work

The following work is needed for the HVAC system:

- A new air handling unit is needed for the firing range
- A new exhaust system is needed for the firing range
- The existing air handler needs repair or replacement in order to supply make-up air to the building
- New air handlers can be added for the second and third floors' ventilation and cooling when they are occupied
- A new air handler could also be installed in the gymnasium to meet current ventilation code requirements
- A cooling system should be planned for future multi-purpose room development



Building Condition Study

Existing Condition

The building currently has an electric service. The main floor appears to be working adequately. The electrical system on the second and third floors appears to contain outdated wiring and will need updates.

Electrical

Description of Work

Future electrical load needs to be analyzed. It's recommended that new power and lighting systems be provided in all areas of renovation.

Existing Condition

The City Auditorium is located at 311 6th Street Southwest in downtown Willmar. The main entrance is on the west side of the building, with an alley on the south side. Private parking lots are located on the north and east sides of the building.

Site

Description of Work

It's recommended that repairs be made to the south alley and areas next to the building. These repairs will help prevent water infiltration. New bituminous paving is recommended. Bituminous patching at the building will also help the water infiltration issue.

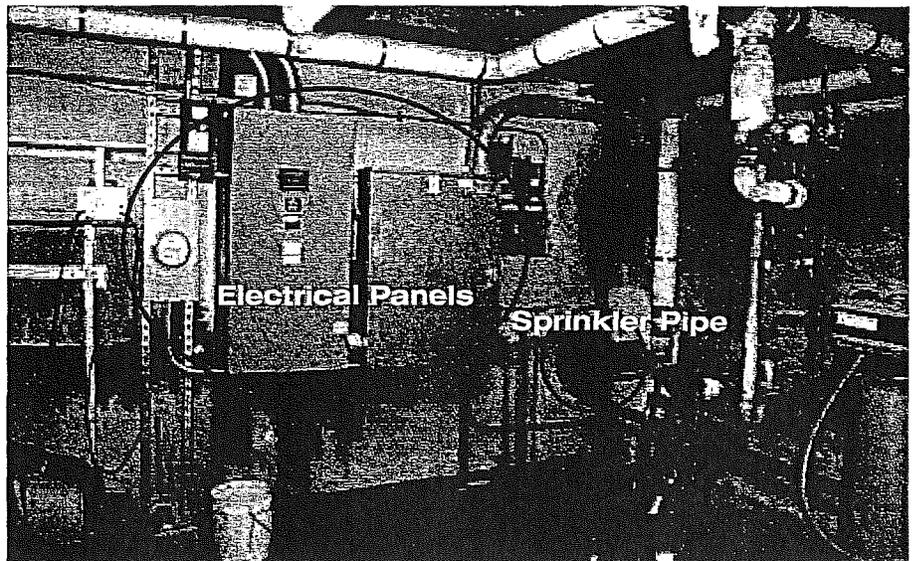


All downspouts are a source for water infiltration into the building.

As the preceding section details, a number of building upgrades are needed in order to return the City Auditorium to fully operable condition. Some relate to safety and building code issues. Others relate to ADA accessibility, energy efficiency, and historic preservation needs.

Summary of Upgrades Following is a summary of building upgrades needed at this time:

- Lead and hazardous materials need to be removed from the building.
- HVAC improvements are needed for the firing range.
- Updated equipment should be considered for the firing range in order to improve performance and safety.
- An efficient replacement mechanical system is needed for the building because the current system is contaminated with hazardous materials.
- Existing electrical systems and wiring should be updated.
- Fire alarms need to be installed.
- Fire sprinkling needs to be installed.
- New roofing options should be reviewed.
- Some masonry restoration should be considered.
- An elevator needs to be provided.
- Accessible restrooms need to be provided
- The 2nd and 3rd floors should be made useable.
- New, energy-efficient light fixtures should be installed in areas of renovation.
- Building life safety codes requirements need to be incorporated.
- ADA building code upgrades need to be installed.
- Energy-saving construction options should be reviewed.



Code requires larger clearances between electrical panels and sprinkler pipes than are currently in place. Sprinkler water main or electrical panels will need to be moved to meet code.



Project Understanding

Lower Floor

Program: Existing Spaces

Program of Uses	Size (in square feet)
Firearm safety training room	968 SF
Firearm observation room	600 SF
Firing range	2,778 SF
Arms vault	90 SF
Activity room	969 SF
Multi-purpose space 1	2,742 SF
Multi-purpose space 2	1,171 SF
Locker room 1	531 SF
Locker room 2	757 SF
Weight room	363 SF
Storage rooms	236 SF
Mechanical rooms	722 SF
Other, circulation and structure	3,133 SF
Total	15,060 SF

Main Floor

Program of Uses	Size (in square feet)
Gymnasium	8,942 SF
Stage exercise room	1,782 SF
Memorial meeting room	606 SF
Janitor room	219 SF
Other, circulation and structure	3,511 SF
Total	15,060 SF

Second Floor

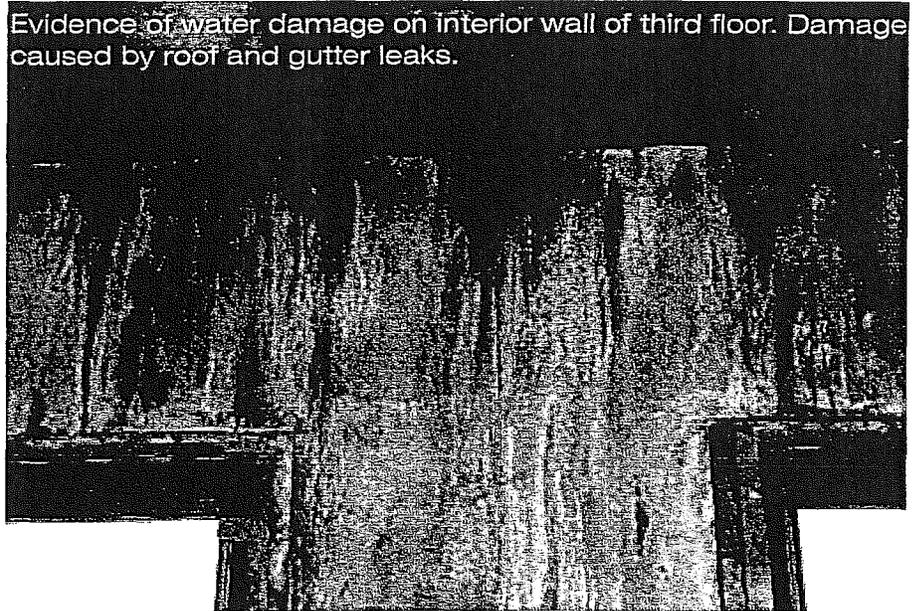
Program of Uses	Size (in square feet)
Fixed seating	2,990 SF
Front classrooms	2,200 SF
Back room 1	249 SF
Back room 2	225 SF
Total	5,664 SF



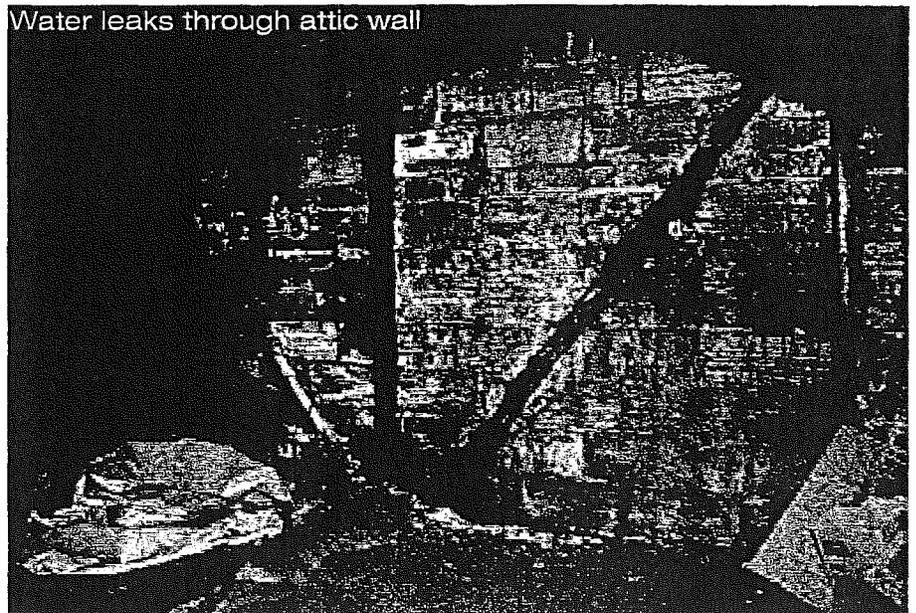
Program: Existing Spaces *Third Floor*

Program of Uses	Size (in square feet)
Front classrooms	2,200 SF
Back room 1	237 SF
Back room 2	227 SF
<hr/>	
Total	2,664 SF

Evidence of water damage on interior wall of third floor. Damage caused by roof and gutter leaks.



