

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

December 2, 2013
7:00 p.m.

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

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

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of November 18, Rice Hospital Board Minutes of November 20, Municipal Utilities Commission Minutes of November 25, Accounts Payable Report through November 26, Exempt Permit for Safe Avenues, Mayoral Reappointments: Airport Commission - Donald Cole, Municipal Utilities Commission - Steve Salzer and Jeffrey Nagel, Planning Commission - Gary Geiger and Randy Czarnetzki, Rice Hospital Board - Mike Gardner and David Anfinson, and Zoning Appeals Board - Beverly Dougherty, Convention/Visitors Bureau Minutes of October 15, and Zoning Appeals Board Minutes of November 18, 2013. Council Member Fagerlie seconded the motion, which carried.

At 7:01 p.m. Mayor Yanish opened the Truth in Taxation Hearing. Finance Director Okins explained that the purpose of the hearing is to discuss the percentage change in property taxes proposed and the specific purpose for which property tax revenues are being changed. Property owners have an opportunity to review information pertaining to a property tax proposed for their property and react to local budget decisions before they become finalized. There being no one present who wished to speak. Mayor Yanish closed the hearing at 7:07 p.m.

Resolution No. 1, setting the 2014 Levy for the City of Willmar, was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, Kandiyohi County, Minnesota, that the following sums of money be levied for the current year collectable in 2014, upon the taxable property in said City of Willmar, for the following purposes:

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

BE IT RESOLVED, that there is a sufficient sum of money in the Debt Service Funds of the City, together with the above Debt Service Fund Tax Levy, to pay principal and interest in 2014 on all outstanding bond issues, and the deferred annual tax levies previously certified to the County Auditor are hereby cancelled;

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

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

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

Dated this 2nd day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 2, adopting the budget for 2014, was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

ADOPTING THE BUDGET FOR THE FISCAL YEAR 2014

BE IT RESOLVED by the City Council of the City of Willmar that the Annual Budget for the fiscal year beginning January 1, 2014, which has been submitted by the Mayor and modified and approved by the City Council, is hereby adopted, the totals of the said budget and the Mayor's division thereof being as follows:

EXPENDITURE REQUIREMENTS

General Operating	\$ 15,757,236
Capital Improvements	6,870,450
Special Revenue/Internal	671,268
Debt Service	2,499,201
Enterprise (Wastewater)	<u>8,245,688</u>
Total 2013 Budget	\$ 34,043,843

Dated this 2nd day of December, 2013.

MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish returned the Resolution without a signature and without a veto, thus it shall be considered approved - City Charter Section 3.05.

At 7:12 p.m. Mayor Yanish opened the public hearing on an Ordinance Authorizing the Issuance of Hospital Revenue Notes (Rice Care Center Project). Rice Hospital CFO Bill Fenske noted the Rice Memorial Hospital Board has approved the renovation of Rice Center with a borrowing amount for the project of \$6.2

million and when added to the refunding of the 2011 Hospital Revenue Bond Issue of \$2.9 million outstanding, this issue will be for \$9.1 million. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:13 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of an Ordinance Authorizing the Issuance of Hospital Revenue Notes (Rice Care Center Project). Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

RESOLUTION NO. 3

RESOLUTION ACCEPTING OFFER ON SALE OF HOSPITAL REVENUE NOTES (RICE CARE CENTER PROJECT) AND PROVIDING FOR THEIR ISSUANCE

(For Resolution in its entirety, see City Council proceedings file dated
December 2, 2013, located in the City Clerk's Office)

At 7:16 p.m. Mayor Yanish opened the public hearing on an Ordinance Authorizing the Issuance of Hospital Revenue Notes (Rice Home Medical and Care Center Project). Rice Hospital CFO Fenske offered details of the addition to the Rice Care Center Therapy Suites and proposed renovation of the Home Medical Store in Alexandria, Minnesota, which calls for \$2.8 million. There being no one present to speak for or against the proposed Ordinance, Mayor Yanish closed the hearing at 7:17 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of an Ordinance Authorizing the Issuance of Hospital Revenue Notes (Rice Home Medical and Care Center Project). Council Member Christianson seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

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

RESOLUTION NO. 4

RESOLUTION ACCEPTING OFFER ON SALE OF HOSPITAL REVENUE NOTES (RICE HOME MEDICAL AND CARE CENTER PROJECT) AND PROVIDING FOR THEIR ISSUANCE

(For Resolution in its entirety, see City Council proceedings file dated
December 2, 2013, located in the City Clerk's Office)

At 7:20 p.m. Mayor Yanish opened a public hearing on currency exchange license for Darrell K. Sunvold dba Quick Funds, Inc. to operate a currency exchange business at 222 Southwest 3rd Street. There being no one present to speak for or against the proposed license renewal, Mayor Yanish closed the hearing at 7:21 p.m.

Council Member Christianson offered a motion to approve the currency exchange license for Darrell K. Sunvold dba Quick Funds, Inc. Council Member Johnson seconded the motion, which carried.

At 7:21 p.m. Mayor Yanish opened a public hearing on currency exchange license for Bennett Ventures, Inc. to operate a currency business at 312, 24th Avenue SW. There being no one present to speak for or against the proposed license renewal, Mayor Yanish closed the hearing at 7:22 p.m.

Council Member Anderson offered a motion to approve the currency exchange license for Bennett Ventures, Inc. Council Member DeBlicke seconded the motion, which carried.

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

The Council considered the Kandiyohi County and City of Willmar Economic Development Commission Budget for 2014. Steve Renquist, EDC Executive Director, appeared before the Mayor and Council to provide details of the 2014 budget. He noted the biggest change is the "Agricultural Renewable Energy" position amended to a (County-wide) Business Development Specialist position, along with the \$18,000 contribution to SWIFF and a \$2,000 contribution to Community Marketing Coalition being removed. Mr. Renquist addressed the reserves totaling \$734,751, which some deemed to be in excess. Council Member Anderson moved to approve the Kandiyohi County and City of Willmar Economic Development Commission Budget for 2014. Council Member Fagerlie seconded the motion, which carried.

The Finance Committee Report for November 19, 2013, was presented to the Mayor and Council by Council Member Anderson. There were 11 items for Council consideration.

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

Item No. 2 A. HRA Executive Director Jill Bengtson presented the HRA's Fiscal Year End June 30, 2014, Budget. Revenues are projected at \$919,193.81, which includes a Tax Levy Request for 2014 of \$170,000. Expenditures are estimated at \$916,823.21 with a Provision for Reserve of \$2,370.60. Ms. Bengtson also provided an overview of programs the HRA administers and reported that the recent federal government sequestration affected funding for some programs. It was noted that the Willmar HRA and Kandiyohi County HRA will begin the merging process in January, 2014, with an anticipated completion date of July 1, 2014. The Committee was recommending approval of the HRA requested levy. It was noted that the Council approved the Willmar Housing and Redevelopment Authority levy of \$170,000 after the Truth in Taxation hearing held earlier on the Agenda.

B. General Manager Wes Hompe and Finance Director Tim Hunstad presented the Willmar Municipal Utilities 2014 Budget. Total Revenue is estimated at \$30.1 million with Total Operating Expenditures of \$28.4 million. The 2014 Intergovernmental Transfer to the City of Willmar is projected to be \$2.075 million. The five-year capital improvements budget was also presented, highlighting some of the major projects anticipated. Noting vehicle maintenance is not done in-house by the MUC, it was suggested contracting this work with the City's Public Works Department or the KAT Bus Garage. Other discussion included the status of the wind turbines and LED street lights. This matter was taken for information.

C. CEO Michael Schramm and CFO Bill Fenske reviewed the 2014 Budget, noting that revenues are projected to be flat compared to 2013. Consequently, in an effort to reduce costs, they are proposing a decrease of 15 FTE's in 2014. Mr. Fenske reviewed the statistics used in preparation of the budget as well as the current and past years' financial statements. The 2014 Budget reflects Net Operating Revenue of \$98,391,680 with Net Operating Expenses of \$96,387,705. Rice Hospital is projecting a Net Income of \$2,541,249 in 2014. Discussion included Inpatient versus Outpatient volumes, effects of federal government sequestration, the shift in Payer Mix to more governmental sources and less commercial sources, and bad debts. This matter was taken for information.

Item No. 3 Mayor Yanish briefly addressed the Council promoting the cuts he has previously proposed to travel, dues/memberships, professional services, and community funding requests with the excess to be allocated to street repairs.

Item No. 4 A. The Willmar Design Center's initial request totaling \$58,500 was reviewed. Design Center Chair Gary Geiger spoke to the efforts of the Design Center, including the Robbins Island path, the Downtown SCDP applications processed with the HRA, future SCDP programs to be proposed, items in the

Downtown Plan, grant applications, and achieving Accreditation by Minnesota Main Street making the City eligible for various grants.

Following discussion, the Committee recommended approving \$32,000 of the Willmar Design Center's request for 2014.

B. The Willmar Area Multicultural Market-Business Center (WAMM-BC) initial request totaling \$20,000 was reviewed. Administrator Stevens noted this is the first year that the City has received a request from WAMM-BC. WAMM-BC Representative Jeff Madsen explained that their focus is on job creation and economic development. Over the last year, they have helped create 54 new full-time jobs and 13 new businesses.

Following discussion, the Committee declined funding for WAMM-BC but then amended the previous motion by approving \$10,000 of the Willmar Area Multicultural Market-Business Center request for 2014.

C. The West Central Integration Collaborative initial request totaling \$21,000 was reviewed. Council Member Fagerlie noted that the Collaborative performs a lot of interpretive services on behalf of the City and wondered if this could be funded under professional services rather than community funding. Staff acknowledged this would be a possibility if the Council so chooses.

Following discussion, it passed on a roll-call vote of 5 Ayes, 3 Nays with Council Members Deblieck, Fagerlie and Nelsen voting against to make the following: to allocate \$21,000 under Professional Services for interpretive services and issue a Request for Proposals for said services.

D. The Community Marketing Coalition's initial request for 2014 totaling \$2,000 was reviewed. It was noted that \$1,500 was funded for the Coalition in 2013. Following discussion, the Committee recommended the full \$2,000 for the Community Marketing Coalition for 2014.

All these items were included in the 2014 Budget as adopted.

Item No. 5 Council Members reviewed a breakdown of the 2014 Proposed Budget for Travel/Training cost estimates listed as Mandatory, Best Practices and Voluntary. Following discussion, the Committee recommended funding the Travel/Training Budget at the City Administrator's level of \$84,615 for the General Fund and \$9,950 for the Waste Treatment Fund.

The Committee reviewed a breakdown of the 2014 Proposed Budget for Dues and Subscriptions. Following discussion, the Committee approved a motion to set Dues and Subscriptions at \$74,007 for the General Fund, \$5,600 for Waste Treatment, and \$150 for Airport.

Council Members reviewed the 2014 Proposed Professional Services budgeted amounts, by department, in the General Fund and the Airport Fund totaling \$479,100. Following discussion, the Committee moved to set the 2014 Professional Services budget for the General Fund and Airport Fund at \$479,100 and for the Waste Treatment Fund at \$108,500.

All these items were included in the 2014 Budget as adopted.

Item No. 6 Council Members reviewed the vehicle replacement schedule. Chair Anderson again noted the Council's new policy requiring any purchase over \$10,000 be brought to the applicable Committee for approval. The vehicles scheduled to be replaced in 2014 are included in the proposed 2014 budget. This matter was for information.

Item No. 7 The Council reviewed the 2014 Capital Improvement Program with Staff noting that the amount budgeted for the Auditorium/Indoor Gun Range was increased to \$250,000 since the previous report. Furthermore, \$20,000 for the Fire Department Voice Amplifiers is to be removed from this list

because that purchase will be done in 2013. After applying these changes, the new total of cash funding needed for the 2014 Capital Improvements Program is \$1,250,450.

Following discussion, the Committee approved the 2014 Capital Improvements Program with the removal of the Downtown Gateways, leaving its budgeted amount in the Program for future use and added it to the 2014 Budget.

Item No. 8 Chair Anderson explained that a projected increase in health insurance costs estimated at \$183,000 had been included in the initial proposed 2014 budget. Since that time, notification has been received that health insurance rates are not increasing for 2014. It is Staff's recommendation to reallocate this excess to the 2014 Capital Improvements Transfer, increasing the total transfer from the general fund to \$1,886,036.

Following discussion, the Committee approved reallocating the \$183,000 overage to the 2014 Capital Improvements Transfer reducing the additional 2014 Capital Improvements Transfer allocation to \$178,000 and designating the remaining \$5,000 for the 2014 Holiday Parade. This item was included in the 2014 Budget as adopted.

Item No. 9 The Council reviewed and approved of the a Resolution setting the 2014 City property tax levy at \$4,139,734 which includes \$3,992,734 for the General Fund and \$147,000 for street/infrastructure; and setting the 2014 HRA Tax Levy at \$170,000; and a Resolution adopting the 2014 Budget as presented in the amount of \$15,757,236. This matter was completed in the action following the Truth-in-Taxation hearing.

Item No. 10 There was no old business.

Item No. 11 There was no new business.

The Finance Committee Report for November 19, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for November 26, 2013, was presented to the Mayor and Council by Council Member Christianson. There were six items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Chief Wyffels was asked to provide information in relation to the value and future continuation of the City's DARE Program. An overview was given including statistical information relating to the number of students who have completed the program over the last 24 years. He noted the DARE Program Budget is a collaborative effort with expenses being shared by the Police Department and the Willmar School District. The program is more than just a drug and violence prevention education program; it also focuses on life skills and decision making. There have been over 50 studies done that show DARE is effective. It also provides more officer uniform presence in all of the schools and contact with elementary students, which in turn promotes a positive image in the community.

Superintendent of Willmar Schools, Jerry Kjergaard, said the DARE Program is a benefit to the community. It provides a good and relevant educational opportunity and the law enforcement relationships are important. This item was for information only.

Item No. 3 Bollig Inc. and Staff are proceeding with the design of improvements for the MinnWest Lift Station and Lakeland Drive. The first step in the process of M.S. Chapter 429 is to order an Improvement Report. The report will detail the proposed improvements and provide project funding suggestions.

The Committee was recommending the Council order the Improvement Report for MinnWest Lift Station/Lakeland Drive Interceptor Project No. 1310. Resolution No. 5 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. 5

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to construct the following improvements under the 2014 Improvement Projects and known as Project No. 1310:

lift station, force main, sanitary sewer, water main, curb repair, mill and overlay, trail, and quiet zone

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Section 429.011 to 429.111 (Laws 1953, Chapter 398, as amended).

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WILLMAR, MINNESOTA:

That the proposed improvement be referred to Bollig, Inc. for study, and that Bollig, Inc. is instructed to report to the Council advising the Council in a preliminary way as to whether the proposed improvement is feasible, and as to whether it should be best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Dated this 2nd day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee reviewed the current process used to approve field changes that arise during construction and discussed the definition of a field change. It was agreed that field changes are those changes made due to unknown conditions or plan errors. City Administrator Stevens assured the Committee that the City takes appropriate action to protect its rights under contracts.

The Committee discussed the current process and suggested adoption of a policy to deal with project changes. Staff will bring recommendations for policy options to a future Committee meeting. This matter was for information only.

Item No. 5 Chief Wyffels reported the jail census at 69 and the report of calls for the last two weeks at 550.

The Committee discussed creating a process to approve archery ranges. The question was raised whether it was the intent of the recent ordinance revision to allow private outdoor ranges, and if so, how are those ranges to be approved? The Committee requested that staff come back with a set of objective criteria to use in evaluating archery range proposals. This matter was for information only.

Item No. 6 Staff explained to the Committee that the consultant selection process for the Highway 12 Corridor Study had been completed. It was a joint effort between the City, Kandiyohi County and Mn/DOT. Staff presented a resolution authorizing the Mayor and City Administrator to execute a Mn/DOT agreement for the Highway 12 Corridor Study.

The Committee was recommending the Council authorize the Mayor and City Administrator to execute an agreement with the State of Minnesota Department of Transportation and Kandiyohi County to engage the services of a professional consultant to complete a Corridor Study for Highway 12 through Willmar. 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

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
AGREEMENT FOR HIGHWAY 12 CORRIDOR STUDY

BE IT RESOLVED that the City of Willmar enter into an agreement with the State of Minnesota Department of Transportation and Kandiyohi County for the following purposes, to wit:

To engage the services of a professional consultant to complete a Corridor Study which will result in a document to address the future use and development of the Highway 12 corridor through Willmar.

BE IT FURTHER RESOLVED that the Mayor and City Administrator are hereby authorized to execute such agreement.

Dated this 2nd day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Public Works/Safety Committee Report for November 26, 2013, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

The Labor Relations Committee Report for November 27, 2013, was presented to the Mayor and Council by Council Member Ahmann. There was one item for Council consideration.

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

Item No. 2 City Administrator Stevens introduced a request to fill the Administrative Assistant position being vacated at the beginning of the year due to retirement and that the individual would be greatly missed. Ms. Stevens stated that the position would be posted internally and externally.

Committee members asked if the job description was updated and Ms. Stevens stated that it had been reviewed and updated. Chair Ahmann asked if there were new skills that would be needed. Ms. Stevens stated it may be an opportunity to see if someone with multiple languages could be hired.

The Committee was recommending the Council approve the advertisement and hiring for the position of Administrative Assistant. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

The Labor Relations Committee Report for November 27, 2013, 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 Dokken, and carried.

Fire Chief Hendrickson informed the Mayor and Council that the Willmar Fire Department had applied for, and awarded, a grant from FM Global for funds to purchase dual-sensor smoke detectors for

distribution throughout the community. Historically, smoke detectors are supplied to citizens in general need and those who may encounter false detector activations due to malfunctioning or obsolete units. Resolution No. 7 was introduced by Council Member Anderson, seconded by Council Member Johnson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

WHEREAS, FM Global has awarded grant funds in the amount of \$1,950 to the Willmar Fire Department for the purchase of smoke detectors for community distribution,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Willmar to accept the \$1,950 grant, adjust the Fire Department's budget accordingly and that the City Administrator express the community's appreciation.

Dated this 2nd day of December, 2013.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Under old business, the Council requested a report on the gun range. City Clerk Halliday offered a progress report.

Planning and Development Services Director Peterson presented to the Mayor and Council an Economic Report indicating that new construction had nearly tripled, from \$17.1 million in 2012 to \$48.7 million to date in 2013. There was over \$650,000,000 in retail sales and unemployment is at 4 percent. A number of major projects are on the drawing board for 2014.

Announcements for Council Committee meeting dates were as follows: Finance, December 9; Public Works/Safety, December 10; and Community Development, December 12, 2013. Additional meetings included Park Planning Committee on December 10, at the Willmar Library, and a MinnWest Lift Station and Lakeland Drive information meeting on December 5, 2013, at the Council Chambers.

There being no further business to come before the Council, the meeting adjourned at 8:35 p.m. upon motion by Council Member Christianson, seconded by Council Member Dokken, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
DECEMBER 9, 2013

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, December 9, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Jerry Gesch, Dan Holtz, Carol Laumer, Jeff Nagel, and Joe Gimse (late arrival).

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

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

RESOLUTION NO. 47

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

- ❖ Minutes from the November 25, 2013 Commission meeting; and,
- ❖ Bills represented by vouchers No. 132205 to No. 132286 inclusive in the amount of \$119,480.99, including a MISO credit in the amount of \$84,729.35 and an Absaloka Coal payment in the amount of \$42,637.68.

Dated this 9th day of December, 2013.

President

ATTEST:

Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays, with Commissioner Schrupp abstaining.

Director of Finance Hunstad and General Manager Hompe reviewed with the Commission the proposed 2014 WMU Budget. Hunstad informed the Commission that due to on-going union negotiations being conducted with IBEW Local Union #160, no increase in labor costs were being factored into the budget at this time. It was noted that when a future agreement with union employees has been reached, necessary revisions to any labor cost adjustments would have to be incorporated into the approved budget. All required revisions to the budget would be required to be presented to the Commission for approval. The proposed 2014 WMU Budget was set at \$30,182,100 with the largest budgeted cost item being purchased power estimated at \$15,188,411.

It was also noted that the Intergovernmental Transfer to the City of Willmar would increase to \$2,075,396 for 2014. Following a review and discussion, Commissioner Holtz offered a resolution to approve the 2014 WMU Budget as presented noting that any increase in future labor costs would be brought before the Commission for approval at that time. Commission Laumer seconded.

RESOLUTION NO. 48

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2014 WMU Budget be approved as presented with the understanding that any future labor cost adjustments to the budget would be subject to Commission approval."

Dated this 9th day of December, 2013.

President

ATTEST:

Secretary

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

(Commissioner Gimse arrived at the meeting.)

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

- Union/WMU Labor Negotiation Sessions - Dec. 10 (8:30/9:00 a.m.)
- Vision 2040 Steering Committee Meeting - Dec. 11 (10:00 a.m. - Wes)
- APPA Legislative Rally (Washington, DC) - March 10-12, 2014

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Jerry Gesch, Secretary

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 11, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, December 11, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Mark Klema, Charles Oakes, Gary Geiger, Andrew Engan, Randy Czarnetzki, and Scott Thaden.

** Members Absent: Margaret Fleck, Bob Poe, and Nick Davis.

** Others Present: Megan DeSchepper- Planner.

2. MINUTES: The minutes of the November 13, 2013 meeting were approved as submitted.

3. MINNWEST TECHNOLOGY CAMPUS PARKING EXPANSION PLAN REVIEW: Staff presented the plan review of a parking lot expansion on the MinnWest Technology Campus. At a previous Planning Commission meeting Technical Academies of MN Charter School was approved with a condition that the parking lot plan be submitted for Planning Commission approval. The parking lot is along an existing private street (16th St. NE) on the campus, with a proposed addition of 232 parking spaces.

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

Staff added that the private drive is a parcel and part of the Common Interest Community MinnWest Technology Campus. However the exact dimensions aren't noted on the drawing and it's unclear if additional easements for parking, drive, and access would be necessary. The Campus does not own all the parcels that would abut the new parking area. The interim City Engineer also requested some clarification on parcel boundaries, drainage and stormwater info, as well as construction plan documentation requirements.

As the applicant was not in attendance at the meeting the Commission felt there were too many unanswered questions to take action on the request.

Mr. Thaden made a motion, seconded by Mr. Oakes, to table the matter for an upcoming meeting to have more detailed information and the applicant present.

There was discussion about the historical society approval of the parking plan and it was determined that would be required regardless of Commission action.

The motion carried.

4. ZONING ORDINANCE UPDATE SECTION 2 RULES AND DEFINITIONS
CONTINUED: Staff reviewed the latest updates to the draft from the previous Commission meeting. The Planning Commission discussed the extended stay hotel definition and determined that it could be combined with motel and hotel definitions and add long term occupancy to cover longer stays. They also recommended that staff add the supper club definition to restaurant.

The Planning Commission will start reviewing Section 5 of the Zoning Ordinance at their next meeting regarding signs.

5. MISCELLANY: Mr. Oakes asked to discuss the off-premise advertising section of the sign code, specifically about electronic reader boards and hybrid businesses that are community and volunteer oriented but not non-for profit such as the Stingers. The Commission discussed different scenarios at length, but determined they were not ready to amend the Ordinance to allow for profit organizations to advertise off-premise from their business locations.

Mr. Oakes was thanked for his years of service to the City with his time on the Planning Commission.

3. There being no further business to come before the Commission, the meeting adjourned at 7: 59 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-DECEMBER 11, 2013

STAFF COMMENTS

1. MINNWEST TECHNOLOGY CAMPUS PARKING LOT EXPANSION PLAN REVIEW:

- At the October 23, 2013 Planning Commission meeting the Commission approved plan review for Technical Academies of MN-Charter School on the MinnWest Technology Campus with a condition that a parking lot plan shall be submitted for review and approval by the Planning Commission at an upcoming meeting.
- The proposed parking lot expansion is along an existing private drive that connects/accesses Technology Dr. NE in two spots.
- The applicant proposes adding a total of 232 parking spaces.
- Would this be two way traffic or one way?
- Is the parking lot proposed to abut directly up next to the buildings?
- Is there a demand/need for this number of spaces?
- What will the student drop off/bus plan be for the Charter School?
- Will there be a recorded access and maintenance agreement for the private drive/parking etc. as there are multiple property owners? Spelled out in CIC declarations?

Interim City Engineers Comments:

1. Parcel lines shall be clearly identified on the proposed construction plans.
2. Parcel ownership information shall be provided to the City for our records. This information shall be provided on a map with existing parcel boundaries clearly noted.
3. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans.
4. The applicant shall submit stormwater calculations and maps complete with pre- and post-development drainage areas for review by the City.
5. The applicant shall submit grading, drainage, and erosion control plans for the review and approval of the City of Willmar.
6. All construction shall be in accordance with the City of Willmar standards.

RECOMMENDATION: Approve the parking lot expansion with the following conditions or table the matter until the following conditions are met:

- A. Parcel lines shall be clearly identified on the proposed construction plans.
- B. Parcel ownership information shall be provided to the City for our records. This information shall be provided on a map with existing parcel boundaries clearly noted.
- C. All easements required based on existing parcel boundaries and the proposed improvements shall be clearly identified on the construction plans.
- D. The applicant shall submit stormwater calculations and maps complete with pre- and post-development drainage areas for review by the City.
- E. The applicant shall submit grading, drainage, and erosion control plans for the review and

approval of the City of Willmar.

- F. All construction shall be in accordance with the City of Willmar standards.
- G. Ownership/maintenance/access of the private drive shall be included in the CIC declarations/articles or proof thereof submitted to the City for their records.



Application for Appointment to City Board/Committee/Commission

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

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

Applicant Information

Name: DAN O'MEARA Date of Application: 14 OCT 13
 Address: 1609 COLLEGE PARK CIRCLE, WILLMAR Phone No. 320-295-9835
 (must be a resident of the City of Willmar)
 Email: DROMEARA@HOTMAIL.COM

What prompted you to make application for a citizen committee? HELP THE COMMUNITY / AVIATION

Briefly tell us why you want to serve on this Board/Committee/Commission:
THE AIRPORT IS VASTLY UNDERUTILIZED AND HAS POTENTIAL. IT IS OFTEN THE FIRST IMAGE PEOPLE GET OF WILLMAR, YET IT IS NOT A POSITIVE ONE

List any special background or experience you have which would be helpful to this Board/Committee/Commission:
AIRLINE CAPTAIN, U.S. ARMY AVIATOR, CORPORATE PILOT
21 YEARS MILITARY EXPERIENCE - SENIOR ARMY OFFICER / COMMANDER

List your educational background: MASTERS DEGREE - BUSINESS MANAGEMENT
BACHELORS DEGREE AVIATION MANAGEMENT
AIRLINE TRANSPORT PILOT, COMMERCIAL PILOT, CERTIFIED FLIGHT INSTRUCTOR
U.S. ARMY FLIGHT SCHOOL GRADUATE

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

MINNESOTA ARMY NATIONAL GUARD - AVIATION MEDEVAC COMMANDER

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

MARCUS CONSTRUCTION - PILOT

2580 HWY 12 E WILLMAR, MN

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

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

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

Applicant Information

Name: Justin Mattern Date of Application: 12/09/13

Address: 1008 13th St SW Phone No. 320-235-1520
(must be a resident of the City of Willmar)

Email: imm@etapmarketing.com

What prompted you to make application for a citizen committee? Interest in serving local needs and this commission was recommended to me by several other community leaders.

Briefly tell us why you want to serve on this Board/Committee/Commission: Have always had an interest in seeing the best interest for our community and have followed the political aspect of our leadership.

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

- Small business owner for the past 13 years, responsible for finances and policies within the company.
- Politically active with special interest following the energy markets including author of political essays.
- Served on the board of directors and the Executive committee for the Willmar Area Chamber.
- Also served as treasurer for a 2-year term.

List your educational background:

Willmar High School Diploma: Class of 1997
Ridgewater College Degree: Sales & Marketing

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

Volunteer with Let's Go Fishing of MN

Usher and welcome team with my local Church

Part of a political advisory team for a previous candidate for US Congress

Board of Directors for Willmar Area Chamber

Treasurer for Willmar Area Chamber

Board liaison and leadership team for the Willmar area "neXt" young professional organization

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

CEO

E*Tap Marketing

PO Box 1538

Willmar, MN 56201

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

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

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

Applicant Information

Name: _____ Sandy Bebler _____

Date of Application: 12-12-13

Address: 3511 West Eagle Ridge Drive, Willmar, MN 56201

Phone No. 320-214-8537 or Work 320-441-6251

(must be a resident of the City of Willmar)

Email: sandy.bebler@nasbank.com

What prompted you to make application for a citizen committee? I was informed me about the position and thought I would be a good fit for the commission

Briefly tell us why you want to serve on this Board/Committee/Commission: I have been part of the business community in Willmar for 12 years. Serving on the board would allow me to gain experience into a field that I'm unfamiliar with but also allow me to share some skills and knowledge I have gained throughout my career.

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

I was President of the Humane Society of Kandiyohi County during which I worked very closely with the City and County officials for the planning, approval and eventual construction of a new building. I am current Rotarian and a member of the local BNI Club and past board member of the YMCA and Ambassador for the

Chamber of Commerce here in Willmar. I have many business contacts and associates throughout the City of Willmar and Kandiyohi County.

List your educational background: Apple Valley High School; Dakota County Area Technical College (AA Degree).

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

YMCA (3 years), Willmar Lakes Rotary (6+ years); Chamber of Commerce (6 years); Humane Society of Kandiyohi County (5 years)

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

North American State Bank; 2800 1st Street South, Willmar, MN 56201 (320) 235-7000

Position: Mortgage Lender

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

Application for Appointment to City Board/Committee/Commission

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

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

Applicant Information

Name: _____ Jon C. Saunders _____ Date of Application: December 4, 2013

Address: _____ 1220 Grace Ave. SW, Willmar, MN 56201 _____ Phone No. 320-235-1265

(must be a resident of the City of Willmar)

Email: _____ jon@willmarlaw.com _____

What prompted you to make application for a citizen committee? _____ I was approached _____

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

I believe as a citizen of the city I have an obligation to be a member on committees of the city where I can be of assistance. I find the hospital board to be very interesting since it owns an interest in several different businesses and is such an important entity for the City. I also believe that a strong hospital is important for the downtown area and therefore I have a vested interest in seeing the hospital succeed since I have an office in the downtown area.

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

I am a city attorney for several cities; I am a business attorney and advise clients every day concerning their business activities. Although this may be helpful, I do not intend to directly use these skills on the board.

List your educational background: BA Degree in Economics from St. Olaf; Juris Doctrate degree from the University of North Dakota Law School.

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

I am the Bird Island Civic and Commerce Association Secretary; I am the legislative chair for the 12th District Bar Association; I am a current Willmar Sertoma member; I am a current Bird Island Lions Member.

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

Anderson, Larson, Saunders & Klaassen, PLLP; Partner; 331 3rd St SW; Willmar, MN 56201

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917

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

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

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

Applicant Information

Name: Jim Rudnick Date of Application: 12/2/13

Address: 1609 Hansen Dr SW, Willmar Phone No. 320-894-9328
(must be a resident of the City of Willmar)

Email: jrudnick@cdsopa.com

What prompted you to make application for a citizen committee? Asked by Ross Magnuson

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

I was asked to Volunteer by a current committee member

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

Past Board Member of: 1) Willmar Fests 2) Willmar Jaycees
Current Board Member of 1) Willmar Lakes Area Chamber of Commerce

List your educational background: Accounting Diploma from Willmar Tech College

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

Chamber - Board of Directors
Willmar Elks Knights of Columbus

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

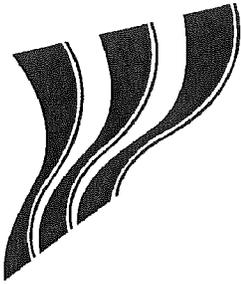
Partner at Conway Deuth + Schmiesing

Please return completed application to:

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

Or fax completed forms to:

(320) 235-4917



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5.E
Meeting Date: December 16, 2013
Attachments: Yes X No

CITY COUNCIL ACTION

Date: December 16, 2013

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

Originating Department: Willmar Community Education & Recreation

Action Requested: Approve \$2,300.00 donation from Willmar Area Disc Golfers and supporters and adjust the budget accordingly, Leisure Service Budget 101.45432.0336

Guiding Principle: Donation is for improvements to disc golf facilities in the City of Willmar, specifically signage.

Introduction: For the 2014 Disc Golf Season the users of this facility would like to purchase and install new signage for the course at Robbins Island. As you can see by the list of donors they had a good response to this request.

Background/Justification: In 2011 the club assisted with adding a second tee box for each hole (9). In 2012 the City of Willmar placed second pin placements along with signage at each hole. A donor also provided benches at each Tee box for players to relax as they prepare to play each hole. This shows the very good relationship between the users of this facility and the city to provide this amenity. This new signage proposed will provide a more uniform look at the facility along with more information for users.

Fiscal Impact: These resources will assist Public Works and CER to provide the improvements requested.

Alternatives: Do not approve the donation and we will not make the improvements requested by the club and course users.

Staff Recommendation: To approve the request as printed above.

Reviewed by:

Preparer: Steve Brisendine

Signature: *Steve Brisendine*

Comments: We thank the club for their efforts and look forward to working with them in the future to improve the disc golf offerings in the community.

