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

October 21, 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, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

The City Council Minutes of October 7, 2013, were removed from the Consent Agenda.

Council Member Ahmann offered a motion adopting the Consent Agenda which included the following: Municipal Utilities Commission Minutes of October 15, Accounts Payable through October 16, Exempt Permit Applications – Willmar Hockey Association and Pheasants Forever Kandiyohi County Chapter 2, Application for Appointment – Community Education/Recreation Board - Andy Boersma, Willmar Lakes Area Convention/Visitors Bureau Minutes of September 17, Willmar Community/Activity Center Board Minutes of October 1, and Airport Commission Minutes of October 9, 2013. Council Member Christianson seconded the motion, which carried.

The Council discussed the October 7, 2013, City Council Minutes. Council Member Nelsen offered a motion that the September 17th Memo from City Administrator Stevens regarding goals and objectives of the Administrator be added to the Labor Relations Committee Minutes of September 17, 2013. Council Member Christianson seconded the motion, which carried.

The Council Minutes of October 7, 2013, as amended were then approved upon a motion by Council Member Nelsen, seconded by Council Member Anderson, and carried.

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

The Finance Committee Report for October 14, 2013, was presented to the Mayor and Council by Council Member Anderson. There were eight items for Council consideration.

Item No. 1 Safe House Representatives Bob Bonawitz, Michelle Tejada, and Jen Johnson presented a funding request to the City in the amount of $37,000 for 2014. Other funding sources for Safe House are diminishing; consequently, new funding avenues are being pursued in order to maintain current staffing levels, particularly the monitors required during family visits. It was noted that some of the other funding sources include Pact 4, United Way, Kandiyohi County, the State of Minnesota Department of Justice, Bremer, etc. Mayor Yanish also addressed the Committee, speaking in favor of funding for this charity.

Kelly Welch and Dale Johnson, representing the City Auditorium Appreciation Group, explained that their purpose is to restore and preserve the City Auditorium. Mr. Welch asked the Council to research and apply for a Legacy Grant as a source of funding to make the necessary improvements to the gun range, which is located in the basement of the Auditorium. He also explained that in the future they will be submitting a funding request to the City for an estimated $7,000 to cover the cost of brochures, photographs and display graphics promoting the Auditorium. They are in the early stages of this process and do not anticipate a need

for these funds until 2015. Mr. Welch also invited Finance Committee Chair Denis Anderson and Community Development Chair Rick Fagerlie to the next City Auditorium Appreciation Committee meeting on November 5, 2013, at 1:00 p.m. at the Kandiyohi County Historical Society. This matter was for information only.

Item No. 2 Steve Renquist, EDC Executive Director, reviewed the EDC 2014 Budget with the Committee. Anticipated revenue for 2014 includes the County Tax Levy of $455,000, which has not changed in five years, plus $9,262 in other miscellaneous revenue. The EDC is also proposing to utilize $67,445 from the Agency's reserves as a funding source. The overall budgeted expenditures for 2014 total $531,707 which is an increase of $29,000 over the 2013 budget. Mr. Renquist stated that he is proposing a $5,000 increase in the salaries for the Assistant Director and the Ag Specialist; however, the EDC operations board has not yet approved this increase. All other salary increases for the EDC will be the blended rate of approved City and County salary increases.

The Committee was recommending the Council approve the proposed EDC 2014 Budget as presented including the Tax Levy. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion. Following discussion, Council Member Johnson offered a motion to table the matter pending the Economic Development Commission Board meeting of October 29, 2013. Council Member Ahmann seconded the motion, which carried.

Item No. 3 The Housing and Redevelopment Authority 2014 proposed budget presentation will be presented at the October 28, 2014, Finance Committee meeting. This matter was for information only.

Item No. 4 David Euerle of Westberg & Eischens presented the City of Willmar's 2012 Financial Statement to the Committee. He explained that not only do they perform an audit of the Financial Statement itself, but they also audit the City's compliance with State and Federal requirements. He stated there were no compliance issues at the City as of 2012, but there was one finding with the Financial Statement in regard to accounting for the retirees' benefits liability. To correct this finding, the City is required to hire an Actuary to formally determine the amount to be accrued. Mr. Euerle reported that the General Fund is in good shape with the Fund Balance at the end of 2012 well over average annual expenditures. There were also no issues in the other governmental funds. He noted that the Waste Treatment Plant, which is an enterprise fund, reflects a negative change in Net Position at the end of 2012, which further supports the rate increase recently instituted.

Mr. Euerle recommended the City amend its budget policy by either: 1) formally recognizing any budget overruns by department and acknowledging that there is adequate revenue to cover the excess overage, or 2) approving a budget amendment prior to year end. Chair Anderson asked Staff to determine a recommendation to amend the budget policy for the Council to review and approve.

It was also noted that the Fund Balance Policy will be reviewed and enhanced after the first of the year to better indicate the type of fund balances required for each fund. This matter was for information only.

Item No. 5 Chair Anderson asked the Committee if they need further information on any of the budget topics discussed to date, such as the Community Group requests, Capital Expenditures, or specific line item detail. He also asked if there is any part of the unresolved budget issues on which the Committee can come to a consensus.

Council Member Nelsen explained that with looming retirements, the City would best be served by conducting succession planning. To do that, the budget amounts cut by the Mayor should be restored to the original estimates. Council Member Fagerlie felt that a portion could be restored but not to the full amount. Council Member Johnson was still concerned that exact information was not presented regarding which expenditures are mandatory and which are just beneficial. Council Member Nelsen wondered how the Council could expect to receive iPads and training but not allow Staff to be trained in their respective areas. She also felt the City needs to include diversity training for Staff. Concerns were discussed regarding professional services cuts, particularly for legal services, the airport management contract, and the required annual audit services.

Chair Anderson is concerned that the Council will be unable to resolve all the budget issues by the last meeting in November. Council Member Nelsen asked again if the Mayor would provide his reasons for reducing the specific budget line items to establish a starting place for resolving the issues.

Council Member Johnson expressed concern about the deteriorating conditions of the Auditorium, Civic Center and Community Center. He feels the City need to maintain the major capital items we currently have before pursuing new projects. The Committee agreed to schedule another work session to discuss capital expenditures.

Questions were raised regarding the Safe Avenues funding request, particularly on clarification of their budget as well as how the City's contribution would affect it. It was noted that Staff will be obtaining a legal opinion as to whether a contribution to Safe Avenues would meet public purpose. Council Member Nelsen felt the community groups should present their requests again.

Chair Anderson determined that the Committee agrees on two items:. 1) the Mayor needs to clarify his reasons for cutting various line items; and 2) there should be a Council work session to discuss capital expenditures.

Chair Anderson requested the Committee consider changing the budget meeting originally scheduled for Monday, November 25, 2013, to Tuesday, November 19, 2013, to enable Staff adequate time to complete the Council's final amendments to the 2014 budget before the following Council meeting. Following discussion, the Committee was recommending the Council change the budget meeting date to Tuesday, November 19, 2013. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 6 The Committee received the August, 2013, reports for Rice Trust and Rice Hospital. It was noted that representatives from the Hospital and Municipal Utilities will attend a future meeting prior to the November 19, 2013, meeting to discuss their budgets. This matter was taken for information only.

Item No. 7 There was no old business to discuss at this time.

Item No. 8 Chair Anderson acknowledged there was no new business to discuss at this time.

The Finance Committee Report for October 14, 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 October 15, 2013, was presented to the Mayor and Council by Council Member Christianson. There were seven items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Fire Chief Hendrickson gave a brief update on recent Fire Department calls. To date there have been 225 calls and between four and one half and five million dollars in property damages.

Item No. 3 The City is in receipt of the BNSF Grade Crossing Construction and Maintenance Agreement for the proposed Willmar Avenue Quiet Zone. The agreement is very similar to the one completed for the Trott Avenue Crossing. An additional $2,000.00 for administrative costs is requested for payment at this time in addition to the $15,000.00 easement previously authorized. The project can still be constructed this year with exception of the signals.

The Committee was recommending the Council approve the Willmar Avenue Grade Crossing Agreement with BNSF and authorize the City Administrator to ex ecute the same. Resolution No. 1 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. 1

BE IT RESOLVED, that the City of Willmar enter into an agreement with the BNSF Railway Company for the installation and maintenance of railroad crossing signals at the intersection of Willmar Avenue SW with the tracks of the BNSF Railway Company at Mile Post 1.14 in Willmar, Kandiyohi County, Minnesota.

Dated this 21st day of October, 2013.

/s/ Frank Yanish
MAYOR

/s/ Charlene Stevens
Attest: CITY ADMINISTRATOR

Item No. 4 The Committee considered a proposed Dangerous Animals Ordinance presented by Chief Wyffels. State Statute does address dangerous animals, although it does not allow due process for the owner. Attorneys Tom Anderson and Sam Weeks, both representing the City, were in attendance to address questions of the Committee. The proposed ordinance addresses the City's need to allow a procedure to declare an animal as "potentially dangerous" or as a "dangerous animal." It also designates and defines the "animal control authority" for the City. These deficiencies prevent the Willmar Police, City Prosecutor and the District Court from taking the action necessary to protect the public from animals that would otherwise be deemed to be potentially dangerous or dangerous under Minnesota Statute Chapter 347.

Once an animal is deemed potentially dangerous, the animal control authority shall notify the owner(s) of the animal in writing or in person of that distinction and the specifics of what is required by the owner. If there are subsequent offenses or the owner fails to comply with the conditions imposed by the animal control authority or this Committee, the animal must be seized. The owner then has 14 days to request a hearing. If they do not, the Willmar Public Works and Public Safety Committee may order the animal destroyed. If the owner is found not to have violated the conditions, they may reclaim the animal. If an animal is deemed as a dangerous animal, it shall be seized and the same procedures would apply.

Following discussion, the Committee was recommending the Council introduce the Dangerous Animal Ordinance for hearing. Council Member Christianson offered a motion to introduce an Ordinance Creating a Chapter 4, Article III, Dangerous Animals and schedule a public hearing for November 4, 2013. Council Member Ahmann seconded the motion, which carried.

Item No. 5 The Dangerous Weapons Ordinance was brought back to the Committee for further review. Chief Wyffels and City Attorney Scott were directed to prepare an amendment to the dangerous weapons ordinance using language similar to an ordinance currently in place in Hutchinson, MN. The proposal only allows the discharge of bows and arrows in authorized physical education programs in a school under supervision of a faculty member, at a community-wide supervised class authorized by the Chief or Police, or at bow and arrow range specifically established and so designated by the City Council.

The Committee determined the Ordinance excluded the use of bow and arrows on approved waterways with retractable arrows. Staff was directed to revise the Ordinance to allow such activities, and this matter was for information only.

Item No. 6 Chief Wyffels informed the Committee that the jail census was at 85 and the report of calls for the last two weeks at 795. This matter was for information only.

Item No. 7 Council Member DeBlieck questioned the traffic control over the First Street Bridge and was informed by Staff that it was set up in error and would be removed. DeBlieck also informed the Committee that the wind turbines remain inoperable and that WMU continues to be in contact the installer.

Council Member Ahmann brought the issue of storm water drainage at 309 SW 9th Street before the Committee. On the adjacent property, a house was demolished and replaced by a parking lot whereby the owner believes the storm water runoff was altered. Staff explained the situation and noted the property owners are making changes to help resolve the issue. This matter was for information only.

The Public Works/Safety Committee Report for October 15, 2013, was approved as presented upon motion by Council Member Christianson, seconded by Council Member Ahmann, and carried.

Council Member Ahmann brought up concerns with the St. Mary's Church sidewalk on Kandiyohi Avenue noting an obvious design flaw of Bollig Engineering. He was assured corrections were being undertaken, but directed Staff to ask Brian Bollig to attend the next Public Works/Safety Committee meeting.

The Labor Relation Committee Report for October 16, 2013, was presented to the Mayor and Council by Council Member Ahmann. There were five items for Council consideration.

Item No. 1 The meeting was called to order.

Item No. 2 There were no public comments offered.

Item No. 3 Committee Members considered an Ordinance Amending Willmar Code Chapter 2, Administration, Article II, Officers and Employees, City Attorney. Pursuant to direction from the Willmar City Charter regarding the duties of the City Attorney be enumerated in a City Ordinance, the Committee reviewed the first draft prepared by Robert Scott of Flaherty and Hood. The Committee reviewed the tasks listed and found everything to be in order. Council Member Christianson inquired whether a comment on the Attorney/Client privilege should be included.

Following discussion, no amendments were offered and Council Member Anderson moved to introduce the Ordinance and hold a public hearing on November 4, 2013. Council Member Dokken seconded the motion, which carried.

Item No. 4 Committee Members reviewed data prepared by Staff for a Council Planning Retreat. It was noted Staff had secured quotes from Neu & Company with Dr. Carl Neu and Big River Group, LLC with Bruce Miles. The Committee discussed what they wanted to accomplish in the retreat including a desire to work on policy development, understanding the City Charter and incorporating the Charter direction as Council policy. It was noted that although the Mission Statement seems adequate, goals and objectives should be reviewed and made current. Also discussed were the various personalities and roles and relationships with administration. It was further noted that once the retreat is concluded, a six-month follow up should be implemented to monitor progress. The Committee discussed the dollar amounts and concepts offered by both consultants.

Following discussion of the dollar amounts and concepts offered by both consultants, the Committee was recommending the Council accept the proposal of Neu & Company. Council Member Ahmann moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion, which carried.

The Committee then continued to discuss the location and time to hold the retreat. Various dates were discussed, suggesting that offsite locations be considered. The Committee directed Staff to reserve a retreat facility as discussed.

City Clerk Halliday informed the Mayor and Council that the retreat has been scheduled for November 22, 2013, at the Prairie Woods Environmental Learning Center.

Item No. 5 Council Member Ahmann discussed capital improvement activity and the need to

clarify how to prioritize various projects, complete with funding for each project, and the ranking of the project. This discussion excluded street improvements and vehicle replacements. This matter was for information only.

Council Member Ahmann brought up the review of City Administrator Goals and Objectives which were submitted to the Labor Relations Committee. He was advocating for a better plan of written objectives stated for the coming year with all those objectives submitted to the Council Members and Mayor for review. Feedback should be given to the Labor Relations Committee and indicated the need for the Committee to consider all feedback and finalize the objectives of the coming year with written quarterly review of the progress at the Labor Relations Committee. This matter was for information only.

The Labor Relations Committee Report for October 16, 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.

The Community Development Committee Report for October 17, 2013, was presented to the Mayor and Council by Council Member Fagerlie. There were three items for Council consideration.

Item No. 1 There were no public comments.

Item No. 2 Staff presented to the Committee a proposed policy to write down the cost of land in the Industrial Park. The policy is necessary to stay competitive with other communities in offering our Industrial Park properties for sale. Steve Renquist, Economic Development Committee Director, emphasized a need for competitive sales of property and to further the ability of staff to market the properties. Staff noted that the real value of the land lies in its ability to grow jobs and tax base. The Committee discussed the value of the Industrial Park to the region. Staff agreed that the policy was really a region wide benefit in that the infrastructure for the Industrial Park was being paid for by Local Option Sale Tax funding. Those funds were collected in the City of Willmar from all shoppers and visitors. It was noted that the proposed policy should be changed so that the reference in No. 5 was for State Statutes Chapter 469 and 116 J, not Chapter 169.

Steve Renquist, Economic Development Committee Director, was present to clarify competition in neighboring cities and the need to offer below market prices.

The Committee was recommending the Council adopt the policy with the change to the statute language. Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

Item No. 3 The Committee received from staff an update on the status of the Rule family's attempt to gift the property to the City. The family has expressed urgency in completing a transaction or else they are going to let the property go tax forfeiture. Recently another not-for-profit has come forward, who would like to have the property and use it for a parking lot. The parking lot would keep the property on the tax rolls. Staff was recommending that the City continue to work as a liaison between the parties and to try to complete the gift of the property to the other non-profit organization. Failing that, it was staff's recommendation that the Council accept the property as a gift.

The Committee was recommending to the Council that the City accept the Rule property as a gift unless they are able to complete the transaction with the other not-for-profit entity; also, that the matter be referred to Finance to determine a source of demolition funding estimated at $60,000. In condition to the City acceptance would be that all real state taxes and penalties be paid and there be no encumbrances on the property.

Council Member Fagerlie moved to approve the recommendation of the Community Development Committee with Council Member Dokken seconding the motion, which carried.

The Community Development Committee Report for October 17, 2013 was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member DeBleick, and carried.

Under old business Council Member DeBlieck inquired if the Labor Relations Chair made a decision on his appointee, if needed, to sit on the Department Head hiring panel. Council Member Ahmann indicated he was not leaning on just one appointee and that he didn't want the Chairman to be in charge of all the interviewing.

Following discussion, Council Member Nelsen offered a motion that the Council follow City Attorney Scott's emailed recommendation of September 6, 2013, which recommended that whoever serves as Labor Relations Committee Chair work with the City Attorney on basic legal standards and requirements for conducting interviews. Council Member DeBlieck seconded the motion. Council Member Ahmann opined that all members of the Labor Relations Committee should be properly trained.

Council Member Ahmann amended the motion to mandate that all four Labor Relations Committee members take the training and that training be optional for other Council Members and that any Labor Relations Committee member be allowed on the interview panel for the selection of a Department Head. Council Member Fagerlie seconded the motion, which passed on a voice vote of Ayes 6, Noes 2 – Council Member Nelsen and DeBlieck voted "No." The original motion then passed unanimously.

Council Member Fagerlie requested that he be excused from the November 4, 2013, Council meeting.

Announcements for Council Committee meeting dates were as follows: Finance, October 28, and Public Works/Safety, October 29, 2013.

There being no further business to come before the Council, the meeting adjourned at 8:36 p.m. upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

# WILLMAR MUNICIPAL UTILITIES MINUTES
## MUNICIPAL UTILITIES AUDITORIUM
## OCTOBER 28, 2013

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, October 28, 2013 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Jerry Gesch, Jeff Nagel, and Joe Gimse. Absent were Commissioners Steve Salzer & Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Director of Water/Heating Bart Murphy, Director of Finance Tim Hunstad, 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.

Due to the absence of President Salzer, Vice President Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Administrative Secretary Mattheisen informed the Commission that an invoice from CMMPA had recently been received and was requesting that the payment be included in the Consent Agenda. Following a review, Commissioner Gesch offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

**RESOLUTION NO. 42**

"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 October 15, 2013 Commission meeting; and,
- Bills represented by vouchers No. 131937 to No. 132040 inclusive in the amount of $1,795,729.65 including a MISO credit in the amount of $82,674.44, an Absaloka Coal payment in the amount of $95,472.29, and a CMMPA payment in the amount of $387,956.08.

Dated this 28th day of October, 2013.

_____
Vice President

ATTEST:

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Secretary

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

At this time, a number of utility-related business reports were presented to the Commission for review and discussion. To begin the report presentations, Customer Service Supervisor Stien reviewed data from the September 2013 Sales & Revenue Report. Director of Finance Hunstad next presented an analysis of the September 2013 Financial Report and the September 30, 2013 Investment Report. Power Supply Broker Carlson followed by presenting the Commission with a

review of the August 2013 Power Supply Report. These reports were for information & discussion only.

Commissioner Schrupp informed the Commission that following an earlier Organizational Assessment Study conducted by Springsted, Inc., it was their recommendation to create a new and updated Organizational Chart illustrating the departmental and fundamental functions of the various areas of the Utilities. Following months of in-depth discussions by the WMU Labor Committee concerning the re-development of the Organizational Chart, the WMU Labor Committee had recommended the approval of the presented Chart at its September 20th Committee meeting. The minutes from this meeting had been accepted and approved by the Commission at the October 15, 2013 MUC meeting.

General Manager Hompe along with Electric Production Supervisor Folkedahl presented the Commission with a status update on the wind turbine generators. It was determined that the two turbines have been out of commission due to failure of their 15KV breakers. Communications with DeWind (German-based company the turbines were purchased from) have proven both frustrating and difficult in finding a resolution to the issue. However, DeWind has informed the WMU that the breakers are scheduled to arrive in the United States from Germany on November 4th along with an engineer to conduct the necessary repair work on the turbines. The exact date for arrival of the equipment and the engineer/technician to Willmar has not been formalized. It was noted that the wind turbines generators continue to be under warranty. (Legal counsel and WMU Staff have been engaged in reviewing both the contract and warranty of the wind turbine generators.) A question of the solvency of DeWind was raised by the Commissionz. General Manager Hompe stated that solvency should not be an issue since CTC originally owned DeWind and sold DeWind to Daewoo three years ago. (Daewoo of South Korea is the second largest shipbuilder in the world.) Staff continues to strive in an effort to resolve this issue and restore operation of the wind turbine generators to their full performance potential as quickly as possible.

Director of Finance Hunstad and General Manager Hompe viewed with the Commission the timetable schedule for conducting the 2014 WMU Budget process. Following the tabulation and review of budget worksheets submitted by Staff, an initial draft for the 2014 WMU Budget has been created. A draft of the Budget will be presented to the WMU Planning Committee on Friday, Nov. 1st for their review. The proposed 2014 WMU Budget (draft) will then be presented to the full Commission at the Tuesday, November 12th meeting for review. On Monday, November 14th, the proposed 2014 WMU Budget will be presented to the City Finance Committee for consideration. A request for final approval of the 2014 WMU Budget will be presented to the Commission at their December 9th meeting.

General Manager Hompe reviewed with the Commission a draft report reflecting the results of the Strategic Planning Session held on June 1st. (Dave Unmacht of Springsted, Inc., presided as Facilitator of the session.) As a result of the session, a list of the top five areas of concerns facing the Utilities was defined. These main target areas include (but in no set order): organization, financial planning, power supply, customer relations, and operations. Formalization of the goals and objectives as a result of the Strategic Planning Session will be presented to the Commission for formal approval at a future meeting.

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

- WMU Labor Committee Meeting – Wed., October 30th @ 10:00 a.m.
- Union/WMU Labor Negotiation Session – Thurs., October 31st (9:00 a.m.)
- WMU Planning Committee Meeting – Friday, November 1st @ 1:00 p.m.
- Next regular MUC Meeting – Tuesday, November 12th (Veteran's Day conflict)

- Vision 2040 Community Meetings (2) – Wed., November 20, 2013
  - 11:30 a.m. - 1:30 p.m. (Willmar Conf. Center) Note: RSVP required for meal offered ($11). Contact Beth if you plan to attend.
  - 6:30-8:00 p.m. (WEAC – 611 5th Street SW) (no meal)

General Manager Hompe informed the Commission that John Harren will be joining the WMU Staff as the Director of Operations beginning November 4th. He was previously employed by the City of Melrose as the Public Works Director. John's knowledge and experience will be a great asset to the Willmar Municipal Utilities. Welcome aboard, John!

Commissioner Nagel shared with the Commission a recent article regarding fuel cells and technological efforts to assist in meeting future power supply needs. This was for information only.

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

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

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Beth Mattheisen
Administrative Secretary

ATTEST:

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Jerry Gesch, Secretary

| VENDOR NAME AND NUMBER / CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AB VACUUM CENTER 000008 | | | | | | | | | | | | |
| 37845 10/30/13 | VACUUM BAGS | 23.50 | | 384 | | | D | M | 07 | | GENERAL SUPPLIES | 101.43425.0229 |
| AFFORDABLE PUMPING SERVI 002404 | | | | | | | | | | | | |
| 37846 10/30/13 | SEPTIC PUMPING | 330.00 | | 23063 | | | D | N | | | CLEANING AND WAS | 230.43430.0338 |
| AMERICAN MESSAGING 002594 | | | | | | | | | | | | |
| 37847 10/30/13 | PAGER SERVICE | 164.24 | | D2080981NJ | | | D | N | | | PREPAID EXPENSES | 101.128000 |
| 37847 10/30/13 | PAGER SERVICE | 54.78 | | D2080981NJ | | | D | N | | | COMMUNICATIONS | 101.42411.0330 |
| | | 219.02 | *CHECK TOTAL | | | | | | | | | |
| | VENDOR TOTAL | 219.02 | | | | | | | | | | |
| AMERICAN WELDING & GAS I 000057 | | | | | | | | | | | | |
| 37848 10/30/13 | FIRE EXTINGUISHERS | 475.59 | | 02404969 | | | D | N | | | SMALL TOOLS | 101.42412.0221 |
| 37848 10/30/13 | FIRE EXT. INSPECTION | 270.00 | | 02404969 | | | D | N | | | MTCE. OF EQUIPME | 101.42412.0334 |
| | | 745.59 | *CHECK TOTAL | | | | | | | | | |
| | VENDOR TOTAL | 745.59 | | | | | | | | | | |
| AMERIPRIDE LINEN & APPAR 000051 | | | | | | | | | | | | |
| 37849 10/30/13 | TOWEL SERVICE | 27.46 | | 2200431874 | | | D | N | | | CLEANING AND WAS | 101.43425.0338 |
| 37849 10/30/13 | TOWEL SERVICE | 26.96 | | 2200431875 | | | D | N | | | CLEANING AND WAS | 101.43425.0338 |
| 37849 10/30/13 | TOWEL SERVICE | 27.46 | | 2200437018 | | | D | N | | | CLEANING AND WAS | 101.43425.0338 |
| 37849 10/30/13 | TOWEL SERVICE | 27.82 | | 2200437019 | | | D | N | | | CLEANING AND WAS | 101.43425.0338 |
| | | 109.70 | *CHECK TOTAL | | | | | | | | | |
| | VENDOR TOTAL | 109.70 | | | | | | | | | | |
| ANDERSON/MICHAEL 001828 | | | | | | | | | | | | |
| 37850 10/30/13 | NIGHT PIT TRAINING | 12.11 | | 556 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| AT&T MOBILITY 000075 | | | | | | | | | | | | |
| 37851 10/30/13 | WIRELESS INTERNET SERV. | 40.65 | | X10252013 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| BATTERY WHOLESALE INC 002860 | | | | | | | | | | | | |
| 37852 10/30/13 | BATTERIES | 286.55 | | 17222 | | | D | N | | | INVENTORIES-MDSE | 101.125000 |
| BNSF RAILWAY COMPANY 000129 | | | | | | | | | | | | |
| 37843 10/24/13 | EASEMENT FOR PROJECT | 15,000.00 | | 58223 | | | D | N | | | OTHER CHARGES | 413.48452.0449 |
| 37843 10/24/13 | CONTRACT ADMIN COSTS | 2,000.00 | | 58223 | | | D | N | | | OTHER CHARGES | 413.48452.0449 |
| | | 17,000.00 | *CHECK TOTAL | | | | | | | | | |
| | VENDOR TOTAL | 17,000.00 | | | | | | | | | | |
| BOLLIG INC 002999 | | | | | | | | | | | | |
| 37853 10/30/13 | PROFESSIONAL SERVICES | 11,546.57 | | 2498 | | | D | N | | | PROFESSIONAL SER | 432.48504.0446 |
| 37853 10/30/13 | PROFESSIONAL SERVICES | 3,037.50 | | 2532 | | | D | N | | | OTHER SERVICES | 413.48451.0339 |
| 37853 10/30/13 | PROFESSIONAL SERVICES | 1,371.30 | | 2532 | | | D | N | | | OTHER SERVICES | 413.48454.0339 |
| | | 15,955.37 | *CHECK TOTAL | | | | | | | | | |
| | VENDOR TOTAL | 15,955.37 | | | | | | | | | | |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BOYER TRUCKS | | 000031 | | | | | | | | | | | |
| 37854 | 10/30/13 | #039839-RETURNED PARTS | 471.72CR | | CM790122 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| 37854 | 10/30/13 | #039839-RADIATOR/PARTS | 2,125.81 | | 790122 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| | | | 1,654.09 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 1,654.09 | | | | | | | | | | |
| BSE | | 001980 | | | | | | | | | | | |
| 37855 | 10/30/13 | ELEC PARTS FOR PARK LTS | 20.76 | | 906346144 | | | D | N | | | MTCE. OF OTHER I | 101.43425.0226 |
| 37855 | 10/30/13 | ELEC PARTS FOR PARK LTS | 20.76 | | 906346144 | | | D | N | | | MTCE. OF OTHER I | 101.45432.0226 |
| 37855 | 10/30/13 | REPL. LT SWITCH-PARTS | 20.24 | | 906396095 | | | D | N | | | MTCE. OF STRUCTU | 101.45427.0225 |
| 37855 | 10/30/13 | LIGHT BULBS FOR BLDG | 97.73 | | 906396104 | | | D | N | | | MTCE. OF STRUCTU | 651.48484.0225 |
| 37855 | 10/30/13 | FUSES FOR HVAC UNIT | 58.23 | | 906402805 | | | D | N | | | MTCE. OF STRUCTU | 651.48484.0225 |
| | | | 217.72 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 217.72 | | | | | | | | | | |
| BUSINESSWARE SOLUTIONS | | 002776 | | | | | | | | | | | |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 0.18 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.41400.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 25.10 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.41402.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 7.58 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.41403.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 17.17 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.41404.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 95.17 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.41405.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 167.20 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.41409.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 93.88 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.42411.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 14.34 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.43417.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 18.75 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.43425.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 39.67 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.45433.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 8.98 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 101.45435.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 85.81 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 651.48484.0220 |
| 37856 | 10/30/13 | PRINT/PAGE COUNT | 1.60 | | 206052 | | | D | N | | | OFFICE SUPPLIES | 651.48484.0220 |
| | | | 575.43 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 575.43 | | | | | | | | | | |
| CANON FINANCIAL SERVICES | | 002336 | | | | | | | | | | | |
| 37857 | 10/30/13 | COPIER LEASE AGRMT | 26.59 | | 13169452 | | | D | N | | | RENTS | 101.43425.0440 |
| CARD SERVICES | | 002552 | | | | | | | | | | | |
| 37858 | 10/30/13 | CVB BOARD LUNCHES | 8.63 | | 091711 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41401.0333 |
| 37858 | 10/30/13 | CVB BOARD LUNCHES | 8.63 | | 091711 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41403.0333 |
| 37858 | 10/30/13 | CVB BOARD LUNCHES | 8.63 | | 091711 | | | D | N | | | TRAVEL-CONF.-SCH | 101.45433.0333 |
| 37858 | 10/30/13 | CVB BOARD LUNCHES | 86.36 | | 091711 | | | D | N | | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| | | | 112.25 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 112.25 | | | | | | | | | | |
| CARDMEMBER SERVICE | | 002365 | | | | | | | | | | | |
| 37844 | 10/24/13 | STEVENS-PUB. POLICY MTG | 10.99 | | STMT/9-13 | | | D | N | | | SUBSISTENCE OF P | 101.41400.0227 |
| 37844 | 10/24/13 | STEVENS-ICMA CONF. | 23.35 | | STMT/9-13 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41400.0333 |
| 37844 | 10/24/13 | STEVENS-LODGING EXPENSE | 889.25 | | STMT/9-13 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41400.0333 |
| 37844 | 10/24/13 | STEVENS-MEAL EXPENSES | 7.21 | | STMT/9-13 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41400.0333 |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CARDMEMBER SERVICE | | 002365 | | | | | | | | | | | |
| 37844 | 10/24/13 | DELL COMPUTER PARTS | 67.06 | | STMT/9-13 | | | D | N | | | MTCE. OF EQUIPME | 101.41409.0224 |
| 37844 | 10/24/13 | PHONE CASE | 10.49 | | STMT/9-13 | | | D | N | | | GENERAL SUPPLIES | 101.41409.0229 |
| 37844 | 10/24/13 | TRAINING VIDEO SERIES | 37.50 | | STMT/9-13 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41409.0333 |
| 37844 | 10/24/13 | BROADCASTER SUBSCRIP. | 49.00 | | STMT/9-13 | | | D | N | | | SUBSCRIPTIONS AN | 101.41409.0443 |
| | | | 1,094.85 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 1,094.85 | | | | | | | | | | |
| CARRANZA/NOE | | 002547 | | | | | | | | | | | |
| 37859 | 10/30/13 | PROFESSIONAL SERVICES | 50.00 | | 101313 | | | D | M | 07 | | PROFESSIONAL SER | 101.42411.0446 |
| CARRANZA/NORMA I | | 002542 | | | | | | | | | | | |
| 37860 | 10/30/13 | PROFESSIONAL SERVICES | 75.00 | | 101713 | | | D | M | 07 | | PROFESSIONAL SER | 101.42411.0446 |
| CENTERPOINT ENERGY | | 000467 | | | | | | | | | | | |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 13.46 | | 6007936/10-13 | | | D | N | | | UTILITIES | 230.43430.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 69.07 | | 6007939/10-13 | | | D | N | | | UTILITIES | 101.43425.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 13.46 | | 6038773/10-13 | | | D | N | | | UTILITIES | 101.43425.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 121.85 | | 6048932/10-13 | | | D | N | | | UTILITIES | 651.48484.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 92.91 | | 6061271/10-13 | | | D | N | | | UTILITIES | 101.45433.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 17.48 | | 6069198/10-13 | | | D | N | | | UTILITIES | 101.43425.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 98.30 | | 6084836/10-13 | | | D | N | | | UTILITIES | 101.45435.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 117.90 | | 6085332/10-13 | | | D | N | | | UTILITIES | 101.45433.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 68.90 | | 6102726/10-13 | | | D | N | | | UTILITIES | 101.42412.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 76.51 | | 6725927/10-13 | | | D | N | | | UTILITIES | 230.43430.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 13.46 | | 7177865/10-13 | | | D | N | | | UTILITIES | 230.43430.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 100.86 | | 8503501/10-13 | | | D | N | | | UTILITIES | 651.48485.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 162.87 | | 8512023/10-13 | | | D | N | | | UTILITIES | 651.48485.0332 |
| 37861 | 10/30/13 | NATURAL GAS CHARGES | 2,249.40 | | 8795475/10-13 | | | D | N | | | UTILITIES | 651.48484.0332 |
| | | | 3,216.43 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 3,216.43 | | | | | | | | | | |
| CHARTER COMMUNICATIONS | | 000736 | | | | | | | | | | | |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 46.71 | | 1136/10-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 0.42CR | | 1136/9-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 156.54 | | 2191/10-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 172.78 | | 3552/10-13 | | | D | N | | | COMMUNICATIONS | 208.45005.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 84.67 | | 4972/10-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 18.68CR | | 4972/9-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 44.78 | | 5124/11-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37862 | 10/30/13 | MONTHLY PHONE SERVICE | 44.79 | | 5124/7-13 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| | | | 531.17 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 531.17 | | | | | | | | | | |
| CORNERSTONE OF WILLMAR I | | 002164 | | | | | | | | | | | |
| 37863 | 10/30/13 | REPLACED EXTERIOR DOOR | 8,595.00 | | 2204 | | | D | N | | | BUILDINGS AND ST | 450.45427.0551 |
| CROW CHEMICAL & LIGHTING | | 000186 | | | | | | | | | | | |
| 37864 | 10/30/13 | SPILLIFYER WIPES | 56.96 | | 402002 | | | D | N | | | GENERAL SUPPLIES | 101.43425.0229 |