Water leaks through attic wall



Cost Breakdown of Projects

The following sections provide detailed estimates for each of the building upgrade projects recommended in this Master Plan. While reviewing the information below, it's helpful to bear in mind that it would cost **\$8 million to construct a new building** with size and programming similar to that of the City Auditorium. This fact helps provide context for the value provided by the projects detailed below.

The steps below are provided in the order that they need to be completed. The first step—hazardous material abatement—will involve cleaning that will remove duct work and HVAC equipment. Thus, step two is to add ventilation equipment back into the building, which will return the Auditorium to the condition it was in before the abatement work. **Steps one and two are required before anything else can be done to the building.**

Once these first two steps are complete, step three can follow: restoring the firing range. Exterior building preservation and interior systems projects (including accessibility upgrades) are the next steps.

Management and Monitoring Services	\$40,000.00
Abatement Contractor	\$65,000.00
Contingency	\$10,500.00
Total Budget	\$115,500.00

STEP 1: Hazardous Material (Lead) Abatement

After staff members have gone through lead safety training, they should be able to clean moveable equipment and furniture. Typically, firing ranges are cleaned and filters are replaced every two months. This is what is recommended for the City Auditorium's firing range.

New ventilation needs to be installed to return the building to the ventilation functioning it had before hazardous material abatement. The scope of work is to replace mechanical and ventilation equipment removed during the abatement process.

STEP 2: Ventilation Equipment

Div 23 Air Handler	\$55,000.00
Div 23 Ductwork	\$17,000.00
Div 23 Terminal Units	\$7,600.00
Div 23 Pumps	\$19,000.00
Div 23 Piping	\$8,000.00
Div 23 Hydronic Specialties	\$12,000.00
Div 26 Electrical	\$9,300.00
Div 26 Controls	\$45,200.00
Total	\$173,100.00
Contingency	\$17,310.00
Budget	\$190,410.00



STEP 3: Firing Range Restoration **STEP 3: *Firing Range Renovation***
 This step will restore the firing range to operable condition. The project includes renovations to the firing range itself as well as the observation area and the training room.

Base construction	
Div 0 General Conditions	\$38,498.00
Div 2 Demolition	\$2,000.00
Div 6 Carpentry	\$3,500.00
Div 7 Fire Stopping and Caulking	\$3,000.00
Div 9 Finishes	\$26,000.00
Div 23 Air Handler	\$115,390.00
Div 23 Ductwork	\$20,100.00
Div 26 Electrical	\$14,000.00
<u>Div 26 Controls</u>	<u>\$8,500.00</u>
Total	\$230,988.00
<u>Contingency</u>	<u>\$23,099.00</u>
Budget	\$254,087.00

Once base construction work is complete, one of the two following options needs to be chosen in order to finish the firing range project:

3.1: Equipment Option 1

Repair existing bullet trap, install new ballistic blocks to protect columns	\$30,000.00
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3.2: Equipment Option 2

Install new bullet trap and new ballistic blocks	\$200,000.00
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Notes: The target system appears to be in good working order. There are bullet impact marks 5 to 10 feet from the firing line at the walls, floor and ceiling. When ceiling tile and acoustical panels are removed, damage to ceiling and walls can be reviewed and a decision can be made about whether these locations need more bullet deflection protection.

Cost Comparison

In considering the cost details above, it's useful to consider that the construction of a **new five-lane firing range would cost \$1.6 million.**

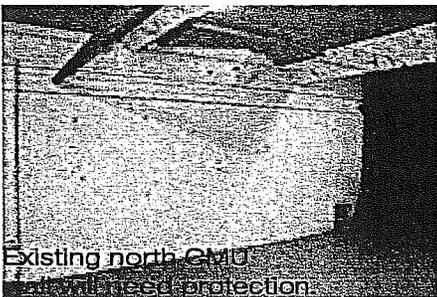


Cost Breakdown of Projects

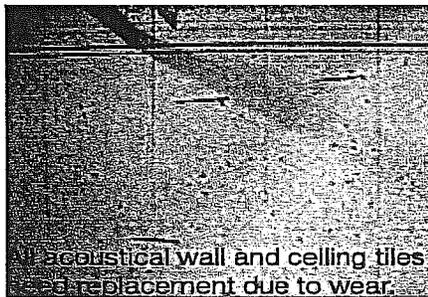
STEP 3: Firing Range Restoration (continued)



Existing columns need protection from ballistic impacts.

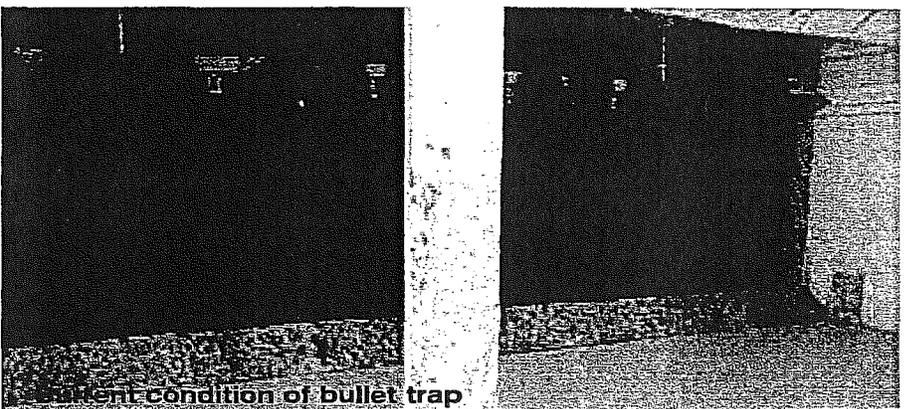
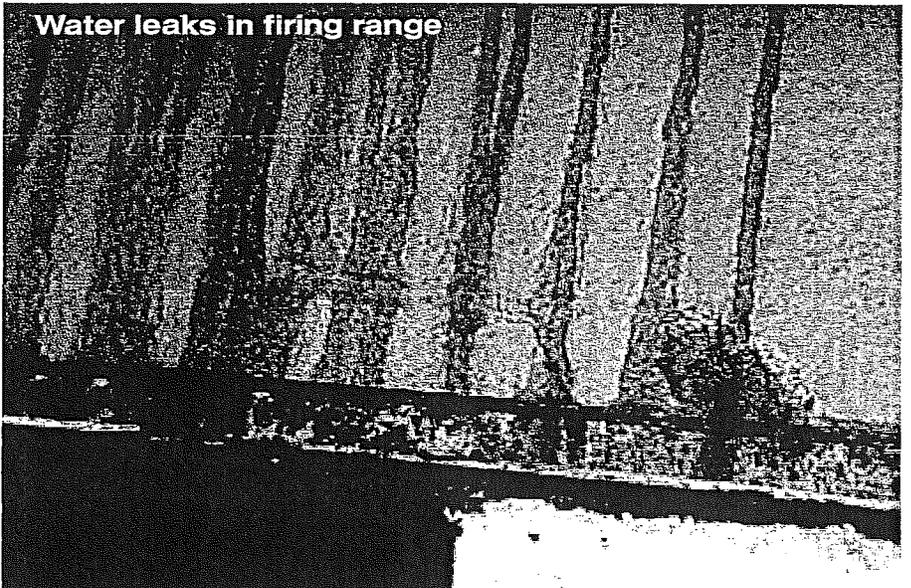
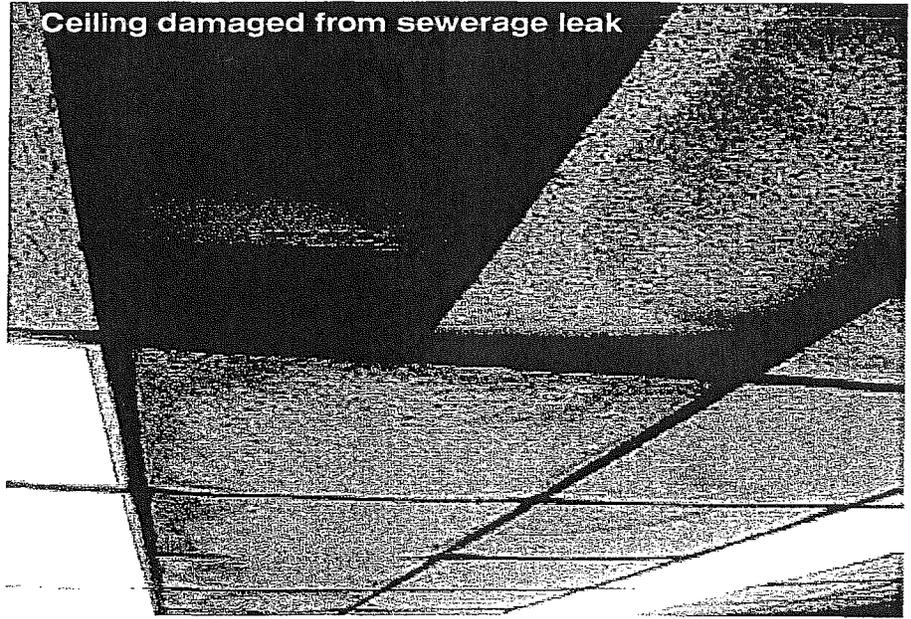


Existing north CMU wall will need protection.