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
AMERICAN PLANNING ASSOCI 000053 38198 12/11/13 2014 DUES/SUBSCRIPTION	525.00		060270-13106		D N	PREPAID EXPENSES	101.128000
AMERICAN SOLUTIONS FOR B 000046 38199 12/11/13 W2'S, 1099'S, ENVELOPES	174.15		INV01632755		D N	OFFICE SUPPLIES	101.41405.0220
AMERICAN WELDING & GAS I 000057 38200 12/11/13 5 FIRE EXTINGUISHERS	575.00		02440496		D N	SMALL TOOLS	101.45427.0221
38200 12/11/13 RECHARGED FIRE EXT.	165.90		02440496		D N	MTCE. OF EQUIPME	101.45427.0334
38200 12/11/13 WELDING GAS	47.76		02463959		D N	GENERAL SUPPLIES	101.43425.0229
38200 12/11/13 WELDING GAS	12.50		02513049		D N	GENERAL SUPPLIES	101.43425.0229
38200 12/11/13 WELDING GAS	12.50		02513344		D N	GENERAL SUPPLIES	101.43425.0229
VENDOR TOTAL	813.66	*CHECK TOTAL					
AMERIPRIDE LINEN & APPAR 000051 38201 12/11/13 TOWEL SERVICE	40.83		2200441798		D N	CLEANING AND WAS	101.43425.0338
38201 12/11/13 TOWEL SERVICE	33.03		2200447268		D N	CLEANING AND WAS	101.43425.0338
VENDOR TOTAL	73.86	*CHECK TOTAL					
ANDERSON LAW OFFICES 002954 38202 12/11/13 PROFESSIONAL SERVICES	9,521.87		STMT/11-13		D M 07	PROFESSIONAL SER	101.41406.0446
ARNDT/JOHN .02091 38203 12/11/13 REFUND DOUBLE PYMT	1,537.34		121113		D N	REFUNDS AND REIM	230.43430.0882
AT&T MOBILITY 000075 38204 12/11/13 WIRELESS INTERNET SERV.	40.65		X11252013		D N	COMMUNICATIONS	101.41409.0330
BABY BLUE ARTS 002574 38205 12/11/13 2014 PRGRM SHIPPING CHGS	30.00		120413		D M 07	PREPAID EXPENSES	101.128000
BATTERY WHOLESAL INC 002860 38206 12/11/13 CORE RETURN	47.88CR		17465		D N	MTCE. OF EQUIPME	651.48484.0224
38206 12/11/13 GENERATOR BATTERY	60.93		17916		D N	MTCE. OF EQUIPME	651.48485.0224
38206 12/11/13 BATTERY	259.12		18221		D N	INVENTORIES-MDSE	101.125000
VENDOR TOTAL	272.17	*CHECK TOTAL					
BCA CJTE 000095 38207 12/11/13 EVANS-SEMINAR REGIS.	75.00		2362		D N	TRAVEL-CONF. -SCH	101.42411.0333
BECKER ARENA PRODUCTS IN 000097 38208 12/11/13 DASHER BOARD SYSTEM	87,748.47	3			D N	FURNITURE AND EQ	450.45433.0552
BEHAVIORAL FORENSIC SERV 002819 38209 12/11/13 PROFESSIONAL SERVICES	1,750.00		111313		D N	PROFESSIONAL SER	101.42412.0446

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BEHAVIORAL FORENSIC SERV 38209 12/11/13	002819 PROFESSIONAL SERVICES	1,750.00		120513		D N	PROFESSIONAL SER	101.42412.0446
	VENDOR TOTAL	3,500.00	*CHECK TOTAL					
BENNETT OFFICE TECHNOLOG 38210 12/11/13	000099 OFFICE SUPPLIES	99.93		194943		D N	OFFICE SUPPLIES	651.48484.0220
BERNICK'S PEPSI-COLA CO 38211 12/11/13	000103 OFFICE COFFEE	78.96		5610		D N	GENERAL SUPPLIES	101.43425.0229
BLUE TARP FINANCIAL 38212 12/11/13	003013 BATTERY	71.53		29605983		D N	MTCE. OF EQUIPME	651.48484.0224
BOESCHEN/MARK 38213 12/11/13	002260 3 TABLETS	1,439.61		121013		D N	SMALL TOOLS	101.41409.0221
BOLLIG INC 38214 12/11/13	002999 PROFESSIONAL SERVICES	32,795.22		2571		D N	PROFESSIONAL SER	432.48504.0446
BOLTON & MENK INC 38215 12/11/13	001010 INTERIM CITY ENG SERVI	5,490.00		0161825		D N	PROFESSIONAL SER	101.43417.0446
		5,047.50		0161831		D N	PROFESSIONAL SER	413.48452.0446
		150.00		0161832		D N	PROFESSIONAL SER	413.48452.0446
	VENDOR TOTAL	10,687.50	*CHECK TOTAL					
BRAD'S PLUMBING 38216 12/11/13	001896 BACKFLOW PREVENTOR INSP.	343.70		4304		D N	MTCE. OF EQUIPME	651.48484.0224
		270.00		4304		D N	MTCE. OF EQUIPME	651.48484.0334
		49.32		4306		D N	MTCE. OF EQUIPME	651.48485.0224
		120.00		4306		D N	MTCE. OF EQUIPME	651.48485.0334
	VENDOR TOTAL	783.02	*CHECK TOTAL					
BRAUN INTERTEC CORPORATI 38217 12/11/13	000117 PROFESSIONAL SERVICES	4,005.00		378680		D N	PROFESSIONAL SER	101.45427.0446
BSE 38218 12/11/13	001980 SUPPLIES	41.25		906567581		D N	GENERAL SUPPLIES	101.45433.0229
		33.02		906580177		D N	MTCE. OF STRUCTU	101.41408.0225
		97.73		906580177		D N	MTCE. OF STRUCTU	101.45427.0225
		90.80		906588737		D N	MTCE. OF STRUCTU	230.43430.0225
		107.75		906623052		D N	MTCE. OF STRUCTU	101.45433.0225
	VENDOR TOTAL	408.62	*CHECK TOTAL					

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
BUSINESSWARE SOLUTIONS 002776							
38219 12/11/13 PRINT/PAGE COUNT	5.56		207550		D N	OFFICE SUPPLIES	101.41400.0220
38219 12/11/13 PRINT/PAGE COUNT	21.38		207550		D N	OFFICE SUPPLIES	101.41402.0220
38219 12/11/13 PRINT/PAGE COUNT	10.69		207550		D N	OFFICE SUPPLIES	101.41403.0220
38219 12/11/13 PRINT/PAGE COUNT	17.03		207550		D N	OFFICE SUPPLIES	101.41404.0220
38219 12/11/13 PRINT/PAGE COUNT	88.62		207550		D N	OFFICE SUPPLIES	101.41405.0220
38219 12/11/13 PRINT/PAGE COUNT	4.73		207550		D N	OFFICE SUPPLIES	101.41409.0220
38219 12/11/13 PRINT/PAGE COUNT	100.44		207550		D N	OFFICE SUPPLIES	101.42411.0220
38219 12/11/13 PRINT/PAGE COUNT	15.81		207550		D N	OFFICE SUPPLIES	101.43417.0220
38219 12/11/13 PRINT/PAGE COUNT	22.64		207550		D N	OFFICE SUPPLIES	101.43425.0220
38219 12/11/13 PRINT/PAGE COUNT	60.49		207550		D N	OFFICE SUPPLIES	101.45433.0220
38219 12/11/13 PRINT/PAGE COUNT	16.35		207550		D N	OFFICE SUPPLIES	101.45435.0220
38219 12/11/13 PRINT/PAGE COUNT	97.28		207550		D N	OFFICE SUPPLIES	651.48484.0220
38219 12/11/13 PRINT/PAGE COUNT	1.59		207550		D N	OFFICE SUPPLIES	651.48484.0220
	462.61	*CHECK TOTAL					
	462.61						
VENDOR TOTAL							
CARD SERVICES 002552							
38220 12/11/13 LATE FEE	12.50		33353276		D N	OTHER CHARGES	208.45005.0449
CARDMEMBER SERVICE 002365							
38221 12/11/13 HOKKSTRA-CONFERENCE REG.	200.00		STMT/11-13		D N	PREPAID EXPENSES	101.128000
38221 12/11/13 KARDELL-RECERTIF. FEE	110.00		STMT/11-13		D N	PREPAID EXPENSES	101.128000
38221 12/11/13 HOKKSTRA-CONFERENCE REG.	115.00		STMT/11-13		D N	PREPAID EXPENSES	101.128000
38221 12/11/13 STEVENS-LODGING EXPENSE	100.47		STMT/11-13		D N	TRAVEL-CONF.-SCH	101.41400.0333
38221 12/11/13 PLNG FACILITATOR LODGING	286.75		STMT/11-13		D N	TRAVEL-CONF.-SCH	101.41401.0333
38221 12/11/13 SLIM CASE FOR 10" TABLET	16.95		STMT/11-13		D N	GENERAL SUPPLIES	101.41409.0229
38221 12/11/13 SLIM CASE-NEXUS TABLET	16.99		STMT/11-13		D N	GENERAL SUPPLIES	101.41409.0229
38221 12/11/13 IPAD CASE	39.90		STMT/11-13		D N	GENERAL SUPPLIES	101.41409.0229
38221 12/11/13 TRAINING VIDEO SERIES	37.50		STMT/11-13		D N	TRAVEL-CONF.-SCH	101.41409.0333
38221 12/11/13 BROADCASTER SUBSCRIP.	49.00		STMT/11-13		D N	SUBSCRIPTIONS AN	101.41409.0443
	972.56	*CHECK TOTAL					
	972.56						
VENDOR TOTAL							
CARRANZA/NOE 002547							
38222 12/11/13 PROFESSIONAL SERVICES	25.00		113013		D M 07	PROFESSIONAL SER	101.42411.0446
38222 12/11/13 PROFESSIONAL SERVICES	50.00		120713		D M 07	PROFESSIONAL SER	101.42411.0446
38222 12/11/13 PROFESSIONAL SERVICES	125.00		120813		D M 07	PROFESSIONAL SER	101.42411.0446
	125.00	*CHECK TOTAL					
VENDOR TOTAL							
CDW GOVERNMENT INC 001845							
38223 12/11/13 7X10 SAMSUNG TABLET	615.59		HC10653		D N	SMALL TOOLS	101.41404.0221
CELEBRATE ART, CELEBRATE 002203							
38224 12/11/13 SPECIAL EVENT FUNDING	250.00		121113		D N	OTHER CHARGES	208.45013.0449
CENTERPOINT ENERGY 000467							
38225 12/11/13 NATURAL GAS CHARGES	498.59		6048932/11-13		D N	UTILITIES	651.48484.0332

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 B X M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY 38225 12/11/13 000467 NATURAL GAS CHARGES 38225 12/11/13 NATURAL GAS CHARGES 38225 12/11/13 NATURAL GAS CHARGES VENDOR TOTAL	48.20 51.02 4,672.55 5,270.36 5,270.36		6072309/11-13 6093527/11-13 8795475/11-13 *CHECK TOTAL		D N D N D N	UTILITIES UTILITIES UTILITIES	101.45437.0332 101.43425.0332 651.48484.0332
CHAMBERLAIN OIL CO 38226 12/11/13 000154 DRUM RETURN 38226 12/11/13 OIL 38226 12/11/13 DRUM RETURN VENDOR TOTAL	5.50CR 1,623.58 40.00CR 1,578.08 1,578.08		118809 120810 120810 *CHECK TOTAL		D N D N D N	INVENTORIES-MDSE INVENTORIES-MDSE INVENTORIES-MDSE	101.125000 101.125000 101.125000
CHAPPELL CENTRAL INC 38227 12/11/13 000156 MTCE ON ROOF TOP UNITS 38227 12/11/13 MTCE ON ROOF TOP UNITS 38227 12/11/13 CHECKED CIRCULATING PUMP 38227 12/11/13 CHECKED CIRCULATING PUMP 38227 12/11/13 SUPPLIES VENDOR TOTAL	173.37 406.13 536.19 706.98 7.10 1,829.77 1,829.77		00056253 00056253 00056575 00056575 00134151 *CHECK TOTAL		D N D N D N D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU MTCE. OF STRUCTU GENERAL SUPPLIES	101.45435.0225 101.45435.0335 101.41408.0225 101.41408.0335 101.45433.0229
CHARTER COMMUNICATIONS 38228 12/11/13 000736 MONTHLY PHONE SERVICE 38228 12/11/13 MONTHLY PHONE SERVICE VENDOR TOTAL	52.51 44.78 97.29 97.29		4972/12-13 5124/12-13 *CHECK TOTAL		D N D N	COMMUNICATIONS COMMUNICATIONS	101.41409.0330 101.41409.0330
CIT TECHNOLOGY FIN SERV 38229 12/11/13 002556 COPIER LEASE AGRMT VENDOR TOTAL	169.93		24315462		D N	RENTS	101.41405.0440
CODE 4 SERVICES LLC 38230 12/11/13 002984 CAR 10 VEHICLE UP-FIT 38230 12/11/13 IGNITION DELAY MODULE 38230 12/11/13 CAR 24 VEHICLE UP-FIT VENDOR TOTAL	2,879.88 75.77 2,759.68 5,715.33 5,715.33		1191 1210 1221 *CHECK TOTAL		D N D N D N	MACHINERY AND AU MTCE. OF EQUIPME MACHINERY AND AU	450.42411.0553 101.42411.0224 450.42411.0553
COLEPAPERS INC 38231 12/11/13 000170 CLEANING SUPPLIES VENDOR TOTAL	413.06		8924191		D N	CLEANING AND WAS	101.45435.0228
COMPUTER PROF. UNLIMITED 38232 12/11/13 000065 CAMA MONTHLY SUPPORT-DEC VENDOR TOTAL	145.98		STMT/12-13		D N	MTCE. OF EQUIPME	101.41404.0334
COPIER BUSINESS SOLUTION 38233 12/11/13 001934 COPIER MTCE CHARGE 38233 12/11/13 COPIER MTCE CHARGE VENDOR TOTAL	83.06 33.59 116.65 116.65		230794 230973 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.42412.0334 101.41405.0334

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 EX M	ACCOUNT NAME	ACCOUNT
CROW CHEMICAL & LIGHTING 000186 38234 12/11/13 SCALEAWAY SUPPLIES 38234 12/11/13 CLEANING SUPPLIES VENDOR TOTAL	68.34 80.69 149.03 149.03		402118 402145 *CHECK TOTAL		D N D N	GENERAL SUPPLIES CLEANING AND WAS	651.48484.0229 651.48484.0228
DAN'S SHOP INC 38235 12/11/13 FILTERS 002212	56.50		62758		D N	INVENTORIES-MDSE	101.125000
DAVY LABORATORIES 38236 12/11/13 SUITABILITY TESTING .01797	329.72		3110533		D N	PROFESSIONAL SER	651.48484.0446
DELL MARKETING LP 001747 38237 12/11/13 19" DELL MONITOR 38237 12/11/13 REPL. BATTERY CARTRIDGE VENDOR TOTAL	150.04 654.71 804.75 804.75		XJ8NMD251 XJ8WJUR66 *CHECK TOTAL		D N D N	SMALL TOOLS MTCE. OF EQUIPME	101.41409.0221 101.41409.0224
DEPT OF HUMAN SERVICES 000009 38238 12/11/13 CLEANING SERVICES	112.00		00000175803		D N	CLEANING AND WAS	101.45435.0338
DEPT OF HUMAN SERVICES 002914 38239 12/11/13 #22 RICE CARE CENTER-	19,447.91		00000172519		D N	PREPAID EXPENSES	101.128000
DIAMOND VOGEL PAINT CENT 000205 38240 12/11/13 PAINT THINNER 38240 12/11/13 TRAFFIC PAINT 38240 12/11/13 HOCKEY GOALS VENDOR TOTAL	72.03 108.16 53.32 233.51 233.51		821054928 821055000 821055024 *CHECK TOTAL		D N D N D N	GENERAL SUPPLIES GENERAL SUPPLIES MTCE. OF EQUIPME	101.43425.0229 101.43425.0229 101.43425.0224
DONOHUE & ASSOCIATES 002293 38241 12/11/13 WESTERN COLLECTOR SEW 38241 12/11/13 SPERRYVILLE I.S. VENDOR TOTAL	10,840.08 11,225.00 11,065.08 11,065.08		11678-36 12466-8 *CHECK TOTAL		D N D N	PROFESSIONAL SER PROFESSIONAL SER	432.48503.0446 432.48506.0446
DOOLEY'S PETROLEUM INC 000212 38242 12/11/13 220 GALLONS UNLEADED 38242 12/11/13 118 GALLONS DIESEL 38242 12/11/13 493 GALLONS DIESEL 38242 12/11/13 146 GALLONS DIESEL 38242 12/11/13 113 GALLONS DIESEL 38242 12/11/13 132 GALLONS DIESEL VENDOR TOTAL	724.02 410.88 1,870.28 505.46 399.11 468.86 4,378.61 4,378.61		267481 267481 267577 267615 320204 320315 *CHECK TOTAL		D N D N D N D N D N D N	MOTOR FUELS AND MOTOR FUELS AND MOTOR FUELS AND MOTOR FUELS AND MOTOR FUELS AND MOTOR FUELS AND	651.48484.0222 651.48486.0222 651.48486.0222 651.48486.0222 651.48486.0222 651.48486.0222
DOOLEY'S PETROLEUM INC 002163 38196 12/02/13 3,849 GALLONS UNLEADED	11,292.80		929409		D N	INVENTORIES-MDSE	101.125000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
DOOLEY'S PETROLEUM INC 38196 12/02/13 3,850 GALLONS DIESEL 002163 VENDOR TOTAL	13,086.02 24,378.82 24,378.82	929409 *CHECK TOTAL		D N	INVENTORIES-MDSE	101.125000
DUININCK INC 38243 12/11/13 BLACKTOP-SALT STORAGE 38243 12/11/13 PAVING/CURB & GUTTER 38243 12/11/13 KANDIYOHI AVE SW IMP 38243 12/11/13 WATER MAIN/STORM SEW 38243 12/11/13 CONCRETE SAND 000222 VENDOR TOTAL	12,630.00 44,289.64 139,685.96 589,991.50 2,142.51 788,739.61 788,739.61	106060 1201-B/EST. 8 1301A/EST. 4 1301B/EST. 2 *CHECK TOTAL		D N D N D N D N D N	BUILDINGS AND ST MTCE. OF OTHER I MTCE. OF OTHER I MTCE. OF OTHER I GENERAL SUPPLIES	450.43425.0551 412.48451.0336 413.48451.0336 413.48451.0336 101.43425.0229
ED DAVIS BUSINESS MACHIN 38244 12/11/13 3 OFFICE CHAIRS 38244 12/11/13 2014 DESK CALENDARS VENDOR TOTAL	876.30 45.73 922.03 922.03	128175 128183 *CHECK TOTAL		D N D N	SMALL TOOLS OFFICE SUPPLIES	101.41405.0221 651.48484.0220
EMERGENCY RESPONSE SOLUT 38245 12/11/13 30 SCBA AMPLIFIERS VENDOR TOTAL	12,104.40	1150		D N	SMALL TOOLS	101.42412.0221
ERICKSON/KEVIN 38246 12/11/13 SEWER REPLACEMENT 02092 VENDOR TOTAL	1,085.00	1211113		D N	MTCE. OF OTHER I	651.48485.0336
ETTERMAN ENTERPRISES 38247 12/11/13 WIRE ROPE CLIPS 38247 12/11/13 HOSE CLAMPS/SUPPLIES 38247 12/11/13 MISCELLANEOUS PARTS VENDOR TOTAL	44.67 101.96 27.08 173.71 173.71	203580 204057 204160 *CHECK TOTAL		D M 07 D M 07 D M 07	MTCE. OF EQUIPME GENERAL SUPPLIES MTCE. OF EQUIPME	651.48485.0224 651.48484.0229 651.48484.0224
EXPLORE MN TOURISM 38248 12/11/13 2014 MARKETING CAMPAIG 002245 VENDOR TOTAL	3,000.00	WLACVB		D N	PREPAID EXPENSES	208.128000
FAMILY PRACTICE MED CENT 38249 12/11/13 DRUG TESTING 000245 VENDOR TOTAL	70.50	45/12-13		D N	SUBSISTENCE OF P	101.43425.0337
FARM-RITE EQUIPMENT 38250 12/11/13 #003576-WIPER ARM 003002 VENDOR TOTAL	54.95	P00718		D N	MTCE. OF EQUIPME	101.43425.0224
FARNAM'S GENUINE PARTS 38251 12/11/13 #088184-TIE ROD 38251 12/11/13 OIL FILTER VENDOR TOTAL	57.02 27.19 84.21 84.21	690197 690283 *CHECK TOTAL		D N D N	MTCE. OF EQUIPME MTCE. OF EQUIPME	101.43425.0224 101.45433.0224

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

ACS FINANCIAL SYSTEM
12/11/2013 11:41:44

GL540R-V07.23 PAGE

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
FASTENAL COMPANY 38252 12/11/13	001188 RETURNED PLANT SUPPLIES	170.47CR		MNWIL109367		D N	GENERAL SUPPLIES	651.48484.0229
38252 12/11/13	PLANT SUPPLIES	32.44		MNWIL109654		D N	GENERAL SUPPLIES	651.48484.0229
38252 12/11/13	HONEYWAGON PARTS	68.51		MNWIL109752		D N	MTCE. OF EQUIPME	651.48484.0224
38252 12/11/13	PLANT SUPPLIES	71.88		MNWIL109967		D N	GENERAL SUPPLIES	651.48484.0229
38252 12/11/13	SMALL TOOLS	17.01		MNWIL110150		D N	SMALL TOOLS	651.48484.0221
38252 12/11/13	SUPPLIES	4.49		MNWIL110150		D N	GENERAL SUPPLIES	651.48484.0229
38252 12/11/13	LATCHES	25.97		MNWIL110183		D N	MTCE. OF STRUCTU	651.48484.0225
	VENDOR TOTAL	49.83	*CHECK	TOTAL				
FAT FREDDY'S MUSIC 38253 12/11/13	002342 SOUND SYSTEM RENTAL	200.00		111913		D N	RENTS	101.41409.0440
FISCHER LASER EYE CENTER 38254 12/11/13	000244 SEEHUSEN-SAFETY GLASSES	177.48		112213		D N	SUBSISTENCE OF P	101.43425.0227
FLAHERTY & HOOD P.A. 38255 12/11/13	001449 PROFESSIONAL SERVICES	12,535.10		6751		D M 07	PROFESSIONAL SER	101.41406.0446
FLEXIBLE PIPE TOOL CO 38256 12/11/13	000273 AIR CONVEYANCE FILTER	494.95		16919		D N	MTCE. OF EQUIPME	651.48485.0224
FREEMAN/LE ANNE 38257 12/11/13	000937 MILEAGE 9/1-9/30/13	79.10		120313		D N	TRAVEL-CONF. -SCH	101.45435.0333
38257 12/11/13	MILEAGE 10/1-10/31/13	85.88		120313		D N	TRAVEL-CONF. -SCH	101.45435.0333
	VENDOR TOTAL	164.98	*CHECK	TOTAL				
GEISLINGER & SON'S INC 38258 12/11/13	003005 WESTERN INTERCEPTOR	199,261.32		1110/EST. 8		D N	MTCE. OF OTHER I	432.48503.0336
GENERAL MAILING SERVICES 38259 12/11/13	000293 POSTAGE 11/18 - 11/22/13	18.62		0		D N	POSTAGE	101.41401.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	22.96		0		D N	POSTAGE	101.41402.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	73.35		0		D N	POSTAGE	101.41403.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	5.39		0		D N	POSTAGE	101.41404.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	7.17		0		D N	POSTAGE	101.41405.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	15.00		0		D N	POSTAGE	101.41408.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	0.56		0		D N	POSTAGE	101.42411.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	1.67		0		D N	POSTAGE	101.42412.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	0.56		0		D N	POSTAGE	208.45005.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	10.83		0		D N	POSTAGE	230.43430.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	4.21		0		D N	POSTAGE	651.48484.0223
38259 12/11/13	POSTAGE 11/18 - 11/22/13	40.88		0		D N	POSTAGE	651.48485.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	18.91		10449		D N	POSTAGE	101.41401.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	15.13		10449		D N	POSTAGE	101.41402.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	14.44		10449		D N	POSTAGE	101.41403.0223

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 38259 12/11/13	000293 POSTAGE 11/11 - 11/15/13	4.48		10449		D N	POSTAGE	101.41404.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	2.80		10449		D N	POSTAGE	101.41405.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	15.00		10449		D N	POSTAGE	101.41408.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	1.12		10449		D N	POSTAGE	101.41409.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	0.56		10449		D N	POSTAGE	101.41428.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	2.59		10449		D N	POSTAGE	101.42412.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	2.24		10449		D N	POSTAGE	101.43425.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	0.81		10449		D N	POSTAGE	101.45432.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	5.85		10449		D N	POSTAGE	208.45005.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	1.47		10449		D N	POSTAGE	230.43430.0223
38259 12/11/13	POSTAGE 11/11 - 11/15/13	1.68		10449		D N	POSTAGE	651.48484.0223
38259 12/11/13	FED EX CHARGES	56.55		10534		D N	POSTAGE	651.48484.0223
38259 12/11/13	POSTAGE	21.55		10585		D N	POSTAGE	101.42411.0223
38259 12/11/13	POSTAGE	10.39		10647		D N	POSTAGE	208.45005.0223
38259 12/11/13	POSTAGE-SPORTS MAILER	173.99		10647		D N	OTHER CHARGES	208.45011.0449
38259 12/11/13	POSTAGE	675.77		10648		D N	POSTAGE	208.45006.0223
	VENDOR TOTAL	1,226.53		*CHECK TOTAL				
		1,226.53						
GREYSTONE CONSTRUCTION 38260 12/11/13	003047 SALT STORAGE SHED	141,170.00		24154		D N	BUILDINGS AND ST	450.43425.0551
HARDWARE HANK EXPRESS 38261 12/11/13	000452 CLEANING SUPPLIES	9.59		110113		D N	CLEANING AND WAS	101.41409.0228
38261 12/11/13	LIGHT BULB FOR BLDG	6.40		110613		D N	MTC. OF STRUCTU	101.45435.0225
38261 12/11/13	CABLE TIES	16.72		110713		D N	GENERAL SUPPLIES	101.43425.0229
38261 12/11/13	PAINTING SUPPLIES	34.80		111213		D N	GENERAL SUPPLIES	101.45435.0229
38261 12/11/13	CABLE TIES	21.97		111313		D N	GENERAL SUPPLIES	101.43425.0229
38261 12/11/13	PLUMBING PARTS	24.57		111513		D N	MTC. OF STRUCTU	101.43425.0225
38261 12/11/13	CABLE TIES	3.41		111513		D N	GENERAL SUPPLIES	101.43425.0229
38261 12/11/13	SUPPLIES	17.47		111513		D N	GENERAL SUPPLIES	101.45433.0229
38261 12/11/13	SMALL TOOLS	4.80		111813		D N	SMALL TOOLS	101.41408.0221
38261 12/11/13	BATTERIES	2.87		111913		D N	GENERAL SUPPLIES	101.43425.0229
38261 12/11/13	GORILLA GLUE EPOXY	5.33		112113		D N	GENERAL SUPPLIES	101.45427.0229
38261 12/11/13	DUCT TAPE	7.47		112213		D N	GENERAL SUPPLIES	101.41409.0229
38261 12/11/13	KEY FOR BLDG	6.00		112213		D N	MTC. OF STRUCTU	101.45433.0225
38261 12/11/13	RETURNED SUPPLIES	212.68CR		112213		D N	MTC. OF STRUCTU	101.45435.0228
38261 12/11/13	CLEANING SUPPLIES	21.36		112213		D N	CLEANING AND WAS	101.45435.0228
38261 12/11/13	2 HUMIDIFIERS	363.35		112513		D N	SMALL TOOLS	101.41408.0221
38261 12/11/13	HARDWARE CLOTH	1.70		112613		D N	GENERAL SUPPLIES	101.43425.0229
38261 12/11/13	KEYS FOR BLDG	4.89		112713		D N	MTC. OF STRUCTU	101.45433.0225
38261 12/11/13	KEYS FOR BLDG	2.00		112713		D N	MTC. OF STRUCTU	101.45433.0225
38261 12/11/13	CLEANING SUPPLIES	29.16		112913		D N	CLEANING AND WAS	101.45433.0228
	VENDOR TOTAL	371.18		*CHECK TOTAL				
		371.18						
HAUG-KUBOTA LLC 38262 12/11/13	002609 OIL FILTERS	23.83		3768		D N	MTCE. OF EQUIPME	651.48484.0224

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
HAWKINS INC 38263 12/11/13 FERRIC CHLORIDE 000325	4,863.54		3540547 RI		D N	GENERAL SUPPLIES	651.48484.0229
HEGLUND CATERING 38264 12/11/13 MEALS-CNCL PLNG RETREAT 002036	518.93		7084		D N	SUBSISTENCE OF P	101.41401.0227
HENDRICKSON/GARY 38265 12/11/13 COMPUTER/TABLET PURCHASE 003006	283.73				D N	SMALL TOOLS	101.42412.0221
HIGH POINT NETWORKS INC 38266 12/11/13 SHORETEL PHONE SYSTEM 002299	54,026.00		60720		D N	OTHER IMPROVEMEN	450.41409.0554
38266 12/11/13 SHORETEL PHONE SYSTEM	37.50		60921		D N	OTHER IMPROVEMEN	450.41409.0554
38266 12/11/13 SHORETEL PHONE SYSTEM	1,986.99		61763		D N	OTHER IMPROVEMEN	450.41409.0554
VENDOR TOTAL	56,050.49		*CHECK TOTAL				
HILLYARD FLOOR CARE SUPP 38267 12/11/13 USED SCRUBBER 000333	1,710.00		600938689		D N	SMALL TOOLS	101.45435.0221
38267 12/11/13 ICE MELT/TOILET TISSUE	431.03		600942306		D N	GENERAL SUPPLIES	101.42412.0229
38267 12/11/13 CLEANING SUPPLIES	10.73		600946290		D N	CLEANING AND WAS	101.45427.0228
38267 12/11/13 HAND TOWELS	36.19		600946290		D N	GENERAL SUPPLIES	101.45427.0229
38267 12/11/13 CLEANING SUPPLIES	202.38		600946300		D N	CLEANING AND WAS	101.45435.0228
VENDOR TOTAL	2,390.33		*CHECK TOTAL				
HOME DEPOT CREDIT SERVIC 38268 12/11/13 STAPLES 000058	11.40		6022969		D N	GENERAL SUPPLIES	101.42411.0229
38268 12/11/13 SUPPLIES	34.46		7023541		D N	GENERAL SUPPLIES	101.42411.0229
VENDOR TOTAL	45.86		*CHECK TOTAL				
HURLEY'S TREE SERVICE 38269 12/11/13 REMOVED 2 ELM TREES 003054	1,496.23		32		D N	MTCE. OF OTHER I	101.43425.0336
HYDRITE CHEMICAL CO 38270 12/11/13 ANTI FOAM 002837	440.00		01653773		D N	GENERAL SUPPLIES	651.48484.0229
IDSS 38271 12/11/13 PROFESSIONAL SERVICES 002707	1,800.00		517449		D N	PREPAID EXPENSES	208.128000
INNOVATIVE OFFICE SOLUTI 38272 12/11/13 OFFICE SUPPLIES 003023	2.86		IN0412010		D N	OFFICE SUPPLIES	101.42412.0220
38272 12/11/13 3-RING BINDERS	8.40		IN0412372		D N	OFFICE SUPPLIES	101.42412.0220
VENDOR TOTAL	11.26		*CHECK TOTAL				
INT'L CODE COUNCIL 38273 12/11/13 MEMBERSHIP DUES 000355	125.00		2981705		D N	PREPAID EXPENSES	101.128000

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
JAGUSH/JEFFREY 38274 12/11/13 38274 12/11/13	003037 MILEAGE 11/26-12/6/13 MILEAGE 11/26-12/6/13	16.95 16.95		121113 121113		D N D N	TRAVEL-CONF.-SCH TRAVEL-CONF.-SCH	101.43425.0333 101.45435.0333
	VENDOR TOTAL	33.90	*CHECK	TOTAL				
K M FIRE PUMP SPECIALIST 38275 12/11/13	000371 RWV PUMP REPAIR-LABOR	337.50		6027		D M 07	MTCE. OF EQUIPME	651.48484.0334
KANDIYOHI CO AUDITOR 38276 12/11/13	000376 LANDFILL CHARGES	17.92		310939		D N	CLEANING AND WAS	101.43425.0338
KANDIYOHI CO PUBLIC HEAL 38277 12/11/13	000378 DOAC LICENSE APPLICATION	390.00		2014		D N	PREPAID EXPENSES	101.128000
KANDIYOHI CO RECORDER'S 38278 12/11/13	000382 RECORDING FEES	46.00		615484		D N	PROFESSIONAL SER	101.41401.0446
KOHN/DON 38279 12/11/13	.02088 SEWER REPLACEMENT	1,500.00		8279		D N	MTCE. OF OTHER I	651.48485.0336
KUECHLE UNDERGROUND INC 38280 12/11/13	002657 4TH AVE SW IMPROVEME	1,539.49		1302-B/EST. 3		D N	MTCE. OF OTHER I	413.48452.0336
KUJAWA/JOANNE 38281 12/11/13 38281 12/11/13	002895 EMBROIDERY-CSO CAPS CSO PATCH APPLICATION	72.00 96.00		112413 120713		D N D N	SUBSISTENCE OF P SUBSISTENCE OF P	101.42411.0227 101.42411.0227
	VENDOR TOTAL	168.00	*CHECK	TOTAL				
LAW ENFORCEMENT TECHNOLO 38282 12/11/13 38282 12/11/13	002844 2014 SOFTWARE MTCE LETG/911 SERV. INTERFA	204.00 1,200.00		14317 14317		D N D N	PREPAID EXPENSES COMMUNICATIONS	101.128000 101.42412.0330
	VENDOR TOTAL	1,404.00	*CHECK	TOTAL				
LOFFLER 38283 12/11/13	002593 COPIER MTCE CHARGE	42.64		1665224		D N	MTCE. OF EQUIPME	101.43425.0334
LOU'S GLOVES 38284 12/11/13	003038 DISPOSABLE GLOVES	87.00		004439		D N	GENERAL SUPPLIES	651.48484.0229
MATHESON TRI-GAS INC 38285 12/11/13	002898 CYLINDER RENTAL	45.25		08180316		D N	RENTS	101.45433.0440
MENARDS 38286 12/11/13 38286 12/11/13	000449 SMALL TOOLS SHELF/PARTS	6.82 36.32		38094 38094		D N D N	SMALL TOOLS MTCE. OF STRUCTU	651.48484.0221 651.48484.0225

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9	BX M	ACCOUNT NAME	ACCOUNT
MN CHIEFS OF POLICE ASSN 38291 12/11/13	000480 WYFFELS-MEMBERSHIP DUES	290.00		2014		D	N	PREPAID EXPENSES	101.128000
MN ELEVATOR INC 38292 12/11/13	000499 ELEVATOR SERVICE	143.01		296373		D	N	MTCE. OF STRUCTU	101.41408.0335
MN MUNICIPAL UTILITIES A 38293 12/11/13	001257 DRUG TESTING	66.50		42158		D	N	STATE MANDATES/D	101.43428.0337
MN POLLUTION CONTROL AGE 38294 12/11/13	000512 MANZER-SEMINAR REGIS.	300.00		121113		D	N	PREPAID EXPENSES	651.128000
MUNICIPAL UTILITIES 38295 12/11/13	000541 UTILITIES FOR NOVEMBER	3,452.76		11/13		D	N	UTILITIES	101.41408.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	527.91		11/13		D	N	UTILITIES	101.41409.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	733.04		11/13		D	N	UTILITIES	101.42412.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	3,717.20		11/13		D	N	UTILITIES	101.43425.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	1,704.51		11/13		D	N	UTILITIES	101.45427.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	12,107.03		11/13		D	N	UTILITIES	101.45433.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	7,798.04		11/13		D	N	UTILITIES	101.45435.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	113.93		11/13		D	N	UTILITIES	101.45437.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	3,186.01		11/13		D	N	UTILITIES	230.43430.0332
38295 12/11/13	UTILITIES FOR NOVEMBER	45,727.90		11/13		D	N	UTILITIES	651.48484.0332
38295 12/11/13	ADMIN FEE	1,500.00		11/13		D	N	PROFESSIONAL SER	651.48484.0446
38295 12/11/13	UTILITIES FOR NOVEMBER	4,636.16		11/13		D	N	UTILITIES	651.48485.0332
	VENDOR TOTAL	78,204.49		*CHECK TOTAL					
MUNICIPAL UTILITIES 38296 12/11/13	002393 WORKER'S COMP REFUND	4,004.00		120213		D	N	INS. PASS THROUGH	101.41428.0819
38296 12/11/13	11/15/13 TAX STLMNT-CU	1,842.92		120413		D	N	DUE TO COMPONENT	295.210001
38296 12/11/13	11/15/13 TAX STLMNT-DEL	77.10		120413		D	N	DUE TO COMPONENT	295.210001
38296 12/11/13	WORKER'S COMP COMMISSI	1,495.03		120913		D	N	INS. PASS THROUGH	101.41428.0819
	VENDOR TOTAL	7,419.05		*CHECK TOTAL					
MVTL LABORATORIES INC 38297 12/11/13	000544 PROFESSIONAL SERVICES	356.00		681701		D	N	PROFESSIONAL SER	651.48484.0446
38297 12/11/13	PROFESSIONAL SERVICES	39.00		681809		D	N	PROFESSIONAL SER	651.48484.0446
38297 12/11/13	PROFESSIONAL SERVICES	280.00		682537		D	N	PROFESSIONAL SER	651.48486.0446
38297 12/11/13	PROFESSIONAL SERVICES	39.00		683131		D	N	PROFESSIONAL SER	651.48484.0446
	VENDOR TOTAL	714.00		*CHECK TOTAL					
NELSON INTERNATIONAL 38298 12/11/13	000568 #052443 REPAIR-PARTS	267.95		312180		D	N	MTCE. OF EQUIPME	101.43425.0224
38298 12/11/13	#052443 REPAIR-LABOR	363.84		312180		D	N	MTCE. OF EQUIPME	101.43425.0334
38298 12/11/13	BATTERIES	184.34		610795		D	N	INVENTORIES-MDSE	101.125000

Vendor Payments History Report
INCLUDED ONLY POSTED TRANS

VENDOR NAME AND NUMBER CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
OFFICE SERVICES 38305 12/11/13	000589 OFFICE SUPPLIES-NOVEMBER	14.98		STMT/11-13		D N	OFFICE SUPPLIES	101.41401.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	39.32		STMT/11-13		D N	OFFICE SUPPLIES	101.41402.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	41.12		STMT/11-13		D N	OFFICE SUPPLIES	101.41403.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	40.43		STMT/11-13		D N	OFFICE SUPPLIES	101.41404.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	59.10		STMT/11-13		D N	OFFICE SUPPLIES	101.41405.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	6.54		STMT/11-13		D N	OFFICE SUPPLIES	101.41408.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	6.10		STMT/11-13		D N	OFFICE SUPPLIES	101.41409.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	1.53		STMT/11-13		D N	OFFICE SUPPLIES	101.42411.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	7.70		STMT/11-13		D N	OFFICE SUPPLIES	101.43417.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	8.60		STMT/11-13		D N	OFFICE SUPPLIES	101.43425.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	5.20		STMT/11-13		D N	OFFICE SUPPLIES	230.43430.0220
38305 12/11/13	OFFICE SUPPLIES-NOVEMBER	37.41		STMT/11-13		D N	OFFICE SUPPLIES	651.48484.0220
	VENDOR TOTAL	268.03		*CHECK TOTAL				
		268.03						
OVERTIME INK 38306 12/11/13	02089 SHIRTS-ADULT REC HOCKEY	333.00		3481		D N	GENERAL SUPPLIES	101.45433.0229
PERKINS LUMBER CO INC 38307 12/11/13	000604 PLYWOOD SUPPLIES	298.82		393299		D N	MTCE. OF STRUCTU	101.43425.0225
		47.88		394822		D N	GENERAL SUPPLIES	101.42412.0229
	VENDOR TOTAL	346.70		*CHECK TOTAL				
PRINT MASTERS 38308 12/11/13	000624 1,000 REGULAR ENVELOPES	102.60		76308		D N	OFFICE SUPPLIES	101.42411.0220
PRO ACTION 38309 12/11/13	001782 CSO UNIFORMS	634.11		11313		D N	SUBSISTENCE OF P	101.42411.0227
38309 12/11/13	CSO UNIFORMS	505.83		11314		D N	SUBSISTENCE OF P	101.42411.0227
38309 12/11/13	CSO UNIFORMS	210.01		11333		D N	SUBSISTENCE OF P	101.42411.0227
38309 12/11/13	CSO UNIFORMS	348.00		11334		D N	SUBSISTENCE OF P	101.42411.0227
	VENDOR TOTAL	1,697.95		*CHECK TOTAL				
		1,697.95						
QUILL CORPORATION 38310 12/11/13	000635 OFFICE SUPPLIES	139.37		7303334		D N	OFFICE SUPPLIES	101.42411.0220
38310 12/11/13	OFFICE SUPPLIES	19.23		7423536		D N	OFFICE SUPPLIES	101.42411.0220
	VENDOR TOTAL	158.60		*CHECK TOTAL				
		158.60						
R-WAY PUMPING INC 38311 12/11/13	003053 HAULED BIOSOLIDS	22,972.95		1590		D N	RENTS	651.48486.0440
RAILROAD MANAGEMENT CO I 38312 12/11/13	002582 SEWER PIPELINE LEASE	121.80		303401		D N	PREPAID EXPENSES	651.128000
38312 12/11/13	SEWER PIPELINE LEASE	24.36		303401		D N	PREPAID EXPENSES	651.128000
	VENDOR TOTAL	146.16		*CHECK TOTAL				
		146.16						