| VENDOR NAME AND NUMBER / CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|
| DELTA DENTAL OF MINNESOT 002867 | | | | | | | | |
| 37841 10/18/13 | DENTAL INSURANCE-NOV | 26.55 | | 5281524 | | D N | RETIRED EMPLOYEE | 101.41428.0818 |
| DUININCK CONCRETE 000151 | | | | | | | | |
| 37865 10/30/13 | CONCRETE MIX | 1,323.79 | | 58273 | | D N | MTCE. OF OTHER I | 101.43425.0226 |
| DUININCK INC 000222 | | | | | | | | |
| 37866 10/30/13 | STREET/OTHER IMPROV. | 29.84 | | 1101-12/EST. 8 | | D N | MTCE. OF OTHER I | 412.48451.0336 |
| 37866 10/30/13 | STREET/OTHER IMPROV. | 21,738.26 | | 1101/EST. 8 | | D N | MTCE. OF OTHER I | 411.48451.0336 |
| 37866 10/30/13 | STORM SWR/CURB & GUTTE | 2,074.46 | | 1201-A/EST. 4 | | D N | MTCE. OF OTHER I | 412.48451.0336 |
| 37866 10/30/13 | CONCRETE SAND | 1,471.00 | | 515351 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| | | 25,313.56 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 25,313.56 | | | | | | |
| ED DAVIS BUSINESS MACHIN 000229 | | | | | | | | |
| 37867 10/30/13 | DESK CALENDARS | 19.98 | | 127405 | | D N | OFFICE SUPPLIES | 101.45432.0220 |
| 37867 10/30/13 | OFFICE SUPPLIES | 324.75 | | 127445 | | D N | OFFICE SUPPLIES | 741.48001.0220 |
| 37867 10/30/13 | OFFICE SUPPLIES | 64.23 | | 127648 | | D N | OFFICE SUPPLIES | 741.48001.0220 |
| | | 408.96 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 408.96 | | | | | | |
| EMD MILLIPORE CORPORATIO 000464 | | | | | | | | |
| 37868 10/30/13 | LAB SUPPLIES | 169.93 | | 6584434 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| ENGINEERING AMERICA INC 002940 | | | | | | | | |
| 37869 10/30/13 | UV BALLAST | 474.00 | | 11716 | | D N | MTCE. OF EQUIPME | 651.48484.0224 |
| ERIC'S AVIATION SERVICES 002998 | | | | | | | | |
| 37870 10/30/13 | ON SITE MGMT SERV-NOV | 6,333.33 | | STMT/11-13 | | D N | PROFESSIONAL SER | 230.43430.0446 |
| EXCEL OVERHEAD DOOR 002443 | | | | | | | | |
| 37871 10/30/13 | REMOTES FOR DOORS | 179.55 | | 20758 | | D N | GENERAL SUPPLIES | 651.48486.0229 |
| EXPLORE MN TOURISM 002245 | | | | | | | | |
| 37872 10/30/13 | 2014 MARKETING CAMPAIGN | 800.00 | | 103013 | | D N | PREPAID EXPENSES | 208.128000 |
| 37872 10/30/13 | 2014 MARKETING CAMPAIGN | 800.00 | | 103013 | | D N | PREPAID EXPENSES | 208.128000 |
| | | 1,600.00 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 1,600.00 | | | | | | |
| FASTENAL COMPANY 001188 | | | | | | | | |
| 37873 10/30/13 | EAR PLUGS | 70.94 | | MNWIL109067 | | D N | SUBSISTENCE OF P | 651.48484.0227 |
| FIRST COVENANT CHURCH 002537 | | | | | | | | |
| 37874 10/30/13 | SIGN DEPOSIT REFUND | 100.00 | | 2013-19 | | D N | DEPOSITS-SIGN PE | 101.230001 |
| FISCHER/BETH 002484 | | | | | | | | |
| 37875 10/30/13 | CELL PHONE-NOVEMBER | 14.77 | | 102913 | | D M 07 | COMMUNICATIONS | 208.45005.0330 |
| 37875 10/30/13 | SPICER COMM. CLUB MTG | 11.71 | | 102913 | | D M 07 | TRAVEL-CONF.-SCH | 208.45005.0333 |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FISCHER/BETH | | 002484 | | | | | | | | | | | |
| 37875 | 10/30/13 | MN HEARTLAND BRD DINNER | 10.69 | | 102913 | | | D | M | 07 | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| 37875 | 10/30/13 | LODGING EXPENSE | 103.82 | | 102913 | | | D | M | 07 | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| 37875 | 10/30/13 | MN HEARTLAND MTG REGIS. | 25.00 | | 102913 | | | D | M | 07 | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| 37875 | 10/30/13 | CARD | 1.04 | | 102913 | | | D | M | 07 | | GENERAL SUPPLIES | 208.45006.0229 |
| 37875 | 10/30/13 | MSAE CONFERENCE DINNER | 6.83 | | 102913 | | | D | M | 07 | | OTHER CHARGES | 208.45008.0449 |
| 37875 | 10/30/13 | MSAE CONFERENCE DINNER | 143.48 | | 102913 | | | D | M | 07 | | OTHER CHARGES | 208.45008.0449 |
| 37875 | 10/30/13 | GIFT BASKET ITEMS | 36.79 | | 102913 | | | D | M | 07 | | OTHER CHARGES | 208.45010.0449 |
| 37875 | 10/30/13 | GIFT BASKET ITEMS | 19.24 | | 102913 | | | D | M | 07 | | OTHER CHARGES | 208.45010.0449 |
| | | | 373.37 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 373.37 | | | | | | | | | | |
| FIVE-STAR PUMPING | | 000234 | | | | | | | | | | | |
| 37876 | 10/30/13 | HAULED BIOSOLIDS | 1,155.00 | | 3538 | | | D | N | | | RENTS | 651.48486.0440 |
| FLEET ONE LLC | | 003045 | | | | | | | | | | | |
| 37877 | 10/30/13 | GAS-174.21 GALLONS | 527.81 | | 4553270001 | | | D | N | | | MOTOR FUELS AND | 101.42411.0222 |
| FLEXIBLE PIPE TOOL CO | | 000273 | | | | | | | | | | | |
| 37878 | 10/30/13 | SEWER CLEANER PARTS | 769.05 | | 16847 | | | D | N | | | MTCE. OF EQUIPME | 651.48485.0224 |
| GALLS | | 000288 | | | | | | | | | | | |
| 37879 | 10/30/13 | FLASHLIGHT BATTERY PACK | 64.11 | | 001102144 | | | D | N | | | MTCE. OF EQUIPME | 101.42411.0224 |
| GEISLINGER & SON'S INC | | 003005 | | | | | | | | | | | |
| 37880 | 10/30/13 | WESTERN INTERCEPTOR | 351,436.35 | | 1110/EST. 7 | | | D | N | | | MTCE. OF OTHER I | 432.48503.0336 |
| GENERAL MAILING SERVICES | | 000293 | | | | | | | | | | | |
| 37881 | 10/30/13 | POSTAGE | 7.28 | | 10103 | | | D | N | | | POSTAGE | 208.45005.0223 |
| 37881 | 10/30/13 | POSTAGE | 1,331.92 | | 10104 | | | D | N | | | POSTAGE | 208.45006.0223 |
| 37881 | 10/30/13 | POSTAGE | 91.43 | | 10182 | | | D | N | | | POSTAGE | 208.45006.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 12.04 | | 10242 | | | D | N | | | POSTAGE | 101.41401.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 18.17 | | 10242 | | | D | N | | | POSTAGE | 101.41402.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 62.35 | | 10242 | | | D | N | | | POSTAGE | 101.41403.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 1.68 | | 10242 | | | D | N | | | POSTAGE | 101.41404.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 42.00 | | 10242 | | | D | N | | | POSTAGE | 101.41405.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 15.00 | | 10242 | | | D | N | | | POSTAGE | 101.41408.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 0.56 | | 10242 | | | D | N | | | POSTAGE | 101.41409.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 1.12 | | 10242 | | | D | N | | | POSTAGE | 101.42411.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 3.92 | | 10242 | | | D | N | | | POSTAGE | 101.42412.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 0.56 | | 10242 | | | D | N | | | POSTAGE | 101.43417.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 39.47 | | 10242 | | | D | N | | | POSTAGE | 101.43425.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 1.12 | | 10242 | | | D | N | | | POSTAGE | 101.45432.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 3.36 | | 10242 | | | D | N | | | POSTAGE | 101.45433.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 1.68 | | 10242 | | | D | N | | | POSTAGE | 230.43430.0223 |
| 37881 | 10/30/13 | POSTAGE 10/07 - 10/11/13 | 1.68 | | 10242 | | | D | N | | | POSTAGE | 651.48484.0223 |
| | | | 1,635.34 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 1,635.34 | | | | | | | | | | |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GREEN MILL | | 001985 | | | | | | | | | | | |
| 37882 | 10/30/13 | CVB BOARD LUNCHES | 9.00 | | 8777 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41401.0333 |
| 37882 | 10/30/13 | CVB BOARD LUNCHES | 9.00 | | 8777 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41403.0333 |
| 37882 | 10/30/13 | CVB BOARD LUNCHES | 99.06 | | 8777 | | | D | N | | | TRAVEL-CONF.-SCH | 208.45005.0333 |
| | | | 117.06 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 117.06 | | | | | | | | | | |
| HANNEMAN/BENJAMIN J | | 003042 | | | | | | | | | | | |
| 37883 | 10/30/13 | NIGHT PIT TRAINING | 8.44 | | 576 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| HANSEN ADVERTISING SPECI | | 000321 | | | | | | | | | | | |
| 37884 | 10/30/13 | NAME BADGE HOLDERS | 1,158.00 | | 31789 | | | D | N | | | OTHER CHARGES | 208.45008.0449 |
| HATZINGER/MATTHEW J | | 003035 | | | | | | | | | | | |
| 37885 | 10/30/13 | WASTEWATER CLASS D EXAM | 71.19 | | 448 | | | D | N | | | TRAVEL-CONF.-SCH | 651.48484.0333 |
| HAUG IMPLEMENT CO - JOHN | | 000324 | | | | | | | | | | | |
| 37886 | 10/30/13 | SMALL TOOLS | 132.51 | | 141909 | | | D | N | | | SMALL TOOLS | 101.45433.0221 |
| 37886 | 10/30/13 | SMALL TOOLS | 19.66CR | | 141912 | | | D | N | | | SMALL TOOLS | 101.45433.0221 |
| 37886 | 10/30/13 | AIR CONVEYANCE FILTER | 42.17 | | 142062 | | | D | N | | | MTCE. OF EQUIPME | 651.48485.0224 |
| 37886 | 10/30/13 | HYD. QUICK CONNECT CPL | 2,971.21 | | 143913 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| | | | 3,126.23 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 3,126.23 | | | | | | | | | | |
| HAUG-KUBOTA LLC | | 002609 | | | | | | | | | | | |
| 37887 | 10/30/13 | #115469-WINDSHIELD | 419.71 | | 3687 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| 37887 | 10/30/13 | #115645-ORING/BOLT/NUT | 7.00 | | 3702 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| 37887 | 10/30/13 | BSHNGS/STEERING SUPPORTS | 151.31 | | 3751 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| 37887 | 10/30/13 | COOLANT HOSE | 12.27 | | 3752 | | | D | N | | | MTCE. OF EQUIPME | 101.43425.0224 |
| | | | 590.29 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 590.29 | | | | | | | | | | |
| HAWKINS INC | | 000325 | | | | | | | | | | | |
| 37888 | 10/30/13 | FERRIC CHLORIDE | 4,778.61 | | 3525758 RI | | | D | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| HAY/JASON | | 002690 | | | | | | | | | | | |
| 37889 | 10/30/13 | FIELD TRAINING | 510.01 | | 550 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| HENDRICKSON *PETTY CASH/ | | 002975 | | | | | | | | | | | |
| 37890 | 10/30/13 | TO REIMBURSE PETTY CASH | 27.54 | | 102113 | | | D | N | | | GENERAL SUPPLIES | 101.42412.0229 |
| 37890 | 10/30/13 | TO REIMBURSE PETTY CASH | 28.00 | | 102113 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| | | | 55.54 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 55.54 | | | | | | | | | | |
| HENDRICKSON/GARY | | 003006 | | | | | | | | | | | |
| 37891 | 10/30/13 | MSFCA CONFERENCE | 1,073.85 | | 257 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42412.0333 |
| HILLENBRAND/DAVID | | 002497 | | | | | | | | | | | |
| 37892 | 10/30/13 | MILEAGE 8/26-10/25/13 | 19.33 | | 103013 | | | D | N | | | TRAVEL-CONF.-SCH | 101.41409.0333 |

| VENDOR NAME AND NUMBER / CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|
| HILLYARD FLOOR CARE SUPP 000333 | | | | | | | | |
| 37893 10/30/13 | SUPPLIES | 140.05 | | 600884321 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| HOLME/MICHAEL 002511 | | | | | | | | |
| 37894 10/30/13 | NIGHT PIT TRAINING | 8.75 | | 555 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |
| HYDRITE CHEMICAL CO 002837 | | | | | | | | |
| 37895 10/30/13 | MAGNESIUM HYDROXIDE | 9,024.60 | | 01643882 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| INTERSTATE POWER SYSTEMS 001699 | | | | | | | | |
| 37896 10/30/13 | BELTS | 195.50 | | 576453 RI | | D N | MTCE. OF EQUIPME | 651.48484.0224 |
| JAGUSH/JEFFREY 003037 | | | | | | | | |
| 37897 10/30/13 | MILEAGE 10/15-10/25/13 | 22.60 | | 103013 | | D N | TRAVEL-CONF.-SCH | 101.43425.0333 |
| 37897 10/30/13 | MILEAGE 10/15-10/25/13 | 22.60 | | 103013 | | D N | TRAVEL-CONF.-SCH | 101.45435.0333 |
| | | 45.20 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 45.20 | | | | | | |
| JIMMY JOHN'S .02079 | | | | | | | | |
| 37898 10/30/13 | SIGN DEPOSIT REFUND | 100.00 | | 2013-22 | | D N | DEPOSITS-SIGN PE | 101.230001 |
| KANDIYOHI CO AUDITOR 000376 | | | | | | | | |
| 37842 10/18/13 | REFUND DOUBLE PYMT | 7,199.23 | | 101813 | | D N | REFUNDS AND REIM | 101.41428.0882 |
| KANDIYOHI CO-OP ELECTRIC 000375 | | | | | | | | |
| 37899 10/30/13 | WELCOME TO WILLMAR SIGN | 105.00 | | STMT/10-13 | | D N | UTILITIES | 101.43425.0332 |
| 37899 10/30/13 | WELCOME TO WILLMAR SIGN | 44.70 | | STMT/10-13 | | D N | UTILITIES | 101.43425.0332 |
| 37899 10/30/13 | CO RD 23/HWY 71 BYPASS | 110.00 | | STMT/10-13 | | D N | UTILITIES | 101.43425.0332 |
| 37899 10/30/13 | ELEC SERV-LIFT STATIONS | 742.00 | | STMT/10-13 | | D N | UTILITIES | 651.48485.0332 |
| 37899 10/30/13 | ABBOTT DR LIFT STATION | 68.00 | | STMT/10-13 | | D N | UTILITIES | 651.48485.0332 |
| 37899 10/30/13 | ELEC SERV-SECURITY LIGHT | 36.00 | | STMT/10-13 | | D N | UTILITIES | 651.48486.0332 |
| | | 1,105.70 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 1,105.70 | | | | | | |
| KENNEDY & GRAVEN, CHARTE 002520 | | | | | | | | |
| 37900 10/30/13 | PROFESSIONAL SERVICES | 1,381.50 | | 116612 | | D N | PROFESSIONAL SER | 432.48483.0446 |
| KING/VINCENT 001264 | | | | | | | | |
| 37901 10/30/13 | FORENSIC TRAINING | 9.29 | | 557 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |
| KOLSTAD/KRISTIAN M 001723 | | | | | | | | |
| 37902 10/30/13 | FORENSIC TRAINING | 8.98 | | 558 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |
| LANGE/CRAIG 002000 | | | | | | | | |
| 37903 10/30/13 | NIGHT PIT TRAINING | 8.97 | | 554 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |
| LAPATKA/ANTHONY J 001431 | | | | | | | | |
| 37904 10/30/13 | NIGHT PIT TRAINING | 7.89 | | 552 | | D N | TRAVEL-CONF.-SCH | 101.42411.0333 |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LEAGUE OF MN CITIES 000412 | | | | | | | | | | | | | |
| 37905 | 10/30/13 | ANNUAL STORMWATER FEE | 506.64 | | 192403 | | | D | N | | | PREPAID EXPENSES | 101.128000 |
| 37905 | 10/30/13 | ANNUAL STORMWATER FEE | 253.36 | | 192403 | | | D | N | | | SUBSCRIPTIONS AN | 101.43425.0443 |
| | | | 760.00 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 760.00 | | | | | | | | | | |
| LET'S PLAY INC 002760 | | | | | | | | | | | | | |
| 37906 | 10/30/13 | HOCKEY TOURNAMENT AD | 535.00 | | 12243 | | | D | N | | | OTHER CHARGES | 208.45011.0449 |
| LINCOLN FINANCIAL GROUP 002789 | | | | | | | | | | | | | |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 34.40 | | M268 | | | D | N | | | COBRA INS PREMIU | 101.120001 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 47.06 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41400.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 48.75 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41402.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 19.50 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41403.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 39.00 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41404.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 29.25 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41405.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 9.75 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41408.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 39.00 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41409.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 2.44 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.41424.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBE | 1,508.95 | | M268 | | | D | N | | | INS. PASS THROUG | 101.41428.0819 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 351.00 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.42411.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 29.25 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.42412.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 24.38 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.43417.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 187.20 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.43425.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 19.50 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.45432.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 39.00 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.45433.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 5.85 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.45435.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 4.87 | | M268 | | | D | N | | | EMPLOYER INSUR. | 101.45437.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 89.70 | | M268 | | | D | N | | | EMPLOYER INSUR. | 651.48484.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 9.75 | | M268 | | | D | N | | | EMPLOYER INSUR. | 651.48485.0114 |
| 37907 | 10/30/13 | LIFE INSURANCE-NOVEMBER | 9.75 | | M268 | | | D | N | | | EMPLOYER INSUR. | 651.48486.0114 |
| | | | 2,548.35 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 2,548.35 | | | | | | | | | | |
| M-R SIGN CO INC 000424 | | | | | | | | | | | | | |
| 37908 | 10/30/13 | STREET SIGNS | 144.28 | | 178922 | | | D | N | | | MTCE. OF OTHER I | 101.43425.0226 |
| MAGNUSON SHEET METAL INC 001121 | | | | | | | | | | | | | |
| 37909 | 10/30/13 | FURNACE/BOILER MTCE | 85.00 | | 122443 | | | D | N | | | MTCE. OF STRUCTU | 230.43430.0335 |
| MENARDS 000449 | | | | | | | | | | | | | |
| 37910 | 10/30/13 | DRILL BIT SET | 21.33 | | 34137 | | | D | N | | | SMALL TOOLS | 651.48484.0221 |
| 37910 | 10/30/13 | PLANT SUPPLIES | 36.05 | | 34137 | | | D | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| 37910 | 10/30/13 | PLANT SUPPLIES | 24.39 | | 34576 | | | D | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| | | | 81.77 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 81.77 | | | | | | | | | | |
| MEREDITH CORPORATION 003046 | | | | | | | | | | | | | |
| 37911 | 10/30/13 | ADVERTISING | 2,802.00 | | ML MAR/APR2014 | | | D | N | | | PREPAID EXPENSES | 208.128000 |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| METRO SALES INC | | 003016 | | | | | | | | | | | |
| 37912 | 10/30/13 | COPIER MTCE CHARGE-OCT | 241.92 | | 557838 | | | D | N | | | MTCE. OF EQUIPME | 741.48001.0334 |
| 37912 | 10/30/13 | COPIER LEASE 1/1-1/24 | 240.47 | | 558638 | | | D | N | | | PREPAID EXPENSES | 101.128000 |
| 37912 | 10/30/13 | COPIER LEASE 10/24-12/31 | 480.94 | | 558638 | | | D | N | | | RENTS | 101.42411.0440 |
| 37912 | 10/30/13 | COPIER MTCE 1/1-1/24 | 145.46 | | 559342 | | | D | N | | | PREPAID EXPENSES | 101.128000 |
| 37912 | 10/30/13 | COPIER MTCE 10/24-12/31 | 290.92 | | 559342 | | | D | N | | | MTCE. OF EQUIPME | 101.42411.0334 |
| | | | 1,399.71 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 1,399.71 | | | | | | | | | | |
| MINI BIFF LLC | | 001805 | | | | | | | | | | | |
| 37913 | 10/30/13 | TOILET RENTALS | 25.03 | | A-60322 | | | D | N | | | RENTS | 101.43425.0440 |
| 37913 | 10/30/13 | TOILET RENTALS | 25.03 | | A-60323 | | | D | N | | | RENTS | 101.43425.0440 |
| 37913 | 10/30/13 | TOILET RENTALS | 25.03 | | A-60324 | | | D | N | | | RENTS | 101.43425.0440 |
| 37913 | 10/30/13 | TOILET RENTALS | 25.03 | | A-60325 | | | D | N | | | RENTS | 101.43425.0440 |
| 37913 | 10/30/13 | TOILET RENTALS | 25.03 | | A-60326 | | | D | N | | | RENTS | 101.43425.0440 |
| 37913 | 10/30/13 | TOILET RENTALS | 90.09 | | A-60415 | | | D | N | | | RENTS | 101.43425.0440 |
| | | | 215.24 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 215.24 | | | | | | | | | | |
| MN DEPT OF REVENUE | | 000492 | | | | | | | | | | | |
| 192 | 10/18/13 | SALES TAX-SEPTEMBER | 409.00 | | STMT/9-13 | | | M | N | | | SALES TAX PAYABL | 101.206000 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 194.76 | | STMT/9-13 | | | M | N | | | SALES TAX PAYABL | 101.206000 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 16.64 | | STMT/9-13 | | | M | N | | | SMALL TOOLS | 101.41409.0221 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 7.37 | | STMT/9-13 | | | M | N | | | SMALL TOOLS | 101.42411.0221 |
| 192 | 10/18/13 | DIESEL FUEL TAX-SEPT | 1.50 | | STMT/9-13 | | | M | N | | | MOTOR FUELS AND | 101.42411.0222 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 31.76 | | STMT/9-13 | | | M | N | | | OFFICE SUPPLIES | 101.42412.0220 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 15.41 | | STMT/9-13 | | | M | N | | | SAFETY PROGRAM | 101.42428.0817 |
| 192 | 10/18/13 | DIESEL FUEL TAX-SEPT | 107.97 | | STMT/9-13 | | | M | N | | | MOTOR FUELS AND | 101.43425.0222 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 113.04 | | STMT/9-13 | | | M | N | | | MOTOR FUELS AND | 101.43425.0222 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 2.58 | | STMT/9-13 | | | M | N | | | MOTOR FUELS AND | 101.45433.0222 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 1.62 | | STMT/9-13 | | | M | N | | | MOTOR FUELS AND | 230.43430.0222 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 643.70 | | STMT/9-13 | | | M | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| 192 | 10/18/13 | DIESEL FUEL TAX-SEPT | 59.54 | | STMT/9-13 | | | M | N | | | MOTOR FUELS AND | 651.48485.0222 |
| 192 | 10/18/13 | USE TAX-SEPTEMBER | 12.12 | | STMT/9-13 | | | M | N | | | MTCE. OF EQUIPME | 651.48486.0224 |
| | | | 1,617.01 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 1,617.01 | | | | | | | | | | |
| MN HEARTLAND TOURISM ASS | | 002651 | | | | | | | | | | | |
| 37914 | 10/30/13 | MEMBERSHIP DUES | 275.00 | | 102913 | | | D | N | | | PREPAID EXPENSES | 208.128000 |
| MN HWY SAFETY & RESEARCH | | 000352 | | | | | | | | | | | |
| 37915 | 10/30/13 | SEMINAR REGISTRATIONS | 1,115.00 | | 629430-3499 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| 37915 | 10/30/13 | SEMINAR REGISTRATIONS | 396.00 | | 629430-3506 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| 37915 | 10/30/13 | SEMINAR REGISTRATIONS | 792.00 | | 629430-3513 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| 37915 | 10/30/13 | SEMINAR REGISTRATIONS | 396.00 | | 629430-3532 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| 37915 | 10/30/13 | SEMINAR REGISTRATIONS | 469.00 | | 629430-3540 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| | | | 3,168.00 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 3,168.00 | | | | | | | | | | |

| VENDOR NAME AND NUMBER / CHECK# | DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MONSON CORPORATION | | 000126 | | | | | | | | | | | |
| 37916 | 10/30/13 | MIX FOR STREET PATCHIN | 2,220.79 | | 1869SB | | | D | N | | | MTCE. OF OTHER I | 101.43425.0226 |
| 37916 | 10/30/13 | MIX FOR STREET PATCHIN | 1,119.71 | | 1881SB | | | D | N | | | MTCE. OF OTHER I | 101.43425.0226 |
| 37916 | 10/30/13 | MIX FOR STREET PATCHING | 556.31 | | 1885SB | | | D | N | | | MTCE. OF OTHER I | 101.43425.0226 |
| | | | 3,896.81 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 3,896.81 | | | | | | | | | | |
| MSAE | | 000538 | | | | | | | | | | | |
| 37917 | 10/30/13 | FISCHER-FALL CONFERENCE | 270.00 | | 6508436 | | | D | N | | | OTHER CHARGES | 208.45008.0449 |
| MSPN INC | | 001685 | | | | | | | | | | | |
| 37918 | 10/30/13 | DESTINATIONS AD | 380.00 | | 11247 | | | D | N | | | ADVERTISING | 208.45006.0447 |
| 37918 | 10/30/13 | DESTINATIONS AD | 380.00 | | 11247 | | | D | N | | | OTHER CHARGES | 208.45010.0449 |
| | | | 760.00 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 760.00 | | | | | | | | | | |
| MVTL LABORATORIES INC | | 000544 | | | | | | | | | | | |
| 37919 | 10/30/13 | PROFESSIONAL SERVICES | 384.00 | | 676436 | | | D | N | | | PROFESSIONAL SER | 651.48484.0446 |
| 37919 | 10/30/13 | PROFESSIONAL SERVICES | 39.00 | | 677225 | | | D | N | | | PROFESSIONAL SER | 651.48484.0446 |
| 37919 | 10/30/13 | PROFESSIONAL SERVICES | 39.00 | | 677750 | | | D | N | | | PROFESSIONAL SER | 651.48484.0446 |
| | | | 462.00 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 462.00 | | | | | | | | | | |
| NAMEPLATES | | 000546 | | | | | | | | | | | |
| 37920 | 10/30/13 | MYLAR LABELS | 220.84 | | 289691 | | | D | N | | | OFFICE SUPPLIES | 101.41403.0220 |
| NEW LONDON FINE ART FEST | | 002866 | | | | | | | | | | | |
| 37921 | 10/30/13 | SPECIAL PROJECTS FUNDING | 250.00 | | 103013 | | | D | N | | | OTHER CHARGES | 208.45013.0449 |
| NEXTEL COMMUNICATION | | 000578 | | | | | | | | | | | |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 59.03 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.41400.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 63.03 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.41402.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 59.03 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.41403.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 59.03 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.41405.0330 |
| 37922 | 10/30/13 | 7 I-PADS | 3,964.99 | | 317498885-065 | | | D | N | | | SMALL TOOLS | 101.41409.0221 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 727.57 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.41409.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 309.14 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.42411.0330 |
| 37922 | 10/30/13 | SAMSUNG PHONE | 374.05 | | 317498885-065 | | | D | N | | | SMALL TOOLS | 101.42412.0221 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 173.59 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.42412.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 50.56 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.43417.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 131.87 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.43425.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 37.14 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.45432.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 21.81 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 101.45433.0330 |
| 37922 | 10/30/13 | CELLULAR PHONE USAGE | 58.22 | | 317498885-065 | | | D | N | | | COMMUNICATIONS | 651.48484.0330 |
| | | | 6,089.06 | *CHECK TOTAL | | | | | | | | | |
| | | VENDOR TOTAL | 6,089.06 | | | | | | | | | | |
| PETERSON SHOE STORE | | 000608 | | | | | | | | | | | |
| 37923 | 10/30/13 | VANDENEINDE-SFTY BOOTS | 125.00 | | 151487 | | | D | N | | | SUBSISTENCE OF P | 101.43425.0227 |

| VENDOR NAME AND NUMBER / CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|
| PETERSON SHOE STORE 000608 | | | | | | | | |
| 37923 10/30/13 | LINDAHL-SAFETY BOOTS | 125.00 | | 151707 | | D N | SUBSISTENCE OF P | 651.48486.0227 |
| | | 250.00 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 250.00 | | | | | | |
| PLUNKETT'S PEST CONTROL 000620 | | | | | | | | |
| 37924 10/30/13 | PROFESSIONAL SERVICES | 320.63 | | 3929364 | | D N | PROFESSIONAL SER | 101.42412.0446 |
| PRINT MASTERS 000624 | | | | | | | | |
| 37925 10/30/13 | PLOW ROUTE CHARTS | 10.15 | | 76049 | | D N | GENERAL SUPPLIES | 101.43425.0229 |
| QUAM CONSTRUCTION CO INC 000634 | | | | | | | | |
| 37926 10/30/13 | REPL. BROKEN HYDRANT | 2,933.00 | | 1465 | | D N | MTCE. OF OTHER I | 101.43425.0336 |
| QUICK SIGNS 001093 | | | | | | | | |
| 37927 10/30/13 | EMERGENCY SIGN | 23.51 | | 169434 | | D N | MTCE. OF OTHER I | 101.43425.0226 |
| 37927 10/30/13 | SKATING RINK SIGNS | 62.79 | | 169443 | | D N | MTCE. OF OTHER I | 101.43425.0226 |
| 37927 10/30/13 | NUMBER FOR EXISTING SIGN | 16.03 | | 169471 | | D N | MTCE. OF OTHER I | 101.43425.0226 |
| | | 102.33 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 102.33 | | | | | | |
| RADIO SHACK ACCOUNTS REC 000637 | | | | | | | | |
| 37928 10/30/13 | FOLDABLE HEADPHONES | 32.05 | | 021832 | | D N | SMALL TOOLS | 101.41409.0221 |
| RICE HOSPITAL 001166 | | | | | | | | |
| 37929 10/30/13 | PROFESSIONAL SERVICES | 32.25 | | 3078 | | D N | PROFESSIONAL SER | 101.42411.0446 |
| RICOH USA INC 002101 | | | | | | | | |
| 37930 10/30/13 | COPIER LEASE AGRMT | 675.45 | | 91044530 | | D N | RENTS | 741.48001.0440 |
| ROTARY CLUB OF WILLMAR 000829 | | | | | | | | |
| 37931 10/30/13 | QUARTERLY MEALS | 123.50 | | 737 | | D N | SUBSISTENCE OF P | 101.41400.0227 |
| 37931 10/30/13 | QUARTERLY DUES OCT-DEC | 35.00 | | 737 | | D N | SUBSCRIPTIONS AN | 101.41400.0443 |
| | | 158.50 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 158.50 | | | | | | |
| RULE TIRE SHOP 000665 | | | | | | | | |
| 37932 10/30/13 | TIRES FOR GATOR | 203.06 | | 64221 | | D N | MTCE. OF EQUIPME | 651.48486.0224 |
| 37932 10/30/13 | TIRE REPAIR-LABOR | 78.76 | | 64222 | | D N | MTCE. OF EQUIPME | 651.48484.0334 |
| 37932 10/30/13 | TIRES FOR AIR COMPRESSOR | 190.94 | | 64244 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 37932 10/30/13 | #984472-TIRES | 12.41 | | 64260 | | D N | MTCE. OF EQUIPME | 101.43425.0224 |
| 37932 10/30/13 | INST. TIRES-LABOR | 19.50 | | 64260 | | D N | MTCE. OF EQUIPME | 101.43425.0334 |
| | | 504.67 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 504.67 | | | | | | |
| ST CLOUD TECH & COMM COL 001314 | | | | | | | | |
| 37933 10/30/13 | FIRE SCHOOL/TRAINING | 580.00 | | 00138049 | | D N | TRAVEL-CONF.-SCH | 101.42412.0333 |

| VENDOR NAME AND NUMBER / CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F S 9 BX M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|
| SURPLUS WAREHOUSE INC 000728 | | | | | | | | |
| 37934 10/30/13 | MICROWAVE DISPOSAL | 10.00 | | 102513 | | D N | CLEANING AND WAS | 651.48484.0338 |
| TDS METROCOM 000758 | | | | | | | | |
| 37935 10/30/13 | MONTHLY SERVICE | 231.92 | | 246 | | D N | COMMUNICATIONS | 101.42412.0330 |
| 37935 10/30/13 | MONTHLY SERVICE | 49.16 | | 246 | | D N | COMMUNICATIONS | 101.43425.0330 |
| | | 281.08 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 281.08 | | | | | | |
| THIEF RIVER FALLS CONV. .02080 | | | | | | | | |
| 37936 10/30/13 | FISCHER-CVB CONF LODGING | 183.12 | | 391 | | D N | TRAVEL-CONF.-SCH | 208.45005.0333 |
| THOMPSON *PETTY CASH/CO 000745 | | | | | | | | |
| 37937 10/30/13 | TO REIMBURSE PETTY CASH | 35.81 | | 102913 | | D N | OFFICE SUPPLIES | 651.48484.0220 |
| 37937 10/30/13 | TO REIMBURSE PETTY CASH | 24.69 | | 102913 | | D N | MTCE. OF OTHER I | 651.48484.0226 |
| 37937 10/30/13 | TO REIMBURSE PETTY CASH | 26.43 | | 102913 | | D N | GENERAL SUPPLIES | 651.48484.0229 |
| 37937 10/30/13 | TO REIMBURSE PETTY CASH | 6.60 | | 102913 | | D N | POSTAGE | 651.48486.0223 |
| | | 93.53 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 93.53 | | | | | | |
| THOMPSON/COLLEEN 000948 | | | | | | | | |
| 37938 10/30/13 | MILEAGE 8/5-10/22/13 | 333.92 | | 102213 | | D N | TRAVEL-CONF.-SCH | 651.48484.0333 |
| UNCOMMON USA INC 001286 | | | | | | | | |
| 37939 10/30/13 | FLAG POLES | 93.73 | | 706619 | | D N | GENERAL SUPPLIES | 101.42412.0229 |
| 37939 10/30/13 | FLAG POLE GROUND SLEEVES | 330.89 | | 706705 | | D N | MTCE. OF OTHER I | 230.43430.0226 |
| | | 424.62 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 424.62 | | | | | | |
| VIGIL/RUDY 000951 | | | | | | | | |
| 37940 10/30/13 | MILEAGE 9/17-10/29/13 | 166.11 | | 103013 | | D N | TRAVEL-CONF.-SCH | 101.41409.0333 |
| VISION 2040 .02078 | | | | | | | | |
| 37941 10/30/13 | STEVENS-MEETING REGIS. | 11.00 | | 102313 | | D N | SUBSISTENCE OF P | 101.41400.0227 |
| 37941 10/30/13 | PETERSON-MEETING REGIS. | 11.00 | | 102313 | | D N | SUBSISTENCE OF P | 101.41402.0227 |
| 37941 10/30/13 | HALLIDAY-MEETING REGIS. | 11.00 | | 102313 | | D N | SUBSISTENCE OF P | 101.41403.0227 |
| 37941 10/30/13 | HENDRICKSON-MTG REGIS. | 11.00 | | 102313 | | D N | SUBSISTENCE OF P | 101.42412.0227 |
| | | 44.00 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 44.00 | | | | | | |
| WAL-MART COMMUNITY 000789 | | | | | | | | |
| 37942 10/30/13 | MICROWAVE | 80.16 | | 092013 | | D N | SMALL TOOLS | 651.48484.0221 |
| 37942 10/30/13 | BATTERIES | 11.72 | | 092413 | | D N | GENERAL SUPPLIES | 101.42411.0229 |
| | | 91.88 | *CHECK TOTAL | | | | | |
| | VENDOR TOTAL | 91.88 | | | | | | |
| WEST CENTRAL SANITATION 000805 | | | | | | | | |
| 37943 10/30/13 | GARBAGE SERVICE-OCTOBER | 27.58 | | 6806100/10-13 | | D N | CLEANING AND WAS | 230.43430.0338 |

| VENDOR NAME AND NUMBER / CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WILLMAR AUTO PLAZA 002754 | | | | | | | | | | | | |
| 37944 10/30/13 | PROPANE-STREET PATCHING | 115.04 | | 082113 | | | D | N | | | MTCE. OF OTHER I | 101.43425.0226 |
| WILLMAR CHAMBER OF COMME 000812 | | | | | | | | | | | | |
| 37945 10/30/13 | MAIL PICKUP FEE-SEP | 50.00 | | 39035 | | | D | N | | | POSTAGE | 208.45005.0223 |
| WILLMAR DESIGN CENTER 002348 | | | | | | | | | | | | |
| 37946 10/30/13 | EXPENSE REIMBURSEMENT | 2,356.40 | | 102313 | | | D | N | | | DOWNTOWN ITEMS | 101.41428.0820 |
| WILLMAR ELECTRIC SERVICE 000816 | | | | | | | | | | | | |
| 37947 10/30/13 | PHONE SYSTEM MTCE-LABOR | 88.17 | | 23635 | | | D | N | | | MTCE. OF EQUIPME | 101.41409.0334 |
| WILLMAR WATER & SPAS 000831 | | | | | | | | | | | | |
| 37948 10/30/13 | SOFTENER SALT | 13.15 | | E6530 | | | D | N | | | GENERAL SUPPLIES | 101.41408.0229 |
| 37948 10/30/13 | LAB WATER | 36.75 | | E6534 | | | D | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| 37948 10/30/13 | LAB WATER | 34.00 | | E6714 | | | D | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| 37948 10/30/13 | BOTTLED WATER | 7.00 | | E6966 | | | D | N | | | SUBSISTENCE OF P | 101.41408.0227 |
| 37948 10/30/13 | SOFTENER SALTS | 4.38 | | E6966 | | | D | N | | | GENERAL SUPPLIES | 101.41408.0229 |
| 37948 10/30/13 | LAB WATER | 38.50 | | E6970 | | | D | N | | | GENERAL SUPPLIES | 651.48484.0229 |
| 37948 10/30/13 | WTR PURIFIER RENTAL-NOV | 37.41 | | 13/11 | | | D | N | | | RENTS | 101.41408.0440 |
| | | 171.19 | *CHECK TOTAL | | | | | | | | | |
| | VENDOR TOTAL | 171.19 | | | | | | | | | | |
| WOSMEK/JARED 000093 | | | | | | | | | | | | |
| 37949 10/30/13 | NIGHT PIT TRAINING | 9.83 | | 553 | | | D | N | | | TRAVEL-CONF.-SCH | 101.42411.0333 |
| YATES III/WILLIAM L .02077 | | | | | | | | | | | | |
| 37950 10/30/13 | OVERCHARGE ON TOWING FEE | 30.00 | | 101513 | | | D | N | | | REFUNDS AND REIM | 101.41428.0882 |

| VENDOR NAME AND NUMBER CHECK# DATE | DESCRIPTION | AMOUNT | CLAIM | INVOICE | PO# | F | S | 9 | BX | M | ACCOUNT NAME | ACCOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| REPORT TOTALS: | | 509,289.40 | | | | | | | | | | |