All acoustical wall and ceiling tiles need replacement due to wear.

STEP 3:
Firing Range Restoration
(continued)



Cost Breakdown of Projects

Exterior Masonry

Tuck-pointing and masonry repair \$50,000.00

STEP 4:

Exterior Building
Preservation

Gutters and Downspouts

Repair of gutters and downspouts to prevent leaking and meet MN State Historical Society restoration standards \$30,000.00

Site

Site repairs to prevent water leaks \$10,000.00

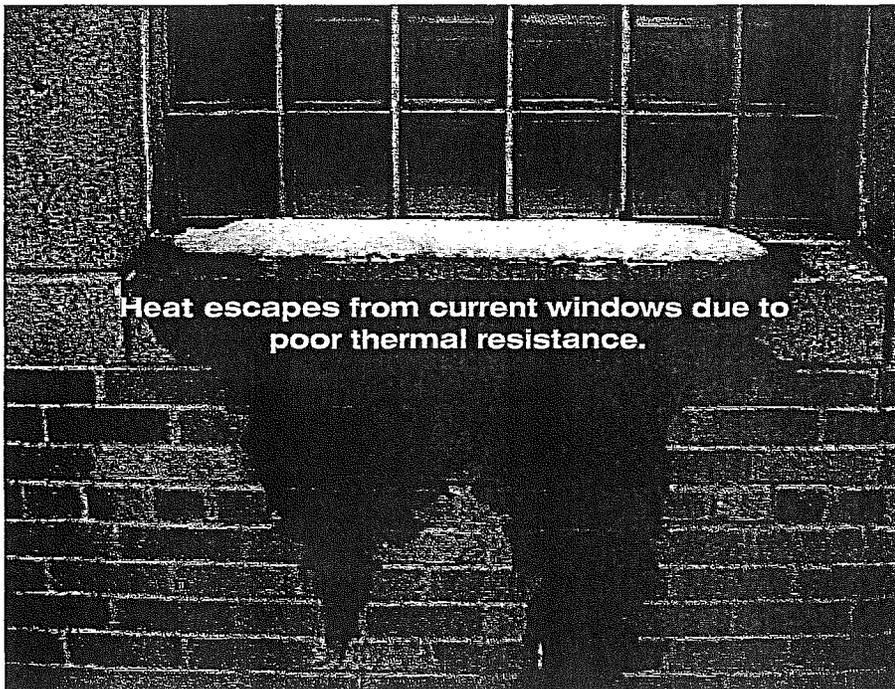
Roofing

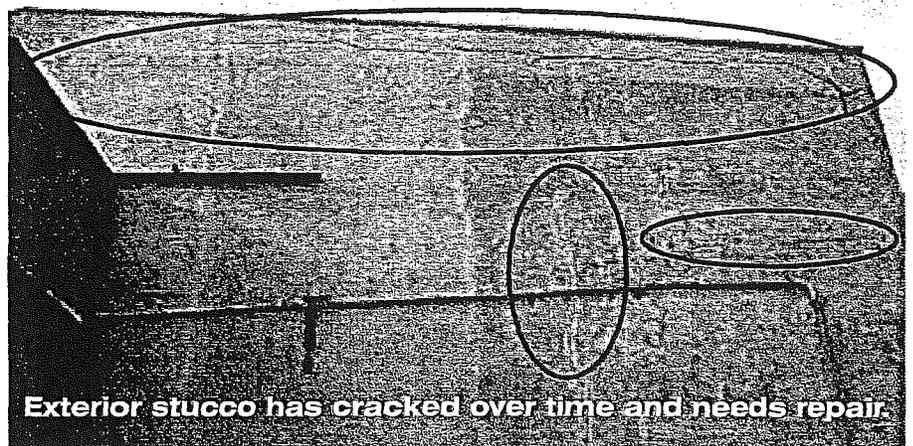
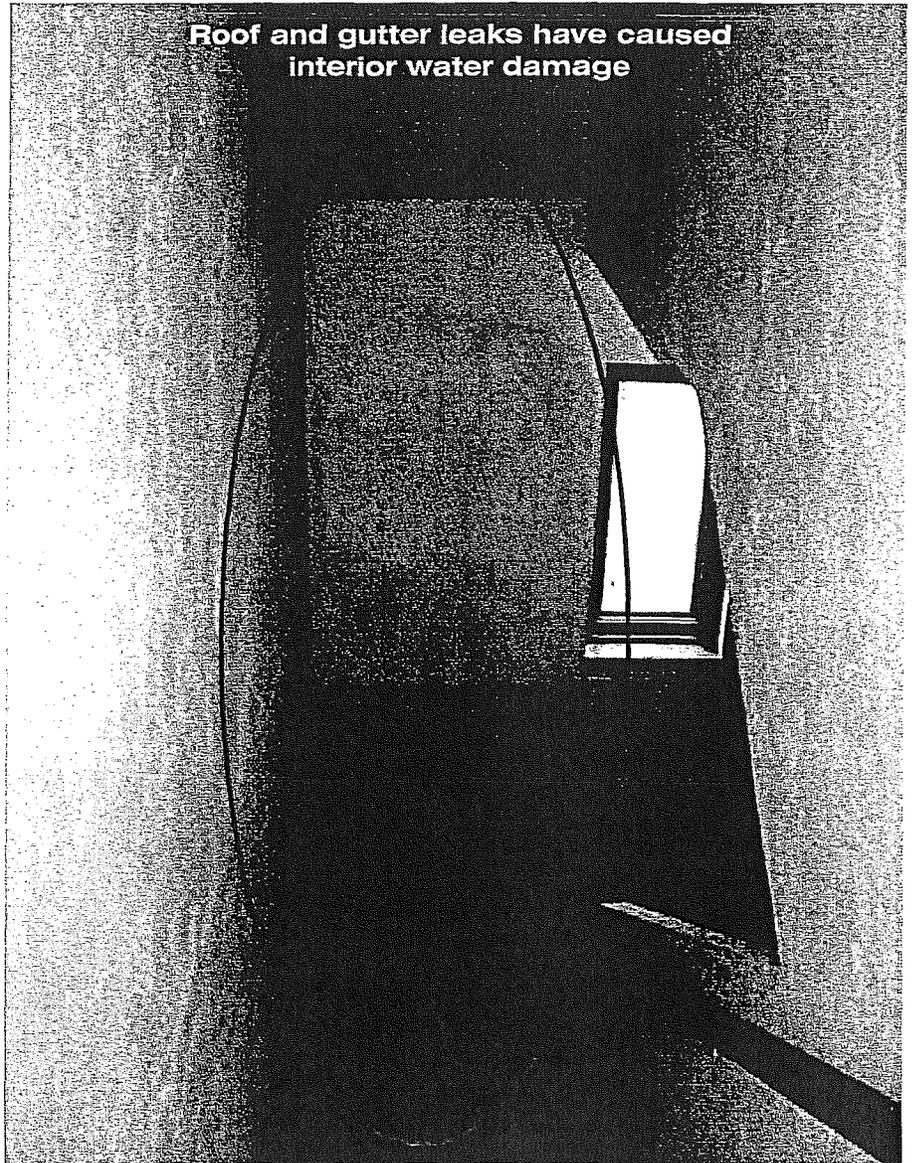
Two options are currently available:

1. Replace existing roof with new 60 mil EPDM membrane \$55,000.00
2. Patch existing roof to extend life by 5-10 years \$10,000.00

Window Replacement

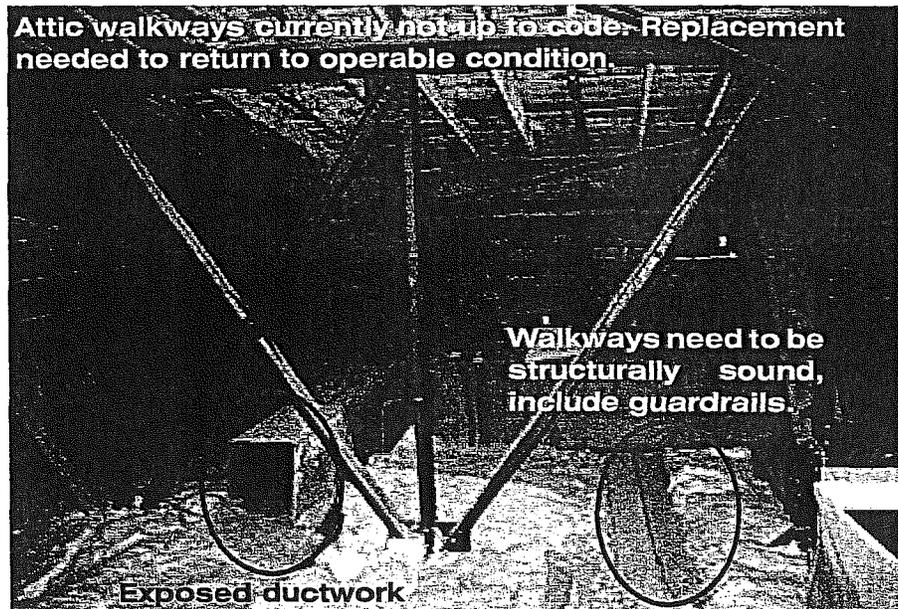
Install new wood windows to meet Minnesota Historical Society's requirements \$100,000.00