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
RICE HOSPITAL 38313 12/11/13 BLOOD TYPING 38313 12/11/13 BLOOD TYPING 38313 12/11/13 BLOOD TYPING VENDOR TOTAL	20.00 20.00 40.00 40.00		3240 3240 *CHECK TOTAL		D N D N	SUBSISTENCE OF P SUBSISTENCE OF P	101.41405.0337 101.45427.0337
RIERSON CARPENTRY & 38197 12/04/13 BOARDING WINDOWS VENDOR TOTAL	80.00		120413		D N	OTHER SERVICES	812.42412.0339
RUNNING'S SUPPLY INC 38314 12/11/13 PLANT SUPPLIES VENDOR TOTAL	135.53		3276105		D N	GENERAL SUPPLIES	651.48484.0229
SAFE ASSURE CONSULTANTS 38315 12/11/13 SAFETY TRAINING VENDOR TOTAL	7,008.00		668		D N	PREPAID EXPENSES	101.128000
SAND ELECTRIC 38316 12/11/13 REPL. BALLASTS-PARTS 38316 12/11/13 REPL. BALLASTS-LABOR VENDOR TOTAL	199.21 150.00 349.21 349.21		3424 3424 *CHECK TOTAL		D N D N	MTCE. OF STRUCTU MTCE. OF STRUCTU	101.45435.0335 101.45435.0335
SANIBEL INC 38317 12/11/13 MEALS-LIVE BURN TRNG VENDOR TOTAL	227.11		1099		D N	TRAVEL-CONF.-SCH	101.42412.0333
SERVICE CENTER/CITY OF W 38318 12/11/13 EQUIPMENT REPAIR-OIL 38318 12/11/13 EQUIPMENT REPAIR-OIL 38318 12/11/13 EQUIPMENT REPAIR-PARTS 38318 12/11/13 EQUIPMENT REPAIR-PARTS 38318 12/11/13 EQUIPMENT REPAIR-OIL 38318 12/11/13 EQUIPMENT REPAIR-PARTS 38318 12/11/13 EQUIPMENT REPAIR-PARTS 38318 12/11/13 EQUIPMENT REPAIR-PARTS VENDOR TOTAL	11.90 23.80 10.74 19.04 197.00 6.63 270.57 856.08 856.08		STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 STMT/11-13 *CHECK TOTAL		D N D N D N D N D N D N D N D N	MOTOR FUELS AND MOTOR FUELS AND MICE. OF EQUIPME MICE. OF EQUIPME MOTOR FUELS AND MICE. OF EQUIPME MICE. OF EQUIPME MICE. OF EQUIPME	101.42411.0222 101.42411.0222 101.42411.0224 101.42411.0224 101.43425.0224 101.43425.0224 101.43425.0224 101.43425.0224 651.48485.0224
SHI CORP 38319 12/11/13 SOFTWARE PROTECTION 2014 38319 12/11/13 SOFTWARE PROTECTION 2015 38319 12/11/13 SOFTWARE PROTECTION 2016 38319 12/11/13 SOFTWARE PROTECTION 2013 VENDOR TOTAL	817.95 817.95 748.95 69.00 2,453.85 2,453.85		B01484975 B01484975 B01484975 *CHECK TOTAL		D N D N D N D N	PREPAID EXPENSES PREPAID EXPENSES PREPAID EXPENSES MICE. OF EQUIPME	101.128000 101.128000 101.128000 101.41409.0334
SMEBY/ROSS 38320 12/11/13 MILEAGE 11/1-11/30/13 VENDOR TOTAL	141.25		120213		D N	TRAVEL-CONF.-SCH	101.41409.0333
ST CLOUD FIRE EQUIPMENT 38321 12/11/13 ALARM MONITORING FEE VENDOR TOTAL	80.16		78387		D N	PREPAID EXPENSES	101.128000

VENDOR NAME AND NUMBER CHECK# DATE DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
STAR TRIBUNE 38322 12/11/13 MN EXPLORER AD 000710	285.00		1009758097		D N	OTHER CHARGES	208.45010.0449
STERLING WATER-MINNESOTA 38323 12/11/13 SOFTENER RENTAL 000188	33.93		112508-9/11-13		D N	RENTS	101.45435.0440
STREICHER'S 38324 12/11/13 AMMUNITION 000722	754.22		11059157		D N	GENERAL SUPPLIES	101.42411.0229
SW - WEST CNTRL SERVICES 38325 12/11/13 HEALTH INSURANCE-JAN 000892	155,092.20		C271		D N	PREPAID EXPENSES	101.128000
38325 12/11/13 HEALTH INSURANCE-JANU 15,541.30	170,633.50		C271		D N	PREPAID EXPENSES	651.128000
VENDOR TOTAL	170,633.50		*CHECK TOTAL				
TAHER INC 38326 12/11/13 SIMON-WELCOME COFFEE 000623	58.75		3371		D N	GENERAL SUPPLIES	101.43417.0229
THOMPSON/JUDY 38327 12/11/13 MILEAGE 4/1-11/30/13 000949	111.08		112613		D N	TRAVEL-CONF. -SCH	101.41404.0333
TIRES PLUS 38328 12/11/13 SIGN DEPOSIT REFUND 000747	100.00		2013-23		D N	DEPOSITS-SIGN PE	101.230001
TNC INDUSTRIES INC 38329 12/11/13 VEHICLE EXHAUST SYSTEM 003030	5,972.00		31654		D N	BUILDINGS AND ST	450.42412.0551
TOSHIBA FINANCIAL SERVIC 38330 12/11/13 COPIER LEASE AGRMT 000218	120.77		120213		D N	RENTS	101.42412.0440
UNCOMMON USA INC 38331 12/11/13 US FLAGS 001286	101.73		706743		D N	GENERAL SUPPLIES	651.48484.0229
UNDERGROUND TECHNOLOGIES 38332 12/11/13 TELEVISED SEWERS 002792	3,599.07		0805		D N	MTCE. OF OTHER I	651.48485.0336
US POST OFFICE 38333 12/11/13 PO BOX RENTAL 000759	140.00		120213		D N	PREPAID EXPENSES	101.128000
USXC RACING INC 38334 12/11/13 SNOWMOBILE RACING AD 002994	2,500.00		WLA100		D N	OTHER CHARGES	208.45013.0449
WEST CENTRAL INDUSTRIES 38335 12/11/13 DONATION 000801	15,000.00		120213		D N	PREPAID EXPENSES	101.128000
WEST CENTRAL TRIBUNE 38336 12/11/13 ORDINANCE PUBLISHED 000807	144.00		CL03058144		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13 PUBLIC HEARING	36.00		CL03058516		D N	PRINTING AND PUB	101.41401.0331

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
WEST CENTRAL TRIBUNE 38336 12/11/13	000807 NOTICE PUBLISHED	114.00		CL03058517		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	NOTICE PUBLISHED	99.00		CL03058518		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	ORDINANCE PUBLISHED	195.00		CL03058519		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	ORDINANCE PUBLISHED	33.00		CL03058527		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	COUNCIL PROCEEDINGS PUB.	384.00		CL03058569		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	COUNCIL PROCEEDINGS PUB.	210.00		CL03058571		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	COUNCIL PROCEEDINGS PUB.	213.00		CL03058606		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	COUNCIL PROCEEDINGS PUB.	720.00		CL03058608		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	DANGEROUS ANIMAL ORD.	90.00		DI03117302		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	DANGEROUS ANIMAL ORD.	288.00		DI03117303		D N	PRINTING AND PUB	101.41401.0331
38336 12/11/13	SPORTS PAGES	45.00		36787/10-13		D N	ADVERTISING	101.45433.0447
38336 12/11/13	SCHEDULE OF EVENTS	396.00		36787/11-13		D N	ADVERTISING	101.45432.0447
38336 12/11/13	AMERICAN EDUCATION WEEK	88.00		36787/11-13		D N	ADVERTISING	101.45432.0447
	VENDOR TOTAL	3,055.00	*CHECK	TOTAL				
WESTMOR INDUSTRIES LLC 38337 12/11/13	001640 FUEL PUMP DISP. FILTERS	36.74		93592		D N	MTCE. OF OTHER I	101.43425.0226
WILLMAR AUTO VALUE 38338 12/11/13	002689 SMALL TOOLS	11.75		22065947		D N	SMALL TOOLS	651.48485.0221
38338 12/11/13	#135285-STOP/TAIL LAMPS	87.25		22066160		D N	MTCE. OF EQUIPME	101.43425.0224
38338 12/11/13	#79400G-STOP/TAIL LAMPS	8.54		22068863		D N	MTCE. OF EQUIPME	101.43425.0224
38338 12/11/13	OIL FILTER	8.65		22069086		D N	INVENTORIES-MDSE	101.125000
	VENDOR TOTAL	116.19	*CHECK	TOTAL				
WILLMAR CHAMBER OF COMME 38339 12/11/13	000812 DIRECTOR SALARY	5,917.74		STMT/11-13		D N	SALARIES-REG. EM	208.45005.0110
38339 12/11/13	ASSISTANT SALARY	2,016.00		STMT/11-13		D N	SALARIES-REG. EM	208.45005.0110
38339 12/11/13	FICA & INSURANCE	990.04		STMT/11-13		D N	EMPLOYER PENSION	208.45005.0113
38339 12/11/13	IRA CONTRIBUTION	238.02		STMT/11-13		D N	EMPLOYER PENSION	208.45005.0113
38339 12/11/13	PHOTO COPIES-NOVEMBER	166.76		STMT/11-13		D N	OFFICE SUPPLIES	208.45005.0220
38339 12/11/13	PAYROLL/FLEX FEE	62.04		STMT/11-13		D N	OTHER SERVICES	208.45005.0339
38339 12/11/13	OFFICE RENT-NOVEMBER	626.61		STMT/11-13		D N	RENTS	208.45005.0440
38339 12/11/13	FISCHER-PLANNING CONF.	75.00		39151		D N	TRAVEL-CONF. -SCH	208.45005.0333
	VENDOR TOTAL	10,092.21	*CHECK	TOTAL				
WILLMAR DESIGN CENTER 38340 12/11/13	002348 EXPENSE REIMBURSEMENT	1,800.00		112213		D N	DOWNTOWN ITEMS	101.41428.0820
WILLMAR H.R.A. 38341 12/11/13	000341 CDAP REQ #2 OWNER REH	49,569.00		121013		D N	OTHER SERVICES	212.46441.0339
38341 12/11/13	CDAP REQ #2 RENTAL REHAB	450.00		121013		D N	OTHER SERVICES	212.46441.0339
38341 12/11/13	CDAP REQ #2 COMM ADMIN	73,230.00		121013		D N	OTHER SERVICES	212.46441.0339
38341 12/11/13	CDAP REQ #2 GEN ADMIN	3,257.00		121013		D N	OTHER SERVICES	212.46441.0339
	VENDOR TOTAL	126,506.00	*CHECK	TOTAL				

ACS FINANCIAL SYSTEM
12/11/2013 11:41:44

CITY OF WILLMAR
GL540R-V07.23 PAGE 19

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
------------------------	--------	------	-------------	--------	-------	---------	-----	------------	--------------	---------

REPORT TOTALS:

2,066,844.34

RECORDS PRINTED - 000432

Vendor Payments History Report

ACS FINANCIAL SYSTEM
 12/11/2013 11:41:45

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	359,619.79
208	CONVENTION & VISITORS BUREAU	18,806.27
212	COMMUNITY DEVELOPMENT	126,506.00
230	WILLMAR MUNICIPAL AIRPORT	5,082.47
295	COMMUNITY INVESTMENT	1,920.02
412	S.A.B.F. - #2012	44,289.64
413	S.A.B.F. - #2013	841,456.13
432	C.P. - WASTE TREATMENT	243,121.62
450	CAPITAL IMPROVEMENT FUND	309,210.52
651	WASTE TREATMENT	116,696.55
741	OFFICE SERVICES	55.33
812	FIRE INSURANCE ESCROW/TRUST	80.00
TOTAL ALL FUNDS		2,066,844.34

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	2,066,844.34
TOTAL ALL BANKS		2,066,844.34

City of Willmar, Minnesota Building Inspection Report

From 11/01/2013 To 11/30/2013

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21825	11/26/2013	RANDY NOVAK 204 ROBBINS Avenue SW	95-280-2300 L 9; B 13 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
21866	11/21/2013	SCANDIA WOODS APARTMENTS 404 16TH Avenue SW	95-700-0010 L 1-7; B 1 SCANDIA TERRACE ADDITIO	Commercial Add/Alter Commercial/Alteration	WALL REPAIRS FROM VEHICLE IMPACT	\$7,000.00	\$209.34
21885	11/21/2013	CLINT SCHWITTERS 512 ANN Street SE	95-222-0530 L 3; B 4 FERRING'S 2ND ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,000.00	\$30.50
21903	11/4/2013	COMMUNITY CHRISTIAN SCHOOLS 1300 19TH Avenue SW	95-922-7580 L ; B S 22; T 119; R 35	Commercial Add/Alter Fire Sprinkler	INSTALL NEW FIRE SPRINKLER SYSTEM	\$32,360.00	\$717.92
21926	11/4/2013	GARY MILLER 802 5TH Street SE	95-250-0610 L 1 & pt of 2; B 4 GLARUM'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,322.42	\$33.16
21928	11/5/2013	RIDGEWATER COLLEGE 2101 15TH Avenue NW	95-909-0070 L ; B S 9; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	INSTALL ANSUL R-102 FIRE SUPPRESSION SYSTEM	\$8,902.00	\$251.54

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21932	11/4/2013	LEON & JULIE FUCHS 301 33RD Street NW	95-833-1190 L 9; B 7 VALLEY BROOK ESTATES	Residential Add/Alter Deck	RESIDENTIAL DECK	\$7,080.00	\$195.69
21933	11/4/2013	RUSTIN & LYNDISAY LINGBEEK 940 MARY Avenue SE	95-056-0230 L 3; B 3 BERGQUIST'S ESTATES	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$300.00	\$29.55
21935	11/5/2013	HABITAT FOR HUMANITY 2424 1ST Street S	95-922-7840 L 0; B 0 S 22; T 119; R 35	Commercial Add/Alter Commercial/Alteration	REMODEL OFFICES,STORA GE AREAS AND SALES	\$70.00	\$1,189.59
21936	11/15/2013	ROBIN JACOBSON 1805 7 1/2 Street SW	95-922-6170 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
21937	11/13/2013	PETER & KRISTINA MIDDLETON 411 15TH Street SE	95-184-0210 L 11; B 2 ERICKSON'S 3RD ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$8,549.00	\$54.27
21939	11/18/2013	LUPMAAN MOHAMED MURABAK GROCERY 421 BENSON Avenue SW	95-003-3250 L 5; B 30 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL FOR NEW GROCERY/COFF EE STORE	\$6,800.00	\$209.24
21940	11/15/2013	MIKE WATSON BENSON LAUNDRY 405 BENSON Avenue SE	95-630-0110 L 12-13; B 1 PAULSON'S/SUNDE'S ADDN	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 792 SF ADDITION	\$36,780.48	\$773.68

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21941	11/8/2013	RIDGEWATER COLLEGE 2101 15TH Avenue NW	95-909-0100 L ; B S 9; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	REMODEL LOCKER ROOM	\$55,900.00	\$1,038.16
21944	11/8/2013	MICHAEL REISHUS 1212 MONONGALIA Avenue SW	95-006-7390 L PT OF 8-9; B 112 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,500.00	\$32.75
21945	11/13/2013	ROY MINTER 1207 QUINCY Avenue SW	95-690-1070 L 7 & PT OF 8; B 6 RAMBLEWOOD ADDITION	Garage/Shed Storage Shed	10 X 16 STORAGE SHED	\$6,465.60	\$177.88
21946	11/15/2013	RODNEY VLACH 1301 12TH Street SE	95-672-0310 L 1 & PT OF 2; B 4 PLEASANT VIEW 3RD ADDN	Residential Add/Alter Deck	RESIDENTIAL DECK	\$7,000.00	\$178.15
21948	11/21/2013	RIDGEWATER COLLEGE STATE OF MINNESOTA 2101 15TH Avenue NW	95-909-0070 L ; B S 9; T 119n; R 35w	Commercial Add/Alter Commercial/Alteration	REMODEL 2 RESTROOMS	\$35,000.00	\$743.09
21954	11/15/2013	EUGENE HAUGEN 607 17TH Street SW	95-040-0530 L 14; B 5 BARNSTAD'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,256.00	\$31.13
21957	11/21/2013	BENJAMIN OLSON 2936 FAIRWAY Drive NE	95-212-0370 L PT OF OUTLOT B; B 2 FAIRWAY PARK ESTATES	Residential Add/Alter Residential/Alteration	RESIDENTIAL REMODEL & ADDITION	\$405,000.00	\$3,579.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21959	11/15/2013	DAVE WOLTJER 615 18TH Street SW	95-040-0700 L 11 & pt of 12; B 6 BARNSTAD'S ADDITION	Garage/Shed Repair	REPAIR FIRE DAMAGE & REROOF GARAGE	\$2,000.00	\$88.15
21960	11/19/2013	HELGESON PROPERTIES LLC 814 4TH Street SE	95-180-0050 L PT OF 5; B 1 ERICKSON'S ADDITION	Garage/Shed Garage	RESIDENTIAL DETACHED GARAGE	\$15,517.44	\$339.91
21961	11/26/2013	CHRISTIANSON BROTHERS CONST. 2209 22ND Street SW	95-715-2050 L 5; B 8 SOUTHGATE 3RD ADDITION	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$149,343.96	\$1,666.82
21966	11/19/2013	JEAN JOHNSON 713 10TH Street SW	95-006-3120 L 10; B 78 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
21967	11/19/2013	JENNIFER MENDOZA 1020 4TH Street SW	95-280-0460 L PT OF 5-6; B 3 HANSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,450.00	\$31.73
21968	11/19/2013	GEORGE DAVIES 612 11TH Street SW	95-006-5540 L 4; B 99 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$6,894.00	\$33.45
21972	11/21/2013	JEFF WARSZYNSKI GENERAL MAILING 923 LITCHFIELD Avenue SW	95-003-4340 L PT OF 13-14; B 38 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REROOF PORTION OF FLAT ROOF	\$9,700.00	\$167.10

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
21973	11/21/2013	STEVE WOEHLER 615 ANN Street SE	95-222-0960 L 6; B 6 FERRING'S 2ND ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE GARAGE	\$1,300.00	\$50.65
21974	11/21/2013	ROGER HOLMGREN 622 RIDGEWOOD Place SW	95-340-0430 L 3; B 4 HILLTOP PARK ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$11,572.00	\$35.79
21975	11/27/2013	COPPERLEAF GEAC 1550 1ST Street N	95-903-0030 L ; B S 3; T 119N; R 35W	Commercial Add/Alter Commercial/Alteration	CONSTRUCT ROOF OVER TRASH ENCLOSURE	\$3,200.00	\$145.56
21976	11/22/2013	SUSAN LANGME 2204 23RD Street SW	95-715-1010 L 1; B 2 SOUTHGATE 2ND ADDITION	Residential Add/Alter Finish Basement	FINISH BASEMENT & ADD EGRESS WINDOW	\$8,000.00	\$196.15
21979	11/26/2013	JUSTIN CRONEN 913 2ND Street SE	95-250-0970 L 17; B 5 GLARUM'S ADDITION	Residential Add/Alter Residential/Alteration	INSTALL 5 WALL ANCHORS	\$2,925.00	\$76.21
21985	11/27/2013	DWIGHT HUBERS 1410 GORTON Avenue NW	95-916-3085 L ; B S 16; T 119; R 35	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$5,000.00	\$52.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
		Current Year Current Month Totals		33		\$860,687.90	\$12,454.06
		Previous Year Current Month Valuation				\$552,957.52	
		Current YTD Valuation From 01/01/2013 To 11/30/2013				\$48,663,397.06	
		Previous YTD Valuation				\$16,117,908.31	

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
SPECIAL MEETING
Tuesday November 5, 2013

Members Present: John Lambing, Claudia Cederstrom, Earl Knutson, Jim Collier,
Jordan Larson, Diane Shuck, Steve Brisendine and LeAnne
Freeman

Members Absent: Carol Laumer and Tim Johnson

The meeting was called to order at 11:05am by LeAnne Freeman

1. **Welcome and Introduction:** LeAnne Freeman welcomed and thanked the new WCAC council representatives to the board and their service to the Center. There was an introduction of all the WCAC council representatives and staff.
2. **Election Of Chair and Vice Chair:** LeAnne Freeman explained to the council the duties of the Chair and vice-chair. Diane Shuck made the motion to elect Earl Knutson as Chair of the council, seconded by John Lambing. Motion passed. Diane Shuck made the motion to elect John Lambing as vice chair of the council, seconded by Claudia Cederstrom. Motion passed

Chair Earl Knutson took over the meeting at this time.

3. **Woodshop Update:** LeAnne Freeman reported on the progress of the Woodshop. The committee has put together a list of equipment needed for the woodshop and the senior citizens club will be donating \$2000 towards the woodshop. The committee is now waiting for the final bids for the painting of the room. There is a concern with an area of the ceiling of the woodshop where there is water damage that needs to be looked at before we go forth with painting. The Public Works Department will bring their bucket truck out and look at the roof for any damage. The committee is looking at having the woodshop open the beginning of January. Volunteers are still needed to help with filling out the shifts for the woodshop.

There was a second pre OSHA inspection to see if the corrections were made to the Center: new railing would be installed when the equipment came and the maintenance room plumbing concern was fixed. We will be working closely with the Safe Assure inspector and safety officer for the City on updates of the woodshop as we go along with the project.

There are five windows at the Center that need to be replaced along with a support beam in the vestibule. Leakage and rust are causing air to enter between the windows and the support beam is popping away from the frame work. The work on the windows and beam will take place in December.

4. **Brochure Update:** LeAnne Freeman reported on the work of the program committee regarding the winter offerings. There will be computer classes, exercise class, educational programs, a new woodcarving class and introduction to the woodshop classes. The committee did a very good job of having a variety of programs for all ages of the 50+ community.

LeAnne then reported on the brochure that will tell a story of the Center, we will have a rough draft of this brochure to look at in December.

5. **Review for new WCAC Council Representatives:** LeAnne Freeman gave a review of the strategic plan for the center (2012-2014). There are five targeted areas which include; Maintenance & Finance, Marketing & PR, Programs, Volunteer and WCAC Council. Each of these areas had four to five goals to accomplish. Do to the scope of these goals and what needs to be accomplished for the Center by 2014, LeAnne felt that the strategic plan should be set aside until after the City Council finishes their planning retreat to see what needs to be changed to the Center strategic plan. The WCAC council felt that this would be a good plan of action.

6. **Miscellaneous:**

- a. Next Meeting: Tuesday Dec 3 at 11am

As there was no further business, the meeting adjourned at 11:50am.

Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Center Coordinator

WILLMAR COMMUNITY & ACTIVITY CENTER COUNCIL
REGULAR MEETING
Tuesday Dec 3, 2013

Members Present: John Lambing, Diane Shuck, Jordan Larson, Earl Knutson, Steve Brisendine and LeAnne Freeman

Members Absent: Jim Collier, Carol Laumer, Claudia Cederstrom & Tim Johnson

The meeting was called to order at 11:04am by Chairperson Earl Knutson

1. **Woodshop & Maintenance Report:** LeAnne Freeman reported that the woodshop would be painted within the next week; the painters will give me a heads up when they would be coming so that the woodshop committee can move the remaining equipment to the center of the room. The painters will clean the walls and fix some of the holes in the wall and repair the water damage on the wall and ceiling. Public Works was out and looked for the leak on the roof, they were able to caulk the leak and that it would have to wait until a good rain to see if they were able to seal the roof. The equipment will come in after the painting; we are getting all the equipment from Northern States Supply. Opening date if everything goes well will be Monday January 6.

We have a new volunteer to work the woodshop, his name is Larry Schiller and he is a retired carpenter and is willing to teach some classes in the woodshop.

Other maintenance projects taking place at the Center; replacement of five windows and support beam in the main entrance of the building, replacement of a scrubber and projects that keep popping up with the age of this building.

2. **Rental and Volunteer hours information:** LeAnne Freeman reported that at the end of the year there will be 1,003 total rentals of the building with 26 weekend rentals and 247 rentals that take place before and after our regular hours.

From January through the end of November volunteers at the center have put in a total of 1,015.5 hours to the center. These volunteers help with intergenerational programs, special events and as greeters to the building. The value of a volunteer's time is \$22.14 (2012), when you take that times 1,015.5 you get \$22,483.17. This is the amount the volunteers have invested into the City of Willmar.

3. **Winter Programs:** LeAnne Freeman reported the winter programs for the center will be in the WCER winter brochure which will be out the week of January 2nd and LeAnne has put together a brochure for the center activities also. A rough copy was handed out for the Council Representatives to look at. Many new programs have been added to offerings along with the regular offerings.

A rough draft of the brochure of the story of the Community & Activity Center was passed around for the Representatives to look at. The Marketing & PR committee will be getting together to review this brochure and make recommendations on what was presented.

4. Miscellaneous:

- a. Next Meeting: Tuesday Jan 7 at 11am
- b. Committee Meeting Dates
Finance – Thursday, Dec 12 at 10:30am-WCAC
Marketing & PR – Tuesday, Dec 17 at 3:00pm-Deidra's
- c. Retirement Party for Carol Laumer on Thursday Dec 5 from 1-5pm at
Rice Home Medical

As there was no further business, the meeting adjourned at 11:35am.

Respectfully Submitted,



LeAnne Freeman, Recreation Supervisor/Community & Activity Center Coordinator

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, DECEMBER 9, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, December 9, 2013, in Conference Room #1 at the City Office Building. Chair Denis Anderson called the meeting to order. Members present included Chair Denis Anderson, Vice-Chair Tim Johnson, Rick Fagerlie, and Audrey Nelsen. Others present included Council Member Jim Dokken; City Finance Director Steve Okins; Bollig, Inc., Engineer Paul Jurek; Accounting Supervisor Carol Cunningham; and West Central Tribune Journalist David Little.

Item No. 1 – Public Comment

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

Item No. 2 – Dovre Township Fire Contract (Resolution)

Staff reviewed with the Committee the proposed Fire Protection Contract with Dovre Township. The state-wide formula used to calculate the amount due from the Township is based on information from the previous year which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Dovre Township. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$27,198.20.

Item No. 3 – Sperryville Lift Station Final Budget (Resolution)

Staff presented the final budget for the Sperryville Lift Station Project totaling \$369,907 to the Committee for review and approval. After discussion, it was then moved by Council Member Nelsen, seconded by Council Member Johnson and passed for the following:

RECOMMENDATION: To introduce a resolution adopting the Final Budget for the Sperryville Lift Station Project in the amount of \$369,907.

Item No. 4 – Public Works Appropriation Request (Resolution)

Staff explained to the Committee that pursuant to an ordinance adopted in 2010 through which property owners are to be assessed for abatement of nuisance trees, there have been two such incidences to date in 2013. The cost to the City for removal of these two trees totals \$1,500 which is being invoiced to the applicable property owners. It is being recommended that the funds collected from the property owners be appropriated back into the Public Works Maintenance of Other Improvements Expenditure Account from which the cost was paid. After discussion, it was then moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed for the following:

RECOMMENDATION: To introduce a resolution appropriating \$1,500 back into Public Works Maintenance of Other Improvements Expenditures from the collection of tree removal charges.

Item No. 5 – Lakeland Drive Budget Adjustment (Resolution)

Staff presented an amendment to the Lakeland Drive Interceptor Project Budget prepared by Paul Jurek of Bollig, Inc. Council Member Fagerlie raised the question of assessing the Railroad for its share of the costs. Noting the railroad is unique in this regard, staff will research this possibility. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

RECOMMENDATION: to introduce a resolution adopting the Lakeland Drive Interceptor Project Budget as presented.

Item No. 6 – Reports (Information)

The Committee received the reports for October, 2013, Rice Trust and September, 2013 Rice Hospital. This matter was taken for information only.

Item No. 10 – Old Business (Information)

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

Item No. 11 – New Business (Information)

It was the consensus of the Committee that the last Finance Meeting of 2013 be set for December 30, 2013, at 4:45 p.m.

There being no further business to come before the Committee, Chair Anderson declared the meeting adjourned at 5:01 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 3

Meeting Date: December 9, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Fire Contract for Dovre Township

Recommended Action:

Approve the contract with Dovre Township and authorize the Mayor and City Administrator to execute the contract.

Background/Summary:

Dovre Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

	Dovre Township	Willmar Township
2014	\$27,198.20	
2013	\$29,434.58	\$33,704.96
2012	\$30,487.92	\$20,540.54
2011	\$22,415.12	\$19,301.12
2010	\$33,181.40	\$24,889.30
2009	\$28,632.46	\$34,973.04

Alternatives: Discontinue Fire Suppression Services for Township area

Financial Considerations: \$27,198.20 for the Townships fiscal year

Preparer: City Clerk-Treasurer

Signature:

Comments: Approve the agreement for 2014 fire services

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this ___ day of _____, 20___, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Dovre, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township (Sections 25, 26, 27, 34, 35, & 36) services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

WHEREAS, the City has authorized its Mayor and City Administrator to enter into a contract with the Township for the furnishing of said services;

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing January 1, 2014, and terminating December 31, 2014, the Fire Department of the City will answer fire calls within the Township of Dovre which the City is requested to answer by the Township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of TWENTY-SEVEN THOUSAND, ONE HUNDRED NINETY-EIGHT DOLLARS AND TWENTY CENTS, (\$27,198.20) payable THIRTEEN THOUSAND, FIVE HUNDRED NINETY-NINE DOLLARS AND TEN CENTS, (\$13,599.10) on January 1, 2014, and THIRTEEN THOUSAND, FIVE HUNDRED NINETY-NINE DOLLARS AND TEN CENTS, (\$13,599.10) on July 1, 2014.

IT IS FURTHER UNDERSTOOD AND AGREED that at times weather and road conditions through the seasons of the year demand for City's firefighters and equipment to be used at a fire within the City, or other special circumstances, may interfere in the rendering of the service contemplated herein, and in the event, failure to furnish the service herein agreed upon shall not be a breach of this Agreement. In an event whereby equipment and firefighters can not leave the City, Willmar Fire Command will activate mutual aid to render service to the township. Failure of the City to provide the services herein contracted for shall not result in the City being liable to Township or its residents for actual or consequential damages or for any other damages.

IT IS FURTHER UNDERSTOOD AND AGREED that the City will submit a billing statement to the Township within five (5) working days subsequent to a fire call listing the number of firefighters involved, firefighter hours, vehicles in use, and other data pertinent to assisting the township in making a "bill for services rendered" to the property owner receiving fire assistance. It shall be further understood that the sum total of the billings will not necessarily equal the annual contract price between the

City and Township due to various formula charges such as building and/or vehicle depreciation costs and administration and training costs which will not be a part of the individual billing statements.

IT IS FURTHER UNDERSTOOD AND AGREED that in the event of a hazardous materials incident the City reserves the right to exclude the call from the annual Funding Formula and bill the cost of the services rendered for special hazardous materials equipment and related costs directly to the owner of the property.

Township does hereby guarantee to the City that it is an equal opportunity employer and that it meets all United States Government and State of Minnesota Equal Opportunity Employment Requirements or that they are exempt from these provisions.

This Agreement may be terminated upon thirty (30) calendar days written notice by either party or the other party, and the cost of services prorated to the time of termination.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the respective officers thereof, and the respective seals of the parties have been affixed thereto.

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____

FRANK YANISH, MAYOR

(S E A L)

BY: _____

CHARLENE STEVENS, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF DOVRE

BY: _____

Beth Johnston

(S E A L)

DOVRE TOWNSHIP - 2013
FIRE COST FORMULA

For Sections 25, 26, 27, 34, 35 & 36

$$S = [(C \times 1.05) + E/20 + P/50] \frac{(U + V)}{2}$$

- S = Cost of fire service for one year.
- C = 2012 actual operating cost of the Fire Department.
- E/20 = Cost of apparatus used for township fires depreciated for 20 years.
- P/50 = Cost of physical plant depreciated over 50 years.
- 1.05 = A number that when C is multiplied by it, the answer will be C plus an additional 5 percent charge for administration and accounting.
- U = Percent of Firefighter hours used by the Township in 2012.
- V = Percent market valuation of buildings and mobile home personal property for the area of the contracting unit being served as to the total market value of buildings and mobile home personal property in the area served by the Fire Department.
- C = \$581,766.02 (2012 Fire Department costs).
- E/20 = \$35,931.65 (cost of apparatus sent to township \$718,633.00)
[units (5258) \$197,015 + (5257) \$181,013 + (5276) \$315,942 + (5285) \$24,663]
- P/50 = \$3,888.85 (cost of building to maintain trucks \$194,442.50).

Payment for Actual Fire Calls

Protection

U = Use of Fire Department by Firefighter Hours
2012

V = Market Value in Fire Service
2012

<u>Unit</u>	<u>Firefighter Hours</u>	<u>Percent of Total</u>	<u>Unit</u>	<u>Market Value</u>	<u>Percent of Total</u>
City of Willmar	5,717	.9068	City of Willmar	\$827,956,900	.9059
Willmar Township	408	.0647	Willmar Township	35,674,100	.0390
Dovre Township	180	.0285	Dovre Township	50,291,400	.0551
TOTAL	6,305	1.0000	TOTAL	\$913,922,400	1.0000

U = .0285

V = .0551

S = [(\$581,766.02 x 1.05) + \$35,931.65 + \$3,888.85] X $\frac{.0285 + .0551}{2}$

S = \$650,674.90 x .0418

S = \$27,198.20

2012 Rural/City Hours

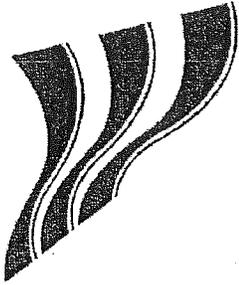
Willmar Township					
Date	Location	Description	Firefighters		
			Responding	Call Hours	Hours Paid
2/7/12	3637 SW 15th Ave.	Outside storage fire	23	4	90
2/23/12	350 NW 45th St.	Vehicle accident, general cleanup	19	1	19
3/29/12	SW Co. Rd. 5 & Hwy 12	Vehicle accident, general cleanup	14	1	14
4/1/12	W Hwy 40 & Co. Rd. 55	Chemical spill/leak	18	1	18
4/13/12	360 NW 45th St.	Alarm system activation, unintentional	12	1	12
4/24/12	W Hwy 12 & 60th St. NW	Vehicle accident, general cleanup	12	1	12
5/16/12	8571 S Hwy 71	Dispatched and cancelled en route	19	1	19
6/30/12	1000 NE 26th Ave.	Brush fire	15	2	30
7/7/12	360 NW 45th St.	Alarm system activation, unintentional	14	1	14
7/25/12	350 NW 45th St.	Off-road vehicle or heavy equipment fire	18	1	18
8/9/12	SW Co. Rd. 5 & 19th Ave.	Dispatched and cancelled en route	15	1	15
8/16/12	360 NW 45th St.	Alarm system activation, unintentional	15	1	15
9/24/12	SW Hwy 23 & Co. Rd. 5	Vehicle accident, general cleanup	17	1	17
10/31/12	SW Co. Rd. 5 & Co. Rd. 15	Motor vehicle accident w/ injuries	14	1	14
11/2/12	1950 NW 45th St.	Building Fire	12	3	36
11/10/12	N 1st St. & 26th Ave.	Dispatched and cancelled en route	12	1	12
11/10/12	SW Hwy 23 & Co. Rd. 5	Dispatched and cancelled en route	12	2	24
12/2/12	W Hwy 40 & Co. Rd. 5	Grass Fire	18	1	18
12/3/12	N 1st St. & 26th Ave.	Dispatched and cancelled en route	11	1	11

408

Dovre Township					
Date	Location	Description	Firefighters		
			Responding	Call Hours	Hours Paid
4/1/12	Hwy 71/23 & Co. Rd. 90	Vehicle accident, general cleanup	19	1	19
4/10/12	N 1st St. & 60th Ave.	Water/ice rescue	21	2	42
7/2/12	2580 NE 47th Ave.	Cooking fire, confined to container	25	1	25
8/22/12	2894 NE 47th Ave.	Cooking fire, confined to container	16	1	16
9/17/12	4820 N Hwy 71	Grass fire	21	1	21
10/31/12	750 30th Ave.	Building fire	24	2	46
12/18/12	N Hwy 71 & 37th Ave.	Dispatched and cancelled en route	11	1	11

180

Total CITY firefighting hours for 2012: 5,717



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: December 9, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

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

Originating Department: Engineering

Agenda Item: Consideration of final budget for the Sperryville Lift Station project

Recommended Action: Approve the budget as presented

Background/Summary: With bids having been received and construction started on the project, it is necessary to adopt a final budget. The necessary funds have been appropriated and are available.