RECORDS PRINTED - 000303

FUND RECAP:

| FUND | DESCRIPTION | DISBURSEMENTS |
|---|---|---|
| 101 | GENERAL FUND | 49,396.62 |
| 208 | CONVENTION & VISITORS BUREAU | 10,045.32 |
| 230 | WILLMAR MUNICIPAL AIRPORT | 7,213.53 |
| 411 | S.A.B.F. - #2011 | 21,738.26 |
| 412 | S.A.B.F. - #2012 | 2,104.30 |
| 413 | S.A.B.F. - #2013 | 21,408.80 |
| 432 | C.P. - WASTE TREATMENT | 364,364.42 |
| 450 | CAPITAL IMPROVEMENT FUND | 8,595.00 |
| 651 | WASTE TREATMENT | 23,116.80 |
| 741 | OFFICE SERVICES | 1,306.35 |
| TOTAL ALL FUNDS | | 509,289.40 |

BANK RECAP:

| BANK | NAME | DISBURSEMENTS |
|---|---|---|
| HERT | HERITAGE BANK | 509,289.40 |
| TOTAL ALL BANKS | | 509,289.40 |

**WILLMAR PLANNING COMMISSION**
**CITY OF WILLMAR, MN**
**WEDNESDAY, OCTOBER 23, 2013**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, October 23, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

   ** Members Present: Charles Oakes, Gary Geiger, Bob Poe, Andrew Engan, and Margaret Fleck.

   ** Members Absent: Nick Davis, Scott Thaden, Mark Klema, and Randy Cazarnetzki.

   ** Others Present: Steven Salzer, Joan Arbisi Little, Tammie Knick, Jim Sieben, Bruce D. Peterson-Director Planning and Development Services, and Megan DeSchepper-Planner.

2. MINUTES: The minutes of the September 25, 2013 meeting were approved as submitted.

3. TECHNICAL ACADEMIES OF MN-CHARTER SCHOOL MINNWEST TECHNOLOGY CAMPUS PLAN REVIEW- FILE NO. 13-10: Steve Salzer of MinnWest Technology Campus presented a request for plan review for a Charter School Technical Academies of Minnesota on property legally described as Unit 8 of the MinnWest Technology Campus, CIC #40 First Supplemental (1705 16th St. NE).

   Joan Arbisi Little an educator from St. Paul explained that the Charter School is a Minnesota Department of Education and DEED project where they do project based learning, skills, and mentorship programs. The school will be a 7th through 12th grade charter school with 150 children max, and 10 to 15 teachers.

   The Planning Commission reviewed the Technology Zoning Districts which permits education uses. The Commission talked about parking for the use. Staff added that with the MinnWest Technology Campus they do not usually get a site plan as the campus is already built. However with the type of the use the Commission can certainly request to see the parking plan.

   Mr. Salzer added that they are submitting a 100 car parking lot to the Historical Society for review and approval.

   Jim Sieben of the MinnWest Technology Campus said this is a good fit for the campus as a way to connect with future work forces to get the skills they need for their workers. Not to mention that their employees children could attend the school.

The Commission also discussed that the school districts that lose children to this new school will lose funding. Ms. Arbisi Little explained that the Charter School is a separate school district and does not require the Willmar School Districts approval. They will get funding from the state per child, but often times do work with the area school district to share resources etc.

Mr. Geiger made a motion, seconded by Ms. Fleck, to approve the plan review for the Technical Academies of MN Charter School at the MinnWest Technology Campus with the following conditions:

A. The parking lot plan shall be submitted for review and approval by the Planning Commission at an upcoming meeting.
B. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission made the following affirmative findings of fact as per Section 9.E.3.a.1-7:

1. That the plan review, with such conditions as the Commission shall determine and attach, conforms to the purpose and intent of this Ordinance, and is in conformity with the Comprehensive Land Use Plan of the City as education uses are listed in the Technology District.
2. That there was no factual demonstration of a substantial/appreciable negative impact on values to properties in the neighborhood from the proposed conditional use as no appraisals were submitted to prove so.
3. The plan review will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance to the community as they will maintain the historic designation and meet all historical society regulations for the campus.
4. That the plan review will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district as zoned as the campus is fully developed.
5. That adequate utilities, access roads, stormwater management, and other necessary facilities have been, or are being, provided as a parking plan has been drafted and will be reviewed by the Planning Commission at an upcoming meeting.
6. That adequate measures have been, or will be, taken to provide ingress and egress in such a manner as to minimize traffic congestion and maximize public safety in the public streets as the street infrastructure is already existing.
7. The conditional use will be designed, constructed, operated, and maintained in a manner that is compatible in appearance with the existing or intended character of the surrounding area/neighborhood as it's a vacant building that will be functional again.

The motion carried.

4. MISCELLANY- RULE TIRE BUILDING: Staff explained that the Rule Family has offered to gift their property/building to the City or a nonprofit at 620 Pacific Ave. SW for tax purposes. The Family has stated that if a deal cannot be struck within 30 days they will walk away from the property. A not for profit is interested in the property and hopes to demo the building and use the lot for parking. This is a preferred

solution as it will keep the property as a taxable lot and as the City had no definite plans for the property. However if this proposal falls through the City could step in to keep it from going tax forfeiture and then the whole condemnation and demolition will be more costly.

Mr. Engan made a motion, seconded by Ms. Fleck, to approve the City to accept the gift of property/building if the other not for profit entity doesn't accept it.

The motion carried.

5. FIVE YEAR CAPITAL IMPROVEMENT REVIEW: Staff presented a summary of the 2014 Capital Improvement Plans for the City of Willmar. The Commission reviewed the summary report and kept their review focused on land use items. There was a discussion about the need to do more for stormwater planning and improvements as it's an ongoing issue that never seems to be resolved.

   Mr. Geiger made a motion, seconded by Mr. Poe to forward the Capital Improvements priority list to the city council to include the recommendations into their budgeting process with focus on more and continued funding for stormwater projects.

   The motion carried.

6. STINGERS OFFICE AGREEMENT: Staff updated the Commission that the Stingers temporary office trailer was approved by the Commission two years ago with the stipulation that it would be reviewed again prior to January 2014. The goal is to ultimately build a permanent office facility at Taunton Field, but the Stingers/City of Willmar does not have the necessary funds yet.

   The Commission talked about the Stingers trailer not being an eyesore or issue as they keep it up and it functions for their needs.

   Mr. Czarnetzki made a motion, seconded by Mr. Poe, to continue to allow the Stingers to operate out of the office trailer until January 2016.

   The motion carried.

7. ZONING ORDINANCE UPDATE CONTINUED: Staff distributed a draft of Section 2. Definitions. The Commission will review the packet of other communities zoning ordinance definitions sections to further review and discuss at the next meeting. Staff will supply a list to the Planning Commission of specific definitions in the current ordinance that need reviewing/updating.

8. There being no further business to come before the Commission, the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager

## 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)

_____ City/County Economic Development Operations Board (meets monthly)

_____ Community Education & Recreation Advisory 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)

_____ Rice Memorial Hospital (meets bi-monthly)

__X__ Willmar Convention and Visitors Board

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

## Applicant Information

Name: Rick Schueller

Date of Application: 10/15/2013

Address: Willmar
(must be a resident of the City of Willmar)

Phone No. 320-979-0533

Email: schueller68.rs@gmail.com

What prompted you to make application for a citizen committee? I wanted to find out what goes on in trying to get events to come to Willmar

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

I want to help the City of Willmar draw more interest to our City and surrounding areas. I feel we are often overlooked in favor of other cities and would like to be a part of a group that is trying to draw more events to our area which are beneficial to all who do business in the area.

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

I'm not sure if I have a special background per say, but I am a very hard worker and have worked my way up in business by paying attention and learning. I have always worked well with others.

List your educational background: Graduated from Russell-Tyler High School; attended Ridgewater Technical College, degree in Cooking and Restaurant Management

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

I was an adult leader with the Boy Scouts of America for ten years and am currently a member of the Local Knights of Columbus.

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

McMillans Restaurant, starting as cook and then Assistant Manager. Currently working at Kandi Entertainment Center as General Manager

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)

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_____ 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)

__X__ 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: Andrea Carruthers

Date of Application: 10-31-2013

Address: 3217 Eagle Ridge Dr. W.
(must be a resident of the City of Willmar)

Phone No. 320-979-8313

Email: carruthersal@gmail.com

What prompted you to make application for a citizen committee? I was asked to consider a Board position

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

Having retired from a long nursing career in 2012, I set my eyes on volunteer service in the Willmar community and church. I believe I can serve Rice Memorial Hospital with my experiences in Public Health, Quality + Pt. Care Management and Pt. Care Coordination.

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

My responsibilities in my careers at Public Health and ACMC will provide the Hospital Bd. a perspective on population health, community networking for collaboration as a health care hub, and knowledge of many persons in the region's health care network. I have had much leadership experience and know the value of teamwork.

List your educational background: Bacc. degree in Nursing from Gustavus Adolphus College with an RN license and PHN certification

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

Co-President of Willmar Area League of Women Voters, Board member of the Kandiyohi County-Renville County Community Health Board, President of Bethel Lutheran Church Council, L.S.S. Ambassador, and active with the Alzheimer's Association

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

currently retired -

Please return completed application to:

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

Or fax completed forms to: (320) 235-4917

**JOINT POWERS BOARD MEETING**
**OCTOBER 25, 2013**

**Members Present:** **Eric Banks, Andy Boersma, Patty Johnson, Mike Miller, Pablo Obregon, Darin Strand, Liz Van Der Bill**

**Staff Present:** **Steve Brisendine, Rob Baumgarn, Scott Ledeboer, Becky Sorenson, Charlene Stevens**

**Guest Present:** **Donn Winkler, Mid Minnesota Development**

The meeting was called to order by Chairman Eric Banks.

Eric Banks introduced Public Works Superintendent, Scott Ledeboer to update the Board on Park Maintenance. His report was handed out to everyone and is attached with a change to #7 – Yellow Field instead of Orange. Steve mentioned that the irrigation on Baker Field will need some changes so that it doesn't water the infield.

The next item on the agenda – Park Plan Update - was presented by Donn Winkler. He discussed the survey which was completed by city residents. Approximately 600 responses were tabulated and presented in a PowerPoint display.

Following are some of the questions asked on the survey:

***Which Features Do You Use Most*** – Playground Equipment topped the list with Nature Trails and Picnic Areas being next in popularity. Some of the other features mentioned were baseball fields, park shelters, tennis courts, hockey/skating rink, beach, disc golf, basketball courts and soccer fields.

***How Likely Would You Use Facility*** – Very Likely choices were Splash Park, Destination Playground, Mini Golf and Fitness Park. Somewhat Likely choices were Amphitheater, Flower Garden, Community Gardens, Fitness Park and Mini Golf.

***Quality of Willmar Parks – How Viewed*** – 42% view positively, 33% neutral answer and 25% view negatively

***Safety of Parks – How Viewed*** – 46.2% view as safe, 29.8% neutral answer, and 24% view as not safe.

Mr. Winkler stated that he and Steve have been inspecting the parks, making a list of the amenities of each. A map was handed out showing proposed ideas of destination parks. One area is the Robbins Island Complex which would include Robbins Island Park, Hedin Park, Sperry Park, Thompson Park, Rau Park and the Flags of Honor Memorial Park.

The other area is Swansson Field Park & Recreation Complex which includes North and South Swansson Fields, Lion's Park, Dorothy Olson Aquatic Center and the two soccer fields (owned by Willmar Public Schools)

He also handed out a report: ***Willmar Parks – Identified Needs and Possible Locations and Other Possible Amenities.*** A copy is attached.

The next step in the process is to clarify the ideas and suggestions and develop some cost estimates for the various ideas to determine their feasibility.

Mr. Winkler mentioned that the DNR has designated Selvig Park as a State Trail Head and suggested there may be a need to add to the amenities of that park.

The next item on the agenda was the City Auditorium. Steve informed the Board that we are still awaiting results from the most recent air quality testing that was done. At this point, the basement of the Auditorium (the Range and the Playground) are closed to the public. The gymnasium is still open, pending the results. It is expected that a major cleaning will need to be done.

In other business, Steve mentioned that Roger Worner from State Cloud University has been conducting interview with staff and some Board Members. He is requesting to interview all Joint Powers Board members. Steve said he would send an email out to Board members with available times for them to sign up.

A question was asked about the helicopter that was hired to dry the football field, questioning whether this was a good use of school funds. Steve stated that the cost of renting the helicopter was weighed with the cost of renting a field out of town, hiring busses to transport players and staff, lost revenue from gate admissions and concessions, and it was decided the helicopter was a better choice.

As there was no further business, the meeting was adjourned.

# Willmar Parks - Identified Needs and Possible Locations

DRAFT

## Possible New Key Amenities Listed In Survey:

| | |
|---|---|
| ➢ Amphitheater | Robbins Island |
| ➢ Destination Playground | Robbins Island |
| ➢ Splash/Spray Park | Rice Park? |
| ➢ Flower Garden | Flags of Honor Area |
| ➢ Dog Park | Lions Park |
| ➢ Fitness Park | Along Trail, Swansson Field South |
| ➢ Mini-golf | Robbins Island? or Encourage Private Business? |
| ➢ Archery Range | Pleasant View Park |

## Some Other Possible Amenities That Have Been Discussed:

| | |
|---|---|
| ➢ Improved Pickleball Courts | Northside Park |
| ➢ State Trailhead | Selvig Park, also Thompson Park? |
| ➢ Winter Sports?(Ice Rink) | Robbins Island |
| ➢ Basketball Court | Just south of Aquatic Center |
| ➢ Whiffle Ball Field | South Swansson Field |
| ➢ Little League Baseball Field | Robbins Island |
| ➢ Expansion of Enderson Park Shelter | Robbins Island |
| ➢ Concessions & Picnic Area | Aquatic Center Area |
| ➢ New Park | Eagle's Landing |
| ➢ Playground Mini-Park | North Lakeland Drive Area |
| ➢ Concessions, Press Box, Restrooms | North Swansson Field |
| ➢ Continue to Fill in Trail Gaps | Throughout Community |
| ➢ Trail Lighting | South Swansson Field |
| ➢ Consistent Signage at Parks | All Parks |

Also need to look at each park and determine what smaller scale amenities may be missing/needed, such as bike racks, more seating, fencing, garbage receptacles, etc.

## Missing Parks:

The Parks Plan Committee has set a goal of having a park within at least one-half mile of all residents. The Area in northern Willmar (Eagle's Landing) is lacking a park. In addition the area of northern portion of Lakeland Drive lacks a mini-park with playground equipment. This area has a park within the required distance, but this park area is the Flags of Honor with no playground and is across the busy highway.

**NOTE:** The above lists are not in any priority order. The lists do not include amenities that are in need of repair.

DRAFT

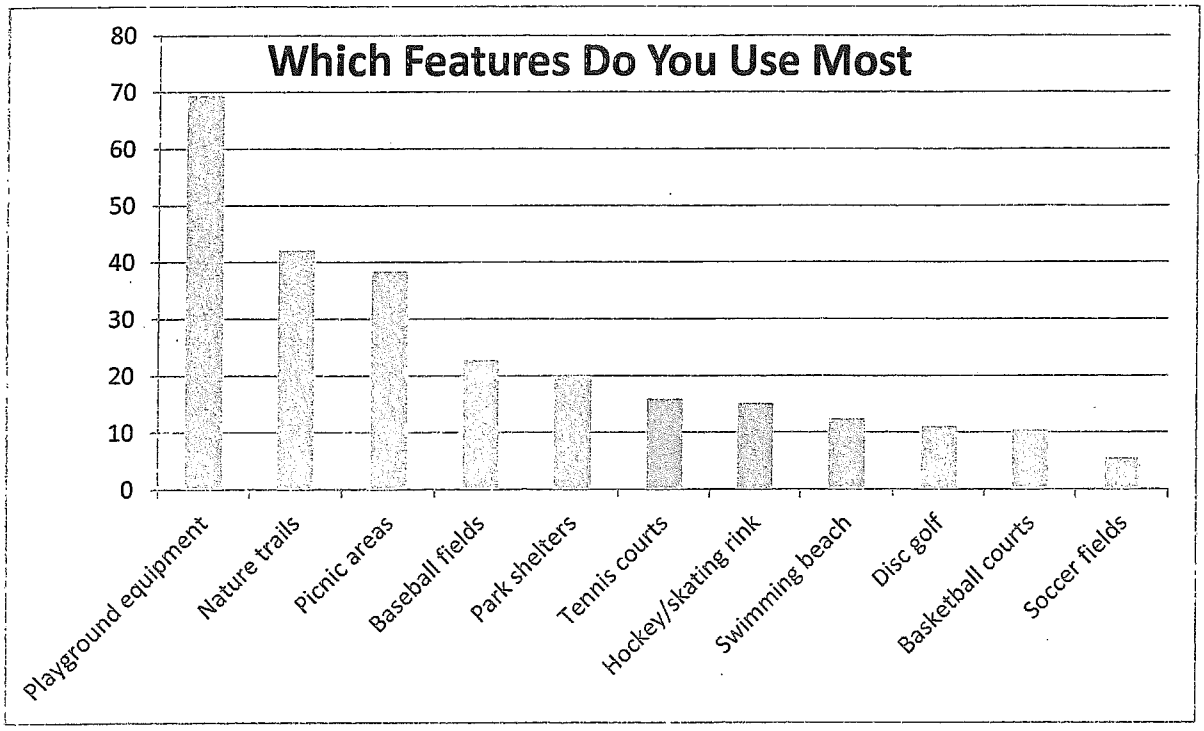
## Concept of Two Park Complexes:

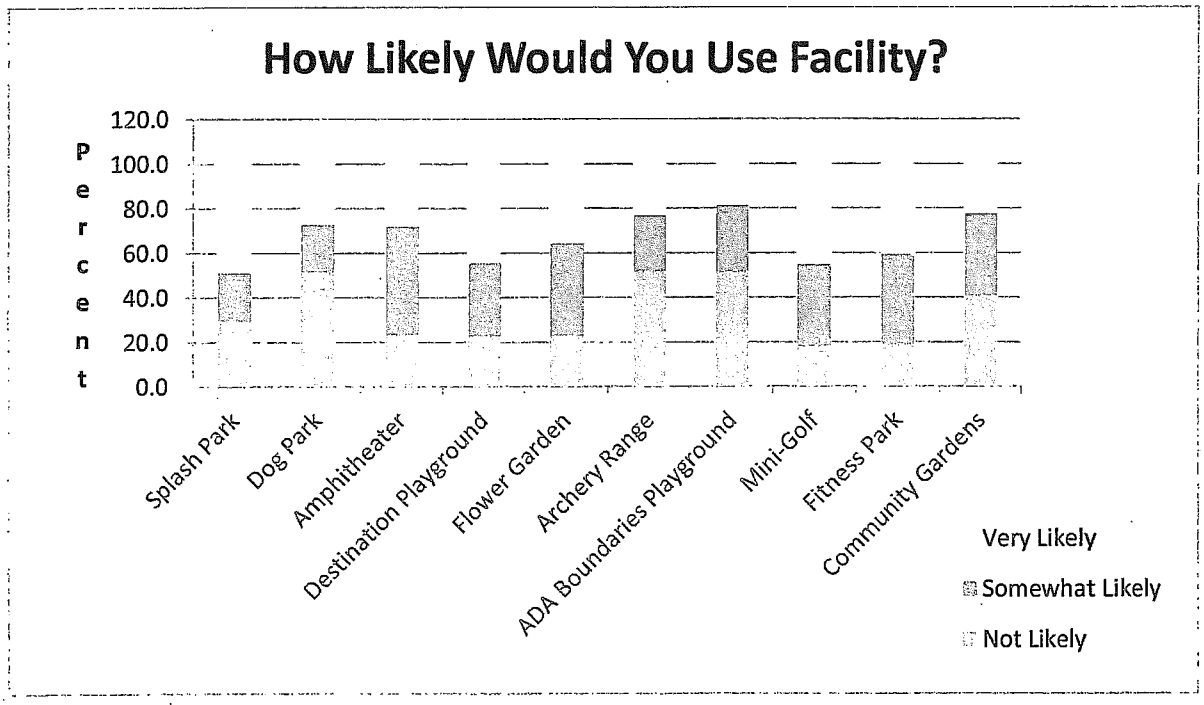
**Robbins Island Park Complex:** Robbins Island Park, Hedin Park, Sperry Park, the Flag Memorial, Thompson Park and Rau Park

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

Willmar Parks Plan Survey Results:

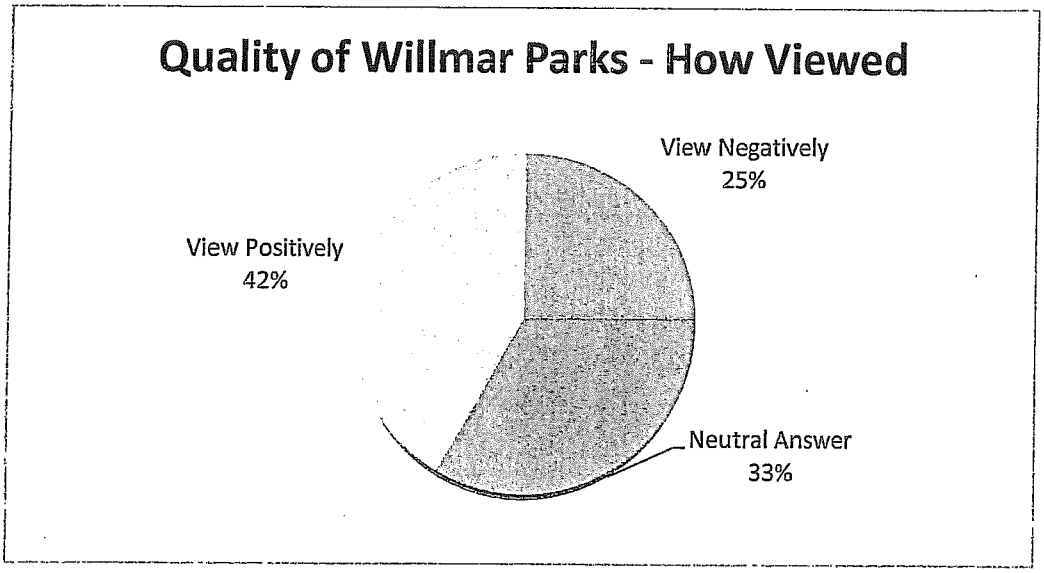
DRAFT

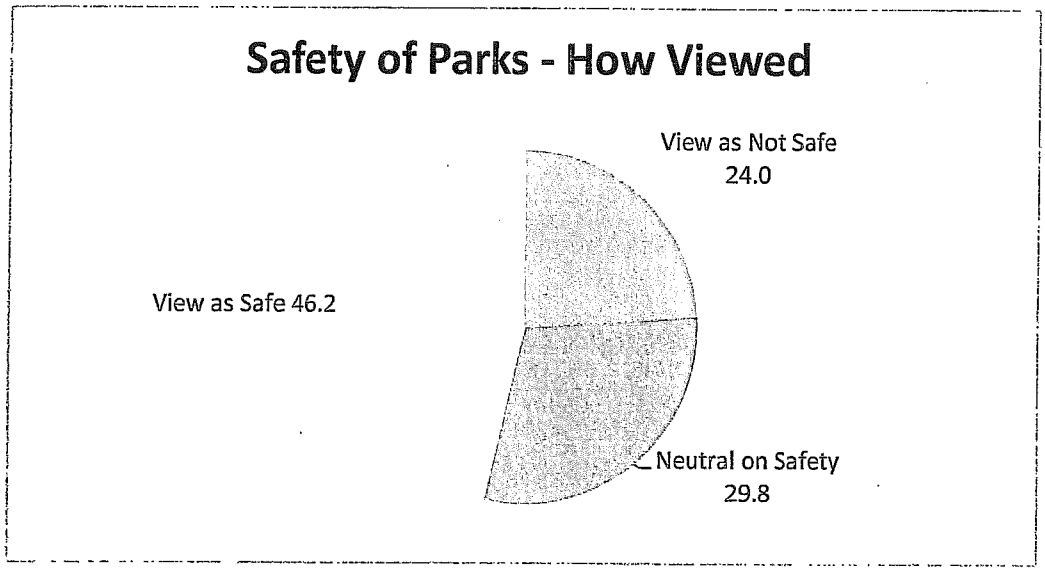


Willmar Parks Plan Survey Results:

**DRAFT**



ORDINANCE NO. _____

AN ORDINANCE CREATING CHAPTER 4, ANIMALS, ARTICLE III, DANGEROUS ANIMALS

The City Council of the City of Willmar hereby ordains as follow:

Section 1. ADOPTION OF NEW MUNICIPAL CODE SECTIONS 4-55 – 4-64. Chapter 4, Article III of the Willmar Municipal Code is hereby created and shall read as follows:

ARTICLE III. DANGEROUS ANIMALS

**Sec. 4-55. Animal Control Authority.**

(a) The *animal control authority* means the municipal agency which is responsible for animal control operations in the City of Willmar.
(b) The animal control authority for the City of Willmar is the Willmar Police Department.

**Sec. 4-56. Definitions**

(a) *Proper enclosure* means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the animal from exiting.
(b) *Owner* means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of an animal.
(c) *Provocation* means an act that an adult could reasonably expect may cause an animal to attack or bite.

**4-57. Potentially Dangerous Animals**

(a) *Definition.* A potentially dangerous animal is an animal which has:
(1) When unprovoked, bitten a human or a domestic animal on public or private property; or

(2) When unprovoked, chased or approached a person upon the streets, sidewalks, or any public or private property, other than the animal owner's property, in an apparent attitude of attack; or
(3) A known history or propensity, tendency or disposition to attack while unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

(b) *Designation as potentially dangerous animal.* The Animal Control Authority shall designate any animal as a potentially dangerous animal upon receiving evidence that the animal meets any of the criteria in subdivision (a). When an animal is declared potentially dangerous, the Animal Control Authority shall cause the owner(s) of the potentially dangerous animal to be notified in writing that such animal is potentially dangerous. An animal that has been determined to be potentially dangerous must be microchipped in accordance with Section 4-61, licensed in accordance with Section 4-42, and may, at the discretion of the animal control authority, be required to comply with one (1) or more of the following conditions:
(1) An owner of a dog may be required to complete an approved dog obedience class;
(2) The animal may be required to be restrained by chain or leash not to exceed six (6) feet in length, and/or muzzled, and under the control of a person eighteen (18) years of age or older at all times it is outdoors and not inside a proper enclosure.
(3) The owner of the animal may be required to show proof of up to date rabies vaccination and, if required, licensing.
(4) The owner may be required to sterilize the animal at the owner's expense. If the owner does not have the animal sterilized within the specified time limits, the animal control authority may seize the animal and have it sterilized at the owner's expense.
(5) If the animal is a dog or cat, the owner shall purchase a proper license.

(c) *Procedure.* The animal control authority shall notify the owner(s) of the animal in writing or in person that the animal has been determined to be potentially dangerous pursuant to Section 4-62 and shall specify what, if any, conditions are being required of the owner. This notice shall state the date, time, place, and parties bitten, chased attacked or threatened by the animal, and shall advise the owner that they have fourteen (14) days to appeal the determination or the imposition of conditions on maintaining the animal by requesting a hearing before the Willmar Public Works and Public Safety Committee.
(1) If an owner requests a hearing, a date shall be set not more than three (3) weeks after receipt of the demand for a hearing. The committee may consider all records of the animal control authority without the necessity for further foundation. After considering all of the evidence, the committee chair person shall issue a written order which rejects or upholds the determination based upon the majority opinion of the committee. If the committee upholds the determination as potentially dangerous, the order may affirm or modify the conditions recommended by the animal control authority. If as a result of testimony or other evidence at the hearing there are grounds for declaring the animal to be dangerous pursuant to Section 4-58, the committee chairperson may change the designation and issue the appropriate orders.

(2) If an owner fails to comply with any conditions specified in the order and fails to request a hearing under subdivision (c)(1), the animal shall be seized. The animal may be reclaimed by the owner as set forth in Section 4-59.

(d) *Subsequent Offenses.* If an owner of an animal which has been declared potentially dangerous and is subject to the conditions of this section fails to comply with the conditions imposed by the animal control authority or the Public Works and Public Safety Committee, the animal must be seized by the animal control authority. Notice shall be provided to the owner of the basis for the seizure and the right to request a hearing before the Willmar Public Works and Public Safety Committee to determine whether the conditions were violated. A request for hearing must be made within fourteen (14) days of the seizure. If the owner fails to request a hearing within fourteen (14) days, or is found to have violated the conditions, the Willmar Public Works and Public Safety Committee may order the animal destroyed in a proper and humane manner and the owner shall pay the costs of confining the animal. If the owner is found not to have violated the conditions, the owner may reclaim the animal under the provisions of Section 4-59.

(e) *Review of Designation.* The animal control authority may review the status of an animal which has been determined to be potentially dangerous if a period of two years has passed without any further incidents under section (a) above and may use discretion in determining whether any conditions which have been ordered are still required. After the initial two year period, an owner may request a review annually. The owner must provide evidence that the animal's behavior has changed due to the animal's age, sterilization, environment, completion of obedience training that includes modification of aggressive behavior, or other factors.

**Sec. 4-58. Dangerous Animals.**

(a) *Definitions.* A dangerous animal is an animal which has:

(1) Without provocation caused substantial bodily harm to any person on public or private property. Substantial bodily harm means bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the functions of any bodily member or organ, or which causes a fracture of any bodily member.

(2) Killed a domestic animal without provocation while off the owner's property;

(3) Been found to be potentially dangerous pursuant to Section 4-57, and after the owner has notice that the animal is potentially dangerous, the animal aggressively bites, attacks, or endangers the safety of humans or domestic animals;

(4) Bitten one (1) or more persons on two (2) or more occasions; or

(5) Fresh wounds, scarring, or is observed in a fight, or has other indications which to a reasonable person evidence that the animal has been or will be used, trained or

encouraged to fight with another animal; or whose owner has in custody or possession any training apparatus, paraphernalia or drugs used to prepare such animal to be fought with another animal.