Cost Breakdown of Projects

STEP 5: Code Upgrades		
Interior Systems & Accessibility Upgrades	Fire Alarm Project	\$80,000.00
	Fire Sprinkling Project	\$140,000.00
	<hr/>	
	Total	\$220,000.00
	Contingency	\$22,000.00
	<hr/>	
	Budget	\$242,000.00
<i>Attic Walkways</i>		
	Provide replacement walkways and guardrails	\$20,000.00
<i>Gym Lighting</i>		
	Lighting replacement	\$15,000.00
<i>Accessibility upgrades</i>		
	Elevator Project:	
	Elevator and Shaft	\$200,000.00
	Lobby upgrades	\$50,000.00
	<hr/>	
	Total	\$250,000.00
	Contingency	\$25,000.00
	<hr/>	
	Budget	\$275,000.00
	Automated door operators:	\$5,000.00



Cost Breakdown of Projects

Lower Floor Multi-Purpose Rooms Renovation

These renovations will include finishes, new operable partitions, lighting, and HVAC upgrades.

STEP 5:

Interior Systems &
Accessibility Upgrades
(continued)

Div 0 General Conditions	\$50,000.00
Div 6 Carpentry	\$15,000.00
Div 9 Finishes and Operable partitions	\$50,000.00
Div 23 Ductwork	\$21,000.00
Div 23 Terminal Units	\$4,600.00
Div 23 Chiller (sized for building)	\$65,000.00
Div 23 Pumps	\$22,000.00
Div 23 Piping	\$18,000.00
Div 23 Hydronic Specialties	\$15,000.00
Div 26 Electrical	\$38,500.00
Div 26 Controls	\$28,000.00
Total	\$327,100.00
Contingency	\$32,710.00
Budget	\$359,810.00

Main Floor, 2nd, and 3rd Floor Renovation

These renovations will include main floor restrooms and office; 2nd and 3rd floor classrooms; HVAC; and a new exit path from the 2nd and 3rd floors.

Div 0 General Conditions	\$80,000.00
Div 2 Demolition	\$40,000.00
Div 6 Carpentry	\$80,000.00
Div 8 Doors	\$20,000.00
Div 9 Finishes	\$102,000.00
Div 23 Air handler	\$70,000.00
Div 23 Ductwork	\$18,000.00
Div 23 Hydronic Heating Piping	\$9,500.00
Div 23 Chilled Water Piping	\$8,500.00
Div 23 Terminal Units	\$20,000.00
Div 26 Electrical	\$32,500.00
Div 26 Controls	\$21,000.00
Total	\$501,500.00
Contingency	\$50,150.00
Budget	\$551,750.00



Cost Breakdown of Projects

STEP 5: *Locker Room Renovation*

Interior Systems &
Accessibility Upgrades
(continued)

This project includes new plumbing fixtures, accessibility upgrades, and area finishes.

Div 0 General Conditions	\$20,000.00
Div 2 Demolition	\$5,000.00
Div 9 Finishes	\$45,000.00
<u>Div 22 Plumbing Fixtures</u>	<u>\$30,000.00</u>
Total	\$100,000.00
<u>Contingency</u>	<u>\$10,000.00</u>

Budget
\$110,000.00

Gym Ventilation and Stage Ramp

Div 0 General Conditions	\$20,000.00
Div 2 Demolition	\$10,000.00
Div 6 Carpentry	\$24,000.00
Div 9 Finishes	\$10,000.00
Div 23 Air handler	\$84,000.00
Div 23 Ductwork	\$23,000.00
Div 23 Chilled water piping	\$8,500.00
Div 23 Heating piping	\$9,500.00
Div 26 Electrical	\$12,500.00
<u>Div 26 Controls</u>	<u>\$21,000.00</u>

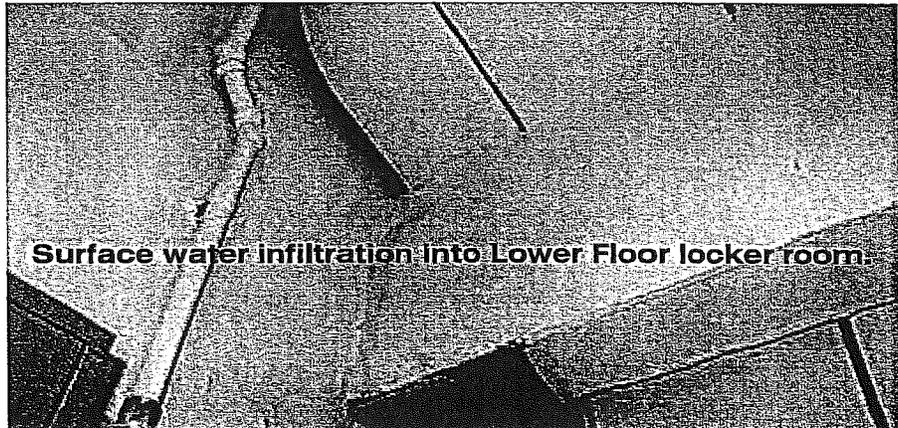
Total	\$232,500.00
<u>Contingency</u>	<u>\$23,250.00</u>
Budget	\$255,750.00

Energy Saving Construction

Insulate interior gymnasium walls. \$60,000.00

Gym Ceiling

Install a new ceiling \$35,000.00



Minnesota Historical and Cultural Heritage Grants

Funding may be available for a portion of this work through Minnesota Historical and Cultural Heritage Grants. Comprehensive information on these grants is available on the Minnesota Historical Society's website.* For convenience, highlights of the process are outlined below:

Application Process

Eligibility: As a government organization, the City of Willmar is eligible to apply for these grants.

Category: The City Auditorium is a "Historic Properties."

Eligible Projects:

- Preparation of a Historic Structure Report—A MN Historical Society "Small Grant" can be used to pay for the preparation of this Report. This Report can then be used to support an application for one of the "Large" Legacy grants and, possibly, tax credits.
- Pre-development work: architectural drawings & specifications
- Exterior building preservation
- Interior Systems: power, lighting, plumbing, HVAC
- Work to make a building accessible

Required Documentation & Application Attachments:

- Scope of Work form (details each area of proposed work)
- Photographs
- Historic Structures Report – Preferred
- Conditions Assessment – Preferred
- Plans and drawings illustrating current conditions and proposed construction projects

Deadlines:

Several application deadlines exist throughout each year. For the next two years, deadlines are listed below.

Small Grant Deadlines (for applications up to \$10,000)

- April 11, 2014
- June 13, 2014
- October 10, 2014
- January 9, 2015
- April 10, 2015

Mid-Size (\$10,001–\$50,000) and Large (\$50,001+) Grant Deadlines

- May 2, 2014: Pre-applications due
- June 27, 2014: Final applications due

* <http://legacy.mnhs.org/grants/application-process/getting-ready>.



Federal Historic Preservation Tax Incentives (credits) can provide **another source of capital** to fund projects such as the one described in this Master Plan. Administered through the National Park Service, this program provides a **20% federal income tax credit** for “certified rehabilitation” of a “certified structure.” A state tax credit of 20% is also available. Cities often transfer these tax credits to a corporate investor.

Eligibility

The City Auditorium meets eligibility requirements for this program, which are:

- The structure must be listed on the National Register of Historic Places or located in a qualified historic district
- The structure must be an income-producing building
- Renovation work must follow Standards for Historic Rehabilitation

Process

Following is a brief outline of the steps involved in the process of applying for historic tax credits:

1. Provide an evaluation of the structure’s historic significance; a description of its physical appearance; a statement of its significance; and photographs and map(s) for documentation.
2. Provide a description of the rehabilitation planned for the structure:
 - a. Project Data: date of building, construction completion date, estimated cost, etc.
 - b. Detailed description of the rehabilitation work: each existing feature of the building needs to have documentation of its existing conditions and a description of how the renovation work imparts the feature.
3. Request Certification of Completed Work: after the renovation work is completed, an application is submitted for certification.

Submittals must be made first to the State of Minnesota, then to the National Park Service. Full details on the Federal Historic Preservation Tax Incentives program can be found here: <http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-instructions.pdf>.

Note: historic tax credits are less desirable for phased projects. Selling tax credits is more rewarding on larger projects. There is a refund option with state historic tax credits.