Alternatives: 1. Adopt the budget and complete the project
2. Suspend the project

Financial Considerations: (See Budget)

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

Signature: 

Comments:

RESOLUTION NO. _____
FINAL SPERRYVILLE LIFT STATION BUDGET
 Budget Code 651.48485
ESTIMATED TOTAL COST \$369,907.00
 *Budget Amounts are Essential

Dated: October 28, 2013

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

30 Communications
 31* Printing & Publishing
 32 Utilities
 33* Travel-Conf.-Schools
 34 Mtce. of Equipment
 35 Mtce. of Structures
 36* Mtce. of Other Impr. \$285,000.00
 37 Subsistence of Persons
 38 Cleaning & Waste Removal
 39* Other Services \$25,807.00 (7.5% contingency)
TOTAL **\$310,807.00**

OTHER CHARGES

40 Rents
 41* Insurance & Bonds
 42 Awards & Indemnities
 43 Subscription/Memberships
 44 Interest
 45 Licenses & Taxes
 46* Prof. Serv. \$54,100.00 Donohue contract
 47* Advertising
 48* Adm. OH (Transfer)
 49 Other Charges
TOTAL **\$54,100.00**

CAPITAL OUTLAY

51 Land and Legal **\$5,000.00 Permanent Easement**

GRAND TOTAL **\$369,907.00**

RECEIVABLES

Property Owners
 County
 State
 City 2013 Collection Capital Budget \$315,807.00
 City 2013 Collection Operating Budge \$54,100.00
 Other
TOTAL **\$369,907.00**

FINANCING

Bonds
 State
 City 2013 Collection Capital Budget \$315,807.00
 City 2013 Collection Operating Budge \$54,100.00
 Other
TOTAL **\$369,907.00**

GRAND TOTAL \$369,907.00

Dated: _____

 Mayor

 City Clerk/Treasurer

Attest:

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
651 WASTE TREATMENT						
48485 WTP COLLECTIONS-COMBINED						
0333 OTHER SERVICES	1,000.00	0.00	0.00	300.00	700.00	30
0334 TRAVEL-CONF. SCHOOL	4,000.00	0.00	68.00	428.00	3,572.00	10
0336 MICE. OF EQUIPMENT IMPROVE.	10,100.00	0.00	0.00	10,210.33	110.33	101
0337 SUBSISTENCE OF PERSONS	500.00	0.00	0.00	0.00	500.00	0
0338 CLEANING AND WASTE REMOVAL	2,000.00	0.00	0.00	0.00	2,000.00	0
TOTAL:	73,850.00	0.00	3,935.64	55,521.33	18,328.67	75
OTHER CHARGES						
0440 RENTS	200.00	0.00	0.00	0.00	200.00	0
0441 INSURANCES AND BONDS	0.00	0.00	0.00	30,230.00	30,230.00	9999
0445 LICENSES AND TAXES	100.00	0.00	0.00	578.02	478.02	578
0446 PROFESSIONAL SERVICES	54,000.00	0.00	10,954.47	4,068.37	49,931.63	7
TOTAL:	54,300.00	0.00	10,954.47	34,876.39	19,423.61	64
CAPITAL OUTLAY						
0551 BUILDINGS AND STRUCTURES	275,000.00	0.00	0.00	0.00	275,000.00	0
0554 OTHER IMPROVEMENTS	50,000.00	0.00	0.00	0.00	50,000.00	0
TOTAL:	325,000.00	0.00	0.00	0.00	325,000.00	0
OTHER DISBURSEMENTS						
0882 REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	100.00	100.00	9999
0883 DEPRECIATION	52,750.00	0.00	0.00	0.00	52,750.00	0
TOTAL:	52,750.00	0.00	0.00	100.00	52,650.00	0
TOTAL: WTP COLLECTIONS-COMBINED	641,880.00	0.00	326.42	1,61,250.92	480,629.08	25
48486 WTP BIOSOLIDS-COMBINED						
0110 PERSONAL SERVICES	50,718.00	0.00	3,886.40	36,903.53	13,814.47	72
0111 SALARIES-REG. EMPLOYEES	10,000.00	0.00	582.95	4,700.12	5,299.88	47
0112 OVERTIME-REG. EMPLOYEES	9,047.00	0.00	643.21	5,994.40	3,052.60	66
0113 EMPLOYER PENSION CONTR.	18,970.00	0.00	1,451.43	13,065.80	5,904.20	68
0114 EMPLOYER INSEUR CONTR.	88,735.00	0.00	6,564.00	60,663.85	28,071.15	68
TOTAL:	176,470.00	0.00	12,527.00	111,327.70	65,142.30	63
SUPPLIES						
0220 OFFICE SUPPLIES	50.00	0.00	0.00	0.00	50.00	0
0221 SMALL TOOLS	3,500.00	0.00	15.46	47.28	3,452.72	1
0222 MOTOR FUELS AND LUBRICANTS	16,000.00	0.00	0.00	4,799.06	11,200.94	29
0223 POSTAGE	50.00	0.00	0.00	0.00	50.00	0
0224 MICE. OF EQUIPMENT	8,000.00	0.00	194.49	9,460.24	1,460.24	118
0225 MICE. OF STRUCTURES	1,400.00	0.00	0.00	9.14	1,390.86	0
0226 MICE. OF OTHER IMPROVE.	1,000.00	0.00	0.00	0.00	1,000.00	0
0227 SUBSISTENCE OF PERSONS	150.00	0.00	0.00	0.00	150.00	0
0228 CLEANING AND WASTE REMOVAL	1,000.00	0.00	0.00	0.00	1,000.00	0
0229 GENERAL SUPPLIES	50,000.00	0.00	8,709.03	34,939.23	15,060.77	69

WASTE TREATMENT PLANT FUND

48485-WTP COLLECTIONS-COMBINED (CONTINUED)

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 PROPOSED	2013 ADOPTED
OTHER CHARGES					
0440 RENTS	---	110	---	200	200
0441 INSURANCES & BONDS	---	---	---	---	---
0442 AWARDS & INDEMNITIES	---	---	---	---	---
0443 SUBSCRIPTIONS & MEMBERSHI	4,926	2,463	---	---	---
0444 INTEREST	---	---	---	---	---
0445 LICENSES & TAXES	---	35	---	54,100	54,100
0446 PROFESSIONAL SERVICES	21,941	46	---	---	---
0447 ADVERTISING	---	---	---	---	---
0449 OTHER CHARGES	---	---	---	---	---
TOTAL OTHER CHARGES	26,866	2,654	0	54,300	54,300
CAPITAL OUTLAY					
0550 LAND	---	---	---	---	---
0551 BUILDINGS & STRUCTURES	---	---	---	275,000	275,000
0552 FURNITURE & EQUIPMENT	---	---	---	---	---
0553 MACHINERY & AUTO	72,915	86,886	---	---	---
0554 OTHER IMPROVEMENTS	---	---	---	50,000	50,000
TOTAL CAPITAL OUTLAY	72,915	86,886	0	325,000	325,000
DEBT REDEMPTION					
0660 BONDS	---	---	---	---	---
TOTAL DEBT REDEMPTION	0	0	0	0	0
TRANSFERS OUT					
0701 TRANSFER OUT-GENERAL	100,000	---	---	---	---
0712 TRANSFER OUT-S.A.B.F 2012	---	4,600	---	---	---
TOTAL TRANSFERS OUT	100,000	4,600	0	0	0
OTHER DISBURSEMENTS					
0882 REFUNDS & REIMBURSEMENTS	---	---	---	---	---
0883 DEPRECIATION	39,314	52,750	52,750	52,750	52,750
0885 CAPITAL LOSS	---	10,742	---	---	---
TOTAL OTHER DISBURS.	39,314	63,492	52,750	52,750	52,750
TOTAL WTP COLLECT/COMB.	391,457	272,551	133,992	641,880	641,880

Colleen Thompson

From: Halvorson, Josh <jhalvorson@donohue-associates.com>
Sent: Monday, September 23, 2013 5:08 PM
To: Colleen Thompson; Bruce Peterson
Subject: RE: sperryville

Project Costs are as follows:

285,000	Construction
54,100	Engineering
5,000	Permanent Easement
344,100	Subtotal Project costs (add 285K + 54,100 + 5K)
369,907	Total Projected costs (includes 7.5% contingency or 344,100 x 7.5%)
329,100	Original Project Budget
40,810	Project Short on funds (369,907 - 329,100 is approx. 40,810)

40,810 is how much the budget would need to be amended by. If you think we don't need the contingency, we can definitely revise.

Let me know if you have farther questions!

Joshua J. Halvorson, PE
jhalvorson@donohue-associates.com

2320 East Highway 12, Suite 5
Willmar, MN 56201
320-235-5400 Office
320-333-9325 Cell
320-235-5401 Fax

-----Original Message-----

From: Colleen Thompson [<mailto:cthompson@willmarmn.gov>]
Sent: Monday, September 23, 2013 3:10 PM
To: Bruce Peterson
Cc: Halvorson, Josh
Subject: FW: sperryville

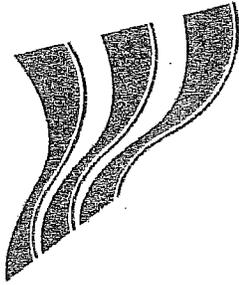
Look at the sperry budget attachment as Josh has it somewhat laid out? Not sure where he came up with the \$40,810?

Josh can you explain?

Colleen Thompson
Superintendent
City of Willmar Wastewater Treatment Facility
3000 75th Street SW
Willmar, MN 56201

Phone (320) 235-4760 ext 4010
Cell (320) 262-4858
Fax (320) 235-4917

email: cthompson@willmarmn.gov



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: December 9, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Appropriate Funds Into Public Works Budget

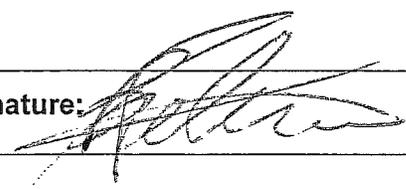
Recommended Action: Adopt a resolution appropriating monies collected from property owners for tree removal by a private tree service back into the Public Works Budget.

Background/Summary: The City adopted an ordinance in August, 2010 whereby the abatement of a nuisance tree may be assessed against the property owner upon notification by certified mail or hand delivered with 30 days' notice. Two such incidences have occurred and those expenses have been paid by the Public Works Department.

Alternatives: 1) Approve the appropriation of \$1,500.00 back into the Public Works Budget
Line Item 36
2) Do nothing

Financial Considerations:

Preparer: Bruce Peterson, Acting Public Works
Director

Signature: 

Comments:

Section 6. ABATEMENT OF NUISANCE ON PRIVATE PROPERTY. Whenever the tree inspector finds with reasonable certainty that infection, or danger of infection exists, the owner will be notified by certified mail, return receipt, or a hand delivered note, of the existence of the nuisance and directed to remove or effectively treat in an approved manner within 30 days of receipt of notification. In the event the owner fails to comply with the notification, the City will abate the nuisance and assess the property. Any expenses incurred by the City or its approved agent will be assessed to said property as provided in M.S. Chapter 429.

Hurley's Tree Service

15682 Hwy 71 S
Blomkest, MN 56216

Phone # 320-995-1426

Invoice

Date 11/24/2013
Invoice # 32

Bill To

City of Willmar
Attn: Gary Manzer
801 Industrial Dr. SW
Willmar, MN 56201

Ship To

P.O. #
Terms

Ship Date 11/24/2013
Due Date 11/24/2013
Other

Item	Description	Qty	Price	Amount
Removal	Removal of one elm tree at 1017 3rd St. SW, Willmar		600.00	600.00T
Removal	Removal of elm at 514 15th St. SW, Willmar		800.00	800.00T

	Subtotal	\$1,400.00
	Sales Tax (6.8735%)	\$96.23
	Total	\$1,496.23
	Payments/Credits	\$0.00
	Balance Due	\$1,496.23

Hurley's Tree Service

RESOLUTION NO. _____
 PRELIMINARY _____ BUDGET

ESTIMATED TOTAL COST \$
 *Budget Amounts are Essential

Dated:

Code

PERSONNEL SERVICES

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

SUPPLIES

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

OTHER SERVICES

30 Communications
 31* Printing & Publishing
 32 Utilities
 33* Travel-Conf.-Schools
 34 Mtce. of Equipment
 35 Mtce. of Structures
 36* Mtce. of Other Impr. \$4,693,000.00
 37 Subsistence of Persons
 38 Cleaning & Waste Removal
 39* Other Services
TOTAL \$4,693,000.00

OTHER CHARGES

40 Rents
 41* Insurance & Bonds
 42 Awards & Indemnities
 43 Subscription/Memberships
 44 Interest
 45 Licenses & Taxes
 46* Prof. Serv. \$986,000.00
 47* Advertising
 48* Adm. OH (Transfer)
 49 Other Charges \$235,000.00
TOTAL \$1,221,000.00
GRAND TOTAL \$5,914,000.00

RECEIVABLES

Property Owners
 County
 State (PFA) \$2,730,000.00
 City (State Aid) \$2,042,000.00
 City (LOST) \$838,000.00
 Other \$ 304,000.00
TOTAL \$5,914,000.00

FINANCING

Bonds
 State (PFA) \$2,730,000.00
 City (State Aid) \$2,042,000.00
 City (LOST) \$838,000.00
 Other \$ 304,000.00
TOTAL \$5,914,000.00
GRAND TOTAL \$5,914,000.00

Dated: _____

 Mayor

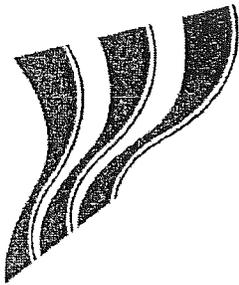
Attest:

 City Clerk/Treasurer

Table 1
Lakeland Drive Interceptor/MinnWest Lift Station Project
Probable Project Capital Cost - December 5, 2013

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

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



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

Agenda Item Number: 8
Meeting Date: December 9, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review reports:
A) October Rice Trust
B) September Rice Hospital

Background/Summary: Periodic review of reports

Alternatives: N/A

Financial Considerations: Review financial status.

Preparer: Steve Okins, Finance Director

Signature:

Comments:



**Investment Management
& Trust**

Activity Summary as of 10/31/2013

RICE CUSHMAN A CHAR TR

Account 180205

Market Value Reconciliation

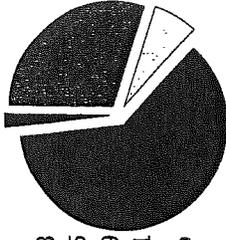
	Since 10/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,840,263.26	2,616,990.01
Disbursements		
Withdrawals	-11,000.00	-53,002.36
Expenses	0.00	-498.75
Fees	-1,782.20	-17,450.00
Total Disbursements	-12,782.20	-70,951.11

Income		
Investment Income	2,436.74	39,814.19
Other Income	46.00	46.00
Total Income	2,482.74	39,860.19

Value on Oct 31, 2013	2,892,801.63	2,892,801.63
Total Change in Portfolio Value	62,837.83	306,902.54

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	9,159.34	0.32
Fixed Income	857,181.98	29.63
Alternative	203,940.97	7.05
Equity	1,775,887.01	61.39
Other	46,632.33	1.61
Total	\$2,892,801.63	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	2,436.74	39,814.19
Other Income	46.00	46.00
Total Income Summary	2,482.74	39,860.19

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	-11.84	127.87
Long-term	-1,227.40	15,206.32
Total Gain/Loss Summary	-1,239.24	15,334.19



*Investment Management
& Trust*

**Selected Period Performance
RICE CUSHMAN A CHAR TR**

Account 180205

Period Ending: 10/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (10 Months)</u>
Total Fund	2,850,680	2.38	13.55
Total Fd Net Fee	2,850,680	2.31	12.82
Fixed Income	860,990	.66	.40
BarCap Int Aggregate Bd		.64	-.26
Domestic Equity	1,421,127	3.62	25.84
S&P 500 Index		4.60	25.32
Russell 2000 Index		2.51	30.89
Intl. Equity	355,463	2.96	14.82
MSCI EAFE (US\$ & Net) Index		3.36	20.05
Short Term Cash	8,927	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	203,941	.27	.18
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	233	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.

Rice Memorial Hospital

Quarterly Financial Statements

September 30, 2013

Attached are the quarterly financial statements of Rice Memorial Hospital for the period ending September 30, 2013. The Consolidated Statement as well as each of the three operating entities; Hospital, Care Center, and Home Medical are being presented in a quarterly format. In addition, behind each entity's performance is a graph depicting quarterly financial performance compared to budget and compared to the prior three years.

Consolidated Results:

1st Quarter

The first quarter performance was negative compared to the budget and compared to the prior years. The Net Operating Loss was \$1.2 million compared to budgeted Operating Income of \$835,000 and compared to last year's Operating Loss of \$576,000. The negative variance was attributed to lower than projected patient activity and especially outpatient volumes and reimbursement. In addition, other operating revenues (-13.0%) contributed to the negative revenues variances with lower than expected performance of Willmar Medical Services (WMS). Total Operating Revenues were \$23.8 million for the quarter compared to budgeted revenues of \$26.7 million (-10.8%) and last year's revenues of \$24.8 million (-3.8%). Expenses were 3.0% less than budget which was positive to offset some of the negative revenue variance. Overall Operating Margin for the 1st quarter was -5.4% compared to a 3.1% budget and the prior year's -2.3% margin.

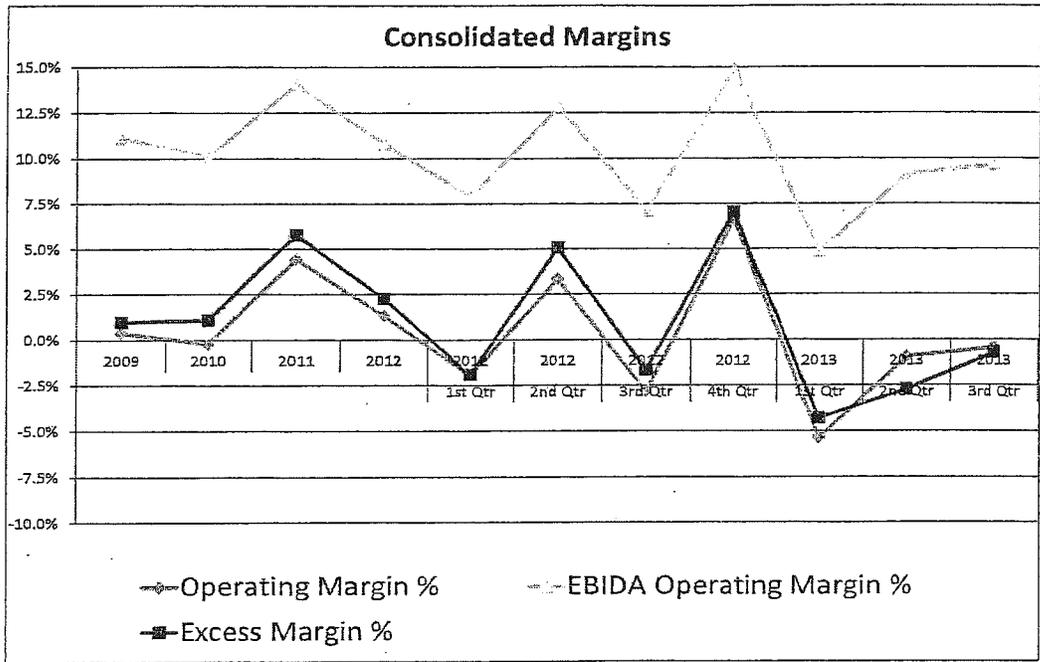
2nd Quarter

The 2nd quarter performance showed improvement with an increase in patient activity and revenues. The Operating Loss for the quarter was \$225,000 compared to budgeted Operating Income of \$786,000 and last year's Operating Income of \$872,000. Patient revenues were still down at 1.7% less than budget. Included in the 2nd Quarter activity were the Home Medical write-offs which further impacted the negative performance. Total Operating Revenue was \$24.5 million for the quarter, a 6.5% decrease from budget but a 2.6% increase from the 1st quarter. Net Operating Expenses were once again lower than budget (2.7%) compared to budget which offset some of the negative revenue variance. Overall Operating Margin for the 2nd quarter was -0.9% compared to a budget of 3.0% and last year's 3.4%.

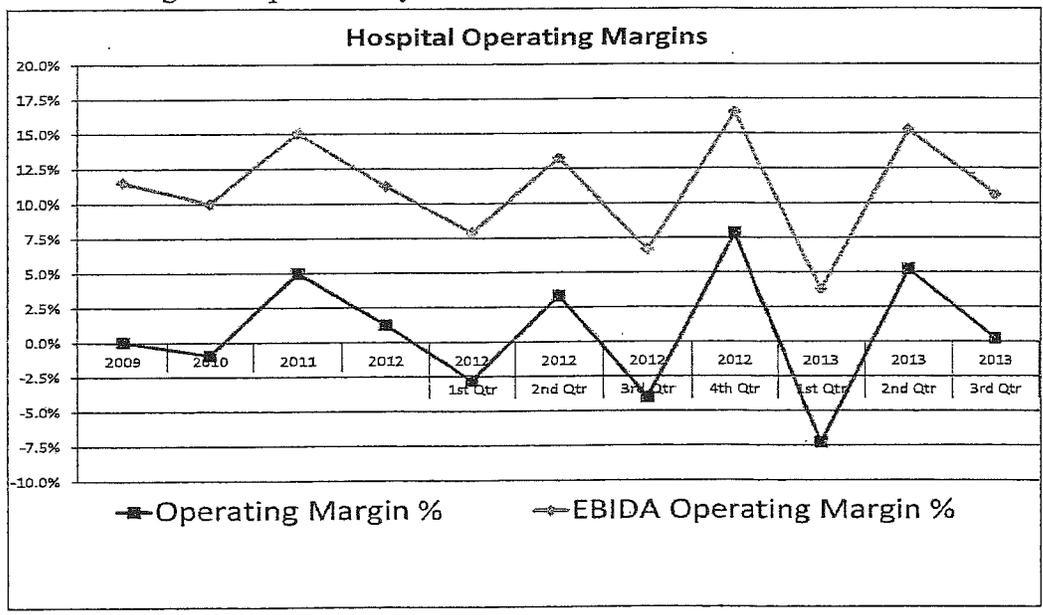
3rd Quarter

The 3rd quarter performance showed improvement from the first two quarters with an increase in patient activity and revenues and a decrease in expenses. The Operating Loss for the quarter was \$103,000 compared to 2nd quarter Operating Loss of \$225,000 and 1st quarter Operating Loss of \$1.2 million. The 3rd quarter loss of \$103,000 compared to budgeted quarterly Operating Income of \$409,000 and last year's quarterly Operating Loss of \$690,000. Patient revenues were 4.5% greater than budget for the quarter and

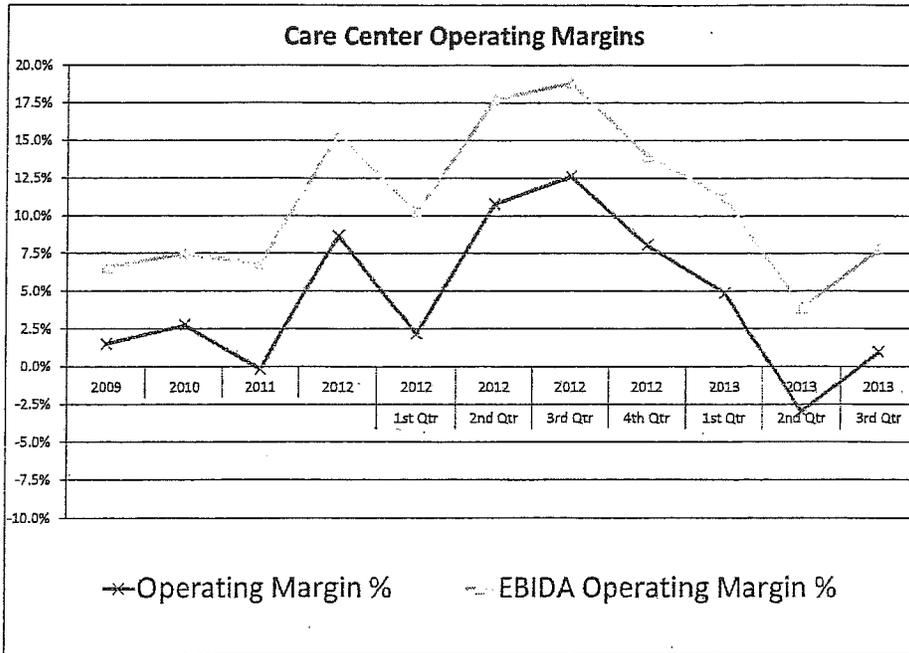
6.2% greater than last year. However, Total Operating Revenues were 5.0% less than budget and 0.2% less than last year. Net Operating Expenses were once again lower than budget (3.1%) compared to budget which further contributed to the improved performance.



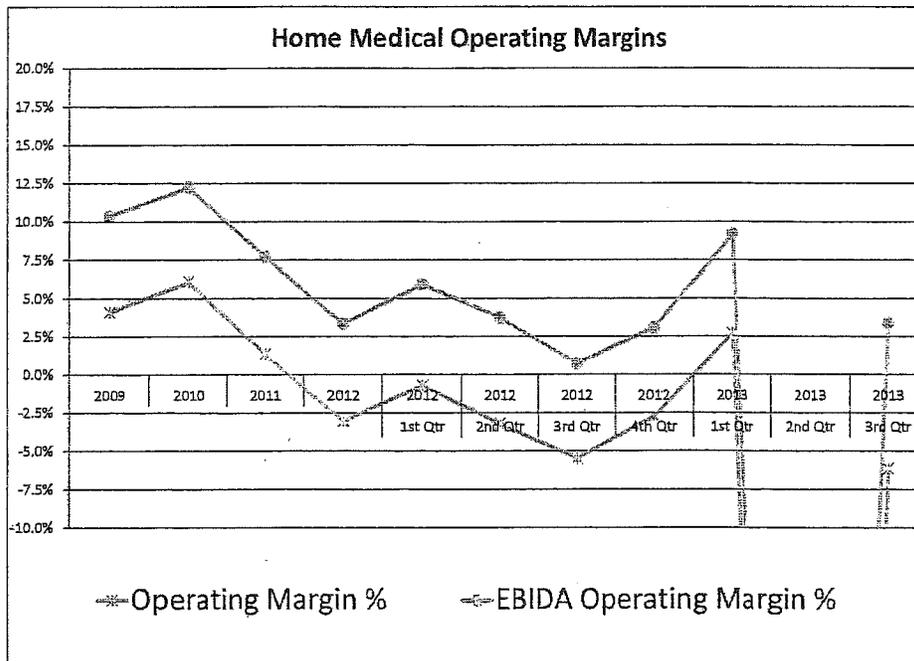
Hospital performance for the 3rd quarter declined from the 2nd quarter performance due to a decrease in Total Operating Revenues even though expenses were 1.99% lower. The continued downward pressure on reimbursement and payer mix shift continues to decrease margins and profitability.



Care Center profitability improved in the 3rd quarter due to lower expenses. Operating Margin was 1.0% for the quarter compared to a negative 2.9% in the 2nd quarter.



Home Medical activity improved significantly in the 3rd quarter compared to 2nd quarter but most of this was due to the write-offs taken in the 2nd quarter. Operating Margin for the quarter was a negative 6.1% even though Total Patient Revenues continue to increase.



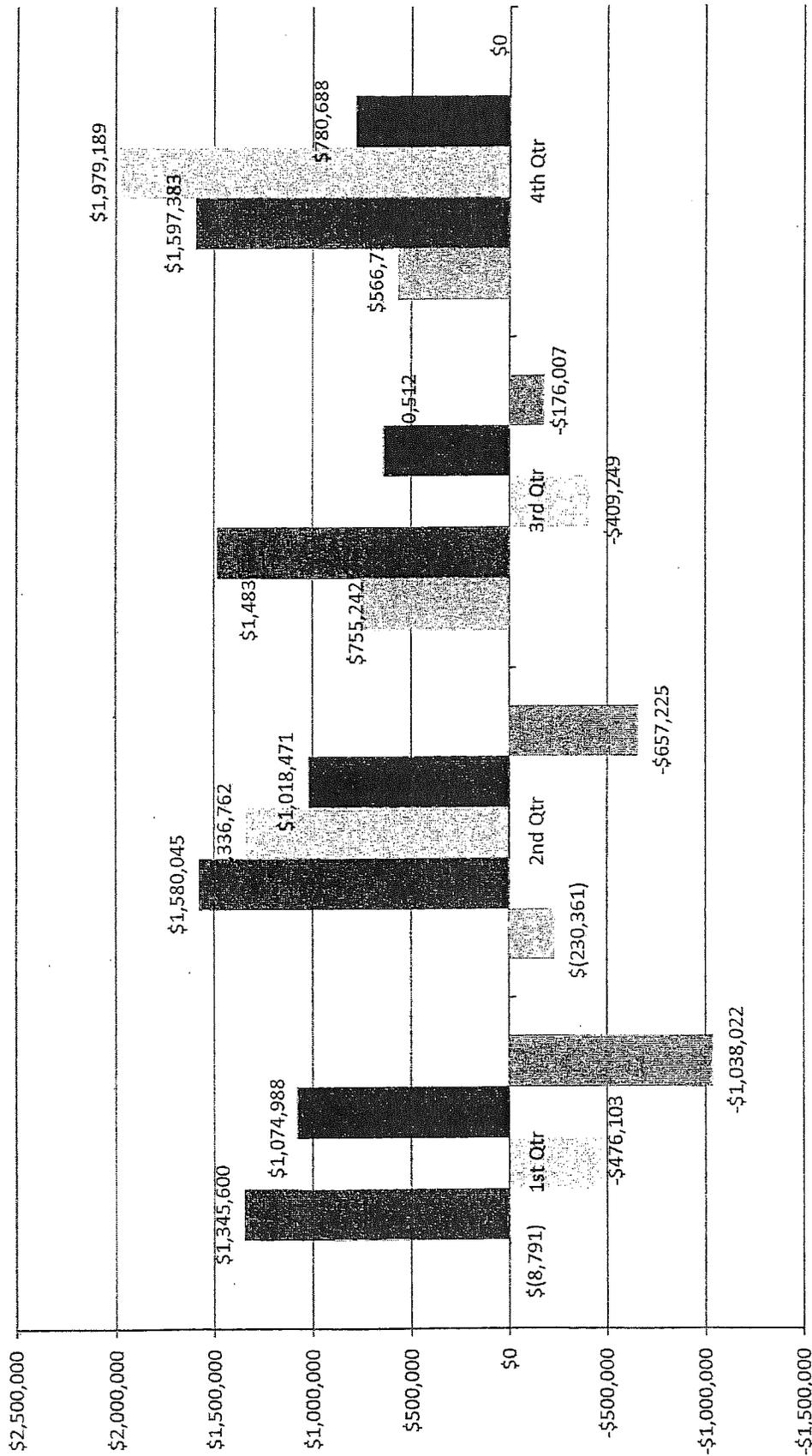
RICE MEMORIAL HOSPITAL
CONSOLIDATED

	1st Qtr 2013 Actual	1st Qtr 2013 Budget	2nd Qtr 2013 Actual	2nd Qtr 2013 Budget	3rd Qtr 2013 Actual	3rd Qtr 2013 Budget	4th Qtr 2013 Actual	4th Qtr 2013 Budget	4th Qtr 2012 Actual
OPERATING REVENUE									
INPATIENT REVENUE	\$15,286,299	\$15,997,651	\$15,479,412	\$14,344,534	\$16,175,666	\$14,391,046	\$14,727,764	\$14,623,475	\$16,091,995
OUTPATIENT REVENUE	28,779,975	31,221,859	30,106,745	32,336,286	31,012,550	31,060,228	29,865,230	30,979,417	29,854,759
RICE CARE CENTER REVENUE	2,566,081	2,479,427	2,607,567	2,484,100	2,487,765	2,439,711	2,664,568	2,329,989	2,710,534
RICE HOME MEDICAL REVENUE	3,028,377	3,055,938	2,967,674	2,864,737	3,415,384	2,892,195	2,733,931	3,264,137	2,703,135
TOTAL PATIENT REVENUE	49,660,732	52,754,875	51,161,398	52,029,657	53,091,365	50,783,180	49,991,493	51,197,018	50,560,423
LESS DISCOUNTS & CONTRACTUALS	24,353,156	24,824,837	25,181,163	24,641,005	26,388,987	24,033,567	23,744,859	24,197,461	23,650,634
LESS UNCOMPENSATED CARE	294,766	383,714	380,999	379,518	251,398	377,419	402,745	382,643	325,675
TOTAL DEDUCTIONS FROM REVENUE	24,647,922	25,210,551	25,562,162	25,020,523	26,640,385	24,410,986	24,147,604	24,580,104	23,976,309
NET REVENUE FROM PATIENTS	25,012,810	27,544,324	25,599,236	27,009,134	26,450,980	26,372,194	25,843,889	26,616,914	26,584,114
OTHER OPERATING REVENUE	3,927,951	4,513,308	4,163,626	4,510,845	4,398,436	4,521,733	3,910,343	4,499,848	5,155,470
TOTAL OPERATING REVENUE	28,940,761	32,059,632	29,762,862	31,519,979	30,849,416	30,893,927	29,754,232	31,116,762	31,739,584
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	5,045,205	5,274,925	5,251,404	5,298,299	6,432,807	5,188,156	5,287,767	5,106,629	5,021,160
TOTAL OPERATING REVENUE	23,895,556	26,784,707	24,511,458	26,221,680	24,416,609	25,705,771	24,466,465	26,010,133	26,718,424
OPERATING EXPENSES									
SALARIES AND WAGES	11,512,823	11,831,706	11,468,516	11,512,482	11,383,881	11,444,208	11,058,010	11,478,827	11,246,932
CONTRACT LABOR	813,251	733,842	875,845	802,836	1,024,809	743,542	944,389	744,422	1,131,424
SUPPLEMENTAL BENEFITS	3,552,555	3,438,355	3,088,612	3,527,700	3,483,815	3,332,426	3,068,019	3,339,461	3,483,427
SUPPLIES	3,014,954	3,221,500	2,845,155	3,212,920	3,146,855	3,122,475	3,036,072	3,259,571	3,014,192
DRUGS	1,643,951	2,381,372	1,808,399	2,342,823	1,960,778	2,315,202	2,209,529	2,297,677	1,552,980
PURCHASED SERVICES	1,627,319	1,624,462	1,647,884	1,607,567	1,471,500	1,546,649	1,932,242	1,579,999	1,654,386
REPAIRS, SERVICE & RENTALS	865,221	840,478	857,306	836,897	836,421	843,157	772,118	808,123	764,040
UTILITIES	403,157	418,206	385,736	415,330	468,572	477,753	454,167	409,300	396,995
INSURANCE	169,280	179,351	172,798	179,351	188,087	188,009	195,733	179,870	186,600
PATIENT RELATED TRAVEL	112,556	114,703	116,284	112,827	108,803	112,796	112,708	119,702	115,080
EDUCATION, TRAVEL & DUES	293,334	238,460	284,363	239,434	177,329	254,661	215,473	235,453	220,314
OTHER	115,697	116,688	114,361	120,498	68,185	120,387	164,667	122,334	130,137
DEPRECIATION AND AMORT	2,028,586	2,038,843	2,045,160	2,118,871	2,034,943	2,113,999	1,998,023	2,141,576	1,968,965
INTEREST	420,858	444,598	415,278	439,340	412,891	436,665	434,534	433,973	242,611
BAD DEBTS	370,274	442,198	502,529	435,921	508,098	423,986	592,233	424,476	612,947
TAXES & SURCHARGE	531,691	563,425	559,362	566,983	576,677	561,269	563,169	566,564	517,426
TOTAL OPERATING EXPENSES	27,476,507	28,668,187	27,187,788	28,294,780	27,852,244	28,039,184	27,750,266	28,141,348	27,238,456
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	2,298,278	2,718,980	2,450,958	2,860,083	3,332,606	2,742,437	2,593,946	2,680,416	2,990,400
NET OPERATING EXPENSES	25,178,229	25,949,207	24,736,830	25,434,697	24,519,638	25,296,747	25,156,980	25,460,932	24,848,056
OPERATING INCOME (LOSS)	(1,282,673)	835,500	(225,372)	786,983	(103,029)	409,024	(690,515)	549,201	1,870,568
NON OPERATING INCOME	244,651	239,488	(431,853)	231,488	(72,978)	231,488	281,266	231,487	108,821
NET INCOME (LOSS)	(\$1,038,022)	\$1,074,988	(\$667,225)	\$1,018,471	(\$176,007)	\$640,512	(\$109,249)	\$780,688	\$1,979,389
Operating Margin	-5.4%	3.1%	-0.9%	3.0%	-0.4%	1.6%	-2.8%	2.1%	7.0%
Excess Margin	-4.3%	4.0%	-2.7%	3.9%	-0.7%	2.5%	-1.7%	3.0%	7.4%