(b) *Designation as dangerous animal.* The animal control authority may designate any animal as a potentially dangerous animal upon receiving evidence that the animal meets any of the criteria in subdivision (a).

(c) *Procedure.* The animal control authority, after having determined that an animal is dangerous, shall proceed in the following manner:

(1) The animal control authority shall seize the dangerous animal and notify its owner pursuant to Section 4-62 that the animal has been determined to be dangerous and that the animal is to be destroyed if the owner does not comply with the conditions and requirements of Section 4-59 and applicable state laws. This notice shall state that the owner shall have 14 days to reclaim the animal and appeal the determination by submitting to the City Administrator a written request for a hearing before the city council.

(A) If no appeal is filed, the orders issued shall be final.

(B) If an owner requests a hearing, a date shall be set not more than three (3) weeks after receipt of the demand for a hearing.

(C) Pending a hearing on the determination, the animal may be seized and kept at animal control unless the owner shows proof that the animal is licensed and has a current rabies vaccination, and agrees that the animal will not be permitted to be outside without being in a proper enclosure or being restrained on a leash and wearing a muzzle.

(D) The city council may consider all records of the animal control authority without the necessity for further foundation. After considering all of the evidence, the city council shall issue a written order which rejects or upholds the determination of the animal control authority.

(E) If no appeal is filed, or if the city council upholds the determination that the animal is dangerous, then the animal control authority may take the animal into custody for destruction, if such animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the animal control authority and failure to do so shall be a misdemeanor.

(2) Nothing in this section shall prevent the animal control authority from ordering the immediate seizure and quarantine of a rabies-suspected animal.

**Sec. 4-59. Dangerous Animal Registration**

A person may not own a dangerous animal unless the owner obtains a certificate of registration for the dangerous animal from the animal control authority pursuant to this Section. The animal

control authority shall issue a certificate of registration to the owner if the owner presents sufficient evidence that all of the following conditions and requirements are met:

(a) A proper enclosure exists for the dangerous animal.
(b) If a dangerous animal is outside of a proper enclosure, the animal must be restrained by a substantial chain or leash and under the physical restraint of a responsible person. Depending on the species of animal, the animal control authority may require that the animal also be muzzled when outside of its proper enclosure.
(c) A dangerous animal must be sterilized at the owner's expense.
(d) If a person who owns a dangerous animal rents property from another person where the animal will reside, the animal owner must disclose to the property owner that he or she owns a dangerous animal that will live at the property. This disclosure must be made prior to entering a lease agreement and at the time of any lease renewal.
(e) A surety bond has been issued by a surety company authorized to conduct business in Minnesota in a form acceptable to the animal control authority in the sum of at least $300,000, payable to any person injured by the dangerous animal, or a policy of liability insurance has been issued by an insurance company authorized to conduct business in Minnesota in the amount of at least $300,000, insuring the owner for any personal injuries inflicted by the dangerous animal.
(f) The owner has paid an annual dangerous animal licensing fee of not more than $500, in addition to regular licensing fees under Section 4-42.
(g) The owner has had microchip identification implanted in the dangerous animal pursuant to Section 4-62.

**Sec. 4-60. Reclamation.**

A dangerous animal or a potentially dangerous animal seized under Sections 4-57 or 4-58 may be reclaimed by the owner of the animal upon payment of impounding and boarding fees, and presenting proof to the appropriate animal control authority that the requirements of Sections 4-57 and/or 4-58 will be met. An animal not reclaimed under this subdivision within seven days may be disposed of in a manner permitted by law, and the owner shall be liable to the animal control authority for costs incurred in confining and disposing of the animal.

**Sec. 4-61. Exceptions.**

(a) *Law Enforcement Exemption.* The provisions of this section do not apply to dangerous animals used by law enforcement officials for police work.
(b) *Exemptions.* Animals may not be declared dangerous if the threat, injury, or damage was sustained by a person:

(1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the animal;
(2) who was provoking, tormenting, abusing, or assaulting the animal or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the animal; or
(3) who was committing or attempting to commit a crime.

**Sec. 4-62. Microchip Identification.**

The owner of a dangerous or potentially dangerous animal must have a microchip implanted in the animal for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the animal control authority. If the microchip is not implanted by the owner, it may be implanted by the animal control authority. In either case, all costs related to purchase and implantation of the microchip must be borne by the animal's owner.

**Sec. 4-63. Notice Requirements.**

(a) The authority declaring the animal dangerous or potentially dangerous shall give notice of the right to a hearing by delivering or mailing it to the owner of the animal, or by posting a copy of it at the place where the animal is kept, or by delivering it to a person residing on the property, and telephoning, if possible. The notice must include:

(1) a description of the seized animal; the authority for and purpose of the dangerous animal or potentially dangerous animal declaration and seizure; the time, place, and circumstances under which the animal was declared dangerous or potentially dangerous; and the telephone number and contact person where the animal is kept;

(2) a statement that the owner of the animal may request a hearing concerning the dangerous animal or potentially dangerous animal declaration and, if applicable, prior potentially dangerous animal declarations for the animal, and that failure to do so within 14 days of the date of the notice will terminate the owner's right to a hearing under this section;

(3) a statement that if an appeal request is made within 14 days of the notice, the owner must immediately comply with the requirements of Sections 4-57 and/or 4-58 until such time as the hearing officer issues an opinion;

(4) a form to request a hearing under this subdivision; and

(5) a statement that all actual costs of the care, keeping, and disposition of the animal are the responsibility of the person claiming an interest in the animal, except to the extent that a

court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

**Sec. 4-64. Right to a Hearing.**

Any hearing under this Section must be held within 14 days of the request to determine the validity of the dangerous animal or potentially dangerous animal declaration. In the event that the dangerous animal or potentially dangerous animal declaration is upheld by the hearing official(s), actual expenses of the hearing up to a maximum of $1,000 will be the responsibility of the animal's owner. The hearing official(s) shall issue a decision on the matter within ten days after the hearing. The decision must be delivered to the animal's owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ____ day of _____, 2013.

ATTEST:

_____ _____

Kevin Halliday, City Clerk Frank Yanish, Mayor

Vote: _____ AHMAN _____ ANDERSON _____ CHRISTIANSON

_____ DEBNECK _____ DOKKEN _____ FAGERLIE

_____ JOHNSON _____ NELSEN

This Ordinance introduced by Council Member: Christianson

This Ordinance introduced on: October 21, 2013

This Ordinance published on: October 25, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR CODE CHAPTER 2, ADMINISTRATION, ARTICLE II, OFFICERS AND EMPLOYEES

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF CITY CODE, CHAPTER 2, ARTICLE II. City Code Chapter 2, Administration, Article II, Officers and Employees, is hereby amended to add a new Division 4, City Attorney, as follows:

**DIVISION 3. – CITY ATTORNEY**

**Sec. 2-41. – Position Established.**

The position of City Attorney is established by the City Charter and the attorney shall be appointed to office by the City Council, or alternately the City Council may contract for the legal services detailed in this section with a licensed individual or law firm.

**Sec. 2-42. – Duties and Responsibilities.**

The City Attorney shall have the following duties and responsibilities:

(1) Act as legal advisor of the City Council and of the officers of the City.

(2) Advise the City Council and the officers of the City as necessary regarding the requirements of the City Charter.

(3) Represent the City in matters in which the City is interested coming before any court or tribunal.

(4) Prosecute persons accused of any violation of the City's ordinances or state statutes for which the City has enforcement responsibility.

(5) Prepare or revise ordinances when so requested by the City Council, any committee thereof, or the City Administrator.

(6) Give opinions upon any legal matter or question submitted by the City Council, any committee thereof, or the City Administrator.

(7) Attend City Council meetings when so requested by the City Council or the City Administrator for the purpose of giving the City Council any legal advice requested by its members.

(8) Prepare for execution contracts and instruments to which the City is a party, and approve, as to form, bonds and insurance required to be submitted to the City.

(9) Perform such other and further duties as are required by the laws of the state, by the provisions of the city charter or by the City Council, or as set forth in a professional services contract.

**Sec. 2-43—2-45. – Reserved.**

Section 2. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

This Ordinance introduced by Council Member: Ahmann

This Ordinance introduced on: October 21, 2013

This Ordinance published on: October 25, 2013

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

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

**Agenda Item Number:** 8

**Meeting Date:**

**Attachments:** Yes No

**CITY COUNCIL ACTION**

**Date:**

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** City Administrator

**Agenda Item:** Preservation Alliance of Minnesota Award

**Recommended Action:** Receive for information only.

**Background/Summary:** The Willmar Design Center was recognized and presented with the "Minnesota Preservation Award" from the Preservation Alliance of Minnesota. The award recognizes individuals, groups and projects throughout the State that demonstrate a commitment to preserving Minnesota's history. Dale Hustedt will be in attendance to explain to the Mayor and Council the details of the award.

**Alternatives:**

**Financial Considerations:**

**Preparer:** Charlene Stevens, City Administrator

**Signature:**

**Comments:**

**FINANCE COMMITTEE REPORT**
**CITY OF WILLMAR**
**MONDAY, OCTOBER 28, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, October 28, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

| | | |
|---|---|---|
| Members Present: | Denis Anderson | . . . . . Chair |
| | Rick Fagerlie | . . . . . Member |
| | Audrey Nelsen | . . . . . Member |
| | Bruce Deblieck | . . . . . Member |
| | Charlene Stevens | . . . . . City Administrator |
| | Steve Okins | . . . . . City Finance Director |

Others present included Mayor Frank Yanish, Council Member Jim Dokken, MUC General Manager Wes Hompe, MUC Finance Director Tim Hunstad, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

**Item No. 1 – Public Comment**

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

**Item No. 2 – Municipal Utilities Quarterly Report ( Information )**

General Manager Wes Hompe and Finance Director Tim Hunstad presented the Willmar Municipal Utilities Financial report as of September 30, 2013. Compared to the third quarter 2012, total revenues are the same at $23 million. Operating Expenses are up slightly at $16.9 million due to a couple of unforeseen expenses for boiler repairs and a workers comp audit. On the Balance Sheet, Current assets include $8 million in cash and it was noted there is little long term debt at $8.4 million. There was some discussion on the status of the wind turbines and their malfunction. Mr. Hompe noted that according to the contract with the manufacturer the MUC is entitled to a lost revenue claim as a result of the turbines not operating up to their warranted level. The turbines are in their final year of warranty which expires in September, 2014. After discussion, this matter was taken for information.

**Item No. 3 – 2014 Mayor's Budget - Additional Comments/Questions ( Information )**

**Proposal from David Turch & Associates.** Pursuant to a request by Mayor Yanish, David Turch & Associates submitted a proposal to provide lobbying services to the City of Willmar for $2,500 per month. This expenditure was not included in either the Mayor's or Administrator's 2014 Proposed Budgets. David Turch had previously provided services to the City of Willmar through 2011 and he currently provides services to the Willmar Municipal Utilities. It was noted that Mr. Turch primarily works for federal funding needs but does not work much with State funding issues. After considerable discussion, Mayor Yanish determined that the Turch contract does not need to be addressed for the 2014 Budget.

**November 19, 2013, Budget Meeting.** Due to the length of time anticipated, Chair Anderson said this meeting will be starting at 3:00 PM at the Willmar Municipal Utilities Auditorium. Following budget presentations from the HRA, MUC, and Rice Hospital, the Committee will begin discussion of the 2014 Budget issues at this meeting. Chair Anderson requested any council member who needs more information on any of the topics at hand, to let him or staff know before November 19th.

Council Member Nelsen requested information from the Mayor, prior to the November 19th meeting, reflecting his justification of the budget reductions he made to Travel, Memberships, and Professional Services. Mayor Yanish said he would not provide detail of how he made these reductions but noted that he chose these specific items because he did not feel other areas of the budget could be cut due to contractual/legal obligations and it was the Council's role to now review and recommend.

Council Member Fagerlie asked if the Coalition of Greater Minnesota Cities had been contacted for a reduction in membership fees and if the City is required to be a member of the National League of Cities. Staff will contact the State Chapter prior to November 19th to inquire about a possible reduction in fees. It was also noted that membership costs for the National League of Cities is minimal.

Questions were raised regarding the Mayor's October 15, 2013, Update, published on the City's website, relating to budget discussion issues.

**Item No. 4 – Reports ( Information )**

The Committee received the reports for September, 2013, Rice Trust; Third Quarter Rice Trust; September 30, 2013, Cash/Investment Portfolio; Third Quarter Investment Activity; Ten-Year Historical Investment Balance By Quarter; Third Quarter Interest/Dividends By Institution; and Ten-Year Historical Earnings By Quarter. This matter was taken for information only.

**Item No. 5 – Old Business ( Information )**

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

**Item No. 6 – New Business ( Information )**

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

There being no further business to come before the Committee, the meeting was adjourned at 5:37 p.m. upon motion by Council Member Fagerlie, second by Council Member Deblieck, and carried.

Respectfully submitted,

Carol Cunningham
Accounting Supervisor

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

**Agenda Item Number:** 3

**Meeting Date:** October 28, 2013

**Attachments:** ☒ Yes No

CITY COUNCIL ACTION

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Finance

**Agenda Item:** Municipal Utilities Quarterly Report

**Recommended Action:** Receive and discuss the Willmar Municipal Utilities Quarterly Report.

**Background/Summary:** Representatives from the Willmar Municipal Utilities will be presenting their quarterly report and will be available to answer any questions.

**Alternatives:** None.

**Financial Considerations:** None.

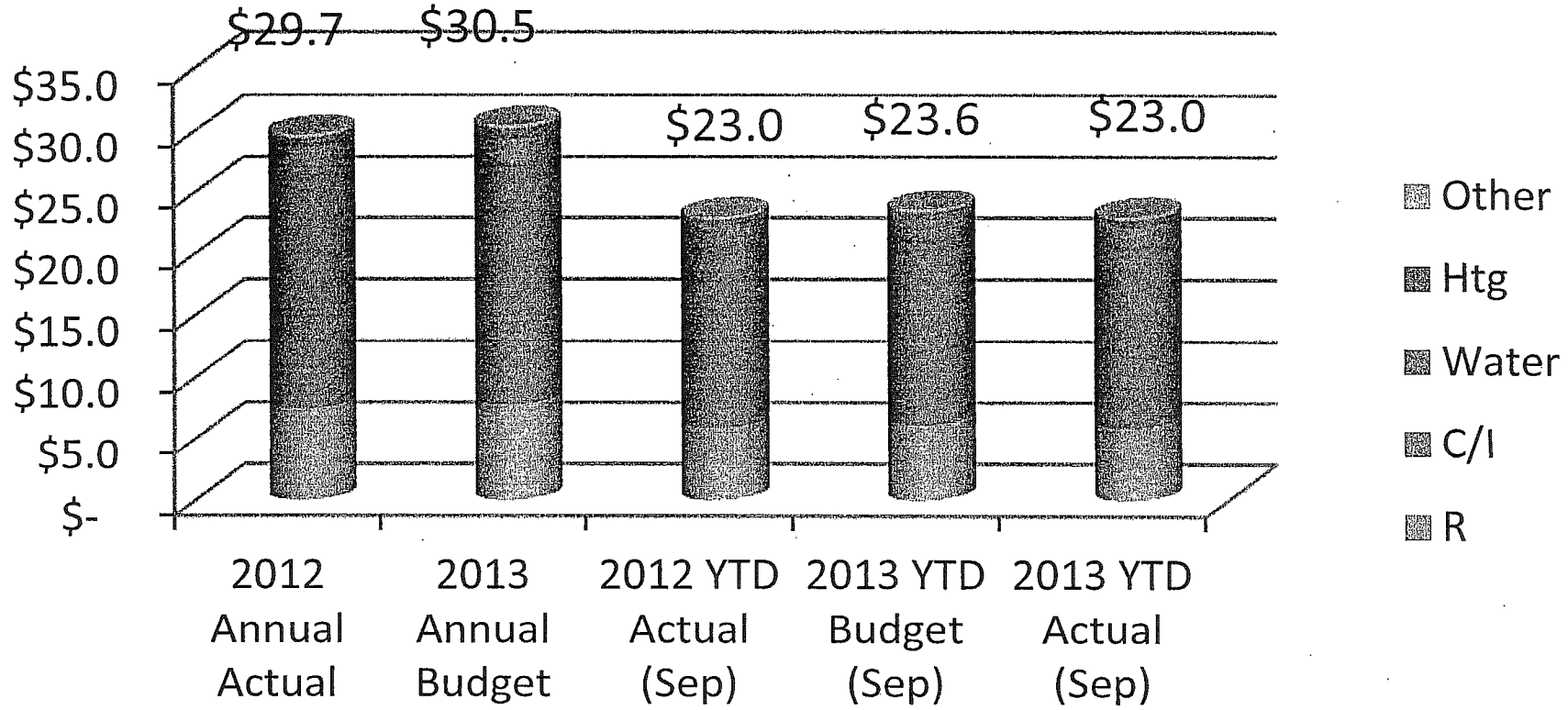
**Preparer:** Carol Cunningham, Accounting Supervisor

**Signature:**

**Comments:**

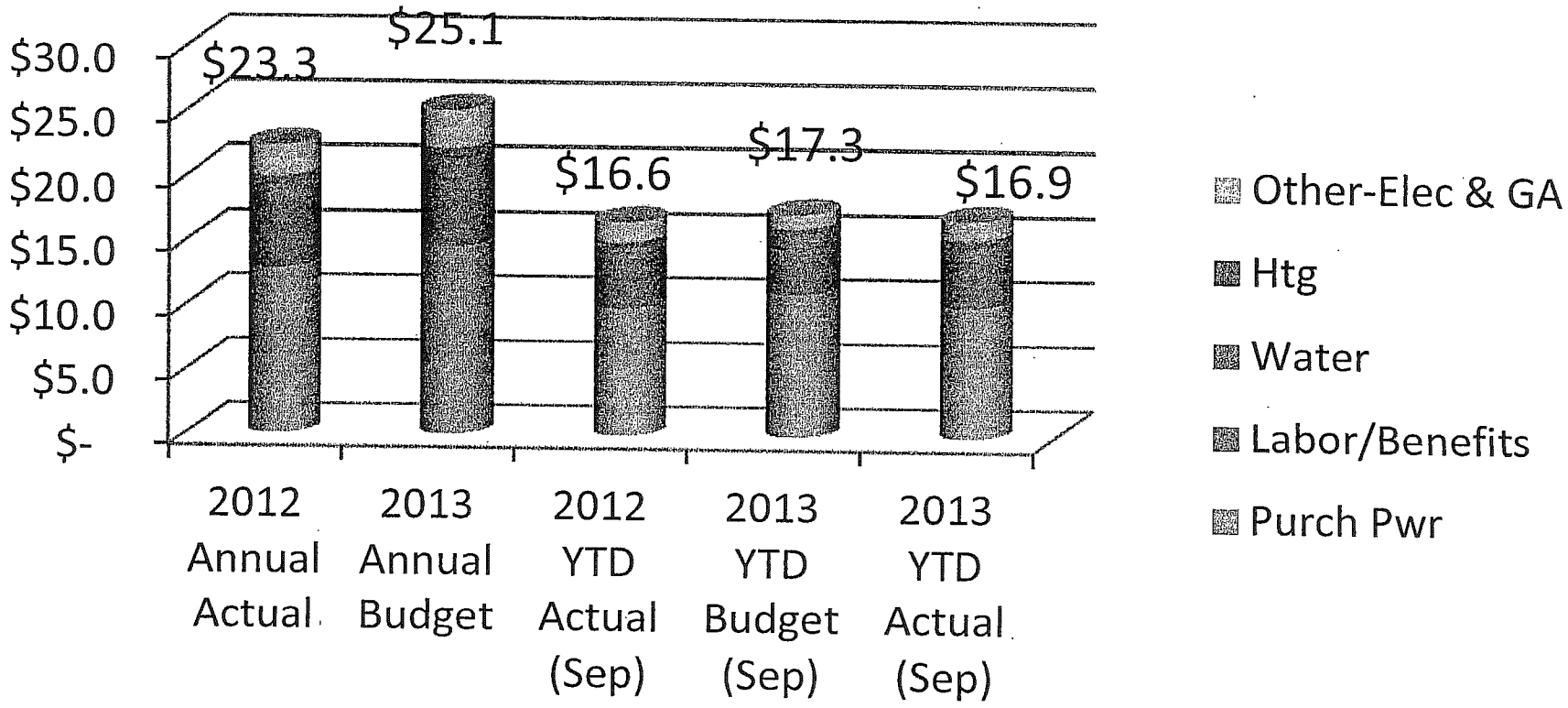
# 2013 Q3 Revenues

(millions)



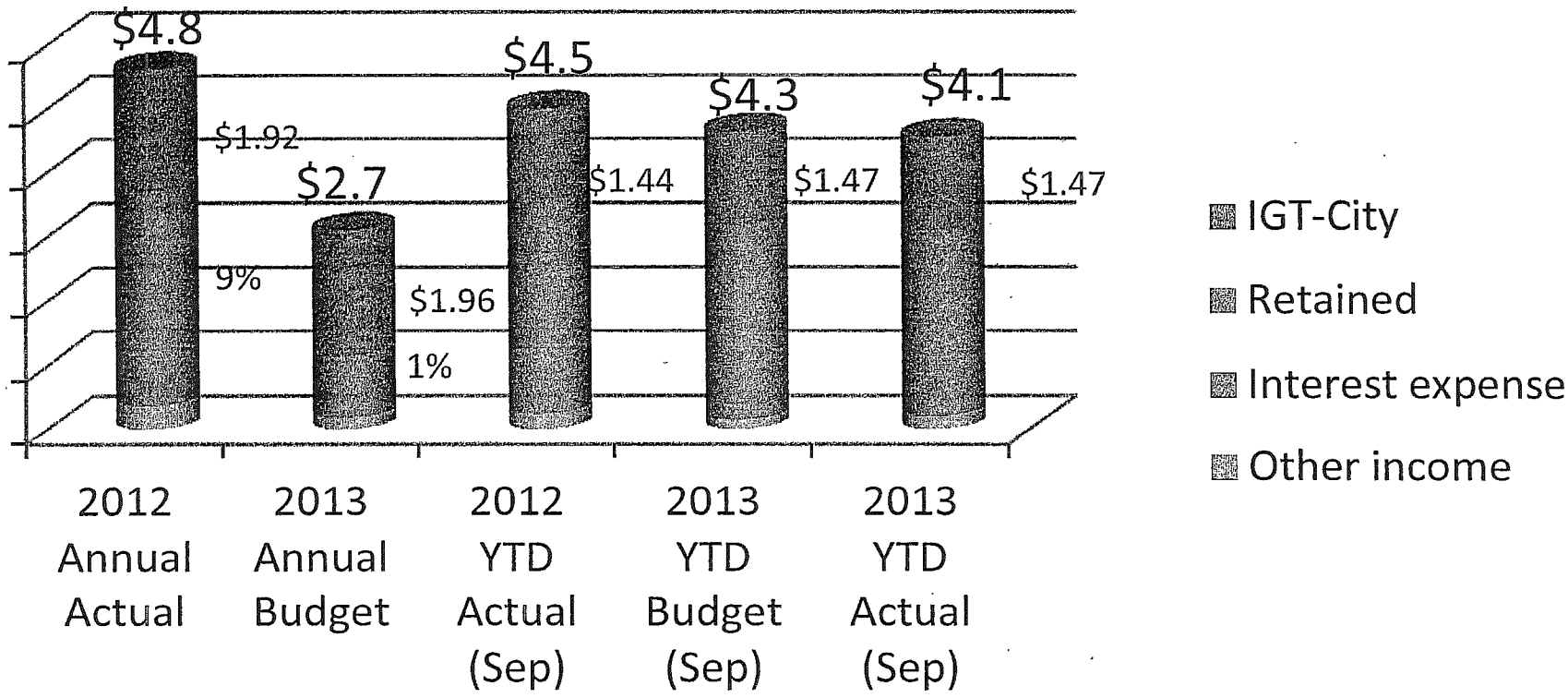
# 2013 Q3 Operating Expenses

(millions)



# 2013 Q3 Operating Income

(millions)



## Willmar Municipal Utilities
## Condensed Balance Sheet (millions)
## September 30, 2013 and 2012

### *ASSETS*

| | 2013 | 2012 |
|---|---|---|
| Net Utility Plant | $29.6 | $30.8 |
| Restricted funds and accounts | 12.5 | 11.1 |
| Current assets | 14.7 | 13.6 |
| Other assets | 0.0 | 0.1 |
| Total assets | $ 56.8 | $ 55.6 |

### *LIABILITIES AND FUND EQUITY*

| | 2013 | 2012 |
|---|---|---|
| Fund equity | $ 46.3 | 43.8 |
| Long-term debt, less current portion | 8.4 | 8.9 |
| Current liabilities | 2.1 | 2.9 |
| Total liabilities and fund equity | $56.8 | $55.6 |

July 12, 2013

# A Proposal to Provide
# Federal Advocacy Services For:

# City of Willmar, Minnesota

**By**


*David Turch and Associates*

517 2nd Street Northeast Washington, DC 20002
202.543.3744
www.DavidTurch.com

# David Turch and Associates

July 12, 2013

Charlene Stevens, City Administrator
333 SW 6th Street
PO Box 755
Willmar, MN 56201-0755
320.235.4913

Dear Ms. Stevens:

Thank you for the opportunity to submit this proposal. David Turch and Associates is eager to represent the City of Willmar and promote your interests in our nation's capital.

David Turch and Associates provides a strong voice to many communities across the country, with a particular focus in Minnesota. We have a history of success with the City of Willmar, and we are currently serving Willmar Municipal Utilities. Doing much business in your area has familiarized us with many of your issues. Furthermore, having met with city, county, and other municipal officials, we understand your city's particular concerns, including but not limited to the following:

- Funding for renewable energy generation
- Federal assistance for noise abatement, and quiet zones
- Additional lanes on roadways, including route 12 and highway 23
- Community development throughout the city

Our success is based on hard work and experience. We understand the institutions, the people and the processes of our federal system. Members of our firm have a thorough knowledge of the federal government, arising from their previous service in the Senate and House of Representatives. We have close working relationships with many Members of Congress on both sides of the aisle.

David Turch and Associates is a well established, highly regarded federal government relations firm ready to meet your needs. We will provide you with the excellent representation in Washington that you deserve.

Sincerely,

David N. M. Turch

517 2nd STREET NORTHEAST, WASHINGTON, D.C. 20002 (202) 543-3744

## TABLE OF CONTENTS


| SECTION | | PAGE |
|---|---|---|
| I | Transmittal Letter | ii |
| II | Table of Contents | iii |
| III | Executive Summary | 1 |
| IV | Qualifications and Related Experience | 2 |
| V | Scope of Services | 5 |
| VI | Staff | 9 |
| VII | Costs and Reimbursements | 11 |
| VIII | References | 12 |
| IX | Current Client List | 13 |

## SECTION III EXECUTIVE SUMMARY

David Turch and Associates is an experienced federal government relations firm. Since 1987, the firm has provided comprehensive strategic planning, legislative goal setting, intergovernmental liaison and political analysis. We provide these services to many private companies, city and county governments, and other public service entities across the United States.

We maintain close relationships with those we represent. Members of the governing councils and boards of our clients know us personally. We make frequent visits to your area. We listen. We work hard to understand your needs and plans for the future. We appreciate the role everyone plays in this team effort. Working closely with you and the decision-makers in Washington, D.C. brings success.

Clients, elected officials and the media know of and acclaim our work:

- ◊ "David Turch and Associates has continued to be responsive to Glendale staff's request for research and information. Furthermore, the City has benefitted from their established network with elected and appointed officials." *Report by Glendale city staff, June 30, 2009*

- ◊ "During the course of the past year these services have again proven beneficial in both navigating and directing funds to Stearns County for such programs as the Domestic Violence Court and 800 MHz equipment upgrades." – *2010 Stearns County Board Meeting Report by County Administrator George Rindelaub*

- ◊ "[Beltrami County] Commissioner [Joe] Vene stated that David Turch & Associates has put a face for Beltrami County in Washington D.C." – *Bemidji City/Beltrami County Joint meeting, February 4, 2009*

- ◊ "... proven, effective assistance in dealing with [agencies of the federal government]." *San Bernardino Sun* editorial.

- ◊ "... Turch's company has done a good job for Rialto, bringing millions in federal money to the city through grants and legislations (sic)." *Daily Bulletin* editorial, Ontario, California.

- ◊ "... Turch has been instrumental in getting... a $5 million appropriation as part of the Intermodal Surface Transportation and Efficiency Act...." Ron Roberts in *The Californian,* Temecula, California.

We will bring our knowledge, proven experience and effectiveness to Willmar. We have strong personal and professional relationships with the most powerful decision-makers in Washington, D.C. We will link this political force to that of your congressional delegation to form a cooperative effort, providing the best possible chance to achieve your goals.

## SECTION IV QUALIFICATIONS AND RELATED EXPERIENCE

The City of Willmar will benefit from the same proven techniques, resources, and judgment that have served our clients so well. Our advocacy team will work to promote and advance your federal agenda.

In the case of Willmar, you will benefit from an extraordinary relationship between David Turch and Associates and the Minnesota congressional delegation. Our firm has been serving clients in Minnesota for decades, and we work very well with the Members of Congress and staff from your state.

Over the years, we have been very successful in obtaining congressionally directed funding (appropriations) as well as legislative provisions in non-appropriations bills in a number of areas, including, but not limited to, the Departments of Transportation, Energy, Interior, Housing and Urban Development, Health and Human Services, Justice, Commerce, Defense, the Environmental Protection Agency, and the U.S. Army Corps of Engineers. This kind of work requires close coordination with the Minnesota congressional delegation as well as with the professional staffs of the relevant congressional committees, trade associations, and public interest groups.

In representing our public sector clients, we actively promote policy issues that strengthen the relationships between governments at the local, state, and federal level. In advancing your federal agenda, when appropriate, we work in sync with a host of national organizations representing local community priorities including the US Conference of Mayors (USCM), the National League of Cities (NLC), the National Association of Counties (NaCo), and the National Association of Housing and Redevelopment Officials (NAHRO).

We work tirelessly in representing our clients' interests. We not only focus on securing congressional support for our clients' priorities but also work with congressional committees and federal agencies, including the White House Office of Intergovernmental Affairs, and the Office of Management and Budget, on their behalf. In the wake of the congressional earmark moratorium, it is more important than ever to work every angle of an issue or project. We do that and more for our clients.

### A RECORD OF SUCCESS

David Turch and Associates has successfully represented our clients' needs covering a whole gamut of issues ranging from transportation/infrastructure to water/flood control to law enforcement/homeland security. We advance our clients' interests through our contacts with Members of Congress, congressional committees, and federal agencies. Some examples of our success include:

David Turch and Associates has had several direct appropriations successes with the city of Willmar. In recent years, our firm helped the city obtain $141,000 for gang enforcement teams, and $23,500 for a meth education program. Additionally, we helped the Willmar Utilities secure $300,000 for a Power Generation Study. We also played a key supporting role in moving the Willmar municipal airport to its current location.

We have had several wins for our clients in central Minnesota. We helped St. Cloud secure $1,125,000 for terminal improvements to the St. Cloud Regional Airport. We worked with the Minnesota

congressional delegation and Airport President Bill Towle to support their SCASD Grant application in 2011. St. Cloud secured the only SCASD grant for the state that year, totaling $750,000.

In 2010, we helped secure $100,000 for the Stearns County Domestic Violence Court. We also helped them obtain $200,000 for their Law Enforcement Center, Phase II.

For the St. Cloud Area Planning Organization (APO), we worked to resolve a complicated land and transportation issue. Between 2007 and 2010, we played an instrumental role in helping the APO resolve a land issue with the St. Cloud VA hospital. The land in question was required to complete the West Metro Corridor project which was a major regional project as well as a project that had received federal funds. This was accomplished with the help of Senators Franken, Klobuchar and Rep. Bachmann. We also helped them secure $820,000 for Metro Bus Replacement Buses, an APO priority.

**Other successes include:**

**1) Water Related Issues**

On water related projects, we have worked with a number of clients including the cities of Rialto and Colton in the Inland Empire of California. In this capacity, we worked with Senators Barbara Boxer and Dianne Feinstein and Representatives Joe Baca, Jerry Lewis, Grace Napolitano, and Gary Miller to secure both federal funding and legislative solutions to the issue of perchlorate groundwater contamination in the Rialto-Colton Basin. We worked with Congressman Baca in establishing the California Reclamation Groundwater Remediation Initiative in the National Heritage Areas Act of 2005 (P.L. 109-338, Title VIII). The program authorized $10 million for the purposes of groundwater remediation under the auspices of the Bureau of Reclamation. Funding will directly assist Rialto and Colton to deal more effectively with their groundwater perchlorate contamination. We also worked with the U.S. Environmental Protection Agency (EPA) and relevant congressional committees, in particular Boxer's Environment and Public Works Committee, in advancing the City of Rialto's objective by securing a National Priorities Listing (NPL) of the 160-acre B.F. Goodrich area as a superfund site. In addition, we helped secure over $23 million in perchlorate remediation from the Department of Defense and the EPA.

**2) Homeland Security Issues**

David Turch and Associates provides federal advocacy services for the Interagency Communications Interoperability System (ICIS) Joint Powers Authority (JPA), a seven-city member agency including Beverly Hills, Burbank, Culver City, Glendale, Montebello, Pasadena, and Pomona. In addition, ICIS network subscribers include the Bob Hope Airport Authority, the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (LA IMPACT) and the Verdugo Fire Communications Center, serving the cities of Burbank, Glendale, Pasadena, Arcadia, Monrovia, South Pasadena, San Marino, San Gabriel, Sierra Madre, Monterey Park, and Alhambra. The ICIS system covers over 1.2 million residents in Los Angeles County.

On policy and regulatory fronts, we have promoted ICIS's interests before federal agencies including the Department of Justice's Office of Community Oriented Policing Services regarding COPS Technology funding, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) regarding their grants programs and "Best Practices" site, and Homeland Security's Science and Technology Directorate Command, Control and Interoperability Division regarding the establishment of national standards for

interoperable communications. ICIS members worked with the Department of Commerce's National Telecommunications and Information Administration (NTIA) to discuss the agency's implementation and administration of the $1 billion Public Safety Interoperable Communications Grant Program (PSIC) as well as the Broadband Technology Opportunities Program (BTOP).

**3) Local Municipal Interests**

For the City of Moreno Valley, we helped secure federal funds for various City priorities including law enforcement, vocational training, and emergency preparedness. For instance, we worked with their Representative in securing $500,000 from the Department of Homeland Security for the City's Emergency Operations Center. We also were successful in securing $500,000 for Moreno Valley Police Department's anti-gang program as well as $141,000 for law enforcement equipment. We worked with Senator Barbara Boxer (D-CA) in securing $121,000 for the "Moreno Valley Pilot Employment Training-Education Partnership Program." The project involved working with local non-profits, education institutions, and other work-force agencies to provide vocational training for young adults, 17 to 22 years of age. The program also included the development of an internship with local businesses to put the trainees' job skills to use upon graduation.