Project Schedule

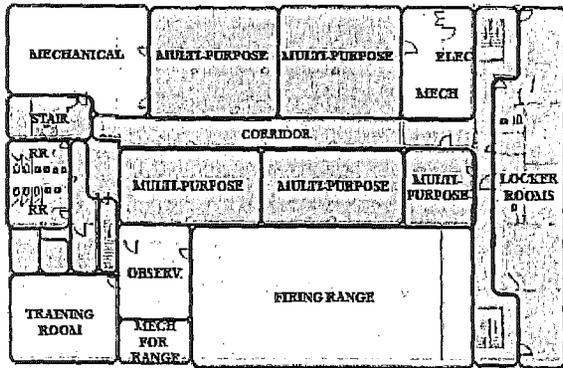
The schedule for work described in this Master Plan is dependent on which projects are approved by the City of Willmar. The preliminary schedule below provides a **possible schedule for the first three steps** described above: 1. Hazardous Material (Lead) Abatement, 2. Ventilation Equipment, and 3. Firing Range Restoration. Steps 1-3

April 3, 2014:	Master Plan
May 30, 2014:	Design Development/ Construction Documents
June 31, 2014:	Receive bids from contractors
July 31, 2014:	Construction Start
August 1 to September, 2014:	Construction
October, 2014:	Substantial Completion
November 1, 2014:	Final Completion

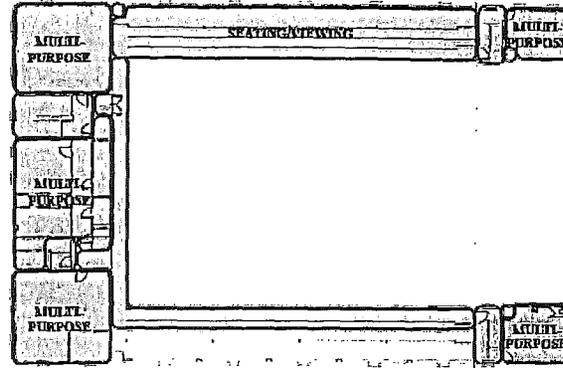


With proper maintenance and upgrades, the historic City Auditorium can continue to serve Willmar for many decades to come.

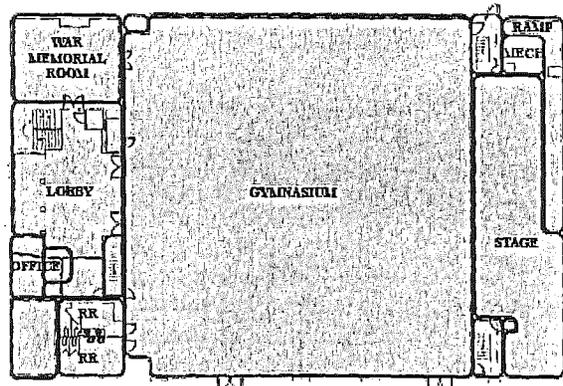




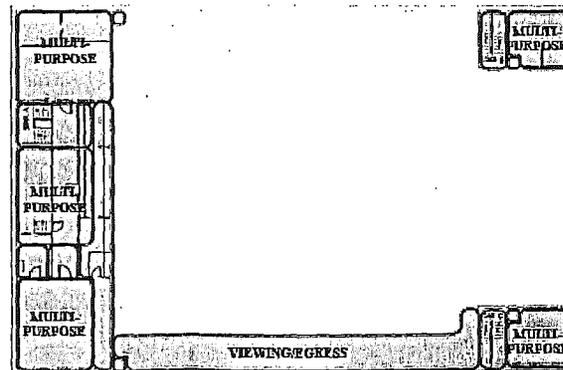
Lower Level Plan



2nd Floor Plan



Main Floor Plan



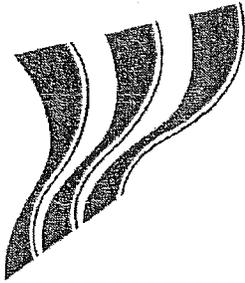
3rd Floor Plan



2014 MASTER PLAN

ENGAN ASSOCIATES ARCHITECTS INTERIOR DESIGNERS





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: April 15, 2014
Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police Department

Agenda Item: Archery Range Safety Planning

Recommended Action: Continue discussion on safe archery range considerations for City Council.

Background/Summary: This item was last discussed at the February 11, 2014 meeting. Due to time constraints, it was requested to bring it back to this meeting from a previous agenda for further discussion. Council Members have previously been provided copies of past plans and suggested processes. At this meeting we will discuss suggestions brought forward by the archer community as to what is felt to be safe range designs from their perspective.

Attachment is the most recent amended version of the proposal for safety guidelines submitted by Mr. Gilman on behalf of archers.

Alternatives: Table the item and discussion until a future date.

Financial Considerations: None

Preparer: David Wyffels

Signature: David Wyffels

Comments:

Since each range is unique, a privately owned range on an individual's personal property would have to meet a minimum of one of the following criteria:

1. Option #1. Provide a backstop as required for a 3 degree offset angle (A 30 yard range requires a 9' wide backstop). A backstop that is erected for the sole purpose of an archery range would be limited to the same height limitations as a fence. From the backstop to edge of property behind the backstop a minimum of 10' required. Target must be a minimum of 18" x 18" and constructed of a thickness to stop an arrow from completely penetrating and continuing through the target. The target is not part of the backstop.
2. Option #2. "Free Range" as outlined by the National Field Archery Assn. for Target Archery Range. Provide a safe zone that allows for a minimum of 15 yards buffer zone on each side of the shooting lane and a minimum of 25 yards behind the target to the property line. Target must be a minimum of 18" x 18" and constructed of a thickness to stop an arrow from completely penetrating and continuing through the target.
3. Option #3. A range where the archer is shooting into a structure such as an open garage, provide a safe zone equal to a 3 degree offset from the firing line to the point at which the arrow enters the structure.
4. Option #4. By exception. A citizen that wishes to construct a range that does not conform to the requirements listed above may request to have their range approved by the City Council on a case by case basis with the emphasis on safety.

Notes:

1. A safe zone may not include streets, sidewalks, another individual's property, or other public right of ways.
2. A safe zone may be reduced if the area is protected by structure (building, fence, embankment, etc.) capable of stopping an arrow and pedestrian traffic.
3. A range will have to be re-evaluated if there is a significant change in the criteria used for approval. (Any property changes to property effecting range or property ownership.)
4. A safe zone behind the target may be reduced by 50% if an archer shoots from an elevated position and the arrow path is 30 degrees or more from the horizontal plane. The angle is measured from the arrow release point, not the platform or stand (A 12' height at a 20 yard target would result in a 30 degree angle). This provision only applies if the area surrounding the target absorbs the energy of the arrow such as soil, clay, sand, water, pea rock of adequate depth, etc. Concrete, rocks, frozen ground, or other surfaces that would cause an arrow to ricochet are not acceptable.
5. Since every variable cannot be accounted for, archers hold the responsibility to ensure steps are taken to maximize safety at all times. If a potential hazard arises, the archer has an obligation to suspend shooting until the hazard can be removed or mitigated. An archer is still liable for all damages that result from their actions.
6. (Optional) While a range is in use, a responsible person must be on site to supervise activities. A responsible person is defined as someone over 18 years of age, or if under 18, a graduate of an approved Minnesota Bowhunter Education Course, Advanced Hunter Education Course, International Hunter Education Association (IHEA) Course, or other comparable course that focuses on archery safety, marksmanship, and ethics.
7. Only target point arrow tips can be used.

City of Willmar
Private Archery Range Permit Application

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

Location (enter the physical street address) : _____ Willmar, MN.

____ I do own this property.

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

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

Printed name of property owner/manager: _____.

Address of property owner/manager: _____.

Phone number of property owner/manager: _____.

Signature of property owner/manager: _____.

(Check one)

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

Or,

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

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

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

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

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

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

City of Willmar
Private Archery Range Permit Application

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

City of Willmar
Private Archery Range Permit Application

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

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

Printed name of applicant: _____.

Address of applicant: _____.

Phone number of applicant: _____.

Signature of applicant: _____.

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

Date Permit was reviewed by Council: _____

Approved by Council Action? Yes ___ No ___

City of Willmar

Private Archery Range Safety Requirements

The Willmar City Council promotes safe archery within the community. Through the use of standard safety guidelines the Council will allow a citizen to construct and enjoy a private archery range which is balanced against the safety of other community members.

Since each range may be unique, the council would have discretion to approve and designate a privately owned archery range on an individual's personal property under City Code Sec. 10-55 (C)(3) so long as the range can be shown to meet a minimum of the safety standards determined for the different range designs (Range Design #1, Range Design #2, and Range Design #3) that follow.

The Application/Permit Process

All private archery ranges within the City of Willmar must obtain a permit through Council action.

There is no cost to the citizen to obtain a permit. A "Private Archery Range Permit" application form can be obtained at the Willmar Police Department, City Office, or found on the City website located at: www.willmarmn.gov.