Operating Income-Consolidated



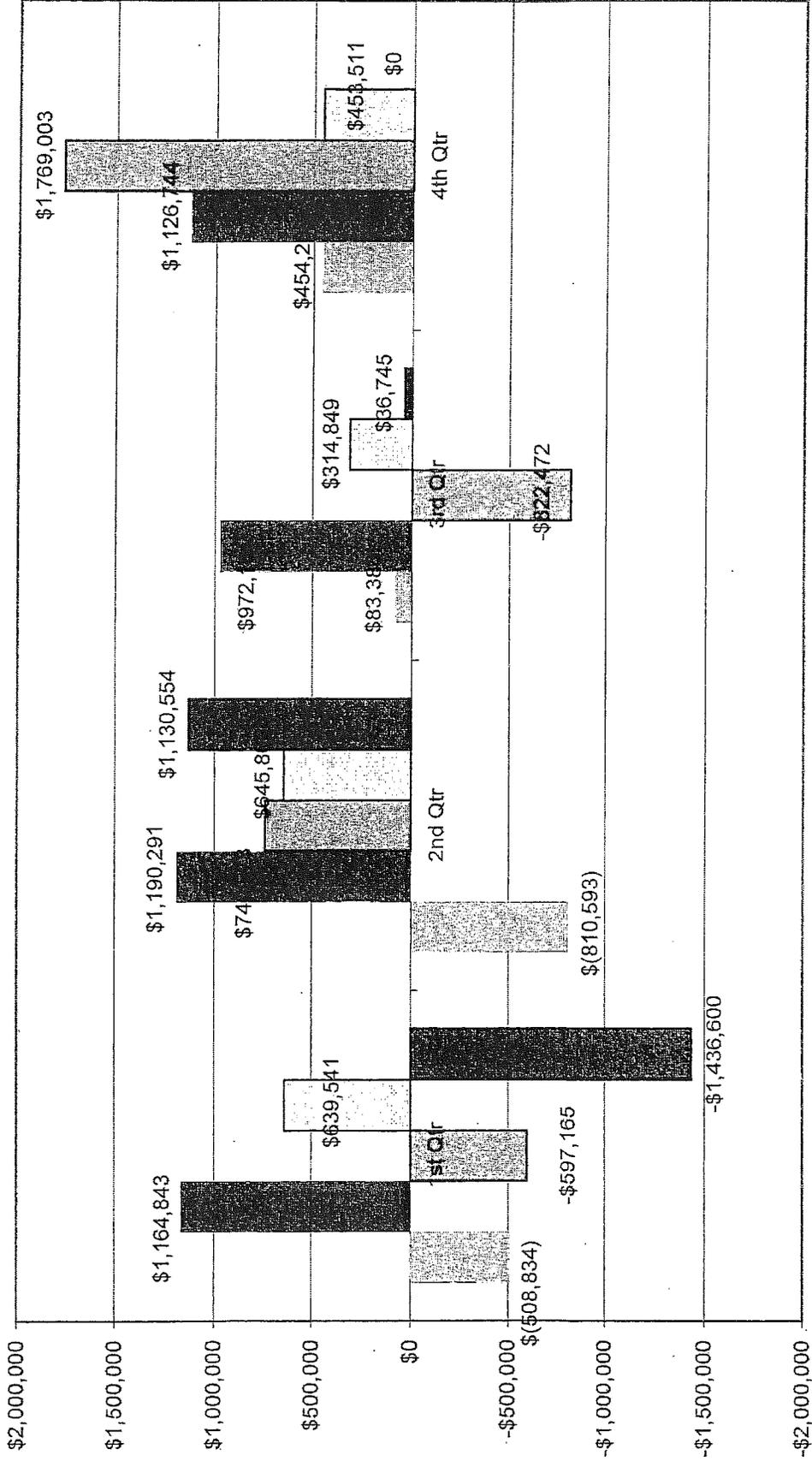
Net Income-Consolidated



RICE MEMORIAL HOSPITAL

	1st Qtr 2013 Actual	1st Qtr 2013 Budget	2nd Qtr 2013 Actual	2nd Qtr 2013 Budget	2nd Qtr 2012 Actual	3rd Qtr 2013 Actual	3rd Qtr 2013 Budget	3rd Qtr 2012 Actual	4th Qtr 2013 Actual	4th Qtr 2013 Budget	4th Qtr 2012 Actual
OPERATING REVENUE											
INPATIENT REVENUE	\$15,286,299	\$15,997,651	\$15,823,946	\$14,344,534	\$14,230,491	\$16,175,666	\$14,391,046	\$14,727,764	\$14,623,475	\$16,091,995	\$16,091,995
OUTPATIENT REVENUE	28,779,975	31,221,859	30,350,652	32,336,287	31,170,716	31,012,550	31,060,228	29,865,229	30,979,417	29,054,760	29,054,760
TOTAL PATIENT REVENUE	44,066,274	47,219,510	46,174,598	46,680,821	45,401,207	47,188,216	45,451,274	44,592,993	45,602,892	45,146,755	45,146,755
LESS DISCOUNTS & CONTRACTUALS	22,949,550	23,589,123	23,291,488	23,446,187	22,160,564	24,700,959	22,842,793	22,369,633	22,951,003	22,253,616	22,253,616
LESS UNCOMPENSATED CARE	294,575	378,180	361,635	377,638	313,585	250,884	376,334	402,009	381,758	325,424	325,424
TOTAL DEDUCTIONS FROM REVENUE	23,244,125	23,967,303	23,653,123	23,823,521	22,474,149	24,951,843	23,219,127	22,771,642	23,332,761	22,579,040	22,579,040
NET REVENUE FROM PATIENTS	20,822,149	23,252,207	22,521,475	22,857,300	22,927,058	22,236,373	22,232,147	21,821,351	22,270,131	22,567,715	22,567,715
OTHER OPERATING REVENUE	3,903,712	4,488,446	3,972,591	4,138,595	4,483,805	4,379,192	4,496,646	3,881,837	4,489,596	5,122,169	5,122,169
TOTAL OPERATING REVENUE	24,725,861	27,740,653	26,494,066	27,349,046	27,410,863	26,615,565	26,728,793	25,703,188	26,759,727	27,689,884	27,689,884
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	5,045,205	5,274,925	5,284,793	5,298,299	5,191,665	6,432,807	5,188,156	5,287,767	5,106,629	5,021,160	5,021,160
TOTAL OPERATING REVENUE	19,680,656	22,465,728	21,209,273	22,050,747	22,219,198	20,182,758	21,540,637	20,415,421	21,653,098	22,668,724	22,668,724
OPERATING EXPENSES											
SALARIES AND WAGES	10,156,847	10,419,160	10,295,901	10,133,377	9,728,054	9,968,281	10,077,814	9,745,088	10,095,145	9,793,095	9,793,095
CONTRACT LABOR	502,332	509,564	912,450	559,585	677,449	727,168	509,394	668,085	528,330	820,021	820,021
SUPPLEMENTAL BENEFITS	3,070,753	2,897,498	2,750,206	2,823,144	3,180,155	2,997,443	2,808,687	2,621,474	2,813,196	2,970,204	2,970,204
SUPPLIES	1,985,961	2,129,957	1,904,760	1,838,462	2,092,055	1,964,788	2,011,554	1,978,397	2,077,016	2,150,469	2,150,469
DRUGS	1,594,514	2,332,170	2,320,849	2,293,827	2,208,714	1,918,961	2,268,040	2,162,736	2,234,152	1,509,093	1,509,093
PURCHASED SERVICES	1,449,936	1,497,910	1,793,982	1,485,764	1,548,315	1,279,761	1,426,469	1,799,030	1,453,445	1,526,675	1,526,675
REPAIRS, SERVICE & RENTALS	789,112	774,521	768,032	768,392	687,825	758,950	776,551	721,247	736,825	693,942	693,942
UTILITIES	340,771	359,895	356,299	333,417	346,523	411,328	359,594	412,649	343,356	343,485	343,485
INSURANCE	144,864	148,416	137,922	148,416	138,301	162,737	156,824	166,610	148,560	151,821	151,821
PATIENT RELATED TRAVEL	73,451	63,229	63,933	65,249	58,948	70,399	63,888	70,312	65,184	71,635	71,635
EDUCATION, TRAVEL, & DUES	259,897	230,461	223,139	208,954	239,989	161,849	231,259	191,785	211,663	198,487	198,487
OTHER	84,976	93,688	122,949	93,944	98,177	36,920	91,786	111,233	94,734	94,734	94,734
DEPRECIATION AND AMORT	1,803,412	1,843,430	1,754,281	1,923,155	1,800,113	1,721,318	1,911,370	1,791,981	1,834,337	1,777,452	1,777,452
INTEREST	377,010	376,945	517,754	372,282	397,031	369,519	369,829	389,509	367,363	197,847	197,847
BAD DEBTS	371,270	425,823	280,052	419,546	507,732	485,243	409,611	567,003	408,101	592,523	592,523
TAXES & SURCHARGE	410,428	442,500	363,574	447,205	434,485	443,954	442,500	445,106	447,205	398,638	398,638
TOTAL OPERATING EXPENSES	23,415,534	24,545,167	24,566,083	24,265,021	24,143,886	23,478,619	23,968,225	23,831,839	23,880,003	23,290,121	23,290,121
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	2,298,278	2,718,980	2,759,645	2,860,083	2,665,666	3,332,606	2,742,437	2,593,946	2,680,416	2,300,400	2,300,400
NET OPERATING EXPENSES	21,117,256	21,826,187	21,806,438	21,404,938	21,478,220	20,146,013	21,225,788	21,237,893	21,199,587	20,899,721	20,899,721
OPERATING INCOME (LOSS)	\$ (1,436,600)	\$ 639,541	\$ (597,165)	\$ 645,809	\$ 740,978	\$ 36,745	\$ 314,849	\$ (822,472)	\$ 453,511	\$ 1,769,003	\$ 1,769,003
Operating Margin	-7.3%	2.8%	-2.8%	2.9%	3.3%	0.2%	1.5%	-4.0%	2.1%	7.8%	7.8%

Operating Income-Hospital

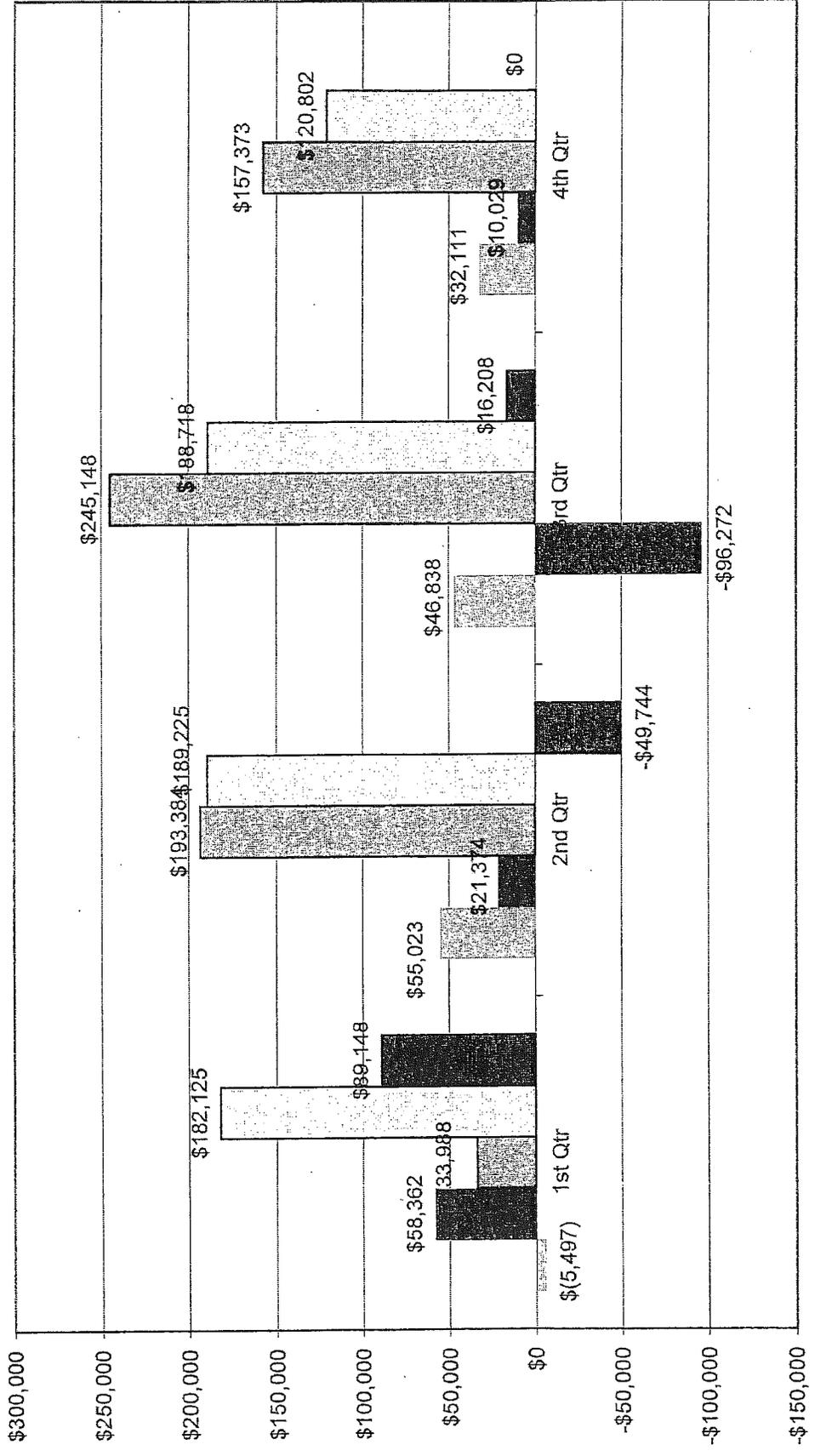


2010
 2011
 2012
 2013-A

RICE CARE CENTER

	1st Qtr 2013	2nd Qtr 2013	3rd Qtr 2013	4th Qtr 2013	0	3rd Qtr 2012	4th Qtr 2012	4th Qtr 2013	4th Qtr 2012
	Actual	Actual	Budget	Actual	Actual	Actual	Budget	Actual	Actual
OPERATING REVENUE									
RICE CARE CENTER REVENUE	\$ 2,566,081	\$ 2,479,427	\$ 1,854,517	\$ 2,274,480	\$ 2,487,765	\$ 2,439,711	\$ 2,664,568	\$ 2,329,989	\$ 2,710,534
TOTAL PATIENT REVENUE	2,566,081	2,479,427	1,854,517	2,274,480	2,487,765	2,439,711	2,664,568	2,329,989	2,710,534
LESS DISCOUNTS & CONTRACTUALS	736,699	570,268	291,349	482,441	800,067	561,133	720,723	535,897	756,190
NET REVENUE FROM PATIENTS	1,829,382	1,909,159	1,563,168	1,792,039	1,687,698	1,878,578	1,943,845	1,794,092	1,954,344
OTHER OPERATING REVENUE	1,804	2,150	3,100	2,777	2,440	2,150	2,206	2,150	2,188
TOTAL OPERATING REVENUE	1,831,186	1,911,309	1,566,268	1,794,816	1,690,138	1,880,728	1,946,051	1,796,242	1,956,532
OPERATING EXPENSES									
SALARIES AND WAGES	634,716	670,960	684,595	641,088	647,781	649,529	646,427	607,514	671,706
CONTRACT LABOR	310,919	244,278	75,918	203,721	289,233	234,149	276,305	216,092	311,403
SUPPLEMENTAL BENEFITS	248,708	292,531	297,375	267,739	223,349	283,690	256,530	266,359	300,954
SUPPLIES	140,056	118,623	101,845	109,063	109,342	118,177	119,895	106,070	122,678
DRUGS	51,437	49,202	47,106	50,667	41,817	47,162	46,793	43,525	43,887
PURCHASED SERVICES	64,706	42,771	43,594	50,887	41,384	42,081	64,720	39,866	54,376
REPAIRS, SERVICE & RENTALS	10,991	9,804	12,669	5,918	17,169	9,625	8,322	9,880	17,155
UTILITIES	34,048	26,252	31,387	19,654	29,496	33,424	28,837	29,130	25,643
INSURANCE	12,159	12,150	8,608	8,608	12,436	12,400	10,965	12,525	12,143
PATIENT RELATED TRAVEL	1,029	1,127	496	1,475	953	1,042	828	981	1,185
EDUCATION, TRAVEL, & DUES	11,976	11,592	14,563	12,441	11,349	11,518	10,580	11,074	12,757
OTHER	1,541	748	253	253	4,001	748	1,778	748	1,069
DEPRECIATION AND AMORT	83,624	83,523	93,353	92,533	83,321	83,321	89,011	165,802	83,839
INTEREST	32,511	56,262	33,080	32,701	32,133	55,884	32,701	55,884	32,701
BAD DEBTS	(4,656)	3,750	335	(944)	1,342	3,750	2,808	3,750	2,055
TAXES & SURCHARGE	108,293	105,510	86,680	105,628	104,953	105,510	104,903	106,240	105,628
TOTAL OPERATING EXPENSES	1,742,038	1,729,184	1,532,280	1,601,432	1,673,930	1,692,010	1,700,903	1,675,440	1,799,159
OPERATING INCOME (LOSS)	\$ 89,148	\$ 182,125	\$ 33,988	\$ 193,384	\$ 16,208	\$ 188,718	\$ 245,148	\$ 120,802	\$ 157,373
Operating Margin	4.9%	9.5%	2.2%	10.8%	1.0%	10.0%	12.6%	6.7%	8.0%

Operating Income-Care Center

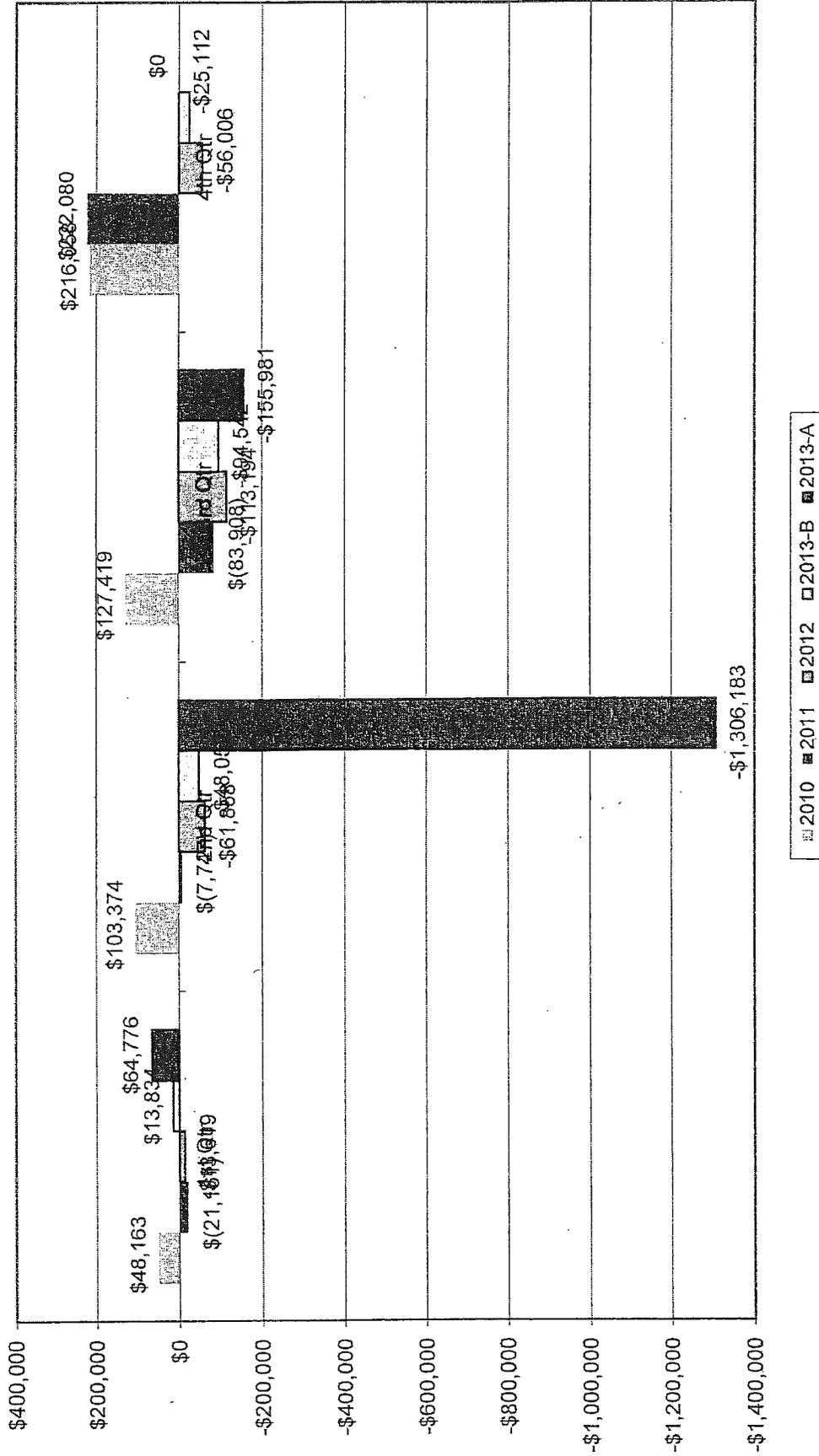


2010
 2011
 2012
 2013-A

RICE HOME MEDICAL

	1st Qtr 2018 Actual	1st Qtr 2013 Budget	2nd Qtr 2013 Actual	2nd Qtr 2013 Budget	2nd Qtr 2012 Actual	3rd Qtr 2013 Actual	3rd Qtr 2013 Budget	3rd Qtr 2012 Actual	4th Qtr 2013 Actual	4th Qtr 2013 Budget	4th Qtr 2012 Actual
OPERATING REVENUE											
OUTPATIENT REVENUE	\$3,028,377	\$3,055,938	\$2,967,674	\$2,864,737	\$2,428,074	\$3,415,384	\$2,892,195	\$2,733,931	\$3,264,137	\$3,264,137	\$2,703,135
RICE HOME MEDICAL REVENUE											
TOTAL PATIENT REVENUE	3,024,377	3,055,938	2,967,674	2,864,737	2,428,074	3,415,384	2,892,195	2,733,931	3,264,137	3,264,137	2,703,135
LESS DISCOUNTS & CONTRACTUALS	666,907	665,446	1,857,755	623,475	490,775	887,961	629,641	654,503	710,561	710,561	640,828
LESS UNCOMPENSATED CARE	191	7,534	3,361	2,184	3,365	514	1,084	736	884	884	251
TOTAL DEDUCTIONS FROM REVENUE	667,098	672,980	1,861,116	625,659	494,140	888,475	630,725	655,239	711,445	711,445	641,079
NET REVENUE FROM PATIENTS	2,361,279	2,382,958	1,106,558	2,239,078	1,933,934	2,526,909	2,261,470	2,078,692	2,552,692	2,552,692	2,062,056
OTHER OPERATING REVENUE	22,435	24,712	24,008	16,949	17,326	16,804	22,937	26,301	8,102	8,102	31,113
TOTAL OPERATING REVENUE	2,383,714	2,407,670	1,130,566	2,256,027	1,951,260	2,543,713	2,284,407	2,104,993	2,560,794	2,560,794	2,093,169
OPERATING EXPENSES											
SALARIES AND WAGES	721,260	741,587	735,108	709,467	649,962	767,819	716,865	666,495	776,168	776,168	782,131
CONTRACT LABOR	253,094	248,326	303,104	237,571	172,328	263,023	240,048	190,015	259,906	259,906	212,269
SUPPLEMENTAL BENEFITS	888,938	972,920	888,776	931,329	803,092	1,072,725	992,744	937,780	1,076,486	1,076,486	741,045
DRUGS	112,677	83,781	115,325	80,420	63,982	126,483	78,100	68,993	86,688	86,688	73,335
REPAIRS, SERVICE & RENTALS	65,119	56,153	67,108	57,088	42,709	60,302	56,981	42,549	61,419	61,419	52,962
UTILITIES	28,338	32,059	26,135	28,363	21,318	27,748	31,680	23,086	32,813	32,813	27,867
INSURANCE	12,277	18,785	12,277	18,785	16,387	13,513	18,785	18,158	18,785	18,785	22,636
PATIENT RELATED TRAVEL	38,076	50,347	50,539	47,456	37,127	37,451	47,865	41,568	53,537	53,537	42,259
EDUCATION, TRAVEL, & DUES	20,460	16,407	18,206	18,264	21,148	4,131	11,884	13,108	12,716	12,716	9,070
OTHER	29,181	22,252	25,207	25,806	22,149	27,264	27,854	51,657	29,481	29,481	34,334
DEPRECIATION AND AMORT	141,550	111,788	161,661	112,193	122,482	230,304	119,307	117,031	141,437	141,437	107,673
INTEREST	11,337	11,391	11,415	11,174	12,217	11,239	10,952	12,145	10,726	10,726	12,063
BAD DEBTS	3,660	12,625	8,826	12,625	11,056	21,514	12,625	22,441	12,625	12,625	18,370
TAXES & SURCHARGE	12,971	15,415	13,062	13,538	15,161	27,770	13,259	13,161	13,119	13,119	13,161
TOTAL OPERATING EXPENSES	2,318,938	2,393,836	2,436,749	2,304,079	2,013,118	2,699,694	2,378,949	2,218,187	2,585,906	2,585,906	2,149,175
OPERATING INCOME (LOSS)	64,776	13,834	(1,183)	(48,052)	(61,858)	(155,981)	(94,542)	(113,194)	(24,112)	(24,112)	(56,006)
Operating Margin	2.7%	0.6%	-115.5%	-2.1%	-3.2%	-6.1%	-4.1%	-5.4%	-1.0%	-1.0%	-2.7%

Operating Income-Home Medical



2010
 2011
 2012
 2013-A

KEY PERFORMANCE INDICATORS by ENTITY

	2009	2010	2011	2012	1st Qtr 2012	2nd Qtr 2012	3rd Qtr 2012	4th Qtr 2012	1st Qtr 2013	2nd Qtr 2013	3rd Qtr 2013	YTD 2013	5-Year Plan 2013	Benchmark
Rice Consolidated:														
Operating Margin %	0.4%	-0.2%	4.4%	1.4%	-1.9%	3.4%	-2.8%	6.7%	-5.4%	-0.9%	-0.4%	-2.2%	2.4%	2.2%
Excess Margin %	1.0%	1.1%	5.8%	2.3%	-1.9%	5.1%	-1.7%	7.0%	-4.3%	-2.7%	-0.7%	-2.8%	3.2%	2.8%
EBIDA Operating Margin %	11.1%	10.1%	14.1%	10.8%	7.9%	12.8%	7.1%	14.9%	4.9%	9.1%	9.6%	7.9%		
EBIDA Excess Margin %	11.6%	11.3%	15.3%	11.6%	8.2%	14.4%	8.2%	15.3%	5.8%	7.6%	9.3%	7.6%	12.5%	10.8%
Operating Margin	\$ 405,364	\$ (158,344)	\$ 4,556,798	\$ 1,379,217	\$ (576,798)	\$ 872,514	\$ (690,514)	\$ 1,774,013	\$ (1,282,672)	\$ (225,371)	\$ (103,028)	\$ (1,611,071)		
Excess Margin	\$ 862,328	\$ 1,082,832	\$ 6,006,622	\$ 2,384,239	\$ (476,105)	\$ 1,336,789	\$ (409,248)	\$ 1,882,893	\$ (1,038,021)	\$ (657,224)	\$ (176,006)	\$ (1,871,251)		
EBIDA Margin	\$ 10,908,788	\$ 10,903,468	\$ 15,873,756	\$ 11,954,654	\$ 2,057,445	\$ 3,793,895	\$ 2,023,129	\$ 4,080,245	\$ 1,411,424	\$ 1,803,214	\$ 2,271,828	\$ 5,486,466		
Hospital														
Operating Margin %	0.0%	-0.9%	5.0%	1.3%	-2.8%	3.3%	-4.0%	7.8%	-7.3%	5.2%	0.2%	-0.4%		
EBIDA Operating Margin %	11.5%	10.0%	15.0%	11.2%	7.9%	13.2%	6.7%	16.5%	3.8%	15.2%	10.5%	10.0%		
Revenues:														
Inpatient Revenue	\$ 63,085,698	\$ 60,784,544	\$ 66,088,063	\$ 60,874,197	\$ 15,823,947	\$ 14,230,491	\$ 14,727,765	\$ 16,091,994	\$ 15,286,299	\$ 15,479,413	\$ 16,175,666	\$ 46,941,378		
Outpatient Revenue	\$ 89,804,546	\$ 111,787,552	\$ 126,052,246	\$ 120,441,366	\$ 30,350,652	\$ 31,170,716	\$ 29,865,229	\$ 29,064,789	\$ 28,779,975	\$ 30,106,744	\$ 31,072,551	\$ 89,899,270		
Net Patient Revenue	\$ 77,236,758	\$ 86,366,450	\$ 93,538,445	\$ 89,837,598	\$ 22,521,478	\$ 22,927,057	\$ 21,821,352	\$ 22,587,713	\$ 20,822,149	\$ 22,798,166	\$ 22,236,373	\$ 65,856,688		
Total Operating Revenues	\$ 80,654,346	\$ 83,014,293	\$ 89,486,295	\$ 88,512,613	\$ 21,209,275	\$ 22,219,196	\$ 20,415,422	\$ 22,568,720	\$ 19,680,656	\$ 21,685,356	\$ 20,182,757	\$ 61,548,769		
Total Operating Expenses	\$ 80,630,454	\$ 83,796,125	\$ 85,032,251	\$ 85,422,270	\$ 21,806,436	\$ 21,478,223	\$ 21,237,893	\$ 20,899,718	\$ 21,117,256	\$ 20,554,804	\$ 20,146,009	\$ 61,818,069		
Operating Margin	\$ 23,893	\$ (781,830)	\$ 4,454,044	\$ 1,080,343	\$ (597,161)	\$ 740,973	\$ (822,471)	\$ 1,769,002	\$ (1,436,600)	\$ 1,130,552	\$ 36,748	\$ (289,300)		
Revenue/Adj. Admission Reimbursement Rate	\$ 9,663	\$ 10,151	\$ 10,120	\$ 10,402	\$ 9,890	\$ 10,554	\$ 10,115	\$ 11,037	\$ 10,006	\$ 10,611	\$ 10,021	\$ 10,218	49.2%	
FTE/Adj. Admission	15.4	14.7	13.4	14.6	14.4	14.4	14.8	14.9	15.2	14.7	14.3	14.3	14.7	14.9
FTE/Adj. Patient Day	4.4	4.2	3.8	4.1	4.0	4.1	4.1	4.3	4.3	4.0	4.2	4.2	4.1	4.4
Total Expense Ratio Controllable	55.8%	53.7%	49.0%	52.9%	53.2%	53.2%	53.4%	51.6%	53.1%	50.5%	49.8%	49.8%		
Expense/Adj. Admit	\$ 7,697	\$ 8,110	\$ 7,610	\$ 8,265	\$ 8,188	\$ 8,283	\$ 8,345	\$ 8,337	\$ 8,427	\$ 8,032	\$ 7,886	\$ 8,114	\$ 8,630	49.6%
Compensation Ratio	54.0%	52.0%	48.1%	50.6%	52.7%	49.6%	50.7%	49.1%	55.5%	48.9%	51.4%	51.9%	51.9%	50.0%
Supply & Drug Expense/CMI Adj. Admit	\$ 1,087	\$ 1,417	\$ 1,357	\$ 1,525	\$ 1,579	\$ 1,574	\$ 1,402	\$ 1,418	\$ 1,402	\$ 1,400	\$ 1,454	\$ 1,410		

Rice Memorial Hospital Financial Statements September 30, 2013

Executive Summary

September was a positive month in terms of financial performance compared to budget and in terms of actual performance. Rice generated a profit of \$303,000 from operations compared to budgeted Operating Income of \$298,000 and last year's September Operating Loss of \$740,000. The primary contributing factors for this month's positive results were stable revenues compared to budget and lower expenses at the Hospital. Although Hospital Operating Revenues were 2.7% less than budget and 14.0% greater than last year, Hospital Expenses were 4.5% less than budget and 3.5% less than last year. Care Center activity generated Operating Income of \$28,000 while Home Medical incurred a \$7,700 loss compared to an expected loss of \$29,000.

Here is a summary of key financial indicators:

	<u>Actual</u>	<u>Budget</u>	<u>Last Year/ Last YTD</u>	<u>Prior Year</u>	<u>Benchmark</u>	<u>Actual - YTD</u>	<u>Desired</u>
Operating Margin- Month	3.6%	3.5%	-9.9%			↑	↑
Operating Margin- YTD	-2.2%	2.6%	-0.5%	1.4%	2.2%	↓	
Excess Margin- Month	3.7%	4.3%	-9.1%			↑	
Excess Margin- YTD	-2.6%	3.4%	0.6%	2.3%	2.8%	↓	
EBIDA Margin- Month	13.3%	13.3%	0.9%			↑	
EBIDA Margin- YTD	7.9%	12.1%	9.3%	13.1%	10.8%	↓	
Debt/Capitalization	42.1%	41.8%	44.3%	43.4%	38.7%	↔	
Net Days of Receivables	56	50	57	64	46	↔	↓
Days of Cash	107	129	113	114	131	↓	↑
Cash/Debt	62%	82%	62%	63%	87%	↔	↑

September 30, 2013 Balance Sheet:

The September YTD balance sheet realized a decrease in Net Assets of \$689,000. Total Assets have decreased \$4.0 million while Total Liabilities have decreased \$3.3 million. The Total Asset decrease was due to a decrease in Current Assets of \$3.9 million; an increase in Assets Limited as to Use of \$223,000; an increase in Property, Plant, and Equipment of \$1.0 million; and a decrease in Other Assets of \$1.3 million. The decrease in Current Assets was due to decreases in Cash, Trustee Bond Agreement reserves (debt service payments) and Receivables. Assets Limited as to Use has increased due to market value increases in the Rice Trust Endowment Fund. Property, Plant, and Equipment has increased due to the Care Center Project and Other Assets have decreased due to General Investment transfers to Cash partially offset by an increase in the investment in Willmar Medical Services.

Cash & General Investments have decreased \$2.1 million since December 31, 2012 due to lower than anticipated operating performance and construction projects funded out of operations. This will substantially change once the 2013 Bond Issue is completed and the proceeds are deposited. Liabilities have decreased due debt payments (\$2.2 million) made during the year and decreases in Current Liabilities. Net Assets have decreased due to financial performance but offset somewhat by increases in the Rice Trust Fund and the Specific Purpose Fund.

September 2013 Results:

The overall Net Operating Income was \$303,000 compared to budgeted Operating Income of \$298,000 and compared to last year's Operating Loss of \$740,000. Hospital Operating Revenues were 2.7% less than budget for the month but 14.0% greater than last year. Inpatient Revenues were 8.3% greater than budget while Outpatient Revenues were 6.6% less than budget. Inpatient Revenues were driven by increased activity in many departments due to the higher census. Outpatient Revenue decreases were the result of lower revenues in Surgery, Laboratory, and Radiation Oncology. Care Center Resident Revenues were slightly greater than budget by 1.2% while Home Medical revenues were 27.3% greater than budget due to increased Sales Revenues. Overall Patient Revenue was \$534,000 (3.1%) greater than budget and 6.9% greater than last year.

Consolidated deductions from revenue were 4.2% (\$345,000) greater than budget even though Patient Revenues were only 3.1% greater than budget. The continuing shift to government payer sources contributed to this negative variance. The Hospital's reimbursement rate for the month was 48.38% compared to a budget of 48.92%; a negative revenue variance of \$85,000.

Other operating revenues were \$163,000 (10.8%) less than budget even though there has been improved WMS activity and profits. Other Operating Revenue activity at the Hospital has been lower than projected. Net WMS activity at Rice was greater than budget by \$236,000 (13.4%) due to added Anesthesia and Sleep services into WMS. Total Operating Revenues were \$8.4 million; \$210,000 (2.4%) less than budget but \$915,000 (12.2%) greater than last year.

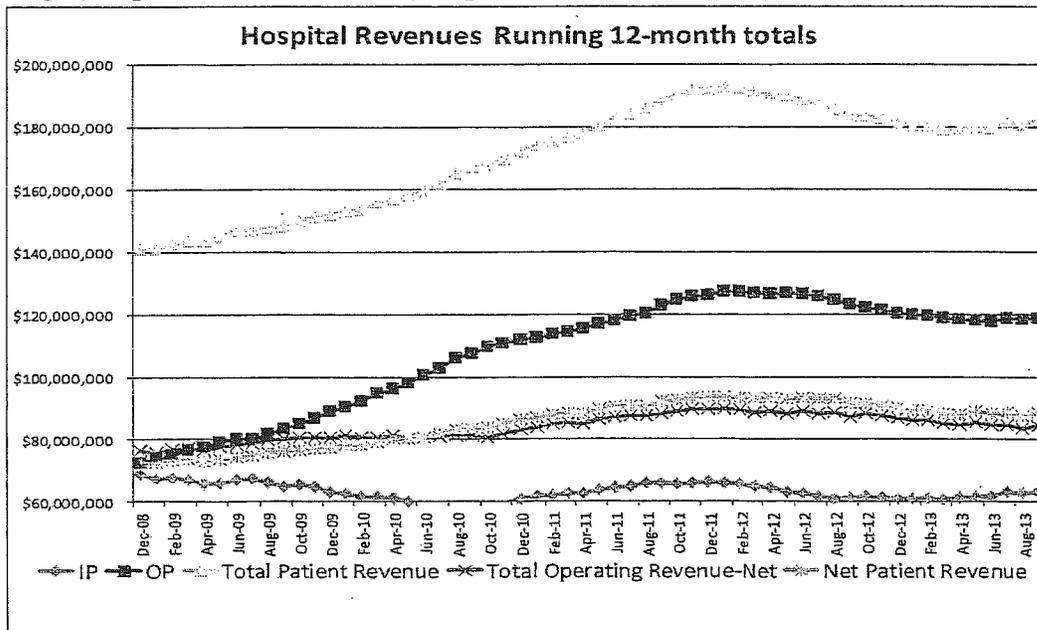
Net Expenses were \$8.0 million; \$215,000 (2.6%) less than budget which offset the negative Operating Revenue variance. Expenses were mixed for the month with Salaries \$13,000 (0.4%) less than budget; Contract Labor \$42,000 (16.6%) greater due to Hospital

contracted services and Care Center contracted therapy costs; and Benefits \$91,000 (8.3%) greater due to increased health insurance costs. Supplies were \$20,000 (2.0%) greater than budget due higher revenues in Home Medical. Drugs were \$33,000 (4.7%) less than budget due to lower than projected Medical Oncology activity. Purchased Services were \$24,000 (4.8%) less than budget; Repairs & Rentals were \$58,000 (20.3%) less than budget; Utilities were at budget; Insurance was \$8,200 (13.8%) greater than budget due to a timing difference; Patient Related Travel was \$2,200 (6.2%) greater than budget due to Ambulance activity; Education, Travel, and Dues were \$14,000 (18.7%) less than budget; and Other was \$13,000 (33.6%) less than budget. Capital Costs including Depreciation was \$24,000 (3.5%) less than budget while Interest was \$7,900 (5.5%) less than budget as Care Center financing has not occurred. Bad Debts were \$46,000 (31.8%) less than budget due to improved aging of the accounts. Bad Debts and Uncompensated Care were \$62,000 less than budget and \$101,000 less than last year. Taxes were \$13,000 (7.4%) less than budget due to lower collections resulting in higher MN Care taxes paid.