**4) Transit Related Issues**

We have worked with the City of Monrovia on its development plans along the Gold Line light rail extension through the City. Monrovia's Station Square Transit Village development is the most ambitious project in Monrovia in decades and, when completed, will ultimately cover 80 acres-- including a park-and-ride transit center, more than 1,000 new residential units, neighborhood retail establishments, offices and public spaces. We helped secure over $4.5 million for the project. Beyond assisting the City secure federal funds for the project, we were more recently engaged in obtaining congressional support in facilitating an agreement on the construction of a maintenance facility between Monrovia and the Gold Line Construction Authority. We also secured funding for the City's trolley system, parks and downtown historic preservation project.

**5) Surface Transportation Issues**

Transportation is one of our areas of specialty. We have been deeply involved in the last four transportation reauthorization acts to pass Congress: ISTEA, TEA-21, SAFETEA-LU and MAP-21. Our longstanding involvement with the House Transportation and Infrastructure Committee provides us with a unique insight into the more nuanced policy deliberations that evolve during the reauthorization process. We personally know and have access to the key decision-makers and have our hands on the pulse of the Committee. Moreover, David Turch and Associates has an excellent working relationship with the Department of Transportation and its various agencies.

Over the years, we have secured tens of millions of dollars for interchange projects along the I-10 and I-15 Corridors in Southern California, including the I-10 and Riverside Avenue Interchange, the I-15 and Base Line Road Interchange and the proposed SR-60 Potrero Boulevard Interchange. When previously earmarked funds were at risk of being rescinded for the Potrero Boulevard Interchange project in the summer of 2012, we worked with our client, the Department of Transportation, and Caltrans in ensuring the funds remained dedicated to the project. We have also secured tens of millions of dollars for bridges and road improvement projects for our clients across the country.

## SECTION V SCOPE OF SERVICES

Members of the firm will travel to Willmar upon award of the contract. We plan to spend time with the City Council and staff as well as anyone else you designate as decision-makers. We will gather and exchange information to develop a better understanding of the City's needs, interests, and desires. Together we will develop a strategic plan to achieve your legislative goals and project list that will help guide our search for appropriate federal funds.

Following this visit, we will begin working with you to prepare the materials necessary to promote your legislative agenda. We will help you draft testimony for use before congressional committees and prepare handouts for Congress. We will be systematic and tireless in our search through the executive branch for programs and grants that meet your priorities.

As aforementioned, we are already somewhat familiar with your issues. We will work with you and develop a strategy to win political support and pursue funding for your various priorities. We will flag all relevant grant opportunities and guide you through the application process. We will draft letters of support and whip up signatures on Capitol Hill.

**Navigating the Earmark Moratorium**

In January 2011, the newly constituted Republican controlled House of Representatives adopted a rule prohibiting earmarks for the 112th Congress (2011 and 2012), effectively banning congressional funded project requests for cities, counties, non-profits and for profit entities. In the Democratic controlled Senate, an earmark moratorium was not formally adopted but nevertheless imposed on the chamber by Chairman Daniel Inouye (D-HI) of the Senate Committee on Appropriations. Chairman Inouye reluctantly conceded that it would be untenable for the Senate to proceed with congressional designated funding while the House prohibits such activity.

The federal budget is being cut, affecting virtually every department and program, making federal money more competitive to obtain. However, even in this environment of austerity, the federal government continues to make available comparatively vast sums of money. We will coordinate with the City in identifying funding sources administered by the executive branch. We regularly notify the City of funding opportunities, including competitive grants and, when appropriate, leverage the support of your congressional delegation in support of the City's application(s). We also will work directly with agency officials responsible for managing the programs and grants of interest to the City.

For instance, we have held numerous meetings with officials from the Justice Department's Office of Community Oriented Policing Services (COPS Office) regarding their programmatic activities and funding opportunities. Through our regular contacts with the COPS Office, we were able to determine how certain program requirements were going to change, allowing our clients to be better prepared to move forward with their funding requests. Another area of interest is accessing pre-disaster mitigation funds managed by the Federal Emergency Management Agency (FEMA). Throughout the year, we hold numerous meetings with FEMA to better understand their programs and funding opportunities for projects that cover everything from seismic retrofits to emergency operation centers.

Our executive branch contacts extend beyond the Department of Justice and FEMA, covering virtually every agency of the federal government including the Department of Housing and Urban Development (section 8 housing/community development issues), the Department of

Transportation (Federal Highway Administration, Federal Transit Administration, Federal Railroad Administration, and the Federal Aviation Administration), the Environmental Protection Agency (regulatory and water issues), the Bureau of Reclamation (Water), the Department of Energy (green technology), Department of Labor (vocational training/workforce investment issues), Institute of Museum and Library Services (library and museum funding), and the list goes on.

Part of our strategy to overcome the earmark moratorium is to be aggressive in pursuing federal funding opportunities and regulatory/programmatic issues of concern. We want to match the City's priorities with current federal funding opportunities. We want to expose the City to direct contact with federal agencies both in Washington, DC and with their field offices in Minnesota. We will also work with your congressional delegation to leverage their support for your federal funding requests as well as advise them of your legislative/regulatory interests and concerns.

**Council Federal Workshop**

As part of our effort to strengthen the City's federal agenda, we would like to hold a federal workshop for the Council at a time of your convenience. We have found that these workshops act as a constructive way to get Council input and direction on the City's federal priorities and interests. We will provide an overview of the federal budget process, explore different City priorities and federal funding opportunities and begin to fine tune the City's federal agenda for the upcoming year.

**Congressional Timeline**

One of the most effective ways to promote the City's priorities is by leveraging Willmar's elected officials in Washington, DC. We encourage the City to consider sending a small group of officials to meet with congressional representatives and relevant House/Senate committees and federal agencies. If Council members are unable to come to Washington, DC as part of a City delegation, we would like to piggy back on any non-City related trips Council members may take to our nation's capital.

January through mid-March is the time when City officials across the country frequently come to Washington for the annual meetings of the U.S. Conference of Mayors, the National League of Cities, the American Public Transit Association, and other organizations that deal with public sector issues. If Willmar officials are in town for these activities, we will encourage you to also participate in Capitol Hill and agency meetings specific to Willmar's interests. We will organize these meetings around your planned itinerary. This will give us the opportunity to promote Willmar's federal agenda at minimal cost to the City.

During February, March and April, appropriations committees hold their most important hearings on the President's budget proposal. These hearings offer an excellent opportunity to deliver your message. If the City has a strong vested interest in a particular budget item/issue, we can arrange for you to testify at a hearing as well as help to draft your statement. From about April through September, we regularly meet with Members, senior committee professional staff, and executive branch officials to monitor the progress of funding priorities, regulatory reform, or other city interests.

Appropriations bills are traditionally produced between June and September. These bills are frequently passed on very short notice. An entire year's hard work can be lost overnight. Additional visits, phone calls, and letters to congressional offices may be required to ensure the

City's interests are protected. The identities and agendas of the decision-makers may not be apparent to outsiders. We know how to close the deal.

**Serving as Your Liaison**

One important part of congressional liaison work is simply to be there. We are. We regularly talk with Members and their staffs as well as agency officials and understand how the latest legislative, regulatory and funding developments will affect your priorities. David Turch and Associates' physical location in a historic district in the shadow of the Senate ensures quick access to the levers of power.

Promoting your program and interests to Congress and federal agencies is best done by keeping it simple. We help develop material and messages that can be encapsulated in one page – or less. The detail, when required, will be attached, but the message or request needs to be clear and concise. The follow up is crucial. Reminders are constantly made with key congressional offices. We keep you informed of progress and problems, and will advise you of and track legislative bills that may have a positive or negative effect on the City.

David Turch and Associates has a working relationship with many Members from both political parties in the House and the Senate. We work closely with the senior decision-makers on Capitol Hill to advance your position.

Congressional staff is also important. They provide expert advice and counsel as well as carry out to conclusion decisions made by Members. We pay careful attention to our continuing relationship with staff members. We also work with many of the committees and subcommittees that handle issues important to you.

We are well grounded in the *process* of our government, not just in the *people* elected to govern. Our staff understands how, when and where the laws are written. Consequently, our work is relatively unaffected by changes in congressional leadership. We are well known by the chairmen of the committees and the ranking minority members. We are respected for our integrity and honesty in representing our clients.

**Reporting**

We place great emphasis on communication. This is done through personal updates and frequent visits to the City. We communicate with the City extensively and regularly expect to hear from you. This gives you immediate information and provides you with the ability to ask detailed questions and provide specific direction. Such personal service fosters improved relations and provides a forum for more detailed examination of your federal issues.

This clear understanding of the City's direction is most useful during the legislative session when we arrange meetings and the opportunity for you to testify before the federal government. Your issues are important -- they deserve proper acknowledgment and action.

Issues can develop quickly. We have the ability to adapt to changing demands. We understand your agenda and can better track issues not specifically listed but of interest to you. City staff (and Council Members if so designated) will receive all federal grant announcements via email. These announcements are sent to you as they are released by federal agencies. Memoranda on legislative initiatives affecting Willmar's priorities will be sent to staff as appropriate. In addition, you will receive a monthly newsletter highlighting major congressional action by the

House and/or Senate. Inquiries from City officials will be handled expeditiously. We commit to appearing before the City Council to make presentations as needed and/or as requested.

## POLITICAL ASSOCIATIONS AND COALITION BUILDING

We are involved with a number of professional associations. We attend regular meetings and remain up-to-date on current projects and policy issues. These associations are:

- Women's Transportation Seminar
- U.S. Conference of Mayors
- California State Association of Counties
- National Association of Counties
- American Public Transit Association
- California League of Cities
- League of Minnesota Cities
- Sister Cities International
- Washington Area Transit Industry Representatives
- Goods Movement Caucus

These relationships allow us to understand potential problems involving local government issues. Such ties enable us to quickly form the alliances necessary to enhance our clients' positions on Capitol Hill and with federal agencies.

## SECTION VI STAFF

David Turch and Associates has the experience, manpower and ability to provide all of the services anticipated by the City of Willmar. Our whole advocacy team will work to promote and advance your federal agenda.

### David Turch

David Turch served more than fifteen years as a legislative aide with Members of both the U.S. House and Senate and both major political parties. A former Division Director for two of the nation's largest independent public relations firms, David achieved substantial expertise in the development of successful government marketing strategies. In August of 1987 he founded David Turch and Associates at its present location on Capitol Hill. David was graduated from Saint John's University with majors in economics and business administration.

### The Honorable Todd Tiahrt

Todd Tiahrt was a Member of Congress from Kansas for 16 years (1995-2011). He founded and chaired the Economic Competitive Caucus in response to a stagnating economy and the loss of jobs. He was active in House leadership as a member of the Whip organization, the Republican Policy Committee and the Republican Study Committee. Mr. Tiahrt served on the powerful Appropriations Committee from 1997 through 2010. As a member the Committee, he had the responsibility of funding and oversight of all discretionary spending within the federal government. His subcommittee assignments included the Defense, Interior, Labor, Health and Human Services and Transportation subcommittees.

### Bill Richard

Bill Richard spent nearly 30 years working for U.S. Congressman Jim Oberstar, first as head of his Duluth office and then as his Chief of Staff in Washington, D.C. For many years, Congressman Oberstar served as the Chairman or Ranking Minority Member of the House Committee on Transportation and Infrastructure, which writes the authorization for various surface and air transportation programs. Bill, as Chief of Staff, was involved in the development of the legislation and its implementation at the US Department of Transportation.

### Marilyn Campbell

Marilyn Campbell is our chief operating officer. A native Washingtonian, Marilyn brings extensive management and political experience including staff service on the House Rules Committee, the most powerful committee in Congress. Ms. Campbell also served as a staff member to the Senate Committee on Energy and Natural Resources and the Senate Committee on the Judiciary. Subsequently, Marilyn managed some of Washington's top law firms and the Washington office of Ferranti International of the United Kingdom, one of the world's leading defense contractors.

**Jamie Jones**

Jamie Jones worked for twelve years in the U.S. House of Representatives. As a senior level staffer for a member from Southern California, Jamie managed the legislative operations of the office and worked closely with both the Republican and Democratic leadership of the House. Jamie worked as a consultant/advance representative on a congressional campaign in New York. He was also a senior associate for a New York-based financial institution. Jamie holds an advanced degree in International Affairs from The American University.

**Kevin Bosch**

Kevin Bosch is the director of legislative research; he monitors the activities of Congressional committees and agencies of the Executive Branch. Mr. Bosch provides the firm with a solid business perspective from his work as manager of Georgetown Pipe and Tobacco, an internationally renowned firm. Mr. Bosch holds an advanced degree in Comparative Politics from The American University.

**Chase Kroll**

Chase Kroll brings experience in both the legislative and political realms of Congress. He was legislative aide for a high profile Member of the House and helped lead several successful reelection campaigns. Chase was the Chairman of a Political Action Committee, and campaign manager for the most expensive winning race in the history of the US House of Representatives. Chase earned a B.S. in Political Science from St. John's University, and is a graduate of the Air Force Air Command and Staff College.

**Madolynn Morken**

Madolynn Morken is the latest recruit to the office. Ms. Morken provides administrative and marketing support services. Madolynn is a recent graduate of the College of Saint Benedict / Saint John's University where she received a Bachelor of Arts in Political Science.

## SECTION VII COMPENSATION AND REIMBURSEMENT

David Turch and Associates is an established firm. Years of experience allow us to make sound estimates concerning the scope and effort required to diligently pursue the goals of our clients. This understanding translates into cost estimates that provide a solid value for Willmar and a fair return to us.

We recommend a negotiated monthly retainer as the best method of payment for our services. Monthly retainers are an agreed upon amount for which we will perform all of the activities necessary to effectively represent your interests.

For you, a monthly retainer provides stability for planning and the elimination of the administrative expense required to analyze bills. The cost to begin service of a new account is high. Retainers allow you to level those expenses over the life of the contract.

Monthly retainers allow us to assign as many people as necessary, for as much time and effort as may be required, to achieve your objectives. Members of this firm focus on the job to be accomplished, not on dollars received. Monthly retainers are one way to maintain this high standard.

You will never receive a bill from us for usual and normal expenses such as copier costs, postage or messenger fees, local transportation in the Washington, D.C. area, telephone, fax or long distance charges, secretarial service or other usual administrative or office costs.

In the past, our cost for services to Willmar was equal to the amount paid by Willmar Municipal Utilities which currently is $2,500 per month. We will work with you in determining a fair price.

Again, thank you for the opportunity to submit this proposal. David Turch and Associates is eager to represent Willmar and promote your interests in our nation's capital.

## SECTION VIII REFERENCES

Dave Kleis, Mayor
City of St. Cloud, MN
400 Second Street South, St. Cloud, MN 56301
T: 320.255.7200

Scott Mareck, Executive Director
St. Cloud Area Planning Organization
1040 County Road 4, St. Cloud, MN 56303
T: 320.252.7568

Harold "Van" Van Leeuwen, Manager
Bemidji Regional Airport
3824 Moberg Drive Northwest, Suite 101, Bemidji, MN 56601
T: 218.444.2438

## SECTION IX CURRENT PUBLIC SECTOR CLIENTS

Name: City of St. Cloud, Minnesota
Assignment: Provide full complement of federal advocacy services focusing on transportation and economic development. Plan and organize federal advocacy trips to Washington, DC. Draft and whip congressional letters of support to augment City grant applications. Advise City on drafting legislative agenda. Stay in regular contact with MN Congressional Delegation.
Starting Year: 1999

Name: St. Cloud (MN) Area Planning Organization
Assignment: Provide full complement of federal advocacy services focusing on transportation and economic development. Plan and organize annual federal advocacy trips to Washington, DC. Draft and whip congressional letters of support to augment APO grant applications. Advise APO on drafting legislative agenda. Stay in regular contact with MN Congressional Delegation.
Starting Year: 2002

Name: Stearns County, Minnesota
Assignment: Provide full complement of federal advocacy services focusing on transportation and economic development. Plan and organize federal advocacy trips to Washington, DC. Draft and whip congressional letters of support to augment County grant applications. Advise County on drafting legislative agenda. Stay in regular contact with MN Congressional Delegation.
Starting Year: 2007

Name: Willmar Municipal Utilities (WMU), Willmar, Minnesota
Assignment: Provide full complement of federal advocacy services that include the following areas: energy generation and distribution, and environmental regulations. Plan and organize federal advocacy trips to Washington, DC. Provide grant notices. Advise WMU on drafting legislative agenda. Stay in regular contact with MN congressional Delegation, and provide timely regulations updates to the client.
Starting Year: 2012

Name: Bemidji (MN) Regional Airport
Assignment: Provide full complement of federal advocacy services that include the following areas: transportation, aviation, and economic development. Plan and organize federal advocacy trips to Washington, DC. Advise the airport on drafting their legislative agenda. Stay in regular contact with MN Congressional Delegation.
Starting Year: 2007

Name: City of Beverly Hills, California
Assignment: Provide full complement of federal advocacy services including building relationships with various US Department of Homeland Security agencies; track legislative/regulatory initiatives of interest to the City; Drafting letters/memos/correspondence on behalf of the City's federal agenda and priorities; staying in contact/communicating with congressional offices, committees, and federal agencies on behalf of the City's interests; planning and organizing the City's federal Washington, DC advocacy trip(s).
Starting Year: 2012

Name: City of Burbank, California
Assignment: Provide full complement of federal advocacy services including work on water, transportation, interoperable communications, law enforcement, airport, energy/green technology, economic development, library, emergency preparedness issues. Provide regular legislative updates and federal grant announcements. Work with Burbank Water and Power on host of legislative/regulatory issues.
Starting Year: 2009

Name: Interagency Communications Interoperability System Joint Powers Authority
Assignment: Advocate on behalf of ICIS and its legislative/regulatory/funding needs with Congress, the White House, the Federal Communications Commission, the National Telecommunications and Information Administration, FEMA, Department of Homeland Security Technology Directorate and other relevant departments/agencies. Plan and organize annual federal advocacy trip to Washington, DC. Draft congressional, committee and agency correspondence. Advise JPA on drafting legislative agenda. Stay in regular contact with LA Congressional Delegation as well as Homeland Security committees and other relevant committees with jurisdiction over communications issues.

Name: City of Redondo Beach, California
Assignment: Provide full complement of federal advocacy services including advancing the City's agenda on water, transportation, law enforcement/first responder, energy, housing, and infrastructure agenda. Monitor host of EPA regulatory issues involving the Clean Water Act. Advocate on the City's behalf regarding legislative/federal policy initiatives; provide memos/newsletters on legislative proposals of interest to the City. Draft all necessary correspondence to congressional delegation; provide federal grant announcements; work with City Council/staff on federal agenda; plan/organize City's Washington, DC advocacy trip(s). We brief City Council and staff regularly.
Starting Year: 2007

Name: City of Palmdale, California
Assignment: Work on various issues for the City including but not limited to Transportation, transit, water, enterprise zones, airport, economic development housing, energy, and defense.
Starting Year: 2006

Name: City of Rialto, CA
Assignment: Work on the following issues: perchlorate groundwater remediation, EPA superfund, water reclamation, transportation, transit, housing, economic development, law enforcement, and parks and recreation.
Starting Year: 1989

Name: City of Torrance, California
Assignment: Provide full complement of federal advocacy services including advancing the City's federal agenda on water, transportation, law enforcement/first responder agenda. Monitor/advocate on behalf of the City's federal priorities before

congressional offices and federal agencies; provide all federal grant announcements; plan and organize City's advocacy trip(s) to Washington, DC
Starting Year: 2009

Name: City of Ontario, California
Assignment: Provide comprehensive federal advocacy services including work on the City's ongoing efforts to regain control of Ontario International Airport from Los Angeles City/LAWA. Advocate on behalf of the City's transportation, water, law enforcement, energy priorities. Monitor and advise City on host of federal legislative/regulatory initiatives. Provide City with regular legislative updates and federal grant notices. Organize and plan City's federal advocacy trip(s) to Washington, DC.
Starting Year: 2007

Name: City of Lawndale, California
Assignment: Provide full complement of federal advocacy services for City's priorities that include transportation, economic development, water, infrastructure, healthy living, and housing.
Starting Year: 2007

Name: Riverside Transit Agency
Assignment: Provide comprehensive federal advocacy services focused on transit funding/programs/issues
Starting Year: 2004

Name: City of Monrovia, California
Assignment: Provide comprehensive federal advocacy services including work on the City's interests in transportation, water, economic development, law enforcement initiatives. Regularly update City Council and staff regarding policy/legislative proposals that may affect the City's interests/agenda. Stay in contact with City's congressional delegation, keeping congressional offices appraised of Monrovia's federal priorities/concerns. Plan and organize City's Washington, DC federal advocacy trip(s). Provide City with regular legislative updates and federal grant announcements
Starting Year: 2009

Name: City of Imperial, California
Assignment: Provide comprehensive federal advocacy services covering City priorities including transportation, water, economic development, emergency operations, law enforcement, agriculture, aviation/airport, defense and energy.
Starting Year: 2006

Name: City of Beaumont, California
Assignment: Provide comprehensive federal advocacy services which include City priorities involving transportation, water, economic development, energy/green technology, law enforcement, and emergency operations.
Starting Year: 2004

Name: City of Moreno Valley, California

Assignment: Provide comprehensive federal advocacy services focusing on the City's priorities including transportation, economic development, water, emergency operations, law enforcement, workforce training, education, defense, and BRAC.
Starting Year: 2012

Name: City of Covina, California
Assignment: Provide comprehensive federal advocacy services focusing on City priorities that include transportation, law enforcement, library, economic development, open space-community gardens, and emergency operations.
Starting Year: 2009

Name: City of Colton, California
Assignment: Provide full complement of federal advocacy services that include the following areas: transportation, economic development, law enforcement, library/community development, water/flooding, emergency operations, Endangered Species Act, and groundwater remediation.
Starting Year: 2001

Name: City of Montclair, California
Assignment: Provide comprehensive federal advocacy services on City priorities that include transportation, law enforcement, economic development, library/community development, and emergency operations.
Starting Year: 1999

Name: City of Calimesa, California
Assignment: Provide comprehensive federal advocacy services including the following issues: transportation, water/flood control, law enforcement/emergency operations, and economic development.
Starting Year: 2005

Name: San Bernardino International Airport Authority (SBIAA)
Assignment: Provide comprehensive federal advocacy services focused on airport and aviation issues.
Starting Year: 2009

Name: City of Placerville, California
Assignment: Provide full complement of federal advocacy services focused on transportation and economic development. Plan and organize federal advocacy trips to Washington, DC. Provide grant notifications and assistance. Advise Placerville on drafting their legislative agenda. Stay in regular contact with the CA Congressional Delegation.
Starting Year: 2003

Name: City of Temecula, California
Assignment: Provided comprehensive federal advocacy services including City's priorities on transportation, emergency operations, law enforcement, housing, healthy living, water, library, economic development, and regulatory issues.
Starting Year: 1997

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

**Agenda Item Number:** 5

**Meeting Date:** October 28, 2013

**Attachments:** ☒ Yes No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Finance

**Agenda Item:** Reports

**Recommended Action:** Receive and review reports:

A) September Rice Trust
B) 3rd Quarter Rice Trust
C) 09/30/13 Cash/Investment Portfolio
D) 3rd Quarter Investment Activity
E) 10-Year Historical Investment Balance By Quarter
F) 3rd Quarter Interest/Dividends By Institution
G) 10-Year Historical Earnings By Quarter

**Background/Summary:** Periodic review of reports

**Alternatives:** N/A

**Financial Considerations:** Review financial status.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

Bremer
Investment Management & Trust

# Activity Summary as of 9/30/2013

RICE CUSHMAN A CHAR TR

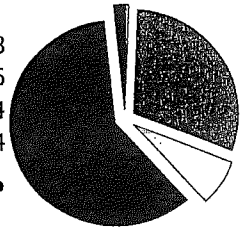
**Account 180205**

## Market Value Reconciliation

| | Since 09/01/2013 ($) | Year to Date ($) |
|---|---|---|
| **Beginning Market Value** | **2,761,416.39** | **2,616,990.01** |
| **Disbursements** | | |
| Withdrawals | **0.00** | **-42,002.36** |
| Expenses | **0.00** | **-498.75** |
| Fees | **-1,774.09** | **-15,667.80** |
| **Total Disbursements** | **-1,774.09** | **-58,168.91** |
| **Income** | | |
| Investment Income | **4,248.11** | **37,377.45** |
| **Total Income** | **4,248.11** | **37,377.45** |
| **Value on Sep 30, 2013** | **2,840,263.26** | **2,840,263.26** |
| **Total Change in Portfolio Value** | **76,372.85** | **244,064.71** |

## Asset Allocation

| Asset Category | Market Value | % Total |
|---|---|---|
| Cash & Money Markets | 16,541.30 | 0.58 |
| Fixed Income | 857,119.07 | 30.18 |
| Alternative | 203,389.77 | 7.16 |
| Equity | 1,716,580.78 | 60.44 |
| Other | 46,632.33 | 1.64 |
| **Total** | **$2,840,263.26** | **100.00%** |



## Income Summary

| | This Period ($) | Year to Date ($) |
|---|---|---|
| Taxable Income | 4,248.11 | 37,377.45 |
| **Total Income Summary** | **4,248.11** | **37,377.45** |

## Gain/Loss Summary

| | This Period ($) | Year to Date ($) |
|---|---|---|
| Short-term | 1.06 | 139.71 |
| Long-term | -10.24 | 16,433.72 |
| **Total Gain/Loss Summary** | **-9.18** | **16,573.43** |

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.

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Investment Management
& Trust

# Selected Period Performance
## RICE CUSHMAN A CHAR TR
### Account 180205
### Period Ending: 09/30/2013

| Sector | Market Value | 1 Month | Year to Date (9 Months) |
|---|---|---|---|
| Total Fund | 2,797,329 | 2.94 | 10.91 |
| Total Fd Net Fee | 2,797,329 | 2.87 | 10.27 |
| Fixed Income | 859,907 | .83 | -.26 |
| BarCap Int Aggregate Bd | | 1.01 | -.89 |
| Domestic Equity | 1,372,261 | 3.87 | 21.44 |
| S&P 500 Index | | 3.14 | 19.81 |
| Russell 2000 Index | | 6.38 | 27.69 |
| Intl. Equity | 345,230 | 7.60 | 11.52 |
| MSCI EAFE (US$ & Net) Index | | 7.39 | 16.15 |
| Short Term Cash | 16,193 | .00 | .01 |
| Citigroup 1 Month Treas Bill | | .00 | .01 |
| Alternative Investments | 203,390 | -1.34 | -.09 |
| Citigroup 3 Month Treas Bill | | .00 | .04 |
| Uninvested Cash | 348 | .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.

Bremer

*Investment Management & Trust*

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

0800565 04 AT 1.191 A T 5 0 1040 56201-0755 559 K12 P00565

**Willmar City Offices**
ATTN ~~Michael Schmit~~ Finance Department
Box 755
Willmar MN 56201-0755

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*Investment Management & Trust*

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

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

**Associate:** Cindy M Rasmussen
**Phone Number:** 507-537-0233

## *Account Statement*

### *Statement of Value and Activity*

*July 1, 2013 - September 30, 2013*

Cushman Albert Rice Trust
180205

With mortgage rates at historically low levels, this may be an excellent time to consider refinancing your home mortgage to a lower interest rate- or buy a new home, or vacation home. Your Relationship Manager can put you in touch with one of our lending experts who will make the loan process simple with convenient hours and appointments. Equal housing lender.

## *Table of Contents*


| | |
|---|---|
| *Account Summary* | 1 |
| *Asset Detail* | 2 |
| *Transaction Summary* | 13 |
| *Transaction Detail* | 14 |
| *Pending Trades* | 28 |
| *Messages and Notices Section* | 29 |


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

Bremer

*Investment Management & Trust*

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

## Account Summary

### *Statement of Value and Activity*

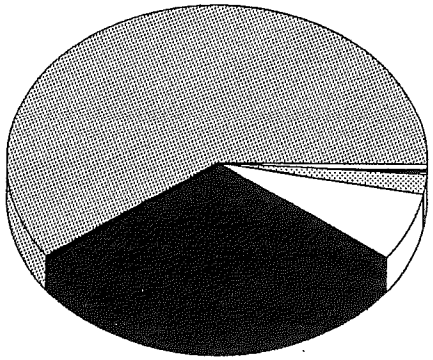
*July 1, 2013 - September 30, 2013*

### Market Value Reconciliation

| | This Period | 1/1/13 to 9/30/13 |
|---|---|---|
| **Beginning Market Value** | **$2,726,478.18** | **$2,616,990.01** |
| Additions | $0.00 | $0.00 |
| Withdrawals | -$11,000.00 | -$42,002.36 |
| Expenses/ Fees/ Taxes | -$5,290.18 | -$16,166.55 |
| Income | $15,217.02 | $37,377.45 |
| Other | $0.00 | $0.00 |
| Change in Market Value | $114,858.24 | $244,064.71 |
| **Ending Market Value** | **$2,840,263.26** | **$2,840,263.26** |
| Realized Gains/Losses (Included in Total Above) | $3,198.15 | $16,573.43 |

### Asset Allocation

| | Asset Class | Balance |
|---|---|---|
| 60% | Equities | $1,716,580.80 |
| 30% | Fixed Income | $857,119.06 |
| 7% | Alternative | $203,389.77 |
| 2% | Other | $46,632.33 |
| 1% | Cash and Money Market | $16,541.30 |
| **100%** | **Total Assets Value** | **$2,840,263.26** |



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# Statement of Value and Activity

July 1, 2013 - September 30, 2013

## Asset Detail

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| *Cash and Money Market* | | | | | | |
| Federated Government Obligations Tax-Managed Fund TICKER: GOTXX | 16,193.16 | 1.000 | $16,193.16 | $16,193.16 | $2.45 | 0.01% |
| Cash | | | $348.14 | | | |
| Total Cash and Money Market | | | $16,541.30 | $16,193.16 | $2.45 | |
| *Equities* | | | | | | |
| *Stocks* | | | | | | |
| Abbott Labs TICKER: ABT | 235.00 | 33.190 | $7,799.65 | $5,368.27 | $131.60 | 1.69% |
| Air Products & Chemicals Inc TICKER: APD | 227.00 | 106.570 | $24,191.39 | $15,813.51 | $644.68 | 2.66% |
| Akamai Technologies Inc TICKER: AKAM | 560.00 | 51.700 | $28,952.00 | $15,878.82 | $0.00 | 0.00% |
| Apple Inc TICKER: AAPL | 66.00 | 476.750 | $31,465.50 | $13,015.37 | $805.20 | 2.56% |
| Broadcom Corp TICKER: BRCM | 390.00 | 26.020 | $10,147.80 | $16,653.15 | $171.60 | 1.69% |
| Cameron International Corp TICKER: CAM | 241.00 | 58.370 | $14,067.17 | $12,866.81 | $0.00 | 0.00% |
| Celgene Corp TICKER: CELG | 197.00 | 154.137 | $30,364.99 | $8,075.44 | $0.00 | 0.00% |
| Cisco Systems Inc TICKER: CSCO | 745.00 | 23.431 | $17,456.10 | $13,498.81 | $506.60 | 2.90% |
| Citigroup Inc TICKER: C | 324.00 | 48.510 | $15,717.24 | $12,175.73 | $12.96 | 0.08% |

0000987 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Colgate Palmolive Co<br>TICKER: CL | 264.00 | 59.300 | $15,655.20 | $9,683.21 | $359.04 | 2.29% |
| Comcast Corp-CL A<br>TICKER: CMCSA | 813.00 | 45.115 | $36,678.50 | $13,575.13 | $634.14 | 1.73% |
| CVS Caremark Corp<br>TICKER: CVS | 356.00 | 56.750 | $20,203.00 | $9,785.80 | $320.40 | 1.59% |
| Deere & Co<br>TICKER: DE | 222.00 | 81.390 | $18,068.58 | $17,979.96 | $452.88 | 2.51% |
| Dover Corp<br>TICKER: DOV | 216.00 | 89.830 | $19,403.28 | $10,383.11 | $324.00 | 1.67% |
| eBay Inc<br>TICKER: EBAY | 382.00 | 55.795 | $21,313.69 | $13,280.92 | $0.00 | 0.00% |
| EMC Corp Mass<br>TICKER: EMC | 1,015.00 | 25.560 | $25,943.40 | $17,512.61 | $406.00 | 1.56% |
| Emerson Elec Co<br>TICKER: EMR | 409.00 | 64.700 | $26,462.30 | $18,771.16 | $670.76 | 2.53% |
| ExxonMobil Corp<br>TICKER: XOM | 163.00 | 86.040 | $14,024.52 | $9,871.93 | $410.76 | 2.93% |
| Ford Motor Co DEL<br>TICKER: F | 1,004.00 | 16.870 | $16,937.48 | $13,249.39 | $401.60 | 2.37% |
| F5 Networks Inc<br>TICKER: FFIV | 259.00 | 85.808 | $22,224.27 | $18,649.42 | $0.00 | 0.00% |
| Google Inc CL A<br>TICKER: GOOG | 34.00 | 875.910 | $29,780.94 | $18,505.71 | $0.00 | 0.00% |
| Hudson City Bancorp Inc<br>TICKER: HCBK | 3,084.00 | 9.041 | $27,882.44 | $29,419.14 | $493.44 | 1.77% |
| ITC Holdings Corp<br>TICKER: ITC | 284.00 | 93.860 | $26,656.24 | $17,701.21 | $482.80 | 1.81% |
| Mylan Inc<br>TICKER: MYL | 590.00 | 38.170 | $22,520.30 | $8,820.85 | $0.00 | 0.00% |