1. First read the safety standards of the various approved range designs. Make sure the range design you are considering will meet the stated standards as outlined in this document.
2. Complete the application form in its entirety and include a detailed diagram.
3. Submit the application to the City Office to be placed on the next Public Works/Public Safety Committee meeting agenda. (It may be helpful to ask which Committee meeting date your application will be reviewed at so you can be present to answer any possible questions the Committee members may have).
4. Your application will be reviewed by the Public Works/Public Safety Committee. Upon approval, the Committee will make recommendation at the next City Council to approve the permit. Upon Council approval, you have permission to construct the range design you presented.
5. An approved application will be forwarded to the Willmar Police Department to be kept on file in Willmar Police records under the property owner's name for purposes of establishing compliance.
6. If the archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal.

City of Willmar
Private Archery Range Safety Requirements

GENERAL RANGE SAFETY REGULATIONS

Arrow Tips – Only arrows tipped with what is commonly referred to as “blunt”, “field-point”, “bullet” or “target” tips can be used on approved private ranges. Arrows containing broad-head, razor, barbed, or explosive tips are prohibited on all approved ranges.

Range Length – is the furthest distance the archer (shooter) will be standing away from the target when discharging an arrow downrange at an intended target.

Range Location – No private range can include either publicly owned property or privately owned property of another in its design unless in the case of privately owned property the owner of such property has signed off on the permit application approving the use of their land in the range design being proposed.

Shooter (Archer) Position – The archer must always stand perpendicular to the approximate center of the target when shooting arrows downrange.

Target – A target must be a minimum of 18x18 inches in size. It must be constructed of a thickness to stop an arrow from completely penetrating and continuing through the target.

Target Position – The target must be placed on an imaginary line between the archers shooting position in relation to the approximate horizontal center within a range’s defined safety buffer zones or the constructed backstop.

INDOOR RANGE

Indoor Range – An archery range that is completely contained within a building in which no discharged arrow can escape. By their design an indoor range is not subject to any of the additional safety regulations listed under Range Designs #1, #2, or #3 and only the “Arrow Tips” above.

RANGE DESIGN #1

Downrange safety is provided through the use of an appropriately sized backstop matched to the range length. The backstop size accommodates the likelihood of stopping a potential errant arrow shot from a bow. Side range safety is managed by maintaining a 3° degree angle of offset between the archers shooting position and the backstop. In addition to the general range safety regulations, Range Design #1 requires the following additional safety standards to be adhered to.

Backstop – is also referred to in archery range terminology as the “target butt”. Your target is not considered to be a backstop but is independent of the backstop. The sole purpose of the backstop is to

City of Willmar
Private Archery Range Safety Requirements

prevent the arrows discharged from the bow which happen to miss the target, from traveling further downrange and exposing either someone else or other property to a potential damage or hazard.

Backstop Height – The top edge of a backstop shall be maintained at seven (7) feet in height from the ground. The bottom edge of the backstop does not need to rest on the ground but can be no more than one (1) foot above ground level.

Backstop Length – The backstop must be of a length which covers a 3° degree angle offset on either side of the archers shooting position in relation to the backstop must be maintained. This 3° degree offset allows for margin of human error and/or proficiency upon release of an arrow. It also would allow protection for compensation of the effects of any crosswind that might be present.

The distance of the range stated in the applicant’s permit will determine the proper length for a required backstop. The table below shows what length your backstop must be when compared to the range length defined in your application. (For example: if your range is 140 feet in length a 3° degree offset would require your backstop to be 14.6 feet in length.)

Distance from shooter to backstop (Feet / Yards)	10	20	30	40	50	60	70	80	90
			10			20			30
Required backstop length (in feet)	1.0	2.1	3.1	4.2	5.2	6.3	7.3	8.3	9.4
Distance from shooter to backstop (Feet / Yards)	100	110	120	130	140	150	160	170	180
			40			50			60
Required backstop length (in feet)	10.4	11.5	12.5	13.5	14.6	15.6	16.6	17.7	18.8

Backstop Location – No backstop shall be placed closer than ten (10) feet to the property line.

Backstop Material – The backstop must consist of a substance (or combination of substances) which prevents the arrow being discharged from the bow from penetrating through the backstop. At any time backstops begin to allow pass-through arrows, the condition shall be corrected at once.

RANGE DESIGN #2

Both downrange and side-range safety is provided through the use of appropriately sized safety buffer zones which are open spaces behind a target and to each side of the shooting line between the archer and the target. This area is intended to provide safe buffer zones which would compensate for an errant arrow shot from a bow or the effects of any crosswind that might be present.

In addition to the general safety regulations, Range Design #2 requires the following additional safety standards to be adhered to.

City of Willmar
Private Archery Range Safety Requirements

- A minimum of 15 yards/45 ft. (open space) on each side of the shooting lane.
 - A minimum of 25 yards/75 ft. (open space) behind the intended target.
 - A safe zone **may not** include streets, sidewalks or other public right of ways.
 - A safe zone **may** be reduced if the intended open area is protected by a structure (building, fence, embankment, etc.) capable of stopping an arrow and pedestrian traffic.
 - A safe zone behind the target **may** be reduced by 50% if an archer is shooting from an elevated position and the arrow path is 30 degrees or more from the horizontal plane.
-

RANGE DESIGN #3

Downrange safety is provided through the use of incorporating a hybrid of safety features used in either Range #1 or Range #2 designs. In addition to the general range safety regulations, Range Design #3 requires the following additional safety standards to be adhered to.

This range design would typically be a design whereby the archer would shoot through an opening (garage or shed door, etc.) and into a building. The building would act as the intended backstop once an arrow enters through the opening accommodating the likelihood of stopping a potential errant arrow shot from a bow.

However, in this range design the archer must still plan for side range safety either by maintaining a proper 3 degree angle offset in Range Design #1 or using the stated side-range safety buffer zones in Range Design #2 up to the point just prior to opening where the arrow enters the building. Target placement can be anywhere inside the building opening.

The 10 foot minimum distance to property line is not a requirement as the arrow is being shot into a building. Essentially the inside of the building is acting as the backstop.

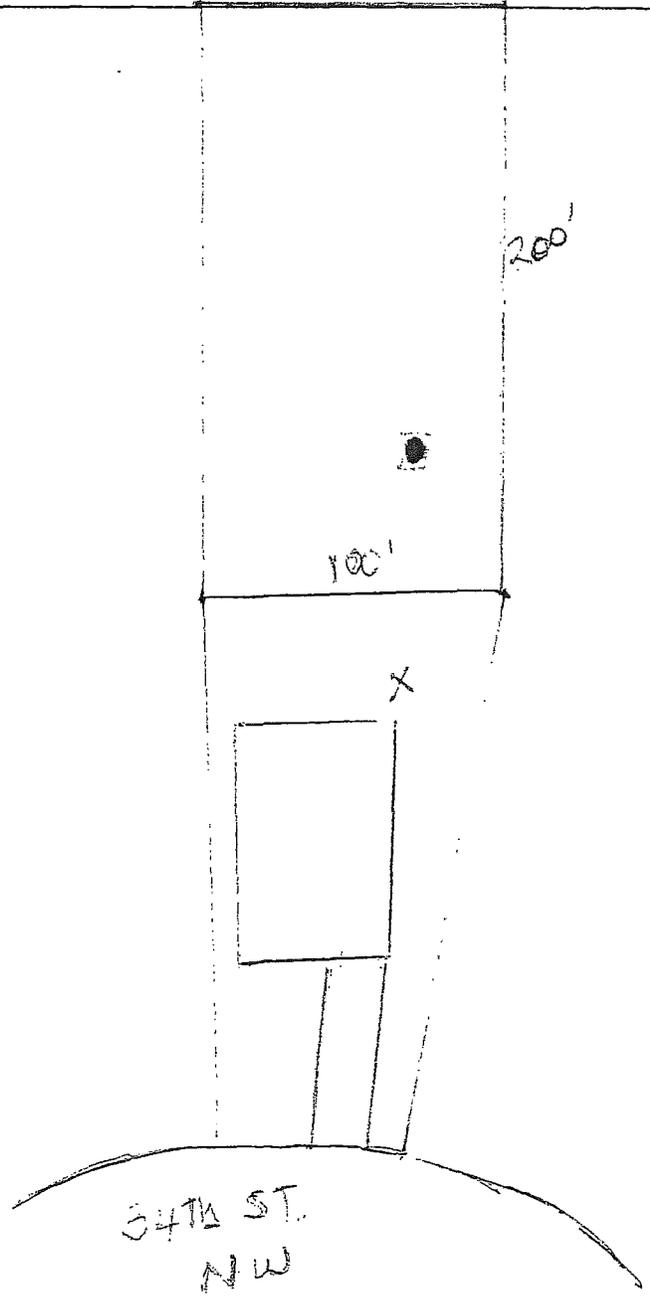
The archery range distance is dependent upon the size of the building opening which allows entry of the arrow into the building while still maintaining the 3 degree offset or side safety buffer zones. A larger opening would allow a longer distance of the requested range.