The Hospital generated Operating Income of \$282,000 compared to budgeted Operating Income of \$267,000 and last year's Operating Loss of \$694,000. Care Center activity generated Operating Income of \$28,000 compared to expected Operating Income of \$61,000 and last year's Operating Income of \$53,000. Home Medical activity generated an Operating Loss of \$7,700 compared to a budgeted Operating Loss of \$29,000 and last year's Operating Loss of \$99,000.

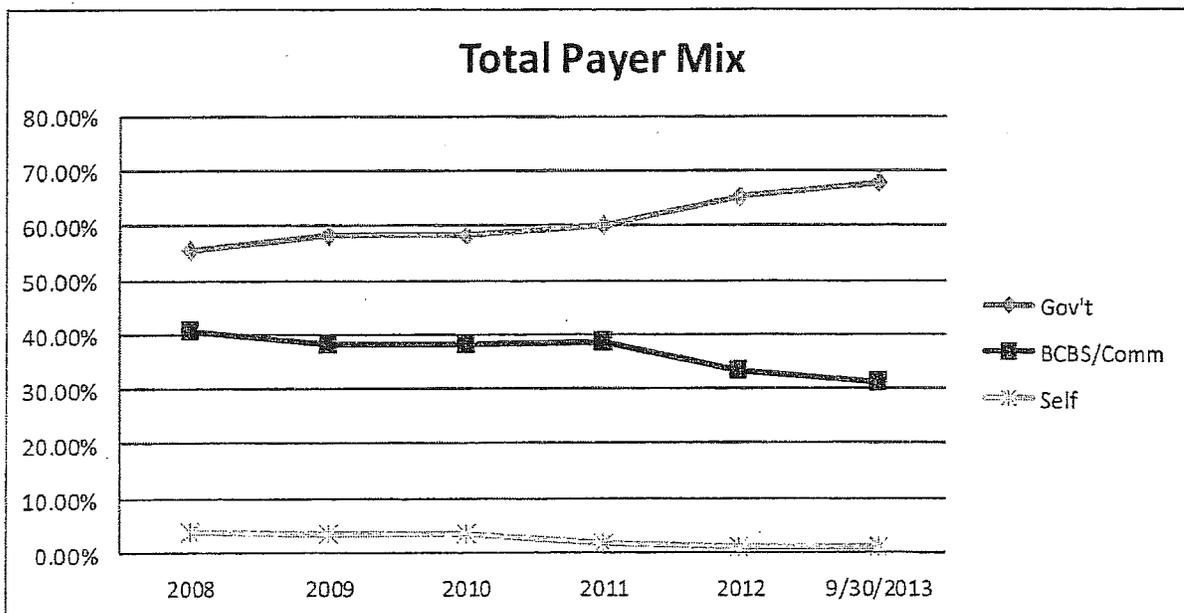
September YTD 2013 Results:

The overall YTD net Operating Loss was \$1.6 million compared to budgeted Operating Income of \$2.0 million and last year's Operating Loss of \$394,000. Hospital Operating Revenues were \$3.9 million (6.1%) less than budget and 2.6% less than last year. Inpatient Revenues were 3.5% greater than budget and 3.4% greater than last year while Outpatient Revenues 7.5% less than budget and 4.9% less than last year. Inpatient Revenues were driven by the increased census while Outpatient Revenues were the result of lower revenues in Surgery, Anesthesia, Emergency, Pharmacy, Lab, Hospice, and Medical Imaging. Most of the revenue variances related to lower volumes however, Surgery experienced a lower acuity of procedures thus creating a negative rate variance.



Care Center Resident Revenues were greater than budget by \$258,000 (3.5%) due to higher than projected outpatient or Part B therapy services even though the census was lower. Home Medical revenues were 6.8% greater than budget (Rentals) and 21.2% greater than last year (Sales and Rentals).

Consolidated deductions from revenue were 3.0% (\$2.2 million) greater than budget even though Total Patient Revenues were 1.1% less than budget. A continued downward shift in reimbursement due to an increase in activity from government payers contributed to this variance along with the negative write-offs at Home Medical. Net Revenue from Patients was \$3.8 million (4.8%) less than budget and 2.0% less than last year. The Hospital's reimbursement rate was 48.13% compared to a budget of 49.04%; a negative revenue variance of \$1.2 million.



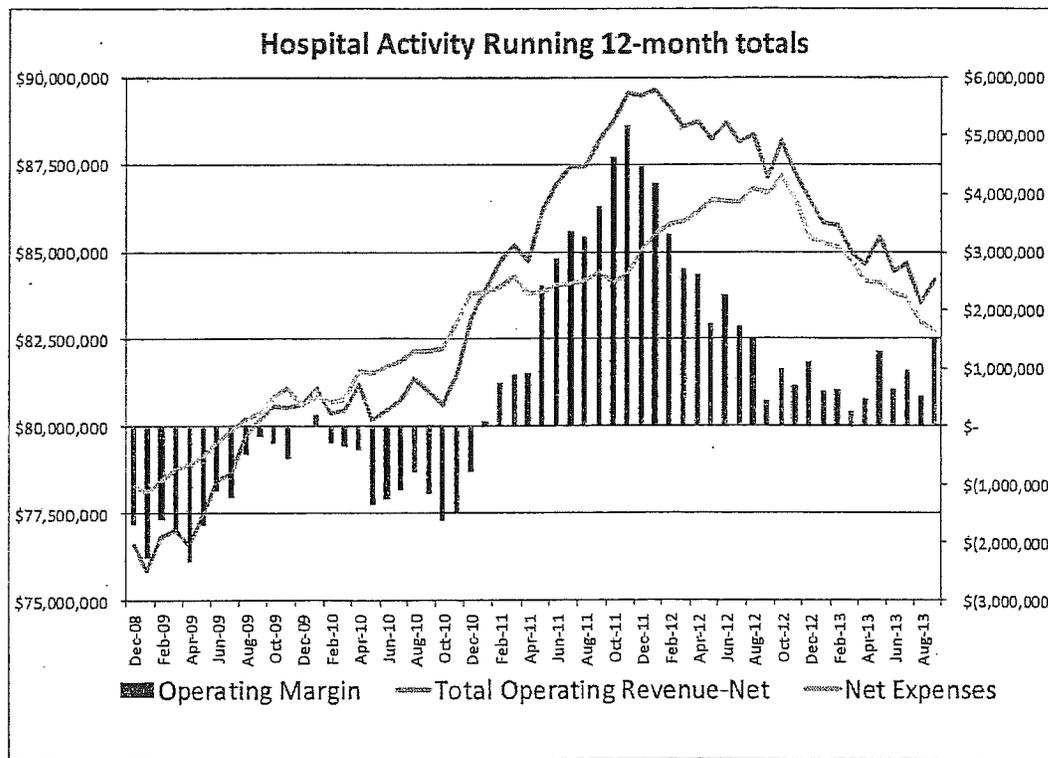
Other operating revenues were \$1.0 million (7.8%) less than budget due to lower activity than projected even though WMS activity and profits are up. WMS activity at Rice was greater than budget by \$968,000 (6.1%) due to inclusion of Anesthesia and Sleep services. Total Operating Revenues were \$72.8 million; \$5.8 million (7.5%) less than budget and \$2.4 million (3.3%) less than last year.

Net Expenses were \$74.4 million; \$2.2 million (2.9%) less than budget and 1.6% less than last year. Expenses were mostly lower with Salaries \$423,000 (1.2%) less than budget due to lower Hospital patient activity and lower FTE's. Contract Labor was \$413,000 (18.0%) greater than budget due to Hospital and Care Center contracted therapy costs. Benefits were \$1,500 (0.0%) greater due to lower salaries but offset by health insurance. Supplies were \$549,000 (5.8%) less than budget due lower activity in Surgery. Drugs were \$1.6 million (23.1%) less due to lower Medical Oncology purchases. Purchased Services were \$31,000 (0.7%) less than budget; Repairs, Service, & Rentals were \$40,000 (1.6%) greater than budget due new patient monitoring leases; Utilities were \$53,000 (4.1%) less than budget; Insurance was \$15,000 (2.9%) less than budget; Patient Related Travel was \$2,600 (0.8%) less than budget; Education, Travel,

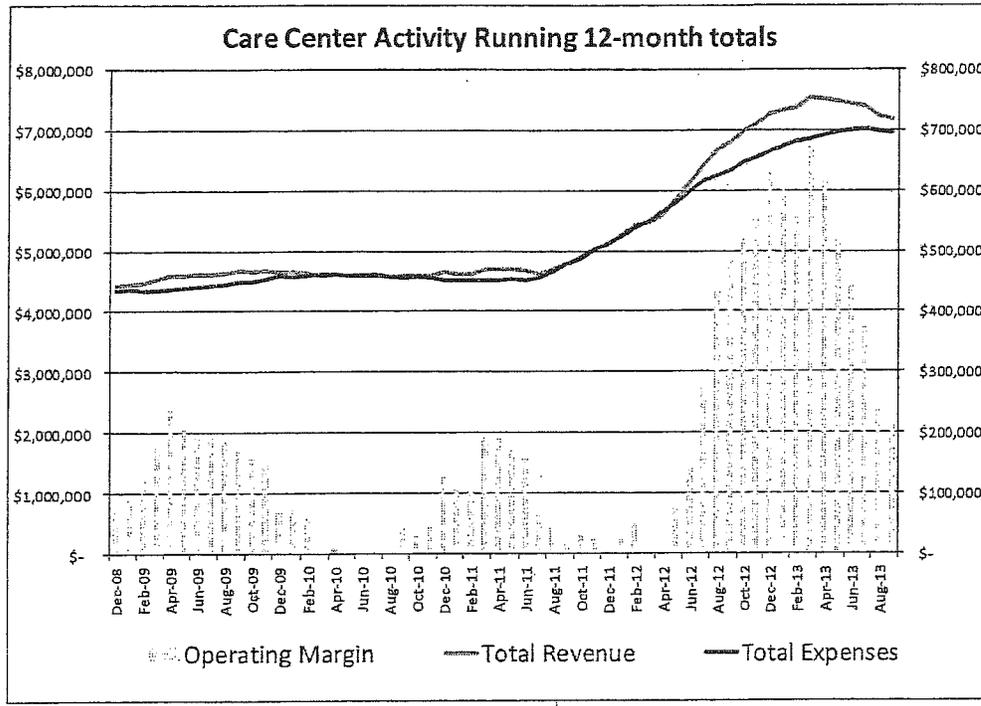
and Dues were \$1,400 (0.2%) greater than budget; and Other was \$59,000 (16.5%) less than budget. Capital Costs were less than budget with Depreciation \$163,000 (2.6%) less than budget and Interest \$71,000 (5.4%) less than budget. Bad Debts were \$76,000 (5.9%) greater than budget. Combined, Bad Debts and Uncompensated Care were \$138,000 (5.7%) less than budget and 5.6% less than last year. Taxes were \$23,000 (1.4%) less than budget.

Non-operating activity was \$962,000 less than budget due to unrealized losses which has been offsetting the unrealized gains from prior years.

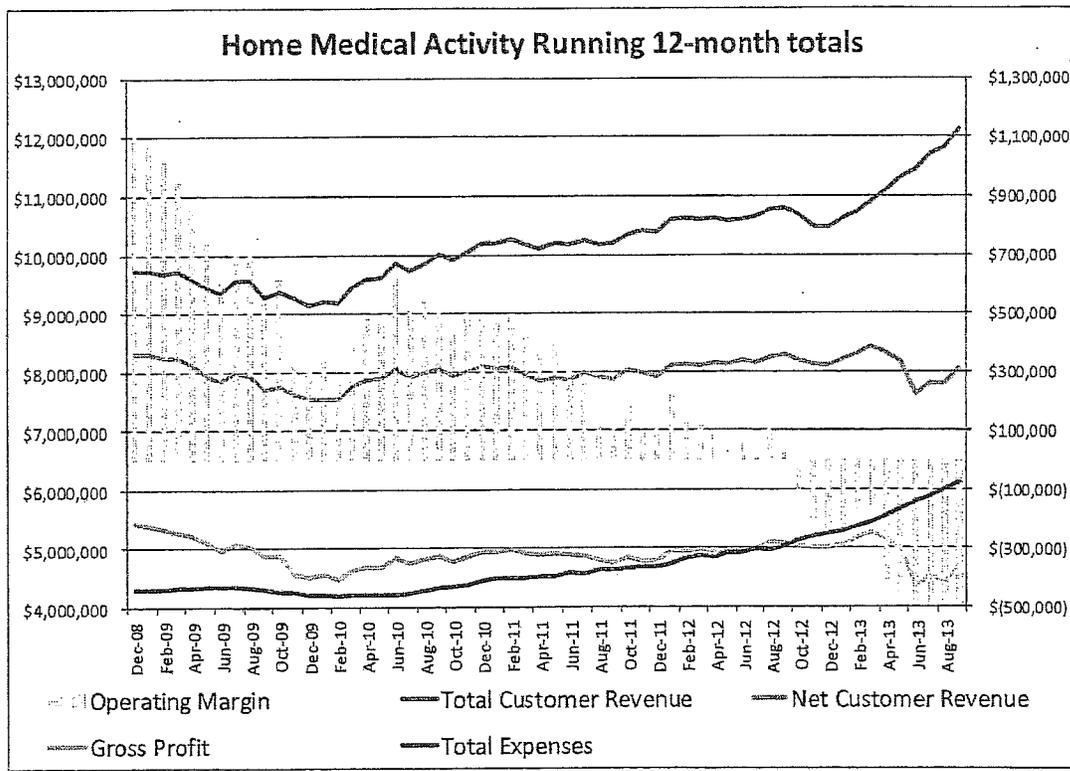
The Hospital generated an Operating Loss of \$269,000 compared to budgeted Operating Income of \$1.6 million and last year's Operating Loss of \$678,000. The continued downward trend of Net Patient Revenues and Total Operating Revenues continued to push lower profitability.



Care Center activity generated Operating Income of \$55,000 compared to expected Operating Income of \$560,000 and last year's Operating Income of \$472,000. The construction projects continued to limit occupancy which has trended Revenues and Operating Margin lower.



Home Medical activity generated an Operating Loss of \$1.3 million compared to a budgeted Operating Loss of \$128,000 and last year's Operating Loss of \$188,000.



Statistical and Volume Summary

Patient days were 113 (12.0%) greater than budget with admissions 29 (10.7%) greater than budget yielding an increase in length of stay of 1.1% from budget. Compared to the prior year, patient days were 3 (0.3%) less for the month with admissions 1 (0.3%) less than last year. The average daily census for the month was 35.2 compared to a budget of 31.4 and 35.3 last year. Observation patients were 26.5% less than budget and 10.8% less than last year. Medicare case mix was 6.5% less than budget while the overall case mix was 2.9% less than budget. Overall activity as measured in terms of adjusted admissions was 0.5% less than budget and 1.7% less than last year while adjusted patient days were 0.6% greater than budget but 1.6% less than last year. There were 68 deliveries for the month compared to a budget of 68 and 61 from a year ago. Care Center resident days were 9.7% less than budget with a 61.4 average daily census.

YTD patient days were 495 (5.7%) greater than budget while admissions were 154 (6.2%) greater than budget yielding minimal change in the length of stay. Compared to the prior year, patient days were 116 (1.3%) greater with admissions 59 (2.3%) greater than last year. The average daily census was 33.9 compared to a budget of 32.1 and 33.4 last year. Observation patients were 23.3% less than budget and 16.4% less than last year. Medicare case mix was 2.2% less than budget while the overall case mix was 1.6% less than budget. Overall activity as measured in terms of adjusted admissions was 0.6% less than budget and 1.9% less than last year while adjusted patient days were 1.0% less than budget and 2.8% less than last year. There were 619 deliveries compared to a budget of 565 (9.6%) and 556 (11.3%) from a year ago. Care Center resident days were 10.7% less than budget with a 64.4 average daily census.

Ancillary departments were mixed for the month. Surgery & GI procedures were 4.2% greater than budget and 7.9% greater than last year. Inpatient activity was at budget but 23.2% less than last year while Outpatient activity was 5.8% greater than budget and 26.0% greater than last year. Emergency Room visits were 1.9% less than budget and 3.1% greater than last year. Lab tests were 3.4% greater than budget and 10.6% greater than last year. Medical Imaging procedures were 2.2% less than budget and 0.2% less than last year. Radiation Oncology treatments were 69.9% less than budget and 53.7% less than last year. Hopefully this will improve subsequent to the transition of physician services. Medical Oncology visits were 12.1% less than budget and 5.4% less than last year. Dialysis treatments were 4.8% greater than budget and 17.7% greater than last year; Rehab visits were 7.5% greater than budget and 12.1% greater than last year; Hospice visits were 1.4% greater than budget and 29.7% less than last year; and Ambulance runs were 8.0% greater than budget and 28.4% greater than last year.

On a YTD basis, Surgery & GI procedures were 1.0% greater than budget and 2.2% greater than last year. Inpatient procedures were 1.0% less than budget and 5.1% less than last year while Outpatient procedures were 1.8% greater than budget and 5.4% greater than last year. Emergency Room visits were 5.6% less than budget and 4.2% less than last year. Lab tests were 5.0% lower than budget and 5.5% less than last year. Medical Imaging procedures were 8.0% less than budget and 7.8% less than last year. Radiation Oncology treatments were 36.4% less than budget and 29.4% less than last year while Medical Oncology visits were 10.8% less than budget and 8.0% less than last year. Dialysis treatments were 6.8% greater than budget and 7.6% greater than last year; Rehab visits were 0.6% less than budget and 0.7% less than last year; Hospice visits were 0.2% less than budget and 10.7% less than last year; and Ambulance runs were 1.5% less than budget and 0.8% greater than last year.

Full Time Equivalent's (FTE's) for the month were 803 compared to a budget of 799 (0.5%) and compared to last year's total of 801 (0.3%). Hospital FTE's were 1.0% less than budget; Care Center 1.0% less than budget; and Home Medical 15.3% greater than budget. YTD FTE's were 804 compared to a budget of 802 (0.3%) and last year's total of 804 (0.1%). Hospital FTE's were 0.1% less than budget and 0.8% less than last year; Care Center was 3.2% less than budget and 3.7% less than last year; and Home Medical was 8.1% greater than budget and 12.6% greater than last year.

Key Performance Indicators

The Operational indicators were positive for the month and compared to budget. Consolidated Operating Margin was 3.6% compared to the budget of 3.5% and last year's -9.9%. Excess Margin was 3.7% compared to a budget of 4.3% and last year's -9.1%. The EBIDA Operating Margin was 13.3% for the month compared to a budget of 13.3% and last year's 0.9%. The YTD Operational indicators were negative compared to budget and last year. Consolidated Operating Margin was -2.2% compared to the budget of 2.6% and last year's -0.5%. Excess Margin was -2.6% compared to a budget of 3.4% and last year's 0.6%. EBIDA Operating Margin was 7.9% compared to a budget of 12.1% and last year's 9.3%.

The Financial ratios indicate that the Debt/Capitalization ratio of 42.1% was higher than the year-end target of 41.8%, lower than last year's 44.3%, and higher than the benchmark of 38.7%. Debt Service Coverage was 2.0 compared to the budget of 3.1 and the debt covenant of 1.25. Days in accounts receivable were 56 compared to a target of 50 and last year's 57. Days of Cash were 107 compared to the year-end target of 129 and last year's 113. The Cash/Debt ratio was 62% compared to the year-end target of 82%; last year's 62% and the benchmark of 87%. The Financial Strength Index was -0.61 compared to the budget of 1.21 and 0.73 last year.

YTD Hospital productivity ratios in terms of staffing was at budget with FTE's per adjusted admit at 14.7 compared to a budget of 14.7; last year's ratio of 14.5; and the benchmark of 14.9. FTE's per adjusted patient day were 4.2 compared to the budget of 4.1; last year's ratio of 4.1; and the benchmark of 4.4. The YTD Hospital Compensation Ratio was 51.9% compared to a budget of 49.6% and 51.0% last year. Care Center Hours per Resident Day were 6.6 compared to the budget of 6.2 and the benchmark of 5.8. Sales per FTE at Home Medical were \$156,000 which was 1.2% less than the target but 7.6% higher than last year.

**RICE MEMORIAL HOSPITAL
CONSOLIDATED
BALANCE SHEET**
For the Nine Months Ending September 30, 2013

	CURRENT YEAR	PRIOR YEAR END	CHANGE
1 ASSETS			
2 CURRENT ASSETS			
3 CASH AND CASH EQUIVALENTS	\$2,558,406	\$2,999,489	(\$441,083)
4 TRUSTEE BOND AGREEMENTS - CURRENT	1,618,229	2,393,907	(775,678)
5 ACCOUNTS RECEIVABLE NET	15,758,660	18,416,955	(2,658,295)
6 OTHER RECEIVABLES	404,888	626,156	(221,268)
7 INVENTORY	2,180,742	1,881,543	299,199
8 PREPAID EXPENSES	914,571	1,080,525	(165,954)
10 TOTAL CURRENT ASSETS	23,435,496	27,398,573	(3,963,077)
11 ASSETS LIMITED AS TO USE			
13 HELD BY TRUSTEES - BOND AGREEMENTS	3,181,089	3,181,089	0
15 REMAINDER UNITRUST - RECEIVABLE	43,996	43,996	0
16 ENDOWMENT FUND - INVESTMENTS	2,840,263	2,616,990	223,273
18 TOTAL ASSETS - USE IS LIMITED	6,065,349	5,842,075	223,273
19 PROPERTY PLANT & EQUIPMENT			
21 PROPERTY PLANT & EQUIPMENT	134,800,356	132,297,068	2,503,288
22 LESS: ACCUMULATED DEPRECIATION	(74,191,669)	(72,741,611)	(1,450,058)
24 NET PROPERTY, PLANT & EQUIPMENT	60,608,687	59,555,457	1,053,230
25 OTHER ASSETS			
27 INVESTMENTS	24,189,555	25,941,901	(1,752,346)
28 INVESTMENTS - SHARED HEALTH RESOURCES	425,186	425,186	0
29 INVESTMENTS - WILLMAR MEDICAL SERVICES	4,090,836	3,647,124	443,712
30 OTHER INVESTMENTS	54,963	79,963	(25,000)
31 GOODWILL, NET	85,056	86,056	(1,000)
32 DEFERRED DEBT ACQUISITION COSTS	189,157	200,398	(11,241)
35 TOTAL OTHER ASSETS	29,034,753	30,380,628	(1,345,875)
37 TOTAL ASSETS	\$119,144,284	\$123,176,733	(\$4,032,449)
39 LIABILITIES AND NET ASSETS			
40 CURRENT LIABILITIES			
42 CURRENT MATURITIES OF LONG TERM DEBT	\$2,758,779	\$2,290,275	\$468,503
43 ACCOUNTS PAYABLE - TRADE	1,707,335	1,730,604	(23,269)
44 ESTIMATED THIRD PARTY PAYOR SETTLEMENTS	(307,940)	(29,504)	(278,436)
45 ACCRUED SALARIES, WAGES AND BENEFITS	10,407,477	10,992,653	(585,176)
46 ACCRUED INTEREST AND DUE TO WMS	1,897,850	2,089,775	(191,925)
48 TOTAL CURRENT LIABILITIES	16,463,501	17,073,804	(610,302)
49 LONG TERM DEBT (LESS CURRENT PORTION)	43,224,792	45,957,263	(2,732,471)
52 TOTAL LIABILITIES	59,688,293	63,031,067	(3,342,773)
53 COMMITMENTS AND CONTINGENCIES			
56 NET ASSETS			
57 RESTRICTED FUNDS			
58 DEBT SERVICE AND RESERVE	3,181,089	3,181,089	0
59 SPECIFIC PURPOSE FUND	289,726	88,338	201,389
60 PERMANENT ENDOWMENT	2,840,263	2,616,990	223,273
61 CURRENT YEAR INCOME	(1,871,256)	2,430,598	(4,301,854)
62 UNRESTRICTED	55,016,168	51,828,651	3,187,517
64 TOTAL NET ASSETS	59,455,990	60,145,666	(689,676)
66 TOTAL LIABILITIES AND NET ASSETS	\$119,144,284	\$123,176,733	(\$4,032,449)

RICE HOSPITAL
For the Nine Months Ending September 30, 2013

	CURRENT MONTH			YEAR TO DATE		
	ACTUAL	BUDGET	VAR %	ACTUAL	BUDGET	VAR %
OPERATING REVENUE	\$5,408,870	\$4,773,673	13.3%	\$44,733,231	\$44,782,202	4.9%
INPATIENT REVENUE	10,271,475	10,634,478	(3.4%)	89,899,269	91,386,598	(5.0%)
OUTPATIENT REVENUE	15,680,345	15,408,151	1.8%	136,840,647	136,168,800	(0.5%)
LESS DISCOUNTS & CONTRACTUALS	7,984,818	7,744,796	3.1%	69,878,102	67,821,685	3.3%
LESS UNCOMPENSATED CARE	110,101	126,134	(12.7%)	923,097	1,077,229	(18.4%)
TOTAL DEDUCTIONS FROM REVENUE	8,094,919	7,870,930	2.8%	70,983,961	68,898,914	3.0%
NET REVENUE FROM PATIENTS	7,585,426	7,537,221	0.6%	68,341,655	67,269,886	(2.1%)
OTHER OPERATING REVENUE	1,340,447	1,496,832	(10.4%)	12,421,499	13,476,838	(7.8%)
TOTAL OPERATING REVENUE	8,925,873	9,034,053	(1.2%)	81,818,493	79,608,119	(4.3%)
LESS: WILLMAR MEDICAL SERVICES OPERATING REVENUE	2,005,331	1,768,746	13.4%	15,729,416	15,764,226	6.1%
TOTAL OPERATING REVENUE	6,920,542	7,265,307	(4.7%)	66,089,077	63,843,893	(6.8%)
OPERATING EXPENSES	3,347,278	3,386,824	(1.2%)	30,228,261	29,769,044	(1.3%)
SALARIES AND WAGES	200,782	178,835	12.3%	1,790,016	2,114,733	(13.4%)
CONTRACT LABOR	1,033,801	943,398	9.6%	8,529,329	8,551,834	0.6%
SUPPLEMENTAL BENEFITS	640,248	658,374	(2.8%)	5,789,210	5,975,212	(8.2%)
SUPPLIES	672,784	701,087	(4.0%)	6,894,037	6,692,299	(23.6%)
DRUGS	416,859	477,374	(12.7%)	4,410,142	5,141,326	(4.7%)
PURCHASED SERVICES	206,648	263,283	(21.5%)	2,319,464	2,177,103	(0.3%)
REPAIRS, SERVICE & RENTALS	142,099	139,358	2.0%	1,105,516	1,105,066	(4.1%)
UTILITIES	60,219	49,520	21.6%	455,985	442,833	0.5%
INSURANCE	23,627	20,943	12.8%	209,099	171,684	9.2%
PATIENT RELATED TRAVEL	56,611	69,668	(18.7%)	676,536	654,913	0.9%
EDUCATION, TRAVEL, & DUES	12,249	32,161	(61.9%)	210,399	279,419	(24.7%)
OTHER	567,648	632,549	(10.3%)	5,677,956	5,346,374	(6.2%)
DEPRECIATION AND AMORT	122,865	122,926	0.0%	1,119,056	1,304,294	(0.1%)
INTEREST	96,363	140,668	(31.5%)	1,349,305	1,354,807	7.5%
BAD DEBTS	133,749	147,500	(9.3%)	1,298,342	1,332,205	(2.5%)
TAXES & SURCHARGE	7,733,830	7,964,468	(2.9%)	69,899,912	72,778,413	(4.0%)
TOTAL OPERATING EXPENSES	1,095,644	966,181	13.4%	8,081,843	8,019,257	(2.9%)
LESS: WILLMAR MEDICAL SERVICES OPERATING EXPENSES	6,638,186	6,998,287	(5.1%)	61,818,069	64,456,912	(4.1%)
NET OPERATING EXPENSES	282,356	267,020	5.7%	(2,69,300)	(1,869,502)	(116.8%)
OPERATING INCOME (LOSS)	4,300	75,833	(94.3%)	(270,557)	690,500	(139.2%)
NON OPERATING INCOME	3,986,656	6,441,853	(38.4%)	(5,329,425)	1,829,730	(132.5%)
NET INCOME (LOSS)	3,986,656	6,441,853	(38.4%)	(5,329,425)	1,829,730	(132.5%)

RICE HOME MEDICAL
For the Month Ending September 30, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	% CHANGE	Prior Yr	% of SALES/GP	% CHANGE
GROSS SALES								
SALES REVENUE	\$807,129	68.3%	\$559,512	60.3%	44.3%	\$580,082	65.9%	39.1%
RENTIS REVENUE	373,258	31.6%	368,031	39.7%	1.4%	299,526	34.0%	24.6%
MISC REVENUE	600	0.1%	600	0.1%		775	0.1%	(22.6%)
GROSS SALES	1,180,987	100.0%	928,143	100.0%	27.2%	880,383	100.0%	34.1%
LESS: CONTRACTUAL ALLOWANCES	(282,791)	(23.9%)	(201,930)	(21.8%)	40.0%	(245,521)	(27.9%)	15.2%
LESS: UNCOMPENSATED CARE			(295)	(0.0%)	(100.0%)			
NET SALES	898,196	76.1%	725,918	78.2%	23.7%	634,862	72.1%	41.5%
COST OF GOODS SOLD								
OXYGEN	7,129	0.8%	11,937	1.6%	(40.3%)	10,356	1.6%	(31.2%)
EQUIPMENT	92,313	10.3%	96,068	13.2%	(3.9%)	115,371	18.2%	(20.0%)
SUPPLY - FREIGHT	12,853	1.4%	15,000	2.1%	(14.3%)	12,557	2.0%	2.4%
SUPPLY	187,078	20.8%	162,566	22.4%	15.1%	146,950	23.1%	27.3%
EQUIPMENT REPAIR	47,612	5.3%	12,599	1.7%	277.9%	8,477	1.3%	461.7%
SHOP EXPENSE	2,705	0.3%	5,577	0.8%	(51.5%)	4,012	0.6%	(32.6%)
PURCHASE DISCOUNTS	(5,703)	(0.6%)	(13,504)	(1.9%)	(57.8%)	(2,817)	(0.4%)	102.4%
TOTAL COST OF GOODS SOLD	343,987	38.3%	290,243	40.0%	18.5%	294,906	46.5%	16.6%
GROSS PROFIT	554,205	61.7%	435,675	60.0%	27.2%	339,456	53.5%	63.0%
OPERATING EXPENSES								
SALARIES & WAGES	256,292	28.5%	231,749	31.9%	10.6%	223,239	35.2%	14.8%
CONTRACT LABOR	2,613	0.3%						
SUPPLEMENTAL BENEFITS	89,233	9.9%	77,603	10.7%	15.0%	64,418	10.1%	38.5%
SUPPLIES AND DRUGS	7,106	0.8%	10,997	1.5%	(35.4%)	12,483	2.0%	(43.1%)
PURCHASED SERVICES	52,842	5.9%	27,592	3.8%	91.5%	26,404	4.2%	100.1%
REPAIRS, SERVICE & RENTALS	19,303	2.1%	19,701	2.7%	(2.0%)	13,811	2.2%	39.8%
UTILITIES	9,692	1.1%	10,940	1.5%	(11.4%)	7,409	1.2%	30.8%
INSURANCE	3,822	0.4%	6,262	0.9%	(39.0%)	6,566	1.0%	(41.8%)
PATIENT RELATED TRAVEL	15,003	1.7%	15,454	2.1%	(2.9%)	15,651	2.5%	(4.1%)
EDUCATION, TRAVEL, & DUES	1,853	0.2%	3,921	0.5%	(52.7%)	4,770	0.8%	(61.2%)
OTHER EXPENSE	12,281	1.4%	8,754	1.2%	40.3%	13,785	2.2%	(10.9%)
DEPRECIATION & AMORTIZATION	80,921	9.0%	40,345	5.6%	100.6%	38,533	6.1%	110.0%
INTEREST EXPENSE	3,654	0.4%	3,626	0.5%	0.8%	3,938	0.6%	(7.2%)
BAD DEBTS	2,874	0.3%	4,208	0.6%	(31.7%)	4,108	0.6%	(30.0%)
TAXES	4,435	0.5%	4,373	0.6%	1.4%	4,387	0.7%	1.1%
TOTAL OPERATING EXPENSES	561,924	62.6%	465,525	64.1%	20.7%	439,502	69.2%	27.9%
NET OPERATING INCOME (LOSS)	(7,719)	(0.9%)	(29,850)	(4.1%)	77.2%	(39,046)	(15.7%)	(6.2%)

RICE HOME MEDICAL
For the Nine Months Ending September 30, 2013

	ACTUAL	% of SALES/GP	BUDGET	% of SALES/GP	CHANGE	Prior Yr	% of SALES/GP	CHANGE
GROSS SALES	9,419,023	100.0%	8,817,670	100.0%	6.8%	7,766,331	100.0%	21.3%
SALES REVENUE	\$5,714,926	60.7%	\$5,560,798	63.1%	2.8%	\$4,892,369	63.0%	16.8%
RENTS REVENUE	3,696,509	39.2%	3,252,072	36.9%	13.7%	2,871,780	37.0%	28.7%
MISC REVENUE	7,588	0.1%	4,800	0.1%	58.1%	2,182	0.0%	247.8%
GROSS SALES	9,419,023	100.0%	8,817,670	100.0%	6.8%	7,766,331	100.0%	21.3%
LESS: CONTRACTUAL ALLOWANCES	(3,412,623)	(36.2%)	(1,918,562)	(21.8%)	77.9%	(1,703,932)	(21.9%)	100.3%
LESS: UNCOMPENSATED CARE	(4,067)	(0.0%)	(10,803)	(0.1%)	(62.4%)	(9,702)	(0.1%)	(58.1%)
NET SALES	6,002,333	63.7%	6,888,305	78.1%	(12.9%)	6,052,697	77.9%	(0.8%)
COST OF GOODS SOLD	82,269	1.4%	101,439	1.5%	(18.9%)	100,682	1.7%	(18.3%)
OXYGEN	702,297	11.7%	851,091	12.4%	(17.5%)	656,115	10.8%	7.0%
EQUIPMENT	129,763	2.2%	135,000	2.0%	(3.9%)	126,315	2.1%	2.7%
SUPPLY - FREIGHT	1,582,609	26.4%	1,549,493	22.5%	2.1%	1,474,021	24.4%	7.4%
SUPPLY	240,025	4.0%	119,258	1.7%	101.3%	85,224	1.4%	181.6%
EQUIPMENT REPAIR	36,024	0.6%	50,242	0.7%	(28.3%)	45,590	0.8%	(21.0%)
SHOP EXPENSE	40	0.0%						
EQUIPMENT RENTAL & LEASES	(55,658)	(0.9%)	(59,798)	(0.9%)	(6.9%)	(67,229)	(1.1%)	(17.2%)
PURCHASE DISCOUNTS								
TOTAL COST OF GOODS SOLD	2,717,369	45.3%	2,746,725	39.9%	(1.1%)	2,420,718	40.0%	12.3%
GROSS PROFIT	3,284,964	54.7%	4,141,560	60.1%	(20.7%)	3,311,979	60.0%	(9.6%)
OPERATING EXPENSES	2,224,186	37.1%	2,167,920	31.5%	2.6%	1,962,088	32.4%	13.4%
SALARIES & WAGES	8,408	0.1%						
CONTRACT LABOR	799,221	13.3%	725,945	10.5%	10.1%	561,967	9.3%	42.2%
SUPPLEMENTAL BENEFITS	77,413	1.3%	90,470	1.3%	(14.4%)	76,791	1.3%	0.8%
SUPPLIES AND DRUGS	354,485	5.9%	242,300	3.5%	46.3%	231,102	3.8%	53.4%
PURCHASED SERVICES	192,529	3.2%	170,222	2.5%	13.1%	128,561	2.1%	49.8%
REPAIRS, SERVICE & RENTALS	82,221	1.4%	92,102	1.3%	(10.7%)	67,628	1.1%	21.6%
UTILITIES	38,067	0.6%	56,356	0.8%	(32.5%)	50,908	0.8%	(25.2%)
INSURANCE	126,066	2.1%	145,668	2.1%	(13.5%)	120,528	2.0%	4.6%
PATIENT RELATED TRAVEL	42,797	0.7%	46,555	0.7%	(8.1%)	51,069	0.8%	(16.2%)
EDUCATION, TRAVEL, & DUES	81,652	1.4%	75,912	1.1%	7.6%	86,094	1.4%	(5.2%)
OTHER EXPENSE	533,514	8.9%	343,288	5.0%	55.4%	362,314	6.0%	47.3%
DEPRECIATION & AMORTIZATION	33,990	0.6%	33,517	0.5%	1.4%	36,642	0.6%	(7.2%)
INTEREST EXPENSE	34,000	0.6%	37,875	0.5%	(10.2%)	45,378	0.7%	(25.1%)
BAD DEBTS	53,803	0.9%	42,211	0.6%	27.5%	39,580	0.7%	35.9%
TAXES								
TOTAL OPERATING EXPENSES	4,682,352	78.0%	4,270,341	62.0%	9.6%	3,820,650	63.1%	22.6%
NET OPERATING INCOME (LOSS)	1,602,612	25.3%	2,271,219	33.3%	(48.5%)	1,481,279	25.2%	64.6%