0000088 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Nike Inc-Class B<br>TICKER: NKE | 298.00 | 72.640 | $21,646.72 | $14,310.24 | $250.32 | 1.16% |
| Pepsico Inc<br>TICKER: PEP | 299.00 | 79.500 | $23,770.50 | $10,731.84 | $678.73 | 2.85% |
| Procter & Gamble Co<br>TICKER: PG | 203.00 | 75.590 | $15,344.77 | $11,529.86 | $488.42 | 3.18% |
| Qualcomm Inc<br>TICKER: QCOM | 250.00 | 67.320 | $16,830.00 | $10,032.22 | $350.00 | 2.08% |
| Schlumberger LTD<br>TICKER: SLB | 242.00 | 88.360 | $21,383.12 | $13,936.78 | $302.50 | 1.41% |
| St Jude Medical Inc<br>TICKER: STJ | 262.00 | 53.640 | $14,053.68 | $8,956.30 | $262.00 | 1.86% |
| State Street Corp<br>TICKER: STT | 540.00 | 65.750 | $35,505.00 | $25,792.29 | $561.60 | 1.58% |
| Stericycle Inc<br>TICKER: SRCL | 145.00 | 115.400 | $16,733.00 | $8,027.09 | $0.00 | 0.00% |
| Sysco Corp<br>TICKER: SYY | 440.00 | 31.830 | $14,005.20 | $13,347.51 | $492.80 | 3.52% |
| T Rowe Price Group Inc<br>TICKER: TROW | 355.00 | 71.930 | $25,535.15 | $17,061.43 | $539.60 | 2.11% |
| Target Corp<br>TICKER: TGT | 359.00 | 63.980 | $22,968.82 | $12,938.51 | $617.48 | 2.69% |
| The Mosaic Company<br>TICKER: MOS | 379.00 | 43.020 | $16,304.58 | $21,006.26 | $379.00 | 2.32% |
| Thermo Fisher Scientific Inc<br>TICKER: TMO | 209.00 | 92.150 | $19,259.35 | $9,730.97 | $125.40 | 0.65% |
| Transocean LTD<br>TICKER: RIG | 325.00 | 44.500 | $14,462.50 | $19,183.74 | $728.00 | 5.03% |

0000088 - 8805695

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Vodafone Group Spons ADR<br>TICKER: VOD | 685.00 | 35.180 | $24,098.30 | $17,656.84 | $1,062.44 | 4.41% |
| 3M Co<br>TICKER: MMM | 212.00 | 119.410 | $25,314.92 | $14,228.26 | $538.48 | 2.13% |
| | | | $851,131.59 | $569,005.60 | $14,605.23 | |
| *Mutual Funds* | | | | | | |
| Baron Growth Fund-Ins<br>TICKER: BGRIX | 1,254.33 | 69.320 | $86,949.95 | $51,217.76 | $0.00 | 0.00% |
| Calamos Growth Fund-A<br>TICKER: CVGRX | 1,029.70 | 56.500 | $58,177.88 | $32,677.22 | $0.00 | 0.00% |
| Diamond Hill Large Cap Fd-I<br>TICKER: DHLRX | 4,640.73 | 20.750 | $96,295.11 | $63,513.05 | $1,132.34 | 1.18% |
| Federated Strategic Val Div Is<br>TICKER: SVAIX | 24,763.73 | 5.550 | $137,438.70 | $93,133.27 | $4,878.45 | 3.55% |
| Harbor International Fd-Ins<br>TICKER: HAINX | 2,039.32 | 69.280 | $141,284.02 | $78,996.90 | $2,561.38 | 1.81% |
| ICM Small Company Port Instl<br>TICKER: ICSCX | 1,833.43 | 35.400 | $64,903.46 | $28,647.75 | $276.85 | 0.43% |
| JP Morgan Mid Cap Value Fund-I<br>TICKER: FLMVX | 1,731.72 | 34.000 | $58,878.58 | $38,908.92 | $703.08 | 1.19% |
| Oppenheimer Developing Mkt-Y<br>TICKER: ODVYX | 1,649.33 | 36.560 | $60,299.36 | $23,800.61 | $410.68 | 0.68% |
| SPDR S&P Regional Banking ETF<br>TICKER: KRE | 493.00 | 35.650 | $17,575.45 | $16,307.90 | $307.14 | 1.75% |

0000089 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Vanguard International Growth Fd-Iv<br>TICKER: VWIGX | 6,505.74 | 22.080 | $143,646.70 | $84,474.12 | $2,257.49 | 1.57% |
| | | | $865,449.21 | $511,677.50 | $12,527.41 | |
| Total Equities | | | $1,716,580.80 | $1,080,683.10 | $27,132.64 | |
| *Fixed Income* | | | | | | |
| *Taxable Individual Bonds* | | | | | | |
| Assurant Inc<br>DTD 02/18/2004 5.625% 02/15/2014<br>Non Callable | 50,000.00 | 101.891 | $50,945.50 | $50,316.50 | $2,812.50 | 5.52% |
| Federal Home Loan Bank<br>DTD 08/12/2009 3.250% 09/12/2014<br>Non Callable | 50,000.00 | 102.920 | $51,460.00 | $50,259.34 | $1,625.00 | 3.16% |
| University Oklahoma Revs<br>Higher Education<br>DTD 03/03/2011 2.659% 07/01/2015<br>Non Callable | 25,000.00 | 102.279 | $25,569.75 | $25,014.66 | $664.75 | 2.60% |
| United States Treasury Notes<br>DTD 08/31/2010 1.250% 08/31/2015<br>TICKER: UTN1215 | 45,000.00 | 101.789 | $45,805.05 | $45,623.56 | $562.50 | 1.23% |
| United States Treasury Strips<br>Stripped Coupon<br>DTD 02/15/1986 Zero Cpn 02/15/2016<br>TICKER: 21516 | 60,000.00 | 98.943 | $59,365.80 | $58,503.92 | $0.00 | 0.00% |
| Cisco Systems Inc<br>DTD 02/22/2006 5.500% 02/22/2016<br>Non Callable | 50,000.00 | 111.151 | $55,575.50 | $48,882.40 | $2,750.00 | 4.95% |

0000089 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| United States Treasury Strips<br>Stripped Coupon<br>DTD 08/15/1987 Zero Cpn 02/15/2017 | 100,000.00 | 97.188 | $97,188.00 | $97,120.83 | $0.00 | 0.00% |
| Montclair Twp New Jersey<br>General Obligation<br>DTD 11/07/2012 1.960% 04/01/2017<br>Non Callable | 25,000.00 | 98.233 | $24,558.25 | $25,542.86 | $490.00 | 1.99% |
| Washington Post Co<br>DTD 01/30/2009 7.250% 02/01/2019<br>Non Callable | 25,000.00 | 117.866 | $29,466.50 | $27,364.07 | $1,812.50 | 6.15% |
| United States Treasury Notes<br>DTD 02/15/2009 2.750% 02/15/2019 | 25,000.00 | 106.406 | $26,601.50 | $23,875.86 | $687.50 | 2.58% |
| Fedl Natl Mtge Assn Pool #765251<br>15 Yr Gtd Single Family Mortgage<br>DTD 03/01/2004 4.000% 03/01/2019<br>Non Callable<br>TICKER: 765251A | 4,256.15 | 106.064 | $4,514.24 | $4,259.48 | $170.25 | 3.77% |
| Charles Schwab Corp<br>DTD 07/22/2010 4.450% 07/22/2020<br>Non Callable | 25,000.00 | 109.134 | $27,283.50 | $27,151.27 | $1,112.50 | 4.08% |
| Fedl Natl Mtge Assn Pool #829079<br>15 Yr Gtd Single Family Mortgage<br>DTD 09/01/2005 4.000% 09/01/2020<br>Non Callable<br>TICKER: 829079A | 14,983.84 | 106.181 | $15,909.99 | $15,349.28 | $599.35 | 3.77% |
| Symantec Corp<br>DTD 09/16/2010 4.200% 09/15/2020<br>Non Callable | 25,000.00 | 102.932 | $25,733.00 | $24,611.00 | $1,050.00 | 4.08% |

0000090 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Federal Home Loan Mortgage Corp<br>Medium Term Note<br>DTD 01/13/2012 2.375% 01/13/2022<br>Non Callable | 25,000.00 | 97.330 | $24,332.50 | $24,898.75 | $593.75 | 2.44% |
| Clear Creek Texas Indep Sch Dist<br>School District Revenue<br>DTD 11/01/2012 3.700% 02/15/2026<br>Non Callable<br>Psf-Gtd | 25,000.00 | 97.224 | $24,306.00 | $26,812.97 | $925.00 | 3.81% |
| Govt Natl Mtge Assn Pool #738040<br>15 Yr Gtd Single Family Mortgage<br>DTD 03/01/2011 3.500% 03/15/2026<br>Non Callable<br>TICKER: 738040X | 20,359.75 | 105.619 | $21,503.76 | $21,269.58 | $712.59 | 3.31% |
| Govt Natl Mtge Assn Pool #553351<br>30 Yr Gtd Single Family Mortgage<br>DTD 07/01/2003 4.500% 07/15/2033<br>Non Callable<br>TICKER: 553351X | 8,256.71 | 108.372 | $8,947.96 | $8,174.12 | $371.55 | 4.15% |
| Federal Natl Mtge Assn Pool #Ma1527<br>20 Yr Gtd Single Family Mortgage<br>DTD 07/01/2013 3.000% 08/01/2033<br>Non Callable<br>TICKER: MA1527A | 24,808.25 | 100.072 | $24,826.11 | $24,560.17 | $744.25 | 3.00% |

0000090 - 0800565

## Statement of Value and Activity

*July 1, 2013 - September 30, 2013*

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Federal Home Loan Mortgage Corp Gold Pool #C01676-30 Yr Gtd Mtge DTD 11/01/2003 6.000% 11/01/2033 Non Callable TICKER: C01676F | 22,214.94 | 110.479 | $24,542.84 | $22,131.63 | $1,332.90 | 5.43% |
| Fedl Natl Mtge Assn Pool #357883 30 Yr Gtd Single Family Mortgage DTD 08/01/2005 5.000% 05/01/2035 Non Callable TICKER: 357883A | 16,781.83 | 108.596 | $18,224.40 | $16,468.54 | $839.09 | 4.60% |
| Federal Home Loan Mortgage Corp Gold Pool #G02884-30 Yr Gtd Mtge DTD 04/01/2007 6.000% 04/01/2037 Non Callable TICKER: G02884F | 21,954.12 | 109.314 | $23,998.93 | $22,163.52 | $1,317.25 | 5.49% |
| Federal Home Loan Mortgage Corp Gold Pool #C03478-30 Yr Gtd Mtge DTD 06/01/2010 4.500% 06/01/2040 Non Callable TICKER: C03478F | 20,135.27 | 106.425 | $21,428.96 | $20,781.92 | $906.09 | 4.23% |
| | | | $732,088.04 | $711,136.23 | $22,079.32 | |
| *Taxable Mutual Funds* | | | | | | |
| Sit Emerging Markets Debt Fund TICKER: SITEX | 3,185.27 | 10.380 | $33,063.11 | $35,023.99 | $2,171.08 | 6.57% |
| SIMT High Yield Bond Fund TICKER: SHYAX | 6,136.20 | 7.680 | $47,126.02 | $46,027.36 | $2,865.04 | 6.08% |

0000091 - 0805595

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| Sit International Fixed Income Fund TICKER: SEFIX | 4,303.44 | 10.420 | $44,841.89 | $44,927.95 | $2,085.45 | 4.65% |
| | | | $125,031.02 | $125,979.30 | $7,121.57 | |
| Total Fixed Income | | | $857,119.06 | $837,115.53 | $29,200.89 | |
| *Alternative* | | | | | | |
| Absolute Strategies Fund TICKER: ASFIX | 18,373.06 | 11.070 | $203,389.77 | $190,397.25 | $0.00 | 0.00% |
| Total Alternative | | | $203,389.77 | $190,397.25 | $0.00 | |
| *Other* | | | | | | |
| Mineral Interest In Se4 16-159-67 Towner Co ND | 1.00 | 1,600.000 | $1,600.00 | $1.00 | $0.00 | 0.00% |
| Mineral Interest Ne4 31-8-30 W1m Storthoaks Area, Saskatchewan (Cert of Title) | 1.00 | 18,400.000 | $18,400.00 | $1.00 | $0.00 | 0.00% |
| 75% Mineral Interest In E2sw4 W2se4 17-119-34 Kandiyohi Co MN | 1.00 | 600.000 | $600.00 | $1.00 | $0.00 | 0.00% |
| 75% Mineral Interest In Lot 1 2-161-78 Bottineau Co ND | 1.00 | 750.000 | $750.00 | $1.00 | $0.00 | 0.00% |
| 75% Mineral Interest In Lot 4 of Govt Lot 5 4-121-35 Kandiyohi Co MN | 1.00 | 150.000 | $150.00 | $1.00 | $0.00 | 0.00% |

0000081 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

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

0000002 - 0800595

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Description | Shares/Par Value | Current Price | Market Value | Tax Cost | Est. Ann. Income | Current Yield |
|---|---|---|---|---|---|---|
| 75% Mineral Interest In Sw4 10-162-77 Bottineau Co ND | 1.00 | 3,000.000 | $3,000.00 | $1.00 | $0.00 | 0.00% |
| 75% Mineral Interest In Sw4 28-162-78 Bottineau Co ND | 1.00 | 3,000.000 | $3,000.00 | $1.00 | $0.00 | 0.00% |
| 75% Mineral Interest In S2se4 33-121-33 Kandiyohi Co MN | 1.00 | 300.000 | $300.00 | $1.00 | $0.00 | 0.00% |
| 75% Mineral Interest In S2se4ne4 9-118-34 Kandiyohi Co MN | 1.00 | 75.000 | $75.00 | $1.00 | $0.00 | 0.00% |
| Total Other | | | $46,632.33 | $20.00 | $0.00 | |
| **Total All Assets** | | | **$2,840,263.26** | **$2,124,409.04** | **$56,335.98** | |

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

0000092 - 0800565

# Statement of Value and Activity

July 1, 2013 - September 30, 2013

## Transaction Summary

| Transaction | Principal Cash | Income Cash |
|---|---|---|
| **Beginning Cash Balance on 7/1/13** | **-$4,667.46** | **$5,472.91** |
| **Additions** | **$0.00** | **$0.00** |
| **Disbursements** | | |
| Withdrawals | $0.00 | -$11,000.00 |
| Expenses | $0.00 | $0.00 |
| Fees | -$2,645.11 | -$2,645.07 |
| Taxes | $0.00 | $0.00 |
| **Total Disbursements** | **-$2,645.11** | **-$13,645.07** |
| **Income** | | |
| Taxable Interest | $0.00 | $9,682.20 |
| Tax Exempt Interest | $0.00 | $0.00 |
| Dividends | $0.00 | $5,534.82 |
| Rental Income | $0.00 | $0.00 |
| Other Income | $0.00 | $0.00 |
| **Total Income** | **$0.00** | **$15,217.02** |
| **Security Purchases** | **-$87,584.15** | **$0.00** |
| **Security Sales/Maturities** | | |
| Security Sales/Maturities | $31,085.41 | $0.00 |
| Gain Distributions | $0.00 | $0.00 |
| **Total Security Sales/Maturities** | **$31,085.41** | **$0.00** |
| **Money Market Purchases/Sales** | **$57,114.59** | **$0.00** |
| **Other** | **$0.00** | **$0.00** |
| **Ending Cash Balance on 9/30/13** | **-$6,696.72** | **$7,044.86** |

0000093 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

### Transaction Details By Category

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 7/1/13 | **Beginning Balance** | **-$4,667.46** | **$5,472.91** | |
| | ***Withdrawals*** | | | |
| 7/15/13 | Paid to Rice Memorial Hospital Distribution for Second Quarter Grants | $0.00 | -$11,000.00 | $0.00 |
| | | $0.00 | -$11,000.00 | |
| | ***Fees*** | | | |
| 7/19/13 | Account Portfolio Fee Collected Total Charges: $1,750.35 Fees up To: 6/30/13 from $2,747,468.41 In Market Value Issue Maintenance Fee: $41.67 | -$875.18 | $0.00 | $0.00 |
| 7/19/13 | Account Portfolio Fee Collected Total Charges: $1,750.35 Fees up To: 6/30/13 from $2,747,468.41 In Market Value Issue Maintenance Fee: $41.67 | $0.00 | -$875.17 | $0.00 |
| 8/22/13 | Account Portfolio Fee Collected Total Charges: $1,765.74 Fees up To: 7/31/13 from $2,784,406.37 In Market Value Issue Maintenance Fee: $41.67 | -$882.88 | $0.00 | $0.00 |
| 8/22/13 | Account Portfolio Fee Collected Total Charges: $1,765.74 Fees up To: 7/31/13 from $2,784,406.37 In Market Value Issue Maintenance Fee: $41.67 | $0.00 | -$882.86 | $0.00 |
| 9/25/13 | Account Portfolio Fee Collected Total Charges: $1,774.09 Fees up To: 8/31/13 from $2,804,448.39 In Market Value Issue Maintenance Fee: $41.67 | -$887.05 | $0.00 | $0.00 |

0000093 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 9/25/13 | Account Portfolio Fee Collected<br>Total Charges: $1,774.09 Fees up To: 8/31/13<br>from $2,804,448.39 In Market Value<br>Issue Maintenance Fee: $41.67 | $0.00 | -$887.04 | $0.00 |
| | | -$2,645.11 | -$2,645.07 | |
| **Total Disbursements** | | **-$2,645.11** | **-$13,645.07** | |
| | ***Taxable Interest*** | | | |
| 7/1/13 | University OK Revs 2.659% 7/01/15 | $0.00 | $332.38 | $0.00 |
| 7/1/13 | Federated Gov Obl TX Mgd-I<br>Dividend from 6/1/13 to 6/30/13 | $0.00 | $0.57 | $0.00 |
| 7/1/13 | SEI SIMT High Yield Bond CL A 59<br>Dividend from 6/1/13 to 6/30/13 | $0.00 | $243.58 | $0.00 |
| 7/2/13 | SEI Sit Emerging Mkt Debt CL A 98 | $0.00 | $233.79 | $0.00 |
| 7/15/13 | FHLMC Gd PL #C01676 6.000% 11/01/33<br>June FHLMC Due 7/15/13 | $0.00 | $123.96 | $0.00 |
| 7/15/13 | FHLMC Gd PL #G02884 6.000% 4/01/37<br>June FHLMC Due 7/15/13 | $0.00 | $125.76 | $0.00 |
| 7/15/13 | FHLMC Gd PL #C03478 4.500% 6/01/40<br>June FHLMC Due 7/15/13 | $0.00 | $83.52 | $0.00 |
| 7/15/13 | GNMA PL #553351 4.500% 7/15/33<br>June GNMA Due 7/15/13 | $0.00 | $33.20 | $0.00 |
| 7/15/13 | FHLMC MTN 2.375% 1/13/22 | $0.00 | $296.88 | $0.00 |
| 7/22/13 | Charles Schwab Corp 4.450% 7/22/20 | $0.00 | $556.25 | $0.00 |
| 7/25/13 | FNMA PL #357883 5.000% 5/01/35<br>June FNMA Due 7/25/13 | $0.00 | $78.92 | $0.00 |
| 7/25/13 | FNMA PL #765251 4.000% 3/01/19<br>June FNMA Due 7/25/13 | $0.00 | $15.97 | $0.00 |
| 7/25/13 | FNMA PL #829079 4.000% 9/01/20<br>June FNMA Due 7/25/13 | $0.00 | $55.38 | $0.00 |



0000094 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 8/1/13 | Washington Post 7.250% 2/01/19 | $0.00 | $906.25 | $0.00 |
| 8/1/13 | Federated Gov Obl TX Mgd-I<br>Dividend from 7/1/13 to 7/31/13 | $0.00 | $0.60 | $0.00 |
| 8/1/13 | SEI SIMT High Yield Bond CL A 59<br>Dividend from 7/1/13 to 7/31/13 | $0.00 | $221.18 | $0.00 |
| 8/15/13 | FHLMC Gd PL #C01676 6.000% 11/01/33<br>July FHLMC Due 8/15/13 | $0.00 | $120.06 | $0.00 |
| 8/15/13 | FHLMC Gd PL #G02884 6.000% 4/01/37<br>July FHLMC Due 8/15/13 | $0.00 | $121.92 | $0.00 |
| 8/15/13 | FHLMC Gd PL #C03478 4.500% 6/01/40<br>July FHLMC Due 8/15/13 | $0.00 | $80.71 | $0.00 |
| 8/15/13 | GNMA PL #553351 4.500% 7/15/33<br>July GNMA Due 8/15/13 | $0.00 | $32.44 | $0.00 |
| 8/15/13 | Assurant Inc 5.625% 2/15/14 | $0.00 | $1,406.25 | $0.00 |
| 8/15/13 | Clear Creek TX Sch 3.700% 2/15/26 | $0.00 | $462.50 | $0.00 |
| 8/15/13 | U.S. Treasury Notes 2.750% 2/15/19 | $0.00 | $343.75 | $0.00 |
| 8/22/13 | CISCO Systems Inc 5.500% 2/22/16 | $0.00 | $1,375.00 | $0.00 |
| 8/26/13 | FNMA PL #357883 5.000% 5/01/35<br>July FNMA Due 8/25/13 | $0.00 | $76.61 | $0.00 |
| 8/26/13 | FNMA PL #765251 4.000% 3/01/19<br>July FNMA Due 8/25/13 | $0.00 | $15.23 | $0.00 |
| 8/26/13 | FNMA PL #829079 4.000% 9/01/20<br>July FNMA Due 8/25/13 | $0.00 | $52.74 | $0.00 |
| 8/30/13 | Paid Accrued Interest on Purchase of<br>Fn Ma1527 3.000% 8/01/33 | $0.00 | -$60.21 | $0.00 |
| 9/3/13 | U.S. Treasury Notes 1.250% 8/31/15 | $0.00 | $281.25 | $0.00 |
| 9/3/13 | Federated Gov Obl TX Mgd-I<br>Dividend from 8/1/13 to 8/31/13 | $0.00 | $0.87 | $0.00 |
| 9/3/13 | SEI SIMT High Yield Bond CL A 59<br>Dividend from 8/1/13 to 8/31/13 | $0.00 | $217.15 | $0.00 |
| 9/12/13 | FHLB 3.250% 9/12/14 | $0.00 | $812.50 | $0.00 |



0000094 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 9/16/13 | FHLMC Gd PL #C01676 6.000% 11/01/33<br>August FHLMC Due 9/15/13 | $0.00 | $114.40 | $0.00 |
| 9/16/13 | FHLMC Gd PL #G02884 6.000% 4/01/37<br>August FHLMC Due 9/15/13 | $0.00 | $114.80 | $0.00 |
| 9/16/13 | FHLMC Gd PL #C03478 4.500% 6/01/40<br>August FHLMC Due 9/15/13 | $0.00 | $77.66 | $0.00 |
| 9/16/13 | GNMA PL #553351 4.500% 7/15/33<br>August GNMA Due 9/15/13 | $0.00 | $32.33 | $0.00 |
| 9/16/13 | Symantec Corp 4.200% 9/15/20 | $0.00 | $525.00 | $0.00 |
| 9/17/13 | Paid Accrued Interest on Purchase of<br>GNMA PL #738040 3.500% 3/15/26 | $0.00 | -$31.67 | $0.00 |
| 9/25/13 | FNMA PL #357883 5.000% 5/01/35<br>August FNMA Due 9/25/13 | $0.00 | $74.59 | $0.00 |
| 9/25/13 | FNMA PL #765251 4.000% 3/01/19<br>August FNMA Due 9/25/13 | $0.00 | $14.65 | $0.00 |
| 9/25/13 | FNMA PL #829079 4.000% 9/01/20<br>August FNMA Due 9/25/13 | $0.00 | $51.19 | $0.00 |
| 9/25/13 | FNMA PL #Ma1527 3.000% 8/01/33<br>August FNMA Due 9/25/13 | $0.00 | $62.29 | $0.00 |
| | | $0.00 | $9,682.20 | |
| | ***Dividends*** | | | |
| 7/1/13 | Nike Inc-Class B | $0.00 | $62.58 | $0.00 |
| 7/1/13 | SPDR S&P Regional Banking ETF | $0.00 | $71.05 | $0.00 |
| 7/10/13 | Baron Growth Fund-Ins | $0.00 | $90.31 | $0.00 |
| 7/12/13 | Schlumberger LTD | $0.00 | $75.63 | $0.00 |
| 7/15/13 | Thermo Fisher Scientific Inc | $0.00 | $31.35 | $0.00 |
| 7/16/13 | State Street Corp | $0.00 | $140.40 | $0.00 |
| 7/23/13 | EMC Corp Mass | $0.00 | $101.50 | $0.00 |
| 7/24/13 | Cisco Systems Inc | $0.00 | $190.06 | $0.00 |
| 7/24/13 | Comcast Corp-CL A | $0.00 | $158.54 | $0.00 |

0000095 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 7/26/13 | Sysco Corp | $0.00 | $123.20 | $0.00 |
| 7/31/13 | St Jude Medical Inc | $0.00 | $65.50 | $0.00 |
| 7/31/13 | Federated Strategic Val Div Is | $0.00 | $329.36 | $0.00 |
| 8/1/13 | Deere & Co | $0.00 | $113.22 | $0.00 |
| 8/2/13 | CVS Caremark Corp | $0.00 | $80.10 | $0.00 |
| 8/7/13 | Vodafone Group Spons ADR | $0.00 | $714.21 | $0.00 |
| 8/12/13 | Air Products & Chemicals Inc | $0.00 | $161.17 | $0.00 |
| 8/15/13 | Abbott Labs | $0.00 | $32.90 | $0.00 |
| 8/15/13 | Apple Inc | $0.00 | $201.30 | $0.00 |
| 8/15/13 | Colgate Palmolive Co | $0.00 | $89.76 | $0.00 |
| 8/15/13 | Procter & Gamble Co | $0.00 | $122.10 | $0.00 |
| 8/15/13 | The Mosaic Company | $0.00 | $94.75 | $0.00 |
| 8/23/13 | Citigroup Inc | $0.00 | $3.24 | $0.00 |
| 8/30/13 | Hudson City Bancorp Inc | $0.00 | $123.36 | $0.00 |
| 8/30/13 | Federated Strategic Val Div Is | $0.00 | $458.13 | $0.00 |
| 9/3/13 | Ford Motor Co DEL | $0.00 | $100.40 | $0.00 |
| 9/10/13 | Emerson Elec Co | $0.00 | $167.69 | $0.00 |
| 9/10/13 | ExxonMobil Corp | $0.00 | $102.69 | $0.00 |
| 9/10/13 | Target Corp | $0.00 | $154.37 | $0.00 |
| 9/12/13 | 3M Co | $0.00 | $134.62 | $0.00 |
| 9/16/13 | Broadcom Corp | $0.00 | $42.90 | $0.00 |
| 9/16/13 | Dover Corp | $0.00 | $81.00 | $0.00 |
| 9/16/13 | ITC Holdings Corp | $0.00 | $120.70 | $0.00 |
| 9/18/13 | Transocean LTD | $0.00 | $182.00 | $0.00 |
| 9/25/13 | Qualcomm Inc | $0.00 | $87.50 | $0.00 |
| 9/27/13 | T Rowe Price Group Inc | $0.00 | $134.90 | $0.00 |
| 9/30/13 | Pepsico Inc | $0.00 | $169.68 | $0.00 |
| 9/30/13 | SPDR S&P Regional Banking ETF | $0.00 | $74.51 | $0.00 |
| 9/30/13 | ICM Small Company Port Instl | $0.00 | $36.12 | $0.00 |

0000095 - 0800595

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 9/30/13 | Federated Strategic Val Div Is | $0.00 | $312.02 | $0.00 |
| | | $0.00 | $5,534.82 | |
| **Total Income** | | **$0.00** | **$15,217.02** | |
| | ***Security Purchases*** | | | |
| 7/15/13 | Purchased 259 Shares of<br>F5 Networks Inc<br>Trade Date 7/10/13<br>Paid $10.36 Brokerage<br>259 Shares at $71.96550018 | -$18,649.42 | $0.00 | $18,649.42 |
| 8/27/13 | Purchased 1,344.086 Shares of<br>Absolute Strategies Fund I<br>Trade Date 8/26/13<br>1,344.086 Shares at $11.16 | -$15,000.00 | $0.00 | $15,000.00 |
| 8/27/13 | Purchased 787.402 Units of<br>SEI Sit Emerging Mkt Debt CL A 98<br>Trade Date 8/26/13<br>787.402 Units at $10.16 | -$8,000.01 | $0.00 | $8,000.01 |
| 8/30/13 | Purchased 24,914.28 Par Value of<br>Fn Ma1527 3.000% 8/01/33<br>Trade Date 8/29/13<br>Purchase Interest $60.21<br>24,914.28 Par Value at 99.00000356 % | -$24,665.14 | $0.00 | $24,665.14 |

0000096 - 0800555

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 9/17/13 | Purchased 20,359.75 Par Value of GNMA PL #738040 3.500% 3/15/26<br>Trade Date 9/5/13<br>Purchase Interest $31.67<br>20,359.75 Par Value at 104.46874888 % | -$21,269.58 | $0.00 | $21,269.58 |
| **Total Security Purchases** | | **-$87,584.15** | **$0.00** | |
| | ***Security Sales/Maturities*** | | | |
| 7/15/13 | Paid Down 780.36 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33<br>for Record Date of June Due 7/15/13<br>June FHLMC Due 7/15/13 | $780.36 | $0.00 | -$777.43 |
| 7/15/13 | Paid Down 769.22 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37<br>for Record Date of June Due 7/15/13<br>June FHLMC Due 7/15/13 | $769.22 | $0.00 | -$776.92 |
| 7/15/13 | Paid Down 748.5 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40<br>for Record Date of June Due 7/15/13<br>June FHLMC Due 7/15/13 | $748.50 | $0.00 | -$773.33 |
| 7/15/13 | Paid Down 203.36 Par Value of GNMA PL #553351 4.500% 7/15/33<br>for Record Date of June Due 7/15/13<br>June GNMA Due 7/15/13 | $203.36 | $0.00 | -$201.33 |
| 7/15/13 | Sold 250 Shares of Microsoft Corp<br>Trade Date 7/10/13<br>Paid $10.00 Brokerage<br>Paid $0.15 SEC Fee<br>250 Shares at $34.67277 | $8,658.04 | $0.00 | -$6,026.54 |

0000096 - 0800965

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 7/15/13 | Sold 373 Shares of<br>Cisco Systems Inc<br>Trade Date 7/10/13<br>Paid $14.92 Brokerage<br>Paid $0.17 SEC Fee<br>373 Shares at $25.471444 | $9,485.76 | $0.00 | -$8,833.95 |
| 7/25/13 | Paid Down 555.26 Par Value of<br>FNMA PL #357883 5.000% 5/01/35<br>for Record Date of June Due 7/25/13<br>June FNMA Due 7/25/13 | $555.26 | $0.00 | -$544.46 |
| 7/25/13 | Paid Down 222.96 Par Value of<br>FNMA PL #765251 4.000% 3/01/19<br>for Record Date of June Due 7/25/13<br>June FNMA Due 7/25/13 | $222.96 | $0.00 | -$223.15 |
| 7/25/13 | Paid Down 792.15 Par Value of<br>FNMA PL #829079 4.000% 9/01/20<br>for Record Date of June Due 7/25/13<br>June FNMA Due 7/25/13 | $792.15 | $0.00 | -$812.68 |
| 8/15/13 | Paid Down 1,132.07 Par Value of<br>FHLMC Gd PL #C01676 6.000% 11/01/33<br>for Record Date of July Due 8/15/13<br>July FHLMC Due 8/15/13 | $1,132.07 | $0.00 | -$1,127.83 |
| 8/15/13 | Paid Down 1,423.55 Par Value of<br>FHLMC Gd PL #G02884 6.000% 4/01/37<br>for Record Date of July Due 8/15/13<br>July FHLMC Due 8/15/13 | $1,423.55 | $0.00 | -$1,437.46 |
| 8/15/13 | Paid Down 812.61 Par Value of<br>FHLMC Gd PL #C03478 4.500% 6/01/40<br>for Record Date of July Due 8/15/13<br>July FHLMC Due 8/15/13 | $812.61 | $0.00 | -$839.12 |

0000097 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 8/15/13 | Paid Down 30.36 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of July Due 8/15/13 July GNMA Due 8/15/13 | $30.36 | $0.00 | -$30.06 |
| 8/22/13 | Deletion 609 Shares of CVR Energy, Inc. Escrow Exchanged at $0.00000001 Per Share Corporate Action Id: 1330 Deletion of Worthless Securities Non-Taxable | $0.00 | $0.00 | $0.00 |
| 8/26/13 | Paid Down 485.21 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of July Due 8/25/13 July FNMA Due 8/25/13 | $485.21 | $0.00 | -$475.98 |
| 8/26/13 | Paid Down 172.12 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of July Due 8/25/13 July FNMA Due 8/25/13 | $172.12 | $0.00 | -$172.26 |
| 8/26/13 | Paid Down 465.33 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of July Due 8/25/13 July FNMA Due 8/25/13 | $465.33 | $0.00 | -$477.03 |
| 9/16/13 | Paid Down 665.23 Par Value of FHLMC Gd PL #C01676 6.000% 11/01/33 for Record Date of August Due 9/15/13 August FHLMC Due 9/15/13 | $665.23 | $0.00 | -$662.74 |
| 9/16/13 | Paid Down 1,005.51 Par Value of FHLMC Gd PL #G02884 6.000% 4/01/37 for Record Date of August Due 9/15/13 August FHLMC Due 9/15/13 | $1,005.51 | $0.00 | -$1,015.10 |

0000097 - 0800566

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 9/16/13 | Paid Down 574.35 Par Value of FHLMC Gd PL #C03478 4.500% 6/01/40 for Record Date of August Due 9/15/13 August FHLMC Due 9/15/13 | $574.35 | $0.00 | -$592.80 |
| 9/16/13 | Paid Down 364.19 Par Value of GNMA PL #553351 4.500% 7/15/33 for Record Date of August Due 9/15/13 August GNMA Due 9/15/13 | $364.19 | $0.00 | -$360.55 |
| 9/25/13 | Paid Down 1,119.33 Par Value of FNMA PL #357883 5.000% 5/01/35 for Record Date of August Due 9/25/13 August FNMA Due 9/25/13 | $1,119.33 | $0.00 | -$1,098.43 |
| 9/25/13 | Paid Down 139.86 Par Value of FNMA PL #765251 4.000% 3/01/19 for Record Date of August Due 9/25/13 August FNMA Due 9/25/13 | $139.86 | $0.00 | -$139.97 |
| 9/25/13 | Paid Down 374.05 Par Value of FNMA PL #829079 4.000% 9/01/20 for Record Date of August Due 9/25/13 August FNMA Due 9/25/13 | $374.05 | $0.00 | -$383.17 |
| 9/25/13 | Paid Down 106.03 Par Value of FNMA PL #Ma1527 3.000% 8/01/33 for Record Date of August Due 9/25/13 August FNMA Due 9/25/13 | $106.03 | $0.00 | -$104.97 |
| **Total Security Sales/Maturities** | | **$31,085.41** | **$0.00** | |
| | ***Money Market Purchases/Sales*** | | | |
| | Combined Purchases for the Period 7/1/13 - 9/30/13 of Federated Gov Obl TX Mgd-I | -$24,929.75 | $0.00 | $24,929.75 |