Designated 35th St. NW

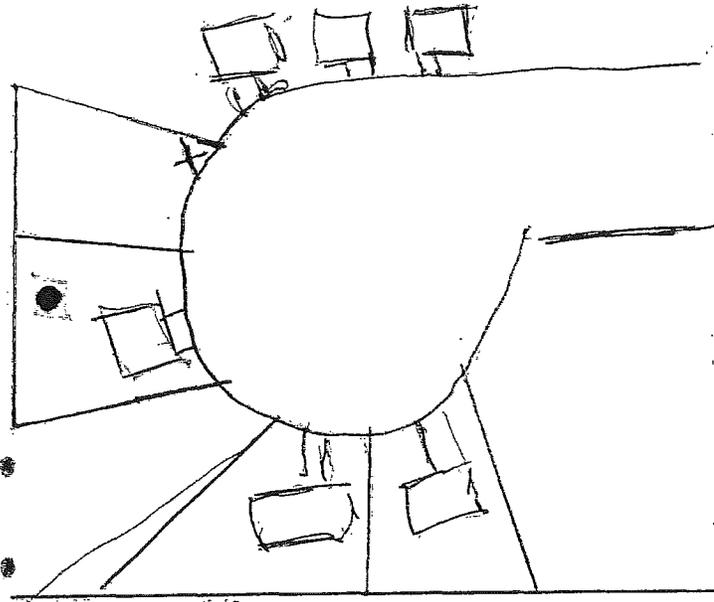
 Target

X Shooter



2

Large
Corn/Bean Field

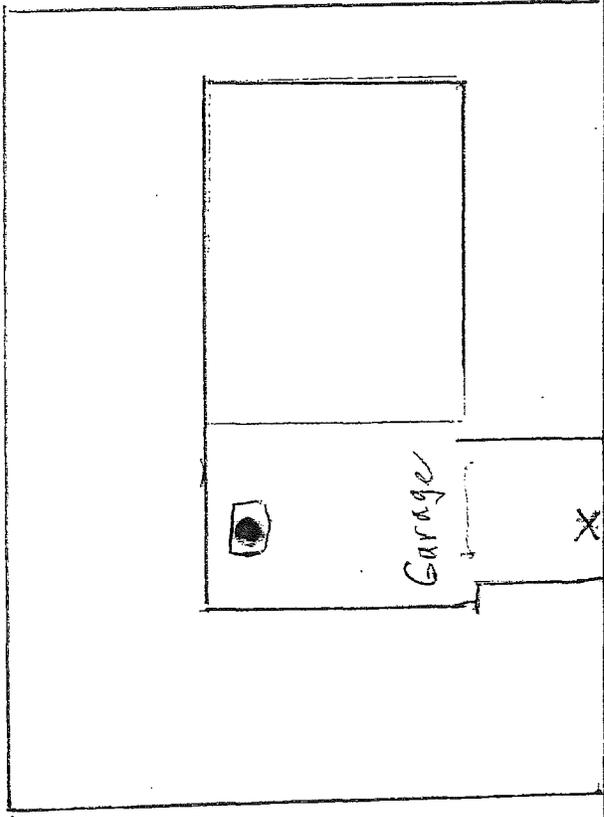


Ridgeview
College X

N ↑



3.

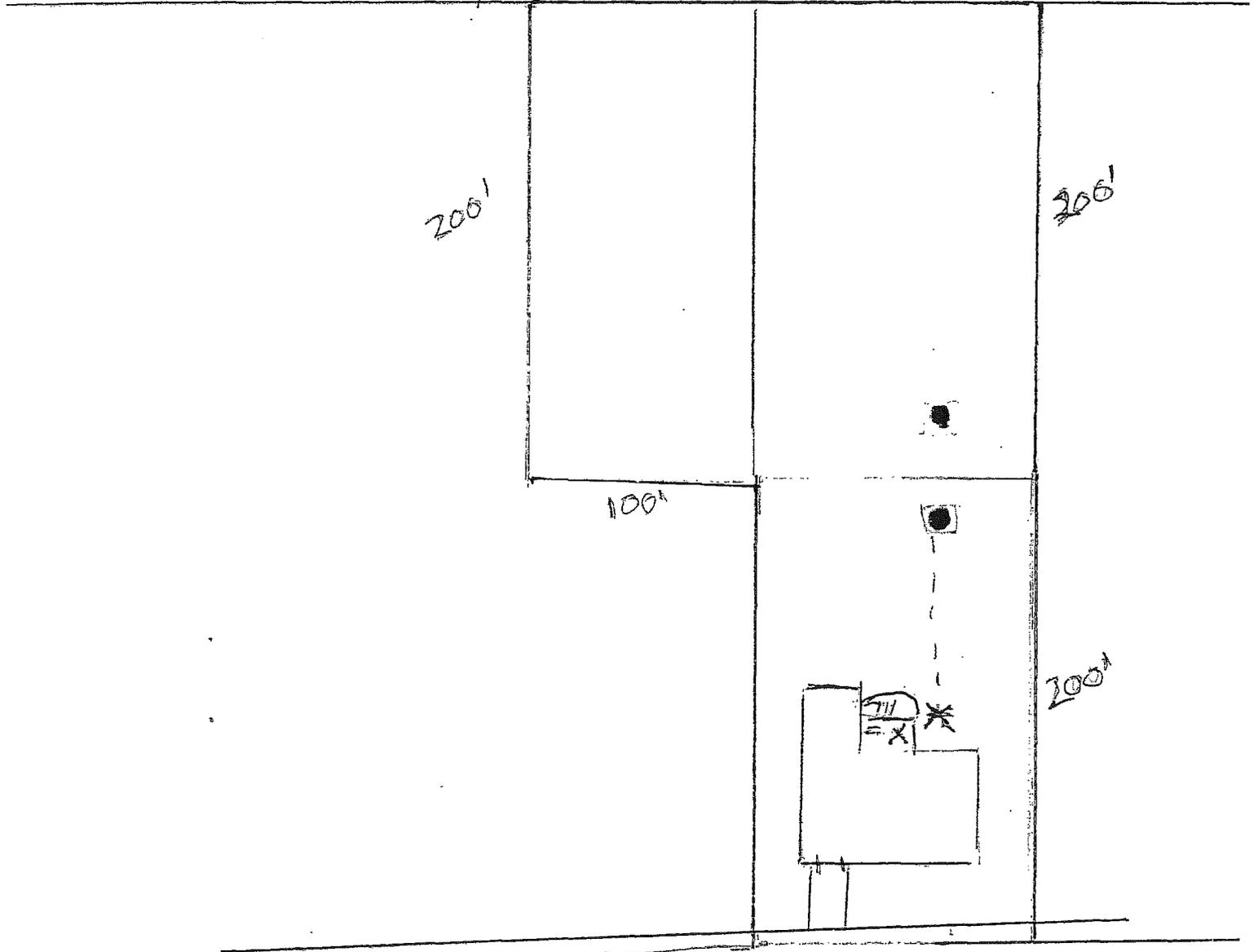


16 ST. SW

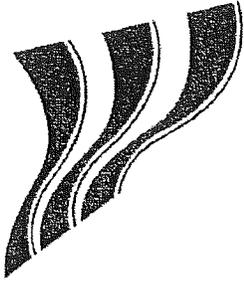
4.



Designated 35th St, NW



34th St, NW



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5
Meeting Date: April 15, 2014
Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police Department

Agenda Item: Bullet Proof Vest Grant Application

Recommended Action: Pass a resolution to allow the Willmar Police Department to apply for the Bureau of Justice Assistance (BJA) Fiscal Year 2014 BVP (Bulletproof Vest Program) grant and to participate in the grant if awarded.

Background/Summary: This is a Federal grant program which the Willmar Police Department has participated in for 25 plus years.

The grant program awards an approximate 50% payback (depending upon available grant funds) for officer bulletproof vests being purchased as replacement of existing vests with expired warranties or for new officers who receive a new vest and do not have an existing vest already covered by the program.

Bulletproof vests are purchased through the budgeting process of the Willmar Police Department and any awarded reimbursement funding is received by the City.

Alternatives: Deny grant participation which would put vest replacement costs entirely upon the City budget.

Financial Considerations: None.

Preparer: David Wyffels

Signature:

Comments:

Dave Wyffels

From: Charlene Stevens
Sent: Wednesday, April 02, 2014 9:01 AM
To: Dave Wyffels
Subject: Fwd: Bulletproof Vest Partnership FY 2014 Application Announcement

FYI

Charlene Stevens
City Administrator
City of Willmar, MN
Sent from my iPad

Begin forwarded message:

From: BVP <bvp@usdoj.gov>
Date: April 1, 2014, 2:00:43 PM CDT
To: Undisclosed recipients;;
Subject: Bulletproof Vest Partnership FY 2014 Application Announcement

Dear BVP Participant:

The Bureau of Justice Assistance (BJA) is pleased to announce the Fiscal Year 2014 BVP application funding period.