**RICE MEMORIAL HOSPITAL
CONSOLIDATED CASH FLOW STATEMENT**

**FOR THE PERIOD ENDED:
September 30, 2013**

Line #	Current YTD	Prior YTD
1	Sources of Cash & Investments:	
2	\$ (1,871,251)	\$ 451,406
3	6,108,689	\$ 5,983,586
4	-	-
5	Other	
6		
7	<u>4,237,438</u>	<u>6,434,992</u>
8		
9	Uses	
10	7,213,786	4,369,519
11	2,263,967	2,797,165
12	(3,046,887)	(596,425)
13		
14	<u>6,430,866</u>	<u>6,570,259</u>
15		
16	(2,193,428)	(135,267)
17		
18	<u>28,941,389</u>	<u>28,854,321</u>
19		
20	<u>\$ 26,747,961</u>	<u>\$ 28,719,054</u>

RICE MEMOR . HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
September 30, 2013

CURRENT MONTH				YEAR-TO-DATE				Act/Prior			
Actual	Budget	Var.	Var. %	Prior Yr.	Actual	Budget	Var.	Var. %	Prior Yr.	Act/Prior	Var. %
574	459	115	25.1%	603	4,841	4,456	385	8.6%	4,763	1.6%	1.6%
201	221	(20)	-9.0%	200	1,914	1,936	(22)	-1.1%	1,944	-1.5%	-1.5%
69	58	11	19.0%	41	553	576	(23)	-4.0%	550	0.5%	0.5%
212	205	7	3.4%	215	1,946	1,791	155	8.7%	1,881	3.5%	3.5%
1,056	943	113	12.0%	1,059	9,254	8,759	495	5.7%	9,138	1.3%	1.3%
35.2	31.4	3.8	12.0%	35.3	33.9	32.1	1.8	5.7%	33.4	1.6%	1.6%
3.58	3.54	0.04	1.1%	3.61	3.53	3.54	(0.01)	-0.4%	3.56	-0.9%	-0.9%
295	266	29	10.7%	296	2,628	2,474	154	6.2%	2,569	2.3%	2.3%
159	216	(57)	-26.5%	178	1,512	1,972	(460)	-23.3%	1,808	-16.4%	-16.4%
1,249	1,336	(88)	-6.5%	1,336	1,307	1,336	(29)	-2.2%	1,336	-2.2%	-2.2%
1,012	1,042	(30)	-2.9%	0,993	1,025	1,042	(17)	-1.6%	1,040	-1.4%	-1.4%
855	860	(5)	-0.5%	870	7,666	7,711	(45)	-0.6%	7,817	-1.9%	-1.9%
3,061	3,044	18	0.6%	3,111	27,009	27,296	(287)	-1.0%	27,778	-2.8%	-2.8%
20	17	3	17.6%	3	183	199	(16)	-8.0%	97	88.7%	88.7%
146	129	17	13.2%	129	1,301	1,098	203	18.5%	1,139	14.2%	14.2%
5.5	4.9	0.7	13.7%	4.4	5.4	4.8	0.7	14.4%	4.5	20.5%	20.5%
68	68	-	0.0%	61	619	565	54	9.6%	556	11.3%	11.3%
1,843	2,040	(197)	-9.7%	2,220	17,569	19,664	(2,095)	-10.7%	19,923	-11.8%	-11.8%
61.4	68.0	(6.6)	-9.7%	74.0	64.4	72.0	(7.7)	-10.7%	72.7	-11.5%	-11.5%

Patient Days

Adult Health Care	4,841	4,456	385	8.6%	4,763	1.6%
Women and Children's Care	1,914	1,936	(22)	-1.1%	1,944	-1.5%
ICCU	553	576	(23)	-4.0%	550	0.5%
Mental Health	1,946	1,791	155	8.7%	1,881	3.5%
Total Adult & Peds	9,254	8,759	495	5.7%	9,138	1.3%

Average Daily Census	33.9	32.1	1.8	5.7%	33.4	1.6%
Average Length of Stay	3.53	3.54	(0.01)	-0.4%	3.56	-0.9%
Admissions-Inpatient Observation patients	2,628	2,474	154	6.2%	2,569	2.3%
Medicare Case Mix Index Case Mix Index-Total	1,512	1,972	(460)	-23.3%	1,808	-16.4%
Adjusted Admissions Adjusted Patient Days	7,666	7,711	(45)	-0.6%	7,817	-1.9%
Intermediate Care Nursery Nursery	27,009	27,296	(287)	-1.0%	27,778	-2.8%
Average Daily Census-ICN/Nursery	183	199	(16)	-8.0%	97	88.7%
Births	1,301	1,098	203	18.5%	1,139	14.2%
Rice Care Center-Days	5.4	4.8	0.7	14.4%	4.5	20.5%
Rice Care Center-Average Daily Census	619	565	54	9.6%	556	11.3%
	17,569	19,664	(2,095)	-10.7%	19,923	-11.8%
	64.4	72.0	(7.7)	-10.7%	72.7	-11.5%

RICE MEMOR . HOSPITAL
STATISTICAL AND VOLUME SUMMARY
FOR THE PERIOD ENDED:
September 30, 2013

CURRENT MONTH		YEAR-TO-DATE		Act/Prior	
Actual	Budget	Var.	Var. %	Prior Yr.	Var. %
129	129	-	0.0%	168	-23.2%
364	344	20	5.8%	289	26.0%
493	473	20	4.2%	457	7.9%
179	158	21	13.3%	185	-3.2%
980	1,024	(44)	-4.3%	939	4.4%
1,159	1,182	(23)	-1.9%	1,124	3.1%
24,361	23,565	796	3.4%	22,029	10.6%
1,548	1,583	(35)	-2.2%	1,551	-0.2%
209	694	(485)	-69.9%	451	-53.7%
210	239	(29)	-12.1%	222	-5.4%
845	806	39	4.8%	718	17.7%
3,641	3,386	255	7.5%	3,249	12.1%
1,772	1,747	25	1.4%	2,521	-29.7%
244	226	18	8.0%	190	28.4%
641	647	(7)	-1.0%	641	-0.1%
80	81	(1)	-1.0%	84	-5.3%
82	71	11	15.3%	75	9.4%
803	799	4	0.5%	801	0.3%

CURRENT MONTH		YEAR-TO-DATE		Act/Prior	
Actual	Budget	Var.	Var. %	Prior Yr.	Var. %
1,300	1,313	(13)	-1.0%	1,370	-5.1%
3,275	3,218	57	1.8%	3,106	5.4%
4,575	4,531	44	1.0%	4,476	2.2%
1,556	1,514	42	2.8%	1,554	0.1%
8,094	8,709	(615)	-7.1%	8,522	-5.0%
9,650	10,223	(573)	-5.6%	10,076	-4.2%
202,352	213,006	(10,654)	-5.0%	214,029	-5.5%
12,768	13,877	(1,109)	-8.0%	13,850	-7.8%
3,815	6,001	(2,186)	-36.4%	5,400	-29.4%
1,834	2,055	(221)	-10.8%	1,993	-8.0%
7,333	6,867	466	6.8%	6,812	7.6%
33,068	33,258	(190)	-0.6%	33,287	-0.7%
16,572	16,603	(31)	-0.2%	18,550	-10.7%
1,988	2,019	(31)	-1.5%	1,973	0.8%
642	643	(1)	-0.1%	647	-0.8%
82	85	(3)	-3.2%	85	-3.7%
80	74	6	8.1%	71	12.6%
804	802	3	0.3%	804	0.1%

Full Time Equivalents (FTE's)		Act/Prior	
Actual	Var.	Prior Yr.	Var. %
641	(7)	641	-0.1%
80	(1)	84	-5.3%
82	11	75	9.4%
803	4	801	0.3%

PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-19
CITY OF WILLMAR
TUESDAY, DECEMBER 10, 2013

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, December 10, 2013, by Chairman Ron Christianson at the City Office Building. Members present were: Council Members Steve Ahmann, Audrey Nelsen and Bruce DeBlieck. Also present were: Mayor Frank Yanish, Council Member Jim Dokken; Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Paul Jurek, Bollig Inc.; Jared Voge, Bolton and Menk; Verne Carlson; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. PUBLIC COMMENT:

There were no public comments.

2. IMPROVEMENT REPORT – PROJECT NO. 1310:

Paul Jurek of Bollig Inc. presented the Improvement Report for Project No. 1310, which proposes a two-inch mill and overlay of Lakeland Drive from Civic Center Drive to Willmar Avenue SE. The roadway will be striped to allow a center-turn lane from Willmar Avenue to just north of Becker Avenue. The wet-well lift station at the MinnWest Technology Campus will be demolished and replaced with a dry-well lift station, increasing the capacity as well. The forcemain will be abandoned in-place and a new 12" forcemain will be bored. New sanitary sewer will be replaced in deteriorated areas as needed; the extent of which is yet to be determined upon completion of the televising.

A new 8' trail will be constructed from Olena Avenue to Civic Center Drive. A center-median refuge island will be installed south of Trott Avenue where the trail crosses Lakeland Drive from the west to east and continues to the north. A quiet zone will be established at the four-track BNSF crossing just north of Litchfield Avenue. Center medians will be installed along with gate arms where the trail crosses. The estimated total project cost is \$5,914,000.00. Following discussion of the improvements, a motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Accept the Improvement Report for Project No. 1310 as presented and order an Improvement Hearing for January 6, 2014, 7:02 p.m. (Resolution)

3. STORMWATER MANAGEMENT IMPROVEMENTS UPDATE (FOR INFORMATION ONLY):

Jared Voge, the City's Interim Engineer of Bolton and Menk, was directed by the Council to investigate potential improvements associated with the City's stormwater system. Ultimately the tail water effect from Lake Wakanda, and only six-tenths of a foot of fall from the City's system, is the limiting factor restricting discharge. The backup results in localized flooding until the water elevation in Lake Wakanda recedes enough to permit the water from the City's storm sewer system to drain.

In Bolton and Menk's analysis of incremental improvements, one area considered was the intersection of 10th Street and Kandiyohi Avenue SW. The model, which incorporates elevation information, indicated that by constructing a dry pond in the northwest quadrant of the intersection to a depth of 7-8 feet, and connecting a 30-inch storm sewer outlet into the existing system it should result in a reduction of the ponding area by five inches. The estimated costs for this option are approximately \$75-85,000.00. Mr. Voge also presented the costs associated with the construction of a larger dry pond in the area by acquiring several properties at a cost of approximately \$3,000,000.00, but it was determined this would not eliminate the flooding at the intersection, and the benefit was not much more than the smaller pond.

Mr. Voge also mentioned using the former Wastewater Treatment Facility property as a holding area, and noted it would not make a significant impact. This area may be better utilized as a storm water quality treatment area which is dependent on the requirements associated with the City's MS4 permit.

Verne Carlson, representing the Stormwater Task Force, addressed the committee stating he has recently spoken with Loren Engleby of Kandiyohi County. Plans may be developing which would take the Peach Creek flow out of the Ditch 23-A system. He understood the stormwater would instead go through two structures and be retained in an 850 acre area. This would decrease the inflow of water into Ditch 23-A by approximately 30%. Staff and Mr. Voge will contact with Mr. Engleby to see if there are new developments.

Council Member Ahmann addressed the committee with his concerns about the establishment of the level of Lake Wakanda and contacting property owners and/or the various levels of government involved in the process. He also questioned the possibility of enlarging the portions of Ditch 23-A which have been taken over by the City to allow for capacity. This item was for information only.

4. WESTERN INTERCEPTOR CHANGE ORDER NO. 2:

Staff presented Change Order No. 2 to the Western Interceptor Project. The change order revises the contract final completion date from December 1, 2013 to June 1, 2014. The project is substantially complete, but weather conditions have justified additional time to complete the punch list items. The revised completion date will allow a winter freeze/thaw cycle to ensure the establishment of vegetation. There will be no additional compensation to the contractor. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

RECOMMENDATION:

Approve Change Order No. 2 to the Western Interceptor Project and authorize the City Administrator to sign on behalf of the City. (Resolution)

5. SALT STORAGE FACILITY - CHANGE ORDER AND FINAL PAYMENT:

The City contracted with Greystone Construction in September, 2013 to construct a Salt Shed Storage Facility at the Public Works Complex. During construction, the contractor encountered poor soils requiring the removal and replacement of six inches of soil under the footings. A change order in the amount of \$550.00 resulted, increasing the contract amount to \$184,000.00. The 2013 CIP includes \$200,000.00 for the storage facility. With the addition of the cost for the bituminous pad by Duininck Inc. and the soil borings, this brings the total project cost to \$198,390.00. Staff recommended approval of Change Order No. 1 and approval of the project allowing issuance of final payment. A motion was made by Council Member Ahmann, seconded by Council Member Nelsen, and passed for the following

RECOMMENDATIONS:

Approve Change Order No. 1 in the amount of \$550.00 for the replacement of poor soils. (Resolution)

Accept Salt Storage Facility as constructed and authorize final payment to Greystone Construction in the amount of \$174,800.00. (Resolution)

6. ACCEPT PROJECT NO. 1201-B AND AUTHORIZE FINAL PAYMENT:

The final payment to Duininck Inc. for Project No. 1201-B was presented to the committee for consideration. The project included the reconstruction of

various streets and was awarded to Duininck Inc. in June of 2012. All the required paperwork has been received and final quantities agreed upon by City staff and the contractor. The payment consists of the final adjusted quantities as constructed and the 5% retainage for a final amount due the contractor of \$44,289.64. A motion was made by Council Member Nelsen, seconded by Council Member Ahmann, and passed for the following

RECOMMENDATION:

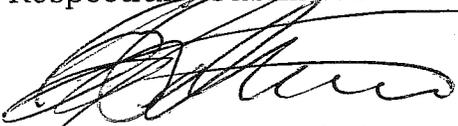
Accept Project No. 1201-B as constructed and authorize final payment to Duininck Inc. in the amount of \$44,289.64. (Resolution)

7. OLD BUSINESS:

Chief Wyffels reported the jail census at 68 and the report of calls for the last two weeks at 645.

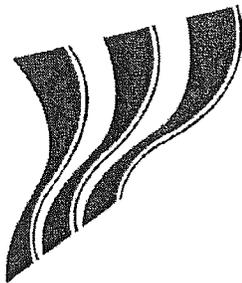
There being no further business to come before the committee, the meeting adjourned at 5:55 p.m.

Respectfully submitted:



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

Janell Sommers
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 2

Meeting Date: December 20, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Improvement Report for Project 1310

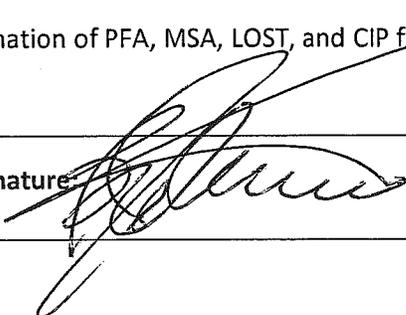
Recommended Action: Recommend adoption of a resolution receiving the improvement report and ordering the improvement hearing on January 6, 2014.

Background/Summary: Bollig Inc. has prepared the improvement report for Project 1310. The project includes the new Minn West Lift Station and force main, mill and overlay of Lakeland Drive, a new trail along Lakeland Drive and a quiet zone.

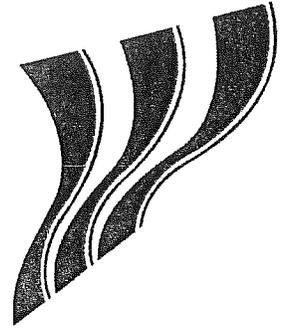
Alternatives: 1. Receive the report and order the hearing.
2. Delay for additional review.

Financial Considerations: The project will be funded by a combination of PFA, MSA, LOST, and CIP funds, as well as assessments.

Preparer: Bruce D. Peterson, Acting Public Works Director

Signature: 

Comments:



City of Willmar Improvement Report

Bituminous Mill and Overlay on Lakeland Drive from Willmar Avenue to Civic Center Drive, MinnWest Lift Station Improvements, Quiet Zone and Bituminous Trail

City Project Number: CP 1310

State Aid Project Number: TBD

Project Purpose: To provide a long-term fix for the roadway structure and for the sewer infrastructure in the project area. To improve the smoothness of the pavement and improve accessibility for pedestrians and bicyclists. Provide a quiet zone to improve safety and reduce noise. Improve traffic flow with new striping.

Location: On Lakeland Drive from Willmar Avenue to Civic Center Drive and on the MinnWest Campus North of Civic Center Avenue.

Description: Mill and Overlay, Pedestrian Ramps Improvements, Quiet Zone Establishment, Sewer and MinnWest Lift Station Improvements. See Exhibit A for project location.

Length: 2.5 miles

Total Project Cost: \$4,745,000

Schedule: Open Bids on March 3, 2014, and construct in the summer of 2014

Background

The City of Willmar has aging infrastructure that is need of replacement. Lakeland Drive has bituminous pavement that is becoming deteriorated with longitudinal cracking creating a rough ride for motorists. The pedestrian ramps are inadequate and are not up to current standards. A bike path and quiet zone at the railroad crossing are proposed to improve safety. The City sewer forcemain and lift station is aging, undersized, and deteriorating and is in need of replacement.

Project Scope

Roadway

It is proposed to mill the existing pavement 2" and overlay with bituminous to a 2 percent cross-slope. The roadway will be striped to allow a center left turn lane on Lakeland Drive from Willmar Avenue to just north of Becker Avenue. Signing will be removed and new signing will be placed according to the latest MUTCD standards and to accommodate the new center left turn lane.

Sewer Infrastructure

The City of Willmar will replace the current wet-well lift station with a dry-well lift station. The old lift station will be demolished, and new site grading will improve the access to the facility (See Exhibit B). The old forcemain will be abandoned in-place and a new 12" forcemain will be bored (See Exhibit A).

Trail

A new trail will be constructed from Olena Avenue to Civic Center Drive. The trail will be 8 feet wide and constructed with a 6 inch aggregate base and 3 inches of bituminous. A center median refuge island will be installed south of Trott Avenue where the trail will cross Lakeland Drive. Striping and signing will accompany the new trail for both the motorists and the bicyclists. Gate arms will be installed at the railway crossing.

Quiet Zone

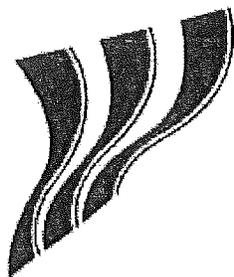
A quiet zone will be established at the four-track Burlington Northern Sante Fe railroad crossing just north of Litchfield Avenue. The process and design will meet the Federal Railway Administration guidelines. Center medians will be installed 60 feet to the north and 100 feet to the south.

Exhibits

Exhibit A – *Project Overview showing whole Project and labeling trail location, Quiet Zone etc.*

Exhibit B – *Lift Station Site Plan*

EXHIBITS



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

Agenda Item Number: _____

Meeting Date: December 10, 2013

Attachments: X Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

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

Originating Department: Engineering

Action Requested: Receive for information

Recommended Action: Receive for information

Background/Summary: Information regarding potential stormwater management improvements was requested by the Committee. The attached memo and figures provide information concerning the City's stormwater management system and potential improvements to the system. Should the Committee desire to proceed with any improvements, a motion would be in order.

Alternatives: 1. Make Improvements
2. Do Nothing

Financial Considerations: Estimated costs associated with potential improvements are between \$75,000 and \$85,000.

Preparer: Jared Voge, P.E., Interim City Engineer

Signature:

Comments:



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

MEMORANDUM

Date: December 2, 2013
To: Bruce Peterson
Director of Planning and Development Services
From: Jared Voge, P.E.
Interim City Engineer
Subject: Stormwater Management
City of Willmar
BMI Project No.: W18.105587

As requested by the Public Works/Public Safety Committee, we have conducted additional research regarding improvements to the City's stormwater management system. Our analysis was initiated by reviewing the City's entire stormwater management system while incorporating the findings of the numerous previously completed Stormwater Management Analysis reports. As indicated in my May 20, 2013 memo which is attached and was previously presented to the Public Works/Public Safety Committee, the primary finding is that the tailwater effect is the primary limiting factor within the City of Willmar's stormwater management system. The tailwater effect is a result of the lack of elevation change along County Ditch 23A, approximately 0.60 feet, from the City of Willmar system to Lake Wakanda. More simply stated, tailwater is essentially water from Lake Wakanda and County Ditch 23A backing up into the City of Willmar storm sewer network. The backup results in localized flooding until the water elevation in Lake Wakanda recedes to permit the water from the City's storm sewer system to drain.

Our analysis considered areas throughout the City in which stormwater management improvements might be made to reduce the overall periodic stormwater concerns. One area discussed perhaps most frequently is near the intersection of 10th Street and Kandiyohi Avenue. Our analysis evaluated the benefits associated with the construction of a stormwater pond in the northwest quadrant of the intersection on a parcel which is currently undeveloped. The model, which incorporates Lidar elevation information, not field obtained topography, indicated that by constructing a pond in the northwest quadrant of the intersection and connecting a 30-inch storm sewer outlet into the existing system on 10th Street and Kandiyohi Avenue, a reduction in the 100 year, 50 year, and 10 year flood elevations of 3.5 inches, 5.0 inches, and 5.0 inches respectively, is attainable. The cost associated with the pond and storm sewer construction is estimated between \$75,000 and \$85,000. The enclosed Figure Nos. 1, 2, and 3 illustrate the potential reduction in flood elevation. Additional analysis was also completed regarding the potential expansion of a stormwater pond north of Kandiyohi Avenue and west of 10th Street. The additional ponding area provided a reduction in 100 year, 50 year, and 10 year flood elevations of 6.5 inches, 8 inches, and 8 inches respectively. The estimated cost associated with this option is approximately \$3,000,000 since property acquisition would be required. The enclosed Figure No. 4 illustrates the reduction in the 100 year flood elevation with the expanded pond area. The flood elevation reductions and estimated costs have been summarized in the table below.

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer.



Improvements	100 Year Flood Elevation Reduction (inches)	50 Year Flood Elevation Reduction (inches)	10 Year Flood Elevation Reduction (inches)	Estimated Cost
Dry Pond Northwest Quadrant of 10 th Street & Kandiyohi Ave	3.5	5.0	5.0	\$75,000 - \$85,000
Dry Pond Between Kandiyohi Ave and Monongalia Ave West of 10 th Street	6.5	8.0	8.0	\$3,000,000

Based on the information included in the table above and the enclosed figures, it may be feasible to construct a dry pond in the northwest quadrant of 10th Street and Kandiyohi Avenue with a 30-inch pipe connection to the existing storm sewer system. The 5 inch reductions in both the 10 year and 50 year flood elevations will result in less frequent periodic flooding in the vicinity of the intersection. However it should be noted that the construction of a pond in the northwest corner of the intersection will NOT eliminate the flooding at the intersection. Based on the benefits received and the corresponding cost, I do not recommend that additional properties be acquired for the construction of a larger dry pond on the west side of 10th Street between Monongalia and Kandiyohi Avenue.

We have also analyzed the potential benefits associated with utilizing the former wastewater treatment plant site for the construction of stormwater management improvements. We referenced the previously completed wastewater treatment plant site stormwater analysis memo completed by Barr Engineering in April 2012. Barr's analysis indicated that flood elevation reductions between 0.2 feet and 0.5 feet could be expected depending on the option considered. The costs for the various options ranged from \$1.6 million to \$3.6 million based on the 2012 analysis. These options when compared to the construction of a dry pond at the intersection of 10th Street and Kandiyohi Avenue do not provide the same level of cost effectiveness. Although, the reduction in flood elevations by the construction of a stormwater pond at the former wastewater treatment facility site is not significant, the pond would provide reductions in total phosphorus and total suspended solids. Since the City of Willmar is currently in the process of updating the MS4 permit through the MPCA, I would recommend that no improvements be conducted at the former wastewater treatment facility plant site until the requirements associated with the City's MS4 permit can be evaluated. The improvements may provide nutrient and sediment loading reductions which may be incorporated into the revised permit.

Finally, our analysis investigated the potential for the construction of an overflow ditch from the area near Menards west to Hawk Creek. This option, provided the ditch is constructed large enough, will provide relief of the tailwater condition within the existing system. The costs associated with the ditch construction and analysis required to facilitate the permitting process associated with redirecting water from the Lake Wakanda watershed to the Hawk Creek watershed are enormous. This option would likely result in a redetermination of benefits for the entire Hawk Creek Watershed as well as numerous concerns from a number of property owners within the watershed. In addition, such a process would take years at best.

Based on our analysis, the most cost effective method for reducing flood elevations within the City of Willmar is to continue to implement the City's stormwater management ordinance which requires that all properties be developed with no increases in the stormwater volumes leaving the properties. Preventing additional water from entering the City's overloaded storm sewer network will help in preventing flood



Mr. Peterson
December 2, 2013
Page 3

elevations from increasing. Should the City Council desire to pursue a stormwater management construction project, I recommend that consideration be given to the construction of a dry pond in the northwest quadrant of 10th Street and Kandiyohi Avenue which would include a 30 inch pipe connecting the pond to the existing storm sewer system. I also recommend that improvements at the former wastewater treatment facility site be reevaluated following approval of the City's MS4 permit.

As previously described in my May 20, 2013 memo regarding stormwater management, until the affect of the Lake Wakanda tailwater is eliminated, periodic flooding within the City of Willmar, specifically within the southeast Willmar watershed will continue as it has prior to 1950. As previously described, it is estimated that approximately 26 acres of land for the purposes of stormwater storage, pumps, easements, additional analysis, and approximately 20 million dollars would be necessary to eliminate the tailwater effect.

It is important to note that whether or not a capital project is pursued at this time, costs associated with stormwater treatment and maintenance in Minnesota will continue to increase. Therefore, it is important that a revenue stream be identified for the ever increasing regulations and improvements required to satisfy them. It is equally important that prior to investigating potential revenue streams that a clear goal be identified moving forward. The costs associated with incremental improvements are significantly less than the costs associated with a solution to reduce the Lake Wakanda tailwater effect within the City of Willmar's storm sewer system.

If you have any questions on the above please call.

JAV/kg

Enclosure



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

MEMORANDUM

Date: May 20, 2013
To: Charlene Stevens, City Administrator
Bruce Peterson, Director of Planning and Development Services
From: Jared Voge, P.E.
Interim City Engineer
Subject: Stormwater Management
City of Willmar
BMI Project No.: W18.105587

Based on the direction provided by the Public Works/Public Safety Committee, we have reviewed the City stormwater management system as well as drainage concerns throughout the City. In the past, a variety of stormwater management documents have been prepared regarding the City's storm sewer system. Such documents include the 1998 Surface Water Management Plan, the 2006 Barr Engineering Report, the Wastewater Treatment Plant Site Stormwater Management Analysis completed by Barr Engineering in April 2010, the Draft Watershed Management Plan completed by Barr Engineering in May 2012, and the County Ditch 23A and Southeast City Flooding Problems memo written by Vern Carlson, P.E. in February 2013. Based on the number of documents and analyses conducted, the City of Willmar has been actively investigating and implementing projects to reduce flood elevations within the City. Photographs from the 1950's and earlier also indicate that localized flooding within the City of Willmar has been common for many years.

The City of Willmar and surrounding areas are composed of four primary watersheds. They are the Lake Wakanda, Hawk Creek, Foot Lake, and Southeast Willmar Watersheds. Generally speaking, the localized flooding areas of greatest concern are within the Southeast Willmar Watershed. The Southeast Willmar Watershed discharges to the Lake Wakanda Watershed through County Ditch 23A and Peach Creek.

The three most recent stormwater memos and plans were used as the foundation for the following analysis. The Wastewater Treatment Plant Site Stormwater Analysis memo completed by Barr Engineering in April 2012 analyzed the construction of detention basins at the former Wastewater Treatment Plant (WWTP) site and their corresponding effects on upstream flooding in localized areas. Barr's analysis indicated that a reduction in flood elevations ranging from 0.2 feet to 0.5 feet could be expected if the detention basins were constructed at the former WWTP site. As part of the City of Willmar Wastewater Program - Project B - Decommissioning of the Existing Wastewater Treatment Facility, excavation and grading was completed at the former WWTP site. Based on record drawings dated July 2011 for the project, the recommendations from the April 2010 Barr Engineering memo were not followed exactly due to MPCA concerns related to ground disturbance activities, and therefore are not likely to achieve the 0.2 feet to 0.5 feet in flood elevation reduction. However, the improvements are an incremental step in improving the periodic flooding in localized areas. Although a reduction of 0.5 feet in peak flooding elevations would improve the situation near 10th Street and Kandiyohi Avenue, it does not eliminate the periodic problem. Based on data obtained during the August 21, 2007 rain event, approximately 3 feet of water existed within the intersection (1119.22 water elevation vs. 1116.15 roadway elevation).



The Draft Watershed Management Plan (WMP) completed by Barr Engineering in May 2012 analyzed the entire City storm sewer system and identified areas of inadequate storm sewer capacity. Within the Southeast Willmar Watershed, the WMP discussed the effect that the tailwater condition created by Lake Wakanda and County Ditch 23A has on the City system. The tailwater effect is a result of the lack of elevation change along County Ditch 23A from the City of Willmar's system to Lake Wakanda. More simply stated, tailwater is essentially water from Lake Wakanda and County Ditch 23A backing up into the City of Willmar storm sewer network. The backup results in localized flooding until the water elevation in Lake Wakanda recedes to permit the water within the City storm sewer system to drain. This backup without a doubt affects the performance of the storm sewer in Willmar and is referred to as a tailwater condition. The WMP also identified locations within the Southeast Willmar Watershed where pipe sizes were deemed inadequate based on the level of service required. Although the pipe sizes have been identified as inadequate, no recommended sizes have been suggested to reduce surface flooding in the periodic flood prone areas. Based on the fact that with increased pipe sizes, surface flooding still exists, it is unclear whether or not pipe size increases will mitigate the tailwater condition created by County Ditch 23A and Lake Wakanda. Additional analysis will be required to verify the benefits of pipe size increases with respect to the tailwater condition. Outside of the Southeast Willmar Watershed, the WMP also highlights other areas within the Hawk Creek Watershed which should be considered for storm sewer pipe size upgrades. Based on the information provided, it appears the only location where tailwater conditions affect storm sewer performance is in the Southeast Willmar Watershed. Increased pipe sizes within the Hawk Creek Watershed are likely justified and should continue to be incorporated into street reconstruction projects as they have been to date.

The final document we reviewed as part of our analysis was the County Ditch 23A and Southeast City Flooding Problems memo prepared by Vern Carlson, P.E. in February 2013. This memo focused on the Southeast Willmar Watershed area and also discussed the tailwater condition created by County Ditch 23A and Lake Wakanda. The memo discussed four potential improvement options. The first option consists of lowering the Normal Water Level (NWL) elevation of Lake Wakanda. By doing so, the capacity of County Ditch 23A would be improved and consequently drastically improve the tailwater condition which currently impedes the City stormwater sewer system. Based on our experience in advising various Lake Associations on normal water levels in Minnesota, this option is highly unlikely. In most cases, 100% of all affected property owners are required to sign off on any NWL changes before the Minnesota DNR will entertain changing the NWL. This stipulation in itself makes changing lake levels especially difficult. The time associated with this is many years at best. In addition, lowering the lake would result in significant shoreline/wetland loss. The loss of wetland would need to be justified and then mitigated. If mitigation was even an option, the required replacement ratio would be very costly.

The second option discussed considers bypassing or re-aligning County Ditch 23A. This option would have a positive effect on the tailwater condition for the City storm sewer; however, processes associated with this option must adhere to Minnesota Statute 103.E requirements which would take many years. In addition, significant easements would be required to re-align the ditch. Although this option may improve the localized flooding within the City of Willmar, additional water will be directed downstream and will require significant analysis, permitting, and may simply move the problem downstream to adjacent watersheds.

The third option consists of the partial bypass of Grass Lake and re-alignment of County Ditch 23A. Similar to the second option, the process associated with this option must adhere to the Minnesota Statute 103.E requirements and would also require easements for the re-alignment and widening. This however, would not change the NWL of Lake Wakanda. As previously stated, the NWL in combination with the flat grade of County Ditch 23A are the driving forces behind the tailwater condition which limits the City storm sewer capacity. It should be noted that Kandiyohi County is currently exploring a restoration



project within Grass Lake. The City will continue to work closely with Kandiyohi County and evaluate the model prepared for the Grass Lake Improvements project with respect to the City's model.

The fourth option considered in Mr. Carlson's February 2013 memo consists of the utilization of Grass Lake as a detention basin with the installation of a pumping system to control the water elevation. These improvements would be constructed within Grass Lake outside of the existing City limits.

Based on our analysis, we agree with previously completed reports that the tailwater condition is the driving force behind the underperformance of the City's storm sewer system within the Southeast Willmar Area Watershed. Pages 6-14 of the Draft Watershed Management Plan 2012, identify mitigation measures with an estimated cost of approximately \$30 – \$80 million. Based on our preliminary analysis and exploring the regional approach suggested in the WMP, our findings are further discussed below.

The existing NWL of Lake Wakanda and the flat grade of County Ditch 23A create a tailwater (backup) condition for the City storm sewer. The tailwater condition does not allow runoff to be conveyed through the City system in an efficient manner and runoff begins to pond in localized areas throughout the City. In order to reduce the tailwater effect, ponding volume must be provided below the storm sewer pipe outlets. Given these considerations, we believe that another option similar to Option Number 4 presented in Vern Carlson's memo from February 2013 should be further analyzed. This option consists of the construction of a detention pond on County Ditch 23A immediately upstream of the TH 71/23 bypass with the installation of a pumping system to control the peak water elevation of the new pond. The pond pumping system will be sized to reduce the potential for storm sewers to backup and allow the existing pipe system to operate with improved capacity. This option may be viable because it reduces the recurrent localized flooding problems; it avoids the inevitable time-consuming and environmental justifications and agency permitting associated with lowering the NWL of Lake Wakanda; it improves the existing capacity of the City's storm sewer network; and, although costly, a single project can provide immediate results. Additionally, upon the construction of a pond and pumping system, the City could continue to upgrade the storm sewer system for 10-year rain events and could expect the elimination of surface flooding as the system is upgraded. The interim performance of the existing storm sewer system would also improve as the tailwater condition would be managed by the pond and pump.

If this option is pursued, the City will need to work closely with Kandiyohi County and their Grass Lake Improvement Project. Through the control of the tailwater condition with a pond and pump system, flows downstream of TH71/23 and County Ditch 23A would increase. Additional analysis would be required to establish the effect of the increased flows on County Ditch 23A and the possible increase in the peak water levels of Lake Wakanda and Big Kandiyohi Lake. Additional drainage easements may be needed to account for the increased flows in County Ditch 23A. Area wetland peak elevations will also likely be affected. We anticipate peak water level changes would be minimal and could be mitigated as minor increases in peak water levels not NWLs, and as such should not affect any structures along existing shorelines. A very preliminary cost estimate for the construction associated with the pond and pump improvements indicates a cost of \$18 - \$20 million. This cost does not include any land acquisition, easements, or additional analysis downstream of the potential pond location. Based on our very preliminary analysis, a pond of approximately 25 acres would be required to reduce the tailwater effect on the City's storm sewer system. Through the analysis of the County's Stormwater Model for the Lake Wakanda Watershed and the City's Stormwater Model, the improvements could be analyzed in greater detail to determine the most effective solution.

Since the tailwater condition is the primary contributing factor to the less than optimum performance of the City's storm sewer system, other improvements which provide an incremental improvement with respect to localized flooding will not eliminate the flooding concerns within the City's system. As long as Lake Wakanda water is permitted to backup into the City of Willmar's system, localized flooding will continue. It should be noted that the proposed pond and piping system will not completely eliminate



Ms. Stevens and Mr. Peterson
May 20, 2013
Page 4

localized flooding for events such as the event that occurred on August 21, 2007, however, it will reduce the frequency of flooding concerns.

Since the costs associated with the construction of a stormwater pond and pump system are significant, additional investigation regarding the removal of structures from 10th Street and Kandiyohi Avenue may be appropriate. The ramifications associated with this approach extend beyond monetary and include zoning as well as roadway network concerns. Although structures may not be impacted if they are removed from the area, the roadways will continue to be flooded periodically.

The City will continue to implement its existing stormwater ordinance which requires that all new development run off rates and volumes be consistent with the pre-development condition rates and volumes. This means that new development will not contribute to additional flooding within the City and has not since the 1998 Surface Water Management Plan was implemented. Additionally, the City of Willmar will continue to make improvements to the storm sewer network as part of street reconstruction projects.