0000098 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| | Combined Sales for the Period 7/1/13 - 9/30/13 of Federated Gov Obl TX Mgd-I | $82,044.34 | $0.00 | -$82,044.34 |
| **Total Money Market Purchases/Sales** | | **$57,114.59** | **$0.00** | |
| | ***Other*** | | | |
| 7/1/13 | Amortized Premium on University OK Revs 2.659% 7/01/15 Fed Basis Decreased by $3.55 to $25,014.66 7/1/13 Current Year Amortization | $0.00 | $0.00 | -$3.55 |
| 7/15/13 | Amortized Premium on FHLMC Gd PL #G02884 6.000% 4/01/37 Fed Basis Decreased by $6.21 to $25,404.14 7/15/13 Current Year Amortization | $0.00 | $0.00 | -$6.21 |
| 7/15/13 | Amortized Premium on FHLMC Gd PL #C03478 4.500% 6/01/40 Fed Basis Decreased by $16.19 to $23,009.58 7/15/13 Current Year Amortization | $0.00 | $0.00 | -$16.19 |
| 7/22/13 | Amortized Premium on Charles Schwab Corp 4.450% 7/22/20 Fed Basis Decreased by $136.62 to $27,151.27 7/22/13 Current Year Amortization | $0.00 | $0.00 | -$136.62 |
| 7/25/13 | Accreted Discount on FNMA PL #357883 5.000% 5/01/35 Fed Basis Increased by $10.39 to $18,573.33 7/25/13 Market Discount | $0.00 | $0.00 | $10.39 |



0000098 - 0800566

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 7/25/13 | Amortized Premium on<br>FNMA PL #765251 4.000% 3/01/19<br>Fed Basis Decreased by $0.17 to $4,795.13<br>7/25/13<br>Current Year Amortization | $0.00 | $0.00 | -$0.17 |
| 7/25/13 | Amortized Premium on<br>FNMA PL #829079 4.000% 9/01/20<br>Fed Basis Decreased by $15.81 to $17,045.93<br>7/25/13<br>Current Year Amortization | $0.00 | $0.00 | -$15.81 |
| 8/1/13 | Amortized Premium on<br>Washington Post 7.250% 2/01/19<br>Fed Basis Decreased by $183.36 to $27,364.07<br>8/1/13<br>Current Year Amortization | $0.00 | $0.00 | -$183.36 |
| 8/15/13 | Amortized Premium on<br>FHLMC Gd PL #G02884 6.000% 4/01/37<br>Fed Basis Decreased by $5.84 to $24,621.38<br>8/15/13<br>Current Year Amortization | $0.00 | $0.00 | -$5.84 |
| 8/15/13 | Amortized Premium on<br>FHLMC Gd PL #C03478 4.500% 6/01/40<br>Fed Basis Decreased by $11.84 to $22,224.41<br>8/15/13<br>Current Year Amortization | $0.00 | $0.00 | -$11.84 |
| 8/15/13 | Amortized Premium on<br>Assurant Inc 5.625% 2/15/14<br>Fed Basis Decreased by $309.78 to $50,316.50<br>8/15/13<br>Current Year Amortization | $0.00 | $0.00 | -$309.78 |

0000099 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 8/15/13 | Amortized Premium on<br>Clear Creek TX Sch 3.700% 2/15/26<br>Fed Basis Decreased by $59.41 to $26,812.97<br>8/15/13<br>Current Year Amortization | $0.00 | $0.00 | -$59.41 |
| 8/26/13 | Accreted Discount on<br>FNMA PL #357883 5.000% 5/01/35<br>Fed Basis Increased by $7.62 to $18,036.49<br>8/26/13<br>Market Discount | $0.00 | $0.00 | $7.62 |
| 8/26/13 | Amortized Premium on<br>FNMA PL #765251 4.000% 3/01/19<br>Fed Basis Decreased by $0.14 to $4,571.84<br>8/25/13<br>Current Year Amortization | $0.00 | $0.00 | -$0.14 |
| 8/26/13 | Amortized Premium on<br>FNMA PL #829079 4.000% 9/01/20<br>Fed Basis Decreased by $12.29 to $16,220.96<br>8/25/13<br>Current Year Amortization | $0.00 | $0.00 | -$12.29 |
| 9/3/13 | Amortized Premium on<br>U.S. Treasury Notes 1.250% 8/31/15<br>Fed Basis Decreased by $154.82 to $45,623.56<br>8/31/13<br>Current Year Amortization | $0.00 | $0.00 | -$154.82 |
| 9/12/13 | Amortized Premium on<br>FHLB 3.250% 9/12/14<br>Fed Basis Decreased by $127.07 to $50,259.34<br>9/12/13<br>Current Year Amortization | $0.00 | $0.00 | -$127.07 |

0000099 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

| Date | Transaction Description | Principal Cash | Income Cash | Tax Cost |
|---|---|---|---|---|
| 9/16/13 | Amortized Premium on<br>FHLMC Gd PL #G02884 6.000% 4/01/37<br>Fed Basis Decreased by $5.30 to $23,178.62<br>9/15/13<br>Current Year Amortization | $0.00 | $0.00 | -$5.30 |
| 9/16/13 | Amortized Premium on<br>FHLMC Gd PL #C03478 4.500% 6/01/40<br>Fed Basis Decreased by $10.57 to $21,374.72<br>9/15/13<br>Current Year Amortization | $0.00 | $0.00 | -$10.57 |
| 9/25/13 | Accreted Discount on<br>FNMA PL #357883 5.000% 5/01/35<br>Fed Basis Increased by $6.46 to $17,566.97<br>9/25/13<br>Market Discount | $0.00 | $0.00 | $6.46 |
| 9/25/13 | Amortized Premium on<br>FNMA PL #765251 4.000% 3/01/19<br>Fed Basis Decreased by $0.13 to $4,399.45<br>9/25/13<br>Current Year Amortization | $0.00 | $0.00 | -$0.13 |
| 9/25/13 | Amortized Premium on<br>FNMA PL #829079 4.000% 9/01/20<br>Fed Basis Decreased by $11.48 to $15,732.45<br>9/25/13<br>Current Year Amortization | $0.00 | $0.00 | -$11.48 |
| **Total Other** | | **$0.00** | **$0.00** | |
| **9/30/13** | **Ending Balance** | **-$6,696.72** | **$7,044.86** | |

0000100 - 0800565

## Statement of Value and Activity

July 1, 2013 - September 30, 2013

No pending trades.

0000100 - 0800565

## Messages and Notices Section

### *Statement of Value and Activity*

*July 1, 2013 - September 30, 2013*

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

0000101 - 0800565

## CASH/INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2013

| | BANK | SECURITY TYPE | MATURITY DATE | INTEREST RATE | PAR VALUE | MARKET VALUE |
|---|---|---|---|---|---|---|
| 1 | MSSB | CD-591557DP5 | 10/07/2013 | 1.150% | 245,000.00 | 245,017.15 |
| 2 | MSSB | CD-70153RGY8 | 10/15/2013 | 1.250% | 245,000.00 | 245,090.65 |
| 3 | MSSB | CD-02580VDA0 | 12/24/2013 | 4.750% | 96,000.00 | 96,913.92 |
| 4 | MSSB | CD-02586TDA9 | 12/24/2013 | 4.750% | 96,000.00 | 96,913.92 |
| 5 | MSSB | CD-36159CGN0 | 12/30/2013 | 4.100% | 96,000.00 | 96,831.36 |
| 6 | MSSB | CD-381426XZ3 | 12/31/2013 | 4.000% | 96,000.00 | 96,816.96 |
| 7 | MSSB | CD-36160TFS0 | 01/23/2014 | 3.400% | 96,000.00 | 96,864.00 |
| 8 | MSSB | CD-795450HC2 | 01/23/2014 | 3.500% | 96,000.00 | 96,881.28 |
| 9 | MSSB | CD-140653G26 | 01/28/2014 | 3.500% | 96,000.00 | 96,920.64 |
| 10 | MSSB | CD-02004MU84 | 10/08/2014 | 1.750% | 150,000.00 | 151,872.00 |
| 11 | MSSB | CD-02005QP64 | 08/10/2015 | 1.100% | 96,000.00 | 96,469.44 |
| 12 | MSSB | CD-25811LZ28 | 08/10/2015 | 1.000% | 245,000.00 | 246,200.50 |
| 13 | MSSB | CD-795450NT8 | 08/10/2015 | 1.100% | 150,000.00 | 150,733.50 |
| 14 | MSSB | CD-36160TE51 | 12/09/2016 | 2.100% | 150,000.00 | 153,132.00 |
| 15 | MSSB | CD-06740KFC6 | 12/14/2016 | 1.950% | 245,000.00 | 250,105.80 |
| 16 | MSSB | CD-38143ADT9 | 12/14/2016 | 2.050% | 150,000.00 | 153,120.00 |
| 17 | MSSB | CD-02587DJS8 | 12/15/2016 | 2.050% | 150,000.00 | 153,117.00 |
| 18 | MSSB | CD-2546703M2 | 02/08/2017 | 1.750% | 245,000.00 | 249,868.15 |
| 19 | Wells Fargo Advisors | CD-36157PFB0 | 06/08/2018 | 2.000% | 150,000.00 | 152,569.50 |
| 20 | MSSB | FNMA-3136G1PJ2 | 07/17/2018 | 1.800% | 1,000,000.00 | 998,430.00 |
| 21 | MSSB | CD-17284A3Z9 | 12/12/2019 | 1.600% | 245,000.00 | 232,701.00 |
| 22 | Wells Fargo | FFCB-3133EAYB8 | 04/17/2020 | 1.840% | 2,000,000.00 | 1,939,902.00 |
| 23 | UBS | FHLMC-3134G3XL9 | 12/28/2020 | 2.000% | 1,000,000.00 | 948,410.00 |
| 24 | UBS | FHLMC-3134G3YP9 | 07/26/2021 | 2.000% | 6,000,000.00 * | 5,688,540.00 |
| 25 | Wells Fargo | FHLMC-3134G3D49 | 11/23/2021 | 2.000% | 2,000,000.00 | 1,900,864.00 |
| 26 | Wells Fargo | FHLB-313381C60 | 06/07/2022 | 2.080% | 2,000,000.00 | 1,866,618.00 |
| 27 | UBS | FHLMC-3134G3WU0 | 06/21/2022 | 2.250% | 1,000,000.00 | 922,500.00 |
| 28 | Wells Fargo Advisors | FHLB-313379VX4 | 07/12/2022 | 2.530% | 797,872.34 ^ | 758,784.56 |
| 29 | UBS | FNMA-3136G0TG6 | 07/26/2022 | 2.000% | 1,000,000.00 * | 924,110.00 |
| 30 | Wells Fargo | FNMA-3136G0TG6 | 07/26/2022 | 2.000% | 2,000,000.00 * | 1,848,228.00 |
| 31 | MSSB | FHLB-313380GQ4 | 09/07/2022 | 1.500-5.000% | 4,000,000.00 | 3,769,400.00 |
| 32 | UBS | FNMA-3136G0D65 | 09/27/2022 | 2.000% | 3,000,000.00 * | 2,731,980.00 |
| 33 | UBS | FNMA-3135G0RC9 | 10/25/2022 | 2.200% | 1,000,000.00 | 924,100.00 |
| 34 | UBS | FNMA-3136G02Z3 | 11/15/2022 | 2.250% | 1,900,000.00 | 1,760,673.00 |
| 35 | Wells Fargo | FHLB-313381DA0 | 12/05/2022 | 2.190% | 2,000,000.00 | 1,842,756.00 |
| 36 | Wells Fargo Advisors | FHLB-313381GY5 | 12/27/2022 | 1.500-5.000% | 3,000,000.00 | 2,721,180.00 |
| 37 | Multi-Bank Securities | FHLB-313381H40 | 12/28/2022 | 1.500-9.000% | 1,000,000.00 | 915,820.00 |
| 38 | Multi-Bank Securities | FHLB-313382G49 | 03/27/2023 | 2.000-6.000% | 1,000,000.00 | 929,310.00 |
| 39 | Wells Fargo Advisors | FHLB-313382VW0 | 04/25/2023 | 1.625-5.500% | 1,150,000.00 | 1,030,802.50 |
| 40 | Wells Fargo Advisors | FHLB-313382TV5 | 04/25/2023 | 1.625-6.000% | 850,000.00 | 769,675.00 |
| 41 | Multi-Bank Securities | FHLB-3133832Q3 | 05/23/2023 | 1.750-8.000% | 1,000,000.00 | 933,610.00 |
| 42 | Wells Fargo Advisors | FHLB-313383BL4 | 06/13/2023 | 1.500-4.000% | 2,500,000.00 | 2,400,475.00 |
| 43 | Wells Fargo Advisors | FHLB-313383A27 | 06/13/2023 | 1.625-10.000% | 1,993,000.00 | 1,888,040.00 |
| 44 | Multi-Bank Securities | FNMA-3136G1Q51 | 07/24/2023 | 2.050-6.500% | 1,000,000.00 ^ | 970,980.00 |
| 45 | Wells Fargo Advisors | FHLB-313383PQ8 | 07/25/2023 | 2.000-6.500% | 1,000,000.00 ^ | 1,001,190.00 |
| | TOTAL INVESTMENT | | | | $ 48,328,872.34 | $ 45,544,516.83 |
| | Heritage Bank | Low Activity Ckg | None | 0.250% | 2,435,095.33 | 2,435,095.33 |
| | Heritage Bank | SB Ckg/Law Enf.Forf | None | 0.100% | 44,554.93 | 44,554.93 |
| | Heritage Bank | Commercial Ckg | None | 0.100% | (6,369.42) | (6,369.42) |
| | TOTAL PORTFOLIO FOR SEPTEMBER 30, 2013 | | | | $ 50,802,153.18 | $ 48,017,797.67 |

* Par Value is not equal to Purchase Amount

| | | |
|---|---|---|
| ^ WFA FHLB-313379VX4 | 1,500,000.00 | Par Value |
| Partial Call 10/12/12 | (15,957.45) | |
| Partial Call 12/17/12 | (686,170.21) | |
| | 797,872.34 | |

# WILLMAR

*FINANCE*

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4984
FAX: 320-235-4917

## INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING SEPTEMBER 30, 2013

| | |
|---|---|
| BALANCE AT PRIOR QUARTER ENDED JUNE 30, 2013 | $ 43,145,874.09 |
| SUMMARY OF JULY THROUGH SEPTEMBER, 2013, TRANSACTIONS: | |
| (07/17/2013) PURCHASED: MSSB, FNMA-3136G1PJ2, 1.800% | 1,000,000.00 |
| (07/24/2013) PURCHASED: Multi-Bank Securities, FNMA-3136G1Q51, Step-Up 2.050-6.500% | 998,750.00 |
| (07/25/2013) PURCHASED: Wells Fargo Advisors, FHLB-313383PQ8, Step-Up 2.000-6.500% | 997,500.00 |
| (09/30/2012) Market Value Adjustment at Quarter End | (597,607.26) |
| SEPTEMBER 30, 2013 BALANCE | $ 45,544,516.83 |

# Historical Balances At the End of Each Quarter
# 2003 through 09/30/2013

| | Investments | | | | Operating Cash (Flex Gold and Checking) | | | |
|---|---|---|---|---|---|---|---|---|
| Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 2013 | $45,036,646.37 # | $43,145,874.09 # | $45,544,516.83 # | | $ 4,864,300.48 | $ 7,115,084.74 | $ 2,428,725.91 | |
| 2012 | $41,122,817.67 # | $37,855,613.32 # | $44,310,158.10 # | $47,119,283.92 # | $ 8,136,948.46 | $11,647,103.27 | $ 6,473,162.53 | $ 7,735,728.32 |
| 2011 | $41,498,738.04 # | $42,926,445.51 # | $33,053,338.89 # | $46,841,372.72 # | $ 6,566,351.65 | $ 9,181,801.11 | $18,167,922.89 | $ 7,404,105.73 |
| 2010 | $41,358,462.50 | $40,144,176.24 # | $44,577,231.24 # | $48,797,293.88 # | $ 5,700,619.84 | $ 8,771,348.62 | $ 3,304,736.92 | $ 4,417,038.74 |
| 2009 | $40,055,806.99 | $41,062,156.99 | $38,897,050.00 | $45,863,584.72 | $ (2,077,111.26) | $ 7,201,418.64 | $ 8,850,416.77 | $ 5,516,985.71 |
| 2008 | $41,205,848.94 | $43,736,011.19 | $45,244,926.32 | $42,945,529.36 | $ 3,167,634.31 | $ 1,718,731.16 | $ 1,997,209.74 | $ 6,351,625.00 |
| 2007 | $43,139,351.72 | $48,100,353.36 | $47,115,305.03 | $50,105,966.14 | $ 926,179.01 | $ 663,940.06 | $ 926,179.01 | $ (341,184.39) |
| 2006 | $40,287,460.83 | $39,045,724.67 | $45,986,724.51 | $48,565,446.01 | $ 239,513.13 | $ 982,309.33 | $ 1,133,968.89 | $ 171,495.87 |
| 2005 | $36,768,248.22 | $37,768,170.45 | $48,355,084.17 | $48,354,326.94 | $ 1,513,953.62 | $ 961,246.67 | $ 1,454,324.57 | $ 1,007,718.38 |
| 2004 | $33,825,796.69 | $36,595,276.05 | $36,590,625.49 | $41,648,716.38 | $ 4,244,239.97 | $ 1,158,817.03 | $ 201,061.64 | $ 275,984.98 |
| 2003 | $34,064,199.18 | $30,950,347.81 | $35,925,098.63 | $40,818,791.70 | $ 3,859,939.14 ** | $ 7,755,088.56 ** | $ 2,656,112.08 ** | $ 933,074.61 ** |

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

**4M, Flex Gold, General Ckg

# WILLMAR

**FINANCE**

City Office Building
Box 755
Willmar, Minnesota 56201

320-235-4984
FAX: 320-235-4917

## 2013 Interest/Dividends Received By Institution

| Institution | July | August | September | 2013 Year-To-Date | 2012 Year-To-Date |
|---|---|---|---|---|---|
| Heritage Bank | $ 1,524.18 | $ 760.64 | $ 519.10 | $ 6,213.85 | $ 14,743.63 |
| Morgan Stanley Smith Barney | $ 8,817.80 | $ 4,682.94 | $ 30,000.00 | $ 111,056.77 | $ 122,103.27 |
| Multi-Bank Securities | $ - | $ - | $ 10,000.00 | $ 17,500.00 | $ - |
| UBS | $ 75,000.00 | $ 5,000.00 | $ 5,000.00 | $ 238,625.03 | $ 134,375.00 |
| Wells Fargo | $ 20,000.00 | $ - | $ - | $ 134,100.00 | $ 101,084.72 |
| Wells Fargo Advisors | $ 10,093.08 | $ - | $ - | $ 116,754.55 | $ 292,971.15 |
| **Totals** | **$ 115,435.06** | **$ 10,443.58** | **$ 45,519.10** | **$ 624,250.20** | **$ 665,277.77** |

# Historical Interest/Dividends Received Per Quarter
# 2003 through 09/30/2013

| Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter | Annual Totals |
|---|---|---|---|---|---|
| 2013 | $ 221,647.55 | $ 231,204.91 | $ 171,397.74 | | $ 624,250.20 |
| 2012 | $ 143,871.89 | $ 345,677.26 | $ 175,728.62 | $ 159,483.59 | $ 824,761.36 |
| 2011 | $ 281,807.02 | $ 275,608.48 | $ 290,307.92 | $ 211,444.35 | $ 1,059,167.77 |
| 2010 | $ 234,241.45 | $ 446,351.92 | $ 233,012.97 | $ 365,903.94 | $ 1,279,510.28 |
| 2009 | $ 509,706.62 | $ 484,844.91 | $ 342,331.25 | $ 343,882.12 | $ 1,680,764.90 |
| 2008 | $ 531,303.45 | $ 435,311.50 | $ 478,334.39 | $ 554,954.62 | $ 1,999,903.96 |
| 2007 | $ 622,474.29 | $ 495,977.22 | $ 582,224.88 | $ 728,080.25 | $ 2,428,756.64 |
| 2006 | $ 392,269.92 | $ 398,251.19 | $ 435,489.27 | $ 424,705.40 | $ 1,650,715.78 |
| 2005 | $ 297,617.30 | $ 358,311.00 | $ 323,683.93 | $ 417,349.67 | $ 1,396,961.90 |
| 2004 | $ 256,365.99 | $ 349,941.03 | $ 239,169.92 | $ 363,170.98 | $ 1,208,647.92 |
| 2003 | $ 347,623.33 | $ 429,146.02 | $ 278,583.40 | $ 303,848.26 | $ 1,359,201.01 |

# PUBLIC WORKS/SAFETY COMMITTEE REPORT 13-17
# CITY OF WILLMAR
# TUESDAY, OCTOBER 29, 2013

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, October 29, 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: Council Member Jim Dokken; Charlene Stevens, City Administrator; Bruce Peterson, Planning and Development Services Director; Dave Wyffels, Police Chief; Scott Ledeboer, Public Works Superintendent; Brian Bollig and Paul Jurek, Bollig Inc.; and David Little, "West Central Tribune."

## 1. PUBLIC COMMENT:

There were no public comments.

## 2. PROPOSAL TO MODIFY SCOPE OF SERVICES/CONSULTING FEES FOR MINNWEST LIFT STATION/LAKELAND DRIVE PROJECT:

Brian Bollig of Bollig Inc. presented a proposal to modify the scope of services and fees for the MinnWest Lift Station/Lakeland Drive Project (see attachment). The proposed changes are a result of the change from the reconstruction of Lakeland Drive to an overlay project. The original fee was $320,261.00 and with this increase will total $413,912.96. The committee had questions of Mr. Bollig regarding the relationship between the changes in project scope and the change in fees. A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

Approve the amended scope of services and consulting fees. (Resolution)

## 3. REQUEST TO PURCHASE/REPLACE AERIAL BUCKET TRUCK:

Staff requested permission to purchase/replace the aerial bucket truck in accordance with the 2013 Capital Outlay Program. The current truck is 17 years old with over 4,000 hours on it. The boom manufacturer is no longer in business making replacement parts scarce. The cost of a replacement truck through the National Joint Powers Alliance is $179,424.00. The 2013 Capital Outlay Program includes $197,937.50 for the replacement. Staff is recommending selling the current truck either on public auction or advertisement. A motion was made by Council Member DeBlieck, seconded by Council Member Ahmann, and passed for the following

**RECOMMENDATION:**

Approve the purchase of the Aerial Lift Truck through the National Joint Powers Alliance as presented. (Motion)

## 4. DANGEROUS WEAPONS ORDINANCE:

Police Chief Wyffels presented an additional revision to the ordinance requested by committee at the last meeting to include language similar to what is used by Hutchinson, MN which allows the discharge of bows and arrows on approved waterways for the purpose of taking fish.

The committee discussed the proposed ordinance amendment and a motion was made by Council Member Ahmann, seconded by Council Member Nelson, and passed for the following

**RECOMMENDATION:**

Introduce the Dangerous Weapons Ordinance for hearing. (Motion)

## 5. ACCEPT PROJECT NO. 1201-A AND AUTHORIZE FINAL PAYMENT:

Staff recommended final acceptance and payment to Duininck Inc. for Project No. 1201-A, the reconstruction of portions of 5th and 9th Streets SW in the 2012 Street Reconstruction Improvements Project. 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. Staff noted the final amount also includes deductions for both bituminous disincentive and salvage, bringing the amount of final payment to $2,074.46. The project came in under budget. Following discussion, a motion was made by Council Member Ahmann seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

To accept Project No. 1201-A and issue final payment to Duininck Inc. in the amount of $2,074.46. (Resolution)

## 6. ACCEPT PROJECT NO. 1101 AND AUTHORIZE FINAL PAYMENT:

Staff recommended final acceptance and payment to Duininck Inc. for Project No. 1101 – the reconstruction of various streets in the 2011 Street Reconstruction Improvements Project. The project also includes the addition of Project No. 1101-12 by change order. This consists of a portion of 4th Avenue SE, 11th Avenue SE, 25th Street and 20th Avenue SW due to failing street conditions. 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 in the amount of $21,768.10. Staff noted the final amount included deductions for both bituminous disincentive and salvage. Following discussion, a motion was made by Council Member DeBlieck seconded by Council Member Nelson, and passed for the following

**RECOMMENDATION:**

To accept Project No. 1101 and issue final payment to Duininck Inc. in the amount of $21,768.10. (Resolution)

## 7. OLD BUSINESS:

Chief Wyffels reported the jail census at 80 and the report of calls for the last two weeks at 678.

## 8. NEW BUSINESS - KVAM EASEMENT:

Staff explained to the committee ongoing efforts to alter or eliminate an easement that was incorrectly granted as part of the airport project. Efforts to resolve the matter with the property owners have been unsuccessful. Conversations with the City Attorney indicate that the City should take action to reacquire the property interest, possibly even by condemnation.

Staff read a resolution authorizing preparations for the acquisition of certain property interest at the Willmar Municipal Airport (see attachment). Adoption of the resolution would allow the City to begin the process to reacquire the property interest given up by the easement. A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

To authorize staff to begin the process to reacquire City property interest at the airport. (Motion)

Council Member Ahmann inquired if the City had a policy regarding idling vehicles. He said he was approached by a citizen who was concerned about City vehicles being left running. Public Woks Superintendent Scott Ledeboer said there was no policy, but that in the very cold weather some diesel vehicles may be left idling, but not unattended.

There being no further business to come before the committee, the meeting adjourned at 5:20 p.m.

Respectfully submitted:

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

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

**Agenda Item Number:** _____

**Meeting Date:** October 29, 2013

**Attachments:** ☒ Yes No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Engineering

**Agenda Item:** Proposal to Modify Scope of Services/Consulting Fees for the MinnWest Lift Station/Lakeland Drive Project

**Recommended Action:** Approve a modified fee proposal.

**Background/Summary:** Brian Bollig will present a proposal to modify the consultant fees for the MinnWest/Lakeland Drive Project due to a revised scope of services.

**Alternatives:** Do not modify project scope, thereby eliminating the need to modify fees.

**Financial Considerations:** Costs to be presented.

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

**Signature:**

**Comments:**

BOLLIGinc
engineering & environmental

AE2S

# Memorandum

**To:** Bruce Peterson
Director of Planning and Development Services
City of Willmar, Minnesota

**From:** Brian F. Bollig, P.E.

**Re:** **Lakeland Drive Interceptor/MinnWest Lift Station Project - Additional Fee**

**Date:** October 29, 2013

---

The purpose of this memo is to modify the fee proposal for the MinnWest Lift Station/Lakeland Drive Interceptor. Council approval is needed to proceed with the revised scope as presented as Phasing Option 2 and approved by Council on September 16, 2013. The following table identifies the modified fees for these tasks.

| Tasks | Authorized Fee | Proposed Fee Changes |
|---|---|---|
| Original Fee | $ 320,261.00 | |
| Gravity Option Analysis | $ 27,000.00 | $ (5,000.00) |
| Hydraulic, Condition & Phasing Analysis | | $ 28,946.96 |
| Additional AE2S Design Fee[1] | | $ 12,705.00 |
| Final Design Cost Savings | | $ (15,000.00) |
| Preliminary Design ReDo | | $ 45,000.00 |
| **Subtotal Fee** | **$ 347,261.00** | **$ 66,651.96** |
| Additional Fee Due to Scope Revisions | $ 66,651.96 | |
| **Total Proposed New Fee** | **$ 413,912.96** | |

Notes and Assumptions

[1]Diesel Pump Analysis and incorporation of InControl contruction phase services
One (1) bid package will be prepared
Develop quiet zone alternatives
Provide striping plan alternatives



BOLLIGinc
engineering & environmental

AE2S

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

**Agenda Item Number:** _____

**Meeting Date:** October 29, 2013

**Attachments:** ☒ Yes No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Public Works

**Agenda Item:** Request to Purchase/Replace an Aerial Bucket Truck

**Recommended Action:** Approve the purchase/replacement for an aerial bucket truck.

**Background/Summary:** The current truck is 17 years old with over 4,000 hours on it. The boom manufacturer is no longer in business. Replacement parts are scarce.

**Alternatives:** Keep the current truck with its safety risks.

**Financial Considerations:** The cost of the truck is $179,424.00, with a trade value of approximately $2,000.00.

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

**Signature:**

**Comments:** Metal and fiberglass fatigue in the boom unit are a safety concern. Replacement was budgeted in the 2013 CIP.

WILLMAR

PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 W. Hwy. 40 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.ci.willmar.mn.us

# Memorandum

**TO:** Charlene Stevens, City Administrator

**FROM:** Bruce Peterson, Planning and Development Services Director

**DATE:** October 16, 2013

**RE:** Purchase and Replacement of an Aerial Bucket Truck

---

Staff is in the process of proceeding with the purchase and replacement of an Aerial Bucket Truck in accordance with the 2013 Capital Outlay Program.

I am requesting approval to replace Unit # 961104 an Aerial Bucket Truck from Altec Industries Inc. The Aerial Bucket Truck would be purchased through the National Joint Powers Alliance (NJPA) for $179,424.00. Please be advised that the 2013 Capital Outlay Program has included $192,937.50 for replacement of stated equipment.

Please be advised taxes and licensing would be added at a later period. Staff is recommending Unit # 961104 be sold at the City of Willmar auction, or explore other governmental equipment selling option. Also be advised delivery of the new unit would be about eight months from ordering date.

Please let me know if you concur with this submittal.

sl

Approval:_____

Willmar
All-America City
2005

## 2013 Vehicle/Equipment Replacement Schedule

| Year/Make/Model | Department | Amount |
|---|---|---|
| 2002 Spartan Chassis | Fire | $ 610,000.00 |
| 2010 Chevrolet Impala | Police | $ 34,129.20 |
| 2010 Chevrolet Impala | Police | $ 34,129.20 |
| 2010 Chevrolet Impala | Police | $ 34,129.20 |
| 2001 Chevrolet Silverado | Police | $ 25,684.00 |
| 2008 Chevrolet Silverado | Police | $ 40,007.00 |
| 2000 Ford F-150 | Public Works | $ 35,000.00 |
| 1999 Ford F-450 | Public Works | $ 41,107.50 |
| 1996 GMC Bucket | Public Works | $ 192,937.50 |
| 1998 Case Wheel Loader | Public Works | $ 200,000.00 |
| 2005 Elgin Sweeper | Public Works | $ 206,636.00 |
| 2006 John Deere Gator | Public Works | $ 20,000.00 |
| 1997 Sweeper | Public Works | $ 8,000.00 |
| **Total** | | **$ 1,481,759.60** |

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

**Agenda Item Number:** _____

**Meeting Date:** October 29, 2013

**Attachments:** ☒ Yes No

**CITY COUNCIL ACTION**

**Date:**

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** **Willmar Police**

**Agenda Item:** Dangerous Weapons Ordinance, Article III – Proposed Ordinance Changes

**Recommended Action:** Introduce the ordinance for a hearing and amend Chapter 10, Offenses and Miscellaneous Provisions, Article III, Dangerous Weapons, Section 10-54, Discharge of Firearms and adopting a new section 10-55, Shooting a Bow and Arrow Within City Limits.

**Background/Summary:** Past consideration has been given by PW/PS committee members regarding proposed ordinance changes to the "Dangerous Weapons" ordinance. The proposal was first introduced at the May 14, 2013, Public Works/Public Safety meeting. The current version would add an exemption for the purpose of taking fish.

**Alternatives:** Return to staff.

**Financial Considerations:** None.

**Preparer:** Chief of Police David Wyffels

**Signature:** David J Wyffels

**Comments:**

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 10, OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE III, DANGEROUS WEAPONS, SECTION 10-54, DISCHARGE OF FIREARMS AND ADOPTING NEW SECTION 10-55, SHOOTING A BOW AND ARROW WITHIN CITY LIMITS

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 10-54. Chapter 10, Article III, Section 10-54 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 10-54. – Discharge of firearms.**

(c) *Lawful defense, law enforcement.* Nothing in this article shall be construed to ~~embrace~~ prohibit the firing of a gun, pistol, revolver or other kind of firearm when done in the lawful defense of person or family or in the necessary enforcement of the laws.

(d) Permit. Nothing in this article shall be construed to ~~embrace~~ prohibit the firing of a gun, pistol, revolver or other kind of firearm when permission therefor has first been given by the chief of police of the city, which permission shall designate the place where and the time when such firearms may be used. When the applicant for a permit is an individual requesting a permit for purposes of shooting pests on private property, the permit shall only be granted for the use of a pellet gun or twenty-two-caliber rifle using birdshot. No permit shall be granted for more than ~~sixty (60)~~ one hundred eighty (180) days. Every applicant for a permit shall execute a hold harmless agreement, indemnifying the city from all claims that result from the discharge of the firearm. When the applicant for the permit is not the property owner, a hold harmless agreement shall also be executed by the property owner.

Section 2. ENACTMENT OF NEW MUNICIPAL CODE SECTION 10-55. Chapter 10, Article III of the Willmar Municipal Code is hereby amended to include a new Section 10-55 to read as follows:

**Sec. 10-55.—Bows and Arrows**

(a) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in

this section, unless the context clearly indicates a different meaning.

*Arrow* - shall mean any shaft, rod or bolt constructed out of any substance.

*Bow* - shall mean any device designed as or commonly known as a bow, long-bow, compound-bow, or cross-bow and fashioned to propel, thrust or project an arrow, shaft, bolt, or rod beyond one foot of the device itself.

(b) *Shooting of Bows and Arrows Prohibited.* It is unlawful to shoot, discharge or otherwise propel an arrow from a bow in the city except under the conditions listed under Paragraph (c) of this section.

(c) *Exemptions.* Use of bows and arrows in the following circumstances shall be exempted from the general prohibition thereof contained in Paragraph (a) of this section:

(1) Bows and arrows may be used as authorized in a physical education program in a school when supervised by a member of its faculty;

(2) Bows and arrows may be used in a community-wide supervised class or event as specifically authorized in advance by the Chief of Police; or

(3) Bows and arrows may be used in any archery range specifically designated and approved by the city council.

(4) Bows and arrows may be used at the edge of or upon any water for the purpose of taking fish.

Section 3. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this ___ day of _____, 2013.

ATTEST:

_____ _____

Kevin Halliday, City Clerk Frank Yanish, Mayor

VOTE: ____ AHMANN ____ ANDERSON ____ CHRISTIANSON
____ DEBLIECK ____ DOKKEN ____ FAGERLIE ____ JOHNSON _____ NELSEN

This Ordinance introduced by Council Member: _____

This Ordinance introduced on: _____

This Ordinance published on: _____

This Ordinance given a hearing on: _____

This Ordinance adopted on: _____

This Ordinance published on: _____

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

**Agenda Item Number:** _____

**Meeting Date:** October 29, 2013

**Attachments:** ☒ Yes No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Engineering

**Agenda Item:** Accept Project and Authorize Final Payment

**Recommended Action:** Accept Project No. 1201-A and authorize final payment to Duininck Inc. in the amount of $2,074.46.