Applications for FY 2014 BVP funds will be accepted beginning Tuesday, April 1, 2014. All applications must be submitted online at <http://www.ojp.usdoj.gov/bvpbasi/> by 6:00 pm (e.d.t.), Tuesday, May 13, 2014.

Important Information Regarding FY 2014 BVP Funds:

1. Jurisdictions receiving funding for reimbursement of body armor purchases must have a written mandatory wear policy for uniformed patrol officers, in place when the FY 2014 BVP applications are submitted. Please see the BVP mandatory FAQs for further guidance on this new requirement: <http://www.ojp.usdoj.gov/bvpbasi/docs/FAQsBVP MandatoryWearPolicy.pdf>
2. Each vest purchased with FY 2014 funds must meet National Institute of Justice (NIJ) standards on the date it was ordered and must be American-made. Please see this website for the latest NIJ compliant vests: https://www.iustnet.org/other/ballistic_cpl.html and https://www.iustnet.org/other/stab_cpl.html
3. Jurisdictions with more than one law enforcement agency (LEA) associated with the jurisdiction account may not submit a separate application. Instead, the LEAs associated with jurisdictions with more than one LEA must submit their own application information and vest needs to the jurisdiction. The jurisdiction will then submit the LEA applications in one submission to BJA.
4. To ensure that program participants are submitting applications that accurately reflect their vest needs for the next two years, please review the program guidance below. Prior to submitting an application for FY 2014 BVP funds:
 - a. Verify that the number of vests indicated on the application does not exceed actual agency needs. Review all currently deployed vests for those that will need to be replaced during the next two years, according to the replacement cycle indicated on your BVP system profile. Applications for funds should reflect the number of vests your agency needs to replace within the next two years, and vests for officers your agency anticipates hiring in the next two years. (New hires can be anticipated based on the average number of officers hired over the most recent three years.)

b. Ensure that the application accurately reflects the current market cost for the vests identified on the application.

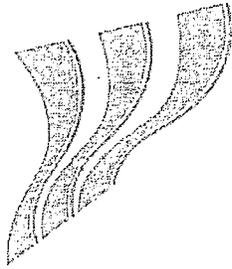
c. Review previous year(s) BVP funding to identify any unspent funds that might currently be available for BVP needs.

Your careful attention to actual vest needs will help ensure that all eligible jurisdictions submitting requests will receive the maximum allowable based on the appropriation and distribution guidelines.

For questions regarding this email or for assistance with the online application process, please do not hesitate to call the BVP Help Desk at 1-877-758-3787, or email vests@usdoj.gov.

Sincerely,

The BVP Program Team
Bureau of Justice Assistance
<http://www.ojp.usdoj.gov/bvpbasi/>



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: April 15, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 21, 2014

Approved Denied
 Amended Tabled
 Other

Originating Department: Wastewater

Agenda Item: Purchase of one riding lawn mower/ cab with mower and snow blower attachments AND one utility vehicle for the Wastewater Treatment Facility.

Recommended Action: Approve the purchase of a riding lawn mower/cab with mower and snow blower attachments AND a utility vehicle from Haug Kubota for the Wastewater Treatment Facility.

Background/Summary: The total cost for the above equipment amounts to \$28,798; \$20,848 for mower/attachments after a trade-in allowance of \$15,000 and \$7,950 for utility cart. This is below the \$33,000 budgeted in 2014 Capital Outlay Program. The mower is used to mow as well as blow snow. It serves a dual purpose and is used all year. This mower is shuffled back and forth between the old and new sites for mowing. In the winter it is used at the new site for snow removal. From an economic standpoint purchasing this equipment makes sense because a \$21,000 investment over 7 years amounts to \$250 a month. It also allows staff the ability to control removal of snow which is a high priority in maintaining safe and quick respond time for staff so they can attend to plant alarms as well as keep areas open for chemical deliveries and hauled in waste truck traffic.

Alternatives: 1) Approve purchase of equipment within budget
2) Delay purchase at this time possibly increasing cost

Financial Considerations: There are sufficient funds in the 2014 Wastewater Treatment Budget to cover these purchases.

Preparer: Sean Christensen, Public Works Director

Signature:

Comments: Vehicle/Equipment Replacement Policy objective is to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.



HAUG-KUBOTA, LLC.

3585 HWY 12 SE • PO Box 1156
Willmar, MN 56201

Office: 320-235-2717 • Fax: 320-235-2771

DATE 3-19-14

PRICE PAGE DATE _____

SALESMAN Jan Zaste

CUSTOMER _____

NAME Willmar Waste Water Plant

ADDRESS _____

PHONE _____

DESCRIPTION TRADE-IN _____

MACHINE Front mount

MODEL F3680-F, 72" ¹¹⁰⁰ Blower

MFGR. Kubota

YEAR 2007

HRS/ACRES 870

SERIAL NO. _____

OTHER COMMENTS _____

Trade Allowance

F3680 w cab

72" rear discharge mower

51" Front mount snowblower

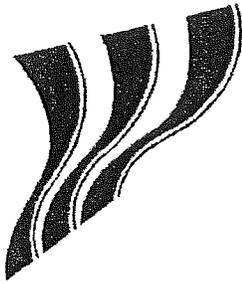
\$15,000.⁰⁰

\$20,848.⁰⁰ to trade

tractor, cab, mower, blower for same

Code	Description	Price
F3680	New Kubota 36 H.P. Front mount mower, 4cyl 36 H.P. Kubota diesel engine 4WD, 2 Range Hydro Trans. Rear diff lock, Deluxe Suspension seat 2 Post Foldable ROPS	\$21,071
RCK72P-F36	New Kubota 72" side discharge mower deck for Front mount 3 blades, shaft driven Quick mount mechanism	\$4,170. ⁰⁰
F522R	New Kubota 51" 2 stage snowblower, Hyd. chute rotator, Hyd. spout deflector, Quick hitch, sub frame, rear mt bracket (4) 55 1/2 cts	\$6,183. ⁰⁰
	Total	\$31,424. ⁰⁰
	less Gov disc	<u>\$3,676.⁰⁰</u>
	Sale Price	\$27,748. ⁰⁰
	New JDP Hard sided Cab, with heat, deflector wipers, lights, mirror, Flashes	\$1,000. ⁰⁰
RTV500	New Kubota 500 cc gas Utility Vehicle, 2 cyl. Kubota EFI gas engine, Cargo box, Hydro Trans 4WD	\$7950. ⁰⁰
	Total all Pieces :	
	Trade Difference	

THIS QUOTE SUBJECT TO PRICE CHANGES AND AVAILABILITY BY HAUG-KUBOTA LLC.



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

Agenda Item Number: _____

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: April 21, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of On-Sale, On-Sale Wine, and On-Sale 3.2% Intoxicating Malt Liquor License Renewals

Recommended Action: Motion to Approve the Renewal Applications from April 25, 2014 to April 25, 2015 on a Roll Call Vote

Background/Summary:

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

On-Sale

American Legion Post 167
El Tapatio Mexican Restaurant
Kandi Entertainment Center
Peps Sports Bar

On-Sale Wine

Golden Palace Chinese Restaurant

On-Sale 3.2% Intoxicating Malt Liquor

Golden Palace Chinese Restaurant
KRA Speedway

Alternatives: Refuse renewals to discontinue alcohol sales

Financial Considerations: \$16,500.00

Preparer: City Clerk-Treasurer

Signature:

Comments:

INTEROFFICE MEMORANDUM

TO: City Clerk Kevin Halliday
FROM: Chief of Police David Wyffels *D/W*
DATE: April 7, 2014
SUBJECT: LIQUOR LICENSE RENEWALS

The Willmar Police Department has reviewed the remaining liquor license renewal applications for the local businesses listed below.

The background check conducted on each listed business did not disclose anything that would give cause for concern in regards to license renewal and it is my recommendation to approve the renewal applications. (Also see memo provided by Detective Chad Nelson).

On-Sale Establishments:

- Ruthann Otto, c/o American Legion Post 167, doing business as American Legion Post #167, 220 19th Ave SW, Willmar, MN.
- Sergio Aguirre, c/o El Tapitio Inc., doing business as El Tapitio Mexican Restaurant, 111 South First St, Willmar, MN.
- Keith Pattison, c/o Kandi Entertainment Center, Inc., doing business as Kandi Entertainment Center, 500 SE 19th Ave, Willmar, MN.
- Wei Zhang, c/o Golden Palace Chinese Restaurant, doing business as Golden Palace, 1605 S. 1st St., Willmar, MN.
- Justin Hedtke, c/o Kandi Racing Association, doing business as KRA Speedway, 801 7th St. NW, Willmar, MN.
- Stephen Peppin, c/o Sophi Jade, LLC., doing business as Pep's Sports Bar, 1312 Lakeland Drive SE., Willmar, MN.