Questions have also been raised previously regarding MPCA stormwater credits. Stormwater credits are typically a result of a Total Maximum Daily Load (TMDL) study and the study's corresponding waste load allocation. Based on the information provided on the MPCA website, Lake Wakanda has been identified on the Section 303d impaired waters list for nutrients/eutrophication. After a water body has been identified on a 303d impaired waters list, the TMDL is completed and a waste load allocation is identified for that specific watershed. According to the MPCA website, the Lake Wakanda TMDL is expected to be completed in 2013. Improvements which contribute to the reduction of the specific parameters associated with the TMDL, in the case of Lake Wakanda – nutrients, may qualify for stormwater credits. The potential for stormwater credits can be further reviewed should the City of Willmar decide to pursue improvements to reduce the tailwater effect of County Ditch 23A and Lake Wakanda. Whether or not stormwater credits would be applicable, after the TMDL has been completed and a waste load allocation has been provided, Best Management Practices (BMPs) will be required to be implemented. Monitoring of the stormwater for nutrients is also likely. The construction of a pond and pumping system will assist the City in achieving the dictated standard. The completion of the TMDL and the corresponding waste load allocation will result in additional staff time and capital to comply with the requirements and will affect the City's MS4 Permit.

Based on our analysis of the City stormwater system and localized flooding concerns, incremental improvements can be made however, they will not eliminate the controlling tailwater condition. In addition, new stormwater treatment regulations are imminent. As a result of the costs associated with the improvements required to eliminate the tailwater condition and complying with the forthcoming waste load allocation, the City should consider establishing a funding source for these improvements. The most common source of funding for these types of improvements throughout the State of Minnesota is the creation of a stormwater utility. Stormwater utilities collect a nominal fee and are used to develop a cash balance to be used for stormwater improvements and maintenance. A stormwater utility is typically determined based on land use classifications whereby the more intensive uses pay a higher rate. If a dedicated funding source and methodology for determining fees associated with stormwater improvements and maintenance is not established, the burden will be borne by other funds such as the City's General Fund. Stormwater maintenance, monitoring, and improvements to comply with the City's MS4 Permit and looming MPCA TMDL is mandatory.

Costs associated with stormwater treatment and maintenance in Minnesota will continue to increase. When added to the costs for improving stormwater storage and conveyance, those costs become significant. It is important that a revenue stream be identified for the regulations and improvements. It is equally important that prior to investigating potential revenue streams that a clear goal be identified



Ms. Stevens and Mr. Peterson

May 20, 2013

Page 5

moving forward, specifically the desired outcome of the periodic stormwater concerns. The goal will shape the direction of additional analysis.

If the City Council desires to continue to pursue improvements associated with localized periodic flooding concerns, we recommend that a goal be defined and additional analysis be conducted regarding the two potential options discussed above. In addition, the investigations of a revenue stream must be incorporated into the analysis.

If you have any questions on the above please call.

JAV/kg

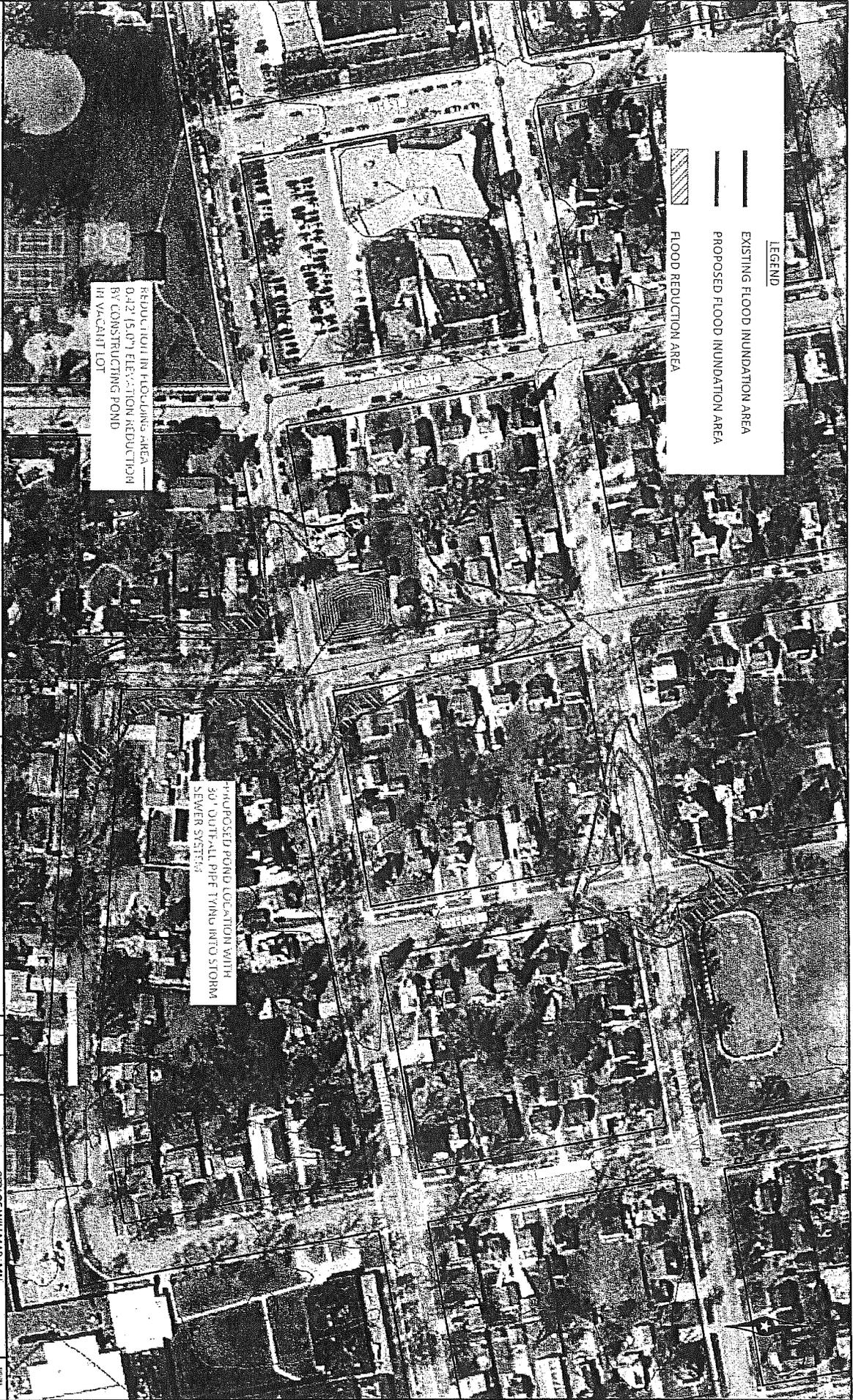


BOLTON & MENK, INC.
 Consulting Engineers, Inc.
 1000 W. 10th Street, Suite 100
 Des Moines, IA 50319
 Phone: 515-281-1111
 Fax: 515-281-1112
 Website: www.boltonmenk.com

NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10
CITY OF WILLIAMS, IAN									
FLOOD REDUCTION ANALYSIS									
10TH & KANDIWOHI POND ADDITION									
100-YR EVENT FLOOD REDUCTION AREA									
1									

Project Name: 10th Addition
 Date: 10/15/2013
 Drawing No.: 10th Addition - Flood Reduction Analysis - 100-Yr Event

DATE: 10/15/2014
 DRAWN BY: J. HARRIS
 CHECKED BY: J. HARRIS
 PROJECT: 10TH & RANDIYOCHI POND ADDITION
 SHEET: 2



LEGEND

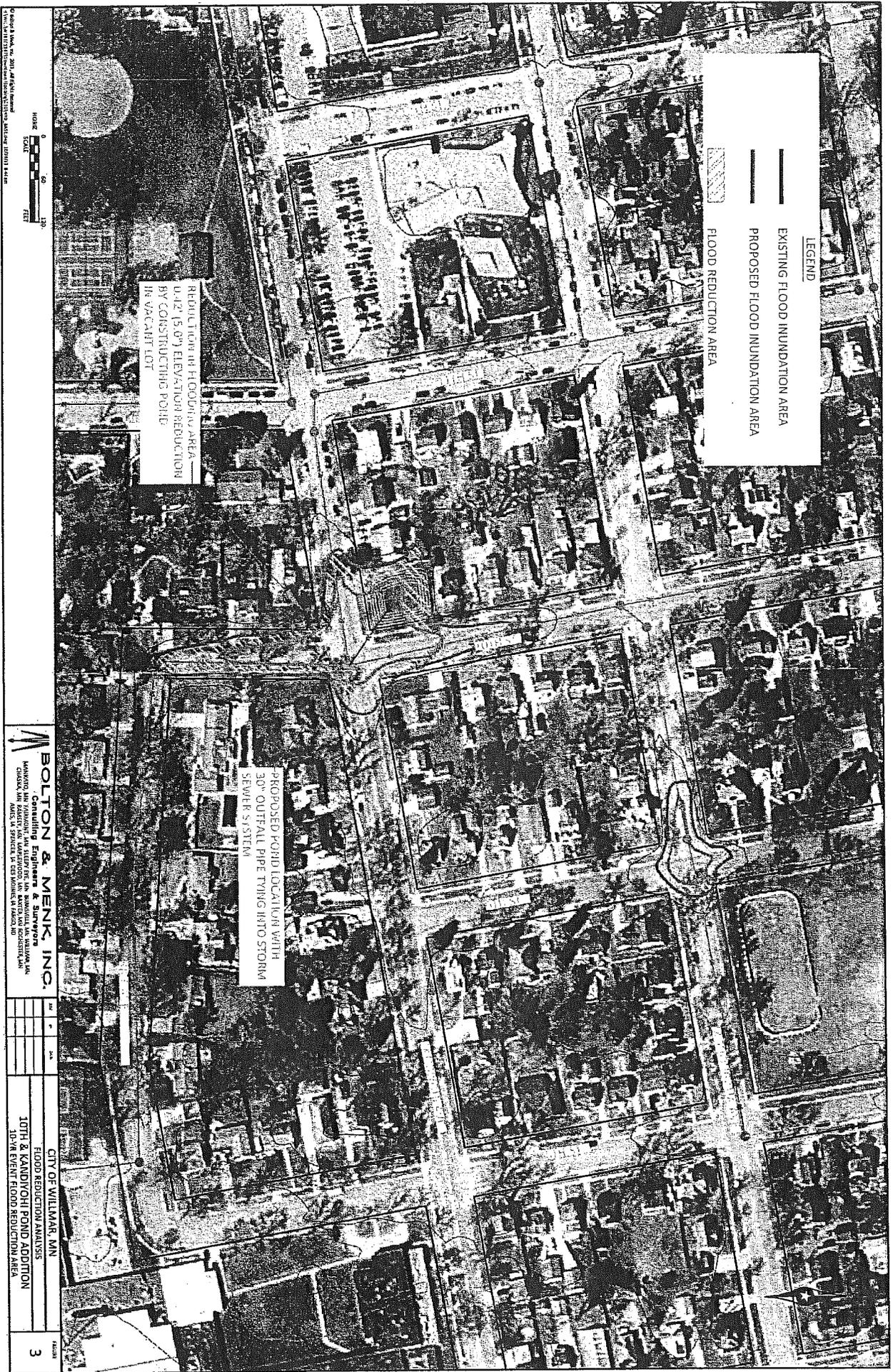
- EXISTING FLOOD INUNDATION AREA
- - - PROPOSED FLOOD INUNDATION AREA
- ▨ FLOOD REDUCTION AREA

REDUCTION IN FLOODING AREA
 0.42' (5.0") ELEVATION REDUCTION
 BY CONSTRUCTING POND
 IN VACANT LOT

PROPOSED POND LOCATION WITH
 30" DUTY-FALL PIPE TYPED INTO STORM
 SEWER SYSTEMS

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 1000 W. 10TH AVENUE, SUITE 1000
 DENVER, CO 80202
 PHONE: 303.733.1100
 FAX: 303.733.1101
 WWW.BOLTONANDMENK.COM

DATE	10/15/2014
PROJECT	CITY OF WILLIAMSBURG FLOOD REDUCTION ANALYSIS 10TH & RANDIYOCHI POND ADDITION 50-YR EVENT FLOOD REDUCTION AREA
SHEET NO.	2



LEGEND

- EXISTING FLOOD INUNDATION AREA
- PROPOSED FLOOD INUNDATION AREA
- FLOOD REDUCTION AREA

REDUCTION IN FLOODING AREA -
U-42 (5.0') ELEVATION REDUCTION
BY CONSTRUCTING POLE
IN VACANT LOT

PROPOSED POND LOCATION WITH
30" OUTFALL PIPE TYING INTO STORM
SEWER SYSTEM

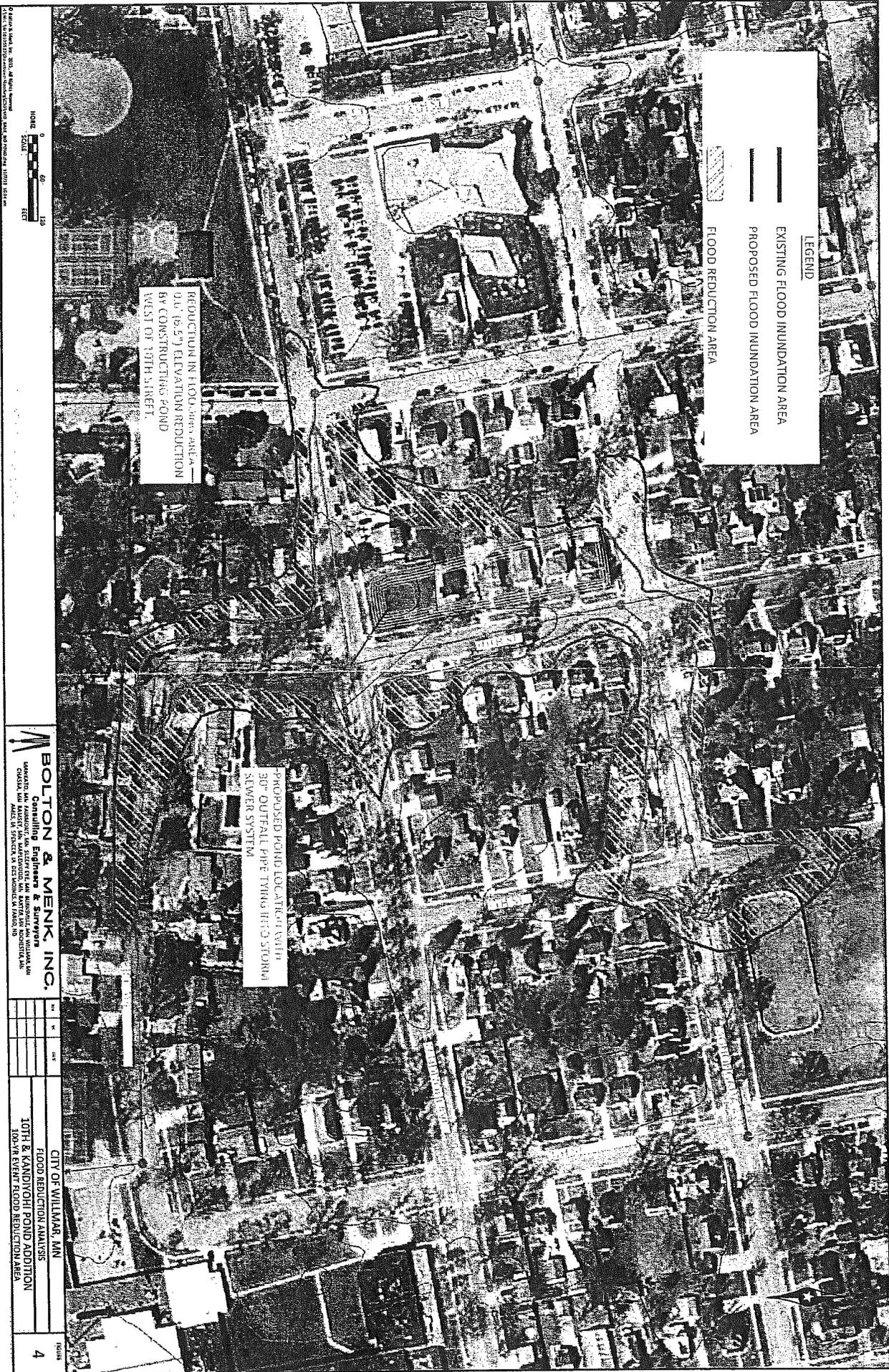
0 50 100
HORIZ SCALE FEET

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MINNETONKA, MN 55345
CHASKA, MN 55312
MADEIRA, MN 55127
SPRINGS LA, CEDAR RAPIDS, IA 52401
MADISON, WI 53706

NO.	DATE	DESCRIPTION
1		
2		
3		

CITY OF WILLMAR, MN
FLOOD REDUCTION ANALYSIS
10TH & KANDIYOHI POND ADDITION
10-YR EVENT FLOOD REDUCTION AREA

3



LEGEND

- EXISTING FLOOD INUNDATION AREA
- - - PROPOSED FLOOD INUNDATION AREA
- ▨ FLOOD REDUCTION AREA

REDUCTION IN FLOOD AREA
(1.7' to 5.7' ELEVATION REDUCTION
BY CONSTRUCTING POND
WEST OF 10TH STREET.

PROPOSED POND LOCATION WITH
30" OUTFALL PIPE TYING INTO STORM
SEWER SYSTEM

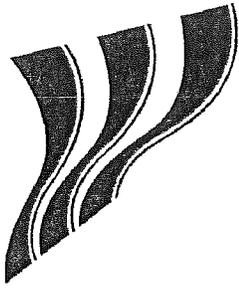


BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 10000 W. MARKET ST., SUITE 200, WILMINGTON, DE 19840
 302.436.1100 FAX 302.436.1101

DATE	NO.	REV.	DESCRIPTION

CITY OF WILLIAMSBURG, VA
 FLOOD REDUCTION ANALYSIS
 10TH & KANAWHA POND ADDITION
 FLOOD EVENT FLOOD REDUCTION AREAS

4



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

Agenda Item Number: _____

Meeting Date: December 10, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

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

Originating Department: Engineering

Agenda Item: Western Interceptor Sewer – Change Order #2

Recommended Action:

Approve Change Order #2 to the Western Interceptor Sewer Contract.

Background/Summary:

This change order will revise the contract final completion date from December 1, 2013 to June 1, 2014. The project is substantially complete, but weather conditions have justified additional time to perform the remaining punch list work before final payment is made. The revised completion date will subject the project to a winter freeze/thaw cycle and ensure vegetative establishment.

Alternatives:

NA

Financial Considerations:

There will be no additional compensation to the contractor associated or resulting from Change Order #2.

Preparer: Joshua Halvorson, PE

Signature:

Comments:

CHANGE ORDER NO. 2

CHANGE ORDER
 DATE OF ISSUANCE November 26, 2013 COMMENCEMENT OF
 CONTRACT TIME November 12, 2012

OWNER City of Willmar
 CONTRACTOR Geislinger & Sons, Inc.
 PROJECT Western Interceptor Sewer CONTRACT NO. 1110
 ENGINEER Donohue & Associates, Inc.

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

DESCRIPTION:

The agreement of the contract shall amend the contract time on readiness for final payment from December 01, 2013 to June 1, 2014.

REASON FOR CHANGE ORDER:

Due to weather conditions, the Contractor has requested additional time to perform the remaining punch list work before final payment. The revised completion date will subject the project to a freeze/thaw cycle and ensure vegetative establishment. There will be no effect of the contract price as a result of this Change Order.

ATTACHMENTS:

None.

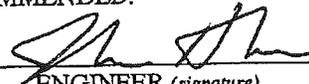
CHANGE IN CONTRACT PRICE
Original Contract Price: \$ <u>3,069,585.25</u>
Net increase (decrease) from previous Change Orders: \$ <u>238,251.25</u>
Net increase (decrease) of this Change Order: \$ <u>0.00</u>
Revised Contract Price: \$ <u>3,307,836.50</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: <i>(days or dates)</i> Substantial Completion: <u>September 1, 2013</u> Ready for Final Payment: <u>November 1, 2013</u>
Net increase (decrease) from previous Change Orders: <i>(days)</i> Substantial Completion: <u>30</u> Ready for Final Payment: <u>30</u>
Net increase (decrease) of this Change Order: <i>(days)</i> Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>180</u>
Revised Contract Times: <i>(days or dates)</i> Substantial Completion: <u>October 1, 2013</u> Ready for Final Payment: <u>June 1, 2014</u>

CONTRACTOR agrees that this Change Order includes any and all costs associated with or resulting from the change ordered herein, including all impacts, delays, and accelerated costs. Other than the dollar amount and time allowance listed above, there shall be no other dollar or time compensation as a result of this Change Order.

THIS DOCUMENT SHALL BECOME AN AMENDMENT TO THE CONTRACT AND ALL
 STIPULATIONS AND COVENANTS OF THE CONTRACT SHALL APPLY HERETO.

RECOMMENDED:

By: 
 ENGINEER (signature)

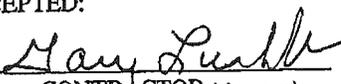
Date: 11/26/13
 Donohue & Associates, Inc.
 Project No. 11678

APPROVED:

By: _____
 OWNER (signature)

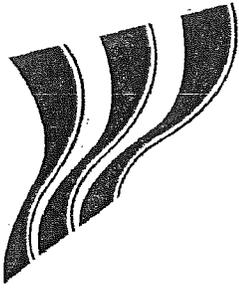
Date: _____

ACCEPTED:

By: 
 CONTRACTOR (signature)

Date: 11/26/13

CHANGE ORDER
 CO-2



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

Agenda Item Number: _____

Meeting Date: December 10, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

- Approved Denied
- Amended Tabled
- Other

Originating Department: Public Works

Agenda Item: Accept Change Order to Project and Authorize Final Payment

Recommended Actions: Accept Change Order No. 1 for \$550.00 (Resolution)

Accept project and authorize final payment to Greystone Construction in the amount of \$148,600.00. (Resolution)

Background/Summary: The City Council entered into an agreement with Greystone Construction on September 20, 2013 for the construction of a Salt Storage Facility. During construction, the contractor encountered poor soils that required removal of six inches of soil to be replaced with Class 5 under the footings. The cost for the additional work, noted as Change Order No. 1, was \$550.00 increasing the total contract amount to \$184,000.00. The 2013 Capital Improvement Program includes \$200,000 for the storage facility. With the inclusion of the costs for the installation of the bituminous pad by Duininck Inc. and the soils borings by Independent Testing Technologies, this brings the total project cost to \$198,390.00. Staff is recommending approval of Change Order No. 1 and issuance of final payment to Greystone Construction.

Alternatives: N/A

Financial Considerations: Adding payment of the Change Order totaling \$550.00 brings the final project amount to \$198,390.00 which is covered by the CIP.

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

Signature:

Comments:



500 S. Marschall Road, Suite 300
Shakopee, MN 55379
Ph : (952)496-2227

Change Order

Contractor: Greystone Construction Company
500 S. Marschall Road, Suite 300
Shakopee, MN 55379

Change Order: 1
Date: 11/19/2013
Job: BG13-5500 Willmar Public Works Salt/Sand

Description: Change Order #1

The Contract is changed as follows:

CR01 Additional Labor to Place Class 5 Under Footings	\$550.00
---	----------

TOTAL: \$550.00

The original Contract Amount was	\$183,450.00
Net change by previously authorized Change Orders	\$0.00
The Contract Amount prior to this Change Order was	\$183,450.00
The Contract will be increased by this Change Order in the amount of	\$550.00
The new Contract Amount including this Change Order will be	\$184,000.00

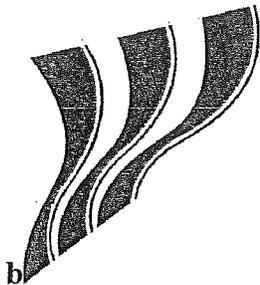
The date of Substantial Completion as of the date of this Change Order therefore is

ARCHITECT

CONTRACTOR
Greystone Construction Company
500 S. Marschall Road, Suite 300
Shakopee, MN 55379

OWNER
Scott Ledebor (City of Willmar)
City Office Building, Box 755
Willmar, MN 56201

	11-19-13	11-25-13
Signed	Date Signed	Date Signed



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

Agenda Item Number: _____

Meeting Date: December 10, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: December 16, 2013

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

Originating Department: Engineering

Agenda Item: Accept Project and Authorize Final Payment

Recommended Action: Accept Project No. 1201-B and authorize final payment to Duinink Inc. in the amount of \$44,289.64.

Background/Summary: The City Council entered into an agreement with Duinink Inc. on June 7, 2012 for the reconstruction of various streets as listed on the pay estimate. The final pay request with quantities is hereby submitted for consideration. The contract came in below the original bid amount and was constructed prior to the completion date. Staff is recommending final payment be made.

Alternatives: N/A

Financial Considerations: Payment of the final amount of \$44,289.64 from within the project budget.

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

Signature:

Comments:

CONTRACTOR'S ESTIMATE NO. 8 (FINAL)
PROJECT NO. 1201-B

CONTRACTOR: DUININCK INC.
P.O. BOX 208
PRINSBURG, MN 56281

**CONSTRUCTION OF: SANITARY SEWER, WATERMAIN, STORM SEWER, CONCRETE PAVING,
 CURB & GUTTER , SIDEWALK & BITUMINOUS PAVING**

**LOCATION: ROISE AVE. SW , 24TH AVE. SE , RUSSELL ST. NW , OAK LANE NW , BERNARD ST. SE ,
 ELIZABETH AVE. SE , 22ND ST. SW , & 14TH ST. SW**

DATE: OCTOBER 24 , 2013

HONORABLE MAYOR AND CITY COUNCIL
CITY OF WILLMAR, MINNESOTA

IN ACCORDANCE WITH THE CONTRACT WITH DUININCK INC.
I HEREWITH PRESENT THE FOLLOWING ESTIMATE

1201-B

ITEM NO.	STREET ITEMS:	UNIT	QTY	BID	TOTAL
2104.501	Remove Concrete Curb/Curb and Gutter	LF	6,109.6	\$2.25	\$13,746.60
2104.503	Remove 4" Sidewalk	SF	3,926.9	\$0.60	\$2,356.14
2104.505	Remove Concrete Driveway Pavement	SY	395.0	\$7.05	\$2,784.75
2104.505	Remove Concrete Pavement	SY	18.0	\$7.05	\$126.90
2104.509	Remove Manhole or Catchbasin	EA	5	\$250.00	\$1,250.00
2104.509	Remove Bituminous Pavement	SY	17,877.7	\$1.15	\$20,559.36
2104.505	Remove Concrete Cross Gutter	SY	38.9	\$7.05	\$274.25
2104.511	Saw Concrete Pavement	LF		\$6.00	\$0.00
2105.501	Common Excavation	CY	5,531	\$7.90	\$43,694.90
2105.525	Topsoil Borrow (CV)	CY	184.3	\$17.15	\$3,160.75
2105.533	Salvaged Aggregate Base (CV)	CY	787.5	\$8.75	\$6,890.63
2105.604	Geotextile Fabric Type V	SY	14,014.3	\$1.20	\$16,817.16
2123.503	Motor Grader	HR	10	\$110.00	\$1,100.00
2123.509	Dozer	HR	9	\$119.50	\$1,075.50
2123.510	10 cy Truck	HR	13	\$79.85	\$1,038.05
2123.514	3 cy Loader	HR	12.5	\$132.00	\$1,650.00
2123.610	Skidsteer Loader	HR	17.5	\$83.85	\$1,467.38
2211.501	Aggregate Base (Class 5)	TON	9,523.80	\$10.10	\$96,190.38
2301.604	Concrete Pavement 6" (P)	SY	1,080	\$39.25	\$42,390.00
2301.511	Structural Concrete (P)	CY	17	\$275.00	\$4,675.00
2401.541	Reinforcement Bars (Epoxy Coated) #13 (P)	LB	520	\$1.50	\$780.00
2401.541	Reinforcement Bars (Epoxy Coated) #22 (P)	LB	485	\$1.50	\$727.50
2357.502	Bituminous Material For Tack	GAL	1,123	\$2.65	\$2,975.95
2360.502	Type SP 12.5 Non Wear Course Mix (3,B)	TON	2,315.32	\$60.05	\$139,034.97
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	1,547.61	\$68.90	\$106,630.33
2360.501	Type SP 9.5 Wearing Course Mixture	TON	217.53	\$71.85	\$15,629.53

2503.511	12" RC Pipe Cl. 2	LF	348.00	\$21.00	\$7,308.00
2503.603	F&I 12" PVC Pipe	LF	111.50	\$25.00	\$2,787.50
2503.603	F&I 8" PVC Pipe	LF	83	\$16.00	\$1,328.00
2504.602	Adjust Valve Casting	EA	4	\$186.50	\$746.00
2506.501	Const. Drainage Structure Design 4020-72	LF	2.8	\$800.00	\$2,240.00
2506.501	Const. Drainage Structure Design F	LF	7.3	\$250.00	\$1,825.00
2506.501	Const. Drainage Structure Design H	LF	24.9	\$125.00	\$3,112.50
2506.516	Casting Assembly Manhole	EA	4	\$450.00	\$1,800.00
2506.516	Casting Assembly (Catchbasin) B624 Curb	EA	10	\$675.00	\$6,750.00
2506.522	Adjust Frame & Ring Casting	EA	7	\$317.00	\$2,219.00
2521.501	4" Concrete Walk	SF	6,239.2	\$3.50	\$21,837.20
2531.501	Concrete Curb and Gutter, Design B624	LF	6,174.0	\$10.50	\$64,827.00
2531.507	6" Concrete Driveway Pavement	SY	764.46	\$41.00	\$31,342.86
2531.603	Concrete Cross Gutter	SY	53.6	\$61.00	\$3,269.60
2531.618	Truncated Domes	SF	16	\$40.00	\$640.00
2502.541	5" PE Corr. Perf. Pipe Drain	LF	997.5	\$8.00	\$7,980.00
2502.541	5" PE Corr. Perf. Pipe Drain Service	EA	17	\$8.00	\$136.00
2573.502	Silt Fence, Type Machine Sliced	LF		\$2.00	\$0.00
2575.501	Seeding	AC	1.74	\$500.00	\$870.00
2575.502	Seed Mixture 270	LB	208.8	\$2.20	\$459.36
2575.523	Erosion Control Blanket Category 1	SY	8,406.1	\$1.20	\$10,087.32
2575.532	Fertilizer Analysis 20-10-20 Type 3	LB	609	\$0.95	\$578.55
	TOTAL STREET ITEMS CONCRETE ALTERNATE				\$699,169.92
	ADD/DEDUCT FOR PHASED CONCRETE PAVING				
	GRAND TOTAL STREET ITEMS CONCRETE ALTERNATE				\$699,169.92
ITEM NO.	SANITARY ITEMS:	UNIT	QTY	BID	TOTAL
2104.509	Remove Manhole	EA	8	\$250.00	\$2,000.00
2451.609	Granular Foundation and/or Bedding	TON		\$10.00	\$0.00
2451.609	Rock Stabilization	TON		\$25.00	\$0.00
2503.601	6" Neoprene Sleeve	EA	2	\$25.00	\$50.00
2503.601	4 x6" Neoprene Sleeve (Eccentric)	EA	5	\$30.00	\$150.00
2503.601	4" Neoprene Sleeve	EA	65	\$22.00	\$1,430.00
2503.602	8" X 11.25 P.V.C. Bend	EA	1	\$65.00	\$65.00
2503.602	8" X 6" P.V.C. Wye	EA	2	\$130.00	\$260.00
2503.602	8" X 4" P.V.C. Wye	EA	75	\$130.00	\$9,750.00
2503.603	8" PVC	LF	3,472.5	\$15.50	\$53,823.75
2503.603	6" PVC	LF	23.8	\$25.00	\$595.00
2503.603	4" PVC	LF	460.9	\$13.00	\$5,991.70
2504.602	6" PVC Bend	EA	2	\$20.00	\$40.00
2504.602	4" PVC Bend	EA	112	\$13.00	\$1,456.00
2506.602	F&I Manhole (8'-10')	EA	9	\$2,250.00	\$20,250.00
2506.602	F&I Manhole (10'-12')	EA	3	\$2,500.00	\$7,500.00
	TOTAL SANITARY ITEMS:				\$103,361.45

ITEM NO.	WATER MAIN ITEMS:	UNIT	QTY	BID	TOTAL
2504.602	1" Curb Stop & Box	EA	26	\$185.00	\$4,810.00
2504.603	1" Copper Type K Pipe	LF	935.5	\$16.00	\$14,968.00
2504.602	1"x3/4" Coupling	EA	58	\$30.00	\$1,740.00
2504.602	Reconnect 2" Water Service	EA	1	\$650.00	\$650.00
2504.602	Reconnect Water Service	EA	70	\$350.00	\$24,500.00
2504.602	8" Gate Valve And Box	EA	8	\$1,300.00	\$10,400.00
2504.602	F&I 5" Hydrant	EA	6	\$3,200.00	\$19,200.00
2504.603	8" Water Main	LF	3,400.2	\$19.00	\$64,603.80
2504.603	6" Water Main	LF	69.5	\$20.00	\$1,390.00
2504.608	Water Main Fittings	LB	4,155	\$6.50	\$27,007.50
	TOTAL WATER MAIN ITEMS:				\$169,269.30
	TOTAL PROJECT 1201-B (CONCRETE ALTERNATE)				\$971,800.67
	(Price includes all applicable sales and use taxes)				
	LESS CREDIT FOR BITUMINOUS SALVAGE:				\$34,500.00
	TOTAL WITH BITUMINOUS SALVAGE CREDIT APPLIED:				\$937,300.67
	LESS BITUMINOUS DENSITY DISINCENTIVE (SEE ATTACHED)				\$4,300.39
	GRAND TOTAL OF PROJECT:				\$933,000.28

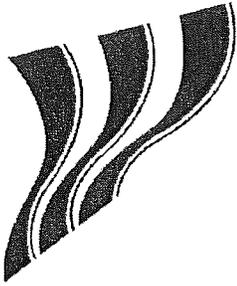
LESS PREVIOUS ESTIMATE #1	\$56,602.15
LESS PREVIOUS ESTIMATE #2	\$93,276.05
LESS PREVIOUS ESTIMATE #3	\$199,720.72
LESS PREVIOUS ESTIMATE #4	\$185,675.42
LESS PREVIOUS ESTIMATE #5	\$229,573.21
LESS PREVIOUS ESTIMATE #6	\$61,110.09
LESS PREVIOUS ESTIMATE #7	\$62,753.00
AMOUNT DUE CONTRACTOR THIS ESTIMATE:	\$44,289.64

DUININCK, INC.

APPROVED: _____
CONTRACTOR

APPROVED: _____
CITY ENGINEER

CONTRACT AMOUNT: \$968,617.30
BUDGET NO.: 412.48451.0336



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

Agenda Item Number: 11

Meeting Date:

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: December 16, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of On-Sale 2014 Sunday Liquor License Renewal

Recommended Action: Motion to Approve the Application on a Roll Call Vote Subject to the Approval of the City Clerk-Treasurer

Background/Summary:

The following establishment has requested renewal of their current Sunday Liquor License. In the review, it was discovered that the Real Estate Tax (Special Assessments and Penalties) for 2013 are not paid in full (\$11,200 remains outstanding) and utility payments are past due (\$6,086.64 remains outstanding). With the remaining criteria found to be in conformance with Ordinance 1058 requirements, staff is recommending approval of the application upon payment of the remaining balance due for Kandiyohi County and Willmar Municipal Utilities upon proof of payments submitted to the Willmar City Clerk-Treasurer.

On-Sale

Kandi Entertainment Center

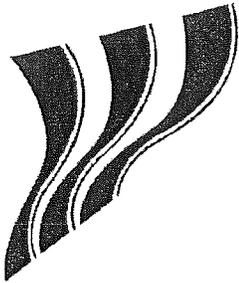
Alternatives:

Financial Considerations: \$200 per establishment

Preparer: City Clerk-Treasurer

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE
ACTION

Agenda Item Number: 12

Meeting Date:

Attachments: Yes X No

CITY COUNCIL ACTION

Date: December 16, 2013

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of On-Sale, Club On-Sale 2014 Sunday Liquor Licenses Renewals

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

Background/Summary:

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

On-Sale

Club On-Sale

Applebee's Neighborhood Grill & Bar

Willmar Frat. Order of Eagles

Austin F. Hanscom Post 167

El Tapatio Mexican Restaurant

Finstad-Week Post 1639

Holiday Inn / Green Mill Willmar

Grizzly's Grill N' Saloon

Peps Sports Bar

The Oaks at Eagle Creek

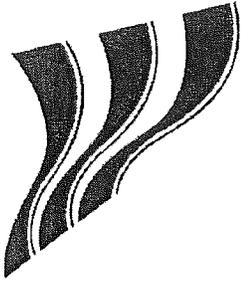
Alternatives: Deny

Financial Considerations: \$200 per establishment

Preparer: City Clerk-Treasurer

Signature:

Comments:



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

Agenda Item Number: 13

Meeting Date:

Attachments: ___ Yes X No

CITY COUNCIL ACTION

Date: December 16, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

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

Recommended Action: Motion for Approval

Background/Summary:

The Civic Center has rented space to the Willmar Curling Club who will hold a 3 day Curling New Year's Bonspiel. On January 3, 4 and 5, 2014, the Willmar Curling Club has plans to serve alcohol. A Civic Center Arena Special Event Permit is required to distribute or consume alcohol on the Civic Center grounds. The Baker's Eagle Creek Eatery LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as Ben Hooper.

Alternatives:

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature:

Comments: Pending Approval of the Community Education & Recreation Board on December 13, 2013.