**Background/Summary:** The City Council entered into an agreement with Duininck Inc. on June 7, 2012 for the reconstruction of 5th and 9th Street SW. 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 $2,074.46 from within the project budget.

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

**Signature:**

**Comments:**

CONTRACTOR'S ESTIMATE NO. 4 (FINAL)
PROJECT NO. 1201-A

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

CONSTRUCTION OF: STORM SEWER, CURB & GUTTER, SIDEWALK, BITUMINOUS MILLING & PAVING

LOCATION: 5TH ST SW & 9TH ST SW

DATE: JUNE 25, 2013

HONORABLE MAYOR AND CITY COUNCIL
CITY OF WILLMAR, MINNESOTA

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

1201-A

| ITEM NO. | ITEM | UNIT | QUANTITY | BID | TOTAL |
|---|---|---|---|---|---|
| 2104.501 | Remove Concrete Curb/Curb and Gutter | LF | 1,081.9 | $2.00 | $2,163.80 |
| 2104.503 | Remove 4" Sidewalk | SF | 3,620.4 | $0.55 | $1,991.22 |
| 2104.505 | Remove Concrete Driveway Pavement | SY | 93.7 | $6.25 | $585.63 |
| 2104.509 | Remove Bituminous Pavement | SY | 35.7 | $4.00 | $142.80 |
| 2104.505 | Remove Concrete Cross Gutter | SY | 28 | $6.25 | $175.00 |
| 2104.511 | Saw Concrete Pavement | LF | 46.3 | $5.00 | $231.50 |
| 2105.525 | Topsoil Borrow (CV) | CY | 72.27 | $17.35 | $1,253.88 |
| 2105.501 | Common Excavation | CY | 80 | $20.00 | $1,600.00 |
| 2211.501 | Aggregate Base (Class 5) | TON | 49.1 | $13.00 | $638.30 |
| 2232.501 | Mill Bituminous Pavement 1-1/2" | SY | 10,053.3 | $0.99 | $9,952.77 |
| 2357.502 | Bituminous Material For Tack | GAL | 1,770 | $2.41 | $4,265.70 |
| 2360.502 | Type SP 12.5 Non Wear Course Mix (3,B) | TON | 45.89 | $70.90 | $3,253.60 |
| 2360.501 | Type SP 12.5 Wearing Course Mix (3,B) | TON | 1,674.36 | $70.90 | $118,712.12 |
| 2503.511 | 12" RC Pipe Cl. 2 | LF | 10 | $47.50 | $475.00 |
| 2504.602 | Adjust Valve Casting | EA | 6 | $75.00 | $450.00 |
| 2506.501 | Const. Drainage Structure Design H | LF | 2.6 | $445.00 | $1,157.00 |
| 2506.516 | Casting Assembly (Catchbasin) B624 Curb | EA | 1 | $450.00 | $450.00 |
| 2506.522 | Adjust Frame & Ring Casting | EA | 19 | $170.00 | $3,230.00 |
| 2521.501 | 4" Concrete Walk | SF | 3,765.8 | $4.29 | $16,155.28 |
| 2531.603 | Concrete Cross Gutter | SY | 24.2 | $57.00 | $1,379.40 |
| 2531.618 | Truncated Domes | SF | 312 | $40.00 | $12,480.00 |
| 2531.501 | Concrete Curb and Gutter, Design B624 | LF | 1,081.9 | $16.95 | $18,338.21 |
| 2531.507 | 6" Concrete Driveway Pavement | SY | 86.7 | $47.00 | $4,074.90 |
| 2575.501 | Seeding | AC | 0.25 | $900.00 | $225.00 |
| 2575.502 | Seed Mixture 270 | LB | 30 | $2.50 | $75.00 |
| 2575.523 | Erosion Control Blanket Category 1 | SY | 1,222.7 | $1.18 | $1,442.79 |
| 2575.532 | Fertilizer Analysis 20-10-20 Type 3 | LB | 87.5 | $0.95 | $83.13 |
| 2582.502 | 4" Broken Line Yellow - Epoxy | LF | 800 | $3.08 | $2,464.00 |

| | | | | | |
|---|---|---|---|---|---|
| | TOTAL PROJECT 1201-A | | | | $207,446.03 |
| | (Price includes all applicable sales and use taxes) | | | | |
| | INCENTIVE FOR BITUMINOUS DENSITY: | | | | $1,813.55 |
| | SUBTOTAL: | | | | $209,259.58 |
| | DISINCENTIVE FOR FAA BITUMINOUS FAILURE: | | | | $6,607.88 |
| | LESS CREDIT FOR BITUMINOUS SALVAGE: | | | | $8,000.00 |
| LESS PREVIOUS ESTIMATE #1 | | | | | $62,984.87 |
| LESS PREVIOUS ESTIMATE #2 | | | | | $118,414.49 |
| LESS PREVIOUS ESTIMATE #3 | | | | | $11,177.88 |
| LESS PREVIOUS ESTIMATE #4 | | | | | |
| AMOUNT DUE CONTRACTOR THIS ESTIMATE: | | | | | $2,074.46 |

APPROVED: _____
CONTRACTOR DUININCK, INC.

APPROVED: _____
CITY ENGINEER

CONTRACT AMOUNT: $216,795.50
BUDGET NO.: 412.48451.0336

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

**Agenda Item Number:** _____

**Meeting Date:** October 29, 2013

**Attachments:** ☒ Yes No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** Engineering

**Agenda Item:** Accept Project and Authorize Final Payment

**Recommended Action:** Accept Project No. 1101 and authorize final payment to Duininck Inc. in the amount of $21,768.10.

**Background/Summary:** The City Council entered into an agreement with Duininck Inc. on May 18, 2011 for the reconstruction of numerous segments of streets. 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 $21,768.10 from within the project budget.

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

**Signature:**

**Comments:**

CONTRACTOR'S ESTIMATE NO. 8 (FINAL)
PROJECT NO. 1101

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

CONSTRUCTION OF: SANITARY SEWER, STORM SEWER, WATERMAIN, COMMON EXCAVATION, CLASS 5 AGGREGATE, CURB & GUTTER, 5" PE TUBING, BITUMINOUS PAVING

LOCATION: GORTON AVE. NW, VOS PARK ADDITION, 6TH AVE. NW, 15TH AVE. SW, 11 1/2 AVE. SE BECKER AVE. SE, 25TH ST. SW, 20TH AVE. SW, 11TH AVE. SE AND 4TH AVE. SE

DATE: June 11, 2013

HONORABLE MAYOR AND CITY COUNCIL
CITY OF WILLMAR, MINNESOTA

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

## 1101-A SECTION PARTICIPATING

STREET ITEMS:

| ITEM NO. | ITEM | UNIT | QUANTITY | BID | TOTAL |
|---|---|---|---|---|---|
| 2104.501 | Remove Sewer Pipe (Storm) | LF | 366 | $8.00 | $2,928.00 |
| 2104.501 | Remove Concrete Curb/Curb and Gutter | LF | 4,497.5 | $2.00 | $8,995.00 |
| 2104.503 | Remove 4" Walk | SF | 7,017.2 | $0.60 | $4,210.32 |
| 2104.503 | Remove Concrete Pavement | SY | 5,640 | $4.60 | $25,944.00 |
| 2104.505 | Remove Concrete Driveway Pavement | SY | 457.8 | $5.00 | $2,289.00 |
| 2104.505 | Remove Bituminous Pavement | SY | 8,854 | $1.75 | $15,494.50 |
| 2104.509 | Remove Manhole or Catchbasin | EA | 13 | $250.00 | $3,250.00 |
| 2104.511 | Saw Concrete Pavement | LF | 13 | $10.00 | $130.00 |
| 2104.521 | Salvage Concrete Pipe Storm Sewer | LF | 160 | $13.00 | $2,080.00 |
| 2105.501 | Common Excavation | CY | 3,060 | $6.00 | $18,360.00 |
| 2105.523 | Common Borrow (CV) (From Stockpile) | CY | 1,820 | $6.30 | $11,466.00 |
| 2105.525 | Topsoil Borrow (CV) | CY | 200 | $20.00 | $4,000.00 |
| 2105.533 | Salvaged Aggregate (CV) | CY | 500 | $5.50 | $2,750.00 |
| 2105.604 | Geotextile Fabric | SY | 7,680 | $1.00 | $7,680.00 |
| 2211.501 | Aggregate Base (Class 5) | TON | 6,725.56 | $10.00 | $67,255.60 |
| 2357.502 | Bituminous Material For Tack | GAL | 970 | $0.01 | $9.70 |
| 2360.501 | Type SP12.5 Wearing Course Mixture | TON | 871.17 | $58.93 | $51,338.05 |
| 2360.502 | Type SP12.5 Non Wearing Course Mixture | TON | 2,109.81 | $53.34 | $112,537.27 |
| 2503.511 | 36" RC Pipe Cl. 2 | LF | | $60.00 | $0.00 |
| 2503.511 | 15" RC Pipe Cl. 2 | LF | 330 | $24.25 | $8,002.50 |
| 2503.511 | 12" RC Pipe Cl. 2 | LF | 398 | $23.00 | $9,154.00 |
| 2503.571 | Install Concrete Pipe Storm Sewer | LF | 160 | $17.00 | $2,720.00 |
| 2504.602 | Adjust Valve Casting | EA | 1 | $250.00 | $250.00 |
| 2506.501 | Const. Drainage Structure Design F | LF | 39.3 | $315.00 | $12,379.50 |
| 2506.501 | Const. Drainage Structure Design H | LF | 17.3 | $269.00 | $4,653.70 |
| 2506.516 | Casting Assembly Manhole | EA | 4 | $600.00 | $2,400.00 |
| 2506.516 | Casting Assembly Catchbasin | EA | 14 | $735.00 | $10,290.00 |

| | | | | | |
|---|---|---|---|---|---|
| 2506.516 | Casting Assembly Surface Drain | EA | 1 | $410.00 | $410.00 |
| 2506.522 | Adjust Frame & Ring Casting | EA | 7 | $350.00 | $2,450.00 |
| 2521.501 | 4" Concrete Walk | SF | 9,719.3 | $3.24 | $31,490.53 |
| 2531.501 | Concrete Curb and Gutter, Design B624 | LF | 4,534.2 | $10.60 | $48,062.52 |
| 2531.507 | 6" Concrete Driveway Pavement | SY | 663.7 | $37.21 | $24,696.28 |
| 2531.618 | Truncated Domes | SF | 152 | $38.00 | $5,776.00 |
| 2573.502 | Silt Fence, Type Machine Sliced Maintained | LF | 1,255 | $1.70 | $2,133.50 |
| 2573.530 | Storm Drain Inlet Protection | EA | 8 | $75.00 | $600.00 |
| 2575.501 | Seeding | AC | 1.54 | $900.00 | $1,386.00 |
| 2575.502 | Seed Mixture 270 | LB | 185 | $2.50 | $462.50 |
| 2575.523 | Erosion Control Blanket Category 1 | SY | 7,480.4 | $1.20 | $8,976.48 |
| 2575.532 | Fertilizer Type 3 | LB | 539 | $0.95 | $512.05 |
| 2582.502 | 4" Broken Line Yellow - Paint | LF | 430 | $6.84 | $2,941.20 |
| 2582.502 | 4" Broken Line Yellow - Epoxy | LF | 410 | $4.80 | $1,968.00 |
| | **TOTAL STREET ITEMS:** | | | | **$522,432.20** |

**SANITARY ITEMS:**

| ITEM NO. | ITEM | UNIT | QUANTITY | BID | TOTAL |
|---|---|---|---|---|---|
| 2104.509 | Remove Manhole | EA | 5 | $350.00 | $1,750.00 |
| 2451.609 | Granular Foundation and/or Bedding | TON | | $10.00 | $0.00 |
| 2451.609 | Rock Stabilization | TON | | $20.00 | $0.00 |
| 2503.511 | 4" PVC Pipe Sewer | LF | 596.1 | $16.00 | $9,537.60 |
| 2503.601 | 8" Neoprene Sleeve | EA | 8 | $45.00 | $360.00 |
| 2503.601 | 4 x6" Neoprene Sleeve (Eccentric) | EA | 17 | $35.00 | $595.00 |
| 2503.601 | 4" Neoprene Sleeve | EA | 11 | $30.00 | $330.00 |
| 2503.602 | 10" X 4" P.V.C. Wye | EA | 36 | $120.00 | $4,320.00 |
| 2503.602 | 10" X 8" P.V.C. Reducer (Eccentric) | EA | 1 | $230.00 | $230.00 |
| 2503.603 | 10" PVC | LF | 1,531 | $19.25 | $29,471.75 |
| 2503.603 | 8" PVC | LF | 242 | $17.90 | $4,331.80 |
| 2504.602 | 4" PVC Bend | EA | 48 | $20.00 | $960.00 |
| 2506.502 | Construct Drainage Structure Des. 4007 ( 0-8' ) | EA | 4 | $2,150.00 | $8,600.00 |
| 2506.502 | Construct Drainage Structure Des. 4007 ( 8'-10' ) | EA | 1 | $2,350.00 | $2,350.00 |
| | **TOTAL SANITARY ITEMS:** | | | | **$62,836.15** |

**WATER MAIN ITEMS:**

| | | | | | |
|---|---|---|---|---|---|
| 2504.602 | 1" Curb Stop & Box | EA | 18 | $220.00 | $3,960.00 |
| 2504.603 | 1" Copper Type K | LF | 636.8 | $20.50 | $13,054.40 |
| 2504.602 | 1"x3/4" Coupling | EA | 24 | $60.00 | $1,440.00 |
| 2504.602 | Reconnect Water Service | EA | 27 | $275.00 | $7,425.00 |
| 2504.602 | 8" Gate Valve And Box | EA | 9 | $1,650.00 | $14,850.00 |
| 2504.602 | 5" Hydrant | EA | 2 | $2,800.00 | $5,600.00 |
| 2504.603 | 8" Water Main | LF | 1,617.1 | $26.00 | $42,044.60 |
| 2504.603 | 6" Water Main | LF | 20 | $20.00 | $400.00 |
| 2504.608 | Water Main Fittings | LB | 2,160 | $3.25 | $7,020.00 |
| | **TOTAL WATER MAIN ITEMS:** | | | | **$95,794.00** |
| | **TOTAL PROJECT 1101-A PARTICIPATING** | | | | **$681,062.35** |

## 1101-B SECTION NON-PARTICIPATING

STREET ITEMS:

| ITEM NO. | ITEM | UNIT | QUANTITY | BID | TOTAL |
|---|---|---|---|---|---|
| 2104.501 | Remove Sewer Pipe (Storm) | LF | 140 | $8.00 | $1,120.00 |
| 2104.501 | Remove Concrete Curb/Curb and Gutter | LF | 2,350.2 | $2.00 | $4,700.40 |
| 2104.505 | Remove Concrete Driveway Pavement | SY | 63.4 | $6.00 | $380.40 |
| 2104.509 | Remove Bituminous Pavement | SY | 27,615.1 | $1.75 | $48,326.43 |
| 2104.509 | Remove Light Base | EA | 2 | $500.00 | $1,000.00 |
| 2104.503 | Remove 4" Sidewalk | SF | 3,379 | $0.75 | $2,534.25 |
| 2104.503 | Remove Manhole or Catchbasin | EA | 2 | $250.00 | $500.00 |
| 2104.511 | Saw Concrete Pavement | LF | | $10.00 | $0.00 |
| 2105.501 | Common Excavation | CY | 8,350 | $6.00 | $50,100.00 |
| 2105.525 | Topsoil Borrow (CV) | CY | 32.56 | $20.00 | $651.20 |
| 2105.533 | Salvaged Aggregate (CV) | CY | 90 | $5.50 | $495.00 |
| 2105.604 | Geotextile Fabric Type V | SY | 13,257 | $1.00 | $13,257.00 |
| 2211.501 | Aggregate Base (Class 5) | TON | 15,510.61 | $10.00 | $155,106.10 |
| 2232.501 | Mill Bituminous Suface (2") | SY | 18,646.4 | $1.12 | $20,883.97 |
| 2357.502 | Bituminous Material For Tack | GAL | 3,250 | $0.01 | $32.50 |
| 2360.501 | Type SP 12.5 Wearing Course Mix (3,B) | TON | 4,836.45 | $58.93 | $285,012.00 |
| 2360.502 | Type SP 12.5 Non Wear Course Mix (3,B) | TON | 4,206.91 | $53.34 | $224,396.58 |
| 2501.515 | F&I 15" Pipe Apron w/Trash Guard (choose one) □ RC □ PE | EA | 1 | $350.00 | $350.00 |
| 2503.511 | F&I 15" Pipe Sewer (choose one) □ RC □ PE | LF | 297 | $18.50 | $5,494.50 |
| 2503.511 | F&I 12" Pipe Sewer (choose one) □ RC □ PE | LF | 92 | $19.00 | $1,748.00 |
| 2504.602 | Adjust Valve Casting | EA | 10 | $250.00 | $2,500.00 |
| 2506.501 | Const. Drainage Structure Design F | LF | 7.3 | $267.00 | $1,949.10 |
| 2506.501 | Const. Drainage Structure Design H | LF | 14.2 | $190.00 | $2,698.00 |
| 2506.516 | Casting Assembly Manhole | EA | 2 | $600.00 | $1,200.00 |
| 2506.516 | Casting Assembly (Catchbasin) D412 Curb | EA | 2 | $635.00 | $1,270.00 |
| 2506.516 | Casting Assembly (Catchbasin) B624 Curb | EA | 4 | $735.00 | $2,940.00 |
| 2506.522 | Adjust Frame & Ring Casting | EA | 30 | $350.00 | $10,500.00 |
| 2511.504 | Quarry Run Riprap (Class 2) | TON | 4 | $70.00 | $280.00 |
| 2521.501 | 4" Concrete Walk | SF | 3,459.0 | $3.40 | $11,760.60 |
| 2531.507 | 6" Concrete Driveway Pavement | SY | 63.4 | $37.21 | $2,359.11 |
| 2531.501 | Concrete Curb and Gutter, Design B624 | LF | 1,246.5 | $10.60 | $13,212.90 |
| 2531.501 | Concrete Curb and Gutter, Design D412 | LF | 1,170 | $10.00 | $11,700.00 |
| 2531.618 | Truncated Domes | SF | 64 | $38.00 | $2,432.00 |
| 2502.541 | 5" Perf PE Pipe Drain | LF | 4,668.5 | $8.00 | $37,348.00 |
| 2502.541 | 5" Perf PE Service | EA | 68 | $200.00 | $13,600.00 |
| 2573.502 | Silt Fence, Type Machine Sliced Maintained | LF | 470 | $1.70 | $799.00 |
| 2573.530 | Storm Drain Inlet Protection | EA | | $75.00 | $0.00 |
| 2575.501 | Seeding | AC | 0.494 | $900.00 | $444.60 |
| 2575.502 | Seed Mixture 270 | LB | 59.3 | $2.50 | $148.25 |
| 2575.523 | Erosion Control Blanket Category 1 | SY | 2,398.6 | $1.20 | $2,878.32 |
| 2575.532 | Fertilizer Analysis 20-10-20 | LB | 172.9 | $0.95 | $164.26 |
| | **TOTAL STREET ITEMS:** | | | | **$936,272.47** |

| | | | | | |
|---|---|---|---|---|---|
| WATER MAIN ITEMS: | | | | | |
| 2504.602 | 1" Curb Stop & Box | EA | 16 | $220.00 | $3,520.00 |
| 2504.602 | 1"x3/4" Coupling | EA | 33 | $60.00 | $1,980.00 |
| 2504.602 | Reconnect Water Service to New Main | EA | 45 | $275.00 | $12,375.00 |
| 2504.602 | Hydrant | EA | 4 | $2,800.00 | $11,200.00 |
| 2504.602 | 8" Gate Valve And Box | EA | 12 | $1,650.00 | $19,800.00 |
| 2504.603 | 8" Water Main | LF | 2,619.5 | $26.00 | $68,107.00 |
| 2504.603 | 6" Water Main | LF | 39.5 | $25.50 | $1,007.25 |
| 2504.603 | 1" Copper Type K Pipe | LF | 261 | $20.50 | $5,350.50 |
| 2504.608 | Water Main Fittings | LB | 2,700 | $3.25 | $8,775.00 |
| | **TOTAL WATER MAIN ITEMS:** | | | | **$132,114.75** |
| | | | | | |
| | **TOTAL PROJECT 1101B** | | | | **$1,068,387.22** |
| | | | | | |

## CHANGE ORDER FOR PROJECT NO. 1101 FUNDED AS 1101-12 (NON-PARTICIPATING)

| ITEM NO. | ITEM | UNIT | QUANTITY | BID | TOTAL |
|---|---|---|---|---|---|
| | **STREET ITEMS:** | | | | |
| 2104.501 | Remove Sewer Pipe (Storm) | LF | 60 | $8.00 | $480.00 |
| 2104.501 | Remove Concrete Curb/Curb and Gutter | LF | 1,507.4 | $2.00 | $3,014.80 |
| 2104.505 | Remove Concrete Driveway Pavement | SY | 17.1 | $6.00 | $102.60 |
| 2104.509 | Remove Bituminous Pavement | SY | 13,592 | $1.75 | $23,786.00 |
| 2104.503 | Remove 4" Sidewalk | SF | 632.0 | $0.75 | $474.00 |
| 2104.509 | Remove Manhole or Catchbasin | EA | 3 | $250.00 | $750.00 |
| 2104.511 | Saw Concrete Pavement | LF | | $10.00 | $0.00 |
| 2105.501 | Common Excavation | CY | 3,984 | $6.00 | $23,904.00 |
| 2105.525 | Topsoil Borrow (CV) | CY | 20.37 | $20.00 | $407.40 |
| 2105.604 | Geotextile Fabric Type V | SY | 13,033 | $1.00 | $13,033.00 |
| 2211.501 | Aggregate Base (Class 5) | TON | 5,865.33 | $10.00 | $58,653.30 |
| 2357.502 | Bituminous Material For Tack | GAL | 1,080.0 | $0.01 | $10.80 |
| 2360.501 | Type SP 12.5 Wearing Course Mix (3,B)* | TON | 1,318.89 | $59.67 | $78,698.17 |
| 2360.502 | Type SP 12.5 Non Wear Course Mix (3,B)* | TON | 1,908.82 | $57.66 | $110,062.56 |
| 2503.511 | 12" RC Pipe Cl. 2 | LF | 837.5 | $23.00 | $19,262.50 |
| 2504.602 | Adjust Valve Casting | EA | 3 | $250.00 | $750.00 |
| 2506.501 | Const. Drainage Structure Design 4020-72* | LF | 4.6 | $900.00 | $4,140.00 |
| 2506.501 | Const. Drainage Structure Design F | LF | 14.4 | $315.00 | $4,536.00 |
| 2506.501 | Const. Drainage Structure Design H | LF | 19.3 | $269.00 | $5,191.70 |
| 2506.516 | Casting Assembly Manhole | EA | 3 | $600.00 | $1,800.00 |
| 2506.516 | Casting Assembly (Catchbasin) D412 Curb | EA | 6 | $635.00 | $3,810.00 |
| 2506.522 | Adjust Frame & Ring Casting | EA | 13 | $350.00 | $4,550.00 |
| 2521.501 | 4" Concrete Walk | SF | 632.0 | $3.40 | $2,148.80 |
| 2531.507 | 6" Concrete Driveway Pavement | SY | 21.1 | $37.21 | $785.13 |
| 2531.501 | Concrete Curb and Gutter, Design B624 | LF | 142.8 | $10.60 | $1,513.68 |

| | | | | | |
|---|---|---|---|---|---|
| 2531.501 | Concrete Curb and Gutter, Design D412 | LF | 1,364.6 | $10.00 | $13,646.00 |
| 2502.541 | 5" Perf PE Pipe Drain | LF | 3,944.3 | $8.00 | $31,554.40 |
| 2502.541 | 5" Perf PE Service | EA | 50.0 | $200.00 | $10,000.00 |
| 2575.501 | Seeding | AC | 0.07 | $900.00 | $63.00 |
| 2575.502 | Seed Mixture 270 | LB | 8.4 | $2.50 | $21.00 |
| 2575.523 | Erosion Control Blanket Category 1 | SY | 312.1 | $1.20 | $374.52 |
| 2575.532 | Fertilizer Analysis 20-10-20 | LB | 24.5 | $0.95 | $23.28 |
| | **TOTAL STREET ITEMS:** | | | | **$417,546.64** |
| | | | | | |
| | **WATER MAIN ITEMS:** | | | | |
| 2504.602 | 8" Gate Valve And Box | EA | 1 | $1,650.00 | $1,650.00 |
| 2504.603 | 8" Water Main | LF | 261.0 | $26.00 | $6,786.00 |
| 2504.603 | 6" Water Main | LF | 20.0 | $25.00 | $500.00 |
| 2504.608 | Water Main Fittings | LB | 270.0 | $3.25 | $877.50 |
| | **TOTAL WATER MAIN ITEMS:** | | | | **$9,813.50** |
| | **TOTAL PROJECT 1101-12** | | | | **$427,360.14** |
| | | | | | |
| | **GRAND TOTAL PROJECT NO. 1101-A AND 1101-B AND 1101-12:** | | | | **$2,176,809.71** |
| | **(Price includes all applicable sales and use taxes)** | | | | |
| | **LESS BITUMINOUS DISINCENTIVE (SEE ATTACHMENT)** | | | | **$1,330.60** |
| | **LESS CREDIT FOR BITUMINOUS SALVAGE:** | | | | **$51,000.00** |
| | **SUBTOTAL:** | | | | **$2,124,479.11** |
| **LESS PREVIOUS ESTIMATE #1** | | | | | **$299,271.57** |
| **LESS PREVIOUS ESTIMATE #2** | | | | | **$384,187.69** |
| **LESS PREVIOUS ESTIMATE #3** | | | | | **$261,917.74** |
| **LESS PREVIOUS ESTIMATE #4** | | | | | **$615,269.49** |
| **LESS PREVIOUS ESTIMATE #5** | | | | | **$39,440.27** |
| **LESS PREVIOUS ESTIMATE #6** | | | | | **$467,826.76** |
| **LESS PREVIOUS ESTIMATE #7** | | | | | **$34,797.49** |
| **AMOUNT DUE CONTRACTOR THIS ESTIMATE:** | | | | | **$21,768.10** |

**APPROVED:** Phil Eyffmeyer
**CONTRACTOR**

**CONTRACT AMOUNT: $1,796,223.84**
**CHANGE ORDER: $446,836.45**
**TOTAL PROJECT NO. 1101: $2,243,060.29**

**APPROVED:**_____
**CITY ENGINEER**

**BUDGET NO.: 411.48451.0336 $21,738.26**
**BUDGET NO.: 412.48451.0336 $29.84**

| Project 1101 and 1101-12 Incentive /Disincentive Summary | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| 1101 Incentive/Disincentive (2011Work) | | | | | |
| | Incentive | Disincentive | Location | Core #'s | Date |
| | | | Gorton Ave NW | 1 | 7/13/2011 |
| | | | Vos Park Add'n | 2,3,4,5,6 | 7/21-22/2011 |
| | | | Gorton Ave NW | 7 | 7/22/2011 |
| | | | Gorton Ave NW | 8 | 7/29/2011 |
| | | | Gorton Ave NW | 9 | 8/5/2011 |
| | | $769.96 | Gorton Ave NW | 10 | 8/20/2011 |
| | | $262.65 | 6th Ave NW | 11 | 8/20/2011 |
| | | | 15th Ave SW | 14 | 9/16/2011 |
| | | | 11 1/2 Ave SE | 15 | 9/16/2011 |
| | $ 503.39 | | Gorton Ave NW | 16 | 9/29/2011 |
| | $ 475.38 | | 15th Ave SW | 17 | 9/29/2011 |
| | | | Becker Ave SE | 18 | 9/29/2011 |
| | | | Becker Ave SE | 21 | 10/17/2011 |
| 1101-12 Incentive/Disincentive (2011Work) | | | | | |
| | | $444.33 | 20th Ave /25th St SW | 12,13 | 9/19/2011 |
| | | | 11th Ave SE | 19,20 | 10/10/2011 |
| | | | 4th Ave SE | 22 | 10/21/2011 |
| | | | | | |
| **Total** | $ 978.77 | $ 1,476.94 | | | |
| | | | | | |
| **Total Disincentive (2011)** | | ($498.17) | | | |
| | | | | | |
| 1101 Incentive/Disincentive (2012 Work) | | | | | |
| | Incentive | Disincentive | Location | | |
| | | $968.34 | Vos Park Addition | 23,24,25 | 4/30/2012 |
| | | $2,178.76 | 6th Ave NW | 26 | 4/30/2012 |
| | $ 1,989.97 | - | Gorton Ave NW | 27 | 5/1/2012 |
| | | | 15th Ave SW | 28 | 5/1/2012 |
| | | | 11 1/2 Ave SE | 30 | 5/2/2012 |
| | | $575.98 | Becker Ave SE | 32,33,34 | 5/2/2012 |
| | $ 1,443.08 | | Becker Ave SE | 35,36 | 5/3/2012 |
| | | | | | |
| 1101-12 Incentive/Disincentive (2012Work) | | | | | |
| | | | 20th Ave /25th St SW | 29 | 5/1/2012 |
| | | $542.40 | 11th Ave SE | 31 | 5/2/2012 |
| | | | 4th Ave SE | 37 | 5/3/2012 |
| **Total** | $ 3,433.05 | $4,265.48 | | | |
| | | | | | |
| **Total Disincentive (2012)** | | $ (832.43) | | | |
| | | | | | |
| | | | | | |
| **Total Project Incentive /Disincentive** | | ($1,330.60) | | | |

**CITY OF WILLMAR**
**RESOLUTION NO. _____**

# RESOLUTION AUTHORIZING PREPARATIONS FOR THE ACQUISITION OF CERTAIN PROPERTY INTERESTS AT THE WILLMAR MUNICIPAL AIRPORT

**WHEREAS,** the City of Willmar ("City") owns fee title to lands at the Willmar Municipal Airport ("Airport lands"), including lands in the most restrictive runway protection zones as mandated by regulations promulgated by the Federal Aviation Administration ("FAA") and the Minnesota Department of Transportation, Aeronautics Division ("MnDOT Aeronautics").

**WHEREAS,** the City acquired the Airport lands with financial assistance from a federal grant ("grant"), which is administered by the FAA.

**WHEREAS,** the City has conveyed certain permanent easement and other property interests in lands within the most restrictive runway protection zones to private parties that constitute encumbrances on the Airport lands, and the FAA has notified the City that it must terminate certain of these encumbrances ("subject property interests") in order to comply with applicable FAA regulations and certain conditions of the grant.

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

1. That the acquisition of the subject property interests is reasonably necessary or convenient, in furtherance of a proper public use and public purpose in accordance with Minnesota Statutes, Section 117.012, Subdivision 2, that public use and public purpose being the maintenance and operation of the Airport consistent with applicable FAA and MnDOT Aeronautics regulations.

2. That City staff and the City Attorney are authorized to take all necessary and convenient actions to prepare for the acquisition of the subject property interests through direct negotiation with the owners of the subject property interests and/or eminent domain, including commissioning appraisals of each such property interest to which the FAA has objected.

3. That any agreement for the purchase of the subject property interests, or any of them, negotiated with the owners thereof by City staff and/or the City Attorney be subject to the final approval of this City Council, and that any appraisals conducted of the subject property interests be presented to the City Council for approval prior to the initiation of an eminent domain action to acquire the property interests.

Adopted by the City Council of the City of Willmar on November 4, 2013.

Approved:

_____

Mayor

Attested:

_____

City Clerk

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

**Agenda Item Number:** 12

**Meeting Date:**

**Attachments:** ___ Yes X No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of On-Sale Intoxicating Liquor License

**Recommended Action:** Approve the On-Sale Intoxicating Liquor License through the year ending April 25, 2014

**Background/Summary:**
On October 28, 2013, Police Chief David Wyffels recommended application approval to Stephen James Peppin's request to hold an On-Sale Intoxicating Liquor License located at 1312 Lakeland Drive SE under the name Sophi Jade LLC dba Pep's Sports Bar. The Willmar Police Department has completed a background check, criminal history check, driving record check. Mr. Peppin will be listed as the Resident Manager for this establishment.

**Alternatives:** Deny

**Financial Considerations:** $.1866.67

**Preparer:** City Clerk-Treasurer

**Signature:** Halliday

**Comments:**

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

**Agenda Item Number:** 13

**Meeting Date:**

**Attachments:** X Yes ___ No

**CITY COUNCIL ACTION**

**Date:** November 4, 2013

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of Deferred Special Assessments for Senior Citizens and/or Disabled Persons

**Recommended Action:** Adopt Two Resolutions Deferring the Two Qualifying Applications.

**Background/Summary:**

The City Comprehensive Assessment Policy offers the option to defer special assessments to Senior Citizens and Disabled Persons meeting certain income guidelines. This year's project, the 2013 Street and Other Improvements, received one qualifying application. Also, a 2010 Street and Other Improvements project received one qualifying application for a disabled person. The applicant has paid the first three year payments but now qualifies to defer the remaining seven years.

**Alternatives:** Deny Deferments as a Policy Change

**Financial Considerations:** $6,285.38

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2010 (Project 1001); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability; and

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2014 through 2020 with interest at the annual rate of four and twenty-five hundredths (4.25%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship.

| | | |
|---|---|---|
| Melissa A. (Sutherland) Walsh<br>1300 12th Street SE<br>Willmar | 95-672-0060<br>Section 23, Township 119, Range 35, Lot 6, Block 1<br>PLEASANT VIEW THIRD ADDITION | $3,911.60 |

Dated this 4th day of November, 2013.

Attest:

_____
MAYOR

_____
CITY CLERK-TREASURER

RESOLUTION NO. ____

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2013 (Project 1301); and

WHEREAS, Minnesota Statutes, Sections 435.193 to 435.195 allows local governments certifying special assessments against municipal properties to defer the payment of that assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability; and

WHEREAS, certain property owner(s) have made application to the City for delayed payment of tax on special assessments and have met the criteria contained in Minnesota Statutes for said deferment.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred for the years of 2014 through 2023 with interest at the annual rate of three and seventy-five hundredths (3.75%) percent.

BE IT FURTHER RESOLVED that the option to defer payments will terminate and all deferred payments and interest become payable if a) the owner dies and the surviving spouse is not eligible; b) the property or a portion of the property is sold, transferred or subdivided; c) the property loses its homestead status; or d) the City determines that to require immediate or partial payment would not create a hardship.

| | | |
|---|---|---|
| Margaret Latham<br>2004 22nd Street SW<br>Willmar | 95-601-0129<br>Section 21, Township 119, Range 35, Lot 22, Block 2<br>ORTENBLAD'S HOMESITES | $2,373.78 |

Dated this 4th day of November, 2013.

Attest:

_____
MAYOR

_____
CITY CLERK-TREASURER